

Meeting Items

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Approve Order of Agenda
- E. Approval of Minutes -- October 6, 2025
- F. Building Permits

Consent Agenda - Approve the Following:

- a. Bills
- b. Financial Report as of Financial Report as of September 30, 2025
- c. Games of Chance for Schwetty, Inc. at Rookie's Bar and Grill
- d. Games of Chance for Freedom Elementary PTA at Freedom Elementary
- e. Games of Chance for The American Legion Department of North Dakota

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 A24-28 Ordinance Amendment to Title IV and Title X regarding the establishment of regulations and licensing standards for short-term rentals -- Aaron Nelson, Director of Planning and Zoning
- 3. Second Reading of A25-21 Zoning Ordinance Amendment to Title IV regarding landscaping -- Aaron Nelson, Director of Planning and Zoning
- 4. 2026-2030 Transit Development Plan Presentation -- Adam Altenburg and Aiden Jung of MetroCOG
- 5. Lexipol Policy Presentation -- Sarah Gasevic, Director of Human Resources
- 6. Transfer Station Scale Replacement -- Matt Andvik, Senior Director of Public Works
- 7. Improvement District No. 2265 – 9th St & 7th Ave NE Reconstruction -- Dan Hanson, Senior Director of Community & Development
 - Conduct the determination of Protest Sufficiency and Approve associated Resolution
- 8. Improvement District No. 6059 – Sidewalk Improvements / 2024 Walks -- Jerry Wallace, City Engineer
 - Approve Final Assessment List
- 9. First Reading of Ordinance 1264 - Parking Ramp Ordinance -- Katie Schmidt, City Attorney

10. Resolutions Authorizing the Issuance and Sale of Bonds for Public Works Expansion
 - a. Wastewater Treatment Revenue Bond, Series 2025C -- Katie Schmidt, City Attorney
 - b. Water Treatment Revenue Bond, Series 2025D -- Katie Schmidt, City Attorney
11. City Administrator's Report -- Dustin Scott, City Administrator
12. Correspondence
13. Non-Agenda Items
14. Adjourn



Meeting Items

A. Call to Order

The West Fargo City Commission meeting was held in the City of West Fargo Commission Chambers on Monday, October 6, 2025.

B. Pledge of Allegiance

The Pledge of Allegiance was recited.

C. Roll Call

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

D. Approve Order of Agenda

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

E. Approval of Minutes -- September 22, 2025

Commissioner Olson moved and Commissioner Zundel seconded to approve the minutes of September 22, 2025. Commissioners Anderson, Olson, Dardis, Zundel and Jorgensen voted aye. No Commissioners present voted nay, the motion to approve the minutes of September 22, 2025, was declared carried.

F. Building Permits

Commissioner Zundel moved and Commissioner Anderson seconded to approve the building permits. Commissioner Jorgensen recused himself; Commissioners Anderson, Olson, Dardis, and Zundel 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. Games of Chance for United Way of Cass-Clay

Commissioner Jorgensen moved and Commissioner Olson seconded to approve the consent agenda. Commissioner Anderson, Olson, Dardis, Zundel and Jorgensen 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 were (4) members of the public that spoke during this time.

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

The Public Hearing was held for A25-21 Zoning Ordinance Amendment to Title IV regarding landscaping. Commissioner Zundel moved and Commissioner Anderson seconded to approve First Reading of A25-21 Zoning Ordinance Amendment to Title IV regarding landscaping. Commissioners Anderson, Olson, Dardis, Zundel and Jorgensen voted aye. No Commissioners present voted nay, the motion to approve First Reading of A25-21 Zoning Ordinance Amendment to Title IV regarding landscaping, was declared carried.

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

Commissioner Olson moved and Commissioner Anderson seconded to bring back the tabled item of A24-32 Hope Lutheran Addition, request for subdivision and rezoning from A to R-1A, from the August 4 meeting. Commissioner Olson moved to approve the Second Reading of A24-32 Hope Lutheran Addition, request for subdivision and rezoning from A to R-1A. This motion failed due to lack of a second. Commissioner Zundel moved to table A24-32 Hope Lutheran Addition, request for subdivision and rezoning from A to R-1A. This motion failed due to lack of a second. Commissioner Anderson moved and Commissioner Zundel seconded to approve the second reading of A24-32 Hope Lutheran Addition, request for subdivision and rezoning from A to R-1A, with the condition that we withhold access to 6th Street and put in the Developers Agreement that the Developer can come back to request access onto 6th Street, once the area to the East is platted or developed. A roll call vote was taken, Commissioner Dardis recused himself; Commissioners Anderson, Olson and Zundel voted aye. Commissioner Jorgensen voted nay, the motion to approve the second reading of A24-32 Hope Lutheran Addition, request for subdivision and rezoning from A to R-1A, with the condition that we withhold access to 6th Street and put in the Developers Agreement that the Developer can come back to request access onto 6th Street W, once the area to the East is platted or developed, was declared carried by a 3:1 vote.

4. Lexipol Policy Presentation -- Sarah Gasevic, Director of Human Resources

Commissioner Zundel moved and Commissioner Olson seconded to approve the Lexipol Policies (100, 102, 105, 400 & 406). Commissioners Anderson, Olson, Dardis and Zundel voted aye. Commissioner Jorgensen voted nay, the motion to approve the Lexipol Policies (100, 102, 105, 400 & 406), was declared carried by a 4:1 vote.

5. ParGo Business Incentive -- Casey Sanders-Berglund, Director of Economic Development

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

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

Commissioner Olson moved and Commissioner Anderson seconded to approve Improvement District No. 3009 – 1st Ave E Reconstruction (Sheyenne St to 4th St E); Authorize Resolution of Necessity and Approve Task Order 97-1. Commissioners Anderson, Olson, Dardis, Zundel and Jorgensen 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); Authorize Resolution of Necessity and Approve Task Order 97-1, was declared carried.

7. Improvement District No. 2265 – 9th St & 7th Ave NE Reconstruction -- Dan Hanson, Director of Community & Development Services

• Approve Task Order No. 3-10

Commissioner Olson moved and Commissioner Jorgensen seconded to approve Improvement District No. 2265 – 9th St & 7th Ave NE Reconstruction; Approve Task Order No. 3-10. Commissioners Anderson, Olson, Dardis, Zundel and Jorgensen voted aye. No Commissioners present voted nay, the motion to approve Improvement District No. 2265 – 9th St & 7th Ave NE Reconstruction; Approve Task Order No. 3-10, was declared carried.

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

- 2026 Budget update
- First Draft of RFP for new Finance software
- Communication Staff changes

9. Correspondence

There were no correspondence.



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

10. Non-Agenda Items

- Commissioner Zundel, extended thanks to the West Fargo Police and Fire Departments. The State Parks and Recreation conference was held where a Partnership Award was given to Vision Zero who works in conjunction with the West Fargo Police and Fire Departments
- Commissioner Anderson, had a message from the Master Gardeners group, every Monday evening they collect extra vegetables from gardens and bring them to the emergency food pantry.
- Aaron Nelson, Director of Planning and Zoning gave an update that the short-term rental item will be brought back to the Commission at the next meeting.

11. Adjourn

Commissioner Jorgensen moved and Commissioner Anderson seconded to adjourn. Commissioner Anderson, Olson, Dardis, Zundel and Jorgensen voted aye. No Commissioners present voted nay, the motion to adjourn, was declared at 7:08 pm.

**WEST FARGO CITY COMMISSION MEETING
BUILDING DEPARTMENT ACTIVITY REPORT
10/20/2025**

	10/01/2025 Thru 10/16/2025			YEAR TO DATE		
	# PERMITS	# UNITS	VALUATION	# PERMITS	# UNITS	VALUATION
<u>BUILDING NEW</u>						
COMMERCIAL	1		\$ 125,000.00	6		\$ 7,707,000.00
RESIDENTIAL DWELLING	4	4	\$ 2,029,800.00	81	81	\$ 35,179,543.00
RESIDENTIAL TWINHOME						
RESIDENTIAL TOWNHOME						
RESIDENTIAL MULTIPLE						
PUBLIC						
CHURCH						
ACCESSORY	8		\$ 196,000.00	129		\$ 2,549,495.00
FOUNDATION ONLY	1		\$ 104,000.00	7		\$ 2,836,512.00
<u>BUILDING REMODEL</u>						
COMMERCIAL	5		\$ 2,377,482.00	31		\$ 11,626,982.00
RESIDENTIAL	13		\$ 1,813,112.00	143		\$ 6,520,869.00
PUBLIC				10		\$ 5,805,588.00
CHURCH				1		\$ 38,000.00
ACCESSORY				10		\$ 412,510.00
<u>BUILDING OTHER</u>						
DEMOLITION				2		\$ 5,284.00
MOVE				2		\$ 82,000.00
PERMIT CANCELLATION				1		\$ (5,250,000.00)
TOTALS	32	4	\$ 6,645,394.00	422	81	\$ 67,513,783.00

WEST FARGO CITY COMMISSION MEETING
Building Department Report - Summary

1

NO.	CONTRACTOR	ADDRESS	OWNER	VALUATION	PERMIT FOR
250745	Nor-Son Construction LLC	851 23 AVE E	MARVIN DEVELOPMENT OF NORTH	\$ 220,000.00	Remodel - Commercial - Storage Addition and Minimal Remodel
250789	Morton Buildings, Inc.	600 CENTER ST	FLINT HILLS RESOURCES PINE BEND LP	\$ 125,000.00	Commercial - New Commercial - Non-insulated Storage Garage
250963	Groundworks Minnesota, LLC	601 6 ST E	ORANDI WESTVIEW APARTMENTS	\$ 6,626.00	Remodel - Residential - Install Drain Tile
250246	Nelson Homes Incorporated	403 9 AVE NW	ANNIE HANSON	\$ 104,000.00	Foundation Only - Mobile Home
250892	Klein Custom Homes	1102 ASPEN TER	GABRIEL VINCENT & MARISSA ANN	\$ 24,000.00	Accessory - Deck
250932	Titan Homes, Inc.	959 50 AVE W	WESTPORT INVESTMENTS LLC	\$ 700,000.00	Residential Dwelling
250951	Premium Decks, Inc.	342 CEDAR LN	DUSTIN W VAN NORMAN, ETAL	\$ 6,000.00	Accessory - Deck
250952	Allied Build & Remodel, LLC	2053 11 ST W	DAVID L & CHELSEA E WILSON	\$ 135,000.00	Remodel - Residential - Addition
250955	MICHAEL KIEFAT	2114 2 AVE E	MICHAEL KIEFAT	\$ 1,000.00	Remodel - Residential - Lower Level Remodel
250957	Dabbert Custom Homes, LLC	5869 11 ST W	DABBERT CUSTOM HOMES, LLC	\$ 439,900.00	Residential Dwelling
250959	Northern Renewal LLC	1827 12 ST E	JACK & DOROTHY ORTS, LE	\$ 45,100.00	Remodel - Residential - Remodel
250966	JASON & JENAMARIE LORSUNG	1158 BROOKS DR W	JASON & JENAMARIE LORSUNG	\$ 40,000.00	Remodel - Residential - Install Solar Panels
250937	Ryezon Construction LLC	214 51 AVE E	SHANE & JENNIFER J BRANDVOLD	\$ 80,000.00	Accessory - Structure
250968	Kreutz Construction, LLC	325 36 AVE E	JASON D & ANGELA SEARLS	\$ 85,000.00	Remodel - Residential - Lower Level Finish
250755	Dawson Contracting LLC	3037 3 ST E	JASON L & DANYA R MILLER	\$ 45,000.00	Remodel - Residential - Addition
250960	Build Right, Inc.	81 CENTER ST	GRO RE FUND I GRO FARGO TOWN	\$ 25,000.00	Remodel - Residential - Replace Roof Support Structures and Decks
250997	Smook Enterprise LLC	3447 EAGLE RUN LN	SHELLY K & THEODORE J SCHMIDT	\$ 21,000.00	Accessory - Deck
251000	J & S DEVELOPMENT LLLP	630 9 ST NW	J & S DEVELOPMENT LLLP	\$ 25,000.00	Remodel - Commercial - Install Modular Offices
251007	Smook Enterprise LLC	1110 ALBERT CT W	BRADLEY J & MAUREEN T NEWTON	\$ 24,000.00	Accessory - Deck
251015	I-94 INVESTMENTS	2208 SHILOH ST	I-94 INVESTMENTS	\$ 1,000.00	Remodel - Commercial - Fitup for Coffee Roasting and Commissary

WEST FARGO CITY COMMISSION MEETING
Building Department Report - Summary

2

NO.	CONTRACTOR	ADDRESS	OWNER	VALUATION	PERMIT FOR
251014	Olaf Anderson Construction, Inc.	350 23 AVE E	OPORO, LLC	\$ 2,101,482.00	Remodel - Commercial - Tenant Space for Outpatient Surgery Center
251018	GATEWAY WEST, LLC	1970 SHEYENNE ST	GATEWAY WEST, LLC	\$ 30,000.00	Remodel - Commercial - Construct Partition Walls for Massage Parlor
250993	MATTHEW & JENNIFER SCHRUM	86 EVERGREEN CIR	MATTHEW & JENNIFER SCHRUM	\$ 20,000.00	Accessory - Structure
251028	Groundworks Minnesota, LLC	662 PHEASANT RUN	ERIC & SARA GJERDEVIG	\$ 10,818.00	Remodel - Residential - Foundation Repair
251029	Groundworks Minnesota, LLC	1429 16 AVE E	NORMA & MARTIN MAXWELL	\$ 47,893.00	Remodel - Residential - Foundation Repair
250922	Jordahl Custom Homes, Inc.	6009 MARTIN LN W	JORDAHL CUSTOM HOMES, INC	\$ 3,000.00	Accessory - Deck
250969	Accent Contracting	811 15 AVE W	PETER J & BRENDA L SLABIK	\$ 800.00	Remodel - Residential - Install Guard and Handrails
250998	Jerry's Carpentry LLC	3762 HOUKOM DR E	SEAN & MERCEDES SATHER	\$ 18,000.00	Accessory - Deck
251031	MURALI KRISHNA D & ANURADHA VEGI	2314 MCLEOD DR E	MURALI KRISHNA D & ANURADHA V	\$ 70,875.00	Remodel - Residential - Lower Level Finish
250934	Samson Construction, Inc.	4402 4 ST W	ANDREW YOUNG, ETAL	\$ 1,300,000.00	Remodel - Residential - Addition
250953	Red Leaf Custom Homes	5868 ELLIS DR W	RED LEAF CUSTOM HOMES, LLC	\$ 450,000.00	Residential Dwelling
251016	Dabbert Custom Homes, LLC	1021 61 AVE W	DABBERT CUSTOM HOMES, LLC	\$ 439,900.00	Residential Dwelling

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09:07:35

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 10/06/25 to 10/20/25

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Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
128552		5639 AARON THOSTENSON	22.00								
1	10/15/25	MEAL REIMBURSEMENT FOR NDLA	22.00			7000		411600	340		101000
		Total for Vendor:	22.00								
128514	C	4550 ABC LOCK & KEY INC	140.00								
1	10/13/25	KNOB REPLACEMENT	140.00			6010		450200	420		101000
E2562											
		Total for Vendor:	140.00								
128419	C	289 ACME TOOLS	511.41								
1	10/10/25	COLD CHISEL SET	27.99			6020		450000	432		101000
15099418											
2	10/03/25	MISC SHOP SUPPLIES	158.19			1000		455000	433		101000
15066267											
3	10/06/25	SPOTLIGHT	150.99			6025		450000	432		101000
15072878											
4	10/10/25	SAW BLADES	150.98			6025		450000	437		101000
15097298											
5	10/09/25	IMPACT	23.26			1000		430001	432		101000
26535181											
		Total for Vendor:	511.41								
128473	C	3179 ADVANCED ENGINEERING &	6,490.13								
1	10/07/25	LCRI INVENTORY ASSISTANCE	1,438.50			6020		450000	430		101000
106079											
2	10/07/25	I&C LIFT STATION UPDATES	2,044.13			6025		450000	430		101000
106206											
3	10/07/25	I&C SCADA SUPPORT	3,007.50			6025		450000	430		101000
106205											
		Total for Vendor:	6,490.13								
128471	C	779 AGASSIZ SEED COMPANY	903.51								
1	10/03/25	LAWN MIX	450.00			1000		430001	358		101000
SINV104256											
2	10/02/25	STRAW BLANKET/LAWN MIX	453.51			4387		480000	670		101000
SINV104209											

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CITY OF WEST FARGO, ND
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Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
128497	C	779 AGASSIZ SEED COMPANY	1,810.00						
1	10/08/25	LAWN MIX	1,810.00			1000 430001	358		101000
		SINV104382							
		Total for Vendor:	2,713.51						
128386		4791 ALL STATES FLOORING, INC.	44,475.00						
1	10/13/25	CARPET REPLACEMENT PROJECT	44,475.00			7000 411600	653		101000
		2165							
		Total for Vendor:	44,475.00						
128553		5637 ALLISON AAMODT	22.00						
1	10/15/25	MEAL REIMBURSEMENT FOR NDLA	22.00			7000 411600	340		101000
		Total for Vendor:	22.00						
128391		5638 ALYSSA OSE	22.00						
1	10/14/25	FOOD REIMBURSEMENT FOR NDLA	22.00			7000 411600	340		101000
		Total for Vendor:	22.00						
128341	E	3490 AMAZON CAPITAL SERVICES	795.71						
1	10/03/25	Magnetic locator	571.36			6020 450000	412		101000
		1F71-DK3P-MLXW							
2	10/06/25	Webcam - IT	54.99			1000 414104	497		101000
		136Y-9WLH-6DVP							
3	10/06/25	Office Supplies - Court	85.14			1000 412000	410		101000
		11RX-YYDL-F6V1							
4	09/15/25	Sticky notes - CH	32.81			1000 415000	410		101000
		1YRV-3VYJ-4CG7							
5	09/19/25	Insect trap refills - CH	29.99			1000 415000	410		101000
		11HM-1RMV-J7YN							
6	09/19/25	3 hole punch - CH	21.42			1000 415000	410		101000
		1VKJ-6D9W-JRFK							
128404	E	3490 AMAZON CAPITAL SERVICES	94.99						
1	10/15/25	earpiece for runcorn	94.99			1000 421000	422		101000
		1JDC-NDMX-7HHH							

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128407	E	3490 AMAZON CAPITAL SERVICES	94.99								
1	08/15/25	earpiece	94.99			1000		421000	422		101000
		1NFW-V4WW-LPMG									
128420	E	3490 AMAZON CAPITAL SERVICES	114.95								
1	10/06/25	hood protector	114.95			1000		421000	610		101000
		16T1-PR7M-F1P7									
128477	E	3490 AMAZON CAPITAL SERVICES	19.69								
1	10/09/25	Date stamp - Finance	9.70			1000		414100	410		101000
		1H3F-P7DF-4CJG									
2	10/15/25	Tabs for notebooks - Finance	9.99			1000		414100	410		101000
		1V3G-G6JG-4R99									
128506	E	3490 AMAZON CAPITAL SERVICES	2,167.74								
1	09/25/25	NUMBER CLICKER	11.38			6010		450200	433		101000
		1T444MWC793L									
2	08/14/25	J AMBLE - PANTS	149.97			6010		450200	422		101000
		1TTKTG649JDD									
3	10/03/25	SAFETY VEST	26.51			1000		430000	639		101000
		1Y49GN7KMD4T									
4	10/08/25	BINDERS	47.98			1000		430000	410		101000
		1NJPV3KHCC9H									
5	10/08/25	LED STROBE LIGHTS	27.88			1000		455000	433		101000
		11NW4L3JCK3K									
6	10/08/25	#5705 STROBE LIGHTS	493.20			1000		430002	610		101000
		11NW4L3JCK3K									
7	10/08/25	#2409 STROBE LIGHTS	493.20			6020		450000	870		101000
		11NW4L3JCK3K									
8	10/06/25	WORK SHIRT RESTOCK - ST	167.91			1000		430000	422		101000
		1Q6CD331CFRQ									
9	10/06/25	WORK SHIRT RESTOCK - WA	167.91			6020		450000	422		101000
		1Q6CD331CFRQ									
10	10/06/25	WORK SHIRT RESTOCK - SW	167.91			6025		450000	422		101000
		1Q6CD331CFRQ									
11	10/06/25	WORK SHIRT RESTOCK - RW	167.94			1000		430001	422		101000
		1Q6CD331CFRQ									

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CITY OF WEST FARGO, ND
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Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
12	10/06/25	WORK SHIRT RESTOCK - SA	167.91			6010		450200	422		101000
106CD331CFRQ											
13	10/13/25	OFFICE SUPPLIES	8.54			6020		450000	410		101000
1LWJ19LVRT3N											
14	10/10/25	OFFICE SUPPLIES	69.50			6020		450000	410		101000
1TV1RWD7QYMQ											
128543	E	3490 AMAZON CAPITAL SERVICES	211.86								
1	10/08/25	WATER FILTERS	59.18			1000		455000	420		101000
1RRW746CC3LC											
2	10/06/25	VACUUM BAGS	43.98			1000		455000	420		101000
1L6LRR9Q4MYL											
3	10/14/25	VACUUM BAGS	108.70			1000		455000	500		101000
1WQTN1D7JVV											
Total for Vendor:			3,499.93								
128489		22 ASPLIN EXCAVATING	898.56								
1	09/23/25	CLASS 5	898.56			2210		428000	358		101000
25-3211											
Total for Vendor:			898.56								
128339	C	5449 ASSUREHIRE	506.16								
Background Checks / Drug Screens / Credit Checks for New Hires											
1	116580 10/01/25	Background/Drug Screens	506.16			1000		414103	399		101000
116580											
Total for Vendor:			506.16								
128401 -95855E		4672 ASURE PAYROLL TAX MANAGEMENT	254,969.13								
10/17/2025 Payroll											
1	10/17/25	Social Security	119,753.62			1000		212501			101000
2	10/17/25	Medicare	28,006.96			1000		212502			101000
3	10/17/25	Federal Income Tax	98,174.55			1000		212503			101000
4	10/17/25	ND State Tax	4,452.00			1000		212504			101000
5	10/17/25	MN State Tax	4,582.00			1000		212505			101000
Total for Vendor:			254,969.13								

10/20/25
09:07:35

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128348	C	4485 AUSTIN BRAGET MN GIS Conference - Duluth 10/01/25-10/03/25	543.22						
1	10/06/25	Travel reimb 10/01-10/03	543.22			1000 414000	340		101000
		Total for Vendor:	543.22						
128421	C	2931 AUTO VALUE PARTS STORES	370.64						
1	10/06/25	CV TUBE	17.99			1000 455000	433		101000
99363080									
2	10/07/25	#3019 FILTERS	30.84			1000 430000	427		101000
99363254									
3	10/07/25	FILTERS	10.25			6020 450000	427		101000
99363248									
4	10/07/25	FILTERS	6.94			1000 421000	427		101000
99363246									
5	10/07/25	FILTERS	50.18			1000 430000	427		101000
99363250									
6	10/07/25	FILTERS/SEPERATOR	168.07			6010 450200	427		101000
99363253									
7	10/07/25	FILTERS	6.78			6025 450000	427		101000
99363255									
8	10/10/25	FILTERS	79.59			6025 450000	427		101000
99364043									
128465	C	2931 AUTO VALUE PARTS STORES	296.65						
1	10/14/25	FILTERS	30.39			6010 450200	427		101000
99364536									
2	10/14/25	FILTERS	20.45			1000 421000	427		101000
99364530									
3	10/14/25	FILTERS	222.21			1000 430000	427		101000
99364534									
4	10/14/25	PTFE TAPE	16.90			1000 455000	433		101000
99364529									
5	10/14/25	FILTERS	3.35			6025 450000	427		101000
99364538									
6	10/14/25	FILTERS	3.35			1000 414200	427		101000
99364539									
		Total for Vendor:	667.29						

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128486		1069 BAKER GARDEN & GIFT	539.94								
1	10/07/25	TREES	539.94			2210		428000	446		101000
1-976036											
		Total for Vendor:	539.94								
128474		4275 BATTERIES PLUS BULBS #022	1,519.84								
1	09/26/25	CUSTOM BATTERY 16 CELL	1,519.84			4194		480000	670		101000
P85825048											
		Total for Vendor:	1,519.84								
128406	C	3149 BEE SEEN GEAR	1,062.26								
1	10/19/25	mugs for COPs program	1,062.26			1000		421000	375	12	101000
71340											
		Total for Vendor:	1,062.26								
128361	C	3489 BOLTON & MENK, INC	13,200.00								
1	0375255	09/30/25 Project 2294	13,200.00			4223		480000	313		101000
0375255											
		Total for Vendor:	13,200.00								
128483	C	28 BORDER STATES PAVING	935.13								
1	10/02/25	HOT ASPHALT MIX	935.13			1000		430000	722		101000
2914-25											
		Total for Vendor:	935.13								
128556		3512 BOUND TREE MEDICAL, LLC	310.24								
1	10/02/25	FD Medical Supplies	310.24			2060		415200	500		101000
85943906											
		Total for Vendor:	310.24								
128359		73 BRAUN INTERTEC	18,166.55								
1	B445313	10/07/25 Imp Dist 3006	12,010.50			4003		480000	724		101000
B445313											
2	B445314	10/07/25 Imp Dist 2291	725.00			4182		480000	724		101000
B445314											
3	B445315	10/07/25 Imp Dist 2290	652.50			4185		480000	724		101000
B445315											

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4	B445316	10/07/25 Imp Dist 1353	4,062.05			4189		480000	724		101000
B445316											
5	B445339	10/07/25 Project 2279	716.50			4802		480000	724		101000
B445339											
Total for Vendor:			18,166.55								
128395		5636 BREE SCHMIDT	109.20								
1	10/14/25	FOOD & TRAVEL REIMBURSEMENT FO	109.20			7000		411600	340		101000
Total for Vendor:			109.20								
128509	C	652 BRENCO CORPORATION	47.98								
1	10/10/25	COUPLERS	47.98			6025		450000	825		101000
0175210											
Total for Vendor:			47.98								
128545		3892 BURGGRAF'S ACE FARGO WEST #17458	13.99								
1	10/03/25	CEMENT/PRIMER	13.99			1000		455000	420		101000
4524											
Total for Vendor:			13.99								
128554	C	351 BUSINESS ESSENTIALS	436.04								
1	10/14/25	OFFICE SUPPLIES	436.04			7000		411600	410		101000
W01365761-1											
Total for Vendor:			436.04								
128504	C	39 BUTLER MACHINERY	476.45								
1	10/04/25	#7200 FILTERS	256.06			6025		450000	427		101000
00PS0668862											
2	10/02/25	#4005 RADIATOR CLEANING	200.00			6010		450200	427		101000
00W00288864											
3	10/09/25	#7200 FILTERS	20.39			6025		450000	427		101000
00PS0669151											
Total for Vendor:			476.45								

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128519		4505 CASEY SANDERS	369.60						
		Economic Development of ND Conference - Minot							
1	10/13/25	Mileage reimb - 07/07-07/09	369.60			1000 414102	340		101000
		Total for Vendor:	369.60						
128356	E	51 CASS COUNTY ELECTRIC COOP	345.51						
1	428342 Oct 10/06/25	Airport 08/31/25-09/30/25	345.51			7050 500000	420		101000
	428342 10/25								
128383	E	51 CASS COUNTY ELECTRIC COOP	24,211.70						
1	10/10/25	THE LIGHTS CITY METER	550.99			2310 452120	527		101000
1168004									
2	10/10/25	THE LIGHTS PARKING RAMP	1,038.62			2310 452120	527		101000
1168003									
3	10/10/25	THE LIGHTS STAGE & COURTYARD	1,500.09			2310 452120	527		101000
1163206									
4	10/10/25	LIFT STATIONS	20,570.10			6025 450000	527		101000
1156426									
5	10/10/25	INERT LANDFILL	74.59			6010 450200	527		101000
1156426									
6	10/10/25	WATER TOWERS	477.31			6020 450000	527		101000
	1156426								
128384	E	51 CASS COUNTY ELECTRIC COOP	18,844.00						
1	10/10/25	PROJ 9061	15.00			4188 480000	670		101000
1203376									
2	10/10/25	TRANSFER STATION	316.85			6010 450200	527		101000
1156424									
3	10/10/25	STREET LIGHT FEED POINTS	18,512.15			1000 430002	527		101000
	1156424								
128396	E	51 CASS COUNTY ELECTRIC COOP	3,181.67						
1	1190696 10 10/10/25	New City Hall (WEX Buildin	3,181.67			1001 415000	527		101000
	1190696 10/25								

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128557	E	51 CASS COUNTY ELECTRIC COOP	1,323.96								
1	10/06/25	FD St 75 October Usage	1,323.96			2060		415200	527		101000
1090222	October										
		Total for Vendor:	47,906.84								
128493		1355 CASS COUNTY GOVERNMENT	26,695.05								
1	10/07/25	VECTOR CONTROL (AUGUST)	26,695.05			2200		427500	395		101000
INV012271											
		Total for Vendor:	26,695.05								
128357	E	1777 CENTURY LINK	81.04								
1	Oct 25	10/07/25 WF Airport	81.04			7050		500000	356		101000
333942770	10.25										
128409	E	1777 CENTURY LINK	215.28								
1	10/01/25	oct 2025 - police sirens	215.28			1000		421000	356		101000
		Total for Vendor:	296.32								
128478		3216 CINTAS	185.52								
1	10/10/25	RUG SERVICE	185.52			1000		455000	420		101000
4246148100											
		Total for Vendor:	185.52								
128349		111 CITY OF FARGO	18,077.64								
1	488226	09/25/25 Paratransit Rides - Aug 2025	18,077.64			1000		415000	376		101000
488226											
128451		111 CITY OF FARGO	81,369.36								
1	09/24/25	LANDFILL FEES	27,416.40			6010		450200	355		101000
488212											
2	10/01/25	LANDFILL FEES	27,593.58			6010		450200	355		101000
488367											
3	10/08/25	LANDFILL FEES	26,359.38			6010		450200	355		101000
489127											

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128472		111 CITY OF FARGO	3,755.00						
1	09/24/25	TACK OIL	3,139.00			1000 430000	722		101000
488214									
2	09/24/25	WATER TESTING	616.00			6020 450000	335		101000
488213									
Total for Vendor:			103,202.00						
128495		2880 CITY OF FARGO	871,933.88						
1	10/07/25	1 GSR (WATER)	155,588.80			6020 450000	345		101000
992003406									
2	10/07/25	5635 14TH AVE N (WATER)	29.60			6020 450000	345		101000
600021501									
3	10/07/25	1 MAIN AVE (WATER)	200,901.50			6020 450000	345		101000
600021281									
4	10/07/25	1 32ND AVE S (WATER)	177,885.60			6020 450000	345		101000
600014321									
5	10/07/25	2220 57TH ST N (SEWER)	337,528.38			6025 450000	347		101000
600024641									
Total for Vendor:			871,933.88						
128340		C 3167 CITY OF WEST FARGO	77.82						
1	02066 Sept	09/22/25 Airport Dumpster	77.82			7050 500000	420		101000
02066 Sept 25									
Total for Vendor:			77.82						
128476		E 229 CONSOLIDATED COMMUNICATIONS	162.05						
1	09/15/25	SCADA BACKUP LINE @ PD	162.05			6025 450000	527		101000
701-150-0691/0									
128558		E 229 CONSOLIDATED COMMUNICATIONS	26.86						
1	10/01/25	FD Elevator Oct	26.86			2060 415200	527		101000
701-364-9536/Oct									
Total for Vendor:			188.91						

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128433		4108 CONSOLIDATED ELECTRICAL	197.35								
1	09/19/25	#5703 MISC HARDWARE	135.90			1000		450000	433		101000
2348-1097718											
2	10/01/25	ADHESIVE	61.45			6025		450000	423		101000
2348-1098816											
		Total for Vendor:	197.35								
128417		3245 CORE & MAIN	38.20								
1	10/08/25	METER BUSHINGS	38.20			4972		480000	670		101000
6411											
		Total for Vendor:	38.20								
128363		47 CORWIN CHRYSLER DODGE JEEP RAM	72.10								
Paid Inv #91893 on CL 109717, then took credit (CI 34) and also received check #250394 from them for reimb (RV 8839), so we took the credit twice. Need to pay that back.											
ALS											
1	250394 02/17/25	True up account	72.10			1000		415000	427		101000
250394											
		Total for Vendor:	72.10								
128397		5097 CREATIVE LEARNING CHILDCARE	1,143.15								
1	10/13/25	Child Care Grant	1,143.15			2960		411900	416		101000
		Total for Vendor:	1,143.15								
128484		3791 CURB DESIGN	800.00								
1	09/30/25	EDGING SIGN & FLAG POLE	800.00			1000		455000	358		101000
12294											
		Total for Vendor:	800.00								
128555		5624 DAKBUILT	220.00								
1	10/16/25	ww remodel kitchen sink	220.00			2975		421000	641	18	101000
inv-25-300201											
		Total for Vendor:	220.00								

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128559 1 26590	C 09/30/25	5319 DAKOTA CHILDREN'S ADVOCACY FD September Wellness Visits	2,047.50 2,047.50			2060 415200	996		101000
Total for Vendor:			2,047.50						
128534 1	90 DAKOTA UNDERGROUND Pay App 10	10/01/25 Project 1345	128,017.32 128,017.32			4009 480000	670		101000
Pay App 10F									
128535 1	90 DAKOTA UNDERGROUND Pay App 3	10/20/25 Project 1353	379,335.65 379,335.65			4189 480000	670		101000
Pay App 3									
Total for Vendor:			507,352.97						
128415 1 1016-000035376	5322 DEFENSE TECHNOLOGY LLC 10/07/25	reg for tulius	625.00 625.00			1000 421000	340		101000
Total for Vendor:			625.00						
128521 1 Oct 2025	C 10/14/25	2948 DELTA 54 AVIATION LLC Airport Management Fees	4,616.21 3,800.00			7050 500000	307		101000
2 Oct 2025	10/14/25	Supplies/equip rental	656.25			7050 500000	653		101000
3 Oct 2025	10/14/25	Light bulbs for hangar #13	159.96			7050 500000	420		101000
Total for Vendor:			4,616.21						
128517 1 810263252	C 10/10/25	5560 DIAMOND VOGEL RAC X ONE SEAL	265.06 31.06			1000 430000	486		101000
2 810263081	10/07/25	CROSSWALK BAR	234.00			1000 430000	486		101000
Total for Vendor:			265.06						

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128532		999999 DONOVAN MCGINLEY-COLMAN	300.00								
		Tree Planting Permit - 1247 Rachel Dr W									
1	10/16/25	Tree - 1247 Rachel Dr W	300.00			5000		422000	490		101000
		Total for Vendor:	300.00								
128469	C	2225 DTN, LLC	512.65								
1	10/01/25	WEATHER SENTRY (NOV)	512.65			1000		450000	497		101000
		210-00226800									
		Total for Vendor:	512.65								
128513	C	2100 EAGLE RUN CROSSING	51.55								
1	10/13/25	#3401 PREMIUM	51.55			1000		430001	424		101000
		1335									
		Total for Vendor:	51.55								
128412		3268 EDEN K9 CONSULTING & TRAINING	696.00								
1	10/10/25	kats K9 software	696.00			1000		421000	497		101000
		1464									
		Total for Vendor:	696.00								
128422	C	3410 ENGRAPHIX	15.00								
1	10/14/25	4th Q - name plate	15.00			1000		421000	422		101000
		A6226									
		Total for Vendor:	15.00								
128537		3731 ERIC SORENSON	169.95								
1	10/17/25	clothing reimb	169.95			1000		421000	422		101000
		Total for Vendor:	169.95								
128338		2862 ESSENTIA HEALTH - FARGO	391.00								
		Random drug screens									
1	09/30/25	D Behrns - Sewer	60.00			6025		450000	387		101000
		890000526.09.2025									
2	09/30/25	C Costello - Water	60.00			6020		450000	387		101000
		890000526.09.2025									
3	09/30/25	J Amble - Sanitation	91.00			6010		450200	387		101000
		890000526.09.2025									

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4	09/30/25	C Husler - Sanitation	60.00			6010		450200	387		101000
890000526.09.2025											
5	09/30/25	J Donley - Street	60.00			1000		430000	387		101000
890000526.09.2025											
6	09/30/25	J Rolczynski - Street	60.00			1000		430000	387		101000
890000526.09.2025											
Total for Vendor:			391.00								
128518	C	1851 F/S MANUFACTURING	20.01								
1	10/07/25	#3100 HARDWARE	20.01			1000		430000	427		101000
207324											
Total for Vendor:			20.01								
128523		650 FARGO CASS PUBLIC HEALTH	10,553.14								
1	10/15/25	Opioid Settlement	10,553.14			2957		470000	479		101000
Total for Vendor:			10,553.14								
128492	C	660 FARGO FREIGHTLINER	3,190.15								
1	10/13/25	#3100 TRANS COOLER/HOSE	3,190.15			1000		430000	427		101000
X101193647											
Total for Vendor:			3,190.15								
128424		151 FEDERAL EXPRESS	35.49								
1	10/08/25	ND lab pkg's	23.66			1000		421000	661		101000
9-021-68315											
2	10/15/25	ND lab pkg's	11.83			1000		421000	661		101000
9-029-94425											
Total for Vendor:			35.49								
128459	C	5588 FLEET CHARGE	33.92								
1	10/03/25	#4007 CABLE	33.92			6010		450200	427		101000
X20225066501											
Total for Vendor:			33.92								

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128560	C	140 FM AMBULANCE SERVICES INC	740.00								
1	10/03/25	FM Bulk e-cards	740.00			2060		415200	340		101000
46004											
		Total for Vendor:	740.00								
128351	C	5427 FORTE	984.50								
1	89095933	09/16/25 Install mics	984.50			2970		480000	653		101000
89095933											
		Total for Vendor:	984.50								
128079	C	155 GALLS, LLC	436.70								
1	09/17/25	pants for morris	192.19			1000		421000	422		101000
032569870											
2	09/23/25	backpack for evink	155.62			1000		421000	422		101000
032625195											
3	02/27/25	credit applied	-98.08			1000		421000	422		101000
115836											
4	09/22/25	belt for new officers	47.03			1000		421000	422		101000
032612759											
5	09/22/25	honor guard - shoes TJ	87.95			1000		421000	422		101000
032612898											
6	09/22/25	shirts for borg	51.99			1000		421000	422		101000
032614999											
128439	C	155 GALLS, LLC	4,579.67								
1	10/07/25	new officer kelly	94.09			1000		421000	422		101000
032771647											
2	10/07/25	new officer kelly	29.71			1000		421000	422		101000
032769464											
3	10/14/25	credit apply 032771647	-79.67			1000		421000	422		101000
032840679											
4	10/08/25	holster for d. todd	72.80			1000		421000	422		101000
032786895											
5	10/01/25	boots for nielsen	252.00			1000		421000	422		101000
032714178											
6	10/03/25	gloves for nielsen	40.50			1000		421000	422		101000
032744264											

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7	10/02/25	equip for Nelson	136.77			1000		421000	422		101000
032725672											
8	10/06/25	shirt for ellefson	117.93			1000		421000	422		101000
032760147											
9	10/14/25	credit apply 032760147	-18.99			1000		421000	422		101000
032840710											
10	10/07/25	shirt for evink	99.36			1000		421000	422		101000
032771650											
11	10/14/25	credit apply 032771650	-7.37			1000		421000	422		101000
032840708											
12	10/06/25	shirt for joregenson	75.24			1000		421000	422		101000
032760154											
13	10/01/25	winter gear for morris	8.10			1000		421000	422		101000
032715561											
14	10/01/25	equip for halverson	93.67			1000		421000	422		101000
032715562											
15	09/30/25	equip/uniform for adel	373.13			1000		421000	422		101000
032699309											
16	10/01/25	shirts for adel	47.83			1000		421000	422		101000
032720243											
17	10/14/25	apply credit to 032699309	-24.99			1000		421000	422		101000
032840695											
18	09/30/25	equip for werner	133.10			1000		421000	422		101000
032699308											
19	10/01/25	gloves for werner	43.52			1000		421000	422		101000
032720241											
20	10/01/25	shirts for werner	96.70			1000		421000	422		101000
032720245											
21	10/14/25	apply credit 032699308	-18.99			1000		421000	422		101000
032840694											
22	10/06/25	new officer belts	188.12			1000		421000	422		101000
032755686											
23	10/02/25	pants for mueller	94.99			1000		421000	422		101000
032725817											
24	10/01/25	pants for carr	202.97			1000		421000	422		101000
032713357											
25	10/14/25	credit apply to 032713357	-12.99			1000		421000	422		101000
032840687											

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26	10/07/25	new officer medrud	27.90			1000		421000	422		101000
032769465											
27	10/07/25	backpack, shirt for crouse	181.27			1000		421000	422		101000
032767097											
28	10/07/25	shirt for balvik	98.67			1000		421000	422		101000
032771649											
29	10/07/25	credit apply to 032771649	-6.68			1000		421000	422		101000
032840668											
30	10/02/25	equip for newman	69.95			1000		421000	422		101000
032727857											
31	10/02/25	gloves for morris	32.40			1000		421000	422		101000
032732680											
32	09/30/25	boots for runcorn	257.22			1000		421000	422		101000
032699623											
33	10/01/25	boots for richardson	206.18			1000		421000	422		101000
032721027											
34	10/14/25	credit apply to 032721027	-16.23			1000		421000	422		101000
032840703											
35	09/30/25	equip for orn	175.59			1000		421000	422		101000
032701012											
36	09/30/25	equip for heyerman	60.68			1000		421000	422		101000
032699310											
37	10/08/25	equip for heyerman	15.21			1000		421000	422		101000
032780514											
38	10/14/25	credit apply to 032699310	-6.99			1000		421000	422		101000
032840702											
39	09/30/25	hanger for jorgensen	12.60			1000		421000	422		101000
032701936											
40	09/30/25	service tag for TJ	27.90			1000		421000	422		101000
032699816											
41	10/09/25	winter gear for haskell	31.50			1000		421000	422		101000
032798233											
42	10/10/25	nametag for TJ	16.83			1000		421000	422		101000
032809609											
43	09/30/25	promoted to Lts - uniforms	607.28			1000		421000	422		101000
032703826											
44	10/09/25	new officer medrud	218.40			1000		421000	422		101000
032798476											

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45	10/10/25 new officer belts		155.19			1000 421000	422		101000
032805054									
46	10/08/25 cadet name tag		147.63			1000 421000	375		101000
032787333									
47	10/14/25 credit apply to 032787333		-12.99			1000 421000	375		101000
032840682									
48	10/08/25 equip for newman		13.81			1000 421000	422		101000
032780515									
49	10/13/25 new officer kelly		107.59			1000 421000	422		101000
032824044									
50	10/13/25 pink padge for ellefson		104.40			1000 421000	422		101000
032826331									
51	10/14/25 new officer nametag medrud		16.83			1000 421000	422		101000
032839006									
Total for Vendor:			5,016.37						
128561	93 GATEWAY CHEVROLET		4,089.35						
1	10/01/25 FD K-9 breaks,oil pans,repair		4,089.35			2060 415200	420		101000
2679301									
Total for Vendor:			4,089.35						
128394	5642 GENE JETTA		22.00						
1	10/14/25 FOOD REIMBURSEMENT FOR NDLA		22.00			7000 411600	340		101000
Total for Vendor:			22.00						
128547	C 2864 GOODIN COMPANY		1,611.36						
1	10/10/25 FILTERS		1,551.60			1000 455000	500		101000
8386746									
2	10/10/25 FILTERS		59.76			1000 455000	500		101000
8386748									
Total for Vendor:			1,611.36						
128573	C 556 GRAINGER, INC.		162.37						
1	10/16/25 FD Elec . Connectors/shop		162.37			2060 415200	500		101000
9676587661									
Total for Vendor:			162.37						

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128437		999999 GRASSROOTS K9	1,627.79						
1	10/16/25	grassroots travel	1,627.79			1000 421000	340		101000
		Total for Vendor:	1,627.79						
128470	C	135 HAWKINS INC	12,548.40						
1	10/03/25	AQUAHAWK	3,128.60			6025 450000	423		101000
7217301									
2	10/07/25	AQUAHAWK	2,684.60			6025 450000	423		101000
7219354									
3	10/13/25	AQUAHAWK	6,735.20			6025 450000	423		101000
7223824									
		Total for Vendor:	12,548.40						
128507	C	180 HAZER'S AUTO WRECKING	925.00						
1	10/07/25	APPLIANCE DISPOSAL	925.00			6010 450200	357		101000
4009									
		Total for Vendor:	925.00						
128528	C	2820 HIGH POINT NETWORKS	25.00						
1	2798508 10/15/25	Axis My2N annual subscription	25.00			1000 414104	497		101000
2798508									
		Total for Vendor:	25.00						
128529	C	5539 HKGI	30,967.00						
1	025-006-8 10/16/25	Project 9057	30,967.00			4179 480000	307		101000
025-006-8									
		Total for Vendor:	30,967.00						
128524	C	4170 H00TSUITE INC	5,930.10						
		Service Period: 11/09/25-11/08/26							
1	2010246597 10/10/25	Annual software renewal	5,930.10			1000 416200	497		101000
2010246597									
		Total for Vendor:	5,930.10						

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128344	C	687 INFORMATION TECHNOLOGY DEPT	756.00								
1	09/30/25	Sept WAN/Fiber/VPN	756.00			1000		414104	497		101000
		DP092025.849.3									
Total for Vendor:			756.00								
128390	C	4592 INGRAM LIBRARY SERVICES	3,758.52								
1	09/16/25	B00KS	34.04			7000		411600	662		101000
90521177											
2	09/16/25	B00KS	64.00			7000		411600	662		101000
90521178											
3	09/16/25	B00KS	21.00			7000		411600	662		101000
90521179											
4	09/18/25	B00KS	40.15			7000		411600	662		101000
90583046											
5	09/18/25	B00KS	102.95			7000		411600	662		101000
90583047											
6	09/18/25	B00KS	13.71			7000		411600	662		101000
90583048											
7	09/18/25	B00KS	23.82			7000		411600	662		101000
90583049											
8	09/18/25	B00KS	106.13			7000		411600	662		101000
90591457											
9	09/29/25	B00KS	23.50			7000		411600	662		101000
90817089											
10	09/29/25	B00KS	23.42			7000		411600	662		101000
90817090											
11	09/29/25	B00KS	63.69			7000		411600	662		101000
90817091											
12	09/29/25	B00KS	12.42			7000		411600	662		101000
90817092											
13	09/29/25	B00KS	786.96			7000		411600	662		101000
90817093											
14	09/30/25	B00KS	22.56			7000		411600	662		101000
90862451											
15	10/01/25	B00KS	44.66			7000		411600	662		101000
90897618											

