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

Meeting Items

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Approve Order of Agenda

E. Approval of Minutes -- September 22, 2025

F. Building Permits

Consent Agenda - Approve the Following:

a. Bills

b. Games of Chance for United Way of Cass-Clay

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 to 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)
   Public Hearing and First Reading of A25-21 Zoning Ordinance Amendment to Title IV regarding landscaping -- Aaron Nelson, Director of Planning and Zoning
3. A24-32 Hope Lutheran Addition, request for subdivision and rezoning from A to R-1A
   This item was tabled until the October 6 meeting at the August 4 meeting.
   -- Aaron Nelson, Director of Planning and Zoning
4. Lexipol Policy Presentation -- Sarah Gasevic, Director of Human Resources
5. ParGo Business Incentive -- Casey Sanders-Berglund, Director of Economic Development
6. Improvement District No. 3009 – 1st Ave E Reconstruction (Sheyenne St to 4th St E)
   -- Jerry Wallace, City Engineer
   - Authorize Resolution of Necessity and Approve Task Order 97-1
7. Improvement District No. 2265 – 9th St & 7th Ave NE Reconstruction -- Dan Hanson, Director of Community & Development Services
   - Approve Task Order No. 3-10
8. City Administrator’s Report -- Dustin Scott, City Administrator
9. Correspondence
10. Non-Agenda Items
11. Adjourn

West Fargo City Commission Meeting
West Fargo City Hall Commission Chambers
2515 6th St E, West Fargo 58078
Monday, September 22, 2025 5:30 PM

Meeting Items

A. Call to Order

The West Fargo City Commission meeting was held in the City of West Fargo Commission Chambers on Monday, September 22, 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 were no Commissioners absent from the meeting.

D. Approve Order of Agenda

Commissioner Zundel moved and Commissioner Jorgensen seconded to approve the order of agenda with the amendment to the consent agenda, moving item g. Gaming Site Authorization for Devils Lake American Legion Post 24 at The Lights Event Center, to item 2A. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve the order of agenda with the amendment to the consent agenda, moving item g. Gaming Site Authorization for Devils Lake American Legion Post 24 at The Lights Event Center, to item 2A, was declared carried.

E. Approval of Minutes -- September 8, 2025

Commissioner Olson moved and Commissioner Anderson seconded to approve the minutes of September 8, 2025. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve the minutes of September 8, 2025, was declared carried.

F. Approval of Special Assessment Meeting Minutes -- September 15, 2025

Commissioner Jorgensen moved and Commissioner Olson seconded to approve the minutes of September 15, 2025. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve the minutes of September 15, 2025, was declared carried.

G. Building Permits

Commissioner Anderson moved and Commissioner Zundel seconded to approve the building permits. Commissioner Jorgensen recused himself; Commissioner 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 vote.

Consent Agenda - Approve the Following:

a. Bills

b. A25-20 McMahon Estates 3rd Addition, request for Conditional Use Permit for accessory structure

c. A25-18 Sterling Industrial 8th Addition, request for Final Plat approval

d. NDDOT FLEX Funding Applications

- **Approve submitting NDDOT FLEX Fund Grant Applications**

e. Financial Report as of July 31, 2025

f. Financial Report as of August 31, 2025

g. Gaming Site Authorization for Devils Lake American Legion Post 24 at The Lights Event Center (This item was moved to the regular agenda.

h. Games of Chance for Tech Team Wrestling Club

i. Games of Chance for Holy Cross Catholic Church

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

Regular Agenda

1. Public Comment

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There was one member of the public that spoke during this time, David Withee.

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

2A. Gaming Site Authorization for Devils Lake American Legion Post 24 at The Lights Event Center (This item was moved to the regular agenda from consent item g.)

Commissioner Anderson moved and Commissioner Jorgensen seconded to approve Gaming Site Authorization for Devils Lake American Legion Post 24 at The Lights Event Center. No Commissioners present voted nay, the motion to approve the Gaming Site Authorization for Devils Lake American Legion Post 24 at The Lights Event Center, was declared carried.

3. **2024 Audit Presentation -- John Hagen, Eide Bailly**
   Commissioner Zundel moved and Commissioner Olson seconded to approve the 2024 audit presentation. Commissioner Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve the 2024 Audit Presentation, was declared carried.
4. **Business Incentive Request - Sign Badgers -- Casey Sanders-Berglund, Director of Economic Development**
   Commissioner Olson moved and Commissioner Zundel seconded to approve the Business Incentive Request - Sign Badgers. Commissioner Zundel, Dardis, Olson and Anderson voted aye. Commissioner Jorgensen voted nay, the motion to approve the Business Incentive Request - Sign Badgers, was declared carried by a 4:1 vote.
5. **Final 2026 City of West Fargo Budget Presentation -- Dustin Scott, City Administrator and Willy Galindo, Director of Finance City Budget | West Fargo, ND**
   Commissioner Zundel moved and Commissioner Olson seconded to approve Final 2026 City of West Fargo Budget Presentation. Commissioner Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve the Final 2026 City of West Fargo Budget Presentation, was declared carried.
6. **A25-16 Bogey 4th Addition, request for access to an arterial street -- Aaron Nelson, Director of Planning and Zoning**
   Commissioner Zundel moved and Commissioner Anderson seconded by Anderson seconded to approve A25-16 Bogey 4th Addition, request for access to an arterial street with the property owner paying 100% of the cost to put the median back in place. Commissioner Zundel, Olson and Anderson voted aye. Commissioners Jorgensen and Dardis voted nay, the motion to approve A25-16 Bogey 4th Addition, request for access to an arterial street with the property owner paying 100% of the cost to put the median back in place, was declared carried by a 3:2 vote.
7. **Second Reading of A25-17 Sheyenne 2nd Addition, request for rezoning from R-2 to P -- Aaron Nelson, Director of Planning and Zoning**
   Commissioner Jorgensen moved and Commissioner Olson seconded to approve the Second Reading of A25-17 Sheyenne 2nd Addition, request for rezoning from R-2 to P. Commissioner Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve the Second Reading of A25-17 Sheyenne 2nd Addition, request for rezoning from R-2 to P, was declared carried.

8. A25-12 FMD-Mapleton Subdivision, request for Final Plat approval -- Aaron Nelson, Director of Planning and Zoning

Commissioner Olson moved and Commissioner Zundel seconded to approve A25-12 FMD-Mapleton Subdivision, request for Final Plat approval. Commissioner Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve A25-12 FMD-Mapleton Subdivision, request for Final Plat approval, was declared carried.

9. A25-13 FMD-Warren 1st Subdivision, request for Final Plat approval -- Aaron Nelson, Director of Planning and Zoning

Commissioner Jorgensen moved and Commissioner Anderson seconded to approve A25-13 FMD-Warren 1st Subdivision, request for Final Plat approval. Commissioner Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve A25-13 FMD-Warren 1st Subdivision, request for Final Plat approval l, was declared carried.

10. 2025 Sewer Budget Adjustment -- Matt Andvik, Director of Public Works

Commissioner Zundel moved and Commissioner Jorgensen seconded to approve the line item adjustment for the 2025 Sewer Budget. Commissioner Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve the line item adjustment for the 2025 Sewer Budge, was declared carried.

11. Improvement District No. 3009 – 1st Ave E Reconstruction (Sheyenne St. to 4th St E) -- Dan Hanson, Director of Community & Development

- **Approve Engineer's Report and Direct Engineer to prepare Plans and Specifications**

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

12. Project No. 1351 – Sanitary Lift Station (SA-27) Rehabilitation -- Jerry Wallace, City Engineer

- **Accept Bid and Award Contract**

Commissioner Zundel moved and Commissioner Olson seconded to approve Project No. 1351 – Sanitary Lift Station (SA-27) Rehabilitation; Accept Bid and Award Contracts. Commissioner Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve Project No. 1351 – Sanitary Lift Station (SA-27) Rehabilitation; Accept Bid and Award Contract, was declared carried.

13. Improvement District No. 3008 – Meadowridge Development Reconstruction -- Jerry Wallace, City Engineer

- **Approve Engineer's Report, Direct Engineer to prepare both Plans and Specifications, and Task Order for "Basic Services"**

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

14. Resolution Authorizing Participation in National Opioid Settlements -- Katie Schmidt, City Attorney

Commissioner Olson moved and Commissioner Zundel seconded to approve Resolution Authorizing Participation in National Opioid Settlements. Commissioner Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve Resolution Authorizing Participation in National Opioid Settlements, was declared carried.

15. Appoint a representative and an alternate for Cass Clay Interagency Council on Homelessness -- Dustin Scott, City Administrator

The Commission came to a consensus of appointing a representative of Commission President Dardis and an alternate of Commissioner Zundel, for Cass Clay Interagency Council of Homelessness.

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

- League of Cities Conference the past week.

17. Correspondence

There was no correspondence.

18. Non-Agenda Items

There were no non-agenda items.

19. Adjourn

Commissioner Anderson moved and Commissioner Olson seconded to adjourn. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to adjourn at 7:29 pm, was declared carried.

WEST FARGO CITY COMMISSION MEETING

BUILDING DEPARTMENT ACTIVITY REPORT

10/06/2025

	09/19/2025 Thru 09/30/2025			YEAR TO DATE		
	# PERMITS	# UNITS	VALUATION	# PERMITS	# UNITS	VALUATION
BUILDING NEW						
COMMERCIAL				5		$ 7,582,000.00
RESIDENTIAL DWELLING	2	2	$ 670,000.00	77	77	$ 33,149,743.00
RESIDENTIAL TWINHOME						
RESIDENTIAL TOWNHOME						
RESIDENTIAL MULTIPLE						
PUBLIC						
CHURCH						
ACCESSORY				121		$ 2,353,495.00
FOUNDATION ONLY				6		$ 2,732,512.00
BUILDING REMODEL						
COMMERCIAL	1		$ 15,194.00	26		$ 9,249,500.00
RESIDENTIAL	4		$ 107,834.00	130		$ 4,707,757.00
PUBLIC				10		$ 5,805,588.00
CHURCH				1		$ 38,000.00
ACCESSORY	7		$ 150,800.00	10		$ 412,510.00
BUILDING OTHER						
DEMOLITION				2		$ 5,284.00
MOVE	1		$ 80,000.00	2		$ 82,000.00
PERMIT CANCELLATION				1		$ (5,250,000.00)
TOTALS	15	2	$ 1,023,828.00	391	77	$ 60,868,389.00

WEST FARGO CITY COMMISION MEETING
Building Department Report - Summary

NO.	CONTRACTOR	ADDRESS	OWNER	VALUATION	PERMIT FOR
250904	Jordahl Custom Homes, Inc.	5804 JAMES DR W	WESTPORT INVESTMENTS LLC	$ 385,000.00	Residential Dwelling
250905	Jordahl Custom Homes, Inc.	6097 MARTIN LN W	JORDAHL CUSTOM HOMES, INC	$ 285,000.00	Residential Dwelling
250926	Northland Sheds, Inc.	2336 HARBOR LN W	KENNY J & KIMBERLY R BIFFERT	$ 12,000.00	Accessory - Structure
250927	Groundworks Minnesota, LLC	237 7 AVE E	CRYSTAL STRAND, ETAL	$ 22,380.00	Remodel - Residential - Foundation Repair
250931	Valor Contracting LLC	850 12 AVE NW	CITY OF WEST FARGO	$ 80,000.00	Move - Relocate Existing Garage
250906	Three Forks Exteriors LLC	801 2 ST W	SHEYENNE TERRACE TOWNHOME	$ 34,500.00	Remodel - Residential - Replace Siding
250894	LE construction LLC	2407 NORTH POND DR E	JOHN NGUYEN, ETAL	$ 5,000.00	Accessory - Structure
250920	Smook Enterprise LLC	1118 ASPEN TER	ALLEN J & DIANE S HOLLEMAN	$ 30,000.00	Accessory - Structure
250915	Groundworks Minnesota, LLC	210 SHEYENNE ST	CHOICE FINANCIAL GROUP	$ 15,194.00	Remodel - Commercial - Replace Drain Tile
250943	DME Exteriors, Inc.	416 4 AVE W	DARRELL L & KRISTI M MARTIN	$ 20,000.00	Remodel - Residential - Replace Roof Sheathing
250945	Window World of Fargo	937 SHEYENNE PARK PL	CAROL L CWIAK TOD	$ 30,954.00	Remodel - Residential - Replace Siding
250903	Smook Enterprise LLC	3536 6 ST E	LAURA & COREY KROETSCH	$ 75,000.00	Accessory - Deck
250933	Toto River LLC	5513 11 ST W	NURAINE & MARIAMA SALAAM	$ 13,000.00	Accessory - Deck
250938	T.H. Renovations	316 FRANCIS ST	KIARA J KLINKHAMMER	$ 2,300.00	Accessory - Deck
250949	Deck Builders, Inc.	676 SOMMERSET LN	CUONG PHAM	$ 13,500.00	Accessory - Deck

WEST FARGO CITY COMMISSION MEETING

BUILDING DEPARTMENT MONTHLY COMPARISON REPORT

10/06/2025

	January 2024 THRU September 2024			JANUARY 2025 THRU September 2025		
	# PERMITS	# UNITS	VALUATION	# PERMITS	# UNITS	VALUATION
BUILDING NEW						
COMMERCIAL	4		$ 4,864,675.00	5		$ 7,582,000.00
RESIDENTIAL DWELLING	122	122	$ 44,516,592.00	77	77	$ 33,149,743.00
RESIDENTIAL TWINHOME						
RESIDENTIAL TOWNHOME	12	40	$ 8,800,000.00			
RESIDENTIAL MULTIPLE						
PUBLIC	2		$ 7,378,072.00			
CHURCH						
ACCESSORY	148		$ 5,426,376.00	121		$ 2,353,495.00
FOUNDATION ONLY	5		$ 1,354,400.00	6		$ 2,732,512.00
BUILDING REMODEL						
COMMERCIAL	45		$ 16,865,016.00	26		$ 9,249,500.00
RESIDENTIAL	116		$ 2,948,180.00	130		$ 4,707,757.00
PUBLIC	2		$ 1,351,500.00	10		$ 5,805,588.00
CHURCH				1		$ 38,000.00
ACCESSORY	1		$ 7,000.00	10		$ 412,510.00
BUILDING OTHER						
DEMOLITION	14		$ 829,669.00	2		$ 5,284.00
MOVE	1		$ 20,000.00	2		$ 82,000.00
PERMIT CANCELLATION	1		$ (8,345.00)	1		$ (5,250,000.00)
TOTALS	471	162	$ 94,353,135.00	391	77	$ 60,868,389.00

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org Acct	Object	Proj	Cash Account
128292		1187 A1 RADIATOR SALES & REPAIR	964.81							
1 17688		09/18/25 #7042 RADIATOR	964.81			4387	480000	427		101000
		Total for Vendor:	**964.81**							
128287	C	4550 ABC LOCK & KEY INC	80.00							
1 E2556		09/22/25 LOCK REPAIR	80.00			6020	450000	420		101000
		Total for Vendor:	**80.00**							
128268	C	3453 ABM EQUIPMENT LLC	164,257.00							
1 INV0073		09/30/25 #5705 2025 FORD F550 SUPERDUTY	164,257.00			1000	430002	870		101000
		Total for Vendor:	**164,257.00**							
128306	C	289 ACME TOOLS	2,903.25							
1 15035466		09/26/25 SHOVEL	42.46			6020	450000	432		101000
2 14782224		08/06/25 STARTER ROPE	0.97			6010	450200	433		101000
3 14992960		09/18/25 RECIP BLADES	123.50			6020	450000	432		101000
4 14992952		09/18/25 GEARWRENCH SET	65.33			6020	450000	432		101000
5 15022378		09/24/25 BLOWERS	318.00			1000	430000	432		101000
6 15013461		09/23/25 #5419 AIR FILTER	35.85			1000	430001	427		101000
7 15010887		09/22/25 #5419 FILTER CARTRIDGE	335.12			1000	430001	427		101000
8 15001829		09/19/25 MISC TOOLS	642.50			1000	430001	432		101000
9 15054472		10/01/25 SPOOL HEADS	97.91			1000	455000	432		101000
10 14993205		09/18/25 CHAINSAW/WRENCH SET/SOCKET SET	567.46			1000	430000	432		101000

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org Acct	Object	Proj	Cash Account
11 15001813		09/19/25 ROTARY HAMMER/BATTERIES	455.18			1000	430000	432		101000
12 14993203		09/18/25 MEASURING WEHEL/MECH LENGH RR	218.97			1000	430001	432		101000
		Total for Vendor:	**2,903.25**							
128104		4047 ACROSS THE STREET PRODUCTIONS	3,750.00							
1 28197		09/15/25 2-Instructor, 14-Blue Card 25	3,750.00			2060	415200	340		101000
		Total for Vendor:	**3,750.00**							
128304	C	2947 ALLSTATE PETERBILT OF FARGO	474.04							
1 4004488649		09/22/25 #4021 MODULE CONTROL ASSY	474.04			6010	450200	427		101000
		Total for Vendor:	**474.04**							
128088		2950 ALPHA TRAINING & TACTICS LLC &	1,248.24							
1 2025-0232		09/25/25 mid cut helmets	1,248.24			1000	421000	641		101000
		Total for Vendor:	**1,248.24**							
128054	E	3490 AMAZON CAPITAL SERVICES	638.67							
1 1HJN-WR6L-4C39		09/17/25 Headset - Planning	104.40			1000	418000	497		101000
2 1HJN-WR6L-4C39		09/17/25 Office Supplies - Planning	14.76			1000	418000	410		101000
3 13WR-X7HH-TYC3		07/31/25 Fruit fly traps - HR	9.99			1000	414103	410		101000
4 1T44-4MWC-641V		09/25/25 Cell phone holders - IT	32.78			1000	414104	497		101000
5 1M6X-4J4H-FNML		09/26/25 Busy lights / extension cords	486.73			1000	414104	497		101000
6 1LD1-KH7D-36Q6		10/02/25 Return phone holder	-9.99			1000	414104	497		101000

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund Org Acct		Object	Proj	Cash Account
128077	E	3490 AMAZON CAPITAL SERVICES	143.98							
1	09/25/25	faraday bag	48.99			1000	421000	365		101000
1KKN-W639-649W										
2	09/25/25	earpiece for mueller	94.99			1000	421000	422		101000
1KKN-W639-649W										
128092	E	3490 AMAZON CAPITAL SERVICES	146.01							
1	09/23/25	cutter blades, note books	98.33			1000	421000	410		101000
1WQT-NFNH-6WWN										
2	09/23/25	coffee stirers	11.37			1000	421000	420		101000
1WQT-NFNH-6WWN										
3	09/23/25	fast charging stand - evid. rm	25.18			1000	421000	497		101000
1WQT-NFNH-6WWN										
4	09/23/25	training treats	11.13			1000	421000	915		101000
1WQT-NFNH-6WWN										
128095	E	3490 AMAZON CAPITAL SERVICES	2,509.84							
1	09/22/25	ww remodel - kitchen	2,478.35			2975	421000	641	18	101000
1G4M-RM3N-JMJN										
2	09/20/25	hitch ball	31.49			1000	421000	610		101000
19NP-XRF9-PCD6										
128166	E	3490 AMAZON CAPITAL SERVICES	122.09							
1	09/11/25	BUDHI & AITI - SWEATSHIRTS	74.98			1000	455000	422		101000
1GCXK31R4TJK										
2	08/27/25	PEST REPELLANT	33.99			6020	450000	420		101000
1JPKVWXYDLK4										
3	09/29/25	B GAST - PANTS RETURN	-109.90			1000	430000	422		101000
1VMW7PRH9R6Q										
4	09/19/25	PHONE CASE	41.84			1000	455000	433		101000
1CGMTQHXF3JQ										
5	09/19/25	FLASH DRIVES	61.14			6025	450000	439		101000
1QQXXHX3FVJD										
6	09/19/25	Z BELLMORE - SWEATSHIRT	54.99			6025	450000	422		101000
1VM6F3KQFDN6										
7	10/01/25	PHONE CASE - RETURN	-34.95			1000	455000	433		101000
1G6CTVX339RX										

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org Acct	Object	Proj	Cash Account
128189	E	3490 AMAZON CAPITAL SERVICES	94.99							
1	10/01/25	earpiece for Runcorn	94.99			1000	421000	422		101000
19N3-DG77-6W6N										
128193	E	3490 AMAZON CAPITAL SERVICES	320.87							
1	09/30/25	pens & duster spray	35.98			1000	421000	410		101000
1KXF-CHQV-FJ1Y										
2	09/30/25	molle attachments	199.90			1000	421000	422		101000
1KXF-CHQV-FJ1Y										
3	09/30/25	K9 meal mixers	84.99			1000	421000	915		101000
1KXF-CHQV-FJ1Y										
128204	E	3490 AMAZON CAPITAL SERVICES	1,327.85							
1	09/23/25	PHONE CASE	23.02			1000	455000	433		101000
1LJHVCJ94Y1X										
2	08/12/25	TRAP REPLACEMENT BOARDS	23.95			1000	455000	433		101000
1W1QRKT7P3XD										
3	08/12/25	LED STROBE LIGHTS - SL	272.49			1000	430002	610		101000
1W1QRKT7P3XD										
4	08/12/25	LED STROBE LIGHTS - FO	272.49			2210	428000	610		101000
1W1QRKT7P3XD										
5	08/25/25	FIRE EXTIN. STICKERS	25.34			1000	455000	433		101000
1Q1DKJ43WRCC										
6	09/22/25	OFFICE SUPPLIES - SA	27.29			6010	450200	410		101000
1MKTGF79CHTH										
7	09/22/25	BALACLAVA - JIMMY	20.99			1000	455000	422		101000
1MKTGF79CHTH										
8	09/22/25	EAR PLUGS	24.59			1000	450000	639		101000
1MKTGF79CHTH										
9	09/22/25	B GAST - PANTS	109.90			1000	430000	422		101000
1MKTGF79CHTH										
10	09/22/25	DAMIEN - HOODIE	59.99			1000	430000	422		101000
1MKTGF79CHTH										
11	09/22/25	WINTER SWEATSHIRT STOCK	108.61			6010	450200	422		101000
1VLHDTLW971P										
12	09/15/25	OFFICE SUPPLIES	9.89			1000	450000	410		101000
1JRH69FP71JL										

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org Acct	Object	Proj	Cash Account
13	09/15/25	SW - NITRILE GLOVES	349.30			6025	450000	433		101000
1JRH69FP71JL										
128299	E	3490 AMAZON CAPITAL SERVICES	47.97							
1	09/30/25	FUEL CAN NOZZLE ASSY	47.97			1000	455000	420		101000
14FKH7W1F17Y										
		Total for Vendor:	**5,352.27**							
128165	-96018E	5229 AMB INVESTMENTS, LLC	47,700.00							
New City Hall / Satellite Library										
1	10/01/25	Oct 2025 Lease - City Hall	44,922.57			1001	415000	389		101000
2	10/01/25	Oct 2025 Lease - Satellite Lib	2,777.43			7000	411600	333		101000
		Total for Vendor:	**47,700.00**							
128065		3709 AMERICAN TEST CENTER	1,200.00							
1	09/12/25	FD Annual Insp. T75 & T 76	1,200.00			2060	415200	420		101000
2251968										
128157		3709 AMERICAN TEST CENTER	825.00							
1	09/18/25	#609 ANNUAL INSPECTION	475.00			2210	428000	427		101000
2252000										
2	09/18/25	#5000 ANNUAL INSPECTION	175.00			1000	455000	427		101000
2252000										
3	09/18/25	SCISSOR LIFT ANNUAL INSPECTION	175.00			1000	430002	427		101000
2252000										
		Total for Vendor:	**2,025.00**							
128234	C	317 AMERICAN WELDING & GAS, INC.	111.72							
1	09/09/25	DUMPSTER REPAIR	23.70			6010	450200	914		101000
0011107824										
2	09/09/25	DUMPSTER REPAIR	88.02			6010	450200	914		101000
0011109514										
		Total for Vendor:	**111.72**							

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org Acct	Object	Proj	Cash Account
128229		22 ASPLIN EXCAVATING	584.00							
1		09/15/25 SHREDDED BLACK DIRT	584.00			2210	428000	358		101000
25-3078										
		Total for Vendor:	**584.00**							
128333	C	5449 ASSUREHIRE	6,671.65							
		Background Checks / Drug Screens / Credit Checks for New Hires								
1		114670 09/01/25 Background/Drug Screens - Park	6,515.65			8000	453000	399		101000
114670										
2		114670 09/01/25 Background/Drug Screens - PD	14.00			1000	421000	387		101000
114670										
3		114670 09/01/25 Background/Drug Screens	142.00			1000	414103	399		101000
114670										
		Total for Vendor:	**6,671.65**							
128250	-96009E	4672 ASURE PAYROLL TAX MANAGEMENT	259,983.90							
		10/03/2025 Payroll								
1		10/03/25 Social Security	121,980.86			1000	212501			101000
2		10/03/25 Medicare	28,527.32			1000	212502			101000
3		10/03/25 Federal Income Tax	100,109.72			1000	212503			101000
4		10/03/25 ND State Tax	4,593.00			1000	212504			101000
5		10/03/25 MN State Tax	4,773.00			1000	212505			101000
		Total for Vendor:	**259,983.90**							
128142	C	2931 AUTO VALUE PARTS STORES	2,059.14							
1		09/16/25 FILTERS	6.79			1000	430002	427		101000
99359551										
2		09/24/25 #3074 FILTER	57.22			1000	430000	427		101000
99361288										
3		09/19/25 M18 FUEL/RELITHIUM	599.90			1000	455000	432		101000
99360369										
4		09/19/25 REDLITHIUM/3/8 HIGH SPEED RACH	199.95			1000	455000	432		101000
99360374										
5		09/19/25 RED LITHIUM/3/8 MID TOR	249.95			1000	455000	432		101000
99360373										
6		09/23/25 FILTERS	88.49			1000	430000	427		101000
99360907										

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund Org Acct		Object	Proj	Cash Account
7 99286043		07/16/25 FILTERS	8.13			6010	450200	427		101000
8 99360915		09/23/25 FILTERS/HD HYDRAULIC	58.58			1000	430002	427		101000
9 99360914		09/23/25 FILTERS	6.72			1000	430001	427		101000
10 99360913		09/23/25 FILTERS	6.72			2210	428000	427		101000
11 99360906		09/23/25 FILTERS	24.65			1000	421000	427		101000
12 99360664		09/22/25 BLACK 1/2 CV TUBE	26.99			1000	455000	433		101000
13 99360452		09/19/25 INDUSTRIAL HYDRAULIC	67.19			6010	450200	427		101000
14 99362090		09/30/25 HD MISC	14.01			6020	450000	427		101000
15 99362095		09/30/25 FILTERS	3.49			1000	415000	427		101000
16 99362094		09/30/25 HD FARM/CONST	73.05			1000	430001	427		101000
17 99362093		09/30/25 HD AIR CONST/OIL FLEET	69.41			6010	450200	427		101000
18 99362086		09/30/25 FILTERS	21.25			1000	421000	427		101000
19 99362091		09/30/25 FILTERS	19.70			1000	430000	427		101000
20 99362088		09/30/25 FILTERS/HD MISC	304.98			6020	450000	427		101000
21 99360678		09/22/25 BUTANE SOLDERING KIT	104.99			1000	455000	432		101000
22 99361806		09/27/25 FILTERS	31.32			6025	450000	427		101000
23 99361714		09/26/25 FILTERS	15.66			6020	450000	427		101000

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org Acct	Object	Proj	Cash Account
128206	C	2931 AUTO VALUE PARTS STORES	11.37							
1	10/01/25	HD AIR CONSTRUCT	11.37			6025	450000	427		101000
99362345										
128282	C	2931 AUTO VALUE PARTS STORES	77.17							
1	10/02/25	CLOTH UTILITY ROLL	71.99			1000	455000	433		101000
99362651										
2	10/02/25	AIR DOMESTIC	5.18			1000	430000	427		101000
99362664										
128303	C	2931 AUTO VALUE PARTS STORES	514.34							
1	09/26/25	HD AIR CONST	56.85			6025	450000	826		101000
99361625										
2	09/23/25	FILTERS/HYDRAULIC FLEET/OIL FL	457.49			6010	450200	427		101000
99360911										
		Total for Vendor:	**2,662.02**							
128114		1695 BAKER & TAYLOR	52.88							
1	09/18/25	VOX BOOKS	52.88			7000	411600	664		101000
2039282332										
		Total for Vendor:	**52.88**							
128105	C	3149 BEE SEEN GEAR	90.00							
1	09/26/25	FD G Rix 2-pants	90.00			2060	415200	422		101000
71500										
		Total for Vendor:	**90.00**							
128059		3273 BERNIE DARDIS	359.00							
League of Cities - 09/17/25-09/19/25 - Bismarck										
1	09/23/25	League of Cities 9/17-09/19	359.00			1000	415000	340		101000
		Total for Vendor:	**359.00**							
128197	-96014E	3552 BLUE CROSS BLUE SHIELD OF ND	373,689.90							
October 2025 Premium - Med/Dental/Vision										
1	09/19/25	October 2025 Premium	373,689.90			1000	212539			101000
250919152649										
		Total for Vendor:	**373,689.90**							

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund Org Acct		Object	Proj	Cash Account
128253	C	3489 BOLTON & MENK, INC	46,091.50							
1		0374782 09/25/25 Project 9067	16,100.00			1000	414200	313		101000
0374782										
2		0374775 09/25/25 Project CE0038/9068	5,000.00			1000	414200	418		101000
0374775										
3		0374775 09/25/25 Project CE0038/9068	400.00			1000	414200	313		101000
0374775										
4		0374783 09/25/25 Traffic Signal Timing	1,316.00			1000	430000	487		101000
0374783										
5		0374776 09/25/25 Project 2284	416.00			4133	480000	313		101000
0374776										
6		0374788 09/25/25 Project 2279	15,817.00			4802	480000	313		101000
0374788										
7		0375203 09/30/25 Project 9060	7,042.50			4226	480000	313		101000
0375203										
		Total for Vendor:	**46,091.50**							
128127	C	28 BORDER STATES PAVING	616.85							
1		09/25/25 HOT ASPHALT MIX	616.85			1000	430000	722		101000
2906-25										
128277	C	28 BORDER STATES PAVING	30,628.56							
1		09/18/25 PROJ 9061	30,628.56			4188	480000	670		101000
2900-225										
		Total for Vendor:	**31,245.41**							
128174		73 BRAUN INTERTEC	4,499.60							
1		09/26/25 PROJ 9061	3,012.60			4188	480000	724		101000
B443826										
2		09/26/25 PROJ 9061	1,487.00			4188	480000	724		101000
B443832										
		Total for Vendor:	**4,499.60**							

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org Acct	Object	Proj	Cash Account
128106	C	652 BRENCO CORPORATION	447.50							
1	09/25/25	st 76 Floor Cleaner hose	447.50			2060	415200	420		101000
0174334										
		Total for Vendor:	**447.50**							
128301		3892 BURGGRAF'S ACE FARGO WEST #17458	11.99							
1	09/30/25	UTILITY KNIFE	11.99			6025	450000	432		101000
4514										
		Total for Vendor:	**11.99**							
128115	C	351 BUSINESS ESSENTIALS	146.59							
1	09/22/25	COPY PAPER/CORRECTION TAPE	146.59			7000	411600	410		101000
WO13628301										
		Total for Vendor:	**146.59**							
128267	C	39 BUTLER MACHINERY	1,495.77							
1	09/25/25	SM23 GENERATOR REPAIR	1,704.46			6025	450000	826		101000
00WO0288619										
2	09/04/25	#4005 AC REPAIR	349.00			6010	450200	427		101000
00WO0287840										
3	09/05/25	#380 CORE CREDIT	-557.69			1000	430000	427		101000
00CS0064573										
		Total for Vendor:	**1,495.77**							
128186	C	4508 CARE RESOURCE CONNECTION	3,000.00							
1	10/01/25	FD 10-01/10-31	3,000.00			2060	415200	428		101000
7890										
		Total for Vendor:	**3,000.00**							
128122		1355 CASS COUNTY GOVERNMENT	2,655.14							
1	09/29/25	aug 2025 - medical	20.14			1000	421000	398		101000
INV012230										
2	09/29/25	aug 2025 - intox	170.00			1000	421000	398		101000
INV012232										
3	09/29/25	aug 2025 - jail housing	2,465.00			1000	421000	398		101000
INV012231										

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org Acct	Object	Proj	Cash Account
128246		1355 CASS COUNTY GOVERNMENT	1,955.14							
1		5637323828 09/05/25 Budget Notices	1,955.14			1000	415000	360		101000
5637323828										
		Total for Vendor:	**4,610.28**							
128103		46 CASS RURAL WATER USERS	33.24							
1		09/25/25 6482 - WF Airport Water	33.24			7050	500000	420		101000
6482 Sept 2025										
		Total for Vendor:	**33.24**							
128156		3216 CINTAS	148.42							
1		08/15/25 RUG SERVICE	148.42			1000	455000	420		101000
4240223301										
		Total for Vendor:	**148.42**							
128144		111 CITY OF FARGO	53,345.91							
1		09/10/25 LANDFILL FEES	27,431.85			6010	450200	355		101000
487327										
2		09/17/25 LANDFILL FEES	25,914.06			6010	450200	355		101000
487643										
128289		111 CITY OF FARGO	730.00							
1		09/17/25 TACK OIL	730.00			1000	430000	722		101000
487644										
		Total for Vendor:	**54,075.91**							
128086	C	2482 CODY BEILKE	125.10							
1		09/22/25 clotting reimb	125.10			1000	421000	422		101000
		Total for Vendor:	**125.10**							
128316		999999 CODY ELLEFSON	300.00							
Tree Planting Permit - 6022 Martin Ln W										
1		10/02/25 Tree - 6022 Martin Ln W	300.00			5000	422000	490		101000
		Total for Vendor:	**300.00**							

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org Acct	Object	Proj	Cash Account
128233	C	133 COLE PAPERS INC	1,731.11							
1		09/23/25 PD - PAPER PRODUCTS	606.32			1000	455000	500		101000
10628184										
2		09/23/25 CH - PAPER PRODUCTS	459.20			1000	455000	500		101000
10628186										
3		09/17/25 PW - PAPER PRODUCTS	73.56			6020	450000	500		101000
10626184										
4		09/23/25 PW - PAPER PRODUCTS	546.04			6020	450000	500		101000
10628185										
5		09/12/25 CH - PAPER PRODUCTS	45.99			1000	455000	500		101000
10624924										
		Total for Vendor:	**1,731.11**							
128336	C	3530 CONNECTWISE	336.60							
1		09/30/25 ScreenConnect - Oct subscript	336.60			1000	414104	497		101000
INV01461768										
		Total for Vendor:	**336.60**							
128228		4108 CONSOLIDATED ELECTRICAL	144.24							
1		09/19/25 2PORT INS LUG	144.24			1000	430002	392		101000
2348-1097719										
		Total for Vendor:	**144.24**							
128176		3245 CORE & MAIN	125.70							
1		09/24/25 CURB BOX ADAPTER	125.70			6020	450000	438		101000
5827										
128217		3245 CORE & MAIN	377.10							
1		09/30/25 CURB BOX ADAPTER	377.10			6020	450000	433		101000
6028										
128227		3245 CORE & MAIN	9,575.38							
1		09/24/25 WATER METERS	9,135.00			4972	480000	670		101000
5828										
2		09/26/25 OLAL MTR FLG SET	440.38			6020	450000	433		101000
5963										
		Total for Vendor:	**10,078.18**							

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund Org Acct		Object	Proj	Cash Account
128108	C	5473 COREY PEDERSON	123.20							
UND Center for Innovation Conference - Grand Forks										
1		09/16/25 Travel reimb - 09/16/25	123.20			1000	414104	340		101000
		Total for Vendor:	**123.20**							
128146		47 CORWIN CHRYSLER DODGE JEEP RAM	486.00							
1		09/24/25 #1189 HOSE - RADIATOR/HEATER	486.00			1000	421000	427		101000
175204										
		Total for Vendor:	**486.00**							
128258		3500 CUMMINS SALES AND SERVICE	3,106.93							
1		10/01/25 SM71 HMI BOARD REPLACEMENT	3,106.93			6025	450000	826		101000
E8-251021261										
		Total for Vendor:	**3,106.93**							
128151	C	662 CUSTOM GRAPHICS, INC	731.25							
1		09/10/25 WHITE DOOR DECALS - WA	46.20			6020	450000	433		101000
529316										
2		09/10/25 WHITE DOOR DECALS - SW	46.20			6025	450000	433		101000
529316										
3		09/10/25 WHITE DOOR DECALS - ST	46.20			1000	430000	433		101000
529316										
4		09/10/25 WHITE DOOR DECALS - WA	89.05			6020	450000	433		101000
529315										
5		09/10/25 WHITE DOOR DECALS - SW	89.05			6025	450000	433		101000
529315										
6		09/10/25 WHITE DOOR DECALS - ST	89.05			1000	430000	433		101000
529315										
7		09/10/25 BLACK DOOR DECALS - WA	108.50			6020	450000	433		101000
529317										
8		09/10/25 BLACK DOOR DECALS - SW	108.50			6025	450000	433		101000
529317										
9		09/10/25 BLACK DOOR DECALS - ST	108.50			1000	430000	433		101000
529317										
		Total for Vendor:	**731.25**							

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org Acct	Object	Proj	Cash Account
128171	C	4059 DAKOTA FENCE	374.50							
1		09/24/25 FENCE REPAIR - 40TH SHOP	374.50			1000	455000	802		101000
169898										
		Total for Vendor:	**374.50**							
128154	C	1675 DAKOTA FLUID POWER, INC	6.10							
1		09/22/25 #2006B BULKHEAD W/NUT	6.10			6020	450000	427		101000
7384154										
128214	C	1675 DAKOTA FLUID POWER, INC	269.61							
1		09/26/25 HARDWARE	269.61			6020	450000	427		101000
7386177										
128274	C	1675 DAKOTA FLUID POWER, INC	290.00							
1		09/15/25 #5102 COMPRESSOR REPAIR	290.00			1000	455000	427		101000
7381786										
		Total for Vendor:	**565.71**							
128159	C	624 DAKOTA SUPPLY GROUP	19.43							
1		09/18/25 ELEC TAPE	19.43			6025	450000	427		101000
S105052022										
		Total for Vendor:	**19.43**							
128167	-96017E	3050 DAKOTA UPREIT LIMITED	7,974.68							
Pioneer Center - October 2025 rent										
1		10/01/25 Common Area - Oct 2025	2,402.29			1001	415000	389		101000
2		10/01/25 Base Rent - Oct 2025	5,572.39			1001	415000	389		101000
		Total for Vendor:	**7,974.68**							
128179		4768 DARIN UNDERHILL	174.40							
1		09/30/25 IAAI Annual Train/Mandan	174.40			2060	415200	340		101000
2025 Train										
		Total for Vendor:	**174.40**							

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund Org Acct		Object	Proj	Cash Account
128325	C	2531 DAVID ARNTSON	54.00							
		Software training (Vanguard user conference) - Bismarck - 09/29/25-10/01/25								
1		10/01/25 Travel Reimb - 09/29-10/01	54.00			1000	414101	340		101000
		Total for Vendor:	**54.00**							
128075		5322 DEFENSE TECHNOLOGY LLC	625.00							
1		09/26/25 training reg - Tulius	625.00			1000	421000	340		101000
166780										
		Total for Vendor:	**625.00**							
128107		3525 DELL SPRECHER	61.04							
1		09/22/25 FD D Sprecher T-shirts	61.04			2060	415200	422		101000
2025 Clothing Allow.										
		Total for Vendor:	**61.04**							
128256		77 DEMCO INC	3,906.02							
1		09/22/25 CARTS FOR CARPET PROJECT	3,906.02			7000	411600	653		101000
7700673										
		Total for Vendor:	**3,906.02**							
128219	C	5560 DIAMOND VOGEL	1,154.15							
1		09/16/25 STREET STRIPING	1,154.15			1000	430000	486		101000
810262744										
128262	C	5560 DIAMOND VOGEL	1,128.75							
1		09/29/25 STREET STRIPING	1,128.75			1000	430000	486		101000
810262989										
		Total for Vendor:	**2,282.90**							
128314		999999 DILLON BACHAND	300.00							
		Tree Planting Permit - 1113 26th Ave W								
1		10/02/25 Tree - 1113 26th Ave W	300.00			5000	422000	490		101000
		Total for Vendor:	**300.00**							

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org Acct	Object	Proj	Cash Account
128109		5643 DMI CAR & TRUCK WASH SYSTEMS	1,354.00							
1		09/12/25 FD Brush Broom handles/cleaner	1,354.00			2060	415200	420		101000
46059										
		Total for Vendor:	**1,354.00**							
128060		3365 DUSTIN SCOTT	312.80							
League of Cities - 09/17/25-09/19/25 - Bismarck										
1		09/22/25 League of Cities 9/17-09/19	312.80			1000	414000	340		101000
		Total for Vendor:	**312.80**							
128212	C	1502 EIDE BAILLY LLP	7,560.00							
Professional services related to 2024 audit										
1		EI01936520 09/30/25 2024 Audit	6,060.00			1000	415000	369		101000
EI01936520										
2		EI01936520 09/30/25 GASB 101 Assistance	1,500.00			1000	415000	428		101000
EI01936520										
		Total for Vendor:	**7,560.00**							
128153	C	1841 EMERGENCY AUTOMOTIVE	297.66							
1		09/25/25 #2409 EMERGENCY LIGHTS	148.83			6020	450000	870		101000
JP092425-45										
2		09/25/25 #7100 EMERGENCY LIGHTS	148.83			6025	450000	427		101000
JP092425-45										
		Total for Vendor:	**297.66**							
128123		2862 ESSENTIA HEALTH - FARGO	2,040.00							
1		09/30/25 annual physicals	1,360.00			1000	421000	996		101000
890002547.09.2025										
2		09/30/25 preplacement physical	680.00			1000	421000	387		101000
890002547.09.2025										
128187		2862 ESSENTIA HEALTH - FARGO	2,016.00							
1		09/30/25 FD Annual Physicals	2,016.00			2060	415200	996		101000
8900002546.09.2025										
		Total for Vendor:	**4,056.00**							

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org Acct	Object	Proj	Cash Account
128271		5646 ETHAN WILM	696.21							
		SWEEPER TRAINING - ELGIN, IL								
1		09/24/25 TRAVEL REIMBURSEMENT	696.21			1000	455000	340		101000
		Total for Vendor:	**696.21**							
128149	C	1851 F/S MANUFACTURING	6.06							
1		09/23/25 #2006B AG SPRAY HOSE	6.06			6020	450000	427		101000
207203										
128226	C	1851 F/S MANUFACTURING	41.77							
1		09/23/25 NOZZLE/HOSE	41.77			2210	428000	358		101000
207209										
		Total for Vendor:	**47.83**							
128147		3344 FACTORY MOTOR PARTS	311.00							
1		09/26/25 #1174 COMPRESSOR ASSY	311.00			1000	421000	427		101000
37-1278037										
		Total for Vendor:	**311.00**							
128148	C	660 FARGO FREIGHTLINER	299.99							
1		09/22/25 #4301 SURGE TANK	299.99			6010	450200	427		101000
X101191930										
		Total for Vendor:	**299.99**							
128231		897 FARGO GLASS AND PAINT CO.	10.50							
1		09/25/25 IC GLASS	10.50			1000	455000	420		101000
GS0001495160-001										
		Total for Vendor:	**10.50**							
128135		979 FARGO LINE-X	1,160.00							
1		08/23/25 #6002 LINEX/LINERS	1,160.00			2210	428000	610		101000
32146										
		Total for Vendor:	**1,160.00**							

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund Org Acct		Object	Proj	Cash Account
128276	C	124 FASTENAL	431.53							
1		09/18/25 MISC SHOP SUPPLIES	394.08			6020	450000	433		101000
NDFAR324427										
2		09/18/25 LIFT STATION REPAIR	37.45			6025	450000	825		101000
NDFAR324450										
		Total for Vendor:	**431.53**							
128087		151 FEDERAL EXPRESS	11.83							
1		09/24/25 ND lab package	11.83			1000	421000	661		101000
9-005-03084										
		Total for Vendor:	**11.83**							
128173		329 FERGUSON WATERWORKS #2516	334.75							
1		09/23/25 MANHOLE LID	334.75			6025	450000	432		101000
0535682										
		Total for Vendor:	**334.75**							
128073	C	140 FM AMBULANCE SERVICES INC	370.00							
1		09/19/25 FD Bulk e-cards	370.00			2060	415200	340		101000
45924										
		Total for Vendor:	**370.00**							
128242		2499 FM CONVENTION & VISITORS BUREAU	27,853.44							
August Lodging										
1		Aug 2025 08/31/25 Lodging Tax 2%	27,853.44			2141	411500	533		101000
August 2025 2										
128243		2499 FM CONVENTION & VISITORS BUREAU	13,926.73							
August Lodging										
2		Aug 2025 08/31/25 Lodging Tax 1%	13,926.73			2141	411500	653		101000
August 2025 1										
		Total for Vendor:	**41,780.17**							

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund Org Acct		Object	Proj	Cash Account
128098		1979 FMWF CHAMBER OF COMMERCE	2,300.00							
1	356436	09/25/25 Metro Profile Ad - 2026	2,300.00			1000	416200	602		101000
356436										
		Total for Vendor:	**2,300.00**							
128128		2637 FORCE AMERICA INC	20.00							
1		09/30/25 DATA PLAN (AUG)	20.00			1000	430000	497		101000
IN200-2008306										
		Total for Vendor:	**20.00**							
128195	C	155 GALLS, LLC	3,110.99							
1		05/21/25 belt - 36	47.03			1000	421000	422		101000
031401512										
2		09/24/25 badge wallet - Pearson	20.65			1000	421000	422		101000
032638328										
3		09/29/25 credit memo - shipping	-1.75			1000	421000	422		101000
032693647										
4		09/29/25 shirt for Cruff	94.03			1000	421000	422		101000
032689700										
5		09/29/25 credit memo - shipping	-18.99			1000	421000	422		101000
032693661										
6		09/24/25 flashlight for Schany	100.36			1000	421000	422		101000
032644969										
7		09/29/25 credit memo - shipping	-30.99			1000	421000	422		101000
032693650										
8		09/26/25 pants/shirt for B. Oldham	257.15			1000	421000	422		101000
032662936										
9		09/29/25 credit memo - shipping	-18.99			1000	421000	422		101000
032693644										
10		09/24/25 flashlight for Balvik	101.38			1000	421000	422		101000
032644973										
11		09/26/25 backpack & pants for Balvik	256.42			1000	421000	422		101000
032661120										
12		09/29/25 credit memo - shipping	-24.31			1000	421000	422		101000
032693657										
13		09/24/25 new officer belts	178.84			1000	421000	422		101000
032640209										

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org Acct	Object	Proj	Cash Account
14 032637006		09/24/25 new officer belts	134.13			1000	421000	422		101000
15 032626369		09/23/25 winter gear for Ellefson	83.49			1000	421000	422		101000
16 032693652		09/29/25 credit memo - shipping	-6.99			1000	421000	422		101000
17 032612898		09/22/25 honor guard for TJ	87.95			1000	421000	422		101000
18 032693659		09/29/25 credit memo - shipping	-6.99			1000	421000	422		101000
19 032614999		09/22/25 t-shirts for Borg	51.99			1000	421000	422		101000
20 032693655		09/29/25 credit memo - shipping	-6.99			1000	421000	422		101000
21 032657293		09/25/25 boots for Morris	201.76			1000	421000	422		101000
22 032569870		09/17/25 pants for Morris	192.19			1000	421000	422		101000
23 032693662		09/29/25 credit memo - shipping	-24.99			1000	421000	422		101000
24 032625195		09/23/25 backpack for Evink	155.62			1000	421000	422		101000
25 115836		02/27/25 credit memo	-98.08			1000	421000	422		101000
26 032693656		09/29/25 credit memo - shipping	-11.62			1000	421000	422		101000
27 032612759		09/22/25 belt	47.03			1000	421000	422		101000
28 032640031		09/24/25 belt	51.73			1000	421000	422		101000
29 032638205		09/24/25 equip/clothing for Nobles	253.12			1000	421000	422		101000
30 032693653		09/29/25 credit memo - shipping	-18.99			1000	421000	422		101000
31 032611503		09/22/25 new officer - Kelly	1,004.25			1000	421000	422		101000
32 032693626		09/29/25 return double cuffs	-301.50			1000	421000	422		101000

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org Acct	Object	Proj	Cash Account
33		09/24/25 new officer gloves - Kelly 032645060	47.94			1000	421000	422		101000
34		09/29/25 nametag new officer - Kelly 032693157	17.92			1000	421000	422		101000
35		09/29/25 shirt for T. Johnson 032689698	89.40			1000	421000	422		101000
36		09/29/25 gloves for Runcorn 032692794	32.40			1000	421000	422		101000
37		09/29/25 shirts, new officer 032689697	175.39			1000	421000	422		101000
128238	C	155 GALLS, LLC	297.15							
1		09/08/25 FD T Olson Red Polo 032470825	79.37			2060	415200	422		101000
2		09/12/25 FD J Mailey Jobshirt 032519656	93.03			2060	415200	422		101000
3		09/09/25 FD D Sprecher Boots 032487544	124.75			2060	415200	422		101000
		Total for Vendor:	**3,408.14**							
128177		3678 GARRETT RIX Training HazMat in Birmingham AL	717.00							
1		10/01/25 HazMat Training-Alabama 2025 Train	717.00			2060	415200	340		101000
		Total for Vendor:	**717.00**							
128066	C	556 GRAINGER, INC.	814.75							
1		09/22/25 FD Grease Eq Services 9649254068	278.70			2060	415200	424		101000
2		09/22/25 FD Equipment Maintenance 9649254076	20.13			2060	415200	420		101000
3		09/22/25 FD Eq Services 9649254092	18.14			2060	415200	500		101000
4		09/30/25 FD Hose Reel/hose St 76 859277261	497.78			2060	415200	494		101000
		Total for Vendor:	**814.75**							

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org Acct	Object	Proj	Cash Account
128102	C	1963 GREATER FARGO MOORHEAD EDC	25,000.00							
1		2025-1003 08/12/25 GFMEDC Annual Support 2025	25,000.00			1000	414102	667		101000
2025-1003										
		Total for Vendor:	**25,000.00**							
128089		2713 HAMPTON INN & SUITES	660.00							
1		09/25/25 lodging, LEAS conf - heitkamp	220.00			1000	421000	340		101000
NQRU-325										
2		09/25/25 lodging, LEAS conf - frith	220.00			1000	421000	340		101000
NQRU-322										
3		09/25/25 lodging, LEAS conf - evans	220.00			1000	421000	340		101000
NQRU-323										
		Total for Vendor:	**660.00**							
128129	C	135 HAWKINS INC	6,263.70							
1		09/26/25 AQUAHAWK	6,263.70			6025	450000	423		101000
7210579										
128261	C	135 HAWKINS INC	6,452.10							
1		10/01/25 AQUAHAWK	6,452.10			6025	450000	423		101000
7214917										
128288	C	135 HAWKINS INC	3,155.10							
1		09/22/25 AQUAHAWK	3,155.10			6025	450000	423		101000
7205439										
		Total for Vendor:	**15,870.90**							
128237	C	180 HAZER'S AUTO WRECKING	1,665.00							
1		09/10/25 APPLIANCE DISPOSAL	777.00			6010	450200	357		101000
3108										
2		09/24/25 APPLIANCE DISPOSAL	888.00			6010	450200	357		101000
3130										
		Total for Vendor:	**1,665.00**							

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund Org Acct		Object	Proj	Cash Account
128185	C	1310 HERO SCHEDULE LLC	168.00							
1		10/01/25 FD October Scheduler	168.00			2060	415200	497		101000
41263										
128192	C	1310 HERO SCHEDULE LLC	303.00							
1		10/01/25 oct 2025 - active users	303.00			1000	421000	497		101000
INV-41264										
		Total for Vendor:	**471.00**							
128063	C	2820 HIGH POINT NETWORKS	3,135.00							
1		279659 09/23/25 Fire Station- 2N Teams License	105.00			1000	414104	497		101000
279659										
2		2797171 09/29/25 Assist with license key	140.00			1000	414104	497		101000
2797171										
3		2797438 09/30/25 Install security cameras	2,890.00			1000	414104	497		101000
2797438										
		Total for Vendor:	**3,135.00**							
128056	C	3285 HOUSTON ENGINEERING INC.	204,648.75							
1		78360 09/22/25 Project 2293	204,648.75			4187	480000	313		101000
78360										
		Total for Vendor:	**204,648.75**							
128119	C	4592 INGRAM LIBRARY SERVICES	985.57							
1		09/17/25 BOOKS	21.96			7000	411600	662		101000
90555492										
2		09/17/25 BOOKS	13.61			7000	411600	662		101000
90555493										
3		09/17/25 BOOKS	68.05			7000	411600	662		101000
90555494										
4		09/17/25 BOOKS	43.57			7000	411600	662		101000
90555495										
5		09/17/25 BOOKS	99.96			7000	411600	662		101000
90555496										
6		09/22/25 BOOKS	120.26			7000	411600	662		101000
90646473										

* ... Over spent expenditure

Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/	Document $/ Line $	Disc $	PO #	Fund	Org Acct	Object	Proj	Cash Account
7 90646474	09/22/25 BOOKS		13.30			7000	411600	662		101000
8 90646475	09/22/25 BOOKS		16.93			7000	411600	662		101000
9 90696046	09/23/25 BOOKS		29.17			7000	411600	662		101000
10 90696047	09/23/25 BOOKS		40.93			7000	411600	662		101000
11 90696048	09/23/25 BOOKS		15.46			7000	411600	662		101000
12 90696049	09/23/25 BOOKS		13.51			7000	411600	662		101000
13 90727247	09/24/25 BOOKS		13.75			7000	411600	662		101000
14 90727248	09/24/25 BOOKS		58.84			7000	411600	662		101000
15 90727249	09/24/25 BOOKS		21.53			7000	411600	662		101000
16 90759136	09/25/25 BOOKS		28.57			7000	411600	662		101000
17 90785124	09/26/25 BOOKS		12.71			7000	411600	662		101000
18 90785125	09/26/25 BOOKS		9.39			7000	411600	662		101000
19 90785126	09/26/25 BOOKS		81.72			7000	411600	662		101000
20 90785127	09/26/25 BOOKS		123.09			7000	411600	662		101000
21 90785128	09/26/25 BOOKS		11.26			7000	411600	662		101000
22 90785129	09/26/25 BOOKS		13.15			7000	411600	662		101000
23 90785130	09/26/25 BOOKS		11.87			7000	411600	662		101000
24 90798636	09/26/25 BOOKS		102.98			7000	411600	662		101000
		Total for Vendor:	**985.57**							

