

Meeting Items

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Approve Order of Agenda
- E. Approval of Minutes -- June 2, 2025
- F. Building Permits

Consent Agenda - Approve the Following:

- a. Bills
- b. Memorandum of Agreement with North Dakota National Guard
- c. Annual Memorandum of Understanding with Casselton Airport
- d. Project No. 6060 – River's Bend Multi-Use Path and Pedestrian Bridge
 - Approve Agreement between the City of West Fargo and the West Fargo Park District
- e. Contract Renewal – North Dakota Insurance Department Contract No. 23-005
- f. A25-9, Halverson's Industrial Park 6th Addition, request for subdivision approval
- g. A25-14, DMF 2nd Addition, request for subdivision approval
- h. Appointment of Tyler Erickson and Sara Westall to the West Fargo Public Library Board

Regular Agenda

- 1. Public Comment

Members of the public will be allowed 2 minutes and 30 seconds to address the City Commission. Commissioners will not take any official action during this comment period. Please sign up no later than 12 p.m. the day of the City Commission Meeting you wish you attend. [City Commission Meeting Public Comment | West Fargo, ND \(westfargond.gov\)](https://www.westfargond.gov/city-commission-meeting-public-comment)
- 2. Public Hearings (each item will adjourn out of regular meeting into a public hearing)
 - None
- 3. MATBUS presentation and discussion on proposed West Fargo transit route
-- Aaron Nelson, Director of Planning and Zoning
- 4. A24-28, Second reading of 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
- 5. A25-11, Second reading of ordinance Amendment to Title IV regarding the building control line of the CO-SR zoning district -- Aaron Nelson, Director of Planning and Zoning
- 6. Contract for Incarceration of Inmates at Cass County Jail Action -- Dustin Scott, City Administrator
 - Approve contract with effective date of July 1, 2025
- 7. Brief Overview of the 2026 Draft Budget -- Dustin Scott, City Administrator
 - Presentation during meeting

8. Planning & Building Inspection Fee updates -- Aaron Nelson, Director of Planning and Zoning
9. Proposed 2026 Utility Rates (informational only) -- Matt Andvik, Director of Public Works
10. Project 9061 Public Works & Sanitation Expansion -- Matt Andvik, Director of Public Works
 - Award contract for Phase 1
11. Parking lot support in Downtown Mixed Use -- Casey Sanders-Berglund, Director of Economic Development
 - Review request for parking lot support for Converdia Health Staffing business located in DMU
12. Review Restad Properties Renaissance Zone application -- Casey Sanders-Berglund, Director of Economic Development
13. Improvement District No. 1353 – Dakota Medical Foundation Development – Dan Hanson, Senior Director of Community & Development Services
 - Accept Bid and Award Contract
14. Project No. 9063 - Core Area Stormwater Study – Dan Hanson, Sr. Director of Community & Development Services
 - Award Study to Consultant
15. City Administrator's Report -- Dustin Scott, City Administrator
16. Correspondence
17. Non-Agenda Items
18. 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, June 2, 2025.

B. Pledge of Allegiance

The Pledge of Allegiance was recited.

C. Roll Call

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

D. Approve Order of Agenda

Commissioner Zundel moved and Commissioner 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 19, 2025

Commissioner Olson moved and Commissioner Jorgensen seconded to approve the minutes of May 19, 2025. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve the minutes of May 19, 2025, was declared carried.

F. Building Permits

Commissioner Anderson moved and Commissioner Zundel seconded to approve the building permits. Commissioners Jorgensen recused himself; Commissioners Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve the building permits, was declared carried by a 4:0:1 vote.



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**

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)

- **A24-28, Ordinance Amendment to Title IV and Title X regarding the establishment of regulations and licensing standards for short-term rentals -- Aaron Nelson, Director of Planning and Zoning**

Commissioner Zundel moved and Commissioner Anderson seconded to approve A24-28, Ordinance Amendment to Title IV and Title X regarding the establishment of regulations and licensing standards for short-term rentals. Commissioners Zundel, Dardis and Anderson voted aye. Commissioners Jorgensen and Olson voted nay, the motion to approve A24-28, Ordinance Amendment to Title IV and Title X regarding the establishment of regulations and licensing standards for short-term rentals, was declared carried by a 3:2 vote.

- **A25-11, First reading of ordinance Amendment to Title IV regarding the building control line of the CO-SR zoning district**

Commissioner Olson moved and Commissioner Anderson seconded to approve A25-11, First reading of ordinance Amendment to Title IV regarding the building control line of the CO-SR zoning district. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve A25-11, First reading of ordinance Amendment to Title IV regarding the building control line of the CO-SR zoning district, was declared carried.

3. Expenditure of Asset Forfeiture -- Pete Nielsen, Chief of Police

Commissioner Zundel moved and Commissioner Jorgensen seconded to approve the expenditure of asset forfeiture of up to \$55,000. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve the expenditure of asset forfeiture of up to \$55,000, was declared carried.

4. Project No. 9021 - Wastewater Serviceability and Risk Reduction Study -- Dan

Hanson, Sr. Director of Community & Development Services

- **Award Study to Consultant**

Commissioner Olson moved and Commissioner Zundel seconded to approve Project No. 9021 - Wastewater Serviceability and Risk Reduction Study; Award Study to Consultant. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve Project No. 9021 - Wastewater Serviceability and Risk Reduction Study; Award Study to Consultant, was declared carried.

5. Mill and Overlays – Southside of Interstate 94 -- Dan Hanson, Sr. Director of Community & Development Services

- **Information and Discussion**

Commissioner Olson moved and Commissioner Jorgensen seconded to direct staff to revisit the mill and over lay southside of Interstate 94. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to direct staff to revisit the mill and over lay southside of Interstate 94, was declared carried.

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**

Commissioner Zundel moved and Commissioner Anderson seconded to approve Improvement District No. 2265 – 9th Street NE (Main Ave to 12th Ave NE); approve Purchase Agreement. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve Improvement District No. 2265 – 9th Street NE (Main Ave to 12th Ave NE); approve Purchase Agreement, was declared carried.

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**

Commissioner Anderson moved and Commissioner Jorgensen seconded to approve Meadowridge Development Reconstruction; create Improvement District No. 3008, Direct Engineer to prepare Engineer's Report and Approve Task Order. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve Meadowridge Development Reconstruction; create Improvement District No. 3008, Direct Engineer to prepare Engineer's Report and Approve Task Order, was declared carried.

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**

Commissioner Jorgensen moved and Commissioner Zundel seconded to approve 1st Ave E Reconstruction (Sheyenne Street to 4th Street E); create Improvement District No. 3009, Direct Engineer to prepare Engineer's Report and Approve Task Order. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve 1st Ave E Reconstruction (Sheyenne Street to 4th Street E); create Improvement District No. 3009, Direct Engineer to prepare Engineer's Report and Approve Task Order, was declared carried.

9. Second Reading of Ordinance 1256 relating to Storage Locker Habitation -- Katie Schmidt, Ohnstad Twichell

Commissioner Jorgensen moved and Commissioner Olson seconded to approve the Second 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 Second Reading of Ordinance 1256 relating to Storage Locker Habitation, was declared carried.

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



West Fargo City Commission Meeting
West Fargo City Hall Commission Chambers
2515 6th St E, West Fargo 58078
Monday, June 2, 2025 5:30 PM

- Utility Billing software update
- Public Works expansion project update
- 2026 Budget update
- Growth Area Master Plan update

11. Correspondence

There were no correspondence.

12. Non-Agenda Items

Bernie Dardis, Commission President, welcomed Long Creek Steel, a firm out of South Dakota; ownership was very impressed with all of our City departments.

13. Adjourn

Commissioner Olson moved and Commissioner Zundel seconded to adjourn. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to adjourn at 6:51 pm, was declared carried.

**WEST FARGO CITY COMMISSION MEETING
BUILDING DEPARTMENT ACTIVITY REPORT
6/16/2025**

	AS OF 6/12/2025			YEAR TO DATE		
	# PERMITS	# UNITS	VALUATION	# PERMITS	# UNITS	VALUATION
<u>BUILDING NEW</u>						
COMMERCIAL				2		\$ 3,782,000.00
RESIDENTIAL DWELLING	3	3	\$ 804,715.00	31	31	\$ 16,865,490.00
RESIDENTIAL TWINHOME						
RESIDENTIAL TOWNHOME						
RESIDENTIAL MULTIPLE						
PUBLIC						
CHURCH						
ACCESSORY	5		\$ 157,611.00	58		\$ 1,029,476.00
FOUNDATION ONLY						
<u>BUILDING REMODEL</u>						
COMMERCIAL	4		\$ 184,406.00	16		\$ 7,507,806.00
RESIDENTIAL	10		\$ 138,409.00	79		\$ 2,308,597.00
PUBLIC				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
PERMIT CANCELLATION						
TOTALS	22	3	\$ 1,285,141.00	193	31	\$ 34,546,369.00

WEST FARGO CITY COMMISSION MEETING
Building Department Report - Summary

1

NO.	CONTRACTOR	ADDRESS	OWNER	VALUATION	PERMIT FOR
250322	KYLE & ASHLEY MARDEN	3506 8 ST W	KYLE & ASHLEY MARDEN	\$ 2,000.00	Accessory - Structure
250325	Darin Luebke Contracting, LLC	1365 PRAIRIE PKWY	DAKOTA UPREIT LIMITED PARTNE	\$ 21,000.00	Remodel - Commercial - Office expansion
250432	Thomsen Homes, LLC	1187 RACHEL DR W	THOMSEN HOMES, LLC	\$ 218,000.00	Residential Dwelling
250437	Thomsen Homes, LLC	6118 MARTIN LN W	THOMSEN HOMES, LLC	\$ 226,715.00	Residential Dwelling
250444	KAYLA, MARK & KRISTI ERICKSON	1703 HUNTINGTON DR	KAYLA, MARK & KRISTI ERICKSON	\$ 2,000.00	Remodel - Residential - Reinforce Deck
250455	Jordahl Custom Homes, Inc.	5460 11 ST W	DESIGNER HOMES OF FARGO-MOC	\$ 360,000.00	Residential Dwelling
250208	OMNI PROPERTY HOLDINGS, LLC	100 MAIN AVE W	OMNI PROPERTY HOLDINGS, LLC	\$ 2,406.00	Remodel - Commerical - Drywall/Paint Storefront
250460	JM Construction Services LLC	1206 JILL DR W	JASON & SUPATTRA LANGE	\$ 18,011.00	Accessory - Deck
250477	MATTHEW J MOHAGEN, ETAL	1310 28 AVE W	MATTHEW J MOHAGEN, ETAL	\$ 2,600.00	Accessory - Deck
250478	Groundworks Minnesota, LLC	1733 6 ST W	BRENDA MANSKE	\$ 3,006.00	Remodel - Residential - Foundation Repair
250479	Groundworks Minnesota, LLC	114 6 AVE E	JUDITH A DALLMANN, TOD	\$ 19,107.00	Remodel - Residential - Foundation Repair
250480	Groundworks Minnesota, LLC	426 5 AVE W	DOUGLAS & MARY SHERMAN, TOD	\$ 12,920.00	Remodel - Residential - Foundation Repair
250481	Groundworks Minnesota, LLC	761 14 AVE E	RYAN GRENZ	\$ 4,602.00	Remodel - Residential - Foundation Repair
250450	SB, Inc.	901 ARMOUR ST NW	KIM SINER PROPERTIES LLC	\$ 118,000.00	Remodel - Commercial - Replace Steel Roof and Sidewall
250475	Precision Concrete Cutters, Inc.	2155 5 AVE E	RYAN & BRITTA KOCKELMAN	\$ 5,000.00	Remodel - Residential - Install Egress
250470	JOEL & SARA ERICKSON	4710 6 ST W	JOEL & SARA ERICKSON	\$ 5,500.00	Remodel - Residential - Replace Deck Stairs and Handrail
250474	Sub Zero Construction LLC	535 4 AVE NW	MOHAMMED S UDDIN	\$ 44,810.00	Remodel - Residential - Replace Insulation and Drywall
250462	Ulrich Enterprises, Inc.	2810 12 ST W	TANYA & STEVE KNUTSON	\$ 120,000.00	Accessory - Structure
250506	Groundworks Minnesota, LLC	636 7 AVE W	RYAN HUTTON, ETAL	\$ 29,880.00	Remodel - Residential - Remodel Home
250491	Premium Decks, Inc.	1128 6 AVE W	RICK & GREGG EBERHART	\$ 15,000.00	Accessory - Deck
250512	Century Builders, LLC	102 MORRISON ST	WESTGO SQUARE, LLC	\$ 43,000.00	Remodel - Commercial - Firewall & Door Addition

WEST FARGO CITY COMMISSION MEETING
Building Department Report - Summary

NO.	CONTRACTOR	ADDRESS	OWNER	VALUATION	PERMIT FOR
250509	Monarch Home Improvement LLC	754 14 AVE W	TODD HENDRICKSON, ETAL	\$ 11,584.00	Remodel - Residential - Replace Siding

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CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 06/02/25 to 06/13/25

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* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
126111		808 A & L LANDSCAPING	1,143.00								
1	05/30/25	PD - SPRINKLER START UP	1,143.00			1000		455000	420		101000
2772											
		Total for Vendor:	1,143.00								
125890	C	2954 A-OX WELDING SUPPLY CO INC	825.59								
1	05/16/25	CUTTING TIP	26.29			1000		455000	433		101000
0001444175											
2	05/23/25	SAITEC/PLIERS	242.36			1000		455000	433		101000
0001445821											
3	05/06/25	FACESHIELDS	204.67			1000		455000	639		101000
0001441341											
4	05/16/25	REGULATOR/HOSE	164.83			1000		455000	427		101000
0001444201											
5	05/22/25	BLADE	187.44			1000		455000	433		101000
0001445530											
		Total for Vendor:	825.59								
126119	C	4550 ABC LOCK & KEY INC	110.00								
1	05/27/25	SERVICE CALL/REKEY LOCK	110.00			6025		450000	825		101000
E2512											
		Total for Vendor:	110.00								
126010	C	3453 ABM EQUIPMENT LLC	70,375.00								
1	06/09/25	#5705 2025 FORD F550 SUPERDUTY	70,375.00			1000		430002	870		101000
167587-M											
		Total for Vendor:	70,375.00								
126023	C	289 ACME TOOLS	1,227.34								
1	05/20/25	SAW CHAIN FILE	7.35			2210		428000	432		101000
14412292											
2	05/22/25	TRANSFER PUMP	249.00			1000		430000	486		101000
14422185											
3	05/21/25	TOOLS	645.58			1000		430000	486		101000
14419925											
4	05/30/25	HARDWARE	35.21			1000		430000	722		101000
14466735											

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CITY OF WEST FARGO, ND
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Claim/ Line #	Check Invoice	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
5	06/02/25	RETURN	-8.43			1000 455000	432		101000
14475136									
6	06/02/25	BATTERY PACK	99.00			1000 455000	432		101000
14475145									
7	05/27/25	GREASE COUPLERS	57.14			1000 455000	433		101000
14438208									
8	05/29/25	BLADE	142.49			6020 450000	432		101000
26003463									
126138	C	289 ACME TOOLS	117.40						
this is to be deducted from the donation for the training grounds from WF Rural Fire Department. TMW									
RV# 9335									
1	06/12/15	FD Training cutting wheels	117.40			2060 415200	494		101000
14530964									
Total for Vendor:			1,344.74						
126107		3221 AG AIR LTD	1,277.50						
1	06/02/25	LAGOON SPRAYING	1,277.50			4387 480000	670		101000
2465									
Total for Vendor:			1,277.50						
126129		779 AGASSIZ SEED COMPANY	270.00						
1	06/10/25	FD Grass Seed Both Stations	270.00			2060 415200	494		101000
099532									
Total for Vendor:			270.00						
125870		999999 AKC CANINE GOOD CITIZEN DEPT	60.00						
1	06/05/25	K9 Clover AKC title & app	60.00			1000 421000	915		101000
Total for Vendor:			60.00						
126150		999999 ALEX & LISA TOSTENSON	300.00						
Tree Planting Permit - 6085 Martin Ln W									
1	06/12/25	Tree - 6085 Martin Ln W	300.00			5000 422000	490		101000
Total for Vendor:			300.00						

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CITY OF WEST FARGO, ND
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126149		999999 ALEX SINCLAIR	300.00						
		Tree Planting Permit - 1110 Brooks Dr							
1	06/12/25	Tree - 1110 Brooks Dr	300.00			5000 422000	490		101000
		Total for Vendor:	300.00						
126080		5576 ALYSSA OMMEN	60.00						
1	06/30/25	P&Z Meetings Jan-June 2025	60.00			1000 418000	111		101000
		Total for Vendor:	60.00						
125849	E	3490 AMAZON CAPITAL SERVICES	463.06						
1	CC-1738 06/04/25	dog leashes, pole catcher, tra	463.06			1000 421000	641		101000
		1G93-JCM6-7L9G							
125881	E	3490 AMAZON CAPITAL SERVICES	131.88						
1	06/02/25	Car battery jump starter pack	93.99			1000 415000	420		101000
		1NYW-VDRL-4YM6							
2	06/03/25	Stamps/ink	37.89			1000 414100	410		101000
		1PYD-YY4N-3X3D							
125978	E	3490 AMAZON CAPITAL SERVICES	228.37						
1	06/09/25	WORK GLOVES	94.00			1000 430000	639		101000
		113DXGNFJMRQ							
2	06/09/25	OFFICE SUPPLIES	28.65			1000 450000	410		101000
		113DXGNFJMRQ							
3	06/09/25	D BIRNBAUM - PANTS	69.20			1000 430000	422		101000
		113DXGNFJMRQ							
4	06/09/25	OFFICE SUPPLIES	16.53			6020 450000	410		101000
		113DXGNFJMRQ							
5	06/09/25	ORGANIZER	19.99			6010 450200	410		101000
		113DXGNFJMRQ							
125995	E	3490 AMAZON CAPITAL SERVICES	1,866.20						
1	05/27/25	ENGINE MIX	109.99			1000 430001	424		101000
		1GTLV4DDDHXX							
2	05/27/25	LIFT SUPPORT	38.78			1000 430002	427		101000
		1G71WL3V7Q3X							

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CITY OF WEST FARGO, ND
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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
3	05/23/25	RAIN GEAR	301.20			6025		450000	639		101000
1T31VDXQY3P7											
4	05/27/25	S GRAVALIN PANTS	179.97			1000		430000	422		101000
1WJXCVCPC9RL											
5	05/28/25	SHOP LIGHT	110.99			1000		430000	485		101000
1CXRVVDJ4JFC											
6	05/21/25	KITCHEN TOWELS	17.97			6020		450000	500		101000
1FT34H9G6HRH											
7	05/22/25	T FRAEDRICH - SHIRTS	35.99			6010		450200	422		101000
1C397YWRP99N											
8	05/22/25	BACKFLOW PREVENTERS	1,142.30			6020		450000	420		101000
1C397YWRP99N											
9	05/29/25	BACKFLOW PREVENTER - RET	-572.95			6020		450000	420		101000
17LGP7GH39FP											
10	05/22/25	RETURN	-70.99			1000		430000	422		101000
16JRQJ6CTCTD											
11	05/23/25	BACKFLOR PREVENTER	572.95			6020		450000	420		101000
13VR13CWRPF9											
126008	E	3490 AMAZON CAPITAL SERVICES	107.35								
1	05/28/25	SHOP SUPPLIES	107.35			6010		450200	433		101000
1NHDPW6K4NVR											
126124	E	3490 AMAZON CAPITAL SERVICES	22.95								
1	06/09/25	PHONE HOLDER	22.95			2210		428000	497		101000
19TQ9NYRHN1C											
126156	E	3490 AMAZON CAPITAL SERVICES	191.73								
1	06/11/25	FD EMS Bike Bottle Holders	11.99			2060		415200	420		101000
14MH-XCDY-FKWP											
2	06/11/25	FD leather wipes/furniture	13.99			2060		415200	500		101000
14MH-XCDY-FKWP											
3	06/11/25	FD Laptop mouse	25.98			2060		415200	497		101000
14MH-XCDY-FKWP											
4	06/11/25	FD Training Masks	59.90			2060		415200	340		101000
14MH-XCDY-FKWP											
5	06/11/25	FD Lawn Sprinkler	79.87			2060		415200	494		101000
1WFL-W33G-6HNP											
Total for Vendor:			3,011.54								

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16:07:24

CITY OF WEST FARGO, ND
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125873	-97285E	5229 AMB INVESTMENTS, LLC	47,700.00						
		New City Hall							
1	06/01/25	June 2025 Lease - City Hall	44,922.57			1001 415000	389		101000
2	06/01/25	June 2025 Lease - Satellite Li	2,777.43			7000 411600	333		101000
		Total for Vendor:	47,700.00						
125889	C	317 AMERICAN WELDING & GAS, INC.	559.33						
1	04/30/25	ACETYLENE/02/ARGON	290.73			1000 455000	427		101000
		0010817175							
2	06/03/25	2 VICTOR/2 PIECE	268.60			1000 455000	427		101000
		0010906577							
		Total for Vendor:	559.33						
125877		5567 AMP YOUR GOOD INC	1,524.00						
1	06/03/25	wound/tournq. trn equip	1,524.00			1000 421000	641		101000
		M25-5178							
		Total for Vendor:	1,524.00						
125952		5573 ASL INTERPRETING SERVICES INC	194.00						
1	25.08189	05/31/25 ASL Interpreting Services	194.00			1000 412000	304		101000
		25.08189							
		Total for Vendor:	194.00						
125924		22 ASPLIN EXCAVATING	1,168.51						
1	05/14/25	SHREDDED BLACK DIRT	760.80			1000 430000	358		101000
		25-0797							
2	05/09/25	PEA ROCK	407.71			2210 428000	358		101000
		25-0692							
126103		22 ASPLIN EXCAVATING	1,814.02						
1	05/27/25	CLASS 5	1,814.02			1000 430000	394		101000
		25-0999							
		Total for Vendor:	2,982.53						

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125940	C	5449 ASSUREHIRE	825.50								
		Background Checks / Drug Screens / Credit Checks for New Hires									
1	106731	06/01/25 Background/Drug Screens - PW	185.50			1000		414103	399		101000
106731											
2	106731	06/01/25 Background/Drug Screens - FD	213.00			2060		415200	399		101000
106731											
3	106731	06/01/25 Background/Drug Screens	427.00			1000		414103	399		101000
106731											
Total for Vendor:			825.50								
126071	-97278E	4672 ASURE PAYROLL TAX MANAGEMENT	261,258.45								
		06/13/25 payroll									
1		06/13/25 Social Security	122,634.90			1000		212501			101000
2		06/13/25 Medicare	28,680.62			1000		212502			101000
3		06/13/25 Federal Income Tax	100,612.93			1000		212503			101000
4		06/13/25 ND State Tax	4,623.00			1000		212504			101000
5		06/13/25 MN State Tax	4,707.00			1000		212505			101000
Total for Vendor:			261,258.45								
126019	C	2931 AUTO VALUE PARTS STORES	760.34								
1	05/22/25	INDUSTRIAL HYDRAULIC	67.19			6020		450000	427		101000
99339736											
2	06/04/25	HD OIL FLEET	29.57			6020		450000	427		101000
99341827											
3	06/04/25	#7300 HD OIL CONSTRUCTION	6.49			6025		450000	427		101000
99342004											
4	05/30/25	LED TEST	37.99			1000		455000	433		101000
99341060											
5	06/02/25	#5305 FUEL FILTER	22.25			1000		430001	427		101000
99341278											
6	06/03/25	OIL FILTER	3.26			6010		450200	427		101000
99341535											
7	06/03/25	FUEL PUMP	83.68			6020		450000	420		101000
99341530											
8	06/03/25	QT MAG 1 HYDRAULIC	11.98			1000		455000	427		101000
99341584											

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9	05/28/25	FUEL LINE PVC	125.50			1000		455000	427		101000
99340565											
10	06/02/25	RETURN	-65.90			1000		455000	432		101000
99341385											
11	06/03/25	FUEL PUMP	167.36			6020		450000	420		101000
99341721											
12	06/03/25	FILTERS	68.19			6020		450000	427		101000
99341525											
13	06/03/25	FILTERS	29.09			6025		450000	427		101000
99341534											
14	06/03/25	FILTERS	25.51			1000		430001	427		101000
99341531											
15	06/03/25	HD OIL FLEET	88.71			6010		450200	427		101000
99341529											
16	06/03/25	FILTERS	34.91			1000		421000	427		101000
99341523											
17	06/03/25	FILTERS	18.04			1000		430000	427		101000
99341526											
18	06/03/25	FILTERS	6.52			1000		430001	427		101000
99341533											
Total for Vendor:			760.34								
125977		4426 BACHMAN'S	1,700.00								
1	06/09/25	TREES	1,700.00			2210		428000	446		101000
361639											
126004		4426 BACHMAN'S	18,395.00								
1	05/22/25	TREES	18,395.00			2210		428000	446		101000
279073											
Total for Vendor:			20,095.00								
125998		C 3000 BAILEY NURSERIES, INC	3,927.80								
1	05/30/25	TREES	3,927.80			2210		428000	446		101000
0721294											
Total for Vendor:			3,927.80								

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126144		1069 BAKER GARDEN & GIFT	99.99								
1	06/13/25	STREET FAIR TREE	99.99			2210		428000	375		101000
1-960574											
		Total for Vendor:	99.99								
125925	C	3149 BEE SEEN GEAR	183.34								
1	06/05/25	FD A Puhr tops	123.34			2060		415200	422		101000
69604											
2	06/05/25	FD T Wagner Top	60.00			2060		415200	422		101000
69604											
		Total for Vendor:	183.34								
126001	C	36 BERT'S TRUCK EQUIPMENT	2,947.50								
1	06/03/25	#5306 MOUNT/WIRING KIT	2,985.00			1000		430001	610		101000
106664											
2	04/17/25	RETURN	-37.50			1000		455000	427		101000
103217											
		Total for Vendor:	2,947.50								
125878	-97283E	3552 BLUE CROSS BLUE SHIELD OF ND	355,692.59								
		June 2025 Premium - Med/Dental/Vision									
1	05/21/25	June 2025 Premium	355,692.59			1000		212539			101000
250521253247											
		Total for Vendor:	355,692.59								
125861		2814 BLUEPEARL VETERINARY-EDEN	560.27								
1	06/03/25	K9 Q dental	560.27			1000		421000	915		101000
490031											
		Total for Vendor:	560.27								
126091		73 BRAUN INTERTEC	17,283.25								
1	B431029	06/11/25 Dist 1316.3	2,568.50			4065		480000	724		101000
B431029											
2	B431030	06/11/25 Dist 2291	5,150.75			4182		480000	724		101000
B431030											
3	B431028	06/11/25 Dist 3006	7,059.00			4003		480000	724		101000
B431028											

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4	B431011	06/11/25 Dist 1345	2,505.00			4009		480000	724		101000
	B431011										
		Total for Vendor:	17,283.25								
125918	C	652 BRENCO CORPORATION	309.76								
1	06/04/25	#5104 BROOM	309.76			1000		455000	427		101000
	0168518										
125994	C	652 BRENCO CORPORATION	273.72								
1	06/10/25	HOSE/SWIVEL	273.72			6010		450200	433		101000
	0168718										
		Total for Vendor:	583.48								
126120		3892 BURGGRAF'S ACE FARGO WEST #17458	26.97								
1	05/22/25	SPRAYPAINT	19.98			6025		450000	433		101000
	4187										
2	05/22/25	SHARPIES	6.99			6025		450000	433		101000
	4185										
		Total for Vendor:	26.97								
125868	C	351 BUSINESS ESSENTIALS	310.45								
1	04/22/25	evidence boxes	124.18			1000		421000	365		101000
	WO-1343567-2										
2	04/22/25	storage boxes	186.27			1000		421000	410		101000
	WO-1343567-2										
125899	C	351 BUSINESS ESSENTIALS	88.98								
1	05/30/25	OFFICE SUPPLIES	88.98			6010		450200	410		101000
	WO-1348704										
125973	C	351 BUSINESS ESSENTIALS	250.76								
1	06/06/25	blue, white copy paper	250.76			1000		421000	410		101000
	WO-1349691-1										

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125985	C	351 BUSINESS ESSENTIALS	199.59								
1	06/04/25	PAPER TOWELS/FOAM CUPS	137.37			7000		411600	410		101000
WO-1349111-1											
2	06/04/25	LABEL MAKER TAPE	62.22			7000		411600	410		101000
WO-1349111-2											
		Total for Vendor:	849.78								
126151		999999 CALEB BEHM	300.00								
		Tree Planting Permit - 2718 14th St W									
1	06/12/25	Tree - 2718 14th St W	300.00			5000		422000	490		101000
		Total for Vendor:	300.00								
125932	C	4508 CARE RESOURCE CONNECTION	3,000.00								
1	06/04/25	FD 06-01/06-30 Services	3,000.00			2060		415200	428		101000
7850											
		Total for Vendor:	3,000.00								
125926	E	51 CASS COUNTY ELECTRIC COOP	1,501.03								
1	06/06/25	FD St 75 May Utlilities	1,501.03			2060		415200	527		101000
1090222		May									
126058	E	51 CASS COUNTY ELECTRIC COOP	27,890.96								
1	06/10/25	LIFT STATIONS	23,750.06			6025		450000	527		101000
1156426											
2	06/10/25	INERT LANDFILL	83.69			6010		450200	527		101000
1156426											
3	06/10/25	WATER TOWERS	562.25			6020		450000	527		101000
1156426											
4	06/10/25	THE LIGHTS STAGE & COURTYARD	1,631.75			2310		452120	527		101000
1163206											
5	06/10/25	THE LIGHTS CITY HOUSE METER	399.38			2310		452120	527		101000
1168004											
6	06/10/25	THE LIGHTS PARKING RAMP	1,463.83			2310		452120	527		101000
1168003											

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126065	E	51 CASS COUNTY ELECTRIC COOP	371.75								
1	428342	Jun 06/06/25 Airport 04/30/25 - 05/31/2	371.75			7050		500000	420		101000
	428342	06/25									
126085	E	51 CASS COUNTY ELECTRIC COOP	5,170.61								
1	1190696	06 06/10/25 New City Hall (WEX Buildin	5,170.61			1001		415000	527		101000
	1190696	06/25									
		Total for Vendor:	34,934.35								
126095	C	2909 CC STEEL LLC	126,907.25								
1	Pay App 7	06/03/25 Project 1348	126,907.25			4444		480000	670		101000
	Pay App 7										
		Total for Vendor:	126,907.25								
125967	E	1777 CENTURY LINK	215.28								
1	06/01/25	june 2025 pd sirens	215.28			1000		421000	356		101000
126067	E	1777 CENTURY LINK	76.31								
1	June 25	06/07/25 WF Airport	76.31			7050		500000	356		101000
	333942770	06.25									
		Total for Vendor:	291.59								
126017		2429 CERTIFIED LABORATORIES	1,544.95								
1	05/22/25	WA - PREMALUBE/AEROSOL	308.99			6020		450000	427		101000
	9167661										
2	ST -	PREMALUBE/AEROSOL	308.99			1000		430000	427		101000
3	SA -	PREMALUBE/AEROSOL	308.99			6010		450200	427		101000
4	SW -	PREMALUBE/AEROSOL	308.99			6025		450000	427		101000
5	RW -	PREMALUBE/AEROSOL	308.99			1000		430001	427		101000
		Total for Vendor:	1,544.95								
126081		5577 CHRIS WEHRI	90.00								
1	06/30/25	P&Z Meetings Jan-June 2025	90.00			1000		418000	111		101000
		Total for Vendor:	90.00								

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125887		3216 CINTAS	148.42								
1	05/23/25	RUG SERVICE	148.42			1000		455000	420		101000
4231450015											
Total for Vendor:			148.42								
125907		111 CITY OF FARGO	584.00								
1	05/28/25	TACK OIL	584.00			1000		430000	722		101000
481542											
126014		111 CITY OF FARGO	28,889.40								
1	06/04/25	LANDFILL FEES	28,889.40			6010		450200	355		101000
481907											
126040		111 CITY OF FARGO	54,130.12								
1	05/28/25	LANDFILL FEES	28,360.32			6010		450200	355		101000
481540											
2	05/21/25	LANDFILL FEES	25,769.80			6010		450200	355		101000
481372											
Total for Vendor:			83,603.52								
126057		2880 CITY OF FARGO	898,829.47								
1	06/06/25	1 GSR (WATER)	156,566.40			6020		450000	345		101000
2	06/06/25	5635 14TH AVE N (WATER)	29.60			6020		450000	345		101000
3	06/06/25	1 MAIN AVE (WATER)	235,324.30			6020		450000	345		101000
4	06/06/25	1 32ND AVE S (WATER)	148,200.40			6020		450000	345		101000
5	06/06/25	2220 57TH ST N (SEWER)	358,708.77			6025		450000	347		101000
Total for Vendor:			898,829.47								
126102		111 CITY OF FARGO	1,314.00								
1	06/04/25	TACK OIL	1,314.00			1000		430000	722		101000
481908											
126122		111 CITY OF FARGO	560.00								
1	05/28/25	WATER TESTING	560.00			6020		450000	335		101000
481541											
Total for Vendor:			1,874.00								

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125958	C	3167 CITY OF WEST FARGO	77.82								
1	02066 May	05/30/25 Airport Dumpster	77.82			7050		500000	420		101000
	02066 May	25									
		Total for Vendor:	77.82								
125913	C	133 COLE PAPERS INC	239.84								
1	05/22/25	PW - PAPER PRODUCTS	239.84			6020		450000	500		101000
	10581881										
		Total for Vendor:	239.84								
125947	C	5293 COLUMN SOFTWARE PBC	22.80								
1	05/23/25	Imp Dist 1337 - Public Notice	5.70			4086		480000	670		101000
	CBBC1442-0100										
2	05/23/25	Imp Dist 1339 - Public Notice	5.70			4088		480000	670		101000
	CBBC1442-0100										
3	05/23/25	Imp Dist 2270 - Public Notice	5.70			4006		480000	670		101000
	CBBC1442-0100										
4	05/23/25	Imp Dist 2271 - Public Notice	5.70			4005		480000	670		101000
	CBBC1442-0100										
		Total for Vendor:	22.80								
125856		4762 CONNER HEYERMAN	122.00								
1	06/06/25	traffic stop trn., meals	122.00			1000		421000	340		101000
		Total for Vendor:	122.00								
125867	E	229 CONSOLIDATED COMMUNICATIONS	175.00								
1	06/01/25	june 2025 - ICAC	175.00			1000		421000	497		101000
125927	E	229 CONSOLIDATED COMMUNICATIONS	26.82								
1	06/01/25	FD St 76 June billing	26.82			2060		415200	527		101000
	701-364-9536/0										
125949	E	229 CONSOLIDATED COMMUNICATIONS	4,229.46								
1	June 2025	06/01/25 701-433-5400/0 Phones	498.96			1000		415000	356		101000
	June 2025										
2	June 2025	06/01/25 701-150-1128/0 Phones	3,730.50			1000		415000	356		101000
	June 2025										
		Total for Vendor:	4,431.28								

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125957 1 2348-1087702	05/22/25	4108 CONSOLIDATED ELECTRICAL Cables/mounting brackets	590.29 590.29			1000		414104	497		101000
126035 1 2348-1088711	06/03/25	4108 CONSOLIDATED ELECTRICAL LED BULBS	84.00 84.00			6025		450000	420		101000
Total for Vendor:			674.29								
126025 1 4382 2 1771 3 1635 4 1596 5 1549 6 1597 7 3725 8 1636	06/03/25 05/30/25 05/28/25 05/27/25 05/23/25 05/27/25 05/22/25 05/28/25	3245 CORE & MAIN MANHOLE SEAL MH FRAME/GRATE MH FRAME/GRATE CRETEX PRORING SEALANT COUPLINGS CPLG EPXY/PLUG METER COUPLING SEWER PIPE/PVC	25,305.08 1,360.00 5,006.38 10,546.80 3,588.00 2,847.14 1,133.98 122.42 700.36			6025 6025 6025 6025 6025 6020 6020 4972 6025		450000 450000 450000 450000 450000 450000 450000 480000 450000	437 437 437 437 438 438 670 439		101000 101000 101000 101000 101000 101000 101000 101000 101000
126100 1 0176 2 1876	04/01/25 06/04/25	3245 CORE & MAIN WATER METERS HYD 8'6" PO NST 3W O/L	6,861.59 1,480.00 5,381.59			4972 6020		480000 450000	670 438		101000 101000

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126110		3245 CORE & MAIN	16,360.32						
1	06/04/25	MH RING/ADHESIVE	10,515.50			6025 450000	437		101000
1877									
2	06/07/25	ADHESIVE RETURN	-4,320.00			6025 450000	437		101000
0072									
3	06/07/25	MH SEAL	5,440.00			6025 450000	437		101000
4651									
4	06/07/25	PRORING ADHESIVE	2,760.00			6025 450000	437		101000
1912									
5	06/07/25	TYPE C GRATE	1,964.82			6025 450000	437		101000
1911									
126116		3245 CORE & MAIN	12,512.81						
1	06/11/25	CRATE/FRAME/RING	12,512.81			6025 450000	437		101000
1967									
Total for Vendor:			61,039.80						
125837		3500 CUMMINS SALES AND SERVICE	10,999.35						
Fr shocks, service rear axle, brake shoes, drums, bearings, hub, crank shaft									
1	05/30/25	FD L75 Fr Shocks	10,999.35			2060 415200	427		101000
E8-250517950									
Total for Vendor:			10,999.35						
126128		5574 CURBTENDER SWEEPERS LLC	226,904.00						
1	06/06/25	#4009 2025 FREIGHTLINER M2 106	226,904.00			6010 450200	870		101000
005461									
Total for Vendor:			226,904.00						
125928	C	5319 DAKOTA CHILDREN'S ADVOCACY	511.87						
1	02/28/25	FD Feb Billings	511.87			2060 415200	996		101000
26242									
Total for Vendor:			511.87						

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125893	C	1675 DAKOTA FLUID POWER, INC	8.33						
1	05/30/25	HARDWARE	8.33			6010 450200	427		101000
7343375									
Total for Vendor:			8.33						
125894	C	624 DAKOTA SUPPLY GROUP	388.29						
1	06/01/25	COMP TOOL	388.29			1000 430002	432		101000
S104723905									
126123	C	624 DAKOTA SUPPLY GROUP	450.40						
1	06/10/25	CABLE TIES/ELECTRICAL TAPE	450.40			1000 430002	391		101000
S104774015									
Total for Vendor:			838.69						
126094		90 DAKOTA UNDERGROUND	463,331.00						
1	Pay App 6 06/03/25	Project 1345	463,331.00			4009 480000	670		101000
Pay App 6									
Total for Vendor:			463,331.00						
125874 -97284E		3050 DAKOTA UPREIT LIMITED	7,974.68						
		Pioneer Center - June 2025 rent							
1	06/01/25	Common Area - June 2025	2,402.29			1001 415000	389		101000
2	06/01/25	Base Rent - June 2025	5,572.39			1001 415000	389		101000
Total for Vendor:			7,974.68						
126075		2813 DAVID GUST	180.00						
1	06/30/25	P&Z Meetings Jan-June 2025	180.00			1000 418000	111		101000
Total for Vendor:			180.00						
125929		2377 DAVID SAPP	38.79						
		Reimbursement for Bike chain							
1	06/09/25	D Sapp Chain for EMS Bike reim	38.79			2060 415200	420		101000
06-09-25									
Total for Vendor:			38.79						

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126068	C	2948 DELTA 54 AVIATION LLC	3,800.00						
1	June 2025	06/09/25 Airport Management Fees	3,800.00			7050 500000	307		101000
		Total for Vendor:	3,800.00						
126034	C	5560 DIAMOND VOGEL	1,943.80						
1	05/27/25	STRIPING PAINT	1,320.00			1000 430000	486		101000
810260338									
2	05/21/25	STRIPING PAINT	440.00			1000 430000	486		101000
810260143									
3	05/21/25	STRIPING PAINT	105.80			1000 430000	486		101000
810260349									
4	06/04/25	STRIPING RACK/TIP	78.00			1000 430000	486		101000
810260618									
		Total for Vendor:	1,943.80						
125895	C	2225 DTN, LLC	512.65						
1	06/01/25	WEATHER BILLING (JULY)	512.65			1000 450000	497		101000
210-00179381									
		Total for Vendor:	512.65						
125863		5253 EATHAN NEWMAN	39.95						
1	05/30/25	remib for bike gloves	39.95			1000 421000	422		101000
		Total for Vendor:	39.95						
126082	C	1502 EIDE BAILLY LLP	32,523.75						
		Professional services related to 2024 audit							
1	EI01893302	06/10/25 2024 Audit	32,523.75			1000 415000	369		101000
EI01893302									
		Total for Vendor:	32,523.75						
125933		5454 EMERGENCY TECHNICAL DECON	1,445.25						
1	04/30/25	FD Uniform Gear Repair	1,445.25			2060 415200	427		101000
402									
		Total for Vendor:	1,445.25						

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125944		5354 ENERGY TECH SYSTEMS	386.23						
1	36563	05/25/25 Investigations Door Repair	386.23			1000 414104	497		101000
36563									
		Total for Vendor:	386.23						
125989	C	2089 ENVISIONWARE, INC	1,371.08						
1	06/01/25	YRLY MAINTNANCE 9/1/25-8/31/26	1,371.08			7000 411600	497		101000
		INV-US-76692							
		Total for Vendor:	1,371.08						
126142		5578 EQUIPMENT SALES COMPANY	34,096.00						
1	06/12/25	2025 TOOL TRAILER	34,096.00			6020 450000	870		101000
220									
		Total for Vendor:	34,096.00						
126074		3240 ERIC DODDS	150.00						
1	06/30/25	P&Z Meetings Jan-June 2025	150.00			1000 418000	111		101000
		Total for Vendor:	150.00						
126146		999999 ERIC ERDMANN	300.00						
		Tree Planting Permit - 1262 5th St NW							
1	06/12/25	Tree - 1262 5th St NW	300.00			5000 422000	490		101000
		Total for Vendor:	300.00						
126152		999999 ERICH SCHWAB	300.00						
		Tree Planting Permit - 6021 Martin Ln W							
1	06/12/25	Tree - 6021 Martin Ln W	300.00			5000 422000	490		101000
		Total for Vendor:	300.00						
125930		2862 ESSENTIA HEALTH - FARGO	6,242.74						
1	06/06/25	FD L Pettinger	769.87			2060 415200	996		101000
		890002546.05.2025.2							
2	06/06/25	FD M Obach	78.87			2060 415200	996		101000
		890002546.05.2025.1							
3	06/06/25	FD Annual Physicals	5,394.00			2060 415200	996		101000
		890002546.05.2025							

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125972		2862 ESSENTIA HEALTH - FARGO	1,418.74								
1	06/06/25	annual physicals	1,261.00			1000		421000	996		101000
890002547.02.2025											
2	06/06/25	heart screen	78.87			1000		421000	387		101000
890002547.05.1											
3	06/06/25	heart screen	78.87			1000		421000	387		101000
890002547.05.2											
Total for Vendor:			7,661.48								
126032	C	1851 F/S MANUFACTURING	241.71								
1	05/28/25	STRAINER/VISIFLOW TIP	18.90			1000		430001	358		101000
204538											
2	05/28/25	#3064 CONNECTOR/ELBOW	205.99			1000		430000	427		101000
204553											
3	05/27/25	THREADED LID	16.82			2210		428000	427		101000
204427											
Total for Vendor:			241.71								
126117		897 FARGO GLASS AND PAINT CO.	374.00								
1	05/28/25	DUMPSTER REPAIR	374.00			6010		450200	914		101000
FR0001479120											
Total for Vendor:			374.00								
125997		979 FARGO LINE-X	6,395.00								
1	05/14/25	#6001 LINERS/COVERS/MOUNTING K	1,520.00			2210		428000	610		101000
31647											
2	05/14/25	#5306 LINERS/COVERS/MOUNTING K	2,660.00			1000		430001	610		101000
31649											
3	05/14/25	#4013 RACK/STORAGE/COVERS	2,215.00			6010		450200	610		101000
31646											
126033		979 FARGO LINE-X	578.00								
1	05/29/25	#4301/4302 SEAT COVERS	578.00			6010		450200	870		101000
31737											
Total for Vendor:			6,973.00								

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126048	C	124 FASTENAL	56.18								
1	05/22/25	HARDWARE	11.25			6025		450000	433		101000
		NDFAR318374									
2	05/23/25	ANCHORS	44.93			6025		450000	826		101000
		NDFAR318439									
Total for Vendor:			56.18								
125862		151 FEDERAL EXPRESS	16.52								
1	06/04/25	ND lab packages	16.52			1000		421000	661		101000
		8-882-66469									
125974		151 FEDERAL EXPRESS	23.66								
1	06/11/25	ND lab packages mailed	23.66			1000		421000	661		101000
		8-890-13223									
Total for Vendor:			40.18								
125916		5202 FLATLAND MASONRY, INC.	1,775.00								
1	06/04/25	SHEYENNE ST. PLANTER REPAIRS	1,775.00			1000		430000	322		101000
Total for Vendor:			1,775.00								
125839	C	140 FM AMBULANCE SERVICES INC	555.00								
1	05/29/25	FD E-cards for CPR/AED Train	555.00			2060		415200	340		101000
		45423									
125931	C	140 FM AMBULANCE SERVICES INC	36.00								
1	06/09/25	FD D Vetsch BLS Heartcode	36.00			2060		415200	399		101000
		45576									
Total for Vendor:			591.00								
125910		2637 FORCE AMERICA INC	20.00								
1	05/30/25	DATA PLAN (APR)	20.00			1000		430000	497		101000
		IN200-2005876									
Total for Vendor:			20.00								

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126073	C	5427 FORTE	1,597.50								
1	89066313	06/10/25 On site service - Court room	1,597.50			1000		414104	497		101000
	89066313										
		Total for Vendor:	1,597.50								
126148		999999 GABRIELLE HELFRICH	190.00								
		Tree Planting Permit - 1010 29th Ave W									
1	06/12/25	Tree - 1010 29th Ave W	190.00			5000		422000	490		101000
		Total for Vendor:	190.00								
125855		155 GALLS, LLC	162.28								
1	06/03/25	shirt for new officer	162.28			1000		421000	422		101000
	031524024										
125859		155 GALLS, LLC	37.44								
1	06/03/25	cso lt bars	37.44			1000		421000	375		101000
	031522328										
125871		155 GALLS, LLC	1,069.69								
1	05/27/25	cso captain bars	18.72			1000		421000	375		101000
	031441815										
2	05/29/25	new officer - belts	156.60			1000		421000	422		101000
	031468632										
3	05/29/25	new officer - belts	59.94			1000		421000	422		101000
	031470486										
4	06/02/25	new officer - posterick	457.87			1000		421000	422		101000
	031511438										
5	05/29/25	K9 Q badge	178.56			1000		421000	422		101000
	031475937										
6	05/30/25	pants for B.J. Nobles	158.40			1000		421000	422		101000
	031482646										
7	05/28/25	flashlight holder	39.60			1000		421000	422		101000
	031456985										

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125934	C	155 GALLS, LLC	164.78								
1	05/16/25	FD D Vetsch-nameplate	9.78			2060		415200	422		101000
031360044											
2	05/16/25	FD J Mailey-nameplate	9.78			2060		415200	422		101000
031360044											
3	05/23/25	FD B Herbst boots	145.22			2060		415200	422		101000
031428563											
125964	C	155 GALLS, LLC	292.03								
1	06/04/25	belts - new officer	59.94			1000		421000	422		101000
031533021											
2	06/05/25	uniforms for saari	232.09			1000		421000	422		101000
031543197											
Total for Vendor:			1,726.22								
126055		93 GATEWAY CHEVROLET	30.22								
1	06/02/25	#3302 HARNESS	30.22			1000		430000	427		101000
1290336											
Total for Vendor:			30.22								
125906		156 GENERAL EQUIP & SUPPLIES	162.72								
1	06/04/25	MIRROR	162.72			6010		450200	433		101000
S00302857											
126099		156 GENERAL EQUIP & SUPPLIES	742.50								
1	06/10/25	SALT MC FI	742.50			4387		480000	500		101000
S00303199											
Total for Vendor:			905.22								
126039		2558 GOODYEAR COMMERCIAL TIRE	34.45								
1	05/16/25	#407 FLAT REPAIR	34.45			6010		450200	427		101000
130-1093086											
Total for Vendor:			34.45								

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126038	C	556 GRAINGER, INC.	333.26								
1	05/23/25	GAS DETECTOR	2,419.50			6025		450000	639		101000
9517227576											
2	05/21/25	R BELL - OVERBOOTS	89.20			1000		430000	422		101000
9515054972											
3	06/04/25	GAS DETECTOR - RETURN	-2,419.50			6025		450000	639		101000
9528887681											
4	06/02/25	AXIAL FAN	169.38			6025		450000	827		101000
9525826161											
5	06/02/25	SLEEVE COUPLING	74.68			6025		450000	827		101000
9525149978											
126106	C	556 GRAINGER, INC.	2,292.64								
1	06/10/25	GAS DETECTOR	2,292.64			6025		450000	639		101000
9534408019											
Total for Vendor:			2,625.90								
125939		939 GRAYBAR	23.96								
1	9342200003	05/27/25 Electrical	23.96			1000		414104	497		101000
9342200003											
Total for Vendor:			23.96								
125879		4642 HAIDER HOWITZER	39.87								
1	05/30/25	Reimb for power strip	39.87			1000		414104	410		101000
Total for Vendor:			39.87								
126000	C	135 HAWKINS INC	12,797.90								
1	04/30/25	AQUAHAWK	2,222.91			6025		450000	423		101000
7054380											
2	05/27/25	AQUAHAWK	10,574.99			6025		450000	423		101000
7080285											
126026	C	135 HAWKINS INC	3,053.62								
1	06/02/25	AQUAHAWK	3,053.62			6025		450000	423		101000
7085476											

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126105	C	135 HAWKINS INC	12,682.25								
1	06/09/25	AQUAHAWK	6,229.83			6025		450000	423		101000
7093874											
2	06/11/25	AQUAHAWK	6,452.42			6025		450000	423		101000
7095745											
Total for Vendor:			28,533.77								
125850	C	1310 HERO SCHEDULE LLC	309.00								
1	06/01/25	june 2025 - active user fee	309.00			1000		421000	497		101000
INV-41164											
125935	C	1310 HERO SCHEDULE LLC	165.00								
1	06/01/25	FD June Scheduler	165.00			2060		415200	497		101000
41163											
Total for Vendor:			474.00								
126131		3557 HESI	122.71								
1	05/31/25	FD Hazardous Waste Removal	122.71			2060		415200	527		101000
70286											
Total for Vendor:			122.71								
126051	C	2820 HIGH POINT NETWORKS	900.00								
1	05/30/25	PW GAS PUMP CAMERAS	900.00			6020		450000	420		101000
272558											
126084	C	2820 HIGH POINT NETWORKS	51,681.00								
The Lights parking garage											
1	272540	05/30/25 FD/PD cameras at The Lights	25,840.50			2310		452120	870		101000
272540											
2	272540	05/30/25 FD/PD cameras at The Lights	25,840.50			2320		452120	870		101000
272540											
Total for Vendor:			52,581.00								

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126101		4562 HMI	8,905.23						
1	06/10/25	FAST KIT PLASTIC - CLOSED	8,905.23			1000 430000	394		101000
0048840									
		Total for Vendor:	8,905.23						
126154		999999 HOA HO	300.00						
		Tree Planting Permit - 1219 27th Ave W							
1	06/12/25	Tree - 1219 27th Ave W	300.00			5000 422000	490		101000
		Total for Vendor:	300.00						
125948		C 3285 HOUSTON ENGINEERING INC.	94,115.75						
1	76550 06/04/25	Imp Dist 2265	37,332.00			4793 480000	313		101000
76550									
2	76551 06/04/25	Project 2293	56,783.75			4187 480000	313		101000
76551									
126011		C 3285 HOUSTON ENGINEERING INC.	5,485.00						
1	04/10/25	AIR QUALITY PERMIT SERVICES	5,485.00			6010 450200	418		101000
75765									
		Total for Vendor:	99,600.75						
125941		C 687 INFORMATION TECHNOLOGY DEPT	1,419.17						
1	04/30/25	April WAN/Fiber/VPN	655.00			1000 414104	497		101000
DP042025.849.3									
2	05/31/25	May WAN/Fiber/VPN	655.00			1000 414104	497		101000
DP052025.849.3									
3	05/31/25	May Misc	109.17			1000 414104	497		101000
DP052025.849.3									
		Total for Vendor:	1,419.17						
126013		C 4592 INGRAM LIBRARY SERVICES	4,309.63						
1	05/27/25	BOOKS	20.10			7000 411600	662		101000
88335698									
2	05/27/25	BOOKS	40.66			7000 411600	662		101000
88335699									
3	05/27/25	BOOKS	21.88			7000 411600	662		101000
88335700									

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4	05/27/25	BOOKS	30.85			7000		411600	662		101000
88335701											
5	05/27/25	BOOKS	16.83			7000		411600	662		101000
88335702											
6	05/30/25	BOOKS	15.08			7000		411600	662		101000
88414027											
7	05/30/25	BOOKS	21.53			7000		411600	662		101000
88414028											
8	05/30/25	BOOKS	13.40			7000		411600	662		101000
88414029											
9	05/30/25	BOOKS	13.57			7000		411600	662		101000
88414030											
10	05/30/25	BOOKS	12.66			7000		411600	662		101000
88414031											
11	05/28/25	BOOKS	83.42			7000		411600	662		101000
88366717											
12	05/28/25	BOOKS	41.24			7000		411600	662		101000
88366718											
13	05/28/25	BOOKS	23.01			7000		411600	662		101000
88366719											
14	05/28/25	BOOKS	12.40			7000		411600	662		101000
88366720											
15	05/28/25	BOOKS	12.61			7000		411600	662		101000
88375066											
16	05/28/25	BOOKS	240.99			7000		411600	662		101000
88375067											
17	05/28/25	BOOKS	153.60			7000		411600	662		101000
88375068											
18	05/29/25	BOOKS	87.75			7000		411600	662		101000
88391543											
19	05/29/25	BOOKS	60.97			7000		411600	662		101000
88391544											
20	05/29/25	BOOKS	83.48			7000		411600	662		101000
88391545											
21	05/29/25	BOOKS	15.49			7000		411600	662		101000
88391546											
22	05/29/25	BOOKS	13.74			7000		411600	662		101000
88391547											

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23 88391548	05/29/25	BOOKS	12.72			7000		411600	662		101000
24 88476368	06/03/25	BOOKS	22.24			7000		411600	662		101000
25 88476369	06/03/25	BOOKS	13.79			7000		411600	662		101000
26 88476370	06/03/25	BOOKS	17.09			7000		411600	662		101000
27 88476371	06/03/25	BOOKS	11.90			7000		411600	662		101000
28 88476372	06/03/25	BOOKS	13.79			7000		411600	662		101000
29 88476373	06/03/25	BOOKS	27.69			7000		411600	662		101000
30 88476374	06/03/25	BOOKS	16.85			7000		411600	662		101000
31 88476375	06/03/25	BOOKS	26.48			7000		411600	662		101000
32 88476376	06/03/25	BOOKS	846.50			7000		411600	662		101000
33 88476377	06/03/25	BOOKS	646.33			7000		411600	662		101000
34 88484931	06/03/25	BOOKS	29.82			7000		411600	662		101000
35 88484932	06/03/25	BOOKS	8.47			7000		411600	662		101000
36 88484933	06/03/25	BOOKS	155.78			7000		411600	662		101000
37 88484934	06/03/25	BOOKS	9.39			7000		411600	662		101000
38 88484935	06/03/25	BOOKS	16.55			7000		411600	662		101000
39 88528111	06/05/25	BOOKS	85.33			7000		411600	662		101000
40 88528112	06/05/25	BOOKS	8.51			7000		411600	662		101000
41 88528113	06/05/25	BOOKS	8.94			7000		411600	662		101000

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42	06/05/25	BOOKS	12.41			7000		411600	662		101000
88528114											
43	06/05/25	BOOKS	203.47			7000		411600	662		101000
88528115											
44	06/05/25	BOOKS	266.44			7000		411600	662		101000
88528116											
45	06/06/25	BOOKS	14.32			7000		411600	662		101000
88542016											
46	06/06/25	BOOKS	19.85			7000		411600	662		101000
88542017											
47	06/06/25	BOOKS	28.94			7000		411600	662		101000
88542018											
48	06/06/25	BOOKS	13.26			7000		411600	662		101000
88542019											
49	06/06/25	BOOKS	19.40			7000		411600	662		101000
88542020											
50	06/06/25	BOOKS	38.64			7000		411600	662		101000
88542021											
51	06/06/25	BOOKS	177.90			7000		411600	662		101000
88542022											
52	06/06/25	BOOKS	183.92			7000		411600	662		101000
88542023											
53	06/06/25	BOOKS	317.65			7000		411600	662		101000
88542024											
Total for Vendor:			4,309.63								
125853		233 J & L SPORTS	61.58								
1	06/06/25	volunteer polo	61.58			1000		421000	375		101000
34293											
125896		233 J & L SPORTS	45.00								
1	05/22/25	Z PAINTNER CLOTHING	45.00			1000		450000	422		101000
34192											

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125971		233 J & L SPORTS	325.00						
1	06/10/25	K9 caps	325.00			1000 421000	422		101000
34304									
125999		233 J & L SPORTS	4,843.40						
2	05/22/25	BG - SWEATSHIRTS	755.44			1000 455000	422		101000
34193									
3		FO - SWEATSHIRTS	215.88			2210 428000	422		101000
4		PW - SWEATSHIRTS	161.91			1000 450000	422		101000
5		RW - SWEATSHIRTS	323.82			1000 430001	422		101000
6		SA - SWEATSHIRTS	1,133.16			6010 450200	422		101000
7		ST - SWEATSHIRTS	971.28			1000 430000	422		101000
8		WA - SWEATSHIRTS	593.66			6020 450000	422		101000
9		SW - SWEATSHIRTS	688.25			6025 450000	422		101000
		Total for Vendor:	5,274.98						
125898		C 1765 J.J. KELLER & ASSOC, INC	857.99						
1	05/01/25	CDL TRAINING	377.50			1000 450000	751		101000
9110112523									
2	05/20/25	CDL TRAINING	480.49			1000 450000	751		101000
9110165026									
		Total for Vendor:	857.99						
125857		5089 JAYDEN HALVERSON	122.00						
1	06/06/25	traffic stop trn., meals	122.00			1000 421000	340		101000
		Total for Vendor:	122.00						
125876		5350 JEFFREY BOYER	95.93						
1	06/06/25	clothing reimb	95.93			1000 421000	422		101000
		Total for Vendor:	95.93						
126153		999999 JEROMY NEWTON	300.00						
		Tree Planting Permit - 1024 Barnes Dr							
1	06/12/25	Tree - 1024 Barnes Dr	300.00			5000 422000	490		101000
		Total for Vendor:	300.00						

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126087	C	5433 JIM LARSON	3,797.50								
1	2500004	06/11/25 Finance Support 05/05-06/09	3,797.50			1000		414100	418		101000
2500004											
		Total for Vendor:	3,797.50								
126076		2747 JOE KOLB	120.00								
3	06/30/25	P&Z Meetings Jan-June 2025	120.00			1000		418000	111		101000
		Total for Vendor:	120.00								
126118		999999 JOE LOUWAGIE	466.57								
1	06/02/25	VEHICLE DAMAGE REIMBURSEMENT	466.57			6010		450200	444		101000
		Total for Vendor:	466.57								
125840	C	2798 JOHNSON CONTROLS	612.35								
1	05/31/25	FD ST 76 AHU-3 repairs	612.35			2060		415200	494		101000
1-135832349185											
125923	C	2798 JOHNSON CONTROLS	3,176.14								
1	06/07/25	PD - AHU-4 CONDENSER REPAIR	3,176.14			1000		455000	420		101000
1-135877410542											
126015	C	2798 JOHNSON CONTROLS	859.65								
1	06/10/25	PD - CONDENSER REPAIR	859.65			1000		455000	420		101000
1-135890302225											
		Total for Vendor:	4,648.14								
125872	C	274 JOHNSON, MOTTINGER & GREENWOOD,	5,250.00								
June 2025											
1	06/01/25	Court Appointed Attorney	5,250.00			1000		412000	310		101000
		Total for Vendor:	5,250.00								
125936		3745 JOHNSTONE SUPPLY	163.32								
1	06/04/25	FD St 75 Air Fliters	163.32			2060		415200	427		101000
2349295											
		Total for Vendor:	163.32								

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126052		5049 JT LAWN SERVICES	16,300.00						
1	05/28/25	ASH TREE EAB TREATMENT	16,300.00			2210 428000	307		101000
42960									
		Total for Vendor:	16,300.00						
126077		4967 KATHI SCHWAN	150.00						
1	06/30/25	P&Z Meetings Jan-June 2025	150.00			1000 418000	111		101000
		Total for Vendor:	150.00						
126147		999999 KIRK WYATT	300.00						
		Tree Planting Permit - 135 25th Ave E							
1	06/12/25	Tree - 135 25th Ave E	300.00			5000 422000	490		101000
		Total for Vendor:	300.00						
126104		2752 KOST MATERIALS, LLC	6,918.00						
1	06/04/25	4500 CURB & GUTTER	1,764.00			4387 480000	500		101000
140663									
2	06/02/25	4000 COMMERCIAL EXT	2,970.00			4387 480000	500		101000
140437									
3	06/05/25	4500 CURB & GUTTER	2,184.00			4387 480000	500		101000
140664									
		Total for Vendor:	6,918.00						
126070	-97279E	4482 KOTAPAY	3,414.42						
	06/13/25	payroll							
1	06/13/25	Child Support	3,414.42			1000 212549			101000
		Total for Vendor:	3,414.42						
125950		2085 LANGUAGE LINE SERVICES	74.71						
1	11612222	05/31/25 May Interpretation Service	74.71			1000 412000	304		101000
11612222									
		Total for Vendor:	74.71						

