



Meeting Items

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Approve Order of Agenda
- E. Approval of Minutes -- February 17, 2026
- F. Building Permits

Consent Agenda - Approve the Following:

- a. Bills
- b. Improvement District No. 3009 – 1st Ave E Reconstruction (Sheyenne St to 4th St E)
 - Approve Plans and Specifications and Direct Advertisement for bids
- c. Gaming Site Authorization for Fargo West Rotary at Fargo Harley Davidson on May 28, 2026
- d. Gaming Site Authorization for Metro Sports Foundation at Brewtus July 1, 2026 through June 30, 2027
- e. Gaming Site Authorization for Metro Sports Foundation at Louie's July 1, 2026 through June 30, 2027
- f. Gaming Site Authorization for Horace Lions Club at Shy Bar July 1, 2026 through June 30, 2027
- g. Gaming Site Authorization for North Dakota Chapters of Delta Waterfowl Inc. on July 16, 2026
- h. Games of Chance for Schwetty Inc at Rookies on March 21, 2026
- i. Games of Chance for Firefighter Skill Mastery
- j. Games of Chance for CCRI, Inc, at Veterans Memorial Arena on March 22, 2026
- k. Civic Serve Software for Economic Development Department
- l. Annual Financial Statement as of December 31, 2025

Regular Agenda

- 1. Public Comment
Members of the public will be allowed 2 minutes and 30 seconds to address the City Commission. Commissioners will not take any official action during this comment period. Please sign up no later than 12 p.m. the day of the City Commission Meeting you wish to attend. City Commission Meeting Public Comment | West Fargo, ND (westfargond.gov)
- 2. Public Hearings (each item will adjourn out of regular meeting into a public hearing)
- 3. Second Reading of 2024 ICC Code Adoption with Amendments -- Mark Housh, Inspections Administrator

4. Excavation Code Ordinance and ROW Management Policy Adoption – Jerry Wallace, City Engineer
 - Second Reading to Amend the Excavation Code Ordinance and Adopt Resolution approving Right-Of-Way Management Policy
5. Improvement District No. 1356 – Brookwood Meter Pit Replacement -- Jerry Wallace, City Engineer
 - Accept Bid and Award Contract
6. Project No. 2300 – 2026 Public Works Mill & Overlay -- Jerry Wallace, City Engineer
 - Approve Engineer’s Report and Direct Engineer to prepare Plans and Specifications
7. Beaton Drive Reconstruction (Sheyenne St to Sheyenne River) -- Jerry Wallace, City Engineer
 - Create Improvement District No. 3010 and Direct Engineer to prepare an Engineer’s Report
8. Improvement District No. 6062 – 2026 Sidewalk Improvements -- Jerry Wallace, City Engineer
 - Accept Bid and Award Contract
9. Project No. 6063 – 8th St W Multi-Use Path -- Jerry Wallace, City Engineer
 - Approve Task Order for Construction Services
10. Transit Shelters -- Jerry Wallace, City Engineer
 - Create Project No. 6064 and Direct Engineer to prepare an Engineer’s Report
11. Guiding Principles for 2027 Budget -- Dustin Scott, City Administrator
12. City Administrator’s Report -- Dustin Scott, City Administrator
13. Correspondence
14. Non-Agenda Items
15. 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, February 17, 2026.

B. Pledge of Allegiance

The Pledge of Allegiance was recited.

C. Roll Call

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

D. Approve Order of Agenda

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

E. Approval of Minutes -- February 2, 2026

Commissioner Olson moved and Commissioner Zundel seconded to approve the minutes of February 2, 2026. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve the minutes of February 2, 2026, was declared carried.

F. Building Permits

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

Consent Agenda - Approve the Following:

a. Bills

b. 2026 CIP Project Funding Opportunity -- Jerry Wallace, City Engineer

- Authorize Engineer to submit DWR Applications for construction costs for the applicable 2026 CIP Projects

c. A26-1 Sukut's 2nd Subdivision, request for Conditional Use Permit to allow an illuminated sign in a residential district

d. Charleston II Townhomes – Sale of LIHTC Property

e. City of West Fargo Designated Depositories

f. Pledge of Securities as of 9-30-2025 and 12-31-2025

g. Monthly Financial Statement as of December 31, 2025

h. Monthly Financial Statement as of January 31, 2026

i. Games of Chance for David Diedrich Leukemia Fund Inc at Precision Plumbing Heating Cooling and Dirtworks on June 5, 2026

j. Resolution Setting Fire Code Permit Fees

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

Regular Agenda

1. Public Comment

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)

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)

a. Excavation Code Ordinance and ROW Management Policy Adoption

-- Jerry Wallace, City Engineer

• First Reading to Amend the Excavation Code Ordinance and Adopt Resolution approving Right-of-Way Management Policy

The Public Hearing was held for the First Reading to Amend the Excavation Code Ordinance and Adopt Resolution approving Right-of-Way Management Policy. Commissioner Anderson moved and Commissioner Zundel seconded to approve the First Reading to Amend the Excavation Code Ordinance and Adopt Resolution approving Right-of-Way Management Policy. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve the First Reading to Amend the Excavation Code Ordinance and Adopt Resolution approving Right-of-Way Management Policy, was declared carried.

3. Update on Public Works Expansion Progress -- Public Works

Brian Matzke, Director of Public Works Operations, presented an update on the Public Works expansion progress. This item was informational only, no action was taken.

4. Building Code Adoption and Fee Updates -- Mark Housh, Inspections Administrator and Dell Sprecher, Deputy Fire Chief of Community Risk Reduction

Commissioner Zundel moved and Commissioner Olson seconded to approve First Reading of Building Code Adoption and Fee Updates. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve the First Reading of the Building Code Adoption and Fee Updates, was declared carried.

5. Improvement District No. 2294 – 6th St and 23rd Ave E – Intersection Improvements -- Jerry Wallace, City Engineer

• Accept bid and Award Contract

Commissioner Olson moved and Commissioner Anderson seconded to approve Improvement District No. 2294 – 6th St and 23rd Ave E – Intersection Improvements; Accept bid and Award Contract to All Finish Concrete. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve Improvement District No. 2294 – 6th St and 23rd Ave E – Intersection Improvements; Accept bid and Award Contract to All Finish Concrete, was declared carried.

6. Project No. 2284 – 2026 HSIP Intersections – Turn Lane Realignments -- Jerry Wallace, City Engineer

• Approve Task Order No. 6-1 with Bolton & Menk

Commissioner Zundel moved and Commissioner Anderson seconded to approve Project No. 2284 – 2026 HSIP Intersections – Turn Lane Realignments; Approve Task Order No. 6-1 with Bolton & Menk. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve Project No. 2284 – 2026 HSIP Intersections – Turn Lane Realignments; Approve Task Order No. 6-1 with Bolton & Menk, was declared carried.

7. 2026 Public Works Mill & Overlay -- Jerry Wallace, City Engineer

• Create Project No. 2300 and Direct Engineer to prepare an Engineer's Report

Commissioner Jorgensen moved and Commissioner Olson seconded to approve 2026 Public Works Mill & Overlay; Create Project No. 2300 and Direct Engineer to prepare an Engineer's Report. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve 2026 Public Works Mill & Overlay; Create Project No. 2300 and Direct Engineer to prepare an Engineer's Report, was declared carried.

8. Improvement District No. 2296 – Shadow Wood Neighborhood Pavement

Rehabilitation -- Jerry Wallace, City Engineer

• Accept Bid and Award Contract

Commissioner Jorgensen moved and Commissioner Zundel seconded to approve Improvement District No. 2296 – Shadow Wood Neighborhood Pavement Rehabilitation; Accept Bid and Award Contract with Northern Improvement Company. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve Improvement District No. 2296 – Shadow Wood Neighborhood Pavement Rehabilitation; Accept Bid and Award Contract with Northern Improvement Company, was declared carried

9. Improvement District No. 2297 – South Pond Neighborhood Pavement Rehabilitation

-- Jerry Wallace, City Engineer

• Accept Bid and Award Contract

Commissioner Zundel moved and Commissioner Anderson seconded to approve Improvement District No. 2297 – South Pond Neighborhood Pavement Rehabilitation; Accept Bid and Award Contract with Northern Improvement Company. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve Improvement District No. 2297 – South Pond Neighborhood Pavement Rehabilitation; Accept Bid and Award Contract with Northern Improvement Company, was declared carried

10. Improvement District No. 1351 – Sanitary Lift Station (SA-27) Rehabilitation

-- Jerry Wallace City Engineer

• Approve extra pump purchase for SA-27

Commissioner Jorgensen moved and Commissioner Zundel seconded to approve Improvement District No. 1351 – Sanitary Lift Station (SA-27) Rehabilitation; Approve extra pump purchase for SA-27. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve Improvement District No. 1351 – Sanitary Lift Station (SA-27) Rehabilitation; Approve extra pump purchase for SA-27, was declared carried

11. Closed Executive Session for purposes of discussing security system, disaster, and emergency plans, in accordance with N.D.C.C. 44-04-18.4(7) and 44-04-24(1).

The West Fargo City Commission went into Closed Executive Session for purposes of discussing security system, disaster, and emergency plans, in accordance with N.D.C.C. 44-04-18.4(7) and 44-04-24(1). Commissioner Jorgensen moved and Commissioner Zundel seconded to adopt the emergency operations and security plans. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve adopting the emergency operations and security plans, was declared carried.



West Fargo City Commission Meeting
West Fargo City Hall Commission Chambers
2515 6th St E, West Fargo 58078
Tuesday, February 17, 2026 5:30 PM

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

- a. Budget Process Update for 2027
- b. HR Director Update

13. Correspondence

There was no correspondence.

14. Non-Agenda Items

There were no non-agenda items.

15. Adjourn

Commissioner Olson moved and Commissioner Anderson seconded to adjourn. Commissioners Anderson, Olson, Dardis, Zundel and Jorgensen voted aye. No Commissioners voted nay the motion was declared carried, the meeting adjourned at 6:24 pm.

**WEST FARGO CITY COMMISSION MEETING
BUILDING DEPARTMENT MONTHLY COMPARISON REPORT
03/02/2026**

	FEBRUARY 2025			FEBRUARY 2026		
	# PERMITS	# UNITS	VALUATION	# PERMITS	# UNITS	VALUATION
<u>BUILDING NEW</u>						
COMMERCIAL				1		\$ 5,541,450.00
RESIDENTIAL DWELLING	3	3	\$ 1,663,144.00			
RESIDENTIAL TWINHOME						
RESIDENTIAL TOWNHOME						
RESIDENTIAL MULTIPLE						
PUBLIC						
CHURCH						
ACCESSORY	6		\$ 64,787.00	5		\$ 45,600.00
FOUNDATION ONLY						
<u>BUILDING REMODEL</u>						
COMMERCIAL	4		\$ 4,423,000.00	4		\$ 380,538.00
RESIDENTIAL	21		\$ 638,301.00	11		\$ 494,377.00
PUBLIC	1		\$ 2,800,000.00	1		\$ 15,000.00
CHURCH						
ACCESSORY	1		\$ 20,000.00			
<u>BUILDING OTHER</u>						
DEMOLITION	1		\$ 5,000.00			
MOVE						
PERMIT CANCELLATION						
TOTALS	37	3	\$ 9,614,232.00	22	0	\$ 6,476,965.00

**WEST FARGO CITY COMMISSION MEETING
BUILDING DEPARTMENT ACTIVITY REPORT
03/02/2026**

	02/13/2026 Thru 02/27/2026			YEAR TO DATE		
	# PERMITS	# UNITS	VALUATION	# PERMITS	# UNITS	VALUATION
<u>BUILDING NEW</u>						
COMMERCIAL				1		\$ 5,541,450.00
RESIDENTIAL DWELLING						
RESIDENTIAL TWINHOME						
RESIDENTIAL TOWNHOME						
RESIDENTIAL MULTIPLE						
PUBLIC						
CHURCH						
ACCESSORY	1		\$ 35,000.00	5		\$ 45,600.00
FOUNDATION ONLY						
<u>BUILDING REMODEL</u>						
COMMERCIAL				4		\$ 380,538.00
RESIDENTIAL	3		\$ 66,140.00	11		\$ 494,377.00
PUBLIC	1		\$ 15,000.00	1		\$ 15,000.00
CHURCH						
ACCESSORY						
<u>BUILDING OTHER</u>						
DEMOLITION						
MOVE						
PERMIT CANCELLATION						
TOTALS	5	0	\$ 116,140.00	22	0	\$ 6,476,965.00

WEST FARGO CITY COMMISSION MEETING
Building Department Report - Summary

NO.	CONTRACTOR	ADDRESS	OWNER	VALUATION	PERMIT FOR
260063	ANTHONY & MARTTY TROUT	102 30 AVE E	ANTHONY & MARTTY TROUT	\$ 37,800.00	Remodel - Residential - Lower Level Finish
260089	Minion Construction, LLC	1438 16 AVE E	KENNETH & PATRICIA KOVARIK 20	\$ 35,000.00	Accessory - Deck
260005	PARKER JACOBS	1031 7 ST W	PARKER JACOBS	\$ 3,500.00	Remodel - Residential - Framing Basement
260065	WEST FARGO SCHOOL DISTRICT	300 11 ST W	WEST FARGO SCHOOL DISTRICT	\$ 15,000.00	Remodel - Public - Construct Rooms in Existing Shop
260091	JESSE & JILL MCINTOSH	2324 HARBOR LN W	JESSE & JILL MCINTOSH	\$ 24,840.00	Remodel - Residential - Finish Family Room & Bedroom

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
130708	C	4550 ABC LOCK & KEY INC	125.00						
1	02/17/26	PROJ 9061	125.00			4188 480000	670		101000
E2604									
		Total for Vendor:	125.00						
130704	C	289 ACME TOOLS	1,066.46						
1	02/09/26	ROTARY HAMMER/CHISELS	305.36			6020 450000	432		101000
15766801									
2	02/18/26	CARB CLEANER/FILE	12.11			2210 428000	432		101000
15810005									
3	02/18/26	POLESAW	559.99			2210 428000	432		101000
15809965									
4	02/18/26	BRUSHLESS DRIVER DRILL	189.00			6025 450000	610		101000
15810011									
130785	C	289 ACME TOOLS	678.99						
1	01/14/26	#5601 LIQUID TRANSFER TANK	678.99			6025 450000	427		101000
15640914									
130827	C	289 ACME TOOLS	2,485.20						
1	02/11/26	#4014 TOOLS	2,485.20			6010 450200	610		101000
15775480									
130876	C	289 ACME TOOLS	26.97						
1	02/26/26	Dewalt Metal Cut-off Disc	26.97			2060 415200	500		101000
15850464									
		Total for Vendor:	4,257.62						
130723	C	3179 ADVANCED ENGINEERING &	441.00						
1	02/10/26	I&C SCADA SUPPORT	441.00			6025 450000	430		101000
108805									
		Total for Vendor:	441.00						

* ... 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
130816		4246 ALL PRO TOWING LLC	825.00						
1	02/17/26	#4202 TOW	825.00			6010 450200	322		101000
0232713									
		Total for Vendor:	825.00						
130500	-94363E	3490 AMAZON CAPITAL SERVICES	303.06						
1	02/06/26	drone,DJI RC 2	359.00			1000 421000	641		101000
		1GD3-6YDP-3WFX							
2	02/02/26	drone - damaged	452.99			1000 421000	641		101000
		1CXY-D9MJ-39PX							
3	02/03/26	cm credit	-398.00			1000 421000	641		101000
		161R-7CD1-1M73							
4	02/02/26	cm credit	-54.99			1000 421000	641		101000
		1W6R-43TV-1PHY							
5	02/04/26	cm credit	-54.99			1000 421000	497		101000
		137H-TDJ9-RKK4							
6	02/09/26	cm credit	-349.95			1000 421000	641		101000
		1XF3-L7D1-VYV6							
7	02/09/26	DJI NEO 2 Fly drone	349.00			1000 421000	641		101000
		1X9G-WCXG-JWRP							
130688	E	3490 AMAZON CAPITAL SERVICES	134.97						
1	02/13/26	filters, coveralls for invest.	189.96			1000 421000	365		101000
		1D3Q-N4QW-KNGT							
2	02/17/26	credit HDMI cable	-54.99			1000 421000	497		101000
		137H-TDJ9-RKK4							
130725	E	3490 AMAZON CAPITAL SERVICES	123.33						
1	02/13/26	ANEMOMETERS	82.77			1000 430001	358		101000
		1TYT9FRNCCYV							
2	02/13/26	OFFICE SUPPLIES	40.56			1000 450000	410		101000
		1TYT9FRNCCYV							

02/27/26
15:20:33

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 02/16/26 to 02/27/26

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Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
130726	E	3490 AMAZON CAPITAL SERVICES	452.15						
1	02/15/26	SAFETY SWEATSHIRTS - ST	99.22			1000 430000	422		101000
		13N3G69DLDRX							
2	02/15/26	TRIMMER LINE	352.93			1000 430001	358		101000
		13N3G69DLDRX							
130727	E	3490 AMAZON CAPITAL SERVICES	675.58						
1	02/13/26	E JOHNSON PANTS	184.97			6025 450000	422		101000
		1W69PQVQDMQL							
2	02/13/26	B PERRAULT SHIRTS	218.05			1000 455000	422		101000
		1G9Y9TF7JDY3							
3	01/12/26	NITRILE GLOVES	267.60			6025 450000	433		101000
		17V7LD9CCPPF							
4	01/26/26	DUMPSTER REPAIR	4.96			6010 450200	914		101000
		1MGKVQ6HTT3M							
130728	E	3490 AMAZON CAPITAL SERVICES	210.70						
1	02/17/26	DISINFECTING WIPES	11.97			6020 450000	500		101000
		131QY3F63X1J							
2	02/17/26	OFFICE SUPPLIES	19.21			1000 430000	410		101000
		131QY3F63X1J							
3	02/17/26	D BEHRNS PANTS	179.52			6025 450000	422		101000
		131QY3F63X1J							
130729	E	3490 AMAZON CAPITAL SERVICES	346.26						
1	02/20/26	ICE CLEATS - SW	28.77			6025 450000	639		101000
		16YVJP3WC3KY							
2	02/20/26	ICE CLEATS - BG	28.77			1000 455000	639		101000
		16YVJP3WC3KY							
3	02/20/26	ICE CLEATS - WA	28.78			6020 450000	639		101000
		16YVJP3WC3KY							
4	01/28/26	HOT HANDS	43.37			6010 450200	639		101000
		13M39H4R7LK3							
5	02/10/26	ICE CLEATS - AL	23.82			1000 455000	639		101000
		17M4LP9QH7LK							
6	02/10/26	OFFICE SUPPLIES	12.78			6010 450200	410		101000
		17M4LP9QH7LK							

* ... 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
7	02/13/26	CLOTHING - PW	119.98			1000 450000	422		101000
	1VP9TC6FH7Y7								
8	02/13/26	CLOTHING - SA	59.99			6010 450200	422		101000
	1VP9TC6FH7Y7								
130732	E	3490 AMAZON CAPITAL SERVICES	671.36						
1	01/21/26	ANTI-TAMPER TAGS	15.99			6020 450000	432		101000
	1F11TDHVJW39								
2	01/26/26	D PRANKE PANTS	194.97			6025 450000	422		101000
	1K4Q99FRPDH4								
3	02/18/26	TYVEK COVERALLS	444.50			6025 450000	639		101000
	1NMNVHNMVVD7								
4	01/28/26	HAZARD LABEL	15.90			6025 450000	639		101000
	1KHD7G6DG4RR								
130736	E	3490 AMAZON CAPITAL SERVICES	363.20						
1	02/17/26	Office Supplies - CH	37.90			1000 415000	410		101000
	1V9Y-RDFY-XV6G								
2	02/20/26	Anti-fatigue mat - UB	36.89			1000 414100	410		101000
	1PVT-DDGT-6KD4								
3	02/20/26	Cable management tray kits	109.95			1000 414104	497		101000
	1PVT-DDGT-9X4X								
4	02/17/26	Tools/parts for office chairs	74.96			1000 414104	497		101000
	113G-R4YN-WKGD								
5	02/17/26	Antenna/cable- Salt Shack Proj	64.94			1000 414104	497		101000
	164N-HLQ7-9399								
6	02/13/26	CR for mousepad return	-20.98			1000 414104	497		101000
	111H-3FTN-LVLV								
7	02/23/26	Door stoppers - Admin	6.88			1000 414000	410		101000
	16GV-7M19-DK9P								
8	02/25/26	Mouse pouch - HR	9.48			1000 414103	410		101000
	1YQM-Q134-97QF								
9	02/26/26	Wireless doorbell kit - CH	21.59			1000 415000	410		101000
	1LDQ-1LWW-Y1J4								
10	02/26/26	Wireless doorbell kit - CH	21.59			1000 415000	410		101000
	1G67-7944-XVGY								

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
130741	E	3490 AMAZON CAPITAL SERVICES	2,004.87						
		PSN grant 2026							
1	02/17/26	PSN grant-real time crime cent	37.99			1000 335900			101000
		1CF9-MD13-4X7X							
2	02/23/26	PSN grant-real time crime cent	2,032.41			1000 335900			101000
		197X-WGQX-6PJ7							
3	02/25/26	credit from item returned	-65.53			1000 335900			101000
		1D3W-V96H-PNRN							
130746	E	3490 AMAZON CAPITAL SERVICES	41.98						
1	02/18/26	DJI NEO2 drone transmitter	41.98			1000 421000	641		101000
		1YDK-YJXJ-6VFJ							
130757	E	3490 AMAZON CAPITAL SERVICES	290.30						
		PSN grant 2026							
1	02/24/26	real time crime center	69.98			1000 335900			101000
		1F94-CCV6-C1MW							
2	02/24/26	ear pads & batteries	220.32			1000 421000	641		101000
		1JQC-P96R-99FY							
130781	E	3490 AMAZON CAPITAL SERVICES	169.96						
1	01/26/26	TABLET HOLDERS	39.98			1000 430000	432		101000
		1QTMW3FWPNYR							
2	01/22/26	S GRAVALIN PANTS	129.98			1000 430000	422		101000
		136LJ4GH1CF4							
130786	E	3490 AMAZON CAPITAL SERVICES	294.94						
1	01/12/26	Z STEFFENS PANTS	54.95			1000 455000	422		101000
		1L9NR11WD6YF							
2	01/12/26	#5010 SEAT COVERS/MATS	239.99			1000 455000	610		101000
		1MM3GQ1YHMDR							
130880	E	3490 AMAZON CAPITAL SERVICES	185.90						
1	02/27/26	FD 8 pr cleats for boots	86.40			2060 415200	641		101000
		1JJ6-1DJJ-L73J							
2	02/27/26	FD Mouse Pads	99.50			2060 415200	410		101000
		1JJ6-1DJJ-L73J							
Total for Vendor:			6,268.56						

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
130779	C	317 AMERICAN WELDING & GAS, INC.	64.01						
1	02/13/26	FD Welding supplies	64.01			2060 415200	420		101000
		0011464368							
		Total for Vendor:	64.01						
130867		5573 ASL INTERPRETING SERVICES INC	194.00						
1	26.03564 02/26/26	ASL Interpreting Services	194.00			1000 412000	418		101000
		26.03564							
		Total for Vendor:	194.00						
130877		5720 ASPHALT SURFACE TECHNOLOGIES	459,631.91						
1	01/22/26	Airport Pavement Rehab Project	459,631.91			7050 500000	653		101000
		Pay App 1							
		Total for Vendor:	459,631.91						
130844	E	4672 ASURE PAYROLL TAX MANAGEMENT	268,510.64						
		02/20/2026 Payroll							
1	02/20/26	Social Security	126,720.10			1000 212501			101000
2	02/20/26	Medicare	29,635.76			1000 212502			101000
3	02/20/26	Federal Income Tax	102,243.78			1000 212503			101000
4	02/20/26	ND State Tax	4,839.00			1000 212504			101000
5	02/20/26	MN State Tax	5,072.00			1000 212505			101000
130846	E	4672 ASURE PAYROLL TAX MANAGEMENT	24,025.38						
		02/20/2026 Payroll - Parks							
1	02/20/26	Social Security - Parks	13,046.68			8000 453000	110		101000
2	02/20/26	Medicare - Parks	3,051.18			8000 453000	110		101000
3	02/20/26	Federal Income Tax - Parks	7,157.52			8000 453000	110		101000
4	02/20/26	ND State Tax - Parks	306.00			8000 453000	110		101000
5	02/20/26	MN State Tax - Parks	464.00			8000 453000	110		101000
		Total for Vendor:	292,536.02						
130778	C	2931 AUTO VALUE PARTS STORES	713.88						
1	02/20/26	#3103 PRIMER	43.96			1000 430000	427		101000
		99385431							
2	02/17/26	HEATER HOSE	84.50			1000 430000	427		101000
		99384876							

* ... 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
3 99384355	02/13/26 #4014 PRIMARY WIRE		49.80			6010 450200	610		101000
4 99383813	02/11/26 #2025 BATTERY/FUSE		205.73			6010 450200	427		101000
5 99383802	02/11/26 #4014 SPOOL CABLE		139.00			6010 450200	610		101000
6 99384147	02/12/26 #4014 BATTERY TERMINAL LUG		7.95			6010 450200	610		101000
7 99383976	02/11/26 #4404 HARDWARE		9.96			6010 450200	870		101000
8 99383603	02/10/26 FILTERS		27.54			1000 421000	427		101000
9 99383604	02/10/26 FILTERS		3.35			1000 430000	427		101000
10 99383606	02/10/26 FILTERS		13.88			6025 450000	427		101000
11 99382430	02/03/26 FILTERS		25.57			1000 430000	427		101000
12 99385189	02/19/26 FILTERS		30.40			6010 450200	427		101000
13 99385188	02/19/26 FILTERS		18.25			1000 421000	427		101000
14 99385854	02/24/26 #3301 US CAR TO 7RV FLA		53.99			1000 430000	427		101000
Total for Vendor:			713.88						
130719	-94319E	33 BANK OF NORTH DAKOTA	53,639.34						
1	02/20/26	Project 3006 - Interest	3,356.50			4003 480000	670		101000
WESTFWTR25A									
2	02/20/26	Project 3006 - Admin Fees	1,118.83			4003 480000	670		101000
WESTFWTR25A									
3	02/20/26	Project 3006 - Interest	23,136.08			4003 480000	670		101000
WESTFWST25B									
4	02/20/26	Project 3006 - Admin Fees	7,712.03			4003 480000	670		101000
WESTFWST25B									
5	02/20/26	Project 9061 - Interest	10,022.35			4188 480000	670		101000
WESTFWST25C									

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
6	02/20/26	Project 9061 - Admin Fees	3,340.78			4188 480000	670		101000
		WESTFWST25C							
7	02/20/26	Project 9061 - Interest	3,714.58			4188 480000	670		101000
		WESTFWTR25D							
8	02/20/26	Project 9061 - Admin Fees	1,238.19			4188 480000	670		101000
		WESTFWTR25D							
		Total for Vendor:	53,639.34						
130693	C	3149 BEE SEEN GEAR	491.52						
1	73942	02/04/26 Emp Clothing - IT	491.52			1000 414104	410		101000
		73942							
130782	C	3149 BEE SEEN GEAR	848.99						
1	02/15/26	FD M Glueckert pant,t-shirt	316.99			2060 415200	422		101000
		74409							
2	02/15/26	FD T Clark Jacket, polo,boots	403.00			2060 415200	422		101000
		74409							
3	02/15/26	FD A Olson T-shirts	87.00			2060 415200	422		101000
		74409							
4	02/15/26	FD T Olson T-shirts	42.00			2060 415200	422		101000
		74409							
		Total for Vendor:	1,340.51						
130787	C	36 BERT'S TRUCK EQUIPMENT	1,894.94						
1	02/25/26	FD TR Truck Plow Maint/cut edg	1,894.94			2060 415200	420		101000
		107965							
130833	C	36 BERT'S TRUCK EQUIPMENT	5,045.00						
1	02/13/26	#2025 SERVICE BODY LIFT/LIFTGA	5,045.00			6020 450000	610		101000
		107921							
		Total for Vendor:	6,939.94						
130871	C	1127 BIERSCHBACH EQUIPMENT & SUPPLY	135.29						
		Tool Rental to put hole in wall of St 75 for Gear Dryer							
1	02/25/26	FD St 75 Tool Rental	135.29			2060 415200	864		101000
		192410							
		Total for Vendor:	135.29						

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
130738	C	1389 BNSF RAILWAY COMPANY	135.48						
1	90297680	02/18/26 Imp Dist 2265	135.48			4793 480000	418		101000
	90297680								
130874	C	1389 BNSF RAILWAY COMPANY	2,119.04						
1	90298340	02/26/26 Project 2293	2,119.04			4187 480000	418		101000
	90298340								
		Total for Vendor:	2,254.52						
130696	C	3489 BOLTON & MENK, INC	7,856.50						
1	0387589	02/17/26 Project 2279	5,141.50			4802 480000	418		101000
	0387589								
	2	0387587 02/17/26 Project 2284	1,690.00			4133 480000	418		101000
	0387587								
	3	0387588 02/17/26 Traffic Signal Timing	1,025.00			1000 430000	487		101000
	0387588								
		Total for Vendor:	7,856.50						
130790		3512 BOUND TREE MEDICAL, LLC	334.83						
1	02/17/26	FD Medical Supplies	334.83			2060 415200	500		101000
	86103817								
		Total for Vendor:	334.83						
130813	C	652 BRENCO CORPORATION	1,255.79						
1	02/10/26	#3414 HEATING COIL	1,255.79			1000 430000	427		101000
	0181257-IN								
		Total for Vendor:	1,255.79						
130718		3892 BURGGRAF'S ACE FARGO WEST #17458	28.94						
1	02/18/26	KEY TAGS	28.94			1000 455000	500		101000
	4795								
		Total for Vendor:	28.94						

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
130855	C	39 BUTLER MACHINERY	1,891.64						
1	02/24/26	Cutting edges for snow blade	1,891.64			7050 500000	426		101000
		00PS0676838							
		Total for Vendor:	1,891.64						
130850	E	51 CASS COUNTY ELECTRIC COOP	54,060.93						
1	02/09/26	THE LIGHTS CITY METER	518.76			2310 452120	527		101000
		1168004							
2	02/09/26	THE LIGHTS PARKING RAMP	2,891.27			2310 452120	527		101000
		1168003							
3	02/09/26	THE LIGHTS STATE & COURTYARD	3,695.90			2310 452120	527		101000
		1163206							
4	02/09/26	INERT LANDFILL	318.74			6010 450200	527		101000
		1156426							
5	02/09/26	LIFT STATIONS & WATER TOWERS	22,506.26			6025 450000	527		101000
		1156426							
6	02/09/26	STREET LIGHT FEED POINTS	23,629.29			1000 430002	527		101000
		1156424							
7	02/09/26	TRANSFER STATION	500.71			6010 450200	527		101000
		1156424							
		Total for Vendor:	54,060.93						
130733		61 CASS COUNTY FINANCE	227,372.61						
1	12/31/25	2025 Property Taxes	6,979.95			2030 490000	630		101000
		02-1325-00090-000 2025							
2	12/31/25	2025 Property Taxes	3,489.50			2030 490000	630		101000
		02-1325-00150-000 2025							
3	12/31/25	2025 Property Taxes	971.73			2030 490000	630		101000
		02-1325-00100-000 2025							
4	12/31/25	2025 Property Taxes - Airport	122.47			7050 500000	420		101000
		02-0005-00010-180 2025							
5	12/31/25	2025 Property Taxes	215,808.96			2030 490000	630		101000
		Various Parcels 2025							
		Total for Vendor:	227,372.61						

* ... 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
130856		46 CASS RURAL WATER USERS	31.13						
1	02/25/26 6482 - WF Airport Water		31.13			7050 500000	420		101000
	6482 Feb 2026								
		Total for Vendor:	31.13						
130724		C 2909 CC STEEL LLC	47,978.00						
1	07/24/25 I&I PROJECT		47,978.00			4196 480000	670		101000
	25-3008								
		Total for Vendor:	47,978.00						
130492	118124S	2880 CITY OF FARGO	651,632.22						
1	02/06/26 1 32ND AVE W (WATER)		110,252.60			6020 450000	345		101000
	600014321								
2	02/06/26 1 MAIN AVE (WATER)		133,390.70			6020 450000	345		101000
	600021281								
3	02/06/26 5635 14TH AVE N (WATER)		29.60			6020 450000	345		101000
	600021501								
4	02/06/26 1 GSR (WATER)		103,249.60			6020 450000	345		101000
	992003406								
5	02/06/26 2220 57TH ST N (SEWER)		304,709.72			6025 450000	347		101000
	600024641								
		Total for Vendor:	651,632.22						
130714		111 CITY OF FARGO	560.00						
1	02/04/26 WATER TESTING		560.00			6020 450000	335		101000
	496219								
130722		111 CITY OF FARGO	24,087.81						
1	02/11/26 LANDFILL FEES		24,087.81			6010 450200	355		101000
	496713								
		Total for Vendor:	24,647.81						
130795		C 133 COLE PAPERS INC	220.12						
1	02/25/26 FD Paper Products		167.64			2060 415200	500		101000
	10689020								
2	02/26/26 FD Station Supplies		52.48			2060 415200	500		101000
	10689020								

* ... 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
130796	C	133 COLE PAPERS INC	733.98						
1	02/12/26	CH - PAPER PRODUCTS	733.98			1000 455000	500		101000
		10684218							
		Total for Vendor:	954.10						
130839	E	229 CONSOLIDATED COMMUNICATIONS	95.00						
1	02/15/26	SCADA BACKUP @ PD	95.00			6025 450000	527		101000
		701-150-0691/0							
		Total for Vendor:	95.00						
130717		4108 CONSOLIDATED ELECTRICAL	32.30						
1	02/17/26	SP TGL SW/PLATES	32.30			1000 455000	420		101000
		2348-1109779							
130865		4108 CONSOLIDATED ELECTRICAL	378.83						
		Electrical Installation of Gear Dryer at Station 75							
1	02/19/26	FD St 75 Gear Dry. Elec.	78.38			2060 415200	864		101000
		2348-1110055							
2	02/19/26	FD St 75 Gear Dry. Elec.	-50.03			2060 415200	864		101000
		2348-1110056							
3	02/18/26	FD St 75 Gear Dry. Elec.	301.06			2060 415200	864		101000
		2348-1109891							
4	02/18/26	FD St 75 Gear Dry. Elec.	49.42			2060 415200	864		101000
		2348-1109892							
		Total for Vendor:	411.13						
130703		3245 CORE & MAIN	356.10						
1	02/17/26	END CAP	356.10			6020 450000	438		101000
		24405							
		Total for Vendor:	356.10						
130713		60 CROSSCOUNTRY FREIGHT SOLUTIONS	135.20						
1	02/09/26	WATER TESTING	135.20			6020 450000	335		101000
		1497454							
		Total for Vendor:	135.20						

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
130793	C	1633 CROWN TROPHY	67.50						
1	02/17/26	FD 2025 Award Plaques	67.50			2060 415200	378		101000
72794									
		Total for Vendor:	67.50						
130810	C	662 CUSTOM GRAPHICS, INC	451.00						
1	02/05/26	BLACK DOOR DECALS - SA	112.75			6010 450200	433		101000
602426									
2	02/05/26	BLACK DOOR DECALS - ST	112.75			1000 430000	433		101000
602426									
3	02/05/26	BLACK DOOR DECALS - SW	112.75			6025 450000	433		101000
602426									
4	02/05/26	BLACK DOOR DECALS - WA	112.75			6020 450000	433		101000
602426									
130811	C	662 CUSTOM GRAPHICS, INC	363.00						
1	02/05/26	BLACK DOOR DECALS - SW	90.75			6025 450000	433		101000
602428									
2	02/05/26	BLACK DOOR DECALS - ST	90.75			1000 430000	433		101000
602428									
3	02/05/26	BLACK DOOR DECALS - WA	90.75			6020 450000	433		101000
602428									
4	02/05/26	BLACK DOOR DECALS - SA	90.75			6010 450200	433		101000
602428									
130812	C	662 CUSTOM GRAPHICS, INC	120.00						
1	02/05/26	COWF DECALS - ST	30.00			1000 430000	433		101000
602427									
2	02/05/26	COWF DECALS - SA	30.00			6010 450200	433		101000
602427									
3	02/05/26	COWF DECALS - WA	30.00			6020 450000	433		101000
602427									
4	02/05/26	COWF DECALS - SW	30.00			6025 450000	433		101000
602427									
		Total for Vendor:	934.00						

02/27/26
15:20:33

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 02/16/26 to 02/27/26

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* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
130804	C	1675 DAKOTA FLUID POWER, INC	106.65						
1	02/09/26	O RINGS	10.98			6020 450000	427		101000
7429491									
2	02/13/26	#4014 BULKHEAD	26.11			6010 450200	610		101000
7431635									
3	02/12/26	#4014 ELBOW/PIPE/BUSHINGS	69.56			6010 450200	610		101000
7431272									
		Total for Vendor:	106.65						
130821	C	4428 DAKOTA REFRIGERATION, INC.	220.00						
1	02/19/26	SA - ICE MACHINE REPAIR	220.00			6010 450200	420		101000
F225556									
		Total for Vendor:	220.00						
130705	C	624 DAKOTA SUPPLY GROUP	29.00						
1	02/10/26	GFI/PLG	29.00			6025 450000	826		101000
S105428746									
130800	C	624 DAKOTA SUPPLY GROUP	28.60						
1	02/18/26	WIRENUT	28.60			1000 430002	391		101000
S105451454									
		Total for Vendor:	57.60						
130740	C	5492 DAKTECH	3,755.00						
PSN grant 2026									
1	02/19/26	PSN grant-real time crime cent	3,755.00			1000 335900			101000
INV0349776									
		Total for Vendor:	3,755.00						
130794	C	5454 EMERGENCY TECHNICAL DECON	176.50						
1	02/23/26	FD L Leinen Gear Repair	176.50			2060 415200	427		101000
1137									
		Total for Vendor:	176.50						

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
130829	E	4664 EMPOWER (MASS MUTUAL)	5,370.32						
1	02/20/26	Feb 2026 Contributions	5,370.32			1000 212528			101000
		Total for Vendor:	5,370.32						
130763	118167S	3547 EQUITABLE UNIT ANNUITY	2,000.00						
1	02/20/26	Deferred Comp Feb 2026	2,000.00			1000 212524			101000
		Total for Vendor:	2,000.00						
130756		2862 ESSENTIA HEALTH - FARGO	2,043.74						
1	02/24/26	annual physicals	519.00			1000 421000	996		101000
		890002547.02.2026							
2	02/24/26	heart screen - dixon	769.87			1000 421000	387		101000
		890002547.02.2026.1							
3	02/24/26	heart screen - tulius	754.87			1000 421000	387		101000
		890002547.02.2026.2							
130809		2862 ESSENTIA HEALTH - FARGO	9,539.00						
1	01/02/26	FD November 25 Physicals	7,821.00			2060 415200	996		101000
		2546.12.25							
2	02/24/26	FD January/February 26 Physical	1,718.00			2060 415200	996		101000
		2546.02.2026							
		Total for Vendor:	11,582.74						
130791	C	1851 F/S MANUFACTURING	27.79						
1	02/24/26	COUPLERS	27.79			1000 430000	433		101000
		208276							
		Total for Vendor:	27.79						
130803	C	660 FARGO FREIGHTLINER	124.99						
1	02/09/26	#4003 DEF LINE SUCTION	124.99			6010 450200	427		101000
		X101204460							
		Total for Vendor:	124.99						

* ... 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
130744		2098 FBI-LEEDA	795.00						
1	02/20/26	reg for g. richardson	795.00			1000 421000	340		101000
	200143671								
		Total for Vendor:	795.00						
130754		151 FEDERAL EXPRESS	12.27						
1	02/25/26	ND lab package	12.27			1000 421000	661		101000
	9-192-37641								
		Total for Vendor:	12.27						
130771		4810 FOX VALLEY TECHNICAL COLLEGE	325.00						
1	02/26/26	online training for Johanneck	325.00			1000 421000	340		101000
	SPINV032796								
		Total for Vendor:	325.00						
130692	C	155 GALLS, LLC	367.74						
1	02/12/26	fireboots for evidence tech	179.10			1000 421000	365		101000
	034060406								
2	02/12/26	badge holders	188.64			1000 421000	422		101000
	034060954								
		Total for Vendor:	367.74						
130818	C	93 GATEWAY CHEVROLET	192.57						
1	02/06/26	#8102 LAMP	18.21			1000 415000	427		101000
	1306859								
2	02/24/26	#7601 MODULE	174.36			4387 480000	427		101000
	1307923								
		Total for Vendor:	192.57						
130720	C	556 GRAINGER, INC.	473.04						
1	02/11/26	OEM REPLACEMENT MOTOR RETURN	-159.19			6020 450000	448		101000
	9803741363								
2	02/11/26	OEM REPLACEMENT MOTOR/COUPLING	204.51			6020 450000	448		101000
	9774926969								
3	02/11/26	COUPLING	12.74			6020 450000	448		101000
	9803741355								

* ... 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
4	02/12/26	FAN MOTOR	414.98			6020 450000	448		101000
	9805784460								
130802	C	556 GRAINGER, INC.	45.32						
1	02/20/26	COUPLING HUB	45.32			6020 450000	448		101000
	9815071494								
130864	C	556 GRAINGER, INC.	319.80						
1	02/20/26	FD St 75 Gear Dryer elec.	319.80			2060 415200	864		101000
	9815071502								
		Total for Vendor:	838.16						
130699	C	2820 HIGH POINT NETWORKS	122.50						
1	2805551 02/05/26	Set permissions/upgrade clien	122.50			1000 414104	497		101000
	2805551								
		Total for Vendor:	122.50						
130858	C	5539 HKGI	20,452.00						
1	025-006-12 02/13/26	Project 9057	20,452.00			4179 480000	418		101000
	025-006-12								
		Total for Vendor:	20,452.00						
130801	C	4592 INGRAM LIBRARY SERVICES	1,993.76						
1	02/12/26	BOOKS	19.90			7000 411600	662		101000
	94440041								
2	02/12/26	BOOKS	16.93			7000 411600	662		101000
	94440042								
3	02/12/26	BOOKS	18.65			7000 411600	662		101000
	94440043								
4	02/12/26	BOOKS	39.60			7000 411600	662		101000
	94440044								
5	02/12/26	BOOKS	40.99			7000 411600	662		101000
	94440045								
6	02/12/26	BOOKS	37.90			7000 411600	662		101000
	94440046								
7	02/13/26	BOOKS	16.64			7000 411600	662		101000
	94472112								

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
8	02/13/26	BOOKS	24.89			7000 411600	662		101000
94472113									
9	02/13/26	BOOKS	32.97			7000 411600	662		101000
94472114									
10	02/13/26	BOOKS	27.28			7000 411600	662		101000
94472115									
11	02/13/26	BOOKS	20.66			7000 411600	662		101000
94472116									
12	02/13/26	BOOKS	14.23			7000 411600	662		101000
94472117									
13	02/13/26	BOOKS	57.82			7000 411600	662		101000
94472118									
14	02/15/26	BOOKS	100.80			7000 411600	662		101000
94499368									
15	02/15/26	BOOKS	43.51			7000 411600	662		101000
94499369									
16	02/17/26	BOOKS	182.72			7000 411600	662		101000
94542552									
17	02/17/26	BOOKS	32.47			7000 411600	662		101000
94542553									
18	02/17/26	BOOKS	24.55			7000 411600	662		101000
94542554									
19	02/17/26	BOOKS	30.98			7000 411600	662		101000
94542555									
20	02/17/26	BOOKS	18.73			7000 411600	662		101000
94542556									
21	02/17/26	BOOKS	18.85			7000 411600	662		101000
94542557									
22	02/18/26	BOOKS	13.25			7000 411600	662		101000
94577983									
23	02/18/26	BOOKS	177.14			7000 411600	662		101000
94577984									
24	02/18/26	BOOKS	154.23			7000 411600	662		101000
94577985									
25	02/18/26	BOOKS	13.69			7000 411600	662		101000
94577986									
26	02/18/26	BOOKS	27.29			7000 411600	662		101000
94577987									

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
27	02/18/26	BOOKS	19.16			7000 411600	662		101000
94577988									
28	02/18/26	BOOKS	36.55			7000 411600	662		101000
94577989									
29	02/18/26	BOOKS	12.44			7000 411600	662		101000
94577990									
30	02/18/26	BOOKS	38.55			7000 411600	662		101000
94577991									
31	02/18/26	BOOKS	88.25			7000 411600	662		101000
94577992									
32	02/18/26	BOOKS	22.56			7000 411600	662		101000
94577993									
33	02/19/26	BOOKS	28.45			7000 411600	662		101000
94605653									
34	02/19/26	BOOKS	42.03			7000 411600	662		101000
94605654									
35	02/19/26	BOOKS	18.60			7000 411600	662		101000
94605655									
36	02/19/26	BOOKS	22.38			7000 411600	662		101000
94605656									
37	02/19/26	BOOKS	59.84			7000 411600	662		101000
94605657									
38	02/19/26	BOOKS	23.74			7000 411600	662		101000
94605658									
39	02/19/26	BOOKS	21.96			7000 411600	662		101000
94605659									
40	02/19/26	BOOKS	13.66			7000 411600	662		101000
94605660									
41	02/19/26	BOOKS	14.95			7000 411600	662		101000
94605661									
42	02/19/26	BOOKS	21.31			7000 411600	662		101000
94605662									
43	02/19/26	BOOKS	14.49			7000 411600	662		101000
94605663									
44	02/19/26	BOOKS	22.34			7000 411600	662		101000
94605664									
45	02/19/26	BOOKS	20.53			7000 411600	662		101000
94605665									

* ... Over spent expenditure

Claim/ Line #	Check #	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
46	02/20/26	BOOKS	14.02			7000 411600	662		101000
94636120									
47	02/20/26	BOOKS	11.88			7000 411600	662		101000
94636121									
48	02/20/26	BOOKS	31.78			7000 411600	662		101000
94636122									
49	02/20/26	BOOKS	21.73			7000 411600	662		101000
94636123									
50	02/20/26	BOOKS	39.47			7000 411600	662		101000
94636124									
51	02/20/26	BOOKS	105.44			7000 411600	662		101000
94655648									
52	02/20/26	BOOKS	20.98			7000 411600	662		101000
94655649									
Total for Vendor:			1,993.76						
130716		211 INTERSTATE ALL BATTERY CENTER	107.76						
1	01/19/26	BATTERIES	51.60			6025 450000	420		101000
1902801045095									
2	02/13/26	BATTERIES - DRAIN 21	56.16			6020 450000	448		101000
1902801045331									
130783		211 INTERSTATE ALL BATTERY CENTER	71.19						
1	01/12/26	BATTERIES	71.19			1000 414104	497		101000
1902802032137									
130873		211 INTERSTATE ALL BATTERY CENTER	152.95						
1	02/24/26	FD Tr Truck Battery Replacemen	152.95			2060 415200	420		101000
1902801045398									
Total for Vendor:			331.90						
130825	C	2798 JOHNSON CONTROLS BUILDING	1,348.05						
1	02/24/26	SA27 HEAT REPAIR	674.03			6025 450000	825		101000
1-137280110321									
2	02/24/26	PW - RTU7 REPAIR	674.02			6020 450000	420		101000
1-137280110321									
Total for Vendor:			1,348.05						

* ... 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
130840		5677 JOSEPH MAILEY	140.00						
1	02/24/26	J Mailey Boot Maintenance	140.00			2060 415200	422		101000
	2026	Clothing							
		Total for Vendor:	140.00						
130684	118139S	3501 KNOX	721.00						
	01-24-2026 thru	01-23-2027							
1	12/01/25	FD 1 YR Cloud License 7-20 dev	721.00			2060 415200	497		101000
	CUS 102427								
		Total for Vendor:	721.00						
130847	E	4482 KOTAPAY	2,499.97						
	02/20/2026	Payroll							
1	02/20/26	Child Support 02/20/26	2,499.97			1000 212549			101000
		Total for Vendor:	2,499.97						
130861	C	4385 KRISTIN KANE	67.00						
	ND SAFETY COUNCIL CONFERENCE - BISMARCK, ND								
1	02/27/26	TRAVEL REIMBURSEMENT	67.00			1000 455000	340		101000
		Total for Vendor:	67.00						
130777		2530 KYLE JOHNSON	383.00						
1	02/27/26	meal reimb - shot show	383.00			1000 421000	340		101000
		Total for Vendor:	383.00						
130807		259 LANEY'S, INC.	191.25						
1	02/25/26	FD St 76 Laundry Tub Drain	191.25			2060 415200	420		101000
	624899706								
		Total for Vendor:	191.25						
130749	C	4767 LENOVO (UNITED STATES) INC.	368.25						
1	02/18/26	3rd support station,monitor,do	368.25			1000 421000	497		101000
	N300198507								

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
130752	C	4767 LENOVO (UNITED STATES) INC.	743.04						
1	02/24/26	BCI monitor replacement	743.04			1000 421000	497		101000
		N300234495							
		Total for Vendor:	1,111.29						
130835	C	1741 LIBERTY BUSINESS SYSTEMS, INC	940.14						
2	41342221	02/23/26 Feb 2026 CH 1st Floor	54.81			1000 415000	428		101000
		41342221							
3	41342221	02/23/26 Feb 2026 City Hall	154.00			1000 415000	428		101000
		41342221							
4	41342221	02/23/26 Feb 2026 Public Works	269.56			6020 450000	428		101000
		41342221							
5	41342221	02/23/26 Feb 2026 Police	305.72			1000 421000	428		101000
		41342221							
6	41342220	02/23/26 Feb 2026 CH 1st Floor	156.05			1000 415000	428		101000
		41342220							
		Total for Vendor:	940.14						
130814		711 LUTHER FAMILY FORD	78.10						
1	02/20/26	#266 HOSE	78.10			6020 450000	427		101000
		428361							
		Total for Vendor:	78.10						
130751		5175 M&L PRODUCTS	600.00						
		PSN grant 2026							
1	02/13/26	PSN grant-real time crime cent	600.00			1000 335900			101000
		12374							
		Total for Vendor:	600.00						
130707	C	3304 MAC'S HARDWARE	390.93						
1	02/13/26	#3104 TOOLS	332.94			1000 430000	610		101000
		12648							
2	02/13/26	#3104 TOOLS	57.99			1000 430000	610		101000
		12650							