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org Acct	Object	Proj	Cash Account
128158		2500 INLAND TRUCK PARTS & SERVICE	11.96							
1	09/18/25	FILL CAP	11.96			6020	450000	427		101000
IN-1873804										
		Total for Vendor:	**11.96**							
128067		211 INTERSTATE ALL BATTERY CENTER	109.99							
1	09/19/25	FD Batt 70 Charger replacement	109.99			2060	415200	420		101000
1902801044152										
		Total for Vendor:	**109.99**							
128137		233 J & L SPORTS	968.00							
1	09/29/25	WINTER COAT/BEANIE STOCK - ST	193.60			1000	430000	422		101000
34836										
2	09/29/25	WINTER COAT/BEANIE STOCK - WA	193.60			6020	450000	422		101000
34836										
3	09/29/25	WINTER COAT/BEANIE STOCK - SW	193.60			6025	450000	422		101000
34836										
4	09/29/25	WINTER COAT/BEANIE STOCK - SA	193.60			6010	450200	422		101000
34836										
5	09/29/25	WINTER COAT/BEANIE STOCK - RW	193.60			1000	430001	422		101000
34836										
		Total for Vendor:	**968.00**							
128252		4858 JAMES MOHR	72.00							
Centracs Training - St Cloud										
1	09/29/25	Travel reimb - 9/24-9/25	72.00			1000	414200	340		101000
		Total for Vendor:	**72.00**							
128190		3721 JIM MARTINEZ	7.99							
1	09/30/25	wire for K9 (reimburseent)	7.99			1000	421000	915		101000
		Total for Vendor:	**7.99**							
128178		3526 JOHN NEEB	135.00							
1	09/30/25	IAAI Annual Train/Mandan	135.00			2060	415200	340		101000
2025 train										
		Total for Vendor:	**135.00**							

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org Acct	Object	Proj	Cash Account
128162	C	274 JOHNSON, MOTTINGER & GREENWOOD,	5,250.00							
October 2025										
1		10/01/25 Court Appointed Attorney	5,250.00			1000	412000	310		101000
		Total for Vendor:	**5,250.00**							
128203		3647 K-9 DEFENSE LLC	8,500.00							
1		09/23/25 training - 3 dogs	8,500.00			1000	421000	340		101000
003647										
		Total for Vendor:	**8,500.00**							
128068		344 KARL'S AT THE NODAK CENTER	286.04							
1		07/11/25 FD St 75 Dishwasher repair	286.04			2060	415200	427		101000
0000281102										
		Total for Vendor:	**286.04**							
128081		999999 KODEX, INC.	50.00							
1		09/22/25 search warrant 25022925	50.00			1000	421000	365		101000
BTTCIUX1-0001										
		Total for Vendor:	**50.00**							
128249	-96012E	4482 KOTAPAY	2,455.65							
10/03/2025 Payroll										
1		10/03/25 Child Support 10/03/25	2,455.65			1000	212549			101000
		Total for Vendor:	**2,455.65**							
128085		5634 KRISTIN KELLY	80.97							
1		09/24/25 hemming of pants - new officer	80.97			1000	421000	422		101000
00202										
		Total for Vendor:	**80.97**							
128069		4598 KUSSMAUL ELECTRONICS	526.77							
1		09/15/25 FD T76 Repair	526.77			2060	415200	420		101000
000281102										
		Total for Vendor:	**526.77**							

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org Acct	Object	Proj	Cash Account
128275	C	4767 LENOVO (UNITED STATES) INC.	960.00							
1		09/13/25 D ROLLIE COMPUTER	960.00			6010	450200	497		101000
6473833719										
		Total for Vendor:	**960.00**							
128101		1741 LIBERTY BUSINESS SYSTEMS, INC	1,009.18							
1		40207349 09/25/25 Sept 2025 CH 1st Floor	182.05			1000	415000	428		101000
40207349										
2		40207350 09/25/25 Sept 2025 CH 1st Floor	73.84			1000	415000	428		101000
40207350										
3		40207350 09/25/25 Sept 2025 City Hall	187.06			1000	415000	428		101000
40207350										
4		40207350 09/25/25 Sept 2025 Public Works	260.67			6020	450000	428		101000
40207350										
5		40207350 09/25/25 Sept 2025 Police	305.56			1000	421000	428		101000
40207350										
		Total for Vendor:	**1,009.18**							
128240		5608 LIBERTY MUTUAL INSURANCE	20,476.00							
1		09/19/25 Project 9061	20,476.00			4188	480000	724		101000
9001023606 09.19.25										
		Total for Vendor:	**20,476.00**							
128225		3603 LOGAN JACOBSON	212.20							
NDSWRA CONFERENCE - MEDORA, ND										
1		09/25/25 TRAVEL REIMBURSEMENT	212.20			6010	450200	340		101000
		Total for Vendor:	**212.20**							
128074		5640 LONG CREEK STEEL LLC	275,000.00							
2 parcels of land										
1		09/25/25 Loan for business expansion	275,000.00			2960	411900	416		101000
		Total for Vendor:	**275,000.00**							

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org Acct	Object	Proj	Cash Account
128199		711 LUTHER FAMILY FORD	534.12							
1		09/19/25 #1193 AXLE	534.12			1000	421000	427		101000
418051										
		Total for Vendor:	**534.12**							
128175	C	3304 MAC'S HARDWARE	766.23							
1		09/26/25 #3035 HARDWARE	83.00			1000	430000	427		101000
8504										
2		09/19/25 MISC TOOLS	263.89			1000	430001	432		101000
8274										
3		09/23/25 SHOVELS	143.97			6025	450000	432		101000
8328										
4		09/24/25 ROPE/HOOK	275.37			1000	430001	432		101000
8390										
128213	C	3304 MAC'S HARDWARE	19.99							
1		10/01/25 HOSE CUTTER	19.99			1000	455000	433		101000
8655										
		Total for Vendor:	**786.22**							
128110	C	3536 MACQUEEN	894.05							
1		09/24/25 FD Multi Rae Gasses	459.88			2060	415200	424		101000
P55251										
2		09/23/25 FD Chainsaw Blade	375.68			2060	415200	420		101000
P55150										
3		09/30/25 FD Multi Rae Adapter	58.49			2060	415200	424		101000
P55637										
		Total for Vendor:	**894.05**							
128257		5349 MARCO TECHNOLOGIES, LLC	751.31							
1		09/29/25 LEASE FOR PRINTERS	751.31			7000	411600	428		101000
40228975										
		Total for Vendor:	**751.31**							

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
128055		3488 MARK HOUSH	45.00								
		ND State Building Code meeting - 09/10/25-09/11/25 - Bismarck									
1		09/22/25 Travel reimb - 09/10-09/11	45.00			1000	418000		340		101000
		Total for Vendor:	**45.00**								
128210		3384 MATHESON TRI-GAS INC	1,082.10								
1		09/11/25 1 9/16" STEEL PADLOCKS	486.90			6020	450000		433		101000
		0032064194									
2		09/11/25 2" STEEL PADLOCKS	595.20			6020	450000		433		101000
		0032064195									
128215		3384 MATHESON TRI-GAS INC	150.96								
1		10/01/25 CO2	150.96			6020	450000		432		101000
		0032177807									
128220		3384 MATHESON TRI-GAS INC	223.92								
1		09/21/25 CYLINDER RENTAL	72.96			6020	450000		433		101000
		0032113891									
2		09/19/25 CO2	150.96			6020	450000		433		101000
		0032097999									
		Total for Vendor:	**1,456.98**								
128181		4483 MATT BERG	694.24								
1		10/01/25 NFA Fire Officer Course	694.24			2060	415200		340		101000
		2025 Training									
		Total for Vendor:	**694.24**								
128319		999999 MATTHEW CLEVENGER	300.00								
		Tree Planting Permit - 2177 Dock Drive									
1		10/02/25 Tree - 2177 Dock Drive	300.00			5000	422000		490		101000
		Total for Vendor:	**300.00**								
128072	C	299 MENARDS (FIRE)	1,107.01								
1		09/18/25 FD Gear Rack St 76	113.98			2060	415200		500		101000
		65492									
2		09/19/25 FD Station Supplies	51.31			2060	415200		500		101000
		65542									

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org Acct	Object	Proj	Cash Account
3 66295		09/30/25 FD Training Wood Supplies	941.72			2060	415200	340		101000
		Total for Vendor:	**1,107.01**							
128170	C	4622 MENARDS (PUBLIC WORKS)	983.52							
1 65556		09/19/25 DISTILLED WATER	3.66			6025	450000	433		101000
2 65464		09/18/25 LUMBER/STRAP/HARDWARE	212.76			4387	480000	500		101000
3 65487		09/18/25 SAWBLADE/HARDWARE	34.94			4387	480000	500		101000
4 65743		09/22/25 TOOLBOX/STORAGE REEL	57.98			6020	450000	433		101000
5 65557		09/19/25 EYE BLOCK/QUICK LINK	15.58			6020	450000	433		101000
6 65379		09/17/25 RESPIRATOR	79.94			6010	450200	433		101000
7 65911		09/24/25 MISC SHOP SUPPLIES	161.65			1000	455000	433		101000
8 65493		09/18/25 TAPE/TOGGLE BOLT	15.85			1000	455000	420		101000
9 65411		09/17/25 4" ROUND SLIDER	39.98			1000	455000	420		101000
10 65811		09/23/25 COPPER PIPE/BRUSHES	42.89			6020	450000	433		101000
11 66039		09/26/25 COPPER PIPE/ADAPTER/ELBOW	156.35			6020	450000	433		101000
12 65466		09/18/25 DRIVE BIT/LUMBER	78.73			1000	430000	487		101000
13 65566		09/19/25 STENCILS/SPRAY PAINT	14.71			1000	430000	432		101000
14 65972		09/25/25 CLEANING SUPPLIES	20.70			1000	455000	420		101000
15 65796		09/23/25 SAW BLADES	47.80			1000	430002	432		101000

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
128172	C	4622 MENARDS (PUBLIC WORKS)	115.75								
1		09/23/25 MISC SHOP SUPPLIES	115.75			6025	450000		433		101000
65797											
128207	C	4622 MENARDS (PUBLIC WORKS)	64.27								
1		09/30/25 TIP SEAL	21.96			1000	430000		432		101000
66280											
2		09/30/25 SHACKLE FGD GALV 3/4	23.98			6020	450000		432		101000
66283											
3		09/30/25 COUPLERS/ADAPTERS	18.33			6020	450000		432		101000
66312											
128223	C	4622 MENARDS (PUBLIC WORKS)	8.83								
1		09/29/25 GALV CAP/TAPE	8.83			6025	450000		433		101000
66222											
128300	C	4622 MENARDS (PUBLIC WORKS)	19.21								
1		09/30/25 PVC/ADAPTERS	19.21			1000	455000		420		101000
66290											
		Total for Vendor:	**1,191.58**								
128140	C	5614 MERIDIAN COMMERCIAL CONSTRUCTION	240,852.90								
1		09/30/25 PROJ 9061	240,852.90			4188	480000		670		101000
		Total for Vendor:	**240,852.90**								
128064	E	2766 MIDCONTINENT COMMUNICATIONS	284.02								
1	14970	09/23/25 191305202 - 3050 Sheyenne	284.02			2310	452120		497		101000
19130520214970											
128182	E	2766 MIDCONTINENT COMMUNICATIONS	186.72								
1		09/27/25 FD September Usage	186.72			2060	415200		527		101000
37257170114976											
		Total for Vendor:	**470.74**								

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org Acct	Object	Proj	Cash Account
128121	C	102 MIDSTATES WIRELESS	349.90							
1		09/30/25 ear piece for port radio	349.90			1000	421000	422		101000
205020188-1										
128191	C	102 MIDSTATES WIRELESS	30,016.97							
1		10/01/25 #1227 install equip-labor	30,016.97			1000	421000	610		101000
207000448-1										
		Total for Vendor:	**30,366.87**							
128118	C	1854 MIDWEST TAPE	251.53							
1		09/17/25 DVD	23.97			7000	411600	664		101000
507752366										
2		09/17/25 DVD	40.03			7000	411600	664		101000
507752363										
3		09/17/25 DVD	48.69			7000	411600	664		101000
507752365										
4		09/23/25 DVD	25.47			7000	411600	664		101000
507784806										
5		09/23/25 DVD	23.97			7000	411600	664		101000
507784807										
6		09/23/25 DVD	31.47			7000	411600	664		101000
507784808										
7		09/23/25 DVD	47.94			7000	411600	664		101000
507784809										
8		09/25/25 DVD	9.99			7000	411600	664		101000
507790508										
		Total for Vendor:	**251.53**							
128320		999999 MITCHEL KUDRNA	190.00							
Tree Planting Permit - 2632 McLeod Dr E										
1		10/02/25 Tree - 2632 McLeod Dr E	190.00			5000	422000	490		101000
		Total for Vendor:	**190.00**							

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund Org Acct		Object	Proj	Cash Account
128236	C	2121 MOEN PORTABLES & SEPTIC	112.50							
1	09/22/25	PORTABLE RENTAL	112.50			6010	450200	357		101000
M9705										
		Total for Vendor:	**112.50**							
128058	C	305 MOORE ENGINEERING INC	5,031.56							
1	SIN004675	09/15/25 Lot Staking	5,031.56			1000	418000	520		101000
SIN004675										
		Total for Vendor:	**5,031.56**							
128302		1014 MOTION INDUSTRIES, INC	498.78							
1	09/29/25	SLEEVE/FLANGE	498.78			6025	450000	827		101000
ND31-00547858										
		Total for Vendor:	**498.78**							
128283		2969 MTI DISTRIBUTING INC	216.45							
1	10/02/25	#394 VBELT	216.45			1000	430000	427		101000
1497071-00										
		Total for Vendor:	**216.45**							
128297	C	298 MVTL LABORATORIES	238.25							
1	09/29/25	WATER TESTING	238.25			6025	450000	335		101000
1326102										
		Total for Vendor:	**238.25**							
128208	C	728 NAPA CENTRAL	60.17							
1	10/01/25	NFD OIL DRY	217.35			6010	450200	433		101000
488316										
2	04/09/25	ACCT CREDIT	-157.18			1000	421000	427		101000
4092025-1										
		Total for Vendor:	**60.17**							
128099	-96019E	363 ND PERS	319,105.16							
1	09/25/25	Sept Payroll - Contributions	319,105.85			1000	212532			101000
2	09/25/25	Rounding	-0.69			1000	414100	230		101000

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org Acct	Object	Proj	Cash Account
128245	-96013E	363 ND PERS	614.39							
1		09/30/25 Sept Payroll Adj	614.39			1000	212532			101000
128251	-96010E	363 ND PERS	10,013.00							
10/03/25 Payroll										
1		10/03/25 457b Def Comp - Contributions	10,013.00			1000	212532			101000
		Total for Vendor:	**329,732.55**							
128080		1771 ND SECRETARY OF STATE	36.00							
1		09/25/25 notary renewal - symonds	36.00			1000	421000	667		101000
		Total for Vendor:	**36.00**							
128285	C	756 NELCO FIRST AID	105.64							
1		09/14/25 PW - FIRST AID SUPPLIES	105.64			6020	450000	639		101000
250969										
		Total for Vendor:	**105.64**							
128327		5617 NOLAN MEIDINGER	54.00							
Software training (Vanguard user conference) - Bismarck - 09/29/25-10/01/25										
1		10/01/25 Travel Reimb - 09/29-10/01	54.00			1000	414101	340		101000
		Total for Vendor:	**54.00**							
128293	C	5240 NORTHERN ENGINE & SUPPLY	10.38							
1		09/24/25 #2006B FITTING	10.38			6020	450000	427		101000
270131										
		Total for Vendor:	**10.38**							
128279	C	1403 NORTHERN TOOL & EQUIPMENT	119.97							
1		09/18/25 H-DOLLIE W/CASTER	119.97			6025	450000	825		101000
D02B9BFA										
		Total for Vendor:	**119.97**							
128209	C	1715 NORTHWEST TIRE INC	1,525.55							
1		09/24/25 #4201 TIRES	350.00			6010	450200	427		101000
24052475										
2		09/23/25 #3054 TIRES	846.08			1000	430000	427		101000
24052415										

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org Acct	Object	Proj	Cash Account
3		09/24/25 #2000 TIRES	309.76			6020	450000	427		101000
26059155										
4		09/24/25 #8011 FLAT REPAIR	19.71			1000	415000	427		101000
26059183										
128269	C	1715 NORTHWEST TIRE INC	859.75							
1		09/18/25 #413 FLAT REPAIR	73.23			6010	450200	427		101000
24052339										
2		09/18/25 #4021 TIRES	597.01			6010	450200	427		101000
24052337										
3		09/03/25 #7101 TIRES	189.51			6025	450000	427		101000
26058585										
128280	C	1715 NORTHWEST TIRE INC	3,691.48							
1		08/29/25 #4100 TIRES	2,433.92			6010	450200	427		101000
24052049										
2		08/27/25 #4021 TIRES	1,257.56			6010	450200	427		101000
24052014										
128313	C	1715 NORTHWEST TIRE INC	1,743.47							
1		09/26/25 #3100 TIRES	861.88			1000	430000	427		101000
26059189										
2		09/30/25 #5304 FLAT REPAIR	19.71			1000	430001	427		101000
26059303										
3		09/26/25 #3001 TIRES	861.88			1000	430000	427		101000
26059189										
		Total for Vendor:	**7,820.25**							
128093	C	5440 NORTHWEST TIRE INC. (PD)	241.41							
1		09/24/25 #1193 tire repair - torque	241.41			1000	421000	427		101000
26059150										
128124	C	5440 NORTHWEST TIRE INC. (PD)	61.00							
1		09/30/25 #1173 tire repair	61.00			1000	421000	427		101000
26059306										
		Total for Vendor:	**302.41**							

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund Org Acct		Object	Proj	Cash Account
128152	C	330 NORTHWESTERN EQUIPMENT INC.	179.84							
1 55669		09/11/25 #4200 THIMBLE	4.44			6010	450200	427		101000
2 55689		09/23/25 1/2X55' WITH HOOK & THIMBLE	175.40			6010	450200	427		101000
		Total for Vendor:	**179.84**							
128291	C	5603 NUWAVE COMMUNICATIONS INC	2,121.22							
1 137817	137817	10/01/25 MS Teams phone plan - Oct 25	2,121.22			1000	415000	356		101000
		Total for Vendor:	**2,121.22**							
128070		1774 O'REILLY AUTOMOTIVE STORES, INC	379.82							
1 1932-498799		09/22/25 FD Eq Svcs-Station Supplies	244.65			2060	415200	500		101000
2 1932-499610		09/24/25 FD Oil for Frosts Vehicle	135.17			2060	415200	424		101000
		Total for Vendor:	**379.82**							
128273		4744 O'REILLY AUTOMOTIVE STORES, INC	26.47							
1 1932102406		10/02/25 #3019 FILTER	14.48			1000	430000	427		101000
2 1932102597		10/02/25 9.5OZ ASY LB	11.99			1000	455000	433		101000
128290		4744 O'REILLY AUTOMOTIVE STORES, INC	1,043.66							
1 1932101686		09/30/25 #1173 WIPER BLADES/BATTERY	309.40			1000	421000	427		101000
2 1932494813		09/10/25 AUX POWER/FUSE HOLDER	81.94			6010	450200	433		101000
3 6022226156		09/15/25 #7002 CLEANING SUPPLIES	24.98			6025	450000	433		101000
4 1932499600		09/24/25 #1211 BRAKER ROTORS/PADS	329.98			1000	421000	427		101000
5 1932487355		08/20/25 WIPER BLADE STOCK	264.84			6010	450200	427		101000

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org Acct	Object	Proj	Cash Account
6		09/17/25 #1181 FUSE MIDI	8.49			1000	421000	427		101000
1932497270										
7		09/25/25 #1189 THERMOSTAT	18.44			1000	421000	427		101000
1932499983										
8		09/25/25 #1189 WP GASKET	5.59			1000	421000	427		101000
193210007										
		Total for Vendor:	**1,070.13**							
128155	C	352 OK TIRE STORE - COM CTR	53.00							
1		09/23/25 #601 TIRE REPAIR	53.00			2210	428000	427		101000
05-378481										
128272	C	352 OK TIRE STORE - COM CTR	983.00							
1		10/01/25 #3005 TIRES	983.00			1000	430000	427		101000
05-379004										
		Total for Vendor:	**1,036.00**							
128138		399 OLYMPIC SALES	6,787.41							
1		08/28/25 #4101 LIFT/GRIPPER/CHAIN REBUI	6,787.41			6010	450200	427		101000
15936										
128222		399 OLYMPIC SALES	405.95							
1		09/26/25 #4200 CAMBERA CABLE	103.27			6010	450200	427		101000
16030										
2		09/17/25 #4101 CAMERAL CABLE	77.45			6010	450200	427		101000
16002										
3		09/16/25 #4102 ASL FINGER	225.23			6010	450200	427		101000
15997										
128265		399 OLYMPIC SALES	1,152.52							
1		09/19/25 ASL JOYSTICK	1,152.52			6010	450200	427		101000
16010										
		Total for Vendor:	**8,345.88**							

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org Acct	Object	Proj	Cash Account
128113		276 OSTROMS ACE HARDWARE	291.90							
1 229550		09/05/25 FD Key ring	3.99			2060	415200	500		101000
2 229593		09/15/25 FD CRR Door prizes	149.95			2060	415200	375		101000
3 229632		09/23/25 FD Extinguisher for Door prize	29.99			2060	415200	375		101000
4 229641		09/24/25 FD Adapterhose Zinc	13.99			2060	415200	500		101000
5 229545		09/04/25 FD CRR Door prizes	93.98			2060	415200	375		101000
128125		276 OSTROMS ACE HARDWARE	174.91							
PO - 200277										
1 229591		09/12/25 acct 44818 K9 food	174.91			1000	421000	915		101000
		Total for Vendor:	**466.81**							
128201		5119 OSTROMS ACE HARDWARE (PW)	59.93							
1 229481		08/21/25 MARKING PAINT	59.93			2210	428000	358		101000
128202		5119 OSTROMS ACE HARDWARE (PW)	206.62							
SEPT STATEMENT INVOICES										
1 229634		09/23/25 MISC TOOLS	73.94			6020	450000	432		101000
2 229613		09/18/25 BATTERIES	15.98			1000	455000	420		101000
3 229619		09/19/25 HARDWARE	5.40			1000	455000	420		101000
4 229575		09/10/25 TRANK SPRAYER	32.99			6010	450200	433		101000
5 229596		09/15/25 BATTERIES	25.98			1000	455000	420		101000
6 229504		08/26/25 TAPE/PLIERS	16.57			6020	450000	432		101000

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org Acct	Object	Proj	Cash Account
7		08/28/25 INSECT REPELLENT	18.58			6020	450000	433		101000
229516										
8		09/24/25 SILICONE	17.18			1000	430002	392		101000
229638										
		Total for Vendor:	**266.55**							
128116	C	2126 OVERDRIVE, INC	2,040.65							
1		09/12/25 EBOOKS	249.98			7000	411600	650		101000
02139CO25281578										
2		09/12/25 AUDIOBOOKS	760.22			7000	411600	650		101000
02139CO25281578										
3		09/25/25 EBOOKS	327.47			7000	411600	650		101000
02139CO25294775										
4		09/25/25 AUDIOBOOKS	753.49			7000	411600	650		101000
02139CO25294775										
5		09/25/25 CREDIT	-50.51			7000	411600	650		101000
02139CO25294775										
		Total for Vendor:	**2,040.65**							
128145	-96016E	5633 OXIDATION TECHNOLOGIES LLC	5,337.00							
1		09/24/25 OZONE TRAILER RENTAL	5,337.00			6025	450000	423		101000
41882										
		Total for Vendor:	**5,337.00**							
128254		3739 PARADIGM FIBER SPLICING LLC	6,460.00							
1	459	09/09/25 Project 9064	6,460.00			4209	480000	670		101000
459										
		Total for Vendor:	**6,460.00**							
128161	C	1648 PARKLAND USA CORPORATION DBA	40,060.86							
1		09/25/25 BULK DIESEL - PW	19,293.91			1000	140000			101000
IN-892764-25										
2		09/25/25 BULK DIESEL - 40TH AVE	20,766.95			1000	140000			101000
IN-896807-25										

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
128221	C	1648 PARKLAND USA CORPORATION DBA	262.24								
1		08/29/25 RIDGELINE DEF	262.24			6010	450200		422		101000
IN-852133-25											
		Total for Vendor:	**40,323.10**								
128315		999999 PAT PRANKE	300.00								
		Tree Planting Permit - 418 38th Ave E									
1		10/02/25 Tree - 418 38th Ave E	300.00			5000	422000		490		101000
		Total for Vendor:	**300.00**								
128334	C	5491 PAUL FRACASSI	23.00								
		Software training (Vanguard user conference) - Bismarck - 09/29/25-10/01/25									
1		10/01/25 Travel Reimb - 09/29-10/01	23.00			1000	414101		340		101000
128335	C	5491 PAUL FRACASSI	298.00								
		IAAO Conference - Orlando - 09/20/25-09/24/25									
1		10/01/25 Travel Reimb - 09/20-09/24	298.00			1000	414101		340		101000
		Total for Vendor:	**321.00**								
128295	C	563 PETRO SERVE USA	218.00								
1		10/01/25 POLY 55GAL	218.00			1000	430000		722		101000
102382											
128305	C	563 PETRO SERVE USA	53.84								
1		09/05/25 PREMIUM	28.40			1000	430000		422		101000
5293											
2		09/03/25 PREMIUM	25.44			1000	430000		422		101000
4354											
		Total for Vendor:	**271.84**								
128112		1987 PETSMART	94.98								
1		09/29/25 FD K-9 Mika, Food, ear wipes	94.98			2060	415200		915		101000
456002542											
		Total for Vendor:	**94.98**								

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org Acct	Object	Proj	Cash Account
128160	C	5431 PLOWOPS INC	2,040.00							
1		10/01/25 PLOW OPS SUBSCRIPTION (OCT)	2,040.00			1000	430000	497		101000
04672										
		Total for Vendor:	**2,040.00**							
128076	C	3391 PPI CONSULTING LLC	475.00							
1		09/26/25 assessment - medrud	475.00			1000	421000	399		101000
25-221										
		Total for Vendor:	**475.00**							
128329		999999 PRAIRIE PROPERTY MANAGEMENT	100.02							
ACH pulled from wrong account, need to refund Acct #7131										
Location 7000810E and 7000802A										
1		10/03/25 UB Refund - Acct 7131	68.63			6020	214100			101000
Location 7000810E										
2		10/03/25 UB Refund - Acct 7131	31.39			6020	214100			101000
Location 7000802A										
		Total for Vendor:	**100.02**							
128284	C	916 PRAIRIE SUPPLY INC	566.70							
1		09/22/25 MISC TOOLS	209.60			1000	430000	432		101000
0674636										
2		09/23/25 MISC TOOLS	133.75			1000	430000	432		101000
0675172										
3		09/23/25 MISC TOOLS	87.50			1000	430000	722		101000
0675173										
4		09/22/25 SOCKETS/BROOMS	135.85			1000	430000	432		101000
0674768										
		Total for Vendor:	**566.70**							
128136	C	1755 PRO SWEEP INC	2,125.00							
1		09/30/25 SHEYENNE TUNNEL SWEEP (SEPT)	2,125.00			1000	430000	485		101000
26579										
		Total for Vendor:	**2,125.00**							

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund Org Acct	Object	Proj	Cash Account
128328		790 RAMADA BY WYNDHAM BISMARCK	594.00						
1		54518 10/01/25 Hotel for Vanguard conf- Nolan	198.00			1000 414101	340		101000
54518									
2		54515 10/01/25 Hotel for Vanguard conf- Frank	198.00			1000 414101	340		101000
54515									
3		54493 10/01/25 Hotel for Vanguard conf- Dave	198.00			1000 414101	340		101000
54493									
		Total for Vendor:	**594.00**						
128232		2025 RANDALL'S EXCAVATING, INC	28,250.00						
1		07/31/25 WATER LINE REPLACEMENT	28,250.00			6020 450000	438		101000
4558									
		Total for Vendor:	**28,250.00**						
128326		5192 RAYMOND FRANCIS HOLZHEY	54.00						
		Software training (Vanguard user conference) - Bismarck - 09/29/25-10/01/25							
1		10/01/25 Travel Reimb - 09/29-10/01	54.00			1000 414101	340		101000
		Total for Vendor:	**54.00**						
128255	C	5564 RED BRICK RESOURCES	275.26						
1		09/29/25 BOOKS	275.26			7000 411600	662		101000
ARD1900288									
		Total for Vendor:	**275.26**						
128235		1016 RED WING BUSINESS ADVANTAGE	212.49						
1		08/08/25 J AMBLE BOOTS	212.49			6010 450200	422		101000
737ST1-1276206									
		Total for Vendor:	**212.49**						
128163		1182 REFRIGERATION HEATING INC	81.15						
1		09/25/25 AIR PRESSURE SWITCH/BRACKET	81.15			1000 455000	420		101000
1519884									

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org Acct	Object	Proj	Cash Account
128310		1182 REFRIGERATION HEATING INC	24.91							
1	09/10/25	BROWNING VBELT	24.91			1000	455000	420		101000
1515974										
		Total for Vendor:	**106.06**							
128180		4495 ROB DIRK	717.00							
1	09/30/25	HazMat Training,Birmingham AL	717.00			2060	415200	340		101000
2025 Train										
		Total for Vendor:	**717.00**							
128200	C	5508 ROBERT HELMING	150.00							
1	10/01/25	EXPO FEE REIMBURSEMENT	150.00			2210	428000	340		101000
		Total for Vendor:	**150.00**							
128084		5626 ROBERT MORRIS	1,425.00							
1	09/19/25	reg fee, ambush trn - young	475.00			1000	421000	340		101000
ZVRG71M1-0004										
2	09/19/25	reg fee, ambush trn -mickelson	475.00			1000	421000	340		101000
ZVRG71M1-0005										
3	09/19/25	reg fee, ambush trn - carr	475.00			1000	421000	340		101000
ZVRG71M1-0006										
		Total for Vendor:	**1,425.00**							
128052		999999 ROSS AND JANE KASTRINOS	49.41							
Overpaid final bill, need to refund the overpayment										
Acct: 12304										
1	09/24/25	UB Refund	49.41			6020	214100			101000
		Total for Vendor:	**49.41**							
128244	E	3353 SAM'S CLUB MC/SYNCB	723.80							
1	09/09/25	City Hall Supplies	723.80			1000	415000	420		101000
		Total for Vendor:	**723.80**							

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
128278	C	800 SANDERS METAL PRODUCTS	700.00								
1		09/12/25 SLEEVE SOCKET	700.00			6025	450000		825		101000
66405											
		Total for Vendor:	**700.00**								
128139	C	454 SANITATION PRODUCTS	1,533.41								
1		09/23/25 #3208 BROOM/MANDREL	1,533.41			1000	430000		427		101000
94344											
		Total for Vendor:	**1,533.41**								
128216		450 SCHEELS	135.00								
1		10/02/25 new officer boots - Medrud	135.00			1000	421000		422		101000
42973											
		Total for Vendor:	**135.00**								
128168	C	5570 SHEYENNE 32 EAST LLC	699.67								
3150 Sheyenne St - Unit A											
1		Oct 2025 10/01/25 CAM/Operating Exp - Oct	484.00			2960	411900		416		101000
3150 Sheyenne St - Unit A											
2		Oct 2025 10/01/25 Parking Fee - Oct	79.17			2960	411900		416		101000
3150 Sheyenne St - Unit A											
3		Oct 2025 10/01/25 Plaza Fee - Oct	136.50			2960	411900		416		101000
3150 Sheyenne St - Unit A											
		Total for Vendor:	**699.67**								
128082	C	2885 SHORTPRINTER	107.35								
1		09/15/25 bc cards for 3	107.35			1000	421000		668		101000
165463											
128241	C	2885 SHORTPRINTER	62.60								
1		165702 09/29/25 Notary Stamp - Mikayla Cotton	62.60			1000	412000		410		101000
165702											
		Total for Vendor:	**169.95**								

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org Acct	Object	Proj	Cash Account
128057	C	5199 SIGN BADGERS	426.16							
1		35492 09/19/25 Magnets	426.16			1000	416200	602		101000
35492										
128096	C	5199 SIGN BADGERS	49.58							
1		09/22/25 remodel - podium sign	49.58			2975	421000	420	18	101000
35511										
		Total for Vendor:	**475.74**							
128090	C	3642 SIGN PRO	150.00							
1		09/25/25 #1173 removal	150.00			1000	421000	610		101000
92013										
		Total for Vendor:	**150.00**							
128141	C	91 SIGN SOLUTIONS USA	2,633.01							
1		09/15/25 DETOUR ARROWS/CAM	2,633.01			1000	430000	870		101000
419289										
128218	C	91 SIGN SOLUTIONS USA	154.69							
1		09/30/25 SIGNS	154.69			1000	455000	420		101000
419613										
128308	C	91 SIGN SOLUTIONS USA	339.31							
Converdia Health parking lot										
1		419494 09/24/25 Public parking signs	339.31			2960	411900	416		101000
419494										
		Total for Vendor:	**3,127.01**							
128247		2655 SIMPLIFILE	150.00							
1		09/30/25 Service 09/01/25-09/30/25	150.00			1000	418000	668		101000
NDT8B3-09302025										
		Total for Vendor:	**150.00**							

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org Acct	Object	Proj	Cash Account
128296		360 SIX ROBBLEES INC	18.16							
1		09/29/25 #2100 POLE CONNECTORS	18.16			6020	450000	427		101000
26P6398										
		Total for Vendor:	**18.16**							
128150	C	3652 SNAP-ON TOOLS INDUSTRIAL	142.60							
1		09/24/25 AIR SOLV GUN	142.60			1000	455000	432		101000
ARV/65879100										
		Total for Vendor:	**142.60**							
128111	C	465 SPARTAN STORES LLC	31.03							
1		09/23/25 FD St 76 Metro chiefs Supplies	31.03			2060	415200	375		101000
444698										
		Total for Vendor:	**31.03**							
128323	C	176 SUMMIT FIRE PROTECTION	377.00							
10/1/25-9/30/26										
1		10/02/25 PD - ANNUAL ALARM MONITORING	377.00			1000	455000	420		101000
3567141										
		Total for Vendor:	**377.00**							
128134	C	733 SWANSTON EQUIPMENT CORP	2,968.39							
1		09/22/25 #3407 NOZZLE/HOSE/PIPE	2,968.39			1000	430000	427		101000
P16925										
		Total for Vendor:	**2,968.39**							
128294		1234 TOOL WAREHOUSE INC	60.34							
1		09/26/25 MISC SHOP SUPPLIES	60.34			1000	455000	433		101000
0241314										
		Total for Vendor:	**60.34**							
128224		5644 TRAFFIC AND PARKING CONTROL CO	994.00							
1		09/29/25 SOLAR PANEL REPLACEMENTS	994.00			4194	480000	670		101000
I810506										
		Total for Vendor:	**994.00**							

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
128321	C	5648 TRAFFIC LOGIX	268.00								
1		08/25/25 SPRADDF300 RADAR SIN33767	268.00			4194	480000	670			101000
		Total for Vendor:	**268.00**								
128307	C	5647 TRAFFIC SAFETY STORE	1,148.16								
1		09/22/25 RUBBER SPEED BUMPS INV914173	1,148.16			2970	480000	653			101000
		Total for Vendor:	**1,148.16**								
128164	C	665 TWIN CITY GARAGE DOOR	405.00								
1		09/26/25 PW - GARAGE DOOR REPAIR 432572610	405.00			6020	450000	420			101000
128230	C	665 TWIN CITY GARAGE DOOR	1,612.45								
1		09/19/25 SA - DOOR REPAIR 431919210	1,612.45			6010	450200	420			101000
128309	C	665 TWIN CITY GARAGE DOOR	7,000.00								
1		09/30/25 PD - CONTROL BOX REPLACEMENT 431565240	7,000.00			1000	455000	802			101000
		Total for Vendor:	**9,017.45**								
128322	C	2951 TYLER TECHNOLOGIES, INC	518.38								
1		020-164732 09/30/25 OTC & Portal 020-164732	518.38			1000	412000	740			101000
		Total for Vendor:	**518.38**								
128169		2136 ULINE INC	403.69								
1		09/11/25 FLEET - NITRILE GLOVES 197815766	184.84			1000	455000	433			101000
2		09/11/25 FACILITIES - NITRILE GLOVES 197815766	218.85			1000	455000	500			101000
		Total for Vendor:	**403.69**								

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund Org Acct	Object	Proj	Cash Account
128324		5649 VALOR CONTRACTING LLC	615,557.25						
1		09/30/25 PROJ 9061	615,557.25			4188 480000	670		101000
1431									
		Total for Vendor:	**615,557.25**						
128083		2709 VIGEN'S LAWN SERVICE INC	138.00						
1		09/22/25 abatement 820 7th Ave E	138.00			1000 415000	555		101000
460134									
128126		2709 VIGEN'S LAWN SERVICE INC	138.00						
1		09/25/25 abatement 220 5th St NW	138.00			1000 415000	555		101000
460801									
		Total for Vendor:	**276.00**						
128196	E	3569 VISA FIRE DEPT 1	221.30						
1		CC-1831 09/17/25 Chief/Bismarck meetings	56.34			2060 202200			101000
SHELL					CC Accounting: 2060-	-415200-424			
2		CC-1831 09/23/25 Metro Chief Meeting	24.96			2060 202200			101000
SPARTAN STORES LLC					CC Accounting: 2060-	-415200-375			
3		CC-1831 09/23/25 Metrol Chief Meeting	140.00			2060 202200			101000
CRACKED PEPPER					CC Accounting: 2060-	-415200-375			
		Total for Vendor:	**221.30**						
128331	E	3568 VISA FIRE DEPT 2	3,852.64						
1		CC-1832 09/08/25 Ladder Testing/refab	58.73			2060 202200			101000
WEST SIDE STEEL					CC Accounting: 2060-	-415200-427			
2		CC-1832 09/08/25 M Berg/EMT voucher fee	104.00			2060 202200			101000
National Registry of Emergency Medical T					CC Accounting: 2060-	-415200-340			
3		CC-1832 09/10/25 ST 75 Recliner Cable	46.00			2060 202200			101000
DREAMSEATS LLC					CC Accounting: 2060-	-415200-427			
4		CC-1832 09/17/25 25 Student Work Books	135.06			2060 202200			101000
American Heart Association ShopCPR					CC Accounting: 2060-	-415200-340			
5		CC-1832 09/18/25 St 76 Spare Gear Rack	64.59			2060 202200			101000
WEST SIDE STEEL					CC Accounting: 2060-	-415200-494			
6		CC-1832 09/23/25 St 76-Station Supplies	278.95			2060 202200			101000
SAM'S CLUB/SYNCHRONY BANK (FD)					CC Accounting: 2060-	-415200-500			

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Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund Org Acct	Object	Proj	Cash Account
7		CC-1832 09/23/25 St 75-Station Supplies	70.44			2060 202200			101000
SAM'S CLUB/SYNCHRONY BANK (FD)					CC Accounting: 2060-	-415200-500			
8		CC-1832 09/25/25 D Sapp Course registration	135.00			2060 202200			101000
MISC CLAIM VENDOR					CC Accounting: 2060-	-415200-340			
9		CC-1832 09/25/25 Build Ext. form	115.30			2060 202200			101000
WEST SIDE STEEL					CC Accounting: 2060-	-415200-494			
10		CC-1832 09/08/25 J Dick-EMT Exam	32.25			2060 202200			101000
JONES & BARTLETT LEARNING					CC Accounting: 2060-	-415200-340			
11		CC-1832 09/02/25 2025 Pub Education/Schools	2,244.23			2060 202200			101000
NFPA (NATIONAL FIRE PROTECTION ASSOC)					CC Accounting: 2060-	-415200-375			
12		CC-1832 09/30/25 D Sapp F-2 Study Guide Book	60.00			2060 202200			101000
EVT-Emergency Vehicle Testing					CC Accounting: 2060-	-415200-340			
MISC CLAIM VENDOR									
13		CC-1832 09/04/25 ST 75 Station Supplies	134.03			2060 202200			101000
SAM'S CLUB/SYNCHRONY BANK (FD)					CC Accounting: 2060-	-415200-500			
14		CC-1832 09/04/25 ST 76 Station Supplies	216.57			2060 202200			101000
SAM'S CLUB/SYNCHRONY BANK (FD)					CC Accounting: 2060-	-415200-500			
15		CC-1832 09/30/25 Hangers for CRR	4.49			2060 202200			101000
HOBBY LOBBY					CC Accounting: 2060-	-415200-375			
16		CC-1832 09/30/25 Annual fee D Underhill	153.00			2060 202200			101000
IAAI					CC Accounting: 2060-	-415200-667			
		Total for Vendor:	**3,852.64**						
128332	E	4351 VISA FIRE DEPT 3	5,147.90						
1		CC-1835 09/29/25 Rental car fuel/Alabama-train	25.88			2060 202200			101000
SHELL					CC Accounting: 2060-	-415200-424			
2		CC-1835 09/26/25 D Underhill IAAI Conference	214.00			2060 202200			101000
COMFORT INN & SUITES					CC Accounting: 2060-	-415200-340			
3		CC-1835 09/26/25 J Neeb IAAI Conference	214.00			2060 202200			101000
COMFORT INN & SUITES					CC Accounting: 2060-	-415200-340			
4		CC-1835 09/21/25 R Dirk Baggage check	40.00			2060 202200			101000
AMERICAN AIRLINES					CC Accounting: 2060-	-415200-340			
5		CC-1835 09/15/25 Back Board Strap	53.54			2060 202200			101000
JUNKIN SAFETY APPLIANCE CO					CC Accounting: 2060-	-415200-420			
6		CC-1835 09/08/25 M Berg Meal Plan	549.08			2060 202200			101000
National Emergency Training Academy					CC Accounting: 2060-	-415200-340			
7		CC-1835 09/05/25 St 75 Refridgerator repair	49.09			2060 202200			101000
Dey Distributing					CC Accounting: 2060-	-415200-494			
MISC CLAIM VENDOR									

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund Org Acct	Object	Proj	Cash Account
8		CC-1835 09/24/25 B Herbst-ALabama Training	200.10			2060 202200			101000
Fairfield by Marriott Edmond OK					CC Accounting: 2060-	-415200-340			
9		CC-1835 09/05/25 Double billed /this is credit	-311.37			2060 202200			101000
Westin Denver					CC Accounting: 2060-	-415200-340			
MISC CLAIM VENDOR									
10		CC-1835 09/21/25 HazMat Train Alabama rental c	891.28			2060 202200			101000
Hertz Rental car					CC Accounting: 2060-	-415200-340			
MISC CLAIM VENDOR									
11		CC-1835 09/21/25 G Rix HazMat Train Alabama	1,138.50			2060 202200			101000
Lodging					CC Accounting: 2060-	-415200-340			
SPRINGHILL SUITES BY MARRIOTT									
12		CC-1835 09/21/25 R Dirk HazMat Train Alabama	1,138.50			2060 202200			101000
Lodging					CC Accounting: 2060-	-415200-340			
SPRINGHILL SUITES BY MARRIOTT									
13		CC-1835 09/02/25 C Cvancara Train Alabama	945.30			2060 202200			101000
Lodging					CC Accounting: 2060-	-415200-340			
Fairfield by Marriott Edmond OK									
		Total for Vendor:	**5,147.90**						
128071	C	544 WALLWORK TRUCK CENTER	710.55						
1		09/22/25 FD T 76 filters	710.55			2060 415200	427		101000
01P640069									
128143	C	544 WALLWORK TRUCK CENTER	1,884.33						
2		09/19/25 FILTERS	1,554.48			6010 450200	427		101000
01P639503									
3		09/19/25 #4021 BATTERY	329.85			6010 450200	427		101000
01P639464									
128270	C	544 WALLWORK TRUCK CENTER	1,354.81						
1		07/14/25 #5702 ENGINE SENSOR REPAIR	864.24			1000 430002	427		101000
0109S153716									
2		09/11/25 #4201 GASKET	26.70			6010 450200	427		101000
01P636761									
3		09/04/25 #7045 CAB BELLOW	22.54			4387 480000	427		101000
01P633188									
4		09/13/25 #415 CREDIT	-132.00			6010 450200	427		101000
01P637359									

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Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org Acct	Object	Proj	Cash Account
5		10/01/25 SK TCV FOR SYSS PLUS	10.54			6010	450200	427		101000
01P637158										
6		09/30/25 #7045 O RING SEAL	8.78			4387	480000	427		101000
01P643184										
7		09/30/25 #7045 THERMOSTAT	106.23			4387	480000	427		101000
01P643012										
8		09/23/25 #3075 FILTERS	371.24			1000	430000	427		101000
01P640752										
9		09/23/25 SK TCV FOR SYSS PLUS	10.54			6010	450200	427		101000
01P637736										
10		09/22/25 NYLON TUBING	66.00			1000	455000	433		101000
01P640171										
128318	C	544 WALLWORK TRUCK CENTER	18,137.00							
1		09/18/25 #7045 PRO OVERHAUL KIT	18,137.00			4387	480000	427		101000
01P637992										
		Total for Vendor:	**22,086.69**							
128266		648 WEST FARGO AUTO BODY/GLASS	3,796.32							
1		09/30/25 #5307 BODY REPAIR	3,796.32			1000	430001	322		101000
10709										
		Total for Vendor:	**3,796.32**							
128097		4231 WEST FARGO FIRE DEPARTMENT	221.00							
Rose - manual transfer to WF Fire.										
1		09/16/25 BLS renewals	221.00			1000	421000	340	18	101000
21424										
		Total for Vendor:	**221.00**							
128050	117406S	566 WEST FARGO PARK DISTRICT	87,144.43							
1		09/22/25 September 2025 State Aid	87,144.43			2050	451000	992		101000
		Total for Vendor:	**87,144.43**							
128311	C	2184 WEST SIDE STEEL	554.49							
1		09/22/25 DUMPSTER REPAIR	338.39			6010	450200	914		101000
13394										
2		09/11/25 DUMPSTER REPAIR	216.10			6010	450200	914		101000
13309										
		Total for Vendor:	**554.49**							

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund Org Acct		Object	Proj	Cash Account
128061		4129 WESTERN NATIONAL MUTUAL INS CO	50.00							
1	09/13/25	Notary Bond - Mikayla Cotton	50.00			1000	412000	667		101000
41 SVD 80041										
128091		4129 WESTERN NATIONAL MUTUAL INS CO	50.00							
1	09/24/25	notary bond - symonds	50.00			1000	421000	667		101000
80171										
128248		4129 WESTERN NATIONAL MUTUAL INS CO	50.00							
1	10/01/25	Notary Bond Renewal - Chanda	50.00			1000	414100	667		101000
80227										
		Total for Vendor:	**150.00**							
128194	-96015E	3549 WEX FSA	3,554.95							
1	10/03/25	Med FSA - 10/03/25 payroll	388.33			1000	212530			101000
2	10/03/25	Dep FSA - 10/03/25 payroll	3,166.62			1000	212523			101000
		Total for Vendor:	**3,554.95**							
128053	-96020E	4676 WEX HSA	39,069.06							
09.19.25 Payroll										
1	09/19/25	HSA Contributions - ER	12,200.77			1000	212530			101000
2	09/19/25	HSA Contributions - EE	26,868.29			1000	212530			101000
128312	-96008E	4676 WEX HSA	38,529.43							
10.03.25 Payroll										
1	10/03/25	HSA Contributions - ER	12,091.39			1000	212530			101000
2	10/03/25	HSA Contributions - EE	26,438.04			1000	212530			101000
		Total for Vendor:	**77,598.49**							
128117	C	549 WF PUB SCHOOLS DIST #6	310.05							
1	09/23/25	9/2025 ADDITIONAL RENT AMOUNT	310.05			7000	411600	333		101000
260059										
		Total for Vendor:	**310.05**							

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org Acct	Object	Proj	Cash Account
128100	C	5435 WILLY GALINDO	35.00							
		Gas for League of Cities - 09/17/25-09/19/25 - Bismarck								
1		09/26/25 Gas for League of Cities 9/17	35.00			1000	414100	340		101000
		Total for Vendor:	**35.00**							
128062	E	338 XCEL ENERGY	38.54							
1		945543038 09/22/25 New City Hall (WEX Bldg)	38.54			1001	415000	527		101000
		945543038								
128094	E	338 XCEL ENERGY	26.22							
1		08/21/25 aug 2025 - 603/605 Shey	26.22			1000	421000	527		101000
		945758456								
128130	E	338 XCEL ENERGY	354.68							
1		09/18/25 TRANSFER STATION	36.40			6010	450200	527		101000
		945044982								
2		09/23/25 PW BUILDING	318.28			6020	450000	527		101000
		945712965								
128131	E	338 XCEL ENERGY	309.76							
1		09/18/25 SM75	55.79			6025	450000	527		101000
		945056405								
2		09/08/25 SM67	72.80			6025	450000	527		101000
		943497934								
3		09/23/25 60L	72.34			6025	450000	527		101000
		945695589								
4		09/23/25 SM33	108.83			6025	450000	527		101000
		945671294								
128132	E	338 XCEL ENERGY	631.13							
1		09/23/25 309 2ND AVE W	22.61			1000	430002	527		101000
		945720921								
2		09/23/25 312 5TH AVE W	314.31			1000	430002	527		101000
		945701896								
3		09/23/25 901 10TH AVE E	58.17			1000	430002	527		101000
		945746510								

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund Org Acct		Object	Proj	Cash Account
4 945877978		09/24/25 1680 13TH AVE E	127.13			1000	430002	527		101000
5 945876848		09/24/25 1690 13TH AVE E	55.59			1000	430002	527		101000
6 945896314		09/24/25 1410 13TH AVE E	53.32			1000	430002	527		101000
128133	E	338 XCEL ENERGY	113.26							
1 945558179		09/22/25 300 SHEYENNE - PIONEER PLACE	56.62			2310	452120	527		101000
2 945507041		09/22/25 344 SHEYENNE - SHEYENNE PLAZA	20.24			2310	452120	527		101000
3 942701284		09/02/25 3150 SHEYNNE - THE LIGHTS	36.40			2310	452120	527		101000
128263	E	338 XCEL ENERGY	1,908.68							
1 945886602		09/24/25 STREET LIGHT FEED POINTS	1,427.79			1000	430002	527		101000
2 945886602		09/24/25 810 12TH AVE NW	369.91			6020	450000	527		101000
3 945886602		09/24/25 LIFT STATIONS	110.98			6025	450000	527		101000
128264	E	338 XCEL ENERGY	12,418.97							
1 946692058		09/30/25 800 4TH AVE E	12,418.97			1000	415000	527		101000
		Total for Vendor:	**15,801.24**							
128286	C	582 ZEP SALES AND SERVICE	325.59							
1 9011770497		09/16/25 CLEANING SUPPLIES	325.59			6020	450000	500		101000
128298	C	582 ZEP SALES AND SERVICE	14.30							
1 9011831871		09/29/25 CLEANING SUPPLIES	14.30			6020	450000	500		101000
		Total for Vendor:	**339.89**							

# of Claims 271 Total: 3277,953.95 # of Vendors 92
Total Electronic Claims 2062,663.19
Total Non-Electronic Claims 1215290.76

** 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. **

APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT

NORTH DAKOTA OFFICE OF ATTORNEY GENERAL
GAMING DIVISION
SFN 9338 (8-2025)

Applying for *(check one)*

[X] Local Permit [ ] Restricted Event Permit*

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

[ ] Bingo [X] 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	Dates of Activity *(Does not include dates for the sales of tickets)*
United Way of Cass-Clay	**11/30/25**

Organization or Group Contact Person	E-mail	Telephone Number	
Madison Maides	**mmaides@unitedwaycassclay.org**	**701-237-5050**	
Business Address	City	State	ZIP Code
4351 23rd Ave S	**Fargo**	**ND**	**58104**
Mailing Address (if different)	City	State	ZIP Code

SITE INFO

Site Name		County	
United Sugar Producers & Refiners		**Cass**	
Site Physical Address	City	State	ZIP Code
2060 Sheyenne St	**West Fargo**	**ND**	**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 11/30/2025

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

Game Type	Description of Prize	Exact Retail Value of Prize
	Info Attached	
	Total *(limit $50,000 per year)*	$

ADDITIONAL REQUIRED INFORMATION

Intended Uses of Gaming Proceeds
Lifting families out of poverty in Cass and Clay Counties

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 [X] 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 [X] 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 [X] Yes - Total Retail Value: **6,075.00** (This amount is part of the total prize limit for $50,000 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 [X] No

Printed Name of Organization Group's Permit Organizer	Telephone Number	E-mail Address	
Sandi Piatz	**701-237-5050**	**spiatz@unitedwaycassclay.org**	
Signature of Organization Group's Permit Organizer	Title		Date
Sandi Piatz	**President & CEO**		9.25.25

Prize/Award Info Attachment for United Sugar Producers and Refiners Raffle Permit Application

Game Type	Description of Prize	Exact Retail Value of Prize
Raffle	Cash Prize	$600
Raffle	Black Stone Grill	$500
Raffle	Scheels Gift Card	$400
Raffle	Meat Package	$300
Raffle	Happy Harry's Gift Card	$200
	Total	$2000

AGENDA ITEM DESCRIPTION
CITY COMMISSION
WEST FARGO, NORTH DAKOTA

1. CONTACT PERSON: Aaron Nelson, Planning Director

2. PHONE NUMBER: 701-515-5370 DATE: October 6, 2024

3. AGENDA TITLE: A25-21 Zoning Ordinance Amendment to Title IV regarding landscaping (1st reading)

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

   Modifications to the City's landscaping requirements intended to address concerns regarding required landscaping for industrial properties, to further improve clarity, and to relax some of the more ridged aspects of the landscaping standards. The Planning & Zoning Commission recommended approval of the proposed ordinance amendment at their September 9, 2025 meeting.

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

6. ACTION BEING REQUESTED FROM CITY COMMISSION:

   Hold public hearing and approve first reading of the zoning ordinance amendment (Ordinance No. 1263)

A25-21	Zoning Ordinance Amendments
Zoning Ordinance Amendment to Title IV of the City Ordinance regarding Landscaping Standards	
Applicant: City of West Fargo	Staff Contact: Aaron Nelson
Planning & Zoning Commission Introduction	August 12, 2024 – (discussion only)
Planning & Zoning Commission Public Hearing	September 9, 2025 – Approval
City Commission Public Hearing & 1st Reading	October 6, 2025
City Commission 2nd Reading	

PURPOSE:
Amendments to Title IV of the City Ordinances (zoning code) intended to address concerns and to improve clarity and flexibility of the City's landscaping standards.

DISCUSSION AND OBSERVATIONS:

- The proposed modifications to the City's landscaping requirements are primarily intended to address concerns raised regarding required landscaping for industrial properties located within the Interstate Corridor overlay district. Additional code improvements are also proposed to further improve clarity and to relax some of the more ridged aspects of the landscaping standards.