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126005		5572 LAWN IMPROVEMENT	1,308.00								
1	06/09/25	FD Station 76 Summer applicati	1,021.50			2060		415200	494		101000
2025-01											
2	06/09/25	FD Station 75 Summer Applicati	286.50			2060		415200	494		101000
2025-01											
		Total for Vendor:	1,308.00								
125970		5340 LionHeart Alliance LLC	2,050.16								
1	06/09/25	SUI wuollet - armor vest	2,050.16			1000		421000	641		101000
54509											
		Total for Vendor:	2,050.16								
126006		4872 LOWE'S (FD)	114.00								
1	02/02/25	FD Item returned	-45.18			2060		415200	500		101000
0114897											
2	06/09/25	FD Dave Tools	159.18			2060		415200	432		101000
973623											
		Total for Vendor:	114.00								
125858		4425 LUKE SCHANY	122.00								
1	06/06/25	traffic stop trn., meals	122.00			1000		421000	340		101000
		Total for Vendor:	122.00								
125938		711 LUTHER FAMILY FORD	20.59								
1	06/09/25	FD Batt 70 cap assembly	20.59			2060		415200	427		101000
411406											
126041		711 LUTHER FAMILY FORD	3,468.80								
1	06/05/25	#5702 TUBE/TURBOCHARGE/KIT	1,892.78			1000		430002	427		101000
411165											
2	05/30/25	#1192 GEAR	1,576.02			1000		421000	427		101000
410527											
		Total for Vendor:	3,489.39								

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126135		3502 M&T Fire	5,840.00								
80-20	Grant for	training foam									
1	06/02/25	250 GL tote Foam	5,840.00			2060		415200	340		101000
14536P											
		Total for Vendor:	5,840.00								
125960		3304 MAC'S HARDWARE	13.99								
1	05/29/25	TOOLS	13.99			6020		450000	432		101000
4462											
126031		3304 MAC'S HARDWARE	233.08								
1	05/28/25	TOOLS	17.98			1000		430000	432		101000
4368											
2	05/19/25	HANDLE/DRAP/HOOK	67.12			1000		430000	486		101000
4060											
3	05/22/25	EXTENSION CORD/FLT SHT CC	147.98			1000		430000	486		101000
4237											
126114		3304 MAC'S HARDWARE	11.85								
1	06/11/25	HARDWARE	11.85			1000		430000	427		101000
4899											
		Total for Vendor:	258.92								
125866	C	4637 MAMMOTH HOLDINGS LLC	640.00								
1	05/31/25	may 2025 - car wash	640.00			1000		421000	420		101000
PS-INV104140											
		Total for Vendor:	640.00								
125854	C	5416 MARCO TECHNOLOGIES LLC NW 7128	95.00								
1	06/05/25	june 2025 - pd plotter	95.00			1000		421000	527		101000
INV13952103											
126089	C	5416 MARCO TECHNOLOGIES LLC NW 7128	44.99								
1	13971018	06/11/25 Cloud fax service - June 202	44.99			1000		415000	497		101000
INV13971018											
		Total for Vendor:	139.99								

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125965		5349 MARCO TECHNOLOGIES, LLC	413.28								
1	06/06/25	June 2025 pd mailroom copier	275.72			1000		421000	428		101000
39395906											
2	06/06/25	May 2025 pd training room	68.78			1000		421000	428		101000
39172107											
3	06/06/25	June 2025 pd training room	68.78			1000		421000	428		101000
39395907											
125990		5349 MARCO TECHNOLOGIES, LLC	743.62								
1	05/28/25	LEASE FOR PRINTERS	743.62			7000		411600	428		101000
39323726											
126083		5349 MARCO TECHNOLOGIES, LLC	1,767.13								
1	39395905	06/06/25 Finance	181.52			1000		414100	428		101000
39395905											
2	39395905	06/06/25 Non-Departmental	494.20			1000		415000	428		101000
39395905											
3	39395905	06/06/25 Planning / Inspections	117.36			1000		418000	428		101000
39395905											
4	39395905	06/06/25 HR	36.32			1000		414103	428		101000
39395905											
5	39395905	06/06/25 Court	240.43			1000		412000	428		101000
39395905											
6	39395905	06/06/25 Police	25.76			1000		421000	428		101000
39395905											
7	39395905	06/06/25 PW Water	184.56			6020		450000	428		101000
39395905											
8	39395905	06/06/25 PW Sanitation	162.61			6010		450200	428		101000
39395905											
9	39395905	06/06/25 Fire	54.46			2060		415200	428		101000
39395905											
10	39395905	06/06/25 IT	117.36			1000		414104	428		101000
39395905											
11	39395905	06/06/25 Fleet & Facilities	35.19			1000		455000	428		101000
39395905											
12	39395905	06/06/25 Admin	117.36			1000		414000	428		101000
39395905											

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126167		5349 MARCO TECHNOLOGIES, LLC	128.61								
1	06/12/25	FD Hqtrs May Charges	128.61			2060		415200	428		101000
39441426											
		Total for Vendor:	3,052.64								
126050		3384 MATHESON TRI-GAS INC	1.08								
1	05/21/25	CYLINDER RENTAL	65.01			6020		450000	438		101000
0031538824											
2	01/31/25	ACCT CREDIT	-63.93			6020		450000	438		101000
0030784205											
		Total for Vendor:	1.08								
126079		5478 MATT KOPP	180.00								
1	06/30/25	P&Z Meetings Jan-June 2025	180.00			1000		418000	111		101000
		Total for Vendor:	180.00								
126069		3119 MATT RETKA	50.00								
1	06/10/25	June WF Airport Secretary	50.00			7050		500000	120		101000
		Total for Vendor:	50.00								
125946		5406 MATT WUNDERLICH	150.74								
1	06/09/25	FD Parts for bike repair-reimb	150.74			2060		415200	420		101000
2025											
		Total for Vendor:	150.74								
125841	C	299 MENARDS (FIRE)	62.97								
1	06/02/25	FD Hose Timers/sprinklers	62.97			2060		415200	494		101000
57744											
		Total for Vendor:	62.97								
125851	C	5206 MENARDS (POLICE)	31.14								
PO - 200254											
1	05/30/25	shooter training supplies	31.14			1000		421000	641		101000
57578											

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125865 1 57797	C 06/03/25	5206 MENARDS (POLICE) lumber door breaching-training	99.18 99.18			1000 421000	641		101000
Total for Vendor:			130.32						
125955 1 58039	C 58039 06/06/25	4622 MENARDS (PUBLIC WORKS) FlipToggle	11.46 11.46			1000 414104	497		101000
125963 1 57817 2 57965 3 58230 4 57739 5 57967 6 57915 7 56983 8 56989 9 58058 10 57878 11 57916 12 58047 13 57039	C 06/03/25 06/05/25 06/09/25 06/02/25 06/05/25 06/04/25 05/22/25 05/22/25 06/06/25 06/04/25 06/04/25 06/06/25 05/23/25	4622 MENARDS (PUBLIC WORKS) SHOP SUPPLIES TOOLS MEASURING WHEEL XTRACK/TIEOFF RING XTRACK RETURN ADAPTER HINGE WIPES/DRILL BIT PAINT/REEL LINE TOP SOIL SCRAPER/CUP/PAIL OFFICE SUPPLIES GCFIS	1,173.49 101.92 33.92 62.99 37.92 -25.96 5.97 11.99 33.46 15.85 209.30 19.01 33.84 20.36			6020 450000 6020 450000 6020 450000 6020 450000 6020 450000 6020 450000 6020 450000 6025 450000 6025 450000 1000 430000 1000 430001 1000 430000 2210 428000 1000 455000	433 432 432 432 432 432 432 433 432 432 358 486 410 420		101000 101000 101000 101000 101000 101000 101000 101000 101000 101000 101000 101000 101000 101000

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14 56875	05/21/25 SHOP SUPPLIES		53.67			6020 450000	433		101000
15 57465	05/29/25 HARDWARE		63.62			6020 450000	438		101000
16 57023	05/23/25 SOCKETS		24.94			6020 450000	432		101000
17 57022	05/23/25 SOCKETS		34.96			6020 450000	432		101000
18 57464	05/29/25 SOIL		52.35			2210 428000	358		101000
19 57579	05/30/25 CLEANING WIPES		9.14			2210 428000	427		101000
20 57487	05/29/25 TOOLBOX/WD40		134.04			6010 450200	433		101000
21 57834	06/03/25 WOODSTAKES		70.91			4387 480000	500		101000
22 57730	06/02/25 HEARING PROTECTION		50.97			1000 430000	639		101000
23 57732	06/02/25 HARDWARE		5.27			1000 430001	358		101000
24 57535	05/30/25 WATERING CAN		37.37			1000 430000	486		101000
25 56954	05/22/25 HOSE/VALVE		48.63			1000 430000	486		101000
26 56975	05/22/25 CHALK REEL/CHALK		27.05			1000 430000	486		101000
125979 1 58231	C 4622 MENARDS (PUBLIC WORKS) 06/09/25 WATERING TOOL/ADAPTER		59.42 59.42			1000 430001	358		101000
126056 1 58317	C 4622 MENARDS (PUBLIC WORKS) 06/10/25 GLOVES/UBOLT		321.66 9.65			1000 430001	358		101000
2 54314	04/16/25 MAILBOX REPAIR		127.98			1000 430000	444		101000
3 58365	06/11/25 PREMIX GASOLINE		74.04			1000 430000	433		101000

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4 58381	06/11/25	WORKPLATFORM	109.99			1000		430001	432		101000
126098 1 54537	C 04/19/25	4622 MENARDS (PUBLIC WORKS) SHOP SUPPLIES	23.23 23.23			6025		450000	433		101000
126130 1 58428	C 06/12/25	4622 MENARDS (PUBLIC WORKS) CONTRACTOR BAGS	8.98 8.98			6010		450200	433		101000
Total for Vendor:			1,598.24								
126054 1 22121930114743 2 18410720114756	E 05/23/25	2766 MIDCONTINENT COMMUNICATIONS TS INTERNET	220.78 130.39			6010		450200	497		101000
	06/01/25	PW INTERNET	90.39			6020		450000	497		101000
126090 1 19329340114778 2 19329340114778	E 14778 05/11/25	2766 MIDCONTINENT COMMUNICATIONS 193293401 - 3100&3150 Sheyenne	2,510.78 1,250.39			2310		452120	497		101000
	14778 06/11/25	193293401 - 3100&3150 Sheyenne	1,260.39			2310		452120	497		101000
Total for Vendor:			2,731.56								
126053 1 102013610	C 06/10/25	102 MIDSTATES WIRELESS POWER SUPPLY AST 12 CONT 15 MA	165.00 165.00			6010		450200	497		101000
Total for Vendor:			165.00								
125996 1 507241973 2 507241974 3 507241976	C 05/29/25	1854 MIDWEST TAPE DVD	339.78 114.74			7000		411600	664		101000
	05/29/25	DVD	100.38			7000		411600	664		101000
	05/29/25	DVD	68.16			7000		411600	664		101000

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4	06/04/25	DVD	23.97			7000 411600	664		101000
507274290									
5	06/04/25	DVD	32.53			7000 411600	664		101000
507274291									
Total for Vendor:			339.78						
126078		3998 MIKE THORSTAD	180.00						
1	06/30/25	P&Z Meetings Jan-June 2025	180.00			1000 418000	111		101000
Total for Vendor:			180.00						
126133		5575 MINER LTD	529.65						
1	05/30/25	COMPACTOR REPAIR	529.65			6010 450200	444		101000
5310750467									
Total for Vendor:			529.65						
125897	C	2121 MOEN PORTABLES & SEPTIC	112.50						
1	06/02/25	PORTABLE RENTAL	112.50			6010 450200	357		101000
M7912									
Total for Vendor:			112.50						
125942	C	305 MOORE ENGINEERING INC	2,950.50						
1	SIN002611	05/29/25 Lot Staking	2,950.50			1000 418000	520		101000
SIN002611									
Total for Vendor:			2,950.50						
125904		1014 MOTION INDUSTRIES, INC	32.12						
1	06/04/25	CPLG SLEEVE	32.12			6025 450000	826		101000
ND31-00540612									
Total for Vendor:			32.12						
125842	C	688 MOTOROLA SOLUTIONS, INC	2,926.90						
ND SIRN 2020 Contract									
1	05/23/25	ND SIRN 2020 Contract	2,926.90			2060 415200	641		101000
8282138498									

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125915	C	688 MOTOROLA SOLUTIONS, INC	27,140.79								
1	05/04/25	SA - RADIOS	9,831.99			6010		450200	497		101000
1187146366											
2	05/04/25	ST - RADIOS	5,769.60			1000		430000	870		101000
1187146366											
3	05/04/25	RW - RADIOS	5,769.60			1000		430001	870		101000
1187146366											
4	05/04/25	SW - RADIOS	2,884.80			6025		450000	870		101000
1187146366											
5	05/04/25	SL - RADIOS	2,884.80			1000		430002	870		101000
1187146366											
125961	C	688 MOTOROLA SOLUTIONS, INC	220.00								
1	05/27/25	access point	220.00			1000		421000	497		101000
1187148015											
126161	C	688 MOTOROLA SOLUTIONS, INC	13,705.47								
		EM chargers for The Lights									
		Serial Numbers for portable radios									
		(have not received numbers yet)									
1	12/16/24	3 chargers for protable radios	123.12			2060		415200	497		101000
1187137411											
2	06/09/25	6 EM Portable Radios/The Light	13,582.35			2060		415200	864		101000
1187148911											
		Total for Vendor:	43,993.16								
125903	C	298 MVTL LABORATORIES	735.00								
1	06/30/25	WATER TESTING	238.25			6025		450000	335		101000
1308323											
2	06/04/25	LAGOON SLUDGE	496.75			4387		480000	670		101000
1308602											
125993	C	298 MVTL LABORATORIES	1,775.00								
1	06/06/25	WATER TESTING	887.50			6025		450000	335		101000
1308989											
2	06/06/25	WATER TESTING	887.50			6025		450000	335		101000
1308995											

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126112	C	298 MVTL LABORATORIES	1,003.00								
1	06/06/25	WATER TESTING	1,003.00			6025		450000	335		101000
13088984											
Total for Vendor:			3,513.00								
125901		3428 ND DEPARTMENT OF ENVIRONMENTAL OPERATOR CERTIFICATE RENEWALS	1,150.00								
1	4647	DUDDEN, LEVI - WW02	25.00			6020		450000	340		101000
8587											
2	4643	BEHRNS, DANNY - WW01/WD01	50.00			6025		450000	340		101000
8564/1D23-116											
3	4648	KROG, BRIAN - WW02/WD01	50.00			6025		450000	340		101000
2C24-029/1D23-049											
4	4650	SKARTVED, SHAWN - WW02/WD01	50.00			6025		450000	340		101000
1D24-019/2C24-164											
5	4644	BIRNBAUM, DAN - WW02/WD02	50.00			1000		430000	340		101000
6989/6853											
6	4646	BEAUCHANE, RYAN - WW02/WD02	50.00			1000		430000	340		101000
2C24-135/2D24-134											
7	4639	RAMSEY, CORY - WW02/WD01	50.00			1000		430000	340		101000
2C23-097/8392											
8	4640	ROLCZYNSKI, JOSH - WW02/WD02	50.00			1000		430000	340		101000
8389/8388											
9	4624	EVELAND, AARON - WW02/WD02	50.00			6020		450000	340		101000
8310/8299											
10	4631	HANSON, BRADY - WW02/WD03	50.00			6020		450000	340		101000
7730/7967											
11	4631	HANSON, SHAWN - WW02/WD01	50.00			1000		430001	340		101000
8485/8570											
12	4632	HERSCH, DYLAN - WW02/WD01	50.00			6025		450000	340		101000
8411/8266											
13	4632	JOHN, DANIELLE - WW02	25.00			1000		430000	340		101000
2C23-143											
14	4632/4633	KNODEL, MIKE - WW02/WD01	50.00			6020		450000	340		101000
2C25-028/1D24-102											
15	4633	MATZKE, BRIAN - WW03/WD03	50.00			1000		450000	340		101000
7759/7489											

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16	4636	OTTO, SCOTT - WW02/WD02	50.00			6020		450000	340		101000
7830/7829											
17	4646	COSTELLO, CRAIG - WW02/WD02	50.00			6020		450000	340		101000
7897/7896											
18	4638	PRATT, NATE WW02/WD02	50.00			6020		450000	340		101000
2C23-056/2D23-055											
19	4645	BUCHOLZ, TUCKER - WW02/WD02	50.00			6020		450000	340		101000
8395/2D24-174											
20	4630	FREEMAN, JOHN - WW02/WD02	50.00			6025		450000	340		101000
7899/7898											
21	4634	LICK, WADE - WW02/WD02	50.00			6025		450000	340		101000
7728/7801											
22	4637	PRANKE, DANE - WW03/WD03	50.00			6025		450000	340		101000
7729/7800											
23	4642	TWEITEN, TIM - WW02/WD01	50.00			6025		450000	340		101000
8308/7900											
24	4641	TIFFANY, SCOTT - WW02/WD01	50.00			1000		455000	340		101000
8012/7942											
126043		3428 ND DEPARTMENT OF ENVIRONMENTAL	300.00								
1	R	OLSON WW01 TEST	50.00			6020		450000	340		101000
4622											
2	R	OLSON WD01 TEST	50.00			6020		450000	340		101000
4621											
3	J	ZACHER WD01 TEST	50.00			1000		430001	340		101000
4617											
4	J	ZACHER WW01 TEST	50.00			1000		430001	340		101000
4618											
5	A	HAGLE WD01 TEST	50.00			1000		430001	340		101000
4620											
6	B	GAST WW01 TEST	50.00			1000		430000	340		101000
4619											
Total for Vendor:			1,450.00								

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125959		333 ND MOTOR VEHICLE DEPT.	11.50						
1	06/11/25	#1229, tabs, reg, title, plates	11.50			1000 421000	667		101000
		Total for Vendor:	11.50						
126029	-97280E	363 ND PERS	9,800.50						
	06/13/25	Payroll							
1	06/13/25	457b Def Comp - Contributions	9,800.50			1000 212532			101000
126072	-97277E	363 ND PERS	17.75						
		Adjustment for Jason Anderson							
1	06/10/25	May 2025 Adj	17.75			1000 212532			101000
		Total for Vendor:	9,818.25						
126007		3946 NDFA	485.72						
1	06/02/25	FD B Duffney FF1 Retest	10.00			2060 415200	399		101000
		2025060208							
2	06/02/25	FD 8 Text Books access codes	475.72			2060 415200	340		101000
		2025060213							
		Total for Vendor:	485.72						
125911		3083 NDLTAP/UGPTI	75.00						
1	05/20/25	TRAINING	75.00			1000 430000	340		101000
		20250550							
		Total for Vendor:	75.00						
125912	C	756 NELCO FIRST AID	150.99						
1	04/13/25	SA - FIRST AID SUPPLIES	131.22			6010 450200	639		101000
		250404							
2	05/31/25	TS - FIRST AID SUPPLIES	19.77			6010 450200	639		101000
		250590							
		Total for Vendor:	150.99						
126044	C	5431 NEOTREKS INC	3,879.00						
1	05/01/25	PLOW OPS SUBSCRIPTION (MAY)	1,839.00			1000 430000	497		101000
		4417							
2	06/01/25	PLOW OPS SUBSCRIPTION (JUNE)	2,040.00			1000 430000	497		101000
		4469							
		Total for Vendor:	3,879.00						

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125937	C	2261 NETWORK CENTER INCORPORATED	7,269.00						
		Office 365 G1 - 169 licenses							
		Office 365 G3 - 219 licenses							
		MS Teams Rooms Pro - 10 licenses							
		Power BI Pro - 1 license							
		Office 365 G5 - 2 licenses							
		Teams Phone - 1 license							
		1 INV233338 06/03/25 Microsoft 365 Subscriptions	7,269.00			1000 414104	497		101000
		INV233338							
		Total for Vendor:	7,269.00						
126036	C	364 NORTH CENTRAL INTERNATIONAL LLC	192.72						
		1 05/15/25 #3005 CLAMP	192.72			1000 430000	427		101000
		Z202243764							
		Total for Vendor:	192.72						
125986		1252 NORTH DAKOTA STATE LIBRARY	36.00						
		1 06/02/25 DAMAGED MATERIAL - BOOK KIT	36.00			7000 411600	490		101000
		Total for Vendor:	36.00						
125917	C	5240 NORTHERN ENGINE & SUPPLY	21.90						
		1 05/09/25 THROTTLE CABLE	21.90			6020 450000	427		101000
		266103							
		Total for Vendor:	21.90						
126093		348 NORTHERN IMPROVEMENT CO	212,738.44						
		1 Pay App 1 05/30/25 Imp Dist 1316.3	212,738.44			4065 480000	670		101000
		Pay App 1							
		Total for Vendor:	212,738.44						
125905		1350 NORTHWEST SCALE, INC	700.00						
		1 05/23/25 TS SCALE REPAIR	700.00			6010 450200	420		101000
		15370							
		Total for Vendor:	700.00						

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126037	C	1715 NORTHWEST TIRE INC	3,308.66								
1	05/16/25	#4100 TIRES	677.54			6010		450200	427		101000
24050435											
2	05/28/25	#4202 TIRES	1,486.56			6010		450200	427		101000
24050572											
3	05/30/25	#2020 TIRES	893.88			6020		450000	427		101000
26056494											
4	06/05/25	#3044 FLAT REPAIR	19.71			1000		430000	427		101000
26056625											
5	06/04/25	#1192 ALIGNMENT	172.60			1000		421000	427		101000
26056577											
6	06/04/25	#394 TUBE REPAIR	40.51			1000		430000	427		101000
26056588											
7	06/05/25	#394 FLAT REPAIR	17.86			1000		430000	427		101000
26056607											
Total for Vendor:			3,308.66								
125968	C	5440 NORTHWEST TIRE INC. (PD)	338.11								
1	06/04/25	#1192 alignment - steering	172.60			1000		421000	427		101000
26056577											
2	06/09/25	#1195 smart sensor	122.00			1000		421000	427		101000
26056690											
3	06/10/25	#1211 tire repair	43.51			1000		421000	427		101000
26056725											
Total for Vendor:			338.11								
126139		5580 NORTHWESTERN POWER EQUIPMENT CO	3,813.00								
1	06/04/25	STEM GUIDES	3,813.00			6025		450000	825		101000
250095KK											
Total for Vendor:			3,813.00								
125882		5166 NURTURING DREAMS CHILD CARE LLC	8,345.78								
1	06/03/25	Child Care Grant	8,345.78			2960		411900	416		101000
Total for Vendor:			8,345.78								

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125891		4744 O'REILLY AUTOMOTIVE STORES, INC	498.17								
1	05/27/25	#3103 BRAKE FLUID	12.49			1000		430000	427		101000
1932456695											
2	05/27/25	#148 ENGINE MOUNT/CV SHFT	229.55			1000		421000	427		101000
1932456622											
3	05/20/25	PD - BATTERY	230.15			1000		421000	427		101000
1932454644											
4	01/10/25	#160 SHUDDRFIX	12.99			1000		421000	427		101000
1932411281											
5	05/22/25	#161 SHUDDRFIX	12.99			1000		421000	427		101000
1932455310											
Total for Vendor:			498.17								
126155	C	353 OHNSTAD TWICHELL	70,019.74								
May invoices											
2	05/21/25	Imp Dist 1337	165.00			4086		480000	312		101000
203421											
3	05/21/25	Imp Dist 2265	471.00			4793		480000	312		101000
203423											
5	05/21/25	Storage Locker Habitation Ord	741.00			1000		415000	312		101000
203427											
7	05/21/25	Imp Dist 1339	333.00			4088		480000	312		101000
203422											
8	05/21/25	City Admin Employment Agmt	84.00			1000		415000	312		101000
203439											
14	04/30/25	Municipal Prosecutions	33,443.04			1000		412000	312		101000
203420											
19	05/21/25	Hope Lutheran Addition	1,302.00			1000		418000	312		101000
203433											
20	05/21/25	Imp Dist 2271	165.00			4005		480000	312		101000
203424											
49	05/21/25	Street Maintenance Ordinance	1,092.00			1000		415000	312		101000
203448											
50	05/21/25	Imp Dist 2290	2,520.00			4185		480000	312		101000
203434											
51	05/21/25	Liquor License Applications	252.00			1000		415000	312		101000
203436											

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52 203449	05/21/25 AT&T Tower Lease Agreements		5,418.00			1000 415000	312		101000
62 203437	05/21/25 General		5,916.00			1000 415000	312		101000
63 203438	05/21/25 Water Svcs Agmt w/ Cass Rural		168.00			1000 415000	312		101000
64 203440	05/21/25 Short Term Rentals Ordinance		1,638.00			1000 415000	312		101000
65 203441	05/21/25 WF Airport Hangar Purchase		84.00			7050 500000	312		101000
66 203425	05/21/25 Imp Dist 2270		165.00			4006 480000	312		101000
67 203450	05/21/25 Greenworks 1st Addition		54.00			1000 418000	312		101000
68 203451	05/21/25 Halvorson Industrial Park 6th		246.00			1000 418000	312		101000
69 203429	05/21/25 R&R 1st Addition		684.00			1000 418000	312		101000
70 203444	05/21/25 Project 2293		2,853.00			4187 480000	312		101000
71 203426	05/21/25 Project 9036		7,151.00			4023 480000	312		101000
72 203428	05/21/25 Project 2279		252.00			4802 480000	312		101000
73 203442	05/21/25 Imp Dist 2294		84.00			4223 480000	312		101000
74 203430	05/21/25 Imp Dist 3006		546.00			4003 480000	312		101000
75 203431	05/21/25 Nuisance Ordinance Amendment		56.20			1000 415000	312		101000
76 203435	05/21/25 Conditional Use Permits		84.00			1000 418000	312		101000
77 203452	05/21/25 Zoning Amend - Bldg Ctrl Line		168.00			1000 418000	312		101000
78 203443	05/21/25 Imp Dist 1353		420.00			4189 480000	312		101000
79 203445	05/21/25 Project 2291		210.00			4182 480000	312		101000

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80 203446	05/21/25	Range Contract	836.50			1000 421000	312		101000
81 203447	05/21/25	Flood Insurance Rate Map Ord	84.00			1000 415000	312		101000
82 203432	05/21/25	Project 6060	1,806.00			4098 480000	312		101000
83 203453	05/21/25	Food Service Ord Amend Penalty	528.00			1000 415000	312		101000
Total for Vendor:			70,019.74						
126064 1	06/10/25	3718 OLSON FAMILY PROPERTIES LLC 2025 DT Parking Lot Lease	15,808.00 15,808.00			2960 411900	416		101000
Total for Vendor:			15,808.00						
126009 1 15692	06/11/25	399 OLYMPIC SALES REARLOAD DUMPSTERS	3,190.00 3,190.00			6010 450200	665		101000
126132 1 15601	04/28/25	399 OLYMPIC SALES LIFT TARP HOOK	498.00 498.00			6010 450200	641		101000
Total for Vendor:			3,688.00						
125875 PO - 200258 1 229009 2 228958	06/06/25	276 OSTROMS ACE HARDWARE acct 44818 K9/comfort dog food acct 44818 credit - range supp	313.96 329.95 -15.99			1000 421000 1000 421000	915 641		101000 101000
Total for Vendor:			313.96						
125956 1 229001 229001	06/05/25	5119 OSTROMS ACE HARDWARE (PW) Extension cords	69.98 69.98			1000 414104	497		101000

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126022		5119 OSTROMS ACE HARDWARE (PW)	66.09								
1	05/29/25	HARDWARE	4.99			2210		428000	432		101000
228945											
2	06/04/25	SPRAY BOTTLE/OIL	18.97			6025		450000	433		101000
228986											
3	05/23/25	SIGN	3.99			6010		450200	433		101000
228907											
4	05/15/25	HARDWARE/SPRAY PAINT	27.76			6010		450200	433		101000
228847											
5	06/04/25	HARDWARE	4.20			1000		455000	420		101000
228985											
6	06/04/25	RETURN	-4.20			1000		455000	420		101000
228988											
7	05/27/25	TOOLS	10.38			6020		450000	432		101000
228929											
Total for Vendor:			136.07								
125888		3277 OUT FRONT POWER EQUIPMENT	79.20								
1	05/28/25	#3068 VALVE ASSY	35.60			1000		430000	427		101000
7888											
2	06/03/25	#3068 BELT	43.60			1000		430000	427		101000
7925											
Total for Vendor:			79.20								
125991		C 2126 OVERDRIVE, INC	1,202.59								
1	05/28/25	EB00K	560.12			7000		411600	650		101000
02139C025167688											
2	05/28/25	AUDIOBOOK	642.47			7000		411600	650		101000
02139C025167688											
Total for Vendor:			1,202.59								
125954		3739 PARADIGM FIBER SPLICING LLC	28,056.00								
1	438 06/05/25	Project 9064	28,056.00			4209		480000	670		101000
438											
Total for Vendor:			28,056.00								

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125919	C	1648 PARKLAND USA CORPORATION DBA	36,192.16								
1	05/22/25	BULK DIESEL FUEL - PW	17,843.29			1000		140000			101000
710894-25											
2	05/22/25	BULK 87 ETHANOL FUEL - PW	18,348.87			1000		140000			101000
710895-25											
Total for Vendor:			36,192.16								
126045	C	673 PARSONS ELECTRIC	17,770.00								
1	05/30/25	TBASE REPLACEMENT	17,770.00			1000		430002	392		101000
S0009228884											
Total for Vendor:			17,770.00								
125885	C	563 PETRO SERVE USA	1,862.00								
1	05/30/25	#3401 PREMIUM	17.38			1000		430000	424		101000
5109											
2	06/03/25	MOTOR OIL	726.72			1000		430000	424		101000
462											
3	06/03/25	MOTOR OIL	965.20			6010		450200	424		101000
463											
4	06/03/25	CENEX MAXTRON	152.70			1000		430001	424		101000
99394											
126066	C	563 PETRO SERVE USA	4,959.49								
1	0967933 05	05/31/25 WF Airport Fuel	4,959.49			7050		500000	424		101000
0967933 05/25											
126121	C	563 PETRO SERVE USA	233.21								
1	05/28/25	#3401 PREMIUM	52.52			1000		430000	424		101000
4184											
2	05/22/25	#2021 870XY	97.04			6020		450000	424		101000
2961											
3	05/13/25	#2021 870XY	83.65			6020		450000	424		101000
8876											

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126136 1	C 05/04/25	563 PETRO SERVE USA 2 tanks propane St 75	73.53 55.06			2060		415200	424		101000
27883 2											
28510	05/06/25	Brush 75 Pump/Lawn Mower	18.47			2060		415200	424		101000
126145 1	C 05/21/25	563 PETRO SERVE USA PREMIUM FUEL	59.40 59.40			1000		430000	424		101000
2292											
		Total for Vendor:	7,187.63								
126137 1		1987 PETSMART	29.98								
56154	06/10/25	K-9 Mika-supplies	29.98			2060		415200	915		101000
		Total for Vendor:	29.98								
126027 1	C 06/12/25	1483 PITNEY BOWES BANK INC - RESERVE POSTAGE	2,000.00 2,000.00			7000		411600	661		101000
		Total for Vendor:	2,000.00								
125992 1		384 PITNEY BOWES GLOBAL FINANCIAL	231.00								
3320856666	06/04/25	LEASE PITNEY CUBE 4/24-7/23/25	231.00			7000		411600	428		101000
		Total for Vendor:	231.00								
126047 1		916 PRAIRIE SUPPLY INC	389.00								
0656423-IN	05/30/25	DUMPSITE PAD	389.00			4387		480000	500		101000
		Total for Vendor:	389.00								
125962 1		4333 PRI MANAGEMENT GROUP	149.00								
32710	06/10/25	reg fee - evans	149.00			1000		421000	340		101000
		Total for Vendor:	149.00								

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126113 1 25537	C 05/29/25	1755 PRO SWEEP INC SHEYENNE TUNNEL SWEEP	2,125.00 2,125.00			1000 430000	485		101000
Total for Vendor:			2,125.00						
126018 1 527777		1472 RAILROAD MANAGEMENT CO III, LLC LICENSE FEES	417.05 417.05			6020 450000	490		101000
Total for Vendor:			417.05						
125922 1 183276		1016 RED WING BUSINESS ADVANTAGE A ROOZE BOOTS	203.99 203.99			6010 450200	422		101000
Total for Vendor:			203.99						
126166 1 362468		1147 RENT ALL OF FARGO-MOORHEAD FD Walk behind Rake	239.80 239.80			2060 415200	494		101000
Total for Vendor:			239.80						
126141 1 31383369	C 06/09/25	5579 RINKER MATERIALS ADJUSTING RING/MH CONNECTOR	6,740.00 6,740.00			6025 450000	437		101000
Total for Vendor:			6,740.00						
126002 HMI TRAINING - WISCONSIN 1		4269 RYAN BEAUCHANE TRAVEL REIMBURSEMENT	189.00 189.00			1000 430000	340		101000
Total for Vendor:			189.00						
126063 1 1671 2 11:50 3 11:51	E 06/03/25 06/02/25 06/02/25	1881 SAM'S CLUB/SYNCHRONY BANK (FD) Svc Fee/Int St 75 Papertowels St 75 Cleaning supplies	619.50 22.93 19.98 115.84			2060 415200 2060 415200 2060 415200	740 500 500		101000 101000 101000

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4 11:53	06/02/25	St 76 Cleaning Supplies	190.87			2060		415200	500		101000
5 11:55	06/02/25	St 75 Batteries	22.98			2060		415200	500		101000
6 10299187809	05/20/25	St 76 Station Supplies	246.90			2060		415200	500		101000
Total for Vendor:			619.50								
125987 1 0104	06/21/25	5563 SCARLETT HOUGH COMIC WORKSHOP INSTRUCTION	150.00 150.00			7000		411600	649		101000
Total for Vendor:			150.00								
125864 1 42173	05/30/25	450 SCHEELS bike shoes - Newman	159.99 159.99			1000		421000	422		101000
Total for Vendor:			159.99								
126096 1 Pay App 2	C 06/10/25	2602 SELLIN BROTHERS, INC Project 3006	1185,039.62 1185,039.62			4003		480000	670		101000
Total for Vendor:			1185,039.62								
126157 3150 1 3150 2 3150 3 3150	C 06/01/25	5570 SHEYENNE 32 EAST LLC Sheyenne St - Unit A CAM/Operating Exp - June Sheyenne St - Unit A Parking Fee - June Sheyenne St - Unit A Plaza Fee - June Sheyenne St - Unit A	699.67 484.00 79.17 136.50			2960		411900	416		101000
Total for Vendor:			699.67								
125921 1 956530 2 956533	06/03/25	3994 SHEYENNE GARDENS HANGING FLOWER BASKETS	3,878.30 1,984.00			1000		430001	358		101000
			1,160.00			1000		430001	358		101000

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3 956531	06/03/25	POLE WRAP PLANTERS	280.00			1000		430001	358		101000
4 0020	06/05/25	HANGING BASKETS/BED FLOWERS	454.30			1000		430001	358		101000
126134		3994 SHEYENNE GARDENS	420.00								
		St 76-6 hanging baskets for street lights									
1 956532	06/03/25	St 76-6 hanging baskets for st	420.00			2060		415200	494		101000
Total for Vendor:			4,298.30								
125860	C	2885 SHORTPRINTER	125.20								
1 161701	06/02/25	notary stamp - Johanneck	62.60			1000		421000	668		101000
2 161621	05/27/25	notary stamp - Johanneck	62.60			1000		421000	668		101000
125943	C	2885 SHORTPRINTER	16.95								
1 162191	06/05/25	Business Cards - Nolan M	16.95			1000		414101	410		101000
Total for Vendor:			142.15								
125884	C	5199 SIGN BADGERS	105.00								
\$105 credit for overpayment of Inv #34067 was already reflected in the total of Inv #34004, so it was added back in on CL 125318 to pay the remainder. Then credit was applied again on CL 125656, so need to add back in again.											
1 34313	04/25/25	Reverse credit	105.00			1000		421000	375		101000
126140	C	5199 SIGN BADGERS	12.05								
1 34696	06/12/25	Cubicle Nameplate - Nolan M	12.05			1000		414101	410		101000
Total for Vendor:			117.05								

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125869	C	3642 SIGN PRO	25.00								
1	05/28/25	K9 Q - veh graphics	25.00			1000		421000	610		101000
90488											
		Total for Vendor:	25.00								
126030	C	91 SIGN SOLUTIONS USA	325.16								
1	05/28/25	SIGNS	125.41			1000		430000	487		101000
417417											
2	05/28/25	SIGNS	199.75			1000		430000	487		101000
417415											
		Total for Vendor:	325.16								
125880		2655 SIMPLIFILE	25.00								
1	05/31/25	Service 05/01/25-05/31/25	25.00			1000		418000	668		101000
NDT8B3-05312025											
		Total for Vendor:	25.00								
126028		2986 SITEONE LANDSCAPE SUPPLY LLC	2,550.00								
1	06/10/25	landscaping-western red mulch	1,275.00			2975		421000	420	18	101000
154680465-001											
2	06/10/25	landscaping-western red mulch	1,275.00			2975		421000	420	18	101000
154680465-002											
		Total for Vendor:	2,550.00								
125909		4048 SNS AUTO SUPPLY	811.00								
1	05/23/25	PRESOAK CLEANER	811.00			1000		430000	433		101000
41018											
		Total for Vendor:	811.00								
126088		5227 SOLBERG STEWART MILLER	275.00								
1	9846-000M1	06/10/25 Professional Services	275.00			1000		412000	309		101000
9846-000M1											
		Total for Vendor:	275.00								

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126092		440 SRF CONSULTING GROUP, INC	6,609.36								
1	19229.00-1	05/31/25 Project 6063	6,609.36			4213		480000	313		101000
	19229.00-1										
		Total for Vendor:	6,609.36								
126046	C	176 SUMMIT FIRE PROTECTION	469.00								
	6/1/25-5/31/26										
1	06/02/25	PW - ANNUAL ALARM MONITORING	469.00			6020		450000	420		101000
	3292281										
126059	C	176 SUMMIT FIRE PROTECTION	425.00								
1	06/05/25	FD St 75 Annual Monitor-Alarm	425.00			2060		415200	428		101000
	3299898										
		Total for Vendor:	894.00								
126020	C	733 SWANSTON EQUIPMENT CORP	483.96								
1	05/27/25	#7041 HEATER FILTER	138.84			6025		450000	427		101000
	P12892										
2	05/23/25	#7303 FILTER ELEMENT/DSPLY	533.58			6025		450000	427		101000
	P12851										
3	05/23/25	#7303 RETURN	-188.46			6025		450000	427		101000
	P12852										
126021	C	733 SWANSTON EQUIPMENT CORP	6,662.77								
1	05/30/25	#5443 TRACKLESS SPRAYER	6,662.77			1000		430001	870		101000
	E10848										
126115	C	733 SWANSTON EQUIPMENT CORP	960.00								
1	06/05/25	7 GAL SOLVENT TANK (2)	960.00			1000		430000	641		101000
	E10877										
		Total for Vendor:	8,106.73								
126108	C	2491 TEAM LABORATORY CHEMICAL, LLC	28,020.00								
1	06/05/25	MEGA BUGS SUPREME	28,020.00			4387		480000	500		101000
	INV0046790										
		Total for Vendor:	28,020.00								

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125980 1 S416706		1156 TESSMAN 06/09/25 FERTILIZER	260.00 260.00			1000 430001	358		101000
Total for Vendor:			260.00						
126143 Duane Hazer Project 9036	E	1540 THE TITLE COMPANY	712,432.16						
1 280193	280193	06/12/25 Duane Hazer - Escrow #280193	712,432.16			4023 480000	475		101000
Total for Vendor:			712,432.16						
126060 1 244942		3411 THE UPS STORE #6740 06/05/25 FD Send Headset/repair	28.44 28.44			2060 415200	661		101000
Total for Vendor:			28.44						
126097 1 Pay App 4F		906 TI-ZACK CONCRETE, INC. 06/16/25 Project 2282	30,981.04 30,981.04			4026 480000	670		101000
Total for Vendor:			30,981.04						
126016 1 158518	C	1285 TRAFFIC CONTROL CORPORATION 06/03/25 TRANSFER SWITCH	1,672.00 1,672.00			1000 430002	487		101000
Total for Vendor:			1,672.00						
126109 1 INV25145		5185 TRANSDUCERS DIRECT LLC 04/10/25 TRANSDUCERS	10,539.12 10,539.12			6025 450000	825		101000
Total for Vendor:			10,539.12						
125914 1 419640659	C	665 TWIN CITY GARAGE DOOR 06/03/25 PW - DOOR REPAIR	226.50 226.50			6020 450000	420		101000
Total for Vendor:			226.50						

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125951	C	2951 TYLER TECHNOLOGIES, INC	685.19						
1	020-161773	05/31/25 OTC & Portal	685.19			1000 412000	740		101000
		020-161773							
		Total for Vendor:	685.19						
126049		2136 ULINE INC	722.56						
1	05/21/25	MANILLA TAGS	66.92			6020 450000	639		101000
193169880									
2	05/21/25	ST - SUN PROTECTION HATS	163.91			1000 430000	639		101000
193169880									
3	05/21/25	SW - SUN PROTECTION HATS	163.91			6025 450000	639		101000
193169880									
4	05/21/25	WA - SUN PROTECTION HATS	163.91			6020 450000	639		101000
193169880									
5	05/21/25	RW - SUN PROTECTION HATS	163.91			1000 430000	639		101000
193169880									
		Total for Vendor:	722.56						
125886	C	784 UNITED POWER EQUIPMENT	1.55						
1	05/22/25	INSULATOR GASKET	1.55			1000 430001	427		101000
		020B7356							
		Total for Vendor:	1.55						
125902	C	3833 VALLEY GREEN	1,785.00						
1	06/04/25	CONTRACTED MOWING	1,785.00			1000 430001	381		101000
		287690							
		Total for Vendor:	1,785.00						
125945		2478 VALLI	316.95						
1	100762	05/31/25 Lockbox and ACH - May 2025	316.95			6020 450000	360		101000
		100762							
		Total for Vendor:	316.95						

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125975	C	3668 VERIZON WIRELESS	395.80						
1		05/02/25 may 2025 river sensors	395.80			6020 450000	345		101000
6114900383									
Total for Vendor:			395.80						
125630	-97281E	3212 VISA ADMINISTRATION	220.00						
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			
5		CC-1729 05/01/25 Refund for carpet cleaner	-60.46			1000 202200			101000
		MENARDS (PUBLIC WORKS)		CC Accounting: 1000-		-415000-420			
Total for Vendor:			220.00						
126165	E	2437 VISA ASSESSING	495.00						
1		CC-1755 05/04/25 Hotel for certification class	495.00			1000 202200			101000
		Frank		CC Accounting: 1000-		-414101-340			
		COMFORT INN & SUITES							
Total for Vendor:			495.00						
126159	E	3706 VISA COMMUNICATIONS	304.24						
1		CC-1754 05/11/25 Keyboard/mouse/office supplie	83.25			1000 202200			101000
		OFFICE DEPOT OFFICEMAX		CC Accounting: 1000-		-416200-410			
2		CC-1754 05/23/25 Membership dues - Addie	220.00			1000 202200			101000
		IACP		CC Accounting: 1000-		-416200-667			
3		CC-1754 05/25/25 Storage	0.99			1000 202200			101000
		APPLE.COM		CC Accounting: 1000-		-416200-497			
Total for Vendor:			304.24						

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126162	E	3693 VISA ENGINEERING	211.56						
1	CC-1750	05/01/25 Car washes	15.00			1000 202200			101000
		HOLIDAY STATIONSTORES		CC Accounting: 1000-		-414200-420			
2	CC-1750	05/08/25 Ad for bids - Project 2290	156.56			4185 202200			101000
		Inv CBBC1442-0086		CC Accounting: 4185-		-480000-670			
		COLUMN SOFTWARE PBC							
3	CC-1750	05/16/25 Webinar training - Oliver	40.00			1000 202200			101000
		Int'l Erosion Control Association		CC Accounting: 1000-		-414200-340			
		MISC CLAIM VENDOR							
		Total for Vendor:	211.56						
125834	E	3569 VISA FIRE DEPT 1	1,598.28						
1	CC-1735	05/16/25 D Fuller Missouri Valley Conf	851.30			2060 202200			101000
		HILTON GARDEN INN - TN		CC Accounting: 2060-		-415200-340			
2	CC-1735	05/16/25 D Fuller Missouri Valley Conf	450.00			2060 202200			101000
		MISSOURI VALLEY DIVISION		CC Accounting: 2060-		-415200-340			
3	CC-1735	05/28/25 D Fuller Boots	296.98			2060 202200			101000
		RED WING SHOES		CC Accounting: 2060-		-415200-422			
		Total for Vendor:	1,598.28						
125835	E	3568 VISA FIRE DEPT 2	10,241.74						
1	CC-1736	05/02/25 Fire Canvase for North Statio	17.99			2060 202200			101000
		EASY CANVAS PRINTS		CC Accounting: 2060-		-415200-378			
2	CC-1736	05/05/25 Rope Rescue Train equipment	9,591.37			2060 202200			101000
		CMC RESCUE		CC Accounting: 2060-		-415200-641			
3	CC-1736	05/05/25 M Berg rope Rescue Equip	247.88			2060 202200			101000
		WITMER PUBLIC SAFETY GROUP INC		CC Accounting: 2060-		-415200-340			
4	CC-1736	05/05/25 64 Bags Concrete/maint bay	307.96			2060 202200			101000
		MENARDS (FIRE)		CC Accounting: 2060-		-415200-494			
5	CC-1736	05/07/25 Academy group photos	62.38			2060 202200			101000
		WALGREEN COMPANY		CC Accounting: 2060-		-415200-340			
6	CC-1736	05/07/25 Sales Tax Refunded	-710.47			2060 202200			101000
		CMC RESCUE		CC Accounting: 2060-		-415200-340			
7	CC-1736	05/08/25 14 bags concrete/returned	-67.06			2060 202200			101000
		MENARDS (FIRE)		CC Accounting: 2060-		-415200-494			
8	CC-1736	05/12/25 Car Seat Safety Course	200.00			2060 202200			101000
		FM AMBULANCE SERVICES INC		CC Accounting: 2060-		-415200-340			

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9	CC-1736	05/05/25 Rope climbing/training	293.90			2060 202200			101000
		MONARCH ROPE		CC Accounting: 2060-		-415200-641			
10	CC-1736	05/14/25 CRR Career Day/WF packer HS	205.81			2060 202200			101000
		JIMMY JOHN'S - JJ3292		CC Accounting: 2060-		-415200-375			
11	CC-1736	05/16/25 Academy Grad Cake	91.98			2060 202200			101000
		HORNBACHERS		CC Accounting: 2060-		-415200-378			
		Total for Vendor:	10,241.74						
125836	E	4351 VISA FIRE DEPT 3	423.14						
1	CC-1737	05/28/25 A Thieschafer-Mandan Fire Sch	295.14			2060 202200			101000
		EXPEDIA.COM HEADQUARTERS		CC Accounting: 2060-		-415200-340			
2	CC-1737	05/29/25 D Underhill-2025 Dues	128.00			2060 202200			101000
		IAAI		CC Accounting: 2060-		-415200-667			
		Total for Vendor:	423.14						
126160	E	4335 VISA HUMAN RESOURCES	4,095.51						
1	CC-1756	05/09/25 SHRM-SCP recertification-Sara	30.95			1000 202200			101000
		The Award Group		CC Accounting: 1000-		-414103-399			
		MISC CLAIM VENDOR							
2	CC-1756	05/09/25 Analytics class - Sarah	1,390.00			1000 202200			101000
		SHRM		CC Accounting: 1000-		-414103-340			
3	CC-1756	05/12/25 Flight for NEOGOV conference	448.37			1000 202200			101000
		Sarah		CC Accounting: 1000-		-414103-340			
		DELTA AIR							
4	CC-1756	05/12/25 Flight for NEOGOV conference	448.37			1000 202200			101000
		Makayla		CC Accounting: 1000-		-414103-340			
		DELTA AIR							
5	CC-1756	05/12/25 NEOGOV conference reg	600.00			1000 202200			101000
		Makayla		CC Accounting: 1000-		-414103-340			
		GOVERNMENTJOBS.COM, INC.							
6	CC-1756	05/12/25 Travel insurance	60.52			1000 202200			101000
		Sarah		CC Accounting: 1000-		-414103-340			
		ALLIANZ GLOBAL ASSISTANCE							
7	CC-1756	05/13/25 Hotel deposit for conference	293.65			1000 202200			101000
		LINQ & Caesar's Palace - Sarah		CC Accounting: 1000-		-414103-340			
		MISC CLAIM VENDOR							
8	CC-1756	05/13/25 Hotel deposit for conference	293.65			1000 202200			101000
		LINQ & Caesar's Palace - Makayla		CC Accounting: 1000-		-414103-340			
		MISC CLAIM VENDOR							

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9	CC-1756	05/28/25 Luncheon registration - Molly	30.00			1000 202200			101000
FMHRA				CC Accounting: 1000-		-414103-340			
10	CC-1756	05/30/25 ID cards	500.00			1000 202200			101000
Card Quest				CC Accounting: 1000-		-414103-497			
MISC CLAIM VENDOR									
11	CC-1756	05/29/25 White board - Molly	213.33			1000 202200			101000
OFFICE DEPOT OFFICEMAX				CC Accounting: 1000-		-414103-410			
12	CC-1756	05/30/25 Returned white board	-213.33			1000 202200			101000
OFFICE DEPOT OFFICEMAX				CC Accounting: 1000-		-414103-410			
Total for Vendor:			4,095.51						
126163	E	2439 VISA IT	2,044.87						
1	CC-1751	05/03/25 USB flash drives	106.00			1000 202200			101000
AMAZON CAPITAL SERVICES				CC Accounting: 1000-		-414104-497			
2	CC-1751	05/04/25 Paper towels	22.86			1000 202200			101000
AMAZON CAPITAL SERVICES				CC Accounting: 1000-		-414104-410			
3	CC-1751	05/04/25 Hard drives	190.00			1000 202200			101000
AMAZON CAPITAL SERVICES				CC Accounting: 1000-		-414104-497			
4	CC-1751	05/06/25 Keyboard/mouse combos	694.20			1000 202200			101000
AMAZON CAPITAL SERVICES				CC Accounting: 1000-		-414104-497			
5	CC-1751	05/13/25 Screwdriver sets	179.77			1000 202200			101000
AMAZON CAPITAL SERVICES				CC Accounting: 1000-		-414104-410			
6	CC-1751	05/14/25 Jabra headset	176.90			1000 202200			101000
AMAZON CAPITAL SERVICES				CC Accounting: 1000-		-414104-497			
7	CC-1751	05/14/25 Jabra headset	176.19			1000 202200			101000
AMAZON CAPITAL SERVICES				CC Accounting: 1000-		-414104-497			
8	CC-1751	05/15/25 Lenovo webcam	55.99			1000 202200			101000
AMAZON CAPITAL SERVICES				CC Accounting: 1000-		-414104-497			
9	CC-1751	05/20/25 Computer monitor - Assessing	369.00			1000 202200			101000
AMAZON CAPITAL SERVICES				CC Accounting: 1000-		-414101-497			
10	CC-1751	05/20/25 Monitor arm/wall mount	73.96			1000 202200			101000
AMAZON CAPITAL SERVICES				CC Accounting: 1000-		-414101-497			
Total for Vendor:			2,044.87						

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126164	E	5092 VISA IT 2	1,876.12						
1	CC-1752	05/02/25 Control/Alert subscription Schneider Electric MISC CLAIM VENDOR	117.00			1000 202200 -414104-497			101000
2	CC-1752	05/02/25 Control/Alert subscription Schneider Electric MISC CLAIM VENDOR	117.00			1000 202200 -414104-497			101000
3	CC-1752	05/05/25 Conference - Corey ND IT Symposium MISC CLAIM VENDOR	50.00			1000 202200 -414104-340			101000
4	CC-1752	05/07/25 PDQ Connect Plus licensing PDQ.COM	283.20			1000 202200 -414104-497			101000
5	CC-1752	05/15/25 ScreenConnect licensing- clou CONNECTWISE	821.41			1000 202200 -414104-497			101000
6	CC-1752	05/17/25 TV mount/power cord/HDMI cabl PD AMAZON CAPITAL SERVICES	62.14			2531 202200 -421000-610			101000
7	CC-1752	05/19/25 TV for PD PD BEST BUY BUSINESS ADVANTAGE ACCOUNT	139.99			2531 202200 -421000-610			101000
8	CC-1752	05/20/25 Otterbox iPhone case AMAZON CAPITAL SERVICES	38.04			1000 202200 -414104-497			101000
9	CC-1752	05/21/25 Screen protector for iPhone AMAZON CAPITAL SERVICES	5.96			1000 202200 -414104-497			101000
10	CC-1752	05/25/25 Charging cables/adapters AMAZON CAPITAL SERVICES	63.04			1000 202200 -414104-497			101000
11	CC-1752	05/27/25 RJ45 connectors AMAZON CAPITAL SERVICES	15.99			1000 202200 -414104-497			101000
12	CC-1752	05/28/25 Keystone jack wall plates AMAZON CAPITAL SERVICES	17.95			1000 202200 -414104-497			101000
13	CC-1752	05/28/25 Cables/flashlight/wire cutter AMAZON CAPITAL SERVICES	135.95			1000 202200 -414104-497			101000
14	CC-1752	05/31/25 TV power cord/cable AMAZON CAPITAL SERVICES	8.45			1000 202200 -414104-497			101000
Total for Vendor:			1,876.12						

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125982	E	3161 VISA LIBRARY #1	2,842.09						
1	CC-1744	05/05/25 SUMMER T-SHIRTS FOR STAFF	693.42			7000 202200			101000
		RUSH ORDER TEES		CC Accounting: 7000-		-411600-689			
2	CC-1744	05/09/25 RACK CARDS	153.98			7000 202200			101000
		FOR SUMMER BOOST AND LOW		CC Accounting: 7000-		-411600-689			
		SHORTPRINTER							
3	CC-1744	05/14/25 PRIDE IN THE PARK	26.90			7000 202200			101000
		REGISTRATION FEE		CC Accounting: 7000-		-411600-649			
		MISC CLAIM VENDOR							
4	CC-1744	05/14/25 ORIENTAL TRADING	93.86			7000 202200			101000
		SUMMER PRIZES		CC Accounting: 7000-		-411600-649			
		MISC CLAIM VENDOR							
5	CC-1744	05/16/25 KIRSTEN HENAGIN MEMEBERSHIP	135.00			7000 202200			101000
		RENEWAL 5/17/25 - 5/17/26		CC Accounting: 7000-		-411600-649			
		ABOS							
6	CC-1744	05/15/25 PUREWATER TECHNOLOGY	100.00			7000 202200			101000
		WATER COOLER LEASE		CC Accounting: 7000-		-411600-410			
		MISC CLAIM VENDOR							
7	CC-1744	05/16/25 YOUTH PROGRAMMING SUPPLIES	58.34			7000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 7000-		-411600-649			
8	CC-1744	05/16/25 ADULT SERV. PROG SUPPLIES	56.91			7000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 7000-		-411600-649			
9	CC-1744	05/18/25 BOOKS	20.68			7000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 7000-		-411600-662			
10	CC-1744	05/18/25 YOUTH PROGRAMMING SUPPLIES	243.63			7000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 7000-		-411600-649			
11	CC-1744	05/18/25 PAPER CLIPS	16.99			7000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 7000-		-411600-410			
12	CC-1744	05/19/25 BOOK	13.36			7000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 7000-		-411600-662			
13	CC-1744	05/21/25 UPRINTING	132.99			7000 202200			101000
		REFRIGERATOR MAGNETS		CC Accounting: 7000-		-411600-689			
		MISC CLAIM VENDOR							
14	CC-1744	05/22/25 KEYCHAINS/PENCILS	1,000.53			7000 202200			101000
		PRIZES/GIVEAWAY		CC Accounting: 7000-		-411600-689			
		4IMPRINT INC							

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15	CC-1744	05/29/25 ADULT SERVICES PROG SUPPLIES	14.97			7000 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 7000-		-411600-649			
16	CC-1744	05/30/25 ADULT SERVICES PROG SUPPLIES	80.53			7000 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 7000-		-411600-649			
Total for Vendor:			2,842.09						
125983	E	3162 VISA LIBRARY #2	1,360.27						
1	CC-1745	05/05/25 MONTHLY SUBSCRIPTION	32.99			7000 202200			101000
	FORUM COMMUNICATIONS			CC Accounting: 7000-		-411600-663			
2	CC-1745	05/22/25 JUNE - AUGUST MAGAZINES	1,111.27			7000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 7000-		-411600-689			
3	CC-1745	05/27/25 APRIL-MAY SOCIAL MEDIA ADVERT	100.33			7000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 7000-		-411600-689			
4	CC-1745	05/29/25 POSTAGE	16.47			7000 202200			101000
	USPS			CC Accounting: 7000-		-411600-661			
5	CC-1745	05/29/25 KICK OFF PARTY SNACKS	99.21			7000 202200			101000
	FAMILY FARE			CC Accounting: 7000-		-411600-649			
Total for Vendor:			1,360.27						
125984	E	4576 VISA LIBRARY #3	284.39						
1	CC-1746	05/09/25 ADULT SERVICES SUPPLIES	82.58			7000 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 7000-		-411600-649			
2	CC-1746	05/09/25 STORAGE BOX	20.08			7000 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 7000-		-411600-649			
3	CC-1746	05/09/25 PUZZLES	169.50			7000 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 7000-		-411600-649			
4	CC-1746	05/31/25 META	12.23			7000 202200			101000
	SOCIAL MEDIA ADVERTISING END OF MONTH - MAY			CC Accounting: 7000-		-411600-689			
	MISC CLAIM VENDOR								
Total for Vendor:			284.39						
126158	E	2438 VISA PLANNING	260.55						
1	CC-1753	05/15/25 PZ 06.02 ZOA Bldg Ctrl Line	47.12			1000 202200			101000
	Inv CBBC1442-0093			CC Accounting: 1000-		-418000-668			
	COLUMN SOFTWARE PBC								
2	CC-1753	05/15/25 PZ 06.02 ZOA ST Rentals	44.08			1000 202200			101000
	Inv CBBC1442-0094			CC Accounting: 1000-		-418000-668			
	COLUMN SOFTWARE PBC								

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3	CC-1753	05/19/25 Commisson nameplate - Alyssa	32.55			1000 202200			101000
	Inv 34416			CC Accounting: 1000-		-418000-410			
	SIGN BADGERS								
4	CC-1753	05/22/25 PZ 06.10 FMD Mapleton	45.60			1000 202200			101000
	Inv CBBC1442-0096			CC Accounting: 1000-		-418000-668			
	COLUMN SOFTWARE PBC								
5	CC-1753	05/22/25 PZ 06.10 FMD Warren 1st	44.08			1000 202200			101000
	Inv CBBC1442-0097			CC Accounting: 1000-		-418000-668			
	COLUMN SOFTWARE PBC								
6	CC-1753	05/22/25 PZ 06.10 DMF 2nd Addition	45.60			1000 202200			101000
	Inv CBBC1442-0098			CC Accounting: 1000-		-418000-668			
	COLUMN SOFTWARE PBC								
7	CC-1753	05/22/25 PZ 06.10 CUP for composting	48.64			1000 202200			101000
	Inv CBBC1442-0099			CC Accounting: 1000-		-418000-668			
	COLUMN SOFTWARE PBC								
8	CC-1753	05/30/25 Credit for invoice double pai	-47.12			1000 202200			101000
	Inv CBBC1442-0088			CC Accounting: 1000-		-418000-668			
	COLUMN SOFTWARE PBC								
Total for Vendor:			260.55						
125843	E	2435 VISA POLICE #1	4,352.75						
1	CC-1743	05/02/25 Beilke airport parking	60.00			1000 202200			101000
	HECTOR INTERNATIONAL AIRPORT			CC Accounting: 1000-		-421000-340			
2	CC-1743	05/08/25 rifle case	131.98			1000 202200			101000
	MIDWAYUSA.COM			CC Accounting: 1000-		-421000-641			
3	CC-1743	05/08/25 rifle cleaning equip	29.98			1000 202200			101000
	MIDWAYUSA.COM			CC Accounting: 1000-		-421000-987			
4	CC-1743	05/08/25 shipping	31.49			1000 202200			101000
	MIDWAYUSA.COM			CC Accounting: 1000-		-421000-661			
5	CC-1743	05/14/25 volunteer award	68.22			1000 202200			101000
	PRESIDENTS VOLUNTEER SERVICE AWARD			CC Accounting: 1000-		-421000-375			
6	CC-1743	05/14/25 grand hyatt, nw conf-Anderson	948.78			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-		-421000-340			
7	CC-1743	05/14/25 grand hyatt, nw conf-Haugen	948.78			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-		-421000-340			
8	CC-1743	05/14/25 anderson - airport parking	48.00			1000 202200			101000
	HECTOR INTERNATIONAL AIRPORT			CC Accounting: 1000-		-421000-340			

