

## Meeting Items

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Approve Order of Agenda
- E. Approval of Minutes -- November 3, 2025
- F. Building Permits

## 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

## 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](http://westfargond.gov))
2. Public Hearings (each item will adjourn out of regular meeting into a public hearing)
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
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
5. Improvement District No. 3008 – Meadow Ridge Development Reconstruction – Phase 1 -- Jerry Wallace, City Engineer
  - Approve Amended Engineer’s Report
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
7. Authorize RFP for New ERP System -- Willy Galindo, Finance Director

8. Lexipol Policies -- Dustin Scott, City Administrator
  - 417 Sick Leave
  - 419 Personal Leave
  - 420 Vacation Leave
  - 422 Overtime and Comp Time
  - 433 Holiday
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 3, 2025.

### **B. Pledge of Allegiance**

The Pledge of Allegiance was recited.

### **C. Roll Call**

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

### **D. Approve Order of Agenda**

Commissioner Jorgensen moved and Commissioner Zundel seconded to approve the order of agenda with the removal of regular agenda item: 6. Improvement District No. 3008 – Meadow Ridge Development Reconstruction – Phase 1 -- Jerry Wallace, City Engineer • Approve Amended Engineer's Report. Commissioners Anderson, Olson, Dardis, Zundel and Jorgensen voted aye. No Commissioners present voted nay, the motion to remove regular agenda item: 6. Improvement District No. 3008 – Meadow Ridge Development Reconstruction – Phase 1 -- Jerry Wallace, City Engineer • Approve Amended Engineer's Report, was declared carried.

### **E. Approval of Minutes -- October 20, 2025**

Commissioner Olson moved and Commissioner Anderson seconded to approve the minutes of October 20, 2025. Commissioners Anderson, Olson, Dardis, Zundel and Jorgensen voted aye. No Commissioners present voted nay, the motion to approve the minutes of October 20, 2025, was declared carried.

### **F. Building Permits**

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



**Consent Agenda - Approve the Following:**

- a. **Bills**
- b. **Project No. 1351 – Sanitary Lift Station (SA-27) Rehabilitation**
  - **Adopt Resolution Approving Contracts and Contractor’s Bonds and Authorize Notices to Proceed**
- c. **Games of Chance for West Fargo USS Swim Team**
- d. **Games of Chance for West Fargo Post Prom/Post Grad at Silver Dollar**
- e. **Games of Chance for VFW Department of North Dakota**
- f. **Growth Initiative Fund Board Re-Appointment of Steve Dusek**
- g. **Gaming Site Authorization for Prairie Public Broadcasting**

Commissioner Zundel moved and Commissioner seconded to approve the consent agenda, items a-g. 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**

**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](http://westfargond.gov))**

There was no one signed up to speak during this time.

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

There were no public hearings.

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

Commissioner Olson moved and Commissioner Jorgensen seconded to approve the Second Reading of A24-28 Ordinance Amendment to Title IV and Title X regarding the establishment of regulations and licensing standards for short-term rentals. Commissioners Anderson, Olson, Dardis, Zundel and Jorgensen voted aye. No Commissioners present voted nay, the motion to approve the consent agenda, was declared carried.



**4. Temporary Site License – AT&T Cell Tower -- Dan Hanson, Senior Director of Community & Development**

**• Approve Temporary Site License to Construct a Temporary Cell Tower**

Commissioner Olson moved and Commissioner Jorgensen seconded to approve the Temporary Site License – AT&T Cell Tower; Approve Temporary Site License to Construct a Temporary Cell Tower. Commissioners Anderson, Olson, Dardis, Zundel and Jorgensen voted aye. No Commissioners present voted nay, the motion to approve the Temporary Site License – AT&T Cell Tower; Approve Temporary Site License to Construct a Temporary Cell Tower, was declared carried.

**5. Brookwood Meter Pit Replacement (East Side) -- Jerry Wallace, City Engineer**

**• Create Improvement District and Direct Engineer to prepare an Engineer's Report**

Commissioner Olson moved and Commissioner Anderson seconded to approve the Brookwood Meter Pit Replacement (East Side); Create Improvement District and Direct Engineer to prepare an Engineer's Report. Commissioners Anderson, Olson, Dardis, Zundel and Jorgensen voted aye. No Commissioners present voted nay, the motion to approve the Brookwood Meter Pit Replacement (East Side); Create Improvement District and Direct Engineer to prepare an Engineer's Report, was declared carried.

~~**6. Improvement District No. 3008 – Meadow Ridge Development Reconstruction – Phase 1 -- Jerry Wallace, City Engineer**~~

~~**• Approve Amended Engineer's Report**~~

~~*This item was moved from the regular agenda.*~~

**7. Improvement District No. 2296 – Shadow Wood Neighborhood – Pavement Rehabilitation -- Jerry Wallace, City Engineer**

**• Approve both an Engineer's Report and Task Order, Direct Engineer to Prepare Plans and Specifications, and Authorize Resolution of Necessity**

Commissioner Jorgensen moved and Commissioner Anderson seconded to approve Improvement District No. 2296 – Shadow Wood Neighborhood – Pavement Rehabilitation; Approve both an Engineer's Report and Task Order, Direct Engineer to Prepare Plans and Specifications, and Authorize Resolution of Necessity.

Commissioners Anderson, Olson, Dardis, Zundel and Jorgensen voted aye. No Commissioners present voted nay, the motion to approve Improvement District No. 2296 – Shadow Wood Neighborhood – Pavement Rehabilitation; Approve both an Engineer's Report and Task Order, Direct Engineer to Prepare Plans and Specifications, and Authorize Resolution of Necessity was declared carried.



**8. Improvement District No. 2297 – South Pond Neighborhood – Pavement Rehabilitation -- Jerry Wallace, City Engineer**

**• Approve both an Engineer’s Report and Task Order, Direct Engineer to Prepare Plans and Specifications, and Authorize Resolution of Necessity**

Commissioner Olson moved and Commissioner Zundel seconded to approve Improvement District No. 2297 – South Pond Neighborhood – Pavement Rehabilitation; Approve both an Engineer's Report and Task Order, Direct Engineer to Prepare Plans and Specifications, and Authorize Resolution of Necessity. Commissioners Anderson, Olson, Dardis, Zundel and Jorgensen voted aye. No Commissioners present voted nay, the motion to approve Improvement District No. 2297 – South Pond Neighborhood – Pavement Rehabilitation; Approve both an Engineer's Report and Task Order, Direct Engineer to Prepare Plans and Specifications, and Authorize Resolution of Necessity, was declared carried.

**9. Second Reading of Ordinance 1264 - Parking Ramp Ordinance -- Katie Schmidt, City Attorney**

Commissioner Zundel moved and Commissioner Anderson seconded to approve Second Reading of Ordinance 1264 - Parking Ramp Ordinance. Commissioners Anderson, Olson, Dardis, Zundel and Jorgensen voted aye. No Commissioners present voted nay, the motion to approve the Second Reading of Ordinance 1264 - Parking Ramp Ordinance, was declared carried.

**10. City Administrator’s Report -- Dustin Scott, City Administrator**

- MATBUS update
- Finance update, ERP system RFP draft to be brought to November 15 meeting, if ready
- Continuing with policy updates to be brought forward for Commission approval

**11. Correspondence**

There were no correspondence.

**12. Non-Agenda Items**

Commission President Dardis, recognized the Treat Street Event on Sheyenne Street

**13. Adjourn**

Commissioner Anderson moved and Commissioner Olson 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 5:58 pm.

**WEST FARGO CITY COMMISSION MEETING  
BUILDING DEPARTMENT ACTIVITY REPORT  
11/17/2025**

	11/01/2025 Thru 11/13/2025			YEAR TO DATE		
	# PERMITS	# UNITS	VALUATION	# PERMITS	# UNITS	VALUATION
<b><u>BUILDING NEW</u></b>						
COMMERCIAL				6		\$ 7,707,000.00
RESIDENTIAL DWELLING	2	2	\$ 979,900.00	85	85	\$ 36,969,343.00
RESIDENTIAL TWINHOME						
RESIDENTIAL TOWNHOME				0	0	\$ -
RESIDENTIAL MULTIPLE						
PUBLIC				1		\$ 339,000.00
CHURCH						
ACCESSORY				134		\$ 2,625,760.00
FOUNDATION ONLY				7		\$ 2,836,512.00
<b><u>BUILDING REMODEL</u></b>						
COMMERCIAL	1		\$ 1,000.00	34		\$ 12,937,982.00
RESIDENTIAL	7		\$ 185,486.00	154		\$ 6,778,789.00
PUBLIC	2		\$ 7,793,194.00	12		\$ 13,598,782.00
CHURCH				1		\$ 38,000.00
ACCESSORY				10		\$ 412,510.00
<b><u>BUILDING OTHER</u></b>						
DEMOLITION				2		\$ 5,284.00
MOVE				2		\$ 82,000.00
PERMIT CANCELLATION				1		\$ (5,250,000.00)
<b>TOTALS</b>	12	2	\$ 8,959,580.00	447	85	\$ 79,080,962.00

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

NO.	CONTRACTOR	ADDRESS	OWNER	VALUATION	PERMIT FOR
251011	Tornell Contracting, Inc.	239 12 1/2 AVE E	ROSSALYN K NEPHEW	\$ 9,200.00	Remodel - Residential - Lower Level Partial Finish
251012	Tornell Contracting, Inc.	241 12 1/2 AVE E	WILLARD, LINDA & BETHANY L NEPHEW	\$ 12,800.00	Remodel - Residential - Lower Level Finish
251056	Kochmann Brothers Homes, Inc.	1024 MULBERRY LN	DANIEL & JESSICA VIGESAA	\$ 100,000.00	Remodel - Residential - Lower Level Finish
251088	JULIE, WILLIAM & TERESA FRADET	513 17 ST E	JULIE, WILLIAM & TERESA FRADET	\$ 1,500.00	Remodel - Residential - Repair Drywall
251026	Valor Contracting LLC	810 12 AVE NW	CITY OF WEST FARGO	\$ 4,108,399.00	Remodel - Public - Building Shell & Interior Fit-up
251052	Valor Contracting LLC	117 8 ST W	CITY OF WEST FARGO	\$ 3,684,795.00	Remodel - Public - Building Shell & Interior Fit-up
251091	Precision Concrete Cutters, Inc.	320 4 ST E	STEVEN KENNERK	\$ 4,800.00	Remodel - Residential - Install Egress
251087	Dabbert Custom Homes, LLC	973 61 AVE W	DABBERT CUSTOM HOMES, LLC	\$ 429,900.00	Residential Dwelling
251115	Fargo Roofing & Siding, LLC	212 5 ST NW	KADEN S MOSEBROTEN	\$ 4,356.00	Remodel - Residential - Replace Front Siding
251072	Cornerstone Custom Homes, Inc	1090 LARKIN LN W	WESTPORT INVESTMENTS LLC	\$ 550,000.00	Residential Dwelling
251118	ACTIVE55 LLC	607 9 ST W	ACTIVE55 LLC	\$ 52,830.00	Remodel - Residential - Remodel
251086	Y&Z REALTY GROUP LLC	816 24 AVE E	Y&Z REALTY GROUP LLC	\$ 1,000.00	Remodel - Commercial - Activity Center

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
128797	4242 3SI SECURITY SYSTEMS INC		1,200.00						
	12/01/2025 to 11/30/2026								
1	10/31/25 traicking ID #7775		600.00			1000 421000	497		101000
	SO957402								
2	10/31/25 tracking ID #2274		600.00			1000 421000	497		101000
	SO957402								
	<b>Total for Vendor:</b>		<b>1,200.00</b>						
128929	C 2954 A-OX WELDING SUPPLY CO INC		95.77						
1	10/30/25 PROPANE		26.09			1000 430000	722		101000
	0001487406								
2	10/28/25 PROPANE		17.50			1000 430000	722		101000
	0001486364								
3	10/27/25 PROPANE		26.09			1000 430000	722		101000
	0001486159								
4	10/23/25 PROPANE		26.09			1000 430000	722		101000
	0001485719								
	<b>Total for Vendor:</b>		<b>95.77</b>						
128938	C 3453 ABM EQUIPMENT LLC		274,802.00						
1	10/28/25 #6100 2025 M2 BUCKET TRUCK		274,802.00			2210 428000	610		101000
	INV0368								
	<b>Total for Vendor:</b>		<b>274,802.00</b>						
128887	C 289 ACME TOOLS		1,446.04						
1	10/30/25 MISC TOOLS		489.32			6025 450000	432		101000
	15200104								
2	11/05/25 GREASE GUN		438.00			1000 430000	432		101000
	15229982								
3	11/07/25 #5421 PTD/WHEEL		297.06			1000 430001	427		101000
	15244576								
4	11/07/25 COLLAR		53.77			1000 430001	427		101000
	15244569								
5	11/07/25 INFRARED THERMOTERS		94.48			1000 430000	377		101000
	15244602								
6	11/10/25 CUTTING BLADES		73.41			6020 450000	432		101000
	15257906								

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CITY OF WEST FARGO, ND  
Claim Details by Posted Date  
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Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
129019	C	289 ACME TOOLS	1,076.18						
1	11/10/25	TOOLS	1,076.18			1000 430002	870		101000
15256471									
		<b>Total for Vendor:</b>	<b>2,522.22</b>						
129011	C	3179 ADVANCED ENGINEERING & LCRI INVENTORY	2,660.43						
1	11/11/25		798.25			6020 450000	430		101000
106848									
2	11/11/25	I&C LIFT STATION UPDATES	644.93			6025 450000	430		101000
106816									
3	11/11/25	I&C SCADA SUPPORT	1,217.25			6025 450000	430		101000
106815									
		<b>Total for Vendor:</b>	<b>2,660.43</b>						
128912	C	2947 ALLSTATE PETERBILT OF FARGO	15.00						
1	10/29/25	#4101 RADIATOR CAP	15.00			6010 450200	427		101000
4004494809									
		<b>Total for Vendor:</b>	<b>15.00</b>						
128980		5669 AMANDA NORDICK	207.00						
1	11/12/25	FEE FOR PROGRAM & SUPPLIES	207.00			7000 411600	649		101000
0110									
		<b>Total for Vendor:</b>	<b>207.00</b>						
128781	E	3490 AMAZON CAPITAL SERVICES	192.80						
1	10/17/25	FD Swifter refills/svc. tags	62.90			2060 415200	500		101000
191P-P3HQ-KXFL									
2	10/17/25	FD Sm Legal Pads	18.93			2060 415200	410		101000
191P-P3HQ-KXFL									
3	10/28/25	FD ISO 300 training	110.97			2060 415200	410		101000
16JP-XVG9-L3WP									
128799	E	3490 AMAZON CAPITAL SERVICES	33.24						
1	10/30/25	name badges	33.24			1000 421000	410		101000
1Y6C-CW6V-7Q3Y									

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CITY OF WEST FARGO, ND  
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Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
128847	E	3490 AMAZON CAPITAL SERVICES	39.74						
1	10/31/25	Office Supplies - Planning	47.73			1000 418000	410		101000
		1V61-374K-M6D4							
2	10/28/25	Supplies for Chili Cookoff	94.98			1000 414103	378		101000
		11MF-WRGC-J3J3							
3	11/04/25	Returned boots	-102.97			1000 414200	422		101000
		1KK6-KDCK-34F7							
128889	E	3490 AMAZON CAPITAL SERVICES	755.81						
1	11/10/25	OFFICE SUPPLIES	17.58			1000 430000	410		101000
		1T61KR7PDJFJ							
2	11/10/25	OFFICE SUPPLIES	9.99			1000 430000	410		101000
		1DKYJ4H6DHKQ							
3	11/01/25	OFFICE SUPPLIES	38.83			1000 450000	410		101000
		13MD6Q3M3HPY							
4	10/30/25	ZIP BAGS/NITRILE GLOVES	50.59			6025 450000	433		101000
		1KN36PRQ6PGF							
5	11/05/25	2026 CALENDARS	70.72			6020 450000	410		101000
		1HQCM61Y719V							
6	11/05/25	OFFICE SUPPLIES	93.98			6010 450200	410		101000
		1DXDRFDDH6QG							
7	10/28/25	2026 CALENDARS	360.61			1000 430000	410		101000
		1MNP9VND4G4X							
8	11/10/25	N95 MASKS	16.64			6025 450000	639		101000
		1KRKFLG4DX4R							
9	11/10/25	OFFICE SUPPLIES	49.80			1000 430000	410		101000
		1KRKFLG4DX4R							
10	11/05/25	ANIMAL REPELLANT	74.95			2210 428000	358		101000
		1FR9X1GR9VQV							
11	10/29/25	ACCT CREDIT	-27.88			1000 455000	433		101000
		1WGD61W41H1L							
128920	E	3490 AMAZON CAPITAL SERVICES	680.28						
1	11/08/25	PROGRAMMING	612.98			7000 411600	649		101000
		1YFM-TCT7-Y1JC							
2	11/08/25	TAPE FOR MAILING ILLS	19.98			7000 411600	661		101000
		1YFM-TCT7-Y1JC							

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CITY OF WEST FARGO, ND  
Claim Details by Posted Date  
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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
3	11/08/25	MONITOR STANDS/SCOTCH TAPE	47.32			7000 411600	410		101000
		1YFM-TCT7-Y1JC							
128992	E	3490 AMAZON CAPITAL SERVICES	83.73						
1	11/10/25	Office Supplies - UB	83.73			1000 414100	410		101000
		1DKY-J4H6-9W93							
129007	E	3490 AMAZON CAPITAL SERVICES	43.99						
1	11/07/25	WATER FILTER	43.99			1000 455000	420		101000
		1LCVMP7LMRVQ							
129050	E	3490 AMAZON CAPITAL SERVICES	379.56						
1	11/10/25	fingerprint pad	35.59			1000 421000	410		101000
		lpm9-lkdy-cgtc							
2	11/10/25	evidence room supplies	343.97			1000 421000	365		101000
		lpm9-lkdy-cgtc							
129083	E	3490 AMAZON CAPITAL SERVICES	68.75						
1	11/06/25	FD Svc.Truck Winch Cover	68.75			2060 415200	641		101000
		1KFTF-PCRQ-C7QL							
		<b>Total for Vendor:</b>	<b>2,277.90</b>						
128831	-95587E	5229 AMB INVESTMENTS, LLC	47,700.00						
		New City Hall / Satellite Library							
1	11/01/25	Nov 2025 Lease - City Hall	44,922.57			1001 415000	389		101000
2	11/01/25	Nov 2025 Lease - Satellite Lib	2,777.43			7000 411600	333		101000
		<b>Total for Vendor:</b>	<b>47,700.00</b>						
128782	C	317 AMERICAN WELDING & GAS, INC.	64.01						
1	10/22/25	FD Gas for Welder	64.01			2060 415200	424		101000
		0011192923							
128955	C	317 AMERICAN WELDING & GAS, INC.	89.22						
1	10/31/25	O2	89.22			1000 455000	433		101000
		0011207008							
		<b>Total for Vendor:</b>	<b>153.23</b>						

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CITY OF WEST FARGO, ND  
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128867	C 5449 ASSUREHIRE		95.75						
	Background Checks / Drug Screens / Credit Checks for New Hires								
1	119488 11/01/25	Background/Drug Screens - PW	81.75			6010 450200	387		101000
119488									
2	119488 11/01/25	Credit Check - PD	14.00			1000 421000	387		101000
119488									
	<b>Total for Vendor:</b>		<b>95.75</b>						
128997	-95580E 4672 ASURE PAYROLL TAX MANAGEMENT		273,176.89						
	11/14/2025 Payroll								
1	11/14/25	Social Security	124,322.56			1000 212501			101000
2	11/14/25	Medicare	29,179.76			1000 212502			101000
3	11/14/25	Federal Income Tax	109,645.57			1000 212503			101000
4	11/14/25	ND State Tax	5,260.00			1000 212504			101000
5	11/14/25	MN State Tax	4,769.00			1000 212505			101000
	<b>Total for Vendor:</b>		<b>273,176.89</b>						
128806	2116 AT&T		195.00						
1	12/12/24	search warrant 24-29000	195.00			1000 421000	375		101000
540747									
	<b>Total for Vendor:</b>		<b>195.00</b>						
129027	C 2931 AUTO VALUE PARTS STORES		946.58						
1	11/04/25	FILTERS	3.35			1000 455000	427		101000
99368136									
2	11/04/25	HD OIL FLEET	30.40			6010 450200	427		101000
99368135									
3	11/04/25	FILTERS	14.40			1000 421000	427		101000
99368131									
4	11/04/25	FILTERS	3.35			6020 450000	427		101000
99368132									
5	11/04/25	HD AIR CONST	85.34			6025 450000	427		101000
99368138									
6	11/05/25	AIR DOMESTIC	7.06			4387 480000	427		101000
99368347									
7	10/30/25	#3028 FILTER/HD AIR CONST	27.51			1000 430000	427		101000
99367443									

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
8	10/29/25	HYD FILTER RET	-65.72			1000 421000	427		101000
99367241									
9	10/28/25	HYD FILTER	65.72			1000 421000	427		101000
99366930									
10	10/29/25	FILTERS	6.70			1000 421000	427		101000
99367240									
11	11/11/25	FILTERS/HD AIR FLEET	201.84			1000 430000	427		101000
99369329									
12	10/31/25	#5419 VBELTS	47.96			1000 430001	427		101000
99367675									
13	11/03/25	HD FUEL FARM	7.90			4387 480000	427		101000
99367988									
14	11/11/25	FILTERS	3.35			1000 414200	427		101000
99369336									
15	11/11/25	FUEL PUMP FILTERS	138.91			1000 140000			101000
99369334									
16	11/11/25	HD OIL FLEET	60.80			6010 450200	427		101000
99369331									
17	11/11/25	FILTERS	37.30			4387 480000	427		101000
99369338									
18	11/11/25	FILTERS	19.25			1000 421000	427		101000
99369327									
19	11/04/25	FILTERS	125.07			6025 450000	427		101000
99367488									
20	11/04/25	FILTERS	126.09			1000 430000	427		101000
99368133									
		<b>Total for Vendor:</b>	<b>946.58</b>						
128904	C	5655 BFIRST INDUSTRIAL	230.12						
1	11/07/25	PLOW BOLTS	230.12			1000 430000	381		101000
95159895									
		<b>Total for Vendor:</b>	<b>230.12</b>						
128946	C	1127 BIERSCHBACH EQUIPMENT & SUPPLY	95.34						
1	10/02/25	PRIMER/CARBIDE	95.34			6025 450000	825		101000
173456									
		<b>Total for Vendor:</b>	<b>95.34</b>						

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128783	C	4043 BIGDOG AUTOGLASS	603.00						
		Claim submitted to insurance. TMW							
1		10/23/25 FD Dell's new Windshield	603.00			2060 415200	322		101000
5132255									
		<b>Total for Vendor:</b>	<b>603.00</b>						
128840	-95584E	3552 BLUE CROSS BLUE SHIELD OF ND	373,872.50						
		November 2025 Premium - Med/Dental/Vision							
1		10/21/25 November 2025 Premium	373,872.50			1000 212539			101000
251021391888									
		<b>Total for Vendor:</b>	<b>373,872.50</b>						
129074	C	3489 BOLTON & MENK, INC	17,800.00						
1		0378355 10/31/25 Project 2294	17,800.00			4223 480000	313		101000
0378355									
		<b>Total for Vendor:</b>	<b>17,800.00</b>						
128895	C	26 BORDER STATES INDUSTRIES INC	2,370.00						
1		11/04/25 CODING TAPE/WIRE	3,714.75			1000 430002	870		101000
931425573									
2		11/07/25 ACCT CREDIT	-1,344.75			1000 430002	870		101000
931458484									
		<b>Total for Vendor:</b>	<b>2,370.00</b>						
128893	C	28 BORDER STATES PAVING	1,656.38						
1		10/30/25 HOT ASPHALT MIX - WA	989.15			6020 450000	438		101000
2940-25									
2		10/30/25 HOT ASPHALT MIX - SW	667.23			6025 450000	437		101000
2940-25									
129021	C	28 BORDER STATES PAVING	1,315.46						
1		11/06/25 HOT MIX ASPHALT	1,315.46			1000 430000	722		101000
2944-25									
		<b>Total for Vendor:</b>	<b>2,971.84</b>						

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128784	3512 BOUND TREE MEDICAL, LLC		455.59						
1	10/21/25 FD Medical Supplies		287.23			2060 415200	500		101000
85966260									
2	10/21/25 FD Medical Supplies		30.41			2060 415200	500		101000
85966261									
3	10/23/25 FD Medical Supplies		137.95			2060 415200	500		101000
85969226									
129043	3512 BOUND TREE MEDICAL, LLC		667.10						
1	11/13/25 medical gloves		667.10			1000 421000	641		101000
85994097									
129068	3512 BOUND TREE MEDICAL, LLC		668.80						
1	11/03/25 FD Medical Supplies		668.80			2060 415200	500		101000
85980808									
		<b>Total for Vendor:</b>	<b>1,791.49</b>						
128978	2866 BRADY HANSON		486.00						
	XYLEM CONFERENCE - SAN DIEGO, CA								
1	11/12/25 TRAVEL REIMBURSEMENT		486.00			6020 450000	340		101000
		<b>Total for Vendor:</b>	<b>486.00</b>						
129033	999999 BRANDON GAUGLER		190.00						
	Tree Planting Permit - 186 30th Ave E								
1	11/13/25 Tree - 186 30th Ave E		190.00			5000 422000	490		101000
		<b>Total for Vendor:</b>	<b>190.00</b>						
129031	999999 BRANDON RUSTAD		300.00						
	Tree Planting Permit - 920 Ashley Dr W								
1	11/13/25 Tree - 920 Ashley Dr W		300.00			5000 422000	490		101000
		<b>Total for Vendor:</b>	<b>300.00</b>						
128934	5666 BRANDY WOODROW		68.00						
	WATER TESTING - BISMARCK, ND								
1	11/03/25 TRAVEL REIMBURSEMENT		68.00			1000 430001	340		101000
		<b>Total for Vendor:</b>	<b>68.00</b>						

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128979		2712 BRIAN MATZKE	486.00						
	XYLEM CONFERENCE - SAN DIEGO, CA								
1	11/12/25 TRAVEL REIMBURSEMENT		486.00			1000 450000	340		101000
		<b>Total for Vendor:</b>	<b>486.00</b>						
128974		3892 BURGGRAF'S ACE FARGO WEST #17458	76.97						
1	10/29/25 TAPE MEASURE		19.99			6025 450000	432		101000
4579									
2	11/05/25 SWVL HOSE/ADAPTER		56.98			6020 450000	432		101000
4588									
		<b>Total for Vendor:</b>	<b>76.97</b>						
128962	C	39 BUTLER MACHINERY	211.69						
1	11/07/25 #4008 GROMMET		60.14			6010 450200	427		101000
	00PS0670947								
2	10/30/25 #4008 KIT COVER		151.55			6010 450200	427		101000
	00PS0670477								
129015	C	39 BUTLER MACHINERY	2,162.14						
1	11/12/25 #3062 SEAL KIT		1,361.26			1000 430000	427		101000
	00PS0671202								
2	11/12/25 SPACER/EDGE WASH/HARDWARE		800.88			1000 430000	381		101000
	00PS0671202								
		<b>Total for Vendor:</b>	<b>2,373.83</b>						
129079		4788 CAMELOT CLEANERS	21.50						
1	11/14/25 FD A Thieschafer Uniform		21.50			2060 415200	422		101000
	25308-782-a								
		<b>Total for Vendor:</b>	<b>21.50</b>						
128843	C	4508 CARE RESOURCE CONNECTION	3,000.00						
1	11/03/25 FD 11-01 thru 11-30-2025 Servi		3,000.00			2060 415200	428		101000
	7900 November								
		<b>Total for Vendor:</b>	<b>3,000.00</b>						

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128987	E	51 CASS COUNTY ELECTRIC COOP	362.56						
1	428342	Nov 11/06/25 Airport 09/30/25-10/31/25	362.56			7050 500000	420		101000
	428342	11/25							
128988	E	51 CASS COUNTY ELECTRIC COOP	3,959.63						
1	1190696	11 11/10/25 New City Hall (WEX Buildin	3,959.63			1001 415000	527		101000
	1190696	11/25							
129017	E	51 CASS COUNTY ELECTRIC COOP	45,117.91						
1	11/10/25	THE LIGHTS CITY METER	406.06			2310 452120	527		101000
	1168004								
2	11/10/25	THE LIGHTS STAGE & COURTYARD	1,457.92			2310 452120	527		101000
	1163206								
3	11/10/25	THE LIGHTS PARKING RAMP	1,088.77			2310 452120	527		101000
	1168003								
4	11/10/25	PROJ 9061	220.16			4188 480000	670		101000
	1203376								
5	11/10/25	LIFT STATIONS	20,634.00			6025 450000	527		101000
	1156426								
6	11/10/25	STREET LIGHT FEED POINTS	21,031.17			1000 430002	527		101000
	1156424								
7	11/10/25	TRANSFER STATION	279.83			6010 450200	527		101000
	1156424								
129039	E	51 CASS COUNTY ELECTRIC COOP	1,706.92						
1	11/06/25	FD October Utilities	1,706.92			2060 415200	527		101000
	1090222	october 25							
		<b>Total for Vendor:</b>	<b>51,147.02</b>						
128982		5053 CASSANDRA KLOS	6.00						
1	11/13/25	D&D CAMPAIGN MATERIALS	6.00			7000 411600	649		101000
		<b>Total for Vendor:</b>	<b>6.00</b>						

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129070	C	2909 CC STEEL LLC	204,994.40						
1	Pay App 11	11/07/25 Project 1348	204,994.40			4444 480000	670		101000
	Pay App 11								
		<b>Total for Vendor:</b>	<b>204,994.40</b>						
129042	E	1777 CENTURY LINK	81.04						
1	Nov 25	11/07/25 WF Airport	81.04			7050 500000	356		101000
	333942770	11.25							
129058	E	1777 CENTURY LINK	215.28						
1	11/01/25	nov 2025 police sirens	215.28			1000 421000	356		101000
		<b>Total for Vendor:</b>	<b>296.32</b>						
128960		3216 CINTAS	185.52						
1	11/07/25	RUG SERVICE	185.52			1000 455000	420		101000
	4249104740								
		<b>Total for Vendor:</b>	<b>185.52</b>						
128963		111 CITY OF FARGO	560.00						
1	10/29/25	WATER TESTING	560.00			6020 450000	335		101000
	490132								
		<b>Total for Vendor:</b>	<b>560.00</b>						
128975		2880 CITY OF FARGO	760,655.91						
1	11/07/25	1 GSR (WATER)	139,223.40			6020 450000	345		101000
2	11/07/25	5635 14TH AVE N (WATER)	29.60			6020 450000	345		101000
3	11/07/25	1 32ND AVE S (WATER)	130,627.10			6020 450000	345		101000
4	11/07/25	1 MAIN AVE (WATER)	154,794.50			6020 450000	345		101000
5	11/07/25	2220 57TH ST N (SEWER)	335,981.31			6025 450000	347		101000
		<b>Total for Vendor:</b>	<b>760,655.91</b>						
128984		111 CITY OF FARGO	25,416.45						
1	10/29/25	LANDFILL FEES	25,416.45			6010 450200	355		101000
	490131								

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128986		111 CITY OF FARGO	45,886.81						
1	489797 10/23/25	Paratransit Rides - Sept 2025	27,684.72			1000 415000	376		101000
489797									
2	489797 10/23/25	Jan-June Adjustment	18,202.09			1000 415000	376		101000
489797									
		<b>Total for Vendor:</b>	<b>71,303.26</b>						
128865		C 3167 CITY OF WEST FARGO	77.82						
1	02066 Oct 10/21/25	Airport Dumpster	77.82			7050 500000	420		101000
02066	Oct 25								
		<b>Total for Vendor:</b>	<b>77.82</b>						
128785		5664 CLAREY'S SAFETY EQUIPMENT	2,963.00						
		the WF hazmat team was training with Fargo's hazmat team at station #7. the WF firefighters hooked the wrong air hose up and the suit blew out at the seams.							
		this claim has been approved by NDIRF and a payment minus the \$1000 deductible will be sent the the finance dept. TMW							
1	10/31/25	FD Kappler Frontline 500 NFPA	2,963.00			2060 415200	322		101000
219808									
		<b>Total for Vendor:</b>	<b>2,963.00</b>						
128864		1338 CLARK'S EXCAVATING & SEPTIC	275.00						
1	4204 10/30/25	Pump Holding Tank - Airport	275.00			7050 500000	420		101000
4204									
		<b>Total for Vendor:</b>	<b>275.00</b>						
128816		5661 CODY WIRTZFELD	72.00						
1	11/04/25	meal reimb, intox 8000	72.00			1000 421000	340		101000
		<b>Total for Vendor:</b>	<b>72.00</b>						
128900		C 133 COLE PAPERS INC	606.32						
1	10/29/25	PD - PAPER PRODUCTS	606.32			1000 455000	500		101000
10643601									
		<b>Total for Vendor:</b>	<b>606.32</b>						

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128855	C	3530 CONNECTWISE	336.60						
1	10/31/25	ScreenConnect - Nov subscript	336.60			1000 414104	497		101000
		INV01484839							
		<b>Total for Vendor:</b>	<b>336.60</b>						
129053	E	229 CONSOLIDATED COMMUNICATIONS	350.00						
1	10/01/25	oct 2025 - icac	175.00			1000 421000	497		101000
2	11/01/25	nov 2025 - icac	175.00			1000 421000	497		101000
		<b>Total for Vendor:</b>	<b>350.00</b>						
128811		4108 CONSOLIDATED ELECTRICAL	118.21						
1	11/04/25	police - electrical	118.21			1000 421000	427		101000
		2348-1102120							
128898		4108 CONSOLIDATED ELECTRICAL	253.90						
1	09/25/25	ACCT CHARGE	229.70			1000 430002	391		101000
		2348-9016682798							
2	10/31/25	LED LAMPS	24.20			1000 455000	420		101000
		2348-1101943							
		<b>Total for Vendor:</b>	<b>372.11</b>						
128819		5662 COOPER HILL	72.00						
1	11/05/25	meal reimb, intox 8000	72.00			1000 421000	340		101000
		<b>Total for Vendor:</b>	<b>72.00</b>						
128890		3245 CORE & MAIN	5,322.47						
1	10/31/25	PROJ 1355	1,104.00			4196 480000	670		101000
		7315							
2	11/05/25	VALVES/GASKETS	2,372.82			6020 450000	438		101000
		7463							
3	11/07/25	TYPE C GRATES	864.45			6025 450000	826		101000
		17481							
4	11/10/25	RITE HITE ADPT SLIDE	981.20			6020 450000	438		101000
		7579							
		<b>Total for Vendor:</b>	<b>5,322.47</b>						

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128968		2818 CRAIG COSTELLO	486.00						
		XYLEM CONFERENCE - SAN DIEGO, CA							
1	11/12/25	TRAVEL REIMBURSEMENT	486.00			6020 450000	340		101000
		<b>Total for Vendor:</b>	<b>486.00</b>						
128949	C	3040 CRITEX LLC	684.93						
1	10/27/25	CARBIDE TOOTH & ROLL PIN	684.93			4196 480000	670		101000
		OO-21011							
		<b>Total for Vendor:</b>	<b>684.93</b>						
129066	C	5319 DAKOTA CHILDREN'S ADVOCACY	2,559.38						
1	10/31/25	FD October Wellness visits	2,559.38			2060 415200	996		101000
		26622							
		<b>Total for Vendor:</b>	<b>2,559.38</b>						
128802		5417 DAKOTA DIRT COFFEE COMPANY LLC	650.00						
1	11/02/25	chief's PR coffee	650.00			1000 421000	375	12	101000
		29514							
		<b>Total for Vendor:</b>	<b>650.00</b>						
128903	C	1675 DAKOTA FLUID POWER, INC	24.19						
1	11/07/25	MORFS TEE/ELBOW	24.19			1000 430000	427		101000
		7401465							
128956	C	1675 DAKOTA FLUID POWER, INC	92.53						
1	10/31/25	#2100 METRIC HEX PLUG	10.31			6020 450000	427		101000
		7399100							
2	10/31/25	#3062 ORINGS	63.45			1000 430000	427		101000
		7398769							
3	10/08/25	#3100 ORB/ELBOW	18.77			1000 430000	427		101000
		7390761							
		<b>Total for Vendor:</b>	<b>116.72</b>						

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128944	C	79 DAKOTA HOSE & FITTINGS	145.54						
1	11/04/25	SUCTION HOSE	145.54			6025 450000	439		101000
3226487									
128971	C	79 DAKOTA HOSE & FITTINGS	68.12						
1	11/07/25	POWERLOCK CLAMP	68.12			6025 450000	432		101000
3226681									
		<b>Total for Vendor:</b>	<b>213.66</b>						
128809	C	624 DAKOTA SUPPLY GROUP	31.56						
1	11/04/25	electrical kitchen	31.56			1000 421000	427		101000
S105186133.001									
128930	C	624 DAKOTA SUPPLY GROUP	878.46						
1	10/30/28	WIRE	11.98			1000 430000	427		101000
S105176594									
2	11/06/25	4X1000' BLK WIRE	866.48			1000 430002	870		101000
S105186355									
129018	C	624 DAKOTA SUPPLY GROUP	1,238.64						
1	11/07/25	LOOP WIRE	1,238.64			1000 430002	487		101000
S105188836									
		<b>Total for Vendor:</b>	<b>2,148.66</b>						
128786	C	87 DAKOTA TIRE	29.00						
Tom's car									
1	10/22/25	FD #9011 flat tire repair	29.00			2060 415200	420		101000
960771									
		<b>Total for Vendor:</b>	<b>29.00</b>						
129071		90 DAKOTA UNDERGROUND	197,690.00						
1	Pay App 4 11/17/25	Project 1353	197,690.00			4189 480000	670		101000
Pay App 4									
		<b>Total for Vendor:</b>	<b>197,690.00</b>						

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128832	-95586E	3050 DAKOTA UPREIT LIMITED Pioneer Center - November 2025 rent	7,974.68						
1	11/01/25	Common Area - Nov 2025	2,402.29			1001 415000	389		101000
2	11/01/25	Base Rent - Nov 2025	5,572.39			1001 415000	389		101000
		<b>Total for Vendor:</b>	<b>7,974.68</b>						
129028		5668 DAMIAN BARGLOF BOOT REIMBURSEMENT	108.65						
1	11/05/25		108.65			1000 430000	422		101000
		<b>Total for Vendor:</b>	<b>108.65</b>						
129032		999999 DANIEL LUBBESMEYER Tree Planting Permit - 1192 Marlys Dr W	300.00						
1	11/13/25	Tree - 1192 Marlys Dr W	300.00			5000 422000	490		101000
		<b>Total for Vendor:</b>	<b>300.00</b>						
129036		2377 DAVID SAPP David Drove own vehicle to Bismarck for NDFA testing. this was approved by Tom clark.	276.50						
		TMW							
1	10/03/25	FD Bismarck Mileage	276.50			2060 415200	340		101000
		2025 Training							
		<b>Total for Vendor:</b>	<b>276.50</b>						
128998	C	2948 DELTA 54 AVIATION LLC Nov 2025 11/12/25 Airport Management Fees	4,289.01						
1	Nov 2025		3,800.00			7050 500000	307		101000
2	Nov 2025	11/12/25 Batteries for blue tractor	419.98			7050 500000	426		101000
3	Nov 2025	11/12/25 Tiedown anchors	69.03			7050 500000	653		101000
		<b>Total for Vendor:</b>	<b>4,289.01</b>						
128928	C	5560 DIAMOND VOGEL REPAIR HOSE KIT	57.00						
1	10/28/25		57.00			1000 430000	486		101000
		810263304							
		<b>Total for Vendor:</b>	<b>57.00</b>						

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128976	C	2225 DTN, LLC	512.80						
1	11/01/25	WEATHER BILLING (DEC)	512.80			1000 450000	497		101000
		210-00235790							
		<b>Total for Vendor:</b>	<b>512.80</b>						
129067	C	3707 EAGLE ENGRAVING INC	942.95						
1	10/31/25	FD 2025 Awards Ceremoney	942.95			2060 415200	378		101000
		2025-8318							
		<b>Total for Vendor:</b>	<b>942.95</b>						
128860		5663 EAGLE RIVER UTILITY SOLUTIONS	6,200.00						
1	4367 10/31/25	Project 9064	6,200.00			4209 480000	670		101000
		4367							
		<b>Total for Vendor:</b>	<b>6,200.00</b>						
128817		5253 EATHAN NEWMAN	72.00						
1	11/04/25	meal reimb, intox 8000	72.00			1000 421000	340		101000
		<b>Total for Vendor:</b>	<b>72.00</b>						
128787		2862 ESSENTIA HEALTH - FARGO	812.00						
1	10/30/25	FD Sept Physicals	812.00			2060 415200	996		101000
		890002546.10.2025							
128801		2862 ESSENTIA HEALTH - FARGO	3,199.00						
1	10/30/25	annual physicals	2,584.00			1000 421000	996		101000
		890002547.10.2025							
2	10/30/25	new officer pre-placement	615.00			1000 421000	387		101000
		890002547.10.2025							
		<b>Total for Vendor:</b>	<b>4,011.00</b>						
128913		3344 FACTORY MOTOR PARTS	49.69						
1	10/30/25	#1195 CANISTER PURGE SOL	49.69			1000 421000	427		101000
		37-1283002							
		<b>Total for Vendor:</b>	<b>49.69</b>						

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128985	C	660 FARGO FREIGHTLINER	27.79						
1	11/07/25	#4003 HORN	27.79			6010 450200	427		101000
		X101196692							
		<b>Total for Vendor:</b>	<b>27.79</b>						
128964		3792 FERGUSON ENTERPRISES LLC 1657	210.01						
1	09/23/25	MISC SHOP SUPPLIES	123.46			6020 450000	433		101000
		2017108							
2	10/16/25	MISC SHOP SUPPLIES	86.55			6020 450000	433		101000
		2087117							
		<b>Total for Vendor:</b>	<b>210.01</b>						
128789		3566 FIRST ARRIVING IO, INC.	1,498.17						
		Renewal for 2026							
		01-31-2026 thru 01-30-2027							
1	10/28/25	FD Renewal for 2026	1,498.17			2060 415200	497		101000
		6340							
		<b>Total for Vendor:</b>	<b>1,498.17</b>						
129026	C	5588 FLEET CHARGE	174.33						
1	11/10/25	#262 CMEMBER	174.33			6020 450000	427		101000
		X202253655							
		<b>Total for Vendor:</b>	<b>174.33</b>						
128788	C	140 FM AMBULANCE SERVICES INC	129.50						
1	10/24/25	FD Bulk first aide e-cards	129.50			2060 415200	340		101000
		46071							
		<b>Total for Vendor:</b>	<b>129.50</b>						
128841		2499 FM CONVENTION & VISITORS BUREAU	35,138.34						
		September Lodging							
1	Sept 2025	09/30/25 Lodging Tax 2%	35,138.34			2141 411500	533		101000
		Sept 2025 2							

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128842		2499 FM CONVENTION & VISITORS BUREAU	17,569.20						
	September Lodging								
2	Sept 2025 09/30/25 Lodging Tax 1%		17,569.20			2141 411500	653		101000
	Sept 2025 1								
		<b>Total for Vendor:</b>	<b>52,707.54</b>						
129088		5671 FM REALTORS	415.00						
1	32466 11/13/25 2026 ND Business Partner Dues		150.00			1000 414101	497		101000
	32466								
2	32466 11/13/25 2026 Local Business Partner Du		265.00			1000 414101	497		101000
	32466								
		<b>Total for Vendor:</b>	<b>415.00</b>						
128927		2637 FORCE AMERICA INC	20.00						
1	10/31/25 DATA PLAN (SEPT)		20.00			1000 430000	497		101000
	IN200-2008907								
		<b>Total for Vendor:</b>	<b>20.00</b>						
128790	C	155 GALLS, LLC	433.57						
1	10/06/25 FD T Olson polo		73.81			2060 415200	422		101000
	032754755								
2	10/06/25 FD T Olson 2-pants		179.98			2060 415200	422		101000
	032754755								
3	10/06/25 FD 2-pants for inventory		179.78			2060 415200	422		101000
	032754755								
4	10/06/25 FD overcharged for S/H return		30.99			2060 415200	422		101000
	032754755								
5	10/09/25 FD refund for S/H		-30.99			2060 415200	422		101000
	032799456								
129030	C	155 GALLS, LLC	2,080.43						
1	11/11/25 new officer kelly		140.91			1000 421000	422		101000
	033122935								
2	11/11/25 new officer medrud		372.67			1000 421000	422		101000
	033122898								
3	11/11/25 shirt for crouse		193.85			1000 421000	422		101000
	033122899								

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4	11/11/25 shirt for morris		101.86			1000 421000	422		101000
	033122897								
5	11/07/25 new officer badges		1,075.20			1000 421000	422		101000
	033093172								
6	11/11/25 shirts for williams		195.94			1000 421000	422		101000
	033122896								
129069	C 155 GALLS, LLC		416.84						
1	10/31/25 FD D Nerud polo,2 pants		265.72			2060 415200	422		101000
	033013126								
2	10/31/25 FD D Sprecher 2 pants		151.12			2060 415200	422		101000
	033013126								
		<b>Total for Vendor:</b>	<b>2,930.84</b>						
129084	93 GATEWAY CHEVROLET		29.56						
1	11/04/25 FD T-76 Power invertor repair		29.56			2060 415200	427		101000
	1300877								
		<b>Total for Vendor:</b>	<b>29.56</b>						
128922	5642 GENE JETTA		120.44						
1	11/13/25 REIMBURSEMENT HOTEL AT NDLA		120.44			7000 411600	340		101000
		<b>Total for Vendor:</b>	<b>120.44</b>						
129012	1579 GLENN'S BODY REPAIR INC		14,203.50						
1	11/05/25 #3005 BODY REPAIR		14,203.50			1000 430000	427		101000
	60783								
		<b>Total for Vendor:</b>	<b>14,203.50</b>						
128808	5659 GLOBAL INTELLIGENCE INC		4,750.00						
1	10/31/25 cybercheck case app support		4,750.00			1000 421000	365		101000
	288A								
		<b>Total for Vendor:</b>	<b>4,750.00</b>						
128899	C 556 GRAINGER, INC.		195.28						
1	11/03/25 DATA CABLE WIRE		195.28			1000 430000	610		101000
	9697208495								
		<b>Total for Vendor:</b>	<b>195.28</b>						

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128791 1 44903	10/20/25	3534 GRAND FORKS FIRE EQUIPMENT LLC FD Sm-Med Bags/Sm gas meter	1,035.95 1,035.95			2060 415200	641		101000
129061 1 45109	11/13/25	3534 GRAND FORKS FIRE EQUIPMENT LLC FD 4-pull strap,harness	613.66 613.66			2060 415200	641		101000
		<b>Total for Vendor:</b>	<b>1,649.61</b>						
129024 1 9350906579 2 9350928309	11/04/25 11/05/25	939 GRAYBAR HEB-AA COOPER BUSSMAN BAF-10 COOPER BUSSMAN	5,099.11 4,051.00 1,048.11			1000 430000 1000 430000	870 870		101000 101000
		<b>Total for Vendor:</b>	<b>5,099.11</b>						
128792 1 9173	10/15/25	C 3535 GREAT PLAINS FIRE FD J Dick -set of gear	4,413.15 4,413.15			2060 415200	641		101000
		<b>Total for Vendor:</b>	<b>4,413.15</b>						
128793 1 251624W	07/16/25	5660 HARRISON HYDRA-GEN One-time vendor. Truck 75 Generator Repair T-75 Generator Repair	2,138.60 2,138.60			2060 415200	420		101000
		<b>Total for Vendor:</b>	<b>2,138.60</b>						
128896 1 7246562	11/04/25	C 135 HAWKINS INC AQUAHAWK	7,818.50 7,818.50			6025 450000	423		101000
129020 1 7252264	11/11/25	C 135 HAWKINS INC AQUAHAWK	3,155.60 3,155.60			6025 450000	423		101000
		<b>Total for Vendor:</b>	<b>10,974.10</b>						

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128800	C	1310 HERO SCHEDULE LLC	303.00						
1	11/01/25	Nov 2025 active users	303.00			1000 421000	497		101000
		INV-41301							
128846	C	1310 HERO SCHEDULE LLC	165.00						
1	11/01/25	FD November scheduler	165.00			2060 415200	497		101000
		41300							
		<b>Total for Vendor:</b>	<b>468.00</b>						
129078		3557 HESI	159.33						
1	10/31/25	FD Medical Waste Pickup	159.33			2060 415200	527		101000
		71259							
		<b>Total for Vendor:</b>	<b>159.33</b>						
129073	C	3285 HOUSTON ENGINEERING INC.	66,962.75						
1	79224 11/07/25	Project 2293	66,962.75			4187 480000	313		101000
		79224							
		<b>Total for Vendor:</b>	<b>66,962.75</b>						
128863	C	687 INFORMATION TECHNOLOGY DEPT	1,440.00						
1	10/31/25	Oct WAN/Fiber/VPN	756.00			1000 414104	497		101000
		DP102025.849.3							
2	10/31/25	Oct Misc	684.00			1000 414104	497		101000
		DP102025.849.3							
		<b>Total for Vendor:</b>	<b>1,440.00</b>						
128794		211 INTERSTATE ALL BATTERY CENTER	152.95						
1	10/23/25	FD Unit 9008 battery	152.95			2060 415200	427		101000
		1902801044435							
129023		211 INTERSTATE ALL BATTERY CENTER	99.48						
1	10/23/25	BATTERIES	99.48			1000 430000	487		101000
		1902801044431							
		<b>Total for Vendor:</b>	<b>252.43</b>						

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128966		1012 INTERSTATE POWER SYSTEMS, INC	65.86						
1	10/08/25	BOLTS	27.66			1000 430000	427		101000
		C002108598							
2	10/06/25	#3100 PLUG ASSY	38.20			1000 430000	427		101000
		C002108563							
		<b>Total for Vendor:</b>	<b>65.86</b>						
128857		233 J & L SPORTS	51.65						
1	34967 10/24/25	Clothing/embroidery - Comm	51.65			1000 416200	422		101000
		34967							
129075		233 J & L SPORTS	7.00						
1	35038 11/12/25	Embroidery - Eng	7.00			1000 414200	422		101000
		35038							
		<b>Total for Vendor:</b>	<b>58.65</b>						
128937		C 1765 J.J. KELLER & ASSOC, INC	390.71						
1	11/01/25	CDL TRAINING	390.71			1000 450000	497		101000
		9110651315							
		<b>Total for Vendor:</b>	<b>390.71</b>						
128932		5665 JAKE NELSON	68.00						
		WATER TESTING - BISMARCK, ND							
1	11/03/25	TRAVEL REIMBURSEMENT	68.00			1000 430000	340		101000
		<b>Total for Vendor:</b>	<b>68.00</b>						
128807		5350 JEFFREY BOYER	221.60						
1	11/04/25	clothing reimb	221.60			1000 421000	422		101000
		<b>Total for Vendor:</b>	<b>221.60</b>						
129040		-95579E 1056 JOB SERVICE NORTH DAKOTA	173.04						
1	11/05/25	Unemployment - A Duncan	173.04			6010 450200	250		101000
		0347477 11.05.25							
		<b>Total for Vendor:</b>	<b>173.04</b>						

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Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
129037		1084 JOEY PORTER	110.16						
		J Porter was paid out the remainder of his 2025 clothing allowance.		TMW					
1	11/13/25	FD J Porter Reimb. Boots	110.16			2060 415200	422		101000
		2025 clothing allow							
		<b>Total for Vendor:</b>	<b>110.16</b>						
128834	C	274 JOHNSON, MOTTINGER & GREENWOOD,	5,250.00						
		November 2025							
1	11/01/25	Court Appointed Attorney	5,250.00			1000 412000	310		101000
		<b>Total for Vendor:</b>	<b>5,250.00</b>						
129006		2752 KOST MATERIALS, LLC	1,780.00						
1	11/03/25	SIDEFORM PAVING	1,780.00			1000 430000	722		101000
		150273							
		<b>Total for Vendor:</b>	<b>1,780.00</b>						
128996	-95581E	4482 KOTAPAY	2,573.81						
		11/14/2025 Payroll							
1	11/14/25	Child Support 11/14/25	2,573.81			1000 212549			101000
		<b>Total for Vendor:</b>	<b>2,573.81</b>						
128830		2085 LANGUAGE LINE SERVICES	23.48						
1	10/31/25	oct 2025 interpreter service	23.48			1000 421000	304		101000
		11759297							
128861		2085 LANGUAGE LINE SERVICES	50.80						
1	11746922	10/31/25 Oct Interpretation Service	50.80			1000 412000	304		101000
		11746922							
		<b>Total for Vendor:</b>	<b>74.28</b>						
128873	C	260 LARS BODY SHOP	150.00						
1	11/04/25	#1174 door ding	150.00			1000 421000	427		101000
		6656							
		<b>Total for Vendor:</b>	<b>150.00</b>						

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129080		5418 LISA BREYER	105.70						
1	11/14/25	Mileage 7/30/25-10/16/25	105.70			1000 414100	340		101000
		<b>Total for Vendor:</b>	<b>105.70</b>						
128818		4425 LUKE SCHANY	72.00						
1	11/05/25	meal reimb, intox 8000	72.00			1000 421000	340		101000
		<b>Total for Vendor:</b>	<b>72.00</b>						
128916		711 LUTHER FAMILY FORD	252.92						
1	11/07/25	#1193 LATCH	128.97			1000 421000	427		101000
421357									
2	10/29/25	#1195 OIL	123.95			1000 421000	427		101000
420749									
		<b>Total for Vendor:</b>	<b>252.92</b>						
128837		C 3304 MAC'S HARDWARE	185.37						
1	11/03/25	CHARGERS/LTNG	67.68			6025 450000	432		101000
9697									
2	10/31/25	CUT OFF WHEELS/RAKE	117.69			6025 450000	432		101000
9651									
128891		C 3304 MAC'S HARDWARE	653.89						
1	11/06/25	HARDWARE	55.94			1000 430002	870		101000
9839									
2	11/07/25	PLIERS	62.67			1000 430000	432		101000
9881									
3	11/07/25	INFRARED THERMOMETER KIT	31.79			1000 430000	377		101000
9893									
4	11/05/25	HARDWARE/EPOXPY/BLADES	365.73			1000 455000	433		101000
9820									
5	11/06/25	HARDWARE	15.13			1000 455000	433		101000
9856									
6	10/29/25	PLOW BOLTS	8.27			1000 430001	381		101000
9545									
7	11/10/25	HARDWARE/RIVET TOOL	67.21			1000 430000	487		101000
9948									

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Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
8 9859	11/06/25	CUTTING WHEELS	47.15			6020 450000	432		101000
		<b>Total for Vendor:</b>	<b>839.26</b>						
128967	C	3536 MACQUEEN	1,690.77						
1 P13351	10/10/25	FD L-75 Transducer	222.38			2060 415200	420		101000
2 P13378	10/17/25	FD E-71 Plate Cover	125.02			2060 415200	420		101000
3 P13388	10/20/25	FD E-71 Rebuild intake kit	396.66			2060 415200	420		101000
4 W07391	10/29/25	FD L-75 EPU Ladder bedding iss	946.71			2060 415200	420		101000
		<b>Total for Vendor:</b>	<b>1,690.77</b>						
128813	C	4637 MAMMOTH HOLDINGS LLC	580.00						
1 PS-INV104995	10/31/25	oct 2025 car wash	580.00			1000 421000	420		101000
		<b>Total for Vendor:</b>	<b>580.00</b>						
128815	C	5416 MARCO TECHNOLOGIES LLC NW 7128	93.50						
1 INV14507677	11/03/25	nov 2025 PD plotter	93.50			1000 421000	428		101000
129005	C	5416 MARCO TECHNOLOGIES LLC NW 7128	44.99						
1 INV14542735	11/11/25	Cloud fax service - Nov 2025	44.99			1000 415000	497		101000
		<b>Total for Vendor:</b>	<b>138.49</b>						
128924	C	5349 MARCO TECHNOLOGIES, LLC	792.41						
1 40453572	10/28/25	LEASE FOR PRINTERS	792.41			7000 411600	428		101000
128990	C	5349 MARCO TECHNOLOGIES, LLC	1,579.26						
1 40526907	11/06/25	Finance	202.74			1000 414100	428		101000
2 40526907	11/06/25	Non-Departmental	421.30			1000 415000	428		101000

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3	40526907	11/06/25 Planning / Inspections	100.05			1000 418000	428		101000
40526907									
4	40526907	11/06/25 HR	36.32			1000 414103	428		101000
40526907									
5	40526907	11/06/25 Court	219.25			1000 412000	428		101000
40526907									
6	40526907	11/06/25 Police	21.95			1000 421000	428		101000
40526907									
7	40526907	11/06/25 PW Water	157.34			6020 450000	428		101000
40526907									
8	40526907	11/06/25 PW Sanitation	138.61			6010 450200	428		101000
40526907									
9	40526907	11/06/25 Fire	46.41			2060 415200	428		101000
40526907									
10	40526907	11/06/25 IT	100.05			1000 414104	428		101000
40526907									
11	40526907	11/06/25 Fleet & Facilities	35.19			1000 455000	428		101000
40526907									
12	40526907	11/06/25 Admin	100.05			1000 414000	428		101000
40526907									
129057	C	5349 MARCO TECHNOLOGIES, LLC	327.14						
1	11/06/25	nov 2025 pd training room	64.42			1000 421000	428		101000
40526909									
2	11/06/25	nov 2025 pd mailroom room	262.72			1000 421000	428		101000
40526908									
129063	C	5349 MARCO TECHNOLOGIES, LLC	123.61						
1	11/12/25	FD St 76 Printers	123.61			2060 415200	428		101000
40573515									
<b>Total for Vendor:</b>			<b>2,822.42</b>						
128999		3119 MATT RETKA	50.00						
1	11/12/25	Nov WF Airport Secretary	50.00			7050 500000	120		101000
<b>Total for Vendor:</b>			<b>50.00</b>						

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128795	C	299 MENARDS (FIRE)	376.10						
1	10/22/25	FD Furring strips-training	103.32			2060 415200	340		101000
67858									
3	10/28/25	FD Tool-Measuring Wheel	62.99			2060 415200	432		101000
68274									
4	11/04/25	FD ST 76 Wall Topper/T Clark	209.79			2060 415200	494		101000
68768									
		<b>Total for Vendor:</b>	<b>376.10</b>						
128886	C	4622 MENARDS (PUBLIC WORKS)	680.25						
1	10/29/25	LUMBER/TRASH BAGS	35.75			1000 455000	420		101000
68354									
2	10/31/25	PUTTY/KNIFE	6.28			1000 455000	420		101000
68506									
3	10/31/25	BASKET ASSY/STRAINER	49.22			1000 455000	420		101000
68505									
4	10/28/25	COPPER PIPE/PVC	30.01			1000 455000	420		101000
68267									
5	11/04/25	PVC/TUBING	41.09			1000 455000	420		101000
68794									
6	11/04/25	PVC/ADAPTERS	14.32			1000 455000	420		101000
68774									
7	10/31/25	CLAMP/VALVE	12.86			1000 455000	420		101000
68523									
8	03/02/56	COUPLINGS	21.71			6020 450000	433		101000
68450									
9	10/30/25	COUPLINGS	54.96			6020 450000	433		101000
68423									
10	10/30/25	ADAPTERS	0.37			6020 450000	433		101000
68451									
11	10/31/25	ADAPTERS/COUPLINGS	43.28			6020 450000	433		101000
68525									
12	11/10/25	HEX KEY SET	14.69			2210 428000	358		101000
69196									
13	11/03/25	RATCHETS	87.88			6010 450200	641		101000
68693									

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14 69014	11/07/25	STRETCH WRAP/REPELLENT	86.94			1000 455000	433		101000
15 68350	10/29/25	WRENCHES/SCREWDRIVERS/HAMMER	180.89			6010 450200	641		101000
129008 1 69020	C 11/07/25	4622 MENARDS (PUBLIC WORKS) CLOCK	101.07 17.99			6020 450000	420		101000
2 68880	11/05/25	PVC/COUPLING	50.27			1000 455000	420		101000
3 68943	11/06/25	PVC/COUPLING	17.32			1000 455000	420		101000
4 68936	11/06/25	PVC/COUPLING	19.51			1000 455000	420		101000
5 68942	11/06/25	COUPLING - RET	-4.02			1000 455000	420		101000
<b>Total for Vendor:</b>			<b>781.32</b>						
128859 1 02-25-031	02-25-031 10/30/25	2766 MIDCONTINENT COMMUNICATIONS Imp Dist 1353	9,995.00 9,995.00			4189 480000	670		101000
128977 1 18410720115039	E 11/01/25	2766 MIDCONTINENT COMMUNICATIONS PW INTERNET	241.80 241.80			1000 450000	497		101000
129003 1 19329340115061	E 15061 11/11/25	2766 MIDCONTINENT COMMUNICATIONS 193293401 - 3150 Sheyenne	1,250.39 1,250.39			2310 452120	497		101000
<b>Total for Vendor:</b>			<b>11,487.19</b>						
128823 1 205020452-1	C 10/30/25	102 MIDSTATES WIRELESS install of 2 interview rooms	4,600.00 4,600.00			1000 421000	641		101000

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128848	C	102 MIDSTATES WIRELESS	879.15						
1	10/20/25	FD Handheld battery	213.15			2060 415200	427		101000
		2025020548-1							
2	10/22/25	FD Repair Dell's handheld	666.00			2060 415200	427		101000
		102013771-1							
		<b>Total for Vendor:</b>	<b>5,479.15</b>						
128961		1014 MOTION INDUSTRIES, INC	42.60						
1	10/27/25	FINISHED BORE	42.60			1000 430000	427		101000
		ND31-00549993							
		<b>Total for Vendor:</b>	<b>42.60</b>						
129041		999999 NAFTA	375.00						
1	11/14/25	reg fee for casperson	375.00			1000 421000	340		101000
		24633							
		<b>Total for Vendor:</b>	<b>375.00</b>						
129049	-95577E	363 ND PERS	9,950.50						
		11/14/25 Payroll							
1	11/14/25	457b Def Comp - Contributions	9,950.50			1000 212532			101000
		<b>Total for Vendor:</b>	<b>9,950.50</b>						
128852	-95583E	1906 ND PUBLIC FINANCE AUTHORITY	8,462.50						
		2009 Improvement Bond Payment							
1	10/31/25	Interest	8,362.50			3369 490000	720		101000
2	10/31/25	Agent Fee	100.00			3369 490000	740		101000
		<b>Total for Vendor:</b>	<b>8,462.50</b>						
129002	C	571 ND WORKFORCE SAFETY & INSURANCE	736.42						
1	7YBUZX79BG	10/24/25 PD - Jacob Stewart	250.00			1000 421000	240		101000
		7YBUZX79BG							
2	7YBUZX79BG	10/24/25 PW - Jeremy Dockter	350.00			1000 450000	240		101000
		7YBUZX79BG							
3	7YBUZX79BG	10/24/25 FD - Joseph Mailey	92.77			2060 415200	240		101000
		7YBUZX79BG							
4	7YBUZX79BG	10/24/25 HR - Sarah Gasevic	43.65			1000 414103	240		101000
		7YBUZX79BG							
		<b>Total for Vendor:</b>	<b>736.42</b>						

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128856	C	2261 NETWORK CENTER INCORPORATED	7,537.60						
		Office 365 G1 - 169 licenses							
		Office 365 G3 - 229 licenses							
		MS Teams Rooms Pro - 10 licenses							
		Power BI Pro - 1 license							
		Office 365 G5 - 2 licenses							
		Teams Phone - 1 license							
		1 INV240739 11/04/25 Microsoft 365 Subscriptions	7,537.60			1000 414104	497		101000
		INV240739							
129004	C	2261 NETWORK CENTER INCORPORATED	194.12						
		1 INV241256 11/12/25 Phone for Teams	194.12			1000 414104	497		101000
		INV241256							
		<b>Total for Vendor:</b>	<b>7,731.72</b>						
128970	C	691 NEWMAN SIGNS INC	3,327.75						
		1 11/06/25 SIGNS	3,327.75			1000 430000	487		101000
		TRFINV064153							
		<b>Total for Vendor:</b>	<b>3,327.75</b>						
129038		646 NORTH DAKOTA WATER COALITION	1,000.00						
		1 11/03/25 2026 Membership	1,000.00			6020 450000	667		101000
		<b>Total for Vendor:</b>	<b>1,000.00</b>						
128908	C	5240 NORTHERN ENGINE & SUPPLY	792.04						
		1 10/28/25 #2100 COUPLERS	296.10			6020 450000	427		101000
		271096							
		2 10/28/25 #2200 HOSE/FITTINGS	495.94			6020 450000	427		101000
		271128							
		<b>Total for Vendor:</b>	<b>792.04</b>						
128854	C	141 NORTHSTAR SAFETY, INC	125.67						
		1 37618 11/03/25 Clothing - Eng	125.67			1000 414200	422		101000
		37618							
		<b>Total for Vendor:</b>	<b>125.67</b>						

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128954	C	1715 NORTHWEST TIRE INC	677.92						
1	09/24/25	#4202 TIRES	595.01			6010 450200	427		101000
24052476									
2	10/29/25	#4301 FLAT REPAIR	63.20			6010 450200	427		101000
24052688									
3	10/08/25	#8106 FLAT REPAIR	19.71			1000 414200	427		101000
26059476									
129013	C	1715 NORTHWEST TIRE INC	1,826.17						
1	11/04/25	#4200 TIRES	1,506.16			6010 450200	427		101000
24053219									
2	11/04/25	#4003 TIRES	1,506.16			6010 450200	427		101000
24053236									
3	05/07/25	CR for dup pmt	-184.98			1000 421000	427		101000
26055994									
4	07/07/25	CR for dup pmt	-214.49			1000 421000	427		101000
26057274									
5	09/15/25	CR for dup pmt	-786.68			1000 421000	427		101000
26058905									
129062	C	1715 NORTHWEST TIRE INC	550.34						
1	11/12/25	FD #9008 Frost alignment	550.34			2060 415200	420		101000
26060308									
		<b>Total for Vendor:</b>	<b>3,054.43</b>						
128820	C	5440 NORTHWEST TIRE INC. (PD)	3,222.63						
1	11/04/25	#1175 tires	824.55			1000 421000	427		101000
26060115									
2	11/03/25	#1202 tires	696.20			1000 421000	427		101000
26060098									
3	11/03/25	#1204 tires	877.33			1000 421000	427		101000
26060084									
4	11/03/25	#1188 tires	824.55			1000 421000	427		101000
26060059									
5	11/03/25	#1175 tire repair	84.45			1000 421000	427		101000
24053192									

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6	11/04/25 #1175 credit		-84.45			1000 421000	427		101000
24053228									
7	11/03/25 #1204 tires		1,046.81			1000 421000	427		101000
26060096									
8	11/03/25 #1204 credit		-1,046.81			1000 421000	427		101000
26060097									
128822	C 5440 NORTHWEST TIRE INC. (PD)		43.51						
1	11/05/25 #1216 tire repair		43.51			1000 421000	427		101000
26060160									
128869	C 5440 NORTHWEST TIRE INC. (PD)		43.51						
1	11/06/25 #1212 tire repair		43.51			1000 421000	427		101000
26060212									
129055	C 5440 NORTHWEST TIRE INC. (PD)		170.98						
1	11/12/25 #1220 tire		170.98			1000 421000	427		101000
26060318									
	<b>Total for Vendor:</b>		<b>3,480.63</b>						
128850	C 5603 NUWAVE COMMUNICATIONS INC		1,975.53						
1	140450 11/01/25 MS Teams phone plan - Nov 25		1,975.53			1000 414104	497		101000
140450									
	<b>Total for Vendor:</b>		<b>1,975.53</b>						
128947	1774 O'REILLY AUTOMOTIVE STORES, INC		75.10						
1	10/23/25 FD Service Truck oil change/fi		75.10			2060 415200	427		101000
1932-109757									
	<b>Total for Vendor:</b>		<b>75.10</b>						
128909	4744 O'REILLY AUTOMOTIVE STORES, INC		1,611.10						
1	11/07/25 #1172 BATTERY		218.99			1000 421000	427		101000
1932114889									
2	11/06/25 ELECT TAPE		36.90			1000 455000	433		101000
1932114406									
3	10/31/25 #5004 STARTER		245.22			1000 455000	427		101000
1932112405									

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4	11/06/25	ACETONE	11.99			1000 455000	433		101000
1932114312									
5	11/06/25	#262 FLOORMATS	22.99			6020 450000	427		101000
1932114262									
6	11/04/25	#275 BATTERY	161.18			6020 450000	427		101000
1932113698									
7	11/03/25	#1187 WATER PUMP	127.61			1000 421000	427		101000
1932113266									
8	11/04/25	WIPER BLADE STOCK	44.40			6020 450000	427		101000
1932113578									
9	11/04/25	#3028 BATTERY	207.07			1000 430000	427		101000
1932113580									
10	11/04/25	#252 BATTERY	238.34			6020 450000	427		101000
1932113525									
11	10/30/25	FLUID PUMP	14.99			1000 455000	433		101000
1932112162									
12	11/10/25	PRIMER BULB	6.99			1000 430001	427		101000
1932115612									
13	11/10/25	PRIMER BULB	6.49			1000 430001	427		101000
1932115633									
14	11/12/25	#8106 BATTERY	245.99			1000 414200	427		101000
1932116254									
15	11/12/25	#1211 AIR FILTER	21.95			1000 421000	427		101000
1932116273									
		<b>Total for Vendor:</b>	<b>1,611.10</b>						
128941	C	352 OK TIRE STORE - COM CTR	315.00						
1	10/29/25	RENTAL LOADER - TIRES	315.00			1000 430000	427		101000
05-380595									
129014	C	352 OK TIRE STORE - COM CTR	1,117.24						
1	11/07/25	#7043 TIRES	1,117.24			4387 480000	427		101000
05-381081									
		<b>Total for Vendor:</b>	<b>1,432.24</b>						

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128965	C	5557 OLDSTYLUS LLC	2,401.25						
1	11/04/25	PRESERVE YARD WASTE SITE PROJ	2,401.25			6010 450200	418		101000
		20251104-1							
		<b>Total for Vendor:</b>	<b>2,401.25</b>						
128849		276 OSTROMS ACE HARDWARE	47.70						
1	09/30/25	FD Pat Course wheels	9.64			2060 415200	340		101000
229675									
2	09/30/25	FD Pat Course wheels	29.99			2060 415200	340		101000
229668									
3	10/21/25	FD Training Nails	8.07			2060 415200	340		101000
229756									
		<b>Total for Vendor:</b>	<b>47.70</b>						
128897	E	5633 OXIDATION TECHNOLOGIES LLC	4,500.00						
1	11/03/25	OZONE TRAILER RENTAL	4,500.00			6025 450000	423		101000
42490									
		<b>Total for Vendor:</b>	<b>4,500.00</b>						
128835	C	1648 PARKLAND USA CORPORATION DBA	21,255.10						
1	10/29/25	BULK DIESEL - PW	21,255.10			1000 140000			101000
		IN-943155-25							
128888	C	1648 PARKLAND USA CORPORATION DBA	37.99						
1	10/31/25	RIDGELINE DEF	37.99			6025 450000	424		101000
		IN-947488-25							
128911	C	1648 PARKLAND USA CORPORATION DBA	781.48						
1	10/10/25	FD St 76 Bulk Oil/Def Fluid	593.74			2060 415200	424		101000
		in-914965-25							
2	10/10/25	FD St 75 Bulk oil/Def Fluid	187.74			2060 415200	424		101000
		in-914966-25							

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128959	C	1648 PARKLAND USA CORPORATION DBA	531.83						
1	11/10/25	RIDGELINE DEF	262.24			6010 450200	424		101000
		IN-960104-25							
2	11/10/25	RIDGELINE DEF	269.59			1000 430000	424		101000
		IN-960080-25							
		<b>Total for Vendor:</b>	<b>22,606.40</b>						
128915	C	563 PETRO SERVE USA	152.70						
1	11/05/25	CENEX MAXTRON 10W30	152.70			1000 430001	424		101000
		100281							
129000	C	563 PETRO SERVE USA	9,418.77						
1	0967933 10	10/31/25 WF Airport Fuel	9,418.77			7050 500000	424		101000
		0967933 10/25							
129029	C	563 PETRO SERVE USA	2,333.89						
1	10/07/25	BULK OIL	2,333.89			6010 450200	424		101000
		009098							
129087	C	563 PETRO SERVE USA	85.81						
1	10/27/25	FD Tractor Fuel	85.81			2060 415200	424		101000
		95166							
		<b>Total for Vendor:</b>	<b>11,991.17</b>						
128798		1987 PETSMA	55.04						
1	10/30/25	K9 treat pouch	55.04			1000 421000	915		101000
		<b>Total for Vendor:</b>	<b>55.04</b>						
128844		2922 PIERRE FREEMAN	89.96						
1	11/04/25	FD Reimburse ISO 300 Training	89.96			2060 415200	340		101000
		ISO Training reimbursement							
128910		2922 PIERRE FREEMAN	178.00						
1	10/27/25	Mandan ND Training lodge/per d	178.00			2060 415200	340		101000
		2025 Training							
		<b>Total for Vendor:</b>	<b>267.96</b>						

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128919 1	C 10/13/25	1483 PITNEY BOWES BANK INC - RESERVE POSTAGE	2,000.00 2,000.00			7000 411600	661		101000
129060 1	C 11/14/25	1483 PITNEY BOWES BANK INC - RESERVE reserve acct 532419956 (PD)	1,200.00 1,200.00			1000 421000	661		101000
		<b>Total for Vendor:</b>	<b>3,200.00</b>						
128995 1	C Oct - Dec 2025 3321568233 11/10/25	384 PITNEY BOWES GLOBAL FINANCIAL Q4 2025 Postage Lease	398.82 398.82			1000 414100	428		101000
		<b>Total for Vendor:</b>	<b>398.82</b>						
128952 1 04719	C 11/01/25	5431 PLOWOPS INC PLOWOPS SUBSCRIPTION (NOV)	2,040.00 2,040.00			1000 430000	497		101000
		<b>Total for Vendor:</b>	<b>2,040.00</b>						
128907 1		4064 POMP'S TIRE SERVICE (ROYAL TIRE) #380 TIRES	206.92 206.92			6010 450200	427		101000
128942 1		4064 POMP'S TIRE SERVICE (ROYAL TIRE) #4202 FLAT REPAIR	46.00 46.00			6010 450200	427		101000
		<b>Total for Vendor:</b>	<b>252.92</b>						
129046 1	C 10/31/25	5067 POPE DOUGLAS SOLID WASTE oct 2025 pharmaceuticals dispo	921.38 921.38			1000 421000	365		101000
		<b>Total for Vendor:</b>	<b>921.38</b>						
128953 1		4825 PRAIRIE SCALE SYSTEMS, INC. PROJ 9061	47,532.80 47,532.80			4188 480000	670		101000
		<b>Total for Vendor:</b>	<b>47,532.80</b>						

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129051	C	3261 PROJECT LIFESAVER INTERNATIONAL	1,679.85						
1	11/07/25	project lifesaver supplies	1,679.85			2510 421000	375		101000
		S250026332							
		<b>Total for Vendor:</b>	<b>1,679.85</b>						
128914		2982 RDO EQUIPMENT CO	748.41						
1	10/31/25	#5424 FUEL TANK	748.41			1000 430001	427		101000
		P4343554							
128939		2982 RDO EQUIPMENT CO	408.12						
1	11/03/25	#7701 FILTER/ELEMENT	408.12			4387 480000	427		101000
		P4368754							
128948		2982 RDO EQUIPMENT CO	251.09						
1	11/06/25	FD ST 76 Svc. Truck	251.09			2060 415200	427		101000
		p4408254							
129086		2982 RDO EQUIPMENT CO	62.03						
1	11/07/25	FD St 76 Tractor 1025R	62.03			2060 415200	420		101000
		P4417654							
		<b>Total for Vendor:</b>	<b>1,469.65</b>						
128858	C	3204 RECORD KEEPERS	35.00						
1	A288555 10/31/25	City Hall / Court Shred Bins	35.00			1000 415000	420		101000
		A288555							
128870	C	3204 RECORD KEEPERS	27.50						
1	10/31/25	service on 10-13-2025	27.50			1000 421000	420		101000
		A288556							
		<b>Total for Vendor:</b>	<b>62.50</b>						
129025		1016 RED WING BUSINESS ADVANTAGE	616.22						
1	11/05/25	D HEIZELMAN BOOTS	212.49			1000 430000	422		101000
		2395002							
2	11/05/25	M DIMMER BOOTS	195.49			6010 450200	422		101000
		2399126							

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3 2456019	11/10/25	A HEIZELMAN BOOTS	208.24			1000 430000	422		101000
		<b>Total for Vendor:</b>	<b>616.22</b>						
129010 1 1515605-01	09/11/25	1182 REFRIGERATION HEATING INC VBELTS	66.43 66.43			1000 455000	420		101000
		<b>Total for Vendor:</b>	<b>66.43</b>						
128933 WATER TESTING - 1	11/03/25	4269 RYAN BEAUCHANE BISMARCK, ND TRAVEL REIMBURSEMENT	68.00 68.00			1000 430000	340		101000
		<b>Total for Vendor:</b>	<b>68.00</b>						
129064 1 Open New FD Cards 2 468410574966 3 10358018318 4 3771965294075 5 9665827140377	11/07/25	E 1881 SAM'S CLUB/SYNCHRONY BANK (FD) FD New Account Credit FD Civic West Meeting FD New Member A Puhr FD ST 75 Supplies FD ST 76 Supplies	531.56 -30.00 51.94 45.00 153.21 311.41			2060 415200 2060 415200 2060 415200 2060 415200 2060 415200 2060 415200	500 500 375 667 500 500		101000 101000 101000 101000 101000 101000
		<b>Total for Vendor:</b>	<b>531.56</b>						
128943 1 66277	11/04/25	C 800 SANDERS METAL PRODUCTS 1/4" SS PULL PLATE	110.50 110.50			6025 450000	825		101000
129081 1 66246	10/24/25	C 800 SANDERS METAL PRODUCTS FD E-71 replace hose trays	1,270.30 1,270.30			2060 415200	641		101000
		<b>Total for Vendor:</b>	<b>1,380.80</b>						

\* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
128845		3724 SANDON PROPERTIES LLP	49.98						
1	10/23/25	FD ISO 300 Training	49.98			2060 415200	375		101000
7922									
		<b>Total for Vendor:</b>	<b>49.98</b>						
128796	C	437 SANDY'S DONUTS & COFFEE SHOP	198.92						
1	11/04/25	sr. academy bakery	49.98			1000 421000	375	12	101000
944142									
2	11/03/25	CTK patrol training, bakery	49.98			1000 421000	375		101000
997184									
3	11/04/25	CTK patrol training, bakery	98.96			1000 421000	375		101000
997183									
128821	C	437 SANDY'S DONUTS & COFFEE SHOP	348.77						
1	10/14/25	sr academy - bakery	49.95			1000 421000	375	12	101000
997271									
2	10/21/25	sr academy - bakery	49.95			1000 421000	375	12	101000
997272									
3	10/28/25	sr academy - bakery	49.95			1000 421000	375	12	101000
997275									
4	10/23/25	10/23 training bakery	49.98			1000 421000	375		101000
997274									
5	10/22/25	10/22 training bakery	49.98			1000 421000	375		101000
997273									
6	11/05/25	11/5 training bakery	98.96			1000 421000	375		101000
997276									
128874	C	437 SANDY'S DONUTS & COFFEE SHOP	98.96						
1	11/06/25	bakery for training	98.96			1000 421000	375		101000
997371									
129054	C	437 SANDY'S DONUTS & COFFEE SHOP	49.98						
1	11/12/25	bakery senior academy	49.98			1000 421000	375	12	101000
997891									
		<b>Total for Vendor:</b>	<b>696.63</b>						

\* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
128972	C	454 SANITATION PRODUCTS	541.31						
1	11/03/25	FINNED PIPE WELD	196.12			6025 450000	432		101000
94830									
2	11/04/25	SONETICS REPAIR	225.00			6025 450000	427		101000
94840									
3	11/07/25	HOSE END WELD	120.19			6025 450000	432		101000
94894									
		<b>Total for Vendor:</b>	<b>541.31</b>						
128973		450 SCHEELS	27.98						
1	11/06/25	TRAPS/LURE	27.98			6025 450000	827		101000
97423									
		<b>Total for Vendor:</b>	<b>27.98</b>						
129072	C	2602 SELLIN BROTHERS, INC	675,212.11						
1	Pay App 7	11/10/25 Project 3006	675,212.11			4003 480000	670		101000
		Pay App 7							
		<b>Total for Vendor:</b>	<b>675,212.11</b>						
128833	-95585E	5570 SHEYENNE 32 EAST LLC	699.67						
		3150 Sheyenne St - Unit A							
1	Nov 2025	11/01/25 CAM/Operating Exp - Nov	484.00			2960 411900	416		101000
		3150 Sheyenne St - Unit A							
2	Nov 2025	11/01/25 Parking Fee - Nov	79.17			2960 411900	416		101000
		3150 Sheyenne St - Unit A							
3	Nov 2025	11/01/25 Plaza Fee - Nov	136.50			2960 411900	416		101000
		3150 Sheyenne St - Unit A							
		<b>Total for Vendor:</b>	<b>699.67</b>						
128872	C	2885 SHORTPRINTER	62.60						
1	10/27/25	notary stamp for Symonds	62.60			1000 421000	667		101000
166654									
		<b>Total for Vendor:</b>	<b>62.60</b>						

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Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
128810	C	5199 SIGN BADGERS	105.00						
1	11/03/25	chiefs plaque, Ostlund	105.00			1000 421000	375		101000
35729									
129034	C	5199 SIGN BADGERS	767.52						
1	35758 11/06/25	Name badges - Commission	122.50			1000 415000	410		101000
35758									
2	35758 11/06/25	Name badges - Admin	122.50			1000 414000	410		101000
35758									
3	35758 11/06/25	Name badges - Comm	49.00			1000 416200	668		101000
35758									
4	35758 11/06/25	Name badges - Econ Dev	49.00			1000 414102	602		101000
35758									
5	35758 11/06/25	Name badges - Eng	98.00			1000 414200	410		101000
35758									
6	35758 11/06/25	Name badges - HR	122.50			1000 414103	410		101000
35758									
7	35758 11/06/25	Name badges - Planning	24.50			1000 418000	410		101000
35758									
8	35757 10/31/25	Business cards - Eng	84.48			1000 414200	410		101000
35757									
9	35757 10/31/25	Business cards - HR	95.04			1000 414103	410		101000
35757									
		<b>Total for Vendor:</b>	<b>872.52</b>						
129056	C	3642 SIGN PRO	150.00						
1	11/07/25	#160 graphics removal	150.00			1000 421000	610		101000
92453									
		<b>Total for Vendor:</b>	<b>150.00</b>						
128892	C	91 SIGN SOLUTIONS USA	4,528.65						
1	10/31/25	SIGNS	71.69			1000 430000	487		101000
420190									
2	10/31/25	SIGNS	490.47			1000 430000	487		101000
420192									
3	10/31/25	SIGNS	1,559.47			1000 430000	487		101000
420193									

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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
4 420216	11/03/25 SIGNS		2,407.02			1000 430000	487		101000
129022 1 420324	C 11/07/25 SIGNS	91 SIGN SOLUTIONS USA	3,557.65 3,557.65			4194 480000	670		101000
<b>Total for Vendor:</b>			<b>8,086.30</b>						
128853 1 NDT8B3-10312025	10/31/25 Service 10/01/25-10/31/25	2655 SIMPLIFILE	169.00 169.00			1000 418000	668		101000
<b>Total for Vendor:</b>			<b>169.00</b>						
128812 1 0717350-INV	C 11/03/25 invest. supplies	1626 SIRCHIE ACQUISITION COMPANY LLC	78.00 78.00			1000 421000	365		101000
<b>Total for Vendor:</b>			<b>78.00</b>						
128957 1 26P7041 2 26P7008 3 26P6507	11/04/25 #338 GREASE CAP 11/03/25 #338 COUPLER 10/06/25 BREAKAWAY SYSTEM LED TEST	360 SIX ROBBLEES INC	254.32 17.84 142.75 93.73			1000 430000 1000 430000 6020 450000	427 427 427		101000 101000 101000
<b>Total for Vendor:</b>			<b>254.32</b>						
128923 1 ARG2001149	C 11/03/25 BOOKS	3953 SMART APPLE MEDIA	303.94 303.94			7000 411600	662		101000
<b>Total for Vendor:</b>			<b>303.94</b>						
128866 1 9846-000M1	11/04/25 Professional Services	5227 SOLBERG STEWART MILLER	137.50 137.50			1000 412000	309		101000
<b>Total for Vendor:</b>			<b>137.50</b>						

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Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
128950	C	4599 STATION AUTOMATION, INC (DBA	2,685.00						
1	09/05/25	FD 2025 Annual License Fee	2,685.00			2060 415200	497		101000
8585									
		<b>Total for Vendor:</b>	<b>2,685.00</b>						
128945	C	3516 STEIN'S INC	682.10						
1	10/30/25	FD paper supplies for both sta	682.10			2060 415200	500		101000
965463									
		<b>Total for Vendor:</b>	<b>682.10</b>						
128803		3260 STORM TRAINING GROUP	299.00						
1	09/05/25	Invest 101, reg fee mickelson	299.00			1000 421000	340		101000
1184									
		<b>Total for Vendor:</b>	<b>299.00</b>						
128906	C	176 SUMMIT FIRE PROTECTION	800.00						
1	11/06/25	FD St 75 Cell fire alarm insta	800.00			2060 415200	497		101000
3642291									
128936	C	176 SUMMIT FIRE PROTECTION	986.00						
		11/1/25-10/31/26							
1	11/02/25	SA - ANNUAL ALARM MONITORING	493.00			6010 450200	307		101000
3633933									
2	11/02/25	TS - ANNUAL ALARM MONITORING	493.00			6010 450200	307		101000
3629533									
		<b>Total for Vendor:</b>	<b>1,786.00</b>						
128901	C	733 SWANSTON EQUIPMENT CORP	4,087.24						
1	10/28/25	CIMLINE ME3 MELTER RENTAL	3,800.00			1000 430000	722		101000
R20447									
2	11/05/25	TURF TIRE	734.08			1000 430001	427		101000
P18335									
3	11/06/25	TIRE - RETURN	-734.08			1000 430001	427		101000
P18365									
4	11/06/25	#5400 FRONT LATCH KIT	49.82			1000 430001	427		101000
P18368									

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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
5 P18166	10/30/25	FLUID HYD DSPLY/HARDWARE	237.42			1000 430001	381		101000
129016 1 P18396	C 11/07/25	733 SWANSTON EQUIPMENT CORP #5436 BOLTS/BUSHING/SHOE	1,348.68 1,348.68			1000 430001	381		101000
<b>Total for Vendor:</b>			<b>5,435.92</b>						
128805 1 L2510221034 2 L2510221121	10/22/25	5093 T-MOBILE USA, INC search warrant 25-16613	150.00 50.00			1000 421000	365		101000
<b>Total for Vendor:</b>			<b>150.00</b>						
129001 1 1337	700 TCI INSURANCE Airport - increase in coverages on property insurance policy 1337 11/10/25	Endorsement for PROP	1,001.00 1,001.00			7050 500000	321		101000
<b>Total for Vendor:</b>			<b>1,001.00</b>						
128851 1 TP71870	C 10/23/25	3468 TERRACON CONSULTANTS, INC. Project M1247078 TP71870 10/23/25	890.00 890.00			4178 480000	428		101000
<b>Total for Vendor:</b>			<b>890.00</b>						
128814 1 4569	3448 THE CTK GROUP 11/03/25	patrol interview training	2,600.00 2,600.00			1000 421000	340		101000
129052 1 4575	3448 THE CTK GROUP 11/04/25	investigations training at pd	1,650.00 1,650.00			1000 421000	340		101000
<b>Total for Vendor:</b>			<b>4,250.00</b>						

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129065		3411 THE UPS STORE #6740	240.66						
1	11/11/25	FD Printing Svc Manuals-Sapp	240.66			2060 415200	668		101000
		4-Svc Manuals							
		<b>Total for Vendor:</b>	<b>240.66</b>						
128902	C	3352 TITAN MACHINERY - FARGO	1,224.87						
1	10/29/25	3 STEP ALUM	320.00			1000 455000	433		101000
		PS0994998							
2	10/29/25	#369 FILTER, HYDR	84.10			1000 430000	427		101000
		PS0994995							
3	10/22/25	#7039 HYDRAULIC REPAIR	820.77			4387 480000	427		101000
		SO0276016							
		<b>Total for Vendor:</b>	<b>1,224.87</b>						
128935		5667 TRAVIS BROCK	68.00						
		WATER TESTING - BISMARCK, ND							
1	11/03/25	TRAVEL REIMBURSEMENT	68.00			1000 430000	340		101000
		<b>Total for Vendor:</b>	<b>68.00</b>						
128940	C	5168 TRUEMAN WELTERS	911.62						
1	11/03/25	#5427 BLADE IND	911.62			1000 430001	427		101000
		IE61023							
		<b>Total for Vendor:</b>	<b>911.62</b>						
128951	C	665 TWIN CITY GARAGE DOOR	758.00						
1	10/30/25	GARAGE DOOR REPAIR	758.00			6010 450200	420		101000
		440724202							
		<b>Total for Vendor:</b>	<b>758.00</b>						
128862	C	2951 TYLER TECHNOLOGIES, INC	528.61						
1	020-165627	10/31/25 OTC & Portal	528.61			1000 412000	740		101000
		020-165627							
		<b>Total for Vendor:</b>	<b>528.61</b>						

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
128921		2136 ULINE INC	445.21						
1	10/29/25	CHAIR FOR AARON	445.21			7000 411600	641		101000
		199868096							
129009		2136 ULINE INC	438.86						
1	10/20/25	FACILITLES - NITRILE GLOVES	438.86			1000 455000	500		101000
		199482953							
		<b>Total for Vendor:</b>	<b>884.07</b>						
128981	C	3833 VALLEY GREEN	2,380.00						
1	11/08/25	CONTRACTED MOWING (OCT)	2,380.00			1000 430001	381		101000
		304720							
		<b>Total for Vendor:</b>	<b>2,380.00</b>						
129044	C	3668 VERIZON WIRELESS	333.28						
1	10/02/25	nov 2025 river sensors	333.28			6020 450000	345		101000
		6127388764							
		<b>Total for Vendor:</b>	<b>333.28</b>						
129089	E	3212 VISA ADMINISTRATION	3,168.00						
1	CC-1874 10/15/25	Annual Membership - Dustin	1,200.00			1000 202200			101000
		ICMA MEMBERSHIP RENEWALS				CC Accounting: 1000-	-414000-340		
2	CC-1874 10/20/25	Funeral Flowers for Jimmy M	110.00			1000 202200			101000
		CLASSIC FLORAL				CC Accounting: 1000-	-415000-375		
3	CC-1874 10/23/25	Auditor Training - Emily	180.00			1000 202200			101000
		ND LEAGUE OF CITIES				CC Accounting: 1000-	-414000-340		
4	CC-1874 10/27/25	Annual Subscription - GIS	108.00			1000 202200			101000
		10/27/25-10/27/26				CC Accounting: 1000-	-414000-497		
		MAKE (CELONIS INC)							
5	CC-1874 10/27/25	Annual Celebration - Dustin	50.00			1000 202200			101000
		FMWF CHAMBER OF COMMERCE				CC Accounting: 1000-	-414000-340		
6	CC-1874 10/31/25	Annual Subscription - Comm	1,080.00			1000 202200			101000
		10/31/25-10/30/26				CC Accounting: 1000-	-416200-497		
		SURVEYMONKEY							
7	CC-1874 10/31/25	State of the Cities 2026	55.00			1000 202200			101000
		Dan Hanson				CC Accounting: 1000-	-414000-340		
		FMWF CHAMBER OF COMMERCE							

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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
8	CC-1874	10/31/25 State of the Cities 2026 Dustin Scott FMWF CHAMBER OF COMMERCE	55.00			1000 202200 -414000-340			101000
9	CC-1874	10/31/25 State of the Cities 2026 Casey Sanders-Berglund FMWF CHAMBER OF COMMERCE	55.00			1000 202200 -414102-340			101000
10	CC-1874	10/31/25 State of the Cities 2026 Rachel Richter Lordemann FMWF CHAMBER OF COMMERCE	55.00			1000 202200 -416200-340			101000
11	CC-1874	10/31/25 State of the Cities 2026 Pete Nielsen FMWF CHAMBER OF COMMERCE	55.00			1000 202200 -421000-340			101000
12	CC-1874	10/31/25 State of the Cities 2026 Paul Fracassi FMWF CHAMBER OF COMMERCE	55.00			1000 202200 -414101-340			101000
13	CC-1874	10/31/25 State of the Cities 2026 Aaron Nelson FMWF CHAMBER OF COMMERCE	55.00			1000 202200 -418000-340			101000
14	CC-1874	10/31/25 State of the Cities 2026 Willy Galindo FMWF CHAMBER OF COMMERCE	55.00			1000 202200 -414100-340			101000
<b>Total for Vendor:</b>			<b>3,168.00</b>						
129090	E	2437 VISA ASSESSING	149.90						
1	CC-1878	10/01/25 Fuel for Vanguard Training Paul SHELL OIL	30.02			1000 202200 -414101-340			101000
2	CC-1878	10/23/25 Dropbox Plus Annual Subscript Dropbox - 10/23/25-10/23/26 MISC CLAIM VENDOR	119.88			1000 202200 -414101-497			101000
<b>Total for Vendor:</b>			<b>149.90</b>						
129091	E	3706 VISA COMMUNICATIONS	1,386.74						
1	CC-1880	10/02/25 Ethernet Cable / Cable Sleeve AMAZON CAPITAL SERVICES	26.26			1000 202200 -416200-602			101000
2	CC-1880	10/06/25 Mayor's Recognition Coins challengecoins4less	467.00			1000 202200 -416200-602			101000