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16 90897619	10/01/25	BOOKS	16.36			7000		411600	662		101000
17 90897620	10/01/25	BOOKS	16.03			7000		411600	662		101000
18 90897621	10/01/25	BOOKS	14.97			7000		411600	662		101000
19 90897622	10/01/25	BOOKS	59.21			7000		411600	662		101000
20 90897623	10/01/25	BOOKS	198.97			7000		411600	662		101000
21 90897624	10/01/25	BOOKS	11.10			7000		411600	662		101000
22 90955976	10/03/25	BOOKS	14.93			7000		411600	662		101000
23 90955977	10/03/25	BOOKS	19.76			7000		411600	662		101000
24 90955978	10/03/25	BOOKS	15.23			7000		411600	662		101000
25 90955979	10/03/25	BOOKS	16.92			7000		411600	662		101000
26 90955980	10/03/25	BOOKS	13.71			7000		411600	662		101000
27 90955981	10/03/25	BOOKS	39.17			7000		411600	662		101000
28 90955982	10/03/25	BOOKS	21.31			7000		411600	662		101000
29 90955983	10/03/25	BOOKS	34.58			7000		411600	662		101000
30 90955984	10/03/25	BOOKS	20.39			7000		411600	662		101000
31 90985849	10/06/25	BOOKS	42.63			7000		411600	662		101000
32 90985850	10/06/25	BOOKS	42.37			7000		411600	662		101000
33 90985851	10/06/25	BOOKS	14.63			7000		411600	662		101000
34 91026198	10/07/25	BOOKS	13.24			7000		411600	662		101000

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35	10/07/25	BOOKS	24.82			7000		411600	662		101000
91026199											
36	10/07/25	BOOKS	25.45			7000		411600	662		101000
91026200											
37	10/07/25	BOOKS	94.63			7000		411600	662		101000
91026201											
38	10/07/25	BOOKS	19.03			7000		411600	662		101000
91026202											
39	10/07/25	BOOKS	13.03			7000		411600	662		101000
91026203											
40	10/07/25	BOOKS	25.92			7000		411600	662		101000
91026204											
41	10/07/25	BOOKS	68.09			7000		411600	662		101000
91026205											
42	10/07/25	BOOKS	444.83			7000		411600	662		101000
91026206											
43	10/08/25	BOOKS	22.56			7000		411600	662		101000
91065676											
44	10/08/25	BOOKS	17.58			7000		411600	662		101000
91065677											
45	10/08/25	BOOKS	113.65			7000		411600	662		101000
91065678											
46	10/08/25	BOOKS	22.50			7000		411600	662		101000
91065679											
47	10/08/25	BOOKS	31.43			7000		411600	662		101000
91065680											
48	10/08/25	BOOKS	14.56			7000		411600	662		101000
91065681											
49	10/08/25	BOOKS	19.64			7000		411600	662		101000
91065682											
50	10/08/25	BOOKS	19.61			7000		411600	662		101000
91065683											
51	10/10/25	BOOKS	40.05			7000		411600	662		101000
91125893											
52	10/10/25	BOOKS	14.34			7000		411600	662		101000
91125894											
53	10/10/25	BOOKS	20.01			7000		411600	662		101000
91125895											

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54	10/10/25	BOOKS	12.15			7000		411600	662		101000
91125896											
55	10/10/25	BOOKS	14.14			7000		411600	662		101000
91125897											
56	10/10/25	BOOKS	76.15			7000		411600	662		101000
91125898											
57	10/10/25	BOOKS	22.56			7000		411600	662		101000
91125899											
58	10/10/25	BOOKS	31.93			7000		411600	662		101000
91125900											
59	10/13/25	BOOKS	27.96			7000		411600	662		101000
91161556											
60	10/13/25	BOOKS	32.64			7000		411600	662		101000
91170102											
61	10/13/25	BOOKS	21.94			7000		411600	662		101000
91170103											
62	10/13/25	BOOKS	19.32			7000		411600	662		101000
91170104											
63	10/13/25	BOOKS	12.43			7000		411600	662		101000
91170105											
64	10/14/25	BOOKS	21.23			7000		411600	662		101000
91197650											
65	10/14/25	BOOKS	13.33			7000		411600	662		101000
91197651											
66	10/14/25	BOOKS	33.45			7000		411600	662		101000
91197652											
67	10/14/25	BOOKS	181.63			7000		411600	662		101000
91197653											
68	10/14/25	BOOKS	40.96			7000		411600	662		101000
91197654											
69	10/14/25	BOOKS	13.68			7000		411600	662		101000
91197655											
70	10/14/25	BOOKS	99.07			7000		411600	662		101000
91197656											
71	10/14/25	BOOKS	23.70			7000		411600	662		101000
91197657											
Total for Vendor:			3,758.52								

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128438		2500 INLAND TRUCK PARTS & SERVICE	89.38								
1	09/02/25	#5000 ORING/SEAL	89.38			1000		455000	427		101000
		IN-1864252									
		Total for Vendor:	89.38								
128494		211 INTERSTATE ALL BATTERY CENTER	1,299.50								
1	10/14/25	BATTERIES	1,299.50			4194		480000	670		101000
		1902801044353									
128499		211 INTERSTATE ALL BATTERY CENTER	259.90								
1	10/06/25	BATTERIES	259.90			4194		480000	670		101000
		1902801044290									
128549		211 INTERSTATE ALL BATTERY CENTER	127.20								
1	10/10/25	BATTERIES	127.20			1000		455000	427		101000
		1902801044323									
		Total for Vendor:	1,686.60								
128467		233 J & L SPORTS	256.00								
1	10/03/25	EMBROIDERY - ST	51.20			1000		430000	422		101000
34878											
2	10/03/25	EMBROIDERY - WA	51.20			6020		450000	422		101000
34878											
3	10/03/25	EMBROIDERY - SW	51.20			6025		450000	422		101000
34878											
4	10/03/25	EMBROIDERY - SA	51.20			6010		450200	422		101000
34878											
5	10/03/25	EMBROIDERY - RW	51.20			1000		430001	422		101000
34878											
128468		233 J & L SPORTS	423.95								
1	10/14/25	Z PAINTNER SHIRTS	56.98			1000		450000	422		101000
34923											
2	10/14/25	S TIFFANY SHIRTS	102.61			1000		455000	422		101000
34923											
3	10/14/25	B MATZKE SHIRTS	78.36			1000		450000	422		101000
34923											

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4 34923	10/14/25	SCREEN PRINTING - WA	57.00			6020		450000	422		101000
5 34923	10/14/25	SCREEN PRINTING - ST	43.00			1000		430000	422		101000
6 34923	10/14/25	SCREEN PRINTING - SA	43.00			6010		450200	422		101000
7 34923	10/14/25	SCREEN PRINTING - SW	43.00			6025		450000	422		101000
Total for Vendor:			679.95								
128500 1 9110563260	C 10/01/25	1765 J.J. KELLER & ASSOC, INC CDL TRAINING	377.50 377.50			1000		430001	381		101000
Total for Vendor:			377.50								
128531 Tree Planting Permit - 5879 Ellis Dr W 1		999999 JOSH GACKLE 10/16/25 Tree - 5879 Ellis Dr W	300.00 300.00			5000		422000	490		101000
Total for Vendor:			300.00								
128485 1 148021 2 148021		2752 KOST MATERIALS, LLC 09/25/25 SIDEFORM PAVING - ST 09/25/25 SIDEFORM PAVING - CH	1,444.00 940.00 504.00			1000 1000		430000 455000	722 358		101000 101000
Total for Vendor:			1,444.00								
128402 -95854E 10/17/2025 Payroll 1		4482 KOTAPAY 10/17/25 Child Support 10/17/25	2,455.65 2,455.65			1000		212549			101000
Total for Vendor:			2,455.65								
128414 1 11735365		2085 LANGUAGE LINE SERVICES 09/30/25 sept 2025 interpreter	225.04 225.04			1000		421000	304		101000
Total for Vendor:			225.04								

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128455 1 84164	C 10/08/25	277 LARSON WELDING & MACHINE CO #4021 CYLINDER REPAIR	150.00 150.00			6010 450200	427		101000
Total for Vendor:			150.00						
128392 1	10/14/25	2800 LAUREN NEPHEW FOOD REIMBURSEMENT FOR NDLA	22.00 22.00			7000 411600	340		101000
Total for Vendor:			22.00						
128355 1 6473660606 2 6473662963 6473662963 3 6473662963 6473662963	C 10/26/25	4767 LENOVO (UNITED STATES) INC. 1 Laptop - Eng 08/26/25 1 Laptop - Eng 08/27/25 1 Monitor - Fleet 08/27/25 2 Monitors - Eng	2,169.95 1,621.85 182.70 365.40			1000 414200 1000 455000 1000 414200	497 497 497		101000 101000 101000
Total for Vendor:			2,169.95						
128393 1	10/14/25	5635 LEXI BENNETT FOOD REIMBURSEMENT FOR NDLA	22.00 22.00			7000 411600	340		101000
Total for Vendor:			22.00						
128574 1 79088	C 10/06/25	4872 LOWE'S (FD) FD T-76 Tools/Outtrigger	109.22 109.22			2060 415200	432		101000
Total for Vendor:			109.22						
128440 1 418933	10/02/25	711 LUTHER FAMILY FORD #1195 PIPE	285.07 285.07			1000 421000	427		101000
Total for Vendor:			285.07						
128416 1 8580	C 09/30/25	3304 MAC'S HARDWARE HARDWARE	38.36 38.36			6020 450000	432		101000

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128436	C	3304 MAC'S HARDWARE	214.30								
1	10/03/25	SHOVELS	129.97			2210		428000	358		101000
8701											
2	10/08/25	HARDWARE	84.33			1000		430000	487		101000
8853											
Total for Vendor:			252.66								
128572	C	3536 MACQUEEN	1,071.65								
1	10/06/25	FD Chain Saw Maintenance	152.21			2060		415200	427		101000
P55839											
2	10/07/25	FD E-75, E-71 Oil changes	401.68			2060		415200	427		101000
P13335											
3	10/09/25	FD E-71 Door hinge repair	517.76			2060		415200	427		101000
P13347											
Total for Vendor:			1,071.65								
128413	C	4637 MAMMOTH HOLDINGS LLC	585.00								
1	09/30/25	sept 2025 car wash	585.00			1000		421000	420		101000
INV104814											
Total for Vendor:			585.00								
128337	C	5416 MARCO TECHNOLOGIES LLC NW 7128	98.29								
1	10/01/25	oct 25 - pd plotter	93.50			1000		421000	428		101000
INV14382651											
2	10/01/25	July - September pd plotter Q	4.79			1000		421000	428		101000
INV14382651											
Total for Vendor:			98.29								
128365	C	5349 MARCO TECHNOLOGIES, LLC	1,871.26								
1	40298071	10/07/25 Finance	215.95			1000		414100	428		101000
40298071											
2	40298071	10/07/25 Non-Departmental	518.52			1000		415000	428		101000
40298071											
3	40298071	10/07/25 Planning / Inspections	123.13			1000		418000	428		101000
40298071											
4	40298071	10/07/25 HR	36.32			1000		414103	428		101000
40298071											

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5	40298071	10/07/25 Court	247.48			1000		412000	428		101000
40298071											
6	40298071	10/07/25 Police	27.02			1000		421000	428		101000
40298071											
7	40298071	10/07/25 PW Water	193.63			6020		450000	428		101000
40298071											
8	40298071	10/07/25 PW Sanitation	170.61			6010		450200	428		101000
40298071											
9	40298071	10/07/25 Fire	57.15			2060		415200	428		101000
40298071											
10	40298071	10/07/25 IT	123.13			1000		414104	428		101000
40298071											
11	40298071	10/07/25 Fleet & Facilities	35.19			1000		455000	428		101000
40298071											
12	40298071	10/07/25 Admin	123.13			1000		414000	428		101000
40298071											
128418	C	5349 MARCO TECHNOLOGIES, LLC	355.80								
1	10/07/25	oct 2025 pd mailroom	287.02			1000		421000	428		101000
40298072											
2	10/07/25	oct 2025 pd training room	68.78			1000		421000	428		101000
40298073											
128562	C	5349 MARCO TECHNOLOGIES, LLC	123.61								
1	10/13/25	FD HQ october usage	123.61			2060		415200	428		101000
40337193											
Total for Vendor:			2,350.67								
128508		3384 MATHESON TRI-GAS INC	145.00								
1	10/10/25	C02	145.00			6025		450000	639		101000
0032207977											
Total for Vendor:			145.00								
128522		3119 MATT RETKA	50.00								
1	10/14/25	Oct WF Airport Secretary	50.00			7050		500000	120		101000
Total for Vendor:			50.00								

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128405 1 18094		5455 MEAT JESUS LLC DBA BREADSMITH 10/15/25 coffee with a cop	37.50 37.50			1000 421000	375	12	101000
Total for Vendor:			37.50						
128575 1 66374 2 66377 3 66459 4 67260 5 67253 6 66950	C	299 MENARDS (FIRE) 10/01/25 FD St 76 Faucet 10/01/25 FD St 76 hardware 10/02/25 FD St 76 SCBA organizers 10/14/25 FD Commanad Strips 10/14/25 FD Key Fob Batteries 10/09/25 FD Cabinet parts	412.69 195.49 7.58 56.77 23.52 3.97 125.36			2060 415200	494 500 641 500 500 641		101000 101000 101000 101000 101000 101000
Total for Vendor:			412.69						
128435 PO - 200283 1 67366	C	5206 MENARDS (POLICE) 10/15/25 acct30360698shop rags/adhesive	184.48 184.48			1000 421000	641		101000
128539 1 67467	C	5206 MENARDS (POLICE) 10/16/25 #165 power inverter	22.99 22.99			1000 421000	497		101000
Total for Vendor:			207.47						
128442 1 63925 2 62051 3 65610	C	4622 MENARDS (PUBLIC WORKS) 08/27/25 MISC TOOLS 08/01/25 ACCT CREDIT 09/20/25 WEST FEST PARADE	1,169.58 62.68 -36.99 77.48			2210 428000 1000 455000 6010 450200	432 432 490		101000 101000 101000

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4 65888	09/24/25	ODOR SPRAY	9.98			6010 450200	433		101000
5 63926	08/27/25	FUEL PREMIX	45.08			2210 428000	424		101000
6 66542	10/03/25	WRENCH/GALV NIPPLE	36.85			6020 450000	432		101000
7 66460	10/02/25	TANK SPARYER/CLEANER	53.82			1000 430000	722		101000
8 66696	10/06/25	SEALANT/BRUSH/PATCH	49.34			1000 430000	722		101000
9 66455	10/02/25	MAGNET/LEVEL	26.98			1000 430000	432		101000
10 67021	10/10/25	CASTERS	13.96			6020 450000	433		101000
11 66864	10/08/25	RUBBER MULCH	214.92			1000 430001	358		101000
12 66889	10/08/25	TANK SPRAYER	16.97			1000 430000	722		101000
13 66965	10/09/25	TANK SPRAYER/DAWN	26.62			1000 430000	722		101000
14 66774	10/07/25	SNIPS/HARDWARE	13.18			1000 430000	432		101000
15 66434	10/02/25	HARDWARE	12.36			6025 450000	825		101000
16 66469	10/02/25	ZIPLOC BAGS	5.99			6025 450000	432		101000
17 66537	10/03/25	GALV NIPPLE/NOZZLE/BUSHING	24.87			6025 450000	432		101000
18 67186	10/13/25	HOSE/CLEANER/FITTING	32.35			6025 450000	432		101000
19 67266	10/14/25	HOSE/COUPLINGS/CLAMPS	72.85			6025 450000	827		101000
20 66886	10/08/25	CLIPBOARD	16.69			6010 450200	433		101000
21 67011	10/10/25	OIL/ORGANIZER/HOSE	48.95			1000 430000	486		101000
22 67034	10/10/25	OIL RET	-6.99			1000 430000	486		101000

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23 67202	10/13/25	SUMP PUMP	329.99			6010 450200	433		101000
24 67246	10/14/25	CHECK VALVE	7.39			6010 450200	433		101000
25 67277	10/14/25	TRAPS	14.26			6010 450200	433		101000
128544 1 66515 2 66768	C 10/03/25 10/07/25	4622 MENARDS (PUBLIC WORKS) PURDY MINI COMPOUND/SANDPAPER	24.13 13.57 10.56			1000 455000 1000 455000	420 420		101000 101000
Total for Vendor:			1,193.71						
128548 1 23068	C 10/06/25	2489 MENARDS-MOORHEAD SHELVING	338.00 338.00			1000 455000	420		101000
Total for Vendor:			338.00						
128466 1 22052 2 22029	 09/24/25 09/16/25	304 METZ CO., INC. CONCRETE MIXING TRAILER DUMPSTER GATE (THE LIGHTS)	1,948.66 1,661.16 287.50			1000 430000 6010 450200	870 433		101000 101000
Total for Vendor:			1,948.66						
128533 Tree Planting Permit - 1233 29th Ave W 1 10/16/25 Tree - 1233 29th Ave W	 10/16/25	999999 MICHAEL HERZ Tree Planting Permit - 1233 29th Ave W Tree - 1233 29th Ave W	300.00 300.00			5000 422000	490		101000
Total for Vendor:			300.00						
128475 1 16523960114976	E 09/27/25	2766 MIDCONTINENT COMMUNICATIONS 40th AVE INTERNET	28.99 28.99			6020 450000	527		101000

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128527	E	2766 MIDCONTINENT COMMUNICATIONS	1,250.39								
1	15004	10/11/25 193293401 - 3150 Sheyenne	1,250.39			2310		452120	497		101000
		19329340115004									
		Total for Vendor:	1,279.38								
128540	C	102 MIDSTATES WIRELESS	10,815.00								
1	10/16/25	21 CP Router installs	10,815.00			1000		421000	610		101000
		205019633-1									
		Total for Vendor:	10,815.00								
128389	C	1854 MIDWEST TAPE	953.74								
1	09/30/25	DVD	310.17			7000		411600	664		101000
		507818658									
2	09/30/25	DVD	64.79			7000		411600	664		101000
		507818700									
3	09/30/25	DVD	27.72			7000		411600	664		101000
		507818701									
4	10/07/25	DVD	137.03			7000		411600	664		101000
		507851894									
5	10/07/25	DVD	76.94			7000		411600	664		101000
		507851893									
6	10/07/25	DVD	115.35			7000		411600	664		101000
		507851890									
7	10/07/25	DVD	103.38			7000		411600	664		101000
		507851892									
8	10/14/25	DVD	28.47			7000		411600	664		101000
		507879607									
9	10/14/25	DVD	89.89			7000		411600	664		101000
		507879608									
		Total for Vendor:	953.74								
128423	C	772 MINNKOTA	114.00								
1	09/30/25	sept 2025 - recycling	114.00			1000		421000	420		101000
		465849									
		Total for Vendor:	114.00								

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128520	C	305 MOORE ENGINEERING INC	19,551.43						
1	SIN003705	07/28/25 Airport Pavement Rehab	2,982.28			7050 500000	653		101000
	SIN003705								
2	SIN004200	08/29/25 Airport Pavement Rehab	11,389.90			7050 500000	653		101000
	SIN004200								
3	SIN004976	09/30/25 Airport Pavement Rehab	5,179.25			7050 500000	653		101000
	SIN004976								
		Total for Vendor:	19,551.43						
128445		1014 MOTION INDUSTRIES, INC	460.02						
1	10/06/25	#3005B FLG	460.02			1000 430000	427		101000
	ND31-00548360								
		Total for Vendor:	460.02						
128347	C	3085 MRA-THE MANAGEMENT ASSOCIATION,	200.00						
1	00492569	10/06/25 Comp - Job Eval Ad Hocs	200.00			1000 414103	307		101000
	00492569								
		Total for Vendor:	200.00						
128399	C	4315 NATHAN SKALSKY	85.00						
		ND SHRM Conference - Bismarck - 09/08/25-09/11/25							
		Meals							
1	09/12/25	Travel Reimb - 09/08-09/11	85.00			1000 414103	340		101000
		Total for Vendor:	85.00						
128427		5651 NATURAL PET CENTER INC	83.22						
1	09/15/25	comfort dog clover - meds	52.17			1000 421000	915		101000
	55891								
2	10/03/25	comfort dog clover - meds	31.05			1000 421000	915		101000
	161355								
		Total for Vendor:	83.22						
128360		335 ND DEPT OF TRANSPORTATION	37,417.43						
1	0002578403	09/29/25 CE0032	3,978.00			2970 480000	724		101000
	0002578403								
2	0002578405	09/29/25 Project 2279	33,439.43			4802 480000	670		101000
	0002578405								
		Total for Vendor:	37,417.43						

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128353 1	-95858E 08/31/25	363 ND PERS August Payroll Adj	956.66 956.66			1000 212532			101000
128400 10/17/25 1	-95856E Payroll 10/17/25	363 ND PERS 457b Def Comp - Contributions	10,013.00 10,013.00			1000 212532			101000
		Total for Vendor:	10,969.66						
128078 1		723 ND POST BOARD 09/25/25 32 Annual POST renewals	1,440.00 1,440.00			1000 421000	667		101000
		Total for Vendor:	1,440.00						
128487 1 M3554		1946 ND STATE ELECTRICAL BOARD E CERT DEPOSIT	300.00 300.00			1000 430000	667		101000
		Total for Vendor:	300.00						
128408 1 001266		334 ND STATE RADIO COMM. 10/01/25 3rd Q LETS	2,400.00 2,400.00			1000 421000	415		101000
		Total for Vendor:	2,400.00						
128565 1 2025100209		3946 NDFA 10/02/25 FD A Nienas Retest Ropes	10.00 10.00			2060 415200	399		101000
128566 1 WFFD 2026 Dues		3946 NDFA 10/01/25 WFFD Annual Dues 2026	100.00 100.00			2060 415200	667		101000
		Total for Vendor:	110.00						
128546 1 251062 2 251109	C 10/05/25 TS - FIRST AID SUPPLIES 10/12/25 PW - SAFETY SUPPLIES	756 NELCO FIRST AID TS - FIRST AID SUPPLIES PW - SAFETY SUPPLIES	196.60 54.40 142.20			6010 450200 6020 450000	639 639		101000 101000
		Total for Vendor:	196.60						

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128343	C	271 NETCENTER TECHNOLOGIES	1,098.95						
1	200707	09/23/25 ExacqVision Pro software	1,098.95			1000 414104	497		101000
200707									
		Total for Vendor:	1,098.95						
128345	C	2261 NETWORK CENTER INCORPORATED	7,552.90						
		Office 365 G1 - 169 licenses							
		Office 365 G3 - 229 licenses							
		MS Teams Rooms Pro - 10 licenses							
		Power BI Pro - 1 license							
		Office 365 G5 - 2 licenses							
		Teams Phone - 1 license							
1	INV239234	10/06/25 Microsoft 365 Subscriptions	7,552.90			1000 414104	497		101000
INV239234									
		Total for Vendor:	7,552.90						
128498	C	691 NEWMAN SIGNS INC	2,483.40						
1	10/09/25	SIGNS	1,640.80			4194 480000	670		101000
TRFINV063636									
2	10/09/25	SIGNS	410.20			4194 480000	670		101000
TRFINV063637									
3	10/07/25	SIGNS	432.40			4194 480000	670		101000
TRFINV063573									
		Total for Vendor:	2,483.40						
128457	C	5240 NORTHERN ENGINE & SUPPLY	91.00						
1	10/10/25	CAP & PLUG JIC KIT	91.00			1000 455000	433		101000
270640									
		Total for Vendor:	91.00						
128496		3111 NORTHERN SALT INCORPORATED	56,499.84						
1	10/09/25	BULK DEICING SALT	56,499.84			1000 430000	377		101000
33035									
		Total for Vendor:	56,499.84						

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128510	C	1403 NORTHERN TOOL & EQUIPMENT	350.00						
1	10/08/25	LADDER	350.00			6025 450000	825		101000
BB0905CC									
Total for Vendor:			350.00						
128446	C	1028 NORTHERN TRUCK EQUIPMENT CORP.	120.30						
1	09/11/25	#3005B WHEEL/BOLT	120.30			1000 430000	427		101000
FG23251									
Total for Vendor:			120.30						
128463	C	1715 NORTHWEST TIRE INC	113.99						
1	10/14/25	#7201 FLAT REPAIR	55.95			6025 450000	427		101000
24052834									
2	10/14/25	#7201 FLAT REPAIR	58.04			6025 450000	427		101000
24052835									
Total for Vendor:			113.99						
128429	C	5440 NORTHWEST TIRE INC. (PD)	496.07						
1	10/08/25	#1176 - TPMS sensors	152.00			1000 421000	427		101000
26059496									
2	10/08/25	#1214 - TPMS sensors	122.00			1000 421000	427		101000
26059483									
3	10/08/25	#1173 - flat tire	41.66			1000 421000	427		101000
26059491									
4	10/03/25	#1189 - alignment	136.90			1000 421000	427		101000
26059388									
5	10/06/25	#1224 - flat tire	43.51			1000 421000	427		101000
26059440									
Total for Vendor:			496.07						
128411	C	330 NORTHWESTERN EQUIPMENT INC.	157.38						
1	10/06/25	3/8"X10' #10 GRAB	157.38			6020 450000	432		101000
55719									
Total for Vendor:			157.38						

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128464		4744 O'REILLY AUTOMOTIVE STORES, INC	8.00								
1	10/14/25	HD HOSE CLAMP	8.00			1000		430000	427		101000
1932106455											
128516		4744 O'REILLY AUTOMOTIVE STORES, INC	439.17								
1	10/07/25	#1202 HUB ASSY	116.81			1000		421000	427		101000
1932104051											
2	10/07/25	#4102 BATTERY	322.36			6010		450200	427		101000
1932104182											
Total for Vendor:			447.17								
128449	C	353 OHNSTAD TWICHELL	48,376.11								
September invoices											
2	09/21/25	Imp Dist 1337	544.49			4086		480000	312		101000
206596											
3	09/21/25	Imp Dist 2265	882.00			4793		480000	312		101000
206598											
5	09/21/25	Public Obstruction Ordinance	726.00			1000		415000	312		101000
206595											
7	09/21/25	Imp Dist 1339	460.49			4088		480000	312		101000
206597											
8	09/21/25	Project 9036	18.00			4023		480000	312		101000
206602											
14	08/31/25	Municipal Prosecutions	29,023.17			1000		412000	312		101000
206627											
19	09/21/25	Imp Dist 6059	605.18			4021		480000	312		101000
206603											
20	09/21/25	Imp Dist 2271	460.49			4005		480000	312		101000
206599											
49	09/21/25	Project 6063	84.00			4213		480000	312		101000
206620											
50	09/21/25	Galvanizers Addition	168.00			1000		418000	312		101000
206623											
51	09/21/25	Project 2279	84.00			4802		480000	312		101000
206605											
52	09/21/25	Sterling Industrial Pk 8	429.00			1000		418000	312		101000
206624											

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62 206612	09/21/25	General	6,828.00			1000		415000	312		101000
63 206608	09/21/25	Project 2284	84.00			4133		480000	312		101000
64 206609	09/21/25	Imp Dist 2290	1,428.00			4185		480000	312		101000
66 206600	09/21/25	Imp Dist 2270	460.49			4006		480000	312		101000
67 206611	09/21/25	Liquor License Applications	504.00			1000		415000	312		101000
68 206625	09/21/25	Rezone South Elementary School	111.00			1000		418000	312		101000
69 206613	09/21/25	Short Term Rentals Ordinance	126.00			1000		415000	312		101000
70 206615	09/21/25	Project 1351	588.00			4221		480000	312		101000
71 206616	09/21/25	Project 2293	1,428.00			4187		480000	312		101000
72 206614	09/21/25	Imp Dist 2294	84.00			4223		480000	312		101000
73 206592	09/21/25	Landscaping Ordinance	789.00			1000		415000	312		101000
74 206606	09/21/25	Imp Dist 3006	378.00			4003		480000	312		101000
76 206610	09/21/25	Conditional Use Permits	84.00			1000		418000	312		101000
77 206618	09/21/25	Street Maintenance Ordinance	696.00			1000		415000	312		101000
80 206621	09/21/25	Legislative Updates	84.00			1000		415000	312		101000
81 206617	09/21/25	Flood Insurance Rate Map Ord	336.80			1000		415000	312		101000
85 206622	09/21/25	HR/Payroll Serv Agmt w/ Parks	882.00			1000		414103	312		101000
Total for Vendor:			48,376.11								

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128452		399 OLYMPIC SALES	595.37								
1	10/10/25	#4021 CYLINDER PINS/BUSHINGS	595.37			6010		450200	427		101000
16051											
		Total for Vendor:	595.37								
128526	C	631 ONE CALL CONCEPTS, INC	780.00								
1	5094271	09/30/25 Sept 2025 Locates	780.00			6020		450000	412		101000
5094271											
		Total for Vendor:	780.00								
128480	C	1648 PARKLAND USA CORPORATION DBA	16,169.02								
1	10/06/25	BULK 87 ETHANOL - 40TH AVE	16,169.02			1000		140000			101000
IN-909267-25											
128481	C	1648 PARKLAND USA CORPORATION DBA	635.73								
1	10/05/22	RIDGELINE DEF	335.74			1000		430000	424		101000
IN-902193-25											
2	10/01/25	MOBIL 0-20	299.99			1000		421000	424		101000
IN-900361-25											
128567	C	1648 PARKLAND USA CORPORATION DBA	553.74								
1	10/10/25	FD St 75 Bulk Oil	593.74			2060		415200	424		101000
ON 323532-25											
2	10/14/25	FD Drum Credit	-40.00			2060		415200	424		101000
11811											
		Total for Vendor:	17,358.49								
128550	C	563 PETRO SERVE USA	140.52								
1	09/30/25	FD September usage	140.52			2060		415200	424		101000
st propane											
		Total for Vendor:	140.52								
128364		790 RAMADA BY WYNDHAM BISMARCK	99.00								
1	54504	10/01/25 Hotel for Vanguard conf- Paul	99.00			1000		414101	340		101000
54504											
		Total for Vendor:	99.00								

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128454		3893 RDO TRUCK CENTERS	84.00						
1	10/01/25	#7043 SIX PIONT SOCKET	84.00			4387 480000	427		101000
838670F									
		Total for Vendor:	84.00						
128342	C	3204 RECORD KEEPERS	35.00						
1	A287424	09/30/25 City Hall / Court Shred Bins	35.00			1000 415000	420		101000
A287424									
		Total for Vendor:	35.00						
128441		1016 RED WING BUSINESS ADVANTAGE	424.98						
1	10/09/25	S SKARTVED BOOTS	212.49			6025 450000	422		101000
2025178									
2	10/09/25	B RENSVOID BOOTS	212.49			6010 450200	422		101000
2029813									
		Total for Vendor:	424.98						
128541		5652 ROUTEWARE INC	46,863.36						
9/14/25-9/13/26									
1	09/25/25	SUBSCRIPTION	46,863.36			6010 450200	497		101000
CI-1005659									
		Total for Vendor:	46,863.36						
128563		441 S & S LANDSCAPING	250.00						
1	10/03/25	FD HQ Winterizing	250.00			2060 415200	494		101000
S1008253									
		Total for Vendor:	250.00						
128350	E	3353 SAM'S CLUB MC/SYNCB	110.00						
1	09/21/25	Annual membership fees	110.00			1000 415000	667		101000
128542	E	3353 SAM'S CLUB MC/SYNCB	336.16						
1	10/03/25	PW SUPPLIES	264.18			6020 450000	500		101000
2	10/03/25	EE OF QTR AWARDS	71.98			1000 450000	490		101000
		Total for Vendor:	446.16						

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128367	C	437 SANDY'S DONUTS & COFFEE SHOP	12,625.80						
1	#14	10/10/25 Enterprise Grant	12,625.80			2960	411900	654	101000
#14									
		Total for Vendor:	12,625.80						
128501	C	454 SANITATION PRODUCTS	1,093.92						
1	10/03/25	#3061 CENTER SWEEP MANDREL	878.75			1000	430000	427	101000
94477									
2	10/03/25	#3061 PSI AIR SWITCH	215.17			1000	430000	427	101000
94468									
		Total for Vendor:	1,093.92						
128398		5135 SARAH GASEVIC	132.81						
		ND SHRM Conference - Bismarck - 09/09/25-09/11/25							
		Meals/fuel/car wash							
1	09/12/25	Travel Reimb - 09/09-09/11	132.81			1000	414103	340	101000
128456		5135 SARAH GASEVIC	494.09						
		NEOGOV Conference - Las Vegas - 09/27/25-10/02/25							
		Meals/rideshare							
1	10/13/25	Travel Reimb - 09/27-10/02	494.09			1000	414103	340	101000
128461		5135 SARAH GASEVIC	202.50						
		ND League of Cities - Bismarck - 09/18/25-09/19/25							
		Meals/mileage							
1	10/13/25	Travel Reimb - 09/18-09/19	202.50			1000	414103	340	101000
		Total for Vendor:	829.40						
128512		450 SCHEELS	190.96						
1	10/07/25	TRAPS/BAIT	190.96			6025	450000	420	101000
164769									
		Total for Vendor:	190.96						

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128536	C	2602 SELLIN BROTHERS, INC	906,963.70								
1	Pay App 6	10/10/25 Project 3006	906,963.70			4003		480000	670		101000
	Pay App 6										
		Total for Vendor:	906,963.70								
128388		3485 SENSOURCE	456.00								
1	10/01/25	DOOR COUNTERS RNWL 12/25-12/26	456.00			7000		411600	497		101000
64150											
		Total for Vendor:	456.00								
128491		3994 SHEYENNE GARDENS	147.00								
1	10/07/24	TREES	147.00			2210		428000	446		101000
000136											
		Total for Vendor:	147.00								
128426	C	2885 SHORTPRINTER	87.37								
1	10/03/25	WFPD stamps	87.37			1000		421000	410		101000
165900											
128525	C	2885 SHORTPRINTER	62.60								
1	166128 10/14/25	Notary Stamp - Chanda	62.60			1000		414100	410		101000
166128											
		Total for Vendor:	149.97								
128410	C	3642 SIGN PRO	870.00								
1	09/30/25	#1227, graphics	625.00			1000		421000	610		101000
92058											
2	10/10/25	#1211, #1176 graphics	245.00			1000		421000	610		101000
92171											
		Total for Vendor:	870.00								
128505	C	91 SIGN SOLUTIONS USA	5,239.89								
1	10/03/25	SIGNS	209.38			1000		430000	487		101000
419698											
2	10/03/25	SIGNS	69.78			1000		430000	487		101000
419699											

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3 419700	10/03/25	SIGNS	174.21			1000 430000	487		101000
4 419696	10/03/25	TELESPARS	4,786.52			4194 480000	670		101000
Total for Vendor:			5,239.89						
128366 1 994647287	5600 SOUTHDATA INC 09/30/25	UB Statements/Postage - Sep	12,406.30 12,406.30			6020 450000	360		101000
Total for Vendor:			12,406.30						
128358 1 19229.00-5	440 SRF CONSULTING GROUP, INC 09/30/25	Project 6063	8.72 8.72			4213 480000	313		101000
Total for Vendor:			8.72						
128428 1 24796	5650 STRAIGHT LINE DETAILING INC 10/08/25	k9 vehicle detail	325.00 325.00			1000 421000	427		101000
Total for Vendor:			325.00						
128515 1 3582418	C 176 SUMMIT FIRE PROTECTION 10/10/25	CH - ANNUAL SPRINKLER INSPECT	410.00 230.00			1000 455000	420		101000
2 3582394	10/10/25	CH - ANNUAL SPRINKLER INSPECT	180.00			1000 455000	420		101000
128568 10/01/25-09/30/2026 1 3566419	C 176 SUMMIT FIRE PROTECTION 10/02/25	FD Annual Monitoring	596.00 596.00			2060 415200	667		101000
Total for Vendor:			1,006.00						
128431 1 W49326	C 733 SWANSTON EQUIPMENT CORP 10/06/25	#3407 HEAT BLANKET REPAIR	133.65 133.65			1000 430000	427		101000

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128458	C	733 SWANSTON EQUIPMENT CORP	59.29								
1	10/13/25	#3406 TIP 1/8	59.29			1000		430000	427		101000
P17558											
		Total for Vendor:	192.94								
128460		1225 T.R.S. INDUSTRIES, INC	550.00								
1	10/08/25	#5705 RAIL SKIRTING	550.00			1000		430002	870		101000
749147											
		Total for Vendor:	550.00								
128482		890 TCC MATERIALS	282.00								
1	09/23/25	CONCRETE MIX	282.00			6020		450000	394		101000
7900400											
		Total for Vendor:	282.00								
128387		4272 THE APARTMENT MOVERS INC	7,639.50								
1	10/08/25	CARPET PROJECT - MOVING ITEMS	7,639.50			7000		411600	653		101000
502											
		Total for Vendor:	7,639.50								
128434		1907 THE SHOOTING PARK OF HORACE	900.00								
1	10/03/25	range rental 9/15/25	450.00			1000		421000	340		101000
2	10/03/25	range rental 10/1/25	450.00			1000		421000	340		101000
		Total for Vendor:	900.00								
128490	C	1285 TRAFFIC CONTROL CORPORATION	57.00								
1	09/26/25	CIRCUIT BREAKER	32.00			1000		430000	487		101000
160758											
2	10/06/25	FREIGHT	25.00			1000		430000	487		101000
161001											
		Total for Vendor:	57.00								
128488	C	5648 TRAFFIC LOGIX	375.00								
1	09/30/25	UNIV CONTROLLER CARD	375.00			4194		480000	670		101000
SIN34235											
		Total for Vendor:	375.00								

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128538		5653 TRAV'S OUTFITTER	3,053.85						
1	10/02/25	B CAHILL BOOTS	129.99			1000 455000	422		101000
100225									
2		J MARTINEZ BOOTS	144.99			1000 455000	422		101000
3		L PORTER BOOTS	139.99			1000 455000	422		101000
4		M TAMANG BOOTS	155.99			1000 455000	422		101000
5		C JOCHIM BOOTS	179.99			1000 455000	422		101000
6		J DOCKTER BOOTS	159.99			1000 455000	422		101000
7		Z STEFFENS BOOT	189.99			1000 455000	422		101000
8		S TIFFANY BOOTS	155.99			1000 455000	422		101000
9		A HAGLE BOOTS	240.00			1000 430001	422		101000
10		R KLEIN BOOTS	159.99			6010 450200	422		101000
11		C HUSTLER BOOTS	119.99			6010 450200	422		101000
12		A MASSETH BOOTS	159.99			6010 450200	422		101000
13		SHALOI HAGEN BOOTS	164.99			6010 450200	422		101000
16		T BROCK BOOTS	155.99			1000 430000	422		101000
17		S HENRICKS BOOTS	155.99			1000 430000	422		101000
18		R BEAUCHANE BOOTS	240.00			1000 430000	422		101000
19		J FREEMAN BOOTS	240.00			6025 450000	422		101000
20		B HANSON BOOTS	159.99			6020 450000	422		101000
Total for Vendor:			3,053.85						
128479		1373 TROY FREADRICH	117.00						
NDSWRA		CONFERENCE - MEDORA, ND							
1	09/25/25	TRAVEL REIMBURSEMENT	117.00			6010 450200	340		101000
Total for Vendor:			117.00						
128362		4095 TROY OPSAHL	6.00						
1	10/08/25	Exp reimb - car wash	6.00			1000 414200	420		101000
Total for Vendor:			6.00						
128564		C 784 UNITED POWER EQUIPMENT	3.82						
1	10/15/25	FD Hardware	3.82			2060 415200	500		101000
020C5823									
Total for Vendor:			3.82						

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128503	C	3833 VALLEY GREEN	2,380.00						
1	10/03/25	CONTRACTED MOWING (SEPTEMBER)	2,380.00			1000 430001	381		101000
301925									
		Total for Vendor:	2,380.00						
128430	C	3668 VERIZON WIRELESS	357.53						
1	09/02/25	sept 2025 - river sensors	357.53			6020 450000	345		101000
6124900193									
		Total for Vendor:	357.53						
128403		2709 VIGEN'S LAWN SERVICE INC	184.00						
1	10/06/25	abatement 743 13 1/2 Ave E	184.00			1000 415000	555		101000
461389									
		Total for Vendor:	184.00						
128576	E	3212 VISA ADMINISTRATION	576.46						
1	CC-1853 09/04/25	Pop/ice for employee picnic	47.95			1000 202200			101000
		COSTCO WHOLESALE #1119		CC Accounting: 1000-		-414103-378			
2	CC-1853 09/05/25	Carpet cleaner rental	43.19			1000 202200			101000
		MENARDS (PUBLIC WORKS)		CC Accounting: 1000-		-415000-420			
3	CC-1853 09/09/25	Annual Celebration - Bernie	50.00			1000 202200			101000
		FMWF CHAMBER OF COMMERCE		CC Accounting: 1000-		-415000-340			
4	CC-1853 09/09/25	Annual Celebration - Dan H	50.00			1000 202200			101000
		FMWF CHAMBER OF COMMERCE		CC Accounting: 1000-		-414000-340			
5	CC-1853 09/17/25	Hotel for League of Cities	220.00			1000 202200			101000
		Dustin		CC Accounting: 1000-		-414000-340			
		BISMARCK HOTEL & CONFERENCE CENTER							
6	CC-1853 09/25/25	ND Water and Pollution Contro	125.00			1000 202200			101000
		Dan Hanson		CC Accounting: 1000-		-414000-340			
		UND EXTENDED LEARNING							
7	CC-1853 09/30/25	Liquor Control Board Meeting	5.32			1000 202200			101000
		Inv # CBBC1442-0124		CC Accounting: 1000-		-415000-668			
		COLUMN SOFTWARE PBC							
8	CC-1853 09/30/25	City Hall / Court Shred Bins	35.00			1000 202200			101000
		Inv # A285231		CC Accounting: 1000-		-415000-420			
		RECORD KEEPERS							
		Total for Vendor:	576.46						

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128577	E	2437 VISA ASSESSING	872.89						
1	CC-1855	09/21/25 Transportation for IAAO Conf	83.10			1000 202200			101000
		Rose Transportation - Paul		CC Accounting: 1000-		-414101-340			
		MISC CLAIM VENDOR							
2	CC-1855	09/25/25 Hotel for IAAO Conference - P	789.79			1000 202200			101000
		Walt Disney World Hotel - Paul		CC Accounting: 1000-		-414101-340			
		MISC CLAIM VENDOR							
		Total for Vendor:	872.89						
128579	E	3706 VISA COMMUNICATIONS	1,091.37						
1	CC-1856	09/06/25 Hotel for 3CMA Conference	578.25			1000 202200			101000
		Planet Hollywood - Rachel		CC Accounting: 1000-		-416200-340			
		MISC CLAIM VENDOR							
2	CC-1856	09/09/25 City seal embosser	60.00			1000 202200			101000
		SP Heirloom Seals		CC Accounting: 1000-		-416200-602			
		MISC CLAIM VENDOR							
3	CC-1856	09/09/25 International transaction fee	0.60			1000 202200			101000
		SP Heirloom Seals		CC Accounting: 1000-		-416200-602			
		MISC CLAIM VENDOR							
4	CC-1856	09/15/25 Flowers - Lou Bennett funeral	119.96			1000 202200			101000
		CFS FLOWERS AND GIFTS		CC Accounting: 1000-		-415000-375			
5	CC-1856	10/01/25 Polling software	156.00			1000 202200			101000
		Mentimeter Basic		CC Accounting: 1000-		-416200-497			
		MISC CLAIM VENDOR							
6	CC-1856	10/01/25 International transaction fee	1.56			1000 202200			101000
		Mentimeter Basic		CC Accounting: 1000-		-416200-497			
		MISC CLAIM VENDOR							
7	CC-1856	10/01/25 Young Professionals Summit	175.00			1000 202200			101000
		Molly		CC Accounting: 1000-		-416200-340			
		FMWF CHAMBER OF COMMERCE							
		Total for Vendor:	1,091.37						
128578	E	4396 VISA COURT	36.00						
1	CC-1849	09/06/25 Notary Renewal- Mikayla Cotto	36.00			1000 202200			101000
		ND SECRETARY OF STATE		CC Accounting: 1000-		-412000-667			
		Total for Vendor:	36.00						

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128580	E	4057 VISA ECONOMIC DEVELOPMENT 2	500.00						
1	CC-1852	09/10/25 Annual celebration reg	100.00			1000 202200			101000
	Casey / Evan			CC Accounting: 1000-		-414102-340			
	FMWF	CHAMBER OF COMMERCE							
2	CC-1852	09/30/25 Young Professionals Summit	175.00			1000 202200			101000
	Evan			CC Accounting: 1000-		-414102-340			
	FMWF	CHAMBER OF COMMERCE							
3	CC-1852	09/30/25 EDND Fall Conference	225.00			1000 202200			101000
	Casey			CC Accounting: 1000-		-414102-340			
	ECONOMIC DEVELOPMENT ASSOCIATION OF ND								
		Total for Vendor:	500.00						
128581	E	3693 VISA ENGINEERING	1,607.99						
1	CC-1851	09/03/25 Project 1351 - ad for bids	296.20			4221 202200			101000
	Ransom County Gazette			CC Accounting: 4221-		-480000-668			
	MISC CLAIM VENDOR								
2	CC-1851	09/11/25 Return product	59.32			1000 202200			101000
	THE UPS STORE #6740			CC Accounting: 1000-		-414200-661			
3	CC-1851	09/17/25 Dist 2265 - RON Mailings	49.92			4793 202200			101000
	USPS			CC Accounting: 4793-		-480000-670			
4	CC-1851	09/23/25 Boots for Jim Mohr	134.69			1000 202200			101000
	SCHEELS			CC Accounting: 1000-		-414200-422			
5	CC-1851	09/25/25 Hotel for CENTRAC Conference	124.30			1000 202200			101000
	Jim Mohr			CC Accounting: 1000-		-414200-340			
	COUNTRY INN & SUITES BY RADISSON								
6	CC-1851	09/25/25 ND Water & Polution Control	275.00			1000 202200			101000
	Jerry Wallace			CC Accounting: 1000-		-414200-340			
	UND EXTENDED LEARNING								
7	CC-1851	09/25/25 Fuel	30.60			1000 202200			101000
	SIMONSON STATION STORE			CC Accounting: 1000-		-414200-424			
8	CC-1851	09/29/25 Dist 2265 - RON ad notice	637.96			4793 202200			101000
	Inv # CBBC1442-0121			CC Accounting: 4793-		-480000-670			
	COLUMN SOFTWARE PBC								
		Total for Vendor:	1,607.99						