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9	CC-1743	05/19/25 911 tactical medical k9 trn	250.00			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-		-421000-340			
10	CC-1743	05/21/25 trip protection anderson/haug	152.64			1000 202200			101000
	TRAVELOCITY			CC Accounting: 1000-		-421000-340			
11	CC-1743	05/21/25 flight,NASRO - Roll	560.96			1000 202200			101000
	AMERICAN AIRLINES			CC Accounting: 1000-		-421000-340			
12	CC-1743	05/21/25 flight,NASRO - Swiggum	560.96			1000 202200			101000
	AMERICAN AIRLINES			CC Accounting: 1000-		-421000-340			
13	CC-1743	05/21/25 flight,NASRO - Schweyen	560.96			1000 202200			101000
	AMERICAN AIRLINES			CC Accounting: 1000-		-421000-340			
		Total for Vendor:	4,352.75						
125844	E	3233 VISA POLICE #2	1,688.93						
1	CC-1742	05/11/25 best buy-pd kitchen microwave	259.99			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-		-421000-641			
2	CC-1742	05/14/25 soda for mtg/investigations	14.64			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-		-421000-375			
3	CC-1742	05/19/25 conference - haskell	408.40			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-		-421000-340			
4	CC-1742	05/19/25 conference - mueller	408.40			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-		-421000-340			
5	CC-1742	05/21/25 targets	226.40			1000 202200			101000
	QUALIFICATION TARGETS, INC			CC Accounting: 1000-		-421000-987			
6	CC-1742	05/22/25 pett K9 insurance - auto pmt	371.10			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-		-421000-915			
		Total for Vendor:	1,688.93						
125845	E	3234 VISA POLICE #3	452.03						
1	CC-1741	05/06/25 charger blocks & cables	49.95			1000 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 1000-		-421000-356			
2	CC-1741	05/06/25 sm legal pads	12.58			1000 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 1000-		-421000-410			
3	CC-1741	05/06/25 fan & power strips	38.98			1000 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 1000-		-421000-641			
4	CC-1741	05/07/25 boot polish	17.89			1000 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 1000-		-421000-420			
5	CC-1741	05/12/25 K9 Q - dental appt, fuel	37.11			1000 202200			101000
	HOLIDAY STATIONSTORES #2746177			CC Accounting: 1000-		-421000-340			

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6	CC-1741	05/12/25 K9 Q - dental appt, fuel	31.77			1000 202200			101000
	SHELL			CC Accounting: 1000-		-421000-340			
7	CC-1741	05/22/25 sworn in, bakery	103.80			1000 202200			101000
	HORNBACHERS			CC Accounting: 1000-		-421000-375			
8	CC-1741	05/23/25 belt for faltersack	159.95			1000 202200			101000
	KORE ESSENTIALS			CC Accounting: 1000-		-421000-422			
Total for Vendor:			452.03						
125846	E	3244 VISA POLICE #4	66.56						
1	CC-1740	05/07/25 vision zero conf, fuel	32.19			1000 202200			101000
	TRI-ENERGY COOPERATIVE #76			CC Accounting: 1000-		-421000-340			
2	CC-1740	05/21/25 Haskell-Mueller training, fue	34.37			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-		-421000-340			
Total for Vendor:			66.56						
125847	E	4300 VISA POLICE #5	329.60						
1	CC-1739	05/15/25 fuel, prisoner transport	44.04			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-		-421000-340			
2	CC-1739	05/15/25 fuel, prisoner transport	29.39			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-		-421000-340			
3	CC-1739	05/16/25 labby grooming	138.00			1000 202200			101000
	SIT. STAY. SPA.			CC Accounting: 1000-		-421000-915			
4	CC-1739	05/21/25 door stops	117.00			1000 202200			101000
	MILITAIR.COM			CC Accounting: 1000-		-421000-641			
5	CC-1739	05/21/25 international trans fee	1.17			1000 202200			101000
	MILITAIR.COM			CC Accounting: 1000-		-421000-661			
Total for Vendor:			329.60						
125848	E	4301 VISA POLICE #6	145.04						
1	CC-1738	05/08/25 fuel - vision zero conf	34.20			1000 202200			101000
	SHELL			CC Accounting: 1000-		-421000-340			
2	CC-1738	05/15/25 fuel, prisoner transport	42.14			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-		-421000-340			
3	CC-1738	05/20/25 return vest, alterations, dio	68.70			1000 202200			101000
	FEDERAL EXPRESS			CC Accounting: 1000-		-421000-661			
Total for Vendor:			145.04						

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Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
126125	E	2423 VISA PUBLIC WORKS #1	1,912.83						
1	CC-1747	05/01/25 TITLE FEE	23.50			2210 202200			101000
	DMV FARGO BRANCH			CC Accounting: 2210-		-428000-610			
2	CC-1747	05/01/25 TITLE FEE	25.00			1000 202200			101000
	DMV FARGO BRANCH			CC Accounting: 1000-		-430000-610			
3	CC-1747	05/05/25 TITLE FEE	23.50			2210 202200			101000
	DMV FARGO BRANCH			CC Accounting: 2210-		-428000-610			
4	CC-1747	05/05/25 TITLE FEE	25.00			6010 202200			101000
	DMV FARGO BRANCH			CC Accounting: 6010-		-450200-610			
5	CC-1747	05/05/25 TITLE FEE	23.50			1000 202200			101000
	DMV FARGO BRANCH			CC Accounting: 1000-		-430000-486			
6	CC-1747	05/09/25 TREE	215.49			2210 202200			101000
	S & S LANDSCAPING			CC Accounting: 2210-		-428000-375			
7	CC-1747	05/12/25 TREE - TAX CREDIT	-15.50			2210 202200			101000
	S & S LANDSCAPING			CC Accounting: 2210-		-428000-375			
8	CC-1747	05/09/25 PW - CLEAN UP WEEK	303.34			6010 202200			101000
	DOMINO'S PIZZA			CC Accounting: 6010-		-450200-912			
9	CC-1747	05/14/25 CLOTHING	182.46			1000 202200			101000
	CARHARTT			CC Accounting: 1000-		-450000-422			
10	CC-1747	05/15/25 CLOTHING - TAX CREDIT	-13.49			1000 202200			101000
	CARHARTT			CC Accounting: 1000-		-450000-422			
11	CC-1747	05/15/25 ARBOR DAY	14.97			2210 202200			101000
	FAMILY FARE			CC Accounting: 2210-		-428000-375			
12	CC-1747	05/16/25 J NELSON - PANTS/BOOTS	369.96			1000 202200			101000
	BRUNT WORKWEAR			CC Accounting: 1000-		-430000-422			
13	CC-1747	05/18/25 A JOHNSON - PANTS	194.37			1000 202200			101000
	CARHARTT			CC Accounting: 1000-		-455000-422			
14	CC-1747	05/19/25 TREE PLAQUE EMBLEMS	6.43			2210 202200			101000
	ARBOR DAY FOUNDATION			CC Accounting: 2210-		-428000-375			
15	CC-1747	05/19/25 STAMPS	148.55			6020 202200			101000
	USPS			CC Accounting: 6020-		-450000-661			
16	CC-1747	05/21/25 DOLLY SET	218.45			6025 202200			101000
	NORTHERN TOOL & EQUIPMENT			CC Accounting: 6025-		-450000-825			
17	CC-1747	05/21/25 CLOTHING	140.36			1000 202200			101000
	CARHARTT			CC Accounting: 1000-		-450000-422			
18	CC-1747	05/21/25 CLOTHING - TAX CREDIT	-10.38			1000 202200			101000
	CARHARTT			CC Accounting: 1000-		-450000-422			

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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
19	CC-1747	05/21/25 REGISTRATION FEE	16.50			1000 202200			101000
	DMV FARGO BRANCH			CC Accounting: 1000-		-430000-427			
20	CC-1747	05/24/25 CLOTHING - RETURN	-112.28			1000 202200			101000
	CARHARTT			CC Accounting: 1000-		-450000-422			
21	CC-1747	05/14/25 SA - CLEAN UP WEEK	133.10			6010 202200			101000
	PAPA JOHNS #4586			CC Accounting: 6010-		-450200-912			
Total for Vendor:			1,912.83						
126126	E	4256 VISA PUBLIC WORKS #2	1,306.23						
1	CC-1748	05/06/25 CONF. REG. REIMBURSE	-315.00			6025 202200			101000
	REGION 8 PRETREATMENT ASSOCIATION			CC Accounting: 6025-		-450000-340			
2	CC-1748	05/09/25 HOLIDAY INN - REG 8 CONF	616.72			6025 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 6025-		-450000-340			
3	CC-1748	05/19/25 ST - SWEATSHIRT RESTOCK	134.91			1000 202200			101000
	FULL SOURCE LLC			CC Accounting: 1000-		-430000-422			
4	CC-1748	05/19/25 RW - SWEATSHIRT RESTOCK	134.92			1000 202200			101000
	FULL SOURCE LLC			CC Accounting: 1000-		-430001-422			
5	CC-1748	05/19/25 SW - SWEATSHIRT RESTOCK	134.92			6025 202200			101000
	FULL SOURCE LLC			CC Accounting: 6025-		-450000-422			
6	CC-1748	05/19/25 WA - SWEATSHIRT RESTOCK	134.92			6020 202200			101000
	FULL SOURCE LLC			CC Accounting: 6020-		-450000-422			
7	CC-1748	05/19/25 SA - SWEATSHIRT RESTOCK	134.92			6010 202200			101000
	FULL SOURCE LLC			CC Accounting: 6010-		-450200-422			
8	CC-1748	05/19/25 FO - SWEATSHIRT RESTOCK	134.92			2210 202200			101000
	FULL SOURCE LLC			CC Accounting: 2210-		-428000-422			
9	CC-1748	05/21/25 R BELL - BOOTS	175.00			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-		-430000-422			
10	CC-1748	05/22/25 BOOTS - CANCELLED	-175.00			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-		-430000-422			
11	CC-1748	05/21/25 R BELL - BOOTS	175.00			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-		-430000-422			
12	CC-1748	05/22/25 FENCE REPAIR	20.00			1000 202200			101000
	LIBERTY FENCE & DECK CO			CC Accounting: 1000-		-430001-358			
Total for Vendor:			1,306.23						

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Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
126127	E	4625 VISA PUBLIC WORKS #3	131.25						
1	CC-1749	05/05/25 TRAVEL FUEL	35.91			6025 202200			101000
	SHELL			CC Accounting: 6025-		-450000-340			
2	CC-1749	05/05/25 TRAVEL FUEL	22.95			6025 202200			101000
	CENEX			CC Accounting: 6025-		-450000-340			
3	CC-1749	05/09/25 TRAVEL FUEL	33.26			6025 202200			101000
	CENEX			CC Accounting: 6025-		-450000-340			
4	CC-1749	05/08/25 TRAVEL FUEL	39.13			6025 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 6025-		-450000-340			
		Total for Vendor:	131.25						
125908		1346 VISTO'S TRAILER SALES	17.94						
1	05/29/25	KEY REPLACEMENT	17.94			1000 430000	486		101000
	149342								
		Total for Vendor:	17.94						
126024	C	544 WALLWORK TRUCK CENTER	874.75						
1	05/27/25	#3103 BRAKE HOSE ASSY	86.21			1000 430000	427		101000
	01P603014								
2	05/30/25	#7045 BRACKET KIT	43.30			4387 480000	427		101000
	01P604551								
3	05/29/25	#3301 LED LIGHT	255.24			1000 430000	610		101000
	01P604235								
4	06/05/25	#1192 STEERING REPAIR	490.00			1000 421000	427		101000
	0109S152510								
		Total for Vendor:	874.75						
126086	C	4773 WEST FARGO EVENTS	40,428.85						
1	1422 06/01/25	Programming fee: Essentia Heal	18,205.42			2310 452120	810		101000
	1422								
2	1422 06/01/25	Programming fee: POW/MIA	5,574.70			2310 452120	810		101000
	1422								
3	1422 06/01/25	Mgmt fee: Parking Ramp	11,840.33			2320 452110	810		101000
	1422								
4	1422 06/01/25	Mgmt fee: City Events	4,808.40			2960 411900	810		101000
	1422								
		Total for Vendor:	40,428.85						

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Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
125981	C	2184 WEST SIDE STEEL	260.47								
1	06/06/25	SHEET METAL	144.08			6010		450200	914		101000
12549											
2	05/23/25	SHEET METAL	90.68			6010		450200	914		101000
12439											
3	06/04/25	#5009 FLAT BAR	25.71			1000		455000	610		101000
12520											
Total for Vendor:			260.47								
125900	-97282E	3549 WEX FSA	3,554.95								
1	06/13/25	Med FSA - 06/13/25 payroll	388.33			1000		212530			101000
2	06/13/25	Dep FSA - 06/13/25 payroll	3,166.62			1000		212523			101000
Total for Vendor:			3,554.95								
125953	C	807 WEX HEALTH, INC	945.75								
1	0002163958	05/31/25 COBRA/FSA/HSA - May	945.75			1000		414103	307		101000
0002163958-IN											
Total for Vendor:			945.75								
125966		569 WF ANIMAL HOSPITAL	6,405.91								
1	05/31/25	may 2025, pound fee	4,575.00			1000		421000	396		101000
298815											
2	05/31/25	K9 Jazz medical	1,535.20			1000		421000	915		101000
297746											
3	05/31/25	K9 Q medical	499.15			1000		421000	915		101000
297746											
4	05/31/25	pet discount	-203.44			1000		421000	915		101000
297746											
Total for Vendor:			6,405.91								
125988	C	549 WF PUB SCHOOLS DIST #6	10,446.00								
1	06/02/25	ADVERT KID AND TEEN VENTRURES	112.50			7000		411600	689		101000
250391											
2	05/31/25	JUNE RENT	10,333.50			7000		411600	333		101000
250395											
Total for Vendor:			10,446.00								

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Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
126012		2740 WM CORPORATE SERVICES, INC	101,689.20								
1	06/02/25	MASTER BILLING COWF	91,206.73			6010		450200	916		101000
6795173											
2	06/02/25	40TH AVE DROPSITE	7,862.01			6010		450200	916		101000
6795171											
3	06/02/25	SANITATION BUILDING DROPSITE	2,620.46			6010		450200	916		101000
6795172											
126061		2740 WM CORPORATE SERVICES, INC	7.90								
1	06/04/25	FD Recycling June 2025	7.90			2060		415200	527		101000
6796609-0510-1											
Total for Vendor:			101,697.10								
125969	E	338 XCEL ENERGY	8,197.95								
1	05/30/25	LIFT STATIONS	4,733.71			6025		450000	527		101000
929490749											
2	05/30/25	WATER TOWERS/PW BUILDING	3,450.38			6020		450000	527		101000
929490749											
3	05/30/25	FIRE & CIVIL DEF SIREN	13.86			1000		430002	527		101000
929490749											
125976	E	338 XCEL ENERGY	18,810.94								
1	06/05/25	735 7TH AVE NW LIGHTS	71.65			1000		430002	527		101000
930417971											
2	05/27/25	901 10TH AVE E TRAFFIC SIGNAL	51.56			1000		430002	527		101000
929039734											
3	05/27/25	312 5TH AVE W	230.10			1000		430002	527		101000
928997191											
4	05/27/25	1680 13TH AVE E STREET LIGHT	108.84			1000		430002	527		101000
928991840											
5	05/27/25	309 2ND AVE W	22.11			1000		430002	527		101000
928970726											
6	05/28/25	1410 13TH AVE E TRAFFIC SIGNAL	45.48			1000		430002	527		101000
929181203											
7	05/29/25	1690 13TH AVE S TRAFFIC SIGNAL	49.51			1000		430002	527		101000
929473181											

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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
8	05/23/25	60L 12TH ST E	70.43			6025		450000	527		101000
928792889											
9	06/06/25	SM67	76.25			6025		450000	527		101000
930562781											
10	05/22/25	3000 SHEYENNE - PIONEER PLACE	50.46			2310		452120	527		101000
928653758											
11	05/27/25	344 SHEYENNE - SHEYENNE PLAZA	20.24			2310		452120	527		101000
928987296											
12	06/03/25	3050 SHEYENNE - THE LIGHTS	40.88			2310		452120	527		101000
929932176											
13	06/03/25	3150 SHEYENNE - THE LIGHTS	36.96			2310		452120	527		101000
929929311											
14	05/20/25	1620 MAIN AVE - TRANSFER STATI	9.24			6010		450200	527		101000
928249527											
15	05/23/25	1100 12TH AVE NW - PW	39.29			6020		450000	527		101000
928806094											
16	05/23/25	1100 12TH AVE NW - PW	236.43			6020		450000	527		101000
928805417											
17	05/30/25	800 4TH AVE E - PD	9,092.48			1000		415000	527		101000
929596213											
18	06/03/25	800 4TH AVE E - PD	7,882.90			1000		415000	527		101000
929898858											
19	06/03/25	800 4TH AVE E - PD	676.13			1000		415000	527		101000
929902767											
126062	E	338 XCEL ENERGY	4,046.15								
1	06/06/25	FD St 75	94.90			2060		415200	527		101000
930519340											
2	06/06/25	FD St 76	3,951.25			2060		415200	527		101000
930519340											
Total for Vendor:			31,055.04								
125920	C	582 ZEP SALES AND SERVICE	325.59								
1	06/06/25	CHERRY BOMB WIPES	325.59			1000		430000	422		101000
9011309577											

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Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
126003	C	582 ZEP SALES AND SERVICE	1,850.06						
1	05/30/25	CLEANING SUPPLIES	1,850.06			6020 450000	500		101000
9011268823									
Total for Vendor:			2,175.65						
# of Claims 330			Total: 5825,778.36		# of Vendors	120			
Total Electronic Claims			3472,964.52						
Total Non-Electronic Claims			2352813.84						

** 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. **



To: West Fargo City Commission
From: Pete Nielsen, Chief of Police
Date: June 16, 2025
Subject: Memorandum of Agreement with North Dakota Air National Guard
Action: Approve Agreement between City of West Fargo and the North Dakota Air National Guard

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 enter into an agreement with the North Dakota Air National Guard (NDANG).

The West Fargo Police Department currently utilizes the West Fargo Municipal Airport runway for PIT training. Due to the resurfacing of the runway the West Fargo Police Department will no longer be able to use the runway. The West Fargo Police Department has been able to secure limited use of the NDANG runway. The MOA will need to be signed each time we conduct a PIT training. In order to maintain our PIT certification, we are required to do yearly certification and training.

I am requesting the West Fargo City Commission grant approval for the Police Department to sign the MOA with the North Dakota Air National Guard.

See attachment

Financial Analysis:

There is no cost to the City of West Fargo or the West Fargo Police Department.



To: West Fargo City Commission
From: Pete Nielsen, Chief of Police
Date: June 16, 2025
Subject: Memorandum of Agreement with North Dakota Air National Guard
Action: Approve Agreement between City of West Fargo and the North Dakota Air National Guard

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See attachment

Financial Analysis:

There is no cost to the City of West Fargo or the West Fargo Police Department.

MEMORANDUM OF AGREEMENT
BETWEEN

The 119th Wing,
North Dakota Air National Guard
(NDANG)

AND

West Fargo Police Department,
a Non-Federal Law Enforcement Agency
(NFLEA)

for Law Enforcement Training

MOA No. _____



Memorandum of Agreement for Law Enforcement Training

This is a Memorandum of Agreement (MOA) between the 119th Wing, North Dakota Air National Guard (NDANG), and the West Fargo Police Department, a non-federal law enforcement agency (NFLEA). When referred to collectively, the 119th Wing, NDANG, and the NFLEA are referred to as the “Parties”.

1. **PURPOSE AND SCOPE:** The purpose of this agreement is to allow the NFLEA to conduct law enforcement training on the 119th Wing, NDANG, installation located at 1400 32nd Ave N, Fargo, North Dakota, to take place on (date) _____.

2. **RELEVANT AUTHORITIES:**

- a. AFI 31-101, *Base Defense Operations* (9 September 2024).
- b. BDP 31-101, 119th Wing Base Defense Plan (date).
- c. Joint Ethics Regulation.

3. **RESPONSIBILITIES OF THE PARTIES:**

- a. The 119th Wing, NDANG will—

- (1) Permit the NFLEA to access the NDANG installation on _____ (date) and use the following buildings (complete as applicable):

1. Number Old Runway 21

2. Number _____

3. Number _____

4. Number _____

5. Number _____

6. Number _____

- (2) Permit the NFLEA to access the ramp area. [YES] [NO] (Circle One).

- (3) Permit access to the Regional Training Site [YES] [NO] (Circle One).

- (4) Permit access to the following: _____

_____.

- b. The NFLEA will—

Memorandum of Agreement for Law Enforcement Training

- (1) Conduct all law enforcement training in such a manner so as to not interfere with regular NDANG military operations on the installation.
 - (2) Immediately depart the installation in the event any such law enforcement training should interfere with NDANG military operations, whether planned or contingent.
 - (3) Notify the 119th Security Forces Squadron (119SFS) Base Defense Operations Center (BDOC) immediately upon departure of the installation.
 - (4) Provide 119SFS with a training plan for all training to be conducted on the installation upon arrival or in advance if possible.
 - (5) Submit to searches of all privately owned vehicles. All government-placard law enforcement vehicles are exempt from searches.
 - (6) Provide law enforcement credentials for all personnel upon entry to the installation.
 - (7) Refrain from bringing any and all explosives, pyrotechnics, or live ammunition onto the installation without prior approval from the 119th Wing Commander or designated authority.
 - (8) Account for all training aids or kits (e.g., illicit drugs or other substances) for any K-9 drug detection training events.
 - (9) Permit 119SFS personnel to participate in the training, as resources allow.
 - (10) Understand that availability of the NDANG installation on this occurrence for law enforcement training shall not guarantee its availability for similar training on other dates in the future.
4. **PERSONNEL:** Each Party shall be responsible for all costs of its personnel, including pay and benefits, support, and travel, if applicable to this MOA. Each Party is responsible for supervision and management of its personnel.
5. **LIABILITY:**
- a. The NFLEA and its personnel agree and understand that **THEY VOLUNTARILY AND WILLINGLY ASSUME THE RISK OF PERSONAL INJURY AND LOSS OF PROPERTY THAT MAY OCCUR AS A RESULT OF PARTICIPATING IN SUCH TRAINING** on the NDANG installation.
 - (1) The NFLEA agrees to indemnify, defend, and hold harmless the United States, the North Dakota Air National Guard, their officers, agents, employees, affiliates, successors, and assigns from any and against all losses, liabilities, damages, claims, fines, causes of action, deficiencies,

Memorandum of Agreement for Law Enforcement Training

costs, and expenses (including reasonable attorneys' fees and other litigation expenses) based upon, arising out of, or otherwise related to such training.

- (2) The NFLEA also agrees to release the United States and the NDANG from any and all liabilities, damages, claims, fines, causes of action, including but not limited to negligence, gross negligence, deficiencies, costs, and expenses based upon, arising out of, or otherwise related to the NFLEA participation in such training on the NDANG installation, including but not limited to the loss of any property the NFLEA may use or bring to training.
- b. The NFLEA agrees to provide repairs or replacements in kind to the NDANG for any property owned by the NDANG, including pavement on roadways, that is damaged directly by or as a result of any such training conduct by the NFLEA on the NDANG installation.

6. **GENERAL PROVISIONS:**

- a. **POINTS OF CONTACT:** The following points of contact (POC) will be used by the Parties to communicate in the implementation of this MOA. Each party may change its POC upon reasonable notice to the other Party.

(1) For the 119th Wing, NDANG—

1. Major Kristopher Jacobs
119th Security Forces Squadron Commander and Defense Force
Commander
(701) 451-2287
2. Senior Master Sergeant Richard D. Gladue, II
119th Security Forces Squadron Senior Enlisted Leader
(701) 451-2280

(2) For the West Fargo Police Department (NFLEA)—

1. (Name) Sergeant Kyle Johnson
(Title) WFPD Training Sergeant
(Phone) (701) 429-7444
2. (Name) Captain Derek Cruff
(Title) Training & Officer Standards Division Captain
(Phone) (701) 219-9591

- b. **CORRESPONDENCE:** All correspondence to be sent and notices to be given pursuant to this MOA will be addressed as follows:

- (1) For the 119SFS/NDANG—
119 SFS/SEL, 1400 32nd Ave N, Fargo, ND 58102; or
richard.gladue@us.af.mil

Memorandum of Agreement for Law Enforcement Training

- (2) For West Fargo Police Department (NFLEA)—
(Address) 800 4th Ave. E.; or
(Email) Derek.Cruff@westfargond.gov
- c. **REVIEW OF AGREEMENT:** Because this Agreement is only for one training event, review at mid-point or around the anniversary is not necessary or applicable.
- d. **MODIFICATION OF AGREEMENT.** This MOA may only be modified by the written agreement of the Parties, duly signed by their authorized representatives.
- e. **DISPUTES.** Any disputes relating to this MOA will, subject to any applicable law, Executive Order, or DoD issuance, be resolved by consultation between the Parties.
- f. **TERMINATION OF AGREEMENT.** This MOA may be terminated by either Party by giving at least 24 hours' notice to the other Party. The MOA may also be terminated at any time upon the mutual written consent of the Parties.
- g. **TRANSFERABILITY.** This MOA is not transferable except with the written consent of the Parties.
- h. **ENTIRE AGREEMENT.** It is expressly understood and agreed that this MOA embodies the entire agreement between the Parties regarding the law enforcement training to be conducted on (date) _____, thereby merging and superseding all prior agreements and representations by the Parties with respect to such subject matter.
- i. **EFFECTIVE DATE.** This MOA takes effect beginning on the day that the last Party signs.
- j. **EXPIRATION DATE.** This MOA shall expire on the date of the planned training, unless otherwise agreed by the Parties in writing.
- k. **NO THIRD-PARTY BENEFICIARIES.** Nothing in this MOA, express or implied, is intended to give to, or will be construed to confer upon, any person or entity not a party any remedy or claim under or by reason of this MOA and this MOA will be for the sole and exclusive benefit of the parties.
- l. **SEVERABILITY.** If any term, provision, or condition of this MOA is held to be invalid, void, or unenforceable by a governmental authority and such holding is not or cannot be appealed further, then such invalid, void, or unenforceable term, provision, or condition shall be deemed severed from this MOA and all remaining terms, provisions, and conditions of this MOA shall continue in full force and effect. The Parties shall endeavor in good faith to replace such invalid, void, or unenforceable term, provision, or condition with valid and enforceable terms,

Memorandum of Agreement for Law Enforcement Training

provisions, or conditions which achieve the purpose intended by the Parties to the greatest extent permitted by law.

AGREED:

For the 119th Wing/NDANG

For the West Fargo Police Department, a
Non-Federal Law Enforcement Agency

CHRISTOPHER M. DOMITROVICH,
Colonel, NDANG
Commander, 119th Wing

PETE NIELSEN
Chief of Police
West Fargo Police Department

(Date) _____

(Date) _____



To: West Fargo City Commission
From: Pete Nielsen, Chief of Police
Date: June 16, 2025
Subject: Memorandum of Understanding with the Casselton Regional Airport Authority
Action: Approve Memorandum of Understanding between City of West Fargo and Casselton Regional Airport Authority

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 enter into an agreement with the Casselton Regional Airport Authority.

The West Fargo Police Department currently utilizes the West Fargo Municipal Airport runway for PIT training. Due to the resurfacing of the runway the West Fargo Police Department will no longer be able to use the runway. The West Fargo Police Department has been able to secure limited use of the North Dakota Air National Guard (NDANG) runway. In the event the NDANG runway is unavailable, the West Fargo Police Department has secured an agreement with the Casselton Regional Airport Authority for a secondary training location.

I am requesting the West Fargo City Commission approve the Memorandum of Understanding with the Casselton Regional Airport Authority for the use of their runway for PIT training and certification.

See attachment

Financial Analysis:

The West Fargo Police Department will be responsible for cleaning up the surrounding area and having the runway swept by a contracted service.

MEMORANDUM OF UNDERSTANDING (MOU)
Between the City of West Fargo and the Casselton Regional Airport Authority

This Memorandum of Understanding (MOU) is made and entered into this ____ day of _____, 2025 (the "Effective Date"), by and between the **City of West Fargo (the "City")** and the **Casselton Regional Airport Authority (the "Authority")**.

1. Purpose

The purpose of this MOU is to outline the terms and responsibilities associated with the use of facilities at the Casselton Robert Miller Regional Airport (the "Airport") by the West Fargo Police Department ("WFPD") for the purpose of conducting Pursuit Intervention Technique (PIT) training exercises.

2. Scope of Training

WFPD will conduct PIT training exercises on designated Airport grounds or runways as agreed upon in advance by both parties. These exercises will be scheduled in coordination with Authority officials to avoid conflicts with Airport operations.

3. Responsibilities of the West Fargo Police Department

- **Liability:** WFPD accepts full liability for any and all risks, damages, injuries, or claims arising from or related to its use of the Airport premises during PIT training. This includes damages to Airport property or equipment, as well as any third-party claims.
- **Insurance:** WFPD will maintain liability insurance coverage, with policy limits as determined within its sole discretion, during the period of training and provide proof of such coverage upon request by the Authority.
- **Signage:** WFPD will post training signs at each ramp access point that indicate WFPD training is in progress and to either not enter or proceed with caution.
- **Clean-Up:** WFPD will be solely responsible for cleaning up the runway and surrounding areas to a substantially similar condition within forty-eight (48) hours after their training session(s). This includes removal of debris and vehicle fluids related to the PIT Training. ProSweep or other WFPD contracted services will be allowed safe access to sweep the runway within forty-eight (48) hours post training.
- **Notification:** WFPD will provide the Authority with at least seven (7) calendar days' notice prior to each scheduled training exercise and will coordinate timing to ensure no interference with Airport operations.
- **Free of Charge:** WFPD may utilize the Airport facilities free of charge for PIT training exercises.

4. Responsibilities of the Casselton Regional Airport Authority

- **Access:** The Authority will permit WFPD access to the designated training area on mutually agreed-upon dates and times.
- **Designated Area Restrictions:** The WFPD is allowed, but restricted to, paved areas of the Airport unless necessary for unforeseen reasons. The taxiway may be used for training, but PIT maneuvers

will not be allowed due to narrow width. Ramp areas with designated parking for aircraft may be used for training, but use will be restricted to a speed limit of twenty-five (25) mph.

- **Coordination:** The Authority will coordinate with WFPD to ensure that training activities do not interfere with scheduled aviation activities or compromise Airport safety.

5. Term and Termination

This MOU will remain in effect for a period of one (1) year from the Effective Date and may be renewed upon mutual agreement. Either party may terminate this MOU at any time with thirty (30) calendar days' written notice to the other party.

6. Indemnification

The City agrees to indemnify, defend, and hold harmless the Airport, its officers, and employees from any claims, liabilities, damages, or expenses arising out of or in connection with the PIT training activities conducted on Airport premises except for those claims, liabilities, damages, or expenses arising out of the Authority's negligence or willful misconduct. Nothing herein shall constitute a waiver of the City's statutory limits of liability set forth in Chapter 32-12.1 of the North Dakota Century Code or a waiver of any available immunities or defenses.

7. Miscellaneous

- This MOU does not create any legal partnership or joint venture between the parties.
- This MOU may only be amended in writing and signed by authorized representatives of both parties.

IN WITNESS WHEREOF, the parties have executed this MOU as of the date first written above.

CITY OF WEST FARGO

By: _____

Name: _____

Title: _____

Date: _____

ATTEST:

By: _____

Name: _____

Title: _____

Date: _____

CASSELTON REGIONAL AIRPORT AUTHORITY

By:  _____

Name: Matthew O. Hovdenes

Title: Airport Manager

Date: 6/11/2025



"Consent" or "Regular" Agenda
Item?

[Consent]

To: West Fargo City Commission

From: Dan Hanson, Senior Director of Community & Development
Services

Date: June 16, 2025

Subject: Project No. 6060 – River's Bend Multi-Use Path and Pedestrian
Bridge

Action: Approve Agreement between City of West Fargo and the West
Fargo Park District

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 City is in the process of designing a multi-use path and pedestrian bridge over the Sheyenne River to connect 23rd Ave to Sheyenne St. While the construction of the project is the City's project and expense utilizing grant and Capital Improvement Sales Tax funds, it is being constructed on land owned by the West Fargo Park District.

This agreement crafted by Ohnstad Twichell between the City and the Park District details out the ability for the City to construct the project on the Park District property as well as defines ownership and maintenance of the path and bridge post construction.

The following documents are attached for review/consideration:

- Joint Powers Agreement

Staff Recommendation: Approve Agreement between City of West Fargo and the West Fargo Park District

Financial Analysis:

This agreement does not spend any taxpayer dollars. Post construction does detail that any future maintenance costs of the pedestrian bridge in excess of \$25,000 would be cost shared by the City with the WF Park District. Any future expenditures per this agreement will be brought forth to the current Commission for approval.

Previously Presented Information and Commission Actions:

November 4, 2024 –

- **Staff Recommendation:** Create Project No. 6060 and Approve Task Order No. 2.2 with HDR for preliminary Engineering Services
- **Commission Action:** Commissioner Zundel moved, and Commissioner Olson seconded to approve. No opposition, motion carried.

November 6, 2023 – City Commission authorized staff to submit to MetroCOG Grant Applications for the construction of Rivers Bend Multiuse Path – 23rd Ave to Sheyenne St via Transportation Alternative grant funds.

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

**JOINT POWERS AGREEMENT –
PROJECT NO. 6060 (RIVERS BEND MULTI USE PATH/BRIDGE)**

by and between

CITY OF WEST FARGO

and

WEST FARGO PARK DISTRICT

Dated: _____, 2025

Relating to:

**A Joint Powers Agreement outlining respective roles and responsibilities of the Parties for
the design, construction, operation, and maintenance of a multiuse path and pedestrian
bridge over the Sheyenne River.**

**JOINT POWERS AGREEMENT –
PROJECT NO. 6060 (RIVERS BEND MULTI USE PATH/BRIDGE)**

THIS JOINT POWERS AGREEMENT (the “Agreement”) is made and entered into this _____ day of _____, 2025 (the “Effective Date”), by and between the City of West Fargo, a home rule city and municipal corporation of the State of North Dakota (the “City”), and the West Fargo Park District, a political subdivision of the State of North Dakota (the “Park District”).

RECITALS

WHEREAS, the Park District owns real property in the City that stretches between Sheyenne Street and 23rd Avenue East; and

WHEREAS, the Park District and the City have been collaborating to construct a multiuse path and pedestrian bridge, further defined herein as the Project, on the Park District’s property; and

WHEREAS, under N.D.C.C. § 54-40.3-01, the Park District and the City have the authority to enter into a joint powers agreement to provide for the cooperative administration of a project, and the Parties wish to enter into this Agreement to provide the Parties’ duties and obligations regarding the development, design, financing, construction, operation, and maintenance of the Project.

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

AGREEMENT

1. **Definitions.** All capitalized terms used and not otherwise defined herein shall have the meanings given to them in this Agreement and as defined in this section unless a different meaning clearly applies from the context.

“Agreement” means this Joint Powers Agreement and any amendments thereto.

“City” means the City of West Fargo, home rule charter city and municipal corporation of the State of North Dakota.

“City Representative” means the individual identified as the same in Section 16 hereof.

“Effective Date” means the date on which both Parties have executed this Agreement.

“Park District” means the West Fargo Park District, a political subdivision of the State of North Dakota.

“Park District Representative” means the individual identified as the same in Section 16 hereof.

“Party” means the City or the Park District, as the context requires, and its representatives, successors, and assigns.

“Project” means the development of a ten (10) foot wide concrete multiuse path connecting Sheyenne Street and 23rd Avenue East, which includes a pedestrian bridge over the Sheyenne River, in the approximate location shown in Exhibit A, and has been identified by the City as Project No. 6060 – Rivers Bend Multi Use Path/Bridge.

“Project Property” means Lot 31, Block 3, River’s Bend at the Preserve Fourth Addition to the City of West Fargo, Cass County, North Dakota, and Lot 1, Block 1, River’s Bend at the Preserve Third Addition to the City of West Fargo, Cass County, North Dakota.

“State” means the State of North Dakota.

2. **Interpretation.**

(a) The definition of terms herein shall apply equally to the singular and plural forms of the terms defined. Whenever the context may require, any pronoun shall include the corresponding masculine, feminine, and neuter forms. The words “include,” “includes,” and “including” shall be deemed to be followed by the phrase “without limitation.” The word “will” shall be construed to have the same meaning and effect as the word “shall.” Unless the context requires otherwise (i) any definition of or reference to any agreement, instrument, or other document herein shall be construed as referring to such agreement, instrument, or other document as from time to time amended, supplemented, or otherwise modified (subject to any restrictions on such amendments, supplements, or modifications as set forth herein), (ii) any reference herein to any person shall be construed to include such person’s permitted successors and assigns, (iii) the words “herein,” “hereof,” and “hereunder,” and words of similar import, shall be construed to refer to this Agreement in its entirety and not to any particular provision hereof, (iv) all references herein to articles, sections, exhibits, and schedules shall be construed to refer to articles and sections of, and exhibits and schedules to, this Agreement, and (v) the words “asset” and “property” shall be construed to have the same meaning and effect and to refer to any and all tangible and intangible assets and properties, including cash, securities, accounts, and contract rights. In the computation of periods of time from a specified date to a later specified date, the word “from” means “from and including” and the words “to” and “until” mean “to and including.”

(b) This Agreement is not to be interpreted or construed against the interests of a Party merely because that Party proposed this Agreement or some provision of it or because that Party relies on a provision of this Agreement to protect itself. The Parties acknowledge and agree that this Agreement has been prepared jointly by the Parties and has been the subject of arm's length and careful negotiation, that each Party has been given the opportunity to independently review this Agreement with legal counsel, and that each Party has the requisite experience and sophistication to understand, interpret, and agree to the particular language of the provisions of this Agreement. Accordingly, in the event of an ambiguity in or dispute regarding the interpretation of this Agreement, this Agreement will not be interpreted or construed against the Party preparing it simply as a consequence of preparing it.

3. **The Project.**

(a) The City will finance, design, and construct the Project in the location depicted in Exhibit A. The City has received grant funds for the Project and will utilize a combination of grant funds and Capital Improvement Sales Tax funds for design and construction. The Park District supports the development of the Project but will not make any direct financial contributions towards the design or construction of the Project. Each Party, however, will be responsible for paying its own consultants regarding the various obligations under this Agreement.

(b) Following close-out of the construction contract for the Project and notice of the same from the City, the Park District will own and operate the Project and be responsible for any reconstruction, repair, maintenance, replacement, and improvement of the Project, within its discretion. The City will notify the Park District of any warranty provisions contained within contracts secured by the City for the Project. If the Park District believes any repairs fall within a warranty provision, the Park District will notify the City Representative, and the Parties will work together to address the warranty issue.

(c) If the Park District determines that any proposed repair or maintenance of the Project's pedestrian bridge is necessary and is estimated to exceed Twenty-Five Thousand Dollars (\$25,000), then the Park District will provide written notice of the proposed repair or maintenance to the City. Following completion of the repair or maintenance, the Park District will provide written notice to the City, along with supporting invoices, regarding the final costs incurred by the Park District for the repair or maintenance, and the City will reimburse one-half (1/2) of the final costs of the repair or maintenance to the Park District within a reasonable amount of time. The City will not otherwise contribute to the reconstruction, repair, maintenance, replacement, or improvement of the Project, which will be the sole responsibility of the Park District.

4. **Project Property.** The Park District grants and conveys to the City a non-exclusive, revocable license for purposes of constructing the Project in, on, over, across, and through the following real property in Cass County, North Dakota:

Lot 31, Block 3, River's Bend at the Preserve Fourth Addition to the City of West Fargo, Cass County, North Dakota, and Lot 1, Block 1, River's Bend at the Preserve Third Addition to the City of West Fargo, Cass County, North Dakota.

The property described above is the "Project Property." The rights granted to the City by the Park District under this Agreement constitute a license, revocable by the Park District for cause as described herein, and the license does not create for or on behalf of the City any interest or estate of any kind in any of the Project Property, either by virtue of this Agreement or by the City's entry upon or use of the Project Property.

5. **Project Property Access.** Under this Agreement, the Park District grants to the City, and the City's officers, agents, representatives, employees, consultants, contractors, subcontractors, subconsultants, and suppliers, access in, on, over, across, and through the Project Property for purposes of ingress and egress and for purposes of constructing the Project. The City may not use the Project Property for any other purposes, and the City's rights regarding the Project Property will not disrupt or interfere with the Park District's use of the Project Property.

6. **Assumption of Risk.** The City explicitly accepts any and all risk regarding any entry upon or use of the Park District's property, as described herein, by the City or its officers, employees, agents, representatives, contractors, consultants, and subcontractors. The Park District will not be liable to the City for any damages or injuries caused to or by the party or any of its officers, employees, agents, representatives, consultants, contractors, or subcontractors resulting from, or in any way arising out of, any of those parties' entry upon or use of the Project Property.

7. **Contractor Indemnity.** All of the City's contracts with any consultants and contractors performing any Project design or construction will require each consultant and contractor to release, defend, indemnify, and hold harmless the City and the Park District, and those Parties' officers, employees, agents, consultants, subcontractors, and representatives, from and against any and all claims, losses, liabilities, damages, expenses, demands, suits, fines, judgments, costs, expenses, and fees (including all fees and charges of attorneys, engineers, and other professionals and all court, arbitration, mediation, or other resolution costs) arising out of or relating to any act or omission of any contractor regarding the Project, including all costs, expenses, and fees incurred by the City and the Park District in establishing and litigating the existence, scope, or any other matters relating to each contractor's obligations to release, defend, indemnify, and hold harmless. Those contractors' obligations to defend will be free of any conflicts of interest, even if retention of separate legal counsel is necessary.

8. **Insurance.** In all contracts for the Project, the City will require all consultants, contractors, and subcontractors to secure and maintain general liability, automobile, and umbrella

insurance policies that name the City and the Park District as additional insured parties. The City, in its sole discretion, will determine the policy limits for the design and construction contracts.

9. **Term.** The Park District may terminate this Agreement only if the Park District concludes termination of the City's rights under this Agreement are necessary in the event of an emergency; to protect the integrity of the Park District's facilities on the Project Property; as necessary to comply with any laws, rules, regulations, requirements, or directives of any State or federal agency with regulatory jurisdiction over the Park District's facilities on the Project Property; or in the event of any default by the City under this Agreement and failure to cure within a reasonable amount of time.

10. **Compliance with Laws.** The City, at the City's expense, is solely responsible for obtaining all necessary licenses, permits, registrations, and/or approvals, from all applicable federal, State, and local governmental entities regarding the Project and for any of the City's obligations under this Agreement.

11. **Dispute Resolution.**

(a) The Parties will cooperate and use their best efforts to ensure that the various provisions of this Agreement are fulfilled. The Parties agree to act in good faith to undertake resolution of disputes in an equitable and timely manner and in accordance with the provisions of this Agreement. If disputes cannot be resolved informally by the Parties, the Parties will first attempt to mediate the dispute. Any mediator selected by mutual agreement of the Parties shall not have an on-going relationship with either Party. The Parties agree that each will pay fifty percent (50%) of any costs for mediation services.

(b) If the dispute is not resolved within forty-five (45) calendar days after the selection of a mediator, then a Party may pursue litigation of the matter. All litigation between the Parties arising out of or pertaining to this Agreement or its breach will be filed, heard, or decided in the State District Court of Cass County, North Dakota, which will have exclusive jurisdiction and venue.

(c) The Parties hereby knowingly, irrevocably, voluntarily, and intentionally waive any rights that either may have to a trial by jury with respect to any action, proceeding, counterclaim, or defense based on this Agreement, or arising out of, under, or in any connection with this Agreement, or with respect to any course of conduct, course of dealing, statements (whether oral or written), or actions of any Party hereto relating to this Agreement. This provision is a material inducement for all Parties entering into this Agreement and applies only to suits between the Parties and does not apply to third party claims or suits.

12. **Complete Agreement.** This Agreement contains the entire and exclusive understanding of the Parties with respect to the subject matter hereof and supersedes all prior

agreements, understandings, statements, representations, and negotiations, in each case oral or written, between the Parties with respect to their subject matter.

13. **Forbearance**. The failure or delay of a Party 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.

14. **Amendments**. This Agreement may be amended only by written instrument duly executed by the Parties or their respective successors or assigns, except to the extent expressly provided otherwise in this Agreement.

15. **Severability and Savings Clause**. If any court of competent jurisdiction declares any provision or part of this Agreement invalid or unenforceable, all remaining terms and provisions of this Agreement will remain binding and enforceable. The Parties, however, will reconvene negotiations and will reform or replace any invalid, illegal, or unenforceable provision or portion of this Agreement with an alternative provision that is enforceable and bears as close resemblance as possible to any provision determined invalid, illegal, or unenforceable.

16. **Authorized Representatives**. The City and the Park District hereby designate the following individuals as their initial authorized representatives, respectively, to administer this Agreement on their behalf:

- (a) City Representative: Senior Director of Community & Development Services
- (b) Park District Representative: Operations Director

17. **Notice**.

(a) All notices under this Agreement will be in writing and: (i) delivered personally; (ii) sent by certified mail, return receipt requested; (iii) sent by a recognized overnight mail or courier service, with delivery receipt requested; or (iv) sent by email communication followed by a hard copy, to the following addresses.

(b) All notices to the City will be marked as regarding the Project and will be delivered to the following address or as otherwise directed by the City Representative:

2515 Sixth Street East
West Fargo, ND 58078

(c) All notices to the Park District will be marked as regarding the Project and will be delivered to the following address or as otherwise directed by the Park District Representative:

601 26th Avenue East
West Fargo, ND 58078

(d) Notices will be deemed received when actually received in the office of the addressee (or by the addressee if personally delivered) or when delivery is refused, as shown on the receipt of the U.S. Postal Service, private courier, or other person making the delivery. Notwithstanding the foregoing, notices sent after 5:00 p.m. Central Time will be deemed received on the first Business Day following delivery.

18. **Governing Law.** This Agreement will be governed and construed in accordance with the laws of the State of North Dakota.

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

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. **Effective Date.** This Agreement will become effective on the date of execution by the last Party to sign.

22. **Electronic Signatures.** The Parties agree that an electronic signature to this Agreement will be valid as an original signature of a Party and shall be effective to bind such Party to this Agreement.

IN WITNESS WHEREOF, the City and the Park District caused this Agreement to be executed.

(Remainder of page intentionally left blank.)

CITY OF WEST FARGO

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

ATTEST:

Dustin T. Scott
City Auditor

Date: _____, 2025

City of West Fargo
West Fargo Park District
Joint Powers Agreement – Project No. 6060 (Rivers Bend Multi Use Path/Bridge)

Page 10

WEST FARGO PARK DISTRICT

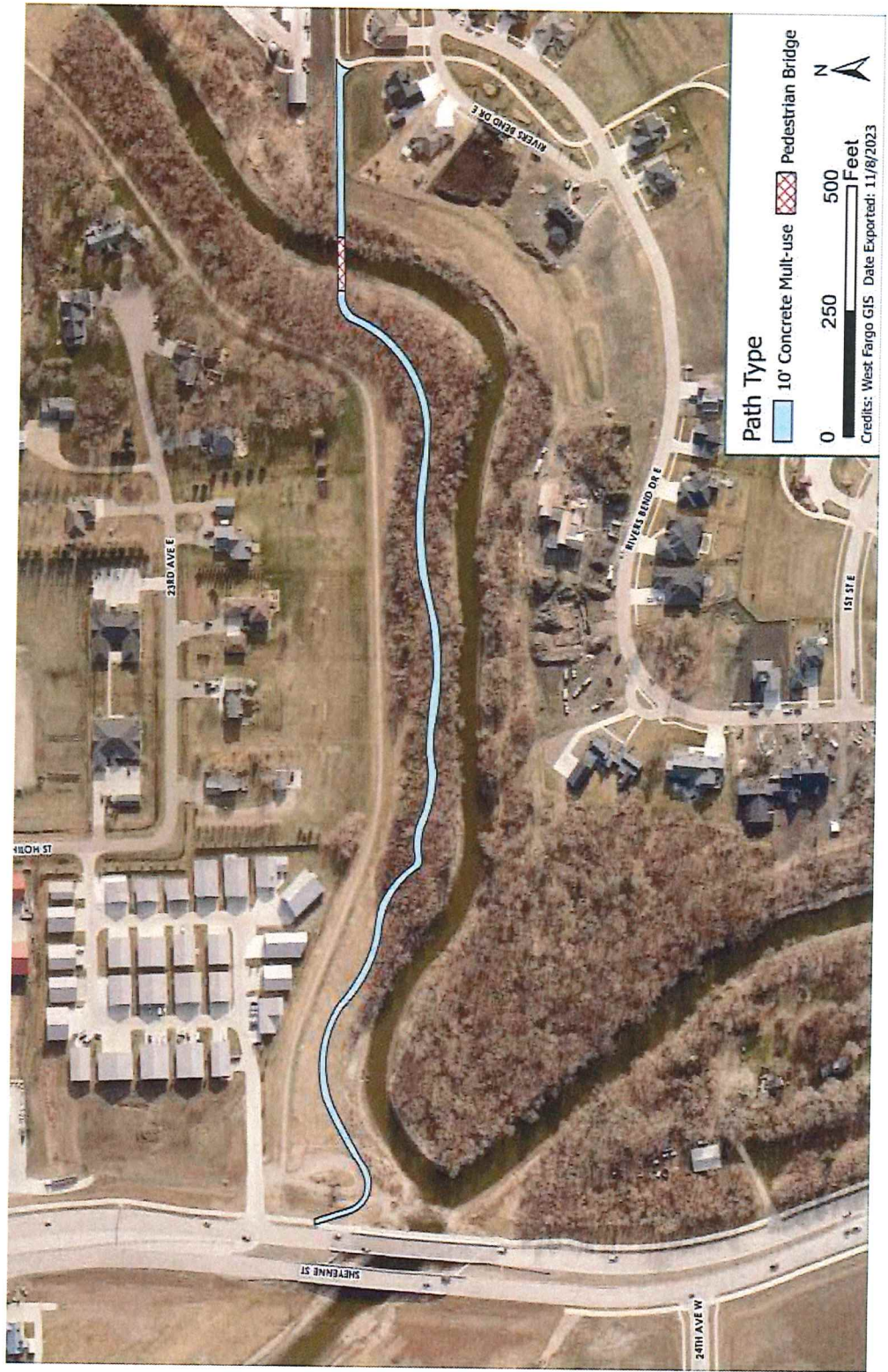
By: 
Jake Lauritsen, President

ATTEST:


Justin Germundson, Finance Director

Date: June 11, 2025

Exhibit A
PROJECT MAP



May 21, 2025

Daniel Fuller
Dan.Fuller@westfargond.gov
West Fargo Fire Chief
City of West Fargo
1201 10th Ave. East
West Fargo, ND 58078

RE: Contract Renewal – NDID Contract No. 23-005

Chief Fuller,

The State of North Dakota, acting through the North Dakota Insurance Department (“Department”) and the City of West Fargo (“Contractor”) entered into the above-mentioned Contract for the latter entity to provide shared office space for the use of the State Fire Marshal, effective June 27, 2023. The Contract is set to expire on June 30, 2025, in the event the parties do not renew the same.

Pursuant to Section 3 of the Contract, the Department is exercising its first renewal option of the initial contract term. The renewed agreement will commence on July 1, 2025, and continue through June 30, 2027. If you agree with renewing the Contract, please sign page 2 of this letter below and return to the Department. Once the Department signs the renewal, a fully executed copy will be returned to you for your records.

The Contractor will not be required to submit new proof of insurance coverages, except upon the written request of the Department. No request is made at this time.

Sincerely,



Tyler N.E. Erickson
Legal Counsel
North Dakota Insurance Department

CC: FM Doug Nelson; DC John Arnold; CA Dustin Scott



600 E Boulevard Ave
Bismarck, ND 58505-0500
phone: (701)328-2440 | fax: (701)328-4880
insurance.nd.gov | insurance@nd.gov

Jon Godfread, Commissioner

Contractor agrees to the renewal of NDID Contract No. 23-005 for the provision of shared office space for the use of, and by, the State Fire Marshal, commencing July 1, 2025, and ending on June 30, 2027.

CONTRACTOR	STATE OF NORTH DAKOTA
Entity Name:	Acting through its North Dakota Insurance Department
BY:	BY:
Printed Name:	Printed Name:
Title: <u>City Commission President</u>	Title: Deputy Insurance Commissioner
Date:	Date:
Entity Name:	
BY:	
Name:	
Title: <u>West Fargo City Administrator</u>	
Date:	

APPROVED BY ATTORNEY GENERAL:

BY: _____ DATE: _____

APPROVED BY FACILITY MANAGEMENT:

BY: _____ DATE: _____

*** Consent Agenda ***

AGENDA ITEM DESCRIPTION
CITY COMMISSION
WEST FARGO, NORTH DAKOTA

1. CONTACT PERSON: Lisa Sankey

2. PHONE NUMBER: 515-5376 DATE: May 20, 2025

3. AGENDA TITLE:

A25-9 Halverson's Industrial Park 6th Addition Final Plat Approval.

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

Approve final plat of Halverson's Industrial Park 6th Addition. At their May 13, 2025 meeting, the West Fargo Planning and Zoning Commission voted to recommend approval of the proposed subdivision plat on the basis it is consistent with City plans and ordinances.

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

Lot 3, Block 1 of Halverson's Industrial Park 2nd Addition (1154 3rd Ave NW), City of West Fargo, North Dakota.

6. ACTION BEING REQUESTED FROM CITY COMMISSION:

Approve Final Plat.

STAFF REPORT

A25-9 REPLAT	
Halverson's Industrial Park 6 th Addition	
Lot 3, Block 1 of Halverson's Industrial Park 2nd Addition (1154 3rd Ave NW), City of West Fargo, North Dakota	
Owner: Ryan Restad Applicant: Alex Thiel, Moore Engineering	Staff Contact: Lisa Sankey
Planning & Zoning Commission Public Hearing:	05-13-2025 - Approved
City Commission Final Plat Approval:	06-16-2025

PURPOSE:

Replat one lot into three for development.

STATEMENTS OF FACT:

Land Use Classification:	G-3: Employment Growth Sector
Existing Land Use:	Vacant/Semi truck parking
Current Zoning District(s):	LI: Light Industrial
Zoning Overlay District(s):	None
Proposed Zoning District(s):	Unchanged
Proposed Lot size(s) or range:	27,514 – 109,367 ft ²
Total area size:	4.036 Acres
Adjacent Zoning Districts:	LI: Light Industrial
Adjacent street(s):	3 rd Avenue NW (Local); 12 th Avenue NW (local)
Adjacent Bike/Pedestrian Facilities:	None
Available Parks/Trail Facilities:	Main Avenue multi-use path located about ¼ mile to the south.
Land Dedication Requirements:	The property has been previously platted and developed therefore will not require land dedication.

DISCUSSION AND OBSERVATIONS:

- The applicant is proposing to divide one lot into three.
- The applicant proposes to develop proposed Lot 2 with shop/warehouse space similar to the other buildings to the west in Halverson's Industrial Park 2nd Addition.
- Third Ave NW is unimproved right of way east of 12th Street NW. There is no intention for improving the surface of the roadway from the City or from adjacent properties.
- Access to the development is via an existing north/south 50-foot cross access/sewer and watermain easement, as well as a proposed 50-foot east/west easement for Lot 3.
- The proposed lot sizes adequately meet yard requirements for development in the LI: Light Industrial zoning district

STAFF REPORT

NOTICES:

Sent to:	Public Hearing Notice Published in the Official Newspaper. Applicable agencies and departments
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Comments Received:

- None

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

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

PLANNING AND ZONING COMMISSION ACTION

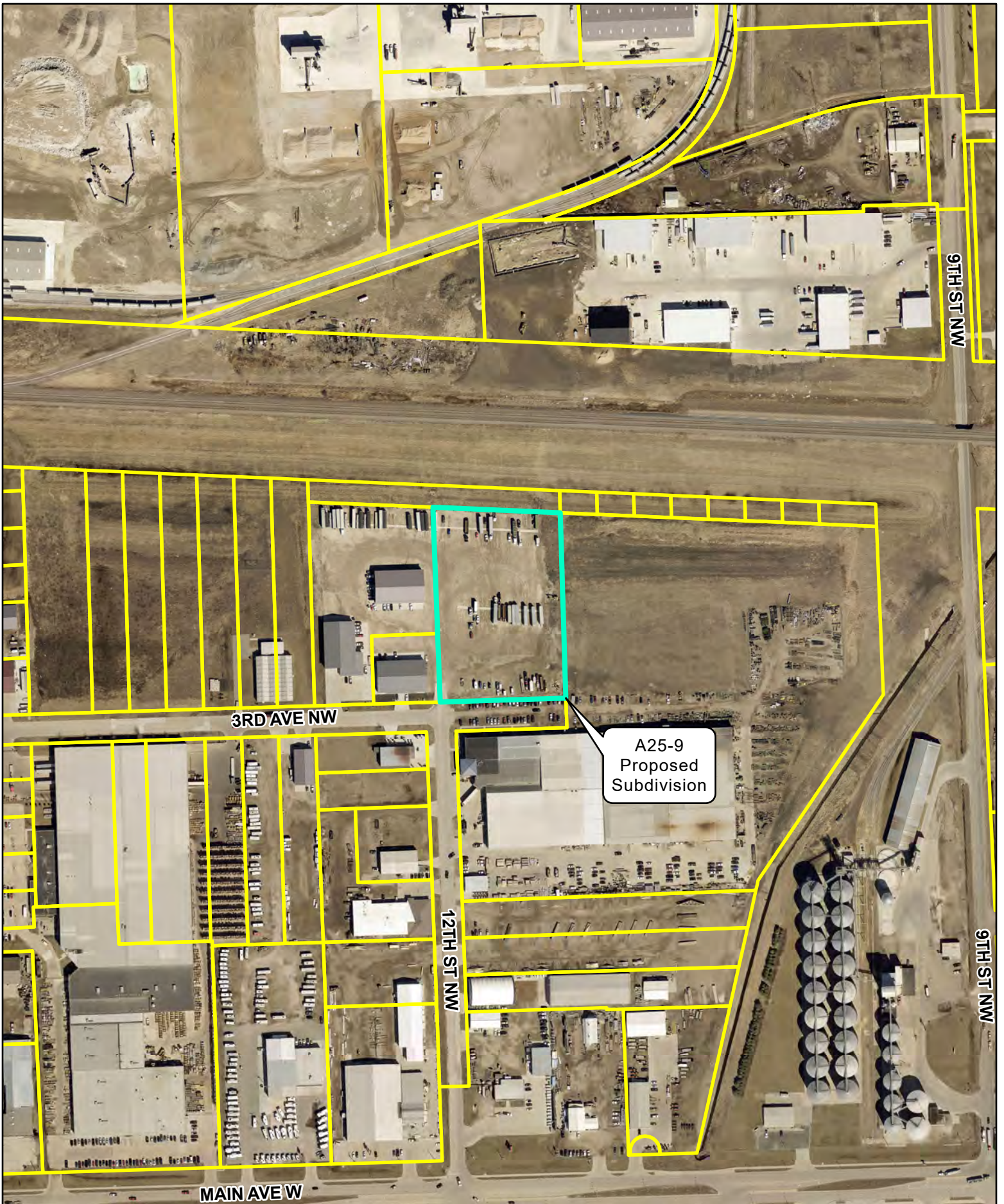
At their May 13, 2025 meeting, the West Fargo Planning and Zoning Commission voted to approve the replat.

RECOMMENDATIONS:

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

Attachments:

1. Location Map
2. Zoning Map
3. Final Plat
4. Drainage/Site Plat



Features

 Agenda Zone  Lots



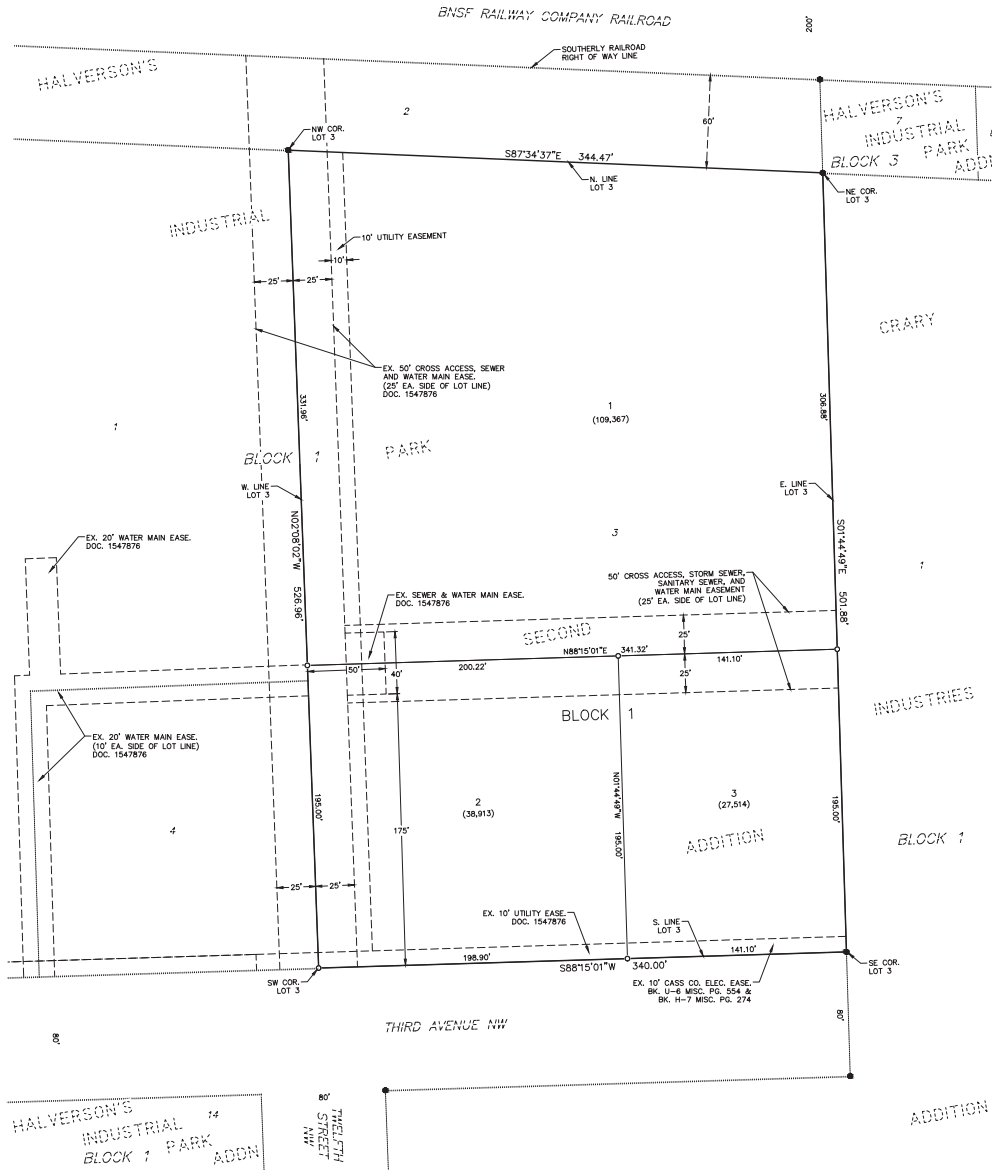
West Fargo Zoning

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



0 150 300
US Feet

PLAT OF HALVERSON'S INDUSTRIAL PARK SIXTH ADDITION
TO THE CITY OF WEST FARGO, A REPLAT OF LOT 3, BLOCK 1, HALVERSON'S INDUSTRIAL PARK SECOND ADDITION
TO THE CITY OF WEST FARGO, CASS COUNTY, NORTH DAKOTA



CERTIFICATE

STEVEN W. HOLM, BEING DULY SWORN, DEPOSES AND SAYS THAT HE IS THE REGISTERED LAND SURVEYOR WHO PREPARED AND MADE THE ATTACHED PLAT OF "HALVERSON'S INDUSTRIAL PARK SIXTH ADDITION" TO THE CITY OF WEST FARGO, A REPLAT OF LOT 3, BLOCK 1, HALVERSON'S INDUSTRIAL PARK SECOND ADDITION TO THE CITY OF WEST FARGO, CASS COUNTY, NORTH DAKOTA; THAT SAID PLAT IS A TRUE AND CORRECT REPRESENTATION OF THE BOUNDARY SURVEY; THAT ALL DISTANCES ARE CORRECTLY SHOWN ON SAID PLAT; THAT MONUMENTS HAVE BEEN PLACED IN THE GROUND AS INDICATED FOR THE GUIDANCE OF FUTURE SURVEYS AND THAT SAID ADDITION IS DESCRIBED AS FOLLOWS, TO WIT:

LOT 3, BLOCK 1, HALVERSON'S INDUSTRIAL PARK SECOND ADDITION, ACCORDING TO THE RECORDED PLAT THEREOF, ON FILE AND OF RECORD IN THE OFFICE OF THE RECORDER, CASS COUNTY, NORTH DAKOTA.