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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
3	CC-1880	10/17/25 Job Postings - IT LinkedIn MISC CLAIM VENDOR	432.20			1000 202200 -416200-602			101000
4	CC-1880	10/19/25 Treat Street Giveaways AMAZON CAPITAL SERVICES	171.08			1000 202200 -416200-497			101000
5	CC-1880	10/31/25 Job Postings - IT LinkedIn MISC CLAIM VENDOR	290.20			1000 202200 -416200-602			101000
<b>Total for Vendor:</b>			<b>1,386.74</b>						
129092	E	4057 VISA ECONOMIC DEVELOPMENT 2	390.92						
1	CC-1875	10/09/25 Hotel for EDND Conference Candlewood Suites - Casey MISC CLAIM VENDOR	335.92			1000 202200 -414102-340			101000
2	CC-1875	10/23/25 YPN Annual Membership FMWF CHAMBER OF COMMERCE	55.00			1000 202200 -414102-340			101000
<b>Total for Vendor:</b>			<b>390.92</b>						
129093	E	3693 VISA ENGINEERING	1,343.42						
1	CC-1877	10/06/25 Annual Membership - Jerry W APWA MEMBERSHIP RENEWAL	245.00			1000 202200 -414200-667			101000
2	CC-1877	10/09/25 Conference - Paul Bervik UND EXTENDED LEARNING	175.00			1000 202200 -414200-340			101000
3	CC-1877	10/21/25 Recharge without sales tax THE UPS STORE #6740	58.61			1000 202200 -414200-661			101000
4	CC-1877	10/21/25 Refund for sales tax SCHEELS	-9.69			1000 202200 -414200-422			101000
5	CC-1877	10/21/25 Refund for sales tax THE UPS STORE #6740	-59.32			1000 202200 -414200-661			101000
6	CC-1877	10/24/25 Work Boots - Benji Duluth Trading Co MISC CLAIM VENDOR	150.00			1000 202200 -414200-422			101000
7	CC-1877	10/24/25 Imp Dist 3009 Inv #CBBC1442-0127 COLUMN SOFTWARE PBC	168.72			4225 202200 -480000-668			101000
8	CC-1877	10/31/25 Eng Clothing - Benji Duluth Trading Co MISC CLAIM VENDOR	240.10			1000 202200 -414200-422			101000

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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
9	CC-1877 10/31/25	Eng Clothing - Troy O Duluth Trading Co MISC CLAIM VENDOR	225.00			1000 202200			101000
				CC Accounting:	1000-	-414200-422			
10	CC-1877 10/31/25	Work Boots - Troy O SCHEELS	150.00			1000 202200			101000
				CC Accounting:	1000-	-414200-422			
<b>Total for Vendor:</b>			<b>1,343.42</b>						
128882	E 3569	VISA FIRE DEPT 1 November billing for October charges	681.95						
1	CC-1869 10/31/25	2025 Awards Ceremony BADGE AND WALLET	681.95			2060 202200			101000
				CC Accounting:	2060-	-415200-375			
<b>Total for Vendor:</b>			<b>681.95</b>						
128883	E 3568	VISA FIRE DEPT 2 November billing for October charges	1,916.85						
1	CC-1870 10/09/25	Quantifit2 calabration/s/h occupational health dynamics	990.00			2060 202200			101000
				CC Accounting:	2060-	-415200-420			
2	CC-1870 09/24/25	2025 Desk Calendars OFFICE DEPOT OFFICEMAX	80.24			2060 202200			101000
				CC Accounting:	2060-	-415200-410			
3	CC-1870 10/13/25	St 76 Countertop maintenance MENARDS (FIRE)	136.19			2060 202200			101000
				CC Accounting:	2060-	-415200-494			
4	CC-1870 10/14/25	Parts Washer Fluid/gloves HARBOR FREIGHT TOOLS	111.88			2060 202200			101000
				CC Accounting:	2060-	-415200-500			
5	CC-1870 10/15/25	4 cases copier paper OFFICE DEPOT OFFICEMAX	159.96			2060 202200			101000
				CC Accounting:	2060-	-415200-410			
6	CC-1870 10/22/25	pinisol/label maker tape WALMART	39.90			2060 202200			101000
				CC Accounting:	2060-	-415200-410			
7	CC-1870 10/23/25	A Essler/ACLS refresher SANFORD	360.00			2060 202200			101000
				CC Accounting:	2060-	-415200-340			
8	CC-1870 10/30/25	Svc. Truck fuel cap CORWIN CHRYSLER DODGE JEEP RAM	38.68			2060 202200			101000
				CC Accounting:	2060-	-415200-420			
<b>Total for Vendor:</b>			<b>1,916.85</b>						
128884	E 4351	VISA FIRE DEPT 3 November billing for October charges	702.15						
1	CC-1871 10/08/25	ST 75 Station Supplies SAM'S CLUB/SYNCHRONY BANK (FD)	192.14			2060 202200			101000
				CC Accounting:	2060-	-415200-500			

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
2	CC-1871	10/08/25 Refund annual charge	-200.00			2060 202200			101000
		SAM'S CLUB/SYNCHRONY BANK (FD)		CC Accounting:	2060-	-415200-667			
3	CC-1871	10/14/25 St 76 Station Supplies	227.66			2060 202200			101000
		SAM'S CLUB/SYNCHRONY BANK (FD)		CC Accounting:	2060-	-415200-500			
4	CC-1871	10/14/25 St 75 Station Supplies	75.35			2060 202200			101000
		SAM'S CLUB/SYNCHRONY BANK (FD)		CC Accounting:	2060-	-415200-500			
5	CC-1871	10/20/25 M Berg EMT Fee Vouchers	407.00			2060 202200			101000
		National Emergency Training Academy		CC Accounting:	2060-	-415200-340			
<b>Total for Vendor:</b>			<b>702.15</b>						
129094	E	4335 VISA HUMAN RESOURCES	2,089.62						
1	CC-1879	10/03/25 Hotel for NEOGOV Conference	613.43			1000 202200			101000
		LINQ Hotel - Sarah		CC Accounting:	1000-	-414103-340			
		MISC CLAIM VENDOR							
2	CC-1879	10/03/25 Hotel for NEOGOV Conference	613.43			1000 202200			101000
		LINQ Hotel - Makayla		CC Accounting:	1000-	-414103-340			
		MISC CLAIM VENDOR							
3	CC-1879	10/14/25 Performance Eval Training	111.16			1000 202200			101000
		SAM'S CLUB		CC Accounting:	1000-	-414103-378			
4	CC-1879	10/21/25 Annual Membership	299.00			1000 202200			101000
		FMHRA		CC Accounting:	1000-	-414103-667			
5	CC-1879	10/21/25 Job Posting - HR Generalist	283.50			1000 202200			101000
		LinkedIn		CC Accounting:	1000-	-414103-399			
		MISC CLAIM VENDOR							
6	CC-1879	10/28/25 Open Enrollment Training	109.10			1000 202200			101000
		SAM'S CLUB		CC Accounting:	1000-	-414103-378			
7	CC-1879	10/27/25 ChatGPT subscription - Sarah	30.00			1000 202200			101000
		OpenAI		CC Accounting:	1000-	-414103-497			
		MISC CLAIM VENDOR							
8	CC-1879	10/27/25 ChatGPT subscription - Nick	30.00			1000 202200			101000
		OpenAI		CC Accounting:	1000-	-414000-497			
		MISC CLAIM VENDOR							
<b>Total for Vendor:</b>			<b>2,089.62</b>						

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
129096	E 2439 VISA IT		626.06						
1	CC-1881 10/13/25 Ethernet cables / RJ45 connec		67.60			1000 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 1000-		-414104-497			
2	CC-1881 10/15/25 USB-A to Micro USB cables		123.66			1000 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 1000-		-414104-497			
3	CC-1881 10/26/25 Teams Busy Lights		434.80			1000 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 1000-		-414104-497			
	<b>Total for Vendor:</b>		<b>626.06</b>						
129097	E 5092 VISA IT 2		599.94						
1	CC-1882 10/28/25 SSL Certificate Renewal		399.96			1000 202200			101000
	GoDaddy			CC Accounting: 1000-		-414104-497			
	MISC CLAIM VENDOR								
2	CC-1882 11/01/25 SSL Certificate Renewal		199.98			1000 202200			101000
	GoDaddy			CC Accounting: 1000-		-414104-497			
	MISC CLAIM VENDOR								
	<b>Total for Vendor:</b>		<b>599.94</b>						
128926	E 3161 VISA LIBRARY #1		529.47						
1	CC-1872 10/09/25 REFILL PAGES FOR PLANNER		9.40			7000 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 7000-		-411600-410			
2	CC-1872 10/11/25 PROGRAMMING SUPPLIES		241.99			7000 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 7000-		-411600-649			
3	CC-1872 10/22/25 BOOK		95.10			7000 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 7000-		-411600-662			
4	CC-1872 10/26/25 ROOM DIVIDER/MONITOR STANDS		82.98			7000 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 7000-		-411600-410			
5	CC-1872 10/29/25 PURE WATER		100.00			7000 202200			101000
	LEASE FOR WATER MACHINES 10/31/25-11/29/25			CC Accounting: 7000-		-411600-410			
	MISC CLAIM VENDOR								
	<b>Total for Vendor:</b>		<b>529.47</b>						
128931	E 3162 VISA LIBRARY #2		1,015.51						
1	CC-1873 10/03/25 HOTEL ROOM FOR NDLA CONFERENC		120.44			7000 202200			101000
	CANAD INN DESTINATION CENTER GRAND FORKS			CC Accounting: 7000-		-411600-340			
2	CC-1873 10/03/25 HOTEL ROOM FOR NDLA CONFERENC		120.44			7000 202200			101000
	CANAD INN DESTINATION CENTER GRAND FORKS			CC Accounting: 7000-		-411600-340			

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
3	CC-1873 10/03/25	HOTEL ROOM FOR NDLA CONFERENC CANAD INN DESTINATION CENTER GRAND FORKS	120.44			7000 202200			101000
				CC Accounting: 7000-		-411600-340			
4	CC-1873 10/03/25	HOTEL ROOM FOR NDLA CONFERENC CANAD INN DESTINATION CENTER GRAND FORKS	120.44			7000 202200			101000
				CC Accounting: 7000-		-411600-340			
5	CC-1873 10/03/25	HOTEL ROOM FOR NDLA CONFERENC CANAD INN DESTINATION CENTER GRAND FORKS	240.88			7000 202200			101000
				CC Accounting: 7000-		-411600-340			
6	CC-1873 10/03/25	HOTEL ROOM FOR NDLA CONFERENC CANAD INN DESTINATION CENTER GRAND FORKS	120.44			7000 202200			101000
				CC Accounting: 7000-		-411600-340			
7	CC-1873 10/03/25	HOTEL ROOM FOR NDLA CONFERENC CANAD INN DESTINATION CENTER GRAND FORKS	120.44			7000 202200			101000
				CC Accounting: 7000-		-411600-340			
8	CC-1873 10/13/25	WEBINAR JENNA MISC CLAIM VENDOR	49.00			7000 202200			101000
				CC Accounting: 7000-		-411600-340			
9	CC-1873 10/20/25	SP ARCANE LIBRARY BOOK FOR ADULT PROGRAM MISC CLAIM VENDOR	2.99			7000 202200			101000
				CC Accounting: 7000-		-411600-649			
		<b>Total for Vendor:</b>	<b>1,015.51</b>						
129095	E 2438	VISA PLANNING	443.48						
1	CC-1876 10/03/25	PZ 10.20 Short-Term Rentals Inv #CBBC1442-0126 COLUMN SOFTWARE PBC	44.08			1000 202200			101000
				CC Accounting: 1000-		-418000-668			
2	CC-1876 10/10/25	Clothing/Embroidery Inspections J & L SPORTS	233.57			1000 202200			101000
				CC Accounting: 1000-		-418000-422			
3	CC-1876 10/10/25	Clothing/Embroidery Inspections J & L SPORTS	164.78			1000 202200			101000
				CC Accounting: 1000-		-418000-422			
4	CC-1876 10/20/25	Remb for taxes on hotel Inspections Sleep Inn & Suites	-11.00			1000 202200			101000
				CC Accounting: 1000-		-418000-340			
5	CC-1876 10/28/25	Name plate - Steve Iverson Inv #35635 SIGN BADGERS	12.05			1000 202200			101000
				CC Accounting: 1000-		-418000-410			
		<b>Total for Vendor:</b>	<b>443.48</b>						

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
128824	E	2435 VISA POLICE #1	4,105.58						
1	CC-1865	10/02/25 kitchen supplies	421.24			1000 202200			101000
		COSTCO WHOLESALE #1119		CC Accounting:	1000-	-421000-420			
2	CC-1865	10/02/25 K9 dental chews	80.97			1000 202200			101000
		COSTCO WHOLESALE #1119		CC Accounting:	1000-	-421000-915			
3	CC-1865	10/02/25 rasmussen room TV	799.98			2975 202200			101000
		COSTCO WHOLESALE #1119		CC Accounting:	2975-	-421000-641			
4	CC-1865	10/08/25 drug destruction, fuel	36.01			1000 202200			101000
		HOLIDAY STATIONSTORES #2746177		CC Accounting:	1000-	-421000-365			
5	CC-1865	10/10/25 Labby grooming	143.75			1000 202200			101000
		SIT. STAY. SPA.		CC Accounting:	1000-	-421000-915			
6	CC-1865	10/15/25 calendly - fingerprints	120.00			1000 202200			101000
		CALENDLY LLC		CC Accounting:	1000-	-421000-497			
7	CC-1865	10/18/25 luggage for Cruff	35.00			1000 202200			101000
		DELTA AIR		CC Accounting:	1000-	-421000-340			
8	CC-1865	10/20/25 luggage for Cruff	35.00			1000 202200			101000
		DELTA AIR		CC Accounting:	1000-	-421000-340			
9	CC-1865	10/19/25 IACP conf, lodging Anderson	795.21			1000 202200			101000
		MISC CLAIM VENDOR		CC Accounting:	1000-	-421000-340			
10	CC-1865	10/19/25 IACP conf, lodging Beilke	795.21			1000 202200			101000
		MISC CLAIM VENDOR		CC Accounting:	1000-	-421000-340			
11	CC-1865	10/19/25 IACP conf, lodging Cruff	795.21			1000 202200			101000
		MISC CLAIM VENDOR		CC Accounting:	1000-	-421000-340			
12	CC-1865	10/21/25 Anderson, airport parking	48.00			1000 202200			101000
		HECTOR INTERNATIONAL AIRPORT		CC Accounting:	1000-	-421000-340			
		<b>Total for Vendor:</b>	<b>4,105.58</b>						
128825	E	3233 VISA POLICE #2	2,351.09						
1	CC-1864	10/07/25 ww remodel brief rm tv & moun	2,159.99			2975 202200			101000
		MISC CLAIM VENDOR		CC Accounting:	2975-	-421000-641			
2	CC-1864	10/22/25 Trupanion, K9 ins	371.10			1000 202200			101000
		MISC CLAIM VENDOR		CC Accounting:	1000-	-421000-915			
3	CC-1864	10/24/25 Costco tax credit	-180.00			2975 202200			101000
		MISC CLAIM VENDOR		CC Accounting:	2975-	-421000-641			
		<b>Total for Vendor:</b>	<b>2,351.09</b>						

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
128826	E 3234 VISA POLICE #3		814.06						
1	CC-1863 10/02/25 4 Points Lodging, Tulus		198.00			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-		-421000-340			
2	CC-1863 10/02/25 ARCO fuel, Tulus		41.47			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-		-421000-340			
3	CC-1863 10/08/25 K9 Thor, return item		-119.97			1000 202200			101000
	RAY ALLEN MANUFACTURING			CC Accounting: 1000-		-421000-915			
4	CC-1863 10/23/25 trajectory rods, patrol		69.63			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-		-421000-641			
5	CC-1863 10/23/25 taser adapter kit, new office		344.95			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-		-421000-422			
6	CC-1863 10/23/25 K9 Q muzzle		199.98			1000 202200			101000
	RAY ALLEN MANUFACTURING			CC Accounting: 1000-		-421000-915			
7	CC-1863 10/28/25 comfort dog Clover trn		80.00			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-		-421000-340			
	<b>Total for Vendor:</b>		<b>814.06</b>						
128827	E 3244 VISA POLICE #4		309.82						
1	CC-1862 10/05/25 lodging, Jorgenson		263.47			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-		-421000-340			
2	CC-1862 10/22/25 POST license, Wanzek		46.35			1000 202200			101000
	ND POST BOARD			CC Accounting: 1000-		-421000-667			
	<b>Total for Vendor:</b>		<b>309.82</b>						
128828	E 4300 VISA POLICE #5		160.50						
1	CC-1861 10/02/25 Bismarck, ICAC mgt, Danielson		39.30			1000 202200			101000
	TRI-ENERGY CENEX			CC Accounting: 1000-		-421000-340			
2	CC-1861 10/15/25 fuel, Gomez conference		27.86			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-		-421000-340			
3	CC-1861 10/23/25 outdoorsman, rifle maint		57.69			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-		-421000-987			
4	CC-1861 10/28/25 intox 8000 training		35.65			1000 202200			101000
	SHELL			CC Accounting: 1000-		-421000-340			
	<b>Total for Vendor:</b>		<b>160.50</b>						

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
128829	E 4301 VISA POLICE #6		148.74						
1	CC-1860 10/09/25 LETA, fuel, k. kelly		42.56			1000 202200			101000
	HOLIDAY STATIONSTORE			CC Accounting: 1000-		-421000-340			
2	CC-1860 10/17/25 LETA, fuel, k. kelly		37.68			1000 202200			101000
	LOVES #849			CC Accounting: 1000-		-421000-340			
3	CC-1860 10/24/25 LETA, fuel, k. kelly		47.88			1000 202200			101000
	EXXON EXPRESS - WASHINGTON			CC Accounting: 1000-		-421000-340			
4	CC-1860 10/31/25 exxon LETA, fuel, k. kelly		20.62			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-		-421000-340			
	<b>Total for Vendor:</b>		<b>148.74</b>						
128839	E 2423 VISA PUBLIC WORKS #1		4,161.76						
1	CC-1866 10/02/25 CH - BIKE RACK		464.57			2970 202200			101000
	BARCO PRODUCTS			CC Accounting: 2970-		-480000-653			
	MISC CLAIM VENDOR								
2	CC-1866 10/08/25 R HELMING PANTS		249.95			2210 202200			101000
	RUNNINGS			CC Accounting: 2210-		-428000-340			
3	CC-1866 10/07/25 VEH TITLE		25.00			1000 202200			101000
	DMV FARGO BRANCH			CC Accounting: 1000-		-430002-870			
4	CC-1866 10/09/25 D JOHN - LICENSE		200.00			1000 202200			101000
	NDSU EXTENSION PESTICIDE PROGRAM			CC Accounting: 1000-		-450000-340			
5	CC-1866 10/09/25 S HANSON - LICENSE		200.00			1000 202200			101000
	NDSU EXTENSION PESTICIDE PROGRAM			CC Accounting: 1000-		-430001-340			
6	CC-1866 10/09/25 A HAGLE - LICENSE		200.00			1000 202200			101000
	NDSU EXTENSION PESTICIDE PROGRAM			CC Accounting: 1000-		-430001-340			
7	CC-1866 10/09/25 D JOHN -MULTI CLASS DISCOUNT		-75.00			1000 202200			101000
	NDSU EXTENSION PESTICIDE PROGRAM			CC Accounting: 1000-		-450000-340			
8	CC-1866 10/09/25 S&A - MULTI CLASS DISCOUNT		-150.00			1000 202200			101000
	NDSU EXTENSION PESTICIDE PROGRAM			CC Accounting: 1000-		-430001-340			
9	CC-1866 10/14/25 L PORTER - PANTS		154.97			1000 202200			101000
	FLEET FARM			CC Accounting: 1000-		-455000-422			
10	CC-1866 10/14/25 J BENEDICT ARBORITS CERTIFICA		220.00			2210 202200			101000
	INTERNATIONAL SOCIETY OF ARBICULTURE			CC Accounting: 2210-		-428000-340			
	MISC CLAIM VENDOR								
11	CC-1866 10/15/25 SA - WINTER GLOVES		820.68			6010 202200			101000
	FULL SOURCE LLC			CC Accounting: 6010-		-450200-639			

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
12	CC-1866	10/15/25 WA - WINTER GLOVES FULL SOURCE LLC	166.07			6020 202200			101000
				CC Accounting:	6020-	-450000-639			
13	CC-1866	10/15/25 SW - WINTER GLOVES FULL SOURCE LLC	166.07			6025 202200			101000
				CC Accounting:	6025-	-450000-639			
14	CC-1866	10/15/25 ST - WINTER GLOVES FULL SOURCE LLC	166.07			1000 202200			101000
				CC Accounting:	1000-	-430000-639			
15	CC-1866	10/16/25 SA - GLOVE REFUND FULL SOURCE LLC	-492.70			6010 202200			101000
				CC Accounting:	6010-	-450200-639			
16	CC-1866	10/16/25 WA - GLOVE REFUND FULL SOURCE LLC	-82.12			6020 202200			101000
				CC Accounting:	6020-	-450000-639			
17	CC-1866	10/16/25 SW - GLOVE REFUND FULL SOURCE LLC	-82.12			6025 202200			101000
				CC Accounting:	6025-	-450000-639			
18	CC-1866	10/16/25 ST - GLOVE REFUND FULL SOURCE LLC	-82.11			1000 202200			101000
				CC Accounting:	1000-	-430000-639			
19	CC-1866	10/20/25 S GRAVALIN BOOTS BRUNT WORKWEAR	189.99			1000 202200			101000
				CC Accounting:	1000-	-430000-422			
20	CC-1866	10/21/25 JUMP STARTER FLEET FARM	199.95			6010 202200			101000
				CC Accounting:	6010-	-450200-433			
21	CC-1866	10/20/25 R HELMING TRAINING TREE CARE INDUSTRY ASSOCIATION	224.25			2210 202200			101000
				CC Accounting:	2210-	-428000-340			
22	CC-1866	10/23/25 A SPORES - COVERALLS RUNNINGS	209.99			1000 202200			101000
				CC Accounting:	1000-	-430000-422			
23	CC-1866	10/20/25 K600 OZONE MONITOR OXIDATION TECHNOLOGIES LLC	1,268.25			6025 202200			101000
				CC Accounting:	6025-	-450000-639			
<b>Total for Vendor:</b>			<b>4,161.76</b>						
128877	E	4256 VISA PUBLIC WORKS #2	1,596.99						
1	CC-1867	10/06/25 BATTERY/FUEL TANK FLEET FARM	64.97			6020 202200			101000
				CC Accounting:	6020-	-450000-870			
2	CC-1867	10/08/25 FUNERAL FLOWERS MISC CLAIM VENDOR	118.23			1000 202200			101000
				CC Accounting:	1000-	-450000-490			
3	CC-1867	10/09/25 RETURN EBAY	-103.56			1000 202200			101000
				CC Accounting:	1000-	-455000-432			
4	CC-1867	10/23/25 E WILM - BOOTS FLEET FARM	189.95			1000 202200			101000
				CC Accounting:	1000-	-455000-422			
5	CC-1867	10/24/25 S GRAVALIN TRAINING ND STATE ELECTRICAL BOARD	31.50			1000 202200			101000
				CC Accounting:	1000-	-430000-340			

11/14/25  
14:04:07

CITY OF WEST FARGO, ND  
Claim Details by Posted Date  
For Claims from 11/03/25 to 11/14/25

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Report ID: AP100V

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
6	CC-1867	10/29/25 SA - WINTER GLOVES	805.94			6010 202200			101000
	FULL SOURCE LLC			CC Accounting:	6010-	-450200-639			
7	CC-1867	10/29/25 WA - WINTER GLOVES	163.32			6020 202200			101000
	FULL SOURCE LLC			CC Accounting:	6020-	-450000-639			
8	CC-1867	10/29/25 SW - WINTER GLOVES	163.32			6025 202200			101000
	FULL SOURCE LLC			CC Accounting:	6025-	-450000-639			
9	CC-1867	10/29/25 ST - WINTER GLOVES	163.32			1000 202200			101000
	FULL SOURCE LLC			CC Accounting:	1000-	-430000-639			
<b>Total for Vendor:</b>			<b>1,596.99</b>						
128878	E	4625 VISA PUBLIC WORKS #3	177.30						
1	CC-1868	10/01/25 ST - EXPO FUEL	37.32			1000 202200			101000
	KWIK TRIP			CC Accounting:	1000-	-430000-340			
2	CC-1868	10/02/25 N PRATT - PANTS	139.98			6020 202200			101000
	BRUNT WORKWEAR			CC Accounting:	6020-	-450000-340			
<b>Total for Vendor:</b>			<b>177.30</b>						
129047		3960 VORTEX OPTICS	791.96						
1	11/05/25	4 diamondback HD 10x42	791.96			1000 421000	641		101000
	2401392								
<b>Total for Vendor:</b>			<b>791.96</b>						
128918	C	544 WALLWORK TRUCK CENTER	250.48						
1	11/06/25	#7043 VALVE	48.41			4387 480000	427		101000
	01P655678								
2	11/10/25	#7000 PUMP	84.17			6025 450000	427		101000
	01P656817								
3	11/05/25	#8020 REPAIRS	351.50			1000 415000	427		101000
	0109S156898								
4	10/16/25	#7045 GASKET	16.18			4387 480000	427		101000
	01P648815								
5	10/17/25	#7045 GASKET	16.18			4387 480000	427		101000
	01P649196								
6	10/17/25	#5601 3/4X4 THINLINE RED MODEL	7.84			6025 450000	427		101000
	01P649384								
7	10/15/25	#7045 WASHERS/SEALS	51.20			4387 480000	427		101000
	01P648418								

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
8	10/20/25 #7045 ACCT CREDIT		-325.00			4387 480000	427		101000
	01P649956								
128958	C 544 WALLWORK TRUCK CENTER		83.76						
1	10/31/25 CLAMP RINGS		56.46			6010 450200	427		101000
	01P653727								
2	11/12/25 GASKET		27.30			6010 450200	427		101000
	01P657564								
		<b>Total for Vendor:</b>	<b>334.24</b>						
129077	C 2945 WEST FARGO AREA COMMUNITY		1,709.25						
1	11/14/25 July-Dec 2025 Reimbursement		1,709.25			1000 415000	374		101000
		<b>Total for Vendor:</b>	<b>1,709.25</b>						
128991	C 4773 WEST FARGO EVENTS		40,428.85						
1	1580 11/03/25 Essentia Health Plaza Fee		18,205.42			2310 452120	810		101000
	1580								
2	1580 11/03/25 POW/MIA Plaza Fee		5,574.70			2310 452120	810		101000
	1580								
3	1580 11/03/25 Parking Ramp Management Fee		11,840.33			2320 452110	810		101000
	1580								
4	1580 11/03/25 City Events Management		4,808.40			2960 411900	810		101000
	1580								
		<b>Total for Vendor:</b>	<b>40,428.85</b>						
128917	C 2184 WEST SIDE STEEL		295.71						
1	11/04/25 #262B SQUARE TUBE		66.01			6020 450000	427		101000
	13746								
2	11/05/25 DUMPSTER REPAIR		229.70			6010 450200	914		101000
	13749								
		<b>Total for Vendor:</b>	<b>295.71</b>						
128994	-95582E 3549 WEX FSA		3,554.95						
1	11/14/25 Med FSA - 11/14/25 payroll		388.33			1000 212530			101000
2	11/14/25 Dep FSA - 11/14/25 payroll		3,166.62			1000 212523			101000
		<b>Total for Vendor:</b>	<b>3,554.95</b>						

11/14/25  
14:04:07

CITY OF WEST FARGO, ND  
Claim Details by Posted Date  
For Claims from 11/03/25 to 11/14/25

Page: 60 of 62  
Report ID: AP100V

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
128989	C	807 WEX HEALTH, INC	837.25						
1	0002249641	10/31/25 COBRA/FSA/HSA - Oct	837.25			1000 414103	307		101000
	0002249641-IN								
		<b>Total for Vendor:</b>	<b>837.25</b>						
129048	-95578E	4676 WEX HSA	38,675.70						
	11.14.25	Payroll							
1	11/14/25	HSA Contributions - ER	12,294.54			1000 212530			101000
2	11/14/25	HSA Contributions - EE	26,381.16			1000 212530			101000
		<b>Total for Vendor:</b>	<b>38,675.70</b>						
128871		569 WF ANIMAL HOSPITAL	165.13						
1	10/31/25	Vito & Labby medical	165.13			1000 421000	915		101000
	305757								
129045		569 WF ANIMAL HOSPITAL	3,621.00						
1	10/31/25	oct 2025 pound fee	3,621.00			1000 421000	396		101000
	305795								
		<b>Total for Vendor:</b>	<b>3,786.13</b>						
128804		5287 WF Public Schools/Hulbert	700.00						
1	09/05/25	swim lessons	700.00			2517 421000	375	12	101000
	000101								
		<b>Total for Vendor:</b>	<b>700.00</b>						
128905		2740 WM CORPORATE SERVICES, INC	23.96						
1	11/05/25	FD November Usage	23.96			2060 415200	527		101000
	29-93565-43003								
128983		2740 WM CORPORATE SERVICES, INC	101,199.59						
1	11/03/25	WATER TOWER DROPSITE	7,862.01			6010 450200	916		101000
	6808688								
2	11/03/25	SANITATION BUILDING DROPSITE	1,310.23			6010 450200	916		101000
	6808689								
3	11/03/25	MASTER COWF BILLING	92,027.35			6010 450200	916		101000
	6808690								
		<b>Total for Vendor:</b>	<b>101,223.55</b>						

11/14/25  
14:04:07

CITY OF WEST FARGO, ND  
Claim Details by Posted Date  
For Claims from 11/03/25 to 11/14/25

Page: 61 of 62  
Report ID: AP100V

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
128769	117654S	5528 WORLD INSURANCE ASSOCIATES LLC	2,699.00						
	Invoice originally paid 8/25, but error on ins company end resulted in check being refunded and now needing to be reissued. -kk								
	1	07/31/25 FD LADDER TRUCK INSURANCE	3,701.00			2060 415200	321		101000
	387516(2)								
	2	07/29/25 FD LADDER TRUCK INS REIMBURSEM	-1,002.00			2060 415200	321		101000
	386461(2)								
128836	C	5528 WORLD INSURANCE ASSOCIATES LLC	650.00						
	1	11/04/25 FO BUCKET TRUCK INS	650.00			2210 428000	610		101000
	420321								
		<b>Total for Vendor:</b>	<b>3,349.00</b>						
128765	-95588E	338 XCEL ENERGY	262.92						
	2	10/24/25 1410 13TH AVE E	47.70			1000 430002	527		101000
	950219934								
	3	10/24/25 1690 13TH AVE S	50.19			1000 430002	527		101000
	950185120								
	4	10/24/25 1680 13TH AVE E	123.67			1000 430002	527		101000
	950202867								
	5	10/16/25 TRANSFER STATION	41.36			6010 450200	527		101000
	949093027								
128838	E	338 XCEL ENERGY	3,961.77						
	1	11/04/25 FD October Usage	3,961.77			2060 415200	527		101000
	951590934								
128879	E	338 XCEL ENERGY	19,236.07						
	1	11/03/25 PD - 800 4TH AVE E	712.16			1000 415000	527		101000
	951371606								
	2	11/03/25 PD - 800 4TH AVE E	8,332.69			1000 415000	527		101000
	951343246								
	3	10/30/25 PD - 800 4TH AVE E	10,191.22			1000 415000	527		101000
	951031043								

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
128880	E	338 XCEL ENERGY	13,769.55						
1	10/27/25	STREET LIGHT FEED POINTS	1,420.47			1000 430002	527		101000
950462075									
2	10/27/25	SA17	84.92			6020 450000	527		101000
950462075									
3	10/27/25	810 12TH AVE NW - PW VEHICLE S	348.85			6020 450000	527		101000
950462075									
4	11/03/25	LIFT STATIONS/WATER TOWERS	11,409.65			6020 450000	527		101000
951324229									
5	11/03/25	STREET LIGHTS	94.54			1000 430002	527		101000
951324229									
6	11/03/25	SHEYENNE PLAZA	251.68			2310 452120	527		101000
951324229									
7	10/30/25	735 7TH AVE NW	96.77			1000 430002	527		101000
951108793									
8	10/30/25	3050 SHEYENNE - THE LIGHTS	62.17			2310 452120	527		101000
951039918									
9	10/30/25	3150 SHEYENNE - THE LIGHTS	0.50			2310 452120	527		101000
951065869									
		<b>Total for Vendor:</b>	<b>37,230.31</b>						
128969		3848 XCEL ENERGY	1,106.90						
1	10/24/25	DAMAGE REIMBURSEMENT	1,106.90			6020 450000	412		101000
114146505									
		<b>Total for Vendor:</b>	<b>1,106.90</b>						
128894	C	582 ZEP SALES AND SERVICE	1,304.60						
1	10/30/25	CLEANING SUPPLIES	1,304.60			6020 450000	500		101000
9011992746									
		<b>Total for Vendor:</b>	<b>1,304.60</b>						
		<b># of Claims</b>	<b>307</b>	<b>Total:</b>	<b>3670,625.13</b>	<b># of Vendors</b>	<b>89</b>		
		<b>Total Electronic Claims</b>	<b>2346,545.02</b>						
		<b>Total Non-Electronic Claims</b>	<b>1324080.11</b>						

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



**Monthly Financial Statement**  
 Year To Date As of 10/31/2025  
 Prepared on 11/12/2025

Prepared by: Sheila Olson  
 Reviewed by: Willy Galindo  
 Commission Meeting: 11/17/2025

Budgeted Funds:		Notes	Revenue/Transfers			Expenditure/Transfers			Net Actuals	Cash
Fund	Description		Actual	Annual Budget	% Received	Actual	Annual Budget	% Spent	Revenue vs. Expense	Balance
1000	General Fund		\$ 29,663,165	\$ 39,947,752	74%	\$ 32,672,513	\$ 41,572,202	79%	\$ (3,009,348)	\$ 9,355,425
2030	Share of Specials		223,720	221,833	101%	213,247	221,833	96%	10,473	114,141
7000	Library		2,665,818	2,651,523	101%	2,041,713	2,624,900	78%	624,105	1,731,979
7050	Airport		381,201	238,999	159%	456,266	485,945	94%	(75,065)	868,789
<b>Total Government</b>			<b>\$ 32,933,904</b>	<b>\$ 43,060,107</b>	<b>76%</b>	<b>\$ 35,383,739</b>	<b>\$ 44,904,880</b>	<b>79%</b>	<b>\$ (2,449,835)</b>	<b>\$ 12,070,334</b>
2970	Capital Improvements Sales Tax		\$ 9,239,327	12,281,488	75%	\$ 278,864	18,189,566	2%	8,960,464	36,745,621
2975	Public Safety Sales Tax		3,066,272	4,014,700	76%	35,527	4,869,513	1%	3,030,745	5,754,141
2971	Prairie Dog Funds		7,331,225	10,500,000	70%	-	10,500,000	0%	7,331,225	10,710,081
2960	Economic Development Sales Tax		3,161,438	4,109,700	77%	665,371	3,481,400	19%	2,496,067	18,374,959
2973	Flexible Transportation Fund		660,703	-	0%	-	-	0%	660,703	660,703
2110	Gaming		26,060	15,000	174%	-	18,000	0%	26,060	166,940
2XXX	Event Funds		-	-	0%	-	-	0%	-	16,668
2200	Vector Control		186,699	210,000	89%	146,483	100,000	146%	40,217	611,506
2210	Forestry		567,854	674,815	84%	533,791	666,138	80%	34,063	255,802
2230	City Utility		46,846	81,000	58%	-	50,000	0%	46,846	325,606
25XX	Police Special Funds	2	171,097	5,500	3111%	121,714	11,850	1027%	49,383	407,867
2950	Assets Forfeitures		24,851	30,000	83%	776	30,000	3%	24,075	151,722
2980	South Facility Hookup		-	50,000	0%	-	-	0%	-	3,694,308
<b>Total Special Funds</b>			<b>\$ 24,482,374</b>	<b>\$ 31,972,203</b>	<b>77%</b>	<b>\$ 1,782,526</b>	<b>\$ 37,916,467</b>	<b>5%</b>	<b>\$ 22,699,848</b>	<b>\$ 77,875,925</b>
3000	<b>Total Debt Service</b>		<b>\$ 23,032,767</b>	<b>\$ 20,408,271</b>	<b>113%</b>	<b>\$ 27,474,278</b>	<b>\$ 24,157,135</b>	<b>114%</b>	<b>\$ (4,441,512)</b>	<b>\$ 52,079,447</b>
6010	Sanitation		\$ 6,392,302	\$ 7,100,000	90%	\$ 5,909,374	\$ 7,780,975	76%	\$ 482,927	\$ 2,111,390
6020	Water		10,233,975	10,500,000	97%	8,835,868	9,832,542	90%	1,398,107	9,420,578
6025	Sewer		6,489,845	8,102,130	80%	6,483,305	7,699,497	84%	6,539	(596,448)
<b>Total Enterprise</b>			<b>23,116,121</b>	<b>25,702,130</b>	<b>90%</b>	<b>21,228,547</b>	<b>25,313,014</b>	<b>84%</b>	<b>1,887,574</b>	<b>\$ 10,935,521</b>
5000	Tree Fund		\$ 21,973	\$ 50,000	44%	\$ 38,520	\$ 50,000	77%	\$ (16,548)	554,069
2050	Park Funds/State Aid		962,288	1,128,681	85%	962,288	1,128,681	85%	-	-
8600	Park District Special Assessment		\$ 736,452	\$ 720,242	102%	742,106	720,242	103%	(5,654)	780
2141	FM CVB		412,798	383,000	108%	383,560	383,000	100%	29,238	52,708
<b>Total Agency</b>			<b>\$ 2,133,511</b>	<b>\$ 2,281,923</b>	<b>93%</b>	<b>\$ 2,126,474</b>	<b>\$ 2,281,923</b>	<b>93%</b>	<b>\$ 7,037</b>	<b>\$ 607,556</b>
<b>Total All Budgeted Funds</b>			<b>\$ 105,698,676</b>	<b>\$ 123,424,634</b>	<b>86%</b>	<b>\$ 87,995,564</b>	<b>\$ 134,573,419</b>	<b>65%</b>	<b>\$ 17,703,112</b>	<b>\$ 153,568,783</b>
Non-Budgeted Funds:			Revenue/Transfers			Expenditure/Transfers			Net Actuals	Cash
Fund	Description		Actual	Annual Budget	Variance	Actual	Annual Budget	Variance	Revenue vs. Expense	Balance
4000	Construction	3	\$ 5,712,798	\$ 1,733,766	330%	\$ 25,904,933	\$ 1,733,766	1494%	\$ (20,192,134)	\$ (40,510,484)
2170	Clerk of Court Bond Fund		-	-	0%	-	-	0%	-	75,854
2XXX	Misc. Special Funds	4	453,894	655,317	69%	870,429	1,177,706	74%	(416,534)	729,362
7XXX	Agency Funds		-	-	0%	-	-	0%	-	218,391
8000	West Fargo Parks Payroll		-	-	0%	-	-	0%	-	(6,516)
<b>Total Non-Budgeted Funds</b>			<b>\$ 6,166,693</b>	<b>\$ 2,389,083</b>	<b>258%</b>	<b>\$ 26,775,362</b>	<b>\$ 2,911,472</b>	<b>920%</b>	<b>\$ (20,608,669)</b>	<b>\$ (39,493,394)</b>
<b>Total All Funds Combined</b>			<b>\$ 111,865,369</b>	<b>\$ 125,813,717</b>	<b>89%</b>	<b>\$ 114,770,926</b>	<b>\$ 137,484,891</b>	<b>83%</b>	<b>\$ (2,905,557)</b>	<b>\$ 114,075,389</b>

**Notes:**

<b>1</b>	Majority of property tax revenues received in early part of the year. Airport Hangar acquisition \$(300k)
<b>2</b>	New police vehicle purchase (\$33k). Transfer of funds from Asset Forfeiture pending.
<b>3</b>	Annual budget only reflects FD ladder truck purchase (approved in 2022). All other construction funds are "non-budgeted"
<b>4</b>	Transfer of funds due to General Fund for COVID-19 payments made prior to receiving CARES Act Funds \$(337k)



**To:** West Fargo City Commission  
**From:** Aaron Nelson, Planning Director  
**Date:** November 17, 2025

**Subject:** A25-22 Dakota Territory 10<sup>th</sup> Addition, Temporary Use Permit

**Action:** Approve Temporary Use Permit for a Wireless Telecommunications Tower

**Commission President**

Bernie Dardis

Primary Portfolio:  
Administrative Services

Secondary Portfolio:  
Police & Fire

**Commission Vice President**

Brad Olson

Primary Portfolio:  
Police & Fire

Secondary Portfolio:  
Street, Water & Sewer

**Commissioner**

Roben Anderson

Primary Portfolio:  
Community & Development Services

Secondary Portfolio:  
Administrative Services

**Commissioner**

Rory Jorgensen

Primary Portfolio:  
Sanitation

Secondary Portfolio:  
Community & Development Services

**Commissioner**

Amy Zundel

Primary Portfolio:  
Street, Water & Sewer

Secondary Portfolio:  
Sanitation

**City Administrator**

Dustin T. Scott

**Summary and Recommendation:**

An application for Temporary Use Permit has been submitted by Terra Consulting Group on behalf of New Cingular Wireless PCS, LLC (AT&T) for the placement of a temporary ballast-mounted 115-foot wireless telecommunications tower at the West Fargo Fire Department headquarters (1201 10<sup>th</sup> Ave E). The City Commission approved the City's lease agreement for this tower at the November 3, 2025 meeting. The Temporary Use Permit application has been reviewed by staff and meets applicable standards.

*Recommended Action:* Approve the attached Temporary Use Permit for a temporary wireless telecommunications tower.

**Policy Analysis:**

City ordinances allow the City Commission to approve temporary uses for up to a twelve-month period. In addition to the temporary use permit, a building permit is also required prior to construction.

**Process/Timeline:**

Once approved, the temporary use permit will expire one year from the date of approval. The temporary structure will either need to be removed, or a new temporary use permit will need to be approved prior to the date of expiration.

# *Temporary Use Permit*

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

WHEREAS, **New Cingular Wireless PCS, LLC, represented by Terra Consulting Group** (hereinafter referred to as the “**Applicant**”) has submitted an application to the City of West Fargo, as required by the City of West Fargo Zoning Ordinance, and has complied with all the requirements of said ordinance necessary for obtaining this permit; and

WHEREAS, the **City of West Fargo** is the legal owner of property located at 1201 10<sup>th</sup> Avenue East, West Fargo, ND 58078 (hereinafter referred to as the “Property”), legally described as:

**Lot 3, Block 1 of Dakota Territory 10th Addition, City of West Fargo, North Dakota.**

NOW, THEREFORE, by order of the West Fargo City Commission, a Temporary Use Permit is hereby issued to allow:

**Installation of a temporary ballast-mounted 115-foot wireless communications tower**

on the above-described Property with the following conditions:

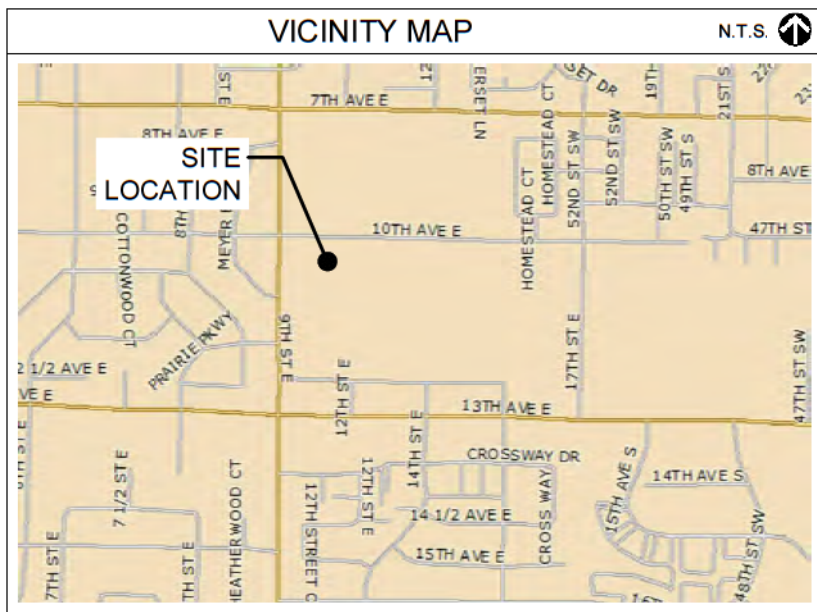
1. The temporary wireless communications tower shall be consistent with the submitted application plans and details included within the West Fargo City Commission agenda packet at its November 17, 2025 meeting.
2. The Temporary Use Permit shall automatically expire on November 17, 2026, which is twelve (12) months from the date of final approval.
3. Any modifications to these conditions, including extension of the expiration date, shall require review and approval of a new application for Temporary Use Permit in accordance with Title IV of the City Ordinances.
4. The City of West Fargo reserves the right to inspect the property for compliance with these conditions and appropriate zoning regulations.
5. Any and all claims that arise or may arise against Applicant, its agents, servants, or employees while engaged in the use of the Property, shall in no way be the obligation of the City of West Fargo. Furthermore, Applicant, its agents servants, employees, or assigns shall indemnify, hold harmless, and defend the City, its officers and employees against any and all liability, loss, costs, damages, expenses, claims, actions, or judgments, including attorneys’ fees which the City, its officers or employees may hereafter sustain, incur, or be required to pay, in any way connected with the use of the Property or City actions related to the granting of this Temporary Use Permit.
6. Any improvements made to the property in connection with this Temporary Use

Permit shall be at the sole expense of the Applicant and shall not be the obligation of the City.

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

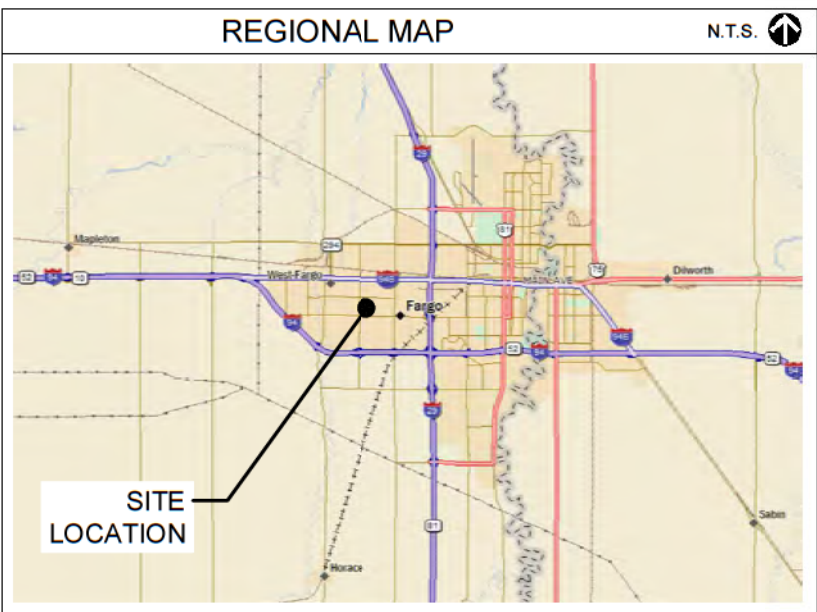
**APPLICANT:**

  
\_\_\_\_\_  
Hugh Bealka, Agent  
New Cingular Wireless PCS, LLC



**AT&T SITE NAME:**  
**NDFA\_CHARLESWOOD TEMP**

**FA LOCATION CODE#:**  
**16605457**



**SCOPE OF WORK**  
 PROPOSED AT&T ANTENNAS TO BE MOUNTED ON A PROPOSED MONOPOLE TOWER WITH PROPOSED EQUIPMENT AT BASE.

**SITE SUMMARY**

SITE ADDRESS:	1201 10TH AVE. E WEST FARGO, ND 58078
COUNTY:	CASS COUNTY
SITE NAME:	NDFA_CHARLESWOOD TEMP
AT&T 4G SITE ID:	T.B.D.
AT&T 5G SITE ID:	T.B.D.
FA NUMBER:	16605457
JOB NUMBER:	T.B.D.
IWM JOB NUMBER:	-
USID NUMBER:	-
ZONING JURISDICTION:	CITY OF WEST FARGO
TYPE OF OCCUPANCY:	TELECOMMUNICATIONS
OCCUPANCY:	(U)
CONSTRUCTION TYPE:	I-B
TOWER LATITUDE:	46° 51' 56.46" N (EXISTING INFORMATION)
TOWER LONGITUDE:	-96° 52' 52.30" W (EXISTING INFORMATION)
TOWER ELEVATION:	±924' A.M.S.L. (EXISTING INFORMATION)
TOWER OWNER:	AT&T
LANDLORD CONTACT:	=
GROUND OWNER:	-

**PROJECT DIRECTORY**

APPLICANT:	AT&T MOBILITY 7900 XERXES AVE. SOUTH BLOOMINGTON, MO 55431 MARK KRENN 605-399-8580
PROJECT CONSULTANT:	TERRA CONSULTING GROUP 600 BUSSE HIGHWAY PARK RIDGE, IL 60068 (847) 698-6400

**NOTE:** ANY CHANGES TO THE APPROVED PLANS MUST BE APPROVED BY THE PROPERTY OWNER.



**CODE COMPLIANCE**

ALL WORK AND MATERIALS SHALL BE PERFORMED AND INSTALLED IN ACCORDANCE WITH THE CURRENT EDITIONS OF THE FOLLOWING CODES AS ADOPTED BY THE LOCAL GOVERNING AUTHORITIES. NOTHING IN THESE PLANS IS TO BE CONSTRUCTED TO PERMIT WORK NOT CONFORMING TO THE LATEST EDITIONS OF THE FOLLOWING

- 2012 IBC
- 2018 INTERNATIONAL PLUMBING CODE
- 2018 INTERNATIONAL MECHANICAL CODE
- 2018 INTERNATIONAL FUEL GAS CODE
- 2018 INTERNATIONAL FIRE CODE
- 2017 NATIONAL ELECTRICAL CODE
- 2015 INTERNATIONAL ENERGY CODE

**GENERAL NOTES**

THE FACILITY IS UNMANNED AND NOT FOR HUMAN HABITATION, THEREFORE HANDICAP ACCESS IS NOT REQUIRED.

- A TECHNICIAN WILL VISIT THE SITE AS REQUIRED FOR ROUTINE MAINTENANCE.
- THE PROJECT WILL NOT RESULT IN ANY SIGNIFICANT DISTURBANCE OR EFFECT ON DRAINAGE;
- NO SANITARY SEWER SERVICE, POTABLE WATER, OR TRASH DISPOSAL IS REQUIRED AND NO COMMERCIAL SIGNAGE IS PROPOSED.

North Dakota One Call  
 811 or 800-795-0555

SHEET	DRAWING INDEX	REVISION
T-1	TITLE SHEET	-
LP	LOCATION PLAN	-
CR	CRANE PLAN	-
C-1	ENLARGED SITE PLAN	-
C-2	FENCE DETAIL	-
ANT-1	TOWER ELEVATION	-
ANT-2	ANTENNA CONFIGURATION	-
<b>ATTACHMENTS</b>		
1 & 2	SURVEY	-

22" x 34" IS FULL SCALE.  
 11" x 17" IS HALF SCALE.



**REVISIONS**

NO.	DESCRIPTION	DATE	BY	AC	DM	DM
A	ISSUED FOR REVIEW	05/28/25				
B	REVISED PER COMMENTS	07/10/25				
C	REVISED PER COMMENTS	10/01/25				

**NDFA\_CHARLESWOOD TEMP**

**FA#: 16605457**

1201 10TH AVE. E  
 WEST FARGO, ND 58078

DRAWN BY:	AC
CHECKED BY:	DM
DATE:	05/28/25
PROJECT #:	259-019

SHEET TITLE  
**TITLE SHEET**

SHEET NUMBER  
**T-1**

**LEGEND**

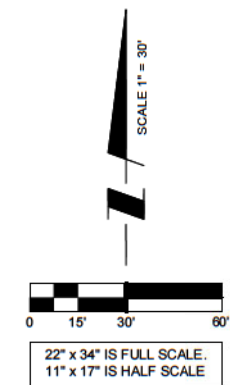
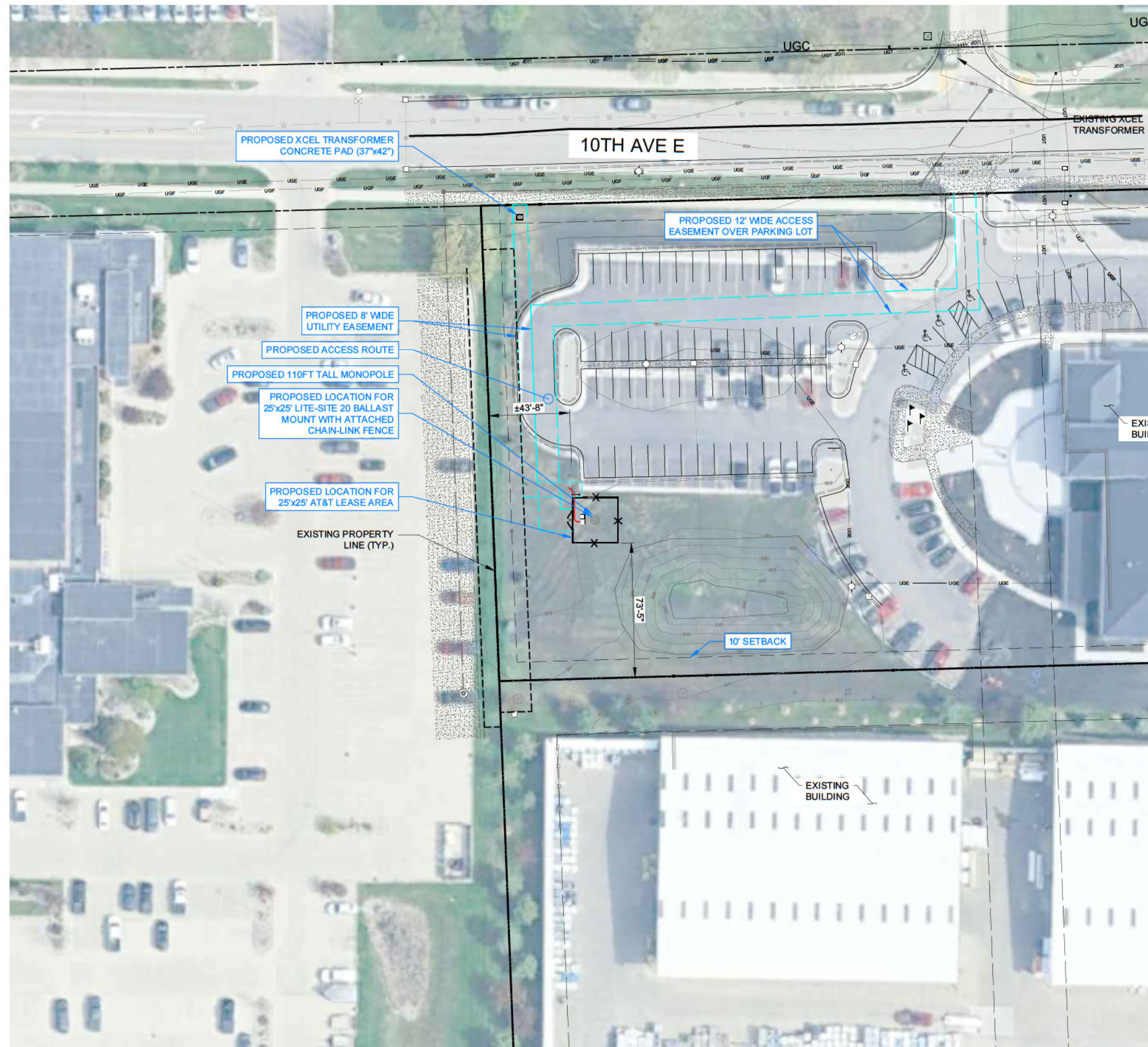
PROPERTY LINE	---
FENCE LINE	-X-X-
UNDERGROUND ELECTRIC	---UGE---
UNDERGROUND FIBER	---UGF---
UNDERGROUND TELCO	---UGT---
UNDERGROUND GAS LINE	---GAS---
OVERHEAD ELECTRIC	---OHE---
OVERHEAD FIBER	---OHF---
OVERHEAD TELCO	---OHT---
OVERHEAD UTILITY LINE	---OHE-OHF---
STORM SEWER LINE	---
SANITARY SEWER LINE	---
WATERMAIN LINE	---W---
BURIED GAS LINE	---C---
EDGE OF BUSH/TREES	~ ~ ~
BITUMINOUS	▒
GRAVEL	▒



North Dakota One Call  
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**GENERAL SITE NOTES**

1. CONTRACTOR IS RESPONSIBLE FOR ANY DAMAGE TO EXISTING PAVEMENT. CONTRACTOR SHALL PHOTOGRAPH AND VIDEOTAPE EXISTING PAVEMENT PRIOR TO CONSTRUCTION. ANY DAMAGE CAUSED DURING CONSTRUCTION SHALL BE REPLACED TO EXISTING OR BETTER CONDITION AT NO ADDITIONAL COST.
2. THE CONTRACTOR WILL, UPON BECOMING AWARE OF SUBSURFACE OR LATENT PHYSICAL CONDITIONS DIFFERING FROM THOSE DISCLOSED BY THE ORIGINAL SOIL INVESTIGATION WORK, PROMPTLY NOTIFY THE OWNER VERBALLY AND IN WRITING, AS TO THE NATURE OF THE DIFFERING CONDITIONS. NO CLAIM BY THE CONTRACTOR FOR ANY CONDITIONS DIFFERING FROM THOSE ANTICIPATED IN THE PLANS AND SPECIFICATIONS AND DISCLOSED BY THE SOIL STUDIES WILL BE ALLOWED UNLESS THE CONTRACTOR HAS SO NOTIFIED THE OWNER, VERBALLY AND IN WRITING, AS REQUIRED ABOVE, OF SUCH DIFFERING SUBSURFACE CONDITIONS.
3. CONTRACTOR TO PROVIDE APPROXIMATE 50'X50' STAGING AREA AND TEMPORARY ROAD. CONTRACTOR SHALL COORDINATE WITH ANTENNA CONTRACTOR, A STAGING AREA AND TEMPORARY ROAD THAT IS ACCEPTABLE TO THE OWNER. STAGING AREA AND TEMPORARY ROAD SHALL BE RESTORED TO EXISTING CONDITIONS AS NECESSARY UPON COMPLETION OF THE PROJECT.
4. BEFORE AND DURING CONSTRUCTION, THE CONTRACTOR SHALL PROVIDE ADEQUATE EROSION CONTROL AS NECESSARY IN THE FORM OF SILT FENCES FOR THE SITE AND BALES AROUND ANY EXISTING MANHOLES, INLETS, OR CATCH BASINS SUSCEPTIBLE TO EROSION. EROSION CONTROL MEASURES SHALL BE PERIODICALLY INSPECTED TO ENSURE PROPER FUNCTION. EROSION CONTROL SHALL BE REMOVED UPON COMPLETION OF WORK.



**MasTec**  
Communications Group  
MasTec Network Solutions, LLC Headquarters  
806 Douglas Road, 11th Floor  
Coral Gables, FL 33134 USA

**TERRA**  
CONSULTING GROUP  
has joined Colliers Engineering & Design

**at&t**  
mobility corp.  
7900 XERXES AVE S. SOUTH  
3RD FLOOR  
BLOOMINGTON MN 55431

REVISIONS		NO.	DATE	BY	AC	DM	DM
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SHEET TITLE  
**LOCATION PLAN**

SHEET NUMBER  
**LP**

1 LOCATION PLAN

**LEGEND**

PROPERTY LINE	---
FENCE LINE	-X-X-
UNDERGROUND ELECTRIC	-UGE-
UNDERGROUND FIBER	-UGF-
UNDERGROUND TELCO	-UGT-
UNDERGROUND GAS LINE	-UGS-
OVERHEAD ELECTRIC	-OHE-
OVERHEAD FIBER	-OHF-
OVERHEAD TELCO	-OHT-
OVERHEAD UTILITY LINE	-OHE-OHF-
STORM SEWER LINE	-SS-
SANITARY SEWER LINE	-SS-
WATERMAIN LINE	-W-
BURIED GAS LINE	-C-C-
EDGE OF BUSH/TREES	~ ~ ~
BITUMINOUS	▒
GRAVEL	▒

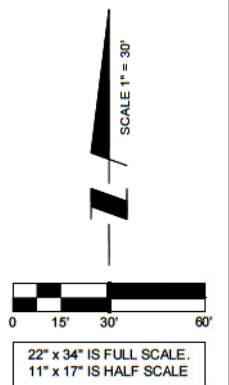
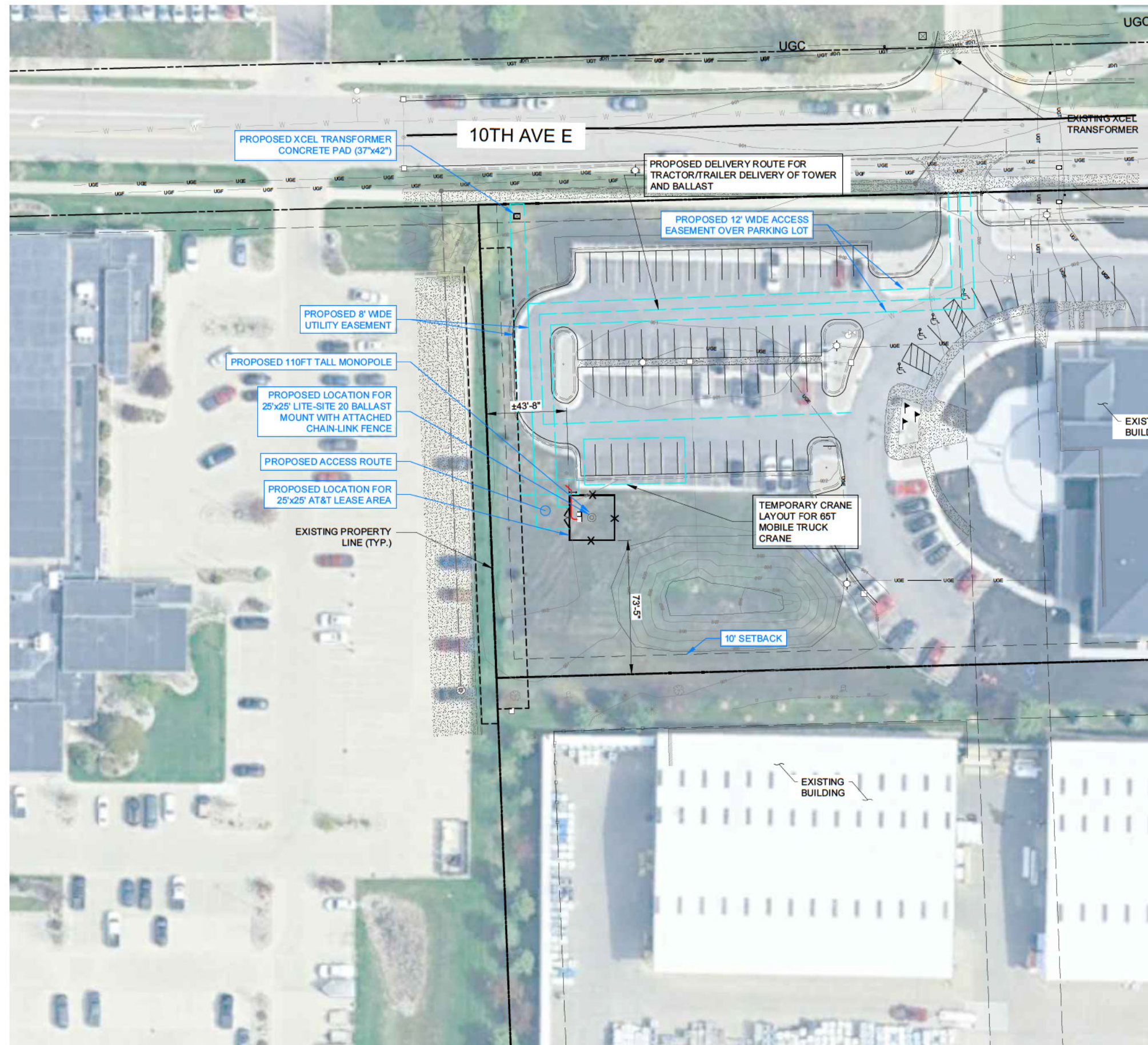


North Dakota One Call  
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**GENERAL SITE NOTES**



2 CRANE PICTURE



1 CRANE PLAN

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NO.	DATE	BY	AC	DM	DM
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NDFA\_CHARLESWOOD  
TEMP

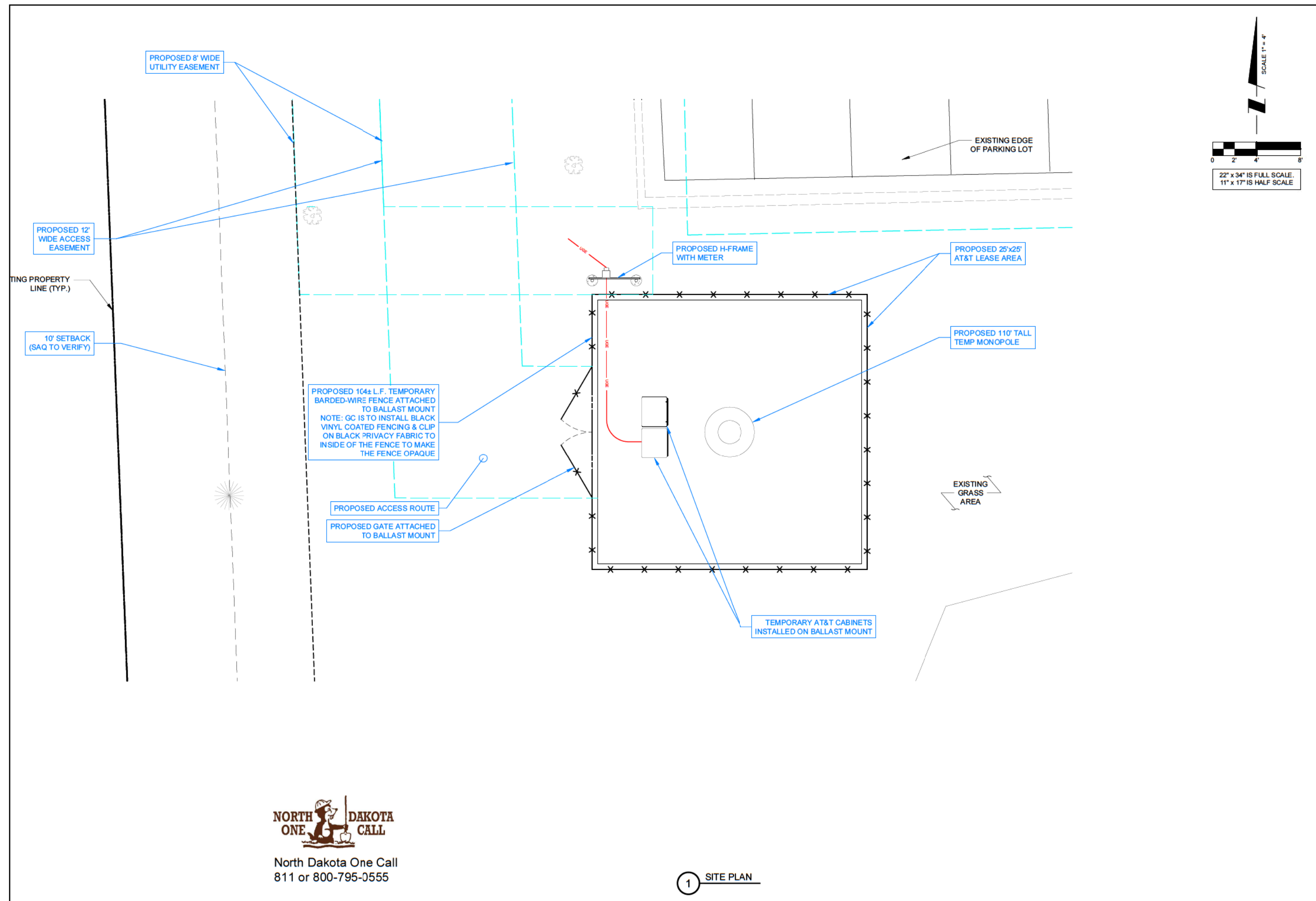
FA#: 16605457

1201 10TH AVE. E  
WEST FARGO, ND 58078

DRAWN BY:	AC
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SHEET TITLE  
**CRANE PLAN**

SHEET NUMBER  
**CR**



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 MasTec Network Solutions, LLC Headquarters  
 806 Douglas Road, 11th Floor  
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 WEST FARGO, ND 58078

DRAWN BY: AC  
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 DATE: 05/28/25  
 PROJECT #: 259-019

SHEET TITLE  
 ENLARGED SITE PLAN

SHEET NUMBER  
**C-1**

**NORTH DAKOTA**  
 ONE CALL  
 North Dakota One Call  
 811 or 800-795-0555

1 SITE PLAN

NO.	DESCRIPTION	BY	DATE
A	ISSUED FOR REVIEW	AC	05/28/25
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FA#: 16605457

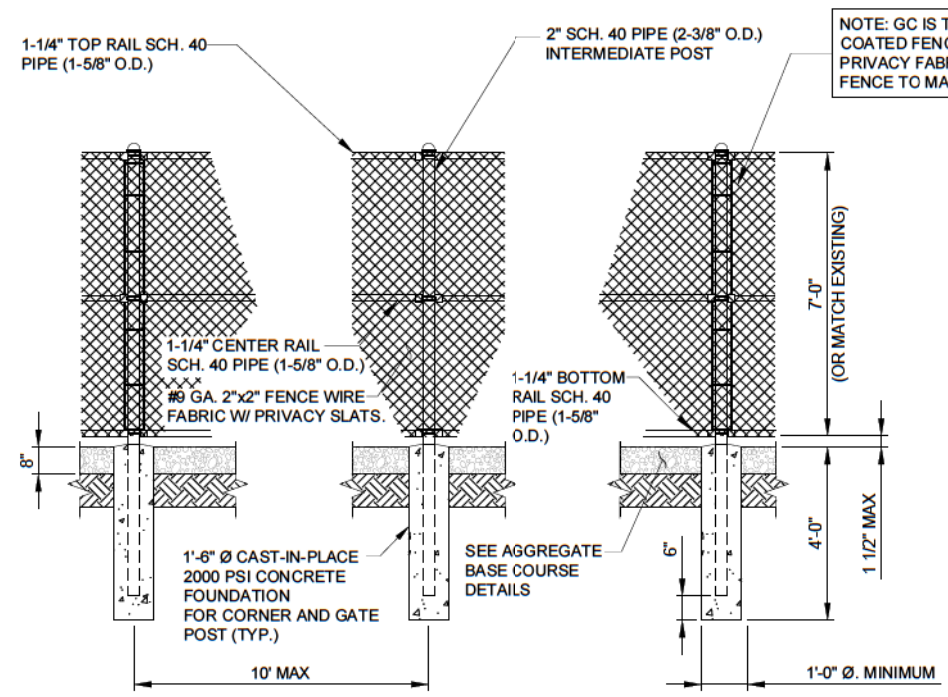
1201 10TH AVE. E  
WEST FARGO, ND 58078

DRAWN BY:	AC
CHECKED BY:	DM
DATE:	05/28/25
PROJECT #:	259-019

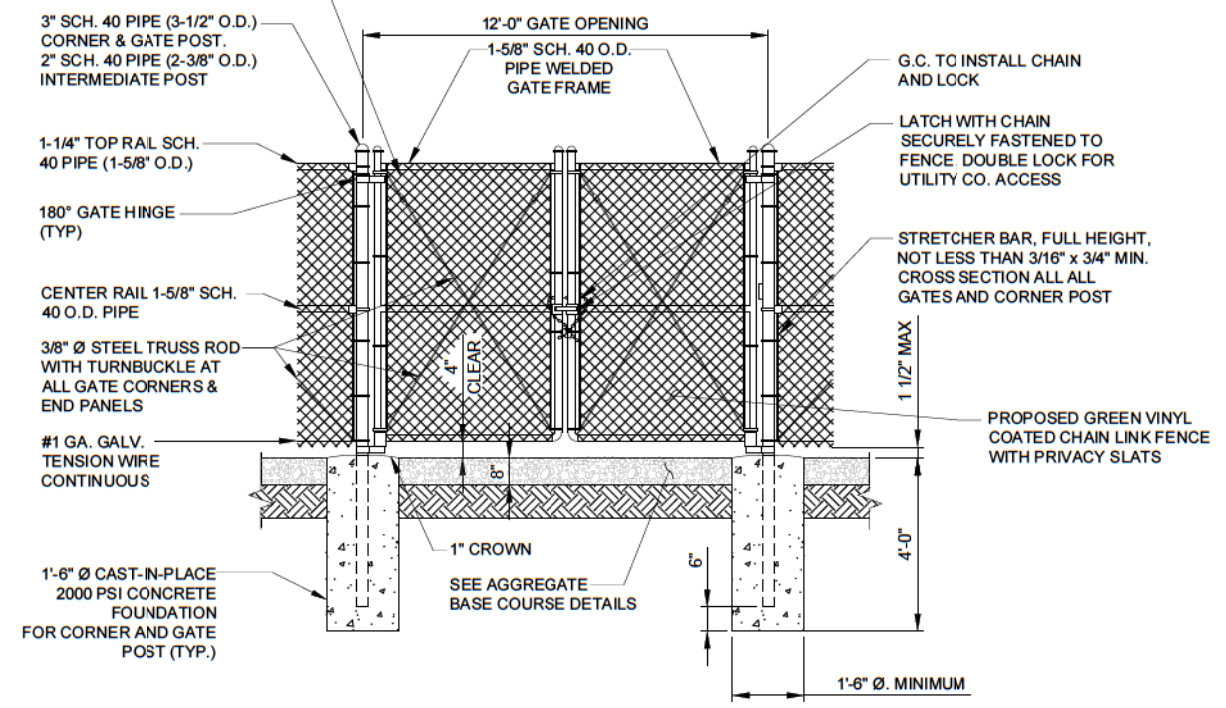
SHEET TITLE  
**FENCE DETAILS**

SHEET NUMBER  
**C-2**

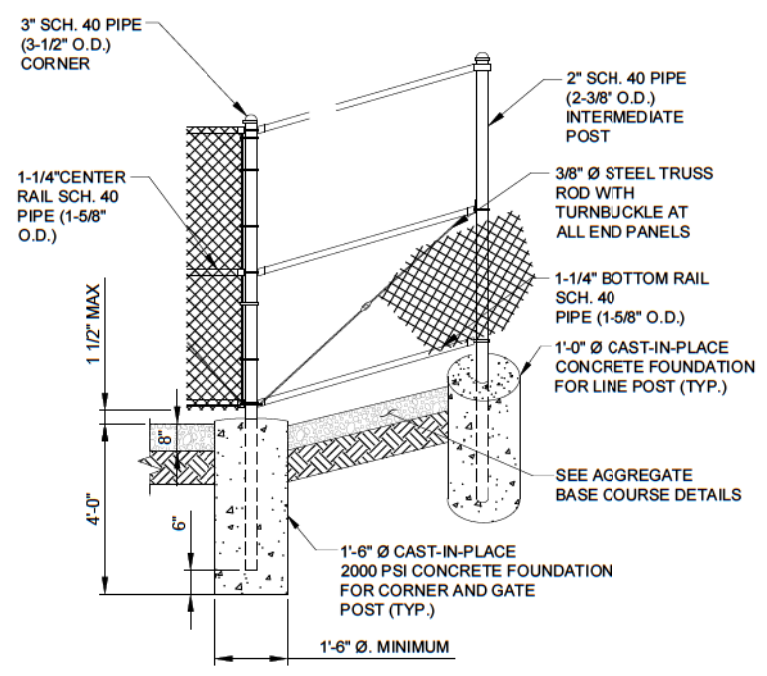
NOTE: GC IS TO INSTALL BLACK VINYL COATED FENCING & CLIP ON BLACK PRIVACY FABRIC TO INSIDE OF THE FENCE TO MAKE THE FENCE OPAQUE



**1** FENCE POST DETAILS  
N.T.S.

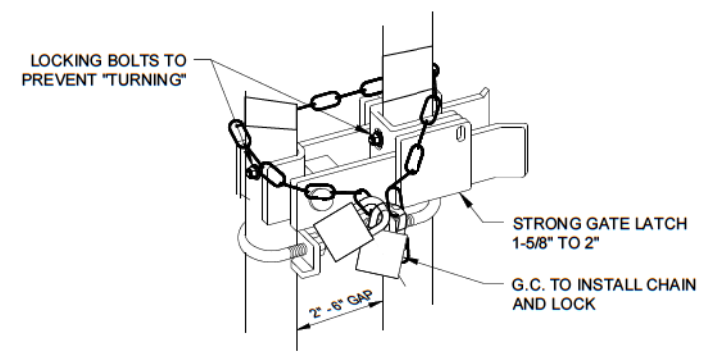


**2** 12'-0" DOUBLE SWING GATE  
N.T.S.

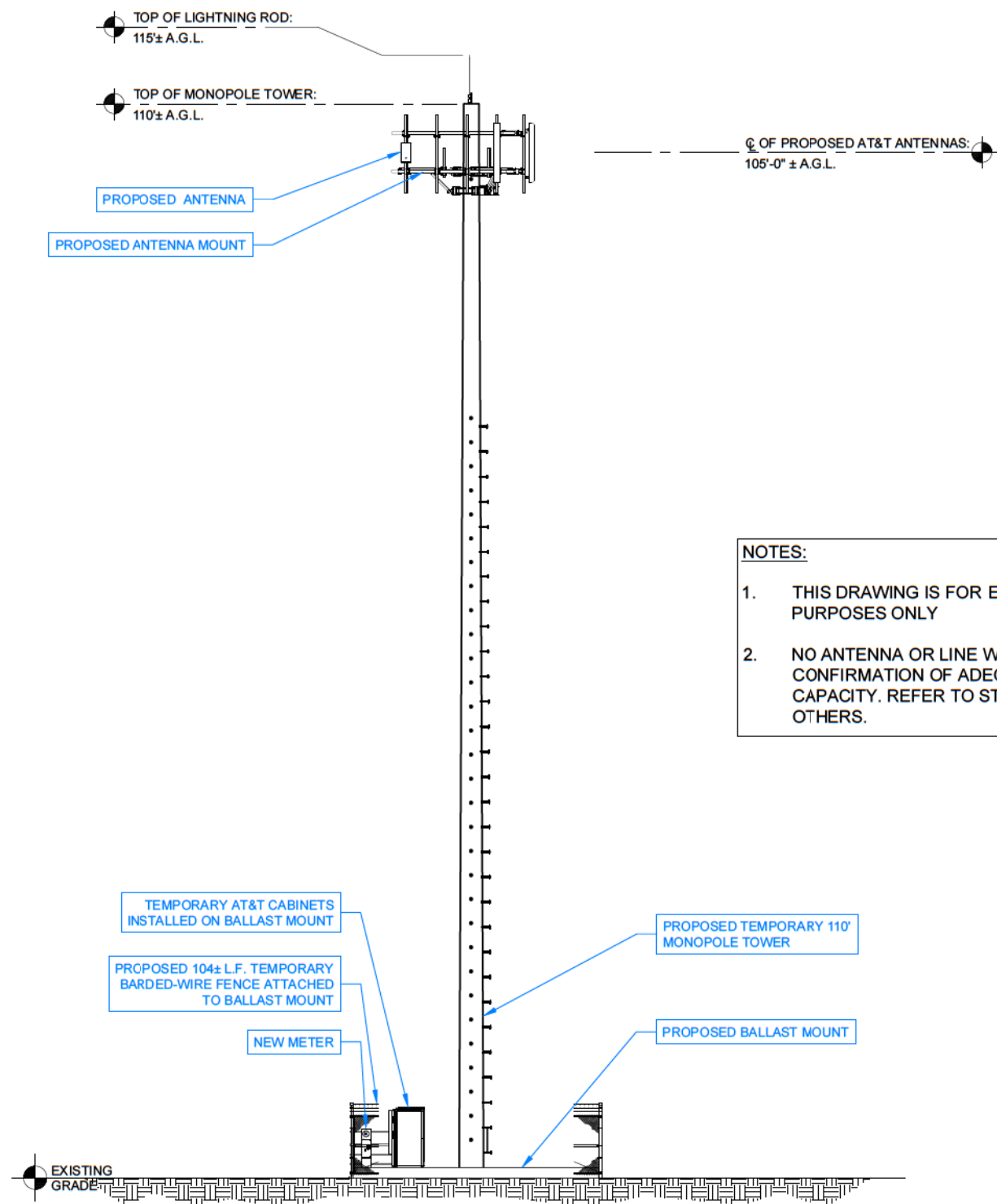
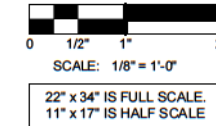


**3** CORNER POST DETAIL  
N.T.S.

NOTE: GATE HINGE BOLTS SHALL HAVE THEIR THREADS PEENED OR WELDED TO PREVENT UNAUTHORIZED REMOVAL



**4** STRONG ARM GATE LATCH DETAIL  
N.T.S.



**NOTES:**

1. THIS DRAWING IS FOR EXHIBIT AND LAYOUT PURPOSES ONLY
2. NO ANTENNA OR LINE WORK TO BEGIN PRIOR TO CONFIRMATION OF ADEQUATE TOWER AND MOUNT CAPACITY. REFER TO STRUCTURAL ANALYSIS BY OTHERS.

**1 TOWER ELEVATION**  
SCALE: 1/8" = 1'-0"

**PROJECT DESCRIPTION**

THIS IS NOT AN ALL INCLUSIVE LIST. CONTRACTOR SHALL UTILIZE SPECIFIED EQUIPMENT PART OR ENGINEER APPROVED EQUIVALENT. CONTRACTOR SHALL VERIFY ALL NEEDED EQUIPMENT TO PROVIDE A FUNCTIONAL SITE.

THE PROJECT GENERALLY CONSIST OF THE FOLLOWING:

**PROPOSED-TOWER:**  
 INSTALL (1) ANTENNA PLATFORM SUPPLIED BY TOWER MANUFACTURER  
 INSTALL (6) COM  
 INSTALL (3) AIR  
 INSTALL (15) LT  
 INSTALL (3) RAY  
 INSTALL (6) DC  
 INSTALL (3) FIB

**PENDING RFDS**

**PROPOSED-PAD:**  
 INSTALL (1) DEL ON CONC. PAD  
 INSTALL (1) GENERAC 20KW GENERATOR ON CONCRETE PAD  
 INSTALL (1) GPS KIT

**PROPOSED-SITE:**  
 INSTALL (2) ROSENBERGER FB-10ABOX FIBER ENCLOSURES INSTALL APPROXIMATELY 15'-0" OF ICE BRIDGE

**NOTES**

1. FENCE NOT SHOWN FOR CLARITY.
2. WHEN STACKING CABLES 3 OR MORE DEEP, USE STACKABLE SNAP-INS, TALLEY PART NUMBER SSH-158-3 (OR ENGINEER APPROVED EQUAL).

**MOUNT ANALYSIS NOTE**

THE PASSING ANTENNA MOUNT ANALYSIS EVALUATION LETTER FOR THE PROPOSED MOUNTS WAS COMPLETED BY T.B.D. DATED T.B.D.. THE MOUNT HAS SUFFICIENT CAPACITY FOR THE EXISTING AND PROPOSED LOADINGS OBSERVED ON THESE CONSTRUCTION DRAWINGS.

**MOUNT ANALYSIS NOTE**

THE PASSING STRUCTURAL ANALYSIS FOR THE EXISTING STRUCTURE WAS COMPLETED BY T.B.D..



NO.	DESCRIPTION	BY			
		AC	DM	DM	DM
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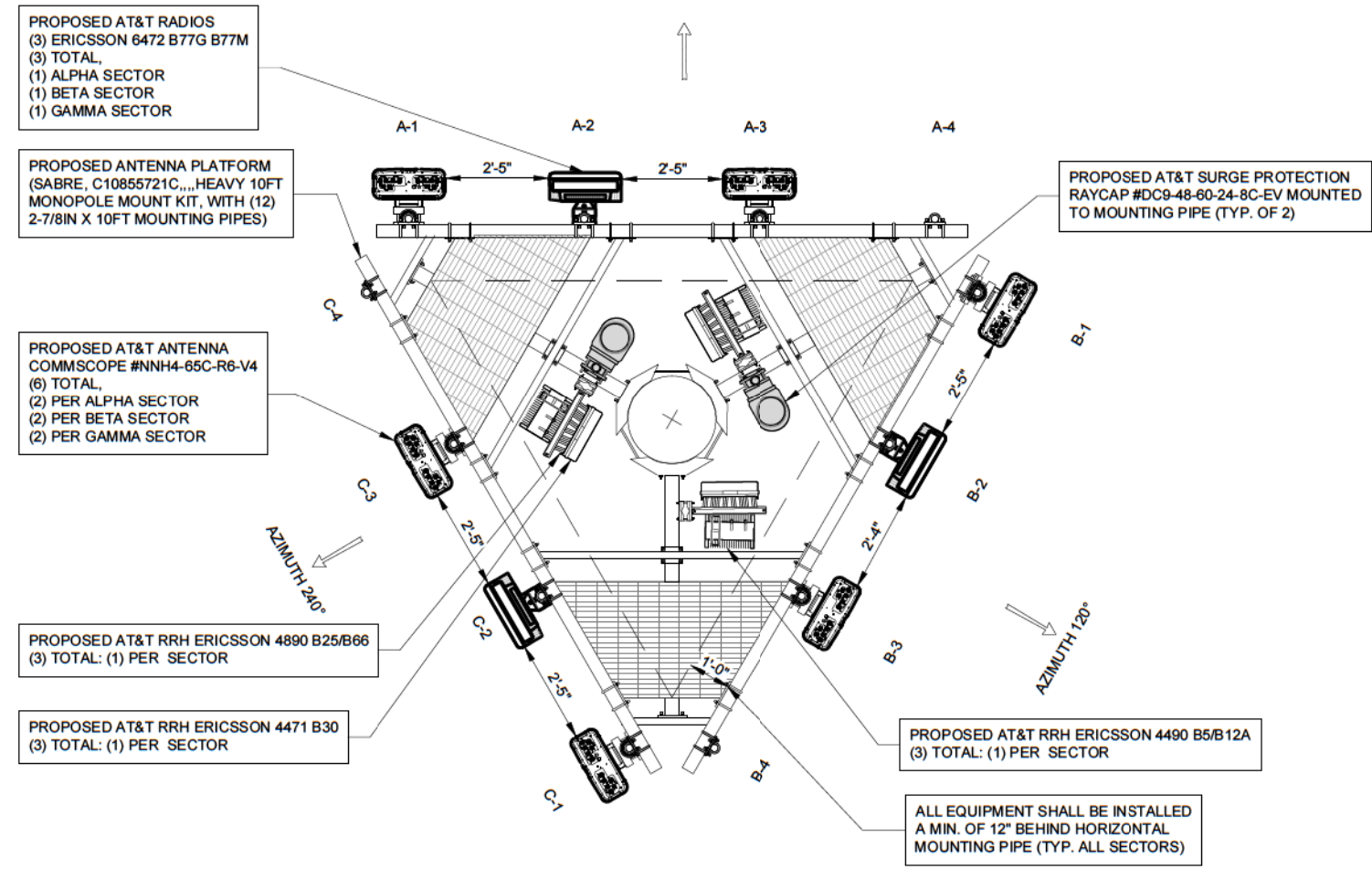
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SHEET TITLE  
**SITE ELEVATION**

SHEET NUMBER  
**ANT-1**



NO.	REVISIONS	DESCRIPTION	BY	AC	DM	DM
			DATE	DATE	DATE	DATE
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B	REVISED PER COMMENTS		DM			
C	REVISED PER COMMENTS		DM			

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SHEET TITLE  
**ANTENNA CONFIGURATION**

SHEET NUMBER  
**ANT-2**

# SITE SURVEY

**PARENT PARCEL DESCRIPTION:** (per U.S. Title Solution File No. UST80658, dated August 7, 2025)  
 Lot 3, Block 1, Dakota Territory Tenth Addition to the City of West Fargo, Cass County, North Dakota

**SCHEDULE - III:** (per U.S. Title Solution File No. UST80858, dated August 7, 2025)

- 3.1 Declaration of Reciprocal Easements and Restrictive Covenants for Dakota Territory Sixth Addition by Menard, Inc., a Wisconsin corporation, Dated October 15, 2002, Recorded October 22, 2002, in Instrument No: 1031986.  
 Easements do not affect the surveyed area and are not shown on the survey.
- 3.2 Declaration of Easements and Operating Covenants by Menard, Inc., a Wisconsin corporation, Dated October 03, 1997, Recorded October 13, 1997, in Instrument No: 884129.  
 Easements do not affect the surveyed area and are not shown on the survey.
- 3.3 Declaration of Covenants and Restrictions by Cotter Corporation, L.T.C., a North Dakota corporation, Dated May 21, 1997, Recorded May 23, 1997, in Instrument No: 875245.  
 Not a plottable survey matter.
- 3.4 Restrictions as set forth in the Deed in Instrument No: 1379442 as affected by Conditional Release of Deed Restrictions in Instrument No: 1625854.  
 Not a plottable survey matter.
- 4.1 Easement by Menard, Inc., a Wisconsin corporation to BRR Properties, LLC, a North Dakota limited liability company, Dated May 09, 2007, Recorded May 10, 2007, in Instrument No: 1202054.  
 Notes: Cross-Easement Agreement  
 This easement is for construction and maintenance of an earthen berm over upon and across the Menard and BRR properties. Said easement is as shown on survey.
- 4.2 Easement by Menard, Inc., a Wisconsin corporation to The City of West Fargo, North Dakota, Dated October 06, 1999, Recorded October 21, 1999, in Instrument No: 944044.  
 Notes: Sign Easement  
 This easement is for construction and maintenance of a sign. Said easement does not affect the parent parcel and is not shown on survey.
- 4.3 Easement by Menard, Inc., a Wisconsin corporation to The City of West Fargo, North Dakota, Dated January 08, 1999, Recorded February 18, 1999, in Instrument No: 924237.  
 Notes: As affected by: 1. Release and Vacation of Easement in Instrument No: 1129718.  
 This easement was for sewer purposes but was subsequently vacated and released in Instrument No. 1129718. Not a plottable survey matter.
- 4.4 Easement by Menard, Inc., a Wisconsin corporation to The City of West Fargo, North Dakota, Dated January 08, 1999, Recorded February 18, 1999, in Instrument No: 924236.  
 Notes: Easement for Utility purposes; As affected by: 1. Release and Vacation of Easement in Instrument No: 1077318.  
 This easement was for sewer purposes but was subsequently vacated and released in Instrument No. 1077318. Not a plottable survey matter.
- 4.5 Easement by Cotter Corporation, Ltd. to U S West Communications, Inc., a Colorado corporation, Dated October 29, 1997, Recorded January 21, 1998, in Instrument No: 890662.  
 Notes: Telecommunications Easement  
 This document describes a 10' wide telecommunications easement. Said easement is as shown on survey.
- 4.6 Easement by Cotter Corporation, Ltd., a North Dakota corporation to The City of West Fargo, North Dakota, Dated December 19, 1997, Recorded December 23, 1997, in Instrument No: 889086.  
 Notes: Sewer Easement  
 This easement is for sewer, water and storm sewer purposes. The North 40.00 feet of the easement as described is now the public road of 10th Avenue East. The East 40.00 of the easement as described is dedicated in the plat DAKOTA TERRITORY TENTH ADDITION and is as shown on survey.
- 4.7 Easement by Menard, Inc., a Wisconsin Corporation to Nash-Finch Company, Dated October 07, 1997, Recorded October 13, 1997, in Instrument No: 884130.  
 Notes: Access Easement  
 This easement is an access easement located to the south of the parent parcel in the adjoining plat DAKOTA TERRITORY THIRD ADDITION. Said easement does not affect the parent parcel and is not shown on survey.
- 4.8 Easement by Cotter Corporation, Ltd., a North Dakota corporation to The City of West Fargo, North Dakota, Dated May 07, 1997, Recorded May 09, 1997, in Instrument No: 874417.  
 Notes: Easement for Utility Purposes  
 This easement is for construction and maintenance of sidewalk, bike path, street, sewer, water and storm sewer purposes over, under and across the East 17.00 feet of the east right of way of 9th St East. Said easement does not affect parent parcel and is not shown on survey.

