

Meeting Items

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Approve Order of Agenda
- E. Approval of Minutes -- June 16, 2025
- F. Building Permits

Consent Agenda - Approve the Following:

- a. Bills
- b. A25-10, Gateway West 1st Addition, request for Conditional Use Permit for an illuminated sign
- c. Improvement District No. 3006 – Westwood Addition Reconstruction
 - Authorize Engineer to Develop and Submit a DWR Cost Share Application to Increase the Percentage of Eligible Roadway Costs
- d. Improvement District No. 1353 – Dakota Medical Foundation Development
 - Approve Resolution Approving Contract and Contractor's Bond and Authorize Notice to Proceed
- e. Games of Chance for West Fargo Eats.
- f. Games of Chance for The American Legion Department of North Dakota
- g. Gaming Site Authorization for Full Circle Academy at The Sandbox Restaurant & Bar

Regular Agenda

- 1. Public Comment

Members of the public will be allowed 2 minutes and 30 seconds to address the City Commission. Commissioners will not take any official action during this comment period. Please sign up no later than 12 p.m. the day of the City Commission Meeting you wish you attend. City Commission Meeting Public Comment | West Fargo, ND (westfargond.gov)
- 2. Public Hearings (each item will adjourn out of regular meeting into a public hearing)
 - None
- 3. First Reading of Ordinance 1259 - Food Establishments -- Grant J. Larson, Director of Environmental Health for Fargo Cass Public Health
- 4. Public Comment Policy -- Rachel Richer Lordemann, Manager of Public Affairs
- 5. A25-15, Section 26, T140N, R50W, request for Conditional Use Permit for a composting facility in the A zoning district -- Aaron Nelson, Director of Planning and Zoning
- 6. Resolution Authorizing the Issuance and Sale of \$750,000 Water Treatment Improvement Warrant, Series 2025 -- Katie Schmidt, City Attorney

7. Improvement District No. 2294 – 6th St and 23rd Ave E – Intersection Improvements
-- Dan Hanson, Senior Director of Community & Development
 - Conduct Determination of Protests Sufficiency and Approve associated Resolution.
8. Sanitary Sewer Spot Repairs – Dan Hanson, Senior Director of Community & Development
 - Create Project No. 1352 and Direct Engineer to prepare an Engineer's Report
9. Project No. 9054 – Utility Fiber Project - City Wide - Jerry Wallace, City Engineer
 - Approve Task Order with Bolton and Menk for Inspection Assistance
10. City Administrator's Report -- Dustin Scott, City Administrator
11. Correspondence
12. Non-Agenda Items
13. Adjourn



Meeting Items

A. Call to Order

The West Fargo City Commission meeting was held in the City of West Fargo Commission Chambers on Monday, June 16, 2025.

B. Pledge of Allegiance

The Pledge of Allegiance was recited.

C. Roll Call

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

D. Approve Order of Agenda

Commissioner Jorgensen moved and Commissioner Zundel 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 -- June 2, 2025

Commissioner Olson moved and Commissioner Anderson seconded to approve the minutes of June 2, 2025. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve the minutes of June 2, 2025, was declared carried.

F. Building Permits

Commissioner Olson 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.



West Fargo City Commission Meeting
West Fargo City Hall Commission Chambers
2515 6th St E, West Fargo 58078
Monday, June 16, 2025 5:30 PM

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**

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

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)

Four members of the public were signed up to speak during this time.

- 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

No action was taken, this was informational only.

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

Commissioner Olson moved and Commissioner Jorgensen seconded to table 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, with the request that a committee gets put together. Commissioners Jorgensen, Dardis, Olson and Anderson voted aye. Commissioner Zundel voted nay, the motion to table 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, with the request that a committee gets put together, was declared carried by 4:1 vote.

Bernie Dardis, Commission President recommended, Aaron Nelson, Director of Planning and Zoning, Commissioners Rory Jorgensen and Roben Anderson, and a member of West Fargo Police Department and Fire Department.

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

Commissioner Anderson moved and Commissioner Olson seconded to approve A25-11, second 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, second reading of ordinance Amendment to Title IV regarding the building control line of the CO-SR zoning district, was declared carried.

6. Contract for Incarceration of Inmates at Cass County Jail Action -- Dustin Scott, City Administrator

- **Approve contract with effective date of July 1, 2025**

Commissioner Zundel moved and Commissioner Olson seconded to approve Contract for Incarceration of Inmates at Cass County Jail Action; approve contract with effective date of January 1, 2026. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve Contract for Incarceration of Inmates at Cass County Jail Action; approve contract with effective date of January 1, 2026, was declared carried.

7. Brief Overview of the 2026 Draft Budget -- Dustin Scott, City Administrator

- **Presentation during meeting**

No action was taken, this was informational only.

8. Planning & Building Inspection Fee updates -- Aaron Nelson, Director of Planning and Zoning

Commissioner Olson moved and Commissioner Jorgensen seconded to approve the Planning & Building Inspection fee updates, with the edits addressed by Commissioners. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve the Planning & Building Inspection fee updates, with the edits addressed by Commissioners, was declared carried.

9. Proposed 2026 Utility Rates (informational only) -- Matt Andvik, Director of Public Works

No action was taken, this was informational only.

10. Project 9061 Public Works & Sanitation Expansion -- Matt Andvik, Director of Public Works

- **Award contract for Phase 1**

Commissioner Olson moved and Commissioner Zundel seconded to approve Project 9061 Public Works & Sanitation Expansion; Award contract for Phase 1.

Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No

Commissioners present voted nay, the motion to approve Project 9061 Public Works & Sanitation Expansion; Award contract for Phase 1, was declared carried.

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**

Commissioner Zundel moved and Commissioner Olson seconded to approve Parking lot support in Downtown Mixed Use; request for parking lot support for Converdia Health Staffing business located in DMU. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve Parking lot support in Downtown Mixed Use; request for parking lot support for Converdia Health Staffing business located in DMU, was declared carried.

12. Review Restad Properties Renaissance Zone application -- Casey Sanders-Berglund, Director of Economic Development

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

13. Improvement District No. 1353 – Dakota Medical Foundation Development – Dan Hanson, Senior Director of Community & Development Services

- **Accept Bid and Award Contract**

Commissioner Jorgensen moved and Commissioner Olson seconded to approve Improvement District No. 1353 – Dakota Medical Foundation Development; accept Bid and Award Contract. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve Improvement District No. 1353 – Dakota Medical Foundation Development; accept Bid and Award Contract, was declared carried.

14. Project No. 9063 - Core Area Stormwater Study – Dan Hanson, Sr. Director of Community & Development Services

- **Award Study to Consultant**

Commissioner Olson moved and Commissioner Anderson seconded to approve Project No. 9063 - Core Area Stormwater 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. 9063 - Core Area Stormwater Study; Award Study to Consultant, was declared carried.

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

- Utility Billing software conversion update

16. Correspondence

There was no correspondence.

17. Non-Agenda Items

- Commissioner Jorgensen - recruitment and retention with longevity pay;
Commission recommended HR and City Administrator to look into it

18. Adjourn

Commissioner Zundel moved and Commissioner Jorgensen seconded to adjourn at 7:28 pm. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to adjourn at 7:28 pm, was declared carried.

**WEST FARGO CITY COMMISSION MEETING
BUILDING DEPARTMENT ACTIVITY REPORT
07/07/25**

	AS OF 6/30/2025			YEAR TO DATE		
	# PERMITS	# UNITS	VALUATION	# PERMITS	# UNITS	VALUATION
<u>BUILDING NEW</u>						
COMMERCIAL	1		\$ 1,900,000.00	3		\$ 5,682,000.00
RESIDENTIAL DWELLING	9	9	\$ 2,656,522.00	40	40	\$ 19,522,012.00
RESIDENTIAL TWINHOME						
RESIDENTIAL TOWNHOME						
RESIDENTIAL MULTIPLE						
PUBLIC						
CHURCH						
ACCESSORY	13		\$ 169,458.00	71		\$ 1,198,934.00
FOUNDATION ONLY	1		\$ 500.00	1		\$ 500.00
<u>BUILDING REMODEL</u>						
COMMERCIAL	2		\$ 195,000.00	18		\$ 7,702,806.00
RESIDENTIAL	3		\$ 395,384.00	82		\$ 2,703,981.00
PUBLIC	1		\$ 500,000.00	4		\$ 3,488,000.00
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	30	9	\$ 5,816,864.00	223	40	\$ 40,363,233.00

WEST FARGO CITY COMMISION MEETING
Building Department Report - Summary

1

NO.	CONTRACTOR	ADDRESS	OWNER	VALUATION	PERMIT FOR
250501	Brookstone Companies, LLC	1117 JILL DR W	BROOKSTONE COMPANIES, LLC	\$ 239,000.00	Residential Dwelling
250510	Brookstone Companies, LLC	1153 JILL DR W	BROOKSTONE COMPANIES, LLC	\$ 259,000.00	Residential Dwelling
250528	Groundworks Minnesota, LLC	819 10 AVE E	JAIME WATSON	\$ 10,384.00	Remodel - Residential - Foundation Repair
250287	Nor-Son Construction LLC	825 32 AVE E	JAXON-JAEGER RENTAL, LLC	\$ 1,900,000.00	Commercial - New Commerical - 2 Bay Oil Change Service Center
250502	Deck Builders, Inc.	531 19 AVE W	DAMEN & STEPHANIE KJERVESTAD	\$ 14,200.00	Accessory - Deck
250521	Heritage Homes, LLC	5108 MIRA WAY W	ACTIVE55, LLC	\$ 410,105.00	Residential Dwelling
250533	FM Home & Patio, Inc.	1030 WESTWYND DR	SHAUN & KARLA BRACKEN	\$ 14,428.00	Accessory - Deck
250194	Excavating, Inc. - Fargo	643 5 ST CT NW	EXCAVATING, INC - FARGO	\$ 500.00	Foundation - Construct Foundation and Install Fuel Tank
250486	Skyline Homes LLC	5840 JAMES DR W	SPIRE CONSTRUCTION, INC	\$ 350,000.00	Residential Dwelling
250493	Dabbert Custom Homes, LLC	1001 60 AVE W	WILDS 22 LLC	\$ 6,000.00	Accessory - Deck
250494	Dabbert Custom Homes, LLC	1002 61 AVE W	WILDS 22 LLC	\$ 6,000.00	Accessory - Deck
250525	Jordahl Custom Homes, Inc.	5452 11 ST W	DESIGNER HOMES OF FARGO-MOODY	\$ 410,000.00	Residential Dwelling
250526	Jordahl Custom Homes, Inc.	6093 MARTIN LN W	DESIGNER HOMES OF FARGO-MOODY	\$ 275,000.00	Residential Dwelling
250529	SquareShed LLC	717 ALBERT DR W	PATRICK & AMANDA OLSTAD	\$ 18,800.00	Accessory - Structure
250537	Smook Enterprise LLC	5874 ELLIS DR W	ZHENYU QI, ETAL	\$ 14,000.00	Accessory - Deck
250503	Deck Builders, Inc.	1234 MARLYS DR W	ALEC SMASAL & BREANNA BEATTY	\$ 13,910.00	Accessory - Deck
250453	Evolution Construction, LLC	416 SOUTH SEDONA DR	NICHOLAS & KELLIE DALEY	\$ 350,000.00	Remodel - Residential - Additions and Remodel
250542	Jordahl Custom Homes, Inc.	6163 MARTIN LN W	DESIGNER HOMES OF FARGO-MOODY	\$ 225,000.00	Residential Dwelling
250394	Meridian Commercial Construction, LLC	810 12 AVE NW	CITY OF WEST FARGO	\$ 500,000.00	Remodel - Public - Structural Upgrades
250488	JUSTIN & CRYSTAL NELSON	3032 1 ST E	JUSTIN & CRYSTAL NELSON	\$ 35,000.00	Remodel - Residential - Lower Level Finish

WEST FARGO CITY COMMISSION MEETING
Building Department Report - Summary

2

NO.	CONTRACTOR	ADDRESS	OWNER	VALUATION	PERMIT FOR
250468	The Nordick Group LLC	1000 7 ST NE	NORDICK GROUP INC	\$ 110,000.00	Remodel - Commercial - Add Office Space and 2 Restrooms for New Tenant
250224	BRANDON J & TARA L DESJARLAIS	1511 MAPLE LN	BRANDON J & TARA L DESJARLAIS	\$ 20,000.00	Accessory - Structure
250555	Thomsen Homes, LLC	1148 55 AVE W	THOMSEN HOMES, LLC	\$ 235,817.00	Residential Dwelling
250586	FM Home & Patio, Inc.	1341 GOLDENWOOD DR	LUKE P & RACHEL E R LORDEMAN	\$ 11,920.00	Accessory - Deck
250564	ABRAHAM BOBST	1022 ALBERT DR W	ABRAHAM BOBST	\$ 5,000.00	Accessory - Deck
250356	Klein Custom Homes	320 32 AVE W UNIT 2	SHEYENNE 32 SOUTH, LLC	\$ 85,000.00	Remodel - Commercial - Remodel Existing Office Space
250566	Premium Decks, Inc.	848 47 AVE W	JEFFREY & CAROL ZENT	\$ 20,000.00	Accessory - Deck
250577	JEREMIAH L WALBERG, ETAL	702 6 AVE W	JEREMIAH L WALBERG, ETAL	\$ 200.00	Miscellaneous - Above Ground Swimming Pool
250550	Thomsen Homes, LLC	1223 RACHEL DR W	THOMSEN HOMES, LLC	\$ 252,600.00	Residential Dwelling
250520	MICHAEL J & JOY M DUNN	3120 4 ST NW	MICHAEL J & JOY M DUNN	\$ 25,000.00	Accessory - Structure

**WEST FARGO CITY COMMISSION MEETING
BUILDING DEPARTMENT MONTHLY COMPARISON REPORT
07/01/24**

	JUNE 2024			JUNE 2025		
	# PERMITS	# UNITS	VALUATION	# PERMITS	# UNITS	VALUATION
<u>BUILDING NEW</u>						
COMMERCIAL	4		\$ 4,864,675.00	3		\$ 5,682,000.00
RESIDENTIAL DWELLING	71	71	\$ 29,889,539.00	40	40	\$ 19,522,012.00
RESIDENTIAL TWINHOME						
RESIDENTIAL TOWNHOME						
RESIDENTIAL MULTIPLE						
PUBLIC	1		\$ 2,503,019.00			
CHURCH						
ACCESSORY	72		\$ 3,672,809.00	71		\$ 1,198,934.00
FOUNDATION ONLY			\$ 357,500.00	1		\$ 500.00
<u>BUILDING REMODEL</u>						
COMMERCIAL	33		\$ 13,641,516.00	18		\$ 7,702,806.00
RESIDENTIAL	78		\$ 2,113,836.00	82		\$ 2,703,981.00
PUBLIC	1		\$ 1,151,500.00	4		\$ 3,488,000.00
CHURCH				1		\$ 38,000.00
ACCESSORY	1		\$ 7,000.00	1		\$ 20,000.00
<u>BUILDING OTHER</u>						
DEMOLITION	10		\$ 494,284.00	1		\$ 5,000.00
MOVE	1		\$ 20,000.00	1		\$ 2,000.00
PERMIT CANCELLATION	1		\$ (8,345.00)			
TOTALS	300	85	\$ 79,374,279.00	223	40	\$ 40,363,233.00

07/03/25
16:02:15

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 06/16/25 to 07/03/25

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Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
126283		808 A & L LANDSCAPING	682.50								
1	06/18/25	PD - IRRIGATION REPAIR	682.50			1000		455000	420		101000
2805											
		Total for Vendor:	682.50								
126354	C	2954 A-OX WELDING SUPPLY CO INC	166.37								
1	06/03/25	#1191 PADDED GLOVES	24.85			1000		421000	427		101000
1449031											
2	06/03/25	#1191 SPOOL	88.58			1000		421000	427		101000
1081855											
3	06/11/25	MAGNETIC HOLDER	52.94			1000		455000	433		101000
1084083											
		Total for Vendor:	166.37								
126173	116820S	3867 AARON EVELAND	1,722.74								
		AWWA CONFERENCE - DENVER									
1	06/18/25	TRAVEL REIMBURSEMENT	1,722.74			6020		450000	340		101000
		Total for Vendor:	1,722.74								
126195	C	289 ACME TOOLS	444.82								
1	06/13/25	JUMP STARTER/WEBSLING	223.93			6025		450000	432		101000
14536646											
2	06/19/25	GEARWRENCH SOCKETS	79.49			6020		450000	432		101000
14565403											
3	06/18/25	WATER PUMP	18.01			6020		450000	427		101000
14563865											
4	06/11/25	#1191 BLADE SET	123.39			1000		421000	427		101000
14524491											
126344	C	289 ACME TOOLS	379.74								
1	06/26/25	TOOLS	77.07			1000		455000	433		101000
14601959											
2	06/25/25	CHAIN LOOP/14IN BAR ST	76.94			2210		428000	432		101000
14596996											
3	06/23/25	SAW BLADES	129.06			6025		450000	437		101000
14579419											

07/03/25
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CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 06/16/25 to 07/03/25

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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
4 14605731	06/27/25	SAW BLADES	96.67			6020		450000	432		101000
Total for Vendor:			824.56								
126412 1 103345 2 103380 3 103347	C 06/10/25 06/10/25 06/10/25	3179 ADVANCED ENGINEERING & I&C SCADA SUPPORT LCRI INVENTORY ASSISTANCE CLOUD SCADA/DATA SERVICES	21,661.75 2,092.50 13,089.25 6,480.00			6025 6020 6025		450000 450000 450000	430 438 430		101000 101000 101000
Total for Vendor:			21,661.75								
126399 1 2469	06/19/25	3221 AG AIR LTD 1.25PT LV6 AMS	525.00 525.00			4387		480000	427		101000
Total for Vendor:			525.00								
126304 1 098813	C 06/19/25	779 AGASSIZ SEED COMPANY LAWN SEED	1,670.00 1,670.00			1000		430000	358		101000
Total for Vendor:			1,670.00								
126291 1 9162096944	06/16/25	2544 AIRGAS USA, LLC AIR ZERO 116 RAL	660.94 660.94			6020		450000	420		101000
Total for Vendor:			660.94								
126346 1 4004476138	C 06/25/25	2947 ALLSTATE PETERBILT OF FARGO #413 TURN SWITCH	502.07 502.07			6010		450200	427		101000
Total for Vendor:			502.07								
126182 2120 1	06/18/25	999999 AMANDA DELAPOINTE 4th Ave E deemed uninhabitable UB Refund	1,038.15 1,038.15			6020		214100			101000
Total for Vendor:			1,038.15								

07/03/25
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CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 06/16/25 to 07/03/25

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Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
126180	E	3490 AMAZON CAPITAL SERVICES	242.24								
1	06/13/25	Office Supplies - Non-Dept	242.24			1000		415000	410		101000
		1FGJ-FTVH-XLFT									
126196	E	3490 AMAZON CAPITAL SERVICES	775.92								
1	06/10/25	GARAGE DOOR REMOTES	45.58			6020		450000	420		101000
		139X6JKYXYQN									
2	06/10/25	WATER FILTERS	730.34			6020		450000	420		101000
		139X6JKYXYQN									
126197	E	3490 AMAZON CAPITAL SERVICES	174.60								
1	06/16/25	BUG REPELLANT/SUNSCREEN	97.44			1000		430001	639		101000
		1V416V9DMHTY									
2	06/14/25	OFFICE SUPPLIES	77.16			6020		450000	410		101000
		1KWDJMLX7M3W									
126198	E	3490 AMAZON CAPITAL SERVICES	795.12								
1	06/12/25	ST - TSHIRT RESTOCK	159.02			1000		430000	422		101000
		1JKXCMFXLYNL									
2	06/12/25	WA - TSHIRT RESTOCK	159.02			6020		450000	422		101000
		1JKXCMFXLYNL									
3	06/12/25	SW - TSHIRT RESTOCK	159.02			6025		450000	422		101000
		1JKXCMFXLYNL									
4	06/12/25	SA - TSHIRT RESTOCK	159.02			6010		450200	422		101000
		1JKXCMFXLYNL									
5	06/12/25	RW - TSHIRT RESTOCK	159.04			1000		430001	422		101000
		1JKXCMFXLYNL									
126238	E	3490 AMAZON CAPITAL SERVICES	542.46								
1	06/18/25	k9 bed	34.99			1000		421000	915		101000
		14YV-G1F9-CPHK									
2	06/13/25	boot polish	34.89			1000		421000	641		101000
		1P7N-VNDW-PHPH									
3	06/13/25	memo books	19.99			1000		421000	410		101000
		1P7N-VNDW-PHPH									
4	06/25/25	flashlight holders	269.40			1000		421000	641		101000
		1MXR-1J6M-7W39									

07/03/25
16:02:15

CITY OF WEST FARGO, ND
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For Claims from 06/16/25 to 07/03/25

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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	06/11/25	k9 supplies	49.26			1000		421000	915		101000
16CJ-3YNL-9QWW											
6	06/11/25	shoe polish	29.90			1000		421000	641		101000
16CJ-3YNL-9QWW											
7	06/11/25	misc. office supplies	104.03			1000		421000	410		101000
16CJ-3YNL-9QWW											
126242	E	3490 AMAZON CAPITAL SERVICES	5,611.47								
1	06/24/25	Headsets - Teams Phone Project	5,611.47			1000		414104	497		101000
1FLF-33K1-HYVL											
126403	E	3490 AMAZON CAPITAL SERVICES	1,102.46								
1	06/28/25	ST - GLOVES RESTOCK	131.79			1000		430000	639		101000
1TYHHY9PQH14											
2	06/28/25	WA - GLOVES RESTOCK	131.79			6020		450000	639		101000
1TYHHY9PQH14											
3	06/28/25	RW - GLOVES RESTOCK	131.79			1000		430001	639		101000
1TYHHY9PQH14											
4	06/28/25	SW - GLOVES + NITRILE RESTOCK	707.09			6025		450000	639		101000
1TYHHY9PQH14											
126404	E	3490 AMAZON CAPITAL SERVICES	520.64								
1	06/25/25	PHONE CASE	17.99			1000		430000	432		101000
1FVYJHP4TGJD											
2	05/26/25	THERMAL ROLLS - RETURN	-26.90			6025		450000	410		101000
1FLF33K1Q9HL											
3	06/25/25	OFFICE SUPPLIES	55.55			6025		450000	410		101000
1MXR1J6MR6JX											
4	06/25/25	FORESTRY BOOKS	474.00			2210		428000	375		101000
17YG3FY3QJRN											
Total for Vendor:			9,764.91								
126408 -97088E		5229 AMB INVESTMENTS, LLC	47,700.00								
New City Hall											
1	07/01/25	July 2025 Lease - City Hall	44,922.57			1001		415000	389		101000
2	07/01/25	July 2025 Lease - Satellite Li	2,777.43			7000		411600	333		101000
Total for Vendor:			47,700.00								

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126206	C	317 AMERICAN WELDING & GAS, INC.	95.50						
1	06/19/25	#1191 ARGON/CO2	95.50			1000 421000	427		101000
0010931168									
Total for Vendor:			95.50						
126307		22 ASPLIN EXCAVATING	2,206.88						
1	06/11/25	CLASS 5	2,206.88			6025 450000	394		101000
25-1356									
126374		22 ASPLIN EXCAVATING	2,830.92						
1	06/18/25	CLASS 5/SHREDDER DIRT	2,830.92			6025 450000	394		101000
25-1479									
Total for Vendor:			5,037.80						
126262	-97101E	4672 ASURE PAYROLL TAX MANAGEMENT	268,646.54						
06/27/25	payroll								
1	06/27/25	Social Security	124,928.42			1000 212501			101000
2	06/27/25	Medicare	29,217.18			1000 212502			101000
3	06/27/25	Federal Income Tax	104,631.94			1000 212503			101000
4	06/27/25	ND State Tax	4,848.00			1000 212504			101000
5	06/27/25	MN State Tax	5,021.00			1000 212505			101000
Total for Vendor:			268,646.54						
126189	C	2931 AUTO VALUE PARTS STORES	508.56						
1	05/30/25	SPOOL CABLE	159.00			1000 430000	610		101000
99341114									
2	06/06/25	SHOP SUPPLIES	33.72			1000 455000	433		101000
99342285									
3	06/10/25	HD OIL FLEET	29.58			6010 450200	427		101000
99342819									
4	06/17/25	FILTERS	44.34			1000 430000	427		101000
99344164									
5	06/17/25	FILTERS	33.73			6020 450000	427		101000
99344162									
6	06/17/25	FILTERS	39.59			6010 450200	427		101000
99344163									

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7	06/17/25	FILTERS	19.72			1000		421000	427		101000
99344161											
8	06/10/25	FILTERS	51.09			1000		430000	427		101000
99342817											
9	06/10/25	FILTERS	3.26			1000		430001	427		101000
99342820											
10	06/10/25	HD OIL CONSTRUCT	6.59			6025		450000	427		101000
99342822											
11	06/12/25	#5702 PERMATEx	42.99			1000		430002	427		101000
99343499											
12	06/09/25	FLEXZILLA	44.95			1000		455000	433		101000
99342703											
126286	C	2931 AUTO VALUE PARTS STORES	233.53								
1	06/25/25	STYLUS	59.90			1000		455000	433		101000
99345664											
2	06/13/25	CLASSICAL SECTION MO	16.71			1000		455000	427		101000
99343690											
3	06/24/25	FILTERS	105.27			6010		450200	427		101000
99345407											
4	06/06/25	COOLENT	11.94			1000		455000	433		101000
99342276											
5	06/24/25	LAWN/GARDEN APPLICATOR	6.69			6025		450000	427		101000
99345408											
6	06/24/25	FILTERS	19.59			1000		421000	427		101000
99345403											
7	06/24/25	FILTERS	13.43			6020		450000	427		101000
99345405											
126357	C	2931 AUTO VALUE PARTS STORES	360.49								
1	06/26/25	HD FUEL FLEET	64.52			1000		430000	427		101000
99345998											
2	06/27/25	#4301 FUEL CARTRIDGE	114.12			6010		450200	427		101000
99346162											
3	06/25/25	MINI TORCH	151.90			1000		455000	432		101000
99345718											
4	06/25/25	STYLUS	29.95			1000		455000	433		101000
99345663											

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126470	C	2931 AUTO VALUE PARTS STORES	164.03								
1	06/26/25	GL PRIME YELLOW	45.16			1000		421000	427		101000
99346040											
2	07/01/25	FILTERS	20.09			1000		430001	427		101000
99346738											
3	07/01/25	FILTERS	13.44			1000		430001	427		101000
99346784											
4	07/01/25	FILTERS	16.10			2210		428000	427		101000
99346735											
5	07/01/25	FILTERS	3.35			1000		415000	427		101000
99346739											
6	07/01/25	#5600 FILTER	3.35			6025		450000	427		101000
99346734											
7	07/01/25	FILTERS	6.70			1000		421000	427		101000
99346732											
8	07/01/25	FILTERS	55.84			1000		430000	427		101000
99346733											
Total for Vendor:			1,266.61								
126441		1695 BAKER & TAYLOR	53.82								
1	06/05/25	VOX BOOKS	53.82			7000		411600	664		101000
2039120168											
Total for Vendor:			53.82								
126369		1069 BAKER GARDEN & GIFT	99.99								
1	06/26/25	TREE	99.99			2210		428000	446		101000
1-963568											
Total for Vendor:			99.99								
126208	C	3149 BEE SEEN GEAR	108.00								
1	06/18/25	T Clark-Patches/Blauer shirts	108.00			2060		415200	422		101000
69895											
Total for Vendor:			108.00								

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126311	C	1127 BIERSEBACH EQUIPMENT & SUPPLY	64.25								
1	06/17/25	#3500 POLY BELT	64.25			1000		430000	427		101000
150755											
Total for Vendor:			64.25								
126463	-97086E	3552 BLUE CROSS BLUE SHIELD OF ND	367,867.59								
	July 2025 Premium - Med/Dental/Vision										
1	06/20/25	July 2025 Premium	367,867.59			1000		212539			101000
250620470534											
Total for Vendor:			367,867.59								
126252	C	3489 BOLTON & MENK, INC	24,568.80								
1	0365945	06/20/25 Project 9060	22,126.80			4226		480000	313		101000
0365945											
2	0365944	06/20/25 Project 2284	703.00			4133		480000	313		101000
0365944											
3	0365947	06/20/25 Project 2279	1,277.00			4802		480000	313		101000
0365947											
4	0365946	06/20/25 Traffic Signal Timing	462.00			1000		430000	487		101000
0365946											
Total for Vendor:			24,568.80								
126300		28 BORDER STATES PAVING	9,441.82								
1	06/20/25	HOT MIX ASPHALT	9,441.82			1000		430000	722		101000
2815-25											
126367		28 BORDER STATES PAVING	14,333.72								
1	06/26/25	HOT ASPHALT MIX	4,056.20			1000		430000	722		101000
2821-25											
2	06/26/25	PROJ 1316	10,277.52			4065		480000	670		101000
2821-25											
126422		28 BORDER STATES PAVING	796.25								
1	06/12/25	TACK OIL	796.25			1000		430000	722		101000
2807-25											
Total for Vendor:			24,571.79								

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126209		3512 BOUND TREE MEDICAL, LLC	135.02								
1	06/10/25	Medical Supplies	135.02			2060		415200	500		101000
85804322											
126491		3512 BOUND TREE MEDICAL, LLC	999.80								
1	06/24/25	FD Orange blaze safety gloves	999.80			2060		415200	500		101000
85820567											
		Total for Vendor:	1,134.82								
126211		3758 BRANDON GAUGLER	653.42								
		HazMat Training in Baltimore MD									
1	06/23/25	Per diem/Transportation/Uber	653.42			2060		415200	340		101000
2025 HazMat											
		Total for Vendor:	653.42								
126484		73 BRAUN INTERTEC	5,119.75								
1	B433442 07/01/25	Project 2279	5,119.75			4802		480000	724		101000
B433442											
		Total for Vendor:	5,119.75								
126492		999999 BRYAN PAGE	190.00								
		Tree Planting Permit - 1122 Brooks Drive									
1	07/01/25	Tree - 1122 Brooks Drive	190.00			5000		422000	490		101000
		Total for Vendor:	190.00								
126421		3892 BURGGRAF'S ACE FARGO WEST #17458	146.91								
1	06/12/25	TORCH KIT/GREASE/RAZOR	146.91			6025		450000	432		101000
4240											
		Total for Vendor:	146.91								
126381	C	351 BUSINESS ESSENTIALS	195.00								
1	06/26/25	THERMAL ROLLS	195.00			6010		450200	410		101000
OE-655565-1											

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126407	C	351 BUSINESS ESSENTIALS	3,288.50						
1	06/30/25	COPS PR #12	3,288.50			1000 421000	375	12	101000
		OE-655747-1							
126476	C	351 BUSINESS ESSENTIALS	144.17						
1	07/01/25	COPY PAPER	144.17			7000 411600	410		101000
		W013525481							
		Total for Vendor:	3,627.67						
126202		39 BUTLER MACHINERY	205.56						
1	06/12/25	#380 FUEL ELEMENT ASSY	205.56			1000 430000	427		101000
		00PS0662298							
		Total for Vendor:	205.56						
126464	C	4508 CARE RESOURCE CONNECTION	3,000.00						
1	07/01/25	FD 07-01/07-31 Services	3,000.00			2060 415200	428		101000
		7860							
		Total for Vendor:	3,000.00						
126495		999999 CARRIE EHRLMANTRAUT	190.00						
		Tree Planting Permit - 606 38th Ave E							
1	07/01/25	Tree - 606 38th Ave E	190.00			5000 422000	490		101000
		Total for Vendor:	190.00						
126170	-97104E	51 CASS COUNTY ELECTRIC COOP	16,803.00						
1	06/10/25	TRANSFER STATION	321.89			6010 450200	527		101000
		1156424							
2	06/10/25	STREET LIGHT FEED POINTS	16,481.11			1000 430002	527		101000
		1156424							
		Total for Vendor:	16,803.00						
126220		1618 CASS COUNTY ELECTRIC COOP INC	5,200.00						
1	45438 06/18/25	Dist 1353-Aid to Construction	5,200.00			4189 480000	670		101000
		45438							
		Total for Vendor:	5,200.00						

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126327		1355 CASS COUNTY GOVERNMENT	7,970.30						
1	06/26/25	may 2025 - jail housing	7,650.00			1000 421000	398		101000
INV011926									
2	06/26/25	may 2025 - intox	170.00			1000 421000	398		101000
INV011925									
3	06/26/25	may 2025 - medical	150.30			1000 421000	398		101000
INV011924									
126377		1355 CASS COUNTY GOVERNMENT	16,151.05						
1	06/11/25	VECTOR CONTROL APRIL 1-MAY 30	16,151.05			2200 427500	395		101000
139									
		Total for Vendor:	24,121.35						
126254		46 CASS RURAL WATER USERS	41.18						
1	6482 June 06/25/25	6482 - WF Airport Water	41.18			7050 500000	420		101000
6482 June 2025									
		Total for Vendor:	41.18						
126494		999999 CASSIE SMITH	300.00						
		Tree Planting Permit - 924 Albert Dr W							
1	07/01/25	Tree - 924 Albert Dr W	300.00			5000 422000	490		101000
		Total for Vendor:	300.00						
126067	-97137E	1777 CENTURY LINK	81.97						
1	June 25 06/07/25	WF Airport	81.97			7050 500000	356		101000
333942770	06.25								
		Total for Vendor:	81.97						
126229		4998 CHARLES SWIGGUM	128.00						
1	06/15/25	clothing reimb	128.00			1000 421000	422		101000
		Total for Vendor:	128.00						
126447	C	4521 CHOICE MARKETING INC	283.49						
1	07/01/25	K9 Bella & Labby cards	283.49			1000 421000	375		101000
20251076									
		Total for Vendor:	283.49						

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126315		3216 CINTAS	148.42						
1	06/20/25	RUG SERVICE	148.42			1000 455000	420		101000
4234389267									
Total for Vendor:			148.42						
126213		111 CITY OF FARGO	13,144.80						
1	06/20/25	Temp Easement - Parcel 8-5A	2,523.42			4793 480000	670		101000
Project 2265									
2	06/20/25	Temp Easement - Parcel 1-3A	3,045.87			4793 480000	670		101000
Project 2265									
3	06/20/25	Perm Easement - Parcel 1-3	7,575.51			4793 480000	670		101000
Project 2265									
126218		111 CITY OF FARGO	2,000.00						
1	06/11/25	FD Cost Share Pulse Point	2,000.00			2060 415200	497		101000
482642									
126233		111 CITY OF FARGO	8,000.00						
01-01-2025 to 12-31-2025									
1	06/11/25	drone team cost share	8,000.00			1000 421000	906		101000
482643									
126294		111 CITY OF FARGO	25,950.15						
1	06/11/25	LANDFILL FEES	25,950.15			6010 450200	355		101000
482640									
126306		111 CITY OF FARGO	1,460.00						
1	06/11/25	TACK OIL	1,460.00			1000 430000	722		101000
482641									
126383		111 CITY OF FARGO	26,599.80						
1	06/18/25	LANDFILL FEES	26,599.80			6010 450200	355		101000
482765									
Total for Vendor:			77,154.75						