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128582	E	2436 VISA FINANCE	331.00						
1	CC-1850	09/15/25 Online training class - Willy GOVERNMENT FINANCE OFFICERS ASSOCIATION	75.00			1000 202200			101000
				CC Accounting: 1000-		-414100-340			
2	CC-1850	09/17/25 Hotel for League of Cities Willy BISMARCK HOTEL & CONFERENCE CENTER	220.00			1000 202200			101000
				CC Accounting: 1000-		-414100-340			
3	CC-1850	10/02/25 Notary Renewal - Chanda ND SECRETARY OF STATE	36.00			1000 202200			101000
				CC Accounting: 1000-		-414100-667			
		Total for Vendor:	331.00						
128583	E	4335 VISA HUMAN RESOURCES	4,075.78						
1	CC-1857	09/03/25 Meat for employee picnic Quality Meats MISC CLAIM VENDOR	856.80			1000 202200			101000
				CC Accounting: 1000-		-414103-378			
2	CC-1857	09/03/25 Food for employee picnic SAM'S CLUB	188.44			1000 202200			101000
				CC Accounting: 1000-		-414103-378			
3	CC-1857	09/02/25 Food for employee picnic FAMILY FARE	526.44			1000 202200			101000
				CC Accounting: 1000-		-414103-378			
4	CC-1857	09/03/25 Food/supplies for EE picnic WALMART	49.74			1000 202200			101000
				CC Accounting: 1000-		-414103-378			
5	CC-1857	09/03/25 Drink tickets EEC funded WEST FARGO EVENTS	600.00			1000 202200			101000
				CC Accounting: 1000-		-414103-378			
6	CC-1857	09/03/25 PW mail USPS	21.05			6020 202200			101000
				CC Accounting: 6020-		-450000-360			
7	CC-1857	09/09/25 Fuel for ND SHRM conference HOLIDAY COMPANIES	29.52			1000 202200			101000
				CC Accounting: 1000-		-414103-340			
8	CC-1857	09/08/25 Fuel for ND SHRM conference CASEY'S GENERAL STORE #0051	10.79			1000 202200			101000
				CC Accounting: 1000-		-414103-340			
9	CC-1857	09/11/25 Hotel for ND SHRM conference Sarah RESIDENCE INN BY MARRIOTT	360.00			1000 202200			101000
				CC Accounting: 1000-		-414103-340			
10	CC-1857	09/11/25 Hotel for ND SHRM conference Maggie RESIDENCE INN BY MARRIOTT	330.00			1000 202200			101000
				CC Accounting: 1000-		-414103-340			
11	CC-1857	09/11/28 Hotel for ND SHRM conference Nathan RESIDENCE INN BY MARRIOTT	330.00			1000 202200			101000
				CC Accounting: 1000-		-414103-340			

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12	CC-1857	09/12/25 PSHRA membership - Sarah	175.00			1000 202200			101000
		PSHRA		CC Accounting: 1000-		-414103-667			
		MISC CLAIM VENDOR							
13	CC-1857	09/19/25 Training event - Sarah	70.00			1000 202200			101000
		FMHRA		CC Accounting: 1000-		-414103-667			
14	CC-1857	09/19/25 Hotel for League of Cities	110.00			1000 202200			101000
		Sarah		CC Accounting: 1000-		-414103-340			
		RESIDENCE INN BY MARRIOTT							
15	CC-1857	09/22/25 Chamber event - Sarah	20.00			1000 202200			101000
		FMWF CHAMBER OF COMMERCE		CC Accounting: 1000-		-414103-340			
16	CC-1857	09/29/25 Job posting - HR Generalist	268.00			1000 202200			101000
		LinkedIn		CC Accounting: 1000-		-414103-399			
		MISC CLAIM VENDOR							
17	CC-1857	09/30/25 ChatGPT subscription - Sarah	30.00			1000 202200			101000
		OpenAI		CC Accounting: 1000-		-414103-497			
		MISC CLAIM VENDOR							
18	CC-1857	09/30/25 ChatGPT subscription - Nick	30.00			1000 202200			101000
		OpenAI		CC Accounting: 1000-		-414000-497			
		MISC CLAIM VENDOR							
19	CC-1857	10/01/25 Baggage fees - Makayla	35.00			1000 202200			101000
		DELTA AIR		CC Accounting: 1000-		-414103-340			
20	CC-1857	10/01/25 Baggage fees - Sarah	35.00			1000 202200			101000
		DELTA AIR		CC Accounting: 1000-		-414103-340			
		Total for Vendor:	4,075.78						
128584	E	2439 VISA IT	700.23						
1	CC-1858	09/06/25 Refund for IP phone wall moun	-12.29			1000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 1000-		-414104-497			
2	CC-1858	09/06/25 Refund for IP phone wall moun	-12.29			1000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 1000-		-414104-497			
3	CC-1858	09/06/25 Refund for IP phone wall moun	-12.29			1000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 1000-		-414104-497			
4	CC-1858	09/06/25 Refund for IP phone wall moun	-12.29			1000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 1000-		-414104-497			
5	CC-1858	09/12/25 Monitors - Sanitation	329.98			6010 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 6010-		-450200-497			
6	CC-1858	09/23/25 Monitor mount	39.98			1000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 1000-		-414104-497			

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7	CC-1858 09/23/25	Fiber optic connectors	302.00			1000 202200			101000
	FS HQ LLC			CC Accounting: 1000-		-414104-497			
8	CC-1858 09/28/25	iPhone otterbox case	47.45			1000 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 1000-		-414104-497			
9	CC-1858 09/30/25	iPhone chargers	29.98			1000 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 1000-		-414104-497			
Total for Vendor:			700.23						
128585	E	5092 VISA IT 2	1,941.45						
1	CC-1859 09/04/25	Screen protectors for iPhones	13.79			1000 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 1000-		-414104-497			
2	CC-1859 09/10/25	Bubble wrap	2.40			1000 202200			101000
	THE UPS STORE #6740			CC Accounting: 1000-		-414104-410			
3	CC-1859 09/11/25	Ethernet extension cables	33.90			1000 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 1000-		-414104-497			
4	CC-1859 09/16/25	Hard drives for server	1,358.00			1000 202200			101000
	Hard Disk Direct			CC Accounting: 1000-		-414104-497			
	MISC CLAIM VENDOR								
5	CC-1859 09/16/25	Otterbox for iPhone	33.99			1000 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 1000-		-414104-497			
6	CC-1859 09/18/25	Cable punch tools/busy lights	259.57			1000 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 1000-		-414104-497			
7	CC-1859 09/19/25	Headset charging docks	239.80			1000 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 1000-		-414104-497			
Total for Vendor:			1,941.45						
128375	E	3161 VISA LIBRARY #1	590.09						
1	CC-1846 09/03/25	PURE WATER TECH	100.00			7000 202200			101000
	LEASE FOR WATER MACHINES			CC Accounting: 7000-		-411600-410			
	MISC CLAIM VENDOR								
2	CC-1846 09/12/25	OFFICE SUPPLIES	48.25			7000 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 7000-		-411600-410			
3	CC-1846 09/12/25	SHIPPING SUPPLIES	24.69			7000 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 7000-		-411600-661			
4	CC-1846 09/12/25	CARDBOARD BOXES FOR SHIPPING	29.40			7000 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 7000-		-411600-661			
5	CC-1846 09/15/25	COTTON BALLS FOR PROGRAM	13.81			7000 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 7000-		-411600-649			

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6	CC-1846	09/16/25 CONSTRUCTION PAPER	2.42			7000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 7000-		-411600-649			
7	CC-1846	09/16/25 BUG LIQUID TREATMENT FOR PLAN	16.80			7000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 7000-		-411600-410			
8	CC-1846	09/16/25 PROGRAM SUPPLIES	176.06			7000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 7000-		-411600-649			
9	CC-1846	09/19/25 CHARGING CABLE	9.99			7000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 7000-		-411600-680			
10	CC-1846	09/19/25 POPCORN/POPCORN OIL	93.36			7000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 7000-		-411600-649			
11	CC-1846	09/24/25 REFUND(BUBBLE MAILER)	-24.69			7000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 7000-		-411600-661			
12	CC-1846	09/24/25 PURE WATER TECH	100.00			7000 202200			101000
		LEASE FOR WATER MACHINES(9/30-10/30)		CC Accounting: 7000-		-411600-410			
		MISC CLAIM VENDOR							
		Total for Vendor:	590.09						
128376	E	3162 VISA LIBRARY #2	84.91						
1	CC-1847	09/05/25 FOOD FOR PROGRAM	20.66			7000 202200			101000
		FAMILY FARE		CC Accounting: 7000-		-411600-649			
2	CC-1847	09/12/25 PANERA BREAD	64.25			7000 202200			101000
		EMPLOYEE DEVELOPMENT		CC Accounting: 7000-		-411600-340			
		MISC CLAIM VENDOR							
		Total for Vendor:	84.91						
128380	E	4576 VISA LIBRARY #3	1,519.45						
1	CC-1848	09/17/25 CARTS FOR CARPET REPLACEMENT	1,340.14			7000 202200			101000
		COSTCO WHOLESALE #1119		CC Accounting: 7000-		-411600-653			
2	CC-1848	09/22/25 FOOD FOR PROGRAM	4.69			7000 202200			101000
		FAMILY FARE		CC Accounting: 7000-		-411600-649			
3	CC-1848	09/30/25 FACEBOOK	174.62			7000 202200			101000
		MARKETING FOR EVENTS		CC Accounting: 7000-		-411600-689			
		MISC CLAIM VENDOR							
		Total for Vendor:	1,519.45						

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128586	E	2438 VISA PLANNING	1,156.58						
1	CC-1854	09/12/25 Hotel for conference	121.00			1000 202200			101000
		Mark Housh		CC Accounting: 1000-		-418000-340			
		Sleep Inn & Suites							
2	CC-1854	09/15/25 PZ 10.06 ZOA Landscaping	39.52			1000 202200			101000
		Inv #CBBC1442-0122		CC Accounting: 1000-		-418000-668			
		COLUMN SOFTWARE PBC							
3	CC-1854	09/23/25 Annual course subscription	224.95			1000 202200			101000
		Planetizen		CC Accounting: 1000-		-418000-340			
		MISC CLAIM VENDOR							
4	CC-1854	09/24/25 Bereavement card for Mark H	5.69			1000 202200			101000
		TARGET		CC Accounting: 1000-		-418000-410			
5	CC-1854	09/24/25 Annual APA/AICP memberships	765.42			1000 202200			101000
		AMERICAN PLANNING ASSOCIATION		CC Accounting: 1000-		-418000-667			
		Total for Vendor:	1,156.58						
128368	E	2435 VISA POLICE #1	1,634.62						
1	CC-1836	09/03/25 ww kitchen microwaves	697.00			2975 202200			101000
		HOME DEPOT		CC Accounting: 2975-		-421000-641			
2	CC-1836	09/08/25 delta trip protection - Cruff	39.05			1000 202200			101000
		TRAVELOCITY		CC Accounting: 1000-		-421000-340			
3	CC-1836	09/08/25 travelocity - fees	10.23			1000 202200			101000
		TRAVELOCITY		CC Accounting: 1000-		-421000-340			
4	CC-1836	09/08/25 delta - flight Cruff	528.36			1000 202200			101000
		DELTA AIR		CC Accounting: 1000-		-421000-340			
5	CC-1836	09/22/25 2 K9 muzzles	359.98			1000 202200			101000
		RAY ALLEN MANUFACTURING		CC Accounting: 1000-		-421000-915			
		Total for Vendor:	1,634.62						
128369	E	3233 VISA POLICE #2	3,167.42						
1	CC-1837	09/10/25 ww desk - Gomez	1,732.33			2975 202200			101000
		MISC CLAIM VENDOR		CC Accounting: 2975-		-421000-641			
2	CC-1837	09/11/25 reg fee - MN crime conf	350.00			1000 202200			101000
		MINNESOTA CRIME PREVENTION ASSOCIATION (		CC Accounting: 1000-		-421000-340			
3	CC-1837	09/11/25 ww utility sink - Ammo	444.00			2975 202200			101000
		HOME DEPOT		CC Accounting: 2975-		-421000-641			

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4	CC-1837	09/22/25 trupanion - K9 ins	371.10			1000 202200			101000
		MISC CLAIM VENDOR		CC Accounting: 1000-	1000-	-421000-915			
5	CC-1837	10/01/25 TV rack	269.99			2975 202200			101000
		COSTCO WHOLESALE #1119		CC Accounting: 2975-	2975-	-421000-641			
Total for Vendor:			3,167.42						
128370	E	3234 VISA POLICE #3	556.98						
1	CC-1838	09/11/25 happy joes - K9 luncheon	253.13			1000 202200			101000
		MISC CLAIM VENDOR		CC Accounting: 1000-	1000-	-421000-375			
2	CC-1838	09/17/25 K9 Thor collar	132.11			1000 202200			101000
		RAY ALLEN MANUFACTURING		CC Accounting: 1000-	1000-	-421000-915			
3	CC-1838	09/24/25 K9 Thor collar	108.96			1000 202200			101000
		RAY ALLEN MANUFACTURING		CC Accounting: 1000-	1000-	-421000-915			
4	CC-1838	09/25/25 ND lic Exam Fee - Kelly	25.75			1000 202200			101000
		ND POST BOARD		CC Accounting: 1000-	1000-	-421000-667			
5	CC-1838	09/30/25 Cenex - fuel, Tulus training	37.03			1000 202200			101000
		MISC CLAIM VENDOR		CC Accounting: 1000-	1000-	-421000-340			
Total for Vendor:			556.98						
128371	E	3244 VISA POLICE #4	75.57						
1	CC-1839	09/30/25 thank you to vendors	75.57			2529 202200			101000
		MISC CLAIM VENDOR		CC Accounting: 2529-	2529-	-421000-375			
Total for Vendor:			75.57						
128372	E	4300 VISA POLICE #5	62.47						
1	CC-1840	09/23/25 fuel - LEAS conf.	33.58			1000 202200			101000
		CASEY'S GENERAL STORE #3356		CC Accounting: 1000-	1000-	-421000-340			
2	CC-1840	09/25/25 fuel - LEAS conf.	28.89			1000 202200			101000
		SIMONSON STATION STORE		CC Accounting: 1000-	1000-	-421000-340			
Total for Vendor:			62.47						
128373	E	4301 VISA POLICE #6	491.46						
1	CC-1841	09/08/25 belt for Mueller	159.95			1000 202200			101000
		KORE ESSENTIALS		CC Accounting: 1000-	1000-	-421000-422			
2	CC-1841	09/17/25 hemming pants - Adel	40.00			1000 202200			101000
		ALTERATIONS BY L		CC Accounting: 1000-	1000-	-421000-422			
3	CC-1841	09/23/25 LETA uniforms - Kelly	85.00			1000 202200			101000
		NDLETA		CC Accounting: 1000-	1000-	-421000-422			

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4	CC-1841 09/23/25	LETA post lic - Kelly	46.34			1000 202200			101000
	ND POST BOARD			CC Accounting: 1000-		-421000-667			
5	CC-1841 09/24/25	fuel - court Cruff	24.23			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-		-421000-340			
6	CC-1841 09/25/25	belt buckle - Swiggum	34.94			1000 202200			101000
	KORE ESSENTIALS			CC Accounting: 1000-		-421000-422			
7	CC-1841 09/26/25	less lethal - air tank fill	101.00			1000 202200			101000
	MICK'S SCUBA			CC Accounting: 1000-		-421000-987			
Total for Vendor:			491.46						
128382	E	2423 VISA PUBLIC WORKS #1	4,359.54						
1	CC-1842 09/02/25	B HANSON PANTS	64.98			6020 202200			101000
	FLEET FARM			CC Accounting: 6020-		-450000-422			
2	CC-1842 09/02/25	FUNERAL FLOWERS	109.40			6010 202200			101000
	CFS FLOWERS			CC Accounting: 6010-		-450200-490			
	MISC CLAIM VENDOR								
3	CC-1842 09/08/25	STOCK TANK/FENCING	159.98			2210 202200			101000
	FLEET FARM			CC Accounting: 2210-		-428000-358			
4	CC-1842 09/09/25	S HANSON PANTS	179.97			1000 202200			101000
	RUNNINGS			CC Accounting: 1000-		-430001-422			
5	CC-1842 09/12/25	QTRYLY SAFETY MTG REFRESHMENT	91.64			1000 202200			101000
	SAM'S CLUB			CC Accounting: 1000-		-450000-490			
6	CC-1842 09/12/25	ART - RETIREMENT CAKE	19.98			6010 202200			101000
	SAM'S CLUB			CC Accounting: 6010-		-450200-490			
7	CC-1842 09/12/25	HONK N HAUL CANDY - ST	149.86			1000 202200			101000
	SAM'S CLUB			CC Accounting: 1000-		-450000-490			
8	CC-1842 09/12/25	HONK N HAUL CANDY - SA	149.86			6010 202200			101000
	SAM'S CLUB			CC Accounting: 6010-		-450200-490			
9	CC-1842 09/12/25	PAVING SAFETY MTG REFRESHMENT	79.92			1000 202200			101000
	HORNBACHERS			CC Accounting: 1000-		-430000-490			
10	CC-1842 09/12/25	ART-RETIREMENT EVENT	172.64			6010 202200			101000
	DOMINO'S PIZZA			CC Accounting: 6010-		-450200-490			
11	CC-1842 09/12/25	MN FALL MAINT EXPO - BG	90.00			1000 202200			101000
	MN FALL MAINT EXPO			CC Accounting: 1000-		-455000-340			
	MISC CLAIM VENDOR								
12	CC-1842 09/12/25	MN FALL MAINT EXPO - RW	90.00			1000 202200			101000
	MN FALL MAINT EXPO			CC Accounting: 1000-		-430001-340			
	MISC CLAIM VENDOR								

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13	CC-1842	09/12/25 MN FALL MAINT EXPO - ST MN FALL MAINT EXPO MISC CLAIM VENDOR	315.00			1000 202200 -430000-340			101000
14	CC-1842	09/16/25 ART-RETIREMENT PLACARD AZTEC IP SOLUTIONS	15.75			6010 202200 -450200-410			101000
15	CC-1842	09/16/25 R LUGER - MEMBERSHIP ISA MEMBERSHIP	135.00			2210 202200 -428000-667			101000
16	CC-1842	09/16/25 R HELMING - MEMBERSHIP ISA MEMBERSHIP	135.00			2210 202200 -428000-667			101000
17	CC-1842	09/18/25 S HENRICKS & T BROCK PANTS FLEET FARM	319.94			1000 202200 -430000-422			101000
18	CC-1842	09/19/25 M KNODEL WORK SHIRTS FLEET FARM	99.98			6020 202200 -450000-422			101000
19	CC-1842	09/19/25 EXAM PREP BOOK ISA (PURCHASE) 678-367-0981	103.92			2210 202200 -428000-410			101000
20	CC-1842	09/22/25 ALUM WIRE 14G RUNNINGS	76.99			2210 202200 -428000-358			101000
21	CC-1842	09/25/25 #1195 FRONT SEAT AAZZEE'S AUTO SALVAGE MISC CLAIM VENDOR	208.00			1000 202200 -421000-427			101000
22	CC-1842	09/26/25 L PORTER MAINT. CONFERENCE TPC TRAINING	1,495.00			1000 202200 -455000-340			101000
23	CC-1842	10/01/25 FUNERAL FLOWERS BOULGER FUNERAL HOME/DALBOL FLOWERS MISC CLAIM VENDOR	96.73			1000 202200 -450000-490			101000
Total for Vendor:			4,359.54						
128377	E	4256 VISA PUBLIC WORKS #2	6,212.22						
1	CC-1844	09/05/25 L MOUSSEAU PANTS RUNNINGS	87.98			6025 202200 -450000-422			101000
2	CC-1844	09/05/25 Z BELLMORE PANTS RUNNINGS	123.97			6025 202200 -450000-422			101000
3	CC-1844	09/10/25 MECHANIC GLOVES J&B TOOL SALES	380.72			1000 202200 -455000-433			101000
4	CC-1844	09/12/25 JOSH & RYAN PANTS FLEET FARM	230.87			1000 202200 -430000-422			101000
5	CC-1844	09/15/25 E WILM LODGING COUNTRY INN & SUITES	294.66			1000 202200 -455000-340			101000

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Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
6	CC-1844 09/15/25	L JACOBSON LODGING BADLANDS HOTEL MISC CLAIM VENDOR	482.11			6010 202200 -450200-340			101000
7	CC-1844 09/15/25	T FRAEDRICH LODGING BADLANDS HOTEL MISC CLAIM VENDOR	482.11			6010 202200 -450200-340			101000
8	CC-1844 09/17/25	CHEMTECK CHEMTEK CORP MISC CLAIM VENDOR	1,957.26			1000 202200 -430000-722			101000
9	CC-1844 09/18/25	CAM GEAR PULLER KIT EBAY	103.56			1000 202200 -455000-432			101000
10	CC-1844 09/18/25	CAM GEAR PULLER KIT CHARGED FOR 2 - CREDIT FORTHCOMING EBAY	103.68			1000 202200 -455000-432			101000
11	CC-1844 09/18/25	WINCH/ROPES HARBOR FREIGHT TOOLS	182.97			6020 202200 -450000-432			101000
12	CC-1844 09/04/25	#3071 THORWORKS INDUSTRIES	1,782.33			1000 202200 -430000-427			101000
Total for Vendor:			6,212.22						
128378	E 4625	VISA PUBLIC WORKS #3	2,505.78						
1	CC-1845 09/17/25	FO - TRAVEL FUEL LOVES #445	50.81			2210 202200 -428000-340			101000
2	CC-1845 09/17/25	JP BENNEDICT - LODGING BEST WESTERN MISC CLAIM VENDOR	248.86			2210 202200 -428000-340			101000
3	CC-1845 09/17/25	R LUGER - LODGING BEST WESTERN MISC CLAIM VENDOR	248.86			2210 202200 -428000-340			101000
4	CC-1845 09/23/25	CHEMTEK CHEMTEK MISC CLAIM VENDOR	1,957.25			1000 202200 -430000-722			101000
Total for Vendor:			2,505.78						

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Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
128444	C	544 WALLWORK TRUCK CENTER	109.21								
1	10/02/25	#7045 SEAL/ORING	9.81			4387		480000	427		101000
01P643764											
2	10/07/25	DRAIN VALVE	67.74			6010		450200	427		101000
01P645430											
3	10/06/25	#2409 TAIL SURFACE MOUNT	31.66			6020		450000	427		101000
01P644976											
128453	C	544 WALLWORK TRUCK CENTER	519.44								
1	10/14/25	#3100 AIR SPRINGS	519.44			1000		430000	427		101000
01P647998											
2	10/14/25	#3100 SPRING AIR BASE	543.44			1000		430000	427		101000
01P647992											
3	10/14/25	#3100 SPRING AIR BASE RETURN	-543.44			1000		430000	427		101000
01P647997											
128462	C	544 WALLWORK TRUCK CENTER	58.41								
1	10/13/25	#7045 RETAINING COMPOUND	58.41			4387		480000	427		101000
01P647341											
Total for Vendor:			687.06								
128346	C	4773 WEST FARGO EVENTS	40,428.85								
1	1542 10/01/25	Essentia Health Plaza Fee	18,205.42			2310		452120	810		101000
1542											
2	1542 10/01/25	POW/MIA Plaza Fee	5,574.70			2310		452120	810		101000
1542											
3	1542 10/01/25	Parking Ramp Management Fee	11,840.33			2320		452110	810		101000
1542											
4	1542 10/01/25	City Events Management	4,808.40			2960		411900	810		101000
1542											
Total for Vendor:			40,428.85								
128097	-95992C	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								

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Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
128530		566 WEST FARGO PARK DISTRICT	10,022.21						
	3rd Qtr 2025	Park Special Assessments							
1	3rd Qtr 25	2017-1 Brooks Harbor Elementar	1,630.20			8605	451000	630	101000
	3rd Qtr 25								
2	3rd Qtr 25	2014-2 Goldenwood Area Park	0.00			8610	451000	630	101000
	3rd Qtr 25								
3	3rd Qtr 25	8615 Shadowwood Park Spec 2010	55.00			8615	451000	630	101000
	3rd Qtr 25								
4	3rd Qtr 25	2011 Park Spec - Maple Ridge	52.36			8620	451000	630	101000
	3rd Qtr 25								
5	3rd Qtr 25	8625 Park Imp Dist 2011-1	2,117.66			8625	451000	630	101000
	3rd Qtr 25								
6	3rd Qtr 25	06-2017-2 Park Imp - The Wilds	4,517.63			8630	451000	630	101000
	3rd Qtr 25								
7	3rd Qtr 25	2014 Park Spec - River's Bend	1,649.36			8635	451000	630	101000
	3rd Qtr 25								
8	3rd Qtr 25	Rendezvous Park	0.00			8640	451000	630	101000
	3rd Qtr 25								
9	3rd Qtr 25	Maplewood Park	0.00			8645	451000	630	101000
	3rd Qtr 25								
		Total for Vendor:	10,022.21						
128447	C	2184 WEST SIDE STEEL	10.00						
1	10/09/25	#3100 CR ROUND	10.00			1000	430000	427	101000
	13547								
		Total for Vendor:	10.00						
128374	-95857E	3549 WEX FSA	3,554.95						
1	10/17/25	Med FSA - 10/17/25 payroll	388.33			1000	212530		101000
2	10/17/25	Dep FSA - 10/17/25 payroll	3,166.62			1000	212523		101000
		Total for Vendor:	3,554.95						
128354	C	807 WEX HEALTH, INC	815.75						
1	0002232555	09/30/25 COBRA/FSA/HSA - Sept	815.75			1000	414103	307	101000
	0002232555-IN								
		Total for Vendor:	815.75						

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128352	-95859E	4676 WEX HSA	158.13								
10.03.25		Payroll - additional									
1	10/03/25	HSA Contributions - ER	78.13			1000		212530			101000
2	10/03/25	HSA Contributions - EE	80.00			1000		212530			101000
		Total for Vendor:	158.13								
128425		569 WF ANIMAL HOSPITAL	5,803.00								
1	09/30/25	neglect case - meds	66.00			1000		421000	396		101000
303259											
2	09/30/25	sept 2025 - pound fees	5,737.00			1000		421000	396		101000
303259											
128570		569 WF ANIMAL HOSPITAL	261.50								
1	09/30/25	FD Mika Yearly boosters	311.40			2060		415200	915		101000
303952											
2	09/30/25	FD Mika Statement Credit	-49.90			2060		415200	915		101000
20982											
		Total for Vendor:	6,064.50								
128450		2740 WM CORPORATE SERVICES, INC	101,040.88								
1	10/01/25	COWF MASTER BILLIG	91,868.64			6010		450200	916		101000
6806386											
2	10/01/25	SANITATION DROPSITE	1,310.23			6010		450200	916		101000
6806385											
3	10/01/25	WATER TOWR DROPSITE	7,862.01			6010		450200	916		101000
6806384											
128569		2740 WM CORPORATE SERVICES, INC	23.96								
1	10/03/25	FD October Recyciling	23.96			2060		415200	527		101000
29-93565-43003											
		Total for Vendor:	101,064.84								
128551		5528 WORLD INSURANCE ASSOCIATES LLC	523.00								
1	10/06/25	SL - VEH INSURANCE	663.00			1000		430002	870		101000
409547											
2	10/16/25	SL - INS CREDIT	-140.00			1000		430002	870		101000
413352											
		Total for Vendor:	523.00								

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Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
128379	E	338 XCEL ENERGY	9,283.56						
1	10/02/25	3050 SHEYENNE - THE LIGHTS	40.46			2310 452120	527		101000
946999417									
2	10/02/25	3150 SHEYENNE - THE LIGHTS	76.13			2310 452120	527		101000
947007578									
3	10/01/25	735 7TH AVE NW ST LIGHTS	101.16			1000 430002	527		101000
946902594									
4	10/03/25	800 4TH AVE E - PD	708.19			1000 415000	527		101000
947106976									
5	10/03/25	800 4TH AVE E - PD	8,284.82			1000 415000	527		101000
947091127									
6	10/07/25	SM67	72.80			6025 450000	527		101000
947598659									
128381	E	338 XCEL ENERGY	13,733.99						
1	10/03/25	LIFT STATIONS	9,745.92			6025 450000	527		101000
947076312									
2	10/03/25	WATER TOWERS	115.64			6020 450000	527		101000
947076312									
3	10/03/25	810 12TH AVE NW	3,744.81			6020 450000	527		101000
947076312									
4	10/03/25	1000 12TH AVE NW	36.94			6020 450000	527		101000
947076312									
5	10/03/25	402 1ST AVE	75.10			1000 430002	527		101000
947076312									
6	10/03/25	FIRE & CIVIL DEF SIREN	15.58			1000 430002	527		101000
947076312									
128571	E	338 XCEL ENERGY	4,695.42						
1	10/06/25	FD September Usage	4,695.42			2060 415200	527		101000
947348072									

Total for Vendor: 27,712.97

of Claims 247 Total: 3479,736.01

of Vendors 81

Total Electronic Claims 1583,437.28

Total Non-Electronic Claims 1896298.73

** 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. **



Monthly Financial Statement
Year To Date As of 9/30/2025
Prepared on 10/9/2025

Prepared by: Sheila Olson
Reviewed by: Willy Galindo
Commission Meeting: 10/20/2025

Budgeted Funds:		Notes	Revenue/Transfers			Expenditure/Transfers			Net Actuals	Cash
Fund	Description		Actual	Annual Budget	% Received	Actual	Annual Budget	% Spent	Revenue vs. Expense	Balance
1000	General		\$ 28,130,516	\$ 39,947,752	70%	\$ 28,800,249	\$ 41,564,978	69%	\$ (669,733)	\$ 11,446,154
2030	Share of Specials		216,042	221,833	97%	213,247	221,833	96%	2,796	106,463
7000	Library		2,580,990	2,651,523	97%	1,758,867	2,624,900	67%	822,123	1,911,365
7050	Airport		355,743	238,999	149%	430,244	485,945	89%	(74,500)	868,086
Total Government		1	\$ 31,283,292	\$ 43,060,107	73%	\$ 31,202,606	\$ 44,897,656	69%	\$ 80,685	\$ 14,332,069
2970	Capital Improvements Sales Tax		\$ 7,951,764	12,281,488	65%	\$ 251,188	18,189,566	1%	7,700,575	35,464,168
2975	Public Safety Sales Tax		2,637,084	4,014,700	66%	32,164	4,869,513	1%	2,604,921	5,330,845
2971	Prairie Dog Funds		7,331,225	10,500,000	70%	-	10,500,000	0%	7,331,225	10,710,081
2960	Economic Development Sales Tax		2,732,250	4,109,700	66%	643,558	3,481,400	18%	2,088,692	18,240,388
2973	Flexible Transportation Fund		644,034	-	0%	-	-	0%	644,034	644,034
2110	Gaming		26,060	15,000	174%	-	18,000	0%	26,060	166,940
2XXX	Event Funds		-	-	0%	-	-	0%	-	16,668
2200	Vector Control		168,227	210,000	80%	119,788	100,000	120%	48,439	618,751
2210	Forestry		511,746	674,815	76%	481,229	666,138	72%	30,516	253,114
2230	City Utility		45,794	81,000	57%	-	50,000	0%	45,794	324,554
25XX	Police Special Funds	2	53,238	5,500	968%	121,639	11,850	1026%	(68,401)	290,083
2950	Assets Forfeitures		24,851	30,000	83%	776	30,000	3%	24,075	151,722
2980	South Facility Hookup		-	50,000	0%	-	-	0%	-	3,694,308
Total Special Funds			\$ 22,126,273	\$ 31,972,203	69%	\$ 1,650,342	\$ 37,916,467	4%	\$ 20,475,931	\$ 75,905,656
3000	Total Debt Service		\$ 22,944,306	\$ 20,408,271	112%	\$ 22,785,112	\$ 24,157,135	94%	\$ 159,194	\$ 56,169,095
6010	Sanitation		\$ 5,776,730	\$ 7,100,000	81%	\$ 5,285,638	\$ 7,780,975	68%	\$ 491,092	\$ 2,082,879
6020	Water		8,876,948	10,500,000	85%	6,911,308	9,832,542	70%	1,965,640	9,699,034
6025	Sewer		5,846,663	8,102,130	72%	5,957,410	7,699,497	77%	(110,748)	(790,346)
Total Enterprise			20,500,340	25,702,130	80%	18,154,356	25,313,014	72%	2,345,984	\$ 10,991,567
5000	Tree Fund		\$ 20,173	\$ 50,000	40%	\$ 35,550	\$ 50,000	71%	\$ (15,378)	554,559
2050	Park Funds/State Aid		848,239	1,128,681	75%	848,239	1,128,681	75%	-	-
8600	Park District Special Assessment		\$ 735,672	\$ 720,242	102%	738,599	720,242	103%	(2,927)	10,022
2141	FM CVB		360,090	383,000	94%	330,852	383,000	86%	29,238	41,780
Total Agency			\$ 1,964,174	\$ 2,281,923	86%	\$ 1,953,240	\$ 2,281,923	86%	\$ 10,934	\$ 606,361
Total All Budgeted Funds			\$ 98,818,385	\$ 123,424,634	80%	\$ 75,745,657	\$ 134,566,195	56%	\$ 23,072,728	\$ 158,004,748
Non-Budgeted Funds:			Revenue/Transfers			Expenditure/Transfers			Net Actuals	Cash
Fund	Description		Actual	Annual Budget	Variance	Actual	Annual Budget	Variance	Revenue vs. Expense	Balance
4000	Construction		\$ 1,784,904	\$ 1,733,766	103%	\$ 23,030,344	\$ 1,733,766	1328%	\$ (21,245,440)	\$ (43,395,706)
2170	Clerk of Court Bond Fund		-	-	0%	-	-	0%	-	82,367
2XXX	Misc. Special Funds	3	331,072	655,317	51%	810,486	1,177,706	69%	(479,413)	701,317
7XXX	Agency Funds				0%		-	0%	-	218,391
Total Non-Budgeted Funds			\$ 2,115,976	\$ 2,389,083	89%	\$ 23,840,829	\$ 2,911,472	819%	\$ (21,724,854)	\$ (42,393,631)
Total All Funds Combined			\$ 100,934,361	\$ 125,813,717	80%	\$ 99,586,487	\$ 137,477,667	72%	\$ 1,347,874	\$ 115,611,117

Notes:

1	Majority of property tax revenues received in early part of the year. Airport Hangar acquisition \$(300k)
2	New police vehicle purchase (\$33k). Transfer of funds from Asset Forfeiture pending.
3	Transfer of funds due to General Fund for COVID-19 payments made prior to receiving CARES Act Funds \$(337k)



APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT

NORTH DAKOTA OFFICE OF ATTORNEY GENERAL

GAMING DIVISION

SFN 9338 (9-2023)

Applying for (check one)

☒ Local Permit ☐ Restricted Event Permit*

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

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

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

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

ORGANIZATION INFO

Name of Organization or Group Schwetty, Inc.		Dates of Activity (Does not include dates for the sales of tickets) November 7, 2025	
Organization or Group Contact Person Mary Jo Brennan	E-mail brennan4walleye@yahoo.com	Telephone Number 701-793-9380	
Business Address 1046 Oak PI	City West Fargo	State ND	ZIP Code 58078
Mailing Address (if different) 1046 Oak PI	City West Fargo	State ND	ZIP Code 58078

SITE INFO

Site Name Rookie's Bar and Grill	County Cass
Site Physical Address 715 13th Avenue East	City West Fargo
	State ND
	ZIP Code 58078

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

Schwetty, Inc. will be holding a fundraiser on November 7, 2025. Our plan is to do raffle tickets for a designer purse with gift cards, designer wallet with gift cards and a cooler with alcohol. We will also have some silent auction items.

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

Game Type	Description of Prize	Exact Retail Value of Prize
Raffle	Designer Purse, Designer Wallet, Cooler - Details Attached	1790.00
Total (limit \$40,000 per year)		\$

ADDITIONAL REQUIRED INFORMATION

Intended Uses of Gaming Proceeds The money we raise is given out to Cancer Patients in the Fargo Moorhead area.	
Does the organization presently have a state gaming license? (If yes, the organization is not eligible for a local permit or restricted event permit and should call the Office of Attorney General at 1-800-326-9240) ☐ Yes ☒ No	
Has the organization or group received a restricted event permit from any city or county for the fiscal year July 1 - June 30 (If yes, the organization or group does not qualify for a local permit or restricted event permit) ☐ Yes ☒ No	
Has the organization or group received a local permit from an city or county for the fiscal year July 1 - June 30 (If yes, indicate the total retail value of all prizes previously awarded) ☐ No ☒ Yes - Total Retail Value: 10,500 (This amount is part of the total prize limit for \$40,000 per fiscal year)	
Is the organization or group a state political party or legislative district party? (If yes, the organization or group may only conduct a raffle and must complete SFN 52880 "Report on a Restricted Event Permit" within 30 days of the event. Net proceeds may be for political purposes.) ☐ Yes ☒ No	

Printed Name of Organization Group's Permit Organizer Mary Jo Brennan	Telephone Number 701-793-9380	E-mail Address brennan4walleye@yahoo.com
Signature of Organization Group's Permit Organizer 	Title Secretary	Date 10-9-2025

Alcohol Cooler:

Cooler	\$ 50.00
Fireball - Apple 750 ml	\$ 15.00
Daily's Frozen Drinks x 5	\$ 13.00
Buzz Ball Cocktails x 5	\$ 20.00
Fireball Shots in plastic golf club	\$ 11.00
Chivas Regal 18 Golden Signature 750 ml	\$ 75.00
Blue Ice Huckleberry Lemonade 1,75	\$ 17.00
Captain Morgan Spiced Rum 1.75	\$ 28.00
DeKypers Buttershots 1 ltr	\$ 11.00
Sobieski Vanilla Vodka 1 ltr	\$ 18.00
21 Seeds Cucumber Jalepeno Vodka 1 ltr	\$ 30.00
Trumies Horseradish Vodka 750 ml	\$ 25.00
Phillips Peppermint Schnapps 1 ltr	\$ 15.00
Dekypers Hot Dam 1 ltr	\$ 11.00
1 Case Bush Lite	\$ 25.00
Elijah Craig Bourbon 1.75	\$ 50.00
Brumate Liquor Canteen	\$ 30.00
2 Shot Glasses	\$ 5.00
3 Koozies	\$ 10.00
1 Cooling Cup	\$ 20.00
Total	\$ 479.00

Designer Wallet

Michael Kors Black Wallet	\$ 198.00
Gift Cards inside:	
Hornbachers	\$ 25.00
Moorhead Legion	\$ 20.00
Swingbarrel - BOGO Drink	\$ 5.00
Ruby Tuesdays	\$ 20.00
Granite City	\$ 20.00
Cold Stone Creamery	\$ 10.00
Westside Wellness Gift Card	\$ 100.00
Silver Dollar	\$ 10.00
Scheels	\$ 10.00
Cash Wise	\$ 25.00
Subway	\$ 10.00
Total	\$ 453.00

Designer Purse

Michael Kors Yellow Purse	\$ 558.00
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Jet Set Large Signature Logo Sholder Bag

Gift Cards inside:

Hornbachers	\$ 25.00
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Moorhead Legion	\$ 20.00
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Swingbarrel - BOGO Drink	\$ 5.00
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Ruby Tuesdays	\$ 20.00
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Granite City	\$ 20.00
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Cold Stone Creamery	\$ 10.00
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Westside Wellness Gift Card	\$ 100.00
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Silver Dollar	\$ 10.00
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Nail Polish	\$ 15.00
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Mad Beauty Gift Card	\$ 40.00
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Necklace	\$ 25.00
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Subway	\$ 10.00
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Total	\$ 858.00
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APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT
NORTH DAKOTA OFFICE OF ATTORNEY GENERAL
GAMING DIVISION
SFN 9338 (9-2023)

Applying for (check one)

☒ Local Permit ☐ Restricted Event Permit*

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

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

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

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

ORGANIZATION INFO

Name of Organization or Group Freedom Elementary PTA		Dates of Activity (Does not include dates for the sales of tickets) 11/20/2025	
Organization or Group Contact Person Lori Steinbrink	E-mail treasurer@freedompta.net	Telephone Number 701-360-0963	
Business Address 401 26th Ave E	City West Fargo	State ND	ZIP Code 58078
Mailing Address (if different)	City	State	ZIP Code

SITE INFO

Site Name Freedom Elementary School		County Cass	
Site Physical Address 401 26th Ave E	City West Fargo	State NDD	ZIP Code 58078
Provide the exact date(s) & frequency of each event & type (Ex. Bingo every Friday 10/1-12/31, Raffle - 10/30, 11/30, 12/31, etc.) 11/20/2025 Freedom Family Turkey Bingo Night 11/20/2025 50/50 Raffle to raise funds for school snacks			

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

Game Type	Description of Prize	Exact Retail Value of Prize
Bingo	Local store/food gift cards	\$500
Raffle	1/2 to winner, 1/2 to purchase school snacks	\$400
Total (limit \$40,000 per year)		\$

ADDITIONAL REQUIRED INFORMATION

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

Printed Name of Organization Group's Permit Organizer Lori Steinbrink	Telephone Number 701-360-0963	E-mail Address treasurer@freedompta.net
Signature of Organization Group's Permit Organizer 	Title PTA Treasurer	Date 10/9/2025



APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT
NORTH DAKOTA OFFICE OF ATTORNEY GENERAL
LICENSING SECTION
SFN 9338 (09-2021)

Applying for (check one)

☒ Local Permit ☐ Restricted Event Permit*

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

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

*Poker, Twenty-One, and Paddlewheels may be conducted **Only** with a Restricted Event Permit. Only one permit allowed per year.*

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

Name of Organization or Group of People permit is issued to The American Legion Department of North Dakota	Dates of Activity 02/12/2026	If raffle, provide drawing date 02/12/2026	
Organization or Group Contact Person Don Herrly	Title or Position Adjutant	Telephone Number 701-293-3120	
Business Address 405 Main Ave W, Suite 4A	City West Fargo	State ND	ZIP Code 58078
Mailing Address (if different) PO Box 5057	City West Fargo	State ND	ZIP Code 58078
Site Name (where gaming will be conducted) The American Legion Department of North Dakota			
Site Address 405 Main Ave W, Suite 4A	City West Fargo	ZIP Code 58078	County Cass

Description and Retail Value of Prizes to be Awarded

Game Type	Description of Prize	Retail Value of Prize
Raffle	1st Place - \$2000	\$2000
Raffle	2nd Place - \$1000	\$1000
Raffle	3rd and 4th Place - \$200 each	\$200 x 2 = \$400
Raffle	5th - 10th Place - \$100 each	\$100 x 6 = \$600
Total (limit \$40,000 per year)		\$4000

Intended Uses of Gaming Proceeds Support the Four Pillars of the American Legion, assisting veterans and Legion programs	
Does the organization presently have a state gaming license? (If yes, the organization is not eligible for a local permit or restricted event permit and should call the Office of Attorney General at 1-800-326-9240) ☐ Yes ☒ No	
Has the organization or group received a restricted event permit from any city or county for the fiscal year July 1-June 30? (If yes, the organization or group does not qualify for a local permit or restricted event permit) ☐ Yes ☒ No	
Has the organization or group received a local permit from any city or county for the fiscal year July 1-June 30? (If yes, indicate the total retail value of all prizes previously awarded) ☐ No ☒ Yes - Total Retail Value: \$4000 (This amount is part of the total prize limit of \$40,000 per 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 used for political purposes.) ☐ Yes ☒ No	

Organization or Group Contact Person

Name Don Herrly	Title Adjutant	Telephone Number 701-293-3120	E-mail Address adjutant@ndlegion.org
Signature of Organization or Group's Top Official 		Title Adjutant	Date 10/13/2025



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

Date: October 20, 2025

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

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

Commission President

Bernie Dardis

Primary Portfolio:

Administrative Services

Secondary Portfolio:

Police & Fire

Commission Vice President

Brad Olson

Primary Portfolio:

Police & Fire

Secondary Portfolio:

Street, Water & Sewer

Commissioner

Roben Anderson

Primary Portfolio:

Community & Development Services

Secondary Portfolio:

Administrative Services

Commissioner

Rory Jorgensen

Primary Portfolio:

Sanitation

Secondary Portfolio:

Community & Development Services

Commissioner

Amy Zundel

Primary Portfolio:

Street, Water & Sewer

Secondary Portfolio:

Sanitation

City Administrator

Dustin T. Scott

Summary and Recommendation:

The City Commission directed staff to draft, for its consideration, a comprehensive ordinance and licensing structure for the purpose of the regulation and oversight of short-term rentals of residential property. Most recently, at the June 16, 2025 meeting, the City Commission voted 4-1 to table this item and established a committee to further explore the topic and provide recommendations.

