



Meeting Items

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Approve Order of Agenda
- E. Approval of Minutes -- November 17, 2025
- F. Building Permits

Consent Agenda - Approve the Following:

- a. Bills
- b. Economic Development Advisory Committee appointment of small business and member at large representation
- c. Project No. 6060 – River’s Bend Multi-Use Path and Pedestrian Bridge
 - Approve Resolution dissolving the MOU between the City and Park District
- d. City Owned Right-of-Way within City limits of West Fargo
 - Authorize staff to initiate a season shutdown for all non-emergent permitting and utility work
- e. Restricted Event Permit for Friends of Leroy Turner
- f. Games of Chance for STOMP at West Fargo Sheyenne High School
- g. Games of Chance for Holy Cross Wild Game Feed at Holy Cross Catholic Church
- h. Games of Chance for Alissa Pulkrabek Benefit

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)
3. Abatement Hearings -- Paul Fracassi, Director of Assessing
 - Ryan LLC representing Enclave Property Management on (5) parcels
 - Baja Properties
 - 02-0952-00010-000
 - 02-0952-00030-000
 - Shoppes of 4th
 - 02-0033-00110-000
 - 02-0033-00140-000
 - Oporo LLC
 - 02-4614-00010-000

4. FM Metro COG Metro Railroad Needs Study Presentation -- Dan Bergerson, HDR Inc.
 - No Action – Informational
5. Improvement District No. 1356 – Brookwood Meter Pit Replacement (East Side)
-- Jerry Wallace, City Engineer
 - Approve Engineer's Report and Direct Engineer to prepare Plans and Specifications
- ~~6. Project No. 2284 – 2026 HSIP Intersections – Turn Lane Realignment~~
~~-- Jerry Wallace, City Engineer~~
 - ~~• Review bid and concur with NDDOT's recommendation.~~

This item has been removed from the agenda.
7. Project No. 6063 – 8th St W Multi-Use Path -- Jerry Wallace, City Engineer
 - Review bid and concur with NDDOT's recommendation.
8. Revised Military Leave Policy -- Dustin Scott, City Administrator
9. City Administrator's Report -- Dustin Scott, City Administrator
10. Correspondence
11. Non-Agenda Items
12. 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, November 17, 2025.

B. Pledge of Allegiance

The Pledge of Allegiance was recited.

C. Roll Call

Commissioner Roben Anderson – present; Commissioner Brad Olson – present via Teams; 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 Jorgensen moved and Commissioner Anderson 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 -- November 3, 2025

Commissioner Zundel moved and Commissioner Jorgensen seconded to approve the minutes of November 3, 2025. Commissioners Anderson, Olson, Dardis, Zundel and Jorgensen voted aye. No Commissioners present voted nay, the motion to approve the minutes of November 3, 2025, was declared carried.

F. Building Permits

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

Consent Agenda - Approve the Following:

a. Bills

b. Reappointment of Commissioner Brad Olson to the Cass County Planning Commission

c. Monthly Financial Statement as of October 31, 2025

d. A25-22 Dakota Territory 10th Addition, request for Temporary Use Permit for a wireless communications tower

e. Games of Chance for West Fargo Sheyenne Mustang Boosters at Sheyenne High School

Commissioner Anderson moved and Commissioner Zundel seconded to approve the consent agenda. Commissioners 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 four members of the public that spoke during this time, no action was taken.

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

There were no public hearings.

3. West 94 Area Transportation Plan, plan presentation & approval -- Aaron Nelson, Director of Planning and Zoning, Mike Bittner of Bolton & Menk and Dan Farnsworth of Metro COG

Commissioner Zundel moved and Commissioner Olson seconded to approve West 94 Area Transportation Plan. Commissioners Anderson, Olson, Dardis, Zundel and Jorgensen voted aye. No Commissioners present voted nay, the motion to approve West 94 Area Transportation Plan, was declared carried.

4. Project No. 6060 – River’s Bend Multi-Use Path and Pedestrian Bridge -- Dan Hanson, Senior Director of Community & Development

• Direct and Approve Engineer’s Report

Commissioner Anderson moved and Commissioner Jorgensen seconded to deny Project No. 6060 – River’s Bend Multi-Use Path and Pedestrian Bridge; Direct and Approve Engineer’s Report. Commissioner Zundel recused herself; Commissioners Anderson, Dardis, and Jorgensen voted aye. Commissioner Olson voted nay, the motion to deny Project No. 6060 – River’s Bend Multi-Use Path and Pedestrian Bridge; Direct and Approve Engineer’s Report, was declared carried with a 3:1 vote with 1 recusal.

5. Improvement District No. 3008 – Meadow Ridge Development Reconstruction – Phase 1 -- Jerry Wallace, City Engineer

• Approve Amended Engineer’s Report

Commissioner Anderson moved and Commissioner Jorgensen seconded to approve Improvement District No. 3008 – Meadow Ridge Development Reconstruction – Phase 1; Approve Amended Engineer’s Report. Commissioners Anderson, Olson, Dardis, Zundel and Jorgensen voted aye. No Commissioners present voted nay, the motion to approve Improvement District No. 3008 – Meadow Ridge Development Reconstruction – Phase 1; Approve Amended Engineer’s Report, was declared carried.

6. Improvement District No. 3009 – 1st Ave E Reconstruction (Sheyenne St to 4th St E)

-- Jerry Wallace, City Engineer

- **Conduct the determination of Protest Sufficiency and Approve associated Resolution**

Commissioner Zundel moved and Commissioner Anderson seconded to approve Improvement District No. 3009 – 1st Ave E Reconstruction (Sheyenne St to 4th St E); Conduct the determination of Protest Sufficiency and Approve associated Resolution. 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); Conduct the determination of Protest Sufficiency and Approve associated Resolution, was declared carried.

7. Authorize RFP for New ERP System -- Willy Galindo, Finance Director

Commissioner Zundel moved and Commissioner Jorgensen seconded to authorize RFP to new ERP system. Commissioners Anderson, Olson, Dardis, Zundel and Jorgensen voted aye. No Commissioners present voted nay, the motion to authorize RFP for new ERP system, was declared carried.

8. Lexipol Policies -- Dustin Scott, City Administrator

- **417 Sick Leave**
- **419 Personal Leave**
- **420 Vacation Leave**
- **422 Overtime and CompTime**
- **433 Holiday**

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

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

- Human Resources Director position has been posted.

10. Correspondence

There were no correspondence.

11. Non-Agenda Items

There were no non-agenda items.

12. Adjourn

Commissioner Jorgensen moved and Commissioner Zundel seconded to adjourn. Commissioners Anderson, Olson, Dardis, Zundel and Jorgensen voted aye. No Commissioners voted nay the motion was declared carried, the meeting adjourned at 6:42 pm.

**WEST FARGO CITY COMMISSION MEETING
BUILDING DEPARTMENT ACTIVITY REPORT
12/01/2025**

	11/14/2025 Thru 11/26/2025			YEAR TO DATE		
	# PERMITS	# UNITS	VALUATION	# PERMITS	# UNITS	VALUATION
<u>BUILDING NEW</u>						
COMMERCIAL				6		\$ 7,707,000.00
RESIDENTIAL DWELLING	5	5	\$ 1,490,823.00	90	90	\$ 38,460,166.00
RESIDENTIAL TWINHOME						
RESIDENTIAL TOWNHOME						
RESIDENTIAL MULTIPLE						
PUBLIC				1		\$ 339,000.00
CHURCH						
ACCESSORY	2		\$ 140,000.00	136		\$ 2,765,760.00
FOUNDATION ONLY	2		\$ 80,000.00	9		\$ 2,916,512.00
<u>BUILDING REMODEL</u>						
COMMERCIAL	1		\$ 175,000.00	35		\$ 13,112,982.00
RESIDENTIAL	6		\$ 84,794.00	160		\$ 6,863,583.00
PUBLIC				12		\$ 13,598,782.00
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	16	5	\$ 1,970,617.00	463	90	\$ 81,051,579.00

**WEST FARGO CITY COMMISION MEETING
Building Department Report - Summary**

NO.	CONTRACTOR	ADDRESS	OWNER	VALUATION	PERMIT FOR
250942	Benjamin Custom Homes, LLC	2320 10 ST W	JESSICA SIMS	\$ 30,000.00	Foundation Only - Future Addition & Roof Extension
251021	DreamWeaver Construction LLC	300 5 AVE E	GARY & KRISTIN SCOFIELD	\$ 15,000.00	Remodel - Residential - Basement Remodel
251134	Groundworks Minnesota, LLC	811 ELMWOOD PL	ATHENA FUNK	\$ 19,375.00	Remodel - Residential - Foundation Repair & Drain Tile
251139	Groundworks Minnesota, LLC	106 5 AVE W	MYRON A VANDENBERGHE	\$ 7,325.00	Remodel - Residential - Foundation Repair
251110	Thomsen Homes, LLC	1175 RACHEL DR W	THOMSEN HOMES, LLC	\$ 293,200.00	Residential Dwelling
251116	Krueger Construction, Inc.	4749 11 ST W	KRUEGER CONSTRUCTION INC	\$ 50,000.00	Foundation Only - New Foundation for Future Dwelling
251132	Eid-Co. Homes, Inc.	511 WESTVIEW LN E	JASON R EID SUCCESSOR TRUSTEE	\$ 406,000.00	Residential Dwelling
251141	Fiske Construction, LLP	361 EDGEWATER DR	KEITH A & CATHY A PELTIER	\$ 90,000.00	Accessory - Structure
251148	Groundworks Minnesota, LLC	802 6 ST W	CHAD & STACY JAMIESON	\$ 26,520.00	Residential Dwelling
251150	Groundworks Minnesota, LLC	732 6 AVE W	KATHLEEN F HERSCH	\$ 7,543.00	Remodel - Residential - Foundation Repair
251111	Thomsen Homes, LLC	1157 RACHEL DR W	THOMSEN HOMES, LLC	\$ 293,200.00	Residential Dwelling
251034	Dakota Construction of Fargo, Inc.	166 50 AVE E	LANCE & RUTH BERGSTROM	\$ 20,000.00	Remodel - Residential - Roof Extension & Front Steps
251135	Blue Ridge Builders, LLC	1154 3 AVE NW	RESTAD INDUSTRIAL PARK LLC	\$ 175,000.00	Remodel - Commercial - Add 2 Sets of Bathrooms & 3 Bay Walls
251065	Northern Elements Inspection LLC	934 50 AVE W	ADAM L & GRACE M SUFFICOOL	\$ 50,000.00	Accessory - Deck & Storage
251145	Heritage Homes, LLC	3761 HOUKOM DR E	HERITAGE HOMES	\$ 471,903.00	Residential Dwelling
251165	Groundworks Minnesota, LLC	1221 6 ST E	CHRISTOPHER & ANNETTE THOMPSON	\$ 15,551.00	Remodel - Residential - Install Drain Tile

**WEST FARGO CITY COMMISSION MEETING
BUILDING DEPARTMENT MONTHLY COMPARISON REPORT
12/01/2025**

	January 2024 THRU November 2024			JANUARY 2025 THRU November 2025		
	# PERMITS	# UNITS	VALUATION	# PERMITS	# UNITS	VALUATION
<u>BUILDING NEW</u>						
COMMERCIAL	7		\$ 13,560,675.00	6		\$ 7,707,000.00
RESIDENTIAL DWELLING	142	142	\$ 56,208,092.00	90	90	\$ 38,460,166.00
RESIDENTIAL TWINHOME						
RESIDENTIAL TOWNHOME	23	83	\$ 18,260,000.00			
RESIDENTIAL MULTIPLE						
PUBLIC	2		\$ 7,378,072.00	1		\$ 339,000.00
CHURCH						
ACCESSORY	165		\$ 5,575,376.00	136		\$ 2,765,760.00
FOUNDATION ONLY	7		\$ 1,418,400.00	9		\$ 2,916,512.00
<u>BUILDING REMODEL</u>						
COMMERCIAL	53		\$ 17,622,816.00	35		\$ 13,112,982.00
RESIDENTIAL	138		\$ 4,598,799.00	160		\$ 6,863,583.00
PUBLIC	5		\$ 1,604,940.00	12		\$ 13,598,782.00
CHURCH	1		\$ 1,727,000.00	1		\$ 38,000.00
ACCESSORY	1		\$ 7,000.00	10		\$ 412,510.00
<u>BUILDING OTHER</u>						
DEMOLITION	15		\$ 830,669.00	2		\$ 5,284.00
MOVE	1		\$ 20,000.00	2		\$ 82,000.00
PERMIT CANCELLATION	1		\$ (8,345.00)	1		\$ (5,250,000.00)
TOTALS	559	225	\$ 128,803,494.00	463	90	\$ 81,051,579.00

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CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 11/17/25 to 11/26/25

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* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
129158	C	289 ACME TOOLS	405.90						
1	11/10/25	FD New Chains / all trucks	392.91			2060 415200	420		101000
19755									
2	11/05/25	FD New blade/chop saws	12.99			2060 415200	420		101000
19755									
129182	C	289 ACME TOOLS	546.43						
1	11/19/25	HEX KEY SET/GEARWRENCH/DRIVER	18.12			1000 430002	870		101000
15314575									
2	11/20/25	PIPE WRENCHES	98.95			6025 450000	432		101000
15322845									
3	11/17/25	STEALTHMOUNTS/CONV. KIT	79.43			6025 450000	432		101000
15298740									
4	11/17/25	STEALTHMOUNTS	49.98			6025 450000	432		101000
15301408									
5	11/19/25	JUMP STARTER	299.95			1000 430000	432		101000
15313579									
129285	C	289 ACME TOOLS	1,020.36						
1	11/20/25	MECHANIC VISES	199.99			1000 455000	432		101000
15322784									
2	11/20/25	MECHANIC VISES/KNIFE	820.37			1000 455000	432		101000
15324930									
		Total for Vendor:	1,972.69						
129256	C	779 AGASSIZ SEED COMPANY	3,400.00						
1	11/14/25	TYPE III MIXTURE	3,400.00			4387 480000	670		101000
SINV105528									
		Total for Vendor:	3,400.00						
128992	-95430E	3490 AMAZON CAPITAL SERVICES	12.63						
1	11/10/25	Office Supplies - UB	83.73			1000 414100	410		101000
1DKY-J4H6-9W93									
2	11/16/25	Returned Calendars - UB	-71.10			1000 414100	410		101000
1FQT-DWX1-3MDV									

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129115	E	3490 AMAZON CAPITAL SERVICES	641.04						
1	11/17/25	Calendars - UB	31.77			1000 414100	410		101000
		1MPC-YWQX-7GQH							
2	11/17/25	Office Supplies - UB	41.17			1000 414100	410		101000
		1QL3-RVXW-JRWL							
3	11/17/25	Headset w/ Stand - Planning	199.99			1000 414104	497		101000
		1D1M-FVDM-C4DD							
4	11/17/25	Office Supplies - Planning	53.22			1000 418000	410		101000
		1JXW-CJDK-GGMH							
5	11/18/25	Keyboards/Mice/Speakers - IT	293.38			1000 414104	497		101000
		1FJR-HFQN-7RVY							
6	11/03/25	Desk Pad / Mouse Holder - HR	21.51			1000 414103	410		101000
		1X41-3DYQ-CT97							
129150	E	3490 AMAZON CAPITAL SERVICES	844.93						
1	11/20/25	office supplies	595.29			1000 421000	410		101000
		1CJC-4CR6-CJDY							
2	11/20/25	coffee filters, batteries	169.66			1000 421000	420		101000
		1CJC-4CR6-CJDY							
3	11/20/25	keyboards	79.98			1000 421000	497		101000
		1CJC-4CR6-CJDY							
129153	E	3490 AMAZON CAPITAL SERVICES	413.42						
1	11/20/25	TREE PRUNER	128.09			2210 428000	432		101000
		14TY4NQG6DRN							
2	11/20/25	WATER FILTER	43.99			1000 455000	420		101000
		14TY4NQG6DRN							
3	11/17/25	OFFICE SUPPLIES	29.99			1000 430000	410		101000
		1JKX9RHD6RGL							
4	11/21/25	NITRILE GLOVES - FLEET	175.46			1000 455000	433		101000
		16JNN76GNF4J							
5	11/14/25	GARAGE DOOR OPENERS	35.89			6020 450000	420		101000
		1HJRRXXHLGWW							

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129160	E	3490 AMAZON CAPITAL SERVICES	26.96						
		WF Fire Department							
1	11/24/25	WF J Neeb Pants	68.98			2060 415200	422		101000
		1M9P-GK1G-DQRW							
2	11/24/25	WF J Neeb Pants & socks	81.97			2060 415200	422		101000
		1M11-H1YC-DQTJ							
3	11/24/25	WF EM Signs	11.97			2060 415200	500		101000
		1M11-H1YC-DQTJ							
4	11/25/25	WF J Neeb Pants Cr. Return	-68.98			2060 415200	422		101000
		114-0714659-3824246							
5	11/25/25	WF J Neeb Pants Cr. Return	-66.98			2060 415200	422		101000
		114-2473130-3649066							
129167	E	3490 AMAZON CAPITAL SERVICES	466.05						
1	11/24/25	office supplies	61.21			1000 421000	410		101000
		1M11-H1YC-Q1DF							
2	11/24/25	kitchen supplies	23.34			1000 421000	420		101000
		1M11-H1YC-Q1DF							
3	11/24/25	badge holders	11.87			1000 421000	422		101000
		1M11-H1YC-Q1DF							
4	11/24/25	K9 collars & poop bags	369.63			1000 421000	915		101000
		1M11-H1YC-Q1DF							
129254	E	3490 AMAZON CAPITAL SERVICES	1,220.51						
1	11/25/25	camera flash & lens	1,220.51			1000 421000	641		101000
		1Y7Q-G3T3-GTH7							
129271	E	3490 AMAZON CAPITAL SERVICES	19.99						
1	11/24/25	COMPUTER MONITORS	19.99			7000 411600	410		101000
		1GQ9-6RNP-HKHV							
		Total for Vendor:	3,645.53						
129133		5256 AMERICAN ENGINEERING TESTING,	5,850.00						
1	PJI-081332 11/21/25	Imp Dist 308	5,850.00			4224 480000	724		101000
		Total for Vendor:	5,850.00						

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129200	C	317 AMERICAN WELDING & GAS, INC.	49.82						
1	11/21/25	DUMPSTER REPAIR	49.82			6010 450200	914		101000
		0011267322							
		Total for Vendor:	49.82						
129140		4031 ANNIE FELTMAN	550.00						
1	11/24/25	clothing reimb	550.00			1000 421000	422		101000
		Total for Vendor:	550.00						
129197		22 ASPLIN EXCAVATING	584.00						
1	11/06/25	SHREDDED BLACK DIRT	584.00			1000 430001	358		101000
		25-3960							
		Total for Vendor:	584.00						
129204	E	4672 ASURE PAYROLL TAX MANAGEMENT	255,321.57						
		11/28/2025 Payroll							
1	11/28/25	Social Security	118,983.06			1000 212501			101000
2	11/28/25	Medicare	28,053.14			1000 212502			101000
3	11/28/25	Federal Income Tax	99,109.37			1000 212503			101000
4	11/28/25	ND State Tax	4,622.00			1000 212504			101000
5	11/28/25	MN State Tax	4,554.00			1000 212505			101000
		Total for Vendor:	255,321.57						
129151	C	2931 AUTO VALUE PARTS STORES	324.20						
1	11/18/25	FILTERS	3.35			1000 415000	427		101000
		99370523							
2	11/18/25	FILTERS	34.54			1000 421000	427		101000
		99370519							
3	11/20/25	SURFACE CONDITIONING/THREADLOC	386.97			1000 455000	433		101000
		99371015							
4	11/18/25	FILTERS	10.05			6020 450000	427		101000
		99370520							
5	11/18/25	FILTERS/IND HYD	193.20			6025 450000	427		101000
		99370522							
6	09/30/25	ACCT CREDIT	-119.99			1000 455000	433		101000
		99362144							

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Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
7 99367268	10/29/25 ACCT CREDIT		-183.92			1000 455000	427		101000
129265 1 99371715	C 2931 AUTO VALUE PARTS STORES 11/25/25 FILTERS		1,430.26 3.35			1000 430002	427		101000
2 99368843	11/07/25 FILTERS		15.40			1000 421000	427		101000
3 99371712	11/25/25 FILTERS		14.40			1000 430002	427		101000
4 99371714	11/25/25 HD OIL FLEET		69.26			6010 450200	427		101000
5 99371380	11/22/25 #3005 HUB UNIT BEARING		1,307.96			1000 430000	427		101000
6 99371713	11/25/25 FILTERS		3.35			6020 450000	427		101000
7 99370064	11/14/25 #7041 HD HYDRAULIC		16.54			6025 450000	427		101000
	Total for Vendor:		1,754.46						
129116 1 INV132285	5254 BADGEPASS, INC. INV132285 10/15/25 Badge printer supplies		1,142.00 1,142.00			1000 414104	497		101000
	Total for Vendor:		1,142.00						
129211 1 CRM6127	3828 BEAVER CREEK ARCHAEOLOGY CRM6127 10/22/25 Imp Dist 1339		18,000.00 18,000.00			4088 480000	313		101000
	Total for Vendor:		18,000.00						
129250 1 181017	C 1127 BIERSCHBACH EQUIPMENT & SUPPLY 11/07/25 MISC TOOLS		1,477.00 1,477.00			1000 430000	432		101000
	Total for Vendor:		1,477.00						

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Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
129100		3077 BLUE360 MEDIA LLC	329.16						
1	10/31/25 ND crim. law books		329.16			1000 421000	340		101000
	IN2509269215								
129130		3077 BLUE360 MEDIA LLC	92.95						
1	2509269216 10/31/25 ND Criminal Traffic Law Ma		92.95			1000 412000	410		101000
	IN2509269216								
		Total for Vendor:	422.11						
129213	C	3489 BOLTON & MENK, INC	499.60						
1	0380239 11/21/25 CE0025		499.60			1000 430000	487		101000
	0380239								
129218	C	3489 BOLTON & MENK, INC	2,150.00						
3	0380238 11/21/25 Project CE0038/9068		2,150.00			1000 414200	313		101000
	0380238								
129223	C	3489 BOLTON & MENK, INC	19,154.50						
1	0380240 11/21/25 Project 2279		19,154.50			4802 480000	313		101000
	0380240								
		Total for Vendor:	21,804.10						
129162		3512 BOUND TREE MEDICAL, LLC	74.18						
1	11/07/25 FD Medical Supplies		74.18			2060 415200	500		101000
	85987457								
		Total for Vendor:	74.18						
129195		3892 BURGGRAP'S ACE FARGO WEST #17458	41.12						
1	11/19/25 AIR PLUG/BLOW GUN		37.96			6025 450000	432		101000
	4616								
2	11/18/25 ACID BRUSH		3.16			6025 450000	825		101000
	4612								
		Total for Vendor:	41.12						

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129106	C	351 BUSINESS ESSENTIALS	266.94						
1	11/14/25	copy paper	266.94			1000 421000	410		101000
WO-1370143-1									
129144	C	351 BUSINESS ESSENTIALS	211.60						
1	11/19/25	office supplies, pens	211.60			1000 421000	410		101000
WO-1370143-2									
Total for Vendor:			478.54						
129245	C	39 BUTLER MACHINERY	2,117.88						
1	11/25/25	Fluidedge Section	1,254.00			7050 500000	426		101000
00PS0672047									
2	11/25/25	Left End Fluid Edge	222.94			7050 500000	426		101000
00PS0672047									
3	11/25/25	Right end fluid edge	222.94			7050 500000	426		101000
00PS0672047									
4	11/25/25	Fluidedge section	418.00			7050 500000	426		101000
00PS0672047									
129279	C	39 BUTLER MACHINERY	80.20						
1	11/14/25	OIL	80.20			6025 450000	424		101000
00PS0671389									
Total for Vendor:			2,198.08						
129117		1764 CALIBRE PRESS	1,035.00						
1	11/18/25	FTO training - 15 reg.	1,035.00			1000 421000	340		101000
842049									
Total for Vendor:			1,035.00						
129190		2944 CASCADE ENGINEERING INC	24,847.00						
1	11/18/25	64 GAL CARTS	24,847.00			6010 450200	665		101000
261003033									
Total for Vendor:			24,847.00						

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129212	C	2909 CC STEEL LLC	48,636.87						
1	11/20/25	MANHOLE REHAB ON I&I PROJ	48,636.87			4196 480000	670		101000
		25-3024-17							
		Total for Vendor:	48,636.87						
129278		2429 CERTIFIED LABORATORIES	556.95						
1	11/18/25	AEROSOL	556.95			1000 455000	433		101000
		9401108							
		Total for Vendor:	556.95						
129193		111 CITY OF FARGO	75.00						
1	11/12/25	WATER TESTING	75.00			6025 450000	335		101000
		491853							
129260		111 CITY OF FARGO	57,159.78						
1	11/12/25	LANDFILL FEES	29,300.45			6010 450200	355		101000
		491852							
2	11/05/25	LANDFILL FEES	27,859.33			6010 450200	355		101000
		490620							
		Total for Vendor:	57,234.78						
129226		72 CLASSIC FLORAL	100.00						
1	11/13/25	WALLY ODEGAARD FUNERAL FLOWERS	100.00			2210 428000	375		101000
		146604							
		Total for Vendor:	100.00						
129219	C	133 COLE PAPERS INC	840.68						
1	11/14/25	CH - PAPER PRODUCTS	840.68			1000 455000	500		101000
		10650004							
		Total for Vendor:	840.68						
129215	C	5293 COLUMN SOFTWARE PBC	45.60						
1	11/15/25	ND BIDS/PROPOSALS	45.60			1000 450000	428		101000
		CBBC1422-0123							
		Total for Vendor:	45.60						

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129205	E	229 CONSOLIDATED COMMUNICATIONS	26.86						
		We received a \$346.12 billing from Con. Communications. thiis was passed onto IT due to exagerated amount.							
		i am just paying our standard charge of \$26.86. TMW							
1	11/01/25	FD November Service	26.86			2060 415200	527		101000
		701-364-9536/0							
129217	E	229 CONSOLIDATED COMMUNICATIONS	92.00						
1	11/15/25	SCADA BACKUP LINE @ PD	92.00			6025 450000	527		101000
		701-150-0691/0							
		Total for Vendor:	118.86						
129152		3245 CORE & MAIN	1,664.57						
1	11/19/25	GASKETS	50.04			6020 450000	432		101000
18483									
2	11/13/25	BRASS BUSHINGS	92.00			6020 450000	433		101000
17964									
3	11/13/25	VALVES	627.14			6020 450000	632		101000
7706									
4	11/20/25	RING GASKETS	33.54			6020 450000	632		101000
18570									
5	11/21/25	METER BUSHINGS	114.60			6020 450000	632		101000
8022									
6	11/14/25	METER COUPLINGS/FLG SET	747.25			4972 480000	670		101000
7757									
129248		3245 CORE & MAIN	2,205.60						
1	11/19/25	ORINGS/GASKETS	2,205.60			6025 450000	437		101000
7906									
		Total for Vendor:	3,870.17						
129145	C	2403 CRAIG DANIELSON	410.03						
1	11/24/25	clothing reimb	410.03			1000 421000	422		101000
		Total for Vendor:	410.03						