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126260	C	3167 CITY OF WEST FARGO	77.82						
1	02066	June 06/25/25 Airport Dumpster	77.82			7050 500000	420		101000
	02066	June 25							
		Total for Vendor:	77.82						
126253		1338 CLARK'S EXCAVATING & SEPTIC	275.00						
1	3741	06/12/25 Pump Holding Tank - Airport	275.00			7050 500000	420		101000
	3741								
		Total for Vendor:	275.00						
126279	C	133 COLE PAPERS INC	1,172.24						
1	06/17/25	SA - PAPER PRODUCTS	243.98			6010 450200	500		101000
	10590927								
2	06/13/25	PD - PAPER PRODCUTS	565.79			1000 455000	500		101000
	10589578								
3	06/13/25	PW - PAPER PRODUCTS	362.47			6020 450000	500		101000
	10589581								
		Total for Vendor:	1,172.24						
126363	C	5293 COLUMN SOFTWARE PBC	610.28						
1	06/01/25	ND BIDS/PROPOSALS	405.84			4188 480000	670		101000
	CBBC1442-0107								
2	06/01/25	ND BIDS/PROPOSALS	204.44			4188 480000	670		101000
	CBBC1442-0106								
		Total for Vendor:	610.28						
126486	E	229 CONSOLIDATED COMMUNICATIONS	4,227.89						
1	July 2025	07/01/25 701-433-5400/0 Phones	498.46			1000 415000	356		101000
	July 2025								
2	July 2025	07/01/25 701-150-1128/0 Phones	3,729.43			1000 415000	356		101000
	July 2025								
126499	E	229 CONSOLIDATED COMMUNICATIONS	26.80						
1	07/01/25	FD July Services	26.80			2060 415200	527		101000
	701-364-9536/0								
		Total for Vendor:	4,254.69						

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126290		4108 CONSOLIDATED ELECTRICAL	331.71								
1	06/17/25	PIN ADAPTER	129.56			6025		450000	826		101000
2348-1085097											
2	06/10/25	8.5W LMP	108.00			2310		452120	420		101000
2348-1088635											
3	06/10/25	INS LUG/COUPLING	94.15			1000		430002	391		101000
2348-1089190											
Total for Vendor:			331.71								
126194		3245 CORE & MAIN	8,937.64								
1	06/12/25	PVC SEWER PIPE	426.31			6025		450000	437		101000
4905											
2	06/12/25	SWR REPAIR CPLG	187.36			6025		450000	437		101000
4911											
3	06/13/25	27" MANHOLE SEAL	3,400.00			6025		450000	437		101000
5026											
4	06/16/25	6" COUPLINGS/REDUCER/PRESSUREP	4,031.02			6020		450000	438		101000
5118											
5	06/19/25	RISER/VLV BOX	699.30			6020		450000	438		101000
2187											
6	06/19/25	4" DI C CL/IMPORT	193.65			6020		450000	438		101000
2190											
126343		3245 CORE & MAIN	37,318.13								
1	06/19/25	HYDRANTS	19,207.16			6020		450000	438		101000
2185											
2	06/19/25	COUPLINGS/GASKETS/MISC PARTS	2,280.63			6020		450000	438		101000
2189											
3	06/19/25	ANGLE PRO RINGS	2,846.00			6025		450000	437		101000
2186											
4	06/19/25	TYPE C GRATE	151.14			6025		450000	437		101000
2188											
5	06/27/25	MNHLE LID GSK	155.30			6025		450000	437		101000
6260											
6	06/27/25	GRATES	603.43			6025		450000	439		101000
6241											

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7 2593	06/26/25	RINGS/FRAMES/GRATES	6,392.62			6025		450000	439		101000
8 2592	06/26/25	MH FRAMES	1,202.52			6025		450000	439		101000
9 2828	06/27/25	GASKETS	135.66			6020		450000	438		101000
10 308	06/27/25	REDUCER IMPORT RETURN	-235.42			6020		450000	438		101000
11 5858	06/25/25	CHECK VALVE	2,489.04			6025		450000	825		101000
12 2594	06/26/25	RISERS/COUPLINGS/GASKETS	2,090.05			6020		450000	438		101000
Total for Vendor:			46,255.77								
126296 1 171299	06/06/25	47 CORWIN CHRYSLER #1188 CAMBER/TENSION LINK	1,229.00 1,229.00			1000		421000	427		101000
Total for Vendor:			1,229.00								
126488 1	07/03/25	5097 CREATIVE LEARNING CHILDCARE Child Care Grant	15,505.58 15,505.58			2960		411900	416		101000
Total for Vendor:			15,505.58								
126401 1 00-17439	06/25/25	C 3040 CRITEX LLC LIFTING PIN/SPRING PIN KIT	89.96 89.96			6025		450000	437		101000
Total for Vendor:			89.96								
126456 1 70675	06/26/25	C 1633 CROWN TROPHY FD FF of year M Breiland	12.00 12.00			2060		415200	378		101000
Total for Vendor:			12.00								
126490 1	07/02/25	999999 CYNTHIA SESSIONS Tree Planting Permit - 5515 Lori Lane W Tree - 5515 Lori Lane W	300.00 300.00			5000		422000	490		101000
Total for Vendor:			300.00								

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126489		999999 DABBERT CUSTOM HOMES	18,680.00						
		Tree Planting Permits - Various Properties							
1	07/01/25	Trees - Various Properties	18,680.00			5000 422000	490		101000
		Total for Vendor:	18,680.00						
126221	C	5319 DAKOTA CHILDREN'S ADVOCACY	1,365.00						
1	05/31/25	FD May billing Wellness visits	1,365.00			2060 415200	996		101000
26428									
		Total for Vendor:	1,365.00						
126322	C	1675 DAKOTA FLUID POWER, INC	15.15						
1	06/13/25	FD T-75 Generator Caps	6.37			2060 415200	420		101000
7348724									
2	06/19/25	FD T-75 Reboot Oil	8.78			2060 415200	420		101000
7350729									
126414	C	1675 DAKOTA FLUID POWER, INC	212.53						
1	06/06/25	HARDWARE	212.53			6020 450000	427		101000
7346347									
		Total for Vendor:	227.68						
126175	C	624 DAKOTA SUPPLY GROUP	36.45						
1	06/19/25	LUG COMP	36.45			6020 450000	420		101000
S104801174									
126415	C	624 DAKOTA SUPPLY GROUP	797.55						
1	06/19/25	REPAIR SLEEVES	797.55			6020 450000	438		101000
S104802846									
		Total for Vendor:	834.00						
126409 -97087E		3050 DAKOTA UPREIT LIMITED	7,974.68						
		Pioneer Center - July 2025 rent							
1	07/01/25	Common Area - July 2025	2,402.29			1001 415000	389		101000
2	07/01/25	Base Rent - July 2025	5,572.39			1001 415000	389		101000
		Total for Vendor:	7,974.68						

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126207		3567 DAN FULLER	765.26								
		Missouri Valley Fire Chiefs conference									
1	05/05/25	Airfare	588.36			2060		415200	340		101000
2	06/17/25	Perdiem/Ubers	176.90			2060		415200	340		101000
		Total for Vendor:	765.26								
126481		4768 DARIN UNDERHILL	1,496.88								
		Inspection training in Duluth MN									
1	07/01/25	Per Diem, Lodging, Fuel	1,496.88			2060		415200	340		101000
		2025 Training									
		Total for Vendor:	1,496.88								
126398		C 5560 DIAMOND VOGEL	1,018.50								
1	06/26/25	WHITE FED HB TRF FD	975.00			1000		430000	486		101000
		810261038									
2	06/26/25	ELASTIC TOP STRAINER	43.50			1000		430000	486		101000
		810261039									
		Total for Vendor:	1,018.50								
126504		1849 EDWARD SHEELEY	320.00								
		Special Assessment Commission									
7	06/25/25	Imp Dist 1337	80.00			4086		480000	781		101000
8	06/25/25	Imp Dist 1339	80.00			4088		480000	781		101000
9	06/25/25	Imp Dist 2270	80.00			4006		480000	781		101000
10	06/25/25	Imp Dist 2271	80.00			4005		480000	781		101000
		Total for Vendor:	320.00								
126445		1991 ELITE K-9, INC	8.89								
1	07/01/25	postage for K9 collar	8.89			1000		421000	661		101000
		483868A									
		Total for Vendor:	8.89								
126505		4564 ELLIOT STEINBRINK	320.00								
		Special Assessment Commission									
7	06/25/25	Imp Dist 1337	80.00			4086		480000	781		101000
8	06/25/25	Imp Dist 1339	80.00			4088		480000	781		101000

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9	06/25/25	Imp Dist 2270	80.00			4006	480000	781	101000
10	06/25/25	Imp Dist 2271	80.00			4005	480000	781	101000
		Total for Vendor:	320.00						
126319	-97092E	4664 EMPOWER (MASS MUTUAL)	5,070.32						
1	06/27/25	June 2025 Contributions	5,070.32			1000	212528		101000
		Total for Vendor:	5,070.32						
126267	116822S	3547 EQUITABLE UNIT ANNUITY	2,000.00						
1	06/27/25	Deferred Comp June 2025	2,000.00			1000	212524		101000
		Total for Vendor:	2,000.00						
126201	C	1851 F/S MANUFACTURING	8.38						
1	06/12/25	#395 HOSE ENDS	3.92			1000	430000	427	101000
205280									
2	06/11/25	#395 HOSE ATTACH	4.46			1000	430000	427	101000
205220									
		Total for Vendor:	8.38						
126348		3344 FACTORY MOTOR PARTS	67.56						
1	06/25/25	#1210 WIPER BLADES	67.56			1000	421000	427	101000
37-1264783									
		Total for Vendor:	67.56						
126361		2098 FBI-LEEDA	350.00						
1	06/27/25	FTO - FBI leeda training	350.00			1000	421000	340	101000
200128777									
		Total for Vendor:	350.00						
126236		151 FEDERAL EXPRESS	62.16						
1	06/18/25	ND lab packages	23.66			1000	421000	661	101000
8-897-34369									
2	06/25/25	ND lab packages	38.50			1000	421000	661	101000
8-905-10434									

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126443		151 FEDERAL EXPRESS	11.83								
1	07/02/25	ND lab package	11.83			1000		421000	661		101000
		8-912-00600									
		Total for Vendor:	73.99								
126400		329 FERGUSON WATERWORKS #2516	288.13								
1	06/25/25	MANHOLE LID TOOL	288.13			6025		450000	432		101000
		0526040									
		Total for Vendor:	288.13								
126333		2499 FM CONVENTION & VISITORS BUREAU	32,859.59								
	May Lodging										
1	May 2025 2	05/31/25 Lodging Tax 2%	32,859.59			2141		411500	533		101000
		May 2025 2									
126334		2499 FM CONVENTION & VISITORS BUREAU	16,429.79								
	May Lodging										
2	May 2025 1	05/31/25 Lodging Tax 1%	16,429.79			2141		411500	653		101000
		May 2025 1									
		Total for Vendor:	49,289.38								
126237		C 155 GALLS, LLC	817.92								
1	06/05/25	tach key holder - Dixon	16.20			1000		421000	422		101000
		031546603									
2	06/09/25	equip for Richardson	306.95			1000		421000	422		101000
		031577163									
3	06/12/25	shirt for Saari	102.43			1000		421000	422		101000
		031617171									
4	06/10/25	shirts for Saari	186.24			1000		421000	422		101000
		031591583									
5	06/15/25	winter gear for Adel	27.00			1000		421000	422		101000
		031640218									
6	06/14/25	winter gear for Sufficool	54.00			1000		421000	422		101000
		031637515									
7	06/10/25	equip for Nobles	20.70			1000		421000	422		101000
		031589051									

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8	06/11/25	pants for M. Oldham	104.40			1000		421000	422		101000
031600924											
126338	C	155 GALLS, LLC	1,569.45								
1	06/12/25	FD A Wagemann Boots	153.15			2060		415200	422		101000
031611411											
2	06/12/25	FD J Carriveau Boots	187.96			2060		415200	422		101000
031611411											
3	06/12/25	FD T Clark Belt	35.00			2060		415200	422		101000
031611411											
4	06/12/25	FD J Porter (2) Jobshirts	166.54			2060		415200	422		101000
031611411											
5	06/12/25	FD R Qualley Red Polo	83.93			2060		415200	422		101000
031611411											
6	06/12/25	FD D Fuller (2) pants	154.86			2060		415200	422		101000
031611411											
7	06/12/25	FD B Gaugler pants	76.50			2060		415200	422		101000
031611411											
8	06/12/25	FD A Wagemann Pants	76.50			2060		415200	422		101000
031611411											
9	06/12/25	FD J Porter Pants (2)	168.30			2060		415200	422		101000
031611411											
10	06/12/25	FD M Glueckert (2) pants	176.00			2060		415200	422		101000
031611411											
11	06/12/25	FD T Ebeling (2) pants	115.60			2060		415200	422		101000
031611411											
12	06/12/25	FD T Clark Pants	82.34			2060		415200	422		101000
031611411											
13	06/12/25	FD D Sprecher Jobshirt	92.77			2060		415200	422		101000
031611411											
126406	C	155 GALLS, LLC	47.27								
1	06/23/25	equip for stanton	47.27			1000		421000	422		101000
031717202											
Total for Vendor:			2,434.64								

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126234		4321 GO PROMO LLC	5,512.50								
1	05/08/25	SRO swag	2,550.00			1000		421000	375		101000
50218											
2	06/12/25	COPS pr	2,962.50			1000		421000	375	12	101000
51036											
Total for Vendor:			5,512.50								
126292		C 556 GRAINGER, INC.	279.34								
1	06/23/25	AXIAL FAN	84.69			6025		450000	827		101000
9548642272											
2	06/23/25	AIR FILTER	173.04			1000		430002	487		101000
9549782994											
3	06/23/25	AIR FILTER	14.40			1000		430002	487		101000
9549783000											
4	06/19/25	AIR FILTER	7.21			1000		430002	487		101000
9546495848											
126426		C 556 GRAINGER, INC.	205.07								
1	06/13/25	HEATER HOSE	205.07			6025		450000	825		101000
9539674623											
Total for Vendor:			484.41								
126214		2737 GREEN EARTH LANDSCAPING	62,148.00								
1	06/13/25	Project 9066 - Tree Planting	62,148.00			4214		480000	670		101000
Total for Vendor:			62,148.00								
126430		C 135 HAWKINS INC	16,712.87								
1	06/23/25	AQUAHAWK	3,261.54			6025		450000	423		101000
7110170											
2	06/27/25	AQUAHAWK	10,068.50			6025		450000	423		101000
7115087											
3	06/17/25	AQUAHAWK	3,382.83			6025		450000	423		101000
7103323											
Total for Vendor:			16,712.87								

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126433	C	180 HAZER'S AUTO WRECKING	1,073.00								
1	06/12/25	APPLIANCE DISPOSAL	1,073.00			6010		450200	357		101000
2250											
		Total for Vendor:	1,073.00								
126467	C	5096 HDR ENGINEERING INC.	36,207.97								
1	1200732457	06/24/25 Project 6060	36,207.97			4098		480000	313		101000
1200732457											
		Total for Vendor:	36,207.97								
126183	C	2820 HIGH POINT NETWORKS	2,851.00								
1	273651	06/17/25 Extreme ISW for Water Tower	2,851.00			1000		414104	497		101000
273651											
		Total for Vendor:	2,851.00								
126240	C	5539 HKGI	24,879.57								
1	025-006-4	06/15/25 Project 9057	24,879.57			4179		480000	307		101000
025-006-4											
		Total for Vendor:	24,879.57								
126172	116819S	5581 HOLCIM INC	61,335.78								
1	06/17/25	Imp Dist 2265 (8-3)	53,669.20			4793		480000	670		101000
Easement											
2	06/17/25	Imp Dist 2265 (8-3A)	7,666.58			4793		480000	670		101000
Easement											
		Total for Vendor:	61,335.78								
126219	C	3285 HOUSTON ENGINEERING INC.	23,725.50								
1	75966	04/23/25 CE0037	23,725.50			4193		480000	313		101000
75966											
		Total for Vendor:	23,725.50								
126216		5522 HUDSON KALINA	553.50								
HazMat Training in Baltimore MD											
1	06/23/25	Per diem/transportation	553.50			2060		415200	340		101000
2025 HazMat											
		Total for Vendor:	553.50								

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126303		4435 IALEIA	50.00								
	8-8-2025 to 8-8-2026										
	1	06/27/25 membership - gomez	50.00			1000		421000	667		101000
38305											
		Total for Vendor:	50.00								
126245	C	3087 IBM CORPORATION	13.76								
	05/01/25-05/31/25										
	1	4651770 06/24/25 MaaS360 Premier Suite	13.76			1000		414104	497		101000
	4651770										
126485	C	3087 IBM CORPORATION	781.67								
	07/01/25-06/30/26										
	07/01/26-08/31/26										
	1	4658680 07/01/25 MaaS360 Premier Suite 2025	665.25			1000		414104	497		101000
	4658680										
	2	4658680 07/01/25 MaaS360 Premier Suite 2026	116.42			1000		414104	497		101000
	4658680										
		Total for Vendor:	795.43								
126185	C	1245 INDIGO SIGNS	1,600.00								
	2nd half installment										
	1	7971 06/13/25 Update signs at PD	1,600.00			1001		415000	465		101000
	7971										
		Total for Vendor:	1,600.00								
126455	C	4592 INGRAM LIBRARY SERVICES	3,051.93								
	1	04/30/25 BOOKS	42.75			7000		411600	662		101000
	87888213										
	2	06/10/25 BOOKS	13.25			7000		411600	662		101000
	88593756										
	3	06/10/25 BOOKS	54.77			7000		411600	662		101000
	88593757										
	4	06/10/25 BOOKS	16.88			7000		411600	662		101000
	88593758										
	5	06/10/25 BOOKS	15.65			7000		411600	662		101000
	88593759										

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6 88593760	06/10/25	BOOKS	12.99			7000		411600	662		101000
7 88593761	06/10/25	BOOKS	12.38			7000		411600	662		101000
8 88593762	06/10/25	BOOKS	60.04			7000		411600	662		101000
9 88593763	06/10/25	BOOKS	95.65			7000		411600	662		101000
10 88593764	06/10/25	BOOKS	164.98			7000		411600	662		101000
11 88593765	06/10/25	BOOKS	33.98			7000		411600	662		101000
12 88593766	06/10/25	BOOKS	12.25			7000		411600	662		101000
13 88593767	06/10/25	BOOKS	348.54			7000		411600	662		101000
14 88593768	06/10/25	BOOKS	249.12			7000		411600	662		101000
15 88593769	06/10/25	BOOKS	92.28			7000		411600	662		101000
16 88593770	06/10/25	BOOKS	18.02			7000		411600	662		101000
17 88615562	06/11/25	BOOKS	50.10			7000		411600	662		101000
18 88615563	06/11/25	BOOKS	22.80			7000		411600	662		101000
19 88615564	06/11/25	BOOKS	18.83			7000		411600	662		101000
20 88615565	06/11/25	BOOKS	162.59			7000		411600	662		101000
21 88640066	06/12/25	BOOKS	20.52			7000		411600	662		101000
22 88640067	06/12/25	BOOKS	27.92			7000		411600	662		101000
23 88640068	06/12/25	BOOKS	12.19			7000		411600	662		101000
24 88640069	06/12/25	BOOKS	13.93			7000		411600	662		101000

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25 88640070	06/12/25	BOOKS	61.17			7000		411600	662		101000
26 88640071	06/12/25	BOOKS	41.99			7000		411600	662		101000
27 88640072	06/12/25	BOOKS	80.91			7000		411600	662		101000
28 88640073	06/12/25	BOOKS	51.70			7000		411600	662		101000
29 88640074	06/12/25	BOOKS	14.67			7000		411600	662		101000
30 88640075	06/12/25	BOOKS	22.00			7000		411600	662		101000
31 88640076	06/12/25	BOOKS	30.34			7000		411600	662		101000
32 88640077	06/12/25	BOOKS	43.60			7000		411600	662		101000
33 88640078	06/12/25	BOOKS	14.51			7000		411600	662		101000
34 88640079	06/12/25	BOOKS	20.54			7000		411600	662		101000
35 88640080	06/12/25	BOOKS	15.41			7000		411600	662		101000
36 88640081	06/12/25	BOOKS	16.46			7000		411600	662		101000
37 88640082	06/12/25	BOOKS	12.87			7000		411600	662		101000
38 88500431	06/04/25	BOOKS	59.38			7000		411600	662		101000
39 88500432	06/04/25	BOOKS	14.01			7000		411600	662		101000
40 88500433	06/04/25	BOOKS	12.16			7000		411600	662		101000
41 88500434	06/04/25	BOOKS	37.52			7000		411600	662		101000
42 88686024	06/16/25	BOOKS	14.33			7000		411600	662		101000
43 88686025	06/16/25	BOOKS	20.96			7000		411600	662		101000

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44 88686026	06/16/25	BOOKS	11.31			7000		411600	662		101000
45 88686027	06/16/25	BOOKS	8.84			7000		411600	662		101000
46 88686028	08/16/25	BOOKS	12.96			7000		411600	662		101000
47 88686029	06/16/25	BOOKS	20.51			7000		411600	662		101000
48 88686030	06/16/25	BOOKS	93.89			7000		411600	662		101000
49 88693794	06/16/25	BOOKS	43.99			7000		411600	662		101000
50 88693795	06/16/25	BOOKS	9.27			7000		411600	662		101000
51 88693796	06/16/25	BOOKS	57.39			7000		411600	662		101000
52 88718470	06/17/25	BOOKS	27.32			7000		411600	662		101000
53 88718471	06/17/25	BOOKS	39.24			7000		411600	662		101000
54 88718472	06/17/25	BOOKS	11.10			7000		411600	662		101000
55 88718473	06/17/25	BOOKS	26.23			7000		411600	662		101000
56 88718474	06/17/25	BOOKS	78.35			7000		411600	662		101000
57 88718475	06/17/25	BOOKS	92.48			7000		411600	662		101000
58 88718476	06/17/25	BOOKS	22.35			7000		411600	662		101000
59 88730399	06/17/25	BOOKS	101.80			7000		411600	662		101000
60 88730400	06/17/25	BOOKS	32.03			7000		411600	662		101000
61 88730401	06/17/25	BOOKS	33.52			7000		411600	662		101000
62 88730402	06/17/25	BOOKS	11.46			7000		411600	662		101000

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63 88730403	06/17/25	B00KS	152.76			7000 411600	662		101000
64 88730404	06/17/25	B00KS	8.19			7000 411600	662		101000
Total for Vendor:			3,051.93						
126190 1 S0-2542775	06/09/25	2500 INLAND TRUCK PARTS & SERVICE #366 RINGS	315.81 315.81			1000 430000	427		101000
Total for Vendor:			315.81						
126368 1 1902801043457	07/01/25	211 INTERSTATE BATTERIES BATTERIES	529.40 529.40			6025 450000	826		101000
126397 1 1902801043451	06/30/25	211 INTERSTATE BATTERIES BATTERIES	444.80 444.80			6025 450000	825		101000
Total for Vendor:			974.20						
126350 1 C002107521	06/27/25	1012 INTERSTATE POWER SYSTEMS, INC #262 SEALOIL	10.41 10.41			6020 450000	427		101000
Total for Vendor:			10.41						
126376 1 34354	06/23/25	233 J & L SPORTS SA - EMBROIDERY	509.42 82.20			6010 450200	422		101000
2 34354	06/23/25	ST - EMBROIDERY	72.20			1000 430000	422		101000
3 34354	06/23/25	RW - EMBROIDERY	72.20			1000 430001	422		101000
4 34354	06/23/25	SW - EMBROIDERY	72.20			6025 450000	422		101000
5 34354	06/23/25	WA - EMBROIDERY	72.20			6020 450000	422		101000
6 34390	06/30/25	CLOTHING	47.10			1000 455000	422		101000

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7 34390	06/30/25	CLOTHING	91.32			2210 428000	422		101000
		Total for Vendor:	509.42						
126225 1	06/25/25	4126 JACOB ZACH firearms training, meals	254.00 254.00			1000 421000	340		101000
		Total for Vendor:	254.00						
126497 1	07/01/25	999999 JAMESON BENSON Tree Planting Permit - 2521 1st St E Tree - 2521 1st St E	300.00 300.00			5000 422000	490		101000
		Total for Vendor:	300.00						
126503 7 8 9 10	06/25/25	3790 JIM BROWNLEE Special Assessment Commission Imp Dist 1337 Imp Dist 1339 Imp Dist 2270 Imp Dist 2271	320.00 80.00 80.00 80.00 80.00			4086 480000 4088 480000 4006 480000 4005 480000	781 781 781 781		101000 101000 101000 101000
		Total for Vendor:	320.00						
126309 1 25-19176 2 25-19361	06/18/25	C 2750 JIM'S TOWING OF FARGO #262 TOW TO REPAIR SHOP #262 TOW TO PW	632.50 316.25 316.25			6020 450000 6020 450000	427 427		101000 101000
		Total for Vendor:	632.50						
126285 1 1-135947891416	06/21/25	C 2798 JOHNSON CONTROLS PD - RTU REPAIR	1,145.75 1,145.75			1000 455000	420		101000
126392 1 1-136006017278	07/01/25	C 2798 JOHNSON CONTROLS SA46 COMPRESSOR REPLACEMENT	2,819.11 2,819.11			6025 450000	825		101000

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126425	C	2798 JOHNSON CONTROLS	659.75								
1	06/17/25	SA46 COMPRESSOR REPAIR	659.75			6025		450000	825		101000
1-135925103803											
126434	C	2798 JOHNSON CONTROLS	428.50								
1	06/20/25	PW - RTU REPAIR	428.50			6020		450000	420		101000
1-135941336984											
		Total for Vendor:	5,053.11								
126410	C	274 JOHNSON, MOTTINGER & GREENWOOD,	5,250.00								
July 2025											
1	07/01/25	Court Appointed Attorney	5,250.00			1000		412000	310		101000
		Total for Vendor:	5,250.00								
126247		999999 JS BITKER LLC	531.56								
Acct: 15565											
1805 Main Ave W											
Overpaid, need to refund credit balance											
1	06/24/25	UB Refund	531.56			6020		214100			101000
		Total for Vendor:	531.56								
126493		999999 KATIE GUSTIN	300.00								
Tree Planting Permit - 1021 Wildflower Ln W											
1	07/01/25	Tree - 1021 Wildflower Ln W	300.00			5000		422000	490		101000
		Total for Vendor:	300.00								
126263	-97100E	4482 KOTAPAY	3,306.95								
06/27/25 payroll											
1	06/27/25	Child Support	3,306.95			1000		212549			101000
		Total for Vendor:	3,306.95								
126235		3854 KURT USA	3,778.00								
1	06/19/25	bite suit - k9	1,889.00			1000		421000	915		101000
20028											
2	06/19/25	bite suit - k9	1,889.00			2515		421000	915		101000
20028											
		Total for Vendor:	3,778.00								

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126444	C	260 LARS BODY SHOP	3,385.45						
1	07/02/25	#1211 repairs	3,385.45			1000 421000	322		101000
6423									
		Total for Vendor:	3,385.45						
126416	C	277 LARSON WELDING & MACHINE CO	94.56						
1	06/12/25	#1191 STEEL TUBING	94.56			1000 421000	427		101000
83268									
		Total for Vendor:	94.56						
126417	C	705 LAWSON PRODUCTS	842.71						
1	06/19/25	HARDWARE	10.30			1000 455000	433		101000
9312575770									
2	06/10/25	HARDWARE	7.25			1000 455000	433		101000
9312549121									
3	06/09/25	HARDWARE	43.40			1000 455000	433		101000
9312544516									
4	06/06/25	HARDWARE	781.76			1000 455000	433		101000
9312540270									
		Total for Vendor:	842.71						
126227	C	4767 LENOVO (UNITED STATES) INC.	152.00						
1	06/14/25	monitor - booking room	152.00			1000 421000	497		101000
6473021354									
126373	C	4767 LENOVO (UNITED STATES) INC.	1,390.94						
1	06/28/25	B HANSON LAPTOP	1,390.94			6020 450000	497		101000
6473145271									
		Total for Vendor:	1,542.94						
126259		1741 LIBERTY BUSINESS SYSTEMS, INC	905.60						
1	39529702	06/25/25 June 2025 CH 1st Floor	156.05			1000 415000	428		101000
39529702									
2	39529703	06/25/25 June 2025 CH 1st Floor	68.33			1000 415000	428		101000
39529703									
3	39529703	06/25/25 June 2025 City Hall	168.39			1000 415000	428		101000
39529703									

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4	39529703	06/25/25 June 2025 Public Works	231.61			6020		450000	428		101000
39529703											
5	39529703	06/25/25 June 2025 Police	281.22			1000		421000	428		101000
39529703											
Total for Vendor:			905.60								
126337		4872 LOWE'S (FD)	141.55								
1	06/18/25	FD E-76 Equipment	141.55			2060		415200	432		101000
991194		-PCOIFC									
Total for Vendor:			141.55								
126223		711 LUTHER FAMILY FORD	6,508.52								
1	06/13/25	FD Tr Van Miss firing repair	941.23			2060		415200	427		101000
focs658204											
2	06/04/25	FD C-73 rear main seal, brakes	5,567.29			2060		415200	427		101000
focs656568											
Total for Vendor:			6,508.52								
126340		3502 M&T Fire	671.70								
1	06/11/25	FD Gear Laundry Detergent	671.70			2060		415200	500		101000
14686											
Total for Vendor:			671.70								
126352		3304 MAC'S HARDWARE	564.03								
1	06/15/25	HARDWARE/TOOLS	395.57			1000		430000	432		101000
5039											
2	06/04/25	HARDWARE	10.93			1000		455000	420		101000
4662											
3	06/16/25	TOOLS	80.97			1000		455000	420		101000
5040											
4	06/30/25	CABLE CLAMP/THIMBLE	76.56			1000		430000	427		101000
5550											
126378		3304 MAC'S HARDWARE	4.18								
1	06/24/25	TIEDOWNS	4.18			1000		430000	432		101000
5343											
Total for Vendor:			568.21								

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126459	C	3536 MACQUEEN	3,348.46								
1	05/30/25	FD Cr Return P12560	-2,790.14			2060		415200	427		101000
P12665											
2	05/30/25	FD Helmet Accessories	116.35			2060		415200	641		101000
P49814											
3	06/05/25	FD E-75 Diffuser	398.97			2060		415200	420		101000
P12688											
4	06/06/25	FD St 76 Cascade Air System	747.41			2060		415200	420		101000
P50104											
5	06/11/25	FD T-75 Filters	273.66			2060		415200	427		101000
P12727											
6	06/25/25	FD E-71 Chainsaw switch	290.93			2060		415200	420		101000
P12797											
7	06/30/25	FD L-75 Slow Ladder Extend	4,095.90			2060		415200	420		101000
W01653											
8	06/13/25	FD E-71 Chainsaw stop switch	30.18			2060		415200	420		101000
P50405											
9	06/17/25	FD T-75 O-rings, hyd pump	185.20			2060		415200	420		101000
P12756											
Total for Vendor:			3,348.46								
126446	C	4637 MAMMOTH HOLDINGS LLC	600.00								
1	06/30/25	june 2025 car wash	600.00			1000		421000	422		101000
PS-INV104311											
Total for Vendor:			600.00								
126454		5349 MARCO TECHNOLOGIES, LLC	743.62								
1	06/27/25	LEASE FOR PRINTERS	743.62			7000		411600	428		101000
Total for Vendor:			743.62								
126288		3384 MATHESON TRI-GAS INC	67.00								
1	06/21/25	CYLINDER RENTAL	67.00			6020		450000	432		101000
0031683700											
Total for Vendor:			67.00								

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126272	116823S	3630 MATRIX TRUST COMPANY	5,412.00								
1	06/27/25	Deferred Comp Pre-Tax June 25	3,490.00			1000		212547			101000
2	06/27/25	Deferred Comp Post-Tax June 25	1,922.00			1000		212548			101000
		Total for Vendor:	5,412.00								
126217		5523 MATT DAHLSON	553.50								
		HazMat Training in Baltimore MD									
1	06/23/25	Per Diem/Transportation	553.50			2060		415200	340		101000
2025		HazMat									
		Total for Vendor:	553.50								
126458		5401 MATTERPORT	660.00								
1	05/25/25	FD Annual 05-25/05-23-26	660.00			2060		415200	497		101000
252455039970400											
		Total for Vendor:	660.00								
126224	C	299 MENARDS (FIRE)	195.48								
1	06/11/25	FD St 75 Generator disconnect	14.29			2060		415200	420		101000
58387											
2	06/19/25	FD L-75 hyd. reloop oil	24.46			2060		415200	420		101000
58948											
3	06/25/25	FD Training Grnd. rural donati	156.73			2060		415200	494		101000
59391											
		Total for Vendor:	195.48								
126179	C	4622 MENARDS (PUBLIC WORKS)	58.92								
1	58520 06/13/25	Windshield wiper blades - IT	29.98			1000		414104	410		101000
58520											
2	59025 06/20/25	Tools - Eng	8.95			1000		414200	432		101000
59025											
3	59274 06/24/25	Tools - Eng	19.99			1000		414200	432		101000
59274											

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126280	C	4622 MENARDS (PUBLIC WORKS)	865.17								
1	06/18/25	WOOD SEAT	23.99			6010		450200	420		101000
58887	2	06/20/25 CABLE TIES/HARDWARE	37.95			6020		450000	432		101000
59032	3	06/23/25 TAPE/BLADE	21.75			6020		450000	432		101000
59186	4	06/23/25 HARDWARE	3.99			6020		450000	433		101000
59207	5	06/23/25 SHOVEL	42.97			6020		450000	432		101000
59200	6	06/23/25 HARDWARE/TOOLS	103.90			6020		450000	432		101000
59183	7	06/16/25 TIEOFF RING	11.96			6020		450000	432		101000
58728	8	06/12/25 BROOM/CLEANING SUPPLIES	26.32			6025		450000	433		101000
58425	9	06/13/25 HARDWARE	27.41			6025		450000	826		101000
58512	10	06/06/25 HARDWARE	8.53			1000		455000	420		101000
58043	11	06/10/25 TURBINE/PATCH/DOWNSPOUT	157.37			6010		450200	420		101000
58314	12	06/05/25 HARDWARE	11.08			1000		455000	420		101000
57969	13	06/04/25 CABLE TIES	7.96			1000		455000	420		101000
57904	14	06/09/25 FIREBLOCK	17.94			1000		455000	420		101000
58226	15	06/12/25 WATER	41.97			1000		430000	639		101000
58458	16	06/12/25 HARDWARE	14.38			1000		430000	432		101000
58468	17	06/17/25 RAKE/PRUNER/VALVE	113.94			1000		430001	358		101000
58806	18	06/17/25 FERTILITZER	90.93			1000		430001	358		101000
58812											

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19 58819 20 58703	06/17/25 06/16/25	GAS CAN/TAPE DRILLBIT	89.85 10.98			1000 430000 1000 430001	432 432		101000 101000
126358 1 59270 2 59261 3 59253 4 59264 5 59065 6 59466 7 59528 8 59420 9 59347 10 59376 11 59374 12 59371 13 59463	C 06/24/25 06/24/25 06/24/25 06/24/25 06/24/25 06/20/25 06/26/25 06/27/25 06/26/25 06/25/25 06/25/25 06/25/25 06/26/25	4622 MENARDS (PUBLIC WORKS) TOOLS PATCH CEMENT/MIXER ROLLER/TRAY/LINER PATCH CEMENT CLEANING SUPPLIES RAKE/MULTI TOOL DRILL BITS ADAPTERS/UTILITY KNIFE/GLOVES RUBBER MULCH/GRINDING STONES PVC/STRAPS/MULTI TOOL TAPE/SEALANT BROOM CAUTION TAPE/WIRE/TOOLS	577.55 18.93 15.47 17.44 16.96 55.59 77.93 35.93 34.24 91.09 52.49 63.75 29.97 67.76			1000 430000 1000 430001 1000 430001 1000 430001 1000 430001 1000 455000 1000 430000 1000 430000 1000 430001 1000 430001 1000 430000 6025 450000 6025 450000	432 358 358 358 500 432 432 358 358 432 486 432 432		101000 101000 101000 101000 101000 101000 101000 101000 101000 101000 101000 101000 101000 101000
Total for Vendor:			1,501.64						