SAID TRACT CONTAINS 175,794 SQUARE FEET, MORE OR LESS, AND IS SUBJECT TO ALL EASEMENTS, RESTRICTIONS, RESERVATIONS AND RIGHTS OF WAY OF RECORD, IF ANY.

STEVEN W. HOLM
 REGISTERED LAND SURVEYOR
 REG. NO. LS-6571

STATE OF NORTH DAKOTA
 COUNTY OF CASS

ON THIS _____ DAY OF _____, 2025, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED STEVEN W. HOLM, REGISTERED LAND SURVEYOR, KNOWN TO ME TO BE THE PERSON DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME AS HIS FREE ACT AND DEED.

NOTARY PUBLIC, CASS COUNTY, NORTH DAKOTA

DEDICATION

WE, THE UNDERSIGNED, DO HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE LAND DESCRIBED IN THE PLAT OF "HALVERSON'S INDUSTRIAL PARK SIXTH ADDITION" TO THE CITY OF WEST FARGO, A REPLAT OF LOT 3, BLOCK 1, HALVERSON'S INDUSTRIAL PARK SECOND ADDITION TO THE CITY OF WEST FARGO, CASS COUNTY, NORTH DAKOTA, THAT WE HAVE CAUSED IT TO BE PLATTED INTO LOTS AND BLOCKS AS SHOWN BY SAID PLAT AND CERTIFICATE OF STEVEN W. HOLM, REGISTERED LAND SURVEYOR, AND THAT THE DESCRIPTION AS SHOWN IN THE CERTIFICATE OF THE REGISTERED LAND SURVEYOR IS CORRECT. WE HEREBY DEDICATE THE UTILITY EASEMENT AND CROSS ACCESS EASEMENT SHOWN ON SAID PLAT TO THE USE OF THE PUBLIC. WE HEREBY DEDICATE THE STORM SEWER EASEMENT, SANITARY SEWER EASEMENT, AND WATER MAIN EASEMENT SHOWN ON SAID PLAT FOR THE BENEFIT OF LOTS 1, 2 AND 3.

OWNER: RESTAD INDUSTRIAL PARK, LLC

RYAN RESTAD, PRESIDENT

STATE OF NORTH DAKOTA
 COUNTY OF CASS

ON THIS _____ DAY OF _____, 2025, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE PERSONALLY APPEARED RYAN RESTAD, PRESIDENT OF RESTAD INDUSTRIAL PARK LLC, KNOWN TO ME TO BE THE PERSON THAT IS DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME IN THE NAME OF RESTAD INDUSTRIAL PARK LLC.

NOTARY PUBLIC, CASS COUNTY, NORTH DAKOTA

MORTGAGEE: U.S. SMALL BUSINESS ADMINISTRATION

NAME: _____
 TITLE: _____

STATE OF NORTH DAKOTA
 COUNTY OF CASS

ON THIS _____ DAY OF _____, 2025, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE PERSONALLY APPEARED _____ OF THE U.S. SMALL BUSINESS ADMINISTRATION, KNOWN TO ME TO BE THE PERSON THAT IS DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE EXECUTED THE SAME IN THE NAME OF THE U.S. SMALL BUSINESS ADMINISTRATION.

NOTARY PUBLIC, CASS COUNTY, NORTH DAKOTA

MORTGAGEE: BELL BANK

NAME: _____
 TITLE: _____

STATE OF NORTH DAKOTA
 COUNTY OF CASS

ON THIS _____ DAY OF _____, 2025, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE PERSONALLY APPEARED _____ OF BELL BANK, KNOWN TO ME TO BE THE PERSON THAT IS DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE EXECUTED THE SAME IN THE NAME OF BELL BANK.

NOTARY PUBLIC, CASS COUNTY, NORTH DAKOTA



Scale in Feet
 0 40

BASIS OF BEARINGS:
 HALVERSON'S INDUSTRIAL PARK
 SECOND ADDITION ACCORDING TO
 THE RECORDED PLAT THEREOF.

LEGEND

- IRON MONUMENT FOUND
- SET 5/8"x10" REBAR WITH YELLOW PLASTIC CAP #6571
- (134,298) LOT AREA IN SQUARE FEET
- PLAT BOUNDARY LINE
- LOT LINE
- EASEMENT LINE
- EXISTING LOT LINE

NOTE:

1. THIS PLAT FALLS WITHIN SHADED ZONE "X" ACCORDING TO FEMA FLOOD INSURANCE RATE MAP 38017C05680, EFFECTIVE JANUARY 16, 2015. THIS AREA IS ALSO NOTED AS BEING PROTECTED BY THE 1 PERCENT ANNUAL CHANCE OR GREATER FLOOD HAZARD BY A LEVEE SYSTEM. OVERTOPPING OR FAILURE OF ANY LEVEE SYSTEM IS POSSIBLE.

moore
 engineering, inc.

SHEET 1 OF 2
 PROJ. NO. 30197

PLAT OF HALVERSON'S INDUSTRIAL PARK SIXTH ADDITION
TO THE CITY OF WEST FARGO, A REPLAT OF LOT 3, BLOCK 1, HALVERSON'S INDUSTRIAL PARK SECOND ADDITION
TO THE CITY OF WEST FARGO, CASS COUNTY, NORTH DAKOTA

WEST FARGO PLANNING COMMISSION APPROVAL

THIS PLAT IN THE CITY OF WEST FARGO IS HEREBY APPROVED THIS _____ DAY OF _____, 2025.

ERIC DODDS, CHAIRMAN

STATE OF NORTH DAKOTA)
COUNTY OF CASS)

ON THIS _____ DAY OF _____, 2025, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED ERIC DODDS, CHAIRMAN OF THE WEST FARGO PLANNING COMMISSION, KNOWN TO ME TO BE THE PERSON DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME IN THE NAME OF THE WEST FARGO PLANNING COMMISSION.

NOTARY PUBLIC, CASS COUNTY, NORTH DAKOTA

WEST FARGO CITY COMMISSION APPROVAL

THIS PLAT IN THE CITY OF WEST FARGO IS HEREBY APPROVED THIS _____ DAY OF _____, 2025.

BERNIE L. DARDIS, PRESIDENT OF
THE WEST FARGO CITY COMMISSION

DUSTIN T. SCOTT, CITY AUDITOR

STATE OF NORTH DAKOTA)
COUNTY OF CASS)

ON THIS _____ DAY OF _____, 2025, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED BERNIE L. DARDIS, PRESIDENT OF THE WEST FARGO CITY COMMISSION, AND DUSTIN T. SCOTT, CITY AUDITOR, KNOWN TO ME TO BE THE PERSONS DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT THEY EXECUTED THE SAME IN THE NAME OF THE CITY OF WEST FARGO.

NOTARY PUBLIC, CASS COUNTY, NORTH DAKOTA

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 _____, 2025.

KATIE J. SCHMIDT, CITY ATTORNEY

STATE OF NORTH DAKOTA)
COUNTY OF CASS)

ON THIS _____ DAY OF _____, 2025, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED KATIE J. SCHMIDT, CITY ATTORNEY, KNOWN TO ME TO BE THE PERSON DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT SHE EXECUTED THE SAME AS THE CITY ATTORNEY.

NOTARY PUBLIC, CASS COUNTY, NORTH DAKOTA

CITY ENGINEER'S APPROVAL

THIS PLAT IN THE CITY OF WEST FARGO IS HEREBY APPROVED THIS _____ DAY OF _____, 2025.

DANIEL R. HANSON, CITY ENGINEER

STATE OF NORTH DAKOTA)
COUNTY OF CASS)

ON THIS _____ DAY OF _____, 2025, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED DANIEL R. HANSON, CITY ENGINEER, KNOWN TO ME TO BE THE PERSON DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME AS THE CITY ENGINEER.

NOTARY PUBLIC, CASS COUNTY, NORTH DAKOTA



*** Consent Agenda ***

AGENDA ITEM DESCRIPTION
CITY COMMISSION
WEST FARGO, NORTH DAKOTA

1. CONTACT PERSON: Lisa Sankey

2. PHONE NUMBER: 515-5376 DATE: June 11, 2025

3. AGENDA TITLE:

A25-14 DMF 2nd Addition Final Plat Approval

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

Approve final plat of DMF 2nd Addition. At their June 10, 2025 meeting, the West Fargo Planning and Zoning Commission voted to recommend approval of the proposed subdivision plat on the basis it is consistent with City plans and ordinances.

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

2245 & 2255 Rustad Lane E (Lot 3 and 4, Block 1 of DMF Addition)City of West Fargo, North Dakota.

6. ACTION BEING REQUESTED FROM CITY COMMISSION:

Approve Final Plat

STAFF REPORT

A25-14 REPLAT	
DMF 2 nd Addition	
2245 & 2255 Rustad Lane E (Lot 3 and 4, Block 1 of DMF Addition)	
Owner: Edgewood Properties Management LLC Applicant: Chris Mack, Christianson Companies	Staff Contact: Lisa Sankey
Planning & Zoning Commission Public Hearing:	06/10/2025 – Approved
City Commission Final Plat Approval:	06/16/2025

PURPOSE:

Replat two lots and vacate a public utility easement.

STATEMENTS OF FACT:

Land Use Classification:	G-2 Sub-Urban – Growth Sector
Existing Land Use:	Vacant
Current Zoning District(s):	C: Light Commercial
Zoning Overlay District(s):	CO-I: Interstate Corridor Overlay
Proposed Lot size(s) or range:	123,665 – 134,865 square feet (2.8 – 3 Acres)
Total area size:	21.14 Acres
Adjacent Zoning Districts:	North – Interstate 94 Corridor & SE Cass Water Resource District Land – A: Agricultural South, East & West – C: Light Commercial
Adjacent street(s):	Rustad Lane (Local)
Adjacent Bike/Pedestrian Facilities:	Path along south side of 23 rd Ave E; Sidewalk along 6 th St E
Available Parks/Trail Facilities:	Rustad Center, River's Bend at the Preserve Park and North Pond Trail and Pond lookout within ½ mile
Land Dedication Requirements:	n/a

DISCUSSION AND OBSERVATIONS:

- The applicant has submitted a request for a subdivision replat to vacate a public utility easement between two lots, west of Duluth Trading Company, along the north side of Rustad Lane East.
- The preliminary plat consists of two lots.
- A preliminary site plan shows two potential office buildings along the north side of the development with a shared private access running north and south, via Rustad Lane East, as well as two water features (retention ponds) along the south side of the lots.
- The plat was sent to local utility providers for review. Staff has no concerns with the vacation of the public utility easement.

STAFF REPORT

NOTICES:

Sent to:	Hearing notice published in official newspaper and information sent to applicable agencies and departments
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Comments Received:

- No comments received to-date.

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

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

PLANNING AND ZONING COMMISSION ACTION

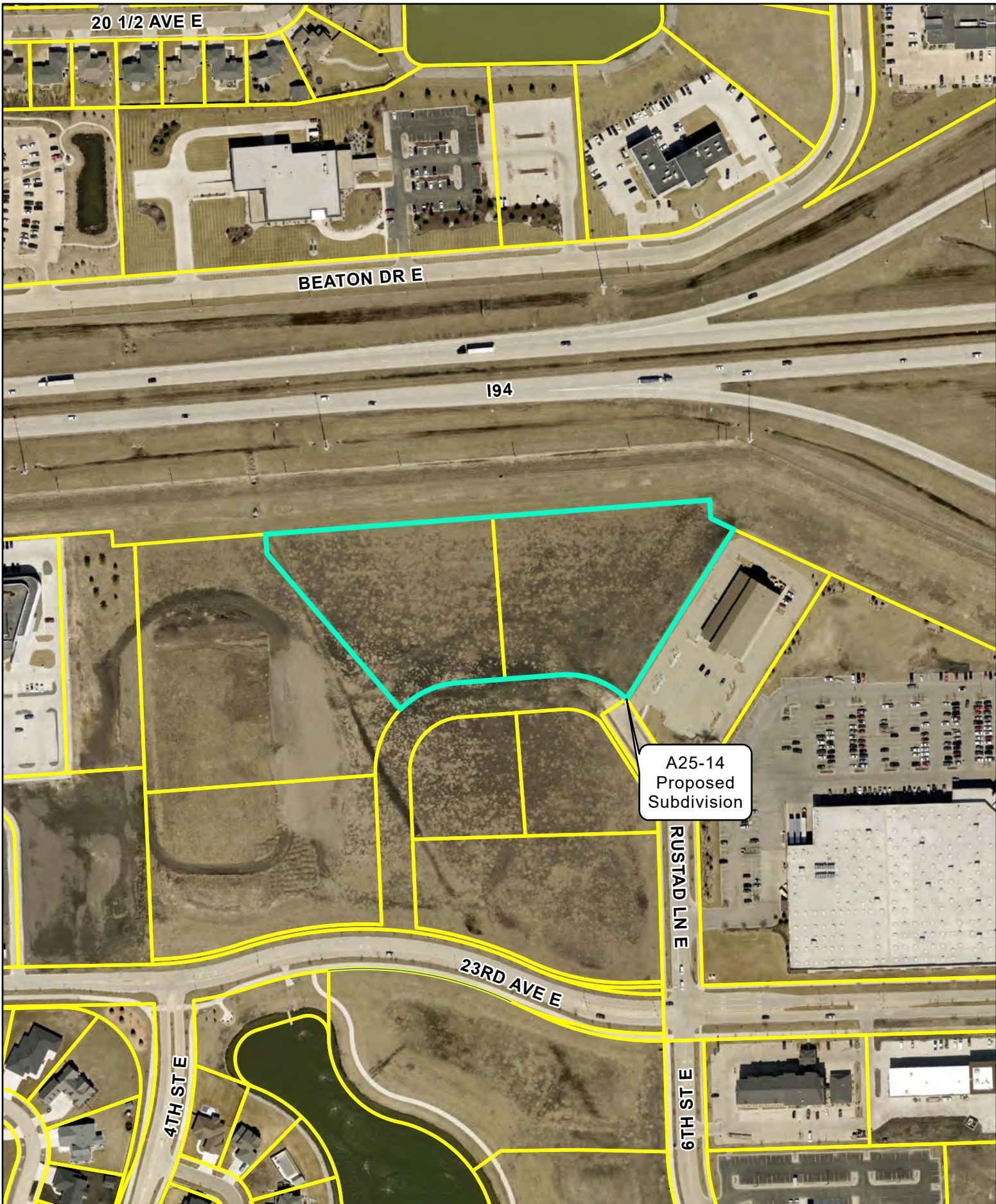
At their June 10, 2025 meeting, the West Fargo Planning and Zoning Commission voted to approve the subdivision replat.

RECOMMENDATIONS:

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

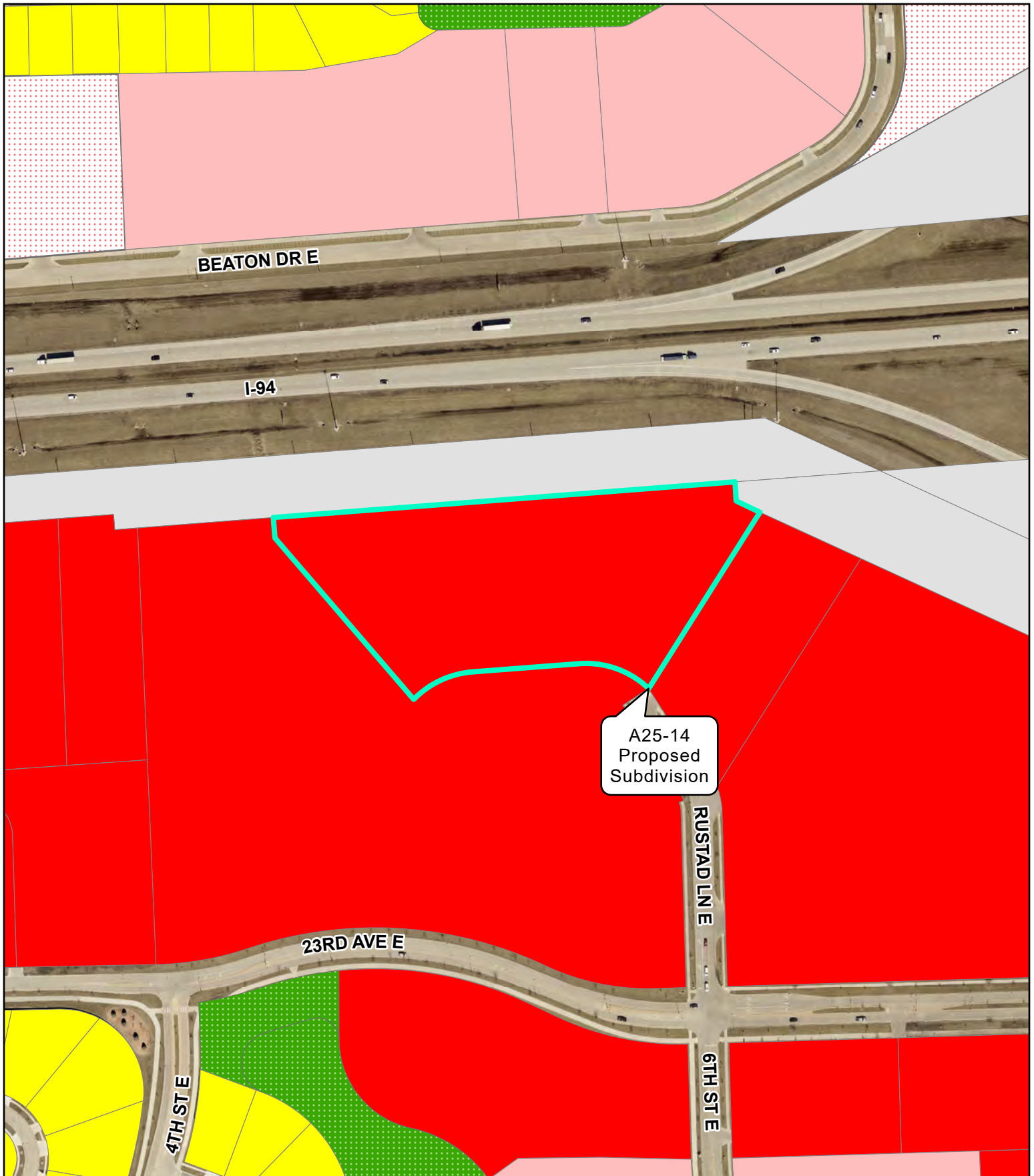
Attachments:

- Aerial map
- Zoning map
- Final Plat
- Draft Site Plan



Features

 Agenda Zone



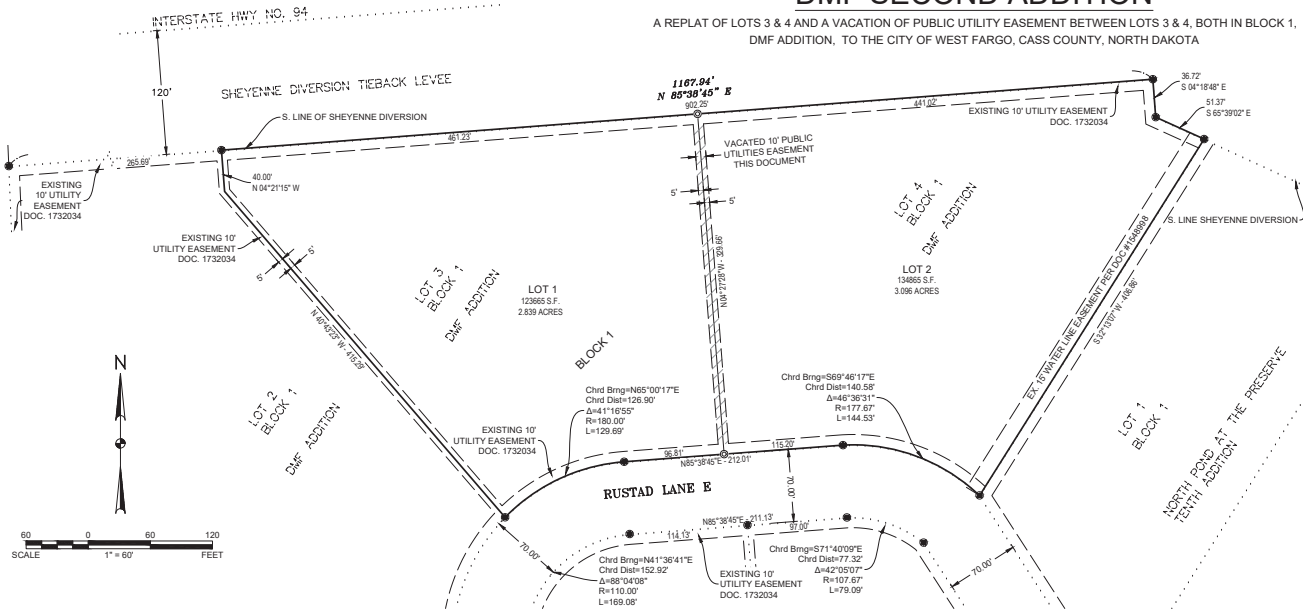
West Fargo Zoning

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



PLAT OF DMF SECOND ADDITION

A REPLAT OF LOTS 3 & 4 AND A VACATION OF PUBLIC UTILITY EASEMENT BETWEEN LOTS 3 & 4, BOTH IN BLOCK 1,
DMF ADDITION, TO THE CITY OF WEST FARGO, CASS COUNTY, NORTH DAKOTA



OWNER'S DESCRIPTION, ACCEPTANCE AND DEDICATION:

WE, THE UNDERSIGNED, DO HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE LAND DESCRIBED IN THE PLAT OF "DMF SECOND ADDITION" TO THE CITY OF WEST FARGO, A REPLAT OF:

LOTS 3 & 4, BLOCK 1 OF DMF ADDITION TO THE CITY OF WEST FARGO, CASS COUNTY, NORTH DAKOTA

AND A VACATION OF THE PUBLIC UTILITY EASEMENT BETWEEN LOTS 3 & 4, BLOCK 1 OF DMF ADDITION

THAT WE HAVE CAUSED IT TO BE PLATTED INTO LOTS AND BLOCKS AS SHOWN ON SAID PLAT. THE EXISTING UTILITY EASEMENTS REMAIN AS SHOWN WITH NO NEW STREET NOR NEW EASEMENT DEDICATIONS WITH SAID PLAT.

SAID PLAT CONTAINS 5.935 ACRES, MORE OR LESS, AND IS SUBJECT TO ALL EASEMENTS AND RIGHTS OF WAY OF RECORD.

OWNER: EWR FARGO HQ, LLC

JON E. STRINDEN, ITS PRESIDENT

STATE OF NORTH DAKOTA)
COUNTY OF CASS) SS

ON THIS _____ DAY OF _____, 20____, BEFORE ME, A NOTARY PUBLIC WITH AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED JON E. STRINDEN, TO ME KNOWN TO BE THE PRESIDENT OF EWR FARGO HQ, LLC THAT IS DESCRIBED IN AND WHO EXECUTED THE SAME ON BEHALF OF EWR FARGO HQ, LLC.

NOTARY PUBLIC

SURVEYOR'S CERTIFICATE AND ACKNOWLEDGEMENT

I, CARL P. OLSON, PROFESSIONAL LAND SURVEYOR UNDER THE LAWS OF THE STATE OF NORTH DAKOTA DO HEREBY CERTIFY THAT THE ATTACHED PLAT IS A TRUE AND ACCURATE REPRESENTATION OF THE SURVEY OF SAID PLAT AND ALL DISTANCES SHOWN ON SAID PLAT ARE CORRECT; AND THAT THE MONUMENTS FOR THE GUIDANCE OF FUTURE SURVEYS HAVE BEEN CORRECTLY PLACED IN THE GROUND AS SHOWN.

CARL P. OLSON, PROFESSIONAL LAND SURVEYOR
NORTH DAKOTA LICENSE # LS-4687

STATE OF NORTH DAKOTA)
COUNTY OF CASS) SS

ON THIS _____ DAY OF _____, 20____, BEFORE ME, A NOTARY PUBLIC WITH AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED CARL P. OLSON, TO ME KNOWN TO BE THE PERSON DESCRIBED IN AND WHO EXECUTED THE SAME AS A FREE ACT AND DEED.

NOTARY PUBLIC

CITY OF WEST FARGO ENGINEERING DEPARTMENT APPROVAL

APPROVED BY THE CITY ENGINEER THIS _____ DAY OF _____, 20____

JERROLD F. WALLACE, CITY ENGINEER

STATE OF NORTH DAKOTA)
COUNTY OF CASS) SS

ON THIS _____ DAY OF _____, 20____, BEFORE ME, A NOTARY PUBLIC WITH AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED JERROLD F. WALLACE, TO ME KNOWN TO BE THE CITY ENGINEER FOR THE CITY OF WEST FARGO THAT IS DESCRIBED IN AND WHO EXECUTED THE SAME AS ALLOWED BY HIS TITLE.

NOTARY PUBLIC

OWNER

EWR FARGO HQ, LLC
4141 28TH AVE. S.
FARGO, ND 58104
PH: 701.271.0263

ENGINEER / SURVEYOR

KLI ENGINEERING LLC
300 23RD AVENUE E, SUITE 100
WEST FARGO, ND 58078
PH: 701.232.5353
www.kljeng.com

BASIS OF BEARING:

SURVEY IS BASED ON FARGO GIS HORIZONTAL DATUM, US SURVEY FEET. DISTANCES SHOWN ARE GROUND DISTANCES. SURVEY PERFORMED APRIL 2021.

LEGEND

●	REBAR AND CAP FOUND
●	REBAR FOUND
○	5/8" REBAR AND LS 4687 CAP SET
----	EXISTING EASEMENT LINE
----	ADJACENT LOT LINE
----	PROPERTY BOUNDARY
----	LOT LINE
----	VACATE EXISTING PUBLIC UTILITIES EASEMENT
(60')	RECORD DISTANCE
300.40'	MEASURED DISTANCE
(N 87°02'05" E)	RECORD BEARING
N 87°02'05" E	MEASURED BEARING

CITY OF WEST FARGO 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, A NOTARY PUBLIC WITH AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED KATIE J. SCHMIDT, CITY ATTORNEY, KNOWN TO BE THE PERSON DESCRIBED IN AND WHO EXECUTED THE SAME AS ALLOWED BY HER TITLE.

NOTARY PUBLIC

CITY OF WEST FARGO PLANNING COMMISSION APPROVAL

APPROVED BY THE CITY OF WEST FARGO PLANNING COMMISSION THIS _____ DAY OF _____, 20____

ERIC C. DODDS, CHAIR

STATE OF NORTH DAKOTA)
COUNTY OF CASS) SS

ON THIS _____ DAY OF _____, 20____, BEFORE ME, A NOTARY PUBLIC WITH AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED ERIC C. DODDS, WEST FARGO PLANNING COMMISSION CHAIR, TO ME KNOWN TO BE THE PERSON DESCRIBED IN AND WHO EXECUTED THE SAME AS ALLOWED BY HIS TITLE.

NOTARY PUBLIC

CITY OF WEST FARGO CITY COMMISSION APPROVAL

APPROVED BY THE BOARD OF CITY COMMISSIONERS AND ORDERED FILED THIS _____ DAY OF _____, 20____

BERNIE L. DARDIS, President of the Board of City Commissioners

ATTEST:

DUSTIN T. SCOTT, CITY AUDITOR

STATE OF NORTH DAKOTA)
COUNTY OF CASS) SS

ON THIS _____ DAY OF _____, 20____, BEFORE ME, A NOTARY PUBLIC WITH AND FOR SAID COUNTY AND STATE, 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, TO ME KNOWN TO BE THE PERSONS DESCRIBED IN AND WHO EXECUTED THE SAME AS ALLOWED BY THEIR TITLES.

NOTARY PUBLIC



To: West Fargo City Commission

From: Library Director Jenna Kahly

Date: June 16, 2025

Subject: Appointment of Library Board of Directors

Action: Appoint Tyler Erickson and Sara Westall to the West Fargo Public Library Board

Commission President

Bernie Dardis

Primary Portfolio:
Administrative Services

Secondary Portfolio:
Police & Fire

Commission Vice President

Brad Olson

Primary Portfolio:
Police & Fire

Secondary Portfolio:
Street, Water & Sewer

Commissioner

Roben Anderson

Primary Portfolio:
Community &
Development Services

Secondary Portfolio:
Administrative Services

Commissioner

Amy Zundel

Primary Portfolio:
Street, Water & Sewer

Secondary Portfolio:
Sanitation

Commissioner

Rory Jorgensen

Primary Portfolio:
Sanitation

Secondary Portfolio:
Community &
Development Services

City Administrator

Dustin Scott

Summary and Recommendation:

Two West Fargo Public Library Board of Directors members end their terms in June 2025. The Library Board has advertised and received applications from a handful of qualified community members to fill the vacancies. After reviewing the applications and hearing from candidates at their June 12 regular meeting, the Library Board made the motion to recommend the appointment of Tyler Erickson and Sara Westall for three-year terms starting in July.

The Library Board now asks the City Commission to take action to appoint the recommended members, per North Dakota Century Code.

The applications of the recommended candidates are attached.



To: West Fargo City Commission
From: Aaron Nelson, Planning Director
Date: June 16, 2025

Subject: MATBUS Proposed West Fargo Transit Route
Action: Provide direction to MATBUS and City 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 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:

Based on feedback received during the ongoing update to the MATBUS Transit Development Plan (TDP), MATBUS has developed a proposal for a new transit route in West Fargo that is intended to provide better transit connectivity within the City of West Fargo. At the June 16, 2025 City Commission meeting, MATBUS staff will present the new transit route concept along with anticipated ridership and funding implications. MATBUS has provided the attached memorandum and presentation materials.

The purpose of the presentation is to introduce the route concept and to solicit initial feedback and input from the City Commission as to whether MATBUS should continue to develop this concept in conjunction with City staff and as to whether City staff should include associated expenses within the preliminary 2026 budget.

Policy Analysis:

The City of West Fargo contracts with the City of Fargo/MATBUS for transit services via an annual mass transit agreement. If the City is interested, modifications to existing routes and transit service levels would need to be formally approved by the City via approval of an updated transit agreement.

Financial Analysis:

Transit costs are based on ridership and the level of transit service that operates within the City of West Fargo. As such, the addition of a new route within the City of West Fargo would increase transit costs for the City. MATBUS provides a breakdown of anticipated costs (with and without the new route) in their attached memorandum.

Process/Timeline:

- June 16, 2025 – Discussion of new route concept.
- Q3 2025 – Additional coordination and discussion as needed.
- Q4 2025 – Approval of 2026 Transit Agreement.

Memorandum



To: West Fargo City Commission

From: Cole Swingen, Fargo Assistant Transit Director – Operations,
Luke Grittner, Fargo Transit Planner

Date: June 16, 2025

RE: ***MATBUS - West Fargo 2026 Service Level Recommendation***

To better serve the residents of West Fargo and allow residents to travel within the city to popular destinations, MATBUS staff propose creating a new West Fargo centric bus route to provide a North/South connection within West Fargo.

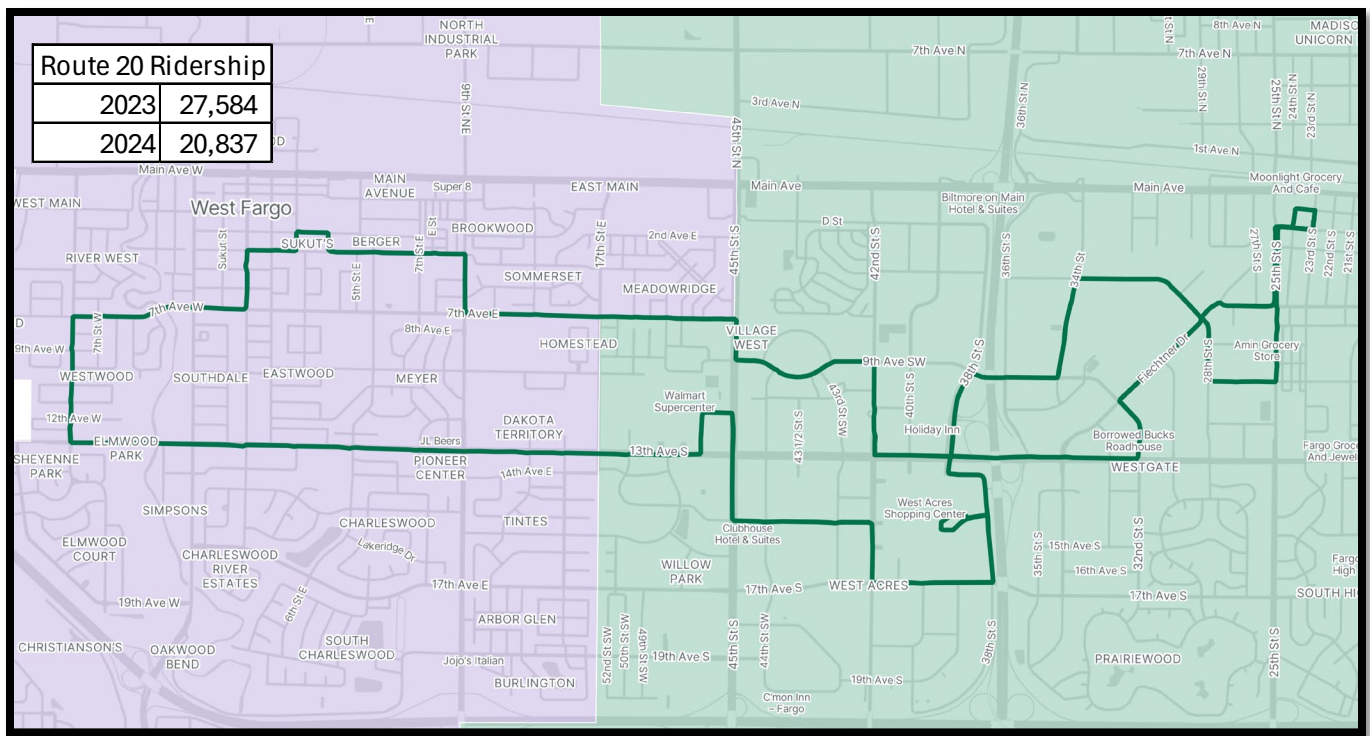
This new bus route, **Route 21**, will provide bi-directional service along Sheyenne Street allowing West Fargo residents a direct connection between Downtown West Fargo and The Lights while also maintaining a connection to the rest of the MATBUS system. With the addition of Route 21, Route 24's path will be adjusted to avoid duplicated service.

These changes are currently being recommended in the current Transit Development Plan (TDP), which will be completed in July/August 2025. The TDP is a 5-year strategic plan that provides recommendations for service adjustments to help better serve the local community.

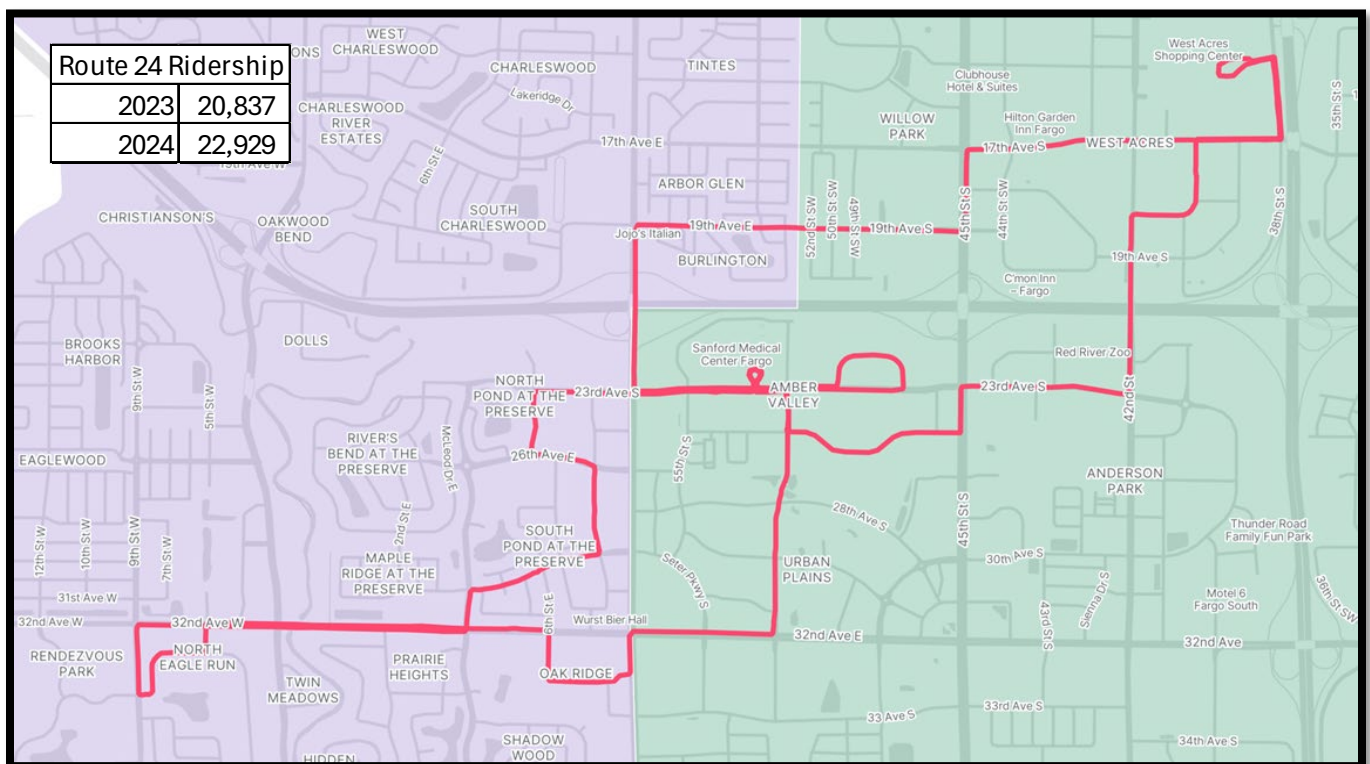
Current West Fargo Service – Route 20, Route 24 and MAT Paratransit

MATBUS currently operates two fixed bus routes that travel between West Fargo and Fargo. MATBUS also operates Paratransit service within the West Fargo, Fargo, Moorhead and Dilworth city boundaries.

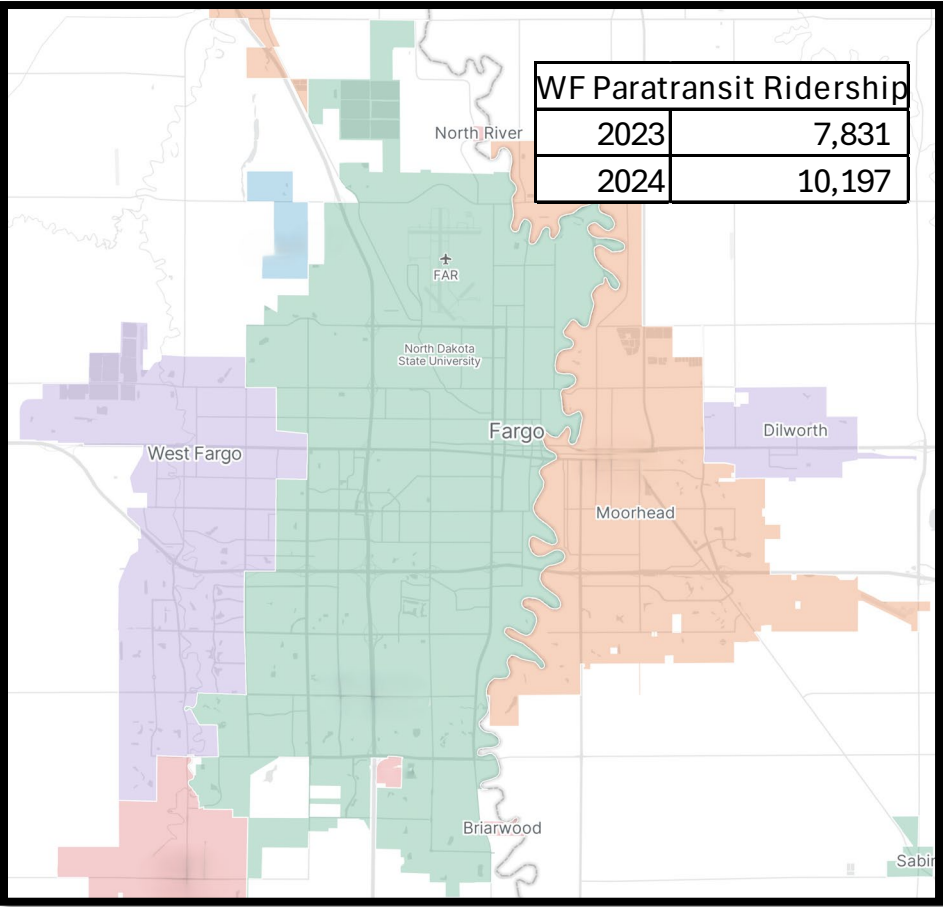
Route 20 services the northern portion of West Fargo and 13th Ave S to 25th St in Fargo. Some major destinations on this route include the West Fargo Police Department, West Fargo High Rise, 13th Ave Walmart, West Acres, and Southeast Human Services. This route operates from 6:21am – 9:55pm Monday through Friday and from 7:21 – 9:55pm on Saturdays.



Route 24 services the southern portion of West Fargo along 32nd Ave W and the West Acres and Amber Valley areas in in Fargo. Some major destinations on this route include Cash Wise Foods on 32nd Ave W, The Lights, Rustad Recreation Center, West Fargo Sports Arena, West Fargo City Hall, Sanford Medical Center, Scheels Arena, Red River Zoo and West Acres. This Route operates from 6:30am – 10:10pm Monday through Friday and from 7:30am – 10:10pm on Saturdays.



MAT Paratransit provides door-through-first door transportation service on a reservation basis for individuals with disabilities who are ADA Paratransit Eligible and unable to utilize MATBUS fixed route service independently. MAT Paratransit features accessible vans and/or buses with wheelchair lifts. MAT Paratransit operates within the city limits of West Fargo, Fargo, Moorhead and Dilworth.



MATBUS Proposed Service – Route 21

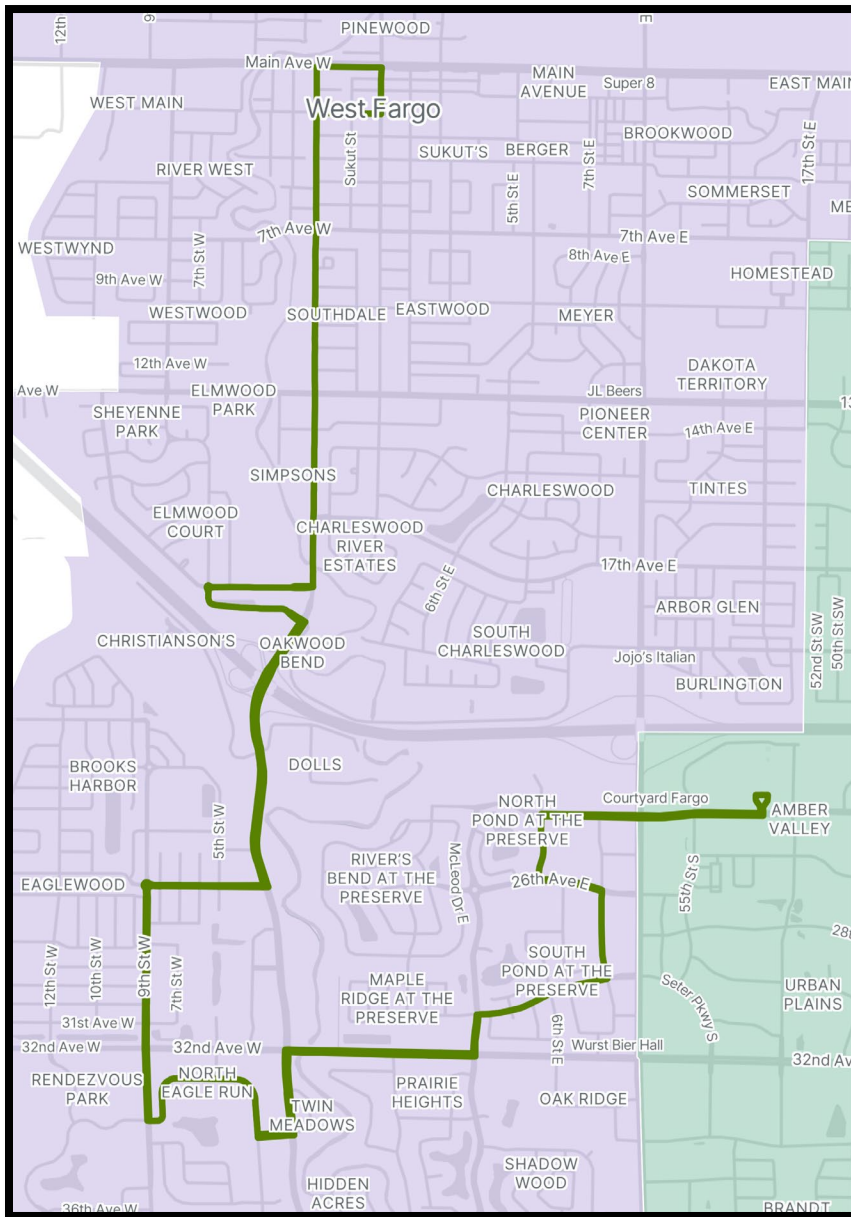
The proposed **Route 21** would serve the area of West Fargo from Downtown West Fargo & Main Ave W to The Lights/West Fargo Sports Arena to the Rustad Recreation Center area. It would allow a north/south connection to the residents of West Fargo while also connecting residents to the rest of the MATBUS system at the Sanford Medical Center. This route would operate from 6:15am – 10:15pm Monday through Friday and from 7:15am – 10:15pm on Saturdays.

While it is difficult to anticipate a new bus route’s usage, one method that can be used is the Similar Routes Method. The area served by the new route can be compared to an existing route that serves an area with similar

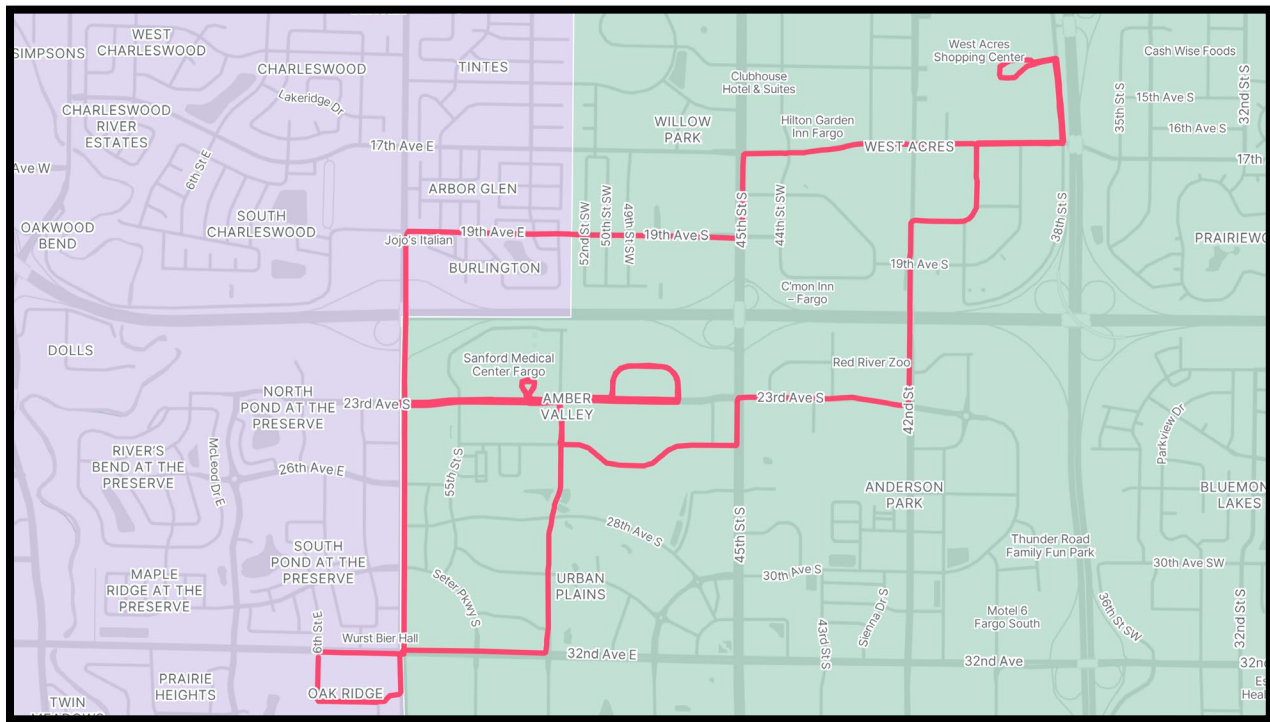
- **Population Density**
- **Auto Ownership**
- **Route Frequency**
- **Popular Destinations**

One such similar route in the MATBUS system is Route 16. In 2024, Route 16 ridership totaled 22,000 rides for the year. We estimate that the new Route 21 will see a similar amount of ridership.

If it is decided to implement Route 21, ridership updates will be provided to West Fargo staff to evaluate the route's effectiveness.



Adjusted Route 24 path:



Financial Considerations

FTA 5307 operating funds require a 50% local share from grantees. In 2026 FTA 5307 funding will be capped at 50% of fixed route costs allowing each entity to contribute their share of the local match required to obtain funding. The effect of this cap is a decrease of West Fargo's 5307 revenue of approximately \$200,000 from FY2025 to FY2026.

Additional FTA 5307 funds can be applied to West Fargo operating expenses if operational expenses are increased.

	5307 Revenue
2026 - Current Service Levels	\$ 165,173.73
2026 - Adding Route 21	\$ 440,859.68

2021-2025 West Fargo & MATBUS contract amounts are listed below. If West Fargo elects to maintain current service levels, 2026 expenses are estimated to be **\$461,152.68**. If West Fargo elects to add the new Route 21, 2026 expenses are estimated to be **\$707,245.67**.

	West Fargo Fixed Route Expenses	West Fargo Paratransit Expenses	Total Expenses
2021	\$ 287,612.00	\$ 120,538.00	\$ 408,150.00
2022	\$ 218,962.00	\$ 105,408.00	\$ 324,370.00
2023	\$ 233,521.00	\$ 132,812.00	\$ 366,333.00
2024	\$ 237,063.00	\$ 195,069.00	\$ 432,132.00
2025	\$ 213,282.80	\$ 174,504.11	\$ 387,786.90

	West Fargo Fixed Route Expenses	West Fargo Paratransit Expenses	Total Expenses
2026 - Current Service Levels	\$ 127,420.67	\$ 333,732.02	\$ 461,152.69
2026 - Adding Route 21	\$ 377,506.21	\$ 329,739.46	\$ 707,245.67



MATBUS 2026 Service Proposal

Monday, June 16, 2025

City Commission Chambers

West Fargo, North Dakota

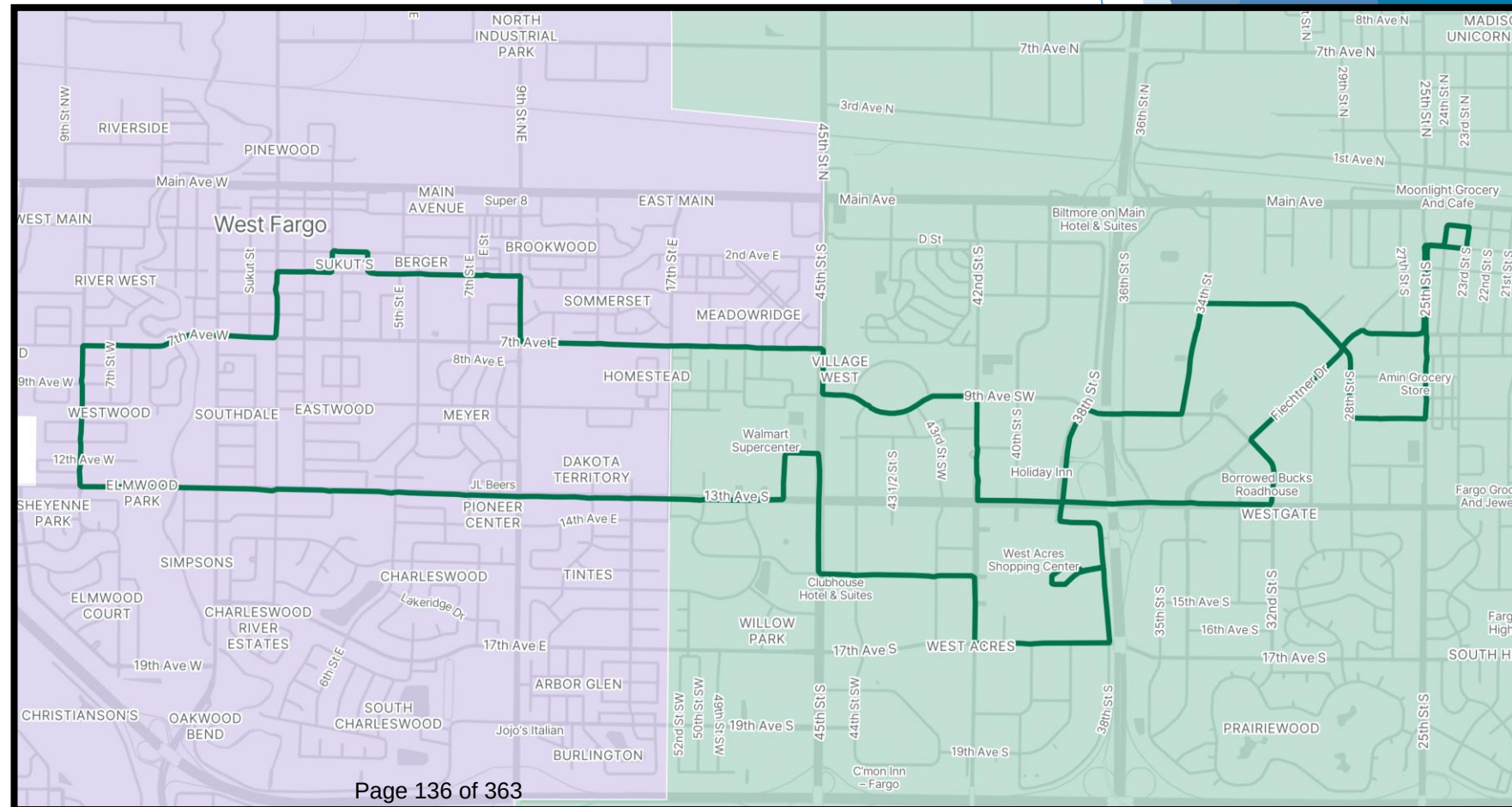
MATBUS Current Service – Route 20

Route 20 operates Monday - Friday from 6:21 a.m. to 9:55 p.m., and Saturdays from 7:21 a.m. to 9:55 p.m. Route 20 departs from West Acres once every 60 minutes.



Route 20 Serves:

- West Acres
- West Fargo High School
- West Fargo Police Department
- West Fargo High Rise
- Sanford West Fargo Clinic
- Walmart
- Cass County Jail
- Southeast Human Services
- Somali Business Center



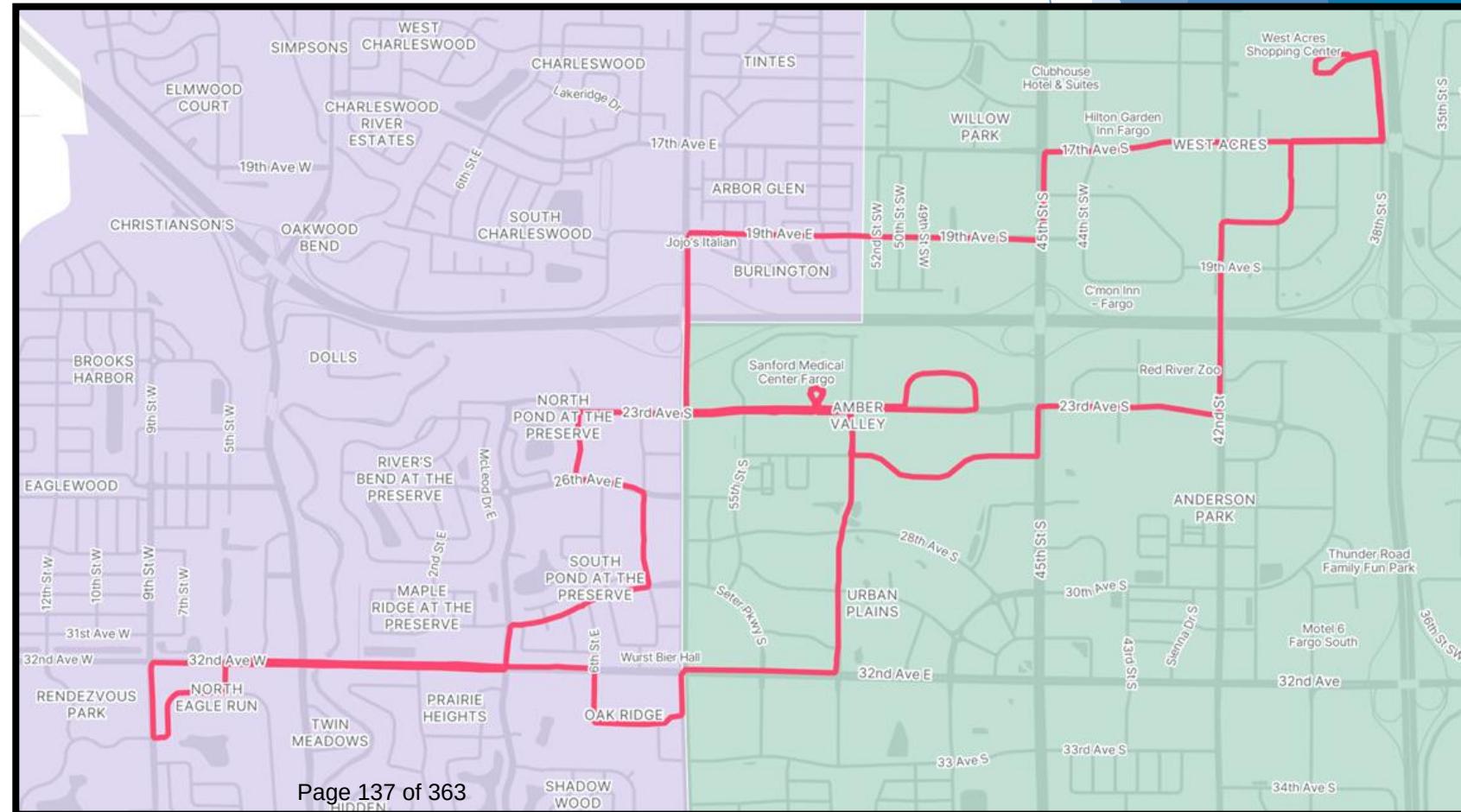
MATBUS Current Service – Route 24

Route 24 operates Monday - Friday from 6:30am to 10:10pm and Saturdays from 7:30am to 10:10pm. Route 24 departs West Acres every 60-minutes.