- 4.9 Easement by Cotter Corporation, Ltd., a North Dakota corporation to The City of West Fargo, North Dakota, Dated February 05, 1997, Recorded February 11, 1997, in Instrument No: 869786.  
 Notes: Easement for Utility purposes  
 This easement is for construction and maintenance of sidewalk, bike path, street, sewer, water and storm sewer purposes over, under and across the North 10.00 feet of the north right of way of 13th Avenue East and a 40'x40' easement in the southwest corner of the plat HIGH SCHOOL SECOND ADDITION. Said easements do not affect parent parcel and are not shown on survey.
- 4.10 Easement by Nash Finch Company, a Delaware corporation to Cotter Corporation, Ltd., an Iowa corporation, Dated February 22, 1996, Recorded April 02, 1996, in Instrument No: 850095.  
 Notes: Access Easement  
 This easement is for access purposes. Said easement is located to the south of the parent parcel in the adjoining plat DAKOTA TERRITORY THIRD ADDITION. The easement does not affect the parent parcel and is not shown on survey.
- 4.11 Easement by Cotter Corporation to Northwestern Bell Telephone Company, Dated September 25, 1987, Recorded October 23, 1987, in Instrument No: 677516.  
 Notes: Utility Easement  
 This easement is for construction and maintenance for telephone communication purposes. Said easement is located adjacent to the east right of way line of 9th St East. The easement does not affect the parent parcel and is not shown on survey.
- 4.12 Easement by Lucien C. Barnes et al to Shyenenne Cable TV Inc., Dated August 25, 1980, Recorded July 11, 1984, in Instrument No: 617472.  
 Notes: Utility Easement; Please see: 1. Assignment of Easements in Instrument No: 733702.  
 This easement is for construction and maintenance for telephone communication purposes. Said easement is a one rod wide strip adjacent to the east right of way line of 9th St East. The easement does not affect the parent parcel and is not shown on survey.
- 4.13 Easement by L.C. Barnes to Northwestern Bell Telephone Company, Dated August 16, 1966, Recorded April 20, 1967, in Instrument No: 414902.  
 Notes: As affected by: 1. Partial Release of Easement in Instrument No: 1207353.  
 This easement was for construction and maintenance of telephone and communication lines. The easement was located in Lot 2, Block One of DAKOTA TERRITORY TENTH ADDITION. Said easement is vacated and released and is not shown on survey.
- 5.1 Dakota Territory Tenth Addition Recorded October 25, 2004, in Instrument No: 1120071.  
 The relevant portion of the plat of DAKOTA TERRITORY TENTH ADDITION is as shown on survey.
- 5.2 Resolution Recorded October 25, 2004, in Instrument No: 1120070.  
 The resolution for the approval of the plat DAKOTA TERRITORY TENTH ADDITION. Not a plottable survey matter.
- 5.3 Affidavit of Non-Homestead Recorded June 11, 2002, in Instrument No: 1018567.  
 Not a plottable survey matter.
- 5.4 Plat of Dakota Territory Fourth Addition Recorded April 03, 2001, in Instrument No: 977882.  
 Notes: Please see: 1. Partial Vacation of Plat in Instrument No: 1120069.  
 The plat does not affect the surveyed area and is not shown on the survey.
- 5.5 Resolution Recorded April 03, 2001, in Instrument No: 977881.  
 The resolution for the approval of the plat of DAKOTA TERRITORY FOURTH ADDITION. Not a plottable survey matter.
- 5.6 Plat of Dakota Territory Third Addition Recorded September 30, 1998, in Instrument No: 911867.  
 The plat does not affect the surveyed area and is not shown on the survey.
- 5.7 Plat of Dakota Territory First Addition Recorded August 15, 1997, in Instrument No: 880250.  
 Notes: Please see:  
 1. Partial Vacation of Plat in Instrument No: 924102.  
 2. Partial Vacation of Plat in Instrument No: 977880.  
 The plat does not affect the surveyed area and is not shown on the survey.
- 5.8 Resolution Recorded August 15, 1997, in Instrument No: 880249.  
 The resolution for the approval of the plat of DAKOTA TERRITORY FIRST ADDITION. Not a plottable survey matter.
- 5.9 Certificate of Estate Tax Determination Dated November 21, 1989, Recorded January 08, 1990, in Instrument No: 713289.  
 Not a plottable survey matter.

**PROPOSED LEASE AREA DESCRIPTION:**

That part of Lot 3, Block One, DAKOTA TERRITORY TENTH ADDITION, according to the recorded plat thereof, Cass County, North Dakota, described as follows:  
 Commencing at the northwest corner of said Lot 3; thence North 88 degrees 34 minutes 22 seconds East along the north line of said Lot 3, a distance of 70.82 feet; thence South 1 degree 25 minutes 38 seconds East, a distance of 160.23 feet to the Point of Beginning of the lease area to be described; thence North 90 degrees 00 minutes 00 seconds West, a distance of 25.00 feet; thence South 00 degrees 00 minutes 00 seconds East, a distance of 25.00 feet; thence South 90 degrees 00 minutes 00 seconds East, a distance of 25.00 feet, thence North 00 degrees 00 minutes 00 seconds East, a distance of 25.00 feet to the Point of Beginning.

**PROPOSED ACCESS EASEMENT DESCRIPTION:**

A 12.00 foot wide easement for ingress and egress purposes over and across Lot 3, Block One, DAKOTA TERRITORY TENTH ADDITION, according to the recorded plat thereof, Cass County, North Dakota, the centerline of said easement is described as follows:  
 Commencing at the northwest corner of said Lot 3; thence North 88 degrees 34 minutes 22 seconds East along the north line of said Lot 3, a distance of 70.82 feet; thence South 1 degree 25 minutes 38 seconds East, a distance of 160.23 feet; thence North 90 degrees 00 minutes 00 seconds West, a distance of 25.00 feet; thence South 00 degrees 00 minutes 00 seconds West, a distance of 12.50 feet to the Point of Beginning of the centerline to be described; thence North 89 degrees 59 minutes 52 seconds West, a distance of 12.16 feet; thence North 2 degrees 12 minutes 45 seconds West, a distance of 111.12 feet; thence North 87 degrees 47 minutes 15 seconds East, a distance of 231.88 feet; thence North 2 degrees 12 minutes 45 seconds West, a distance of 57.51 feet to said north line of Lot 3 and said centerline there terminating.  
 The sidelines of said easement shall be shortened or lengthened to terminate at said north line of Lot 3 and at lines bearing South 00 degrees 00 minutes 00 seconds West and North 00 degrees 00 minutes 00 seconds East from the Point of Beginning.

**PROPOSED UTILITY EASEMENT DESCRIPTION:**

An 8.00 foot wide easement for utility purposes over, under and across Lot 3, Block One, DAKOTA TERRITORY TENTH ADDITION, according to the recorded plat thereof, Cass County, North Dakota, the centerline of said easement is described as follows:  
 Commencing at the northwest corner of said Lot 3; thence North 88 degrees 34 minutes 22 seconds East along the north line of said Lot 3, a distance of 70.82 feet; thence South 1 degree 25 minutes 38 seconds East, a distance of 160.23 feet; thence North 90 degrees 00 minutes 00 seconds West, a distance of 19.49 feet; thence North 00 degrees 00 minutes 00 seconds East, a distance of 4.00 feet to the Point of Beginning of the centerline to be described; thence North 90 degrees 00 minutes 00 seconds West, a distance of 28.32 feet; thence North 2 degrees 12 minutes 45 seconds West, a distance of 155.00 feet to said north line of Lot 3 and said centerline there terminating.  
 The sidelines of said easement shall be shortened or lengthened to terminate at said north line of Lot 3.



SITE NAME:  
 NDFA\_CHARLESWOOD  
 Cass County, ND

No.	Date	REVISIONS	By	CHK	APPD				
	6/9/24	CHECKED BY: BTB	DRAWN BY:	NTG					

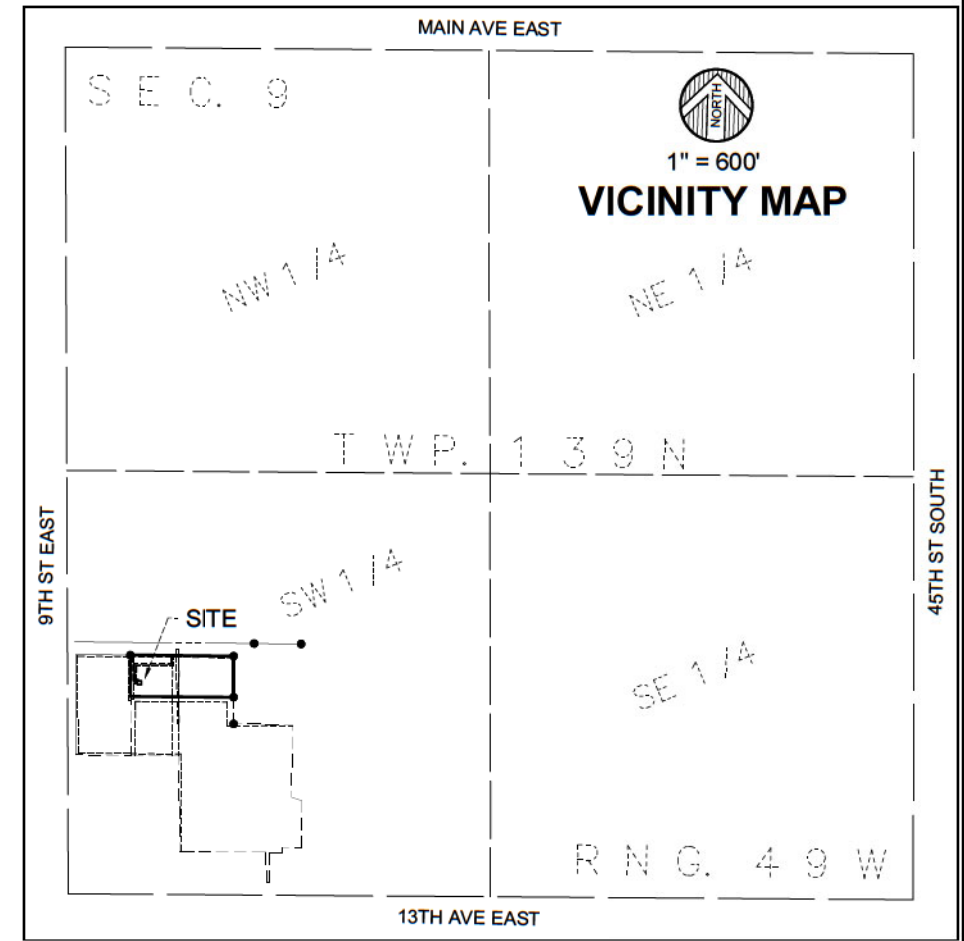
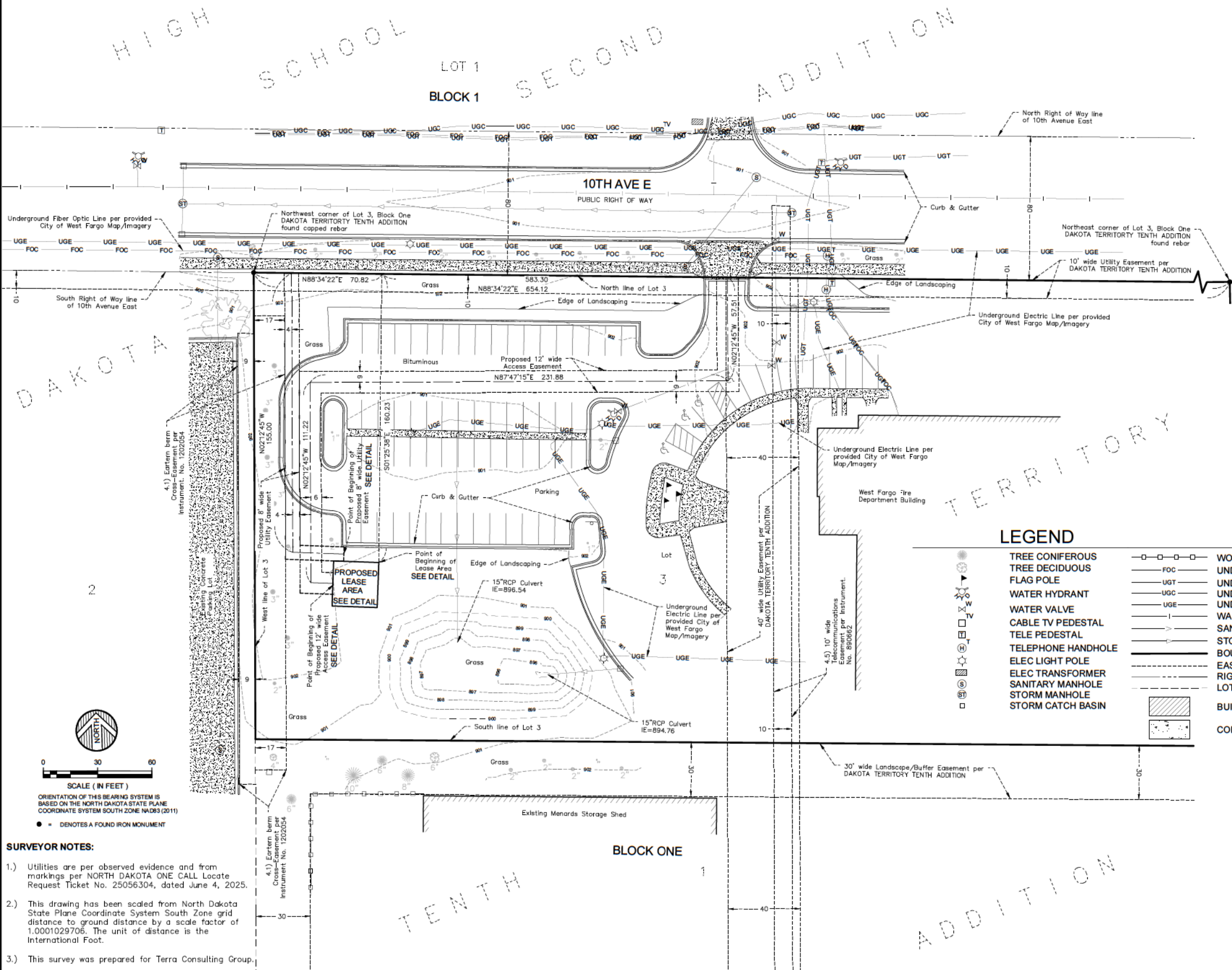
I HEREBY CERTIFY THAT THIS DOCUMENT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF NORTH DAKOTA.

PRELIMINARY

BRYAN T. BALCOMBE, L.S.  
 DATE: 10/10/25 LICENSE # 4897

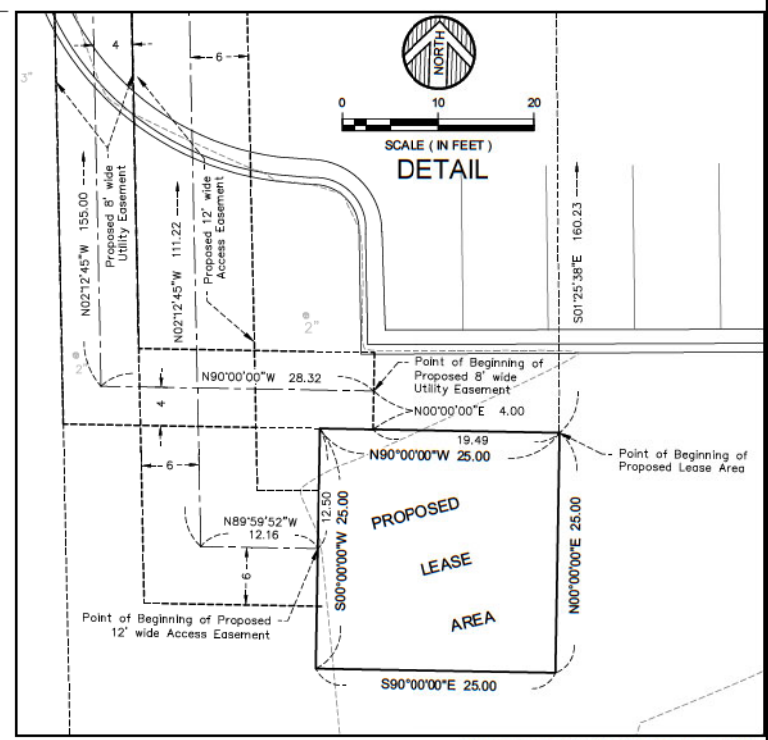


# SITE SURVEY



## LEGEND

- TREE CONIFEROUS
- TREE DECIDUOUS
- FLAG POLE
- WATER HYDRANT
- WATER VALVE
- CABLE TV PEDESTAL
- TELEPHONE HANDHOLE
- ELEC LIGHT POLE
- ELEC TRANSFORMER
- SANITARY MANHOLE
- STORM MANHOLE
- STORM CATCH BASIN
- WOOD FENCE
- UNDERGROUND FIBER OPTIC
- UNDERGROUND TELE
- UNDERGROUND CATV
- UNDERGROUND ELEC
- WATERMAIN
- SANITARY SEWER
- STORM SEWER
- BOUNDARY LINE
- EASEMENT LINE
- RIGHT OF WAY LINE
- LOT LINE
- BUILDING WALL HATCH
- CONCRETE SURFACE



- SURVEYOR NOTES:**
- Utilities are per observed evidence and from markings per NORTH DAKOTA ONE CALL Locate Request Ticket No. 25056304, dated June 4, 2025.
  - This drawing has been scaled from North Dakota State Plane Coordinate System South Zone grid distance to ground distance by a scale factor of 1.0001029706. The unit of distance is the International Foot.
  - This survey was prepared for Terra Consulting Group.



**SITE NAME:**  
 NDFA\_CHARLESWOOD  
 Cass County, ND

No.	Date	REVISIONS	By	CHK	APPD

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**PRELIMINARY**

BRYAN T. BALCOMBE, L.S.  
 DATE: 10/10/25 LICENSE # 4897





# APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT

NORTH DAKOTA OFFICE OF ATTORNEY GENERAL

GAMING DIVISION

SFN 9338 (9-2023)

Applying for (check one)

Local Permit  Restricted Event Permit\*

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

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

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

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

### ORGANIZATION INFO

Name of Organization or Group <b>West Fargo Sheyenne Mustang Boosters</b>		Dates of Activity (Does not include dates for the sales of tickets) <b>4/25/2026</b>	
Organization or Group Contact Person <b>Marisha Lunde</b>	E-mail <b>treasurer@mustangboosterclub.org</b>	Telephone Number <b>218-790-6209</b>	
Business Address <b>PO Box 511</b>	City <b>West Fargo</b>	State <b>ND</b>	ZIP Code <b>58078</b>
Mailing Address (if different)	City	State	ZIP Code

### SITE INFO

Site Name <b>Sheyenne High School</b>	County <b>Cass</b>		
Site Physical Address <b>800 40th Ave E</b>	City <b>West Fargo</b>	State <b>ND</b>	ZIP Code <b>58078</b>
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.) <b>4/25/2026 during Sheyenne High School's grand march for prom.</b>			

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

Game Type	Description of Prize	Exact Retail Value of Prize
<b>50/50 Raffle</b>	<b>50% of proceeds not to exceed \$8,000 or \$40,000 per fiscal year</b>	
		<b>50% of proceeds not to exceed \$8,000 or \$40,000</b>
		<b>per fiscal year</b>
	<b>Total (limit \$40,000 per year)</b>	<b>\$</b>

### ADDITIONAL REQUIRED INFORMATION

Intended Uses of Gaming Proceeds  
**Funding various Sheyenne High School activities.**

Does the organization presently have a state gaming license? (If yes, the organization is not eligible for a local permit or restricted event permit and should call the Office of Attorney General at 1-800-326-9240)  
 Yes  No

Has the organization or group received a restricted event permit from any city or county for the fiscal year July 1 - June 30 (If yes, the organization or group does not qualify for a local permit or restricted event permit)  
 Yes  No

Has the organization or group received a local permit from an city or county for the fiscal year July 1 - June 30 (If yes, indicate the total retail value of all prizes previously awarded)  
 No  Yes - Total Retail Value: **3,305.00** (This amount is part of the total prize limit for \$40,000 per fiscal year)

Is the organization or group a state political party or legislative district party? (If yes, the organization or group may only conduct a raffle and must complete SFN 52880 "Report on a Restricted Event Permit" within 30 days of the event. Net proceeds may be for political purposes.)  
 Yes  No

Printed Name of Organization Group's Permit Organizer <b>Marisha Lunde</b>	Telephone Number <b>218-790-6209</b>	E-mail Address <b>treasurer@mustangboosterclub.org</b>
Signature of Organization Group's Permit Organizer 	Title <b>Treasurer</b>	Date <b>10/22/2025</b>



**To:** West Fargo City Commission  
**From:** Aaron Nelson, Planning Director  
**Date:** November 17, 2025

**Subject:** West 94 Area Transportation Plan  
**Action:** Approve Resolution of Support

**Commission President**

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

**Commission Vice President**

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

**Commissioner**

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

**Commissioner**

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

**Commissioner**

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

**City Administrator**

Dustin T. Scott

**Summary and Recommendation:**

Metro COG, in partnership with the City of West Fargo, the ND Department of Transportation, and the project consultant (Bolton & Menk), has recently completed the West 94 Area Transportation Plan. This plan evaluates the transportation infrastructure necessary to accommodate access to, and mobility within, one of the City's future growth areas—specifically, the area located southwest of I-94, between the existing Sheyenne Diversion and the future FM Diversion channels. The draft plan is attached and is also available on Metro COG's website at: <https://www.fmmetrocog.org/projects-fps/west-94-area-transportation-plan-1>.

Representatives of Metro COG and the project consultant will attend the November 17, 2025 City Commission meeting to present the transportation plan for City approval.

*Recommended Action:* Approve the attached Resolution of Support for the West 94 Area Transportation Plan.

**Policy Analysis:**

Transportation plans such as this help to establish policy recommendations and guidance for future transportation decisions. This plan will be used as a basis for further exploration of (a) future interchange(s) onto I-94 and to support related federal funding and grant opportunities. Additionally, this plan is intended to inform the City's growth area master plan.

**Process/Timeline:**

- May 2024 – Consultant Selection
- June 2024 - Plan Kickoff
- February 27, 2025 – Public Open House
- November 12, 2025 – Planning & Zoning Commission Recommendation
- November 17, 2025 – City Commission Consideration
- December 2025 – Metro COG Approval

**RESOLUTION DECLARING SUPPORT FOR THE  
WEST 94 AREA TRANSPORTATION PLAN**

WHEREAS, the City of West Fargo City Commission is the duly elected governing body for West Fargo, North Dakota and is responsible for the planning of safe and functional transportation system; and

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

WHEREAS, Metro COG has undertaken the task of developing the West 94 Area Transportation Plan, which provides a framework for planning and developing transportation infrastructure in a future growth area called the West 94 Area; and

WHEREAS, the West 94 Area Transportation Plan was guided by a study review committee comprised of representatives from the City of West Fargo, Southeast Cass Water Resource District, the North Dakota Department of Transportation, the Federal Highway Administration, Metro COG, and the study team; and

WHEREAS, the public was invited, encouraged, and involved in this Plan’s preparation in compliance with Metro COG’s Public Participation Plan;

NOW, THEREFORE, be it resolved by the City Commission of the City of West Fargo, North Dakota that the City of West Fargo does hereby adopt the West 94 Area Transportation Plan and agrees to use it as a tool to implement transportation infrastructure within, to, and from the West 94 Area.

APPROVED:

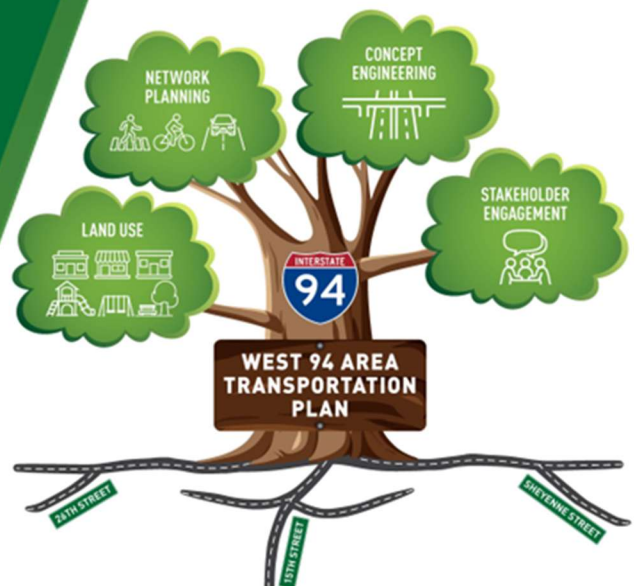
BY: \_\_\_\_\_  
President of the Board of City  
Commissioners

ATTEST:

\_\_\_\_\_  
Dustin Scott, City Auditor

# The West 94 Area Transportation Plan

Final Report  
October 27, 2025



*The preparation of this document was funded in part by the United States Department of Transportation with funding administered through the North Dakota Department of Transportation, the Federal Highway Administration, and the Federal Transit Administration. Additional funding was provided by the Minnesota Department of Transportation and through local contributions from the City of West Fargo. The United States Government and the States of North Dakota and Minnesota assume no liability for the contents or use thereof.*

*This document does not constitute a standard, specification, or regulation. The United States Government, the States of North Dakota and Minnesota, and the Fargo-Moorhead Metropolitan Council of Governments do not endorse products or manufacturers. Trade or manufacturers' names may appear herein only because they are considered essential to the objective of this document*

*PLANNING-LEVEL DISCLAIMER*

*Fargo-Moorhead Metropolitan Council of Governments (Metro COG) cannot confirm the accuracy of maps and references included within the West 94 Area Transportation Plan Final Report herein. Inclusion of the aforementioned information is not meant to replace or supplement formal environmental review or NEPA approval processes as required to deliver federally funded projects. The information herein should only be used to understand high-level sensitive environmental areas and mitigation strategies which local jurisdictions should be aware of prior to programming and delivering projects with federal funds.*

**ACKNOWLEDGEMENTS**

*The West 94 Area Transportation Plan was developed by the Metro Council of Governments (Metro COG) in collaboration with the City of West Fargo, along with other local and regional governmental agencies, under the guidance of a Study Review Committee. Metro COG worked with the consulting firm Bolton & Menk, Inc., to meet project requirements.*

*This final report is the culmination of months of technical planning, implementation, assessment, analysis, and refinement. It reflects numerous collaborative discussions and countless cups of coffee dedicated to reaching the project's objectives. This document highlights the teamwork of regional leaders and technical experts, directed by community feedback. It evaluates possible transportation enhancements and links to foster preferred development trends, ensure accessibility, optimize mobility, and support Metro COG and West Fargo in achieving their goals.*

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## EXECUTIVE SUMMARY

The FM Area Diversion Project, scheduled for completion in 2027, will provide long-term flood protection for areas that have historically been prone to flooding, thereby opening new development opportunities. One such opportunity is the *West 94 Area*—a 2.5-square-mile section of land located southwest of I-94, bounded by 32<sup>nd</sup> Avenue West, 38<sup>th</sup> Street West, and the Sheyenne Diversion.

To prepare for this opportunity, the [West 94 Area Transportation Plan](#), initiated by the Fargo-Moorhead Metropolitan Council of Governments (Metro COG) in partnership with the City of West Fargo, offers a strategic framework to guide future development. This plan provides comprehensive land use concepts designed to support West Fargo’s long-term goals for fiscally responsible and sustainable growth. It identifies critical infrastructure investments, incorporates public input, and recommends a phased implementation strategy. The plan also emphasizes multimodal connectivity, including roadway links to I-94 and surrounding neighborhoods and communities. This report presents an analysis of existing conditions, forecasts future transportation needs, and outlines a context-sensitive transportation network. Together, these elements form an actionable roadmap that regional leadership and jurisdictions can use to support coordinated, resilient, and well-connected development in the West 94 Area.

### Chapter Overviews and Broad Findings

#### Chapter 1 - Existing Conditions

Assessing existing conditions establishes a baseline understanding of the transportation network, projected land use patterns, and environmental considerations before anticipated development spurred by developers, landowner interests, and future utility extensions. The assessment reviews relevant prior studies, current transportation infrastructure, and constraints. A review of potential environmental concerns found no significant barriers to growth once flooding issues are resolved and the right-of-way is secured. However, evaluating the current conditions reveals that while the study area is poised for transformation, it encounters substantial constraints related to access and usability. Completing the Fargo-Moorhead Area Diversion project will remove large sections of developable land out of the floodplain; however, the Red River Diversion, along with the Sheyenne River Diversion and I-94, presents serious physical, logistical, and structural barriers. These challenges significantly limit access to the West 94 Area as it currently stands.

Critical infrastructure required for development is largely missing, including the lack of utility services. It will be essential to design and expand these services, likely necessitating connections from the northwest, since the utilities to the southeast cannot accommodate the anticipated scale of development. From an operations perspective, the immediate study area intersections are adequate. However, nearby corridors, particularly Sheyenne Street, which serves Brooks Harbor, already face significant congestion during morning peak hours. Plans should avoid worsening traffic and minimize negative impacts on Elmwood, Brooks Harbor, and Willow Creek.

## West 94 Area Transportation Plan

The study area, with existing road types, is shown in Figure A.

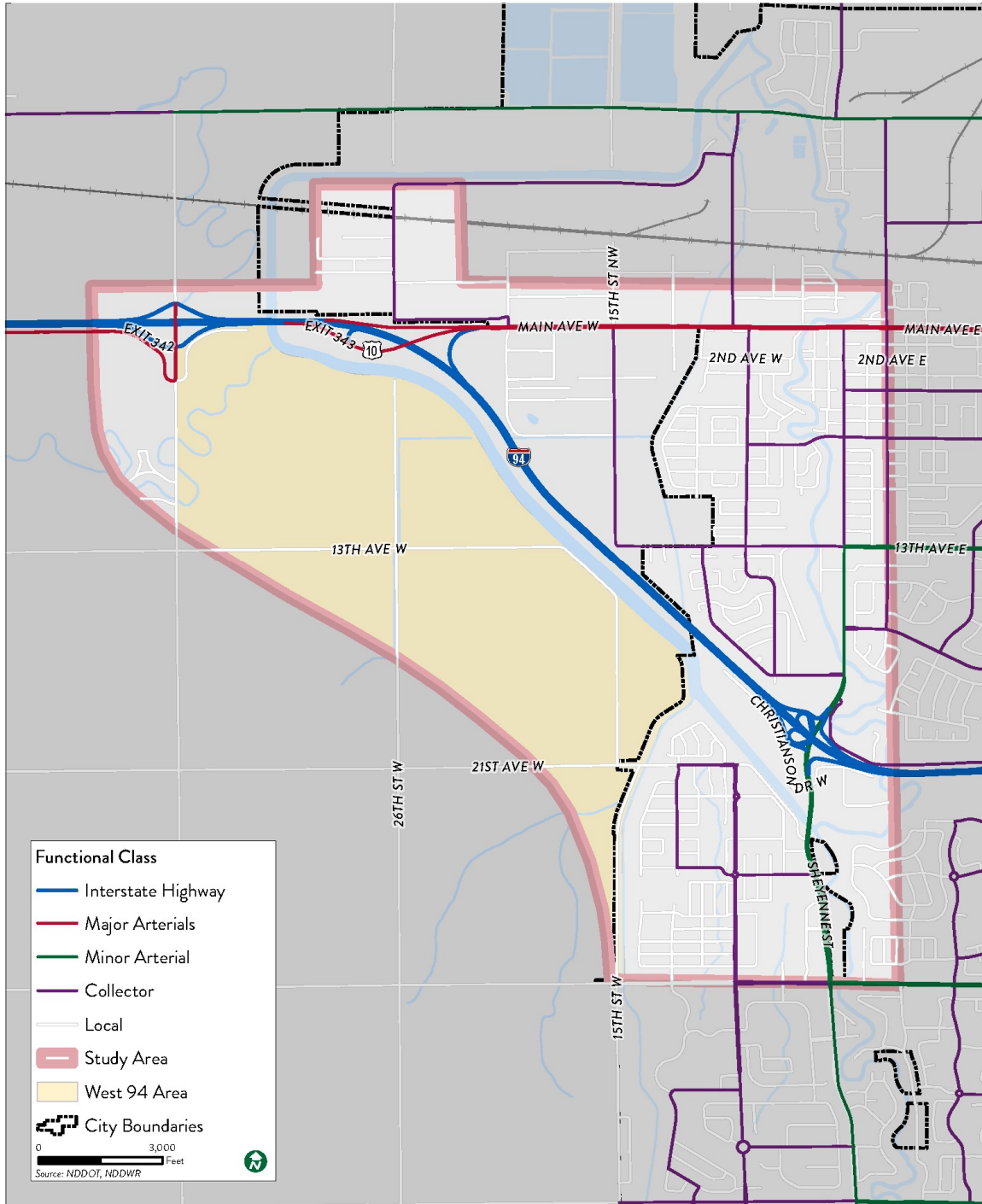


Figure A – Study Area

## Chapter 2 - Future Conditions Assessment

This chapter builds on the Existing Conditions assessment to explore design possibilities for the West 94 Area Transportation Plan. It presents conceptual scenarios aligned with regional goals, focusing on West Fargo's objectives to promote commercial development and fiscal sustainability. This chapter describes the traffic forecasting method, using the Fargo-Moorhead regional travel demand model to evaluate transportation network demands resulting from these land use concepts over various time and infrastructure scenarios.

The analysis indicates that effectively managing this growth relies heavily on establishing new, high-capacity access points across the Sheyenne and Red River Diversion, which bisect I-94. Two primary mixed-use land scenarios, Scenario A and Scenario B, were created to maximize densities in accordance with City planning goals, enabling the generation of a range of traffic forecasts essential for understanding transportation system needs. These forecasts indicate significant increases in travel demand under 50% (~2050 calendar year) and 100% (estimated 2060 calendar year or later) build-out conditions (Figure B).

Sensitivity analysis that considered multiple interstate access scenarios (including no additional access) found that maintaining only the existing access to I-94 would result in significant overloads on nearby corridors, such as Sheyenne Street and roads through the Brooks Harbor neighborhood, jeopardizing transportation objectives and adversely affecting existing neighborhoods. New interchange access would better distribute traffic across access points, mitigate congestion at existing interchanges while supporting land use concepts. This analysis highlights the infrastructure challenges and underscores the benefit of substantial, strategically timed investments. It concludes with evaluating how critical factors, such as roadway design and development densities, influence future transportation needs and potential financial implications.

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# West 94 Area Transportation Plan

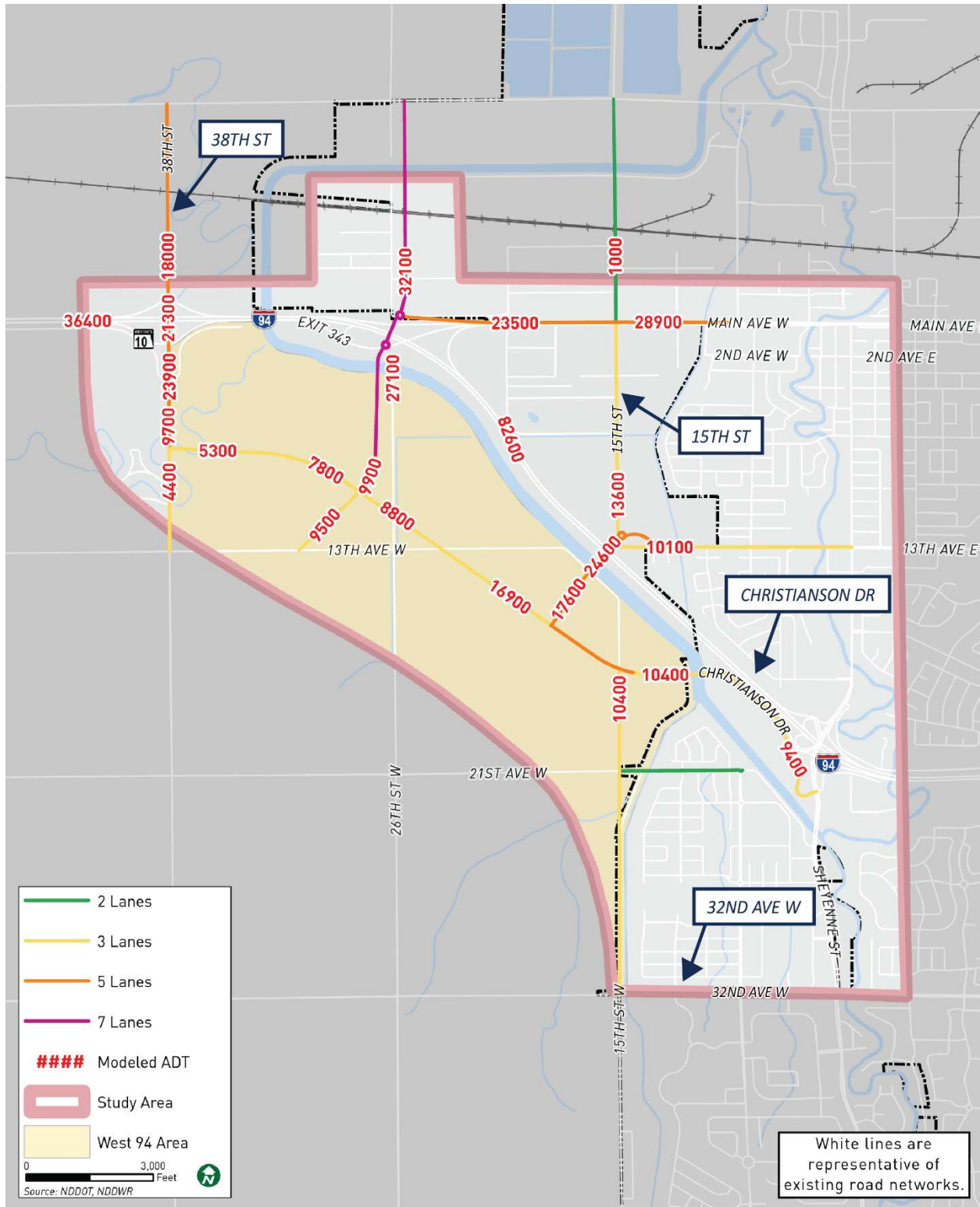


Figure B – Daily Traffic Forecasts – Scenario A 100% Buildout

### Chapter 3 - Transportation Network Planning

This chapter establishes a transportation framework for the West 94 Area, moving beyond I-94 access considerations to create a connected roadway system that supports diverse development patterns. It details how carefully designed street typologies—derived from the [Fargo-West Fargo Parking & Access Study](#)—align with planned development to create livable neighborhoods and efficient transportation corridors. The chapter outlines specific roadway cross-sections for different functional classifications, emphasizing how these designs accommodate multiple travel modes while responding to surrounding development contexts. This approach creates a flexible yet cohesive system that provides various implementation options that can respond to evolving needs. It ensures that transportation infrastructure supports rather than constrains desired land use concepts.

The transportation network analysis reveals that establishing a context-sensitive street hierarchy is crucial for successfully implementing the development vision for the West 94 Area. Rather than applying rigid, one-size-fits-all roadway designs, the framework offers multiple cross-section options that cater to diverse land use contexts, ranging from commercial corridors to mixed-use districts and residential neighborhoods.

A "spine corridor" conceptual design is central to this approach, a critical east-west connection envisioned as a mixed-use collector that balances vehicle mobility with pedestrian accessibility. This corridor serves as the transportation backbone of the West 94 Area, with two design alternatives (median parkway and activated curb space) that can adapt to varying development intensities along its length.

The transportation framework is designed to give the City of West Fargo flexibility in decision-making while maintaining essential connectivity. Cross-sections accommodate multimodal transportation through dedicated bicycle facilities, shared-use paths, and enhanced pedestrian crossings, creating a network that serves all users. This integrated approach is intended to guide transportation investments that not only facilitate movement but also actively support the creation of a vibrant, walkable, mixed-use district that aligns with the region's planning principles (Figure C).

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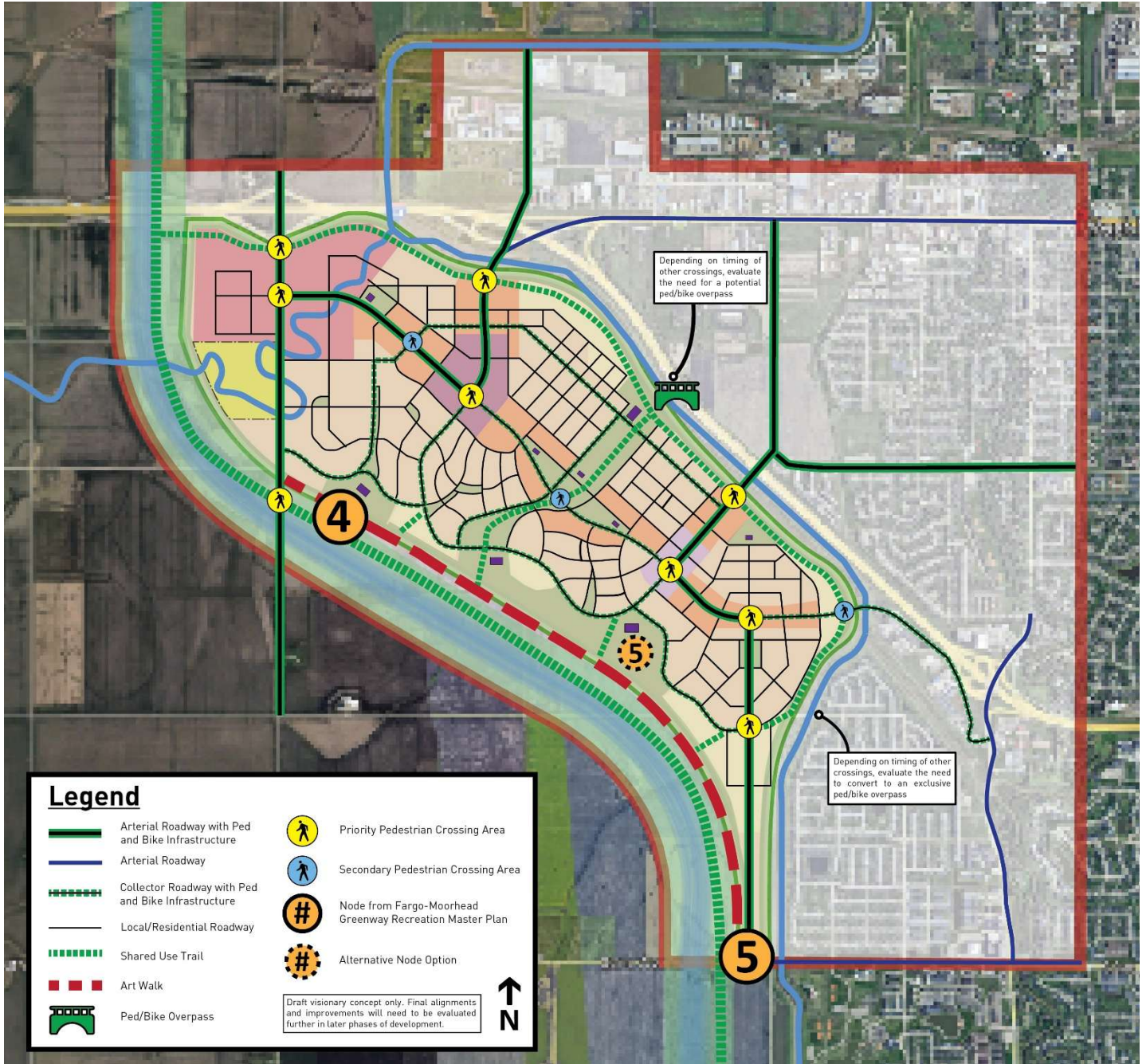


Figure C – Multimodal Network Concept

### Chapter 4 - Critical Infrastructure Refinement

This chapter builds upon previous studies of vital transportation infrastructure investments necessary to support the development of the West 94 Area. Infrastructure refinement focuses on specific access solutions at critical connection points. The analysis explores four primary access opportunities: enhancing Christianson Drive as a secondary connection point, developing a new overpass or interchange near 13<sup>th</sup> Avenue and 15<sup>th</sup> Street, modifying the existing Main Avenue interchange to provide access to 26<sup>th</sup> Street, and improving the existing 38<sup>th</sup> Street interchange. For each access point, multiple design concepts were evaluated based on their traffic operations performance, construction challenges, and estimated costs, to identify viable options that can be refined in future project development phases.

The infrastructure analysis confirms that substantial investments will be required to support the development vision for the West 94 Area. Two interchange configurations emerge as viable options for the critical 13<sup>th</sup> Avenue/15<sup>th</sup> Street crossing location: a Single Point Urban Interchange (SPUI) and a modified roundabout interchange with loop ramp. While both configurations effectively manage projected traffic volumes, they represent different approaches to balancing construction costs (estimated at \$80-90 million for the SPUI versus \$70-85 million for the roundabout option) and operational efficiency.

Multiple viable overpass configurations exist at 13<sup>th</sup> Avenue and 15<sup>th</sup> Street to meet the NDDOT preferred interstate access spacing distance of two miles. Two concepts were developed; one north-south along 15<sup>th</sup> Street and one east-west along 13<sup>th</sup> Avenue. The 13<sup>th</sup> Avenue Concept allowed for continuity of the existing 13<sup>th</sup> Avenue arterial, provided a natural intermediate phase to an interchange, and provided better traffic consolidation with 15<sup>th</sup> Street.

At the Main Avenue/26<sup>th</sup> Street location, only the Southwest Loop concept with a widened bridge over I-94 provides acceptable operations under full build-out conditions (Figure D). This configuration, estimated at \$90-100 million, utilizes the existing Main Avenue bridge with modifications while adding new connections to 26<sup>th</sup> Street to serve the growth area. The existing 38<sup>th</sup> Street interchange will require significant improvements estimated at \$30-35 million to accommodate future traffic volumes comparable to what Sheyenne Street carries today.

A key finding from the analysis of the mainline lanes of I-94—the primary through lanes excluding ramps and interchanges—is that the current four-lane configuration will not provide sufficient capacity to handle future traffic volumes. This confirms the 2023 Metro COG Interstate Operations Study's recommendation to expand I-94 to six lanes from Sheyenne Street to I-29. The transition from four to six lanes will require careful design to maintain acceptable operations along the corridor. Note that the speed limit on I-94 could be reduced to match existing urban speed limits if widening and access revisions are implemented.

As development proceeds, future project development activities must include Interchange Justification Reports or Interchange Modification Justification Reports to obtain the necessary FHWA and NDDOT approvals. These reports will require more detailed operational and safety analyses to confirm that the proposed access changes do not adversely impact the Interstate system's safety and efficiency.

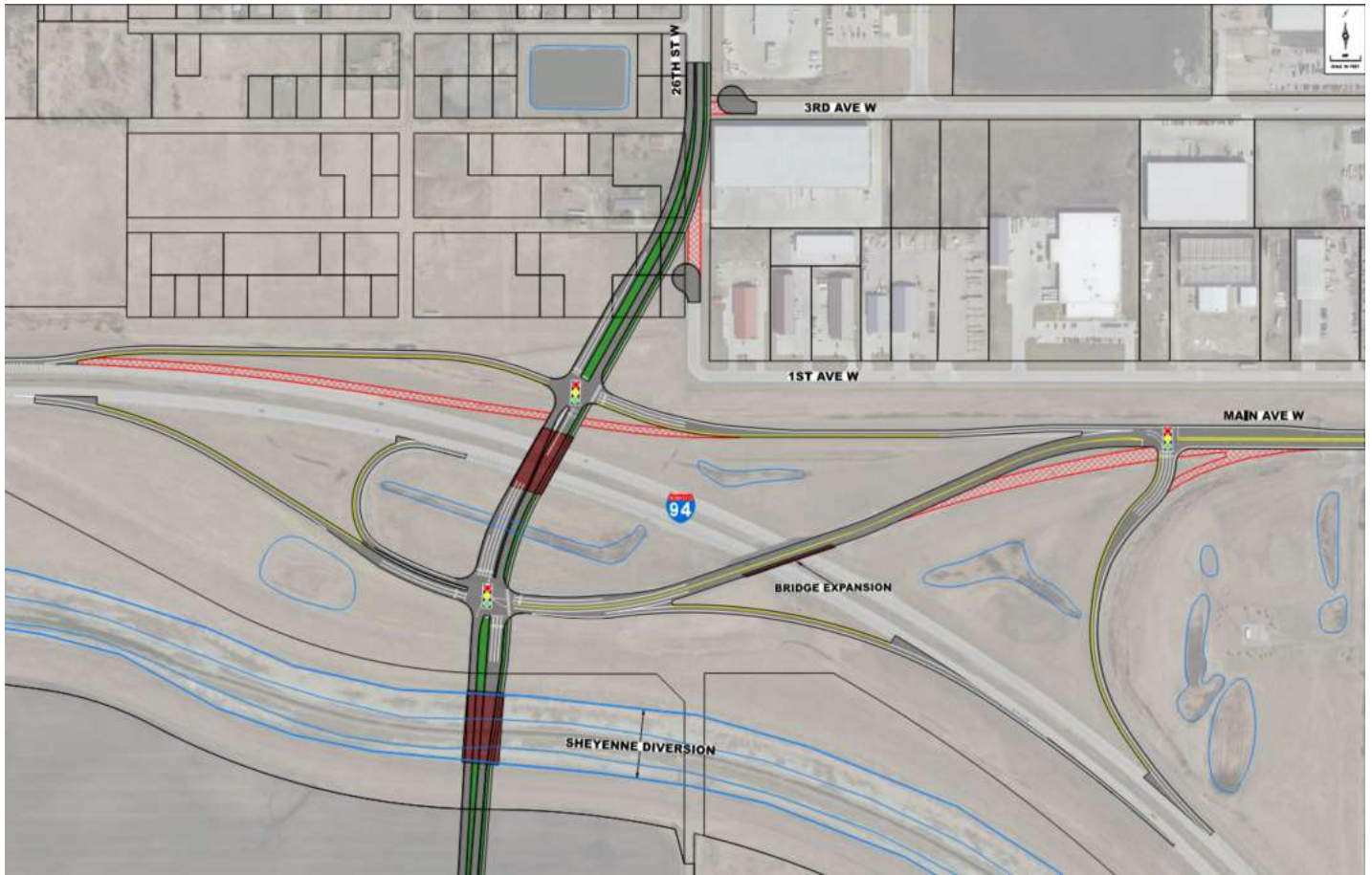


Figure D – Southwest Loop Interchange Concept

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## Chapter 5 - Public Engagement

The effectiveness of this plan relies on contributions from the public and stakeholders who will be affected by the proposed enhancements. This chapter details the engagement efforts, and the feedback obtained from agencies, developers, property owners, and the public, which informed the plan’s recommendations. The West 94 Area Transportation Plan was overseen by a 16-member study review committee (SRC), which represented the City of West Fargo, the Southeast Cass Water Resource District, the North Dakota Department of Transportation (NDDOT), the Federal Highway Administration (FHWA), the Metropolitan Council of Governments (Metro COG), and the consultant study team. The engagement process was iterative and designed for continuous improvement and communication (Figure E).



*Figure E – Iterative Public Engagement Model*

Public engagement progressed through three integrated phases. **Phase 1, listening** to jurisdictional agencies, developers, emergency management, economic development agencies, and property owners to establish their priorities and constraints. Next, **Phase 2 involves discerning through facilitated discussions with stakeholders to refine the** initial insights. **Phase 3, strategizing** to synthesize input and finalize concepts through a broader regional engagement process. To support and guide engagement, the SRC convened a total of nine times throughout project implementation.

Public insight was a key component in the development of the West 94 Area Transportation Plan. To support access and promote engagement from diverse demographics and identities, the study team used multiple communication channels to gather public feedback, including online, hybrid, and in-person formats.

- **Online engagement** included virtual opportunities to attend focus groups and listening sessions, as well as a [Project Website](#) with robust digital feedback methods, including surveys and virtual mapping software to track comments and suggestions.
- **In-person engagement** included focus groups, round table discussions, one-on-one interviews, and an open house.

## West 94 Area Transportation Plan

The Elmwood and Brooks Harbor neighborhoods, situated close to the study area, were given priority. Several stakeholders were engaged to update them on the West 94 Area initiatives, gather their feedback, and coordinate planning efforts. These stakeholders were engaged through a series of meetings grouped by type—property owners (including farmers and farmsteads), townships responsible for maintaining gravel roads, and notable entities like the Red River Valley Fairgrounds. Area developers participated in a separate focus group.

The study team facilitated three listening sessions, four focus groups, and two roundtable meetings with property owners in the study area, as well as members of the business development community. These meetings were held independently of each other to gain a better understanding of the perceived benefits associated with the project, as well as to gain insight into the economics of Fargo and West Fargo and how this area could develop based on various factors. Conversations with various stakeholder groups covered a variety of topics ranging from rural utilities, emergency management access, and future development densities as potential topics to pay attention to for future development. Additional one-on-one meetings were held with the Red River Valley Fairgrounds to bolster future collaboration and communication for future projects. Public engagement culminated in an open house event to refine and extend feedback.

### Public Input Summary

- The public was asked to score the value of key infrastructure improvements on a **100-point scale**, with **zero meaning there is minimal value** and 100 meaning the improvement element is of the utmost importance.  
Below are the improvement rankings by location:
  - **Main Avenue / 26<sup>th</sup> Street interchange** – 66/100
  - **Christianson Drive connection** to the Brooks Harbor neighborhood – 72/100
  - **38<sup>th</sup> Street interchange** – 58/100
- The public preferred the following **15<sup>th</sup> Street / 13<sup>th</sup> Avenue interchange** concepts (Figure F)
  - 76% preferred a new interchange, with a preference for the single-point interchange over the *dogbone interchange* design.
  - 16% preferred the overpass concept with a preference toward the concept that connects directly with 15<sup>th</sup> Street versus the concept that connects with 13<sup>th</sup> Avenue
  - 8% preferred a “Do Nothing” vision with no interchange or overpass

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## West 94 Area Transportation Plan

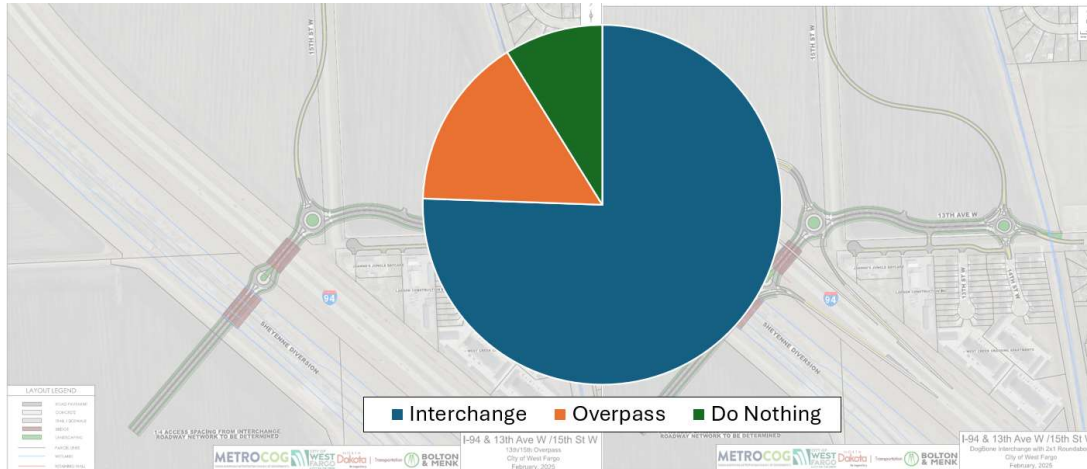


Figure F – Public Input: 13<sup>th</sup> Ave./15<sup>th</sup> Improvement Preferences

- The public preferred the following **residential development** in the West 94 Area (n = 48):
  - **low-density development** – 56% (top preference)
  - **medium-density development** – 33%
  - **high-density development** – 10% (least preferred)
- The public preferred the following **commercial development** in the West 94 Area (n = 38):
  - Community Center (50% businesses/50% residential) – 61% (top preference)
  - Neighborhood Center (25% businesses/75% residential) - 32%
  - Auto-oriented Center (75% businesses/25% high-density residential) – 8% (least preferred)

The West 94 Area Transportation Plan emphasizes the importance of extensive public involvement and collaboration with stakeholders, incorporating diverse perspectives to ensure a comprehensive approach. Besides collecting input on prioritized infrastructure enhancements and preferences for residential and commercial development, public discussions often centered on topics such as timelines, funding, and resources, highlighting the need for ongoing public dialogues as development progresses. This input has been pivotal in shaping a plan that meets the needs and expectations of regional stakeholders, enabling the City of West Fargo to make community-informed decisions for this area.

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## Chapter 6 - Implementation Plan

This chapter combines previous analysis findings into an actionable implementation plan for the *West 94 Area*. It presents phased infrastructure investment strategies, compares implementation scenarios, and outlines funding approaches to support sustainable development.

- Successful implementation will require the city’s sustained commitment to guiding development, leading preliminary design, and securing funding through various sources, particularly grants. Any new major interchange project will likely take more than 10 years to complete, if approved.
- Preserving right of way for major internal corridors, such as the Spine roadway, is critical to ensure long-term connectivity and development flexibility.

Two viable implementation scenarios offer different approaches to development phasing, each with distinct advantages for achieving the area’s growth vision. While the City and NDDOT don’t currently share a unified vision, this study served as a starting point for critical conversations and continued analysis of scenario packages.

This is illustrated in Figure G below.

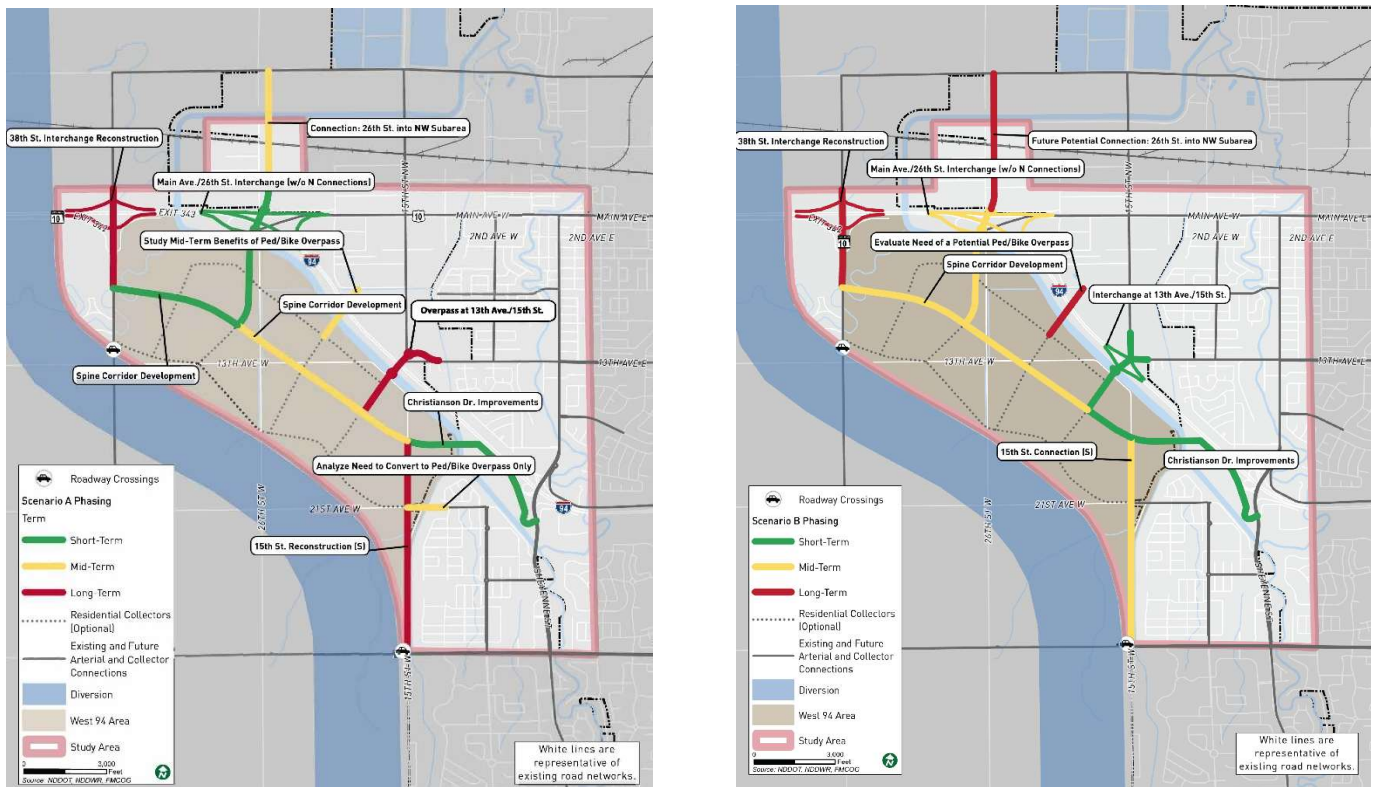


Figure G – Implementation Scenarios A and B

**Scenario A Advantages:** Scenario A, focused on the 26th Street/Main Avenue gateway, envisions development progressing from northwest to southeast, aligning with existing utility availability. The overpass at 13<sup>th</sup> Avenue/15<sup>th</sup> Street offers several advantages, including reduced mainline I-94 conflicts by meeting NDDOT desired access spacing between Sheyenne Street and Main Avenue. The overpass is also cheaper than the interchange during preliminary engineering, construction, and long-term maintenance. While this scenario requires a high short-term investment, the Right-Of-Way (ROW) for the 26<sup>th</sup> Street/Main Avenue interchange is already secured. Overall, this concept is better suited to accommodate initial heavy commercial growth and provides a mid-term connection to the Northwest subarea. For these reasons, NDDOT favors this scenario.

**Scenario B Advantages:** Scenario B supports an east-to-west development pattern with reduced potential for leapfrog growth. By building an interchange at 13<sup>th</sup> Avenue/15<sup>th</sup> Street as a short-term strategy, the City feels it will be able to attract the type of mixed-use and commercial developments it desires in this area, while also reducing the potential for cut-through traffic through the Brooks Harbor neighborhood. This concept received the most support from the public, property owners, and developers. Finally, this concept offered the most significant benefits in terms of regional delay and vehicle miles traveled relief by providing more direct access to major destinations and preventing inundation of the Main Avenue/26<sup>th</sup> Street/I-94 interchange in the full build scenario. For these reasons, the City of West Fargo favors this scenario.

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## BACKGROUND

The West 94 Area Transportation Plan, developed by the Fargo-Moorhead Metropolitan Council of Governments (Metro COG) in partnership with the City of West Fargo, aims to address the expected growth and development resulting from the Fargo-Moorhead Area Diversion (Diversion) project. Slated for completion by 2027, this flood protection initiative will remove nearly 2.5 square miles of land from the floodplain within the West 94 Area as shown in Figure 1.1, making it available for development. This new developable area lies between the Sheyenne Diversion and I-94, and the future FM Area Diversion west of West Fargo. Metro COG and this report refer to this area as the West 94 Area.

This study aims to develop a regionally tailored framework that informs future land use concepts, density, and transportation infrastructure decisions. It ensures local governments recognize the demand for roadway capacity and cross-sections when evaluating developments in this expanding area. The plan aims to identify potential demographic growth trends and the essential roadway and infrastructure network required to support this growth in a sustainable and efficient manner. Key analyses will assess possible roadway connections to and from the study area. Critical aspects to consider include connections across I-94 and the Sheyenne Diversion to corridors such as 13<sup>th</sup>

Avenue, 15<sup>th</sup> Street West, Christianson Drive, and 32<sup>nd</sup> Avenue South, as well as links into the Northwest subarea at 26<sup>th</sup> Street. The study will also assess the possible need for more access points to Interstate 94 within the region. It also seeks to optimize development opportunities for West Fargo and the larger Fargo-Moorhead metropolitan area. The holistic components of this study are illustrated in Figure 1.0, and the study area is shown in Figure 1.1.

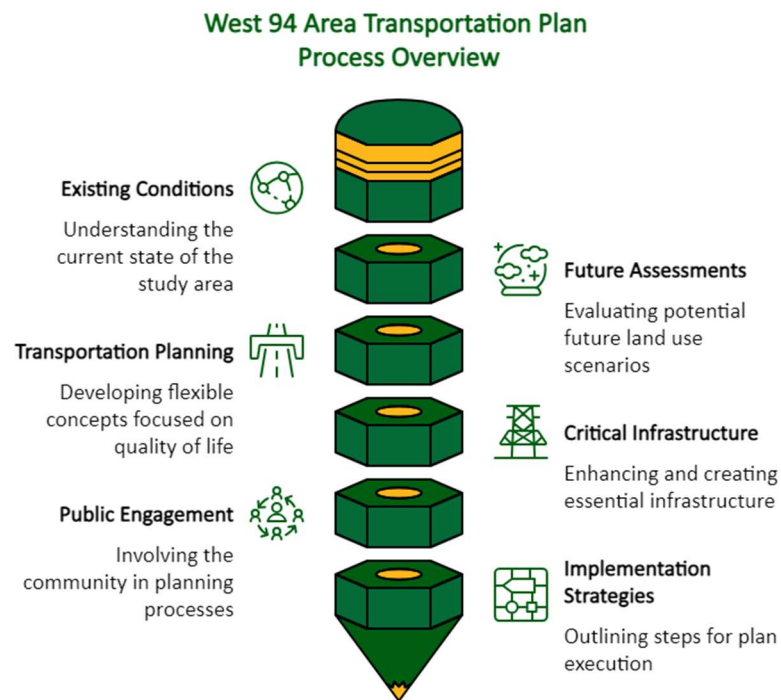


Figure 1.0 - West 94 Area Holistic Elements

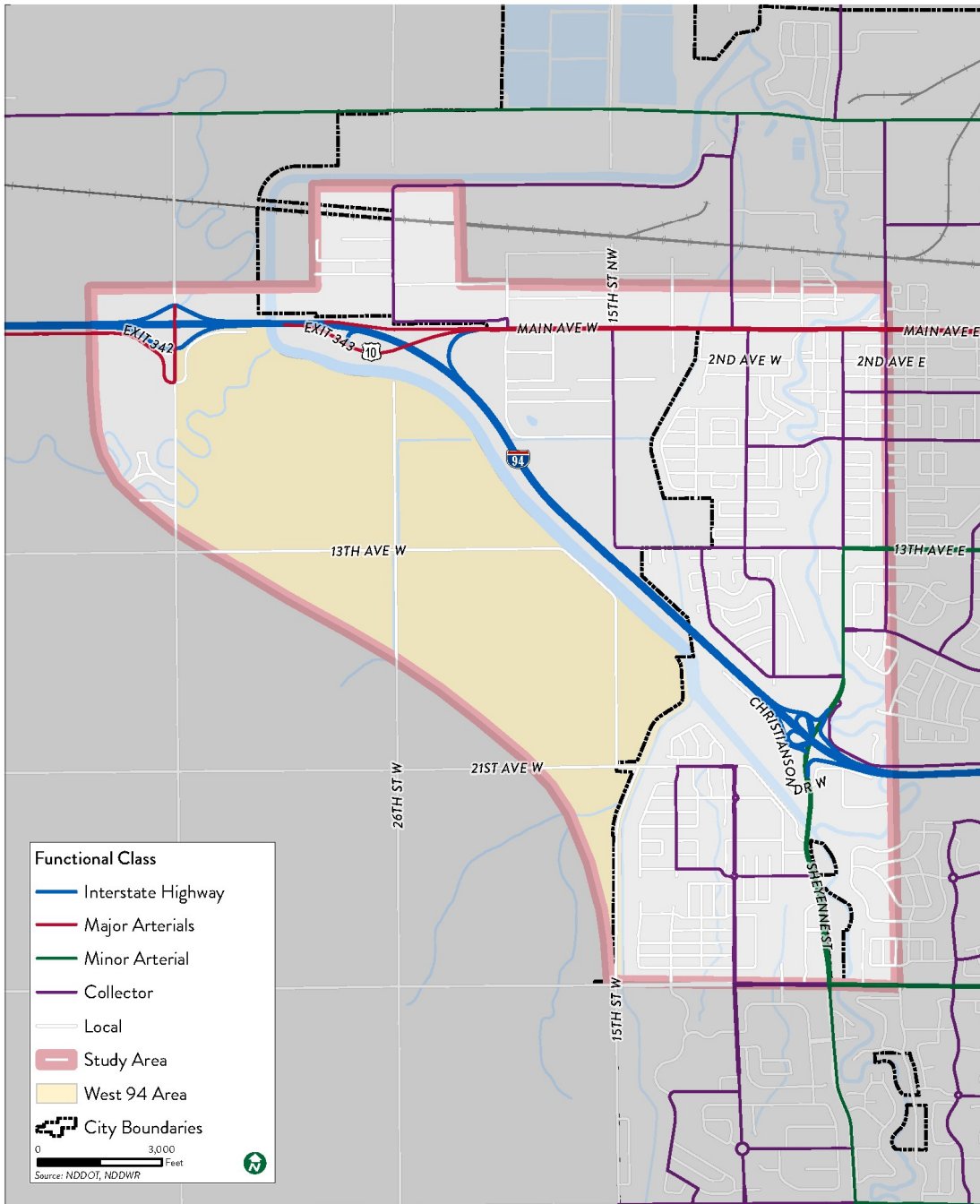


Figure 1.1 - Study Area Map

## CHAPTER 1 – EXISTING CONDITIONS ASSESSMENT

### Foundational Knowledge and Study Implications

Effective regional transportation planning evolves through iterative processes that draw on established knowledge. This section evaluates key planning initiatives, providing valuable insights into regional projects and policy contexts. Utilizing, enhancing, and adapting existing regional study data and guidelines (e.g., the [Fargo/West Fargo Parking & Access Study](#), [Metro Profile](#), and [Metro 2050 - TDP](#)) to amplify and build on prior work highlights shared impact, accountability, and the prudent use of public time and resources.

Reviewing prior studies anchors understanding, ensures a return on investment, and multiplies impact by providing valuable insights into lessons learned from past successes. Moreover, a review of regional infrastructure initiatives, whether directly related or tangential, acts as a natural thought exercise that can challenge presumptions, provide cognitive clarity, enhance troubleshooting, and inspire innovation. This knowledge enables planning partners to avoid costly rework, refine viable concepts, and allocate resources strategically to achieve desired growth outcomes.

### Comprehensive Analysis Framework

This section evaluates curated regional formative studies, identifies the connections between their findings, and synthesizes their conclusions to inform the Project Management Team and Study Review Committee.

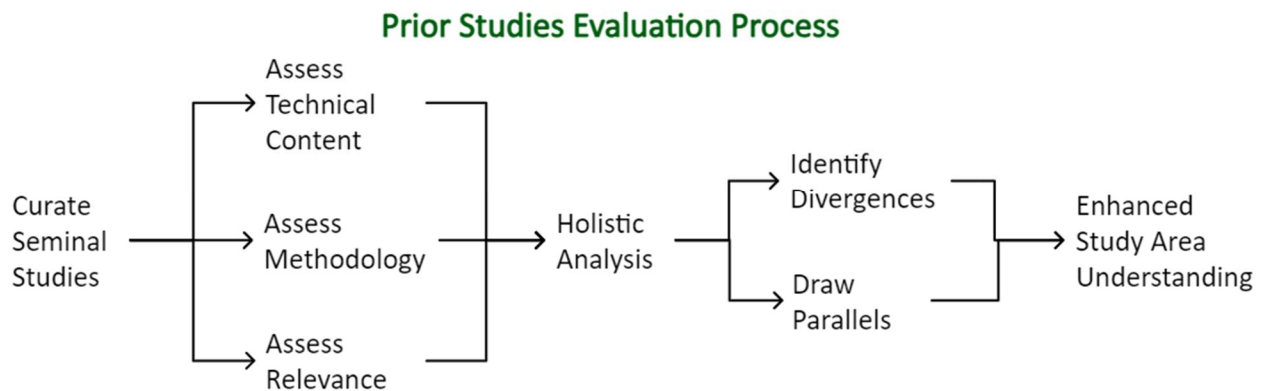


Figure 1.2 - Prior Study Review Process

The following studies highlight the dynamic growth and evolving infrastructure of Metro COG’s Transportation Management Area. They focus on accommodating projected population and employment growth, addressing transportation needs and funding, and promoting integrated community development with multimodal options and diverse housing.

[Interstate Operations Study & Plan for Future Improvements](#) (Adopted July 2023)

**Core Focus and Methodology**

The study employs a system-level approach to evaluating interstate operations throughout the Fargo-Moorhead metropolitan area. It uses traffic modeling and capacity analysis to project future conditions through 2050. This analysis examines operational deficiencies under current and forecasted conditions, evaluating solutions ranging from implementation to capacity expansion.

**Findings**

The anticipated reconstruction of I-94 between Sheyenne Street and MN 336 (including the Red River Bridge) represents a transformative opportunity that directly affects the West 94 Area. With construction scheduled in future years, the study identifies the need for additional capacity on this corridor segment to address growing demand. This finding underscores the importance of aligning the West 94 Area development timeline with this significant infrastructure investment.

**Implementation Considerations**

In addition to interstate capacity needs, the study emphasizes the importance of right-of-way preservation and access control policies to accommodate a potential highway. This highway directly impacts the West 94 Area, as any possible new access points to I-94 must be coordinated with regional capacity improvements and connect effectively to any future perimeter roadway system (Figure 1.3). The West Metro Perimeter Highway Study was underway during this study and was considered in related discussions.

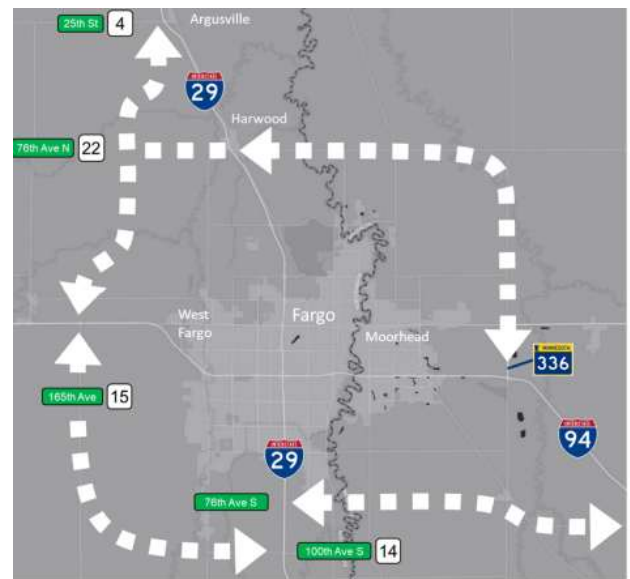


Figure 1.3 Potential Perimeter Routes

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[Metro COG Baseline 2050 Demographic Forecast](#) (Adopted November 2022)

**Core Focus and Methodology**

This forecast applies demographic modeling techniques to project population, household, and employment growth through 2050, broken down by jurisdiction and including detailed analysis of age, household size, and income characteristics. The methodology acknowledges the region's tendency to consistently exceed growth projections, largely due to its economic resilience in key sectors.

**Findings**

The forecast projects the metropolitan area's (MSA) population to reach 357,322 residents by 2050, representing significant growth concentrated in developing areas. The region's track record of exceeding growth projections is particularly noteworthy, suggesting that infrastructure planning should anticipate potential growth rates beyond baseline forecasts.

**Implementation Considerations**

Transportation infrastructure in the West 94 Area must be designed to accommodate growth rates that may exceed typical projections. This suggests the need for flexible implementation strategies that allow for accelerated development if market conditions warrant, while maintaining coherent overall network functionality.

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[Fargo-Moorhead Greenway Recreation Master Plan](#) (Adopted November 2020)

**Core Focus and Methodology**

This plan aimed to establish a framework for developing recreational concepts in conjunction with the FM Area Diversion Project. It defined specific recreation investment needs for ongoing operations and programming. The methodology involved creating a vision for a 30-mile interconnected system of recreation features, cultural interpretation, and natural landscapes. It includes planning for seasonal trails, trail connections, and other recreational features, along with developing planning-level cost estimates and general design criteria to guide implementation over 20 years after Diversion completion.

**Findings**

Recreational opportunities in eastern North Dakota are lacking. The FM Greenway can create a major regional destination, enhancing the Fargo-Moorhead area and catalyzing year-round recreation and economic development. In West Fargo, the bicycle and pedestrian network lacks connectivity due to barriers like the I-94 freeway and possibly the Diversion. While newer developments include shared-use paths, older areas could improve grid connectivity.

**Implementation Considerations**

The master plan detailed an implementation strategy for future recreation trail needs and investment priorities, identifying partner agencies for governance and maintenance. A key consideration of the West 94 Area Transportation Plan is expanding the number of safe and effective crossings for vehicles, pedestrians, and bicyclists over I-94 and the Diversion to reduce stress on existing arterials and improve network connectivity. Local planning will focus on accommodating a potential greenway along the Diversion's length and ensuring that future active transportation infrastructure is not precluded.

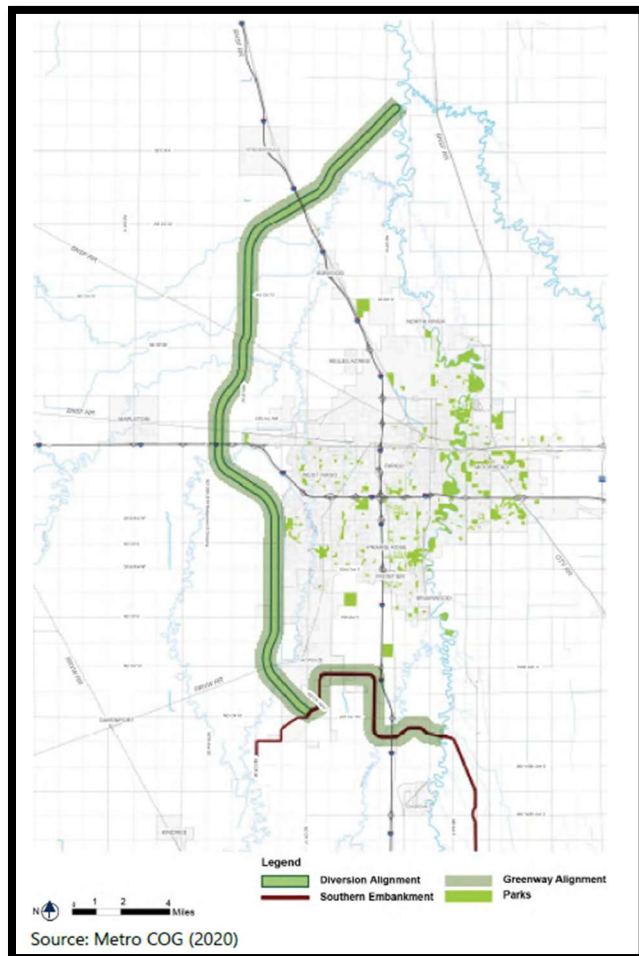


Figure 1.4 - Greenway and Parks

**Core Focus and Methodology**

This study examined parking and mobility in Fargo and West Fargo during substantial growth. It aims to inform development by investigating parking roles, enhancing street networks, and adjusting regulations. Methods included analyzing land use concepts and street classifications (Figure 1.5), reviewing zoning, conducting parking utilization surveys, and interviewing stakeholders. The primary objectives included ensuring safe, multimodal traffic flow, aligning roadway design with land use concepts, minimizing excess parking, and promoting sustainable development.

**Regional Arterial.** Act as a secondary alternative and direct connection to the Interstate system, serving large traffic volumes with highly controlled/limited interruptions.

**Commercial Arterial.** Act as gateways, connecting people from Fargo, West Fargo, and the wider region to the area's major destinations.

**Mixed Use Arterial.** Act as cross-town links and business corridors where people live, shop, dine, and work while supplying parking to support economic activity.

**Mixed Use Collector.** Connect residents from their neighborhoods to commercial nodes and corridors and are critical in enabling economic activity

**Residential Collector.** Connect neighborhoods and link residents with important facilities like libraries, schools and parks.

**Mixed Use Neighborhood.** Prioritize pedestrian safety and comfort over the mobility of cars.

**Residential Neighborhood.** Connect residents to each other and serve as shared space for neighbors to socialize and play.

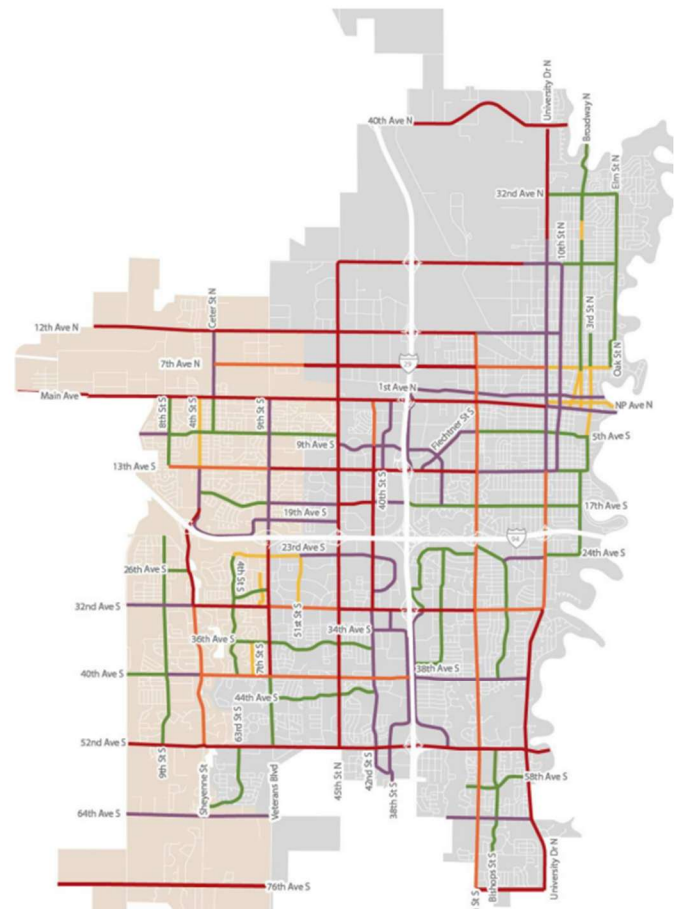


Figure 1.5 – Street Types

**Findings**

Current conditions highlight fragmented land uses, numerous curb cuts that compromise pedestrian safety, and barriers among developments. Parking surveys show a significant oversupply across all land use types: residential at 74% occupancy, commercial at 31%, and mixed-use at 51%. Minimum parking requirements often exceed national standards and observed demand. Stakeholders involved in this study have generally refrained from challenging minimum parking requirements, citing concerns about the time and cost associated with

## West 94 Area Transportation Plan

revising established standards. This has contributed to the persistence of underutilized parking spaces across various land uses. Conventional street classifications prioritize vehicular traffic, sometimes at the expense of other users. In addition to these planning efforts, the Fargo-West Fargo Parking and Access Requirement Study provided a roadway typology to guide the development of new and reconstructed roadways.

### **Implementation Considerations**

The West 94 Area Transportation Plan should embed parking and access strategies into its foundational design framework, rather than applying them as afterthoughts. Updates to zoning and access policies should be integrated early in the planning process to ensure alignment with actual demand and multimodal goals. This includes applying the Fargo-West Fargo Parking and Access Requirement Study's roadway typology during initial design phases to promote safe, efficient, and context-sensitive infrastructure.

## [Metro COG Bicycle and Pedestrian Plan \(Adopted October 2022\)](#)

### **Core Focus and Methodology**

This plan employs a "Six E's" methodology (Education, Encouragement, Evaluation, Engineering, Enforcement, and Equity) to comprehensively address active transportation needs. The approach includes network analysis, connectivity evaluation, and barrier identification to create an interconnected system.

### **Findings**

The plan identifies planned bicycle facility crossings of the Diversion to maintain regional connectivity. These crossings should be coordinated with vehicular connections to ensure efficient multimodal access. The plan emphasizes the importance of connecting neighborhoods and destinations, particularly across significant barriers like I-94 and the Fargo-Moorhead Diversion Project.

### **Implementation Considerations**

The West 94 Area Transportation Plan must incorporate multimodal connections in its foundational network, not as retrofitted components. Integrating bicycle and pedestrian facilities at key crossing points (particularly across I-94 and the Diversion) should be considered in initial design phases to ensure cost-effective implementation and seamless integration.

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## West 94 Area Transportation Plan

### [2050 Metropolitan Transportation Plan \(Adopted April 2025\)](#)

#### **Core Focus and Methodology**

This update addresses the metropolitan area's recent designation as a Transportation Management Area, a classification for urbanized areas with populations exceeding 200,000 residents. This designation changes funding allocation and project prioritization processes, giving Metro COG certain funding authority.

#### **Findings**

The Transportation Management Area designation fundamentally alters how transportation projects are funded and prioritized in the region, with Metro COG gaining increased responsibility for project selection. This shift creates new opportunities for the West 94 Area to secure implementation funding if projects align with regional priorities.

#### **Implementation Considerations**

The West 94 Area Transportation Plan must align its recommendations with Metro COG's evolving prioritization framework to maximize funding potential. Projects that serve multiple regional objectives (e.g., congestion reduction, multimodal access, economic development) will likely receive higher priority under the goals of the 2050 Metropolitan Transportation Plan. Analysis and more detail related to study area-wide congestion, multimodal access, and economic development is provided in the subsequent chapters of this report.

### [Cass County Comprehensive and Transportation Plan \(Adopted June 2018\)](#)

#### **Core Focus and Methodology**

This plan establishes livability, resilience, and regional collaboration as guiding principles for county planning and development. The methodology includes corridor classification and prioritization systems, identifying regionally significant corridors for focused investment.

#### **Findings**

I-94 is designated as a regionally significant corridor, meaning it is a priority for county investment. Its classification reflects its critical role in supporting regional mobility, economic development, and long-term infrastructure planning.

#### **Implementation Considerations**

The transportation network within the West 94 Area must provide appropriate connections to the regionally significant corridors while respecting the hierarchical structure established in the county plan and other agencies' plans. As development proceeds, coordination with county officials regarding road maintenance responsibilities and potential jurisdictional transfers will be critical.

## West 94 Area Transportation Plan

### [West Fargo Comprehensive Plan \(Adopted April 2018\)](#)

#### **Core Focus and Methodology**

Adopted as "West Fargo 2.0," this plan establishes a vision for the city's future without a definitive end date. Its approach emphasizes urban design principles that promote walkability and multimodal connectivity, creating a comprehensive community vision rather than a transportation-specific framework.

#### **Findings**

While not specifically focusing on primary arterial transportation needs, the plan emphasizes traffic demand management strategies for existing infrastructure. This approach aligns with the city's vision of a connected community with diverse transportation options, reinforcing the importance of developing a system that keeps the city connected. It suggests that the West 94 Area must strike a balance between capacity needs and urban design considerations.

#### **Implementation Considerations**

The West 94 Area Transportation Plan should demonstrate how new infrastructure will manage demand on existing networks while supporting the community design principles established in West Fargo 2.0. Particular attention should be paid to ensuring connectivity between the West 94 Area and the broader West Fargo community. This includes strengthening links to existing neighborhoods and integrating new development in a way that reinforces the city's vision of a cohesive and connected urban fabric.

### [Northwest Metro Transportation Plan \(Northwest Subarea Study\) \(Adopted September 2020\)](#)

#### **Core Focus and Methodology**

The Northwest Subarea Study revealed access to the West 94 Area presented via the Southwest Gateway analysis, which focuses on addressing transportation barriers building upon the comprehensive subarea planning framework. This component specifically examines infrastructure solutions for a challenging sector constrained by multiple factors: railroad lines, the Sheyenne River Diversion, Interstate 94, and existing industrial development. Our approach incorporated scenario modeling to extend and evaluate transportation network modifications that could support the aggressive growth assumptions for this underdeveloped area.

#### **Findings**

Two strategic infrastructure configurations were identified as viable solutions to enhance access to the West 94 Area. One option suggested transforming the existing 26th Street alignment into a north-south corridor with grade-separated crossings over the Sheyenne Diversion and railroad tracks and reconfiguring the I-94/Main Avenue interchange to provide direct access to 26th Street. The other option expands on option one by introducing an additional viaduct along the 15th Street alignment to enhance connectivity redundancy.

**Implementation Considerations**

West 94 Area access solutions must align with the broader land use plan and transportation network hierarchy. As development progresses in the West 94 Area, these infrastructure modifications will be essential to accommodate the projected growth while maintaining appropriate service levels throughout the transportation network.

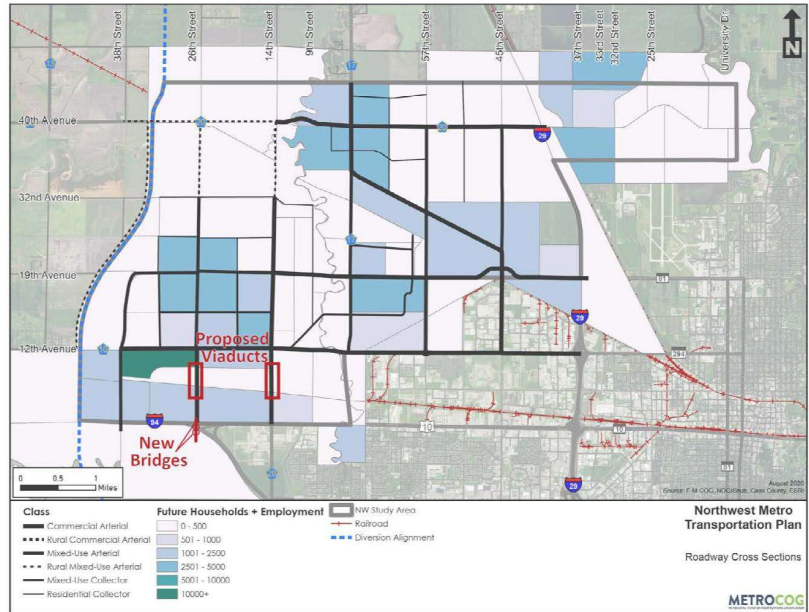


Figure 1.6 - Northwest Area Access

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Brooks Harbor Traffic Impact Study – (Completed for City of West Fargo in 2021)

**Core Focus and Methodology**

This localized analysis evaluated intersections affected by proposed commercial development near the Brooks Harbor neighborhood. The methodology included detailed operational analysis of key intersections to identify necessary modifications.

**Findings**

The study identified operational challenges at the intersection of 26th Avenue and Sheyenne Street and recommended modifications to accommodate anticipated traffic patterns if the development occurred. This finding is particularly relevant as Brooks Harbor represents an established neighborhood adjacent to the West 94 Area, already experiencing transportation challenges.

Note that the proposed development that was considered in the traffic study did not advance through the adoption process, therefore the area that was studied has yet to be developed.

**Implementation Considerations**

The West 94 Area Transportation Plan should address existing operational issues at key access points to Brooks Harbor while avoiding additional pressure on already-constrained intersections. Solutions should consider how new connections might alleviate existing pressure points rather than exacerbating them.

Fargo-Moorhead Regional Housing Needs Analysis (Adopted July 2023)

**Core Focus and Methodology**

This collaborative housing needs assessment establishes a framework for regional housing coordination based on shared data and priorities. The approach emphasizes five key goals addressing regional coordination, education, retention, diversity, and affordability.

**Findings**

The analysis identifies the need to accommodate population growth through diverse housing types and tenures, explicitly recommending the integration of housing considerations into transportation planning. This finding emphasizes the relationship between transportation investments and housing diversity.

**Implementation Considerations**

The West 94 Area Transportation Plan should support diverse housing typologies through network designs that accommodate varying densities and mixed-use configurations. Transportation investments should be evaluated partly based on their ability to support housing diversity objectives.

[13<sup>th</sup> Avenue Corridor Study](#) (Adopted February 2019)

**Core Focus and Methodology**

This study aimed to identify current and future traffic patterns along the 13th Avenue corridor in West Fargo, which has experienced increased traffic and deteriorating pavement amid expected future development.

The methodology involved analyzing existing conditions (traffic operations, safety, and roadway geometrics), forecasting future traffic based on various land-use and transportation scenarios (using the 2045 Travel Demand Model), identifying issues and needs, and developing potential build/no-build alternatives for four distinct segments of the corridor.

Data collection included traffic counts (AADT and turning movements), crash data (2012-2016), traffic signal timings, and public input from surveys and events. Traffic operations were analyzed using Synchro 8 software based on the Highway Capacity Manual Methodology.

**Findings**

A noted need is that "With future growth areas potentially opening up southwest of Interstate 94, an overpass connection across Interstate 94 may be considered." The report emphasizes the importance of addressing the impact of grade separation on traffic and safety.