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Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
129203		60 CROSSCOUNTRY FREIGHT SOLUTIONS	136.24						
1	11/10/25	SHIPPING	136.24			6020 450000	335		101000
1475925									
		Total for Vendor:	136.24						
129163	C	5319 DAKOTA CHILDREN'S ADVOCACY	170.62						
1	10/31/25	FD Oct. Wellness visit	170.62			2060 415200	996		101000
26626									
		Total for Vendor:	170.62						
129293	C	1675 DAKOTA FLUID POWER, INC	60.19						
1	11/21/25	SQ ORING	60.19			6025 450000	825		101000
7405762									
		Total for Vendor:	60.19						
129107		2706 DEREK WERNER	234.94						
1	11/18/25	reimb for boots	234.94			1000 421000	422		101000
		Total for Vendor:	234.94						
129237	E	4664 EMPOWER (MASS MUTUAL)	4,620.32						
1	11/25/25	November 2025 Contributions	4,620.32			1000 212528			101000
		Total for Vendor:	4,620.32						
129234		3547 EQUITABLE UNIT ANNUITY	2,000.00						
1	11/25/25	Deferred Comp Nov 2025	2,000.00			1000 212524			101000
		Total for Vendor:	2,000.00						
129267		3344 FACTORY MOTOR PARTS	60.00						
1	11/25/25	#1203 SPARKPLUG	60.00			1000 421000	427		101000
37-1286698									
		Total for Vendor:	60.00						
129268	C	660 FARGO FREIGHTLINER	42.59						
1	11/24/25	#4202 COOLANT SENSOR	42.59			6010 450200	427		101000
X101198078									
		Total for Vendor:	42.59						

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Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
129101		151 FEDERAL EXPRESS	33.55						
1	11/12/25	ND lab pkgs	33.55			1000 421000	661		101000
		9-064-45484							
129258		151 FEDERAL EXPRESS	23.66						
1	11/26/25	ND lab pkg's	23.66			1000 421000	661		101000
		9-081-57151							
		Total for Vendor:	57.21						
129284	C	5588 FLEET CHARGE	48.28						
1	11/17/25	#609 ABS REPAIR	48.28			2210 428000	427		101000
		X202254022							
		Total for Vendor:	48.28						
129164	C	140 FM AMBULANCE SERVICES INC	370.00						
1	11/18/25	FD Bulk CPR/AED	370.00			2060 415200	340		101000
		46156							
		Total for Vendor:	370.00						
129289		2499 FM CONVENTION & VISITORS BUREAU	14,462.54						
		October Lodging							
2	Oct 2025	10/31/25 Lodging Tax 1%	14,462.54			2141 411500	653		101000
		Oct 2025 1							
129291		2499 FM CONVENTION & VISITORS BUREAU	28,925.05						
		OctoberLodging							
1	Oct 2025	2 10/31/25 Lodging Tax 2%	28,925.05			2141 411500	533		101000
		Oct 2025 2							
		Total for Vendor:	43,387.59						
129109	C	155 GALLS, LLC	220.88						
1	11/13/25	cancel & restocking fee-medrud	220.88			1000 421000	641		101000
		033142730							
		Total for Vendor:	220.88						

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128922	117749S	5642 GENE JETTA	109.00						
1	11/13/25	REIMBURSEMENT HOTEL AT NDLA	109.00			7000 411600	340		101000
		Total for Vendor:	109.00						
129159	C	556 GRAINGER, INC.	801.39						
1	11/19/25	FAN MOTOR	280.33			6025 450000	826		101000
9717053137									
2	11/20/25	DOC BUMBER/INSTALL KIT	448.72			6010 450200	420		101000
9712951749									
3	11/20/25	RETURN	-166.96			6010 450200	420		101000
1568162366									
4	11/12/25	CARTRIDGE BAYONET	239.30			6025 450000	639		101000
9709391396									
		Total for Vendor:	801.39						
129165		3534 GRAND FORKS FIRE EQUIPMENT LLC	1,227.78						
1	11/18/25	FD J Johnson Boots	613.89			2060 415200	641		101000
45151									
2	11/19/25	FD M Glueckert Boots	613.89			2060 415200	641		101000
45162									
		Total for Vendor:	1,227.78						
129225		939 GRAYBAR	128.40						
1	11/04/25	COMMSCOPE TECHNOLOGIES	128.40			1000 414104	497		101000
9350906575									
		Total for Vendor:	128.40						
129257	C	135 HAWKINS INC	9,514.00						
1	11/17/25	AQUAHAWK	3,155.60			6025 450000	423		101000
7259124									
2	11/19/25	AQUAHAWK	6,358.40			6025 450000	423		101000
7261532									
		Total for Vendor:	9,514.00						

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129201	C	180 HAZER'S AUTO WRECKING	1,443.00						
1	11/14/25	APPLIANCE DISPOSAL	1,443.00			6010 450200	357		101000
4069									
		Total for Vendor:	1,443.00						
129134	C	5096 HDR ENGINEERING INC.	35,388.75						
1	1200776382 11/21/25	Project 6060	35,388.75			4098 480000	313		101000
1200776382									
		Total for Vendor:	35,388.75						
129126	C	2820 HIGH POINT NETWORKS	440.00						
1	2799298 10/31/25	Update Genetic Server	210.00			1000 414104	497		101000
2799298									
2	2799181 10/29/25	Extreme Changes	230.00			1000 414104	497		101000
2799181									
		Total for Vendor:	440.00						
129113	C	5539 HKGI	36,787.08						
1	025-006-9 11/13/25	Project 9057	36,787.08			4179 480000	307		101000
025-006-9									
		Total for Vendor:	36,787.08						
129128	C	3285 HOUSTON ENGINEERING INC.	270.00						
1	11/20/25	Reimb for overpmt of app fee	270.00			1000 322385			101000
		Total for Vendor:	270.00						
129263	C	358 HUBERT OYE & SONS INC	1,577.00						
1	09/26/25	CONTAMINATED OIL DISPOSAL	1,577.00			6025 450000	826		101000
1212676									
		Total for Vendor:	1,577.00						
129142		3439 IDEMIA IDENTITY & SECURITY USA	850.00						
1	11/21/25	interface fingerprint machine	850.00			1000 421000	497		101000
185308									
		Total for Vendor:	850.00						

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129181	C	4592 INGRAM LIBRARY SERVICES	6,518.11						
1	10/16/25	BOOKS	27.39			7000 411600	662		101000
91265454									
2	10/16/25	BOOKS	38.37			7000 411600	662		101000
91265455									
3	10/16/25	BOOKS	30.58			7000 411600	662		101000
91265456									
4	10/16/25	BOOKS	18.87			7000 411600	662		101000
91265457									
5	10/16/25	BOOKS	32.87			7000 411600	662		101000
91265458									
6	10/16/25	BOOKS	19.60			7000 411600	662		101000
91265459									
7	10/16/25	BOOKS	20.03			7000 411600	662		101000
91265460									
8	10/16/25	BOOKS	32.75			7000 411600	662		101000
91265461									
9	10/16/25	BOOKS	41.13			7000 411600	662		101000
91265462									
10	10/16/25	BOOKS	13.15			7000 411600	662		101000
91265463									
11	10/16/25	BOOKS	28.76			7000 411600	662		101000
91265464									
12	10/16/25	BOOKS	59.05			7000 411600	662		101000
91265465									
13	10/16/25	BOOKS	50.13			7000 411600	662		101000
91265466									
14	10/17/25	BOOKS	13.14			7000 411600	662		101000
91293534									
15	10/17/25	BOOKS	21.14			7000 411600	662		101000
91293535									
16	10/17/25	BOOKS	148.94			7000 411600	662		101000
91293536									
17	10/17/25	BOOKS	23.16			7000 411600	662		101000
91293537									
18	10/24/25	BOOKS	17.78			7000 411600	662		101000
91468199									

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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
19 91468200	10/24/25	BOOKS	23.15			7000 411600	662		101000
20 91508887	10/27/25	BOOKS	11.15			7000 411600	662		101000
21 91508888	10/27/25	BOOKS	25.47			7000 411600	662		101000
22 91508889	10/27/25	BOOKS	24.28			7000 411600	662		101000
23 91508890	10/27/25	BOOKS	28.92			7000 411600	662		101000
24 91520598	10/27/25	BOOKS	30.84			7000 411600	662		101000
25 91548164	10/28/25	BOOKS	23.96			7000 411600	662		101000
26 91548165	10/28/25	BOOKS	25.38			7000 411600	662		101000
27 91578759	10/29/25	BOOKS	21.16			7000 411600	662		101000
28 91578760	10/29/25	BOOKS	44.09			7000 411600	662		101000
29 91578761	10/29/25	BOOKS	22.03			7000 411600	662		101000
30 91578762	10/29/25	BOOKS	20.37			7000 411600	662		101000
31 91578763	10/29/25	BOOKS	14.09			7000 411600	662		101000
32 91578764	10/29/25	BOOKS	59.00			7000 411600	662		101000
33 91578765	10/29/25	BOOKS	43.94			7000 411600	662		101000
34 91578766	10/29/25	BOOKS	64.75			7000 411600	662		101000
35 91578767	10/29/25	BOOKS	21.92			7000 411600	662		101000
36 91610314	10/30/25	BOOKS	16.89			7000 411600	662		101000
37 91610315	10/30/25	BOOKS	16.78			7000 411600	662		101000

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38	10/30/25	BOOKS	19.44			7000 411600	662		101000
91610316									
39	10/30/25	BOOKS	42.14			7000 411600	662		101000
91610317									
40	10/30/25	BOOKS	16.77			7000 411600	662		101000
91610318									
41	10/30/25	BOOKS	135.05			7000 411600	662		101000
91610319									
42	10/30/25	BOOKS	54.03			7000 411600	662		101000
91610320									
43	10/30/25	BOOKS	15.82			7000 411600	662		101000
91610321									
44	10/30/25	BOOKS	15.79			7000 411600	662		101000
91610322									
45	10/30/25	BOOKS	63.95			7000 411600	662		101000
91610323									
46	11/02/25	BOOKS	27.63			7000 411600	662		101000
91670436									
47	11/02/25	BOOKS	16.76			7000 411600	662		101000
91670437									
48	11/03/25	BOOKS	19.17			7000 411600	662		101000
91679485									
49	11/03/25	BOOKS	27.52			7000 411600	662		101000
91679486									
50	11/03/25	BOOKS	52.73			7000 411600	662		101000
91679487									
51	11/03/25	BOOKS	70.48			7000 411600	662		101000
91679488									
52	11/03/25	BOOKS	13.09			7000 411600	662		101000
91679489									
53	11/03/25	BOOKS	34.77			7000 411600	662		101000
91679490									
54	11/03/25	BOOKS	104.55			7000 411600	662		101000
91679491									
55	11/03/25	BOOKS	22.47			7000 411600	662		101000
91679492									
56	11/03/25	BOOKS	9.28			7000 411600	662		101000
91690451									

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57	11/03/25	BOOKS	98.72			7000 411600	662		101000
	91690452								
58	11/03/25	BOOKS	136.45			7000 411600	662		101000
	91690453								
59	11/05/25	BOOKS	23.61			7000 411600	662		101000
	91750926								
60	11/05/25	BOOKS	18.98			7000 411600	662		101000
	91750927								
61	11/05/25	BOOKS	44.87			7000 411600	662		101000
	91750928								
62	11/05/25	BOOKS	46.47			7000 411600	662		101000
	91750929								
63	11/05/25	BOOKS	28.00			7000 411600	662		101000
	91750930								
64	11/06/25	BOOKS	14.09			7000 411600	662		101000
	91775462								
65	11/06/25	BOOKS	40.88			7000 411600	662		101000
	91775463								
66	11/06/25	BOOKS	22.69			7000 411600	662		101000
	91775464								
67	11/10/25	BOOKS	118.62			7000 411600	662		101000
	91843059								
68	11/10/25	BOOKS	43.08			7000 411600	662		101000
	91843060								
69	11/10/25	BOOKS	34.69			7000 411600	662		101000
	91843061								
70	11/10/25	BOOKS	28.56			7000 411600	662		101000
	91843062								
71	11/12/25	BOOKS	37.64			7000 411600	662		101000
	91920961								
72	11/12/25	BOOKS	56.18			7000 411600	662		101000
	91920962								
73	11/12/25	BOOKS	20.99			7000 411600	662		101000
	91920963								
74	11/12/25	BOOKS	78.81			7000 411600	662		101000
	91920964								
75	11/12/25	BOOKS	22.04			7000 411600	662		101000
	91920965								

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76	11/12/25	BOOKS	50.87			7000 411600	662		101000
91920966									
77	11/12/25	BOOKS	460.61			7000 411600	662		101000
91932929									
78	11/13/25	BOOKS	20.03			7000 411600	662		101000
91947975									
79	11/14/25	BOOKS	66.24			7000 411600	662		101000
91975485									
80	11/14/25	BOOKS	36.31			7000 411600	662		101000
91975486									
81	11/14/25	BOOKS	10.39			7000 411600	662		101000
91975487									
82	11/14/25	BOOKS	48.43			7000 411600	662		101000
91975488									
83	11/14/25	BOOKS	43.30			7000 411600	662		101000
91975489									
84	11/14/25	BOOKS	19.09			7000 411600	662		101000
91975490									
85	11/14/25	BOOKS	1,246.45			7000 411600	662		101000
91975491									
86	11/14/25	BOOKS	769.46			7000 411600	662		101000
91975492									
87	11/17/25	BOOKS	25.56			7000 411600	662		101000
92015105									
88	11/17/25	BOOKS	15.05			7000 411600	662		101000
92015106									
89	11/17/25	BOOKS	19.55			7000 411600	662		101000
92015107									
90	11/17/25	BOOKS	14.96			7000 411600	662		101000
92015108									
91	11/17/25	BOOKS	22.66			7000 411600	662		101000
92015109									
92	11/17/25	BOOKS	39.14			7000 411600	662		101000
92015110									
93	11/19/25	BOOKS	20.97			7000 411600	662		101000
92094447									
94	11/19/25	BOOKS	71.09			7000 411600	662		101000
92094448									

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95	11/19/25	BOOKS	19.68			7000 411600	662		101000
	92094449								
96	11/19/25	BOOKS	90.76			7000 411600	662		101000
	92094450								
97	11/19/25	BOOKS	149.27			7000 411600	662		101000
	92094451								
98	11/19/25	BOOKS	22.21			7000 411600	662		101000
	92094452								
99	11/19/25	BOOKS	25.18			7000 411600	662		101000
	92094453								
100	11/19/25	BOOKS	45.28			7000 411600	662		101000
	92094454								
101	11/20/25	BOOKS	41.99			7000 411600	662		101000
	92120886								
102	11/20/25	BOOKS	179.84			7000 411600	662		101000
	92133040								
103	11/20/25	BOOKS	22.23			7000 411600	662		101000
	92133041								
104	11/20/25	BOOKS	21.55			7000 411600	662		101000
	92133042								
105	11/21/25	BOOKS	23.79			7000 411600	662		101000
	92146720								
106	11/21/25	BOOKS	24.35			7000 411600	662		101000
	92146721								
		Total for Vendor:	6,518.11						
129287		2500 INLAND TRUCK PARTS & SERVICE	578.22						
	1 11/14/25	#262 SHAFT ASSY	578.22			6020 450000	427		101000
	IN-1905717								
		Total for Vendor:	578.22						
129185	C	1765 J.J. KELLER & ASSOC, INC	331.99						
	3/1/26-2/28/27								
	1 11/12/25	DRUG & ALCOL PROG MGMT SUBSCRI	331.99			1000 450000	497		101000
	9110684300								
		Total for Vendor:	331.99						

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129137		5350 JEFFREY BOYER	245.90						
1	11/17/25	meal & travel reimb	245.90			1000 421000	340		101000
		Total for Vendor:	245.90						
129129		1865 JET-WAY MULTIPLE SERVICES, INC	7,690.00						
1	25204 10/03/25	Imp Dist 2265	5,490.00			4793 480000	670		101000
25204									
2	24870 08/12/25	Imp Dist 2265	2,200.00			4793 480000	670		101000
24870									
		Total for Vendor:	7,690.00						
129189	C	2798 JOHNSON CONTROLS	1,000.01						
1	11/20/25	CH - HEATING REPAIR	1,000.01			1000 455000	420		101000
		1-136800449044							
		Total for Vendor:	1,000.01						
129206	E	4482 KOTAPAY	2,499.97						
		11/28/2025 Payroll							
1	11/28/25	Child Support 11/28/25	2,499.97			1000 212549			101000
		Total for Vendor:	2,499.97						
129300	C	705 LAWSON PRODUCTS	1,601.06						
1	11/14/25	SHOP SUPPLY STOCK	1,601.06			1000 455000	433		101000
		912990022							
		Total for Vendor:	1,601.06						
129246		999999 LEE QUICK	43.86						
		Overpayment Refund							
1	11/25/25	UB Refund	43.86			6020 214100			101000
		Total for Vendor:	43.86						
129224		711 LUTHER FAMILY FORD	603.78						
1	11/17/25	#1195 ARM ASSY	528.66			1000 421000	427		101000
		421965							
2	11/18/25	#1210 SENSOR	75.12			1000 421000	427		101000
		422077							
		Total for Vendor:	603.78						

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Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
129168		3502 M&T Fire	332.00						
1	11/17/25	FD Training Smoke	332.00			2060 415200	340		101000
15306									
		Total for Vendor:	332.00						
129176	C	3304 MAC'S HARDWARE	355.74						
1	11/17/25	HARDWARE	11.96			6025 450000	432		101000
10174									
2	11/17/25	SHOVELS	157.97			6025 450000	432		101000
10171									
3	11/19/25	HARDWARE	32.22			1000 430000	487		101000
10265									
4	11/21/25	HARDWARE	153.59			1000 430000	487		101000
10344									
		Total for Vendor:	355.74						
129169	C	3536 MACQUEEN	317.33						
1	11/12/25	FD J Dick Helmet Front	76.00			2060 415200	641		101000
P57899									
2	11/17/25	FD E-75 Switch repairs	241.33			2060 415200	420		101000
P13503									
		Total for Vendor:	317.33						
129186	C	68 MANNING MECHANICAL	124,022.50						
1	PROJ 9061		124,022.50			4188 480000	670		101000
		Total for Vendor:	124,022.50						
129208		3384 MATHESON TRI-GAS INC	70.06						
1	11/21/25	CYLINDER RENTAL	70.06			6020 450000	433		101000
0032422904									
		Total for Vendor:	70.06						
129240		3630 MATRIX TRUST COMPANY	20,912.00						
1	11/25/25	Deferred Comp Pre-Tax Nov 25	3,490.00			1000 212547			101000
2	11/25/25	Deferred Comp Post-Tax Nov 25	17,422.00			1000 212548			101000
		Total for Vendor:	20,912.00						

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Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
129148		5455 MEAT JESUS LLC DBA BREADSMITH	37.50						
1	11/19/25	bakery coffee with a cop	37.50			1000 421000	375	12	101000
18697									
		Total for Vendor:	37.50						
129170	C	299 MENARDS (FIRE)	381.85						
1	11/05/25	FD St 76 Station Supplies	83.61			2060 415200	500		101000
68859									
2	11/13/25	FD St 76 Station Supplies	133.19			2060 415200	500		101000
69416									
3	11/18/25	FD Lock Boxes-both stations	82.93			2060 415200	494		101000
69746									
4	11/21/25	FD PAT testing Supplies	75.54			2060 415200	340		101000
69968									
5	11/21/25	FD Eq. Svcs Clamp	6.58			2060 415200	432		101000
69968									
		Total for Vendor:	381.85						
129157	C	4622 MENARDS (PUBLIC WORKS)	827.14						
1	10/31/25	RODENT REPELLANT	51.96			6010 450200	433		101000
68512									
2	11/10/25	BLACK TOTES	20.91			6010 450200	433		101000
69195									
3	11/18/25	MISC TOOLS	128.31			6025 450000	432		101000
69738									
4	11/18/25	RETURN	-99.98			6025 450000	432		101000
69740									
5	11/18/25	HARDWARE	8.25			1000 430000	487		101000
69730									
6	11/18/25	SPRAY PAINT	11.72			1000 430000	487		101000
69722									
7	11/17/25	COUPLERS	44.38			6020 450000	433		101000
69663									
8	11/20/25	ADHESIVE/SHACKLE	8.07			1000 430001	358		101000
69901									
9	11/21/25	DRILLBITS	26.48			6010 450200	433		101000
69997									

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10 69750	11/18/25 CAUTION TAPE		21.99			6010 450200	433		101000
11 69810	11/19/25 DUMPSTER REPAIR		19.98			6010 450200	914		101000
12 69726	11/18/25 HARDWARE		15.16			6020 450000	433		101000
13 69727	11/18/25 PURP HANDY PACK		9.99			6020 450000	433		101000
14 69721	11/18/25 RECIP BLADE/CURBSTOP SOAK		35.94			6020 450000	438		101000
15 69733	11/18/25 HARDWARE		36.11			6020 450000	433		101000
16 69739	11/18/25 TEFLON TAPE/SEALANT		12.42			6020 450000	433		101000
17 69386	11/13/25 HEX BRUSHES		57.96			6020 450000	433		101000
18 69335	11/12/25 METAL CUTTING		9.48			6020 450000	433		101000
19 69338	11/12/25 HARDWARE		281.49			6020 450000	433		101000
20 69676	11/17/25 BRNCH TLPIECE		4.48			1000 455000	420		101000
21 69969	11/21/25 FORK LATCH KIT/STAR DRIVE		38.10			1000 455000	802		101000
22 70158	11/24/25 WEDGE ANCHORS - ST		55.96			1000 430000	487		101000
23 70158	11/24/25 WEDGE ANCHORS - BG		27.98			1000 140000			101000
129171	C 4622 MENARDS (PUBLIC WORKS)		391.96						
1 69898	11/20/25 MOUSE TRAPS/BAIT		357.67			6020 450000	420		101000
2 69907	11/20/25 RETURN		-9.99			6020 450000	420		101000
3 69849	11/19/25 VALVES/TUBING		33.81			1000 455000	420		101000
4 69816	11/19/25 SEALANT		9.48			1000 455000	420		101000

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5 69838	11/19/25	PTRAP/CLAMP	5.98			1000 455000	420		101000
6 69846	11/19/25	RETURN	-4.99			1000 455000	420		101000
129266 1 69936	C 11/20/25	4622 MENARDS (PUBLIC WORKS) BEAM/FRAME/T&G	115.90 115.90			1000 455000	433		101000
129283 1 69743	C 11/18/25	4622 MENARDS (PUBLIC WORKS) RAGS/SNOWBRUSHES/BLADES	463.03 463.03			1000 455000	433		101000
		Total for Vendor:	1,798.03						
129214 1	C 11/20/25	5614 MERIDIAN COMMERCIAL CONSTRUCTION PROJ 9061	483,333.94 483,333.94			4188 480000	670		101000
		Total for Vendor:	483,333.94						
129120 1 207000970-1 2 207000899-1	C 11/19/25	102 MIDSTATES WIRELESS #1185 laptop & install #1121 installs upfit	7,942.74 5,103.23 2,839.51			1000 421000 1000 421000	610 610		101000 101000
		Total for Vendor:	7,942.74						
129216 1 M10582	C 11/17/25	2121 MOEN PORTABLES & SEPTIC PORTABLE RENTAL	136.80 136.80			6010 450200	357		101000
		Total for Vendor:	136.80						
129122 1 SIN006070	C 11/17/25	305 MOORE ENGINEERING INC Lot Staking	3,908.10 3,908.10			1000 418000	520		101000
		Total for Vendor:	3,908.10						

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129239 1	E 11/25/25	4663 MUTUAL OF OMAHA Nov 2025 Contributions	3,482.32 3,482.32			1000 212515			101000
		Total for Vendor:	3,482.32						
129196 1 1333456	C 11/13/25	298 MVTL LABORATORIES WATER TESTING	958.75 958.75			6025 450000	335		101000
		Total for Vendor:	958.75						
129180 1 495990	C 11/17/25	728 NAPA CENTRAL OIL DRY	79.90 79.90			1000 430000	433		101000
		Total for Vendor:	79.90						
129242 1 2	E 11/25/25 11/25/25	3546 NATIONWIDE INVESTMENT ADVISORS Nov 25 Post-Tax Contributions Nov 25 Pre-Tax Contributions	10,491.00 3,082.00 7,409.00			1000 212551 1000 212550			101000 101000
		Total for Vendor:	10,491.00						
129149 1 2026		3537 ND FIRE CHIEF'S ASSOCIATION Fire Department 2026 Dues 01/01/2026 thru 12/31/2026	100.00						
1 2026	11/24/25	WFFD 2026 Dues	100.00			2060 415200	667		101000
		Total for Vendor:	100.00						
129231 1	C 11/25/25	3541 ND FRATERNAL ORDER OF POLICE FOP Legal for Nov 2025	2,673.00 2,673.00			1000 212527			101000
		Total for Vendor:	2,673.00						
129118 1		333 ND MOTOR VEHICLE DEPT. 28 tab/reg renewals for uc	84.00 84.00			1000 421000	667		101000
		Total for Vendor:	84.00						

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129123 1	-95391E 10/31/25	363 ND PERS Oct Payroll Adj	16.50 16.50			1000 212532			101000
129229 1	E 11/25/25	363 ND PERS Freadrich service credit purch	400.00 400.00			1000 212532			101000
129230 1	E 11/28/25	363 ND PERS 457b Def Comp - Contributions	9,811.50 9,811.50			1000 212532			101000
129247 1 2	E 11/30/25 11/30/25	363 ND PERS Nov Payroll - Contributions Rounding	317,181.08 317,181.81 -0.73			1000 212532 1000 414100		230	101000 101000
		Total for Vendor:	327,409.08						
129119 1 11743 2 11745 3 11744	 11/19/25 11/19/25 11/19/25	4191 ND SHERIFF'S & DEPUTIES DTSA annual conf fee - Pete DTSA annual conf fee - Cody DTSA annual conf fee - Jason	450.00 150.00 150.00 150.00			1000 421000 1000 421000 1000 421000	340 340 340		101000 101000 101000
		Total for Vendor:	450.00						
129222 1 251211 2 251213	C 11/16/25 11/16/25	756 NELCO FIRST AID SA - FIRST AID SUPPLIES PW - FIRST AID SUPPLIES	311.87 244.37 67.50			6010 450200 6020 450000	639 639		101000 101000
		Total for Vendor:	311.87						
129125 1 5-9 2 5-9A	 11/17/25 11/17/25	5672 NETREIT WEST FARGO, LLC Imp Dist 2293 - Perm Easement Imp Dist 2293 - Temp Easement	21,537.48 4,227.60 2,449.50			4187 480000 4187 480000	670 670		101000 101000