The short-term rental committee met four times since the June 16th Commission meeting, reviewing ordinances from other cities, conducting a public survey, and ultimately recommending a modified version of the short-term rental ordinance. In summary, the updated ordinance recommended by the committee includes three primary modifications:

1. Removal of the primary residency requirement (which would allow homes to be rented as short-term rentals year-round)
2. Relaxation of maximum occupancy restrictions (to match building code as opposed to zoning code)
3. Adjustment to the annual licensing term (to mid-year as opposed to end of year)

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

Policy Analysis:

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

Financial Analysis:

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

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

Process/Timeline:

- August 5, 2024 – City Commission directs staff to explore policy options regarding the topic of short-term rentals.
- September 16, 2024 – Staff presents policy options to the Commission for discussion. City Commission directs staff to draft comprehensive ordinance and licensing system for short-term rentals.
- January 14, 2025 – Staff presents first draft of ordinance for initial discussion with the Planning & Zoning Commission.
- February 24, 2025 – Staff presents draft ordinance to the City Commission for discussion and additional policy direction.
- March 11, 2025 – Planning & Zoning Commission public hearing and review of ordinance. Planning & Zoning Commission directs staff to revise draft ordinance to remove the requirement restricting short-term rentals to primary residences.
- April 15, 2025 – Planning & Zoning public hearing and recommendation of approval of the revised ordinance.
- May 5, 2025 – City Commission public hearing. City Commission directs staff to revise ordinance and bring back for consideration of approval.
- June 2, 2025 – City Commission public hearing and approval of the first reading of the ordinance.
- June 16, 2025 – City Commission tables discussion and establishes a committee to further evaluate short-term rental regulations and provide recommendations.
- June 30, 2025 – Short-Term Rental Committee meets to discuss scope of work and process steps.
- July 28, 2025 – Short-Term Rental Committee meets to discuss ordinance examples of other cities and initiates a public survey.
- August 26, 2025 – Short-Term Rental Committee meets to discuss survey results and direction on key policy questions.
- September 29, 2025 – Short-Term Rental Committee meets to discuss ordinance updates and votes to recommend ordinance updates to the City Commission.
- October 20, 2025 – City Commission public hearing and consideration of the first reading of the revised ordinance.
- Pending final approval, the effective date of the short-term rental ordinance would be July 1, 2026.

Attachments:

- Staff report
- Overview of licensing process & fee structure
- Comments received
- Commission packet materials presented at the September 16, 2024 City Commission meeting.
- Short-term rental committee overview/summary document
- Public survey results
- Short-term rental ordinance (Ordinance No. 1254)
- Redline version of the ordinance (showing updates between the versions presented at the June 16 and October 20 City Commission meetings)

STAFF REPORT

A24-28 ZONING ORDINANCE AMENDMENTS	
Zoning Ordinance Amendment to Title IV of the City Ordinances (Zoning Regulations)	
Applicant: City of West Fargo	Staff Contact: Aaron Nelson
City Commission directs staff to explore policy options for short-term rentals:	8-5-2024
City Commission directs staff to develop ordinance and licensing structure for short-term rentals:	9-16-2024
Planning & Zoning Commission discussion on draft ordinance:	1-14-2025
City Commission discussion on draft ordinance:	2-24-2025
Planning and Zoning Commission Public Hearing:	03-11-2025 – (Continued) Revisions Requested
Planning and Zoning Commission Public Hearing:	04-15-2025 – Approval
City Commission Public Hearing & 1 st Reading:	05-05-2025 – (Continued) Revisions Requested
City Commission Public Hearing & 1 st Reading:	06-02-2025 – Approval
City Commission 2 nd Reading:	06-16-2025 – (Continued) Committee Established to Consider Revisions
City Commission Public Hearing & 1 st Reading:	10-20-2025
City Commission 2 nd Reading:	

PURPOSE:

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

DISCUSSION AND OBSERVATIONS:

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

STAFF REPORT

- Establishes standards and requirements for short-term rentals, including tax collection, insurance coverage, occupancy limits, minimum parking, nuisance standards, operator's contact information, etc.
- Require a safety inspection of the premises by the West Fargo Fire Department prior to issuance of a license.
- Establish penalties for violation, including legal remedies, fines, and/or suspension or revocation of license.
- Amend Title IV zoning standards to specify that short-term rentals licensed in accordance with Chapter 10-16 are allowed within any legal dwelling unit.
- The attached ordinance and license processing structure has been developed with input and guidance from multiple City departments, including Planning/Inspections, Police, Fire, Finance, Economic Development, Administration, and the City Attorney's office.

NOTICES:

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

Comments Received:

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

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

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

PLANNING & ZONING COMMISSION ACTION:

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

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

STAFF REPORT

UPDATE 4/11/2025:

At the March 11, 2025 Planning & Zoning Commission meeting, several short-term rental operators spoke in opposition to the short-term rental ordinance. The primary concern raised was the proposed restriction of short-term rentals to primary residences (a dwelling in which a resident lives for more than half the year). Much of the Commission discussion also revolved around the primary residency requirement, with the Commission ultimately voting to reject the draft ordinance and to direct staff to remove the primary residency restriction and to bring back a revised draft for further consideration at the April 15, 2025 meeting. Since then, staff has worked with the City Attorney's office to revise the draft ordinance accordingly. Additionally, the City Assessor has confirmed that short-term rentals have historically been assessed the same as residential properties, as there are no specific statutes specifically addressing tax assessment of short-term rental properties.

UPDATE 4/30/2025:

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

UPDATE 5/28/2025:

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

UPDATE 6/12/2025:

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

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

STAFF REPORT

UPDATE 10/15/2025:

At the June 16, 2025 City Commission meeting, the City Commission voted 4-1 to table this item in order to establish a short-term rental committee to further explore the topic of short-term rental licensing and to provide recommendations to the City Commission. It was specified that the committee would include staff from the Planning, Fire, and Police departments and include Commissioners Jorgensen and Anderson.

The short-term rental committee met four times since the June 16th Commission meeting, ultimately recommending a modified version of the short-term rental ordinance. Over the course of its four meetings, the committee identified three primary policy questions on which to focus attention, explored example ordinances from other cities, conducted a public survey, held public comment periods at each of its meetings, and held committee discussions throughout the process. An overview of the committee's work is attached for reference. Additionally, meeting materials and minutes can be found on the City's public meeting portal: <https://www.westfargond.gov/1202/Agendas-Minutes>. Meetings took place on June 30, July 28, August 26, and September 29, 2025.

In summary, the updated ordinance recommended by the committee includes the following primary updates to the previous version of the ordinance:

1. Removal of the primary residency requirement, allowing licensed dwelling units to be rented out as a short-term rental year-round with no requirement that the dwelling unit be used as a primary residence. Previously, it was proposed that short-term rentals would only be allowed as an accessory use to a primary residence in which someone lived for more than one-half of the year.
2. Occupancy is to be based on maximum building code occupancy. Previously, maximum occupancy was proposed to be the same as a residential dwelling (one family or up to 4 unrelated persons).
3. The annual license term shall commence July 1 of each year and terminate on June 30 of the following year. Previously, the annual license term was proposed to run January 1 to December 31.

The proposed ordinance, if approved, would take effect July 1, 2026. This date aligns with the proposed annual licensing term and provides the City time to establish the materials and internal procedures necessary to administer the license application, review, and inspection process. Additionally, this allows time for the City to communicate these new requirements to current short-term rental operators and the general public well in advance of the effective date.

RECOMMENDATION:

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

STAFF REPORT

Attachments

- Overview of licensing process & fee structure
- Comments received
- Commission packet materials presented at the September 16, 2024 City Commission meeting.
- Short-term rental committee overview/summary document
- Public survey results
- Short-term rental ordinance (Ordinance No. 1254)
- Redline version of the ordinance (showing updates between the versions presented at the June 16 and October 20 City Commission meetings)

DRAFT

Short-Term Rental Licensing Process

Departments & Roles:

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

Overview of License Application Process Steps

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

Post-Licensing Steps:

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

Proposed Fee Structure to be Adopted via Resolution¹

Annual license application and renewal fee shall be as follows:

- \$150.00

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

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

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



[EXAMPLE]

SHORT-TERM RENTAL LICENSE APPLICATION

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

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

OWNER/PROPERTY INFORMATION

Property Owner Name: _____

Phone #: _____ Email: _____

Address of Short-Term Rental: _____

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

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

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

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

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

What is the sleeping capacity of the rental area? _____

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

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

POINT OF CONTACT

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

Point of Contact #1

Name: _____

Phone #: _____ Email: _____

Address: _____

Point of Contact #2

Name: _____

Phone #: _____ Email: _____

Address: _____

Point of Contact #3

Name: _____

Phone #: _____ Email: _____

Address: _____

SAFETY AND COMPLIANCE INSPECTION

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

West Fargo Fire Department: (701) 515-5600

ADDITIONAL APPLICATION MATERIALS

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

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

OWNERS STATEMENT OF COMPLIANCE

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

Owner's Signature: _____ Date: _____

Contact a City Commissioner - Bernie Dardis

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

Contact a City Commissioner - Bernie Dardis

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

Message

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

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

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

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

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

Revitalizing Underutilized Neighborhoods:

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

Quality Is a Standard:

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

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

WIN-WINS

Let's all be successful together.

SOLUTION 1: Generate Tax Revenue for Public Services:

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

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

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

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

Sincerely,
Kyle Reedstrom

Contact a City Commissioner - Bernie Dardis

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

Contact a City Commissioner - Bernie Dardis

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

Message

Dear Mayor Dardis,

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

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

Economic and Tax Revenue Impact

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

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

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

Addressing Concerns Without Banning STRs

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

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

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

Fair and Inclusive Regulation

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

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

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

Sincerely,
Noah Ford-Dunker
Salvestr LLC

[REDACTED]

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

Hi Aaron,

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

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

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

Nick

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

Aaron,

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

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

Thanks again,
Nick

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

Nick,

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

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

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

Thank you,

Aaron M. Nelson , AICP

Director of Planning and Zoning, City of West Fargo



Phone: 701-515-5373

Aaron.Nelson@westfargond.gov

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

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

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

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

Hi Aaron,

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

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

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

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

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

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

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

Thank you,

Nick Martinez

Airbnb

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

Nick & Kevin,

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

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

Thank you,

Aaron M. Nelson , AICP

Director of Planning and Zoning, City of West Fargo



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

Aaron.Nelson@westfargond.gov

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

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



Nick Martinez, Policy Associate

Local Governments

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



Nick Martinez, Policy Associate

Local Governments

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



Nick Martinez, Policy Associate

Local Governments

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

Public Comment Sign Up Form

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

City Commission Meeting Public Comment Sign Up

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

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

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

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

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

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

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

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

Public Comment Sign Up Form

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

City Commission Meeting Public Comment Sign Up

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

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

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

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

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

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

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

Public Comment Sign Up Form

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

City Commission Meeting Public Comment Sign Up

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

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

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

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

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

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

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

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

April 15, 2025

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

May 5, 2025

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Contact a City Commissioner - Bernie Dardis

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

Contact a City Commissioner - Bernie Dardis

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

Message

Mayor Dardis,

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

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

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

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

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

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

result in unnecessary delays in enforcement of otherwise reasonable regulations.

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

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

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

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

Thank you,
Nick Martinez
Airbnb

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

Bernie Dardis
Mayor, City of West Fargo



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

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

Dear West Fargo City Commission,

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

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

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

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

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

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

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

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

--



Contact a City Commissioner - Bernie Dardis

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

Contact a City Commissioner - Bernie Dardis

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

Message Hello Mayor Dardis,

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

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

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

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

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

positively to the community.

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

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

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

Contact a City Commissioner - Bernie Dardis

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

Contact a City Commissioner - Bernie Dardis

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

Message

Good afternoon,

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

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

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

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

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

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

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

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

Respectfully,

Contact a City Commissioner - Bernie Dardis

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

Contact a City Commissioner - Bernie Dardis

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



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

Subject: Short-Term Rental Information & Discussion

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

Commission President

Bernie Dardis

Primary Portfolio:

Administrative Services

Secondary Portfolio:

Police & Fire

Commission Vice President

Brad Olson

Primary Portfolio:

Police & Fire

Secondary Portfolio:

Street, Water & Sewer

Commissioner

Roben Anderson

Primary Portfolio:

Community &
Development Services

Secondary Portfolio:

Administrative Services

Commissioner

Rory Jorgenson

Primary Portfolio:

Sanitation

Secondary Portfolio:

Community &
Development Services

Commissioner

Amy Zundel

Primary Portfolio:

Street, Water & Sewer

Secondary Portfolio:

Sanitation

City Administrator

Dustin T. Scott

Summary and Recommendation:

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

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

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

Policy Analysis:

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

Financial Analysis:

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

Process/Timeline:

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

MEMORANDUM

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

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

Findings from Other Communities

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

Key Issues and Considerations

Neighborhood Integrity and Community Impact:

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

Economic Benefits and Revenue Potential:

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

Costs of Regulation and Enforcement:

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

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

Housing Affordability and Market Impact:

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

Options for Consideration

Option 1: Do Nothing

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

Key Elements:

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

Option 2: Targeted Ordinance Updates for Enhanced Enforcement

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

Key Elements:

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

Option 3: Comprehensive Ordinance Update with STR Licensing Standards

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

Key Elements:

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

Summary & Discussion

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

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

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

DRAFT City of West Fargo Short-Term Rental Committee – Committee Overview

Last Update: July 24, 2025

Purpose Statement:	The committee's purpose is to evaluate, deliberate, and recommend to the City Commission policies and/or a draft ordinance for the regulation of short-term rentals (STRs) in West Fargo. The recommendations will aim to balance economic opportunity with neighborhood integrity, public safety, and community values.
Scope of Work:	• Review and evaluate the draft STR ordinance. — Assess its alignment with community goals. — Identify key policy questions and areas of concern requiring further discussion. • Evaluate the regulatory approaches to short-term rentals that comparable jurisdictions have taken. • Identify and engage key stakeholders including residents, STR operators, neighborhood groups, and local businesses. • Develop a set of policy recommendations and/or specific edits to the current draft STR ordinance. • Deliver a recommendations report and/or draft ordinance to the City Commission for further consideration.
Deliverables:	• A final Recommendations Report, including: — key findings and policy considerations. — A revised draft STR ordinance, if applicable. — Summary of stakeholder engagement and public input.
Key Policy Questions:	• Primary Residency Requirement -- Should short-term rentals be limited to properties that serve as a primary residence, or should the city allow properties to operate STRs year-round without a residency requirement? • Occupancy Limits -- Should occupancy limits for short-term rentals match those for long-term residential dwellings, or should STRs be permitted to host a greater number of guests? • Timing of renewal period -- Should short-term rental licenses be renewed annually every calendar year (e.g., by December 31), or should an alternative timeline or a rolling 12-month renewal system based on the date of issuance be considered? • Others? – Are there other STR policy questions the Committee should explore?
Anticipated Process Elements:	• Kick-off meeting to define the Committee's scope of work and goals (updates to this document). • Regular committee meetings throughout the process. • Staff working to compile information and draft materials between committee meetings. • Public communications & input opportunities for stakeholders. — Could include surveys, comment submittals, listening sessions, etc. — Open meeting requirements (Public notice, meeting agendas & minutes) — Meeting materials posted to the City's webpage and calendar of events. — Social media notifications and media releases, as needed.

	• Official votes/action of the Committee on key policy questions, task items, and final recommendations. • Final recommendations/deliverables drafted, voted on, & submitted/presented back to the City Commission.
Committee Membership:	• Rory Jorgensen, City Commission • Roben Anderson, City Commission • Aaron Nelson, Staff – Planning & Zoning • Randy Burkhartsmeier, Staff – Police • Dell Sprecher, Staff – Fire
Committee Procedures:	The committee will maintain an informal and collaborative atmosphere during discussions. However, for procedural and formal action items, the committee will follow Robert's Rules of Order to ensure clarity, consistency, and transparency in decision-making.
Feedback & Questions:	<u>Please contact the West Fargo Planning Department with any feedback or input you would like to share regarding the work of this committee.</u> West Fargo Planning Department Attn: Aaron Nelson 2515 6th St E West Fargo, ND 58078 Phone: (701) 515-5370 Email: Aaron.Nelson@WestFargoND.gov

Short Term Rental Committee

Stakeholder Survey Results

Overview

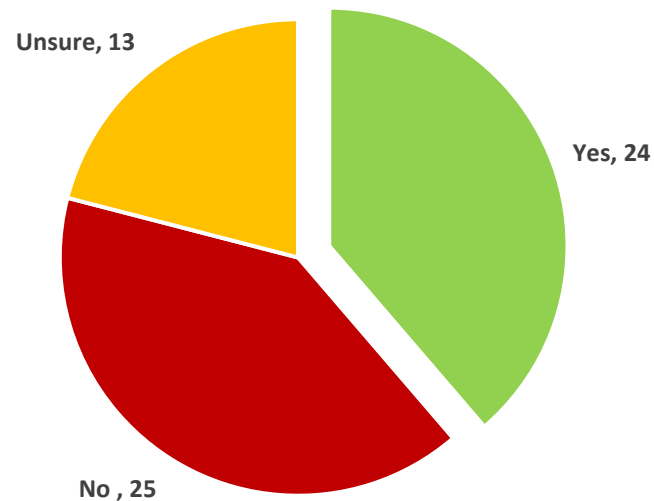
- Survey responses categories by self-identification:
 - West Fargo Resident
 - Owner/Operator
 - Renter
 - Service Provider

West Fargo Resident Responses

- 122 Responses Received
- **62** responses were able to be analyzed
- 60 responses were unable to be analyzed
 - Respondent did not complete any additional questions

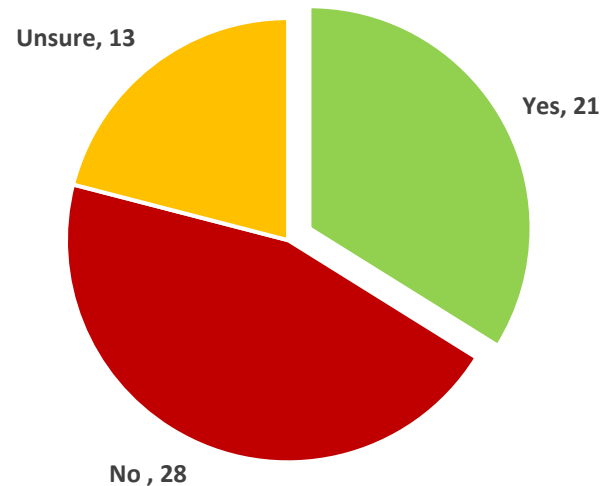
West Fargo Resident Responses

- Question: Are you aware of any STR Properties within two blocks of your residence?



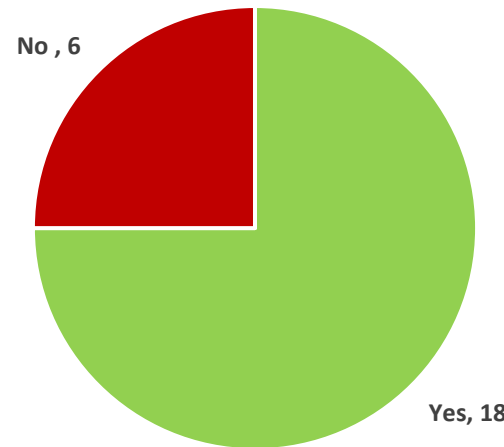
West Fargo Resident Responses

- Question: Have you had any interaction with STR Properties in your residential area?



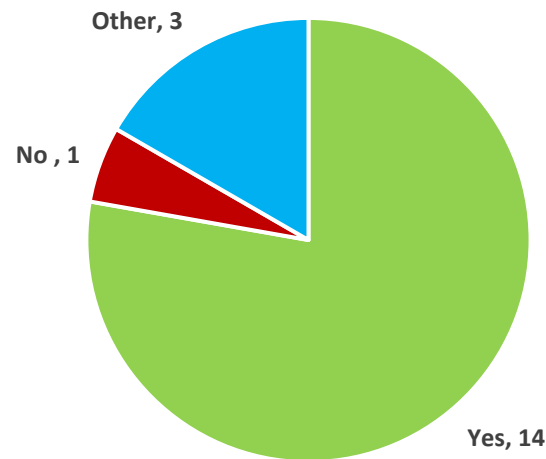
West Fargo Resident Responses

- Question: Have you ever communicated with the owner of the Short Term Rental Property in your residential area?
(Out of 24 who answered Yes previous question)



West Fargo Resident Responses

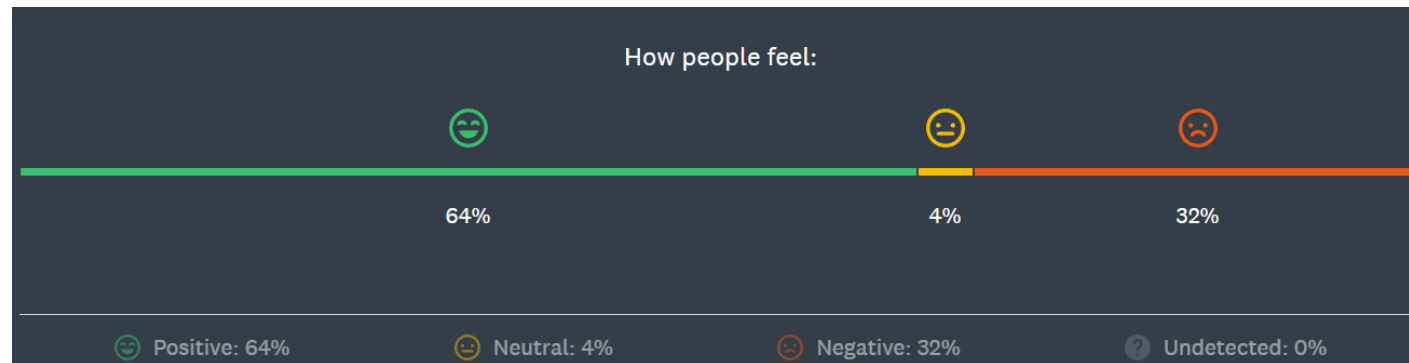
- Question: If you answered Yes to the previous question, were you able to get in direct contact with a property owner or manager?



*Of the three who answered “other” none provided additional explanation.

West Fargo Resident Responses

- Question: If there is an STR in your neighborhood, please describe your experiences with the property. Experiences could be positive, negative, or neutral. (Out of 24 who answered Yes.)



West Fargo Resident Responses

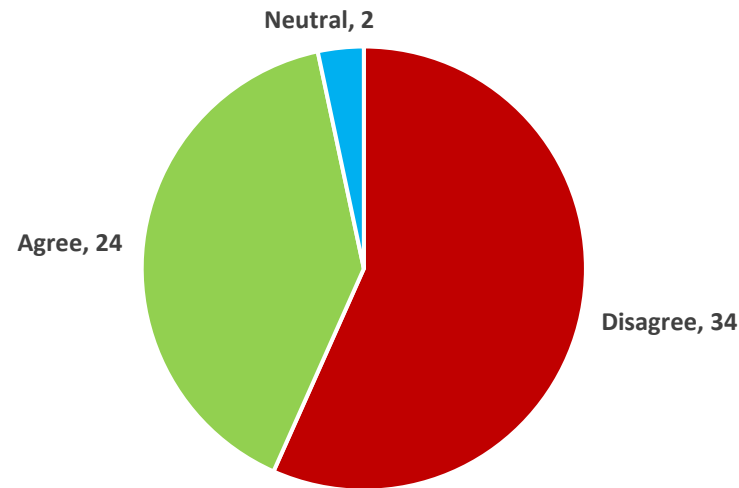
- **Overall Sentiment:** Overwhelmingly positive.
- **Guest Behavior:** Guests are respectful, quiet, and professional—often construction workers, welders, or traveling nurses.
- **Neighborhood Impact:**
 - No issues with noise, parking, or parties.
 - Properties are well-maintained with good curb appeal.
 - Frequent activity brings a sense of vibrancy without disruption.
- **Community Interaction:**
 - Guests are friendly and enjoy the area.
 - Some neighbors have direct contact with property owners, who are proactive and responsive.
- **Economic & Social Benefits:**
 - Seen as beneficial for both homeowners and the neighborhood.
 - Brings positive attention and visitors to the area.

West Fargo Resident Responses

- Negative Feedback/Themes:
 - 3 Responses related to one property and incident. Property was discussed at previous committee meeting.
 - 1 Response related to a long-term rental in the neighborhood
 - Remaining response themes:
 - **Parking** – specifically blocking driveways, lack of street parking, and increased traffic
 - **Noise** – properties often used for large gatherings, do not follow noise ordinances
 - **Safety** – neighbors express concern over unfamiliar folks coming and going from their neighborhoods

West Fargo Resident Responses

- Question: Do you agree or disagree with including a Primary Residence Requirement in the STR Ordinance



West Fargo Resident Responses

Feedback on Ordinance:

- **General Support**

- Many residents support allowing STRs, citing **positive experiences, economic benefits, and well-maintained properties.**
- Most agree that **basic registration and safety inspections** are reasonable.

- **Primary Residence Requirement**

- **Widespread opposition** to the requirement that STRs be a primary residence.
- Seen as **unrealistic, exclusionary, and not reflective of how STRs operate** in West Fargo.
- Limits **investment, property improvement, and housing flexibility.**
- Residents argue it **discourages families, investors, and traveling professionals.**
- Some support **owner proximity** (e.g., living in or near West Fargo), but not full-time occupancy.

- **Occupancy Limits**

- Many oppose the **5 unrelated persons limit**, especially for **large families or group travelers.**
- Suggestions include:
 - **Flexible occupancy** based on home size or sleeping areas.
 - Avoid penalizing **multi-generational or large family groups.**

- **Other Key Themes**

- **Accountability:** Owners should respond quickly to complaints and be responsible for guest behavior.
- **Transparency:** Share contact info with neighbors; maintain a public list of licensed STRs.
- **Enforcement:** Frustration with slow or ineffective city response to violations.
- **Minimal Regulation Preferred:** Many feel the city is overreaching and creating a problem where none exists.

- **Diverse Opinions**

- A few residents support **stricter rules or banning STRs entirely.**
- Others want **fewer restrictions**, focusing only on **existing property codes.**

West Fargo Resident Responses

Other Comments:

- **Primary Residence Requirement**

- **Supporters** argue it ensures owners are accountable and invested in neighborhood well-being.
- **Opponents** believe it would drastically reduce STR availability, limit economic opportunity, and unfairly restrict property use.

- **Fairness & Regulatory Consistency**

- Many residents feel STRs are being held to stricter standards than long-term rentals, despite similar or worse issues from the latter.
- Calls for equal regulation, including licensing, inspections, and complaint tracking for all rental types.
- Several commenters view the proposed regulations as unnecessary and burdensome, questioning whether STRs are a widespread problem or the result of isolated complaints.

- **Occupancy & Guest Limits**

- Widespread opposition to strict limits on unrelated guests or total occupancy.
- Recommendations include:
 - Basing occupancy on available bed space.
 - Enforcing penalties for disruptive behavior rather than blanket restrictions.

- **Community Benefits of STRs**

- STRs provide flexible, affordable housing for:
 - Medical patients and families needing temporary stays.
 - Traveling professionals such as nurses and trainees.
 - Visiting families who prefer home-like accommodations.

- **Neighborhood Impact & Safety**

- A minority raised concerns about crime, noise, and safety.
- Others noted that STRs are often better maintained than nearby long-term rentals and pose fewer ongoing issues.

Owner/Operator Responses

- 20 Responses Received
- **2** responses were from owners/operators in West Fargo
- **4** responses were from owners/operators in Fargo
- 14 responses were unable to be analyzed
 - Respondent did not complete any additional questions

Owner/Operator Responses

Feedback on Ordinance:

- **Primary Residence Requirement:**

- Oppose defining STRs as primary residences. This effectively bans them and discourages investment.
- Requiring owners to live in the property is overly restrictive and deters responsible investors.
- Delays investment potential. Recommend removing this barrier while keeping strong inspection standards.

- **Occupancy Limit:**

- A flat 5-person cap is too limiting. Suggest limits based on bedrooms or parking spaces

- **Licensing Transparency:**

- Clearly outline STR license fees, violations, and penalties.

- **STR Oversight:**

- STRs are well-maintained due to frequent cleaning and management.

- **General Approach:**

- Keep it simple—annual inspections and a license fee. Let the market regulate poor hosts.

Renter Responses

- 15 Responses Received
- **5** responses were able to be analyzed
- 10 responses were unable to be analyzed
 - Respondent did not complete any additional questions

Renter Responses

General Comments/Feedback:

- There is a clear need for short-term rentals in West Fargo, especially for large families or groups traveling together.
- Short-term rentals can make travel more affordable and convenient.
- However, the rise in short-term rental purchases is reducing the availability of affordable homes.
- This trend makes it harder for young families and first-time buyers to purchase homes and establish roots in the community.
- While investors seek profit, it can come at the cost of long-term community stability.

Service Provider Responses

- 9 Responses Received
- **6** responses were able to be analyzed
 - Financial Services
 - Snow Removal/Lawn Care
 - HVAC
 - Construction/Maintenance
- 3 responses were unable to be analyzed
 - Respondent did not complete any additional questions

Service Provider Responses

General Comments/Feedback:

- **Positive Owner Relationships:** Strong, successful working relationships with STR owners; they are responsive and responsible.
- **Consistent Revenue:** STRs provide a reliable income stream for businesses involved.
- **Well-Maintained Properties:** STRs are managed daily, cleaned regularly, and kept in excellent condition.
- **Quality Remodels:** Renovations for STRs often exceed standard home remodels in cleanliness and upkeep.

ORDINANCE NO. 1254

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

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

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

CHAPTER 10-16

SHORT-TERM RENTALS

SECTIONS:

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

10-1601. PURPOSE AND INTENT.

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

10-1602. DEFINITIONS.

1. *Short-Term Rental (STR)*: The rental of a dwelling unit or any portion thereof for a period of twenty nine (29) or fewer consecutive days. Short-term rentals are intended for temporary lodging and do not constitute a primary or long-term residence for the guest(s).
2. *Dwelling Unit*: A structure or portion of a structure designed for residential occupancy, including single-family homes, apartments, condominiums, and other similar residential structures but not including hotels or motels.

3. *Party*: Any gathering, event, or social activity occurring at a short-term rental property that exceeds the intended use of the property for lodging and residential purposes, typically involving a significant number of guests who are not residential occupants of the rental, and may include amplified sound, music, food, drink, and/or other activities likely to disturb the peace, create a nuisance, or violate local ordinances.
4. *Licensed Premises*: A dwelling unit that has a valid license issued pursuant to this chapter allowing short-term rental of such dwelling unit.
5. *Tenant*: An individual who leases or rents a dwelling unit as their residence for a period of thirty (30) or more consecutive days.

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

1. **License Requirement**: No dwelling unit in the City of West Fargo's zoning jurisdiction shall be operated as a short-term rental property unless the owner, operator, or tenant of a dwelling unit first obtains an annual Short-Term Rental License from the City of West Fargo for the dwelling unit. The City Auditor, or their designee, shall be responsible for the administration of short-term rental licensing in accordance with this chapter.
2. **Application Requirements**: Property owners, operators, or tenants of dwelling units looking to become licensed shall submit a Short-Term Rental License application to the City. Along with other information deemed necessary by the City Auditor, the application shall include:
 - a. Address of the short-term rental unit.
 - b. Type of dwelling unit (e.g., single-family home, apartment, condominium).
 - c. Proof of property ownership, operation, or tenancy.
 - d. Proof of liability insurance.
 - e. Proof of ND Sales and Use Tax Permit.
 - f. Property information, including scaled floor plans, that may be necessary to confirm compliance with the standards of this chapter (e.g., maximum occupancy, parking availability).
 - g. Contact information for the property owner, operator, or tenant, as applicable, and all other applicable property representatives, such as property manager. The applicant must identify one (1) or more persons who

will be available to respond within two (2) hours at all times during which the dwelling unit is rented to any issues raised by the renter or the City. Any such person must have access to the dwelling unit and be authorized to make decisions regarding the dwelling unit.

- h. A signed statement by the owner, operator, or tenant, as applicable, that the owner, operator, or tenant, as applicable, will, at all times, comply with all the requirements of the license and this chapter. Failure to comply with said requirements will constitute a violation of the provisions of this chapter.
 - i. Payment of the applicable licensing fee, as determined by the Board of City Commissioners.
- 3. Safety and Compliance Inspection: The licensed premises must comply with all applicable federal, state, and local laws. A Short-Term Rental License shall only be issued upon successful completion of a safety inspection, including that the licensed premises complies with applicable fire, building, and health codes.
- 4. Taxes: Licensees operating a short-term rental are responsible for paying all applicable taxes, including applicable sales taxes in accordance with State law and lodging taxes in accordance with Chapter 10-05 of the City Ordinances. Licensees shall maintain tax records for a minimum of seven (7) years and shall make these records available to the City upon request for compliance purposes.
- 5. License Term: The term of a Short-Term Rental License shall be for a period of one (1) year commencing July 1 of each year and terminating June 30 of the following year, unless sooner suspended or revoked. If an application is made for a license during the licensing year, the license that is granted is only for the unexpired portion of such year ending June 30, at which time an application for renewal of the license must be made. The license fee for a partial year is prorated so that it equals one-twelfth (1/12th) of the licensing fee times the number of months (including partial months) the license will be in effect.
- 6. License Renewal: Short-Term Rental Licenses, which have not been suspended or revoked, must be renewed annually, subject to payment of the renewal fee and compliance with all provisions of this chapter. Applications for renewal shall be made at least thirty (30), but no more than ninety (90), calendar days prior to the expiration date of the current valid license.
- 7. Transferability: A Short-Term Rental License is not transferable. A new license is required upon change of ownership, operation, or tenancy of the licensed premises.
- 8. Insurance: Licensees operating a short-term rental must maintain general liability insurance for the licensed premises in the amount of at least \$500,000 at all times.

Licensees must provide proof of the required insurance coverage to the City upon request.

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

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

1. Occupancy Limits: The total maximum occupancy of a short-term rental shall be the sum of the allowable occupancy of all designated bedrooms within the dwelling unit. Bedrooms must have a minimum of seventy (70) square feet of floor area and meet all applicable building and fire code standards. The allowable occupancy per bedroom is defined by the following table:

Bedroom Floor Area (square feet)	Maximum Allowable Occupancy
0 – 69.9	0
70 – 99.9	1
100 – 149.9	2
150 +	3

The above occupancy limits notwithstanding, in no case shall occupancy exceed the maximum occupancy allowed by the International Property Maintenance Code, as adopted in Chapter 5-05 of the City Ordinances. Final determination of the maximum occupancy of a short-term rental shall be made by the City Building Official.

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

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

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

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

4. Guest Recordkeeping: Licensees shall maintain records of guest stays, including dates of occupancy, for a minimum of twelve (12) months and shall make these records available to the City upon request for compliance purposes.
5. Advertising, Posting, and Public Notice:
 - a. All advertising for a short-term rental unit shall include the City-issued Short-Term Rental License number in the listing, as well as the maximum occupancy permitted by this chapter.
 - b. Every licensee of a short-term rental shall conspicuously post the annual license issued by the City within the main entryway of the licensed premises. The posted license shall include contact information for the licensee and at least one other local representative responsible for responding to issues at the property. In addition to the license, every licensee shall post the City's Good Neighbor Guidelines, along with any applicable regulations or safety information required by the City. The City Auditor shall draft and maintain the City's Good Neighbor Guidelines and provide a copy to all licensees. The Good Neighbor Guidelines shall include practical guidance on fostering respectful and harmonious relations with neighbors through measures such as noise control, proper waste disposal, parking etiquette, and community courtesy standards.
 - c. Upon approval of a Short-Term Rental License, the City Auditor shall notify by mail all owners of property within 150 feet of the licensed premises. The notification shall include the address of the licensed premises, information about the City's short-term rental standards, and information on how to report potential violations.

10-1605. PENALTIES FOR VIOLATIONS.

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

committed, and any additional violations committed within the twelve (12) month period thereafter will be added to the subsequent violation as repeat violations, and all of those violations will be counted toward the assessment of fines. Any violations committed during a prior twelve (12) month period will not be counted toward the assessment of fines in a current twelve (12) month period.

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

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

10-1606. SEVERABILITY.

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

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

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

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

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

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

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

SECTION 4. Effective Date. This ordinance shall be in full force and effect from and after July 1, 2026.

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

ATTEST:

City Auditor

Date of First Reading:

Date of Second Reading:

Date of Publication:

ORDINANCE NO. 1254

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

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

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

CHAPTER 10-16

SHORT-TERM RENTALS

SECTIONS:

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

10-1601. PURPOSE AND INTENT.

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

10-1602. DEFINITIONS.

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

2. *Dwelling Unit*: A structure or portion of a structure designed for residential occupancy, including single-family homes, apartments, condominiums, and other similar residential structures but not including hotels or motels.
3. *Party*: Any gathering, event, or social activity occurring at a short-term rental property that exceeds the intended use of the property for lodging and residential purposes, typically involving a significant number of guests who are not residential occupants of the rental, and may include amplified sound, music, food, drink, and/or other activities likely to disturb the peace, create a nuisance, or violate local ordinances.
4. *Licensed Premises*: A dwelling unit that has a valid license issued pursuant to this chapter allowing short-term rental of such dwelling unit.
5. *Tenant*: An individual who leases or rents a dwelling unit as their ~~primary full-time residence for a period of thirty (30) or more consecutive days more than one-half of the year.~~
- ~~6. *Primary Residence*: A dwelling unit in which an owner or a tenant occupies the dwelling unit as their primary full-time residence for more than one-half of the year.~~

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

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

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

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

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

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

6.5. License Term: The term of a Short-Term Rental License shall be for a period of one (1) year commencing July 1 of each year and terminating June 30 of the following year, ; provided, however, that all licenses shall be prorated on a quarterly basis and expire on December 31 of each year unless sooner suspended or revoked. If an application is made for a license during the licensing year, the license that is granted is only for the unexpired portion of such year ending June 30, at which time an application for renewal of the license must be made. The license fee for a partial year is prorated so that it equals one-twelfth (1/12th) of the licensing fee times the number of months (including partial months) the license will be in effect.

- ~~7.6.~~ License Renewal: Short-Term Rental Licenses, which have not been suspended or revoked, must be renewed annually, subject to payment of the renewal fee and compliance with all provisions of this chapter. Applications for renewal shall be made at least thirty (30), but no more than ninety (90), calendar days prior to the expiration date of the current valid license.
- ~~8.7.~~ Transferability: A Short-Term Rental License is not transferable. A new license is required upon change of ownership, operation, or tenancy of the licensed premises.
- ~~9.8.~~ Insurance: Licensees operating a short-term rental must maintain general liability insurance for the licensed premises in the amount of at least \$500,000 at all times. Licensees must provide proof of the required insurance coverage to the City upon request.
- ~~10.9.~~ Private Restrictions/Covenants: A license issued to a person or entity whose premises is subject to private restrictions and/or covenants that prohibit the use of short-term rentals is the sole responsibility of the person or entity applying for the license. The interpretation and enforcement of the private restrictions and/or covenants is the sole responsibility of the private parties involved; the City is in no way responsible for interpreting or enforcing private restrictions and/or covenants.

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

- ~~1. — Occupancy Limits: Occupancy is limited to a family of persons related by blood or marriage or a group of not more than five (5) persons who need not be related by blood or marriage.~~
- ~~2. —~~
- ~~1. — In no case shall occupancy exceed the maximum allowed by the International Property Maintenance Code applicable building, fire, or zoning codes. Sleeping areas that are advertised for rent must meet all applicable building and fire code standards. The total maximum occupancy of a short-term rental shall be the sum of the allowable occupancy of all designated bedrooms within the dwelling unit. Bedrooms must have a minimum of seventy (70) square feet of floor area and meet all applicable building and fire code standards. The allowable occupancy per bedroom is defined by the following table:~~

<u>Bedroom Floor Area (square feet)</u>	<u>Maximum Allowable Occupancy</u>
<u>0 – 69.9</u>	<u>0</u>
<u>70 – 99.9</u>	<u>1</u>
<u>100 – 149.9</u>	<u>2</u>
<u>150 +</u>	<u>3</u>

The above occupancy limits notwithstanding, in no case shall occupancy exceed the maximum occupancy allowed by the International Property Maintenance Code,

as adopted in Chapter 5-05 of the City Ordinances. Final determination of the maximum occupancy of a short-term rental shall be made by the City Building Official.

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

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

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

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

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

- 6.5. Advertising, Posting, and Public Notice:

- a. All advertising for a short-term rental unit shall include the City-issued Short-Term Rental License number in the listing, as well as the maximum occupancy permitted by this chapter.
- b. Every licensee of a short-term rental shall conspicuously post the annual license issued by the City within the main entryway of the licensed premises. The posted license shall include contact information for the licensee and at least one other local representative responsible for responding to issues at the property. In addition to the license, every licensee shall post the City's Good Neighbor Guidelines, along with any applicable regulations or safety information required by the City. The City Auditor shall draft and maintain the City's Good Neighbor Guidelines and provide a copy to all licensees. The Good Neighbor Guidelines shall include practical guidance on fostering respectful and harmonious relations with neighbors through measures such as noise control, proper waste disposal, parking etiquette, and community courtesy standards.~~Every licensee of a short-term rental shall post the annual license issued by the City. The annual license shall be conspicuously posted by the licensee in the main entryway of the short-term rental for which they are issued and shall include contact information for the licensee and other property representatives.~~

- c. Upon approval of a ~~short-term rental license~~ Short-Term Rental License, the City Auditor shall notify by mail all owners of property within 150 feet of the licensed premises. The notification shall include the address of the licensed premises, information about the City's short-term rental standards, and information on how to report potential violations.

10-1605. PENALTIES FOR VIOLATIONS.

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

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

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

Auditor within fourteen (14) calendar days of notification of the denial, revocation, or suspension of license. At the close of the hearing, the Board of City Commissioners shall act to affirm, modify, or reverse the original decision.

10-1606. SEVERABILITY.

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

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

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

- ~~1. Transitional Period: A short term rental that was operating before the adoption of this ordinance and does not meet the primary residence requirement may continue operating for a limited time, provided that the owner, operator, or tenant applies for, and is granted, a Transitional Short Term Rental Compliance License in accordance with the provisions outlined below:~~
 - ~~a. Application for Transitional Short Term Rental Compliance License: Existing short term rental operators must apply for a Transitional Short Term Rental Compliance License with the City and provide proof that the short term rental was in operation prior to the ordinance's adoption in order to operate in accordance with the transitional provisions of this section.~~
 - ~~b. Issuance of a Transitional Short Term Rental Compliance License: Applications for Transitional Short Term Rental Compliance Licenses will be reviewed and approved in the same manner as an annual Short Term Rental License, as outlined within this chapter.~~
 - ~~c. Expiration of Transitional Short Term Rental Compliance Licenses: Transitional Short Term Rental Compliance Licenses will expire on December 31, 2026. After expiration, all short term rentals must comply with the primary residence requirement.~~
 - ~~d. Operational Requirements During Transition Period: Short term rentals operating under a Transitional Short Term Rental Compliance License must adhere to all other applicable short term rental regulations, including but not limited to occupancy limits, noise restrictions, and safety requirements.~~
 - ~~e. Non-Transferability of Transitional Short Term Rental Compliance Licenses: Transitional Short Term Rental Compliance Licenses are not~~

~~transferable to new owners, operators, or tenants. If the property is sold or ownership is transferred, the license immediately expires.~~

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

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

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

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

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

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

~~July 1~~September 1 _____, ~~2025~~2026.

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

ATTEST:

City Auditor

Date of First Reading:

Date of Second Reading:

Date of Publication:

AGENDA ITEM DESCRIPTION
CITY COMMISSION
WEST FARGO, NORTH DAKOTA

1. CONTACT PERSON: Aaron Nelson, Planning Director
2. PHONE NUMBER: 701-515-5370 DATE: October 20, 2025
3. AGENDA TITLE: A25-21 Zoning Ordinance Amendment to Title IV regarding landscaping (2nd 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:
Approve second reading of the zoning ordinance amendment (Ordinance No. 1263)

STAFF REPORT

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 & 1 st Reading	October 6, 2025 – Approval
City Commission 2 nd Reading	October 20, 2025

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.

STAFF REPORT

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
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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:

- Draft Landscaping Ordinance with Proposed Amendments
- Redlines of Proposed Amendments
- Current Landscaping Ordinance

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 than 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, & 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.

<i>Type of Plant Material</i>	<i>Equivalent Plant Units</i>
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.~~

ed. 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.

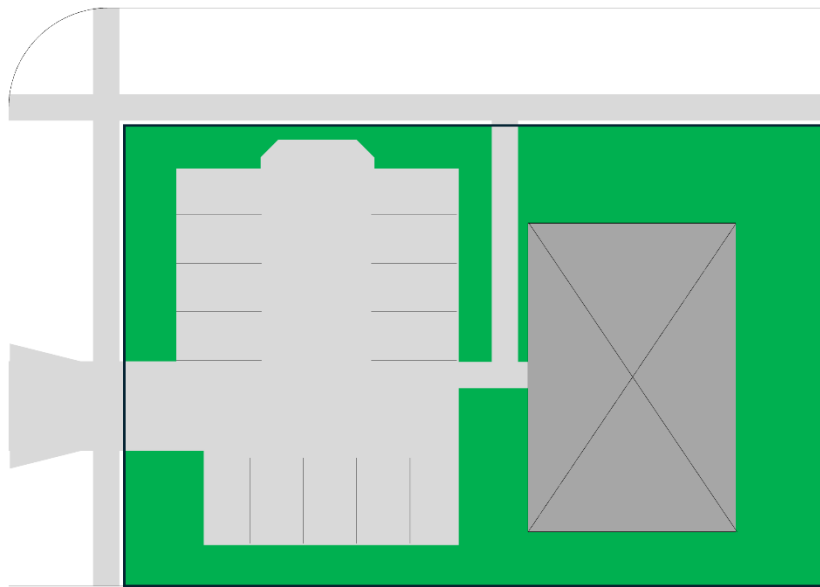


Figure 1: Location of Open Space Landscaping

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^[H] 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.

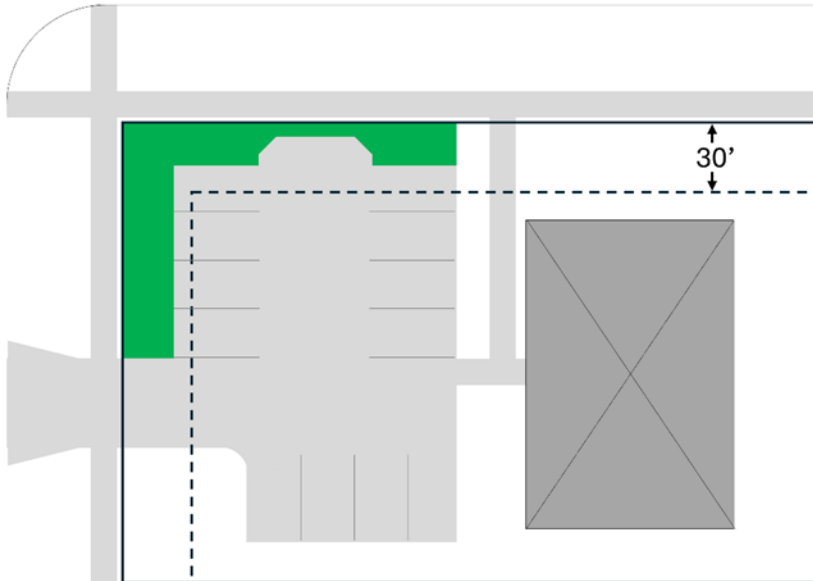


Figure 2: Location of Parking Lot Perimeter Landscaping

(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.