**Implementation Considerations**

An "Interstate 94 (I-94) Overpass Connection" is one of four alternatives considered for Segment 1 (CR28: Main Avenue to 10th Street W). The report states that this analysis was conducted at the City's request to identify future development areas southwest of I-94 with a shorter connection to the 13th Avenue and Main Avenue corridors (Figure 1.7). Implementing projects in the Metropolitan Transportation Plan framework requires alignment with regional goals and performance metrics. Learning from constraints on adjacent networks (e.g., Brooks Harbor) necessitates solutions prioritizing harm mitigation and responsible integration. Additionally, the ongoing policy commitment to multimodal designs, livability, and integrated planning suggests that this plan should incorporate these principles into its design and recommendations. This approach shifts the focus away from vehicles, aiming to establish a sustainable and functional new district for West Fargo.

Understanding the existing environmental conditions within and adjacent to the West 94 Area is essential for developing effective development strategies and design concepts. This section details the current state of transportation infrastructure, multimodal facilities, traffic operations, and safety within the study's sphere of influence, referencing Metro COG's established goals and performance metrics where applicable.

## West 94 Area Transportation Plan

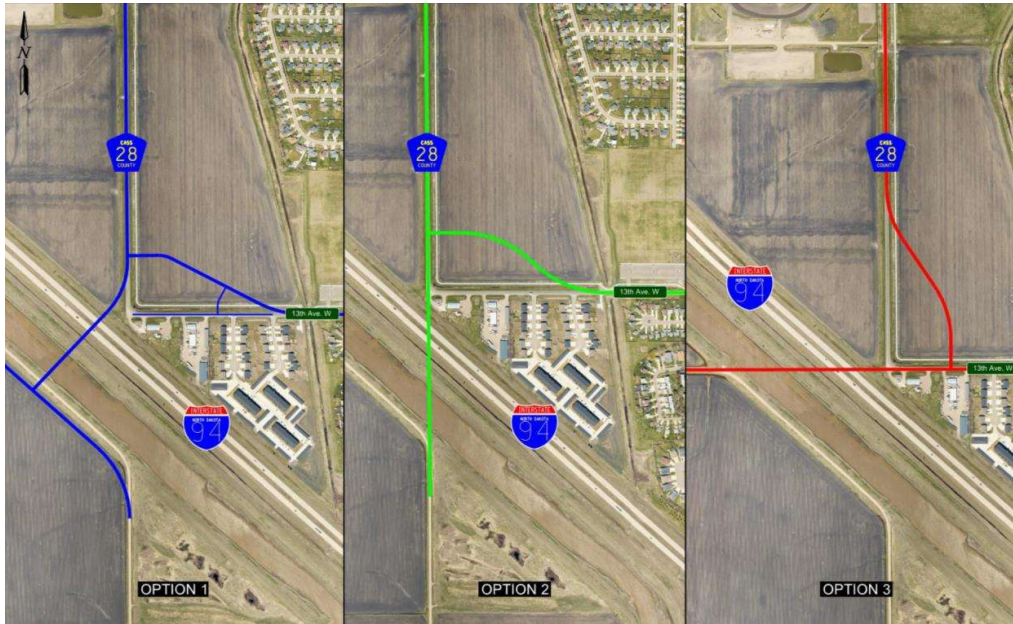


Figure 1.7 - 13th Avenue Corridor Overpass Access

### Demographic, Economic, and Environmental Conditions

Evaluating the current demographic, economic, and environmental conditions offers crucial insights for crafting transportation strategies that are efficient and sustainable for the West 94 Area. An extensive examination of ecological aspects revealed minimal constraints that could hinder or limit development. The following regional demographic overview is provided for context.

#### Regional Demographics

The Fargo-Moorhead Metropolitan Statistical Area (MSA) is witnessing notable population growth that surpasses national averages, driven by a robust economy. West Fargo's population increased from 25,800 residents in 2010 to over 40,000 by 2023, reflecting an annual average percent increase of approximately 3.43%. This upward trend is expected to persist, although the region's diversity is on the rise. West Fargo's 2023 demographic estimates reveal a composition of 85.9% White, 6.3% Two or More Races, 3.6% Black or African American, and 2.1% Asian, which is historically behind national patterns. The Native American population is approximately 1.4% in the broader region and 1.07% in West Fargo (2020 US Census).

Despite relatively low overall poverty rates (approximately 6.1%) and a high median household income of \$96,877 during this period, there are ongoing inequality issues, particularly with much higher poverty rates for Native American and Black populations in the region (around 30% in some reports) compared to about 7% for the White population. These data underscore the importance of a planning strategy that centers on diverse housing options, transportation, economic opportunities, and culturally respectful community engagement, particularly to ensure access and opportunity for underserved populations.

## Land Use Concepts & Zoning

The West 94 study area has a distinct land-use context that significantly influences its current and future potential. As illustrated in the existing zoning map (Figure 1.8), the land within the immediate study area boundaries is predominantly zoned for agriculture, reflecting its current undeveloped status, mainly due to historical floodplain constraints. Immediately surrounding the study area, particularly east of the Sheyenne River Diversion as well as north of I-94, existing land uses transition rapidly into established low- and medium-density residential neighborhoods (such as Brooks Harbor and Elmwood), commercial corridors (along Main Avenue and Sheyenne Street), public facilities, and some planned unit developments. This juxtaposition of large-scale, undeveloped agricultural land directly abutting maturing suburban fabric defines the area's unique planning challenge and opportunity. There is not a

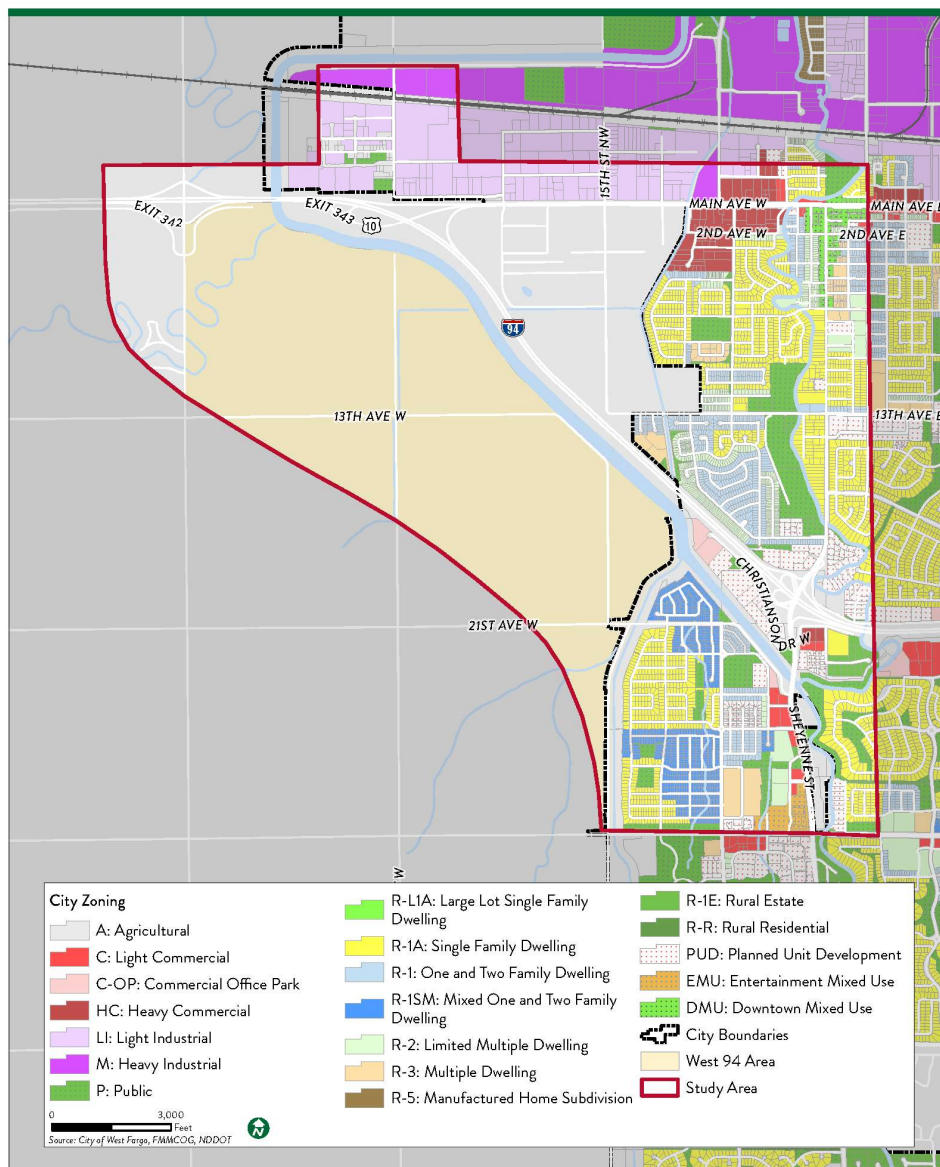


Figure 1.8 - Zoning Map

## West 94 Area Transportation Plan

land use vision for the West 94 Study Area. West Fargo 2.0 provided some visioning but not a detailed land use plan. The City is actively completing a Growth Plan for areas like this that will be informed by this and other studies. This effort coincided with the timing of the West 94 Area Transportation plan and was not completed by the time of adoption for this study.

## Farmland and Soil

Much of Cass County, including the project area, was identified as prime if drained in the 2018 Cass County Comprehensive Plan. The United States Department of Agriculture defines prime farmland as land with the best physical and chemical characteristics for producing food, feed, forage, fiber, and oilseed crops. These lands typically have adequate and dependable water, favorable temperatures and growing seasons, acceptable acidity or alkalinity, low salt content, and minimal rock content.

The project area primarily consists of existing or former farmland slated for redevelopment (Figure 1.9).

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# West 94 Area Transportation Plan

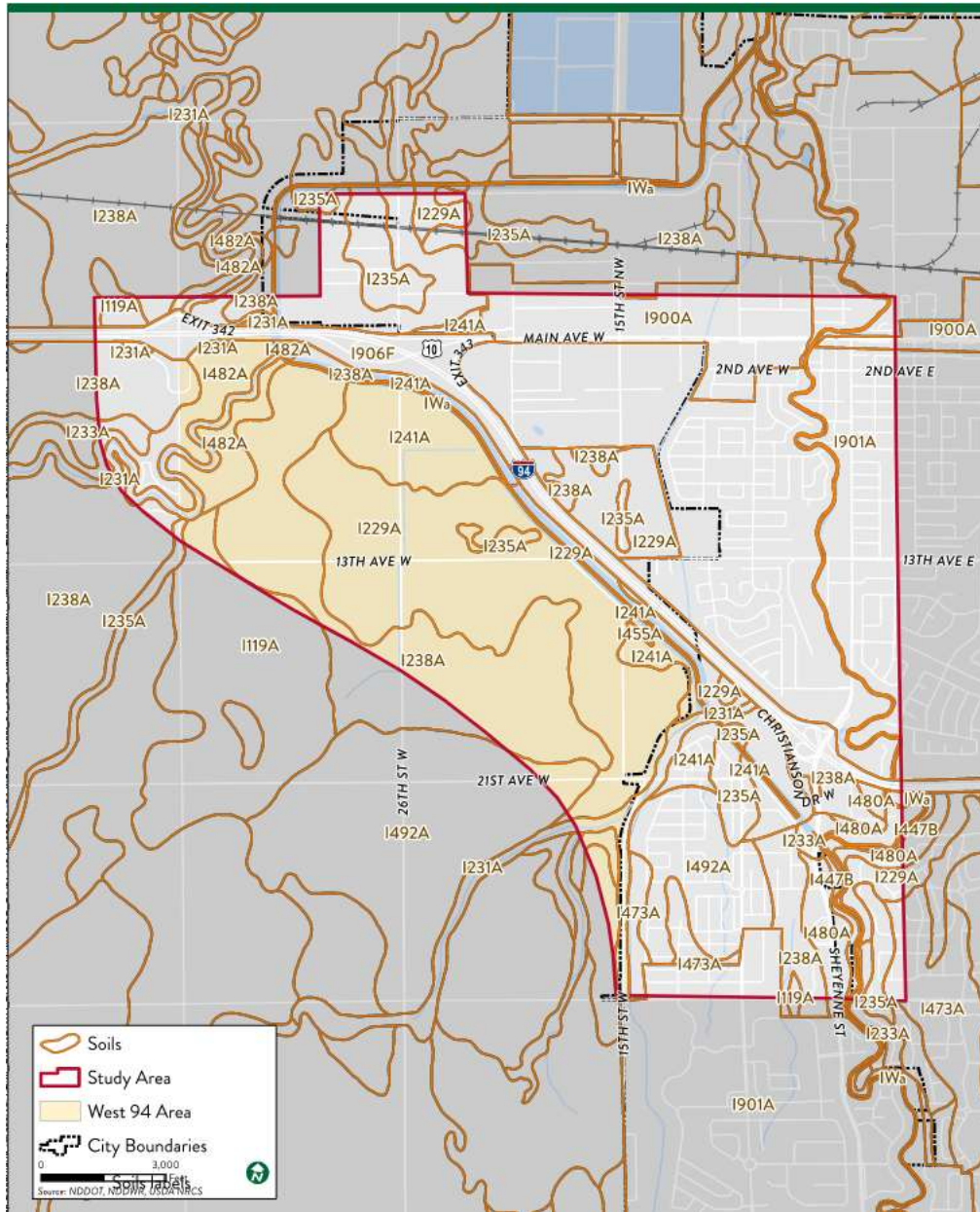


Figure 1.9 – Farmland and Soil Map

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### Parks, Trails, and Recreational Opportunities

West Fargo is home to approximately 400 acres of parks owned and operated by the West Fargo Park District. This translates to 12.88 acres per thousand residents, which is well above the national standard for cities with a similar population. A sample of some parks and amenities are described below (Figure 1.10).

Name	Owner/System	Description/Amenities	Address
Shadow Wood Splash pad	West Fargo Park District	Neighborhood park with splash pad, basketball courts and fitness equipment.	3545 4 <sup>th</sup> St E, West Fargo
Maplewood Park	West Fargo Park District	Neighborhood park with hiking and biking paths, a playground and picnic shelters.	1504 17 <sup>th</sup> Ave E, West Fargo
River’s Bend	West Fargo Park District	Neighborhood park with sledding hills and playground.	2548 1 <sup>st</sup> St E, West Fargo
Elmwood South	West Fargo Park District	Neighborhood Park with batting cages, playground and hiking and biking paths.	535 13 <sup>th</sup> Ave W, West Fargo
Arbor Woods	West Fargo Park District	Neighborhood park with hiking and biking paths and a playground.	1554 Baywood Ave, West Fargo
Northridge Way	West Fargo Park District	Neighborhood park with hiking and biking path.	725 18 <sup>th</sup> Ave E, West Fargo
Brooks Harbor School	West Fargo Park District	Neighborhood park with playground.	801 22 <sup>nd</sup> Ave W, West Fargo

Figure 1.10 – Sample of Parks and Amenities Close to Project Area

Section 6(f) resources to be determined during the environmental process.

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## Vegetation

Much of West Fargo’s extra-territorial jurisdiction is still designated for agrarian preservation or urban reserve, ensuring the protection of the land’s rural character while also making provisions for future development. The city has shown a sustained dedication to environmental stewardship. For over three decades, it has earned the Tree City designation, and the West Fargo Forestry Department actively fosters a safe and vibrant urban forest, improving both the city’s aesthetic and its environmental quality. Part of the land within this jurisdiction will participate in the FM Area Diversion Project. West Fargo features significant agricultural areas, predominantly located on the western side of the extraterritorial jurisdiction, categorized as an agrarian preservation/urban reserve to maintain the land's character and prepare it for future growth (Figure 1.11).

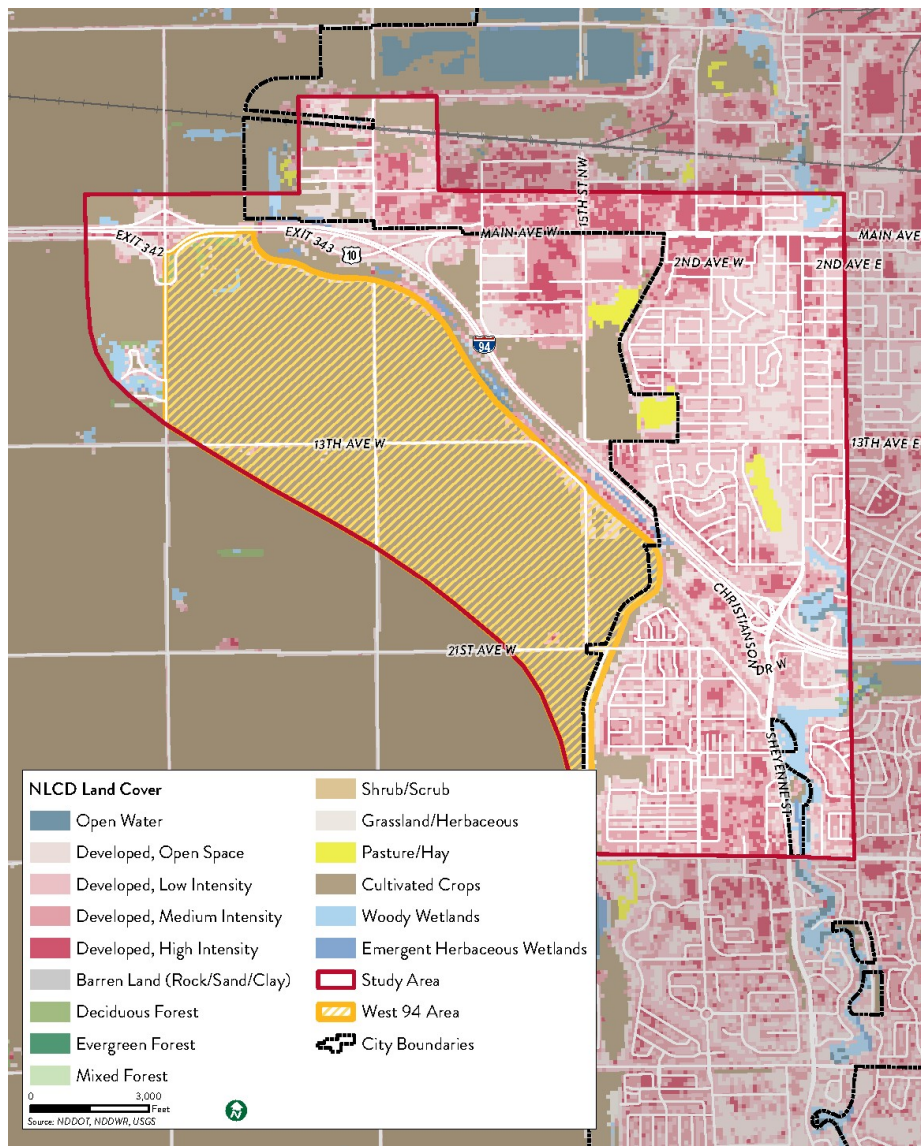


Figure 1.11 – Vegetation and Land Cover

## Floodplains

Cass County’s comprehensive plan identified one of its goals as “To use and preserve natural resources in an environmentally sound manner.” Objectives contained within this goal focus on protecting ground and surface water resources, natural vegetation along rivers, and wetlands. Policies identified for achieving these objectives are broad, but they provide a framework and basis for implementing additional rules and regulations as needed.

Within the study area, both regulated floodways and 100-year floodplains are present. Executive Order 11988, Floodplain Management, outlines measures to reduce the floodplain risk, requires agencies to identify whether a project would cause an encroachment into a floodplain, and directs agencies to evaluate alternatives to such an encroachment and analyze potential floodplain impacts. The Red River bisects the Study Area and has a history of frequent flooding. If any roadway enhancements intrude upon the 100-year floodplain (Figure 1.12) or regulated floodway, coordination will be necessary to obtain the relevant local floodplain permits.

Additionally, the National Wetlands Inventory (NWI) identifies a riverine system, several Freshwater Emergent Wetland features, and associated tributaries within the study area. These wetland and riparian communities are ecologically significant due to their high density and diversity of wildlife species and their role in flood mitigation and water quality enhancement.

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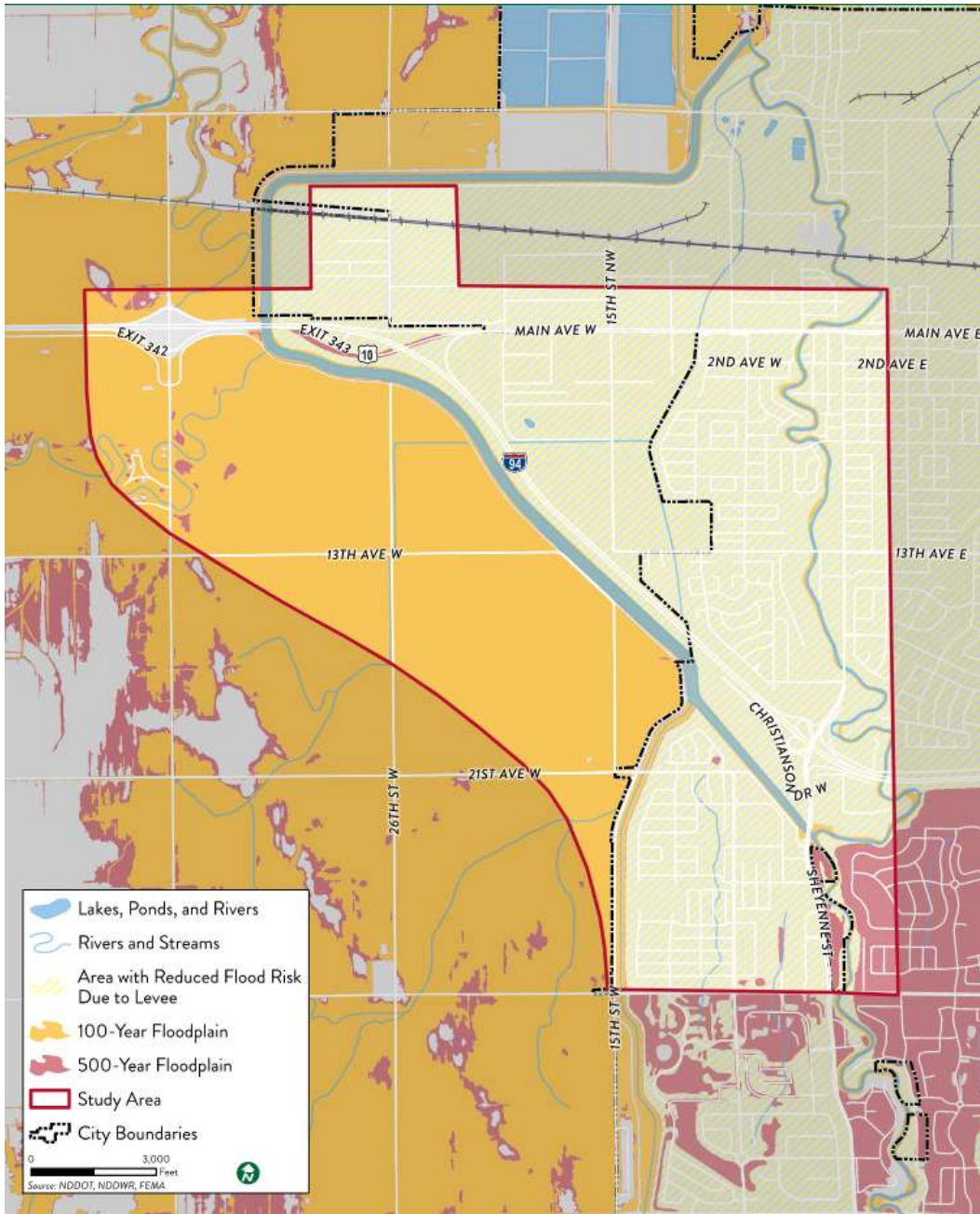


Figure 1.12 – Study Area Floodplains

## CHAPTER 2 – FUTURE CONDITIONS ASSESSMENT

### Land use conceptual planning

A core principle of effective transportation planning is recognizing that land use analysis is essential for generating accurate traffic forecasts and understanding future transportation needs. Developing plausible future land use scenarios for the West 94 Area was crucial. Existing conditions inform these scenarios, public and stakeholder preferences for balanced mixed-use development, and guidance from the City of West Fargo. The scenarios reflect the City's goal to increase commercial land use for a better fiscal balance against the current residential dominance and to maximize development densities where suitable, given the limited availability of growth land. While these scenarios inform transportation analysis, the City of West Fargo is also developing a Growth Area Master Plan to refine the a detailed land use vision in the future.

The planning team established development benchmarks by analyzing mixed-use areas in Fargo and West Fargo, categorizing them into place types (Centers, Districts, Neighborhoods) and deriving typical Floor Area Ratios (FAR) for non-residential uses and housing units per acre (density) for residential uses across low, medium, and high intensities. This data and input from the Study Review Committee (SRC) aided in creating two distinct development scenarios (A & B), distributed spatially across the study area using a hexagon analysis grid.

Scenario analysis assumed the following land use templates:

- **C1 – Regional/Auto-Oriented Center**
  - 75% commercial/25% residential
  - Commercial FAR = 0.25
  - Residential uses are apartments (15 units/acre)
- **C2 – Community Center**
  - 50% commercial/50% residential
  - Commercial FAR = 0.6
  - Residential uses are apartments (10 units per acre)
- **C3 – Neighborhood Center**
  - 25% commercial/75% residential
  - Commercial FAR = 0.35
  - Residential uses are a mix of apartments, twin homes, and single-family units (6 units per acre)
- **N1 – High Density Residential**
  - 15 units per acre, all apartments
- **N2 – Medium Density Residential**
  - 10 units per acre, mix of apartments and twin homes
- **N3 – Low Density Residential**
  - 6 units per acre, mix of twin homes and single family residential

### Scenario Descriptions and Conceptual Phasing

Two primary scenarios were developed to explore different potential development patterns and major access priorities, evaluated at 25%, 50%, and 100% build-out levels:

- Scenario A (26th Street Gateway Focus):** This scenario concentrates higher-density commercial uses near a prioritized, full-access interchange at Main Avenue and 26th Street, with this connection also serving the northwest growth area. Development along 15th Street tends toward more residential and lower-intensity mixed-use, assuming a second interchange near 13th and 15th.
- Scenario B (15th Street/13th Avenue Gateway Focus):** This scenario concentrates higher-density, non-residential uses along both the 15th Street/13th Avenue and 26th Street corridors, assuming the primary interchange and connection to the northwest growth area occurs near 15th Street/13th Avenue, with secondary access via a revised Main Ave/26<sup>th</sup> Street interchange.

Estimated demographic growth in each scenario (Figure 2.1).

<u>Phase</u>	<u>Housing Units</u>	<u>Jobs</u>	<u>Potential Property Tax Per Year</u>
Scenario A - 25%	2,236	1,139	\$9,996,231
Scenario A - 50%	5,562	4,250	\$30,017,813
Scenario A - 100%	12,083	4,250	\$48,064,865
Scenario B - 25%	2,263	2,251	\$13,568,118
Scenario B - 50%	6,338	4,501	\$30,663,508
Scenario B - 100%	11,958	5,360	\$51,866,058

Figure 2.1 – Estimated Demographic Growth by Scenario

Development is assumed to occur in phases, triggered by the availability of enabling infrastructure, such as sanitary sewer systems, and the completion of the FM Area Diversion Project. Based on regional growth trends and SRC input, a 50% build-out level is estimated for the 2050 planning horizon, with 100% build-out anticipated to occur by 2060 or later.

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# West 94 Area Transportation Plan

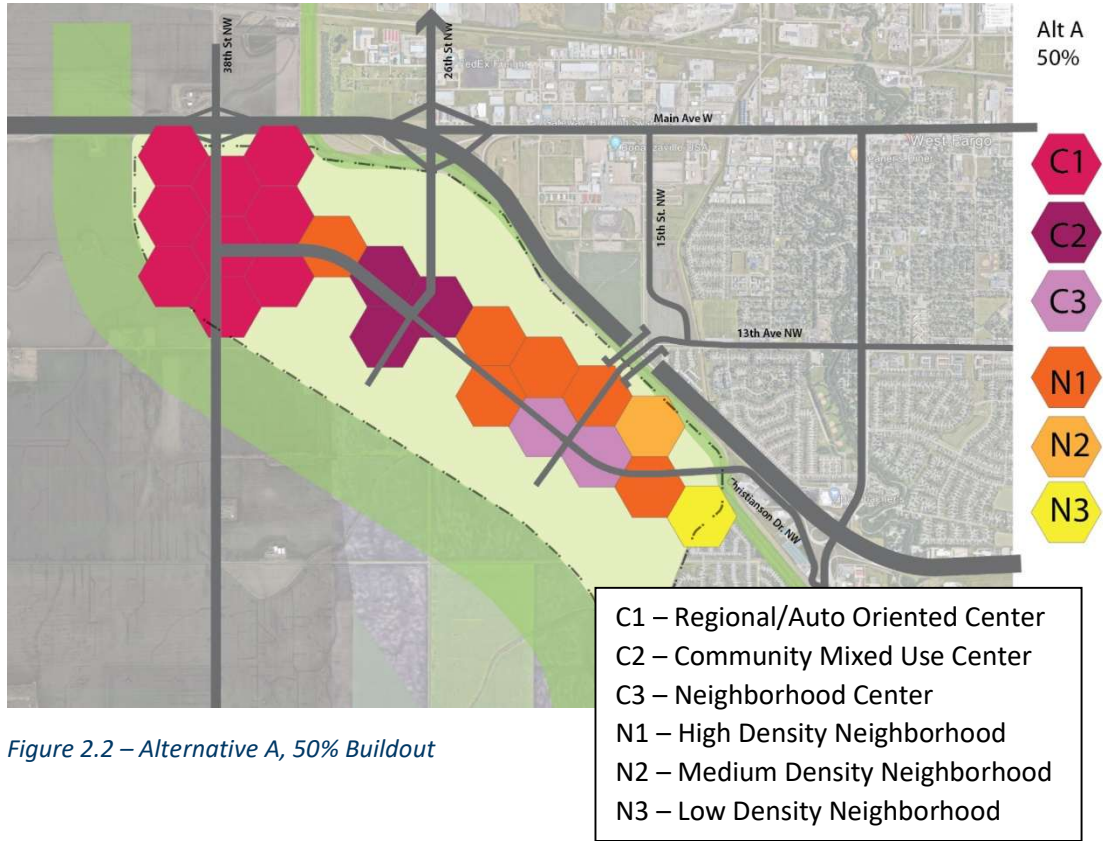


Figure 2.2 – Alternative A, 50% Buildout

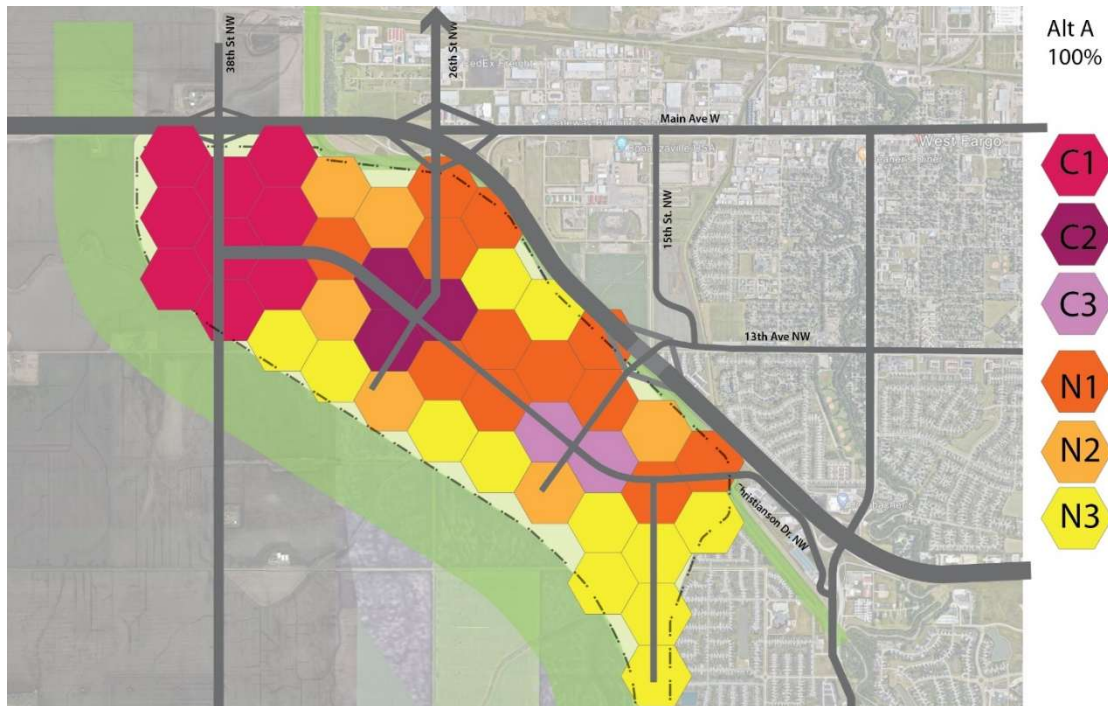


Figure 2.3 – Alternative A, 100% Buildout

# West 94 Area Transportation Plan

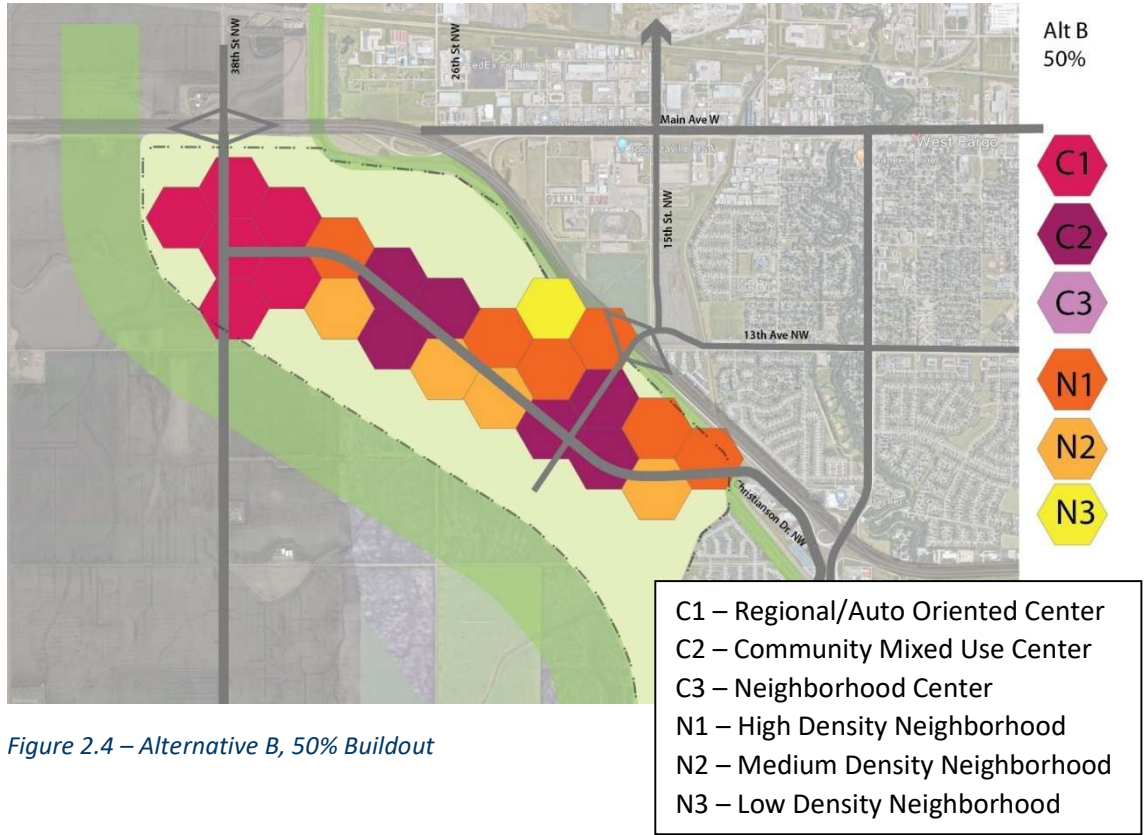


Figure 2.4 – Alternative B, 50% Buildout

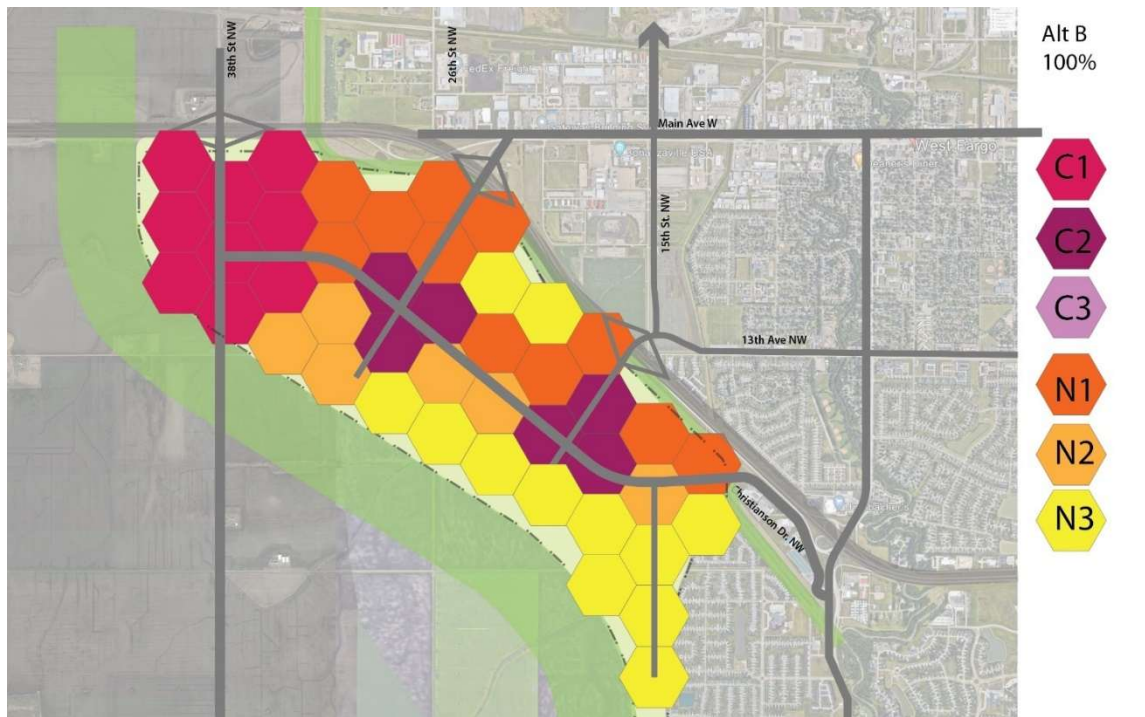


Figure 2.5 – Alternative B, 100% Buildout

### Transect Design Approach

A transect design palette (Figure 2.6) offers a flexible framework for guiding development intensity across the West 94 Area, ranging from more suburban edges to denser urban cores. Consistent with smart growth principles, this approach provides clear expectations while allowing developers flexibility, potentially streamlining approvals if integrated into future City design standards. It supports the creation of integrated neighborhoods with a distinct sense of place and promotes efficient land use.

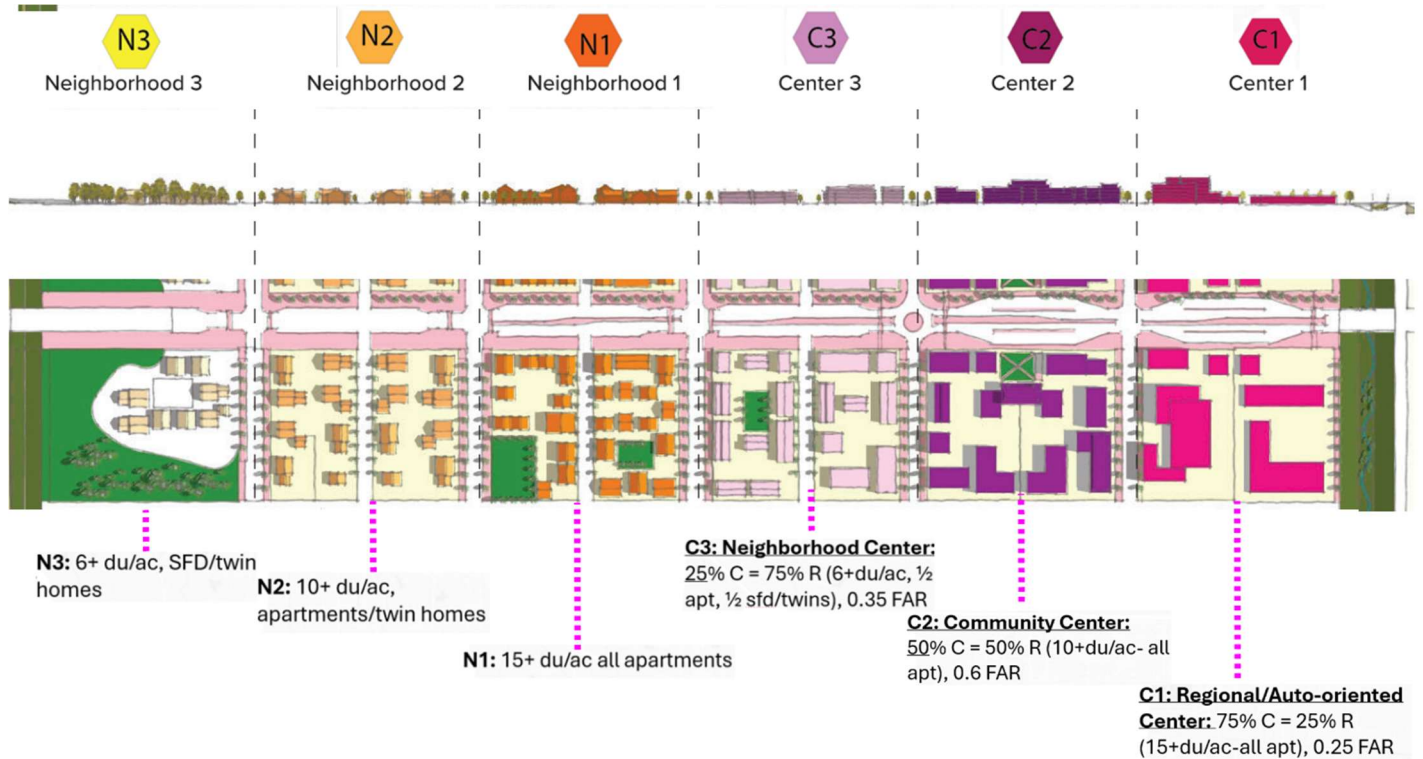


Figure 2.6 - Transect Design

### Traffic Forecasting

Understanding the potential future land use patterns, as detailed in Section 2.1, is the first step; the next critical step is quantifying the transportation demand these patterns generate. This traffic forecasting effort translates the potential household and employment growth within the West 94 Area scenarios into estimated traffic volumes on the surrounding transportation network. This analysis addresses the directive to use land scenarios to understand future transportation needs, enabling the evaluation of access configurations and network requirements.

### Fargo-Moorhead Travel Demand Model Overview

This study utilized the Fargo-Moorhead regional travel demand model (TDM) to estimate future traffic volumes. Maintained and updated by Metro COG, most recently in 2024 to support the development of the Metro 2050 Metropolitan Transportation Plan, this computer model estimates travel patterns based

## West 94 Area Transportation Plan

on the distribution of socioeconomic data (primarily households and jobs) across defined Traffic Analysis Zones (TAZs). The model projects trip generation, distribution, mode choice (though mainly focused on vehicle trips in this application), and route assignment, resulting in projected traffic volumes on the region's functionally classified roadway network (collectors, arterials, interstates).

### Growth Assumptions for Traffic Forecasting

The traffic forecasts incorporate the region-wide 2050 household and employment growth projections established for the Metro 2050 Metropolitan Transportation Plan (MTP). Within the West I-94 study area TAZs, these regional projections were refined to reflect the specific household and job numbers associated with the 50% build-out level (estimated to occur around 2050) and 100% build-out level (estimated to be 2060 or later) of Land Use Scenarios A and B (detailed in Section 2.1). Consistent with regional planning, the forecasts also assume significant development will occur in the Northwest Growth Area (north of Main Avenue, west of I-29) by 2050, adding approximately 26,400 jobs and 5,300 households. This growth is expected to significantly influence traffic demands on I-94 and connecting arterials (Figure 2.7).

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West 94 Area Transportation Plan

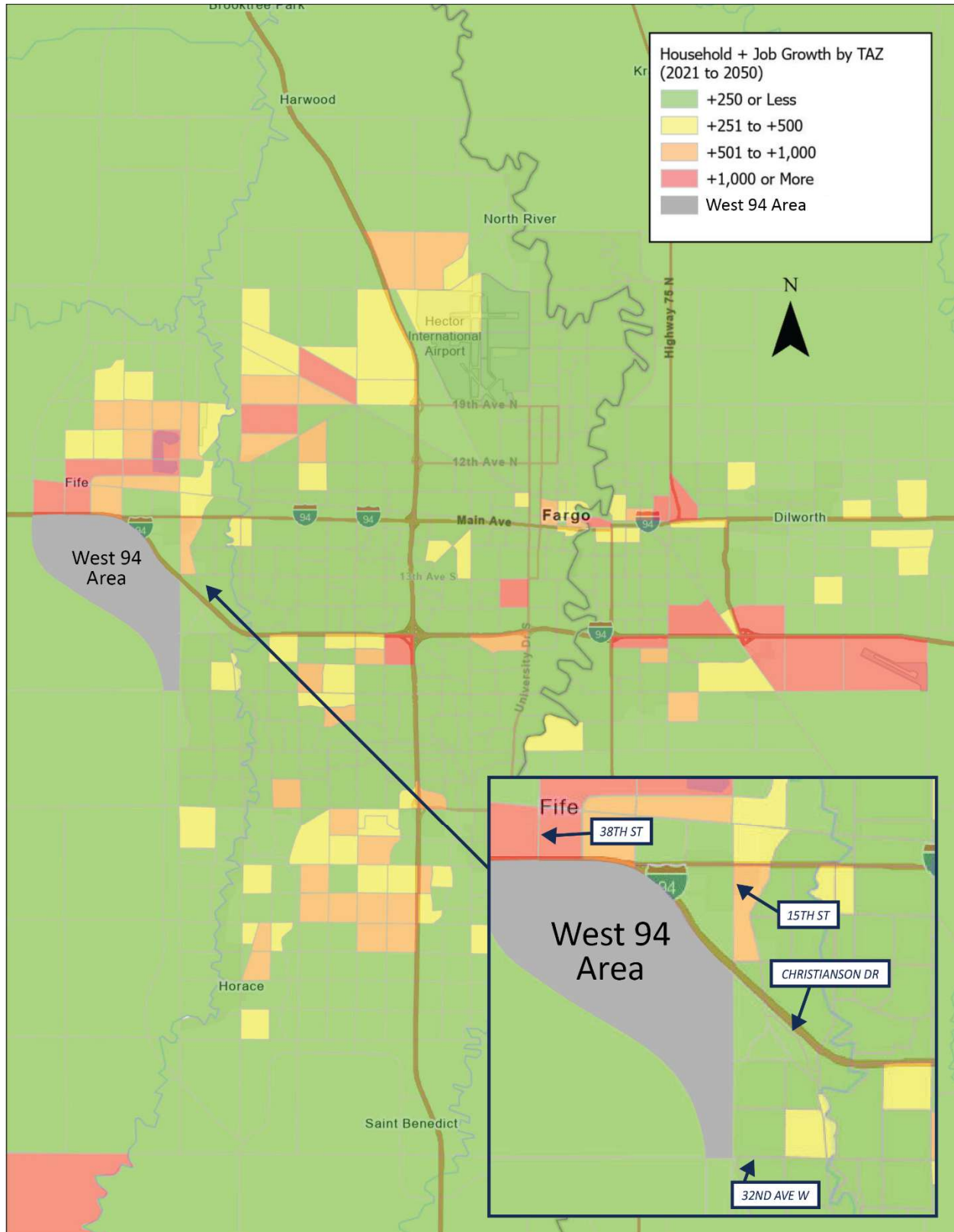


Figure 2.7 – Estimated Change in Households and Employment: 2021 - 2050

## West 94 Area Transportation Plan

To accurately reflect the potential future transportation system serving the West 94 Area, the baseline 2050 TDM roadway network (which assumes minimal infrastructure within the currently undeveloped area) was modified. These modifications, vetted with the Study Review Committee, include adding potential new arterial and collector roadways within the study area and testing different I-94 access configurations. Figure 2.8 illustrates key network assumptions applied across the evaluated scenarios, including:

- A primary east-west "Spine Roadway": This new arterial road is envisioned as the central organizing element of the internal West 94 network, running roughly parallel to I-94 through the development area. Its purpose is to collect and distribute traffic efficiently between the significant north-south connections and the internal neighborhood and district roads. Functioning as the backbone, the design and capacity of this spine roadway are critical for internal circulation and ensuring smooth connections to the broader regional network under future developed conditions.
  - Extension of 15th Street West south to at least 32nd Avenue West.
  - Extension of Christianson Drive into the study area, connecting to the Spine Roadway.
  - Assumed Fargo-Moorhead Area Diversion crossings for 38th Street West and 32nd Avenue West.
  - The primary difference between the main traffic modeling scenarios lies in the configuration of access to I-94, directly impacting how traffic enters and exits the area via the Spine Roadway and other collectors.

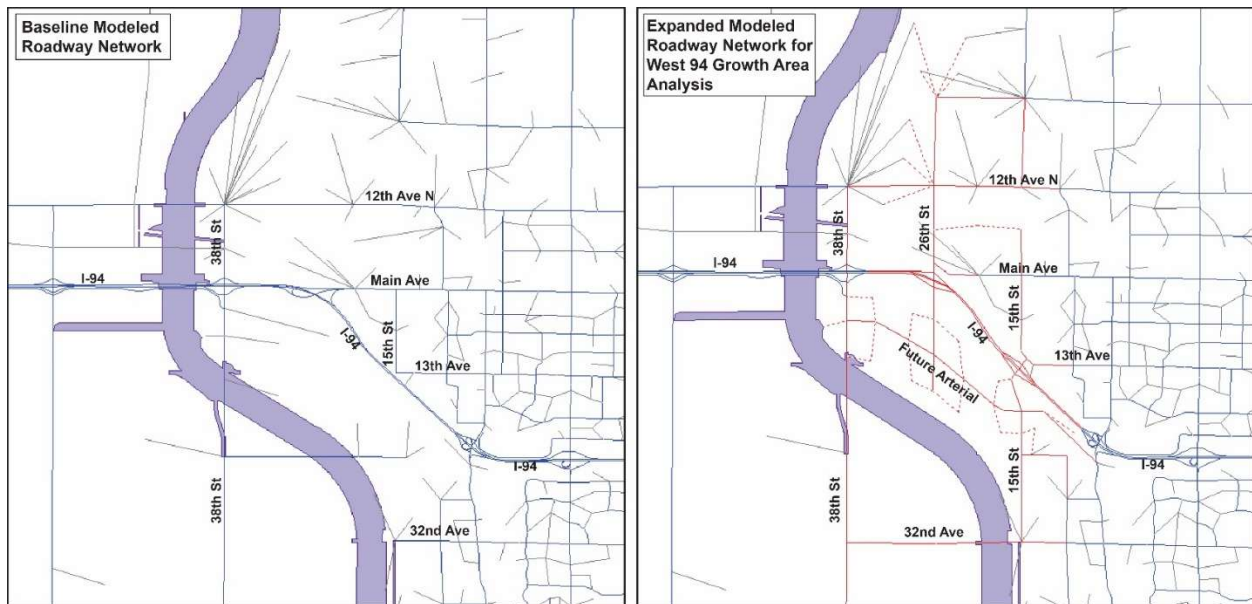


Figure 2.8 – Revisions to Modeled Roadway Network

## Overview of Forecasted Volumes

Using the methodology and assumptions outlined in Section 2.2, the Fargo-Moorhead travel demand model was used to estimate future daily traffic volumes for each of the four primary growth scenarios (Scenarios A and B at 50% and 100% build-out). These forecasts provide a quantitative basis for understanding the scale of transportation demand the network must accommodate and identify potential infrastructure requirements.

The detailed daily traffic forecasts for each scenario are illustrated in the figures that follow. These maps depict projected average daily traffic (ADT) volumes on key roadway segments within and surrounding the West 94 study area, with color-coded lines indicating the general roadway cross-section likely needed to accommodate the projected volumes (e.g., 2-lane, 4-lane, etc.).

- Figure 2.9: Daily Traffic Forecasts - Scenario A 50% Build-Out (around 2050 Horizon)
- Figure 2.10: Daily Traffic Forecasts - Scenario A 100% Build-Out (post-2050 Horizon)
- Figure 2.11: Daily Traffic Forecasts - Scenario B 50% Build-Out (around 2050 Horizon)
- Figure 2.12: Daily Traffic Forecasts - Scenario B 100% Build-Out (post-2050 Horizon)

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# West 94 Area Transportation Plan

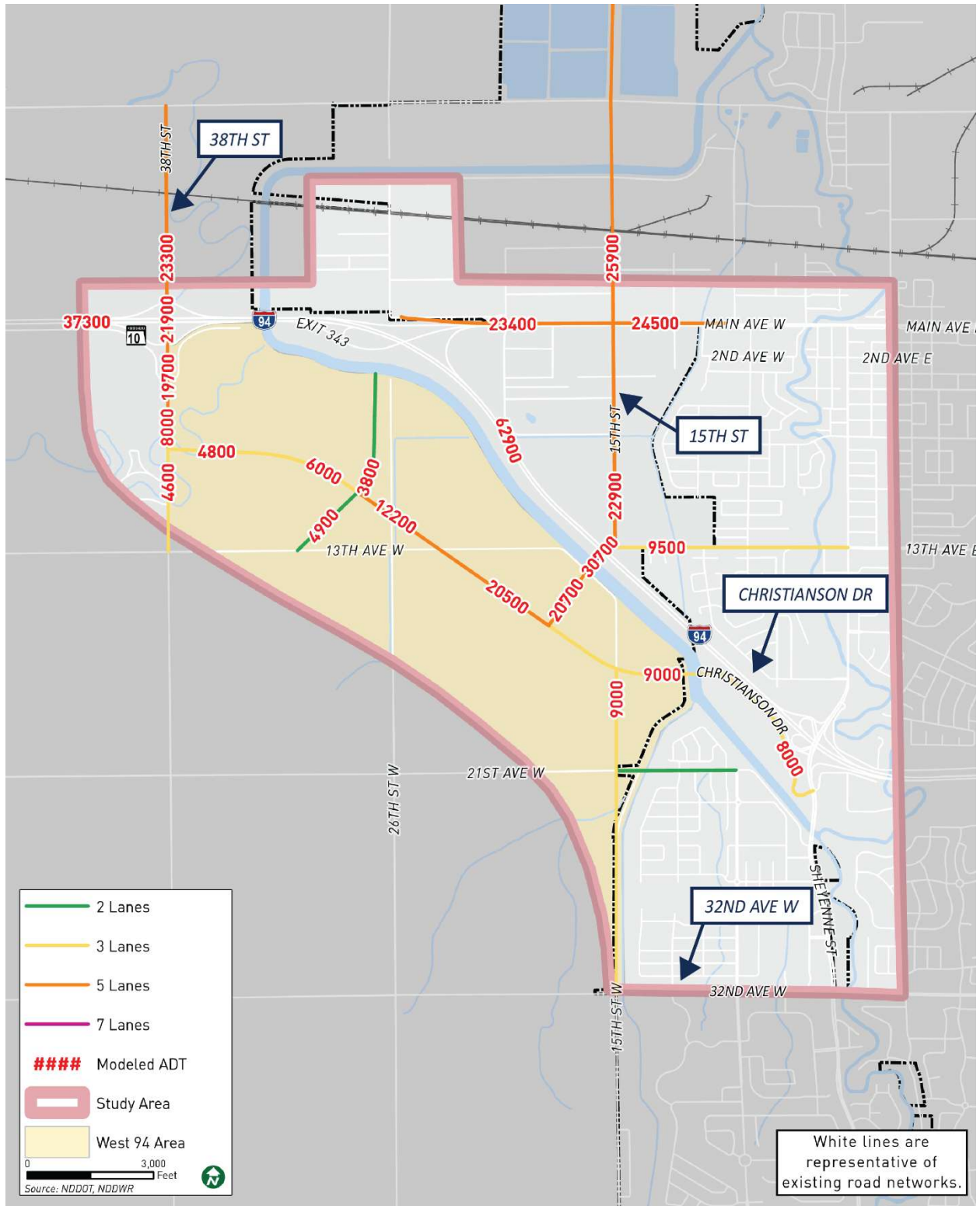


Figure 2.11 – Daily Traffic Forecasts: Scenario B 50% Buildout



## Analysis Takeaways: Comparing Scenario Outcomes

Comparing the traffic forecasts across the different scenarios reveals key insights into how access configurations and development patterns influence travel demand and network loading:

- **Impact of I-94 Access**

- In Scenario A and Scenario B, interchanges at 15th Street/13th Avenue and 26th Street/Main Avenue are both expected to carry significant traffic volumes in the future, with volumes resembling those seen at urban interchanges like Sheyenne Street, Veterans Boulevard, and 45th Street today.
- Prioritizing the 15th Street/13th Avenue connection (Scenario B) results in more evenly distributed traffic volumes across the various I-94 access points than prioritizing the 26th Street connection (Scenario A), which tends to concentrate more traffic at that specific interchange.
- Providing only an overpass at 15th Street/13th Avenue (as assumed in the 50% build-out Scenario A) attracts significant traffic (around 15,000 vehicles per day), highlighting the inherent demand for an additional I-94 crossing. However, as the area approaches full build-out, the need for multiple interchanges becomes more evident, with both the 13th Avenue/15th Street and 26th Street/Main Avenue interchange locations carrying volumes that exceed those of most interchanges across the region today. Meaning, that despite the interim value of the overpass, the ultimate needs indicate two interchanges are necessary to avoid inundating the other access roads and interchanges in this area.
- Traffic volumes on the I-94 mainline are expected to be very similar in each scenario. New or revised access to I-94 is unlikely to change the amount of traffic using I-94. However, new access can better distribute traffic across interchanges

- **Impact on Surface Streets:**

- North of I-94: Traffic volumes on collectors and arterials north of I-94 (such as 26th St and 15th St) are heavily influenced by the assumed development in the Northwest Growth Area and the specific I-94 access configuration that provides connectivity to it. Scenario A shows a higher concentration on 26th St, while Scenario B shows a more balanced distribution.
- South of I-94 (Within West 94 Area): At full build-out (100%), both Scenarios A and B show relatively balanced use of the primary north-south arterials (15th St, 26th St, 38th St) for accessing the growth area. In the interim 50% build-out condition for Scenario A, the presence of the 13th Avenue/15th Street overpass helps draw some traffic away from the heavily used 26th Street interchange access.

## West 94 Area Transportation Plan

These forecast results indicate the substantial traffic volumes associated with the planned growth and underscore the critical role that new I-94 access points could play in managing this demand effectively.

### Purpose: Testing Key Assumptions and Understanding Trade-offs

The traffic forecasts rely on assumptions about future land use densities and new transportation infrastructure, particularly access to Interstate 94. Due to the long-term planning horizon and uncertainties, a sensitivity analysis was conducted to explore how outcomes might shift with varying assumptions. This analysis reveals critical infrastructure needs, potential impacts on nearby areas with limited access, and trade-offs between development density, infrastructure cost, and fiscal sustainability.

### Roadway Network Sensitivity Analysis: The Impacts from Limited I-94 Access

Recognizing the substantial cost and complexity of providing new access across I-94 and the Sheyenne Diversion, this sensitivity analysis examined how traffic patterns would change if fewer access points were provided compared to the baseline Scenario A (100% build-out, assuming full interchanges at both 26th Street and 13th Avenue/15th Street).

- **Scenario 1 (Interchange at 26th St + Overpass at 13th/15th):** Removing the interchange ramps at 13th/15th (leaving only an overpass) shifts around 4,000 additional vehicles per day to the 26th Street/Main Avenue interchange. The 26th Street/Main Avenue interchange is expected to handle very high traffic volumes (around 30,000 ADT north and south of I-94, similar to Veterans Boulevard and 45th Street today). Even with a full-access 13th/15th interchange provided, any additional traffic at the 26th Street/Main Avenue interchange would increase traffic stress at this location. This scenario also leads to a shift of some traffic to other access points, such as Christianson Drive and 15th Street South, resulting in an increase of around 3,000 more ADT on each roadway.
- **Scenario 2 (No Main Ave Changes + Overpass at 13th/15th):** Further limiting access by removing the 26th Street connection south of I-94 (while keeping the 13th/15th overpass) significantly increased traffic on Christianson Drive and 15th Street South (~17,000 ADT, a 60% increase over baseline), potentially requiring additional lane capacity on those routes. Traffic increased notably (+18%) at the 38th Street interchange and through the constrained Brooks Harbor neighborhood (+11%).
- **Scenario 3 (No New I-94 Access - "Do Nothing" regarding interchanges/overpasses):** Eliminating all new I-94 access significantly overloaded the remaining connection points. Compared to the baseline with two interchanges, traffic increased dramatically on Christianson Drive (+108%), 15th Street South (+108%), the 38th Street interchange (+33%), the Sheyenne Street interchange (+22%), and critically, through the Brooks Harbor neighborhood (+46%). Such increases would likely require significant capacity additions on supporting routes and are considered unacceptable for adjacent communities.

## West 94 Area Transportation Plan

This analysis highlights a key finding: providing at least one new, high-capacity access point (interchange) to I-94 is essential to support the anticipated development density without causing unacceptable congestion and adverse impacts on adjacent neighborhoods and existing interchanges. Providing two full-access, high-capacity access points would optimize traffic flow and access to the growth area, reducing the risk of traffic from the growth area spilling into the Brooks Harbor neighborhood.

### Interstate Access Spacing Standards

When considering potential access modifications on the Interstate system, access spacing requirements must be considered. The North Dakota Department of Transportation (NDDOT) requires interchanges to have a minimum one-mile spacing (which would be met, even with the two new interchanges) but prefers two-mile spacing if possible (would not be met with two new interchanges). Two-mile spacing is preferred by NDDOT for the following reasons:

- **Congestion:** Peak-hour congestion has been increasing as the region grows, and projections show that trend continuing. One-mile spacing can exacerbate congestion by increasing the frequency of merge/diverge activity and limiting opportunities for geometric improvements.
- **Mainline Geometry:** Options like auxiliary lanes, collector-distributor roads, and braided ramps are constrained by short spacing. Greater spacing opens up more viable design solutions.
- **Signage and Safety:** With more distance between interchanges, signage becomes more effective, reducing last-minute lane changes and improving safety.
- **Weaving Conflicts:** Braided ramps mitigate weaving issues, but longer spacing inherently reduces weaving, which is a major contributor to crashes and bottlenecks.
- **Maintenance and Cost:** Fewer interchanges mean lower long-term maintenance costs and simpler traffic management. It also reduces construction disruption and improves stormwater management—especially relevant, given the Fargo District’s unique challenges.
- **Noise and Environmental Impact:** Longer spacing reduces acceleration/deceleration zones, helping mitigate noise pollution and allowing for more effective noise barriers.

As development and roadway system plans advance, the benefits and consequences of additional interstate access should be considered and balanced. The above points show that reduced interstate access density has clear benefits, however significant over-capacity interchanges can also create congestion that impacts the mainline, potentially countering the benefit from more strict access control.

### Development Density Sensitivity Analysis: Balancing Costs and Benefits

This analysis explored the relationship between development density, transportation infrastructure costs, and potential municipal tax revenue, directly addressing the City's goals of maximizing densities for fiscal purposes. Note that this analysis is intended to be illustrative in nature, broadly assessing anticipated roadway costs and estimated municipal revenues. This analysis does not consider the distribution of costs across funding sources (i.e. NDDOT or local funds). More details related to anticipated roadway improvements costs and potential funding sources are provided in Chapter 6.

## West 94 Area Transportation Plan

Reductions of 15% and 30% from the baseline Scenario A (100% build-out) density were tested under two network configurations (two full interchanges vs. one interchange + one overpass).

- **Findings:** Reducing development density yields modest savings in significant roadway construction costs (ranging from \$3.5M to \$23M less in required arterial/collector lane-miles, excluding interchange/overpass costs). However, these savings are significantly outweighed by the estimated reduction in annual property tax revenue (\$7.2M to \$14.4M per year). Over a typical 20- to 30-year infrastructure design life, the cumulative loss in tax revenue (\$140M to \$430 M+) far exceeds the upfront roadway cost savings (Figure 2.13).

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Density Sensitivity Scenario	Change in Centerline Mileage by Cross Section*				Change in Lane-Miles*	Change in Estimated Roadway Cost**	Estimated Change in Annual Tax Revenue
	2 Lane Roads	3 Lane Roads (TWLTL)	4 Lane Roads	6 Lane Roads			
<b>Density Scenario 1A</b>  Full Interchanges at 26 <sup>th</sup> St and at 13 <sup>th</sup> Ave/15 <sup>th</sup> St  Development Density Reduced by 15%	+1.2 miles	-0.6 miles	-0.2 miles	-0.3 miles	-2.0 lane miles	-\$10 million	-\$7.2 million per year
<b>Density Scenario 1B</b>  Full Interchanges at 26 <sup>th</sup> St and at 13 <sup>th</sup> Ave/15 <sup>th</sup> St  Development Density Reduced by 30%	+1.2 miles	+0.6 miles	-1.1 miles	-1 miles	-4.6 lane miles	-\$23 million	-\$14.4 million per year
<b>Density Scenario 2A</b>  Full Interchange at 26 <sup>th</sup> St and Overpass at 13 <sup>th</sup> Ave/15 <sup>th</sup> St  Development Density Reduced by 15%	No change	+0.3 miles	-0.4 miles	No change	-0.7 lane miles	-\$3.5 million	-\$7.2 million per year
<b>Density Scenario 2B</b>  Full Interchange at 26 <sup>th</sup> St and Overpass at 13 <sup>th</sup> Ave/15 <sup>th</sup> St  Development Density Reduced by 30%	+0.4 miles	+1.4 miles	-1.1 miles	-0.6 miles	-3.0 lane miles	-\$15 million	-\$14.4 million per year

\*Change compared to 100% land buildout condition in Development Scenario A

\*\*Does not include local roadway costs (i.e. only considers roads functionally classified as collector or above) or interchange/overpass costs

Figure 2.13 – Development Density Sensitivity Analysis Summary

## Future Conditions: Implications for Transportation Network Planning

Assessing future conditions reveals insights that shape the West 94 Area's transportation network requirements. The land use concepts and scenarios, designed to achieve the City of West Fargo's balanced commercial mix and optimized density goals, generate substantial future travel demand. Traffic forecasts indicate that meeting this demand requires significant infrastructure investment, particularly for access across Interstate 94. Sensitivity analyses confirm that without new high-capacity interchange access, traffic would shift to adjacent networks, causing congestion and neighborhood impacts, while also highlighting essential fiscal trade-offs linked to different development densities.

These findings have a direct impact on transportation network planning, as discussed in Chapter 3. First, projected traffic volume necessitates a robust network with ample capacity, particularly at critical gateways like the proposed I-94 interchanges and key connections (e.g., Spine Roadway, 15th St, 38th St). Second, the Design must manage traffic to minimize adverse effects on sensitive areas, such as the Brooks Harbor neighborhood. Third, the analysis prioritizes network alternatives that support higher-density, mixed-use land scenarios and align transportation investments with the City's economic goals.

This assessment outlines the essential performance requirements and challenges associated with transportation network alternatives.

With this understanding of the anticipated future demands and their implications, the focus in Chapter 3 shifts to the detailed planning and evaluation of the physical transportation network, including roadway classifications, cross-sections, and infrastructure refinements, designed to meet these needs and support the vision for the West 94 Area.

This analysis emphasizes a vital trade-off. Increased densities require a larger initial investment in transportation infrastructure (reflected in the traffic forecasts). Yet, they align with the City's financial objectives by producing substantially more long-term tax revenue, which is crucial for sustaining services and maintaining future infrastructure. Additionally, higher densities often promote broader community goals such as livability, sustainability, and multimodal travel, although it is vital to ensure compatibility with the transportation system's capacity.

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## CHAPTER 3: TRANSPORTATION NETWORK PLANNING

### Future Roadway Functional Classification

#### Functional Classification Framework

The successful development of the West 94 Area requires a thoughtfully planned transportation system that extends beyond simply providing access to Interstate 94. A hierarchical network of complementary streets is essential for:

- Supporting diverse development patterns
- Creating efficient connections between destinations
- Providing appropriate mobility and access based on context
- Balancing the needs of all transportation modes
- Establishing a framework for implementation, phasing, and funding

The foundation for this approach is a functional classification system that categorizes streets based on their roles in the transportation network. In traditional transportation planning, functional classification often focuses exclusively on vehicle mobility. This study adopts a more nuanced approach that recognizes how street design directly influences—and is influenced by—the surrounding land use context.

#### Functional Classification and Land Use Integration

The Fargo-West Fargo Parking and Access Requirement Study identifies seven functional classification categories – street typologies – that comprise a complete street hierarchy, from high-mobility arterials to access-focused local streets aligning with existing and future regional land use. These typologies each include guidance on speed limits, lane configuration, traffic control, and access spacing. The typologies were also referenced in the Existing Conditions – Previous Studies Analysis as baseline knowledge and framework for the multimodal element of the Northwest Metro Transportation Plan. Taking the typologies into consideration, rather than strictly implementing this classification system, this strategy for the West 94 Area focuses on how street function relates to land use context. This holistic view ensures that transportation infrastructure bolsters, rather than hinders, the desired development patterns, which reflect the City’s vision for the area’s mixed-use future.

The seven street types that form the transportation framework (Figure 3.1).

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	Functional Classification	Grade Separation	Land Use	Pedestrian Crossing	Median	Travel lanes	Speed Limit	Parking	Traffic Signal:	Unsignalized Full Access:	Right-in/Right-out:	Driveways:
<b>Regional Arterial</b>	Primary Artery	Interstate, other Regional Arterials	Commercial, Industrial, High-density residential	Grade separation, Signal	Yes	4 travel Lanes	45 mph	No	1/2-mile	None/ frontage system	1/4-mile	None
<b>Commercial Arterial</b>	Primary Artery Minor Artery	Interstate, probably Regional Arterials	Commercial, Mixed Use, Multi-family	Signal	Yes	4-6 travel Lanes	30-40 mph	No	1/4-mile	None	400 feet	None
<b>Mixed Use Arterial</b>	Minor Artery	Interstate	Neighborhood, Commercial, Mixed Use, Institutional	Signal, Median protected	Yes or No	3-5 travel Lanes	30-35 mph	Yes	600-800 feet	300-400 feet	200 feet	Preferred on minor street
<b>Mixed Use Collector</b>	Major Collector	No	Commercial, Mixed Use, Multi-family	Median protected, Crosswalk	No	3 travel Lanes	25-30 mph	Yes	N/A	300-400 feet	N/A	200 feet
<b>Residential Collector</b>	Minor Collector	No	Mixed Use, Residential	Crosswalk	No	2 travel Lanes	25 mph	Yes	N/A	300-400 feet	N/A	50-100 feet
<b>Mixed Use Neighborhood</b>	Major/ Minor Collector Local	No	Pedestrian-oriented commercial, Mixed Use, Residential	Highest priority	No/Blvd	2 travel Lanes	25 mph	Yes	600-800 feet	300-400 feet	N/A	150-200 feet
<b>Residential Neighborhood</b>	Local	No	Residential	Crosswalk	No	2 travel Lanes	25 mph	Yes	N/A	300-400 feet	N/A	30-50 feet

Figure 3.1 – Road Typologies: Metro COG Fargo/West Fargo Parking & Access Study

## West 94 Area Transportation Plan

This classification system provides the foundation for developing a future roadway network in the West 94 Area. By correlating roadway functions to planned land use and creating a hierarchical and connected system.

### Proposed Future Functionally Classified Roadway Network

A proposed functionally classified roadway network was developed for the two development scenarios to consider planned connections in and out of the study area, including connections to and across I-94, the FM Area, and the Sheyenne Diversions. They incorporate the requirement for a connected collector and arterial roadway system, with functional class category assignments that reflect planned land use contexts.

Final design and alignments will be part of the development process for a residential collector system within the study area. (Figure 3.2)

Functional Classification*	New Mileage within West 94 Area	% of Total	FHWA Guidance*
Regional/Commercial/Mixed Use Arterials (Minor Arterial)	3.5	8.8%	7-14%
Mixed Use Collector (Major Collector)	3.1	7.8%	3-16%
Residential Collector (Minor Collector)	6.2	15.5%	3-16%
Residential Streets (Local Road)	27.1	67.9%	62-74%

Figure 3.2 – Functional Classification Mileage Overview

*\*Highway Functional Classification Concepts, Criteria and Procedures 2023 Edition, Tables 3-5 & 3-6, Using Urban System Mileage Extent for Rural States*

The map below extends and illustrates this concept (Figure 3.3).

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## West 94 Area Transportation Plan

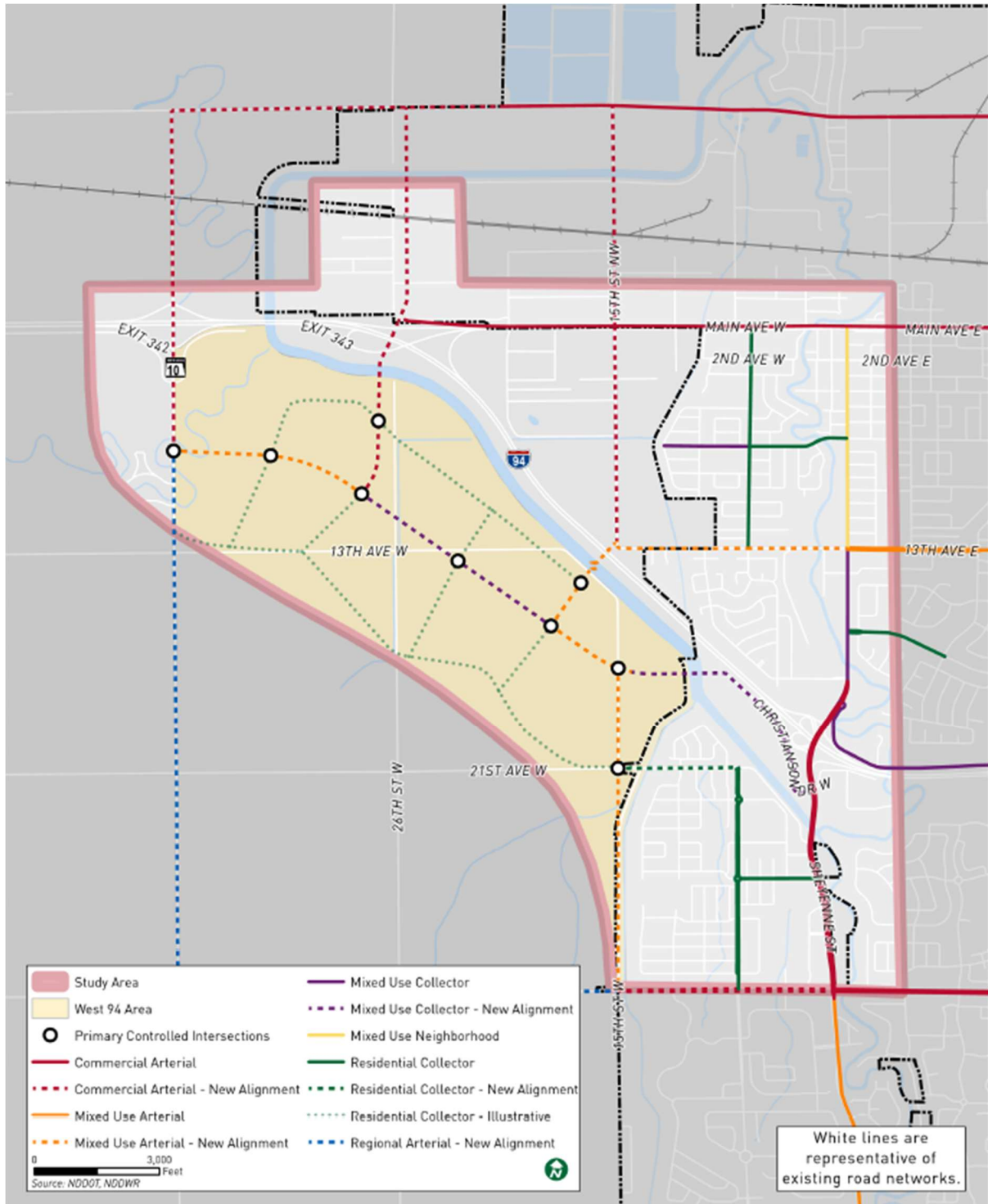


Figure 3.3 – Proposed Functional Classification Map

### Spine Roadway Concept

A spine roadway is a main route forming the backbone of a transportation network, linking various regions. It manages high traffic volumes for the efficient transport of people and goods. Major freeways, interstates, and certain bus routes exemplify this. Spine roadways are pivotal in transportation networks from both functional and aerial views; an illustrative concept is shown in Figure 3.4.

The proposed roadway cutting through the West 94 Area is envisioned as a crucial growth corridor, balancing vehicle mobility with infrastructure for pedestrians, thereby ensuring walkability and accessibility for all. This roadway has been referred to as the "spine corridor" throughout the study, as it will create an east-west link across the entire growth area and act as a hub for key proposed development nodes, particularly those with higher density. The spine roadway connects to an extended Christianson Drive, ultimately providing connectivity between 38th Street West and Sheyenne Street.

This study identifies the spine corridor as a mixed-use collector for most of its length, reflecting a heightened focus on achieving a balance between travel modes compared to other regional commercial corridors.

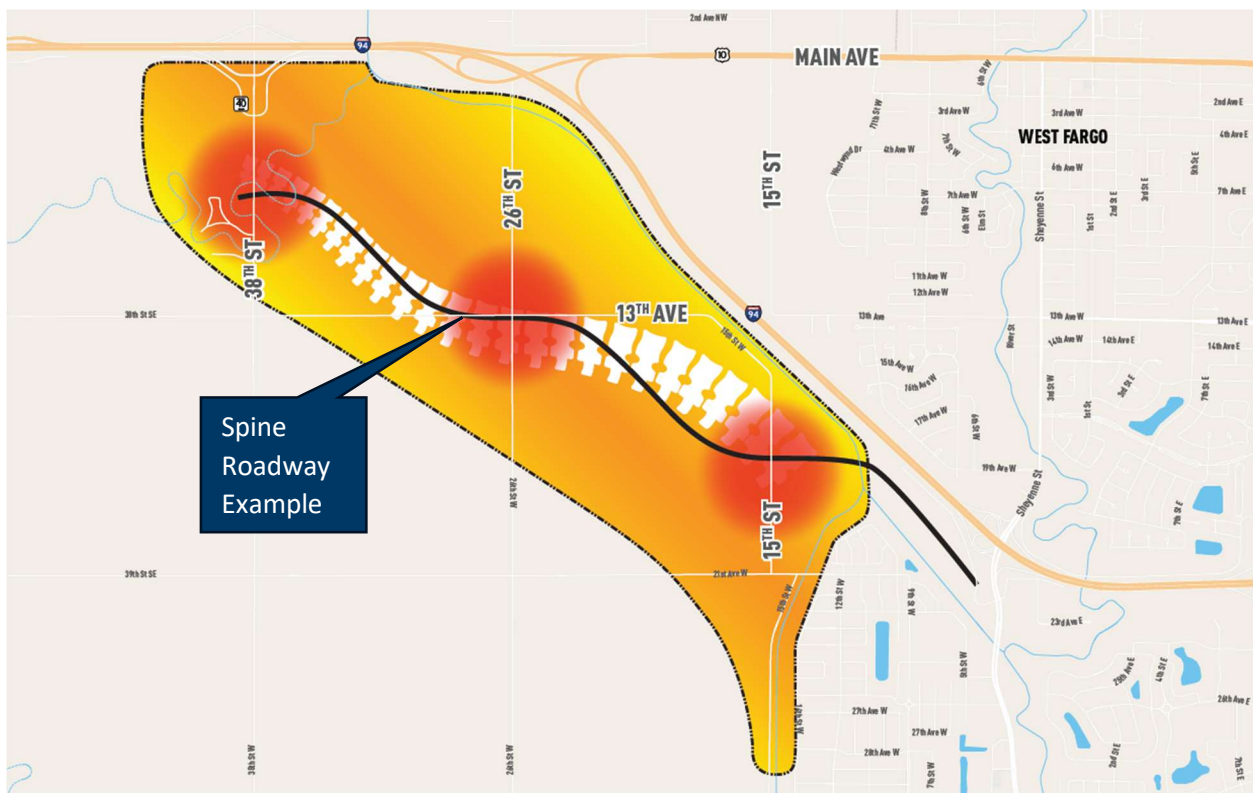


Figure 3.4 – Study Area Spine Corridor Concept

### Other Mixed-Use Arterials and Collectors

Implementing a combination of mixed-use arterials and collectors in the growth area is essential to support the mixed-use development strategy of the West 94 Area.

The mixed-use arterials have a specialized street character that enhances connectivity between key development nodes. They support a blend of retail, office, and high-density residential uses and play a key role in connecting the arterial system through the study area.

The mixed-use collectors support traffic distribution from mixed-use arterials to local streets, facilitate multimodal access, and enhance neighborhood connectivity while maintaining a balance between mobility and walkability. These roadways serve as the foundation for integrating commercial, residential, and public spaces, aligning with the land use vision for the West 94 Area.

### Residential Collectors

The proposed collector streets in the growth area are essential for traffic distribution, supporting expansion, and connecting communities with key locations. These streets accommodate low vehicle traffic (under 5,000 vehicles per day) and include pedestrian and bicycle facilities.

Residential collector connections are essential for local mobility within the study area. A well-designed collector network enhances roadway connectivity and offers diverse housing options, including multi-family homes, apartments, and mixed-use developments. This strategy supports a vibrant community with low, mid, and high-density residential choices.

### Key Findings of Functionally Classified Network Vision

Establishing a strong arterial-to-residential collector system is crucial for ensuring access to local neighborhoods, promoting smooth traffic flow, and improving connections to commercial services. The dashed-line roads in Figures 3.3 and 3.4 represent future essential connections that will be enhanced or expanded to integrate seamlessly with the existing network, allowing for effortless mobility and accessibility.

The functional classification framework in the West 94 study area is tailored to correspond with the land use vision, facilitating an effective and cohesive integration of various development zones:

- Commercial arterials like 26th Street, 38th Street, and 15th Street act as vital regional connectors, linking the study area to the larger transportation network and enabling commercial and mixed-use districts access. These arterials connect fluidly with corridors such as Main Avenue and 13th Avenue, fostering a continuous transition between established and new commercial centers.
- The spine corridor, featuring a mix of mixed-use arterials and collectors, fosters a pedestrian-friendly atmosphere that promotes a harmonious blend of residential, commercial, and recreational spaces.

## West 94 Area Transportation Plan

- Residential collector streets are thoughtfully situated to control local traffic, link neighborhoods, and offer direct access to community amenities, enhancing the quality of life in residential areas.

The proposed transportation network not only enhances the internal functionality of the West 94 Area but also ensures robust connectivity to surrounding regions, stimulating economic growth and community development in alignment with the intended land use concepts.

### Typical Roadway Cross-Sections

A series of typical roadway cross sections was developed to establish general design characteristics of key West 94 Area roadways. Typical roadway sections can guide the right-of-way preservation efforts, communicate design features to both technical and non-technical audiences, and support cost estimates and associated funding needs assessments.

Given the City's vision for a vibrant, mixed-use growth area, the network comprises a variety of street types that are carefully planned to support the intended land-use conceptual visioning of the area. Too often, roadway design overlooks land use context, limiting the potential for development to take shape as intended. Hence, the following roadway cross-section alternatives were developed.

Cross-sections were created considering the designated functional class, land use context, anticipated traffic volumes, and planned bicycle and pedestrian links. Instead of enforcing a strict layout, these options enable developers to customize roadway designs according to the region's unique vision and related land use, fostering greater adaptability.

Ultimately, the roadway network and cross-section design were developed with a focus on livability. By accommodating various road users, the proposed network ensures a vision of multimodal connectivity of the growth area to the study area and beyond. The concepts below provide planning-level details on the planned typical section, including information on the number of lanes, median requirements, shoulder or parking requirements, boulevard widths, greenspace and trails widths, and bicycle and pedestrian facilities for each new corridor segment.

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## West 94 Area Transportation Plan

### 38th Street and 26th Street

38th Street and 26th Street are both proposed as future commercial arterials. These segments are envisioned as four-lane divided urban sections, featuring an 18-foot center median to accommodate intersectional turn lanes. This typical design for the region can typically accommodate traffic volumes up to 30,000 vehicles per day (Figure 3.5).

Pedestrian and multimodal accommodations are enhanced with 10-foot trails on each side, separated from the roadway by green landscape buffers, and typical arterial designs throughout the region. This design reflects the corridors' role as primary access routes while ensuring safe and comfortable facilities for non-motorized users. This design is also key to meeting NDDOT safety and design standards.



Figure 3.5 – Commercial Arterial Typical Section

## 15th Street

15th Street is proposed as a mixed-use arterial. The roadway concept features a two-lane, undivided roadway with turn lanes at key intersections. This cross-section can accommodate traffic volumes of up to approximately 15,000 vehicles per day, provided there is appropriate traffic control at higher-volume intersections. This arterial corridor is unique because it is specifically designed to move traffic in and out of the study area. There are limited growth opportunities adjacent to the corridor due to the constraints of the Sheyenne Diversion to the East and the FM Area Diversion to the west.

Pedestrian and multimodal accommodations are enhanced with 10-foot trails on each side, separated from the roadway by green landscape buffers. When adjacent to a facility, an additional trail may be combined with the planned diversion trail on the west side. This cross-section supports the corridor's role in connecting mixed-use development while maintaining a pedestrian-friendly character (Figure 3.6).



Figure 3.6 - Mixed Use Arterial Typical Section

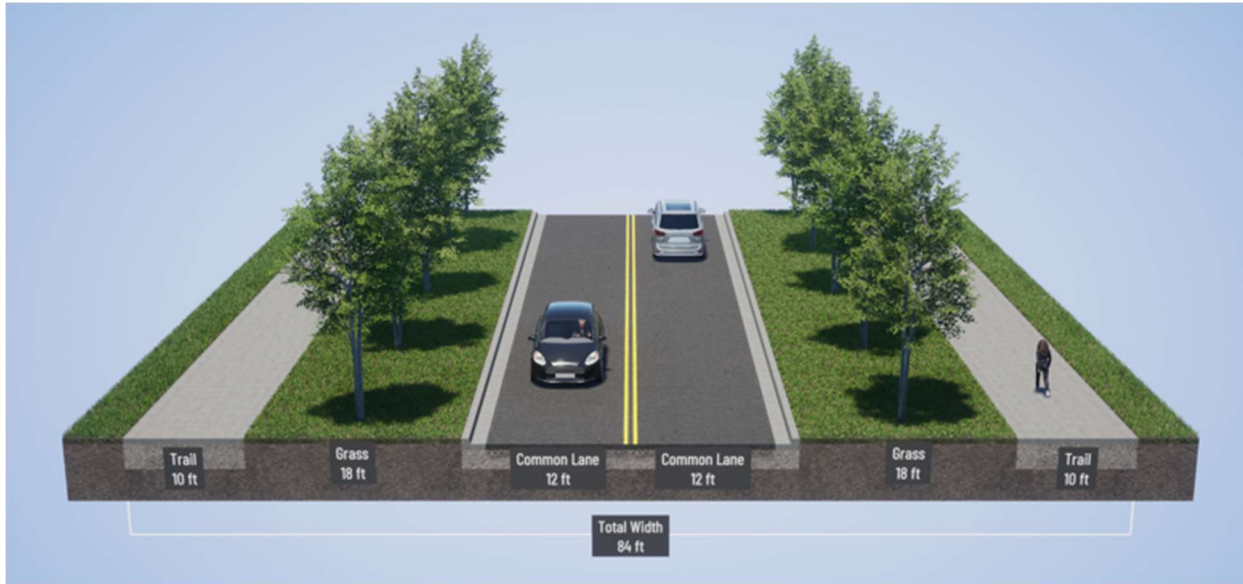


Figure 3.7 - Mixed Use Arterial Typical Section, Extended Boulevard

### Christianson Drive Extension

The extended Christianson Drive is proposed as a mixed-use collector. This concept features an undivided two-lane roadway with a center-left turn lane, effectively managing traffic flow and enhancing intersectional safety. This roadway section can accommodate traffic volumes up to 20,000 vehicles per day.

Pedestrian and multimodal accessibility are prioritized by including a 10-foot trail on one side and a 6-foot sidewalk on the other, promoting active transportation and community connectivity. This design strikes a balance between the corridor's role in distributing traffic and supporting the adjacent mixed-use development context (Figure 3.8).

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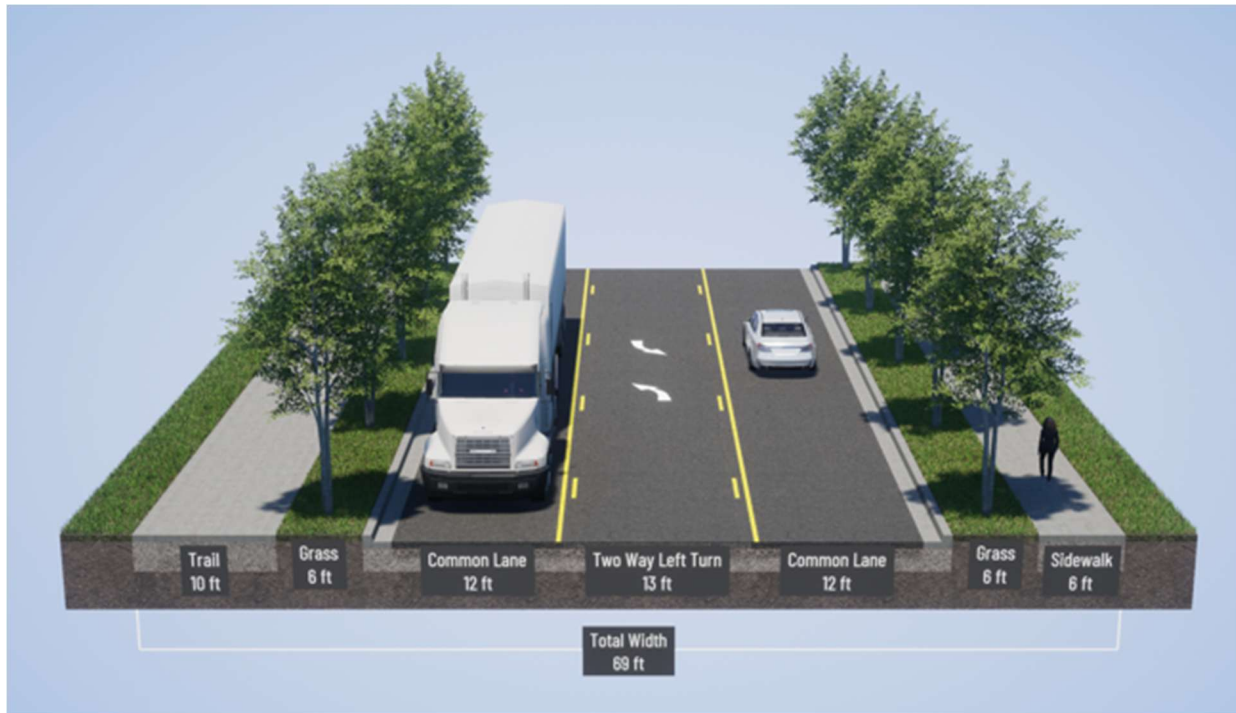


Figure 3.8 – Mixed Use Collector Typical Section

## Residential Collectors

Planned residential collectors are key connectors within neighborhoods, linking residents to essential destinations such as libraries, schools, and parks. These roadways are proposed as undivided two-lane urban sections with bicycle and pedestrian facilities.

Three options are identified with varying multimodal accommodations, including different combinations of trail, sidewalk, and on-road bike lane facilities. Shoulder uses also vary within the options, featuring different arrangements for parking, bike lanes, and shoulders. The total planned roadway width typically ranges between 58 and 68 feet, providing flexibility to meet various transportation needs.

The various configurations of residential collectors offer multiple transportation options, accommodating vehicles, cyclists, and pedestrians while maintaining efficient traffic flow and accessibility.

Figure 3.8 illustrates a roadway configuration with dedicated bicycle facilities, with a 4-foot bike lane on each side of the road. Sidewalks with a landscaped buffer enhance pedestrian comfort, making this option ideal for residential areas with higher cycling demand and a focus on non-motorized transportation.

## West 94 Area Transportation Plan



Figure 3.9 – Dedicated Bicycle Facilities

Figure 3.10 presents an alternative design that replaces dedicated bike lanes with parking shoulders and a 10-foot shared-use trail on one side. This configuration provides flexibility by offering a shared-use space for pedestrians and cyclists while maintaining vehicle travel lanes and parking on both sides.