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126169	-97105E	2766 MIDCONTINENT COMMUNICATIONS	186.79								
1	05/27/25	FD May Service	186.79			2060		415200	527		101000
37257170114749											
126244	E	2766 MIDCONTINENT COMMUNICATIONS	622.22								
1	14800 05/23/25	191305202 - 3050 Sheyenne	306.11			2310		452120	497		101000
19130520214800											
2	14800 06/23/25	191305202 - 3050 Sheyenne	316.11			2310		452120	497		101000
19130520214800											
126293	E	2766 MIDCONTINENT COMMUNICATIONS	130.39								
1	06/23/25	TRANSFER STATION INTERNET	130.39			6010		450200	497		101000
22121930114800											
Total for Vendor:			939.40								
126370	C	102 MIDSTATES WIRELESS	1,098.51								
1	06/16/25	#4013 RADIO INSTALL	366.17			6010		450200	610		101000
205019212											
2	06/16/25	#5306 RADIO INSTALL	366.17			1000		430001	610		101000
205019212											
3	06/16/25	#5307 RADIO INSTALL	366.17			1000		430001	610		101000
205019212											
Total for Vendor:			1,098.51								
126469		927 MIDWEST MACHINE TOOL SUPPLY	8,174.74								
1	06/04/25	GASKET REPAIR KIT - BUBBLERS	8,174.74			6025		450000	826		101000
5312937											
Total for Vendor:			8,174.74								
126439	C	1854 MIDWEST TAPE	629.92								
1	06/12/25	DVD	46.78			7000		411600	664		101000
507307005											
2	06/12/25	DVD	71.91			7000		411600	664		101000
507307008											
3	06/17/25	DVD	81.66			7000		411600	664		101000
507331425											

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4	06/17/25	DVD	116.91			7000		411600	664		101000
507331426											
5	06/17/25	DVD	32.22			7000		411600	664		101000
507331427											
6	06/17/25	DVD	66.12			7000		411600	664		101000
507331428											
7	06/24/25	DVD	43.47			7000		411600	664		101000
507367242											
8	06/24/25	DVD	116.91			7000		411600	664		101000
507367244											
9	06/24/25	DVD	28.47			7000		411600	664		101000
507367245											
10	06/12/25	DVD	25.47			7000		411600	664		101000
507307006											
Total for Vendor:			629.92								
126248	-97089E	766 MINNESOTA REVENUE	33.47								
2022 Withholding Tax - Penalties and Interest											
1	06/05/25	Penalties / Interest	33.47			1000		415000	490		101000
1583156		- L1017078112									
Total for Vendor:			33.47								
126388	C	2121 MOEN PORTABLES & SEPTIC	112.50								
1	06/30/25	PORTABLE RENTAL	112.50			6010		450200	357		101000
M8325											
Total for Vendor:			112.50								
126215	C	305 MOORE ENGINEERING INC	343,252.34								
1	SIN002894	06/11/25 Project 9043	6,635.00			4181		480000	313		101000
SIN002894											
2	SIN002916	06/11/25 Imp Dist 3009	6,674.75			4225		480000	313		101000
SIN002916											
3	SIN002918	06/11/25 Imp Dist 3008	7,043.50			4224		480000	313		101000
SIN002918											
4	SIN002833	06/06/25 Imp Dist 3006	92,445.51			4003		480000	313		101000
SIN002833											
5	SIN002898	06/11/25 Imp Dist 1353	52,588.00			4189		480000	313		101000
SIN002898											

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6	SIN002903	06/11/25 Project 1351	19,950.00			4221		480000	313		101000
7	SIN002944	06/11/25 Project 1349	1,816.44			4445		480000	313		101000
8	SIN002818	06/06/25 Imp Dist 1348	67,011.31			4444		480000	313		101000
9	SIN002803	06/05/25 Project 1316.3	12,287.80			4065		480000	313		101000
10	SIN002769	06/04/25 Imp Dist 1310	175.50			4388		480000	313		101000
11	SIN002799	06/05/25 20520 - CWF Eng Serv - Task	316.00			1000		414200	313		101000
12	SIN002799	06/05/25 20520 - CWF Eng Serv - Task	653.50			2970		480000	313		101000
13	SIN002875	06/10/25 CE0036 - Project Mallard	5,000.00			1000		414200	313		101000
14	SIN002875	06/10/25 Project 9052	18,692.50			4136		480000	313		101000
15	SIN002875	04/30/25 2025 Basement Exception	5,731.75			1000		414200	313		101000
16	SIN002875	06/10/25 Project 9061	17,951.25			4188		480000	313		101000
17	SIN002816	06/06/25 Imp Dist 1339	4,063.25			4088		480000	313		101000
18	SIN002819	06/06/25 Imp Dist 1345	24,216.28			4009		480000	313		101000
126424	C	305 MOORE ENGINEERING INC	787.50								
1	06/11/25	ANNUAL WATER QUALITY REPORT	787.50			6020		450000	438		101000
	SIN002899										
		Total for Vendor:	344,039.84								
126320	-97091E	4663 MUTUAL OF OMAHA	3,564.08								
1	06/27/25	June 2025 Contributions	3,564.08			1000		212515			101000
		Total for Vendor:	3,564.08								

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126331	C	298 MVTL LABORATORIES	887.50								
1	06/19/25	WATER TESTING	887.50			6025		450000	335		101000
1310992											
		Total for Vendor:	887.50								
126321	-97090E	3546 NATIONWIDE INVESTMENT ADVISORS	10,124.00								
1	06/27/25	Jun 25 Post-Tax Contributions	2,810.00			1000		212551			101000
2	06/27/25	Jun 25 Pre-Tax Contributions	7,314.00			1000		212550			101000
		Total for Vendor:	10,124.00								
126423		3428 ND DEPARTMENT OF ENVIRONMENTAL	50.00								
1	P	MONTPLAISIR - WD01/WW02 TEST	50.00			1000		430001	340		101000
4832											
126427		3428 ND DEPARTMENT OF ENVIRONMENTAL	734.08								
1	05/30/25	WATER TESTING	734.08			6020		450000	335		101000
202505.078400											
		Total for Vendor:	784.08								
126502		5586 ND DEPT OF EMERGENCY SERVICES	2,456.39								
1	04/29/25	Reimb overpayment for land acq	1,228.20			4902		120000			101000
4509-HMA-000030150											
2	04/29/25	Reimb overpayment for land acq	1,228.19			4904		120000			101000
4509-HMA-000030150											
		Total for Vendor:	2,456.39								
126249		335 ND DEPT OF TRANSPORTATION	2,474.52								
1	0002545108	06/18/25 Project 9020	2,474.52			4137		480000	670		101000
0002545108											
126250		335 ND DEPT OF TRANSPORTATION	695.60								
1	0002545107	06/18/25 Project 9040	695.60			4507		480000	670		101000
0002545107											

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126251		335 ND DEPT OF TRANSPORTATION	553.57						
1	0002544797	06/17/25 Project 6058	553.57			4019 480000	670		101000
	0002544797								
		Total for Vendor:	3,723.69						
126271	-97095C	3541 ND FRATERNAL ORDER OF POLICE	2,295.00						
1	06/27/25	FOP Legal for June 2025	2,295.00			1000 212527			101000
		Total for Vendor:	2,295.00						
126265	-97099E	363 ND PERS	400.00						
	June 2025								
1	06/27/25	Freadrich service credit purch	400.00			1000 212532			101000
126266	-97098E	363 ND PERS	9,975.50						
	06/27/25	Payroll							
1	06/27/25	457b Def Comp - Contributions	9,975.50			1000 212532			101000
126276	-97097E	363 ND PERS	318,295.70						
1	06/27/25	June Payroll - Contributions	318,296.33			1000 212532			101000
2	06/27/25	Rounding	-0.63			1000 414100	230		101000
		Total for Vendor:	328,671.20						
126186	C	571 ND WORKFORCE SAFETY & INSURANCE	250.00						
1	MQE3G6H3NL	05/24/25 Fire - Joseph Johnson	250.00			2060 415200	240		101000
	MQE3G6H3NL								
		Total for Vendor:	250.00						
126341		3946 NDFA	400.00						
		This charge also includes the registration for the 2025 Seminar.							
1	06/30/25	FD T Olson 2025 Dues	100.00			2060 415200	667		101000
	2025 Dues								
2	06/30/25	FD J Neeb 2025 Dues	100.00			2060 415200	667		101000
	2025 Dues								
3	06/30/25	FD D Underhill 2025 Dues	100.00			2060 415200	667		101000
	2025 Dues								
4	06/30/25	FD D Sprecher 2025 Dues	100.00			2060 415200	667		101000
	2025 Dues								
		Total for Vendor:	400.00						

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126396		4247 NDRWSA	270.00						
7/2025-6/2026									
1		ND RURAL WATER MEMBERSHIP	270.00			1000	450000	667	101000
		Total for Vendor:	270.00						
126188		1039 NDSWRA	260.00						
1		06/15/25 MEMBERSHIP	260.00			6010	450200	667	101000
2025-0034									
		Total for Vendor:	260.00						
126246		999999 NEILAND BAERWALD	103.52						
Acct: 24655									
705 Villa Park Way									
Double paid, need to refund credit balance									
1		06/24/25 UB Refund	103.52			6020	214100		101000
		Total for Vendor:	103.52						
126281		C 756 NELCO FIRST AID	145.91						
1		06/15/25 SA - FIRST AID SUPPLIES	145.91			6010	450200	639	101000
250651									
126418		C 756 NELCO FIRST AID	87.28						
1		06/29/25 PW - FIRST AID SUPPLIES	87.28			6020	450000	639	101000
250694									
		Total for Vendor:	233.19						
126184		C 2261 NETWORK CENTER INCORPORATED	204.12						
1		INV232256 05/08/25 Adobe Pro licenses	102.06			1000	414104	497	101000
INV232256									
2		INV232654 05/20/25 Adobe Pro licenses	102.06			1000	414104	497	101000
INV232654									
126483		C 2261 NETWORK CENTER INCORPORATED	4,230.00						
3		INV234253 06/30/25 Teams phone system project	4,230.00			1000	414104	497	18 101000
INV234253									
		Total for Vendor:	4,434.12						

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126274 1	116824S 06/27/25	3543 NEW YORK LIFE INSURANCE & Deferred Comp EE June 2025	5,920.00 5,920.00			1000		212531			101000
		Total for Vendor:	5,920.00								
126301 1	03/06/25	3301 NEWMAN PROJ #9058	8,337.88 8,337.88			4184		480000	670		101000
		TRFINV059404									
		Total for Vendor:	8,337.88								
126496 1	07/01/25	999999 NICK IBACH Tree Planting Permit - 3537 Shadow Wood Ln Tree - 3537 Shadow Wood Ln	190.00 190.00			5000		422000	490		101000
		Total for Vendor:	190.00								
126193 1	06/05/25	C 364 NORTH CENTRAL INTERNATIONAL LLC #262 SENSOR/TENSIONER ASSY	361.85 361.85			6020		450000	427		101000
		X202245079									
		Total for Vendor:	361.85								
126450 1	06/26/25	1252 NORTH DAKOTA STATE LIBRARY LYNDI WILLIAM CONF REG 2025	250.00 250.00			7000		411600	340		101000
		01823									
		Total for Vendor:	250.00								
126436 1	06/18/25	C 1403 NORTHERN TOOL & EQUIPMENT AUTO RAMP	56.99 56.99			1000		455000	432		101000
		E9E4C42A									
		Total for Vendor:	56.99								
126312 1	06/19/25	1028 NORTHERN TRUCK EQUIPMENT CORP. #3005 MAC VALVE	126.49 126.49			1000		430000	427		101000
		FG23161									

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126382		1028 NORTHERN TRUCK EQUIPMENT CORP.	3,584.00						
1	05/02/25	2 YARD DUMPSTERS	3,584.00			6010 450200	665		101000
FG23110									
		Total for Vendor:	3,710.49						
126313	C	1715 NORTHWEST TIRE INC	666.01						
1	06/17/25	#3001 SENSOR	274.00			1000 430000	427		101000
26056816									
2	06/12/25	#266 FLAT REPAIR	19.71			6020 450000	427		101000
26056793									
3	06/19/25	#2004 SENSOR	183.00			6020 450000	427		101000
26056938									
4	06/26/25	#1188 ALIGNMNET	148.79			1000 421000	427		101000
26057081									
5	06/25/25	#394 TUBE LABOR	40.51			1000 430000	427		101000
26057039									
126324	C	1715 NORTHWEST TIRE INC	743.28						
1	06/09/25	#4301 TIRES	743.28			6010 450200	427		101000
24050720									
126349	C	1715 NORTHWEST TIRE INC	19.71						
1	06/27/25	#8017 FLAT REPAIR	19.71			1000 415000	427		101000
26057097									
126471	C	1715 NORTHWEST TIRE INC	493.11						
1	06/12/25	#7708 FLAT REPAIR	493.11			4387 480000	427		101000
24050779									
		Total for Vendor:	1,922.11						
126230	C	5440 NORTHWEST TIRE INC. (PD)	783.94						
1	06/18/25	#1204 tire repair	43.51			1000 421000	427		101000
26056899									
2	06/17/25	#1196 tires	740.43			1000 421000	427		101000
26056884									

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126329	C	5440 NORTHWEST TIRE INC. (PD)	789.28						
1	06/27/25	#1190 tires	789.28			1000 421000	427		101000
26057102									
		Total for Vendor:	1,573.22						
126308	C	330 NORTHWESTERN EQUIPMENT INC.	121.65						
1	06/25/25	THIMBLE END	121.65			6010 450200	427		101000
55452									
		Total for Vendor:	121.65						
126429		5077 NOTT COMPANY	199.80						
1	05/28/25	PSI REEL	199.80			1000 430000	432		101000
5169355									
		Total for Vendor:	199.80						
126273	116825S	3542 NYLI FUNDS	850.00						
1	06/27/25	NYLI (Mainstay) June 2025	850.00			1000 212529			101000
		Total for Vendor:	850.00						
126239		1774 O'REILLY AUTOMOTIVE STORES, INC	97.39						
1	06/11/25	FD I-2 Oil Change supplies	49.48			2060 415200	427		101000
1932-462113									
2	06/19/25	FD Degreaser	39.98			2060 415200	424		101000
1932-465235									
3	06/23/25	FD C-3 filter replacement	7.93			2060 415200	424		101000
1932-466533									
		Total for Vendor:	97.39						
126204		4744 O'REILLY AUTOMOTIVE STORES, INC	407.28						
1	05/17/25	WRENCH	19.98			6025 450000	432		101000
1769343079									
2	05/23/25	#3301 FUSE/HOLDER	22.78			1000 430000	610		101000
1932455556									
3	06/06/25	#5702 HOSE-HTRWAT	89.76			1000 430002	427		101000
1932460689									
4	06/17/25	#7037 LIFT SUPPORT	34.26			6025 450000	427		101000
1932464253									

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5	06/17/25	MICROFUSE	5.09			1000		455000	427		101000
1932464521											
6	06/17/25	#7037 FUEL CAP	11.27			6025		450000	427		101000
1932464313											
7	06/16/25	#161 TOGGLE SWITCH	7.99			1000		421000	427		101000
1932463854											
8	06/18/25	BRAKE CLEAN	62.16			1000		455000	433		101000
1932464763											
9	06/10/25	BALL STOP	27.99			1000		455000	427		101000
1932461707											
10	06/04/25	#5009 CABLE	126.00			1000		455000	610		101000
1932459754											
126205		4744 O'REILLY AUTOMOTIVE STORES, INC	655.57								
1	06/17/25	#1206 BATTERY	368.35			1000		421000	427		101000
1932464523											
2	06/17/25	#3102 BATTERY	225.06			1000		430000	427		101000
1932464523											
3	06/17/25	CARB CLEANER	62.16			1000		455000	433		101000
1932464523											
126287		4744 O'REILLY AUTOMOTIVE STORES, INC	157.83								
1	06/18/25	CORE RETURN	-22.00			1000		421000	427		101000
1932464733											
2	06/25/25	#1191 PAINT	137.88			1000		421000	427		101000
1932467169											
3	06/24/25	#3302 FUEL CAP	12.21			1000		430000	427		101000
1932466752											
4	06/26/25	#1191 ANTI THEFT	29.74			1000		421000	427		101000
1932467817											
126347		4744 O'REILLY AUTOMOTIVE STORES, INC	77.97								
1	06/25/25	MICRO FUSE	14.43			1000		455000	433		101000
1932467291											
2	06/27/25	#5703 MINI BULB	15.98			1000		430002	427		101000
1932468029											
3	06/26/25	#1209 SPARK PLUG	47.56			1000		421000	427		101000
1932467838											
Total for Vendor:			1,298.65								

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126452		3416 OCLC, INC.	2,768.64								
1	7/1/25-6/3	07/01/25 CATALOGING METDATA SUBSCR	2,768.64			7000		411600	901		101000
2768.64											
Total for Vendor:			2,768.64								
126498	C	353 OHNSTAD TWICHELL	77,702.36								
June invoices											
2	06/21/25	Imp Dist 1337	945.00			4086		480000	312		101000
203941											
3	06/21/25	Imp Dist 2265	1,302.00			4793		480000	312		101000
203943											
5	06/21/25	Storage Locker Habitation Ord	535.64			1000		415000	312		101000
203947											
7	06/21/25	Imp Dist 1339	192.00			4088		480000	312		101000
203942											
8	06/21/25	Open Records Requests	490.00			1000		415000	312		101000
203953											
14	05/31/25	Municipal Prosecutions	31,533.72			1000		412000	312		101000
203954											
19	06/21/25	Hope Lutheran Addition	321.00			1000		418000	312		101000
203950											
20	06/21/25	Imp Dist 2271	162.00			4005		480000	312		101000
203944											
49	06/21/25	FMD - Warren 1st Subdivision	543.00			1000		418000	312		101000
203969											
50	06/21/25	Imp Dist 2290	378.00			4185		480000	312		101000
203951											
51	06/21/25	FMD - Mapleton Subdivision	1,413.00			1000		418000	312		101000
203970											
52	06/21/25	AT&T Tower Lease Agreements	84.00			1000		415000	312		101000
203961											
62	06/21/25	General	8,673.50			1000		415000	312		101000
203955											
63	06/21/25	Water Svcs Agmt w/ Cass Rural	252.00			1000		415000	312		101000
203956											
64	06/21/25	Short Term Rentals Ordinance	2,084.00			1000		415000	312		101000
203957											

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66 203945	06/21/25	Imp Dist 2270	1,734.00			4006 480000	312		101000
67 203962	06/21/25	Greenworks 1st Addition	84.00			1000 418000	312		101000
68 203963	06/21/25	Halvorson Industrial Park 6th	168.00			1000 418000	312		101000
69 203971	06/21/25	DMF 2nd Addition	882.00			1000 418000	312		101000
70 203966	06/21/25	Project 6063	84.00			4213 480000	312		101000
71 203946	06/21/25	Project 9036	13,339.50			4023 480000	312		101000
72 203967	06/21/25	Imp Dist 3008	84.00			4224 480000	312		101000
73 203968	06/21/25	Imp Dist 3009	84.00			4225 480000	312		101000
74 203948	06/21/25	Imp Dist 3006	3,318.00			4003 480000	312		101000
76 203952	06/21/25	Conditional Use Permits	882.00			1000 418000	312		101000
77 203964	06/21/25	Zoning Amend - Bldg Ctrl Line	583.00			1000 418000	312		101000
78 203958	06/21/25	Imp Dist 1353	2,856.00			4189 480000	312		101000
80 203959	06/21/25	Range Contract	924.00			1000 421000	312		101000
81 203960	06/21/25	Flood Insurance Rate Map Ord	2,175.00			1000 415000	312		101000
82 203949	06/21/25	Project 6060	1,512.00			4098 480000	312		101000
83 203965	06/21/25	Food Service Ord Amend Penalty	84.00			1000 415000	312		101000
Total for Vendor:			77,702.36						

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126199	C	352 OK TIRE STORE - COM CTR	70.00								
1	06/19/25	#7043 FLAT REPAIR	70.00			4387		480000	427		101000
05-373568											
126325	C	352 OK TIRE STORE - COM CTR	430.56								
1	06/23/25	#366 TIRES	137.00			1000		430000	427		101000
05-373671											
2	06/09/25	#5435 TIRES	293.56			1000		430001	427		101000
05-372979											
Total for Vendor:			500.56								
126342	C	5557 OLDSTYLUS LLC	4,557.50								
1	02/26/25	SA DROPSITE CONSULTATION	732.50			6010		450200	418		101000
20250301-1											
2	04/01/25	SA DROPSITE CONSULTATION	2,146.25			6010		450200	418		101000
20250401-1											
3	07/01/25	SA DROPSITE CONSULTATION	1,678.75			6010		450200	418		101000
20250701-1											
Total for Vendor:			4,557.50								
126261		3255 OLSEN CHAIN & CABLE, INC	47.89								
1	06/09/25	FD ST 75 Hose Drying Rack	47.89			2060		415200	494		101000
729939											
Total for Vendor:			47.89								
126297		399 OLYMPIC SALES	70.92								
1	06/19/25	ASL EXTENSION HEX NUT	70.92			6010		450200	433		101000
15725											
126372		399 OLYMPIC SALES	13,952.99								
1	06/26/25	#4102 ASL PACK CYLINDER	7,261.10			6010		450200	427		101000
15739											
2	06/20/25	#4007 EJECT CYLINDER	6,691.89			6010		450200	427		101000
15714											
Total for Vendor:			14,023.91								

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126212	C	631 ONE CALL CONCEPTS, INC	1,905.00								
1	5054271	05/31/25 May 2025 Locates	1,167.00			6020		450000	412		101000
5054271											
2	5044269	04/30/25 Apr 2025 Locates	738.00			6020		450000	412		101000
5044269											
Total for Vendor:			1,905.00								
126168		276 OSTROMS ACE HARDWARE	1,319.21								
1	06/02/25	FD Battery for Batt 70	6.59			2060		415200	420		101000
228973											
2	06/03/25	FD T-75 Supplies	47.96			2060		415200	500		101000
228980											
3	06/18/25	FD L-75 Drain oil supplies	52.90			2060		415200	427		101000
229067											
4	06/19/25	FD Smoke Alarms for Donation	1,189.30			2060		415200	375		101000
229078											
5	06/25/25	FD E-76 little hardware	19.28			2060		415200	500		101000
229112											
6	06/25/25	FD June Stmt Recon	3.18			2060		415200	500		101000
stmt											
126228		276 OSTROMS ACE HARDWARE	239.96								
PO - 200259											
1	06/24/25	acct 44818: comfort dog food	239.96			1000		421000	915		101000
229094											
Total for Vendor:			1,559.17								
126191		5119 OSTROMS ACE HARDWARE (PW)	74.99								
1	06/12/25	WHEELBARROW	74.99			2210		428000	358		101000
229038											
126278		5119 OSTROMS ACE HARDWARE (PW)	3.16								
1	06/12/25	HARDWARE	3.16			1000		455000	420		101000
229044											

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126386		5119 OSTROMS ACE HARDWARE (PW)	27.98								
1	06/20/25	INSECT SPRAY	27.98			1000		455000	420		101000
229085											
		Total for Vendor:	106.13								
126435		4455 OTIS ELEVATOR COMPANY	1,984.68								
7/1/25-6/30/26											
1	06/16/25	CH - MAINT. CONTRACT	1,984.68			1000		455000	420		101000
52178964											
		Total for Vendor:	1,984.68								
126442	C	2126 OVERDRIVE, INC	2,213.24								
1	06/11/25	EBOOKS	564.90			7000		411600	650		101000
02139C025186579											
2	06/11/25	AUDIOBOOKS	618.72			7000		411600	650		101000
02139C025186579											
3	06/30/25	EBOOKS	383.41			7000		411600	650		101000
02139C025202559											
4	06/30/25	AUDIOBOOKS	646.21			7000		411600	650		101000
02139C025202559											
		Total for Vendor:	2,213.24								
126203	C	1648 PARKLAND USA CORPORATION DBA	487.64								
1	06/16/25	MOBIL SUPER SYN 0-20	203.35			1000		421000	424		101000
740957-25											
2	06/10/25	RIDGELINE DEF	284.29			6010		450200	424		101000
733000-25											
126323	C	1648 PARKLAND USA CORPORATION DBA	313.69								
1	05/14/25	RIDGELINE DEF	313.69			6010		450200	424		101000
694682											
126355	C	1648 PARKLAND USA CORPORATION DBA	298.99								
1	06/27/25	RIDGELINE DEF	298.99			4387		480000	424		101000
759739-25											

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126402	C	1648 PARKLAND USA CORPORATION DBA	36,121.62								
1	06/20/25	BULK 87 ETHANOL - PW	18,986.57			1000		140000			101000
754474-25											
2	06/20/25	BULK DIESEL - PW	17,135.05			1000		140000			101000
753275-25											
Total for Vendor:			37,221.94								
126243	C	5491 PAUL FRACASSI	173.00								
NCRAAO Conference - Manhattan, Kansas - 06/15/25-06/19/25											
1	06/24/25	Travel reimb	173.00			1000		414101	340		101000
Total for Vendor:			173.00								
126268	116826S	3548 PERSHING	500.00								
1	06/27/25	Alerus - June 2025	500.00			1000		212525			101000
Total for Vendor:			500.00								
126187	C	563 PETRO SERVE USA	185.45								
1	06/23/25	RENTAL SKID FUEL	63.52			6025		450000	424		101000
5274											
2	06/17/25	#2021 870XY	91.14			6020		450000	424		101000
524											
3	06/17/25	#3401 PREMIUM	30.79			1000		430000	424		101000
2638											
126277	C	563 PETRO SERVE USA	75.00								
1	06/19/25	ST LPLBS	75.00			1000		430000	424		101000
3604											
126295	C	563 PETRO SERVE USA	12.71								
1	06/24/25	#3401 PREMIUM	12.71			1000		430000	424		101000
2566											
126379	C	563 PETRO SERVE USA	371.40								
1	06/19/25	CENEX OIL	371.40			6025		450000	826		101000
99457											

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126390	C	563 PETRO SERVE USA	82.84						
1	07/01/25	#2021 870XY	82.84			1000 430000	424		101000
8543									
126501	C	563 PETRO SERVE USA	1,373.23						
1	06/24/25	FD ST 76 Lawn tractor	67.52			2060 415200	424		101000
87757									
2	06/21/25	FD St 76 Lawn Tractor	10.92			2060 415200	424		101000
1074									
3	06/13/25	FD St 76 Propane	27.53			2060 415200	424		101000
Propane									
4	06/20/25	FD ST 75 Fill new generator	1,230.21			2060 415200	424		101000
8703									
5	06/12/25	FD St 75-mission receipt	37.05			2060 415200	424		101000
28187									
Total for Vendor:			2,100.63						
126461		1987 PETSMART	74.99						
1	07/01/25	FD Mika Food	74.99			2060 415200	915		101000
1292013222									
Total for Vendor:			74.99						
126482	C	1483 PITNEY BOWES BANK INC - RESERVE	1,500.00						
		City Hall postage machine - meter refill							
1	07/03/25	Reserve Acct 20613972	1,500.00			1000 415000	661		101000
Total for Vendor:			1,500.00						
126453	C	3921 PITNEY BOWES INC	197.94						
1	06/27/25	POSTAGE LABEL ROLLS	197.94			7000 411600	661		101000
0017270315									
Total for Vendor:			197.94						
126389	C	5431 PLOWOPS INC	2,040.00						
1	07/01/25	PLOWOPS SUBSCRIPTION (JUNE)	2,040.00			1000 430000	497		101000
04515									
Total for Vendor:			2,040.00						

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126302 1 25776	C 06/25/25	1755 PRO SWEEP INC SHEYENNE TUNNEL SWEEP	1,700.00 1,700.00			1000 430000	485		101000
Total for Vendor:			1,700.00						
126405 1 S250025571	06/25/25	3261 PROJECT LIFESAVER INTERNATIONAL warranty & shipping charges	16.52 16.52			1000 421000	661		101000
Total for Vendor:			16.52						
126364 1 103744	C 06/20/25	1128 R & R PETROLEUM EQUIPMENT FUEL NOZZLE	301.22 301.22			6020 450000	420		101000
Total for Vendor:			301.22						
126428 1 136897	06/18/25	5203 RAINBOW ECOSCIENCE TRANSTECT INFUSIBLE	591.73 591.73			2210 428000	358		101000
Total for Vendor:			591.73						
126419 1 P2682654	06/18/25	2982 RDO EQUIPMENT CO #5429 CLUTCH	698.84 698.84			1000 430001	427		101000
Total for Vendor:			698.84						
126474 1 A284140	C 06/30/25	3204 RECORD KEEPERS service on 6/23/25	27.50 27.50			1000 421000	420		101000
126487 1 A284139	C 06/30/25	3204 RECORD KEEPERS City Hall / Court Shred Bins	45.00 45.00			1000 415000	420		101000
Total for Vendor:			72.50						

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126269	-97096C	1464 RED RIVER VALLEY FOP LODGE #1	902.00						
1	06/27/25	FOP Dues June 2025	902.00			1000 212526			101000
		Total for Vendor:	902.00						
126384		1016 RED WING BUSINESS ADVANTAGE	471.73						
1	06/16/25	D BARKGLOF BOOTS	237.99			1000 430000	422		101000
288290									
2	04/28/25	D HERSCH BOOTS	233.74			6025 450000	422		101000
737-1-180597									
		Total for Vendor:	471.73						
126284		1182 REFRIGERATION HEATING INC	326.98						
1	06/18/25	REFRIGERENT CYLINDER	337.25			1000 455000	420		101000
1489301									
2	01/28/25	ACCT CREDIT	-10.27			1000 455000	420		101000
0A04057									
		Total for Vendor:	326.98						
126451		5562 RITIKA GERDES	150.00						
1	07/17/25	BACHATA DANCE INSTRUCTION CLSS	150.00			7000 411600	649		101000
0105									
		Total for Vendor:	150.00						
126181	E	3353 SAM'S CLUB MC/SYNCB	242.46						
1	05/21/25	City Hall Supplies	242.46			1000 415000	410		101000
126387	E	3353 SAM'S CLUB MC/SYNCB	289.14						
1	06/23/25	DAN - TV	264.00			1000 430000	497		101000
2	06/23/25	SUPPLIES	25.14			6020 450000	420		101000
		Total for Vendor:	531.60						
126335	E	1881 SAM'S CLUB/SYNCHRONY BANK (FD)	260.92						
1	06/17/25	FD St 76 Supplies	260.92			2060 415200	500		101000
P9280005901P6LJ39									
		Total for Vendor:	260.92						

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126222		437 SANDY'S DONUTS & COFFEE SHOP	19,394.25								
1	#9	06/20/25 Enterprise Grant	19,394.25			2960		411900	654		101000
#9											
126257		437 SANDY'S DONUTS & COFFEE SHOP	49.98								
1		06/04/25 bakery for training	49.98			1000		421000	375		101000
984561											
Total for Vendor:			19,444.23								
126351	C	454 SANITATION PRODUCTS	15.66								
1		06/30/25 #7000 RUBBER GASKET	15.66			6025		450000	427		101000
93469											
126356	C	454 SANITATION PRODUCTS	825.00								
1		06/24/25 #7000 RUBBER HOSE	825.00			6025		450000	427		101000
93405											
Total for Vendor:			840.66								
126174	116821S	5582 SCOTT OTTO	1,573.16								
		AWWA CONFERENCE - DENVER									
1		06/18/25 TRAVEL REIMBURSEMENT	1,573.16			6020		450000	340		101000
Total for Vendor:			1,573.16								
126232	C	2885 SHORTPRINTER	427.13								
1		06/04/25 bond envelopes	427.13			1000		421000	668		101000
162031											
126440	C	2885 SHORTPRINTER	32.90								
1		06/10/25 POSTERS (LRRB)	32.90			7000		411600	689		101000
162345											
Total for Vendor:			460.03								
126305	C	5199 SIGN BADGERS	105.00								
1		06/09/25 chief's plaque	105.00			1000		421000	375		101000
34671											

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126360 1 34760	C 06/25/25	5199 SIGN BADGERS K9 Thor stickers	150.00 150.00			1000 421000	375		101000
126462 1 34777	C 06/25/25	5199 SIGN BADGERS FD Mika Stickers	150.00 150.00			2060 415200	915		101000
Total for Vendor:			405.00						
126330 1 417901 2 417903	C 06/24/25	91 SIGN SOLUTIONS USA SIGNS	897.69 256.84			1000 430000	487		101000
		06/24/25 SIGNS	640.85			1000 430000	487		101000
Total for Vendor:			897.69						
126310 1 26P4674		360 SIX ROBBLEES INC 06/25/25 GREASE SEAL	44.70 44.70			1000 430000	427		101000
Total for Vendor:			44.70						
126332 1 5940861387	C 5940861387 06/26/25	3528 SNACKS PLUS VENDING Coffee for City Hall	520.00 520.00			1000 415000	410		101000
Total for Vendor:			520.00						
126226 1 459428	C 06/17/25	2581 STALKER RADAR radar	2,845.00 2,845.00			2531 421000	610		101000
Total for Vendor:			2,845.00						
126500 1 959663	C 07/01/25	3516 STEIN'S INC Hand soap Dispenser guards	70.52 70.52			2060 415200	500		101000
Total for Vendor:			70.52						

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126362 1 157989		4706 STREET COP TRAINING 06/27/25 interdiction training	2,093.00 2,093.00			1000 421000	340		101000
Total for Vendor:			2,093.00						
126365 1 3319568	C	176 SUMMIT FIRE PROTECTION 06/16/25 FIRE EXTINGUISHER	138.00 138.00			6020 450000	420		101000
Total for Vendor:			138.00						
126326 1 P13843 2 P13808 3 P13655 4 P13504 5 P13960 6 P13718 7 P08348	C	733 SWANSTON EQUIPMENT CORP 06/24/25 FILTERS/HYDRAULIC FLUID 06/23/25 #5435 BELTS 06/18/25 #4504 WINDOW/SEAL 06/13/25 #5435 HUB ASSY 06/26/25 FILTER ELEMENT STOCK 06/19/25 #4504 FILTER 01/23/25 ACCT CREDIT	1,937.46 222.62 524.73 278.88 671.25 206.60 36.36 -2.98			6010 450200 1000 430001 6010 450200 1000 430001 4387 480000 6010 450200 6010 450200	427 427 427 427 427 427 427		101000 101000 101000 101000 101000 101000 101000
126353 1 P14038	C	733 SWANSTON EQUIPMENT CORP 06/30/25 #5435 HUB ASSY	777.60 777.60			1000 430001	427		101000
Total for Vendor:			2,715.06						
126264 06/04/2025-06/04/2026 1 1296		700 TCI INSURANCE 1296 06/26/25 Renewal GL-S	2,934.00 2,934.00			7050 500000	323		101000
Total for Vendor:			2,934.00						