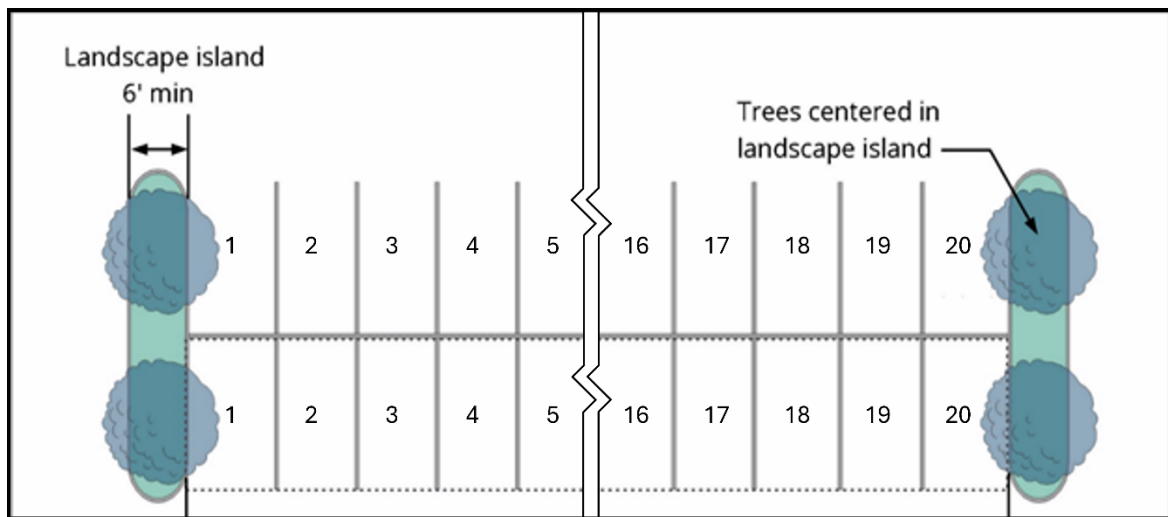
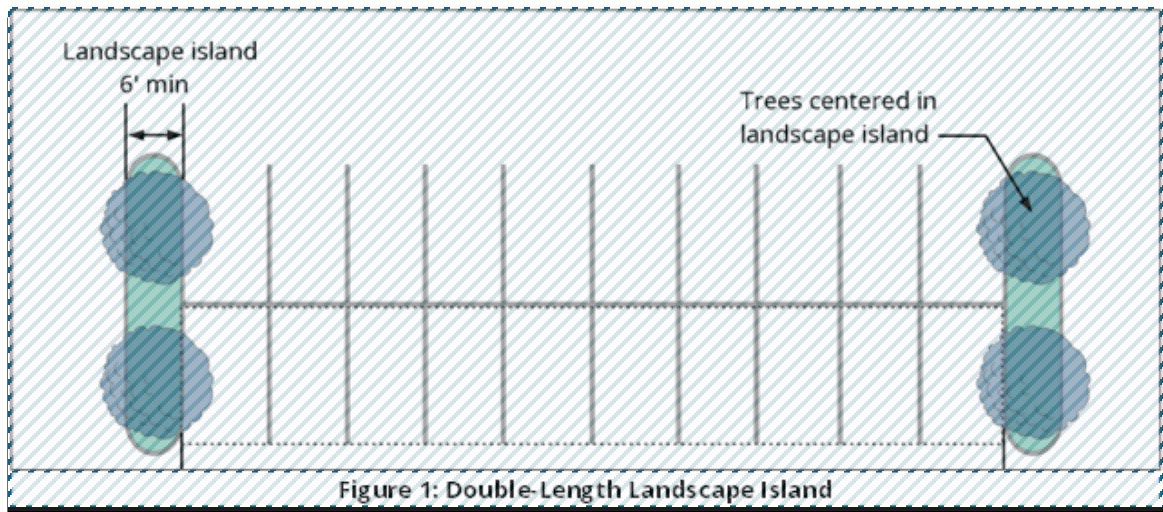
[2] These are minimum standards. Use of additional planting/screening materials are encouraged to provide flexibility in design and visual interest.

[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 landscapes 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)



- (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.

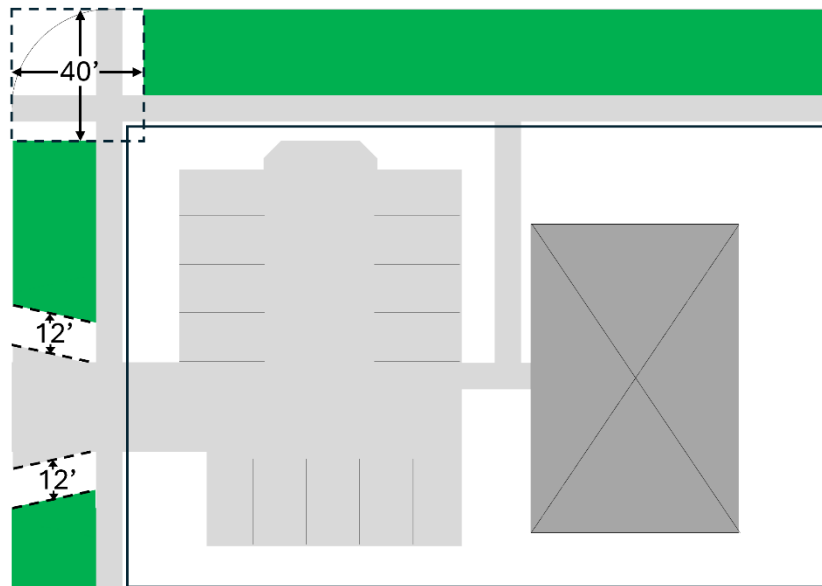


Figure 4: Location of Boulevard Trees

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 districts. 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.
- ~~(23)~~ 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 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
<u>Non-Residential (other than Industrial) or Mixed-Use</u>	<u>Any residential district or residential use</u> ^[2]	<u>Six-foot tall opaque screening fence^[1] within a ten-foot wide landscape buffer</u> ^[3] OR <u>Fifteen-foot wide landscape buffer</u> ^[3]
Industrial	Any non industrial <u>residential district or residential use</u> ^[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, <i>General Fencing and Screening Requirements</i> for additional information on fence standards. [2]: See above: requirements do not apply when the residential development <u>is in a commercial or industrial non-residential</u> zoning districts. [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.

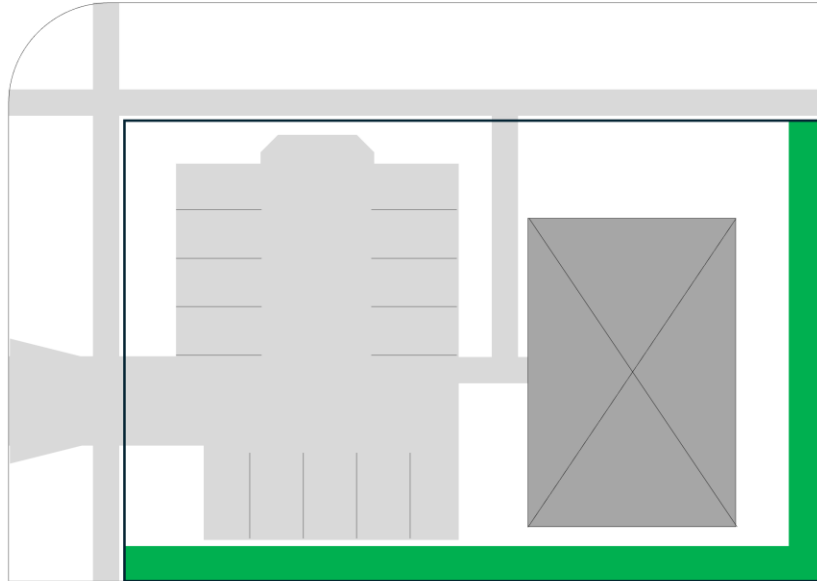


Figure 5: Location of Buffer Yards

(Figure 6 on following page)

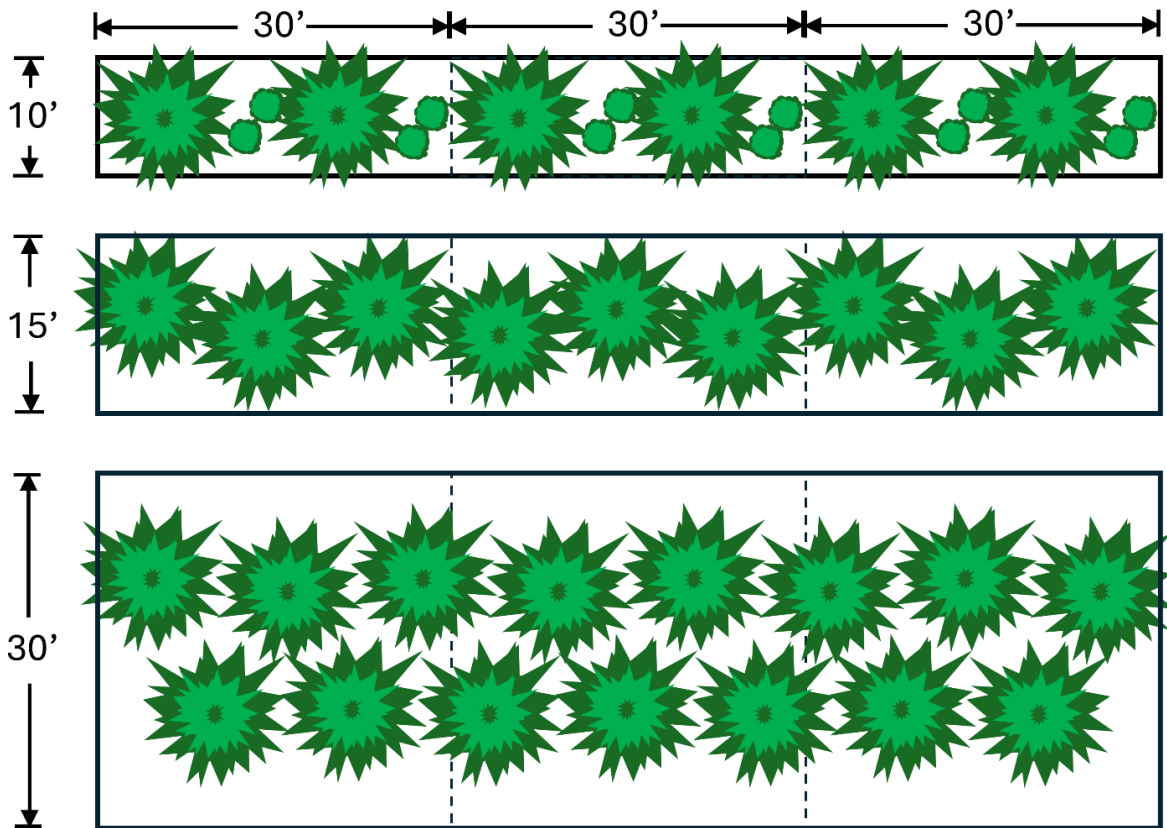


Figure 6: Landscape Buffers

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 than 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
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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 of plant unit equivalencies.

<i>Type of Plant Material</i>	<i>Equivalent Plant Units</i>
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.

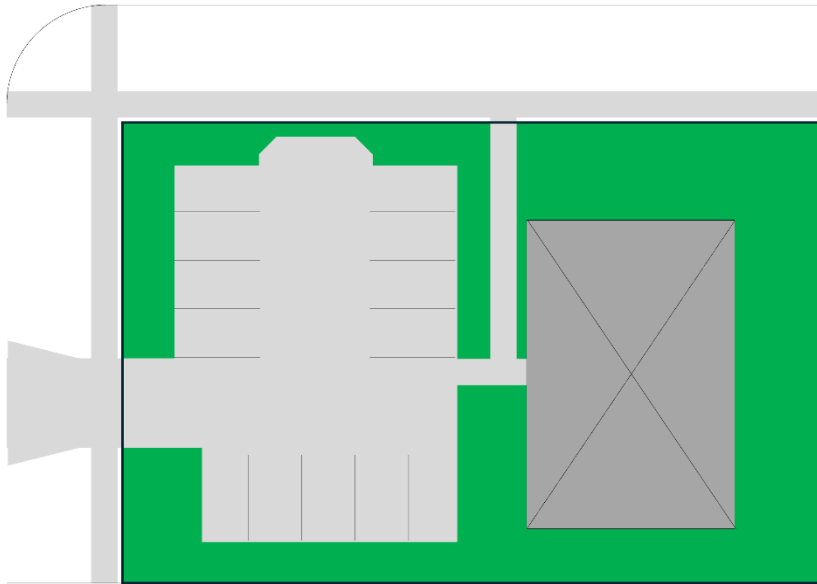


Figure 1: Location of Open Space Landscaping

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.

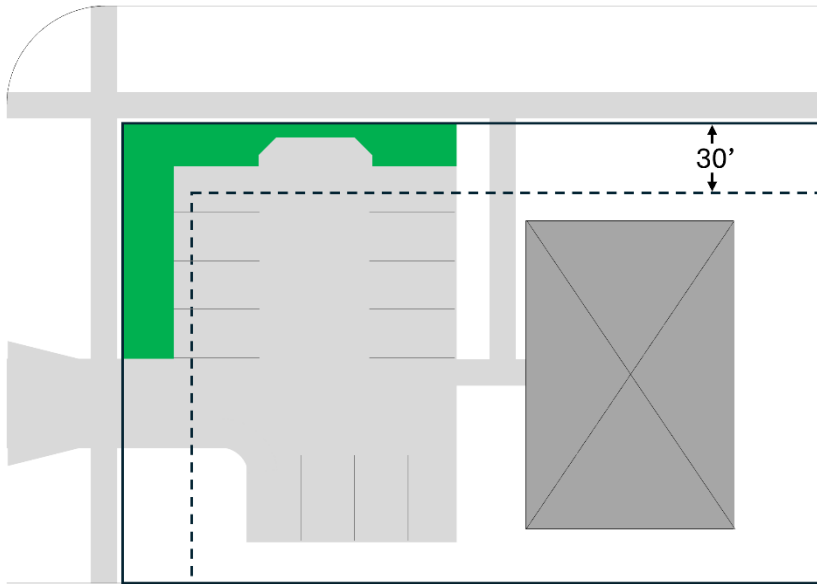


Figure 2: Location of Parking Lot Perimeter Landscaping

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.

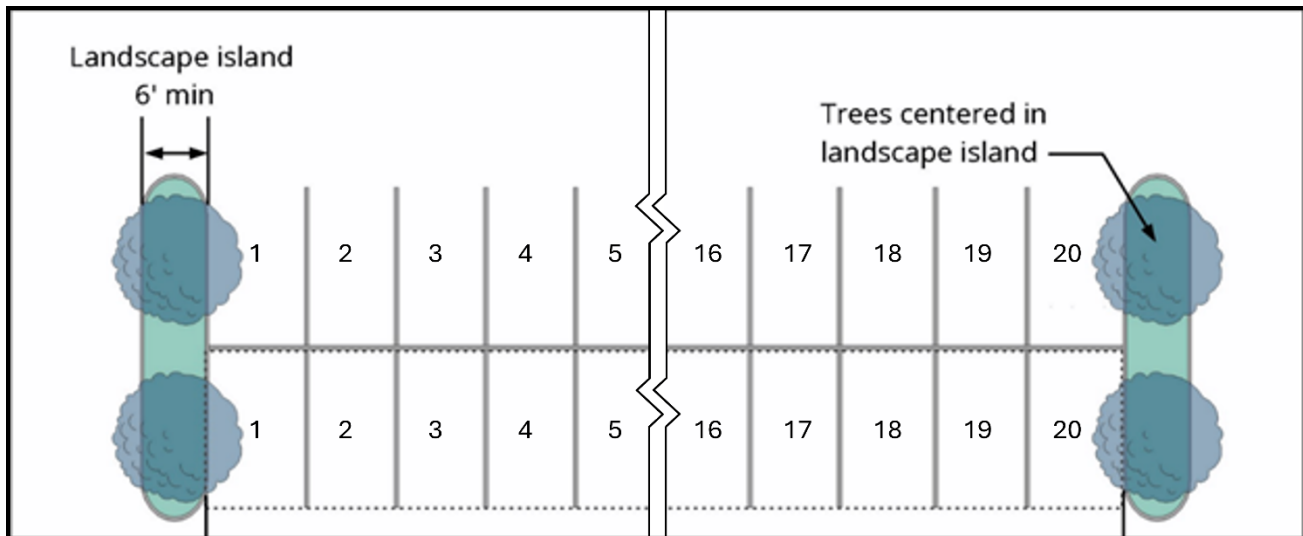


Figure 3: Parking Lot Island Landscaping

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.

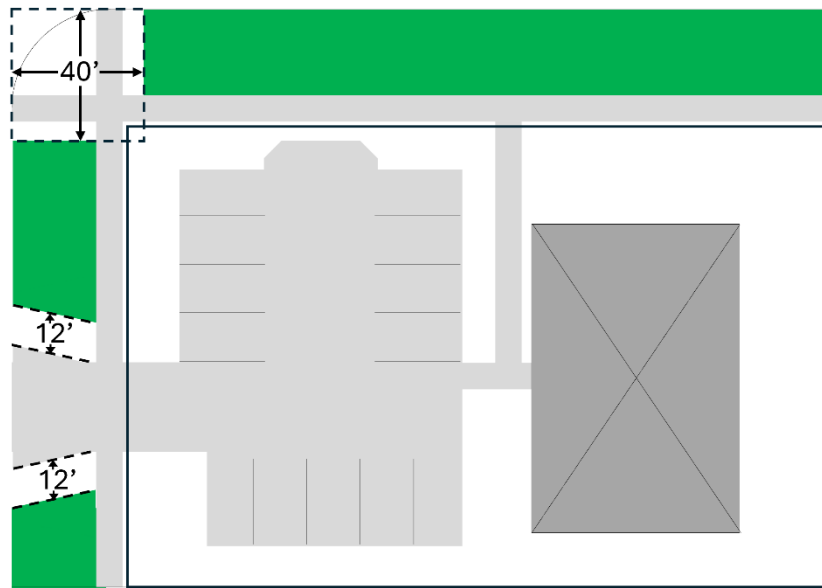


Figure 4: Location of Boulevard Trees

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, <i>General Fencing and Screening Requirements</i> 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.

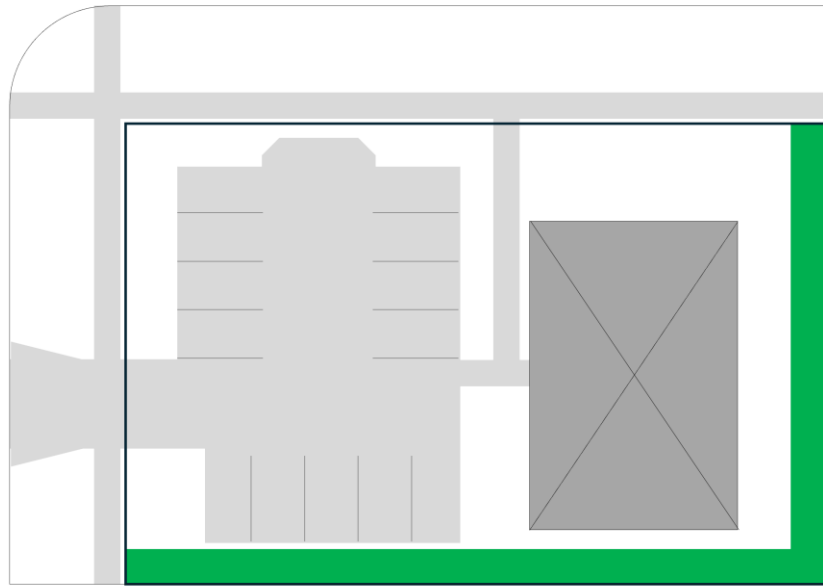


Figure 5: Location of Buffer Yards

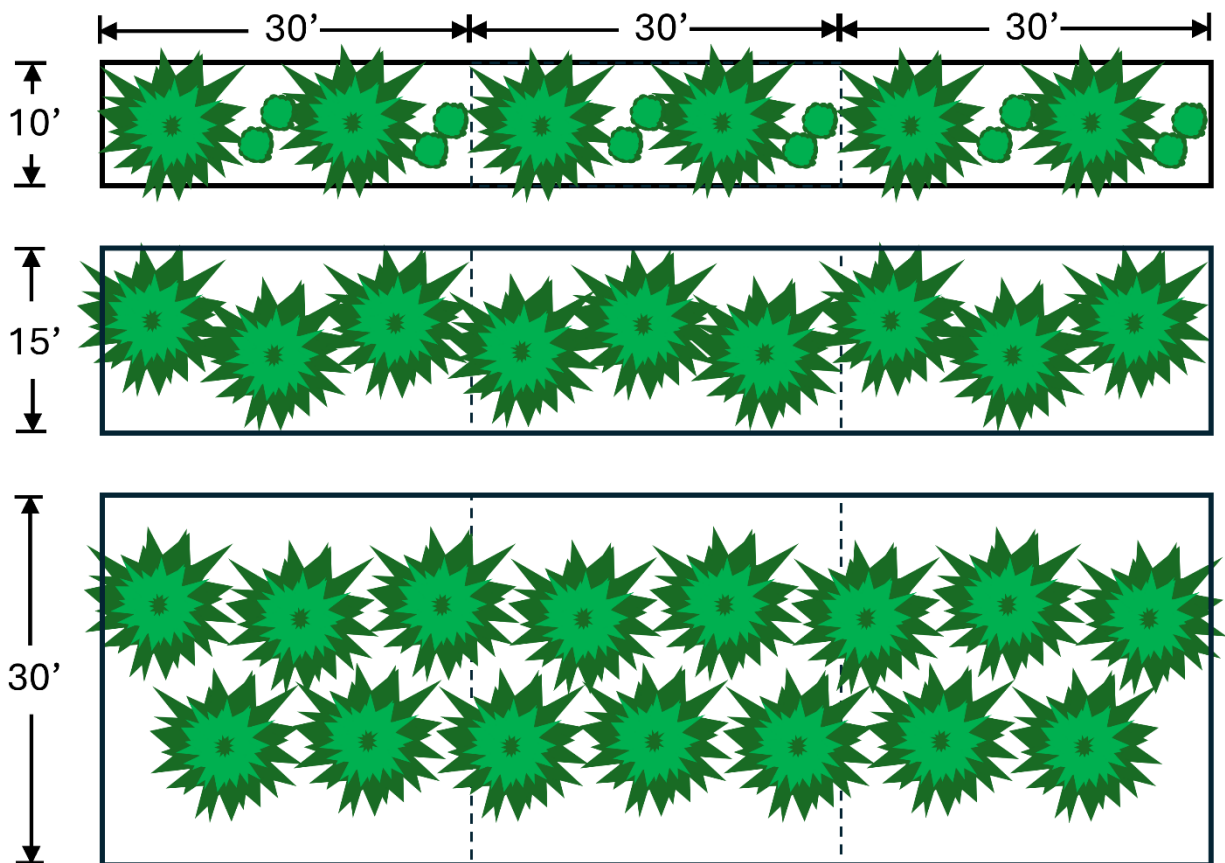


Figure 6: Landscape Buffers

To: West Fargo City Commission
From: Adam Altenburg and Aiden Jung, Metro COG
Date: October 15, 2025
Re: **2026-2030 Transit Development Plan**

In July 2024, Metro COG and MATBUS contracted with Bolton & Menk to develop the 2026-2030 Transit Development Plan (TDP). The TDP is a federally and state-required document that outlines a five-year strategy for improving public transit services in the Fargo-Moorhead metropolitan area. The plan assesses current transit operations, identifies community needs, and establishes goals, performance measures, and implementation strategies to maintain and enhance service. Additionally, a Coordinated Human Services Transportation Plan was developed to review and enhance the efficiency and effectiveness of the regional transportation system and its providers.

The TDP serves as both a planning and management tool, guiding future decisions regarding service changes, future investments, and coordination with other regional transit providers and transportation plans. Public outreach was conducted throughout the planning process to ensure the plan reflects community input and priorities.

Adoption of the TDP does not directly authorize any expenditures. Future projects and funding requests will be brought forward as part of annual budget processes.

The TDP and appendices can be found on Metro COG's website:

<https://fmmetrocog.org/projects-rfps/2026-2030-transit-development-plan>

Following a recommendation by the MATBUS Coordination Committee on October 15, the TDP is being presented for approval to local jurisdictions in October and November, followed by Metro COG's Policy Board in December. These approvals are pending final review by Metro COG's state and federal partners, including NDDOT, MnDOT, the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA).

Requested Action: Pending final comments by state and federal partners, approve the 2026-2030 Transit Development Plan.

2026-2030 Transit Development Plan

West Fargo City Commission

October 20, 2025

Final Plan Review



Plan Components

- Existing Conditions Analysis
- Future System Needs Identification
- Service Recommendations
- Community Feedback
- Coordinated Transportation Plan

Public comment period closed September 10th



TDP Purpose

Build on the goals, objectives, and transit system recommendations established in the 2021-2025 Transit Development Plan.

Identify transit service needs, prioritize improvements, and determine the resources required for implementing service adjustments.

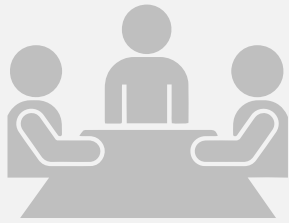
Update the Coordinated Human Services Transportation Plan



Planning Process



Engagement



Study Review Committee

1

Issues, Opportunities, & Public Engagement Approach
(September 2024)

2

Service Alternatives
(January 2025)

3

Implementation Strategies
(May 2025)

4

Draft Plan Review
(August 2025)



Public Input Opportunities

1

Issues & Opportunities
(October 2024)

2

Service Alternatives
(March 2025)

3

Draft Plan Review
(August 2025)

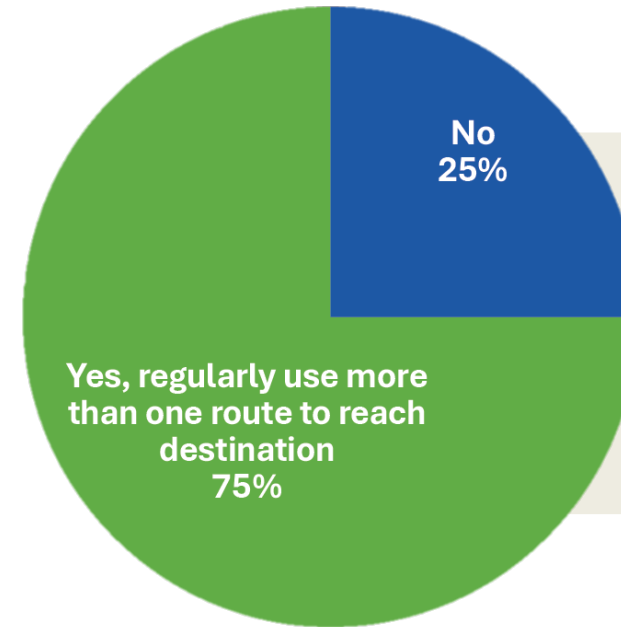
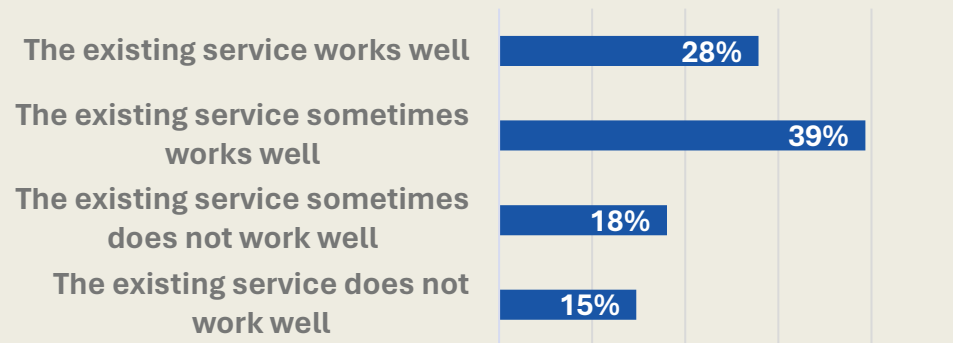


Focus Groups

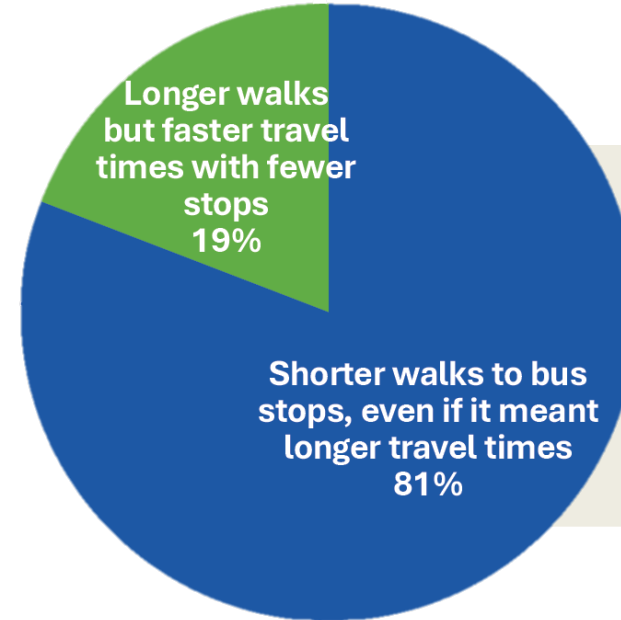
Local Jurisdiction Planners
Human Services
Community Based Organizations
Businesses
Emergency Preparedness
Educational Institutions

What have we heard?

How well does the existing MATBUS service work for you?



Do you transfer to complete your trip?



Service Access Priorities

Preferred Service Plan



Simple & Direct

Routes should connect destinations as directly as possible and are easy to understand, especially for new riders.



Bi-Directional

Routes should operate in both directions on the same street whenever possible to reduce the complexity of the service.



Fewer Transfers

Service should be focused on offering a “single-seat” ride when possible, to reduce the chance that a connection will be missed.



Maintain Access

Direct and bidirectional service should be balanced with coverage to ensure access to destinations, especially where required by road patterns and land use.



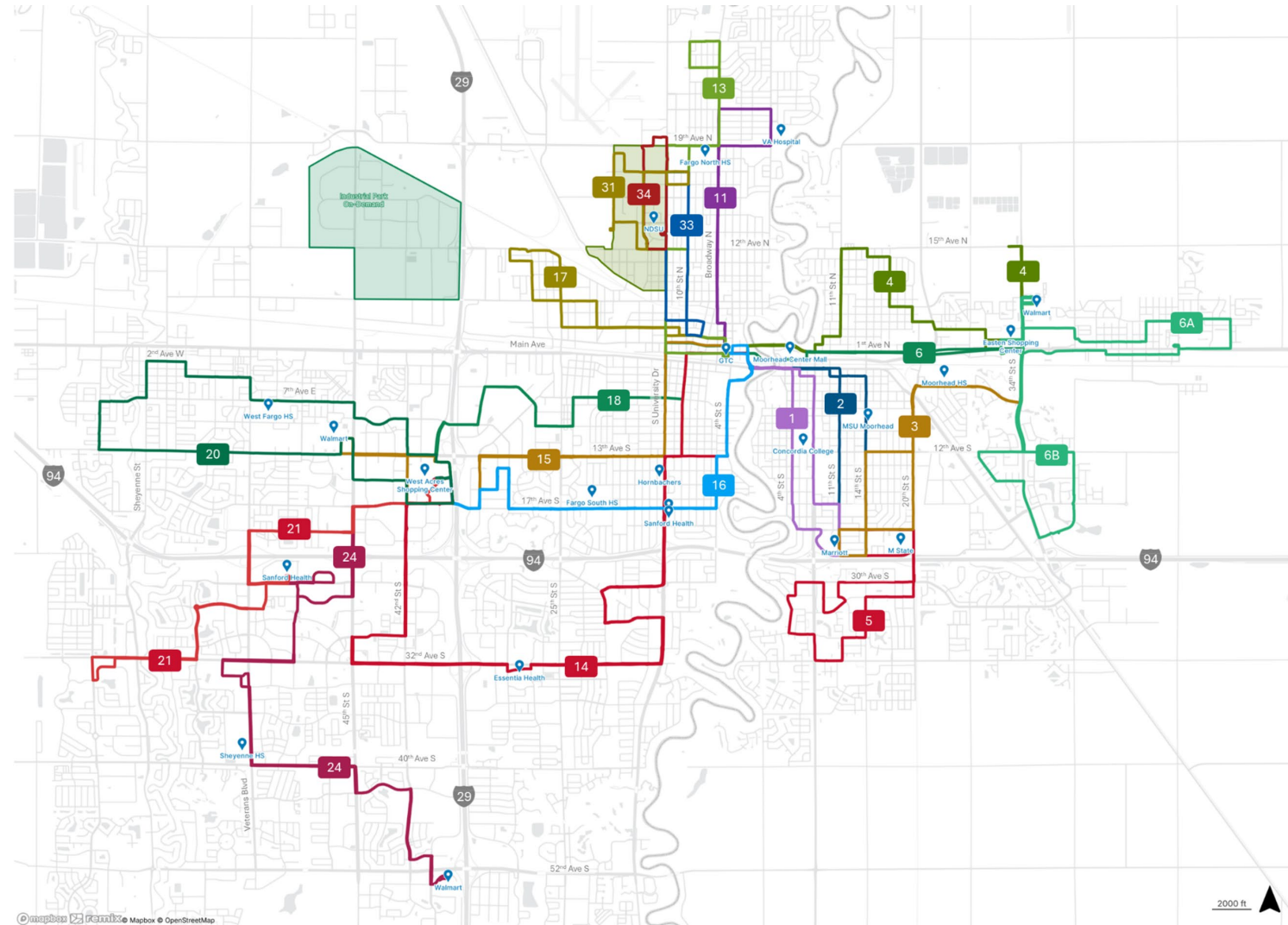
Scalable

Service should be designed to be enhanced or reduced without losing the integrity of the network.



Reliable

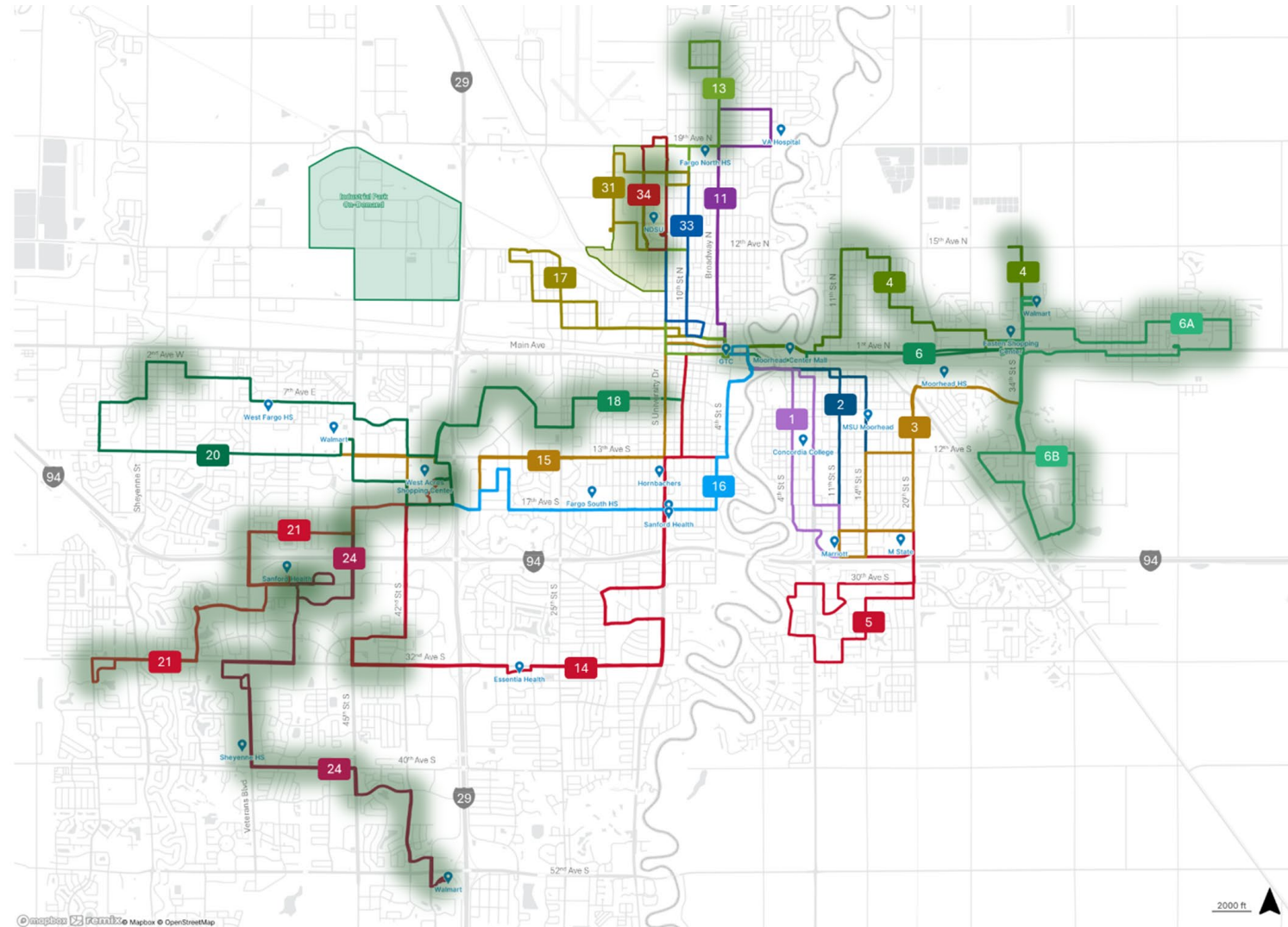
Routes should be designed to ensure they operate on time and connections can reliably be made.



Preferred Service Plan

Key Route Changes:

- **Route 3** (south and southeast Moorhead)
- **Routes 4, 6, and 9** (central Moorhead, southeast Moorhead, and Dilworth)
- **Route 13** (NDSU campus and North Fargo)
- **Routes 18, 20, 21** (new route), and **24** (central Fargo, West Fargo, and southwest Fargo)

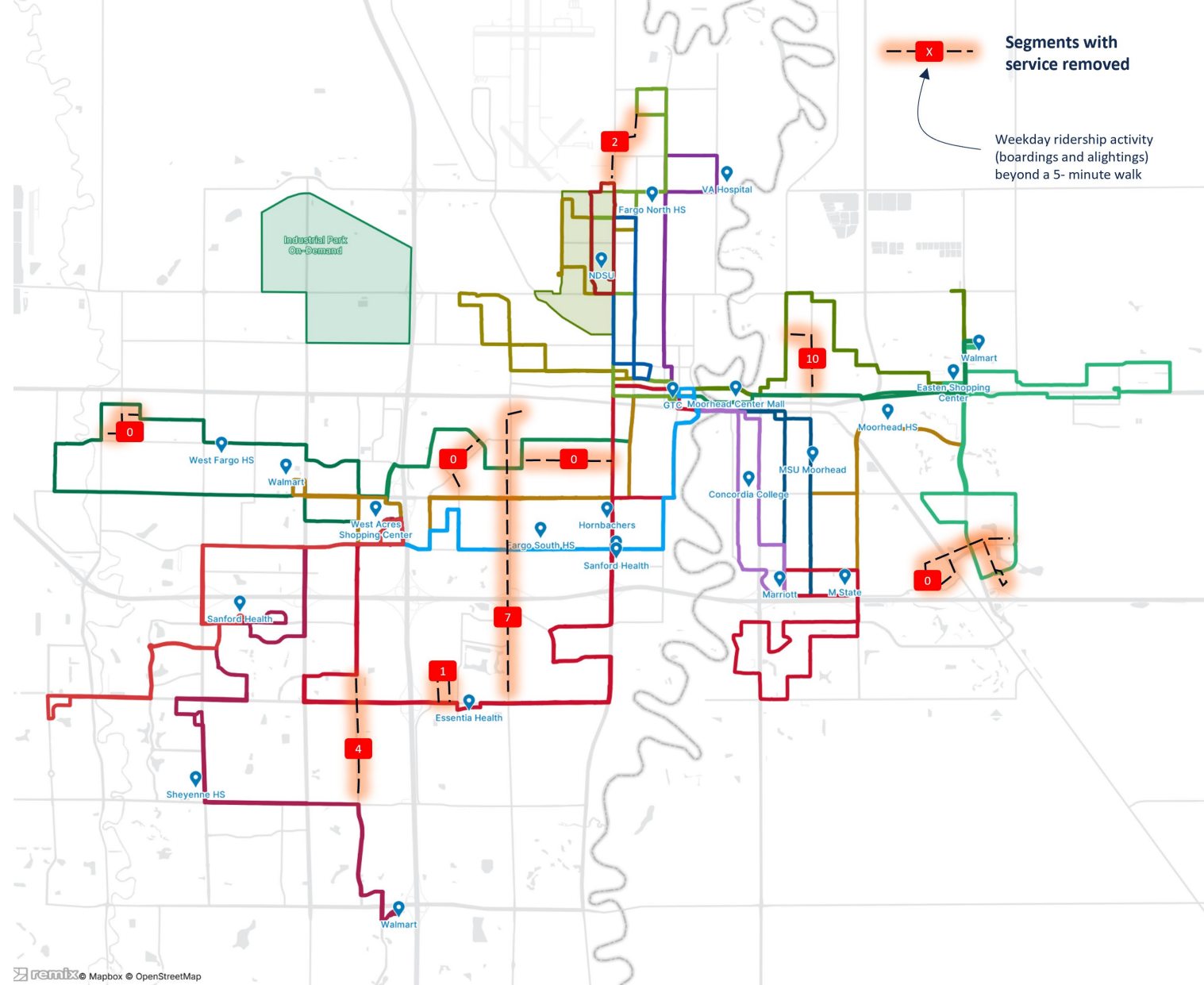


Regional Impacts



MAINTAIN ACCESS

- 99.6% of existing customers will continue to be served
- 2% increase in the number of residents served
- 5% increase in the number of jobs served



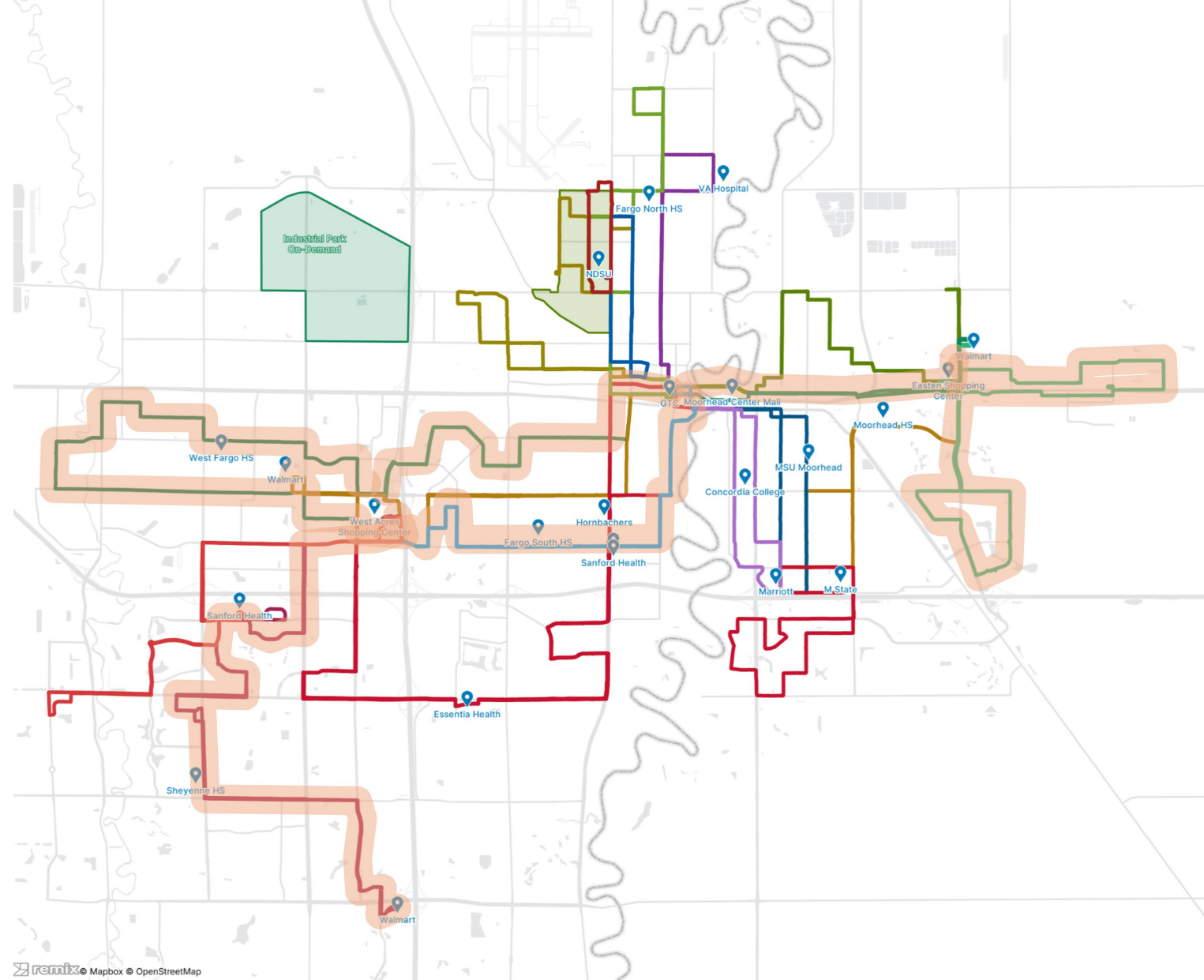
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Regional Impacts