Background

- The City recently approved several new additions to the Sandhills industrial development located along the north side of Interstate 94, west of 26th St NW. The owner of several of these lots adjacent to the interstate has raised concerns regarding the amount of landscaping vegetation required for new development.
- The City's landscaping ordinance requires new development to install trees, shrubs, and/or perennials (vegetation) at the time of development. The amount of vegetation required is calculated based on 1) the zoning district and 2) the total area of the lot. Properties within corridor overlay districts, such as the CO-I (Interstate Corridor Overlay) district, are required to have the most vegetation. While such required vegetation is common within commercial or office park developments, highly landscaped yards are not typical within industrial areas which often require larger buildings and more surface area for outdoor storage and large-vehicle circulation.
- Staff concurs with the concerns raised. While the intent of the landscaping regulations and corridor overlay districts are to promote attractive and desirable development patterns, staff also recognizes the need to prevent such regulations from creating an excessive burden on commercial activity and economic development.
- The proposed edits primarily seek to ease required vegetation for industrial development. Staff is also proposing additional minor refinements to the overall landscaping standards, with the overarching goal of increasing development flexibility while continuing to promote attractive and desirable development.
- A copy of the ordinance, as well as a redline version of the amendments, are attached for additional detail.

Summary of Proposed Modifications

- The “Open Space Landscaping” subsection has been amended to reduce the required number of plants required to be installed for industrial developments that are located within Corridor Overlay zoning districts and to provide property owners with greater flexibility for the location of vegetation within their site design.
- The “Parking Lot Perimeter Landscaping” subsection has been amended to allow property owners to design their own perimeter landscaping as opposed to restricting owners to a limited set of pre-defined options.
- The “Parking Lot Island Landscaping” subsection has been amended to allow shrubs and perennials in lieu of trees within parking lot islands in situations where trees cannot be planted due to encumbrances.
- The “Buffer Yards” subsection has been amended to clarify and fine-tune when and where buffer yards are required to create a separation between land-uses. The focus is on protecting residential homes from more intensive land-uses.
- Graphics have been added to the ordinance to help the reader visualize and better understand how the landscaping standards apply to a physical site.

NOTICES:	
Sent to:	Notice in the newspaper
Comments Received: • None Received	

PLANNING & ZONING COMMISSION ACTION:

At their September 9, 2025 meeting, the West Fargo Planning and Zoning Commission voted to recommend approval of the proposed amendments to Title IV as presented on the basis that the proposed amendments are consistent with the comprehensive plan.

RECOMMENDATION:

It is recommended that the City approve the proposed amendments to Title IV as presented on the basis that the proposed amendments are consistent with the comprehensive plan.

Attachments:

- Ordinance 1263
- "Clean" version of Proposed Amendments

ORDINANCE NO. 1263

AN ORDINANCE TO AMEND AND REENACT SECTION 4-449-A OF THE REVISED ORDINANCES OF THE CITY OF WEST FARGO RELATING TO LANDSCAPING STANDARDS.

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

SECTION 1. Section 4-449-A of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

4-449-A. LANDSCAPING STANDARDS.

1. Purpose. The purpose of this Landscaping section, through the preservation, protection, maintenance, and planting of trees and other plant materials, is to:

   a. Help reduce the city's impact on the environment.

   b. Enhance green space within the city.

   c. Provide shade and wind breaks to reduce extreme weather.

   d. Mitigate flood hazards, erosion, and storm water runoff. Trees can help in the stabilization of soil and replenish groundwater supplies.

   e. Reduce the heat island effect that is generated by hardscape such as asphalt parking lots by requiring organic ground cover and shade.

   f. Provide buffers and screens against noise, air pollution, and unsightly and incompatible land uses.

   g. Absorb carbon dioxide and supply oxygen in our atmosphere, which is an essential ecological function in the preservation of human and animal life. Trees can provide a haven for birds which, in turn, assist in the control of insects.

   h. Help aid in energy conservation.

2. Applicability.

   a. New Development

      (1) All new development (including reconstruction and expansion) shall be required to provide landscaping, screening, and buffering in accordance with the standards of this section, unless otherwise exempt by this code.

(2) When an expansion or redevelopment of a building on a lot requires the removal of required landscaping, that landscaping shall be replaced elsewhere on the lot.

b. Exceptions

(1) Single- and Two-Family Residential. Single-family, twin home, and two-family residential uses are not required to meet the landscaping requirements of this section. However, such development is required to provide street trees in accordance with this section, as well as ground cover for all areas of the lot that are not covered by improvements.

(2) Agricultural District. Agricultural uses within the "A" zoning district shall not be required to provide landscaping.

(3) Parking Lots.

(a) The requirements of this section do not apply to parking lot re-striping and repaving where there is no expansion of the parking area.

(b) When a parking lot is being expanded to an extent 50 percent or more of the lot's surface area prior to expansion, or at least 50 percent more parking spaces are being added, whichever is less, landscaping as described in this section shall be required.

(c) For parking lot expansions of less then 50 percent, only the parking lot area being added shall be required to meet the standards of this section. For example, if a parking lot is expanded in an area not adjacent to a street, no Parking Lot Perimeter landscaping is required, and only the expanded area shall be subject to the Parking Lot Island landscaping standards of this section.

(d) Expansions are measured cumulatively, so that separate expansions adding up to a 50 percent or greater increase within five years shall be required to meet the landscaping requirements of this section.

(4) DMU District. Development within the "DMU" zoning district shall not be required to provide landscaping in accordance with this section.

(5) Improvements & Repairs

(a) Improvements or repairs to existing development that do not increase the existing floor area on the lot by more than 1,000 square feet or 10 percent, whichever is greater, shall not be required to provide landscaping in accordance with this section.

(b) Expansions are measured cumulatively, so that separate expansions adding up to more than 1,000 square feet or 10 percent (whichever is greater) within five years shall be required to meet the landscaping requirements of this section.

(6) Change in Use. Changes in use that do not require more parking spaces or a more intensive zoning than the previous use shall not be required to provide landscaping in accordance with this section.

3. <u>Landscape Plan Required</u>.

a. A landscape plan shall accompany all development applications and/or building permit requests that require landscaping pursuant to this section, and shall include the minimum information specified by the City.

b. No building permit shall be issued until a landscape plan is submitted and approved by the City Planner.

c. No certificate of occupancy shall be issued for any building or structure until all landscaping shown on the approved landscape plan has been installed. The City Planner may approve a deferral of up to eight months, on account of adverse weather conditions. If a property owner requests a deferral, the request shall be accompanied by a proposed schedule for completion of installation.

d. A temporary certificate of occupancy may be issued when a deferral has been approved by the City Planner.

4. <u>General Standards</u>.

a. Plant Material & Installation

(1) All plant materials shall be living plants suitable for USDA Plant Hardiness Zone 4.

(2) Artificial plants are prohibited.

(3) All trees and shrubs shall be planted in good condition. All plant materials to be installed shall be nursery-grown and root-pruned stock, free of insects, weeds, disease, debris, and defects.

(4) Plant materials used to satisfy the requirements of this section shall meet the size requirements of the Plant Material Size Table, below:

Plant Material Size Table

Type of Plant Material	Min. Size at Time of Planting	Mature Size
Large Deciduous Tree[1]	1-inch caliper width	>30 feet tall
Large Evergreen Tree[1]	3.5 feet tall	>30 feet tall
Small Deciduous Tree[1]	1-inch caliper width	12 to 30 feet tall
Small Evergreen Tree[1]	2.5 feet tall	12 to 30 feet tall
Shrub	2 gallon container size	≥3 feet tall
Perennial Plants[2]	1 gallon container size	≥2.5 feet tall

[1] Smaller caliper/height trees for certain species may be acceptable upon approval of the City Planner.
[2] Perennial plant materials shall not exceed twenty percent (20%) of the open space requirement

(5) Grass shall be planted in species normally grown as permanent lawns, and may be sodded, plugged, sprigged, or seeded; except in swales or other areas subject to erosion, where solid sod, erosion reducing net, or suitable mulch shall be used.

(6) Grass sod shall be clean and free of weeds and noxious pests or diseases. Ground cover such as organic material shall be planted in such a manner as to present a finished appearance and seventy-five (75) percent of complete coverage after two (2) complete growing seasons, with a minimum of fifteen (15) inches on center. In certain cases, ground cover also may consist of rocks, pebbles, sand and similar materials if approved by the City.

(7) The maximum slope of any landscaped berm shall be 2:1.

b. Maintenance.

(1) The property owner and tenant shall be jointly and severally responsible for maintenance of all required landscaping. This maintenance requirement shall carry with the land and shall be the responsibility of any subsequent owners and tenants of the property. It is the responsibility of the owner to notify any subsequent owners of the property of this responsibility.

(2) Landscape areas and site improvements shall be maintained in good condition for a healthy, neat, and orderly appearance and shall be kept free from weeds and debris. All plant materials shall be maintained in a healthy and vigorous condition through proper irrigation, fertilization, pruning, weeding, mowing, and other standard horticultural practices so as to grow to their normal shape,

color, and height, and to fulfill the required functions of screening, shading, buffering, and aesthetic appeal set forth by the City.

(3) The Tree Topping of trees is prohibited. <u>However, selective pruning is permitted when necessary to protect utility lines.</u>

c. Administrative approval for practical landscaping improvements.

(1) The City Planner has authority to allow flexibility to the requirements of this section to enable:

(a) Flexibility concerning the location of landscaping to allow for landscaping to be focused in buffer areas adjacent to conflicting land uses, entrance areas, or other areas of increased visibility.

(b) Flexibility concerning irregular, narrow, or shallow lots.

(c) Flexibility to approve alternative planting plans that include aesthetic design elements and hardscapes that complement the plant material such as public art, fountains, plazas, courtyards, and front yard/entrance statements.

(2) The City Planner has authority to allow flexibility to the Buffer Yard standards of this section when any of the following circumstances are found to exist:

(a) Natural land characteristics such as topography or existing vegetation on the proposed building site would achieve the same intent of the required Buffer Yard.

(b) Innovative landscaping or architectural design is employed on the building site to achieve an equivalent screening or buffering effect.

(c) The required Buffer Yard would be ineffective at maturity due to the proposed topography of the site, and or the location of the improvements on the site.

(3) When the acreage of a site is significantly larger than the area proposed for physical improvements or active usage, Buffer Yards shall be reserved as required by this section. However, to achieve the intent of this section, the City Planner may require an alternative location and design for required screening and plantings.

(4) When property lines abut an adjacent jurisdiction, the City Planner shall determine the specific Buffer Yard requirements along that

property line after consideration of the zoning designation and or land use of the adjacent property. Requirements shall not exceed those that would be required for similarly situated/zoned property within the City.

5. Open Space Landscaping.

a. Relationship to Other Landscaping Standards. Landscaping provided to meet the Boulevard Tree or Buffer standards of this section may not be counted towards meeting a development's Open Space Landscaping requirements. Parking Lot Landscaping, however, may be counted towards meeting a development's Open Space Landscaping requirements.

b. Plant Units Required.

(1) Commercial, Office~~,~~ & Residential~~, & Corridor Overlay~~ Districts. Within commercial, office~~,~~ and residential~~, and corridor overlay zoning~~ districts (C, C-OP, HC, R~~, CO, CO-I, CO-R~~), at least ~~four (4)~~ three (3) plant units shall be provided for each one thousand (1,000) square feet of lot area or fraction thereof.

(2) Mixed-Use, and Public Districts. Within mixed-use, and public zoning districts (EMU, P) ~~that are not within the Corridor Overlay, Redevelopment Overlay, and/or Interstate Corridor Overlay zoning districts (CO, CO-I, CO-R)~~, at least two (2) plant units shall be provided for each 1,000 square feet of lot area or fraction thereof.

(3) Industrial Districts. Within industrial zoning districts (LI, M), ~~that are not within the Corridor Overlay, Redevelopment Overlay, and/or Interstate Corridor Overlay zoning districts (CO, CO-I, CO-R),~~ at least one (1) plant unit shall be provided for each one thousand (1,000) square feet of lot area or fraction thereof.

(4) Corridor Overlay Districts. Within the Corridor Overlay, Redevelopment Overlay, and/or Interstate Corridor Overlay zoning districts (CO, CO-I, CO-R), one (1) additional plant unit shall be provided for each 1,000 square feet of lot area or fraction thereof, in addition to the plant units required by subsections 1-3 above. Where multiple overlay districts overlap, only one (1) additional plant unit is required.

c. Plant Unit Equivalency. The following table provides a breakdown of plant unit equivalencies.

Type of Plant Material	*Equivalent Plant Units*
Large Deciduous Tree	10
Large Evergreen Tree	10
Small Deciduous Tree	5
Small Evergreen Tree	5
Shrub	2
Perennial Plants	1

Existing mature trees may be counted as double the equivalent plant units noted in the table above, so long as the mature tree has a current caliper width of more than 7 inches for a large tree or more than 4 inches for a small tree, and meets all other applicable standards of this section.

~~d. Location of Plant Units. A minimum of seventy percent (70%) of the plant units required pursuant to this subsection shall be within front or street-side yards. In the EMU zoning district, said seventy percent (70%) requirement shall not apply.~~

~~e~~d. Plant Unit Calculation. On-site wetlands, stormwater ponds, natural preservation areas, and outdoor recreation facilities (sports fields, tracks, playgrounds, etc.) may be excluded from the lot area square-footage value used to calculate required plant unit.

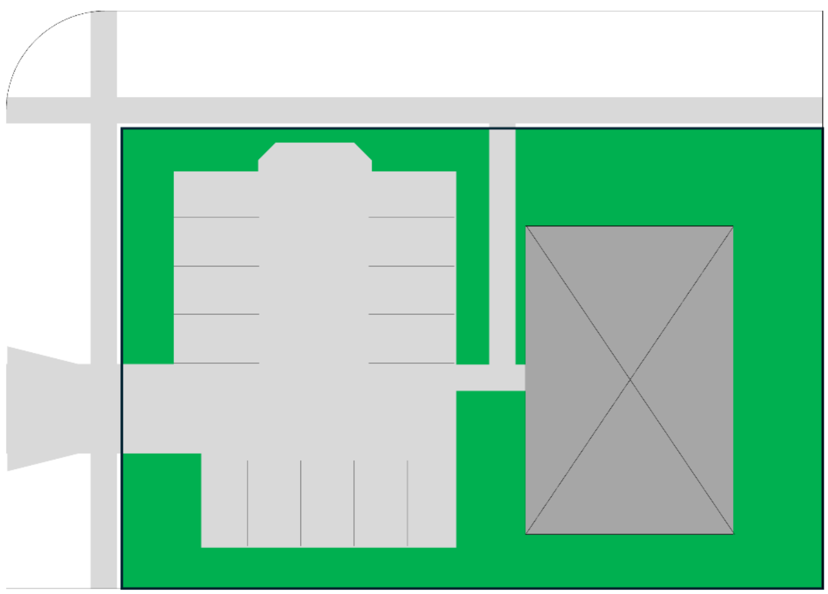


Figure 1: Location of Open Space Landscaping

6. Parking Lot Perimeter Landscaping.

a. Applicability. Parking Lot Perimeter Landscaping is required along ~~for~~ all off-street parking and vehicle circulation areas that are located within 30 feet of public street rights-of-way.

b. Location. The required landscaping must be installed within the strip of land between the edge of the parking/circulation area and the adjacent public street right-of-way (as illustrated in Figure 2 below). ~~Parking lot perimeter landscaping shall be located between adjacent street rights-of-way and off-street parking areas and all vehicular circulation[1] areas in accordance with the following table:~~

c. Parking Lot Perimeter Landscaping:

(1) A minimum of 15 Plat Units per 50 linear feet of parking lot perimeter frontage shall be provided.

(2) Trees and any other vegetation used for parking lot perimeter landscaping may also be counted towards Open Space plant unit minimum standards. In no case shall parking lot perimeter landscaping be required to exceed the required number of Open Space plant units.

(3) Parking lot screening elements such as berms, masonry pony walls, or decorative metal fencing may be used in lieu of required parking lot perimeter vegetation, if approved by the City Planner in accordance with Section 4-449-A-4.c.

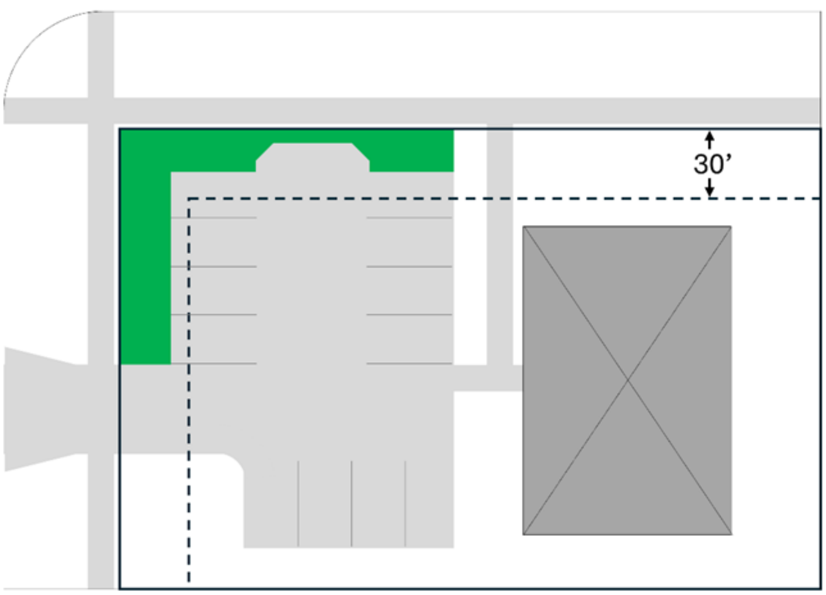


Figure 2: Location of Parking Lot Perimeter Landscaping

~~*(Table on following page)*~~

~~**Parking Area Size**~~ ~~Number of Spaces~~	~~**Buffer Width**~~ ~~Minimum (feet)~~	~~**Minimum Planting/Screening Requirements**[2]~~
~~1 - 50~~	~~4~~	~~Row of shrubs or perennial plants spaced no greater than 2-4 feet apart to create a continuous row at maturity.~~
	~~6~~	~~Masonry wall or decorative metal fence[3] (height between 2.5 and 3 feet) + 1 small tree or 6 shrubs/perennial grasses per 25 linear feet~~
	~~10~~	~~Berm (minimum height of 2.5 feet) + 1 small tree or 6 shrubs/perennial grasses per 25 linear feet~~
~~51 - 250~~	~~10~~	~~Masonry wall or berm, with minimum height of 2.5 feet + 1 tree and 3 shrubs, per 25 linear feet~~
	~~10~~	~~1 tree + 6 shrubs, per 25 linear feet~~
~~251+~~	~~15~~	~~Masonry wall or berm, with minimum height of 2.5 feet + 1 tree and 3 shrubs, per 25 linear feet~~
	~~15~~	~~1 tree + 6 shrubs, per 25 linear feet~~

~~Notes:~~

~~[1] Vehicular circulation refers to any surfaces intended for motor vehicle use.~~

~~[2] These are minimum standards. Use of additional planting/screening materials are encouraged to provide flexibility in design and visual interest.~~

~~[3] Decorative metal fences must be wrought iron or similar in nature. Chain link fences are not considered a decorative metal fence.~~

7. Parking Lot Island Landscaping.

a. Applicability. All parking lots with 20 or more parking spaces shall provide landscape islands as described in this subsection.

b. Landscape Islands.

(1) One interior landscape island shall be provided for every twenty (20) continuous parking spaces, and a terminal island shall be provided at both ends of each row of parking. There may not be more than twenty (20) continuous parking spaces (40 back to back) in a continual row without providing an island or peninsular landscaping. See Figure 3.

(2) Interior and terminal landscape~~s~~ islands shall be no less than six feet wide and no shorter than the length of the adjacent parking space(s).

~~*(Illustration on following page)*~~

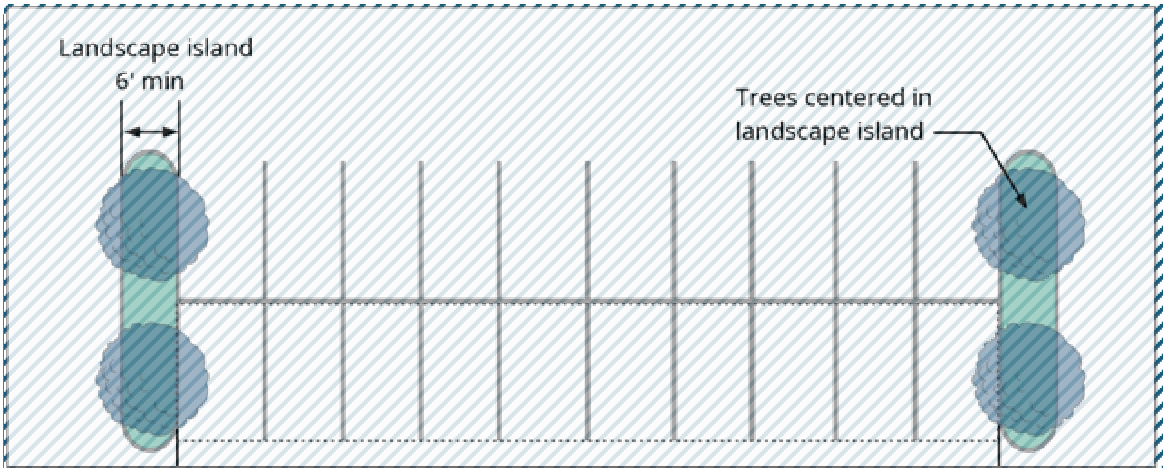


Figure 1: Double-Length Landscape Island

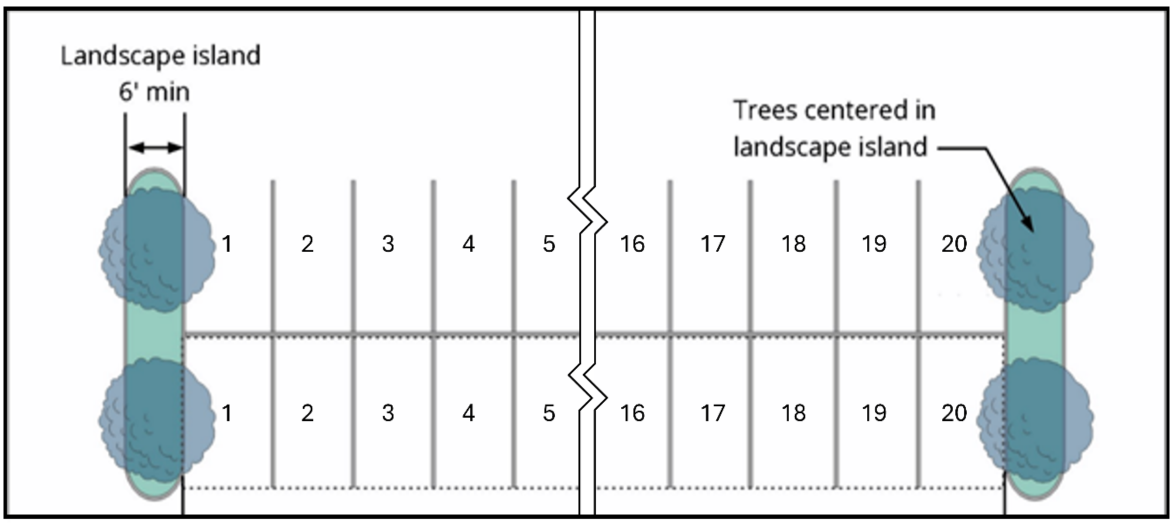


Figure 3: Parking Lot Island Landscaping

(3) Each landscape island adjacent to the length of one parking space shall contain at least one tree surrounded by at least 90 square feet of permeable surface area.

(4) Each double-length landscape island adjacent to the length of two parking spaces shall provide at least two trees. Trees in double length islands shall be planted no less than 15 feet apart. Each tree shall have a minimum permeable surface area of 90 square feet.

(5) Trees and any other vegetation planted within parking lot landscape islands may be counted towards Open Space plant unit minimum standards.

(6) Any remaining surface area of the island shall be covered with living plant material or other approved ground cover, such as mulch, pea gravel, river rock, or similar landscaping material.

(7) In cases where light poles, stormwater retention, or similar infrastructure hinders the placement of a tree within the landscape island, shrubs and/or perennials may be planted in lieu of a tree.

8. Boulevard Trees.

a. Coordination with Other Plans. Tree layouts (plans) shall be coordinated with existing corridor planting plans, subdivision street landscape plans, and other established landscape plans to provide the desired effect as determined by this standard and the City Forester.

b. Permit Required. The City Forester's office reviews and approves all proposed boulevard tree plantings and removals. Prior to installation or removal of a boulevard tree, an application must first be submitted and approved by the City Forester's office.

c. Minimum Requirements. The City Forester shall have final approval of proposed boulevard tree plans, species, and placement, and may approve variances from these minimum requirements where conditions necessitate.

(1) Species of Trees.

(a) Boulevard trees shall be chosen from the City's Approved Plant List, as maintained by the City Forester.

(b) Boulevard trees shall be single-stem trunks with a straight vertical line.

(c) Evergreen trees shall not be planted as boulevard trees.

(d) Species of trees shall not be planted if the roots cause damage to public works, the branches are subject to a high incidence of breakage, and/or the fruit is considered a nuisance or high maintenance, as determined by the City Forester.

(2) Number of Trees.

(a) In residential areas, one boulevard tree shall be planted every twenty-five (25) feet within boulevards. In all other areas, one boulevard tree shall be planted every thirty (30) feet within boulevards, unless the City Forester determines otherwise.

(b) If the branches of a boulevard tree at mature height would interfere with overhead powers lines, ornamental trees may be planted at a rate of two ornamental trees for every one required canopy tree. The substitution and placement of ornamental trees shall be reviewed and approved by the City Forester.

(3) Spacing of Trees.

(a) New trees shall be planted at least twenty-five (25) feet from existing trees.

(b) On corner lots, the trees shall be planted forty (40) feet from the point of intersection of the curbs.

(c) Trees shall be planted at least twelve (12) feet from driveways and alleyways, unless otherwise determined by the City Forester.

(4) Size Requirements.

(a) At time of planting, boulevard trees must be at least 1 inch in diameter.

(b) The lowest branch on the tree cannot be over 9 ½ feet above the ground.

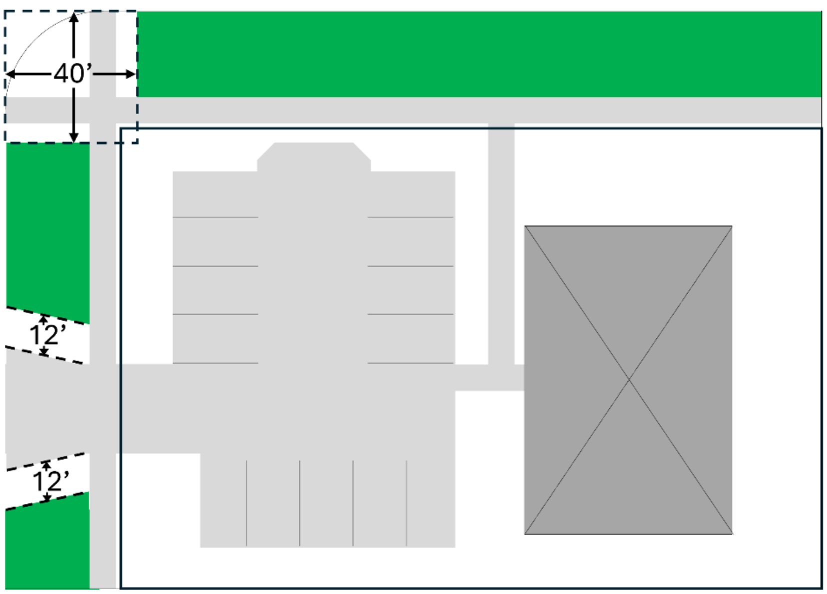


Figure 4: Location of Boulevard Trees

9. Buffer Yards.

a. Applicability. The requirement for Buffer Yards shall apply when:

(1) Multi-family residential development of four (4) or more units is constructed on a parcel that shares a property line with either 1) a ~~single- and two-family~~ residential zoning district other than R-2 or R-3 ~~(R-R, R-1E, R-L1A, R-1A, R-1B, R-1, R1-S, R-1SM)~~, or 2) an existing single- or two-family residential development.

(2) Non-residential or mixed-use development is constructed on a parcel that shares a property line with any residential zoning district (R), or existing residential development, including multi-family development.

~~(3) Industrial development is constructed on a parcel that shares a property line with any non-industrial zoning district.~~

b. Exceptions.

(1) These buffer yard requirements do not apply to development adjacent to ~~when~~ residential uses that are located within ~~development is constructed in~~ a commercial or industrial~~non-residential~~ zoning district~~s~~. The residential development may install screening fences and/or buffering at their discretion; however, existing or new non-residential development shall not be required to do so.

(2) These buffer yard requirements do not apply to public infractructure and utilities.

(~~2~~3) These buffer yard requirements do not apply to non-residential development within a residential zoning district (R) or Public Facilities (P) district.

(4) The area of required buffer yard shall not be required to exceed ten percent (10%) of the site area or ten percent (10%) of the width of the site.

c. Screening and Buffering Along Shared Property Lines.

Buffering and Screening Requirements		
Type of Development	**Adjacent to:**	**Minimum Buffer**
Multi-Family Residential (4 or more units)	~~Single and two-family r~~Residential zoning districts other than R-2/R-3 or single-/two-family residential use ~~development~~ [2]	Six-foot tall opaque screening fence [1] OR Ten-foot wide landscape buffer[3]
~~**Mixed-Use**~~	~~Single and two-family residential district or development[2]~~ ~~OR~~ ~~Multi-family district~~	~~Six-foot tall opaque screening fence [1] AND ten-foot wide landscape buffer~~ ~~OR~~ ~~Fifteen-foot wide landscape buffer~~
~~**Non-Residential**~~	~~Any residential district~~	~~Six-foot tall opaque screening fence [1] AND fifteen-foot wide landscape buffer~~
Non-Residential (other than Industrial) or Mixed-Use	Any residential district or residential use[2]	Six-foot tall opaque screening fence [1] within a ten-foot wide landscape buffer[3] OR Fifteen-foot wide landscape buffer[3]
Industrial	Any ~~non-industrial~~ residential district or residential use[2]	~~**Residential or Mixed-Use district:**~~ Minimum eight-foot tall opaque screening fence [1] within a~~AND~~ ~~twenty~~fifteen-foot wide landscape buffer[3] OR Thirty-foot wide landscape buffer[3] ~~**Non-Residential district:** Six-foot tall opaque screening fence [1] AND ten-foot wide landscape buffer~~

NOTES
[1]: See subsection 4-441, *General Fencing and Screening Requirements* for additional information on fence standards.
[2]: See above: requirements do not apply when the~~to~~ residential development is in a commercial or industrial ~~non-residential~~ zoning district~~s~~.
[3]: See landscape buffer requirements below.

d. Buffer Planting Requirements. In side- and rear-yard landscape buffers, for every thirty (30) linear feet of required buffer, evergreen trees shall be planted as follows, unless an alternative is approved by the City Planner:

(1) Ten-Foot Wide Buffer. Two (2) large evergreen trees shall be planted at least ~~ten (10)~~ twelve (12) feet apart, interspersed with four (4) shrubs, plus ground cover.

(2) Fifteen-Foot Wide Buffer. Three (3) large evergreen trees at least ~~eight (8)~~ ten feet apart, ~~interspersed with eight (8) shrubs,~~ plus ground cover.

(3) ~~Twenty~~Thirty-Foot Wide Buffer. ~~Six (6)~~ Five (5) large evergreen trees, planted in a double row, with the planting offset so as to create a continuous screen, with each tree in the same row planted least ~~eight (8)~~ ten (10) feet apart, plus ground cover.

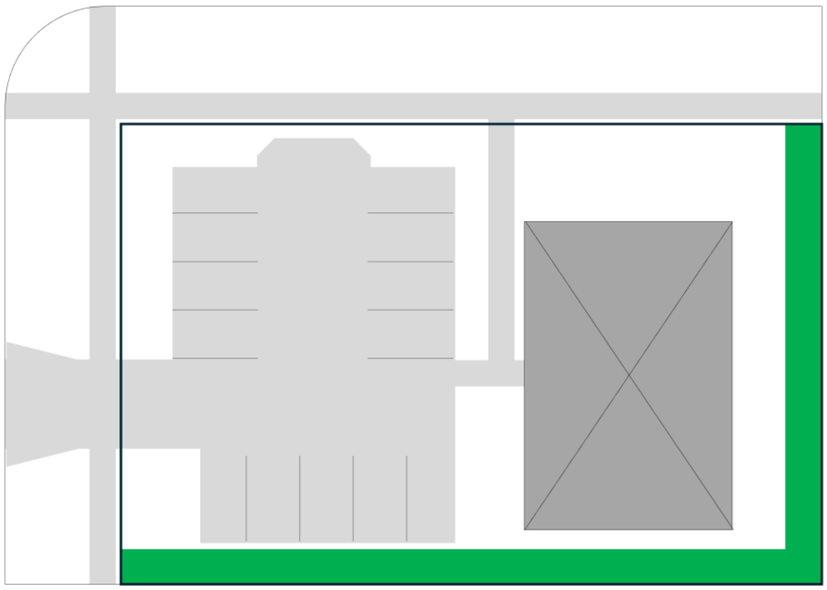


Figure 5: Location of Buffer Yards

(Figure 6 on following page)

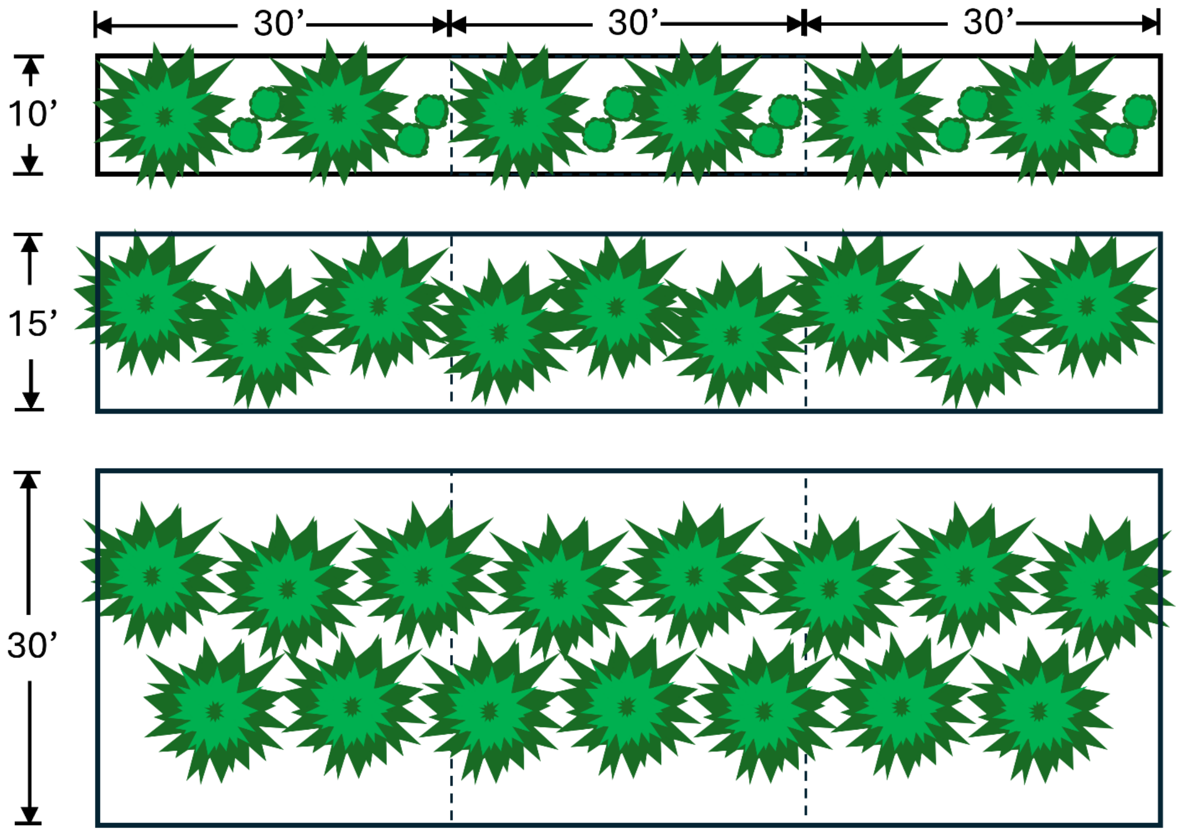


Figure 6: Landscape Buffers

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:

DRAFT AMENDMENTS

4-449-A. LANDSCAPING STANDARDS. Source: Ord. 1249, Sec. 13 (2024)

1. Purpose. The purpose of this Landscaping section, through the preservation, protection, maintenance, and planting of trees and other plant materials, is to:

    a. Help reduce the city's impact on the environment.

    b. Enhance green space within the city.

    c. Provide shade and wind breaks to reduce extreme weather.

    d. Mitigate flood hazards, erosion, and storm water runoff. Trees can help in the stabilization of soil and replenish groundwater supplies.

    e. Reduce the heat island effect that is generated by hardscape such as asphalt parking lots by requiring organic ground cover and shade.

    f. Provide buffers and screens against noise, air pollution, and unsightly and incompatible land uses.

    g. Absorb carbon dioxide and supply oxygen in our atmosphere, which is an essential ecological function in the preservation of human and animal life. Trees can provide a haven for birds which, in turn, assist in the control of insects.

    h. Help aid in energy conservation.

2. Applicability.

    a. New Development

        (1) All new development (including reconstruction and expansion) shall be required to provide landscaping, screening, and buffering in accordance with the standards of this section, unless otherwise exempt by this code.

        (2) When an expansion or redevelopment of a building on a lot requires the removal of required landscaping, that landscaping shall be replaced elsewhere on the lot.

    b. Exceptions

        (1) Single- and Two-Family Residential. Single-family, twin home, and two-family residential uses are not required to meet the landscaping requirements of this section. However, such development is required to provide street trees in accordance with this section, as well as ground cover for all areas of the lot that are not covered by improvements.

(2) Agricultural District. Agricultural uses within the “A” zoning district shall not be required to provide landscaping.

(3) Parking Lots.

(a) The requirements of this section do not apply to parking lot re-striping and repaving where there is no expansion of the parking area.

(b) When a parking lot is being expanded to an extent 50 percent or more of the lot’s surface area prior to expansion, or at least 50 percent more parking spaces are being added, whichever is less, landscaping as described in this section shall be required.

(c) For parking lot expansions of less then 50 percent, only the parking lot area being added shall be required to meet the standards of this section. For example, if a parking lot is expanded in an area not adjacent to a street, no Parking Lot Perimeter landscaping is required, and only the expanded area shall be subject to the Parking Lot Island landscaping standards of this section.

(d) Expansions are measured cumulatively, so that separate expansions adding up to a 50 percent or greater increase within five years shall be required to meet the landscaping requirements of this section.

(4) DMU District. Development within the “DMU” zoning district shall not be required to provide landscaping in accordance with this section.

(5) Improvements & Repairs

(a) Improvements or repairs to existing development that do not increase the existing floor area on the lot by more than 1,000 square feet or 10 percent, whichever is greater, shall not be required to provide landscaping in accordance with this section.

(b) Expansions are measured cumulatively, so that separate expansions adding up to more than 1,000 square feet or 10 percent (whichever is greater) within five years shall be required to meet the landscaping requirements of this section.

(6) Change in Use. Changes in use that do not require more parking spaces or a more intensive zoning than the previous use shall not be required to provide landscaping in accordance with this section.

3. Landscape Plan Required.

a. A landscape plan shall accompany all development applications and/or building permit requests that require landscaping pursuant to this section, and shall include the minimum information specified by the City.

b. No building permit shall be issued until a landscape plan is submitted and approved by the City Planner.

c. No certificate of occupancy shall be issued for any building or structure until all landscaping shown on the approved landscape plan has been installed. The City Planner may approve a deferral of up to eight months, on account of adverse weather conditions. If a property owner requests a deferral, the request shall be accompanied by a proposed schedule for completion of installation.

d. A temporary certificate of occupancy may be issued when a deferral has been approved by the City Planner.

4. General Standards.

a. Plant Material & Installation

(1) All plant materials shall be living plants suitable for USDA Plant Hardiness Zone 4.

(2) Artificial plants are prohibited.

(3) All trees and shrubs shall be planted in good condition. All plant materials to be installed shall be nursery-grown and root-pruned stock, free of insects, weeds, disease, debris, and defects.

(4) Plant materials used to satisfy the requirements of this section shall meet the size requirements of the Plant Material Size Table, below:

Plant Material Size Table

Type of Plant Material	Min. Size at Time of Planting	Mature Size
Large Deciduous Tree[1]	1-inch caliper width	>30 feet tall
Large Evergreen Tree[1]	3.5 feet tall	>30 feet tall
Small Deciduous Tree[1]	1-inch caliper width	12 to 30 feet tall
Small Evergreen Tree[1]	2.5 feet tall	12 to 30 feet tall
Shrub	2 gallon container size	>3 feet tall
Perennial Plants[2]	1 gallon container size	>2.5 feet tall

[1] Smaller caliper/height trees for certain species may be acceptable upon approval of the City Planner.
[2] Perennial plant materials shall not exceed twenty percent (20%) of the open space requirement

(5) Grass shall be planted in species normally grown as permanent lawns, and may be sodded, plugged, sprigged, or seeded; except in

swales or other areas subject to erosion, where solid sod, erosion reducing net, or suitable mulch shall be used.

(6) Grass sod shall be clean and free of weeds and noxious pests or diseases. Ground cover such as organic material shall be planted in such a manner as to present a finished appearance and seventy-five (75) percent of complete coverage after two (2) complete growing seasons, with a minimum of fifteen (15) inches on center. In certain cases, ground cover also may consist of rocks, pebbles, sand and similar materials if approved by the City.

(7) The maximum slope of any landscaped berm shall be 2:1.

b. Maintenance.

(1) The property owner and tenant shall be jointly and severally responsible for maintenance of all required landscaping. This maintenance requirement shall carry with the land and shall be the responsibility of any subsequent owners and tenants of the property. It is the responsibility of the owner to notify any subsequent owners of the property of this responsibility.

(2) Landscape areas and site improvements shall be maintained in good condition for a healthy, neat, and orderly appearance and shall be kept free from weeds and debris. All plant materials shall be maintained in a healthy and vigorous condition through proper irrigation, fertilization, pruning, weeding, mowing, and other standard horticultural practices so as to grow to their normal shape, color, and height, and to fulfill the required functions of screening, shading, buffering, and aesthetic appeal set forth by the City.

(3) The Tree Topping of trees is prohibited. However, selective pruning is permitted when necessary to protect utility lines.

c. Administrative approval for practical landscaping improvements.

(1) The City Planner has authority to allow flexibility to the requirements of this section to enable:

(a) Flexibility concerning the location of landscaping to allow for landscaping to be focused in buffer areas adjacent to conflicting land uses, entrance areas, or other areas of increased visibility.

(b) Flexibility concerning irregular, narrow, or shallow lots.

(c) Flexibility to approve alternative planting plans that include aesthetic design elements and hardscapes that complement the plant material such as public art, fountains, plazas, courtyards, and front yard/entrance statements.

(2) The City Planner has authority to allow flexibility to the Buffer Yard standards of this section when any of the following circumstances are found to exist:

(a) Natural land characteristics such as topography or existing vegetation on the proposed building site would achieve the same intent of the required Buffer Yard.

(b) Innovative landscaping or architectural design is employed on the building site to achieve an equivalent screening or buffering effect.

(c) The required Buffer Yard would be ineffective at maturity due to the proposed topography of the site, and or the location of the improvements on the site.

(3) When the acreage of a site is significantly larger than the area proposed for physical improvements or active usage, Buffer Yards shall be reserved as required by this section. However, to achieve the intent of this section, the City Planner may require an alternative location and design for required screening and plantings.

(4) When property lines abut an adjacent jurisdiction, the City Planner shall determine the specific Buffer Yard requirements along that property line after consideration of the zoning designation and or land use of the adjacent property. Requirements shall not exceed those that would be required for similarly situated/zoned property within the City.

5. Open Space Landscaping.

a. Relationship to Other Landscaping Standards. Landscaping provided to meet the Boulevard Tree or Buffer standards of this section may not be counted towards meeting a development's Open Space Landscaping requirements. Parking Lot Landscaping, however, may be counted towards meeting a development’s Open Space Landscaping requirements.

b. Plant Units Required.

(1) Commercial, Office, & Residential Districts. Within commercial, office, and residential zoning districts (C, C-OP, HC, R), at least three (3) plant units shall be provided for each one thousand (1,000) square feet of lot area or fraction thereof.

(2) Mixed-Use, and Public Districts. Within mixed-use, and public zoning districts (EMU, P), at least two (2) plant units shall be provided for each 1,000 square feet of lot area or fraction thereof.

(3) Industrial Districts. Within industrial zoning districts (LI, M), at least one (1) plant unit shall be provided for each one thousand (1,000) square feet of lot area or fraction thereof.

(4) Corridor Overlay Districts. Within the Corridor Overlay, Redevelopment Overlay, and/or Interstate Corridor Overlay zoning districts (CO, CO-I, CO-R), one (1) additional plant unit shall be provided for each 1,000 square feet of lot area or fraction thereof, in addition to the plant units required by Subsections 1-3, above. Where multiple overlay districts overlap, only one (1) additional plant unit is required.

c. Plant Unit Equivalency. The following table provides a breakdown ofplant unit equivalencies.

Type of Plant Material	***Equivalent Plant Units***
Large Deciduous Tree	10
Large Evergreen Tree	10
Small Deciduous Tree	5
Small Evergreen Tree	5
Shrub	2
Perennial Plants	1

Existing mature trees may be counted as double the equivalent plant units noted in the table above, so long as the mature tree has a current caliper width of more than 7 inches for a large tree or more than 4 inches for a small tree, and meets all other applicable standards of this section.

d. Plant Unit Calculation. On-site wetlands, stormwater ponds, natural preservation areas, and outdoor recreation facilities (sports fields, tracks, playgrounds, etc.) may be excluded from the lot area square-footage value used to calculate required plant unit.

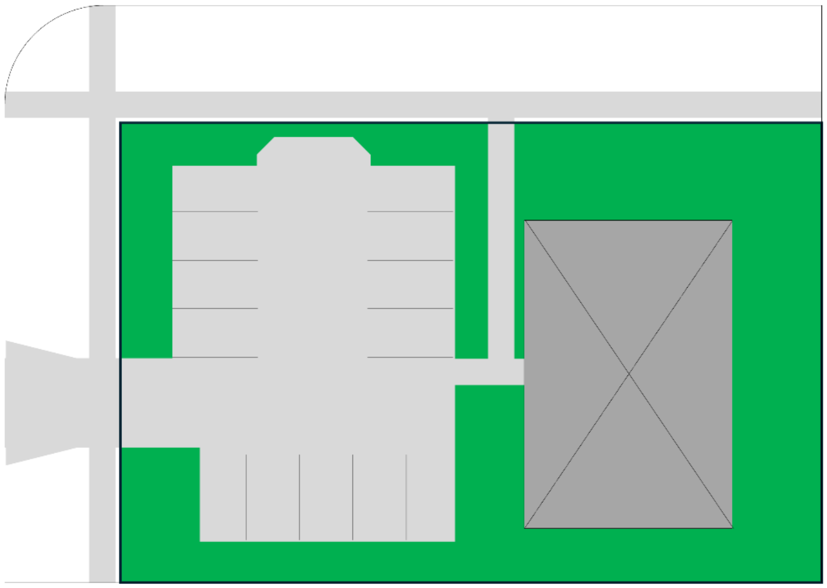


Figure 1: Location of Open Space Landscaping

6. Parking Lot Perimeter Landscaping.

   a. Applicability. Parking Lot Perimeter Landscaping is required along all off-street parking and vehicle circulation areas that are located within 30 feet of public street rights-of-way.

   b. Location. The required landscaping must be installed within the strip of land between the edge of the parking/circulation area and the adjacent public street right-of-way (as illustrated in Figure 2, below).

   c. Parking Lot Perimeter Landscaping:

      (1) A minimum of 15 Plant Units per 50 linear feet of parking lot perimeter frontage shall be provided.

      (2) Trees and any other vegetation used for parking lot perimeter landscaping may also be counted towards Open Space plant unit minimum standards. In no case shall parking lot perimeter landscaping be required to exceed the required number of Open Space plant units.

      (3) Parking lot screening elements such as berms, masonry pony walls, or decorative metal fencing may be used in lieu of required parking lot perimeter vegetation, if approved by the City Planner in accordance with Section 4-449-A-4.c.

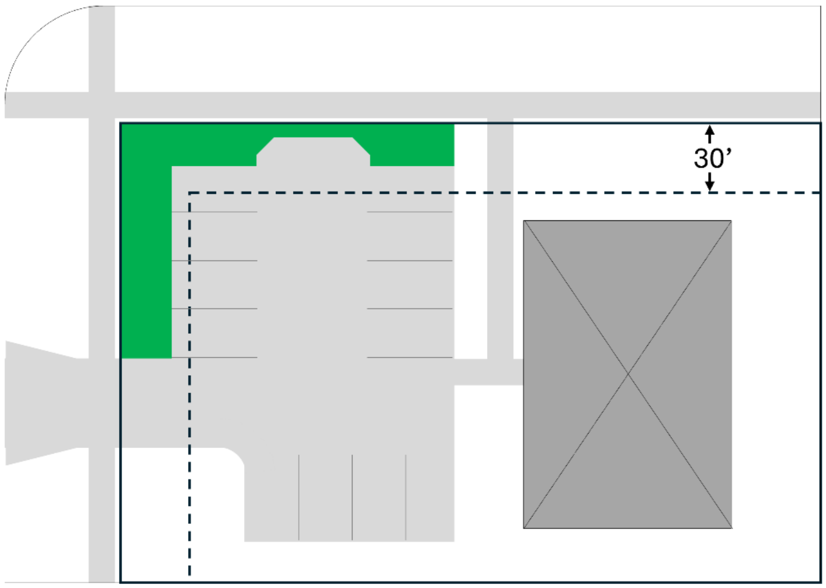


Figure 2: Location of Parking Lot Perimeter Landscaping

7. Parking Lot Island Landscaping.

   a. Applicability. All parking lots with 20 or more parking spaces shall provide landscape islands as described in this subsection.

   b. Landscape Islands.

      (1) One interior landscape island shall be provided for every twenty (20) continuous parking spaces, and a terminal island shall be provided at both ends of each row of parking. There may not be more than twenty (20) continuous parking spaces (40 back to back) in a continual row without providing an island or peninsular landscaping. See Figure 1.

      (2) Interior and terminal landscape islands shall be no less than six feet wide and no shorter than the length of the adjacent parking space(s).

      (3) Each landscape island adjacent to the length of one parking space shall contain at least one tree surrounded by at least 90 square feet of permeable surface area.

      (4) Each double-length landscape islands adjacent to the length of two parking spaces shall provide at least two trees. Trees in double length islands shall be planted no less than 15 feet apart. Each tree shall have a minimum permeable surface area of 90 square feet.

      (5) Trees and any other vegetation planted within parking lot landscape islands may be counted towards Open Space plant unit minimum standards.

(6) Any remaining surface area of the island shall be covered with living plant material or other approved ground cover, such as mulch, pea gravel, river rock, or similar landscaping material.

(7) In cases where light poles, stormwater retention, or similar infrastructure hinders the placement of a tree within the landscape island, shrubs and/or perennials may be planted in lieu of a tree.

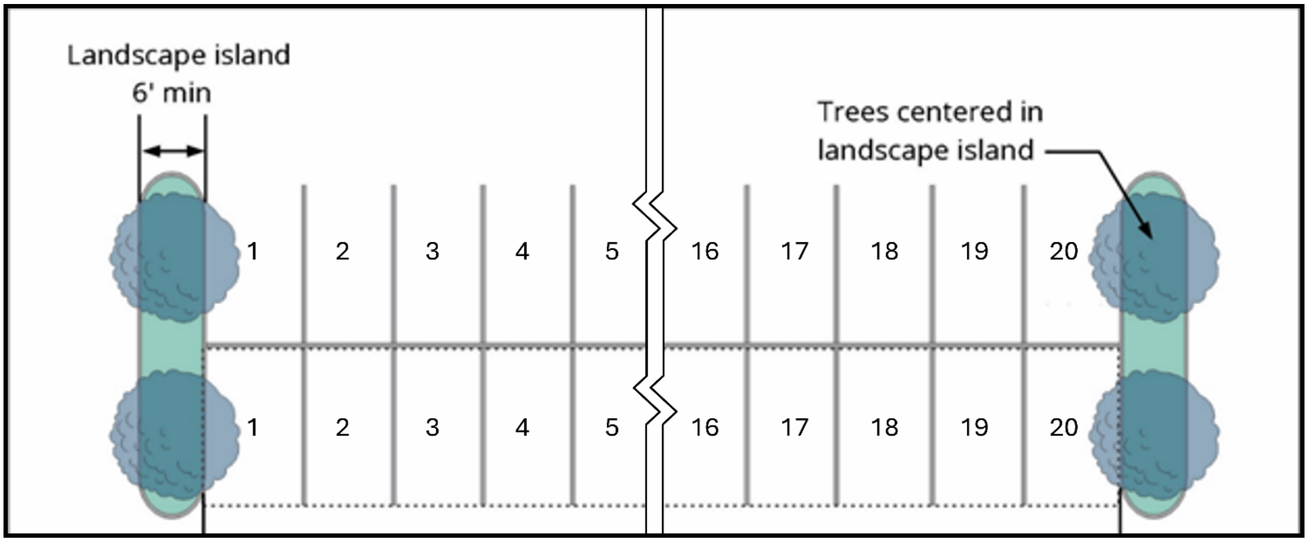


Figure 3: Parking Lot Island Landscaping

8. Boulevard Trees.

a. Coordination with Other Plans. Tree layouts (plans) shall be coordinated with existing corridor planting plans, subdivision street landscape plans, and other established landscape plans to provide the desired effect as determined by this standard and the City Forester.

b. Permit Required. The City Forester's office reviews and approves all proposed boulevard tree plantings and removals. Prior to installation or removal of a boulevard tree, an application must first be submitted and approved by the City Forester's office.

c. Minimum Requirements. The City Forester shall have final approval of proposed boulevard tree plans, species, and placement, and may approve variances from these minimum requirements where conditions necessitate.

(1) Species of Trees.

(a) Boulevard trees shall be chosen from the City's Approved Plant List, as maintained by the City Forester.

(b) Boulevard trees shall be single-stem trunks with a straight vertical line.

(c) Evergreen trees shall not be planted as boulevard trees.