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
130797	C	3304 MAC'S HARDWARE	13.18						
1	02/20/26	HARDWARE	13.18			1000 455000	420		101000
12836									
		Total for Vendor:	404.11						
130832	C	1841 MACQUEEN	1,278.00						
1	09/26/25	#3104 LIGHTS	639.00			1000 430000	610		101000
		JP09242545A							
2	09/26/25	#7105 LIGHTS	639.00			6025 450000	610		101000
		JP09242545A							
		Total for Vendor:	1,278.00						
130878	C	3536 MACQUEEN	2,029.34						
1	02/20/26	FD Struct, Extric Gloves 26 Bu	987.71			2060 415200	641		101000
		P62866							
2	02/23/26	FD E-75 Rebuild Primer Kit	211.94			2060 415200	427		101000
		P13904							
3	02/25/26	FD E-75 Rebuild Jumbo BIV	410.46			2060 415200	427		101000
		P63100							
4	02/26/26	2026 Budg 2-Bresan Cage	419.23			2060 415200	641		101000
		P63260							
		Total for Vendor:	2,029.34						
130712	C	68 MANNING MECHANICAL	138,557.50						
1	PROJ 9061		138,557.50			4188 480000	670		101000
		7482							
		Total for Vendor:	138,557.50						
130734	C	5416 MARCO TECHNOLOGIES LLC NW 7128	44.99						
1	14913539	02/19/26 Cloud fax service - Feb 2025	44.99			1000 415000	497		101000
		INV14913539							
		Total for Vendor:	44.99						

* ... 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
130767	118168S	3630 MATRIX TRUST COMPANY	5,362.00						
1	02/20/26	Deferred Comp Pre-Tax Feb 26	3,790.00			1000 212547			101000
2	02/20/26	Deferred Comp Post-Tax Feb 26	1,572.00			1000 212548			101000
		Total for Vendor:	5,362.00						
130879	C	299 MENARDS (FIRE)	98.57						
1	02/26/26	FD Clamp St 75 Dryer	1.79			2060 415200	500		101000
75732									
2	02/26/26	FD St 75 Inst Gear Dry	96.78			2060 415200	864		101000
75726									
		Total for Vendor:	98.57						
130686	C	5206 MENARDS (POLICE)	31.43						
		PO - 200303							
1	02/18/26	rifle supplies	33.93			1000 421000	987		101000
75248									
2	02/18/26	credit return	-12.98			1000 421000	987		101000
75276									
3	02/18/26	rifle supplies	10.48			1000 421000	987		101000
75277									
		Total for Vendor:	31.43						
130702	C	4622 MENARDS (PUBLIC WORKS)	968.07						
1	02/09/26	LP TANK EXCHANGE	19.92			6020 450000	424		101000
74725									
2	02/09/26	HARDWARE	33.12			6020 450000	433		101000
74722									
3	02/12/26	BIT DRIVER SET	8.99			2210 428000	432		101000
74920									
4	02/12/26	METAL AMO CAN	7.99			1000 430000	432		101000
74916									
5	02/13/26	ADAPTERS/VALVES/COUPLING	582.65			6020 450000	438		101000
74980									
6	02/13/26	PREMIX GAS/OIL	27.88			6020 450000	424		101000
74970									
7	02/17/26	DIA BRD POLY/REFLC TAPE	25.97			6020 450000	433		101000
75186									

* ... 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 75214	02/17/26	COUPLINGS/ELBOWS	143.93			6020 450000	438		101000
9 73155	01/13/26	ACCT CORRECTION	0.18			1000 455000	420		101000
10 74777	02/10/26	MV TUBE	26.57			6010 450200	420		101000
11 75256	02/18/26	TOOLS	60.89			2210 428000	432		101000
12 75257	02/18/26	CHAINSAW STORAGE	29.98			2210 428000	432		101000
130789	C	4622 MENARDS (PUBLIC WORKS)	85.93						
1 75397	02/20/26	MOP/CORD	65.95			1000 455000	500		101000
2 75309	02/19/26	MAT	19.98			1000 455000	639		101000
130849	C	4622 MENARDS (PUBLIC WORKS)	67.46						
1 75660	02/25/26	SPRAY BOTTLE/KEY CUT	12.64			6010 450200	433		101000
2 75584	02/24/26	HARDWARE	4.87			6010 450200	420		101000
3 75629	02/25/26	T&G SET	49.95			6010 450200	420		101000
		Total for Vendor:	1,121.46						
130862		323 METRO COG	15,833.88						
1 1076	1076 02/24/26	2026 Metro Transportation Plan	15,833.88			4056 418000	372		101000
		Total for Vendor:	15,833.88						
130852	E	2766 MIDCONTINENT COMMUNICATIONS	307.12						
1 19130520215253	15253 02/23/26	191305202 - 3050 Sheyenne	307.12			2310 452120	497		101000
		Total for Vendor:	307.12						

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
130817	C	102 MIDSTATES WIRELESS	386.80						
1	02/06/26	#3104 RADIO INSTALL	386.80			1000 430000	610		101000
		308000335							
Total for Vendor:			386.80						
130798	C	1854 MIDWEST TAPE	129.78						
1	02/18/26	DVD	129.78			7000 411600	664		101000
		508453523							
Total for Vendor:			129.78						
130730	C	2121 MOEN PORTABLES & SEPTIC	442.50						
1	02/16/26	PROJ 9061	442.50			4188 480000	670		101000
		M11412							
Total for Vendor:			442.50						
130742	C	688 MOTOROLA SOLUTIONS, INC	3,000.00						
		to be paid in 2026							
		3/17/25 to 3/16/28							
1	02/06/26	3 year, vehicle manager subscr	3,000.00			1000 421000	497		101000
		1411232379							
Total for Vendor:			3,000.00						
130826	E	4663 MUTUAL OF OMAHA	4,186.32						
1	02/20/26	Feb 2026 Contributions	4,186.32			1000 212515			101000
Total for Vendor:			4,186.32						
130743		695 NASRO	1,350.00						
1	02/23/26	reg for Hanson	650.00			1000 421000	340		101000
		260233 WEST							
2	02/23/26	reg for Burkhartsmeier	700.00			1000 421000	340		101000
		260223 WEST							
Total for Vendor:			1,350.00						

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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
130828	E	3546 NATIONWIDE INVESTMENT ADVISORS	11,506.00						
1	02/20/26	Feb 26 Post-Tax Contributions	3,182.00			1000 212551			101000
2	02/20/26	Feb 26 Pre-Tax Contributions	8,324.00			1000 212550			101000
		Total for Vendor:	11,506.00						
130766	-94311C	3541 ND FRATERNAL ORDER OF POLICE	2,721.00						
1	02/20/26	FOP Legal for Feb 2026	2,721.00			1000 212527			101000
		Total for Vendor:	2,721.00						
130739	-94318E	363 ND PERS	11,667.00						
	02/20/26	Payroll							
1	02/20/26	457b Def Comp - Contributions	11,667.00			1000 212532			101000
130753	-94313E	363 ND PERS	400.00						
1	02/20/26	Freadrich service credit purch	400.00			1000 212532			101000
130866	E	363 ND PERS	348,837.78						
1	02/28/26	Feb Payroll - Contributions	348,837.72			1000 212532			101000
2	02/28/26	Rounding	0.06			1000 414100	230		101000
		Total for Vendor:	360,904.78						
130747	C	271 NETCENTER TECHNOLOGIES	312.50						
1	02/16/26	briefing room tech. repairs	312.50			1000 421000	497		101000
		202147							
		Total for Vendor:	312.50						
130857	C	2261 NETWORK CENTER INCORPORATED	235.00						
1	INV246366	02/26/26 Firewall assistance	235.00			1000 414104	497		101000
		INV246366							
		Total for Vendor:	235.00						
130769	118169S	3543 NEW YORK LIFE INSURANCE &	6,384.00						
1	02/20/26	Deferred Comp EE Feb 2026	6,384.00			1000 212531			101000
		Total for Vendor:	6,384.00						

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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
130805	C	1715 NORTHWEST TIRE INC	17.86						
1	02/23/26	#5700 FLAT REPAIR	17.86			2210 428000	427		101000
26062265									
		Total for Vendor:	17.86						
130748	C	5440 NORTHWEST TIRE INC. (PD)	742.43						
1	02/20/26	#1189 tires	742.43			1000 421000	427		101000
26062240									
		Total for Vendor:	742.43						
130788	C	330 NORTHWESTERN EQUIPMENT INC.	105.46						
1	02/13/26	#4200 THIMBLE	17.76			6010 450200	427		101000
55992									
2	02/13/26	1/2X55' ROPE	87.70			6010 450200	427		101000
55993									
		Total for Vendor:	105.46						
130834		4761 NTOA - NATIONAL TACTICAL	319.00						
1	02/27/26	training reg for T. Johnson	319.00			1000 421000	340		101000
12606									
		Total for Vendor:	319.00						
130768	118170S	3542 NYLI FUNDS	966.00						
1	02/20/26	NYLI (Mainstay) Feb 2026	966.00			1000 212529			101000
		Total for Vendor:	966.00						
130229		4744 O'REILLY AUTOMOTIVE STORES, INC	17.05						
1	01/07/26	#1205 PURGE VALVE	68.19			1000 421000	427		101000
1932133303									
2	01/13/26	#1205 PURGE VALVE RET	-59.47			1000 421000	427		101000
1932135281									
3	01/07/26	#1172 WIRE SET	8.33			1000 421000	427		101000
1932133432									

* ... 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
130806		4744 O'REILLY AUTOMOTIVE STORES, INC	1,000.12						
1	02/12/26	#8017 WIPER BLADES	38.00			1000 415000	427		101000
6022240522									
2	02/12/26	FILTERS	38.78			2210 428000	427		101000
1932145108									
3	02/11/26	#4014 TOGGLE SWITCH	9.06			6010 450200	610		101000
1932144734									
4	02/13/26	#4014 TOGGLE SWITCH	13.36			6010 450200	427		101000
1932145408									
5	02/09/26	#1210 PURGE VALVE	68.19			1000 421000	427		101000
1932143875									
6	02/24/26	CAPSULE	21.28			1000 421000	427		101000
1932148732									
7	02/17/26	#168 BATTERY	159.66			1000 421000	427		101000
1932146650									
8	02/24/26	#4504 BATTERY	159.66			6010 450200	427		101000
1932148731									
9	02/24/26	GORILLA GLUE	16.98			1000 455000	433		101000
1932148825									
10	02/23/26	#1188 STARTER	152.79			1000 421000	427		101000
1932148568									
11	02/10/26	BATTERY	322.36			6010 450200	427		101000
1932144293									
		Total for Vendor:	1,017.17						
130760		276 OSTROMS ACE HARDWARE	469.93						
PO - 200299									
1	02/06/26	K9 & comfort dog food	469.93			1000 421000	915		101000
230245									
		Total for Vendor:	469.93						
130824	C	1648 PARKLAND USA CORPORATION DBA	39,853.51						
1	01/19/26	DIESEL - PW	19,794.03			1000 140000			101000
IN-053805-26									
2	02/05/26	DIESEL - PW	20,059.48			1000 140000			101000
IN-078247-26									
		Total for Vendor:	39,853.51						

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
130843	C	5491 PAUL FRACASSI	68.00						
		NDAAO Workshop - Bismarck - 02/09/26-02/11/26							
1		02/24/26 Travel Reimb 02/09-02/11	68.00			1000 414101	340		101000
		Total for Vendor:	68.00						
130868		4263 PAUL GALLAGHER	85.00						
		Mika Recertification-Maine Specialty Dogs							
1		02/24/26 FD Mika Recertification	85.00			2060 415200	915		101000
		2026 Recert							
		Total for Vendor:	85.00						
130762	118171S	3548 PERSHING	500.00						
1		02/20/26 Alerus - Feb 2026	500.00			1000 212525			101000
		Total for Vendor:	500.00						
130784	C	563 PETRO SERVE USA	65.64						
1		02/26/26 FORKLIFT LPS	65.64			6020 450000	424		101000
		9190							
130815	C	563 PETRO SERVE USA	136.95						
1		02/24/26 WASHER FLUID	136.95			6020 450000	427		101000
		100699							
		Total for Vendor:	202.59						
130697	C	384 PITNEY BOWES GLOBAL FINANCIAL	398.82						
		Dec 30, 2025 to March 29, 2026							
1		02/09/26 1st Q 2026 lease	398.82			1000 421000	428		101000
		3322054055							
130761	C	384 PITNEY BOWES GLOBAL FINANCIAL	398.82						
		Jan - Mar 2026							
1		3322058758 02/09/26 Q1 2026 Postage Lease	398.82			1000 414100	428		101000
		3322058758							
		Total for Vendor:	797.64						

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
130838		790 RAMADA BY WYNDHAM BISMARCK	440.00						
1	11008	02/11/26 Hotel for NDAAO - P Fracassi	220.00			1000 414101	340		101000
	11008								
2	11026	02/11/26 Hotel for NDAAO - S Marcuson	220.00			1000 414101	340		101000
	11026								
		Total for Vendor:	440.00						
130772		425 RED RIVER VALLEY FAIR	2,000.00						
1	02/26/26	use of fairground for EVOC	2,000.00			1000 421000	340		101000
		Total for Vendor:	2,000.00						
130765	-94312C	1464 RED RIVER VALLEY FOP LODGE #1	869.00						
1	02/20/26	FOP Dues Feb 2026	869.00			1000 212526			101000
		Total for Vendor:	869.00						
130496		1016 RED WING BUSINESS ADVANTAGE	407.98						
1	02/09/26	B KROG - BOOTS	212.49			6025 450000	422		101000
	3617358								
2	02/09/26	E JOHNSON - BOOTS	195.49			6025 450000	422		101000
	3617337								
130848		1016 RED WING BUSINESS ADVANTAGE	233.74						
1	02/24/26	M RAMSEY BOOTS	233.74			6010 450200	422		101000
	9814768								
		Total for Vendor:	641.72						
130869		4920 RJ KOOL MIDWEST	10,754.00						
	St 75	Gear Dryer 2026 Gear Dryer							
1	02/25/26	St 75 Gear Dryer	10,754.00			2060 415200	864		101000
	33859								
		Total for Vendor:	10,754.00						
130845	C	2806 RMB ENVIRONMENTAL LABORATORIES,	1,570.00						
1	11/26/26	WATER TESTING	1,570.00			6025 450000	335		101000
	E000980								
		Total for Vendor:	1,570.00						

02/27/26
15:20:33

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 02/16/26 to 02/27/26

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* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
130859		4269 RYAN BEAUCHANE	67.00						
		ND SAFETY COUNCIL CONFERENCE - BISMARCK, ND							
1	02/27/26	TRAVEL REIMBURSEMENT	67.00			1000 430000	340		101000
		Total for Vendor:	67.00						
130611	-94348E	3353 SAM'S CLUB MC/SYNCB	221.23						
1	02/04/26	PW SUPPLIES	217.84			6020 450000	500		101000
2	02/07/26	Interest	3.39			1000 415000	420		101000
130822	E	3353 SAM'S CLUB MC/SYNCB	42.91						
1	02/17/26	SA - SUPPLIES	21.98			6010 450200	500		101000
2	02/20/26	SA - SUPPLIES	20.93			6010 450200	500		101000
		Total for Vendor:	264.14						
130758	C	437 SANDY'S DONUTS & COFFEE SHOP	49.95						
1	02/26/26	senior academy bakery	49.95			1000 421000	375	12	101000
		10006478							
		Total for Vendor:	49.95						
130842	C	1201 SHANE MARCUSON	68.00						
		NDAAO Workshp - Bismarck - 02/09/26-02/11/26							
1	02/12/26	Travel Reimb 02/09-02/11	68.00			1000 414101	340		101000
		Total for Vendor:	68.00						
130860		3330 SHAWN HANSON	67.00						
		ND SAFETY COUNCIL CONFERENCE - BISMARCK, ND							
1	02/27/26	TRAVEL REIMBURSEMENT	67.00			1000 430001	340		101000
		Total for Vendor:	67.00						
130694		999999 SHERCOM INDUSTRIES	315.00						
		PO - 200301							
1	02/11/26	ballistic body	315.00			1000 421000	987		101000
		41757							
		Total for Vendor:	315.00						

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
130745	C	5199 SIGN BADGERS	61.52						
1	02/23/26	investigations - car magnets	61.52			1000 421000	365		101000
36242									
		Total for Vendor:	61.52						
130819	C	3642 SIGN PRO	100.00						
1	02/19/26	GARAGE DOOR SIGNS	100.00			6020 450000	420		101000
93352									
		Total for Vendor:	100.00						
130701	C	91 SIGN SOLUTIONS USA	116.68						
1	02/17/26	SIGNS	76.68			1000 430000	487		101000
421560									
2	12/16/25	SHORT PAY CORRECT	40.00			1000 430000	487		101000
420849									
		Total for Vendor:	116.68						
130691	C	1626 SIRCHIE ACQUISITION COMPANY LLC	312.91						
1	02/10/26	evidence supplies	312.91			1000 421000	365		101000
0730520-IN									
130750	C	1626 SIRCHIE ACQUISITION COMPANY LLC	51.00						
1	02/18/26	investigation supplies	51.00			1000 421000	365		101000
0731663-IN									
		Total for Vendor:	363.91						
130735	C	3528 SNACKS PLUS VENDING	578.50						
1	10/16/23	Coffee for City Hall	49.50			1000 415000	420		101000
5940471580									
2	02/21/24	Coffee for City Hall	164.00			1000 415000	420		101000
5940535325									
3	02/26/24	Coffee for City Hall	54.00			1000 415000	420		101000
5940538377									
4	06/10/24	Coffee for City Hall	95.00			1000 415000	420		101000
5940596990									
5	08/12/24	Coffee for City Hall	216.00			1000 415000	420		101000
5940632002									

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
130820	C	3528 SNACKS PLUS VENDING	164.00						
1	02/18/26	COFFEE	164.00			6020 450000	500		101000
		5940:1077796							
		Total for Vendor:	742.50						
130780		5719 SPACEKAP US CORP	20,946.10						
1	01/13/26	DIABLO 8FT TRUCK SERVICE BODY	20,946.10			1000 430002	610		101000
		101040							
		Total for Vendor:	20,946.10						
130870	C	176 SUMMIT FIRE PROTECTION	165.00						
1	10/10/25	St 75 Svc. Call Install Cell D	165.00			2060 415200	420		101000
		3583766							
		Total for Vendor:	165.00						
130792		2187 SWANK MOVIE LICENSING USA	572.00						
1	12/01/25	ANNUAL RENEWAL 1/2026-12/26	572.00			7000 411600	649		101000
		INV10075580							
		Total for Vendor:	572.00						
130709	C	733 SWANSTON EQUIPMENT CORP	50,032.39						
1	02/12/26	#3075 2026 BOBCAT TRACK LOADER	50,032.39			1000 430000	870		101000
		E114752							
130710	C	733 SWANSTON EQUIPMENT CORP	74,650.00						
1	02/13/26	#5447 2026 BOBCAT UW56 W/BUCKE	37,325.00			1000 430001	870		101000
		E11476							
2	02/13/26	#5448 2026 BOBCAT UW56 W/BUCKE	37,325.00			1000 430001	870		101000
		E11476							
130808	C	733 SWANSTON EQUIPMENT CORP	129.56						
1	02/10/26	#3054 WASHER CAST/PLUG	14.00			1000 430000	427		101000
		P21182							
2	02/24/26	#5417 SPRING	61.88			1000 430001	427		101000
		P21502							
4	02/24/26	#3035 MIRROR HEAD	53.68			1000 430001	427		101000
		P21506							
		Total for Vendor:	124,811.95						

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
130841		1156 TESSMAN	5,330.00						
1	02/10/26	WEED CONTROL	5,330.00			1000 430001	358		101000
		S428400-IN							
		Total for Vendor:	5,330.00						
130837	C	3352 TITAN MACHINERY - FARGO	4,352.00						
1	02/23/26	FLOATING EDGES	1,090.00			1000 430000	381		101000
		PS1076814-1							
2	02/23/26	SPRING/SKID SHOES/CATCH	3,262.00			1000 430000	381		101000
		PS1074686-1							
		Total for Vendor:	4,352.00						
130721	C	1285 TRAFFIC CONTROL CORPORATION	530.00						
1	02/19/26	APS BUTTON	530.00			1000 430002	487		101000
		163524							
130799	C	1285 TRAFFIC CONTROL CORPORATION	840.00						
1	02/23/26	LED PED	840.00			1000 430002	487		101000
		163605							
		Total for Vendor:	1,370.00						
130690	C	5718 TRAUMA MATTERS, PLLC	1,200.00						
1	02/13/26	Jan 2026 wellness visits	1,200.00			1000 421000	387		101000
		50							
130851	C	5718 TRAUMA MATTERS, PLLC	1,810.81						
1	02/13/26	FD January 26 Wellness Visits	1,810.81			2060 415200	996		101000
		51							
		Total for Vendor:	3,010.81						
130706	C	5653 TRAV'S OUTFITTER	225.99						
1	01/30/26	S OTTO BOOTS	225.99			6020 450000	422		101000
		4947							
		Total for Vendor:	225.99						

* ... 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
130698		2136 ULINE INC	753.78						
1	02/06/26	evidence supplies	753.78			1000 421000	365		101000
		203870341							
		Total for Vendor:	753.78						
130770	-94310C	1562 UNITED WAY OF CASS-CLAY	47.00						
1	02/20/26	Feb 2026 Contributions	47.00			1000 212536			101000
		Total for Vendor:	47.00						
130830	E	4665 UNUM	13,329.79						
1	02/20/26	Feb 26 Employee Contributions	7,401.44			1000 212514			101000
2	02/20/26	Feb 26 Employer Contributions	5,928.35			1000 212514			101000
		Total for Vendor:	13,329.79						
130823	C	5649 VALOR CONTRACTING LLC	277,153.95						
1	PROJ 9061		277,153.95			4188 480000	670		101000
		1519							
		Total for Vendor:	277,153.95						
130695	C	3668 VERIZON WIRELESS	20.02						
1	01/02/26	Jan 2026 river sensors	20.02			6020 450000	345		101000
		6134912234							
130700	C	3668 VERIZON WIRELESS	14,021.48						
1	01/08/26	Jan 2026 - city admin	158.10			1000 414000	356		101000
		6135420989							
2	01/08/26	Jan 2026 - finance	39.51			1000 414100	356		101000
		6135420989							
3	01/08/26	Jan 2026-ch assessing hotspot	40.01			1000 414101	356		101000
		635420989							
4	01/08/26	Jan 2026 - econ development	380.25			1000 414102	356		101000
		6135420989							
5	01/08/26	Jan 2026 - HR	197.61			1000 414103	356		101000
		6135420989							
6	01/08/26	Jan 2026 - IT	237.12			1000 414104	356		101000
		6135420989							

* ... 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
7 6135420989	01/08/26 Jan 2026 - engineering		635.25			1000 414200	356		101000
8 6135420989	01/08/26 Jan 2026 - commission		197.55			1000 415000	356		101000
9 6135420989	01/08/26 Jan 2026 - wellness room		40.01			1000 415000	497		101000
10 6135420989	01/08/26 Jan 2026 - communication		118.62			1000 416200	356		101000
11 6135420989	01/08/26 Jan 2026 - planning		237.15			1000 418000	356		101000
12 6135420989	01/08/26 Jan 2026 - pd cell (.1)		3,955.84			1000 421000	356		101000
13 6135420989	01/08/26 Jan 2026 - pd bait (.10)		39.54			1000 421000	356		101000
14 6135420989	01/08/26 Jan 2026 - pd passport (.11)		197.55			1000 421000	356		101000
15 6135420989	01/08/26 Jan 2026 - pd 4sight (.12)		79.02			1000 421000	356		101000
16 6135420989	01/08/26 Jan 2026 - pd mdc (.2)		120.03			1000 421000	356		101000
17 6135420989	01/08/26 Jan 2026-pd cradle point (.3)		765.85			1000 421000	356		101000
18 6135420989	01/08/26 Jan 2026 - pole cams (.7)		40.01			1000 421000	356		101000
19 6135420989	01/08/26 Jan 2026-pd invest trailer(.8)		80.02			1000 421000	356		101000
20 6135420989	01/08/26 Jan26-new CP router(21)pd(.13)		120.08			1000 421000	356		101000
21 6135420989	01/08/26 Jan 2026-pw street/electrical		358.62			1000 430000	356		101000
22 6135420989	01/08/26 Jan 2026 - pw row		39.54			1000 430001	356		101000
23 6135420989	01/08/26 Jan 2026 - pw		674.82			1000 450000	356		101000
24 6135420989	01/08/26 Jan 2026 - pw B & G		277.69			1000 455000	356		101000
25 6135420989	01/08/26 Jan 2026 - fire		2,262.61			2060 415200	356		101000

* ... 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
26 6135420989	01/08/26 Jan 2026 - fire drone		40.01			2060 415200	356		101000
27 6135420989	01/08/26 Jan 2026 - pw forestry		158.07			2210 428000	356		101000
28 6135420989	01/08/26 Jan 2026 - pw sanitation		765.13			6010 450200	356		101000
29 6135420989	01/08/26 Jan 2026 - pw water		596.36			6020 450000	356		101000
30 6135420989	01/08/26 Jan 2026 - pw sewer		623.24			6025 450000	356		101000
31 6135420989	01/08/26 Jan 2026 - library		188.59			7000 411600	356		101000
32 6135420989	01/08/26 fire under no cost center		357.68			2060 415200	356		101000
		Total for Vendor:	14,041.50						
130689 1 5249	C 4240 VERTEX UNMANNED SOLUTIONS LLC 01/26/26 dji matrice drone batteries		1,196.00 1,196.00			1000 421000	641		101000
		Total for Vendor:	1,196.00						
130831 1	E 4662 VOYA 02/20/26 Feb 2026 Contributions		564.00 564.00			1000 212511			101000
		Total for Vendor:	564.00						
130776 1 0109S159293 2 01P686088 3 01P686113 4 01P689741 5 01P687999 6 01P683208	C 544 WALLWORK TRUCK CENTER 02/11/26 #7048 TRANSMISSION/BRAKE REPAI 02/13/26 #7045 BRACKET 02/17/26 #7045 BRACKET 02/25/26 CABLE TIES 02/19/26 #3035 CLAMP/GASKET 02/06/26 #4007 SK TCV SYSS PLUS		1,460.37 721.28 43.95 227.75 62.04 186.29 10.54			4387 480000 4387 480000 4387 480000 6025 450000 1000 430000 6010 450200	427 427 427 825 427 427		101000 101000 101000 101000 101000 101000 101000

* ... 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
7	02/05/26 #7045	CORD	36.85			4387 480000	427		101000
01P683270									
8	02/09/26 #4301	RELAY	43.29			6010 450200	427		101000
01P684263									
9	02/05/26 #7105	LED WORK LIGHT	209.83			6025 450000	610		101000
01P682556									
10	02/05/26 #2025	LED WORK LIGHT	209.84			6020 450000	610		101000
01P682556									
11	02/20/26 #4003	RETURN	-240.00			6010 450200	427		101000
01P688301									
12	02/20/26 #415	RETURN	-51.29			6010 450200	427		101000
01P688299									
130836	C	544 WALLWORK TRUCK CENTER	10,984.33						
1	02/09/26 #4003	DOSER PUMP	1,546.00			6010 450200	427		101000
01P684231									
2	02/24/26 #3005	CUMMINS B6	1,745.75			1000 430000	427		101000
01P688008									
3	02/25/26 #3035	REACTOR/MODULE	7,692.58			1000 430000	427		101000
01p689136									
		Total for Vendor:	12,444.70						
130687		999999 WASTE MANAGEMENT	525.44						
		Refund credit balance on account							
		Acct #026022-01							
1	02/17/26 UB Refund		525.44			6020 347100			101000
Acct #026022-01									
		Total for Vendor:	525.44						
130872	C	4231 WEST FARGO FIRE DEPARTMENT	721.50						
1	02/13/26 CPR TRAINING - BG		92.50			1000 455000	639		101000
22221									
2	02/13/26 CPR TRAINING - ST		166.50			1000 430000	639		101000
22221									
3	02/13/26 CPR TRAINING - SW		111.00			6025 450000	639		101000
22221									
4	02/13/26 CPR TRAINING - WA		74.00			6020 450000	639		101000
22221									

* ... 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
5 22221	02/13/26	CPR TRAINING - SA	166.50			6010 450200	639		101000
6 22221	02/13/26	CPR TRAINING - PW	37.00			1000 450000	639		101000
7 22221	02/13/26	CPR TRAINING - RW	37.00			1000 430001	639		101000
8 22221	02/13/26	CPR TRAINING - FO	37.00			2210 428000	639		101000
Total for Vendor:			721.50						
130737 1	C 02/23/26	566 WEST FARGO PARK DISTRICT February 2026 State Aid	103,109.14 103,109.14			2050 451000	992		101000
Total for Vendor:			103,109.14						
130685 1 2 3 Parks	-94321E 02/20/26 02/20/26 02/20/26	3549 WEX FSA Med FSA - 02/20/26 payroll Dep FSA - 02/20/26 payroll Dep FSA - 02/20/26 payroll	6,181.20 793.71 5,074.99 312.50			1000 212530 1000 212523 8000 453000			101000 101000 101000
Total for Vendor:			6,181.20						
130472 02.06.26 1 2 Parks	-94317E 02/06/26 02/06/26	4676 WEX HSA Payroll HSA Contributions - ER & EE HSA Contributions - ER & EE	45,982.80 41,633.22 4,349.58			1000 212530 8000 453000		110	101000 101000
130516 02.06.26 1 Parks 2 Parks	-94316E 02/06/26 02/06/26	4676 WEX HSA Payroll - additional HSA Contributions - ER HSA Contributions - EE	83.33 33.33 50.00			8000 453000 8000 453000		110	101000 101000

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
130711	-94314E	4676 WEX HSA	45,639.03						
	02.20.26	Payroll							
1	02/20/26	HSA Contributions - ER & EE	41,570.70			1000 212530			101000
2	02/20/26	HSA Contributions - ER & EE	4,068.33			8000 453000	110		101000
		Parks							
130854	E	4676 WEX HSA	364.58						
	02.20.26	Payroll - additional							
1	02/20/26	HSA Contributions - ER	93.75			8000 453000	110		101000
		Parks							
2	02/20/26	HSA Contributions - EE	270.83			8000 453000	110		101000
		Parks							
		Total for Vendor:	92,069.74						
130764	118172S	3827 WF Firefighters Association	1,240.00						
1	02/20/26	Fire Union Dues Feb 2026	1,240.00			1000 212552			101000
		Total for Vendor:	1,240.00						
130775	C	549 WF PUB SCHOOLS DIST #6	10,643.55						
1	02/25/26	MARCH RENT	10,643.55			7000 411600	389		101000
		260263							
		Total for Vendor:	10,643.55						
130715	C	5528 WORLD INSURANCE ASSOCIATES LLC	625.00						
1	02/20/26	2026 SUBARU INSURANCE	625.00			6010 450200	610		101000
		457494							
130755	C	5528 WORLD INSURANCE ASSOCIATES LLC	261.00						
1	02/17/26	DJi matrice drone	376.00			1000 421000	321		101000
		456056							
2	09/22/25	credit per email	-376.00			1000 421000	321		101000
		394767							
3	02/24/26	DJi NEO drone	304.00			1000 421000	321		101000
		458342							
4	08/21/25	credit per email	-43.00			1000 421000	321		101000
		7378504							

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
130881	C 5528	WORLD INSURANCE ASSOCIATES LLC	447,736.00						
		Renew Insurance 01/30/2026-01/30/2027							
1	01/28/26	Non-dept (liab)	94,988.87			1000 415000	323		101000
447929,	448932,	450586							
2	01/28/26	Police (liab)	5,804.88			1000 421000	323		101000
447929,	448932,	450586							
3	01/28/26	Street (liab)	8,839.24			1000 430000	323		101000
447929,	448932,	450586							
4	01/28/26	Fire (liab)	8,839.24			2060 415200	323		101000
447929,	448932,	450586							
5	01/28/26	Sanitation (liab)	4,485.59			6010 450200	323		101000
447929,	448932,	450586							
6	01/28/26	Water (liab)	4,485.59			6020 450000	323		101000
447929,	448932,	450586							
7	01/28/26	Sewer (liab)	4,485.59			6025 450000	323		101000
447929,	448932,	450586							
8	01/28/26	Police (auto)	55,156.14			1000 421000	321		101000
447929,	448932,	450586							
9	01/28/26	Street (auto)	34,285.02			1000 430000	321		101000
447929,	448932,	450586							
10	01/28/26	Fire (auto)	20,490.42			2060 415200	321		101000
447929,	448932,	450586							
11	01/28/26	Sanitation (auto)	66,466.17			6010 450200	321		101000
447929,	448932,	450586							
12	01/28/26	Water (auto)	40,944.48			6020 450000	321		101000
447929,	448932,	450586							
13	01/28/26	Sewer (auto)	21,878.99			6025 450000	321		101000
447929,	448932,	450586							
14	01/28/26	Assessing (auto)	2,024.90			1000 414101	321		101000
447929,	448932,	450586							
15	01/28/26	GIS (auto)	452.45			1000 414106	321		101000
447929,	448932,	450586							
16	01/28/26	IT (auto)	932.16			1000 414104	321		101000
447929,	448932,	450586							
17	01/28/26	Engineering (auto)	4,419.44			1000 414200	321		101000
447929,	448932,	450586							

* ... 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	
18 447929,	01/28/26 448932, 450586	Planning (auto)	2,563.20			1000 418000	321		101000	
19 447929,	01/28/26 448932, 450586	Non-dept (auto)	1,488.63			1000 415000	321		101000	
20 447929,	01/28/26 448932, 450586	Non-dept (inland marine)	1,826.00			1000 415000	321		101000	
21 447929,	01/28/26 448932, 450586	Police (inland marine)	6,435.50			1000 421000	321		101000	
22 447929,	01/28/26 448932, 450586	Street (inland marine)	17,757.00			1000 430000	321		101000	
23 447929,	01/28/26 448932, 450586	Fire (inland marine)	3,172.50			2060 415200	321		101000	
24 447929,	01/28/26 448932, 450586	Water (inland marine)	17,757.00			6020 450000	321		101000	
25 447929,	01/28/26 448932, 450586	Sewer (inland marine)	17,757.00			6025 450000	321		101000	
Total for Vendor:			448,622.00							
130773	E 338 XCEL ENERGY		24.02							
1 966741031	01/25/26 Jan 2026 603/605 Shey St		24.02			1000 421000	527		101000	
130853	E 338 XCEL ENERGY		262.48							
1 966561649	966561649 02/24/26 New City Hall (WEX Bldg)		262.48			1001 415000	527		101000	
Total for Vendor:			286.50							
130863	3341 ZACHARY PAINTNER		67.00							
1	02/27/26 TRAVEL REIMBURSEMENT	ND SAFETY COUNCIL CONFERENCE - BISMARCK, ND	67.00			1000 455000	340		101000	
Total for Vendor:			67.00							
# of Claims			201	Total:		3670,385.05		# of Vendors		48
Total Electronic Claims									2211,617.89	
Total Non-Electronic Claims									1458767.16	

** 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. **

Item Title:

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

Requested Action/Staff Recommendation:

Approve Plans and Specifications and Direct Advertisement for bids

Presented By:

Jerry Wallace, City Engineer

New Information: During the September 22, 2025, Commission meeting the Commission approved the Engineer's Report for this reconstruction project. Thereafter, the Commission adopted the Resolution of Necessity as well as the Resolution Determining that Insufficient Protests were Received. With the Plans and Specifications now completed, staff recommends that the project advance to the bidding phase, with construction anticipated to commence in 2026.

Background & Project Summary: In 2017, 1st 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 roadway and utility reconstruction, the sanitary lift station located at the intersection of 1st Ave E and 4th St E is undersized and nearing the end of its service life. The project proposes removal of the lift station and extension of gravity sanitary sewer from that location west to 2nd St E, improving long-term system reliability and reducing maintenance obligations.

Financial Analysis: Seventy percent (70%) of the project cost is proposed to be funded through Capital Improvements Sales Tax funds. The remaining thirty percent (30%) is proposed to be specially assessed to benefitting properties.

Staff are also pursuing a State grant and several low-interest loan opportunities. If awarded, these funds would be applied to reduce overall project costs and corresponding assessments.

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.

Supporting Documents:

- Plan Cover Sheet (*full plan set available at the Engineering Department*)
 - Advertisement for Bids
 - Associated Resolutions
-

Previously Presented Information & Commission Actions:

November 17, 2025 –

- **Staff Recommendation:** Conduct the Determination of Protest Sufficiency and Approve Associated Resolution
- **Commission Action:** Commissioner Zundel moved and Commissioner Anderson seconded to approve. No opposition, motion carried.

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.

West Fargo City Commission

Bernie Dardis, Commission President

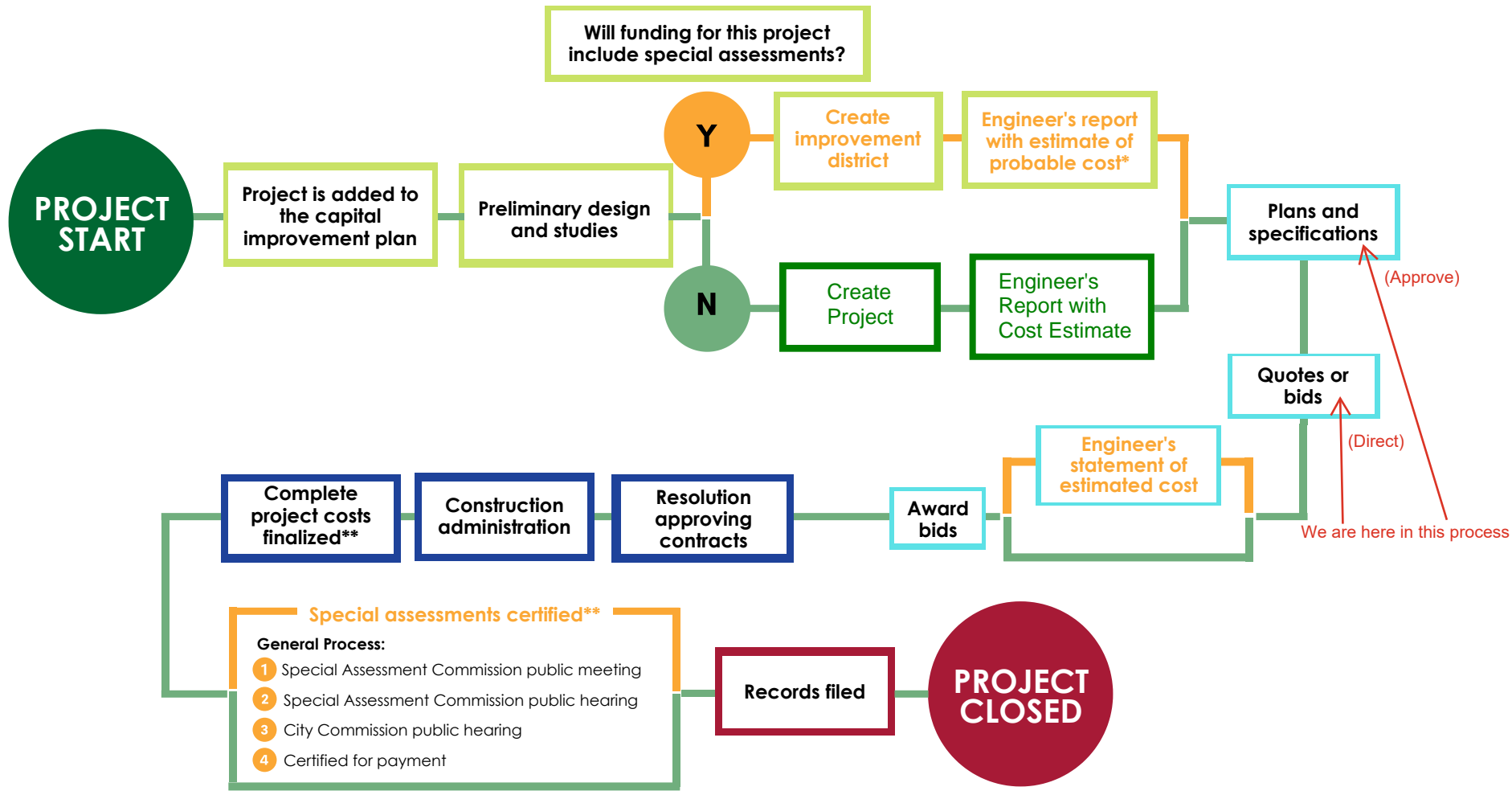
Brad Olson, Commission Vice President

Roben Anderson, Rory Jorgensen, Amy Zundel, Commissioners

Dustin Scott, City Administrator

Process for Contracts and Improvements

Improvement Process Overview



*The City of West Fargo creates an engineer's report and estimate of probable cost for most projects, but is legally required to do so for projects using special assessment funding.

**The special assessment certification process allocates the cost of the project after the complete cost of the project is final. The Special Assessment Commission does not discuss project costs.

IMPROVEMENT DISTRICT NO. 3009

REPLACEMENT OF WATER SUPPLY, SEWERAGE SYSTEMS, STREET RECONSTRUCTION, AND INCIDENTALS

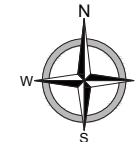
1ST AVENUE EAST (SHEYENNE ST - 4TH ST) WEST FARGO, ND



VICINITY MAP

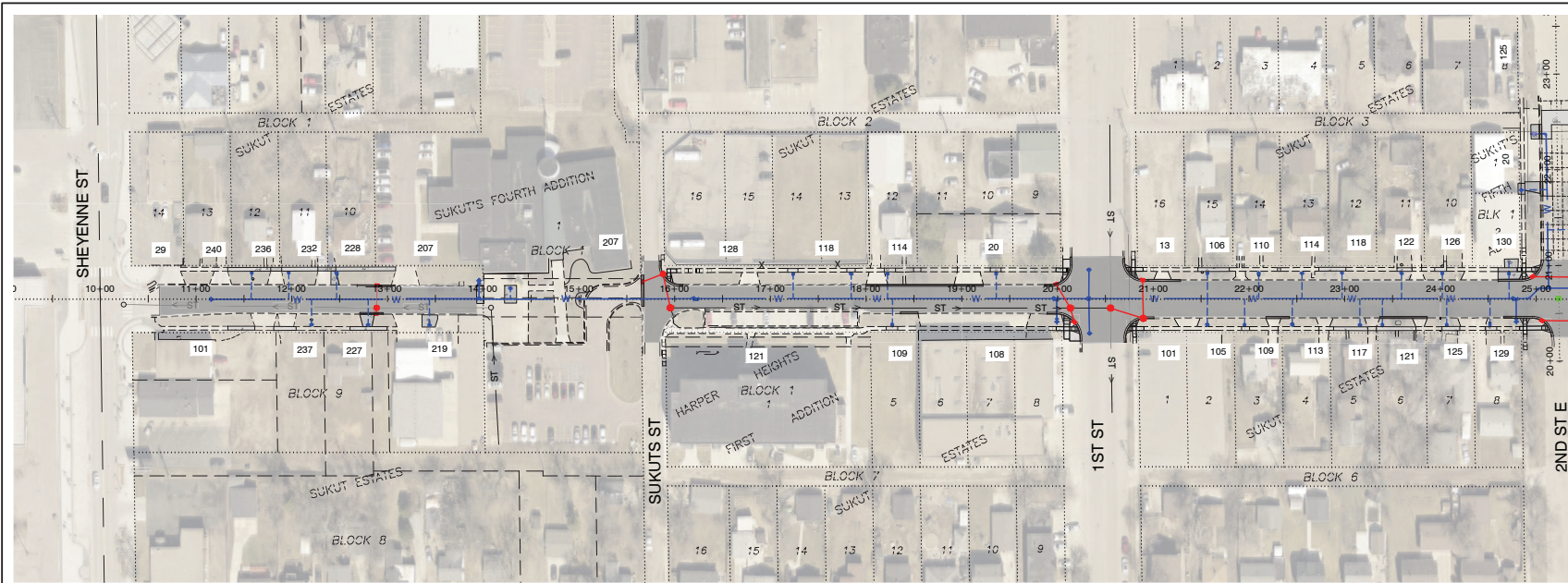


PROJECT LOCATION

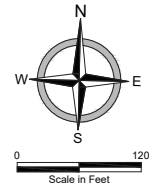
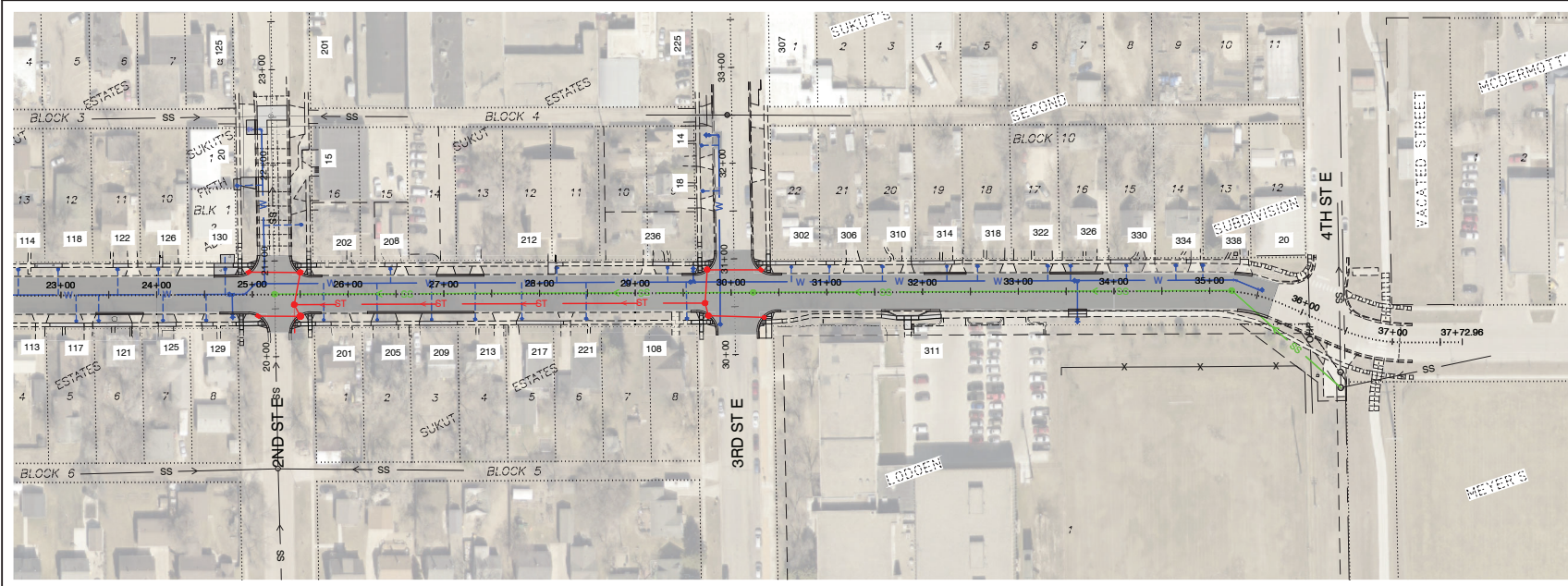
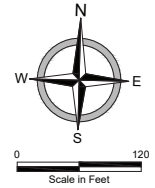


PROJECT No. 30291

PRELIMINARY



PRELIMINARY



PROJECT LAYOUTS
 IMPROVEMENT DISTRICT NO. 3009
 1ST AVENUE EAST (SHEYENNE ST - 4TH ST)
 WEST FARGO, ND
 GENERAL LAYOUT - PROPOSED CONDITIONS

DATE:	---
REV DATE:	---
REV NUM:	---
RECORD:	---
PROJECT No:	30291
MANAGER:	---
DESIGNER:	DJD
DRAFTER:	LRL
REVIEWER:	---

C-102

CITY OF WEST FARGO, NORTH DAKOTA
IMPROVEMENT DISTRICT NO. 3009; REPLACEMENT OF WATER SUPPLY, SEWERAGE SYSTEMS, STREET
RECONSTRUCTION, AND INCIDENTALS
1ST AVENUE EAST (SHEYENNE ST – 4TH ST)

ADVERTISEMENT FOR BIDS

City of West Fargo is requesting Bids for the construction of the project listed above.

Bids for the construction of the Project will be received and accepted via electronic bid (vBid) through Quest CDN until March 26, 2026 at 10:00 a.m. local time. Bids will be viewed and read via video/phone conference at 10:30 a.m. Mailed or hand delivered bids will not be opened or considered. Link for the video/phone conference is provided at www.mooreengineeringinc.com by clicking the Bid Information tab, or at www.Quest CDN.com.

The Project consists of following Work: replacement of water distribution, installation of sanitary sewer collection system, sanitary sewer lift station abandonment; replacement of storm sewer system; street reconstruction; street lighting; concrete flatwork; and incidental items.

Bids will be received for a single prime Contract. Bids shall be on a unit price basis.

Digital project bidding documents will be available at www.mooreengineeringinc.com by clicking the Bid Information tab, or at www.Quest CDN.com. You may download the complete set of digital documents for a nonrefundable fee of \$50.00 by locating eBidDoc™ Number 10073210 on the website. Contact Quest CDN Customer Support at 952-233-1632 or info@Quest CDN.com for assistance in membership registration, downloading digital project information, and vBid online bid submittal questions.