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3	11/17/25 Imp Dist 2293 - Temp Easement 5-8A Lot 1 Block 1	2293 - Temp Easement	3,889.38			4187 480000	670		101000
4	11/17/25 Imp Dist 2293 -Reimb for Legal Legal Fees	-Reimb for Legal	10,971.00			4187 480000	670		101000
		Total for Vendor:	21,537.48						
129136	C 2261 NETWORK CENTER INCORPORATED 1 INV241580 11/24/25 VOICEMAIL TO EMAIL ISSUES INV241580	2261 NETWORK CENTER INCORPORATED 11/24/25 VOICEMAIL TO EMAIL ISSUES	470.00 470.00			1000 414104	497		101000
		Total for Vendor:	470.00						
129241	3543 NEW YORK LIFE INSURANCE & 1 11/25/25 Deferred Comp EE Nov 2025	3543 NEW YORK LIFE INSURANCE & Deferred Comp EE Nov 2025	5,920.00 5,920.00			1000 212531			101000
		Total for Vendor:	5,920.00						
129172	3094 NFPA (NATIONAL FIRE PROTECTION 2026 Dues-Dell Sprecher 01-01-2026 thru 12-31-2026 1 10/21/25 FD Dell Sprecher #362368 2583614M	3094 NFPA (NATIONAL FIRE PROTECTION 2026 Dues-Dell Sprecher 01-01-2026 thru 12-31-2026 10/21/25 FD Dell Sprecher #362368	225.00 225.00			2060 415200	667		101000
		Total for Vendor:	225.00						
129194	C 141 NORTHSTAR SAFETY, INC 1 11/19/25 RESPIRATOR 37662 2 11/12/25 RESPIRATOR 37634	141 NORTHSTAR SAFETY, INC 11/19/25 RESPIRATOR 11/12/25 RESPIRATOR	575.46 287.73 287.73			6025 450000 6025 450000	639 639		101000 101000
		Total for Vendor:	575.46						
129269	C 1715 NORTHWEST TIRE INC 1 11/25/25 #3035 TIRES 24053269 2 11/21/25 #5700 FLAT REPAIR 26060517 3 11/24/25 #380 FLAT REPAIR 24053589	1715 NORTHWEST TIRE INC 11/25/25 #3035 TIRES 11/21/25 #5700 FLAT REPAIR 11/24/25 #380 FLAT REPAIR	995.98 875.97 19.71 100.30			1000 430000 1000 430002 1000 430000	427 427 427		101000 101000 101000
		Total for Vendor:	995.98						

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129143	C	5440 NORTHWEST TIRE INC. (PD)	43.51						
1	11/21/25	#1224 tire repair	43.51			1000 421000	427		101000
		Total for Vendor:	43.51						
129238		3542 NYLI FUNDS	850.00						
1	11/25/25	NYLI (Mainstay) Nov 2025	850.00			1000 212529			101000
		Total for Vendor:	850.00						
129173		1774 O'REILLY AUTOMOTIVE STORES, INC	259.33						
1	11/21/25	FD Bulk Spark Plugs	259.33			2060 415200	427		101000
		1932-119411							
		Total for Vendor:	259.33						
129179		4744 O'REILLY AUTOMOTIVE STORES, INC	713.82						
1	11/17/25	RIGHT STUFF	62.98			6025 450000	825		101000
		1932117823							
2	11/18/25	#609 AT FILTER	26.68			2210 428000	427		101000
		1932118341							
3	11/20/25	#1203 BRAKE ROTORS/PADS	309.98			1000 421000	427		101000
		1932118921							
4	11/18/25	#1210 PURGE VALVE	68.19			1000 421000	427		101000
		1932118364							
5	11/14/25	#5003 BATTERY	245.99			1000 455000	427		101000
		1932117229							
129275		4744 O'REILLY AUTOMOTIVE STORES, INC	707.15						
1	11/25/25	#1203 PURGE VALVE	68.19			1000 421000	427		101000
		1932120562							
2	11/21/25	#1212 ROTORS/PADS	309.98			1000 421000	427		101000
		1932119291							
3	11/17/25	#1218 FILTER	5.47			1000 421000	427		101000
		1932117992							
4	11/14/25	#2021 BATTERY	245.99			6020 450000	427		101000
		1932116957							
5	11/13/25	PUMP	9.49			1000 455000	433		101000
		1932116661							

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6	11/13/25	#3101 LED CAPSULE	68.03			1000 430000	427		101000
	1932116798								
129280		4744 O'REILLY AUTOMOTIVE STORES, INC	568.35						
1	11/18/25	BATTERY	322.36			6020 450000	427		101000
	1932118234								
2	11/18/25	BATTERY	245.99			1000 421000	427		101000
	1932118234								
		Total for Vendor:	1,989.32						
129302		716 OFFICE OF THE ATTORNEY GENERAL	625.66						
		overpayment of Back the Blue Grant funds. SO							
1	Letter 11/20/25	Back the Blue Overpayment	625.66			2528 335900			101000
		grant overpayment							
		Total for Vendor:	625.66						
129295	C	352 OK TIRE STORE - COM CTR	70.00						
1	11/25/25	#2100 FLAT REPAIR	70.00			6020 450000	427		101000
	05-381931								
		Total for Vendor:	70.00						
129264		399 OLYMPIC SALES	3,990.00						
1	11/19/25	6YD DUMPSTERS	3,990.00			6010 450200	665		101000
	16146								
129292		399 OLYMPIC SALES	973.78						
1	11/19/25	#4200 TAILGATE LOCK CYLINDER	827.18			6010 450200	427		101000
	16141								
2	11/19/25	#4101 TAILGATE LOCK KIT	146.60			6010 450200	427		101000
	16142								
		Total for Vendor:	4,963.78						
129124	C	631 ONE CALL CONCEPTS, INC	717.00						
1	5104272 10/31/25	Oct 2025 Locates	717.00			6020 450000	412		101000
	5104272								
		Total for Vendor:	717.00						

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128897	-95527C	5633 OXIDATION TECHNOLOGIES LLC	4,500.00						
1	11/03/25	OZONE TRAILER RENTAL	4,500.00			6025 450000	423		101000
42490									
		Total for Vendor:	4,500.00						
129281	C	1648 PARKLAND USA CORPORATION DBA	397.48						
1	10/10/25	RIDGELINE DEF	397.48			6010 450200	424		101000
IN-914970-25									
		Total for Vendor:	397.48						
129233		3548 PERSHING	500.00						
1	11/25/25	Alerus - Nov 2025	500.00			1000 212525			101000
		Total for Vendor:	500.00						
129187	C	563 PETRO SERVE USA	3,486.66						
1	11/17/25	FUEL	27.26			6020 450000	424		101000
6693									
2	11/17/25	CENEX MAXTRON	895.40			1000 421000	424		101000
99578									
3	11/17/25	COOLANT/CENEX MAXTRON	2,487.65			6010 450200	424		101000
99577									
4	11/17/25	CENEX MAXTRON	76.35			1000 430000	424		101000
99576									
		Total for Vendor:	3,486.66						
129174		1987 PETSMART	174.94						
1	11/19/25	FD Koda Supplies	174.94			2060 415200	915		101000
12920132222									
		Total for Vendor:	174.94						
129175		2922 PIERRE FREEMAN	502.71						
2025 National Training Conference IAEM									
1	11/24/25	Pierre Freeman IAEM	502.71			2060 415200	340		101000
2025 IAEM									
		Total for Vendor:	502.71						

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129102	C	384 PITNEY BOWES GLOBAL FINANCIAL	398.82						
1	11/10/25	4th Quarter lease	398.82			1000 421000	428		101000
		3321563137							
		Total for Vendor:	398.82						
129198	C	1128 R & R PETROLEUM EQUIPMENT	610.00						
1	10/24/25	SUMP SENSOR REPAIR	610.00			1000 140000			101000
		104257							
		Total for Vendor:	610.00						
129108	C	1829 RANDY BURKHARTSMEIER	550.00						
1	11/18/25	clothing reimb	550.00			1000 421000	422		101000
		Total for Vendor:	550.00						
129177		2982 RDO EQUIPMENT CO	4.22						
1	11/10/25	1025R St 76 Tractor	4.22			2060 415200	420		101000
		P4436854							
		Total for Vendor:	4.22						
129261		425 RED RIVER VALLEY FAIR	2,000.00						
1	11/26/25	use of fairgrounds for EVOC	2,000.00			1000 421000	340		101000
		Total for Vendor:	2,000.00						
129232	C	1464 RED RIVER VALLEY FOP LODGE #1	847.00						
1	11/25/25	FOP Dues Nov 2025	847.00			1000 212526			101000
		Total for Vendor:	847.00						
129209		1016 RED WING BUSINESS ADVANTAGE	208.24						
1	11/14/25	S OTTO BOOTS	208.24			6020 450000	422		101000
		2513762							
		Total for Vendor:	208.24						
129255		2526 RYAN BIRNEY	253.80						
1	11/26/25	clothing reimb	253.80			1000 421000	422		101000
		Total for Vendor:	253.80						

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129139		2772 RYAN FELTMAN	255.96						
1	11/24/25	clothing reimb	255.96			1000 421000	422		101000
		Total for Vendor:	255.96						
129155	E	3353 SAM'S CLUB MC/SYNCB	688.00						
1	11/19/25	POPCORN MACHINE - SATELLITE	688.00			7000 411600	649		101000
		10370050897							
		Total for Vendor:	688.00						
129290	C	800 SANDERS METAL PRODUCTS	984.32						
1	11/10/25	AIR RELEASE	984.32			6025 450000	439		101000
		66291							
		Total for Vendor:	984.32						
129121		4206 SANFORD HEALTH FOUNDATON	3,655.00						
1	11/20/25	oct pink patch project	3,655.00			2530 421000	517	5	101000
		Total for Vendor:	3,655.00						
129274	C	454 SANITATION PRODUCTS	20.98						
1	11/10/25	#7000 EXPANSION PLUGS	20.98			6025 450000	427		101000
		94911							
		Total for Vendor:	20.98						
129146		450 SCHEELS	1,639.96						
		PO - 200288							
1	11/15/25	kennel	959.98			1000 421000	915		101000
		43008							
2	11/15/25	kennel & cover	679.98			1000 421000	915		101000
		43008							
129147		450 SCHEELS	100.24						
1	11/18/25	boots for balvik	100.24			1000 421000	422		101000
		43012							
		Total for Vendor:	1,740.20						

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129103		1634 SHANE ORN	72.00						
1	11/18/25	meal reimb, MN wellness conf	72.00			1000 421000	340		101000
		Total for Vendor:	72.00						
129105	C	2885 SHORTPRINTER	248.65						
1	11/04/25	booklets for Cruff	248.65			1000 421000	668		101000
167125									
129141	C	2885 SHORTPRINTER	352.84						
1	11/21/25	holiday cards/envelopes	352.84			1000 421000	375		101000
167927									
		Total for Vendor:	601.49						
129156	C	91 SIGN SOLUTIONS USA	1,867.35						
1	11/13/25	SIGNS	209.08			1000 430000	487		101000
420398									
2	11/13/25	SIGNS	625.86			4194 480000	670		101000
420408									
3	11/20/25	HOSE RETRACTOR BASES	1,032.41			1000 140000			101000
420524									
129252	C	91 SIGN SOLUTIONS USA	1,270.38						
1	11/13/25	SIGNS	1,270.38			4194 480000	670		101000
420407									
		Total for Vendor:	3,137.73						
129286		360 SIX ROBBLEES INC	54.48						
1	11/11/25	CONNECTORS/SOCKETS	54.48			1000 430000	427		101000
26P6399									
		Total for Vendor:	54.48						
129220	C	3528 SNACKS PLUS VENDING	205.00						
1	11/13/25	COFFEE	205.00			6020 450000	500		101000
5940:989747									
		Total for Vendor:	205.00						

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129296	C	3652 SNAP-ON TOOLS INDUSTRIAL	5,552.34						
1	11/21/25	15MM DP IMP SKT	13.72			1000 455000	433		101000
		ARV/66465973							
2	11/20/25	TALL PWR SPDRW	5,538.62			1000 455000	870		101000
		ARV/66451954							
		Total for Vendor:	5,552.34						
129270		4048 SNS AUTO SUPPLY	115.00						
1	11/17/25	PRESOAK	115.00			6010 450200	433		101000
		47831							
129288		4048 SNS AUTO SUPPLY	1,790.00						
1	11/13/25	PRESOAK - ST	447.50			1000 430000	433		101000
		47727							
2	11/13/25	PRESOAK - BG	447.50			1000 455000	433		101000
		47727							
3	11/13/25	PRESOAK - WA	447.50			6020 450000	433		101000
		47727							
4	11/13/25	PRESOAK - SW	447.50			6025 450000	433		101000
		47727							
		Total for Vendor:	1,905.00						
129114		5600 SOUTHDATA INC	100.00						
1	994683165	11/13/25 Intelligent Mail Tracing	100.00			6020 450000	360		101000
		994683165							
		Total for Vendor:	100.00						
129135	C	465 SPARTAN STORES LLC	124.58						
		WF Fire Department							
		ACCT#85855							
1	11/03/25	FD ST 76 Supplies	113.41			2060 415200	500		101000
		444632							
2	11/06/25	FD CRR donation winner tour	11.17			2060 415200	375		101000
		469328							
		Total for Vendor:	124.58						

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Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
129199	C	176 SUMMIT FIRE PROTECTION	1,882.00						
1	11/20/25	CH - SEMI ANNUAL INSPECTION	535.00			1000 455000	420		101000
3667989									
2	11/21/25	PD - SEMI ANNUAL INSPECTION	453.00			1000 455000	420		101000
3671395									
3	11/21/25	PD - ANNUAL SPRINKLER INSPECT	505.00			1000 455000	420		101000
3672091									
4	11/21/25	40TH AVE - ANNUAL SPRINKLER IN	389.00			6020 450000	420		101000
3672132									
		Total for Vendor:	1,882.00						
129183	C	733 SWANSTON EQUIPMENT CORP	1,060.67						
1	11/21/25	#7041 BOLTS	66.64			6025 450000	427		101000
P18839									
2	11/18/25	#7041 HEX FLANG	41.20			6025 450000	427		101000
P18701									
3	11/18/25	HYD FLUID	449.70			1000 430000	424		101000
P18727									
4	11/19/25	#7041 ROLLER TRACK	451.28			6025 450000	427		101000
P18772									
5	11/21/25	#3035 SEAL KIT	51.85			1000 430000	427		101000
P18835									
129277	C	733 SWANSTON EQUIPMENT CORP	27.86						
1	11/14/25	#7041 HYD CAP	27.86			6025 450000	427		101000
P18616									
129294	C	733 SWANSTON EQUIPMENT CORP	219.60						
1	11/25/25	BALL JOINT	219.60			1000 430001	427		101000
P19010									
129301	C	733 SWANSTON EQUIPMENT CORP	328.14						
1	11/25/25	CUTTING EDGES	328.14			1000 430000	381		101000
P19001									
		Total for Vendor:	1,636.27						

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Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
129138		999999 T & K HUNTING GEAR LLC	843.20						
1	11/06/25	suppressors	843.20			1000 421000	987		101000
D4237									
		Total for Vendor:	843.20						
129251		C 2491 TEAM LABORATORY CHEMICAL, LLC	3,660.00						
1	11/13/25	FINE ROAD PATCH	3,660.00			1000 430000	722		101000
INV0049511									
		Total for Vendor:	3,660.00						
129253		1900 THE UPS STORE #5998	1,285.91						
1	07/23/25	SHIPPING	1,285.91			6025 450000	439		101000
		Total for Vendor:	1,285.91						
129192		3411 THE UPS STORE #6740	31.33						
1	10/08/25	POSTAGE	31.33			1000 430002	487		101000
		Total for Vendor:	31.33						
129299		4146 THORWORKS INDUSTRIES	1,148.62						
1	09/10/25	#3071 ROPER/BASKET HOLES	1,148.62			1000 430000	427		101000
255752A-IN									
		Total for Vendor:	1,148.62						
129297		C 3352 TITAN MACHINERY - FARGO	1,452.14						
1	11/21/25	#7039 SENSOR KIT	1,452.14			4387 480000	427		101000
SO0288344-2									
		Total for Vendor:	1,452.14						
129099		3093 TRACKER PRODUCTS LLC	7,762.18						
		Jan 1, 2025 - December 31, 2025							
1	11/19/25	cloud base license	7,762.18			1000 421000	497		101000
TPINV-005059									
		Total for Vendor:	7,762.18						

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Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
129104		1237 TRENT STANTON	72.00						
1	11/18/25	meal reimb, MN wellness conf	72.00			1000 421000	340		101000
		Total for Vendor:	72.00						
129131		4095 TROY OPSAHL	84.00						
		Surveyors Conference - Bismarck - 11/19/25-11/20/25							
		Updated to correct meal rates, as he used an old form							
1	11/21/25	Travel reimb - 11/19-11/20	84.00			1000 414200	340		101000
129132		4095 TROY OPSAHL	39.99						
1	11/21/25	Clothing reimb	39.99			1000 414200	422		101000
		Total for Vendor:	123.99						
129221	C	665 TWIN CITY GARAGE DOOR	112.50						
1	11/13/25	PD - RPM SENSOR	112.50			1000 455000	420		101000
		441511939							
129227	C	665 TWIN CITY GARAGE DOOR	1,648.00						
1	11/17/25	PW- SPRING & BEARING REPAIR	1,648.00			6020 450000	420		101000
		441534206							
		Total for Vendor:	1,760.50						
129273	C	784 UNITED POWER EQUIPMENT	11.26						
1	11/18/25	KEY CHAIN	11.26			1000 430001	427		101000
		020C7839							
		Total for Vendor:	11.26						
129166	C	4067 UNITED TACTICAL SYSTEMS LLC	1,965.78						
1	11/18/25	less lethal rounds/launcher	1,965.78			1000 421000	987		101000
		0102649-IN							
		Total for Vendor:	1,965.78						
129243	C	1562 UNITED WAY OF CASS-CLAY	47.00						
1	11/25/25	Nov 2025 Contributions	47.00			1000 212536			101000
		Total for Vendor:	47.00						

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129235	E	4665 UNUM	12,073.71						
1	11/25/25	Nov 25 Employee Contributions	6,445.64			1000 212514			101000
2	11/25/25	Nov 25 Employer Contributions	5,628.07			1000 212514			101000
		Total for Vendor:	12,073.71						
129298	C	5649 VALOR CONTRACTING LLC	471,167.70						
1	PROJ 9061		471,167.70			4188 480000	670		101000
1467									
		Total for Vendor:	471,167.70						
129110	C	3668 VERIZON WIRELESS	1,485.41						
1	10/08/25	Oct 2025 - city admit	158.10			1000 414000	356		101000
6127895150									
2	10/08/25	Oct 2025 - finance	79.02			1000 414100	356		101000
6127895150									
3	10/08/25	Oct 2025-ch assessing hot spot	40.01			1000 414101	356		101000
6127895150									
4	10/08/25	Oct 2025 - econ development	79.05			1000 414102	356		101000
6127895150									
5	10/08/25	Oct 2025 - HR	197.61			1000 414103	356		101000
6127895150									
6	10/08/25	Oct 2025 - IT	237.12			1000 414104	356		101000
6127895150									
7	10/08/25	Oct 2025 - engineering	595.24			1000 414200	356		101000
6127895150									
8	10/08/25	Oct 2025 - commission	197.55			1000 415000	356		101000
6127895150									
9	10/08/25	Oct 2025 - wellness room	40.01			1000 415000	497		101000
6127895150									
10	10/08/25	Oct 2025 - communication	118.62			1000 416200	356		101000
6127895150									
11	10/08/25	Oct 2025 - planning	237.15			1000 418000	356		101000
6127895150									
12	10/08/25	Oct 2025 - pd cell	3,794.34			1000 421000	356		101000
6127895150									
13	10/08/25	Oct 2025 - pd bait	39.54			1000 421000	356		101000
6127895150									

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14 6127895150	10/08/25 Oct 2025	- pd passport	197.55			1000 421000	356		101000
15 6127895150	10/08/25 Oct 2025	- pd 4sight	79.02			1000 421000	356		101000
16 6127895150	10/08/25 Oct 2025	- pd mdc	240.06			1000 421000	356		101000
17 6127895150	10/08/25 Oct 2025	- pd cradle point	899.04			1000 421000	356		101000
18 6127895150	10/08/25 Oct 2025	- pd pole cams	40.05			1000 421000	356		101000
19 6127895150	10/08/25 Oct 2025	- pd invest trailer	80.02			1000 421000	356		101000
20 6127895150	10/08/25 Oct 2025	-pw street/electrical	358.62			1000 430000	356		101000
21 6127895150	10/08/25 Oct 2025	- pw row	79.55			1000 430001	356		101000
22 6127895150	10/08/25 Oct 2025	- pw	555.29			1000 450000	356		101000
23 6127895150	10/08/25 Oct 2025	- pw B & G	317.20			1000 455000	356		101000
24 6127895150	10/08/25 Oct 2025	- fire	1,344.72			2060 415200	356		101000
25 6127895150	10/08/25 Oct 2025	- fire drone	40.01			2060 415200	356		101000
26 6127895150	10/08/25 Oct 2025	- pw forestry	158.07			2210 428000	356		101000
27 6127895150	10/08/25 Oct 2025	- pw sanitation	765.13			6010 450200	356		101000
28 6127895150	10/08/25 Oct 2025	- pw water	596.36			6020 450000	356		101000
29 6127895150	10/08/25 Oct 2025	- pw sewer	558.70			6025 450000	356		101000
30 6127895150	10/08/25 Oct 2025	- library	258.21			7000 411600	356		101000
31 6127895150	10/08/25 Oct 2025	- new CP router PD	840.42			1000 421000	356		101000
32 6127895150	10/08/25 Oct 2025	- new CP router fire	200.10			2060 415200	356		101000

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33	10/08/25 Oct 25-new CP router pw sewer		40.02			6025 450000	356		101000
	6127895150								
34	10/08/25 Oct 2025-new CP router library		40.02			7000 411600	356		101000
	6127895150								
9900	6125403586 10/07/25 CR for 21 Cradlepoints - P		-4,976.11			1000 421000	610		101000
	CI 44								
9901	6125403586 10/07/25 CR for 6 Cradlepoints - FD		-5,280.00			2060 415200	497		101000
	CI 44								
9902	6125403586 10/07/25 CR for 1 Cradlepoint - PW		-880.00			6025 450000	497		101000
	CI 44								
9903	6125403586 10/07/25 CR for 1 Cradlepoint - Lib		-880.00			7000 411600	497		101000
	CI 44								
		Total for Vendor:	1,485.41						
129244	E 4662 VOYA		489.00						
1	11/25/25 Nov 2025 Contributions		489.00			1000 212511			101000
		Total for Vendor:	489.00						
129161	C 544 WALLWORK TRUCK CENTER		1,145.92						
1	11/19/25 #609 AIR DRYER		23.95			2210 428000	427		101000
	01P659767								
2	11/19/25 #609 GASKET		14.72			2210 428000	427		101000
	01P659951								
3	11/19/25 #415 CRANKCASE VENTILATION ELE		137.63			6010 450200	427		101000
	01P659995								
4	11/13/25 PD GENERATOR STARTER		507.17			1000 455000	420		101000
	01P654832								
5	11/17/25 #7045 JERSEY FLAG W/GROMMETS		7.05			4387 480000	427		101000
	01P659053								
6	11/17/25 #70045 DRYER		455.40			4387 480000	427		101000
	01P658991								
129276	C 544 WALLWORK TRUCK CENTER		1,128.27						
1	11/25/25 CHERRY BOMB		106.16			1000 455000	433		101000
	01P661742								
2	11/13/25 #7045 SEALS/RINGS/CLAMPS		247.80			4387 480000	427		101000
	01P658005								

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Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
3	11/18/25	BLUE/ORANGE ARCTIC 50FT	265.40			1000 430000	432		101000
01P659284									
4	11/12/25	#7045 HOSE/CLAMP	201.88			4387 480000	427		101000
01P657599									
5	11/12/25	#7000 AIR DRYER CARTRIDGE	50.52			6025 450000	427		101000
01P657662									
6	11/06/25	PD GENERATOR SWITCH	65.93			1000 455000	420		101000
01P655585									
7	11/24/25	#3005 ENGINE HEATER	95.29			1000 430000	427		101000
01P661296									
8	11/24/25	#2006 ENGINE HEATER	95.29			6020 450000	427		101000
01P661290									
		Total for Vendor:	2,274.19						
129249		566 WEST FARGO PARK DISTRICT	110,360.99						
1	11/26/25	November 2025 State Aid	110,360.99			2050 451000	992		101000
		Total for Vendor:	110,360.99						
129184		C 2184 WEST SIDE STEEL	201.74						
1	11/13/25	DUMPSTER REPAIR	201.74			6010 450200	914		101000
13817									
		Total for Vendor:	201.74						
129202		E 3549 WEX FSA	3,554.95						
1	11/28/25	Med FSA - 11/28/25 payroll	388.33			1000 212530			101000
2	11/28/25	Dep FSA - 11/28/25 payroll	3,166.62			1000 212523			101000
		Total for Vendor:	3,554.95						
129236		3827 WF Firefighters Association	1,120.00						
1	11/25/25	Fire Union Dues Nov 2025	1,120.00			1000 212552			101000
		Total for Vendor:	1,120.00						
129178		5673 WILDFIRE	1,880.00						
		Station 75, Repair fence around generator.							
1	11/24/25	St 75. fence repair	1,880.00			2060 415200	494		101000
106079129									
		Total for Vendor:	1,880.00						

11/26/25
14:27:18

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 11/17/25 to 11/26/25

Page: 42 of 43
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
129098	C	5528 WORLD INSURANCE ASSOCIATES LLC	20.00						
1	07/14/25	increase BPP	20.00			1000 421000	321		101000
380999									
129191	C	5528 WORLD INSURANCE ASSOCIATES LLC	903.00						
1	11/20/25	2026 PETERBILT INSURANCE	1,021.00			6020 450000	870		101000
420321									
2	11/20/25	2015 FORD - INS. CANCEL	-118.00			1000 421000	321		101000
420321									
		Total for Vendor:	923.00						
129127	E	338 XCEL ENERGY	101.14						
1	953836100 11/19/25	New City Hall (WEX Bldg)	101.14			1001 415000	527		101000
953836100									
129259	E	338 XCEL ENERGY	24.63						
1	11/24/25	oct 2025 603/605 Shey St	24.63			1000 421000	527		101000
954443323									
129262	E	338 XCEL ENERGY	479.27						
1	11/14/25	TRANSFER STATION	87.02			6010 450200	527		101000
953251263									
2	11/18/25	SM75	101.90			6025 450000	527		101000
953710432									
3	11/06/25	SM67	73.30			6025 450000	527		101000
952064291									
4	11/20/25	1100 12TH AVE NW	146.83			6020 450000	527		101000
954044052									
5	11/21/25	344 SHEYENNE - SHEYENNE PLAZA	20.24			2310 452120	527		101000
954227472									
6	11/21/25	300 SHEYENNE - PIONEER PLACE	49.98			2310 452120	527		101000
954243267									
		Total for Vendor:	605.04						

11/26/25
14:27:18

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 11/17/25 to 11/26/25

Page: 43 of 43
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
129188	C	1484 YHR PARTNERS	88,211.10						
1		11/17/25 PROJ 9061	88,211.10			4188 480000	313		101000
13311									
Total for Vendor:			88,211.10						
# of Claims			200	Total:	2397,910.29	# of Vendors	68		
Total Electronic Claims			2031,839.16						
Total Non-Electronic Claims			366071.13						

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



Consent Agenda

Commission President

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

Commission Vice President

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

Commissioner

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

Commissioner

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

Commissioner

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

City Administrator

Dustin T. Scott

To: City Commission

From: Casey Sanders- Berglund Director of Economic Development

Date: December 1, 2025

Subject: Economic Development Advisory Committee appointment of small business and member at large representation

Action: Approve recommendations from current EDAC

Summary:

The Economic Development Advisory Committee currently is seeking two members to fill the roles that represent the small business and member at large vacancies.