Figure 3.10 – Shared Use: Pedestrian and Bicycle

## West 94 Area Transportation Plan

Similarly, Figure 3.11 maintains the 10-foot shared-use trail but has on-street parking on one side, rather than on both, reducing the total right-of-way width from 68 feet to 60 feet. These options provide adaptability based on neighborhood priorities, available space, and multimodal infrastructure goals, ensuring safe and efficient travel for all users.



Figure 3.11 – Shared Use: On-Street Parking

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### Spine Roadway Land Use Concepts Transect

The spine roadway serves as the primary east-west corridor for the development vision of the West 94 Area. The Transect Design Palette provides an overview of the development options for defining the transition from suburban to urban areas using different land use zones. The spine palette presents two road design options to accommodate the land use visions: an activated curb space or a median parkway. The median parkway option aims to create an environment that welcomes pedestrians and gives a low-speed, walkable, downtown feel. In contrast, the activated curb space option accommodates pedestrians and is ideal for transit service and other rideshare-type drop-offs. The graphic below progresses from left to right based on density and activity level, with the left side representing less dense areas, such as neighborhoods and park spaces, followed by the middle section envisioned for mixed-use development, and the right side representing the highest density and activity in a downtown-type area (Figure 3.12).

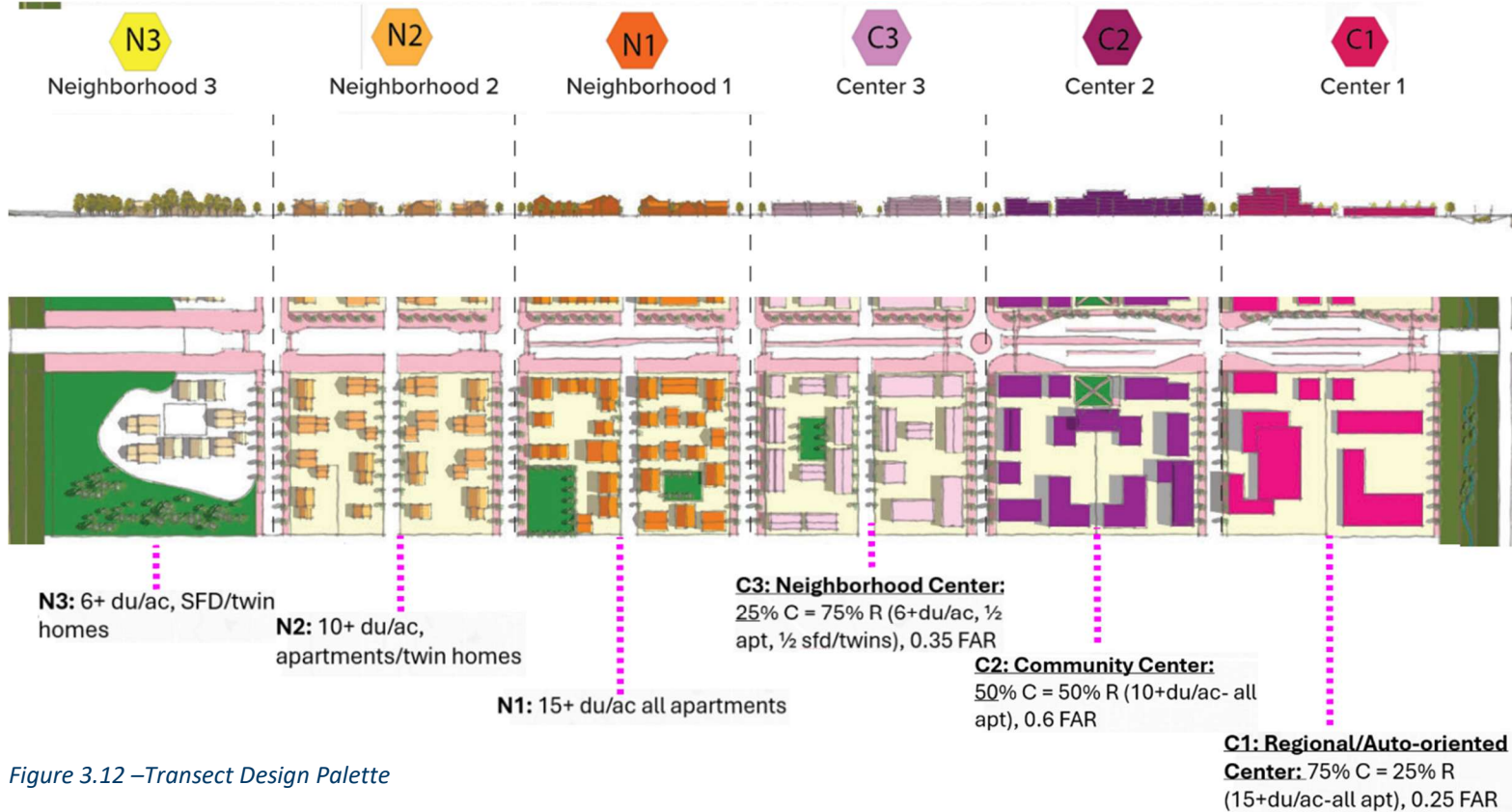


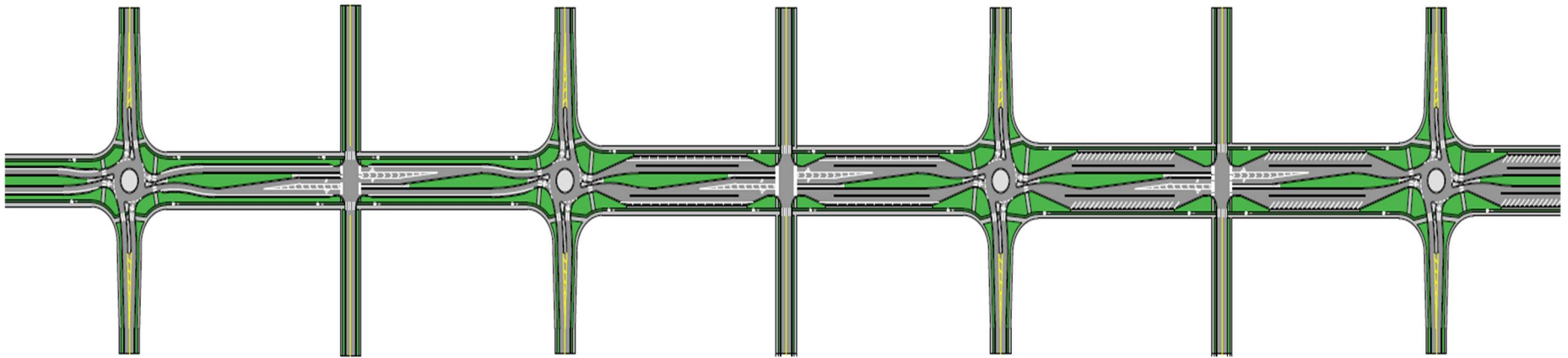
Figure 3.12 –Transect Design Palette

## West 94 Area Transportation Plan

Figure 3.13 displays the median parkway spine transect option, a concept focused on enhancing mobility, safety, and aesthetics through a green, multi-modal corridor design. This configuration uses a central landscaped median to separate travel lanes. It incorporates a series of modern roundabouts at key intersections to manage traffic flow, reduce vehicle speeds, and enhance user safety.

This concept is well-suited to areas expected to experience steady, long-term growth, with a focus on maintaining mobility while preserving a park-like character. The landscape not only contributes to stormwater management and urban cooling but also enhances the corridor's visual identity, making it a signature design for the district. The design maintains dedicated travel lanes in each direction, with continuous multi-use paths on both sides for pedestrians and cyclists, physically separated by landscape buffers for safety and comfort.

The median parkway spine option prioritizes safety and continuity, striking a balance between efficient traffic movement and green infrastructure and active transportation needs. It is ideal for fostering a cohesive, sustainable development pattern along the West 94 spine corridor.



*Figure 3.13 – Median Parkway Spine Transect Option*

## West 94 Area Transportation Plan

Figure 3.14 illustrates a spine transect option with an activated curb space concept, a flexible and context-sensitive approach to designing street edges that respond to diverse urban functions along a key corridor. This spine segment is structured to accommodate evolving land use patterns and multimodal demands by integrating a variety of curbside uses, including parklets, bicycle parking, bus turnouts, ride-hailing zones, loading/unloading areas, and parallel parking.

This design supports a mixed-use corridor vision by promoting accessibility, vibrancy, and safety. Including bus turnouts and ride-hailing pick-up zones improves transit efficiency and traffic flow, while parklets and bike parking foster active street life and non-motorized mobility. Loading/unloading zones serve commercial and residential needs, particularly in higher-density nodes, and parallel parking offers convenient short-term stops for visitors.

The activated curb design allows the corridor to function as both a transportation spine and a social space, making it more resilient to changing urban conditions. It reflects the study's vision for a multimodal, development-ready corridor that integrates land use and transportation, supports economic activity, and enhances user experience.

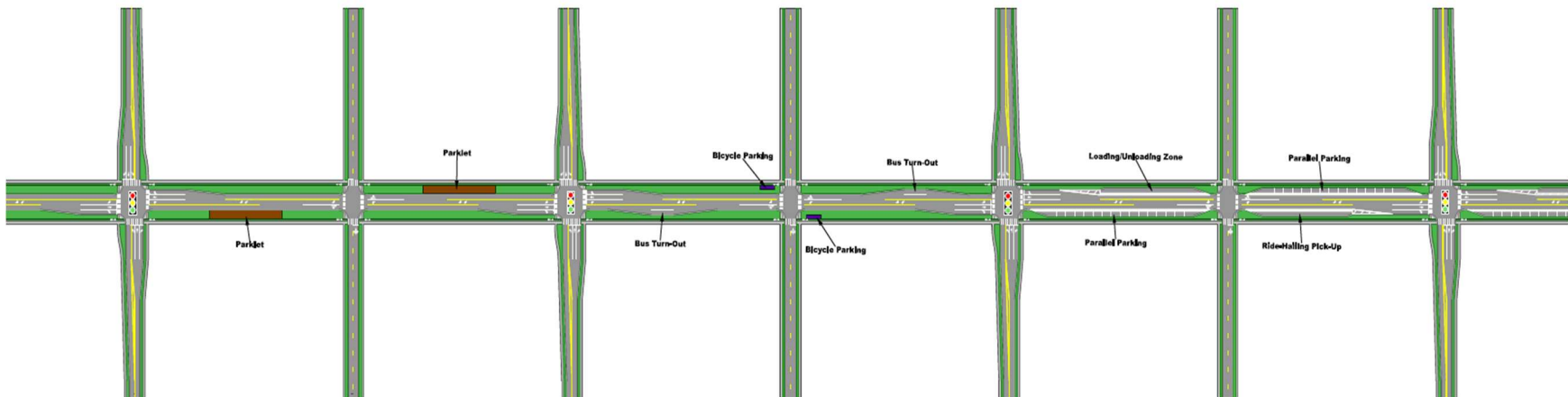


Figure 3.14 – Activated Curb Spine Transect Option

## Multimodal Connections - Integrated Multimodal Network Vision

While roadway design underpins the transportation system, the West 94 Area plan integrates all transportation modes. This multimodal concept (Figure 3.15) includes non-motorized infrastructure and essential components for a connected system within and beyond the study area, such as:

- Bicycle and pedestrian infrastructure along all arterial and collector roadways
- Dedicated primary shared-use trails
- Pedestrian bridges over infrastructure barriers
- Pedestrian crossing investment nodes
- Connectivity to planned regional assets

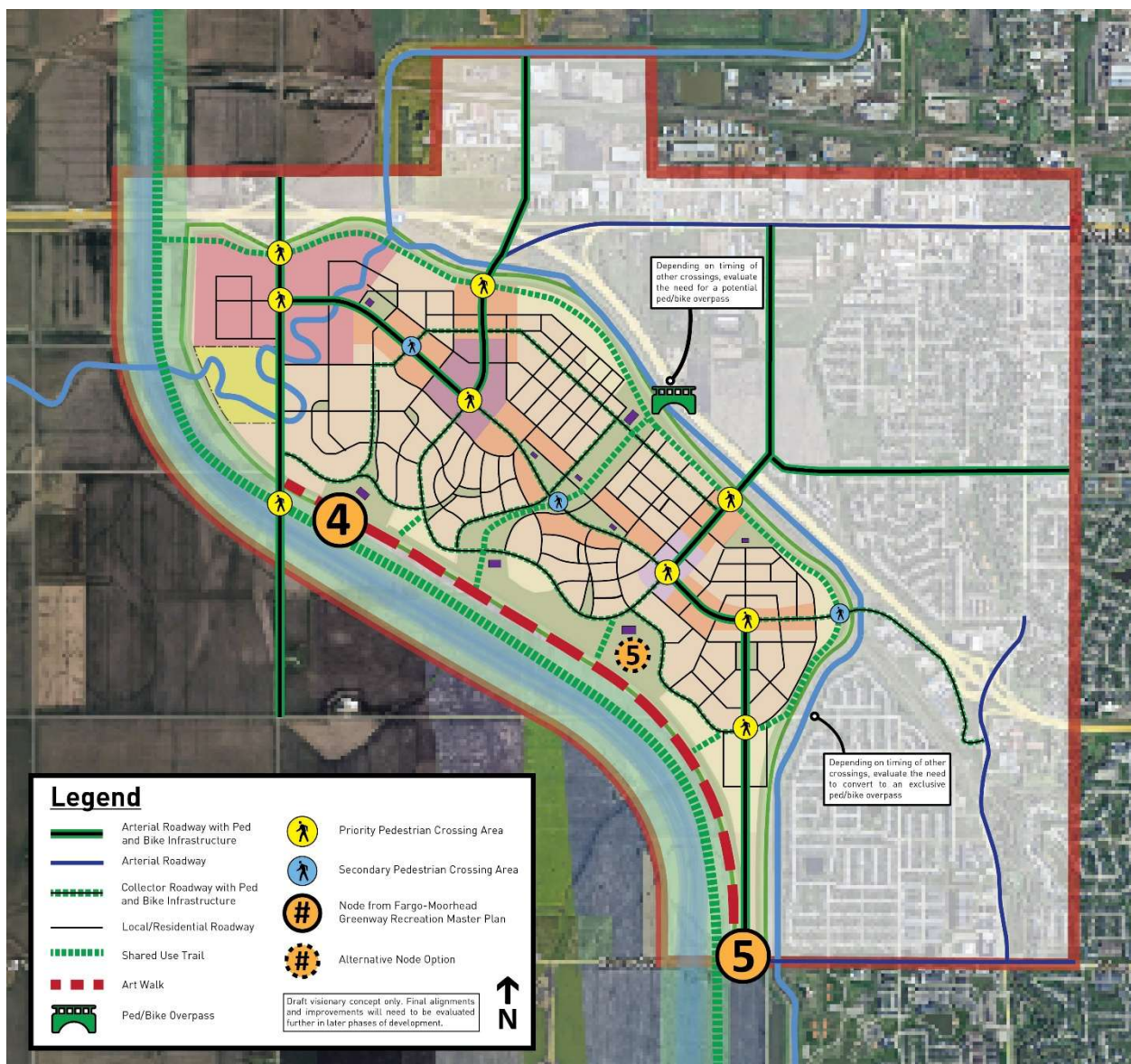


Figure 3.15 – Multimodal Network Concept

## Multimodal Facilities Along Arterials and Collectors

Dedicated pedestrian and bicycle infrastructure is incorporated along all arterial and collector roadways, including the spine roadway, to offer safe and efficient travel networks for non-motorized users. The spine corridor, running northwest to southeast from 38th Street West to Christianson Drive, serves as a key corridor for connectivity within the study area.

This corridor is the main access for the proposed development, integrating multimodal transportation options and ensuring seamless access and facilities for pedestrians, cyclists, and vehicles. Residential collectors will prioritize non-motorized users by implementing complete street concepts to include sidewalk and trail options along these future corridors.

## Multimodal Considerations at Major Intersections

Multiple intersections within the growth area, specifically along the spine roadway, are designated as priority pedestrian crossing areas. These priority crossing areas are identified at arterial intersections where higher volumes of pedestrians and bicyclists are expected.

The designation as a priority pedestrian crossing area means that a higher level of investment will be needed at these locations to facilitate safe pedestrian crossings. This includes infrastructure solutions such as traffic signals, roundabouts, or grade separations.

In addition, secondary pedestrian crossing areas are identified at collector or shared-use trail intersections. Pedestrian crossing enhancements are recommended at these locations and include facilities requiring a lower level of investment, including pedestrian-activated beacons, bulb-outs, and pedestrian refuge islands.

## Components From Greenway Master Plan

Recreational and community hubs within the West 94 Area, are identified in the Fargo-Moorhead Greenway Recreation Master Plan.

Node four, located on the study area's western edge, functions as the primary entry point to the recreational corridor. It features an amphitheater and adjacent mixed-use spaces that promote outdoor community activities. Node four is directly linked to node five via the Art Walk, a dedicated pedestrian route enhancing walkability between the two recreation zones (Figure 3.15).

Node five, situated on the southern edge of the study area, will serve as a year-round recreation hub, integrating a connection to Rendezvous Park and offering winter sports amenities alongside summer trailhead access. The proposed multi-use trail network is strategically positioned to connect these nodes, ensuring direct pedestrian and bicycle connectivity.

## Multiuse Trails

The proposed multi-use trail network includes an extension along the Sheyenne Diversion to ensure seamless non-motorized access while providing residents with direct access to recreational areas,

residential neighborhoods, and the broader transportation network. It also connects facilities along roadways to key pedestrian bridges that extend accessibility beyond the study area.

Two pedestrian bridges are suggested for future analysis as part of development processes within a proposed multimodal network to improve connectivity beyond the study area:

- The first bridge crosses I-94, linking the West 94 Area with the eastern side of West Fargo, facilitating access to regional destinations. This bridge presents an opportunity to access the already existing pedestrian network on 15th Street NW, connecting Main Avenue W to the 13th Avenue W trails.
- The second bridge, crossing the Sheyenne Diversion at 21st Avenue W, may be closed to vehicles but remain open to non-motorized traffic. It will connect bicyclists and pedestrians to the south side of I-94, integrating the development into West Fargo. This connects with the existing arterial roadway by extending the pedestrian network along Christianson Drive NW.

## Transportation Network Implementation Considerations

### Key implementation considerations include:

1. **Right-of-Way Preservation:** To realize the planned network, it is crucial to identify and preserve corridors for future streets early on, especially for arterials and collectors. This often involves collaborating with property owners and developers to set appropriate setbacks and dedications.
2. **Development-Driven Implementation:** A significant portion of the transportation network, especially residential collectors and neighborhood streets, will be developed through private initiatives. By implementing distinct design standards and expectations via the functional classification system, it can ensure that these streets are constructed to align with the overall vision.
3. **Phased Construction:** Major infrastructure elements, such as new I-94 crossings and primary arterials, will likely be constructed in phases as development progresses and funding becomes available. Interim solutions may be necessary to maintain connectivity during this transition.
4. **Funding Mechanisms:** To implement the transportation network, a combination of funding sources, including developer contributions, special assessments, and public infrastructure funding, may be needed. The City of West Fargo and Metro COG should coordinate closely to identify and secure appropriate financing for key system elements.
5. **Design Flexibility:** While the typical sections provide a framework for street design, specific implementation may require adjustments based on site constraints, development patterns, and evolving best practices. The framework is intentionally flexible to accommodate these adaptations while maintaining the overall vision. This flexible framework gives a foundation for a connected, multimodal system that aligns with the West 94 growth vision while promoting efficient movement for all users.

# CHAPTER 4: CRITICAL INFRASTRUCTURE REFINEMENT

## Investments at Christianson Drive

Based on coordination with the Study Review Committee, an extended and enhanced Christianson Drive concept has been assumed as a secondary connection into the West 94 Area. Future traffic demands are expected to reach approximately 10,000 vehicles per day, which is significantly higher than the current 2,000 vehicles per day the roadway can accommodate.

To support its new role in providing access to the anticipated developable land, this roadway should be updated to an urban design with curbs and gutters and a broader cross-section to accommodate turning lanes, medians at key locations, and off-street multimodal facilities. A bridge across the Sheyenne Diversion will be needed to facilitate access. Figure 4.1 illustrates a plan view of the extended Christianson Drive.

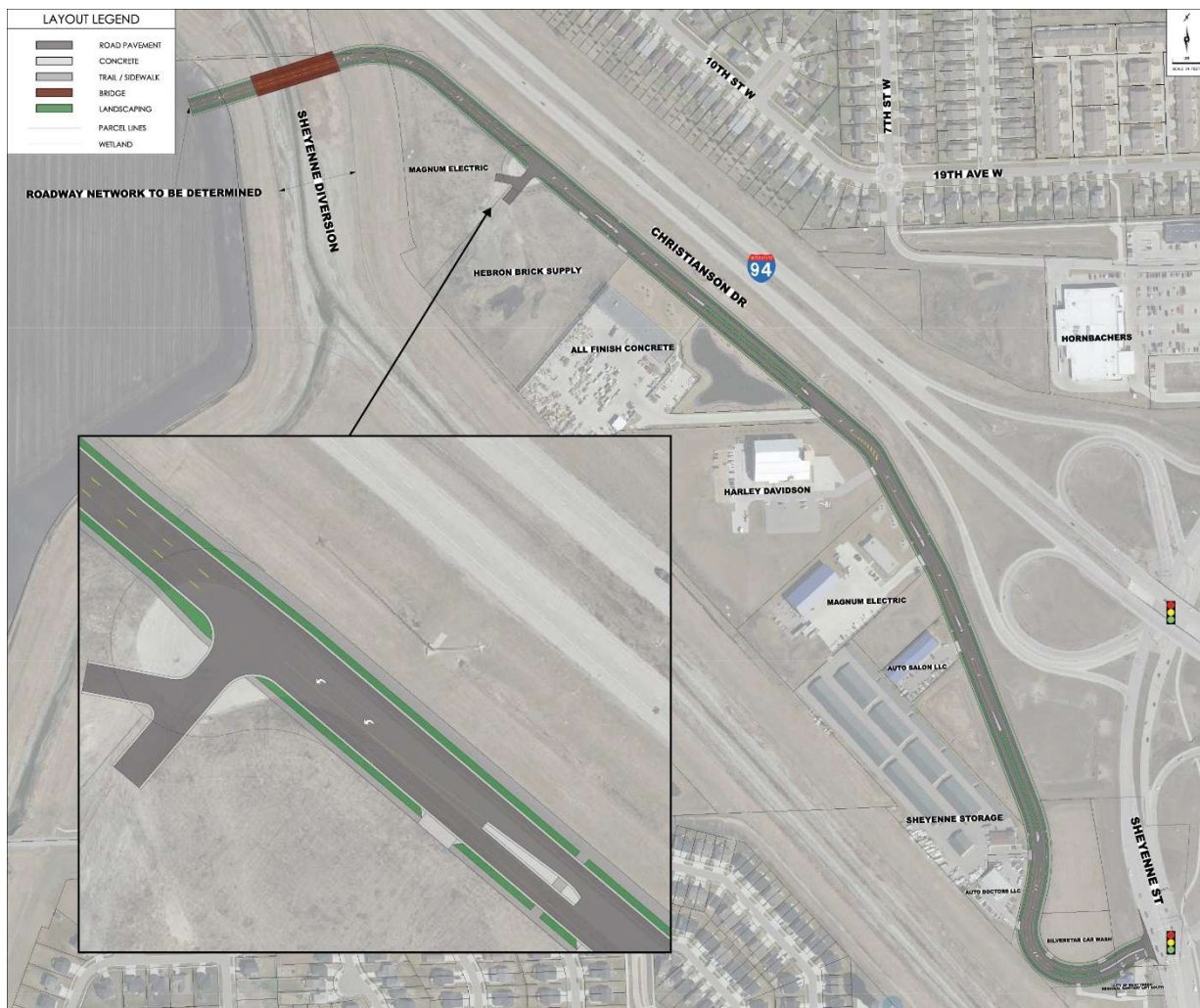


Figure 4.1 – Christianson Drive Extension

## Estimated Cost for Christianson Drive Improvements

The reconstruction of the existing roadway, the extension itself, and the bridge over the Sheyenne River Diversion are estimated to cost between \$20 and 25 million. Property acquisition of a portion of the Magnum Electric property is accounted for in this cost estimate. The existing signal at Sheyenne Street is assumed to remain but will require adjustments to timing and ADA improvements.

## Potential Connection to Brooks Harbor Neighborhood

Through discussions with the Study Review Committee, consideration was given to a new connection into the Brooks Harbor neighborhood via Christianson Drive. A primary goal of this concept was to provide an alternative access point to the Brooks Harbor neighborhood, thus relieving congestion on 26<sup>th</sup> Avenue West.

Travel demand modeling suggests that this connection would alleviate 26th Avenue's congestion by 27% (resulting in a daily reduction of around 1,000 vehicles) if additional access to Brooks Harbor is provided (Figure 4.2). While modeling shows some benefits associated with this concept, the following should also be considered:

- This would create a new intersection on Christenson Drive that would be very close to the traffic signal at Sheyenne Street. Closely spaced intersections increase crash potential and deteriorate the quality of traffic flow
- The new intersection would be on a curve, which is not desirable
- A new connection could spur development in currently empty parcels. Development of this land could result in more traffic through the Brooks Harbor Neighborhood.

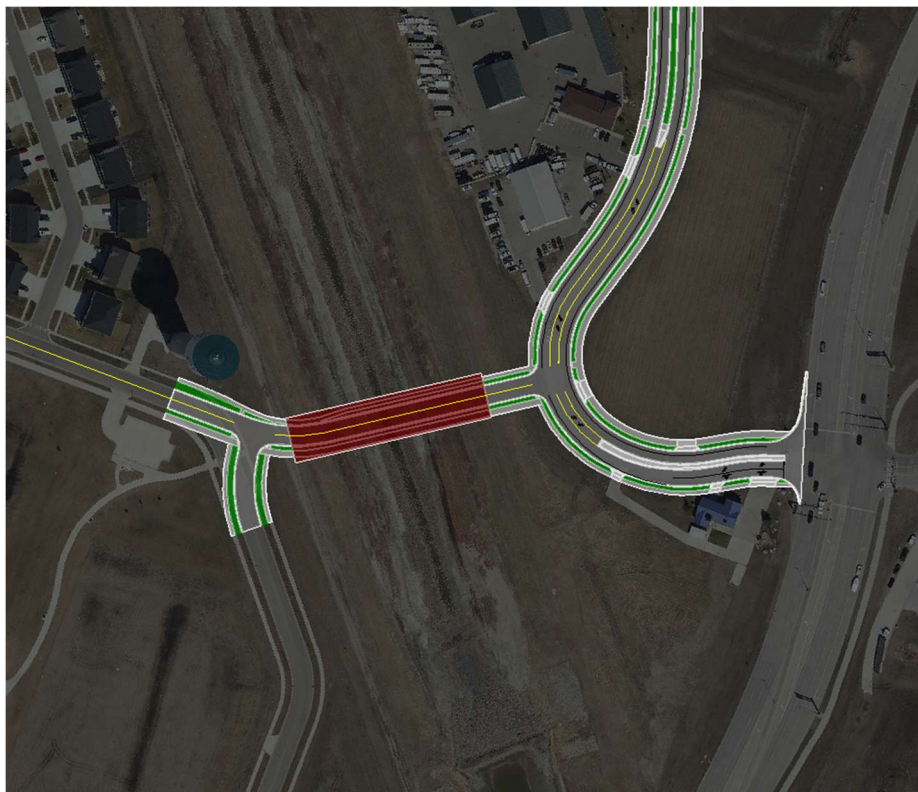
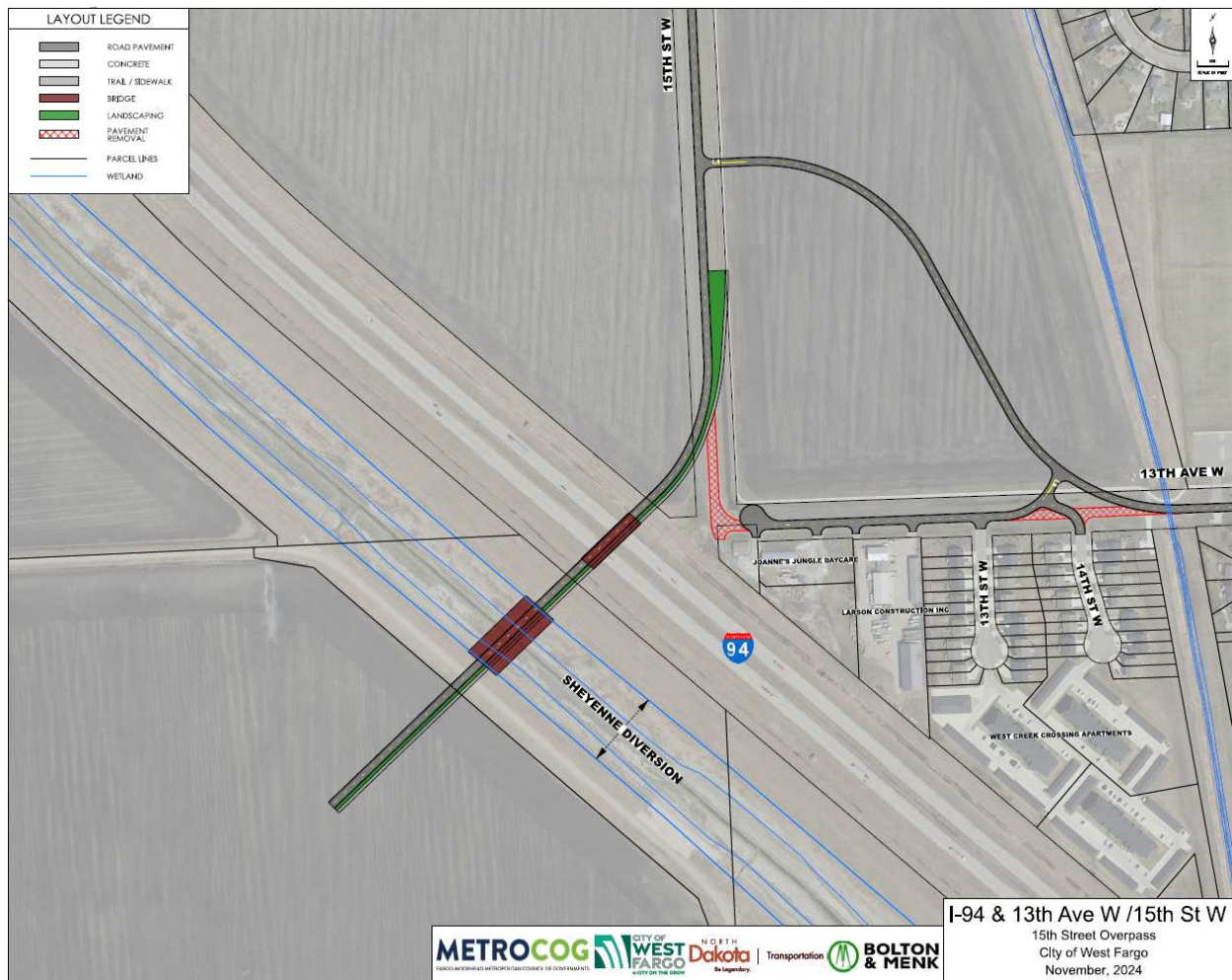


Figure 4.2 – Brooks Harbor Connector Road

## 13th Avenue/15<sup>th</sup> Street Overpass/Interchange

The proposed overpass or interchange at I-94 at 13th Avenue/15th Street is between the Main Avenue and Sheyenne Street interchange. The conceptual design and traffic analysis revealed two overpass and two interchange concepts that could meet future demands at this site.

To meet NDDOT's access spacing preference, preliminary analysis considered two overpass concepts (without ramps to I-94) at this location. One concept prioritized alignment with 13<sup>th</sup> Avenue, and the second prioritized alignment with 15<sup>th</sup> Street. The 2019 13th Avenue Corridor Study recommended an overpass at this location. Of the two overpass concepts, the 13<sup>th</sup> Avenue overpass appears to have several advantages as it provides continuity to an existing arterial corridor.



Concept follows NDDOT interchange access spacing guidelines. The location of the intersection of 15<sup>th</sup> Street and 13<sup>th</sup> Avenue can be revised if there are not potential considerations for an interchange.

Figure 4.3 – 15<sup>th</sup> St. Overpass



Figure 4.4 – 13th/15th Overpass

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## Interchange Options at 13th Avenue/15th Street

Multiple interchange options at 13<sup>th</sup> Avenue/15<sup>th</sup> Street West were evaluated, with some prioritizing alignments with 13th Avenue and others prioritizing alignment with 15<sup>th</sup> Street West. Note that all concepts presented here assume bridge structures are perpendicular to I-94 to manage project costs associated with longer bridge lengths.

Traffic operations under future traffic demands were estimated using the Vissim traffic simulation software. This analysis estimated the intersection level of service at ramp intersections for all interchange concepts during the future AM and PM peak hours in a full build-out condition (estimated to occur around 2060, based on discussions with the project Study Review Committee). Intersection level of service is a letter grade that is used to describe the quality of traffic operations, with levels of service ranging from LOS A (“very good” traffic operations with minimal delays) and LOS F (failing operations with high amounts of delay). In North Dakota, traffic operations at LOS D or better are typically considered acceptable.

A SPUI is expected to accommodate full build-out traffic demands, with a peak-hour estimated level of service (LOS) of C under future demand. Relative to many other concepts described below Figures 4.5 and 4.6, this option provides good traffic flow, an overview provided in the tables below.

Approach	Traffic Delay (sec/veh)				Traffic Queuing (feet)						
	Movement (Delay - LOS)			Approach (Delay - LOS)	Intersection (Delay - LOS)	Left Turn		Through		Right Turn	
	L	T	R			Avg	Max	Avg	Max	Avg	Max
EB	31 - C	-	27 - C	4 - A	22 - C	25	125	0	0	25	125
WB	35 - D	-	33 - C	9 - A		50	200	0	0	50	250
NB	30 - C	21 - C	4 - A	16 - B		25	200	75	500	25	225
SB	29 - C	13 - B	1 - A	22 - C		50	250	25	75	0	25

Figure 4.5 – Full Build-Out AM Peak Hour Traffic Operations – SPUI

Approach	Traffic Delay (sec/veh)				Traffic Queuing (feet)						
	Movement (Delay - LOS)			Approach (Delay - LOS)	Intersection (Delay - LOS)	Left Turn		Through		Right Turn	
	L	T	R			Avg	Max	Avg	Max	Avg	Max
EB	53 - D	-	59 - E	57 - E	31 - C	50	175	0	0	50	225
WB	47 - D	-	34 - C	42 - D		100	525	0	0	50	250
NB	38 - D	27 - C	4 - A	19 - B		50	250	50	325	0	50
SB	35 - D	17 - B	1 - A	24 - C		100	525	25	150	25	150

Figure 4.6 – Full Build-Out PM Peak Hour Traffic Operations - SPUI

The construction of the SPUI, including bridges over I-94 and the Sheyenne River Diversion, is estimated to cost between \$80 million and \$90 million. Cost accounts for significant retaining wall needs, right-of-way, wide bridges spanning I-94 to the Sheyenne Diversion, and the realignment of 13<sup>th</sup> Avenue and 15<sup>th</sup> Street. The bridge required for a SPUI is larger than most interchanges, and due to the proximity of the

Sheyenne Diversion, that bridge is similarly sized. Together, both bridges account for approximately \$20 million of the total cost. Approximately ¼ mile of reconstruction of both 13th Avenue and 15th Street west was included to account for the realignment of 13<sup>th</sup> Avenue.

### Single Point Urban Interchange (SPUI)

A single-point urban interchange (SPUI) is an interchange configuration that typically performs well in constrained right-of-way environments, especially when high volumes of left turns are present. However, SPUIs tend to have high implementation costs, primarily due to the large bridge structures required to accommodate such designs.

The SPUI concept for the 13<sup>th</sup> Avenue/15<sup>th</sup> Street location is shown (Figure 4.7). This design provides alignment with 15<sup>th</sup> Street. The geometric requirement for this design would not be compatible with alignment with 13<sup>th</sup> Avenue.



Figure 4.7 – 13<sup>th</sup> Ave/15<sup>th</sup> St Single Point Urban Interchange

## Roundabout Interchange

Several iterations of a roundabout interchange were evaluated. After the concepts were considered, the following design is expected to provide acceptable traffic flow includes the following elements:

- Provides alignment with 13<sup>th</sup> Avenue
- Loop ramp for westbound off-ramp
  - Required to accommodate traffic flows from westbound I-94 to locations south of the interchange
- Roundabout for the intersection of 13<sup>th</sup> Avenue and 15<sup>th</sup> Street (east of the interchange). The placement of this roundabout was based on NDDOT design standards for intersection spacing near interchanges (Figure 4.8).

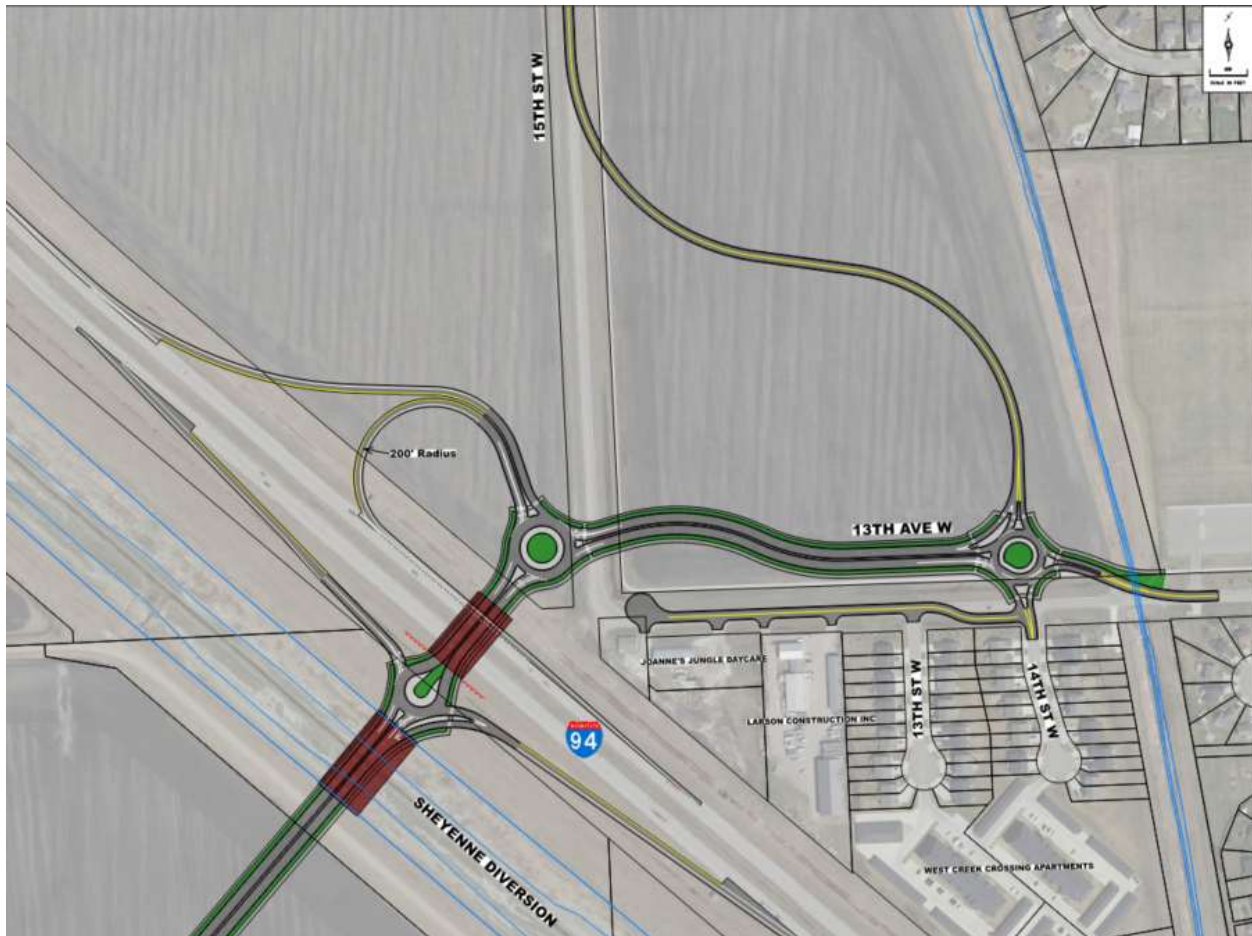


Figure 4.8 – Roundabout Interchange

This concept is anticipated to provide full build-out traffic operations at LOS C at all intersections in the AM and PM peak hours. Modeled delays for the eastbound offramp are higher than other movements. However, modeled queues do not extend back onto the I-94 mainline.

The tables show a Full Build-Out Peak Hour Traffic Operations - 4-Legged North Ramp Intersection with Loop Ramp (No ¾ Access) for both AM and PM scenarios, respectively (Figures 4.9 and 4.10).

2060 AM Peak Hour												
Intersection	Approach	Traffic Delay (sec/veh)				Intersection (Delay - LOS)	Traffic Queuing (feet)					
		Movement (Delay - LOS)			Approach (Delay - LOS)		Left Turn		Through		Right Turn	
		L	T	R			Avg	Max	Avg	Max	Avg	Max
13th/15th South Ramp Terminal Roundabout	EB (Exit Ramp)	15 - C	-	13 - B	15 - C	7 - A	25	125	-	-	25	125
	NB (13th)	-	7 - A	9 - A	8 - A		-	-	25	375	25	300
	SB (13th)	1 - A	0 - A	-	1 - A		0	25	0	25	-	-
13th/15th North Ramp Terminal Roundabout	EB (Exit Ramp)	-	-	5 - A	5 - A	3 - A	-	-	-	-	25	125
	WB (Exit Ramp)	-	-	3 - A	3 - A		-	-	-	-	0	0
	NB (13th)	2 - A	3 - A	-	3 - A		25	75	25	75	-	-
	SB (13th)	-	2 - A	2 - A	2 - A		-	-	25	100	25	100
13th Ave & 15th St Roundabout	EB	11 - B	9 - A	8 - A	11 - B	11 - B	50	700	50	700	50	700
	WB	12 - B	23 - C	23 - C	23 - C		50	400	50	400	50	400
	NB	17 - C	-	6 - A	13 - B		25	100	-	-	25	100
	SB	3 - A	-	1 - A	2 - A		25	150	-	-	25	150

Figure 4.9 - Full Build-Out AM Peak Hour 4-Legged N. Ramp Intersection w/Loop Ramp (No ¾ Access)

2060 PM Peak Hour												
Intersection	Approach	Traffic Delay (sec/veh)				Intersection (Delay - LOS)	Traffic Queuing (feet)					
		Movement (Delay - LOS)			Approach (Delay - LOS)		Left Turn		Through		Right Turn	
		L	T	R			Avg	Max	Avg	Max	Avg	Max
13th/15th South Ramp Terminal Roundabout	EB (Exit Ramp)	89 - F	-	37 - E	60 - F	16 - C	150	750	-	-	150	750
	NB (13th)	-	10 - B	21 - C	15 - C		-	-	50	400	25	300
	SB (13th)	2 - A	1 - A	-	2 - A		0	100	0	100	-	-
13th/15th North Ramp Terminal Roundabout	EB (Exit Ramp)	-	-	17 - C	17 - C	6 - A	-	-	-	-	50	525
	WB (Exit Ramp)	-	-	4 - A	4 - A		-	-	-	-	0	25
	NB (13th)	1 - A	2 - A	-	2 - A		0	100	0	100	-	-
	SB (13th)	-	3 - A	3 - A	3 - A		-	-	25	125	25	125
13th Ave & 15th St Roundabout	EB	14 - B	17 - C	16 - C	16 - C	9 - A	100	650	100	650	100	650
	WB	7 - A	7 - A	7 - A	7 - A		25	300	25	300	25	300
	NB	16 - C	-	8 - A	10 - B		25	75	-	-	25	75
	SB	5 - A	-	2 - A	3 - A		25	400	-	-	25	400

Figure 4.10 - Full Build-Out PM Peak Hour 4-Legged N. Ramp Intersection w/Loop Ramp (No ¾ Access)

## Discarded Roundabout Interchange Concepts

The following roundabout interchange designs were considered, but importantly, discarded due to unacceptably high modeled delays and/or queue lengths.

### 5-Legged North Ramp Intersection

- This option was developed to incorporate 13<sup>th</sup> Avenue and 15<sup>th</sup> Street into the north ramp intersection. The primary goal of this alternative was to minimize right-of-way needs and associated impacts to developable land, especially on the north side of I-94. This concept is shown in Figure 4.11.
- Discarded due to failing operations (LOS F) at both ramp intersections under full-buildout peak hour traffic demands. Modeled westbound offramp queues are expected to spill back onto the I-94 mainline (modeled queue lengths of around ¾ mile).
- Roundabout sizing limitations constrain the ability to improve operations at the eastbound ramps intersection due to proximity to the Sheyenne River Diversion.



Figure 4.11 – 15<sup>th</sup> Street and 13<sup>th</sup> Avenue Roundabout Interchange

### Diverted Roundabout Interchange

- This concept was considered to mitigate issues associated with roundabout sizing at the south roundabout (eastbound ramps). This however requires that roundabout to be on the south side of the Sheyenne River diversion, making the eastbound ramps right-in/right-out only movements. This concept is shown in Figure 4.12.
- This option was discarded due to poor traffic operations. Over 600 peak hour U-turn movements are expected at the south roundabout in a full build-out condition, which has a major impact on performance at that intersection



Figure 4.12 – 15<sup>th</sup> Street and 13<sup>th</sup> Avenue Diverted Roundabout Interchange

#### 4-Legged North Ramp Intersection

- This option was considered to determine if removing the fifth approach from the north roundabout can improve expected delays at the westbound off-ramp.
- This option assumes alignment with 13<sup>th</sup> Avenue, with a roundabout and a  $\frac{3}{4}$  access to accommodate the intersection of 13<sup>th</sup> Avenue and 15<sup>th</sup> Street. This concept is shown in Figure 4.13.
- This option was discarded due to failing operations, especially at the westbound off-ramp. Modeled peak hour queues on the westbound off-ramp are expected to spill back onto the I-94 mainline.
- A variant of this alternative that assumes free right turn movements on the westbound offramp was considered; however, this did not improve traffic operations to an acceptable level

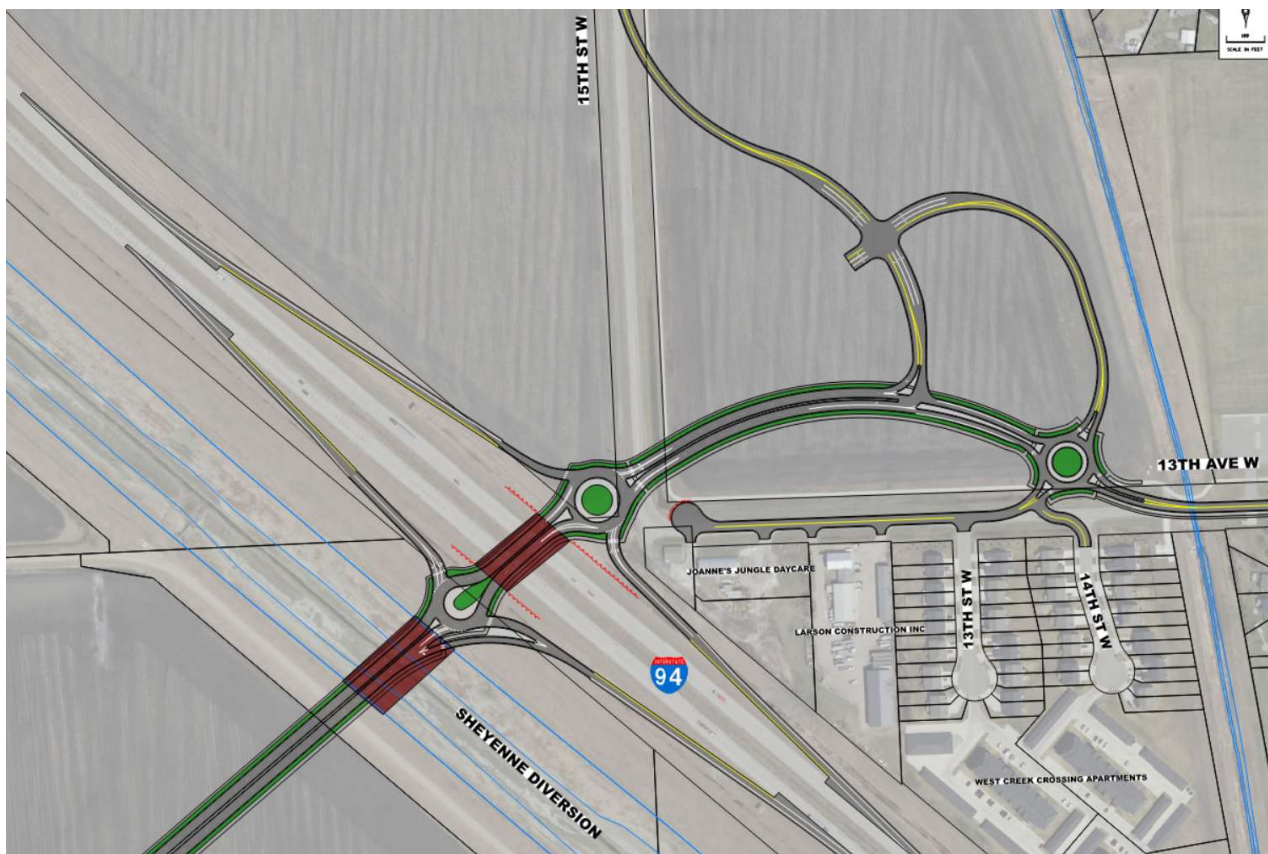


Figure 4.13 – Roundabout Interchange – 4-Legged North Ramp Intersection

## Viability Interchange Options at 13<sup>th</sup> Avenue/15<sup>th</sup> Street

Based on the analysis that was completed for several interchange concepts at 13<sup>th</sup> Avenue/15<sup>th</sup> Street, the following concepts are considered viable:

- Single point urban interchange (SPUI)
  - Planning level cost estimate: \$80-90 million
  - Cost accounts for significant retaining wall needs, right of way, wide bridges spanning I-94 and the Sheyenne Diversion, potentially poor soil conditions and the realignment of 13<sup>th</sup> Avenue and 15<sup>th</sup> Street.
  - Improves multimodal connectivity across I-94, as well as being the best solution for regional travel demand across the various I-94 interchanges of Main Avenue, Sheyenne Street, and 38<sup>th</sup> Street.
  - High construction cost as the SPUI requires a significant bridge width over I-94.
  - Reduces the Right-of-Way footprint compared to the roundabout interchange, although it requires a significant realignment of 13<sup>th</sup> Avenue to meet access spacing requirements along 15<sup>th</sup> Street.
  - Access can be maintained to the existing properties along 13<sup>th</sup> Avenue along a frontage road.
  
- Roundabout interchange with 4-legged north ramp intersection and westbound loop offramp
  - Planning level cost estimate: \$70-85 million
  - Cost accounts for significant retaining wall needs, right of way, bridges spanning I-94 and the Sheyenne Diversion, potentially poor soil conditions and the realignment of 13<sup>th</sup> Avenue and 15<sup>th</sup> Street.
  - Improves multimodal connectivity across I-94, as well as being the best solution for regional travel demand across the various I-94 interchanges of Main Avenue, Sheyenne Street, and 38<sup>th</sup> Street.
  - Lower cost as bridge widths are reduced compared with the SPUI alternative
  - Additional Right-of-Way required compared with the SPUI for the loop ramp, and realignment of 15<sup>th</sup> Street to meet access spacing requirements.
  - Access to the existing properties along 13<sup>th</sup> Avenue along a frontage road can be maintained.

## Overpass vs. Interchange

FHWA access spacing standards are two miles preferred and one mile minimum. The proximity to Main Avenue and Sheyenne Street interchanges with I-94 would put 13<sup>th</sup> Avenue/15<sup>th</sup> Street at the minimum spacing. NDDOT prefers two-mile spacing for the following reasons;

- **Congestion:** Peak-hour congestion is already a significant issue, and projections show it worsening. One-mile spacing contributes to this by increasing merge/diverge activity and limiting opportunities for geometric improvements.
- **Mainline Geometry:** Options like auxiliary lanes, collector-distributor roads, and braided ramps are constrained by short spacing. Greater spacing opens up more viable design solutions.
- **Signage and Safety:** With more distance between interchanges, signage becomes more effective, reducing last-minute lane changes and improving safety.
- **Weaving Conflicts:** Braided ramps help, but longer spacing inherently reduces weaving, which is a major contributor to crashes and bottlenecks.
- **Maintenance and Cost:** Fewer interchanges mean lower long-term maintenance costs and simpler traffic management. It also reduces construction disruption and improves stormwater management—especially relevant given the Fargo District’s unique challenges.
- **Noise and Environmental Impact:** Longer spacing reduces acceleration/deceleration zones, helping mitigate noise pollution and allowing for more effective noise barriers.

## Revised Interchange Alternatives at Main Avenue/26th Street

New access to the West 94 Area was also considered via revisions to the existing Main Avenue interchange. This concept was first presented during the NW Subarea Study. The vision is to provide additional access to the north and south at the Main Avenue interchange, supporting growth in central areas and providing traffic relief at the 38<sup>th</sup> Street interchange. The existing interchange only provides access to Main Avenue, with no connection to locations south of I-94. Some benefits of providing improved access at this location are its more central location within the West 94 Area and the potential to utilize existing bridge infrastructure.

Each scenario below assumed a connection to the West 94 Area via tying 26<sup>th</sup> Street into the Main Avenue interchange. No overpass-only options were considered for this location.

## Southwest Loop Interchange

An interchange with the following features was found to provide acceptable traffic operations.

- Adds a new bridge structure generally on the alignment of 26<sup>th</sup> Street
- 26<sup>th</sup> Street is incorporated into the interchange (north and south of I-94)
- Southwest loop ramp for movements from southbound 26<sup>th</sup> Street to eastbound I-94
- The intersection of ramps with Main Avenue is reconfigured to allow left turns from the eastbound offramp
- Traffic signals at all intersections within the interchange
- Widening of existing Main Avenue bridge structure to accommodate full-buildout traffic demands
  - Interim year analysis (assumes 50% buildout) found that the existing Main Avenue bridge structure could be utilized for some time until increased development-generated traffic begins to require a wider structure. Widening of this bridge could potentially occur when it reaches the end of its design life.

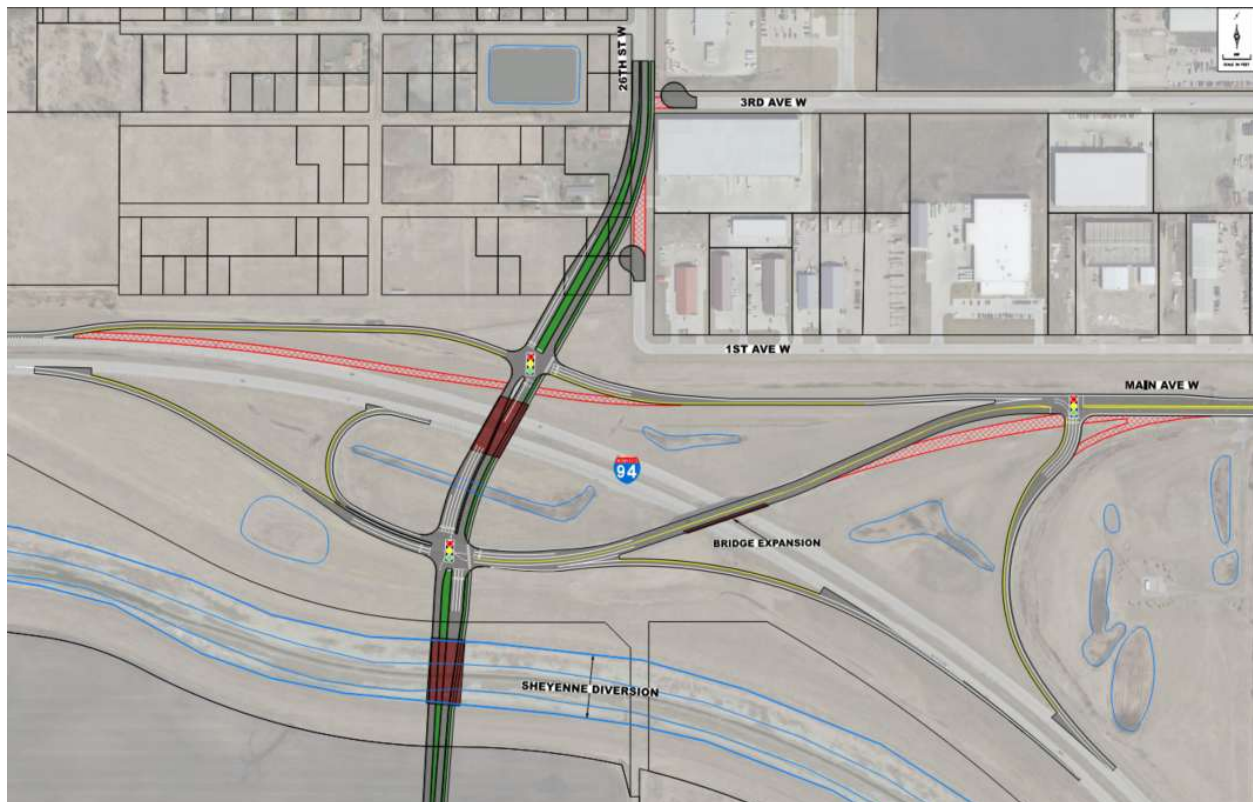


Figure 4.14 – Southwest Loop Concept

## Traffic Operations Analysis

After incorporating the concept elements described above (except the widened Main Avenue bridge), traffic operations analysis was performed for full build-out condition (approximately 2060) traffic volumes.

Traffic simulation indicates acceptable operations (LOS C or better) during the full build-out AM peak hour but significant delay and queuing during the PM peak hour. This indicates that this option could operate well for some time; however, additional capacity would likely be required as the area approaches full build-out. Capacity issues are expected to become most notable at the intersection of the westbound I-94 offramp and Main Avenue.

2060 AM Peak Hour												
Intersection	Approach	Traffic Delay (sec/veh)				Traffic Queuing (feet)						
		Movement (Delay - LOS)			Approach (Delay - LOS)	Intersection (Delay - LOS)	Left Turn		Through		Right Turn	
		L	T	R			Avg	Max	Avg	Max	Avg	Max
26th St South Ramp Terminal <i>Signalized Intersection</i>	EB	46 - D	34 - C	14 - B	31 - C	29 - C	50	250	50	275	25	175
	WB	38 - D	34 - C	-	37 - D		50	200	50	325	-	-
	NB	-	31 - C	21 - C	25 - C		-	-	75	275	100	475
	SB	60 - E	19 - B	9 - A	32 - C		75	275	25	75	25	200
26th St North Ramp Terminal <i>Signalized Intersection</i>	WB	-	42 - D	28 - C	30 - C	18 - B	-	-	25	200	100	650
	NB	28 - C	4 - A	-	12 - B		50	325	25	125	-	-
	SB	-	15 - B	9 - A	14 - B		-	-	50	375	25	225
Main Ave & WB I-94 Exit Ramp <i>Signalized Intersection</i>	EB	-	14 - B	-	14 - B	18 - B	-	-	50	225	-	-
	WB	-	11 - B	16 - B	15 - B		-	-	50	425	50	425
	NB	23 - C	22 - C	22 - C	23 - C		50	300	50	300	50	350

Figure 4.15 – Table: Full Build-Out AM Peak Hour Traffic Operations - Southwest Loop with Dual Turn Lanes (Maintain Existing Bridge)

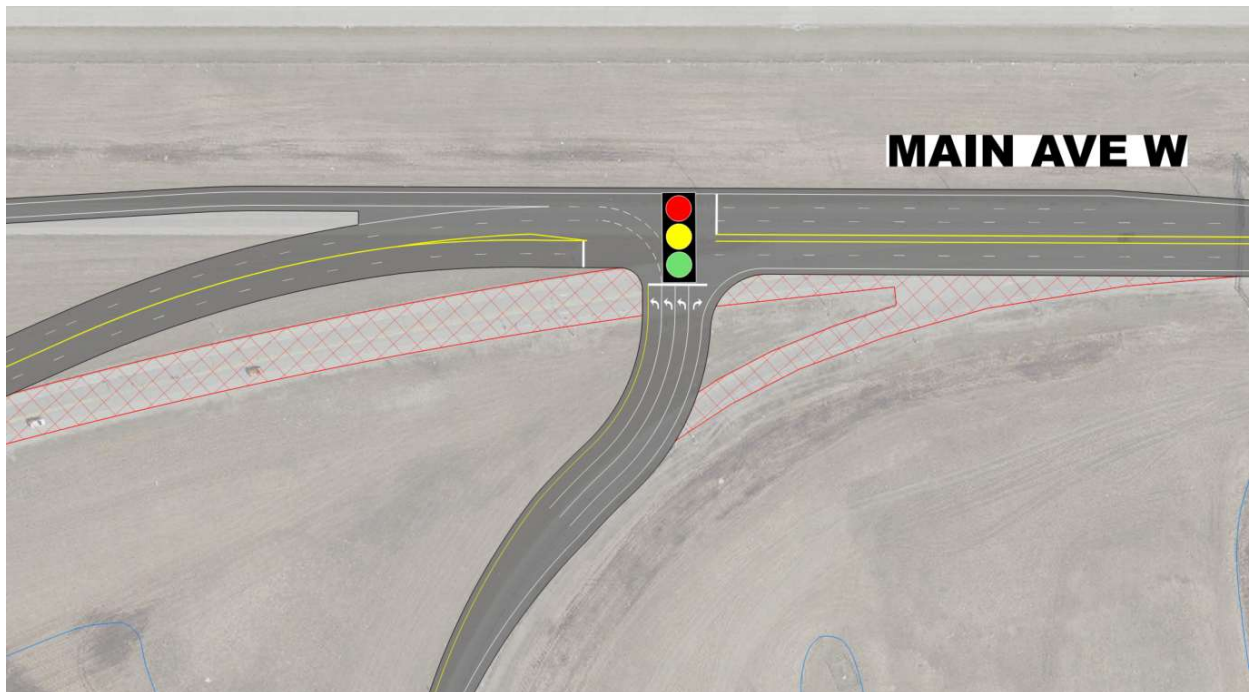
2060 PM Peak Hour												
Intersection	Approach	Traffic Delay (sec/veh)				Traffic Queuing (feet)						
		Movement (Delay - LOS)			Approach (Delay - LOS)	Intersection (Delay - LOS)	Left Turn		Through		Right Turn	
		L	T	R			Avg	Max	Avg	Max	Avg	Max
26th St South Ramp Terminal <i>Signalized Intersection</i>	EB	71 - E	58 - E	58 - E	62 - E	58 - E	100	425	75	300	150	775
	WB	99 - F	82 - F	-	94 - F		1050	2375	150	1175	-	-
	NB	-	58 - E	24 - C	38 - D		-	-	100	375	100	325
	SB	86 - F	23 - C	17 - B	45 - D		250	750	25	150	25	675
26th St North Ramp Terminal <i>Signalized Intersection</i>	WB	-	53 - D	35 - D	38 - D	64 - E	-	-	50	325	150	950
	NB	48 - D	6 - A	-	21 - C		100	450	25	150	-	-
	SB	-	99 - F	81 - F	96 - F		-	-	1150	2150	175	650
Main Ave & WB I-94 Exit Ramp <i>Signalized Intersection</i>	EB	-	28 - C	-	28 - C	91 - F	-	-	100	550	-	-
	WB	-	149 - F	121 - F	135 - F		-	-	825	1875	825	1875
	NB	123 - F	103 - F	78 - E	106 - F		1150	4325	1150	4325	25	300

Figure 4.16 – Table: Full Build-Out PM Peak Hour Traffic Operations - Southwest Loop with Dual Turn Lanes (Maintain Existing Bridge)

## Enhanced Southwest Loop Interchange: Widen Main Avenue Bridge with Triple Northbound Left at Main Avenue Ramp Intersection

A variation of the Southwest Loop option that assumes a widened Main Avenue bridge structure and a triple northbound left turn lane at Main Avenue and the Westbound I-94 Exit was modeled.

The two inside northbound left turn lanes at Main Avenue and the Westbound I-94 Exit Ramp would lead traffic over the new bridge to the 26<sup>th</sup> Street South Ramp Terminal (traffic destined for southbound 26<sup>th</sup> Street). The outside (third) northbound left turn lane would lead traffic to the 26<sup>th</sup> St North Ramp Terminal. The Main Ave and the Westbound I-94 Exit Ramp intersection is shown below to illustrate these movements better.



*Figure 4.17 – Main Avenue/Westbound I-94 Exit Ramp Intersection (Full Build)*

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Traffic operations analysis that assumes increased capacity at the westbound off-ramp/Main Avenue intersection shows improved operations, with an acceptable LOS D or better at all intersections within the interchange. This option shows some longer maximum queues along 26<sup>th</sup> Street and Main Avenue, but minimal queuing along I-94 exit ramps. The maximum modeled queue along an exit ramp is 425 feet and therefore would not impact mainline I-94 operations.

2060 AM Peak Hour												
Traffic Delay (sec/veh)						Traffic Queuing (feet)						
Intersection	Approach	Movement (Delay - LOS)			Approach (Delay - LOS)	Intersection (Delay - LOS)	Left Turn		Through		Right Turn	
		L	T	R			Avg	Max	Avg	Max	Avg	Max
26th St South Ramp Terminal <i>Signalized Intersection</i>	EB	46 - D	35 - D	14 - B	31 - C	28 - C	50	250	50	275	25	175
	WB	38 - D	33 - C	-	36 - D		50	200	50	300	-	-
	NB	-	30 - C	18 - B	23 - C		-	-	75	275	100	350
	SB	52 - D	20 - C	9 - A	29 - C		75	250	25	75	25	200
26th St North Ramp Terminal <i>Signalized Intersection</i>	WB	-	43 - D	29 - C	31 - C	18 - B	-	-	25	200	125	700
	NB	29 - C	4 - A	-	13 - B		50	325	25	125	-	-
	SB	-	15 - B	9 - A	14 - B		-	-	50	375	25	250
Main Ave & WB I-94 Exit Ramp <i>Signalized Intersection</i>	EB	-	12 - B	-	12 - B	17 - B	-	-	50	275	-	-
	WB	-	10 - B	16 - B	15 - B		-	-	50	450	50	450
	NB	20 - C	22 - C	23 - C	22 - C		50	275	50	275	50	375

Figure 4.18 – Table: Full Build-Out AM Peak Hour Traffic Operations - Southwest Loop with Widened Bridge

2060 PM Peak Hour												
Traffic Delay (sec/veh)						Traffic Queuing (feet)						
Intersection	Approach	Movement (Delay - LOS)			Approach (Delay - LOS)	Intersection (Delay - LOS)	Left Turn		Through		Right Turn	
		L	T	R			Avg	Max	Avg	Max	Avg	Max
26th St South Ramp Terminal <i>Signalized Intersection</i>	EB	73 - E	60 - E	61 - E	65 - E	52 - D	100	425	75	325	175	725
	WB	93 - F	75 - E	-	88 - F		475	1425	250	1075	-	-
	NB	-	57 - E	21 - C	36 - D		-	-	100	400	100	325
	SB	47 - D	16 - B	17 - B	29 - C		125	700	25	125	50	650
26th St North Ramp Terminal <i>Signalized Intersection</i>	WB	-	52 - D	38 - D	41 - D	49 - D	-	-	50	275	200	1325
	NB	43 - D	6 - A	-	19 - B		75	425	25	175	-	-
	SB	-	69 - E	55 - E	67 - E		-	-	800	2150	100	525
Main Ave & WB I-94 Exit Ramp <i>Signalized Intersection</i>	EB	-	25 - C	-	25 - C	34 - C	-	-	100	425	-	-
	WB	-	26 - C	50 - D	38 - D		-	-	225	1000	225	1000
	NB	37 - D	38 - D	36 - D	38 - D		50	375	50	375	25	275

Figure 4.19 – Table: Full Build-Out PM Peak Hour Traffic Operations - Southwest Loop with Widened Bridge

## Discarded Interchange Options

Several other interchange options were considered at Main Avenue and 26<sup>th</sup> Street. However, none of these options provided acceptable traffic operations under anticipated full build-out traffic demands.

### Roundabout Interchange

- A roundabout interchange was considered, with a significant benefit being the ability to tie into both Main Avenue and 26<sup>th</sup> Street on the north side of I-94. This concept would construct a new bridge, generally along the 26th Street alignment, and utilize the existing Main Avenue bridge.
- This option was discarded due to roundabout capacity constraints. Even with dual lane roundabouts at both ramp intersections, all intersection/ramp approaches are expected to be over capacity with full build-out traffic demands.

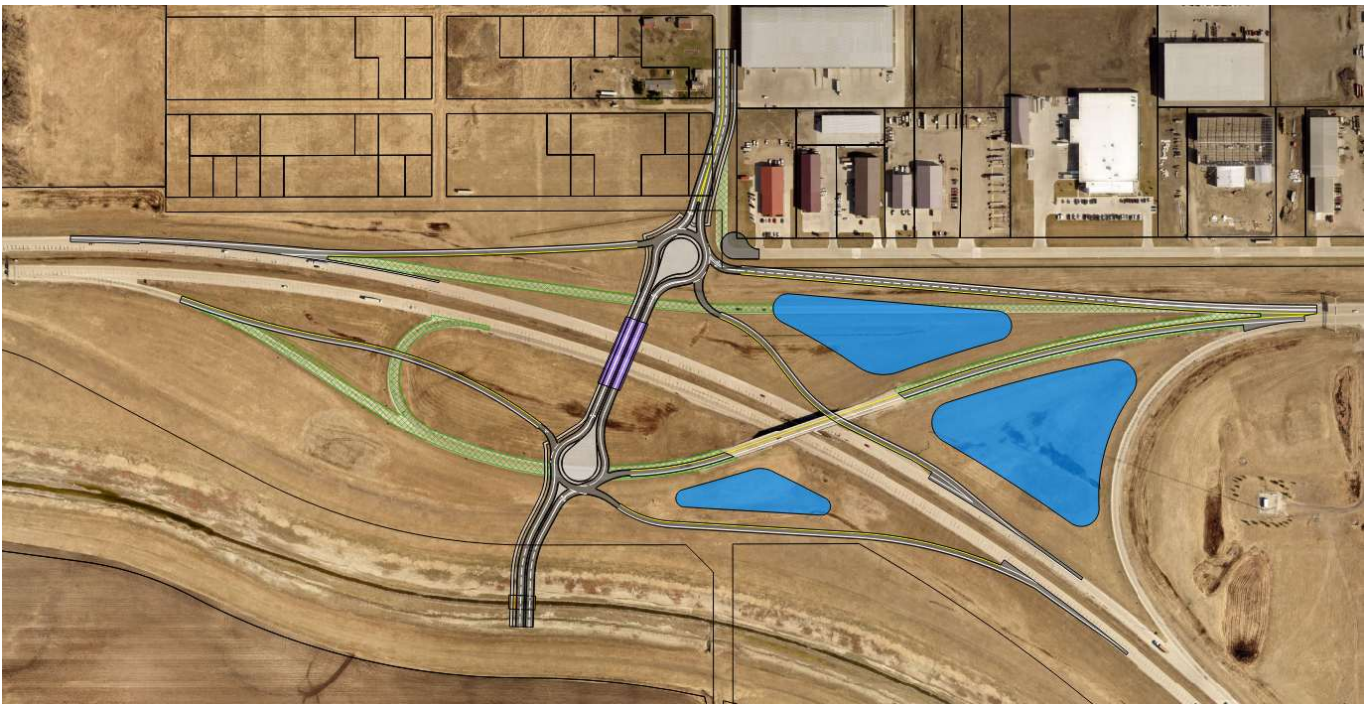


Figure 4.20 – Roundabout Interchange

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## Diverging Diamond Interchange

- A diverging diamond interchange was also considered due to this design typically accommodating heavy left-turning volumes efficiently.
- This concept would require the reconstruction of the existing Main Avenue bridge as well as a new bridge generally on the 26<sup>th</sup> Street alignment.
- This concept was discarded due to poor traffic operations. To achieve acceptable traffic operations under full build-out traffic demands, several triple left-turn lanes and double right-turn lanes would be required. Such configurations are uncommon in North Dakota, and may not be desirable with this design since these would be necessary on nearly all intersection approaches within the interchange.

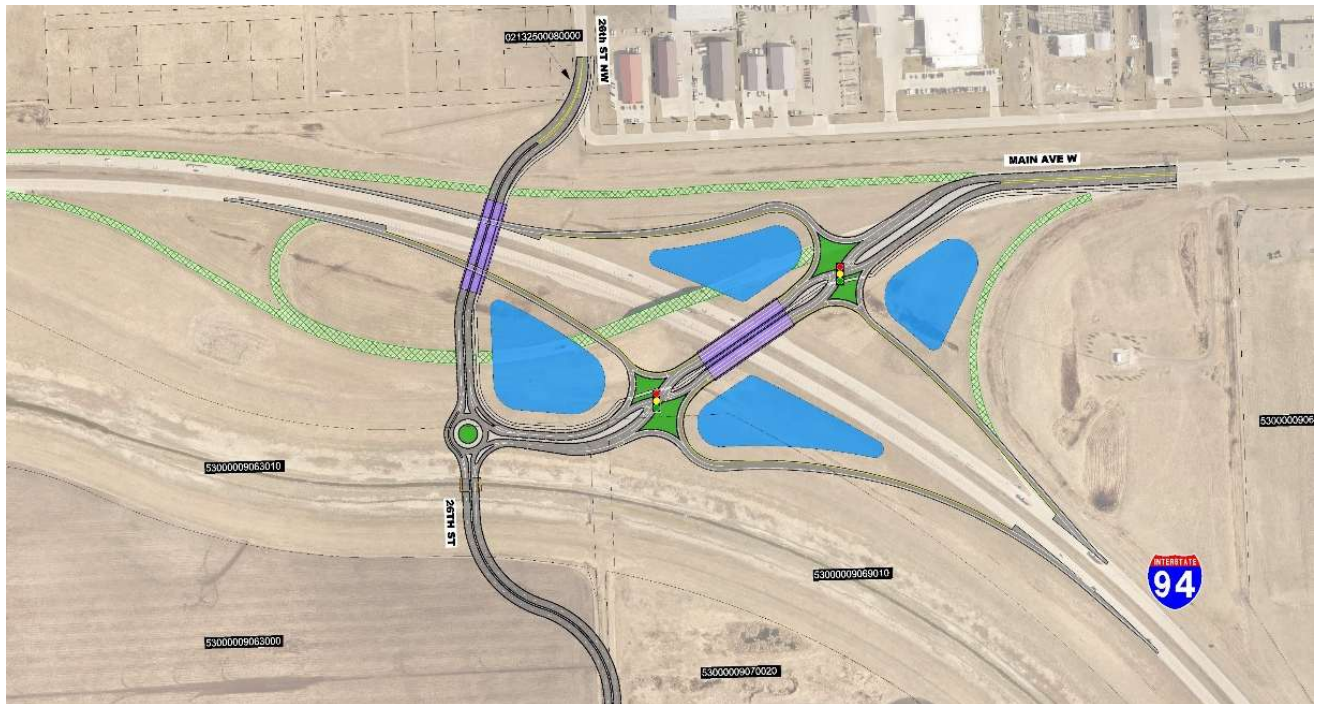


Figure 4.21 – Main Ave/26<sup>th</sup> St Diverging Diamond Interchange

## Viable Interchange Options at Main Avenue/26th Street West

The only interchange concept expected to provide acceptable traffic operations is the Southwest Loop Concept, which also widens the existing Main Avenue interchange bridge.

The estimated cost for constructing the revised interchange, which includes bridges over I-94 and the Sheyenne Diversion, ranges from \$90 to \$100 million. This estimate covers the costs associated with the bridges spanning I-94 and the Sheyenne Diversion, the widening of the existing Main Avenue bridge over I-94, and potential poor soil conditions. It does not, however, encompass the right of way, as previous efforts have been made to acquire the necessary properties for building the interchange at this site. This estimate excludes the secondary improvements needed to link the new interchange to the NW Subarea to the north. Implementing these improvements would demand another significant investment to cross the Sheyenne Diversion and to create a grade separation at the existing railroad crossing. Furthermore, these enhancements could lead to further property acquisitions and business displacements along 26th Street to complete this project connection.

## Collector-Distributor System Considerations

Collector-distributor systems have been studied throughout the Fargo-Moorhead area for locations where interchanges are around one mile apart (similar to what would occur between 38<sup>th</sup> Street and 26<sup>th</sup> Street/Main Avenue). The guidance for this study was not to evaluate a collector-distributor system, but this may be considered in the future.

## Traffic Operations on Sheyenne Street with New Connections

An analysis was conducted to determine whether any additional improvements are needed at key intersections along Sheyenne Street in the full build-out scenario. The intersections analyzed and improvements required to provide acceptable peak hour operations are listed below:

- 13<sup>th</sup> Avenue at Sheyenne Street:
  - Have the second southbound through lane start north of the intersection
  - Convert the westbound approach to a dual westbound left and shared thru/right
  - Optimize signal timing
- Christianson Drive at Sheyenne Street
  - Convert the eastbound left movement phasing to protected/permitted
  - Optimize signal timing
- 26<sup>th</sup> Avenue at Sheyenne Street
  - Add a southbound right turn lane
  - Optimize signal timing

## Overview for 38th Street Interchange

With the proposed development concepts, the 38<sup>th</sup> Street interchange is expected to handle traffic volumes similar to those carried by Sheyenne Street today. Detailed analysis of this interchange was beyond the scope for this study. However, the traffic forecasting modeling described in Chapter 2 indicates that investments will be necessary at this interchange to support area development goals and associated traffic growth. A high-level analysis was conducted to translate forecasted volumes and existing configurations, resulting in the following concept.

Figure 4.17 illustrates proposed changes to the current 38<sup>th</sup> St interchange. These modifications entail expanding to 2 lanes heading north and 3 lanes heading south, incorporating signalized intersections, reconfigured turn lanes, a trail crossing the interstate, and a loop ramp from southbound to eastbound I-94. Implementing this concept necessitates reconstructing the existing bridge over I-94.

The reconstruction of the 38<sup>th</sup> Street interchange is estimated to cost between \$30 and \$ 35 million. This cost primarily accounts for the replacement of a bridge and the additional earthwork required for the southbound to eastbound loop, as well as the widening of 38<sup>th</sup> Street.



Figure 4.22 – 38th Street Interchange Concept

## I-94 Mainline

A detailed analysis of I-94 is outside the scope of this project; however, mainline operations were reviewed as part of the Vissim analysis that was completed. This section summarizes the implications for I-94 with the proposed new access along I-94.

## FHWA Interchange Justification Reports/Interchange Modification Justification Reports

FHWA and NDDOT are vested in maintaining safe and efficient traffic flow on the Interstate system. As such, changes to interstate access must be confirmed to avoid any adverse impact on the safety and operation of the freeway and the surrounding roadway system.

To obtain FHWA approval for interchange modifications, Interchange Justification Reports (IJR) for new interchanges or Interchange Modification Justification Reports (IMJR) for revised interchanges must be prepared as project development progresses. Key elements of these reports include:

- An IJR/IMJR must be a stand-alone document that contains all relevant information described below
- Confirmation that proposed interstate access changes connect to public roadways and provide for all traffic movements
- An operational and safety analysis that concludes that the proposed change in interstate access does not have a significant adverse impact on the safety and operation of the Interstate facility (including mainline lanes, existing, new, or modified ramps, and ramp intersections with the crossroad)
- This analysis must consider existing and planned future traffic projections
- This analysis should include at least the first adjacent existing or proposed interchange on either side of the proposed change in access
- The crossroads and local street network, to at least the first major intersection on either side of the proposed change in access should be included in the analysis to the extent necessary to fully evaluate the safety and operational impacts that the proposed change in access may have on the local street network
- Confirmation that the proposed access change is consistent with local and regional land use and transportation plans
- Where multiple interchange additions/modifications are expected, a comprehensive network study must accompany all requests for new or revised access
- Interchange access requests should include conceptual plans of the type and locations of the signs proposed to support each design alternative

The preparation of IJR/IMJRs is beyond the scope of this study and is more appropriate once stakeholders have confirmed the preferred interstate access concept in conjunction with evolving land development trends. This study can, however, serve as a foundational document when preparing future IJR/IMJRs.

## Volumes on I-94

The West 94 Area must access I-94 somewhere in the project area. If new interchanges are not added, the additional traffic will overburden the existing interchanges at 38<sup>th</sup> Street, Main Avenue, and Sheyenne Street. Without adding access, it is unlikely that the desired land use development can occur to its full potential. Still, adding interchanges at Main Avenue/26<sup>th</sup> Street and 13<sup>th</sup> Avenue/15<sup>th</sup> Street does not add more traffic to I-94. Rather it redistributes traffic so that the existing interchanges are not overburdened.

The estimated 2050 daily volume along I-94 is projected to be as follows by location:

- 64,000 between 38<sup>th</sup> Street and Main Avenue
- 83,000 between Main Avenue and 13<sup>th</sup> Avenue/15<sup>th</sup> Street
- 97,000 between 13<sup>th</sup> Avenue/15<sup>th</sup> Street and Sheyenne Street
- 90,000 east of Sheyenne Street

According to guidance from the Highway Capacity Manual, the daily capacity of a four-lane urban freeway is around 75,000 vehicles per day (actual capacity varies depending on peaking characteristics and interchange density, among other factors). Therefore, the projected volume is over capacity for a four-lane freeway east of Main Avenue with development north and south of the project area.

Traffic operations for mainline I-94 were analyzed as a part of the full build-out peak hour operational analysis in Vissim.

## Methodology

This analysis was based on freeway level of service, where levels of service are a function of the density of traffic on the freeway (vehicles per mile per lane).

LOS	Density (pc/mi/ln)		
	Basic Freeway Segments	Merge and Diverge Segments	Freeway Weaving Segments
A	</= 11	</= 10	</= 10
B	>11-18	>10-20	>10-20
C	>18-26	>20-28	>20-28
D	>26-35	>28-35	>28-35
E	>35-45	>35	>35-43
F	>45 or demand exceeds capacity	demand exceeds capacity	>43 or demand exceeds capacity

Figure 4.23 – Level of Service Criteria: (Exhibits 12-15, 13-6, and 14-3 in the Highway Capacity Manual)

The Highway Capacity Manual describes the LOS thresholds as follows:

- LOS A: free-flow operations. Vehicles are almost completely unimpeded in their ability to maneuver within the traffic stream.
- LOS B: reasonably free-flow operations. The freedom of vehicles to maneuver within the traffic steam is only slightly restricted.

- LOS C: travel speeds are near the free-flow speed. The freedom of vehicles to maneuver within the traffic stream is noticeably restricted so lane changes require more care and vigilance on the driver.
- LOS D: traffic speeds begin to decline with increasing traffic flow. The freedom of vehicles to maneuver within the traffic stream is seriously limited and drivers experience reduced comfort
- LOS E: the highway is operating near capacity. Operations are highly volatile as there is little room for vehicles to maneuver within the traffic stream.
- LOS F: traffic flow is unstable. Traffic demand exceeds capacity. Traffic congestion/queuing occurs.

### Analysis Results

The operational analysis indicated that the existing four-lane roadway is over capacity, which is consistent with findings from the 2023 Metro COG Interstate Operations Study. That study recommends converting I-94 to a six-lane roadway from Sheyenne Street to I-29. The results summarized below confirm that with development north and south of the project area the six-lane roadway needs to extend further west to Main Avenue.

### Near the Proposed 13th Avenue/15th Street West Interchange

Initial I-94 mainline operational analysis was completed in conjunction with the 13<sup>th</sup> Ave/15<sup>th</sup> St interchange analysis. The build-out PM peak hour operations with a four-lane and a six-lane roadway section in this area are illustrated in Table 4.20 below.

Failing operations with the existing four-lane freeway design are expected to be improved with capacity expansion, however some areas of LOS E are still expected in both travel directions.

Existing Four-Lane			Six-Lane		
Segment	Density	LOS	Segment	Density	LOS
EB I-94 West of 13th-15th	49	F	EB I-94 West of 13th-15th	23	C
EB I-94 and 13th-15th Exit Ramp	30	D	EB I-94 and 13th-15th Exit Ramp	20	B
EB I-94 btwn 13th-15th Ramps	30	D	EB I-94 btwn 13th-15th Ramps	20	B
EB I-94 btwn 13th-15th Ramps	80	F	EB I-94 btwn 13th-15th Ramps	18	B
EB I-94 and 13th-15th Entry Ramp	205	F	EB I-94 and 13th-15th Entry Ramp	35	E
EB I-94 and 13th-15th Entry Ramp	70	F	EB I-94 and 13th-15th Entry Ramp	34	D
EB I-94 East of 13th-15th	36	E	EB I-94 East of 13th-15th	27	C
WB I-94 East of 13th-15th	69	F	WB I-94 East of 13th-15th	34	D
WB I-94 East of 13th-15th	33	D	WB I-94 East of 13th-15th	29	D
WB I-94 and 13th-15th Exit Ramp	32	D	WB I-94 and 13th-15th Exit Ramp	29	D
WB I-94 and 13th-15th Exit Ramp	32	D	WB I-94 and 13th-15th Exit Ramp	29	D
WB I-94 btwn 13th-15th Ramps	24	C	WB I-94 btwn 13th-15th Ramps	21	C
WB I-94 btwn 13th-15th Ramps	24	C	WB I-94 btwn 13th-15th Ramps	21	C
WB I-94 and 13th-15th Entry Ramp	42	E	WB I-94 and 13th-15th Entry Ramp	34	D
WB I-94 and 13th-15th Entry Ramp	39	E	WB I-94 and 13th-15th Entry Ramp	39	E
WB I-94 and 13th-15th Entry Ramp	39	E	WB I-94 and 13th-15th Entry Ramp	39	E
WB I-94 West of 13th-15th	33	D	WB I-94 West of 13th-15th	39	E
WB I-94 West of 13th-15th	33	D	WB I-94 West of 13th-15th	39	E

Figure 4.24 – 2060 PM Peak Hour Mainline I-94 LOS

## Between 15th Street and 38th Street

Building upon the assessment of the mainline near 13<sup>th</sup> Avenue/15<sup>th</sup> Street, which confirmed capacity issues without freeway modifications, the build-out condition of AM and PM peak hour operations between 38th Street and 13th Avenue/15th Street was also analyzed.

Since a six-lane section was needed near the 13<sup>th</sup> Avenue/15<sup>th</sup> Street interchange, the analysis assumed the six-lane segment extended to Main Avenue. The transition from the six-lane back to the existing four-lane section was assumed to occur by dropping the outside westbound I-94 lane as an exit-only lane at Main Ave. Along eastbound I-94 the six-lane section was assumed to start with the southbound 26<sup>th</sup> Street to eastbound I-94 lane starting the third eastbound I-94 travel lane. Figure 4.21 shows the assumed lane configuration and how the six-lane to four-lane transition was assumed.

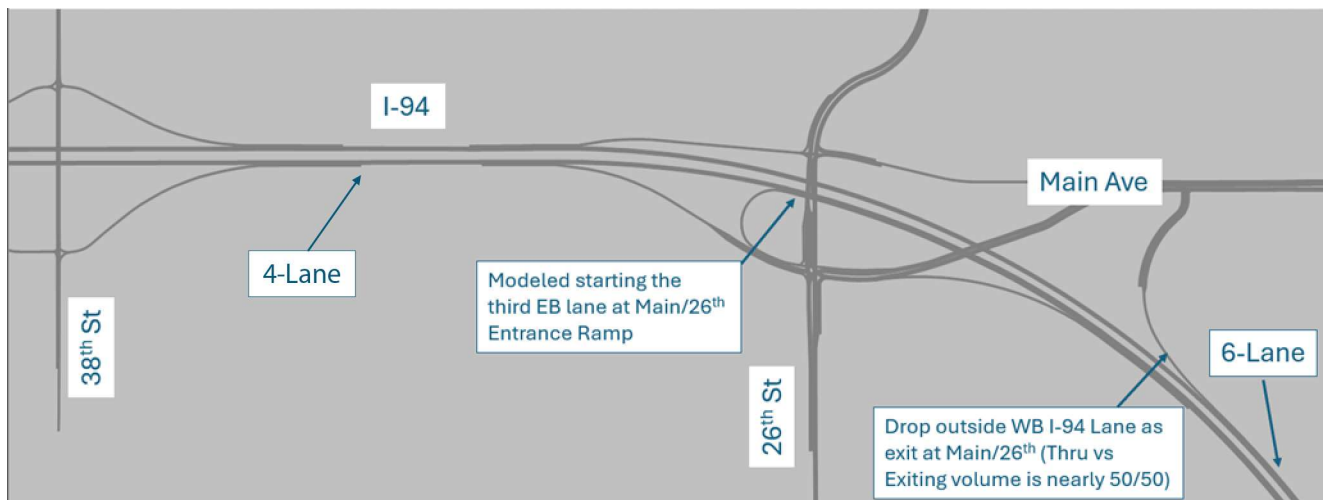


Figure 4.25 – 94 Mainline Traffic Model

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The operations shown in Figure 4.22 demonstrate acceptable performance during the full build-out AM peak hour; however, the PM peak operations indicate a need for an eastbound auxiliary lane between the 38<sup>th</sup> Street and Main Avenue/26<sup>th</sup> Street interchanges.

Segment	2060 AM		2060 PM	
	Density	LOS	Density	LOS
EB I-94 Entry Ramp from 38th	27	D	58	F
EB I-94 between 38th and Main Ramp	26	C	47	E
EB I-94 Main Exit Ramp	21	C	28	D
EB I-94 between Main Ramps	12	B	16	B
EB I-94 Main Entry Ramp	14	B	23	C
EB I-94 between Main Entry Ramps	11	B	15	B
EB I-94 Main Entry Ramp	14	B	19	B
EB I-94 East of Main	15	B	18	B
EB I-94 13-15th Exit Ramp	15	B	18	B
EB I-94 between 13-15th Ramps	12	B	16	B
WB I-94 between 13-15th Ramps	19	B	39	E
WB I-94 13-15th Entry Ramp	32	D	54	E
WB I-94 East of Main	30	D	46	E
WB I-94 Main Exit Ramp	16	B	30	D
WB I-94 between Main Ramps	10	A	13	B
WB I-94 Main Entry Ramp	19	C	28	D
WB I-94 btw between 38th and Main Ramps	21	C	28	D
WB I-94 38th Exit Ramp	20	C	25	C

Figure 4.26 – 2060 Peak Hour Mainline I-94 1

The infrastructure concepts presented in Chapter 4 provide a framework for future project development activities. As the West 94 Area develops, these concepts must be enhanced via formal project development, stakeholder feedback, and contributions, including environmental review, detailed design, and construction. These concepts were presented as alternatives and the basis for the Public Engagement phase of the project.

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# CHAPTER 5 - PUBLIC ENGAGEMENT

## Project Leadership

Public engagement is a key component to any successful plan and its future implementation. The West 94 Area Transportation Plan employed numerous strategies and reached out to various entities to hear the needs of the community, City, and stakeholders. These strategies included the development of a study review committee (SRC), meetings with jurisdictional agencies and developers, meetings with a property owner focus group, and comprehensive public engagement, which included both in-person and online engagement.

This chapter discusses the various public engagement strategies utilized and summarizes the feedback heard from these engagement efforts. Full public engagement summaries can be found in the appendix of this document.

## Study Review Committee Structure

The Study Review Committee's (SRC) leadership guided the West 94 Area Transportation Plan's design, development, and implementation through strategic and focused meetings. The SRC included members from the Federal Highway Administration, North Dakota Department of Transportation, Southeast Cass Water Resource Districts, Cass County, Metro COG, and Bolton & Menk, as depicted in Figure 5.1 below.