Each bid must be accompanied by a bidder's bond in a sum equal to 5% of the full amount of the bid executed by the bidder as principal and by a surety, conditioned that if the principal's bid is accepted and a contract is awarded to the principal, the principal, within ten (10) days after the notice of the award, shall execute a contract in accordance with the terms of the bid and the bid bond as required by law, and any regulations and conditions of the City of West Fargo. ALL BID BONDS MUST BE ON THE BID BOND FORM INCLUDED IN THE BIDDING DOCUMENTS. The surety must be licensed to do business in North Dakota and must be licensed as a certified surety in the U.S. Department of the Treasury's Circular 570. A countersignature of a bid bond is not required. If the City of West Fargo elects to award a contract to the lowest responsible bidder, and the lowest responsible bidder does not execute a contract within ten (10) days, the bidder's bond will be forfeited to the City of West Fargo, and the City of West Fargo may award the project to the next lowest responsible bidder.

Each bidder must possess a valid North Dakota contractor's license for the full amount of their bid, as required by N.D.C.C. § 43-07-07. Each bidder MUST enclose a copy of their Contractor's License or Certificate of Renewal, issued by the North Dakota Secretary of State, and each license must be valid and dated at least ten (10) days prior to the date set for bid opening, as required under N.D.C.C. § 43-07-12.

The City of West Fargo will not read or consider any bid that does not fully comply with the requirements above, or the requirements of N.D.C.C. § 48-01.2-05. The City of West Fargo reserves the right to reject any and all bids and rebid the project until a satisfactory bid is received.

All bids will be made on the basis of cash payment for such Work. After bid opening, the City of West Fargo will release the bid bonds to all bidders except the three (3) lowest responsible bidders. When the City of West Fargo awards a contract to the lowest responsible bidder, the City of West Fargo will release the remaining bid bonds to the other two (2) bidders. The City of West Fargo reserves the right to hold the three (3) low bids for a period of sixty (60) days after the date of the bid opening.

This project anticipates funding from the Drinking Water and/or Clean Water State Revolving Fund program. Bidder's attention is called to the SRF requirements in the bid package.

Bidders on this work will be required to comply with American Iron and Steel requirements of the Consolidated Appropriations Act, 2014. The requirements for bidders and contractors under this regulation are explained in the specifications.

Bidders are required to comply with Davis-Bacon prevailing wage requirements.

Bidders on this work will be required to comply with Title 40 CFR Part 33– Participation by Disadvantaged Business Enterprises in the United States Environmental Protection Agency Programs. The requirements for bidders and contractors under this regulation concern utilization of Minority Business Enterprises (MBE), Women's Business Enterprises (WBE), and Small Business Enterprises (SBE) and are explained in the specifications.

The goal for MBE is 2% of the total dollar value of the project. The goal for WBE is 3% of the total dollar value of the project. To demonstrate a good faith effort to comply, bidders must include the MBE/WBE subcontractor solicitation form in the bid package.

Bidders on this work will be required to comply with the President's Executive Order No. 11246, as amended. The requirements for bidders and contractors under this order are explained in the specifications.

Bidders are required to comply with the Build America, Buy America Act Requirements.

Any lead service line replacements conducted under this project must replace the entire lead service line, not just a portion, unless a portion has already been replaced or is concurrently being replaced with another funding source.

For all further requirements regarding bid submittal, qualifications, procedures, and contract award, refer to the Instructions of Bidders that are included in the bidding documents.

Owner: City of West Fargo
By: Dustin T. Scott
Title: City Administrator
Date: March 2, 2026

Publish Dates: March 11, 2026 and March 18, 2026

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION APPROVING PLANS AND SPECIFICATIONS FOR IMPROVEMENTS IN
IMPROVEMENT DISTRICT NO. 3009 - NEW WATER SUPPLY, SEWERAGE, STREET
SYSTEMS; AND INCIDENTALS OF THE CITY OF WEST FARGO

BE IT RESOLVED by the Board of City Commissioners of the City of West Fargo, North Dakota, that the plans and specifications and estimates of cost for improvements in Improvement District No. 3009 - New Water Supply, Sewerage, Street Systems; and Incidentals of the City of West Fargo heretofore prepared by Jerry Wallace, Engineer for the City, be and the same hereby are approved, ratified and confirmed as the plans and specifications and estimates of cost in accordance with which said improvements shall be constructed and the City Auditor shall file the same in his office open to public inspection.

Dated: March 2, 2026

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 for its adoption:

RESOLUTION DIRECTING AUDITOR TO
ADVERTISE FOR BIDS

WHEREAS, this Board has heretofore created Improvement District No. 3009 - New Water Supply, Sewerage, Street Systems; and Incidentals of the City of West Fargo; and

WHEREAS, plans and specifications and estimates of costs for said Improvement District No. 3009 have heretofore been directed to be prepared by the Engineer for the City of West Fargo; and

WHEREAS, said plans, specifications and estimates of cost have been prepared and have been approved by the Board of City Commissioners of the City of West Fargo; and

WHEREAS, it is necessary to advertise for bids for the work in said project.

NOW THEREFORE, BE IT RESOLVED by the Board of City Commissioners of the City of West Fargo, Cass County, North Dakota, that the City Auditor be, and he is hereby authorized and directed to cause notice of Advertisement for Bids for the construction of the work heretofore directed to be made in Improvement District No. 3009- New Water Supply, Sewerage, Street Systems; and Incidentals to be published once each week for *two* consecutive weeks in *The Forum*, and that the City Engineer will meet via video/phone conference, at a time and date to be determined by the City Auditor, for the purpose of revealing and reading aloud bids submitted electronically prior to the time of such meeting in accordance with such published advertisement for bids for the purpose of taking such other and further action with reference thereto as shall then be deemed necessary and expedient. A link for video/phone conference is provided at www.questcdn.com. Such advertisements shall be published in the form as provided in Section 48-01.2 of the North Dakota Century Code as amended.

Dated: March 2, 2026

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.



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

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

Full, Legal Name of Gaming Organization
Fargo West Rotary

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

Name of Location
Fargo Harley Davidson

Street 701 Christianson Dr W	City West Fargo	ZIP Code 58078	County Cass
--	---------------------------	--------------------------	-----------------------

Beginning Date(s) Authorized 5-28-2026	Ending Date(s) Authorized 5-28-2026	Number of Twenty-One tables, if zero, enter "0" 0
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Specific location where games of chance will be conducted and played at the site (required)
Fargo Harley Davidson building, excluding the restrooms

If conducting **Raffle** or **Poker** activity provide date(s) or month(s) of the event(s) if known
5-28-2026

RESTRICTIONS FOR CITY/COUNTY USE ONLY

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

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

- | | | |
|---|--|---|
| <input type="checkbox"/> Bingo | <input type="checkbox"/> Club Special | <input type="checkbox"/> Sports Pools |
| <input type="checkbox"/> ELECTRONIC Quick Shot Bingo | <input type="checkbox"/> Tip Board | <input type="checkbox"/> Twenty-One |
| <input checked="" type="checkbox"/> Raffles | <input type="checkbox"/> Seal Board | <input type="checkbox"/> Poker |
| <input type="checkbox"/> ELECTRONIC 50/50 Raffle | <input type="checkbox"/> Punchboard | <input type="checkbox"/> Calcuttas |
| <input type="checkbox"/> Pull Tab Jar | <input type="checkbox"/> Prize Board | <input type="checkbox"/> Paddlewheel with Tickets |
| <input type="checkbox"/> Pull Tab Dispensing Device | <input type="checkbox"/> Prize Board Dispensing Device | <input type="checkbox"/> Paddlewheel Table |
| <input type="checkbox"/> ELECTRONIC Pull Tab Device | | |

Days of week of gaming operations (if restricted)	Hours of gaming (if restricted)
---	---------------------------------

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

APPROVALS

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

INSTRUCTIONS:

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

RETURN ALL DOCUMENTS TO:

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



GAMING SITE AUTHORIZATION
 ND OFFICE OF ATTORNEY GENERAL
 SFN 17996 (2-2023)

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

Full, Legal Name of Gaming Organization
METRO SPORTS FOUNDATION

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

Name of Location
BREWTUS

Street 705 32ND AVE E	City WEST FARGO	ZIP Code 58078	County CASS
---------------------------------	---------------------------	--------------------------	-----------------------

Beginning Date(s) Authorized 7/1/2026	Ending Date(s) Authorized 6/30/2027	Number of Twenty-One tables, if zero, enter "0" 2
---	---	---

Specific location where games of chance will be conducted and played at the site (required)
MACHINES AND TABLES ARE LOCATED IN THE BAR, EXCEPT RESTROOMS

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

RESTRICTIONS FOR CITY/COUNTY USE ONLY

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

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

<input type="checkbox"/> Bingo	<input type="checkbox"/> Club Special	<input type="checkbox"/> Sports Pools
<input type="checkbox"/> ELECTRONIC Quick Shot Bingo	<input type="checkbox"/> Tip Board	<input checked="" type="checkbox"/> Twenty-One
<input type="checkbox"/> Raffles	<input type="checkbox"/> Seal Board	<input type="checkbox"/> Poker
<input type="checkbox"/> ELECTRONIC 50/50 Raffle	<input type="checkbox"/> Punchboard	<input type="checkbox"/> Calcuttas
<input checked="" type="checkbox"/> Pull Tab Jar	<input type="checkbox"/> Prize Board	<input type="checkbox"/> Paddlewheel with Tickets
<input type="checkbox"/> Pull Tab Dispensing Device	<input type="checkbox"/> Prize Board Dispensing Device	<input checked="" type="checkbox"/> Paddlewheel Table
<input checked="" type="checkbox"/> ELECTRONIC Pull Tab Device		

Days of week of gaming operations (if restricted)	Hours of gaming (if restricted)
---	---------------------------------

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

APPROVALS

Attorney General	Date
Signature of City/County Official	Date

PRINT Name and official position of person signing on behalf of city/county above

INSTRUCTIONS:

1. City/County - Retain a **copy** of the Site Authorization for your files.
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RETURN ALL DOCUMENTS TO:

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



GAMING SITE AUTHORIZATION
 ND OFFICE OF ATTORNEY GENERAL
 SFN 17996 (2-2023)

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

Full, Legal Name of Gaming Organization
METRO SPORTS FOUNDATION

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

Name of Location
LOUIES

Street 635 32ND AVE E SUITE 108	City WEST FARGO	ZIP Code 58078	County CASS
---	---------------------------	--------------------------	-----------------------

Beginning Date(s) Authorized 7/1/2026	Ending Date(s) Authorized 6/30/2027	Number of Twenty-One tables, if zero, enter "0" 1
---	---	---

Specific location where games of chance will be conducted and played at the site (required)
MACHINES AND TABLES ARE LOCATED IN THE BAR, EXCEPT RESTROOMS

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

RESTRICTIONS FOR CITY/COUNTY USE ONLY

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

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

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Bingo | <input type="checkbox"/> Club Special | <input type="checkbox"/> Sports Pools |
| <input type="checkbox"/> ELECTRONIC Quick Shot Bingo | <input type="checkbox"/> Tip Board | <input checked="" type="checkbox"/> Twenty-One |
| <input type="checkbox"/> Raffles | <input type="checkbox"/> Seal Board | <input type="checkbox"/> Poker |
| <input type="checkbox"/> ELECTRONIC 50/50 Raffle | <input type="checkbox"/> Punchboard | <input type="checkbox"/> Calcuttas |
| <input checked="" type="checkbox"/> Pull Tab Jar | <input type="checkbox"/> Prize Board | <input checked="" type="checkbox"/> Paddlewheel with Tickets |
| <input type="checkbox"/> Pull Tab Dispensing Device | <input type="checkbox"/> Prize Board Dispensing Device | <input checked="" type="checkbox"/> Paddlewheel Table |
| <input checked="" type="checkbox"/> ELECTRONIC Pull Tab Device | | |

Days of week of gaming operations (if restricted)	Hours of gaming (if restricted)
---	---------------------------------

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

APPROVALS

Attorney General	Date
Signature of City/County Official	Date

PRINT Name and official position of person signing on behalf of city/county above

INSTRUCTIONS:

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

RETURN ALL DOCUMENTS TO:

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



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

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

Full, Legal Name of Gaming Organization
HORACE LIONS CLUB

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

Name of Location
SHY BAR

Street 3330 SHEYENNE ST, UNIT #108	City WEST FARGO	ZIP Code 58078	County CASS
--	---------------------------	--------------------------	-----------------------

Beginning Date(s) Authorized 07/01/2026	Ending Date(s) Authorized 06/30/2027	Number of Twenty-One tables, if zero, enter "0" 1
---	--	---

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

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

RESTRICTIONS FOR CITY/COUNTY USE ONLY

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

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

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> Bingo | <input type="checkbox"/> Club Special | <input type="checkbox"/> Sports Pools |
| <input type="checkbox"/> ELECTRONIC Quick Shot Bingo | <input type="checkbox"/> Tip Board | <input checked="" type="checkbox"/> Twenty-One |
| <input checked="" type="checkbox"/> Raffles | <input type="checkbox"/> Seal Board | <input type="checkbox"/> Poker |
| <input type="checkbox"/> ELECTRONIC 50/50 Raffle | <input type="checkbox"/> Punchboard | <input type="checkbox"/> Calcuttas |
| <input checked="" type="checkbox"/> Pull Tab Jar | <input type="checkbox"/> Prize Board | <input type="checkbox"/> Paddlewheel with Tickets |
| <input checked="" type="checkbox"/> Pull Tab Dispensing Device | <input type="checkbox"/> Prize Board Dispensing Device | <input type="checkbox"/> Paddlewheel Table |
| <input checked="" type="checkbox"/> ELECTRONIC Pull Tab Device | | |

Days of week of gaming operations (if restricted)	Hours of gaming (if restricted)
---	---------------------------------

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

APPROVALS

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

INSTRUCTIONS:

1. City/County - Retain a **copy** of the Site Authorization for your files.
2. City/County - Return the **original** Site Authorization form to the Organization.
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Office of Attorney General
 Licensing Section
 600 E Boulevard Ave, Dept. 125
 Bismarck, ND 58505-0040
 Telephone: 701-328-2329 OR 800-326-9240



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

G - _____ (_____) _____

Site License Number
 (Attorney General Use Only)

Full, Legal Name of Gaming Organization

ND Chapters of Delta Waterfowl Inc.

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

Name of Location

Doubletree Hotel and Conference Center

Street 825 Beaton Drive	City West Fargo	ZIP Code 58078	County Cass
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Beginning Date(s) Authorized 7/16/26	Ending Date(s) Authorized 7/16/26	Number of Twenty-One tables, if zero, enter "0" 0
--	---	---

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

Central Ballroom

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

July 16th, 2026

RESTRICTIONS FOR CITY/COUNTY USE ONLY

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

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

<input type="checkbox"/> Bingo	<input type="checkbox"/> Club Special	<input type="checkbox"/> Sports Pools
<input type="checkbox"/> ELECTRONIC Quick Shot Bingo	<input type="checkbox"/> Tip Board	<input type="checkbox"/> Twenty-One
<input checked="" type="checkbox"/> Raffles	<input type="checkbox"/> Seal Board	<input type="checkbox"/> Poker
<input type="checkbox"/> ELECTRONIC 50/50 Raffle	<input type="checkbox"/> Punchboard	<input type="checkbox"/> Calcuttas
<input type="checkbox"/> Pull Tab Jar	<input type="checkbox"/> Prize Board	<input type="checkbox"/> Paddlewheel with Tickets
<input type="checkbox"/> Pull Tab Dispensing Device	<input type="checkbox"/> Prize Board Dispensing Device	<input type="checkbox"/> Paddlewheel Table
<input type="checkbox"/> ELECTRONIC Pull Tab Device		

Days of week of gaming operations (if restricted)	Hours of gaming (if restricted)
---	---------------------------------

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

APPROVALS

Attorney General	Date
Signature of City/County Official	Date

PRINT Name and official position of person signing on behalf of city/county above

INSTRUCTIONS:

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

RETURN ALL DOCUMENTS TO:

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



APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT
 NORTH DAKOTA OFFICE OF ATTORNEY GENERAL
 GAMING DIVISION
 SFN 9338 (8-2025)

Applying for (check one)
 Local Permit Restricted Event Permit*

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

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

*See Instruction 2 (f) on Page 2. Poker, Twenty-One, and Paddlewheels may be conducted Only with a Restricted Event Permit. Only one permit per year.
LOCAL PERMIT RAFFLES MAY NOT BE CONDUCTED ONLINE AND CREDIT CARDS MAY NOT BE USED FOR WAGERS

ORGANIZATION INFO

Name of Organization or Group Schwetty, Inc.		Dates of Activity (Does not include dates for the sales of tickets) March 21, 2026	
Organization or Group Contact Person Linda Meyer	E-mail dmlrm@hotmail.com	Telephone Number 701-238-0551	
Business Address 1606 8th St East	City West Fargo	State ND	ZIP Code 58078
Mailing Address (if different)	City	State	ZIP Code

SITE INFO

Site Name Rookies Sports Bar and Grill	County Cass
Site Physical Address 715 13th Ave East	City West Fargo
	State ND
	ZIP Code 58078

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

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

Game Type	Description of Prize	Exact Retail Value of Prize
Raffle	Designer Purse Raffle	768.00
Raffle	Fishing Bundle Raffle	457.67
continued on following page		
Total (limit \$50,000 per year)		\$

ADDITIONAL REQUIRED INFORMATION

Intended Uses of Gaming Proceeds
Schwetty Inc. uses proceeds to help local individuals or families dealing with cancer.

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

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

Has the organization or group received a local permit from an city or county for the fiscal year July 1 - June 30 (If yes, indicate the total retail value of all prizes previously awarded)
 No Yes - Total Retail Value: **\$10,190** (This amount is part of the total prize limit for \$50,000 per fiscal year)

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

Printed Name of Organization Group's Permit Organizer David L. Meyer	Telephone Number 701-238-2161	E-mail Address Dlmlrm@far.midco.net
Signature of Organization Group's Permit Organizer 	Title Vice President	Date 2-24-2026

Schwetty, Inc. Spring Fundraiser Raffle Values

Designer Purse Raffle	Value
Jet Set Travel Small Signature Logo Top Zip Tote Bag	\$ 528.00
Gift Card - Bar Code	\$ 50.00
Gift Card - Olive Garden	\$ 10.00
Gift Card - Double Down	\$ 25.00
Gift Card - Unhinged	\$ 25.00
Gift Card - Starbucks	\$ 5.00
Gift Card - Holiday Inn	\$ 50.00
Gift Card - Ulta	\$ 25.00
Gift Card - Target	\$ 25.00
Gift Card - Happy Harry	\$ 25.00
Total Value	\$ 768.00

Fishing Bundle Raffle	Value
Berkley Trilene Sensation Line	\$ 7.46
Scheels Outfitters Bottom Bouncers 6 pk	\$ 7.99
Scheels Outfitters Bottom Bouncers 6 pk	\$ 7.49
Scheels Outfitters Ball Bearing Swivels 6pk	\$ 3.79
Bombar Deel Long A Crankbait	\$ 7.99
Bandit Walleye Deep Crankbait	\$ 8.99
Scheels Outfitters FatEye Tournament Crank	\$ 8.99
Fishing Hat	\$ 12.99
Lakes & Rivers Mossy Oak Aqua Marlin Pro Series Tackle Bag w/8 large Boxes	\$ 84.99
Fishing Tool Kit	\$ 36.99
Gift Card - Flyn Pig - Silver Dollar	\$ 25.00
Gift Card - Texas Roadhouse	\$ 25.00
Gift Card - Taco Bell	\$ 10.00
Gift Card - Cold Stone Creamery	\$ 25.00
Gift Card - Shy Bar	\$ 25.00
Gift Card - Acapulco	\$ 15.00
Gift Card - Bowler	\$ 20.00
Gift Card - Bar Code	\$ 50.00
Gift Card - Scheels	\$ 25.00
Gift Card - Fleet Farm	\$ 25.00
Gift Card - Happy Harry's	\$ 25.00
Total Value	\$ 457.67



APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT
 NORTH DAKOTA OFFICE OF ATTORNEY GENERAL
 GAMING DIVISION
 SFN-9338 (8-2025)

Applying for (check one)
 Local Permit Restricted Event Permit*

Games to be conducted
 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 <i>Firefighter Skill Mastery</i>		Dates of Activity (Does not include dates for the sales of tickets) <i>April 18th 2026</i>	
Organization or Group Contact Person <i>Jason Carribeau</i>	E-mail <i>Jasons.carribeau@gmail.com</i>	Telephone Number <i>701-388-9585</i>	
Business Address <i>113 EAST KAMP AVE</i>	City <i>Watertown</i>	State <i>SD</i>	ZIP Code <i>57201</i>
Mailing Address (if different) ↓	City ↓	State ↓	ZIP Code ↓

SITE INFO

Site Name <i>Junkyard Brewing</i>	County <i>CASS</i>
Site Physical Address <i>409 Sheyenne ST.</i>	City <i>West Fargo</i>
State <i>ND</i>	ZIP Code <i>58078</i>

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.)
(1) 4-18-26

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

Game Type	Description of Prize	Exact Retail Value of Prize
<i>RAFFLE</i>	<i>Books</i>	<i>Less than 500.00</i>
<i>RAFFLE</i>	<i>TOOLS</i>	<i>Less than 500.00</i>
<i>RAFFLE</i>	<i>PPE</i>	<i>Less than 500.00</i>
Total (limit \$50,000 per year)		<i>\$ < 1,500.00</i>

ADDITIONAL REQUIRED INFORMATION

Intended Uses of Gaming Proceeds
GOES TO SOLICIT 910M OF FFSM

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

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

Has the organization or group received a local permit from an city or county for the fiscal year July 1 - June 30 (If yes, indicate the total retail value of all prizes previously awarded)
 No Yes - Total Retail Value: _____ (This amount is part of the total prize limit for \$50,000 per fiscal year)

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

Printed Name of Organization Group's Permit Organizer <i>Jason Carribeau</i>	Telephone Number <i>701-388-9585</i>	E-mail Address <i>Jasons.carribeau@gmail.com</i>
Signature of Organization Group's Permit Organizer <i>JAC</i>	Title <i>NA</i>	Date <i>2-24-26</i>



APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT

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

Applying for (check one)

Local Permit Restricted Event Permit*

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

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

*See Instruction 2 (f) on Page 2. Poker, Twenty-One, and Paddlewheels may be conducted Only with a Restricted Event Permit. Only one permit per year.
LOCAL PERMIT RAFFLES MAY NOT BE CONDUCTED ONLINE AND CREDIT CARDS MAY NOT BE USED FOR WAGERS

ORGANIZATION INFO

Name of Organization or Group CCRI, Inc.		Dates of Activity (Does not include dates for the sales of tickets) 3/22/2026	
Organization or Group Contact Person CCRI, Inc. (Contact Alita Hanson)	E-mail alita.hanson@creativecare.org	Telephone Number 218-331-2024	
Business Address 2903 15th St S	City Moorhead	State MN	ZIP Code 56514
Mailing Address (if different)	City	State	ZIP Code

SITE INFO

Site Name Veterans Memorial Arena	County Cass		
Site Physical Address 1201 7th Ave E	City West Fargo	State ND	ZIP Code 58078
Provide the exact date(s) & frequency of each event & type (Ex. Bingo every Friday 10/1-12/31, Raffle - 10/30, 11/30, 12/31, etc.)			
Raffles on 3/22/2026			

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

Game Type	Description of Prize	Exact Retail Value of Prize
Raffles	details on following sheet	
	Total (limit \$50,000 per year)	\$

ADDITIONAL REQUIRED INFORMATION

Intended Uses of Gaming Proceeds
Programming and support to people with disabilities in our service area to live full lives with as much independence as possible

Does the organization presently have a state gaming license? (If yes, the organization is not eligible for a local permit or restricted event permit and should call the Office of Attorney General at 1-800-326-9240)

Yes No

Has the organization or group received a restricted event permit from any city or county for the fiscal year July 1 - June 30 (If yes, the organization or group does not qualify for a local permit or restricted event permit)

Yes No

Has the organization or group received a local permit from an city or county for the fiscal year July 1 - June 30 (If yes, indicate the total retail value of all prizes previously awarded)

No Yes - Total Retail Value: (This amount is part of the total prize limit for \$50,000 per fiscal year)

Is the organization or group a state political party or legislative district party? (If yes, the organization or group may only conduct a raffle and must complete SFN 52880 "Report on a Restricted Event Permit" within 30 days of the event. Net proceeds may be for political purposes.)

Yes No

Printed Name of Organization Group's Permit Organizer Alita Hanson	Telephone Number 218-331-2024	E-mail Address alita.hanson@creativecare.org
Signature of Organization Group's Permit Organizer 	Title CEA Director	Date 2/25/26

Raffle Handmade \$300

Raffle Cooler Table \$300

Raffle Bean Bag Game \$300

Raffle Set Drill Set \$250

Raffle Griddle \$250

Raffle 50/50 50% of proceeds not to exceed \$15,000 or \$50,000 per year

Item Title: Civic Serve Software for Economic Development Department

Presented By: Casey Sanders- Berglund Director of Economic Development

Requested Action/Staff Recommendation: Approve agreement for Civic Serve Software

Background & Project Summary:

The Economic Development department aims to ensure the department functionality has the tools to provide consistency, transparency, and redundancy. Staff manage several projects including retention visits, business connects, prospects, incentives, and the documentation and follow through that is involved. A software to combine all of these efforts as well as offer added value to other departments with unlimited users, reporting mechanisms, and business data intelligence will increase the departmental efficiency and business support efforts.

Attached Supporting Documents:

- Master Service Agreement with CivicServe
- Original RFP & review committee meeting minutes can be made available by request

Financial Impact:

The agreement outlines a cost for service at \$20,000 with the cost for implementation being waived. This is an annual cost that is renewable year after year with potential increases with past increases averaging 5% but ranging from 5-8%. The cost for training is also included in the service fee. The Economic Development department budget included an allocation for this project up to \$25,000 thus with the selection of CivicServe this line item would come in under budget.

Process/Timeline:

- Dec 15, 2025 original RFP was published and closed on Jan 9, 2026
- Feb 2, 2026: review committee meet to analyze the 13 responses
 - Review committee included 5 internal staff and 2 EDAC members
 - Selected 4 proposals to move to the interview
- Feb 6, 2026: Interviews were held
 - The focus areas that we outlined in the RFP included: functionality and ease of use, experience with municipalities, Implementation plan and timeline, integration capabilities, cost proposals, along with training and ongoing support.
 - Unanimous vote to move forward with Civic Serve Software
- Feb 13, 2026: Economic Development Advisory Committee votes to move Civic Serve forward for final approval.

West Fargo City Commission

Bernie Dardis, Commission President

Brad Olson, Commission Vice President

Roben Anderson, Rory Jorgensen, Amy Zundel, Commissioners

Dustin Scott, City Administrator

CIVICSERVE MASTER SERVICES AGREEMENT

THIS MASTER SERVICE(S) AGREEMENT (the “**Agreement**”) is entered into and is effective as of February 25, 2026 (“**Effective Date**”) by and between CivicServe, Inc. (“**CivicServe**”) with its principal place of business at 207 W Jefferson St, Suite 501, Bloomington, IL 61701, and City of West Fargo with its principal place of business at 800 4th Avenue East, West Fargo, ND 58078 (“**Customer**”). The parties referenced above, intending to be legally bound, agree as follows:

1. CIVICSERVE DELIVERY OF SERVICE(S):

CivicServe grants Customer a non-exclusive, non-transferable, limited license to access and use the CivicServe Service(s) on the Authorized Website(s) identified in the attached Schedule A in consideration of the fees and terms described in Schedule A. This Agreement will also govern all additional Schedules for Service(s).

2. CUSTOMER RESPONSIBILITIES:

Customer acknowledges it is receiving only a limited license to use the Service(s) and related documentation, if any, and shall obtain no title, ownership nor any other rights in or to the Service(s) and related documentation, all of which title and rights shall remain with CivicServe. However, Customer will retain ownership of all its data in the system.

Customer agrees that (1) this license is limited to applications for its own use and may not lease or rent the Service(s) nor offer its use for others; (2) CivicServe is not responsible for content placed into the Service(s); (3) that the Service(s) will not be used to capture confidential information of any kind such as social security numbers; or bank account information and, (4) that it will maintain the Authorized Website(s) identified in Schedule A, provide CivicServe with all information reasonably necessary to setup or establish the Service(s) on Customer’s behalf, and allow a “Powered by CivicServe” logo with a hyperlink to CivicServe’s website home page on the Authorized Website.

3. SERVICE(S) LEVELS:

CivicServe will use commercially reasonable efforts to backup and keep the Service(s) and Authorized Website(s) in operation consistent with applicable industry standards and will respond to customers’ requests for support during normal business hours.

THE SERVICE(S) ARE PROVIDED ON AN “AS IS” BASIS, AND CUSTOMER’S USE OF THE SERVICE(S) IS AT ITS OWN RISK. CIVICSERVE DOES NOT WARRANT THAT THE SERVICE(S) WILL BE UNINTERRUPTED OR ERROR-FREE OR UNAFFECTED BY FORCE MAJEURE EVENTS.

4. WARRANTY AND LIABILITY:

CIVICSERVE MAKES NO REPRESENTATION OR WARRANTY AS TO MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE EXCEPT AS OTHERWISE STATED HEREIN OF THE SERVICE(S) AND SHALL HAVE NO LIABILITY FOR ANY CONSEQUENTIAL DAMAGES OF ANY KIND INCLUDING, BUT NOT LIMITED TO, DATA LOSS AND BUSINESS INTERRUPTION, AND THE PARTIES AGREE THAT THE ONLY REMEDIES THAT SHALL BE AVAILABLE TO CUSTOMER UNDER THIS AGREEMENT SHALL BE THOSE EXPRESSLY SET FORTH IN THIS AGREEMENT. CIVICSERVE’S LIABILITY UNDER ALL CIRCUMSTANCES INVOLVED HEREIN IS EXPRESSLY LIMITED TO THE AMOUNT RECEIVED BY CIVICSERVE UNDER THIS AGREEMENT.

5. TERMINATION:

Either party may terminate this agreement without cause if the terminating party gives the other party sixty (60) days written notice prior to termination. Should Customer terminate without cause after the first date of the then current term as defined in the attached Schedule(s), Customer must pay the balance of the current contracted term and this payment obligation will immediately become due.

CivicServe may terminate service(s) if payments are not received by CivicServe as specified in Schedule A and any subsequent Schedule(s). All monies associated to the current term will be due immediately.

Upon any termination, CivicServe will discontinue Service(s) under this Agreement; CivicServe will provide Customer with an electronic copy of all Customer owned data, if requested and for a cost of no more than \$2,500; and, provisions of this Agreement regarding Ownership, Liability, Confidentiality and Miscellaneous will continue to survive.

6. ACCEPTABLE USE:

Customer represents and warrants that the Service(s) will only be used for lawful purposes, in a manner allowed by law, and in accordance with reasonable operating rules, policies, terms and procedures. CivicServe may, upon misuse of the Service(s), request Customer to terminate access to any individual and Customer agrees to promptly comply with such request unless such misuse is corrected.

7. SERVICE INITIATION:

Customer agrees to perform all customer activities as stated on Schedule A.

8. CONFIDENTIALITY:

Each party hereby agrees to maintain the confidentiality of the other party’s confidential and proprietary materials and information, including but not limited to, all information, knowledge, or data not generally available to the public, which is acquired in connection with this Agreement, unless disclosure is required by law. Each party hereby agrees not to copy, duplicate, or transcribe any confidential documents of the other party except as required in connection with their performance under this Agreement. Customer acknowledges that the Service(s) contain valuable trade secrets, which are the sole property of CivicServe, and Customer agrees to use reasonable care to prevent other parties from learning of these trade secrets or have unauthorized access to the Service(s). CivicServe will use reasonable efforts to ensure that any CivicServe contractors maintain the confidentiality of proprietary materials and information.

9. MISCELLANEOUS PROVISIONS:

This Agreement will be governed by and construed in accordance with the laws of the State of Illinois. CivicServe may not assign its rights and obligations under this Agreement, in whole or part, without prior written consent of Customer, which consent will not be unreasonably withheld. CivicServe agrees to comply with Open Records laws as they apply to Customer. CivicServe, at its discretion, may inform through conversations, website, or social media platforms that Customer is using CivicServe’s platform.

10. ACCEPTANCE:

Authorized representatives of Customer and CivicServe have read the foregoing and all documents incorporated therein and agree and accept such terms effective as of the Effective Date.

Customer: City of West Fargo

Signature: _____

Print Name: _____

Title: _____ Date: _____

CivicServe, Inc.

Signature: _____

Print Name: _____

Title: _____ Date: _____

CIVICSERVE MASTER SERVICES AGREEMENT

SCHEDULE A

Item	Details (Checked boxes apply to customer instance. Boxes not checked may be purchased at a future date):	
Core Platform	<input checked="" type="checkbox"/> Customer Relationship Management (CRM) <input checked="" type="checkbox"/> Lead Management <input checked="" type="checkbox"/> Project Management <input checked="" type="checkbox"/> Goal Management	<input checked="" type="checkbox"/> Event Management <input checked="" type="checkbox"/> Data Management <input checked="" type="checkbox"/> Analytics & Reporting
Licensed Users (Unlimited seats)	<input checked="" type="checkbox"/> City <input type="checkbox"/> County <input type="checkbox"/> State	<input type="checkbox"/> EDO <input type="checkbox"/> Chamber of Commerce <input type="checkbox"/> Consultants
Business Module	<input checked="" type="checkbox"/> BRE & Site Visit Surveys <input checked="" type="checkbox"/> Business Directory	<input type="checkbox"/> Business Registration, Licensing and Certification
Incentives Module	<input type="checkbox"/> Abatements <input type="checkbox"/> Bonds <input checked="" type="checkbox"/> Business Development Districts <input type="checkbox"/> Community Improvement Districts <input type="checkbox"/> Credits, Exemptions, Rebates, Waivers <input checked="" type="checkbox"/> Economic Development Grants <input type="checkbox"/> Economic Development Loans	<input type="checkbox"/> Enterprise Zones <input type="checkbox"/> Hub Zones <input type="checkbox"/> Opportunity Zones <input checked="" type="checkbox"/> PILOTS <input type="checkbox"/> Special Services Areas <input checked="" type="checkbox"/> Tax Increment Financing Districts <input type="checkbox"/> Other/Custom:
Properties Module	<input type="checkbox"/> Property Marketing (Public Portal) <input type="checkbox"/> Available Property Registration	<input type="checkbox"/> Vacant Property Registration <input type="checkbox"/> Lease Contract Management (Customer Owned Properties)
Platform Enhancements	<input checked="" type="checkbox"/> Monthly Business Data Updates	<input checked="" type="checkbox"/> Monthly Business Intelligence
Integrations	<input checked="" type="checkbox"/> GIS (Customer API Required) <input checked="" type="checkbox"/> Microsoft 365	<input type="checkbox"/> Single Sign-On (Provider Must Support SAML 2.0)

Professional Services

Implementation	<p>Customer agrees to the following:</p> <p>(1) Participate in a 1-hour Implementation Kickoff Meeting with CivicServe within <u>10 business</u> days of the Subscription Term;</p> <p>(2) Provide access to all items outlined during Implementation Kickoff Meeting information within <u>15</u> business days of the Subscription Term;</p> <p>(3) Make accessible any requested data sources or integrations within <u>15</u> business days of the Subscription Term;</p> <p>(4) Make available necessary Customer team members during weekly, 1-hour virtual update sessions throughout the implementation process.</p> <p>CivicServe's Implementation and Service team will enter up to a total of 100 open and active projects into platform.</p>
Training and Support	Services to support Customer upon conclusion of Implementation include: (1) Two annual, 1-Hour virtual training sessions; (2) ongoing access to CivicServe Help Desk via Support@CivicServe.com ; and (3) ongoing access to digital training materials

Terms

Software Subscription Fees	Software Subscription Fees Services as described in Schedule A	Annual Subscription Fee:	\$32,500
		Management Discount:	(\$12,500)
		Total Discounted Annual Subscription Fee: ***Valid if Agreement signed on or before March 31, 2026	\$20,000
One-Time Implementation Fees	Implementation Type Standard software implementation	Implementation List Fee:	\$3,500
		Management Discount:	(\$3,500)
		Total Discounted Implementation Fee: ***Valid if Agreement signed on or before March 31, 2026	WAIVED
Subscription Term	April 1, 2026 through March 31, 2027 This Schedule A will automatically renew for additional twelve 12 month terms (renewal terms) unless a party gives at least sixty (60) days' written notice of its intent to not renew prior to the expiration of the then-current term. The initial term and any renewal terms prior to expiration or termination of this Agreement are collectively referred to as the "Term".		
Payment Terms	Customer agrees to be billed and to pay CivicServe for all service, subscription, and license fees in accordance with this Agreement and Schedule A. CivicServe will invoice Customer on an annual basis upon the Subscription Term Start Date and Customer shall pay CivicServe's invoices NET 30. This secures site, servers, and resources necessary to begin project. If payment is not received in accordance with the Payment Terms, CivicServe has the right to suspend all services. Furthermore, invoices accrue 1% per month past due and Customer is responsible for all costs, including attorney fees, for the collection of invoices. Renewal terms will not increase by more than eight (8) percent annually. Remit payments to CivicServe Accounts Receivable , 207 W Jefferson Street Suite 501 Bloomington, IL 61701.		
Data	Customer data is owned by the customer. All document storage is via a standard storage account provisioned by CivicServe. 50GB of storage is included in the fees set forth above, with every additional 50GB of storage being assessed a fee of \$20/month. Additionally, 500GB per month of document attachment retrieval is included. CivicServe will advise the Customer upon reaching the range of 85-90% of the allotted storage amount. At said time Customer may elect to transfer and delete files or agree to incur future data storage fees as outlined herein.		



Annual Financial Statement
 Year To Date As of 12/31/2025
 Prepared on 2/25/2026

Prepared by: Sheila Olson
 Reviewed by: Willy Galindo
 Newspaper Publication 3/1/2026

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		\$ 42,201,816	\$ 39,947,752	106%	\$ 40,375,338	\$ 41,572,202	97%	\$ 1,826,477	\$ 14,844,514
2030	Share of Specials		228,936	221,833	103%	213,247	221,833	96%	15,689	119,357
7000	Library		2,988,596	2,651,523	113%	2,434,806	2,624,900	93%	553,790	1,712,635
7050	Airport		461,135	238,999	193%	506,381	485,945	104%	(45,245)	917,206
Total Government			\$ 45,880,483	\$ 43,060,107	107%	\$ 43,529,772	\$ 44,904,880	97%	\$ 2,350,711	\$ 17,593,713
2970	Capital Improvements Sales Tax	2	\$ 12,597,356	12,281,488	103%	\$ 6,549,579	18,189,566	36%	6,047,777	32,467,563
2975	Public Safety Sales Tax		4,178,483	4,014,700	104%	4,952,033	4,869,513	102%	(773,550)	1,519,890
2971	Prairie Dog Funds	2	7,331,225	10,500,000	70%	10,033,165	10,500,000	96%	(2,701,940)	676,916
2960	Economic Development Sales Tax		4,221,899	4,109,700	103%	3,859,131	3,481,400	111%	362,768	15,817,938
2973	Flexible Transportation Fund	2	708,387	-	0%	-	-	0%	708,387	692,002
2110	Gaming	3	32,588	15,000	217%	18,000	18,000	100%	14,588	155,468
2XXX	Event Funds		-	-	0%	-	-	0%	-	16,668
2200	Vector Control		222,677	210,000	106%	146,483	100,000	146%	76,194	646,593
2210	Forestry		678,546	674,815	101%	898,128	840,940	107%	(219,582)	16,346
2230	City Utility		52,004	81,000	64%	-	50,000	0%	52,004	330,394
25XX	Police Special Funds	4	179,610	5,500	3266%	239,411	11,850	2020%	(59,802)	300,640
2950	Assets Forfeitures		39,486	30,000	132%	49,377	30,000	165%	(9,891)	155,615
2980	South Facility Hookup		-	50,000	0%	170,483	-	0%	(170,483)	3,523,826
Total Special Funds			\$ 30,242,261	\$ 31,972,203	95%	\$ 26,915,791	\$ 38,091,269	71%	\$ 3,326,470	\$ 56,319,858
3000	Total Debt Service		\$ 24,532,779	\$ 20,408,271	120%	\$ 28,293,072	\$ 24,157,135	117%	\$ (3,760,293)	\$ 52,214,814
6010	Sanitation		\$ 7,611,468	\$ 7,100,000	107%	\$ 6,964,887	\$ 7,780,975	90%	\$ 646,581	\$ 2,316,469
6020	Water		11,186,794	10,500,000	107%	9,586,681	9,832,542	97%	1,600,112	9,331,981
6025	Sewer		7,688,706	8,102,130	95%	7,439,489	7,699,497	97%	249,217	(312,702)
Total Enterprise			26,486,968	25,702,130	103%	23,991,057	25,313,014	95%	2,495,911	\$ 11,335,749
5000	Tree Fund		\$ 23,573	\$ 50,000	47%	\$ 39,310	\$ 50,000	79%	\$ (15,738)	554,999
2050	Park Funds/State Aid		1,152,167	1,128,681	102%	1,152,167	1,128,681	102%	-	-
8600	Park District Special Assessment		743,014	720,242	103%	749,448	720,242	104%	(6,433)	7,342
2141	FM CVB		487,362	383,000	127%	501,556	383,000	131%	(14,194)	31,177
Total Agency			\$ 2,406,116	\$ 2,281,923	105%	\$ 2,442,481	\$ 2,281,923	107%	\$ (36,365)	\$ 593,518
Total All Budgeted Funds			\$ 129,548,608	\$ 123,424,634	105%	\$ 125,172,173	\$ 134,748,221	93%	\$ 4,376,435	\$ 138,057,652
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	2	\$ 28,906,521	\$ 1,733,766	1667%	\$ 32,507,794	\$ 1,733,766	1875%	\$ (3,601,273)	\$ (23,908,992)
2170	Clerk of Court Bond Fund		-	-	0%	-	-	0%	-	71,233
2XXX	Misc. Special Funds	5	770,435	655,317	118%	1,080,147	1,177,706	92%	(309,711)	843,509
7XXX	Agency Funds		-	-	0%	-	-	0%	-	218,391
8000	West Fargo Parks Payroll		-	-	0%	-	-	0%	-	-
Total Non-Budgeted Funds			\$ 29,676,956	\$ 2,389,083	1242%	\$ 33,587,941	\$ 2,911,472	1154%	\$ (3,910,985)	\$ (22,775,859)
Total All Funds Combined			\$ 159,225,564	\$ 125,813,717	127%	\$ 158,760,114	\$ 137,659,693	115%	\$ 465,450	\$ 115,281,793

Notes:

1	General, Library and Airport had an increase in interest revenue due to a new allocation method . Additionally, airport fuel revenue not in budget partially offset by fuel expenses also not in budget.
2	Transfer of cash balances to construction funds of \$16.5 million due to less projects completed in 2025 than anticipated.
3	Increase in revenue is due to gaming grant funds received not in budget.
4	Received and paid Back the Blue grant funds and purchase of two police vehicles.
5	Increase in revenue is due to cash in lieu of land dedication funds not in budget.

Item Title: Second Reading of 2024 ICC Code Adoption with Amendments

Presented By: Mark Housh, Inspections Administrator

Requested Action/Staff Recommendation: Approve the second reading of Ordinance No. 1265, 1269, 1270, 1271, 1272, 1273, 1274, and 1275 adopting the 2024 ICC Codes as listed with amendments

Background & Project Summary:

The International Code Council (ICC) updates its Building, Mechanical, Fire, and related codes on a three-year cycle. The proposed ordinance adopts the most recent editions of these ICC codes, along with locally adopted amendments. The local amendments are intended to align the codes with current construction practices and conditions in our area, including the incorporation of new construction methods, updates to existing practices, and the allowance of new materials. The proposed amendments are consistent with those adopted as part of the State Building Code and with the codes enforced by neighboring jurisdictions.

Attached Supporting Documents:

- Ordinance No. 1265, 1269, 1270, 1271, 1272, 1273, 1274, and 1275
- Summary of local amendments

West Fargo City Commission

Bernie Dardis, Commission President
Brad Olson, Commission Vice President
Roben Anderson, Rory Jorgensen, Amy Zundel, Commissioners
Dustin Scott, City Administrator

ORDINANCE NO. 1265

AN ORDINANCE TO AMEND AND REENACT SECTION 5-0101, AND TO REPEAL AND REENACT SECTION 5-0102 OF THE REVISED ORDINANCES OF 1990 OF THE CITY OF WEST FARGO RELATING TO INTERNATIONAL BUILDING CODE.

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

SECTION 1. Section 5-0101 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

5-0101. ADOPTION OF INTERNATIONAL BUILDING CODE. The erection, construction, enlargement, alteration, repair, moving, removal, demolition, conversion, occupancy, equipment, use, height, area, and maintenance of buildings or structures in the City of West Fargo, North Dakota, shall meet with the provisions of the rules and regulations of the 2024 edition of the International Building Code, of the International Code Council as the same are now established in said code, a copy of which is on file in the office of the building inspector for the City of West Fargo, with the exception of the sections hereinafter set forth affecting local conditions in the City of West Fargo, which sections shall be substituted for and in lieu of like sections or paragraphs in said International Building Code; and the Board of City Commissioners of said City of West Fargo, by this section hereby approves and adopts such rules and regulations, as so modified, for use and application in the City of West Fargo, North Dakota, as well as for any area within the extraterritorial zoning jurisdiction of the City. Provided, that any amendments of the 2024 edition of the International Building Code may be adopted by the City by resolution.

SECTION 2. Section 5-0102 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby repealed in its entirety and replaced and reenacted to read as follows:

5-0102. MODIFICATION OF INTERNATIONAL BUILDING CODE. The International Building Code as adopted in Section 5-0101 is hereby changed and amended as follows:

SECTION 101.1 is hereby amended to read as follows:

[A] **101.1 Title**. These regulations shall be known as the *Building Code* of City of West Fargo, hereinafter referred to as “this code.”

SECTION 101.4.3 is hereby amended to read as follows:

[A] **101.4.3 Plumbing**. The provisions of the North Dakota State Plumbing Code shall apply to the installation, *alteration, repair* and replacement of plumbing systems, including equipment, appliances, fixtures, fittings and appurtenances, and where connected to a water or sewage system and all aspects of a medical gas system. The provisions of the North Dakota State Plumbing Code shall apply to private sewage disposal systems.

SECTION 103.1 is hereby amended to read as follows:

[A] **103.1 Creation of enforcement agency**. The Inspections Department is hereby created and the official in charge thereof shall be known as the building official. The

function of the agency shall be the implementation, administration and enforcement of the provisions of this code.

SECTION 104.8 is hereby amended to read as follows:

[A] 104.8 Liability. The *building official*, member of the board of appeals or employee charged with the enforcement of this code, while acting for the jurisdiction in good faith and without malice in the discharge of the duties required by this code or other pertinent law or ordinance, shall not thereby be rendered personally liable, either civilly or criminally, and is hereby relieved from personal liability for any damage accruing to persons or property as a result of any act or by reason of an act or omission in the discharge of official duties.

This code shall not be construed to relieve from or lessen the responsibility of any person owning, operating, or controlling any building or structure for any damages to persons or property caused by defects, nor shall the code enforcement agency or the city be held as assuming any such liability by reason of the inspection authorized by this code or any permits or certificates issued under this code.

SECTION 104.8.1 is hereby amended to read as follows:

[A]104.8.1 Legal defense. Any suit or criminal complaint instituted against an officer or employee because of an act or omission performed by that officer or employee in the lawful discharge of duties and under the provisions of this code or other laws or ordinances implemented through the enforcement of this code shall be defended by legal representatives of the jurisdiction under the final termination of the proceedings and shall be afforded all protection provided by the City's insurance pool and the immunities and defenses provided by other applicable local, state or federal laws. The building official or any subordinate shall not be liable for cost in any action, suit or proceeding that is instituted in pursuance of the provisions of this code.

SECTION 105.2 is hereby amended to read as follows:

[A] 105.2 Work exempt from permit. Exemptions ...

Building:

1. One-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area is not greater than 120 square feet (11 m²).
2. Fences not over 8.5 feet (2591 mm) high.
3. Oil derricks. ...
6. Sidewalks and driveways. ...
11. Swings and other playground equipment.
12. Window awnings.

13. Non-fixed and movable fixtures, cases, racks, counters and partitions not over 5 feet 9 inches (1753 mm) in height.

14. Reroofing.

SECTION 107.2.6.1 is hereby deleted in its entirety.

SECTION 107.3.1 is hereby amended to read as follows:

[A] 107.3.1 Approval of construction documents. When the *building official* issues a *permit*, the *construction documents* shall be *approved*, in writing or by stamp, as “Reviewed for Code Compliance.” One set of *construction documents* so reviewed shall be retained by the *building official*

SECTION 109.2 is hereby amended to read as follows:

[A] 109.2 Schedule of permit fees. Where a permit is required, a fee for each *permit and plan review* shall be paid as required, in accordance with the schedule as established by the Board of City Commissioners. The plan review fees specified in this subsection are separate from, and in addition to, permit fees. When submittal documents are incomplete or changed so as to require additional plan review or when the project involves deferred submittal items as defined in Section 107.3.4.1, an additional plan review fee shall be charged in an amount not to exceed 50% of the building permit fee established in Section 109.2.

SECTION 113 is hereby deleted in its entirety.