Fewer two- and three-seat rides through new interline pairs

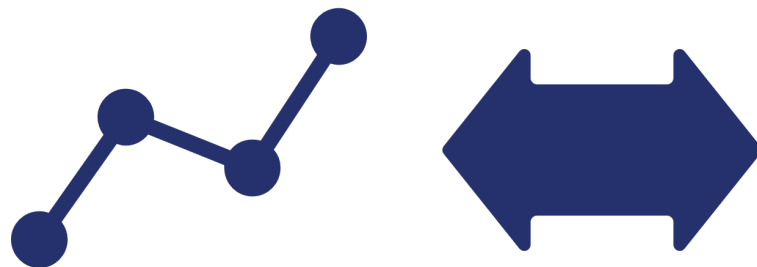


FEWER TRANSFERS AND RELIABLE

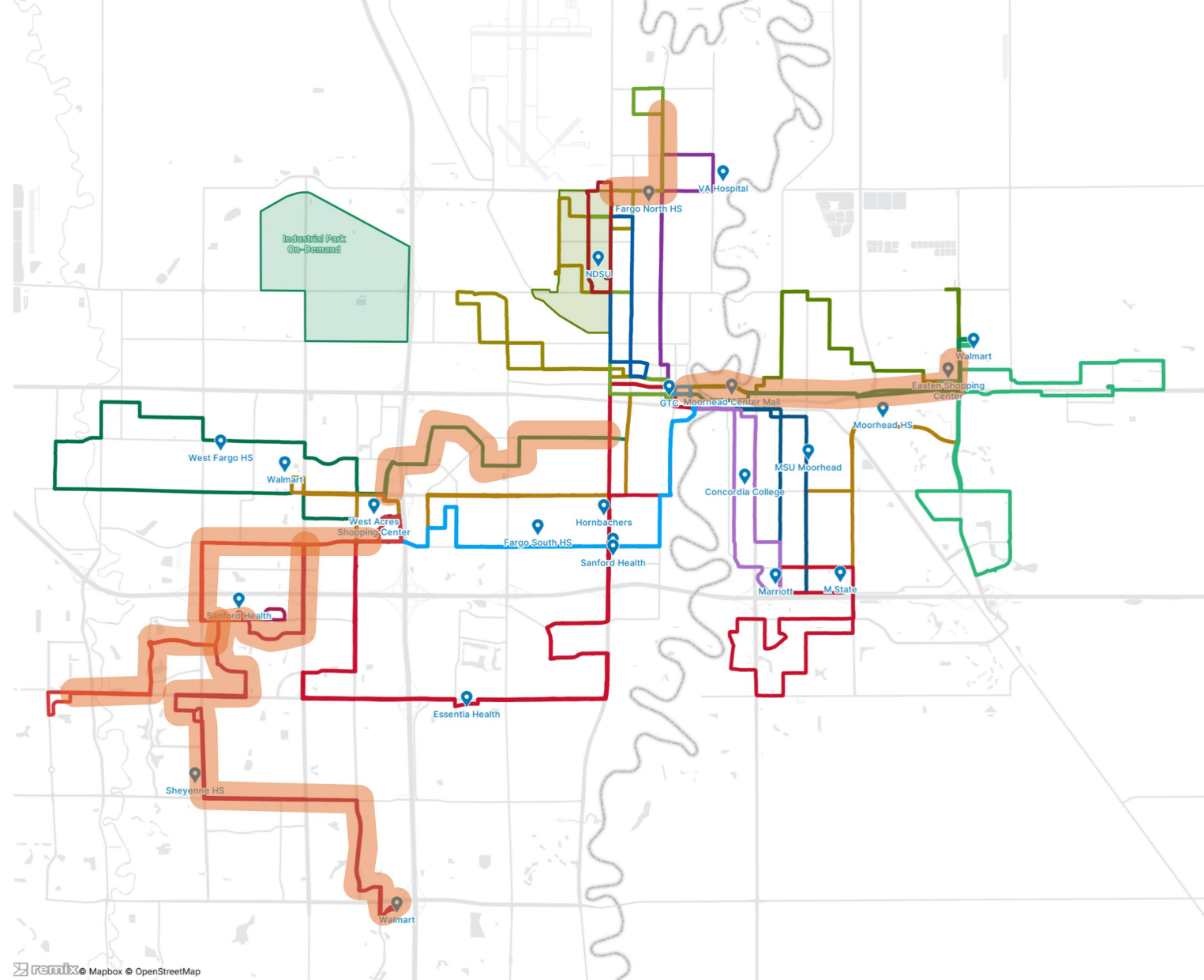


Regional Impacts

Provides more direct and bi-directional routing in areas with indirect routing



SIMPLE & DIRECT / BI-DIRECTIONAL

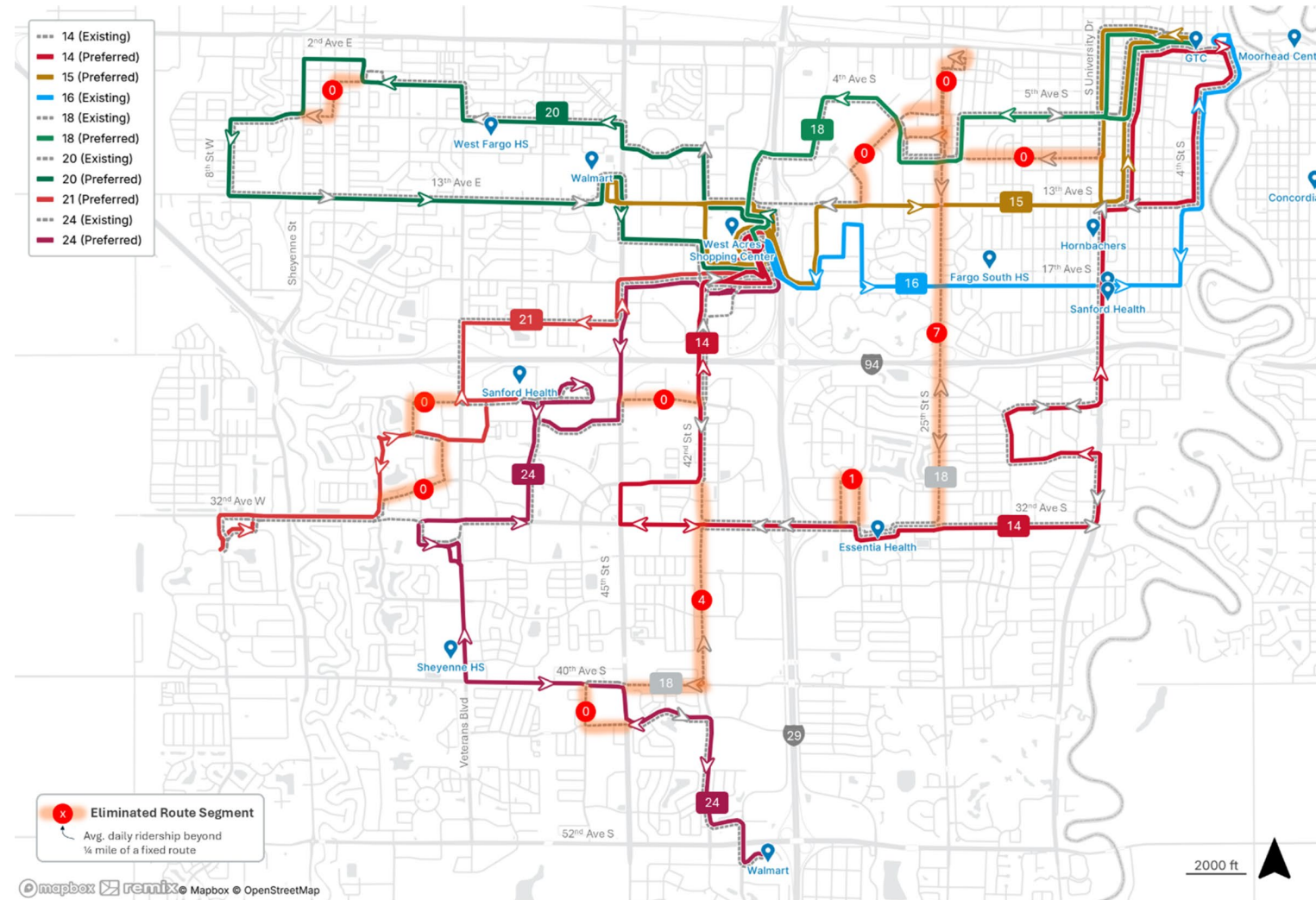


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Cities of Fargo & West Fargo

Routes 18, 20, 21, & 24

- **Route 18** modified to run bi-directionally from GTC to West Acres, interlined with **Route 20**
- **Route 20** eastern segment covered by new **Route 18**
- **Route 24** revised to run bi-directionally from West Acres to south Walmart, replacing portions of existing **Route 18**
- **Route 21** is a new bi-directional route covering portions of **Route 24** and providing connection to The Lights



Final Plan Feedback

- Service frequency & reliability
- Route changes & transfers
- Equity & accessibility
- Fare structure & funding
- Branding & rider experience
- Community engagement & communication

The Future of Transit in Fargo-Moorhead

The financial outlook for public transportation in the Fargo-Moorhead area is becoming increasingly uncertain due to budget constraints facing the City of Fargo. These limitations may result in reduced MATBUS transit services. In response, MATBUS staff are collaborating with city officials to create a scaled-back service plan guided by the principles outlined in this TDP.



Coordinated Plan

- Coordinated Public Transit Human Services Transportation Plan (aka, the Coordinated Plan)
- Plans are required to be developed locally and should include:
 1. An **inventory of available transportation services**
 2. An evaluation of transportation **needs and gaps** for the target populations
 3. Identification of **strategies** for addressing those needs
 4. **Input from seniors, people with disabilities, transportation providers, and other stakeholders**
- Purpose is to improve the **efficiency and effectiveness** of an area's transportation system



Coordinated Plan Goals

Given the identified needs, the Coordinated Plan lists the following updated goals for 2025-2029.

1

Service availability and accessibility

Public transit and supplemental transportation services should be available throughout the week, have a span of service that meets user needs, and be accessible to major destinations.

2

Education, Marketing, and Awareness

Accurate information should continue to be available to enhance awareness of current available services and how these services can be accessed.

3

Financial Sustainability and Fiscal Responsibility.

Funding should be directed to promote coordination and to ensure regional partners continue to participate in coordination activities.

4

Promote Regional Coordination

Continue working with regional transportation providers to promote collaboration, outreach, and service coordination.

5

Use of New Technologies

The region should continue promoting new technologies to improve service delivery and coordination.

Approval Timeline





Questions?

Aaron Bartling

(aaron.bartling@bolton-menk.com)

Blue Weber

(blue.weber@bolton-menk.com)

Adam Altenburg

(altenburg@fmmetrocog.org)

Aiden Jung

(jung@fmmetrocog.org)

West Fargo City Commission

2026-2030 Transit Development Plan

WHEREAS, the West Fargo City Commission is the duly elected body for the City of West Fargo and is responsible for the planning and development of a safe and functional multimodal transportation system; and

WHEREAS, the City of West Fargo recognizes the importance of providing efficient, reliable, and accessible public transportation to support community mobility, economic vitality, and improved connections; and

WHEREAS, the Fargo-Moorhead Metropolitan Council of Governments (Metro COG) is the Metropolitan Planning Organization (MPO) designated by the Governors of North Dakota and Minnesota to maintain the metropolitan area's transportation planning process in accordance with federal regulations; and

WHEREAS, Metro COG has undertaken the task of updating its 2026-2030 Transit Development Plan (TDP), which is a vital element of this planning process and establishes a strategic framework for enhancing transit services, improving infrastructure, and identifying funding opportunities; and

WHEREAS, the 2026-2030 TDP was prepared through a collaborative process involving public engagement, stakeholder input, and coordination with MATBUS and other regional transit partners; and

WHEREAS, adoption of the 2026-2030 TDP will enable the City of West Fargo to pursue state, federal, and other funding sources and to coordinate more effectively with regional transit partners.

NOW, THEREFORE, BE IT RESOLVED, that the West Fargo City Commission does hereby adopt the 2026-2030 TDP as the official transit planning document for the City of West Fargo to guide transit-related investments, grant applications, and service planning.

Approved this ____ day of _____, 2025.

Bernie Dardis
Mayor

Dustin Scott
City Administrator



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

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

To: West Fargo City Commission

From: Sarah Gasevic, Director of Human Resources

Date: October 20, 2025

Subject: Lexipol Policy Approvals

Action: Approve policies

New Information and Recommendation:

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

Policies for approval with summaries:

1. Policy 100 – Policy Manual
Establishes the City's official Policy Manual and defines authority, responsibilities, and revision procedures to ensure policies remain current. Contains changes to the definitions to align more closely with City Ordinances
2. Policy 200 – Emergency Management Program
Establishes the City's emergency management program, including planning, response, recovery, and coordination with state and local partners for large-scale emergencies.
3. Policy 301 – Encumbered Funds Carryover
Provides guidance for carrying over approved but unpaid encumbrances into the next fiscal year.
4. Policy 404 – Business Gifts and Gratuities
Defines acceptable and prohibited gifts to City officials and employees to prevent conflicts of interest and maintain public trust.
5. Policy 405 – Subpoenas and Court Appearances
Establishes procedures for employees responding to subpoenas or court orders.
6. Policy 406 – Speech, Expression, and Social Networking
Provides guidelines for employee speech and social media use, balancing employees' rights with the City's need to maintain professionalism, safety, and public trust.
7. Policy 418 – Family and Medical Leave
Outlines employee rights and procedures under the federal Family and Medical Leave Act (FMLA).
8. Policy 422 – Military Leave
Details employee rights and procedures related to military leave in compliance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and Military (see N.D.C.C. § 37-01-01 et seq.)

Previously Presented Information and Commission Actions:

- Policy 100 – Policy Manual
Approved by the Commission on October 6. In response to feedback provided during that meeting, City staff made minor revisions to the definitions section to improve clarity and consistency. The updated policy is presented for reapproval.

Policy Manual

Effective Date:	10/06/2025
Revised Date:	
Issuing Authority: City Commission	

100.1 PURPOSE AND SCOPE

Best Practice

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

Best Practice

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

Best Practice

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

Discretionary

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

Policy Manual

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

Best Practice **MODIFIED**

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 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 individual serving the City of West Fargo under an employment relationship in accordance with the City's Home Rule Charter, City ordinance, or North Dakota Century Code, including appointive officers (as defined in Section 1-0402 of the City Ordinances) and all other City personnel (full-time, part-time, seasonal, or temporary) who perform services under the supervision of the City Administrator or their designees.

~~Any person employed by the , 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.

Official - Any individual elected to municipal office, and any individual appointed by the City Commission to serve the City of West Fargo in a non-employee capacity, including but not limited to members of City boards, commissions, committees, or other advisory or quasi-judicial bodies established under the authority of the City's Home Rule Charter, City ordinance, or North Dakota Century Code.

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.

Policy Manual

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

Best Practice

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

Best Practice

The City Administrator will ensure that the Policy Manual is periodically reviewed and updated as necessary.

100.7 REVISIONS

Best Practice

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.

Emergency Management Program

Effective Date:	1/1/2025
Revised Date:	10/20/2025
Issuing Authority: City Commission	

200.1 PURPOSE AND SCOPE

This policy addresses the preparation, maintenance, and use of the city's emergency management program. This includes the Threats Hazards Identification Risk Assessment (THIRA), Training & Exercise Plan (TEP), Emergency Operations Plan (EOP), Continuity of Operations Plan & Continuity of Government (COOP/COG), Recovery plan.

200.2 POLICY

The City will prepare for large-scale emergencies within and outside its jurisdiction through planning, mutual cooperation with other agencies, and maintenance of an emergency management program.

200.3 CITY RESPONSIBILITIES

The City's Emergency Manager shall be responsible for the city's emergency management program and the coordination with applicable local and state departments and entities for disaster planning, protection, mitigation, response, and recovery efforts.

200.4 ACTIVATING THE EMERGENCY MANAGEMENT PLAN

The emergency management program should include direction on how and who can activate the plans in response to a major emergency.

200.4.1 RECALL OF PERSONNEL

In the event that a plan is activated, all employees of the City are subject to immediate recall to service. Employees may also be subject to recall during extraordinary circumstances as deemed necessary.

Failure to promptly respond to an order to report to work may result in discipline.

200.5 LOCATION OF THE EMERGENCY MANAGEMENT PROGRAM

Copies of the emergency management program will be available to appropriate personnel. All supervisors should familiarize themselves with the emergency management program so they can assist employees in understanding the roles they will play when a plan is implemented.

Emergency Management Program

200.6 EMERGENCY MANAGEMENT PLAN REVIEW

The Emergency Manager should review the emergency management program at least once every year and ensure that the program conforms to any revisions made by the National Incident Management System (NIMS).

200.7 TRAINING

The City Emergency Manager should coordinate training and exercises on the emergency management program for all personnel.

Encumbered Funds Carryover

Effective Date:	10/20/25
Revised Date:	
Issuing Authority: City Commission	

301.1 PURPOSE AND SCOPE

Agency Content

~~In certain situations, specific purchases are approved and encumbered within a given fiscal year, but due to unforeseen circumstances, payment is delayed until subsequent years. To address these situations, the following guidelines will be followed.~~

In some instances, approved purchases are encumbered within a given fiscal year, but due to the timing of the transaction, may require the expenditure to occur in either a prior or subsequent year. To address these situations, the following guidelines will be followed.

301.1.1 DEFINITIONS

Agency Content

Encumbrance - A commitment to pay for a good or service in the future. Encumbrances are commitments made before the end of the fiscal year. Encumbrances are not considered actual expenses and are not included in actual-expense balances. Examples of encumbrances are contract agreements, purchase orders, travel authorizations, salary commitments, utility payments (prepayments), and tax payments (prepayments).

General Fund – The General Fund is the general operating fund of the City. All financial resources of the general government that are not required to be reported in another fund are accounted for in the General Fund.

Improvement Funds – These funds account for financial resources, such as Capital Improvement Sales Tax, Economic Development Sales Tax, Public Safety Sales Tax, and Operating and Capital grants, including special assessments, to be used for additional operational and capital expenditures, including but not limited to, the acquisition or construction of major capital facilities and public service, and operational and capital equipment (public safety and information technology).

Utility Funds – These funds account for the Business-Type Activities of the City and include, but are not limited to:

- (a) **Water & Sewer Fund** – This fund accounts for the provision of water utility service and the sanitary sewer service to the residents of the City.
- (b) **Garbage Fund** – This fund accounts for the provision of garbage pickup and landfill services to the residents of the City.

Encumbered Funds Carryover

- (c) Forestry – This fund accounts for the planting and maintenance of public plants and trees found on City right-of-way areas and is funded through public sources, such as property taxes, state grants, and fees.
- (d) Vector Control – This fund is dedicated to financing programs aimed at controlling and reducing the population of disease-carrying organisms, known as "vectors," such as mosquitoes, ticks, and fleas and is funded through property taxes.

Other Agency Funds -

- (a) Airport Authority Fund – This fund accounts for the construction, maintenance, and improvement of airports and related facilities and is funded through public sources, such as property taxes, state grants, and fees.
- (b) Library Fund – This fund provides the financial support to the City's libraries for their operations, services, and resources and is funded through public sources, such as property taxes, fees, and fines.

301.2 POLICY

Agency Content

~~Where the purchasing process extends beyond the budgeting cycle, the City shall adhere to the guidelines as they pertain to the various sources of funds as outlined within this policy.~~

As the purchasing process extends outside any given budgeting cycle, the City shall follow the applicable guidelines for each source of funds established in this policy.

301.3 GENERAL FUND

Agency Content

Funds will be encumbered and carried over from the approval year to ensure payment of the approved item(s) in the subsequent year, ~~with approval by the City Administrator.~~ with an administrative budget amendment prepared and signed by the City Administrator.

If the approval and payment of an approved, budgeted, purchase spans more than two fiscal years, and less than 80% of the encumbered funds have been spent, the City Commission must reauthorize the purchase.

301.4 IMPROVEMENT AND UTILITY FUNDS

Agency Content

Funds will be encumbered and carried over from the approval year to ensure payment of the approved item(s) in the subsequent year, ~~with approval by the City Administrator.~~ with an administrative budget amendment prepared and signed by the City Administrator.

If the approval and payment of an approved, budgeted, purchase spans more than two fiscal years, and less than 80% of the encumbered funds have been spent, the City Commission must reauthorize the purchase.

For Construction in Progress (CIP) funds, please see the CIP policy.

Encumbered Funds Carryover

301.5 OTHER AGENCY FUNDS

Agency Content

For the Airport Authority, the Airport Finance Manager will submit a budget amendment to the Agency's Board or Committee and provide a ratified budget amendment to the City Commission.

For the Library, the Library Director will submit a budget amendment to the Agency's Board or Committee and provide a ratified budget amendment to the City Commission.

301.6 EARLY PROCUREMENT OR SERVICE DELIVERY

Agency Content

In some instances, goods or services budgeted for a future year become available earlier than anticipated or at an early discount. In accordance with GASB Statement No. 6, such expenditures must be recognized in the fiscal year in which the goods are received, or the work is performed, regardless of when payment is made.

Expenditures will be recognized in the fiscal year in which the goods are received, or the work is performed, with an administrative budget amendment prepared and signed by the City Administrator. The expenditure must be within the City Administrator's spending authority as established in the City's spending policy. This provision applies to the General Fund, Improvement Funds, and Utility Funds. Other agency funds will need to obtain approval from their Agency's Board or Committee.

301.7 GENERAL PROVISIONS FOR ALL FUNDS

Agency Content

If a purchase is approved for a certain fiscal year, but no encumbrance is in place by the end of that year, the purchase must be reauthorized by the City Commission if it is still needed.

Business Gifts and Gratuities

Effective Date:	10/20/25
Revised Date:	
Issuing Authority: City Commission	

404.1 PURPOSE AND SCOPE

The City of West Fargo and its officials and employees must avoid any interest, influence, or relationship that may conflict or appears to conflict with the interests of the City or that might affect one's working judgment.

The acceptance of gifts may distort the discharge of official duties by suggesting bias of officials or employees in favor of the interests of the givers of such gifts or may be perceived by the public as having a prejudicial effect on the performance of official duties regardless of whether the discharge of duties is actually affected. Accordingly, this Business Gifts and Gratuities Policy defines if and when gifts may be acceptable from third parties.

This Policy applies to all officials and all employees of the City. All questions or requests for additional information regarding this Policy should be directed to the City's Director of HR.

404.1.1 DEFINITIONS

Contribution - means as defined by N.D.C.C. § 16.1-08.1-01(4), as may be amended from time to time.

Gift - Cash or cash equivalents, real or personal property, tokens, meals and refreshments, a service, a loan, a forbearance or forgiveness of indebtedness, gratuity, favor, entertainment, a promise of future employment, or other benefit that is given and received without the giver receiving consideration of equal or greater value in return.

Nominal Value - the cost, price, or worth of the gift is less than fifteen dollars.

Ordinary Social Influence - The type of gift which is so common among people in the community that no reasonable person would believe the donor intended to or would obtain any advantage or the recipient would believe the donor intended to obtain any advantage.

Outside Business Associate - means both the person and the official or employee own, with respect to the same business entity, 10% or more of the voting stock or shares of the business entity, or 10% or more of the fair market value of the business entity.

Sponsor - The person or persons primarily responsible for organizing an event and does not include a person who simply contributes money or buys tickets to an event.

Trinkets - Items of nominal value (e.g. pins, pens, cups, mugs, calendars)

Business Gifts and Gratuities

404.2 POLICY

An official or employee shall not solicit, accept, or agree to accept any gift for themselves or his or their business that reasonably tends to influence or reward official conduct, or could be perceived as tending to influence or reward official conduct; or the official or employee knows or should know is being offered with the intent to influence or reward official conduct.

404.3 SPECIAL APPLICATIONS

Unless a gift is prohibited because the official or employee knows or should know it was being offered with the intent to influence or reward official conduct, this prohibition does not include

- (a) A gift to an official or employee because of the recipient's membership in a group, a majority of whose members are not officials or employees, and an equivalent gift is given or offered to the other members of the group.
- (b) Reimbursement of reasonable expenses for travel authorized in accordance with City policies.
- (c) A plaque or similar memento for meritorious services or professional achievement.
- (d) Ordinary social hospitality.
- (e) Trinkets.
- (f) A loan from a lending institution made in its regular course of business on the same terms generally available to the public.
- (g) A scholarship or fellowship awarded on the same terms and based on the same criteria that are applied to other applicants.
- (h) Admission to an event in which the official or employee is participating in connection with official duties.
- (i) Any benefit solicited by the official or employee on behalf of a civil or charitable organization, which is promptly delivered to the civil or charitable organization.
- (j) Food or a beverage given at a reception meal or meeting away from the recipient's place of work by an organization before whom the recipient appears to make a speech or answer questions as part of a program.
- (k) Ceremonial and protocol gifts presented by a government or organization, accepted on behalf of the City for the use of the City, and properly reported to the City; or
- (l) Admission to a charity event provided by the sponsor of the event if the offer is unsolicited by the official or employee.

The general prohibition of gifts does not apply to a lawful contribution.

An official or employee shall take reasonable steps to inform closely related persons and outside business associates not to solicit, accept, or agree to accept any gift that reasonably tends to influence or reward the official's or employee's official conduct, or could be perceived as tending to influence or reward the official's or employee's official conduct.

Business Gifts and Gratuities

No official or employee shall accept any gift that the official or employee knows or should know is being offered with the intent to influence or reward the official's or employee's discharge of official duties.

404.4 POLICY VIOLATIONS AND REMEDIES

All officials and employees have a duty to report any violations or suspected violations of this Policy to the City's Director of HR.

- (a) If an official or employee knows that a prohibited gift has been received the official or employee shall promptly file written notice of the gift with the HR department, disclosing the donor, the value of the gift, the recipient, and the recipient's relationship to the official or employee filing the report.
- (b) If a prohibited gift is received by an official, an employee, a closely related person, or an outside business associate, the gift will not be considered a violation of this Policy if:
 - 1. The gift is not used and is returned within five (5) calendar days after receipt of the gift or five (5) calendar days after the official or employee learns the gift is prohibited; or
 - 2. The official or employee pays market value for the gift within five (5) calendar days after receipt of the gift or five (5) calendar days after learning that the gift is prohibited.

The official or employee shall promptly file a written report with the City's Director of HR even if a prohibited gift is returned or paid for under this section.

Subpoenas and Court Appearances

Effective Date:	1/1/2025
Revised Date:	10/20/25
Issuing Authority: City Commission	

405.1 PURPOSE AND SCOPE

This policy establishes the guidelines for city employees who must appear in court. It will allow the City to cover any related work absences and keep the City Administrator informed about relevant legal matters.

405.2 POLICY

Employees will respond appropriately to all subpoenas and any other court-ordered appearances.

405.3 SUBPOENAS

Only employees authorized to receive a subpoena on behalf of the City or any of its employees may do so.

405.3.1 SPECIAL NOTIFICATION REQUIREMENTS

Any employees who are subpoenaed to testify, agree to testify, or provide information on behalf or at the request of any party other than the City or the prosecutor shall notify their immediate supervisors without delay regarding:

- (a) Any civil case where the City or one of its employees, as a result of the employee's official capacity, is a party.
- (b) Any civil case where any other city, county, state, or federal unit of government or a member of any such unit of government, as a result of the member's official capacity, is a party.
- (c) Any criminal proceeding where the employee is called to testify or provide information on behalf of the defense.
- (d) Any civil action stemming from the employee's work activity or because of the employee's association with the City.
- (e) Any personnel or disciplinary matter when called to testify or to provide information by a government entity other than the City.

The supervisor will then notify the City Administrator and the appropriate prosecuting attorney if applicable. The City Administrator should determine if additional legal support is necessary.

No employee shall be retaliated against for testifying in any matter.

Subpoenas and Court Appearances

405.3.2 WORK-RELATED SUBPOENAS

Hours spent by an employee appearing in their official capacity under subpoena, will be considered regular hours, unless an exception applies See Extra Duty and Special Assignment Pay Policy. Employee's will not be required to use their leave while acting in this official capacity. ~~The City will compensate employees who appear in their official capacities on matters arising out of their official duties.~~

The City should seek reimbursement for the employee's compensation for appearances on civil subpoenas through the attorney of record who subpoenaed the employee.

405.3.3 OTHER SUBPOENAS

Employees receiving valid subpoenas for actions unrelated to their employment or appointment with the City will not be compensated for their appearance. Arrangements for time off shall be coordinated through their immediate supervisors.

Guidelines related to compensation for court appearances and summons for jury duty can be located in the [accompanying procedure](#).

405.4 FAILURE TO APPEAR

Any employee who fails to comply with the terms of any properly served subpoena or court-ordered appearance may be subject to discipline. This includes properly served orders to appear that were issued by a state administrative agency.

405.5 COURTROOM PROTOCOL

When appearing in court, employees shall:

- (a) Be punctual and prepared to proceed immediately with the case for which they are scheduled to appear.
- (b) Dress and prepared to proceed immediately with the case for which they are scheduled to appear.
- (c) Observe all rules of the court in which they are appearing and remain alert to change in the assigned courtroom where their matter is to be heard.

405.5.1 TESTIMONY

Before the date of testifying, the subpoenaed employee should review relevant reports or documents in order to be prepared for court.

405.5.2 RECORDS

When an employee is directed by a subpoena to appear in court with records, that employee should notify the City Auditor promptly after receiving the subpoena that the specified records are needed for court.

Speech, Expression, and Social Networking

Effective Date:	10/20/25
Revised Date:	
Issuing Authority: City Commission	

406.1 PURPOSE AND SCOPE

This policy is intended to address issues associated with the use of social networking sites, and provides guidelines for the regulation and balancing of employee speech and expression with the needs of the City.

This policy applies to all forms of communication, including but not limited to film, video, print media, public or private speech, and use of all internet services, including the web, email, file transfer, remote computer access, news services, social networking, social media, instant messaging, blogs, forums, video, and other file-sharing sites.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech, or expression that is protected under law. This includes speech and expression protected under state or federal constitutions as well as labor or other applicable laws. For example, this policy does not limit an employee from speaking as a private citizen, including acting as an authorized member of an employee group, about matters of public concern, such as misconduct or corruption.

Employees are encouraged to consult with their supervisors regarding any questions arising from the application or potential application of this policy.

406.2 POLICY

Employees of public entities occupy a trusted position in the community, and thus, their statements have the potential to contravene the policies and performance of the City. Due to the nature of the work and influence associated with local government employees, it is necessary that city personnel be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public, the City will carefully balance the individual employee's rights against the needs and interests of the City when exercising a reasonable degree of control over its employees' speech and expression.

406.3 PROHIBITED SPEECH, EXPRESSION, AND CONDUCT

Employees should demonstrate sound judgment in speech, expression, and conduct that relates to or affects the City. In order to meet the safety, performance, and public-trust needs of the City, the following are prohibited unless the speech is otherwise protected (e.g., an employee is speaking as a private citizen, including acting as an authorized member of an employee group, on a matter of public concern):

Speech, Expression, and Social Networking

- (a) Speech or expression that is disruptive to the work environment or defies the direction from a supervisor.
- (b) Speech or expression made pursuant to an official duty that tends to compromise or damage the mission, function, reputation, or professionalism of the City or its employees.
- (c) Knowingly or recklessly false speech or expression that, while not made pursuant to an official duty, is significantly linked to, or related to, the City and tends to compromise or damage the mission, function, reputation, or professionalism of the City or its employees. Examples may include:
 - 1. Making a false accusation of wrongdoing without exercising reasonable caution to verify the truth of the matter.
 - 2. Intentionally misrepresenting on social media actions taken by the City that would damage the city's reputation.
- (d) Speech or expression of any form that could reasonably be foreseen as having a negative impact on the safety of city employees. Use or disclosure, through whatever means, of any information, photograph, video, or other recording obtained or accessible as a result of employment or appointment with the City for financial or personal gain, or any disclosure of such materials without the express authorization of the City Administrator or the authorized designee.
- (e) Posting, transmitting, or disseminating any photographs, video or audio recordings, likenesses or images of city logos, emblems, uniforms, badges, patches, marked vehicles, equipment, or other material that specifically identifies the City on any personal or social networking or other website or web page, or to act as an unauthorized source of information.
- (f) The creation of any social networking or other website or web page using city logos, emblems, uniforms, badges, patches, marked vehicles, equipment or other material that specifically identifies the City.

Employees must take reasonable and prompt action to remove any content, including content posted by others, that is in violation of this policy from any web page or website maintained by the employee (e.g., social or personal website).

406.3.1 UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS

While employees are not restricted from engaging in the following activities as private citizens or as authorized members of employee groups, employees may not represent the City or identify themselves in any way that could be reasonably perceived as representing the City in order to do any of the following, unless specifically authorized by the Communications Department:

- (a) Endorse, support, oppose, or contradict any political campaign or initiative.
- (b) Endorse, support, oppose, or contradict any social issue, cause, or religion.
- (c) Endorse, support, or oppose any product, service, company, or other commercial entity.

Speech, Expression, and Social Networking

- (d) Appear in any commercial, social, or nonprofit publication; in any motion picture, film, video, or public broadcast; or on any website.

Additionally, when it can reasonably be construed that an employee, acting in an individual capacity or through an outside group or organization, including as an authorized member of an employee group, is affiliated with this city, the employee shall give a specific disclaiming statement that any such speech or expression is not representative of the City.

Employees retain their rights to vote as they choose, to support candidates of their choice, and to express their opinions as private citizens, including as authorized members of employee groups on political subjects and candidates at all times during identified non-work hours. However, employees may not use their official authority or influence to interfere with or affect the result of elections or nominations for office. Employees are also prohibited from directly or indirectly using their official authority to coerce, command, or advise another employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes (5 USC § 1502).

406.4 PRIVACY EXPECTATION

Employees forfeit any expectation of privacy with regard to emails, texts, or anything published or maintained through file-sharing software or any internet site (e.g., Facebook, Twitter, LinkedIn) that is accessed, transmitted, received, or reviewed on any city technology system (see the Information Technology Use Policy for additional guidance).

However, the City may not require an employee to disclose a personal username or password or to open a personal social website, except when legally permitted and relevant to the investigation of allegations of work-related misconduct.

406.5 CONSIDERATIONS

In determining whether to grant authorization of any speech or conduct that is prohibited under this policy, the factors that the Communications Department should consider include:

- (a) Whether the speech or conduct would negatively affect the efficiency of delivering public services.
- (b) Whether the speech or conduct would be contrary to the good order of the City or the efficiency or morale of its employees.
- (c) Whether the speech or conduct would reflect unfavorably upon the City.
- (d) Whether the speech or conduct would negatively affect the appearance of impartiality in the performance of the employee's duties.
- (e) Whether similar speech or conduct has been previously authorized.
- (f) Whether the speech or conduct may be protected and outweighs any interest of the City.

Speech, Expression, and Social Networking

406.6 TRAINING

Subject to available resources, the City should provide training regarding the limitations on speech, expression, and use of social networking to all employees.

Family and Medical Leave

Effective Date:	1/1/2025
Revised Date:	10/20/2025
Issuing Authority:	City Commission

418.1 PURPOSE AND SCOPE

The purpose of this policy is to provide general guidance for managing unpaid leave for eligible employees for qualified medical and family reasons, including (29 USC § 2612):

- The birth, adoption, or foster care placement of a child.
- To care for an immediate family member (spouse, child, or parent) with a serious health condition.
- When an employee is unable to work because of the employee's own serious health condition.
- To care for a spouse, son, daughter, parent, or next of kin who is a service member of the United States Armed Forces and who has a serious injury or illness incurred in the line of duty.

This policy does not address all possible situations and circumstances that may arise when an employee requests leave for family or medical reasons. As these leave situations arise, supervisors should consult with the Director of Human Resources or authorized designee to obtain specific guidance regarding leave rights and obligations.

Nothing in this policy supersedes any provision of any employment agreement, civil service or other local rule, or any law that provides greater family or medical leave rights.

418.1.1 DEFINITIONS

Definitions related to this policy include:

Child - A child under 18 years of age, or 18 years of age or older who is incapable of self-care because of a mental or physical disability (29 USC § 2611; 29 CFR 825.102; 29 CFR 825.122). An employee's child is one for whom the employee has actual day-to-day responsibility for care and includes a biological, adopted, or foster child; stepchild; or a child for whom the employee is standing in loco parentis (in place of a parent).

FMLA - The federal Family and Medical Leave Act (29 USC § 2601 et seq.).

Qualified health care professional - A physician, surgeon, doctor of osteopathy, podiatrist, dentist, psychologist, optometrist, nurse practitioner, nurse midwife, clinical social worker, or physician assistant duly licensed and authorized to practice medicine; chiropractors for some

Family and Medical Leave

purposes; any health care provider from whom the city benefits plan will accept certification of the existence of a serious health condition to substantiate a claim for benefits (29 CFR 825.125).

Spouse - The person with whom an employee has entered into a marriage defined or recognized by the location in which the marriage was entered into (29 USC § 2611(13); 29 CFR 825.102; 29 CFR 825.122).

418.2 POLICY

It is the policy of the City to manage unpaid leave for eligible employees for qualified medical and family reasons in compliance with federal law and any applicable employment agreement.

418.3 ELIGIBLE EMPLOYEES

Employees are eligible for FMLA after working for the City for at least one year and completing 1,250 hours in the 12 months preceding the commencement of the leave (29 USC § 2611; 29 CFR 825.110). Employees may not be eligible for leave if there are fewer than 50 other employees within 75 miles of the employee's work site.

418.4 TYPE AND DURATION OF LEAVE

Generally, eligible employees are entitled under FMLA to 12 workweeks of unpaid leave during a 12-month period (29 USC § 2612; 29 CFR 825.100). Up to 26 weeks of unpaid leave during a single 12-month period may be available to care for certain injured military service members. The 12-month period is measured forward from the first date FMLA leave is taken and continuously with each additional leave taken.

418.4.1 SERIOUS HEALTH CONDITIONS

Eligible employees may take up to 12 weeks of leave to care for a spouse, child, or parent with a serious health condition or when the employee is unable to work because of the employee's own serious health condition (29 USC § 2612(a)(1); 29 CFR 825.200).

If both spouses are employed by the City, the combined number of workweeks to care for a sick parent is limited to 12 workweeks during any 12-month period (29 USC § 2612(f); 29 CFR 825.201).

Generally, a serious health condition is an illness, injury, impairment, or physical or mental condition that involves (29 USC § 2611; 29 CFR 825.113):

- An overnight stay in a hospital, hospice, or residential medical care facility (29 CFR 825.114).
- Continuing treatment by a qualified health care professional due to a serious health condition of more than three full consecutive calendar days (29 CFR 825.115(a)).
- Any period of incapacity due to pregnancy complications or prenatal care (29 CFR 825.115(b)).
- A chronic condition that requires treatment (29 CFR 825.115(c)).

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- A permanent condition for which treatment may not be effective (such as Alzheimer's or the terminal stages of a disease) (29 CFR 825.115(d)).
- Any period of absence to receive multiple treatments, including any recovery period, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days without medical intervention or treatment (such as cancer chemotherapy or physical therapy for arthritis) (29 CFR 825.115(e)).

418.4.2 BIRTH OR PLACEMENT OF A CHILD

Eligible employees may take up to 12 weeks of leave for the birth, adoption, or foster care placement of a child of the employee (29 USC § 2612; 29 CFR 825.200). The leave must be concluded within one year of the birth or placement of the child (29 CFR 825.120; 29 CFR 825.121).

If both parents are employed by the City, the combined number of workweeks of leave is limited to 12 workweeks during any 12-month period (29 USC § 2612(f); 29 CFR 825.120; 29 CFR 825.121).

418.4.3 MILITARY EXIGENCY LEAVE

Eligible employees may take service member leave of up to 12 weeks for qualifying exigencies occurring because a spouse, child, or parent is on covered active duty or has been notified of an impending order to active duty (29 USC § 2612(a)(1)(E); 29 CFR 825.200). This type of leave is available to a family member of a person in the National Guard, Reserves, or members of the regular Armed Forces deployed to a foreign country. Qualifying exigencies include (29 CFR 825.126):

- Addressing issues that arise from a short notice (seven or less days) deployment.
- Attending military events related to the active duty or call to duty.
- Attending family support or assistance programs.
- Making child care or educational arrangements or attending school activities arising from active duty or a call to active duty.
- Making financial and legal arrangements.
- Spending time with a military member who is on short-term rest-and-recuperation leave during a period of deployment.
- Attending post-deployment activities.
- Addressing issues that arise from the death of a military member, such as making funeral arrangements.
- Caring for a military member's parent who is incapable of self-care, such as providing care on an immediate-need basis or arranging for alternative care.

418.4.4 MILITARY CAREGIVER LEAVE

Eligible employees may take up to 26 weeks of leave in a single 12-month period to care for a spouse, son, daughter, parent, or next of kin who has incurred an injury or illness in the line of

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duty while on active duty in the Armed Forces, provided that such injury or illness may render the family member medically unfit to perform work (29 USC § 2612; 29 CFR 825.200).

Military caregiver leave is also available to family members of covered veterans who were members of the Armed Forces, including the National Guard or Reserves, at any point in the five years preceding the date on which the veteran undergoes medical treatment, recuperation, or therapy (29 USC § 2612; 29 CFR 825.127).

During the single 12-month period, employees are entitled to no more than a combined total of 26 weeks of FMLA leave. In any case in which both spouses are employed by the City, the combined number of workweeks of leave is limited to 26 workweeks during any 12-month period (29 USC § 2612(f); 29 CFR 825.127).

Service member FMLA leave runs concurrent with other leave entitlements provided under federal, state, and local law. Where FMLA leave qualifies as both military caregiver leave and care for a family member with a serious health condition, the leave will be designated as military caregiver leave first.

418.4.5 INTERMITTENT LEAVE

An employee may take leave for the employee's own serious health condition, for the serious health condition of the employee's spouse, child, or parent, or to care for a covered service member with a serious injury or illness, intermittently or on a reduced schedule if medically necessary, and if that medical need can best be accommodated by an intermittent schedule as defined in federal law (29 USC § 2612(b); 29 CFR 825.202; 29 CFR 825.124).

Leave due to a military exigency may be taken on an intermittent or reduced leave schedule (29 CFR 825.202).

Intermittent leave for the birth, adoption, or foster care placement of a child is only available if granted at the discretion of the Director of Human Resources, unless the employee has a serious health condition in connection with the birth or if the newborn child has a serious health condition (29 CFR 825.120; 29 CFR 825.121).

Intermittent leave for any employee shall be tracked and calculated.

418.4.6 PREGNANCY DISABILITY LEAVE

Pregnant employees who are disabled by pregnancy may be entitled to a disability leave in addition to any FMLA leave. The duration of leave is dependent on the circumstances. The Director of Human Resources shall defer to a pregnant employee's qualified health care professional in assessing the employee's ability to work, unless there is a legitimate reason to question the validity of the assessment.

418.5 EMPLOYMENT BENEFITS WHILE ON LEAVE

While on leave, employees will continue to be covered by any group health insurance to the same extent that coverage is provided while the employee is on the job (29 USC § 2614(c); 29 CFR 825.209). However, employees will not continue to be covered under non-health benefit plans.

Family and Medical Leave

Employees are responsible for any health plan employee contributions while on leave (29 CFR 825.210). Employee contribution rates are subject to any change in rates that occurs while the employee is on leave. If an employee fails to return to work after the leave entitlement has been exhausted or expires, the City may recover its share of health plan premiums for the entire leave period unless the employee does not return because of the continuation, recurrence, or onset of a serious health condition of the employee or the employee's family member that would entitle the employee to leave, or because of circumstances beyond the employee's control (29 CFR 825.213). The City may recover premiums through deduction from any sums (e.g., unpaid wages, vacation pay).

Employees may not earn additional time off while on unpaid leave.

418.6 SUBSTITUTION OF PAID ACCRUED LEAVES

Subject to applicable employment agreements and civil service rules, employees are required to exhaust all applicable paid accrued leave before taking unpaid leave. Paid accrued leave includes vacation leave, sick leave, personal leave, and compensatory time earned in lieu of overtime, pursuant to the Fair Labor Standards Act, during FMLA leave. Employees may not use paid accrued leave to extend FMLA leave beyond 12 workweeks per year.

418.7 USE OF FMLA LEAVE

If an employee takes a leave of absence for any reason that is FMLA qualifying, the City may designate that non-FMLA leave as running concurrently with the employee's 12-week FMLA leave entitlement.

418.8 PROCEDURES

The following procedures will apply for all employees requesting leave under FMLA:

- (a) When a leave is requested for a medical or other FMLA-related treatment appointment, the employee must make a reasonable effort to schedule the appointment at a time that minimizes disruption to city operations (29 USC § 2612; 29 CFR 825.302).
- (b) An employee who wishes to take FMLA leave must provide the employee's supervisor with 30 days' advanced notice when the leave is foreseeable or as soon as practicable if the need for leave is not foreseeable (29 USC § 2612; 29 CFR 825.302; 29 CFR 825.303).
- (c) At the time of the request, the employee must complete an FMLA request form.

Requests for medical leave shall be accompanied by a qualified health care professional statement, including the date on which the serious health condition began and the estimated date of return to work (29 USC § 2613; 29 CFR 825.302).

Once the leave is requested or designated by the City, the supervisor should forward the request and any medical certifications to the Director of Human Resources or the authorized designee and ensure the employee is provided the necessary forms and FMLA information and required notices within five business days (29 CFR 825.300).

Family and Medical Leave

Employees are required to provide medical certification of a qualified health care professional or military documentation, if requested (29 CFR 825.305; 29 CFR 825.308; 29 CFR 825.309; 29 CFR 825.310). If not accompanying the initial request for FMLA, employees are expected to provide medical certification within 15 days of the date of the FMLA notice of eligibility. If an employee fails to provide a medical certification within a reasonable time, the City has the right to deny the leave.

Employees shall be required to periodically report on their status and intent to return to work (29 USC § 2614; 29 CFR 825.311). This may assist in avoiding a delay in reinstatement when the employee is ready to return to work.

Employees returning from a medical leave for the employee's own serious health condition may be required to present medical verification from a qualified health care professional of the employee's ability to return to work and a list of any restrictions that need to be accommodated (29 USC § 2614; 29 CFR 825.100; 29 CFR 825.312).