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126375 1 0047079	C 06/19/25	2491 TEAM LABORATORY CHEMICAL, LLC MEGA BUGS SURPREME	22,500.00 22,500.00			4387 480000	500		101000
Total for Vendor:			22,500.00						
126241 Project M1247078 1 TP02513	C TP02513 06/13/25	3468 TERRACON CONSULTANTS, INC. CDBG Grant - Elson Shores	3,896.25 3,896.25			4178 480000	428		101000
Total for Vendor:			3,896.25						
126200 1 3218	5542 TH CUSTOM MFG 06/12/25	ROLL OFF DUMPSTERS	32,340.00 32,340.00			6010 450200	665		101000
Total for Vendor:			32,340.00						
126457 1	1907 THE SHOOTING PARK OF HORACE 06/11/25	range rental on 6/11/25	450.00 450.00			1000 421000	340		101000
Total for Vendor:			450.00						
126314 1 PS0811231-1	C 06/26/25	3352 TITAN MACHINERY - FARGO #369 FILTER	80.55 80.55			1000 430000	427		101000
Total for Vendor:			80.55						
126317 1 35987	4446 TNC INDUSTRIES INC 06/13/25	FD E-75-old one rusted off	716.00 716.00			2060 415200	427		101000
Total for Vendor:			716.00						
126371 1 158946 2 158947	C 06/25/25 06/25/25	1285 TRAFFIC CONTROL CORPORATION APS BUTTONS UPS MODULE	6,220.00 1,060.00 5,160.00			1000 430002 1000 430002	487 487		101000 101000
Total for Vendor:			6,220.00						

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126282	C	665 TWIN CITY GARAGE DOOR	150.00						
1	06/18/25	PD - GARAGE DOOR REPAIR	150.00			1000 455000	420		101000
420580232									
		Total for Vendor:	150.00						
126366		2136 ULINE INC	359.09						
1	06/03/25	EMERGENCY SHUT-OFF SIGNS	81.51			6020 450000	420		101000
193629201									
2	06/03/25	DRUM PLATFORM	148.31			1000 455000	433		101000
193635824									
3	06/16/25	UNIVERSAL SPILL BUCKET	129.27			6025 450000	439		101000
194205747									
		Total for Vendor:	359.09						
126275	-97094C	1562 UNITED WAY OF CASS-CLAY	47.00						
1	06/27/25	June 2025 Contributions	47.00			1000 212536			101000
		Total for Vendor:	47.00						
126465	-97085E	4665 UNUM	12,132.37						
1	06/27/25	Jun 25 Employee Contributions	6,510.17			1000 212514			101000
2	06/27/25	Jun 25 Employer Contributions	5,622.20			1000 212514			101000
		Total for Vendor:	12,132.37						
126391	C	3833 VALLEY GREEN	2,380.00						
1	07/01/25	CONTRACTED MOWING (JUNE)	2,380.00			1000 430001	381		101000
290963									
		Total for Vendor:	2,380.00						
126437		5583 VERITAS CRANE LLC	648.26						
1	06/03/25	OVERHEAD HOIST INSPECTION	648.26			1000 455000	427		101000
2027									
		Total for Vendor:	648.26						

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126176	C	3668 VERIZON WIRELESS	13,652.82								
1	05/08/25	may 2025 - city admin	270.12			1000		414000	356		101000
6115416927											
2	05/08/25	may 2025 - finance	90.02			1000		414100	356		101000
6115416927											
3	05/08/25	may 2025 -ch assessing hotspot	40.01			1000		414101	356		101000
6115416927											
4	05/08/25	may 2025 - econ development	90.05			1000		414102	356		101000
6115416927											
5	05/08/25	may 2025 - HR	182.34			1000		414103	356		101000
6115416927											
6	05/08/25	may 2025 - IT	337.20			1000		414104	356		101000
6115416927											
7	05/08/25	may 2025 - engineering	682.75			1000		414200	356		101000
6115416927											
8	05/08/25	may 2025 - commissioners	217.55			1000		415000	356		101000
6115416927											
9	05/08/25	may 2025 - wellness room	40.01			1000		415000	497		101000
6115416927											
10	05/08/25	may 2025 - communication	132.62			1000		416200	356		101000
6115416927											
11	05/08/25	may 2025 - planning	265.15			1000		418000	356		101000
6115416927											
12	05/08/25	may 2025 - pd misc	72.28			1000		421000	356		101000
6115416927											
13	05/08/25	may 2025 - pd cell	4,405.35			1000		421000	356		101000
6115416927											
14	05/08/25	may 2025 - pd bait	42.54			1000		421000	356		101000
6115416927											
15	05/08/25	may 2025 - pd passport	212.55			1000		421000	356		101000
6115416927											
16	05/08/25	may 2025 - pd 4sight	85.02			1000		421000	356		101000
6115416927											
17	05/08/25	may 2025 - pd mdc	320.10			1000		421000	356		101000
6115416927											
18	05/08/25	may 2025 - pd cradlepoint	755.46			1000		421000	356		101000
6115416927											

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19	05/08/25	may 2025 - pd invest	40.01			1000		421000	356		101000
6115416927											
20	05/08/25	may 2025 - pd ICAC	42.54			1000		421000	356		101000
6115416927											
21	05/08/25	may 2025 - pd pole cams	80.02			1000		421000	356		101000
6115416927											
22	05/08/25	may 2025 - pd invest trailer	80.02			1000		421000	356		101000
6115416927											
23	05/08/25	may 2025 - pw street	412.61			1000		430000	356		101000
6115416927											
24	05/08/25	may 2025 - pw row	82.55			1000		430001	356		101000
6115416927											
25	05/08/25	may 2025 - pw	615.29			1000		450000	356		101000
6115416927											
26	05/08/25	may 2025 - pw b&g	297.69			1000		455000	356		101000
6115416927											
27	05/08/25	may 2025 - fire	1,386.68			2060		415200	356		101000
6115416927											
28	05/08/25	may 2025 - fire drone	40.01			2060		416200	356		101000
6115416927											
29	05/08/25	may 2025 - pw forestry	142.56			2210		428000	356		101000
6115416927											
30	05/08/25	may 2025 - pw sanitation	806.09			6010		450200	356		101000
6115416927											
31	05/08/25	may 2025 - pw water	635.36			6020		450000	356		101000
6115416927											
32	05/08/25	may 2025 - pw sewer	537.69			6025		450000	356		101000
6115416927											
33	05/08/25	may 2025 - library	212.58			7000		411600	356		101000
6115416927											
Total for Vendor:			13,652.82								
126177		3470 VICKERS LAW	1,800.00								
1	00702	06/13/25 Alternate Defense Attorney	1,800.00			1000		412000	310		101000
00702											
Total for Vendor:			1,800.00								

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126255 1 452849	06/24/25	2709 VIGEN'S LAWN SERVICE INC abatement, 1155 60 ave w, wf	92.00 92.00			1000		415000	555		101000
126316 1 453005	06/27/25	2709 VIGEN'S LAWN SERVICE INC abatement 1860 huntington ln	276.00 276.00			1000		415000	555		101000
126328 1 453007	06/27/25	2709 VIGEN'S LAWN SERVICE INC abatement - 1106 60th Ave W	414.00 92.00			1000		415000	555		101000
452847 2 452846	06/24/25	abatement - 1162 Marlys Dr W	184.00			1000		415000	555		101000
	06/24/25	abatement - 5809 Ellis Dr W	138.00			1000		415000	555		101000
126380 1 453221	06/30/25	2709 VIGEN'S LAWN SERVICE INC WF COMPOST STERILIZATION	50.00 50.00			6010		450200	307		101000
126460 1 453602	07/02/25	2709 VIGEN'S LAWN SERVICE INC abatement 829 60th Ave W	322.00 92.00			1000		415000	555		101000
453604 2	07/02/25	abatement 5861 Deb Dr W	230.00			1000		415000	555		101000
Total for Vendor:			1,154.00								
126477 1 SAM'S CLUB/SYNCHRONY BANK (FD)	E	3569 VISA FIRE DEPT 1 CC-1757 06/24/25 Metro Fire Chiefs Qtr. Meetin	216.91 34.96			2060		202200			101000
2 CRACKED PEPPER		CC-1757 06/24/25 Metro Fire Chiefs Qtr. Meetin	172.00	CC Accounting: 2060-		-415200-375		202200			101000
3 EMBASSY SUITES BY HILTON		CC-1757 06/13/25 D Fuller Missouri Valley conf	9.95	CC Accounting: 2060-		-415200-375		202200			101000
Total for Vendor:			216.91	CC Accounting: 2060-		-415200-497					

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126478	E	3568 VISA FIRE DEPT 2	550.02						
1	CC-1758	06/16/25 TV's for Batt 70	89.99			2060 202200			101000
		BEST BUY BUSINESS ADVANTAGE ACCOUNT		CC Accounting: 2060-		-415200-497			
2	CC-1758	06/17/25 HQ Station office supplies	129.57			2060 202200			101000
		OFFICE DEPOT OFFICEMAX		CC Accounting: 2060-		-415200-410			
3	CC-1758	06/19/25 Ream of Legal paper	25.85			2060 202200			101000
		OFFICE DEPOT OFFICEMAX		CC Accounting: 2060-		-415200-410			
4	CC-1758	06/19/25 Cr return Ream of paper	-33.39			2060 202200			101000
		OFFICE DEPOT OFFICEMAX		CC Accounting: 2060-		-415200-410			
5	CC-1758	06/25/25 ICC John Neeb Renewal	125.00			2060 202200			101000
		INTERNATIONAL CODE COUNCIL, INC		CC Accounting: 2060-		-415200-667			
6	CC-1758	06/25/25 IAAI Membership J Need	153.00			2060 202200			101000
		IAAI		CC Accounting: 2060-		-415200-667			
7	CC-1758	06/25/25 Equipment Manual	60.00			2060 202200			101000
		EMERGENCY TECHNICAL DECON		CC Accounting: 2060-		-415200-340			
		Total for Vendor:	550.02						
126480	E	4351 VISA FIRE DEPT 3	9,407.85						
1	CC-1759	06/03/25 T Clark Tops	230.74			2060 202200			101000
		Blauer		CC Accounting: 2060-		-415200-422			
2	CC-1759	06/04/25 Lawn rake-both stations	223.31			2060 202200			101000
		RENT ALL OF FARGO-MOORHEAD		CC Accounting: 2060-		-415200-494			
3	CC-1759	06/09/25 D Sapp-Pants	172.80			2060 202200			101000
		CARHARTT		CC Accounting: 2060-		-415200-422			
4	CC-1759	06/09/25 J Kenyou Memorial Tree	47.90			2060 202200			101000
		CFS FLOWERS AND GIFTS		CC Accounting: 2060-		-415200-378			
5	CC-1759	06/10/25 Sales Tax Refund	-12.80			2060 202200			101000
		CARHARTT		CC Accounting: 2060-		-415200-422			
6	CC-1759	06/11/25 M Dahlson baggage fee	35.00			2060 202200			101000
		DELTA AIR		CC Accounting: 2060-		-415200-340			
7	CC-1759	06/16/25 AED Battery	507.00			2060 202200			101000
		CARDIO PARTNERS		CC Accounting: 2060-		-415200-420			
8	CC-1759	06/17/25 M Dahlson Baggage Fee	35.00			2060 202200			101000
		DELTA AIR		CC Accounting: 2060-		-415200-340			
9	CC-1759	06/16/25 M Dahlson-HazMat Training	1,057.50			2060 202200			101000
		HILTON HOTELS & RESORTS		CC Accounting: 2060-		-415200-340			

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10	CC-1759 06/16/25	B Gaugler-HazMat Training HILTON HOTELS & RESORTS	1,057.50			2060 202200			101000
11	CC-1759 06/16/25	H Kalina-HazMat Training HILTON HOTELS & RESORTS	1,057.50	CC Accounting: 2060-		-415200-340			101000
12	CC-1759 06/20/25	J Neeb-CPSE in Denver UNITED AIRLINES	383.52	CC Accounting: 2060-		2060 202200			101000
13	CC-1759 06/20/25	M Breiland-CPSE in Denver UNITED AIRLINES	383.52	CC Accounting: 2060-		-415200-340			101000
14	CC-1759 06/20/25	J Carriveau-CPSE in Denver UNITED AIRLINES	383.52	CC Accounting: 2060-		2060 202200			101000
15	CC-1759 06/20/25	A Wagemann-CPSE in Denver UNITED AIRLINES	383.52	CC Accounting: 2060-		-415200-340			101000
16	CC-1759 06/20/25	M O'Bryant-CPSE in Denver UNITED AIRLINES	383.52	CC Accounting: 2060-		2060 202200			101000
17	CC-1759 06/20/25	B Olson-CPSE in Denver UNITED AIRLINES	519.96	CC Accounting: 2060-		-415200-340			101000
18	CC-1759 06/20/25	T Clark-CPSE in Denver UNITED AIRLINES	519.96	CC Accounting: 2060-		2060 202200			101000
19	CC-1759 06/20/25	L Nesvold-CPSE in Denver UNITED AIRLINES	519.96	CC Accounting: 2060-		-415200-340			101000
20	CC-1759 06/20/25	D Sprecher-CPSE in Denver UNITED AIRLINES	519.96	CC Accounting: 2060-		2060 202200			101000
21	CC-1759 06/20/25	B Olson-Seat Fee UNITED AIRLINES	32.24	CC Accounting: 2060-		-415200-340			101000
22	CC-1759 06/20/25	T ClarkSeat Fee UNITED AIRLINES	32.24	CC Accounting: 2060-		2060 202200			101000
23	CC-1759 06/20/25	L Nesvold-Seat Fee UNITED AIRLINES	32.24	CC Accounting: 2060-		-415200-340			101000
24	CC-1759 06/20/25	D Sprecher-Seat Fee UNITED AIRLINES	32.24	CC Accounting: 2060-		2060 202200			101000
25	CC-1759 06/23/25	P Freeman-Registration NDEMA	675.00	CC Accounting: 2060-		-415200-340			101000
26	CC-1759 06/24/25	Radio Headset Repair sonetics corporation	195.00	CC Accounting: 2060-		2060 202200			101000
Total for Vendor:			9,407.85			-415200-420			

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125377	-97403E	3233 VISA POLICE #2	4,630.76						
1	CC-1716 04/03/25	K9 training, lodging - walker	480.00			1000 202200			101000
		AMERICINN HUMBOLDT, IA		CC Accounting: 1000-		-421000-340			
2	CC-1716 04/09/25	K9 training, lodging - walker	400.00			1000 202200			101000
		AMERICINN HUMBOLDT, IA		CC Accounting: 1000-		-421000-340			
3	CC-1716 04/03/25	K9 training, fuel - walker	41.59			1000 202200			101000
		HUMBOLDT COUNTRY STORE		CC Accounting: 1000-		-421000-340			
4	CC-1716 04/08/25	K9 training, fuel - walker	38.76			1000 202200			101000
		HUMBOLDT COUNTRY STORE		CC Accounting: 1000-		-421000-340			
5	CC-1716 04/09/25	K9 training, fuel - walker	28.69			1000 202200			101000
		MISC CLAIM VENDOR		CC Accounting: 1000-		-421000-340			
6	CC-1716 04/10/25	K9 training, fuel - walker	32.36			1000 202200			101000
		MISC CLAIM VENDOR		CC Accounting: 1000-		-421000-340			
7	CC-1716 04/09/25	K9 training, fuel - walker	35.30			1000 202200			101000
		HUMBOLDT COUNTRY STORE		CC Accounting: 1000-		-421000-340			
8	CC-1716 04/22/25	kitchen & cleaning supplies	742.83			1000 202200			101000
		COSTCO WHOLESALE #1119		CC Accounting: 1000-		-421000-420			
9	CC-1716 04/22/25	K9 insurance,medical	406.10			1000 202200			101000
		MISC CLAIM VENDOR		CC Accounting: 1000-		-421000-915			
10	CC-1716 04/23/25	training reg. - pursuits	150.00			1000 202200			101000
		LLRMI		CC Accounting: 1000-		-421000-340			
11	CC-1716 04/25/25	LETA - fuel graduation	44.82			1000 202200			101000
		TRI-ENERGY CENEX		CC Accounting: 1000-		-421000-340			
12	CC-1716 04/29/25	traffic stop training for 3	536.68			1000 202200			101000
		TRAVELOCITY		CC Accounting: 1000-		-421000-340			
13	CC-1716 04/30/25	trip protection - Anderson	10.14			1000 202200			101000
		TRAVELOCITY		CC Accounting: 1000-		-421000-340			
14	CC-1716 04/30/25	trip protection - Haugen	83.14			1000 202200			101000
		TRAVELOCITY		CC Accounting: 1000-		-421000-340			
15	CC-1716 04/29/25	family fare, CPA bakery	17.50			1000 202200			101000
		FAMILY FARE		CC Accounting: 1000-		-421000-375			
16	CC-1716 04/30/25	lodging booking fee, Nelson	17.99			1000 202200			101000
		SAM'S CLUB MC/SYNCB		CC Accounting: 1000-		-421000-340			
17	CC-1716 04/30/25	flights, NW conf - Anderson	504.37			1000 202200			101000
		DELTA AIR		CC Accounting: 1000-		-421000-340			
18	CC-1716 04/30/25	flights, NW conf - Haugen	504.37			1000 202200			101000
		DELTA AIR		CC Accounting: 1000-		-421000-340			

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19	CC-1716	05/01/25 trauma training - Nelson	556.12			1000 202200			101000
		MISC CLAIM VENDOR				-421000-340			
		Total for Vendor:	4,630.76						
126345		1346 VISTO'S TRAILER SALES	8.06						
1	06/25/25	GREASE CAPS	8.06			6020 450000	427		101000
151149									
		Total for Vendor:	8.06						
126466	-97084E	4662 VOYA	414.00						
1	06/27/25	June 2025 Contributions	414.00			1000 212511			101000
		Total for Vendor:	414.00						
126336	C	544 WALLWORK TRUCK CENTER	4.92						
1	06/17/25	FD Muffler Clamp	4.92			2060 415200	500		101000
		01P609974							
126411	C	544 WALLWORK TRUCK CENTER	118.43						
1	06/26/25	OVAL RED LIGHTING SERIES S	64.14			6020 450000	427		101000
		01P612824							
2	06/26/25	#7045 PRESSURE CAP	54.29			4387 480000	427		101000
		01P612871							
126413	C	544 WALLWORK TRUCK CENTER	426.58						
1	06/11/25	#5702 MIL LIGHT REPAIR	270.00			1000 430002	427		101000
		0109S152679							
2	06/12/25	#4007 AIR BAG	145.29			6010 450200	427		101000
		01P608361							
3	06/19/25	#3005 AIR HOSE	11.29			1000 430000	427		101000
		01P610866							
		Total for Vendor:	549.93						
126231		576 WALMART COMMUNITY CARD	2.94						
1	06/23/25	photo	2.94			1000 421000	489		101000
		Total for Vendor:	2.94						

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126171	116818S	2945 WEST FARGO AREA COMMUNITY	5,232.24						
1	05/15/25	Jan-May 2025 Reimbursement	5,232.24			1000 415000	374		101000
		Total for Vendor:	5,232.24						
126299		2625 WEST FARGO POLICE PUBLIC SAFETY	300.00						
1	06/26/25	2024 MLEEDA fees - cadets	150.00			1000 421000	375		101000
075									
2	06/26/25	2025 MLEEDA fees - cadets	150.00			1000 421000	375		101000
075									
		Total for Vendor:	300.00						
126192	C	2184 WEST SIDE STEEL	12.86						
1	06/05/25	#5009 FLAT BAR	12.86			1000 455000	610		101000
12526									
126298	C	2184 WEST SIDE STEEL	181.60						
1	06/18/25	SHEET METAL	181.60			6010 450200	914		101000
12654									
		Total for Vendor:	194.46						
126210	-97102E	3549 WEX FSA	3,554.95						
1	06/27/25	Med FSA - 06/27/25 payroll	388.33			1000 212530			101000
2	06/27/25	Dep FSA - 06/27/25 payroll	3,166.62			1000 212523			101000
		Total for Vendor:	3,554.95						
126178	-97103E	4676 WEX HSA	38,432.67						
06.13.25		payroll							
1	06/13/25	HSA Contributions - ER	12,013.27			1000 212530			101000
2	06/13/25	HSA Contributions - EE	26,419.40			1000 212530			101000
126318	-97093E	4676 WEX HSA	38,435.79						
06.27.25		payroll							
1	06/27/25	HSA Contributions - ER	12,013.27			1000 212530			101000
2	06/27/25	HSA Contributions - EE	26,422.52			1000 212530			101000
		Total for Vendor:	76,868.46						

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126270 1	116827S 06/27/25	3827 WF Firefighters Association Fire Union Dues June 2025	1,120.00 1,120.00			1000		212552			101000
		Total for Vendor:	1,120.00								
126432 1	5095 06/17/25	WHITE CAP LP WOVEN GEOTEXTILE WINFAB	6,812.14 6,812.14			4387		480000	500		101000
	50031911903										
		Total for Vendor:	6,812.14								
126431 1	5528 06/18/25	WORLD INSURANCE ASSOCIATES LLC SA - VEH INSURANCE	1,853.00 1,853.00			6010		450200	321		101000
	370958										
		Total for Vendor:	1,853.00								
126256 1	E 05/22/25	338 XCEL ENERGY may 2025, 603/605 shey st	25.85 25.85			1000		421000	527		101000
	933166494										
126258 1	E 933174729	338 XCEL ENERGY 06/24/25 New City Hall (WEX Bldg)	47.33 47.33			1001		415000	527		101000
	933174729										
126393 1	E 06/23/25	338 XCEL ENERGY SHEYENNE PLAZA	13,800.81 20.24			2310		452120	527		101000
	932910995										
	2	06/23/25 PIONEER PLACE	54.88			2310		452120	527		101000
	932893172										
	3	06/12/25 SM33	238.94			6025		450000	527		101000
	931306542										
	4	06/12/25 SM33	70.41			6025		450000	527		101000
	931306528										
	5	06/26/25 1410 13TH AVE E TRAFFIC LIGHT	50.10			1000		430002	527		101000
	933443644										
	6	06/26/25 901 10TH AVE E TRAFFIC LIGHT	51.38			1000		430002	527		101000
	933509767										
	7	06/25/25 312 5TH AVE W LIGHT	230.50			1000		430002	527		101000
	933315364										

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* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
8	06/27/25	1690 13TH AVE S TRAFFIC LIGHT	52.25			1000		430002	527		101000
933647117											
9	06/27/25	309 2ND AVE W LIGHT	22.32			1000		430002	527		101000
933671811											
10	06/27/25	1680 13TH AVE E ST LIGHT	103.21			1000		430002	527		101000
933680941											
11	06/19/25	TRANSFER STATION	42.65			6010		450200	527		101000
932455268											
12	06/24/25	1100 12TH AVE NW - PW	210.12			6020		450000	527		101000
933164173											
13	06/24/25	1100 12TH AVE NW - PW	36.40			6020		450000	527		101000
933129868											
14	06/26/25	800 4TH AVE E - PD	12,306.63			1000		415000	527		101000
933326462											
15	06/19/25	SM75	34.88			6025		450000	527		101000
932477618											
16	06/24/25	60L 12TH ST E	75.38			6025		450000	527		101000
933105917											
17	06/24/25	SM33	200.52			6025		450000	527		101000
933104053											
126394	E	338 XCEL ENERGY	1,482.21								
1	05/29/25	STREET LIGHT FEED POINTS	1,143.95			1000		430002	527		101000
929385580											
2	05/29/25	SA17	91.97			6025		450000	527		101000
929385580											
3	05/29/25	810 12TH AVE NW	246.29			6020		450000	527		101000
929385580											
126395	E	338 XCEL ENERGY	1,506.38								
1	06/27/25	STREET LIGHT FEED POINTS	1,135.44			1000		430002	527		101000
933666067											
2	06/27/25	SM17	97.22			6025		450000	527		101000
933666067											
3	06/27/25	810 12TH AVE NW	273.72			6020		450000	527		101000
933666067											

07/03/25
16:02:16

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 06/16/25 to 07/03/25

Page: 70 of 70
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
126468	E	338 XCEL ENERGY	24,410.25						
1	06/30/25	LIFT STATIONS	19,010.55			6025	450000	527	101000
933822436									
2	06/30/25	WATER TOWERS/PW BUILDING	5,266.95			6020	450000	527	101000
933822436									
3	06/30/25	STREET LIGHTS	132.75			1000	430002	527	101000
933822436									
Total for Vendor:			41,272.83						
126438	C	1484 YHR PARTNERS	135,821.70						
1	06/11/25	PROJ 9061	135,821.70			4188	480000	313	101000
13191									
Total for Vendor:			135,821.70						
126385	C	582 ZEP SALES AND SERVICE	575.87						
1	06/06/25	CLEANING PRODUCTS	575.87			6020	450000	500	101000
9011304184									
126420	C	582 ZEP SALES AND SERVICE	510.09						
1	06/10/25	CHERRY BOMB CLEANER	117.64			1000	455000	433	101000
9011317845									
2	06/10/25	BIG ORANGE CLEANER	392.45			1000	430000	433	101000
9011317845									
Total for Vendor:			1,085.96						
# of Claims 331			Total: 2689,778.07		# of Vendors	116			
Total Electronic Claims			2110,736.49						
Total Non-Electronic Claims			579041.58						

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

*** Consent Agenda ***

AGENDA ITEM DESCRIPTION
CITY COMMISSION
WEST FARGO, NORTH DAKOTA

1. CONTACT PERSON: Lisa Sankey

2. PHONE NUMBER: 515-5376 DATE: June 26, 2025

3. AGENDA TITLE:

A25-10 Gateway West 1st Addition, a request for Conditional Use Permit to allow for an illuminated sign facing a residential district for commercial development.

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

Conditional Use Permit for to allow for illuminated sign facing a residential district for commercial development as provided for as a conditional use in 4-460.7.14 of City Ordinances. At their June 10, 2025 meeting, the West Fargo Planning and Zoning Commission voted to recommend approval of the proposed Conditional Use Permit with conditions of approval noted in the staff report. The conditions have been satisfied with the execution of the conditional use permit agreement by the applicant.

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

Located at 1950 Sheyenne Street (Lot 8, Block 1 Gateway West Addition), City of West Fargo, North Dakota.

6. ACTION BEING REQUESTED FROM CITY COMMISSION:

Approve the Conditional Use Permit and CUP Agreement to allow an illuminated sign facing a residential district for commercial development.

STAFF REPORT

A25-10		CONDITIONAL USE PERMIT	
Gateway West 1 st Addition			
1950 Sheyenne Street (Lot 8, Block 1 Gateway West Addition)			
Owners: Magnifi Financial Credit Union		Staff Contact: Lisa Sankey	
Applicant: Josh Longo, HTG Architects			
Planning & Zoning Commission Public Hearing:		05-13-2025 – Continue to 06-10-2025 - Approved	
City Commission:		07-07-2025	

PURPOSE:

Allow for illuminated sign facing a residential district to the north for commercial development as provided for as a conditional use in 4-460.7.14 of City Ordinances.

STATEMENTS OF FACT:

Land Use Classification:	G-2: Sub-Urban - Growth Sector
Existing Land Use:	Vacant
Current Zoning District(s):	PUD: Planned Unit Development
Zoning Overlay District(s):	CO: Corridor Overlay & CO-I: Interstate Corridor Overlay District
Lot size(s) or range:	81,117 ft ²
Adjacent Zoning Districts:	North –R-1: One & Two Family Dwellings; South, East & West - PUD: Planned Unit Development
Adjacent street(s):	Sheyenne Street (Minor Arterial); Private Drive/Beaton Dr.
Adjacent Bike/Pedestrian Facilities:	East/West Multi-Use Path along north side of development; Multi-Use Path along Sheyenne Street
Available Parks/Trail Facilities:	Elmwood Park Facility accessible within ¼ mile by sidewalks and path
Public Dedication Requirements:	n/a

DISCUSSION AND OBSERVATIONS:

- The applicant applied for a conditional use permit for illuminated signage on the west side of Sheyenne Street at the entrance to the Gateway West (Hornbachers) development.
- The proposed monument sign would be 19 feet high with the upper portion consisting of a 68 square foot internally lit, Magnifi Financial logo and a 65 square foot Electronic Message Center (EMC), along the lower portion of the sign.
- In terms of sign operations, the applicant included a drawing showing an example of the display/operation with the following:
 - That the operational hours for the digital message center on the north side of the sign facing the residential area would be limited to 6 am to 10 pm. After dusk, the sign would be dimmed significantly, to a maximum brightness of likely between 3%-10%. They would be flexible on coordinating the brightness as long as it stays visible during the intended hours of operation

STAFF REPORT

2. The south facing side of the message center would be controlled separately and would remain on all day and night. Similarly, it would be dimmed significantly at night to avoid being a distraction to the street/ vehicular traffic. The credit union would be flexible on the dimming to ensure public safety.
 3. The credit union would like to keep the upper part of the signage with the fixed logo and lettering illuminated on both sides from dusk to dawn with the photosensor that controls the exterior building lighting. The light output from this sign would be constant and considerably less bright than the message center.
- The proposed sign would be located 195 feet from the north property line.
 - There is a 26-foot wide buffer easement with plantings and a six-foot high fence along the north side of the lot.
 - A 50-foot pipeline easement along the south portion of the lot and a 30-foot water line easement along the east side limits structures being placed within those easements, including signage.
 - An existing internally lit monument sign for the Gateway West development is located at the corner of Sheyenne and the private drive/Beaton Drive and there is an existing monument sign with an EMC for the Circle K convenience store to the south.
 - Under Section 4-460.7.14 of the General Sign Provisions, signs in residential districts and signs facing residential districts shall not be illuminated unless approved as a conditional use.
 - Similar applications were approved for Electronic Message Centers (EMC) at Lutheran Church of the Cross, Meadow Ridge Bible Chapel and Triumph West Church as well as Hulbert arena with the conditions that included limiting the hours of operation of the electronic message center to 6 am to 10 pm.
 - Under the sign regulations, Illuminated signs shall be shielded to prevent lights from being directed at oncoming traffic in such brilliance that it impairs the vision of the driver. Nor shall such signs interfere with or obscure an official traffic sign or signal.
 - Standard brightness limits for EMC's located 150 feet from a residential district vary by jurisdiction; however, daytime brightness typically ranges from 5000 to 7000 nits for visibility in direct sunlight with nighttime brightness often capped at 500 nits to reduce light pollution and glare. Automatic dimming is also used to adjust brightness based on ambient lighting conditions.
 - A conditional use permit agreement is required to be signed prior to issuance of a sign permit and may include conditions deemed appropriate by the Commission.

CRITERIA FOR GRANTING CONDITIONAL USE PERMIT:

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

1. Ingress and egress to property and proposed structures thereon with particular reference to automotive and pedestrian safety and convenience, traffic flow and control, and access in case of fire or catastrophe.
 - No concerns noted.
2. Off-street parking and loading areas where required, with particular attention to the items in (1) above and the economic, noise, glare or odor effects of the special exception on adjoining properties and properties generally in the district.
 - No concerns noted
3. Refuse and service areas, with particular reference to the items in (1) and (2) above.
 - No concerns noted.
4. Utilities, with reference of locations, availability, and compatibility.

STAFF REPORT

- No concerns noted
- 5. Screening and buffering with reference to type, dimensions, and character.
 - No concerns noted
- 6. Signs, if any, and proposed exterior lighting with reference to glare, traffic safety, economic effect, and compatibility and harmony with properties in the district.
 - Illuminated signage is regulated by the sign code as summarized above in the discussion section. As with sign examples listed above, conditions for new signage could include hours of operation, time of day illumination to ensure the intensity of the lighting is reduced during dark, units of luminance (NIT) not to exceed a certain standard, lighting reflect industry standards for LED lighting, etc.
- 7. Required yards and other open space.
 - No concerns noted.
- 8. Soil conditions, as they relate to on-site sewage disposal, water supply, basement excavating, road construction and related land use.
 - No concerns noted.
- 9. General compatibility with adjacent properties and other property in the district.
 - There may be comments during the public hearing.

NOTICES:

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

Comments Received:

- Comments received from the manager of the Candle Park West complex to the east regarding concerns with brightness, hours of operation, and animation.
- A call was received from a property owner to the north asking for more information.

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

- The signs are accessory to the surrounding buildings and appears to be appropriately sized for the area.

PLANNING AND ZONING COMMISSION ACTION

At their June 10, 2025 meeting, the West Fargo Planning and Zoning Commission voted to approve the conditional use permit subject to the conditions listed below.

RECOMMENDATIONS:

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

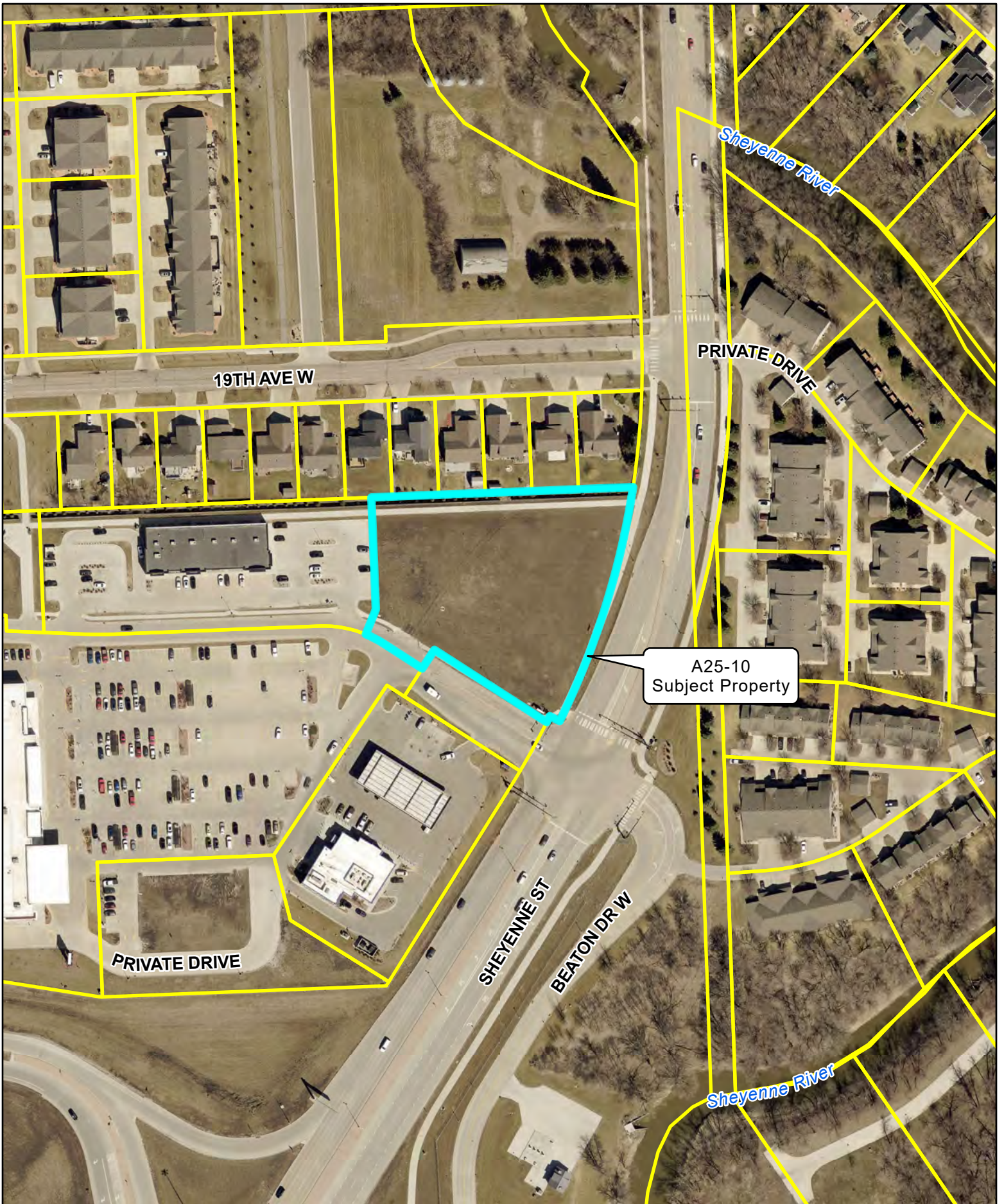
1. A Signed Conditional Use Permit Agreement be submitted which outlines the following details:
 - a. Use of the north-facing electronic messaging center (EMC) shall be restricted to 6:00 a.m. to 10:00 p.m. only. The EMC shall be off between the hours of 10:00 p.m. and 6:00 a.m.
 - b. The north-facing sign shall not exceed 0.3 foot-candles above ambient light, as measured 75 feet from the sign face.