Route 24 Serves:

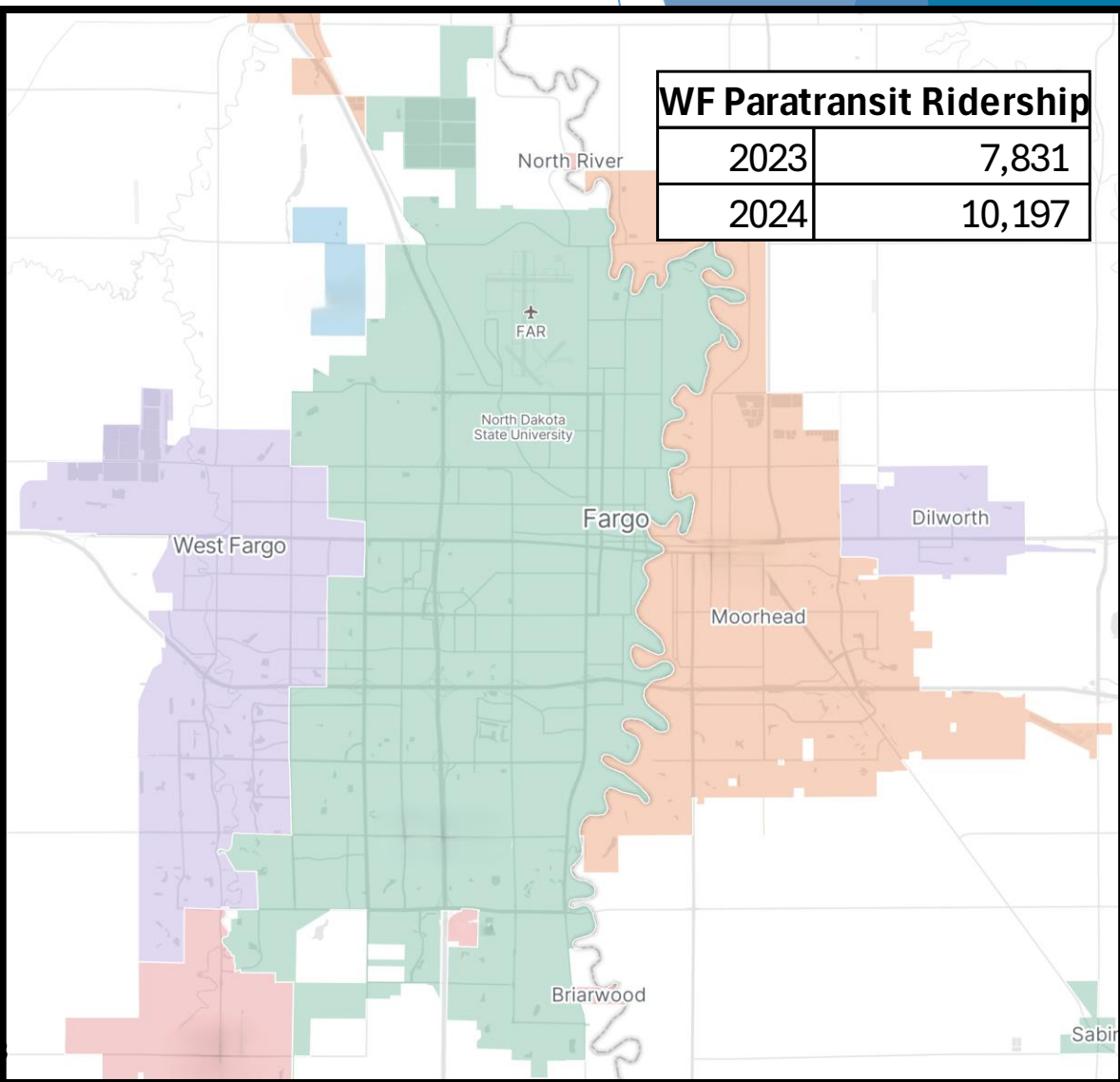
- West Acres
- Red River Zoo
- Sanford Medical Center
- Scheels Arena
- Cash Wise Foods
- The Lights
- Rustad Recreation Center
- West Fargo Sports Arena
- West Fargo City Hall
- Costco



MATBUS Current Service – MAT Paratransit

MAT Paratransit provides door-thru-first door transportation service on a reservation basis for individuals with disabilities who are ADA Paratransit Eligible and unable to utilize MATBUS fixed route service independently. MAT Paratransit features accessible vans and/or buses with wheelchair lifts.

MAT Paratransit operates within the city limits of Moorhead and Dilworth, Minnesota, and Fargo and West Fargo, North Dakota.

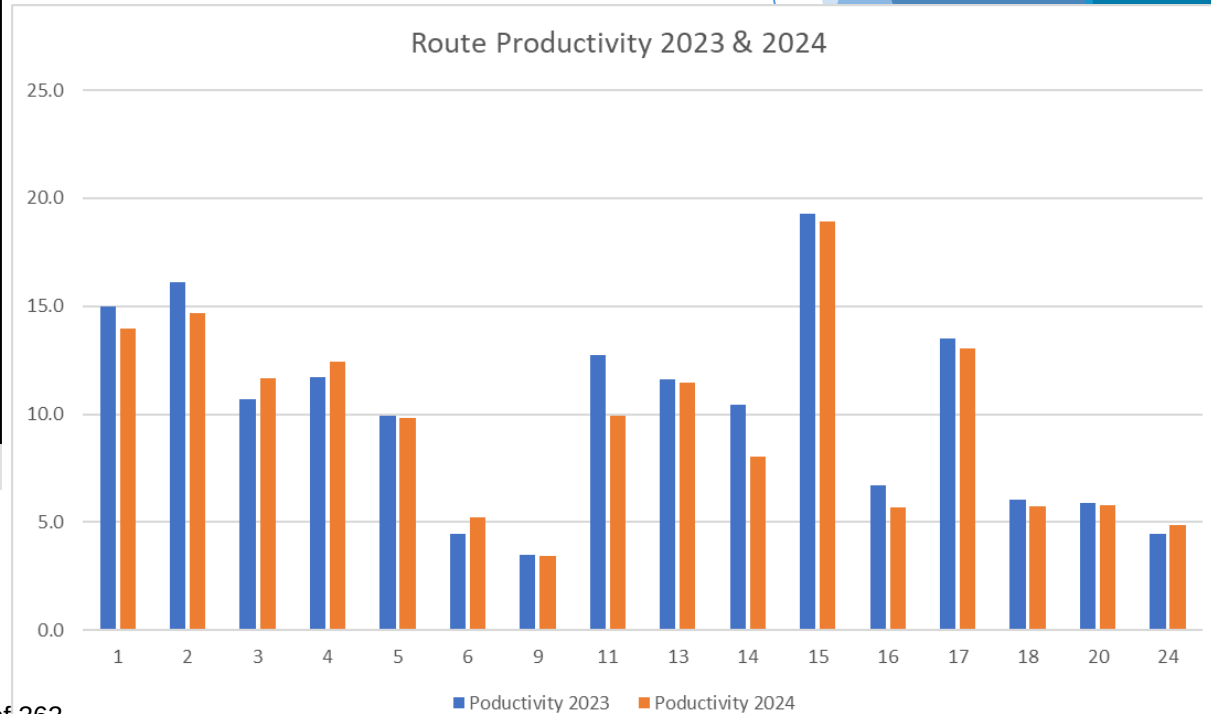


MATBUS – Fixed Route Ridership & Productivity



Route	Total Ridership 2023	Revenue Hours 2023	Productivity 2023	Total Ridership 2024	Revenue Hours 2024	Productivity 2024
1	71,410	4,773	15.0	67,007	4,800	14.0
2	78,231	4,853	16.1	75,862	5,170	14.7
3	51,117	4,776	10.7	56,097	4,803	11.7
4	111,840	9,560	11.7	119,296	9,613	12.4
5	47,323	4,776	9.9	47,451	4,820	9.8
6	9,110	2,036	4.5	10,589	2,017	5.2
9	5,897	1,686	3.5	5,710	1,657	3.4
11	35,318	2,773	12.7	39,457	3,981	9.9
13	74,244	6,382	11.6	90,285	7,883	11.5
14	87,636	8,385	10.5	96,290	11,950	8.1
15	222,635	11,537	19.3	249,940	13,217	18.9
16	27,137	4,035	6.7	22,034	3,880	5.7
17	32,254	2,389	13.5	31,192	2,393	13.0
18	42,639	7,058	6.0	40,747	7,077	5.8
20	27,584	4,684	5.9	27,371	4,709	5.8
24	20,837	4,684	4.4	22,929	4,706	4.9

*Ridership numbers are boardings only



MATBUS 2026 Proposed Service



To better serve the residents of West Fargo and allow residents to travel within the city to popular destinations, MATBUS staff propose creating a new West Fargo centric bus route to provide a North/South connection within West Fargo.

This new bus route, **Route 21**, will provide bi-directional service along Sheyenne Street allowing West Fargo residents a direct connection between Downtown West Fargo and The Lights while also maintaining a connection to the rest of the MATBUS system.

With the addition of Route 21, Route 24's path will be adjusted to avoid duplicated service.

These changes are currently being recommended in the current Transit Development Plan, which will be completed in July/August 2025.

MATBUS Transit Development Plan



MATBUS is currently working on the 2026-2030 Transit Development Plan (TDP) which evaluates existing transit system conditions, identifies future system needs, and provides recommendations for future system changes over the next 5 years. The TDP process is expected to be completed in August 2025.

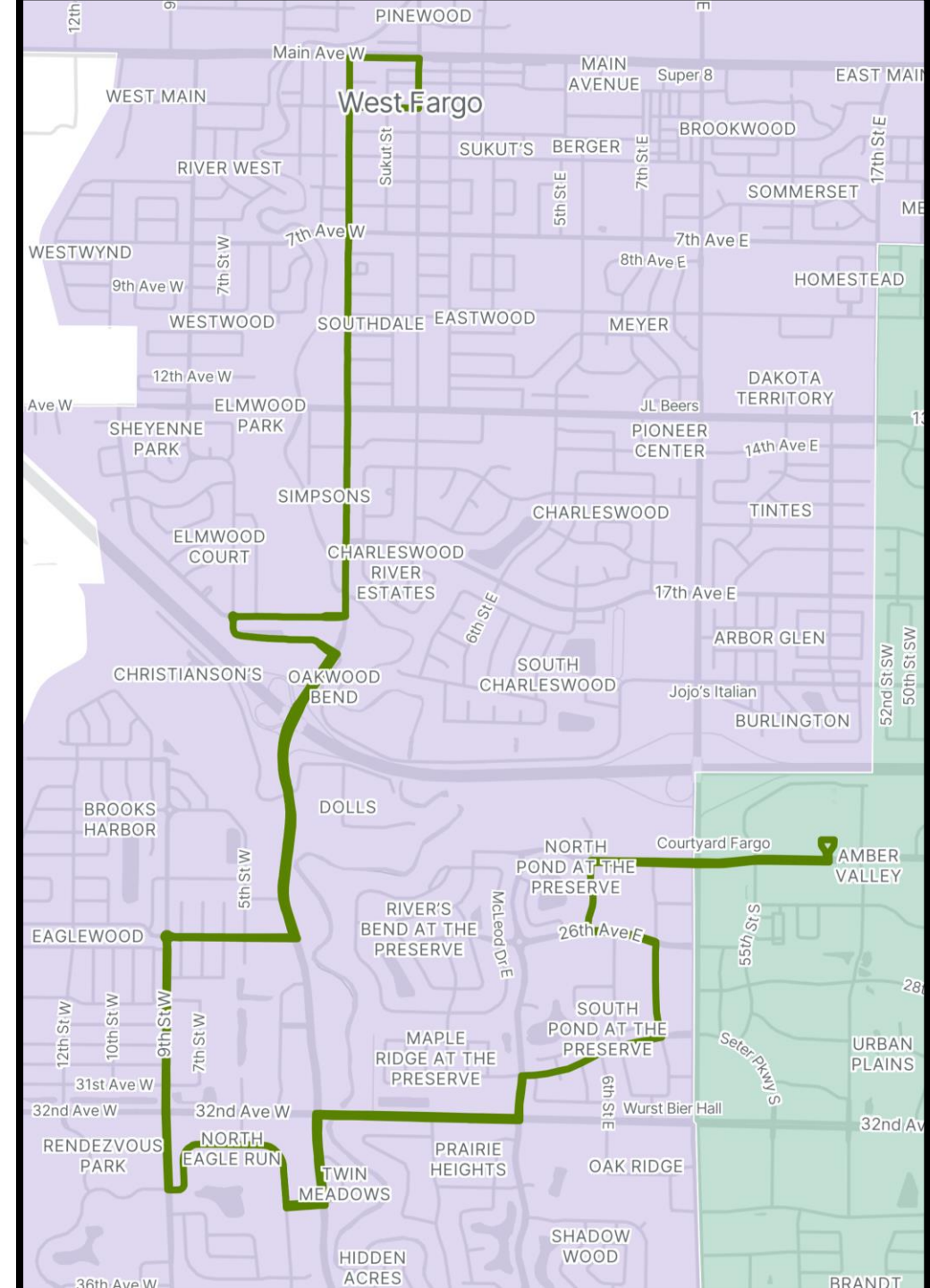
A route connecting the north and south portions of West Fargo has been presented in our TDP plan. This route would Connect destinations in northern and southern West Fargo as well as intersect existing routes 20 & 24, providing the ability to transfer between routes.

MATBUS Proposed Service – Route 21

Route 21 would operate Monday - Friday from 6:15am to 10:15pm and Saturdays from 7:15am to 10:15pm. Route 21 would depart Sanford Medical Center every 60 minutes.

Route 21 Would Serve:

- Sanford Medical Center
- West Fargo City Hall
- Rustad Recreation Center
- West Fargo Sports Arena
- The Lights
- Hornbacher's
- West Fargo High Rise
- Downtown West Fargo
- Sanford West Fargo Clinic



MATBUS Proposed Service – Route 21

Ridership Estimation



While it is difficult to anticipate a new bus route's usage, one method that can be used is the Similar Routes Method. The area served by the new route can be compared to an existing route that serves an area with similar

- **Population Density**
- **Auto Ownership**
- **Route Frequency**
- **Popular Destinations**

One such similar route in the MATBUS system is Route 16. In 2024, Route 16 ridership totaled **22,000** rides for the year. We estimate that the new Route 21 will see a similar amount of ridership.

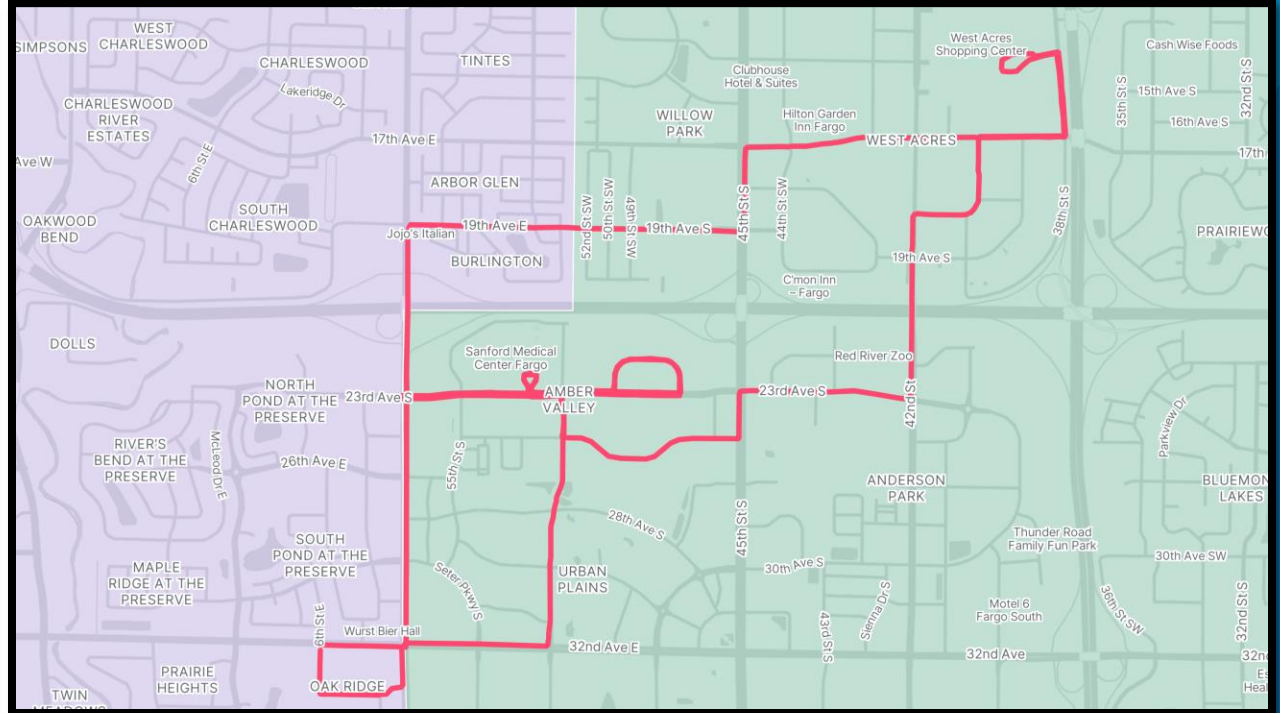
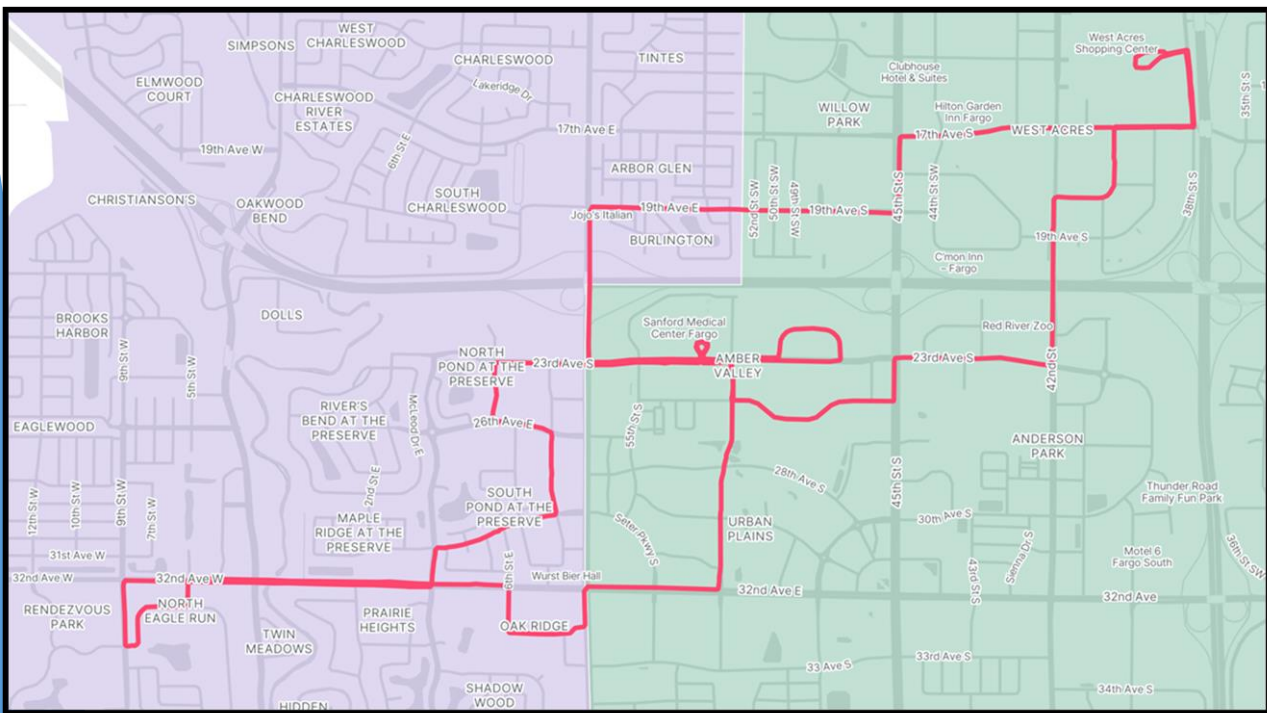
If it is decided to implement Route 21, ridership updates will be provided to West Fargo staff to evaluate the route's effectiveness.



MATBUS Proposed Service – Route 24 Differences

Current:

Proposed:
(To Eliminate Service Duplication)



The map displays the proposed BRT routes in Fargo, ND, with the following details:

- West Fargo (Purple Zone):** The route (green line) starts at the intersection of Main Ave W and 12th St W, travels east on 7th Ave W, then south on 7th St W, and continues east on 7th Ave E through various neighborhoods like Westwood, Southdale, and Eastwood, eventually connecting to the downtown area.
- Downtown (Green Zone):** The route (red line) starts at the intersection of 13th Ave S and 43rd St S, travels north on 13th Ave S, then east on 14th Ave E, and continues through the downtown core, including areas like West Acres and Willow Park.
- South Fargo (Light Green Zone):** The route (blue line) starts at the intersection of 32nd Ave E and 55th St S, travels north on 55th St S, then east on 32nd Ave E, and continues through the southern part of the city, including areas like Urban Plains and Anderson Park.

The map also shows various landmarks, businesses, and residential areas, providing a comprehensive overview of the city's layout and the proposed BRT network.

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Financial Considerations – Historical Expenses

	West Fargo Fixed Route Expenses	West Fargo Paratransit Expenses	Total Expenses
2021	\$ 287,612.00	\$ 120,538.00	\$ 408,150.00
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Financial Considerations – Federal 5307 Funding

FTA 5307 operating funds require a 50% local share from grantees. In 2026 FTA 5307 funding will be capped at 50% of fixed route costs allowing each entity to contribute their share of the local match required to obtain funding. The effect of this cap is a decrease of West Fargo’s 5307 revenue of approximately \$200,000 from FY2025 to FY2026.

Additional FTA 5307 funds can be applied to West Fargo operating expenses if operational expenses are increased.

	5307 Revenue
2026 - Current Service Levels	\$ 165,173.73
2026 - Adding Route 21	\$ 440,859.68

Route 21 Actual Expense	\$ 551,371.91
West Fargo Expense	\$ 250,085.54



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

Date: June 16, 2025

Subject: Ordinance Amendments Regarding the Establishment of Regulations and Licensing Standards for Short-Term Rentals

Action: Consideration of 2nd Reading of the Ordinance & Fee Schedule

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.

Most recently, at the June 2, 2025 meeting, the City Commission held a public hearing and voted 3-2 to approve the first reading of the short-term rental ordinance. A staff report and associated materials are attached for additional information.

The requested action is to consider approval of the second reading of the ordinance and approval of the associated resolution establishing short-term rental fees.

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 approval of the first reading of the ordinance.
- June 16, 2025 – City Commission consideration of approval of second reading of the ordinance and associated fee resolution.
- Pending final approval, the effective date of the short-term rental 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)
- Resolution of fee schedule

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 – Approval
City Commission 2 nd Reading:	06-16-2025

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.

UPDATE 6/12/2025:

At the June 2, 2025 City Commission meeting, staff presented the revised short-term rental ordinance which includes the requirement for primary residency. At the public hearing, one individual spoke in favor of including the primary residency requirement in the ordinance. After discussion amongst the Commission, the City Commission voted 3-2 to approve the first reading of the ordinance.

As of the writing of this update, since the June 2, 2025 meeting, staff has received three additional written comments regarding this ordinance. Two from individuals with concerns and in opposition to the proposed ordinance and one in support. These comments are attached for reference.

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.

STAFF REPORT

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)
- Resolution of fee schedule

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.**

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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.

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

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

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

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

From: [Bernie Dardis](#)
To: [Aaron M. Nelson](#)
Subject: Fw: Opposition to Overly Restrictive STR Ordinance
Date: Tuesday, June 10, 2025 11:18:50 AM
Attachments: [cowflogo_848ea007-1529-4dde-9467-c33717f5384c.png](#)

Bernie Dardis
Mayor, City of West Fargo



Office: 701-715-8343 | Mobile: 701-367-2784
Bernie.Dardis@westfargond.gov
2515 6th Street E, West Fargo, ND 58078
Visit us online: westfargond.gov

From: Jory White [REDACTED]
Sent: Tuesday, June 10, 2025 11:11 AM
To: Bernie Dardis <Bernie.Dardis@westfargond.gov>
Subject: Opposition to Overly Restrictive STR Ordinance

Dear West Fargo City Commission,

I am writing to express strong opposition to the proposed short-term rental (STR) ordinance requiring properties to serve as a primary residence for at least six months of the year.

As a professional in the STR space, I take pride in operating responsibly, maintaining high standards, and contributing to the local economy. The ordinance currently under consideration is based largely on assumptions—not data. One commissioner even acknowledged that the ordinance is being driven by the belief that STRs are responsible for noise complaints. Without hard evidence or tracking of complaint sources, it's unreasonable to penalize an entire industry.

Additionally, concerns that STRs are hurting first-time homebuyers are speculative. There's no conclusive data showing that short-term rentals are significantly impacting housing availability in our area. In fact, many STRs are operated in homes that would not otherwise be available for long-term housing due to price point alone.

Instead of broad, restrictive policy, I encourage the city to consider a more targeted, data-driven approach:

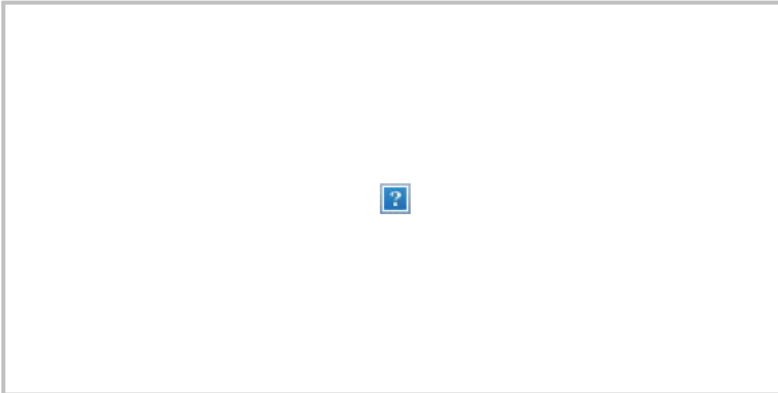
- **Mandatory registration and yearly inspection of STRs**
- **Clear enforcement mechanisms tied to actual violations, not assumptions**
- **If needed then implement a strike-based complaint system to identify and hold problematic operators accountable**

These measures promote accountability without placing an undue burden on operators who are already acting in good faith and providing real value to the city.

West Fargo has the opportunity to be a leader in balanced policy—supporting property rights, community integrity, and economic growth all at once. I urge you to reconsider the scope of this ordinance and work with local operators on a more collaborative and effective solution.

To close, I want to emphasize that this is more than just a business—it's my livelihood. It's how I provide for my family. Implementing this restriction would effectively eliminate a big source of income and would negatively impact many other responsible short-term rental owners in our community. For a local municipality to pass an ordinance that directly harms its own citizens is deeply disappointing. I sincerely hope the commission recognizes that this decision doesn't just hurt operators—it risks damaging the broader community and local economy by discouraging travel and reducing the flow of visitors who support West Fargo's small businesses, services, and infrastructure.

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Contact a City Commissioner - Bernie Dardis

06/05/2025 1:48 PM (CDT)

Contact a City Commissioner - Bernie Dardis

First Name	Jory
Last Name	White
Address	3961 4th St E
City	West Fargo
State	North Dakota
Zip Code	58078
Phone Number	
Email Address	

Message Hello Mayor Dardis,

I am writing you in regards to the STR Ordinance. I want to seek clarity and inform more than anything as this ordinance directly impacts me and several others I know. How did we get to this point? Where is the data-driven, evidence-based justification for this new short-term rental (STR) ordinance.

STRs are a proven asset to our community, bringing visitors who inject money into the local economy. Time and again, my guests rave about downtown West Fargo—highlighting the ice sculptures in the plaza during winter, their kids taking pictures, and their experiences at local businesses like Thunder Coffee and Junkyard Brewing. These visitors directly support our small businesses and contribute to the vibrancy of our city.

One of my guests has returned to my property six times in the past year and is now considering moving to West Fargo. Two years ago, a traveling therapist stayed at my Airbnb for 60 days. She and her fiancé fell in love with the area and decided to move here permanently. That’s the impact STRs have—not just attracting visitors but bringing in potential new residents who contribute to our community long-term.

If registering STRs and paying a reasonable annual licensing fee is required, that’s fair. But excessive regulations will do more harm than good. This is not a side project or a hobby for me—it’s my business and my livelihood. It supports my family, and I hold it to the highest standards, thoroughly vetting my guests. Can I prevent every backyard gathering? No. But neither can long-term landlords or homeowners. STRs should not be held to a stricter standard than any other property owner.

I pay taxes on both of my rental properties in West Fargo and invest significant time and money to keep them well-maintained. Meanwhile, I see neglected properties nearby, owned by long-term landlords and homeowners, with garbage piling up and poor upkeep. I purchased a duplex on 2nd Ave E that had been trashed by tenants involved in drugs and crime—dragging down the neighborhood. I invested heavily in renovations and now rent to traveling healthcare professionals who contribute

positively to the community.

Before moving forward with restrictive policies, we need to ask a fundamental question: Are these regulations solving real problems, or creating new ones? That answer must come from tangible, objective data. Short-term rentals play a crucial role in our local economy. Responsible operators like myself—along with Erik Stewart, Eli Dumke, Kyle Reedstrom, Noah Ford-Dunker, and Devynn Hoffman—are deeply invested in ensuring STRs remain a benefit to West Fargo, not a burden. If there are complaints, we should be tracking them. We need clear data identifying which properties are causing issues and address those specific cases—not penalize everyone. That's smart governance.

STRs should not be held to a different or higher standard than long-term rentals. If the proposal is to limit STRs to primary residences, that logic must also apply to long-term rentals—because they, too, are investment properties and part of the rental landscape.

Let's regulate with fairness, accuracy, and accountability—not blanket restrictions that overlook the value STRs bring to this community.

Contact a City Commissioner - Bernie Dardis

06/10/2025 3:31 PM (CDT)

Contact a City Commissioner - Bernie Dardis

First Name	Erik
Last Name	Stewart
Address	1625 16th Avenue East
City	West Fargo
State	ND
Zip Code	58078
Phone Number	
Email Address	

Message

Good afternoon,

I'm writing to formally express my staunch opposition to the Short Term Rental regulations being proposed and would like this to become public record. This regulation must be reconsidered using facts and data.

My proposal for a more appropriate solution is centered around gathering data before creating arbitrary regulation.

1. Require STR operators to register their rental. This allows us to track the specific property and determine if it causes any more of a disturbance than long term rentals or homeowners.

2. Annual safety inspection and annual fee of \$125. This ensures the City can keep STRs in good condition.

This approach is the only approach that is both sufficient and necessary. Without this information, you cannot know what further regulation is necessary.

As the currently proposed regulations stand, there is no data to show STRs are a problem at any level, let alone compared to other homes occupied by owners or long term renters.

Regardless of your personal opinions about Short Term Rentals, it is irresponsible to create laws without sufficient facts and information.

Please consider my solution of collecting those facts and data first, then using those facts and data to make informed decisions, solve specific problems, and justify your beliefs and actions. My proposal is a more measured approach, that allows for more regulation later, if needed.

Respectfully,

Contact a City Commissioner - Bernie Dardis

06/12/2025 8:33 AM (CDT)

Contact a City Commissioner - Bernie Dardis

First Name	Ross
Last Name	Halverson
Address	1316 27th Ave W
City	West Fargo
State	ND
Zip Code	58078
Phone Number	
Email Address	
Message	I want to thank you for taking on the short term rental issue. I 100% agree with what the city is doing. When I built my home in Brooks Harbor I built there because it was a neighborhood where we could grow our family and have neighbors we would get to know. I don't want to live next to an AirBNB or business with strangers constantly coming and going. You have my support.

Dear City Commissioner Amy Zundel,

In September of 2024, I have submitted a letter to you (see below) regarding a short-term rental property that is located right next to our house. Unfortunately, I feel the need to report to you that not much has changed since last year and that the Airbnb property located at 1178 Albert Court West in West Fargo is still a concern of ours. Please consider this letter again for the next commission meeting that is scheduled for June 16th, 2025. In conclusion, I would simply like to ask the West Fargo City Commissioners to consider passing stricter ordinances for short-term rental properties that would regulate the issues that we are experiencing.

My name is Eldar Dedic, I live at 1174 Albert Court West in West Fargo. As you may be able to tell by my name, I'm not originally from this country unlike most people. I came to this country for the possibility of creating a better life for myself and my family and have created that life. Since coming here, I have become a law enforcement officer and made it my life's work to protect my community, doing it so for several years now. I am writing you today with concerns about the short-term rental property at 1178 Albert Court West here in West Fargo. Since the property was purchased by its current owners, it has become and is a continuing issue for me, my family, and my neighbors. In my current opinion it exists under false pretense seeing that it was built as a single-family home in a family-oriented neighborhood, and it is being used as commercial property being rented on a continuing basis which raise concerns for the families in the area to include me and my family. The issues in question include poor upkeep of the outside area, drug use, and excessive numbers of occupants to where vehicles are not only to a capacity that exceed the amount of space that the driveway can handle but also have been known to infringe on my driveway. I currently work two jobs to create a better way of living for me and my family and to create my own version of the American dream just to have a residence share a property line with me and that damages and tarnishes this dream that I am trying to build for me and my family. The unkept yard creates a living environment for voles, prairie dogs, and 13 stripe squirrels which all burrow in the ground destroying the ground, grass, and property. We never know who is renting the property and because of the concerning behavior we have witnessed, we worry any time we are away or allow my nine-year-old daughter and her friends play outside. I never know who will be renting the property next. Will there be pedophiles, drug dealers, thieves, or vandals renting the property? How I am supposed to create and enjoy my American dream when I have to deal with a neighbor that I don't know and will never know because 1178 Albert Court West has a revolving door.

Thank you,
Eldar Dedic

Contact a City Commissioner - Bernie Dardis

06/12/2025 6:54 PM (CDT)

Contact a City Commissioner - Bernie Dardis

First Name	Linda
Last Name	Klebe
Address	5530 Lori Lane West
City	West Fargo
State	ND
Zip Code	58078
Phone Number	
Email Address	
Message	Dear Mayor David's I am contacting you to express my opinion regarding the proposed Short term rental regulations. I support registration, and inspection for health and safety standards but NO other restriction on the operation. IF after a couple of years of data has been collected and a specific issue comes up, ie: noise. Police calls, etc. Then with data an appropriate ordinance could be proposed. To deal with bad actors and not the whole sector. Many of these homes were in terrible condition before the operators invested significant funds to remodel them into attractive, clean and appealing properties. To now impose new regulations with out a legitimate reason could put the city at risk for a claim of "unlawful taking". West Fargo has an opportunity to grow and not make mistakes that other communities have made. But only with leadership that has vision. Please be that visionary leader. Kindest Regards, Linda Klebe

Contact a City Commissioner - Bernie Dardis

06/13/2025 10:42 AM (CDT)

Contact a City Commissioner - Bernie Dardis

First Name	Pete
Last Name	Christopher
Address	3685 N Sedona Dr, North Sedona Drive
City	West Fargo
State	North Dakota
Zip Code	58078
Phone Number	
Email Address	

Message

Dear Mayor Dardis,

First, thank you for your service to the City of West Fargo. I understand that public service comes with many challenges, and I truly appreciate your commitment to our community.

I'm writing as a West Fargo resident to express my strong opposition to the proposed short-term rental (STR) ordinance, specifically the provision requiring STRs to be a primary residence for at least six months of the year.

While I currently do not operate any STRs in West Fargo, I do own one in Fargo as well as several long-term rental properties in Moorhead. My experience as a property owner across city lines has given me a broad perspective on rental policy and its impact on both neighborhoods and local economies.

While I acknowledge that rental properties—short or long-term—can present challenges, I strongly believe the ordinance under consideration is overly restrictive and based more on assumptions than on data. I have yet to see any formal reporting or evidence to justify the need for such a sweeping change. If such data exists, I respectfully request that it be shared with the public. I'm also curious to understand what prompted the drafting of this ordinance and who initiated it.

The argument that STRs are inherently less well-maintained than owner-occupied or long-term rentals does not align with the broader experience of many operators. STRs, by their very nature, depend on consistent, positive guest reviews for success. Poorly maintained properties do not thrive in the STR marketplace—guests leave negative reviews, occupancy declines, and owners are compelled to improve or exit the market altogether. In contrast, long-term rental issues can often go unaddressed for extended periods unless the city intervenes.

I would support a more constructive, balanced path forward—one that addresses potential concerns without penalizing responsible owners or stifling economic opportunity. I encourage the city to consider a more targeted, data-driven approach,

such as:

- Mandatory registration and annual inspection of STRs
- Clear enforcement mechanisms based on actual violations, not assumptions
- A strike-based complaint system to identify and address problematic operators

These measures would help hold negligent operators accountable while supporting those who contribute positively to the community.

I do oppose the requirement that STRs must be a primary residence for 6+ months annually. This provision seems to favor individuals with the financial means to split their time between multiple homes; often spending half the year, and their dollars, elsewhere. It inadvertently penalizes middle-income earners like me who see real estate as a path to long-term financial stability and a way to build generational wealth.

STRs bring meaningful value to West Fargo. They:

- Support tourism and large events when hotel availability is limited
- Provide a more lived-in experience for those who may be looking to move to the area
- Offer families and groups the ability to stay together in a home-like setting
- Provide affordable and flexible lodging options for guests in town for extended stays
- Help retain ties to the community for former residents planning to return. A fair policy could help someone retain ownership of a beloved home so that they do not need to find something different upon their return.

Please do not lose sight of the broader benefits STRs provide. With thoughtful regulation, West Fargo can be a leader in developing policy that protects neighborhoods, honors property rights, and encourages responsible investment.

Thank you for your time and consideration. Please don't hesitate to reach out if you'd like to discuss further or if I can provide additional insight.

Sincerely,
Pete Christopher
3685 N Sedona Drive
West Fargo, ND 58078
701-412-4475

June 16, 2025

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

My name is Tyler Erickson, and I am a resident of West Fargo ("WF"). Today I stand again to express my continued support of the June 2, 2025 first-reading approved version of the short-term rental ordinance ("June 2nd version - STR Ordinance"), which includes the primary residence component ("PRC"). 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 understand and appreciate the amount of controversy these matters can create and the additional pressure it puts on all of you during your decision-making process. I'm making additional comments today primarily to lend my opinion and to also hopefully clarify concerns that have been raised by opponents of the ordinance's PRC. Some of those concerns include:

1. How do you in-fact ensure that a home is a person's primary residence?

- a. Answer:** The homeowner self-certifies their application.
- b.** If during a review of a complaint, or through whatever channel a review of the use would be performed, you can verify the use at that time. In other words, homeowners are simply required to be honest on their initial application and subsequent renewals.

2. Would passage of the June 2, 2025 version of the ordinance force property owners to sell their properties?

- a. Answer:** No. The ordinance will not force owners to sell their homes.
- b.** They can still use their homes as short-term rentals.
 - i.** Travelling nurse arrangements have been brought up a lot to combat inclusion of the PRC in the ordinance. However, that concern could easily be alleviated by a formal or informal arrangement between the healthcare facility and the property owner to rent the property on a long-term basis for the specific use of travelling nurses. Of course, depending on the duration of the travelling nurse contract, they may need to still obtain an STR license.
- c.** The property can still be used as a long-term rental property.
 - i.** There is no ordinance requiring the home be the owner's primary residence in a long-term rental arrangement.
- d.** The obvious least-preferred option for an investor/owner, is that they may be forced to leave the property vacant for a certain period of time while they obtain a new arrangement.
 - i.** Regardless of the passage and effect of this ordinance, there is risk in owning real estate, especially real estate for investment purposes. These are contingencies that an investor/owner must plan for.

3. Does the PRC of the ordinance require a homeowner's living arrangement be consecutive to comply with the 183-day requirement?

- a. Answer:** No.
 - i.** You can spread the duration of the stay out over a variety of time periods during the year to meet the 183 day requirement.
 - ii.** In the example of snowbirds that own second homes in milder climates around the U.S., and while they are away during colder months, choose to rent their home on a short-term basis, the PRC will not place any undue

hardship on this group of homeowners. The typical snowbird arrangement runs from mid-late November to late April.

- iii. If the snowbirds have thanksgiving with their family in ND in late November, leave on December 1, and then come back in early May of 2026, they still have roughly 200 days to budget and work with to ensure they continue to have their primary residence in ND. The 183-day requirement appears to be in line with the practice of many people's reasonable use of their homes, promotes orderly development/use of the homes, and is simultaneously not too restrictive. Of course, this assumes the homeowners only desire to have short term arrangements in their homes.

4. Are the occupancy limitations too restrictive?

a. **Answer:** No.

b. WF city ordinance, as you may know, is gratuitous in its permission of 5 or more people, unrelated by blood or marriage, to live together in a home. As has been previously stated, this provision brings the ordinance in line with current WF ordinance occupancy limits on residential properties. Notably, though, many cities limit it to 4 or even 3 individuals who are unrelated by blood or marriage to live in homes in some instances.

- i. I think these occupancy limits are an acknowledgement that arrangements that fall outside those occupancy limits are arrangements that are not residential in nature or conducive to family neighborhood development.

- ii. Anecdotally, I have what I'd characterize as a commercial venture happening in my neighborhood where a swath of around a dozen homes are owned and operated by a for-profit company and packed with seasonal workers. With that in mind, I'm personally very glad that there are occupancy limits because that venture is putting those limits to the test.

5. If we don't have any information about how much of an issue these arrangements are causing in WF, then why should we pass an ordinance regulating them?

a. **Answer:** During at least the last 3 or more Commission meetings, both Commissioners and other city officials have discussed how they have been provided complaints about these arrangements. Although maybe not quantifiable, they do exist and should be considered by the Commission.

6. Loud parties, parking, and lack of compatibility with family neighborhood development have all been cited as issues with STR arrangements. How does the PRC adequately address those issues?

a. **Answer:** I think addressing parties and parking are secondary issues that will be remedied by this ordinance, but I agree that those will always be issues no matter what neighborhood you're in. The primary issue being addressed by the PRC I think is ensuring uniformity of treatment under the zoning laws and guaranteeing that the contemplated commercial use of a residential property in STR arrangements is compatible with similarly zoned properties in the area.

- i. In other words, the PRC encourages homeownership that promotes uniformity and predictability for other homeowners in the community who live in close proximity to an STR. As I've previously stated at other meetings, these STR arrangements no doubt have an effect on existing homeowners, who purchased and live in their homes with the intent of being there long term, who value long-standing relationships with their neighbors, and desire building memories with their neighbors in their community.

7. Because the Commission has permitted variances in the past for nonconforming uses of a previously zoned property, why should the Commission not permit a variance, or an exception for the arrangements contemplated in ordinance, in this instance?

a. Answer: Response is multifaceted.

- i. I could find no WF ordinance where pure commercial use is permitted of a residential property. 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 commercial-like activities be permitted in residential areas, which include:
 - a. Single-family detached dwellings;
 - b. Publicly owned parks, playgrounds, and recreational facilities;
 - c. Schools, churches, religious institutions;
 - d. Essential services and public buildings;
 - e. State licensed group homes;
 - f. Accessory buildings;
 - g. Home occupations; and
 - h. Home Daycares.
- ii. 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.
- iii. 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).**
- iv. Against that backdrop, and with the policy question before the Commission of whether a nonconforming use of a previously zoned area should be permitted, the answer can only be no. While there may be some additional hurdles, the ordinance does not place a significant hardship on the property owners, as they do have other options for monetizing their property.
- v. In addition, no material reason has been provided by the marketplace as to why their commercial use arrangements should be granted an exception when at least 2 other contemplated commercial uses require they be subordinate to the primary use as their primary residence.

As I've mentioned in previous comments, STR arrangements are hard to distinguish from a commercial operation, including corporate ownership, professional property managers, the use of commercial insurance, as well as 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 an STR and an owner's base incentive to monetize use of the property through booking volume and not stay duration.

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.

In addition, even though it may appear that these short-term rentals are not a huge problem in the city of WF right now, the commercialization of residential neighborhoods is a problem, it is so in my neighborhood, and our recent ordinance revisions in 2023 that I previously discussed acknowledge that reality. This STR regulation is another step in the right direction and the inclusion of the PRC is necessary to stop incompatible commercial use of residential neighborhoods and ensure uniformity of residential use throughout the city.

Last, I've brought this up at each Commission meeting because I think it is one of the most important pieces of the ordinance, newly proposed subsection 10 of section 10-1603, contemplates that a license issued by the City may conflict with the property owner's private covenants and simultaneously disclaims responsibility for that conflict when issuing a license – 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. This is even more of a reason to regulate these arrangements with a primary residence component included because it alleviates a neighbor's financial burden of having to pursue court action to enforce their private covenants and more appropriately shifts that responsibility onto the city and its staff.

I urge the Commission to pass the final reading of June 2nd version - STR Ordinance, 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' use of real property throughout West Fargo.

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

Contact a City Commissioner - Bernie Dardis

06/13/2025 7:55 PM (CDT)

Contact a City Commissioner - Bernie Dardis

First Name	Susan
Last Name	Hansey
Address	223 Prairiewood Dr S
City	Fargo
State	North Dakota
Zip Code	58103
Phone Number	
Email Address	

Message Susan Hansey, Koala-T Properties LLC, 223 Prairiewood Dr S, Fargo, ND 58103, ,
Date: June 13, 2025
To: West Fargo City Commission, 800 4th Ave E, Suite 1, West Fargo, ND 58078
Subject: Advocacy for Responsible Short-Term Rental Regulation in West Fargo
Dear Mayor Bernie Dardis,
As a resident and experienced short-term rental (STR) host operating in both Fargo and previously in Denver, I'm writing to respectfully advocate for the continued allowance and thoughtful regulation of STRs such as Airbnb and VRBO within the City of West Fargo.
Over the past eight years, I have hosted hundreds of guests from across the region and beyond. My STR properties have served a wide range of essential community needsnot luxury tourism. Most of my guests are everyday people visiting West Fargo for medical care, temporary work, family events, and community-based functions.
Here is what I regularly see in our guest bookings:
- Medical stays: Families traveling from rural North Dakota and Minnesota come for extended medical treatments. They require private, multi-room accommodations to support patients, caregivers, and children, something hotels cannot always provide affordably or comfortably.
- Traveling healthcare professionals: Nurses, technicians, and medical trainees use STRs for short assignments, clinical rotations, and staffing gaps. These essential workers require flexible, home-like accommodations near medical facilities.
- Construction and trade workers: With Fargo's expanding infrastructure and labor

shortage in skilled trades, I regularly host traveling workers contributing to West Fargo's growth. STRs help fill the gap when hotels are overbooked or lack kitchen-equipped spaces.

- Event and life-moment travelers: From weddings and funerals to tournaments, concerts, baby showers, and holidays, guests often arrive in groups or families and need space that is both financially manageable and emotionally comforting.

Many families today are facing significant economic stress. STRs offer more flexible, practical lodging solutions than traditional hotels, especially for longer stays, larger parties, or guests seeking simple comforts like cooking their own meals.

During the COVID-19 pandemic, I converted my properties into housing for frontline medical professionals. Without STR hosts like myself, many cities including ours would have struggled to accommodate the influx of temporary essential workers.

I understand and respect the concerns that come with regulating a growing STR market. As a dual operator of both short-term and long-term rentals, I've worked under Denver's licensing program and understand the need to balance housing availability with quality of life for permanent residents.

With that in mind, I respectfully propose the following regulatory approach:

1. STR Permit or License Requirement - Hosts should be required to register and obtain an annual license from the city to operate. This ensures visibility and accountability.
2. Annual Safety Inspections - Just like long-term rental units, STRs should meet safety standards. I support annual inspections to verify smoke detectors, egress compliance, and property upkeep.
3. Designated Emergency Contact Requirement - Licensed hosts should provide 24/7 contact information in case of neighborhood concerns, noise complaints, or guest issues.
4. Clear Penalties for Problem Properties - The city should reserve the right to suspend or revoke licenses of STRs that violate ordinances or generate repeated complaints ensuring bad actors don't spoil the system for responsible hosts.

These steps allow West Fargo to address concerns around neighborhood integrity and housing affordability without removing a much-needed type of lodging that serves real people in real situations. STRs are not a threat to West Fargo's livability they are part of its solution, especially as the city grows and welcomes more residents, workers, and visitors.

Thank you for your time and consideration. I would welcome the opportunity to participate in any public discussions or workshops regarding STR policy development and share my experience as both a host and community stakeholder.

Sincerely,
Susan Hansey
Koala-T Properties LLC

[REDACTED]

From: [Bernie Dardis](#)
To: [Aaron M. Nelson](#)
Subject: Fw: New Submission - Contact A Commissioner Form
Date: Monday, June 16, 2025 2:47:10 PM
Attachments: [cowflogo_848ea007-1529-4dde-9467-c33717f5384c.png](#)

Bernie Dardis
Mayor, City of West Fargo



Office: 701-515-5054 | Mobile: 701-715-8343
Bernie.Dardis@westfargond.gov
2515 6th Street E, West Fargo, ND 58078
Visit us online: westfargond.gov

From: Bernie Dardis <Bernie.Dardis@westfargond.gov>
Sent: Monday, June 16, 2025 2:46 PM
To: Process Automation and Digital Services <noreply@civicplus.com>
Subject: Re: New Submission - Contact A Commissioner Form

From: Process Automation and Digital Services <noreply@civicplus.com>
Sent: Monday, June 16, 2025 2:45 PM
To: Bernie Dardis <Bernie.Dardis@westfargond.gov>
Subject: New Submission - Contact A Commissioner Form



Contact a City Commissioner - Bernie Dardis

Submission Time: 06/16/2025 2:44 PM (CDT)

Rita Ludemann
3406 2nd St E
WEST FARGO North Dakota 58078

MESSAGE:

Dear Mayor Dardis, I am very concerned about the governance of our city in creating Ordinance 1254 regulating Short Term Rentals (STRs). I believe that this is an unconstitutional restriction on the use of private property and is an unjustified restriction, interfering with small business and individual livelihoods. This ordinance would make West Fargo unfriendly to travelers, reducing economic activity and tourism. First and foremost, by defrauding citizens of their ability to earn income within their private property, the ordinance strips Constitutional rights without due process. Property owners invest significant amounts of time, money and expertise in developing a property within a specific business model (“flipper, LTR, or STR to earn income. They now face the total loss of that investment in a few months if the current version of this ordinance goes into effect. Each owner undergoes a careful process of analyzing its viability as a “flipper,” LTR, or STR, each of which has a very different budget and plan. It is often completely unfeasible to transition to another model without loss, thereby unlawfully depriving the property owner of their right to its use. Even in consideration of zoning principles, the use of these properties remains as a residence, i.e., a place where people reside. It is biased discrimination to arbitrarily eliminate this usage from non-primary residences while allowing Long Term Rentals in the same residential zones. This is truly the fundamental issue which should compel the Commission to change course, planning for reasonable oversight and correction of problems, not elimination in non-primary residences. In addition, this overreach exposes the city to costly legal challenges. Moreover, the Commission is remiss in its presumption that this is good for the city. Very few problems have been cited as a motive for this detrimental decision, only an undisclosed number of complaints about disruptive parties in STRs. Banning an entire business model is the equivalent to banning apples because a few bad ones are found in the bunch, rather than removing select apples. Parties and disruptions do take place in primary residences and long-term rentals as well, and are likewise addressed on a regular basis. The ability to address the property owner when these situations occur is certainly a commonsense procedure to have in place, and can be solved by the registration process. However, the two-hour rule is unrealistically restrictive and should be reconsidered. The community sum gain of allowing STRs is being overlooked. Many, perhaps even most STRs, exist in previously depleted properties which are improved and renovated, thereby enhancing the neighborhood. Without the potential to make income in the proportion offered by a STR, many such properties would never be renovated and

improved. Also, the STR operating platforms (such as VRBO and AirBNB) reinforce continual enhancement. Each review incentivizes owners to carefully watch over and maintain their property, to a much higher degree than LTRs. In addition, this ordinance would unnecessarily limit commerce and tourism dollars spent within the City. Private STRs serve not only a preference, but a need for many people. It is an unfounded assumption that they are largely inhabited by those who are disruptive to the community. Many families, including mine, choose STRs for the kitchen facilities and space to gather communally. This is driven by health issues (food sensitivities, dietary restrictions, and tube-feeding among them), which prevent us from eating at restaurants and which hotels do not accommodate. Not only related family members, but also friends, choose the STR for financial reasons and to spend time together. In fact, it is much less disruptive for groups to find a spacious home to spend time rather than to overwhelm the common areas of a hotel or squeeze too many individuals into a hotel room. Capping the number of non-related inhabitants at five is an arbitrary limitation and constitutes discrimination in defining what constitutes a legitimate. I have personally led a number of school groups in traveling with around 15 mostly non-related individuals. These valuable educational relationship-building trips would have been impossible if not for large STRs. We needed to nourish our group with healthy, affordable food, and could not provide adequate supervision within a hotel that allowed strangers right outside each bedroom. This would apply to many other types of teams, educational, medical care, and/or mission-minded groups traveling as well. It is a short-sighted assumption, with harmful side-effects, that limiting the number of people will eliminate problems. Appropriate occupancy and parking provisions should be based on each property's actual capacity and layout, not blanket restrictions. Our family members are currently in danger of missing out on a 56-year family reunion tradition precisely because of the lack of available short-term rentals with adequate kitchen space and bedrooms for our large group. This is not a model of business in travel accommodation that will or should go away, as it provides a valuable service. Please note that this ordinance does not acknowledge or exclude properties from registering which are used as rentals very minimally. This may include renting out one's home to take advantage of the Augusta Rule (which is less than 14 days per year). Investing in registration should not be required for minimal and highly irregular use. As previously stated, the limits to commerce and tourism are at best a governmental overreach, based on a few anecdotal opinions shared. The new ordinance does not fulfill governmental purpose in protecting the constitutional rights of property owners, needs of small business owners, nor

best financial interest of the community in developing commerce, improving neighborhoods, and inviting tourism to West Fargo. I ask you to focus on your ultimate responsibility and goals, reconsidering this ordinance and its tenets at the very core. A few complaints call for skilled leadership and problem solving, not a harmfully restrictive law which is life-changing to the many who desire to use their private property in providing guest residences to visitors of West Fargo. STRS are a healthy business model, providing an overall enhancement to our neighborhoods, and a warm welcome meeting the needs of a wide variety of travelers. Thank you so much for your dedication and investment in hearing these concerns and in serving our city. I would welcome the opportunity to discuss this issue directly. Sincerely and gratefully, Rita Ludemann [REDACTED]

Please find a PDF of submission details attached to this email.



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:

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION SETTING FEES AND FINES FOR
THE SHORT-TERM RENTAL ORDINANCE

WHEREAS, the City of West Fargo, pursuant to Section 10-1605 of the Revised Ordinances of 1990 of the City of West Fargo, has established that the annual license application and renewal fee and fines for violations of the Short-Term Rental Ordinance shall be established by resolution of the Board of City Commissioners; and

WHEREAS, the City desires to set the rates pursuant to Section 10-1605.

NOW THEREFORE, be it resolved by the Board of City Commissioners of the City of West Fargo that, pursuant to Section 10-1605 of the Revised Ordinances of 1990 of the City of West Fargo, the annual license application and renewal fee and the fines for violations of the Short-Term Rental Ordinance shall be set as follows:

	<u>FEE</u>
Annual License Application and Renewal	\$150.00
<u>Fines for Violations:</u>	
First Offense	\$250.00
Second Offense	\$500.00
Third and Subsequent Offenses	\$1,000.00

The fees as set forth herein shall be effective as of September 1, 2025, which is the effective date of the Ordinance.

Dated: June 16, 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.

AGENDA ITEM DESCRIPTION
CITY COMMISSION
WEST FARGO, NORTH DAKOTA

1. CONTACT PERSON: Aaron Nelson, Planning Director
2. PHONE NUMBER: 701-515-5370 DATE: June 16, 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. The first reading was approved by the City Commission on June 2, 2025.
5. SITE ADDRESS OR LEGAL DESCRIPTION (if applicable): N/A
6. ACTION BEING REQUESTED FROM CITY COMMISSION:
Approve second 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 – Approval
City Commission Public Hearing & 1 st Reading:	6-2-2025 – Approval
City Commission 2 nd Reading:	6-16-2025

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**

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

Keith Weston
Chairman
Fargo, North Dakota

Dave Branson
Manager
Fargo, North Dakota

Rick Steen
Manager
Fargo, North Dakota

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.

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

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: City Administrator, Dustin Scott
Date: June 16, 2025
Subject: Contract for Incarceration of Inmates at Cass County Jail
Action: Approve contract with effective date of July 1, 2025

Commission President

Bernie Dardis

Primary Portfolio:
Administrative Services

Secondary Portfolio:
Police & Fire

Commission Vice President

Brad Olson

Primary Portfolio:
Police & Fire

Secondary Portfolio:
Street, Water & Sewer

Commissioner

Roben Anderson

Primary Portfolio:
Community &
Development Services

Secondary Portfolio:
Administrative Services

Commissioner

Amy Zundel

Primary Portfolio:
Street, Water & Sewer

Secondary Portfolio:
Sanitation

Commissioner

Rory Jorgensen

Primary Portfolio:
Sanitation

Secondary Portfolio:
Community &
Development Services

City Administrator

Dustin Scott

Summary:

The City of West Fargo contracts with Cass County for the incarceration of individuals arrested for municipal violations or held on warrants issued by the West Fargo Municipal Court. The existing agreement, in place since 2008, established a combined daily incarceration and booking rate of \$85 per inmate and has remained unchanged for 17 years.

Cass County has proposed a new three-year agreement updating the fee structure and service terms to reflect the increased complexity and cost of modern jail operations. While the original effective date was January 1, 2025, staff have agreed to commence on July 1, 2025. The new contract includes expanded service categories and incorporates annual rate adjustments tied to the Midwest Consumer Price Index (CPI).

Key Changes:

- Daily incarceration rate increases to \$120 per inmate, per day
- Flat rate of \$120 for detox holds (N.D.C.C. 05-01-05.1)
- \$50 per day rate for community supervision placements
- Annual fee adjustments based on the Midwest Consumer Price Index (CPI) begin January 1, 2026
- Clarified provisions regarding medical care, ITV court staffing, and billing practices

Fiscal Impact:

The increased rates were anticipated and included in the City's approved 2025 budget.

Recommendation:

Approve the contract as presented, with an effective date of July 1, 2025, to allow for administrative implementation.

Contract for Incarceration of Adult Inmates at Cass County Jail

The parties to this contract (the “Contract”) are Cass County, North Dakota (COUNTY), via the Cass County Sheriff’s Office, and City of West Fargo, a North Dakota home rule city and municipal corporation (CITY).

1. TERM OF CONTRACT

The term of this Contract is for a period of thirty-six (36) months, commencing on July 1, 2025. All terms of this Contract, except for stipulations regarding annual rate adjustments, shall remain in effect unless terminated or amended per the Contract terms.

2. TERMINATION

Either party may terminate this Contract for any reason with written notice to the other party at least ninety (90) calendar days in advance of termination. Termination does not excuse financial obligations incurred before the notice or during the 90-day window after drafting of delivery of the notice.

3. SCOPE OF SERVICE

The COUNTY, in exchange for compensation paid by the CITY under this Contract, agrees to provide for custody of offenders arrested for CITY municipal code violations or warrants issued by the West Fargo Municipal Court. COUNTY also agrees to provide for care and custody of intoxicated persons detained by the West Fargo Police Department under N.D.C.C. § 5-01-05.1. Custody services include the following:

- a. Initial intake and booking services, including fingerprinting and mugshots applicable under N.D.C.C. and NDDOCR Facility Rules;
- b. Collection and forwarding of Cash Bail and Bail Bonds, as set by the West Fargo Municipal Court, including any paperwork required by the court;
- c. Inventory and storage of personal property of persons incarcerated under this Contract in accordance with the N.D.C.C., the NDDOCR Facility Rules, and the policy established by the Cass County Sheriff
- d. Secure housing of persons ordered held by the court after initial appearance;
- e. Food, clothing, and hygiene supplies in accordance with NDDOCR Facility Rules;
- f. Post-intake supervision and monitoring for medical needs, including access to jail medical and mental health staff for developing or ongoing health care needs; and

- g. Access to Alternative Custody program(s) offered by the Cass County Sheriff's Office.

4. BASE COMPENSATION

- a. Commencing on July 1, 2025, CITY will pay COUNTY for the services provided by the COUNTY at the rate of \$120 per day, per inmate. Annual adjustments to this rate will take effect January 1, 2026, and January 1, 2027, in an amount based on the Midwest CPI published by the U.S. Bureau of Labor Statistics. Such rate increases shall be determined by using the most recent data available at the time COUNTY finalizes its budget each calendar year.
- b. CITY will pay to COUNTY a flat rate of \$120 for each individual placed solely for care under N.D.C.C. § 5-01-05.1 commencing July 1, 2025, with an increase each year thereafter based on the Midwest CPI published by the U.S. Bureau of Labor Statistics.
- c. CITY will pay to COUNTY at the rate of \$50 per day for placement under Community Supervision.
- d. Services will be invoiced every month. COUNTY shall bill the CITY for the calendar day that a person is admitted, and for each full day until discharge, but not for the day of discharge unless it is the same day as admission.
- e. COUNTY will not bill CITY for any custody days where an individual has a concurrent custody offense through the East Central Judicial District, or where the COUNTY is being compensated by another entity/jurisdiction for the same inmate. A compensation determination matrix can be found in Appendix A.

5. RIGHT OF REFUSAL

COUNTY has the right to refuse to provide service under this Contract for any person where, in the opinion of the Sheriff's Office, holding the individual would be contrary to the policy of the Cass County Sheriff's Office or contrary to the NDDOCR Facility Rules. COUNTY also reserves the right to discontinue service already in progress where individual circumstances arise during incarceration that would be contrary to the policy of the Cass County Sheriff's Office or contrary to the NDDOCR facility rules.