(d) Species of trees shall not be planted if the roots cause damage to public works, the branches are subject to a high incidence of breakage, and/or the fruit is considered a nuisance or high maintenance, as determined by the City Forester.

(2) Number of Trees.

(a) In residential areas, one boulevard tree shall be planted every twenty-five (25) feet within boulevards. In all other areas, one boulevard tree shall be planted every thirty (30) feet within boulevards, unless the City Forester determines otherwise.

(b) If the branches of a boulevard tree at mature height would interfere with overhead powers lines, ornamental trees may be planted at a rate of two ornamental trees for every one required canopy tree. The substitution and placement of ornamental trees shall be reviewed and approved by the City Forester.

(3) Spacing of Trees.

(a) New trees shall be planted at least twenty-five (25) feet from existing trees.

(b) On corner lots, the trees shall be planted forty (40) feet from the point of intersection of the curbs.

(c) Trees shall be planted at least twelve (12) feet from driveways and alleyways, unless otherwise determined by the City Forester.

(4) Size Requirements.

(a) At time of planting, boulevard trees must be at least 1 inch in diameter.

(b) The lowest branch on the tree cannot be over 9 ½ feet above the ground.

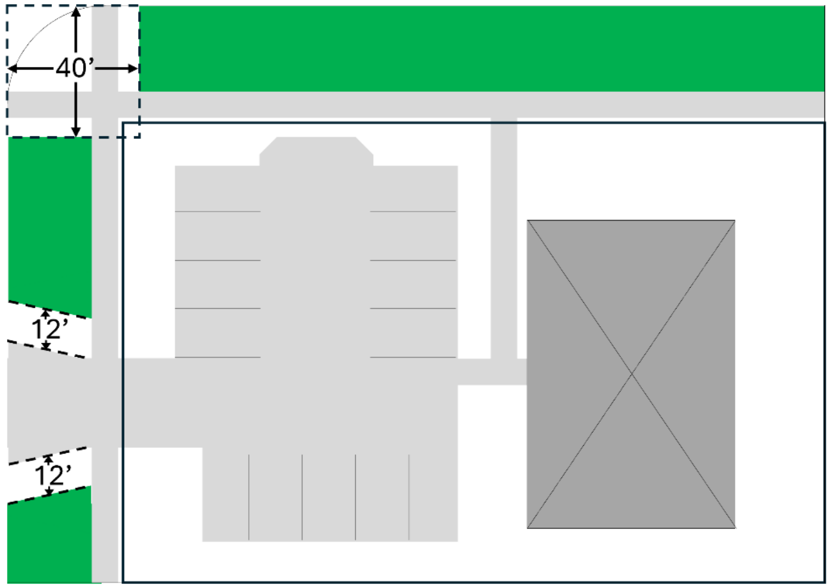


Figure 4: Location of Boulevard Trees

9. Buffer Yards.

a. Applicability. The requirement for Buffer Yards shall apply when:

(1) Multi-family residential development of four (4) or more units is constructed on a parcel that shares a property line with either 1) a residential zoning district other than R-2 or R-3 or 2) an existing single- or two-family residential development.

(2) Non-residential or mixed-use development is constructed on a parcel that shares a property line with any residential zoning district (R), or existing residential development, including multi-family development.

b. Exceptions.

(1) These buffer yard requirements do not apply to development adjacent to residential uses that are located within a commercial or industrial zoning district. The residential development may install screening fences and/or buffering at their discretion; however, existing or new non-residential development shall not be required to do so.

(2) These buffer yard requirements do not apply to public infrastructure

and utilities.

(3) These buffer yard requirement do not apply to non-residential development within a residential zoning district (R) or Public Facilities (P) district.

(4) The area of required buffer yard shall not be required to exceed ten percent (10%) of the site area or ten percent (10%) of the width of the site.

c. Screening and Buffering Along Shared Property Lines.

(Table on following page)

Buffering and Screening Requirements		
Type of Development:	**Adjacent to:**	**Minimum Buffer**
Multi-Family Residential (4 or more units)	Residential zoning districts other than R-2/R-3 or single-/two-family residential use[2]	Six-foot tall opaque screening fence[1] OR Ten-foot wide landscape buffer[3]
Non-Residential (other than Industrial) or Mixed-Use	Any residential district or residential use[2]	Six-foot tall opaque screening fence[1] within a ten-foot wide landscape buffer[3] OR Fifteen-foot wide landscape buffer[3]
Industrial	Any residential district or residential use[2]	Minimum eight-foot tall opaque screening fence[1] within a fifteen-foot wide landscape buffer[3] OR Thirty-foot wide landscape buffer[3]
NOTES [1] : See subsection 4-441, *General Fencing and Screening Requirements* for additional information on fence standards. [2] : See above—requirements do not apply when the residential development is in a commercial or industrial zoning district. [3] : See landscape buffer requirements, below.		

d. Buffer Planting Requirements. In side- and rear-yard landscape buffers, for every thirty (30) linear feet of required buffer, evergreen trees shall be planted as follows, unless an alternative is approved by the City Planner:

(1) Ten-Foot Wide Buffer. Two (2) large evergreen trees shall be planted at least twelve (12) feet apart, interspersed with four (4) shrubs, plus ground cover.

(2) Fifteen-Foot Wide Buffer. Three (3) large evergreen trees at least ten (10) feet apart, plus ground cover.

(3) Thirty-Foot Wide Buffer. Five (5) large evergreen trees, planted in a double row, with the planting offset so as to create a continuous screen, with each tree in the same row planted least ten (10) feet apart, plus ground cover.

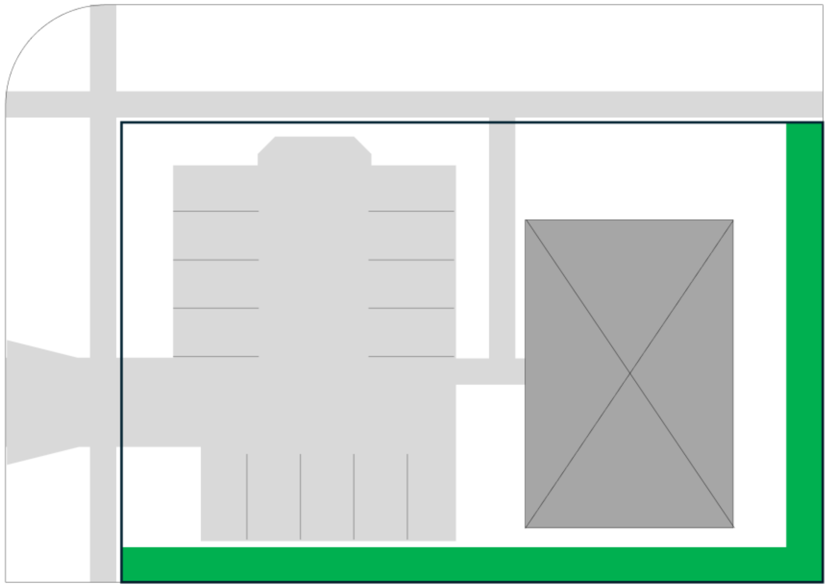


Figure 5: Location of Buffer Yards

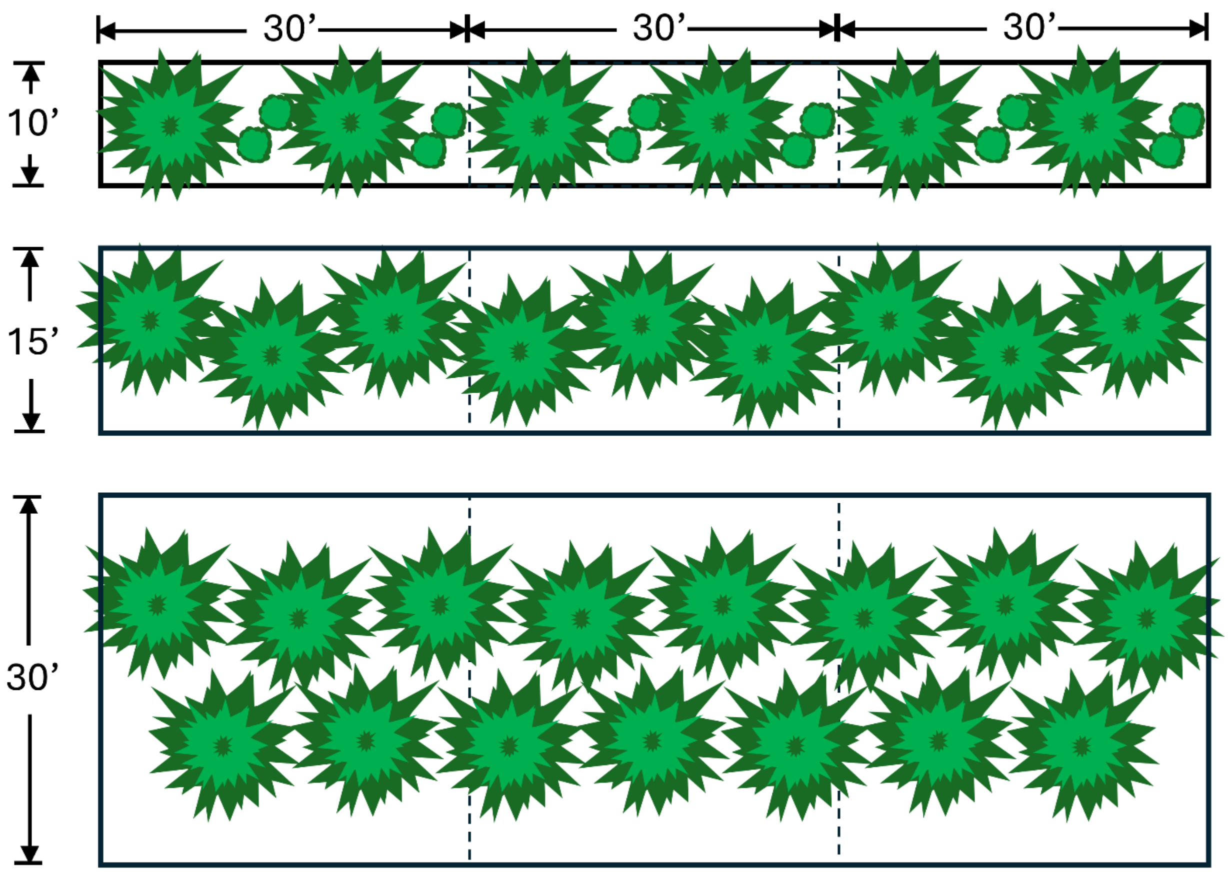


Figure 6: Landscape Buffers

AGENDA ITEM DESCRIPTION
CITY COMMISSION
WEST FARGO, NORTH DAKOTA

1. CONTACT PERSON: Lisa Sankey

2. PHONE NUMBER: 515-5370 DATE: September 29, 2025

3. AGENDA TITLE:

   A24-32 Hope Lutheran Addition, request for approval of second reading of rezone ordinance from A: Agricultural to R-1A: Single Family Dwellings and Final Plat.

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

   Applicant is requesting approval of second reading of the rezone ordinance and final plat for the proposed Hope Lutheran Addition. At their February 11, 2025 meeting, the West Fargo Planning and Zoning Commission voted to recommend approval of the proposed subdivision and rezoning on the basis it is consistent with City plans and ordinances. This item was tabled on August 4, 2025 by the City Commission pending a traffic study being conducted.

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

   Property located in the S½ of Section 31, T139N, R49W, City of West Fargo, North Dakota

6. ACTION BEING REQUESTED FROM CITY COMMISSION:

   Approve of second reading of rezone ordinance and Final Plat for Hope Lutheran Addition, including associated subdivision improvement agreement and public dedication agreement.

A24-32	SUBDIVISION/REZONING
Hope Lutheran Addition	
S½ of Section 31, T139N, R49W, City of West Fargo, North Dakota	
Applicant: Judy Aafedt, Hope Lutheran Church & Brian Pattengale, Houston Engineering Owner: 52nd Ave Partners LLC	Staff Contact: Lisa Sankey
Planning & Zoning Commission Public Hearing:	12-10-24 – Continued 01-14-25 – Continued 2-11-25 – Approved
Public Hearing & 1st Reading:	07-21-2025 – Approved
2nd Reading & Final Plat Approval	08-04-2025 – Tabled until October 6, pending traffic study 10-06-2025

PURPOSE:
Plat and zone land for a religious institution.

STATEMENTS OF FACT:	
Land Use Classification:	G-2: Sub-Urban – Growth Sector
Existing Land Use:	Vacant
Current Zoning District(s):	A: Agricultural
Zoning Overlay District(s):	None
Proposed Zoning District(s):	R-1A: Single Family Dwellings
Proposed Lot size(s) or range:	536,044 square feet (12.30 Acres)
Total area size:	12.30 Acres
Adjacent Zoning Districts:	North & West - R-1A: Single Family Dwellings; East – A: Agricultural; South – PUD: Planned Unit Development
Adjacent/Proposed street(s):	9th Street W (collector); 6th Street W (Local)
Adjacent Bike/Pedestrian Facilities:	Sidewalks and multi-use path along 9th Street W; Multi-use path located along the east side of The Wilds development
Available Parks/Trail Facilities:	Park within the Wilds development within ½ mile accessible by multi-use path and sidewalks
Land Dedication Requirements:	Dedication required.

DISCUSSION AND OBSERVATIONS:

- The applicant has submitted an application for subdivision and zoning change from A (Agricultural) to R-1A (Single Family Residential) to accommodate a proposed church facility. Religious institutions are a permitted use within the R-1A: Single Family zoning district.
- The Preliminary Plat includes one lot for a future church site.
- The plat contains a 30-foot trail easement along the south side of the development which provides an opportunity for a future shared use path connection between 9th St W and the unplatted land to the east of the subject property, if needed upon future development of the area to the east.

Being the future trail would be a midway public connection to the Park trail system, it was determined by public works, that maintenance would be the City's responsibility.

- The plat also includes a 30-foot utility easement overlapping the trial easement which provides utility connectivity between 9th St W and the unplatted land to the east. The owner may opt to privately install public utilities or request installation of public utilities within the easement area for the purpose of better accommodating their private utility connections. Determination will be forthcoming as to whether public utilities will be installed within 30' easement and if they would be part of a public improvement project. This information will be incorporated into the subdivision agreement prior to final plat approval. The developer is not requesting installation of a trail or public utilities within the easement at this time.
- As part of the subdivision process, public dedication of 10% of the property being platted is a requirement. A letter from the Park District was received noting their preference for cash-in-lieu for land. Public dedication requirements will be detailed within a public dedication agreement to accompany the final plat.
- No additional right-of-way is necessary to accommodate the proposed plat.
- Access control is shown on the plat along 9th Street with openings to line up with the streets to the west. Driveway access from 9th St W into the development will line up with 50th Avenue West and Mulberry Lane to the west along 9th Street West.
- A southbound left turn lane from 9th St W at the intersection of Mulberry Ln is needed to accommodate turning movements into the site during peak traffic periods. Installation of the left turn lane into the development would be a requirement prior to issuance of a certificate of occupancy. These details will be incorporated into the subdivision Development Agreement prior to consideration of final plat approval.
- The northeast corner of the plat sits in proximity to 6th St W, where the applicant has indicated their intent to secure an access easement to connect a driveway to 6th St W at this location, as shown on their draft site plan.
- The applicant held an informational/neighborhood meeting on January 23, 2025 in which the applicant shared an updated site plan and renderings. While many attendees expressed support for the project, some attendees expressed concern regarding traffic through the neighborhood, among other questions relating to such things as drainage and maintenance of the property.
- To date, staff has received several comments from the public. Comments are summarized in the Notices section (below) and written comments are attached to this staff report.
- A potential increase in neighborhood traffic associated with the proposed church seems to be the primary concern raised. In staff's opinion, most traffic will access the church via 9th St W, which is a collector roadway with capacity capable of handling anticipated traffic. Additionally, most activity for a church typically occurs on Sundays and Wednesday evenings, during off-peak hours. While most churches in the City are located in or adjacent to residential neighborhoods, staff is unaware of any existing traffic issues.
- Regarding other concerns raised regarding the church and location, staff notes that religious institutions, such as churches, are permitted by right within single-family zoning districts. The proposed rezoning to R-1A is the same zoning district as adjacent properties to the west and north of the subject property and is consistent with the residential nature of the surrounding neighborhood. While the applicant has provided a draft site plan to illustrate the proposed development, site plan review and approval is outside of the purview of the subdivision and rezoning approval process.

NOTICES:	
Sent to:	Property owners within 150' and applicable agencies and departments

Comments Received:

- Several property owners to the south asked for trees and plantings along the south side of the church parking lot for screening between the lot and the Ranch at the Wilds development.
- Other comments received were regarding increased traffic into the neighborhood, as well as the size of the structure within a residential district.
- A comment was also received concerning churches being tax exempt.
- A letter was received from an area property owner in support of the subdivision and rezoning.

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

- Overall, the proposed development is consistent with City plans and ordinances.
- The proposed rezoning to R-1A is consistent with existing zoning of abutting property and the residential nature of the area.
- The proposed subdivision complies with applicable subdivision standards and accommodates opportunity for future trail and public utility connectivity for adjacent undeveloped areas via establishment of easements.
- Parks and Recreation Big Ideas discusses addressing incomplete gaps and the need to provide a continuous and seamless network of trails/paths for residents' enjoyment and transportation needs. A connection from existing facilities to the north and a future multiuse path would facilitate this connection, as would the east/west connection along the south side of the development as shown on the area plan.
- Under Connectivity in the section of Urban is Back, West Fargo 2.0 discusses how in typical communities, "connectivity" means that all streets should be connected to other streets, maximizing the number of routes to and from a destination. By avoiding dead ends and cul-de-sacs and creating an interconnected street network, drivers, cyclists, pedestrians, and emergency services can choose from a number of different options. Greater connectivity allows for traffic to disperse, minimizing congestion by providing multiple ways to get from point A to point B. West Fargo's development patterns in the last couple of decades have reduced the number of interconnected streets, increasing traffic on the few major roads in and out of neighborhoods.

PLANNING AND ZONING COMMISSION ACTION

At their February 11, 2025 meeting, the West Fargo Planning and Zoning Commission voted to approve the Subdivision and Rezoning subject to the following condition:

1. The applicant continues to work with staff as to the details of the public land dedication and that a signed Public Dedication Agreement and a signed Subdivision Development Agreement are submitted prior to final plat approval, outlining such details.

UPDATE – February 11, 2025

- At the February 11, 2025 meeting, two individuals spoke regarding the proposed subdivision and rezoning.

  - One individual spoke regarding the church's tax exempt status, who felt the highest and best use for the property would be single family homes.
  - Another individual stated concern with increased traffic during church services and events.
- Based on public comments, the applicants modified the site plan, specifically the parking layout showing additional setbacks and landscaping/trees along the driveways and parking areas to address concerns with vehicle headlights.

UPDATE – July 30, 2025

- At the July 21, 2025 City Commission meeting, six individuals spoke in opposition to the proposed zoning change and subdivision. The primary concern raised during the public hearing was the potential for increased traffic in and around the neighborhood and associated safety concerns that could result from increased traffic. Speakers also noted their expectation for the subject property to be residential homes. A representative of the applicant spoke in favor of the proposal, noting the applicant's hosting of a neighborhood meeting to engage with neighbors and their willingness to continue to work with neighbors on such things as additional landscape buffering.
- **Given the concerns expressed at the July 21 meeting and associated discussion on potential conditions of approval, staff notes that churches (and religious institutions in general) are afforded special protections under federal law. Federal regulations require that any development conditions or restrictions imposed on a religious institution must be narrowly tailored to address a compelling governmental interest that is supported by objective evidence. As such, staff advises that any such condition, restriction, or denial of the requested entitlements be carefully considered in consultation with the City Attorney and City staff.**
- Since the July 21 meeting, staff has received a few of additional comments—both in favor of and in opposition to the proposal. Copies of these and previous written comments are attached.
- Additionally, the applicant has provided an updated site plan for reference, intended to better address some of the concerns raised during the public hearing. Staff notes that the site plan is for context and informational purposes only. The scope of the City Commission's review is specific to the proposed subdivision and zoning change, and does not include review or approval of a site plan.

UPDATE – September 26, 2025

At the August 4, 2025 meeting, the City Commission voted 3-1 to table action until the October 6, 2025 meeting and directed staff to commission a traffic study.

Following the August 4th meeting, the City hired Bolton & Menk to conduct the traffic study, the results of which are attached for reference. In summary, the traffic study concludes that the existing roadway system is expected to accommodate traffic from the proposed church, with minimal impacts overall and no major safety concerns.

The traffic study recommends two mitigation measures:

- The addition of a left turn lane into the subject property from 9th St at the Mulberry Lane intersection. (The addition of this turn lane is already a requirement within the development agreement.)
- Consideration for installation of pedestrian crossing signs for the two existing crosswalks across 9th St at 50th Avenue and at Mulberry Lane.

Additionally, the traffic study notes that:

- The church is anticipated to generate less overall traffic most days (other than Sundays and Wednesdays) compared to single-family development.
- The church is anticipated to generate more overall traffic on Sundays and Wednesdays compared to single-family development. The amount of traffic generation on Sundays and Wednesday is anticipated to be comparable to current traffic generated by Legacy Elementary school Mondays through Fridays.
- Wednesday evening peak hour traffic generated by the church may overlap with traffic peaks from adjacent residential areas, however no significant increases in traffic delays are expected with this overlap. A single-family development would overlap with AM peak traffic.
- Pavement conditions and thicknesses are sufficient to handle anticipated traffic volumes.

The full traffic study is attached for additional information.

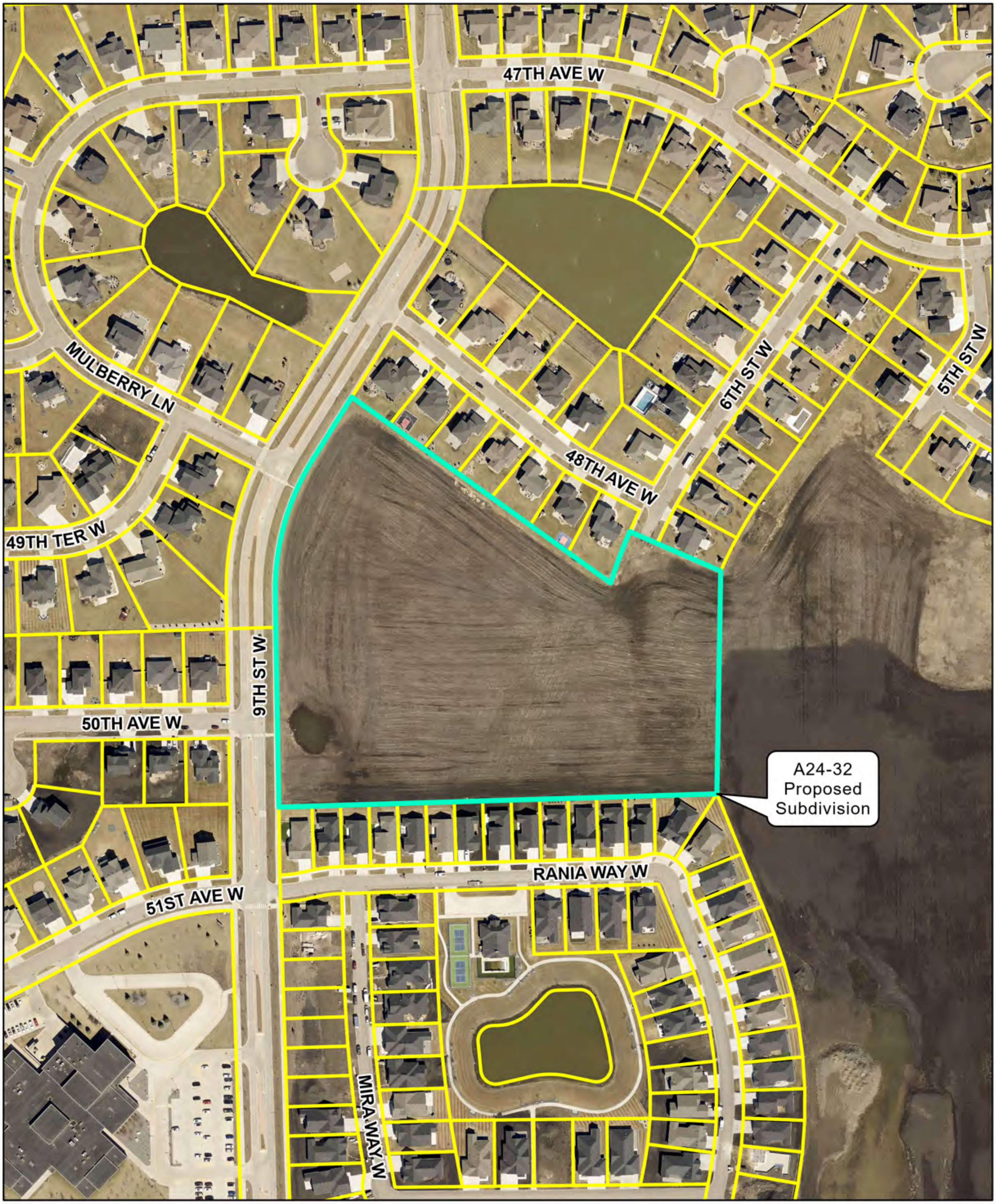
Members of the public spoke both in favor of and in opposition to the proposed development during the public comment period of the August 4 City Commission meeting. Since the August 4 meeting, staff has received two updated comments from previous commenters regarding opposition to the proposed development, copies of which have been attached as well.

RECOMMENDATIONS:

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

Attachments

1. Aerial map
2. Zoning map
3. Final plat
4. Proposed site plan
5. Area Plan
6. Public comments
7. Subdivision Development Agreement
8. Public Dedication Agreement
9. Zoning Ordinance 1260
10. Traffic Study



CITY OF WEST FARGO

Features

Agenda Zone
Lots

0 150 300
US Feet

N

West Fargo Zoning

- A: Agricultural
- C: Light Commercial
- C-OP: Commercial Office Park
- DMU: Downtown Mixed Use
- EMU: Entertainment Mixed Use
- HC: Heavy Commercial
- LI: Light Industrial
- M: Heavy Industrial
- P: Public
- PUD: Planned Unit Development
- R-L1A: Large Lot Single Family Dwelling
- R-1A: Single Family Dwelling
- R-1: 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-1E: Rural Estate
- R-R: Rural Residential

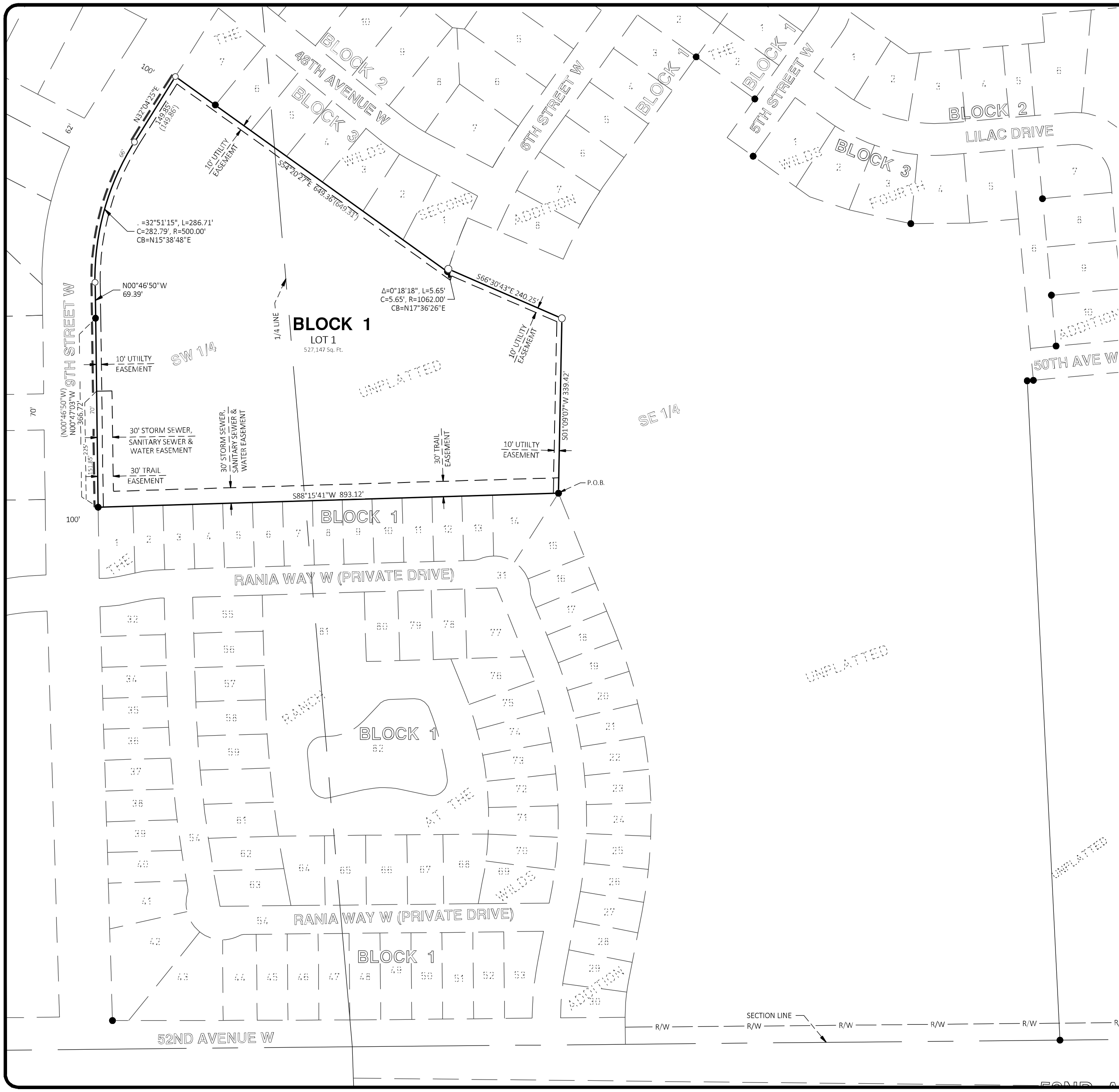
CITY OF WEST FARGO

0 150 300 US Feet

HOPE LUTHERAN ADDITION

BEING A PLAT OF A PORTION OF THE SOUTH HALF OF SECTION 31, T. 139 N., R. 49 W.

TO THE CITY OF WEST FARGO, CASS COUNTY, NORTH DAKOTA



N

Scale 100 0 100 200 Feet

LEGEND

IRON MONUMENT FOUND	●
1/2" I.D. PIPE SET	○
MEASURED BEARING	N00°00'00"E
PLAT BEARING	(N00°00'00"E)
MEASURED DISTANCE	100.00'
PLAT DISTANCE	(100.00')
PLAT BOUNDARY	
EXISTING LOT LINE	
NEW EASEMENT	
EXISTING EASEMENT	
ACCESS CONTROL	

BEARINGS SHOWN ARE BASED ON THE WEST FARGO COORDINATE SYSTEM.

HOUSTON ENGINEERING, INC.

Sheet 1 of 2
Project No. 12298-0002

H:\JBN\12200\12298\12298_0002\CAD\Plat\12298-0002 Preliminary Hope Lutheran Addition.dwg

HOPE LUTHERAN ADDITION

BEING A PLAT OF A PORTION OF THE SOUTH HALF OF SECTION 31, T. 139 N., R. 49 W.

TO THE CITY OF WEST FARGO, CASS COUNTY, NORTH DAKOTA

OWNERS' CERTIFICATE AND DEDICATION:

KNOW ALL PERSONS BY THESE PRESENTS: That 52nd Ave Partners LLC, a Delaware limited liability company, is the owner and proprietor of that part of the South Half of Section 31, Township 139 North, Range 49 West of the Fifth Principal Meridian, City of West Fargo, Cass County, North Dakota, described as follows:

Beginning at the northeast corner of Lot 14, Block 1, The Ranch at the Wilds Addition, on file at the Cass County Recorder's Office; thence South 88°15'41" West, along the northerly line of Block 1, said The Ranch at the Wilds Addition, for a distance of 893.12 feet to the northwest corner of Lot 1, Block 1, said The Ranch at the Wilds Addition; thence North 00°47'03" West, along the easterly line of 9th Street West, for a distance of 366.72 feet; thence North 00°46'50" West, along the easterly line of said 9th Street West, for a distance of 69.39 feet to a point of tangential curve to the right, radius 500.00 feet; thence northeasterly, along said curve and along the easterly line of said 9th Street West, for a distance of 286.71 feet, central angle 32°51'15", chord bearing North 15°38'48" East; thence North 32°04'25" East, along the easterly line of said 9th Street West, for a distance of 149.85 feet to the most westerly corner of Lot 7, Block 3, The Wilds Second Addition, on file at said Recorder's Office; thence South 54°20'27" East, along the southwesterly line of Block 3, said The Wilds Second Addition, for a distance of 649.36 feet to the most southerly corner of Lot 1, Block 3, said The Wilds Second Addition, said corner lying on a nontangential curve, concave to the East, radius of 1,062.00 feet; thence northerly, along said curve and along the easterly line of Lot 1, Block 3, said The Wilds Second Addition, for a distance of 5.65 feet, central angle 0°18'18", chord bearing North 17°36'26" East; thence South 66°30'43" East for a distance of 240.25 feet; thence South 01°09'07" West for a distance of 339.42 feet to the Point of Beginning.

Said tract contains 527,147 square feet, more or less.

And that said party has caused the same to be surveyed and platted as **HOPE LUTHERAN ADDITION** to the City of West Fargo, Cass County, North Dakota; does hereby dedicate to the City of West Fargo the storm sewer, sanitary sewer, water, and trail easements as shown on this plat; and does hereby dedicate to the public, for public use, the utility easements and the access control easement as shown on this plat.

OWNER:
52nd Ave Partners LLC, a Delaware limited liability company

Signature: ______________________________

Printed Name: ______________________________

Title: ______________________________

State of ______________________)
) ss
County of ______________________)

On this _______ day of _____________, 2025, before me, a notary public in and for said County and State, personally appeared ______________________________, ______________________________ of 52nd Ave Partners LLC, a Delaware limited liability company, known to me to be the person who is described in and who executed the within instrument and acknowledged to me that he executed the same on behalf of said limited liability company.

Notary Public: ______________________________

SURVEYOR'S CERTIFICATE AND ACKNOWLEDGEMENT:

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

Dated this _______day of _____________, 20_____.

____
Curtis A. Skarphol
Professional Land Surveyor No. 4723

State of North Dakota)
) ss
County of Cass)

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

Notary Public: ______________________________

CITY ENGINEER'S APPROVAL:

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

____
Jerrold F. Wallace, City Engineer

State of North Dakota)
) ss
County of Cass)

On this ______ day of _____________, 20_____ before me personally appeared Jerrold F. Wallace, West Fargo City Engineer, known to me to be the person who is described in and who executed the within instrument and acknowledged to me that he executed the same as City Engineer.

Notary Public: ______________________________

WEST FARGO PLANNING COMMISSION APPROVAL:

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

____
Eric C. Dodds, Chairman
West Fargo Planning Commission

State of North Dakota)
) ss
County of Cass)

On this _______day of _____________, 20_____, before me personally appeared Eric C. Dodds, Chairman, West Fargo Planning Commission, known to me to be the person who is described in and who executed the within instrument and acknowledged to me that he executed the same on behalf of the West Fargo Planning Commission.

Notary Public: ______________________________

WEST FARGO CITY ATTORNEY APPROVAL:

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

____
Katie J. Schmidt, City Attorney

State of North Dakota)
) ss
County of Cass)

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

Notary Public: ______________________________

WEST FARGO CITY COMMISSION APPROVAL:

Approved by the West Fargo City Commission this _________day of______________________, 20_____.

____
Bernie L. Dardis
President of the West Fargo City Commission

____
Dustin T. Scott
City Auditor

State of North Dakota)
) ss
County of Cass)

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

Notary Public:______________________________

HOUSTON
ENGINEERING, INC.

Sheet 2 of 2
Project No. 12298-0002

H:\UBN\12200\12298\12298_0002\CAD\Plat\12298-0002 Preliminary Hope Lutheran Addition.dwg

Site Plan from 7/21/25 meeting

LOT COVERAGE

551,536 SF LOT
260,590 SF COVERAGE

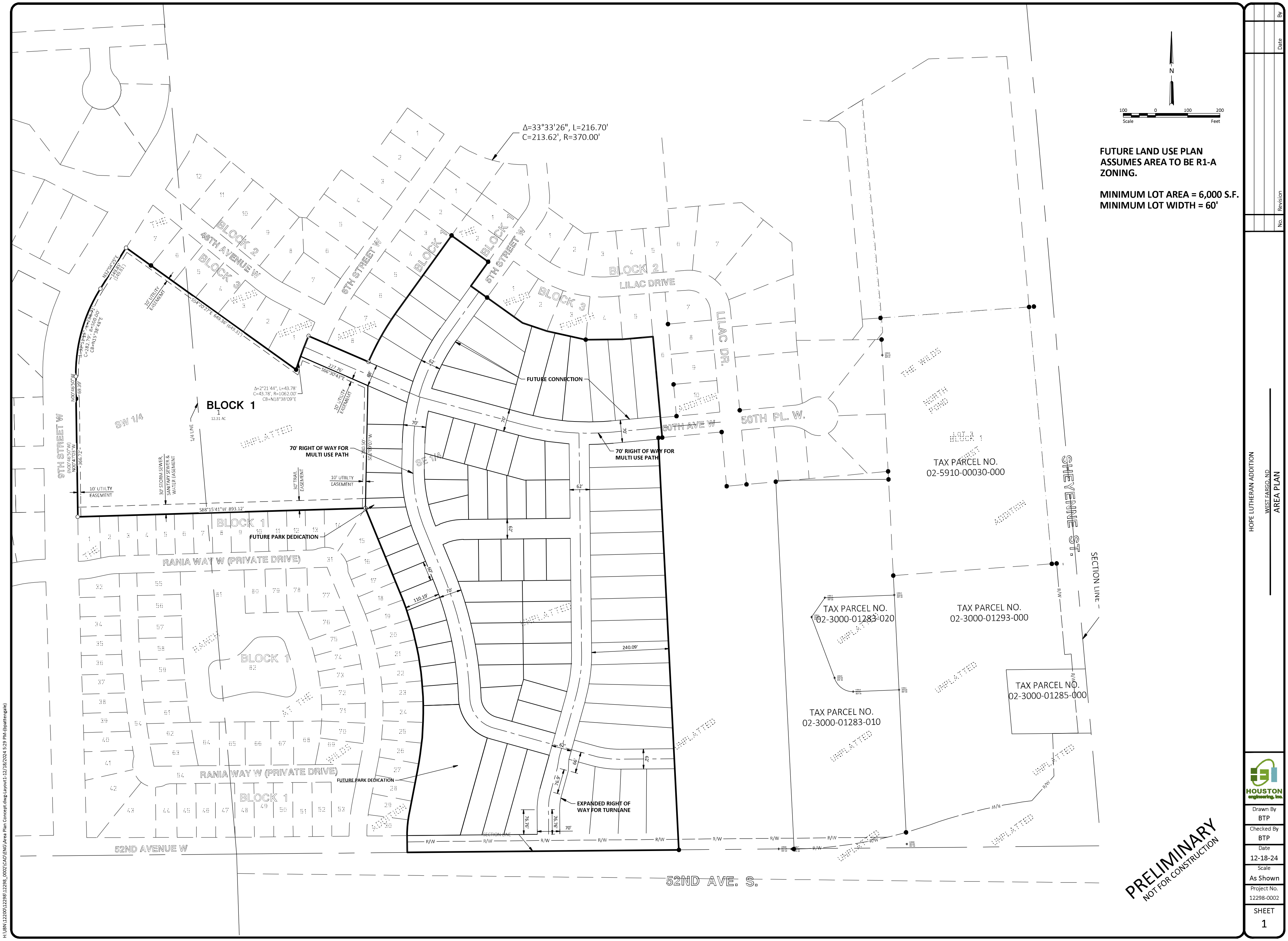
47.2% COVERAGE
52.8 % GREEN SPACE

ZERRIBERG

HOPE LUTHERAN CHURCH - WEST FARGO

ZERRIBERG

HOPE LUTHERAN CHURCH - WEST FARGO


FUTURE LAND USE PLAN ASSUMES AREA TO BE R1-A ZONING.
MINIMUM LOT AREA = 6,000 S.F.
MINIMUM LOT WIDTH = 60'
Δ=33°33'26", L=216.70'
C=213.62', R=370.00'
BLOCK 1
12.31 AC
9TH STREET W
49TH AVENUE W
6TH STREET W
5TH STREET W
LILAC DRIVE
LILAC DR.
50TH AVE W
50TH PL. W.
RANIA WAY W (PRIVATE DRIVE)
52ND AVENUE W
52ND AVE. S.
SHEYENNE ST.
SECTION LINE
FUTURE CONNECTION
70' RIGHT OF WAY FOR MULTI USE PATH
10' UTILITY EASEMENT
30' STORM SEWER, SANITARY SEWER & WATER EASEMENT
S88°15'41"W 893.12'
FUTURE PARK DEDICATION
EXPANDED RIGHT OF WAY FOR TURNLANE
240.09'
TAX PARCEL NO. 02-5910-00030-000
TAX PARCEL NO. 02-3000-01283-020
TAX PARCEL NO. 02-3000-01293-000
TAX PARCEL NO. 02-3000-01285-000
TAX PARCEL NO. 02-3000-01283-010
UNPLATTED
PRELIMINARY
NOT FOR CONSTRUCTION
HOPE LUTHERAN ADDITION
WEST FARGO, ND
AREA PLAN
HOUSTON engineering, inc.
Drawn By BTP
Checked By BTP
Date 12-18-24
Scale As Shown
Project No. 12298-0002
SHEET 1

From: [redacted]
To: Lisa A. Sankey
Subject: Hope Church build
Date: Thursday, December 5, 2024 9:20:25 AM

We are very excited to have Hope Church build on the lot to the north of our property. But I would encourage you to ask them to plant trees bordering our fence and along the south side of their parking lot. The design drawing shows a lot of trees on the other sides but not between their parking lot and our Ranch at the Wilds fence line. The original drawing that the church shared showed a row of trees and plantings but this new version does not.
Please share this concern with them.
Thank you,
Claudia Wolsky
806 Rania Way
West Fargo
Sent from my iPhone

From: [redacted]
To: Lisa A. Sankey
Subject: Planned unit development located at S1/2 of section 31, T139N R49W
Date: Friday, December 6, 2024 11:17:03 AM

Hello Lisa,

Unfortunately I am unable to attend the December 10th Planning and Zoning commission meeting. However, I would like to voice my concerns with this proposal. I live at 4767 6th Street W. in West Fargo. My first concern is the excessive influx of traffic that would be caused by this plan. Seeing the plan to have 6th street go directly into the church parking lot will cause an excessive amount of traffic on a small side street that is not capable of handling that amount of traffic. I am also concerned with the cost that will occur for us within the neighborhood. Studies have shown that a church being built within a neighborhood typically causes an increase in taxes. In addition, there is a school just down the street roughly a block to a block and a half away on 9th Street. Even the road in 9th Street does not seem suitable for the amount of traffic the church will receive. This will most likely cause further congestion and traffic issues with no possible solution in the future as the road would not be able to be expanded or changed. Overall, I do not see this plan as being an overall benefit to my family or our neighborhood.

Sincerely,

Chris Teeman

From:	[redacted]
To:	Lisa A. Sankey
Subject:	Re: Planned unit development located at S1/2 of section 31, T139N R49W
Date:	Friday, December 6, 2024 11:42:55 AM

Thank you for the response. I was wondering do you happen to know why or what caused the change from the previous rezoning notice we were given roughly 2 years ago? The previous notice had the church going in off of 52nd and to the East of the Ranch development.

On Fri, Dec 6, 2024 at 11:20 AM Lisa A. Sankey <Lisa.Sankey@westfargond.gov> wrote:

> Thank you. I'll include your comments in the record and forward on to the Commissioners. Staff is awaiting additional information from the applicant --- updates to the plat and previously approved area plan showing future right of way connections for streets and multi-use trail connections , park dedication, drainage plan – so this item will be continued until the January 14th meeting. Being we advertised for a public hearing for Tuesday night, we'll open up the hearing for comments and continue it until next month.
>
> **Lisa Sankey**
>
> Planner, City of West Fargo
>
> 2515 6th Street East
>
> West Fargo, ND 58078
>
> (701) 515-5376
>
> Visit our website at:
>
> westfargond.gov
>
> ---
>
> **From:** christopher teeman [redacted]
> **Sent:** Friday, December 6, 2024 11:17 AM
> **To:** Lisa A. Sankey <Lisa.Sankey@westfargond.gov>
> **Subject:** Planned unit development located at S1/2 of section 31, T139N R49W

From: Lisa A. Sankey
To: Breanna Siegler
Cc: Aaron M. Nelson
Subject: FW: Hope Lutheran Addition Meeting Continued
Date: Wednesday, February 5, 2025 8:22:12 AM

Breanna,

Could you please save this as a pdf (Hope Lutheran comments folder under commission meetings). And print a copy for the physical folder. Thank you. I'll forward this to the applicants. Lisa

Lisa Sankey
Planner, City of West Fargo

2515 6th Street East
West Fargo, ND 58078
(701) 515-5376
Visit our website at:
westfargond.gov

From: christopher teeman [redacted]
Sent: Tuesday, February 4, 2025 8:28 PM
To: Lisa A. Sankey <Lisa.Sankey@westfargond.gov>
Subject: Re: Hope Lutheran Addition Meeting Continued

Hello,

Thank you so much for the update. I am unsure if I will be able to attend so I am sending this email to voice my thoughts.

I want to start by saying that I am strongly opposed to the church being built in the proposed location. A church of this size, will bring in an excessive amount of traffic to our residential roads that are not designed or capable of handling that amount of traffic. The quality of the roads within this neighborhood are poor with heaving and dips already and the excess traffic will only add additional wear and tear. The flow of traffic with the exits and entrances as they are currently proposed appear to be very inefficient and would funnel traffic directly into the neighborhood via the 6th street access directly into the parking lot. When we moved in one of the selling points was that the future development was planned and would be residential keeping the streets quiet. A church of this size would also bring with it additional risk and safety concerns.

An additional question I had and was unsure of the answer based on the plans I saw from the church. Does the current plan meet the ordinance requirement that states there must be at least 30% green space? Assuming I am interrupting that ordinance correctly. I was not sure with the massive structure and parking lot if it met that requirement.

Thank you.

On Thu, Jan 9, 2025 at 10:03 AM Lisa A. Sankey <Lisa.Sankey@westfargond.gov> wrote:

> FYI, the Hope Lutheran Addition Plat and Rezoning will be continued until the February 11th Planning and Zoning Commission meeting as we're awaiting additional information from them. Lisa
>
> **Lisa Sankey**
> Planner, City of West Fargo
>
> 2515 6th Street East
> West Fargo, ND 58078
> (701) 515-5376
> Visit our website at:
> westfargond.gov

From: [redacted]
To: Lisa A. Sankey
Subject: Request for rezoning
Date: Tuesday, December 10, 2024 3:43:11 PM

Lisa,
We are unable to attend the scheduled meeting today at 5:30pm to discuss the rezoning on the area that will be designated as a church (Hope Lutheran West).
We appreciate the ability to respond via email with a response.
We are good with the zoning request, and in fact are members of Hope Lutheran church south.
We reside at 800 Rania Way W- backing on the proposed parking lot.
It appears from the drawing that the parking lot comes to the fence area of the Ranch of the Wilds behind our home. There is a row of approximately 32 car spaces with no tree barrier to the south.
We would request a tree buffer/barrier between the parking lot and the homes to the south.
The homes to the west of ours on Rania Way W have a tree barrier. There are a number of homes near ours (including ours) that have no tree barrier.
Both the north wind and privacy are concerns.
Thank you,
Russ and Mary Kuzel
800 Rania Way W
The Ranch at the Wilds

From: [redacted]
To: Lisa A. Sankey
Subject: Re: Proposed planned unit development- Hope Lutheran church
Date: Tuesday, December 10, 2024 4:43:22 PM

My apologies 6th st did get a notification.

> On Dec 10, 2024, at 4:37 PM, Kayla H [redacted]> wrote:
>
> Good Afternoon Lisa,
> I am delayed on this as I thought I'd be able to be at the meeting tonight but I am no longer to make it. I live in the wilds in West Fargo and was notified about Hope Lutheran church wanting to build in our backyard.
>
> I just have a few questions for this proposal. Is there a reason why 52nd Ave is not a further consideration in this? This is going to bring a significant amount of traffic to quieter residential roads. I am also wondering why the home owners on 6th st weren't alerted as their road will now be an outlet per this proposal. These are quiet roads with many children running/biking/scootering etc.
>
> Can there be a consideration to not have 6th st be an outlet?
>
> Thank you,
> Kayla Bates

From: [redacted]
To: Lisa A. Sankey
Subject: FW: Hope Lutheran | West Campus - West Fargo
Date: Thursday, December 12, 2024 2:54:16 PM

Lisa,

I live at 1039 Mulberry lane in West Fargo. I sent the below email to Paul at Hope Lutheran. I don't believe the church gave ingress/egress to their proposed site much consideration. An entrance/road from 52nd (to the east of the Ranch) would seem to make some logical sense rather than routing all that traffic through the residential areas.

Dave

From: David Perkins
Sent: Friday, October 11, 2024 8:58 AM
To: [redacted]>
Subject: West Campus - West Fargo

Hi Paul,

Good morning. I recently received the mailing on the new, West Campus Hope project. I live right across the street on Mulberry and 9th. There are two things that stuck out to me is the lack of ingress/egress to the site and overall safety of those living in the neighborhood. I realize there are 3 access points, but combined, it would likely be wholly inadequate with a significant congregation attendance. Both 9th and 6th Steets are two lane traffic, with a large pedestrian presence (especially on 6th and those cross streets), with traffic routed through streets that aren't capable of handling significant traffic. Hope's situation on the 25th street location has four access points *__but__* on roads designed to handle that larger load (and traffic still gets backed up); at least the pedestrian issue is somewhat mitigated at the 25th Street site due to it's larger commercial street (4 lanes on 25th) presence and far fewer homes for the congregation to navigate through to attend church services.

The traffic could be alleviated by adding a 4th access point (or removing one of the 9th street access points as this is rather redundant) from 52^{nd}/running north/south.

I'm assuming there would be no outside services from a noise standpoint but also wanted to confirm that this too would be a problem moving the church closer to more residential housing. Prairie Heights had a similar issue before the city had them stop outside services.

I do agree this new site lays out better, but without proper access to the new facility, the new site is substantially inferior and a potential concern would be lower attendance than estimated as people likely pick a different location/church. We would plan to vote against this design for these reasons.

Thanks,
Dave

From: [redacted]
To: Lisa A. Sankey
Subject: Re: Hope Lutheran | West Campus - West Fargo
Date: Thursday, January 30, 2025 8:07:49 PM

Lisa,

Has the city, Hope or any involved party involved in this site conducted any kind of traffic study on what this church would bring into the area at their peak operating times?

That proposed north entrance is literally one lane total (not two lanes, one in each direction) in the winter, between snow and cars parked on it. I don't even live on that street and I'm worried about the safety of those on that street with this many vehicles.

That would put most of the stress on 9th which seems inadequate for 400 +/- cars (assuming the stalls in their diagram is what is to be built).

Get Outlook for iOS

From: Lisa A. Sankey <Lisa.Sankey@westfargond.gov>
Sent: Friday, December 13, 2024 8:35:37 AM
To: David Perkins [redacted]
Subject: RE: Hope Lutheran | West Campus - West Fargo

EXTERNAL

Your comments will be entered into the record and forwarded on to the applicants. The reason I believe they are no longer looking at 52nd Avenue W is because the original property owner – Westport – sold a parcel to Hope Lutheran along the east side of Ranch of the Wilds and all the remaining property to the major property owner to the east who does not intend to develop any time soon. They're proposing a land swap to allow for the church development.

Staff is awaiting additional information from the applicant --- updates to the plat and to the previously approved area plan showing future right of way connections for streets and multi-use trail connections, park dedication, drainage plan – so this item will be continued until the January 14th meeting.   Being we advertised for a public hearing for Tuesday night, we opened the hearing for comments and continued it until next month.

Lisa Sankey
Planner, City of West Fargo

2515 6th Street East
West Fargo, ND 58078
(701) 515-5376
Visit our website at:
westfargond.gov

From: David Perkins [redacted]>
Sent: Thursday, December 12, 2024 2:54 PM
To: Lisa A. Sankey <Lisa.Sankey@westfargond.gov>
Subject: FW: Hope Lutheran | West Campus - West Fargo

Lisa,

I live at 1039 Mulberry lane in West Fargo. I sent the below email to Paul at Hope Lutheran. I don't believe the church gave ingress/egress to their proposed site much consideration. An entrance/road from 52nd (to the east of the Ranch) would seem to make some logical sense rather than routing all that traffic through the residential areas.

Dave

From: David Perkins
Sent: Friday, October 11, 2024 8:58 AM
To: [redacted]
Subject: West Campus - West Fargo

Hi Paul,

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The traffic could be alleviated by adding a 4th access point (or removing one of the 9th street access points as this is rather redundant) from 52nd/running north/south.

I'm assuming there would be no outside services from a noise standpoint but also wanted to confirm that this too would be a problem moving the church closer to more residential housing. Prairie Heights had a similar issue before the city had them stop outside services.

I do agree this new site lays out better, but without proper access to the new facility, the new site is substantially inferior and a potential concern would be lower attendance than estimated as people likely pick a different location/church. We would plan to vote against this design for these reasons.

Thanks,
Dave

From:	David Perkins
To:	Lisa A. Sankey
Subject:	RE: Hope Lutheran | West Campus - West Fargo
Date:	Friday, January 31, 2025 9:09:49 AM
Attachments:	image002.png image004.png

Thanks Lisa.

I'm not aware of any church in the Fargo Moorhead area located 100% in a residential neighborhood. Can you share what church lots they reviewed?

Also I put this simple table together to demonstrate the size of this project;

Site	Acres	Parking Stalls	Points of egress
Proposed Hope Campus	12.66	456	3
Eide Bailly Fargo HQ	10.35	325	5
Prairie Heights	15.22	410	4
Triumph (Sheyenne)	7.359	218	2
Hope South Campus	11.25	339 (S)	4
		200 (N)	

From: [redacted]
To: Lisa A. Sankey; [redacted]
Cc: [redacted]
Subject: New church
Date: Friday, December 13, 2024 6:08:00 PM

Hello Lisa,

This email is in response to Russ and Mary Kuzel's comments. We live across the street from the Kuzel's at 801 Rania Way. Our concerns mimic theirs. We are concerned about the north/northwest wind that whips into the front and side of our house. We deal with major snow drifts but currently the field provides some protection for us. Our other concern is having the parking lot so close to our neighborhood and fence. We all need to protect our resale values and my fear is a close parking lot will hinder the values, not to mention impede our view. We also need to consider the increased traffic on 9th street which seems to be the main entrance. During the construction of the round-about on 52nd street the traffic on 9th was almost unbearable. Liberty elementary school is across from us and many kids walk home to and from school. I know the traffic to the church will primarily be Sundays and Wednesdays but this is also something to take into consideration.