STAFF REPORT

c. The sign shall be located at least 150 feet from adjacent residential zoning districts.

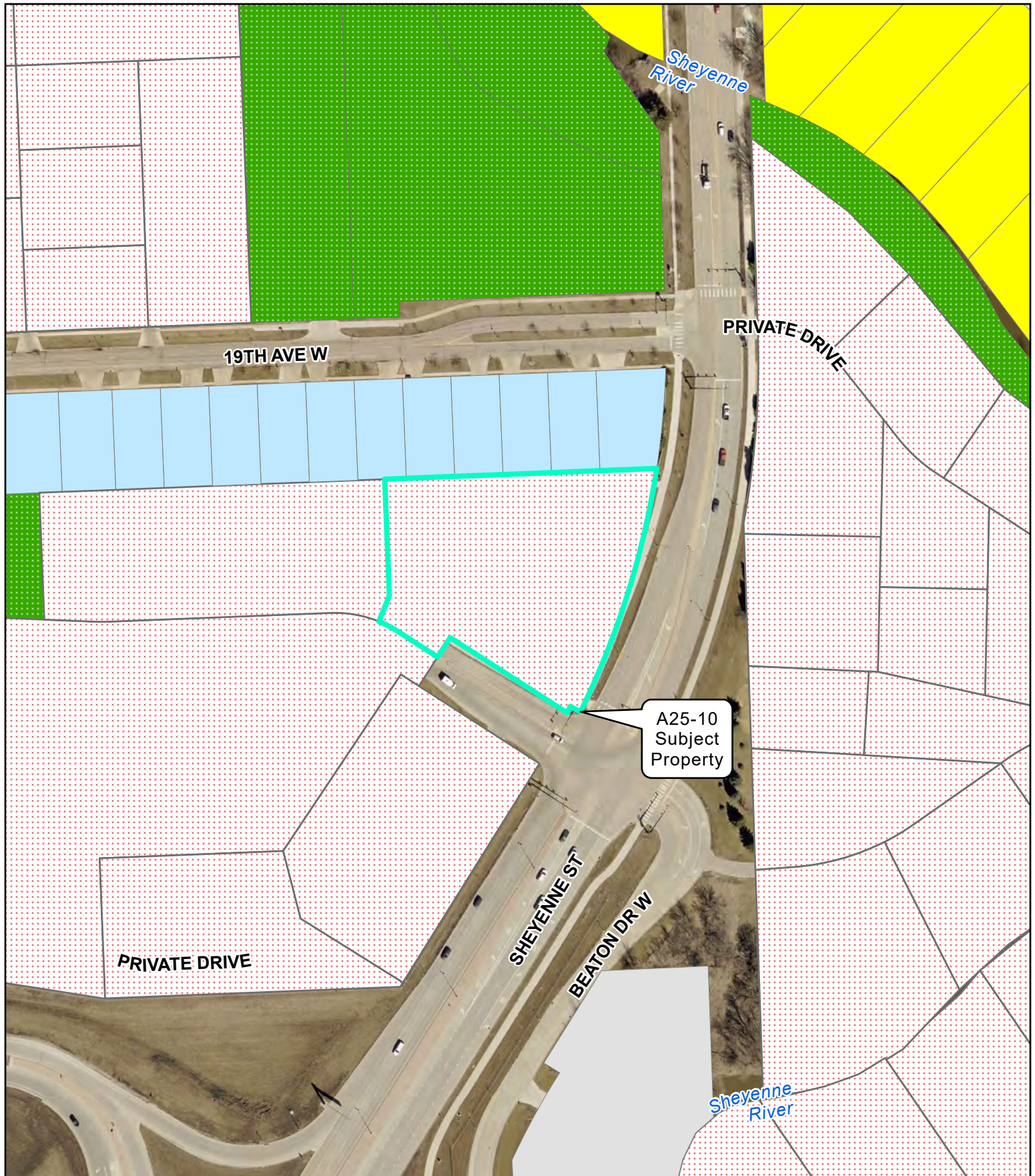
Attachments:

1. Location Map
2. Zoning Map
3. Site Plan
4. Sign Information provided by applicant
5. Comments Received
6. Conditional Use Permit



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

KEYED SITE PLAN NOTES

- 1 ELEC. TRANSFORMER - SEE ELEC. DRAWINGS, COORD. LOC. W/ UTIL. PROVIDER
- 2 4" DIA. CONC. BOLLARDS W/ COVER - COORD. LOCATION W/ SIGNAGE VENDOR / OWNER PRIOR TO INSTALL
- 3 DIRECTIONAL SIGNAGE, INC. COORD. W/ SIGNAGE VENDOR
- 4 HANDICAP SYMBOLS ON PAVING, SEE 8A1.2
- 5 PAINTED CROSSWALK STRIPES, SEE CIVIL DWGS.
- 6 FLAG POLE, COORD. W/ ELEC.
- 7 GC. TO FURNISH & INSTALL POSTED HANDICAP SYMBOLS AS REQ'D BY STATE CODE, SEE 13A1.2
- 8 PYLON SIGN BY OWNER, COORD. CONDUITS SERVING WITH ELEC. & CIVIL
- 9 TRASH ENCLOSURE, SEE 1A1.2 & 3A1.2
- 10 LT. POLE, SEE ELEC.
- 11 4" DIA. PAINTED SOLID STRIPES, COORD. COLOR AS REQ'D W/ LOCAL JURISDICTION
- 12 4" CONC. WALK ON 6" COMP. SAND
- 13 REINFT. CONC. ON CLASS A BASE, SEE CIVIL AND GEOTECH
- 14 CONCRETE PAVEMENT AS BASE, SEE ALT #1 ASPHALT PAVING - SEE CIVIL
- 15 EXTG. CITY FIRE HYDRANT TO REMAIN.
- 16 ACCESSIBLE SIDEWALK w/ TRUNCATED DOMES, SEE CIVIL GRADING PLAN FOR SPOT ELEV.
- 17 REINFT. CONC. ISLAND - SEE CIVIL
- 18 6" DIA. CONC. BOLLARD - W/ COVER
- 19 MANHOLE - SEE CIVIL
- 20 DIRECTIONAL ARROW - SEE 8A1.2
- 21 DASHED LINE INDICATED CANOPY ABOVE
- 22 SANITARY SEWER CLEANOUTS - COORDINATE LOCATION W/ CIVIL
- 23 HOSE REEL LOCATION, SEE MECH.
- 24 CONC. STRUCT. LOCATION, SEE PLANS AND STRUCTURAL FOR ADDITIONAL INFORMATION
- 25 DECORATIVE CONCRETE AT BUILDING, SEE SPEC.
- 26 SIDEWALK LIGHTED BOLLARDS, TYP. SEE ELEC. FOR ADDITIONAL INFORMATION (SPACE EVENLY)
- 27 EXPOSED AGGREGATE CONC.
- 28 REINFT. CONC. SLAB, SEE CIVIL & STRUCT. FOR DETAILS, SLOPE TO EXTERIOR, TO GATE OPENING AS SHOWN
- 29 PROVIDE UNDERGROUND SLEEVES FOR LAWN IRRIGATION, COORD. SEE & LOC. W/ SUBCONTRACTOR, NO UNDERGROUND SLEEVES IN PIPELINE EASEMENT, COORD. WORK W/ ENERGY TRANSFER
- 30 AREA OF SOIL MULCH, SEE LANDSCAPING PLANS FOR MORE INFO.
- 31 FDC CONNECTION, SEE PLUMBING DRAWINGS.
- 32 MECHANICAL & SPRINKLER RISER ROOM ACCESS DOOR, SEE ALT.1 & ALT.1 FOR MORE INFO.
- 33 CURB TAPER - SEE CIVIL
- 34 NO PARKING SIGNAGE WITHIN 8' OF HEAD OF ACCESSIBLE, SIDEWALK, BETWEEN 6'-6" ABOVE PUBLIC WALKWAY, PLEASE MOD OR APPROVED EQUAL, SEE 11A1.2
- 35 EXISTING PETROLEUM PIPELINE, GC & ALL SUBCONTRACTORS TO FOLLOW ADHERENCE TO ENERGY TRANSFER CROSSING REGULATIONS PRIOR TO WORK, PRIOR NOTIFICATION IS REQ'D.
- 36 GC. TO REPLACE EXISTING DAMAGED FENCE ALONG BUFFER TRAIL EASEMENT, NEW FENCE TO MATCH EXTG. - FIELD VERIFY EXTENT OF REPAIR
- 37 DOOR CONTROL POST FOR ACCESSIBLE OPERATOR ACTUATOR

SITE PLAN GENERAL NOTES:

1. ALL SITE GRADING TO BE DONE PER CIVIL DRAWINGS.
2. VERIFY & LOCATE ALL UNDERGROUND UTILITY LINES PRIOR TO ANY EXCAVATION. UTILIZE GORNER STATE ONE CALL FOR ALL PUBLIC UTILITIES. ALL PRIVATE UTILITY LOCATES ARE THE RESPONSIBILITY OF THE GC AND/OR SUBCONTRACTOR. SEE CIVIL DWGS FOR ADDITIONAL REQUIREMENTS.
3. SEE CIVIL & MECH/ELEC. DRAWINGS FOR ADDITIONAL INFORMATION REGARDING SITE UTILITIES INCLUDING BUT NOT LIMITED TO UNDERGROUND CONDUITS, PIPING AND METERS.
4. BARRICADE OFF CONSTRUCTION AREA AS REQUIRED KEEP CONSTRUCTION AREA TO MINIMUM.
5. SLOPE SIDEWALKS & GRADE AWAY FROM BUILDING TYPICAL 1:20 MAX. SLOPE.
6. MATCH NEW CONSTRUCTION WITH EXISTING WHEREVER NECESSARY (i.e. CONC., CURBS, CONC. WALKS, PAVING, etc.).
7. MATCH/TE NEW GRADING INTO EXISTING GRADING. SEE CIVIL DRAWINGS FOR ALL GRADING.
8. CUT & PATCH EXISTING BITUMINOUS PAVING, CONC. CURBS & SIDEWALKS TO MATCH EXISTING.
9. ALL MECHANICAL & ELECTRICAL EXPOSED PIPING, GRILLES, CONDUITS, etc. TO BE PAINTED.
10. PARKING STRIPES TO BE PAINTED 4" WIDE. SEE PLAN FOR STALL SIZES.
11. FURNISH & INSTALL POSTED HANDICAP SIGNS AND IDENTIFICATION AS REQUIRED BY NORTH DAKOTA STATE CODE, SEE DETAIL 13A1.2
12. CONC. SIDEWALK WIDTHS TO BE 5'-0" WIDE w/ CONTROLS JOINTS @ 5'-0" MIN. UNLESS OTHERWISE NOTED.
13. INSTALL CONDUIT PRIOR TO GEOPRIVACY GRAVEL. COORDINATE WITH G.C. & EARTHWORK SUBCONTRACTOR.
14. ENERGY TRANSFER SHALL BE NOTIFIED AT LEAST 48 HOURS IN ADVANCE OF ANY CONSTRUCTION OR MAINTENANCE ACTIVITY. YOU MUST CONTACT THE STATE APPROVED NOTIFICATION CENTER AT 811. IN ADDITION TO CONTACTING ENERGY TRANSFERS FIELD REPRESENTATIVE MR. WESTON BROWN, 218-678-2876, WESTON.BROWN@BLSINCCS.COM BEFORE COMMENCING ANY CROSSING AT OR NEAR ETS PIPELINE FACILITIES.

SURVEY DATA WAS TAKEN FROM BOLTON MENA, INC. JOB NUMBER 001133282. DATE: JANUARY, 3, 2024. BY SHAWN M. THOMASSON REG. #LS-5800. HTG ARCHITECTS IS NOT RESPONSIBLE FOR ACCURACY OR OMISSIONS, IF ANY, CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS.

DECORATIVE CONCRETE KEY:

-  INTEGRALLY COLORED CONCRETE
SEE SPEC. FOR MORE INFO.
-  EXPOSED AGGREGATE CONCRETE WITH CLEAR SEALANT, SEE SPEC. FOR MORE INFO.

SITE PLAN SUMMARY

LOT ZONING: PUD-PLANNED UNIT DEVELOPMENT
LAND CLASSIFICATION: C-2 SUBURBAN GROWTH SECTOR
ZONING OVERLAY DISTRICTS: CO CORRIDOR OVERLAY & CO-H INTERSTATE CORRIDOR OVERLAY DISTRICT
EXISTING LAND USE: VACANT
LOT: SEE 81.117 SOFT
BUILDING COVERAGE PER LOT: 40% MAX.
PERMITTED USE: OFFICE / FINANCIAL SERVICES W/ ATTACHED DRIVE-UP

MAIN LEVEL SOFT: -3.237 SF.
DRIVE-UP CANOPY: 435 SF.

PARKING REQUIREMENTS: 1 PER 350 SQUARE FEET (BANKS / FINANCIAL INSTITUTIONS).
PARKING REQUIRED: 3,237 SF / 350 SF = 9.25 STALLS REQ'D.
PARKING SHOWN: 14 STALLS
PARKING STALL SIZE REQUIREMENTS: 9 FT X 18.5 FT (90 DEGREE)
CROSSABLE ONE WAY: 14'-0" (90 DEGREE)
CROSSABLE TWO WAY: 24'-0" (90 DEGREE)
DRIVE AISLE WIDTH, BETWEEN STALLS: 26'-0" (90 DEGREE)
PARKING STALL, SEE PROVIDED: 10 FT X 18 FT TYP. - REFER TO PLAN FOR ANGLED PARKING DIMS.

STANDARDS FOR ACCESSIBLE DESIGN
1.25 PARKING SPACES - 1 WAY ACCESSIBLE SPACE REQUIRED.

LANDSCAPE REQUIREMENT - 10% OF LOT

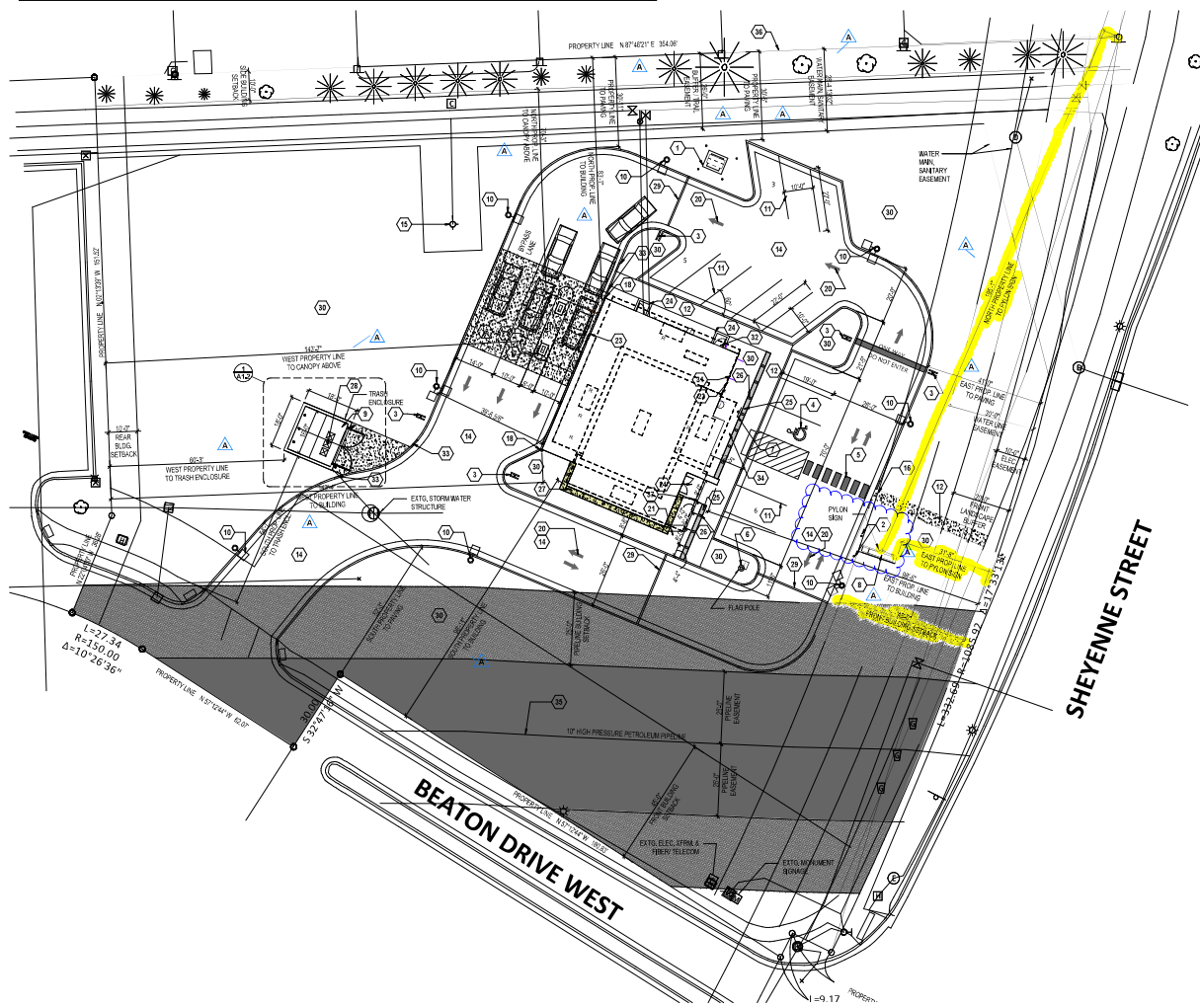
BUILDING SETBACKS (CO & UT OVERLAYS)
FRONT: 45'-0" FROM SHEYENNE STREET ROW (DESIGNATED STREET)
15'-0" NON DESIGNATED STREET
REAR: 20'-0" ABUTTING DESIGNATED STREET OR 10'-0" OTHER
SIDE: 10'-0"
INTERNAL: 10'-0"

PARKING, PAVEMENT SETBACKS / LANDSCAPE OPEN SPACE
FRONT SHEYENNE (DESIGNATED STREET): 35'-0"
FRONT: 5'-0" / 10'-0"
SIDE: 5'-0"
REAR: 5'-0"

ALLOWABLE PRIMARY BUILDING HEIGHT: NONE
PRIMARY BUILDING HEIGHT SHOWN: 25'-8"

TRASH ENCLOSURES SHALL ONLY BE PERMITTED IN REAR YARDS AND SHALL BE VISUALLY SCREENED FROM ADJOINING PROPERTIES OR STREETS

ALL TRASH DUMPSTERS OR CONTAINERS USED FOR RECYCLING SHALL BE SCREENED ON THREE SIDES WITH ARCHITECTURAL SCREENING SUPPLEMENTED BY PLANTINGS. 4'-0" HIGH IS ACCEPTABLE IF USING RESIDENTIAL TRASH CONTAINERS



www.htg-architects.com
Minneapolis Bismarck

1010 Mainstreet, Suite 100
Hopkins, MN 55343
Tel: 952.278.8880

PROJECT



NEW BRANCH OFFICE

1950 SHEYENNE ST.
WEST FARGO, ND
58078

ISSUED SET 1/31/25

REVISIONS

DATE NO
2/24/25 A CITY REVISIONS

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly licensed Architect under the laws of the State of North Dakota

Daniel Schaff
2596 1/31/25
Reg No. Date

SITE PLAN

Drawn By: Author Checked By: JAL

A1.1

241157
COPYRIGHT © HTG ARCHITECTS

From: [Josh Longo](#)
To: [Lisa Sankey](#)
Cc: [Kelsey Jarrett](#)
Subject: RE: CUP Magnifi Financial Sign
Date: Tuesday, June 3, 2025 9:46:15 PM
Attachments: [image001.png](#)
[image002.png](#)
[15bc65ab-d9e7-437f-99b1-4bcc38858fb2.png](#)
[Magnifi West Fargo - Sign Drawing Illumination Cmmts 20250603.pdf](#)

Lisa,

Sorry last week we had a few members of the Magnifi team that had to go somewhere immediately after the groundbreaking. As a result, I wasn't able to have the final discussions about the sign until this afternoon.

Here's what the credit union determined that they would like to ask for as part of the sign CUP.

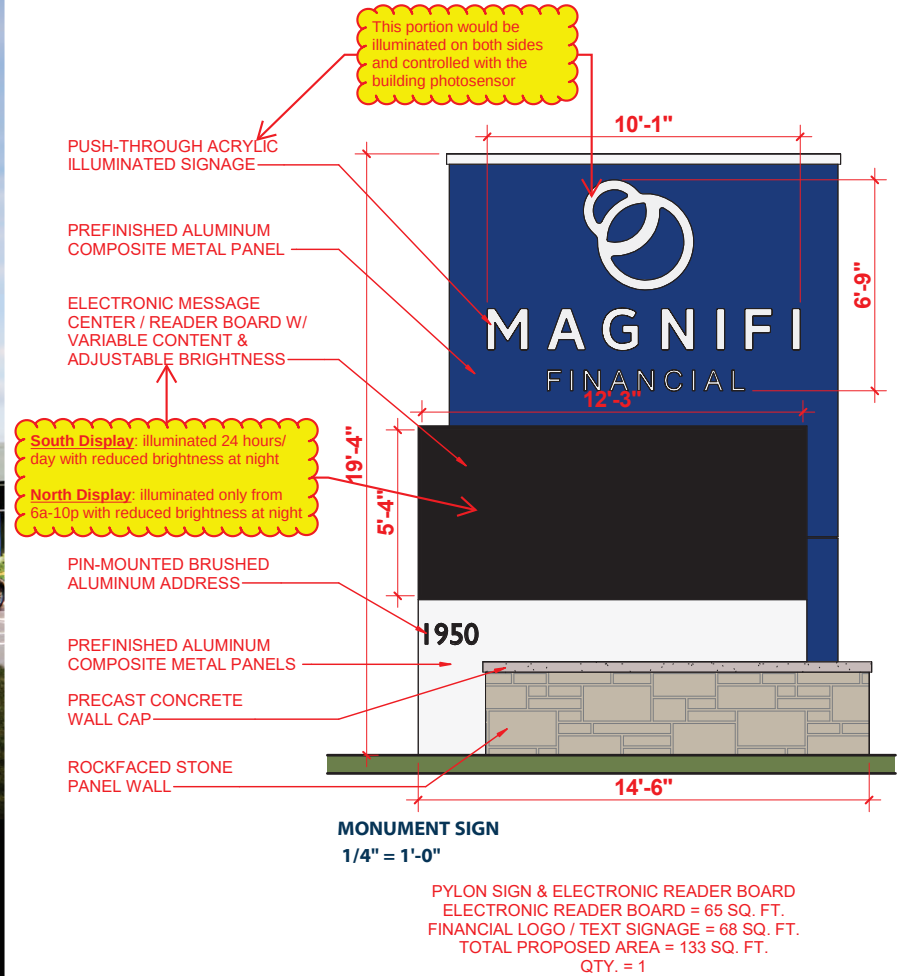
1. Operational Hours for the digital message center would be limited to 6a-10p or similar schedule on the north side of the sign facing the residential area. After dusk, the sign would be dimmed significantly, to a maximum brightness of likely between 3%-10%. They would be flexible on coordinating the brightness as long as it stays visible during the intended hours of operation.
2. The south facing side of the message center would be controlled separately and would remain on all day and night. Similarly, it would be dimmed significantly at night to avoid being a distraction to the street/ vehicular traffic. The credit union would be flexible on the dimming to ensure public safety.
3. The credit union would like to keep the upper part of the signage with the fixed logo and lettering illuminated on both sides from dusk to dawn with the photosensor that controls the exterior building lighting. The light output from this sign would be constant and considerably less bright than the message center.

To help clarify, I've marked up the drawing that we submitted to indicate the preference for the sign. Also, to illustrate the accuracy of the rendering on the original document, I included a photo of the same sign we are proposing in West Fargo from the branch recently completed in Fargo. Unfortunately, I don't have a picture of the upper part of the sign illuminated at night, but I will try to request one from the credit union.

Please let me know if you have any questions or need further clarification.

Thank you,
Josh

Example of Sign Operations/Display



A1

CUP MONUMENT SIGN - MAGNIFI FINANCIAL

1950 SHEYENNE ST.
WEST FARGO, ND
04/17/25





Specifications

Line-and-Column Spacing:	10mm
Pixel Configuration:	3-in-1 SMD
Character Height:	2.8" (7 pixel front)
Maximum Brightness:	8,000 nits
Lifetime (.5 brightness):	100,000 hours
Color Capability:	281 trillion colors
Horizontal Viewing Angle:	160 degrees
Vertical Viewing Angle:	70 degrees
Minimum Viewing Distance:	21'
Contrast Enhancement:	Non-reflective black louvers and module face grooves disperse light
Graphic Capability:	Text, graphics, logos, animation, video clips and data integration
Control Software:	Venus® Control Suite
Power:	120/240 VAC single phase
Display Dimming:	64 Levels
Operating Temperature:	-40°F to 122°F with 99% RH non-condensing
Compliance Information:	UL Listed, FCC compliance
Warranty Coverage:	5 years Gold Parts Warranty

From: [Candle Park West](#)
To: [Lisa Sankey](#)
Subject: Re: sign
Date: Wednesday, April 30, 2025 10:51:29 AM
Attachments:

My concerns probably line up with the other near by residents about night time use as 8,000 nits is extremely bright:

Evening/Night Time Requests:

- Dimmed (from Sunset to Sunrise)
 - Potentially off during the City of West Fargo quiet hours
- No flashing animations
- No use of vibrant or emergency colors

We have at least 16 units whose bedroom windows will be facing the new sign.

Please let me know if you have any questions.

Bret

Candle Park Properties

Conditional Use Permit

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

WHEREAS, **Magnifi Financial Credit Union** (hereinafter referred to as the "**Applicant**") has paid the sum of two hundred dollars (\$200.00) to the City of West Fargo, as required by the City of West Fargo Zoning Ordinance, and has complied with all the requirements of said ordinance necessary for obtaining this permit; and

WHEREAS, the **Applicant** is the legal owner of property located at 1950 Sheyenne Street, West Fargo, ND 58078, legally described as (hereinafter referred to as the "**Property**"):

Lot 8, Block 1 of Gateway West Addition, City of West Fargo, North Dakota

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

Allow for illuminated sign facing a residential district for commercial development as provided for as a conditional use in 4-460.7.14 of City Ordinances.

on the above-described Property with the following conditions:

1. That the sign be constructed and installed as provided in the plans approved to the West Fargo Planning & Zoning Commission at their June 10, 2025 meeting and the West Fargo City Commission at their July 7, 2025 meeting.
2. Use of the north-facing electronic messaging center (EMC) shall be restricted to 6:00 a.m. to 10:00 p.m. only. The EMC shall be off between the hours of 10:00 p.m. and 6:00 a.m.
3. The north facing sign shall not exceed 0.3 foot-candles above ambient light, as measured 75 feet from the sign face.
4. The sign shall be located at least 150 feet from adjacent residential zoning districts.
5. The City of West Fargo reserves the right to inspect the property for compliance with these conditions.
6. Any and all claims that arise or may arise against Applicant, its agents, servants, or employees while engaged in the use of the Property, shall in no way be the obligation of the City of West Fargo. Furthermore, Applicant, its agents servants, employees, or assigns shall indemnify, hold harmless, and defend the City, its officers and employees against any and all liability, loss, costs, damages, expenses, claims, actions, or judgments, including attorneys' fees which the City, its officers or employees may hereafter sustain, incur, or be required to pay, in any way connected with the use of the Property or City actions related to the granting of this Conditional Use Permit.

7. Any improvements made to the property in connection with this Conditional Use Permit shall be at the sole expense of the Owner and shall not be the obligation of the City.
8. If Applicant fails to observe the terms and conditions of this Conditional Use Permit, the City may revoke this Conditional Use Permit. In such an event, the City will give owner at least a ten (10) day notice of revocation of a revocation hearing for the Conditional Use Permit stating the time, place and purpose of such hearing. Upon such hearing, the City may revoke this Conditional Use Permit. If this Conditional Permit is revoked Owner shall remove the sign from the property by the date stated by the City Commission at the hearing. Applicant shall pay as reasonable attorney's fees and court costs associated with the City's enforcement of the terms of this Conditional Use Permit.
9. This Conditional Use permit will not be in effect until such time as:
 - a. it is executed and recorded with Cass County; and
 - b. the City of West Fargo is provided with recording information.
10. The obligations herein shall run with the Property and shall bind the Applicant and the Owner and their successors and assigns.
11. Each provision, section, sentence, clause, phrase, and word of this Agreement is intended to be severable. If any provision, section, sentence, clause, phrase, and word hereof is held by a court with jurisdiction to be illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this Agreement.
12. The Applicant acknowledges receipt of this Conditional Use Permit and agrees to its terms and conditions.

Dated this 24 day of June, 2025.

APPLICANT:

Kenny Fuchs VF of Facilities
Name:
Title:

Minnesota
STATE OF ~~NORTH DAKOTA~~)
Stearns)
COUNTY OF ~~CASS~~)

On this 24 day of June, 2025, before me, the undersigned, a Notary Public in and for said county and state, personally appeared Kenny Fuchs, known to me to be the person who is described in and who executed the above and foregoing document and acknowledged to me that he executed the same.

[SEAL]

Kalie M. Gertken
Notary Public



Dated this _____ day of _____, 20____.

CITY OF WEST FARGO

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

Dustin T. Scott, City Auditor

STATE OF NORTH DAKOTA)
)
COUNTY OF CASS)

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

[SEAL]

Notary Public



"Consent" or "Regular" Agenda Item?

[Consent]

To: West Fargo City Commission

From: Dan Hanson, City Engineer

Date: July 7, 2025

Subject: Improvement District No. 3006 – Westwood Addition Reconstruction

Action: Authorize Engineer to Develop and Submit a DWR Cost Share Application to Increase the Percentage of Eligible Roadway Costs.

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:

As staff continue to seek out additional funding for projects, Moore Engineering has informed the city that they have had discussions with the state and are able to submit a request for additional grant to increase the percentage of eligible roadway costs in the existing cost share agreement.

If successful, it is estimated that additional grant funds of approximately \$99,000 can be secured to further buy down the cost of the project, saving costs to both the properties in the neighborhood as well as the city.

Staff Recommendation: Authorize Engineer to develop and submit a DWR cost share application to increase the percentage of eligible roadway costs.

Background and Project Summary:

We have currently secured approximately \$960,000 in grant funds for this project. Any funds received will be used to reduce the overall costs of the project.

Financial Analysis:

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

Previously Presented Information and Commission Actions:

May 5, 2025-

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

April 28, 2025 –

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

April 7, 2025 –

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

March 17, 2025 –

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

March 13, 2025 –

- Virtual Bid opening was held at 10:30 AM

February 26, 2025, and March 5, 2025 –

- Advertisement for Bids was published in the Fargo Forum

February 14, 2025 –

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

December 17, 2024 -

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

December 2, 2024 –

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

November 14, 2024 –

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

October 7, 2024 –

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

Week of September 30, 2024 -

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

September 16, 2024 –

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

August 5, 2024 –

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

November 2022 –

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



"Consent" or "Regular" Agenda
Item?

[Consent]

Commission President

Bernie Dardis

Primary Portfolio:

Administrative Services

Secondary Portfolio:

Police & Fire

Commission

Vice President

Brad Olson

Primary Portfolio:

Police & Fire

Secondary Portfolio:

Street, Water & Sewer

Commissioner

Roben Anderson

Primary Portfolio:

Community &

Development Services

Secondary Portfolio:

Administrative Services

Commissioner

Rory Jorgensen

Primary Portfolio:

Sanitation

Secondary Portfolio:

Community &

Development Services

Commissioner

Amy Zundel

Primary Portfolio:

Street, Water & Sewer

Secondary Portfolio:

Sanitation

City Administrator

Dustin T. Scott

To: West Fargo City Commission

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

Date: July 7, 2025

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

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

New Information and Recommendation:

During the regular meeting held on June 16, 2025, the City Commission reviewed bids and awarded a contract to Dakota Underground Company. The contract documents were prepared and delivered to the City Attorney's office for review. After their compliance review, the attached Resolution was prepared for the City Commission's review and approval.

The following documents are attached for review/consideration:

- Notice to Proceed
- Associated Resolution

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

Previously Presented Information and Commission Actions:

6/16/2025-

- **Staff Recommendation:** Accept Bid and Award Contract to Dakota Underground, Inc. for their Bid amount of \$1,401,430.75.
- **Commission Action:** Commissioner Jorgensen moved, and Commissioner Olson seconded to approve. No opposition, motion carried.

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.