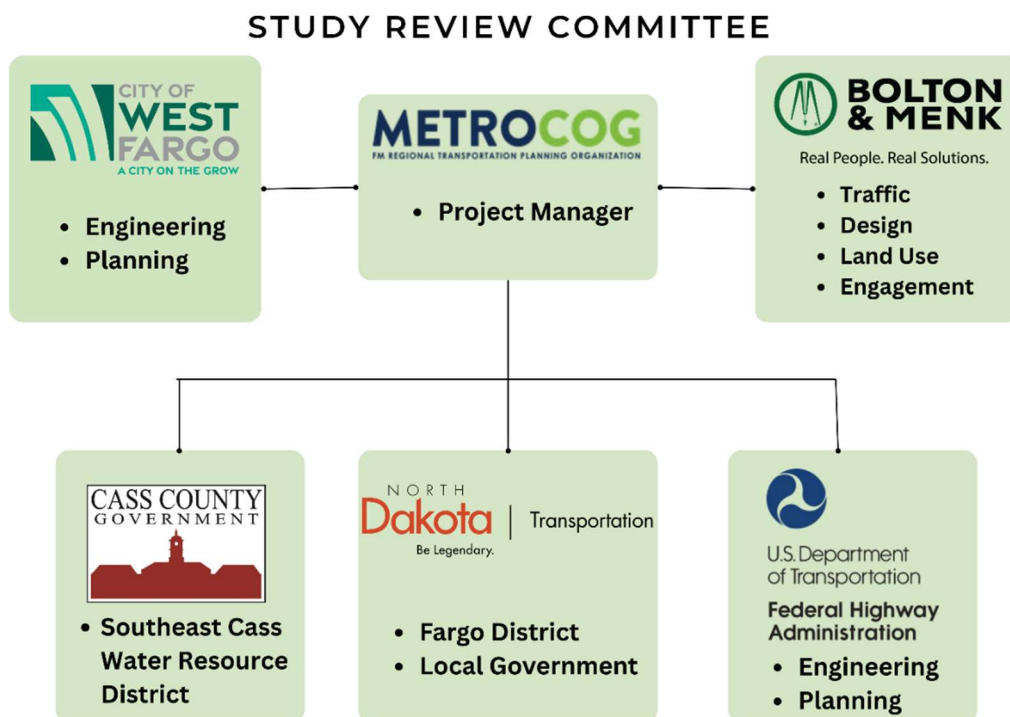


Figure 5.1 – Study Review Committee Structure

### **Metro COG**

1. Dan Farnsworth – Project Manager

### **City of West Fargo**

2. Dan Hanson – City of West Fargo, Senior Director of Community Development
3. Aaron Nelson – City of West Fargo, Planner
4. Kyle McCamy – City of West Fargo, Assistant City Engineer

### **Southeast Cass Water Resource Districts**

5. Kurt Lysne – Representative Contractor Engineer (Moore Engineering)

### **North Dakota Department of Transportation**

6. Aaron Murra – Fargo District Engineer
7. Wayne Zacher – Local Government Division – MPO Coordinator
8. Will Hutchings – Local Government Division – Urban Projects/MPO Coordinator

### **Federal Highway Administration**

9. Kristen Sperry – Planning Program Manager
10. Logan Boise – Engineering and Operations Team Leader

### **Bolton & Menk**

11. Mike Bittner – Project Manager
12. Mojra Hauenstein – Land Use Planner
13. Angie Stenson – Transportation Planner
14. Chris Braband – Transportation Engineer
15. Kevin Mackey – Traffic Forecaster
16. Blue Weber – Engagement Leader

Each Study Review Committee session was led by a different Bolton & Menk staff member. Based on their expertise and relevant project timing, they discussed project components, focusing on key elements to improve efficiency.

### **Study Review Committee Process and Progression**

The Study Review Committee served as the central guiding body and executive oversight for the West 94 Area Transportation Plan. Comprised of representatives from key regional and federal agencies and the consultant team, the SRC met regularly to steer the project from its initial stages through the development of final recommendations.

Across the eight meetings, the SRC focused on several core areas essential to the plan's development:

- Project Foundations & Scope: Early meetings established the project's aggressive schedule and scope of work and introduced the key technical and engagement components.

- **Land Use & Growth:** Discussions frequently revisited land use scenarios, demographic assumptions (including the 2050 forecast), density targets, and how potential development patterns would influence transportation needs. The link between land use vision and fiscal outcomes was also reviewed.
- **Transportation Network & Concepts:** A primary focus was on the physical transportation network, including functional classification, typical cross-sections, and particularly, concept engineering for key access points like interchanges and overpasses at 13th/15th Street and Main/26th Street. Discussions also included other critical connections like Christianson Drive and the Spine Roadway.
- **Traffic Analysis & Impacts:** The SRC reviewed traffic modeling methodology, growth assumptions, forecasted volumes, and sensitivity analyses to understand the impacts of different development and access scenarios. Significant attention was given to how new infrastructure would affect I-94 mainline operations and adjacent areas like the Brooks Harbor neighborhood.
- **Stakeholder & Public Engagement:** The strategy and findings from engaging with various stakeholders – jurisdictional agencies, developers, property owners, and the public – were integrated throughout the process. Feedback on concepts and preferences heavily informed the technical work.
- **Implementation & Phasing:** Discussions progressed to the practicalities of implementing the plan, including initial cost assumptions, challenges (geotechnical, hydraulic), phasing scenarios based on prioritizing different interchanges, and overall project development next steps and funding considerations.

The progression across the meetings reflects the iterative nature of the planning process. Initial meetings involved brainstorming and defining the goals for the project. Subsequent meetings reviewed data collection, presented draft analyses and concepts based on technical work and early feedback, and incorporated refinements. Later meetings focused on synthesizing public input, validating findings, refining viable infrastructure concepts, and developing a framework for long-term implementation, including phasing and costs.

The consistent inclusion of action items at the end of each meeting demonstrates the SRC's active role in directing the project team, requiring revisions, further analysis, and coordination based on the discussions. This iterative review and feedback loop was crucial in shaping the final recommendations presented in the report.

The SRC meetings provided essential oversight and direction for the West 94 Area Transportation Plan. They were the forum for integrating technical analysis, public and stakeholder feedback, and policy guidance. They moved the study from initial concepts to a refined transportation network vision and a pragmatic implementation framework for future growth.

## Project Management Team

The Project Management Team (PMT) was the implementation arm responsible for implementing primary tasks and tertiary functions to support the SRC's decision-making process.

The PMT's responsibilities included:

- Executing technical assessments and analyses
- Conducting internal quality assurance/quality control reviews
- Synthesizing complex data into insights and actionable recommendations
- Identifying issues and developing potential solutions
- Filtering information to present decision-ready options to the SRC

This team included representatives and staff from:

- Metro COG – Project Manager
- City of West Fargo – Project Engineer & Planning
- Bolton & Menk – Project & Deputy Managers

## Targeted Engagement Audiences and Phasing

The public engagement plan, co-developed by the Study Review Committee, followed a structured approach. Stakeholders—including agencies, developers, property owners, and the public—were engaged sequentially, ensuring their feedback shaped the process in line with Metro COG's Public Participation Plan (PPP) while also aligning with project phases.

### Phase 1: Listening to Understand

Jurisdictional entities lay the groundwork and act as the initial North Star for proceeding engagement.

### Phase 2: Discerning to Refine

Members of the development community and property owners shape and inform *why and how* concepts will manifest.

### Phase 3: Strategizing to Create Trust and Buy-in Broader

Bring concepts and input from earlier phases to the community to help guide recommendations.

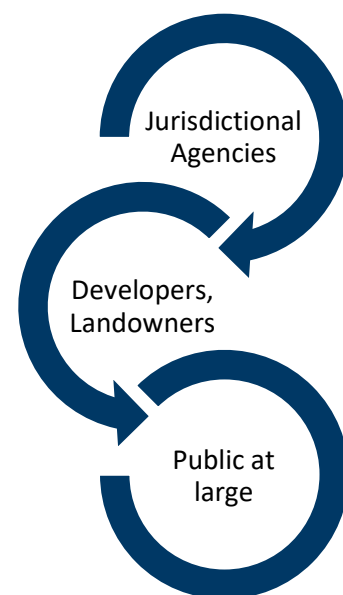


Figure 5.2 – Engagement Phases and corresponding audience

## Phase 1: Listening to Understand

To help inform the project team of existing conditions as well as regional efforts that would be relevant to project success, these listening sessions were organized to meet with various jurisdictional agencies. These agencies were selected based on their proximity to the project area as well as being key decision makers who will either be affected or will affect future implications of implementation. The contacts were identified through the Public Engagement Plan and were addressed during a Study Review Committee meeting.

### Jurisdictional Agency Sessions

#### Meeting Details:

- **When:** September 6, 2024 & September 16th, 2024
- **Where:** Combination of Virtual & West Fargo Public Library and Bolton & Menk Office
- **Who:** 13 stakeholders representing eight agencies, including:
  - West Fargo Economic Development Team
  - West Fargo Parks Department
  - Mapleton Township
  - West Fargo Emergency Management
  - Cass County Planning
  - Federal Highway Administration
  - North Dakota Department of Transportation
  - Red River Valley Fair\* (Invited but meeting not set at this session – later met at Open House)

### Jurisdictional Understanding

These sessions involved local, state, and federal transportation officials to explore requirements for interchange spacing, wetland considerations around the Main Avenue interchange, utility impacts, and major access points. The Brooks Harbor neighborhood was identified as currently at traffic capacity, establishing an essential constraint for future planning. The project team employed a Study Area Context Map to establish baseline knowledge, facilitate discussions, and present the study area to participants. This Study Area Context Map can be seen in Figure 5.3.

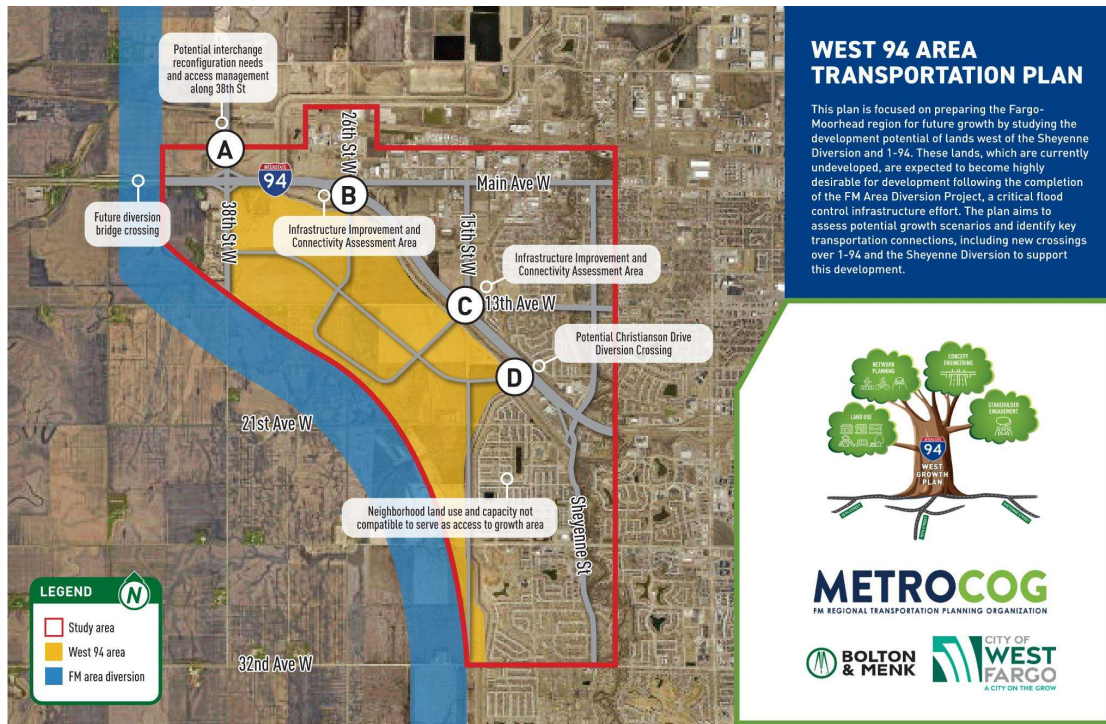


Figure 5.3 – Study Area Context Map

## Phase 2: Discerning to Refine

This phase engaged stakeholders through focused discussions with developers and property owners. Developers were invited to share their insights into the future of development within the West 94 Area. While emphasizing that changes would not be immediate, the sessions aimed to gather thoughtful input for refining potential concepts that align with the region’s long-term goals.

### Developer Roundtable:

Since developers will play a key role in the future of the West 94 Area, area developers were identified, and a roundtable meeting was held.

- **When:** October 25, 2024
- **Where:** West Fargo Fire Department Conference Room & Virtual
- **Who:** 13 stakeholders representing seven organizations, including:
  - Eagle Ridge Developers
  - Roers
  - McGough
  - Christianson Companies
  - Enclave
  - Magnum Electric
  - FMWF Chamber of Commerce
  - West Fargo Economic Development

### Developer Findings

Discussions were productive, engaging, and informative, and contributed to the subsequent property owner focus group session. Infrastructure and utilities emerged as common barriers. Several developers noted that an overpass configuration may constrain development potential primarily to residential uses, whereas an interchange design could support a broader mix of land uses, including commercial and mixed-use opportunities. Many developers indicated they seek opportunities for commercial and mixed-use development in West Fargo, but these opportunities are limited by available land and existing infrastructure.



Figure 5.4 – Developers Roundtable

### Property Owner Focus Group:

Invitations were mailed to 37 landowners within the West 94 study boundary area to gain their perspectives regarding the study process and its potential impact. Their insights set the stage for a deeper exploration of community priorities and challenges in Phase 2.

- **When:** November 20, 2024
- **Where:** West Fargo Fire Department Conference Room & Virtual
- **Who:** 10 property owners

**Property Owner Findings:** Property owners inquired about impacts from a proposed 13<sup>th</sup> Avenue/15<sup>th</sup> Street interchange and proposed infrastructure, acknowledging the long-term implementation timeline of 20-30 years. While better access to I-94 through a 13<sup>th</sup> Avenue/15<sup>th</sup> Street interchange was desirable, concerns were raised about increased traffic surrounding existing neighborhoods. Property owners also emphasized the need for comprehensive planning, including emergency services and specified school locations.

### Phase 3: Strategizing to Create Trust & Buy-in

Phase 3 aimed to engage community members and stakeholders through intentional dialogue and outreach strategies, fostering collaboration and trust. By connecting diverse perspectives, this phase laid the groundwork for actionable solutions and sustained engagement, addressing key priorities and challenges identified during earlier phases of the study.

#### In-Person Engagement

Phase 3 focused on ensuring public involvement by providing opportunities for community members to meet with the project team, ask questions, and discuss the study. The open house was organized to share updates on the study, displayed potential concepts, and gather input to guide study recommendations.

Public Open House:

- **When:** February 27, 2025
- **Where:** Rustad Center, West Fargo
- **Who:** 32 community members



*Figure 5.5 – Open House Attendees*

#### Notification Methods:


- Direct communications through school district channels
- Physical posters at the Rustad Center, Hornbacher's, and West Fargo Public Library
- Social media posts on the City of West Fargo and Metro COG Facebook groups
- Lawn signs at key locations
- Email to interested persons list
- Newspaper ad in Forum
- Media release, resulting in coverage by Forum and KVRR

## Website & Digital Survey

The digital engagement tools were created to offer convenient ways for the community to share perspectives on the project. Through online tools like surveys, individuals could provide feedback, explore potential alternatives, and express alternative preferences. The tools used included:

- Interactive project website with crossing options and surveys
- Digital engagement platform showing development density options
- Opportunities for direct feedback to the project team

Single Point Interchange on the left, DogBone Interchange on the right



1. How would you rank the 13th Avenue/15th Street alternatives?

☰ 15th Street Overpass ▲ ▼

☰ DogBone Overpass ▲ ▼

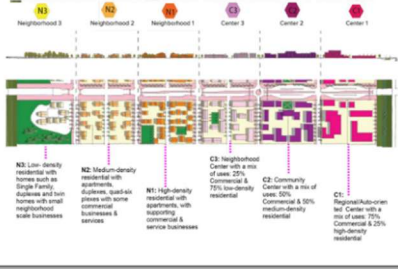
☰ Single Point Interchange ▲ ▼

☰ DogBone Interchange with Partial Access ▲ ▼

☰ Do Nothing ▲ ▼

**Done**

Various development types may be considered within the West 94 Area, ranging from low density residential to high density residential to mixed use to commercial. A variety of land uses can meet the housing, service, and development needs of the area. We are seeking your feedback on types of land uses you would like to see in the West 94 Area.



**N3** Low-density residential with home scale single family homes and small neighborhood scale businesses

**N2** Medium-density residential with apartments, duplexes, quadplexes with some commercial businesses & services

**N1** High-density residential with apartments, with supporting commercial & service businesses

**C3** Neighborhood Center with a mix of uses: 25% Commercial & 75% low-density residential

**C2** Community Center with a mix of uses: 50% medium-density residential, Commercial & 50% Commercial & 25% high-density residential

**C1** Regional/Auto-oriented Center with a mix of uses: 75% Commercial & 25% high-density residential

**Christianson Drive Configuration**

Alternative	Advantages	Disadvantages
Reconfigure Christianson Drive with Connectivity Across the Sheyenne Diversion	Facilitates improved access to the West 94 Growth Area at a fraction of the cost of major I 94 Access Concepts	Reconstruction of the corridor with a new Sheyenne Diversion still comes with notable costs.




Figure 5.6 – Website & Digital Survey

### Phase 3 Engagement Results

Phase 3 Engagement results consisted of feedback from both the February 27th public open house and the corresponding online engagement.

#### 13<sup>th</sup> Avenue/15<sup>th</sup> Street Overpass/Interchange

When looking for feedback on the 13<sup>th</sup> Avenue and 15<sup>th</sup> Street crossings, participants were asked to rank the five proposed alternatives with a rating from 1st place (most preferred) to 5th place (least preferred). 51 responses were received in total with 7 in-person and 44 from the virtual feedback survey. The *15th Street Single Point Interchange* received the most 1st-place votes, showing strong support, while the *Do Nothing* option was most often ranked lowest, indicating less favor. This demonstrates not only the support for an interchange but also the preference for a crossing type of some sort for this area being the most supported.

To illustrate the community's preferences, Figure 5.8 provides a weighted analysis of the feedback on crossing types. This chart aggregates rankings by assigning points to each position—1st place receives 5 points, 2nd place receives 4 points, down to 1 point for 5th place. The *15th St. Single Point Interchange* has the highest score. In contrast, the *13th Ave Overpass* and the *Do Nothing* options scored the lowest.

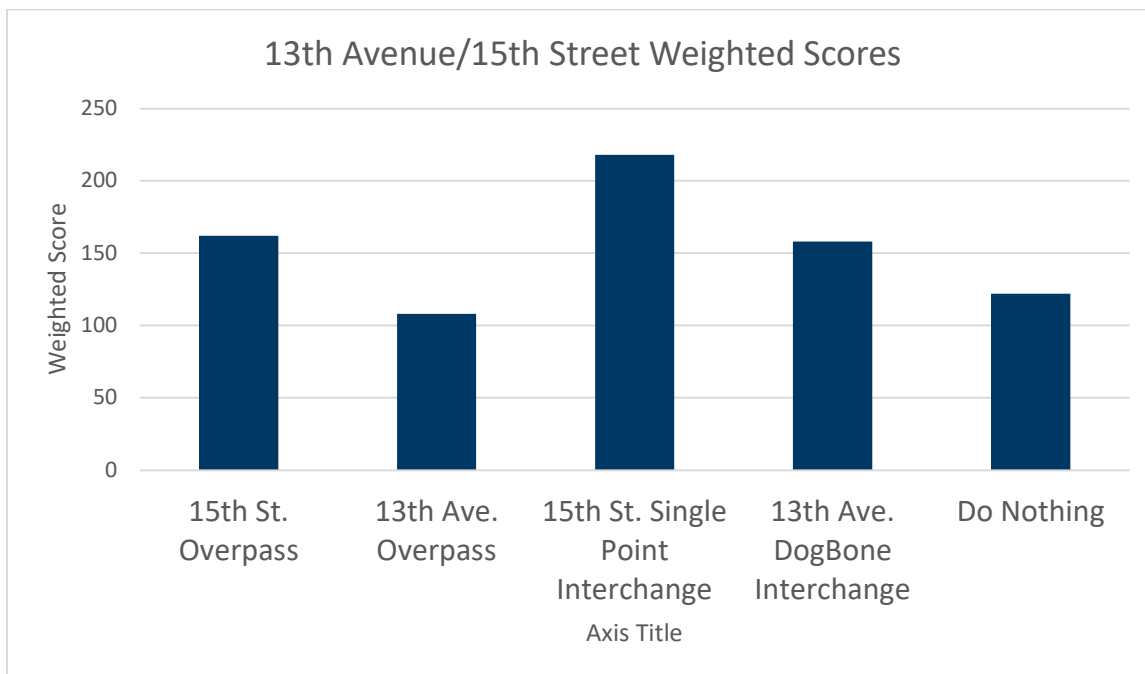


Figure 5.7 – 13<sup>th</sup> Avenue/15<sup>th</sup> Street Weighted Scores

As an analysis to identify the preference for type of crossing at the 13<sup>th</sup> Avenue/15<sup>th</sup> Street crossing, the data has been shown as a bar chart to illustrate the significant preference gap between the Interchange and the Overpass in Figure 5.7.

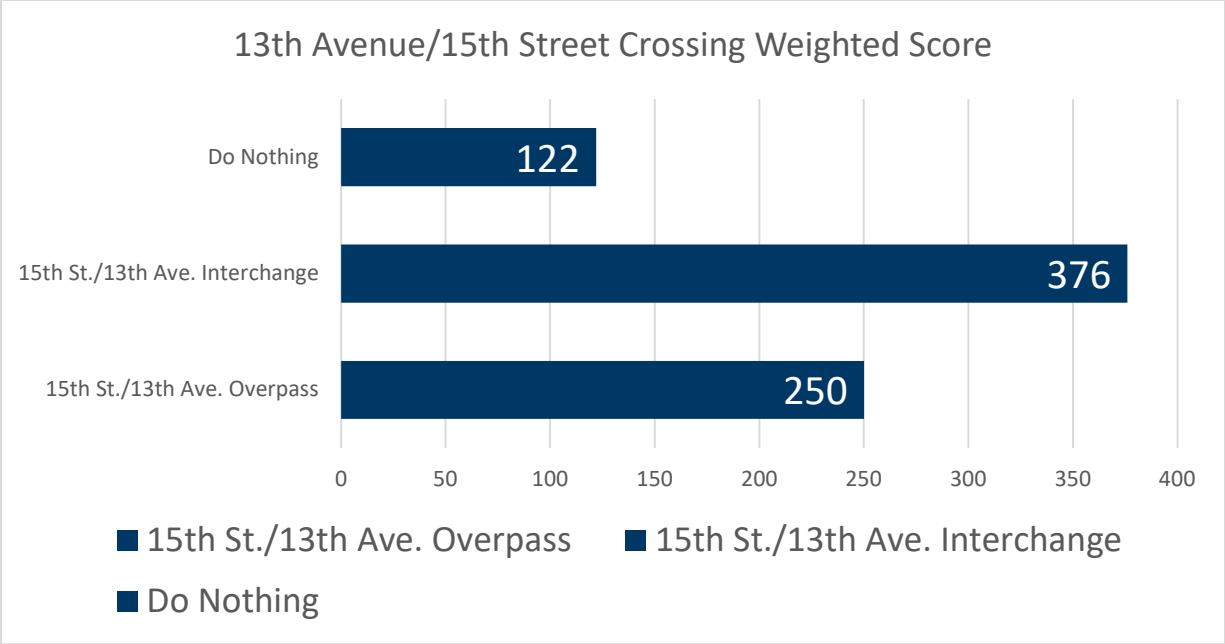


Figure 5.7 – 13<sup>th</sup> Avenue/15<sup>th</sup> Street Crossing Preference

The feedback received on crossing types highlighted the community's preference for an interchange compared to an overpass, but location had varied support. In showing crossing types and locations, an important note is the design of the 15<sup>th</sup> Street Single Point Interchange was praised over its location.

**Additional Connections**

Community engagement efforts also focused on identifying public support of additional connections that could improve connectivity and accessibility in the area. The Christianson Drive connection, the reconfigured Main Ave/26<sup>th</sup> St Interchange, and the upgraded 38<sup>th</sup> St Interchange concepts were brought to the public to gauge public interest. These additional connections were scored on a scale out of 100 to determine their criticality.

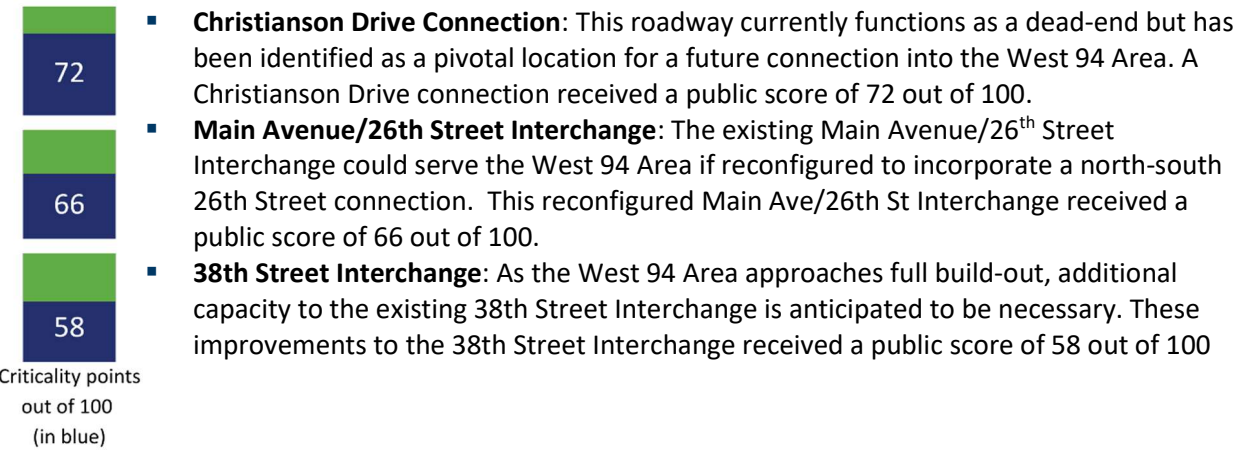


Figure 5.9 – Additional Connections Public Scores

## Land Use Feedback

The public was asked to provide feedback on desired land use typologies within the West 94 Area by ranking density options on a scale of 1-3 with 1 being the most preferred and 3 being the least preferred. These scores were then weighted using a point system of Land use typologies were scored by the public with the results as shown:

- Commercial Density
  - Low-density commercial (C1): Auto-oriented centers with 75% businesses and 25% high-density residential. Scored 52 weighted points.
  - Medium-density commercial (C2): Community centers with a 50-50 mix of businesses and residential areas. Scored 96 weighted.
  - High-density commercial (C3): Neighborhood centers with 25% businesses and 75% residential. Scored 80 weighted points.
- Residential Density
  - Low-density residential (N3): Encompasses single-family homes, twin homes, and small neighborhood businesses, emphasizing quiet streets and spacious layouts. Scored 123 weighted points.
  - Medium-density residential (N2): Includes duplexes, quad-sixplexes, and some apartments, combined with commercial businesses and services to create balanced and accessible neighborhoods. Scored 122 weighted points.
  - High-density residential (N1): Primarily features apartments with some inclusion of commercial and service businesses. Scored 72 weighted points.

Public input showed strong support for lower-density residential and medium-density commercial development. However, City staff noted early in the process that low-density patterns are fiscally unsustainable and do not align with the West Fargo 2.0 growth vision. The survey was designed to survey this potential disconnect. The City of West Farog is actively developing a Growth Plan for the area, and this feedback will help guide efforts to balance community preferences with long-term sustainability.

## Red River Valley Fair Follow-up Meeting

Following the open house, a meeting focused on traffic management for various events was conducted. Fair staff indicated that the 15th Street interchange concept could enhance traffic access, stressing the need for strong access via the Main Avenue interchange and expressing interest in land partnerships. They also raised concerns about whether the proposed roundabouts would handle high traffic volumes during major events. This feedback improved the study team's understanding of event traffic demands, access needs, and other transportation needs of the Red River Valley Fair.

## Engagement Summary

Public engagement played an important role in the planning process for the West 94 Area Transportation Plan. Feedback was gathered through meetings, surveys, and outreach involving community members, developers, property owners, and local agencies. This input shaped the study by identifying priorities, challenges, and preferences for infrastructure and land use in the area.

As heard from stakeholders and members of the public, the next steps for the West 94 Area were looked at with excitement and opportunity. With that, recognizing the timing of implementation helps manage expectations and promotes community involvement. Clear communication about implementation encourages understanding and participation.

The input outlined in this chapter guided the technical team to refine their analysis for implementation. The next chapter turns these insights and analysis into potential implementation strategies of future conditions for the West 94 Area.

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## CHAPTER 6: IMPLEMENTATION PLAN

### Phased Implementation Plans by Development Concepts

Phased implementation strategies were developed for the two full-buildout development concepts discussed in previous chapters, which are described here as *Scenario A* and *Scenario B*.

The phased implementation plans outline the sequence of roadway project execution to support the land use vision. These roadway projects are divided into four categories of implementation timeline; immediate, short, mid-term, and long-term. This section also identifies project development steps and specific next steps to build towards project implementation.

### Implementation Scenario A – Prioritize Main Avenue/26th Street West Interchange

Scenario A prioritizes a Main Avenue/26<sup>th</sup> Street interchange as an access point to I-94 (see Figure 6.1). The short-term phase includes the construction of Christianson Drive improvements, the initiation of spine corridor development, and the reconfiguration of the Main Avenue/26th Street interchange. The mid-term phase focuses on extending the spine corridor connection, the potential connection of 26<sup>th</sup> Street (north of I-94) into the northwest subarea, and further studying of pedestrian/bike overpasses. The long-term phase involves completing major interchange reconstruction at the 38th Street interchange, building a new overpass at the 13th Avenue/15th Street intersection, and constructing an arterial roadway on 15<sup>th</sup> Street south between 32<sup>nd</sup> Avenue and the spine roadway.

Scenario A (26 <sup>th</sup> Street/Main Avenue)	Projects
<b>Short Term</b>	<ul style="list-style-type: none"> <li>• Christianson Drive Improvements</li> <li>• Main Ave/26th Interchange</li> <li>• Spine Corridor Development</li> </ul>
<b>Medium Term</b>	<ul style="list-style-type: none"> <li>• Spine Corridor Connection</li> <li>• Analysis of Pedestrian/Bike Overpass across I-94</li> <li>• Connection: 26th St into NW Subarea</li> </ul>
<b>Long Term</b>	<ul style="list-style-type: none"> <li>• 13th Ave/15th St Overpass</li> <li>• 38th St Interchange Reconfiguration</li> <li>• 15th St Reconstruction</li> </ul>

Figure 6.1 – Scenario A Project List

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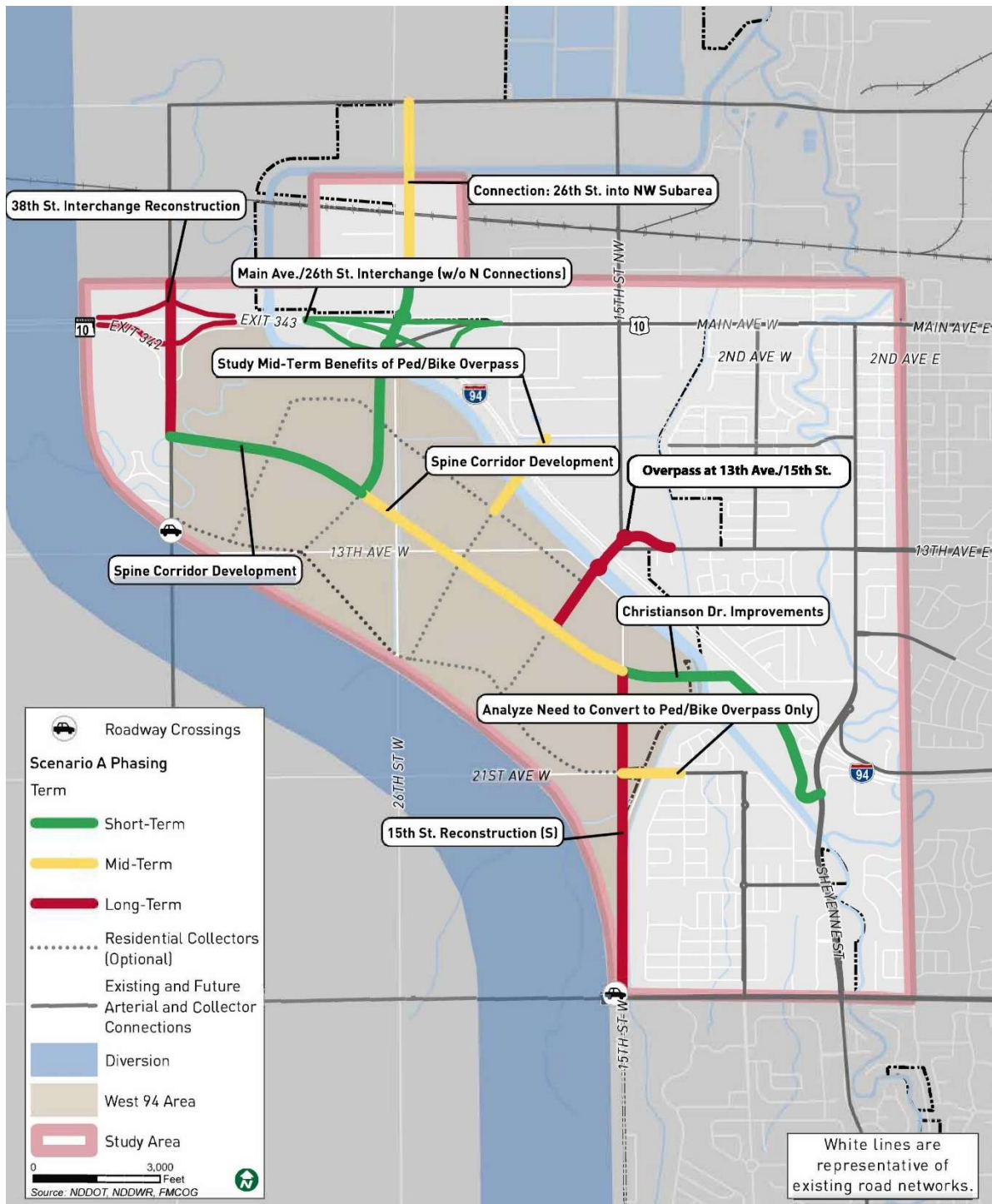


Figure 6.2 – Phasing Implementation Scenario A

## Implementation Scenario B – Prioritize 13th Avenue/15th Street West Interchange

Scenario B prioritizes a new interchange at 13<sup>th</sup> Avenue/15<sup>th</sup> Street as an access point to I-94 (see Figure 6.3). The short-term phase enhances Christianson Drive and constructs the 13th Avenue/15th Street interchange as the primary entry points to the new development zone. The mid-term phase involves the implementation of the Main Ave/26th Street interchange, significant development along the spine corridor, and the establishment of the 15th Street connection (running south to 32nd Avenue) to foster an interconnected development layout. Lastly, the long-term phase involves reconfiguring the 38th Street interchange, linking 26th Street to the northwest subarea, and constructing a pedestrian and bike overpass over I-94.

Scenario B (15 <sup>th</sup> Street/13 <sup>th</sup> Avenue)	Projects
<b>Short Term</b>	<ul style="list-style-type: none"> <li>• Christianson Drive Improvements</li> <li>• 13th Ave/15th St Interchange</li> </ul>
<b>Medium Term</b>	<ul style="list-style-type: none"> <li>• Main Ave/26<sup>th</sup> St Interchange</li> <li>• Spine Corridor Development</li> <li>• 15th St Reconstruction</li> </ul>
<b>Long Term</b>	<ul style="list-style-type: none"> <li>• 38th St Interchange Reconfiguration</li> <li>• Analysis of Pedestrian/Bike Overpass across I-94</li> <li>• Potential Connection: 26th St into NW Subarea</li> </ul>

Figure 6.3 – Scenario B Project List

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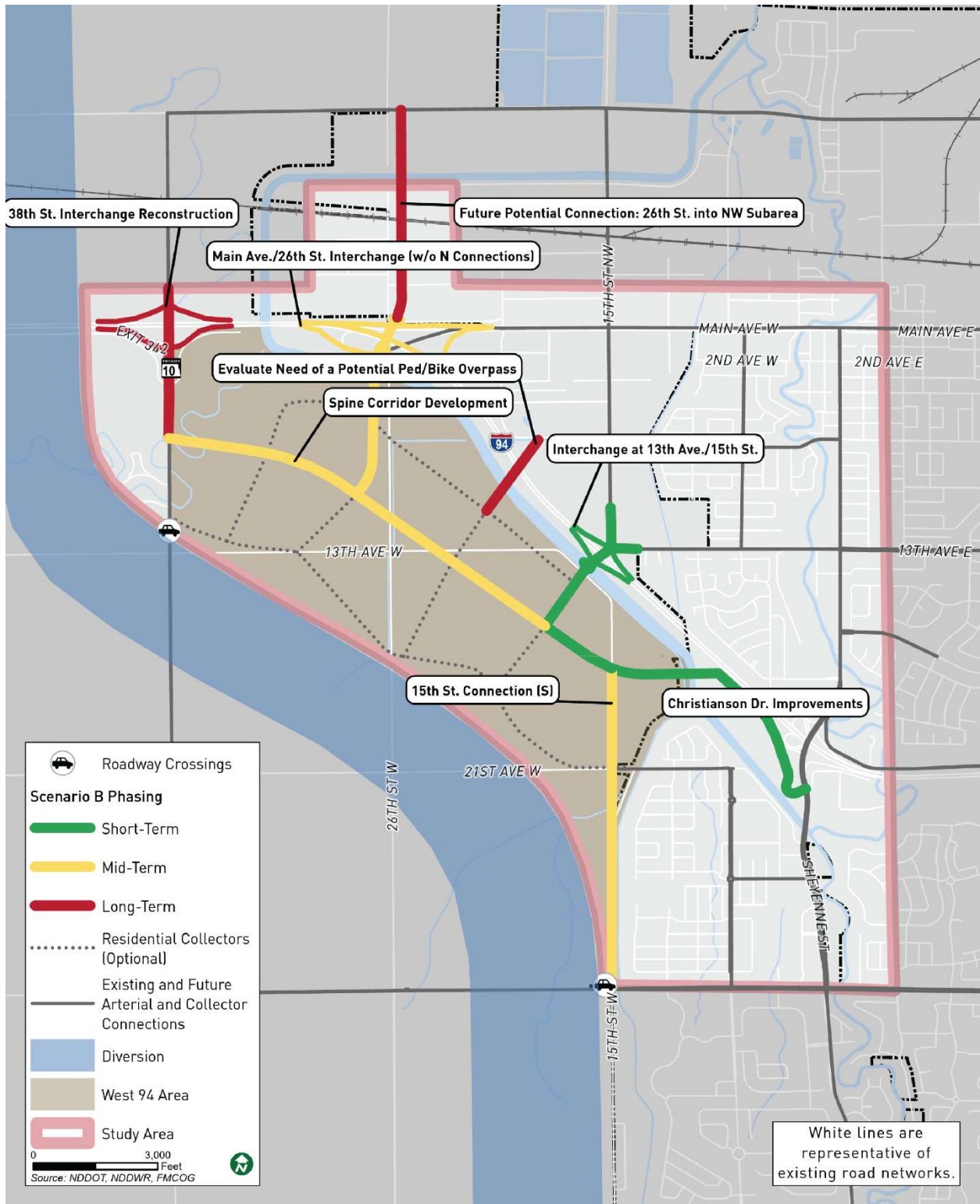


Figure 6.4 – Phasing Implementation Scenario B

## Phasing Scenarios Score Card

Each development phasing scenario has distinct merits and challenges. Figure 6.5 summarizes the key differences between scenarios for each criterion, with grey indicating a fair rating and green indicating a good rating. The scorecard matrix is a valuable tool to provide a clear, visual comparison of both scenarios across key criteria, making it easier to evaluate trade-offs and support informed decision-making. By summarizing complex factors such as cost, development patterns, land-use impacts, and community feedback, the matrix provides a straightforward, visual framework for assessing the strengths and challenges of each scenario. The rubric and color coding—green indicating a good rating and grey indicating a fair rating—were established based on how well each scenario aligns with city goals, implementation readiness, stakeholder input, and technical considerations, such as utility connections and multimodal access.

### Scenario A Advantages

Scenario A, focused on the 26th Street/Main Avenue gateway, envisions development progressing from northwest to southeast, aligning with existing utility availability. The overpass at 13<sup>th</sup> Avenue/15<sup>th</sup> Street offers several advantages, including reduced mainline I-94 conflicts by meeting NDDOT desired access spacing between Sheyenne Street and Main Avenue. The overpass is also cheaper than the interchange during preliminary engineering, construction, and long-term maintenance. While this scenario requires a high short-term investment, the Right-Of-Way (ROW) for the 26<sup>th</sup> Street/Main Avenue interchange is already secured. Overall, this concept is better suited to accommodate initial heavy commercial growth and provides a mid-term connection to the Northwest subarea. For these reasons, NDDOT favors this scenario.

### Scenario B Advantages

Scenario B supports an east-to-west development pattern with reduced potential for leapfrog growth. By building an interchange at 13<sup>th</sup> Avenue/15<sup>th</sup> Street as a short-term strategy, the City feels it will be able to attract the type of mixed-use and commercial developments it desires in this area, while also reducing the potential for cut-through traffic through the Brooks Harbor neighborhood. This concept received the most support from the public, property owners, and developers. Finally, this concept offered the most significant benefits in terms of regional delay and vehicle miles traveled relief by providing more direct access to major destinations and preventing inundation of the Main Avenue/26<sup>th</sup> Street/I-94 interchange in the full build scenario. For these reasons, the City of West Fargo favors this scenario.

Key Criteria	Scenario A – 26th St/Main Ave	Scenario B – 15th St/13th Ave
<b>Implementation</b>	13 <sup>th</sup> Ave/15 <sup>th</sup> St overpass provides short and long-term budget relief. High short-term cost, but ROW is already purchased for the Main Ave/26th St. interchange.	More costly overall vision and requires more project development steps (coordination with FHWA, NDDOT, neighborhoods, and fairgrounds)
<b>Land Use and Development Impacts</b>	Development is likely to occur from northwest to southeast, aligned with utility availability. It is likely to serve initial heavy commercial growth around 26th Street and less dense growth along 15 <sup>th</sup> Street without the interchange.	Development is most likely to occur from east to west, there is less potential for leapfrog growth. More likely to be well-suited for the City's preferred mixed-use growth vision. Without increased density, development of this area may not be fiscally sustainable.
<b>Northwest Subarea</b>	<b>Mid-term</b> connection to the Northwest subarea, the largest growth pocket in the region.	<b>Long-term</b> connection to the Northwest subarea
<b>Multimodal</b>	May require a ped/bike overpass to be built in the mid-term to allow reasonable access across I-94 until the 13 <sup>th</sup> Ave/15 <sup>th</sup> St overpass is constructed. This will negate some of the cost savings from building an overpass instead of an interchange.	Primary bike/pedestrian connection over I-94 will be through the 13 <sup>th</sup> /15 <sup>th</sup> Interchange in the short-term, which will connect neighborhoods on both sides of I-94.
<b>Property Owners</b>	Right-of-way has already been purchased for Main/26th to the north, but there will be slower relief to the Brooks Harbor neighborhood.	Interstate access was the preferred choice from most public comments, the Fairgrounds (major property owner) and the development community. Concerns presented from the Elmwood neighborhood.
<b>Mainline Interstate 94 (I-94)</b>	NDDOT's experience with one mile of access spacing is that it deteriorates mainline interstate traffic flow, adds more conflicts, adds short and long-term costs, and adds to noise pollution.	This concept introduces conflict points, however the projected I-94 mainline traffic volumes through build-out within the study area are nearly the same for each scenario. The difference is where drivers access I-94.
<b>Regional Traffic Flow</b>	Without traffic distribution support, the Main Avenue/26 <sup>th</sup> Street/I-94 interchange is expected to operate deficiently by full build out given the intense demands from both the West 94 growth area and Northwest growth areas. This scenario also potentially creates congestion at the Christianson Drive and Sheyenne Street intersection which is in close proximity to the Sheyenne Street/I-94 interchange.	Travel demand modeling through the region indicates that the two interstate access configuration offers a reduction in regional vehicle hours of delay and vehicle miles travelled. This scenario also offers a reduced potential for cut-through traffic in the already inundated Brooks Harbor neighborhood.

Figure 6.5 – Phasing Scenarios Score Card

## Implementation Plan

The phasing plans (see Figures 6.6 and 6.7) present the recommended sequencing of infrastructure projects under both scenarios, including implementation phases and suggested project development steps. The tables are structured to help prioritize actions based on project type and readiness within a long-range implementation timeline. The phasing timeline is presented as a conceptual framework to guide planning. While it outlines immediate, short-, medium-, and long-term categories, these timeframes are illustrative and depend heavily on future funding availability and coordination with state and federal partners.

Each row in the table represents a specific infrastructure improvement that is identified as critical:

- Christianson Drive Extension
- 13<sup>th</sup> Avenue/15<sup>th</sup> Street Overpass or Interchange
- Main Avenue/26<sup>th</sup> Street Interchange
- 38<sup>th</sup> Street Interchange
- 15<sup>th</sup> Street Reconstruction
- Spine Corridor Development
- 26<sup>th</sup> Street Connection to Northwest Subarea
- Analysis of Bike/Pedestrian Overpass on I-94

Beneath each column, the table outlines a series of key development steps necessary to advance the infrastructure projects through the planning and implementation process. These steps include the preservation of Right-of-Way (ROW), preparation of Interchange Justification Reports (IJR) or Interchange Modification Justification Reports (IMJR), and environmental documentation that satisfies the requirements of the National Environmental Policy Act (NEPA). Preserving the right-of-way (ROW) for major internal corridors, such as the spine roadway, is crucial to ensure long-term connectivity and flexibility. Additional steps involve building local support, pursuing funding or grant opportunities, demonstrating project readiness, and ensuring inclusion in local or regional plans.

The phasing matrix below uses shaded cells to indicate the specific actions required for each project, following the four phasing categories outlined in Figure 6.6. This format enables planners and decision-makers to visualize and coordinate development activities efficiently, considering budgetary and logistical factors over time.

Next Step	Inclusion of the project in local/regional plans	Right-of-Way Preservation (official mapping, platting)	Interchange Justification Report (IJR)	Interchange Modification Justification Report (IMJR)	Environmental Document (NEPA)	Gather Local Support (community engagement, stakeholders)	Funding Application	Project Readiness (risk assessment, ROW acquisition, scope of work, budget estimation)	Construction
Christianson Drive Extension	<i>Immediate</i>	<i>Immediate</i>	<i>N/A</i>	<i>N/A</i>	<i>Immediate</i>	<i>Immediate</i>	<i>Immediate</i>	<i>Immediate</i>	<i>Short</i>
Main Avenue/26th Street Interchange	<i>Immediate</i>	<i>Completed</i>	<i>N/A</i>	<i>Short</i>	<i>Immediate</i>	<i>Immediate</i>	<i>Immediate</i>	<i>Immediate</i>	<i>Short</i>
Spine Corridor Development	<i>Short</i>	<i>Immediate</i>	<i>N/A</i>	<i>N/A</i>	<i>Short</i>	<i>Immediate</i>	<i>Short</i>	<i>Short</i>	<i>Short</i>
26 <sup>th</sup> Street Connection to NW Subarea	<i>Mid</i>	<i>Short</i>	<i>N/A</i>	<i>N/A</i>	<i>Short</i>	<i>Short</i>	<i>Mid</i>	<i>Short</i>	<i>Mid</i>
<i>Bike/Ped Overpass on I-94</i>	<i>Mid</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>Mid</i>	<i>Short</i>	<i>Mid</i>	<i>Short</i>	<i>Mid</i>
<i>13<sup>th</sup> Avenue/15<sup>th</sup> Street Overpass</i>	<i>Mid</i>	<i>Long</i>	<i>N/A</i>	<i>N/A</i>	<i>Mid</i>	<i>Mid</i>	<i>Long</i>	<i>Long</i>	<i>Long</i>
<i>38<sup>th</sup> Street Interchange Reconfiguration</i>	<i>Long</i>	<i>Long</i>	<i>Mid</i>	<i>Mid</i>	<i>Mid</i>	<i>Mid</i>	<i>Long</i>	<i>Long</i>	<i>Long</i>
<i>15<sup>th</sup> Street Reconstruction</i>	<i>Long</i>	<i>Long</i>	<i>N/A</i>	<i>N/A</i>	<i>Mid</i>	<i>Mid</i>	<i>Long</i>	<i>Long</i>	<i>Long</i>

Figure 6.6 – Scenario A Phasing Plan

Next Step	Inclusion of the project in local/regional plans	Right-of-Way Preservation (official mapping, platting)	Interchange Justification Report (IJR)	Interchange Modification Justification Report (IMJR)	Environmental Document (NEPA)	Gather Local Support (community engagement, stakeholders)	Funding Application	Project Readiness (risk assessment, ROW acquisition, scope of work, budget estimation)	Construction
Christianson Drive Extension	<i>Immediate</i>	<i>Immediate</i>	<i>N/A</i>	<i>N/A</i>	<i>Immediate</i>	<i>Immediate</i>	<i>Immediate</i>	<i>Immediate</i>	<i>Short</i>
13th Avenue/15th Street Interchange	<i>Immediate</i>	<i>Immediate</i>	<i>Immediate</i>	<i>N/A</i>	<i>Immediate</i>	<i>Immediate</i>	<i>Immediate</i>	<i>Immediate</i>	<i>Short</i>
Spine Corridor Development	<i>Short</i>	<i>Immediate</i>	<i>N/A</i>	<i>N/A</i>	<i>Short</i>	<i>Immediate</i>	<i>Immediate</i>	<i>Short</i>	<i>Mid</i>
Main Avenue/26th Street Interchange	<i>Short</i>	<i>Completed</i>	<i>N/A</i>	<i>Short</i>	<i>Short</i>	<i>Short</i>	<i>Short</i>	<i>Short</i>	<i>Mid</i>
15th Street Reconstruction	<i>Mid</i>	<i>Mid</i>	<i>N/A</i>	<i>N/A</i>	<i>Mid</i>	<i>Mid</i>	<i>Mid</i>	<i>Mid</i>	<i>Mid</i>
Bike/Ped Overpass on I-94	<i>Mid</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>Mid</i>	<i>Mid</i>	<i>Long</i>	<i>Long</i>	<i>Long</i>
38th Street Interchange Reconfiguration	<i>Long</i>	<i>Long</i>	<i>Mid</i>	<i>Mid</i>	<i>Mid</i>	<i>Mid</i>	<i>Long</i>	<i>Long</i>	<i>Long</i>
26th Street Connection to NW Subarea	<i>Long</i>	<i>Long</i>	<i>N/A</i>	<i>N/A</i>	<i>Mid</i>	<i>Mid</i>	<i>Long</i>	<i>Long</i>	<i>Long</i>

Figure 6.7 – Scenario B Phasing Plan

## Funding Plan

The successful development of the West 94 Area will require sustained commitment from the City of West Fargo to guide development and secure significant funding. While both phasing plans present feasible paths forward, progress will depend on continued leadership and proactive efforts to align financing with infrastructure needs. Pursuing grant opportunities will be essential to accelerating project delivery and achieving the desired pace and density of development.

Figure 6.8 provides a comparative summary of estimated infrastructure costs for Scenario A (prioritize 26th Street/Main Avenue interchange) and Scenario B (prioritize 15th Street/13th Avenue interchange) across three implementation phases of short-term, medium-term, and long-term. Scenario A offers a reduction in overall costs but does require increased short-term costs to provide viable access to the West 94 area. This may delay overall development potential in the short term. In contrast, Scenario B presents lower short-term costs (\$105M–\$125M) but shifts more investment to the medium term and long term.

Scenario A (26 <sup>th</sup> Street/Main Avenue)	Timeline	Scenario B (15 <sup>th</sup> Street/13 <sup>th</sup> Avenue)
\$140-165M	<b>Short Term</b>	\$105-125M
\$125-145M	<b>Medium Term</b>	\$155-180M
\$120-145M	<b>Long Term</b>	\$125-145M
<b>\$385-455M</b>	<b>Total Cost</b>	<b>\$385-455M</b>

Figure 6.8 – Scenario Phasing Costs

Implementing the phasing plan requires a coordinated approach to funding and project phasing. By leveraging federal, state, and local resources through the ND2C Calculations Methodology and adhering to regulatory processes, the city can efficiently and effectively advance these critical infrastructure projects. A preliminary overview of grant opportunities (current as of May 2025) is shown below.

Grant Programs	Description	Infrastructure Project
Infrastructure for Rebuilding America (INFRA) and Rural Surface Transportation Programs	Provides funding for highway and freight projects that improve safety, efficiency, and reliability in rural and urban areas.	13th Avenue/15th Street Interchange or Overpass  Main Avenue/26th Street Interchange  38th Street Interchange
Better Utilizing Investments to Leverage Development (BUILD) Program	Provides competitive grants for transportation projects that boost economic development and improve infrastructure resilience.	13th Avenue/15th Street Interchange or Overpass  Main Avenue/26th Street Interchange  38th Street Interchange
Bridge Investment Program (BIP)	Funds bridge replacement, rehabilitation, preservation, and protection to enhance safety, efficiency, and reliability for people and freight.	Main Avenue/26th Street Interchange 38th Street Interchange

National Highway Freight Program	Supports projects that enhance freight mobility, reduce bottlenecks, and improve safety on key freight corridors. Eligible projects include highway improvements, interchange modifications, and truck parking facilities that directly benefit freight movement.	13th Avenue/15th Street Interchange or Overpass  Main Avenue/26th Street Interchange  38th Street Interchange
Transportation Alternative (TA)	Funds for non-motorized transportation projects, including pedestrian and bicycle infrastructure, to enhance mobility and safety.	15th Street Reconstruction  Spine Corridor Development  26th Street Connection to Northwest Subarea  Bike/Ped Overpass on I-94
NDDOT Flexible Transportation Fund (Flex)	Provides discretionary funding for various transportation needs, including transit, highway, and multimodal improvements.	Christianson Drive Extension  15th Street Reconstruction  Spine Corridor Development  Bike/Ped Overpass on I-94  26th Street Connection to Northwest Subarea
Highway Safety Improvement Program (HSIP)	Aims to reduce traffic fatalities and serious injuries by funding roadway safety infrastructure improvements.	Main Avenue/26th Street Interchange  38th Street Interchange
Safe Streets and Roads for All (SS4A) Program - Implementation	Supports the execution of safety projects and strategies, such as infrastructure improvements and policy changes, to enhance roadway safety and reduce traffic-related incidents.	Christianson Drive Extension  15th Street Reconstruction  Spine Corridor Development  Bike/Ped Overpass on I-94

Figure 6.9 – Funding Options for West 94 Implementation Plan

## Fiscal Barriers

The West 94 Area Transportation Plan outlines a compelling vision, but its implementation faces significant fiscal challenges. The proposed infrastructure investments, estimated between \$385 million and \$455 million, represent a substantial request. The scale of investment required makes it clear that grant funding will be essential to move this plan forward. Strategic coordination with the City of West Fargo, NDDOT and federal partners will be necessary to align funding opportunities with infrastructure goals and ensure the feasibility of this vision.

## Recommendations

Key recommendations must inform the City of West Fargo and the Metro Council of Governments' strategy for effectively executing the West 94 Area Transportation Plan.

### Key implementation considerations include:

- **City and NDDOT Collaboration:** The City of West Fargo and NDDOT currently favor different infrastructure scenarios but share a vision of a safe and economically successful West 94 Growth Area. Continued coordination and discussion are necessary to discuss the advantages and disadvantages of different approaches.
- **Local Leadership:** Any solution to unlock the West 94 Growth Area will require years of programming, environmental clearance, access approvals, design, and construction. The City of West Fargo must continue to lead locally to advance key improvements and get started on these next phases as soon as possible to anticipate the completion of the FM Area Diversion.
- **Right-of-Way Preservation:** Immediate action is necessary to preserve the right-of-way (ROW) for major internal corridors, particularly the Spine roadway. This should be accomplished through official mapping, requirements, and development agreements that secure necessary corridors before land values increase with development pressure.
- **Project Development Continuity:** Both implementation scenarios require ongoing attention to project development activities to ensure continuity. Establishing a dedicated project management team or position responsible for coordinating these efforts will maintain momentum and ensure consistent progress.
- **Grant Pursuit Strategy:** Given the significant funding needs, developing a strategic approach to grant applications is essential. This should include maintaining "shovel-ready" projects, cultivating relationships with funding agencies, and aligning local planning documents with grant priorities.
- **Continued Stakeholder Engagement:** Successful implementation will require ongoing collaboration among numerous stakeholders, including property owners, developers, transportation agencies, and community groups. Establishing regular coordination forums can help address challenges proactively and build consensus.
- **Flexible Phasing:** While the phasing plans provide a framework for implementation, they should be viewed as flexible guides rather than rigid prescriptions. Regular reassessment of market

conditions, funding availability, and development progress will allow for strategic adjustments while maintaining the overall vision.

## CONCLUSION

The West 94 Area Transportation Plan represents a significant opportunity for the City of West Fargo to shape future development in alignment with their vision for mixed-use, connected, and sustainable growth. The implementation plan presented in this chapter provides a framework for realizing this vision through strategic infrastructure investments and careful phasing.

Both implementation scenarios offer viable paths forward, each with distinct advantages and challenges. Both scenarios require major infrastructure investments, and to achieve the full vision improvements must fit within already constrained state and local transportation improvement plans.

Success will ultimately depend on the city's sustained commitment to guiding development, preserving critical corridors, and pursuing diverse funding sources, particularly grants. With proper attention to these factors, this project can become a model for thoughtful, connected development that enhances the region's economic vitality and quality of life.

It is important to recognize that financial constraints may limit the feasibility of the full infrastructure vision outlined in this plan. As funding decisions evolve, too must the development strategy. This plan should be viewed as a flexible vision that will require ongoing reassessment and contingency planning. It is recommended that such planning be incorporated into the City's ongoing West Fargo Growth Plan to ensure adaptability and alignment with fiscal realities.



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

**To:** West Fargo City Commission  
**From:** Dan Hanson, Sr. Director of Community and Development  
**Date:** November 17, 2025  
**Subject:** Project No. 6060 – River’s Bend Multi-Use Path and Pedestrian Bridge  
**Action:** Direct and Approve Engineer’s Report

**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:**

In 2023, the city submitted to MetroCOG grant applications for Transportation Alternative (TA) funds as well as Carbon Reduction Program (CRP) funds for the construction of the referenced project. The project was successful in that a CRP grant was approved in the amount of \$848,798 which was 80% of the 2023 estimated cost of the project. As explained in the Financial Analysis below, the project currently has \$746,536 in CRP grant funds allocated towards the construction of the path and pedestrian bridge.

A Consultant (HDR) is currently closing in on completing the design to submit for final permits from the Corps of Engineers for the work around and over the river. It is anticipated that these permits will be approved and the project is projected to be bid in May of 2026.

On October 30, there was a Public Meeting held at the Rustad Recreation Center to present the project in its current state to the public and to answer any questions. There was very good participation and attached to this packet is a summary of the meeting.

One item of note is that there were concerns of eagle nests existing in the project location brought up and contained within correspondence received. Since then, HDR has had the site inventoried by a wildlife biologist and they have reported back that there was no eagle nests present. Prior to the project beginning construction HDR will have the biologist inventory the site again out of an abundance of caution.

The following documents are attached for review/consideration:

- Engineer’s Report
- Public Informational Meeting Summary
- Associated Resolution

Staff Recommendation: Direct and Approve Engineer’s Report

**Background Information:**

As a point of clarification, in November of 2023 the commission packet stated we were applying for Transportation Alternative (TA) grant funding for the project. Staff did apply for TA grant funding and also applied for CRP funding which ultimately is where the source of grant funding came from for this project.

## Financial Analysis:

The project's construction costs at the time of submitting for the grant in 2023 were estimated to be \$1,069,650. The Carbon Reduction Program (CRP) grant was approved in the amount of \$848,798 which was 80% of the 2023 estimated cost of the project. The total cost of the project presented to the Commission on November 4, 2024, was \$1,391,000 which was \$1,069,650 plus an estimated 30% contingency factor for soft costs.

The CRP funds received were dedicated to being the 2027 federal allocation from that program which is currently not federally funded. To guarantee already allocated funds, the city moved the CRP funding from the currently unfunded 2027 funds to the fully funded 2026 CRP funds. This lowered the grant amount from the CRP program from the initial \$848,798 down to \$746,536 but are guaranteed and secured.

It is intended that the city will pursue an approximate additional \$300,000 in additional grant funds through MetroCOG this winter that would be put towards the construction of this project.

Current estimated costs are included in the attached Engineer's Report and are proposed to be paid via CRP grant funds and Capital Improvement Sales Tax funds.

No special assessments are proposed with this project.

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## Previously Presented Information and Commission Actions:

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### 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 – 23<sup>rd</sup> Ave to Sheyenne St via Transportation Alternative grant funds.

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

## **Engineer's Report**

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

### **Project No. 6060**

Rivers Bend Multi-Use Path and Pedestrian Bridge

#### **General Nature (Scope)**

The Rivers Bend at The Preserve Second Addition was platted in 2014 and that plat contained the first parcel where this proposed multi-use trail is proposed to be constructed. This project was listed in the 2016 Fargo-Moorhead Metro Bicycle & Pedestrian Plan and the 2018 West Fargo 2.0 Comprehensive Plan. The project was submitted for Transportation Alternative Program Funding in 2019 and 2022 but were unsuccessful in securing funds.

The project consists of the installation of a 10' wide concrete multi-use path as well as a concrete decked pedestrian bridge over the Sheyenne River. Also included in the project is lighting for the trail along the path.

#### **Purpose**

To construct a multi-use path and pedestrian bridge to current design standards that connects the existing path on 23<sup>rd</sup> Avenue over the Sheyenne River to the existing path located on Sheyenne Street. Currently, the nearest pedestrian connections between 9<sup>th</sup> St/Veterans Blvd. and Sheyenne St. are located on 17<sup>th</sup> Avenue W. and 32<sup>nd</sup> Avenue E. which is a total distance of 1.67 miles.

#### **Feasibility**

The project's construction costs at the time of submitting for the grant in 2023 were estimated to be \$1,069,650. The Carbon Reduction Program (CRP) grant was approved in the amount of \$848,798 which was 80% of the estimated cost of the project as submitted. The total cost of the project presented to the Commission on November 4, 2024, was \$1,391,000 which was \$1,069,650 plus an estimated 30% contingency factor for soft costs.

The CRP funds secured at that time were dedicated to being from the 2027 CRP Program allocation which is currently not federally funded. To guarantee already allocated funds, the city moved the CRP funding from the unfunded 2027 funds to the funded 2026 CRP funds. This lowered the grant amount from the CRP program from the initial \$848,798 down to \$746,536 but are guaranteed and secured.

It is intended that the city will pursue an approximate additional \$300,000 in STBG funds through MetroCOG in their upcoming solicitation that would be put towards the construction of this project.

Currently, as shown below, the total cost of the project is estimated to be \$1,873,765, which is the current engineer's estimate and soft costs included. This is 34.7% higher than the original estimate. Increased costs can be attributed to a number of things, but primarily it is a result of inflation as the original cost estimate that was calculated in October of 2023 for a project to be bid in 2026 along with the addition of lighting that has been added to the project for safety purposes.

The costs of the project are proposed to utilize grant funds with the remaining to be paid via Capital Improvement Sales Tax funds. There are no special assessments proposed with this project.

**Estimate of Probable Cost**

Construction		\$1,436,765
Bid Proposal Items	\$1,306,150	
Contingency (~10%)	\$ 130,615	
Consultant (Design/Construction)		\$350,000
Legal & Administration (~5%)		\$72,000
City of WF Engineering (~1%)		\$15,000
<hr/>		
Total Estimated Cost		<u>\$1,873,765</u>

**Source of Funds**

CRP Grant Funds Secured		\$746,536
City Funds		\$1,127,229
Capital Impr. Sales Tax	\$1,127,229	
<hr/>		
Total		<u>\$1,873,765</u>

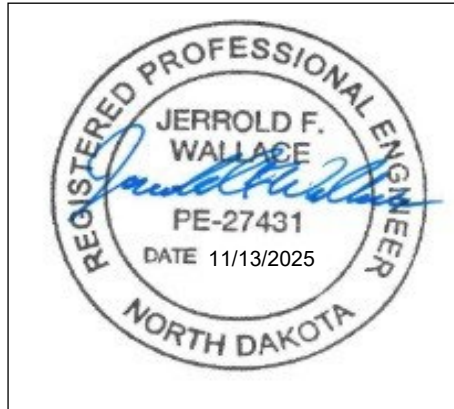
**Attachments (Available upon request)**

- A. Itemized Estimate of Probable Cost
- B. Maps, Drawings, Etc.

*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



## PUBLIC INFORMATION MEETING SUMMARY

### Meeting Overview

A public information meeting was held for the City of West Fargo River's Bend Pedestrian Bridge and Multiuse Path project from 5-7 p.m. on Thursday, October 30, 2025, at the Rustad Recreation Center.

Attendees had the opportunity to review the final plan design and provide an opportunity for the community to have a general conversation with the project team. General comments, both verbal and written, were also encouraged and recorded. City of West Fargo, West Fargo Park District, and HDR staff were available for the duration of the public information meeting to interact with area residents and other stakeholders.

Attendees were first welcomed by signage within the Rustad Recreation Center, then greeted by HDR staff at the welcome/sign-in table inside, as shown in **Figure 1**. The table featured a sign-in sheet, a Title VI survey, an informational handout outlining the project, a comment form, and brochures from the North Dakota Department of Transportation (NDDOT).

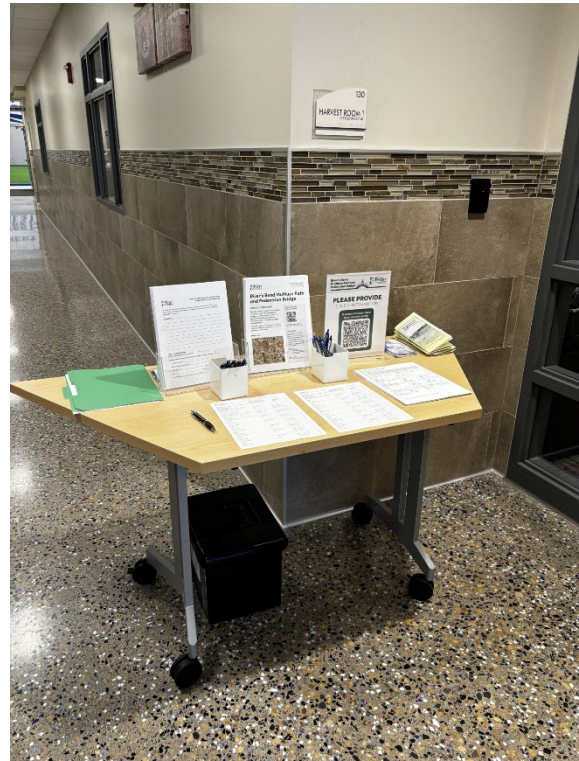


Figure 1: Sign-in table at public information meeting



Figure 2: Presentation at the public information meeting

Refreshments, including water and cookies, were available inside the event space.

The public information meeting also included a presentation, as shown in **Figure 2**, that included an overview of the project, reviewed the purpose and need, explained the steps to the project, and discussed project details and schedule. Afterward, the project team took questions from attendees.

## Event Outreach

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The following outreach materials were used to promote the public information meeting. Copies of the materials are available in **Appendix A**.

- **Public notice:** A public notice was published in *The Forum of Fargo-Moorhead* on October 15, 2025.
- **Mailer:** Impacted and adjacent property owners received a postcard inviting them to the public information meeting. A total of 275 postcards were distributed on October 20, 2025.
- **Press releases:** Press releases were published on the NDDOT's Events Page and the City of West Fargo's News Flash page.
- **Social media:** A social media post about the public information meeting was published on the City of West Fargo's Facebook page on October 23, 2025.
- **Media coverage:** The Forum of Fargo-Moorhead published an article about the project on October 28, 2025.

## Event Staffing

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Name	Company
Dan Hanson	City of West Fargo
Paul Bervik	City of West Fargo
Jerrold Wallace	City of West Fargo
Josh Mathern	West Fargo Park District
Brian King	HDR
Matt Huettl	HDR
Payton Wetzel	HDR
Mary McCall	HDR

## Event Attendance

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Not including project staff, approximately 30 members of the public attended the public information meeting. Those interested in receiving more information about the project provided their email address and/or telephone number when they signed in at the welcome table. See **Appendix B** for a copy of the sign-in sheets.

## Materials

The following materials were available and/or displayed at the public information meeting. For copies of these materials, see **Appendix C**.

### **Welcome Table**

- Handout
- NDDOT Title VI Survey
- QR Code Sign for NDDOT's Title VI Survey
- Information for Highway and Street Projects Brochure
- After the Storm Brochure
- Comment Form

### **Tabletop Plots**

- Proposed Final Design Scroll Plot
- Preliminary Design Board
- Stormwater and the Construction Industry Board

### **Presentation**

- Slide deck and recorded presentation

## Recorded Comments

Attendees were encouraged to leave written comments during the public information meeting using a comment form that could be turned in at the event or sent later via postal mail.

Eight comments were emailed to the project team during the public comment period. Copies of these comments are available in **Appendix D**. Completed Title VI surveys are in **Appendix E**. Project staff also recorded comments during their conversations. **Table 1** identifies the key themes and inquiries:

**Table 1: Key Themes and Inquiries**

<p><b>Project Need:</b></p> <p><b>Clarify project origin:</b> Meeting attendees asked for additional information about the origin of the project, the need it addresses, and the problem the proposed pedestrian bridge aims to solve. When past studies were referenced, such as the 2014 &amp; 2016 River's Bend 2<sup>nd</sup> &amp; 3<sup>rd</sup> Addition Plats, 2016 Fargo-Moorhead Metro Bicycle &amp; Pedestrian Plan, 2018 West Fargo 2.0 Comprehensive Plan, and 2019 and 2022 Transportation Alternative Program Funding Applications, some meeting attendees questioned whether the studies are still relevant given that they were completed several years ago and some were conducted prior to the development of the River's Bend neighborhood. Additional concerns included a misalignment between the project and the 2018 West Fargo 2.0 Comprehensive Plan, noting that the plan emphasizes</p>
---

increasing the city's tree canopy rather than decreasing it. The question was also raised of whether broader community goals are being prioritized over neighborhood interests.

**Increase awareness about the project:** One landowner expressed concern that local residents were not properly notified of the public meetings, mentioning that "only 4 property owners (directly along the South property line) were contacted in writing about the project."

**Project Location:**

**Explain need for project location:** Meeting attendees why the specific location for the proposed pedestrian bridge was selected, instead of alternative locations such as Loberg Trail, along Beaton Drive, or on top of the existing levee that may reduce overall project costs.

**Safety and Landowner Impact:**

**Clarify safety contacts:** Meeting attendees voiced concerns about potential safety risks due to increased foot traffic and unwanted pedestrian activity in that area. They requested signage as well as procedures for reporting unsafe activities. Additional safety concerns included people speeding on ebikes on the path. Attendees also asked if there would be security cameras installed at the proposed bridge. The concern was also raised about the east-west connection directing foot and bicycle traffic to a dangerous intersection at Sheyenne Street.

**Potential encounters with wildlife:** Concerns were raised at the meeting about the presence of coyotes near the proposed project site and maintaining pedestrian and bicyclist safety.

**Reduce construction impacts:** During the public comment period, one person wrote about temporary construction impacts to impacted and adjacent landowners.

**Reduce impact on landowners:** One impacted landowner at the meeting voiced concerns about foot traffic from the proposed pedestrian bridge could negatively affect her property value. Another landowner raised concerns about the sidewalk from the walking path connecting to the bridge being located adjacent to her property line. Another landowner also expressed concerns about the project's proximity to their property and suggested installing fencing to clearly separate public and private areas.

**Aesthetics:**

**Provide minimal lighting/eliminate lighting:** Comments expressed concerns about light pollution.

**Reduce impacts on trees:** Attendees from the public information meeting as well as comments received during the public comment period expressed concerns about tree removal, which could

consequently increase wind and noise pollution. Impacted property owners also noted that they may not directly benefit from any trees replanted as part of restoration efforts.

**Impacts on Wildlife:**

**Protect nesting wildlife:** Meeting attendees expressed concerns about potential impacts on wildlife habitats. An area resident who submitted a comment during the public comment period observed nests within or near trees marked for removal and asked for a plan to protect nesting wildlife.

**Connectivity:**

**Clarify how the proposed pedestrian supports connectivity to nature and larger community:**

Some meeting attendees and one comment received during the public comment period expressed concerns that the existing trail the project team identified as connecting to the proposed pedestrian bridge does not currently exist. They noted a lack of overall connectivity, including no direct link to Freedom Elementary School and no “recognized support or need from the School District.” Concerns also highlighted limited connections on the west side of the project area, referring to the proposal as a potential “trail to nowhere.”

Some community members expressed support for the project, with one commenter noting it would be a “great addition” to the West Fargo community by improving connectivity between the Freedom Elementary neighborhood and the Rustad Recreation Center. Another supporter appreciated the opportunity for a safer route for walking and biking away from arterial roads. A third said the project would “improve safety and access to the River's Bend Neighborhood.”

**Budget and Funding:**

**Clarify project funding:** Meeting attendees asked about reason for the increased costs of the project and the decreased federal grant dollars.

**Explain over-budget protocol:** Attendees asked what will be done if final project costs exceed the anticipated budget and what additional funding sources exist.

**Taxpayer concerns:** Some area residents expressed concerns about the project's cost and its impact on taxpayers. Another comment during the public comment period expressed concerns about maintenance costs due to “trees, planned lights and unstable river ground.”

# Appendix A

Public Notice

Mailer

Press Releases

Social Media

Media Coverage

**Publication:**

**PUBLIC INFORMATION MEETING**

The City of West Fargo is hosting a public information meeting Thursday, October 30, from 5 to 7 p.m. to discuss proposed improvements in the River's Bend neighborhood.

The meeting will be held at the Harvest Room, First Floor, of the Rustad Recreation Center, 601 26th Ave E in West Fargo. There will be an open house format with a formal presentation at 5:30 p.m.

The project consists of constructing a multiuse path and a pedestrian bridge over the Sheyenne River to connect the multiuse path from Sheyenne Street to the River's Bend neighborhood.

Representatives from the City of West Fargo and HDR Engineering Inc. will be on hand to answer questions and discuss concerns.

A pre-recorded presentation and other materials will be available on the City of West Fargo's Engineering website at [westfargond.gov/rivers-bendpath](http://westfargond.gov/rivers-bendpath).

If unable to attend the meeting, written comments must be postmarked or emailed by November 14 with "Public Information Meeting - PCN 24260" in the letter heading or e-mail subject. Send all comments to Brian King; HDR Project Manager; 51 Broadway N, Suite 550; Fargo, ND 58102 or [brian.j.king@hdrinc.com](mailto:brian.j.king@hdrinc.com).

The City of West Fargo will consider every request for reasonable accommodation to provide an accessible meeting facility or other accommodation for people with disabilities. Language interpretation and translation services will be available upon request for this meeting.

To request accommodations, contact Daniel Hanson, Engineering Department, City of West Fargo, at 701-515-5100 or [Daniel.Hanson@westfargond.gov](mailto:Daniel.Hanson@westfargond.gov). TTY users may use Relay North Dakota at 711 or 1-800-366-6888.

(Oct. 15, 2025)

**Mailer:**



## YOU'RE INVITED!

The City of West Fargo invites you to a public information meeting to provide input on the **River's Bend Multiuse Path and Pedestrian Bridge** project. Review the final plan design, share feedback, and learn about the project next steps.

**WHEN:**



**Thursday  
October 30,  
2025**



**5:00 - 7:00 PM**  
Formal Presentation at  
5:30 PM

**WHERE:**



**Rustad Recreation Center**  
Harvest Room, First Floor  
601 26th Ave, West Fargo, ND 58078




The proposed multiuse path and pedestrian bridge will connect Sheyenne Street to the River's Bend neighborhood, improving connectivity and pedestrian access to residential neighborhoods, schools, parks, commercial centers, and transit stops.



**Scan to learn more about the project.**

[westfargond.gov/1464/Rivers-Bend-Multi-Use-Path](https://westfargond.gov/1464/Rivers-Bend-Multi-Use-Path)



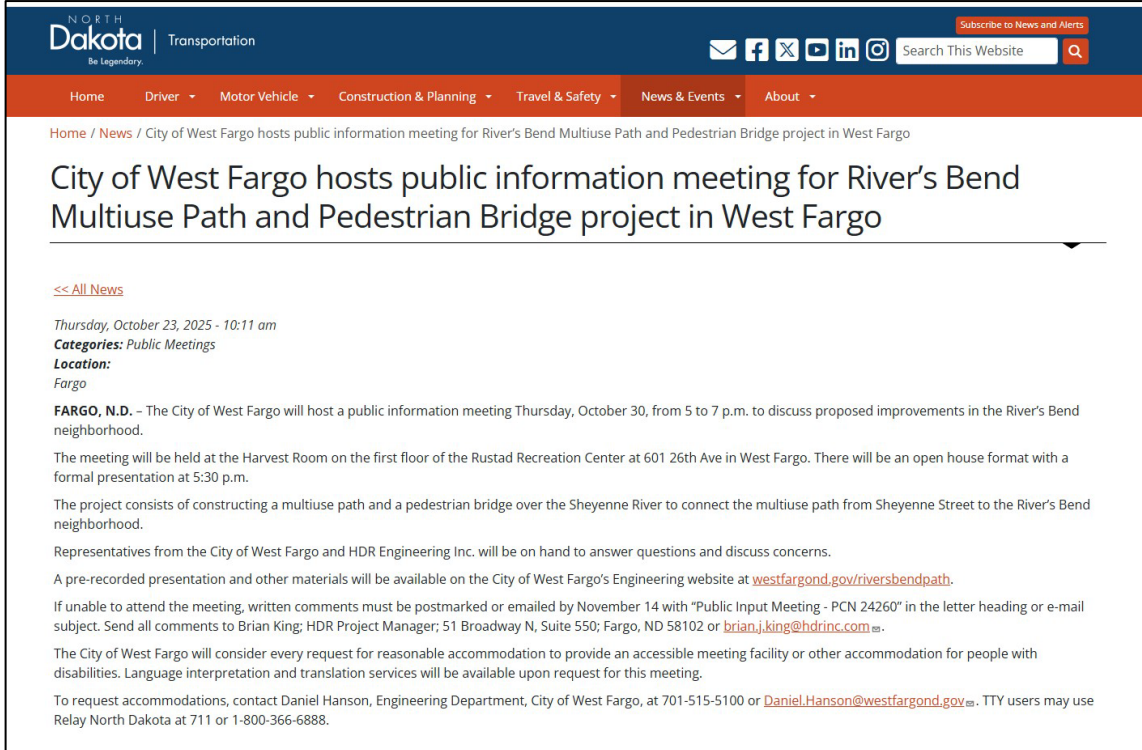
C/O HDR  
51 N Broadway, Suite 550  
Fargo ND, 58102

**YOU'RE INVITED!**

**October 30, 2025 | 5:00 - 7:00 PM**  
Formal Presentation at 5:30 PM

**Rustad Recreation Center**  
Harvest Room, First Floor  
601 26th Ave, West Fargo, ND 58078

Press Releases:



NORTH Dakota | Transportation  
Be Legendary.

Subscribe to News and Alerts

Home / News / City of West Fargo hosts public information meeting for River's Bend Multiuse Path and Pedestrian Bridge project in West Fargo

## City of West Fargo hosts public information meeting for River's Bend Multiuse Path and Pedestrian Bridge project in West Fargo

[<< All News](#)

Thursday, October 23, 2025 - 10:11 am  
Categories: Public Meetings  
Location: Fargo

**FARGO, N.D.** - The City of West Fargo will host a public information meeting Thursday, October 30, from 5 to 7 p.m. to discuss proposed improvements in the River's Bend neighborhood.

The meeting will be held at the Harvest Room on the first floor of the Rustad Recreation Center at 601 26th Ave in West Fargo. There will be an open house format with a formal presentation at 5:30 p.m.

The project consists of constructing a multiuse path and a pedestrian bridge over the Sheyenne River to connect the multiuse path from Sheyenne Street to the River's Bend neighborhood.

Representatives from the City of West Fargo and HDR Engineering Inc. will be on hand to answer questions and discuss concerns.

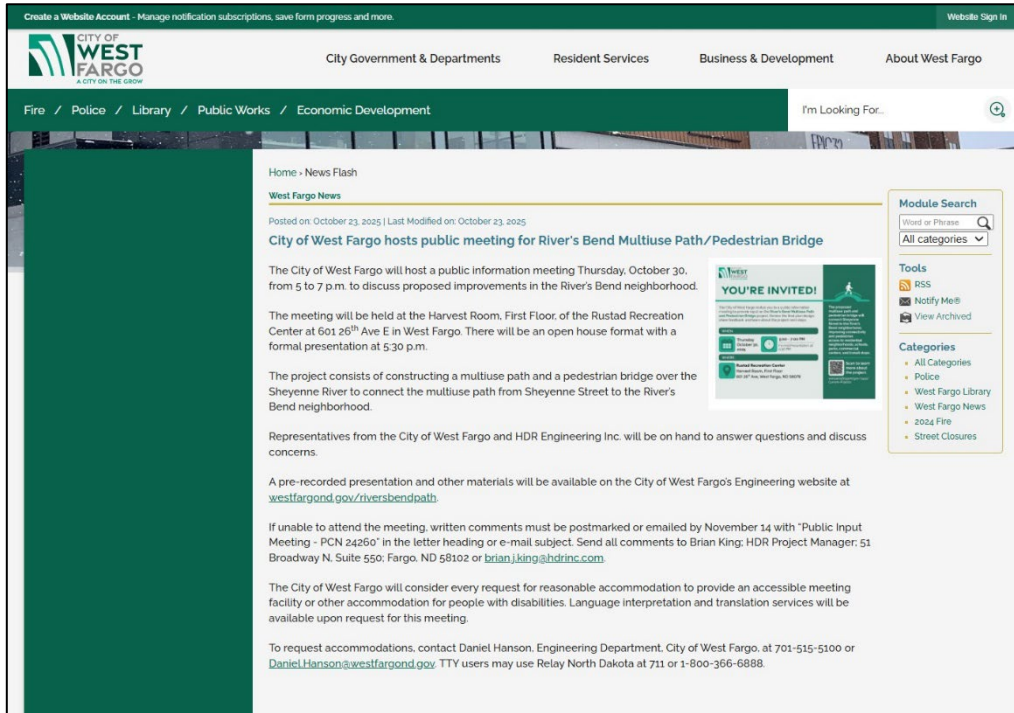
A pre-recorded presentation and other materials will be available on the City of West Fargo's Engineering website at [westfargond.gov/riversbendpath](http://westfargond.gov/riversbendpath).

If unable to attend the meeting, written comments must be postmarked or emailed by November 14 with "Public Input Meeting - PCN 24260" in the letter heading or e-mail subject. Send all comments to Brian King; HDR Project Manager; 51 Broadway N, Suite 550; Fargo, ND 58102 or [brian.j.king@hdrinc.com](mailto:brian.j.king@hdrinc.com).

The City of West Fargo will consider every request for reasonable accommodation to provide an accessible meeting facility or other accommodation for people with disabilities. Language interpretation and translation services will be available upon request for this meeting.

To request accommodations, contact Daniel Hanson, Engineering Department, City of West Fargo, at 701-515-5100 or [Daniel.Hanson@westfargond.gov](mailto:Daniel.Hanson@westfargond.gov). TTY users may use Relay North Dakota at 711 or 1-800-366-6888.

Social Media:



The screenshot shows a news article on the City of West Fargo website. The article is titled "City of West Fargo hosts public meeting for River's Bend Multiuse Path/Pedestrian Bridge" and is dated October 23, 2025. The article text includes:

**Home - News Flash**  
**West Fargo News**  
Posted on: October 23, 2025 | Last Modified on: October 23, 2025

**City of West Fargo hosts public meeting for River's Bend Multiuse Path/Pedestrian Bridge**

The City of West Fargo will host a public information meeting Thursday, October 30, from 5 to 7 p.m. to discuss proposed improvements in the River's Bend neighborhood.

The meeting will be held at the Harvest Room, First Floor, of the Rustad Recreation Center at 601 26<sup>th</sup> Ave E in West Fargo. There will be an open house format with a formal presentation at 5:30 p.m.

The project consists of constructing a multiuse path and a pedestrian bridge over the Sheyenne River to connect the multiuse path from Sheyenne Street to the River's Bend neighborhood.

Representatives from the City of West Fargo and HDR Engineering Inc. will be on hand to answer questions and discuss concerns.


A pre-recorded presentation and other materials will be available on the City of West Fargo's Engineering website at [westfargond.gov/riversbendpath](https://westfargond.gov/riversbendpath).

If unable to attend the meeting, written comments must be postmarked or emailed by November 14 with "Public Input Meeting - PCN 24250" in the letter heading or e-mail subject. Send all comments to Brian King, HDR Project Manager: 51 Broadway N, Suite 550; Fargo, ND 58102 or [brian.j.king@hdrinc.com](mailto:brian.j.king@hdrinc.com).

The City of West Fargo will consider every request for reasonable accommodation to provide an accessible meeting facility or other accommodation for people with disabilities. Language interpretation and translation services will be available upon request for this meeting.

To request accommodations, contact Daniel Hanson, Engineering Department, City of West Fargo, at 701-515-5100 or [Daniel.Hanson@westfargond.gov](mailto:Daniel.Hanson@westfargond.gov). TTY users may use Relay North Dakota at 711 or 1-800-366-6888.

On the right side of the article, there is a "Module Search" box with a search input field and a dropdown menu for "All categories". Below the search box are "Tools" including RSS, Notify Me®, and View Archived. At the bottom of the right sidebar is a "Categories" list with items: All Categories, Police, West Fargo Library, West Fargo News, 2024 Fire, and Street Closures.



**City of West Fargo - Government**

October 23 at 9:45 AM · 🌐

...

**Meeting Alert:**

The City of West Fargo will host a public information meeting Thursday, October 30, from 5 to 7 p.m. to discuss proposed improvements in the River's Bend neighborhood.

The meeting will be held at the Harvest Room, First Floor, of the Rustad Recreation Center at 601 26th Ave E in West Fargo. There will be an open house format with a formal presentation at 5:30 p.m.

The project consists of constructing a multiuse path and a pedestrian bridge over the Sheyenne River to connect the multiuse path from Sheyenne Street to the River's Bend neighborhood.


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If unable to attend the meeting, written comments must be postmarked or emailed by November 14 with "Public Input Meeting - PCN 24260" in the letter heading or e-mail subject. Send all comments to Brian King; HDR Project Manager; 51 Broadway N, Suite 550; Fargo, ND 58102 or [brian.j.king@hdrinc.com](mailto:brian.j.king@hdrinc.com).

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## YOU'RE INVITED!

The City of West Fargo invites you to a public information meeting to provide input on the **River's Bend Multiuse Path and Pedestrian Bridge** project. Review the final plan design, share feedback, and learn about the project next steps.

**WHEN:**




**Thursday  
October 30,  
2025**




**5:00 - 7:00 PM**  
Formal Presentation at  
5:30 PM


**WHERE:**



**Rustad Recreation Center**  
Harvest Room, First Floor  
601 26<sup>th</sup> Ave, West Fargo, ND 58078



The proposed multiuse path and pedestrian bridge will connect Sheyenne Street to the River's Bend neighborhood, improving connectivity and pedestrian access to residential neighborhoods, schools, parks, commercial centers, and transit stops.



Scan to learn more about the project.

[www.westfargond.gov/1443/Current-Projects](https://www.westfargond.gov/1443/Current-Projects)

Media Coverage:



NEWS WEST FARGO

## West Fargo officials plan open house with DOT for controversial pedestrian path, bridge

Some residents have questioned the need for pedestrian path and bridge over the Sheyenne River that is expected to be constructed in 2026.



The City of West Fargo is planning to add a pedestrian path and bridge over the Sheyenne River in the area of the River's Bend neighborhood as seen on Monday, Oct. 27, 2025, in West Fargo. Chris Flynn / The Forum



By **Wendy Reuer**

October 28, 2025 at 5:16 AM

Comments

Share

News Reporting

WEST FARGO — West Fargo residents are invited to an open house this week to discuss the planned construction of a multi-use path in the River's Bend neighborhood, including a pedestrian bridge over the Sheyenne River.

Although a majority of the project near the intersection of Interstate 94 and Sheyenne Street is expected to be funded by federal grant money, some residents have questioned the need for the project, scheduled for construction in 2026.

West Fargo officials announced a public information meeting will be held from 5 to 7 p.m. Thursday, Oct. 30, to discuss the project with West Fargo officials, HDR Engineering Inc. and North Dakota Department of Transportation officials.

The meeting will be held in the Harvest Room on the first floor of the Rustad Recreation Center, 601 26th Ave. E., in an open-house format, with a formal presentation beginning at 5:30 p.m.

The city plans to construct a path from Sheyenne Street to 23rd Avenue that would include a pedestrian bridge over the Sheyenne River.

City officials say the path will connect Sheyenne Street to the Veterans Boulevard trail network, providing greater access to recreational facilities and businesses. The path will also help

improve walkability near Freedom Elementary School, 401 26th Ave. E.

Some residents, including members of the West Fargo Transparency, Accountability and Professionalism group, or TAP, questioned the need for the project.

(<https://www.inforum.com/news/west-fargo/west-fargo-continues-plan-for-pedestrian-bridge-over-sheyenne-river>) TAP Member David Withee said earlier this year that the neighborhood does not want the project, noting it does not align with city planning goals because it does not connect city parks.

In a memo to the City Commission, Dan Hanson, senior director of community and development services, said while the city will construct the path, the West Fargo Park District will donate the land for it and eventually maintain it. For maintenance costs above \$25,000, the city and Park District would share the expense.

The path is expected to cost just under \$1.1 million, but a federal grant will help cover about \$849,000, leaving the city's expected cost at about \$221,000. The city's share will be paid for using capital improvement sales tax funds.

A pre-recorded presentation and other project information are available at [westfargond.gov/riversbendpath](http://westfargond.gov/riversbendpath).

(<https://www.westfargond.gov/1464/Rivers-Bend-Multi-Use-Path>)

If unable to attend the meeting, written comments must be postmarked or emailed by Nov. 14 with "Public Input Meeting - PCN 24260" in the letter heading or email subject. Comments are to be sent to Brian King, HDR Project Manager, 51 Broadway N., Suite 550, Fargo, N.D., 58102, or [brian.j.king@hdrinc.com](mailto:brian.j.king@hdrinc.com). (<mailto:brian.j.king@hdrinc.com>)

**MORE STORIES FROM WENDY REUER**

# Appendix B

Sign-In Sheets

**SIGN-IN SHEET**

North Dakota Department of Transportation, Civil Rights  
SFN 59531 (5-2018)

Page 1 of 5

Meeting Location Rustad Rec Center 601 26th Ave E, West Fargo ND 58078		Division/District/Consultant 38/68/HDR Engineering, Inc.	Meeting Date 10/30/2025
Project Number TMA-CRP-8-992(052)		Meeting Type Public Information Meeting	PCN
Project Description River's Bend Multiuse Path and Pedestrian Bridge			
Name (Please print) DAVID WITHEE		Title/Representing	
Name (Please print) KIM/CATHY DANSTAD		Title/Representing	
Name (Please print) Erin Burd		Title/Representing	
Name (Please print) PAT Bellmore		Title/Representing	
Name (Please print) Paul Bervik		Title/Representing	
Name (Please print) Rhoda Bervik		Title/Representing	
Name (Please print) LIZ Bervik		Title/Representing	

**SIGN-IN SHEET**

North Dakota Department of Transportation, Civil Rights  
SFN 59531 (5-2018)

Page 2 of 5

Meeting Location Rustad Rec Center 601 26th Ave E, West Fargo ND 58078		Division/District/Consultant 38/68/HDR Engineering, Inc.	Meeting Date 10/30/2025
Project Number TMA-CRP-8-992(052)		Meeting Type Public Information Meeting	PCN
Project Description River's Bend Multiuse Path and Pedestrian Bridge			
Name (Please print) Tom Joyce North		Title/Representing NA	
[Redacted]			
Name (Please print) DAVE MAIKUZAK		Title/Representing Sheshaue Condo Assoc.	
[Redacted]			
Name (Please print) Jenna ALMEN		Title/Representing	
[Redacted]			
Name (Please print) Dan Farnsworth		Title/Representing Metro COG	
[Redacted]			
Name (Please print) Ryan Hess		Title/Representing ME	
[Redacted]			
Name (Please print) Stephen Silletto		Title/Representing	
[Redacted]			
Name (Please print) Ryan Truay		Title/Representing	
[Redacted]			

**SIGN-IN SHEET**

North Dakota Department of Transportation, Civil Rights  
SFN 59531 (5-2018)

Page 3 of 5

Meeting Location Rustad Rec Center 601 26th Ave E, West Fargo ND 58078		Division/District/Consultant 38/68/HDR Engineering, Inc.	
Project Number TMA-CRP-8-992(052)		Meeting Type Public Information Meeting	Meeting Date 10/30/2025
Project Description River's Bend Multiuse Path and Pedestrian Bridge			
Name (Please print) Karlyn & Joey Meiers		Title/Representing	
[Redacted]			
Name (Please print) Mary & Dale Klein		Title/Representing	
[Redacted]			
Name (Please print) Abby Burquim		Title/Representing	
[Redacted]			
Name (Please print) Nancy Pennell		Title/Representing	
[Redacted]			
Name (Please print) Ryan Such		Title/Representing	
[Redacted]			
Name (Please print) Maregin Elsheng		Title/Representing Resident	
[Redacted]			
Name (Please print)		Title/Representing	
Address		City	State ZIP Code
Email Address		Telephone Number	

# Appendix C

Handout

NDDOT Title VI Survey

QR Code Sign for NDDOT's Title VI Survey

Information for Highway and Street Projects Brochure

After the Storm Brochure

Comment Form

Proposed Final Design Scroll Plot

Preliminary Design

Stormwater and the Construction Industry Board

Slide Deck

Handout:



Public Information Meeting  
TMA-CRP-8-992(052)  
PCN 24260

# River's Bend Multiuse Path and Pedestrian Bridge

## PROJECT OVERVIEW

The City of West Fargo is constructing a multiuse path and a pedestrian bridge over the Sheyenne River to connect the multiuse path from Sheyenne Street to the River's Bend neighborhood.