My hopes for the land was to be for larger, single family homes which would have green space (yards) that would back up to our neighborhood. If the land, however, must be lotted for a church, a tree line would be requested along with moving the parking lot farther to the north.

Thank you and please reach out with any questions.

Patrick & Rhonda Grenyo

From: [redacted]
To: Lisa A. Sankey
Subject: Proposed PUD - Rezoning off of 9th St W.
Date: Monday, December 23, 2024 8:31:11 AM
Attachments: image001.png

Good Morning Lisa,

I am writing in response to the notice regarding the rezoning proposal for the church development off of 9th Street in West Fargo. My residence is at 4742 6th St W, which is the road that the current development has platted as an egress street from the church parking lot.

I do oppose the rezoning and struggle with the fact that this is even being considered by the City of West Fargo. This situation seems very forced, putting a large commercial building in the middle of a neighborhood that does not have the infrastructure to support it. This neighborhood has a master plan, that supported additional single-family housing within the subject matter area. While I understand that things may change in direction, this proposal seems to change that original development plan to an extreme measure, and this plan is what many residents were expecting when they purchased a home within the neighborhood, and this neighborhood is still relatively new. A church of this size, with over 400 parking spaces just does not makes sense. I would expect a building like this to be directly located off a main thoroughfare, such as Sheyenne St, 52nd Ave, etc.

With the amount of increased traffic, this undermines the safety of children within the area. I assimilate this planned project as no different than putting up a high traffic shopping area within a residential area.

I'm sure the church is getting a "deal" with this land, and I can support the mission of the church, but this seems very erratic and illogical.

Thank you for taking my comments.

[redacted]

Ryan Downs
[redacted]

From: [redacted]
To: Lisa A. Sankey
Subject: Hope Luther Church West
Date: Wednesday, January 15, 2025 11:40:32 AM

Hi Lisa

Our name is
Greg & Cindy Thrall
830 Rania Way W
West Fargo, ND 58078

Email address
[redacted])

We do not support this new proposal of the parking lot for the church!!

The back of our house is on the fence south side of the church property (our home is on the other side of the fence)

As tax payers and citizens of the Ranch in the Wilds and City of West Fargo ,this is ridiculous proposal.

How would anyone from the planning and zoning would even consider such a ridiculous idea.

Our home, master bedroom would be about 25' from the fence, we do not want to staring at parked cars out our bedroom window, and or our patio we could see vehicles, noise pollution. Who will repair the fence when a vehicle hits the fence (Plastic) what about snow piling up, extra runoff and water puddling, mosquitoes & fly's heaven.

What about our value of our home, if we ever sell our home this would be a deterrent for new owners. What guarantee will we have if we sell and get a fair return on our investment!

We need a buffer zone with grass and trees!

Sent from my iPhone

Thanks, Greg

Contact Us - Planning & Zoning

Website: westfargond.gov | Phone: (701) 515-5000

Question / Comment *

I purchased a home in the Wilds, subdivision, The Ranch, this past July. I was aware of the "chance" I was taking when I made the decision to purchase my 836 Rania Way W residence. However, as a former Fargo homeowner, I appreciated the way West Fargo developed its neighborhoods. I was pleased to see Hope Lutheran was to be our neighbor and was supportive of the original plan as first presented to us. However, the redrawn map is concerning when you see the area next to The Ranch development has the row of trees as a buffer next to the fence being replaced with another row of parking. I encourage you to be respective of our property and reinstate the row of trees as originally presented. Thank you for your consideration of this request.
Claudia Anderson

First Name *

Claudia B

Last Name *

Anderson

Phone Number

[redacted]

Email Address *

[redacted]

☐ Receive an email copy of this form.

From: [redacted]
To: Lisa A. Sankey
Subject: Concerning change in zoning for Hope Lutheran church
Date: Tuesday, January 28, 2025 3:25:39 PM

I own a home in the Ranch at the Wilds directly south of this parcel of land . I have no objection to the zoning change and the church being built, but would like to see a grassy area and trees planted in the south setback area and along 9th St. West at a minimum and preferably on all four sides of the parcel. Thanks for considering the interests of the homeowners abutting this land!

Donovan Jundt
736 Rania Way W.
West Fargo, ND

From: [redacted]
To: Lisa A. Sankey
Subject: Hope Lutheran West zoning
Date: Tuesday, February 11, 2025 8:44:44 AM

Hello Lisa,

I am a life long West Fargo resident, and although I have loved seeing this community grow with so many wonderful additions and opportunities for families, I do not feel putting a church directly in the middle of a quiet residential neighborhood is the best location. This is especially true considering that the main entrance/exit is planned to be via 6th Street W. I have lived on this same street for 11 years and it is filled with kids playing and riding bikes during the warmer months. The increased traffic is concerning for these younger families who live here. We built our forever family home here because of the quieter location and adding a church whose main arrival route is directly in front of our house, is not ideal or well planned out on the city’s part. Not to mention that our streets (in particular 6th Street W and 47th Avenue West) are poorly kept and have needed construction and fixing for a long time. The increased traffic that building this church would bring would worsen the conditions of these roads even more. These side, quiet, and safe residential streets are simply not equipped to handle the kind of traffic a church, or any other business for that matter, would bring to this area. There has got to be a better solution for this. Please consider this when zoning meets to discuss this issue further. Thank you for your time.

Regards,
Courtenay Misheski

Sent from my iPhone

From:	[redacted]
To:	Lisa Sankey
Cc:	[redacted]
Subject:	Hope Lutheran - West Campus
Date:	Monday, February 17, 2025 3:43:28 PM

Hi Lisa,

First, I would like to note how dissapointed I am in the cities poor communication to neighbors about this update. I have emailed several times asking and the plan has changed so many times over the years it's been near impossible to track when we would finally see a plan and be able to voice our concerns. Second, I see this was already at the zoning commission meetings, has the proposal passed?

If not, I would like to strongly express my opposition to the plan as is. This size church should never have an inlet/outlet directly into a residential neighborhood such as is planned for 6th st. We purchased here over 10 years ago due in part to the plan having 6ths street never be a through street and also leading only to single family homes. This plan for 400+ parking spaces is far too large for the area and should never even be considered within the neighborhood. Please look to move this into a main street such as 52nd or Cheyenne.

Thanks,

Joel Morris
4735 6th St W

Contact a City Commissioner - Bernie Dardis

First Name	Mark
Last Name	Lande
Address	720 48th Avenue West
City	WEST FARGO
State	ND
Zip Code	58078
Phone Number	
Email Address	[redacted]
Message	Mayor Bernie Dardis, I'm writing to express my opposition to Hope Lutheran Church's plan for a large church south of 48th Avenue West and east of 9th Street West with a parking lot for 456 cars. I don't believe the residential road access to the proposed church is able to handle the volume of traffic that will occur for church services and other community events planned for this large church. My primary objection deals with the 6th Street exit from the parking lot which leads to a long transport from the church parking lot through quiet residential streets before the traffic can make its way to a large arterial road. This is a quiet neighborhood with many children playing or walking to school, walkers and bike riders. Also, it appears there is not much of a buffer zone for the house backyards on 48th Avenue West adjacent to (north side of Hope's proposed facility) the proposed parking lot. Many homeowners in The Wilds have built homes here because of the beautiful neighborhood and large residential lots. It seems that the traffic pressure on inadequate egress streets from 400 cars exiting the large parking lot at peak times would not be a prudent. I hope other alternatives can be developed. Mark Lande

From:	Aaron M. Nelson
To:	Lisa Sankey
Subject:	FW: New Submission - Contact A Commissioner Form
Date:	Friday, February 28, 2025 4:34:35 PM
Attachments:	cityofwest_fargo_logo_color_tagline(1)_851cae89-a359-4801-84fa-f0d33348df41.png cityofwest_fargo_logo_color_tagline(1)_7c69c259-ce93-4b19-a319-1d781c1505fd.png

Lisa,

Please see public comment forwarded from Commissioner Zundel, below.

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

CITY OF WEST FARGO A CITY ON THE GROW

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

From: Amy Zundel <amy.zundel@westfargond.gov>
Sent: Wednesday, February 26, 2025 2:25 PM
To: Daniel Hanson <Daniel.Hanson@westfargond.gov>; Aaron M. Nelson <Aaron.Nelson@westfargond.gov>
Subject: Fw: New Submission - Contact A Commissioner Form

Amy Zundel
Commissioner, City of West Fargo

CITY OF WEST FARGO A CITY ON THE GROW

Office: 701-515-5000 | Mobile: 701-831-7272
amy.zundel@westfargond.gov
2515 6th Street E, West Fargo, ND 58078
Visit us online: westfargond.gov

From: Amy Zundel <amy.zundel@westfargond.gov>
Sent: Wednesday, February 26, 2025 2:24 PM
To: [redacted]>
Subject: Re: New Submission - Contact A Commissioner Form

Joel,

Thank you for reaching out and sharing your concerns. I had not thought about some of the information you included. I appreciate that you took the time to reach out.

Best,

Amy Zundel

From: CivicOptimize Productivity <noreply@civicplus.com>
Sent: Thursday, February 20, 2025 4:07 PM
To: Amy Zundel <amy.zundel@westfargond.gov>
Subject: New Submission - Contact A Commissioner Form

Logo

Contact a City Commissioner - Amy Zundel

Submission Time: 02/20/2025 4:07 PM (CST)

Joel Morris
4735 6th St W
West Fargo North Dakota 58078

[redacted] 7013614353

MESSAGE:

Dear Commissioner Zundel, I am writing to express my concerns regarding the zoning proposal A24-32, which involves the potential addition of Hope Lutheran Church to the Wilds Addition in south West Fargo. My wife and I have been proud residents of this neighborhood since 2013, having carefully selected our property at 4735 6th St S in 2012. We were drawn to this area by the city's development plan for single-family homes, the spacious lots, and the sense of community. A significant factor in our decision was the understanding that 6th Street would not become a through street, as 47th and 48th Avenues were designated as the connectors only, and 9th Street was not expected to be a major thoroughfare. Over a year ago, we became aware of a potential church development in the area. Initially, it seemed that the church would be located off 52nd Avenue, on the east side of the Ranch, which, while not ideal, felt somewhat manageable given the more isolated location and proximity to a major road. At the time, we believed there would be adequate separation between the church and our neighborhood as well as the Ranch. Particularly with the community fence that separates the Ranch from the development site. However, I was alarmed to learn that the plan has changed. The church is now proposed to be located directly off 9th Street, just north of the Ranch, which would place it directly adjacent to homes on 48th Avenue, including ours. Furthermore, this is not a small church; its parking lot alone is designed to accommodate over 450 vehicles. The church is also positioned to face 9th Street, with the parking lot situated behind the building. This configuration would create two entrances and exits onto 9th Street, as well as a direct exit onto 6th Street. Given these new details, I strongly urge the Commission to reject the request for rezoning. The proposed church is far too large for this residential area. The addition of such a large institution, especially with its extensive parking and high volume of traffic, would be disruptive to our community. It is unrealistic to expect residential streets to handle the constant flow of vehicles associated with such a large facility, particularly when it will result in significant traffic on 6th Street. As we all know, 9th Street southbound already has a stop sign and a potential future roundabout, which will cause significant congestion, funneling most of the churchgoers toward 6th Street, directly impacting our neighborhood and even our front yards. It's also important to recognize that church activities are not limited to Sundays. There are weekday services, weddings, funerals, holidays, and other events that will cause a constant flow of traffic throughout the week, exacerbating the strain on our residential streets. After careful consideration of the proposed plan and its potential impact on our neighborhood, I respectfully request that you reject this rezoning proposal. This development is simply too large and disruptive for our community, and it would significantly alter the peaceful and residential character of our area. Thank you for your time and consideration. I trust that you will make the best decision for the long-

term well-being of our neighborhood. Sincerely, Joel Morris 4735 6th St W West Fargo, ND

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

Contact a City Commissioner - Amy Zundel

First Name	Mark
Last Name	Lande
Address	720 48th Avenue West
City	WEST FARGO
State	ND
Zip Code	58078
Phone Number	[redacted]
Email Address	[redacted]
Message	Commissioner Amy Zundel, I'm writing to express my opposition to Hope Lutheran Church's plan for a large church south of 48th Avenue West and east of 9th Street West with a parking lot for 456 cars. I don't believe the residential road access to the proposed church is able to handle the volume of traffic that will occur for church services and other community events planned for this large church. My primary objection deals with the 6th Street exit from the parking lot which leads to a long transport from the church parking lot through quiet residential streets before the traffic can make its way to a large arterial road. This is a quiet neighborhood with many children playing or walking to school, walkers and bike riders. Also, it appears there is not much of a buffer zone for the house backyards on 48th Avenue West adjacent to (north side of Hope's proposed facility) the proposed parking lot. Many homeowners in The Wilds have built homes here because of the beautiful neighborhood and large residential lots. It seems that the traffic pressure on inadequate egress streets from 400 cars exiting the large parking lot at peak times would not be a prudent. I hope other alternatives can be developed. Mark Lande

Contact a City Commissioner - Bernie Dardis

First Name	rachelle
Last Name	lundell
Address	4718 6th st w
City	West Fargo
State	North Dakota
Zip Code	58078
Phone Number	[redacted]
Email Address	[redacted]
Message	Request to REJECT Zoning Proposal A24-32 Hope Lutheran Addition

Dear Commissioner,

I am writing to express my strong opposition regarding zoning proposal A24-32, which includes the potential addition of Hope Lutheran Church to the Wilds Addition in South West Fargo. My understanding was that this church addition was originally planned for a location off 52nd Avenue, a road capable of handling increased traffic.

My family and I built our home on 6th Street over nine years ago after careful consideration of the lot's location. We thoroughly researched future development plans for the land south of us, which were documented as additional residential dwellings and a pond addition. I was provided a copy of the future master plan from Property Resources Group when we purchased our lot. One key factor in our decision was knowing that 6th Street would not be a through street to 52nd Avenue, but rather a quiet residential road serving only a handful of homes, with other roads cross sectioning. We intentionally chose this lot for its low traffic, peaceful environment, and safety for raising a family.

I was extremely disappointed to learn that the long-range master plan had been significantly altered. The revised plan would turn our front yard into a heavily trafficked road, a stark contrast to what was initially planned. This change feels misleading to those of us who purchased property in the Wilds based on previous development discussions. Had we known then what we know now, we would not have chosen this location for our home.

In reviewing prior meeting minutes, it was mentioned that "most people will use 9th Street" for access. However, traffic coming from the north and east will logically use Sheyenne, cutting across 47th and 6th Street directly to the parking lot. Those drivers are unlikely to take a longer, circuitous route. It would be helpful if the city could provide data on where churchgoers primarily reside, as this would clarify the anticipated traffic patterns. Additionally, it was stated that traffic would be "heavy only on Sundays." As a lifelong churchgoer, I know firsthand that churches host events every day of the week, not just on Sundays. Weddings, funerals, community gatherings, social events, religious programs, faith formation classes for children, charity events, craft fairs, and many other events will contribute to significant and regular traffic increases.

I urge you to put yourselves in the shoes of 6th Street residents. Imagine investing in a $750,000 home in a quiet, family-oriented neighborhood—where children freely run and bike safely—only to be told that your front yard will now serve as a straight access point to a 456-car parking lot, fundamentally altering the safety, noise level and character of the area.

Furthermore, the city did not design our streets to accommodate commercial-level traffic. The roads in the Wilds are narrow, making it difficult for two vehicles to pass when cars are parked on the street. In fact when cars are parked on opposite sides, it's a tight squeeze for one driving lane. If the city truly believes that most traffic will use 9th Street, then closing 6th Street as an access point to the church should not be an issue. If an additional access point is necessary, 52nd Avenue—designed for higher traffic volumes—should be considered instead. Another potential route would be to finish 5th st all the way to 52nd ave, as was originally designed on the master plan.

I respectfully request that you reconsider this proposal to preserve the safety and integrity of our neighborhood, and close off 6th street access to the parking lot and design another route that can handle the increase of traffic.

Thank you for your time,

The Lundell's

From: Aaron M. Nelson
To: Lisa Sankey
Subject: FW: Opposition to Church Development in Residential Neighborhood
Date: Monday, March 10, 2025 8:55:39 AM
Attachments:

Lisa,

Please see additional public comment from Bernie, below.

Thanks,

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

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

From: Bernie Dardis <Bernie.Dardis@westfargond.gov>
Sent: Sunday, March 9, 2025 6:14 PM
To: Dustin T. Scott <Dustin.Scott@westfargond.gov>; Aaron M. Nelson <Aaron.Nelson@westfargond.gov>; Daniel Hanson <Daniel.Hanson@westfargond.gov>
Subject: Fwd: Opposition to Church Development in Residential Neighborhood

Bernie Dardis
Mayor, City of West Fargo

Office: 701-515-5054 | Mobile: 701-367-2784
Bernie.Dardis@westfargond.gov
2515 6th Street E, West Fargo, ND 58078
Visit us online: westfargond.gov

From: Ryan Downs [redacted]>
Sent: Sunday, March 9, 2025 3:14 PM
To: Bernie Dardis <Bernie.Dardis@westfargond.gov>
Subject: Opposition to Church Development in Residential Neighborhood

Mr. Dardis,

I am writing to express my concern about the Hope Lutheran Church proposal in the residential development in West Fargo. I live on 6th Street, which according to the plan documents is expected to be an outlet for the parking lot. I am very taken back that this development, in the heart of a residential neighborhood, is even being considered. Consider too, that the church's current location is in a commercial area off Veterans Blvd., a main street that can accommodate mass traffic flow.

There are many young kids in the neighborhood, including my own, who cross the street and play along the sidewalk. We have lived in this neighborhood since 2017, when we moved to West Fargo. The initial development plans and zoning were a significant part in our selection, never expecting that a large commercial type building would be constructed less than 500 feet from our home. Can you imagine several church services, weddings, and funerals where hundreds of cars exit at once down two-lane streets and side streets (like mine) where cars are parked on the side of the road and kids are accustomed to playing throughout the neighborhood? Now, can you imagine the same off 52nd avenue, 40th avenue or Veterans Blvd? Those are better options, and those make much more sense. That's where you will find most of the churches in our city, which are off main thoroughfares.

What is convenient for the developers and the church cannot come at the cost of the many residents who surround this parcel. I would expect that the church can find a much better location by selling the land and building on a parcel that isn't surrounded by single-family homes and on streets that are much too small to handle large volumes of traffic. This current situation just doesn't make sense and is highly illogical.

I encourage you to consider these comments and vote against this proposal.

Respectfully submitted,

Ryan Downs

From: Aaron M. Nelson
To: Lisa Sankey
Subject: FW: Opposition to Church Development in WF Residential Area
Date: Tuesday, March 11, 2025 1:40:39 PM
Attachments:

Lisa,

Please see public comment regarding Hope Lutheran Addition forwarded from Commissioner Zundel.

Thanks,

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

CITY OF WEST FARGO A CITY ON THE GROW

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

From: Amy Zundel <amy.zundel@westfargond.gov>
Sent: Tuesday, March 11, 2025 1:16 PM
To: Ryan Downs [redacted]>; Aaron M. Nelson <Aaron.Nelson@westfargond.gov>
Subject: Re: Opposition to Church Development in WF Residential Area

Ryan,

Thank you for your feedback and reaching out!

I appreciate your logic and tend to agree with you.

Best,
Amy Zundel

Amy Zundel
Commissioner, City of West Fargo

CITY OF WEST FARGO A CITY ON THE GROW

Office: 701-515-5000 | Mobile: 701-831-7272
amy.zundel@westfargond.gov
2515 6th Street E, West Fargo, ND 58078
Visit us online: westfargond.gov

From: Ryan Downs [redacted]>
Sent: Sunday, March 9, 2025 3:08:00 PM

To: Amy Zundel <amy.zundel@westfargond.gov>
Subject: Opposition to Church Development in WF Residential Area

Ms. Zundel,

I am writing to express my concern about the Hope Lutheran Church proposal in the residential development in West Fargo. I live on 6th Street, which according to the plan documents is expected to be an outlet for the parking lot. I am very taken back that this development, in the heart of a residential neighborhood, is even being considered. Consider too, that the church's current location is in a commercial area off Veterans Blvd., a main street that can accommodate mass traffic flow.

There are many young kids in the neighborhood, including my own, who cross the street and play along the sidewalk. We have lived in this neighborhood since 2017, when we moved to West Fargo. The initial development plans and zoning were a significant part in our selection, never expecting that a large commercial type building would be constructed less than 500 feet from our home. Can you imagine several church services, weddings, and funerals where hundreds of cars exit at once down two-lane streets and side streets (like mine) where cars are parked on the side of the road and kids are accustomed to playing throughout the neighborhood? Now, can you imagine the same off 52nd avenue, 40th avenue or Veterans Blvd? Those are better options, and those make much more sense. That's where you will find most of the churches in our city, which are off main thoroughfares.

What is convenient for the developers and the church cannot come at the cost of the many residents who surround this parcel. I would expect that the church can find a much better location by selling the land and building on a parcel that isn't surrounded by single-family homes and on streets that are much too small to handle large volumes of traffic. This current situation just doesn't make sense and is highly illogical.

I encourage you to consider these comments and vote against this proposal.

Respectfully submitted,

Ryan Downs

Contact a City Commissioner - Amy Zundel

First Name	Claudia
Last Name	Wolsky
Address	806 Rania Way W
City	West Fargo
State	ND
Zip Code	58078
Phone Number	[redacted]
Email Address	[redacted]
Message	I’m writing in favor of the Hope Lutheran church proposal. I live in The Ranch at the Wilds. My home backs up to the proposed parking lot. My only concern is that there be a tree line as a buffer between the parking lot and the Ranch fence. In the 1st drawing there was but it was missing from the 2nd. Otherwise I’m very much looking forward to this being built soon. Thank you!

Contact a City Commissioner - Amy Zundel

07/20/2025 5:36 PM (CDT)

Contact a City Commissioner - Amy Zundel

First Name	Marti
Last Name	Kaiser
Address	729 48th Ave W
City	West Fargo
State	ND
Zip Code	58078
Phone Number	[redacted]
Email Address	[redacted]
Message	Hello Commissioner Zundel, This is in regards to proposed entrances for Hope Lutheran. We do not believe there should be an entrance on 6th Street as this is a quiet residential area with kids playing outside and riding bikes in the street. Increased traffic would pose a serious safety risk. Sincerely, Greg and Marti Kaiser

Contact - Planning & Zoning Department

First Name	Marti & Greg
Last Name	Kaiser
Address	729 48th Ave W
City	West Fargo
State	ND
Zip Code	58078
Phone Number	[redacted]
Email Address	[redacted]
Message	This is in regards to proposed entrances for Hope Lutheran. We do not believe there should be an entrance on 6th Street as this is a quiet residential area with kids playing outside and riding bikes in the street. Increased traffic would pose a serious safety risk.

From:	Aaron M. Nelson
To:	Lisa Sankey
Subject:	FW: Hope Lutheran | West Campus - West Fargo
Date:	Monday, July 21, 2025 1:29:29 PM
Attachments:	image002.png image003.png cowflogo_848ea007-1529-4dde-9467-c33717f5384c.png cowflogo_a7216587-5247-4e10-84fd-1b43ada38b58.png

Lisa,

Here is an additional comment regarding Hope Lutheran Addition.

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

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

From: Bernie Dardis <Bernie.Dardis@westfargond.gov>
Sent: Monday, July 21, 2025 12:31 PM
To: Aaron M. Nelson <Aaron.Nelson@westfargond.gov>
Subject: Fw: Hope Lutheran | West Campus - West Fargo

Bernie Dardis
Mayor, City of West Fargo

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

From: David Perkins [redacted]
Sent: Monday, July 21, 2025 10:36 AM
To: rory.jorgensen@westfargond.go <rory.jorgensen@westfargond.go>; Roben Anderson <Roben.Anderson@westfargond.gov>; Amy Zundel <amy.zundel@westfargond.gov>; Roben Anderson <Roben.Anderson@westfargond.gov>; Bernie Dardis <Bernie.Dardis@westfargond.gov>; Brad Olson <Brad.Olson@westfargond.gov>
Subject: FW: Hope Lutheran | West Campus - West Fargo

Dear Commissioners / Mayor,

I live at 1039 Mulberry Lane, directly west of the proposed site Hope Lutheran is considering moving their west campus location. I'm writing to express my opposition to allow this proposal to proceed primarily due to the lack of street/infrastructure to support a facility such as this one. The proposed ingress/egress onto two lane roads into narrow residential neighborhoods are incapable of handling the amount of traffic something like this venue would bring into the neighborhood. Particularly during the winter months, the proposed north entrance gets down to a single lane (see attached photo I took on January 31 of the proposed north egress/ingress out of the proposed site and this was a winter we had very little snow). I compiled a series of other large locations with significantly sized parking lots (in my email to Lisa Sankey below); most of these are located on 4 lanes of traffic, includes stop lights and other means of pedestrian safety measures introduced to accommodate the amount of vehicular traffic. It would be interesting to see what a traffic simulation of a full congregation leaving the site, Legacy Elementary dismissing school and residents in this area coming home would look like on these narrow, two-lane roads. To my knowledge, no large facility in the metro has this limited infrastructure as this site has available to it in its proposed form. Keep in mind the city has already looked into adding a round about to handle the existing traffic on 9th and 52nd. I was surprised to see this proposal made it past the zoning group.

If the primary entrance would come off 52nd along the east side of The Ranch and/or from Sheyenne Street (perhaps after one or both were widened to 4 lanes of traffic, it would seem better suited to handle the amounts of traffic to these sites) with those two thoroughfares potential having the capacity to handle traffic once widened. *IF* that happened, it would only then be comparable to some of the sites/parking listed below.

For these reasons, I am not in favor of the proposed change of use/zoning/ownership.

Thank you,
Dave
[redacted]

PS, For what it's worth, I am member of the Hope Lutheran Congregation, too. :)

From: David Perkins
Sent: Friday, January 31, 2025 9:10 AM
To: Lisa A. Sankey <Lisa.Sankey@westfargond.gov>
Subject: RE: Hope Lutheran | West Campus - West Fargo

Thanks Lisa.

I'm not aware of any church in the Fargo Moorhead area located 100% in a residential neighborhood. Can you share what church lots they reviewed?

Also I put this simple table together to demonstrate the size of this project;

Site	Acres	Parking Stalls	Points of egress
Proposed Hope Campus	12.66	456	3
Eide Bailly Fargo HQ	10.35	325	5
Prairie Heights	15.22	410	4
Triumph (Sheyenne)	7.359	218	2
Hope South Campus	11.25	339 (S)	4
		200 (N)	

From: Lisa A. Sankey <Lisa.Sankey@westfargond.gov>
Sent: Friday, January 31, 2025 8:20 AM
To: David Perkins [redacted]
Subject: RE: Hope Lutheran | West Campus - West Fargo

EXTERNAL

Based on comments, we had asked a similar question. City Engineering indicated that their expectation is that the majority of the traffic will be accessing the church via 9th St W with little traffic utilizing 6th St W. They have looked at other churches in town that have similar access, as well as access to local streets and have not received complaints from abutting neighborhoods for excessive traffic caused by these.

City Engineering has been involved in meetings with the applicants and there are plans to add access control along 9th Street West with openings to line up with 51st Avenue and Mulberry Ln to the West and an additional left turn lane at the north access along 9th Street West. We've also requested an updated area plan showing future connections to the east and south, should those areas develop.

I will forward your questions and comments on to our City Engineer.

https://newoldstamp.com/editor/profilePictures/profile-15c1bbd55444523320495e304c23508c-104834.jpg"
style='position:absolute;margin-left:5.25pt;margin-

Lisa Sankey
Planner, City of West Fargo

2515 6th Street East
West Fargo, ND 58078
(701) 515-5376
Visit our website at:
westfargond.gov

top:0;width:1in;height:1in;z-index:251660288;visibility:visible;mso-wrap-style:square;mso-width-percent:0;mso-height-percent:0;mso-wrap-distance-left:9pt;mso-wrap-distance-top:0;mso-wrap-distance-right:9pt;mso-wrap-distance-bottom:0;mso-position-horizontal:absolute;mso-position-horizontal-relative:margin;mso-position-vertical:absolute;mso-position-vertical-relative:margin;mso-width-percent:0;mso-height-percent:0;mso-width-relative:margin;mso-height-relative:margin'>

From: David Perkins [redacted]
Sent: Thursday, January 30, 2025 8:08 PM
To: Lisa A. Sankey <Lisa.Sankey@westfargond.gov>
Subject: Re: Hope Lutheran | West Campus - West Fargo

Lisa,

Has the city, Hope or any involved party involved in this site conducted any kind of traffic study on what this church would bring into the area at their peak operating times?

That proposed north entrance is literally one lane total (not two lanes, one in each direction) in the winter, between snow and cars parked on it. I don't even live on that street and I'm worried about the safety of those on that street with this many vehicles.

That would put most of the stress on 9th which seems inadequate for 400 +/- cars (assuming the stalls in their diagram is what is to be built).

Get Outlook for iOS

From: Lisa A. Sankey <Lisa.Sankey@westfargond.gov>
Sent: Friday, December 13, 2024 8:35:37 AM
To: David Perkins <[redacted]
Subject: RE: Hope Lutheran | West Campus - West Fargo

EXTERNAL

Your comments will be entered into the record and forwarded on to the applicants. The reason I believe they are no longer looking at 52nd Avenue W is because the original property owner – Westport – sold a parcel to Hope Lutheran along the east side of Ranch of the Wilds and all the remaining property to the major property owner to the east who does not intend to develop any time soon. They're proposing a land swap to allow for the church development.

Staff is awaiting additional information from the applicant --- updates to the plat and to the previously approved area plan showing future right of way connections for streets and multi-use trail connections, park dedication, drainage plan – so this item will be continued until the January 14th meeting. Being we advertised for a public hearing for Tuesday night, we opened the hearing for comments and continued it until next month.

Lisa Sankey
Planner, City of West Fargo

2515 6th Street East
West Fargo, ND 58078
(701) 515-5376
Visit our website at:
westfargond.gov

From: David Perkins [redacted]
Sent: Thursday, December 12, 2024 2:54 PM
To: Lisa A. Sankey <Lisa.Sankey@westfargond.gov>
Subject: FW: Hope Lutheran | West Campus - West Fargo

Lisa,

I live at 1039 Mulberry lane in West Fargo. I sent the below email to Paul at Hope Lutheran. I don't believe the church gave ingress/egress to their proposed site much consideration. An entrance/road from 52nd (to the east of the Ranch) would seem to make some logical sense rather than routing all that traffic through the residential areas.

Dave

From: David Perkins
Sent: Friday, October 11, 2024 8:58 AM
To: 'pnynas@fargohope.org' <[redacted]
Subject: West Campus - West Fargo

Hi Paul,

Good morning. I recently received the mailing on the new, West Campus Hope project. I live right across the street on Mulberry and 9th. There are two things that stuck out to me is the lack of ingress/egress to the site and overall safety of those living in the neighborhood. I realize there are 3 access points, but combined, it would likely be wholly inadequate with a significant congregation attendance. Both 9th and 6th Steets are two lane traffic, with a large pedestrian presence (especially on 6th and those cross streets), with traffic routed through streets that aren't capable of handling significant traffic. Hope's situation on the 25th street location has four access points *but* on roads designed to handle that larger load (and traffic still gets backed up); at least the pedestrian issue is somewhat mitigated at the 25th Street site due to it's larger commercial street (4 lanes on 25th) presence and far fewer homes for the congregation to navigate through to attend church services.

The traffic could be alleviated by adding a 4th access point (or removing one of the 9th street access points as this is rather redundant) from 52nd/running north/south.

I'm assuming there would be no outside services from a noise standpoint but also wanted to confirm that this too would be a problem moving the church closer to more residential housing. Prairie Heights had a similar issue before the city had them stop outside services.

I do agree this new site lays out better, but without proper access to the new facility, the new site is substantially inferior and a potential concern would be lower attendance than estimated as people likely pick a different location/church. We would plan to vote against this design for these reasons.

Thanks,
Dave


AUTO
25 max

Contact a City Commissioner - Bernie Dardis

First Name	Brad
Last Name	Monson
Address	4727 6th St W
City	West Fargo
State	ND
Zip Code	58078
Phone Number	[redacted]
Email Address	[redacted]
Message	Dear West Fargo City Commissioners, I hope this message finds you well. I am writing to you as a homeowner in the Wild's neighborhood, which is zoned for residential single-family homes. Unfortunately, I am unable to attend tonight's meeting, where I know this topic is on the agenda. There is a proposal for Hope Lutheran Church to expand into our neighborhood. While I am not opposed to the idea of having a church in our community, I have a concern regarding the current plans for the church's parking lot exits. Specifically, one of the proposed exits for the parking lot would direct traffic down 6th Street West, which is currently a quiet and peaceful area. I am concerned this change would significantly increase traffic volume and noise, disrupting the safe and quiet neighborhood that we currently enjoy. I believe a better alternative would be to investigate directing traffic directly to 52nd Avenue West, a major road. This solution would help to preserve the quiet nature of our street while still allowing access to the church's parking lot. I kindly ask for your consideration of my concern and the possibility of revising the traffic plan to accommodate this alternative. Thank you for considering the perspectives of residents like myself. Best regards, Brad Monson 4727 6th St W West Fargo, ND 58831

Contact a City Commissioner - Amy Zundel

First Name	Brad
Last Name	Monson
Address	4727 6th St W
City	West Fargo
State	ND
Zip Code	58078
Phone Number	[redacted]
Email Address	[redacted]
Message	Dear West Fargo City Commissioners, I hope this message finds you well. I am writing to you as a homeowner in the Wild's neighborhood, which is zoned for residential single-family homes. Unfortunately, I am unable to attend tonight's meeting, where I know this topic is on the agenda. There is a proposal for Hope Lutheran Church to expand into our neighborhood. While I am not opposed to the idea of having a church in our community, I have a concern regarding the current plans for the church's parking lot exits. Specifically, one of the proposed exits for the parking lot would direct traffic down 6th Street West, which is currently a quiet and peaceful area. I am concerned this change would significantly increase traffic volume and noise, disrupting the safe and quiet neighborhood that we currently enjoy. I believe a better alternative would be to investigate directing traffic directly to 52nd Avenue West, a major road. This solution would help to preserve the quiet nature of our street while still allowing access to the church's parking lot. I kindly ask for your consideration of my concern and the possibility of revising the traffic plan to accommodate this alternative. Thank you for considering the perspectives of residents like myself. Best regards, Brad Monson 4727 6th St W West Fargo, ND 58831

From:	Aaron M. Nelson
To:	Lisa Sankey
Subject:	FW: Request of Reviewal: Zoning Proposal A24-32 Hope Lutheran Addition
Date:	Friday, July 25, 2025 4:13:07 PM
Attachments:	cowflogo_848ea007-1529-4dde-9467-c33717f5384c.png cowflogo_a7216587-5247-4e10-84fd-1b43ada38b58.png

Additional public comment below.

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

CITY OF WEST FARGO
A CITY ON THE GROW

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

From: Bernie Dardis <Bernie.Dardis@westfargond.gov>
Sent: Friday, July 25, 2025 2:32 PM
To: Aaron M. Nelson <Aaron.Nelson@westfargond.gov>
Subject: Fw: Request of Reviewal: Zoning Proposal A24-32 Hope Lutheran Addition

FYI-Bernie

Bernie Dardis
Mayor, City of West Fargo

CITY OF WEST FARGO
A CITY ON THE GROW

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

From: christopher teeman <[redacted]>
Sent: Friday, July 25, 2025 12:45 PM
To: Brad Olson <Brad.Olson@westfargond.gov>; Bernie Dardis <Bernie.Dardis@westfargond.gov>; Roben Anderson <Roben.Anderson@westfargond.gov>; Amy Zundel <amy.zundel@westfargond.gov>; Rory Jorgensen <rory.jorgensen@westfargond.gov>
Subject: Request of Reviewal: Zoning Proposal A24-32 Hope Lutheran Addition

Hello,

I am reaching out today to voice my concerns regarding the rezoning proposal to allow Hope Lutheran Church to be built in the Wilds development. My wife and I have multiple concerns and are strongly against Hope Lutheran Church being built at the current proposed location.

We live at 4767 6th St W, West Fargo and are directly affected by this proposal. We have laid out our concerns on why we feel the rezoning should not take place.

1. One of my largest concerns is the **safety risk** of a large influx in traffic.

    - Hope Lutheran has stated that the biggest increase in traffic will only be Wednesday and Sunday, but we believe based on the information received at the community meeting put on by church and being a church-goer, there will be traffic every single day of the week. We understand that other days may not be as large as Wednesday and Sunday, but there are many events held throughout the week. In addition, Hope Lutheran has stated that they work with many nonprofits in the area and allow them to use their facility. The church has stated that they intend to design the church in such a way that would have many multi-purpose rooms that will be used both for their religious education courses as well as used by many nonprofits in the area. This will have a **significant impact** on the traffic in the area every day of the week.

2. With the substantial **increase in traffic**, that will put additional wear and tear on the roads.

    - The roads appear to have been made of the lowest required quality and meant for minimal traffic. We are currently scheduled to pay a special assessment to have our roads resurfaced. The additional traffic from the church will cause this to occur more often, costing our neighborhood more and more money for the maintenance of the road or we will be continuing to drive on substandard maintained road for a low traffic neighborhood.

3. The **6th street access** directly into their parking lot has been stated as **not** a requirement for access and based on the current proposed design would be the most efficient route for traffic. This was confirmed by the city engineer, at the July 21st city commission meeting. The city engineer stated that it would be a benefit for emergency vehicles even though it is not required. The statement made by the city engineer implies that the quickest and most efficient route for traffic to the church will be going through 6th Street and thus solidifying our concerns in bullet two with the increase in traffic, safety and the roads are not designed for this much traffic.

4. Before purchasing our home in 2022, my wife and I heavily researched the future plan for the field/empty lots around us. We were concerned that we would be a corner lot as neither of us wanted to have a corner lot. During our research, it showed that the future development plan would be for more single family homes extending to the south of us and not a large commercial building and parking lot that is now being proposed with an easement to the south for a potential road to allow for future development and making us a corner lot.

5. The **development plan** for the Wilds has always been to be completely residential. The addition of a church which is more of a commercial building does not fit with the long term plan as laid out by the Wilds comprehensive plan.

    - I feel that the addition of the church goes against the "Growth Area Plan" as listed on the West Fargo city website, as one of the plan priorities is to protect existing neighborhoods from traffic impacts.
    - The West Fargo 2.0 plan does not support a church within neighborhoods as the plan talks about multi-use buildings not a single-use large commercial building to be built within them.

        - A church is not something that is for the benefit of the neighborhood in which it is located. It is only for the benefit of its parish.

    - The plan also talks about trying to maintain diversity and inclusiveness. A single denomination church does not create diversity or inclusion, having a church pushes the neighborhood into a less diverse community.

6. I would like to see data or a study regarding the additional stormwater and drainage with a large parking lot going into our neighborhood. Are the retention ponds sufficient to handle the excess that is created by a large parking lot rather than residential homes?

7. How will this affect our property taxes? From the research I have completed, this would typically increase our property taxes which is not to the benefit of the neighborhood.

My wife and I believe that all of these points listed above show a strong case against the church being approved to build at this location. A church does not supply any tangible benefit to the community and only draws in more traffic and people which causes unnecessary problems for the people that live within the neighborhood. We do understand that it might be a benefit to a small portion of individuals in the neighborhood as they attend the church, but as outlined above that creates a non-inclusive neighborhood. We don't feel that adding a church preserves the community's character or enhances the quality of life of the residents.

We hope you take these concerns under consideration for the next city commission meeting regarding the Hope Lutheran Addition to the Wilds neighborhood. Thank you.

Sincere Regards,
Chris and Shannon Teeman

June 29th, 2025

I'm writing to express my support for the establishment of Hope Lutheran Church in The Wilds neighborhood of West Fargo.

As a resident of The Wilds, I believe that the presence of Hope Lutheran Church will bring many positive benefits. Hope will offer a place of worship along with opportunities for community outreach, connections and events that will enrich the lives of our residents, regardless of their background or beliefs.

I fully support Hope Lutheran Church joining us in The Wilds and I look forward to warmly welcoming them to our neighborhood.

Sincerely,

Lance Thorson

Lance Thorson

Contact a City Commissioner - Bernie Dardis

First Name	Felix (Lex)
Last Name	Silbernagel
Address	689 Rania Way W
City	West Fargo
State	ND
Zip Code	58078
Phone Number	[redacted]
Email Address	[redacted]
Message	Dear Mayor Dardis, As a longtime member of Hope Lutheran Church and a resident of The Ranch neighborhood, just south of the proposed church site, I am writing to express my heartfelt support for the Hope Lutheran Addition project (A24-32). From my experience and observations, I am confident Hope Lutheran Church is carefully planning its new West Fargo campus and will strive to be a great neighbor. The primary access will be via 9th Street West. There will be a large green space to the west of the building along 9th Street West, with driveways and access points designed for safe staging of vehicles. The placement of the main entrance for the church will be on the east side, shielding visitors from the prevailing northwest weather. The planners are working diligently to address recommendations and concerns, incorporating setback space for utility corridor infrastructure, improved drainage, and trees to reduce noise and shield light to nearby homes. The church is also committed to discouraging use of a secondary access/egress point on 6th Street near 48th Avenue West, this is to reduce traffic in the residential neighborhood. Churches and schools are vital pillars of any thriving community. Hope Lutheran Church, with its established presence in Fargo and West Fargo, has a proven track record of fostering spiritual growth, youth programs, and community service to provide safe and enriching environments for children and families. The Hope Lutheran Addition will also serve as a hub for community activities, volunteer opportunities, and outreach programs that benefit West Fargo as a whole. I respectfully urge the Commission to approve the zoning change and development plat for this project. Thank you for your time and consideration. Felix (Lex) Silbernagel

Resident of The Ranch at the Wilds Neighborhood
Member of Hope Lutheran Church

From: Bernie Dardis
To: Aaron M. Nelson
Subject: Fw: Request to Reject Zoning Proposal A24-32
Date: Tuesday, September 30, 2025 3:25:44 PM
Attachments:

Bernie Dardis
Mayor, City of West Fargo

CoWF Logo.png

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

From: Joel Morris [redacted]>
Sent: Tuesday, September 30, 2025 12:10 PM
To: Brad Olson <Brad.Olson@westfargond.gov>; Roben Anderson <Roben.Anderson@westfargond.gov>; Amy Zundel <amy.zundel@westfargond.gov>; Rory Jorgensen <rory.jorgensen@westfargond.gov>
Cc: Bernie Dardis <Bernie.Dardis@westfargond.gov>; Jacqueline Morris <[redacted]>
Subject: Request to Reject Zoning Proposal A24-32

Dear Commissioners,

I am writing once again to respectfully urge the Commission to **reject the proposed construction at the site located off 9th Street, identified as A24-32**. While I understand the complexity of development and zoning matters, I want to emphasize that the concerns being raised are **not related to the intended use or the organization proposing the building**, but rather are grounded entirely in practical issues of **traffic flow, safety, and neighborhood compatibility**.

I will summarize the core reasons for my objection below and provide more detailed context following that summary. My goal is to communicate both the **collective concerns of the neighborhood** and the very **real logistical challenges** this proposal would bring.

Summary of Key Concerns:

1. **The 6th Street exit is ill-suited for high-volume traffic**, given its narrow design and current use by local residential traffic only. Even the traffic study acknowledges this concern, albeit conservatively.
2. **There is overwhelming opposition from directly impacted residents** based on traffic, safety, and the scale of the project—particularly as it relates to neighborhood character and access

points.
3. **These objections would apply to any development of similar size and scope**, regardless of its purpose. The concerns are not discriminatory or selective.
4. **The project may not be protected under RLUIPA**, and the city appears well within its rights to restrict the proposal based on legitimate and compelling safety interests.

---

1. 6th Street Exit and Traffic Impact

The traffic study notes an average speed of 16 mph on both 6th and 48th Streets—this is consistent with the current low-traffic, residential nature of the area. These roads are used almost exclusively by residents, which contributes to a slower and safer traffic environment.

Introducing a high-volume parking lot in this location fundamentally changes that. The study estimates that **16% of trips will utilize the 6th Street exit**, but as a 13-year resident of this neighborhood, I can confidently state that this is a significant underestimate. The 6th Street exit is the most direct and convenient route for most visitors, especially those heading north or east. Based on the design of the lot, **a much larger portion of traffic is likely to funnel through 6th Street**, creating both congestion and increased risk.

Furthermore, the increase in traffic will not be spread evenly throughout the day—it will be **concentrated into short peak windows**, leading to spikes in congestion, safety risks for pedestrians and children, and disruption of an otherwise quiet area. According to the data, this could mean a **25% or greater increase in volume** on certain streets during those windows, which is simply incompatible with the street design and neighborhood layout.

---

2. Public Opposition

While public input is not always determinative under local code, I urge the Commission to consider the **clear, near-unanimous voice of the impacted community** in this case.

In conducting outreach, I personally knocked on 101 doors within the most affected areas: 47th Ave, 48th Ave, 6th St, and surrounding streets. Of the 54 households I was able to speak with directly:

- **49 households (over 90%) signed a petition** expressing serious concern about the traffic impact and overall incompatibility of the project.
- 2 additional households outside the immediately affected area also signed.

These signatures represent families whose daily routines and safety would be directly impacted. Their concern is not abstract—it is personal and immediate. This level of community consensus should carry significant weight in the Commission’s deliberations.

---

3. Neutrality and Equal Treatment

I want to emphasize again that these objections **do not stem from the identity of the applicant** or the purpose of the proposed building. If a **retail complex, office structure, or even a public facility** of similar size and impact were proposed in this location, our neighborhood would express the same concerns.

For context, the proposed parking lot is nearly the size of the parking garage at the Lights. That scale simply does not belong in a residential neighborhood with limited road infrastructure and no arterial street access.

---

4. RLUIPA and Legal Considerations

Some concerns have been raised regarding the Religious Land Use and Institutionalized Persons Act (RLUIPA). I have taken care to consult with legal professionals and review the relevant case law, including a similar federal case in Nevada (details into that case can be found here), where a city's rejection of a comparable proposal was upheld.

As I understand it, RLUIPA protects against **substantial burdens** on religious exercise, but only when those burdens are not supported by compelling governmental interests. In this case:

- **Traffic safety, congestion, and neighborhood integrity** are compelling interests, especially when a quiet residential street is involved.
- The city is not prohibiting religious use in general, but rather **enforcing neutral, safety-based land use regulations**.
- The applicant likely has alternative sites or design configurations that would **reduce or eliminate these concerns**, making any burden **non-substantial or avoidable**.

I respectfully request that the Commission consult with the City Attorney to verify these interpretations before proceeding.

In Closing

I want to thank you for your time, consideration, and service. This decision is undoubtedly challenging, with competing interests at play. However, I strongly believe that this project, as currently proposed, is **not a good fit** for the proposed location.

The infrastructure is simply not designed for the level of traffic and disruption it would bring. Our community is not opposed to growth—we just ask that growth be **planned responsibly** and **located appropriately**.

Therefore, I respectfully ask the Commission to **reject this proposal in full**—or at the very least, require the removal of the 6th Street exit—and work with the applicant to identify **a more suitable site** with access to properly designed thoroughfares.

Sincerely,
Joel Morris

4735 6th St W

[redacted]

From: [Bernie Dardis](#)
To: [Aaron M. Nelson](#)
Subject: Fw: Hope Lutheran | West Campus - West Fargo
Date: Tuesday, September 30, 2025 3:25:34 PM
Attachments: image002.png
image001.png
cowflogo_848ea007-1529-4dde-9467-c33717f5384c.png

Bernie Dardis
Mayor, City of West Fargo

CoWF Logo.png

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

From: David Perkins [redacted]>
Sent: Tuesday, September 30, 2025 1:24 PM
To: Rory Jorgensen <rory.jorgensen@westfargond.gov>; Roben Anderson <Roben.Anderson@westfargond.gov>; Amy Zundel <amy.zundel@westfargond.gov>; Roben Anderson <Roben.Anderson@westfargond.gov>; Bernie Dardis <Bernie.Dardis@westfargond.gov>; Brad Olson <Brad.Olson@westfargond.gov>
Subject: RE: Hope Lutheran | West Campus - West Fargo

Dear Planning Commissioners and City Council Members,

I copied and pasted Bolton and Menks study into Chat GPT - it identified the following omissions/concerns:

Key Concern: Incomplete Trip Generation – Exclusion of Funerals, Weddings, and Special Events

The current traffic analysis does **not account** for major non-service activities commonly held at churches of this size and nature. Specifically, the memorandum **omits** traffic impacts from:

- **Funerals** (often occurring on weekdays between 9am–2pm); [Legacy starts at 8:00/10 am/dismisses at ~2:30/40PM]
- **Weddings** (typically weekends with dual peaks: ceremony + reception)
- **Special Events** (e.g., Easter, Christmas services, Vacation Bible School, concerts and any other church activities)
- **Weekday programming** (Bible studies, youth activities, counseling, administrative functions)

These activities can generate:

- High, irregular peaks in traffic
- Overlap with **Legacy Elementary School** traffic during sensitive periods not contemplated. [Has the West Fargo Public Schools participated in this discussion?]
- Additional parking and circulation pressures not currently mitigated

Why This Matters

- The analysis underestimates peak-hour traffic and daily volume impacts
- Midday and Saturday event peaks are not reflected in current traffic forecasts
- Potential exists for **significant congestion**, **pedestrian safety concerns**, and **parking overflow** during large events
- The comparison to single-family residential becomes less valid when **non-service event traffic is included**

Requested Actions

1. **Require a Supplemental Traffic Analysis**
   Include trip generation and distribution for:
   - Funerals
   - Weddings
   - Holiday services
   - Concurrent facility use (multi-room programming) and high traffic uses of Legacy Elementary day/evening programming? Has WFPS been part of this discussion/planning?
2. **Condition Project Approval on Event Management**
   Require a detailed **Traffic & Parking Management Plan** for non-service events, including:
   - Overflow parking locations
   - Coordination with Legacy Elementary
   - On-site traffic control for funerals and weddings
3. **Phase Occupancy Approvals**
   Consider phasing project approval (e.g., Phase I only) until the supplemental analysis confirms the surrounding roadway network can safely accommodate the full build-out plus event-based traffic.

A few other considerations:

1. I've attached the Hope Lutheran Heat Map which I'm sure you've seen. The parcels marked in green are ***<u>against</u>*** the current proposal to the tune of 49 – 5 (the homes in favor are pink); the white homes had not participated in this neighbors survey.
2. What happens to the traffic when the remaining 25-30 acres gets developed to the east of

the proposed site? I don't believe there was any consideration in the Bolton Menks report on this matter. It would be interesting to ask Bolton and Menks under what conditions would they not recommend proceeding with this project? And do they have any reservations around the narrow scope provided (Wednesday and Sunday morning services).

3. What happens if this projects proceeds and the experts are grossly wrong in their analysis? Can the city purchase certain parcels/homes to widen the roads to accommodate/alleviate the large traffic or does this become an unfavorable area because of the traffic/delays/noise this area currently doesn't contend with? The existing ROW does not allow for any alleviation capabilities.

I'd encourage you to visit Hope South's campus (since these two projects are roughly the same size/scope/land/parking) during/after a Sunday/Wednesday/Funeral services and watch how that traffic impacts those 4 lane roads (25th Street) and then still believe this can complement the quiet neighborhood with kids dismissing from Legacy Elementary. I'm not aware of any church this size in the FMWF area that only has two lane traffic on two sides of it's parcel. Frankly I'm not sure why Hope Lutheran wants this location with the traffic challenges/concerns.

Dave
[redacted]

From: David Perkins
Sent: Monday, July 21, 2025 10:33 AM
To: 'rory.jorgensen@westfargond.gov' rory.jorgensen@westfargond.gov; 'roben.anderson@westfargond.gov' roben.anderson@westfargond.gov; 'amy.zundel@westfargond.gov' amy.zundel@westfargond.gov; 'roben.anderson@westfargond.gov' <roben.anderson@westfargond.gov>; 'bernie.dardis@westfargond.gov' <bernie.dardis@westfargond.gov>; 'brad.olson@westfargond.gov' <brad.olson@westfargond.gov>
Subject: FW: Hope Lutheran | West Campus - West Fargo

Dear Commissioners / Mayor,

I live at 1039 Mulberry Lane, directly west of the proposed site Hope Lutheran is considering moving their west campus location. I'm writing to express my opposition to allow this proposal to proceed primarily due to the lack of street/infrastructure to support a facility such as this one. The proposed ingress/egress onto two lane roads into narrow residential neighborhoods are incapable of handling the amount of traffic something like this venue would bring into the neighborhood. Particularly during the winter months, the proposed north entrance gets down to a single lane (see attached photo I took on January 31 of the proposed north egress/ingress out of the proposed site and this was a winter we had very little snow). I compiled a series of other large locations with significantly sized parking lots (in my email to Lisa Sankey below); most of these are located on 4 lanes of traffic, includes stop lights and other means of pedestrian safety measures introduced to accommodate the amount of vehicular traffic. It would be interesting to see what a traffic simulation of a full congregation leaving the site, Legacy Elementary dismissing school and residents in this area coming home would look like on these narrow, two-lane roads. To my knowledge, no large facility in the metro has this limited infrastructure as this site has available to it in its proposed form. Keep in mind the city has already looked into adding a round about to handle the existing traffic on 9th and 52nd. I was surprised to see this proposal made it past the zoning group.

If the primary entrance would come off 52nd along the east side of The Ranch and/or from Sheyenne Street (perhaps after one or both were widened to 4 lanes of traffic, it would seem better suited to handle the amounts of traffic to these sites) with those two thoroughfares potential having the capacity to handle traffic once widened. *IF* that happened, it would only then be comparable to some of the sites/parking listed below.

For these reasons, I am not in favor of the proposed change of use/zoning/ownership.

Thank you,
Dave
[redacted]

PS, For what it's worth, I am member of the Hope Lutheran Congregation, too. :)

From: David Perkins
Sent: Friday, January 31, 2025 9:10 AM
To: Lisa A. Sankey <Lisa.Sankey@westfargond.gov>
Subject: RE: Hope Lutheran | West Campus - West Fargo

Thanks Lisa.

I'm not aware of any church in the Fargo Moorhead area located 100% in a residential neighborhood. Can you share what church lots they reviewed?