SECTION 201.3 is hereby amended to read as follows:

201.3 Terms defined in other codes. Where terms are not defined in this code such terms shall have meanings ascribed to them as in other code publications of the International Code Council. Whenever electrical or plumbing codes are referenced by the International Code Council (ICC) in the International Building Code, International Residential Code, International Mechanical Code, International Fuel Gas Code, International Energy Conservation Code, International Existing Building Code, it shall mean the most recent versions of the National Electrical Code and the North Dakota State Wiring Standards adopted by the North Dakota State Electrical Board and the most recent versions of the Uniform Plumbing Code and the Laws, Rules and Plumbing Installation Standards of North Dakota adopted by the North Dakota State Plumbing Board.

SECTION 305.2 is hereby amended to read as follows:

305.2 Group E, day care facilities. This group includes buildings and structures or portions thereof occupied by more than twelve children older than 2 1/2 years of age who receive educational, supervision or *personal care services* for fewer than 24 hours per day.

SECTION 305.2.2 is hereby amended to read as follows:

305.2.2 Twelve or fewer children. A facility having five or fewer children receiving such day care shall be classified as part of the primary occupancy.

SECTION 305.2.3 is hereby amended to read as follows:

305.2.3 Twelve or fewer children in a dwelling unit. A facility such as the above within a *dwelling unit* and having twelve or fewer children receiving such day care shall be classified as a Group R-3 occupancy or shall comply with the *International Residential Code*.

SECTION 308.5 is hereby amended to read as follows:

308.5 Institutional Group I-4, day care facilities. Institutional Group I-4 occupancy shall include buildings and structures occupied by more than twelve persons of any age who receive *custodial care* for fewer than 24 hours per day by persons other than parents or guardians, relatives by blood, marriage or adoption, and in a place other than the home of the person cared for. This group shall include, but not be limited to, the following:

Adult day care
Child day care

SECTION 308.5.1 is hereby amended to read as follows:

308.5.1 Classification as Group E. A child day care facility that provides care for more than twelve but not more than 100 children 2 1/2 years or less of age, where the rooms in which the children are cared for are located on a *level of exit discharge* serving such rooms and each of these child care rooms has an *exit* door directly to the exterior, shall be classified as Group E.

SECTION 308.5.3 is hereby amended to read as follows:

308.5.3 Twelve or fewer persons receiving care. A facility having twelve or fewer persons receiving *custodial care* shall be classified as part of the primary occupancy.

SECTION 308.5.4 is hereby amended to read as follows:

308.5.4 Twelve or fewer persons receiving care in a dwelling unit. A facility such as the above within a *dwelling unit* and having twelve or fewer persons receiving *custodial care* shall be classified as a Group R-3 occupancy or shall comply with the *International Residential Code*.

SECTION 406.3.2.1 is hereby amended to read as follows:

406.3.2.1 Dwelling unit separation. The private garage shall be separated from the *dwelling unit* and its *attic* area by means of gypsum board, not less than 1/2 inch (12.7 mm) in thickness, applied to the garage side. Garages beneath habitable rooms shall be separated from all habitable rooms above by not less than a 5/8-inch (15.9 mm) Type X gypsum board or equivalent and 1/2-inch (12.7 mm) gypsum board applied to structures supporting the separation from habitable rooms above the garage. Door openings between a private garage and the *dwelling unit* shall be equipped with either solid wood doors or solid or honeycomb core steel doors not less than 13/8 inches (34.9 mm) in thickness, or doors in compliance with Section 716.2.2.1 with a fire protection rating of not less than 20 minutes.

SECTION 706.6 is hereby amended to read as follows:

706.6 Vertical continuity. *Fire walls* shall extend from the foundation to a termination point not less than 30 inches (762 mm) above both adjacent roofs.

Exceptions:

1. Stepped buildings in accordance with Section 706.6.1.
2. Two-hour ...
6. Buildings with sloped roofs in accordance with Section 706.6.2.
7. Fire walls installed within detached structures of Group U or Group S-2 occupancies may terminate at the underside of the roof sheathing provided such walls are not required to be fire-resistive construction due to proximity to the property lines.

SECTION 903.3.1 is hereby amended to read as follows:

[F]903.3.1 Standards. Automatic sprinkler systems shall be designed with a 5 psi safety margin and installed in accordance with Section 903.3.1.1 unless otherwise permitted by Sections 903.3.1.2 and 903.3.1.3 and other chapters of this code, as applicable.

SECTION 903.3.1.1 is hereby amended to read as follows:

[F] **903.3.1.1 NFPA 13 sprinkler systems.** Where the provisions of this code require that a building or portion thereof be equipped throughout with an *automatic sprinkler system* in accordance with this section, sprinklers shall be installed throughout in accordance with NFPA 13 except as provided in Sections 903.3.1.1.1 and 903.3.1.1.2. Sprinkler heads in unoccupied mall tenant spaces may be installed at ceiling height if allowed by the code official. Permission will be granted on an individual basis. Combustible storage shall not be allowed in these unoccupied tenant spaces if sprinkler heads are installed at the ceiling height. Signage shall be provided where required.

SECTION 903.3.1.1.1 is hereby amended to read as follows:

903.3.1.1.1 Exempt locations.

* * * *

6. Elevator machine room and machinery spaces. Where sprinklers are not installed in elevator machine rooms, shunt trip required in accordance with IBC 3005.5 shall not be installed.

SECTION 905.1 is hereby amended to read as follows:

[F] **905.1 General.** Standpipe systems shall be provided in new buildings and structures in accordance with Sections 905.2 through 905.10. In buildings used for high-piled combustible storage, fire protection shall be in accordance with the *International Fire Code*.

Exception: The installation of fire hose on standpipes may be omitted when approved by the fire code official. Approved standpipe hose valves and connection shall be provide where required.

SECTION 907.2.11.1 is hereby amended to read as follows:

[F] **907.2.11.2 Group R-1.** Single- or multiple-station smoke alarms shall be installed in all of the following locations in Group R-1:

1. In sleeping areas.
2. In every room in the path of the *means of egress* from the sleeping area to the door leading from the *sleeping unit*.
3. In each *story* within the *sleeping unit*, including basements. For *sleeping units* with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full *story* below the upper level.
4. In dwelling units where the ceiling height of a room open to the hallway serving the sleeping rooms exceeds that of the hallway by 24 inches (610 mm) or more, smoke detectors shall be installed in the hallway and in the adjacent room.

SECTION 907.2.11.2 is hereby amended to read as follows:

[F] **907.2.10.2 Groups R-2, R-3, R-4 and I-1.** Single or multiple-station smoke alarms shall be installed and maintained in Groups R-2, R-3, R-4 and I-1 regardless of *occupant load* at all of the following locations:

1. On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms.
2. In each room used for sleeping purposes.
3. In each *story* within a *dwelling unit*, including basements but not including crawl spaces and uninhabitable *attics*. In *dwelling units* or *dwelling units* with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full *story* below the upper level.
4. In dwelling units where the ceiling height of a room open to the hallway serving the sleeping rooms exceeds that of the hallway by 24 inches (610 mm) or more, smoke detectors shall be installed in the hallway and in the adjacent room.

SECTION 1003.3.1 is hereby amended to read as follows:

1003.3.1 Headroom. Protruding objects are permitted to extend below the minimum ceiling height required by Section 1003.2 where a minimum headroom of 80 inches (2032 mm) is provided over any circulation paths, including walks, *corridors*, *aisles* and passageways. Not more than 50 percent of the ceiling area of a *means of egress* shall be reduced in height by protruding objects.

Exception: Door closers, overhead doorstops, frame stops, power door operators and electromagnetic door locks shall be permitted to project into the door opening height not lower than 78 inches (1980 mm) above the floor.

An approved barrier shall be provided where the vertical clearance above a *circulation path* is less than 80 inches (2032 mm) high above the finished floor. A portion of such a barrier shall be located 27 inches (686 mm) maximum above the finished floor.

SECTION 1009.8.1 is hereby amended to read as follows:

1009.8.1 System requirements. Two-way communication systems shall provide communication between each required location and the fire command center or a central control point location approved by the fire department. Where the central control point is not a constantly attended location, the two-way communication system shall have timed, automatic telephone dial-out capability that provides two-way communication with an approved supervising station. The two-way communication system shall include both audible and visible signals.

SECTION 1011.1 is hereby amended to read as follows:

1011.1 General. *Stairways* serving occupied portions of a building shall comply with the requirements of Sections 1011.2 through 1011.13. *Alternating tread devices* shall comply with Section 1011.14. Ships ladders shall comply with Section 1011.15. Ladders shall comply with Section 1011.16.

Exceptions:

1. Within rooms or spaces used for assembly purposes, stepped aisles shall comply with Section 1030.
2. In B, F, M, S or U occupancies, a stairway that is private and not open to the public that serves an area of 750 square feet or less, shall have a maximum riser height of 8 inches, a minimum thread depth of 9 inches, a minimum width of 36 inches, and shall have at least one handrail that terminates at the top and bottom riser. All other requirements of section 1014 shall apply.

SECTION 1011.5.2 is hereby amended to read as follows:

1011.5.2 Riser height and tread depth. *Stair* riser ...

... treads at the intersections with the walk line and a minimum tread depth of 10 inches (254 mm) within the clear width of the *stair*.

Exceptions:

1. *Spiral stairways* ...
3. In Group R-3 occupancies; within dwelling units in Group R-2 occupancies not required by Chapter 11 to be Accessible or Type A dwelling or sleeping units; and in Group U occupancies that are accessory to a Group R-3 occupancy or accessory to individual dwelling units in Group R-2 occupancies; the maximum riser height shall be 8 inches (203.2 mm); the minimum tread depth shall be 9 inches

(228.6 mm); the minimum winder tread depth at the walkline shall be 10 inches (254 mm); and the minimum winder tread depth shall be 6 inches (152mm). A nosing projection not less than ¾ inch (19.1 mm) but not more than 1 ¼ inches (32 mm) shall be provided on stairways with solid risers where the tread depth is less than 11 inches (279 mm). ...

5. In Group I-3 facilities, *stairways* providing access to guard towers, observation stations and control rooms, not more than 250 square feet (23 m²) in area, shall be permitted to have a maximum riser height of 8 inches (203 mm) and a minimum tread depth of 9 inches (229 mm).

6. Stairways used only to attend equipment or private stairways serving an occupant load of 10 or fewer persons and which are not accessible to the public are permitted to have a maximum 8 inch riser height and minimum 9 inch tread depth.

SECTION 1011.11 is hereby amended to read as follows:

1011.11 Handrails. *Stairways* shall have *handrails* on each side and shall comply with Section 1014. Where glass is used to provide the *handrail*, the *handrail* shall comply with Section 2407.

Exceptions:

1. *Stairways* within ...

6. Stairways used only to attend equipment or private stairways serving an occupant load of 10 or fewer persons and which are not accessible to the public. Handrail is required on one side.

7. Vehicle service pit stairways are exempt from the rules for stairway railings and guards if they would prevent a vehicle from moving into a position over the pit.

SECTION 1015.2 is hereby amended to read as follows:

1015.2 Where required. *Guards* shall be located along open-sided walking surfaces, including *mezzanines*, *equipment platforms*, *aisles*, *stairs*, *ramps* and landings that are located more than 30 inches (762 mm) above the floor or grade below or if within 36 inches (914 mm) horizontally to the edge of the open side the vertical measurement to the floor or grade below is greater than 48 inches. *Guards* shall be adequate in strength and attachment in accordance with Section 1607.9.

SECTION 1104.4 is hereby amended to read as follows:

1104.4 Multistory buildings and facilities. At least one *accessible route* shall connect each *accessible story* and *mezzanine* in multilevel buildings and *facilities*.

Exceptions:

1. An *accessible route* is not required to *stories*, *basements*, *mezzanines* and occupied roofs that have an area of not more than 3,000 square feet (278.7 m²), or are in a building 2 stories or less above the grade plane and are located above or below accessible levels. This exception shall not apply to:

1.1. Multiple tenant facilities of Group M occupancies ...

SECTION 1202.1 is hereby amended to read as follows:

1202.1 General. Buildings shall be provided with natural ventilation in accordance with Section 1202.5, or mechanical ventilation in accordance with the *International Mechanical Code*.

SECTION 1206 is hereby deleted in its entirety.

SECTION 1403.6 is hereby deleted in its entirety.

SECTION 1403.7 is hereby deleted in its entirety.

SECTION 1601.1 is hereby amended to read as follows:

1601.1 Scope. The provisions of this chapter shall govern the structural design of buildings, structures and portions thereof.

It shall not be the responsibility of the building official to determine engineering requirements of this code. Exclusive of the conventional light-framing wood construction provisions referenced in Section 2308, the method to resist loads as referenced in this chapter is the responsibility of a structural engineer or other qualified design professional.

SECTION 1610.1 is hereby amended to read as follows:

1610.1 General. Foundation walls and retaining walls...

Exception: Foundation walls extending not more than 9 feet (3251 mm) below grade and laterally supported at the top by flexible diaphragms shall be permitted to be designed for active pressure.

SECTION 1804.4 is hereby amended to read as follows:

1804.4 Site grading. Surface drainage shall be diverted to a storm sewer conveyance or other approved point of collection. Lots shall be graded to drain surface water away from foundation walls.

The procedure used to establish the final ground level adjacent to the foundation shall account for additional settlement of the backfill.

SECTION 1809.5 is hereby amended to read as follows:

1809.5 Frost protection. Except where otherwise protected from frost, foundations and other permanent supports of buildings and structures shall be protected from frost by one or more of the following methods:

1. Extending below the frost line of the locality.
2. Constructing in accordance with ASCE 32.

3. Erecting on solid rock.

Exception: Free-standing unheated buildings used as Group U or S occupancies for the storage of private or pleasure-type motor vehicles constructed in accordance with Sections 406.1 and 406.3 meeting all of the following conditions shall not be required to be protected:

1. Assigned to *Risk Category I*.
2. Eave height of 20 feet or less.
3. Building is not normally occupied.

Shallow foundations shall not bear on frozen soil unless such frozen condition is of a permanent character.

SECTION 2901.1 is hereby amended to read as follows:

[P] 2901.1 Scope. The provisions of this chapter and the North Dakota State Plumbing Code shall govern the design, construction, erection and installation of plumbing components, appliances, equipment and systems used in buildings and structures covered by this code. Toilet and bathing rooms shall be constructed in accordance with Section 1210. Private sewage disposal systems shall conform to the North Dakota State Plumbing Code. The International Fire Code, the International Property Maintenance Code and the North Dakota State Plumbing Code shall govern the use and maintenance of plumbing components, appliances, equipment and systems. The International Existing Building Code and the North Dakota State Plumbing Code shall govern the alteration, repair, relocation, replacement and addition of plumbing components, appliances, equipment and systems.

SECTION 2902.3 is hereby amended to add the following exception:

Section 2902.3 Employee and public toilet facilities. * * * *

Exception: Public toilet facilities shall not be required for:

* * * *

3. Unheated self-storage facilities that are not staffed.

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

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

ATTEST:

City Auditor

Date of First Reading:

Date of Second Reading:

Date of Publication:

ORDINANCE NO. 1269

AN ORDINANCE TO AMEND AND REENACT SECTION 5-0901, AND TO REPEAL AND REENACT SECTION 5-0902 OF THE REVISED ORDINANCES OF 1990 OF THE CITY OF WEST FARGO RELATING TO INTERNATIONAL ENERGY CONSERVATION CODE.

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

SECTION 1. Section 5-0901 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

5-0901. ADOPTION OF INTERNATIONAL ENERGY CONSERVATION CODE. There is hereby adopted by reference by the Board of City Commissioners, for the purpose of prescribing regulations governing standards, relative to housing in the City of West Fargo, that certain code known as the International Energy Conservation Code, recommended and compiled by the International Code Council, being particularly the 2024 edition thereof, as the same are now established in said code, a copy of which is on file in the office of the Building Administrator for the City of West Fargo, with the exception of the sections hereinafter set forth affecting local conditions of the City of West Fargo, which sections shall be substituted for and in lieu of like sections or paragraphs in said International Energy Conservation Code; the Board of City Commissioners of said City of West Fargo, by this section hereby approves and adopts such rules and regulations, so modified, for the use and application within the city limits of West Fargo, North Dakota, as well as for any area within the extraterritorial zoning jurisdiction of the City. Provided, that any amendments of the 2024 edition of the Code may be adopted by the City by resolution.

SECTION 2. Section 5-0902 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby repealed in its entirety and replaced and reenacted to read as follows:

5-0902. AMENDMENT TO INTERNATIONAL ENERGY CONSERVATION CODE. The International Energy Conservation Code, as adopted in Section 5-0901, is hereby changed and amended as follows:

IECC – COMMERCIAL PROVISIONS

SECTION C101.1 is hereby amended to read as follows:

C101.1 Title. This code shall be known as the *International Energy Conservation Code* of City of West Fargo, and shall be cited as such. It is referred to herein as “this code.”

SECTION C103.1 is hereby amended to read as follows:

C103.1 Creation of agency. The City of West Fargo Inspections Department is hereby created, and the official in charge thereof shall be known as the code official. The function of the agency shall be the implementation, administration and enforcement of the provisions of this code.

SECTION C105.6.2 is hereby amended to delete number 3 regarding compliance documentation.

SECTION C109 is hereby deleted in its entirety.

SECTION C201.3 is hereby amended to read as follows:

Section C201.3 Terms defined in other codes. Where terms are not defined in this code such terms shall have meanings ascribed to them as in other code publications of the International Code Council. Whenever electrical or plumbing codes are referenced by the International Code Council (ICC) in the International Building Code, International Residential Code, International Mechanical Code, International Fuel Gas Code, International Energy Conservation Code, International Existing Building Code, it shall mean the most recent versions of the National Electrical Code and the North Dakota State Wiring Standards adopted by the North Dakota State Electrical Board and the most recent versions of the Uniform Plumbing Code and the Laws, Rules and Plumbing Installation Standards of North Dakota adopted by the North Dakota State Plumbing Board.

SECTION C405.12 is hereby deleted in its entirety.

SECTION C405.13 is hereby deleted in its entirety.

SECTION C405.15 is hereby deleted in its entirety.

SECTION C406.1.2 is hereby deleted in its entirety.

SECTION C406.3 is hereby deleted in its entirety.

SECTION C502.3.8 is hereby deleted in its entirety.

IECC – RESIDENTIAL PROVISIONS

SECTION R101.1 is hereby amended to read as follows:

R101.1 Title. This code shall be known as the *International Energy Conservation Code* of City of West Fargo, and shall be cited as such. It is referred to herein as “this code.”

SECTION R103.1 is hereby amended to read as follows:

R103.1 Creation of agency. The City of West Fargo Inspections Department is hereby created, and the official in charge thereof shall be known as the code official. The function of the agency shall be the implementation, administration and enforcement of the provisions of this code.

SECTION R109 is hereby deleted in its entirety.

SECTION R201.3 is hereby amended to read as follows:

Section R201.3 Terms defined in other codes. Where terms are not defined in this code such terms shall have meanings ascribed to them as in other code publications of the International Code Council. Whenever electrical or plumbing codes are referenced by the International Code Council (ICC) in the International Building Code, International Residential Code, International Mechanical Code, International Fuel Gas Code,

International Energy Conservation Code, International Existing Building Code, it shall mean the most recent versions of the National Electrical Code and the North Dakota State Wiring Standards adopted by the North Dakota State Electrical Board and the most recent versions of the Uniform Plumbing Code and the Laws, Rules and Plumbing Installation Standards of North Dakota adopted by the North Dakota State Plumbing Board.

TABLE R402.1.2 is hereby amended to read as follows:

TABLE R402.1.2 MAXIMUM ASSEMBLY U-FACTORS^a AND FENESTRATION REQUIREMENTS			
CLIMATE ZONE	****	6	****
VERTICAL FENESTRATION U-FACTOR	****	0.32	****
SKYLIGHT U-FACTOR	****	0.5	****
GLAZED VERTICAL FENESTRATION SHGC	****	NR	****
SKYLIGHT SHGC	****	NR	****
CEILING U-FACTOR	****	0.026	****
INSULATION ENTIRELY ABOVE ROOF DECK	****	0.032	****
WOOD-FRAMED WALL U-FACTOR	****	0.057	****
MASS WALL U-FACTOR ^b	****	0.06	****
FLOOR U-FACTOR	****	0.033	****
BASEMENT WALL U-FACTOR	****	0.059	****
UNHEATED SLAB F-FACTOR ^c	****	0.48	****
HEATED SLAB F-FACTOR ^c	****	0.66	****
CRAWL SPACE WALL U-FACTOR	****	0.055	****

(balance of table remains unchanged.)

TABLE R402.1.3 is hereby amended to read as follows:

TABLE R402.1.3 INSULATION MINIMUM R-VALUES AND FENESTRATION REQUIREMENTS BY COMPONENT^a			
CLIMATE ZONE	****	6	****
VERTICAL FENESTRATION U-FACTOR	****	0.32	****
SKYLIGHT U-FACTOR	****	0.5	****
GLAZED VERTICAL FENESTRATION SHGC	****	NR	****
SKYLIGHT SHGC	****	NR	****
CEILING R-VALUE	****	49	****
INSULATION ENTIRELY ABOVE ROOF DECK	****	30ci	****
WOOD-FRAMED WALL R-VALUE ^{e,h}	****	21 or 13 and 5ci	****
MASS WALL R-VALUE ^f	****	15/20	****
FLOOR R-VALUE ^h	****	30 or 19+7.5ci or 20ci	****
BASEMENT WALL R-VALUE ^{b,e}	****	15 or 10 ci	****
UNHEATED SLAB R-VALUE & DEPTH ^c	****	10ci, 4 ft	****
HEATED SLAB R-VALUE & DEPTH ^c	****	R-10ci, 4 ft and R-5 full slab	****
CRAWL SPACE WALL R-VALUE ^{b,e}	****	15ci or 19 or 13&5ci	****

(balance of table remains unchanged.)

TABLE R402.5.1.1 is hereby amended to read as follows:

TABLE N1102.5.1.1 (R402.5.1.1) AIR BARRIER, AIR SEALING AND INSULATION INSTALLATION ^a		
COMPONENT	AIR BARRIER, AIR SEALING CRITERIA	INSULATION INSTALLATION CRITERIA
****	****	****
Basement, crawl space and slab foundations	<p><u>Exposed earth in unvented crawl spaces shall be covered with a Class I vapor retarder/air barrier in accordance with Section N1102.2.11.</u></p> <p>Penetrations through concrete foundation walls and slabs shall be air sealed.</p> <p><u>Class 1 vapor retarders shall not be used as an air barrier on below-grade walls and shall be installed in accordance with Section R702.7.</u></p>	<p><u>Crawl space insulation, where provided instead of floor insulation, shall be installed in accordance with Section N1102.2.11.</u></p> <p><u>Conditioned basement foundation wall insulation shall be installed in accordance with Section N1102.2.9.1.</u></p> <p><u>Slab-on-grade floor insulation shall be installed in accordance with Section N1102.2.10.</u></p> <p>Exterior foundation insulation shall be covered and flashed to protect it from exposure to light and weather to a minimum of 6 inches (152 mm) below grade and be covered by a minimum 6-mil polyethylene slip sheet of the entire surface.</p>
****	****	****

(balance of table remains unchanged.)

SECTION R403.6.3 is hereby deleted in its entirety.

SECTION R404.2 is hereby deleted in its entirety.

SECTION R404.3 is hereby deleted in its entirety.

TABLE R406.5 is hereby amended to read as follows:

TABLE N1106.5 (R406.5) MAXIMUM ENERGY RATING INDEX		
CLIMATE ZONE	ENERGY RATING INDEX NOT INCLUDING OPP	ENERGY RATING INDEX WITH OPP
****	****	****
6	58	48
****	****	****

(balance of table remains unchanged.)

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

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

ATTEST:

City Auditor

Date of First Reading:

Date of Second Reading:

Date of Publication:

ORDINANCE NO. 1270

AN ORDINANCE TO AMEND AND REENACT SECTION 6-0101, AND TO REPEAL AND REENACT SECTION 6-0103 OF THE REVISED ORDINANCES OF 1990 OF THE CITY OF WEST FARGO RELATING TO INTERNATIONAL FIRE CODE.

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

SECTION 1. Section 6-0101 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

6-0101. ADOPTION OF INTERNATIONAL FIRE CODE. There is hereby adopted by reference by the Board of City Commissioners, for the purpose of prescribing regulations governing conditions hazardous to life and property from fire or explosion, the provisions of the Code known as the International Fire Code, being particularly the 2024 edition thereof, as the same are now established in said Code, save and except such portions as are hereinafter deleted, modified, or amended by ordinance, or in accordance with other provisions of this title. A copy of said Code is on file in the office of the Chief of the fire department of the City of West Fargo, and the same is hereby adopted and incorporated as fully as if set out in length herein, and from the date on which this ordinance shall take effect, the provisions thereof shall be controlling within the limits of the City as well as for any area within the extraterritorial zoning jurisdiction of the City. Provided, that any amendments of the 2024 edition of the International Fire Code may be adopted by the City by resolution. The International Fire Code is also adopted as part of the International Building Code of the City of West Fargo. Fees for the permits and activities authorized under this chapter shall be set by resolution of the City Commission, a copy of which will be available during regular business hours at the City Auditor's office.

SECTION 2. Section 6-0103 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby repealed in its entirety and replaced and reenacted to read as follows:

6-0103. MODIFICATIONS TO INTERNATIONAL FIRE CODE. The International Fire Code is hereby changed and amended as follows:

Section 101.1 is amended to read as follows:

101.1 Title. These regulations shall be known as the *Fire Code* of the city of West Fargo, hereinafter referred to as "this code."

Section 103.1 is amended to read as follows:

103.1 Creation of Agency. The West Fargo Fire Department is hereby created and the official in charge thereof shall be known as the fire code official. The function of the agency shall be the implementation, administration and enforcement of the provisions of this code.

Section 104.8 is amended to read as follows:

104.8 Liability. The *building official*, member of the board of appeals or employee charged with the enforcement of this code, while acting for the jurisdiction in good faith and without malice in the discharge of the duties required by this code or other pertinent law or ordinance, shall not thereby be rendered personally liable, either civilly or criminally, and is hereby relieved from personal liability for any damage accruing to persons or property as a result of any act or by reason of an act or omission in the discharge of official duties.

This code shall not be construed to relieve from or lessen the responsibility of any person owning, operating, or controlling any building or structure for any damages to persons or property caused by defects, nor shall the code enforcement agency or the city be held as assuming any such liability by reason of the inspection authorized by this code or any permits or certificates issued under this code.

SECTION 104.8.1 is hereby amended to read as follows:

104.8.1 Legal defense. Any suit or criminal complaint instituted against an officer or employee because of an act or omission performed by that officer or employee in the lawful discharge of duties and under the provisions of this code or other laws or ordinances implemented through the enforcement of this code shall be defended by legal representatives of the jurisdiction under the final termination of the proceedings and shall be afforded all protection provided by the City's insurance pool and the immunities and defenses provided by other applicable local, state or federal laws. The building official or any subordinate shall not be liable for cost in any action, suit or proceeding that is instituted in pursuance of the provisions of this code.

Section 105.5.1 is hereby deleted in its entirety.

Section 105.5.2 is hereby deleted in its entirety

Section 105.5.4 is hereby deleted in its entirety

Section 105.5.6 is hereby deleted in its entirety

Section 105.5.7 is hereby deleted in its entirety

Section 105.5.8 is hereby deleted in its entirety

Table 105.5.9 is amended to read as follows:

Table 105.5.9 Permit Amounts for Compressed Gases.

Carbon dioxide used in carbon dioxide enrichment systems 4375
(500 lbs.)

Carbon dioxide used in insulated liquid carbon dioxide beverage
dispensing applications 4375 (500 lbs.)

Section 105.5.10 is hereby deleted in its entirety.

Section 105.5.12 is hereby deleted in its entirety

Section 105.5.13 is hereby deleted in its entirety

Section 105.5.14 is hereby deleted in its entirety

Section 105.5.17 is hereby deleted in its entirety

Section 105.5.18 Subsection 2 is hereby amended in part to read as follows:

2. To store, handle or use Class 1A liquids in excess of 30 gallons, Class 1B liquids in excess of 60 gallons, Class 1C liquids in excess of 90 gallons in a building or outside of a building, except that a permit is not required for the following:

3. To store, handle or use Class II or Class IIIA liquids in excess of 120 gallons in a building or in excess of 120 gallons outside a building, except for fuel oil used in connection with oil-burning equipment.

Section 105.5.19 is hereby deleted in its entirety.

Section 105.5.20 is hereby deleted in its entirety.

Section 105.5.21 is hereby deleted in its entirety

Section 105.5.25 Subsections 1, 5, and 6 are hereby deleted in their entirety.

Section 105.5.26 is hereby deleted in its entirety.

Section 105.5.27 is hereby deleted in its entirety.

Section 105.5.29 is hereby deleted in its entirety.

Section 105.5.33 is hereby deleted in its entirety.

Section 105.5.34 is hereby deleted in its entirety.

Section 105.5.35 is hereby deleted in its entirety.

Section 105.5.37 is hereby deleted in its entirety.

Section 105.5.38 is amended to read as follows:

105.5.38 Open flames and candles. An operational permit is required to use open flames or candles in connection with assembly areas, dining areas of restaurants or drinking establishments. For purposes of this provision, churches shall not be

deemed to be assembly areas and shall not be required to obtain a permit to utilize candles in religious ceremonies.

Section 105.5.39 is hereby deleted in its entirety

Section 105.5.42 is hereby deleted in its entirety.

Section 105.5.43 is hereby deleted in its entirety.

Section 105.5.46 is hereby deleted in its entirety.

Section 105.5.47 is hereby deleted in its entirety.

Section 105.5.48 is hereby deleted in its entirety.

Section 105.5.51 is amended to read as follows:

Section 105.5.51 Temporary membrane structures and tents. An operational permit is required to operate an air-supported temporary membrane structure, a temporary special event structure, or a tent having an area in excess of 400 square feet (37m²) for the purposes of assembly.

Section 105.5.53 is hereby deleted in its entirety.

Section 105.5.54 is hereby deleted in its entirety.

Section 105.5.55 is hereby deleted in its entirety.

Section 105.5.56 is hereby deleted in its entirety.

Section 105.5.57 is hereby deleted in its entirety.

Section 105.6.3 is hereby deleted in its entirety.

Section 105.6.6 is hereby deleted in its entirety.

Section 105.6.8 is hereby deleted in its entirety.

Section 105.6.11 is hereby deleted in its entirety.

Section 105.6.12 is hereby deleted in its entirety.

Section 105.6.13 is hereby deleted in its entirety.

Section 105.6.14 is hereby deleted in its entirety.

Section 105.6.16 is hereby amended to read as follows:

105.6.16 LP-gas. A construction permit is required for installation of or modification to an LP-gas system with a single container in excess of 2000 gallons water capacity or the aggregate capacity of containers is more than 4000 gallons in water capacity.

Section 105.6.17 is hereby deleted in its entirety.

Section 105.6.18 is hereby deleted in its entirety.

Section 105.6.19 is hereby deleted in its entirety.

Section 105.6.20 is hereby deleted in its entirety.

Section 105.6.21 is hereby deleted in its entirety.

Section 105.6.22 is hereby deleted in its entirety.

Section 105.6.24 is hereby deleted in its entirety.

Section 105.6.25 is hereby deleted in its entirety.

Section 106.4 is hereby amended as follows:

106.4 Retention of construction documents. One set of construction documents shall be retained by the fire code official for a period of not less than 180 days from date of completion of the permitted work, or as required by state or local laws.

Section 113.4 is amended in part to read as follows:

113.4 Violation penalties.

.... shall be guilty of an infraction. Every person, firm or corporation violating an ordinance which is punishable as an infraction shall be punished by a fine not to exceed \$1,000.00; the court to have power to suspend said sentence and to revoke the suspension thereof.

Section 203.4.2 is hereby amended to read as follows:

203.4.2 Group E, day care facilities. This group includes buildings and structures or portions thereof occupied by more than ~~five~~ twelve children older than 2 ½ years of age who receive educational, supervision or personal care services for fewer than 24 hours per day.

Section 203.4.2.2 is hereby amended to read as follows:

203.4.2.2 Five Twelve or fewer children. A facility having ~~five~~ twelve or fewer children receiving such day care shall be classified as part of the primary occupancy.

Section 203.4.2.3 is hereby amended to read as follows:

203.4.2.3 Five Twelve or fewer children in a dwelling unit. A facility such as the above within a dwelling unit and having ~~five~~ twelve or fewer children receiving such day care shall be classified as a Group R-3 occupancy or shall comply with the International Residential Code.

Section 203.7.4 is hereby amended to read in part as follows:

203.7.4 Institutional Group I-4 Daycare facilities. Institutional Group I-4 occupancy shall include buildings and structures occupied by more than ~~five~~ twelve persons of any age who receive custodial care for fewer than 24 hours per day by persons other than parents or guardians; relatives by blood, marriage or adoption; and in a place other than the home of the person cared for. This group shall include, but not be limited to, the following:

Adult day care

Child day care

Section 203.7.4.1 is hereby amended to read in part as follows:

203.7.4.1 Classification as a Group E. Every child day care facility that provides care for more than ~~five~~ twelve but not more than 100 children 2 ½ years or less of age, where the rooms in which the children are cared for are located on a level of exit discharge serving such rooms and each of these child care rooms has an exit door directly to the exterior, shall be classified as Group E.

Section 203.7.4.3 is hereby amended to read as follows:

203.7.4.3 Five Twelve or fewer persons receiving care. A facility having ~~five~~ twelve or fewer persons receiving custodial care shall be classified as part of the primary occupancy.

Section 203.7.4.4 is hereby amended to read as follows:

Section 203.7.4.4 Five Twelve or fewer persons receiving care in a dwelling unit. A facility such as the above within a dwelling unit having ~~five~~ twelve or fewer persons receiving custodial care shall be classified as a Group R-3 occupancy or shall comply with the International Residential Code.

Section 304.1.1 is amended to read as follows:

304.1.1 Valet trash. Valet trash collection shall not be permitted. Trash and recycling materials shall not be placed in the corridor of Group R occupancies.

Section 307.1.1 is amended to read as follows:

307.1.1 Prohibited open burning. *Open burning* shall be prohibited when atmospheric conditions or local circumstances make such fires hazardous. All open burning, including recreational fires, is banned when the fire index is at the high, very high or extreme level and any time during a red flag warning.

Section 308.3 is amended by adding the following subsection 1.4 to exception 1:

308.3 Group A Occupancies. Open-flame devices shall not be used in a Group A occupancy.

Exceptions:

1. Open-flame devices are allowed to be used in the following situations, provided *approved* precautions are taken to prevent ignition of a combustible material or injury to occupants:

1.4 Open-flame devices for food warming.

Section 503.4 is amended to read as follows:

503.4 Obstruction of fire apparatus access roads. Fire apparatus access roads shall not be obstructed in any manner, including the parking of vehicles. The minimum widths and clearances established in Section 503.2.1 and 503.2.2 shall be maintained at all times.

Section 507.5.4 Obstruction is amended to read as follows:

507.5.4 Obstruction. Unobstructed access to fire hydrants shall be maintained at all times. The fire department shall not be deterred or hindered from gaining immediate access to fire protection equipment or fire hydrants. An approved hydrant marker shall be installed immediately adjacent to the rear of the hydrant.

Section 806.1.1 is amended by adding the following exception:

For purposes of this provision, churches shall not be deemed public buildings and may utilize natural or resin bearing cut trees in the altar area of the church. No electric lighting is allowed on the tree.

Section 903.3.1 is amended to read as follows:

903.3.1 Standards. Sprinkler systems shall be designed with a 5-psi safety margin and installed in accordance with Sections 903.3.1.1, 903.3.1.2 or 903.3.1.3 and other chapters of this code, as applicable.

Section 903.3.1.1.1 Exempt locations is amended by adding the following exception:

6. Elevator machine room and machinery spaces. Where sprinklers are not installed in elevator machine rooms, shunt trip required in accordance with IBC 3005.5 shall not be installed. The exemption to this is for hoist ways that are enclosed, noncombustible, and do not contain combustible hydraulic fluid.

Section 903.3.5 Water Supplies is amended to read as follows:

903.3.5 Water supplies. Water supplies for automatic sprinkler systems shall comply with this section and the standards referenced in Section 903.3.1. The potable water supply shall be protected against backflow in accordance with the requirements of this section and the International Plumbing Code. For connections to public waterworks systems, the water supply test used for design of fire protection systems shall be adjusted to account for seasonal and daily pressure fluctuations based on information from the water supply authority and as approved by the fire code official. Underground water supply piping shall be constructed of a material allowed by West Fargo Water Department and shall be allowed to extend into the building through the slab or wall not more than 24 inches.

Section 907.8.3 is hereby deleted in its entirety.

Section 1009.8.1 is hereby amended to read as follows:

1009.8.1 System requirements. Two-way communication systems shall provide communication between each required location and the fire command center or a central control point location *approved* by the fire department. Where the central control point is not constantly attended, a two-way communication system shall have a timed automatic telephone dial-out capability that provides two-way communication with an *approved* supervising station. The two-way communication system shall include both audible and visible signals. Systems shall be listed in accordance with UL 2525 and installed in accordance with NFPA 72.

Section 1011.1 Exceptions are hereby amended to read as follows:

Within rooms or spaces used for assembly purposes, stepped *aisles* shall comply with Section 1030.

A stairway complying with section 1011 except where in a B, F, M, S or U that serves an area of 750 sf or less, and is not open to the public, that has a maximum

riser height of 8 inches and a minimum tread depth of 9 inches, has a minimum width of 36 inches and has at least one handrail that terminates at the top and bottom riser and otherwise complies with section 1014.

Exception 3, 6 of Section 1011.5.2 is amended in part to read as follows:

In Group R-3 occupancies; within dwelling units in Group R-2 occupancies; and in Group U occupancies that are accessory to a Group R-3 occupancy or accessory to individual dwelling units in Group R-2 occupancies; the maximum riser height shall be 8 inches; the minimum tread depth shall be 9 inches;

6. Stairways used only to attend equipment or private stairways serving an occupant load of 10 or fewer persons and which are not accessible to the public are permitted to have a maximum 8-inch riser height and minimum 9 tread depth.

Section 1103.2 is hereby deleted in its entirety.

Section 1103.5.1 is hereby deleted in its entirety.

Section 1103.5.3 is hereby deleted in its entirety.

Section 1103.5.4 is hereby deleted in its entirety.

Section 2303.1 is amended by adding the following **Subsection 7**:

7. On new installations, dispensing devices used to fill portable containers with home heating fuels shall not be located on the same island where Class I liquids are dispensed.

Section 3107.2 General is amended to read as follows:

3107.2 General. Outdoor assembly events with planned attendance exceeding 1,000 people shall be in accordance with this section and Section 403.12. Temporary structures erected for outdoor assembly events shall comply with this chapter.

Section 3303.1 is amended to read as follows:

3303.1 Program development and maintenance. The *owner* or *owner's* authorized agent shall be responsible for the development, implementation and maintenance of an *approved*, written *site safety plan* establishing a fire prevention program at the project site applicable throughout all phases of the construction, repair, *alteration* or demolition work. When required by the fire code official, the plan shall be submitted and *approved* before a building permit is issued, . . .

Section 4104.2 is amended to read as follows:

4104.2 Open-flame cooking devices. Charcoal burners and other open-flame cooking devices shall not be operated on combustible balconies or decks or within 10 feet (3048 mm) of combustible construction.

Exceptions:

1. One- and two-family *dwelling*s.
2. Where buildings, balconies and decks are protected by an *automatic sprinkler system*.
3. LP-gas cooking devices having LP-gas container with a water capacity not greater than 47.8 pounds [nominal 20 pounds (9 kg) LP-gas capacity].

Section 5704.2.9.6.1 is amended to read as follows:

5704.2.9.6.1 Locations where above-ground tanks are prohibited. Storage of Class I and II liquids in above-ground tanks outside of buildings is prohibited within the limits established by law as set forth in the fire code adoption ordinance or other regulation adopted by the jurisdiction. Above-ground tanks, with a capacity exceeding 660 gallons in individual capacity or 1,320 gallons in aggregate capacity, outside of buildings shall be installed only in areas zoned industrial or limited industrial and shall be located at least 300 feet from all non-industrial zoned districts.

Exception: Above-ground tanks containing a class II liquid directly connected to a fuel burning appliance shall not exceed 1,320 gallons in all non-industrial zoned districts.

Above-ground tanks used for dispensing outside of buildings in all non-industrial zoned districts shall not exceed 660 gallons in individual capacity or 1,320 gallons in aggregate capacity, and shall be *listed* and *labeled* as protected above-ground tanks in accordance with UL 2085.

Section 5704.2.13.1.4 is amended by adding the following **Subsection 7** to:

7. Site assessment is required to determine if there are any spills, leaks, or discharge from the tank system. Records of site assessment shall be kept on the site of tank location.

The exception to Section 5705.3.7.5.1 is amended to read as follows:

Exception:

1. Where natural ventilation can be shown to be effective for the materials used, dispensed or mixed.
2. When approved by the chief, continuous ventilation may be provided for one complete air change per hour, if supplemented with mechanical ventilation designed to provide for a complete air change six times per

hour. The non-continuous ventilation equipment and any lighting fixtures shall be operated by the same switch located outside of the door.

Section 5806.2 is amended to read as follows:

5806.2 Limitations Storage of flammable *cryogenic fluids* in stationary containers outside of buildings is prohibited within the limits established by law as the limits of districts in which such storage is prohibited. Stationary containers shall be installed only in areas zoned industrial or limited industrial and shall be located at least 300 feet from all non-industrial zoning districts.

Section 6103.2.1.6 is amended to read as follows:

6103.2.1.6 Use with self-contained torch assemblies. Portable LP-gas containers are allowed to be used to supply *approved* self-contained torch assemblies or similar appliances. Such containers shall not exceed a water capacity of 12 pounds.

Section 6104.2 is amended to read as follows:

6104.2 Maximum capacity within established limits. Within the limits established by law restricting the storage of liquefied petroleum gas for the protection of heavily populated or congested areas, the aggregate capacity of any one installation shall not exceed 2,000 gallons (7570 L). Unprotected tanks with a water capacity exceeding 2,000 gallons shall be installed only in areas zoned industrial or limited industrial and shall be located at least 300 feet from all non-industrial zoning districts.

Appendix B "Fire-Flow Requirements for Buildings" is adopted and enacted in its entirety.

Appendix C "Fire Hydrant Locations and Distribution" is adopted and enacted in its entirety.

Appendix D "Fire Apparatus Access Roads" is adopted and enacted in its entirety.

D103.1 is hereby deleted in its entirety.

SECTION 4. Effective Date. This ordinance shall be in full force and effect from and after the date of its final passage and publication.

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

ATTEST:

City Auditor

Date of First Reading:

Date of Second Reading:

Date of Publication:

ORDINANCE NO. 1271

AN ORDINANCE TO AMEND AND REENACT SECTION 7-0106, AND TO REPEAL AND REENACT SECTION 7-0107 OF THE REVISED ORDINANCES OF 1990 OF THE CITY OF WEST FARGO RELATING TO INTERNATIONAL MECHANICAL CODE.

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

SECTION 1. Section 7-0106 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

7-0106. STANDARDS ADOPTED. The following standards are hereby adopted for all heating, air conditioning and other gas, oil, or coal consuming appliances within the City limits of West Fargo, as well as for any area within the extraterritorial zoning jurisdiction of the City.

1. All heating, air conditioning, or other gas, oil, or coal consuming appliances for either domestic or commercial use installed in the City of West Fargo shall bear a seal of approval from the American Gas Association, American Standards Association, Underwriters Laboratories, or other nationally recognized testing laboratory.
2. The International Mechanical Code, sponsored by the International Code Council, 2024 Edition, is hereby adopted as the mechanical code for the city of West Fargo from the date on which this ordinance shall take effect, the provisions thereof shall be controlling within the limits of the city, and within the extra-territorial zoning jurisdiction of the city.

SECTION 2. Section 7-0107 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby repealed in its entirety and replaced and reenacted to read as follows:

7-0107. MODIFICATIONS TO INTERNATIONAL MECHANICAL CODE. The International Mechanical Code, as adopted in Section 7-0106(2), is hereby changed and amended as follows:

SECTION 101.1 is hereby amended to read as follows:

101.1 Title. These regulations shall be known as the *Mechanical Code* of the City of West Fargo, hereinafter referred to as “this code.”

SECTION 103.1 is hereby amended to read as follows:

103.1 Creation of Agency. The City of West Fargo Inspections Department is hereby created and the official in charge thereof shall be known as the Inspections

Administrator. The function of the agency shall be the implementation, administration and enforcement of the provisions of this code.

SECTION 104.8 is hereby amended to read as follows:

104.8 Liability. The *building official*, member of the board of appeals or employee charged with the enforcement of this code, while acting for the jurisdiction in good faith and without malice in the discharge of the duties required by this code or other pertinent law or ordinance, shall not thereby be rendered personally liable, either civilly or criminally, and is hereby relieved from personal liability for any damage accruing to persons or property as a result of any act or by reason of an act or omission in the discharge of official duties.

This code shall not be construed to relieve from or lessen the responsibility of any person owning, operating, or controlling any building or structure for any damages to persons or property caused by defects, nor shall the code enforcement agency or the city be held as assuming any such liability by reason of the inspection authorized by this code or any permits or certificates issued under this code.

SECTION R104.8.1 is hereby amended to read as follows:

R104.8.1 Legal defense. Any suit or criminal complaint instituted against an officer or employee because of an act or omission performed by that officer or employee in the lawful discharge of duties and under the provisions of this code or other laws or ordinances implemented through the enforcement of this code shall be defended by legal representatives of the jurisdiction under the final termination of the proceedings and shall be afforded all protection provided by the City's insurance pool and the immunities and defenses provided by other applicable local, state or federal laws. The building official or any subordinate shall not be liable for cost in any action, suit or proceeding that is instituted in pursuance of the provisions of this code.

SECTION 105.4.7 is hereby deleted in its entirety.

SECTION 108.2 is hereby amended as follows:

108.2 Schedule of permit fees. Where work requires a permit, a fee for each permit and mechanical work shall be paid as required, in accordance with the schedule as established by the City of West Fargo Board of City Commissioners.

SECTION 108.6 is hereby amended as follows:

108.6.1 Refunds. The code official is authorized to establish a refund policy, which is as follows:

1. The full amount of any fee paid hereunder which was erroneously paid or collected.

2. Not more than eighty (80) percent of the permit fee paid where work has not been done under a permit issued in accordance with this code.
3. Not more than eighty (80) percent of the plan review fee paid where an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any plan review effort has been expended.

The code official shall not authorize the refunding of any fee paid, except upon written application filed by the original permittee not later than 180 days after the date of fee payment.

SECTION 113 is hereby deleted in its entirety:

SECTION 114.4 is hereby amended as follows:

[A] 114.4 Violation penalties. Persons who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter or repair mechanical work in violation of the *approved construction documents* or directive of the code official, or of a permit or certificate issued under the provisions of this code, shall be subject to penalties as prescribed by law.

SECTION 201.3 is hereby amended to read as follows:

201.3 Terms defined in other codes. Where terms are not defined in this code and are defined in the *International Building Code*, *International Fire Code*, *International Fuel Gas Code*, *National Electrical Code* and the *North Dakota State Wiring Standards* or the *North Dakota State Plumbing Code*, such terms shall have meanings ascribed to them as in those codes.

SECTION 305.4 is hereby amended read as follows:

305.4 Interval of support. Piping shall be supported at distances not exceeding the spacing specified in Table 305.4, or in accordance with ANSI/MSS SP-58. In addition to the requirements of Table 305.4, piping and tubing shall be supported within 2 feet (610 mm) of every bend or angle.

SECTION 307.2.2 is hereby amended to read as follows:

307.2.2 Drain pipe materials and sizes. Components of the condensate disposal system shall be ABS, cast iron, copper and copper alloy, CPVC, cross-linked polyethylene, galvanized steel, PE-RT, polyethylene, polypropylene, PVC or PVDF pipe or tubing. Components shall be selected for the pressure and temperature rating of the installation. Joints and connections shall be made in accordance with the applicable provisions of the North Dakota State Plumbing Code relative to the material type. Condensate waste and drain line size shall be not less than 3/4-inch (19 mm) pipe size and shall not decrease in size from the drain pan connection to the place of condensate disposal. Where the drain pipes

from more than one unit are manifold together for condensate drainage, the pipe or tubing shall be sized in accordance with Table 307.2.2.

SECTION 701.3 is hereby added as follows:

701.3 Attic space. Attic space shall not be used for combustion air.

SECTION 908.5 is hereby amended as follows:

908.5 Water supply. Cooling towers, evaporative coolers and fluid coolers shall be provided with an approved water supply, sized for peak demand. The quality of water shall be provided in accordance with the equipment manufacturer’s recommendations. The piping system and protection of the potable water supply system shall be installed as required by the *North Dakota State Plumbing Code*.

SECTION 1008.2 is hereby amended to read as follows:

1008.2 Discharge. Blow off valves shall discharge to a safe place of disposal. Where discharging to the drainage system, the installation shall conform to the North Dakota State Plumbing Code.

SECTION 1208.1 is hereby amended to read as follows:

Section 1208.1 General. New hydronic piping shall be isolated and tested hydrostatically at no less than 100 psi (689 kPa). The duration of the test shall be not less than 15 minutes.

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

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

ATTEST:

City Auditor

Date of First Reading:

Date of Second Reading:

Date of Publication:

ORDINANCE NO. 1272

AN ORDINANCE TO AMEND AND REENACT SECTION 7-0201, AND TO REPEAL AND REENACT SECTION 7-0202 OF THE REVISED ORDINANCES OF 1990 OF THE CITY OF WEST FARGO RELATING TO INTERNATIONAL FUEL GAS CODE.