This project will improve pedestrian access to residential neighborhoods, parks, commercial centers, and transit stops.

## Project Area



Scan to visit the project website.



[westfargond.gov/1464/Rivers-Bend-Multi-Use-Path](http://westfargond.gov/1464/Rivers-Bend-Multi-Use-Path)

## Comments?

If you would like to provide comments you may do so in person at the Public Information Meeting and through written comments postmarked or emailed by November 14 with "Public Information Meeting - 24260" in the letter heading or e-mail subject.

 **Mall:**  
Brian King  
HDR Project Manager  
51 Broadway N. Suite 550  
Fargo, ND 58102

 **E-Mail:**  
[brian.j.king@hdrinc.com](mailto:brian.j.king@hdrinc.com)

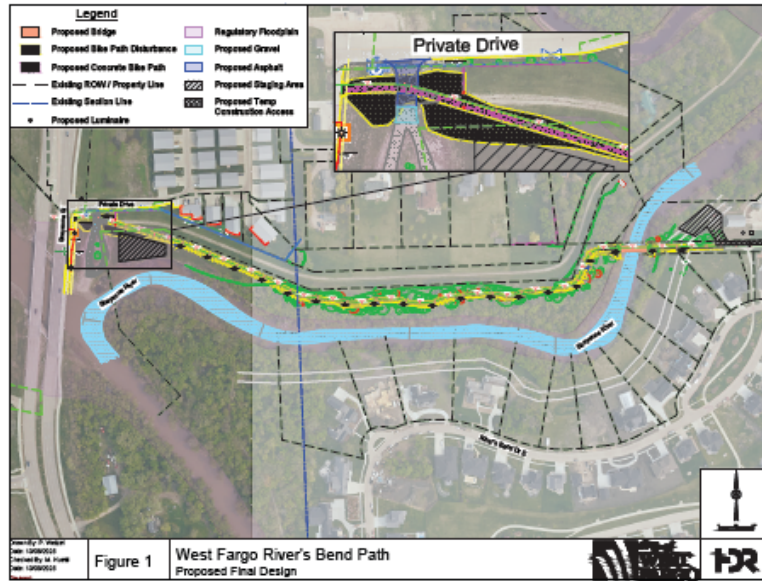


Scan to visit the project website.  
westfargond.gov/1464/Rivers-Bend-Multi-Use-Path

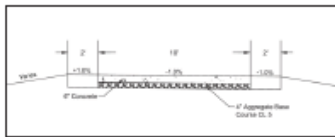


## WHAT TO DISCUSS

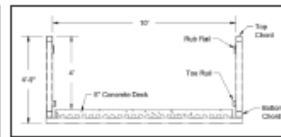
### Proposed Final Design



Shared-Use Path Typical Section



Preliminary Design Rendering and Sample Pedestrian Bridge



Sample Pedestrian Bridge



## Project Timeline



**2025**  
Environmental Documentation  
& Preliminary Design



**2025/2026**  
Final Design, Permitting, ROW/Easement  
Acquisition, & Utility Relocation



**2026/2027**  
Construction

## Project Financing

Estimated Project Cost  
**\$1,873,765**

**\$1,127,229**  
City of West Fargo



**\$746,536**  
Federal Grant Cap



**NDDOT Title VI Survey:**

**NDDOT TITLE VI PUBLIC PARTICIPATION SURVEY**  
North Dakota Department of Transportation, Civil Rights  
SFN 60149 (7-2025)

**PLEASE USE DARK INK AND PRINT CLEARLY**

The Civil Rights Act of 1964 and related nondiscrimination authorities require the North Dakota Department of Transportation to ensure everyone has the opportunity to comment on the transportation programs and activities that may affect their community.

To help with that, we ask that you respond to the following questions. You are not required to disclose the information requested in order to participate. Any information provided to the NDDOT will be retained solely for the purpose of collecting statistical data to ensure inclusion of all segments of the population affected by transportation programs and activities.

<b>Sex:</b> <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> _____	<b>Disability:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Age:</b> <input type="checkbox"/> Under 18 <input type="checkbox"/> 18-40 <input type="checkbox"/> 41-65 <input type="checkbox"/> 65+	
<b>Race:</b>	
<input type="checkbox"/> White <input type="checkbox"/> Asian	
<input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> American Indian/Alaskan Native	
<input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> _____	
<input type="checkbox"/> Black/African American	
<b>Language Most Frequently Spoken in your Home:</b>	
<input type="checkbox"/> Spanish <input type="checkbox"/> Vietnamese <input type="checkbox"/> Japanese	
<input type="checkbox"/> German <input type="checkbox"/> Arabic <input type="checkbox"/> Other Slavic Language	
<input type="checkbox"/> Other African Language <input type="checkbox"/> Russian <input type="checkbox"/> English	
<input type="checkbox"/> Chinese <input type="checkbox"/> Other India Language <input type="checkbox"/> _____	
<b>Do you receive public assistance?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>How did you hear about this event?</b>	
<input type="checkbox"/> Internet <input type="checkbox"/> NDDOT Contact <input type="checkbox"/> Television	
<input type="checkbox"/> Radio <input type="checkbox"/> Newspaper <input type="checkbox"/> Advocacy Group	
<input type="checkbox"/> Mailing <input type="checkbox"/> Social Service Agency <input type="checkbox"/> _____	

**For Office Use Only**

<b>Event Date (MM/DD/YYYY)</b>	<b>City</b>	<b>County</b>	<b>Div/Dist Number</b>	<b>PCN</b>
1 0 - 3 0 - 2 0 2 5	0 1 3	0 9	3 8	2 4 2 6 0

<b>MPO:</b>	<b>ROW:</b>	<b>Subrecipient:</b>
<input type="checkbox"/> Bismarck-Mandan	<input type="checkbox"/> Negotiation	<input type="checkbox"/> Yes
<input checked="" type="checkbox"/> Fargo-Moorhead Metro COG	<input type="checkbox"/> Relocation	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Grand Forks-East Grand Forks		

\*After you have completed this form, please return it to the Civil Rights Division.

QR Code Sign for NDDOT's Title VI Survey:



**River's Bend  
Multiuse Path and  
Pedestrian Bridge**



**PLEASE PROVIDE**  
TITLE VI INFORMATION

Scan the QR code below  
to access the survey:



**Information for Highway and Street Projects Brochure:**

**Steps in Highway Planning,  
Design, and Construction**

**TRAFFIC SURVEYS**

Traffic surveys are studies of the traffic flow from which engineers can determine the numbers and types of vehicles using a specific length of highway on any given day or hour.

Surveys are taken by means of mechanical counters and personal interviews. This information, along with maintenance cost records and safety issues, is the basis for determining the need for a new or improved highway or street.

**PROGRAMMING**

After highway or street improvement needs are established, they are presented to planning engineers and are included in a long-range highway or street program. Each proposed improvement is then considered, along with other improvements, and is given a priority and placed in the program.


**PRELIMINARY ENGINEERING**

Preliminary engineering covers all studies and surveys necessary to plan and design a highway or street.

The location engineer, through the use of aerial photographs and on-site inspection, studies the terrain in the area, selects the most feasible routes, and presents them to engineers in other specialized fields for study. The engineer prepares a cost estimate and analyzes the advantages and disadvantages of each route.

The final route is selected after public meetings/hearings. Surveys are then completed including laying out a centerline and measuring elevation and drainage. The exact location of all buildings, fences, power poles, dams, wells, corrals, and other improvements is also documented.

Prepared by  
**NORTH DAKOTA  
DEPARTMENT OF TRANSPORTATION**  
Bismarck, North Dakota  
dot.nd.gov  
November 2023



**Information for  
Highway and  
Street Projects**

*For distribution by the  
North Dakota  
Department of Transportation  
and political subdivisions of  
North Dakota.*

**After the Storm Brochure:**



**Comment Form:**



**River's Bend Multiuse Path and Pedestrian  
Bridge Public Information Meeting**

Please use this form to submit questions and comments to the project team. Submit the form at a public event or mail it later. Return address is on the back. Be sure to include contact information if you would like a response.

**COMMENT:** \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

**CONTACT INFORMATION**

Do you want a response to your comment?     Yes     No

If so, please fill in your contact information for how you would like a response.

First and Last Name: \_\_\_\_\_

Business/Organization (if any): \_\_\_\_\_

Street Address: \_\_\_\_\_ Suite/Apt: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_



City of West Fargo  
River's Bend Pedestrian Bridge and Multiuse Path

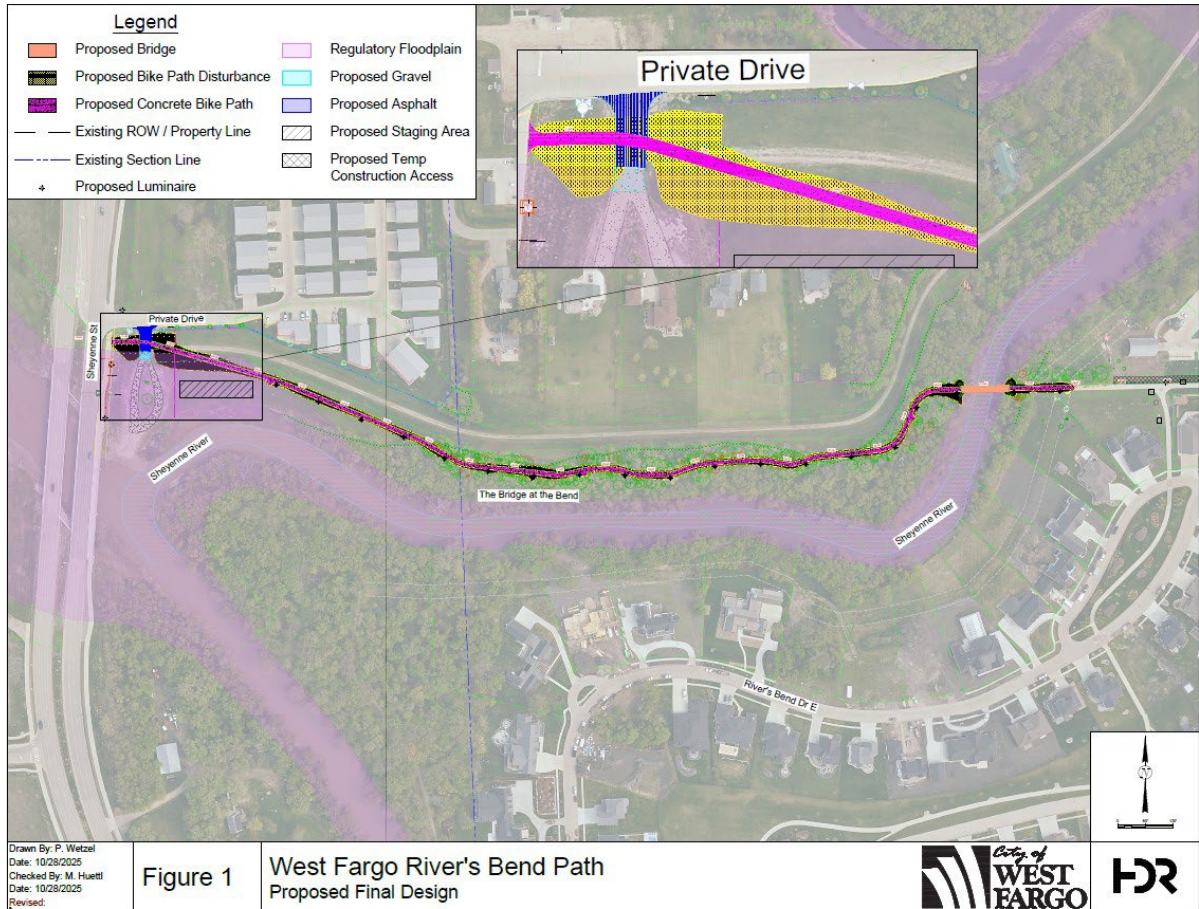
Please fold, fasten, and mail. No envelope necessary

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Place  
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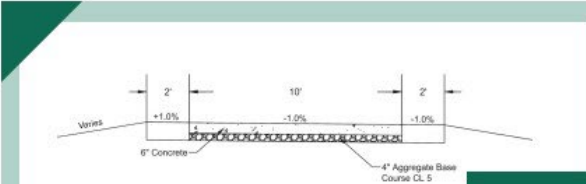
River's Bend Multiuse Path and  
Pedestrian Bridge Public Input  
C/O Brian King  
HDR  
51 Broadway N, Suite 550  
Fargo, ND 58102

Proposed Final Design Scroll Plot:




Preliminary Design Board:

# Proposed Final Design



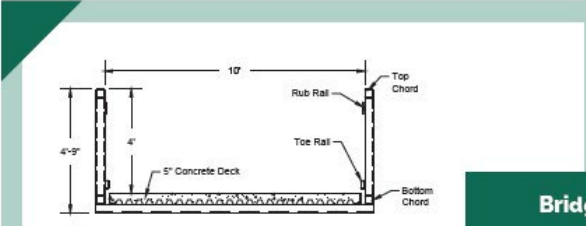
**Shared-Use Path Typical Section**

The diagram shows a cross-section of a path with a 10-foot width. It features a 6-inch concrete base and a 4-inch aggregate base course. Slopes are indicated as +1.0% on the left and -1.0% on the right. Dimensions of 2 feet are shown for the shoulder areas.




**Sample Pedestrian Bridge**

Two photographs showing examples of pedestrian bridges: one is a wooden bridge over a stream, and the other is a concrete bridge with a paved path.




**Bridge Typical Section**

The diagram shows a cross-section of a bridge deck that is 10 feet wide and 4 to 5 inches high. It includes a 5-inch concrete deck, a rub rail, a toe rail, a top chord, and a bottom chord.



**Proposed Lighting**

Two photographs of modern street lighting fixtures: one is a shorter, wider fixture, and the other is a taller, narrower pole-mounted fixture.



CITY OF  
**WEST**  
FARGO


Stormwater and the Construction Industry Board:

# Stormwater and the Construction Industry

### Protect Natural Features



**Bad**



**Good**

- Minimize clearing.
- Minimize the amount of exposed soil.
- Identify and protect areas where existing vegetation, such as trees, will not be disturbed by construction activity.
- Protect streams, stream buffers, wild woodlands, wetlands, or other sensitive areas from any disturbance or construction activity by fencing or otherwise clearly marking these areas.

### Construction Phasing



**Bad**




**Good**

- Sequence construction activities so that the soil is not exposed for long periods of time.
- Schedule or limit grading to small areas.
- Install key sediment control practices before site grading begins.
- Schedule site stabilization activities, such as landscaping, to be completed immediately after the land has been graded to its final contour.

### Vegetative Buffers




**Bad**



**Good**

- Protect and install vegetative buffers along waterbodies to slow and filter stormwater runoff.
- Maintain buffers by mowing or replanting periodically to ensure their effectiveness.

### Silt Fencing




**Bad**



**Good**

- Inspect and maintain silt fences after each rainstorm.
- Make sure the bottom of the silt fence is buried in the ground.
- Securely attach the material to the stakes.
- Don't place silt fences in the middle of a waterway or use them as a check dam.
- Make sure stormwater is not flowing around the silt fence.

### Site Stabilization



**Bad**




**Good**

- Vegetate, mulch, or otherwise stabilize all exposed areas as soon as land alterations have been completed.

## Maintain your BMPs!

[www.epa.gov/npdes/menuofbmps](http://www.epa.gov/npdes/menuofbmps)

### Construction Entrances



**Bad**




**Good**

- Remove mud and dirt from the tires of construction vehicles before they enter a paved roadway.
- Properly size entrance BMPs for all anticipated vehicles.
- Make sure that the construction entrance does not become buried in soil.

### Slopes



**Bad**




**Good**

- Rough grade or terrace slopes.
- Break up long slopes with sediment barriers, or under drain, or divert stormwater away from slopes.

### Dirt Stockpiles



**Bad**




**Good**

- Cover or seed all dirt stockpiles.

### Storm Drain Inlet Protection



**Bad**



**Good**

- Use rock or other appropriate material to cover the storm drain inlet to filter out trash and debris.
- Make sure the rock size is appropriate (usually 1 to 2 inches in diameter).
- If you use inlet filters, maintain them regularly.

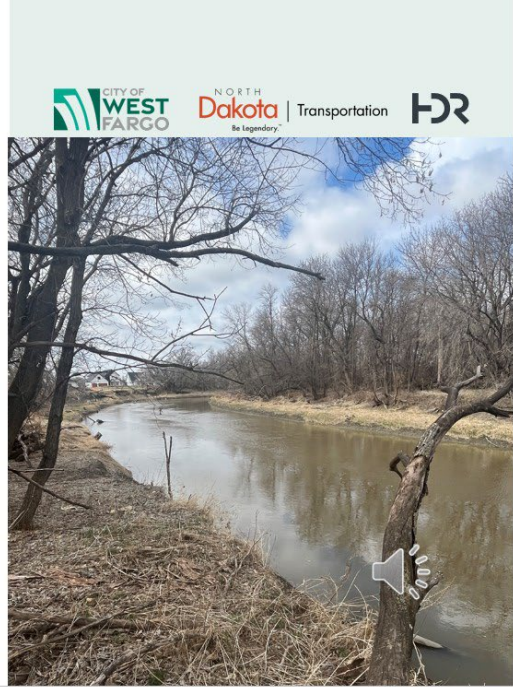
Slide Deck:

# River's Bend Pedestrian Bridge & Shared Use Path

**Public Information Meeting**

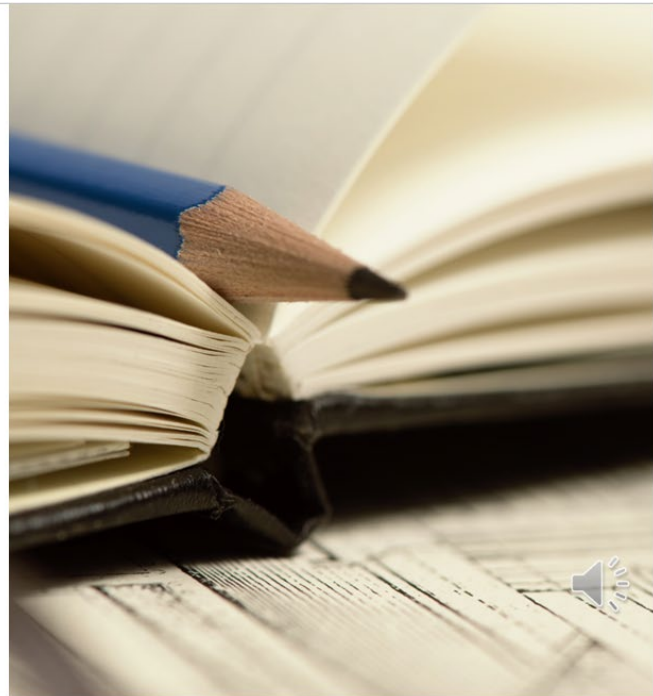
City of West Fargo  
North Dakota

10/30/2025



## NDDOT Title VI Public Participation Survey

Please take the opportunity to fill out the Title VI survey.



River's Bend Pedestrian Bridge & Shared Use Path

2

- Project Overview
- Purpose & Need
- Steps of the Project
- Project Details
- Project Schedule
- Questions & Comments



## Project Overview

- Shared-Use Path
- Pedestrian Bridge
- Connection between:
  - Sheyenne Street and Veteran's Boulevard trail network
  - Provides greater access to recreational facilities, civic opportunities and commerce



## Project Purpose & Need

### Purpose:

- Provide an accessible, and continuous route for non-motorized users
- Improve connectivity between community destinations.
- Promote active transportation and enhancing overall community mobility.

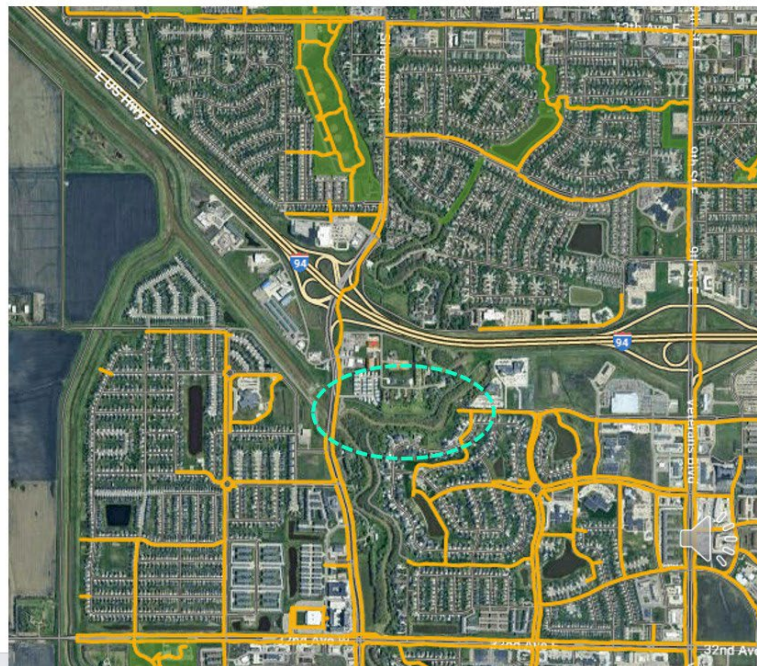
### Need:

- Lack of direct non-motorized access between community destinations due to the lack of connectivity of existing trails and access across the Sheyenne River.
- Gap in the pedestrian and bicycle network limits mobility options and discourages walking and biking.

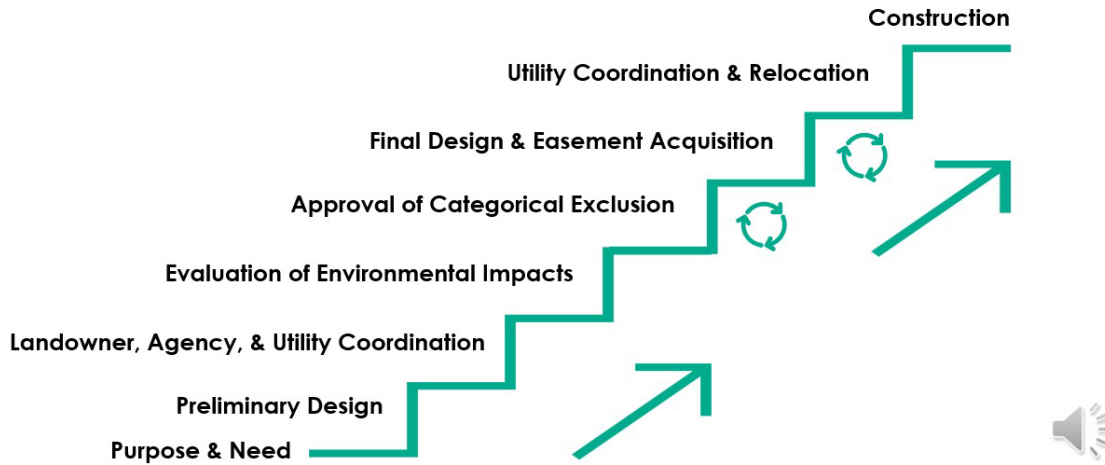


## Project Planning

- 2014 & 2016 River's Bend 2<sup>nd</sup> & 3<sup>rd</sup> Addition Plats
- 2016 Fargo-Moorhead Metro Bicycle & Pedestrian Plan
- 2018 West Fargo 2.0 Comprehensive Plan
- 2019 and 2022 Transportation Alternative Program Funding Applications

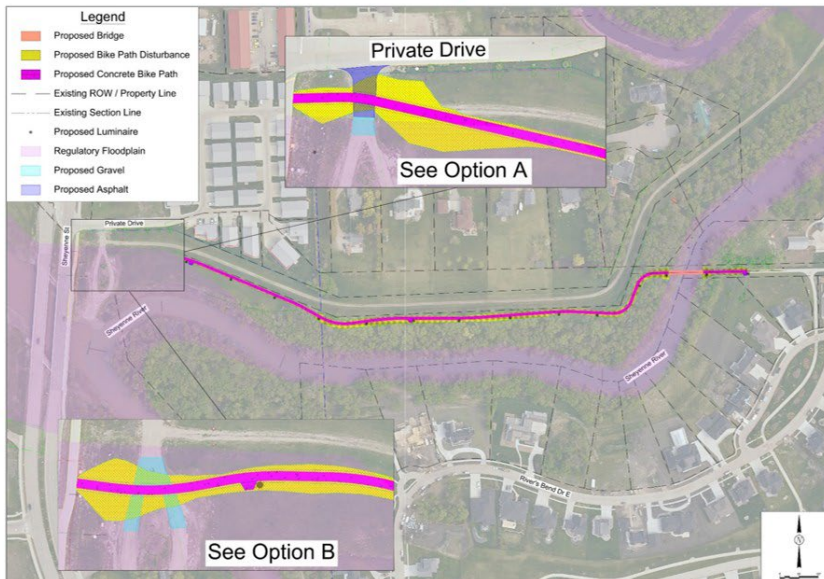


## Steps of the Project



## Preliminary Design

Preferred Alternative 2



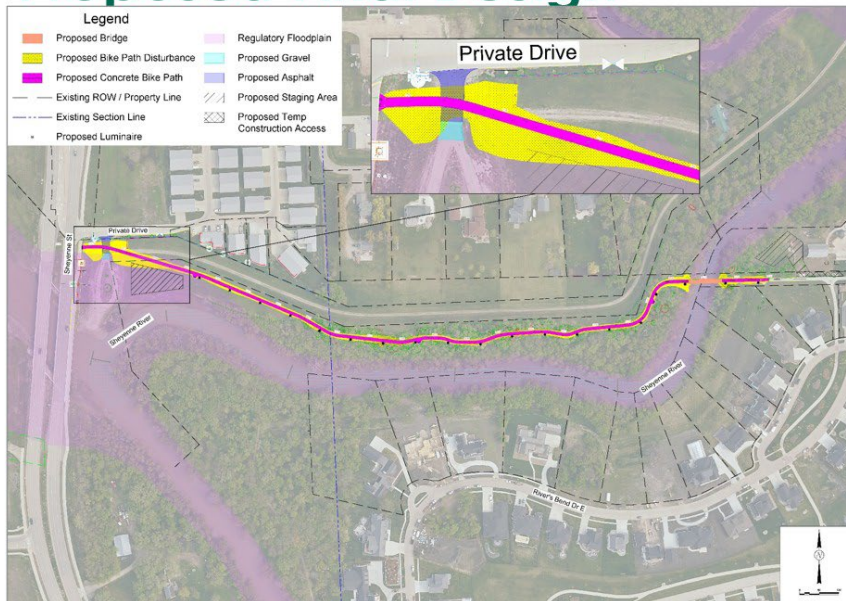
## April Public Meeting Comments

- Concern of impacting Trees
  - Alignment was adjusted to avoid trees
- Lighting
  - LED lights minimizing light pollution
  - Minimize the number of lights along the corridor
- Park bench alternatives were reviewed.



River's Bend Pedestrian Bridge & Shared Use Path

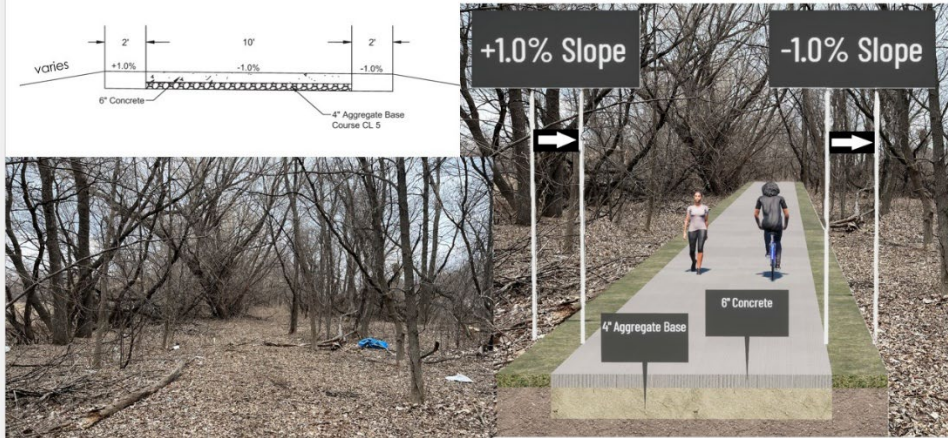
## Proposed Final Design



River's Bend Pedestrian Bridge & Shared Use Path

## Proposed Final Design

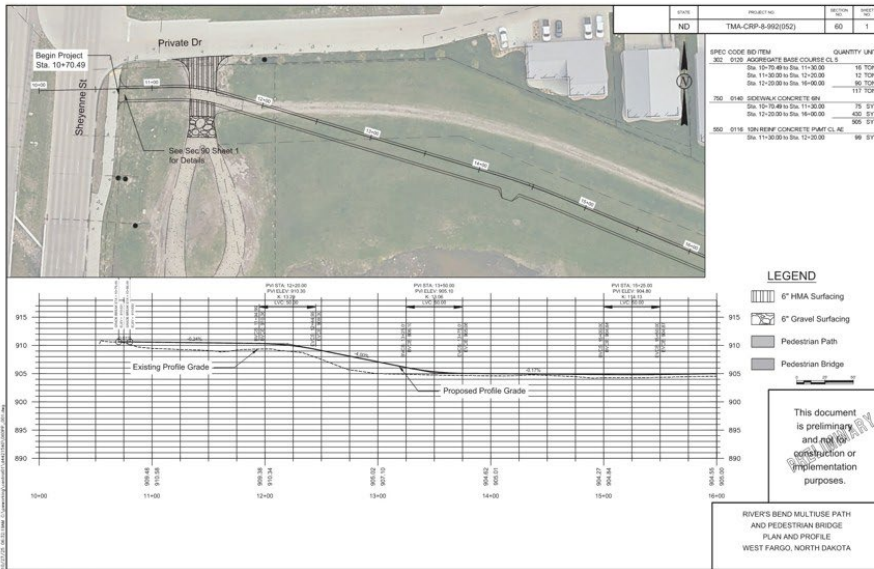
### Shared-Use Path Typical Section



River's Bend Pedestrian Bridge & Shared Use Path

## Proposed Final Design

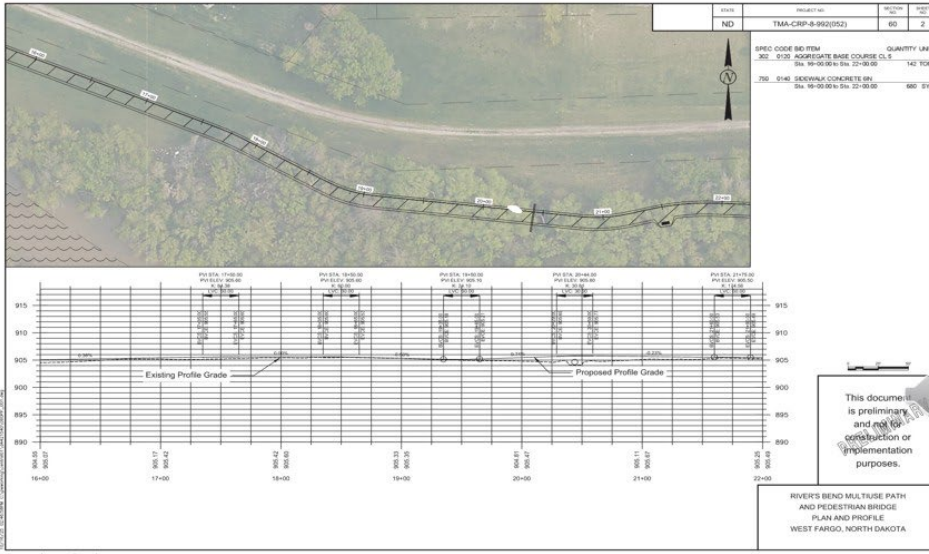
### Shared-Use Path Plan & Profile



River's Bend Pedestrian Bridge & Shared Use Path

## Proposed Final Design

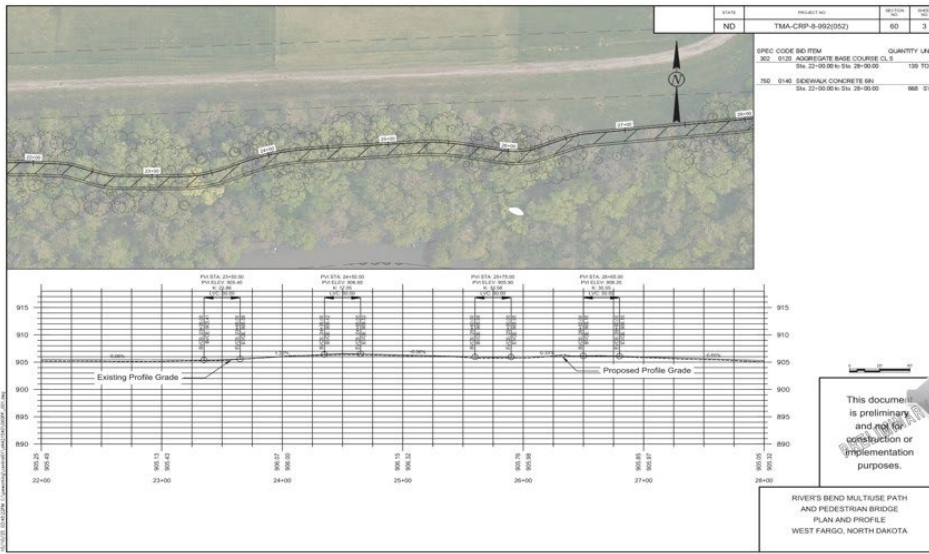
### Shared-Use Path Plan & Profile



River's Bend Pedestrian Bridge & Shared Use Path

## Proposed Final Design

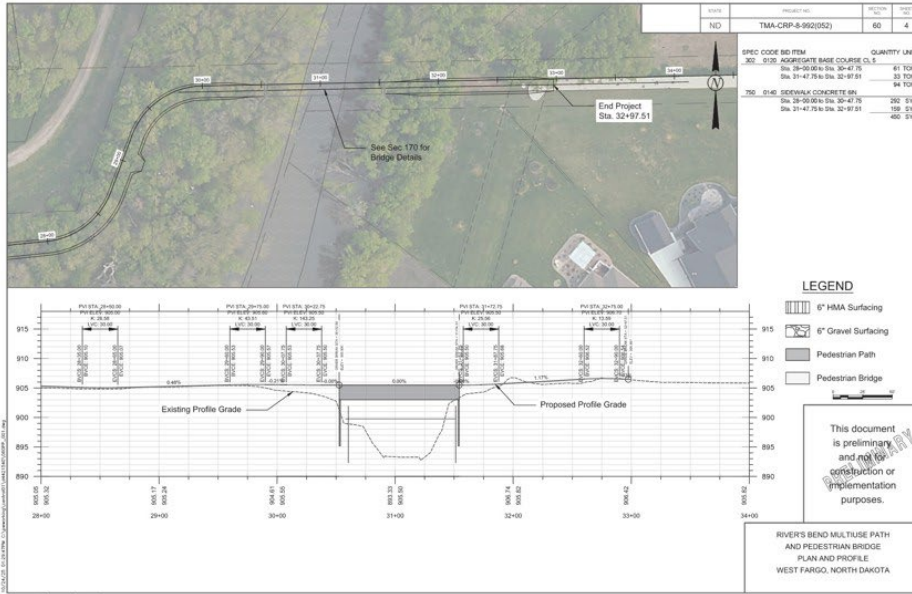
### Shared-Use Path Plan



River's Bend Pedestrian Bridge & Shared Use Path

## Proposed Final Design

### Shared-Use Path Plan & Profile



River's Bend Pedestrian Bridge & Shared Use Path

## Proposed Final Design

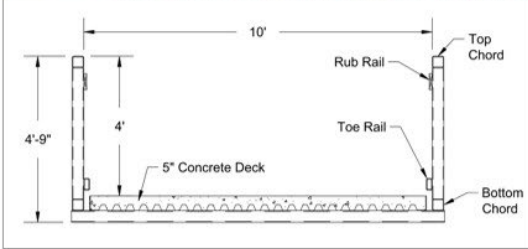
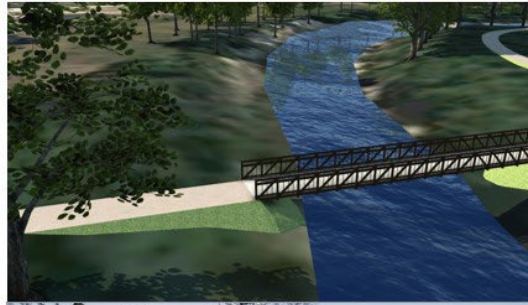
### Proposed Amenities



River's Bend Pedestrian Bridge & Shared Use Path

## Proposed Final Design

Sample Pedestrian Bridge



River's Bend Pedestrian Bridge & Shared Use Path

## Environmental Documentation

### Documented Categorical Exclusion (DCE)

- Aquatic Resources Delineation
- State Historic Preservation Office (SHPO)
- Section 4(f)
- Levee
- Floodplain



River's Bend Pedestrian Bridge & Shared Use Path

## Agency Coordination & Permitting

- SE Cass Water Resource District
- Army Corps of Engineers
  - Section 404
  - Section 408
- North Dakota Department of Water Resources
  - Sovereign Lands Permit
- North Dakota Game and Fish
  - April 15 – June 1 fishery Restrictions
  - Aquatic Invasive Species
- North Dakota State Historic Preservation Office



River's Bend Pedestrian Bridge & Shared Use Path

## Project Schedule



River's Bend Pedestrian Bridge & Shared Use Path

## Project Financing



River's Bend Pedestrian Bridge & Shared Use Path



## Comments

- Additional questions can be taken at exhibits after presentation
- Comment forms can be left in box provided or mailed/emailed

**CONTACT:**

HDR Engineering  
 Brian King, Project Manager  
 701.353.6117  
 51 Broadway N. Suite 550  
 Fargo ND, 58102

**Email Comments to:**

[Brian.J.King@hdrinc.com](mailto:Brian.J.King@hdrinc.com)

**Subject:**

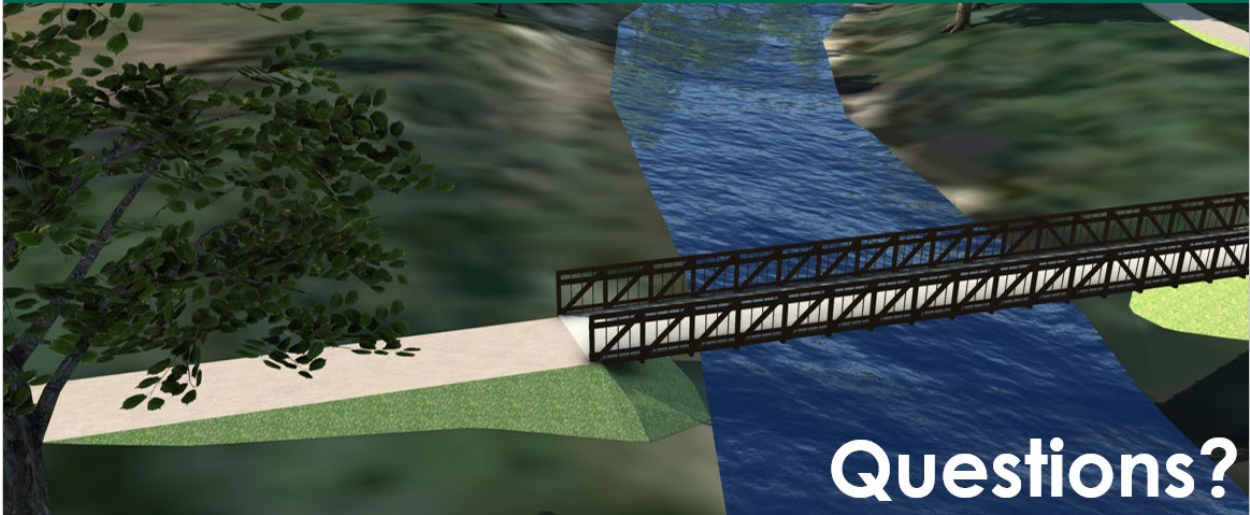
"River's Bend Shared Use Path  
 Public Information Meeting"

- Postmarked or Emailed by November 14, 2025



River's Bend Pedestrian Bridge & Shared Use Path

*Thank you for attending!*



# Appendix D

## Comment Forms



City of West Fargo  
River's Bend Pedestrian Bridge and Multiuse Path

From: Ely & Lisa Mercil [REDACTED]  
Sent: Tuesday, October 28, 2025 11:18 AM  
To: King, Brian [REDACTED]  
Subject: Public Input Meeting - PCN 24260

You don't often get email from [REDACTED]  
**CAUTION: [EXTERNAL]** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Brian,

Unfortunately, I will be unable to attend the public input meeting regarding the River's Bend Pedestrian Bridge over the Sheyenne River.

I just want to note that our family is in full favor of this bridge.

Our family lives in the Elmwood Subdivision in WF. My sons have multiple friends in the Freedom Elementary neighborhood as well as many activities at The Rustad Rec Center. By adding this path, they can efficiently, independently and safely travel from our neighborhood to their friends' homes and activities.

The River's Bend neighborhood is very bougie, and they likely don't want us "lowly commoners" :) biking through their neighborhood; however, this potential path would be a great addition to our WF community.

I look forward to watching this project come to fruition.

Lisa Mercil



City of West Fargo  
River's Bend Pedestrian Bridge and Multiuse Path

From: [REDACTED]  
Sent: Friday, October 24, 2025 1:11 PM  
To: King, Brian [REDACTED]  
Subject: Rivers Bend Bridge/Path Project

You don't often get email from [REDACTED]  
**CAUTION: [EXTERNAL]** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Brian,

Just have a couple informal questions on the River's Bend path/pedestrian bridge project. I'm not looking to make a formal comment at the moment, but just gathering info for my knowledge.

I'm somewhat indifferent to whether this project gets done or not – and at this point, I'm sure it will, which is fine. I'll be on both sides of it – I live at 2340 Rivers Bend Dr E, so will be directly affected by the negative impacts:

- New light pollution (particularly in the fall/spring/winter when there are no leaves on the trees)
- Additional foot traffic (which is already a problem with people frequently trespassing on our property along the top of the levee)
- Temporary construction impacts
- Significant loss of trees?

However, on the plus side, as a daily runner and with 4 young children, I'm sure our family will be using the bridge frequently.

With that said, my primary concern is with the loss of trees (potentially compounded by lighting the path). I couldn't seem to find relevant meeting minutes or documentation, but I was curious what the expected impact/loss of trees will be due to this project.

- Of course trees will need to be removed for the bridge across the river, but is the plan to cut a new path through the trees on the East side for the multi-use path? Or will the path stay along the tree line without removing a significant number of trees?
- Was there consideration to placing the path directly on top of the existing levee? This seems like it would reduce the environmental impact, but maybe that would make it too much of an eyesore for folks on that side of the river? Or they didn't want to deal with levee impacts during construction?

Just trying to understand the thought process there. Being in such a naturally unwooded area in North Dakota, it's always nice to be able to save what we have – and protecting the natural beauty along the river. In addition, and this is of course more self-serving, the trees along the river provide an appreciated visual backdrop, reduce wind, and also reduce noise from the freeway. There was a noticeable increase in freeway noise when Enclave tore down all those trees to build their HQ (not complaining about Enclave, it's just a fact).

Appreciate any thoughts.

Thanks,

Ryan Truax  
[REDACTED]

From: Nick Horob [REDACTED]  
Sent: Thursday, October 30, 2025 11:22 AM  
To: King, Brian [REDACTED]  
Subject: Rivers bend path ?

You don't often get email from [REDACTED].  
**CAUTION: [EXTERNAL]** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hey Brian,

I had a quick question for you on the River's Bend multi-use path. Is the bridge across the river going to connect to the levee and then have the walking path on top of the levee?

We live on the other side of the river, and we don't have any trees in our backyard, but we love bird watching and watching the wildlife on the north side of the river where that walking trail is going to go. I'm not at all opposed to the trail. I think it's actually a good idea, but I would like to minimize any trees taken out in the process.

Please let me know about the trees and the actual path that's going to be taken.

Thanks,  
Nick

From: joann almen [REDACTED]  
Sent: Sunday, November 2, 2025 4:16 PM  
To: King, Brian [REDACTED]  
Subject: River's Bend Multiuse Path

You don't often get email from [REDACTED].  
**CAUTION: [EXTERNAL]** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

I was at the meeting on Thursday night and have a couple of requests:

1. Can you please forward a copy of the survey that was done in 2016 that indicated the need for this path? Please include who was surveyed.
2. What is the plan for the nesting birds as today I walked the path and without careful looking counted easily 10 large nests in the trees you plan to take down or within ten feet.

Also I would correct you that there is no path you are following. We walked it following the stakes. On the west end two homeowners in Dahls Subdivision had cleared brush and had hunting shacks back there. The city made them remove them. As you progress east you can easily realize there is no previous path that you are following.

Thank you so kindly for the information and I would greatly appreciate a prompt response so I have time to review the survey prior to the city commission meeting.

Joann Almen  
[REDACTED]

**From:** David Majkrzak <davidmajkrzak@westfargo.gov>  
**Sent:** Wednesday, November 12, 2025 2:35 PM  
**To:** King, Brian <brian.j.king@westfargo.gov>  
**Subject:** Public Info MTG 24260

You don't often get email from davidmajkrzak@westfargo.gov. [Click here](#) if you think this is important.

**CAUTION: [EXTERNAL]** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

I am President of the Sheyenne Condo Association. Our association includes the 28 property owners immediately North of the proposed multiuse path, along Sheyenne St. We have the following input on this project.

1. **Our Condo group objects to the project.** (We have one owner, of 28 owners, who supports this project).

Below are our reasons for objection.

1. We were inadequately notified in the beginning. Only 4 property owners (directly along the South property line) were contacted in writing about the project.
2. The cost of the project to West Fargo taxpayers has gone from \$221,000 to \$1,127,229 (an increase of over 5 X ). Initial public cost estimates did not include recognized "soft costs". This is an act of "non-transparency" that is unacceptable.
3. Representation of School support was also misrepresented. There is no recognized support or need from the School District. This information was just deleted from the project overview information, this is another act of "non-transparency" by project promoters.
4. The Federal Grant dollar amount has been reduced by \$102,464. There is no explanation of this reduction. Another example of lack of transparency.

5. Considerable tree removal, and building a bridge needed to cross the river creates a much more expensive project for a short distance of bike path. There are many other dead end and/or connection areas that could add additional bike path at less costs.
6. Maintenance costs will be higher in this area due to trees, planned lights and unstable river ground. This will also increase our West Fargo taxes.
7. Actual use numbers we believe will be minimal. There are other locations where money could be spent to help more people.
8. The safety of this multipath section is of concern. This  $\frac{3}{4}$  mile of remote tree area, with no visibility from homes, parks, streets or the general public creates the potential for many safety concerns.
9. The West end of this multiuse path dead ends into Sheyenne Street, which is six (6) lanes of 35+ MPH traffic with no street cross walk or traffic lights. This corner is already a dangerous area where traffic is turning into our private condo area, at a location where an existing sidewalk/bike path intersection has created several close calls.
10. We believe this project will reduce our property value.

We believe that West Fargo Tax dollars (and Federal Tax dollars, and future maintenance dollars) can be much more effectively spent in other areas.

Thank You,

Sheyenne Condo Board,

David Majkrzak



---

**From:** Jackson Hurst <[REDACTED]>  
**Sent:** Monday, November 10, 2025 10:05 AM  
**To:** King, Brian <[REDACTED]>  
**Subject:** Public Information Meeting - PCN 24260 (10/30/25) Public Comment

You don't often get email from [REDACTED] [this is important](#)  
**CAUTION: [EXTERNAL]** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Name - Jackson Hurst

Address - [REDACTED]

Comment - I approve and support NDDOT's West Fargo Project. The aspect that I love about NDDOT's West Fargo Project is that a multiuse path will be added over the Sheyenne River which will improve safety and access to the River's Bend Neighborhood.

sent from [REDACTED]

---

**From:** A.J. Hofer [REDACTED]  
**Sent:** Thursday, October 30, 2025 1:14 PM  
**To:** King, Brian [REDACTED]  
**Subject:** Public Input Meeting - PCN 24260

You don't often get email from [REDACTED] [important](#)

**CAUTION: [EXTERNAL]** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Brian,

I am unfortunately unable to make tonight's meeting, but wanted to send over some concerns regarding the walking path and pedestrian bridge project. I've stayed quiet on this until now with the hope that the project wouldn't move forward but felt the need to reach out. I live at 165 23rd Ave E in West Fargo. Our property is divided by the dike with the South end of the river side part of the property adjacent to where the bridge is to be constructed. I keep that part of the property maintained and includes an out building and fire pit for the personal enjoyment of my family. We love the privacy of where we live but have had numerous instances of having to remind people that use the dike for walking/biking that it is not public property. I have trail cameras installed for the personal enjoyment of catching pictures of the wildlife that come through there, but unfortunately have also caught pictures of people helping themselves to fishing access and tree climbing and leaving garbage behind.

I was also frustrated to see the surveyors that are a part of the project helping themselves to our property without even a courtesy knock on the door explaining what they were doing. All we received was a letter in the mail. While they were there, it also became apparent how close the bridge and path were going to be to our property based on the trees that were marked with a blue dot; which I assume are coming down and can argue that are on or partially on our property. I have half a mind to hire my own surveyor to confirm as I don't understand why, with the amount of land that is being donated by West Fargo Parks, that the bridge and path need to be that close.

My family and I, as well as our neighbors, are concerned not only by the increased amount of traffic, but by the safety and security issues that accompany it. Has there been any thought about putting up a fence on the border of our property and city's? I realize people could still go up the dike and around the fence but at least it would identify where the public property stops

and private property starts. With the path going through the trees, are there not safety concerns? I can guarantee you that not everyone will use the path for recreation and creates an area that can't be traditionally patrolled. People are going to stray off the path and with four young children, the last thing I want to do is deal with an owner losing control of a dog or people under the influence coming and going.

Outside of the sheer expense of putting this path and bridge in as part of the revitalization of downtown West Fargo, which isn't even close, or disguising it as a way to improve connectivity to Freedom Elementary which residents, including myself, who live West of the Sheyenne and whose kid's go to Brooks Harbor, I don't feel proper consideration was given to the impact of those in our neighborhood or River's Bend.

The project doesn't make sense. There are too many cons that outweigh any pros that I still can't identify outside the need to use federal grant money.

I appreciate you taking the time to read and listen to my concerns.

Respectfully,

--

A.J. Hofer





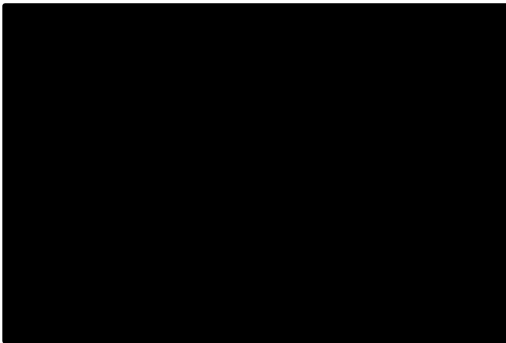
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**From:** David Withee <[REDACTED]>  
**Sent:** Thursday, November 6, 2025 4:06 PM  
**To:** Dan Hanson <[REDACTED]>  
**Subject:** Re: Multi-use path

Dan, thank you for your response. I am familiar with the Metro COG plan. Respectfully, I do not believe the projects represent the staff and consultants who made the plan. I also believe much has changed since the plan was made that has not been taken into consideration.

Best regards,

Dave Withee



On Thu, Nov 6, 2025, 3:58 PM Dan Hanson <[REDACTED]>

David,

Good afternoon and as always thank you for reaching out. I apologize for the delayed response but wanted to be thorough and factual.

We are looking to also connect the multi-use path on Beaton Drive to Sheyenne Street in the future as this project was also listed in the 2016 Bicycle and Pedestrian Plan from Metro COG. Looking at that plan, it listed a number of projects for us to put on our radar for construction. With respect to their West Fargo list of projects (shown below), for the short-range projects we have completed #'s 56, 62, 93\*, 98, 99, 103, 105 and 116.

\*#93 has only been completed south to 40<sup>th</sup> Street, not 47<sup>th</sup> Street which would occur in the future when we reconstruct Sheyenne south of 40<sup>th</sup> Street

#114 was brought before the commission to retrofit the striping on Sheyenne St to provide bike lanes as suggested, but the Commission chose to not move forward with it.

#115 There is a 7<sup>th</sup> Avenue reconstruction project in the current CIP so we anticipate any changes to this stretch of roadway will be addressed with that project.

Beaton Drive and the currently proposed 23<sup>rd</sup> Avenue projects are both listed at that time in the long-range plans. As this is a study by Metro COG, it's treated as a recommendation to the city, nothing binding and as a City we internally decide which projects to proceed with and request funding for. Many are to be done with roadway reconstructions, or as in this case, it's more of a stand-alone project as it doesn't run parallel to a roadway slated for reconstruction.

We agree that Beaton Drive is a worthwhile project to pursue and we recently secured \$1,639,172 in grant (TA and CRP funding sources) funds to construct that project slated for 2029, so this isn't an either/or situation but is implementing plans to construct much of the recommended facilities from the study (shown below). I have also applied for NDDOT FLEX funding for the reconstruction of the roadway in this area and on top of that, there are utilities that need to be installed prior to the roadway or bike path project. These different improvements are intended to be scheduled when we see if we are successful in securing funding for the roadway.

As you stated in your email, this the Rivers Bend project's planning and process began long before me arriving at the city. Given that the developer originally platted the properties that included the two properties now owned by the Park District intended for the construction of this bike path/pedestrian bridge, it was in discussion as early as 2014.

**Table 6.1 – Proposed Projects – West Fargo**

ID	Jurisdiction	Project Location	Project Range	Public Votes	Project Description
56	COMPLETED	12th Ave NE - CR 17 to 9th St	Short Range	0	Construct shared use path
62	COMPLETED	Path over Drain 45 - Main Ave to 13th Ave	Short Range	0	Construct shared use path
93	PARTIALLY COMPLETE	Sheyenne St - Christianson Dr to 52nd Ave	Short Range	N/A	Construct shared use path (per Sheyenne St Corridor Study)
98	COMPLETED	8th St W - 2nd Ave W to Main Ave	Short Range	N/A	Construct shared use path
99	COMPLETED	17th Ave E to Sheyenne St (Charleswood Area)	Short Range	N/A	Construct shared use path & river bridge
103	COMPLETED	9th St W to 11th St W (Wilds Area)	Short Range	N/A	Construct shared use path & river bridge
105	COMPLETED	52nd Ave S - Sheyenne St to 47th St	Short Range	N/A	Construct shared use path
114	NOT DONE	Sheyenne St – 13th Ave to 7th Ave	Short Range	N/A	Construct separated bike lanes (per Sheyenne St Corridor Study)
115	NOT DONE	7th Ave E – Sheyenne St to 1st St	Short Range	N/A	Install sharrow (per Sheyenne St Corridor Study)
116	COMPLETED	Sheyenne St – 7th Ave to Main Ave	Short Range	N/A	Install bike lane (7th Ave to 6th Ave) Install sharrow (6th Ave to 1st Ave) Construct shared use path (1st Ave to Main Ave) (per Sheyenne St Corridor Study)

61	West Fargo	7th Ave - 8th St W to Sukuts St	Long Range	2	Shared use path, bike lanes, sharrow or signed roadway
66	West Fargo	Beaton Dr - Sheyenne St to 0.6 mi East	Long Range	2	Construct shared use path
57	West Fargo/Fargo	9th St NE - 19th Ave N to 4th Ave E	Long Range	0	Construct shared use path
58	West Fargo	Center St - 12th Ave NE to Main Ave	Long Range	0	Construct shared use path
63	West Fargo	4th Ave E - 6th St to 9th St	Long Range	0	Bike lanes, sharrow, or signed roadway
64	West Fargo	7th Ave E - 6th St to 9th St	Long Range	0	Bike lanes, sharrow, or signed roadway
59	West Fargo	2nd Ave W at Sheyenne River	Long Range	N/A	Construct bridge over Sheyenne River
65	West Fargo	Sheyenne St to Armour Park	Long Range	N/A	Construct bridge over Sheyenne River
71	West Fargo/Horace/Cass County	CR 17 - 40th Ave S to 100th Ave S	Long Range	N/A	Construct shared use path
72	West Fargo/Horace/Cass County	Horace Diversion - 21st Ave W/Sheyenne St to 100th Ave S	Long Range	N/A	Construct shared use path
102	West Fargo	23rd Ave E to Sheyenne St	Long Range	N/A	Construct shared use path & river bridge
104	West Fargo	52nd Ave W - Horace Diversion to Sheyenne St	Long Range	N/A	Construct shared use path
117	West Fargo	Sheyenne St – 7th Ave to Main Ave	Long Range	N/A	Construct separated bike lanes (per Sheyenne St Corridor Study)

I emailed HDR to visit the site and verify the nesting situation. They are inventorying the site with a wildlife biologist to take video, pictures and document all of the nests found. If there are eagles nests found I believe the construction schedule must be planned around the eagles nesting and presence. I'm no expert on this, but they are and will be addressing this.

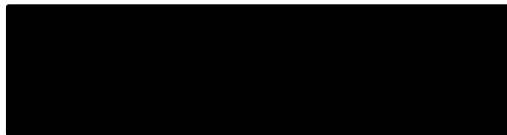
After the meeting the other night I had 3 people who hadn't spoken up stop by and say that it was a nice presentation and they are in support of the project but didn't want to speak up during the

meeting as most of the people speaking were in opposition to the project. I've also received an email in support of the project since the meeting. I recognize that there are some that are in opposition to the project. I believe there were 5 people living in the vicinity of the footprint of the project that spoke at the meeting that brought up objections to it. As you stated at the meeting, there are likely others that are in opposition, but aren't vocal just as there are others in favor of it that aren't vocal.

In the end, I plan on bringing an Engineer's Report for the project in front of the City Commission on November 17<sup>th</sup> and the Commission will ultimately have the final decision on whether to proceed with the project or not.

Thank you again for reaching out as I always appreciate our correspondence and conversations.

**Dan Hanson PE**  
Senior Director of Community & Development, City of West Fargo



---

From: David Withee [REDACTED]  
Sent: Monday, November 3, 2025 9:17 AM  
To: Dan Hanson [REDACTED]  
Subject: Multi-use path

Dan,

I respectfully suggest you proactively switch from the current location to Beaton Drive instead.

- Still connects Sheyenne to 9th.
- It's higher on the priority list of the FMCOG Bicycle plan
- Less expensive
- No eagle nests (there are eagles at the current location; cutting 100+ trees will disturb them)
- Barely any trees to cut down

- Much more West Fargo 2.0 friendly
- People there desire a completed multi-use path because they already actively use the street, which needs a safety solution.

In addition, as to priorities, Table 6.1 of the 2016 F-M Bicycle and Pedestrian Plan indicates there are numerous short-range projects still to be completed.

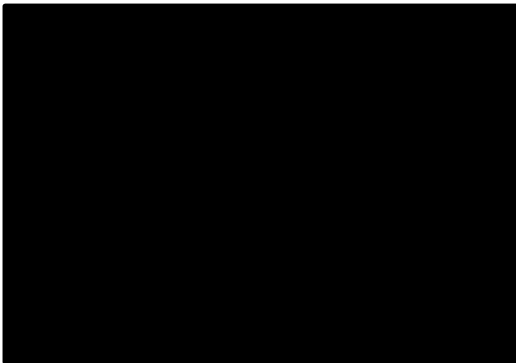
The current plan isn't your plan; you inherited it. ***Be a hero to everyone.*** Make the switch.

Otherwise, there are numerous people who will argue against the current plan, and they have a strong case to make.

Make good press, not bad. You will still solve the Sheyenne to 9th challenge.

Best regards,

**Dave Withee**



# Appendix E

Title VI Surveys



**City of West Fargo  
River's Bend Pedestrian Bridge and Multiuse Path**

**NDDOT TITLE VI PUBLIC PARTICIPATION SURVEY**

North Dakota Department of Transportation, Civil Rights  
SFN 60149 (7-2025)

**PLEASE USE DARK INK AND PRINT CLEARLY**

The Civil Rights Act of 1964 and related nondiscrimination authorities require the North Dakota Department of Transportation to ensure everyone has the opportunity to comment on the transportation programs and activities that may affect their community.

To help with that, we ask that you respond to the following questions. You are not required to disclose the information requested in order to participate. Any information provided to the NDDOT will be retained solely for the purpose of collecting statistical data to ensure inclusion of all segments of the population affected by transportation programs and activities.

<b>Sex:</b> <input type="checkbox"/> Female <input checked="" type="checkbox"/> Male <input type="checkbox"/>		<b>Disability:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Age:</b> <input type="checkbox"/> Under 18 <input type="checkbox"/> 18-40 <input type="checkbox"/> 41-65 <input checked="" type="checkbox"/> 65+			
<b>Race:</b>			
<input checked="" type="checkbox"/> White	<input type="checkbox"/> Asian		
<input type="checkbox"/> Native Hawaiian/Other Pacific Islander	<input type="checkbox"/> American Indian/Alaskan Native		
<input type="checkbox"/> Hispanic or Latino	<input type="checkbox"/> _____		
<input type="checkbox"/> Black/African American			
<b>Language Most Frequently Spoken in your Home:</b>			
<input type="checkbox"/> Spanish	<input type="checkbox"/> Vietnamese	<input type="checkbox"/> Japanese	
<input type="checkbox"/> German	<input type="checkbox"/> Arabic	<input type="checkbox"/> Other Slavic Language	
<input type="checkbox"/> Other African Language	<input type="checkbox"/> Russian	<input checked="" type="checkbox"/> English	
<input type="checkbox"/> Chinese	<input type="checkbox"/> Other India Language	<input type="checkbox"/> _____	
<b>Do you receive public assistance?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
<b>How did you hear about this event?</b>			
<input type="checkbox"/> Internet	<input type="checkbox"/> NDDOT Contact	<input type="checkbox"/> Television	
<input type="checkbox"/> Radio	<input checked="" type="checkbox"/> Newspaper	<input type="checkbox"/> Advocacy Group	
<input type="checkbox"/> Mailing	<input type="checkbox"/> Social Service Agency	<input type="checkbox"/> _____	

**For Office Use Only**

<b>Event Date (MM/DD/YYYY)</b>	<b>City</b>	<b>County</b>	<b>Div/Dist Number</b>	<b>PCN</b>
1 0 - 3 0 - 2 0 2 5	0 1 3	0 9	3 8	2 4 2 6 0

<b>MPO:</b>	<b>ROW:</b>	<b>Subrecipient:</b>
<input type="checkbox"/> Bismarck-Mandan	<input type="checkbox"/> Negotiation	<input type="checkbox"/> Yes
<input checked="" type="checkbox"/> Fargo-Moorhead Metro COG	<input type="checkbox"/> Relocation	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Grand Forks-East Grand Forks		

\*After you have completed this form, please return it to the Civil Rights Division.



**NDDOT TITLE VI PUBLIC PARTICIPATION SURVEY**

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SFN 60149 (7-2025)

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<b>Age:</b> <input type="checkbox"/> Under 18 <input checked="" type="checkbox"/> 18-40 <input type="checkbox"/> 41-65 <input type="checkbox"/> 65+			
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<input type="checkbox"/> Black/African American			
<b>Language Most Frequently Spoken in your Home:</b>			
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<input type="checkbox"/> German		<input type="checkbox"/> Arabic	<input type="checkbox"/> Other Slavic Language
<input type="checkbox"/> Other African Language		<input type="checkbox"/> Russian	<input checked="" type="checkbox"/> English
<input type="checkbox"/> Chinese		<input type="checkbox"/> Other India Language	<input type="checkbox"/> _____
<b>Do you receive public assistance?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
<b>How did you hear about this event?</b>			
<input checked="" type="checkbox"/> Internet		<input type="checkbox"/> NDDOT Contact	<input type="checkbox"/> Television
<input type="checkbox"/> Radio		<input type="checkbox"/> Newspaper	<input type="checkbox"/> Advocacy Group
<input checked="" type="checkbox"/> Mailing		<input type="checkbox"/> Social Service Agency	<input type="checkbox"/> _____

**For Office Use Only**

Event Date (MM/DD/YYYY)	City	County	Div/Dist Number	PCN
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<b>MPO:</b>	<b>ROW:</b>	<b>Subrecipient:</b>
<input type="checkbox"/> Bismarck-Mandan	<input type="checkbox"/> Negotiation	<input type="checkbox"/> Yes
<input checked="" type="checkbox"/> Fargo-Moorhead Metro COG	<input type="checkbox"/> Relocation	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Grand Forks-East Grand Forks		

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<b>Race:</b>	
<input checked="" type="checkbox"/> White <input type="checkbox"/> Asian	<input type="checkbox"/> American Indian/Alaskan Native
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<input type="checkbox"/> Black/African American	
<b>Language Most Frequently Spoken in your Home:</b>	
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<input type="checkbox"/> Other African Language <input type="checkbox"/> Chinese <input type="checkbox"/> Other India Language	
<b>Do you receive public assistance?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
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<input checked="" type="checkbox"/> Internet <input type="checkbox"/> NDDOT Contact <input type="checkbox"/> Television	<input type="checkbox"/> Advocacy Group
<input type="checkbox"/> Radio <input type="checkbox"/> Newspaper <input type="checkbox"/> Social Service Agency	<input type="checkbox"/> _____
<input type="checkbox"/> Mailing	

**For Office Use Only**

<b>Event Date (MM/DD/YYYY)</b>	<b>City</b>	<b>County</b>	<b>Div/Dist Number</b>	<b>PCN</b>
1 0 - 3 0 - 2 0 2 5	0 1 3	0 9	3 8	2 4 2 6 0

<b>MPO:</b>	<b>ROW:</b>	<b>Subrecipient:</b>
<input type="checkbox"/> Bismarck-Mandan	<input type="checkbox"/> Negotiation	<input type="checkbox"/> Yes
<input checked="" type="checkbox"/> Fargo-Moorhead Metro COG	<input type="checkbox"/> Relocation	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Grand Forks-East Grand Forks		

\*After you have completed this form, please return it to the Civil Rights Division.

Commissioner \_\_\_\_\_ introduced the following resolution and moved its adoption:

RESOLUTION DIRECTING ENGINEER TO PREPARE REPORT

BE IT RESOLVED by the Board of City Commissioners of the City of West Fargo, deeming it necessary to make certain improvements consisting of constructing a concrete multi-use path and pedestrian bridge connecting 23<sup>rd</sup> Avenue to the Sheyenne Street corridor used or useful in connection with the above specified improvements, be constructed and made in Project No. 6060 – River’s Bend Multi-Use Path and Redestrian Bridge 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 a report as to the general nature, purpose and feasibility of the proposed project and an estimate of the probable cost of the work.

Dated: November 17, 2025

APPROVED:

\_\_\_\_\_  
President of Board of City Commissioners

ATTEST:

\_\_\_\_\_  
City Auditor

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

Commissioner \_\_\_\_\_ introduced the following resolution and moved its adoption:

RESOLUTION 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 Project No 6060 – River’s Bend Multi-Use Path and Pedestrian Bridge.

Dated: November 17, 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:** November 17, 2025  
**Subject:** Improvement District No. 3008 – Meadow Ridge Development  
Reconstruction – Phase 1  
**Action:** Approve Amended Engineer's Report

**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 September 22, 2025 Commission meeting, an Engineer's Report was approved for the construction of the referenced project. A revised Engineer's Report is being brought forward as it is being proposed to add the reconstruction of a cul-de-sac located on Meadow Ridge Court to the project.

This cul-de-sac lines up with 5<sup>th</sup> Avenue E which was originally included to be reconstructed with this project. Given its proximity to the original project, deteriorating pavement conditions and aged asbestos concrete pipe (ACP) it makes sense to be added to the scope of the project.

It is planned to have a neighborhood public informational meeting at the WF Fire Department on Wednesday, December 3<sup>rd</sup>, to present these improvements to the property owners located within the Local Benefit area shown on the Benefit Methodology Map.

The following documents are attached for review/consideration:

- Amended Engineer's Report
- Draft Benefit Methodology Map Showing Project Location and Local Benefit Area
- Associated Resolution

Staff Recommendation: Approve Amended Engineer's Report

**Financial Analysis:**

The current approved Engineer's Report showed a total cost of the project to be estimated at \$5,680,000. This additional work would increase the estimated cost of the project to be \$6,180,000.

Per the 2024 CIP, it is proposed that 70% of the project is to be paid for utilizing Capital Improvement Sales Tax and 30% of the project costs are proposed to be specially assessed to benefiting properties.

A grant has been applied for to help cover the costs of the replacement of the water main. If we can successfully secure these grant funds, they would be used to buy down the cost of the project.

**Previously Presented Information and Commission Actions:**

**September 22, 2025 –**

- **Staff Recommendation:** Approve Engineer's Report, Direct Plans and Specifications; and Approve Task Order No. 96-1.

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

**June 2, 2025 –**

- **Staff Recommendation:** Create Improvement District No. 3008, Direct Engineer to prepare Engineer's Report and Approve Task Order No. 96
- **Commission Action:** Commissioner Anderson moved, and Commissioner Jorgensen seconded to approve. No opposition, motion carried.

**Improvement District No. 2281:**

- On March 18, 2024, the Commission was presented with the results of the Meadow Ridge Mill & Overlay study. In that presentation the findings of the sanitary sewer and watermain issues were noted.
- No formal action was taken.

## **Amended Engineer's Report**

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

### **Improvement District No. 3008**

Meadow Ridge Development Reconstruction – Phase 1

#### **General Nature (Scope)**

The recently completed Core Area Study identified this project as the 2<sup>nd</sup> highest priority project in the project scoring algorithm as the sanitary sewer is basically flat which if left unattended can cause sewage backups. Public Works continually flush these sanitary sewer lines to keep sewage flowing.

In addition to the sanitary sewer issues, the watermain in this area is asbestos concrete pipe that has reached its design life and is in need of replacement.

Lastly, in 2023 a study was completed of the Meadow Ridge neighborhood in its entirety. The original intent of that study was to determine the ability for the city to perform a mill & overlay of the neighborhood to extend the life of the roadways, however it was discovered that there are many areas that only have 2" to 4" of asphalt. Due to this, a mill & overlay is not an option and with the age of the utilities the study resulted in a recommendation of a phased reconstruction of the area.

#### **Purpose**

To reconstruct the streets, utilities, sidewalks as necessary and street lighting to current design standards that would have an expected life cycle of 50 years with proper maintenance such as future mill & overlays. Due to PVC being immune to corrosion, the sanitary and water utilities life cycle is estimated to be upwards of 100 years.

#### **Feasibility**

The Core Area Study estimated the costs of this project to be \$5,000,000 which did not include 5th Avenue East located west of 21st Street East, nor did it include the cul-de-sac located on Meadowridge Court. With 5th Avenue East and the cul-de-sac included the project estimate is \$6,180,000.

A grant in the amount of \$1,230,000 has been applied for to help cover the costs of the replacement of the watermain. If grant funds are successfully secured, they would be used to buy down the cost of the project. Per the 2024 CIP, it is proposed that 70% of the remaining project cost is to be paid for utilizing Capital Improvement Sales Tax and 30% of the project costs are proposed to be specially assessed to benefiting properties.

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

The special assessment district for this project included all of the properties within the Meadow Ridge Development as shown in the Improvement District Map. Only properties adjacent to the improvements that are receiving direct benefit from the project are proposed to be assessed.

**Estimate of Probable Cost**

Construction		\$4,630,000
Bid Proposal Items	\$3,697,589	
Contingency (~25%)	\$932,411	
Consultant (Design/Construction)		\$1,091,550
Legal & Administration (~5%)		\$226,950
Bonding (~4%)		\$185,200
City of WF Engineering Fee (~1%)		\$46,300
<hr/>		
Total Estimated Cost		\$6,180,000

**Source of Funds**

DWR Watermain Grant Funds	\$1,230,000
Special Assessments	\$1,485,000
City Funds – Capital Impr. Sales Tax	\$3,465,000
<hr/>	
Total	\$6,180,000

**Supporting Documents (available upon request)**

- A. Consultant’s report
  - a. Itemized Estimate of Probable Cost
  - b. Maps, Drawings, Etc.
  - c. Photos
  - d. Proposed Assessments

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

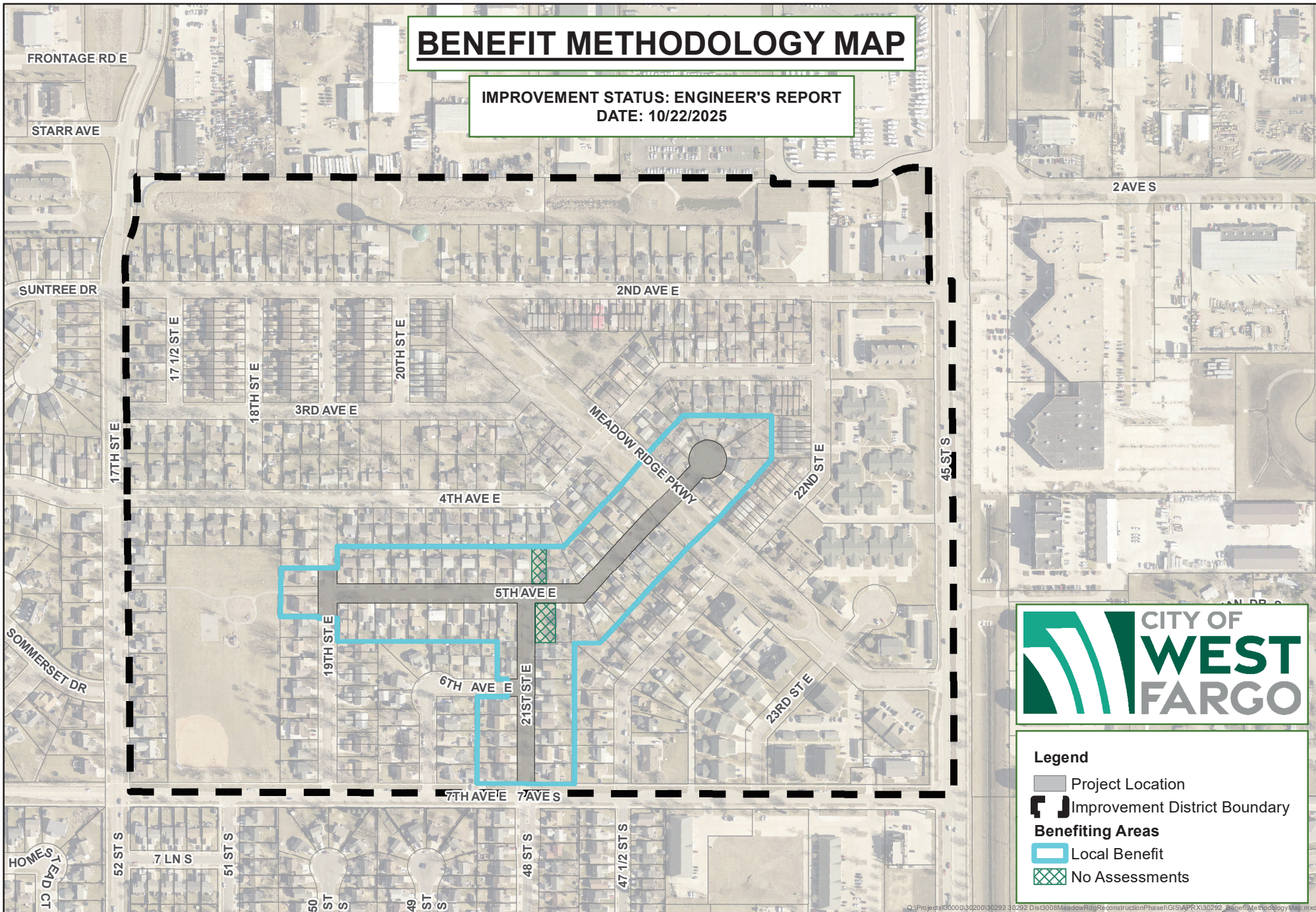


Jerry Wallace, P.E.  
ND Registration No. 27431



# BENEFIT METHODOLOGY MAP

IMPROVEMENT STATUS: ENGINEER'S REPORT  
DATE: 10/22/2025

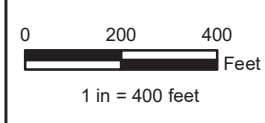


**Legend**

- Project Location
- Improvement District Boundary
- Benefiting Areas**
- Local Benefit
- No Assessments

**BENEFIT METHODOLOGY MAP**  
**IMPROVEMENT DISTRICT NO. 3008**  
**MEADOW RIDGE RECONSTRUCTION - PHASE 1**  
**WEST FARGO, NORTH DAKOTA**

**DRAFT**



Commissioner \_\_\_\_\_ introduced the following resolution and moved its adoption:

RESOLUTION APPROVING AMENDED ENGINEER'S REPORT

BE IT RESOLVED by the Board of City Commissioners of the City of West Fargo, North Dakota, that the amended 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 3008 – New Water Supply, Sewerage, Street Systems, and Incidentals.

Dated: November 17, 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:** November 17, 2025  
**Subject:** Improvement District No. 3009 – 1<sup>st</sup> Ave E Reconstruction (Sheyenne St to 4<sup>th</sup> St E)  
**Action:** Conduct the Determination of Protest Sufficiency and Approve Associated Resolution

**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 October 6<sup>th</sup>, 2025, City Commission meeting, the Commission authorized a Resolution Declaring Work Necessary and set a date of November 17<sup>th</sup> to hear and determine the sufficiency of written protests filed.

Engineering staff mailed a Notice of Hearing and Potential Assessed Improvements Impacting Your Property to each property owner within the Improvement District on October 10<sup>th</sup>, 2025. The Notice provided estimated assessments for properties, listed the dates of publishing of the Public Notices in the Fargo Forum, and outlined the process for property owners to file a written protest. Two residents contacted City staff with questions about the project scope and special assessments.

The 30-day period for filing written protests ended on November 15<sup>th</sup>, 2025, and the City Auditor received no letters of protest on the Resolution of Necessity. One letter was received protesting special assessment amounts, and City staff have addressed the concerns of that property owner.

The following documents are attached for review/consideration:

- Affidavit of Publication, which was published on Thursday, October 16, 2025, and Thursday, October 23, 2025, in the Fargo Forum
- Mailer that was sent to property owners within the proposed Improvement District, which was mailed October 10<sup>th</sup>, 2025
- Resolution of Insufficient Protests

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

**Background and Project Summary:**

In 2017, 1<sup>st</sup> Avenue was reconstructed east of the proposed project area. The project location between Sheyenne St has been identified as a location in need of reconstruction due to the degraded roadway and the water main consisting of asbestos cement pipe and undersized cast iron.

In addition to these improvements, the lift station located at the intersection of 1<sup>st</sup> Ave E. and 4<sup>th</sup> St E. is undersized and is intended to be removed with gravity sanitary sewer to be extended from that location west to 2<sup>nd</sup> St. E.

**Policy Analysis:**

This project was ranked among the top five priorities in the 2024 Core Area Report. It was identified in the 2024 Capital Improvement Plan to be constructed in 2026.

**Financial Analysis:**

70% of the project is proposed to be paid for utilizing Capital Improvements Sales Tax funds. The remaining 30% of project costs are proposed to be specially assessed to the benefitting properties.

A grant from the State, as well as several low-interest loans, are being pursued. If successful, these funds would be applied to reduce the cost of the project.

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**Previously Presented Information and Commission Actions:**

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**October 6, 2025 –**

- **Staff Recommendation:** Authorize Resolution of Necessity and Approve Task Order No. 97-1
- **Commission Action:** Commissioner Olson moved and Commissioner Anderson seconded to approve. No opposition, motion carried.

**September 22, 2025 –**

- **Staff Recommendation:** Approve Engineer's Report and Direct Engineer to prepare Plans and Specifications
- **Commission Action:** Commissioner Olson moved, and Commissioner Anderson seconded to approve. No opposition, motion carried.

**June 2, 2025 –**

- **Staff Recommendation:** Create Improvement District No. 3009, Direct Engineer to prepare Engineer's Report and Approve Task Order No. 97
- **Commission Action:** Commissioner Jorgensen moved, and Commissioner Anderson seconded to approve. No opposition, motion carried.



**AFFIDAVIT OF PUBLICATION**

State of New Jersey, County of Camden, ss:

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

- 1. I am the designated agent of The The Forum of Fargo-Moorhead (ND), under the provisions and for the purposes of, Section 31-04-06, NDCC, for the newspaper listed on the attached exhibit.
- 2. The newspaper listed on the exhibit published the advertisement of: **ND General Public Notice Notice; (2) time: Thursday, October 16, 2025, Thursday, October 23, 2025**, as required by law or ordinance.
- 3. All of the listed newspapers are legal newspapers in the State of North Dakota and, under the provisions of Section 46-05-01, NDCC, are qualified to publish any public notice or any matter required by law or ordinance to be printed or published in a newspaper in North Dakota.

*Deidre Stevens-DiGiovanni*

(Signed) \_\_\_\_\_

**SHARONN E THOMAS-POPE**  
 NOTARY PUBLIC  
 STATE OF NEW JERSEY  
 My Commission Expires January 23, 2027

**VERIFICATION**

State of New Jersey  
County of Camden

Subscribed in my presence and sworn to before me on this: 10/24/2025

*SM S. R. Poe*

Notary Public  
Notarized remotely online using communication technology via Proof.

**RESOLUTION DECLARING WORK NECESSARY**

BE IT RESOLVED by the Board of City Commissioners of the City of West Fargo, North Dakota that it is hereby found and declared that it is necessary to construct an improvement in and for Improvement District No. 3009 - New Water Supply, Sewerage, Street Systems, and Incidentals consisting of reconstructing water main, sanitary sewer, storm sewer, streets, and other essential infrastructure necessary to service the properties in connection with the above specified improvements used or useful in connection with the above specified improvements, in accordance with and as described in the resolution creating said district, and the Engineer's Report which has been prepared by the Engineer for the City of West Fargo and approved by this commission which resolution and Engineer's Report together with an estimate of the probable cost of the work, are now on file in the office of the City Auditor and are open to public inspection.

BE IT FURTHER RESOLVED that a portion of the cost of said improvement be specially assessed against the benefited property in said improvement district in amounts proportionate to and not exceeding the benefits to be derived by them respectively from said improvement. BE IT FURTHER RESOLVED that the owners of the property liable to be specially assessed for said improvements may file written protests against the said improvements within thirty (30) days after first publication of this resolution, and this Board shall at its next meeting after the expiration of said period, to-wit: On the 17 day of November, at 5:30 p.m. meet at the City Commission Chamber in City Hall, 2515 6th St E, West Fargo, for the purpose of hearing and determining the sufficiency of any protests so filed and of taking any such further action with respect to said improvements as may then deemed necessary and expedient. BE IT FURTHER RESOLVED that the City Auditor is hereby authorized and directed to cause this resolution, including a map of the improvements directed, to be published one each week for two consecutive weeks in The Four, the official newspaper of the City of West Fargo, North Dakota. Dated: October 6, 2025

APPROVED:  
Bernie Dardis  
President of Board of City Commissioners

ATTEST:  
Dustin T. Scott  
City Auditor

STATE OF NORTH DAKOTA  
COUNTY OF CASS ss.

I, Dustin T. Scott, the duly appointed, qualified and acting City Auditor of the City of West Fargo, so hereby certify the foregoing to be a full, true and correct copy of the resolution adopted by the Board of City Commissioners of the City of West Fargo, at the meeting of the board held on the 6th day of October, 2025 and that such Resolution is now part of the permanent records of the City of West Fargo, as such records are filed in the office of the City Auditor. IN WITNESS WHEREOF, I have

hereunto set my hand this 6th day of  
October 2025.  
Dustin T. Scott  
City Auditor  
West Fargo, North Dakota



(Oct. 16 & 23, 2025)

10/10/2025

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

Improvement District No. 3009 – Replacement of Water Supply, Sewerage Systems, Street Reconstruction and Incidentals – 1<sup>st</sup> Avenue East (Sheyenne Street – 4<sup>th</sup> Street)

Dear **Property Owner**,

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

The current estimated assessment for your properties in the Improvement District is as follows:

- \$

The City has applied for a Cost-Share Grant of approximately \$1 million and if it is successfully secured, the funds would be applied towards the project to reduce the special assessments, therefore reducing the estimated assessment number above.

A “Resolution Declaring Improvements Necessary” for this improvement district will be published in the Public Notices section of the 10/16/2025 and 10/23/2025 editions of the Fargo Forum as required by North Dakota Century Code (NDCC) Section 40-22-15. 40-22.

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

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

2515 6th Street E  
West Fargo, ND 58078  
701-515-5100  
[engineering@westfargond.gov](mailto:engineering@westfargond.gov)  
[westfargond.gov](http://westfargond.gov)

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

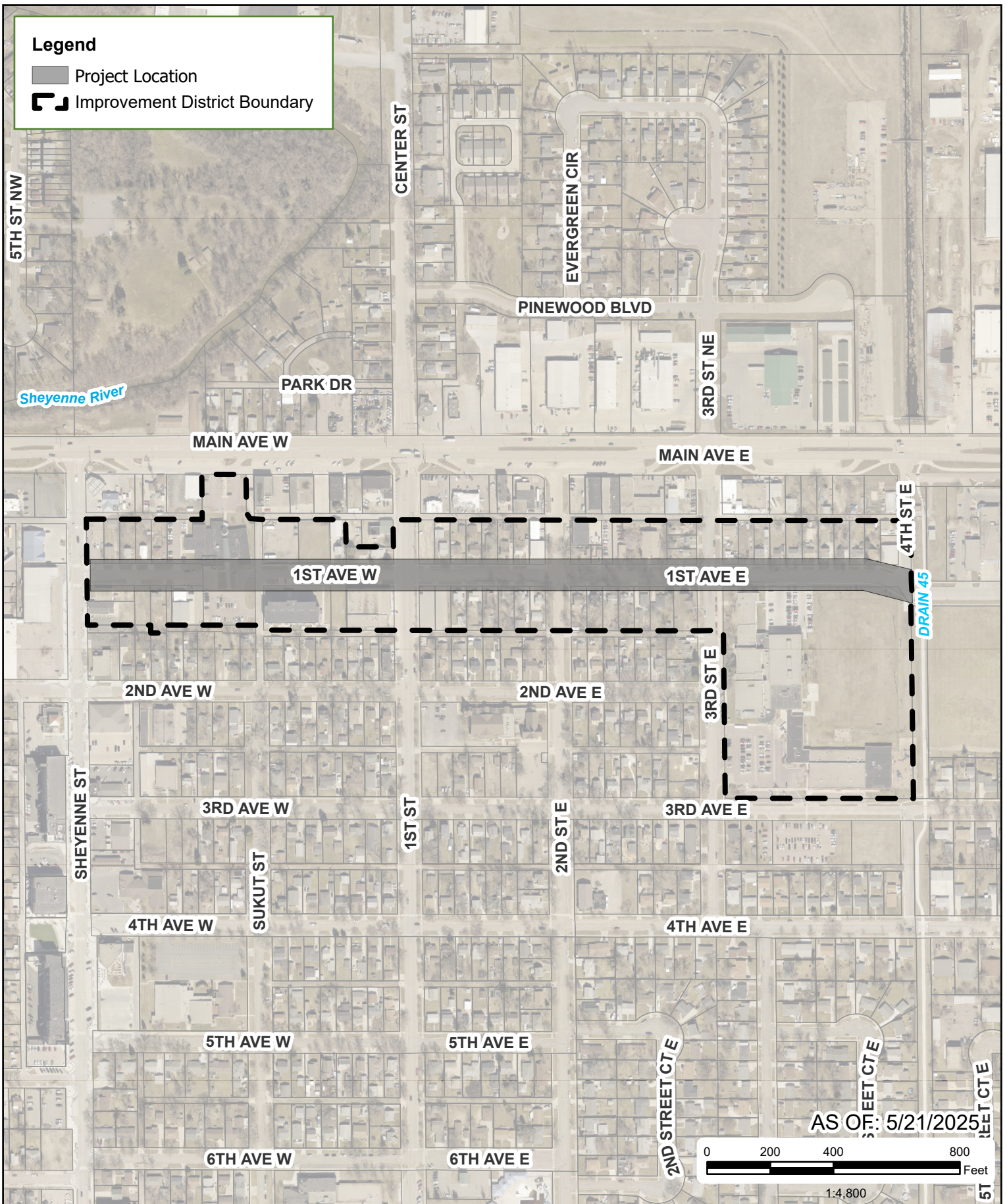
This letter is a communication sent on behalf of the City of West Fargo and is the only mailed notice that the City of West Fargo will provide for this protest opportunity. More information about the special assessments process will be mailed after construction is completed.

Thank you,

City of West Fargo Staff

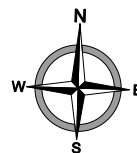
**Legend**

- Project Location
- Improvement District Boundary



**IMPROVEMENT DISTRICT MAP  
IMPROVEMENT DISTRICT NO. 3009  
1ST AVE EAST RECONSTRUCTION (SHEYENNE ST. - 4TH ST E)  
WEST FARGO, NORTH DAKOTA**

Created By: TJS Date Created: 05/19/25 Date Saved: 05/21/25 Date Exported: 05/21/25  
Plotted By: Parcel Date: 04/23/25 Aerial Image: 2024 FM Metro Elevation Data: Lidar  
Horizontal Datum: NAD 1983 StatePlane North Dakota South FIPS 3302 Feet Vertical Datum: NAVD1988  
Q:\Projects\3000\30200\30291 Dist. 3009\_1stAvenueEast\GIS\APRX\30291\_AssessmentMAs.aprx



**moore**  
engineering, inc.

Commissioner \_\_\_\_\_ introduced the following Resolution and moved its adoption:

RESOLUTION DETERMINING THAT INSUFFICIENT PROTESTS WERE FILED ON  
IMPROVEMENT IN IMPROVEMENT DISTRICT NO. 3009 – NEW WATER SUPPLY, SEWERAGE, STREET  
SYSTEMS; AND INCIDENTALS

BE IT RESOLVED by the Board of City Commissioners of the City of West Fargo, North Dakota, that said Board of City Commissioners has heretofore by Resolution determined and declared it necessary to construct an improvement in Improvement District No. 3009 – New Water Supply, Sewerage, Street Systems, and Incidentals of the City of West Fargo, consisting of reconstructing water main, sanitary sewer, storm sewer, streets, and other essential infrastructure necessary to service the properties in connection with the above specified improvements used or useful in connection with the above specified improvements and that said Resolution has been duly published as required by law, and that not less than thirty days have expired since the first publication thereof, and the opportunity having been afforded as provided by law for the property owners liable to be specially assessed for said improvement to file protests against the making thereof, and this Board having duly met to consider all protests so filed, and being fully advised in the premises, it is hereby determined that no protests were filed within the time and manner provided by law against the making of said improvement; therefore, the Board of City Commissioners and this City are authorized to proceed with the construction of the same and to pay the cost thereof by the levy of special assessments.

Dated: November 17, 2025

APPROVED:

\_\_\_\_\_  
President of Board of City Commissioners

ATTEST:

\_\_\_\_\_  
City Auditor

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



**To:** West Fargo City Commission  
**From:** Willy Galindo, Director of Finance  
**Date:** November 17, 2025  
**Subject:** Finance Dept. Request for Proposal approval for an Enterprise Resource Planning system  
**Action:** Approve the Request for Proposal and authorize the Director of Finance to bid for an Enterprise Resource Planning system

**Commissioner/President**  
 Bernie Dardis

*Primary Portfolio:*  
 Administrative Services

*Secondary Portfolio:*  
 Police and Fire

**Commissioner/VP**  
 Brad Olson

*Primary Portfolio:*  
 Police and Fire

*Secondary Portfolio:*  
 Street, Water and Sewer

**Commissioner**  
 Roben Anderson

*Primary Portfolio:*  
 Community & Development Services

*Secondary Portfolio:*  
 Administrative Services

**Commissioner**  
 Amy Zundel

*Primary Portfolio:*  
 Street, Water and Sewer

*Secondary Portfolio:*  
 Sanitation

**Commissioner**  
 Rory Jorgensen

*Primary Portfolio:*  
 Sanitation

*Secondary Portfolio:*  
 Community & Development Services

**Administration**  
 Dustin Scott,  
 City Administrator  
 Emily Hagemeister,  
 Executive Assistant

**Summary and Recommendation:**

The City has been evaluating the need for an Enterprise Resource Planning (ERP) system for over five years, but competing priorities delayed previous efforts. With the department now stabilized and the current software increasingly unable to support essential operations (i.e. breaking down vendor payments into multiple batches due to current system limitations), the Director of Finance believes this is the right time to proceed.