The committee is comprised of nine members that meet on the first Thursday of each month. They are a recommending body to the city commission. The mission of the committee shall be to add and maintain quality jobs and support business development that will contribute to the economic vitality of the community, support comprehensive redevelopment, and participate in efforts that elevate workforce quality and availability.

The current Economic Development Advisory Committee members have voted to recommend Kristi Huber as the small business representative and Jonathan Youness as the member -at- large representative. Both appointments would begin in December of 2025 and are for a 3-year term.

Action:

Approve Krisit Huber as the small business representation and Jonathan Youness as the member at large representation on the nine-member Economic Development Advisory Committee.



“Consent” or “Regular” Agenda Item?
[Consent]

To: West Fargo City Commission
From: Dan Hanson, Senior Director of Community & Development
Date: December 1, 2025
Subject: Project No. 6060 – River’s Bend Multi-Use path and Pedestrian Bridge
Action: Approve Resolution Dissolving the MOU between The City and Park District.

Commission President

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

Commission Vice President

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

Commissioner

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

Commissioner

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

Commissioner

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

City Administrator

Dustin T. Scott

New Information and Recommendation:

At the November 17th Commission meeting it was voted to stop all work on this project. In June, the city entered into an MOU with the Park District for the construction and maintenance of the multi-use path and pedestrian bridge.

Given that the project is not moving forward, the MOU should be terminated.

The following documents are attached for review/consideration:

- Joint Resolution Terminating Joint Powers Agreement

Staff Recommendation: Approve Resolution Dissolving the MOU between The City and Park District.

Previously Presented Information and Commission Actions:

November 17, 2025 –

- **Staff Recommendation:** Direct and Approve Engineer's Report
- **Commission Action:** Commissioner Anderson made a motion to not approve the Engineer's Report and stop construction of the project. Commissioner Jorgensen seconded. Commissioner Zundel recused herself, and Commissioner Olson voted nay. Motion carried on a 3:1:1 vote.

June 16, 2025 –

- **Staff Recommendation:** Approve Agreement between City of West Fargo and West Fargo Park District.
- **Commission Action:** Commissioner Anderson moved, and Commissioner Jorgensen seconded to approve. Commissioner Zundel recused herself. Motion carried on a 4:0:1 vote.

November 4, 2024 –

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

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

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

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

WHEREAS, on November 4, 2024, the City of West Fargo, North Dakota (the “City”), created Project No. 6060 (Rivers Bend Multi-Use Path and Pedestrian Bridge of the City of West Fargo), to develop and construct a multi-use path and pedestrian bridge over the Sheyenne River; and

WHEREAS, the City desired to construct the multi-use path on property owned by the West Fargo Park District (the “District”); and

WHEREAS, on June 16, 2025, the City and the Park District entered into the Joint Powers Agreement – Project No. 6060 (Rivers Bend Multi Use Path/Bridge) (the “JPA”) to define their respective roles and responsibilities for the multi-use path and pedestrian bridge project; and

WHEREAS, on November 17, 2025, the City Commission voted to no longer pursue development of the multi-use path and pedestrian bridge due to public opposition of the project; and

WHEREAS, the City and the Park District now desire to terminate the JPA as a result of project abandonment.

NOW, THEREFORE, be it resolved by the City Commission of the City of West Fargo and the Park Board of the West Fargo Park District as follows:

1. Termination. The Joint Powers Agreement – Project No. 6060 (Rivers Bend Multi Use Path/Bridge) between the City and the Park District is hereby terminated and shall no longer have any force or effect.

2. No Surviving Obligations. The City and the Park District agree that neither party has any obligation, to the other party, that arose under the terms of the JPA that survives termination and that neither party has any outstanding obligation to the other party under the JPA following termination.

3. Project Grant Dollars. The Park District agrees and acknowledges that it has no claim to any grant dollars that the City obtained for the multi-use path and pedestrian bridge project and that it is entirely within the City’s discretion to determine how those grant dollars will be utilized for other projects.

4. Effective Date. The effective date of termination of the JPA shall be the date on which both the City and the Park District have approved of this resolution.

(Signatures appear on the following pages.)

PASSED by the Board of City Commissioners of the City of West Fargo, this ____ day of _____, 2025.

APPROVED:

CITY OF WEST FARGO

Bernie Dardis, Chair of the Board of
City Commissioners

ATTEST:

Dustin T. Scott, City Auditor

The motion for the adoption of the foregoing resolution was made by Commissioner _____ and was duly seconded by Commissioner _____, and upon vote being taken thereon, the following voted in favor: _____; the following voted against the same: _____; and the following were absent and not voting: _____; whereupon said resolution was declared duly passed and adopted.

PASSED by the Park Board of the West Fargo Park District this _____ day of _____, 2025.

APPROVED:

WEST FARGO PARK DISTRICT

Jake Lauritsen, President of the Park Board

ATTEST:

Karissa Endres, Clerk

The motion for the adoption of the foregoing resolution was made by Member _____ and was duly seconded by Member _____, and upon vote being taken thereon, the following voted in favor: _____; the following voted against the same: _____; and the following were absent and not voting: _____; whereupon said resolution was declared duly passed and adopted.



“Consent” or “Regular” Agenda Item?
[Consent]

To: West Fargo City Commission
From: Benji Schwartz, Right-of-Way Manager
Date: December 1, 2025
Subject: City Owned Right-of-Way within City limits of West Fargo
Action: Authorize staff to initiate a season shutdown for all non-emergent permitting and utility work

Commission President

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

Commission Vice President

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

Commissioner

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

Commissioner

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

Commissioner

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

City Administrator

Dustin T. Scott

New Information and Recommendation:

Each year once the ground has frozen the City implements a “Season Shutdown” for all non-emergent Right-of-Way activities for established residential and commercial areas within City owned Right-of-Way. The City does continue to allow the installation of service drops to buildings within their property as well at utilities in non-established new developments. Initiating a “Season Shutdown” provides safety and integrity to City Infrastructure.

Engineering staff is requesting a Season Shutdown to be initiated on Friday, December 5, 2025, for all non-emergent permitting and utility work within the city owned Right-of-Way.

The following documents are attached for review/consideration:

- Letter sent to COWF Right-of-Way contractors regarding our Season Shutdown.

Staff Recommendation: Authorize Engineering staff to Initiate a Season Shutdown on Friday, December 5, 2025

Previously Presented Information and Commission Actions:

April 7, 2025 –

- Engineering staff recommended, and the City Commission approved, lifting the seasonal shutdown effective April 21, 2025, authorizing right-of-way work in City right-of-way.

December 2, 2024

- Engineering Staff recommended, and City Commission approved to initiate a Season Shutdown for **all** non-emergent permitting and utility work to start on December 6, 2024.

November 19, 2025

To: Utility Provider/Contractor

From City of West Fargo Engineering Department

RE: Season Shutdown Notice

This notice is to inform you that on **Friday, December 5, 2025**, a “Season Shut-Down” will go into effect for all non-emergent right-of-way activities for established residential and commercial areas. The City will no longer accept and/or approve any right-of-way permits for ROW work unless otherwise deemed a necessary emergency and approved by the Engineering Department. The City will continue to allow the installation of service drops to buildings within their property as well as utilities in any new undeveloped areas. All work within the right-of-way shall cease when the frost depth compromises the integrity of city infrastructure.

Finally, there are several locations where work has been performed without completed site restorations. These permits are considered open and active and are receiving a daily fee. All permits awaiting restoration will stop receiving a daily fee once the **December 5, 2025**, shut-down goes into effect. In the coming spring, when this shutdown is lifted, these permits will at that time start to receive a daily fee again until restoration has been completed at those sites. No permit(s) will be accepted or approved in the spring for any utility provider or contractor that has sites still needing restoration.

If you have not done so, please sign up on our website for notifications related to excavation. Once signed up you will receive notifications for any need-to-know information related to Excavation and/or permitting. If you have questions regarding this notice, please contact Kayla Volness or Benji Schwartz with the Engineering Department at 701-515-5100.

Find the sign-up notify me portion on our website here:

[Notify Me • West Fargo, ND • CivicEngage \(westfargond.gov\)](#)

Thank you,

Engineering Staff



APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT

NORTH DAKOTA OFFICE OF ATTORNEY GENERAL

GAMING DIVISION

SFN 9338 (8-2025)

Applying for (check one)

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 Friends Of Leroy Turner		Dates of Activity (Does not include dates for the sales of tickets) January 10th 2026	
Organization or Group Contact Person Steve Madsen	E-mail Smad01b@gmail.com	Telephone Number 701 540 1907	
Business Address 61 15th Ave N	City Fargo	State ND	ZIP Code 58102
Mailing Address (if different)	City	State	ZIP Code

SITE INFO

Site Name Doubletree by Hilton	County Cass		
Site Physical Address 825 East Beaton Drive	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.) January 10th 2026			

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

Game Type	Description of Prize	Exact Retail Value of Prize
Poker	80% of Prize Pool	
50/50 Raffle	50% of proceeds not to exceed \$8,000	
Total (limit \$50,000 per year)		\$

ADDITIONAL REQUIRED INFORMATION

Intended Uses of Gaming Proceeds Donation to Roger Maris Cancer Center
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) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes - Total Retail Value: <input type="text"/> (This amount is part of the total prize limit for \$50,000 per fiscal year)
Is the organization or group a state political party or legislative district party? (If yes, the organization or group may only conduct a raffle and must complete SFN 52880 "Report on a Restricted Event Permit" within 30 days of the event. Net proceeds may be for political purposes.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Printed Name of Organization Group's Permit Organizer Steven Madsen	Telephone Number 701-540-1907	E-mail Address Smad01b@gmail.com
Signature of Organization Group's Permit Organizer 	Title	Date 11-17-25



APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT

NORTH DAKOTA OFFICE OF ATTORNEY GENERAL

GAMING DIVISION

SFN 9338 (8-2025)

Applying for (check one)							
<input checked="" type="checkbox"/> Local Permit				<input type="checkbox"/> Restricted Event Permit*			
Games to be conducted				<input type="checkbox"/> Raffle by a Political or Legislative District Party			
<input type="checkbox"/> Bingo	<input checked="" type="checkbox"/> Raffle	<input type="checkbox"/> Raffle Board	<input type="checkbox"/> Calendar Raffle	<input type="checkbox"/> Sports Pool	<input type="checkbox"/> Poker*	<input type="checkbox"/> Twenty-One*	<input type="checkbox"/> Paddlewheels*

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

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

ORGANIZATION INFO

Name of Organization or Group			Dates of Activity (Does not include dates for the sales of tickets)	
STOMP			12/21/2025	
Organization or Group Contact Person		E-mail	Telephone Number	
Katie Lauckner		STOMP_shs@outlook.com	701-527-2897	
Business Address		City	State	ZIP Code
PO Box 71		Horace	ND	58047
Mailing Address (if different)		City	State	ZIP Code
3535 Buchanan St S		Fargo	ND	58104

SITE INFO

Site Name			County	
Sheyenne High School			Cass	
Site Physical Address		City	State	ZIP Code
800 40th Ave E		West Fargo	ND	58078
Provide the exact date(s) & frequency of each event & type (Ex. Bingo every Friday 10/1-12/31, Raffle - 10/30, 11/30, 12/31, etc.)				
Raffle Drawing 12/21/2025				

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

Game Type	Description of Prize	Exact Retail Value of Prize
Raffle Drawing	See Attached List of Prizes	
Total (limit \$50,000 per year)		\$ 3333.00

ADDITIONAL REQUIRED INFORMATION

Intended Uses of Gaming Proceeds	
equipment, uniforms and travel fees for dance nationals	
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)	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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)	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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)	
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes - Total Retail Value: <input type="text"/> (This amount is part of the total prize limit for \$50,000 per fiscal year)	
Is the organization or group a state political party or legislative district party? (If yes, the organization or group may only conduct a raffle and must complete SFN 52880 "Report on a Restricted Event Permit" within 30 days of the event. Net proceeds may be for political purposes.)	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Printed Name of Organization Group's Permit Organizer	Telephone Number	E-mail Address
Katie Lauckner	701-527-2897	kmlauckner@gmail.com
Signature of Organization Group's Permit Organizer	Title	Date
<i>Katie Lauckner</i>	Fundraising Coordinator	11/19/2025

STOMP Raffle

<u>Description of Prize</u>	<u>Retail Value</u>
Coca Cola Cases of Soda	\$140.00
2- \$25 Scheels Gift Cards	\$50.00
Jasper Hotel- Guest Room with Paneramic View	\$400.00
Fargo Moorhead Red Hawks-2 Tickets-2026 Season	\$50.00
Fargo Force - 2 tickets	\$100.00
Gateway to Science - 4 Admission Passes	\$100.00
UND Alumni Association -Pickle Ball Set	\$50.00
Casey's -\$25 Gift Card	\$25.00
West Fargo Parks & Rec-Punch Card	\$40.00
Suite Shots-3-\$25 Gift Cards	\$75.00
Bouquet Bar - Bouquet Bar Event	\$400.00
Porter Creek- \$25 Gift Card	\$25.00
Cloud 9 Salon & Day Spa Basket	\$50.00
Tidal Wave Auto Spa -4-\$30 Gift Cards	\$120.00
Fargo Air Museum-1 year Family Membership	\$85.00
OK Tire - Oil Change	\$75.00
Heather's Housekeeping Gift Card	\$228
McKenzie River -2-\$25 Gift Cards	\$50.00
Sickies Garage - 2-\$25 Gift Cards	\$50.00
Drekker Brewing Company Gift Basket	\$100.00
Jade Presents Tickets	\$60
Minnesota Twins - Pablo Lopez Memorabilia: Autographed Baseball	\$175.00
Lululemon Womens Scuba Sweatshirt M/L	\$125
2-Puma Duffle backs with travel supplies	\$100.00
Basket 1 - Water bottle, scarf & candle	\$50
Basket 2- Gingerbread fun	\$50
Basket 3 -Nombs holiday cheer	\$50
Basket 4- Fall Fun	\$50
Basket 5 - Christmas Tree	\$40
Basket 6 - Snow Flakes	\$40
Basket 7 - Wags N Whiskers gift basket	\$100
Basket 8 - Easy Peasy Lemon Squeezy	\$120
Basket 9- Strawberry Delight	\$120
Basket 10 - Mystery Basket	\$40
Retail Value Total	\$3,333.00



APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT

NORTH DAKOTA OFFICE OF ATTORNEY GENERAL

GAMING DIVISION

SFN 9338 (8-2025)

Applying for (check one)	
<input checked="" type="checkbox"/> Local Permit	<input type="checkbox"/> Restricted Event Permit*
Games to be conducted	
<input type="checkbox"/> Bingo	<input checked="" type="checkbox"/> Raffle
<input type="checkbox"/> Raffle Board	<input type="checkbox"/> Calendar Raffle
<input type="checkbox"/> Sports Pool	<input type="checkbox"/> Poker*
<input type="checkbox"/> Twenty-One*	<input type="checkbox"/> Paddlewheels*

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

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

ORGANIZATION INFO

Name of Organization or Group		Dates of Activity (Does not include dates for the sales of tickets)	
Holy Cross Wild Game Feed		Saturday, February 28, 2026	
Organization or Group Contact Person	E-mail	Telephone Number	
Willie Gartner	gartner.willie@gmail.com	701-799-0601	
Business Address	City	State	ZIP Code
2711 7th St E	West Fargo	ND	58078
Mailing Address (if different)	City	State	ZIP Code
750 Villa Parkway	West Fargo	ND	58078

SITE INFO

Site Name	County		
Holy Cross Catholic Church	Cass		
Site Physical Address	City	State	ZIP Code
2711 7th St E	West Fargo	ND	58078
Provide the exact date(s) & frequency of each event & type (Ex. Bingo every Friday 10/1-12/31, Raffle - 10/30, 11/30, 12/31, etc.)			
Raffles on Saturday, February 28, 2026			

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

Game Type	Description of Prize	Exact Retail Value of Prize
Raffles	single prizes not to exceed \$15,000 or \$50,000 per fiscal year	
	Total (limit \$50,000 per year)	\$

ADDITIONAL REQUIRED INFORMATION

Intended Uses of Gaming Proceeds
Donated to Furniture Mission, Women's Care Center, Down Home, Saint Gianna's Home, Home on the Range
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)
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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)
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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)
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes - Total Retail Value: <input type="text"/> (This amount is part of the total prize limit for \$50,000 per fiscal year)
Is the organization or group a state political party or legislative district party? (If yes, the organization or group may only conduct a raffle and must complete SFN 52880 "Report on a Restricted Event Permit" within 30 days of the event. Net proceeds may be for political purposes.)
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Printed Name of Organization Group's Permit Organizer	Telephone Number	E-mail Address
Willie Gartner	701-799-0601	gartner.willie@gmail.com
Signature of Organization Group's Permit Organizer	Title	Date
<i>Willie Gartner</i>	Co Chair	11/24/2025



APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT

NORTH DAKOTA OFFICE OF ATTORNEY GENERAL

GAMING DIVISION

SFN 9338 (8-2025)

Applying for (check one)

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 Alissa Pulkvabek Benefit		Dates of Activity (Does not include dates for the sales of tickets) Jan. 24, 2026	
Organization or Group Contact Person Jessie Bullis	E-mail jessschander@hotmail.com	Telephone Number 701-541-5117	
Business Address 103 - Main Ave. W	City West Fargo	State ND	ZIP Code 58078
Mailing Address (if different) 3523-5th St. W #110	City West Fargo	State ND	ZIP Code 58078

SITE INFO

Site Name Town Hall Bar	County Cass		
Site Physical Address 103 - Main Ave. W.	City West Fargo	State ND	ZIP Code 58078
Provide the exact date(s) & frequency of each event & type (Ex. Bingo every Friday 10/1-12/31, Raffle - 10/30, 11/30, 12/31, etc.) Raffle on Date of Benefit - Jan. 24, 2026			

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

Game Type	Description of Prize	Exact Retail Value of Prize
Raffle Tickets	Selling 1000 Raffle Tickets - cash prizes (3)	1-\$300, 1-\$200, 1-\$100 - (\$600-)
Meat Raffle	Meat package	\$100-
50/50	50/50 Board (100 squares)	\$500-
Total (limit \$50,000 per year)		\$ 1200,00

ADDITIONAL REQUIRED INFORMATION

Intended Uses of Gaming Proceeds Raising money for Alissa for medical bills, cost of living expenses
Does the organization presently have a state gaming license? (If yes, the organization is not eligible for a local permit or restricted event permit and should call the Office of Attorney General at 1-800-326-9240) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes - Total Retail Value: _____ (This amount is part of the total prize limit for \$50,000 per fiscal year)
Is the organization or group a state political party or legislative district party? (If yes, the organization or group may only conduct a raffle and must complete SFN 52880 "Report on a Restricted Event Permit" within 30 days of the event. Net proceeds may be for political purposes.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Printed Name of Organization Group's Permit Organizer Jessie Bullis	Telephone Number 701-541-5117	E-mail Address jessschander@hotmail.com
Signature of Organization Group's Permit Organizer J Bullis	Title	Date 11-26-25

PROPERTY INFORMATION



PIN:	02-0952-00010-000
ADDRESS:	2520 Main Ave W
OWNER:	Baja Partners
SF/LAND:	37,502
YEAR BUILT:	2019
SF/BUILDING:	11,760
A23 VALUE:	\$1,049,800 or \$89/sf

SUMMARY: The subject property consists of an **11,760-square-foot** metal shop building with **seven bays**. Each bay includes standard industrial finishes such as insulation, heating, metal interior lining, restrooms, and concrete paving. The property owner, represented by a tax appeal firm, is contesting the 2023 assessed valuation and has proposed a revised value of **\$749,800 (\$64/sf)**.

REVIEW: The appellant's valuation relies on 2024 financial statements and comparable sales from 2023 and 2025. Such data are not appropriate for an appeal of the **2023** assessment, which must be based on market information from **2022 or earlier**. Additionally, the appellant's supporting documentation relies heavily on national or lower-tier market statistics that do not reflect local market conditions in West Fargo. These metrics lack regional relevance and weaken the credibility of the proposed valuation. Local market data provide a more accurate basis for analysis. Recent sales of comparable metal buildings in West Fargo—similar in age, construction, and condition—range from **\$81 to \$128 per square foot**, with a **median sales price of \$96.23/sf**.

CONCLUSION: The proposed reduced valuation of **\$64/sf** is not supported by appropriate or regionally relevant market data.

The current assessed value of **\$89/sf** aligns with local market sales and represents a fair and equitable valuation under standard mass appraisal practices. **No change** to the 2023 assessed valuation is recommended.

Recommendation: **Maintain 2023 assessed value**

SUBJECTS					2023	
PARCEL	ADDRESS	YR BUILT	FRAME	BLDG SQ FT	ASSESSED VALU	\$ PER SQ FT
02-0952-00030-000	2528 MAIN AVE W	2013	POLE	15,968	\$ 1,539,100	\$ 96.39
02-0952-00010-000	2530 MAIN AVE W	2019	STEEL	11,760	\$ 1,049,800	\$ 89.27
02-0033-00140-000	1522 4TH AVE NW	2009	STEEL	9,501	\$ 941,200	\$ 99.06
02-0033-00110-000	1718 4TH AVE NW	2015	STEEL	35,000	\$ 3,062,000	\$ 87.48

COMPARABLE SALES							
PARCEL	ADDRESS	YR BUILT	FRAME	BLDG SQ FT	SALES DATE	SALES PRICE	\$ PER SQ FT
02-0030-00080-000	201 15TH ST NW	2017	POLE	10,230	8/5/2022	\$ 1,315,280	\$ 128.57
02-2057-00150-000	625 16TH ST NE	2008	STEEL	11,250	5/27/2022	\$ 911,608	\$ 81.03
02-0020-00060-000	756 CENTER ST	2008	POLE	10,100	3/18/2022	\$ 918,420	\$ 90.93
02-0825-00040-000	128 15TH ST NW	1998	STEEL	13,500	3/16/2022	\$ 1,508,721	\$ 111.76
02-2057-00035-000	528 16TH ST NE	2006	STEEL	10,500	10/1/2021	\$ 1,015,504	\$ 96.71
02-2052-00010-000	1025 CENTER ST	2002	STEEL	24,000	11/23/2021	\$ 2,299,900	\$ 95.83



02-0030-00080-000



02-2057-00150-000



02-0825-00040-000



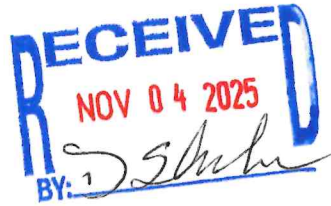
02-0020-00060-000



02-2057-00035-000



02-2052-00010-000



150 South Fifth Street
Suite 2500
Minneapolis, MN 55402

Gabriel Ehlers
Gabriel.Ehlers@ryan.com
www.ryan.com

March 27th, 2025

Matt Stanger
Cass County Equalization Director
211 9th St S
Fargo, ND 58103

Re: Objection to Real Property Assessment

Dear Matt:

Please see the attached Objection to Real Property Assessment applications. The respective owners have authorized Ryan, as agent, to apply on their behalf.

Please email us at the address listed on our appeal form attached hereto at your earliest to discuss the applications and if you require any additional information. We look forward to working with you in finding an amicable resolution for all parties.

Sincerely,

s/Gabriel Ehlers
Manager
Real Property Tax

Application For Abatement Or Refund Of Taxes
North Dakota Century Code § 57-23-04

File with the County Auditor on or before November 1 of the year following the year in which the tax becomes delinquent.

RECEIVED
NOV 04 2025
BY: *[Signature]*
CASS CO AUDITOR

State of North Dakota Assessment District _____
County of Cass Property I.D. No. 02-0952-00010-000
Name H. Ellis Beck (agent) Baja Partners LLP Telephone No. 763-445-4200
Address 2520 Main Ave W West Fargo, ND 58104

Legal description of the property involved in this application:

Lot: 1 Block: 1 KNUTSON'S 3RD ADDN LT 1 BLK 1 **3-1-16 REPLATTED FRM 02-0950-00030-000, 02-0950- 00040-000 & 02-0950-00050-000

Total true and full value of the property described above for the year 2023 is:

Land \$ 187,000
Improvements \$ 862,300
Total \$ 1,049,800
(1)

Total true and full value of the property described above for the year 2023 should be:

Land \$ 187,000
Improvements \$ 562,300
Total \$ 749,800
(2)

The difference of \$ 300,000 true and full value between (1) and (2) above is due to the following reason(s):

- 1. Agricultural property true and full value exceeds its agricultural value defined in N.D.C.C. § 57-02-27.2
- 2. Residential or commercial property's true and full value exceeds the market value
- 3. Error in property description, entering the description, or extending the tax
- 4. Nonexisting improvement assessed
- 5. Complainant or property is exempt from taxation. Attach a copy of Application for Property Tax Exemption.
- 6. Duplicate assessment
- 7. Property improvement was destroyed or damaged by fire, flood, tornado, or other natural disaster (see N.D.C.C. § 57-23-04(1)(g))
- 8. Error in noting payment of taxes, taxes erroneously paid
- 9. Property qualifies for Homestead Credit (N.D.C.C. § 57-02-08.1) or Disabled Veterans Credit (N.D.C.C. § 57-02-08.8). Attach a copy of the application.
- 10. Other (explain) _____

The following facts relate to the market value of the residential or commercial property described above. For agricultural property, go directly to question #5.

1. Purchase price of property: \$ _____ Date of purchase: _____
Terms: Cash _____ Contract _____ Trade _____ Other (explain) _____
Was there personal property involved in the purchase price? _____ Estimated value: \$ _____
yes/no

2. Has the property been offered for sale on the open market? _____ If yes, how long? _____
yes/no
Asking price: \$ _____ Terms of sale: _____

3. The property was independently appraised: _____ Purpose of appraisal: _____
yes/no
Market value estimate: \$ _____
Appraisal was made by whom? _____

4. The applicant's estimate of market value of the property involved in this application is \$ _____

5. The estimated agricultural productive value of this property is excessive because of the following condition(s): _____

Applicant asks that _____ the contents of this packet be considered.

By filing this application, I consent to an inspection of the above-described property by an authorized assessment official for the purpose of making an appraisal of the property. I understand the official will give me reasonable notification of the inspection. See N.D.C.C. § 57-23-05.1.

I declare under the penalties of N.D.C.C. § 12.1-11-02, which provides for a Class A misdemeanor for making a false statement in a governmental matter, that this application is, to the best of my knowledge and belief, a true and correct application.

Signature of Preparer (if other than applicant) _____ Date _____ Signature of Applicant _____ Date _____

Recommendation of the Governing Body of the City or Township

Recommendation of the governing board of _____

On _____, _____, the governing board of this municipality, after examination of this application and the facts, passed a resolution recommending to the Board of County Commissioners that the application be _____

Dated this _____ day of _____, _____.