Also I put this simple table together to demonstrate the size of this project;

From: Lisa A. Sankey <Lisa.Sankey@westfargond.gov>
Sent: Friday, January 31, 2025 8:20 AM
To: David Perkins [redacted]>
Subject: RE: Hope Lutheran | West Campus - West Fargo

EXTERNAL

Based on comments, we had asked a similar question. City Engineering indicated that their expectation is that the majority of the traffic will be accessing the church via 9th St W with little traffic utilizing 6th St W. They have looked at other churches in town that have similar access, as well as access to local streets and have not received complaints from abutting neighborhoods for excessive traffic caused by these.

City Engineering has been involved in meetings with the applicants and there are plans to add access control along 9th Street West with openings to line up with 51st Avenue and Mulberry Ln to the West and an additional left turn lane at the north access along 9th Street West. We've also requested an updated area plan showing future connections to the east and south, should those areas develop.

I will forward your questions and comments on to our City Engineer.

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Lisa Sankey
Planner, City of West Fargo

2515 6th Street East
West Fargo, ND 58078
(701) 515-5376
Visit our website at:
westfargond.gov

index:251660288;visibility:visible;mso-wrap-style:square;mso-width-percent:0;mso-height-percent:0;mso-wrap-distance-left:9pt;mso-wrap-distance-top:0;mso-wrap-distance-right:9pt;mso-wrap-distance-bottom:0;mso-position-horizontal:absolute;mso-position-horizontal-relative:margin;mso-position-vertical:absolute;mso-position-vertical-relative:margin;mso-width-percent:0;mso-height-percent:0;mso-width-relative:margin;mso-height-relative:margin'>

From: David Perkins [redacted]>
Sent: Thursday, January 30, 2025 8:08 PM
To: Lisa A. Sankey <Lisa.Sankey@westfargond.gov>
Subject: Re: Hope Lutheran | West Campus - West Fargo

Lisa,

Has the city, Hope or any involved party involved in this site conducted any kind of traffic study on what this church would bring into the area at their peak operating times?

That proposed north entrance is literally one lane total (not two lanes, one in each direction) in the winter, between snow and cars parked on it. I don't even live on that street and I'm worried about the safety of those on that street with this many vehicles.

That would put most of the stress on 9th which seems inadequate for 400 +/- cars (assuming the stalls in their diagram is what is to be built).

Get Outlook for iOS

From: Lisa A. Sankey <Lisa.Sankey@westfargond.gov>
Sent: Friday, December 13, 2024 8:35:37 AM
To: David Perkins [redacted]
Subject: RE: Hope Lutheran | West Campus - West Fargo

EXTERNAL

Your comments will be entered into the record and forwarded on to the applicants. The reason I believe they are no longer looking at 52nd Avenue W is because the original property owner – Westport – sold a parcel to Hope Lutheran along the east side of Ranch of the Wilds and all the remaining property to the major property owner to the east who does not intend to develop any time soon. They're proposing a land swap to allow for the church development.

Staff is awaiting additional information from the applicant --- updates to the plat and to the previously approved area plan showing future right of way connections for streets and multi-use trail connections, park dedication, drainage plan – so this item will be continued until the January 14th meeting. Being we advertised for a public hearing for Tuesday night, we opened the hearing for comments and continued it until next month.

Lisa Sankey
Planner, City of West Fargo

2515 6th Street East
West Fargo, ND 58078
(701) 515-5376
Visit our website at:
westfargond.gov

From: David Perkins [redacted]>
Sent: Thursday, December 12, 2024 2:54 PM
To: Lisa A. Sankey <Lisa.Sankey@westfargond.gov>
Subject: FW: Hope Lutheran | West Campus - West Fargo

Lisa,

I live at 1039 Mulberry lane in West Fargo. I sent the below email to Paul at Hope Lutheran. I don't believe the church gave ingress/egress to their proposed site much consideration. An entrance/road from 52nd (to the east of the Ranch) would seem to make some logical sense rather than routing all that traffic through the residential areas.

Dave

From: David Perkins
Sent: Friday, October 11, 2024 8:58 AM
To: [redacted]' [redacted]>
Subject: West Campus - West Fargo

Hi Paul,

Good morning. I recently received the mailing on the new, West Campus Hope project. I live
th

right across the street on Mulberry and 9 . There are two things that stuck out to me is the lack of ingress/egress to the site and overall safety of those living in the neighborhood. I realize there are 3 access points, but combined, it would likely be wholly inadequate with a significant congregation attendance. Both 9th and 6th Steets are two lane traffic, with a large pedestrian presence (especially on 6th and those cross streets), with traffic routed through streets that aren't capable of handling significant traffic. Hope's situation on the 25th street location has four access points *but* on roads designed to handle that larger load (and traffic still gets backed up); at least the pedestrian issue is somewhat mitigated at the 25th Street site due to it's larger commercial street (4 lanes on 25th) presence and far fewer homes for the congregation to navigate through to attend church services.

The traffic could be alleviated by adding a 4th access point (or removing one of the 9th street access points as this is rather redundant) from 52nd/running north/south.

I'm assuming there would be no outside services from a noise standpoint but also wanted to confirm that this too would be a problem moving the church closer to more residential housing. Prairie Heights had a similar issue before the city had them stop outside services.

I do agree this new site lays out better, but without proper access to the new facility, the new site is substantially inferior and a potential concern would be lower attendance than estimated as people likely pick a different location/church. We would plan to vote against this design for these reasons.

Thanks,
Dave


MULBERRY LN
47TH PL W
PERSIMMON PLACE W
47TH AVE W
48TH AVE W
6TH ST W
5TH ST W
LILAC DR
LARKIN LN W
49TH TER W
9TH ST W
50TH AVE W
RANIA WAY W
51ST AVE W
MIRA WAY W

Overlooked Event Traffic and Peak Hour Overlap The report assumes that church traffic will be “nearly entirely passenger vehicles” and will not significantly affect AM peak hours. However, this overlooks staff arrivals, morning programming, and special events that could overlap with school traffic and create bottlenecks on 6th Street. The absence of detailed modeling for these scenarios is a **critical gap**.

Emergency Vehicle Access

Increased traffic on 6th Street could impede emergency response times. The street’s current low volume and narrow residential design make it easier for emergency vehicles to navigate. Adding a church exit could create congestion during peak times, **delaying critical services**.

Lack of Traffic Calming Measures

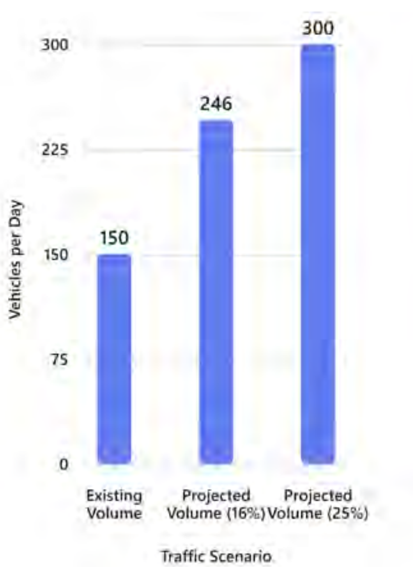
The report acknowledges that 6th Street currently benefits from low speeds (average 16 mph), but it does not propose any traffic calming measures to maintain this if volumes increase. Without speed humps, signage, or curb extensions, higher traffic could lead to higher speeds and more risk.

Parking Overflow and Illegal Maneuvers

The analysis does not consider the possibility of overflow parking during large events (e.g., holidays, weddings, funerals). Drivers may use 6th Street for parking or make unsafe U-turns and cut-through maneuvers, creating hazards.

Visual Evidence

Here’s a quick comparison of traffic volumes:



Existing: 150 vehicles/day

Projected (16%): ~246 vehicles/day

If 25% use 6th Street: ~300 vehicles/day

This shows how even a modest underestimation could double traffic on 6th Street, fundamentally changing its character.

I respectfully ask the Commission to:

Remove the proposed 6th Street access point from the development plan.

Restrict site access to 9th Street only, which is better suited for higher volumes and already includes pedestrian infrastructure.

Thank you for your attention to this matter and for your commitment to neighborhood safety.

Sincerely,

Mike Misheski

4751 6th Street West

West Fargo, ND 58078

SUBDIVISION IMPROVEMENT AGREEMENT
(IMPROVEMENT DISTRICT AGREEMENT)

THIS SUBDIVISION IMPROVEMENT AGREEMENT (IMPROVEMENT DISTRICT AGREEMENT) (the "Agreement"), is entered into this ____ day of ____________, 2025, by and among the City of West Fargo, North Dakota (the "City"), 52nd Ave Partners LLC ("Owner"), and Hope Lutheran Church (the "Developer"). The City and Developer are, collectively, the "Parties."

WHEREAS, as of the date hereof, the Owner is the current legal and equitable owner of the parcel of land to be platted as Lot 1, Block 1 of the proposed plat of the Hope Lutheran Addition to the City of West Fargo, Cass County, North Dakota (the "Property"), and promptly following approval of the plat of Hope Lutheran Addition by the City, Owner intends to convey the Property to Developer in accordance with and subject to the terms of a separate written agreement between Owner and Developer; and

WHEREAS, the City is considering for approval the plat of the Hope Lutheran Addition; and

WHEREAS, the Developer and the City desire to set out in writing certain conditions of plat approval and responsibilities of the Parties to this Agreement; and

WHEREAS, the Developer desires for the City to construct a southbound to eastbound dedicated turn lane at the north leg of the intersection of Mulberry Lane and 9th Street West to facilitate traffic to the Property, which will be special assessed.

NOW THEREFORE, pursuant to the terms and conditions of this Agreement, the Parties agree as follows:

I. PARTIES

1. The City, a North Dakota Home Rule Charter City, is vested with the authority to control access to its streets and municipal infrastructure. The City has authority to approve or disapprove of all subdivision plats within its territorial jurisdiction. The City has the express authority to withhold building permit approval for any structure on the Property for a failure by the Developer to comply with the terms and conditions of this Agreement.

2. Hope Lutheran Church is a legally recognized North Dakota nonprofit corporation, with the authority to own and develop land. Promptly following approval of the plat of Hope Lutheran Addition by the City, Developer will acquire, and become the legal and equitable owner of, the Property in accordance with and subject to the terms of a separate written agreement between Owner and Developer (which is not being modified by this Agreement). The individual signing this Agreement is expressly authorized to execute this Agreement on behalf of the Developer.

II. JURISDICTION

1. The Developer agrees to submit to the authority of the City of West Fargo. The Developer agrees and acknowledges that it and its successors and assigns, as applicable, must receive approval from the City of West Fargo for any proposed other or further platting and zoning and for building permits and any other permits required by the City with respect to the Property.

2. The Developer agrees and acknowledges that it must comply with all federal, state, and City statutes, ordinances, rules, and regulations regarding the development of the Property.

3. The Developer is the "responsible party" for compliance with all federal and state environmental statutes, rules, and regulations, including storm water runoff regulations.

4. This Agreement only covers the plat of the Hope Lutheran Addition. The Developer acknowledges that if it wishes to plat the Property differently, or if the Developer wishes to replat the Property, then it shall enter into another subdivision improvement agreement with the City in conjunction therewith if required by the City and in all events prior to commencing construction of any so-affected areas.

5. The Developer has submitted a final plat of the Hope Lutheran Addition, which will be considered by the City Commission on ______________, 2025. The Developer agrees to comply with all provisions of City zoning and subdivision ordinances.

III. IMPROVEMENTS

1. <u>Public Improvements and Security</u>

A. The Developer will petition the City to create an improvement district (the "Improvement District") for a southbound to eastbound dedicated turn lane at the north leg of the intersection of Mulberry Lane and 9th Street West (the "Public Improvements"). The City will create the Improvement District and will contract for the Public

Improvements to be constructed upon said property. The City will assess the cost of the Public Improvements against the benefited properties in the Improvement District. The Property will constitute at least a majority, if not all, of the benefited property in the Improvement District. The Public Improvements must be constructed prior to the City granting a certificate of occupancy to the Developer for the Property.

B. To provide the City security for the construction of the Public Improvements, the Developer must execute a promissory note in a form satisfactory to the City Attorney in a total amount equal to fifty percent (50%) of the engineer's estimated costs of the Public Improvements to be assessed against the Property relating to the improvements associated with the Improvement District. The City may only draw upon the promissory note upon the conditions set forth in this Agreement. There shall be no interest due on the promissory note, except if payment is not made when demanded as provided in the promissory note and for post-judgment interest, if any. The City will not enter a contract for the Public Improvements until this Agreement has been fully executed and the above-described promissory note has been executed and delivery to the City.

C. The Developer agrees that, pursuant to this Agreement, the special assessments on lots of the Property that have not been Developed must be kept from being In Default. For purposes of this Agreement, In Default means that all special assessments on any lot of the Property may not become three (3) years' delinquent. A special assessment becomes one (1) year delinquent if it is not paid by March 2 of the next year after the special assessment is levied in the fall. The entire three (3) years of unpaid special assessments are deemed In Default when any lot becomes three (3) years' delinquent.

D. It is agreed between the Parties that if special assessments on lots of the Property that have not been Developed are not paid as set out in the preceding paragraph, the City Auditor of the City of West Fargo shall give written notice to the Developer of the lots of the Property for which special assessments are In Default as of March 1 of the appropriate year. The City Auditor shall notify the Developer that if the entire amount of special assessments In Default are not paid by March 16 of that year, or within fourteen (14) calendar days of the mailing of the notice, whichever is later, that the City Auditor will direct the City Attorney to commence litigation to collect on the promissory note of the Developer for the full amount In Default. The Developer has the option of not paying special assessments on lots that the Developer does not own but instead making a payment directly to the City Auditor for the amount In Default on those lots, with payment being placed in the appropriate Bond Fund, as defined herein.

E. Alternatively, even if the special assessments are not In Default, if the City Auditor determines that the bond sinking fund of the bond issue out of which the Public Improvements for the Improvement District were financed (the "Bond Fund") has insufficient funds to make the next principal and interest payment coming due on those bonds, the Developer agrees, within fourteen (14) calendar days of the written request of the City Auditor, to make payments on delinquent special assessments covered by this Agreement in an amount equal to the deficiency determined by the City Auditor so the City is in a position to provide the full payment of principal and interest on the next bond payment date; provided, however, the maximum amount the Developer has to pay will be capped by the total amount of delinquent special assessments on lots of the Property. The

Developer has the option of not paying special assessments on lots that the Developer does not own, but instead making a payment directly to the City Auditor for the amount delinquent on those lots, which will be placed in the Bond Fund. If the Developer does not make the required payment within the fourteen (14) day period, the City Auditor will direct the City Attorney to commence litigation to collect on the promissory note of the Developer for the full amount of such deficiency, up to the maximum amount of delinquent special assessments on lots of the Property.

F. If the City has to commence litigation to collect on the promissory note and is successful, the Developer agrees to pay the City its costs of litigation, including any and all attorney's fees. Upon receipt of funds from the promissory note after litigation is commenced (whether by judgment or settlement), the City shall first reimburse itself for all costs of litigation, including attorney's fees, then place the remaining funds into the Bond Fund. The City will not apply those sums to pay special assessments on any property covered by this Agreement, but those sums will be used to pay principal and interest payments on outstanding bonds which were used to finance the Public Improvements in the Improvement District. The City will reduce the promissory note given by the Developer by an amount equal to the amount recovered in a court action or paid directly by the Developer to the City and placed into the Bond Fund without paying special assessments.

G. If the Developer ever makes a payment directly to the City Auditor under this Agreement, or if the City ever collects money after commencing litigation and places those funds into the Bond Fund, or if the City gets back property for delinquent special assessments for property which the Developer has paid the City money under this Agreement, the City will then create an escrow account. Into the escrow account will be placed assessment payments or lot sale proceeds received by the City that replicate payments already received by the City from the above sentence. For example, assume the Developer, after notice, makes a payment directly to the City to cover delinquent assessments on lots not owned by the Developer. Later, assume the City receives payments from Cass County for special assessment payments covering the same special assessments as involved in the Developer's payments to the City. With that, the City will in effect have been paid twice for those same assessment years, so the City will place that money into an escrow account. Likewise, if the City collects money from the promissory note after litigation has commenced and places that money directly into the Bond Fund, and then later payments from Cass County for special assessment payments covering the same special assessments that were part of the litigation, the City will place that money into an escrow account. Finally, assume a lot covered by this Agreement goes delinquent and the Developer has made payments to the City either directly or as a result of litigation, and the lots then are not sold at a tax sale but become owned by the City, who subsequently sells the lot. The City will place those sale proceeds into an escrow account.

H. The City may first use the funds in the escrow account to reimburse itself for the cost of selling the lots or litigation costs incurred under this Agreement not otherwise recovered. The City next may transfer such funds in the escrow account to the Bond Fund if there is a deficiency in the Bond Fund.

I. If the escrow account is formed prior to fifty percent (50%) of the lots being Developed, the City will maintain the escrow account, other than for payments allowed as set out above, until fifty percent (50%) of the lots are Developed. If at that time, there is no deficiency in the Bond Fund and the Developer is no longer in violation of the terms of this Agreement, the City will, to the extent funds allow, reimburse the Developer for payments made directly into the Bond Fund as a result of this Agreement and the promissory note with no interest. Any payments to the Developer under this section will automatically increase the principal amount of the promissory note outstanding. If there are more funds in the escrow account after fully reimbursing the Developer, those funds will be transferred to the Bond Fund. If the escrow account is formed after fifty percent (50%) of the lots are Developed, or if the Developer was not repaid its entire amount advanced when the property became fifty percent (50%) Developed, the same procedures will be followed, with the release date to the Developer being seventy-five percent (75%) of the lots are Developed.

J. The Developer agrees that the promissory note issued pursuant to this Agreement is to be used to secure payment of special assessments covered by this Agreement which are delinquent or In Default as provided on all lots of the Property. The Developer's obligation to pay special assessments on lots is only extinguished when that lot is Developed, or when all special assessments for that lot, certified or uncertified, for the Improvement District are paid. For purposes of this Agreement, the term Developed means a structure for which a building permit has been granted by the City has been constructed on the lot. The sale, tax sale, transfer, or other disposition of any lot covered by this Agreement shall have no effect on the obligation of the promissory note.

K. The City Auditor is authorized to reduce the principal amount of the promissory note issued hereunder upon fifty percent (50%) of the lots being Developed. At that time, assuming there is not a deficiency in the Bond Fund, the principal amount of the promissory note will be reduced by fifty percent (50%). After seventy-five percent (75%) of the lots are Developed, and assuming there is no deficiency in the Bond Fund, the City Auditor is authorized to release the promissory note.

L. In the event any portion or portions of the Public Improvements are constructed on private property, the Developer shall deliver to the City a recordable easement giving the City perpetual access to that portion constructed on the Property.

M. The Developer shall pay all costs relating to said construction including but not limited to construction costs, hook-up charges, permit fees, sales tax, and any other fees associated with construction of the Public Improvements.

N. The Developer has dedicated a thirty (30) foot trail easement overlapping a thirty (30) foot storm sewer, sanitary sewer, and water easement (the "Easement Area") on the Property. The Developer is not requesting the installation of a trail or public utilities within the Easement Area at this time.

2. <u>Water Supply and Wastewater Management</u>

A. Water services to the Property will be supplied by the City, and the Developer will be responsible for remitting the appropriate hook-up fees for the Property to the City.

B. Sewer services for the Property will also be supplied by the City, and the Developer agrees and acknowledges that it must remit hook-up fees for the Property associated with the use of the West Fargo main sewer lift station south of I-94. The hook-up fee shall be $ 33,222 and will be added to the costs in the Improvement District.

C. Water and sewer mains and services within the Property are to be privately installed and maintained by the Developer. The private infrastructure will be able to connect to public water and sewer utility services located within adjacent public right-of-way.

D. The Developer shall pay the costs relating to installation and maintenance of the private utilities, including but not limited to construction costs, repairs, reconstruction, permit fees, taxes, and any other fees associated with construction and maintenance of the private utilities.

3. Stormwater Management. The Developer agrees to comply with the City's storm water retention regulations and is responsible for developing a drainage plan which must be designed in accordance with City standards and approved by the City Engineer. The Property benefits from existing regional retention in the area, which can accommodate a stormwater release rate of up to four (4) cubic feet per second (cfs). On-site stormwater retention will be required by the Developer to ensure stormwater release rates do not exceed four (4) cubic feet per second.

4. Wetland Mitigation. The Developer submitted a wetland delineation report, noting no wetlands on the Property. Accordingly, no mitigation of wetlands is required on the Property.

5. Landscaping. The Developer agrees to landscape the Property in accordance with all applicable City ordinances. Additionally, the Developer agrees and acknowledges that it is

responsible for maintaining the boulevard areas from the property line to the street in accordance with Chapter 3-03 of the Municipal Ordinances.

6. Public Site Dedication. The Developer will make a fee in lieu of land dedication payment in accordance with a separate public dedication agreement with the City.

IV. GENERAL MATTERS

1. The Developer is responsible for filing any restrictive covenants for the development.

2. The Developer is responsible for all costs incurred by the Developer to prepare the Property for development including:

   A. Wetland delineation and mitigation costs;

   B. Registration fees;

   C. Public dedication costs; and

   D. Any other costs.

3. This Agreement is to run with the land and shall be binding upon the Developer and its successors and assigns; and all parties claiming by, through or under it shall be taken to hold, agree, and covenant with the Developer, and its successors and assigns, to conform to and observe the terms and conditions of this Agreement and agree and consent to the construction of the Public Improvements to service the Property.

4. In addition to releasing and holding the City and its officers and employees harmless from any and all claims, liability, loss, costs, damages, expenses, actions, or judgments arising out of or related to the construction and installation of Public Improvements, the Developer agrees to indemnify and defend the City and its officers and employees from any and all claims, liability, loss, costs, damages, expenses, actions, or judgments brought against the City relating to or arising out of the Developer's or its employees' or agents' construction and installation of

improvements to the Property. Said indemnification shall include, *inter alia*, attorney's fees, damages, whether punitive, economic, or compensatory, and costs and disbursements. This paragraph, however, shall not apply to suits against the City arising out of its negligence or intentional acts, or those of its employees, agents, or designees. The Developer specifically agrees and acknowledges that this indemnification provision shall survive until six (6) years after the issuance of the certificate of occupancy for the Property.

5. Upon the occurrence of any non-performance of the Developer's obligations under this Agreement, which has not been cured within thirty (30) calendar days after notice to the Developer, the City may take any one or more of the following remedial steps: (a) terminate this Agreement; (b) suspend the City's performance under this Agreement until it receives assurances from the Developer satisfactory to the City that the Developer will cure such Event of Default and perform its obligations under this Agreement; or (c) take any other action deemed necessary or desirable by the City including any legal or administrative proceedings for the collection of any amounts due hereunder or the enforcement of any covenant, agreement, or obligation on the Developer including, *inter alia*, withholding approval of any plats or building permits for structures or buildings on the Property.

6. This Agreement terminates upon the Developer fulfilling all terms of the Agreement as deemed by the City and the City's issuance of a written "Completion Certificate," for the Property and Public Improvements.

7. This Agreement constitutes the entire agreement by and between the Parties, and any other prior representations or agreements are deemed merged herein, and those not specified herein do not represent any agreements or promises or covenants or representations on the part of

either Party hereto. Nothing contained in this Agreement shall affect, amend or modify the separate written agreement(s) between Owner and Developer to which the City is not a party.

8. No amendment, modification, or waiver of any condition, provision or term shall be valid or of any effect unless made in writing signed by the Party or Parties to be bound, or a duly authorized representative, and specifying with particularity the extent and nature of such amendment, modification, or waiver. Any waiver by any Party of any default of another Party shall not affect or impair any right arising from any subsequent default. Except as expressly and specifically stated otherwise, nothing herein shall limit the remedies and rights of the Parties under and pursuant to this Agreement.

9. Whenever the singular number is used herein, the same shall include the plural where appropriate, and the words of any gender shall include any other genders where appropriate.

10. 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.

11. This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective personal representatives, successors, and assigns.

12. This Agreement shall be recorded solely against the Property, after recording of the plat of the Hope Lutheran Addition.

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

14. This Agreement may be executed in counterparts with both the City and the Developer having a fully-executed counterpart.

(*Remainder of page intentionally left blank.*)

CITY OF WEST FARGO

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

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 T. Scott, the President of the Board of City Commissioners and City Auditor of the City of West Fargo, North Dakota, respectively, known to me to be the persons who are described in and who executed the above and foregoing document and acknowledged to me that they executed the same.

[SEAL]

____
Notary Public

52ND AVE PARTNERS LLC

By: ______________________________________
Its: ______________________________________

STATE OF __________________)
)
COUNTY OF _________________)

On this ____ day of _______________, 20___, before me, the undersigned, a Notary Public in and for said county and state, personally appeared _______________________, known to me to be the person who is described in and who executed the above and foregoing document and acknowledged to me that they executed the same on behalf of the 52nd Ave Partners LLC, a Delaware limited liability company.

[SEAL]

____
Notary Public

HOPE LUTHERAN CHURCH

By: ____
Its: ____

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 _______________________________, known to me to be the person who is described in and who executed the above and foregoing document and acknowledged to me that they executed the same on behalf of HOPE LUTHERAN CHURCH, a North Dakota nonprofit corporation.

[SEAL] ___________________________________
Notary Public

AGREEMENT

THIS AGREEMENT, made and entered into this _____ day of ________________, 2025, by and among 52nd Ave Partners LLC, a Delaware limited liability company ("Owner"), Hope Lutheran Church, a North Dakota nonprofit corporation (the "Developer") and the City of West Fargo, a North Dakota Municipal corporation (the "City").

WHEREAS, Developer desires to plat and develop a piece of property in the City of West Fargo to be known as Hope Lutheran Addition (the "Property"); and

WHEREAS, the Property is, as of the date hereof, owned by Owner, but promptly following approval of the subdivision plat of Hope Lutheran Addition by the City, Owner intends to convey the Property to Developer in accordance with and subject to the terms of a separate written agreement between Owner and Developer;

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

WHEREAS, the parties agree that such cash payment in lieu of dedication shall be made as herein provided.

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

1. The Developer hereby agrees that it will pay a total sum of $79,072.05 in lieu of public dedication, which entire sum shall be paid prior to and as a condition precedent to the City recording the subdivision plat of Hope Lutheran Addition.

2. The City agrees that it will review the plat of Hope Lutheran Addition, and

following regular procedures will approve a plat of Hope Lutheran Addition with payment in lieu of public land dedication in the amount set forth in paragraph 1 of this Agreement. Nothing in this Agreement shall be construed as exempting the plat of Hope Lutheran Addition from complying with the City of West Fargo's subdivision ordinances as amended from time to time.

3. The City agrees that it will use the cash payment in lieu of public dedication for the purpose of providing public uses and facilities which will benefit the general neighborhood of Hope Lutheran Addition under the provisions of the subdivision regulations found under Title IV of the ordinances of the City of West Fargo, North Dakota.

4. The parties to this Agreement understand that if the Developer conveys the property interest in Hope Lutheran Addition to another entity or person, those entities or persons shall be bound by the terms of this Agreement. Furthermore, any other successor, heir, assign or assignee of real estate in Hope Lutheran Addition will be bound by the terms and conditions of this Agreement, and no entity shall be entitled to a building permit in Hope Lutheran Addition unless and until the payment in lieu of dedication herein described has been made and determined to have been satisfied by the City of West Fargo.

5. Any and all claims that arise or may arise against Developer, 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, Developer, its agents, servants, employees, or assigns shall save, indemnify, hold harmless, and defend the City, its officers and employees against any and all liability, loss, costs, damages, expenses,

claims, actions, or judgments, including attorney's fees, which the City, its officers or employees may hereafter sustain, arise out of, incur, or be required to pay, in any way connected with the use of the Property. However, this paragraph shall not apply to suits against the City arising out of its negligence or intentional acts, or those of its employees, agents or designees.

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

7. This Agreement shall not be recorded. Additionally, it shall be the affirmative duty of the Developer to provide a copy of this Agreement to any successor, heir or assign.

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

9. 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.

CITY OF WEST FARGO

BY:______________________________
Its: Mayor

BY:______________________________
Its: 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 Dardis and Dustin T. Scott, known to me to be the persons who are described in and who executed the above and foregoing document and acknowledged to me that they executed the same.

[SEAL] ________________________________

Notary Public

OWNER:

52nd Ave Partners LLC, a Delaware limited liability company

____
By:

Its: _____________________________________

STATE OF ___________________)
)
COUNTY OF CASS ______________)

On this ____ day of _______________, 2025, before me, the undersigned, a Notary Public in and for said county and state, personally appeared ___________________________, known to me to be the person who is described in and who executed the above and foregoing document and acknowledged to me that they executed the same on behalf of the 52nd Ave Partners LLC, a Delaware limited liability company.

[SEAL] _________________________________
Notary Public

DEVELOPER

HOPE LUTHERAN CHURCH, a North Dakota nonprofit corporation

____

By:

Its: ______________________________________

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 ______________________________, known to me to be the person who is described in and who executed the above and foregoing document and acknowledged to me that they executed the same on behalf of HOPE LUTHERAN CHURCH, a North Dakota nonprofit corporation.

[SEAL]

____
Notary Public

ORDINANCE NO. 1260

AN ORDINANCE TO AMEND THE OFFICIAL ZONING MAP OF THE CITY OF WEST FARGO, NORTH DAKOTA, AS ADOPTED IN SECTION 4-301 OF THE REVISED ORDINANCES OF 1990 OF THE CITY OF WEST FARGO.

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

SECTION 1. Amendment. The Official Zoning Map of the City of West Fargo, North Dakota, as adopted in Section 4-301 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended as follows:

The district as shown upon the following-described area shall be and the same is hereby rezoned from A (Agricultural District) to R-1A (Single Family Dwellings District):

> Part of the South Half (S½) of Section 31, Township 139 North, Range 49 West, in the City of West Fargo, North Dakota (also known as proposed plat of Hope Lutheran Addition).

SECTION 2. Amendment of Zoning Map. The proper City Officials are hereby authorized to amend and change the City Zoning Map to correspond thereto.

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

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

ATTEST:

____
City Auditor

Date of First Reading:

Date of Second Reading:

Date of Publication:

BOLTON & MENK
Real People. Real Solutions.

3168 41st Street South
Suite 2
Fargo, ND 58104

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

City of West Fargo
2515 6th Street E
West Fargo, ND 58078
(701)-515-5103

Reference: Hope Lutheran Church
West Fargo, North Dakota

Subject: Traffic Memorandum

Date: 9/26/2025

Introduction

The following is a Traffic Memorandum for the proposed Hope Lutheran Church to be located along the east side of 9th Street W, between Mulberry Lane and 50th Avenue W in West Fargo, North Dakota. This memorandum has been prepared to analyze the proposed development's impacts to the surrounding roadway system to determine mitigation, if necessary. Additionally, the proposed development site was analyzed assuming it would develop as single family residential to provide a comparison of impacts.

The study area and proposed development site are shown in **Figure 1**.

Figure 1: Study Area and Proposed Development Location

Development Overview

The proposed development is anticipated to be comprised of two phases consisting of the following:

- Phase I – 66,000 square foot (s.f.) church, 480 occupants
- Phase I + Phase II – 77,750 square foot (s.f.) church, 800 occupants

Site access to the development is proposed via the following:

- One (1) full movement driveway along 9th Street W, aligned with Mulberry Lane
- One (1) full movement driveway along 9th Street W, aligned with 50th Avenue W
- One (1) full movement driveway connecting to 6th Street W

Refer to the attachments for the preliminary site plan.

Data Collection

Existing traffic and vehicle speed data was collected for the roadways listed below.

- 9th Street W – Between 42nd Avenue W and 44th Avenue W
- 9th Street W – Between 47th Avenue W and 50th Avenue W
- 47th Avenue W – West of Sheyenne Street
- 48th Avenue W
- 6th Street W

Traffic data was obtained using a combination of radar devices and StreetLight Data. StreetLight Data is a mobility analytics platform that uses location data from mobile devices and connected vehicles to measure travel patterns across all modes of transportation.

Radar data was collected for a four day period between Sunday and Wednesday in late August 2025 when school was in session at Legacy Elementary. StreetLight Data was obtained for the entirety of April and May of 2025.

Refer to **Table 1** below for a summary of existing conditions for key roadways in the study area.

Table 1: Existing Roadway Inventory

Road Name	Typical Cross Section	Speed Limit	Average Speed	85th Percentile Speed	2025 Daily Traffic Volume
9th St W – North of 44th Ave*	2-lane undivided	25 mph	28.7 mph	32 mph	2,600
9th St W – North of 50th Ave*	2-lane median divided	25 mph	28.5 mph	32 mph	1,850
47th Ave W*	2-lane undivided	25 mph	28.3 mph	32 mph	870
48th Ave W**	2-lane undivided	25 mph	16 mph	24 mph	100
6th St W**	2-lane undivided	25 mph	16 mph	25 mph	150

*Data obtained from a combination of radar devices and StreetLight Data
**Data obtained from StreetLight Data

Speed Data Review

9th Street and 47th Avenue

A review of speed data shows that average speeds are around 28 to 29 miles per hour on the higher-volume roadways within the study area (9th Street and 47th Avenue), with 85th percentile speeds at 32 mph on each roadway that was evaluated. While speeds are above the 25 mph posted speed limit, a review of roadway designs does not suggest configurations that encourage high vehicle speeds.

- On 9th Street, the raised median south of Mulberry Lane offers traffic calming benefits, and the narrower cross section north of 47th (around 26 feet between curb faces) can also have traffic calming benefits.
- On 47th Avenue, the combination of residential access and horizontal curvature discourages high vehicle speeds

6th Street and 48th Avenue

On the low-volume residential roadways within the study area (6th Street and 48th Avenue), traffic speeds are noticeably lower. Average traffic speeds are 16 mph and 85th percentile vehicle speeds are 24 to 25 miles per hour.

Crash Data Analysis

An evaluation of the five-year crash history (2020 to 2024) along study area roadways was performed to identify any existing issues within the study area. Crash history was evaluated for:

- 9th Street West – 40th Avenue to 52nd Avenue
- 47th Avenue – 9th Street West to Sheyenne Street
- 48th Avenue
- 6th Street West

Crash analysis revealed the following:

- 12 total crashes, with 11 of these crashes occurring on 9th Street West
- One crash occurred near the intersection of 47th Avenue West and Sheyenne Street
    - Rear end crash on Sheyenne Street resulting in property damage only
- For crashes on 9th Street West:
    - Four crashes were reported at the intersection with 52nd Avenue
        - Two angle crashes
        - One head on crash
        - One single vehicle crash
        - All crashes were property damage only crashes
        - A review of the intersection crash rate does not suggest an elevated crash rate compared to typical all-way stop controlled intersections
        - A roundabout is planned for this intersection. A roundabout will reduce the potential for angle and left turn crashes, which made up 3 of the 4 crashes observed since 2020
    - One crash was reported near Legacy Elementary School
        - Rear end crash property damage only crash involving a vehicle that was backing up
    - One crash was reported at the intersection with 50th Avenue
        - Sideswipe (same direction) crash that resulted in property damage only
    - Two crashes were reported at the intersection with 46th Avenue
        - One angle crash resulting in property damage only
        - One bicycle crash resulting in a non-incapacitating injury
    - Four crashes were reported at the intersection with 40th Avenue
        - Two single vehicle crashes resulting in property damage only
        - One angle crash resulting in a non-incapacitating injury
        - One head on crash resulting in property damage only
        - A review of the intersection crash rate does not suggest an elevated crash rate compared to typical two-way stop controlled intersections

To summarize, crash analysis did not reveal elevated crash frequencies or rates that suggest roadway design issues that require mitigation. It is however recommended that the City of West

Fargo monitors crash patterns in the area, especially for multimodal crashes given the occurrence of a bike crash on 9th Street West near 46th Avenue.

A map visualizing the 2020-2024 crash history is provided as an attachment.

Trip Generation

Trip generation refers to the amount of traffic that is expected to be generated by new developments. Trip generation analysis was performed for the proposed Hope Lutheran Church and for single family residential.

Proposed Church

The proposed development is assumed to consist of the following:

- Phase I – 66,000 square foot (s.f.) church, 480 occupants
- Phase I + Phase II – 77,750 square foot (s.f.) church, 800 occupants

Average daily and peak hour trips for the proposed church development were estimated after reviewing data from multiple sources including the ITE *Trip Generation* Manual, StreetLight Data, and compiled data from other Hope Lutheran campuses in the area. **Table 4** provides a summary of the trip generation potential for the proposed development on a Sunday, Wednesday, and non-Wednesday weekday utilizing an average of these various sources.

Table 4: Trip Generation Summary - Church

Land Use	Intensity	Weekday (Not Wednesday)		Wednesday		Sunday	
		Daily (vpd)	Max Peak (vph)	Daily (vpd)	Max Peak (vph)	Daily (vpd)	Max Peak (vph)
Phase I - Church	66,000 SF 480 occupants	453	75	1,131	359	1,082	425
Phase I + Phase II - Church	77,750 SF 800 occupants	533	89	1,333	423	1,275	501

When reviewing **Table 4**, it can be seen that higher traffic volumes are expected on Wednesdays than on Sundays. Hope Lutheran Church campuses hold services on Wednesday evening and also have youth activities on Wednesdays. A review of traffic information from StreetLight Data indicated higher traffic volumes on Wednesdays than on Sundays at the existing north and south Hope Lutheran Church campuses in Fargo.

Single Family Residential

In addition to calculating the trip generation potential for the proposed church site, the trip generation potential for single family residential is provided in **Table 5** below. This analysis assumes the development would consist of 61 single family homes, based on guidance provided by City of West Fargo staff. Average weekday daily and max peak hour trips were calculated using the ITE *Trip Generation Manual*, 12th Edition for a typical weekday and Sunday.

Table 5: Trip Generation Summary – Single Family Homes

Land Use (LUC)	Intensity	Weekday		Sunday	
		Daily (vpd)	Max Peak (vph)	Daily (vpd)	Max Peak (vph)
Single Family Homes (210)	61 dwelling units	758	65	514	59

Comparing Proposed Church to Single Family Residential

When comparing the trip generation potential of the proposed church to single family residential, it was found that the church is expected to generate less daily traffic than single family homes on all days of the week except Wednesdays and Sundays.

On Wednesdays and Sundays, peak hour volumes are also expected to be considerably higher with the church compared to single family residential. While Sunday morning church peaks will not overlap with typical commuting peaks, peaks stemming from Wednesday evening church events may overlap with the PM weekday commuting peak since Wednesday church services start at 6 pm. More discussion related to the Wednesday evening peak is provided later in this report.

Given the proximity to Legacy Elementary School, a key difference between the trip generation potential of a church and single family residential is during the weekday AM peak hour. A church is not expected to generate significant AM peak hour traffic (including Wednesdays), however single family residential AM peak traffic would overlap with the morning school peak.

Added Context: Comparison to Trip Generation at Legacy Elementary School

To help put trip generation analysis described above into context, daily traffic volumes generated by Legacy Elementary School were reviewed using StreetLight Data. StreetLight Data shows the school generates around 1,300 vehicles per day. This very closely resembles the estimated daily traffic generated by the proposed Hope Lutheran Church, however there are some noteworthy differences between the traffic characteristics of these two land uses:

- Traffic peaks at schools are more impactful to the roadway system when compared to a church. At schools, vehicles are both entering and exiting the school in a concentrated time period as they drop students off/pick students up before and after school. Queues from internal site circulation at schools also often spill back onto roadways.

- Compared to a school, the peaks at the proposed church are likely to be more distributed over time (church services at 6 pm, with middle school and high school programs after services). Congestion related to internal site circulation is also not expected at a church since many attendees will arrive, park, attend services/other programming, then leave after the conclusion of events.

Trip Distribution

The distribution of development-generated trips across the roadway system was estimated based on existing traffic patterns in the study area.

It was assumed that the site trips will be distributed throughout the study area as follows:

- 49% of trips access the site via 9th Street north of the development
- 35% of trips access the site via 9th Street south of the development
- 16% of trips access the site via 47th Avenue east of the development

Daily Traffic Added to Study Area Roadways

The estimated changes in daily traffic volumes on study area roadways is summarized in **Table 6** and **Figure 2**. **Table 6** summarizes the estimated percent change in daily traffic volumes in each development scenario that was assessed (compared to existing conditions). **Figure 2** shows existing daily traffic volumes and estimated daily traffic volumes with both the proposed church and if the area was instead developed as single family residential.

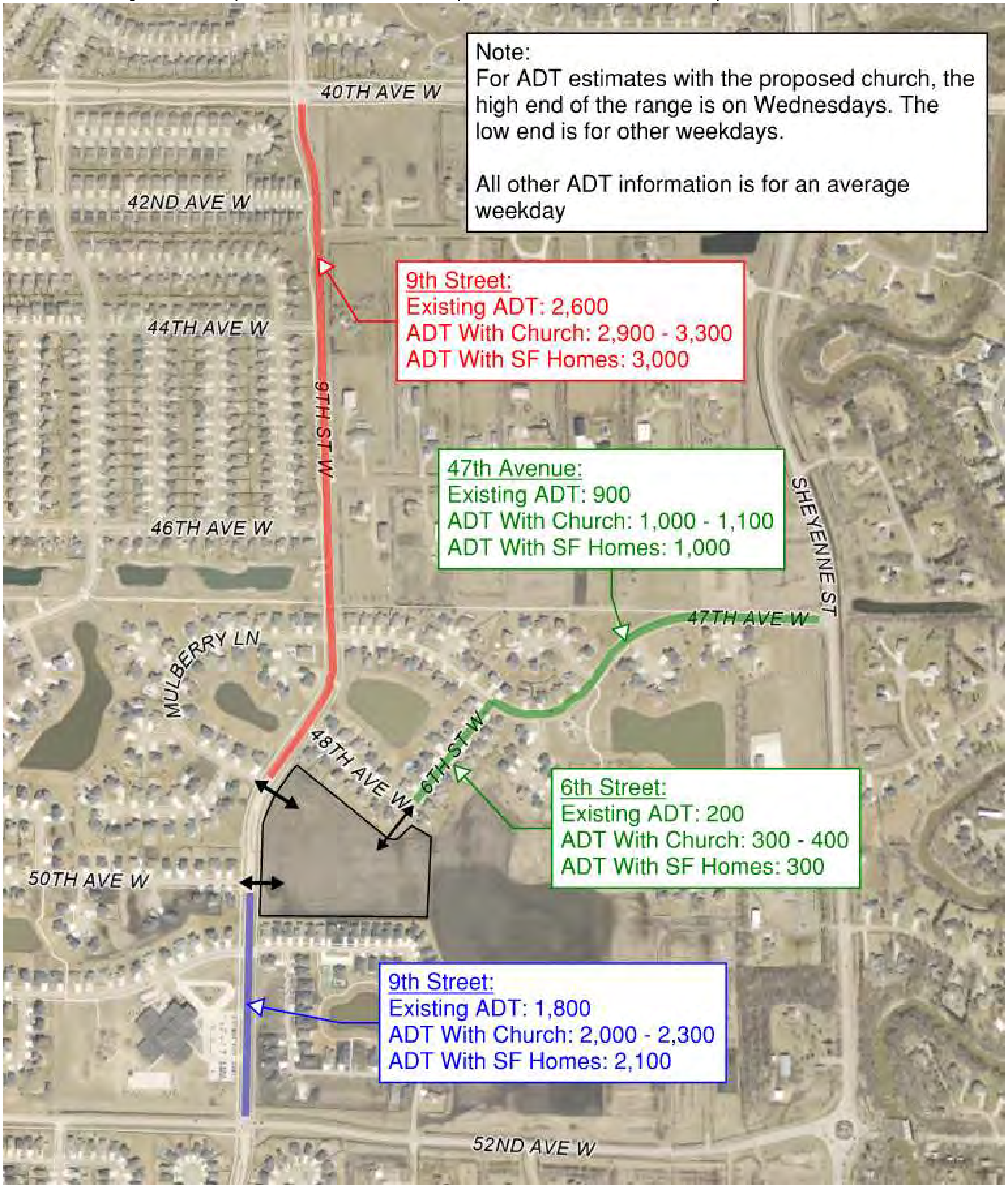
Note that analysis for the proposed church assumes full build-out (Phase I + Phase II).

Table 6: Percentage Change – Existing + Site vs. Existing

Land Use Scenario	9th St W - S of 40th Ave	47th Ave W - E of 6th St	9th St W - S of 50th Ave W
Single Family Residential - Weekday	+14%	+14%	+14%
Single Family Residential - Sunday	+10%	+10%	+10%
Church – Wednesday	+25%	+25%	+25%
Church – Sunday	+24%	+24%	+24%
Church – Other Days	+10%	+10%	+10%

Analysis has found that the fully built-out church is expected to increase daily traffic volumes on study area roadways by around 10% on most days of the week, but is expected to result in a higher increase on Wednesdays and Sundays (around +25% on these days). If the parcel was instead developed as single family residential, traffic would be expected to increase by around 14% on weekdays.

Figure 2 – Expected Increase in Daily Traffic Volumes With Proposed Church



Note: ADT values are rounded for a simplified presentation of analysis results

Wednesday Evening Peak

The Wednesday evening peak is the time period where church traffic could overlap with existing commuter peaks since Wednesday evening events start at 6 pm. The Sunday church peak will occur during low-traffic conditions in a residential neighborhood, and church-related traffic volumes on non-Wednesday weekdays are not expected to be significant.

Estimated development-related peak hour traffic estimates are summarized in **Table 9**. Analysis for the church assumes Phase I + Phase II traffic volumes.

Table 9: New Peak Hour Trips on Roadways

Land Use Scenario	9th St W - S of 40th Ave	47th Ave W - E of 6th St	9th St W - S of 50th Ave W
Single Family Residential – Weekday	32	11	23
Single Family Residential – Sunday	29	10	20
Church – Wednesday	207	69	147
Church – Sunday	245	82	174
Church – Other Days	44	15	31

Detailed peak hour intersection operations analysis was beyond the scope of this analysis, however high-level analysis was performed using hourly traffic data obtained from StreetLight Data. High level analysis suggests operations at LOS B at the church accesses to 9th Street in the 5 pm hour. When traffic exits the church after Wednesday evening events (after 7 pm), traffic peaks from adjacent residential areas will have subsided.

Roadway Cross Section Analysis

Based on the anticipated traffic growth from the proposed church, the existing roadway cross sections/widths on 9th Street West and 47th Avenue are sufficient. The highest daily traffic volume is expected on 9th Street just south of 40th Avenue, where around 3,300 vehicles per day are expected with the fully built-out church development. Such traffic volumes are well within the carrying capacity of two lane, undivided roadway sections.

Daily traffic capacities of collector roadways (like 9th Street and 47th Avenue) are highly dependent on access density and traffic peaking characteristics, however planning level capacities of two-lane collectors are between 5,000 and 10,000 vehicles per day. Given the low amount of access on 9th Street, the capacity is closer to the high end of that range, and the capacity of 47th Avenue is closer to the low end of that range given the number of driveways.

Traffic operations issues are not expected with development traffic, and the existing roadway configurations offer traffic calming benefits, especially on 9th Street.

Turn Lanes
While analysis suggests acceptable operations with the existing roadway, **a southbound left turn lane should be considered on 9th Street at Mulberry Lane/the proposed church access**. This turn lane would not require additional right-of-way (can be added in existing median space) and would provide consistency with nearby intersection designs. This could also provide some contingency if church-related traffic arrives/exits via 9th Street to the north at a higher rate than estimated in this analysis.

Pedestrian Crossing Enhancements
Marked pedestrian crossings exist at both proposed church driveways to 9th Street (at Mulberry Lane and at 50th Avenue), however no pedestrian crossing signs are present. Pedestrian crossing signs should be considered at these locations to increase the visibility of these crossings and to be consistent with what is present at 51st Street. Improved pedestrian amenities could encourage church members who live nearby to walk instead of drive and would enhance pedestrian conditions for the nearby school.

Existing Pavement Analysis

The existing pavement along the study corridors listed below was analyzed to determine if added traffic volumes by the proposed development are anticipated to result in additional pavement needs.

This analysis is based on the estimate of added traffic volumes shown in the previous section and added equivalent single axle loads (ESALs) on the study corridors under existing and future conditions.

- 9th Street W – South of 40th Avenue is an existing bituminous pavement section of 6" of bituminous pavement on top of 9" of Class 5 base. Given the traffic counts listed above, a projected 20 year ESAL of 848,000 was used. Given the existing pavement section and proposed ESAL calculation, the pavement section is adequate for the increased traffic.

- 9th Street W – South of 50th Avenue is an existing concrete pavement section of 8" of concrete pavement on top of 9" of Class 5 base. Given the traffic counts listed above, a project 35 year ESAL of 4,064,000 was used. This high ESAL was calculated given the high growth rate observed over the past few years that is not expected to continue over the 35 year evaluation period. However, even with a relatively high ESAL calculation, the existing pavement section is adequate for the increased traffic.

- 47th Avenue W – East of 6th Street is an existing bituminous pavement section of 6" of bituminous pavement on top of 9" of Class 5 base. Given the traffic counts listed above, a projected 20 year ESAL of 349,000 was used. Given the existing pavement section and proposed ESAL calculation, the pavement section is adequate for the increased traffic.

Based on the analysis described above, **existing pavement sections are adequate to carry anticipated traffic volumes**. Given the nature of the increased traffic being nearly entirely passenger vehicles, minimal additional loading will be noticed on the proposed routes.

Conclusion

This traffic analysis revealed the following:

- The existing roadway system is expected to accommodate the proposed church. **A southbound left turn lane is however recommended at the intersection of 9th Street and Mulberry Lane/proposed church access** to provide consistency with nearby intersections.
- **Pedestrian crossing signs should be considered at existing crosswalks on 9th Street at 50th Avenue and at Mulberry Lane/proposed church access**. This would provide consistency with the pedestrian crossing at 51st Avenue and would enhance multimodal conditions in the study area.
- Existing pavement thicknesses on study area roadways are sufficient. New traffic will be nearly all passenger vehicles, which have minimal impacts on pavements.
- For most days of the week, the proposed church is expected to generate less daily traffic than if the same area was developed as single family residential
- A church would be expected to add less weekday AM peak hour traffic to the network than single family residential would, reducing potential traffic impacts near Legacy Elementary School.
- The proposed church is however expected to generate more daily traffic than single family residential on Wednesdays and on Sundays
    - On Wednesdays, a church is expected to increase daily traffic volumes on 9th Street and 47th Avenue by around 25%. Single family residential would be expected to increase traffic volumes by around 14%
    - Wednesday evening peak hour traffic generated by the proposed church may overlap with traffic peaks from adjacent residential areas, however analysis does not indicate significant delay increases with this overlap. Potential delay increases would be mitigated with a southbound left turn lane on 9th Street at Mulberry Lane/proposed church access
    - Sunday peak hour traffic generated by the proposed church will occur during low traffic conditions for adjacent residential areas
- Crash data analysis and speed data analysis does not suggest a need for safety-driven mitigation measures beyond what is described above

Attachments: Preliminary Site Plan
Crash Data Summary


Updated Site Plan 8-4-2025
HOPE LUTHERAN
CHURCH - WEST FARGO

CITY OF WEST FARGO
A CITY ON THE GROW

Hope Lutheran Church Traffic Study

West Fargo, North Dakota

Crashes (2020-2024)

September 2025

BOLTON & MENK

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

To: West Fargo City Commission
From: Sarah Gasevic, Director of Human Resources
Date: October 6, 2025
Subject: Lexipol Policy Approvals
Action: Approve policies

Commission President
Bernie Dardis
Primary Portfolio:
Administrative Services
Secondary Portfolio:
Street, Water and Sewer

Commission Vice President
Brad Olson
Primary Portfolio:
Police and Fire
Secondary Portfolio:
Street, Water and Sewer

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

Commissioner
Amy Zundel
Primary Portfolio:
Street, Water and Sewer
Secondary Portfolio:
Sanitation

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

City Administrator
Dustin T. Scott

New Information and Recommendation:

As part of the Lexipol implementation for all city policies, we bring forth the following five for commission approval this evening.

Policies for approval with summaries:

1. Policy 100 – Policy Manual
   Establishes the City's official Policy Manual which is a statement of the current policies, procedures, rules, and guidelines of this city.
2. Policy 102 – ADA Compliance
   Provides guidelines to ensure equal access to City services, programs, and activities for persons with disabilities, in compliance with the Americans with Disabilities Act.
3. Policy 105 – Local Government Use of Social Media
   Regulates the City's official use of social media, setting content standards, oversight responsibilities, and guidelines to ensure accurate, professional, and consistent communications.
4. Policy 400 – Standards of Conduct for All Employees
   Outlines behavioral expectations for all employees, including compliance with laws, ethics, workplace conduct, attendance, safety, and appropriate use of City resources.
5. Policy 416 – Performance Evaluations
   Establishes the City's employee evaluation system, including types of evaluations (regular, probationary, special), rating categories, improvement plans, and processes for appeals and review.

Policy Manual

Effective Date:	10/06/2025
Revised Date:	
Issuing Authority: City Commission	

100.1 PURPOSE AND SCOPE

The manual of the City is hereby established and shall be referred to as the Policy Manual or the manual. The manual is a statement of the current policies, procedures, rules, and guidelines of this city. All employees are to conform to the provisions of this manual.

All prior and existing manuals, orders, and regulations that are in conflict with this manual are rescinded, except to the extent that portions of existing manuals, orders, and other regulations that have not been included herein shall remain in effect where they do not conflict with the provisions of this manual.

100.2 POLICY

Except where otherwise expressly stated, the provisions of this manual shall be considered as guidelines. It is recognized that circumstances may arise that warrant departure from these guidelines. It is the intent of this manual to be viewed from an objective standard, taking into consideration the sound discretion entrusted to employees of this city under the circumstances reasonably available at the time.

100.2.1 DISCLAIMER

The provisions contained in the Policy Manual are not intended to create an employment contract nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the City and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the City, its officials, or its employees. Violations of any provision of any policy contained within this manual shall only form the basis for administrative action, training, or discipline. The City reserves the right to revise any policy content, in whole or in part.

100.3 AUTHORITY

The City Administrator shall be considered the ultimate authority for the content and adoption of the provisions of this manual and shall ensure compliance with all applicable federal, state, and local laws, rules, and ordinances. The City Administrator or the authorized designee is authorized to issue directives, which shall modify those provisions of the manual to which they pertain. Directives from the City Administrator or the authorized designee shall remain in effect until such time as they may be permanently incorporated into the manual.

100.4 DEFINITIONS

The following words and terms shall have these assigned meanings throughout the Policy Manual, unless it is apparent from the content that they have a different meaning:

Authorized Designee – An employee who has official permission or approval to act on behalf of another person.

Elected official - Any individual who serves in the City government based upon selection by a public vote, as well as any individual who is appointed or otherwise selected to fill such a position that has been vacated prior to the conclusion of the elected individual's term.

Employee - Any person employed by the City, including:

- Full- and part-time employees.
- Appointed personnel. This does not include persons appointed to fill an elected official vacancy.