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

SECTION 1. Section 7-0201 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

7-0201. ADOPTION OF INTERNATIONAL FUEL GAS CODE. There is hereby adopted by reference by the Board of City Commissioners, for the purpose of prescribing regulations governing standards, relative to housing in the City of West Fargo, that certain code known as the International Fuel Gas Code, recommended and compiled by the International Code Council, being particularly the 2024 edition thereof, as the same are now established in said code, a copy of which is on file in the office of the Building Administrator for the City of West Fargo, with the exception of the sections hereinafter set forth affecting local conditions of the City of West Fargo, which sections shall be substituted for and in lieu of like sections or paragraphs in said International Fuel Gas Code; the Board of City Commissioners of said City of West Fargo, by this section hereby approves and adopts such rules and regulations, so modified, for the use and application within the city limits of West Fargo, North Dakota, as well as for any area within the extraterritorial zoning jurisdiction of the City. Provided, that any amendments of the 2024 edition of the Code may be adopted by the City by resolution.

SECTION 2. Section 7-0202 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby repealed in its entirety and replaced and reenacted to read as follows:

7-0202. AMENDMENT TO INTERNATIONAL FUEL GAS CODE. The International Fuel Gas Code, as adopted in Section 7-0201, is hereby changed and amended as follows:

SECTION 101.1 is hereby amended to read as follows:

101.1 Title. These regulations shall be known as the *International Fuel Gas Code* of the City of West Fargo, hereinafter referred to as “this code.”

SECTION 103.1 is hereby amended to read as follows:

103.1 Creation of Agency. The City of West Fargo Inspections Department is hereby created and the official in charge thereof shall be known as the Inspections Administrator. The function of the agency shall be the implementation, administration and enforcement of the provisions of this code.

SECTION 104.8 is hereby amended to read as follows:

104.8 Liability. The *building official*, member of the board of appeals or employee charged with the enforcement of this code, while acting for the jurisdiction in good faith and without malice in the discharge of the duties required by this code or other pertinent law or ordinance, shall not thereby be rendered personally liable, either civilly or criminally, and is hereby relieved from personal liability for any damage accruing to persons or property as a result of any act or by reason of an act or omission in the discharge of official duties.

This code shall not be construed to relieve from or lessen the responsibility of any person owning, operating, or controlling any building or structure for any damages to persons or property caused by defects, nor shall the code enforcement agency or the city be held as assuming any such liability by reason of the inspection authorized by this code or any permits or certificates issued under this code.

SECTION R104.8.1 is hereby amended to read as follows:

R104.8.1 Legal defense. Any suit or criminal complaint instituted against an officer or employee because of an act or omission performed by that officer or employee in the lawful discharge of duties and under the provisions of this code or other laws or ordinances implemented through the enforcement of this code shall be defended by legal representatives of the jurisdiction under the final termination of the proceedings and shall be afforded all protection provided by the City's insurance pool and the immunities and defenses provided by other applicable local, state or federal laws. The building official or any subordinate shall not be liable for cost in any action, suit or proceeding that is instituted in pursuance of the provisions of this code.

SECTION 105.5.7 is hereby deleted in its entirety.

SECTION 108.2 is hereby amended as follows:

108.2 Schedule of permit fees. Where work requires a permit, a fee for each permit shall be paid as required, in accordance with the schedule as established by the City of West Fargo Board of City Commissioners.

SECTION 108.6 is hereby amended as follows:

108.6 Refunds. The code official is authorize to order the refunding of fees as follows.

1. The full amount of any fee paid hereunder which was erroneously paid or collected.
2. Not more than eighty [80] percent of the permit fee paid when no work has been done under a permit issued in accordance with this code.

3. Not more than eighty [80] percent of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any plan review effort has been expended.

The code official shall not authorize the refunding of any fee paid, except upon written application filed by the original permittee not later than 180 days after the date of fee payment.

SECTION 113 is hereby deleted in their entirety.

SECTION 113.4 is hereby amended as follows:

[A] 108.4 Violation penalties. Persons who shall violate a provision of this code, fail to comply with any of the requirements thereof or erect, install, alter or repair work in violation of the *approved construction documents* or directive of the code official, or of a permit or certificate issued under the provisions of this code, shall be subjected to penalties as prescribed by law.

SECTION 201.3 is hereby amended to read as follows:

201.3 Terms defined in other codes. Where terms are not defined in this code and are defined in the *International Building Code, International Fire Code, International Fuel Gas Code, National Electrical Code and the North Dakota State Wiring Standards* or the *North Dakota State Plumbing Code*, such terms shall have meanings ascribed to them as in those codes.

SECTION 304.6.1 is hereby amended to read as follows:

304.6.1 Two-permanent-openings method. Two permanent openings, one commencing within ...

Where directly communicating with the outdoors, or where communicating with the outdoors through vertical ducts, each opening shall have a minimum free area of 1square inch per 4,000 Btu/h (550 mm²/kW) of total input rating of all appliances in the enclosure.

Where communicating ...

Figure 304.6.1 (1) is hereby deleted in its entirety:

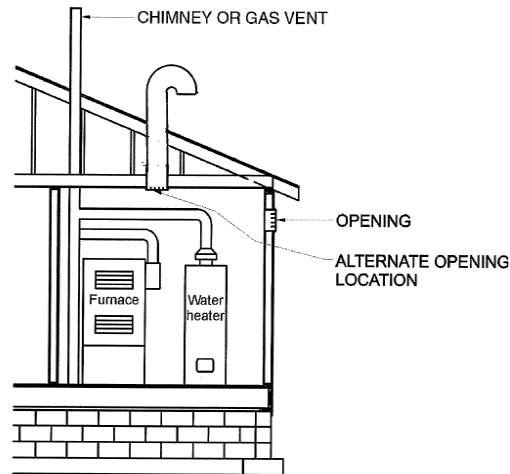
Figure 304.6.1 (2) is hereby deleted in its entirety:

SECTION 304.6.2 is hereby amended to read as follows:

304.6.2 One-permanent-opening method. One permanent opening, commencing within 12 inches (305 mm) of the top of the enclosure, shall be provided. The *appliance* shall have clearances of at least 1 inch (25 mm) from the sides and back

and 6 inches (152 mm) from the front of the *appliance*. The opening shall directly communicate with the outdoors or through a vertical or horizontal duct to the outdoors, (see Figure 304.6.2) and shall have a minimum free area of 1 square inch per 3,000 Btu/h (734mm²/kW) of the total input rating of all appliances located in the enclosure and not less than the sum of the areas of all vent connectors in the space.

Figure 304.6.2 is hereby amended to reference to an alternate opening location as shown.



SECTION 304.11 is hereby amended as follows:

304.11 Combustion air dusts. *Combustion air* dusts shall ...

1. Ducts shall ...
5. Ducts shall not terminate in an attic space.
6. Horizontal upper ...

SECTION 403.13 is hereby added as follows:

403.13 Other materials. Material not covered by the standards specifications listed herein shall be investigated and tested to determine that it is safe and suitable for the proposed service, and, in addition, shall be recommended for that service by the manufacturer and shall be *approved* by the code official. Listed LPG hose may be used with natural gas when used for temporary heating at a maximum length of 50 feet.

SECTION 406.4 is hereby amended to read as follows:

406.4 Test pressure measurement. Test pressure shall be measured with a manometer or with a pressure-measuring device designed and calibrated to read,

record, or indicate a pressure loss caused by leakage during the pressure test period. The source of pressure shall be isolated before the pressure tests are made. Dial gauges used to measure test pressures shall be performed with gauges of 2 psi incrimination or less and have a range not exceeding 100 psi unless otherwise approved.

SECTION 406.4.1 is hereby amended to read as follows:

406.4.1 Test pressure. The test pressure to be used shall be no less than 1 1/2 times the proposed maximum working pressure, but not less than 25 psig irrespective of design pressure. Where the test pressure exceeds 125 psig (862 kPa gauge), the test pressure shall not exceed a value that produces a hoop stress in the piping greater than 50 percent of the specified minimum yield strength of the pipe.

SECTION 408.2 is hereby amended to read as follows:

408.2 Drips. Where wet gas exists, a drip shall be provided at any point in the line of pipe where condensate could collect.

SECTION 411.2 is hereby amended to read as follows:

411.2 Manufactured home connections. Manufactured homes shall be connected to the distribution *pipng* system by *listed* and *labeled* connectors in compliance with ANSI Z21.75/CSA 6.27 and installed in accordance with the manufacturer's installation instructions.

SECTION 501.12 is hereby amended to read as follows:

501.12 Residential and low-heat appliances flue lining systems. Flue lining systems for use with residential-type and low-heat appliances shall be limited to the following:

1. Clay flue lining complying with the requirements of ASTM C 315 or equivalent when each appliance connected into the masonry chimney has a minimum input rating greater than 400,000 Btu/h. Clay flue lining shall be installed in accordance with the *International Building Code*.
2. *Listed* chimney lining systems complying with UL1777.
3. Other *approved* materials that will resist, without cracking, softening or corrosion, flue gases and condensate at temperatures up to 1,800°F (982°C).
 - a. Aluminum (1100 or 3003 alloy or equivalent) not less than 0.032 inches thick to 8 inches diameter.
 - b. Stainless steel (304 or 430 alloy or equivalent) not less than 26 gauge (0.018 inches thick) to 8 inches diameter or not less

than 24 gauge (0.024 inches thick) 8 inches diameter and larger.

When a metal liner is used other than a listed chimney liner a condensation drip tee shall be installed and supported in an approved manner.

SECTION 503.5.3 is hereby amended to read as follows:

503.5.3 Masonry chimneys. Masonry chimneys shall be built and installed in accordance with NFPA 211 and shall be lined as per sec. 501.12.

SECTION 503.5.6.1 is hereby amended to read as follows:

503.5.6.1 Chimney lining. Chimneys shall be lined in accordance with NFPA 211 and Section 501.12.

Exception: Where an existing chimney complies with Sections 503.5.6 through-503.5.6.3 and its sizing is in accordance with Section 503.5.5, its continued use shall be allowed when, in more than one appliance venting system the secondary appliance, such as a water heater, is replaced and the primary heating appliance remains.

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

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

ATTEST:

City Auditor

Date of First Reading:

Date of Second Reading:

Date of Publication:

ORDINANCE NO. 1273

AN ORDINANCE TO AMEND AND REENACT SECTION 5-0501, AND TO REPEAL AND REENACT SECTION 5-0202 OF THE REVISED ORDINANCES OF 1990 OF THE CITY OF WEST FARGO RELATING TO INTERNATIONAL PROPERTY MAINTENANCE CODE.

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

SECTION 1. Section 5-0501 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

5-0501. ADOPTION OF INTERNATIONAL PROPERTY MAINTENANCE CODE. There is hereby adopted by reference by the Board of City Commissioners, for the purpose of prescribing regulations governing standards, relative to housing in the City of West Fargo, that certain code known as the International Property Maintenance Code, recommended and compiled by the International Code Council, being particularly the 2024 edition thereof, as the same are now established in said code, a copy of which is on file in the office of the Building Administrator for the City of West Fargo, with the exception of the sections hereinafter set forth affecting local conditions of the City of West Fargo, which sections shall be substituted for and in lieu of like sections or paragraphs in said International Property Maintenance Code; the Board of City Commissioners of said City of West Fargo, by this section hereby approves and adopts such rules and regulations, so modified, for the use and application within the city limits of West Fargo, North Dakota. Provided, that any amendments of the 2024 edition of the Code may be adopted by the City by resolution.

SECTION 2. Section 5-0502 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby repealed in its entirety and replaced and reenacted to read as follows:

5-0502. AMENDMENT TO INTERNATIONAL PROPERTY MAINTENANCE CODE. The International Property Maintenance Code, as adopted in Section 5-0501, is hereby changed and amended as follows:

SECTION 101.1 is hereby amended to read as follows:

101.1 Title. These regulations shall be known as the *Property Maintenance Code* of the City of West Fargo, hereinafter to as “this code.”

SECTION 102.3 is hereby amended to read as follows:

102.3 Application of other codes. Repairs, additions or alterations to a structure, or changes of occupancy, shall be done in accordance with the procedures and provisions of all applicable ordinances adopted by the City of West Fargo.

SECTION 103.1 is hereby amended to read as follows:

103.1 Creation of agency. The city of West Fargo Inspections Department is hereby created and the official in charge thereof shall be known as the code official. The function of the agency shall be the implementation, administration and enforcement of the provisions of “this code”.

SECTION 105.7 is hereby amended to read as follows:

105.7 Liability. The *building official*, member of the board of appeals or employee charged with the enforcement of this code, while acting for the jurisdiction in good faith and without malice in the discharge of the duties required by this code or other pertinent law or ordinance, shall not thereby be rendered personally liable, either civilly or criminally, and is hereby relieved from personal liability for any damage accruing to persons or property as a result of any act or by reason of an act or omission in the discharge of official duties.

This code shall not be construed to relieve from or lessen the responsibility of any person owning, operating, or controlling any building or structure for any damages to persons or property caused by defects, nor shall the code enforcement agency or the city be held as assuming any such liability by reason of the inspection authorized by this code or any permits or certificates issued under this code.

SECTION 105.7.1 is hereby amended to read as follows:

105.7.1 Legal defense. Any suit or criminal complaint instituted against an officer or employee because of an act or omission performed by that officer or employee in the lawful discharge of duties and under the provisions of this code or other laws or ordinances implemented through the enforcement of this code shall be defended by legal representatives of the jurisdiction under the final termination of the proceedings and shall be afforded all protection provided by the City’s insurance pool and the immunities and defenses provided by other applicable local, state or federal laws. The building official or any subordinate shall not be liable for cost in any action, suit or proceeding that is instituted in pursuance of the provisions of this code.

SECTION 106 is hereby deleted in their entirety.

SECTION 111.1 exceptions are hereby amended to read as follows:

111.1 General. * * * *
*** * * ***

3. Boarding the building up for future repair shall not extend beyond one year, unless approved by the building official.
4. Upon completion of demolition, sufficient filling and grading shall be done to bring the area of demolition up to the same level as the existing yard. Frozen fill is not allowed.

SECTION 201.3 is hereby amended to add the following:

201.3 Terms defined in other codes. Where terms are not defined in this code and are defined in the *International Building Code, International Existing Building Code, International Fire Code, International Fuel Gas Code, International Mechanical Code, International Plumbing Code, International Residential Code,* or NFPA 70, such terms shall have meanings ascribed to them as in those codes.

Throughout this code, wherever reference is made to the International Plumbing Code it shall mean the North Dakota State Plumbing Code and ND Admin. Code Section 62-03.1-01. Throughout this code, wherever reference is made to the NFPA 70 it shall mean the National Electrical Code and Chapter 43-09 of the North Dakota State Wiring Standards.

SECTION 302.4 is hereby amended to read as follows:

302.4 Weeds. All *premises* and *exterior property* shall be maintained free from weeds or plant growth as per the City of West Fargo Ordinances. All noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs provided; however, this term shall not include cultivated flowers and gardens.

Upon failure of the *owner* or agent having charge of a property to cut and destroy weeds after service of a notice of violation, they shall be subject to prosecution in accordance with the City of West Fargo Ordinances and as prescribed by the authority having jurisdiction. Upon failure to comply with the notice of violation, any duly authorized employee of the jurisdiction or contractor hired by the jurisdiction shall be authorized to enter upon the property in violation and cut and destroy the weeds growing thereon, and the costs of such removal shall be paid by the *owner* or agent responsible for the property.

SECTION 303.2 is hereby amended to read as follows:

303.2 Enclosures. Private swimming pools, hot tubs and spas, containing water more than 24 inches (610 mm) in depth shall be completely surrounded by a fence or barrier as required by Sections 303.2.1 through 303.2.13. An existing pool enclosure shall not be removed, replaced or changed in a manner that reduces its effectiveness as a safety barrier.

Exception: Spas or hot tubs with a safety cover that complies with ASTM F1346 shall be exempt from the provisions of this section.

303.2.1 Barrier height and clearances. Barrier heights and clearances shall be in accordance with all of the following:

1. The top of the barrier shall be not less than 48 inches (1219 mm) above grade where measured on the side of the barrier that faces away from the pool or spa. Such height shall exist around the entire perimeter of the barrier and for a distance of 3 feet (914 mm) measured horizontally from the outside of the required barrier.
2. The vertical clearance between grade and the bottom of the barrier shall not exceed 2 inches (51 mm) for grade surfaces that are not solid, such as grass or gravel, where measured on the side of the barrier that faces away from the pool or spa.
3. The vertical clearance between a surface below the barrier to a solid surface, such as concrete, and the bottom of the required barrier shall not exceed 4 inches (102 mm) where measured on the side of the required barrier that faces away from the pool or spa.
4. Where the top of the pool or spa structure is above grade, the barrier shall be installed on grade or shall be mounted on top of the pool or spa structure. Where the barrier is mounted on the top of the pool or spa, the vertical clearance between the top of the pool or spa and the bottom of the barrier shall not exceed 4 inches (102 mm).

303.2.2 Openings. Openings in the barrier shall not allow passage of a 4-inch diameter (102 mm) sphere.

303.2.3 Solid barrier surfaces. Solid barriers that do not have openings shall not contain indentations or protrusions that form handholds and footholds, except for normal construction tolerances and tooled masonry joints.

303.2.4 Mesh fence as a barrier. Mesh fences, other than chain link fences in accordance with Section 303.2.7, shall be installed in accordance with the manufacturer's instructions and shall comply with the following:

1. The bottom of the mesh fence shall be not more than 1 inch (25 mm) above the deck or installed surface or grade.
2. The maximum vertical clearance from the bottom of the mesh fence and the solid surface shall not permit the fence to be lifted more than 4 inches (102 mm) from grade or decking.
3. The fence shall be designed and constructed so that it does not allow passage of a 4-inch (102 mm) sphere under any mesh panel. The maximum vertical clearance from the bottom of the mesh fence and the solid surface shall be not greater than 4 inches (102 mm) from grade or decking.
4. An attachment device shall attach each barrier section at a height not lower than 45 inches (1143 mm) above grade. Common attachment devices include, but are not limited to, devices that provide the security equal to or greater than that of a hook-and-eye-type latch incorporating a spring-actuated retaining lever such as a safety gate hook.
5. Where a hinged gate is used with a mesh fence, the gate shall comply with Section 303.2.10.

6. Patio deck sleeves such as vertical post receptacles that are placed inside the patio surface shall be of a nonconductive material.
7. Mesh fences shall not be installed on top of on ground residential pools.

303.2.4.1 Setback for mesh fences. The inside of a mesh fence shall be not closer than 20 inches (508 mm) to the nearest edge of the water of a pool or spa.

303.2.5 Closely spaced horizontal members. Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is less than 45 inches (1143 mm), the horizontal members shall be located on the pool or spa side of the fence. Spacing between vertical members shall not exceed 13/4 inches (44 mm) in width. Where there are decorative cutouts within vertical members, spacing within the cutouts shall not exceed 13/4 inches (44 mm) in width.

303.2.6 Widely spaced horizontal members. Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is 45 inches (1143 mm) or more, spacing between vertical members shall not exceed 4 inches (102 mm). Where there are decorative cutouts within vertical members, the interior width of the cutouts shall not exceed 13/4 inches (44 mm).

303.2.7 Chain link dimensions. The maximum opening formed by a chain link fence shall be not more than 13/4 inches (44 mm). Where the fence is provided with slats fastened at the top and bottom that reduce the openings, such openings shall be not greater than 13/4 inches (44 mm).

303.2.8 Diagonal members. Where the barrier is composed of diagonal members, the maximum opening formed by the diagonal members shall be not greater than 13/4 inches (44 mm). The angle of diagonal members shall be not greater than 45 degrees (0.79 rad) from vertical.

303.2.9 Clear zone. Where equipment, including pool equipment such as pumps, filters and heaters, is on the same lot as a pool or spa and such equipment is located outside of the barrier protecting the pool or spa, such equipment shall be located not less than 36 inches (914 mm) from the outside of the barrier.

303.2.10 Doors and gates. Doors and gates in barriers shall comply with the requirements of Sections 303.2.11 through 303.2.13 and shall be equipped to accommodate a locking device. Pedestrian access doors and gates shall open outward away from the pool or spa, shall be self-closing and shall have a selflatching device.

303.2.11 Utility or service doors and gates. Doors and gates not intended for pedestrian use, such as utility or service doors and gates, shall remain locked when not in use.

303.2.12 Double or multiple doors and gates. Double doors and gates or multiple doors and gates shall have not fewer than one leaf secured in place and the adjacent leaf shall be secured with a self-latching device.

303.2.13 Latch release. For doors and gates in barriers, the door and gate latch release mechanisms shall be in accordance with the following:

1. Where door and gate latch release mechanisms are accessed from the outside of the barrier and are not of the self-locking type, such mechanism shall be located above the finished floor or ground surface at residential pools and spas, not less than 54 inches (1372 mm).
2. Where door and gate latch release mechanisms are of the selflocking type such as where the lock is operated by means of a key, an electronic opener or the entry of a combination into an integral combination lock, the lock operation control and the latch release mechanism shall be located above the finished floor or ground surface at residential pools and spas, at not greater than 54 inches (1372 mm).
3. At private pools, where the only latch release mechanism of a selflatching device for a gate is located on the pool and spa side of the barrier, the release mechanism shall be located at a point that is at least 3 inches (76 mm) below the top of the gate.

303.2.14 Barriers adjacent to latch release mechanisms. Where a latch release mechanism is located on the inside of a barrier, openings in the door, gate and barrier within 18 inches (457 mm) of the latch shall not be greater than 1/2 inch (12.7 mm) in any dimension.

303.2.15 Structure wall as a barrier. Where a wall of a dwelling or structure serves as part of the barrier and where operable windows having a sill height of less than 48 inches (1219 mm) above the indoor finished floor, doors and gates shall have an alarm that produces an audible warning when the window, door or their screens are opened. The alarm shall be listed and labeled as a water hazard entrance alarm in accordance with UL 2017.

Exception: An approved means of protection, such as self-closing doors with self-latching devices, is provided. Such means of protection shall provide a degree of protection that is not less than the protection afforded by an alarm that produces an audible warning when the window, door or their screens are opened.

303.2.16 On ground residential pool structure as a barrier. An on ground residential pool wall structure or a barrier mounted on top of an on ground residential pool wall structure shall serve as a barrier where all of the following conditions are present:

1. Where only the pool wall serves as the barrier, the bottom of the wall is on grade, the top of the wall is not less than 48 inches (1219 mm) above

grade for the entire perimeter of the pool, the wall complies with the requirements of Section 303.2 and the pool manufacturer allows the wall to serve as a barrier.

2. Where a barrier is mounted on top of the pool wall, the top of the barrier is not less than 48 inches (1219 mm) above grade for the entire perimeter of the pool, and the wall and the barrier on top of the wall comply with the requirements of Section 303.2.

3. Ladders or steps used as means of access to the pool are capable of being secured, locked or removed to prevent access except where the ladder or steps are surrounded by a barrier that meets the requirements of Section 303.

4. Openings created by the securing, locking or removal of ladders and steps do not allow the passage of a 4-inch (102 mm) diameter sphere.

5. Barriers that are mounted on top of on ground residential pool walls are installed in accordance with the pool manufacturer's instructions.

303.2.17 Natural barriers. In the case where the pool or spa area abuts the edge of a lake or other natural body of water, public access is not permitted or allowed along the shoreline, and required barriers extend to and beyond the water's edge not less than 18 inches (457 mm), a barrier is not required between the natural body of water shoreline and the pool or spa.

303.2.18 Natural topography. Natural topography that prevents direct access to the pool or spa area shall include but not be limited to mountains and natural rock formations. A natural barrier approved by the governing body shall be acceptable provided that the degree of protection is not less than the protection afforded by the requirements of Sections 305.2 through 305.5.

SECTION 304.14 is hereby amended to read as follows:

304.14 Insect screens. During the period from April 1 to October 31, every door, window and other outside opening required for ventilation of habitable rooms, food preparation areas, food service areas or any areas where products to be included or utilized in food for human consumption are processed, manufactured, packaged or stored shall be supplied with approved tightly fitting screens of not less than 16 mesh per inch (16 mesh per 25 mm), and every screen door used for insect control shall have a self-closing device in good working condition.

Exception: Screens shall not be required where other approved means, such as air curtains or insect repellent fans, are employed.

SECTION 307.1 is hereby amended to read as follows:

307.1 Handrails. Stairs having four or more risers shall have a handrail on one side of the stair.

SECTION 309.6 is hereby enacted to read as follows:

309.6 Pest elimination. Licensed contractor required for extermination of insects and vermin in rental properties.

SECTION 602.2 is hereby amended to read as follows:

602.2 Residential occupancies. Dwellings shall be provided with heating facilities capable of maintaining a room temperature of 68°F (20°C) in all habitable rooms, bathrooms and toilet rooms. Cooking appliances shall not be used to provide space heating to meet the requirements of this section.

SECTION 602.3 is hereby amended to read as follows:

602.3 Heat supply. Every owner and operator of any building who rents, leases or lets one or more dwelling units or sleeping units on terms, either expressed or implied, to furnish heat to the occupants thereof shall supply heat during the period from September 15 to June 1 to maintain a temperature of not less than 68°F (20°C) in all habitable rooms, bathrooms, and toilet rooms.

Exceptions:

In older structures where the original design of the heating system operating at full capacity is unable to achieve the minimum temperature required, in the discretion of the building official, the system may be deemed adequate.

SECTION 602.4 is hereby amended to read as follows:

602.4 Occupiable work spaces. Indoor occupiable work spaces shall be supplied with heat during the period from September 15th to June 1st to maintain a minimum temperature of 65°F (18°C) during the period the spaces are occupied.

Exceptions:

1. Processing, storage and operation areas that require cooling or special temperature conditions.
2. Areas in which persons are primarily engaged in vigorous physical activities.

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

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

ATTEST:

City Auditor

Date of First Reading:

Date of Second Reading:

Date of Publication:

ORDINANCE NO. 1274

AN ORDINANCE TO AMEND AND REENACT SECTION 5-0701, AND TO REPEAL AND REENACT SECTION 5-0702 OF THE REVISED ORDINANCES OF 1990 OF THE CITY OF WEST FARGO RELATING TO INTERNATIONAL RESIDENTIAL CODE.

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

SECTION 1. Section 5-0701 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

5-0701. ADOPTION OF INTERNATIONAL RESIDENTIAL CODE. There is hereby adopted by reference by the Board of City Commissioners, for the purpose of prescribing regulations governing standards, relative to housing in the City of West Fargo, that certain code known as the International Residential Code, recommended and compiled by the International Code Council, being particularly the 2024 edition thereof, as the same are now established in said code, a copy of which is on file in the office of the Building Administrator for the City of West Fargo, with the exception of the sections hereinafter set forth affecting local conditions of the City of West Fargo, which sections shall be substituted for and in lieu of like sections or paragraphs in said International Residential Code; the Board of City Commissioners of said City of West Fargo, by this section hereby approves and adopts such rules and regulations, so modified, for the use and application within the city limits of West Fargo, North Dakota, as well as for any area within the extraterritorial zoning jurisdiction of the City. Provided, that any amendments of the 2024 edition of the Code may be adopted by the City by resolution.

SECTION 2. Section 5-0702 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby repealed in its entirety and replaced and reenacted to read as follows:

5-0702. AMENDMENT TO INTERNATIONAL RESIDENTIAL CODE. The International Residential Code, as adopted in Section 5-0701 is hereby changed and amended as follows:

SECTION R101.1 is hereby amended to read as follows:

R101.1 Title. These provisions shall be known as the *Residential Code for One- and Two Family* of the City of West Fargo, and shall be cited as such and will be referred to herein as "this code."

Section R103.1 is hereby amended to read as follows:

R103.1 Creation of agency. The Inspections Department of the city of Fargo is hereby created and the official in charge thereof shall be known as the building

official. The function of the agency shall be the implementation, administration and enforcement of the provisions of this code.

SECTION R104.8 is hereby amended to read as follows:

[A] 104.8 Liability. The *building official*, member of the board of appeals or employee charged with the enforcement of this code, while acting for the jurisdiction in good faith and without malice in the discharge of the duties required by this code or other pertinent law or ordinance, shall not thereby be rendered personally liable, either civilly or criminally, and is hereby relieved from personal liability for any damage accruing to persons or property as a result of any act or by reason of an act or omission in the discharge of official duties.

This code shall not be construed to relieve from or lessen the responsibility of any person owning, operating, or controlling any building or structure for any damages to persons or property caused by defects, nor shall the code enforcement agency or the city be held as assuming any such liability by reason of the inspection authorized by this code or any permits or certificates issued under this code.

SECTION R104.8.1 is hereby amended to read as follows:

R104.8.1 Legal defense. Any suit or criminal complaint instituted against an officer or employee because of an act or omission performed by that officer or employee in the lawful discharge of duties and under the provisions of this code or other laws or ordinances implemented through the enforcement of this code shall be defended by legal representatives of the jurisdiction under the final termination of the proceedings and shall be afforded all protection provided by the City's insurance pool and the immunities and defenses provided by other applicable local, state or federal laws. The building official or any subordinate shall not be liable for cost in any action, suit or proceeding that is instituted in pursuance of the provisions of this code.

SECTION R105.2 is hereby amended to read as follows:

R105.2 Work exempt from permit. Exemptions ...

Building:

1. One-story detached accessory structures provided the floor area is not greater than 120 square feet (11 m²).
2. Fences not over 8.5 feet (2591 mm) high.
3. Retaining walls that are not ...

7. Swimming pools that are less than 24 inches (610 mm) deep. ...

10. Decks not exceeding 120 square feet in area, that are not more than 7 inches (762 mm) above *grade* at any point, are not attached to a dwelling do not serve the exit door required by Section R311.4.

SECTION R108.3 is hereby amended to read as follows:

R108.3 Building permit valuations. Building *permit* valuation shall include total value of the work for which a *permit* is being issued, such as electrical, gas, mechanical, plumbing *equipment* and other permanent systems, including materials and labor. If, in the opinion of the building official, the valuation is underestimated on the application, the permit shall be denied, unless the applicant can show detailed estimates to meet the approval of the building official. Final building permit valuation shall be set by the building official.

SECTION R112 is hereby deleted in its entirety.

SECTION R201.3 is hereby amended to read as follows:

R201.3 Terms defined in other codes. Where terms are not defined in this code such terms shall have meanings ascribed to them as in other code publications of the International Code Council. Wherever the term ‘International Plumbing Code’ and/or ‘International Private Sewage Disposal Code’ is used in the International Residential Code, it shall mean the North Dakota State Plumbing Code. Wherever the term ‘ICC Electrical Code’ is used in the International Residential Code, it shall mean the National Electrical Code together with the North Dakota State Wiring Standards. Wherever reference is made to flood plain requirements, it shall mean the West Fargo Flood Damage Prevention Ordinance together with the West Fargo Flood Proofing Code.

TABLE R301.2 is hereby amended to read as follows:

TABLE R301.2-CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA													
GROUND SNOW LOAD	WIND SPEED				SEISMIC DESIGN CATEGORY ^f	SUBJECT TO DAMAGE FROM			WINTER DESIGN TEMP ^e	ICE BARRIER UNDERLAYMENT REQUIRED ^h	FLOOD HAZARDS ^g	AIR FREEZING INDEX ^k	MEAN ANNUAL TEMP ^j
	Speed ^d (mph)	Topographic effects ^k	Special wing region ^l	Wind-borne debris zone ^m		Weathering ^a	Frost line depth ^b	Termite ^c					
44 psf	111	No	No	No	Zone A	Severe	4.5 feet	None	-18	yes	1978	4000	41.5
MANUAL J DESIGN CRITERIA													
Elevation		Latitude	Winter Heating	Summer Cooling	Altitude Correction Factor		Indoor Design Temperature	Design Temperature Cooling		Heating Temperature Difference			
869		46	-17°	88°	None		70°	75°		87°			
Cooling Temperature Difference		Wind Velocity Heating	Wind Velocity Cooling	Coincident Wet Bulb	Daily Range		Winter Humidity	Summer Humidity					
13°		15 mph	7.5 mph	70	M		30%	50%					

SECTION R301.2.4 is hereby deleted in its entirety.

SECTION R301.2.4.1 is hereby deleted in its entirety.

TABLE R302.1(1) is hereby amended to read as follows:

**TABLE 302.1(1)
EXTERIOR WALLS**

EXTERIOR WALL ELEMENT		MINIMUM FIRE-RESISTANCE RATING	MINIMUM FIRE SEPARATION DISTANCE
Walls ^c	Fire-resistance rated	1 hour—tested in accordance with ASTM E 119 or UL 263 with exposure from both sides	< 0 feet
	Not fire-resistance rated	0 hours	≥ 3 feet
Projections	Not allowed	N/A	<2 feet
	Fire-resistance rated	1 hour on the underside ^{a b}	≥ 2 feet to < 3 feet
	Not fire-resistance rated	0 hours	≥ 3 feet
Openings	Not allowed	N/A	< 3 feet
	25% Maximum of Wall Area	0 hours	3 feet
	Unlimited	0 hours	5 feet
Penetrations	All	Comply with Section 302.4	< 3 feet
		None required	3 feet

SECTION R302.5.1 is hereby amended to read as follows:

R302.5.1 Opening protection. Openings from a private garage directly into a room used for sleeping purposes shall not be permitted. Other openings between the garage and dwelling unit shall be equipped with solid wood doors not less than 1-3/8 inches (35 mm) in thickness, solid or honeycomb core steel doors not less than 1-3/8 inches (35 mm) thick, or 20-minute fire-rated doors.

SECTION R306 is hereby deleted in its entirety.

SECTION R309.1 is hereby amended to read as follows:

R309.1 Townhouse automatic sprinkler systems. An automatic residential sprinkler system shall be installed in townhouse which are located on a private street or private fire department access road that is required to be greater than 150 feet in length as required by Section 503 of the International Fire Code.

SECTION R309.2 is hereby deleted in its entirety.

SECTION R318.3.2 is hereby amended to read as follows:

R318.3.2 Floor elevations at other exterior doors. Exterior doors other than the required egress door shall be provided with landings or floors not more than 8 inches below the top of the threshold.

Exception: An exterior landing or floor is not required at the exterior doorway where a stairway with a total rise of less than 30 inches (762 mm) is located on the exterior side of the door, provided that the door does not swing over the stairway.

SECTION R318.7.5.1 is hereby amended to read as follows:

R318.7.5.1 Risers. The riser height shall be not more than 8 inches.

* * * *

SECTION R318.7.5.2 is hereby amended to add the following exception:

R318.7.5.2 Treads. The tread depth shall not be less than 9 inches (228 mm).

Exception: Where a landing is not provided or required by Sections R318.3, R318.3.2, or R318.7.6, the top tread of a stair serving exterior doors other than the required exit door, and in-swinging doors opening into an attached garage, shall be permitted to exceed the smallest tread by more than 3/8 inch (9.5 mm). Such a tread shall be at least 18 inches (457 mm) measured in the direction of travel.

SECTION R318.7.5.2.1 is hereby amended to read as follows:

R318.7.5.2.1 Winder treads. Winder treads shall have a tread depth of not less than 9 inches measured between the vertical planes of the foremost projection of adjacent treads at the intersections with the walkline. * * * *

SECTION R318.7.6 exceptions are hereby amended to read as follows:

Exceptions:

1. The top landing of an interior stairway, including those in an enclosed garage, shall be permitted to be on the other side of a door located at the top of the stairway provided that the door does not swing over the stairs.
2. At an enclosed garage, the top landing at the stair shall be permitted to be not more than 8 inches below the top of the threshold.

3. At exterior doors, a top landing is not required for an exterior stairway with a total rise of less than 30 inches, provided that the door does not swing over the stairway.

SECTION R319.2.3 is hereby amended to add the following exception:

Exception: Below grade emergency escape and rescue windows shall have a maximum sill height of 48 inches.

SECTION R319.4.2 is hereby amended to read as follows:

R319.4.2 Ladder and steps. Area wells with a vertical depth greater than 44 inches (1118 mm) shall be equipped with an approved, permanently affixed ladder or steps, usable with the window in the fully open position or shall be equipped with a permanently attached platform at least 30 inches by 16 inches. The maximum distance between the top of the window well and a platform shall be 42 inches and shall not impede the operation of the window. The ladder or steps shall not be obstructed by the emergency escape and rescue opening where the window or door is in the open position. Ladders and steps required by this section shall not be required to comply with Section R318.7.

SECTION R319.4.2.1 is hereby amended to add the following exception:

Exception: Terraced window wells with a maximum of 24 inches per vertical rise and minimum of 12 inches per horizontal projection on each level shall also be allowed.

SECTION R321.1.1 is hereby amended to read as follows:

R321.1.1 Where required. Guards shall be provided for those portions of open-sided walking surfaces, including floors, stairs, ramps and landings that are located more than 30 inches (762 mm) measured vertically to the floor or grade below or to the bottom of any window well within 36 inches (914 mm) horizontally to the edge of the open side. Insect screening shall not be considered as a guard.

Section R327.1 is hereby amended to read as follows:

R327.1 Space required. Fixtures shall be spaced in accordance with the requirements of the North Dakota State Plumbing Code and Figure R327.1, except for the clearance in front of the water closets and bidets, which shall be at least 24 inches.

SECTION R328 is hereby amended to read as follows:

R328 General. The design and construction of pools and spas shall comply with Section 4-442 Item 6 of the City of West Fargo Ordinances.

SECTION R401.1 is hereby amended to read as follows:

R401.1 Application. The provisions of this chapter shall control the design and construction of the foundation and foundation spaces for buildings. In addition to the provisions of this chapter, the design and construction of foundations in flood hazard areas as established by Table R301.2 shall meet the provisions of the West Fargo Flood Proofing Code (Section 5-04) and any other applicable requirements of the City of West Fargo. Wood foundations shall be designed and installed in accordance with AWC PWF.

Exception: The provisions of this chapter shall be permitted ...

SECTION R401.3 Exceptions are hereby deleted in its entirety:

SECTION R403.1.4.1 is hereby amended to read as follows:

R403.1.4.1 Frost protection. Except where otherwise protected from frost, foundation walls, piers and other permanent supports of buildings and structures shall be protected from frost by one or more of the following methods:

1. Extended below the frost line ...

Exceptions:

1. Protection of freestanding *accessory structures* of light-frame construction shall not be required.
2. Protection of freestanding *accessory structures* with an area of 400 square feet (37 m²) or less, of other than light-frame construction shall not be required.
3. Uncovered decks need not be provided with footings that extend below the frost line.

Footings shall not bear on frozen soil unless the frozen condition is permanent.

SECTION R404.1.3.2 is hereby amended to read as follows:

R404.1.3.2 Reinforcement for foundation walls. Concrete foundation walls shall be laterally supported at the top and bottom. Horizontal reinforcement shall be provided in accordance with Table ~~R404.1.2(1)~~ R404.1.3.2(1). Vertical reinforcement shall be provided in accordance with Table R404.1.3.2(2),

R404.1.3.2(3), R404.1.3.2(4), R404.1.3.2(5), R404.1.3.2(6), R404.1.3.2(7), ~~or~~ R404.1.3.2(8), or Table R404.1.3.2(10) and Figure R404.1.3.2(1) or Table R404.1.3.2(11) and Figure R404.1.3.2(2). Vertical reinforcement for flat *basement* walls retaining 4 feet (1219 mm) or more of unbalanced backfill is permitted to be determined in accordance with Table R404.1.3.2(9). For *basement* walls supporting above grade concrete walls, vertical reinforcement shall be the greater of that required by Tables R404.1.3.2(2) through R404.1.3.2(8) or by Section R608.6 for the above-grade wall. In buildings assigned to Seismic Design Category D0, D1 or D2, concrete foundation walls shall also comply with Section R404.1.4.2.

TABLE 404.1.3.2(10) is hereby adopted as follows:

Table R404.1.3.2(10)

Foundation Wall Reinforcing

Active Pressure = 45pcf

Minimum Reinforcement for Concrete Foundation Walls		
Wall Height (h) feet	Wall Thickness (t) inches	Vertical Reinforcing
8	8	#4 @ 24" o.c. #5 @ 40" o.c.
	10	#4 @ 30" o.c. #5 @ 50" o.c.
9	8	#4 @ 18" o.c. #5 @ 28" o.c.
	10	#4 @ 24" o.c. #5 @ 36" o.c.
10	10	#4 @ 16" o.c. #5 @ 26" o.c.

Notes:

1. Chart is based on an active soil pressure of 45 pounds per cubic foot (pcf).
2. Reinforcing steel shall be ASTM A615 Fy – 60,000 pounds per square inch (psi).

3. The vertical reinforcing bars are to be located on the inside face.
4. Minimum concrete strength $F_c^1 = 3,000$ pounds per square inch (psi).
5. Backfill shall not be placed until first floor framing and sheathing is installed and fastened or adequately braced and the concrete floor slab is in place or the wall is adequately braced.

TABLE 404.1.3.2(11) is hereby adopted as follows:

Table R404.1.3.2(11)
Foundation Wall Reinforcing
Active Pressure = 65 pcf

Minimum Reinforcement for Concrete Foundation Walls		
Wall Height (h) Feet	Wall Thickness (t) Inches	Vertical Reinforcing
8	8	#4 @ 18" o.c. #5 @ 26" o.c. #6 @ 40" o.c.
	10	#4 @ 24" o.c. #5 @ 36" o.c. #6 @ 52" o.c.
9	8	#4 @ 12" o.c. #5 @ 18" o.c. #6 @ 26" o.c.
	10	#4 @ 16" o.c. #5 @ 24" o.c. #6 @ 36" o.c.
10	10	#4 @ 12" o.c. #5 @ 18" o.c. #6 @ 24" o.c.

Notes:

1. Chart is based on an active soil pressure of 65 pounds per cubic foot (pcf).
2. Reinforcing steel shall be ASTM A615 Fy – 60,000 pounds per square inch (psi).
3. The vertical reinforcing bars are to be located on the inside face.
4. Minimum concrete strength $F_c^1 = 3,000$ pounds per square inch (psi).
5. Backfill shall not be placed until first floor framing and sheathing is installed and fastened or adequately braced and the concrete floor slab is in place or the wall is adequately braced.

FIGURE 404.1.3.2(1) is hereby adopted as follows:

FIGURE R404.1.3.2(1)

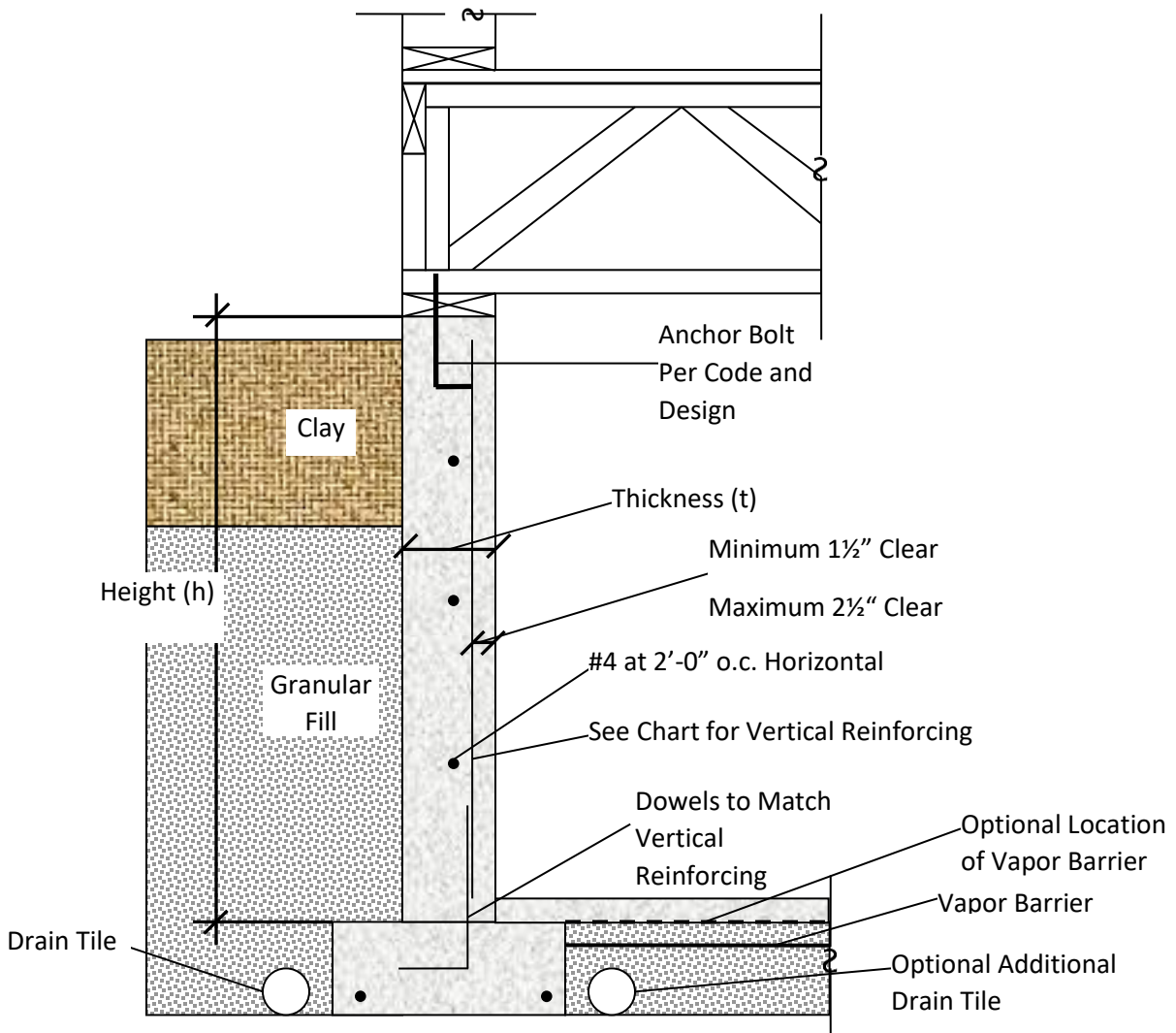
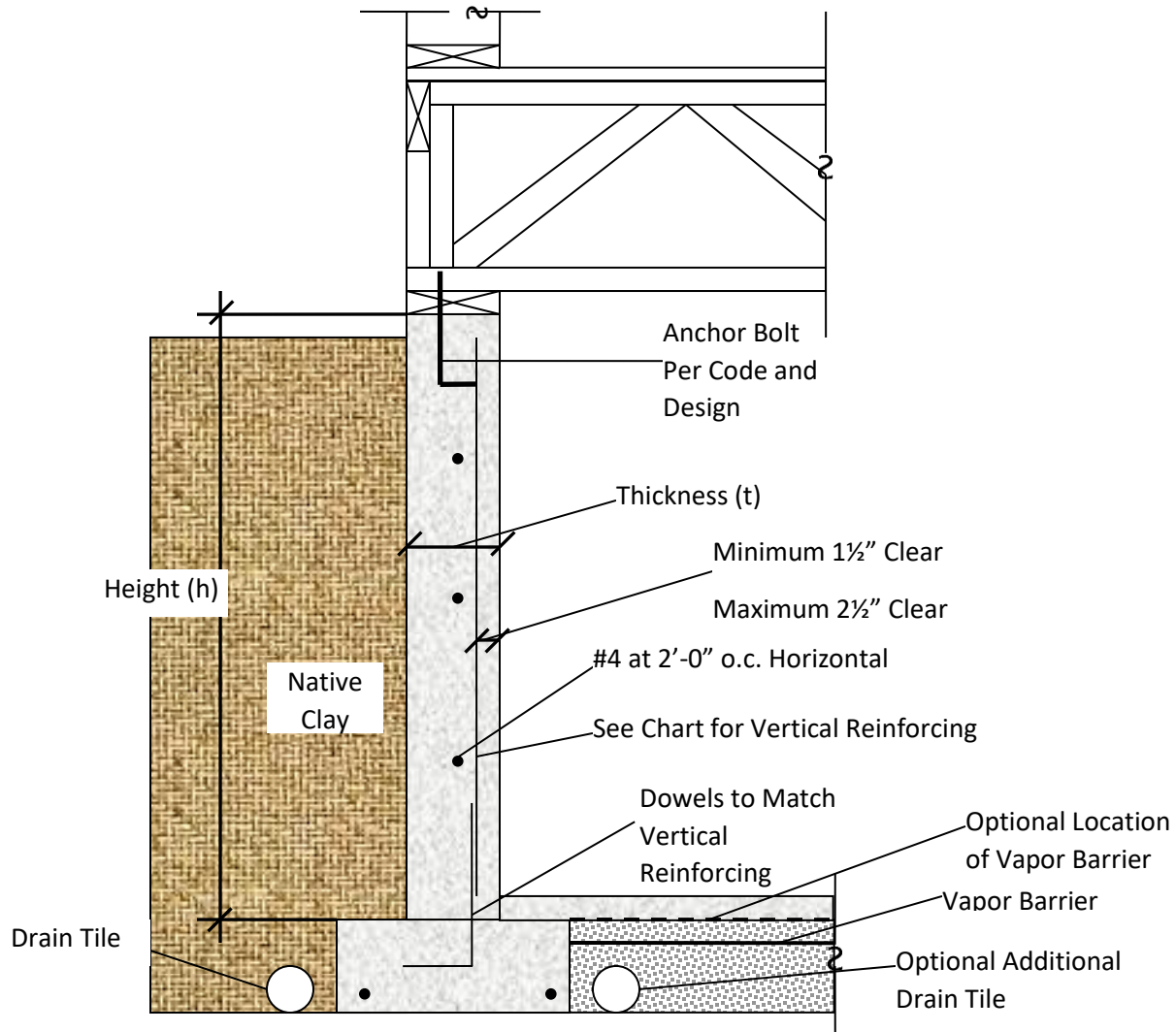


FIGURE 404.1.3.2(2) is hereby adopted as follows:

FIGURE R404.1.3.2(2)



SECTION R507.3 is hereby deleted in its entirety.

SECTION R507.3.1 is hereby deleted in its entirety.