_____ City Auditor or Township Clerk

Action by the Board of County Commissioners

Application was _____ by action of _____ County Board of Commissioners.

Approved/Rejected

Based upon an examination of the facts and the provisions of North Dakota Century Code § 57-23-04, we approve this application. The taxable valuation is reduced from \$ _____ to \$ _____ and the taxes are reduced accordingly. The taxes, if paid, will be refunded to the extent of \$ _____. The Board accepts \$ _____ in full settlement of taxes for the tax year _____.

We reject this application in whole or in part for the following reason(s). Written explanation of the rationale for the decision must be attached. _____

Dated _____, _____

_____ County Auditor _____ Chairperson

Certification of County Auditor

I certify that the Board of County Commissioners took the action stated above and the records of my office and the office of the County Treasurer show the following facts as to the assessment and the payment of taxes on the property described in this application.

Year	Taxable Value	Tax	Date Paid (if paid)	Payment Made Under Written Protest?
				yes/no

I further certify that the taxable valuation and the taxes ordered abated or refunded by the Board of County Commissioner are as follows:

Year	Reduction in Taxable Valuation	Reduction in Taxes

_____ County Auditor _____ Date

**Application For Abatement
Or Refund Of Taxes**

Baja Partners LP
Name of Applicant H. Ellis Beck (agent)

County Auditor's File No. 4621

Date Application Was Filed With The County Auditor 10/31/25

Date County Auditor Mailed Application to Township Clerk or City Auditor 10/31/25
(must be within five business days of filing date)

PROPERTY INFORMATION



PIN:	02-0952-00030-000
ADDRESS:	2528 Main Ave W
OWNER:	Baja Partners
SF/LAND:	42,868
YEAR BUILT:	2013
SF/BUILDING:	15,968
A23 VALUE:	\$1,539,100 or \$96/sf

SUMMARY: The subject property consists of a **15,968-square-foot** metal shop and office building. The structure features standard industrial finishes, including insulation, heating, metal interior lining, and restrooms, along with a **large 3,600-square-foot** main-floor office area and a **4,448-square-foot** second-story office space. The site also includes a concrete parking lot.

The property previously sold on **December 4, 2018**, for **\$1,624,500 (\$101/sf)**; however, that sale included a back lot that has since been split off.

The property owner, represented by a tax appeal firm, is contesting the 2023 assessed valuation and has proposed a revised value of **\$814,300 (\$51/sf)**.

REVIEW: The appellant's valuation relies on 2024 financial statements and comparable sales from 2023 and 2025. Such data are not appropriate for an appeal of the **2023** assessment, which must be supported by market information from **2022 or earlier**.

Further, the appellant's supporting documentation relies heavily on national or lower-tier market statistics that do not reflect local market conditions in West Fargo. These metrics lack regional relevance and weaken the reliability of the proposed valuation.

Local market data provide a more accurate and geographically appropriate benchmark. Recent sales of comparable metal buildings in West Fargo—similar in age, condition, and construction—range from **\$81 to \$128 per square foot**, with a **median sales price of \$96.23/sf**.

CONCLUSION: The proposed reduced valuation of **\$51/sf** is not supported by appropriate or regionally relevant market data.

The current assessed value of **\$96/sf** aligns with local market sales and represents a fair and equitable valuation under standard mass appraisal practices. **No change** to the 2023 assessed valuation is recommended.

Recommendation: **Maintain 2023 assessed value**

SUBJECTS					2023	
PARCEL	ADDRESS	YR BUILT	FRAME	BLDG SQ FT	ASSESSED VALU	\$ PER SQ FT
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02-2052-00010-000	1025 CENTER ST	2002	STEEL	24,000	11/23/2021	\$ 2,299,900	\$ 95.83



02-0030-00080-000



02-2057-00150-000



02-0825-00040-000



02-0020-00060-000



02-2057-00035-000



02-2052-00010-000

Recommendation of the Governing Body of the City or Township

Recommendation of the governing board of _____

On _____, _____, the governing board of this municipality, after examination of this application and the facts, passed a resolution recommending to the Board of County Commissioners that the application be _____

Dated this _____ day of _____, _____.

City Auditor or Township Clerk

Action by the Board of County Commissioners

Application was _____ by action of _____ County Board of Commissioners.
Approved/Rejected

Based upon an examination of the facts and the provisions of North Dakota Century Code § 57-23-04, we approve this application. The taxable valuation is reduced from \$ _____ to \$ _____ and the taxes are reduced accordingly. The taxes, if paid, will be refunded to the extent of \$ _____. The Board accepts \$ _____ in full settlement of taxes for the tax year _____.

We reject this application in whole or in part for the following reason(s). Written explanation of the rationale for the decision must be attached. _____

Dated _____, _____

County Auditor

Chairperson

Certification of County Auditor

I certify that the Board of County Commissioners took the action stated above and the records of my office and the office of the County Treasurer show the following facts as to the assessment and the payment of taxes on the property described in this application.

Year	Taxable Value	Tax	Date Paid (if paid)	Payment Made Under Written Protest?
				yes/no

I further certify that the taxable valuation and the taxes ordered abated or refunded by the Board of County Commissioner are as follows:

Year	Reduction in Taxable Valuation	Reduction in Taxes

County Auditor

Date

**Application For Abatement
Or Refund Of Taxes**

Baja Partners LLC
Name of Applicant H. Ellis Beckegent

4622
County Auditor's File No.

10/31/25
Date Application Was Filed With The County Auditor

10/31/25
Date County Auditor Mailed Application to Township Clerk or City Auditor
(must be within five business days of filing date)

**LETTER OF AUTHORIZATION
FOR PROPERTY TAX REPRESENTATION**

Enclave Property Management, LLC
Client
All sites in the state of ND
Subject Property
All jurisdictions in the state of ND
Jurisdiction / State
All years
Year(s)

This letter authorizes Ryan, LLC and its affiliate, Ryan Tax Compliance Services, LLC to represent the above-named property as its property tax agent in the jurisdiction / state named above. This authorization includes, but is not limited to: filing property renditions or returns; signing and filing appeals; examining property tax records; and, appearances before the assessor, boards of equalization or review, or other governmental agencies responsible for the assessment of property.

If there are any questions concerning this authorization, please contact the following:

Gabriel Ehlers **(651) 403 3809** **Gabriel.Ehlers@Ryan.com**

A copy of any application or appeal attached to this authorization has been provided to the undersigned Client. A facsimile or scanned image of a signature below shall constitute an original signing of this authorization and the document containing the original signature will be submitted upon request.

This authorization shall remain effective as long as permitted by law or until revoked in writing by the owner. The person signing below certifies that they are a duly appointed officer, representative or agent of the owner and that they have the legal capacity to execute this authorization.

Client:
DocuSigned by:
AUSTIN J. MORRIS Austin J. Morris April 1, 2025
55FC43A3740341F... Printed Name Date
 Signature Date

Manager of Enclave Property Management, LLC
 Title

Excel - Cash Flow - T-12

Exported On: 03/18/2025 11:44 AM
 Period Range: Jan 2024 to Dec 2024

Enclave Property Management, Portfolios: BAJA Warehouse, Accounting Basis: Accrual, GL Account Map: None - use master chart of accounts, Level of Detail: Detail View, Include Zero Balat

Account Name	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Total
Operating Income & Expense													
Income													
Net Collected Rent	11,622.00	12,485.00	11,945.00	12,355.00	7,060.00	8,500.00	13,607.66	14,122.50	14,122.50	14,122.50	13,596.25	12,970.00	146,508.41
Bad Debt	0	0	0	0	0	-268.79	0	0	0	0	0	268.79	0
Total Bad Debt	0	0	0	0	0	-268.79	0	0	0	0	0	268.79	0
Total Net Collected Rent	11,622.00	12,485.00	11,945.00	12,355.00	7,060.00	8,231.21	13,607.66	14,122.50	14,122.50	14,122.50	13,596.25	13,238.79	146,508.41
CAM Income	0	843.38	526.5	418.32	145.14	145.14	145.14	145.14	145.14	145.14	145.14	2,045.45	4,849.63
CAM True-Up Estimate	0	0	0	0	0	0	0	0	0	0	0	2,513.06	2,513.06
Total CAM Income	0	843.38	526.5	418.32	145.14	145.14	145.14	145.14	145.14	145.14	145.14	4,558.51	7,362.69
Total Operating Income	11,622.00	13,328.38	12,471.50	12,773.32	7,205.14	8,376.35	13,752.80	14,267.64	14,267.64	14,267.64	13,741.39	17,797.30	153,871.10
Expense													
CAM Expenses													
CAM Repairs & Maintenance													
CAM - HVAC	0	0	0	0	0	0	0	218.75	0	0	0	0	218.75
CAM - Lawn Care	0	0	0	0	450	635.5	175.37	335.5	753.4	89.75	134.95	0	2,574.47
CAM - Grounds Maintenance	0	0	0	0	150	193	449.32	290	336.29	43.95	53.55	0	1,516.11
CAM - Snow Removal	976.75	243.1	432.8	172	0	0	0	0	0	0	500	493.95	2,758.60
Total CAM Repairs & Maintenance	976.75	243.1	432.8	172	600	828.5	624.69	844.25	1,089.69	133.7	688.5	433.95	7,067.93
CAM General & Administrative													
CAM - Internet	158.38	253.8	-95.42	117.48	0	0	0	0	0	0	0	0	434.24
Total CAM General & Administrative	158.38	253.8	-95.42	117.48	0	0	0	0	0	0	0	0	434.24
CAM - Payroll													
CAM - Maintenance Payroll	0	0	0	0	0	0	0	0	0	0	325	0	325
Total CAM - Payroll	0	0	0	0	0	0	0	0	0	0	325	0	325
CAM - Property Insurance	677.52	677.52	677.52	677.52	677.52	677.52	677.52	677.52	677.52	677.52	744.69	812.18	8,332.07
CAM - Property Taxes	3,125.06	3,125.06	3,125.06	3,125.06	3,125.06	3,125.06	3,125.06	3,125.06	3,125.06	3,125.06	3,125.06	4,809.02	39,184.68
CAM Utilities													
CAM - Electricity - Common Area	394	370	380	182.95	193.81	179	501	276.73	289.64	-2,767.13	0	0	0
CAM - Natural Gas - Common Area	199.08	706.78	288.7	-29.04	68.4	11.6	-20	0	-60	-1,165.52	0	0	0
CAM - Water & Sewer	78.47	84.58	49.01	74	-37.26	45	115.25	12.56	48.38	48.26	51	188.41	757.66
CAM - Garbage & Recycling	152	222.5	176.67	154	164.34	138	180.34	159.17	159.17	159.17	159.17	159.17	1,983.70
Total CAM Utilities	823.55	1,383.86	894.38	381.91	389.29	373.6	776.59	448.46	437.19	-3,725.22	210.17	347.58	2,741.36
Total CAM Expenses	5,761.26	5,683.34	5,034.34	4,473.97	4,791.87	5,004.68	5,203.86	5,095.29	5,329.46	211.06	5,093.42	6,402.73	58,085.28
Repairs & Maintenance													
General Repairs and Maintenance	0	0	0	0	0	0	18.53	0	0	0	0	39.3	57.83
Janitorial	0	0	0	0	0	593.75	0	0	0	0	0	0	593.75
Turn Cleaning	0	0	0	0	0	0	0	0	0	0	0	1,320.00	1,320.00
Carpet Cleaning	0	0	0	0	0	0	0	0	0	0	0	1,000.00	1,000.00

332U /th Ave N

★ ★ ★ ★

Industrial - Fargo Submarket
Fargo, ND 58102

May 20, 2025
Sale Date

\$1.27M
Sale Price

\$83.55
Price/SF

15,200
SF RBA

1983
Built

Summary Tenant

Buyer

Nd Real Estate Venture Llc
Northridge Hospitality Management
1551 28th Ave S, Suite L
Grand Forks, ND 58201
(701) 772-4422 (p)

Jonathan Miskavige
(701) 772-4422 X106 (p)
(701) 330-3237 (m)

United States
National
Private

Seller

Zng Of North Dakota Lic
Daniel J Zehnder
3785 S Cari Adam Dr
New Berlin, WI 53146
(262) 896-0178 (p)

Daniel J. Zehnder
(262) 896-0178 (p)

United States
National
Private
Individual

302 39th St N

★ ★ ★ ★

Service - Fargo Submarket
Fargo, ND 58102

Nov 21, 2023
Sale Date

\$782.46K
Sale Price

\$86.94
Price/SF

315 days
On Market

9,000
SF RBA

1994
Built

100%
Leased at Sale

Summary Tenant

Buyer

Franklin D Charon Jr and Ranae L Charon
Charon Ranae L
Charon Ranae L
1410 S12th Ave
Fargo, ND 58103
(701) 793-2650 (p)

Ranae L. Charon
(701) 793-2650 (p)

United States
National

Seller

Franklin D Charon Family Trust
Franklin D Charon Family Trust
1410 S 12th Ave
Fargo, ND 58103
(701) 793-2650 (p)

Franklin D. Charon
(701) 793-2650 (p)
(701) 793-6695 (m)

United States
National



PROPERTY INFORMATION



PIN:	02-0033-00110-000
ADDRESS:	1718 4th Ave NW
OWNER:	Shoppes on 4th. LLP
SF/LAND:	99,849
YEAR BUILT:	2015
SF/BUILDING:	35,000
A23 VALUE:	\$3,062,000 or \$87/sf

SUMMARY: The subject property consists of two buildings totaling 35,000 square feet of office and metal shop space.

- **Building 1:** 2,500 square feet of wood-framed office with EIFS siding and standard office finishes, and 11,250 square feet of shop space with typical industrial finishes including insulation, heating, metal interior lining, and restrooms.
- **Building 2:** 4,250 square feet of office and 17,000 square feet of shop space with similar finishes, along with a concrete parking lot.

The property owner, represented by a tax appeal firm, is contesting the 2023 assessed value and has proposed a revised valuation of **\$2,508,833 (\$71/sf)**.

REVIEW: The subject property, along with parcel 02-0033-00140-000, last sold on March 31, 2020, for **\$3,471,157 (\$78/sf)**.

The appellant's valuation relies on 2024 financial statements and comparable sales from 2023 and 2025. Such data are not appropriate for an appeal of the **2023** assessment, which must be supported by market evidence from **2022 or earlier**.

Additionally, the appellant's supporting data relies heavily on national or lower-tier market statistics that do not reflect local market conditions in West Fargo. These metrics lack regional relevance and diminish the reliability of the proposed valuation.

Local market data provides a more accurate benchmark. Recent sales of comparable metal buildings in West Fargo—

similar in age, construction, and condition—range from **\$81 to \$128 per square foot**, with a **median of \$96.23/sf**.

CONCLUSION: The proposed reduced valuation of **\$71/sf** is not supported by appropriate or regionally relevant market data. The current assessed value of **\$87/sf** aligns with local market sales and represents a fair and equitable valuation under standard mass appraisal practices. **No change** to the 2023 assessment is recommended.

Recommendation: **Maintain 2023 assessed value**

SUBJECTS					2023	
PARCEL	ADDRESS	YR BUILT	FRAME	BLDG SQ FT	ASSESSED VALU	\$ PER SQ FT
02-0952-00030-000	2528 MAIN AVE W	2013	POLE	15,968	\$ 1,539,100	\$ 96.39
02-0952-00010-000	2530 MAIN AVE W	2019	STEEL	11,760	\$ 1,049,800	\$ 89.27
02-0033-00140-000	1522 4TH AVE NW	2009	STEEL	9,501	\$ 941,200	\$ 99.06
02-0033-00110-000	1718 4TH AVE NW	2015	STEEL	35,000	\$ 3,062,000	\$ 87.48

COMPARABLE SALES							
PARCEL	ADDRESS	YR BUILT	FRAME	BLDG SQ FT	SALES DATE	SALES PRICE	\$ PER SQ FT
02-0030-00080-000	201 15TH ST NW	2017	POLE	10,230	8/5/2022	\$ 1,315,280	\$ 128.57
02-2057-00150-000	625 16TH ST NE	2008	STEEL	11,250	5/27/2022	\$ 911,608	\$ 81.03
02-0020-00060-000	756 CENTER ST	2008	POLE	10,100	3/18/2022	\$ 918,420	\$ 90.93
02-0825-00040-000	128 15TH ST NW	1998	STEEL	13,500	3/16/2022	\$ 1,508,721	\$ 111.76
02-2057-00035-000	528 16TH ST NE	2006	STEEL	10,500	10/1/2021	\$ 1,015,504	\$ 96.71
02-2052-00010-000	1025 CENTER ST	2002	STEEL	24,000	11/23/2021	\$ 2,299,900	\$ 95.83



02-0030-00080-000



02-2057-00150-000



02-0825-00040-000



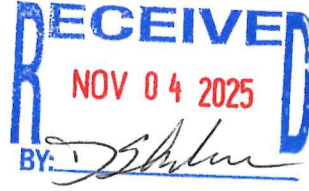
02-0020-00060-000



02-2057-00035-000



02-2052-00010-000



150 South Fifth Street
Suite 2500
Minneapolis, MN 55402

Gabriel Ehlers
Gabriel.Ehlers@ryan.com
www.ryan.com

March 27th, 2025

Matt Stanger
Cass County Equalization Director
211 9th St S
Fargo, ND 58103

Re: Objection to Real Property Assessment

Dear Matt:

Please see the attached Objection to Real Property Assessment applications. The respective owners have authorized Ryan, as agent, to apply on their behalf.

Please email us at the address listed on our appeal form attached hereto at your earliest to discuss the applications and if you require any additional information. We look forward to working with you in finding an amicable resolution for all parties.

Sincerely,

s/Gabriel Ehlers
Manager
Real Property Tax

Application For Abatement Or Refund Of Taxes

North Dakota Century Code § 57-23-04

File with the County Auditor on or before November 1 of the year following the year in which the tax becomes delinquent.

RECEIVED NOV 04 2025 BY: [Signature]

RECEIVED

CASS CO AUDITOR

State of North Dakota

Assessment District

County of Cass

Property I.D. No.

02-0033-00110-000

Name Gabriel Ehlers (Agent of Owner)

Shoppeson 4th LLP

Telephone No. (651) 403-3809

Address 150 S 5th St Ste 2500 Minneapolis, MN 55402

1719 4 Ave NW, West Fargo, ND 58078

Legal description of the property involved in this application:

Lot: 11 Block: 2 BUTLER'S 4TH ADDN LT 11 BLK 2

Total true and full value of the property described above for the year 2023 is:

Land \$ 349,500
Improvements \$ 2,712,500
Total \$ 3,062,000 (1)

Total true and full value of the property described above for the year 2023 should be:

Land \$ 349,500
Improvements \$ 2,159,333
Total \$ 2,508,833 (2)

The difference of \$ 553,167.00 true and full value between (1) and (2) above is due to the following reason(s):

- 1. Agricultural property true and full value exceeds its agricultural value defined in N.D.C.C. § 57-02-27.2
2. Residential or commercial property's true and full value exceeds the market value
3. Error in property description, entering the description, or extending the tax
4. Nonexisting improvement assessed
5. Complainant or property is exempt from taxation. Attach a copy of Application for Property Tax Exemption.
6. Duplicate assessment
7. Property improvement was destroyed or damaged by fire, flood, tornado, or other natural disaster (see N.D.C.C. § 57-23-04(1)(g))
8. Error in noting payment of taxes, taxes erroneously paid
9. Property qualifies for Homestead Credit (N.D.C.C. § 57-02-08.1) or Disabled Veterans Credit (N.D.C.C. § 57-02-08.8). Attach a copy of the application.
10. Other (explain)

The following facts relate to the market value of the residential or commercial property described above. For agricultural property, go directly to question #5.
1. Purchase price of property: \$ Date of purchase:
Terms: Cash Contract Trade Other (explain)
Was there personal property involved in the purchase price? yes/no Estimated value: \$
2. Has the property been offered for sale on the open market? no If yes, how long?
Asking price: \$ Terms of sale:
3. The property was independently appraised: no Purpose of appraisal:
Market value estimate: \$
Appraisal was made by whom?
4. The applicant's estimate of market value of the property involved in this application is \$
5. The estimated agricultural productive value of this property is excessive because of the following condition(s):

Applicant asks that The application be accepted and the value reduced to the requested value.

By filing this application, I consent to an inspection of the above-described property by an authorized assessment official for the purpose of making an appraisal of the property. I understand the official will give me reasonable notification of the inspection. See N.D.C.C. § 57-23-05.1.

I declare under the penalties of N.D.C.C. § 12.1-11-02, which provides for a Class A misdemeanor for making a false statement in a governmental matter, that this application is, to the best of my knowledge and belief, a true and correct application.

/s/Gabriel Ehlers

10/28/25

Signature of Preparer (if other than applicant)

Date

Signature of Applicant

Date

Recommendation of the Governing Body of the City or Township

Recommendation of the governing board of _____

On _____, _____, the governing board of this municipality, after examination of this application and the facts, passed a resolution recommending to the Board of County Commissioners that the application be _____

Dated this _____ day of _____, _____, _____
 City Auditor or Township Clerk

Action by the Board of County Commissioners

Application was _____ by action of _____ County Board of Commissioners.
 Approved/Rejected

Based upon an examination of the facts and the provisions of North Dakota Century Code § 57-23-04, we approve this application. The taxable valuation is reduced from \$ _____ to \$ _____ and the taxes are reduced accordingly. The taxes, if paid, will be refunded to the extent of \$ _____. The Board accepts \$ _____ in full settlement of taxes for the tax year _____.

We reject this application in whole or in part for the following reason(s). Written explanation of the rationale for the decision must be attached. _____

Dated _____, _____

 County Auditor Chairperson

Certification of County Auditor

I certify that the Board of County Commissioners took the action stated above and the records of my office and the office of the County Treasurer show the following facts as to the assessment and the payment of taxes on the property described in this application.

Year	Taxable Value	Tax	Date Paid (if paid)	Payment Made Under Written Protest?
				yes/no

I further certify that the taxable valuation and the taxes ordered abated or refunded by the Board of County Commissioner are as follows:

Year	Reduction in Taxable Valuation	Reduction in Taxes

 County Auditor Date

**Application For Abatement
 Or Refund Of Taxes**

*Shoppes on 4th LLP
 (Cape Ethics Agent)*

Name of Applicant _____
 County Auditor's File No. 4623

Date Application Was Filed With The County Auditor 10/31/25

Date County Auditor Mailed Application to Township Clerk or City Auditor 10/31/25
(must be within five business days of filing date)

PROPERTY INFORMATION



PIN:	02-0033-001 40-000
ADDRESS:	1522 4th Ave NW
OWNER:	Shoppes on 4th, LLP
SF/LAND:	52,209
YEAR BUILT:	2009
SF/BUILDING:	9,500
A23 VALUE:	\$941,200 or \$99/sf

SUMMARY: The subject property consists of a 9,500-square-foot office and metal shop building.

- The building includes **2,000 square feet** of wood-framed office space with EIFS siding and standard office finishes.
- The **7,500-square-foot** shop area features typical industrial finishes, including insulation, heating, metal interior lining, and restrooms, along with a concrete parking lot.

The property owner, represented by a tax appeal firm, is contesting the 2023 assessed valuation and has proposed a revised value of **\$771,167 (\$81/sf)**.

REVIEW: This property, along with parcel **02-0033-00110-000**, last sold on March 31, 2020, for **\$3,471,157 (\$78/sf)**. The appellant's valuation relies on 2024 financial statements and comparable sales from 2023 and 2025. Such data are not appropriate for an appeal of the **2023** assessment, which must be supported by market evidence from **2022 or earlier**. Additionally, the appellant's supporting data relies heavily on national or lower-tier market indicators that do not reflect local market conditions in West Fargo. These metrics lack regional relevance and diminish the reliability of the proposed valuation. Local market data offers a more accurate benchmark. Recent sales of comparable metal buildings in West Fargo—

similar in age, condition, and construction—range from **\$81 to \$128 per square foot**, with a **median sales price of \$96.23/sf**.

CONCLUSION: The proposed reduced valuation of **\$81/sf** is not supported by appropriate or regionally relevant market data.

The current assessed value of **\$99/sf** aligns with local market sales and represents a fair and equitable valuation under standard mass appraisal practices. **No change** to the 2023 assessed valuation is recommended.

Recommendation: Maintain 2023 assessed value

SUBJECTS					2023	
PARCEL	ADDRESS	YR BUILT	FRAME	BLDG SQ FT	ASSESSED VALU	\$ PER SQ FT
02-0952-00030-000	2528 MAIN AVE W	2013	POLE	15,968	\$ 1,539,100	\$ 96.39
02-0952-00010-000	2530 MAIN AVE W	2019	STEEL	11,760	\$ 1,049,800	\$ 89.27
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02-0033-00110-000	1718 4TH AVE NW	2015	STEEL	35,000	\$ 3,062,000	\$ 87.48

COMPARABLE SALES							
PARCEL	ADDRESS	YR BUILT	FRAME	BLDG SQ FT	SALES DATE	SALES PRICE	\$ PER SQ FT
02-0030-00080-000	201 15TH ST NW	2017	POLE	10,230	8/5/2022	\$ 1,315,280	\$ 128.57
02-2057-00150-000	625 16TH ST NE	2008	STEEL	11,250	5/27/2022	\$ 911,608	\$ 81.03
02-0020-00060-000	756 CENTER ST	2008	POLE	10,100	3/18/2022	\$ 918,420	\$ 90.93
02-0825-00040-000	128 15TH ST NW	1998	STEEL	13,500	3/16/2022	\$ 1,508,721	\$ 111.76
02-2057-00035-000	528 16TH ST NE	2006	STEEL	10,500	10/1/2021	\$ 1,015,504	\$ 96.71
02-2052-00010-000	1025 CENTER ST	2002	STEEL	24,000	11/23/2021	\$ 2,299,900	\$ 95.83



02-0030-00080-000



02-2057-00150-000



02-0825-00040-000



02-0020-00060-000



02-2057-00035-000



02-2052-00010-000



Application For Abatement Or Refund Of Taxes

North Dakota Century Code § 57-23-04

File with the County Auditor on or before November 1 of the year following the year in which the tax becomes delinquent.

State of North Dakota Assessment District _____
 County of Cass Property I.D. No. 02-0033-00140-000
 Name Gabriel Ehlers (Agent of Owner) Telephone No. (651) 403-3809
 Address 150 S 5th St Ste 2500 Minneapolis, MN 55402

Legal description of the property involved in this application:

Lot: 11 Block: 2 BUTLER'S 4TH ADDN LT 11 BLK 2



Total true and full value of the property described above for the year 2023 is:

Land \$ 182,700
 Improvements \$ 758,500
 Total \$ 941,200
 (1)

Total true and full value of the property described above for the year 2023 should be:

Land \$ 182,700
 Improvements \$ 588,467
 Total \$ 771,167
 (2)

The difference of \$ 170,033.00 true and full value between (1) and (2) above is due to the following reason(s):

- 1. Agricultural property true and full value exceeds its agricultural value defined in N.D.C.C. § 57-02-27.2
- 2. Residential or commercial property's true and full value exceeds the market value
- 3. Error in property description, entering the description, or extending the tax
- 4. Nonexisting improvement assessed
- 5. Complainant or property is exempt from taxation. Attach a copy of Application for Property Tax Exemption.
- 6. Duplicate assessment
- 7. Property improvement was destroyed or damaged by fire, flood, tornado, or other natural disaster (see N.D.C.C. § 57-23-04(1)(g))
- 8. Error in noting payment of taxes, taxes erroneously paid
- 9. Property qualifies for Homestead Credit (N.D.C.C. § 57-02-08.1) or Disabled Veterans Credit (N.D.C.C. § 57-02-08.8). Attach a copy of the application.
- 10. Other (explain) _____

The following facts relate to the market value of the residential or commercial property described above. For agricultural property, go directly to question #5.