6. AUTHORITY

This contract is entered into under N.D.C.C. § 12-44.1-02.

7. COURT APPEARANCES

- a. CITY is responsible for ensuring compliance and scheduling of court appearances of CITY inmates. CITY shall provide proper notice to the Cass County Jail of all individuals required to appear in court, sufficient to accommodate any notifications and

preparations for temporary transfer of custody.

- b. COUNTY agrees to provide access to equipment and space in the jail for conducting municipal court appearances via remote interactive video (ITV). Scheduling of ITV equipment will be coordinated by COUNTY and shall not interfere with any previously scheduled sessions by the East Central Judicial District or with any other previously scheduled uses by other entities.
- c. CITY shall provide staff, at CITY expense, to attend such remote interactive court sessions for the purposes of coordinating all court activities and supervision of attending inmates. While supervising inmates during ITV court, CITY staff shall have the same powers and authority as COUNTY staff would have during such supervision. In the event that CITY is unable to schedule staff for ITV court, CITY may request COUNTY to provide staff, subject to COUNTY availability. In the event that neither party can provide staff coverage, CITY shall delay or reschedule ITV court until staffing can be arranged.

8. APPLICABLE LAW AND VENUE

This Contract is governed by and construed in accordance with the laws of the State of North Dakota. Any action to enforce this contract must be brought in Cass County, North Dakota.

9. MERGER AND MODIFICATION

This Contract constitutes the entire agreement between parties. There are no understandings, agreements, or representations, oral or written, not specified within this Contract. This Contract cannot be modified, supplemented, or amended, in any manner, except by written agreement signed by the governing body of both parties.

10. TRANSPORT

- a. CITY is responsible for providing initial transportation of arrested individuals to the jail and between the jail and municipal court for any necessary appearances.
- b. Absent any existing guidance or order from the West Fargo Municipal Court regarding disposition of CITY inmates needing outside medical care, CITY will reimburse COUNTY subject to supplemental rates established in this Contract. CITY may elect to provide transportation of CITY inmates to outside medical care at its own expense.
- c. COUNTY is responsible for transportation of CITY inmates between the Cass County Jail and any other facility subcontracted to hold inmates for Cass County in the event that a CITY prisoner is temporarily moved to another facility. County shall bill CITY the same rate the temporary detention facility bills County for any full day (24 hour) period.

11. RIGHT OF ENTRY

CITY reserves the right to enter the Cass County Jail, under reasonable conditions and upon reasonable notice to COUNTY, for the purpose of inspecting the facility. CITY is also granted the right of access to interview any prisoner of CITY jurisdiction. CITY is obligated to comply with the policies of the Cass County Sheriff's Office and the NDDOCR Facility Rules during any inspection or inmate interviews.

12. PRISON RAPE ELIMINATION ACT (PREA)

COUNTY shall comply with the Prison Rape Elimination Act (PREA), 42 U.S.C. § 15601, and all applicable PREA Standards for the prevention, detection, monitoring, investigation, and eradication of any form of sexual abuse and sexual harassment with the Cass County Jail.

Compliance includes education of staff, volunteers, contractors, and inmates.

13. SUPPLEMENTAL REIMBURSEMENTS

CITY is financially responsible to reimburse the COUNTY for costs and expenses incurred, or to directly pay third party providers, for the following:

- a. Transportation by COUNTY to any outside provider for any necessary assessment, appointment, or treatment, at a rate of \$45 per hour, per COUNTY escort staff member.
- b. Actual costs of any necessary assessments, treatments, or services obtained by outside providers of medical or behavioral health services, including hospitalization costs.
- c. Actual costs of any necessary medications or medical devices.
- d. Actual costs of any necessary transportation by ambulance.
- e. Absent any existing guidance or order from the West Fargo Municipal Court regarding disposition of CITY inmates needing outside medical care, CITY will reimburse COUNTY at a rate of \$45 per hour, per COUNTY staff member, for external guard duty of any CITY prisoner admitted to a local hospital. COUNTY shall determine and notify the CITY of any instance where two (2) guards are deemed necessary for security reasons, and CITY may elect to provide second person coverage or fully reimburse the COUNTY for two (2) guards in such instances. In the event of a custody discharge order from the Municipal Court, COUNTY will only bill CITY for actual hours incurred prior to receipt of the discharge order.

COUNTY will not bill CITY the base daily housing rate for any full calendar days that an inmate is admitted to a local hospital and being guarded by COUNTY staff under this provision.

14. FORCE MAJEURE

Neither party shall be held responsible for default caused by fire, nature, acts of God, or any unforeseen event such as technological disruption, community disturbances, or delays due to facility emergencies if the event is beyond the party's control and the affected party provides reasonable and prompt notice of the event causing the delay or default or which is reasonably expected to cause delay or default.

15. INUREMENT CLAUSE

The parties agree that all of the rights, remedies, and liabilities hereunder imposed upon either of the parties will extend to their heirs, administrators, successors, and assigns.

16. COUNTERPARTS AND AMENDMENTS

This Contract may be executed in any number of counterparts, each of which shall be deemed to be an original, but all of which together shall constitute but one and same instrument.

17. UNENFORCEABLE PROVISION

In case any provision in this Contract shall be invalid, illegal, or unenforceable, the validity, legality, and enforceability of the remaining provisions shall not in any way be affected or impaired thereby and such provision shall be ineffective only to the extent of such invalidity, illegality, or unenforceability.

18. MAILING ADDRESSES AND CONTACTS

All notices, reports, and correspondence to the respective parties of this Contract shall be mailed to the following:

Jail Administrator
Cass County Jail
450 34th St. S.
Fargo, ND 58103

Finance Director City of West Fargo
2515 6th Street E.
West Fargo, North Dakota 58078

With Copies to:
Clerk of Municipal Court
800 Fourth Ave. E., Suite 1
West Fargo, ND 58078

West Fargo Chief of Police
800 Fourth Ave. E., Suite 2
West Fargo, ND 58078

IN WITNESS WHEREOF, the parties caused this Contract to be executed.

County of Cass, North Dakota
Cass County Commission Chair

Printed Name _____ Date _____

Signature _____

City of West Fargo, a North Dakota home rule city and municipal
corporation
Mayor of West Fargo

Printed Name _____ Date _____

Signature _____

APPENDIX A

Cass County Billing Matrix

The following billing matrix is used to determine the responsible party for costs associated with inmate custody at the Cass County Jail.

Holds for other agencies are not considered “active” and are not considered for billing purposes.

Change billing as charges are resolved/discharged if Jurisdiction changes.

Other Jurisdictions do not pay for the last day of custody. If the responsible agency changes, start billing the new agency the day of the change, so that no double billing will occur.

Jurisdiction(s) with Active Charges Or Warrants

Cost Responsibility

East Central District Only	Bill to Cass County
East Central & any other jurisdiction	Bill to Cass County
Other State Fugitive Warrant Only	Bill to Cass County
Federal Only	Bill to Federal Agency
Fargo or West Fargo Only	Bill to Respective City
Both Fargo and West Fargo, & no other Arrested by City Police Agency	Bill to Arresting Agency
Both Fargo and West Fargo warrants, & no other charges Arrested by other than City Police	Bill to Agency with Oldest Warrant
Housing only for Other County	Bill to Other County

2026 Budget Update

June 16 City Commission Meeting

Purpose of tonight's presentation

- Maintain transparency
- Share progress on the 2026 budget process
- Highlight legislative (HB 1176) and other state/federal changes
- Explain staff priorities and guiding approach
- Share commissioner feedback
- Invite questions and discussion

Timeline (** denotes City Commission meeting*)

- **Mar/Apr** – DH's draft and submit budgets and finance begins to compile
- **April 30** – Library hosted “Budget Basics” presentation
- **May/June** – Administrative review and commissioner feedback sessions
- **June 16*** – Review process, priorities, state/fed changes, and next steps
- **July 21*** – Present first draft of Preliminary Budget
- **August 4*** – Approve Preliminary Budget and set public hearing
- **September 8*** – Hearing to receive comments, and make changes
- **September 22*** – Review Final Budget (approve if ready)
- **October 6*** – Approve Final Budget (if needed)
- **October 10** – Deadline to submit certified budget to the County Auditor

Current Status

- Budget remains actively under refinement as revenue projections are solidified, and priorities/expenses are evaluated
- First budget draft is scheduled for presentation at the July 21 City Commission Meeting

Revenue Forecasting

- Market volatility and changes or delays in major revenue streams presenting a challenge
- Property taxes (HB 1176)
 - Statewide training on how to calculate and manage property tax revenue held this afternoon
 - Will be able to solidify before July 21st presentation
- Sales Tax (Capital Improvement, Econ Dev, and Public Safety)
 - 6% growth from 2024 actual collection (3% annually)
- Utility Funds (Water, Sewer, Sanitation, Forestry, Vector)
- Increasing permit and licensing fees
- State and Federal funding uncertainties

State and Federal Impacts

- **HB 1176** established a 3 % cap on annual property-tax revenue growth (new growth still exempt)
- Still waiting on information and guidance for State Aid, Highway Tax, and other revenue sources
- Changes to Prairie Dog funding
 - Received **\$2.5 million** in 2023-25 (of **\$10.5M** potential)
- Changes to and elimination of federal funding programs (e.g., FEMA, DOT, Commerce, etc.)
- Effect on inflation, market, and other external factors impacting the budget

Commissioner Feedback

- Department Heads & City Administrator gathered feedback from Commissioners on Departmental Expenditures.
- Feedback was used to determine prioritization of key services and adjust departmental requests.

Budgeting with Purpose

- Fiscal responsibility and operational efficiency
- Maintain high-quality core services & public safety
- Support a growth mindset and long-term resilience
 - Learning, evolving, improving...for the future
- Value employee retention and department goals
- Disciplined Prioritization
 - E.g., delay non-critical purchases while managing replacement risks
- Explore outside the box ideas and seek proactive solutions

Projecting Expenditures

- Projecting costs over a year in advance within a volatile climate presents challenges
 - Approach with historical data and prepare for changes
- Standard operational items vs new requests
- Equipment/Vehicles/Etc.
 - Delay new purchases to 2027
 - Evaluate replacement risk and prioritize accordingly
- Staff requests
 - Stagger hiring, wait another year, etc.

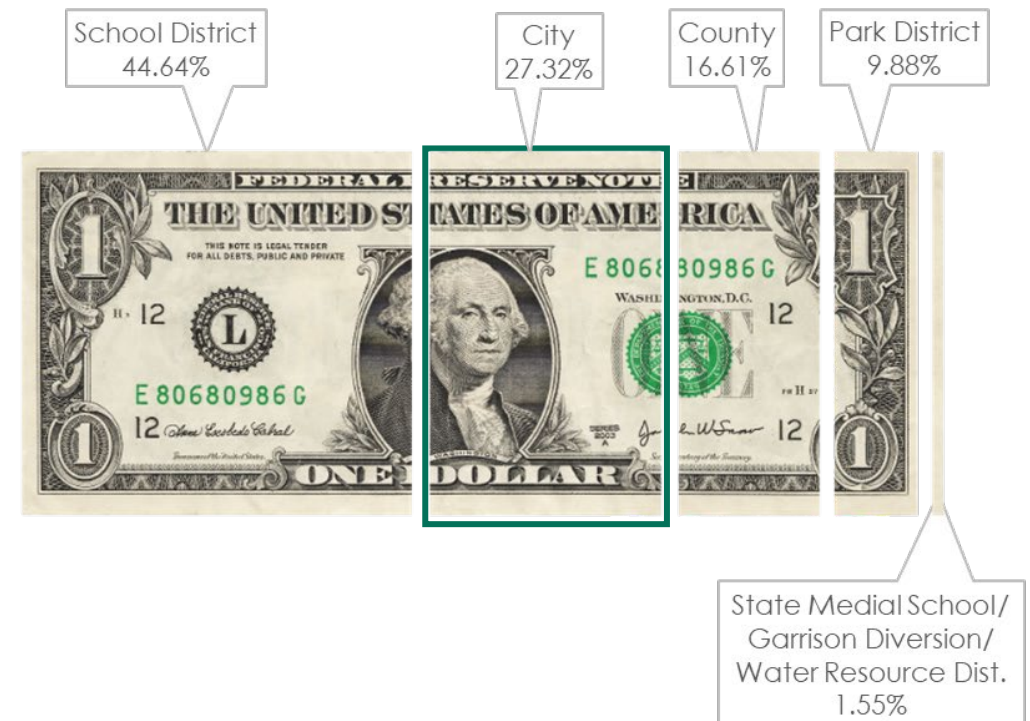
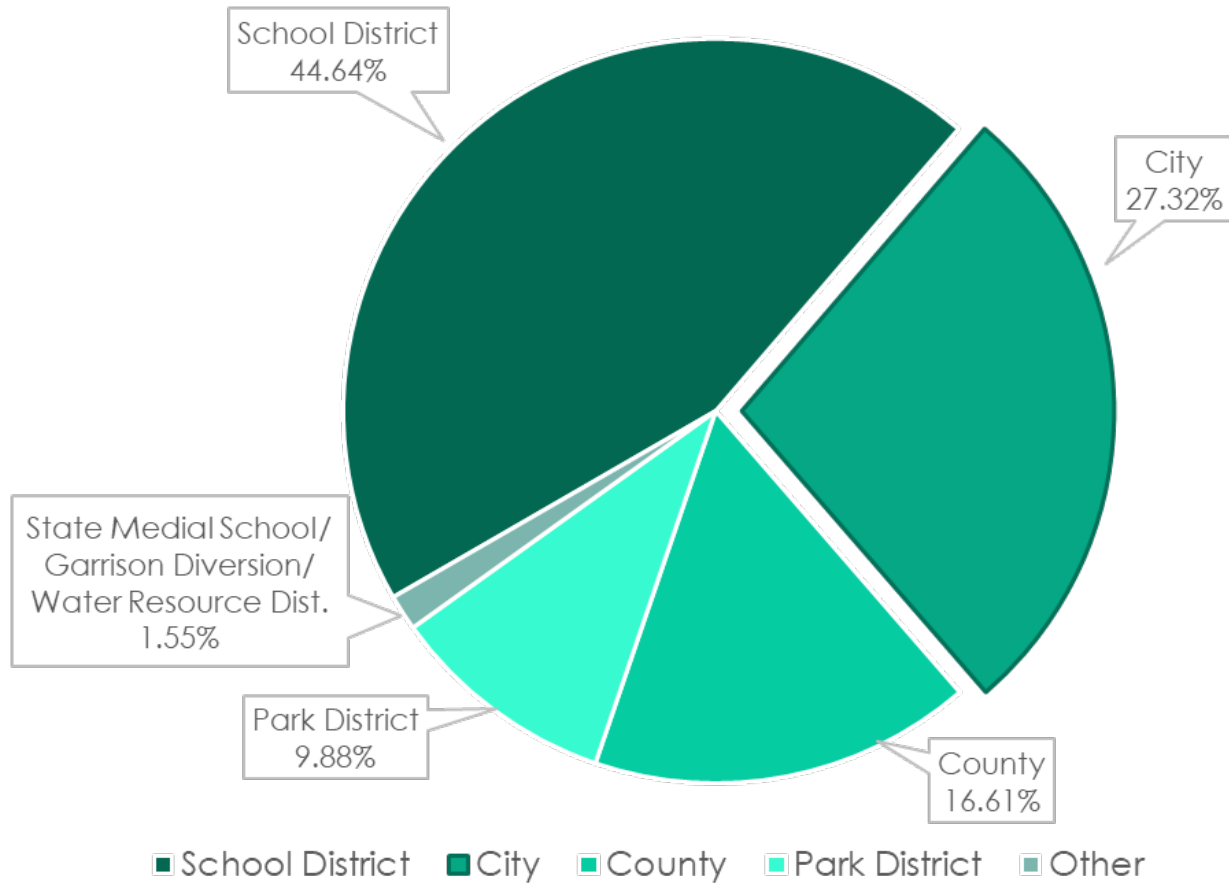
Employee Compensation & Benefits

- COLA proposal: **2.5 %**
 - Midwest CPI (May 2025): 2.4 %
 - Cass County proposal: 2.4 %
 - Monitoring Fargo and other peers
- Conservative baseline with a **10 % increase** in health benefits
- Balance competitiveness with financial restraint



Historical COLA	
2018	2.0%
2019	2.0%
2020	1.0%
2021	1.0%
2022	4.0%
2023	4.0%
2024	4.0%
2025	2.5%

Property Tax Distribution (2025 Equalization Report)



Path to the Preliminary Budget

- Solidify revenue projections and refine expenditures
- Seek alternative funding sources
 - Still need state funding info to make informed decisions
- Potential (and prudent) use of reserves
 - Look to develop policy and long-term plan
- Considering transfer from Utility Funds
 - up to 20 % of surplus per NDCC
- Collaborative effort → staff and commissioners

Summary

- Challenging but navigable fiscal path
- Committed to transparency, disciplined prioritization, and finding proactive/sustainable solutions
- Establish a fiscally responsible budget focused on high quality service, ensuring West Fargo remains a safe, clean, and prosperous community.
- First draft of the Preliminary Budget will be presented at the July 21 commission meeting

Find West Fargo City Budget Information

- ***westfargond.gov/1183/City-Budget***
 - Historical budgets (2018-2025)
 - 2026 budget materials and meeting dates
- Refer to the “Contact Form Center” on the City’s home page at westfargond.gov





To: West Fargo City Commission
From: Aaron Nelson, Planning Director
Date: June 16, 2025

Subject: Planning & Building Inspection Fee Updates

Action: Approve resolutions adopting updated fee schedules

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:

Staff is proposing to update several development-related fee schedules which have not been updated for many years, including building permit fees, development entitlement fees, and standard land values for subdivision cash-in-lieu of land dedication. This cover memo accompanies several resolutions for the City's adoption of these updated fee schedules administered by the Planning Department. The proposed fees more accurately reflect the costs of service delivery while remaining consistent with fees charged by similar municipalities within the region.

Recommended action: Approve the resolutions adopting the attached development fee schedules.

Policy Analysis:

The proposed fee adjustments are consistent with the goals and policies outlined in the City's Comprehensive Plan, especially its guiding principle of fiscal responsibility. The updated fees are intended to ensure development-related costs are borne more proportionately by applicants as opposed to the general citizen.

Financial Analysis:

The proposed fee schedules will increase development-related fees overall and would result in additional annual revenues.

Process/Timeline:

- Development entitlement fees were last updated in 2007.
- Building permit & inspection fees were last updated in 2016.
- Land values for cash-in-lieu of land dedication were last updated in 2017.
- If approved, the new fee schedules would take effect August 1, 2025.

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION SETTING RESIDENTIAL BUILDING PERMIT FEES

WHEREAS, the City of West Fargo, pursuant to Section 5-0102 of the Revised Ordinances of 1990 of the City of West Fargo, has established that the schedule of fees for building permits shall be in such amounts as shall be established by resolution of the Board of City Commissioners.

WHEREAS, the City desires to set the rates pursuant to Section 5-0102.

NOW THEREFORE, be it resolved as follows:

That pursuant to Section 5-0102 of the Revised Ordinances of 1990 of the City of West Fargo, building permit fees shall be set as follows:

<u>Total Valuation</u>	<u>Fee</u>
Up to and including \$1,000	\$45.00
\$1,001 to \$100,000	\$45.00 for first \$1,000 plus \$5.40 for each additional \$1,000 or fraction thereof
\$100,001 to \$500,00	\$579.60 for first \$100,000 plus \$2.97 for each additional \$1,000 or fraction thereof.
Demolition Permit:	\$100.00 standard fee or \$50.00 for buildings under 400 sf and without utility services
Structural Relocation Permit:	\$300.00 standard fee within City limits/\$150.00 standard fee within extraterritorial jurisdiction; or \$50.00 for buildings under 400 sf and buildings without utility service
Board of Appeals	\$150.00

Other Inspections and Fees:	
Inspections charge outside of normal business hours (min. charge – 1 hour)	\$75.00 per hour*
Reinspection fees assessed under Sections 108 & 109 of the International Building Code	\$75.00 per hour*
Inspection fees for which No fee is specifically indicated (min. charge – 1 hour)	\$75.00 per hour*
Additional plan review required by changes, additions or revisions to plans (min. change – 1 hour)	\$75.00 per hour*

For use of outside consultants for plan checking, inspections, or both	Actual Cost**
--	---------------

*Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

**Actual costs include administrative and overhead cost.

The fees as set forth herein shall be effective as of August 1, 2025.

Dated: June 16, 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 SETTING COMMERCIAL BUILDING PERMIT FEES

WHEREAS, the City of West Fargo, pursuant to Section 5-0102 of the Revised Ordinances of 1990 of the City of West Fargo, has established that the schedule of fees for building permits shall be in such amounts as shall be established by resolution of the Board of City Commissioners.

WHEREAS, the City desires to set the rates pursuant to Section 5-0102.

NOW THEREFORE, be it resolved as follows:

That pursuant to Section 5-0102 of the Revised Ordinances of 1990 of the City of West Fargo, commercial building permit fees shall be set as follows:

<u>Total Valuation</u>	<u>Fee</u>
Up to and including \$1,000	\$50.00
\$1,001 to \$25,000	\$50.00 for first \$1,000 plus \$12.38 for each additional \$1,000 or fraction thereof, up to and including \$25,000.
\$25,001 to \$50,000	\$347.12 for first \$25,000 plus \$8.45 for each additional \$1,000 or fraction thereof, up to and including \$50,000.
\$50,001 to \$100,000	\$558.37 for the first \$50,000 plus \$5.96 for each additional \$1,000 or fraction thereof, up to and including \$100,000.
\$100,001 to \$500,000	\$856.37 for the first \$100,000 plus \$4.84 for each additional \$1,000 or fraction thereof
\$500,001 to \$1,000,000	\$2,792.37 for the first \$500,000 plus \$4.73 for each additional \$1,000 or fraction thereof.
Demolition Permit:	\$100.00 standard fee or \$50.00 for buildings under 400 sf and without utility services
Structural Relocation Permit:	\$300.00 standard fee within City limits/\$150.00 standard fee within extraterritorial jurisdiction; or \$50.00 for buildings under 400 sf and buildings without utility service
Sign Permits:	\$25.00 or \$0.25 per square foot of display area ("face" area), whichever is greater

Board of Appeals	\$150.00 filing fee
Plan Review:	Twenty percent (20%) of the attributable building permit fee. Minimum fee \$50.00

Other Inspections and Fees:	
Inspections charge outside of normal business hours (min. charge – 2 hours)	\$75.00 per hour*
Reinspection fees assessed under Sections 108 & 109 of the International Building Code	\$75.00 per hour*
Inspection fees for which no fee is specifically indicated (min. charge – 1 hour)	\$75.00 per hour*
Additional plan review required by changes, additions or revisions to plans (min. charge – 1 hour)	\$75.00 per hour*
For use of outside consultants for plan checking, inspections, or both	Actual Cost**

*Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

**Actual costs include administrative and overhead cost.

The fees as set forth herein shall be effective as of August 1, 2025.

Dated: June 16, 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 SETTING RESIDENTIAL HVAC EQUIPMENT PERMIT FEES

WHEREAS, the City of West Fargo, pursuant to Section 5-0102 of the Revised Ordinances of 1990 of the City of West Fargo, has established that the schedule of fees for HVAC equipment permits shall be in such amounts as shall be established by resolution of the Board of City Commissioners.

WHEREAS, the City desires to set the rates pursuant to Section 5-0102.

NOW THEREFORE, be it resolved as follows:

That pursuant to Section 5-0102 of the Revised Ordinances of 1990 of the City of West Fargo, residential heating, ventilation, and air conditioning equipment permit fees shall be set as follows:

	<u>Fee</u>
Residential Air Handling Unit	\$45.00
Residential Central Air/Heat Pump	\$45.00
Residential Duct Work Addition:	
Per heat run or register	\$5.00
Minimum Fee	\$45.00
Residential Gas Appliances (Range, Clothes Dryer, Outdoor Grill, Lamps, etc.) Per Appliance	\$40.00
Residential Heating Appliance	
Initial 200,000 BTU input	\$45.00
Additional 200,000 BTU input	\$20.00
Maximum fee per unit	\$160.00
Solid Fuel-Burning Space-Heating Stove (Wood or Coal)	\$40.00
Temporary Heat	\$40.00
VAV's	\$10.00
Minimum Fee	\$30.00

Other Inspections and Fees:	
Inspections charge outside of normal business hours (min. charge – 2 hours)	\$75.00 per hour*
Reinspection fees assessed under Sections 108 & 109 of the International Building Code	\$75.00 per hour*

Inspection fees for which no fee is specifically indicated (min. charge – ½ hour)	\$75.00 per hour*
Additional plan review required by change, additions, or revisions to plan (minimum charge – ½ hour)	\$75.00 per hour
Use of outside consultants for plan checking, inspections, or both	Actual Cost**

*Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

**Actual Cost includes administrative and overhead cost.

The fees as set forth herein shall be effective as of August 1, 2025.

Dated: June 16, 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 SETTING COMMERCIAL HVAC EQUIPMENT PERMIT FEES

WHEREAS, the City of West Fargo, pursuant to Section 5-0102 of the Revised Ordinances of 1990 of the City of West Fargo, has established that the schedule of fees for permits shall be in such amounts as shall be established by resolution of the Board of City Commissioners.

WHEREAS, the City desires to set the rates pursuant to Section 5-0102.

NOW THEREFORE, be it resolved as follows:

That pursuant to Section 5-0102 of the Revised Ordinances of 1990 of the City of West Fargo, HVAC equipment permit fees shall be set as follows:

	<u>Fee</u>
Addition to Duct Work:	
Per damper (fire, smoke, or fire/smoke)	\$15.00
Per heat run or register	\$4.00
Minimum Fee	\$40.00
Addition to Hot Water or Steam System:	
Per unit of radiation	\$4.00
Minimum fee	\$40.00
Air Handling Unit; Fan/Coil Units	\$45.00
Air-to-Air Exchangers (multi-family, 4-plex or over)	\$45.00
Air, Water, or Steam Furnace (installation or replacement)	
Initial 200,000 BTU input	\$45.00
Additional 200,000 BTU input	\$20.00
Maximum fee per unit	\$150.00
Bathroom Exhaust Fans & Dryer Vents (multi-family, 4 plex or over)	\$5.00/ea
Minimum Fee	\$30.00
Commercial Kitchen Hood	\$80.00
Commercial or Industrial Gas or Oil Burning Equipment:	
Initial 200,000 BTU input	\$45.00
Additional 200,000 BTU input	\$20.00
Maximum fee per unit	\$160.00
Cooling Systems (central air chillers, cooling towers):	
Up to 10 tons	\$45.00
Each 10 tons thereafter	\$20.00
Maximum fee per unit	\$160.00

Cooling System Addition, Cooling Coil	\$40.00
Fan Connected to Single Duct	\$35.00
Gas-fired Cooling System:	
Initial 200,000 BTU input	\$45.00
Additional 200,000 BTU input	\$20.00
Maximum fee unit	\$160.00
Gas Piping Only	\$40.00
Gas, Oil Conversion Burner or Solid Fuel:	
Initial 200,000 BTU input	\$45.00
Additional 200,000 BTU input	\$20.00
Maximum fee per unit	\$160.00
Geothermal:	
Per loop	\$5.00
Minimum fee	\$40.00
Heat Pump & Backup Heat (gas, oil, electric):	
Initial 200,000 BTU input	\$80.00
Additional 200,000 BTU input	\$20.00
Maximum fee per unit	\$160.00
Heat Pump in Ducted System (backup heat, existing)	\$45.00
Installation of a Fuel-fired Space or Wall Heater	\$45.00
Installation of a Hot Water Unit Heater, Cabinet Unit Heater Convactor, Steam Heat Exchanger, Steam Apparatus, Converter, Hydronic Coil (hot water, steam, chill water):	
Initial 200,000 BTU input	\$40.00
Additional 200,000 BTU input	\$20.00
Installation of Fuel Oil Tank Not Requiring a Building Permit	\$45.00
LP Gas	
Containers less than 151 gallons	\$45.00
Containers from 151 to 1,200 gallons	\$65.00
Containers larger than 1,200 gallons	\$125.00
LP for construction	\$45.00
Pumps, vaporizers, pump station, etc.	\$30.00
Minimum Inspection Fee	\$40.00
Re-heat Coil	\$24.00
Repair Work When Permit Required (parts & labor over \$75.00)	\$34.00

Solid Fuel-burning (wood or coal) Space Heating Stove	\$38.00
Temporary Heat	\$36.00
VAV's each	\$10.00
Minimum Fee	\$30.00

Other Inspections and Fees:	
Inspections charge outside of normal business hours (min. charge – 2 hours)	\$75.00 per hour*
Reinspection fees assessed under Sections 108 & 109 of the International Building Code	\$75.00 per hour*
Inspection fees for which no fee is specifically indicated (min. charge – ½ hour)	\$75.00 per hour*

*Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

The fees as set forth herein shall be effective as of August 1, 2025.

Dated: June 16, 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 SETTING FEES TO COVER THE COST OF PROCESSING
APPLICATIONS, CONDUCTING REVIEWS, ADVERTISING FOR AND HOLDING
PUBLIC HEARINGS, RECORDING DOCUMENTS, AND OTHER EXPENSES
INCIDENTAL TO THE APPROVAL OF DEVELOPMENT ENTITLEMENTS
APPLICATIONS, PERMITS & LICENSES**

WHEREAS, the City of West Fargo incurs certain costs in considering various development-related applications, permits, and licenses; and

WHEREAS, the City of West Fargo recognizes the importance of establishing clear and equitable fees for such services to ensure fiscal responsibility and transparency; and

WHEREAS, applications, permits, and licenses are pursued for the benefit of the applicant or property owner; and

WHEREAS, the City intends to recover costs associated with these activities in order to provide efficient service delivery and ensure that such costs are borne equitably by those benefiting from the service.

NOW THEREFORE, be it resolved by the Board of City Commissioners of the City of West Fargo that the person(s) requesting consideration of such development entitlement applications, permits, and/or licenses shall be charged fees at the time of application to cover certain costs according to the following fee schedule:

<u>TYPE OF APPLICATION</u>	<u>FEE</u>
Access Permit	\$200.00
Annexation	\$700.00
Conditional Use Permit	\$400.00
Rezoning/Ordinance Amendment	\$600.00
Planned Unit Development (PUD) Rezone and Concept Plan	\$800.00
Planned Unit Development (PUD) Detailed Development Plan	\$150.00
Simple Lot Split	\$300.00
Retracement Plat	\$450.00
Subdivision (Minor)	\$500.00 + \$20.00/lot

Subdivision (Major)	\$700.00 + \$20.00/lot
Variance	\$500.00
Zoning Confirmation Letter	\$150.00
Zoning Written Interpretation	\$150.00
Pool Permit/Site Plan Review (Independent of Building Permit Application)	\$150.00
Sign Annual License (Portable & High Impact)	\$150.00
Sign Placement Permit (Portable & High Impact)	\$30.00
Sign Plan Review (Permanent Sigs)	\$50.00
House Moving Annual License	\$100.00
House Moving Permit	\$200.00
HVAC Annual License	\$100.00
Mobile Home Park Annual License	\$100.00

The fees as set forth herein shall be effective as of August 1, 2025.

Dated: June 16, 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 ESTABLISHING RATES FOR LAND VALUES FOR CONSIDERATION
AS THE FAIR MARKET VALUE FOR DEDICATION PURPOSES**

WHEREAS, new development within the City and its extraterritorial area increases population and/or demand upon public services; and

WHEREAS, the City has established an ordinance requiring the owner or developer (subdivider) of every subdivision or resubdivision of property to dedicate land for parks, playgrounds, public open space, public trails, municipal facilities, park facilities and/or pay a fee in accordance with those regulations for the purpose of providing the above-mentioned public uses and facilities for existing and future residents of the community; and

WHEREAS, per the ordinance, the City may establish by resolution of the City Commission annually the acceptable value for residential, commercial and industrial designated land for consideration as the fair market value for the purpose of determining the public dedication fee in-lieu of land dedication; and

WHEREAS, the City held a public hearing on October 5, 2015, and gave final approval on November 2, 2015, concerning the ordinance amendment providing for such resolution establishing rates for land values for consideration as the fair market value for public dedication purposes.

NOW, THEREFORE, be it resolved by the City Commission of the City of West Fargo, North Dakota, that the rates for land values for consideration as the fair market value for public dedication purposes shall be as follows:

PROPOSED ZONING/LAND USE FEE

Residential.....	\$4.00 per Square Foot
Commercial & Mixed-Use (Residential & Commercial)	\$6.00 per Square Foot
Industrial	\$2.50 per Square Foot

FURTHERMORE, that the developer may submit a copy of the purchase agreement and/or other pertinent information for which the City will take into account any and all concessions made and any improvements to said property to arrive upon an agreed upon fair market value at the time of approval of the plat.

FURTHERMORE, the developer may submit a current appraisal by a certified or licensed appraiser through the State of North Dakota to determine fair market value. The appraisal shall be at the subdivider's expense, and if the appraisal is disputed by the City, the City may, at the subdivider's expense, obtain an appraisal of the property by a qualified real estate appraiser, which appraisal shall be conclusive evidence of the fair market value of the land.

FURTHERMORE, be it understood that the rates for land values for consideration as the fair market value as stated above are calculated on the basis of the lot areas of developable

property, whereas other determinations of land value, i.e. purchase agreements or certified appraisals are based on the gross subdivision area and applied accordingly.

FURTHERMORE, the fees as set forth herein shall be effective as of August 1, 2025.

Dated: June 16, 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.

The following pages contain the existing fee schedules that
are currently in effect.

RESIDENTIAL BUILDING PERMIT FEES CITY OF WEST FARGO

Total Valuation

FEE

Up to and including \$1,000	\$37.00
\$1,001 to \$100,000	\$37.00 for first \$1,000 plus \$5.00 for each additional \$1,000 or fraction thereof.
\$100,001 to 500,000	\$532.00 for first \$100,000 plus \$3.00 for each additional \$1,000 or fraction thereof.
\$500,001 and up	\$1732.00 for the first \$500,000 plus \$2.00 for each additional \$1,000 or fraction thereof

Plan Review Fees: \$25 all Residential Permits

Demolition Permit: \$150.00 standard fee or \$50.00 for buildings under 400 SF and without utility services.

Other Inspections and fees:

Inspections outside of normal business hours
(min. charge – 1 hours)..... \$110.00 per hour*

Reinspection fees Assessed under Sections 108 & 109 of the
International Building Code..... \$110.00 per hour*

Inspection fees for which No fee is specifically indicated (min.
charge-1 hour)..... \$110.00 per hour*

Additional plan review required by changes, additions or revisions
to plans (min. charge-1 hour)..... \$110.00 per hour*

For use of outside consultants for plan checking, inspections, or
both..... Actual Cost**

*Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

**Actual costs include administrative and overhead cost.

COMMERCIAL BUILDING PERMIT FEES CITY OF WEST FARGO

<u>Total Valuation</u>	<u>FEE</u>
Up to and including \$1,000	\$45.00
\$1,001 to \$25,000	\$45.00 for first \$1,000 plus \$11.00 for each additional \$1,000 or fraction thereof, up to and including \$25,000
\$25,001 to \$50,000	\$309.00 for the first \$25,000 plus \$8.00 for each Additional \$1,000 or fraction thereof, up to and Including \$50,000
\$50,001 to \$100,000	\$509.00 for the first \$50,000 plus \$6.00 for each Additional \$1,000 or fraction thereof, up to and Including \$100,000
\$100,001 to \$500,000	\$809.00 for the first \$100,000 plus \$5.00 for each Additional \$1,000 or fraction thereof
\$500,001 to \$1,000,000	\$2809.00 for the first \$500,000 plus \$4.00 for each additional \$1000 or fraction thereof up \$1,000,000.
\$1,000,001 and up	\$4809.00 for the 1 st 1,000,000 plus \$3.00 for each additional \$1000 or fraction thereof
Demolition Permit:	\$150.00/ \$50.00 for buildings under 400 SF and without utility services
Sign Permits:	\$25.00 or \$0.25 per square foot of display area ("face" area), whichever is greater
Board of Appeals:	\$150.00 filing fee
Plan Review:	Twenty (20) percent of the attributable building permit fee for fee higher than \$625. Minimum fee \$125.00

Other Inspections and fees:

Inspections outside of Normal business hours
(Min. charge – 2 hours)..... \$110.00 per hour*

Reinspection fees assessed under Sections 108 & 109 of the
International Building Code..... \$110.00 per hour*

Inspection fees for which no fee is specifically indicated (min.
charge-1 hour)..... \$110.00 per hour*

Additional plan review required by changes, additions or revisions
To plans (min. charge-1 hour)..... \$110.00 per hour*

For use of outside consultants for plan checking, inspections, or
Both.....Actual Cost**

*Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

**Actual costs include administrative and overhead cost.

RESIDENTIAL HVAC PERMIT FEES CITY OF WEST FARGO

The following fees apply to residential heating, ventilation, and air conditioning equipment

Residential Air handling Unit	\$36.00
Residential Central Air/Heat Pump	\$36.00
Residential Duct Work Addition:	
Per heat run or register	\$3.50
Minimum Fee	\$36.00
Residential Gas Appliances (, Range, Clothes Dryer, Outdoor Grill, Lamps, etc.) per appliance	\$36.00
Residential Heating Appliance	
Initial 200,000 BTU input	\$36.00
Additional 200,000 BTU input	\$18.00
Maximum fee per unit	\$126.00
Residential Hot Water Piping Addition:	
Per heat run or register	\$3.50
Minimum Fee	\$36.00
Solid Fuel-Burning Space-Heating Stove (Wood or Coal)	\$36.00

Other Inspections and fees:

Inspections outside of normal business hours (minimum charge – 2 hours).....	\$60.00 per hour*
Reinspection fees assessed under Section 108 & 109 of the International Building Code.....	\$60.00 per hour*
Inspections for which no fee is specifically indicated (minimum charge – ½ hour).....	\$60.00 per hour*
Additional plan review required by change, additions, or revisions to Plan (minimum charge: ½ hour).....	\$60.00 per hour*
Use of outside consultants for plan checking, inspections or both.....	Actual Cost**

*Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

**Actual cost include administrative and overhead cost.

**COMMERCIAL HVAC EQUIPMENT PERMIT FEE
CITY OF WEST FARGO**

Addition to Duct Work:

Per damper (fire, smoke, or fire/smoke)	\$1.00
Per heat run or register	\$3.50
Minimum fee	\$36.00

Addition to hot water or steam system:

Per unit of radiation	\$3.50
Minimum fee	\$36.00

Air handling unit; fan/coil units \$36.00

Air-to-Air exchangers (multi-family, 4-plex or over) \$36.00

Air, water, or steam furnace (installation or replacement):

Initial 200,000 BTU input	\$36.00
Additional 200,000 BTU input	\$18.00
Maximum fee per unit	\$126.00

Bathroom exhaust fans & dryer vents (multi-family, 4-plex or over) \$3.50/ea.

Commercial Kitchen Hood \$36.00

Commercial or industrial gas or oil burning equipment:

Initial 200,000 BTU input	\$36.00
Additional 200,000 BTU input	\$18.00
Maximum fee per unit	\$126.00

Cooling systems (central air chillers, cooling towers):

Up to 10 tons	\$36.00
Each 10 tons thereafter	\$18.00
Maximum fee per unit	\$126.00

Cooling system addition, cooling coil \$18.00

Fan connected to single duct \$24.00

Gas-fired cooling system:

Initial 200,000 BTU input	\$36.00
Additional 200,000 BTU input	\$18.00
Maximum fee unit	\$126.00

Gas piping only \$36.00

Gas, oil conversion burner or solid fuel:	
Initial 200,000 BTU input	\$36.00
Additional 200,000 BTU input	\$18.00
Maximum fee per unit	\$126.00
Geothermal:	
Per loop	\$3.50
Minimum fee	\$36.00
Heat pump & back-up heat (gas, oil, electric):	
Initial 200,000 BTU input	\$72.00
Additional 200,000 BTU input	\$18.00
Maximum fee per unit	\$126.00
Heat pump in ducted system (backup heat, existing)	\$36.00
Installation of a fuel-fired space or wall heater	\$36.00
Installation of a hot water unit heater, cabinet unit heater convector, steam heat exchanger, steam apparatus, converter, hydronic coil, (hot water, steam, chill water):	
Initial 200,000 BTU input	\$36.00
Additional 200,000 BTU input	\$18.00
Installation of fuel oil tank not requiring a building permit	\$28.00
LP Gas	
Containers less than 151 gallons	\$30.00
Containers from 151 to 1,200 gallons	\$50.00
Containers larger than 1,200 gallons	\$100.00
LP for construction	\$30.00
Pumps, vaporizers, pump station, etc.	\$15.00
Minimum inspection fee	\$36.00
Re-heat coil	\$18.00
Repair work when permit required (parts & labor over \$75.00)	\$36.00
Solid Fuel-burning (wood or coal) space heating stove	\$36.00
Temporary heat	\$36.00
VAV's – each	\$5.50
Minimum fee	\$36.00

Other inspections and fees:

Inspections outside of normal business hours (minimum charge – 2 hours).....	\$60.00 per hour*
Reinspection fees assessed under Sections 108 & 109 Of the International Building Code.....	\$60.00 per hour*
Inspection fees for which no fee is specifically indicated (min. charge – ½ hour.....)	\$60.00 per hour*

*Or the hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead equipment, hourly wages and fringe benefits of the employees involved.

Residential Subdivision Property	\$1.50 per Square Foot of Developable
Multiple Family Subdivision Property	\$3.00 per Square Foot of Developable
Commercial Subdivision Property	\$4.50 per Square Foot of Developable
(I-94 or Arterial Street)	
Commercial Subdivision Property	\$3.00 per Square Foot of Developable
Industrial Subdivision Property	\$1.25 per Square Foot of Developable

<u>TYPE OF APPLICATION</u>	<u>FEE</u>
Access Permit (Collector or Arterial Streets)	\$100.00
Administrative Review (Permits in "CO-I" District)	\$150.00
Annexation	\$300.00
Conditional Use Permit	\$200.00
Easement Vacation	\$200.00
Land Use Plan Amendment	\$300.00
Ordinance Amendment (Subdivision/Zoning)	\$300.00
Planned Unit Development (PUD)	\$300.00
Planned Unit Development (PUD) Amendment	\$300.00
Planned Unit Development (PUD) Modification	\$100.00
Provisional Use Permit	\$ 75.00
Retracement Plat	\$200.00
Rezoning	\$300.00
Right-of-Way Dedication	\$200.00
Right-of-Way Vacation	\$500.00
Sign Annual License (Portable & High Impact Signs)	\$100.00
Sign Placement Permit (Portable & High Impact Signs)	\$ 15.00
Sign Plan Review (Permanent Signs)	\$ 25.00
Simple Lot Split	\$200.00
Site Plan Review (Zoning Permit)	
Commercial	- <\$100,000
	- \$100,000 – 500,000
	- \$500,001 – 1,000,000
	\$ 40.00
	\$ 60.00
	\$ 80.00

Multiple Family	- >\$1,000,000	\$100.00
	- <\$500,000	\$ 40.00
	- \$500,000 – 1,000,000	\$ 60.00
	- >\$1,000,000	\$ 80.00
Subdivision (Minor)		\$350.00
Subdivision (Major)		\$500.00
Variance (Subdivision/Zoning)		\$200.00
Zoning Written Interpretation/Certificate of Zoning Compliance		\$150.00

PROPOSED 2026 UTILITY RATES

Matt Andvik, Senior Director of Public Works

Utility Rate History

- In 2024, a 5-year rate plan was presented to the City Commission.
- The 2025 rate was approved, with a plan to bring a 2026 increase forward as part of the budgeting process.
- 2026 is the 2nd year of a 3 year “catch up” period. Rates had not been increased since 2020, other than a “pass through” increase for water rates in 2023.

WHY INCREASE RATES?

- Water
 - Fund replacement infrastructure projects
 - Maintain healthy reserves for the ability to bond future projects
 - Complete water meter project
 - Fund Public Works future building expansion
- Sewer
 - Build healthy reserves
 - Increased flows to Fargo are needed to complete lagoon decommissioning
 - Meet goal of sending all wastewater to Fargo
 - Fund replacement infrastructure projects

WHY INCREASE RATES?

- Sanitation
 - Plan for waste disposal in 10-15 years
 - Larger transfer station facility
 - Convert two collection routes to front load trucks
 - Increase efficiency and reduce employee additions
 - Build healthy reserves
 - Plan for City expansion once FM diversion is completed
- Forestry
 - Maintain a healthy reserve
 - Be proactive against EAB to mitigate loss of tree canopy
 - City staff take over boulevard tree maintenance
 - Lower cost for residents
 - Plan for increased pruning and tree maintenance south of I94 as urban forest matures

Rates by Department

RATES - WATER

- Proposing: Flow Rate Increase
 - Currently: \$7.77 per 1,000 gallons
 - Previously proposed 2026 rate: \$8.16 per 1,000 gallons
 - New 2026 proposed rate: \$8.00 per 1,000 gallons
- Proposing: Base Rate Increase (base rate assumes $\frac{3}{4}$ meter)
 - Currently: \$7.61 per 1,000 gallons
 - Previously proposed 2026 rate: \$7.99
 - New 2026 proposed rate: \$7.84
 - Other meter base rates will vary based on size

WATER Rate Changes

Differences from what was presented last year:

- Base rate reduced from \$7.99 to \$7.84 (for $\frac{3}{4}$ " meter)
- Flow rate reduced from \$8.16 to \$8.00 per 1,000 gallons
- This change reflects a healthy fund level
- A small increase is needed to avoid large increases in the future

IMPACTS ON WATER BUDGET

- Currently 1.285 billion gallons of water are purchased per year. (Based on a three-year average.)
- City of Fargo Rate Increase
 - Cost per 1,000 gallons increased to \$4.71 for 2025 & 2026
 - We are anticipating another potential increase in 2027
 - These increases are due to rising treatment cost and the Red River Valley Water Supply Project.

RATES - SEWER

- Proposing: Increase in Flow Rate Charge
 - Currently: \$5.70 per thousand gallons
 - Previously proposed 2026 rate: \$6.60 per 1,000 gallons
 - New 2026 proposed rate: \$6.27 per 1,000 gallons
- Proposing: Base Rate Increase
 - Currently: \$12.83 per month
 - Previously proposed 2026 rate: \$14.85 per month
 - New 2026 proposed rate: \$19.00 per month

WASTEWATER Rate Changes

Differences from what was presented last year:

- Flow rate reduced from \$6.60 to \$6.27
- Base rate increase from \$14.83 to \$19.00
- The change in the base rate was done for a few reasons:
 - The increase will help cover repairs to storm water infrastructure.
 - The increase to the base rate allowed us to lower the increase needed to the flow rate. This change will keep our flow rates lower.

IMPACTS ON SEWER BUDGET

- Decommission remaining lagoons
 - Crews will have 7 of the 10 cells decommissioned by fall of 2025
- Currently: 3.0 million gallons per day are budgeted
 - In order to keep budget increases down, we plan on utilizing the last 3 lagoon cells to handle high I&I events to limit the amount of storm water we pump to Fargo. We are proposing to budget 3.0 million gallons a day to Fargo again in 2026.
- City of Fargo rate increase
 - Increased from \$3.00 per 1,000 gallons to \$3.71 per 1,000 gallons, in 2025 & 2026.
 - We anticipate a potential increase in 2027.

RATES - SANITATION

- Residential monthly increase:
 - Currently: \$23.55 (64-gallon cart)
 - Previously proposed 2026 Rate: \$26.37 (64-gallon cart)
 - New 2026 proposed rate: \$25.90 (64-gallon cart)
- Multi-family rate increase:
 - Currently: \$18.84
 - Previously proposed 2026 rate: \$ 21.10
 - New 2026 proposed pate: \$20.72
- Mixed-use increase:
 - Currently: \$8.07 (plus commercial dumpster charge)
 - Previously proposed 2026 rate: \$9.04 (plus commercial dumpster charge)
 - New 2026 proposed rate: \$8.88 (plus commercial dumpster charge)

Sanitation Rate Changes

Differences from what was presented last year:

- 64-gallon cart reduced from \$26.37 to \$25.90
- 96-gallon cart reduced from \$30.24 to \$29.70
- Multi Family reduced from \$21.10 to 20.72
- Mixed use per unit reduced from \$9.04 to \$8.88

IMPACTS ON SANITATION BUDGET

- Changes to department operation have been positive
- Equipment purchases have leveled off as the fleet has been built up to handle the current workload
- Rate increase from Fargo in 2026 for landfill fees

RATES - FORESTRY

- Residential monthly increase:
 - Currently: \$3
 - Proposed 2026 rate: \$3.50

IMPACTS ON FORESTRY BUDGET

- Emerald Ash Borer (EAB)
 - Insect that attacks and kills all species of ash trees
- Slow Ash Mortality (SLAM) strategy
 - Attempt to slow the spread while managing ash tree populations
 - Removal and replacement of ash trees with diverse forest
 - City staff are in the process of taking over boulevard tree maintenance

PROPOSED RATES

PROPOSED RATES

WEST FARGO WATER RATES						
	2024	2025	2026	2027	2028	2029
PERCENT INCREASE						
MONTHLY FEE 3/4*	\$7.25	\$7.61	\$7.84	\$8.08	\$8.32	\$8.57
RES TIER 1	\$7.40	\$7.77	\$8	\$8.24	\$8.49	\$8.75
RES TIER 2	\$9.15	\$9.61	\$9.90	\$10.19	\$10.50	\$10.81
COMMERCIAL	\$7.40	\$7.77	\$8	\$8.24	\$8.49	\$8.75
MULTI- FAMILY/OTHER	\$7.40	\$7.77	\$8	\$8.24	\$8.49	\$8.75
* MONTHLY FEES VARY DUE TO METER SIZE						
WEST FARGO SEWER RATES						
	2024	2025	2026	2027	2028	2029
PERCENT INCREASE						
BASE RATE	\$9	\$12.83	\$19.00	\$19.95	\$20.95	\$21.99
FLOW RATE*	\$4	\$5.70	\$6.27	\$6.58	\$6.91	\$7.26
* RESIDENTIAL CAPPED AT 8,000 GALLONS/MONTH, MAY 15 TO SEPTEMBER 15						

WEST FARGO SANITATION RATES						
	2024	2025	2026	2027	2028	2029
PERCENT INCREASE						
RESIDENTIAL RATE 64 GAL	\$20.48	\$23.55	\$25.90	\$28.49	\$29.92	\$30.81
RESIDENTIAL RATE 96 GAL	\$23.48	\$27	\$29.70	\$32.67	\$34.30	\$35.33
SECOND 64 GAL CAN/MO.	\$6	\$6.90	\$7.59	\$8.35	\$8.77	\$9.03
SECOND 96 GAL CAN/MO	\$9	\$10.35	\$11.39	\$12.52	\$13.15	\$13.54
MULTIFAMILY FLAT RATE	\$16.38	\$18.84	\$20.72	\$22.79	\$23.93	\$24.65
MIXED USE PER UNIT	\$7.02	\$8.07	\$8.88	\$9.77	\$10.26	\$10.56
COMMERCIAL RATE INCREASE	3.5%	3.0%	3%	3.5%	3%	3%
ROLL OFF RATE INCREASE	3%	3%	3%	3%	3%	3%
WEST FARGO FORESTRY AND VECTOR RATES						
	2024	2025	2026	2027	2028	2029
FORESTRY	\$2.00	\$3.00	\$3.50	\$4.25	\$4.75	\$5.00
VECTOR	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00

EXAMPLE RESIDENTIAL UTILITY BILL

MONTHLY UTILITY BILL COMPARISON		
	2025	2026
WATER*	\$54.23	\$55.86
SEWER*	\$47.03	\$56.62
SANITATION^	\$23.55	\$25.90
FORESTRY	\$3	\$3.50
VECTOR	\$1	\$1
TOTAL	\$128.81	\$142.88
*based on 6,000 gallons		
^ based on 64-gallon cart		

MONTHLY UTILITY BILL COMPARISON		
	2025	2026
Water*	\$38.69	\$39.85
Sewer*	\$35.63	\$44.08
Sanitation^	\$23.55	\$25.90
Forestry	\$3	\$3.50
Vector	\$1	\$1
Total	\$101.87	\$114.33
*based on 4,000 gallons		
^ based on 64-gallon cart		

QUESTIONS?

A CITY ON THE GROW





To: West Fargo City Commission

From: Matthew Andvik, Public Works Department

Date: June 16, 2025

Subject: Project 9061 Public Works Sanitation Expansion Phase 1.

Action: Accept Bid and Award Contract.

Commission President

Bernie Dardis

Primary Portfolio:
Administration/Finance

Secondary Portfolio:
Police and Fire

Commission Vice President

Brad Olson

Primary Portfolio:
Police and Fire

Secondary Portfolio:
Street, Water and Sewer

Commissioner

Roben Anderson

Primary Portfolio:
Planning, Zoning and Engineering

Secondary Portfolio:
Administration/Finance

Commissioner

Amy Zundel

Primary Portfolio:
Street, Water and Sewer

Secondary Portfolio:
Sanitation

Commissioner

Rory Jorgensen

Primary Portfolio:
Sanitation

Secondary Portfolio:
Community & Development Services

City Administrator

Dustin Scott

Summary and Recommendation:

The Public Works Remodel/Expansion Phase 1 encompasses the expansion of the "150" storage building (Building D) and the remodel of the "Camelot" building (Building A). The preliminary estimate for Phase 1 was \$2,428,038, with \$1,969,338 allocated for Building D and \$458,700 for Building A.

Two single prime bids were received:

- Meridian Commercial Construction: \$2,532,300
- Gast Construction: \$2,886,148

The low bid was submitted by Meridian Commercial Construction at \$2,532,300. The variance from the preliminary estimate is primarily due to additional foundation and structural work identified during the bidding process.

We ask the commission to approve the bid and award the contract for the Public Works/ Sanitation Expansion Phase 1 to Meridian Commercial Construction, in the amount of \$2,532,300.

Policy Analysis:

Phase 1 of the Public Works and Sanitation Expansion project includes the addition of 15,000 square feet of new equipment storage. This expansion will also convert the existing Camelot building into 10,000 square feet of heated storage space.

In addition to the building improvements, the project will expand the parking lot to better accommodate both staff and public parking needs.

The new "150" building will be dedicated to housing large equipment, including motor graders, dump trucks, payloaders, and excavators. Meanwhile, the renovated Camelot building will be used for storing service vehicles and smaller equipment such as skid steers.

Financial Analysis:

The project is anticipated to qualify for 95.15% funding through the North Dakota State Revolving Fund (ND SRF) loans. Final approval for the SRF loans is expected in late July. The current funding plan involves utilizing SRF loans for approximately \$10 to \$12 million of the project cost. The remaining balance of \$4 to \$6 million will be covered using a combination of CIST funds and Water Reserve funds. Annual SRF loan payments will be managed through revenue funds, primarily from the water fund, without necessitating changes to the proposed 2024 rate schedule. This approach reduces the reliance on CIST funds from \$8.5 million to a maximum of \$4 million and eliminates the need for future CIST fund allocations for loan repayment, preserving CIST funds for other infrastructure projects.

Total Cost of Phase 1

The total cost of Phase 1 includes the construction cost along with owner-provided materials, a 3% contingency, A/E fees, and miscellaneous costs such as testing and surveying. These additional items are estimated at **\$572,708**, bringing the **total estimated cost for Phase 1 to \$3,104,708**.

Process/Timeline:

Once approved, Construction would begin in the fall of 2025 and be complete by spring 2026.



150 ADDITION = D

CAMELOT = A

BID TABULATION SUMMARY
May 29, 2025
2:00 PM

GENERAL

Project No. 202504-2
Public Works Dept Facilities - Phase 1
West Fargo Public Works
West Fargo, ND

Bidder	Bond	Lic.	Addn	BASE BID "G" Bldg D (150 Bldg) & Bldg A (Camelot)	Breakout for All Materials & Work in Base Bid for Bldg A (Camelot)	COMBINED BASE BID FOR ALL WORK (Bldg D & Bldg A)	Identify Mechanical Subcontractors	Identify Electrical Subcontractors	Breakout for All Materials & Work for Bldg A (Camelot)	ALTERNATE A-1 Underslab Work at Bldg D (150 Bldg)	ALTERNATE A-2 Remove Bldg 1 (Camelot) & Replace with New Bldg	COMMENTS
B2 Builders Burnsville, MN				NO BID SUBMITTED								
Gast Construction Co, Inc. Fargo, ND	X	X	X	\$2,349,000.00	\$315,300.00	\$2,886,148.00	Peterson Sheet Metal \$421,148.00	Charlie & Sons \$116,000.00	\$349,100.00	\$81,000.00	\$153,000.00	
Lee Jones & Son Construction Fargo, ND				NO BID SUBMITTED								
Meinecke-Johnson Company Fargo, ND				NO BID SUBMITTED								
Meridian Commercial Construction Fargo, ND	X	X	X	\$2,058,400.00	\$464,000.00	\$2,474,000.00	Precision	Quality Electric	\$567,500.00	\$58,300.00	\$464,000.00	
MinKo Construction Fargo, ND				NO BID SUBMITTED								
Morton Buildings, Inc Moorhead, MN				NO BID SUBMITTED								
TF Powers Construction Co. Fargo, ND				NO BID SUBMITTED								
Thor Buildings Fargo, ND				NO BID SUBMITTED								
Zcon-Ziebarth Construction Fargo, ND				NO BID SUBMITTED								

	3-PRIME		SINGLE PRIME
Meridian: BASE BID	\$2,058,400.00	Meridian: BASE BID	\$2,474,000.00
ALTERNATE	\$58,300.00	ALTERNATE #1	\$58,300.00
Peterson: MECHANICAL	\$353,500.00		
Wegge: ELECTRICAL	\$112,000.00		
	\$2,582,200		\$2,532,300



BID TABULATION SUMMARY
May 29, 2025
2:00 PM

Project No. 202504-2
Public Works Dept Facilities - Phase 1
West Fargo Public Works
West Fargo, ND

[illegible]

BID TABULATION SUMMARY

May 29, 2025

2:00 PM

Project No. 202504-2

Public Works Dept Facilities - Phase 1

West Fargo Public Works

West Fargo, ND

Bidder	Bond	Lic.	Addn.	BASE BID "E" Electrical Work for Bldg D (150 Bldg) & Bldg A (Camelot Bldg)	Breakout for All Materials & Work in Base Bid for Bldg A (Camelot Bldg)	COMMENTS
Grotberg Electric West Fargo, ND	X	X	X	\$137,250.00	\$36,000.00	
Scott's Electric Wahpeton, ND	X	X	X	\$113,321.00	\$24,736.00	
Sun Electric Fargo, ND				NO BID SUBMITTED		
JDP Electric Fargo, ND	X	X	X	\$133,000.00	\$39,674.00	
Johnston & Sons Sykeston, ND	X	X	X	\$125,600.00	\$36,900.00	
Rick Electric Moorhead, MN	X	X	X	\$149,000.00	\$34,000.00	
Quality Electric Fargo, ND	X	X	X	\$118,050.00	\$29,500.00	
Wegge Electric	X	X	X	\$112,000.00	\$26,000.00	



To: City Commission
From: Casey Sanders- Berglund Director of Economic Development
Date: June 16, 2025
Subject: Parking lot support in Downtown Mixed Use
Action: Review request for parking lot support for Converdia Health Staffing business located in DMU

Commission President

Bernie Dardis

Primary Portfolio:

Administrative Services

Secondary Portfolio:

Police & Fire

Commission Vice President

Brad Olson

Primary Portfolio:

Police & Fire

Secondary Portfolio:

Street, Water & Sewer

Commissioner

Roben Anderson

Primary Portfolio:

Community &

Development Services

Secondary Portfolio:

Administrative Services

Commissioner

Rory Jorgensen

Primary Portfolio:

Sanitation

Secondary Portfolio:

Community &

Development Services

Commissioner

Amy Zundel

Primary Portfolio:

Street, Water & Sewer

Secondary Portfolio:

Sanitation

City Administrator

Dustin T. Scott

Summary:

The applicant is proposing to use the requested funds to support the wear and tear on the parking lot of his business Converdia Health Staffing Solutions. The work to be done on the parking surface includes asphalt milling, crackfill, sealcoating, and re-striping. There are a total of 18 parking spots, located in the front of the business facing Sheyenne street.

The ownership has continued to welcome the public during non-business hours to park in this lot understanding that the nature of the downtown business culture is parking and walking to other businesses or events. There are approximately 50 events hosted for the public in Downtown West Fargo annually.

The Economic Development Advisory Committee meet on June 5, 2025 to review this project and recommended it for approval to the City Commission with conditions.

- All property taxes must be paid in full
- The owner would need to sign a memorandum of understanding that the property could be signed public parking during non-business hours.
- The property (at the cities expense) would be allowed to be signed public parking during non-business hours and no overnight parking.

Funding

The funding for this request comes from economic development sales tax. The total request is for \$4,500 or \$250 x 18 spots.

Action:

Review the request for parking lot support for Converdia Health Staffing business located in the Downtwon Mixed Use Zone

CITY OF WEST FARGO ECONOMIC DEVELOPMENT

STAFF REPORT

Converdia Health Staffing

301 Sheyenne Street, West Fargo, ND 58078

Downtown Mixed Use Zone

Applicant: Converdia Health Staffing

Owner: Brian Rahman

Staff Contact: Economic Development

Casey Sanders

Economic Development Advisory Committee:

6/5/2025

West Fargo Public School District:

N/A

Cass County Board of Commissioners:

N/A

Public Hearing:

N/A

City Commission:

6/16/2025

PURPOSE:

The applicant is proposing to use the funds to support the wear and tear on the parking lot of his business Converdia Health Staffing Solutions. The work to be done on the parking surface includes asphalt milling, crackfill, sealcoating, and re-striping. There are a total of 18 parking spots, located in the front of the business facing Sheyenne street.