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION APPROVING CONTRACT AND CONTRACTOR'S BOND IN
IMPROVEMENT DISTRICT NO. 1353
NEW WATER SUPPLY, SEWERAGE, STREET SYSTEMS; AND INCIDENTALS

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

Dated: July 7, 2025

APPROVED:

President of Board of City Commissioners

ATTEST:

City Auditor

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



APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT
NORTH DAKOTA OFFICE OF ATTORNEY GENERAL
GAMING DIVISION
SFN 9338 (9-2023)

Applying for (check one)

☒ Local Permit ☐ Restricted Event Permit*

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

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

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

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

ORGANIZATION INFO

Name of Organization or Group West Fargo Eats.		Dates of Activity (Does not include dates for the sales of tickets) Every Wednesday July 9, 2025 to June 24, 2026	
Organization or Group Contact Person Chelsie Bormann	E-mail chelsie@lcc-wf.com	Telephone Number 701-532-0394	
Business Address 1402 16th St E	City West Fargo	State ND	ZIP Code 58078
Mailing Address (if different)	City	State	ZIP Code

SITE INFO

Site Name Town Hall Bar		County Cass	
Site Physical Address 1036 Main Ave W	City West Fargo	State ND	ZIP Code 58078
Provide the exact date(s) & frequency of each event & type (Ex. Bingo every Friday 10/1-12/31, Raffle - 10/30, 11/30, 12/31, etc.) Meat raffle every Wednesday July 9, 2025 to June 24, 2026			

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

Game Type	Description of Prize	Exact Retail Value of Prize
Raffle	Meat (chekcin, beef, pork)	\$200/week
Total (limit \$40,000 per year)		\$

ADDITIONAL REQUIRED INFORMATION

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

Printed Name of Organization Group's Permit Organizer Chelsie Bormann	Telephone Number 701-532-0394	E-mail Address chelsie@lcc-wf.com
Signature of Organization Group's Permit Organizer 	Title Director	Date 05/12/2025

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

NORTH DAKOTA OFFICE OF ATTORNEY GENERAL

GAMING DIVISION

SFN 9338 (9-2023)

Applying for (check one)



Local Permit



Restricted Event Permit*

Games to be conducted



Raffle by a Political or Legislative District Party



Bingo



Raffle



Raffle Board



Calendar Raffle



Sports Pool



Poker*



Twenty-One*



Paddlewheels*

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

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

ORGANIZATION INFO

Name of Organization or Group The American Legion Department of North Dakota		Dates of Activity (Does not include dates for the sales of tickets) 11/10/2025	
Organization or Group Contact Person Don Herrly	E-mail adjutant@ndlegion.org	Telephone Number 701-293-3120	
Business Address 405 West Main Ave Suite 4A	City West Fargo	State ND	ZIP Code 58078
Mailing Address (if different) PO Box 5057	City West Fargo	State ND	ZIP Code 58078

SITE INFO

Site Name The American Legion Department of North Dakota		County Cass	
Site Physical Address 405 West Main Ave Suite 4A	City West Fargo	State ND	ZIP Code 58078
Provide the exact date(s) & frequency of each event & type (Ex. Bingo every Friday 10/1-12/31, Raffle - 10/30, 11/30, 12/31, etc.) Raffle Drawing on November 10, 2025			

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

Game Type	Description of Prize	Exact Retail Value of Prize
Raffle	1st Place - \$2000 and 2nd Place \$1000	\$1000 + \$2000 = \$3000
Raffle	3rd and 4th Place are \$200 each	\$200 x 2 = \$400
Raffle	5th - 10th Place are \$100 each	\$100 x 6 = \$600
Total (limit \$40,000 per year)		\$ 4000.00

ADDITIONAL REQUIRED INFORMATION

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

Printed Name of Organization Group's Permit Organizer Don Herrly	Telephone Number 701-293-3120	E-mail Address adjutant@ndlegion.org
Signature of Organization Group's Permit Organizer 	Title Adjutant	Date 28 MAY 25



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

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

Full, Legal Name of Gaming Organization

Full Circle Academy, Inc

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

Name of Location

The Sandbox Restaurant and Bar

Street 3147 Bluestem Drive	City West Fargo	ZIP Code 58078	County Cass
Beginning Date(s) Authorized 7/1/2025	Ending Date(s) Authorized 6/30/2026	Number of Twenty-One tables, if zero, enter "0" 1	

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

Downstairs, main level, and second level

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

N/A

RESTRICTIONS FOR CITY/COUNTY USE ONLY

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

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

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

Days of week of gaming operations (if restricted)

Hours of gaming (if restricted)

Sunday - Saturday

11:00am - 2:00am

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

APPROVALS

Attorney General	Date
Signature of City/County Official	Date
PRINT Name and official position of person signing on behalf of city/county above	

INSTRUCTIONS:

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

RETURN ALL DOCUMENTS TO:

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

ORDINANCE NO. 1259

AN ORDINANCE TO REPEAL AND REENACT CHAPTER 15-07 OF THE REVISED ORDINANCES OF 1990 OF THE CITY OF WEST FARGO RELATING TO FOOD ESTABLISHMENTS.

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

SECTION 1. Chapter 15-07 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby repealed and reenacted to read as follows:

~~CHAPTER 15-07~~

~~FOOD ESTABLISHMENTS~~

~~Source: Ord. 1165, Sec. 1 (2021)~~

SECTIONS:

- ~~15-0701. Definitions.~~
- ~~15-0702. Regulations by Health Department.~~
- ~~15-0703. Approval of Construction Plans.~~
- ~~15-0704. Food Establishments to be Kept Clean.~~
- ~~15-0705. Inspection of Food Establishments.~~
- ~~15-0706. Food Establishments Inspection of Premises Inspection Fee Suspension or Revocation of License.~~
- ~~15-0707. Unwholesome Food, Water, or Other Provisions Not to be Brought Into City.~~
- ~~15-0708. Sale of Meat and Poultry Regulations.~~

-
-
- ~~15-0701. DEFINITIONS. In this chapter, unless the context otherwise requires,~~
 - ~~1. "Health Department" shall mean Fargo Cass Public Health Department and its authorized designees and representatives.~~
 - ~~2. "License" shall mean a written authorization to operate issued by the Health Department.~~
 - ~~3. "Misbranded" shall mean food, if in packaged form, that lacks a label containing the name and place of business of the manufacturer, packer, or distributor; or an accurate statement of the contents; or if it is offered for sale under the name of another food or if it purports to be or is represented as a food for which a definition and standard identity has been prescribed and it is not.~~

~~4. "Proprietor" shall mean the person in charge of a food establishment, whether as owner, lessee, manager, or agent.~~

~~15-0702. REGULATION BY HEALTH DEPARTMENT. The Health Department and agents and employees thereof, shall have authority to regulate the public health and safety in the City of West Fargo concerning use, design, operation, and maintenance of food establishments and shall have such authority to adopt regulations, rules, standards, and practices. Such regulations, rules, standards, and practices approved by the Health Department, are hereby adopted by reference and fully incorporated herein, including any amendments hereinafter adopted, and shall be controlling within the jurisdiction of the Health Department.~~

~~No person shall own, operate, or allow to be occupied a food establishment without a license for such issued by the Health Department.~~

~~15-0703. HEALTH DEPARTMENT APPROVAL OF CONSTRUCTION PLANS. Before work is commenced on the construction of a food establishment, the plans and specifications shall have been approved by the Health Department.~~

~~15-0704. FOOD ESTABLISHMENTS TO BE KEPT CLEAN. Every person keeping, maintaining, or being in charge of any public or private food establishment shall keep such public or private food establishment in a clean, pure, and wholesome condition; and if any such person shall allow or permit the same to be, become, or remain unclean, impure, or unwholesome, such person shall be guilty of a violation of this chapter.~~

~~15-0705. INSPECTION OF FOOD ESTABLISHMENTS. Every food establishment shall be inspected by the Health Department as often as necessary to determine compliance with this chapter. Frequency of inspections shall be based on a system of risk categorization which involves types of foods served, the preparation steps these foods require and population served. It shall be the duty of the Health Department to visit, as often as required, each public and private food establishment to examine and carefully inspect all such meat, fish, oysters, birds or fowls, vegetables, fruit, or other provisions, and if any adulterated, misbranded, mislabeled, unhealthy, unwholesome, or deleterious meat, fish, oysters, birds, or fowls, vegetables, fruit, or other provisions so intended for sale or other disposition as human food is found in or about any such public or private food the Health Department shall at once give the person in charge or temporarily in charge of the same notice to remove at once the same out of said City or to such place as the Health Department shall direct or to destroy the same. The person in whose custody and possession the same shall be found to be shall at once remove the same out of the City or to such place as the Health Department shall direct or destroy the same as may be directed. The Health Department, if deemed advisable, may take possession of such unhealthy, unwholesome meat, fish, oysters, birds, fowls, vegetables, fruit, or other provisions so intended for sale or other disposition as human food and destroy the same at the expense of the person in whose custody such unwholesome provisions are found. Furthermore, based upon inspection findings or other evidence, the Health Department may impound any food that is found to be, or suspected of being, contaminated or adulterated and impound equipment or utensils that are found to be unsanitary or in such disrepair that food, equipment, or utensils may become contaminated or adulterated. No food, equipment, or utensils impounded shall be used unless the impoundment has been released.~~

~~15-0706. FOOD ESTABLISHMENTS — INSPECTION OF PREMISES — INSPECTION FEE. SUSPENSION OR REVOCATION OF LICENSE.~~ The Health Department shall have free access to all food establishments at any reasonable time for purposes of inspection. The Health Department may enter, inspect, photograph, and secure any sample, photographs, or other evidence from every food service establishment, for the purpose of enforcing this chapter. A written report of the inspection shall be made and a copy shall be provided to the owner, manager, or operator of the food establishment, subject to the requirements of this chapter, refuses to permit entry or inspection, the taking of samples, photographs, or other evidence or otherwise attempts to conceal samples or evidence, the Health Department may obtain an administrative search warrant to obtain the same. All food establishments shall pay an annual license fee in an amount to be established by resolution of the Board of City Commissioners, said fee payable prior to January 1 of each year. A license shall be issued when a pre-operational inspection has determined that the proposed food establishment and its method of operation will conform to the requirements of this chapter. A license, once issued, is nontransferable. A license shall be valid only for the person, location, type of food sales, or distribution activity approved and, unless suspended or revoked for cause, for the time period indicated. The license shall be posted in a conspicuous place in the food establishment. Fees shall be sufficient to cover the actual expenses of administering and enforcing this program, including the expenses of inspecting.

~~Whenever the proprietor of a food establishment has been convicted of a violation of this chapter and for a period of ten (10) days after the conviction fails to comply with any provision of this chapter, the Health Department may suspend or revoke the proprietor's license. Any license may be suspended or revoked by the Health Department for violation of this chapter. Any food establishment for which the license has been suspended, shall close and remain closed until the Health Department has conducted a re-inspection and found the food establishment to be in compliance with this chapter. The Health Department may suspend any license to operate or direct any food establishment to close if:~~

- ~~A. Immediate danger to the public health or safety is found, unless the danger is immediately corrected. The Health Department may temporarily suspend the license and order the food establishment immediately closed. Immediate danger to the public health and safety means any condition, based upon inspection findings or other evidence, that can cause food infection, food intoxication, disease transmission, rodent or insect infestation, or hazardous condition, including, but not limited to, unsafe food temperature, sewage contamination, non-potable water supply, or an employee who is a carrier of a communicable disease;~~
- ~~B. Operations, facilities, or equipment in the food establishment fail to comply with the requirements of this chapter;~~
- ~~C. The operator fails to submit plans as required in this chapter or an inspection indicates that construction or renovation at the facility is not in substantial compliance with the requirements of this chapter;~~
- ~~D. The operator fails to submit a license application for a food establishment or change of operator;~~

- ~~—— E. — The operator was not granted a license under the requirements of this chapter;~~
- ~~—— F. — The holder of the license does not remit the annual renewal fee;~~
- ~~—— G. — The holder of the license does not comply with the requirements of this chapter; or,~~
- ~~—— H. — Interference with the Health Department or its agents and assistants in the performance of its duties has occurred.~~

~~—— When the Health Department has suspended a food establishment license, the person in charge:~~

- ~~—— A. — Shall immediately cease all food service operations;~~
- ~~—— B. — Shall be notified in writing by the Health Department that the food establishment license is immediately suspended upon service of the notice and that the suspension shall remain in effect until the Health Department finds the operation to be in compliance with the requirements of this chapter, and that the suspension may be lifted;~~
- ~~—— C. — May request a hearing by filing a written request for a hearing with the Health Department within 10 days of receipt of the notice of suspension; and,~~
- ~~—— D. — Shall be notified, if a written request for a hearing is not filed within 10 days, that the suspension is sustained.~~

~~—— Any food establishment owner whose license has been suspended may, at any time, request a re-inspection for the purpose of reinstatement of the license. A re-inspection may only be requested if the conditions causing the suspension have been corrected.~~

~~—— In the event a license has been revoked by the Health Department for violation of this chapter, the provisions of this section pertaining to suspension of said license will be applicable, including the effect of revocation, the notification requirement and the right to a hearing, except that any food establishment for which the license has been revoked shall be, and remain, closed by the licensee until the Health Department has conducted a re-inspection and has determined that the food establishment is in compliance with this chapter and the licensee has paid the re-instatement license fee.~~

~~—— The Health Department may, after providing opportunity for a hearing, modify, suspend, or revoke a license for serious or repeated violations of any of the requirements of this chapter or for interference in the performance of the duty of the Health Department or its agents and assistants.~~

~~—— 15 0707. — UNWHOLESOME FOOD, WATER, OR OTHER PROVISIONS NOT TO BE BROUGHT INTO CITY. No meat, fish, oysters, birds or fowls, vegetables, fruit, water, ice, beverages, or other provisions of any kind not being then healthy, fresh, sound, wholesome, and safe for human food, nor any part of any animal, fish or fowl that died by accident or from disease,~~

~~shall be brought into the City, or sold, offered, or held for sale at any public or private establishment.~~

~~15-0708. SALE OF MEAT AND POULTRY REGULATIONS. No meat or meat products, poultry or poultry products intended for human consumption shall be sold or offered for sale or service within the City unless slaughtered and processed in a federal or state inspected packing plant, slaughterhouse or by the agency that has animal health jurisdiction; all such meat and meat products and poultry and poultry products must be plainly stamped with a state or federal mark of inspection.~~

CHAPTER 15-07

CONTROL AND REGULATION OF FOOD ESTABLISHMENTS

SECTIONS:

- 15-0701. Definitions.
- 15-0702. Operation of a Food Establishment – License Required.
- 15-0703. Inspection of Food Establishments.
- 15-0704. Food Establishments - License Suspension, Revocation, and Closure.
- 15-0705. Food Product Sources, Specifications, and Additives.
- 15-0706. Penalty.

15-0701. DEFINITIONS. In this chapter, unless the context otherwise requires,

1. "Food" shall mean a raw, cooked, or processed edible substance, ice, beverage, or ingredient used or intended for use or for sale in whole or in part for human consumption.
2. "License" shall mean a written authorization to operate a food establishment issued by the Public Health Department.
3. "Proprietor" shall mean the person in charge of a food establishment, whether as an owner, lessee, licensee, manager, or agent.
4. "Public Health Department" shall mean Fargo Cass Public Health, or any name by which such department shall be known hereafter, and its authorized representatives.

15-0702. OPERATION OF A FOOD ESTABLISHMENT – LICENSE REQUIRED. No person shall operate a food establishment without first applying for and obtaining a license issued by the Public Health Department. A license shall be issued when a pre-operational inspection has determined that the proposed food establishment and its method of operation will conform to the requirements of this chapter. A license, once issued, is nontransferable. The initial application for a license shall extend from the date of issuance until year-end. Thereafter, the food establishment license may be renewed annually on January 1. All food establishments shall pay an annual license

fee in an amount to be established by resolution of the Board of City Commissioners, said fee payable prior to January 1 of each year.

15-0703. INSPECTION OF FOOD ESTABLISHMENTS. Every food establishment shall be inspected by the Public Health Department as often as necessary to determine compliance with this chapter. Frequency of inspections shall be based on a system of risk categorization which involves types of foods served, the process steps these foods require, and the population served. It shall be the duty of the Public Health Department to visit, as often as required, each licensed food establishment to examine and carefully inspect all such food.

If any adulterated, misbranded, mislabeled, unhealthy, unwholesome, or unapproved food or ingredient so intended for sale or human consumption is found in a licensed food establishment, the Public Health Department shall immediately notify the person in charge. The Public Health Department, if deemed advisable, may take possession of such questioned food so intended for sale or human consumption and destroy the same at the expense of the person in whose custody such unwholesome provisions are found.

Furthermore, based upon inspection findings or other evidence, the Public Health Department may embargo any food that is found to be, or suspected of being, contaminated or adulterated and embargo equipment or utensils that are found to be unsanitary or in such disrepair that food, equipment, or utensils may become contaminated or adulterated. No embargoed food, equipment, or utensils shall be used unless the embargo has been released.

The Public Health Department shall have free access to all food establishments at any reasonable time for purposes of inspection. The Public Health Department may enter, inspect, photograph, and secure any sample, photographs, or other evidence from the food establishment, for the purpose of enforcing this chapter. A written report of the inspection shall be made, and a copy shall be provided to the food establishment. It shall be a violation of this chapter for any person or establishment subject to the requirements of this chapter to refuse entry or inspection, the taking of samples, photographs, or other evidence or who otherwise attempts to conceal samples or evidence. The Public Health Department may obtain an administrative search warrant to obtain the same.

15-0704. FOOD ESTABLISHMENTS – LICENSE SUSPENSION, REVOCATION, AND CLOSURE.

1. Authority of the Public Health Department. The Public Health Department may modify, suspend, or revoke a food establishment license for serious or repeated violations of this chapter or for interference with the Public Health Department's duties. Before taking such actions, the Public Health Department will provide an opportunity for a hearing, except in cases requiring immediate suspension.
2. Immediate Closure. The Public Health Department may immediately direct closure of any food establishment if:
 - a. An inspection or examination of employees, food records, or other relevant means (as specified in the currently adopted FDA Food Code) determines that

an Imminent Health Hazard exists. An Imminent Health Hazard includes, but is not limited to:

- i. Fire, flood, or extended interruption of electrical or water service;
 - ii. Sewage backup or misuse of poisonous or toxic materials;
 - iii. Apparent foodborne illness outbreak;
 - iv. Grossly unsanitary conditions; or
 - v. Any other circumstance endangering public health.
- b. The food establishment's operations, facilities, or equipment fail to comply with the requirements of this chapter;
- c. The proprietor fails to submit required plans or the facility's construction or renovation is not substantially compliant with the requirements of this chapter;
- d. The proprietor fails to submit a license application for a new food establishment or a change of ownership;
- e. The proprietor was not granted a license under the requirements of this chapter;
- f. The proprietor does not pay the annual renewal fee by December 31 of the calendar year;
- g. The proprietor does not comply with the requirements of this chapter; or
- h. The proprietor or staff interfere with the Public Health Department or its agents in the performance of its duties.

3. Suspension of License.

- a. A license may be temporarily suspended for noncompliance with this chapter or failure to comply with an implemented risk control plan.
- b. A food establishment with a suspended license must cease operations immediately and remain closed until:
 - i. The Public Health Department conducts a re-inspection; and
 - ii. Compliance with this chapter is verified.
- c. The proprietor may request a re-inspection for reinstatement, provided that all violations have been corrected.

- d. When a license is suspended, the proprietor:
 - i. Must immediately cease all food operations;
 - ii. Will receive written notice of the suspension, its immediate effect, and the conditions for reinstatement;
 - iii. May request a hearing with the Board of City Commissioners by submitting a written request to the Public Health department within ten (10) days of receiving the suspension notice; and
 - iv. Will be informed that failure to request a hearing within ten (10) days results in the suspension being sustained.

4. Revocation of License.

- a. The Public Health Department may revoke a license for serious or repeated violations, failure to comply with a suspension order, or interference with Public Health Department duties. Before revocation, the proprietor will have the opportunity for a hearing as outlined in the suspension procedures.
- b. Revocation Consequences and Reinstatement:
 - i. The food establishment must remain closed until compliance is demonstrated.
 - ii. The proprietor must present evidence of changed circumstances justifying a new license
 - iii. A new license may only be issued if:
 - 1. The Public Health Department conducts a re-inspection and confirms compliance.
 - 2. The proprietor properly reapplies under this chapter; and
 - 3. The reinstatement license fee is paid.

15-0705. FOOD PRODUCT SOURCES, SPECIFICATIONS, AND ADDITIVES. The following regulations apply to all food sources, specifications, and additives used in a food establishment:

- 1. No person shall sell, offer, or hold for sale any food that is unsafe, unwholesome, or derived from an animal, fish, or fowl that died from disease or accident or was not slaughtered and processed under federal or state inspection. The Public Health Department shall have the discretion to determine whether food is healthy, fresh, sound, and wholesome.

2. Food prepared in a private home kitchen may not be used or offered for human consumption in a food establishment.
3. Packaged food shall be labeled as specified by law.
4. Food may not contain unapproved food additives and must be "generally recognized as safe" ("GRAS") by the FDA.

15-0706. PENALTY. A person who willfully violates this ordinance is guilty of a Class B misdemeanor. Every person, firm or corporation violating an ordinance which is punishable as a Class B misdemeanor shall be punished by a fine not to exceed \$1,500, or by imprisonment not to exceed thirty (30) days, or by both such fine and imprisonment, in the discretion of the court; the court to have power to suspend said sentence and to revoke the suspension thereof.

SECTION 2. Effective Date. This ordinance shall be in full force and effect from and after the date of its final passage and publication.

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

ATTEST:

City Auditor

Date of First Reading:

Date of Second Reading:

Date of Publication:



To: West Fargo City Commission
From: Manager of Public Affairs, Rachel Richter Lordemann
Date: July 7, 2025
Subject: Public Comment Policy
Action: Approve Public Comment Policy

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:

Senate Bill 2180 was passed in the North Dakota Legislature requiring public comment at every regular meeting of the City Commission. The bill specifies that the City shall develop a policy regarding public comment rules.

The City Commission approved a procedure for a public comment period on May 1, 2023 and have held the public comment period at all meetings since, however a formal policy has not been adopted.

Policy Analysis:

There have been minor changes based on the language of the passed legislation, and to improve procedures:

- Those who wish to speak during the public comment period will be limited to speaking on topics on the agenda of the current meeting or the most recent previous meeting.
- If the speaker is not a West Fargo resident, the registration process will now allow space to note if they are speaking on behalf of a West Fargo business, organization, or other property tax-paying entity.

All other aspects of the current procedure remain in place in the formal policy.

Process/Timeline:

A policy must be adopted before August 1, 2025, to comply with the enacted legislation.

Previously Presented Information and Commission Actions:

07/24/2023: Commission Approved adjustment of Public Comment Period from 5 p.m. to become the first regular agenda item at 5:30 p.m.

05/01/2023: Commission Approved Public Comment Format at Commission Meetings.

Public Comment Policy

Policy Approval Date: _____

The West Fargo Board of City Commissioners welcomes and values public input during its meetings. This policy outlines the procedures for public comment to ensure that all individuals have a fair opportunity to be heard while maintaining an orderly and efficient meeting environment.

1. A public comment agenda item (the “Public Comment period”) will be the first item on the regular agenda at all regular meetings of the City Commission.
2. To provide comments during the Public Comment Period, individuals must register in advance and provide their name, residential address, and the agenda item from the current meeting agenda or the previous meeting’s agenda that the individual seeks to address. If an individual does not include all three (3) items when completing the registration, the individual is not eligible to speak during the Public Comment Period.
3. Registration must be completed by noon on the day of the City Commission meeting. Speakers can register using any of the following methods:
 - a. Online at westfargond.gov
 - b. Calling the West Fargo City Hall
 - c. In person at West Fargo City Hall

No late or in-person registration immediately before or during the City Commission meeting will be accepted.

4. Each individual will be allotted two (2) minutes and thirty (30) seconds to make comments. The individual will be notified when the time has expired and will promptly conclude.
5. The Public Comment Period will be limited to twelve (12) speakers. The City Commission reserves the right to prioritize comments from West Fargo residents and from representatives of West Fargo property taxpaying entities.
6. No action will be taken by the City Commission during the Public Comment Period. Additionally, the City Commission will not engage in discussion with speakers during the Public Comment Period.
7. Speakers are expected to follow these guidelines:
 - a. Only in-person participation will be allowed.
 - b. Only one (1) person may utilize the podium at a time.
 - c. When a speaker is at the podium, they have the floor and may not yield their time to another individual.
 - d. Presentations such as PowerPoint, slideshows, or videos will not be allowed during the Public Comment Period.
 - e. Any printed materials provided to the City Commission will be entered into the public record as correspondence.
 - f. Comments should address the specific agenda topic or issue noted in the speaker’s registration and should not be used to make complaints or statements about a specific City Commissioner or City employee.

8. Comments may not:
 - a. Be defamatory, abusive, harassing, or unlawful;
 - b. Include information that is exempt or confidential under North Dakota open records law; or
 - c. Interfere with the orderly conduct of the meeting.
9. Individuals unable or unwilling to speak in person may submit written comments prior to the City Commission meeting. The written comments must include the person's name and residential address and must be pertinent to an agenda item from the current meeting agenda or the previous meeting's agenda. If the written comments are received at least twenty-four (24) hours before the City Commission meeting, the comments will be distributed to the City Commissioners before the City Commission meeting. Comments submitted less than twenty-four (24) hours before the City Commission meeting will be distributed after the meeting. Submitted comments will be entered into the public record as correspondence.
10. The City of West Fargo will provide reasonable accommodations under the Americans with Disabilities Act to any individual wanting to speak during the Public Comment Period. Those requiring accommodations must notify a member of West Fargo City Staff prior to the meeting or include the information on their registration form.

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AGENDA ITEM DESCRIPTION
CITY COMMISSION
WEST FARGO, NORTH DAKOTA

1. CONTACT PERSON: Lisa Sankey

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

3. AGENDA TITLE:

A25-15 Section 26, T140N, R50W- a request for a Conditional Use Permit at 2502
26th St. NW to operate a composting facility in an A: Agricultural Zoning District within
the extraterritorial area

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

Conditional Use Permit to allow for a food waste composting facility in an Agricultural
Zoning District in West Fargo's Extraterritorial jurisdiction. At their June 10, 2025
meeting, the West Fargo Planning and Zoning Commission voted to recommend
approval of the proposed Conditional Use Permit with conditions of approval noted in
the staff report. The conditions have been satisfied with the execution of the
conditional use permit agreement by the applicant.

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

Located at 2502 26th Street NW (Unplatted parcel located in Section 26, R140N,
R50W [Raymond Township]), Cass County, North Dakota.

6. ACTION BEING REQUESTED FROM CITY COMMISSION:

Approve the Conditional Use Permit and CUP Agreement to allow a food waste
composting facility in an Agricultural Zoning District in West Fargo's Extraterritorial
jurisdiction.

STAFF REPORT

A25-15		CONDITIONAL USE PERMIT	
2502 26 th Street NW			
Unplatted parcel located in Section 26, R140N, R50W [Raymond Township]], Cass County, North Dakota			
Owner: Sharon Pettie		Staff Contact: Lisa Sankey	
Applicant: Bridger Scraper & Hayden Thompson, Prairie Compost Services LLC			
Planning & Zoning Commission Public Hearing:		06-10-2025 - Approval	
City Commission:		07-07-2025	

PURPOSE:

To allow a food waste composting facility in an Agricultural Zoning District in West Fargo's Extraterritorial jurisdiction.

STATEMENTS OF FACT:

Land Use Classification:	G-5 Future Employment Growth Sector
Existing Land Use:	Non-Farm Single Family Dwelling
Current Zoning District(s):	A: Agricultural District
Zoning Overlay District(s):	n/a
Total area size:	4.21 Acres
Adjacent Zoning Districts:	A: Agricultural District
Adjacent street(s):	26 th Street NW – Section Line Road (Future Collector)
Adjacent Bike/Pedestrian Facilities:	n/a
Available Parks/Trail Facilities:	n/a

DISCUSSION AND OBSERVATIONS:

- The applicant submitted a conditional use permit application for a food waste composting facility in an Agricultural Zoning District in West Fargo's Extraterritorial jurisdiction (ET) area about a mile and a half north of West Fargo City Limits, along the west side of 26th Street NW, north of 19th Avenue NW.
- The application describes a small scale, private composting facility for food waste, which they believe falls under the horticulture section of the Agricultural zoning district as the compost produced will be used for soil amendments in local gardens, landscapes and agricultural applications. The primary source of waste composted at the site would be food waste collected directly from homes and businesses and potentially wood chips that would be dropped off by tree services in the area.
- Currently the applicant is operating a residential scale compost facility and intend to commercialize it.
- According to the applicant, the project is part of a two-year pilot project permit issued by the North Dakota Department of Environmental Quality (NDDEQ). The applicant has indicated NDDEQ's permit process includes more extensive requirements for odor control, nuisance mitigation, leachate management and site monitoring.

STAFF REPORT

- West Fargo City Ordinances don't specifically allow for composting anywhere in the zoning code. The closest related use for a large-scale open-air composting facility would be a landfill which is a conditionally permitted use in the M: Heavy Industrial District provided it is outside the City Limits within the City's extraterritorial jurisdiction.
- However, the proposed small-scale enclosed composting facility is not comparable to a landfill and is more similar to other listed uses, such as landscaping businesses, industrial wood burners, or agricultural services establishments (including, but not limited to hay-baling and threshing; horticultural services; crop dusting; grain cleaning and drying; harvesting and plowing; milling and storage of grain; veterinary services; boarding and training of horses; and roadside stands for the sale of agricultural produce grown on the site). Such uses are conditional uses within the A (Agricultural) zoning district.
- Such uses require approval of a Conditional Use Permit to operate within this district and shall not be one to which the noise, odor, dust, or chemical residues of commercial agriculture or horticulture might result in creation or establishment of a nuisance or trespass. While composting uses are not specifically listed, they are similar in nature to these other conditional uses within the Agricultural zoning district. Additionally, compost is an agricultural/horticultural product used in the production of plants.
- The applicant has submitted a site plan which outlines the proposed area to be used and a narrative describing the business and equipment.
 - Two fully enclosed composting systems (Actium Resources Grande Composter) which operate at a sustained high temperature to promote rapid decomposition while controlling odors would be placed on a concrete pad to prevent leachate infiltration, and under a temporary arch-style structure to protect equipment from the weather and to minimize potential nuisances for year-round operations.
 - The proposed site plan shows a 600 (20' x 30') square foot concrete pad area for the composting machines along the southwest portion of the property, where there is an existing berm with landscaping to provide a buffer.
- Access to the site is from 26th Street NW via a shared driveway on the subject property.
- The applicant indicated they do not anticipate heavy truck traffic or high volume activity. Vehicle trips would consist of one or two light duty pickup trucks with trailers hauling food waste from homes and businesses. There will also be one or two vehicle trips per day by staff for general site management. A couple of times a month there may be finished compost pick up or delivery and drop off of wood chips.
- While large-scale open-air composting facilities could present a few different challenges relating to such things as odor, traffic, pest control, and stormwater runoff, these issues are much less of a concern for the proposed small-scale, fully enclosed composting operation. As currently proposed, staff has very little concern; however, if the facility were to expand and/or operations were to change, some of these issues may arise. As such, staff recommends that conditions be placed on any approval so as to ensure the composting operation is restricted to the manner and scale communicated by the applicant.
- Additionally, the subject property is located within the City's future growth area. While currently agricultural in nature, this area will likely be incorporated into the City at some point in the future. While the future adjacent land uses are currently unknown, there is a potential for future incompatibility issues to arise as growth occurs. As such, staff further recommends that any approval be temporary in nature and include a defined end-date and/or sufficient sunset provisions.

STAFF REPORT

- No additional permitting would be required from the local environmental health division. Fargo Cass Public Health indicated that their responsibilities would be limited to enforcement of existing public health and nuisance regulations, such as a situation where a compost pile was not managed and became a nuisance in terms of rodent harborage or something similar
- Although agricultural/farm uses have existed on the subject property historically, staff notes there is an existing single family dwelling on the property. While this may present potential compatibility concerns, the owner of the house is the one applying for the proposed composting use.
- A conditional use permit agreement is required to be signed and may include conditions deemed appropriate by the Commission.
- Ultimately, staff does not support a permanent composting facility at this location long-term, as this area is within the City's future growth area and is identified as a G-5 future employment growth sector within the West Fargo 2.0 Comprehensive Plan; however, as development within this area is unlikely to occur until after completion of the FM Diversion Project and the subsequent remapping of the floodplain, staff has little concern with the proposed use operating temporarily.

CRITERIA FOR GRANTING CONDITIONAL USE PERMIT:

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

1. Ingress and egress to property and proposed structures thereon with particular reference to automotive and pedestrian safety and convenience, traffic flow and control, and access in case of fire or catastrophe.
 - Applicant indicated low volume of traffic consisting of light duty pickup trips a few times a day.
2. Off-street parking and loading areas where required, with particular attention to the items in (1) above and the economic, noise, glare or odor effects of the special exception on adjoining properties and properties generally in the district.
 - Off-street parking and loading facilities are contained within the property.
3. Refuse and service areas, with particular reference to the items in (1) and (2) above.
 - No concerns noted.
4. Utilities, with reference of locations, availability, and compatibility.
 - No concerns noted.
5. Screening and buffering with reference to type, dimensions, and character.
 - Applicant's narrative describes the enclosed composters on a foundation with a berm/buffer along the south side of the property to the west of an existing shop building.
6. Signs, if any, and proposed exterior lighting with reference to glare, traffic safety, economic effect, and compatibility and harmony with properties in the district.
 - No concerns noted
7. Required yards and other open space.
 - No concerns noted.
8. Soil conditions, as they relate to on-site sewage disposal, water supply, basement excavating, road construction and related land use.
 - No concerns noted.
9. General compatibility with adjacent properties and other property in the district.
 - Proposed uses are similar to previous and existing agricultural uses on the subject and adjacent properties. The land adjacent to this area is tilled farmland.
 - Waste-related nature of the business may not be compatible with future adjacent uses.

STAFF REPORT

- Facility expansion and/or changes in operation could create potential for noise, odors, traffic, etc.

NOTICES:

Sent to: Property Owners within 350 feet. Applicable Agencies and Departments, including Raymond Township officials, Cass County Planning and the Cass County Sanitarian.

Comments Received:

- A letter was received from an adjacent property owner with concerns regarding the proposed use and potential negative impacts to future long-term development.
- Comments from West Fargo Sanitation Department and Fargo Cass Public Health are incorporated into the discussions and observations section above.

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

- The G-5 Future Employment Growth Center Sector represents the concept for a self-sustaining, industrial village outside of the current Sheyenne Diversion. The center would promote industrial, office, and retail development; and act as a sustainable, closed-loop industrial center, where businesses feed each other for productivity. These sectors are primarily intended for development after the proposed FM Area Diversion Project is built.
- An interconnected network of major streets provides structure for the growth sectors while distributing traffic. Future development within growth areas will also take into account the provision and cost of infrastructure, finding ways to reduce impact on the taxpayers. The G-5 sector identifies locations that are the most suitable for future mixed-use and employment areas.
- There are no municipal services yet available in the area; however, it is recognized as an important future commercial node in West Fargo 2.0 and increased development outside of that which is consistent with the Comprehensive Plan should be discouraged. The City does not expect to extend infrastructure to the area until the FM Diversion flood mitigation measures have been undertaken.

UPDATE – 6-10-25 – Public Comments

During the public hearing, a resident who lives along 19th Avenue NW, southeast of the proposed facility, spoke on behalf of the Larsen family, reiterating the comments included in their email (attached). He also spoke in opposition, indicating concerns with how this affects the area's future, potential growth once the FMD Diversion is completed and without a master plan established yet. He stated that it doesn't seem to fit with the neighborhood presently.

PLANNING AND ZONING COMMISSION ACTION

At their June 10, 2025 meeting, the West Fargo Planning and Zoning Commission voted to approve the conditional use permit subject to the conditions listed below.

RECOMMENDATIONS:

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

STAFF REPORT

1. A Signed Conditional Use Permit Agreement is received prior to final approval by the City Commission.
2. The composting operation shall be consistent with the submitted application details within the agenda packet.
3. All composting shall take place within an enclosed composter, such as the Actium “Grande” rotating composter or similar type.
4. Composting shall be limited to two (2) enclosed composters, each with a maximum capacity of 20 cubic yards.
5. There shall be no outdoor storage of waste or compost materials.
6. The composting facility shall be restricted to southwest portion of the subject property and shall be properly screened so as not to be visible from the public right-of-way.
7. All equipment shall be designed and operated in a manner that shall not create a nuisance to adjoining properties.
8. This Conditional Use Permit (CUP) shall automatically expire five (5) years from the date of final approval, or upon annexation of the property into the City, whichever occurs first.
9. The operator of the composting facility shall be Prairie Compost Services LLC. If the operator entity changes, the Conditional Use Permit shall be nullified without further action.
10. Any modifications to these conditions, including extension of the expiration date, shall require review and approval of a new application in accordance with Title IV of the City Ordinances.