1. Purchase price of property: \$ _____ Date of purchase: _____
 Terms: Cash _____ Contract _____ Trade _____ Other (explain) _____
 Was there personal property involved in the purchase price? _____ Estimated value: \$ _____
 yes/no

2. Has the property been offered for sale on the open market? NO If yes, how long? _____
 yes/no
 Asking price: \$ _____ Terms of sale: _____

3. The property was independently appraised: NO Purpose of appraisal: _____
 yes/no
 _____ Market value estimate: \$ _____
 Appraisal was made by whom? _____

4. The applicant's estimate of market value of the property involved in this application is \$ _____

5. The estimated agricultural productive value of this property is excessive because of the following condition(s): _____

Applicant asks that The application be accepted and the value reduced to the requested value.

By filing this application, I consent to an inspection of the above-described property by an authorized assessment official for the purpose of making an appraisal of the property. I understand the official will give me reasonable notification of the inspection. See N.D.C.C. § 57-23-05.1.

I declare under the penalties of N.D.C.C. § 12.1-11-02, which provides for a Class A misdemeanor for making a false statement in a governmental matter, that this application is, to the best of my knowledge and belief, a true and correct application.

/s/Gabriel Ehlers 10/31/25

Signature of Preparer (if other than applicant) _____ Date _____ Signature of Applicant _____ Date _____

Recommendation of the Governing Body of the City or Township

Recommendation of the governing board of _____

On _____, _____, the governing board of this municipality, after examination of this application and the facts, passed a resolution recommending to the Board of County Commissioners that the application be _____

Dated this _____ day of _____, _____

 City Auditor or Township Clerk

Action by the Board of County Commissioners

Application was _____ by action of _____ County Board of Commissioners.
 Approved/Rejected

Based upon an examination of the facts and the provisions of North Dakota Century Code § 57-23-04, we approve this application. The taxable valuation is reduced from \$ _____ to \$ _____ and the taxes are reduced accordingly. The taxes, if paid, will be refunded to the extent of \$ _____. The Board accepts \$ _____ in full settlement of taxes for the tax year _____.

We reject this application in whole or in part for the following reason(s). Written explanation of the rationale for the decision must be attached. _____

Dated _____

 County Auditor Chairperson

Certification of County Auditor

I certify that the Board of County Commissioners took the action stated above and the records of my office and the office of the County Treasurer show the following facts as to the assessment and the payment of taxes on the property described in this application.

Year	Taxable Value	Tax	Date Paid (if paid)	Payment Made Under Written Protest?
				yes/no

I further certify that the taxable valuation and the taxes ordered abated or refunded by the Board of County Commissioner are as follows:

Year	Reduction in Taxable Valuation	Reduction in Taxes

 County Auditor Date

**Application For Abatement
 Or Refund Of Taxes**

Shoppers on 4th LUP
 Name of Applicant *Cube Enters*

County Auditor's File No. *4624*

Date Application Was Filed With The County Auditor *10/31/25*

Date County Auditor Mailed Application to Township Clerk or City Auditor *10/31/25*
(must be within five business days of filing date)

**LETTER OF AUTHORIZATION
FOR PROPERTY TAX REPRESENTATION**

Enclave Property Management, LLC

Client

All sites in the state of ND

Subject Property

All jurisdictions in the state of ND

Jurisdiction / State

All years

Year(s)

This letter authorizes Ryan, LLC and its affiliate, Ryan Tax Compliance Services, LLC to represent the above-named property as its property tax agent in the jurisdiction / state named above. This authorization includes, but is not limited to: filing property renditions or returns; signing and filing appeals; examining property tax records; and, appearances before the assessor, boards of equalization or review, or other governmental agencies responsible for the assessment of property.

If there are any questions concerning this authorization, please contact the following:

Gabriel Ehlers (651) 403 3809 Gabriel.Ehlers@Ryan.com

A copy of any application or appeal attached to this authorization has been provided to the undersigned Client. A facsimile or scanned image of a signature below shall constitute an original signing of this authorization and the document containing the original signature will be submitted upon request.

This authorization shall remain effective as long as permitted by law or until revoked in writing by the owner. The person signing below certifies that they are a duly appointed officer, representative or agent of the owner and that they have the legal capacity to execute this authorization.

Client:

<small>DocuSigned by:</small> AUSTIN J. MORRIS	Austin J. Morris	April 1, 2025
<small>55FC43A3740341F...</small> Signature	Printed Name	Date

Manager of Enclave Property Management, LLC

Title

MARKET INCOME ANALYSIS

Enclave Shoppes on 4th West Fargo, ND 58078 1718 4th Ave NW City of West Fargo Square Feet		44,315 SF	Expenses PSF* \$1.50
INCOME			
Market Rent		\$7.50	\$332,363
Less: Vacancy Factor		5.00%	(\$16,618)
Less: Credit Loss		1.00%	(\$3,324)
TOTAL INCOME			\$312,421
Expenses on Vacant Space			(\$3,324)
Less: Structural R&M (\$0.25/SF)		5.00%	(\$11,079)
NET OPERATING INCOME			\$298,018
CAPITALIZATION RATE		9.00%	
TAX RATE		0.08%	
LOADED CAPITALIZATION RATE		9.08%	
INDICATED REAL ESTATE VALUE			\$3,283,000
PER SQUARE FOOT			\$74.08
2023 Pay 2024 Assessment			\$4,003,200
PER SQUARE FOOT			\$90.34

ACC_ME FS_Mixed Use Rent Roll

Exported On: 03/18/2025 12:23 PM

As of: 01/31/2025

Portfolios: Shoppes on 4th, Units: Active, GL Accounts: 40005: Commercial Rent and 41000: Rent Income

Unit	BB/B&A	Tenant	Status	Sqft	Commercial/Rent	Column1	Rent Income	Lease From	Lease To	Move-in	Move-out
Shoppes on 4th - 1522 - 1522 4th Avenue NW West Fargo, ND 58078											
Suite A-B	--/--	Charitable Gaming Dist	Current	4,500	5,322.92		14.19	0	4/1/2020	9/30/2025	4/1/2020
Suite C-D	--/--	Charitable Gaming Distributors Inc	Current	2,500	0			0	4/1/2024	9/30/2025	4/1/2024
Suite E	--/--	The Packer Lab, LLC	Current	1,250	677.08		6.50	0	7/1/2022	6/30/2028	7/1/2022
Suite F	--/--	Image Exteriors, LLC	Current	1,250	833.33		8.00	0	10/13/2023	10/31/2026	10/13/2023
4 Units			100.0% Occupied	9,500	6,833.33		8.63	0			
Shoppes on 4th - 1702 - 1702 4th Avenue NW West Fargo, ND 58078											
1702 - A	--/--	Farmers Edge	Current	6,935	5,720.00		9.90	0	4/1/2020	11/30/2025	4/1/2020
1702 - B	--/--	Artography by Bethany	Current	1,980	1,100.00		9.57	0	4/1/2020	9/30/2026	4/1/2020
1702 - C&D	--/--	BWR Innovations	Current	4,250	0			0	2/1/2025	1/31/2028	1/15/2025
1702 - E&F	--/--	Elevate Electric	Current	4,250	2,302.00		6.50	0	9/1/2020	11/30/2025	9/1/2020
1702 - G&H	--/--	Anytime Fun	Current	4,250	2,833.33		8.00	0	4/1/2020	6/30/2026	4/1/2020
5 Units			100.0% Occupied	21,065	11,955.33		6.81	0			
Shoppes on 4th - 1718 - 1718 4th Avenue NW West Fargo, ND 58078											
Suite A-B	--/--	Otis Elevator	Current	5,000	3,470.83		8.33	0	4/1/2020	9/30/2027	4/1/2020
Suite C-H	--/--	PPM Enterprises	Current	8,750	5,104.17		7.00	0	4/1/2020	7/31/2027	4/1/2020
2 Units			100.0% Occupied	13,750	8,575.00		7.48	0			
Total 11 Units			100.0% Occupied	44,315	27,363.66		7.41	0			

PROPERTY INFORMATION



PIN:	02-4614-00010-000
ADDRESS:	350 23rd Ave E
OWNER:	Oporo, LLC
SF/LAND:	150,480
YEAR BUILT:	2021
SF/BUILDING:	95,838
A23 VALUE:	\$9,364,600 or \$98/sf

SUMMARY: The subject property is a **3-story, 95,838-square-foot** medical office building with concrete parking. The **2023 assessed value reflects the structure as partially complete** at the time of assessment.

The property owner, represented by a tax appeal firm, is contesting the 2023 assessed value and has proposed a revised valuation of **\$7,364,600 (\$77/sf)**.

REVIEW: The appellant disputes the 2023 assessment on the grounds that the building was not yet operational on the February 1 assessment date and did not receive a certificate of occupancy until May 2023. They have requested a **\$2,000,000 reduction** but provided **no supporting documentation**.

North Dakota law requires that property be valued **as it stands on February 1**, including properties that are partially complete. The assessor's office inspected the property on **January 25, 2023**, and found the building in various stages of completion across floors and exterior areas. A photograph from that inspection is included at the end of this report.

Based on the inspection, a **50% completion percentage** was applied for the 2023 assessment. The building permit valuation for the project was **\$23,000,000**. Using the CAMA system, the calculated value for a 50% complete structure was **\$7,986,500**,

and with the land value of **\$1,378,100**, the total partial-complete assessment was **\$9,364,600**.

CONCLUSION: North Dakota law requires valuing property **as it stands on February 1**, even if not fully constructed or occupied. The property was determined to be **50% complete** at the time of inspection, which is the basis for the 2023 assessed value. The appellant has not provided any evidence to dispute the assessed percentage of completion.

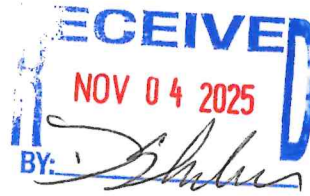
The requested **\$2,000,000 reduction** is not supported by documentation or appraisal evidence.

No change is recommended to the 2023 assessed valuation.

Recommendation: **Maintain 2023 assessed value**



Photo taken January 25, 2023



150 South Fifth Street
Suite 2500
Minneapolis, MN 55402

Gabriel Ehlers
Gabriel.Ehlers@ryan.com
www.ryan.com

March 27th, 2025

Matt Stanger
Cass County Equalization Director
211 9th St S
Fargo, ND 58103

Re: Objection to Real Property Assessment

Dear Matt:

Please see the attached Objection to Real Property Assessment applications. The respective owners have authorized Ryan, as agent, to apply on their behalf.

Please email us at the address listed on our appeal form attached hereto at your earliest to discuss the applications and if you require any additional information. We look forward to working with you in finding an amicable resolution for all parties.

Sincerely,

s/Gabriel Ehlers
Manager
Real Property Tax

Recommendation of the Governing Body of the City or Township

Recommendation of the governing board of _____

On _____, _____, the governing board of this municipality, after examination of this application and the facts, passed a resolution recommending to the Board of County Commissioners that the application be _____

Dated this _____ day of _____, _____

 City Auditor or Township Clerk

Action by the Board of County Commissioners

Application was _____ by action of _____ County Board of Commissioners.
 Approved/Rejected

Based upon an examination of the facts and the provisions of North Dakota Century Code § 57-23-04, we approve this application. The taxable valuation is reduced from \$ _____ to \$ _____ and the taxes are reduced accordingly. The taxes, if paid, will be refunded to the extent of \$ _____. The Board accepts \$ _____ in full settlement of taxes for the tax year _____.

We reject this application in whole or in part for the following reason(s). Written explanation of the rationale for the decision must be attached. _____

Dated _____,

 County Auditor Chairperson

Certification of County Auditor

I certify that the Board of County Commissioners took the action stated above and the records of my office and the office of the County Treasurer show the following facts as to the assessment and the payment of taxes on the property described in this application.

Year	Taxable Value	Tax	Date Paid (if paid)	Payment Made Under Written Protest?
				yes/no

I further certify that the taxable valuation and the taxes ordered abated or refunded by the Board of County Commissioner are as follows:

Year	Reduction in Taxable Valuation	Reduction in Taxes

 County Auditor Date

Application For Abatement Or Refund Of Taxes	
Name of Applicant	<i>Oporellc Cabe Ehlers</i>
County Auditor's File No.	<i>4625</i>
Date Application Was Filled With The County Auditor	<i>10/31/25</i>
Date County Auditor Mailed Application to Township Clerk or City Auditor	<i>10/31/25</i>

(must be within five business days of filing date)

**LETTER OF AUTHORIZATION
FOR PROPERTY TAX REPRESENTATION**

Enclave Property Management, LLC
Client
All sites in the state of ND
Subject Property
All jurisdictions in the state of ND
Jurisdiction / State
All years
Year(s)

This letter authorizes Ryan, LLC and its affiliate, Ryan Tax Compliance Services, LLC to represent the above-named property as its property tax agent in the jurisdiction / state named above. This authorization includes, but is not limited to: filing property renditions or returns; signing and filing appeals; examining property tax records; and, appearances before the assessor, boards of equalization or review, or other governmental agencies responsible for the assessment of property.

If there are any questions concerning this authorization, please contact the following:

Gabriel Ehlers (651) 403 3809 Gabriel.Ehlers@Ryan.com

A copy of any application or appeal attached to this authorization has been provided to the undersigned Client. A facsimile or scanned image of a signature below shall constitute an original signing of this authorization and the document containing the original signature will be submitted upon request.

This authorization shall remain effective as long as permitted by law or until revoked in writing by the owner. The person signing below certifies that they are a duly appointed officer, representative or agent of the owner and that they have the legal capacity to execute this authorization.

Client:
DocuSigned by:

AUSTIN J. MORRIS	Austin J. Morris	April 1, 2025
<small>55FC43A3740341F...</small> Signature	Printed Name	Date
Manager of Enclave Property Management, LLC		
Title		



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

To: West Fargo City Commission
From: Dan Bergerson, HDR Inc.
Date: December 1, 2025
Subject: FM Metro COG Metro Railroad Needs Study Presentation
Action: No Action - Informational

Commission President

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

Commission Vice President

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

Commissioner

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

Commissioner

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

Commissioner

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

City Administrator

Dustin T. Scott

New Information and Recommendation:

Metro COG has completed a Railroad Needs Study, canvassing the entire metro area. Included in this study are four rail crossings located within the City of West Fargo.

A consultant from HDR who completed the study will present the results of the study.

The following documents are attached for review/consideration:

- Memo
- Presentation

Staff Recommendation: No Action - Informational

Previously Presented Information and Commission Actions:

None

To: West Fargo City Commission
From: Ben Griffith, AICP, Executive Director
Date: December 1, 2025
Re: **Metro Railroad Needs Study**

Metro COG, local jurisdictions and BNSF Railway began discussing the need for a study of key rail crossings or rail-related locations throughout the region nearly 3 years ago. These discussions centered around the growing need to evaluate the impacts of the existing rail infrastructure on urban mobility, safety, and long-term planning within the metro area. The parties identified the need for a comprehensive study that would assess current conditions and explore future improvements. Local jurisdictions also helped identify specific locations for inclusion in the study.

The consultants, HDR, began work on the study in June of 2024, looking at 15 locations, providing infrastructure evaluation, improvement options and planning-level cost estimates for each crossing. The study was guided by a Study Review Committee (SRC) consisting of representatives of Moorhead, Dilworth and Clay County in Minnesota, and Fargo, West Fargo and Cass County in North Dakota, as well as NDDOT, MnDOT, OTVR and BNSF. A Stakeholder Committee, made up of representatives from MATBUS, school district transportation staff, first responders and community organizations was also convened to provide additional feedback.

Public engagement was a major part of the study with pop-up events held at the Rourke Art Museum in Moorhead during the Frostival Winter Warm Up and the Spring-A-Ding-Fling and 67th Annual Kiwanis Pancake Carnival Event at the FargoDome. Four advertised public meetings were held throughout July at the Rustad Recreation Center in West Fargo, the Downtown Public Library in Fargo, the Hjemkomst Center in Moorhead and the Dilworth Depot facility. An engagement summary is provided as an appendix to the study's final report.

Metro COG and the consultant team will be glad to answer any questions you may have. Presentations have been scheduled for all the local jurisdictions located within the study area prior to adoption of the study by Metro COG's Policy Board.

To view the draft study document, please visit the project page on Metro COG's website at: <http://fmmetrocog.org/projects-rfps/metro-railroad-needs-study>



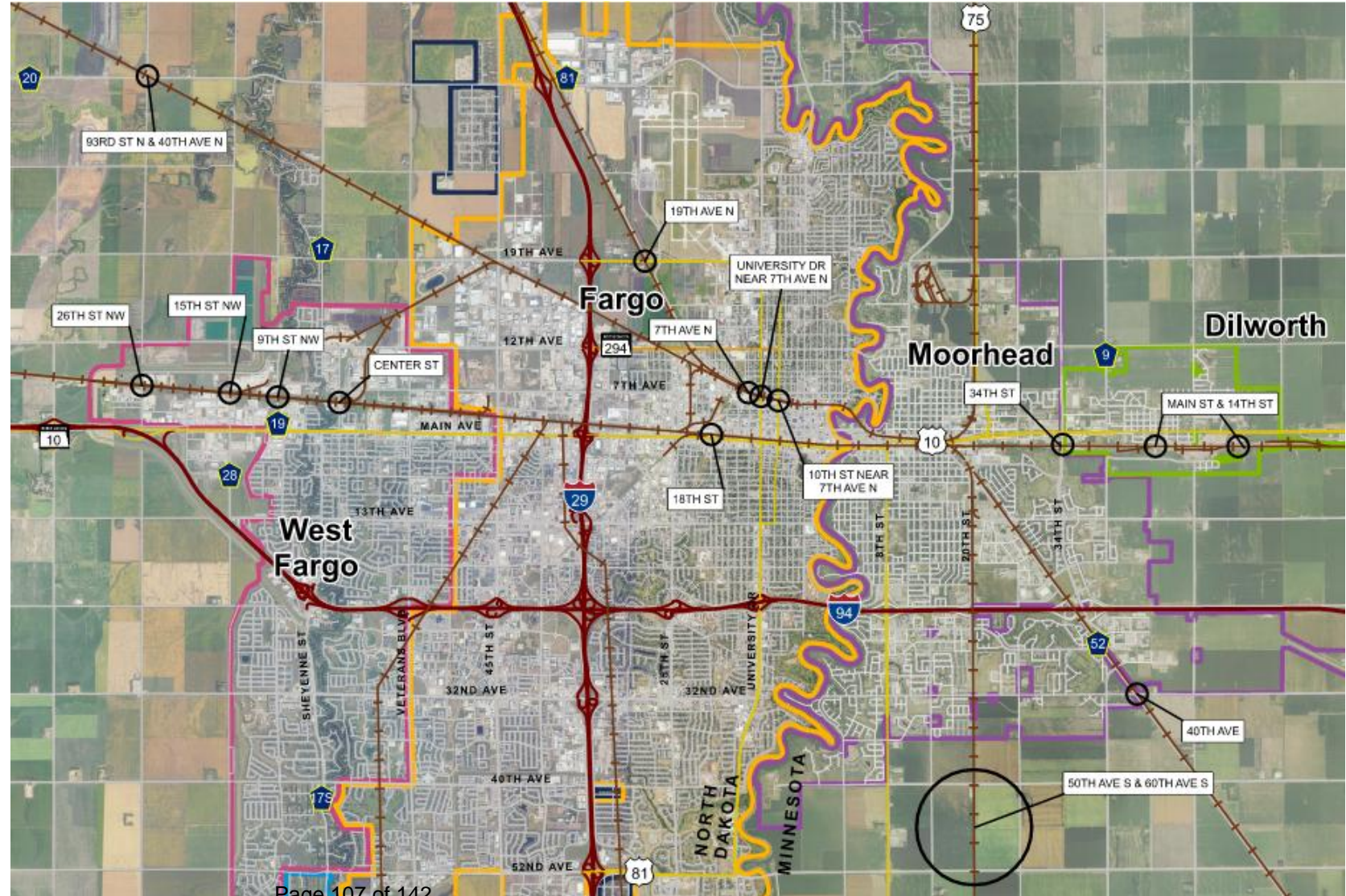
**METRO RAILROAD
NEEDS STUDY**

West Fargo City Commission
December 1, 2025

Intro / Background



- 15 locations in the metro
- 4 locations in West Fargo
- Key objectives:
 - evaluating existing conditions
 - assessing potential improvements
 - recommending infrastructure enhancements



Engagement

- SRC and Stakeholder Committee
 - West Fargo Fire
 - West Fargo Police Department
 - West Fargo Public Schools
 - Cass County Engineering
 - Cass County Planning
 - NDDOT
- 67th Annual Kiwanis Pancake Karnival at the Fargodome
 - February 8, 2025
- Public Meeting at Rustad Recreation Center
 - July 1, 2025
- Public Meeting at Fargo Public Library
 - July 8, 2025



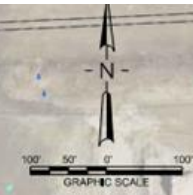
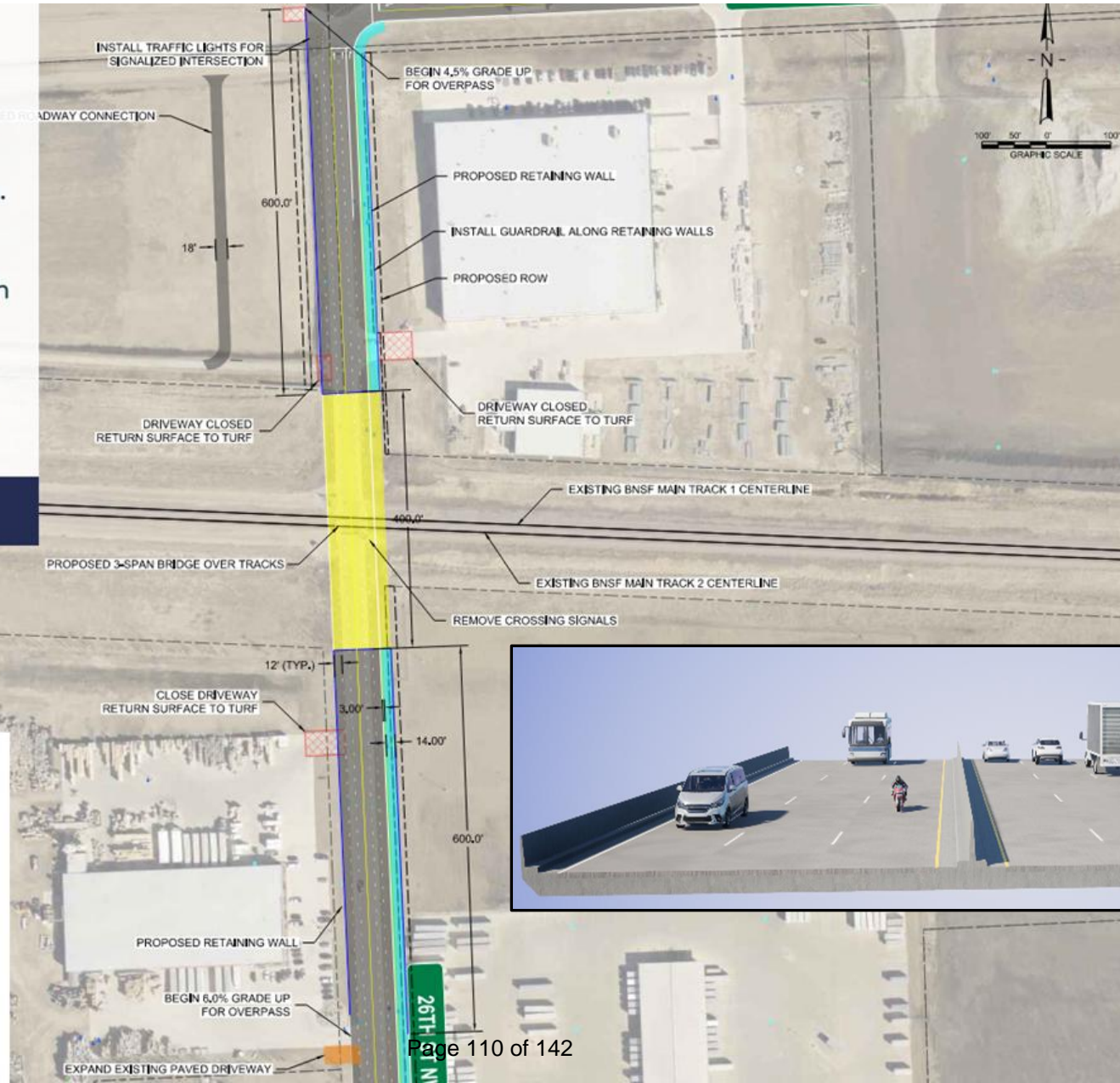
Preferred Alternatives

26th Street NW

OPTION 2

- Removes at-grade crossing and interaction point between vehicles and trains.
- Plans for the future by providing 6 lanes along 26th St NW.
- Adds a shared use path to allow for pedestrian access.