418.9 REINSTATEMENT FOLLOWING LEAVE

Generally, employees returning from FMLA leave within the qualified period will be restored to their original job or to an equivalent job with equivalent pay and benefits (but not seniority), unless the employee would not otherwise have been employed at the time reinstatement is requested (e.g., in the case of a layoff) (29 USC § 2614; 29 CFR 825.214; 29 CFR 825.216).

If the same position is no longer available, such as in a layoff, the employee will be entitled to a position that is comparable in pay, job content, and promotional opportunities and geographic location, if such a comparable position exists.

If upon return from leave an employee is unable to perform the essential functions of the job because of a physical or mental disability, the supervisor should work with the City Administrator or the authorized designee to engage in an interactive process with the employee to identify a potential reasonable accommodation.

After exhausting paid FMLA leave, non-paid leave will continue until the conclusion of the protected 12- or 26-week time limit. Following the protected leave, the Director of Human Resources or the authorized designee in consultation with legal counsel, will determine whether non-FMLA leave should apply.

418.10 RESPONSIBILITY

The responsibilities of the Director of Human Resources or the authorized designee include but are not limited to (29 CFR 825.108; 29 CFR 825.110; 29 CFR 825.112; 29 CFR 825.300; 29 CFR 825.301):

- (a) Attempting to determine whether an employee absence of four or more days may qualify as FMLA leave.
- (b) Determining if an employee is eligible for FMLA leave.
- (c) Determining if leave is for an FMLA-qualifying reason.

Family and Medical Leave

- (d) Granting or denying a request for FMLA leave and providing designation notice to the employee within five business days of designation.
- (e) Providing eligibility notice to the employee within five business days of the request for FMLA leave or when acquiring knowledge that an employee's leave may be for FMLA.
 - 1. If the employee is not eligible for FMLA leave, the notice must state at least one reason why the employee is not eligible.
- (f) Providing a written rights and responsibilities notice each time the eligibility notice is provided to an employee.

The Director of Human Resources or the authorized designee should work with legal counsel regarding questions relating to leave or reinstatement from leave under this policy.

418.10.1 STATE FAMILY AND MEDICAL LEAVE CONSIDERATIONS

The City will comply with the requirements of any applicable state-specific laws providing for family and medical leave. The Director of Human Resources or the authorized designee is also responsible for establishing a process for implementing applicable family and medical leave requirements, including consideration of whether an employee is eligible for paid family or medical leave under state law, if applicable.

418.11 RECORDS

The City will maintain leave-related records as required by 29 CFR 825.500 for at least three years and in compliance with the city's established records retention schedule.

Records and documents related to doctor certifications and other medical information created for purposes of complying with FMLA and this policy shall be maintained as confidential medical records in separate files from employee personnel files.

418.12 NOTICE TO EMPLOYEES

The Director of Human Resources or the authorized designee should ensure that a notice explaining the FMLA's provisions and procedures is prominently posted in conspicuous places in the City where it can be readily seen by all employees and applicants for employment. Electronic posting is sufficient as long as the other posting requirements have been met as provided by 29 CFR 825.300 (29 CFR 825.300).

Military Leave

Effective Date:	1/1/2025
Revised Date:	10/20/2025
Issuing Authority:	City Commission

422.1 PURPOSE AND SCOPE

This policy provides general guidance regarding leave to perform military service as a member of the Reserves or National Guard, or for active duty in the U.S. Armed Forces as provided in the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) (38 USC § 4301 et seq.).

This policy does not address every situation or circumstance that may arise when an employee is performing military service or ordered to active duty. As military leave situations arise, supervisors should consult with the Human Resources Department or legal counsel to obtain specific guidance regarding military leave rights.

422.2 POLICY

The City supports employees who may be called or who volunteer to serve in the military. The City will comply with USERRA and state and local laws relating to military leave.

422.3 MILITARY LEAVE

Generally, employees on military leave are entitled to the same rights and benefits that are provided to employees having similar seniority, status, and pay who are on furlough or leave of absence (38 USC § 4316).

422.3.1 LENGTH OF LEAVE

Employees are entitled to a military leave of absence for up to a maximum of five years. Military leave is available for both voluntary and mandatory service (38 USC § 4303; 38 USC § 4312).

There are exceptions to the five-year cumulative total, including inactive duty training (drills), annual training, involuntary recall, or retention in support of war, national emergency, certain operational missions, or training or retraining requirements (38 USC § 4312).

422.4 PROCEDURES AND RESPONSIBILITIES

Employees who require military leave shall provide as much advance written or verbal notice of the pending service as reasonably possible (38 USC § 4312).

Additionally, the employee should:

- (a) Provide copies of official orders or other official documentation, when available.
- (b) Select the benefit options desired during absence, if applicable.

Military Leave

- (c) Retain copies of all submitted documents.

422.5 COORDINATION WITH CONTRACTS, PRACTICES, AND OTHER RULES

Wherever USERRA has more generous protections and benefits than state or local law, any applicable employment agreement, or local policy or practice, the City will apply the more beneficial right or benefit (38 USC § 4302).

422.6 LEAVE ACCRUALS

Employees are not required to use accrued leave while on military leave. However, employees may choose to use accrued annual leave or earned compensatory time, at their discretion (38 USC § 4316).

Employees will not accrue sick days or paid time-off days during any period of military leave without pay. However, upon return, military leave time will be included in determining leave accruals. For example, if vacation accrual increases from two weeks to three weeks upon completion of five years of service, then a person who works for two years, serves two years on active duty, and then returns, would be entitled to three weeks of vacation one year after reemployment.

422.7 HEALTH CARE BENEFITS

Employees on military leave may elect to purchase continuing health care coverage for a period of time that is the lesser of:

- (a) The 24-month period beginning on the first day of the employee's absence for military leave.
- (b) The period beginning on the first day of the employee's absence for military leave and ending on the date that they fail to return from service or apply for reemployment.

If the duration of an employee's military service is less than 31 days, the employee may purchase continuing health care coverage under the city's health plan for no more than the regular employee share. If the military service is 31 days or more, the City may elect to continue to pay the employer portion of benefit premiums for up to six months.

At no time will the City charge the employee more than 102% of the full premium of the health care plan (38 USC § 4317).

422.8 RETURN FROM DUTY

Employees returning from a military leave of absence must report to work as follows (38 USC § 4312; 20 CFR 1002.118):

- (a) For periods of service less than 31 days, employees must report back to work no later than the beginning of the first shift that begins on the first full day that follows the end of the employee's service period, plus a reasonable time to travel to the employee's residence, plus eight hours. If reporting within this period is impossible or unreasonable through no fault of the employee, the employee must return as soon as possible after expiration of the eight-hour period.

Military Leave

- (b) For periods of service of more than 30 days but less than 181 days, employees must apply for reemployment verbally or in writing no later than 14 days after completing service, or, if impossible or unreasonable to do so through no fault of the employee, no later than the next first full calendar day when it is possible to do so.
- (c) For periods of service of more than 180 days, employees must apply for reemployment verbally or in writing no later than 90 days after completion of service.

Employees who are recovering from an illness or injury incurred in or aggravated during military service must report to the City or apply for reemployment as provided in this policy at the end of the period necessary to recover from such illness or injury. The recovery period may not exceed two years, except when circumstances beyond the employee's control exist.

An employee who fails to report or apply for reemployment in a timely manner will be subject to the city's rules of conduct and established policies covering absence from scheduled work.

422.9 REEMPLOYMENT RIGHTS

An employee returning from a temporary military duty leave of absence is generally entitled to reinstatement to the position and benefits they would have attained if not absent for military duty or, in some cases, a comparable job (38 USC § 4312).

422.9.1 FORMER POSITION

An employee returning from regular active military leave is entitled to reinstatement in the position that they would have attained had the employee not taken leave. If the leave exceeded 90 days, the employee is also entitled to a position of like seniority, status, and pay (38 USC § 4313).

If an employee returning from military leave is not able to perform the essential duties of the position the employee would have attained, the City will make reasonable efforts to help the employee become qualified (20 CFR 1002.198). If the employee remains unable to perform the essential duties of the position after the city's reasonable efforts, the employee is entitled to their previously held position at the time of departure or, in the case the leave exceeded 90 days, a position of like seniority, status, and pay. Where an employee remains unqualified for both of these positions after reasonable efforts by the City, the employee is entitled to the nearest approximation to these positions (38 USC § 4313).

When a returning employee cannot become qualified because of a disability incurred in or aggravated during uniformed service, the City, after making reasonable accommodations, must find a position of equivalent seniority, status, and pay for which the employee is qualified, or the nearest equivalent (38 USC § 4313; 20 CFR 1002.198).

422.9.2 COMPENSATION AND BENEFITS

Upon return from regular active military duty, an employee is entitled to seniority and seniority-based rights and benefits, including but not limited to:

- (a) Receiving credit for the time spent in uniformed service under honorable conditions for purposes of seniority, retirement, promotion, and merit salary increases (20 CFR 1002.210).

Military Leave

- (b) Receiving credit for time spent on military leave for purposes of calculating eligibility for leave under the Family and Medical Leave Act (20 CFR 1002.210).
- (c) Returning to the level in the salary range that they would have attained had the employee not left on military leave (20 CFR 1002.236).
- (d) Receiving the same contribution to retirement benefits upon reemployment that the City would have contributed had they not taken leave (20 CFR 1002.261).
- (e) Being treated as not having a break in service for purposes of participation, vesting, and accrual of pension benefits (38 USC § 4316; 38 USC § 4318).
- (f) Reenrolling in city health benefits without any waiting period.
- (g) Restoring benefits that were elected by the employee and their dependents at the time military service began, as well as to any other benefits that began during the leave for which the employee would reasonably have become eligible.

422.9.3 EMPLOYEE REEMPLOYMENT RESPONSIBILITIES

An employee returning from regular active military leave is entitled to reinstatement rights only if the employee (38 USC § 4312):

- (a) Has given advance written or verbal notice of such service, unless precluded by military necessity.
- (b) Has served in the uniformed service for no more than five years cumulatively while employed at the City, except as provided in 38 USC § 4312(c).
- (c) Has been issued a discharge under honorable conditions.
- (d) Reports to the City or applies for reemployment in a timely manner as provided in this policy.
 - 1. In the case that the military leave exceeds 30 days, submits documentation showing (20 CFR 1002.121; 20 CFR 1002.123):
 - (a) The application for reemployment is timely.
 - (b) The employee has not exceeded the cumulative five-year limit of service in the uniformed services, except as provided in 38 USC § 4312(c).
 - (c) The employee's separation or dismissal from service was not disqualifying.

422.9.4 CITY REEMPLOYMENT RESPONSIBILITIES

The City shall promptly reinstate employees entitled to reinstatement but no later than 14 days after a request for reinstatement. In the case of unusual circumstances, the City shall reinstate employees as soon as practicable (20 CFR 1002.181).

The City is not required to reemploy a person after military leave if any of the following conditions exist (38 USC § 4312):

- (a) The city's circumstances have so changed as to make such reemployment impossible or unreasonable.

Military Leave

- (b) Such reemployment would impose an undue hardship upon the City.
- (c) The person held a nonrecurrent job for a brief period of time and had no reasonable expectation that such employment would continue.

Supervisors should consult with the Human Resources Department or legal counsel before determining whether any of these conditions exist.

422.10 RETENTION

An employee who is reinstated after returning from military leave may not be discharged, except for cause (38 USC § 4316; 20 CFR 1002.247):

- (a) For 180 days after the date of reemployment if the most recent period of military service was more than 30 days and less than 181 days.
- (b) For one year after the date of reemployment if the most recent period of military service was more than 180 days.

422.11 DISCRIMINATION AND RETALIATION PROHIBITED

Discrimination or retaliation against any employee for participation in military service is prohibited, whether the employee volunteers or is ordered to active military service (38 USC § 4311).

422.12 STATE AND LOCAL MILITARY LEAVE CONSIDERATIONS

Eligible employees may be entitled to additional benefits related to military leave under state and local requirements (e.g., compensation, drills, temporary military leave for training).

Consistent with state law, any employee given orders for active service may be eligible for up to 20 days of paid military leave from the City. If an employee is mobilized, an employee may be eligible for up to 30 days of paid military leave from the City.

The City will comply with the requirements of any applicable state or local laws that provide for military leave benefits.

Employees should consult with their supervisor and the Human Resources Department for additional information regarding applicable leave benefits.

Employee Type	Hours in the regularly scheduled biweekly pay period	Ratio of hours in the regularly scheduled pay period to an 80-hour pay period (the number of hours in the pay period /80)	Hours of military leave each fiscal year	Pay Periods of military leave each fiscal year
Full-time Employee	80			2 pay periods

City of West Fargo

Policy Manual

Military Leave

Part-time Employee	40	.5 (40/80)	.5 x 160 = 80 hours	2 pay periods
Firefighters (24-hour shifts)	112	1.4 (112/80)	1.4 x 160 = 224 hours	2 pay periods
Police (10-hour shifts)	120			2 pay periods
Police 12-hour shifts)	144			2 pay periods



To: West Fargo City Commission

From: Matthew Andvik, Senior Public Works Director

Date: October 20th, 2025

Subject: Transfer Station Scale Replacement

Action: Approve and Award Bid for Scale Replacement

Commission President

Bernie Dardis

Primary Portfolio:
Administrative Services

Secondary Portfolio:
Police & Fire

Commission Vice President

Brad Olson

Primary Portfolio:
Police & Fire

Secondary Portfolio:
Street, Water & Sewer

Commissioner

Roben Anderson

Primary Portfolio:
Community &
Development Services

Secondary Portfolio:
Administrative Services

Commissioner

Amy Zundel

Primary Portfolio:
Street, Water & Sewer

Secondary Portfolio:
Sanitation

Commissioner

Rory Jorgensen

Primary Portfolio:
Sanitation

Secondary Portfolio:
Community &
Development Services

City Administrator

Dustin Scott

Summary and Recommendation:

The scale at the Transfer Station has reached the end of its usable life. Fairbanks scales, like the one installed at the Transfer Station, in our climate are expected to last about 20-25 years. The scale at the Transfer Station was most likely installed in 1998 by Sheyenne Disposal Inc, prior to the city purchasing the property in 2005. This would make the current scale about 27 years old.

During the most recent service inspection, the scale was noted to have continued deck clearance issues and replacement is recommended.

In July of 2024 \$7,917 repairs were completed replacing 2 load cells and stands. In June of 2025 an additional \$700 was spent on maintenance. It was noted other load cells were also in deteriorated condition and replacement was recommended due to rust and corrosion. This recommendation was made for the scale to stay in compliance with state laws and avoid failure.

We request the Commission approve the purchase of the scale for the transfer station from Prairie Scales in the amount of \$135,808.00.

Policy Analysis:

The Transfer Station is committed to providing excellent service and being compliant with all permitted activities. The scale is used to weigh all incoming loads from contractors and bill for the tonnage. This includes private businesses, our recycling contractor WM, and roll off loads. Weight tickets are generated for outbound recycling trailers. Weight data from the scale is also used in reporting tonnages for the facility NDDEQ annual report. This includes material accepted and weighed before being transferred to final disposal sites. If the scale is out of service, the facility cannot accept loads from contractors, weigh roll offs, or accurately account for material accepted from residents for permit reporting or billing purposes.

Financial Analysis:

The scale replacement was part of the Public Works Sanitation Remodel/Expansion Phase 2 Project 9061, approved by the Commission on August 4th. Funding will come from Project 9061's budget.

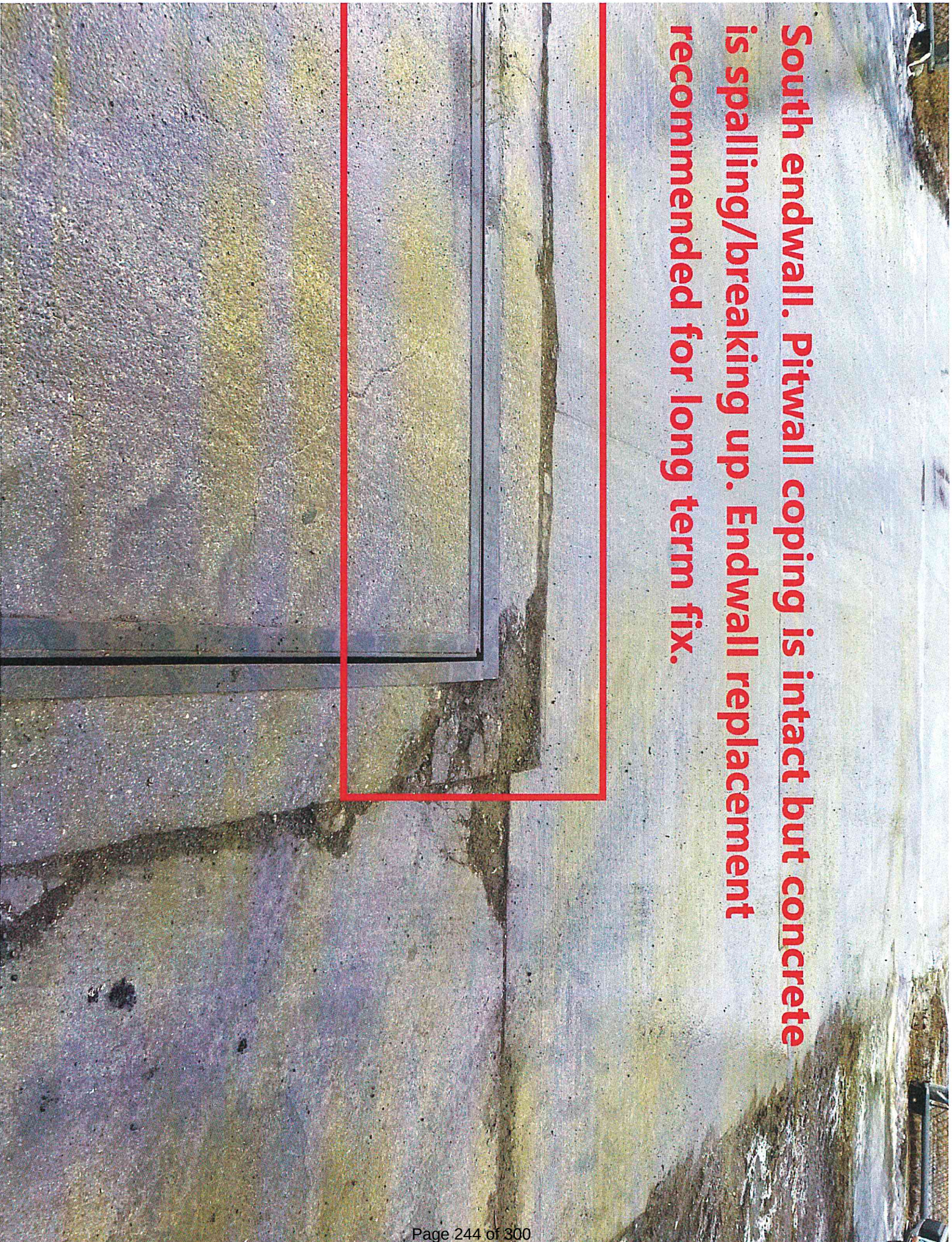
The City issued an RFP for the replacement of the scale. Two companies entered bids. Prairie Scales is recommended for approval with a cost of \$135,808.00 for scale replacement and endwall replacement.

Prairie Scales Base Bid + Endwall	\$135,808.00
Northwest Scale Base Bid	\$137,000.00

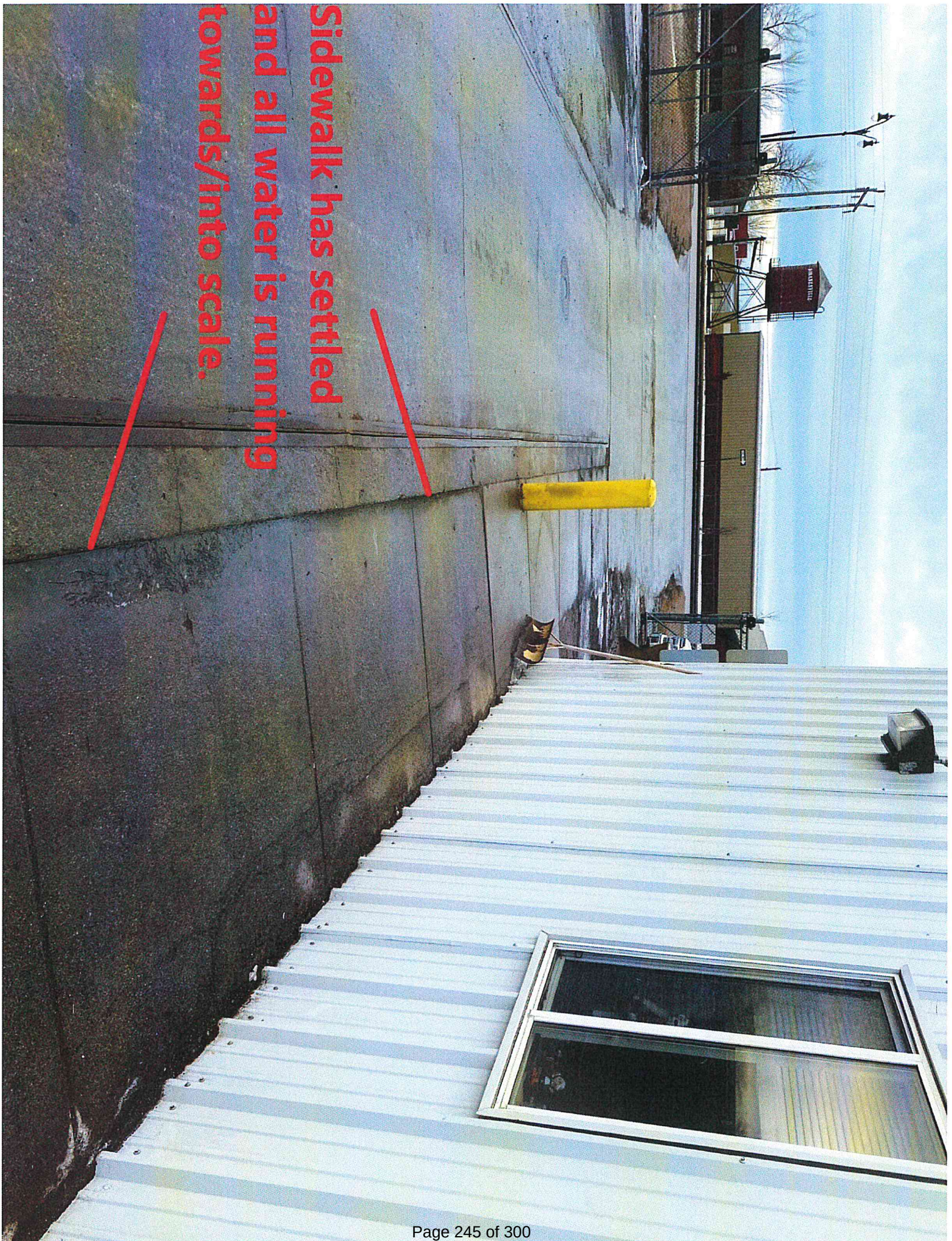
Process/Timeline:

The contractor will provide temporary scale access onsite while work is completed. Work will be scheduled for Spring of 2026. The project is estimated to take 2.5 weeks.

South endwall. Pitwall coping is intact but concrete is spalling/breaking up. Endwall replacement recommended for long term fix.



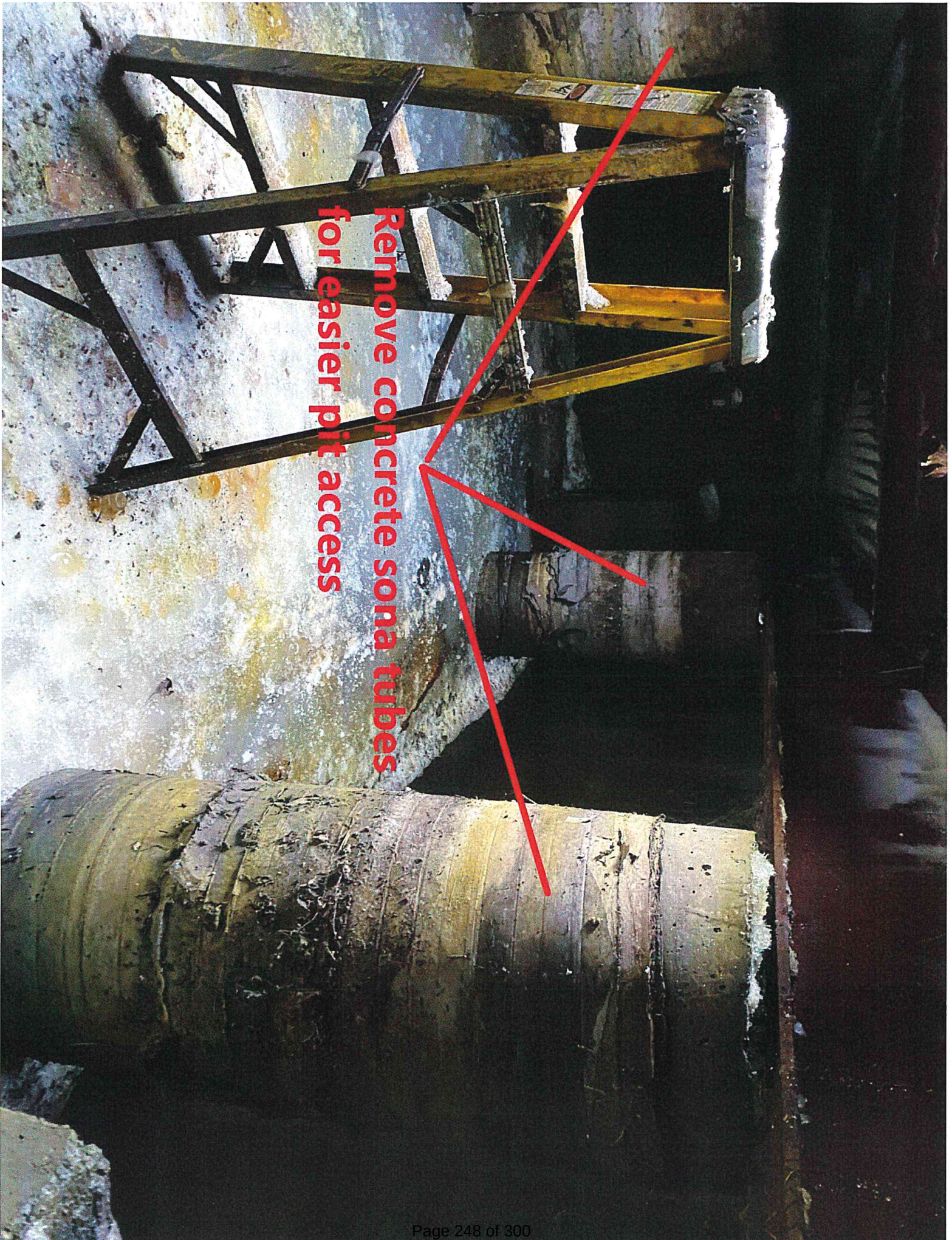
**Sidewalk has settled
and all water is running
towards/into scale.**



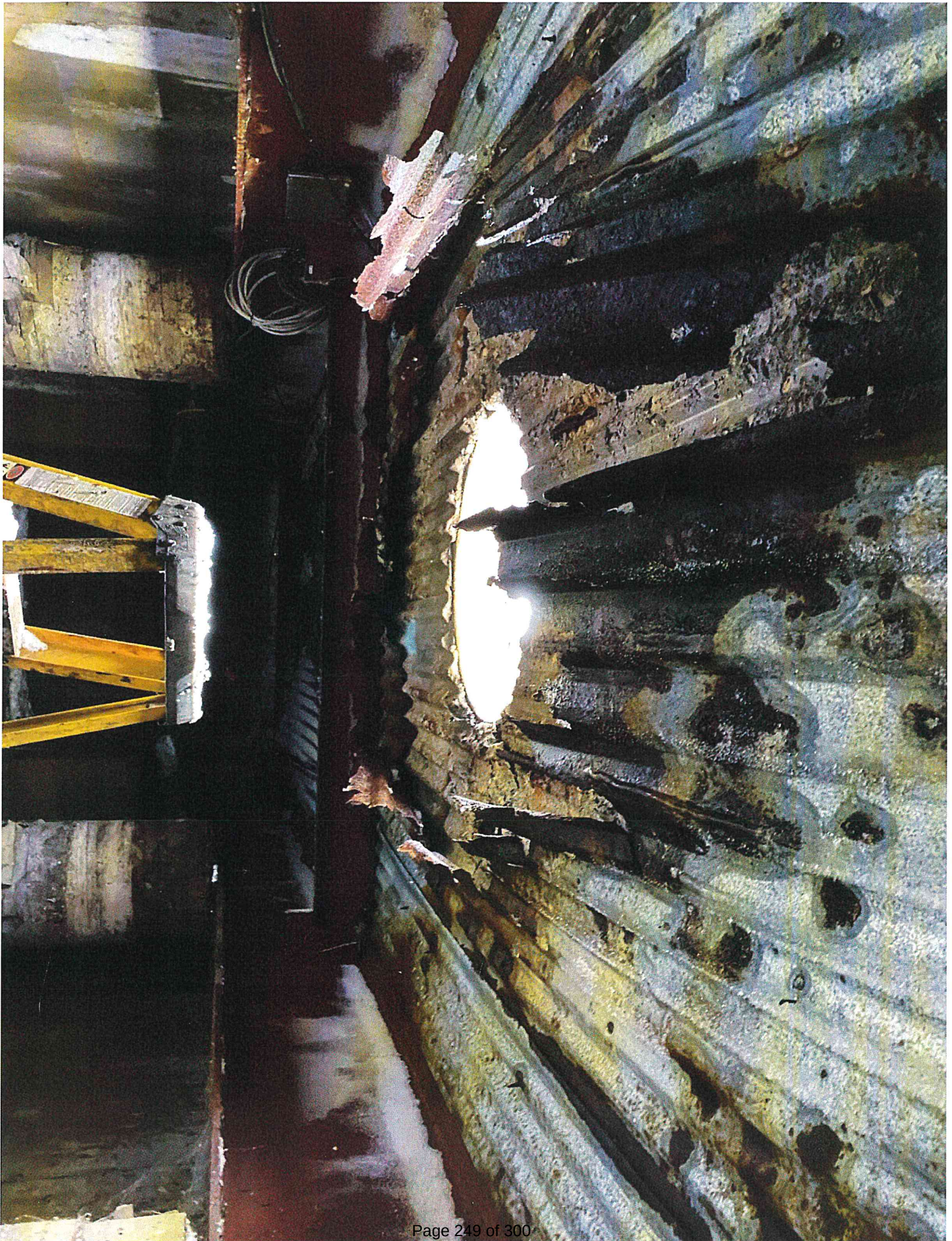
**Endwall coping has broke free. Concrete spalling.
Endwall replacement recommended for long term fix.**







**Remove concrete sona tubes
for easier pit access**



Oct. 2nd, 2025

Logan Jacobson – Director of Public Works Services
Scott Tiffany – Fleet and Facility Purchasing Specialist
City of West Fargo
810 12th Ave NW
West Fargo, ND 58078
Phone: 701-515-5400
Email: logan.jacobson@westfargond.gov
Cc: Scott Tiffany scott.tiffany@westfargond.gov

Truck Scale Proposal

We are pleased to quote the following equipment and services for your West Fargo transfer station. Our proposal includes a turn-key project for replacing the truck scale with new. The truck scale replacement is recommended due to the condition of the concrete scale deck (exposed rebar on the underside of the deck), the condition of the concrete deck coping (has broke free from the deck in spots and has created tight clearances around the perimeter of the deck) and due to the overall condition of the scale (rust and corrosion). In addition to the scale replacement, we have also included replacing the tops of the concrete end walls with new to fix the end wall coping issue. The existing end wall coping has been temporarily attached but the long-term fix is recommended at this time. All work is to be completed by our in-house concrete crews and state certified scale technicians. This proposal consists of the following:

Item 1: Truck Scale Replacement

- (1) B-Tek Scales Full Electronic Pit Type Truck Scale to include the following:

Weighbridge Portion:

- 70' x 10' Deck size – custom size to fit the pit
- 5 Sections – 4 Modules
- 100,000 lb. CLC – 270,000 lb. Overall capacity
- Setup for 6-8" thick concrete deck
- (2) Factory manholes in the deck

Electronic Portion:

- *Re-use the existing 1280 digital indicator as requested and recommended*
- (10) Load cell assemblies and mounting hardware
- 50' Home run cable to the office
- 110V AC surge protector and transient protection
- Factory conduits for load cell cables

Demolition Portion:

- Demolition and removal of the concrete scale deck
- Demolition and removal of the scale weigh bridge and scale components
- Demolition and removal of the concrete sona tubes in the pit that will no longer be necessary
- Lifting equipment for removing the demolished materials included
- Haul away of demolished steel included
- Haul away of demolished concrete included

Concrete Portion:

- High strength concrete mix for all pours – 4,000 PSI strength at 7 days
- 6-8" Thick concrete scale deck – (1) mat #4 rebar 8" OC each direction
- Grouting of load cell stands
- Ready mix, rebar, galvanized decking material and labor included

Included Incidentals:

- Installation and erection of the scale
- Re-anchoring of side wall coping as needed
- Calibration and testing
- Placing scale into service for the ND Weights and Measures
- Freight to West Fargo
- Lifting fees for unloading and setting scale modules
- **Applicable use tax included**

Not Included:

- Cleaning of the pit prior to construction if required
- Protection of utilities or 110V power during construction if required
- Building permits if required
- Cold weather or winter construction charges
- Material testing fees if required

Project Schedule:

- 1.5 Weeks for construction
- 1 Week for cure time with high strength concrete
- 2.5 Weeks for total downtime

70' x 10' Scale Replacement Project: \$ 116,383.00

Item 2: Temporary Truck Scale

- (1) Temporary portable truck scale to include the following:
- *The temporary portable truck scale option is for a full-length scale to be used during the construction of the new scale.*
 - 70' x 11' Above ground portable truck scale
 - Digital indicator and ticket printer
 - (1.5) Month rent
 - Freight to and from West Fargo
 - Crane fees for setting and loading the scale
 - Calibration and placing the scale into service for the ND Weights and Measures if a variance is granted – we will assist with the variance process
 - *Network or wireless equipment not included if required*
 - *Scale shack or office not included if required*
 - *Gravel approaches not included – optioned below*
- \$ 13,600.00

Item 1 & 2 Total: **\$ 129,983.00**

Additional Recommended Project Options

Prairie Scale Systems, Inc. shall provide the following options if desired:

- (160) Rubber T-Strip for perimeter of the scale \$ 1,920.00
- (1) Long Term Fix / Complete Replacement of Endwalls to include the following:
- Demolition and removal of est. 4' of concrete flatwork off both ends of the scale to allow for end wall replacement
 - Demolition and removal of the top 12-18" of the existing concrete end walls
 - New 12-18" top of the concrete end walls with required pit wall coping with Nelson studs
 - New est. 4' of concrete flatwork off both ends of the scale
 - New expansion joint material for where approaches meet scale foundation
 - Haul away of demolished concrete and rebar included
- \$ 5,825.00
- (1) Replacement of sidewalks to include the following:
- *The sidewalks alongside the scale have settled and are sloped to the scale. This is causing water to be directed towards the pit. This option is to replace the existing sidewalks with new to allow for better drainage away from the scale.*
 - Demolition and removal of the (2) 70' L x 6' W sidewalks
 - (2) New 70' L x 6' W sidewalks on each side of the scale
 - #4 rebar 12" OC each direction
 - Expansion joint material along each side of the scale and the office
 - Haul away of demolished concrete and rebar included
 - *No subgrade work included if required*
- \$ 13,810.00

Customer Initials: _____

- (1) Ventilation System to include the following:
- The existing scale is being recommended to be replaced primarily due to the condition of the scale – rust and corrosion. Ventilation system will help reduce rust and corrosion in the future for the new scale.
 - (1) 110V Power vent fan
 - Core drilling of existing pit walls to allow for (2) 6” ducts
 - Ducting and pipe materials included
 - Concrete column and aluminum vent covers included – placement of concrete column TBD with the City personnel
 - *Price below is for if this work is to be completed along with the sidewalk replacement*
 - *110V Power or electrician fees not included*
- \$ 3,650.00
- (1) Gravel approaches for the temporary scale to include the following:
- (100) Yds. Class 5 for the approaches off each end of the scale
 - Placement and compaction of the Class 5
 - Class 5 to remain onsite after temporary scale is removed – please advise if material is to be hauled offsite
- \$ 4,050.00

Project References for Similar Municipal Projects:

1. City of Fargo – (3) New truck scales, concrete foundations, automation equipment and excavation - 2021
2. City of Fargo – (2) New truck scales in existing foundations with foundation modifications - 2015
3. City of Minot – (2) New truck scales, concrete foundations and excavation – 2023
4. City of Minot – (2) New truck scales, concrete foundation and excavation - 2016
5. City of Grand Forks – (1) New truck scale, automation equipment and temporary scale - 2020
6. Waste Management – (1) New truck scale, concrete foundation and excavation – 2023

Warranty: 10 Year Warranty on the scale and scale components.

Lead Time: Scale - 10 Weeks. Project could be completed once scale is available or scheduled for the Spring. TBD by the City.

Terms: 35% Upon order; 50% Upon delivery; Balance upon concrete completion.

Submitted By: _____ Cooper Anderson _____

Accepted By: _____ Purchase Order Number _____

THIS PROPOSAL IS VALID FOR THIRTY DAYS

Customer Initials: _____



PRAISCA-01

BMKELLER

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/30/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Bremer Insurance Agencies, Inc. 720 Broadway Street Alexandria, MN 56308	CONTACT NAME:		
	PHONE (A/C, No, Ext): (888) 430-2760	FAX (A/C, No): (651) 450-5158	
	E-MAIL ADDRESS: insprocessingmnwi@bremer.com		
INSURED Prairie Scale Systems, Inc. 9860 Industrial DR Horace, ND 58047	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : United Fire & Casualty Company		13021
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:			60541755	1/1/2025	1/1/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 ND STOP GAP \$ 1,000,000
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			60541755	1/1/2025	1/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$			60541755	1/1/2025	1/1/2026	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Equipment Floater -			60541755	1/1/2025	1/1/2026	Limit 100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

West Fargo Public Works Dept
810 12th AVE NW
West Fargo, ND 58078

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Matthew Baker

Scale Replacement- 2024: Request For Proposal Form.

Proposal Price Per Specification:	\$129,983.00
Warranty Info:	10 Years on scale & parts
Installation Date:	Spring 2026 or as needed
Completion Date	Spring 2026 or as needed

Signed: Cooper Anderson

Printed Name: Cooper Anderson

Company: Prairie Scale Systems, Inc.

Address: 9860 Industrial Dr. Horace, ND 58047

E-Mail: cooper a@prairie scale. com

Phone Number: 701-281-9591

EXCEPTIONS & DEVIATIONS

Proposer shall full describe every variance exception and/or deviation. Additional sheets may be used if required.

See additional detailed proposal.

- 1) In base price, removal of extra sona tubes in pit included.
- 2) Additional T-strip recommended to keep pit cleaner.
+\$1,920.00
- 3) Additional replacement/not patching recommended for long-term fix of endwalls. +\$5,825.00
- 4) Additional replacement of sidewalks recommended to allow for proper drainage away from scale. +\$13,810.00
- 5) Additional recommended ventilation system to pit. Will keep pit drier & new scale will last longer. +\$3,650.00
- 6) Gravel approaches for temp scale.
+\$4,050.00



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

Commission President

Bernie Dardis

Primary Portfolio:

Administrative Services

Secondary Portfolio:

Police & Fire

Commission Vice President

Brad Olson

Primary Portfolio:

Police & Fire

Secondary Portfolio:

Street, Water & Sewer

Commissioner

Roben Anderson

Primary Portfolio:

Community &
Development Services

Secondary Portfolio:

Administrative Services

Commissioner

Rory Jorgensen

Primary Portfolio:

Sanitation

Secondary Portfolio:

Community &
Development Services

Commissioner

Amy Zundel

Primary Portfolio:

Street, Water & Sewer

Secondary Portfolio:

Sanitation

City Administrator

Dustin T. Scott

To: West Fargo City Commission

From: Dan Hanson, Senior Director of Community & Development

Date: October 20, 2025

Subject: Improvement District No. 2265 – 9th St & 7th Ave NE Reconstruction

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

New Information and Recommendation:

At the September 8th Commission meeting, a Resolution of Necessity was approved for the referenced project. All properties within the Improvement District were sent letters alerting them to the project and instructing them how to file a written protest against the adoption of the resolution.

At the time of this Commission agenda packet being created, no properties have submitted written protest. If any protests are submitted prior to the Commission meeting they will be distributed to Commission members at the meeting.

The following documents are attached for review/consideration:

- Affidavit of Publication, which was published on Wednesday, September 17, 2025, and Wednesday, September 24, 2025, in the Fargo Forum
- Mailing that was sent to property owners within the proposed Improvement District, which was mailed Friday, September 19, 2025, and consisted of a Notice of Potential Assessed Improvements Impacting Your Property along with an Improvement District Map
- Resolution of Insufficient Protests
- Rendering of the project for Informational Purposes

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

Background and Project Summary:

This project is designed and is scheduled to have be bid in December with construction to take place in 2026. The project will reconstruct the existing 2 lane rural asphalt roadway section to a 3 lane concrete urban section, adding in a one way frontage road fronting the local businesses to manage access control to the corridor along with associated sewer and water main to service abutting properties.

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, originally \$4,575,000 was to be paid by the

City of Fargo for work being completed in their city. Recently Fargo has reached out and removed their portion of the work from this project.

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:

October 6, 2025 –

- **Staff Recommendation:** Approve Task Order No. 3-10 with Houston Engineering
- **Commission Action:** Commissioner Olson moved, and Commissioner Jorgensen seconded to approve.

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.

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



See Proof on Next Page

AFFIDAVIT OF PUBLICATION

State of Florida, County of Orange, ss:

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

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

2. The newspaper listed on the exhibit published the advertisement of: **Display Ad Notice**; (2) time: *Wednesday, September 17, 2025, Wednesday, September 24, 2025*, as required by law or ordinance.

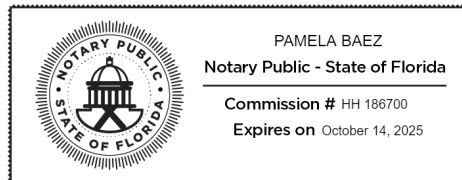
3. All of the listed newspapers are legal newspapers in the State of North Dakota and, under the provisions of Section 46-05-01, NDCC, are qualified to publish any public notice or any matter required by law or ordinance to be printed or published in a newspaper in North Dakota.

Edmar Corachia

(Signed) _____

VERIFICATION

State of Florida
County of Orange



Subscribed in my presence and sworn to before me on this: **09/24/2025**

Notary Public
Notarized remotely online using communication technology via Proof.

RESOLUTION DECLARING WORK NECESSARY

BE IT RESOLVED by the Board of City Commissioners of the City of West Fargo, North Dakota that it is hereby found and declared that it is necessary to construct an improvement in and for Improvement District No. 2265 – New Water Supply, Sewerage, Street Systems; and Incidentals consisting of reconstructing the street from a current bituminous rural section to a concrete urban pavement section, the construction of a multi-use path, installing new sanitary sewer and water main to abutting properties and appurtenances to meet current and future needs as well as provide mobility for pedestrians and cyclists used or useful in connection with the above specified improvements, in accordance with and as described in the resolution creating said district, and the Engineer's Report which has been prepared by the Engineer for the City of West Fargo and approved by this commission which resolution and Engineer's Report together with an estimate of the probable cost of the work, are now on file in the office of the City Auditor and are open to public inspection.

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

BE IT FURTHER RESOLVED that the owners of the property liable to be specially assessed for said improvements may file written protests against the said improvements within thirty (30) days after first publication of this resolution, and this Board shall at its next meeting after the expiration of said period, to-wit: On the 20th day of October, 2025, at 5:30 p.m meet at the City Commission Chamber in City Hall , 800 fourth Avenue East, West Fargo, for the purpose of hearing and determining the sufficiency of any protests so filed and of taking any such further action with respect to said improvements as may then deemed necessary and expedient.

BE IT FURTHER RESOLVED that the City Auditor is hereby authorized and directed to cause this resolution, including a map of the improvements directed, to be published one each week for two consecutive weeks in The Fourm, the official newspaper of the City of West Fargo, North Dakota.

Dated: September 8, 2025

APPROVED:

Bernie Dardis
President of Board of City Commissioners

ATTEST:

Dustin T. Scott
City Auditor

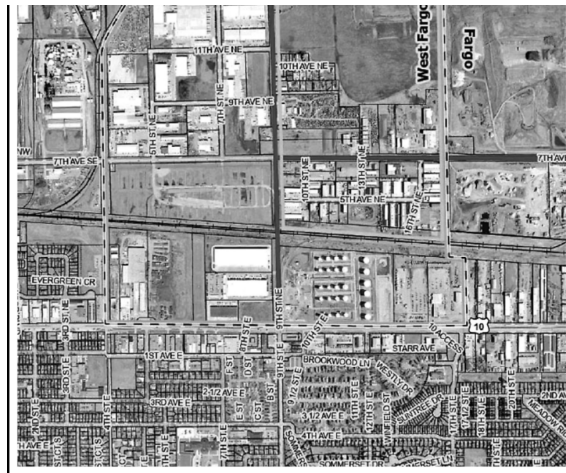
STATE OF NORTH DAKOTA)
) ss.
COUNTY OF CASS)

I, Dustin T. Scott, the duly appointed, qualified and acting City Auditor of the City of West Fargo, so hereby certify the foregoing to be a full, true and correct copy of the resolution adopted by the Board of City Commissioners of the City of West Fargo, at the meeting of the board held on the 8th day of September, 2025 and that such Resolution is now part of the permanent records of the City of West Fargo, as such records are filed in the office of the City Auditor.

IN WITNESS WHEREOF, I have hereunto set my hand this 8th day of September 2025.

Dustin T. Scott
City Auditor
West Fargo, North Dakota





9/19/2025

Notice of Hearing: Next Steps for Assessed Improvements Impacting Your Property

Improvement District No. 2265 – 9th Street & 7th Avenue NE Reconstruction

Dear Property Owner,

The Improvement District for the future construction project referenced above included a property you own and is anticipated to use special assessments to fund all or part of the project costs. A Map of the Improvement District has been included for reference.