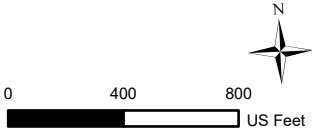
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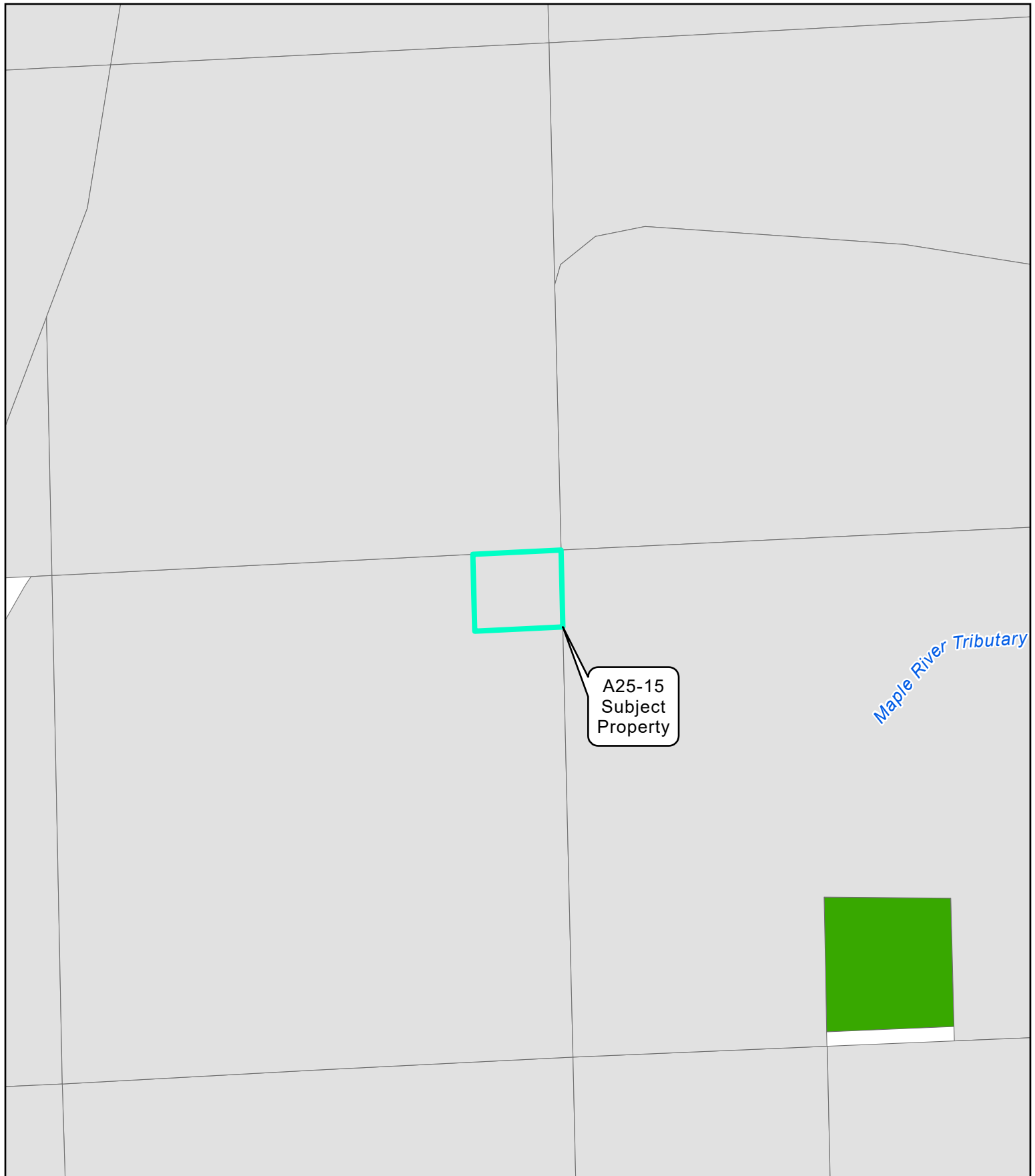
1. Aerial map
2. Zoning map
3. Project Narrative with proposed site plan
4. Equipment drawing
5. Email response regarding traffic and vehicle trips
6. Comments from area property owners
7. Signed Conditional Use Permit Agreement



Features

 Agenda Zone





ET Zone Parcels

A: Agricultural

C: Light Commercial

C-OP: Commercial Office Park

HC: Heavy Commercial

LI: Light Industrial

M: Heavy Industrial

P: Public

PUD: Planned Unit Development

R-1: One and Two Family Dwelling

R-1A: Single Family Dwelling

R-1B: Special Single Family Dwelling

R-1E: Rural Estate

R-1S: Special One and Two Family Dwelling

R-1SM: Mixed One and Two Family Dwelling

R-2: Limited Multiple Dwelling

R-3: Multiple Dwelling

R-4: Mobile Home

R-5: Manufactured Home Subdivision

R-L1A: Large Lot Single Family Dwelling

R-R: Rural Residential



150 300

US Feet

Use-Specific Application Materials – Composting Services Description

We are proposing to operate a small-scale food waste composting facility using two Actium Resources Grande Composter (see attached spec sheet), a fully enclosed, in-vessel composting system designed for efficient, sanitary organic waste processing. This system operates at sustained high temperatures, promoting rapid decomposition while controlling odors and preventing issues with pests and vectors. The sealed, automated design ensures that composting takes place in a clean, contained environment.

Link to the composter:

<https://actiumresources.com/rotary-drum-composters/actium-grande-rotating-composter/>

The composting operation will be located beneath a temporary arch-style structure and on a concrete pad. The concrete surface will provide a stable, impermeable foundation that prevents leachate infiltration and supports environmental containment. The overhead structure will protect the equipment from weather and aid in minimizing any potential nuisances.

Importantly, this composting facility is designed to operate year-round, including throughout the winter months. The Actium system is thermally insulated and engineered to maintain composting activity even during subfreezing temperatures, ensuring uninterrupted operations regardless of season.

The Actium Resources Grande Composter was originally developed to process poultry and swine mortalities, demonstrating its ability to safely handle materials significantly more biologically sensitive than food waste. This level of engineering offers a strong foundation for processing food scraps in a clean, efficient, and biosecure manner.

Composting is a natural process that transforms organic material, food scraps in our case, into a stable, nutrient-rich soil amendment through microbial decomposition. In-vessel composting systems like the one proposed accelerate this process under controlled conditions, producing a finished product in a matter of weeks. The resulting compost can be used to improve soil structure, retain moisture, and return valuable nutrients to local gardens, landscapes, and farms. This facility will help reduce the volume of food waste sent to landfills, lower greenhouse gas emissions, and support a more sustainable, circular approach to managing organic waste in the West Fargo area.

This project will operate under a 2-year Pilot Project Permit issued by the North Dakota Department of Environmental Quality (NDDEQ). Zoning approval from the City of West Fargo is a required first step in this process. The NDDEQ's permit process includes more extensive requirements for odor control, nuisance mitigation, leachate management, and site monitoring.

These regulatory standards will guide the final site design, operational protocols, and reporting systems to ensure environmental safety and compatibility with nearby land uses.

Our goal is to demonstrate a responsible, locally operated composting model that diverts food waste from landfills and creates high-quality compost for gardens, landscaping, and agriculture in the West Fargo area.

If there are any questions regarding the composting process or the equipment we intend to utilize, please feel free to contact us at **prairiecompost@gmail.com**. We would be happy to provide additional information or discuss our proposal in more detail.

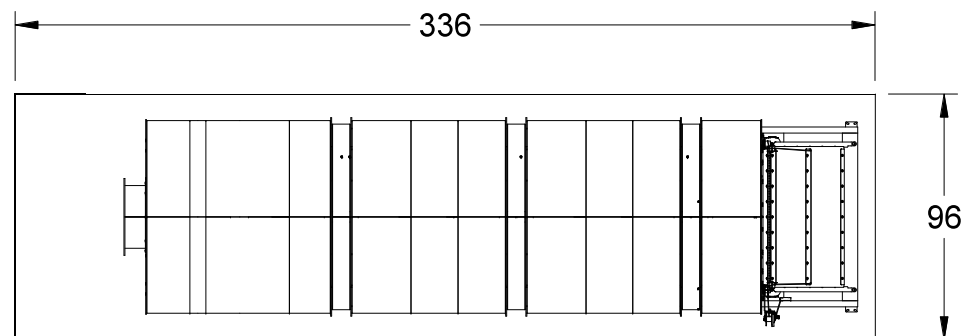
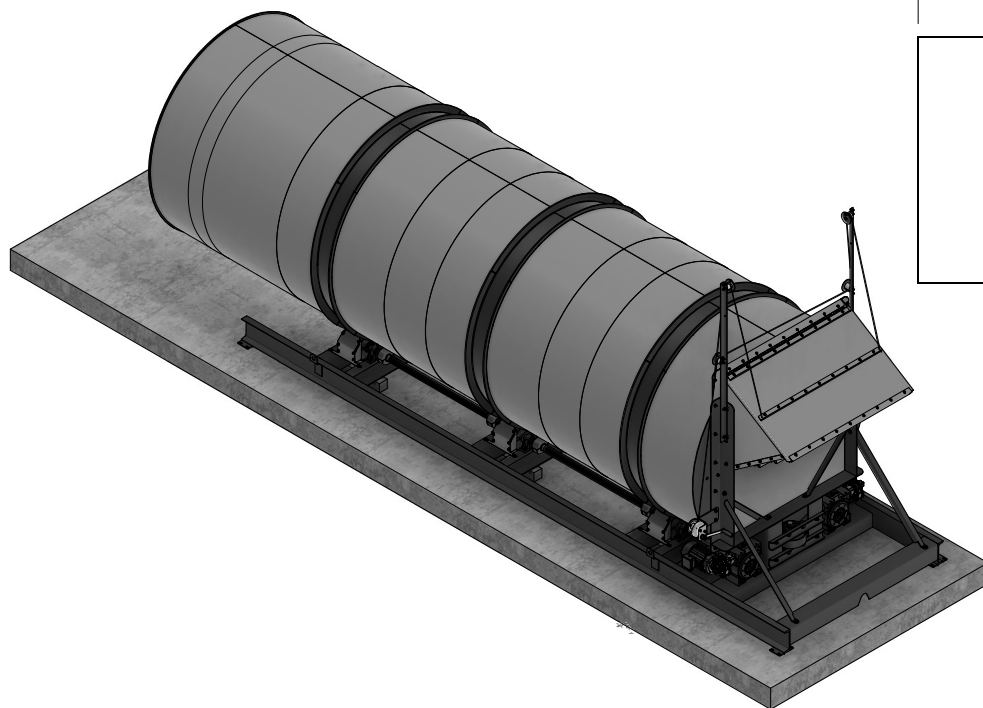
Site Plan

Overall Area: Map showing parcel ID: 593566 (2502 26th St NW West Fargo, ND 58078) and surrounding area. The orange box in the bottom left (approximately 0.3 acres) is where we are proposing to put the composting machine. Greenery to the South and West of the orange box is a berm providing a buffer from the property line.





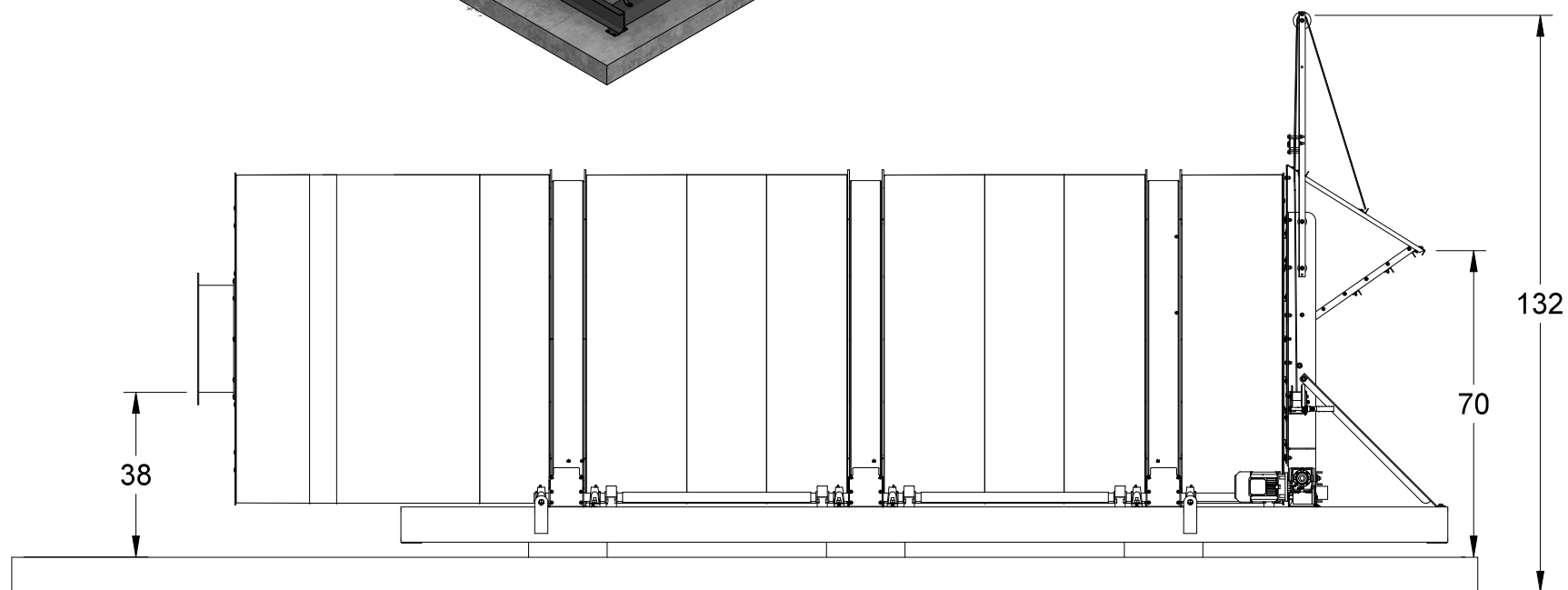
Zoomed in map: The red box within the orange box is the area where we would like to pour a 30" by 20" concrete pad (following permitting for concrete pouring if necessary) and place the composting units. This red box can be moved to any area within the orange box to suit the needs of the zoning requirements, should a larger buffer from the property line be required.



Actium Grande Rotary Compost Drum

Shown with recommended concrete pad

Dimensions are inches



From: [Prairie Compost](#)
To: [Lisa Sankey](#);
Subject: Re: Conditional Use Permit Application Completeness
Date: Wednesday, May 21, 2025 10:12:27 AM
Attachments:

Hello Lisa,

Thanks for the update and for letting me know that our application is considered complete. I appreciate you keeping me in the loop as notifications go out and questions come in.

Regarding your note about traffic and vehicle trips to the site, I'm happy to provide some context. Since this is a small-scale composting operation, we expect a relatively low volume of traffic. Most days, we'll have one or two pickups or trailers coming and going, used to haul food waste collected from local homes and businesses. These are typically light-duty trucks, not large commercial vehicles (F-150 and Tacoma for now, but eventually these will be F-250s).

In addition, there will likely be one or two trips per day by staff for general site management—checking on the compost piles, turning material, and other routine tasks. On occasion, we may have a few extra trips when bringing in carbon materials like wood chips or when finished compost is picked up or delivered. These would usually happen once or twice a month.

At this point, we're not anticipating any heavy truck traffic or high-volume activity. We'll continue to monitor things closely and adjust if needed to stay in line with the scale of the site and the surrounding area.

Best,

Bridger

May 29, 2025

Lisa Sankey
West Fargo Zoning Commission
2515 6th St East
West Fargo, ND

Dear Lisa/ Zoning Commission

I am responding to the Notice of Public Hearing Re: conditional Use Permit for Property located at 2502 26th St NW.

I am the managing partner of 4RB FARMS LLLP. My partners and I own three hundred acres of farmland on the opposite side of 26th St. This land, while currently in agricultural use, has the potential for development upon completion of the Diversion. Development could include residential, commercial, industrial and more. Allowing a composting apparatus/enterprise to set up in the area of future development which has the potential for huge economic impact on the City of West Fargo and beyond is so ill-advised it defies logic. Whatever minimal positive economic impact this would bring in the short-term, it's potential to be detractor to legitimate long-term development is overwhelming.

It does not matter that it is a small operation or that it may be a temporary permit or any other extenuating factors which might seem harmless or reasonable, it is a bad idea!. I think it's reasonable to assume that there are already interested parties scoping the areas suitable for their projects and certainly that traffic will increase. Does a decomposing dump really fit into the marketing of development in the area? This pet project from the state can certainly find a less impactful area to set up.

I would be happy to come up with many more reasons why this should end right here but the decision should be obvious as there is no upside.

Sincerely yours,

Signed//

Robert Larsen, 4RB Farms

Conditional Use Permit

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

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

WHEREAS, **Sharon Pettie** (hereinafter referred to as the “**Owner**”) is the legal owner of property located at 2502 26th Street NW, West Fargo, ND (hereinafter referred to as the “**Property**”), legally described as:

A tract of land commencing at the Northeast corner of the Southeast Quarter of Section 26, Township 140, Range 50 West of the Fifth Principal Meridian, thence West along the North line of said Southeast Quarter, 459 feet, thence South 400 feet, thence East on a line parallel with the North line of said Southeast Quarter a distance of 459 feet more or less, to the East boundary line of said Southeast Quarter, thence North on said East boundary line of said Southeast Quarter 400 feet more or less, to the point of beginning, all of said land being in the County of Cass and State of North Dakota.

NOW, THEREFORE, the West Fargo City Commission hereby issues a Conditional Use Permit to:

Allow for an Agricultural Service Establishment for horticultural services in order to operate a food waste composting facility in an Agricultural Zoning District

on the above-described Property with the following conditions:

1. The composting operation shall be consistent with the submitted application details within the agenda packet as provided in the plans to the West Fargo Planning & Zoning Commission at its June 10, 2025, meeting and the West Fargo City Commission at its _____ meeting.
2. All composting shall take place within an enclosed composter, such as the Actium “Grande” rotating composter or similar type.
3. Composting shall be limited to two (2) enclosed composters with a maximum capacity of twenty (20) cubic yards each.
4. There shall be no outdoor storage or piling of waste or compost materials.
5. The composting facility shall be restricted to the southwest portion of the Property and shall be properly screened so as not to be visible from the public right-of-way.
6. All composting equipment shall be designed and operated in a manner that shall not create a nuisance to adjoining properties. The Applicant and Owner agree and acknowledge that the City may impose additional mitigation requirements if nuisance issues arise.
7. This Conditional Use Permit shall automatically expire five (5) years from the date of final approval by the City Commission or upon annexation of the Property into the City, whichever occurs first.
8. The operator of the composting facility shall be Prairie Compost Services LLC. If the operator entity changes, the Conditional Use Permit shall be nullified without further action.
9. Any modifications to these conditions, including extension of the expiration date, shall require review and approval of a new application in accordance with Title IV of the City Ordinances.
10. The City of West Fargo (the “City”) reserves the right to inspect the property for compliance with these conditions.
11. Any and all claims that arise or may arise against Applicant or Owner or their agents, representatives, or employees while engaged in the use of the Property shall in no way be the obligation of the City. Furthermore, Applicant, Owner, and their agents, representatives, employees, and assigns shall indemnify, hold harmless, and defend the City and its officers, representatives, agents, and employees against any and all liability, loss, costs, damages, expenses, claims, actions, or judgments, including attorneys’ fees which the City or its officers, representatives, agents, or employees may hereafter sustain, incur, or be required to pay, in any way connected with the use of the Property or City actions related to the granting of this Conditional Use Permit.
12. Any improvements made to the Property in connection with this Conditional Use Permit shall be at the sole expense of the Owner and Applicant and shall not be the obligation of the City.
13. If Applicant or Owner fails to observe the terms and conditions of this Conditional Use Permit, the City may revoke this Conditional Use Permit. In such an event, the City will give Owner and Applicant at least a ten (10) calendar day notice of a revocation hearing for the Conditional Use Permit stating the time, place and purpose of such hearing. Upon such hearing, the City may revoke this Conditional Use Permit. If this Conditional Use Permit is revoked, Owner shall cease such composting operations and remove all signs, food waste, and equipment affiliated with the composting use from the Property by the date

stated by the City Commission at the hearing. Applicant and Owner shall pay any reasonable attorney's fees and court costs associated with the City's enforcement of the terms of this Conditional Use Permit.

14. This Conditional Use Permit will not be in effect until such time as:
 - a) it is executed and recorded with Cass County, which is the responsibility of Applicant and Owner; and
 - b) the City is provided with recording information.
15. The obligations herein shall run with the Property and shall bind the Applicant and the Owner and their successors and assigns.
16. Each provision, section, sentence, clause, phrase, and word of this Agreement is intended to be severable. If any provision, section, sentence, clause, phrase, and word hereof is held by a court with jurisdiction to be illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this Agreement.
17. The Applicant and Owner acknowledge receipt of this Conditional Use Permit and agree to its terms and conditions.

(Remainder of page intentionally left blank.)

Dated this 1st day of July, 2025.

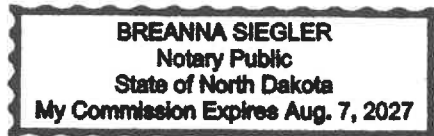
APPLICANT:


Bridger Scraper
Title: Co-Owner
Prairie Compost Services LLC

STATE OF NORTH DAKOTA)
)
COUNTY OF CASS)

On this 1st day of July, 2025, before me, the undersigned, a Notary Public in and for said county and state, personally appeared Bridger Scraper, known to me to be the person who is described in and who executed the above and foregoing document and acknowledged to me that executed the same on behalf of Prairie Compost Services LLC.

[SEAL]




Notary Public

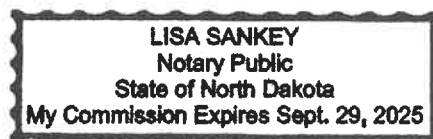
OWNER:


Sharon Pettie

STATE OF NORTH DAKOTA)
)
COUNTY OF CASS)

On this 1st day of July, 2025, before me, the undersigned, a Notary Public in and for said county and state, personally appeared Sharon Pettie, known to me to be the person who is described in and who executed the above and foregoing document and acknowledged to me that she executed the same.

[SEAL]




Notary Public

**WEST FARGO BOARD OF CITY
COMMISSIONERS:**

Bernie L. Dardis
President of the Board

ATTEST:

Dustin T. Scott
City Auditor

STATE OF NORTH DAKOTA)
)
COUNTY OF CASS)

On this _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for said county and state, personally appeared Bernie L. Dardis and Dustin Scott, known to me to be the President of the Board of City Commissioners and the City Auditor of the City of West Fargo, that are described in and who executed the above and foregoing document and acknowledged to me that they executed the same on behalf of the City of West Fargo.

[SEAL]

Notary Public

CITY OF WEST FARGO, STATE OF NORTH DAKOTA
RESOLUTION AUTHORIZING THE ISSUANCE AND SALE OF
\$750,000
WATER TREATMENT IMPROVEMENT WARRANT, SERIES 2025A

RECITATIONS

The City of West Fargo, North Dakota (the "Municipality"), hereby recites that by resolution of its governing body the Municipality has:

1. Found and determined that it is necessary for the Municipality to construct the replacement of all streets, sanitary sewer, watermain and storm sewer in the Improvement District (defined below), or make improvements thereto (the "Project"). Any references to "improvement" or "improvements" herein includes the Project.
2. Directed its engineer to prepare a report as to the general nature, purpose and feasibility of the Project and an estimate of the probable cost of the Project.
3. After receiving and approving the engineer's report, directed the engineer to prepare detailed plans and specifications for construction of the Project.
4. Approved the engineer's detailed plans and specifications for construction of the Project and caused a copy of such plans and specifications to be filed in the office of the Auditor.
5. By publication, advertised for bids for construction of the Project.
6. Opened and made public the bids, entered them in the minutes of the meeting of the governing body at which they were considered and caused them to be kept by the Auditor.
7. After requiring the engineer to make a careful and detailed statement of the estimated cost of the Project, awarded the contract to the lowest responsible bidder and approved the contractor's performance bond.
8. Applied to the State Department of Environmental Quality (DEQ), Division of Municipal Facilities (the "Department") and the North Dakota Public Finance Authority (the "Authority") for financial assistance to finance all or a portion of the cost of the Project, which application has been approved.
9. Performed all other acts required by the Constitution and laws of North Dakota prerequisite to the issuance and sale of assessment warrants for the purpose of providing money to pay for the cost of the Project in the manner required of the Municipality by law with full power and authority conferred on it as a political subdivision and municipality of North Dakota.

RESOLUTION

Be it resolved by the governing body of the Municipality:

Section 1. All acts performed, resolutions, motions or ordinances adopted or passed, and all publications incidental to the construction and financing of the Project, whether or not reflected in the official minutes and records of the Municipality, are hereby ratified and confirmed, and all resolutions and other acts or proceedings of the Municipality which are in any way inconsistent with this Resolution are hereby amended to the extent necessary to give full force and effect to this Resolution.

Section 2. It is hereby found and determined to be necessary for the Municipality to issue \$750,000 in principal amount of its City of West Fargo Water Treatment Improvement Warrant, Series 2025A (the "Municipal Securities" or "Municipal Security"), pursuant to N.D.C.C. ch. 40-22 through 40-24.

Section 3. Offer and Acceptance. The governing body of the Municipality, in response to its application for financial assistance from the Department and the Authority, has received an offer from the Authority, subject to the approval of the Industrial Commission of North Dakota, to purchase the Municipal Securities at a price equal to the principal amount plus accrued interest, if any, to the date of purchase, which offer is more fully set out in a loan agreement to be entered into between the Municipality and the Authority (the "Loan Agreement"). It is hereby found and determined that the offer of the Authority to purchase the Municipal Securities is reasonable and advantageous to the Municipality and is hereby accepted, and the Loan Agreement, in substantially the form presented to the Municipality at this meeting, is hereby accepted and authorized to be executed on behalf of the Municipality by its President of the Board of City Commissioners and Auditor (the "Authorized Officers"), with such modifications as may be approved by the Authorized Officers. The Authorized Officers are authorized and directed to execute the Loan Agreement and to deliver it to the Authority, which execution and delivery shall be conclusive evidence of the approval of any modifications with respect to the Loan Agreement.

Section 4. Form. The Municipal Securities issued under this Resolution shall be designated City of West Fargo Water Treatment Improvement Warrant, Series 2025A, and shall be issued to the Authority in the form of a single registered Municipal Security in substantially the form as attached hereto as Exhibit A.

Section 5. Terms. The Municipality authorized the issuance of the Municipal Securities in the aggregate principal amount not to exceed \$750,000, dated the date of issuance. The Municipal Securities shall be issued in the form of a single registered Municipal Security as set forth in Section 4. The Municipal Securities issued shall be payable in installments of principal, with interest at the rate of one and one-half percent (1.50%) per year (plus an administrative fee as set out in the Loan Agreement), with principal payable in installments on September 1 of each of the years and in the amounts set forth below. Provided, that interest will be based on funds actually advanced, and the schedule below and attached to the Municipal Security form will be revised to reflect the actual principal amount loaned to the Municipality at the completion of the Project.

<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>
2026	\$ 5,000	1.50%	2042	\$ 25,000	1.50%
2027	15,000	1.50	2043	25,000	1.50
2028	20,000	1.50	2044	25,000	1.50
2029	20,000	1.50	2045	25,000	1.50
2030	20,000	1.50	2046	25,000	1.50
2031	20,000	1.50	2047	25,000	1.50
2032	20,000	1.50	2048	30,000	1.50
2033	20,000	1.50	2049	30,000	1.50
2034	20,000	1.50	2050	30,000	1.50
2035	20,000	1.50	2051	30,000	1.50
2036	20,000	1.50	2052	30,000	1.50
2037	20,000	1.50	2053	30,000	1.50
2038	25,000	1.50	2054	30,000	1.50
2039	25,000	1.50	2055	35,000	1.50
2040	25,000	1.50	2056	35,000	1.50
2041	25,000	1.50			

Section 6. Interest. Interest shall be payable semiannually on each March 1 and September 1, commencing on the first such date following the first loan advance. The principal of and interest on the Municipal Securities shall be payable to the registered holder thereof at the address appearing on the registration books of the registrar in any coin or currency of the United States of America, which on the respective dates of payment is legal tender for the payment of public or private debts or by check or draft delivered to the registered holder thereof at the address appearing on the registration books of the registrar, or by wire transfer.

Section 7. Registration. The Municipal Securities shall be registered as to both principal and interest and shall be initially registered in the name of and payable to the Authority. While so registered, principal of and interest on the Municipal Securities shall be payable at the office of the Bank of North Dakota, in Bismarck, North Dakota (the "Registrar"), or such other place as may be designated by the Authority in writing, delivered to the Registrar. The Registrar shall establish and maintain a register for the purpose of recording the names and addresses of the registered holders or assigns, and the date of such registration.

Section 8. Assignment. The Municipal Securities are transferable upon the books of and at the principal office of the Registrar, by the registered holder thereof in person or by their attorney duly authorized in writing upon surrender thereof, together with a written instrument of transfer satisfactory to the Registrar, duly executed by the registered owner or their attorney. Upon request of the registered holder or transferee, and upon surrender of the Municipal Securities, the Municipality shall execute and deliver one or more other Municipal Securities of an aggregate principal amount equal to the principal amount of the Municipal Securities then remaining unpaid and maturing at the same time or times as the then unpaid principal installments thereof, with each Municipal Security dated so that neither gain nor loss in interest shall result from such transfer. Each Municipal Security shall be dated as of the last interest payment date preceding the date of transfer to which interest on the Municipal Security has been paid or made available for payment, unless the date of transfer is an interest payment date to which interest has been paid or made available for payment, in which case the Municipal Security shall be dated as of the date of transfer.

The surrendered Municipal Security shall be promptly canceled by the Registrar. The Registrar shall not be required to perform any of the duties set out in this section as of the record date as established by N.D.C.C. § 21-03.1-02(4). No service charge shall be made for such transfer or exchange, but the Registrar may require payment of a sum sufficient to cover any tax, fee or governmental charge or other expense incurred by the Municipality or Registrar with respect to such transfer or exchange.

Section 9. Execution and Delivery. The Municipal Securities shall forthwith be prepared under the direction of an Authorized Officer of the Municipality and when so prepared shall be executed on behalf of the Municipality by the manual or facsimile signatures of the Authorized Officers of the Municipality and shall be authenticated by the manual signature of the Registrar. When the Municipal Securities have been so executed and authenticated, they shall be delivered by an Authorized Officer of the Municipality to the Authority.

Section 10. Redemption. The Municipal Securities are subject to redemption on any interest payment date with the written consent of the Authority.

Section 11. Draws of Municipal Security Proceeds. The proceeds of the Municipal Securities are irrevocably appropriated to pay expenses necessarily incurred in the construction and completion of the Project and to pay costs associated with the issuance of the Municipal Securities. Draws on the Municipal Securities, in the form of Requisitions for Payment, shall be submitted by the Municipality to the Department from time to time in accordance with procedures established by the Department. Requisitions for Payment approved by the Department shall be forwarded to the Authority for approval and funding.

Section 12. Improvement District. It is hereby found, determined and declared that the Municipality has heretofore duly created the following improvement district (the "Improvement District"):

Improvement District

Improvement District No. 3006 - New Water Supply, Sewerage, Street Systems, and Incidentals

Section 13. Improvement District Fund. There is hereby a created special fund of the Municipality for the Improvement District (the "Improvement District Fund") hereinbefore designated, which fund shall be held and administered by the Auditor apart from all other funds of the Municipality and shall be continued and maintained as herein directed until all warrants issued thereon shall have been fully paid with interest. In such fund there shall be maintained two separate accounts to be designated as the "Construction Account" and "Principal and Interest Account," respectively (the "Accounts").

Section 14. Construction Account. A Construction Account is established in the Improvement District Fund. There shall be deposited to the credit of such account the proceeds of the Municipal Securities, except the accrued interest, if any.

As proceeds are needed for Project costs, including interest coming due during construction, the Municipality shall submit requests for disbursement in accordance with Section 2.02 of the Loan Agreement. Moneys in the Construction Account shall be used for payment of the cost of the Project and costs of issuance of the Municipal Securities, including reimbursement to the Municipality for advances made to pay such costs or to refund amounts borrowed for the Project, and for no other purposes.

Moneys in the Construction Account shall be deposited with a qualified depository as required by N.D.C.C. ch. 21-04-03, and any deposits in excess of the amount insured or guaranteed by the Federal Deposit Insurance Corporation or the National Credit Union administration shall be collateralized in accordance with N.D.C.C. ch. 21-04-09.

If upon completion of the improvements of the Project, approval by the Engineer of the Municipality, and payment of all claims and expenses in respect to the Project, there shall remain any unexpended balance in the Construction Account, such balance shall be transferred to the Principal and Interest Account and handled and accounted for in the same manner as other moneys in that Account.

Section 15. Principal and Interest Account. There shall be credited to the Principal and Interest Account the accrued interest on the warrant drawn on said fund from the date of the warrant to the date of delivery thereof to the Authority, the entire amount of special assessments, and any taxes, to be levied with respect to that improvement as herein agreed, certain utility revenues, and any balance remaining in the Construction Account after completion of said improvement (the "Available Revenues"). The Principal and Interest Account shall be used solely to discharge the Municipal Securities, to pay when due the interest on and the principal of the Municipal Securities, and to redeem the Municipal Securities prior to maturity. The Municipality shall make the following deposits into the Principal and Interest Account:

(a) On the first day of each month, commencing six months prior to the first payment of interest on and/or principal of the Municipal Securities, Available Revenues in an amount equal to one-sixth (1/6) of the amount necessary to pay interest and the Administrative Fee (as defined in the Loan Agreement) which will become due on the next interest payment date after crediting the amount of accrued interest and any earnings on the Principal and Interest Account. Prepayment of monthly deposits will fulfill this requirement. Notwithstanding the foregoing, the Municipality shall deposit into the Principal and Interest Account from the Available Revenues an amount sufficient to permit all interest due on the Municipal Securities to be paid on the date due.

(b) On the first day of each month, commencing 12 months prior to the first payment of interest on and/or principal of the Municipal Securities, Available Revenues in an amount equal to one-twelfth (1/12) of the amount necessary to pay any principal which will become due on the next principal payment date of the Municipal Securities. Prepayment of monthly deposits will fulfill this requirement. Notwithstanding the foregoing, the Municipality shall deposit into the Principal and Interest Account from the Available Revenues an amount sufficient to permit all principal due on the Municipal Securities to be paid on the date due.

Deposits required to be made pursuant to Sections 15(a) and 15(b) above are cumulative, and if the Available Revenues are not sufficient to credit the amount required in any month, the deficiency shall be met from funds on deposit in the Principal and Interest Account. The moneys and investments in the Principal and Interest Account are irrevocably pledged to and shall be used to the extent required for the payment of principal of and interest on the Municipal Securities when and as the same shall become due and payable for that purpose only.

Notwithstanding the foregoing, in the event the first payment of interest on the Municipal Securities occurs less than six months from the date of closing and delivery of the Municipal Securities to the Authority (the "Closing Date") or the first payment of principal installments on the Municipal Securities occurs less than 12 months from the Closing Date, the deposits provided for in paragraphs (a) and (b) of this section shall be adjusted accordingly, so that the amount necessary to make the first payments of interest on and principal of the Municipal Securities is on deposit in the Principal and Interest Account at least one month prior to the date such payment or payments is required to be made.

Section 16. Reserve Account. A separate Reserve Account will not be established within the Improvement District Fund.