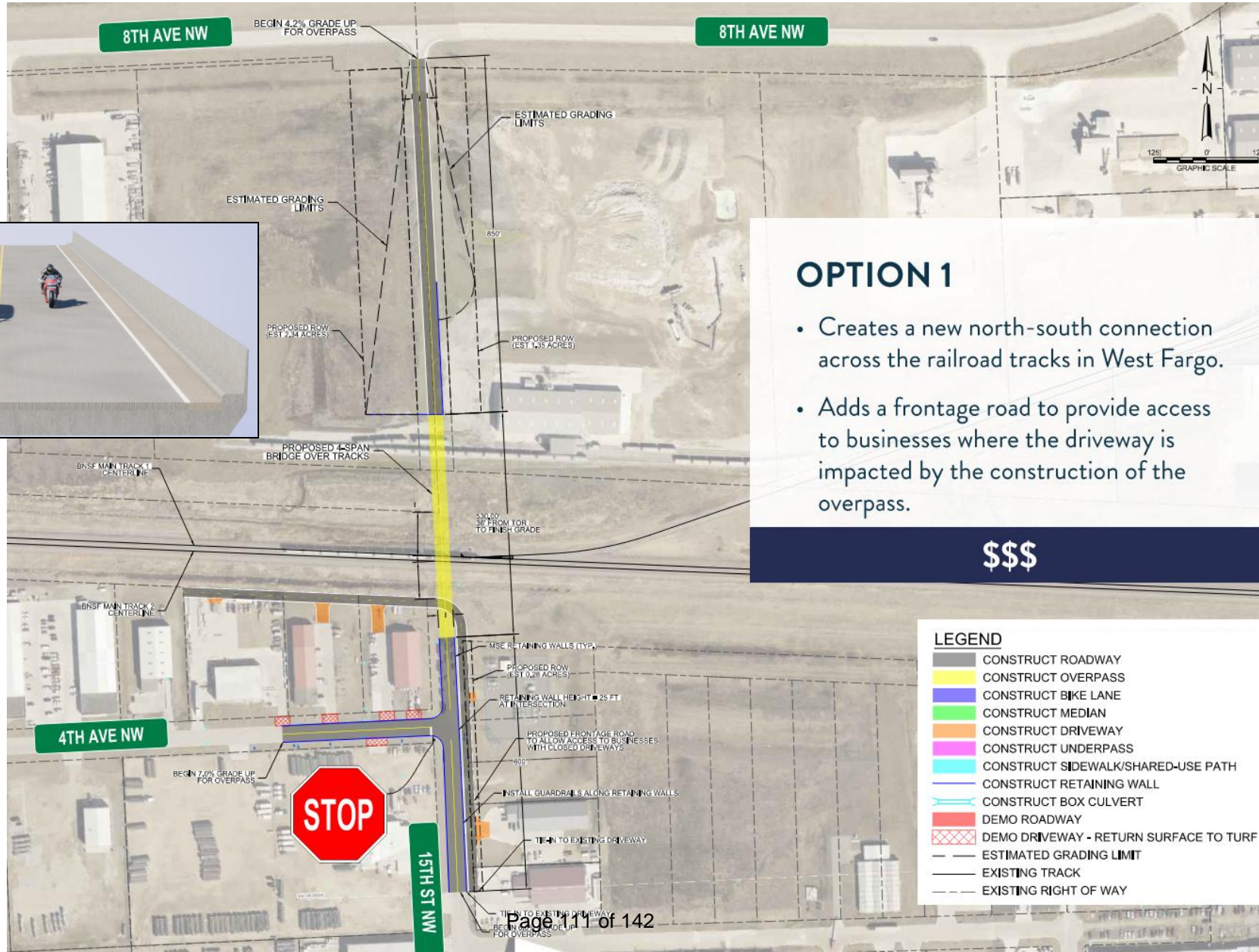
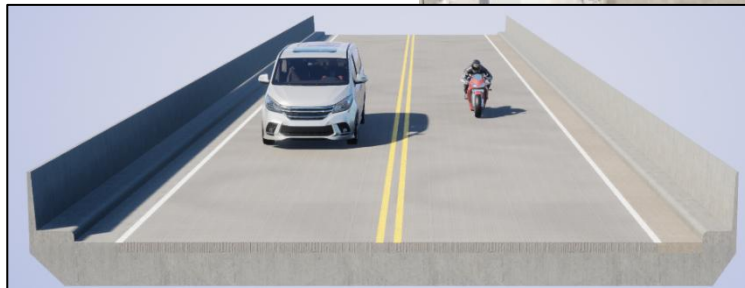
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LEGEND

- CONSTRUCT ROADWAY
- CONSTRUCT OVERPASS
- CONSTRUCT BIKE LANE
- CONSTRUCT MEDIAN
- CONSTRUCT DRIVEWAY
- CONSTRUCT UNDERPASS
- CONSTRUCT SIDEWALK/SHARED-USE PATH
- CONSTRUCT RETAINING WALL
- CONSTRUCT BOX CULVERT
- DEMO ROADWAY
- DEMO DRIVEWAY - RETURN SURFACE TO TURF
- ESTIMATED GRADING LIMIT
- EXISTING TRACK
- EXISTING RIGHT OF WAY

15th Street NW



OPTION 1

- Creates a new north-south connection across the railroad tracks in West Fargo.
- Adds a frontage road to provide access to businesses where the driveway is impacted by the construction of the overpass.

\$\$\$

LEGEND

	CONSTRUCT ROADWAY
	CONSTRUCT OVERPASS
	CONSTRUCT BIKE LANE
	CONSTRUCT MEDIAN
	CONSTRUCT DRIVEWAY
	CONSTRUCT UNDERPASS
	CONSTRUCT SIDEWALK/SHARED-USE PATH
	CONSTRUCT RETAINING WALL
	CONSTRUCT BOX CULVERT
	DEMO ROADWAY
	DEMO DRIVEWAY - RETURN SURFACE TO TURF
	ESTIMATED GRADING LIMIT
	EXISTING TRACK
	EXISTING RIGHT OF WAY

9th Street NW

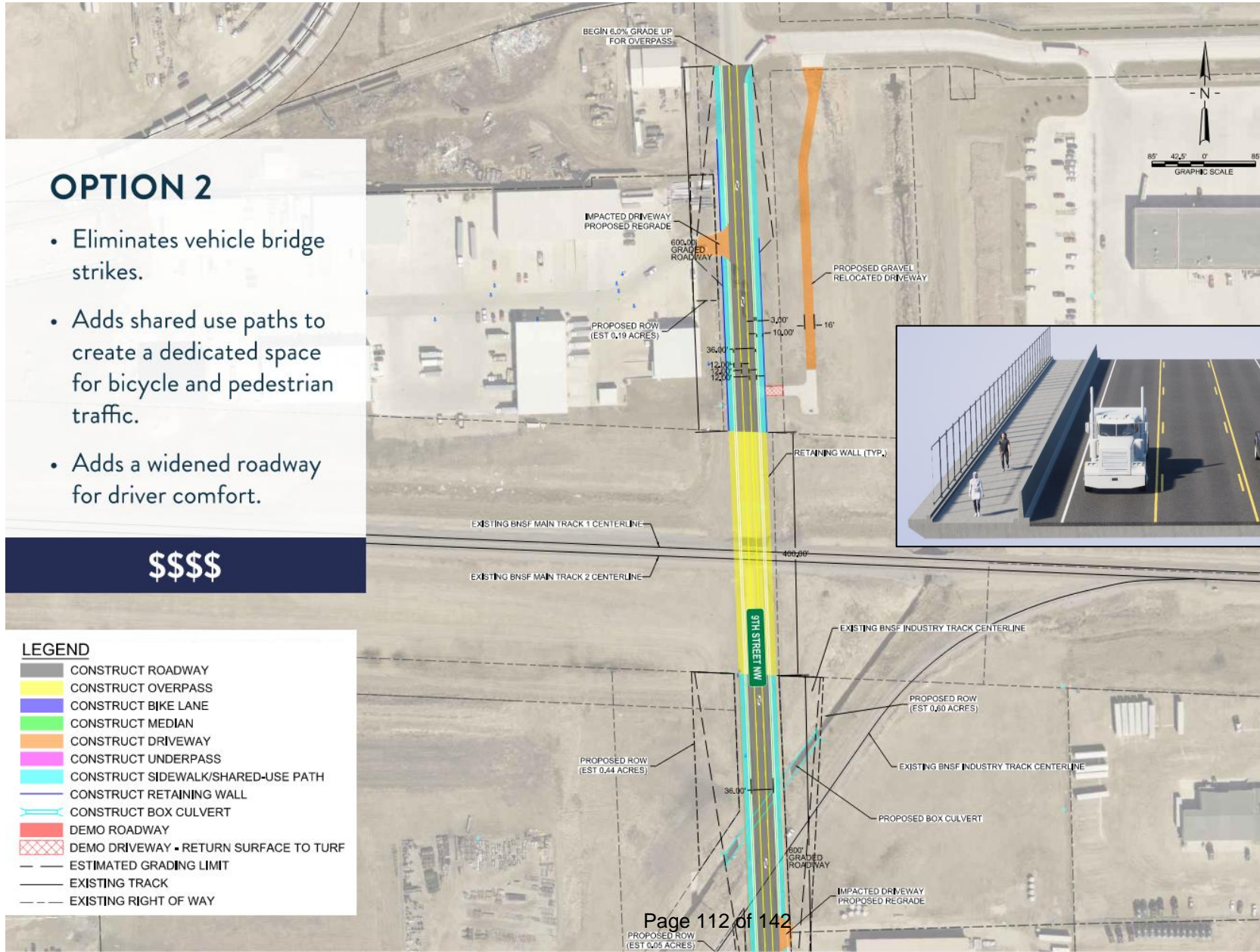
OPTION 2

- Eliminates vehicle bridge strikes.
- Adds shared use paths to create a dedicated space for bicycle and pedestrian traffic.
- Adds a widened roadway for driver comfort.

\$\$\$\$

LEGEND

- CONSTRUCT ROADWAY
- CONSTRUCT OVERPASS
- CONSTRUCT BIKE LANE
- CONSTRUCT MEDIAN
- CONSTRUCT DRIVEWAY
- CONSTRUCT UNDERPASS
- CONSTRUCT SIDEWALK/SHARED-USE PATH
- CONSTRUCT RETAINING WALL
- CONSTRUCT BOX CULVERT
- DEMO ROADWAY
- DEMO DRIVEWAY - RETURN SURFACE TO TURF
- ESTIMATED GRADING LIMIT
- EXISTING TRACK
- EXISTING RIGHT OF WAY



Center Street

OPTION 2

- Eliminates vehicle bridge strikes.
- Adds a shared use path to create a dedicated space for bicycle and pedestrian traffic.

\$\$\$\$



Multiple Account Evaluation



Alternative	Magnitude of Project Benefits	Magnitude of Project Costs	Emergency Service Access	Railroad Support	Train Traffic	Discretionary Funding Potential	Multimodal Mobility & Active Transportation	Community Impacts	School Bus Traffic	Total Score
	16.7%	12.6%	16.1%	7.1%	7.5%	10.1%	8.8%	13.3%	7.8%	
40th Ave N & 93rd St N – Option 1	1	5	0	5	0	1	0	0	0	1.3
40th Ave N & 93rd St N – Option 2	0	4	0	4	0	1	0	0	0	0.9
26th St NW – Option 1	4	1	5	4	5	2	0	3	5	3.2
26th St NW – Option 2	5	0	5	4	5	2	5	3	5	3.7
15th St Overpass – Option 1	4	1	5	2	0	0	0	0	0	1.7
9th St NW Underpass – Option 1	4	2	0	3	4	1	5	3	0	2.4
9th St NW Underpass – Option 2	5	1	0	4	4	1	5	3	0	2.5
Center St Underpass – Option 1	5	2	0	3	4	1	5	3	0	2.5
Center St Underpass – Option 2	5	1	0	4	4	1	5	3	0	2.5
18th St Pedestrian Crossing – Option 1	4	3	0	2	0	2	5	0	0	1.8
18th St Pedestrian Crossing – Option 2	4	3	0	0	0	2	5	0	0	1.7
18th St Pedestrian Crossing – Option 3	4	3	0	1	0	2	5	0	0	1.8
7th Ave – Option 1	4	1	5	4	3	2	3	5	0	3.2
7th Ave – Option 2	1	5	0	3	3	1	0	3	0	1.7
University Near 7th Underpass – Option 1	4	2	0	3	3	1	3	0	0	1.7
10th Near 7th Underpass – Option 1	5	1	0	3	3	1	3	0	0	1.8
19th Ave N – Option 1A	3	4	0	3	3	1	5	0	0	2.0
19th Ave N – Option 1B	2	4	0	3	3	1	5	0	0	1.8
34th St Underpass – Option 1	1	4	0	1	1	0	0	3	0	1.2
Main St & 14th St Grade Separation – Option 1	4	0	5	5	5	2	5	5	1	3.6
40th Ave S – Option 1A	0	5	0	3	1	0	3	0	5	1.6
40th Ave S – Option 1B	1	5	0	3	1	0	3	3	5	2.1
40th Ave S – Option 2A	1	5	0	5	1	1	0	3	5	2.1
50th Ave S – Option 1	1	5	0	3	2	1	3	3	0	1.9
50th Ave S – Option 2	2	2	5	4	2	1	5	3	0	2.8
60th Ave S – Option 1	1	5	0	3	2	0	3	3	5	2.2
60th Ave S – Option 2A	4	1	5	4	2	1	5	3	5	3.4
60th Ave S – Option 2B	3	2	5	3	2	1	5	3	5	3.2

Thank you!

The final draft report is available on FM Metro COG's website:
<https://www.fmmetrocog.org/projects-rfps/metro-railroad-needs-study>



“Consent” or “Regular” Agenda Item?
[Regular]

To: West Fargo City Commission
From: Jerry Wallace, City Engineer
Date: December 1, 2025
Subject: Improvement District No. 1356 – Brookwood Meter Pit Replacement (East Side)
Action: Approve Engineer’s Report and Direct Engineer to prepare Plans and Specifications

Commission President

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

Commission Vice President

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

Commissioner

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

Commissioner

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

Commissioner

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

City Administrator

Dustin T. Scott

New Information and Recommendation:

The Engineering Department has completed the Engineer’s Report for Improvement District No. 1356, outlining needed water supply infrastructure to the Brookwood Mobile Home Park for replacement. The proposed project includes full reconstruction of the existing meter pit and installation of a new 6-inch fire-service-type water meter capable of meeting modern fire flow and insurance standards.

The following documents are attached for review/consideration:

- Engineer’s Report
- District Map
- Associated Resolutions

Staff Recommendation: Approve Engineer’s Report and Direct Engineer to prepare Plans and Specifications

Background and Project Summary:

The water meter pit serving the Brookwood Mobile Home Park is approximately 50 years old and has experienced extensive corrosion of the piping, meter supports, and internal structure. This facility is the only metered connection serving the east portion of the park and is critical for both daily water use and required fire flow. Due to advanced deterioration and the risk of operational failure, the project includes the reconstruction of the meter pit structure, the installation of a new 6-inch fire-service-type meter, the replacement of valves and asbestos-cement pipe (ACP) segments, and the restoration of the surrounding area.

Financial Analysis:

Project costs are proposed to be funded with a combination of special assessments and water utility funds, allocated as follows:

Water Revenue Fund: \$166,162.50

Special Assessments: \$71,212.50

Total Project Cost: \$237,375.00

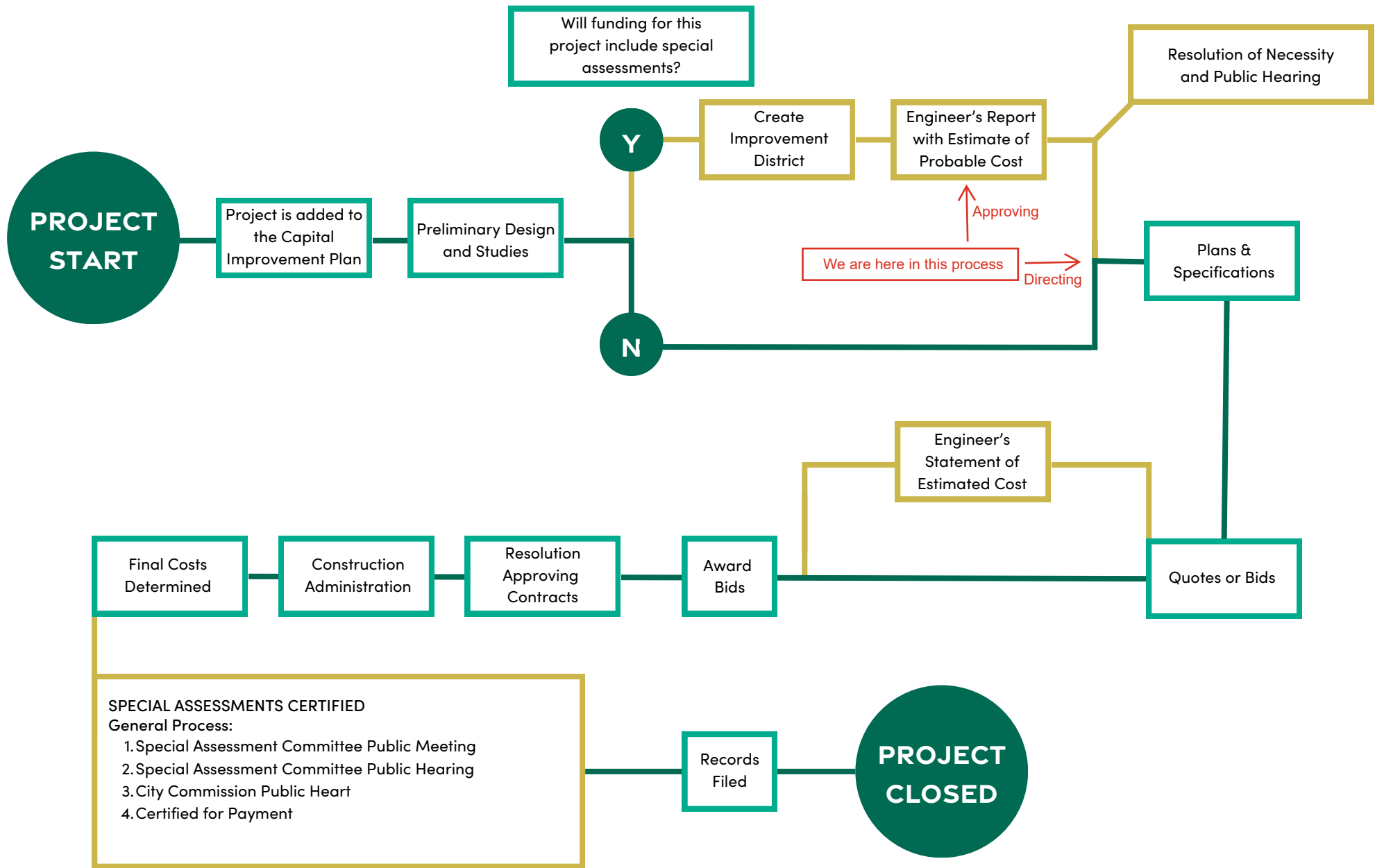
Previously Presented Information and Commission Actions:

November 3, 2025 –

- **Staff Recommendation:** Create Improvement District No. 1356 and Direct Engineer to prepare an Engineer’s Report

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

CITY PROJECT PROCESS FLOW CHART



SPECIAL ASSESSMENTS CERTIFIED

General Process:

1. Special Assessment Committee Public Meeting
2. Special Assessment Committee Public Hearing
3. City Commission Public Heart
4. Certified for Payment

*The City of West Fargo creates an Engineer's Report and Estimate of Probably Cost for most projects, but is legally required to do so for projects using special assessment funding.

*Project Steps in YELLOW boxes are only necessary when a project is funding through the use of special assessments.

Engineer's Report

(Pursuant to N.D.C.C. 40-22-10)

Improvement District No. 1356

Brookwood Meter Pit Replacement (East Side)

General Nature (Scope)

The proposed project consists of the full reconstruction of the existing water meter pit and associated water service infrastructure serving the east portion of the Brookwood Mobile Home Park. The existing meter pit contains three aging small-diameter meters installed in parallel on an 8-inch asbestos cement water main. The structure, piping, and meter supports are severely corroded and deteriorated, creating operational reliability concerns.

The proposed improvement will install a new meter vault and water meter, replacement valves, and associated piping, and will reconnect to the existing 12-inch PVC main located under 9th Street East. Removal of the adjacent ACP pipe will also be required as part of the work.

Purpose

The existing meter pit is approximately 50 years old. It exhibits significant corrosion of all metal surfaces and pipe, deteriorating structural components, outdated metering equipment, and is at an elevated risk of operational failure. This is the only metered connection serving water usage for the east portion of the mobile home park, which contains roughly 272 residences and has an average daily demand of 50,000 gallons. Continued deterioration increases the likelihood of service disruption or an emergency shutdown, both of which would significantly impact the park's residents. Given the facility's condition and criticality, reconstruction is necessary to maintain reliable service.

Feasibility

It is recommended to replace the meter pit, piping, valves, and ACP sections, and to install a single 6-inch meter capable of meeting normal demand and the Insurance Services Office (ISO)- required 1,000-gallon-per-minute fire flow. The total project cost, including contingencies and soft costs, is currently estimated at \$238,000. Per the approved 2024 Capital Improvements Plan (CIP), project funding is proposed to use Capital Improvements Sales Tax (CIST) to fund 70% of project costs, with the remaining 30% special assessed to the benefitting property.

District Creation Consideration (N.D.C.C 40-22-10)

Improvement District No. 1356 was created based on the benefitting property, the portion of the Brookwood Mobile Home Park east of 9th St. E.

Estimate of Probable Cost

Construction		\$175,000
Bid Proposal Items	\$142,940.00	
Contingency (~20%)	\$32,060.00	
Consultant (Design/Construction)		\$44,875.00
Legal & Administration		\$8,750.00
Bond Discount		\$7,000.00
West Fargo Engineering Fee		\$1,750.00
<hr/>		
Total Estimated Cost		\$237,375.00

Source of Funds

Special Assessments		\$71,212.50
City Funds		\$166,162.50
Capital Impr. Sales Tax	\$	
Water/Sewer Revenue	\$166,162.50	
Water/Sewer Bond	\$	
<hr/>		
Total		\$237,375.00

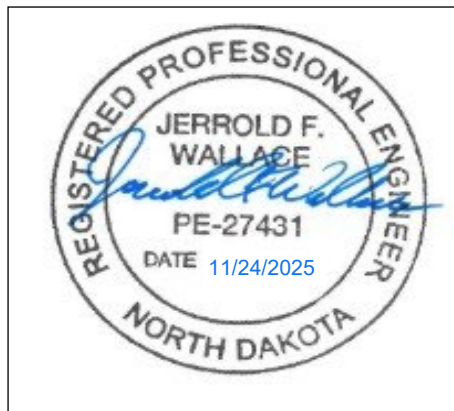
Supporting Documents (available upon request)

- A. C.I.P. Project Summary
- B. Itemized Estimate of Probable Cost
- C. Consultant’s report
- D. Maps, Drawings, Etc.
- E. Photos



The proposed improvements are cost effective and will adhere to city policies as well as applicable state and/or federal regulations.

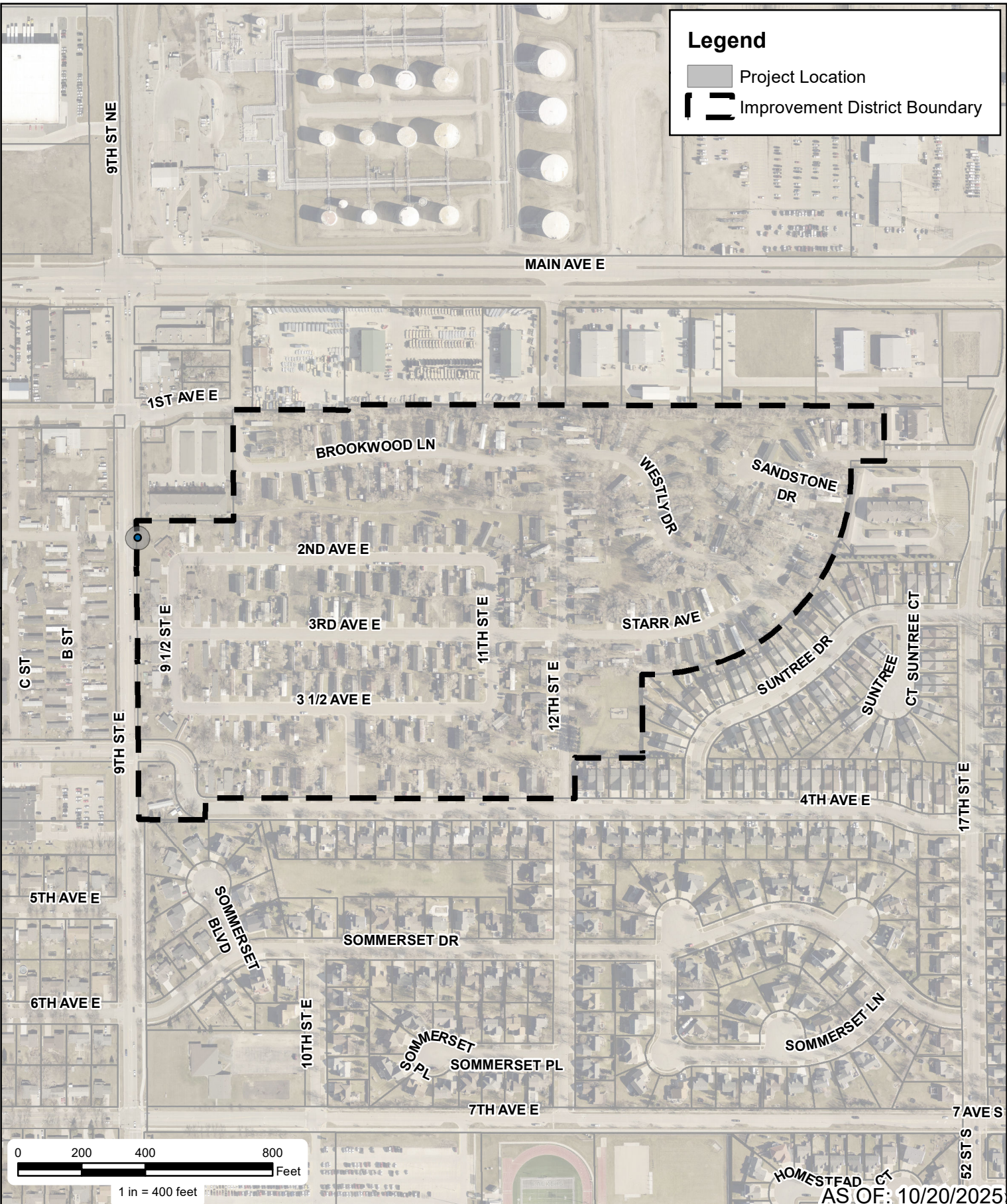


Jerry Wallace, P.E.
ND Registration No. 27431



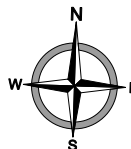
Legend

-  Project Location
-  Improvement District Boundary



IMPROVEMENT DISTRICT MAP
IMPROVEMENT DISTRICT NO. 1356
BROOKWOOD METER PIT REPLACEMENT (EAST SIDE)
WEST FARGO, NORTH DAKOTA

Created By: TJS Date Created: 10/20/25 Date Saved: 10/20/25 Date Plotted: NEVER Date Exported: 10/20/25
Plotted By: tanner.schmidt Parcel Date: 10/26/23 Aerial Image: 2024 FM Metro Elevation Data: Lidar
Horizontal Datum: NAD 1983 StatePlane North Dakota South FIPS 3302 Feet Vertical Datum: NAVD1988
Q:\Projects\30000\30800\30873\Dist1356\Brookwood\Water\Meter\Pit\EastSide\GIS\APRX\30873_1356_ImprovementDistrictMap.mxd



Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION APPROVING ENGINEER'S REPORT

BE IT RESOLVED by the Board of City Commissioners of the City of West Fargo, North Dakota, that the report of the Engineer for the City of West Fargo as to the general nature, purpose and feasibility along with an estimate of the probable cost of the work has been filed with this Board and that the same is hereby approved for Improvement District 1356 – Brookwood Meter Pit Replacement.

Dated: December 1, 2025

APPROVED:

President of Board of City Commissioners

ATTEST:

City Auditor

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

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION DIRECTING ENGINEER
TO PREPARE PLANS AND SPECIFICATIONS

BE IT RESOLVED by the Board of City Commissioners of the City of West Fargo, deeming it necessary to make certain improvements consisting of replacing an existing water meter pit servicing the Brookwood Estates Mobile Home Park, be constructed and made in Improvement District No. 1356 – Brookwood Meter Pit Replacement of the City of West Fargo, the City hereby directs Jerry Wallace, the Engineer for the City of West Fargo and being a competent engineer, to prepare plans and specifications for such work.