SECTION R602.7.2 is hereby amended to read as follows:

R602.7.2 Rim board headers. Rim board header size, material and span shall be in accordance with Table R602.7(1). Rim board headers shall be constructed in accordance with Figure R602.7.2 and shall be supported at each end by full-height studs. Rim board headers supporting concentrated loads shall be designed in accordance with accepted engineering practice.

SECTION R602.7.5 is hereby amended to read as follows:

R602.7.5 Supports for headers. Headers shall be supported on each end with one or more jack studs or with approved framing anchors in accordance with Table R602.7(1) or R602.7(2). The full-height stud adjacent to each end of the header shall be end nailed to each end of the header in accordance with Table R602.3(1).

TABLE R602.7.5 is hereby deleted in its entirety.

TABLE N1102.1.2 (R402.1.2) is hereby amended to read as follows:

TABLE N1102.1.2 (R402.1.2) MAXIMUM ASSEMBLY U-FACTORS^a AND FENESTRATION REQUIREMENTS			
CLIMATE ZONE	****	6	****
VERTICAL FENESTRATION U-FACTOR	****	0.32	****
SKYLIGHT U-FACTOR	****	0.5	****
GLAZED VERTICAL FENESTRATION SHGC	****	NR	****
SKYLIGHT SHGC	****	NR	****
CEILING U-FACTOR	****	0.026	****
INSULATION ENTIRELY ABOVE ROOF DECK	****	0.032	****
WOOD-FRAMED WALL U-FACTOR	****	0.057	****
MASS WALL U-FACTOR ^b	****	0.06	****
FLOOR U-FACTOR	****	0.033	****
BASEMENT WALL U-FACTOR	****	0.059	****
UNHEATED SLAB F-FACTOR ^e	****	0.48	****
HEATED SLAB F-FACTOR ^e	****	0.66	****
CRAWL SPACE WALL U-FACTOR	****	0.055	****

(balance of table remains unchanged.)

TABLE N1102.1.3 (R402.1.3) is hereby amended to read as follows:

TABLE N1102.1.3 (R402.1.3) INSULATION MINIMUM R-VALUES AND FENESTRATION REQUIREMENTS BY COMPONENT^a			
CLIMATE ZONE	****	6	****
VERTICAL FENESTRATION U-FACTOR	****	0.32	****
SKYLIGHT U-FACTOR	****	0.5	****
GLAZED VERTICAL FENESTRATION SHGC	****	NR	****
SKYLIGHT SHGC	****	NR	****
CEILING R-VALUE	****	49	****
INSULATION ENTIRELY ABOVE ROOF DECK	****	30ci	****
WOOD-FRAMED WALL R-VALUE ^{e,h}	****	21 or 13 and 5ci	****
MASS WALL R-VALUE ^f	****	15/20	****
FLOOR R-VALUE ^h	****	30 or 19+7.5ci or 20ci	****
BASEMENT WALL R-VALUE ^{b, e}	****	15 or 10 ci	****
UNHEATED SLAB R-VALUE & DEPTH ^c	****	10ci, 4 ft	****
HEATED SLAB R-VALUE & DEPTH ^c	****	R-10ci, 4 ft and R-5 full slab	****
CRAWL SPACE WALL R-VALUE ^{b, e}	****	15ci or 19 or 13&5ci	****

(balance of table remains unchanged.)

Table N1102.5.1.1 (R402.5.1.1) is hereby amended to read as follows:

TABLE N1102.5.1.1 (R402.5.1.1) AIR BARRIER, AIR SEALING AND INSULATION INSTALLATION^a		
COMPONENT	AIR BARRIER, AIR SEALING CRITERIA	INSULATION INSTALLATION CRITERIA
****	****	****
Basement, crawl space and slab foundations	<p>Exposed earth in unvented crawl spaces shall be covered with a Class I vapor retarder/air barrier in accordance with Section N1102.2.11.</p> <p>Penetrations through concrete foundation walls and slabs shall be air sealed.</p> <p>Class 1 vapor retarders shall not be used as an air barrier on below-grade walls and shall be installed in accordance with Section R702.7.</p>	<p>Crawl space insulation, where provided instead of floor insulation, shall be installed in accordance with Section N1102.2.11.</p> <p>Conditioned basement foundation wall insulation shall be installed in accordance with Section N1102.2.9.1.</p> <p>Slab-on-grade floor insulation shall be installed in accordance with Section N1102.2.10.</p> <p>Exterior foundation insulation shall be covered and flashed to protect it from exposure to light and weather to a minimum of 6 inches (152 mm) below grade and be covered by a minimum 6-mil polyethylene slip sheet of the entire surface.</p>
****	****	****

(balance of table remains unchanged.)

Section N1103.6.3 (R403.6.3) is hereby deleted in its entirety.

Section N1104.2 (R404.2) is hereby deleted in its entirety.

Section N1104.3 (R404.3) is hereby deleted in its entirety.

TABLE N1106.5 (R406.5) is hereby amended to read as follows:

TABLE N1106.5 (R406.5) MAXIMUM ENERGY RATING INDEX		
CLIMATE ZONE	ENERGY RATING INDEX NOT INCLUDING OPP	ENERGY RATING INDEX WITH OPP
****	****	****
6	58	48
****	****	****

(balance of table remains unchanged.)

SECTION M1502.4.2 is hereby amended to read as follows:

M1502.4.2 Duct installation. Exhaust ducts shall be supported at intervals not to exceed 4 feet (3658 mm) and shall be secured in place. The insert end of the duct shall extend into the adjoining duct or fitting in the direction of airflow. Exhaust duct joints shall may be mechanically fastened. Ducts shall not be joined with screws. Where dryer exhaust ducts are enclosed in wall or ceiling cavities, such cavities shall allow the installation of the duct without deformation.

SECTION M1503.6 Exception is hereby deleted in its entirety:

SECTION M1601.4.1 is hereby amended to read as follows:

M1601.4.1 Joints, seams and connections. Longitudinal and transverse joints, seams and connections in metallic and nonmetallic ducts shall be constructed ...

Exceptions:

1. Spray polyurethane foam shall be permitted to be applied without additional joint seals.
2. Where a duct connection is made that is partially inaccessible, three screws or rivets shall be equally spaced on the exposed portion of the joint so as to prevent a hinge effect.
3. For ducts having a static pressure classification of less than 2 inches of water column (500 Pa), additional closure systems shall not be required for continuously welded joints and seams and locking-type joints and seams.

SECTION M2005.1 is hereby amended to read as follows:

M2005.1 General. Water heaters shall be installed in accordance with the North Dakota State Plumbing Code, the manufacturer's instructions and the requirements of this code. ****

SECTION M2101.3 is hereby amended to read as follows:

M2101.3 Protection of potable water. The potable water system shall be protected from backflow in accordance with the provisions listed in the North Dakota State Plumbing Code.

SECTION M2101.10 is hereby amended to read as follows:

M2101.10. Tests. New Hydronic piping systems shall be isolated and tested hydrostatically at a pressure of not less than 100 pounds per square inch (698 kPa). The duration of the test shall not be less than 15 min. Hydronic piping to be embedded in concrete shall be pressure tested and inspected prior to pouring concrete.

SECTION M2103.3 is hereby amended to read as follows:

M2103.3 Piping joints. Copper and copper alloy systems shall be soldered in accordance with ASTM B 828. Fluxes for soldering shall be in accordance with ASTM B 813. Brazing fluxes shall be in accordance with AWS A5.31. Piping joints that are embedded shall be installed in accordance with the following requirements:

1. Steel pipe joints shall be welded.
2. Copper tubing shall be joined by brazing complying with the North Dakota State Plumbing Code.
3. Polybutylene pipe and tubing joints ...

FIGURE G2407.6.1(1) [304.6.1(1)] is hereby deleted in its entirety.

FIGURE G2407.6.1(2) [304.6.1(2)] is hereby deleted in its entirety.

SECTION G2407.11 (304.11) is hereby amended to read as follows:

G2407.11 (304.11) Combustion air ducts. *Combustion air* ducts shall comply with all of the following:

1. Ducts shall be constructed of galvanized steel complying with Chapter 16 or of a material having equivalent corrosion ...
5. Ducts shall not terminate in an attic space.
6. Horizontal upper *combustion air* ducts shall not slope downward ...

SECTION G2413.6 (402.6) is hereby amended to read as follows:

G2413.6 (402.6) Allowable pressure drop. The design pressure loss in any *pipng system* under maximum probable flow conditions, from the *point of delivery* to the inlet connection of the *appliance*, shall be such that the supply pressure at the *appliance* is greater than or equal to the minimum pressure required by the *appliance* but such pressure loss shall not be greater than 0.5 inch water column for gas pipe systems operating at less than 2 psi.

SECTION G2417.4.1 (406.4.1) is hereby amended to read as follows:

G2417.4.1 (406.4.1) Test pressure. The test pressure to be used shall be not less than 1 1/2 times the proposed maximum working pressure, but not less than 25 psig, irrespective of design pressure. Where the test pressure exceeds 125 psig (862 kPa gauge), the test pressure shall not exceed a value that produces a hoop stress in the *pipng* greater than 50 percent of the specified minimum yield strength of the pipe.

SECTION G2425.12 (501.12) is hereby amended to read as follows:

G2425.12 (501.12) Residential and low-heat appliances flue lining systems. *Flue lining* systems for use with residential-type and low-heat *appliances* shall be limited to the following:

1. Clay *flue lining* complying with the requirements of ASTM C 315 or equivalent when each appliance connected into the masonry chimney has a minimum input rating of greater than 400,000 Btu/h. Clay *flue lining* shall be installed in accordance with Chapter 10.
2. *Listed chimney* lining systems complying with UL 1777.
3. Other *approved* materials that will resist, without cracking, softening or corrosion, *flue gases* and *condensate* at temperatures up to 1,800°F (982°C).
 - a. Aluminum (1100 or 3003 alloy or equivalent) not less than 0.032 inches up to 8 inches in diameter.
 - b. Stainless steel (304 or 430 alloy or equivalent) not less than 26 gauge (0.018 inches thick) to 8 inches in diameter or not less than 24 gauge (0.024 inches thick) 8 inches in diameter and larger.
 - c. When a metal liner other than a listed chimney liner, a condensation drip tee shall be installed and supported in an approved manner.

SECTION G2427.5.2 (503.5.3) is hereby amended to read as follows:

G2427.5.2 (503.5.3) Masonry chimneys. Masonry *chimneys* shall be built and installed in accordance with NFPA 211 and shall be lined as per Section G2424.12.

Exception: Masonry *chimney* flues serving *listed* ...

SECTION G2439.7.2 (614.8.2) is hereby amended to read as follows:

G2439.7.2 (614.8.2) Duct installation. Exhaust ducts shall be supported at 4-foot (1219 mm) intervals and secured in place. The insert end of the duct shall extend into the adjoining duct or fitting in the direction of airflow. Ducts shall not be joined with screws. Where dryer exhaust ducts are enclosed in wall or ceiling cavities, such cavities shall allow the installation of the duct without deformation.

SECTION G2442.4 (618.4) is hereby amended to read as follows:

G2442.4 (618.4) Screen. Required outdoor air inlets shall be covered with a screen having 1/4-inch (6.4 mm) openings. Required outdoor air inlets serving a nonresidential portion of a building shall be covered with screen having openings larger than 1/4 inch but not larger than 1/2 inch.

CHAPTERS 25 THROUGH 43 are hereby deleted in their entirety.

APPENDIX BE - Radon Control Methods is hereby adopted in its entirety and incorporated herein by reference, subject to the following amendments:

BE101.1 General. This appendix contains requirements for new construction in jurisdictions where radon-resistant construction is required.

Figure BE101.1 and Table BE101.1 are hereby deleted in their entirety.

* * * *

BE103.1 General. The following construction techniques are intended to resist radon entry and prepare the building for post-construction radon mitigation, if necessary (see Figure BE103.1). These techniques are required in areas where designated by the jurisdiction. All potential entry routes, including but not limited to joints, penetrations, gaps, cracks, and openings, shall be cleared of debris and sealed.

* * * *

The Exception in **BE103.2(2) Subfloor preparation** is hereby deleted in its entirety.

* * * *

Section BE103.3 Soil-gas-retarder is hereby deleted in its entirety.

Section BE103.4 Entry routes is hereby deleted in its entirety.

Section BE103.4.1 Floor openings is hereby deleted in its entirety.

Section BE103.4.2 Concrete joints is hereby deleted in its entirety.

Section BE103.4.3 Condensate drains is hereby deleted in its entirety.

Section BE103.4.4 Sumps is hereby deleted in its entirety.

Section BE103.4.5 Foundation walls is hereby deleted in its entirety.

Section BE103.4.6 Dampproofing is hereby deleted in its entirety.

Section BE103.4.7 Air handling units is hereby deleted in its entirety.

Section BE103.4.8 Ducts is hereby deleted in its entirety.

Section BE103.4.9 Crawl space floors is hereby deleted in its entirety.

Section BE103.4.10 Crawl space access is hereby deleted in its entirety.

* * * *

Section BE104.1 Testing is hereby deleted in its entirety.

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

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

ATTEST:

City Auditor

Date of First Reading:

Date of Second Reading:

Date of Publication:

ORDINANCE NO. 1275

AN ORDINANCE TO AMEND AND REENACT SECTION 5-0801, AND TO REPEAL AND REENACT SECTION 5-0802 OF THE REVISED ORDINANCES OF 1990 OF THE CITY OF WEST FARGO RELATING TO INTERNATIONAL EXISTING BUILDING CODE.

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

SECTION 1. Section 5-0801 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

5-0801. ADOPTION OF INTERNATIONAL EXISTING BUILDING CODE. There is hereby adopted by reference by the Board of City Commissioners, for the purpose of prescribing regulations governing standards, relative to housing in the City of West Fargo, that certain code known as the International Existing Building Code, recommended and compiled by the International Code Council, being particularly the 2024 edition thereof, as the same are now established in said code, a copy of which is on file in the office of the Building Administrator for the City of West Fargo, with the exception of the sections hereinafter set forth affecting local conditions of the City of West Fargo, which sections shall be substituted for and in lieu of like sections or paragraphs in said International Existing Building Code; the Board of City Commissioners of said City of West Fargo, by this section hereby approves and adopts such rules and regulations, so modified, for the use and application within the city limits of West Fargo, North Dakota, as well as for any area within the extraterritorial zoning jurisdiction of the City. Provided, that any amendments of the 2024 edition of the Code may be adopted by the City by resolution.

SECTION 2. Section 5-0802 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby repealed in its entirety and replaced and reenacted to read as follows:

5-0802. AMENDMENT TO INTERNATIONAL EXISTING BUILDING CODE. The International Existing Building Code, as adopted in Section 5-0801, is hereby changed and amended as follows:

SECTION 101.1 is hereby amended to read as follows:

101.1 Title. These regulations shall be known as the Existing Building Code of the City of West Fargo hereinafter referred to as “this code.”

SECTION 103.1 is hereby amended to read as follows:

103.1 Creation of agency. The City of West Fargo Inspections Department is hereby created, and the official in charge thereof shall be known as the code official. The function of the agency shall be the implementation, administration and enforcement of the provisions of this code.

SECTION 104.2.4.1 is hereby deleted in its entirety.

SECTION R104.8 is hereby amended to read as follows:

[A] 104.8 Liability. The *building official*, member of the board of appeals or employee charged with the enforcement of this code, while acting for the jurisdiction in good faith and without malice in the discharge of the duties required by this code or other pertinent law or ordinance, shall not thereby be rendered personally liable, either civilly or criminally, and is hereby relieved from personal liability for any damage accruing to persons or property as a result of any act or by reason of an act or omission in the discharge of official duties.

This code shall not be construed to relieve from or lessen the responsibility of any person owning, operating, or controlling any building or structure for any damages to persons or property caused by defects, nor shall the code enforcement agency or the city be held as assuming any such liability by reason of the inspection authorized by this code or any permits or certificates issued under this code.

SECTION R104.8.1 is hereby amended to read as follows:

R104.8.1 Legal defense. Any suit or criminal complaint instituted against an officer or employee because of an act or omission performed by that officer or employee in the lawful discharge of duties and under the provisions of this code or other laws or ordinances implemented through the enforcement of this code shall be defended by legal representatives of the jurisdiction under the final termination of the proceedings and shall be afforded all protection provided by the City's insurance pool and the immunities and defenses provided by other applicable local, state or federal laws. The building official or any subordinate shall not be liable for cost in any action, suit or proceeding that is instituted in pursuance of the provisions of this code.

SECTION 105.2 is hereby amended to read as follows:

105.2 Work exempt from permit. Exemptions from permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this jurisdiction. Permits shall not be required for the following:

Building:

1. Sidewalks and driveways not more than 30 inches (762 mm) above grade and not over any basement or story below and that are not part of an accessible route.
2. Painting, papering, tiling

6. Nonfixed and movable cases, counters and partitions not over 5 feet 9 inches (1753 mm) in height.
7. Reroofing.
8. Window Replacement.

SECTION 109.3.3 is hereby deleted in its entirety.

SECTION 109.3.10 is hereby deleted in its entirety.

SECTION 112 is hereby deleted in its entirety.

SECTION 201.3 is hereby amended to add the following:

201.3 Terms defined in other codes. Where terms are not defined in this code and are defined in the other *International Codes*, such terms shall have the meanings ascribed to them in those codes.

Wherever the term “International Plumbing Code” and/or the “International Private Sewage Disposal Code” is used in this Code, it shall mean the North Dakota State Plumbing Code. Wherever the term “ICC Electrical Code” is used in this Code, it shall mean the National Electric Code together with the North Dakota State Wiring Standards. Wherever the term “Flood Hazard Area” is used, it shall mean the West Fargo Flood Plain Management ordinance together with the Flood Proofing Code of the city of West Fargo, North Dakota.

SECTION 1401.2 is hereby amended by adding a new second paragraph to read as follows:

1401.2 Conformance. Buildings to be moved within this jurisdiction shall comply with provisions of this Chapter. Buildings to be moved into this jurisdiction shall comply with the provisions of the International Codes for new buildings and shall be certified as to that compliance by an agency approved by the code official.

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

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

ATTEST:

City Auditor

Date of First Reading:

Date of Second Reading:

Date of Publication:

Item Title: Excavation Code Update and Right-of-Way Management Policy Review

Requested Action/Staff Recommendation: Second Reading of the Amended Excavation Code Ordinance and Approve the Right-of-Way Management Policy for Adoption via Resolution

Presented By: Jerry Wallace, City Engineer

New Information: The purpose of this item is to modernize the excavation code and approve the ROW management policy to include administrative and inspection fees for work conducted in public Rights-of-way.

The Engineering Department has completed a comprehensive review and update of the City of West Fargo excavation code and drafted a policy detailing how day-to-day business operations within the right-of-way should be conducted. The revisions introduce clear permitting requirements, restoration standards, enforcement measures, and seasonal restrictions to better protect public infrastructure and prioritize public safety.

Since the February 17th meeting, the policy has had two sections updated based on feedback from the Commission. Clarification has been added to the required notifications section for what is considered an adjacent business or residence. A section detailing that anyone installing irrigation systems, sump discharge lines, or other infrastructure within the public right-of-way does so at their own risk and assumes all responsibility for any damage that could result from the City's standard use of that right-of-way was also added. The ordinance amendment is unchanged.

Background & Project Summary: The current excavation code was adopted when utility coordination was less complex, fewer private entities worked within the right-of-way, and modern permitting, restoration, and inspection standards were still being developed.

Financial Analysis: The amended ordinance and policy clearly detail administrative and inspection fees for businesses involved in working within City Right-of-Way.

Policy Analysis: The proposed amendments and policy codify a standardized review process with permit categories, clarify restoration and warranty requirements, with an intent to improve coordination between utilities, contractors, and City projects. This should provide greater predictability for utilities and contractors, as well as provide for stronger protection of streets, sidewalks, and boulevards.

Supporting Documents:

- Amended Excavation Code
- Right-of-Way Management Policy

Previously Presented Information & Commission Actions:

February 17, 2026 –

- **Staff Recommendation:** Conduct the First Reading of the Amended Excavation Code Ordinance and Review the Right-of-Way Management Policy for Adoption via Resolution
- **Commission Action:** Commissioner Anderson moved and Commissioner Zundel seconded to approve. No opposition, motion carried.

West Fargo City Commission

Bernie Dardis, Commission President

Brad Olson, Commission Vice President

Roben Anderson, Rory Jorgensen, Amy Zundel, Commissioners

Dustin Scott, City Administrator

ORDINANCE NO. 1276

AN ORDINANCE TO AMEND AND REENACT CHAPTER 2-05 OF THE REVISED ORDINANCES OF 1990 OF THE CITY OF WEST FARGO RELATING TO THE EXCAVATION CODE.

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

SECTION 1. Chapter 2-05 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

CHAPTER 2-05

EXCAVATION CODE

SECTIONS:

- 2-0501. Definitions.
- 2-0502. Excavator's Registration.
- 2-0503. Permit to Excavate.
- 2-0504. Exemptions.
- 2-0505. Performance Deposits.
- 2-0506. Pre-excavation Requirements.
- 2-0507. Restoration and Warranty.
- 2-0508. Joint Application.
- 2-0509. Supplementary Applications.
- 2-0510. Denial of Permit.
- 2-0511. Inspection.
- 2-0512. Revocation of Permits.
- 2-0513. Mapping Data.
- 2-0514. Location of Facilities.
- 2-0515. Relocation of Facilities.
- 2-0516. Damage to Other Facilities.
- 2-0517. Right-of-Way Vacation.
- 2-0518. Excavation Moratorium.
- 2-0519. Emergency Excavation.
- 2-0520. Preservation of Monuments.
- 2-0521. Inspections.
- 2-0522. Regulations.
- 2-0523. Severability.
- 2-0524. Penalty.
- 2-0525. Appeal.

2-0501. DEFINITIONS.

1. “Alley” shall mean the length as dedicated for use by the public and the width as defined by the property lines on each side thereof.
2. “Berm” shall mean that portion of the street lying outside the traveled way.
3. “City” shall mean the City of West Fargo, North Dakota.
4. “City Engineer” means the City Engineer of the City, or his or her designee.
45. “Controlled density fill” (CDF) shall mean a sand, cement and/or fly ash slurry resulting in a 50 to 100 PSI material used for backfill.
5. ~~“Director” means the Public Works Director of the City, or his or her designee.~~
6. “Emergency” shall mean a condition that (1) poses a clear and immediate danger to life or health, or of a significant loss of property; or (2) requires immediate repair or replacement of facilities in order to restore service to a customer.
7. “Excavation” means any removal or disturbance of material to a depth of more than three inches within the traveled way of any street or alley or the removal or disturbance of material to a depth of more than ten inches in sod or soil areas of any publicly-owned property. Excavation is further defined to include all tunneling, pushing, or jacking under any publicly-owned property within the corporate limits of the City of West Fargo.
8. “Excavator” shall mean any person, firm or corporation who performs the act of excavation through the use of mechanically powered equipment or otherwise.
9. “Facility” or “Facilities” means any tangible asset in the right-of-way required to provide utility service.
10. ~~“Lateral Support” of a public place shall be considered impaired whenever an excavation extends below a plane sloping downward at an angle of 45 degrees from the boundary of the public place, or whenever a proposal excavation would expose any adverse geological formation of soil condition.~~
110. “Right-of-Way” means the area on, below, or above a public roadway, highway, street, cartway, bicycle lane and public sidewalk in which the City holds jurisdictional authority or has an a property interest, including other dedicated rights-of-way for travel purposes and utility easements of the City. A right-of-way does not include the airwaves above a right-of-way with regard to cellular or other nonwire telecommunications or broadcast service.

- ~~1211.~~ “Street” shall mean the length as dedicated for use by the public and the width as defined by the property lines on each side thereof.
- ~~1312.~~ “Traveled Way” means the width from curb to curb on curbed streets, from edge to edge on asphalt non-curbed streets, and from shoulder to shoulder on gravel streets.
- ~~1413.~~ “Utilities” for the purpose of this ordinance, shall include all underground cables, conduit and pipe used for the transportation or distribution of fuel, electricity, communication services, water or sewage.

2-0502. EXCAVATOR’S REGISTRATION. No person, firm or corporation shall engage in the practice of ~~Excavation~~excavation within public right-of-way unless registered as an ~~Excavator~~excavator in the City of ~~West Fargo~~, or under contract with the City. An ~~Excavator’s~~excavator’s registration will be issued by the ~~City Auditor~~City Engineer upon submission of a written application on forms obtained from the ~~Auditors~~City Engineer and upon fulfilling the fee, bonding and insurance requirements as specified herein. The registration period shall be from January 1 to December 31 of each year.

1. Fee. The registration fee for an ~~Excavator’s~~excavator’s registration for a calendar year or any part thereof shall be set by resolution of the Board of City Commissioners.
2. Insurance. Any person, firm or corporation licensed as an excavator must file proof of liability insurance in the amount of Two Million ~~dollars~~Dollars (\$2,000,000) with the ~~City Auditor~~City. The insurance must name the City as an additional insured as to whom the coverages required are in full force and applicable and for whom defense will be provided as to all such coverages. The insurance shall also require that the ~~City Auditor~~City be notified thirty (30) calendar days in advance of cancellation of the policy or material modification of a coverage term.

2-0503. PERMIT TO EXCAVATE.

1. No excavation within public right-of-way shall be initiated without a permit being issued by the ~~City of West Fargo~~, except as otherwise provided in Section 2-0504 of this chapter. Except in the event of emergency, as further set forth in this chapter, Application~~application~~ for an excavation permit shall be made at least 24 ~~hours~~five (5) calendar days in advance, in writing, to the ~~Director of the City~~City Engineer on forms provided by the City. ~~In the case of a bona fide emergency, the written application may be filed after the excavation has been initiated providing that the intent to excavate has been reported to the department of the Public Works Director, either in person or by telephone.~~
2. A permit to excavate shall be issued only to a registered ~~Excavator~~excavator, to a governmental unit of the City, to a contractor performing work under a written contract with any governmental unit or to the owner of a utility franchised to operate within the corporate limits of the ~~City of West Fargo~~; however, the issuance of a

permit under the provisions of this ordinance shall not relieve any permittee from compliance with all requirements of this ordinance nor relieve the permittee of any liability for damage to any existing utility. The City of ~~West Fargo~~ assumes no liability whatsoever by virtue ~~to~~of the issuance of said permit. The permit shall be maintained on the site while the excavation is in progress. The permit holder will provide the ~~Public Works Director~~City Engineer with an emergency phone number of a responsible employee who can be contacted during non-working hours. The fee for each permit issued under the provisions of this ordinance shall be set by resolution of the Board of City Commissioners. Every permit issued under the provisions of this ordinance shall expire ~~by limitation~~ and become null and void if the work authorized by such permit is not commenced within twenty (60) calendar days from the date of such permit.

3. The permittee must be the appointed contractor at the excavation site and must hold the permit for any work taking place at the excavation site. Where the permittee will not be the owner of the facilities installed, the owner (or entity who will become the owner after completion of the project) will also be required to execute the application for permit, be listed on the permit, and be subject to the indemnification and warranty provisions of Section 2-0503(4) and 2-0507.
4. The permittee in the permit must agree to hold the City harmless from any and all damages claimed by reason of negligence, incompetence or omission on the part of such person, firm or corporation in the performance of their work, the same to include, but not be limited to, careless guarding of excavations made by them or failure to restore all public properties to as good a condition as they were before such work was done, or for any damages growing out of the negligence or carelessness of any such licensed person, firm or corporation.
5. An application for a permit will be considered complete only upon compliance with the requirements of the following provisions:
 - a. Registration pursuant to this chapter.
 - b. Submission of a completed permit application form, including all required attachments and scaled drawings showing the location and area of the proposed project, and the location of all known and existing proposed facilities.
 - c. Payment of money due the City for:
 - (1) Permit fees and franchise or user fees, if applicable;
 - (2) Any overdue permit or fee payment; and
 - (3) Any disputed loss, damage or expense suffered by the City as a result of applicant's prior excavating or any emergency actions taken by the

City.

6. The ~~Director~~ City Engineer may impose reasonable conditions upon the issuance of the permit and the performance of the applicant thereunder to protect the health, safety, and welfare or when necessary to protect the right-of-way and its current use.
7. No person may excavate or obstruct the right-of-way beyond the date or dates specified in the permit unless (a) the project work could not be completed due to circumstances beyond the permittee's control, including seasonal weather prohibitions or inclement weather, ~~such person~~ (ab) the permittee makes a supplement to the application for another right-of-way permit before the expiration of the initial permit as set forth in Section 2-0509, and ~~(bc)~~ a new permit or permit extension is granted.
8. ~~Notwithstanding subdivision 6 of this section, the~~ The City shall establish and impose a delay ~~penalty~~ fine for unreasonable delays in right-of-way excavation, obstruction, patching or restoration. The delay ~~penalty~~ fine shall be established from time to time by the ~~City Commission~~ Board of City Commissioners by resolution.

2-0504. EXEMPTIONS.

1. The following shall be exempt from the registration and permit requirements:
 - a. Employees of the ~~department of street~~ Department of Public Works of the City of West Fargo, while engaged in work directed by the City, shall be exempt from the requirements of ~~Sections 2-0502 and 2-0503~~ of this chapter.
 - ~~b. West Fargo Park District employees when performing work within the property lines of the areas designated as the park system.~~
2. The following shall be exempt from the registration requirements:
 - a. All governmental units of the City.
 - b. All contractors performing work under a written contract with any governmental unit of the City.
 - ~~c. Utilities which have a franchise agreement with the City. However, all contractors hired by such utility must be registered.~~

2-0505. PERFORMANCE DEPOSITS. Deposits as required under this section shall be cash, a certificate of deposit, or a surety bond approved by the City Attorney.

1. Certificates of deposit. If a certificate of deposit is used, the certificate must be held by a financial institution located within the city limits of the City ~~of West Fargo~~ or of

the City of Fargo, North Dakota, and there must be an escrow agreement in a form satisfactory to the City Attorney executed by the City, financial institution, and permittee.

2. Annual Deposits. Any person intending to make openings, cuts or excavations in public places may make and maintain, with the ~~City Auditor~~ City, an annual deposit in an amount set by resolution by the Board of City Commissioners, and the person so depositing shall not be required to make the special deposits provided in this section but shall, however, be required to comply with all other applicable provisions of this ordinance.
3. Purpose of Deposits. Any special or annual deposit made hereunder shall serve as security for the repair and performance of work necessary to put the public place in as good a condition as it was prior to the excavation, for a period extending through the warranty period, and to cover any ~~penalties~~ fin imposed for delay.
4. Special Deposits. Special deposits shall be required for all permits not covered by an annual deposit. The amount of each special deposit shall be determined by the ~~Public Works Director of the City~~ City Engineer on a case-by-case basis in accord with paragraph 3.
5. Refund or Reduction of Deposits. Upon the permittee's completion of the work, covered by a permit in apparent conformity with this chapter as determined by the ~~Public Works Director~~ City Engineer, two-thirds of such deposit shall be refunded or released by the City, with the remaining balance being released at the completion of the warranty period.
6. Refund or reduction of annual deposits. Two-thirds of any annual deposit shall be refunded by the City at the end of the one-year period for which the deposit is made or the apparent satisfactory completion of all excavation work undertaken during such period, whichever is later, and the balance of the annual deposit shall be released at the expiration of the warranty period.
7. Use of Deposits. Part, or all, of any such deposit may be used to pay the cost of any work the City performs or has contracted to another entity to restore or maintain the public place as provided in this chapter in the event the permittee fails to perform such work, and to cover any ~~penalty~~ fine for delay which is not paid directly by the permittee.

2-0506. PRE-EXCAVATION REQUIREMENTS. It shall be the responsibility of each permittee to notify all utility companies, and those others as directed by the City Engineer, of the intended excavation. Except in the case of a ~~bona fide~~ an emergency, a minimum 24-hour advance notice is required. The permit form shall serve as a guide to assist the permittee in scheduling and documenting utility clearance.

2-0507. RESTORATION AND WARRANTY.

1. Permittees shall restore all public right-of-way to as good a condition existing before the excavation work commenced or as directed by the City.
2. The permittee additionally warrants that restoration work will meet the requirements of this chapter for a period of twenty-four (24) months following the completion of the work. During this twenty-four (24) month period, it shall, upon notification from the ~~Director~~ City Engineer, correct all restoration work to the extent necessary, using the method required by the ~~Director~~ City Engineer. Such work shall be completed within ~~five~~ fourteen (514) calendar days of the receipt of the notice from the ~~Director~~ City Engineer, not including days during which work cannot be done because of circumstances constituting force majeure or days when work is prohibited as unseasonable or unreasonable. If permittee fails to restore the right-of-way in the manner and condition required by the ~~Director~~ City Engineer, or fails to satisfactorily and timely complete all restoration required by the ~~Director~~ City Engineer, the Director, at its option, may do such work or contract for such work to be done. In that event, the permittee shall pay to the City within thirty (30) calendar days of the billing, the cost of restoring the right-of-way. If permittee fails to pay as required, the City may exercise its right under the deposits required by this chapter, including the construction performance bond, and if such sums are not sufficient, the City may otherwise seek payment from the permittee and/or owner of the facilities installed.

2-0508. JOINT APPLICATION.

1. Registrants may jointly apply for permits to excavate or ~~construct~~ obstruct a right-of-way at the same place and time.
2. Registrants who apply for permits for the same obstruction or excavation may share in the payment of the permit fees. Registrants must agree among themselves as to the portion each will pay and indicate the same on their application.
3. Registrants who apply for permits for the same obstruction or excavation may share in the required deposit. Registrants must agree among themselves as to the portion each will be responsible for and indicate the same on their application.

2-0509. SUPPLEMENTARY APPLICATIONS.

1. A right-of-way permit is valid only for the area of the right-of-way specified in the permit. No permittee may do work outside the area specified in the permit, except as provided herein. Any permittee who determines that an area is greater than that specified in the permit granted must, before working in the greater area (a) make application for a permit extension and pay any additional fees required thereby, and (b) ~~be granted~~ receive a new permit or permit extension.
2. A right-of-way permit is valid only for the dates specified in the permit. No

permittee may ~~be~~ begin its work before the permit start date or, except as provided herein, continue working after the end date. If permittee does not finish the work by the permit end date, it must apply for a new permit for the additional time it needs, and receive the new permit or an extension of the old permit before working after the end date of the previous permit. This supplementary application must be done before the permit end date.

2-0510. DENIAL OF PERMIT. The ~~Director~~ City Engineer may deny a permit for failure to meet the requirements and conditions of this chapter or of any rules or regulations established by the City Engineer as set forth herein, or if the ~~Director~~ City Engineer determines that denial is necessary to protect the health, safety, and welfare of the public, or when necessary to protect the right-of-way and its current use.

2-0511. INSPECTION.

1. When the work under any permit hereunder is completed, the permittee shall provide written notice of completion to the ~~Director~~ City Engineer.
2. Permittee shall make the work-site available to the ~~Director~~ City Engineer and to all others as authorized by law for inspections at all reasonable times during the execution of and completion of the work.
3. The ~~Director~~ City Engineer shall have the authority to do the following:
 - a. At the time of inspection, the ~~Director~~ City Engineer may order the immediate cessation of any work which poses a serious threat to the life, health, safety or well-being of the public.
 - b. The ~~Director~~ City Engineer may issue an order to the permittee for any work which does not conform to the terms of the permit or other applicable standards, conditions or codes. The order shall state that failure to correct the violation will be a cause for revocation of the permit. Within ten (10) calendar days after the issuance of the order, the permittee shall present proof to the ~~Director~~ City Engineer that the violation has been corrected. If such proof has not been presented within the required time, the ~~Director~~ City Engineer may revoke the permit ~~pursuant to Section 2-0516~~.

2-0512. REVOCATION OF PERMITS.

1. The City reserves its rights, as provided herein, to revoke any right-of-way permit, without a fee refund, if there is a substantial breach of the terms and conditions of any statute, ordinance, rule or regulation, or any material condition of the permit. A substantial breach by permittee shall include, but shall not be limited to, the following:
 - a. The violation of any material provision of the right-of-way permit;

- b. An evasion or attempt to evade any material provision of the right-of-way permit or the perpetration or attempt to perpetrate any fraud or deceit upon the City or its citizens;
 - c. Any material misrepresentation of fact in the application for a right-of-way permit;
 - d. The failure to complete the work in a timely manner, unless a permit extension is obtained or unless the failure to complete the work is due to reasons beyond the permittee's control; or
 - e. The failure to correct, in a timely manner, work that does not conform to a condition indicated on an order issued pursuant to Section ~~5-0515~~ 2-0511.
2. If the ~~Director~~ City Engineer determines that the permittee has committed a substantial breach of a term or condition of any statute, ordinance, rule, regulation or any condition of the permit, the ~~Director~~ City Engineer shall make a written demand upon the permittee to remedy such violation. The demand shall state that continued violations may be cause for revocation of the permit. A substantial breach, as stated above, will allow the ~~Director~~ City Engineer, at ~~his or her~~ its discretion, to place additional or revised conditions on the permit to mitigate and remedy the breach.
 3. Within twenty-four (24) hours of receiving notification of the breach, permittee shall provide the ~~Director~~ City Engineer with a plan, acceptable to the ~~Director~~ City Engineer, that will cure the breach. Permittee's failure to so contact the ~~Director~~ City Engineer, or the permittee's failure to submit an acceptable plan, or permittee's failure to reasonably implement the approved plan, shall be cause for immediate revocation of permit.
 4. If a permit is revoked, the permittee shall also reimburse the City for the City's reasonable costs, including restoration costs and the costs of collection and reasonable attorney's fees incurred in connection with such revocation.

2-0513. MAPPING DATA. Each owner of utilities in the ~~right of way~~ right-of-way in ~~West Fargo~~ the City must provide mapping information required by the ~~Director~~ City Engineer. Mapping data shall generally consist of drawing exhibits showing all existing aboveground and underground facilities and proposed location of new facilities. Drawings shall be submitted in AutoCAD ~~DWG or DXF~~ (.dwg) or Shapefile digital format and in hard copy. All drawings shall be registered to the City's coordinate system, or if the City does not have a separate coordinate system, the North Dakota State ~~Plan~~ Plane coordinate system, and certified by a registered land surveyor or professional engineer. In regard to existing facilities, the required mapping information must be provided within one (1) year of the written request for such information by the ~~Director~~ City Engineer. Failure to provide such information ~~in~~ within the time required, shall subject the violator to administrative fines in the amount of \$500.00 a day until the violator is in compliance. In addition,

no permit will be granted to the violator, or to a contractor doing work for the violator, until the violator is in compliance with this section.

2-0514. LOCATION OF FACILITIES.

1. Unless otherwise permitted by an existing franchise agreement or North Dakota law, or unless existing aboveground facilities are repaired or replaced, new construction and the installation of new facilities and replacement of old facilities shall be done underground or contained within buildings or other structures in conformity with applicable code.
2. The ~~Director~~ City Engineer may assign specific corridors within the right-of-way or any particular segment thereof as may be necessary, for each type of facilities that is, or pursuant to current technology, the ~~Director~~ City Engineer expects will someday be located within the right-of-way. All permits issued by the ~~Director~~ City Engineer involving the installation or replacement of facilities shall designate the proper corridor for the facilities at issue. A five foot clear zone shall be maintained on each side of the City sanitary sewer, storm sewer and water main utilities. No utility, structure, or other installation shall be placed less than five (5) feet, measured horizontally, from the nearest edge of any existing water main, sanitary sewer, or storm sewer line without the prior written approval from the City Engineer.
3. Any registrant who has facilities in the right-of-way in a position at variance with the corridors established by the ~~Director~~ City Engineer shall, not later than at the time of the next reconstruction or excavation of the area where the facilities are located, move the facilities to the assigned position within the right-of-way, unless this requirement is waived in writing by the ~~Director~~ City Engineer for good cause shown, upon consideration of such factors as the remaining economic life of the facilities, public safety, customer service needs and hardship to the registrant.
4. To protect the health, safety and welfare or, when necessary, to protect the right-of-way and its current use, the ~~Director~~ City Engineer shall have the power to prohibit or limit the placement of new or additional facilities within a right-of-way. In making such decisions, the ~~Director~~ City Engineer shall strive to the extent possible to accommodate all existing and potential users of the right-of-way, but it shall be guided primarily by considerations of the public interest, the public's needs for the particular utility service, the condition of the right-of-way, the time of year with respect to essential utilities, the protection of existing facilities in the right-of-way, and future City plans for public improvements and development projects which have been determined to be in the public interest.

2-0515. RELOCATION OF FACILITIES. A registrant must promptly, and at its own expense, with due regard for seasonal working conditions, permanently remove and relocate its facilities in the right-of-way whenever requested by the Director ~~City Engineer for good cause requests such removal and relocation~~, and shall restore the right-of-way to the same condition it was in prior to said removal or relocation. The ~~Director~~ City Engineer may make such requests to prevent

interference by the company's equipment or facilities with: (a) a present or future City use of the right-of-way, (b) a public improvement undertaken by the City, (c) an economical development project in which the City has an interest or investment or when authorized by state law or an applicable franchise agreement, (d) when the public health, safety and welfare of the public require it, or (e) when necessary to prevent interference with the safety and convenience of ordinary travel over the right-of-way. Notwithstanding the foregoing, a person shall not be required to move or relocate its facilities from any right-of-way which has been vacated in favor of a non-governmental entity unless and until reasonable costs thereof are first paid by the non-governmental entity requesting the vacation.

2-0516. **DAMAGE TO OTHER FACILITIES.** When the ~~Directors~~ City Engineer does work in the right-of-way and finds it necessary to maintain, support, or move a registrant's facilities to protect it, the ~~Director~~ City Engineer shall notify the local representative as early as is reasonably possible. The costs associated therewith will be billed to the registrant and must be paid within thirty (30) calendar days from the date of the billing. Each registrant shall be responsible for the cost of repairing any facilities in the right-of-way which it or its facilities ~~damages~~ damage. Each registrant shall be responsible for the cost of repairing any damage to the facilities of any other registrant caused during the City's response to an emergency occasioned by that registrant's facilities.

2-0517. **RIGHT-OF-WAY VACATION.**

1. If the City vacates a right-of-way which contains the facilities of a registrant, and if the vacation does not require the relocation of registrant's or permittee's facilities, the City shall reserve, to and for itself and all registrants having facilities in the vacated right-of-way, the right to install, maintain and operate any facilities in the vacated right-of-way and to enter upon such right-of-way at any time for the purpose of reconstructing, inspecting, maintaining or repairing the same.
2. If the vacation requires the relocation of registrant's or permittee's facilities and (a) if the vacation proceedings are initiated by the registrant or permittee, the registrant or permittee must pay the relocation costs; or (b) if the vacation proceedings are initiated by the City, the registrant or permittee must pay the relocation costs unless otherwise agreed to by the City and the registrant or permittee; or (c) if the vacation proceedings are initiated by a person or persons other than the registrant or permittee, such other person or persons must pay the relocation costs.

2-0518. **EXCAVATION MORATORIUM.** No excavation requiring a permit will be allowed within thirty-six (36) months of the completion of construction of a roadway. Additionally, no excavation will be allowed on any roadway within twenty-four (24) months following any of the following activities: overlay, mill and overlay, chip seal, or slurry seal without written authorization from the ~~Public Works Director~~ City Engineer. Exceptions may be granted where necessary to protect public health, safety, essential utility service, or where required by state law or existing franchise rights.

2-0519. EMERGENCY EXCAVATION. Nothing in this ordinance shall be construed to prevent the making of such excavations as may be necessary ~~for the preservation of life or property or for the location of trouble in conduit or pipe, or for making repairs in the event of an emergency,~~ provided that the person making such excavation reports the intent to excavate to the City Engineer, either in person or by telephone, prior to the excavation and shall apply ~~applies~~ to the ~~Public Works Director~~ City Engineer for such ~~a-an excavation~~ permit ~~on the first working day within two (2) business days~~ after such work is commenced.

2-0520. PRESERVATION OF MONUMENTS. Any monument set for the purpose of locating or preserving the lines of any street or property subdivision, or a survey reference point, or a permanent survey bench mark, shall not be removed or disturbed without first obtaining permission in writing from the ~~Public Works Director~~ City Engineer. Permission to remove or disturb such monuments, reference points or bench marks shall only be granted upon condition that the person applying for such permission shall pay all expenses incident to the proper placement of this monument by the ~~Public Works Director~~ City Engineer or registered land surveyor. Any person or entity removing or disturbing such monuments without permission shall be responsible for any costs associated with replacing the monuments, as well as a \$500.00 administrative ~~penalty~~ fine.

2-0521. INSPECTIONS. The provisions of this chapter do not relieve or change any other inspection requirements contained in the City ordinances or in any rules and regulations as approved by the Board of City Commissioners.

2-0522. REGULATIONS. The ~~Public Works Director~~ City Engineer is hereby authorized and directed to promulgate rules and regulations setting forth the requirements for excavation and excavation protection, backfilling and restoration, and related matters, to prepare the necessary related forms, and to issue such permits in compliance with this chapter.

2-0523. SEVERABILITY. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

2-0524. PENALTY.

1. Every person, firm or corporation violating this ordinance, or any rule or regulation promulgated thereunder, ~~shall, upon conviction thereof, be punished by a fine not to exceed \$500, in the discretion of the court; the court to have power to suspend said sentence and to revoke the suspension thereof~~ be guilty of an infraction and shall be subject to the penalties set forth in Ordinance 1-0211. Each day such violation continues shall be considered a separate offense.
2. The City shall further have the right and authority to impose administrative fines as set forth herein and to deny, suspend, or revoke the registration or permit of every person violating this chapter.

2-0525. APPEAL.

1. A right-of-way user that (a) has been denied registration; (b) has been denied a permit; (c) has had a permit revoked; or (d) believes that the fees imposed are invalid disputes the imposition or amount of fees charged under this ordinance, may have that denial, revocation, or fee imposition reviewed upon written request to the City Engineer, describing the specific nature and reasons for the dispute by the City Commission. The submission of such written statement does not relieve the applicant or permit holder from the obligation of paying any disputed fees unless the City Engineer, for good cause shown, suspends the payment obligation until the dispute is resolved. The City Commission shall act on a timely written request at its next regularly scheduled meeting. A decision by the City Commission affirming the denial, revocation, or fee imposition will be in writing and supported by written findings establishing the reasonableness of the decision. The City Engineer shall review and investigate the dispute as necessary in order to rule upon the dispute. The City Engineer shall issue a ruling, in writing, to the permit applicant or holder within ten (10) business days of submission.

2. A permit applicant or holder may further appeal the City Engineer's decision to the Board of City Commissioners by filing a written request for review and a public hearing of the dispute within three (3) business days of receipt of the City Engineer's ruling; failure to file such a request for review with the Board of City Commissioners within this time frame shall constitute a complete waiver of the right to review by the Board of City Commissioners. Upon receipt of a request for review, the Board of City Commissioners shall schedule a hearing on the dispute as soon as reasonably practicable at which time the Board of City Commissioners shall review the permit applicant or holder's statement of dispute and the City Engineer's ruling and shall hear and consider such additional evidence or testimony as it deems necessary and proper under the circumstances to render a decision. The Board of City Commissioners shall render a final decision, in writing, within thirty (30) calendar days of the hearing unless an extension of time for the decision is warranted for good cause, which shall be stated upon the Board of City Commissioners' record. Any further review or appeal after the Board of City Commissioners' decision shall be as provided by law unless the permit applicant or holder seeking review and the Board of City Commissioners agree to an alternative dispute resolution process.

- ~~1. Upon confirmation by the City Commission of the denial, revocation, or fee imposition, the right-of-way user shall have the right to have the matter resolved by binding arbitration. Binding arbitration must be before an arbitrator agreed to by both the City Commission and the right-of-way user. If the parties cannot agree on an arbitrator, the matter must be resolved by a three-person arbitration panel made up of one arbitrator selected by the City, one arbitrator selected by the right-of-way users, and one selected by the other two arbitrators. The costs and fees of a single arbitrator shall be borne equally by the City and right-of-way user. In the event there is a third arbitrator, each party shall bear the expense of its own arbitrator and shall jointly and equally bear with the other part of the expense of the third arbitrator and the arbitration.~~

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

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

ATTEST:

City Auditor

Date of First Reading:

Date of Second Reading:

Date of Publication:



RIGHT-OF-WAY MANAGEMENT POLICY

Revised January 2026

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

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PURPOSE

The City has adopted its Excavation Code in Chapter 2-05 of the City's Ordinances (the "Excavation Code"). Pursuant to Ordinance 2-0522, the City Engineer has the authority to promulgate rules and regulations related to excavation permits and issue such permits in compliance with the Excavation Code. Pursuant to such authority, the City Engineer hereby adopts this Right-of-Way Management Policy (this "Policy") as a supplement to the provisions of the Excavation Code as set forth herein.

This Policy supplements the requirements, procedures, standards, and methods by which utility companies, private contractors, and other entities may gain access to and work within the public right-of-way of the City. All definitions set forth in the Excavation Code apply to this Policy.

It is unlawful for any person to obstruct or perform any excavation within public right-of-way without first obtaining the necessary permit(s) from the City Engineer and the City's Department of Engineering (the "Engineering Department").

Available excavation permit types as further described herein:

- Right-of-way Permit – Tier 1 or Tier 2
- Sidewalk/Driveway Permit

Examples of excavation that require permit approval are:*

- Street Surfaces (regardless of road classifications)
- Sidewalk/Bike path surfaces
- Curb and Gutter
- Any boulevard green space
- Driveway changes/modifications
- Tie-on to any water, sanitary sewer, storm sewer utility
- Sump Pump installation within the boulevard
- Any activity that impedes or obstructs vehicular traffic or pedestrian movement
- Any activity taking place in the proximity of a stormwater retention pond.

*This list is not meant to be comprehensive. The Engineering Department may determine that other activities meet the definition of excavation and therefore require a permit.