The current estimated assessments for properties in the Improvement District are as follows:

For properties that are within the area to be assessed for 9th Street NE:

- For properties in the adjacent vicinity to 9th Street 1 Equivalent Unit is assigned per 10,000 square feet of property. Each equivalent unit is estimated to be \$2,005.
- For properties in the assessment area, but not in the adjacent vicinity to 9th Street .5 Equivalent Units are assigned per 10,000 square feet of property. Each Equivalent Unit is estimated to be \$2,005.
- Sanitary Sewer and Watermain are to be assessed on a Front Footage basis to abutting properties. Each front foot of Sanitary Sewer is estimated to be \$100.40/FF and each foot of Watermain is estimated to be \$95.94/FF.

For properties that are within the area to be assessed for 7th Avenue NE:

- For properties in the adjacent vicinity to 7th Avenue 1 Equivalent Unit is assigned per 10,000 square feet of property. Each equivalent unit is estimated to be \$2,800.
- For properties in the assessment area, but not in the adjacent vicinity to 7th Avenue .5 Equivalent Units are assigned per 10,000 square feet of property. Each Equivalent Unit is estimated to be \$2,800.
- Watermain is to be assessed on a Front Footage basis to abutting properties on the north side of 7th Avenue receiving watermain service. Each front foot of watermain is estimated to be \$109.87/FF.

A "Resolution Declaring Improvements Necessary" for this improvement district will be published in the Public Notices section of the 9/17/2025 and 9/24/2025 editions of the Fargo Forum as required by North Dakota Century Code (NDCC) Section 40-22-15. 40-22.

2515 6th Street E
West Fargo, ND 58078
701-515-5100
engineering@westfargond.gov
westfargond.gov

Property Owners may file a written protest against the adoption of the resolution within thirty (30) days of the first publication of the resolution per NDCC Section 40-22-17. Written protests must be sent to city.auditor@westfargond.gov or to City Auditor, 2515 6th St E, West Fargo, ND 58078. Written protests must include the following:

1. Name(s) of all owners of the property
2. Address of the property
3. Reference to the Improvement District being protested

At the Monday, October 20, 2025, City Commission Meeting, which begins at 5:30 p.m., Commissioners will hear and determine the sufficiency of written protests filed per NDCC Section 40-22-17 and may take further action of this project.

This letter is a communication sent on behalf of the City of West Fargo and is the only mailed notice that the City of West Fargo will provide for this protest opportunity. More information about the special assessments process will be mailed after construction is completed.

Thank you,

City of West Fargo Staff

The City Auditor presented an affidavit showing publication in the official newspaper of the City of the Resolution of Necessity heretofore adopted to the improvement proposed to be made in Improvement District No. 2265 – New Water Supply, Sewerage, Street Systems; and Incidentals as directed by the provisions of said Resolution which affidavit was examined, found to be satisfactory and ordered to be placed on file.

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

Commissioner _____ introduced the following Resolution and moved its adoption:

**RESOLUTION DETERMINING THAT INSUFFICIENT PROTESTS WERE FILED ON
IMPROVEMENT IN IMPROVEMENT DISTRICT NO. 2265 – NEW WATER SUPPLY, SEWERAGE, STREET
SYSTEMS; AND INCIDENTALS**

BE IT RESOLVED by the Board of City Commissioners of the City of West Fargo, North Dakota, that said Board of City Commissioners has heretofore by Resolution determined and declared it necessary to construct an improvement in Improvement District No. 2265 – New Water Supply, Sewerage, Street Systems; and Incidentals of the City of West Fargo, consisting of reconstructing the street from a current bituminous rural section to a concrete urban pavement section, the construction of a multi-use path, installing new sanitary sewer and water main to abutting properties and appurtenances to meet current and future needs as well as provide mobility for pedestrians and cyclists used or useful in connection with the above specified improvements and that said Resolution has been duly published as required by law, and that not less than thirty days have expired since the first publication thereof, and the opportunity having been afforded as provided by law for the property owners liable to be specially assessed for said improvement to file protests against the making thereof, and this Board having duly met to consider all protests so filed, and being fully advised in the premises, it is hereby determined that no protests were filed within the time and manner provided by law against the making of said improvement; therefore, the Board of City Commissioners and this City are authorized to proceed with the construction of the same and to pay the cost thereof by the levy of special assessments.

Dated: October 20, 2025

APPROVED:

President of Board of City Commissioners

ATTEST:

City Auditor

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







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

Commission President

Bernie Dardis

Primary Portfolio:

Administrative Services

Secondary Portfolio:

Police & Fire

**Commission
Vice President**

Brad Olson

Primary Portfolio:

Police & Fire

Secondary Portfolio:

Street, Water & Sewer

Commissioner

Roben Anderson

Primary Portfolio:

Community &
Development Services

Secondary Portfolio:

Administrative Services

Commissioner

Rory Jorgensen

Primary Portfolio:

Sanitation

Secondary Portfolio:

Community &
Development Services

Commissioner

Amy Zundel

Primary Portfolio:

Street, Water & Sewer

Secondary Portfolio:

Sanitation

City Administrator

Dustin T. Scott

To: West Fargo City Commission

From: Jerry Wallace, City Engineer

Date: October 20, 2025

Subject: Improvement District No. 6059 – Sidewalk Improvement District No. 6059 – 2024 Walks

Action: Final Approval of Assessments

Summary and Recommendation:

The purpose of this project was to install sidewalks in various residential and commercial areas of West Fargo. The project was initiated to improve connectivity within the City's sidewalk and multi-use path system, particularly in already developed areas.

Attachments:

1. Notice of Assessment
2. Improvement Area Maps

NOTE: Additional project information is available on the city's website:

<https://www.westfargond.gov/1021/Special-Assessment-Projects>

Staff Recommendation: Approve Sidewalk Improvement District No. 6059 assessment list.

Policy Analysis: Within the City Ordinance, Chapter 2 – Sidewalks & Driveways (2-0102), the City has the authority to install sidewalks in established areas to close existing gaps in the system. This program, typically undertaken every other year, adds necessary sidewalks and multi-use paths in locations where they have not yet been constructed. A legal notification process is required to allow property owners to install their sidewalks within a specified timeframe. If the property owner fails to complete the work, the City may proceed with the installation and assess the costs to the benefiting property.

Financial Summary:

Total Project Cost:	\$ 308,059.01
Assessments	\$ 308,059.01
City Funds	\$ -
Other Funds	\$ -

Previously Presented Information and Commission Actions:

April 1, 2024-

- **Staff Recommendation:** Accept Bids and Award Contract to Roer's Construction for their bid of \$282,698.50.
- **Commission Action:** Commissioner Olson moved and Commissioner George seconded to approve. No opposition, motion carried.

March 4, 2024-

- **Staff Recommendation:** Approve Plans and Specifications and Authorize Ad for Bid.
- **Commission Action:** Commissioner Anderson moved and Commissioner George seconded to approve. No opposition, motion carried.

February 26, 2025-

-
- Notice of Order to Construct Sidewalk letters were sent to appropriate property owners.

February 20, 2024-

- **Staff Recommendation:** Approve Engineer's Report, Authorize Notice of Order to Construct Sidewalks, and Direct Engineer to Prepare Plans and Specifications.
- **Commission Action:** Commissioner Olson moved, and Commissioner George seconded to approve. No opposition, motion carried.

AMENDED
NOTICE OF ASSESSMENTS FOR SIDEWALKS
2025
SIDEWALK DISTRICT NO. 6059

The following special assessment list for the expense of constructing sidewalks, ordered by the Board of City Commissioners of the City of West Fargo, North Dakota, to be constructed by the person or firm employed or under contract to construct or repair sidewalks within the City at the expense of lots or parcels of land benefitted by such sidewalks, is returned by the City Engineer and filed in the office of the City Auditor, to-wit:

<u>LOT</u>	<u>BLOCK</u>	<u>AMOUNT ASSESSED</u>
KASS FIRST		
2	1	38,249.61
RIVER'S BEND AT THE PRESERVE SIXTH		
1	1	15,644.96
RIVER'S BEND AT THE PRESERVE FOURTH		
3	3	15,182.96
2	3	14,405.97
3	1	15,590.75
4	1	14,203.18
RIVER'S BEND AT THE PRESERVE SECOND		
1	2	7,817.66
8	5	9,043.02
NORTH POND AT THE PRESERVE 5 TH		
13	1	4,608.72
11	2	6,400.87
EAGLEWOOD FOURTH		
1	2	2,717.79
SHADOW CREEK FIFTH		
23	3	7,745.86
2	3	7,992.31
3	4	6,475.88
THE WILDS SIXTH		
1	2	10,269.13
2	2	9,677.52
9	4	9,405.55
14	4	6,067.61
17	4	10,719.26
18	4	5,035.47
21	4	10,434.19
16	1	11,536.35

11	1	8,879.87
10	1	11,372.08
2	1	8,926.30
THE WILDS ELEVENTH		
1	2	5,284.40
14	2	5,635.20
53	1	6,513.29
54	1	6,654.73
55	1	6,590.64
9	7	3,982.14
THE WILDS NINTH		
7	3	4,995.74

Notice is hereby given that the Board of City Commissioners of the City of West Fargo will meet at the City Commission Rooms in the City Hall, 2515 Sixth Street East, West Fargo, at 5:30 p.m. on October 20, 2025, to approve said assessment list, at which time any person interested in said assessment list may be heard.

Dated this 29th day of August, 2025.

Dustin T. Scott
City Auditor, West Fargo, North Dakota

*



This document
is preliminary
and not for
construction or
implementation
purposes.



LEGEND	
	LOT LINE
	PROPOSED SIDEWALK
	INLET
	INLET PROTECTION

REVISIONS			
NO.	DATE	BY	DESCRIPTION
4	9/18/2024	KJM	CHANGE ORDER NO. 4

DATE:	10/20/2023
DRAWN BY:	C. VLAMINCK
CHECKED BY:	T. OPSAHL
APPROVED BY:	A. WRUCKE

SIDEWALK IMPROVEMENT DISTRICT NO. 6059

SIDEWALK LAYOUT
WEST FARGO, NORTH DAKOTA

CITY OF WEST FARGO
800 Fourth Avenue East, Suite #1
West Fargo, ND 58078

SCALE:	1"=200'
PROJECT NUMBER:	6059
SHEET NUMBER:	7 OF 14

CHANGE ORDER NO. 4



This document
is preliminary
and not for
construction or
implementation
purposes.

100 0 100 200
SCALE FEET

CHANGE ORDER NO. 3

LEGEND	
	LOT LINE
	PROPOSED SIDEWALK
	INLET
	INLET PROTECTION

REVISIONS			
NO.	DATE	BY	DESCRIPTION
1	8/29/2024	KJM	CHANGE ORDER NO. 1
3	9/6/2024	KJM	CHANGE ORDER NO. 3

DATE:	10/20/2023
DRAWN BY:	C. VLAMINCK
CHECKED BY:	T. OPSAHL
APPROVED BY:	A. WRUCKE

SIDEWALK IMPROVEMENT DISTRICT NO. 6059
SIDEWALK LAYOUT
WEST FARGO, NORTH DAKOTA

CITY OF WEST FARGO
800 Fourth Avenue East, Suite #1
West Fargo, ND 58078

SCALE: 1"=200'
PROJECT NUMBER: 6059
SHEET NUMBER: 8 OF 14



This document
is preliminary
and not for
construction or
implementation
purposes.

100 0 100 200
SCALE FEET

CHANGE ORDER NO. 1

LEGEND	
	LOT LINE
	PROPOSED SIDEWALK
	INLET
	INLET PROTECTION

REVISIONS			
NO.	DATE	BY:	DESCRIPTION
1	8/29/2024	KJM	CHANGE ORDER NO. 1

DATE:	10/20/2023
DRAWN BY:	C. VLAMINCK
CHECKED BY:	T. OPSAHL
APPROVED BY:	A. WRUCKE

SIDEWALK IMPROVEMENT DISTRICT NO. 6059
SIDEWALK LAYOUT
WEST FARGO, NORTH DAKOTA

CITY OF WEST FARGO
800 Fourth Avenue East, Suite #1
West Fargo, ND 58078

SCALE: 1"=200'
PROJECT NUMBER: 6059
SHEET NUMBER: 9 OF 14



This document
is preliminary
and not for
construction or
implementation
purposes.

100 0 100 200
SCALE FEET

LEGEND	
	LOT LINE
	PROPOSED SIDEWALK
	INLET
	INLET PROTECTION

REVISIONS			
NO.	DATE	BY	DESCRIPTION
1	8/29/2024	KJM	CHANGE ORDER NO. 1

DATE:	10/20/2023
DRAWN BY:	C. VLAMINCK
CHECKED BY:	T. OPSAHL
APPROVED BY:	A. WRUCKE

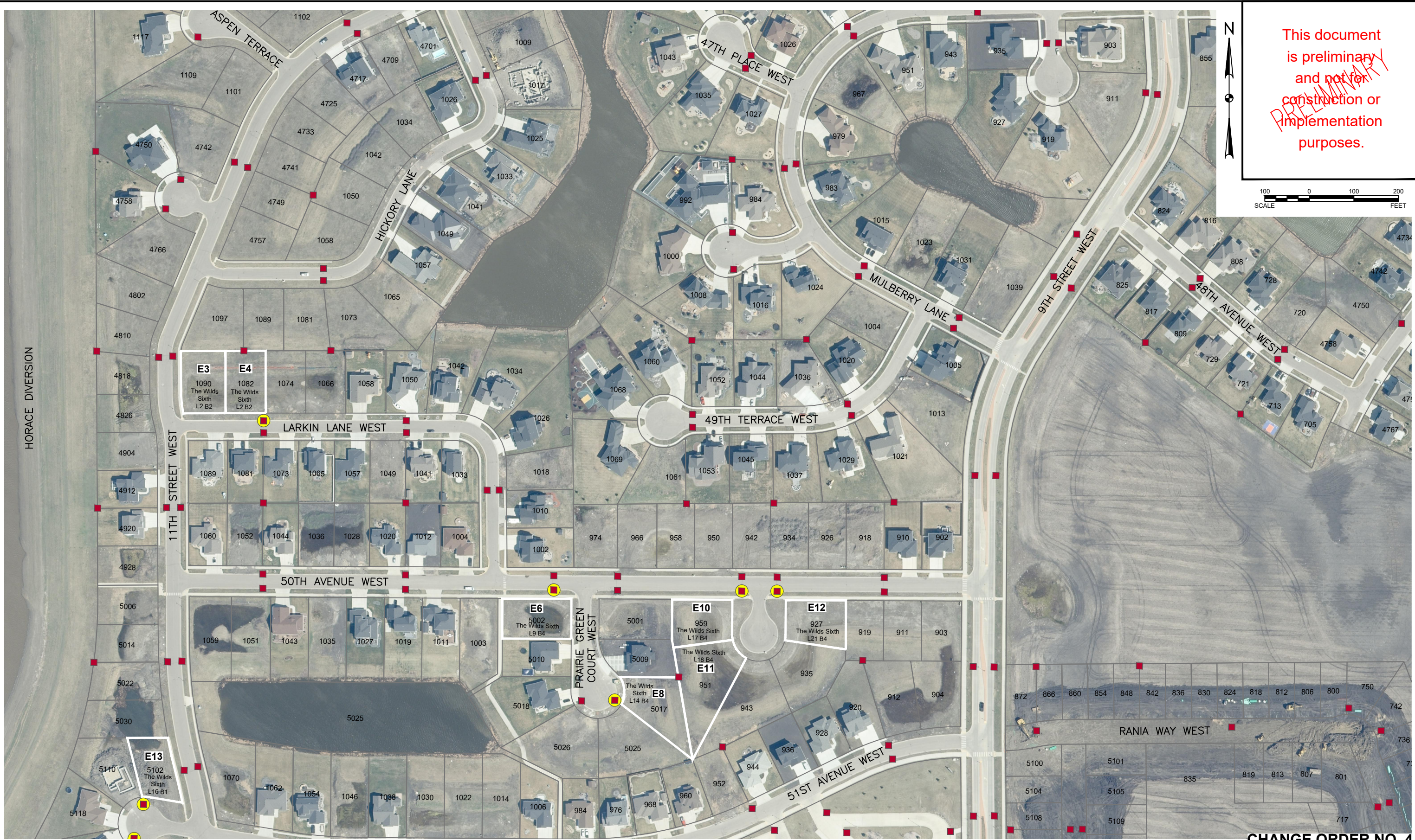
SIDEWALK IMPROVEMENT DISTRICT NO. 6059

SIDEWALK LAYOUT
WEST FARGO, NORTH DAKOTA



SCALE:	1"=200'
PROJECT NUMBER:	6059
SHEET NUMBER:	10 OF 14

CHANGE ORDER NO. 1



CHANGE ORDER NO. 4

LEGEND	
	LOT LINE
	PROPOSED SIDEWALK
	INLET
	INLET PROTECTION

REVISIONS			
NO.	DATE	BY	DESCRIPTION
1	8/29/2024	KJM	CHANGE ORDER NO. 1
3	9/6/2024	KJM	CHANGE ORDER NO. 3
4	9/18/2024	KJM	CHANGE ORDER NO. 4

DATE:	10/20/2023
DRAWN BY:	C. VLAMINCK
CHECKED BY:	T. OPSAHL
APPROVED BY:	A. WRUCKE

SIDEWALK IMPROVEMENT DISTRICT NO. 6059

SIDEWALK LAYOUT
WEST FARGO, NORTH DAKOTA

CITY OF
WEST FARGO
800 Fourth Avenue East, Suite #1
West Fargo, ND 58078

SCALE:	1"=200'
PROJECT NUMBER:	6059
SHEET NUMBER:	11 OF 14



CHANGE ORDER NO. 4

LEGEND	
	LOT LINE
	PROPOSED SIDEWALK
	INLET
	INLET PROTECTION

REVISIONS			
NO.	DATE	BY	DESCRIPTION
1	8/29/2024	KJM	CHANGE ORDER NO. 1
4	9/18/2024	KJM	CHANGE ORDER NO. 4

DATE:	10/20/2023
DRAWN BY:	C. VLAMINCK
CHECKED BY:	T. OPSAHL
APPROVED BY:	A. WRUCKE

SIDEWALK IMPROVEMENT DISTRICT NO. 6059

SIDEWALK LAYOUT
WEST FARGO, NORTH DAKOTA

CITY OF
**WEST
FARGO**
800 Fourth Avenue East, Suite #1
West Fargo, ND 58078

SCALE:	1"=200'
PROJECT NUMBER:	6059
SHEET NUMBER:	12 OF 14



CHANGE ORDER NO. 3

LEGEND	
	LOT LINE
	PROPOSED SIDEWALK
	INLET
	INLET PROTECTION

REVISIONS			
NO.	DATE	BY	DESCRIPTION
1	8/29/2024	KJM	CHANGE ORDER NO. 1
2	9/5/2024	KJM	CHANGE ORDER NO. 2
3	9/6/2024	KJM	CHANGE ORDER NO. 3

DATE:	10/20/2023
DRAWN BY:	C. VLAMINCK
CHECKED BY:	T. OPSAHL
APPROVED BY:	A. WRUCKE

SIDEWALK IMPROVEMENT DISTRICT NO. 6059

SIDEWALK LAYOUT
WEST FARGO, NORTH DAKOTA

CITY OF
WEST FARGO
800 Fourth Avenue East, Suite #1
West Fargo, ND 58078

SCALE:	1"=200'
PROJECT NUMBER:	6059
SHEET NUMBER:	13 OF 14

ORDINANCE NO. 1264

AN ORDINANCE TO CREATE AND ENACT CHAPTER 12-10 OF THE REVISED ORDINANCES OF THE CITY OF WEST FARGO RELATING TO USE OF CITY-OWNED PARKING RAMPS.

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

SECTION 1. Chapter 12-10 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby created and enacted to read as follows:

CHAPTER 12-10

USE OF CITY-OWNED PARKING RAMPS

SECTIONS:

- | | |
|----------|-----------------------|
| 12-1001. | Purpose and Findings. |
| 12-1002. | Definitions. |
| 12-1003. | Prohibited Conduct. |
| 12-1004. | Exemptions. |
| 12-1005. | Enforcement. |
| 12-1006. | Signage. |
| 12-1007. | Severability. |

12-1001. PURPOSE AND FINDINGS. The City of West Fargo finds that safe and accessible Parking Ramps are essential to the health, safety, and welfare of the community. Extended or unauthorized presence and obstructive behaviors in Parking Ramps create risks to public safety, including:

- Heightened threats to attendees of large public events due to elevated vantage points and crowd conditions;
- Obstruction of pedestrian and vehicle movement;
- Vandalism, disorderly conduct, and unauthorized gatherings; and
- Intimidating or harassing behaviors that discourage the lawful use and enjoyment of public areas.

To address these concerns, the City establishes reasonable restrictions on conduct in Parking Ramps to promote security, preserve emergency access, and ensure the safety of all residents and visitors.

12-1002. DEFINITIONS.

1. “Parking Ramp” means any city-owned multi-level parking structure.
2. “Unlawfully Remaining” means being present in a Parking Ramp:
 - a. For longer than fifteen (15) consecutive minutes without actively parking, retrieving, loading, or unloading a motor vehicle or motorized device or actively parking or retrieving a bicycle;
 - b. For any purpose other than actually and lawfully parking a motor vehicle, a motorized device, or bicycle therein; riding in a motor vehicle or riding on a motorized device at the time that it is lawfully parking therein or exiting therefrom; or proceeding to or from a motor vehicle, a motorized device, or a bicycle lawfully parked therein; or
 - c. Notwithstanding being directed by a law enforcement officer or authorized city representative to leave for a violation of Section 12-1002.2.a or Section 12-1002.2.b.

12-1003. PROHIBITED CONDUCT.

1. No person shall Unlawfully Remain in a Parking Ramp at any time.
2. It is unlawful to use a Parking Ramp for tailgating, alcohol consumption, motor vehicle exhibitions, vandalism, or any activity not directly related to lawful motor vehicle, motorized device, or bicycle parking and retrieval.

12-1004. EXEMPTIONS. This ordinance does not apply to:

1. City employees, contractors, or security personnel engaged in official duties;
2. Emergency responders;
3. Persons with disabilities requiring reasonable accommodation; or
4. Credentialed media or event staff with authorization from the City or from an event operator holding an event adjacent to the Parking Ramp.

12-1005. ENFORCEMENT.

1. When practicable, officers shall first issue a clear order to cease prohibited conduct or disperse or vacate the Parking Ramp before issuing a citation or making an arrest.

2. A violation of this ordinance constitutes an infraction punishable by a maximum fine of three hundred dollars (\$300).
3. A third offense under this ordinance within one (1) year may be prosecuted as a Class B misdemeanor under North Dakota law.

12-1006. SIGNAGE. The City shall post permanent signage at all entrances and elevator lobbies of Parking Ramps stating the prohibitions, the fifteen (15) minute limit set forth in Section 12-1002.2.a, and this ordinance number.

12-1007. SEVERABILITY. If any section of this ordinance is found invalid, the remaining sections shall remain in full force and effect.

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:

CITY OF WEST FARGO, STATE OF NORTH DAKOTA
RESOLUTION AUTHORIZING THE ISSUANCE AND SALE OF
\$8,500,000
WASTEWATER TREATMENT REVENUE BOND, SERIES 2025C

RECITATIONS

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

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

RESOLUTION

Be it resolved by the governing body of the Municipality:

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

Section 2. It is hereby found and determined to be necessary for the Municipality to issue \$8,500,000 in principal amount of its City of West Fargo Wastewater Treatment Revenue Bond, Series 2025C (the "Municipal Securities"), pursuant to North Dakota Century Code ("N.D.C.C.") ch. 40-35.

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

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

Section 5. Terms. The Municipality authorizes the issuance of the Municipal Securities in the aggregate principal amount not to exceed \$8,500,000, dated the date of delivery. The Municipal Securities shall be issued in the form of a single registered Municipal Security as set forth in Section 4. The Municipal Securities issued shall be payable on September 1 in installments of principal, with interest at the rate of one and one-half percent per year (plus an Administrative Fee as set out in the Loan Agreement), on the dates and in the amounts set forth below. Provided, that interest will be based on funds actually advanced, and the schedule below and attached to the Municipal Security form will be revised to reflect the actual principal amount loaned to the Municipality at the completion of the Project.

<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>
2027	\$210,000	1.50%	2042	\$280,000	1.50%
2028	215,000	1.50	2043	290,000	1.50
2029	220,000	1.50	2044	295,000	1.50
2030	225,000	1.50	2045	300,000	1.50
2031	225,000	1.50	2046	305,000	1.50
2032	230,000	1.50	2047	310,000	1.50
2033	235,000	1.50	2048	320,000	1.50
2034	240,000	1.50	2049	325,000	1.50
2035	245,000	1.50	2050	330,000	1.50
2036	250,000	1.50	2051	340,000	1.50
2037	255,000	1.50	2052	345,000	1.50
2038	260,000	1.50	2053	350,000	1.50
2039	265,000	1.50	2054	360,000	1.50
2040	270,000	1.50	2055	365,000	1.50
2041	275,000	1.50	2056	365,000	1.50

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

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

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

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

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

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

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

Section 12. Wastewater Treatment Works Fund. There is hereby created a special fund of the Municipality designated as the Wastewater Treatment Works Fund (the "Fund"), which shall be held and administered by the Municipality separate and apart from all other funds of the Municipality and continued and maintained by the Municipality until:

- (a) all Municipal Securities issued thereon shall have been fully paid with interest. Into the Fund there shall be credited and paid, as received, the entire gross revenues derived from the operation of the Municipality's wastewater treatment and collection system (the "Wastewater Treatment Works"), and from any future additions thereto and betterments thereof, including all income and receipts derived from rates, fees, charges for services, facilities, products and by-products to the Municipality and its inhabitants and all other customers, and for the availability thereof, and from the sale of any of the properties of the Wastewater Treatment Works not necessary to be retained, and from the investment of any of the money so collected. On the books and records of the Fund there shall be established and maintained such accounts as specified in Sections 13, 14, 15 and 17 below. Revenues on hand in the Fund from time to time shall be apportioned amongst said accounts at least once each calendar month and shall thereafter be held and administered and disbursed from the accounts established below.
- (b) Moneys in the accounts established below (the "Accounts") may be invested in any investments that are authorized by law for the Municipality. Earnings from investment of the moneys on deposit in the Accounts shall remain in the respective

account and shall be treated and disbursed as proceeds of the Municipal Securities. Any proceeds of the Municipal Securities and any interest earnings thereon remaining after payment of all outstanding interim indebtedness, costs of the Project, reimbursement of prior expenditures and issuance costs shall be transferred to the Revenue Account.

Section 13. Construction Account. A Construction Account is established in the Fund. There shall be deposited to the credit of such account the proceeds of the Municipal Securities.

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

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

Section 14. Revenue Account. A separate Revenue Account is established within the Fund to be used solely as provided herein.

The Revenue Account shall be used solely to discharge the Municipal Securities, to pay when due the interest on and the principal of the Municipal Securities, and to redeem the Municipal Securities prior to maturity. "Net Revenues" shall have the meaning ascribed in the Loan Agreement. The Municipality shall make the following deposits into the Revenue Account:

- (a) On the first day of each month, Net Revenues in an amount equal to one-sixth (1/6) of the amount necessary to pay interest and the Administrative Fee (as defined in the Loan Agreement) which will become due on the next interest payment date after crediting the amount of accrued interest and any earnings on the Revenue Account. Prepayment of monthly deposits will fulfill this requirement. Notwithstanding the foregoing, the Municipality shall deposit into the Revenue Account from the Net Revenues an amount sufficient to permit all interest due on the Municipal Securities to be paid on the date due.
- (b) Commencing on the first day of each month, Net Revenues in an amount equal to one-twelfth (1/12) of the amount necessary to pay any principal which will become due on the next principal payment date of the Municipal Securities. Prepayment of monthly deposits will fulfill this requirement. Notwithstanding the foregoing, the Municipality shall deposit into the Revenue Account from the Net Revenues an amount sufficient to permit all principal due on the Municipal Securities to be paid on the date due.

- (c) On each principal and interest payment date, from funds on deposit in the Reserve Account, such additional amounts, if any, as may be necessary to meet principal and interest payments then due.

Deposits required to be made pursuant to Sections 14(a) and 14(b) above are cumulative, and if the Net Revenues are not sufficient to credit the amount required in any month, the deficiency shall be met from other funds on deposit in the Revenue Account or from the Reserve Account. The moneys and investments in the Revenue Account are irrevocably pledged to and shall be used to the extent required for the payment of principal of and interest on the Municipal Securities when and as the same shall become due and payable for that purpose only.

Section 15. Surplus Account. A separate Surplus Account is established within the Fund to be used solely as provided herein. All Net Revenues each month in excess of the current requirements of the Revenue Account shall be applied to make up a deficit in the Reserve Account, if any, and then applied to the Surplus Account, provided that the Municipality reserves the right to create additional accounts within the Fund for the purpose of segregating amounts which may be hereafter pledged and appropriated to the payment of any municipal securities which may be issued by the Municipality to finance the cost of any improvements, replacements or repairs to or of the Wastewater Treatment Works, other than the Municipal Securities subject to the covenants made in the Loan Agreement. Amounts in the Surplus Account shall be available and shall be used to the full extent necessary to restore any deficiency in the Reserve Account, and when not so needed may be pledged and appropriated as provided above or transferred to the Revenue Account in order to redeem all or part of the Municipal Securities. Notwithstanding the foregoing, the Municipality shall maintain in the Surplus Account such amount, as it shall determine from time to time, necessary to constitute an adequate reserve for the purpose for which moneys in the Surplus Account are available as provided in this section; however, moneys in excess of such adequate reserve may be transferred to other funds of the Municipality in the manner provided pursuant to N.D.C.C. § 40-33-12(2).

Section 16. Rates, Fees and Charges. The Municipality covenants that it will impose, maintain and collect rates, fees and charges in connection with the operation of the Wastewater Treatment Works which are projected to generate Net Revenues at least equal to 1.10 times the average annual principal and interest payments on the Municipal Securities and any outstanding or additional revenue bonds of the Municipality which comply with Section 19 of this Resolution. If the Net Revenues fail to meet this level, the Municipality shall promptly increase its rates, fees and charges to a level so that Net Revenues are projected to meet the required level.

Section 17. Reserve Account. A separate Reserve Account is established within the Fund to be used solely as provided herein. There shall be deposited into a Reserve Account the total amount of \$376,350. The Reserve Account requirement is based upon total draws of \$8,500,000. In the event that the Municipality draws less than \$8,500,000, the Reserve Account requirement shall be adjusted downward to an amount approved by the Authority. If at any time the balance in the Reserve Account is less than the Reserve Account requirement, the Municipality will transfer Net Revenues to the Reserve Account sufficient to meet such requirement.

Section 18. Prior Bonds. The Municipality has previously issued its Water and Sewer Revenue Refunding Bonds of 2012 and its Water and Sewer Refunding Revenue Bonds of 2019,

which bonds are parity bonds and have an equal lien on the Net Revenues of the Wastewater Treatment Works for their payment.

Section 19. Additional Parity Bonds. The Municipality reserves the further right of issuing additional municipal securities payable from the Net Revenues appropriated to the Revenue Account on a parity as to both principal and interest with the Municipal Securities, provided that the Net Revenues received during the last fiscal year prior to such issuance shall have been in an amount not less than one hundred ten percent (110%) of the average annual amount of principal and interest to become due during the remaining term of the then outstanding municipal securities payable from the Revenue Account, on those Municipal Securities and the additional municipal securities to be issued and payable from the Net Revenues. However, if rates and charges for the Wastewater Treatment Works have been increased since the beginning of the last fiscal year next preceding the issuance of such additional municipal securities, the Net Revenues received during such preceding fiscal year shall be deemed to be the amount which would have been received in the preceding fiscal year had the increased rates and charges been in effect throughout such preceding fiscal year. Also, for purposes of this test, the Net Revenues of the Wastewater Treatment Works may be adjusted by including the additional Net Revenues, as determined by a competent feasibility or rate study, to be realized from the area to be served by the improvements to be constructed with such additional municipal securities, provided that the interest on the additional municipal securities is funded until the date of completion of the improvements to be constructed with the proceeds of the additional municipal securities or other available funds.

Section 20. Limited Obligations. The Municipal Securities issued hereunder shall not constitute a charge, lien or encumbrance upon any property of the Municipality, and no holder or holders thereof shall ever have the right to compel any exercise of the taxing power of the Municipality to pay the principal and interest on the Municipal Securities. The principal and interest of the Municipal Securities shall not be a general obligation of the Municipality, but are payable solely from the Net Revenues as set forth in this Resolution.

Section 21. **NOT** Qualified Tax-Exempt Obligations. The Municipality does **not** designate the Municipal Securities as a qualified tax-exempt obligation pursuant to Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

Section 22. Loan Forgiveness. During the pendency of the Loan, the Municipality may be offered a certain amount of loan forgiveness by the Department and the Authority to reduce the principal amount loaned to the Municipality. The Municipality acknowledges that any such loan forgiveness would be made available by the Department and the Authority in connection with receiving and administering federal capitalization grants under the State Revolving Fund Program. The Municipality agrees to accept any such loan forgiveness offered to it in connection with the Loan Agreement without any further action.

Section 23. Use of American Iron and Steel. The Municipality will comply with all federal requirements applicable to the Loan Agreement (including those imposed by the 2014 Appropriations Act, Public Law No.: 113-76 and related SRF regulations and policy guidelines) which the Municipality understands includes, among other, requirements that all of the iron and steel products used in the Project are to be produced in the United States (“American Iron and Steel Requirement”) unless (i) the Municipality has requested and obtained a waiver from the

Department pertaining to the Project or (ii) the Department or Authority has otherwise advised the Municipality in writing that the American Iron and Steel Requirement is not applicable to the Project.

Section 24. Davis Bacon and Related Acts. The Municipality shall, to the extent applicable to the Loan or any related grant, comply with the Davis Bacon and Related Acts requirements (40 U.S.C. 3141, et seq).

Section 25. Record and Reporting Requirements. The Municipality will comply with all record keeping and reporting requirements under the Clean Water Act/Safe Drinking Water Act, including any reports required by a federal agency, the Department or the Authority such as performance indicators of program deliverables, information on costs and project progress. The Municipality understands that (i) each contract and subcontract related to the Project is subject to audit by appropriate federal and state entities and (ii) failure to comply with the Clean Water Act/Safe Drinking Water Act and the Loan Agreement may be a default under the Loan Agreement that results in a repayment of the Loan in advance of the maturity of the Municipal Securities and/or other remedial actions.

Adopted October 20, 2025.

CITY OF WEST FARGO

BY: _____
President of the Board of City
Commissioners

ATTEST:

Auditor

CITY OF WEST FARGO, STATE OF NORTH DAKOTA
RESOLUTION AUTHORIZING THE ISSUANCE AND SALE OF
\$2,700,000
WATER TREATMENT REVENUE BOND, SERIES 2025D

RECITATIONS

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

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

RESOLUTION

Be it resolved by the governing body of the Municipality:

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

Section 2. It is hereby found and determined to be necessary for the Municipality to issue \$2,700,000 in principal amount of its City of West Fargo Water Treatment Revenue Bond, Series 2025D (the "Municipal Securities"), pursuant to North Dakota Century Code ("N.D.C.C.") ch. 40-35.

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

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

Section 5. Terms. The Municipality authorizes the issuance of the Municipal Securities in the aggregate principal amount not to exceed \$2,700,000, dated the date of delivery. The Municipal Securities shall be issued in the form of a single registered Municipal Security as set forth in Section 4. The Municipal Securities issued shall be payable on September 1 in installments of principal, with interest at the rate of one and one-half percent per year (plus an Administrative FPee as set out in the Loan Agreement), on the dates and in the amounts set forth below. Provided, that interest will be based on funds actually advanced, and the schedule below and attached to the Municipal Security form will be revised to reflect the actual principal amount loaned to the Municipality at the completion of the Project.

<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>
2027	\$ 70,000	1.50%	2042	\$ 90,000	1.50%
2028	75,000	1.50	2043	90,000	1.50
2029	75,000	1.50	2044	95,000	1.50
2030	75,000	1.50	2045	95,000	1.50
2031	75,000	1.50	2046	95,000	1.50
2032	75,000	1.50	2047	95,000	1.50
2033	80,000	1.50	2048	100,000	1.50
2034	80,000	1.50	2049	100,000	1.50
2035	80,000	1.50	2050	100,000	1.50
2036	80,000	1.50	2051	105,000	1.50
2037	85,000	1.50	2052	105,000	1.50
2038	85,000	1.50	2053	105,000	1.50
2039	85,000	1.50	2054	105,000	1.50
2040	85,000	1.50	2055	110,000	1.50
2041	90,000	1.50	2056	115,000	1.50

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

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

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

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

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

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

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

Section 12. Water Treatment Works Fund. There is hereby created a special fund of the Municipality designated as the Water Treatment Works Fund (the "Fund"), which shall be held and administered by the Municipality separate and apart from all other funds of the Municipality and continued and maintained by the Municipality until:

- (a) all Municipal Securities issued thereon shall have been fully paid with interest. Into the Fund there shall be credited and paid, as received, the entire gross revenues derived from the operation of the Municipality's drinking water treatment and distribution system (the "Water Treatment Works"), and from any future additions thereto and betterments thereof, including all income and receipts derived from rates, fees, charges for services, facilities, products and by-products to the Municipality and its inhabitants and all other customers, and for the availability thereof, and from the sale of any of the properties of the Water Treatment Works not necessary to be retained, and from the investment of any of the money so collected. On the books and records of the Fund there shall be established and maintained such accounts as specified in Sections 13, 14, 15 and 17 below. Revenues on hand in the Fund from time to time shall be apportioned amongst said accounts at least once each calendar month and shall thereafter be held and administered and disbursed from the accounts established below.
- (b) Moneys in the accounts established below (the "Accounts") may be invested in any investments that are authorized by law for the Municipality. Earnings from investment of the moneys on deposit in the Accounts shall remain in the respective

account and shall be treated and disbursed as proceeds of the Municipal Securities. Any proceeds of the Municipal Securities and any interest earnings thereon remaining after payment of all outstanding interim indebtedness, costs of the Project, reimbursement of prior expenditures and issuance costs shall be transferred to the Revenue Account.

Section 13. Construction Account. A Construction Account is established in the Fund. There shall be deposited to the credit of such account the proceeds of the Municipal Securities.

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

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

Section 14. Revenue Account. A separate Revenue Account is established within the Fund to be used solely as provided herein.

The Revenue Account shall be used solely to discharge the Municipal Securities, to pay when due the interest on and the principal of the Municipal Securities, and to redeem the Municipal Securities prior to maturity. "Net Revenues" shall have the meaning ascribed in the Loan Agreement. The Municipality shall make the following deposits into the Revenue Account:

- (a) On the first day of each month, Net Revenues in an amount equal to one-sixth (1/6) of the amount necessary to pay interest and the Administrative Fee (as defined in the Loan Agreement) which will become due on the next interest payment date after crediting the amount of accrued interest and any earnings on the Revenue Account. Prepayment of monthly deposits will fulfill this requirement. Notwithstanding the foregoing, the Municipality shall deposit into the Revenue Account from the Net Revenues an amount sufficient to permit all interest due on the Municipal Securities to be paid on the date due.
- (b) Commencing on the first day of each month, Net Revenues in an amount equal to one-twelfth (1/12) of the amount necessary to pay any principal which will become due on the next principal payment date of the Municipal Securities. Prepayment of monthly deposits will fulfill this requirement. Notwithstanding the foregoing, the Municipality shall deposit into the Revenue Account from the Net Revenues an amount sufficient to permit all principal due on the Municipal Securities to be paid on the date due.

- (c) On each principal and interest payment date, from funds on deposit in the Reserve Account, such additional amounts, if any, as may be necessary to meet principal and interest payments then due.

Deposits required to be made pursuant to Sections 14(a) and 14(b) above are cumulative, and if the Net Revenues are not sufficient to credit the amount required in any month, the deficiency shall be met from other funds on deposit in the Revenue Account or from the Reserve Account. The moneys and investments in the Revenue Account are irrevocably pledged to and shall be used to the extent required for the payment of principal of and interest on the Municipal Securities when and as the same shall become due and payable for that purpose only.

Section 15. Surplus Account. A separate Surplus Account is established within the Fund to be used solely as provided herein. All Net Revenues each month in excess of the current requirements of the Revenue Account shall be applied to make up a deficit in the Reserve Account, if any, and then applied to the Surplus Account, provided that the Municipality reserves the right to create additional accounts within the Fund for the purpose of segregating amounts which may be hereafter pledged and appropriated to the payment of any municipal securities which may be issued by the Municipality to finance the cost of any improvements, replacements or repairs to or of the Water Treatment Works, other than the Municipal Securities subject to the covenants made in the Loan Agreement. Amounts in the Surplus Account shall be available and shall be used to the full extent necessary to restore any deficiency in the Reserve Account, and when not so needed may be pledged and appropriated as provided above or transferred to the Revenue Account in order to redeem all or part of the Municipal Securities. Notwithstanding the foregoing, the Municipality shall maintain in the Surplus Account such amount, as it shall determine from time to time, necessary to constitute an adequate reserve for the purpose for which moneys in the Surplus Account are available as provided in this section; however, moneys in excess of such adequate reserve may be transferred to other funds of the Municipality in the manner provided pursuant to N.D.C.C. § 40-33-12(2).

Section 16. Rates, Fees and Charges. The Municipality covenants that it will impose, maintain and collect rates, fees and charges in connection with the operation of the Water Treatment Works which are projected to generate Net Revenues at least equal to 1.10 times the average annual principal and interest payments on the Municipal Securities and any outstanding or additional revenue bonds of the Municipality which comply with Section 19 of this Resolution. If the Net Revenues fail to meet this level, the Municipality shall promptly increase its rates, fees and charges to a level so that Net Revenues are projected to meet the required level.

Section 17. Reserve Account. A separate Reserve Account is established within the Fund to be used solely as provided herein. There shall be deposited into a Reserve Account the total amount of \$116,150. The Reserve Account requirement is based upon total draws of \$2,700,000. In the event that the Municipality draws less than \$2,700,000, the Reserve Account requirement shall be adjusted downward to an amount approved by the Authority. If at any time the balance in the Reserve Account is less than the Reserve Account requirement, the Municipality will transfer Net Revenues to the Reserve Account sufficient to meet such requirement.

Section 18. Prior Bonds. The Municipality has previously issued its Water and Sewer Revenue Refunding Bonds of 2012, Water and Sewer Refunding Revenue Bonds of 2019, and its

Wastewater Treatment Revenue Bond, Series 2025C, which bonds are parity bonds and have an equal lien on the Net Revenues of the Water Treatment Works for their payment.

Section 19. Additional Parity Bonds. The Municipality reserves the further right of issuing additional municipal securities payable from the Net Revenues appropriated to the Revenue Account on a parity as to both principal and interest with the Municipal Securities, provided that the Net Revenues received during the last fiscal year prior to such issuance shall have been in an amount not less than one hundred ten percent (110%) of the average annual amount of principal and interest to become due during the remaining term of the then outstanding municipal securities payable from the Revenue Account, on those Municipal Securities and the additional municipal securities to be issued and payable from the Net Revenues. However, if rates and charges for the Water Treatment Works have been increased since the beginning of the last fiscal year next preceding the issuance of such additional municipal securities, the Net Revenues received during such preceding fiscal year shall be deemed to be the amount which would have been received in the preceding fiscal year had the increased rates and charges been in effect throughout such preceding fiscal year. Also, for purposes of this test, the Net Revenues of the Water Treatment Works may be adjusted by including the additional Net Revenues, as determined by a competent feasibility or rate study, to be realized from the area to be served by the improvements to be constructed with such additional municipal securities, provided that the interest on the additional municipal securities is funded until the date of completion of the improvements to be constructed with the proceeds of the additional municipal securities or other available funds.

Section 20. Limited Obligations. The Municipal Securities issued hereunder shall not constitute a charge, lien or encumbrance upon any property of the Municipality, and no holder or holders thereof shall ever have the right to compel any exercise of the taxing power of the Municipality to pay the principal and interest on the Municipal Securities. The principal and interest of the Municipal Securities shall not be a general obligation of the Municipality, but are payable solely from the Net Revenues as set forth in this Resolution.

Section 21. **NOT** Qualified Tax-Exempt Obligations. The Municipality does **not** designate the Municipal Securities as a qualified tax-exempt obligation pursuant to Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

Section 22. Loan Forgiveness. During the pendency of the Loan, the Municipality may be offered a certain amount of loan forgiveness by the Department and the Authority to reduce the principal amount loaned to the Municipality. The Municipality acknowledges that any such loan forgiveness would be made available by the Department and the Authority in connection with receiving and administering federal capitalization grants under the State Revolving Fund Program. The Municipality agrees to accept any such loan forgiveness offered to it in connection with the Loan Agreement without any further action.

Section 23. Use of American Iron and Steel. The Municipality will comply with all federal requirements applicable to the Loan Agreement (including those imposed by the 2014 Appropriations Act, Public Law No.: 113-76 and related SRF regulations and policy guidelines) which the Municipality understands includes, among other, requirements that all of the iron and steel products used in the Project are to be produced in the United States (“American Iron and Steel Requirement”) unless (i) the Municipality has requested and obtained a waiver from the

Department pertaining to the Project or (ii) the Department or Authority has otherwise advised the Municipality in writing that the American Iron and Steel Requirement is not applicable to the Project.

Section 24. Davis Bacon and Related Acts. The Municipality shall, to the extent applicable to the Loan or any related grant, comply with the Davis Bacon and Related Acts requirements (40 U.S.C. 3141, et seq).

Section 25. Record and Reporting Requirements. The Municipality will comply with all record keeping and reporting requirements under the Clean Water Act/Safe Drinking Water Act, including any reports required by a federal agency, the Department or the Authority such as performance indicators of program deliverables, information on costs and project progress. The Municipality understands that (i) each contract and subcontract related to the Project is subject to audit by appropriate federal and state entities and (ii) failure to comply with the Clean Water Act/Safe Drinking Water Act and the Loan Agreement may be a default under the Loan Agreement that results in a repayment of the Loan in advance of the maturity of the Municipal Securities and/or other remedial actions.

Adopted October 20, 2025.

CITY OF WEST FARGO

BY:

President of the Board of City
Commissioners

ATTEST:

Auditor