The RFP seeks out bids for critical elements to the City's financials that include, but are not limited to, accounting, reporting, and budget planning software tools to streamline and provide efficiencies to the Finance department's daily, monthly, and annual tasks.

The table excerpt from the RFP below shows the timeline and schedule of the bid process:

**Table 02: RFP Schedule of Events**

Event	Estimated Date
RFP Published	November 18, 2025
Pre-Proposal Vendor Teleconference	Thursday, December 4, 2025 at 1pm CT
Deadline for Questions from Vendors	Tuesday, January 13, 2026 at 2pm CT
Deadline for Proposal Submissions	February 13, 2026 at 4pm CT
Shortlist Vendors Notified	Week of March 2, 2026
Vendor Demonstrations	March 23-27, 2026
Awarding Contract submission to Commission for approval	April 20, 2026

---

**Policy Analysis:**

This investment qualifies for capital improvement funding under Ordinance 1-0910, as the ERP system constitutes a critical infrastructure improvement to the City's internal systems. As such, the request aligns with the dedicated use of sales and use tax proceeds for infrastructure and improvements, including publicly-owned systems and assets.

**Staff Recommendation:**

Authorize the Director of Finance to publish the RPF.

**Financial Analysis:**

- There is no fiscal impact until the awarding of the bid takes place.



# Request for Proposals for Software and Implementation Services for an Enterprise Resource Planning (ERP) Software System Environment

**RFP Publish Date:** Tuesday, November 18, 2025

**Pre-Proposal Vendor Teleconference Date:** Thursday, December 4, 2025 | 1:00 p.m. CST

**Deadline for Questions from Vendors:** Tuesday, January 13, 2026 | 2:00 p.m. CST

**Solicitation Due Date:** Friday, February 13, 2026 | 4:00 p.m. CST

All Proposals must be received by the City of West Fargo (the “City”) by the date and time cited above.

It shall be the Proposer’s sole risk to ensure submission by the designated time. Submittal Instructions can be found on page 26.

## **VENDORS ARE STRONGLY ENCOURAGED TO READ THE ENTIRE SOLICITATION.**

Solicitation packages can be obtained by downloading from the City website, <https://westfargond.gov/Bids.aspx>

Should you experience problems downloading the solicitation, contact Willy Galindo at [willy.galindo@westfargond.gov](mailto:willy.galindo@westfargond.gov) or Nick Lee at [nick.lee@westfargond.gov](mailto:nick.lee@westfargond.gov).

All questions concerning the RFP **must** be submitted via email only to Willy Galindo, Director of Finance, at [willy.galindo@westfargond.gov](mailto:willy.galindo@westfargond.gov) or Nick Lee, Senior Director of Administrative Services, at [nick.lee@westfargond.gov](mailto:nick.lee@westfargond.gov), as identified within this solicitation in [Section 1.8](#). Communications with other City staff may disqualify you from the evaluation process. All questions must be submitted by 2:00 p.m. CST on January 13, 2026.

## **Forms, Worksheets, and Other Attachments**

- **Attachment A – Proposal Response Forms**
  - (See MS Word document “City of West Fargo ERP RFP – Attachment A.docx”)
- **Attachment B – Functional and Technical Requirements/Capabilities**
  - (See MS Excel spreadsheet “City of West Fargo ERP RFP – Attachment B.xlsx”)
- **Attachment C1 – Cost Worksheets**
  - (See MS Excel spreadsheet “City of West Fargo ERP RFP – Attachment C1.xlsx”)
- **Attachment C2 – Cost Narrative**
  - (See MS Word document “City of West Fargo ERP RFP – Attachment C2.docx”)

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# 1. RFP Introduction and Background

## 1.1 Introduction

The City of West Fargo (the “City”) is soliciting Proposals for software and consulting services to implement a new software system environment related to the City’s Enterprise Resource Planning (ERP) needs.

In addition to soliciting written responses, this document provides information to assist Proposers in preparing their responses and facilitates the subsequent evaluation and comparison process. In that regard, this RFP:

- Provides information essential to soliciting meaningful recommendations and realistic commitments from the Proposers;
- Specifies the desired format and content of Proposals in response to this RFP;
- Outlines the City’s evaluation and selection procedures; and
- Establishes a schedule for the preparation and submission of Proposals in response to this RFP.

This RFP and the selected Proposal in response to this RFP will be incorporated into the contract resulting from this solicitation.

## 1.2 About The City

West Fargo, North Dakota, is a city on the grow, more than doubling in population over the past 20 years. To our 42,000 residents, the City offers an excellent student-oriented school district, a park district with world-class facilities, and a variety of housing options to meet the needs of residents of all ages and families of all sizes. The City combines the benefits of small-town living with the resources and amenities of a large city – plus the kind of community spirit unique to the Midwest!

The City has a strong primary sector business industry, centered around agriculture, technology, and innovation, making the City an up-and-coming hot spot for national and international commerce, manufacturing, and distribution. As part of a larger metro area, the City is on the doorstep of North Dakota’s hub for high-quality medical care and research, three universities, and a multi-modal transportation network spanning air, rail, and two interstates.

This dynamic growth and strategic positioning are supported by a dedicated team of public servants who ensure the city runs efficiently and continues to thrive. Behind the City’s success is a commitment to community-focused services that enhance everyday life for residents and businesses alike.

City staff aim to maintain a high quality of life for residents in a clean, safe, and friendly community. Along with administrative, community, and development staff, the City includes the West Fargo Police Department, West Fargo Fire Department, West Fargo Department of Public Works and Sanitation, and the West Fargo Public Library.

The following table contains statistics related to the City. These statistics are estimates and are provided for planning purposes only. Additional information has been provided in Table 04: Functional Area Statistics.

**Table 01: Statistics**

No.	Area	Statistic
1	Operating Budget	Approx. \$119,700,000
2	Population Served	Approx. 41,161
3	Total FTEs	300+
4	Fiscal Year	January 1-December 31

### 1.3 Project Objectives

The overall goal of this Project is to take advantage of the newest technology and harness efficiencies by reviewing current processes and implementing technology to enhance processes performed by City departments. The City is planning to replace its current software system environment with a new system or combination of software systems and will adopt systems functionality to support core processes. In doing so, the City seeks to address several challenges in the current environment, and gain future efficiencies, including but not limited to:

#### Key Objectives and Outcomes:

- Enhance operational effectiveness by making more timely, accurate, and complete information available to citizens, City personnel, and vendors.
- Utilize information technology to consolidate costs and ongoing maintenance.
- Improve internal and external communications using information technology.
- Refine business processes based on best practices.
- Enhance features and functionality to support increased automation and operational efficiencies by streamlining use of systems.
- Increase productivity by eliminating redundancy and unnecessary tasks.

#### Primary Challenges in the Current Environment:

- Custom reports and dashboards are difficult to generate. The City desires to generate custom ad hoc reports with dashboard functionality without requiring extensive manipulation or intervention from a third-party application.
- A lack of a consistent, centralized, and electronic workflow and approval process results in significant inefficiencies to the City’s processes.
- Supporting documents are filed outside of the system of record. The City desires to attach

supporting documents to records in a future system.

- Access to a budget planning module/program that would allow to view historical data to assist with preparing future budgets (annual, biennium, 5-year forecast, etc.).
- Tracking of City contracts is done within the City's various departments with spreadsheets. The City desires to have integrated contract management capabilities, which should enable staff to connect contracts, invoices, and payment information, increasing visibility on all activities related to the contracts.
- A vendor facing portal would reduce City involvement in responding to emails and phone calls and allow citizens and vendors to directly provide information to City.
- Due to limited functionality within the current system, the City has implemented several third-party applications over the years. The City desires the opportunity to consolidate costs and ongoing maintenance efforts by reducing the number of standalone systems in use.

In order to address these challenges and others, the City has initiated a project to adequately plan for, select, and implement a replacement or upgraded Software System environment. Section 2.0 – Project Scope outlines the features and functionality desired in a future system(s), as well as the professional services necessary to implement that system(s).

#### **1.4 Definitions**

In order to simplify the language throughout this RFP, the following definitions shall apply:

**ADDENDUM or ADDENDA** – Written instruments issued by the City prior to the date for receipt of Proposals that modify or interpret the RFP documents by additions, deletions, clarifications, or corrections.

**CITY** – City of West Fargo, North Dakota.

**CITY EVALUATION COMMITTEE** – The team of City staff, including the Mayor and Commissioner as portfolio holders of Finance, that will participate in the review, evaluation, and scoring of Proposals and subsequent evaluation processes, including demonstrations and reference checks.

**CITY PROJECT MANAGER** – The person designated by the City to be the City Project Manager assigned to act on behalf of the City during the term of the resulting contract.

**CONTRACT DOCUMENTS** – The RFP, submitted Proposals, including any diagrams, Addenda, and a form of agreement between the City and the Contractor, including all change orders, insurance certificates, exhibits, amendments, and attachments.

**CONTRACTOR** – The Contractor(s)/consultant(s) that may be awarded a contract to provide software system(s) and professional services to implement the ERP System for the City.

**DAYS** – Means calendar days unless otherwise specified.

**ENTERPRISE RESOURCE PLANNING SYSTEM (ERP)** – Means the financial management and human resource information software system that is described in this RFP and in the Attachments hereto.

**PROJECT** – The project to configure and implement the ERP System for the City as described in

this RFP and in the Attachments hereto.

**PROJECT SCOPE** – Scope of services to be provided by the Contractor(s).

**PROPOSAL** – A complete and properly signed Proposal to provide goods, commodities, labor, or services for the sum stated and submitted in accordance with the RFP.

**PROPOSER or VENDOR** – The person, Contractor, corporation, partnership, or other entity submitting a Proposal on items listed in the RFP documents, and thereby agreeing to meet the specified contract terms and conditions if awarded the contract.

**SERVICES or WORK** – All services to be performed by the Contractor to successfully complete the Project to the satisfaction of the City.

**SUBCONTRACTOR or SUBCONSULTANT** – Any individual, corporation, company, or other entity that contracts to perform work or render services to a Contractor or to another subcontractor as part of the contract with the City.

## 1.5 RFP Schedule of Events

The following RFP Schedule of Events represents the best estimate of the schedule the City will follow, which is subject to change at the City’s discretion. Vendors are encouraged to hold the demonstration dates listed. If a component of the schedule is accelerated or delayed, it shall be anticipated that the remaining components may also be adjusted by a similar number of days via RFP Addendum prior to the submittal deadline.

**Table 02: RFP Schedule of Events**

<b>Event</b>	<b>Estimated Date</b>
RFP Published	November 18, 2025
Pre-Proposal Vendor Teleconference	Thursday, December 4, 2025 at 1pm CST
Deadline for Questions from Vendors	Tuesday, January 13, 2026 at 2pm CST
Deadline for Proposal Submissions	February 13, 2026 at 4pm CST
Shortlist Vendors Notified	Week of March 2, 2026
Vendor Demonstrations	March 23-27, 2026
Awarding Contract- submission to Commission for approval	April 20, 2026

## **1.6 Prequalification of Vendors**

The City has not employed a prequalification process. No Vendors are either prequalified or precluded from responding to this RFP. The City has not engaged in any formal discussions or demonstrations with vendors leading up to the issuance of this RFP.

## **1.7 Minimum Qualifications**

In order for Proposals to be evaluated and considered for award, Proposals must be deemed responsive to this RFP as determined at the discretion of the City Evaluation Committee. To be deemed responsive, the submitted Proposal documents shall conform in all material respects to the requirements stated in the RFP, and Proposers shall document and validate the capability to fully perform all requirements defined by the RFP. Factors to be considered in connection with a Proposer's capability to fully perform all requirements of the RFP include, and may not be limited to: experience, integrity, reliability, capacity, and other factors required to provide the Services defined by the RFP.

## **1.8 Non-Mandatory Pre-Proposal Vendor Teleconference**

A non-mandatory Pre-Proposal Vendor Teleconference will be held on Thursday, December 4, 2025, at 1 pm Central Standard Time.

Vendors that are interested in participating in the Pre-Proposal Vendor Teleconference shall contact Willy Galindo via email at [willy.galindo@westfargond.gov](mailto:willy.galindo@westfargond.gov) to request the teleconference information.

The format of the Pre-Proposal Vendor Teleconference will be an overview presentation of the RFP, its contents, the RFP Schedule of Events, and additional topics. Following the presentation, Vendors will be able to ask questions related to the RFP or the overall process. The City will attempt to answer all questions at that time, but answers provided shall not be binding. Following the Pre-Proposal Vendor Teleconference, the City will post online the material questions asked and their respective answers in an addendum.

## **1.9 Amendments and Addenda**

All clarifications, corrections, or revisions to this RFP will be documented in an Addendum, which will be publicly published to the City website. Only questions and answers in an Addendum shall be considered as part of the RFP. The City reserves the right to revise the RFP prior to the deadline for Proposal submissions. Revisions shall be documented in an Addendum and publicly published. The City will attempt to publicly publish periodic Addenda on a timely basis between the RFP publishing date and the close of the question period. Vendors are responsible for monitoring the City website for the periodic posting of Addenda prior to the submittal due date.

## **1.10 Non-Warranty of RFP Information**

Due care and diligence have been exercised in the preparation of this RFP and all information herein is believed to be substantially correct. However, the responsibility for determining the full extent of the exposure to risk and verification of all information herein shall rest solely on those parties making Proposals. The City, its representatives, and its agents shall not be responsible for any error or omission in this RFP, nor shall they be responsible for the failure on the part of any Proposers or their representatives to verify the information herein and to determine the full extent of that exposure.

## 2 Project Scope

### 2.1 Functional Areas

The following table contains the list of functional areas of the desired future systems environment.

**Table 03: Functional Areas**

Functional Areas			
No.	Functional Area	No.	Functional Area
1	General Ledger and Financial Reporting	8	Debt Servicing and Investments
2	Budgeting	9	Optional - Special Assessment Tax Levy
3	Accounts Payable		
4	Accounts Receivable and Cash Receipts		
5	Purchasing, Bids, and Contract Management		
6	Project Accounting and Grant Management		
7	Fixed Assets		

The List of Functional and Technical Requirements/Capabilities contained in **Attachment B – Functional and Technical Requirements/Capabilities** contains the detailed functionality the City requires within each functional area in a future systems environment, as well as general and technical system requirements and data conversion and interface scope. The following table contains functional statistics of the City. These statistics are estimates and are provided for planning purposes only.

**Table 04: Functional Area Statistics**

Functional Area/Metric	Statistic
<b>1. General Ledger and Financial Reporting</b>	
Number of Funds	340
Number of Accounts	1200+
Number of Journal Entries Annually	250+ manual entries, 2,000+ system entries
Current Chart of Accounts Structure	<p>The City's Chart of Accounts (COA) structure is as follows:</p> <ul style="list-style-type: none"> <li>• <b>Fund Number – four digits</b></li> <li>• <b>Department – six digits</b></li> <li>• <b>Account – six digits (currently 6 digits for revenue and 3 digits for expenditure)</b></li> <li>• <b>Sub Account – currently none and would like to set up in new system for programs</b></li> </ul>

<b>2. Budgeting</b>	
Operating Budget	\$119.7 million
Capital Budget	\$23.0 million
<b>3. Purchasing, Bids, and Contract Management</b>	
Number of Purchase Orders per Year	None with current system
Number of Blanket Purchase Orders per Year	N/A
Number of bids, RFPs, RFIs, RFQs issued annually	2024 – 30 2025 – 22 (year to date)
Number of purchase cards in use	26
Annual PCard purchase spend	2024 – Approx. \$50 thousand 2025 – Approx. \$35 thousand (year to date)
<b>4. Accounts Payable</b>	
Vendor File	1,000+
Number of Invoices Submitted for Payment per Year	11,000+
Number of 1099's issued per Year	90
Number of Payments per Year	5,000 Checks
Type of Check Stock	Blank Check Stock (Stub/Stub/Check)
Percentage of Disbursements by Payment Type	85% of payables paid by check 15% of payables paid by ACH
<b>5. Accounts Receivable and Cash Receipts</b>	
General Accounts Receivable transactions per Year	Approx. 20,000 invoices
Number of Cash Collection Points (including all tender types)	6, cash, check, credit card, ACH, IVR, Tokens, PayPal, Customer Bill Pay
<b>6. Project Accounting and Grant Management</b>	
Number of Active Grants	150
Number of Active Projects	1,741
<b>7. Fixed Assets</b>	
Number of Fixed Assets	4,078
Fixed Assets Clarification	The City classifies fixed assets to any purchases over \$10,000.

**Useful Links:**

- 2024 Financial Report: <https://www.westfargond.gov/Archive.aspx?AMID=40>
- FY26 Operating Budget: <https://www.westfargond.gov/1183/City-Budget>

## 2.2 Alternate Proposals, Partnerships and Proposers of Subsets of Functionality

### Alternate Proposals:

- Proposers may submit alternate Proposals for evaluation.
- Proposers may submit multiple Proposals for evaluation. For example, if a Proposer offers one or more “branded” products that may meet the needs of the City, they are encouraged to separately propose each software package for consideration.
- Software companies that deliver their solution through one or more consulting firms (system integrators) are also allowed to submit more than one Proposal for consideration through differing consulting firms.
- A separate Proposal package submitted in accordance with **Section 4** is required in order for the City to accurately evaluate each Proposal independent of the other.

### Partnerships:

Proposers are encouraged to establish partnership relationships to fully provide all requirements defined by the RFP.

- Proposers engaged in a partnership relationship shall submit a single proposal in response to this RFP.
- Partnership relationships shall be clearly defined by proposal responses. Such definition shall identify the entity in the partnership relationship deemed to be the Prime Vendor.
- Each Vendor engaged in the partnership shall respond to any and all applicable portions of this RFP that relate to the work that will be performed, or the capabilities provided. For example, each Vendor shall provide references, and each Vendor shall respond to the Company Background and History questions.

### Proposers of Subsets of Functionality:

As part of this process, the City will be allowing Proposers to submit point solutions (best of breed) and encourages Proposers to participate in this process in order to consider and evaluate a range of marketplace offerings.

- The City is willing to consider best-of-breed solutions (“point” solutions), specifically for systems that address core financial management and human capital management.

- The City has a preference on software solutions that provide for the highest level of fit and facilitate the exchange of information between any disparate systems.
- The City will consider Proposers of a subset of functionality on the relative merit of the functionality proposed based on the evaluation criteria set forth in this RFP and reserves the right to enter into negotiations for one or more Proposers in order to achieve a “best-of-breed” solution.
- The City reserves the right to make one or more awards to competing Proposers for subsets of functionality as a result of this RFP. In the event the City should make awards to one or more competing Proposers, it shall be expected that additional discussion will take place between the City and the Proposers to define requirements and an approach to building an integration or interface between the selected systems. In such instance, the City expects that the Proposers will work together as necessary to develop the necessary integration once one has been identified.
- Vendors responding on a subset of functionality must also respond to Tab 1 (General and Technical) and Tabs 17-18 (Interfaces and Data Conversion) of Attachment B.

### **2.3 City and Project Staffing**

The City intends to have functional and technical resources available during Project implementation, though it is noted that the City does not anticipate dedicating staff full-time to the implementation in addition to managing their core job responsibilities. This applies to both functional resources as well as technical resources internal to the City. It is anticipated that some staff will serve as the functional lead, or a subject matter expert, across one or more modules – particularly within the financial modules of a future system – during the implementation process.

Staffing considerations are a contemplation for the City in terms of both the implementation process as well as supporting the software once in an operations mode. Vendors are encouraged to submit questions to the City during the RFP questions period to solicit such additional information as is necessary to adequately estimate the resource commitments that would be expected of the City during implementation, and post go-live for ongoing support of the system(s). Additional resource planning will be performed based upon the selected Proposer(s).

Proposers shall clearly indicate in the proposal responses the estimated level of City resource involvement in the implementation process in order to allow the City to perform adequate planning. The City will utilize the response to Proposers’ Resource Hour Estimates in Tab 3 – Project Approach and Implementation Methodology of Proposals as an input into the staffing plan the City develops and requests that Proposers clearly articulate estimated staffing considerations in their responses.

### **2.4 Deployment Model**

The City is open to considering various deployment models and has structured the RFP to allow for the evaluation of the deployment model as one factor in the overall procurement process. The City wishes to evaluate the greatest range of marketplace offerings feasible through this process.

The City recognizes there are many factors contributing to a comparison of cost Proposals for these various deployment methods including needed infrastructure and/or hardware costs, the potential for reduced hardware and support costs in hosted/SaaS models, a particular Proposer's approach to managing upgrades, and technical staffing needs.

The City is open to considering all deployment models in light of the breadth of functionality and available solutions in the marketplace to address those functional areas. The City will consider, in no particular order, the following deployment models:

- a. On Premise (locally hosted at the City, perpetual licenses)
- b. Software as a Service (SaaS or subscription-based models)
- c. Proposer hosted (hosted and managed by the Proposer, perpetual licenses)

Cost sheets have been provided under **Attachment C1 – Cost Worksheets** for pricing each of the deployment models.

This solicitation is not a bid process nor will it follow a lowest-priced responsive Proposal process, but will be based on most advantageous Proposal(s) utilizing the Evaluation Criteria listed in the RFP, including the review of life cycle costs (i.e. recurring costs, hardware, third-party licenses, etc.).

In developing proposals, Proposers shall clearly define the proposed deployment model including the licensing model as well as any perceived benefits of the proposed model. In the event two or more products are proposed under the same proposal (e.g. through a partnership or offered by the same company) the Proposer shall clearly indicate in both the technical proposal (Attachment A, Tab 2) and cost proposal (Attachment C1) the deployment model for each proposed software product.

The City does not have a preference as to a specific hosting location, but it does require hosting to be within the continental United States. Vendors are requested to specify the hosting location in proposal responses, specifically as part of Tab 9 (please see Attachment A for further instruction).

## 2.5 Number of Users

The following user counts by module contained in the table below are estimates and are provided for planning purposes only. The number of users represents the **anticipated future number of users of a new system**.

- **Departmental (Core/Power) Users:** This category of users includes those City staff that will interact with the system modules on a regular basis and conduct core business processes within the system as power users. Such generic examples include, but are not limited to: Finance Manager, Senior Accountant, Financial Analyst, System Support Specialist, etc.
- **Customer Department Users:** This category of users includes those City staff that will interact with the system modules as internal customers by either initiating transactions (e.g., entering a payment or entering a requisition), reviewing/approving transactions (e.g., reviewing leave requests, reviewing requisitions entered by a subordinate), or consuming information (e.g., reviewing departmental budget).

**Table 05: Number of Users**

Functional Area	Departmental (Core/Power) Users	Customer Department Users
Financial Modules, including: <ul style="list-style-type: none"> <li>• General Ledger and Financial Reporting</li> <li>• Budgeting</li> <li>• Purchasing, Bid, and Contract Management</li> <li>• Accounts Payable</li> <li>• Accounts Receivable and Cash Receipts</li> <li>• Project Accounting and Grant Management</li> <li>• Fixed Assets</li> </ul>	15	100
It is anticipated that some users will use multiple modules, causing overlap in each functional area. The counts are broken down by functional area to allow Proposers to formulate responses based on each. The City estimates that: <ol style="list-style-type: none"> <li>a. The total number of licensed regular daily users of the system (requiring the ability to add, edit, and view content) using a named-seat basis may be around 40.</li> <li>b. The total number of regular daily concurrent users to be around 20 (unnamed license seats – in other words, how many people are expected to be accessing the system/module at the same time. This is in contrast to named users who have dedicated licenses tied to a unique login/user ID).</li> </ol>		

**2.6 Potential Phasing and Target Live Dates**

The City requests that Proposers provide potential phase start and target go-live dates in Proposal responses per **Attachment A – Proposal Response Forms**, Tab 5. These dates should be estimates based on anticipated resource requirements and dependencies between functional areas. These dates are subject to negotiation. The City anticipates that implementation activities would begin in May 2026. The City would like to target January 2028 as a potential go-live date for financial and budget planning modules, and June 2028 as a go-live date for procurement and capital planning modules. The City follows a January 1 – December 31 fiscal year.

**2.7 Current Applications Environment**

The City uses Black Mountain as the primary business application for the financials that include Accounts Receivables, Accounts Payable, General Ledger, and Cash Receipts. Support agreements exist with Black Mountain.

**Table 06: Current ERP Functions**

Current ERP Functions			
1	Accounts Receivable	3	Cash Receipts
2	Accounts Payable	4	End of Year Processing Module

**Other Major Applications**

The City also uses a wide variety of applications to provide capability and functionality in specialized areas. Many of these applications are listed in Table 07. **Identification of any potential future system interfaces is provided in Attachment B to this RFP.**

**Table 07: Additional Software Applications**

Additional Software Applications		
No.	Application	Use/Summary
1	NEOGOV – Payroll Hours	Currently use NEOGOV Time & Attendance to import employee salaries and benefit expenditures via journal entry data file. Applicant tracking, recruiting, onboarding, and performance management.
2	Finance – W2s and 1099s	Currently use NEOGOV to create and file W2s to the IRS and mail out forms to employees. Currently do not have a software for filing 1099-Rs and manually file 1099-NEC and MISC using Black Mountain
3	IRS website	Data extracted from Black Mountain and NEOGOV manually transferred to the Internal Revenue Service
4	iWorQ	Software used for licensing, permitting, inspections, and electronic plan review
5	Laserfiche	Document imaging and management system collects and stores files such as agreements, personnel files, etc.
6	NDPERS	North Dakota Public Employees Retirement System used for state pension information.
7	Finance – Capital Planning	Microsoft Excel is used for managing capital asset projects, infrastructure, and facilities as well as OpenGov Asset Management software and Black Mountain.
8	UB4	Utility billing software from Continental Utility Solutions, Inc. for water, sewer, garbage, vector, and forestry services.

9	First International Bank & Trust	Banking application used for positive pay and direct deposit files generated by Black Mountain. Check Reconciliation file is exported from the bank and imported to Black Mountain.
10	Vanguard Appraisals Inc camaVISION	Software used to value property and that stores property information

The City’s core technical infrastructure is hosted on-premises across three data centers operating in an active/active failover configuration, each with cooling, UPS, power distribution, fire suppression, and high-bandwidth connections for storage replication.

Multiple City sites are interconnected primarily through City-owned fiber, with ISP or SD-WAN links used as needed. The City maintains a 10-gigabit fiber internet connection and runs a VMware virtualized environment with flash-based storage area networks. It also utilizes Microsoft 365 and Azure cloud services. Backups are performed regularly, and next-generation firewalls in high-availability mode provide intrusion prevention, content filtering, and malware defense.

End-user devices consist of desktops and laptops connected via wired and wireless networks on a four- to five-year replacement cycle. Networking equipment follows a five- to seven-year life cycle, with earlier replacement as needed.

**2.8 Project Management Documentation**

The following information establishes the expectation of the minimum level of project management documentation to be provided by Proposers as a part of, but not exclusively, the resulting implementation services offered. As part of the implementation scope, following signing of a contract, the selected Contractor(s) shall develop and provide the City with the following items:

- Project Management Plan: a detailed Implementation Project Plan that, at a minimum, includes the following:
  - Objectives
  - Deliverables and Milestones
  - Project Schedule
  - Resource Management Processes
  - Scope Management Processes
  - Schedule Management Processes
  - Risk Management Processes
  - Quality Management Approach
  - Communication Management Approach
  - Organizational Change Management Approach
  - Status Reporting

- Data Conversion Plan
- Training Plan
- System Interface Plan
- Testing and Quality Assurance Plan
- Pre- and Post-Implementation Support Plan
- System Documentation
- Risk Register

Additional documentation about each Plan may be found in **Attachment A – Proposal Response Forms**, Tab 3, attached to this RFP.

## **2.9 Budget**

The City is committed to fully funding the one-time and recurring annual costs for the acquisition of the software (whether a licensed model or a subscription model is selected as a result of this process).

The City does have an established budget in place for this Project and intends to use the Proposals received through this process to inform our leadership team and our Commission on the development process. The City has performed initial, high-level estimations, for the acquisition of either an on-premise or cloud-based software solution including professional services and recurring maintenance/subscription costs.

Recognizing the cost and payment differences between deployment models, a final budget will be programmed based on the results of this RFP and final contract negotiations.

The City is sensitive to the total costs and has listed cost as one of the several evaluation criteria in the RFP; however, this is not an opportunity to identify the lowest priced solution. This RFP opportunity is being presented as a best value solicitation, and not a lowest priced bid, opportunity.

## **2.10 Personnel**

All of Contractor's personnel providing goods and services under the contract shall possess the necessary skills, experience, and knowledge to perform their assigned duties. In the event assigned personnel are providing non-conforming or unsuitable services, the City shall notify Contractor and provide the opportunity to rectify the deficiency. If unable to cure the nonconforming services, Contractor shall remove from the Project and replace the Contractor's personnel that the City deems unsuitable for the Project, with a resource possessing the necessary skills, experience, and knowledge to perform their assigned duties in a satisfactory manner.

## **2.11 Software Upgrades**

The City shall be entitled to any and all upgraded versions of the software covered in the contract that becomes available from the Contractor. Such upgrades shall be provided at no cost to the City so long as a valid maintenance and support agreement, or if applicable software as a service licensing agreement, is in place.

## **2.12 Performance Review**

The Contractor may be required to meet with the City Project Manager not less than once per quarter to conduct a performance review of the Contractor. These meetings will be either in person at City offices, or via teleconference or web-conference. This performance review will include a review of the pricing, delivery performance, customer service, and improving operational efficiencies.

## 3 Proposal Evaluation and Award

### 3.1 Evaluation Process

The following subsection outlines the intended proposal evaluation process the City has identified. The City reserves the right to deviate from this process at its own discretion, and to (i) negotiate any and all elements of the RFP, (ii) amend, modify, or withdraw the RFP, (iii) revise any requirements under the RFP, (iv) require supplemental statements of information from any Proposer, (v) extend the deadline for submission of Proposals, (vi) cancel, in whole or part, this RFP if the City deems it is in its best interest to do so, (vii) request additional information or clarification of information provided in any Proposal without changing the terms of the RFP, (viii) award this Project in whole or in part to a Vendor other than the highest scoring Vendor based on the determination of the best overall value and/or fit for the City, and/or (ix) waive any portion of the selection process in order to accelerate the selection and negotiation with the top-ranked Proposer. The City may exercise the foregoing rights at any time without notice and without liability to any Proposer, or any other party, for expenses incurred in the preparation of responses hereto or otherwise.

- a. **Vendor Shortlist:** The City Evaluation Committee will initially review and evaluate each Proposal received to determine the Proposer's ability to meet the requirements of the City. The evaluation criteria described in Section 3.3 will be the basis for evaluation. The City Evaluation Committee will determine the Proposers best suited to meet the needs of the City based on the scoring of the evaluation criteria. These Vendors will form the Vendor Shortlist.
- b. **Vendor Demonstrations:** The City, at its sole discretion, reserves the right to have system demonstrations with those Proposers on the Vendor Shortlist, or any other Proposer. Demonstrations may be conducted at City offices or via web conference. Demonstrations will involve a scripted demonstration. The schedule, scripts, and demonstration requirements will be provided with the invitation to participate in demonstrations. A Pre-Demonstration Vendor Teleconference will take place for those Vendors that have been shortlisted, and Proposers will have an opportunity to review the format of the demonstrations and ask questions related to procedure and specific demonstration scenarios. Vendors that are invited to participate in demonstrations are advised that the provided scripts must be strictly adhered to while presenting. Optional modules or functionality shall not be presented if they fall outside the scope of requested functionality or that functionality which has been proposed by the Proposers. The proposed version of the software must be shown and must not include any software that is under development or in beta testing. City Evaluation Committee members will view the demonstrations, and additional City staff may also be in attendance to observe and provide informal feedback.
- c. **Reference Checks:** The City may employ a process of contacting references provided through Proposers' Proposals. This process may include teleconference meetings, web conferences, and in-person meetings with references. The City reserves the right to conduct reference checks at any point in the evaluation process and to contact other known users of the proposed system(s) beyond just those references provided.

- d. **Best and Final Offer and Request for Clarification:** A Best-and-Final-Offer process may be initiated if it is determined to be in the best interest of the City. Such process may be initiated following the identification of the Vendor Shortlist or at any other evaluation process step. Additional processes of scope and cost clarification may be employed as part of the evaluation process if it is deemed to be in the City’s best interest.

**3.2 Clarification and Discussion of Proposals**

The City may request clarifications and conduct discussions with any Proposer that submits a Proposal, including requesting additional information. The City reserves the right to select the Proposal or Proposals that it believes is/are the most responsive as determined by the City Evaluation Committee, which will best serve the City business and operational requirements, considering the evaluation criteria set forth below. Proposers shall be available for a system demonstration to City staff on dates specified in [Table 02](#) or as otherwise requested by the City if selected for system demonstrations. Failure of a Proposer to respond to such a request for additional information, clarification, or system demonstrations may result in rejection of the Proposal. The initial evaluation may be adjusted because of a clarification under this section. The City reserves the right to waive irregularities in the Proposal content or to request supplemental information from Proposers.

**3.3 Evaluation Criteria**

As described in the preceding evaluation process sub-section, the City intends to follow a cumulative approach to scoring based on key evaluation activities (e.g. scoring is conducted in a progressive manner, following various steps in the process). The City hereby reserves the right to evaluate, at its sole discretion, the extent to which each Proposal received compares to the stated criteria. Proposals shall be evaluated in accordance with the following criteria, subject to variation at the sole discretion of the City.

**Short-List Identification:** The City intends to utilize the criteria presented in Table 08 following the City Evaluation Committee’s review of Proposals.

**Table 08: Short-List Identification Criteria**

Criteria	Description	Points
Functionality	This criterion considers but is not limited to the following: <ul style="list-style-type: none"> <li>• The vendor’s written responses to the Functional and Technical Requirements for proposed functional areas and overall software solution.</li> <li>• The ability for the proposed software to integrate with the City systems environment.</li> </ul>	35
Technical	This criterion considers but is not limited to the following: <ul style="list-style-type: none"> <li>• Alignment of the proposed software to the City’s preferred technical specifications.</li> <li>• The vendor’s written response to each Potential Interface.</li> <li>• The level of integration among proposed functional areas.</li> </ul>	15

Criteria	Description	Points
Approach	<p>This criterion considers but is not limited to the following:</p> <ul style="list-style-type: none"> <li>• The described approach to implement an enterprise system to achieve the City’s goals and objectives.</li> <li>• The alignment of the proposed implementation timeline to the City’s desired timeline.</li> <li>• The distribution of implementation tasks among City and vendor teams.</li> <li>• The proposed resources hours among City and vendor teams.</li> <li>• The vendor’s approach to key implementation tasks including but not limited to data conversion, testing, and training.</li> <li>• The vendor’s planned ongoing support and maintenance services.</li> </ul>	25
Vendor Experience	<p>This criterion considers but is not limited to the following:</p> <ul style="list-style-type: none"> <li>• The vendor’s experience delivering the services requested in the RFP.</li> <li>• The vendor’s experience with similar implementations for comparable organizations.</li> <li>• The vendor’s experience deploying comparable interfaces to the City’s related applications.</li> </ul>	20
Proposed Staff Experience	<p>This criterion considers but is not limited to the following:</p> <ul style="list-style-type: none"> <li>• The experience of named staff delivering services requested in the RFP.</li> <li>• The experience of named staff with similar implementations for comparable organizations.</li> <li>• The qualifications of named staff to deliver the services requested in the RFP with a focus on business process optimization.</li> </ul>	5

**Finalists Identification:** The City intends to utilize the criteria presented in Table 09 following the demonstrations by Short-List Vendors:

**Table 09: Finalist Identification Criteria**

Criteria	Description	Points
Functionality Demonstrated	This criterion considers new information learned through vendor demonstrations including but not limited to the demonstrated user interface and the alignment of demonstrated functionality with preferred business processes.	15
Technical Capabilities	This criterion considers new information learned through the Technical Discussion as part of vendor demonstrations as well as other sessions.	5
Approach Discussion	This criterion considers new information learned through the Implementation Approach Discussion as part of vendor demonstrations as well as other sessions.	5
Experience Discussion	This criterion considers new information learned through the Company Overview Discussion as part of vendor demonstrations as well as other sessions.	5

**Preferred Vendor Identification:** The City intends to utilize the criteria presented in Table 10 following the completion of reference checks and any site visit.

**Table 10: Preferred Vendor Identification Criteria**

Criteria	Description	Points
Reference Feedback	This criterion considers the feedback received from references related to the vendor’s performance in the implementation including meeting project objectives and timelines, as well as the knowledge, skills, and experience of implementation staff; capabilities of the software; and ongoing vendor performance with support and maintenance.	20
Comparable References	This criterion considers the relevance of references related to organization size and location, structure of the organization, entity type (e.g. City/town/village), comparable scope, similar software version, and deployment model.	10

**Cost Point Allocation:** The City will evaluate cost proposals based upon this criteria. Cost points will be applied at the timing in the evaluation process as may determined by the City Evaluation Committee. The City reserves the right to review cost proposals at any stage in the process to ensure pricing is within internal budget planning ranges. Cost points may be refined or replaced in the event of a subsequent Request for Clarification or Request for Best and Final Offer (BAFO).

**Table 11: Cost Point Criteria**

Criteria	Description	Points
Cost	<p>This criterion considers, as applicable, the price of the software licensing, services, and terms of any offered ongoing maintenance and support (including applicable service level agreements, disaster recovery, etc.) proposed in response to the information solicited by this RFP. Proposers will be evaluated on their pricing scheme, as well as on their price in comparison to the other proposers.</p> <p>In evaluating cost, the City may evaluate on a fully loaded five-year cost of ownership. Fully loaded is defined to include (but is not limited to): software purchase and implementation costs; ongoing support and service costs; hardware costs; and associated hardware support costs. The City reserves the right to add their own estimates of the costs (including any anticipated savings) associated with the required level of internal staffing (business users and IT staff) for implementation and for ongoing support, hardware and overhead costs and savings, and may rely on the Proposer’s resource estimates as a basis for their calculations.</p> <p>Vendors of point solutions will be compared against other proposals for the respective functional area group.</p>	40

### **3.4 No Obligation, Right of Rejection, and Multiple Award**

The inquiry made through this RFP implies no obligation on the part of the City. This RFP does not constitute an offer or a contract with any Proposer or other party. The City reserves the right to reject any or all Proposals, in whole or in part, and to waive any informality in proposals received, deemed to be in the best interest of the City or to accept or reject all or any part of any Proposal. Proposals deemed to be received from debarred or suspended Vendors will be rejected. The City may reject any Proposal that is not responsive to all of the material and substantial terms, conditions, and performance requirements of this RFP. The City further reserves the right to award all, part, or none of the components/functional areas included in this RFP. In addition, the City reserves the right to make one or more awards to competing Proposers for subsets of functionality as a result of this RFP. The City also reserves the right to refrain from making an award if it determines it to be in its best interest. The City reserves the right to abandon the Project and/or to re-advertise and solicit other Proposals.

The City reserves the right to create a Project of lesser or greater expense than described in this RFP or the Proposer's reply, based on the component prices or scope submitted. The City reserves the right to cancel this solicitation or to change its scope if it is considered to be in the best interest of the City.

### **3.5 Offer Held Firm**

Unless otherwise specified, all Proposals submitted shall be valid for a minimum period of 180 calendar days following the date established for receiving Proposals. At the end of the 180 calendar days, the Proposal may be withdrawn at the written request of the Proposer. If the Proposals is not withdrawn at that time, it remains in effect until an award is made or the solicitation is cancelled.

### **3.6 Contract Negotiation**

After final evaluation, the City may negotiate with the Proposer(s) of the highest-ranked Proposal. If any Proposer fails to negotiate in good faith, the City may terminate negotiations and negotiate with the Proposer of the next highest-ranked Proposal or terminate negotiations with any or all Proposers. If contract negotiations are commenced, they may be held at City office locations or via teleconference. If contract negotiations are held, the Proposer will be responsible for all of Proposer's costs including, without limitation, its travel and per diem expenses and its legal fees and costs.

### **3.7 Failure to Negotiate**

If the selected Proposer:

1. Fails to provide the information required to begin negotiations in a timely manner;
2. Fails to negotiate in good faith;
3. Indicates it cannot perform the contract within the designated timeframes or within budgeted funds available for the Project; or

4. If the Proposer and the City, after a good-faith effort, cannot come to terms; then

the City may terminate negotiations with the Proposer initially selected and commence negotiations with the next highest-ranked Proposer. At any point in the negotiation process, the City may, at its sole discretion, terminate negotiations with any or all Proposers.

### **3.8 Contract Type**

The contract resulting from this RFP shall be in form and content satisfactory to the City and shall include, without limitation, the terms and conditions provided for in this RFP and any sample agreement provided by the City, and such other terms and conditions as the City deems necessary and appropriate. The resulting contract from this RFP shall be a not-to-exceed based contract, subject to the Payment Terms identified in Attachment C2 for the various cost types.

The standard of performance for the contract resulting from this RFP shall be in accordance with the highest applicable standards in the financial information software industry. The initial contract price will be based on prices submitted by the Selected Proposer, subject to contract negotiations with the City, and shall remain firm for the initial term of the contract. Price adjustments may be negotiated at the request of either party in the extension periods with mutual agreement of the parties. A party proposing a price change in an extension period must notify the other party at least one-hundred eighty (180) days prior to the commencement of any extension period.

### **3.9 Contract Changes**

Written requests for price changes, during the implementation process or thereafter, resulting from a change of scope, as initiated or requested by the City, must be submitted in writing to the City via change order. Any increase will be based on the Contractor's actual cost increase only, as shown in written documentation. All change order requests must be in writing, must not constitute increases in profit, and must contain data establishing or supporting the increase in cost. At the option of the City, (1) the request may be granted; (2) the change order may be modified to include a greater, or lesser, scope; or (3) the City and Proposer may continue with the contract without change. The City will accept or reject all such written requests within ninety (90) days of the date of receipt of Contractor's request for price increase or receipt of proper written documentation, whichever is later.

If a price increase is approved, the City will issue an amendment or change order to the contract specifying the date the increase will be effective. All Services and related accessories are to be billed at prices in effect at the time the Service was rendered or order was placed. If a price increase is rejected, the Contractor will be notified and, at the option of the City, the contract may be (1) cancelled and the solicitation may be re-advertised; or (2) continued without change.

All other contract changes will be effective only on written agreement signed by both parties.

### **3.10 Contract Approval**

The City's obligation will commence only following the City Commission's approval of a contract and the parties' execution of that contract. Upon written notice to the Contractor, the City may set a different starting date for the contract. The City will not be responsible for any Work done or expense incurred by the Contractor or any Subcontractor, even though such Work was done or such expense was incurred in good faith if it occurs prior to the contract start date set by the City.

## 4 Submittal Response Format

### 4.1 General Instructions

The following instructions must be followed by Proposers submitting Proposals. Proposals that do not comply with all instructions contained herein may be disqualified:

1. **Deadline:** The deadline for Proposal submissions is established in Section 1.5. It will be the sole responsibility of the Proposer to submit their Proposal to the City before the closing deadline.
2. **Hard Copy Proposals:** No hard copies will be accepted for Proposal submission.
3. **Email Proposals:** No emails will be accepted for Proposal submission.
4. **Electronic Proposals:** All Proposers must submit their Proposal to the City via this link <https://files.westfargond.gov/s/MCYoZs6Bnm34QE8>. Proposer must include company name in the file name(s) and follow the Proposal Naming and File Formats from Table 12. For assistance with uploading, please email Willy Galindo at [willy.galindo@westfargond.gov](mailto:willy.galindo@westfargond.gov) or Nick Lee at [nick.lee@westfargond.gov](mailto:nick.lee@westfargond.gov).
5. **Electronic Media Proposal File Formats and Naming:** Proposers shall submit one (1) electronic version of the Technical Proposal. The following table provides the required file formats and naming conventions for the electronic media files.

**Table 12: Proposal Naming and File Formats**

Proposal Section	Recommended File Naming Convention	Required File Format
<b>Technical Proposal</b> (Inclusive of Attachments A & B, and any Exhibits/Attachments)	"( <u>Proposer Name</u> )" Technical Proposal	All files combined into one (1) searchable Adobe PDF
Attachment B – Functional and Technical Requirements	"( <u>Proposer Name</u> ) Proposal Response to Attachment B"	To be submitted in Microsoft Excel format, in addition to above PDF format
<b>Price Proposal</b> (Inclusive of Attachments C1 and C2, Proposer's Standard Travel and Expense Policy, and any Appendices)	"( <u>Proposer Name</u> )" Price Proposal	All files combined into one (1) searchable Adobe PDF
Attachment C1 – Cost Worksheets	"( <u>Proposer Name</u> ) Proposal Response to Attachment C1"	To be submitted in Microsoft Excel format, in addition to above PDF format

Note: Except for trade secrets and confidential information that the Proposer identifies as proprietary, all Proposals will be open for public inspection after the contract award.

## 4.2 Technical Proposal Organization Guidelines

Proposers are instructed to insert the completed Tab forms (**Attachment A – Proposal Response Forms**) in the corresponding Tab sections as a part of their response to the Technical Proposal. **The City expects that Proposers will include additional Proposal content beyond simply completing the forms and worksheets provided through this RFP.** The following table contains the organization guidelines for Proposal responses.

**Table 14: Technical Proposal Organization Guidelines**

<b>Proposal Tab No.</b>	<b>Technical Proposal Section</b>
<b>Tab 1</b>	Company Introduction
<b>Tab 2</b>	Software Solution
<b>Tab 3</b>	Project Approach and Implementation Methodology
<b>Tab 4</b>	Key Proposed Personnel and Team Organization
<b>Tab 5</b>	Project Schedule
<b>Tab 6</b>	System and Application Architecture
<b>Tab 7</b>	Data Conversion Plan
<b>Tab 8</b>	Security and Software Hosting
<b>Tab 9</b>	Testing and Quality Assurance Plan
<b>Tab 10</b>	Training Plan
<b>Tab 11</b>	References
<b>Tab 12</b>	Sample Contracts, Warranty, and Escrow
<b>Tab 13</b>	Exceptions to Project Scope and Contract Terms
<b>Tab 14</b>	Functional and Technical Requirements Response

### 4.3 Content for Tabs 1 – 14

#### 1. Tabs 1 – 13

- i. Attachment A – Proposal Response Forms is a Word document that provides detailed instructions and requirements for the Proposer as it relates to the documents to be submitted as their RFP response and Services required for the Project. Proposers are instructed to organize Proposals in a tabbed format and to insert the completed Tab forms (**Attachment A – Proposal Response Forms**) in the corresponding Tabs as a part of their response to the Proposal. In addition to the information captured through the questions and tables in **Attachment A – Proposal Response Forms**, Proposers are requested to provide complementary narrative information, diagrams, and images to help substantiate and support their proposal response to each Tab section. Proposers are directed to **Attachment A – Proposal Response Forms**, which includes forms, tables, and questions that are to be completed by the Proposer and inserted into each applicable tab of the RFP response (Tab 1 – 13).

#### 2. Attachment B: Tab 14

- i. **Attachment B – Functional and Technical Requirements/Capabilities** is an Excel document that provides detailed requirements and capabilities related to software features and functions, as well as potential interfaces and data conversion requirements. This tab is to include Proposer's response as detailed in Attachment B – Functional and Technical Requirements/Capabilities, which is an Excel document to be filled out by the Proposer. Proposers are to provide Attachment B in both Excel format, and also in PDF format appended to the responses to Attachment A Tabs 1-13.

#### 3. Proposal Supplements

- i. Any Proposer-submitted materials or documentation not specifically requested through this RFP may be included as supplements to the Proposal.

### 4.4 Price Proposal

The Proposer's Price Proposal shall consist of two sections, as further described below:

1. The completed Cost Worksheets as contained in **Attachment C1 – Cost Worksheets**. Proposers shall not modify the worksheets in any way.
2. A narrative description of the proposed costs in response to **Attachment C2 – Cost Narrative**, including:
  - The Proposer's pricing as provided in vendor's standard quoting/pricing format.
  - The Proposer's standard travel and expense policy.

## 5 Terms and Conditions

### **CONTRACTUAL REQUIREMENTS & TERMS AND CONDITIONS**

The following terms and conditions apply to this RFP solicitation process and will be incorporated into the resulting contract as applicable. The City expects the resulting contract to include the RFP and proposal response as exhibits.

#### **5.1 Indemnification**

Proposers and Contractors shall release, indemnify, defend, and hold harmless the City and the City's officers, agents, representatives, employees, consultants, or contractors from and against any and all liability, claims, losses, damages, demands, actions, judgments, executions, and costs arising from or in any way related to a Proposer's response to the RFP solicitation process or a Contractor's performance of Services or obligations under the Project contract. The duties to release, hold harmless, defend, and indemnify include, but are not limited to, any and all claims, damages, actions, causes of action, claims for relief for damages (compensatory, exemplary, or otherwise), costs, loss of services, expenses, or compensation for or on account of any damage, loss, or injury directly to the City or any of the City's officers, agents, representatives, employees, consultants, or contractors, and to claims, demands, actions, causes of action, or claims for relief for contribution or indemnity for injury alleged to any person or party, whether natural or not. Further, Proposers and Contractors will reimburse the City and the City's officers, agents, representatives, employees, consultants, and contractors for any costs or expenses, including reasonable attorneys' fees, expended or incurred in response to or in defense of any claim, demand, action, cause of action, or claim for relief made or asserted by any person or party, natural or not, arising out of or regarding a Proposer's response to the RFP solicitation process or a Contractor's performance of Services or obligations under the Project contract. This indemnification shall not be subject to any limitations of remedies or warranties which are contained in this or any other RFP solicitation or contract and shall survive termination of this or any other RFP solicitation or contract between the parties hereto or thereto.

#### **5.2 Records and Audits**

The Contractor shall maintain such detailed records as may be necessary to demonstrate its performance of the duties required by the contract, including the date, time, and nature of services rendered. These records shall be maintained for a period of six (6) years from the date of the final payment under the contract and shall be subject to inspection by City. The City shall have the right to audit any billings or examine any records maintained pursuant to the contract both before and after payment. Payment under the contract shall not foreclose the right of the City to recover excessive and/or illegal payments.

#### **5.3 Incurred Expenses**

There is no express or implied obligation for the City to reimburse Proposers for any costs or expenses incurred in preparing Proposals in response to this RFP, and the City will not reimburse Proposers for these costs or expenses, nor will the City pay any subsequent costs associated with the provision of any additional information or presentations, or to procure a contract for these Services. The City is not responsible for any cost(s) incurred by a Proposer in preparing and/or submitting a Proposal in response to this RFP. The City will also not be responsible for any costs

associated with preparing and/or participating in any systems demonstrations requested of the Proposer's products and Services.

#### **5.4 Authorized Signatures**

The Proposal must be executed personally by the Vendor or duly authorized partner of the partnership or duly authorized officer of the Vendor. If executed by an agent, a power of attorney or other evidence of authority to act on behalf of the Vendor shall accompany the Proposal to become a valid offer

#### **5.5 Rights to Submitted Material**

It shall be understood that all Proposals, responses, inquiries, or correspondence relating to or in reference to this RFP, and all reports, charts, and Proposals or referencing information submitted in response to this RFP, shall become the property of the City, and will not be returned. The City will use discretion with regard to disclosure of proprietary information contained in any response, but it cannot guarantee information will not be made public. As a government entity, the City is subject to making records available for disclosure.

The City is a public entity and, as such, is subject to open records laws and open meeting laws. Proposers are encouraged to familiarize themselves with North Dakota open records laws and open meeting laws. Proposal packets are subject to public review.

#### **5.6 Confidential Information**

Any written, printed, graphic, electronic, or magnetically recorded information furnished by the City for the Proposer's use are the sole property of the City. This proprietary information includes, but is not limited to, customer requirements, customer lists, marketing information, and information concerning City employees, products, services, prices, operations, security measures, and subsidiaries.

The Proposer and its employees shall keep this confidential information in the strictest confidence and will not disclose it by any means to any person except with City approval, and then only to the extent necessary to perform the work under the contract. These confidentiality obligations also apply to the Proposer's employees, agents, and Subcontractors and Proposer shall be liable for a breach of the confidentiality obligations by any such party. On termination of the contract, the Proposer, its employees, agents, and Subcontractors will promptly return any confidential information in its possession to the City.

## **5.7 Waiver of Claims**

Each Proposer by submission of a response to this RFP waives any claims it has or may have against the City and its employees, officials, representatives, agents, consultants, contractors, members, directors, and partners or the City's Representative and its employees, officers, members, directors and partners, that are connected with or arising out of this RFP, including, the administration of the RFP, the RFP evaluation, and the selection of qualified Proposers. Submission of a Proposal indicates Proposer's acceptance of the evaluation technique. Without limiting the generality of the foregoing, each Proposer acknowledges that the basis of selection and that the evaluations shall be made public in accordance with applicable law and waives any claim it has or may have against the above-named persons, due to information contained in such evaluations.

## **5.8 Statutory Information**

Any contract or agreement resulting from this RFP shall be construed in accordance with the laws of the State of North Dakota. Any litigation between the parties arising out of, or in connection with, the contract shall be initiated and prosecuted in federal or state court in the City of Fargo, North Dakota.

## **5.9 Non-Discrimination Clause**

During the performance of the contract, the Contractor and all Subcontractors will not discriminate against any employee or applicant for employment because of race, color, creed, religion, ancestry, national origin, sex, sexual orientation, disability, age, marital status, or status with regard to public assistance. The Contractor and all Subcontractors will take affirmative action to ensure that all employment practices are free of such discrimination. Such employment practices include, but are not limited to, the following: hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

## **5.10 Force Majeure**

Neither party shall be in default by reason of any failure in performance of the resulting contract if such failure is proximately caused by causes beyond their reasonable control and without the fault or negligence of said party including, without limitation, unforeseeable acts of nature; terrorism or other acts of public enemy; war; and epidemics or quarantine restrictions ("force majeure"). If either party is delayed at any time in the progress of the work governed by the contract by force majeure, the delayed party shall notify the other party in writing of such delay, as soon as is practical, of the commencement thereof and shall specify the cause(s) of such delay in the notice. The notice shall be hand-delivered or mailed certified-return receipt and shall make a specific reference to this provision. The delayed party shall cause such delay to cease as soon as practicable and shall notify the other party in writing when it has done so. The time of completion shall be extended by contract modification for a period of time equal to the time that results or effects of such delay prevent the delayed party from performing in accordance with the contract.

### **5.11 Policy Compliance**

The Proposer shall, as a condition of being considered for award of the contract, require each of its agents, officers, and employees to abide by any provided City policies prohibiting sexual harassment, firearms, and smoking, as well as all other reasonable work rules, safety rules, or policies regulating the conduct of persons on City property at all times while performing duties pursuant to the contract. The Proposer agrees and understands that a violation of any of these policies or rules will constitute a breach of the contract and will be sufficient grounds for immediate termination of the contract by the City.

### **5.12 Compliance with Federal, State, City, and Local Laws**

Proposals must comply with all federal, state, and local laws. Any vehicles or equipment shall contain all standard safety, emission, and noise control requirements required for the types and sizes of equipment at the time of their manufacture. The Contractor agrees, during the performance of work or service, to comply with all applicable codes and ordinances of the City of West Fargo, or the State of North Dakota, as they may apply, as these laws may now read or as they may hereafter be changed or amended.

### **5.13 Patents and Copyrights**

The successful Vendor agrees to protect the City from claims involving infringements of patents and/or copyrights.

### **5.14 Invalid, Illegal, or Unenforceable Provisions**

In case any one or more of the provisions contained in the contract shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and the contract shall be considered as if such invalid, illegal, or unenforceable provision had never been contained herein.

### **5.15 City Property**

The use of any and all City property by Contractor or its agents must be approved in advance by the City.

### **5.16 Rights of Use**

The Contractor agrees that the City will own and have the right to use, reproduce and apply as it desires, any data, reports, analyses and materials which are collected or developed by the Contractor or anyone acting on behalf of the Contractor as a result of the contract.

## **5.17 Ownership of Data and Transition**

Any and all City data stored on the Contractor's servers or within the Contractor's custody is the sole property of the City. The Contractor, Subcontractors, officers, agents, and assigns shall not make use of, disclose, sell, copy or reproduce the City's data in any manner, or provide to any entity or person outside of the City without the express written authorization of the City.

In the event the resulting contract is terminated for any reason, or upon expiration, and in addition to all other rights to property set forth, the Selected Proposer shall:

- a. Incur no further financial obligations for materials, Services, or facilities under the contract without prior written approval of the City;
- b. Terminate all purchase orders or procurements and any Subcontractors and cease all work, except as the City may direct, for orderly completion and transition; and
- c. Make available to the City, at no cost, all City data stored within the system, stored on the Contractor's servers, or within the Contractor's custody, within fifteen (15) days of termination or City request. Such data shall be provided in a machine-readable format as agreed-upon by the parties.

In the event the resulting contract is terminated for any reason, or upon expiration, and in addition to all other rights to property set forth, the City shall retain ownership of all data, work products, and documentation, created pursuant to the resulting contract.

## **5.18 Data Privacy and Security**

The Contractor shall comply with all relevant federal, state, and local laws and regulations on security and privacy. The Contractor shall have and follow a disaster recovery plan. The Contractor shall only store and process City data within the continental United States. If applicable to the contractor, the Contractor shall back up all City data daily to an offsite hardened facility.

## **5.19 Conflict of Interest**

No Proposer, Contractor, Subcontractor, or member of any firm proposed to be employed in the preparation of a Proposal shall have past, ongoing, or potential involvement which could be deemed a conflict of interest under the North Dakota Century Code or other applicable law. During the term of the contract, the Contractor shall not accept any employment or engage in any consulting work that would create a conflict of interest with the City or in any way compromise the Services to be performed under the contract. A Proposer or the Contractor shall immediately notify the City of any and all potential violations of this section upon becoming aware of the potential violation.

## **5.20 No Improper Influence**

Proposers are expected to conduct themselves with professional integrity and to refrain from all lobbying activities related to the Project or the RFP. Any substantiated allegation that a Proposer or any employee, member, agent, consultant, advisor, representative, promoter, or advocate of the Proposer has engaged in prohibited communications or attempted to influence the selection process may be cause for the City to disqualify the Proposer or to disqualify the Proposer employee, member, agent, consultant, advisor, representative, promoter, or advocate from participating with the Proposer, in each case, in the absolute discretion of the City.



**To:** West Fargo City Commission  
**From:** City Administrator, Dustin Scott  
**Date:** November 17, 2025  
**Subject:** City Policies  
**Action:** Adopt policies for issuance via Lexipol

**Commission President**

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

**Commission Vice President**

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

**Commissioner**

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

**Commissioner**

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

**Commissioner**

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

**City Administrator**

Dustin Scott

**Summary and Recommendation:**

Continuing our efforts to update City policies, the following (5) are recommended for adoption and issuance via Lexipol: Sick Leave, Personal Leave, Vacation Leave, Overtime/Compensatory Time, and Holiday.

Note, policy numbers in draft versions are subject to change when implementing through Lexipol.

Notable changes from the 2025 Employee Handbook are as follows:

**417 - Sick Leave**

- Accrual rates and 960-hour cap remain unchanged.
- Formalizes historical practice of allowing DH's to request a starting bank or service-year credit for a prospective employee.
- Clarifies that sick leave is for illness or medical care only (not interchangeable with vacation).
- Adds a section outlining supervisor responsibilities (attendance monitoring, FMLA awareness, EAP referrals).
- Defines how sick leave interacts with holidays, vacation, FMLA, and workers' comp.
- Employees employed continuously since before 1/1/2002 receive 50% of total sick balance (no 480-hour cap) at separation.

**419 - Personal Leave**

- Defines specific hour values: 16 hrs standard / 24 hrs 12-hour sworn / 48 hrs 24-hour fire.
- Clarifies use in conjunction with other types of leave.

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## **420 - Vacation Leave**

- Accruals to be calculated per hour worked for payroll precision.
- Formalizes historical practice of allowing DH's to request a starting bank or service-year credit for a prospective employee.
- Carryover section now includes a 12-hour police shift (252 hrs)
- Establishes a two-week request standard, prohibits negative balances, and requires supervisor response within three business days with written reasoning for any denial.
- Clarifies that when sick leave is exhausted, vacation must be used for illness before other leave types.
- Confirms vacation payout at separation, disallows extending the last workday with vacation, and restores prior-service credit if rehired within one year.

## **422 - Overtime & Compensatory Time**

- Fully aligns definitions and thresholds with FLSA (including special work-period rules for Police and Fire).
- Tightens overtime control: advance approval required, unauthorized overtime still paid but may result in discipline.
- Sets a uniform 80-hour comp-time cap for all non-exempt employees (temporary emergency exceptions allowed).
- Requires comp time be used before vacation or personal leave.
- Allows the City to cash out or require use of comp time at any time; payout occurs when separating or moving to an exempt role.
- Clarifies overtime eligibility for exempt staff during emergency/disaster response.
- Adds a formal complaint process for any improper exempt-salary deductions.

## **433 - Holiday**

- Holiday list unchanged.
- Requires employees be in paid status the workday before and after to receive holiday pay.
- Caps paid holiday hours at 12 per holiday.
- Police & Fire now receive regular pay plus one extra day of vacation or holiday pay (capped at 18 hrs) instead of prior 1.5 times accrual or pay.
- Allows the City Administrator to adjust observances or changes to the schedule based on operational needs or special circumstances.

# Sick Leave

## 417.1 PURPOSE AND SCOPE

This policy provides guidance for the accrual, use, and administration of sick leave for City of West Fargo employees. Additional terms for the use of sick leave for eligible employees may be covered in another applicable city policy or employment agreement.

This policy is not intended to cover all types of sick leave. For example, employees may be entitled to additional paid or unpaid leave for certain family and medical reasons as addressed in the Family and Medical Leave and Military Leave policies.

## 417.2 POLICY

It is the policy of the City of West Fargo to provide full-time, regular employees with paid sick leave benefits in order to care for themselves or family members during times of illness or injury.

## 417.3 ACCRUAL OF SICK LEAVE

Sick Leave accrual begins on the first day of employment and is added to the employee's bank of hours at the end of each pay period. Sick leave is calculated based on the number of hours an employee is paid in the pay period. The rate of accumulation is based on the employee's length of service as follows:

Completed Years of Service	Accrual Rate per Hour Paid	Maximum Accrual Rate per Pay Period	Accrual Rate per Year
0-4	.0469	3.75 or (3 hours and 45 minutes)	97.5 hours
4 years and 1 day+	.0719	5.75 or (5 hours and 45 minutes)	149.5 hours

Under special circumstances the department head may submit a request for a leave hours bank or service years to be granted as part of an offer package to a prospective employee. This request must be submitted by the Department Head to their Senior Director and the Human Resources Department and approved before being offered to the potential employee.

The maximum number of sick leave hours that can be carried over from one calendar year to the next is nine-hundred and sixty (960). This will be calculated based on the employee's sick leave balance as of December 31<sup>st</sup> of each year.

Employees whose hire date precedes January 1, 2017, shall receive an annual payout of fifty percent (50%) of accrued sick leave hours exceeding 960, provided they did not previously opt out of the annual payout program. The amount of payment will be calculated using the rate of pay as of December 15<sup>th</sup> of the previous year. This payment will be made by an additional direct deposit between the first and second payroll in the following year.

## 417.4 USE OF SICK LEAVE

Sick leave may be used for injury, illness, and medical appointments for the employee or members of the

employee's immediate family. The term "immediate family" for sick leave purposes shall be limited to any FMLA-qualifying family member, or other individuals who reside with the employee for the purpose of the employee providing care to the individual.

Exempt employees who work four (4) or more hours in a workday will be considered to have worked the full day and will not be required to use accrued Sick Leave for that day. If an exempt employee works fewer than four (4) hours in a workday due to illness or injury, the remaining hours of that day must be charged to accrued Sick Leave.

Sick leave is not interchangeable with vacation leave. Employees on sick leave shall not engage in other employment or self-employment or participate in any sport, hobby, recreational activity, or other activity that may impede recovery from the injury or illness (see the Outside Employment Policy). Abuse of sick leave may result in discipline, denial of sick leave benefits, or both.

Qualified appointments should be scheduled during an employee's non-working hours, when it is reasonable to do so, to prevent the disruption of work.

#### **417.4.1 NOTIFICATION**

Employees must notify their immediate supervisor as soon as possible when unable to report to work, and at least one (1) hour prior to their scheduled start time. If, due to an emergency, an employee is unable to contact the supervisor, every effort should be made to have a representative for the employee contact the supervisor.

When the necessity to be absent from work is foreseeable, such as planned medical appointments or treatments, the employee shall, whenever possible and practicable, provide the City with no less than ten (10) days' notice of impending absence. Qualified appointments should be scheduled during an employee's non-working hours, when it is reasonable to do so, to prevent the disruption of work.

Upon return to work, employees are responsible for ensuring their time off was appropriately accounted for, and for completing and submitting any required documentation describing the type of time off used and the specific amount of time taken.

#### **417.5 EXTENDED ABSENCE**

Employees absent from work for more than three consecutive days may be required to furnish a statement from a health care provider or verification supporting the need to be absent and/or confirming the ability to return to work. Employees on an extended absence shall contact their supervisor at specified intervals to provide an update on their absence and expected date of return.

Nothing in this section precludes a supervisor from requiring, with cause, a health care provider's statement for an absence of three or fewer days. This documentation will be limited to the attendance and/or required time off stated by a medical professional, on appropriate letterhead. At no time may a supervisor ask an employee for documentation related to a diagnosis.

#### **417.6 SUPERVISOR RESPONSIBILITIES**

The responsibilities of supervisors include but are not limited to:

- a) Monitoring and regularly reviewing the attendance of employees to ensure that the use of sick leave and absences is consistent with this policy.
- b) Attempting to determine whether an absence of four or more days may qualify as family medical leave

and consulting with legal counsel or the Human Resources Department as appropriate.

- c) Addressing absences and sick leave use in the employee's performance evaluation when excessive or unusual use has:
  - 1. Negatively affected the employee's performance or ability to complete assigned tasks.
  - 2. Negatively affected City or department operations.
- d) When appropriate, counseling employees regarding excessive absences and/or inappropriate use of sick leave.
- e) Referring eligible employees to an available employee assistance program when appropriate.

**417.7 Sick Leave in Conjunction with Other Types of Absences**

Holiday During Sick Leave	If a regularly scheduled holiday falls during a period of days in which an employee is using sick leave, the employee will be paid holiday pay providing they have either hours worked or paid leave during the scheduled shift preceding the holiday.
Illness/Injury During Vacation Leave	If an employee becomes injured or ill during a planned Vacation leave, they will not be permitted to change the leave type. If the illness or injury continues beyond the planned Vacation leave, the employee may use sick leave starting the day after the Vacation leave was scheduled to end.
Military Leave	Employees on Military Leave cannot use sick leave hours to prolong payment beyond what is granted to them by the Military Leave Policy.
Bereavement Leave During Sick Leave	If an employee suffers the loss of a family member or relative during a period of sick leave use and funeral leave is appropriate, the time off for the funeral will not be considered sick leave.
Family and Medical Leave (FMLA):	Sick leave may be designated for all or portions of Family and Medical Leave (FMLA). Refer to Family and Medical Leave Policy.

<p>Injury Leave</p>	<p>An employee who files a claim with Workforce Safety and Insurance (WSI) and is unable to work due to the injury/illness for which they have filed a claim will be placed on a leave of absence and paid from their accrued sick leave. Once sick leave is exhausted, the employee will then be paid from Vacation leave. If the claim is accepted by WSI, sick leave used directly related to the claim will be credited back to the employee.</p> <p>An employee may elect to use their accrued sick time to make up the difference between the amount paid by WSI and their normal pay.</p> <p>Employees on an injury leave of greater than 30 continuous days will stop accruing sick leave after the 30th day until the employee returns to work. Leave accrual lost during this time is not reinstated.</p>
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**417.8 End of Employment**

Upon separation of employment, employees with ten (10) or more years of continuous service shall be paid fifty percent (50%) of accumulated sick leave, not to exceed 480 hours, at the time of separation. Employees who have been continuously employed with the City since before January 1, 2002, will be paid 50% of their total accumulated sick leave balance at the time of separation.

A deceased employee's estate will be entitled to all earned, unused sick leave. The final paycheck will be deposited in the employee's existing account through direct deposit unless a written notification has been received authorizing payment to a designated beneficiary or the estate.

An employee who returns to work for the City within one year, may have their sick leave balance, minus any sick leave paid out, reinstated at the time of re-hire and be given credit for prior service when determining the accrual level for sick leave.

# Personal Leave

## 419.1 PURPOSE AND SCOPE

This policy provides guidance for the use and administration of Personal leave for City of West Fargo employees. Personal leave is designed to give employees flexibility for needs that cannot be accommodated during regular working hours.

## 419.2 POLICY

It is the policy of the City of West Fargo to provide eligible employees with 2 days (sixteen (16) hours) of paid Personal leave each calendar year. Due to their extended shifts, fire suppression personnel, working rotating 24-hour shifts, will receive forty-eight (48) hours and sworn officers, working 12-hour shifts, will receive twenty-four (24) hours. Personal leave may be used at the discretion of the employee for any reason, including personal, family, religious, or wellness-related purposes. All use of Personal leave must be scheduled and approved in advance by the employee's department head or supervisor unless the leave is for an emergency.

## 419.3 ELIGIBILITY

All full-time, regular employees are eligible to receive Personal leave after ninety (90) days of continuous employment. Employees hired prior to July 1 shall receive two (2) Personal leave days during their first calendar year. Employees hired between July 1 and October 1 shall receive one (1) Personal leave day during their first calendar year. Employees hired after October 1 will become eligible to receive Personal Leave beginning January 1 of the following calendar year, when annual leave hours are credited.

## 419.4 ACCRUAL AND USE

Each full-time employee is granted two (2) Personal leave days per calendar year, equivalent to the number of hours on their regularly scheduled workday. Personal leave hours are credited to the employee's leave balance on the first day of each calendar year. Employees may use Personal leave in increments of 15 minutes, one-quarter (0.25) hour, to allow flexibility. Requests for Personal leave must be submitted in advance whenever possible, and approval will be based on departmental staffing needs. Supervisors are responsible for ensuring that leave use is documented and consistent with City policies.

In instances of an employee working on a City-recognized-holiday, the employee will be credited the equivalent number of hours to their Personal leave bank. See Holidays policy for more information.

## 419.5 CARRYOVER AND FORFEITURE

Personal leave must be used within the calendar year in which it is granted and does not carry over into subsequent years. Unused Personal leave will be forfeited at the end of each calendar year unless written authorization for carryover is granted by the City Administrator or City Commission. Such requests will be considered only in exceptional circumstances where work-related demands prevented use of leave and must be submitted and approved before December 31<sup>st</sup>.

#### 419.6 SPECIAL PROVISIONS

In certain cases, the City Administrator may approve the award of additional Personal leave as an incentive or as part of an employee recognition or wellness program. These additional hours must be documented in writing and approved prior to being credited to the employee's balance. Personal leave is separate from all other types of paid leave and may not be retroactively substituted for other absences.

#### 419.7 PERSONAL LEAVE IN CONJUNCTION WITH OTHER TYPES OF ABSENCES

Holiday During Personal Leave	If a regularly scheduled holiday falls during a period of days in which an employee is using Personal Leave, the employee will be paid the holiday (non-worked) providing they have either hours worked or paid leave during the scheduled shift preceding the holiday.
Illness/Injury During Personal Leave	If an employee becomes injured or ill during a planned Personal Leave, they will not be permitted to change the leave type.
Bereavement Leave During Personal Leave	If an employee suffers the loss of a family member or relative during regularly scheduled Personal Leave and bereavement leave is appropriate, the time off for the bereavement will not be considered Personal Leave unless it exceeds the allotted bereavement leave days.
Family and Medical Leave (FMLA)	Personal Leave may be designated for all or portions of Family and Medical Leave Act Leave (FMLA). Refer to Family and Medical Leave.
Sick Leave	Personal Leave must be used in circumstances of employee absences due to illness after an employee has exhausted their sick leave balance.
Injury Leave	<p>An employee who files a claim with Workforce Safety and Insurance (WSI) and is unable to work due to the injury/illness for which they have filed a claim will be placed on a leave of absence and first paid from their accrued sick leave. Once sick leave is exhausted, the employee will then be paid from Personal Leave. If the claim is accepted by WSI, sick and/or Personal Leave used relating to the claim will be credited back to the employee.</p> <p>An employee may elect to use their accrued Personal Leave (after exhausting sick leave) to make up the difference between the amount paid by WSI and the 1/3 pay from the City.</p>

#### 419.8 SEPARATION OF EMPLOYMENT

Upon separation of employment, employees will be compensated for any accrued but unused Personal leave at their base hourly rate as of their last day worked. In the event of retirement, resignation, or termination, unused Personal leave will be included in the employee's final paycheck, consistent with City payroll policies. A deceased employee's estate will be entitled to payment for all earned and unused Personal leave.

# Vacation Leave

## 420.1 PURPOSE AND SCOPE

This policy provides guidance for the accrual, use, and administration of Vacation leave for City of West Fargo employees. Vacation leave is designed to provide employees with paid time away from work for rest, recreation, and personal matters. The policy promotes employee well-being, morale, and work-life balance while ensuring City operations continue efficiently.

## 420.2 POLICY

It is the policy of the City of West Fargo to provide full-time, regular employees with paid Vacation leave benefits. Vacation leave allows employees time off for rest, recreation, and personal business, with prior approval from the department head or supervisor. Vacation leave must be scheduled in advance whenever possible to maintain adequate departmental coverage.

## 420.3 ELIGIBILITY

All full-time, regular employees are eligible to accrue Vacation leave beginning on their first day of employment. Accrual rates are based on twenty-six (26) pay periods per year and vary according to the employee's length of continuous service with the City.

## 420.4 ACCRUAL OF VACATION LEAVE

Vacation leave accrual begins with the first pay period following the date of hire. Changes to accrual rates will occur at the beginning of the pay period following the employee's anniversary date. Vacation leave accrues as follows:

### All Non-Fire City Personnel

Completed Years of Service	Accrual Rate per Hour Paid	Maximum Hours Accrued per Pay Period	Maximum Hours Accrued per Year
0-4	0.0406	3.25 (3 hours and 15 minutes)	84.5 hours
4 years and 1 day - 9	0.0531	4.25 (4 hours and 15 minutes)	110.5 hours
9 years and 1 day - 14	0.0719	5.75 (5 hours and 45 minutes)	149.5 hours
14 years and 1 day - 19	0.0813	6.5 (6 hours and 30 minutes)	169 hours
19 years and 1 day+	0.0938	7.5 (7 hours and 30 minutes)	195 hours

### Fire Suppression Personnel

Completed Years of Service	Accrual Rate per Hour Paid	Maximum Hours Accrued per Pay Period	Maximum Hours Accrued per Year
0 - 4	0.0438	3.50 (3 hours and 30 minutes)	91.00 hours
4 years and 1 day - 9	0.0563	4.50 (4 hours and 30 minutes)	117.00 hours
9 years and 1 day - 14	0.0750	6.00 (6 hours and 0 minutes)	156.00 hours
14 years and 1 day - 19	0.0844	6.75 (6 hours and 45 minutes)	175.50 hours
19 years and 1 day+	0.1000	8.00 (8 hours and 0 minutes)	208.00 hours

Under special circumstances, the Department Head may submit a request for a leave hours bank or service years to be granted as part of an offer package to a prospective employee. This request must be submitted by the Department Head to their Senior Director and the Human Resources Department and approved before being offered to the potential employee.

#### **420.5 CARRYOVER AND FORFEITURE**

Employees may carry over up to two hundred forty (240) hours of Vacation leave into the following calendar year. Due to the extended shifts required, Fire Suppression Personnel working 24-hour rotational shifts may carry over up to three hundred thirty-six (336) hours and Police Officers working 12-hour rotational shifts may carry over up to two hundred fifty-two (252) hours. Department heads may submit a request to their Senior Director and the Human Resources Department to request additional leave carryover. This request, including justification for the exception, must be submitted and approved before the leave carryover date of December 31<sup>st</sup> each year. Vacation leave balances in excess of the approved limits at year-end will be forfeited.

#### **420.6 VACATION LEAVE IN CONJUNCTION WITH OTHER TYPES OF ABSENCES**

Holiday During Vacation Leave	If a regularly scheduled holiday falls during a period of days in which an employee is using Vacation Leave, the employee will be paid the holiday (non-worked) providing they have either hours worked or paid leave during the scheduled shift preceding the holiday.
Illness/Injury During Vacation Leave	If an employee becomes injured or ill during a planned Vacation Leave, they will not be permitted to change the leave type.
Bereavement Leave During Vacation Leave	If an employee suffers the loss of a family member or relative during regularly scheduled Vacation Leave and bereavement leave is appropriate, the time off for the bereavement will not

	be considered Vacation Leave unless it exceeds the allotted bereavement leave days.
Family and Medical Leave (FMLA):	Vacation Leave may be designated for all or portions of Family and Medical Leave Act Leave (FMLA). Refer to Family and Medical Leave.
Sick Leave	Vacation Leave must be used in circumstances of employee absences due to illness after an employee has exhausted their sick leave balance.
Injury Leave	<p>An employee who files a claim with Workforce Safety and Insurance (WSI) and is unable to work due to the injury/illness for which they have filed a claim will be placed on a leave of absence and first paid from their accrued sick leave. Once sick leave is exhausted, the employee will then be paid from Vacation Leave. If the claim is accepted by WSI, sick and/or Vacation Leave used relating to the claim will be credited back to the employee.</p> <p>An employee may elect to use their accrued Vacation Leave (after exhausting sick leave) to make up the difference between the amount paid by WSI and the 1/3 pay from the City.</p> <p>Employees on an injury leave of greater than 30 continuous days will stop accruing Vacation Leave after the 30<sup>th</sup> day until the employee returns to work. Leave accrual lost during this time is not reinstated.</p>

#### **420.7 USE OF VACATION LEAVE**

To schedule Vacation Leave, employees must submit a time-off request through the automated time and attendance system at least two weeks before the requested leave date and in increments of quarter hours (15 minutes minimum). Employees in departments with departmental policy requiring more advance notice of requested leave must follow their departmental policy. Employees must ensure they have enough accrued leave available to cover the dates requested. Vacation Leave hours will only be approved if accrued by the beginning date of the requested Vacation Leave. No advance of unaccrued leave will be permitted; employees are not permitted to carry a negative leave balance at any time.

Occasionally at the point a job offer is extended, a potential employee will request time off early in their employment due to a previous commitment. If the department head approves the time off, the employee must use all the Vacation Leave accrued at the time of the leave before going into an unpaid leave status. Likewise, a current employee must exhaust their Vacation Leave before going into an unpaid leave status for time off purposes and only upon the approval of the department head.

Requests will be reviewed and considered for approval based on several factors, including departmental operating and staffing requirements. Consideration may be given to seniority at the discretion of the department head if there is a written departmental policy on such matters. The supervisor should respond to the leave request within three business days of the date it was submitted indicating whether the request has been approved, denied, or the decision was postponed. If the supervisor denies or postpones making the decision on leave, they are required to provide a written reason for the denial or postponement.

Non-exempt employees only use the amount of Vacation Leave necessary to get to their regularly scheduled hours for the workweek. For example, if an employee submits a time-off request for eight hours in advance of a work week and then works 36 hours, the time off will be reduced to four (4) hours of Vacation Leave necessary to get to 40 hours for the workweek.

Exempt employees who work four (4) or more hours in a workday will be considered to have worked the full day and will not be required to use accrued Vacation Leave for that day. If an exempt employee works fewer than four (4) hours in a workday, the remaining hours of that day must be charged to accrued Vacation Leave.

Supervisors are responsible for monitoring Vacation leave use and ensuring accurate recordkeeping within their departments.

#### **420.8 SEPARATION OF EMPLOYMENT**

Upon separation from employment, employees will be compensated for accrued but unused Vacation leave at their base hourly rate in effect on the final day worked. Leave accruals will be paid in one lump sum on the final check for the pay period in which employment ended. Vacation leave may not be used to extend an employee's final date of employment.

A deceased employee's estate will be entitled to all accrued, unused Vacation Leave. The final paycheck will be deposited into the employee's existing account through direct deposit unless a written notification has been received authorizing payment to a designated beneficiary or the estate.

An employee who returns to service of the City within 1 year of separation will be given credit for prior service when determining the accrual level for Vacation Leave.

# Overtime and Compensatory Time Policy

## 422.1 Purpose and Scope

This policy establishes the rules governing overtime and compensatory time for City of West Fargo employees, in accordance with the Fair Labor Standards Act (FLSA) and applicable North Dakota Century Code provisions. The City seeks to maintain fiscal responsibility while ensuring employees are compensated fairly for authorized work performed beyond their standard hours.

## 422.2 Definitions

**Non-exempt Employee:** An employee eligible for overtime compensation under the FLSA.

**Exempt Employee:** An employee exempt from overtime due to the Administrative, Executive, Professional, or Computer-Related status of their position as defined by the FLSA.

**First Responders:** Includes firefighters or police officers, not otherwise exempt, who perform work such as preventing, controlling or extinguishing fires of any type; rescuing fire, crime or accident victims; preventing or detecting crimes; conducting investigations or inspections for violations of law; preparing investigative reports; and other similar work and are not exempt under 29 C.F.R. § 541.3, Section 13(a)(1) of the FLSA.

**Overtime:** Pursuant to the Fair Labor Standards Act (FLSA), overtime refers to hours worked in excess of the authorized number of hours in a Workweek for City personnel or Work Period for First Responders. These hours are classified as overtime and must be compensated accordingly.

Overtime is compensated at one and one-half (1.5) times the employee's regular rate of pay. Only non-exempt employees are required to be paid overtime compensation.

**Note:** Not all hours paid at a rate of 1.5× constitute overtime under the FLSA. The City may authorize premium pay at similar multipliers under other policies (e.g., Holiday or Emergency Response) without those hours being classified as overtime.

**Compensatory Time ("Comp Time"):** Paid time off granted in lieu of overtime pay, earned at a rate of one and one-half (1½) hours for each hour of overtime worked.

**Workweek:** A fixed, recurring period of seven (7) consecutive days, beginning at 12:01 a.m. Sunday and ending at midnight the following Saturday.

**Work Period:** A fixed and regularly recurring period of consecutive 24-hour periods, selected by the Department Head and used to determine an employee's eligibility for overtime payments under the Fair Labor Standards Act, 29 U.S.C. section 207(k). First Responders may be employed on the basis of a Work Period chosen by the Department Head and approved by the City Administrator, or designee, which will be at least seven (7) days but no more than twenty-eight (28) days in length.

## 422.3 Determination of Exemption

The City of West Fargo will apply the “exemption test” as outlined in the FLSA to determine if a position meets the executive, administrative, professional, or computer-related exemption. Exempt employees are not eligible to receive overtime compensation. Such employees are compensated for services on a salary basis rather than hourly, are not considered to be on a standard forty-hour Workweek and are expected to work as long as is reasonably necessary to fulfill their job responsibilities.

#### **422.4 Authorization for Overtime**

The City of West Fargo will make every effort to minimize the need for overtime through effective scheduling and workload management. Department Heads will make every effort to minimize overtime by efficient scheduling and distribution of workload. Overtime must be approved in advance by the Department Head, Chief, or designated supervisor.

If an employee has already worked the maximum hours possible prior to incurring overtime, a Department Head or designee may release the employee from working any remaining portion of the Workweek or Work Period to avoid incurring overtime.

Department Heads are responsible for managing employee scheduling and ensuring authorization procedures are completed according to policy. All overtime and compensatory time must be documented and reported on approved City time systems. Any unauthorized overtime may result in disciplinary action.

#### **422.5 Overtime Eligibility and Compensation**

Overtime will be defined as all hours worked in excess of 40, per defined Workweek. For the West Fargo Police Department, non-exempt sworn police officers are paid the overtime rate for hours worked in excess of 84 hours in a 14-day Work Period. For the West Fargo Fire Department, non-exempt fire suppression personnel are paid the overtime rate for work in excess of 68 hours in a 9-day Work Period. West Fargo Police Department and West Fargo Fire Department personnel should refer to their respective departments' policy manuals for exceptions to overtime compensation.

##### **422.5.1 Computing Overtime**

When an employee is absent from work during the Workweek or Work Period for any reason, the absent hours are deducted from the total hours worked in the cycle and overtime compensation will not be paid until the employee exceeds the maximum work hours in the Workweek or Work Period. Because of this, paid time off hours (including vacation, sick, personal, holiday, on-call, and compensatory time used) are not considered “hours worked”. However, worked holiday and call-back hours are included in the overtime calculation.

#### **422.6 Compensatory Time in Lieu of Overtime Pay**

##### **422.6.1 Election of compensatory time**

Non-exempt employees may elect, at the discretion of the Department Head, to receive compensatory time instead of cash payment. Within the departments that opt to permit

compensatory time, non-exempt employees may be eligible to accrue compensatory time off at a rate of one and one-half (1½) hours for each one hour of overtime worked.

The choice between pay or compensatory time must be made before submitting the timesheet for approval, at the end of the pay period in which the overtime occurs. Failure to elect compensatory time accrual prior to submission will result in the employee being paid the overtime worked.

Temporary and seasonal employees are not eligible to accrue compensatory time.

#### **422.6.2 Maximum Accrual**

Compensatory time accrues at 1.5 hours for every one overtime hour worked. Employees may accrue up to 80 hours of compensatory time. Once the maximum is reached, additional overtime will be paid as overtime compensation for the pay period in which the hours are worked.

Department Heads may authorize temporary exceptions during declared emergencies or disaster response periods, consistent with FLSA standards.

#### **422.6.3 Use of Compensatory Time**

Employees are required to use compensatory time prior to the use of vacation and personal leave. Employees who request the use of compensatory time off in advance may do so, provided that the absence does not unduly disrupt the operations of their department or the City.

#### **422.6.4 Payment of Compensatory Time**

When employment ends, all compensatory time accrued will be paid out to the employee, at their current rate of pay, in their final paycheck. In the event of death, accrued compensatory time will be paid to the employee's estate.

If an employee transfers from a non-exempt to an exempt position, all accrued compensatory time will be paid at the pre-transfer rate of pay as of the transfer date.

The City reserves the right at any time to pay an employee in cash for any or all accrued compensatory time and/or to require the employee to use accumulated compensatory time.

#### **422.7. Recording and Reporting**

Department Heads will ensure accurate records of all hours worked, authorized overtime, and compensatory time earned and used in compliance with this policy. Additionally, it is their responsibility to ensure that the approval procedures established by the Human Resources and Finance Departments are followed.

Time will be recorded in quarter-hour increments and submitted per the City's payroll schedule.

#### **422.8 Emergency and Disaster Response**

The Fair Labor Standards Act recognizes that exempt employees may perform non-exempt work and are thus entitled to overtime in emergencies. Under extremely unusual conditions, when the Board of City

Commissioners officially declares an emergency within the City, exempt employees are eligible to receive overtime pay. It is expected that these conditions would be extremely rare and apply only when the City faces extraordinary situations.

Likewise, exempt employees are eligible for overtime pay when they are called to respond to the mutual aid of other jurisdictions within the state under a governor-declared emergency or regional response memorandum of understanding (MOU) through the North Dakota Department of Emergency Services (NDDDES), within the region under a presidentially declared federal emergency, or when requested through the Emergency Management Assistance Compact (EMAC) or cross-border mutual assistance through the Northern Emergency Management Assistance Compact (NEMAC).

Under an officially declared emergency by the City Commission, non-exempt and exempt employees are eligible for overtime for all emergency-related hours worked in excess of forty hours per week. In addition, hours worked on regular job responsibilities in excess of forty hours per week that are attributable to emergency-related work accomplished during regularly scheduled hours will be paid as overtime for exempt employees.

#### **422.9 Exemption and Deduction Dispute Resolution**

It is the intent of the City of West Fargo to comply fully with all applicable wage and hour laws and regulations. Accordingly, the City ensures that deductions from employee pay are made only in circumstances permitted by the Fair Labor Standards Act (FLSA) and the U.S. Department of Labor's rules. Improper pay deductions, as defined in Title 29 of the Code of Federal Regulations, Section 541.602(a), may not be made from the pay of exempt employees.

Employees who have questions or concerns regarding their exemption status, or who believe an improper deduction has been made from their pay, should promptly bring the matter to the attention of their immediate supervisor and/or Department Head. If the issue is not resolved within ten (10) business days, or if the employee feels uncomfortable discussing the matter with their supervisor, they must submit the question, concern, or complaint to the Human Resources Department.

All concerns or complaints should be submitted in writing and include the employee's name, position, and a brief description of the issue, including the pay period to which the concern relates. If the employee is unable, for any reason, to submit the complaint in writing, an HR team member will document the statement on the employee's behalf. The employee will then be asked to review and sign the statement to verify its accuracy.

The City of West Fargo is committed to investigating and resolving employee complaints promptly and accurately. In alignment with the U.S. Department of Labor's policies, all complaints will be reviewed and addressed within a reasonable timeframe, considering all relevant facts and circumstances.

If an investigation determines that an employee experienced an improper deduction from pay, the employee will be reimbursed, and the City will take any necessary corrective action to ensure continued compliance with the salary basis requirements in the future.

The classification of positions, as exempt or non-exempt, is specified in each position's official job description. The City of West Fargo is committed to fair and lawful compensation practices and encourages employees to report any perceived discrepancies without fear of retaliation.

# Holiday Policy

## 433.1 Purpose and Scope

The purpose of this policy is to define the City of West Fargo's recognized holidays and to establish guidelines for the administration of holiday pay and time off. This policy ensures consistent and equitable treatment for all eligible employees regarding holiday observance, compensation, and scheduling, while maintaining essential City operations.

This policy applies to all regular full-time employees of the City of West Fargo. Part-time, temporary and seasonal employees are not eligible for paid holidays. Specific provisions for Library personnel are outlined in Section 433.5, and provisions for First Responders are outlined in Section 433.6 of this policy.

## 433.2 Recognized Holidays

The City of West Fargo observes the following holidays each calendar year:

1. New Year's Day (January 1)
2. Presidents Day (Third Monday in February)
3. Memorial Day (Last Monday in May)
4. Independence Day (July 4)
5. Labor Day (First Monday in September)
6. Veterans Day (November 11)
7. Thanksgiving Day (Fourth Thursday in November)
8. Day After Thanksgiving (Friday following Thanksgiving)
9. Christmas Eve (December 24)
10. Christmas Day (December 25)

When a holiday falls on a Saturday, it will typically be observed on the preceding Friday. When a holiday falls on a Sunday, it will typically be observed on the following Monday. The City Administrator may authorize additional holiday observances or changes to the schedule based on operational needs or special circumstances.

## 433.3 Holiday Pay Eligibility

To be eligible for holiday pay, an employee must be in paid status on both the scheduled workday immediately preceding and immediately following the holiday. Employees on unpaid leave or disciplinary suspension during this period are not eligible for holiday pay. Holiday pay is calculated based on the employee's regularly scheduled hours for that day, up to a maximum of twelve (12) hours for full-time employees. Part-time employees will receive holiday pay on a prorated basis according to their standard work schedule.

## 433.4 Work on a Holiday

Employees who are required to work on a recognized holiday will be compensated in accordance with the City's overtime policy. In general, non-exempt employees who work on a holiday will receive their regular holiday pay in addition to one and one-half (1.5) times their regular rate of pay for all hours worked on the

holiday. Exempt employees who are required to work on a holiday may be granted equivalent time off at the discretion of their Department Head.

### **433.5 Provisions for Library Personnel**

Because the library operates Monday through Saturday, holidays will be observed on the actual date, except when a holiday falls on a Sunday, in which case the following Monday will be observed.

Full-time Library Personnel who work on a holiday will receive regular pay for all hours worked in addition to personal time credit equivalent to one regular day's pay. This credit is limited to a maximum of twelve (12) hours and will be added to the employee's personal leave bank.

All holiday closure personal time hours are accrued after the holiday occurs and must be used within the same calendar year in which the holiday occurs. All other City provisions apply.

### **433.6 Provisions for First Responders**

Holidays for First Responders, including sworn police and fire personnel, will be recognized on the actual calendar date of the holiday.

#### **433.6.1 First Responders Not Scheduled to Work on a Holiday**

Full-time First Responders who are not scheduled to work on the holiday and do not work will receive vacation credit equivalent to one regular day's pay. This credit is limited to a maximum of twelve (12) hours and will be added to the employee's vacation bank. At the Department Head's discretion, personnel may alternatively choose to receive holiday pay equal to one regular day's pay (maximum of twelve (12) hours). See individual department manuals for further guidance.

#### **433.6.2 First Responders Scheduled but Not Working on a Holiday**

Full-time First Responders who are scheduled to work but do not work on the holiday will receive vacation credit equivalent to one regular day's pay (maximum of twelve (12) hours), added to their vacation bank. Employees must use accrued vacation, personal, or compensatory time to cover their scheduled hours for that day.

#### **433.6.3 First Responders Working on a Holiday**

Full-time First Responders who work on a holiday will receive regular pay for all hours worked in addition to vacation credit equivalent to one regular day's pay. This credit is limited to a maximum of eighteen (18) hours and will be added to the employee's vacation bank. At the Department Head's discretion, personnel may alternatively choose to receive holiday pay equal to one regular day's pay (maximum of eighteen (18) hours). See individual department manuals for further guidance.