Public right-of-way includes but is not limited to the following:

- Alleys
- Public streets
- Bike paths
- Publicly dedicated easements
- Curbs and/or Gutters
- Sidewalks
- Driveways at the crossing plate

POLICY OVERVIEW

The City recognizes that work within the public right-of-way by utility companies, private contractors, and other entities may be necessary to provide City residents with essential services and state-of-the-art technologies. Accordingly, an efficient and responsive public right-of-way permitting process has been established to minimize delays in allowing entities to maintain or enhance services to their customers.

POLICY OBJECTIVE

The public right-of-way is the area dedicated for public use and subject to the control and jurisdiction of the City, as established by plat, deed, easement, or other legal instrument. It generally includes streets, alleys, sidewalks, and the boulevard or parkway area between the curb or edge of pavement and the adjacent property line. The location and width of the public right-of-way are fixed by the controlling legal documents and may not be visibly apparent in all locations. While adjacent property owners are typically responsible for routine maintenance of sidewalks and boulevard areas as provided by City ordinance, the City retains the right to construct, operate, maintain, repair, replace, and preserve public infrastructure and improvements within the public right-of-way.

The Engineering Department is responsible for permitting excavation within the City's public right-of-way, primarily regulating utility companies with significant infrastructure in the City's roadways. Through permitting and coordination, we ensure that all excavation activities are well organized and that impacts are mitigated to reduce public inconvenience, guarantee proper street repair, and ensure all regulations are enforced appropriately.

REGISTRATION (REFERENCE 2-0502)

Registrations must be completed by those who have entered into franchise agreements with the City ("franchisees") and by those who have not entered into franchise agreements with the City ("non-franchisees"). Right-of-Way User Registration Form applications can be found at <https://lf.westfargond.gov/Forms/Right-of-wayUser>.

For franchisees, annual registration is an administrative, ministerial requirement for recordkeeping and insurance verification only, and shall not be construed as a condition precedent to access to the public right-of-way, nor shall it confer, limit, or revoke any right granted by law or the applicable franchise agreement. Contractors hired by franchisees must separately register with the City.

PERMIT TO EXCAVATE (REFERENCE 2-0503)

1. An application for an excavation permit shall be submitted through the Engineering Department's online permitting process. All permit applications are subject to a forty-eight (48) hour approval process (Saturday and Sunday excluded).
2. The permit shall be maintained on the site while the excavation is in progress.

EXCAVATION PERMIT TYPES AND FEES

1. In addition to the descriptions set forth herein, available excavation permits can be found here: [Permits | West Fargo, ND](#).
2. All permit fees and restoration charges are intended to recover the City's reasonable administrative, inspection, and infrastructure management costs and are not intended to generate revenue.
3. Excavation permits include:
 - a) **Right-of-way Permit-Tier 1**
(Requires a licensed contractor to perform work)

Description:

- Basic excavation with no hard surfaces disrupted (roads, sidewalks).
- Work in the right-of-way will require a prior site visit with the Engineering Department staff.
- Requires a detailed map of the project.
- Contact the Engineering Department once the job has started and when the job is finished, with restoration completed.
- Additional information or documentation could be required based on the magnitude of the proposed project.

Fee Schedule:

- Administration Fee: \$30.00
- Daily Fee: \$ 25.00
- Untimely restoration will result in additional administrative and inspection charges set forth at the City Engineer's discretion.
- Sewer or Water Tie-on additional fee: \$100.00

b) **Right-of-way Permit-Tier 2**

(Requires a licensed contractor to perform work)

Description:

- Any excavation disrupting roads/sidewalks or connection to a city utility.
- Any public utility connections requiring city inspection.
- Work in right-of-way will require prior site visit by Engineering Department Technician.
- Requires a detailed map, road/sidewalk closure map.
 - In the case of a road or sidewalk closure, the city requires a one-week notice before work starts.
- Contact the Engineering Department once the job has started and when the job is finished, with restoration completed.
- Large-projects may require construction agreements.
- Additional information or documentation could be required based on the magnitude of the proposed project.

Fee Schedule:

- Administration Fee:
 - Daily Fee: \$25.00
 - Any Street Disruption: \$50.00 per day

- Untimely restoration will result in up to \$1,000.00 per week fee at the discretion of the City Engineer.
- Any Sidewalk Disruption: \$20.00 per day
 - Untimely restoration will result in up to \$500.00 per week fee at the discretion of the City Engineer.

c) **Sidewalk/Driveway Permit**

(Requires a licensed contractor to perform work)

Description:

- Needed for any replacement or addition to **existing** sidewalk/driveway within the right of way.
- Removal, replacement, repairs, or modifications of existing sidewalks and/or driveways within the right-of-way.
- Requires Engineering Department inspection prior to concrete pour. Twenty-four (24) hour notice is required.

Fee schedule:

- \$50.00 permit and inspection fee.
- \$200.00 additional permit and inspection fee if the Engineering Department was not provided with a twenty-four (24) hour notification.

*** If sidewalk or driveway work is associated with a new build or new residential construction, a building permit will be issued by Building Inspections, and a separate excavation permit is not needed. All inspections for that permitted work will be handled by Building Inspections, not by the Engineering Department.*

Link for City Sidewalk/Driveway specifications

<https://www.westfargond.gov/DocumentCenter/View/8635/SIDEWALK-AND-DRIVEWAYS>

CITY STANDARDS

All city standards can be found on the City of West Fargo Engineering Website. All construction methods should follow the most current City of West Fargo and NDDOT standard specifications:

<https://www.westfargond.gov/DocumentCenter/View/5171/City-of-West-Fargo-Standard-Details>

<https://www.dot.nd.gov/dotnet/supplspecs/StandardSpecs.aspx>

EMERGENCY WORK (REFERENCE 2-0519)

- Emergency Work by Owner. All persons with facilities in the public right-of-way must immediately notify the City Engineer of any event regarding its facilities that it reasonably considers an emergency. Notification to North Dakota One Call regarding an emergency situation does not fulfill this requirement. The owner of the facilities may proceed to take whatever actions are necessary to respond to the emergency but must apply for the necessary permits, pay the associated fees, and fulfill all requirements as set forth in this section within two (2) business days after the occurrence of the emergency.
- Emergency Work by City. If the City becomes aware of an emergency regarding facilities in the public right-of-way, the City will attempt to contact the local representative for the owner of each facility affected or potentially affected by the emergency. The City may take whatever action it deems reasonably necessary to respond to the emergency, the cost of which must be paid by the owner of the facility that caused the emergency.

PUBLIC RIGHT-OF-WAY SITE RESTORATION/WARRANTY (REFERENCE 2-0507)

- Standards - All restoration must be in accordance with the written standards and materials specified by the City, which must comply with state standards. Subject to state law, the City may prescribe additional restoration procedures and standards on a case-by-case basis based on the following considerations:

- the number, size, depth and duration of the excavation, disruption or damage to the public right-of-way;
 - the traffic volume carried by the public right-of-way;
 - the character of the neighborhood surrounding the public right-of-way;
 - the pre-project condition of the public right-of-way;
 - the remaining life expectancy of the public right-of-way due to the project;
 - the costs of the restoration method in relation to the prevention of an accelerated depreciation of the public right-of-way that could result from the project work in the public right-of-way; and
 - the likelihood that the particular restoration method would be effective in slowing the depreciation of the public right-of-way that would otherwise occur
- Failure to Restore – Notifications sent by the City to permittees will include specific allegations of the failure or failures to initially restore the right-of-way. Upon notification by the City to the permittee of the failure or failures to restore the right-of-way in the manner and to the condition required by the City and direction to complete the restoration work, the permittee will have five (5) calendar days from receipt of said notice to cure said failure or failures, unless otherwise extended by the City Engineer.
 - Warranty - In addition to the 24-month warranty attributable to restoration work for public right-of-way, the permittee must also guarantee plantings and turf establishment for twelve (12) months. During the guarantee period, the permittee must, upon written notification from the City, correct all noncomplying restoration work using the method required by the City. Unless otherwise agreed to by the City Engineer, this work must commence within two (2) days after receiving the notice from the City and must be completed within fourteen (14) days of commencement of work, not including days during which work cannot be done because of circumstances beyond the permittee's control, including for force majeure events, or when work is prohibited as unseasonable or unreasonable.
 - City Restoration - Instead of having the permittee complete the warranty restoration work, the City may, at its option, choose to perform the

restoration itself. If the City performs the restoration, the City will seek reimbursement from the permittee as set forth in the Excavation Code.

REQUIRED NOTIFICATIONS BEFORE EXCAVATION (REFERENCE 2-0506)

1. The excavator is responsible for notifying adjacent businesses and residents before work commences. For work involving street cuts, notification shall include all properties with a property line directly fronting the work area. If the street cut occurs along a side-yard frontage, those properties shall also be notified. Where disturbance is limited to boulevards or private utility easements, only the property or properties on the same side of the street or easement as the work are required to be notified.
2. The excavator is responsible for the location of all areas of potential utilities and of hazardous conditions. The excavator shall provide advance notice to operators of underground facilities before excavating, auguring, boring, blasting, or other activities that may endanger underground facilities by using the ND One-Call System. **The ND One-Call number is 1-800-795-0555.** The excavator must report any damage, potential damage, or believed damage to any utility to the utility owner and the Engineering Department immediately.
3. The excavator must notify the **Forestry Department at 701-433-5400** before beginning any excavation that is within the drip line or ten (10) feet or closer to any tree, shrub, or woody plant within the right-of-way.
4. The excavator must notify the Engineering Department twenty-four (24) hours before actual excavation begins. The excavator must arrange a pre-construction walkout with the Engineering Department before excavation begins. All pre-construction walkouts will be performed between the hours of 8:00 a.m. and 3:00 p.m. Monday-Friday with the exclusion of holidays.
5. The excavator must notify Director of Public Works Operations twenty-four (24) hours before any utility tie-in work. The excavator must complete the project in a continuous and orderly manner. The

excavator shall not operate City water valves or hydrants without permission from the Director of Public Works Operations.

*** Due to staffing limitations, the Engineering Department and the City Public Works Department cannot guarantee that walkouts and inspections will be made on the same day notification is made. The excavator must be present for all walkouts and inspections.*

DENIAL OF PERMIT (REFERENCE 2-0510)

1. For non-franchisees, the Engineering Department may deny a permit as set forth in the Excavation Code.
2. Nothing in this section shall be construed to authorize the denial of a franchisee's lawful right of access to the public right-of-way, except as permitted by applicable laws or the applicable franchise agreement.

REVOCAION OF PERMIT (REFERENCE 2-0512)

1. For non-franchisees, the Engineering Department may revoke a permit as set forth in the Excavation Code.
2. Nothing in this section shall be construed to authorize the revocation of a franchisee's lawful right of access to the public right-of-way, except as permitted by applicable laws or the applicable franchise agreement.

TRAFFIC CONTROL

Excavators are required to submit traffic control plans to the Engineering Department before a permit is issued for sidewalk or roadway closure. Submitted traffic control plans must follow current engineering methods and the latest Manual of Uniform Traffic Control Devices (MUTCD) guidelines. No permits to fully or partially close a road or sidewalk will be approved without the approval of the traffic control plan which:

- Indicates the exact location of the work.
- Indicates hours of operation and anticipated duration of the project.
- Complies with the MUTCD and North Dakota Department of Transportation (NDDOT) standards.

All traffic control devices (e.g., barricades, warning signs, etc.) must be promptly removed when the work is completed. If work is temporarily suspended, any signs that are not required for safe operation should be bagged, turned away, or otherwise relocated so they are not visible to motorists or a hazard to pedestrians.

Links:

- MUTCD: https://mutcd.fhwa.dot.gov/kno_11th_Edition.htm
- NDDOT: <https://www.dot.nd.gov/construction-and-planning/construction-planning/research/cadd-standards/standard-drawings>

ADDITIONAL REGULATIONS (REFERENCE 2-0522)

1. In addition to the other provisions set forth in this Policy, the City Engineer hereby adopts the following additional rules and regulations regarding excavation:
 - All work materials shall be by City of West Fargo standards, specifications and details for construction involving streets, sidewalks, driveways, and utilities.
 - All concrete construction performed between approximately October 1st and March 31st shall be protected from freezing in accordance with City specifications.
 - Backhoe outriggers and cleat or track equipment shall not be placed on or moved over paved surfaces without protective street pads or other approved methods as determined by the City Engineer, including but not limited to timber mats, steel plates, or equivalent protective systems.
 - Underground utilities which cross City streets shall be installed by boring and at a 90-degree angle unless otherwise approved by the City Engineer.
 - Materials and equipment shall not be placed or stored on streets, driveways, sidewalks, or other public ways without approval of the City Engineer. Any approved materials or equipment stored in the right-of-way shall be barricaded.

- Permittee shall be responsible for providing all safety measures necessary for protection of workers and the public. All construction activities shall follow all OSHA standards.

WATER SERVICE AND SEWER LATERALS

Water services and sewer laterals shall be installed by a licensed contractor. A plan review and inspection are required, along with the applicable excavation permit, by the Engineering Department and a separate fee is charged for these services.

INSTALLATION WITHIN PUBLIC RIGHT-OF-WAY

Any person or entity that installs infrastructure, including irrigation equipment and sump discharge lines, within the public right-of-way explicitly accepts any and all risks associated with the City's future use of the public right-of-way, and the City will not be liable or responsible for any damages resulting to the infrastructure as a result.

SEASON SHUTDOWN

Each year, once the ground has frozen, the City implements a "Season Shutdown" for all non-emergent right-of-way activities for established residential and commercial areas within City-owned right-of-way. The City will no longer accept or approve any right-of-way permits for right-of-way work unless otherwise deemed a necessary emergency and approved by the Engineering Department. The City will continue to allow the installation of service drops to buildings within their property, as well as utilities in any new undeveloped areas. All work within the right-of-way shall cease when the frost depth compromises the integrity of City infrastructure.

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

The seasonal shutdown will be lifted when the City Engineer decides the frost depths will not compromise the integrity of the City infrastructure.

NON-COMPLIANCE

Excavation within the City right-of-way without obtaining a proper permit or without following the terms of a permit is unlawful and impedes the City's ability to manage and protect the public right-of-way and its infrastructure, thereby compromising public safety.

- Excavators not following City policies, procedures, or obtaining permits will be subject to administrative penalty and will no longer be in “good standing” with the City. Once an entity is no longer in “good standing,” the City can suspend work and will not process future permits or licenses for that entity as set forth in Ordinance 1-0107.
- Excavators may also be subject to other administrative and criminal penalties as set forth in the Excavation Code.
- Permit restrictions for excavation work performed without a permit, failure to schedule an inspection, or other violation of City specification, standards, or code:
 - 1st Offense: Written warning
 - 2nd Offense: Suspension for thirty (30) calendar days (within one (1) calendar year of first (1st) offense)
 - 3rd Offense: Suspension for six (6) months (within one (1) calendar year of second (2nd) offense)

Engineering Department Contacts:

- Kayla Volness, Project Administrator
 - Contact: (701) 515-5102
- Benji Schwartz, Right-of-way Manager
 - Responsibilities: Permit administration, regulation, and inspection of Right-of-way Permits
 - Contact: (701) 261-1770

Commissioner _____ introduced the following resolution and moved its adoption:

**RESOLUTION ADOPTING THE CITY OF WEST FARGO
RIGHT-OF-WAY MANAGEMENT POLICY**

WHEREAS, Section 2-0522 of the Revised Ordinances of 1990 of the City of West Fargo authorizes and directs the City Engineer of the City of West Fargo (the “City”) to promulgate rules and regulations regarding the requirements for excavation within the City right-of-way and to issue permits therefor; and

WHEREAS, in accordance with Section 2-0522, the City Engineer has drafted a Right-of-Way Management Policy setting forth rules and regulations for excavation and excavation permits within the City right-of-way; and

WHEREAS, the City now desires to adopt the Right-of-Way Management Policy as presented by the City Engineer.

NOW, THEREFORE, be it resolved by the governing body of the City of West Fargo as follows:

1. The Right-of-Way Management Policy, dated January 2026, drafted by the City Engineer is hereby adopted in accordance with Section 2-0522 of the Revised Ordinances of 1990 of the City of West Fargo.
2. The Right-of-Way Management Policy may hereafter be amended, modified, or revised with approval from the Board of City Commissioners.
3. The fees as set forth in the Right-of-Way Management Policy are hereby adopted and shall hereafter be in such sums and amounts as may be, by resolution of the Board of City Commissioners, fixed from time to time.
4. This resolution shall take effect immediately upon its adoption.

Dated: _____, 2026.

APPROVED:

Bernie Dardis, President of the Board of
City Commissioners

ATTEST:

Dustin T. Scott, 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.

Item Title:

Improvement District No. 1356 – Brookwood Meter Pit Replacement

Requested Action/Staff Recommendation:

Accept Bid and Award Contract

Presented By:

Jerry Wallace, City Engineer

New Information: A virtual bid opening was conducted on January 29, 2026. There were two (2) bidders, with Dirt Dynamics, LLC as the low bidder. The low bid was \$186,611.00, which is 10.5% under the final engineer's estimate of \$208,475.00. Staff recommends awarding the contract to Dirt Dynamics, LLC.

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

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

Water Revenue Fund: \$199,500.00

Special Assessments: \$85,500

Total Project Costs, Including Soft Costs: \$285,000.00

Policy Analysis: Due to the age and deteriorated condition of the existing meter pit, and its inability to meet current fire flow and insurance requirements, replacement of the meter pit is recommended.

Supporting Documents:

- Affidavit of Publication
- Bid Tabulation
- Notice of Award
- Engineer's Statement of Estimated Cost
- Associated Resolution

Previously Presented Information & Commission Actions:

January 19, 2026 –

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

December 1, 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. Commissioner Jorgensen was absent and not voting. No opposition, motion carried.

November 3, 2025 –

- **Staff Recommendation:** Create Improvement District No. 1356 and Direct Engineer to prepare an Engineer's Report
- **Commission Action:** Commissioner Olson moved and Commissioner Anderson seconded to approve. No opposition, motion carried.

West Fargo City Commission

Bernie Dardis, Commission President

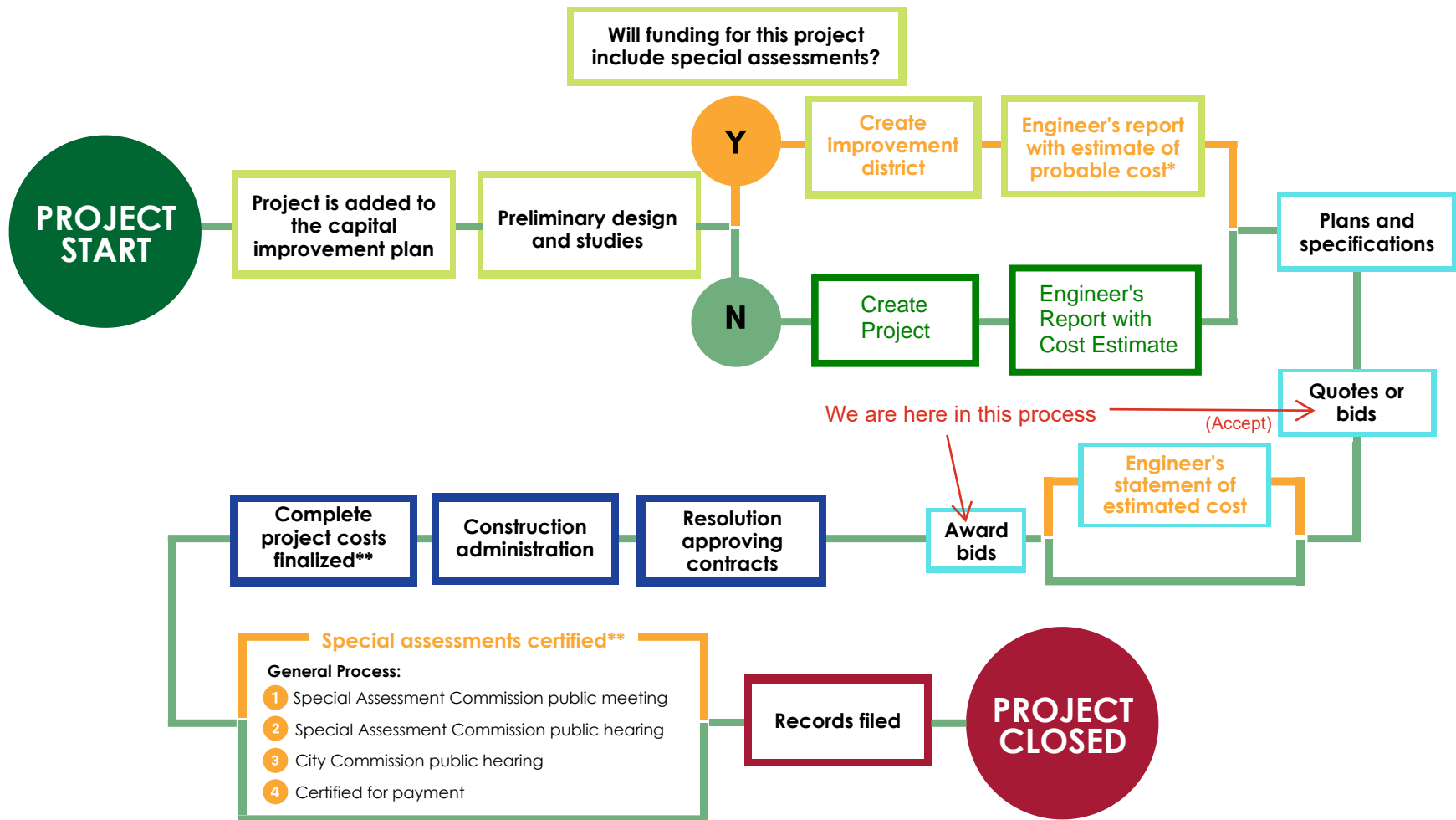
Brad Olson, Commission Vice President

Roben Anderson, Rory Jorgensen, Amy Zundel, Commissioners

Dustin Scott, City Administrator

Process for Contracts and Improvements

Improvement Process Overview



*The City of West Fargo creates an engineer's report and estimate of probable cost for most projects, but is legally required to do so for projects using special assessment funding.

**The special assessment certification process allocates the cost of the project after the complete cost of the project is final. The Special Assessment Commission does not discuss project costs.

February 19, 2026

Jerrold F. Wallace
City Engineer
City of West Fargo
2515 6th Street E
West Fargo ND 58078

Re: Replacement Of Water Supply And
Incidentals
Improvement Dist. No. 1356
West Fargo, ND
Moore Project No. 30873

Dear Jerrold F. Wallace,

Bids were opened online during a virtual meeting for the above referenced project on Thursday, February 12, 2026 at 10:30 a.m. The received bids were compiled and the bid tabulation is enclosed for your review. Dirt Dynamics, LLC is the low bidder with a bid amount of \$186,611.00. Our Engineer's Opinion of Probable Cost with the Engineer's Report was \$142,940.00 without contingencies. Our final engineer's estimate prior to bidding was \$208,475.00 without contingencies.

Also enclosed is the Engineer's Statement of Cost including the low bidder's construction prices for your review. Please sign the letter and return upon your approval.

Lastly, enclosed is information pertaining to the Special Assessments based on the City's Special Assessment Policy and the Engineer's Statement of Cost. This information includes the benefit methodology and associated map and preliminary Special Assessment Allocations by Parcel.

Please review the enclosed information and provide comment, if any, at your earliest convenience. To meet the project's proposed schedule, the Contract is anticipated to be awarded by the West Fargo City Commission on March 2, 2026. If the Contract is awarded by the Commission, please sign, date, and return the enclosed Notice of Award so we can begin working on the Contracts.

Sincerely,



Matt Prochniak, PE
Project Manager

Enclosures:

- Affidavit of Publication
- Bid Tabulations
- Notice of Award
- Engineer's Statement of Cost
- Special Assessment documents based on the Engineer's Statement of Cost:
 - Benefit Methodology
 - Benefit Methodology Map
 - Assessment Allocations by Parcels



AFFIDAVIT OF PUBLICATION

State of Florida, County of Orange, ss:

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

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

2. The newspaper listed on the exhibit published the advertisement of: **ND Bids/Proposals Notice**; (2) time: *Wednesday, January 28, 2026, Wednesday, February 4, 2026*, as required by law or ordinance.

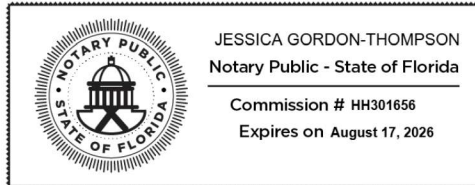
3. All of the listed newspapers are legal newspapers in the State of North Dakota and, under the provisions of Section 46-05-01, NDCC, are qualified to publish any public notice or any matter required by law or ordinance to be printed or published in a newspaper in North Dakota.

Edmar Corachia

(Signed) _____

VERIFICATION

State of Florida
County of Orange



Subscribed in my presence and sworn to before me on this: **02/04/2026**

J. T. A.

Notary Public
Notarized remotely online using communication technology via Proof.

WEST FARGO, NORTH DAKOTA
IMPROVEMENT DISTRICT NO.
1356
REPLACEMENT OF WATER SUPPLY AND INCIDENTALS
ADVERTISEMENT FOR BIDS
City of West Fargo is requesting Bids for the construction of the project listed above.
Bids for the construction of the Project will be received and accepted via electronic bid (vBid) through Quest CDN until February 12, 2026 at 10:00 a.m. local time. Bids will be viewed and read via video/phone conference at 10:30 a.m. Mailed or hand delivered bids will not be opened or considered. Link for the video/phone conference is provided at www.mooreengineeringinc.com by clicking the Bid Information tab, or at www.QuestCDN.com.
The Project consists of replacing a water meter pit, water main, and incidentals.
Bids will be received for a single prime Contract. Bids shall be on a unit price basis.
Digital project bidding documents will be available at www.mooreengineeringinc.com by clicking the Bid Information tab, or at www.QuestCDN.com. You may download the complete set of digital documents for a nonrefundable fee of \$50.00 by locating eBid DocTM Number 10015092 on the website. Contact Quest CDN Customer Support at 852-233-1632 or info@QuestCDN.com for assistance in membership registration, downloading digital project information, and vBid online bid submittal questions.
Each bid must be accompanied by a bidder's bond in a sum equal to 5% of the full amount of the bid executed by the bidder as principal and by a surety, conditioned that if the principal's bid is accepted and a contract is awarded to the principal, the principal, within ten (10) days after the notice of the award, shall execute a contract in accordance with the terms of the bid and the bid bond as required by law, and any regulations and conditions of the City of West Fargo. ALL BID BONDS MUST BE ON THE BID BOND FORM INCLUDED IN THE BIDDING DOCUMENTS. The surety must be licensed to do business in North Dakota and must be licensed as a certified surety in the U.S. Department of the Treasury's Circular 570. A countersignature of a bid bond is not required. If the City of West Fargo elects to award a contract to the lowest responsible bidder, and the lowest responsible bidder does not execute a contract within ten (10) days, the bidder's bond will be forfeited to the City of West Fargo, and the City of West Fargo may award the project to the next lowest responsible bidder. Each bidder must possess a valid North Dakota contractor's license for the full amount of their bid, as required by N.D.C.C. § 43-07-07. Each bidder MUST enclose a copy of their Contractor's License or Certificate of Renewal, issued by the North Dakota Secretary of State, and each license must be valid and dated at least ten (10) days prior to the date set for bid opening, as required under N.D.C.C. § 43-07-12.
No bid may be read or considered if the bid does not fully comply with the requirements of this section and that any deficient bid submitted must be

resealed and returned to the bidder immediately.

City of West Fargo reserves the right to reject any and all bids and rebid the project until a satisfactory bid is received.

The City of West Fargo will not read or consider any bid that does not fully comply with the requirements above, or the requirements of N.D.C.C. § 48-01.2-05. The City of West Fargo reserves the right to reject any and all bids and rebid the project until a satisfactory bid is received.

All bids will be made on the basis of cash payment for such Work. After bid opening, the City of West Fargo will release the bid bonds to all bidders except the three (3) lowest responsible bidders. When the City of West Fargo awards a contract to the lowest responsible bidder, the City of West Fargo will release the remaining bid bonds to the other two (2) bidders. The City of West Fargo reserves the right to hold the three (3) low bids for a period of sixty (60) days after the date of the bid opening.

For all further requirements regarding bid submittal, qualifications, procedures, and contract award, refer to the Instructions of Bidders that are included in the bidding documents.

Owner: City of West Fargo

By:

Dustin T. Scott

Title:

City Administrator

Date:

January 19, 2026

(Jan. 28; Feb. 4, 2026)



BID TABULATION
 Improvement District No. 1356
 Replacement of Water Supply and Incidentals
 West Fargo ND
 Project No. 30873
 Bid Date: February 12, 2026

Dirt Dynamics, LLC
 4206 3rd Ave N
 Fargo, ND 58102

CC Steel LLC
 5303 Creekview Green
 Maple Plain, MN 55359

BID ITEM NO. & DESCRIPTION	UNIT	ESTIMATED QUANTITY	BID UNIT PRICE	BID PRICE	BID UNIT PRICE	BID PRICE
BASE BID						
1. 12000 Mobilization	L SUM	1	\$15,000.00	\$15,000.00	\$23,571.43	\$23,571.43
2. 312500 Storm Water Management	L SUM	1	\$2,000.00	\$2,000.00	\$3,571.43	\$3,571.43
3. 15000 Traffic Control	L SUM	1	\$4,250.00	\$4,250.00	\$6,137.57	\$6,137.57
4. Plan Note Removal of Existing Meter Pit	LSUM	1	\$6,000.00	\$6,000.00	\$4,802.86	\$4,802.86
5. 24200 Removal of Pavement	SY	90	\$30.00	\$2,700.00	\$21.17	\$1,905.30
6. 24200 Removal of Curb & Gutter	LF	40	\$20.00	\$800.00	\$30.93	\$1,237.20
7. 24200 Removal of Pipe	LF	5	\$40.00	\$200.00	\$596.57	\$2,982.85
8. 24200 Removal of Valve	EA	2	\$400.00	\$800.00	\$788.58	\$1,577.16
9. 028213.33 Removal of Asbestos Cement Pipe	LF	40	\$80.00	\$3,200.00	\$149.14	\$5,965.60
10. Plan Note Abandon Gate Valve	EA	1	\$500.00	\$500.00	\$1,162.86	\$1,162.86
11. 331413 Water Main - 6" PVC	LF	70	\$163.00	\$11,410.00	\$796.05	\$55,723.50
12. 331413 Water Main - 8" PVC	LF	5	\$239.00	\$1,195.00	\$315.01	\$1,575.05
13. 331413 Water Main - 12" PVC	LF	5	\$2,100.00	\$10,500.00	\$512.19	\$2,560.95
14. 331413 Water Main - 6" DI	LF	10	\$231.00	\$2,310.00	\$50.80	\$508.00
15. 331413 Tapping Sleeve & Gate Valve - 12" x 6"	EA	1	\$16,400.00	\$16,400.00	\$8,180.17	\$8,180.17
16. 331419 Gate Valve - 6"	EA	1	\$3,500.00	\$3,500.00	\$3,850.95	\$3,850.95
17. Plan Note Meter Pit Structure	LSUM	1	\$66,000.00	\$66,000.00	\$40,313.66	\$40,313.66
18. 312316 Subgrade Preparation	SY	90	\$15.00	\$1,350.00	\$17.52	\$1,576.80
19. Plan Note Geogrid	SY	90	\$27.00	\$2,430.00	\$13.74	\$1,236.60
20. 321123 Aggregate Base Course	CY	20	\$62.00	\$1,240.00	\$62.04	\$1,240.80
21. 321313 Concrete Pavement	SY	83	\$220.00	\$18,260.00	\$342.86	\$28,457.38
22. 321313 Curb & Gutter	LF	40	\$84.00	\$3,360.00	\$96.67	\$3,866.80
23. 321623 Sidewalk - 4"	SY	7	\$158.00	\$1,106.00	\$535.71	\$3,749.97
24. 312316 Topsoil	CY	50	\$30.00	\$1,500.00	\$89.29	\$4,464.50
25. 329219 Seeding	SY	300	\$6.00	\$1,800.00	\$7.69	\$2,307.00
26. 329219 Hydraulic Mulch	SY	300	\$6.00	\$1,800.00	\$7.69	\$2,307.00
27. Plan Note Electrical Reconnection	LSUM	1	\$5,000.00	\$5,000.00	\$2,857.14	\$2,857.14
28. Plan Note Tree Trimming Allowance	ALLOW	1	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
			TOTAL	\$186,611.00		\$219,690.53



BID TABULATION
 Improvement District No. 1356
 Replacement of Water Supply and Incidentals
 West Fargo ND
 Project No. 30873
 Bid Date: February 12, 2026

Dirt Dynamics, LLC
 4206 3rd Ave N
 Fargo, ND 58102

BID ITEM NO. & DESCRIPTION		UNIT	ESTIMATED QUANTITY	BID UNIT PRICE	BID PRICE
<u>BASE BID</u>					
1.	12000 Mobilization	L SUM	1	\$15,000.00	\$15,000.00
2.	312500 Storm Water Management	L SUM	1	\$2,000.00	\$2,000.00
3.	15000 Traffic Control	L SUM	1	\$4,250.00	\$4,250.00
4.	Plan Note Removal of Existing Meter Pit	LSUM	1	\$6,000.00	\$6,000.00
5.	24200 Removal of Pavement	SY	90	\$30.00	\$2,700.00
6.	24200 Removal of Curb & Gutter	LF	40	\$20.00	\$800.00
7.	24200 Removal of Pipe	LF	5	\$40.00	\$200.00
8.	24200 Removal of Valve	EA	2	\$400.00	\$800.00
9.	028213.33 Removal of Asbestos Cement Pipe	LF	40	\$80.00	\$3,200.00
10.	Plan Note Abandon Gate Valve	EA	1	\$500.00	\$500.00
11.	331413 Water Main - 6" PVC	LF	70	\$163.00	\$11,410.00
12.	331413 Water Main - 8" PVC	LF	5	\$239.00	\$1,195.00
13.	331413 Water Main - 12" PVC	LF	5	\$2,100.00	\$10,500.00
14.	331413 Water Main - 6" DI	LF	10	\$231.00	\$2,310.00
15.	331413 Tapping Sleeve & Gate Valve - 12" x 6"	EA	1	\$16,400.00	\$16,400.00
16.	331419 Gate Valve - 6"	EA	1	\$3,500.00	\$3,500.00
17.	Plan Note Meter Pit Structure	LSUM	1	\$66,000.00	\$66,000.00
18.	312316 Subgrade Preparation	SY	90	\$15.00	\$1,350.00
19.	Plan Note Geogrid	SY	90	\$27.00	\$2,430.00
20.	321123 Aggregate Base Course	CY	20	\$62.00	\$1,240.00
21.	321313 Concrete Pavement	SY	83	\$220.00	\$18,260.00
22.	321313 Curb & Gutter	LF	40	\$84.00	\$3,360.00
23.	321623 Sidewalk - 4"	SY	7	\$158.00	\$1,106.00
24.	312316 Topsoil	CY	50	\$30.00	\$1,500.00
25.	329219 Seeding	SY	300	\$6.00	\$1,800.00
26.	329219 Hydraulic Mulch	SY	300	\$6.00	\$1,800.00
27.	Plan Note Electrical Reconnection	LSUM	1	\$5,000.00	\$5,000.00
28.	Plan Note Tree Trimming Allowance	ALLOW	1	\$2,000.00	\$2,000.00
TOTAL					\$186,611.00



NOTICE OF AWARD

Date of Issuance: March 2, 2026
Owner: City of West Fargo Owner’s Project No.: 1356
Engineer: Moore Engineering, Inc. Engineer’s Project No.: 30873
Project: Replacement of Water Supply and Incidentals
Contract Name: Improvement District No. 1356
Bidder: Dirt Dynamics, LLC
Bidder’s Address: 4206 3rd Ave N Fargo, Nd 58102

You are notified that Owner has accepted your Bid dated February 12, 2026 for the above Contract, and that you are the Successful Bidder and are awarded a Contract for: replacing a water meter pit, water main, and incidentals.

The Contract Price of the awarded Contract is \$186,611.00. Contract Price is subject to adjustment based on the provisions of the Contract, including but not limited to those governing changes, Unit Price Work, and Work performed on a cost-plus-fee basis, as applicable.

Three (3) unexecuted counterparts of the Agreement accompany this Notice of Award, and one copy of the Contract Documents accompanies this Notice of Award, or has been transmitted or made available to Bidder electronically.

Drawings will be delivered separately from the other Contract Documents.

You must comply with the following conditions precedent within 10 days of the date of receipt of this Notice of Award:

- 1. Deliver to Owner Three (3) counterparts of the Agreement, signed by Bidder (as Contractor).
- 2. Deliver with the signed Agreement(s) the Contract security (such as required performance and payment bonds) and insurance documentation, as specified in the Instructions to Bidders and in the General Conditions, Articles 2 and 6.
- 3. Other conditions precedent (if any):

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within 10 days after you comply with the above conditions, Owner will return to you one fully signed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

Owner: City of West Fargo
By (signature): _____
Name (printed): Bernie L. Dardis
Title: President of the Board of City Commissioners

Copy: Engineer



ENGINEERING DEPARTMENT

2515 6th Street E
West Fargo, ND 58078
701.515.5100
www.westfargond.gov

March 2, 2026

Board of City Commissioners
City of West Fargo
2515 6th Street E
West Fargo, ND

Re: Replacement Of Water Supply And Incidentals, Improvement District No. 1356

WHEREAS, bids were opened and filed for Replacement Of Water Supply And Incidentals, Improvement District No. 1356 for the City of West Fargo, North Dakota; and

WHEREAS, the engineer for the City of West Fargo, North Dakota is required to make a careful and detailed statement of the estimated cost of work (*pursuant to N.D.C.C. 40-22-29*);

NOW THEREFORE, I, Jerrold F. Wallace, do hereby certify as follows:

That I am the City Engineer for the City of West Fargo, North Dakota;

That the following (and/or attached hereto) is a detailed statement of the estimated cost for work described as Replacement Of Water Supply And Incidentals, Improvement District No. 1356 of the City of West Fargo, North Dakota.

IN WITNESS THEREOF, I have hereunto set my hand and seal this 25th day of February, 2026.

JERROLD F. WALLACE
ND REG. NO. 27431

A handwritten signature in blue ink that reads "Jerrold F. Wallace".

Engineer for the City of West Fargo
West Fargo, North Dakota





Improvement District No. 1356
 Replacement of Water Supply and Incidentals
 West Fargo ND
 Project No. 30873
 ENGINEER'S STATEMENT OF ESTIMATED COST

BID ITEM NO. & DESCRIPTION		UNIT	ESTIMATED QUANTITY	BID UNIT PRICE	BID PRICE	
<u>BASE BID</u>						
1.	12000	Mobilization	L SUM	1	\$15,000.00	\$15,000.00
2.	312500	Storm Water Management	L SUM	1	\$2,000.00	\$2,000.00
3.	15000	Traffic Control	L SUM	1	\$4,250.00	\$4,250.00
4.	Plan Note	Removal of Existing Meter Pit	LSUM	1	\$6,000.00	\$6,000.00
5.	24200	Removal of Pavement	SY	90	\$30.00	\$2,700.00
6.	24200	Removal of Curb & Gutter	LF	40	\$20.00	\$800.00
7.	24200	Removal of Pipe	LF	5	\$40.00	\$200.00
8.	24200	Removal of Valve	EA	2	\$400.00	\$800.00
9.	028213.33	Removal of Asbestos Cement Pipe	LF	40	\$80.00	\$3,200.00
10.	Plan Note	Abandon Gate Valve	EA	1	\$500.00	\$500.00
11.	331413	Water Main - 6" PVC	LF	70	\$163.00	\$11,410.00
12.	331413	Water Main - 8" PVC	LF	5	\$239.00	\$1,195.00
13.	331413	Water Main - 12" PVC	LF	5	\$2,100.00	\$10,500.00
14.	331413	Water Main - 6" DI	LF	10	\$231.00	\$2,310.00
15.	331413	Tapping Sleeve & Gate Valve - 12" x 6"	EA	1	\$16,400.00	\$16,400.00
16.	331419	Gate Valve - 6"	EA	1	\$3,500.00	\$3,500.00
17.	Plan Note	Meter Pit Structure	LSUM	1	\$66,000.00	\$66,000.00
18.	312316	Subgrade Preparation	SY	90	\$15.00	\$1,350.00
19.	Plan Note	Geogrid	SY	90	\$27.00	\$2,430.00
20.	321123	Aggregate Base Course	CY	20	\$62.00	\$1,240.00
21.	321313	Concrete Pavement	SY	83	\$220.00	\$18,260.00
22.	321313	Curb & Gutter	LF	40	\$84.00	\$3,360.00
23.	321623	Sidewalk - 4"	SY	7	\$158.00	\$1,106.00
24.	312316	Topsoil	CY	50	\$30.00	\$1,500.00
25.	329219	Seeding	SY	300	\$6.00	\$1,800.00
26.	329219	Hydraulic Mulch	SY	300	\$6.00	\$1,800.00
27.	Plan Note	Electrical Reconnection	LSUM	1	\$5,000.00	\$5,000.00
28.	Plan Note	Tree Trimming Allowance	ALLOW	1	\$2,000.00	\$2,000.00
Construction Subtotal						\$186,611.00
Contingencies (~10%)						\$18,661.10
Total Construction						\$205,272.10
Study & Report						\$8,000.00
Design & Construction Administration (8.5%)						\$15,861.94
Additional Consultanting Services						\$33,000.00
Legal & Administration (~5%)						\$11,263.61
Bond Discount (~4%)						\$9,549.63
City of West Fargo Engineering Fee (1%)						\$2,052.72
TOTAL COST						\$285,000.00

DISTRICT NO. 1356
BENEFIT METHODOLOGY

IMPROVEMENT STATUS: ENGINEER'S STATEMENT OF COST
DATE: 02/16/2025

Improvement Dist. No. 1356
Replacement of Water Supply and Incidentals
Brookwood Water Meter Replacement (East Side)
West Fargo, North Dakota

Summary of Location for Improvements

- Neighborhood:
 - Brookwood Trailer Court Subdivision

Assessment Summary

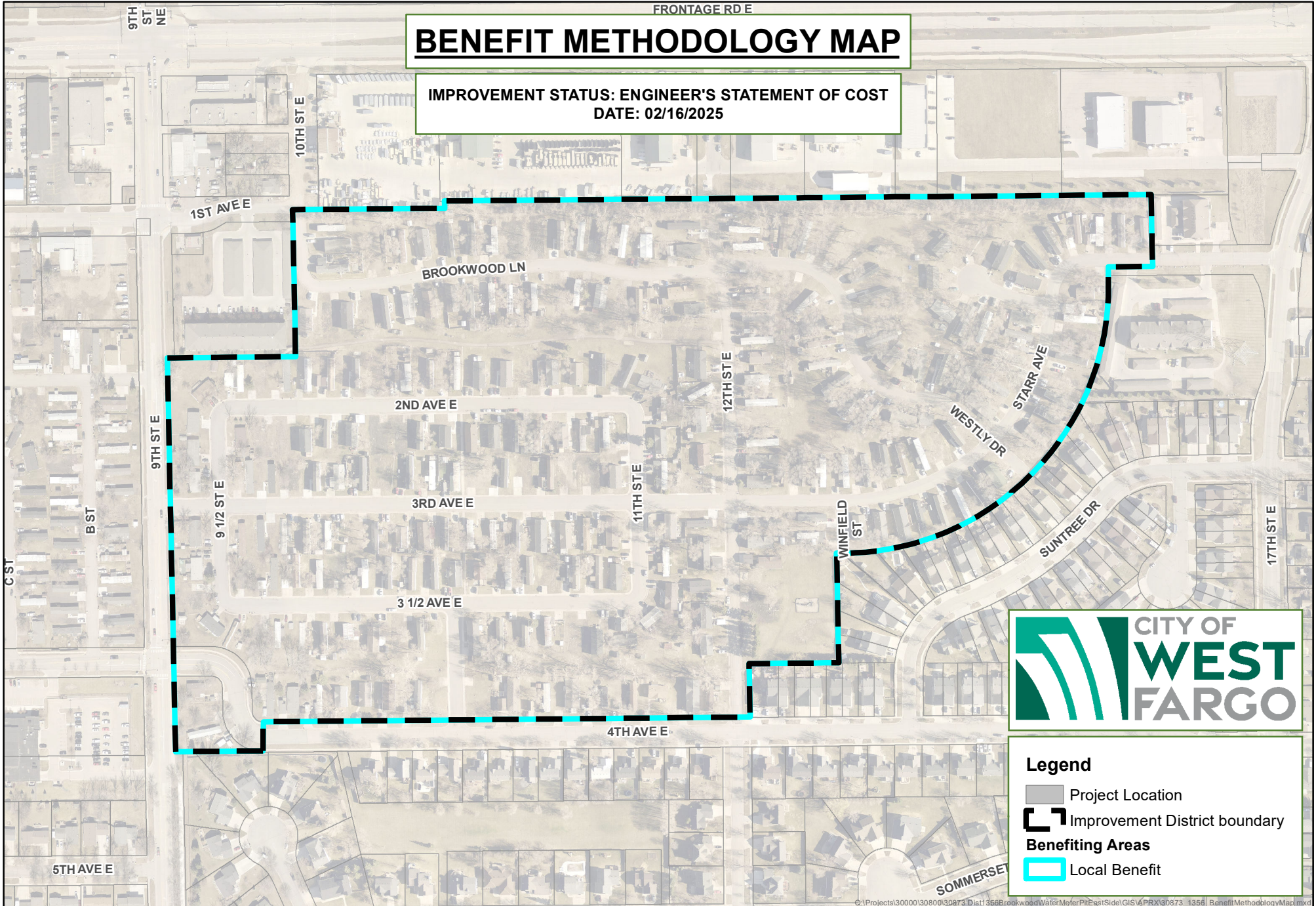
- Neighborhood:
 - Local Benefit – Water Supply Improvements

Assessment Methodology

- Neighborhood:
 - Local Benefit – Water Supply Improvements:
 - 70% of project cost contribution from City of West Fargo
 - 30% of project cost contribution assessed by equivalent units (EU) to 1 of 1 parcels, with EU values of 1.

BENEFIT METHODOLOGY MAP

IMPROVEMENT STATUS: ENGINEER'S STATEMENT OF COST
DATE: 02/16/2025

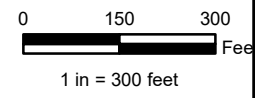


Legend

- Project Location
- Improvement District boundary
- Benefiting Areas**
- Local Benefit

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

DRAFT



**Preliminary Special Assessment Allocations
Engineer's Statement of Cost**

Improvement District No. 1356

Revised 02/16/2026

**Replacement of Water Supply and Incidentals
Brookwood Water Meter Replacement (East Side)
West Fargo, North Dakota**

Division	Block	Lot	GIS PIN	Area Factor	Assessable Area (Acres)	Factored Assessable Area (Acres)	Equivalent Units	Local Water Assessment (30%)	Benefit	Total Assessment	Notes
Brookwood Trailer Court	9	0	02300000540010	1.00	52.63	52.63	1.0	\$85,500.00	\$134,500.00	\$85,500.00	
					52.63	52.63	1.0	\$85,500.00		\$85,500.00	

Based on Assessment Total	
Local Water Assessment (30%)	\$85,500.00
Local City Contribution (70%)	\$199,500.00
Total Project	\$285,000.00

	Assessed	Benefit
Local Water Cost per EU	\$85,500.00	\$134,500.00

Commissioner _____ introduced the following resolution and moved its adoption:

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

WHEREAS, bids have heretofore been received for the making of certain improvements in Improvement District No. 1356 – Brookwood Meter Pit Replacement of the City of West Fargo, North Dakota; and

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

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

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

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

That the fact is and that the minutes show that the bid of Dirt Dynamics, LLC, in the amount of \$186,611.00, is the lowest bid received and that said company is the lowest responsible bidder; that said bid was accompanied by a bidder's bond in the amount of 5% of the bid price and copy of the contractor's license or certificate of renewal thereof and in conformity with the provisions of Chapter 40-29 of the North Dakota Century Code

That the Engineer for the City of West Fargo, has made and filed with the Board of City Commissioners of the City of West Fargo a careful and detailed statement of the estimated cost of said work in said Improvement District No. 1356;

That the contract for the construction of said improvement for which advertisement for bids is made, be and the same is hereby awarded to the said Dirt Dynamics, LLC, in the amount of \$186,611.00, and that the President of the Board of City Commissioners and the City Auditor are hereby authorized and directed to enter into a contract with the said contractor for the making of the improvements for which advertisement for bids was heretofore made and for which they were the low bidder.

Dated: March 2, 2026

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.

Item Title: Project No. 2300 - 2026 Public Works Mill & Overlay

Requested Action/Staff Recommendation: Approve Engineer's Report and Direct Engineer to prepare Plans and Specifications

Presented By: Jerry Wallace, City Engineer

New Information:

The Engineering Department has completed the Engineer's Report for Project No. 2300, which outlines pavement rehabilitation improvements on 9th St. W., 4th St. E., and 36th Ave. E. The proposed project includes milling and overlaying the existing asphalt pavement and reconstructing concrete curb ramps to meet ADA compliance standards.

Background & Project Summary:

Public Works and Engineering staff have identified roadways that are in critical need of rehabilitation. These roads will be overlaid using Public Works equipment and staff. Per Century Code requirements, the milling of roadways, curb and gutter removals and replacements, curb ramp removals and replacements, the asphalt that Public Works will pick up and install, and the striping and pavement markings will be publicly bid.

Financial Analysis:

This project will be completed utilizing the Engineering Department and Public Works staff. Because the work is on collector-class roadways, no special assessments are proposed as a funding mechanism. The 2024 CIP had project costs of \$1,000,000 for the mill and overlay portion and \$250,000 for the curb ramps portion, with both portions to be paid with 100% Capital Improvement Sales Tax funds. The total estimated cost is \$791,000. A detailed cost breakdown can be found in the attached Engineer's Report.