Manual - The City Policy Manual.

May - Indicates a permissive, discretionary, or conditional action.

Shall or **will** - Indicates a mandatory action.

Should - Indicates a generally required or expected action, absent a rational basis for failing to conform.

Supervisor - A person in a position of authority that may include responsibility for hiring, transfer, suspension, promotion, discharge, assignment, reward, or discipline of other city employees, directing the work of other employees, or having the authority to address grievances. The supervisory exercise of authority may not be merely routine or clerical in nature but requires the use of independent judgment.

The term "supervisor" may also include any person (e.g., lead or senior worker) given responsibility for the direction of the work of others without regard to a formal job title, rank, or compensation.

100.5 ISSUING THE POLICY MANUAL

An electronic version of the Policy Manual will be made available to all employees on the city network for viewing and printing. No changes shall be made to the manual without authorization from the City Administrator or the authorized designee.

Each employee shall acknowledge having access to and having the opportunity to review the Policy Manual and any directives issued by the City Administrator or the authorized designee. Employees shall seek clarification as needed from an appropriate supervisor for any provisions that they do not fully understand.

100.6 PERIODIC REVIEW OF THE POLICY MANUAL

The City Administrator will ensure that the Policy Manual is periodically reviewed and updated as necessary.

100.7 REVISIONS

All revisions to the Policy Manual will be provided to each employee on or before the date the policy becomes effective. Each employee will be required to acknowledge having reviewed the revisions and shall seek clarification from an appropriate supervisor as needed.

Employees are responsible for keeping abreast of all Policy Manual revisions.

All city employees suggesting revision of the contents of the Policy Manual shall forward their written suggestions to their supervisors, who will consider the recommendations and forward them to the City Administrator as appropriate.

ADA Compliance

Effective Date:	01/01/2025
Revised Date:	10/06/2025
Issuing Authority: City Commission	

102.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for equal access to local government services, programs, and activities for persons with disabilities in accordance with Title II of the Americans with Disabilities Act (ADA).

This policy also includes guidance for employees as it relates to requesting reasonable accommodation in compliance with ADA requirements.

This policy also includes guidelines to provide effective communication with persons with disabilities and to protect the rights of individuals who use service animals in accordance with the ADA.

102.1.1 DEFINITIONS

Definitions related to this policy include (28 CFR 35.104):

ADA coordinator - The employees designated by the City Administrator to coordinate the City's efforts to comply with the ADA (28 CFR 35.107). For the purposes of the City of West Fargo, the Director of Communications will coordinate public requests, the Director of Human Resources will coordinate employee requests, and the City Engineer will coordinate city infrastructure requests.

Assistive devices, auxiliary aids, and services - Tools used to communicate with people who have a disability or impairment. They include but are not limited to the use of gestures or visual aids to supplement oral communication; a notepad and pen or pencil to exchange written notes; a computer or typewriter; an assistive listening system or device to amplify sound; a teletypewriter (TTY) or videophones (video relay service or VRS); taped text; qualified readers; or a qualified interpreter.

Disability or impairment - A physical or mental impairment that substantially limits a major life activity, including hearing or seeing, regardless of whether the person uses assistive devices, auxiliary aids, and services. Individuals who wear ordinary eyeglasses or contact lenses are not considered to have a disability (42 USC § 12102; 28 CFR 35.108).

Facility - All aspects of buildings, structures, sites, complexes, equipment, rolling stock or other conveyances, roads, walkways, parking areas, and other real or personal property (28 CFR 35.108).

Modification - Any change, adjustment, alteration, adaptation, or accommodation that renders a city service, program, or activity suitable for use, enjoyment, or participation by a person with a disability. This may include alteration of existing buildings and facilities.

A modification includes any change or exception to a policy, practice, or procedure that allows a person with a disability to have equal access to programs, services, and activities. It also includes the provision or use of assistive devices, auxiliary aids, and services.

Power-driven mobility device - Any mobility device powered by batteries, fuel, or other engine type used by persons with disabilities for mobility assistance, regardless of whether the device was primarily designed for that purpose (e.g., golf carts, Segway® PT, mobility scooters). For purposes of this policy, it does not include wheelchairs.

Qualified interpreter - A person who is able to interpret effectively, accurately, and impartially, both receptively and expressively, using any necessary specialized vocabulary. Qualified interpreters include oral interpreters, transliterator, sign language interpreters, and intermediary interpreters.

Service animal - A dog that is trained to do work or perform tasks for the benefit of a person with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability.

Service animal also includes a miniature horse if the horse is trained to do work or perform tasks for persons with disabilities, provided the horse is housebroken, is under the handler's control, the building or facility can accommodate the horse's type, size, and weight, and the horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility (28 CFR 35.136(i)).

102.2 POLICY

It is the policy of the City that persons with disabilities have equal access to city services, programs, and activities.

The City will not discriminate against or deny any individual access to services, programs, or activities based upon disabilities.

Additional guidance in ADA compliance can be located in the accompany procedure.

102.3 AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR

The responsibilities of the ADA coordinator include but are not limited to (28 CFR 35.130):

(a) Coordinating efforts among each city department to provide equal access to services, programs, and activities including:

1. Establishing procedures to provide for the performance of routine maintenance on buildings, facilities, or equipment that provide access to persons with disabilities (28 CFR 35.133).

2. Maintaining city compliance with accessibility standards for city web content and mobile applications as required by 28 CFR 35 Subpart H (28 CFR 35.200).

(b) Recommending amendments to this policy, as needed.

(c) Coordinating a process of periodic self-evaluation. The process should include:

1. Inspection of current city buildings and facilities to identify access issues.
2. Review of current city services, activities, and programs for access issues.
3. Assessment and update of current compliance measures.
4. Identification of recurring areas of complaint for which new methods of modification should be considered.
5. Review of the city's emergency programs, services, and activities as they apply to persons with disabilities.
6. Recommendation of a schedule to implement needed improvements.

(d) Acting as a liaison with local disability advocacy groups or other disability groups regarding access to city services, programs, and activities.

(e) Developing procedures for the review and processing of requests for assistance or modifications that will help employees provide persons with disabilities access to city services, programs, and activities, as appropriate.

(f) Providing notice to the public regarding the rights and protections afforded by the ADA (e.g., posters, published notices, handbooks, manuals, and pamphlets describing city services, programs, and activities and the availability of assistive devices, auxiliary aids, and services, as well as modifications) (28 CFR 35.106).

(g) Developing procedures for employees to access assistive devices, auxiliary aids, and services, including qualified interpreters, and making the procedures available, as appropriate.

1. A list of qualified interpreter services with contact and availability information should be maintained and easily accessible to employees.

(h) Developing, implementing, and publishing appropriate procedures to provide for the prompt and equitable resolution of complaints and inquiries regarding discrimination in access to services, programs, and activities (28 CFR 35.107). The complaint procedures should include an appeal process.

(i) Requiring third parties providing city services, programs, or activities through contract, outsourcing, licensing, or other arrangement to establish reasonable policies and procedures to prevent discrimination against and denial of access to persons with disabilities.

(j) Developing and implementing procedures to provide that new construction and any alteration to an existing building or facility are undertaken in compliance with the ADA (28 CFR 35.151).

(k) Developing and implementing procedures to provide that new construction and alteration of city-maintained roadways, highways, and streets include curb ramps or other sloped areas to make pedestrian-level walkways accessible as required by law (28 CFR 35.150(d)(2); 28 CFR 35.151(i)).

(l) Coordinating with appropriate city staff to address the needs of persons with disabilities in the City's emergency disaster preparedness planning, including consideration of shelters and care facilities, transportation, means of evacuation, communication methods (e.g., warning and emergency notification systems), and post-disaster canvassing.

102.4 EMPLOYEE REQUESTS FOR ACCOMMODATION

Employees who may require a reasonable accommodation should contact the Director of Human Resources.

102.5 REQUESTS

The goal of any modification should be to allow the person to participate in the service, program, or activity the same as a person who does not have a disability.

Upon receiving a request for a modification, employees should make reasonable efforts to accommodate the request based on the preference of the person with the disability. Employees should not ask about the nature and extent of a person’s disability, but should limit questions to information necessary to determine the need for a modification and the type of modification that is appropriate.

If the requested modification, or an alternative modification, can reasonably be made at the time of the request, the employee should make the modification. An employee who is unable to accommodate a request or unsure about whether a request should be accommodated, should contact a supervisor.

The supervisor should review and approve the request, if practicable and appropriate. Otherwise, the supervisor should document the requesting person’s contact information and the modification being requested and forward the request to the ADA coordinator for processing as soon as reasonably practicable.

102.5.1 DENIAL OF A REQUEST

The following should be considered before denying a request for modification:

(a) Requests for modifications should be approved unless complying with the request would result in (28 CFR 35.150):

1. A substantial alteration of the service, program, or activity.
2. An undue financial or administrative burden on the City. All resources available for use in the funding and operation of the service, program, or activity at issue should be considered in this determination.
3. A threat to or the destruction of the historic significance of an historic property.
4. A direct threat to the health or safety of others (28 CFR 35.139).

(b) If any of these circumstances are present, the ADA coordinator should work with the city staff and the person requesting the modification to determine if an alternative modification is available.

(c) Where physical modification of an existing building or facility, or new construction, would be unfeasible or unduly burdensome, the ADA coordinator should work with the city staff to determine whether alternative modifications are available. Alternative methods that should be considered include (28 CFR 35.150):

1. Reassigning services, programs, or activities to accessible buildings or facilities.
2. Utilizing technology, equipment, rolling stock, or other conveyances.
3. Delivering the services, programs, or activities directly to a person with a disability by way of home visits or meeting the person at an accessible location.
4. Any other means or methods that would make services, programs, or activities readily accessible.

(d) If no alternative modification is appropriate, the ADA coordinator shall issue a written statement explaining why a modification of the public service, program, or activity will not be made (28 CFR 35.150).

102.5.2 PERSONAL DEVICES AND ASSISTANCE

Although employees should make every effort to comply with requests, the provision of personal devices or assistance (e.g., wheelchairs, eyeglasses, hearing aids, personal assistance in eating or using the restroom) to persons with disabilities is not required (28 CFR 35.135).

102.5.3 SURCHARGES

Surcharges shall not be imposed upon persons with disabilities to cover the costs of providing modifications to public services, programs, and activities (28 CFR 35.130(f)).

102.6 MOBILITY DEVICES

Wheelchairs and manually powered mobility devices such as walkers, crutches, canes, and braces are permitted in any areas open to pedestrians.

Power-driven mobility devices other than wheelchairs may be restricted only if a legitimate safety interest is identified that warrants the restriction (28 CFR 35.130(h); 28 CFR 35.137).

An employee should not ask a person using a power-driven mobility device to terminate the use of the device or leave the area unless an imminent and legitimate safety issue is present. If an employee is concerned about the use of a power-driven mobility device by a person with a disability, the employee should contact a supervisor.

The determination of whether a reasonable modification should be made for the use of a power-driven mobility device within a public building or facility should be based on whether the device, given its size and speed, can be safely used within the particular building or facility taking into account the layout and design of the building or facility, the amount of pedestrian traffic present in the building or facility, and whether there is any risk of damage to the building or facility or its immediate environment as set forth in 28 CFR 35.137.

102.6.1 INQUIRIES REGARDING MOBILITY DEVICES
If an individual is using a power-driven mobility device other than a wheelchair, the employee may seek credible assurance from the individual that the device is needed because of a disability. Credible assurance of the device's necessity may be provided in one of the following ways (28 CFR 35.137):

(a) Presentation of a valid, state-issued disability placard or card

(b) Presentation of any other state-issued proof of disability

(c) A verbal statement, not contradicted by observable fact, that use of the device is necessary for mobility purposes

102.7 COMMUNICATIONS WITH PERSONS WITH DISABILITIES
Employees should remain alert to the possibility of communication problems when engaging with persons with disabilities. When an employee knows or suspects an individual requires assistance to effectively communicate, the employee should identify the individual's choice of assistive device, auxiliary aid, and service.

The individual's preferred communication method should be honored unless another effective method of communication exists under the circumstances (28 CFR 35.160).

Factors to consider when determining whether an alternative method is effective include:

(a) The methods of communication usually used by the individual.

(b) The nature, length, and complexity of the communication involved.

(c) The context of the communication.

In emergency situations involving an imminent threat to the safety or welfare of any person, employees may use whatever assistive device, auxiliary aid and service reasonably appears effective under the circumstances. This may include exchanging written notes or using the services of a person who knows sign language but is not a qualified interpreter, even if the person who is deaf or hard of hearing would prefer a qualified sign language interpreter or another appropriate assistive device, auxiliary aid, and service. Once the emergency has ended, the continued method of communication should be reconsidered. The employee should inquire as to the individual's preference and give primary consideration to that preference.

102.7.1 TYPES OF ASSISTANCE AVAILABLE
Employees shall not refuse an available type of assistive device, auxiliary aid, or service to a person with a disability who is requesting assistance. The City will not require persons with disabilities to furnish their own assistive device, auxiliary aid, or service as a condition for receiving assistance. The City will make every reasonable effort to provide equal access and timely assistance to persons with disabilities through a variety of assistive devices, auxiliary aids, and services (28 CFR 35.160).

The City will not require that persons with disabilities use city-provided assistive devices, auxiliary aids, or services.

City-provided assistive devices, auxiliary aids, and services may include but are not limited to the assistance methods described in this policy.

102.7.2 AUDIO RECORDINGS AND ENLARGED PRINT

The City may develop audio recordings to assist people who are blind or have a visual impairment with accessing important information. If such a recording is not available, employees may read aloud from the appropriate form or provide forms with enlarged print.

102.7.3 QUALIFIED INTERPRETERS

A qualified interpreter may be needed in lengthy or complex interactions (e.g., public meetings or hearings, special or emergency meetings, plan reviews) for individuals who normally rely on sign language or speechreading (lip-reading) to understand what others are saying. The qualified interpreter should not be a person with an interest in the exchange. A person providing interpretation services may be required to establish the accuracy and trustworthiness of the interpretation in a local government or legal proceeding.

Qualified interpreters should be:

(a) Available within a reasonable amount of time.

(b) Experienced in providing interpretation services.

(c) Familiar with the use of VRS and/or video remote interpreting services.

(d) Certified in either American Sign Language (ASL) or Signed English (SE).

(e) Able to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.

(f) Knowledgeable of the ethical issues involved when providing interpreter services.

Employees should use city-approved procedures to request a qualified interpreter at the earliest reasonable opportunity or when it is reasonably apparent that an interpreter is needed. Persons with disabilities shall not be required to provide their own interpreters (28 CFR 35.160).

102.7.4 TTY AND RELAY SERVICES

The City will accept all TTY or TDD calls placed by individuals with communications-related disabilities and received via a telecommunications relay service or equally effective telecommunications systems (28 CFR 35.161).

102.7.5 COMMUNITY VOLUNTEERS

Interpreter services may be available from community volunteers who have demonstrated competence in communication services, such as ASL or SE, and have been approved by the City to provide interpreter services.

When qualified interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when appropriate. However, city employees must carefully consider the nature of the interaction and the relationship between the person with the disability and the volunteer to be reasonably satisfied that the volunteer can provide neutral and unbiased assistance.

102.7.6 FAMILY AND FRIENDS

While family or friends may offer to assist with interpretation, employees should carefully consider the circumstances before relying on such individuals. The nature of the interaction and relationship between the person with the disability and the person offering services must be carefully considered to determine whether the family member or friend can provide neutral and unbiased assistance.

Except in an emergency involving an imminent threat to the safety or welfare of any person when no qualified interpreter is reasonably available, members shall not use a minor child as an interpreter (28 CFR 35.160).

Adults may be relied upon when (28 CFR 35.160):

(a) There is an emergency or critical situation and there is no qualified interpreter reasonably available.

(b) The person with the disability requests that the adult interpret or facilitate communication and the adult agrees to provide such assistance, and reliance on that adult for such assistance is reasonable under the circumstances.

102.7.7 FIELD ENFORCEMENT CONSIDERATIONS

It is important that employees are able to effectively communicate with persons with disabilities even though the location of the communication may hinder the employee’s ability to provide assistive devices, auxiliary aids, and other services in a prompt manner.

Employees involved in interactions with persons with disabilities that occur in the field and that could result in any type of civil or criminal enforcement action (e.g., issuing code enforcement citations, shutting off a utility service) should assess each situation to determine if communication assistance is necessary. The length, complexity, and importance of the communication, as well as the individual’s preferred method of communication, should be considered when determining what, if any, resources should be used and whether a qualified interpreter or other service is needed.

102.8 SERVICE ANIMALS

Service animals that are assisting persons with disabilities are permitted in all city buildings and facilities and other areas where the general public is allowed. City employees are expected to treat people with service animals with the same courtesy and respect that the City affords to all members of the public (28 CFR 35.136). Additional guidance related to the use of service animals by City employees is located in the accompanying procedure.

102.8.1 IDENTIFICATION AND USE OF SERVICE ANIMALS

Some service animals may be readily identifiable. However, many do not have a distinctive symbol, harness, or collar.

Service animals may be used in a number of ways to provide assistance, including:

(a) Guiding people who are blind or have low vision.

(b) Alerting people who are blind or have low vision.

(c) Retrieving or picking up items, opening doors, or flipping switches for people who have limited use of their hands, arms, or legs.

(d) Pulling wheelchairs.

(e) Providing physical support and assisting with stability and balance.

(f) Doing work or performing tasks for people with traumatic brain injury, intellectual disabilities, or psychiatric disabilities, such as reminding a person with depression to take medication.

(g) Alerting a person with anxiety to the onset of panic attacks, providing tactile stimulation to calm a person with post-traumatic stress disorder, assisting people with schizophrenia to distinguish between hallucinations and reality, and helping people with traumatic brain injury to locate misplaced items or follow daily routines.

102.8.2 INQUIRIES REGARDING SERVICE ANIMALS

If it is apparent or if an employee is aware that an animal is a service animal, the individual generally should not be asked any questions as to the status of the animal. If it is unclear whether an animal meets the definition of a service animal, the employee should ask the individual only the following questions (28 CFR 35.136(f)):

(a) Is the animal required because of a disability?

(b) What task or service has the service animal been trained to perform?

If the individual explains that the animal is required because of a disability and has been trained to work or perform at least one task, the animal meets the definition of a service animal and no further questions as to the animal's status should be asked. Employees should not question individuals about their disabilities nor should employees ask any individual to provide a license, certification, or identification card for a service animal.

102.8.3 CONTACT WITH SERVICE ANIMALS

Service animals are not pets. City employees should not interfere with the important work performed by a service animal by talking to, petting, or otherwise initiating contact with a service animal.

102.8.4 REMOVAL OF SERVICE ANIMALS

If a service animal is not housebroken or exhibits vicious behavior, poses a direct threat to the health of others, or unreasonably disrupts or interferes with normal business operations, an employee should notify an appropriate supervisor who may direct the handler to remove the animal from the premises. Barking alone is not a threat nor does a direct threat exist if the person takes prompt, effective action to control the service animal (28 CFR 35.136(b)).

Each incident must be considered individually, and past incidents alone are not cause for excluding a service animal. Removal of a service animal may not be used as a reason to refuse access to services, programs, or activities to a person with a disability. Employees are expected to provide all services that are reasonably available to a person with a disability, with or without a service animal.

102.9 WEBSITE ACCESS

The ADA coordinator should work with appropriate city employees to develop online content that is readily accessible to persons with disabilities. City web content should be developed in conformance with the most current guidelines issued by the U.S. Department of Justice and federal regulations (28 CFR 35 Subpart H; 28 CFR 35.200).

Website content should also be made available to persons with disabilities in an alternative format upon request, if reasonably practicable.

102.10 DOCUMENTATION

Whenever any modification, assistive device, auxiliary aid, and service has been provided, the employee involved should document:

(a) The type of modification, aid, or service provided.

(b) Whether the individual elected to use an assistive device, auxiliary aid, and service provided by the City or some other identified source, if applicable.

(c) Whether the individual’s express preference for the modification, assistive device, auxiliary aid, and service was not honored, and the reason why an alternative method was used.

The documentation and any written communications exchanged should be maintained consistent with the Records Maintenance and Release Policy.

102.11 COMPLAINTS

An employee who receives a complaint or becomes aware of potential disability discrimination, an ADA violation, or a person’s inability to access a city program, service, or activity should document the complaint and refer the matter to the ADA coordinator (28 CFR 35.107).

102.12 TRAINING

Employees who may have contact with persons with disabilities should receive periodic training on ADA compliance, to include:

(a) Awareness and understanding of this policy and related procedures, related forms, and available resources.

(b) Procedures for handling requests for modifications.

(c) Accessing assistive devices, auxiliary aids, and services needed to communicate with persons with disabilities.

(d) General requirements of the ADA, including modifying policies and practices, communicating with and assisting customers, accepting calls placed through alternative systems, and identifying alternate ways to provide access to programs, services, and activities as appropriate to the employee’s job duties.

Training records should be maintained in each employee's personnel file in accordance with the established records retention schedule.

Local Government Use of Social Media

Effective Date:	01/01/2025
Revised Date:	10/06/2025
Issuing Authority: City Commission	

105.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that any use of social media on behalf of the City is consistent with the City mission.

This policy does not address all aspects of social media use. Specifically, it does not address:

- Personal use of social media by city employees (see the Speech, Expression, and Social Networking Policy).
- Use of social media in personnel processes (see the Recruitment and Selection Policy).
- Use of social media as part of an investigation, other than disseminating information to the public on behalf of this city.

105.1.1 DEFINITIONS

Definitions related to this policy include:

Social media - Any of a wide array of internet-based tools and platforms that allow for the sharing of information, such as the city website or social networking services.

Authorized Staff - Personnel with public information and communication responsibilities.

105.2 POLICY

The City will use social media as a method of effectively informing the public about city services, issues, investigations, recruitment, and other relevant events.

The use or access of social media should be done in a manner that protects the constitutional rights of all people.

105.3 AUTHORIZED USERS

Only employees authorized by the City Administrator or the authorized designee may utilize social media on behalf of the City or its departments. Authorized employees shall use only city-approved equipment during the normal course of duties to post and monitor city-related social media, unless they are specifically authorized to do otherwise by their supervisors.

Requests to post information over city social media by employees who are not authorized to post should be made through the Communications Department.

105.4 AUTHORIZED CONTENT

Only content that is appropriate for public release and that conforms to all city policies regarding the release of information may be posted. Examples of appropriate content include:

(a) Announcements.

(b) Tips and information related to crime prevention.

(c) Requests for information.

(d) Community engagement information.

(e) Real-time safety information that is related to in-progress crimes, geographical warnings, or disaster information.

(f) Traffic information.

(g) Media releases.

(h) Recruitment of personnel.

105.4.1 INCIDENT-SPECIFIC USE

In instances of active incidents where speed, accuracy, and frequent updates are paramount (e.g., crime alerts, public safety information, traffic issues), authorized staff will be responsible for the compilation of information to be released.

105.5 PROHIBITED CONTENT

Content that is prohibited from posting includes but is not limited to:

(a) Content that is abusive, discriminatory, inflammatory, or sexually explicit.

(b) Any information that violates individual rights, including confidentiality and/or privacy rights and those provided under state, federal, or local laws.

(c) Any information that could compromise an ongoing investigation.

(d) Any information that could tend to compromise or damage the mission, function, reputation, or professionalism of the City or its employees.

(e) Any information that could compromise the safety and security of city operations, employees of the City, or the public.

(f) Any content posted for personal use.

(g) Any content that has not been properly authorized.

Any employee who becomes aware of content on this city's social media sites that the employee believes is unauthorized or inappropriate should promptly report such content to a supervisor. The supervisor will ensure its removal from public view and investigate the cause of the entry.

105.5.1 PUBLIC POSTING PROHIBITED

City social media sites shall be designed and maintained to prevent posting of content by the public.

The City may provide a method for members of the public to contact city employees directly.

105.6 RETENTION OF RECORDS

The Communications Department will establish a method of ensuring that public records, generated in the process of social media use, are retained in accordance with established records retention schedules.

105.7 TRAINING

Authorized employees should receive training that, at a minimum, addresses legal issues concerning the appropriate use of social media sites, as well as privacy, civil rights, and dissemination and retention of information posted on city sites.

Standards of Conduct for All Employees

Effective Date:	01/01/2025
Revised Date:	10/06/2025
Issuing Authority: City Commission	

400.1 PURPOSE AND SCOPE

This policy establishes standards of conduct that are consistent with the values and mission of the City and are expected of all employees. The standards contained in this policy are not intended to be an exhaustive list of requirements and prohibitions, but they do identify many of the important matters concerning conduct. In addition to the provisions of this policy, employees are subject to all other provisions contained in this manual, as well as any additional guidance on conduct that may be disseminated by this city or an employee's supervisor.

400.1.1 DEFINITIONS

Definitions related to this policy include:

Conflict of interest - Any actual, perceived, or potential conflict in which it reasonably appears that an employee's action, inaction, or decisions are or may be influenced by a personal or business relationship. It includes conflicts defined and prohibited by state law.

400.2 POLICY

The continued employment or appointment of every employee of the City shall be based on conduct that reasonably conforms to the guidelines set forth herein. Failure to meet the guidelines set forth in this policy, whether during work hours or non-work hours, may be cause for disciplinary action.

400.3 GENERAL STANDARDS

Employees shall conduct themselves in accordance with the federal and state constitutions and all applicable laws, ordinances, and rules enacted or established pursuant to legal authority.

Employees shall familiarize themselves with policies and procedures and are responsible for compliance with each. Employees should seek clarification and guidance from supervisors in the event of any perceived ambiguity or uncertainty.

Discipline may be initiated for any good cause. It is not mandatory that a specific policy or rule violation be cited to sustain discipline. This policy is not intended to cover every possible type of misconduct.

400.4 CAUSES FOR DISCIPLINE

The following are illustrative of causes for disciplinary action. This list is not intended to cover every possible type of misconduct and does not preclude the recommendation of disciplinary action for violation of other rules, standards, or ethics, and specific action or inaction that is detrimental to the city's ability to effectively serve the public.

400.4.1 LAWS, RULES, AND ORDERS

(a) Violation of, or ordering or instructing a subordinate to violate, any policy, procedure, rule, order, directive, or requirement, or failure to follow instructions contained in city manuals.

(b) Disobedience of any lawful direction or order.

(c) Violation of federal, state, local, or administrative laws, rules, or regulations.

400.4.2 ETHICS

(a) Using or disclosing one's status as an employee of the City in any way that could reasonably be perceived as an attempt to gain influence or authority for non-city business or activity.

(b) The wrongful or unlawful exercise of authority on the part of any employee for malicious purpose, personal gain, willful deceit, or any other improper purpose.

(c) The receipt or acceptance of a reward, fee, or gift from any person for service incident to the performance of the employee's work with the City.

(d) Acceptance of fees, gifts, or money contrary to the rules of this city and/or laws of the state.

(e) Offer or acceptance of a bribe or gratuity.

(f) Any other failure to abide by the standards of ethical conduct.

400.4.3 DISCRIMINATION, OPPRESSION, OR FAVORITISM

Unless required by law or policy, discriminating against, oppressing, or providing favoritism to any person because of actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, economic status, cultural group, veteran status, marital status, and any other classification or status protected by law, or intentionally denying or impeding another in the exercise or enjoyment of any right, privilege, power, or immunity, knowing the conduct is unlawful.

400.4.4 RELATIONSHIPS

(a) Unwelcome solicitation of a personal or sexual relationship during work hours or through the use of one's official capacity.

(b) Engaging in sexual activity during work hours, including but not limited to sexual intercourse, excessive displays of public affection, or other sexual contact.

(c) Establishing or maintaining an inappropriate personal or financial relationship as a direct result of any official business.

(d) Associating with or joining a criminal gang, organized crime, and/or criminal syndicate when the employee knows or reasonably should know of the criminal nature of the organization.

400.4.5 ATTENDANCE

(a) Leaving the job to which the employee is assigned during work hours without reasonable excuse and proper permission and approval.

(b) Unexcused or unauthorized absence or tardiness.

(c) Excessive absenteeism or abuse of leave privileges.

(d) Failure to report to work or to the place of assignment at the time specified and fully prepared to work without reasonable excuse.

400.4.6 UNAUTHORIZED ACCESS, DISCLOSURE, OR USE

(a) Unauthorized and inappropriate intentional release of confidential or protected information, materials, data, forms, or reports obtained as a result of the employee’s position with this city.

(b) The use of any information, photograph, video, or other recording obtained or accessed as a result of employment or appointment to this city for personal or financial gain or without the express authorization of the City Administrator or the authorized designee.

(c) Loaning, selling, allowing unauthorized use, giving away, or appropriating any city badge, uniform, identification card, or property for personal use, personal gain, or any other improper or unauthorized use or purpose.

(d) Using city resources in association with any portion of an independent civil action. These resources include but are not limited to personnel, vehicles, equipment, and non-subpoenaed records.

400.4.7 EFFICIENCY

(a) Neglect of duty.

(b) Unsatisfactory work performance, including but not limited to failure, incompetence, inefficiency, or delay in performing and/or carrying out proper orders, work assignments, or the instructions of supervisors without a reasonable and bona fide excuse.

(c) Concealing, attempting to conceal, removing, or destroying defective or incompetent work.

(d) Unauthorized sleeping during work hours or assignments.

(e) Failure to notify the City within 24 hours of any change in residence address or contact numbers.

(f) Failure to notify a supervisor of changes in relevant personal information (e.g., information associated with benefits determination) in a timely fashion.

400.4.8 PERFORMANCE

(a) Failure to disclose or misrepresenting material facts or making any false or misleading statement on any application, examination form, or other official document, report, or form, or during the course of any work-related investigation.

(b) The falsification of any work-related records, making misleading entries or statements with the intent to deceive, or the willful and unauthorized removal, alteration, destruction, and/or mutilation of any city record, public record, book, paper, or document.

(c) Failure to participate in investigations, or giving false or misleading statements, or misrepresenting or omitting material information to a supervisor or other person in a position of authority, in connection with any investigation or in the reporting of any city-related business.

(d) Being untruthful or knowingly making false, misleading, or malicious statements that are reasonably calculated to harm the reputation, authority, or official standing of this city or its employees.

(e) Disparaging remarks or conduct concerning duly constituted authority to the extent that such conduct disrupts the efficiency of this city or subverts the good order, efficiency, and discipline of this city or that would tend to discredit any of its employees.

(f) Unlawful gambling or unlawful betting at any time or any place. Legal gambling or betting under any of the following conditions:

1. While on city premises.
2. At any work site, during work hours, or while using any city equipment or system.

(g) Improper political activity, including:

1. Unauthorized attendance during work hours at official legislative or political sessions.
2. Solicitations, speeches, or distribution of campaign literature for or against any political candidate or position during work hours or on city property except as expressly authorized by city policy, an employment agreement or contract, or the City Administrator or the authorized designee.

(h) Engaging in political activities during work hours except as expressly authorized by city policy, any employment agreement or contract, or the City Administrator or the authorized designee.

(i) Any act that brings discredit to this city.

400.4.9 CONDUCT

(a) Failure to promptly and fully report activities on the employee’s part or the part of any other employee where such activities resulted in contact with any law enforcement agency or that may result in criminal prosecution or discipline under this policy.

(b) Unauthorized or unlawful fighting, or threatening or attempting to inflict unlawful bodily harm on another.

(c) Engaging in horseplay that reasonably could result in injury or property damage.

(d) Discourteous, disrespectful, or discriminatory treatment of any member of the public or any employee of the City.

(e) Use of obscene, indecent, profane, or derogatory language during work hours or in uniform.

(f) Criminal, dishonest, or disgraceful conduct that adversely affects the employee's relationship with the City.

(g) Unauthorized possession of, loss of, or damage to city property or the property of others or endangering it through carelessness or maliciousness.

(h) Attempted or actual theft of city property; misappropriation or misuse of public funds, property, personnel, or the services or property of others; unauthorized removal or possession of city property or the property of another person.

(i) Activity that is incompatible with an employee's conditions of employment or appointment as established by law or that violates a provision of any employment agreement or contract, including fraud in securing the appointment or hire.

(j) Initiating any civil action for recovery of any damages or injuries incurred in the course and scope of employment or appointment without first notifying the City Administrator or the authorized designee of such action.

(k) Any other conduct that any employee knows or reasonably should know is unbecoming an employee of this city, is contrary to good order, efficiency, or morale, or tends to reflect unfavorably upon the City or its employees.

400.4.10 SAFETY

(a) Failure to observe or violating city safety standards or safe working practices.

(b) Failure to maintain current licenses or certifications required for the assignment or position (e.g., driver's license, first aid).

(c) Failure to maintain good physical condition sufficient to adequately and safely perform the work assigned, if applicable.

(d) Unsafe firearm or other weapon handling, including loading or unloading firearms in an unsafe manner.

(e) Carrying, while on the premises of the work site, any firearm or other weapon that is not authorized by law or the member's appointing authority.

(f) Unsafe or improper driving habits or actions in the course of employment or appointment.

(g) Any personal action contributing to a preventable traffic accident.

(h) Concealing or knowingly failing to report any on-the-job or work-related accident or injury as soon as practicable but within 24 hours.

400.4.11 INTOXICANTS

(a) Reporting for work or being at work while intoxicated or when the employee's ability to work is impaired due to the use of alcohol, medication, or drugs, whether legal, prescribed, or illegal.

(b) Possession or use of alcohol during work hours.

(c) Unauthorized possession, use of, or attempting to bring a controlled substance, illegal drug, or non-prescribed medication to work.

Performance Evaluations

Effective Date:	01/01/2025
Revised Date:	10/06/2025
Issuing Authority: City Commission	

416.1 PURPOSE AND SCOPE
This policy provides guidelines for the City performance evaluation system.

416.2 POLICY
The City shall use a performance evaluation system to measure, document, and recognize work performance. The performance evaluation will serve as an objective guide for the recognition of good work and the development of a process for improvement.

The City evaluates employees in a nondiscriminatory manner based upon job-related factors specific to the employee's position, without regard to actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.

416.3 TYPES OF EVALUATIONS
The City shall use the following types of evaluations:

Regular - An evaluation completed at regular intervals by the employee's immediate supervisor, minimally, on an annual basis.

When an employee transfers to a different assignment in the middle of an evaluation period and less than six months has transpired since the transfer, the evaluation should be completed by the current supervisor with input from the previous supervisor.

Probationary - At the request of the department head, probationary reviews may be set-up for all new hires within the department. This is to establish one or more scheduled meetings to periodically review the new employee's performance thus far with the City.

Special - An evaluation that may be completed at any time the supervisor, City Administrator, or an authorized designee determines an evaluation is necessary to address less than standard performance. The evaluation may include a plan for follow-up action (e.g., performance improvement plan (PIP), remedial training, retraining).

416.3.1 RATINGS
When completing an evaluation, the supervisor will identify the rating category that best describes the employee's performance. The definition of each rating category is as follows:

Outstanding 5- Performance is well beyond that required for the position. It is exceptional performance, definitely superior or extraordinary. Typically includes completion of duties outside of an employee's regular job functions.

Above Expectations 4 - Performance is better than demonstrated by a competent employee. It is performance superior to what is required, but is not of such nature to warrant a rating of outstanding.

Meeting Expectations 3 - Performance of a competent employee. It is satisfactory performance that meets the standards required of the position.

Below Expectations 2 - Performance is less than the standards required of the position. A needs improvement rating shall be thoroughly discussed with the employee.

Needs Immediate Improvement 1- Performance is inferior to the standards required of the position. It is inadequate or undesirable performance that cannot be allowed to continue.

Supervisor comments may be included in the evaluation to document the employee's strengths, weaknesses, and requirements for improvement. Any job dimension rating marked as above or below Meeting Expectations shall be substantiated with supervisor comments.

416.3.2 PERFORMANCE IMPROVEMENT PLAN
Employees who receive an overall rating below 2.8 or a rating of below 2 in any one category will be subject to a Performance Improvement Plan (PIP). The PIP shall delineate areas that need improvement, any improvement measures, and a timetable in which to demonstrate improvement. The issuing supervisor shall meet with the employee to review the employee's performance and the status of the PIP at least monthly.

416.4 EVALUATION PROCESS
Supervisors should meet with the employees they supervise at the beginning of the evaluation period, or during the end of year review, to discuss expectations and establish performance standards. Each supervisor should discuss the tasks of the position, standards of expected performance, and the evaluation criteria with each employee.

Performance evaluations cover a specific period and shall be based upon City and departmental competencies, as well as documented performance dimensions that are applicable to the duties and authorities granted to the employee during that period. Evaluations should be completed by each employee's immediate supervisor. Other supervisors directly familiar with the employee's performance during the rating period should be consulted using the survey options built into the evaluation system.

Assessment of an employee's job performance is an ongoing process. Continued coaching and feedback provides supervisors and employees with opportunities to acknowledge good work and to correct performance issues as they arise. At a minimum, quarterly discussions with the employee during the course of the evaluation period are required. Supervisors should document all discussions in the Human Resources Management (HRM) system, using the check-in feature, so they can be reviewed as needed.

Non-probationary employees demonstrating substandard performance should be notified in writing as soon as possible in order to have an opportunity to correct the issues.

All supervisors shall receive training on performance evaluations within one year of a supervisory appointment.

416.5 EVALUATION FREQUENCY

Supervisors shall evaluate all employees they supervise at least once every year on the prescribed cycle.

Those employees who are required to successfully complete a probationary period should have their performance reviewed monthly.

Employees who are subject to a PIP shall be evaluated regularly within the terms of the PIP.

416.6 EVALUATION INTERVIEW

When the supervisor has completed an evaluation, a private discussion of the evaluation will be scheduled with the employee. The supervisor should discuss the evaluation ratings and respond to any questions the employee may have. The supervisor should provide relevant counseling regarding advancement, specialty positions, and training opportunities. Any performance areas in need of improvement and goals for reaching the expected level of performance should be identified and discussed. If the employee has reasonable objections to any of the ratings, the supervisor may make appropriate adjustments to the evaluation. The reason for such adjustments shall be documented.

Employees may rate themselves and write comments in the identified section(s) of the self-evaluation. The supervisor and employee will sign and date the evaluation in the HRM system. If the overall score of an employee is below 3.0, the supervisor's supervisor will review and give approval of the evaluation.

416.7 APPEAL

An employee who disagrees with an evaluation may provide a formal written response that will become a permanent part of the evaluation record, or may request an appeal.

To request an appeal, the employee shall forward a written memorandum within three days of the evaluation discussion to the Director of Human Resources or the authorized designee. The memorandum shall identify the specific basis for the appeal and include any relevant information for the reviewer to consider.

416.8 CHAIN OF REVIEW

The Director of Human Resources or the authorized designee shall review the evaluation for fairness, impartiality, uniformity, and consistency, and shall consider any written response or appeal made by the employee.

The Director of Human Resources or the authorized designee should evaluate the supervisor on the quality of ratings given.

The City Administrator or the designee should be substituted in any instances involving HR personnel.

416.9 RETENTION AND DISTRIBUTION

The original performance evaluation and any original correspondence related to an appeal shall be maintained in accordance with the Personnel Records Policy.

A copy of the evaluation and any documentation of a related appeal shall be available to the employee through the HRM system.

CITY OF WEST FARGO
A CITY ON THE GROW

To: City Commission
From: Casey Sanders- Berglund Director of Economic Development
Date: October 6, 2025
Subject: Business Incentive for ParGo LLC
Action: Review business incentive request

Summary:

The applicant is proposing to bring a mini-golf entertainment space, bar, and restaurant space to the Northern Lights building 9,700 sq ft space facing Sheyenne street. With two 9-hole themed mini golf games this business aims to be an all year round family activity space that complements that other businesses and activities in the area.

The funding request of $75,000 of economic development sales tax is 6.25 percent of the overall investment of $1,200,000 with the ownership contributing $488,000 into the fit up.

The Economic Development Advisory Committee meet on October 2nd, 2025 to review this project and recommended it for approval to the City Commission.

Enclosed:

Staff report including:

- Golf game photo examples
- Design plans
- Certificate of Good Standing

Action:

Review the proposed business incentive request and provide recommendation for staff.

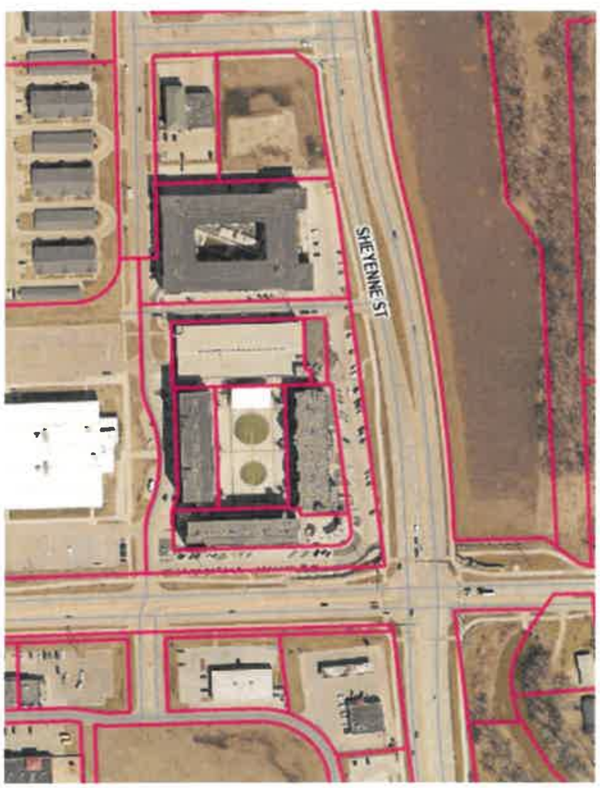
STAFF REPORT

ParGo LLC.	
2920 Sheyenne St, West Fargo ND 58078 (Northern Lights)	
Entertainment Mixed Use Zone	
Applicant: ParGo LLC Owner: Kasey Chesley & Dylan Engel	Staff Contact: Economic Development Casey Sanders
Economic Development Advisory Committee:	October 2, 2025 - Approved
West Fargo Public School District:	N/A
Cass County Board of Commissioners:	N/A
Public Hearing:	N/A
City Commission:	October 6, 2025
Own or Lease	Lease (5 Years)
Size	9,700 Sq. Feet

PURPOSE:

ParGo LLC aims to create fun entertainment space for two themed 9- hole indoor mini golf gaming experience in this Northern Lights space. Full restaurant and bar as well as an event space will augment the revenue streams. This space targets not only families but specifically young adults and college age individuals, tourists, and corporate groups.

This public support request comes as part of a financial stack needed to complete the risk mitigation efforts for this business. The performa also includs bank financing and a property owner investment of 40% fit up support. The space spans approximately 9,700 sq feet and faces Sheyenne street. ParGo LLC will sign a 5 year lease



DISCUSSION AND OBSERVATIONS:

- Located in the (EMU) Entertainment Mixed Used zone.
- Current location has been vacant since building was constructed in 2021.
- The owner (developer) intends on supporting the fit up at $488,000 investment.
- The sales projections at 75 daily consumers average indicate approximately $100,800 in sales tax generated annually equating in $31,445 for the city.
- This business has not received a grant or incentive in the past.
- The current taxes and assessments are current. Certificate of good standing included in enclosures to this report.
- There are approximately 50 east facing parking spaces with access to the skyway that leads to the city owned parking garage.
- 4-5 full time jobs and 10-12 part time jobs created.
- 11AM-11PM hours of operation with opportunities for special events.
- Targeted opening March -April of 2026

PROJECT ELIGIBILITY FOR DEVELOPMENT:

The project is located in the Northern Lights development that is zoned Entertainment Mixed Use which is located in an economic hub for the city. The project would advance the City's economic development goals by providing support to a locally owned small business owner in fitting up this space that aims to provide a family friendly entertainment space.

- Encourage the development in mixed use or high tax dense nodes.
- Pursuing food and dining opportunities.
- Create unique and distinct places.
- The connectivity to other entertainment activities and the city owned parking garage.

PUBLIC PARTICIPATION:

Public assistance for this project is proposed to consist of a gap funding support grant of $75,000 which is 6.25% of the total for the of the project which is bid out at over $1,200,000.
The funds would come from Economic Development Sales Tax.

Year	Projected (City Portion only) Sales Tax @ 75 daily average customers
1	31,445
2	31,445
3	31,445
Total:	94,335

RECOMMENDATIONS:

The proposed project aims to activate a vacant space that will provide family entertainment, serve food, and drinks with a unique indoor golf gaming experience. With the public participation gap funding supporting approximately 2.5 year return on investment through city sales tax and less than 10% of the total project this support will ensure that this project can move forward in the Northern Lights Development in the entertainment mixed use zone.

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE RECOMMENDATION:

Economic Development Advisory Committee meets to reviewed this project on October 2nd, 2025 and recommends it for approval to the City Commission.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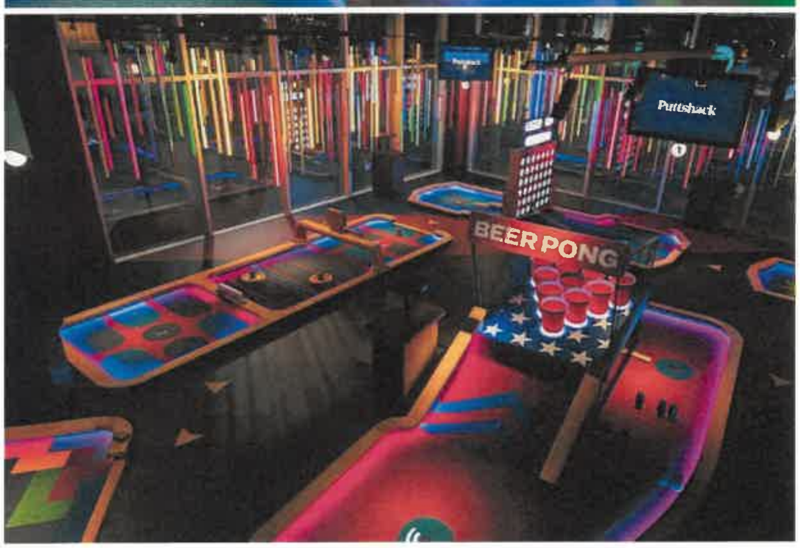
TRIVIAL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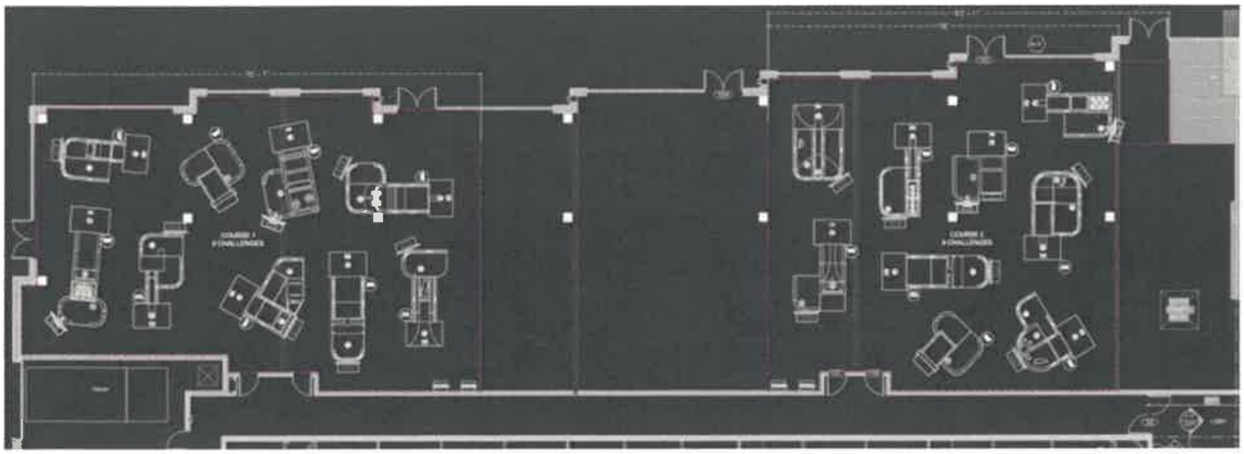
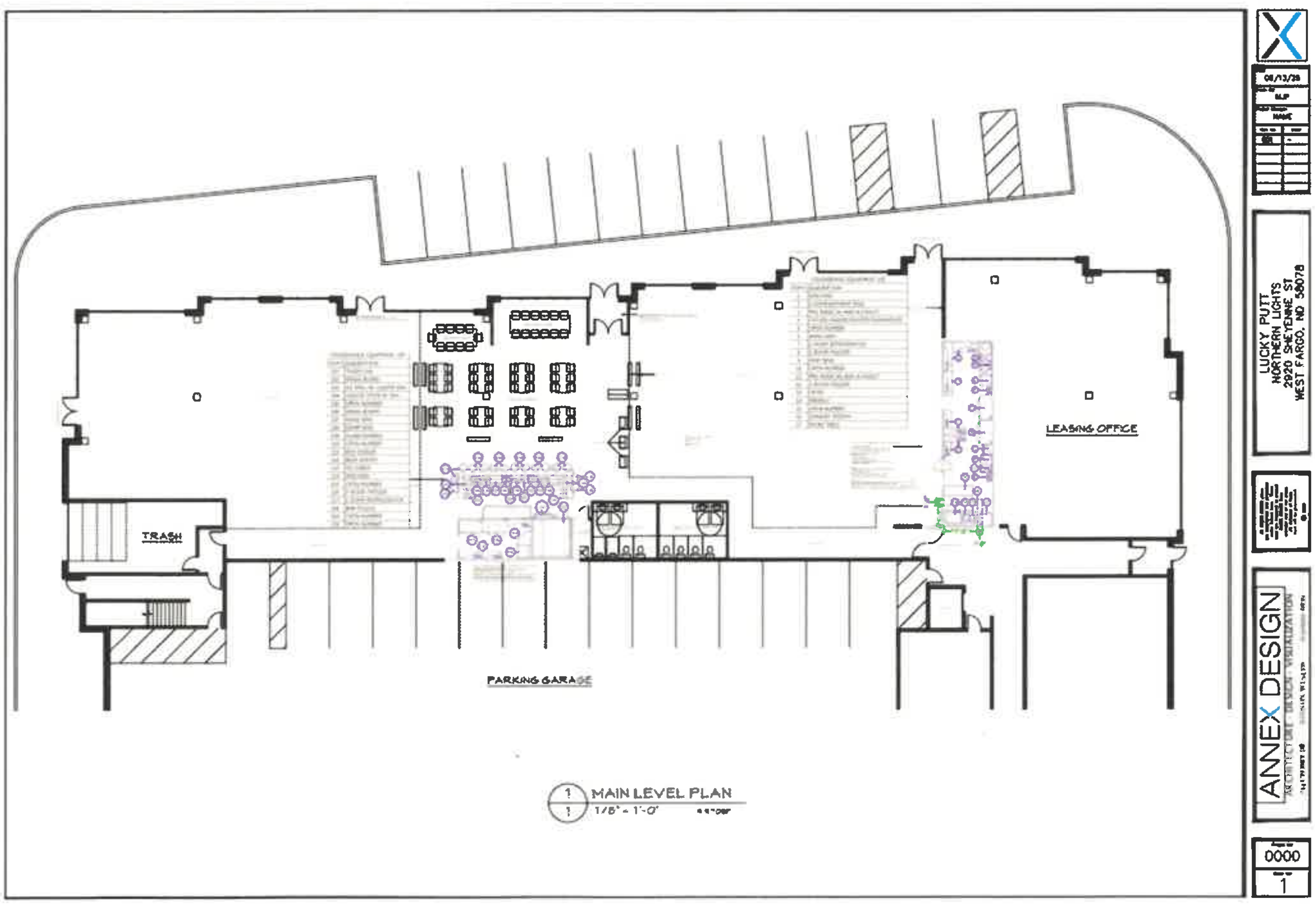


Game Layout



Design Layout

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

September 23, 2025

Ref: L1589437056

DYLAN C. ENGEL
1913 53RD AVE S
FARGO ND 58104-6344

I, Brittany Herberholz, Customer Support Supervisor for the North Dakota Office of State Tax Commissioner, certify that the records in the North Dakota Office of State Tax Commissioner do not show any indebtedness owed to the State of North Dakota by DYLAN C. ENGEL, with respect to income taxes, sales and use taxes, or any other taxes collected by and payable to the Tax Commissioner's office. This company is, therefore, in good standing with the North Dakota Office of State Tax Commissioner. This certification does not include ad valorem property taxes collected by the respective county treasurers.

Dated this September 23, 2025 at Bismarck, North Dakota.

Brittany Herberholz

Brittany Herberholz
Customer Support Supervisor

TAX.ND.GOV | TAXINFO@ND.GOV
600 E. BOULEVARD AVE., DEPT. 127 | BISMARCK, ND 58505-0599
PHONE: 701.328.7088 | TTY: 800.366.6888

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

To: West Fargo City Commission
From: Jerry Wallace, City Engineer
Date: October 6, 2025
Subject: Improvement District No. 3009 – 1st Ave E Reconstruction (Sheyenne St to 4th St E)
Action: Authorize Resolution of Necessity and Approve Task Order 97-1

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:
On September 22nd, 2025, the Commission directed the Engineer to prepare plans and specifications for the reconstruction of 1st Avenue from Sheyenne St to 4th St E. In conjunction with this effort, and pursuant to N.D.C.C. § 40-22-15, a resolution of necessity has been drafted for Commission adoption. The resolution will declare the improvements necessary and set November 17th, 2025, as the date to hear and determine the sufficiency of any written protests regarding the creation of the Improvement District.

Task Order 97-1 supporting this work is also attached for review and approval.

The following documents are attached for review/consideration:
- Proposed Improvement Exhibit
- Associated Resolution
- Task Order 97-1

Staff Recommendation: Authorize Resolution of Necessity and Approve Task Order 97-1.

Background and Project Summary:
This project had been previously identified as having high priority and need in the 2024 Core Area Capital Improvement Planning Report and the 2024 Capital Improvement Plan (CIP). The roadway is in extremely poor condition, and the cast-iron and asbestos water mains are beyond their expected useful life.

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

Policy Analysis:

This project was identified in the 2024 CIP for construction in 2026, from 2nd St. E. to 4th St. E. Following preliminary engineering investigation and with the availability of potential grant funds from the Department of Water Resources (DWR), the proposed project limits have been expanded to run from Sheyenne St. to 4th St. E.

Financial Analysis:

Per the guidance of the 2024 CIP, 70% of this project is proposed to be funded via Capital Improvements Sales Tax, and 30% of the project costs are proposed to be specially assessed to the benefitting properties.

A DWR grant in the amount of $992,400 has been submitted; if awarded, these funds will help reduce the project's net cost.

Previously Presented Information and Commission Actions:

September 22, 2025 –

- **Staff Recommendation:** Approve Engineer's Report and Direct Engineer to prepare Plans and Specifications
- **Commission Action:** Commissioner Olson moved, and Commissioner Anderson seconded to approve. No opposition, motion carried.