The ownership has continued to welcome the public during non-business hours to park in this lot understanding that the nature of the downtown business culture is parking and walking to other businesses or events.



STAFF REPORT

DISCUSSION AND OBSERVATIONS:

- Located in the (DMU) Downtown Mixed Used zone.
- This business received an enterprise grant in 2022 for the fit up of the south portion of the facility.
- The current taxes and assessments are not current as of 2024.
- WFE hosts approximately 50 events in Downtown WF annually.

PROJECT ELIGIBILITY FOR DEVELOPMENT:

The project is located in a parcel that is zoned Downtown Mixed Use and is an urban renewal area in the City's General Plan for Urban Renewal and Urban Development. The project would advance the City's economic development goals by providing support to a locally owned small business owner in upkeep of parking that allows for a more walkable downtown.

- Encouraging re-investment
- Support community pride in the adjacent neighborhoods
- Supporting the upkeep of a parking lot that is often used for public or adjacent businesses from becoming substandard.

PUBLIC PARTICIPATION:

Public assistance for this project is funded through economic development sales tax.

The proposed work totals \$11,585.00.

The applicant is requesting support towards the overall total.

18 Spots	\$250 per spot	\$4,500
----------	----------------	---------

RECOMMENDATIONS:

The proposed request comes from an understanding that the city intends to continue to seek out parking options in the Downtown area to support the economic activity, community events, and continued growth.

The Director of Economic Development recommends offering support to this proposed project but requests that the EDAC offer guidance as conditions on the request regarding property tax and agreements.

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE RECOMMENDATION:

Economic Development Advisory Committee reviewed this project on June 5th, 2025 and recommended it for approval with conditions.

Conditions:

- All property taxes must be paid in full
- The property owner would need to sign a memorandum of understanding that the property could be signed public parking during non-business hours.
- The property (at the cities expense) would be allowed to be signed public parking during non-business hours and no overnight parking.



To: City Commission
From: Casey Sanders- Berglund Director of Economic Development
Date: June 16, 2025
Subject: Restad Properties Renaissance Zone application
Action: Review Restad Properties Renaissance Zone application

Commission President

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

Commission Vice President

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

Commissioner

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

Commissioner

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

Commissioner

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

City Administrator

Dustin T. Scott

Summary:

The applicant is proposing to add to this business industrial park. This fourth building, once it is constructed will aim to foster the business community that is currently in place. There will be opportunities to bring future businesses and jobs to this area which has access to the necessary infrastructure. The property aims to be 11,340 square feet and valued at \$1,000,000 – 1,100,000 after completion.

The project is in block 32 of the Renaissance Zone. There is no existing building in this location therefore there would be no property tax reduction should this project receive approval.

The Economic Development Advisory Committee meet on June 5, 2025 to review this project and recommended it for approval to the City Commission.

Enclosed:

- Certificate of Good Standing from the office of the ND State Tax Commissioner
- Design plans
- Preliminary site plans

Action:

Review and approve the renaissance zone application submitted by Restad Properties.

CITY OF WEST FARGO ECONOMIC DEVELOPMENT

STAFF REPORT

Restad Properties

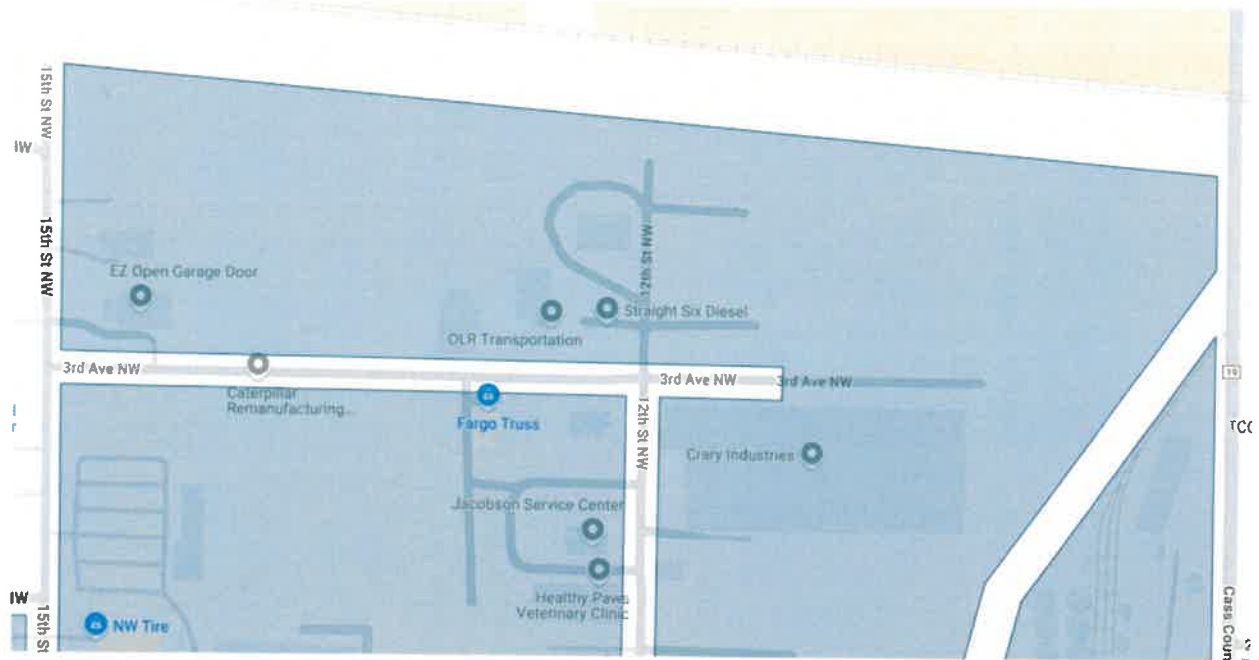
Parcel: 02-0801-00030-000		West Fargo ND 58078
Lot 3 BLK 1 Halversons Industrial 2 nd		
Applicant: Restad Properties	Staff Contact: Director of Economic Development Casey Sanders	
Owner: Ryan Restad		
Economic Development Advisory Committee:	June 5, 2025	
West Fargo Public School District:	N/A	
Cass County Board of Commissioners:	N/A	
Public Hearing:	N/A	
City Commission:	June 16, 2025	

PURPOSE:

The applicant is proposing to build a fourth building to this business industrial park. The property once constructed aims to add to the already bustling business industrial park. There will be opportunities to bring future businesses and jobs to this area which has access to infrastructure already. The building plans show the property to be 11,340 Sq. Foot and valued at approximately \$1,000,000 – \$1,100,000 after completion.



STAFF REPORT

**DISCUSSION AND OBSERVATIONS:**

- Located in Renaissance Zone Block #32 (Lot 3 BLK 1 Halversons Industrial 2nd)
- Zoned as Light Industrial no change needed for future use.
- Speculative building to accommodate future leasing tenants will complement the surrounding structures and provide continuity to the area.
- All tax and specials payments are current on this property.
- The property value is expected to be \$1,000,000- \$1,100,000.
- The other 3 projects Ryan has brought to this area have attracted 6 businesses / tenants and created approximately 50 jobs.
- A letter of good standing has been provided from the office of the state tax commissioner.

PROJECT ELIGIBILITY FOR DEVELOPMENT:

The project is located within block 32 of the Renaissance Zone identified in the West Fargo Renaissance Zone Development Plan.

The property is a piece of vacant land and will be developed to provide a speculative building / warehouse for increasing business, goods, and services. Once built this property will complement the surrounding properties and the businesses that operate from them and support the goal of the zone by improving overall appearances, encouraging new development, and business vibrancy.

STAFF REPORT

PUBLIC PARTICIPATION:

Public assistance for this project is through property tax through the renaissance zone program.

This program uses property tax as an incentive in which are subject to a comparison of percentage of the current properties true and full value (less land) and the future value of the building. Based on the percentage of the increase the property is eligible for a maximum of 5 years and 100% exemption as long as the 100% (+) of the current building value is being proposed.

In this case, the improvements being proposed offer to add a building value on vacant property. There is no current building located here and adding this one would increase the value to approximately \$1,000,000. This program is not subject to land tax so there is no current property tax on this parcel, so the taxing entities are not missing any expected taxes on this property. The future taxes on a \$1,000,000 commercial property estimate to be \$14,496 annually and this incentive request is for the approval of five years of tax abatement in which you can see in the below table that it totals to be \$72,480 based on these estimates.

Current Building Value	Future Bulding Value	Difference
\$ -	\$ 1,000,000.00	\$ 1,000,000.00

Property Tax Currently	Future Property Tax	Difference Annually
\$ -	\$ 14,496.00	\$ 14,496.00

	Year	Approximate Property Tax
1	2026	\$ 14,496.00
2	2027	\$ 14,496.00
3	2028	\$ 14,496.00
4	2029	\$ 14,496.00
5	2030	\$ 14,496.00
		\$ 72,480.00

RECOMMENDATIONS:

The economic development department recommends approval of the project as the increase in value and support of an infill area ripe for complementary businesses.

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE RECOMMENDATION:

Economic Development Advisory Committee reviewed this project on June 5, 2025 and recommended it for approval to the City Commission.



STATE OF NORTH DAKOTA
OFFICE OF STATE TAX COMMISSIONER
BRIAN KROSHUS, COMMISSIONER

May 28, 2025

Ref: L1947517568

RYAN J. RESTAD
2328 12TH ST W
WEST FARGO ND 58078-4831

RE: Renaissance Zone Certificate Of Good Standing, State Income And Sales Taxes Only

This letter is evidence of good standing as required by the North Dakota Division of Community Services for purposes of obtaining final approval of a renaissance zone project.

As of the date of this letter, the records in the North Dakota Office of State Tax Commissioner do not show probable cause to believe that any income taxes (including income tax withheld from wages) or sales and use taxes are due and owing to the State of North Dakota by the following taxpayer:

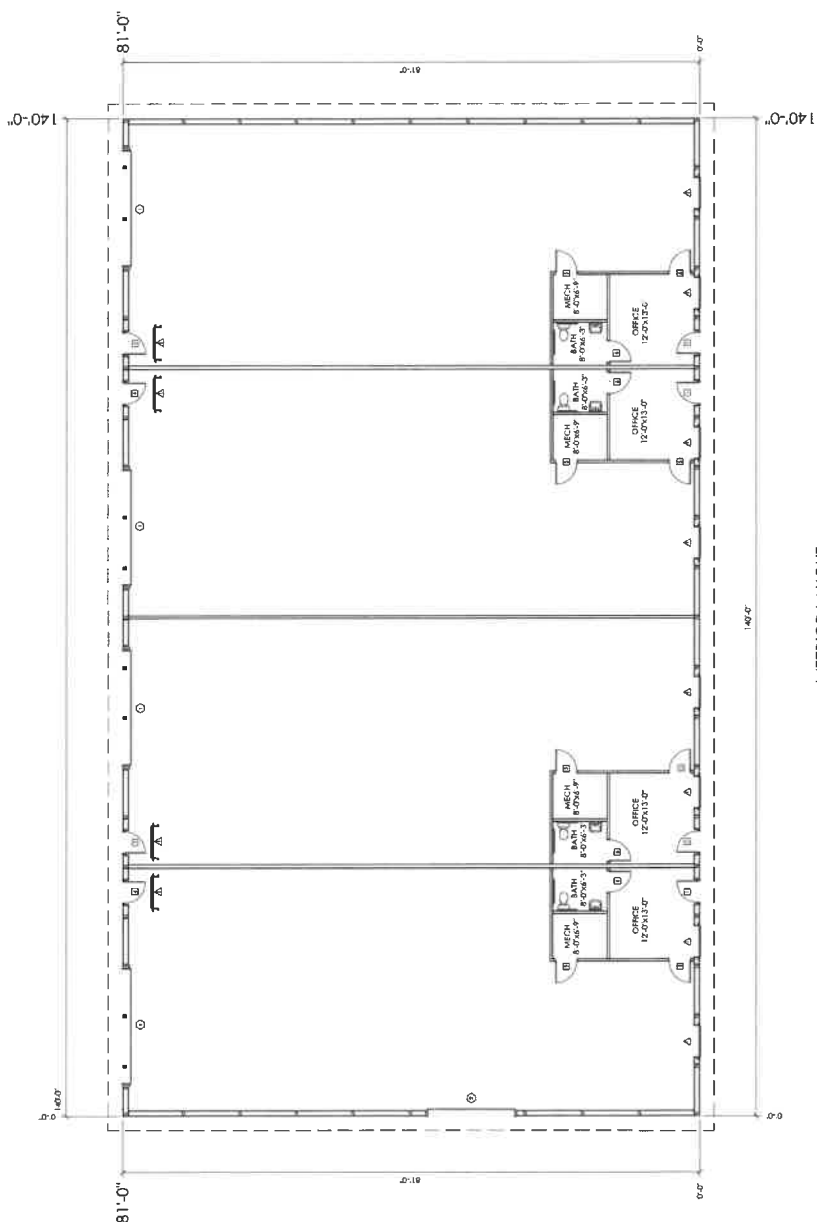
Taxpayer's Name: RYAN J. RESTAD
SSN or FEIN: ***-**-4936

This letter must be submitted (as part of the zone project application) to the local zone authority for the renaissance zone in which the proposed zone project will be located. Please keep a copy of this letter for your records.

Liliya Montgomery

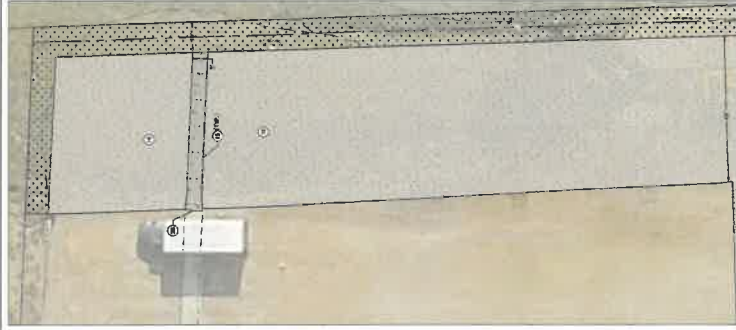
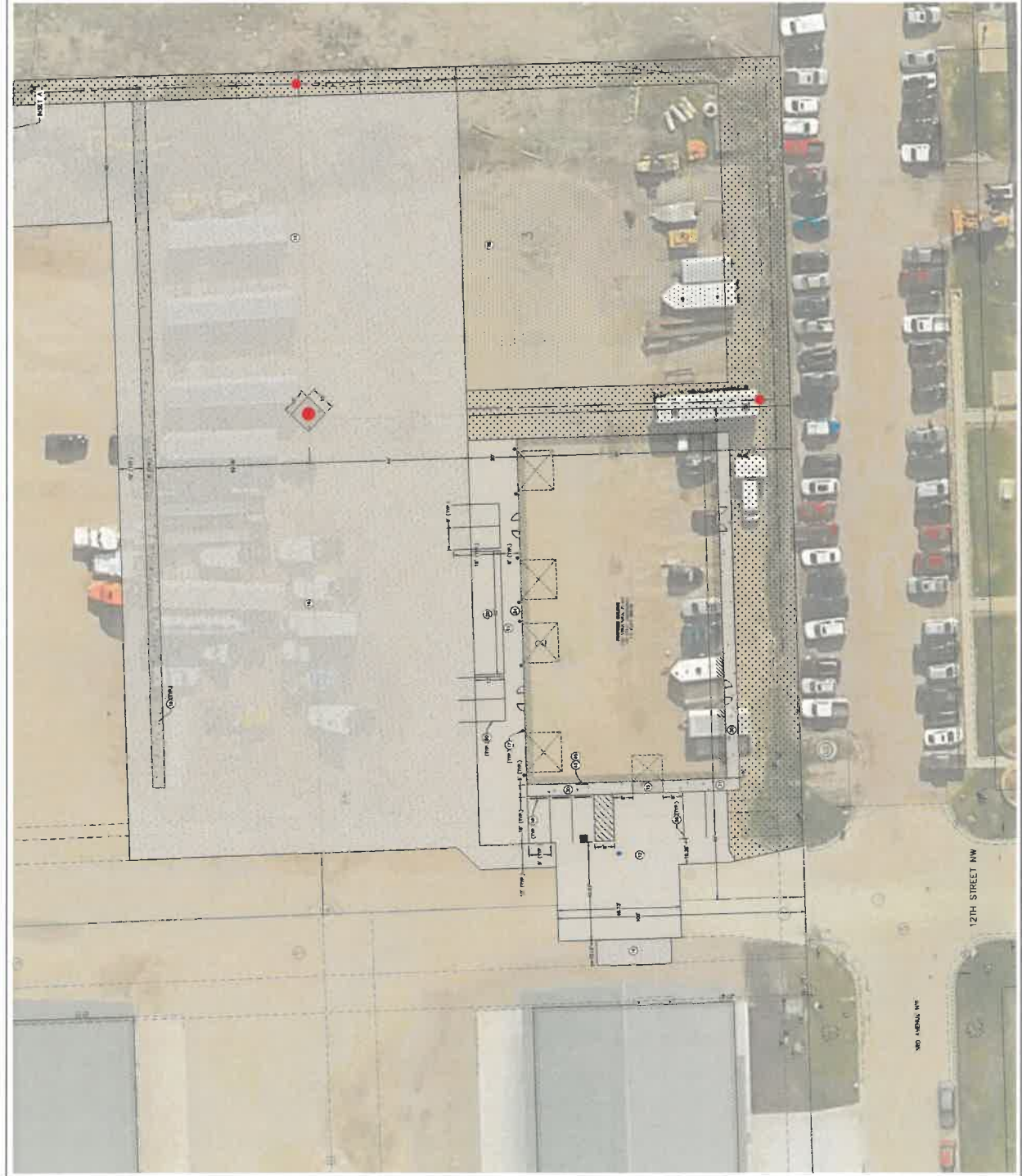
Liliya Montgomery
Supervisor, Individual Income Tax and Passthrough Entities
Phone: 701-328-1296
Email: lmontgomery@nd.gov

-



UNIT	SYMBOL	WIDTH	HEIGHT
FROM	1	36 1/4"	81"
	2	36 1/4"	81"
	3	36 1/4"	81"
	4	36 1/4"	81"
	5	VERIFY	VERIFY
	6	VERIFY	VERIFY
	7	52 1/4"	48 1/4"

- [illegible]



- SITE INCLUDES - VERTICAL AREAS**
- ① CONCRETE PAVEMENT SECTION - MEDIAN
 - ② CONCRETE PAVEMENT SECTION - PAVEMENT
 - ③ CONCRETE PAVEMENT SECTION - PAVEMENT
 - ④ CONCRETE PAVEMENT SECTION - PAVEMENT
 - ⑤ CONCRETE PAVEMENT SECTION - PAVEMENT
 - ⑥ CONCRETE PAVEMENT SECTION - PAVEMENT
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SITE PLANS
RESTAD TRUCKING COMPLEX
310 3RD AVENUE NORTHWEST PHASE II BUILDING
WEST FARGO, NORTH DAKOTA
SITE PLAN

DATE	06.09.25
REV DATE	—
REV NUM	—
RECORD	—
PROJECT NO.	22491E
MANAGER	M.P.
DESIGNER	M.P.
DRAWER	M.P.
REVIEWER	EAC

C-603



"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 16, 2025

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

Action: Accept Bid and Award Contract

New Information and Recommendation:

On May 19, 2025, the Commission approved the plans and directed the Ad for Bids.

A virtual bid opening was conducted on June 12, 2025, at 9:30 AM where 8 bids were received. Dakota Underground, Inc. was the lowest bidder for their bid amount of \$1,401,430.75. This bid came in at 21% under the final design Engineer's Estimate of \$1,781,988.25.

The following documents are attached for review/consideration:

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

Staff Recommendation: Accept Bid and Award Contract to Dakota Underground, Inc. for their Bid amount of \$ 1,401,430.75.

Financial Analysis:

This project was 100% petitioned by the Developer and is intended to be 100% assessed to benefitting properties within the DMF Development.

Previously Presented Information and Commission Actions:

5/19/2025-

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

3/17/2025-

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

2/24/2025-

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



925 10th Avenue East
Suite 1
West Fargo, ND 58078
P: 701.282.4692
F: 701.282.4530



June 12, 2025

Jerrold F. Wallace, PE
City Engineer
City of West Fargo
2515 6th Street E
West Fargo ND 58078

Re: 30018 - Improvement Dist. No. 1353
Dakota Medical Foundation Development
West Fargo, ND

Dear Jerry:

Bids were opened online during a virtual meeting for the above referenced project on June 12, 2025 at 9:30 a.m. The received bids were compiled and the bid tabulation is enclosed for your review. Dakota Underground Company is the low bidder with a bid amount of \$1,401,430.75. Our Engineer's Opinion of Probable Cost with the Engineer's Report was \$1,965,000 which included approximately 30% contingencies. Our final engineer's estimate prior to bidding was \$1,975,000.00 which included approximately 10% contingencies.

Also enclosed is the Engineer's Statement of Cost including the low bidder's construction prices for your review. Please sign the letter and return upon your approval.

Lastly, enclosed is information pertaining to the Special Assessments based on the City's Special Assessment Policy and the Engineer's Statement of Cost. This information includes the benefit methodology and associated map, a Preliminary Funding Summary and preliminary Special Assessment Allocations by Parcel.

Please review the enclosed information and provide comment, if any, at your earliest convenience. To meet the project's proposed schedule, the Contract is anticipated to be awarded by the West Fargo City Commission on June 12, 2025. If the Contract is awarded by the Commission, please sign, date, and return the enclosed Notice of Award so we can begin working on the Contracts.

Sincerely,

Matt Prochniak, PE
Project Manager

Enclosures:

- Affidavit of Publication
- Bid Tabulations
- Notice of Award
- Engineer's Statement of Cost
- Special Assessment documents based on the Engineer's Statement of Cost:
 - Benefit Methodology
 - Benefit Methodology Map
 - Preliminary Funding Summary
 - Assessment Allocations by Parcels



AFFIDAVIT OF PUBLICATION

State of Florida, County of Broward, ss:

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

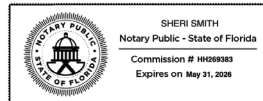
1. I am the designated agent of The The Forum of Fargo-Moorhead (ND), under the provisions and for the purposes of, Section 31-04-06, NDCC, for the newspaper listed on the attached exhibit.

2. The newspaper listed on the exhibit published the advertisement of: **ND Bids/Proposals Notice**; (2) time: *Wednesday, May 28, 2025, Wednesday, June 4, 2025*, as required by law or ordinance.

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

Rachel Cozart

(Signed)



VERIFICATION

State of Florida
County of Broward

Subscribed in my presence and sworn to before me on this: **06/09/2025**

S. Smith

Notary Public

Notarized remotely online using communication technology via Proof.

WEST FARGO, NORTH DAKOTA
New Water Supply, Sewerage,
Street Systems and Incidentals
IMPROVEMENT DISTRICT NO.
1353

Dakota Medical Foundation develop-

ment
ADVERTISEMENT FOR BIDS
City of West Fargo is requesting Bids
for the construction of the project list-

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

The Project consists of constructing
sanitary sewer mains and services,
water mains and services, storm
sewer, concrete streets with curb &
gutter, street lights, sidewalks, and
other miscellaneous installations.
Bids will be received for a single
prime Contract. Bids shall be on unit
price basis.

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

Each bid must be accompanied by a
bidder's bond in a sum equal to 5%
of the full amount of the bid executed
by the bidder as principal and by a
surety, conditioned that if the princi-
pal's bid is accepted and a contract
is awarded to the principal, the princi-
pal, within ten (10) days after the
notice of the award, shall execute
a contract in accordance with the
terms of the bid and the bid bond as
required by law, and any regulations
and conditions of the City of West
Fargo. ALL BID BONDS MUST BE
ON THE BID BOND FORM INCLUD-

ED IN THE BIDDING DOCUMENTS.
The surety must be licensed to do
business in North Dakota and must
be licensed as a certified surety in
the U.S. Department of the Treas-
ury's Circular 570. A countersignat-
ure of a bid bond is not required.
If the City of West Fargo elects to
award a contract to the lowest re-
sponsible bidder, and the lowest re-
sponsible bidder does not execute
a contract within ten (10) days, the
bidder's bond will be forfeited to the
City of West Fargo, and the City of
West Fargo may award the project to
the next lowest responsible bidder.

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

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

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

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

Owner: City of West Fargo

By: Dustin T. Scott
Title: City Administrator
Date: May 19, 2025

(May. 28; Jun. 4, 2025)



BID TABULATION
Improvement District No. 1353
DMF Development
West Fargo ND
Project No. 30018
Bid Date: June 12, 2025

Dakota Underground Company
4001 15th Ave NW
Fargo, ND 58102

Dirt Dynamics
4206 3rd Ave N
Fargo, ND 58102

KPH, Inc.
9530 39th St S
Fargo, ND 58104

Border States Paving, Inc.
PO Box 2586
Fargo, ND 58108

BID ITEM NO. & DESCRIPTION		UNIT	ESTIMATED QUANTITY	BID UNIT PRICE	BID PRICE	BID UNIT PRICE	BID PRICE	BID UNIT PRICE	BID PRICE	BID UNIT PRICE	BID PRICE
Sanitary Sewer Items											
1.	330130.11	Televise - Mainline	LF	1,135	\$3.15	\$3,575.25	\$4.00	\$4,540.00	\$3.00	\$3,405.00	\$4,256.25
2.	330130.11	Televise - Service	EA	1	\$525.00	\$525.00	\$750.00	\$750.00	\$200.00	\$200.00	\$161.00
3.	330561	Sanitary Sewer Manhole - 48"	EA	7	\$9,000.00	\$63,000.00	\$12,500.00	\$87,500.00	\$8,800.00	\$61,600.00	\$9,220.00
4.	334213.14	Sanitary Sewer - 8" PVC SDR 35	LF	1,135	\$43.00	\$48,805.00	\$45.00	\$51,075.00	\$65.00	\$73,775.00	\$91,367.50
5.	334213.14	Sanitary Sewer Service - 5" PVC SDR 26	LF	55	\$40.00	\$2,200.00	\$39.00	\$2,145.00	\$45.00	\$2,475.00	\$3,129.50
6.	334213.14	Sanitary Sewer - 10" PVC SDR 35	LF	20	\$66.00	\$1,320.00	\$58.00	\$1,160.00	\$100.00	\$2,000.00	\$2,180.00
7.	334213.14	Sanitary Sewer Service Connection	EA	1	\$700.00	\$700.00	\$2,000.00	\$2,000.00	\$1,000.00	\$1,000.00	\$1,130.00
8.	C-202	Poo Pit Maintenance Shaft	EA	1	\$3,500.00	\$3,500.00	\$7,000.00	\$7,000.00	\$3,750.00	\$3,750.00	\$4,970.00
9.	330561.0000	Temporary Pumping-Sanitary	EA	1	\$1,000.00	\$1,000.00	\$15,000.00	\$15,000.00	\$2,500.00	\$2,500.00	\$1,110.00
Water Main Items											
10.	331413	Water Main - 6" PVC C900	LF	202	\$36.00	\$7,272.00	\$34.00	\$6,868.00	\$75.00	\$15,150.00	\$10,827.20
11.	331413	Water Main - 8" PVC C900	LF	1,081	\$66.00	\$71,346.00	\$82.00	\$88,642.00	\$80.00	\$86,480.00	\$63.10
12.	331419	Gate Valve & Box - 6"	EA	2	\$2,350.00	\$4,700.00	\$2,400.00	\$4,800.00	\$1,800.00	\$3,600.00	\$2,120.00
13.	331419	Gate Valve & Box - 8"	EA	7	\$3,165.00	\$22,155.00	\$3,200.00	\$22,400.00	\$3,800.00	\$26,600.00	\$2,930.00
14.	24200.0000	Remove Hydrant	EA	1	\$500.00	\$500.00	\$1,000.00	\$1,000.00	\$750.00	\$750.00	\$686.00
15.	331419	Hydrant - 6"	EA	2	\$7,500.00	\$15,000.00	\$6,900.00	\$13,800.00	\$7,600.00	\$15,200.00	\$7,610.00
Storm Sewer Items											
16.	334213.13	Pipe Conc Reinf 15In CI III-Storm Drain	LF	74	\$53.00	\$3,922.00	\$52.00	\$3,848.00	\$74.00	\$5,476.00	\$82.60
17.	334213.13	Pipe Conc Reinf 18In CI III-Storm Drain	LF	198	\$58.00	\$11,484.00	\$58.00	\$11,484.00	\$78.00	\$15,444.00	\$83.10
18.	334213.13	Pipe Conc Reinf 30In CI III-Storm Drain	LF	105	\$98.00	\$10,290.00	\$105.00	\$11,025.00	\$120.00	\$12,600.00	\$123.00
19.	334213.13	Pipe Conc Reinf 36In CI III-Storm Drain	LF	191	\$125.00	\$23,875.00	\$133.00	\$25,403.00	\$150.00	\$28,650.00	\$155.00
20.	334213.13	Pipe Conc Reinf 48In CI III-Storm Drain	LF	448	\$223.00	\$99,904.00	\$215.00	\$96,320.00	\$240.00	\$107,520.00	\$234.00
21.	334213.13	Pipe Conduit 15In-HDPE	LF	273	\$48.00	\$13,104.00	\$48.00	\$13,104.00	\$46.00	\$12,558.00	\$50.80
22.	334213.13	Pipe Conduit 18In-HDPE	LF	41	\$58.00	\$2,378.00	\$58.00	\$2,378.00	\$55.00	\$2,255.00	\$62.50
23.	334213.13	Edgedrain Non Permeable Base	LF	1,970	\$9.00	\$17,730.00	\$10.00	\$19,700.00	\$11.00	\$21,670.00	\$12.00
24.	330561	Storm Sewer Catch Basin - 30"	EA	3	\$2,400.00	\$7,200.00	\$2,300.00	\$6,900.00	\$2,650.00	\$7,950.00	\$2,120.00
25.	330561	Manhole 48In	EA	4	\$3,700.00	\$14,800.00	\$4,700.00	\$18,800.00	\$3,500.00	\$14,000.00	\$3,920.00
26.	330561	Manhole 60In	EA	1	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,100.00	\$5,100.00	\$7,180.00
27.	330561	Manhole 72In	EA	2	\$8,500.00	\$17,000.00	\$7,800.00	\$15,600.00	\$8,350.00	\$16,700.00	\$10,900.00
28.	330561	Manhole 84In	EA	4	\$12,200.00	\$48,800.00	\$11,600.00	\$46,400.00	\$13,500.00	\$54,000.00	\$14,800.00
29.	330561	Multi-Manhole (12'x8')	EA	1	\$55,000.00	\$55,000.00	\$78,000.00	\$78,000.00	\$72,000.00	\$72,000.00	\$32,800.00
30.	330561	Inlet-Type 2	EA	4	\$3,200.00	\$12,800.00	\$3,300.00	\$13,200.00	\$3,650.00	\$14,600.00	\$4,150.00
31.	330561	Temporary Pumping	L SUM	1	\$10,000.00	\$10,000.00	\$20,000.00	\$20,000.00	\$2,500.00	\$2,500.00	\$617.00



BID TABULATION
Improvement District No. 1353
DMF Development
West Fargo ND
Project No. 30018
Bid Date: June 12, 2025

Dakota Underground Company
 4001 15th Ave NW
 Fargo, ND 58102

Dirt Dynamics
 4206 3rd Ave N
 Fargo, ND 58102

KPH, Inc.
 9530 39th St S
 Fargo, ND 58104

Border States Paving, Inc.
 PO Box 2586
 Fargo, ND 58108

BID ITEM NO. & DESCRIPTION	UNIT	ESTIMATED QUANTITY	BID UNIT PRICE	BID PRICE	BID UNIT PRICE	BID PRICE	BID UNIT PRICE	BID PRICE	BID UNIT PRICE	BID PRICE
Roadway Items										
32. 24200.0000 Removal of Curb and Gutter	LF	277	\$10.00	\$2,770.00	\$10.00	\$2,770.00	\$12.00	\$3,324.00	\$7.85	\$2,174.45
33. 24200.0000 Removal of Concrete Pavement	SY	409	\$20.00	\$8,180.00	\$14.00	\$5,726.00	\$10.00	\$4,090.00	\$11.20	\$4,580.80
34. 24200.0000 Removal of Concrete Sidewalk	SY	22	\$10.00	\$220.00	\$10.00	\$220.00	\$20.00	\$440.00	\$7.30	\$160.60
35. 312316.0000 Borrow Excavation-Import (P)	CY	8,924	\$6.00	\$53,544.00	\$10.00	\$89,240.00	\$11.00	\$98,164.00	\$16.10	\$143,676.40
36. 312316 Topsoil (P)	CY	2,556	\$4.00	\$10,224.00	\$5.00	\$12,780.00	\$7.00	\$17,892.00	\$11.40	\$29,138.40
37. 312316 Subgrade Preparation-Type A-12In	SY	3,656	\$2.00	\$7,312.00	\$3.00	\$10,968.00	\$3.00	\$10,968.00	\$2.60	\$9,505.60
38. 321123 Aggregate Base Course Cl 5	CY	950	\$56.00	\$53,200.00	\$58.00	\$55,100.00	\$54.00	\$51,300.00	\$67.90	\$64,505.00
39. 321313 8In Non-Reinf Concrete Pvmnt CL AE-Doweled	SY	3,277	\$88.00	\$288,376.00	\$101.00	\$330,977.00	\$105.00	\$344,085.00	\$104.00	\$340,808.00
40. 321123.0000 Geosynthetic Material Type R1	SY	3,656	\$3.50	\$12,796.00	\$3.00	\$10,968.00	\$4.00	\$14,624.00	\$3.90	\$14,258.40
41. 321313 Curb & Gutter-Type I	LF	2,246	\$27.00	\$60,642.00	\$34.00	\$76,364.00	\$35.00	\$78,610.00	\$34.30	\$77,037.80
42. 321623 Sidewalk Concrete 4In	SY	1,711	\$67.00	\$114,637.00	\$86.00	\$147,146.00	\$90.00	\$153,990.00	\$90.40	\$154,674.40
43. 321623 Sidewalk Concrete 6In	SY	55	\$80.00	\$4,400.00	\$120.00	\$6,600.00	\$120.00	\$6,600.00	\$127.00	\$6,985.00
44. 321623.0000 Detectable Warning Panels	SF	120	\$60.00	\$7,200.00	\$65.00	\$7,800.00	\$66.00	\$7,920.00	\$64.30	\$7,716.00
45. 321723 Signing and Striping	L SUM	1	\$35,000.00	\$35,000.00	\$36,000.00	\$36,000.00	\$36,000.00	\$36,000.00	\$36,800.00	\$36,800.00
General Items										
46. 12000 Mobilization	L SUM	1	\$30,000.00	\$30,000.00	\$40,000.00	\$40,000.00	\$20,000.00	\$20,000.00	\$15,100.00	\$15,100.00
47. 329219 Seeding Class III	SY	15,100	\$0.40	\$6,040.00	\$0.40	\$6,040.00	\$1.00	\$15,100.00	\$0.41	\$6,191.00
48. 329219 Hydraulic Mulch	SY	15,100	\$0.52	\$7,852.00	\$0.53	\$8,003.00	\$1.00	\$15,100.00	\$0.54	\$8,154.00
49. 015000 Traffic Control	L SUM	1	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$3,000.00	\$3,000.00	\$2,480.00	\$2,480.00
50. 334213.13 Storm Water Management	L SUM	1	\$3,500.00	\$3,500.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$11,800.00	\$11,800.00
51. 24200 Remove Tree	EA	3	\$250.00	\$750.00	\$300.00	\$900.00	\$750.00	\$2,250.00	\$407.00	\$1,221.00
52. 329300 Tree - Large Deciduous	EA	15	\$680.00	\$10,200.00	\$700.00	\$10,500.00	\$650.00	\$9,750.00	\$696.00	\$10,440.00
53. 329300 Tree - Small Deciduous	EA	10	\$640.00	\$6,400.00	\$650.00	\$6,500.00	\$550.00	\$5,500.00	\$654.00	\$6,540.00
Electrical Items										
54. 26000 Concrete Base - 6'	EA	9	\$955.00	\$8,595.00	\$1,000.00	\$9,000.00	\$1,050.00	\$9,450.00	\$1,020.00	\$9,180.00
55. 26000 Conductor - #6 USE/Cu.	LF	3,330	\$2.55	\$8,491.50	\$2.70	\$8,991.00	\$2.80	\$9,324.00	\$2.75	\$9,157.50
56. 26000 Innerduct - 1.5" PVC	LF	1,110	\$5.85	\$6,493.50	\$6.15	\$6,826.50	\$6.50	\$7,215.00	\$6.25	\$6,937.50
57. 26000 Light Standard - Single LED and 30' Post	EA	9	\$5,310.00	\$47,790.00	\$5,570.00	\$50,130.00	\$5,900.00	\$53,100.00	\$5,690.00	\$51,210.00
58. 26000 Tracer Wire - #12	LF	1,110	\$0.75	\$832.50	\$0.80	\$888.00	\$0.80	\$888.00	\$0.80	\$888.00
59. 26000.0000 Spare Type A Pole and Luminaire	EA	1	\$4,600.00	\$4,600.00	\$4,700.00	\$4,700.00	\$4,600.00	\$4,600.00	\$4,930.00	\$4,930.00
TOTAL				\$1,401,430.75		\$1,653,479.50		\$1,684,792.00		\$1,699,014.50

**BID TABULATION**

Improvement District No. 1353

DMF Development

West Fargo ND

Project No. 30018

Bid Date: June 12, 2025

All Finish Concrete, Inc.

801 Christianson Drive W

West Fargo, ND 58078

Northern Improvement Company

PO Box 2846

Fargo, ND 58108

Sellin Brothers, Inc.

PO Box 159

Hawley, MN 56549

J.R. Ferche, Inc.

13265 25th Ave NE

Rice, MN 56367

BID ITEM NO. & DESCRIPTION			UNIT	ESTIMATED QUANTITY	BID UNIT PRICE	BID PRICE	BID UNIT PRICE	BID PRICE	BID UNIT PRICE	BID PRICE	BID UNIT PRICE	BID PRICE
Sanitary Sewer Items												
1.	330130.11	Televise - Mainline	LF	1,135	\$4.00	\$4,540.00	\$4.20	\$4,767.00	\$3.25	\$3,688.75	\$3.50	\$3,972.50
2.	330130.11	Televise - Service	EA	1	\$194.00	\$194.00	\$785.00	\$785.00	\$525.00	\$525.00	\$250.00	\$250.00
3.	330561	Sanitary Sewer Manhole - 48"	EA	7	\$11,000.00	\$77,000.00	\$13,125.00	\$91,875.00	\$12,400.00	\$86,800.00	\$10,500.00	\$73,500.00
4.	334213.14	Sanitary Sewer - 8" PVC SDR 35	LF	1,135	\$89.00	\$101,015.00	\$47.00	\$53,345.00	\$77.00	\$87,395.00	\$74.00	\$83,990.00
5.	334213.14	Sanitary Sewer Service - 5" PVC SDR 26	LF	55	\$63.00	\$3,465.00	\$41.00	\$2,255.00	\$74.00	\$4,070.00	\$65.00	\$3,575.00
6.	334213.14	Sanitary Sewer - 10" PVC SDR 35	LF	20	\$120.00	\$2,400.00	\$61.00	\$1,220.00	\$200.00	\$4,000.00	\$150.00	\$3,000.00
7.	334213.14	Sanitary Sewer Service Connection	EA	1	\$1,250.00	\$1,250.00	\$2,100.00	\$2,100.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
8.	C-202	Poo Pit Maintenance Shaft	EA	1	\$5,500.00	\$5,500.00	\$7,350.00	\$7,350.00	\$7,100.00	\$7,100.00	\$3,500.00	\$3,500.00
9.	330561.0000	Temporary Pumping-Sanitary	EA	1	\$1,200.00	\$1,200.00	\$15,750.00	\$15,750.00	\$4,000.00	\$4,000.00	\$6,500.00	\$6,500.00
Water Main Items												
10.	331413	Water Main - 6" PVC C900	LF	202	\$60.00	\$12,120.00	\$36.00	\$7,272.00	\$72.00	\$14,544.00	\$73.00	\$14,746.00
11.	331413	Water Main - 8" PVC C900	LF	1,081	\$70.00	\$75,670.00	\$86.00	\$92,966.00	\$110.00	\$118,910.00	\$90.00	\$97,290.00
12.	331419	Gate Valve & Box - 6"	EA	2	\$2,330.00	\$4,660.00	\$2,520.00	\$5,040.00	\$2,800.00	\$5,600.00	\$4,000.00	\$8,000.00
13.	331419	Gate Valve & Box - 8"	EA	7	\$3,200.00	\$22,400.00	\$3,360.00	\$23,520.00	\$3,900.00	\$27,300.00	\$5,000.00	\$35,000.00
14.	24200.0000	Remove Hydrant	EA	1	\$750.00	\$750.00	\$1,050.00	\$1,050.00	\$1,125.00	\$1,125.00	\$900.00	\$900.00
15.	331419	Hydrant - 6"	EA	2	\$8,400.00	\$16,800.00	\$7,245.00	\$14,490.00	\$8,500.00	\$17,000.00	\$9,500.00	\$19,000.00
Storm Sewer Items						\$0.00						
16.	334213.13	Pipe Conc Reinf 15In CI III-Storm Drain	LF	74	\$91.00	\$6,734.00	\$55.00	\$4,070.00	\$91.00	\$6,734.00	\$90.00	\$6,660.00
17.	334213.13	Pipe Conc Reinf 18In CI III-Storm Drain	LF	198	\$92.00	\$18,216.00	\$61.00	\$12,078.00	\$88.00	\$17,424.00	\$95.00	\$18,810.00
18.	334213.13	Pipe Conc Reinf 30In CI III-Storm Drain	LF	105	\$135.00	\$14,175.00	\$110.00	\$11,550.00	\$135.00	\$14,175.00	\$142.00	\$14,910.00
19.	334213.13	Pipe Conc Reinf 36In CI III-Storm Drain	LF	191	\$170.00	\$32,470.00	\$140.00	\$26,740.00	\$178.00	\$33,998.00	\$185.00	\$35,335.00
20.	334213.13	Pipe Conc Reinf 48In CI III-Storm Drain	LF	448	\$257.00	\$115,136.00	\$225.00	\$100,800.00	\$298.00	\$133,504.00	\$320.00	\$143,360.00
21.	334213.13	Pipe Conduit 15In-HDPE	LF	273	\$56.00	\$15,288.00	\$50.00	\$13,650.00	\$73.00	\$19,929.00	\$75.00	\$20,475.00
22.	334213.13	Pipe Conduit 18In-HDPE	LF	41	\$69.00	\$2,829.00	\$61.00	\$2,501.00	\$99.00	\$4,059.00	\$90.00	\$3,690.00
23.	334213.13	Edgedrain Non Permeable Base	LF	1,970	\$11.00	\$21,670.00	\$9.85	\$19,404.50	\$11.25	\$22,162.50	\$12.00	\$23,640.00
24.	330561	Storm Sewer Catch Basin - 30"	EA	3	\$2,332.00	\$6,996.00	\$2,415.00	\$7,245.00	\$3,600.00	\$10,800.00	\$3,700.00	\$11,100.00
25.	330561	Manhole 48In	EA	4	\$4,312.00	\$17,248.00	\$4,935.00	\$19,740.00	\$4,700.00	\$18,800.00	\$4,950.00	\$19,800.00
26.	330561	Manhole 60In	EA	1	\$7,898.00	\$7,898.00	\$5,250.00	\$5,250.00	\$6,630.00	\$6,630.00	\$7,500.00	\$7,500.00
27.	330561	Manhole 72In	EA	2	\$11,990.00	\$23,980.00	\$8,190.00	\$16,380.00	\$10,425.00	\$20,850.00	\$11,000.00	\$22,000.00
28.	330561	Manhole 84In	EA	4	\$16,280.00	\$65,120.00	\$12,180.00	\$48,720.00	\$16,300.00	\$65,200.00	\$16,000.00	\$64,000.00
29.	330561	Multi-Manhole (12'x8')	EA	1	\$36,080.00	\$36,080.00	\$81,900.00	\$81,900.00	\$107,000.00	\$107,000.00	\$57,500.00	\$57,500.00
30.	330561	Inlet-Type 2	EA	4	\$4,565.00	\$18,260.00	\$3,465.00	\$13,860.00	\$4,215.00	\$16,860.00	\$4,200.00	\$16,800.00
31.	330561	Temporary Pumping	L SUM	1	\$700.00	\$700.00	\$21,000.00	\$21,000.00	\$10,000.00	\$10,000.00	\$15,000.00	\$15,000.00



BID TABULATION
Improvement District No. 1353
DMF Development
West Fargo ND
Project No. 30018
Bid Date: June 12, 2025

All Finish Concrete, Inc.
 801 Christianson Drive W
 West Fargo, ND 58078

Northern Improvement Company
 PO Box 2846
 Fargo, ND 58108

Sellin Brothers, Inc.
 PO Box 159
 Hawley, MN 56549

J.R. Ferche, Inc.
 13265 25th Ave NE
 Rice, MN 56367

BID ITEM NO. & DESCRIPTION	UNIT	ESTIMATED QUANTITY	BID UNIT PRICE	BID PRICE	BID UNIT PRICE	BID PRICE	BID UNIT PRICE	BID PRICE	BID UNIT PRICE	BID PRICE
Roadway Items						\$0.00				
32. 24200.0000 Removal of Curb and Gutter	LF	277	\$14.00	\$3,878.00	\$7.00	\$1,939.00	\$8.50	\$2,354.50	\$15.00	\$4,155.00
33. 24200.0000 Removal of Concrete Pavement	SY	409	\$20.00	\$8,180.00	\$22.00	\$8,998.00	\$16.00	\$6,544.00	\$20.00	\$8,180.00
34. 24200.0000 Removal of Concrete Sidewalk	SY	22	\$22.00	\$484.00	\$23.00	\$506.00	\$30.00	\$660.00	\$20.00	\$440.00
35. 312316.0000 Borrow Excavation-Import (P)	CY	8,924	\$13.50	\$120,474.00	\$19.00	\$169,556.00	\$12.00	\$107,088.00	\$35.00	\$312,340.00
36. 312316 Topsoil (P)	CY	2,556	\$7.00	\$17,892.00	\$12.00	\$30,672.00	\$6.50	\$16,614.00	\$12.60	\$32,205.60
37. 312316 Subgrade Preparation-Type A-12In	SY	3,656	\$5.00	\$18,280.00	\$2.25	\$8,226.00	\$2.50	\$9,140.00	\$10.00	\$36,560.00
38. 321123 Aggregate Base Course Cl 5	CY	950	\$87.00	\$82,650.00	\$47.00	\$44,650.00	\$53.00	\$50,350.00	\$60.00	\$57,000.00
39. 321313 8In Non-Reinf Concrete Pvmnt CL AE-Doweled	SY	3,277	\$90.00	\$294,930.00	\$104.50	\$342,446.50	\$103.00	\$337,531.00	\$107.00	\$350,639.00
40. 321123.0000 Geosynthetic Material Type R1	SY	3,656	\$3.00	\$10,968.00	\$3.25	\$11,882.00	\$3.50	\$12,796.00	\$5.00	\$18,280.00
41. 321313 Curb & Gutter-Type I	LF	2,246	\$32.00	\$71,872.00	\$33.00	\$74,118.00	\$34.00	\$76,364.00	\$36.00	\$80,856.00
42. 321623 Sidewalk Concrete 4In	SY	1,711	\$92.00	\$157,412.00	\$75.00	\$128,325.00	\$95.00	\$162,545.00	\$88.00	\$150,568.00
43. 321623 Sidewalk Concrete 6In	SY	55	\$170.00	\$9,350.00	\$125.00	\$6,875.00	\$130.00	\$7,150.00	\$127.00	\$6,985.00
44. 321623.0000 Detectable Warning Panels	SF	120	\$70.00	\$8,400.00	\$58.00	\$6,960.00	\$64.00	\$7,680.00	\$69.00	\$8,280.00
45. 321723 Signing and Striping	L SUM	1	\$40,000.00	\$40,000.00	\$36,000.00	\$36,000.00	\$36,000.00	\$36,000.00	\$40,000.00	\$40,000.00
General Items						\$0.00				
46. 12000 Mobilization	L SUM	1	\$70,000.00	\$70,000.00	\$129,100.00	\$129,100.00	\$182,000.25	\$182,000.25	\$44,400.00	\$44,400.00
47. 329219 Seeding Class III	SY	15,100	\$0.50	\$7,550.00	\$0.40	\$6,040.00	\$0.90	\$13,590.00	\$1.00	\$15,100.00
48. 329219 Hydraulic Mulch	SY	15,100	\$0.55	\$8,305.00	\$0.53	\$8,003.00	\$0.80	\$12,080.00	\$1.00	\$15,100.00
49. 015000 Traffic Control	L SUM	1	\$2,500.00	\$2,500.00	\$2,430.00	\$2,430.00	\$6,300.00	\$6,300.00	\$3,000.00	\$3,000.00
50. 334213.13 Storm Water Management	L SUM	1	\$5,600.00	\$5,600.00	\$7,500.00	\$7,500.00	\$3,900.00	\$3,900.00	\$10,000.00	\$10,000.00
51. 24200 Remove Tree	EA	3	\$1,000.00	\$3,000.00	\$200.00	\$600.00	\$480.00	\$1,440.00	\$300.00	\$900.00
52. 329300 Tree - Large Deciduous	EA	15	\$715.00	\$10,725.00	\$680.00	\$10,200.00	\$593.00	\$8,895.00	\$650.00	\$9,750.00
53. 329300 Tree - Small Deciduous	EA	10	\$675.00	\$6,750.00	\$640.00	\$6,400.00	\$520.00	\$5,200.00	\$575.00	\$5,750.00
Electrical Items										
54. 26000 Concrete Base - 6'	EA	9	\$1,100.00	\$9,900.00	\$1,000.00	\$9,000.00	\$1,010.00	\$9,090.00	\$1,100.00	\$9,900.00
55. 26000 Conductor - #6 USE/Cu.	LF	3,330	\$3.00	\$9,990.00	\$2.70	\$8,991.00	\$2.75	\$9,157.50	\$3.00	\$9,990.00
56. 26000 Innerduct - 1.5" PVC	LF	1,110	\$6.00	\$6,660.00	\$6.15	\$6,826.50	\$6.25	\$6,937.50	\$7.00	\$7,770.00
57. 26000 Light Standard - Single LED and 30' Post	EA	9	\$5,900.00	\$53,100.00	\$5,600.00	\$50,400.00	\$5,700.00	\$51,300.00	\$6,100.00	\$54,900.00
58. 26000 Tracer Wire - #12	LF	1,110	\$1.00	\$1,110.00	\$0.80	\$888.00	\$0.80	\$888.00	\$1.00	\$1,110.00
59. 26000.0000 Spare Type A Pole and Luminaire	EA	1	\$5,000.00	\$5,000.00	\$4,830.00	\$4,830.00	\$4,900.00	\$4,900.00	\$5,200.00	\$5,200.00
TOTAL				\$1,776,724.00		\$1,851,035.50		\$2,040,178.00		\$2,134,662.10

NOTICE OF AWARD

Date of Issuance:

Owner:	City of West Fargo	Owner's Project No.:	1353
Engineer:	Moore Engineering, Inc.	Engineer's Project No.:	30018
Project:	Dakota Medical Foundation Development		
Contract Name:	Improvement District No. 1353; New Water Supply, Sewerage, Street Systems and Incidentals		
Bidder:	Dakota Underground Company		
Bidder's Address:	4001 15 th Ave NW Fargo, ND 58107		

You are notified that Owner has accepted your Bid dated June 12th, 2025, for the above Contract, and that you are the Successful Bidder and are awarded a Contract for: New Water Supply, Sewerage, Street Systems and Incidentals

The Contract Price of the awarded Contract is \$1,401,430.75 Contract Price is subject to adjustment based on the provisions of the Contract, including but not limited to those governing changes, Unit Price Work, and Work performed on a cost-plus-fee basis, as applicable.

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

☐ Drawings will be delivered separately from the other Contract Documents.

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

1. Deliver to Owner three counterparts of the Agreement, signed by Bidder (as Contractor).
2. Deliver with the signed Agreement(s) the Contract security (such as required performance and payment bonds) and insurance documentation, as specified in the Instructions to Bidders and in the General Conditions, Articles 2 and 6.

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

Within 10 days after you comply with the above conditions, Owner will return to you one fully signed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

Owner: City of West Fargo

By (signature): _____

Name (printed): Bernie L. Dardis

Title: President of the Board of City Commissioners

Copy: Engineer



ENGINEERING DEPARTMENT

2515 6th Street E
West Fargo, ND 58078
701.515.5100
www.westfargond.gov

June 16, 2025

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

Re: Improvement District No. 1353 – New Water Supply, Sewerage, Street Systems & Incidentals
Dakota Medical Foundation Development

WHEREAS, bids were opened and filed for Improvement District No. 1353 – New Water Supply, Sewerage, Street Systems & Incidentals for the City of West Fargo, North Dakota; and

WHEREAS, the engineer for the City of West Fargo, North Dakota is required to make a careful and detailed statement of the estimated cost of work (*pursuant to N.D.C.C. 40-22-29*);

NOW THEREFORE, I, Jerrold F. Wallace, do hereby certify as follows:

That I am the City Engineer for the City of West Fargo, North Dakota;

That the following (and/or attached hereto) is a detailed statement of the estimated cost for work described as Improvement District No. 1353 – New Water Supply, Sewerage, Street Systems & Incidentals of the City of West Fargo, North Dakota.

IN WITNESS THEREOF, I have hereunto set my hand and seal this 12th day of JUNE, 2025.

JERROLD F. WALLACE
ND REG. NO. 27431


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



Improvement District No. 1353
Dakota Medical Foundation Development
West Fargo, ND
Project No. 30018
Engineer's Statement of Cost
Date: 06/16/2025

BID ITEM NO. & DESCRIPTION			UNIT	QUANTITY	BID UNIT PRICE	BID PRICE
<u>Sanitary Sewer Items</u>						
1.	330130.11	Televiser - Mainline	LF	1,135	\$3.15	\$3,575.25
2.	330130.11	Televiser - Service	EA	1	\$525.00	\$525.00
3.	330561	Sanitary Sewer Manhole - 48"	EA	7	\$9,000.00	\$63,000.00
4.	334213.14	Sanitary Sewer - 8" PVC SDR 35	LF	1,135	\$43.00	\$48,805.00
5.	334213.14	Sanitary Sewer Service - 6" PVC SDR 26	LF	55	\$40.00	\$2,200.00
6.	334213.14	Sanitary Sewer - 10" PVC SDR 35	LF	20	\$66.00	\$1,320.00
7.	334213.14	Sanitary Sewer Service Connection	EA	1	\$700.00	\$700.00
8.	C-202	Poo Pit Maintenance Shaft	EA	1	\$3,500.00	\$3,500.00
9.	330561	Temporary Pumping-Sanitary	EA	1	\$1,000.00	\$1,000.00
<u>Water Main Items</u>						
1.	331413	Water Main - 6" PVC C900	LF	202	\$36.00	\$7,272.00
2.	331413	Water Main - 8" PVC C900	LF	1,081	\$66.00	\$71,346.00
3.	331419	Gate Valve & Box - 6"	EA	2	\$2,350.00	\$4,700.00
4.	331419	Gate Valve & Box - 8"	EA	7	\$3,165.00	\$22,155.00
5.	24200	Remove Hydrant	EA	1	\$500.00	\$500.00
6.	331419	Hydrant - 6"	EA	2	\$7,500.00	\$15,000.00
<u>Storm Sewer Items</u>						
1.	334213.13	Pipe Conc Reinf 15In CI III-Storm Drain	LF	74	\$53.00	\$3,922.00
2.	334213.13	Pipe Conc Reinf 18In CI III-Storm Drain	LF	198	\$58.00	\$11,484.00
3.	334213.13	Pipe Conc Reinf 30In CI III-Storm Drain	LF	105	\$98.00	\$10,290.00
4.	334213.13	Pipe Conc Reinf 36In CI III-Storm Drain	LF	191	\$125.00	\$23,875.00
5.	334213.13	Pipe Conc Reinf 48In CI III-Storm Drain	LF	448	\$223.00	\$99,904.00
6.	334213.13	Pipe Conduit 15In-HDPE	LF	273	\$48.00	\$13,104.00
7.	334213.13	Pipe Conduit 18In-HDPE	LF	41	\$58.00	\$2,378.00
8.	334213.13	Edgedrain Non Permeable Base	LF	1,970	\$9.00	\$17,730.00
9.	330561	Storm Sewer Catch Basin - 30"	EA	3	\$2,400.00	\$7,200.00
10.	330561	Manhole 48In	EA	4	\$3,700.00	\$14,800.00
11.	330561	Manhole 60In	EA	1	\$5,000.00	\$5,000.00
12.	330561	Manhole 72In	EA	2	\$8,500.00	\$17,000.00
13.	330561	Manhole 84In	EA	4	\$12,200.00	\$48,800.00
14.	330561	Multi-Manhole (12x8')	EA	1	\$55,000.00	\$55,000.00
15.	330561	Inlet-Type 2	EA	4	\$3,200.00	\$12,800.00
16.	330561	Temporary Pumping-Storm	L SUM	1	\$10,000.00	\$10,000.00
<u>Roadway Items</u>						
1.	24200	Removal of Curb and Gutter	LF	277	\$10.00	\$2,770.00
2.	24200	Removal of Concrete Pavement	SY	409	\$20.00	\$8,180.00
3.	24200	Removal of Concrete Sidewalk	SY	22	\$10.00	\$220.00
4.	312316	Embankment-Type A	CY	8,924	\$6.00	\$53,544.00
5.	312316	Topsoil	CY	2,556	\$4.00	\$10,224.00
6.	312316	Subgrade Preparation-Type A-12In	SY	3,656	\$2.00	\$7,312.00
7.	321123	Aggregate Base Course CI 5	CY	950	\$56.00	\$53,200.00
8.	321313	8In Non-Reinf Concrete Pvmnt CL AE-Doweled	SY	3,277	\$88.00	\$288,376.00
9.	321123	Geosynthetic Material Type R1	SY	3,656	\$3.50	\$12,796.00
10.	321313	Curb & Gutter-Type I	LF	2,246	\$27.00	\$60,642.00
11.	321623	Sidewalk Concrete 4In	SY	1,711	\$67.00	\$114,637.00
12.	321623	Sidewalk Concrete 6In	SY	55	\$80.00	\$4,400.00
13.	321623	Detectable Warning Panels	SF	120	\$60.00	\$7,200.00
14.	321723	Signing and Striping	LSUM	1	\$35,000.00	\$35,000.00

Improvement District No. 1353
Dakota Medical Foundation Development
West Fargo, ND
Project No. 30018
Engineer's Statement of Cost
Date: 06/16/2025

BID ITEM NO. & DESCRIPTION			UNIT	QUANTITY	BID UNIT PRICE	BID PRICE
General Items						
1.	12000	Mobilization	LSum	1	\$30,000.00	\$30,000.00
2.	329219	Seeding Class III	SY	15,100	\$0.40	\$6,040.00
3.	329219	Hydraulic Mulch	SY	15,100	\$0.52	\$7,852.00
4.	015000	Traffic Control	LSUM	1	\$2,500.00	\$2,500.00
5.	334213.13	Storm Water Management	LSUM	1	\$3,500.00	\$3,500.00
6.	24200	Remove Tree	EA	3	\$250.00	\$750.00
7.	329300	Tree - Large Deciduous	EA	15	\$680.00	\$10,200.00
8.	329300	Tree - Small Deciduous	EA	10	\$640.00	\$6,400.00
Electrical Items						
1.	26000	Concrete Base - 6'	EA	9	\$955.00	\$8,595.00
2.	26000	Conductor - #6 USE/Cu.	LF	3,330	\$2.55	\$8,491.50
3.	26000	Innerduct - 1.5" PVC	LF	1,110	\$5.85	\$6,493.50
4.	26000	Light Standard - Single LED and 30' Post	EA	9	\$5,310.00	\$47,790.00
5.	26000	Tracer Wire - #12	LF	1,110	\$0.75	\$832.50
6.	26000	Spare Type A Pole and Luminaire	EA	1	\$4,600.00	\$4,600.00
Construction Subtotal						\$1,401,430.75
Contingencies (~10%)						\$148,569.25
Total Construction						\$1,550,000.00
Study & Report						\$20,000.00
Design & Construction Administration (8.5%)						\$119,121.61
Additional Consultanting Services						\$418,848.96
Legal & Administration (~5%)						\$77,500.00
Bond Discount (~4%)						\$64,029.43
City Engineering Administrative Fee (1%)						\$15,500.00
TOTAL COST						\$2,265,000.00

DISTRICT NO. 1353
BENEFIT METHODOLOGY

IMPROVEMENT STATUS: ENGINEER'S STATEMENT OF COST
DATE: 06/16/2025

Improvement District No. 1353
New Water Supply, Sewerage, Street Systems, and Incidentals
Dakota Medical Foundation Development
West Fargo, North Dakota

Construction Improvement Summary

- Construction of new infrastructure, including sanitary sewer, watermain, storm sewer, roadway, street lights, and sidewalks

Summary of Location for Improvements

- Local Benefitting Area
 - DMF Development
- Regional Benefitting Area
 - None
- Non-Benefitting Areas
 - North Pond at The Preserve 10th Addition, Lot 1, Block 1

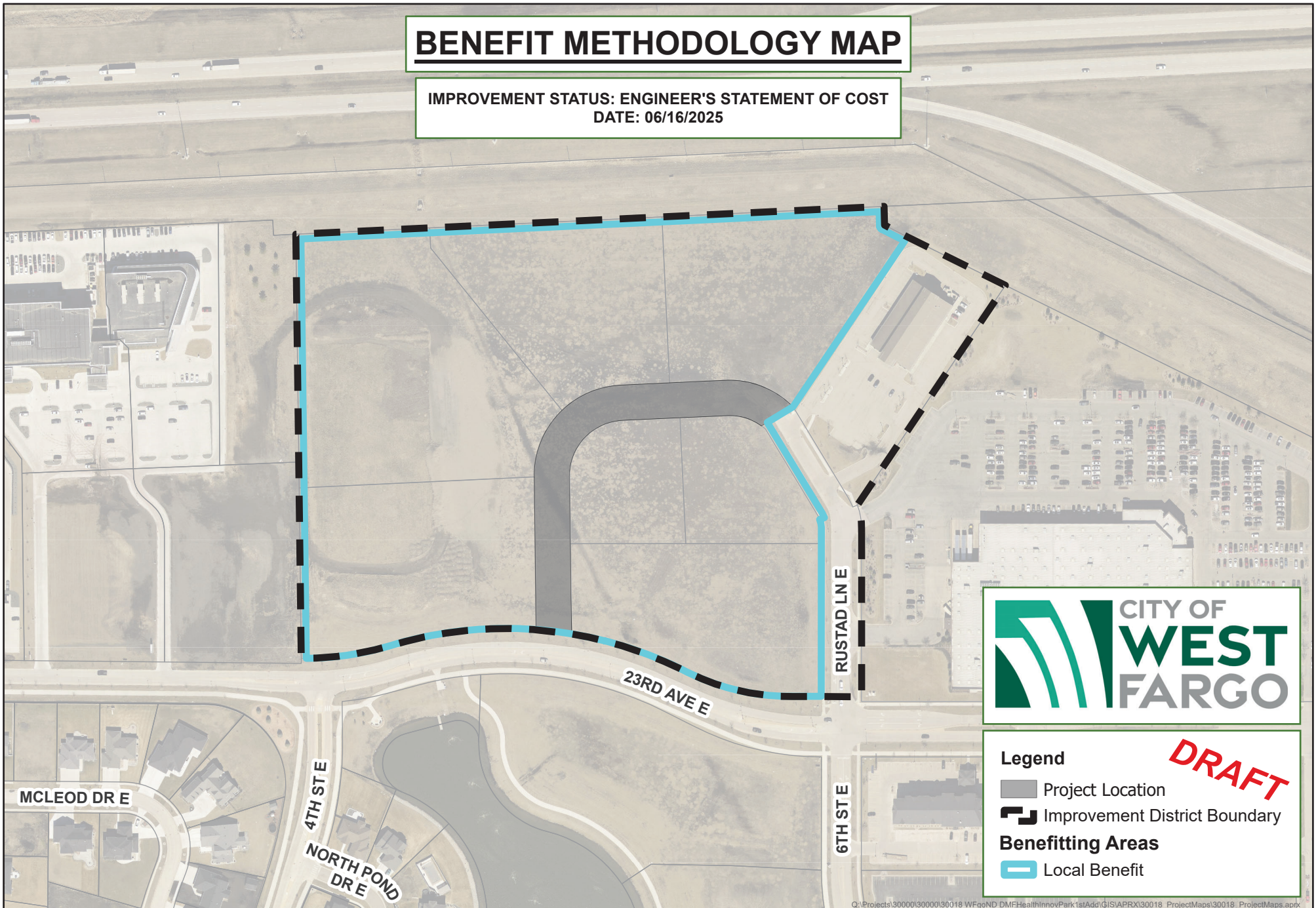
Assessment Methodology

- Local Benefit
 - Sanitary Sewer – Square Foot
 - Water Main – Square Foot
 - Storm Sewer – Square Foot
 - Street – Square Foot
 - Street Lighting – Square Foot
- Regional Benefit
 - None

Due to the irregular shaped lots, the possibility of future lot splits, and the benefit distributed proportionally to the size of each lot, a square foot methodology was selected.