Dated: December 1, 2025

APPROVED:

President of Board of City Commissioners

ATTEST:

City Auditor

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



“Consent” or “Regular” Agenda Item?
[Regular]

To: West Fargo City Commission
From: Jerry Wallace, City Engineer
Date: December 1, 2025
Subject: Project No. 6063 – 8th St W Multi-Use Path
Action: Review bid and concur with NDDOT's Recommendation

Commission President

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

Commission Vice President

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

Commissioner

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

Commissioner

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

Commissioner

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

City Administrator

Dustin T. Scott

New Information and Recommendation:

The NDDOT conducted a virtual bid opening on November 14, 2025. There was a total of two (2) bidders, with Northern Improvement Company as the low bidder. The low bid was \$509,985.30 which was \$162,078.20 (24.1%) below the Engineer’s design estimate. Staff recommends awarding the contract to Northern Improvement Company.

The following documents are attached for review/consideration:

- NDDOT Notice of Bids
- Resolution Accepting Bid

Staff Recommendation: Concur with NDDOT and award contract to Northern Improvement Company.

Background and Project Summary:

The existing multi-use path is asphalt that is in need of replacement. This project will reconstruct it to the City’s current standard of reinforced concrete.

A portion of the multi-use path is directly adjacent to Westside Elementary School and connects pedestrians and bicyclists to the school from surrounding neighborhoods. The multi-use path also provides a link between North Elmwood Park to the southeast, Erbstoesser Park to the northeast, and the Scheels Soccer Complex to the southwest.

Policy Analysis:

This project will improve non-motorized travel along a collector corridor. This is in line with complete streets design and will promote walking and biking throughout the corridor.

Financial Analysis:

The project has been awarded a federal Transportation Alternatives (TA) grant in the amount of \$412,731.10 towards construction costs (80.9%). Remaining construction and soft costs are proposed to come from Capital Improvement Sales Tax funds.

Previously Presented Information and Commission Actions:

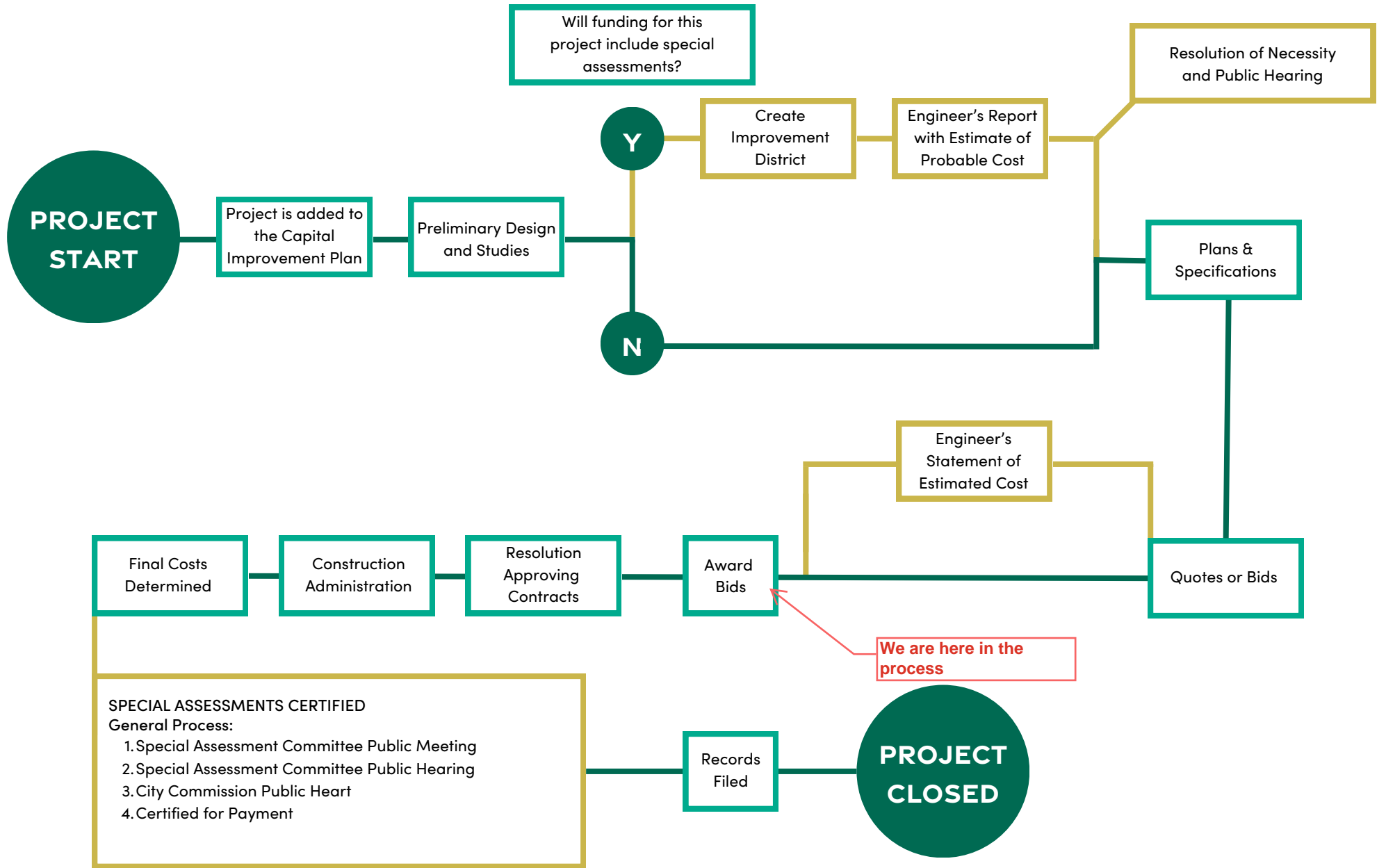
August 18, 2025 –

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

May 19, 2025 –

- **Staff Recommendation:** Create Project No. 6063, Direct and Approve Engineer's Report, Direct Engineer to prepare Plans and Specifications; and Approve Letter Agreement
- **Commission Action:** Commissioner Jorgensen moved, and Commissioner Olson seconded to approve. No opposition, motion carried.

CITY PROJECT PROCESS FLOW CHART



*The City of West Fargo creates an Engineer's Report and Estimate of Probably Cost for most projects, but is legally required to do so for projects using special assessment funding.

*Project Steps in YELLOW boxes are only necessary when a project is funding through the use of special assessments.

November 17, 2025

Jerry Wallace
City Engineer
800 4th Ave East, Suite #1
West Fargo, ND 58078

PROJECT: TMA-CRP-TA-8-992(056), PCN 24569 – WEST FARGO 8th STREET W FROM 12 ½ AVENUE W TO 5TH AVENUE W

Dear Mr. Wallace:

Bids for the construction on the above noted project were taken at our bid opening of November 14, 2025. A copy of the Contract Detail Estimate and Abstract of Bids are enclosed.

The low bid for ADA CURB RAMP REVISIONS, CONCRETE MULTI USE PATH was submitted by Northern Improvement Company of Fargo, ND in the amount of \$509,985.30. According to the agreement with the City of West Fargo, the City's share for **TMA-CRP-TA-8-992(056)** is estimated to be \$97,254.20. TMACR Federal Funds is Limited to \$220,711.00. The TAU Federal Funds for this project are limited to \$192,020.10. The balance of the project cost is the obligation of the City.

The Department will review the low bidder's proposal to assure that the Disadvantaged Business Enterprise Program requirements have been met. Upon review of the contractor's Disadvantaged Business Enterprise Program, the Department will advise you via email whether this project may be awarded. The City must award the contract before the Department will concur in the award; therefore, the City must notify the Department in writing as soon as possible after the award is made. Contracts cannot be executed prior to the date of the Department's concurrence.

Questions should be addressed to the Construction Services Division at 701-328-2566.

Sincerely,



Phillip Murdoff, PE
Construction Services Engineer

80/pm/jmm
Enclosure

North Dakota **FEDERAL AID**

Project Number: **TMA-CRP-TA-8-992(056)**

PCN: **24569**

Job Number: **24569**

Bid Opening Date: **11/14/2025**

Revised Date: **11/17/2025**

English/Metric: **ENGLISH**

Signed Date:

Contract with **NORTHERN IMPROVEMENT COMPANY FARGO, ND**

County(s): **CASS**

Location: **8TH ST W, FROM 12 1/2 AVE W TO 5TH AVE W - WEST FARGO**

North Dakota **FEDERAL AID**

Bid Opening Date: **11/14/2025**

Project Number: **TMA-CRP-TA-8-992(056)**

PCN: **24569**

Revised Date: **11/17/2025**

Job Number: **24569**

English/Metric: **ENGLISH**

Roadway: **URBAN**

LRS_ID L1964_017M FR MEASURE 0.0518 TO MEASURE 0.5854

Type: **ADA CURB RAMP REVISIONS, CONCRETE MULTI USE PATH**

Participating: **Y**

Spec	Code	Item Description	Quantity	Unit	Unit Price	Amount
103	0100	CONTRACT BOND	1.000	L SUM	\$1,405.00	\$1,405.00
201	0330	CLEARING & GRUBBING	1.000	L SUM	\$1,500.00	\$1,500.00
201	0370	REMOVAL OF TREES 10IN	13.000	EA	\$935.00	\$12,155.00
202	0130	REMOVAL OF CURB & GUTTER	350.000	LF	\$21.50	\$7,525.00
202	0136	REMOVAL OF PAVEMENT	1,237.000	TON	\$15.25	\$18,864.25
203	0103	COMMON EXCAVATION-TYPE C	12.000	CY	\$76.00	\$912.00
203	0109	TOPSOIL	366.000	CY	\$37.50	\$13,725.00
203	0140	BORROW-EXCAVATION	114.000	CY	\$50.00	\$5,700.00
251	0300	SEEDING CLASS III	1.050	ACRE	\$2,625.00	\$2,756.25
251	2000	TEMPORARY COVER CROP	1.050	ACRE	\$525.00	\$551.25
253	0201	HYDRAULIC MULCH	2.100	ACRE	\$2,365.00	\$4,966.50
260	0300	SILT FENCE	268.000	LF	\$8.00	\$2,144.00
302	0121	AGGREGATE BASE COURSE CL 5	223.000	CY	\$115.00	\$25,645.00
702	0100	MOBILIZATION	1.000	L SUM	\$30,000.00	\$30,000.00
704	1000	TRAFFIC CONTROL SIGNS	580.000	UNIT	\$1.10	\$638.00
704	1054	SIDEWALK BARRICADE	17.000	EA	\$68.25	\$1,160.25
704	1060	DELINEATOR DRUMS	76.000	EA	\$15.75	\$1,197.00
708	1540	INLET PROTECTION-SPECIAL	12.000	EA	\$265.00	\$3,180.00
708	1541	REMOVE INLET PROTECTION-SPECIAL	12.000	EA	\$55.00	\$660.00
722	6160	ADJUST INLET	7.000	EA	\$500.00	\$3,500.00
748	0140	CURB & GUTTER-TYPE I	350.000	LF	\$75.00	\$26,250.00
750	0115	SIDEWALK CONCRETE 4IN	62.000	SY	\$115.00	\$7,130.00
750	0125	SIDEWALK CONCRETE 5IN	2,872.000	SY	\$100.00	\$287,200.00
750	0140	SIDEWALK CONCRETE 6IN	288.000	SY	\$105.00	\$30,240.00
750	2115	DETECTABLE WARNING PANELS	285.000	SF	\$60.00	\$17,100.00
754	0110	FLAT SHEET FOR SIGNS-TYPE XI REFL SHEETING	19.800	SF	\$23.00	\$455.40
754	0206	STEEL GALV POSTS-TELESCOPING PERFORATED TUBE	113.300	LF	\$18.00	\$2,039.40
754	0592	RESET SIGN PANEL	3.000	EA	\$42.00	\$126.00
754	0593	RESET SIGN SUPPORT	3.000	EA	\$105.00	\$315.00
970	1025	REPLANT TREES	1.000	EA	\$945.00	\$945.00
Subtotal						\$509,985.30

North Dakota **FEDERAL AID**

Project Number: **TMA-CRP-TA-8-992(056)**

PCN: **24569**

Job Number: **24569**

Bid Opening Date: **11/14/2025**

Revised Date: **11/17/2025**

English/Metric: **ENGLISH**

Eng and Contg **\$0.00**

Total **\$509,985.30**

Length **0.5400 Miles**

		<u>Construction</u>
Estimated Cost		\$509,985.30
MACR FEDERAL FUNDS	LIMITED	\$220,711.00
TAU FEDERAL FUNDS	LIMITED	\$192,020.10
MACR WEST FARGO FUNDS	19.07%	\$52,007.40
TAU WEST FARGO FUNDS		\$45,246.80

Summary for Project

Length **0.5400 Miles** **CASS** **0.5400 Miles**

Estimated Total Construction Cost: **\$509,985.30**

Estimated Total Eng and Contg: **\$0.00**

		<u>Construction</u>	<u>Total</u>
Estimated Cost		\$509,985.30	\$509,985.30
MACR FEDERAL FUNDS		\$220,711.00	\$220,711.00
TAU FEDERAL FUNDS		\$192,020.10	\$192,020.10
MACR WEST FARGO FUNDS		\$52,007.40	\$52,007.40
TAU WEST FARGO FUNDS		\$45,246.80	\$45,246.80

NDDOT TO MAKE CONTRACTOR PAYMENTS. TMACR FEDERAL FUNDS FOR THIS PROJECT IS LIMITED TO \$220,711.00. TAU FEDERAL FUNDS IS LIMITED TO \$192,020.10. ANY COSTS OVER THESE LIMITED AMOUNT WILL BE CITY RESPONSIBILITY.

ND DEPARTMENT OF TRANSPORTATION

SHEET NO 1 OF 1

ABSTRACT OF BIDS RECEIVED

PROJECT NO. TMA-CRP-TA-8-992(056)	NO. 24569	BIDDER ENGINEERS ESTIMATE	BIDDER NORTHERN IMPROVEMENT COMPANY	BIDDER TI-ZACK CONCRETE LLC
COUNTY & DATE CASS (017) NOV 14, 2025 09:30AM			FARGO, ND	LE CENTER, MN
LENGTH & TYPE 0.540 WEST FARGO 8TH ST W(12 1/2 AVE-5TH AVE)		c.c. CHECK RANK 00	c.c. BOND RANK 01	c.c. BOND RANK 02
COMPLETION TIME 08/28/26 ADA CURB RAMP REVISIONS, CONCRETE MULT				

SPEC. NO.	ITEM DESCRIPTION	UNIT	QUANTITY	BID PRICE	AMOUNT	BID PRICE	AMOUNT	BID PRICE	AMOUNT
103	CONTRACT BOND	L SUM	1000	7400000	7400000	1405000	1405000	1100000	1100000
201	CLEARING & GRUBBING	L SUM	1000	4000000	4000000	1500000	1500000	1650000	1650000
201	REMOVAL OF TREES 10IN	EA	13000	1000000	1300000	935000	1215500	825000	1072500
202	REMOVAL OF CURB & GUTTER	LF	350000	24000	8400000	21500	752500	24230	848050
202	REMOVAL OF PAVEMENT	TON	1237000	30000	37110000	15250	1886425	34280	4240436
203	COMMON EXCAVATION-TYPE C	CY	12000	25000	300000	76000	91200	70680	84816
203	TOPSOIL	CY	366000	30000	10980000	37500	1372500	23170	848022
203	BORROW-EXCAVATION	CY	114000	12000	1368000	50000	570000	74400	848160
251	SEEDING CLASS III	ACRE	1050	4000000	4200000	2625000	275625	9350000	981750
251	TEMPORARY COVER CROP	ACRE	1050	1000000	1050000	525000	55125	220000	23100
253	HYDRAULIC MULCH	ACRE	2100	4000000	8400000	2365000	496650	1980000	415800
260	SILT FENCE	LF	268000	20000	5360000	8000	214400	5500	147400
302	AGGREGATE BASE COURSE CL 5	CY	223000	95000	21185000	115000	2564500	84530	1885019
702	MOBILIZATION	L SUM	1000	75000000	75000000	30000000	30000000	44470380	44470380
704	TRAFFIC CONTROL SIGNS	UNIT	580000	6000	3480000	1100	63800	2200	127600
704	SIDEWALK BARRICADE	EA	17000	75000	1275000	68250	116025	33000	56100
704	DELINEATOR DRUMS	EA	76000	30000	2280000	15750	119700	11000	83600
708	INLET PROTECTION-SPECIAL	EA	12000	275000	3300000	265000	318000	192500	231000
708	REMOVE INLET PROTECTION-SPECIAL	EA	12000	40000	480000	55000	66000	55000	66000
722	ADJUST INLET	EA	7000	2000000	14000000	500000	350000	121170	84819
748	CURB & GUTTER-TYPE I	LF	350000	60000	21000000	75000	2625000	62500	2187500
750	SIDEWALK CONCRETE 4IN	SY	62000	100000	6200000	115000	713000	115950	718890
750	SIDEWALK CONCRETE 5IN	SY	2872000	120000	344640000	100000	28720000	88580	25440176
750	SIDEWALK CONCRETE 6IN	SY	288000	160000	46080000	105000	3024000	174520	5026176
750	DETECTABLE WARNING PANELS	SF	285000	90000	25650000	60000	1710000	53550	1526175
754	FLAT SHEET FOR SIGNS-TYPE XI REFL SHEETING	SF	19800	35000	693000	23000	45540	42900	84942
754	STEEL GALV POSTS-TELESCOPING PERFORATED TUBE	LF	113300	25000	2832500	18000	203940	20900	236797
754	RESET SIGN PANEL	EA	3000	100000	300000	42000	12600	64350	19305
754	RESET SIGN SUPPORT	EA	3000	300000	900000	105000	31500	135000	40500
970	REPLANT TREES	EA	1000	1200000	1200000	945000	945000	1375000	1375000
	TOTAL				67206350		50998530		53669171

NO LIMIT

NO LIMIT

ACTION TAKEN BY DEPARTMENT OF TRANSPORTATION
Deputy Director For Engineering:

AWARD TO: NORTHERN IMPROVEMENT COMPANY

WHEN PRELIMINARY ARRANGEMENTS ARE COMPLETED.

70

DATE OF AWARD

DEPARTMENT OF TRANSPORTATION Deputy Director For Engineering

Commissioner _____ introduced the following resolution and moved its adoption:

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

WHEREAS, bids have heretofore been received for the making of certain improvements in Project No. 6063 – 8th Street West Multi-Use Path of the City of West Fargo, North Dakota; and

WHEREAS, said bids were opened and made public and are on file in the office of the City Auditor of the City of West Fargo; and

WHEREAS, the Engineer for the City of West Fargo has made and filed a careful and detailed statement of the estimated cost of said work; and

WHEREAS, it is necessary to accept the bid for the work to be completed;

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

That the fact is and that the minutes show that the bid of Northern Improvement Company, in the amount of \$509,985.30 is the lowest bid received and that said company is the lowest responsible bidder; that said bid was accompanied by a bidder's bond in the amount of 5% of the bid price and copy of the contractor's license or certificate of renewal thereof and in conformity with the provisions of Chapter 40-29 of the North Dakota Century Code

That the Engineer for the City of West Fargo, has made and filed with the Board of City Commissioners of the City of West Fargo a careful and detailed statement of the estimated cost of said work in said Project No. 6063;

That the contract for the construction of said improvement for which advertisement for bids is made, be and the same is hereby awarded to the said Northern Improvement Company, in the amount of \$509,985.30 and that the President of the Board of City Commissioners and the City Auditor are hereby authorized and directed to enter into a contract with the said contractor for the making of the improvements for which advertisement for bids was heretofore made and for which they were the low bidder.

Dated: December 1, 2025

APPROVED:

President of Board of City Commissioners

ATTEST:

City Auditor

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



To: West Fargo City Commission
From: City Administrator, Dustin Scott
Date: December 1, 2025
Subject: Military Leave Policy
Action: Approve revised Military Leave policy

Commission President

Bernie Dardis

Primary Portfolio:
Administrative Services

Secondary Portfolio:
Police & Fire

Commission Vice President

Brad Olson

Primary Portfolio:
Police & Fire

Secondary Portfolio:
Street, Water & Sewer

Commissioner

Roben Anderson

Primary Portfolio:
Community &
Development Services

Secondary Portfolio:
Administrative Services

Commissioner

Amy Zundel

Primary Portfolio:
Street, Water & Sewer

Secondary Portfolio:
Sanitation

Commissioner

Rory Jorgensen

Primary Portfolio:
Sanitation

Secondary Portfolio:
Community &
Development Services

City Administrator

Dustin Scott

Summary:

The Military Leave policy was approved on October 20 and issued through Lexipol later that week. Shortly after, it became apparent that additional review was necessary.

Nick and our HR team consulted the City Attorney to make revisions that ensure full alignment with North Dakota Century Code (NDCC) and the Uniformed Services Employment and Reemployment Rights Act (USERRA). These updates clarify federal and state military-leave requirements, refine notice and return-to-work language, and provide a more detailed explanation of paid military leave under NDCC. We also provided new reference tables that demonstrate how military-leave hours are calculated.

Military Leave

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

422.1 PURPOSE AND SCOPE

Federal MODIFIED

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 [applicable state law and](#) 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 [full or partial mobilization](#). ~~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

Federal MODIFIED

The City supports employees who may [have mandatory orders or](#) ~~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

Federal

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

Federal

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

Federal MODIFIED

Military Leave

Employees who require military leave shall provide as much advance written or verbal notice of the pending service as ~~reasonably possible~~ reasonable under the circumstances (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.
- (c) Retain copies of all submitted documents.

422.5 COORDINATION WITH CONTRACTS, PRACTICES, AND OTHER RULES

Federal MODIFIED

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

Federal MODIFIED

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 or vacation 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

Federal MODIFIED

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 (6) months, after which the employee will assume the full rate including employer and employee portion. At no time, however, will the City charge the employee more than 102% of the full premium of the health care plan (38 USC § 4317).

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 the employee fails to apply for or return to a position of employment ~~they fail to return from service or apply for reemployment.~~

Military Leave

~~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

Federal MODIFIED

Employees returning from a military leave of absence must report to work as follows (38 USC § 4312; 20 CFR 1002.115 8):

- (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 [regularly-scheduled](#) 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.
- (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 of West Fargo 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 [\(2\)](#) years, except when circumstances beyond the employee's control exist [and make reporting within the two-year period impossible or unreasonable](#).

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

Federal

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

Federal MODIFIED

Military Leave

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 [approximation equivalent](#) (38 USC § 4313; 20 CFR 1002.198).

422.9.2 COMPENSATION AND BENEFITS

Federal **MODIFIED**

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).
- (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

Federal **MODIFIED**

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

Military Leave

- (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 5 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

Federal **MODIFIED**

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.
- (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

Federal

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.

Military Leave

422.11 DISCRIMINATION AND RETALIATION PROHIBITED

Federal

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

Best Practice MODIFIED

Consistent with state law, any employee given orders to active noncivilian employment for military duty for active service may be eligible for up to 20 work days of paid military leave from the City. Military Leave may be used for drill weekends, annual training, and additional (voluntary) training with approval.

If an employee is mobilized (full ly or partial ly) ; or called for emergency state active duty, the employee 's leave of absence is eligible to be without loss of pay for the first 30 days of absence; provided, however, any workdays of paid Military Leave taken for active noncivilian employment in accordance with this section during the current calendar year shall reduce the employee's available days of Military Leave for an overall total of 30 days of paid Military Leave from the City during a calendar year -eligible for an additional 10 days not to exceed 30 days in total of paid military leave from the - (NDCC 37-01-25(4) , 37-01-01(2), (12))

~~Mobilization is defi ed as "necessitated by a full or partial mobilization of the reserve and national guard forces of the United States of America [these are federal deployments without a limitation on why the person is being deployed], or emergency state active duty " NDCC 37-01-01(12) defines "state active duty" as active service on behalf of the state under authority of the governor at the expense of the state, and pursuant to NDCC 37-01-01(2), those types of situations include "public disaster, riot, tumult, breach of the peace, resistance of process, or the threat thereof, whenever called in aid of civil authorities, or under martial law, or at encampments "~~

Employees may use Military Leave on a day which falls on their regular employment schedule.

Example: If an employee has drill on Saturday and they would have been scheduled that day , they are eligible to use Military Leave.

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.

~~Federal~~ The United States Code defines "workday" as a n eight (8) hour period of time , and t : F he S t ate of North Dakota has adopted this definition. In compliance with state and federal law , the City City of West Fargo has moved to 'total hours' in an effort to accommodate Police and Fire Suppression. Please see the Military Leave graph -the to determine eligible Military Leave based upon employment at the City City . Military Leave under this policy will be proportionally adjusted for part-time City employees based on the number of hours in the employee's regularly scheduled biweekly pay period.

Military Leave

See attachment: [Military Leave graph. jpg](#)

~~The NDCC requires up to twenty (20) days/160 hours annual paid leave.~~

- ~~(a) This includes training periods that are defined as active duty periods only. Active Duty training periods include actual travel time to and from the training location.~~
- ~~(b) Written confirmation of assignment to active duty will be necessary to establish the employee's basic eligibility for protection under Uniformed Services and Employment and Reemployment Rights Act (USERRA).~~
- ~~(c) Any leave of absence necessitated by a full or partial mobilization of the reserve and National Guard forces of the United States of America, or emergency state of active duty, must be without loss of pay for:
 - ~~1. The first thirty (30) days of the first year (240 hours) (suppression personnel 336 hours) less any other paid military leave of absence which may have been granted during the calendar year.~~~~

~~Due to varying shift lengths across the City of West FargoCi, the total number of hours awarded will in accordance with the appropriate chart below.~~

~~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 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.~~

Non – Mobilization Orders (20 workdays)

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	Hours in military leave per calendar year	Pay periods of military leave per calendar year
Full time Employee	80	1 (80/80)	1 x 160 = 160 hours	2 pay periods
Part-Time Employee	40	.5 (40/80)	.5 x 160 = 80 hours	2 pay periods
Fire Suppression (24-hour shifts)	112	1.4 (112/80)	1.4 x 160 = 224 hours	2 pay periods
Police (10-hour shifts)	80	1 (80/80)	1 x 160 = 160 hours	2 pay periods
Police (12-hour shifts)	84	1.05 (84/80)	1.05 x 160 = 168 hours	2 pay periods

Full or Partial Emergency Mobilization Orders (30 workdays)

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	Hours in military leave per calendar year	Pay periods of military leave per calendar year
Full time Employee	80	1 (80/80)	1 x 240 = 240 hours	2 pay periods
Part-Time Employee	40	.5 (40/80)	.5 x 240 = 120 hours	2 pay periods
Fire Suppression (24-hour shifts)	112	1.4 (112/80)	1.4 x 240 = 336 hours	2 pay periods
Police (10-hour shifts)	80	1 (80/80)	1 x 240 = 240 hours	2 pay periods
Police (12-hour shifts)	84	1.05 (84/80)	1.05 x 240 = 252 hours	2 pay periods