Section 17. Levy of Assessments. With respect to the Improvement District, the Municipality covenants and agrees with all holders of warrants on the fund of the Improvement District that it will do and perform as soon as may be possible, in accordance with law, all acts and things necessary for the final and valid levy of special assessments against properties within the Improvement District benefitted by the improvements, in an aggregate amount equal to the total cost of the improvement to the Municipality, except any portion, not exceeding one-fifth of the cost of the improvement and not exceeding any applicable constitutional or statutory debt limit, as the Municipality may determine to pay by the levy of ad valorem taxes upon all taxable property within its corporate limits. In the event that the assessment should at any time be held invalid with respect to any lot or tract of land, due to any error, defect or irregularity in any action or proceeding taken or to be taken by the Municipality or by the governing body or by any officers or employees, either in the making of the assessment or in the performance of any condition precedent thereto, the Municipality and this governing body covenant and agree that they will forthwith do all such further acts and take all such further proceedings as may be required by law to make such assessment a valid and binding lien upon such lot or tract; provided, however, that if all special assessments and taxes collected are insufficient to pay principal or interest then due on the Municipal Securities, the Municipality covenants to take action pursuant to Section 18. The installments of special assessments from time to time remaining unpaid shall bear interest at the rate of 3.00% per annum and the special assessments shall be levied in equal annual installments as set out below:

<u>District Designation</u>	<u>Principal Amount</u>	<u>Amounts and Years of Payment</u>
Improvement District No. 3006 - New Water Supply, Sewerage, Street Systems, and Incidentals	\$750,000	\$24,193.55 in Each of the years 2025-2055

Section 18. With respect to the Improvement District Fund, the Municipality hereby recognizes its obligation with respect to the warrant drawn against said Improvement District Fund, as set forth in Section 40-26-08, North Dakota Century Code, as amended, that whenever all special assessments and taxes, if any, theretofore collected for said improvement are insufficient to pay principal of or interest then due on said improvement warrant, this governing body shall thereupon levy a tax upon all taxable property in the corporate limits of the Municipality for the payment of such deficiency; provided, that if said improvement warrant has been exchanged for Refunding Improvement Bonds pursuant to the provisions of Chapter 40-27, North Dakota Century Code, such deficiency tax may be made payable in the years and amounts required to pay the principal of and interest on the Refunding Improvement Bonds as the same become due. Nothing herein contained shall be deemed to limit the power of the Municipality and this governing body under the provisions of said Section 40-26-08, as amended, to levy a general tax in anticipation of a deficiency considered likely to occur in said Improvement District Fund within one year, and it is hereby declared to be the policy of the Municipality that the governing body will annually review the current requirements and resources of said Improvement District Funds, at the time of the preparation of and hearing on the budget, in accordance with the provisions of Chapter 40-40, North Dakota Century Code, to the end that provisions may be made in each annual budget for any deficiency in the Principal and Interest Account of said Improvement District Fund which is deemed likely to occur within the then next succeeding year. Any taxes levied in accordance with the provisions of this paragraph in payment of a deficiency, or in anticipation of a deficiency, shall be paid upon collection into the Principal and Interest Account.

Section 19. NOT Qualified Tax-Exempt Obligations. The Municipality does not designate the Municipal Securities as a qualified tax-exempt obligation pursuant to Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

Section 20. Loan Forgiveness. During the pendency of the Loan, the Municipality may be offered a certain amount of loan forgiveness by the Department and the Authority to reduce the principal amount loaned to the Municipality. The Municipality acknowledges that any such loan forgiveness would be made available by the Department and the Authority in connection with receiving and administering federal capitalization grants under the State Revolving Fund Program. The Municipality agrees to accept any such loan forgiveness offered to it in connection with this Loan without any further action.

Section 21. Use of American Iron and Steel. The Municipality will comply with all federal requirements applicable to the Loan Agreement (including those imposed by the 2014 Appropriations Act, Public Law No. 113-76, and related SRF regulations and policy guidelines) which the Municipality understands includes, among other, requirements that all of the iron and steel products used in the Project are to be produced in the United States (“American Iron and Steel Requirement”) unless (i) the Municipality has requested and obtained a waiver from the Department pertaining to the Project or (ii) the Department or Authority has otherwise advised the Municipality in writing that the American Iron and Steel Requirement is not applicable to the Project.

Section 22. Davis Bacon and Related Acts. The Municipality shall, to the extent applicable to the Loan or any related grant, comply with the Davis Bacon and Related Acts requirements (40 U.S.C. 3141, et seq).

Section 23. Record and Reporting Requirements. The Municipality will comply with all record keeping and reporting requirements under the Clean Water Act/Safe Drinking Water Act, including any reports required by a federal agency, the Department or the Authority such as performance indicators of program deliverables, information on costs and project progress. The Municipality understands that (i) each contract and subcontract related to the Project is subject to audit by appropriate federal and state entities and (ii) failure to comply with the Clean Water Act/Safe Drinking Water Act and the Loan Agreement may be a default under the Loan Agreement that results in a repayment of the Loan in advance of the maturity of the Municipal Securities and/or other remedial actions.

Adopted July 7, 2025.

CITY OF WEST FARGO

BY:

President of the Board of City
Commissioners

ATTEST:

Auditor



"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, Sr. Director of Community & Development Services

Date: July 7, 2025

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

Action: Conduct the determination of Protest Sufficiency and Approve associated Resolution

New Information and Recommendation:

At the May 19th Commission meeting, a Resolution of Necessity was approved for the referenced project. All properties within the Improvement District were sent letters alerting them to the project and instructing them how to file a written protest against the adoption of the resolution.

At the time of this commission agenda packet being created, two properties have submitted written protest. These properties do not constitute over 50% of the Improvement District Project Area. If additional protests are submitted, the data will be revised for presentation at the July 7th Commission meeting.

The following documents are attached for review/consideration:

- Affidavit of Publication, which was published on May 28, 2025, and June 4, 2025, in the Fargo Forum
- Mailing that was sent to property owners within the proposed Improvement District, which was mailed May 23, 2025, and consisted of a Notice of Potential Assessed Improvements Impacting Your Property along with an Improvement District Map
- Map of objecting properties
- Resolution of Insufficient Protests

Staff Recommendation: Conduct the Determination of Protest Sufficiency and Approve associated Resolution

Background and Project Summary:

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

Financial Analysis:

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

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

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

Previously Presented Information and Commission Actions:

5/19/2025 –

- **Staff Recommendation:** Authorize Resolution of Necessity and Approve Task Order with Bolton & Menk
- **Commission Action:** Commissioner Olson moved, and Commissioner Zundel seconded to Approve. No opposition, motion carried.

3/17/2025-

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

2/24/2025-

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

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



AFFIDAVIT OF PUBLICATION

State of Florida, County of Orange, ss:

Ankit Sachdeva, 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 General Public Notice 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.

Ankit Sachdeva

(Signed) _____



VERIFICATION

State of Florida
County of Orange

Subscribed in my presence and sworn to before me on this: **06/05/2025**

J. Thompson

Notary Public

Notarized remotely online using communication technology via Proof.

RESOLUTION DECLARING WORK NECESSARY
BE IT RESOLVED by the Board of City Commissioners of the City of West Fargo, North Dakota that it is hereby found and declared that it is necessary to construct an improvement in and for Improvement District No. 2294 - New Traffic Signal System, Street Reconstruction, and Incidentals consisting of a new four way traffic signal system, connections into existing fiber and roadway networks, and surface reconstruction to configure crosswalks and lane geometry used or useful in connection with the above specified improvements, in accordance with and as described in the resolution creating said district, and the Engineer's Report which has been prepared by the Engineer for the City of West Fargo and approved by this commission which resolution and Engineer's Report together with an estimate of the probable cost of the work, are now on file in the office of the City Auditor and are open to public inspection.
BE IT FURTHER RESOLVED that a portion of the cost of said improvement be specially assessed against the benefited property in said improvement district in amounts proportionate to and not exceeding the benefits to be derived by them respectively from said improvement.
BE IT FURTHER RESOLVED that the owners of the property liable to be specially assessed for said improvements may file written protests against the said improvements within thirty (30) days after first publication of this resolution, and this Board shall at its next meeting after the expiration of said period, to-wit: On the 7th day of July, at 5:30 p.m. meet at the City Commission Chamber in City Hall, 2515 6th St E, West Fargo, for the purpose of hearing and determining the sufficiency of any protests so filed and of taking any such further action with respect to said improvements as may then deemed necessary and expedient.
BE IT FURTHER RESOLVED that the City Auditor is hereby authorized and directed to cause this resolution, including a map of the improvements directed, to be published once each week for two consecutive weeks in The Forum, the official newspaper of the City of West Fargo, North Dakota.
ATTEST:
Dated: May 19, 2025
Dustin T. Scott
City Auditor
STATE OF NORTH DAKOTA
) ss.
APPROVED:
Bernie L. Dardis
President of Board of City Commissioners
COUNTY OF CASS
I, Dustin T. Scott, the duly appointed, qualified and acting City Auditor of the City of West Fargo, do hereby certify the foregoing to be a full, true and correct copy of the resolution adopted by the Board of City Commissioners of the City of West Fargo, at the meeting of the Board held on the 19th day of May, 2025, and that such Resolution is now a part of the permanent records of the City of West Fargo, as such records are filed in the office of the City Auditor.
IN WITNESS WHEREOF, I have hereunto set my hand this 19th day of May 2025.
Dustin T. Scott
City Auditor
West Fargo, North Dakota



(May. 28; Jun. 4, 2025)



5/23/2025

NOTICE OF POTENTIAL ASSESSED IMPROVEMENTS IMPACTING YOUR PROPERTY

Improvement District No. 2294 – 6th Street and 23rd Avenue E (Intersection Improvements)

Dear Property Owner,

The Improvement District for the future construction project referenced above includes a property you own and is anticipated to use special assessments to fund all or part of the project costs. A map of the Improvement District has been included for reference. Property information can be found at the QR code listed at the top of this document

At this point of the project process the current **estimated** assessment for properties in the Improvement District are \$0.11 per square foot of property.

A “Resolution Declaring Improvements Necessary” for this Improvement District will be published in the Public Notices section of the **May 28, 2025**, and **June 4, 2025**, editions of the Fargo Forum as required by North Dakota Century Code (NDCC) Section 40-22-15.

Property Owners may file a written protest against the adoption of the Resolution within thirty (30) days of the first publication of the Resolution per NDCC Section 40-22-17. Written Protest must include the following:

1. Name of owner(s) of the property
2. Address of the property
3. Reference to the Improvement District being protested
4. Addressed to City Auditor

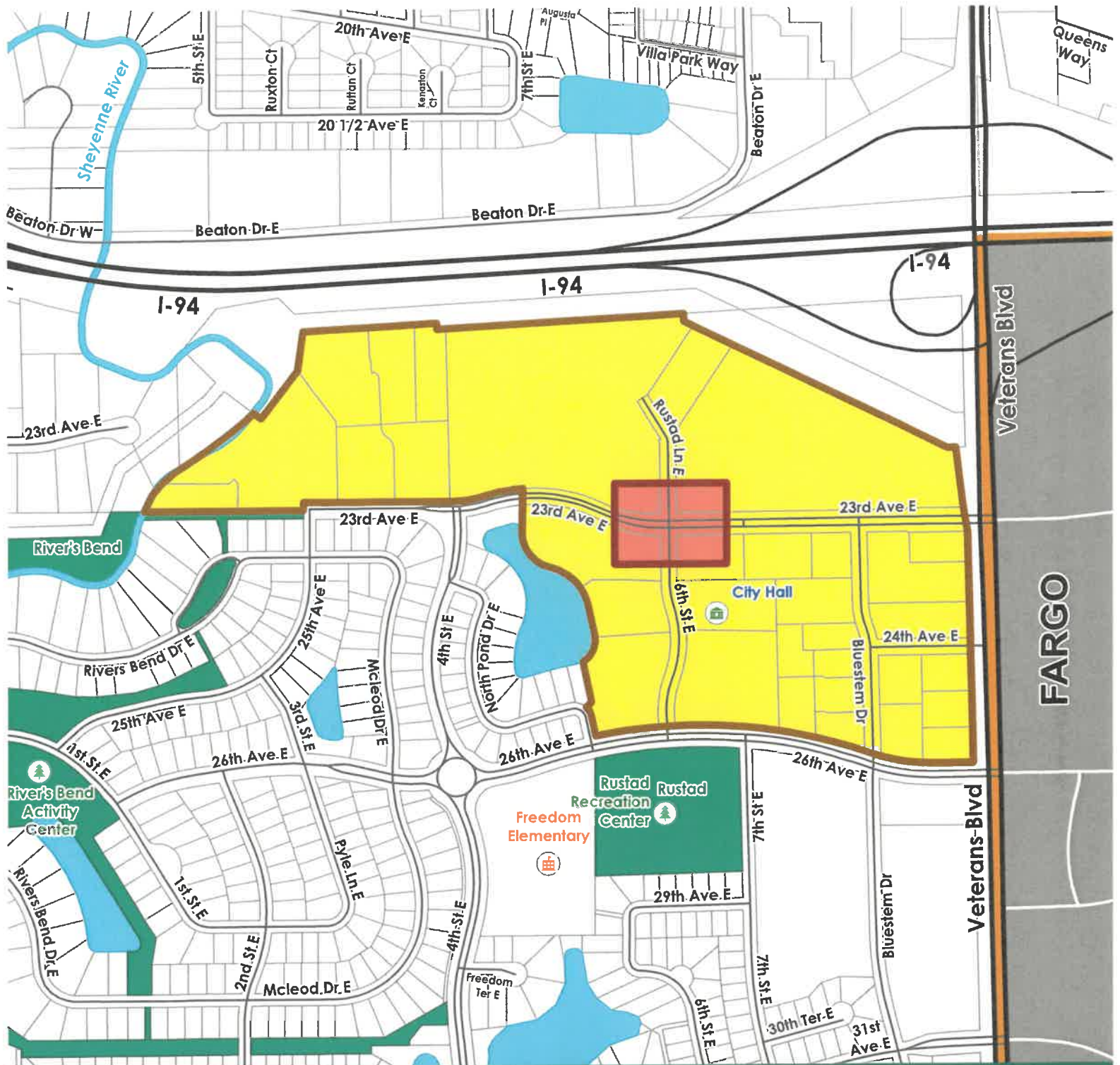
You can submit protests via e-mail to WFEngineering@westfargond.gov or by mailing them to the City of West Fargo Engineering Department at 2515 6th St E, West Fargo, ND 58078.

At the Monday, **July 7, 2025**, City Commission Meeting, which begins at 5:30 p.m., Commissioners will hear and determine the sufficiency of written protests filed per NDCC Section 40-22-17 and may take further action on this project.

This letter is a communication sent on behalf of the City of West Fargo and is the only mailed notice that the City of West Fargo will provide for this protest opportunity. As the City moves further into the project process a better assessment estimate can be obtained by reaching out to the Engineering Department at WFEngineering@westfargond.gov. More information about the special assessments process will be mailed after construction is completed.

Thank you,

City of West Fargo Staff

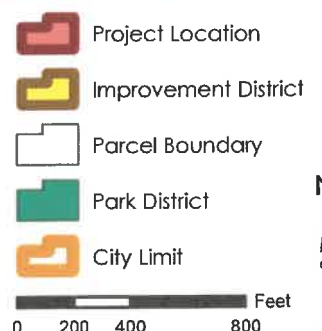


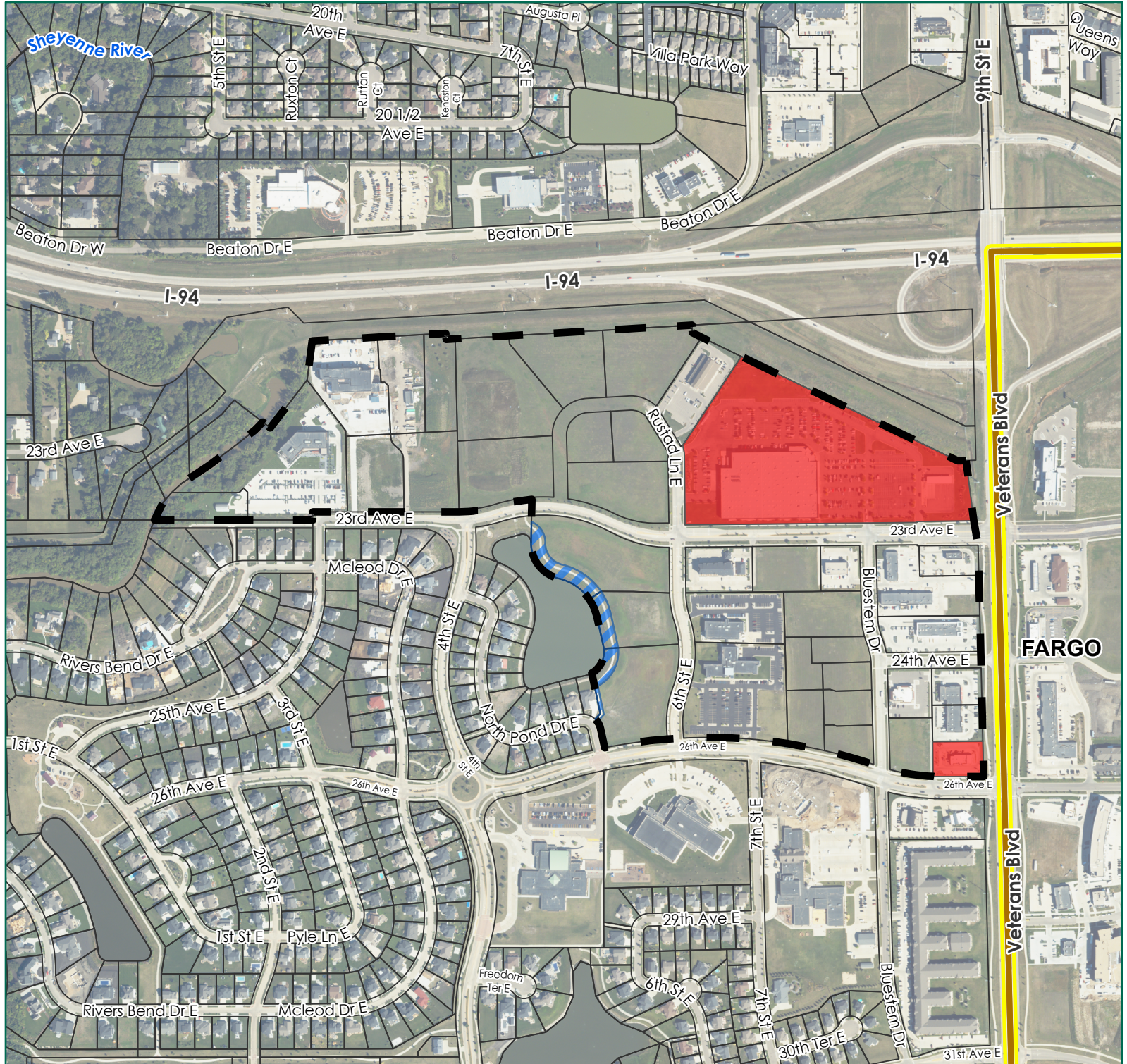
IMPROVEMENT DISTRICT NO. 2294

23rd Ave E and 6th St E Intersection Improvements

Issued: 2/14/2025

Prepared by:





IMPROVEMENT DISTRICT NO. 2294

23rd Ave E and 6th St E Intersection Improvements

PARCEL SUMMARY

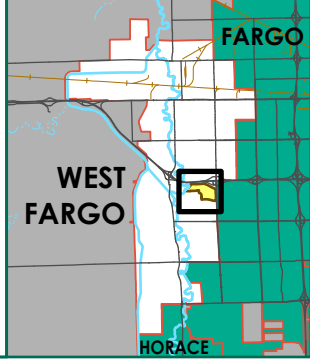
Total Number of Parcels in District: 39
 Total Area of Parcels in District: 102.54 ac
 Total Number of Parcels in Opposition: 2
 Total Area of Parcels in Opposition: 19.13 ac
 Percentage of area of Parcels in Opposition: 18.7%



Date Exported:
7/1/2025



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



The City Auditor presented an affidavit showing publication in the official newspaper of the City of the Resolution of Necessity heretofore adopted to the improvement proposed to be made in Improvement District No. 2294 – 6th Street and 23rd Avenue East – Intersection Improvements as directed by the provisions of said Resolution which affidavit was examined, found to be satisfactory and ordered to be placed on file.

The City Auditor reported that no less than thirty days having expired since the first publication of said Resolution, there were no property owners liable to be specially assessed for said improvement who filed protests against the making thereof in the office of said City Auditor within the said thirty day period as provided by law.

Commissioner _____ introduced the following Resolution and moved its adoption:

**RESOLUTION DETERMINING THAT INSUFFICIENT PROTESTS WERE FILED ON
IMPROVEMENT IN IMPROVEMENT DISTRICT NO. 2294 – 6th STREET AND 23rd
AVENUE EAST – INTERSECTION IMPROVEMENTS**

BE IT RESOLVED by the Board of City Commissioners of the City of West Fargo, North Dakota, that said Board of City Commissioners has heretofore by Resolution determined and declared it necessary to construct an improvement in Improvement District No. 2294 – 6th Street and 23rd Avenue East – Intersection Improvements of the City of West Fargo, consisting of a new four way traffic signal system, connections into existing fiber and roadway networks, and surface reconstruction to configure crosswalks and lane geometry used or useful in connection with the above specified improvements and that said Resolution has been duly published as required by law, and that not less than thirty days have expired since the first publication thereof, and the opportunity having been afforded as provided by law for the property owners liable to be specially assessed for said improvement to file protests against the making thereof, and this Board having duly met to consider all protests so filed, and being fully advised in the premises, it is hereby determined that no protests were filed within the time and manner provided by law against the making of said improvement; therefore, the Board of City Commissioners and this City are authorized to proceed with the construction of the same and to pay the cost thereof by the levy of special assessments.

Dated: July 7, 2025

APPROVED:

President of Board of City Commissioners

ATTEST:

City Auditor

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



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

Commission President

Bernie Dardis

Primary Portfolio:

Administrative Services

Secondary Portfolio:

Police & Fire

Commission Vice President

Brad Olson

Primary Portfolio:

Police & Fire

Secondary Portfolio:

Street, Water & Sewer

Commissioner

Roben Anderson

Primary Portfolio:

Community &
Development Services

Secondary Portfolio:

Administrative Services

Commissioner

Rory Jorgensen

Primary Portfolio:

Sanitation

Secondary Portfolio:

Community &
Development Services

Commissioner

Amy Zundel

Primary Portfolio:

Street, Water & Sewer

Secondary Portfolio:

Sanitation

City Administrator

Dustin T. Scott

To: West Fargo City Commission

From: Dan Hanson, Senior Director of Community & Development

Date: July 7, 2025

Subject: Project No. Sanitary Sewer Spot Repairs

Action: Create Project No. 1352 and Direct Engineer to Prepare an Engineer's Report

New Information and Recommendation:

The recent Core Area Study completed in 2024 utilized an algorithm where it scored projects on a weighted scale, with sanitary sewer underground utilities being given a higher weighted component to identify capital improvement projects.

The 5th highest priority project identified was a sanitary sewer spot repair project on clay tile sanitary sewer mainline located within city streets. These are areas identified by Public Works and televising to be in need of repair to avoid potential failures which could result in sewer back up into adjacent homes.

Attached is a preliminary map showing areas of known deficiencies. Public Works is currently reviewing the map for accuracy and to modify it if necessary, based on their experience in maintaining the sanitary sewer system and additional televising.

The following documents are attached for review/consideration:

- Preliminary map of known areas of concern
- Associated resolutions

Staff Recommendation:

Create Project No. 1352 and Direct Engineer to Prepare an Engineer's Report

Policy Analysis:

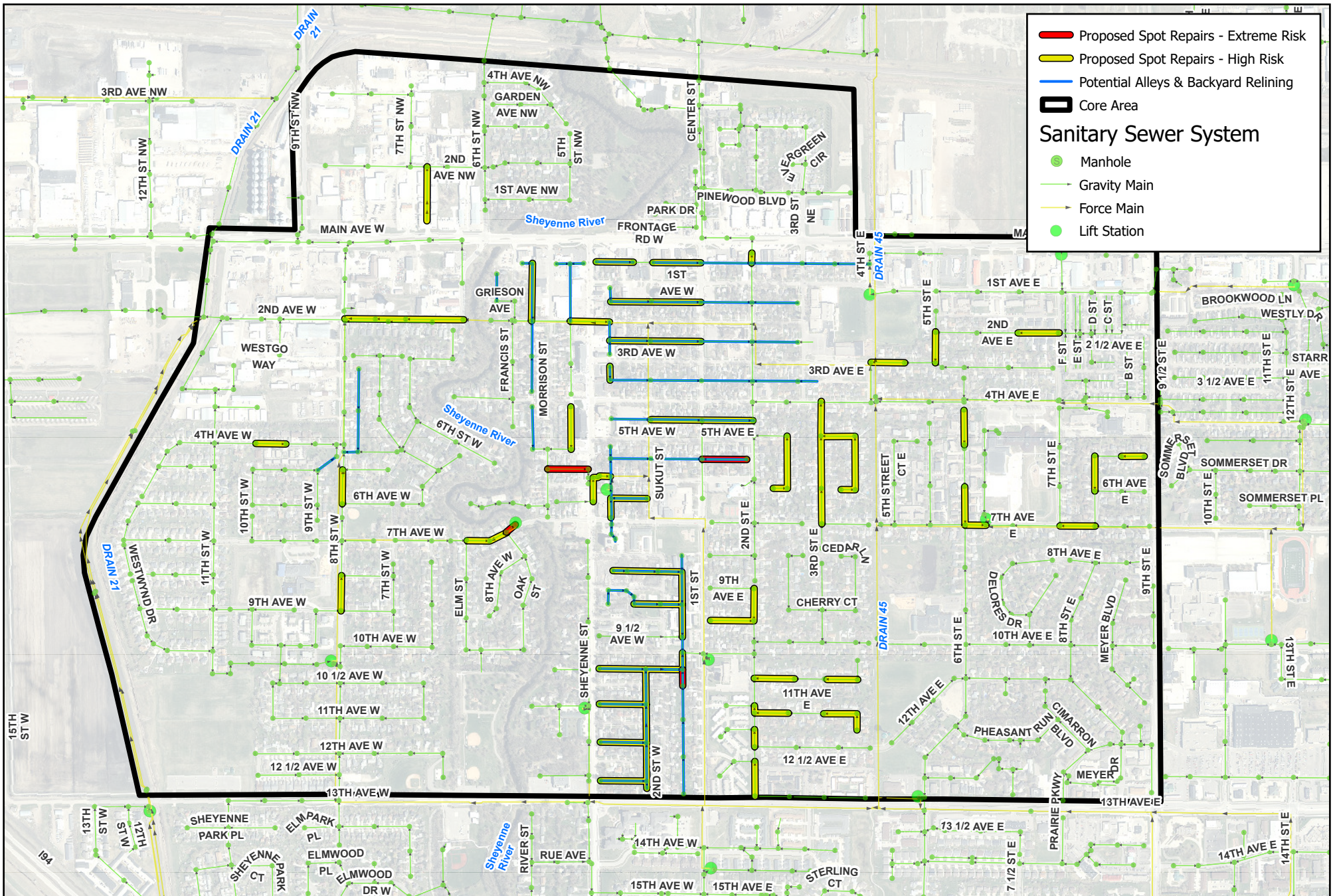
The city has made it a priority to address core area projects that rehabilitate or replace existing infrastructure that is beyond its design life and in failing condition. A recent project that relined and spot repaired various sanitary sewer in rear yards and alleyways in the core area is nearing completion.

Financial Analysis:

The 2024 CIP identified this project as a \$1,690,000 project to be paid for utilizing capital improvement sales tax. There are no special assessments proposed in conjunction with this project.

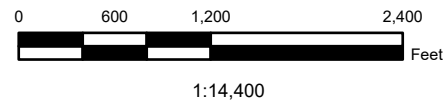
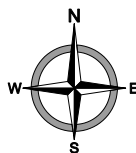
Previously Presented Information and Commission Actions:

None



**PROPOSED SANITARY SEWER SPOT REPAIRS
CORE AREA CAPITAL IMPROVEMENT PLANNING
WEST FARGO, NORTH DAKOTA**

Created By: TJS Date Created: 12/18/23 Date Saved: 12/18/23 Date Plotted: 11/07/23 Date Exported: 12/18/23
Plotted By: Parcel Date: N/A Aerial Image: 2021 FM MetroElevation Data: Lidar
Horizontal Datum: NAD 1983 Fargo Ground Coordinate System Vertical Datum: NAVD1988
T:\Projects\22700\22795\10_ArcPro\22795_ProposedProjects\22795_ProposedProjects.aprx



Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION CREATING PROJECT NO. 1352 - SANITARY SEWER SYSTEM REHABILITATION
– SPOT REPAIRS AND RELINING OF THE CITY OF WEST FARGO, NORTH DAKOTA

WHEREAS, Daniel Hanson, a Registered Professional Engineer, is the Engineer for the City of West Fargo, and the Board of City Commissioners has consulted with him relating to the establishment, size and form and other matters with regard to Project No. 1353 – Sanitary Sewer System Rehabilitation – Spot Repairs and Relining of the City of West Fargo; and

WHEREAS it is deemed necessary to establish a Sanitary Sewer Rehabilitation Project within the City of West Fargo.

NOW THEREFORE, be it resolved as follows:

That there is hereby created Project No. 1353 – Sanitary Sewer System Rehabilitation – Spot Repairs and Relining of the City of West Fargo, North Dakota.

Dated: July 7, 2025

APPROVED:

President of Board of City Commissioners

ATTEST:

City Auditor

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

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION DIRECTING ENGINEER TO PREPARE REPORT

BE IT RESOLVED by the Board of City Commissioners of the City of West Fargo, deeming it necessary to make certain improvements consisting of rehabilitating sanitary sewer mainlines located within city streets that are in failing condition in connection with the above specified improvements, be constructed and made in Project No.1352 – Sanitary Sewer System Rehabilitation – Spot Repairs and Relining of the City of West Fargo, the City hereby directs Daniel Hanson, the Engineer for the City of West Fargo and being a competent engineer, to prepare a report as to the general nature, purpose and feasibility of the proposed project and an estimate of the probable cost of the work.

Dated: July 7, 2025

APPROVED:

President of Board of City Commissioners

ATTEST:

City Auditor

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



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

To: West Fargo City Commission

From: Jerry Wallace, City Engineer

Date: July 7, 2025

Subject: Project No. 9054 – Utility Fiber Project

Action: Approve Task Order with Bolton and Menk for Inspection Assistance.

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:

Starting in the 2025 construction season and continuing for the next 3 to 4 years, two different fiber optic companies have expressed interest in expanding fiber-to-the-home services throughout the city. Due to the scale of these projects, the Engineering Rights of Way (ROW) department will not have sufficient staff to oversee both companies effectively.

We will need personnel to assist with permit management, construction oversight, public communication, utility coordination, route approvals, and restoration oversight. To address this need, we have issued a Request for Proposals (RFP) for these services. After reviewing proposals from several companies, we have selected Bolton & Menk.

Our decision was based on several factors, including cost, local knowledge, and experience with this unique type of inspection. Additionally, the cost for these services will be covered by the contractors responsible for the build-out. This additional support will only be necessary if the number of crews exceeds our staff's capacity to manage effectively.

The following documents are attached for review/consideration:

- Task Order No. 8 - Fiber Optic Inspection Services

Staff Recommendation: Approve Task Order with Bolton and Menk for Private Fiber Optic Installation Inspection Assistance.

Background and Project Summary:

Starting in the summer of 2024, the Engineering Department has been in discussions with Ubiquity Fiber. This open-source fiber utility company aims to provide Fiber-to-the-Home internet services in our area. Despite the existing congestion in many of the City's utility corridors, North Dakota Century Code requires the City to permit this work. Ubiquity Fiber is licensed as a communication company in North Dakota and has the right to operate in our right-of-way (ROW).

Over the past year, we've been diligently developing right-of-way and construction agreements aimed at minimizing impacts on our residents and businesses. Shortly after these agreements were approved, another company, Gateway Fiber, expressed interest in building within the City. We are currently engaged in ongoing discussions to finalize an agreement with them.

This development will significantly impact our public ROW and the citizens of West Fargo, but it will also introduce competition for Fiber-to-the-Home internet services in our area.

Policy Analysis: N/A

Financial Analysis:

Per the construction agreements authorizing these private utilities to carry out the work, the City of West Fargo is entitled to reimbursement for costs associated with engaging outside consultants for oversight.

Previously Presented Information and Commission Actions:

April 22, 2025 –

- **Staff Recommendation:** Approve the Construction Agreement and Public ROW License Agreement with Ubiquity North Dakota, LLC.
- **Commission Action:** Commissioner Olson moved, and Commissioner Zundel seconded to approve. No opposition, motion carried.

Task Order 8

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

1. Background Data

- a. Effective Date of Task Order: May 27, 2025
- b. Owner: City of West Fargo, North Dakota
- c. Engineer: Bolton & Menk, Inc.
- d. Specific Project (title): Fiber Optic Inspection Services

2. Services of Engineer

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

Description: The purpose of this Task Order is to provide fiber optic inspection services and administration for a private utility provider(s) installing throughout the city of West Fargo

3. Owner's Responsibilities

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

4. Task Order Schedule and Payments

<u>Task</u>	<u>Schedule</u>	<u>Payment</u>
Task 1 – 2025 Fiber Optic Inspection Services	December 31, 2025	\$246,600 Hourly Estimate

5. Terms and Conditions

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

The Effective Date of this Task Order 8 is January 13, 2025

OWNER:

ENGINEER:

By: _____

By: Mike Bittner

Print Name: Jerrold Wallace

Print Name: Mike Bittner

Title: City Engineer

Title: Principal-In-Charge

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Benji Schwartz

Name: Grant Kuper

Title: Right-of-way Manager

Title: Municipal Practice Leader | Principal

Address: 2515 6th Street E.

Address: 3168 41st St S

West Fargo, ND 58078

Suite 2

Fargo, ND 58104

E-Mail Address: Benji.Schwartz@westfargond.gov

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

Phone: 701-515-5107

Phone: 701-540-7444

Task Order Form

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

Engineer's Services for Task Order

SCOPE OF SERVICES – 2025 Fiber Optic Inspection Services

The City of West Fargo is undergoing a large-scale installation of fiber optic networks, being undertaken by multiple fiber optic companies. This task Order's purpose is to provide fiber optic inspection support and administration to the City for private utility company(s) through 2025. Our role will be to ensure that the installation process is performed in manner to minimize any negative impacts to existing public infrastructure; the traveling public is adequately served throughout the installation process; the right-of-way is properly restored; and in general, that installations comply with city guidelines.

Scope of Work:

Task 1.0 Fiber Optic Inspection Services

This task involves fiber optic administrative and field inspection services for the city. Duties under this task include:

- Day-to-day project management, coordination, and meetings as needed
- Review and approval of permits
- Complete field walk-throughs to determine route options
- Determine the best route for each fiber install
- Observe installation to ensure proper placement
- Observe installation to ensure potholing and installation is completed in a safe and efficient manner
- Track all restoration to ensure all city requirements are met
- Complete daily documentation of fiber installation and provide deliverables to city

Fee Estimate:

The estimated fees for the project are noted below in table 1-1. The estimate assumes 1.5 full-time inspection personnel starting mid-June and going through mid-November for a total of 22 weeks. We are estimating 50 hours per week for field inspection. The detailed field estimate illustrates our planned intent to provide flexible staff arrangement and is our confirmation that we can provide 1-4 field construction representatives as needed.

Table 1-1							
Client: City of West Fargo							
Project: Fiber Optic Inspection Services							
Task No.	Work Task Description	Principal	Lead Construction Project Rep.	Lead Construction Field Rep.	Support Construction Field Rep.	Total Hours	Total Cost
1.0	Project Management/Administrative	30	140	0	0	170	\$29,500
3.0	Inspection June-August	0	40	450	225	715	\$90,050
4.0	Inspection September-November	0	40	650	325	1015	\$127,050
Total Hours		30	220	1100	550	1900	
Average Hourly Rate		\$190.00	\$170.00	\$130.00	\$110.00		
Subtotal		\$5,700	\$37,400	\$143,000	\$60,500		
Total Estimated Fee						\$246,600	