BENEFIT METHODOLOGY MAP

IMPROVEMENT STATUS: ENGINEER'S STATEMENT OF COST
DATE: 06/16/2025



BENEFIT METHODOLOGY MAP
IMPROVEMENT DISTRICT NO. 1353
DAKOTA MEDICAL FOUNDATION DEVELOPMENT
WEST FARGO, NORTH DAKOTA



0 125 250
Feet
1:3,000



IMPROVEMENT DISTRICT NO. 1353
PROJECT COST SUMMARY

Moore Project No.: 30018

Date: 06/16/2025

Sanitary Sewer	\$141,435.75
Water Main	\$137,783.50
Storm Sewer	\$370,097.50
Street	\$675,311.50
Street Lighting	\$76,802.50
Construction Subtotal	\$1,401,430.75
Contingencies (~10%)	\$148,569.25
Total Construction	\$1,550,000.00
Study & Report	\$20,000.00
Design & Construction Administration (8.5%)	\$119,121.61
Additional Consultanting Services	\$418,848.96
Legal & Administration (~5%)	\$77,500.00
Bond Discount (~4%)	\$64,029.43
City Engineering Administrative Fee (1%)	\$15,500.00
Total Cost	\$2,265,000.00

														Moore Project # 30018	
Division	Block	Lot	GIS PIN	Area Factor	Front Footage	Assessable Area (Acres)	Factored Assessable Area (Acres)	Local Sanitary Sewer	Local Water	Local Storm	Local Street	Local Street Lighting		Total Assessment	Notes
DMF Addition	1	1	2451000010000	1.00	311	3.49	3.49	\$40,607.57	\$39,558.98	\$106,258.57	\$193,888.46	\$22,050.74		\$402,364.32	
DMF Addition	1	2	2451000020000	1.00	170	4.72	4.72	\$54,896.75	\$53,479.17	\$143,649.32	\$262,114.82	\$29,810.06		\$543,950.12	
DMF Addition	1	3	2451000030000	1.00	227	2.84	2.84	\$33,004.08	\$32,151.82	\$86,362.37	\$157,584.15	\$17,921.89		\$327,024.31	
DMF Addition	1	4	2451000040000	1.00	260	3.10	3.10	\$35,993.17	\$35,063.73	\$94,183.97	\$171,896.12	\$19,545.02		\$356,642.00	
DMF Addition	2	1	2451000050000	1.00	194	3.01	3.01	\$35,041.99	\$34,137.12	\$91,695.03	\$167,314.57	\$19,028.52		\$347,217.23	
DMF Addition	2	2	2451000060000	1.00	379	1.21	1.21	\$14,048.18	\$13,685.42	\$36,760.14	\$67,075.68	\$7,628.45		\$139,197.88	
DMF Addition	2	3	2451000070000	1.00	396	1.29	1.29	\$14,997.49	\$14,610.21	\$39,244.19	\$71,608.31	\$8,143.94		\$148,804.14	
North Pond at the Preserve Tenth Addition	1	1	2460900010000	0.00	0									\$0.00	Parcel outside of local benefit
					1937	19.66	19.66	\$228,589.23	\$222,686.44	\$598,153.59	\$1,091,442.12	\$124,128.62		\$2,265,000.00	

Inflation	0%
Percentage of Project Funded By Assessments	100%
Based on Percentage of Project Funded by Assessments	
Local Sanitary Sewer	\$228,589.23
Local Water	\$222,686.44
Local Storm	\$598,153.59
Local Street	\$1,091,442.12
Local Street Lighting	\$124,128.62
Total Project Assessed	\$2,265,000.00
City Funded Portion	\$0.00

100%

0%

Color Legend
Unassessable Parcel
Adjusted Number of EU's
Adjusted Area for Pond Storage/River Setback
Adjusted Number/EU's for Condo Lots
Adjusted Front Footage

Commissioner _____ introduced the following resolution and moved its adoption:

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

WHEREAS, bids have heretofore been received for the making of certain improvements in Improvement District No. 1353 - New Wayer Supply, Sewerage, Street Systems; and Incidentals of the City of West Fargo, North Dakota; and

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

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

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

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

That the fact is and that the minutes show that the bid of Dakota Underground Company, in the amount of \$1,401,403.75, is the lowest bid received and that said company is the lowest responsible bidder; that said bid was accompanied by a bidder's bond in the amount of 5% of the bid price and copy of the contractor's license or certificate of renewal thereof and in conformity with the provisions of Chapter 40-29 of the North Dakota Century Code

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

That the contract for the construction of said improvement for which advertisement for bids is made, be and the same is hereby awarded to the said Dakota Underground Company, in the amount of \$1,401,403.75, and that the President of the Board of City Commissioners and the City Auditor are hereby authorized and directed to enter into a contract with the said contractor for the making of the improvements for which advertisement for bids was heretofore made and for which they were the low bidder.

Dated: June 16, 2025

APPROVED:

President of Board of City Commissioners

ATTEST:

City Auditor

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



"Consent" or "Regular" Agenda
Item?

[Regular]

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 16, 2025

Subject: Project No. 9063 – Core Area Stormwater Study

Action: Award Study to Consultant

New Information and Recommendation:

In 2023 the City applied for a grant application to study the core area's storm sewer system to analyze and model the existing system. 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.

This study will conclude with an Interior Drainage Flood Mitigation Plan for the system. This model and plan will be the basis for the future design of all reconstruction projects in the core area as well as the future installation of a storm sewer lift station to be installed at the 622 Morrison St. property that the city owns that will evacuate the storm sewer system for the core area.

This work will be conducted in unison with a current Sheyenne River Mitigation Project being done in conjunction with the FM Diversion. That study is analyzing the Sheyenne River through West Fargo after they remove the gate structures. The removal of these structures is scheduled through the FM Diversion project but will not occur until after the FM Diversion has been built and is operational.

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. Reasons for selecting Moore Engineering is their extensive knowledge of the city's systems and they are the consultant working with the Corps of Engineers on the Sheyenne River Mitigation Project.

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

Financial Analysis:

The estimated cost of this work is \$350,000. Of this amount, 75% (\$262,500) will be covered with grant funding and the remaining 25% (87,500) is proposed to be paid via Capital Improvement Sales Tax.

Previously Presented Information and Commission Actions:

None



STATE OF NORTH DAKOTA
DEPARTMENT OF EMERGENCY SERVICES

KELLY ARMSTRONG
Governor

Brigadier General Mitchell Johnson
Director – Department of Emergency Services

Darin Hanson
Director - Division of Homeland Security

CFDA Title and Number: Non-Disaster Grants – Building Resilient Infrastructure and Communities, 97.047
Non-Disaster Grant Fiscal Year: 2023
Subrecipient: City of West Fargo
Project Number: EMD-2023-BR-006-0014 – West Fargo Downtown Core Area Flooding Study

**Building Resilient Infrastructure and Communities Agreement
for
FY 2023 Non-Disaster Grant Awards**

This Agreement is between the State of North Dakota, Department of Emergency Services (Grantee) and, the undersigned state agency, political subdivision of the state, or federally recognized Tribal Nation or authorized tribal organization (Subgrantee). This Agreement is based on the existence of the following facts and conditions:

- A. WHEREAS, on November 25, 2024, the Federal Emergency Management Agency (FEMA) obligated project funding under Application Number EMD-2023-BR-006-0014; and
- B. WHEREAS, the Grantee represents that it is fully qualified and eligible to receive these grant funds to provide the services identified herein and agrees to comply with all the requirements of this Agreement; and
- C. WHEREAS, the Subgrantee has submitted an application, which is incorporated herein by reference, to the Grantee setting forth a list of activities (herein referred to individually as "Project"). The Grantee and FEMA have approved the Project along with any exceptions that have been made prior to signing of this agreement.
- D. WHEREAS, Subgrantee has the legal authority to accept mitigation funds and shall provide all necessary financial and managerial resources to meet the terms and conditions of receiving federal and state mitigation funds.

NOW, THEREFORE, the Grantee and Subgrantee, based upon the existence of the foregoing conditions, do further agree to the following:

ARTICLE I. Definitions. As used in this Agreement, the following terms shall have the following meanings unless another meaning is specified elsewhere:

- A. "Eligible activities" are those activities authorized in the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), Public Law 93-288, as amended, 42 U.S.C §§ 5133 as implemented by Hazard Mitigation Assistance: Building Resilient Infrastructure and Communities; and applicable policies of the FEMA.
- B. "Articles of Agreement" is the agreement electronically signed between the FEMA and the State of North Dakota, for projects awarded through the FY 2023 BRIC Program. The Recipient and Subrecipient must abide by the Federal award terms and conditions set forth in the Articles of Agreement.

ARTICLE II. Applicable Law. The parties agree to all the conditions, obligations, and duties imposed by applicable state and federal legal requirements including, without any limitation on the generality of the foregoing, the requirements of Title 2 of the Code of Federal Regulations (CFR) Part 200, as well as 44 CFR Part 80 and any other applicable policies of the FEMA. The Subgrantee further agrees to comply with the Statement of Assurances attached hereto as Attachment B.

ARTICLE III. Funding and Insurance. Grantee shall provide funds to the Subgrantee for eligible activities for the project approved by the Grantee and the FEMA, as specified in Attachment A – Approved Project Data. The federal allowable costs shall be determined as per 2 CFR Part 200.306, which shall be up to seventy-five percent of all eligible costs.

- A. The approved project documentation shall be transmitted to Subgrantee, and shall state the cumulative funding allowed, the scope of the eligible project, and the costs eligible under this Agreement. Amendments may obligate or deobligate funding, thereby amending the total funding for the project. The approved project documentation shall document the total eligible costs and the total federal share of those costs, which shall be seventy-five percent of all eligible costs. Contingent upon an appropriation by the State Legislature, the Grantee may provide some portion of any nonfederal share for some sub grantees. As a condition of receipt of the federal funding, the Subgrantee agrees to provide any nonfederal share not paid by the Grantee.
- B. If the Subgrantee is required to repay the Grantee funds already disbursed by the Grantee, the Subgrantee will have 60 days to reimburse the full amount. If Subgrantee has not reimbursed the grantee the full amount within the 60 days, the Grantee will have all the rights and remedies available to them by law; including, but not limited to, the withhold of future fund disbursement to off-set amount due to Grantee.
- C. As a further condition to funding under this Agreement, the Subgrantee agrees to procure insurance sufficient for the type or types of hazards for which the disaster was declared to cover any and all projects to be funded under this Agreement where insurance is available and reasonable. Subgrantee shall provide Grantee with a certificate of such insurance as a condition to funding under this Agreement.

ARTICLE IV. Duplication of Benefits Prohibition. Subgrantee may not receive funding under this Agreement to pay for damage covered by insurance, nor may Subgrantee receive any other duplicate benefits under this Agreement.

- A. Without delay, Subgrantee shall advise Grantee of any insurance coverage for the damage identified on the applicable project application and of any entitlement to compensation or indemnification from such insurance. All such duplicate benefits are "ineligible costs" which

the Subgrantee shall reimburse to the Grantee without delay. The Subgrantee shall also reimburse the Grantee if the Subgrantee receives any duplicate benefits from any other source for any damage identified on the applicable project application for which Subgrantee has received payment from Grantee.

- B. In the event that Grantee should determine that Subgrantee has received duplicate benefits, by its execution of this Agreement the Subgrantee gives Grantee the authority to set off the sum of any such duplicate benefits by withholding it from any other funds otherwise due and owing to Subgrantee, or to use such remedies available at law or equity to the repayment of said sums to Grantee.

ARTICLE V. Compliance with Environmental, Planning and Permitting Laws. Subgrantee shall be responsible for the implementation and completion of the approved projects described in Attachment A – Approved Project Data, in a manner acceptable to Grantee, and in accordance with applicable legal requirements. The contract documents for any project undertaken by Subgrantee, and any land use permitted by or engaged in by Subgrantee, shall be consistent with the local ordinances and State law. Subgrantee shall ensure that any development or development order complies with all applicable planning, permitting and building requirements. Subgrantee shall engage such competent, properly licensed engineering, building, and other technical and professional assistance at all project sites as may be needed to ensure that the project complies with the contract documents.

ARTICLE VI. Subgrantee Risk Assessment. As required by 2 CFR § 200.331 NDDDES will complete a Financial Assistance Recipient Risk Assessment rating form for every subgrantee receiving an award to evaluate their potential risk of non-compliance. Subgrantees will be evaluated on factors such as their prior experience with the same or similar subawards, results of previous audits including whether or not they received a Single Audit and the extent to which the same or similar subaward has been audited as a major program; if they have new personnel or new or substantially changed systems, and the extent and results of Federal awarding agency monitoring.

A Risk Assessment will be completed immediately prior to executing this Subgrant Agreement. All new and existing active subgrantees will be rated upon new disaster and program funding opportunities. The Business Manager will work with the State Hazard Mitigation Officer (SHMO) or assigned staff, to jointly complete the risk assessment and score subgrantees, as applicable. Results of the Risk Assessment may result in the imposition of specific conditions as allowed in 2 CFR § 200.207, and will be identified within Attachment D of this Subgrant Agreement.

Every January, or as needed, NDDDES will re-evaluate all subgrantee Risk Assessments. Based on overall compliance with project requirements and any issues noticed therein, an updated Financial Assistance Recipient Risk Assessment will be completed and subgrantees can be upgraded or removed from low, medium or high risk status. If a subgrantee is non-compliant with the additional requirements of a subaward due to being considered high risk, the subaward and all federal and state monies can be deobligated at the request of NDDDES. Upon deobligation due to non-compliance, a subgrantee will be considered high risk in perpetuity.

ARTICLE VII. Required Documentation, Reviews, and Inspections. Subgrantee shall create and maintain documentation of work performed and costs incurred sufficient to permit a formal audit comporting with ordinary, customary and prudent public accounting requirements. Upon the failure of Subgrantee to create and maintain such documentation, Grantee may terminate further funding under this Agreement, and Subgrantee shall reimburse to Grantee (within 60 days) all payments disbursed earlier to Subgrantee, together with any and all accrued interest.

To ensure all State and Federal Standards are met, Grantee will conduct a physical inspection of all non-plan projects before a project is started and again before the project is closed.

Throughout the life of an approved project, Grantee will undertake a number of project monitoring activities to ensure successful completion of projects. Grantee will monitor and evaluate project accomplishments and adherence to the project work schedule. Through the review of Subgrantee quarterly reports mitigation staff will attempt to identify any potential problems in grant performance. If problems or concerns exist Grantee will contact Subgrantee to further research potential issues. Technical administration or program assistance may be offered or coordinated if required. In addition, mitigation staff will contact Subgrantee on an as needed basis to provide project management support and to aid in the successful completion and closeout of projects. If a project has not been completed and closed within 120 days of the project's period of performance Grantee will send a letter to the applicant that details project deadlines, includes instructions for project closeout, and gives instructions and deadlines for requesting a time extension if necessary.

For all projects, Subgrantee shall certify that: the project was completed in accordance with FEMA approvals; all required and allowable funds have been paid; all reported costs were incurred in the performance of eligible work; work was completed in compliance with the provisions of the FEMA-State Agreement; payments for the project were made in accordance with the existing requirements of Federal and State laws and regulations; no further requests for funding will be made; and there are no pending bills.

As required by 44 CFR Part 80.14 (d), for all acquisition and relocation projects, every 3 years the Subgrantee (in coordination with any current successor in interest) through the grantee, shall submit to the FEMA Regional Administrator a report certifying that the Subgrantee has inspected the property within the month preceding the report, and that the property continues to be maintained consistent with the provisions of 44 CFR Part 80, the property conveyance and the grant award.

ARTICLE VIII. Cost Sharing. The federal share of the eligible costs specified in Attachment A – Approved Project Data, under this Agreement shall be up to seventy five (75) percent of such costs, and the nonfederal share shall be the remaining amount. Payment of a specified portion of the nonfederal share of such costs is contingent upon a potential future State appropriation defining the apportionment of the nonfederal share. Subgrantee commits to meet any local matching funds required for successful project completion. Further, at the time of project application, Subgrantee must provide Grantee with a Resolution of Commitment from its authorized governing body. Subgrantee also certifies that any matching funds borne by the Subgrantee will come from a nonfederal source as required by 2 CFR § 200.306.

ARTICLE IX. Payment of Costs. Grantee shall disburse the eligible costs to Subgrantee in accordance with the following procedures:

- A. Following the receipt of a project reimbursement request (including supporting documentation in the way of invoices, contracts, force account labor and equipment schedules, and cancelled checks or vouchers), a payment will be issued for any funding that is eligible to be paid to the Subgrantee, as it becomes available. Payment authorizations shall be calculated in accordance with the federal/non-federal cost share, and on the terms and conditions set forth in the FEMA/State Agreement and this agreement. Authorization for payment will include documentation to substantiate the amount of the authorization.
- B. Grantee may advance funds under this Agreement to Subgrantee up to 90 percent of the 75 percent federal share for projects other than Acquisition/Relocation/Elevation projects. Upon completion of the project, submission of the summary of documentation (cancelled checks, warrants, certified transaction reports, etc.) and final approval by FEMA, the remaining 10

percent share of the federal share and the appropriate state share will be paid. For Acquisition/Relocation/Elevations projects, all conditions for advances listed above shall apply except that the grantee may advance 100 percent of the federal share rather than 90 percent. Subgrantee must meet the following conditions to be eligible for an advance of funds:

1. Subgrantee shall certify to Grantee that Subgrantee has procedures in place to ensure that funds are disbursed to project vendors, contractors, and subcontractors without unnecessary delay;
 2. Subgrantee shall submit to Grantee the budget supporting the request;
 3. Subgrantee shall submit a statement justifying the advance and the proposed use of the funds and specifying the amount of funds requested; and
 4. Subgrantee shall pay over to Grantee any interest earned on advances for remittance to the FEMA as often as practicable, but not later than ten (10) business days after the close of each calendar quarter.
- C. Grantee may, in its discretion, withhold its portion of the nonfederal share of funding under this Agreement from Subgrantee if Grantee has reason to expect a subsequent unfavorable determination by the FEMA that a previous disbursement of funds under this Agreement was improper.

ARTICLE X. Final Payment. Grantee shall disburse the final payment to Subgrantee upon the performance of the following conditions:

- A. Subgrantee shall have completed the project to the satisfaction of the Grantee;
- B. Subgrantee shall have submitted the documentation specified in Articles VI and VIII of this Agreement;
- C. Grantee shall have performed the final inspection;
- D. Subgrantee shall have requested final reimbursement.
- E. Subgrantee shall have requested project closeout by letter

ARTICLE XI. Records Maintenance. The funding of eligible costs under this Agreement and the performance of all other conditions shall be subject to the following requirements, in addition to such other and further requirements as may be imposed by operation of law:

- A. The “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments,” as codified in 44 Code of Federal Regulations Part 13, as amended.
- B. Office of Management and Budget Circular No. A-87, “Cost Principles for State and Local Governments,” as amended.
- C. Office of Management and Budget Circular No. A-110, “Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations,” as amended.
- D. Office of Management and Budget Circular No. A-122, “Cost Principles for Non-Profit Organizations,” as amended.
- E. Subgrantee shall retain sufficient records to show its compliance with the terms of this Agreement, as well as the compliance of all subcontractors or consultants paid from funds under this Agreement for a period of three years from the date of formal notification from the Grantee that FEMA has officially closed the disaster program. The Subgrantee shall allow the Grantee or its designee, the Comptroller General of the United States, FEMA, and the North Dakota State Auditor’s Office, access to records upon request. The three year period may be extended for the following exceptions:
 1. If any litigation, claim or audit is started before the three year period expires, and extend beyond the three year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved.

2. Records for the disposition of non-expendable personal property valued at \$5,000 or more at the time it is acquired shall be retained for five years after final disposition.
 3. Records relating to real property acquired shall be retained for five years after the closing on the transfer of title.
- F. The Subgrantee shall maintain all records for the Subgrantee and for all subcontractors or consultants to be paid from funds provided under this Agreement, including documentation of all program costs, in a form sufficient to determine compliance with the requirements and objectives under this Agreement and all other applicable laws and regulations.
- G. The Subgrantee, its employees or agents, including all subcontractors or consultants to be paid from funds provided under this Agreement, shall allow access to its records at reasonable times to the Grantee, its employees, and agents. "Reasonable" shall ordinarily mean during normal business hours of 8:00 a.m. to 5:00 p.m., local time, on Monday through Friday. "Agents" shall include, but not be limited to, auditors retained by the Grantee.

ARTICLE XII. Reimbursement of Funds. If upon final inspection, final audit, or other review by Grantee, the FEMA or other authority determines that the disbursements to Subgrantee under this Agreement exceed the eligible costs, Subgrantee shall reimburse to Grantee the sum by which the total disbursements exceed the eligible costs within sixty (60) days from the date Subgrantee is notified of such determination. If Subgrantee has not reimbursed the grantee the full amount within the 60 days, the Grantee will have all the rights and remedies available to them by law; including, but not limited to, the withhold of future fund disbursement to off-set amount due to Grantee.

ARTICLE XIII. Repayment by Subgrantee. All refunds or repayments due to the Grantee under this Agreement are to be made payable to the order of “**North Dakota Department of Emergency Services**” and mailed directly to the following address: **PO Box 5511, Bismarck, ND, 58506.**

ARTICLE XIV. Audit.

- A. The Subgrantee agrees to maintain financial procedures and support documents, in accordance with generally accepted accounting principles, to account for the receipt and expenditure of funds under this Agreement.
- B. These records shall be available at all reasonable times for inspection, review, or audit by state personnel and other personnel duly authorized by the Grantee. "Reasonable" shall be construed according to circumstances, but ordinarily shall mean normal business hours of 8:00 a.m. to 5:00 p.m., local time, Monday through Friday.
- C. The Subgrantee shall also provide the Grantee or its designee with the records, reports or financial statements upon request for the purposes of auditing and monitoring the funds awarded under this Agreement.
- D. If a Subgrantee is a state or local government or a non-profits organization as defined in OMB Circular A-133, as revised, and if the Subgrantee expends \$750,000 or more, then the Subgrantee shall have a single or program specific audit conducted which meets the requirements of the Single Audit Act of 1984, 31 U.S.C. ss. 7501-7507, OMB Circular A-133 Part .200 for the purposes of auditing and monitoring the funds awarded under this Agreement. In connection with the aforementioned audit requirement, the Subgrantee shall fulfill for auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised.
- E. If the Subgrantee spends less than \$750,000 in federal awards in its fiscal year, an audit conducted in accordance with the provision of OMB Circular A-133, as revised, is not required. In the event the Subgrantee expends less than \$750,000 in federal awards in its fiscal year and chooses to have an audit conducted in accordance with OMB Circular A-133 Part .200, as revise, the cost of the audit must be paid from nonfederal funds.

- F. In the event the audit shows that the entire funds disbursed hereunder, or any portion thereof, were not spent in accordance with the conditions of this Agreement, the Subgrantee shall be held liable for reimbursement to the Grantee of all funds not spent in accordance with these applicable regulations and Agreement provisions within sixty (60) days after the Grantee has notified the Subgrantee of such non-compliance.
- G. If required, the audit is due nine (9) months after the end of the fiscal year of Subgrantee.
- H. If audit is conducted as required by subsection D. above, the Subgrantee shall submit the data collection form and one copy of the reporting package to the Federal Audit Clearinghouse at the following address: **Federal Audit Clearinghouse, Bureau of the Census, 1201 East 10th Street, Jeffersonville, IN 47132**. If the audit documents any finding or questioned costs, Subgrantee shall submit a copy of the reporting package to the State at the following address:

ND Department of Emergency Services
PO Box 5511
Bismarck ND 58506

ARTICLE XV. Noncompliance. If the Subgrantee violates this Agreement or any legislation, regulation, statute, rule or other legal requirement applicable to the performance of this Agreement, the Grantee may withhold any disbursement otherwise due Subgrantee for the project with respect to which the violation has occurred until the violation is cured or has otherwise come to final resolution. If the violation is not cured, Grantee may terminate this Agreement and invoke its remedies under the Agreement as per the Articles of this Agreement.

ARTICLE XVI. Nondiscrimination by Contractors. Pursuant to 44 CFR Parts 7 and 16, and 44 CFR Part 206.36, the Subgrantee shall undertake an active program of nondiscrimination in its administration of disaster assistance under this Agreement. Subgrantee shall also be subject to the requirements in the General Services Administrative Consolidated List of Debarred, Suspended and Ineligible Contractors, in accordance with 44 CFR Part 17.

ARTICLE XVII. Modification. A modification extending the time for completion of a project and any other modification shall be in writing. Modifications to any project to be funded under this Agreement may be requested by Subgrantee through Grantee, but the approval of any such modifications shall reside in the sole discretion of the FEMA. Any approved modification to a project shall be noted in an amendment to the project and in any amendment to this Agreement. If otherwise allowed under this Agreement, any extension shall be in writing and shall be subject to the same terms and conditions as those set out in the initial Agreement.

ARTICLE XVIII. Period of Performance (POP). The POP is the period of time during which the Grantee is expected to complete all grant activities and to incur and expend approved funds. The POP begins on the date that the grant is awarded and ends no later than 36 months from the award of the final subgrant under the grant. The POP termination date is established by the subgrant with the latest completion date.

FEMA will not establish activity completion timeframes for individual subgrants. Grantees are responsible for ensuring that all approved activities are completed by the end of the grant POP.

ARTICLE XIX. Contracts with Others. If the Subgrantee contracts with any other contractor or vendor for performance of all or any portion of the work required under this Agreement, the Subgrantee shall incorporate into its contract with such contractor or vendor an indemnification clause holding Grantee and Subgrantee harmless from liability to third parties for claims asserted

under such contract. The Subgrantee shall also document in the quarterly report the subcontractor's progress in performing its work under this Agreement.

ARTICLE XX. Termination. Either of the parties may terminate this Agreement by notice in writing. Such termination shall take effect thirty (30) days after the date of such notice. Such termination shall not affect the rights, interests, duties or responsibilities of either of the parties or any allowable costs that have accrued as of the date of the notice of termination.

ARTICLE XXI. Liability. Grantee assumes no liability to third parties in connection with this agreement. The Subgrantee shall be solely responsible to any and all contractors, vendors, and other parties with whom it contracts in performing this Agreement. Unless the Subgrantee is a political subdivision under NDCC 32-12.2-13, the Subgrantee shall defend, indemnify and hold harmless Grantee from claims asserted by third parties in connection with the performance of this Agreement. Contractors hired by a Subgrantee, including political subdivisions, shall be required to agree in writing to defend, indemnify and hold the State of North Dakota harmless for any claims arising out of the contractor's or any subcontractor's performance under the agreement. For the purposes of this Agreement, the Grantee and Subgrantee agree that neither one is an employee or agent of the other, but that each one stands as an independent entity in relation to one another. Nothing in this Agreement shall be construed as a waiver by the Grantee or Subgrantee of any legal immunity, nor shall anything in this Agreement be construed as consent by either of the parties to be sued by third parties in connection with any matter arising from the performance of this Agreement. Subgrantee represents to the best of its knowledge any hazardous substances at its projected site or sites are present in quantities within statutory and regulatory limitations, and do not require remedial action under any federal, state or local legal requirements concerning such substances, Subgrantee further represents that the presence of any such substance or any condition at the site caused by the presence of any such substance shall be addressed in accordance with all applicable legal requirements.

ARTICLE XXII. Reports. Subgrantee shall provide Quarterly Reports to Grantee using forms provided by the Grantee for each specific project. The first Quarterly Report shall be due at such time as Subgrantee is notified. All subsequent Quarterly Reports shall be due no later than fifteen (15) days after each calendar quarter through final inspection. Quarterly Reports shall indicate the anticipated completion date for each project, together with any other circumstances that may affect the completion date, the scope of work, the project costs, or any other factors that may affect compliance with this Agreement. Interim inspections may be scheduled by Subgrantee before the final inspection, and may be required by Grantee based on information supplied in the Quarterly Reports. Grantee may require additional reports as needed, and Subgrantee shall provide any additional reports requested by Grantee as soon as practicable.

ARTICLE XXIII. Monitoring. The Subgrantee shall monitor its performance under this Agreement, as well as that of its subcontractors, Subgrantees and consultants who are paid from funds provided under this Agreement, to ensure that performance under this Agreement are achieved and satisfactorily performed and in compliance with applicable state and federal laws and rules.

In addition to reviews of audits conducted in accordance with OMB Circular A-133, as revised, monitoring procedures may include, but not be limited to, on-site visits by Grantee staff, limited scope audits as defined by OMB Circular A-133, as revised, and/or other procedures. By entering into this Agreement, the Subgrantee agrees to comply and cooperate with all monitoring procedures/processes deemed appropriate by the Grantee. In the event that the Grantee determines that a limited scope audit of the Subgrantee is appropriate, the Subgrantee agrees to comply with any additional instructions provided by the Grantee to the Subgrantee regarding such audit. The Subgrantee further agrees to comply and cooperate with any inspections, reviews, investigations or

audits deemed necessary by the Comptroller or Auditor General. In addition, the Grantee will monitor the performance and financial management by the Subgrantee throughout the contract term to ensure timely completion of all tasks.

ARTICLE XXIV. Mandated Conditions. Subgrantee agrees to the following conditions:

- A. The performance and obligation of Grantee to pay under this Agreement is contingent upon an annual appropriation by the Legislature.
- B. Bills for fees or other compensation for services or expenses must be submitted in detail sufficient for a proper pre-audit and post-audit.
- C. Grantee may unilaterally terminate this Agreement for refusal by the Subgrantee or its contractors or subcontractors to allow public access to all documents, papers, letters or other material that are made or received by Subgrantee or its contractors and subcontractors in connection with this Agreement.
- D. Subgrantee agrees that no funds or other resources received from the Grantee disbursed to it under this Agreement will be used directly or indirectly to influence legislation or any other official action by the North Dakota Legislature or any state agency.
- E. Subgrantee certifies that it possesses the legal authority to receive the funds under this Agreement and that its governing body (if applicable) has authorized the execution and acceptance of this Agreement. The Subgrantee also certifies that the undersigned person has the authority to legally execute and bind Subgrantee to the terms of this Agreement.
- F. Subgrantee agrees that responsibility for compliance with this Agreement rests with Subgrantee, and further agrees that noncompliance with this Agreement shall be cause for the rescission, suspension or termination of funding under this Agreement, and may affect eligibility for funding under future Subgrantee Agreements.
- G. The Grantee will not intentionally award publicly-funded contracts to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324a(e) [Section 274A(e) of the Immigration and Nationality Act (“INA”)]. The Department shall consider the employment by any contractor of unauthorized aliens a violation of Section 274A (e) of the INA. Such violation by the Subgrantee of the employment provisions contained in Section 274A (e) of the INA shall be grounds for unilateral cancellation of this Agreement by the Department.
- H. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime or on the discriminatory vendor list may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with a public entity, and may not transact business with any public entity in excess of Category Two for a period of 36 months from the date of being placed on the convicted vendor list or on the discriminatory vendor list.
- I. The Subgrantee agrees to comply with the Americans With Disabilities Act (Public Law 101-336, 42 U.S.C. Section 12101 et seq.), if applicable, which prohibits discrimination by public and private entities on the basis of disability in the areas of employment, public accommodations, transportation, State and local government services, and in telecommunications.
- J. With respect to any Subgrantee which is not a local government or state agency, and which receives funds under this Agreement from the federal government, by signing this Agreement, the Subgrantee certifies, to the best of its knowledge and belief, that it and its principals:

1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a federal department or agency;
2. have not, within a five-year period preceding this proposal been convicted of or had a civil judgment rendered against them for:
 - a) the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under public transaction.
 - b) violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
 - c) have not within a five-year period preceding this Agreement had one or more public transactions (federal, state or local) terminated for cause or default.

Where the Subgrantee is unable to certify to any of the statements in this certification, such Subgrantee shall attach an explanation to this Agreement. In addition, the Subgrantee shall submit to the Grantee (by email or facsimile) the completed "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion" for each prospective subcontractor which Subgrantee intends to fund under this Agreement. See Attachment C. Such form must be received by the Grantee prior to the Subgrantee entering into a contract with any prospective subcontractor.

- K. The validity of this Agreement is subject to the truth and accuracy of all the information, representations, and materials submitted or provided by the Subgrantee in this Agreement, in any subsequent submission or response to Grantee request, or in any submission or response to fulfill the requirements of this Agreement, and such information, representations, and materials are incorporated by reference. The lack of accuracy thereof or any material changes shall, at the option of the Department and with thirty (30) days written notice to the Subgrantee, cause the termination of this Agreement and the release of the Grantee from all its obligations to the Subgrantee.
- L. This Agreement shall be construed under the laws of the State of North Dakota, and venue for any actions arising out of this Agreement shall lie in Burleigh County. If any provision hereof is in conflict with any applicable statute or rule, or is otherwise unenforceable, then such provision shall be deemed null and void to the extent of such conflict, and shall be deemed severable, but shall not invalidate any other provision of this Agreement.
- M. The Subgrantee certifies, by its signature to this Agreement, that to the best of his or her knowledge and belief:
 1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement.
 2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub grantees shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
- O. All unmanufactured and manufactured articles, materials and supplies which are acquired for public use under this Agreement have been produced in the United States as required 41 U.S.C. 10a, unless it would not be in the public interest or unreasonable in cost.

ARTICLE XXV. Term. This Agreement shall take effect upon its execution by both parties, and shall terminate upon approval of closeout by the FEMA, unless terminated earlier as specified elsewhere in this Agreement. Subgrantee shall commence project(s) specified by this Agreement without delay.

ARTICLE XXVI. Events of Default, Remedies, and Termination.

1. Upon the occurrence of any one or more of the following events, all obligations of Grantee to disburse further funds under this Agreement shall terminate at the option of Grantee. Notwithstanding the preceding sentence, Grantee may at its option continue to make payments or portions of payments after the occurrence of any one or more such events without waiving the right to exercise such remedies and without incurring liability for further payment. Grantee may at its option terminate this Agreement and any and all funding under this Agreement upon the occurrence of any one or more of the following:
 1. Any representation by Subgrantee in this Agreement is inaccurate or incomplete in any material respect, or Subgrantee has breached any condition of this Agreement with Grantee and has not cured in timely fashion, or is unable or unwilling to meet its obligations under this Agreement.
 2. Subgrantee suffers any material adverse change in its financial condition while this Agreement is in effect, as compared to its financial condition as represented in any reports or other documents submitted to Grantee, if Subgrantee has not cured the condition within thirty (30) days after notice in writing from Grantee.
 3. Any reports required by this Agreement have not been submitted to Grantee or have been submitted with inaccurate, incomplete, or inadequate information.
 4. The monies necessary to fund this Agreement are unavailable due to any failure to appropriate or other action or inaction by the State Legislature, Congress or Office of Management and Budget.
2. Upon the occurrence of any one or more of the foregoing events, Grantee may at its option give notice in writing to Subgrantee to cure its failure of performance if such failure may be cured. Upon the failure of Subgrantee to cure, Grantee may exercise any one or more of the following remedies:
 1. Terminate this Agreement upon not less than fifteen (15) days' notice of such termination by certified letter to the Subgrantee, such notice to take effect when delivered to Subgrantee;
 2. Commence a legal action for the judicial enforcement of this Agreement;
 3. Withhold the disbursement of any payment or any portion of a payment otherwise due and payable under this agreement or any other agreement with Subgrantee; and
 4. Take any other remedial actions that may otherwise be available under law.

3. Grantee may terminate this Agreement for any misrepresentation of material fact, for failure or nonperformance of any Agreement condition or obligation, or for noncompliance with any applicable legal requirement.
4. Any deobligation of funds or other determination by the FEMA shall be addressed in accordance with the regulations of that Agency.
5. Upon the rescission, suspension or termination of this Agreement, the Subgrantee shall refund to Grantee all funds disbursed to Subgrantee under this Agreement.
6. The venue of any action or proceeding by either Grantee or Subgrantee for enforcement of this Agreement or for adjudication rights, interest, or duties of the parties to it shall lie in South Central District Court, Burleigh County, North Dakota.
7. Notwithstanding anything to the contrary elsewhere in this Agreement, the rescission, suspension or termination of this Agreement by Grantee shall not relieve Subgrantee of liability to Grantee for the restitution of funds advanced to Subgrantee under this Agreement, and Grantee may set off any such funds by withholding future disbursements otherwise due Subgrantee under this Agreement or any other Agreement until such time as the exact amount of restitution due Grantee from Subgrantee is determined. In the event the FEMA should deobligate funds formerly allowed under this Agreement or under any other Agreement funded by the Agency and administered by Grantee, then Subgrantee shall immediately repay such funds to Grantee. If the Subgrantee fails to repay any such funds, then Grantee may recover the same from funding otherwise due Subgrantee.

ARTICLE XXVII. Attachments.

- A. All attachments to this Agreement are incorporated into this Agreement by reference as if set out fully in the text of the Agreement itself.
- B. In the event of any inconsistencies between the language of this Agreement and the Attachments to it if any, the language of the Attachments shall be controlling, but only to the extent of such inconsistencies.

Note: All other grant administrative and electronic forms will be provided by Grantee as necessary or posted on the North Dakota Department of Emergency Services website: <http://www.nd.gov/des/>.

ARTICLE XXVIII. Notice and Contact. All notices under this Agreement shall be in writing and shall be delivered by email, by facsimile, by hand, or by letter to the following respective addresses:

Grantee:

Justin Messner, Disaster Recovery Chief
Department of Emergency Services
PO Box 5511
Bismarck ND 58506
Email: jmessner@nd.gov

Subgrantee:

Pierre Freeman
Emergency Manager
106 First St.
West Fargo, ND 58078
Email: pierre.freeman@westfargond.gov

ARTICLE XXIX. Designation of Agent. Subgrantee hereby designates the following agents to execute any Request for Advance or Reimbursement, certification, or other necessary documentation:

Primary Agent
Daniel R. Hanson
Sr. Director of Community and
Development Services

Name and Title

701-515-5103

Phone Number

daniel.hanson@westfargond.gov

E-mail

Alternate Agent
Dustin T. Scott
City Administrator

Name and Title

701-515-5100

Phone Number

dustin.scott@westfargond.gov

E-mail

**STATE OF NORTH DAKOTA
DEPARTMENT OF EMERGENCY SERVICES**

SIGNATURE PAGE

**HAZARD MITIGATION GRANT PROGRAM SUBGRANT AGREEMENT
FOR
FY 2023 NON-DISASTER GRANT AWARDS**

IN WITNESS HEREOF, the Grantee and Subgrantee have executed this Agreement:

FOR THE SUBGRANTEE:

Daniel R. Hanson
Sr. Director of Community and Development Services

Name and Title



1-31-2025

Signature

Date

Federal Employer Identification Number (FEIN): 45-6002542

UEI Number: KGJ2VSXN8XV7

**STATE OF NORTH DAKOTA
DEPARTMENT OF EMERGENCY SERVICES**

SIGNATURE PAGE

**HAZARD MITIGATION GRANT PROGRAM SUBGRANT AGREEMENT
FOR
FY 2023 NON-DISASTER GRANT AWARDS**

IN WITNESS HEREOF, the Grantee and Subgrantee have executed this Agreement:

FOR THE GRANTEE:

DEPARTMENT OF EMERGENCY SERVICES



Justin Messner – Disaster Recovery Chief

12-23-2024

Date

ATTACHMENT A

Approved Project Data

CFDA Title and Number: Disaster Grants – Building Resilient Infrastructure and Communities, 97.047

Non-Disaster Grant Fiscal Year: 2023

Subrecipient: City of West Fargo

Project Number: EMD-2023-FM-006-0014

Project Cost: 100% - \$350,000.00

Federal Funding: 75% - \$262,500.00

Local Funding: 25% - \$87,500.00

Period of Performance: November 25, 2024 – November 24, 2027

Scope of Work:

This project is a preliminary engineering study to identify and confirm the location of problems. The project will also include proposed solutions to address the issues and cost estimates to be used in decision-making. In addition to the engineering effort, an initial review will be included for both environmental and cultural resources. The project will also document those findings and provide considerations for moving the project forward. The project deliverable will be a report that documents all engineering analysis and findings associated environmental and cultural resources.

- i. 1. - RFQ for services
- ii. 2.a. - Engineering - Gathering all existing information (Data Inventory)
 - 1. Collect field survey data
 - 2. Review and document record drawings
 - 3. Review existing models
 - 4. Review existing GIS maps & information
- iii. 2.b – Engineering – Watershed Modeling to review and study existing sizing, flows and identifying problem areas.
 - 1. Existing Conditions Model Setup
 - 2. Import model data
 - 3. Drainage Basin determination and hydrology setup.
- iv. 2.c – Engineering Model based on design options
 - 1. Proposed project conditions model setup
 - 2. Proposed project iterations to reduce flooding
- v. 2.d – Engineering - Develop “Interior Drainage Flood Mitigation Plan” (Report)
 - 1. Document existing conditions
 - 2. Document proposed conditions
 - 3. Prepare cost estimates/exhibits/maps
- vi. 3 – Engineering - Develop BRIC GRANT Application
 - 1. Complete benefit cost analysis
 - 2. Preliminary environmental and cultural review
 - 3. BRIC funding application
- vii. 4. - Project Closeout
 - 1. Complete and coordinate all required project closeout documents.

Work Schedule:

1. – RFQ for Services – **2 Months**
- 2.a. Engineering - Gathering all existing information (Data Inventory) – **2 Months**
- 2.b – Engineering – Watershed Modeling to review and study existing sizing, flows and identifying problem areas – **6 Months**
- 2.c – Engineering Model based on design options – **2 Months**
- 2.d – Engineering - Develop “Interior Drainage Flood Mitigation Plan” (Report) - **2 Month**
- 3 – Engineering - Develop BRIC GRANT Application – **1 Months**
- 4 - Project Closeout – **1 Months**

This work schedule is to keep project on track, the official period of performance is listed on top of the Attachment A. The period of performance will be the date used to determine if a time extension is needed.

Cost Estimate:

Date	Jurisdiction Name	Disaster & Project or Plannig # *For State Use Only*		Project or Planning Title	
	City of West Fargo			West Fargo Core Stormwater	
#	Item Name	Unit Quantity	Unit of Measure	Unit Cost	Cost Estimate Total
1	RFQ for Services	1	EA	\$ -	\$ -
2.a	Engineering - Gathering all existing information (Data Inventory)			Subtask Total	\$ 39,000.00
2.a.1	Collect field survey data	1	EA	\$ 10,000.00	\$ 10,000.00
2.a.2	Review and document record drawings	1	EA	\$ 10,000.00	\$ 10,000.00
2.a.3	Review existing models	1	EA	\$ 10,000.00	\$ 10,000.00
2.a.4	Review GIS Maps & Information	1	EA	\$ 9,000.00	\$ 9,000.00
	Engineering - Watershed Modeling to review and study to existing sizing, flows and identifying problem areas			Subtask Total	\$ 140,000.00
2.b.1	Existing Conditions Model Setup	1	EA	\$ 70,000.00	\$ 70,000.00
2.b.2	Data Import	1	EA	\$ 40,000.00	\$ 40,000.00
2.b.3	Drainage Basin and Hydrology	1	EA	\$ 30,000.00	\$ 30,000.00
	Engineering - Watershed Modeling of design options			Subtask Total	\$ 50,000.00
2.c.1	Proposed Project Conditions Model Setup	1	EA	\$ 8,000.00	\$ 8,000.00
2.c.2	Proposed Project Iterationsto Decrease Flooding	1	EA	\$ 42,000.00	\$ 42,000.00
	Engineering - Develop Interior Drainage Floood Mitigation Plan ("report")			Subtask Total	\$ 40,000.00
2.d.1	Document Existing Conditions	1	EA	\$ 15,000.00	\$ 15,000.00
2.d.2	Document Proposed Conditions	1	EA	\$ 15,000.00	\$ 15,000.00
2.d.3	Cost Estimates/Exhibits/Maps	1	EA	\$ 10,000.00	\$ 10,000.00
	Engineering - Develop BRIC Grant Application			Subtask Total	\$ 76,000.00
3.1	Benefit Cost Analysis	1	EA	\$ 60,000.00	\$ 55,000.00
3.2	Preliminary Environmental and Cultural Review	1	EA	\$ 15,000.00	\$ 15,000.00
3.3	BRIC Application	1	EA	\$ 5,000.00	\$ 6,000.00
	Project Closeout	1	EA	\$ 5,000.00	\$ 5,000.00
				Total	\$ 350,000.00

Other Conditions:

1. Any change to the approved scope of work will require re-evaluation for compliance with NEPA and other Laws and Executive Orders.
2. This review does not address all federal, state and local requirements. Acceptance of federal funding requires recipient to comply with all federal, state and local laws. Failure to obtain all appropriate federal, state and local environmental permits and clearances may jeopardize federal funding.
3. If ground disturbing activities occur during construction, applicant will monitor ground disturbance and if any potential archeological resources are discovered, will immediately cease construction in that area and notify the State and FEMA.

ATTACHMENT B

Statement of Assurances

To the extent the following provisions apply to this Agreement, the Subgrantee agrees to comply with the following:

1. Contract Work Hours and Safety Standards Act of 1962, 40 U.S.C. 327 et seq., requiring that mechanics and laborers (including watchmen and guards) employed on federally assisted contracts be paid wages of not less than one and one-half times their basic wage rates for all hours worked in excess of forty hours in a workweek.
2. Federal Fair Labor Standards Act, 29 U.S.C. Section 201 et seq., requiring that covered employees be paid at least the minimum prescribed wage, and also that they be paid one and one-half times their basic wage rates for all hours worked in excess of the prescribed workweek.
3. Title VI of the Civil Rights Act of 1964 (P.L. 88-352), and the regulations issued pursuant thereto, which provides that no person in the United States shall on the grounds of race, color, or national origin (including limited English proficiency per Executive Order 13166) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Subgrantee receives federal financial assistance and will immediately take any measures necessary to effectuate this assurance. If any real property or structure thereon is provided or improved with the aid of federal financial assistance extended to the Subgrantee, this assurance shall obligate the Subgrantee, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits.
4. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975, as amended (42 U.S.C.: 6101-6107) which prohibits discrimination on the basis of age or with respect to otherwise qualified handicapped individuals as provided in Section 504 of the Rehabilitation Act of 1973.
5. Executive Order 11246 as amended by Executive Orders 11375 and 12086, and the regulations issued pursuant thereto, which provide that no person shall be discriminated against on the basis of race, color, religion, sex or national origin in all phases of employment during the performance of federal or federally assisted construction contracts; affirmative action to insure fair treatment in employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff/termination, rates of pay or other forms of compensation; and election for training and apprenticeship.
6. It will comply with the Anti-Kickback Act of 1986, 41 U.S.C. Section 51 which outlaws and prescribes penalties for "kickbacks" of wages in federally financed or assisted construction activities.
7. It will comply with the provisions of 18 USC 594, 598, 600-605 (further known as the Hatch Act) which limits the political activities of employees.
8. It will comply with the flood insurance purchase and other requirements of the Flood Disaster Protection Act of 1973 as amended, 42 USC 4002-4107, including requirements regarding the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any federal financial assistance for construction or acquisition purposes for use in any area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect federal assistance.

9. It will require every building or facility (other than a privately owned residential structure) designed, constructed, or altered with funds provided under this Agreement to comply with the "Uniform Federal Accessibility Standards," (AS) which is Appendix A to 41 CFR Section 101-19.6 for general type buildings and Appendix A to 24 CFR Part 40 for residential structures. The Subgrantee will be responsible for conducting inspections to ensure compliance with these specifications by the contractor.
10. It will, in connection with its performance of environmental assessments under the National Environmental Policy Act of 1969, comply with Section 106 of the National Historic Preservation Act of 1966 (U.S.C. 470), Executive Order 11593, 24 CFR Part 800, and the Preservation of Archaeological and Historical Data Act of 1966 (16 U.S.C. 469a-1, et seq.) by:
 - a) Consulting with the State Historic Preservation Office to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Section 800.8) by the proposed activity.
 - b) Complying with all requirements established by the state to avoid or mitigate adverse effects upon such properties.
 - c) When any of Subgrantee's projects funded under this Agreement may affect a historic property, as defined in 36 CFR 800. (2)(e), the FEMA may require Subgrantee to review the eligible scope of work in consultation with the State Historic Preservation Office (SHPO) and suggest methods of repair or construction that will conform with the recommended approaches set out in the "Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings 1992 (Standards), the Secretary of the Interior's Guidelines for Archeological Documentation (Guidelines) (48 Federal Register 44734-37)," or any other applicable Secretary of Interior standards. If FEMA determines that the eligible scope of work will not conform with the Standards, Subgrantee agrees to participate in consultations to develop, and, after execution by all parties, to abide by, a written agreement that establishes mitigation and recondition measures, including but not limited to, impacts to archeological sites, and the salvage, storage, and reuse of any significant architectural features that may otherwise be demolished.
 - d) Subgrantee agrees to notify FEMA and the Grantee if any project funded under this Agreement will involve ground disturbing activities, including, but not limited to: subsurface disturbance; removal of trees; excavation for footings and foundations; and installation of utilities (such as water, sewer, storm drains, electrical, gas, leach lines and septic tanks) except where these activities are restricted solely to areas previously disturbed by the installation, replacement or maintenance of such utilities. FEMA will request the SHPO's opinion on the potential that archeological properties may be present and be affected by such activities. The SHPO will advise Subgrantee on any feasible steps to be accomplished to avoid any National Register eligible archeological property or will make recommendations for the development of a treatment plan for the recovery of archeological data from the property. If Subgrantee is unable to avoid the archeological property, develop, in consultation with the SHPO, a treatment plan consistent with the Guidelines and take into account the Advisory Council on Historic Preservation (Council) publication "Treatment of Archeological Properties." Subgrantee shall forward information regarding the treatment plan to FEMA, the SHPO and the Council for review. If the SHPO and the Council do not object within 15 calendar days of receipt of the treatment plan, FEMA may direct Subgrantee to implement the treatment plan. If either the Council or the SHPO object, Subgrantee shall not proceed with the project until the objection is resolved.

- e) Subgrantee shall notify the Grantee and FEMA as soon as practicable: (i) of any changes in the approved scope of work for a National Register eligible or listed property; (ii) of all changes to a project that may result in a supplemental DSR or modify an HMGP project for a National Register eligible or listed property; (iii) if it appears that a project funded under this Agreement will affect a previously unidentified property that may be eligible for inclusion in the National Register or affect a known historic property in an unanticipated manner. Subgrantee acknowledges that FEMA may require Subgrantee to stop construction in the vicinity of the discovery of a previously unidentified property that may be eligible for inclusion in the National Register or upon learning that construction may affect a known historic property in an unanticipated manner. Subgrantee further acknowledges that FEMA may require Subgrantee to take all reasonable measures to avoid or minimize harm to such property until FEMA concludes consultation with the SHPO. Subgrantee also acknowledges that FEMA will require, and Subgrantee shall comply with, modifications to the project scope of work necessary to implement recommendations to address the project and the property.
 - f) Subgrantee acknowledges that, unless FEMA specifically stipulates otherwise, it shall not receive funding for projects when, with intent to avoid the requirements of the NHPA, Subgrantee intentionally and significantly adversely affects a historic property, or having the legal power to prevent it, allowed such significant adverse effect to occur.
11. It will comply with Title IX of the Education Amendments of 1972, as amended (20 U.S.C.: 1681-1683 and 1685 - 1686) which prohibits discrimination on the basis of sex.
 12. It will comply with the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, (42 U.S.C. 4521-45-94) relating to nondiscrimination on the basis of alcohol abuse or alcoholism.
 13. It will comply with 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records.
 14. It will comply with Lead-Based Paint Poison Prevention Act (42 U.S.C.: 4821 et seq.) which prohibits the use of lead based paint in construction of rehabilitation or residential structures.
 15. It will comply with the Energy Policy and Conservation Act (P.L. 94-163; 42 U.S.C. 6201-6422), and the provisions of the state Energy Conservation Plan adopted pursuant thereto.
 16. It will comply with the Laboratory Animal Welfare Act of 1966, 7 U.S.C. 2131-2159, pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by an award of assistance under this agreement.
 17. It will comply with Title VIII of the Civil Rights Act of 1968, 42 U.S.C. 2000c and 42 3601-3619, as amended, relating to non-discrimination in the sale, rental, or financing of housing, and Title VI of the Civil Rights Act of 1964 (P.L. 88-352), which prohibits discrimination on the basis of race, color or nation origin.
 18. It will comply with the Clean Air Act of 1955, as amended, 42 U.S.C. 7401-7642.
 19. It will comply with the Clean Water Act of 1977, as amended, 42 U.S.C. 7419-7626.
 20. It will comply with the Endangered Species Act of 1973, 16 U.S.C. 1531-1544.
 21. It will comply with the Intergovernmental Personnel Act of 1970, 42 U.S.C. 4728-4763.
 22. It will assist the awarding agency in assuring compliance with the National Historic Preservation Act of 1966, as amended, 16 U.S.C. 270.
 23. It will comply with environmental standards which may be prescribed pursuant to the National Environmental Policy Act of 1969, 42 U.S.C. 4321-4347.
 24. It will assist the awarding agency in assuring compliance with the Preservation of Archeological and Historical Preservation Act of 1966, 16 U.S.C. 469a, et seq.

25. It will comply with the Rehabilitation Act of 1973, Section 504, 29 U.S.C. 794, regarding non-discrimination.
26. It will comply with the environmental standards, which may be prescribed pursuant to the Safe Drinking Water Act of 1974, 42 U.S.C. 300f-300j, regarding the protection of underground water sources.
27. It will comply with the requirements of Titles II and III of the Uniform Relocation Assistance and Property Acquisition Policies Act of 1970, 42 U.S.C. 4621-4638, which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs.
28. It will comply with the Wild and Scenic Rivers Act of 1968, 16 U.S.C. 1271-1287, related to protecting components or potential components of the national wild and scenic rivers system.
29. It will comply with the following Executive Orders: EO 11514 (NEPA); EO 11738 (violating facilities); EO 11988 (Floodplain Management); EO 11990 (Wetlands); and EO 12898 (Environmental Justice).
30. It will comply with the Coastal Barrier Resources Act of 1977, 16 U.S.C. 3510.
31. It will assure project consistency with the approved state program developed under the Coastal Zone Management Act of 1972, 16 U.S.C. 1451-1464.
32. It will comply with the Fish and Wildlife Coordination Act of 1958; 16 U.S.C. 661-666.
33. With respect to demolition activities, it will:
 - a) Create and make available documentation sufficient to demonstrate that the Subgrantee and its demolition contractor have sufficient manpower and equipment to comply with the obligations as outlined in this Agreement.
 - b) Return the property to its natural state as though no improvements had ever been contained thereon.
 - c) Furnish documentation of all qualified personnel, licenses and all equipment necessary to inspect buildings located in Subgrantee's jurisdiction to detect the presence of asbestos and lead in accordance with requirements of the U.S. Environmental Protection Agency, the State health authority and the county health authority.
 - d) Provide documentation of the inspection results for each structure to indicate: safety hazards present; health hazards present; and/or hazardous materials present.
 - e) Provide supervision over contractors or employees employed by Subgrantee to remove asbestos and lead from demolished or otherwise applicable structures.
 - f) Leave the demolished site clean, level and free of debris.
 - g) Notify the Grantee promptly of any unusual existing condition which hampers the contractor's work.
 - h) Obtain all required permits.
 - i) Provide addresses and marked maps for each site where water wells and septic tanks are to be closed along with the number of wells and septic tanks located on each site. Provide documentation of closures.
 - j) Comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Public Law 94-163).
 - k) Comply with all applicable standards, orders, or requirements issued under Section 112 and 306 of the Clean Air Act (42 U.S.C. 1857 (h), Section 508 of the Clean Water Act (33 U.S. 1368), Executive Order 11738, and the U.S. Environmental Protection Agency regulations (40 CFR Part 15 and 61). This clause shall be added to any subcontracts.
 - l) Provide documentation of public notices for demolition activities.

ATTACHMENT C
Certification Regarding
Debarment, Suspension, Ineligibility
and
Voluntary Exclusion

Subcontractor Covered Transactions:

1. The prospective subcontractor of the Subgrantee certifies, by submission of this document, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
2. Where the Subgrantee's subcontractor is unable to certify to the above statement, the prospective subcontractor shall attach an explanation to this form.

SUBCONTRACTOR:

Name of Company

Street Address

City, State, Zip

Federal Employer Identification Number (FEIN)

By: _____
Signature Date

Subgrantee's Name

Grantee Agreement Number

ATTACHMENT D

Risk Assessment Conditions

Per Article VI of this contract, NDDES is required to complete a Financial Assistance Risk Assessment rating form for every subgrantee receiving an award to evaluate their potential risk of non-compliance. Subgrantees will be evaluated on factors such as their prior experience with the same or similar subawards, results of previous audits including whether or not they received a Single Audit and the extent to which the same or similar subaward has been audited as a major program; if they have new personnel or new or substantially changed systems, and the extent and results of Federal awarding agency monitoring. Results of the Risk Assessment may result in the imposition of specific conditions, as allowed in 2 CFR § 200.207, and contained within this attachment.

Based upon the Risk Assessment completed for 2024, the City of West Fargo has been determined to be a Low Risk based upon the above-mentioned criteria.

The specific conditions for a subgrantee determined to be Low Risk are the following:

- Subgrantees identified as Low Risk have no further conditions and may continue with their projects as approved by FEMA. This must include the completion of all project-specific conditions, to include environmental requirements and/or permitting, placed upon individual projects by FEMA at the time of award or amendment. **Subgrantees that fail to comply with project specific conditions could potentially jeopardize their current and future federal funding.**

Every January, or as needed, NDDES will re-evaluate all subgrantee Risk Assessments. Based on overall compliance with project requirements and any issues noticed therein, an updated Financial Assistance Recipient Risk Assessment will be completed and subgrantees can be upgraded or removed from low, medium or high-risk status. If a subgrantee is non-compliant with the additional requirements of a subaward due to being considered high risk, the subaward and all federal and state monies can be deobligated at the request of NDDES. Upon deobligation due to non-compliance, a subgrantee will be considered high risk in perpetuity.