June 2, 2025 –

- **Staff Recommendation:** Create Improvement District No. 3009, Direct Engineer to prepare Engineer's Report and Approve Task Order No. 97
- **Commission Action:** Commissioner Jorgensen moved, and Commissioner Anderson seconded to approve. No opposition, motion carried.

Figure 17: Proposed Improvements

Commissioner _________ introduced the following resolution and moved its adoption:

RESOLUTION DECLARING WORK NECESSARY

BE IT RESOLVED by the Board of City Commissioners of the City of West Fargo, North Dakota that it is hereby found and declared that it is necessary to construct an improvement in and for Improvement District No. 3009 – New Water Supply, Sewerage, Street Systems, and Incidentals consisting of reconstructing water main, sanitary sewer, storm sewer, streets, and other essential infrastructure necessary to service the properties in connection with the above specified improvements 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 expration of said period, to-wit: On the **17 day** of **November**, 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 one each week for two consecutive weeks in The Foum, the official newspaper of the City of West Fargo, North Dakota.

Dated: October 6, 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.

EXHIBIT A to MSA

Task Order for Basic Design & Construction Contract Administration Services and Additional Services

This is Task Order No. 97-1 consisting of 20 pages.

Task Order 97-1

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

1. Background Data

a.	Effective Date of Task Order:	September 22, 2025
b.	Owner:	City of West Fargo
c.	Engineer:	Moore Engineering, Inc.
d.	Specific Project Title:	Improvement Dist. No. 3009
e.	Specific Project Description:	Replacement of New Water Supply, Street Reconstruction, and Incidentals.
f.	Specific Project Location:	1st Avenue East Reconstruction – Sheyenne Street to 4th Street
g.	Summary of Services:	With the approval of the Engineer’s Report on September 22, 2025, the City, at this time, has requested the design and construction related services Task Order necessary to complete the proposed Dist. 3009 project. The proposed improvements will include the reconstruction of sanitary sewer mains, water mains and the entire roadway section including roadway pavement, portions of curb & gutter, and portions of sidewalks. The project will also include the installation of a rehabilitated storm sewer system and upgraded street lighting. Furthermore, right-of-way administration, public outreach, funding administration, special assessment administration, and record drawing administration tasks are required to complete this project.

2. Services of Engineer

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

A. *Preliminary Design Phase – Prior to Preliminary Design, the City will complete any studies, reports, and/or any other work necessary to evaluate project alternatives and estimated costs. Services under this phase will begin once a preferred alternative is determined and the corresponding “Engineer’s Report” has been approved by the Board of City Commissioners.*

1. Engineer shall:

a. Coordinate a meeting with the Owner to review the project and task order to ensure mutual understanding of the objectives, requirements, schedule, etc. prior to starting work.

b. Prepare Preliminary Design Phase documents consisting of final design criteria, preliminary drawings, outline specifications, and written descriptions of the Specific Project. This shall include coordination as necessary with Engineer's Subcontractor(s) and/or other consultants employed by the Owner, such as a geotechnical consultant. Any deliverables executed by other Owner consultants, such as technical data, reports, drawings and specifications, etc. shall be provided to Engineer.

c. In preparing the Preliminary Design Phase documents, use any specific applicable Specific Project Strategies, Technologies, and Techniques authorized by Owner during or following the Study and Report Phase, and include sustainable features, as appropriate, pursuant to Owner's instructions. This shall include coordination as necessary with Engineer's Subcontractor(s) and/or other consultants employed by the Owner, such as a geotechnical consultant. Any deliverables executed by other Owner consultants, such as technical data, reports, drawings and specifications, etc. shall be provided to Engineer.

d. Provide necessary field surveys, topographic and utility mapping for Engineer's design purposes. Comply with the scope of work and procedure for the identification and mapping of existing utilities selected and authorized by Owner pursuant to advice from Engineer based on ASCE 38, "Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data." If no such scope of work and procedure for utility mapping has been selected and authorized, then at a minimum the utility mapping will include Engineer contacting utility owners and obtaining available information.

e. Visit the Site as needed to prepare the Preliminary Design Phase documents.

f. Advise Owner if additional reports, data, information, or services are necessary and assist Owner in obtaining such reports, data, information, or services.

g. Continue to assist Owner with Specific Project Strategies, Technologies, and Techniques that Owner has chosen to implement.

h. Based on the information contained in the Preliminary Design Phase documents, prepare a revised opinion of probable Construction Cost, and assist Owner in tabulating the various cost categories which comprise Total Project Costs.

i. Obtain and review Owner's instructions regarding Owner's procurement of construction services (including instructions regarding advertisements for bids, instructions to bidders, and requests for proposals, as applicable), Owner's construction contract practices and requirements, insurance and bonding requirements, electronic transmittals during construction, and other information necessary for the finalization of Owner's bidding-related documents (or requests for proposals or other construction procurement documents), and Construction Contract Documents.

j. Obtain and review copies of Owner's design and construction standards, Owner's standard forms, general conditions (if other than EJCDC® C-700, Standard General Conditions of the Construction Contract, 2018 Edition), supplementary conditions, text, and related documents or content for Engineer to include in the draft bidding-related documents (or requests for proposals or other construction procurement documents), and in the draft Construction Contract Documents, when applicable.

k. Pursuant to the Task Order schedule, furnish the required number of review copies of the Preliminary Design Phase documents, opinion of probable Construction Cost, and any other Preliminary Design Phase deliverables to Owner, and review them with Owner. Within the time established in the Task Order schedule, Owner shall submit to Engineer any comments regarding the furnished items.

l. Pursuant to the Task Order schedule, revise the Preliminary Design Phase documents, opinion of probable Construction Cost, and any other Preliminary Design Phase deliverables in response to Owner's comments, as appropriate, and furnish to Owner the required number of copies of the revised Preliminary Design Phase documents, revised opinion of probable Construction Cost, and any other Preliminary Design Phase deliverables.

2. Engineer's services under the Preliminary Design Phase will be considered complete on the date when Engineer has delivered to Owner the revised Preliminary Design Phase documents, revised opinion of probable Construction Cost, and any other Preliminary Design Phase deliverables.

B. *Final Design Phase*

1. Engineer shall:

a. Prepare final Drawings and Specifications indicating the scope, extent, and character of the Work to be performed and furnished by Contractor. This shall include coordination as necessary with Engineer's Subcontractor(s) and/or other consultants employed by the Owner, such as a geotechnical consultant. Any deliverables executed by other Owner consultants, such as technical data, reports, drawings, and specifications, etc. shall be provided to Engineer.

b. Visit the Site as needed to assist in preparing the final Drawings and Specifications.

c. Advise Owner of any recommended adjustments to the opinion of probable Construction Cost.

d. After consultation with Owner, include in the Construction Contract Documents any specific protocols for the transmittal of Project-related correspondence, documents, text, data, drawings, information, and graphics, in electronic media or digital format, either directly, or through access to a secure Project website. Any such protocols shall be applicable to transmittals between and among Owner, Engineer, and Contractor during the Construction Phase and Post-Construction Phase, and unless agreed otherwise shall supersede any conflicting protocols previously established for transmittals between Owner and Engineer.

e. After consultation with Owner, identify extent of final rights of way, both temporary and permanent, needed for construction of the project.

f. Assist Owner in assembling known reports and drawings of Site conditions, and in identifying the technical data contained in such reports and drawings upon which bidders or other prospective contractors may rely.

g. In addition to preparing the final Drawings and Specifications, assemble drafts of other Construction Contract Documents based on specific instructions and contract forms, text, or content received from Owner.

h. Prepare or assemble draft bidding-related documents (or requests for proposals or other construction procurement documents), based on the specific bidding or procurement-related instructions and forms, text, or content received from Owner.

i. Pursuant to the Task Order schedule, furnish for review by Owner, its legal counsel, and other advisors, the required number of copies of the final Drawings and Specifications, assembled drafts of other Construction Contract Documents, the draft bidding-related documents (or requests for proposals or other construction procurement documents), and any other Final Design Phase deliverables, and review them with Owner. Within the time required by the Task Order schedule, Owner shall submit to Engineer any comments regarding the furnished items, and any instructions for revisions.

j. Pursuant to the Task Order schedule, revise the final Drawings and Specifications, assembled drafts of other Construction Contract Documents, the draft bidding-related documents (or requests for proposals or other construction procurement documents), and any other Final Design Phase deliverables in accordance with comments and instructions from the Owner, as appropriate, and submit the required number of final copies of such documents to Owner after receipt of Owner's comments and instructions.

2. Engineer's services under the Final Design Phase will be considered complete on the date when Engineer has delivered to Owner the final Drawings and Specifications, other assembled Construction Contract Documents, bidding-related documents (or requests for proposals or other construction procurement documents), and any other Final Design Phase deliverables.

3. The number of prime contracts for Work designed or specified by Engineer upon which the Engineer's compensation has been established under this Task Order is one.

C. *Bidding or Negotiating Phase*

1. Engineer shall:

a. Assist Owner in advertising for and obtaining bids or proposals for the Work, assist Owner in issuing assembled design, contract, and bidding-related documents (or requests for proposals or other construction procurement documents) to prospective contractors, and, where applicable, maintain a record of prospective contractors to which documents have been issued, attend pre-bid conferences, if any, and receive and process contractor deposits or charges for the issued documents.

b. Prepare and issue Addenda as appropriate to clarify, correct, or change the issued documents. This shall include coordination as necessary with Engineer's Subcontractor(s) and/or other consultants employed by the Owner, such as a geotechnical consultant. Any addenda from other Owner consultants shall be provided to Engineer.

c. Provide information or assistance needed by Owner in the course of any review of proposals or negotiations with prospective contractors.

d. Consult with Owner as to the qualifications of prospective contractors.

e. Consult with Owner as to the qualifications of Subcontractors, suppliers, and other individuals and entities proposed by prospective contractors, for those portions of the Work as to which review of qualifications is required by the issued documents.

f. If the issued documents require, the Engineer shall evaluate and determine the acceptability of "or equals" and substitute materials and equipment proposed by prospective contractors, provided that such proposals are allowed by the bidding-related documents (or requests for proposals or other construction procurement documents) prior to award of contracts for the Work.

g. Attend the bid opening as needed, prepare bid tabulation sheets to meet Owner's schedule, and assist Owner in evaluating bids or proposals, assembling final contracts for the Work for execution by Owner and Contractor, and in issuing notices of award of such contracts. Bid tabulations will be provided in pdf and spreadsheet format.

h. If Owner engages in negotiations with bidders or proposers, assist Owner with respect to technical and engineering issues that arise during the negotiations.

i. Coordinate execution of Contract by assembling contract documents for review by Owner, Owner's Attorney, and Contractor and assist in routing contracts between entities to obtain necessary signatures.

2. The Bidding or Negotiating Phase will be considered complete upon commencement of the Construction Phase or upon cessation of negotiations with prospective contractors.

D. *Construction Phase*

1. Engineer shall:

a. General Administration of Construction Contract: Consult with Owner and act as Owner's representative as provided in the Construction Contract. The extent and limitations of the duties, responsibilities, and authority of Engineer shall be as assigned in EJCDC® C-700, Standard General Conditions of the Construction Contract (2018 Edition), prepared by the Engineers Joint Contract Documents Committee, or other construction general conditions specified in the Agreement. If Owner, or Owner and Contractor, modify the duties, responsibilities, and authority of Engineer in the Construction Contract, or modify other terms of the Construction Contract having a direct bearing on Engineer, then Owner shall compensate Engineer for any related increases in the cost to provide Construction Phase services. Engineer shall not be required to furnish or perform services contrary to Engineer's responsibilities as a licensed professional. All of Owner's instructions to Contractor will be issued through Engineer, which shall have authority to act on behalf of Owner in dealings with Contractor to the extent provided in this Agreement and the Construction Contract except as otherwise provided in writing.

b. *Pre-Construction Conference:* Participate in a pre-construction conference prior to commencement of Work at the Site.

c. *Electronic Transmittal Protocols:* If the Construction Contract Documents do not specify protocols for the transmittal of Project-related correspondence, documents, text, data, drawings, information, and graphics, in electronic media or digital format, either directly, or through access to a secure Project website, then together with Owner and Contractor jointly develop such protocols for transmittals between and among Owner, Contractor, and Engineer during the Construction Phase and Post-Construction Phase.

d. *Original Documents:* If requested by Owner to do so, maintain and safeguard during the Construction Phase at least one original printed record version of the Construction Contract Documents, including Drawings and Specifications signed and sealed by Engineer and other design professionals in accordance with applicable Laws and Regulations. Throughout the Construction Phase, make such original printed record version of the Construction Contract Documents available to Contractor and Owner for review.

e. *Schedules:* Receive, review, and determine the acceptability of any and all schedules that Contractor is required to submit to Engineer, including the Progress Schedule, Schedule of Submittals, and Schedule of Values.

f. *Baselines and Benchmarks:* As appropriate, establish baselines and benchmarks for locating the Work which in Engineer's judgment are necessary to enable Contractor to proceed.

g. *Visits to Site and Observation of Construction:* In connection with observations of Contractor's Work while it is in progress:

    1) Make visits to the Site at intervals appropriate to the various stages of construction, as Engineer deems necessary, to observe as an experienced and qualified design professional the progress of Contractor's executed Work. Such visits and observations by Engineer, and the Resident Project Representative, if any, are not intended to be exhaustive or to extend to every aspect of the Work or to involve detailed inspections of the Work beyond the responsibilities specifically assigned to Engineer in the Agreement, this Task Order, and the Construction Contract Documents, but rather are to be limited to spot checking, selective sampling, and similar methods of general observation of the Work based on Engineer's exercise of professional judgment, as assisted by the Resident Project Representative, if any. Based on information obtained during such visits and observations, Engineer will determine in general if the Work is proceeding in accordance with the Construction Contract Documents, and Engineer shall keep Owner informed of the progress of the Work. This shall include coordination as necessary with Engineer's Subcontractor(s) and/or other consultants employed by the Owner for observations requiring their expertise.
    2) The purpose of Engineer's visits to the Site, and representation by the Resident Project Representative, if any, at the Site, will be to enable Engineer to better carry out the duties and responsibilities assigned to and undertaken by Engineer during the Construction Phase, and, in addition, by the exercise of Engineer's efforts as an experienced and qualified design professional, to provide for Owner a greater degree of confidence that the completed Work will conform in general to the Construction Contract Documents and that Contractor has implemented and maintained the integrity of the design concept of the completed Project as a functioning whole as indicated in the Construction Contract Documents. Engineer shall not, during such visits or as a result of such observations of the Work, supervise, direct, or have control over the Work, nor shall Engineer have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, for security or safety at the Site, for safety precautions and programs incident to any Constructor's work in progress, for the coordination of the Constructors' work or schedules, nor for any failure of any Constructor to comply with Laws and Regulations applicable to furnishing and performing of its work. Accordingly, Engineer neither guarantees the performance of any Constructor nor assumes responsibility for any Constructor's failure to furnish or perform the Work, or any portion of the Work, in accordance with the Construction Contract Documents.

h. *Defective Work:* Reject Work if, on the basis of Engineer's observations, Engineer believes that such Work is defective under the terms and standards set forth in the Construction Contract Documents. Provide recommendations to Owner regarding whether Contractor should correct such Work or remove and replace such Work, or whether Owner should consider accepting such Work as provided in the Construction Contract Documents.

i. *Compatibility with Design Concept:* If Engineer has express knowledge that a specific part of the Work that is not defective under the terms and standards set forth in the Construction Contract Documents is nonetheless not compatible with the design concept of the completed Project as a functioning whole, then inform Owner of such incompatibility, and provide recommendations for addressing such Work.

j. *Clarifications and Interpretations:* Accept from Contractor and Owner submittal of all matters in question concerning the requirements of the Construction Contract Documents (sometimes referred to as requests for information or interpretation—RFIs), or relating to the acceptability of the Work under the Construction Contract Documents. With reasonable promptness, render a written clarification, interpretation, or decision on the issue submitted, or initiate an amendment or supplement to the Construction Contract Documents. This shall include coordination as necessary with Engineer's Subcontractor(s) and/or other consultants employed by the Owner. Any clarifications, interpretation, or decision shall be provided by the Owner's applicable consultant.

k. *Field Orders:* Subject to any limitations in the Construction Contract Documents, Engineer may prepare and issue Field Orders requiring minor changes in the Work.

l. *Change Orders and Work Change Directives:* Recommend Change Orders and Work Change Directives to Owner, as appropriate, and prepare Change Orders and Work Change Directives as required.

m. *Differing Site Conditions:* Respond to any notice from Contractor of differing site conditions, including conditions relating to underground facilities such as utilities, and hazardous environmental conditions. Promptly conduct reviews, obtain information, and prepare findings, conclusions, and recommendations for Owner's use, subject to the limitations and responsibilities under the Agreement and the Construction Contract. This shall include coordination as necessary with Engineer's Subcontractor(s) and/or other consultants employed by the Owner. Any reviews, obtaining of information, and preparation of findings, conclusions, and recommendations shall be provided by the Owner's applicable consultant.

n. *Non-reviewable matters:* If a submitted matter in question concerns the Engineer's performance of its duties and obligations, or terms and conditions of the Construction Contract Documents that do not involve (1) the performance or acceptability of the Work under the Construction Contract Documents, (2) the design (as set forth in the Drawings, Specifications, or otherwise), or (3) other engineering or technical matters, then Engineer will promptly give written notice to Owner and Contractor that Engineer will not provide a decision or interpretation.

o. *Shop Drawings, Samples, and Other Submittals:* Review and approve or take other appropriate action with respect to Shop Drawings, Samples, and other required Contractor submittals, but only for conformance with the information given in the Construction Contract Documents and compatibility with the design concept of the completed Project as a functioning whole as indicated by the Construction Contract Documents. Such reviews and approvals or other action will not extend to means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incident thereto. Engineer shall meet any Contractor's submittal schedule that Engineer has accepted.

p. *Substitutes and "or-equal":* Evaluate and determine the acceptability of substitute or "or-equal" materials and equipment proposed by Contractor.

q. Inspections and Tests:

1) Receive and review all certificates of inspections, tests, and approvals required by Laws and Regulations or the Construction Contract Documents. Engineer's review of such certificates will be for the purpose of determining that the results certified indicate compliance with the Construction Contract Documents and will not constitute an independent evaluation that the content or procedures of such inspections, tests, or approvals comply with the requirements of the Construction Contract Documents. Engineer shall be entitled to rely on the results of such inspections and tests.

2) As deemed reasonably necessary, request that Contractor uncover Work that is to be inspected, tested, or approved.

3) Pursuant to the terms of the Construction Contract, require additional inspections or testing of the Work, whether or not the Work is fabricated, installed, or completed.

r. *Change Proposals and Claims:*

1) Review and respond to Change Proposals. Review each duly submitted Change Proposal from Contractor and, within 30 days after receipt of the Contractor's supporting data, either deny the Change Proposal in whole, approve it in whole, or deny it in part and approve it in part. Such actions shall be in writing, with a copy provided to Owner and Contractor. If the Change Proposal does not involve the design (as set forth in the Drawings, Specifications, or otherwise), the acceptability of the Work, or other engineering or technical matters, then Engineer will notify the parties that the Engineer will not resolve the Change Proposal.

2) Provide information or data to Owner regarding engineering or technical matters pertaining to Claims. This shall include coordination as necessary with Engineer's Subcontractor(s) and/or other consultants employed by the Owner, such as a geotechnical consultant. Any pertinent information shall be provided to Engineer.

s. *Applications for Payment:* Based on Engineer's observations as an experienced and qualified design professional and on review of Applications for Payment and accompanying supporting documentation:

1) Determine the amounts that Engineer recommends Contractor be paid. Recommend reductions in payment (set-offs) based on the provisions for set-offs stated in the Construction Contract.

2) Provide justification on pay items that end up over/under the contract quantity.

3) Provide final payment spreadsheet as requested by Owner.

t. *Contractor's Completion Documents:* Receive from Contractor, review, and transmit to Owner maintenance and operating instructions, schedules, guarantees, bonds, certificates or other evidence of insurance required by the Construction Contract Documents, certificates of inspection, tests and approvals, and Shop Drawings, Samples, and other data approved as provided under Paragraph 2.D.1.p. Receive from Contractor, review, and transmit to Owner the annotated record documents which are to be assembled by Contractor in accordance with the Construction Contract Documents to obtain final payment. The extent of Engineer's review of record documents shall be to check that Contractor has submitted all pages.

u. *Substantial Completion:* Promptly after notice from Contractor that Contractor considers the entire Work ready for its intended use, in company with Owner and Contractor, visit the Site to review the Work and determine the status of completion. Follow the procedures in the Construction Contract regarding the preliminary certificate of Substantial Completion, punch list of items to be completed, Owner's objections, notice to Contractor, and issuance of a final certificate of Substantial Completion.

v. *Final Notice of Acceptability of the Work:* Conduct a final visit to the specific Project to determine if the Work is complete and acceptable so that Engineer may recommend, in writing, final payment to Contractor. Accompanying the recommendation for final payment, Engineer shall also provide a notice to Owner and Contractor in the form attached hereto as Exhibit A.1 ("Notice of Acceptability of Work") to the best of Engineer's knowledge, information, and belief, and based on the extent of the services provided by Engineer under the Agreement and this Task Order.

w. *Standards for Certain Construction-Phase Decisions:* Engineer will render decisions regarding the requirements of the Construction Contract Documents, and judge the acceptability of the Work, pursuant to the specific procedures set forth in the Construction Contract for initial interpretations, Change Proposals, and acceptance of the Work. In rendering such decisions and judgments, Engineer will not show partiality to Owner or Contractor, and will not be liable to Owner, Contractor, or others in connection with any proceedings, interpretations, decisions, or judgments conducted or rendered in good faith.

2. *Duration of Construction Phase:* The Construction Phase will commence with the execution of the first Construction Contract for the specific Project or any part thereof and will terminate upon written recommendation by Engineer for final payment to Contractors. If the specific Project involves more than one prime contract as indicated in Paragraph 2.B.3, then Construction Phase services may be rendered at different times in respect to the separate contracts.

E. *Commissioning Phase*

1. Engineer shall:

a. Assist Owner in connection with the adjusting of Specific Project equipment and systems.

b. Assist Owner in training Owner's staff to operate and maintain Specific Project equipment and systems.

c. Prepare operation and maintenance manuals.

d. Assist Owner in developing procedures for (a) control of the operation and maintenance of Specific Project equipment and systems, and (b) related record-keeping.

e. Prepare and furnish to Owner Record Drawings showing appropriate record information based on Project annotated record documents received from Contractor. Record Drawings will be supplied in PDF format.

F. *Additional Design Related Services*

1. Public Outreach

a. Correspondence with property owners regarding project phasing and schedule throughout the design, bidding, and construction stages of the project. The correspondence will include phone calls, emails, and written letters.

b. Prepare property owner correspondence summary log and prepare summary for City documentation.

c. Support City in drafting defining public project meeting agenda and other meeting materials for public project meeting(s) during design (1 meeting) and construction (1 meeting).

d. Help define construction impacts including phasing and schedule. Prepare Construction Phasing Exhibit and Construction Schedule for public project meeting(s) (3 meetings).

e. Support City in compiling content into presentation materials (i.e. PowerPoint presentation, posterboards, handouts, etc.) for public project meeting(s) (3 meetings).

f. Attend and run public project meetings (2 meetings).

G. *Additional Construction Services*

1. Resident Project Representative

a. *Resident Project Representative (RPR):* Provide the services of an RPR at the Site to assist the Engineer and to provide more extensive observation of Contractor's work. Duties, responsibilities, and authority of the RPR are as set forth below. The furnishing of such RPR's services will not limit, extend, or modify Engineer's responsibilities or authority except as expressly set forth below.

1) Engineer shall furnish a Resident Project Representative ("RPR") to assist Engineer in observing progress and quality of the Work. The RPR may provide full-time representation or may provide representation to a lesser degree. RPR is Engineer's representative at the Site, will act as directed by and under the supervision of Engineer, and will confer with Engineer regarding RPR's actions.
2) Through RPR's observations of the Work, including field checks of materials and installed equipment, Engineer shall endeavor to provide further protection for Owner against defects and deficiencies in the Work. However, Engineer shall not, as a result of such RPR observations of the Work, supervise, direct, or have control over the Work, nor shall Engineer (including the RPR) have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, for security or safety at the Site, for safety precautions and programs incident to the Work or any Constructor's work in progress, for the coordination of the Constructors' work or schedules, or for any failure of any Constructor to comply with Laws and Regulations applicable to the performing and furnishing of its work. The Engineer (including RPR) neither guarantees the performances of any Constructor nor assumes responsibility for any Constructor's failure to furnish and perform the Work, or any portion of the Work, in accordance with the Construction Contract Documents. In addition, the specific terms set forth in this Task Order, are applicable.
3) The duties and responsibilities of the RPR are as follows:
   a) *General:* RPR's dealings in matters pertaining to the Work in general shall be with Engineer and Contractor. RPR's dealings with Subcontractors shall only be through or with the full knowledge and approval of Contractor. RPR shall generally communicate with Owner only with the knowledge of and under the direction of Engineer.
   b) *Schedules:* Review the progress schedule, schedule of Shop Drawing and Sample submittals, schedule of values, and other schedules prepared by

Contractor and consult with Engineer concerning acceptability of such schedules.

c) *Conferences and Meetings:* Attend meetings with Contractor, such as preconstruction conferences, progress meetings, job conferences, and other Project-related meetings (but not including Contractor's safety meetings), and as appropriate prepare and circulate copies of minutes thereof.

d) *Safety Compliance:* Comply with Site safety programs, as they apply to RPR, and if required to do so by such safety programs, receive safety training specifically related to RPR's own personal safety while at the Site.

e) Liaison

   i. Serve as Engineer's liaison with Contractor. Working principally through Contractor's authorized representative or designee, assist in providing information regarding the provisions and intent of the Construction Contract Documents.

   ii. Assist Engineer in serving as Owner's liaison with Contractor when Contractor's operations affect Owner's On-Site operations.

   iii. Assist in obtaining from Owner additional details or information, when required for proper execution of the Work.

f) *Clarifications and Interpretations:* Receive from Contractor submittal of any matters in question concerning the requirements of the Construction Contract Documents (sometimes referred to as requests for information or interpretation—RFIs) or relating to the acceptability of the Work under the Construction Contract Documents. Report to Engineer regarding such RFIs. Report to Engineer when clarifications and interpretations of the Construction Contract Documents are needed, whether as the result of a Contractor RFI or otherwise. Transmit Engineer's clarifications, interpretations, and decisions to Contractor.

g) Shop Drawings and Samples

   i. Record date of receipt of Samples and Contractor-approved Shop Drawings.

   ii. Receive Samples that are furnished at the Site by Contractor and notify Engineer of availability of Samples for examination.

   iii. Advise Engineer and Contractor of the commencement of any portion of the Work requiring a Shop Drawing or Sample submittal, if RPR believes that the submittal has not been received from Contractor, or has not been approved by Contractor or Engineer.

h) *Proposed* M*odifications:* Consider and evaluate Contractor's suggestions for modifications to the Drawings or Specifications, and report such suggestions, together with RPR's recommendations, if any, to Engineer. Transmit Engineer's response (if any) to such suggestions to Contractor.

i) Review of Work; Defective Work

   i. Report to Engineer whenever RPR believes that any part of the Work is defective under the terms and standards set forth in the Construction Contract Documents and provide recommendations as to whether such Work should be corrected, removed and replaced, or accepted as provided in the Construction Contract Documents.

   ii. Inform Engineer of any Work that RPR believes is not defective under the terms and standards set forth in the Construction Contract Documents, but is nonetheless not compatible with the design concept of the completed Project as a functioning whole, and provide recommendations to Engineer for addressing such Work; and

iii. Advise Engineer of that part of the Work that RPR believes should be uncovered for observation, or requires special testing, inspection, or approval.

j) Inspections, Tests, and System Start-ups
   i. Consult with Engineer in advance of scheduled inspections, tests, and systems start-ups.
   ii. Verify that tests, equipment, and systems start-ups and operating and maintenance training are conducted in the presence of appropriate Owner's personnel, and that Contractor maintains adequate records thereof.
   iii. Observe, record, and report to Engineer appropriate details relative to the test procedures and systems start-ups.
   iv. Observe whether Contractor has arranged for inspections required by Laws and Regulations, including but not limited to those to be performed by public or other agencies having jurisdiction over the Work.
   v. Accompany visiting inspectors representing public or other agencies having jurisdiction over the Work, record the results of these inspections, and report to Engineer.

k) Records
   i. Maintain at the Site orderly files for correspondence, reports of job conferences, copies of Construction Contract Documents including all Change Orders, Field Orders, Work Change Directives, Addenda, additional Drawings issued subsequent to the execution of the Construction Contract, RFIs, Engineer's clarifications and interpretations of the Construction Contract Documents, progress reports, Shop Drawing and Sample submittals received from and delivered to Contractor, and other Project-related documents.
   ii. Prepare a daily report or keep a diary or log book, recording Contractor's hours on the Site, Subcontractors present at the Site, weather conditions, data relative to questions of Change Orders, Field Orders, Work Change Directives, or changed conditions, Site visitors, deliveries of equipment or materials, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to Engineer.
   iii. Upon request from Owner to Engineer, photograph or video work in progress or Site conditions.
   iv. Record and maintain accurate, up-to-date lists of names, addresses, fax numbers, e-mail addresses, websites, and telephone numbers (including mobile numbers) of all Contractors, Subcontractors, and major Suppliers of materials and equipment.
   v. Maintain records for use in preparing Specific Project documentation.
   vi. Upon completion of the Work, furnish original set of all RPR Project documentation to Engineer.

l) Reports
   i. Furnish to Engineer periodic reports as required of progress of the Work and of Contractor's compliance with the progress schedule and schedule of Shop Drawing and Sample submittals.
   ii. Draft and recommend to Engineer proposed Change Orders, Work Change Directives, and Field Orders. Obtain backup material from Contractor.

iii. Furnish to Engineer and Owner copies of all inspection, test, and system start-up reports.
iv. Immediately inform Engineer of the occurrence of any Site accidents, emergencies, acts of God endangering the Work, possible force majeure or delay events, damage to property by fire or other causes, or the discovery of any potential differing site condition or Constituent of Concern.

m) *Payment Requests:* Review applications for payment with Contractor for compliance with the established procedure for their submission and forward with recommendations to Engineer, noting particularly the relationship of the payment requested to the schedule of values, Work completed, and materials and equipment delivered at the Site but not incorporated in the Work.

n) *Certificates, Operation and Maintenance Manuals:* During the course of the Work, verify that materials and equipment certificates, operation and maintenance manuals and other data required by the Contract Documents to be assembled and furnished by Contractor are applicable to the items actually installed and in accordance with the Contract Documents, and have these documents delivered to Engineer for review and forwarding to Owner prior to payment for that part of the Work.

o) Completion:
i. Participate in Engineer's visits to the Site regarding Substantial Completion, assist in the determination of Substantial Completion, and prior to the issuance of a Certificate of Substantial Completion, submit a punch list of observed items requiring completion or correction.
ii. Participate in Engineer's visit to the Site in the company of, Owner, and Contractor, to determine completion of the Work, and prepare a final punch list of items to be completed or corrected by Contractor.
iii. Observe whether all items on the final punch list have been completed or corrected and make recommendations to Engineer concerning acceptance and issuance of the Notice of Acceptability of the Work (Exhibit A.1).

4) Resident Project Representative shall not:

a) Authorize any deviation from the Construction Contract Documents or substitution of materials or equipment (including "or-equal" items).
b) Exceed limitations of Engineer's authority as set forth in this Agreement.
c) Undertake any of the responsibilities of Contractor, Subcontractors, Suppliers, or any Constructor.
d) Advise on, issue directions relative to, or assume control over any aspect of the means, methods, techniques, sequences or procedures of the Work, by Contractor or any other Constructor.
e) Advise on, issue directions regarding, or assume control over security or safety practices, precautions, and programs in connection with the activities or operations of Owner or Contractor.
f) Participate in specialized field or laboratory tests or inspections conducted off-site by others except as specifically authorized by Engineer.
g) Accept Shop Drawing or Sample submittals from anyone other than Contractor.
h) Authorize Owner to occupy the Specific Project in whole or in part

2. Construction Staking

a. The below list of infrastructure categories defines the standard frequency of which the Engineer will provide construction staking for one time during the project.

b. Water Mains/ Force Mains

   1) Centerline with offsets at 50' intervals
   2) Cut stakes to top of pipe with hubs, if plan calls for specified grades
   3) Curb Stop Locations

c. Storm-Sanitary Sewers

   1) Centerline stakes with offsets and cuts to inverts at 50' intervals
   2) Manholes with offsets
   3) Inlets with offsets
   4) Wye locations
   5) Service ends with grades

d. Streets

   1) Initial dirt grade stakes with lath every 100' and at high and low
   2) Subgrade blue tops for centerline and curb and gutter areas if so, specified in construction contract
   3) Centerline gravel blue tops if so, specified in construction contact
   4) Curb & gutter flow line stakes with offsets every 25'
   5) Concrete Paving grade stakes with offset at 25' intervals plus high and low points

e. Lift Stations (without buildings)

   1) Location & elevation of rim and invert centerline of wet well, dry well, and/or check valve manhole.

f. Buildings

   1) Location & elevation of corners of first floor with offsets.
   2) Location & elevation of corners of footing with offsets.

g. Sidewalks/Multi-Use Paths

   1) Elevation & location of "Outside" finished edge (one edge) of Sidewalk or Multi-Use Path @ 25' stationing.

h. Channels/Embankments

   1) Centerline cut/fill, daylights, and temporary construction easement limits (every 200').
   2) Culvert alignment, lengths, and invert elevations with offsets.
   3) Structure locations and invert elevations with offsets.

i. Ponds/Lakes

   1) Location and elevation of bottom of lake/pond every 200'.
   2) Location and elevation of changes in slopes (i.e. hinges) every 200'.
   3) Location and elevation of contour defining bottom of planting area used to protect slopes every 200'.
   4) Topsoil stripping location every 200'.
   5) Three elevation control points.

3. Construction Re-staking

    a. All construction staking services beyond the defined list above.

4. Defective and Corrective Period/Post-Construction Work

    a. Together with Owner, visit the Project to observe any apparent defects in the Work, make recommendations as to replacement or correction of defective Work, if any, or the need to repair of any damage to the Site or adjacent areas.

    b. All correspondence and coordination with Owner and Contractor regarding identified defective work as set forth in the Construction Contract Documents including construction staking, field inspection, reviewing contractor submitted corrective action, and contract administration necessary to ensure completion of identified defective work.

    c. Together with Owner, visit the Project within one month before the end of the Construction Contract's correction period to ascertain whether any portion of the Work or the repair of any damage to the Site or adjacent areas is defective and therefore subject to correction by Contractor.

    d. The Post-Construction Phase services may commence during the Construction Phase and, if not otherwise modified, will terminate twelve months after the commencement of the Construction Contract's correction period.

5. Construction Schedule Overruns

    a. Providing Construction Phase services beyond the original bid date for completion and readiness for final payment of Contractor, but only if such services increase the total quantity of services to be performed in the Construction Phase, rather than merely shifting performance of such services to a later date.

6. Record Drawing Administration

    a. Collect survey ("gps") points of surface infrastructure features, which may include manholes, catch basins, curb stops, valves, hydrants, streetlights and other similar items.

    b. Collect survey ("gps") points of subsurface/3D infrastructure features, which may include approximate center of structure, invert elevations within manholes, air release valve & boxes, or water main gate valve & boxes, and other similar items.

    c. Prepare and furnish to Owner Record Drawings and Record GIS Data showing appropriate record information based on survey ("gps") points illustrating significant changes made to surface infrastructure features in addition to Project annotated record documents received from Contractor.

    d. GIS data will be supplied in shapefile format to be supplied to the City for use within City webmap. The infrastructure records will be modified based on the survey data and reflected accordingly within the GIS files.

    e. Record Drawings will be supplied in DWG and PDF format, and survey ("gps") points will be supplied in CSV format.

    f. Additional Record Drawing deliverables to be prepared in GIS for the following project stages include the following:

        1) After Award of Construction Contract

2) After installation of underground utilities

3) After winter shutdown of the construction efforts

4) After the project is ready for final payment completion date

5) Other Owner requested intermediate project stages

g. Compilation of all record and closeout documentation related to the project.

H. *Additional Funding Services*

1. Special Assessment Administration

a. Based on proposed infrastructure at specified project stages, prepare (or update) benefitting area maps, assessment benefit methodology and preliminary special assessment allocations based on City Policy at the following project stages:

1) After bid results compiled

2) After Projected Final intermediately completed during construction (as directed by Owner)

3) Final map and allocation spreadsheet with Final Costs provided by City.

b. As directed by the Owner, prepare presentation documents and attend meetings with the Special Assessment Commission and/or Board of City Commissioners.

1) Task order includes two Special Assessment Commission meetings and one meeting with the City Commission.

c. Provide public communications as directed regarding special assessments for the improvement(s) related to this Task Order.

d. Provide funding administrative support services related to any requirements identified specifically by funding sources affecting special assessment allocations.

2. Funding Administration - General

a. Respond to additional questions from NDDEQ in regard to CWSRF & DWSRF loan applications.

b. Additional coordination effort to compile all SRF requirements within bidding documents.

c. Additional coordination effort to compile all SRF after-bid documents for submittal to NDDEQ.

d. Continued city coordination & correspondence throughout SRF funding process associated with Dist. 3009 project.

e. Project Management.

3. City's Responsibilities

City shall have those responsibilities as follows:

A. City shall make decisions and carry out its other responsibilities in a timely manner and shall bear all costs incident thereto so as not to unreasonably delay or interfere with the services of MEI

B. City shall be responsible for, and MEI may rely upon, the accuracy and completeness of all requirements, programs, instructions, reports, data, and other information furnished by City to MEI pursuant to this Agreement. MEI may use such requirements, reports, data, and information in performing or furnishing services under this Agreement. Nothing in this paragraph shall be construed to require MEI to affirmatively determine the accuracy of information that is prepared for City by other licensed professionals (including, but not limited to, land surveyors, geotechnical engineers, accountants, insurance and surety professionals, and attorneys) who are not engaged directly by MEI.

C. City shall provide for MEI's right to enter the property owned by City and/or others in order for MEI to fulfill its services.

4. Task Order Schedule

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

A. The anticipated start date for these services is upon execution of the Task Order or as specified below.

B. The services covered by the Basic Design and Construction Contract Administration Services will terminate twelve months after the commencement of the Construction Contract's correction period.

5. Payments to Engineer

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

a. Compensation for services outlined in the Preliminary Design, Final Design, Bidding or Negotiation, Construction, and Commissioning Phases shall be made according to the following table:

Project Type	**Preliminary Design, Final Design, Bidding or Negotiation Phases (% of Final Construction Contract Value plus value of any alternates designed but not constructed)**	**Construction, and Commissioning Phases (% of Final Construction Contract Value)**
All other projects	**5.00%**	**3.5%**
Estimated Value of Final Construction Contract		$2,895,000.00
Estimated Compensation based on 8.5% of Construction		**$246,075.00**
TOTAL TASK ORDER (TO 97-1)		**$526,075.00**

b. Compensation for services defined in the Scope of Work as Additional Services shall be on a Time and Material basis in accordance with the Standard Hourly Rates provided to the Owner on an annual basis.

c. Compensation for services referenced in Exhibit A are summarized in the following table(s).

TASK CATEGORY & TASK	**TASK ORDER NO.**	**TASK ORDER FEE ($)**	**INCREASED FEE ($)**	**AMENDED MAXIMUM FEE ($)**
Study & Report Services				
Feasibility Study	97	$35,000		$35,000

TASK CATEGORY & TASK	TASK ORDER NO.	TASK ORDER FEE ($)	INCREASED FEE ($)	AMENDED MAXIMUM FEE ($)
Additional Funding Services				
Special Assessment Administration	97| **97-1**	$10,000	**$10,000**	**$20,000**
Funding Administration - General	97| **97-1**	$20,000	**$10,000**	**$30,000**
DWR Reimbursement Assistance	97	$5,000		$5,000
Additional Design Phase Services				
Private Utility Administration	97	$5,000		$5,000
Right-of-Way Administration	97	$5,000		$5,000
Public Outreach	97| **97-1**	$5,000	**$10,000**	**$15,000**
Additional Construction Phase Services				
Resident Project Representative	**97-1**	$0	**$200,000**	**$200,000**
Construction Staking	**97-1**	$0	**$30,000**	**$30,000**
Record Drawing Administration	**97-1**	$0	**$20,000**	**$20,000**
ADDITIONAL {AMENDED} SERVICES SUBTOTAL TO 97-1			**$280,000**	
ADDITIONAL {AMENDED} SERVICES SUBTOTAL (All TO's)		$85,000	**$280,000**	**$365,000**

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

Services to be Provided	**Estimated Compensation**
Additional Services Subtotal	**$365,000.00**
Estimated Compensation based on 8.5% of Construction	**$246,075.00**
TOTAL ESTIMATED COMPENSATION UNDER ALL TASK ORDERS (TO 97 | TO 97-1)	**$611,075.00**

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

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

a. None.

7. Other Modifications to Agreement and Exhibits:

a. None.

8. Attachments:

a. None.

9. Other Documents Incorporated by Reference:

a. None.

10. Terms and Conditions

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

The Effective Date of this Task Order No. 97-1 is September 22, 2025,

CITY: City of West Fargo	ENGINEER: Moore Engineering, Inc.
By: ______________________	By: ______________________
Print Name: Dan Hanson, PE	Print Name: Lee Beauvais, PE
Title: Senior Director of Community and Development Services	Title: Chief Production Officer
	Engineer License or Firm's Certificate No. (if required): 011C
	State of: North Dakota
DESIGNATED REPRESENTATIVE FOR TASK ORDER:	DESIGNATED REPRESENTATIVE FOR TASK ORDER:
Name: Jerrod Wallace, PE	Name: Matt Prochniak, PE
Title: City Engineer	Title: Project Manager
Address: 2515 6th Street E. West Fargo, ND 58078	Address: 925 10th Avenue East, West Fargo, ND 58078
E-Mail Address: Jerry.Wallace@westfargond.gov	E-Mail Address: matt.prochniak@mooreengineeringinc.com
Phone: (701) 515-5050	Phone: (701) 282-4692

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

To: West Fargo City Commission
From: Dan Hanson, Director of Community & Development Services
Date: October 6, 2025
Subject: Improvement District No. 2265 – 9th St & 7th Ave NE Reconstruction
Action: Approve Task Order No. 3-10

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:
This project is currently advertised for bids which will be opened by the NDDOT on October 10th. The attached Task Order is to get Houston Engineering, our Consultant for the design and construction administration of this project under contract for the construction administration.

The following documents are attached for review/consideration:
- Rendering of 9th St./7th Ave. for Informational Purposes
- Task Order 3-10 with Houston Engineering

Staff Recommendation: Approve Task Order No. 3-10 with Houston Engineering

Policy Analysis:

This project will officially be a NDDOT project that will be bid and administered through their office. The design will adhere to all state and federal compliance as well as city policy, process and standards.

Financial Analysis:

The estimated total cost of the project is $32,583,000 according to the Feasibility Study. Of these costs, $4,575,000 are to be paid by the City of Fargo for work being completed in their city.

Of the remaining estimated $28,008,000, $18,185,000 will be paid via grant funds secured for the project.

This leaves a remainder of an estimated $9,823,000 local cost to West Fargo. Per the current assessment policy shown in the 2024 CIP, 70% of these costs (est. $6,876,100) will be assessed, leaving a final estimated cost to the City of West Fargo to be $2,946,900 to be paid via Capital Improvement Sales Tax.

This project was on the 2024 CIP showing the cost to the Capital Improvement Sales Tax in the amount of $2,358,000. The current estimate includes ~15% contingencies.

Previously Presented Information and Commission Actions:

September 8, 2025-
- **Staff Recommendation:** Approve both an Engineer's Report and Plans and Specifications, and Direct AD for Bids and Resolution of Necessity
- **Commission Action:** Commissioner Olson moved, and Commissioner Anderson seconded to approve. No opposition motion carried

August 18, 2025-

- **Staff Recommendation:** Create Improvement District No. 2265 and Direct Engineer to prepare an Engineer's Report
- **Commission Action:** Commissioner Olson moved and Commission Zundel seconded to approve. Commissioner Anderson was absent and not voting. No opposition motion carried on a 4:1 vote.

June 24, 2025 – Project presented to Special Assessment Commission for informational purposes only

December 16, 2024 –

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

August 5, 2024 –

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

June 5, 2023 –

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

May 1, 2023 –

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

August 1, 2022-

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

April 18, 2022-

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

Feb 22, 2022-

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

Dec 7, 2020-
City Commission authorized grant application

9th Street NE – 7th Avenue NE Rendering

TASK ORDER NO. 3-10

This is Task Order No. 3-10, consisting of 4 pages.

In accordance with Paragraph 1.01, Main Agreement, of the Agreement Between Owner and Engineer for Professional Services—Task Order Edition dated **November 2, 2021**, Owner and Engineer agree as follows:

1. TASK ORDER DATA

a.	Effective Date of Task Order:	**September 11, 2025**
b.	Owner:	**City of West Fargo**
c.	Engineer:	**Houston Engineering, Inc.**
d.	Specific Project (title)	**SU-8-992(045), PCN 23537, City Improvement District No. 2265. Reconstruction of 9th St. NE**
e.	Specific Project (description):	**Reconstruction of 9th St. NE from Main Ave. to 12th Ave.**
f.	Related Task Orders Supplemented by this Task Order: Superseded by this Task Order:	 Task Order 3-1, August 1, 2022

2. BASELINE INFORMATION

Baseline Information. Owner has furnished the following Specific Project information to Engineer as of the Effective Date of the Task Order. Engineer's scope of services has been developed based on this information. As the Specific Project moves forward, some of the information may change or be refined, and additional information will become known, resulting in the possible need to change, refine, or supplement the scope of services.

See Task Order 3

3. SERVICES OF ENGINEER ("SCOPE")

A. The specific Basic Services to be provided or furnished by Engineer under this Task Order are as follows: **Provide Construction Administration Service for project. Scope of Services provided as Exhibit A.**

B. All the services included above comprise Basic Services for purposes of Engineer's compensation under this Task Order, with the exception of Resident Project Representative Services, if any, which are compensated separately.

C. Resident Project Representative (RPR) Services:

1. **Provide Construction Administration Service for project. Scope of Services provided as Exhibit A.**

D. Additional Services: Services not expressly set forth as Basic Services in Paragraph 3.A above, and necessary services listed as not requiring Owner's written authorization, or requiring additional effort in an immediate, expeditious, or accelerated manner as a result of unanticipated construction events or Specific Project conditions, are Additional Services, and will be compensated by the method indicated for Additional Services in this Task Order. All other Additional Services require mutual agreement and may be authorized by amending the Task Order as set forth in Paragraph 8.05.B.2 of the Main Agreement, with compensation for such other Additional Services as set forth in the amending instrument.

4. DELIVERABLES SCHEDULE

A. In submitting required Documents and taking other related actions, Engineer and Owner will comply with a general understanding that the general intent is to now bid the project in the fall of 2025 or early 2026 with the plan to go to construction in 2026.

5. ADDITIONS TO OWNER'S RESPONSIBILITIES

A. Owner shall have those responsibilities set forth in Article 2 of the Main Agreement, and the following supplemental responsibilities that are specific to this Task Order: **None.**

6. TASK ORDER SCHEDULE

A. In addition to any schedule provisions provided, the parties shall meet the following schedule: **This Task Order does not modify the project schedule.**

7. ENGINEER'S COMPENSATION

A. The terms of payment are set forth in Article 4 of the Main Agreement.

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

Task Category & Task	Taks Order No.	Previous Fee ($)	Increased Fee ($)	Amended Maximum Fee ($)
Study & Report Services				
Project Scoping	3	$47,000.00		$47,000.00
Environmental Document	3-1	$623,879.37		$623,879.37
Grant Application	3-2	$29,130.00		$29,130.00
Design Services				
Final Design and Plan Preparation	3-3	$717,932.00		$717,932.00
Grant Application Preliminary Design	3-4	$47,415.75		$47,415.75
Incorporate BNSF Railway Overpass	3-5	$986,872.00		$986,872.00
Feasibility Report	3-6	$38,699.00		$38,699.00
Remove BNSF Railway Overpass	3-7	-$933,058.25		-$933,058.25
Public Outreach	3-8	$15,454.00		$15,454.00
Transfer from Contract 2293	3-9	$210,000.00		$210,000.00
Construction Administration				
Construction Admin, Testing and Survey	3-10		$ 1,283,870.00	$1,283,870.00
Total		**$1,783,323.87**	**$1,283,870.00**	**$3,067,193.87**

C. Compensation items and totals based in whole or in part on Hourly Rates or Direct Labor are estimates only. Lump sum amounts and estimated totals included in the breakdown by phases incorporate Engineer's labor, overhead, profit, reimbursable expenses (if any), and Subconsultants' charges, if any. For lump sum items, Engineer may alter the distribution of compensation between individual phases (line items) to be consistent with services actually rendered but shall not exceed the total lump sum compensation amount unless approved in writing by the Owner.

8. ENGINEER'S PRIMARY SUBCONSULTANTS FOR TASK ORDER, AS OF THE EFFECTIVE DATE OF THE TASK ORDER:

N/A

9. EXHIBITS AND ATTACHMENTS:

A. Exhibit A to Task Order—Construction Admin Scope of Services

B. Exhibit B to Task Order—Estimated Costs for Construction Admin

C. Exhibit C to Task Order – Reserved

Execution of this Task Order by Owner and Engineer makes it subject to the terms and conditions of the Main Agreement and its exhibits and appendices, which Main Agreement, exhibits, and appendices are incorporated by this reference.

OWNER:		ENGINEER:	
By:		By:	
Print Name:	Daniel Hanson	Print Name:	Jeremy McLaughlin
Title:	Senior Director of Community and Development	Title:	Sr. Project Manager & VP
		Engineer's License or Firm's Certificate No. (if required):	015C
		State of:	North Dakota

DESIGNATED REPRESENTATIVE FOR TASK ORDER:		DESIGNATED REPRESENTATIVE FOR TASK ORDER:	
Name:	Daniel Hanson	Name:	Jeremy McLaughlin
Title:	Senior Director of Community and Development	Title:	Sr. Project Manager & VP
Address:	800 Fourth Ave. East, Suite 1	Address:	1401 21st Avenue N
	West Fargo, ND 58078		Fargo, ND 58102
E-Mail Address:	Daniel.Hanson@westfargond.gov	E-Mail Address:	jmclaughlin@houstoneng.com
Phone:	701-515-5103	Phone:	701-237-5065
Date:		Date:	

Fargo Corporate Office P 701.237.5065 F 701.237.5101
1401 21st Avenue North Fargo ND 58102

HoustonEngineering Inc.

EXHIBIT A- PROFESSIONAL SERVICES

SCOPE OF SERVICES

Project: SU-8-992(045), PCN 23537,
City Improvement District No. 2265. Reconstruction of 9th St. NE

Client: City of West Fargo
Attn: Daniel Hanson

Location of Project: 9th Street NE from Main Ave to 12th Ave NE and 7th Ave NE from 9th Street NE to 45th Street (Excluding the RAISE grant area)
West Fargo, Cass County, North Dakota

Description of Work: This is a scope of service for the reconstruction of 9th Street NE from Main Ave to 12th Ave. Houston Engineering is providing the engineering services, construction observation and construction inspection for said project. This excludes the RAISE grant area for the overpass on 9th Street NE. The project is based on 33 weeks of construction.

The following is Basic Services provided by the Engineer:

- Prior to Construction – Preconstruction Meeting
- Shop drawing and submittal review
- Change orders (as needed)
- Respond to requests for information (RFI)
- Generate pay estimates
- Attend construction meetings
- Record drawings

The following is Basic Services provided by the RPR:

- Documents progress of work and actions through daily diaries
- Tracks pay quantities, assist in generating pay estimates
- Check items for plan and specification compiled
- Coordinates material test

The RPR will observe the major work items associated with the project. The following items major items:

- Traffic control
- Removals
- Erosion and sediment controls
- Water and sanitary sewer
- Storm sewer
- Roadway grading
- Salvage base course
- Sidewalk
- Concrete pavement
- Lighting
- Traffic Signals

The Houston Engineering survey crew will provide survey and construction stakes for the following items and other items that are requested:

- Right of way, Alignments, and control points
- Traffic control signs
- Erosion control items
- Underground utilities for sanitary, water and storm sewer
- Roadway grading checks
- Permanent signs

Material Testing for this project will be provided by Braun Intertec. Braun Intertec will be contracted by the City of West Fargo separately

HOUSTON ENGINEERING, INC.

Adam R Walker

Adam R Walker, PE
Project Manager

H:\JBN\8600\8654\8654_0004 9th St\Contracts\3-10 Construction Admin\9th Street Roadway Scope of Sevices ARW.docx

Exhibit B
Estimated Costs for Construction Administration
City Improvement District No. 2265
9th Street NE and 7th Ave NE Reconstruction

Preconstruction Construction Administration

Duration 3 weeks 24 hrs/week

Personnel	Category	Rate	Week	Hours/Wk	Est. Amount
RPR - Roadway	E5	$ 188.00	3	24	$ 13,536.00
Project Manager	E8	$ 222.00	3	24	$ 15,984.00
					$ 29,520.00

Construction Administration

Duration 33 weeks 50 hrs/week

Personnel	Category	Rate	Week	Hours/Wk	Est. Amount
RPR - Roadway	E5	$ 188.00	33	50	$ 310,200.00
RPR - Roadway	T5	$ 161.00	33	50	$ 265,650.00
Project Manager	E8	$ 222.00	33	25	$ 183,150.00
Mileage		$ 0.70	33	200	$ 4,620.00
					$ 763,620.00

Construction Project Management

Duration 33 weeks 2 hrs and 4 hrs/week

Personnel	Category	Rate	Week	Hours/Wk	Est. Amount
Principal - Engineer	E13	$ 277.00	33	2	$ 18,282.00
Project Manager	E10	$ 244.00	33	4	$ 32,208.00
					$ 50,490.00

Project Closeout

Duration 2 week 24 hrs/week

Personnel	Category	Rate	Week	Hours/Wk	Est. Amount
RPR - Roadway	E5	$ 188.00	2	24	$ 9,024.00
Project Manager	E8	$ 222.00	2	24	$ 10,656.00
					$ 19,680.00

Construction Survey

Personnel	Category	Rate	LSum	Hours	Est. Amount
2-Man Crew w/ Equip		$ 300.00	1	540	$ 162,000.00
Survey Coordinator	LS3	$ 204.00	1	140	$ 28,560.00
					$ 190,560.00

Additional Design Services	LSum	
Additional Design Services	1	**$ 230,000.00**

Project Total	**$ 1,283,870.00**