Policy Analysis:

Mill & Overlay projects are standard maintenance practices that significantly extend service life. These projects save both the city and property owners money by significantly delaying the need for future full roadway reconstruction.

Supporting Documents:

- Engineer's Report
- Associated Resolutions

Previously Presented Information & Commission Actions:

February 17, 2026 –

- **Staff Recommendation:** Create Project No. 2300 and Direct Engineer to prepare Engineer's Report
- **Commission Action:** Commissioner Jorgensen moved and Commissioner Olson seconded to approve. No opposition, motion carried.

West Fargo City Commission

Bernie Dardis, Commission President

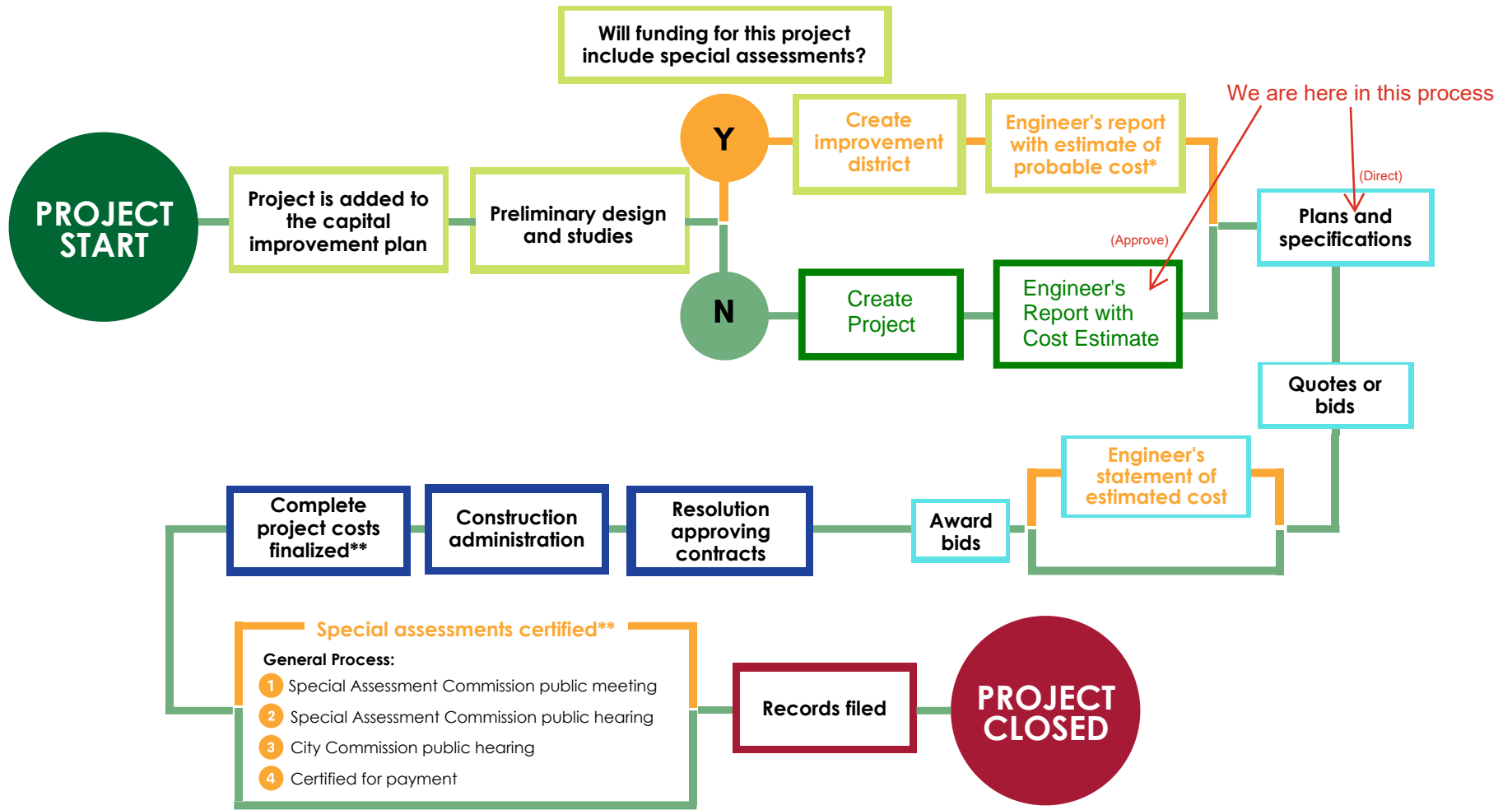
Brad Olson, Commission Vice President

Roben Anderson, Rory Jorgensen, Amy Zundel, Commissioners

Dustin Scott, City Administrator

Process for Contracts and Improvements

Improvement Process Overview



*The City of West Fargo creates an engineer's report and estimate of probable cost for most projects, but is legally required to do so for projects using special assessment funding.

**The special assessment certification process allocates the cost of the project after the complete cost of the project is final. The Special Assessment Commission does not discuss project costs.

Engineer's Report

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

Project No. 2300

2026 Public Works Mill & Overlay

General Nature (Scope)

This project involves the rehabilitation of existing asphalt roadways through a mill-and-overlay process. The work will consist of removing the upper portion of the existing pavement surface and placing a new asphalt surface course. This process effectively renews the pavement condition, improves ride quality, and extends the service life of the roadway. In conjunction with the overlay work, curb ramps within the project area will be reconstructed as necessary to meet current Americans with Disabilities Act (ADA) design standards.

Purpose

Over time, asphalt pavements deteriorate due to traffic loading, weathering, and settlement associated with past utility trenching. Best management practices for pavement preservation recommend periodic mill and overlay improvements to maintain smoothness, protect the pavement structure, and delay costly full-depth reconstruction. The Engineering Department's pavement management policy recommends this work be performed approximately 10–15 years after initial construction, with allowances for variation based on observed local conditions and performance.

Feasibility

The proposed mill and overlay work is considered technically and economically feasible. The existing pavement structure and subgrade conditions are suitable for resurfacing, and the improvements can be completed within existing right-of-way limits. Project costs are proposed to be funded through Capital Improvements Sales Tax revenues.

Estimate of Probable Cost

Construction	\$650,000.00
Mill & Overlay	\$546,585.25
Bid Proposal Items	\$433,009.00
City Labor, Materials, and Equipment	\$113,576.25
Curb Ramps	\$43,981.00
Bid Proposal Items	\$43,981.00
Contingency (~10%)	\$59,433.75
Engineering - Design & Construction (~11%)	\$72,000.00
Materials Testing (Consultant) (~1.5%)	\$10,000.00
Legal & Administration (~5%)	\$33,000.00
Bonding/Interest (~4%)	\$26,000.00
<hr/>	
Total Estimated Cost	\$791,000.00

Source of Funds

City Funds – Capital Impr. Sales Tax	\$791,000.00
<hr/>	
Total	\$791,000.00

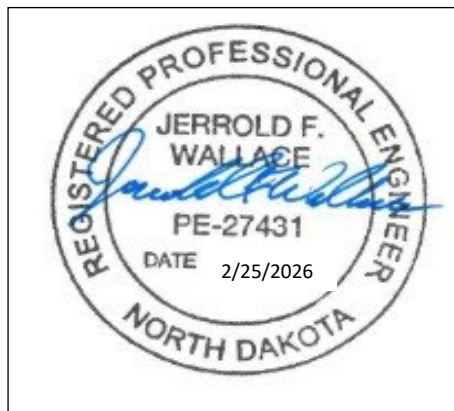
Attachments

- 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



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. 2300 – 2026 Public Works Mill & Overlay.

Dated: March 2, 2026

APPROVED:

President of Board of City Commissioners

ATTEST:

City Auditor

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

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION DIRECTING ENGINEER
TO PREPARE PLANS AND SPECIFICATIONS

BE IT RESOLVED by the Board of City Commissioners of the City of West Fargo, deeming it necessary to make certain improvements consisting of partial depth asphalt milling and placement of hot mix asphalt overlay necessary to improve and maintain current roadway and ride quality as well as reconstructing any pedestrian ramps within the Improvement District that are out of ADA compliance and other appurtenances in connection with the above improvements, be constructed and made in Project No. 2300 – 2026 Public Works Mill & Overlay of the City of West Fargo, the City hereby directs Jerry Wallace, the Engineer for the City of West Fargo and being a competent engineer, to prepare plans and specifications for such work.

Dated: March 2, 2026

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.

Item Title: Beaton Drive Reconstruction (Sheyenne Street to Sheyenne River)

Requested Action/Staff Recommendation: Create Improvement District No. 3010; Direct the Engineer to Prepare an Engineer's Report

Presented By: Jerry Wallace, City Engineer

New Information:

As stated at a recent Commission meeting, city staff was successful in obtaining \$3.871 million in NDDOT Flex funding as well as \$1.44 million in Surface Transportation Block Grant (STBG) funding to reconstruct the existing roadway and install a new concrete multi-use trail. To access these funds, construction needs to take place in 2028. With that, staff is proceeding with the project development process and respectfully request that the Commission create the Improvement District No. 3010 for this project and direct that an Engineer's report be created.

Background & Project Summary:

In the past, portions of Beaton Drive were reconstructed to an urban concrete roadway section with a 2,600-foot section that remains an asphalt rural section. Also in this same area there is a gap between multi-use trails that is intended to be constructed providing much-needed pedestrian connectivity between Sheyenne Street and 9th Street E.

Additionally, within this 2,600-foot stretch there are no utilities to service two large existing properties that could develop commercially. The city recently received a petition from the owner of these two properties to install public utilities in conjunction with the roadway and multi-use trail construction.

This multifaceted, now petitioned-for project will oversee installation of water and sewer to these currently unserved parcels, installation of a multi-use path in a significant gap area of the City's path network, the reconstruction of the last aged asphalt section of roadway, and the reconstruction of an aging and undersized sanitary lift station that has been identified as needing to be replaced by Public Works and associated force main work. The proposed improvements address aging infrastructure, expand utility service, improve multimodal connectivity, and enhance system reliability.

Financial Analysis: The proposed project will utilize a combination of funding sources, such as the above-mentioned grants, special assessments, and Capital Improvements Sales Tax funds. A detailed funding breakdown, cost estimate, and assessment analysis will be included in the Engineer's Report.

Policy Analysis: Creation of Improvement District No. 3010 and preparation of the Engineer's Report are consistent with the City's established special assessment policies and capital improvement planning process.

Supporting Documents:

- Petition for Public Improvements
- Title Opinion

- Improvement District Map
 - Associated Resolutions
-

Previously Presented Information & Commission Actions:

1/19/2026 –

- **Staff Recommendation:** Authorize staff to apply for additional grant funding (STBG).
- **Commission Action:** Action was approved unanimously via consent agenda.

11/04/2024 –

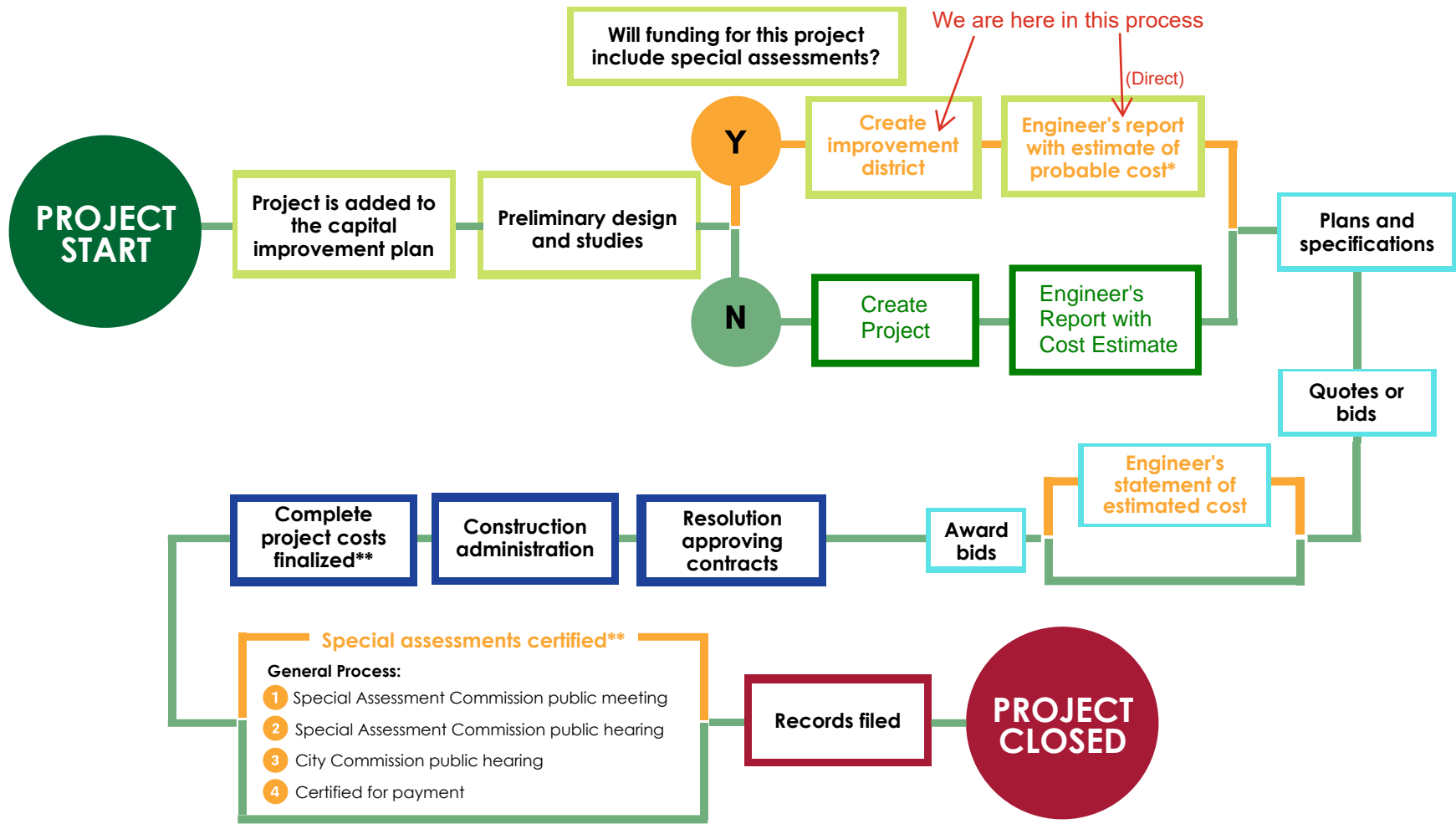
- **Staff Recommendation:** Authorize staff to apply for grant funding (FLEX).
- **Commission Action:** Action was approved unanimously via consent agenda.

West Fargo City Commission

Bernie Dardis, Commission President
Brad Olson, Commission Vice President
Roben Anderson, Rory Jorgensen, Amy Zundel, Commissioners
Dustin Scott, City Administrator

Process for Contracts and Improvements

Improvement Process Overview



*The City of West Fargo creates an engineer's report and estimate of probable cost for most projects, but is legally required to do so for projects using special assessment funding.

**The special assessment certification process allocates the cost of the project after the complete cost of the project is final. The Special Assessment Commission does not discuss project costs.

I/ we Magnum Properties, LLC are the legal and equitable owners of the following described property, to-wit:

TEHAR SUB LT 1 BLK 1 **12-11-06 ANNEXED FRM 25-1300-00010-000

AND

UNPLATTED 18-139-49 PT SE1/4 OF SE1/4 COMM AT SE COR OF SEC THN N01DG55'50" W ALG E SEC LN FOR 413' TO A PT ON N RW OF I-94 SERVICE RD AS IT NOW EXISTS FOR PT OF BEG THN N 64DG28'13" W ALG N RW OF I-94 SERVICE RD FOR 138.29' THN CONT ALG SD N SERVICE RD RW ALG CURV TO RT (TRI=62DG03'38" R=318.26' CHORD=33DG26' 24" W) FOR ARC DIST OF 344.73' THN N 02DG24'35" W ALG SD SERVICE RD RW FOR 519.09' TO A PT ON ELY RW OF CASS CTY RD #17 THN N 31DG32'26" E ALG CTY RD RW 63.76' TO A PT ON N LN OF SE1/4 OF SE1/4 THENCE N 87DG26'58" E ALG SD N LN 263' TO A PT ON E LN OF SEC; S 01DG55'50" E ALG E LN 215' MORE OR LESS TO A PT ON CNTRLN OF SHEY RIV; THENCE SWLY & SELY ALG SHEY RIV CNTRLN TO A PT ON E LN OF SEC THENCE S 01DG55'50" E ALG E LN 350' MORE OR LESS TO PT OF BG SD TR CONT 4.8 AC MORE OR LESS LESS 1994 R/W; & LESS 2018 NDDOT R/W CONTS 63,433 SF & DESC AT R/W PLAT DOC#1538409. **8-7-18 SPL FRM 02-3000-01875-000 (TAXES OWING) FOR 2018 PER DOC#1538409

(hereinafter the "**Property**")

I/we hereby petition the City Commission of the City of West Fargo, Cass County, North Dakota, to create an improvement district for the purpose of constructing the following municipal improvements: sanitary sewer, water main, storm sewer, and street improvements (hereinafter the "**Improvements**")

I/We hereby request that the City Commission of the City of West Fargo, Cass County, North Dakota, determine by resolution that a written petition for the **Improvements** signed by the owners of a majority of the area of the **Property** included within the district, has been received and that the resolution declaring work necessary shall not be required for said improvement district.

I/we hereby certify that I/we am/are the legal and equitable owner(s) of the **Property** and have the authority to grant the City of West Fargo all necessary easements, rights of ways, fee simple, dedications and other interests in the **Property** that may be required to complete the construction of the **Improvements**.

I/We agree that pursuant to North Dakota Century Code Chapters 40-23 through 40-32 that the City shall assess the entire cost of the Improvements against my/our Property and hereby agree to pay the entire cost as levied and apportioned by the city.

Dated this 19 day of Feb, 2026.

OWNERS:

Magnum Properties

Mike Graham
President

Wheeler McCartney, PC
Attorneys and Counselors at Law

Dane McCartney
dane@thetitlecompany.com
Morgan Reinke
morgan@thetitlecompany.com
35 4th St N, Ste 201
Fargo, North Dakota 58103
(701)241-9282
Fax (701)232-7340

February 25, 2026

The City of West Fargo

RE: CASS COUNTY ABSTRACT NO. 42779 AND 47276
PRELIMINARY OPINION

Pursuant to your request, I have examined Abstract of Title No. 42779 and 47276 which have been certified to February 18, 2026 at 6:59 a.m., covering the following described real estate:

Parcel One: Lot One, in Block One, of Tehar Subdivision, situate in the City of West Fargo, the County of Cass and the State of North Dakota;

AND

Parcel Two: That part of the Southeast Quarter of the Southeast Quarter of Section Eighteen, Township One Hundred Thirty-nine North of Range Forty-nine West of the Fifth Principal Meridian, Cass County, North Dakota, described as follows: Commencing at the Southeast corner of said Section Eighteen; thence North 01°55'50" West along the East line of said Section Eighteen for a distance of 413.00 feet to a point on the North right-of-way of the I-94 service road as it now exists, the point of beginning; thence North 64°28'13" West along the North right-of-way line of the I-94 service road for a distance of 138.29 feet; thence continue along said North service road right-of-way along a curve to the right (delta = 62°03'38", R=318.26', chord bearing North 33°26'24" West) for an arc distance of 344.73 feet; thence North 02°24'35" West along said service road right-of-way for a distance of 519.09 feet to a point on the Easterly right-of-way of Cass County Road No. 17; thence North 31°32'26" East along said county road right-of-way for a distance of 63.76 feet to a point on the North line of said Southeast Quarter of the Southeast Quarter; thence North 87°26'58" East along said North line for a distance of 263.00 feet, more or less, to a point on the East line of said Section Eighteen; thence South 01°55'50" East along said East line 215 feet, more or less, to a point on the centerline of the Sheyenne River; thence Southwesterly and Southeasterly

along said Sheyenne River centerline to a point on said East line of Section Eighteen; thence South 01°55'50" East along said East line 350 feet, more or less, to the point of beginning;

LESS a portion of the SE1/4 of the SE1/4 of Section 18, Township 139 N, Range 49 W of the 5th Principal Meridian, County of Cass, State of North Dakota, described as follows and as shown on plat 1 of 1: Commencing at the E1/4 corner of Section 18, thence southerly along the east line of Section 18, S 01 deg. 56 min. 41 sec. E a distance of 1309.23 feet to a 5/8 inch iron monument and the north line of a parcel described in Doc. No. 739745, on file and recorded with the Cass County Recorder's Office; thence westerly along the north line of said parcel described in Doc. No. 739745, S 87 deg. 26 min. 52 sec. W a distance of 33.00 feet to a point on the west line of the 33 foot statutory easement and the Point of Beginning; thence continuing westerly along said north line and in a counter-clockwise direction, S 87 deg. 26 min. 52 sec. W a distance of 138.83 feet to a point on the easterly right of way line of I-94; thence southerly along the easterly right of way line of I-94, S 31 deg. 58 min. 38 sec. W a distance of 141.50 feet; thence easterly along the easterly right of way line of I-94, S 58 deg. 19 min. 54 sec. E a distance of 24.14 feet to a 5/8 inch iron monument and to a point on a non-tangential curve concave to the left (southeasterly) and a radius point of which bears S 57 deg. 27 min. 42 sec. E a distance of 985.92 feet; thence southerly along the easterly right of way line of I-94 and said curve 129.90 feet through a central angle of 07 deg. 32 min. 56 sec. to the end of the curve and a point on the westerly line of said parcel described in Doc. No. 739745; thence southerly along the easterly right of way line of I-94 and the westerly line of said parcel described in Doc. No. 739745, S 02 deg. 25 min. 26 sec. E a distance of 71.50 feet; thence N 88 deg. 03 min. 19 sec. E a distance of 200 feet, more or less, to the center of the Sheyenne River; thence northeasterly along the center of the Sheyenne River to a point on the west line of the 33 foot statutory easement, which bears S 01 deg. 56 min. 41 sec. E from the Point of Beginning; thence northerly along the west line of the 33 foot statutory easement, N 01 deg. 56 min. 41 sec. W a distance of 186 feet, more or less, to the Point of Beginning.

From my examination, I am of the opinion that record title to said property is in the name of Magnum Properties, LLC, and subject to the following liens, defects, and exceptions:

1. I have not examined any court actions involved in this title and to the extent the same exist, their regularity is presumed.
2. This opinion does not cover oil, gas, and other minerals which have been severed from the surface by conveyances to third parties or reserved by prior grantors in the chain of title.
3. Easements as may be reserved on the recorded Plat of Tehar Subdivision recorded April 28, 1994 at 3:30 p.m. in Book O of Plats, page 121 as document #810633.
(Parcel 1)
4. Right of Way Plat recorded April 28, 1959 at 8:02 a.m. in Book I-3 of Misc., page 3, as document #352908.
(Parcel 2)

5. Right of Way Plat recorded July 2, 1959 at 8:01 a.m. in Book I-3 of Misc., page 10, as document #354595.
(Parcel 2)
6. Right of Way Plat recorded June 16, 1960 at 7:01 a.m. in Book I-3 of Misc., page 21 as document #362109.
(Parcel 2)
7. Right of Way Easement granted to Cass County Electric Cooperative, Inc. recorded February 16, 1977 at 11:08 a.m. in Book H-7 of Misc., page 152 as document #514404.
(Parcel 2)
8. Right of Way Easement granted to Northwestern Bell Telephone Company recorded July 16, 1979 at 1:08 p.m. in Book G-8 of Misc., page 263 as document #555849.
(Parcel 2)
9. Right of Way Plat recorded November 23, 1994 at 8:00 a.m. in Book G-9 of Misc., page 37 as document #823160.
(Parcel 2)
10. Right of Way Plat recorded August 15, 1997 at 8:00 a.m. in Book G-9 of Misc., page 41 as document #880239.
(Parcel 2)
11. Temporary Easement / Permanent Maintenance recorded September 29, 1994 at 9:40 a.m. as document #820061.
(Parcel 2)
12. Right of Way Plat recorded May 20, 1999 at 8:00 a.m. as document #931423.
(Parcel 2)
13. Easement Agreement granted to US West Communications, Inc. recorded November 22, 1999 at 1:26 p.m. as document #946333.
(Parcel 2)
14. Conveyance in favor of the State of North Dakota for the use and benefit of the North Dakota Department of Transportation in Warranty Deed recorded March 19, 2018 at 8:00 a.m. as document #1533181;
Surveyor's Certificate Notice of Error in Description for a recorded plat recorded May 31, 2018 at 2:52 p.m. as document #1538408.
(Parcel 2)

15. Right of Way Plat recorded March 19, 2018 at 8:00 a.m. in Book Z-9 of Misc., page 12 as document #1533182;
Surveyor's Certificate Notice of Error in Description for a recorded plat recorded May 31, 2018 at 2:52 p.m. as document #1538408.
(Parcel 2)
16. Right of Way Plat recorded May 31, 2018 at 2:52 p.m. in Book Z-9 of Misc., page 13 as document #1538409.
(Parcel 2)
17. Right of Way Easement granted to Cass County Electric Cooperative, Inc. recorded October 3, 2018 at 2:20 p.m. as document #1548585.
(Parcel 2)
18. Mortgage (With Future Advance Clause) executed by Magnum Properties LLC, in favor of First International Bank & Trust in the amount of \$450,000.00, dated August 12, 2013 and recorded August 15, 2013 at 8:43 a.m. as document #1396587.

Modification of Mortgage recorded March 11, 2015 at 8:00 a.m. as document #1440910, recorded March 15, 2016 at 8:00 a.m. as document #1472353, recorded March 7, 2017 at 1:45 p.m. as document #1504575, recorded March 13, 2018 at 3:21 p.m. as document #1532927, recorded March 11, 2019 at 3:47 p.m. as document #1558303, recorded March 12, 2020 at 8:00 a.m. as document #1585080, recorded March 11, 2021 at 1:40 p.m. as document #1625151, recorded February 24, 2023 at 8:01 a.m. and recorded March 20, 2024 at 12:36 p.m. as document #1708142.
(Parcel 1&2)
19. Taxes for the year 2025 are shown as unpaid on both parcels.

No search has been made for financing statements filed pursuant to the Uniform Commercial Code.

This opinion is based upon an examination of the abstract only and the court files of any proceedings that may appear, such as foreclosure, quiet title actions, probate proceedings or tax sales have not been examined. As stated, according to the abstract there appear to be none.

You must satisfy yourself by survey or other proper investigation that all buildings or other improvements located upon the above captioned property lie within the boundaries of the real estate described in this abstract.

You are charged with notice of the rights of persons in possession of the premises as well as easements, encroachments and the like which, though not appearing of record, are capable of ascertainment through inspection or survey.

No opinion is rendered as to the presence or absence of asbestos, radon gas or any other environmentally dangerous product or substance. Additionally, no opinion is rendered as to the adequacy or inadequacy of any sewer or septic system which may service the property as to its compliance with any applicable ordinances or regulations.

Information relative to zoning restrictions is beyond the scope of this opinion, but may be obtained from the building inspector of the municipality in which the property is located.

Mechanic's liens must be filed for record within ninety days in North Dakota or one hundred twenty days in Minnesota after improvements or construction on the premises have been accomplished. Therefore, if there have been any recent improvements, the possibility exists that liens for such work may yet be filed although they do not appear in the abstract at this time. In North Dakota, failure to file a mechanic's lien within the ninety day period does not defeat the lien except as against purchasers or encumbrances in good faith and for value whose rights accrue after the ninety days and before any claim for the lien is filed. In Minnesota, the lien must be filed for record within the one hundred twenty day period. In either state, however, you should satisfy yourself that there has been no labor performed or material furnished which would subject the property to mechanic's liens or, if so, that the same have been fully paid.

Special assessments are not usually shown in abstracts until they have been extended in the tax lists by the County Auditor. Consequently, it is possible for property to be subject to special assessments which do not appear in the abstract. If local improvements have recently been made, inquiry should be made as to special assessments of the county or city (municipal) auditor involved.

This opinion is based upon the assumption that any and all requirements of municipal, state and federal laws and regulations have been duly complied with and no independent review of such compliance has been made or undertaken by this examiner.




Sincerely,

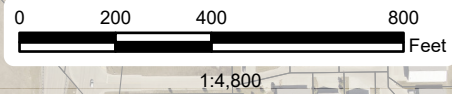
A handwritten signature in cursive script that reads "Dane T McCartney".

Dane McCartney
Attorney



Legend

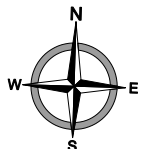
-  Parcels
-  Project Location
-  Improvement District Boundary



AS OF: 02/18/2026

**IMPROVEMENT DISTRICT MAP
IMPROVEMENT DISTRICT NO. 3010
BEATON DRIVE RECONSTRUCT
WEST FARGO, NORTH DAKOTA**

Created By: TJS Date Created: 02/18/2026 Date Saved: 02/18/26 Date Plotted: N/A Date Exported: 02/18/26
 Plotted By: Parcel Date: N/A Aerial Image: 2024 FM Metro Elevation Data: Lidar
 Horizontal Datum: NAD 1983 StatePlane North Dakota South FIPS 3302 Feet Vertical Datum: NAVD1988
 Q:\Projects\31000\31200\31253\BeatonDrReconstruct\3010\GIS\APRX\31253_P\ProjectExhibits\31253_P\ProjectExhibits.aprx



Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO WRITTEN PETITION BY OWNERS
OF A MAJORITY OF THE AREA OF PROPERTY
WITHIN THE DISTRICT

BE IT RESOLVED by the Board of City Commissioners of the City of West Fargo, Cass County, North Dakota, that it is hereby determined that a written petition for the improvement within Improvement District No. 3010– New Water Supply, Sewerage, Street Systems; and Incidentals signed by owners of a majority of the area of the property included within the district, has been received.

BE IT FURTHER RESOLVED that the improvement consists of New Water Supply, Sewerage, Street Systems; and Incidentals necessary to service:

LOT ONE, BLOCK ONE, OF TEHAR SUBDIVISION, SITUATE IN THE CITY OF WEST FARGO, THE COUNTY OF CASS AND THE STATE OF NORTH DAKOTA,

AND

UNPLATTED 18-139-49 PT SE1/4 OF SE1/4 COMM AT SECOR OF SEC THN N01DG55'50" WALG E SEC LN FOR 413' TO A PT ON N RMI OF 1-94 SERVICE RD AS IT NOW EXISTS FOR PT OF BEG THN N 64DG28'13" W ALG N RM/ OF 1-94 SERVICE RD FOR 138.29' THN CONT ALG SD N SERVICE RD RM/ ALG CURV TO RT (TRI=62DG03'38" R=318.26' CHORD=33DG26' 24" W) FOR ARC DIST OF 344.73' THN N 02DG24'35" W ALG SD SERVICE RD RM/ FOR 519.09' TO A PT ON ELY RM/OF CASS CTY RD #17 THN N 31DG32'26" E ALG CTY RD RM/ 63.76' TO A PT ON N LN OF SE1/4 OF SE1/4 THENCE N 87DG26'58" E ALG SD N LN 263' TO A PT ON E LN OF SEC; S 01DG55'50" E ALG E LN 215' MORE OR LESS TO A PT ON CNTRLN OF SHEY RIV; THENCE SWL Y & SEL Y ALG SHEY RIV CNTRLN TO A PT ON E LN OF SEC THENCE S 01 DG55'50" E ALG E LN 350' MORE OR LESS TO PT OF BG SD TR CONT 4.8 AC MORE OR LESS LESS 1994 RM/; & LESS 2018 NDDOT RM/ CONTS 63,433 SF & DESC AT RM/ PLAT DOC#1538409. "8-7-18 SPL FRM 02-3000-01875-000 (TAXES OWING) FOR 2018 PER DOC#1538409

of Improvement District No. 3010 – New Water Supply, Sewerage, Street Systems; and Incidentals.

BE IT FURTHER RESOLVED that the Resolution Declaring Improvements Necessary shall not be required.

Date: March 2, 2026

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 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 CREATING IMPROVEMENT DISTRICT NO. 3010 –NEW WATER SUPPLY,
SEWERAGE, STREET SYSTEMS; AND INCIDENTALS OF THE CITY OF WEST FARGO, NORTH
DAKOTA

WHEREAS, Jerry Wallace, a Registered Professional Engineer, is the Engineer for the City of West Fargo, and the Board of City Commissioners has consulted with him relating to the establishment, size and form and other matters with regard to Improvement District No. 3010 – New Water Supply, Sewerage, Street Systems; and Incidentals of the City of West Fargo; and

WHEREAS, it is deemed necessary to establish such an Improvement District within the City of West Fargo;

NOW THEREFORE, be it resolved as follows:

That there is hereby created Improvement District No. 3010 – New Water Supply, Sewerage, Street Systems; and Incidentals of the City of West Fargo, North Dakota, the boundaries of which shall be as shown on the attached map.

Dated: March 2, 2026

APPROVED:

President of Board of City Commissioners

ATTEST:

City Auditor

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

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION DIRECTING ENGINEER TO PREPARE REPORT

BE IT RESOLVED by the Board of City Commissioners of the City of West Fargo, deeming it necessary to make certain improvements consisting of reconstructing water main, sanitary sewer, storm sewer, streets, and other essential infrastructure necessary in connection with the above specific improvements, be constructed and made in Improvement District No. 3010 – New Water Supply, Sewerage, Street Systems; and Incidentals 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: March 2, 2026

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.

Item Title:

Improvement District No. 6062 – 2026 Sidewalk Improvements

Requested Action/Staff Recommendation:

Accept Bid and Award Contract

Presented By:

Jerry Wallace, City Engineer

New Information: A virtual bid opening was conducted on February 19, 2026. There was a total of eight (8) bidders, two (2) of which were non-conforming, with Ti-Zack Concrete, LLC as the low bidder. The low bid was \$105,066.63, which was \$40,918.87 (28%) under the Engineer's design estimate. Staff recommends awarding the contract to Ti-Zack Concrete, LLC.

Background & Project Summary: There is a legal process that is required to notify property owners to allow them to construct their sidewalks themselves within a certain time-frame. If this is not achieved, the City may install and assess those costs to the benefiting properties.

Thirty-seven (37) property owners were notified of their potential inclusion in the project in late April and given through December 1st (i.e. the 2025 construction season) to construct sidewalks themselves or initiate a Residential Building Permit. Twenty-six (26) property owners conformed, which leaves 11 properties to have sidewalk installed and assessed under the project.

Financial Analysis: The current approved Engineer's Report showed a total cost of the project to be estimated at \$406,000.00. Property owners constructing their own sidewalk or initiating a Residential Building Permit decreased the estimated cost of the project to \$202,000.00.

This project was listed on the adopted 2024-2028 CIP and is intended to be completed with sidewalks to be assessed at 100% of the final project costs.

Policy Analysis: The purpose of this project is to install sidewalks throughout various residential and commercial areas throughout the City of West Fargo by filling in the sidewalk "gaps" that have not yet been installed. The proposed project, historically completed every other year, will improve the connectivity of the City's sidewalk and multi-use path system by providing pedestrian walkability through a continuous network.

Within Title II (Sidewalks and Streets) of the City Ordinances, specifically Section 2-0102 (Duty of Property Owners to Construct and Maintain Sidewalks) of Chapter 2-01 (Sidewalks and Driveways), the City has the authority to install sidewalks in established areas to fill in the missing "gaps" of the system.

Supporting Documents:

- Affidavit of Publication
- Bid Tabulation
- Notice of Award

- Engineer's Statement of Estimated Cost
 - Associated Resolution
-

Previously Presented Information & Commission Actions:

January 19, 2026 –

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

December 15, 2025 –

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

April 21, 2025 –

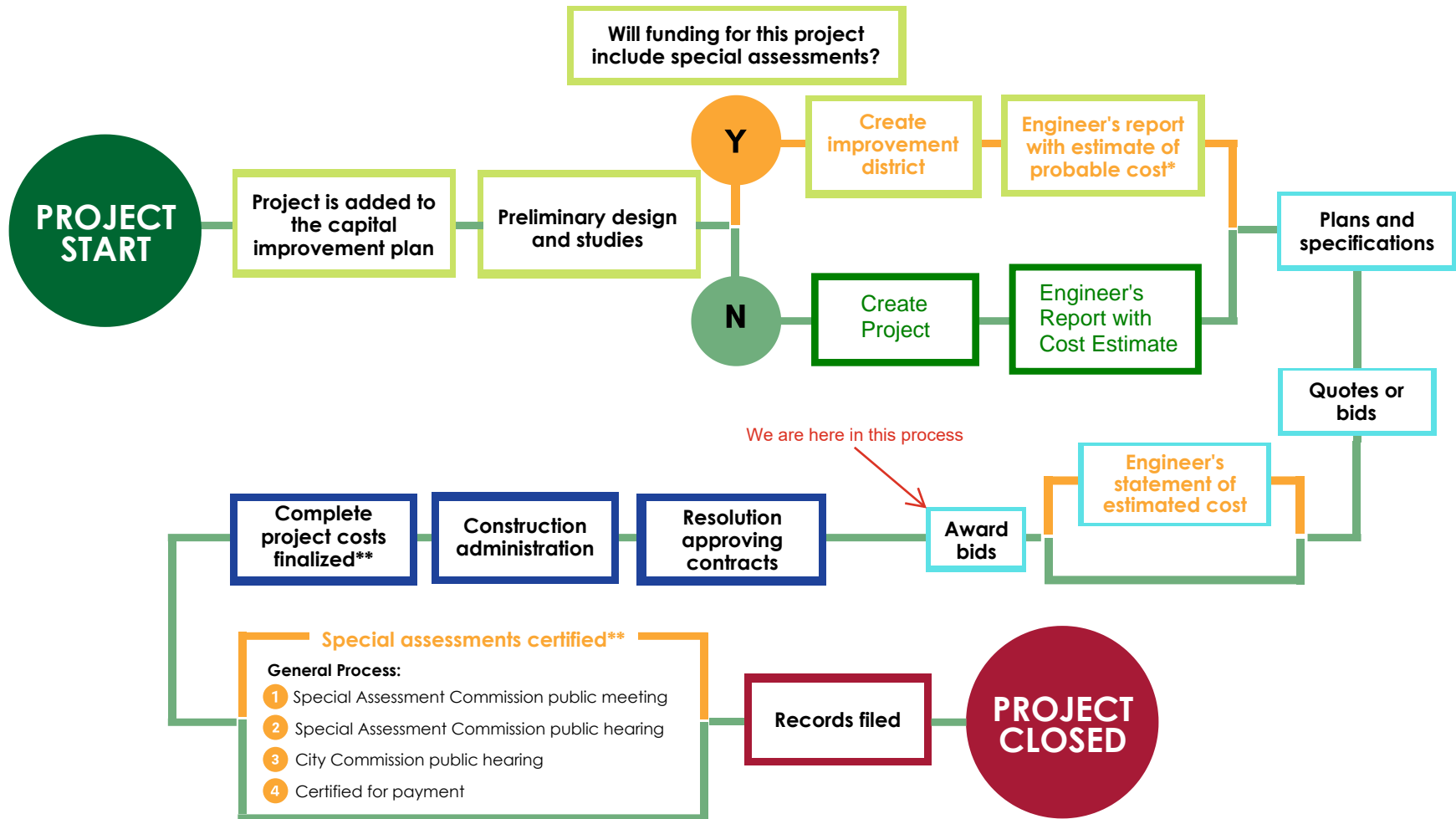
- **Staff Recommendation:** Create Improvement District No. 6062, Direct and Approve Engineer's Report and Authorize Notice of Order to Construct.
- **Commission Action:** Commissioner Olson moved and Commissioner Zundel seconded to approve. No opposition, motion carried.

West Fargo City Commission

Bernie Dardis, Commission President
Brad Olson, Commission Vice President
Roben Anderson, Rory Jorgensen, Amy Zundel, Commissioners
Dustin Scott, City Administrator

Process for Contracts and Improvements

Improvement Process Overview



*The City of West Fargo creates an engineer's report and estimate of probable cost for most projects, but is legally required to do so for projects using special assessment funding.

**The special assessment certification process allocates the cost of the project after the complete cost of the project is final. The Special Assessment Commission does not discuss project costs.



AFFIDAVIT OF PUBLICATION

State of Florida, County of Orange, ss:

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

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

2. The newspaper listed on the exhibit published the advertisement of: **ND Bids/Proposals Notice**; (2) time: *Wednesday, February 4, 2026, Wednesday, February 11, 2026*, as required by law or ordinance.

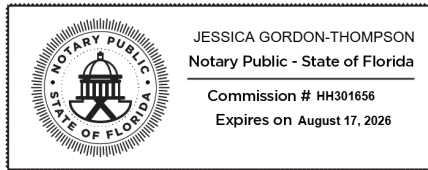
3. All of the listed newspapers are legal newspapers in the State of North Dakota and, under the provisions of Section 46-05-01, NDCC, are qualified to publish any public notice or any matter required by law or ordinance to be printed or published in a newspaper in North Dakota.

Edmar Corachia

(Signed) _____

VERIFICATION

State of Florida
County of Orange



Subscribed in my presence and sworn to before me on this: **02/11/2026**

J. T. Scott

Notary Public
Notarized remotely online using communication technology via Proof.

CITY OF WEST FARGO, NORTH DAKOTA
IMPROVEMENT DISTRICT NO. 6062 – 2026 SIDEWALK IMPROVEMENTS
ADVERTISEMENT FOR BIDS
City of West Fargo is requesting Bids for the construction of the project listed above.
Bids for the construction of the Project will be received and accepted via electronic bid (vBid) through QuestCDN until February 19, 2026, at 10:00 a.m. local time. Bids will be viewed and read via video/phone conference at 10:30 a.m. the same day. Mailed or hand delivered bids will not be opened or considered. Link for the video/phone conference is provided at www.westfargond.gov/268/Engineer by clicking the Project Bid Information tab, or at www.questcdn.com.
The Project consists of installing sidewalks in established areas to fill in the missing gaps of the system. Bids will be received for a single prime Contract. Bids shall be on a unit price basis as indicated in the Bid Form.
Digital project bidding documents will be available at <https://www.westfargond.gov/268/Engineer> by clicking the Project Bid Information tab, or at www.questcdn.com. You may download the complete set of digital documents for a nonrefundable fee of \$42.00 by locating eBid Doc™ Number 10015125 on the website. Please contact QuestCDN.com at 952-233-1632 or info@questcdn.com for assistance in membership registration, downloading and working with this digital project information, and online bid submittal.
Each bid must be accompanied by a bidder's bond in a sum equal to 5% of the full amount of the bid executed by the bidder as principal and by a surety, conditioned that if the principal's bid is accepted and a contract is awarded to the principal, the principal, within ten (10) days after the notice of the award, shall execute a contract in accordance with the terms of the bid and the bid bond, and any conditions of the City of West Fargo, as required by law. A countersignature of a bid bond is not required. If the City of West Fargo elects to award a contract to the lowest responsible bidder, and the lowest responsible bidder does not execute a contract within ten (10) days, the bidder's bond will be forfeited to the City of West Fargo, and the City of West Fargo may award the project to the next lowest responsible bidder. Each bidder must possess a valid North Dakota contractor's license for the full amount of their bid, as required by N.D.C.C. § 43-07-7. Each bidder MUST enclose a copy of their Contractor's License or Certificate of Renewal, issued by the North Dakota Secretary of State, and each license must be valid and dated at least 10 days prior to the date set for bid opening, as required under N.D.C.C. § 43-07-12. The City of West Fargo will not read or consider any bid that does not fully comply with the requirements above, or the requirements of N.D.C.C. § 48-01.2-05
Owner: City of West Fargo
By: Dustin T. Scott
Title: City Administrator
Date: January 19, 2026
Publish Dates: February 4, 2026, and February 11, 2026

Improvement District No. 6062
 2026 Sidewalk Improvements (#10015125)
 Owner: West Fargo, City of
 Solicitor: West Fargo, City of
 02/19/2026 10:00 AM CST



Section Title	Line Item	Item Code	Item Description	UofM	Quantity	Engineer Estimate		Earthwork Services		Avery Construction LLC		Ti-Zack Concrete, LLC		Camrud Foss Concrete Constr., Inc	
						Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
	1	310513	Excavation - Unclassified	CY	219.9	\$50.00	\$10,995.00					\$64.28	\$14,135.17	\$39.50	\$8,686.05
	2	PLAN	Curb & Gutter - Saw Full Depth	LF	5	\$50.00	\$250.00					\$5.50	\$27.50	\$22.00	\$110.00
	3	24200	Curb & Gutter - Remove	LF	10	\$50.00	\$500.00					\$14.14	\$141.40	\$12.50	\$125.00
	4	PLAN	Curb & Gutter - Connect To Existing	EA	2	\$250.00	\$500.00					\$86.69	\$173.38	\$7.00	\$14.00
	5	321313	Curb & Gutter - Knockdown Inflow	LF	10	\$100.00	\$1,000.00					\$68.00	\$680.00	\$50.00	\$500.00
	6	PLAN	Sidewalk - Connect To Existing	EA	20	\$250.00	\$5,000.00					\$86.69	\$1,733.80	\$7.00	\$140.00
	7	321623	Sidewalk - 6" Concrete	SF	3508	\$16.00	\$56,128.00					\$13.70	\$48,059.60	\$17.55	\$61,565.40
	8	321623	Curb Ramp - 6" Concrete	SF	40	\$25.00	\$1,000.00					\$16.67	\$666.80	\$11.00	\$440.00
	9	PLAN	Concrete Driveway - Saw Full Depth	LF	10	\$50.00	\$500.00					\$5.50	\$55.00	\$22.00	\$220.00
	10	PLAN	Concrete Driveway - Connect To Existing	EA	1	\$250.00	\$250.00					\$86.69	\$86.69	\$7.00	\$7.00
	11	321623	Detectable Warning Panel	SF	12	\$85.00	\$1,020.00					\$42.00	\$504.00	\$25.00	\$300.00
	12	15000	Traffic Control - Type A	EA	5	\$1,500.00	\$7,500.00					\$655.60	\$3,278.00	\$678.00	\$3,390.00
	13	15000	Traffic Control - Type B	EA	6	\$1,250.00	\$7,500.00					\$655.60	\$3,933.60	\$678.00	\$4,068.00
	14	312500	Inlet Protection Device - Install & Maintain	EA	13	\$250.00	\$3,250.00					\$110.00	\$1,430.00	\$270.00	\$3,510.00
	15	312500	Inlet Protection Device - Remove	EA	13	\$40.00	\$520.00					\$55.00	\$715.00	\$75.00	\$975.00
	16	312500	Sedimentation Control Wattle	LF	862.4	\$6.00	\$5,174.40					\$5.50	\$4,743.20	\$6.45	\$5,562.48
	17	310513	Topsoil - 4"	CF	3581.9	\$5.00	\$17,909.50					\$3.95	\$14,148.51	\$4.50	\$16,118.55
	18	329219	Seeding	SF	10744.3	\$1.00	\$10,744.30					\$0.44	\$4,727.49	\$0.51	\$5,479.59
	19	329219	Mulch - Hydraulic	SF	10744.3	\$1.00	\$10,744.30					\$0.44	\$4,727.49	\$0.51	\$5,479.59
	20	312500	Storm Water Management	LSUM	1	\$5,500.00	\$5,500.00					\$1,100.00	\$1,100.00	\$4,000.00	\$4,000.00
Base Bid Total:							\$145,985.50		\$0.00		\$0.00		\$105,066.63		\$120,690.67

Opp Construction / Fargo		Key Contracting, Inc.		All Finish Concrete, Inc.		Roers Construction			
Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension		
\$80.00	\$17,592.00	\$45.00	\$9,895.50	\$37.00	\$8,136.30	\$25.00	\$5,497.50		
\$20.00	\$100.00	\$10.00	\$50.00	\$46.00	\$230.00	\$15.00	\$75.00		
\$23.50	\$235.00	\$100.00	\$1,000.00	\$50.00	\$500.00	\$25.00	\$250.00		
\$20.00	\$40.00	\$100.00	\$200.00	\$30.00	\$60.00	\$75.00	\$150.00		
\$148.00	\$1,480.00	\$200.00	\$2,000.00	\$225.00	\$2,250.00	\$150.00	\$1,500.00		
\$35.00	\$700.00	\$100.00	\$2,000.00	\$30.00	\$600.00	\$100.00	\$2,000.00		
\$12.15	\$42,622.20	\$16.60	\$58,232.80	\$22.00	\$77,176.00	\$23.50	\$82,438.00		
\$42.00	\$1,680.00	\$18.00	\$720.00	\$68.00	\$2,720.00	\$30.00	\$1,200.00		
\$10.00	\$100.00	\$10.00	\$100.00	\$46.00	\$460.00	\$15.00	\$150.00		
\$35.00	\$35.00	\$400.00	\$400.00	\$30.00	\$30.00	\$150.00	\$150.00		
\$60.00	\$720.00	\$75.00	\$900.00	\$71.00	\$852.00	\$75.00	\$900.00		
\$950.00	\$4,750.00	\$800.00	\$4,000.00	\$700.00	\$3,500.00	\$650.00	\$3,250.00		
\$950.00	\$5,700.00	\$800.00	\$4,800.00	\$700.00	\$4,200.00	\$650.00	\$3,900.00		
\$275.00	\$3,575.00	\$300.00	\$3,900.00	\$280.00	\$3,640.00	\$275.00	\$3,575.00		
\$65.00	\$845.00	\$100.00	\$1,300.00	\$70.00	\$910.00	\$70.00	\$910.00		
\$6.25	\$5,390.00	\$7.00	\$6,036.80	\$6.25	\$5,390.00	\$6.50	\$5,605.60		
\$2.75	\$9,850.23	\$4.50	\$16,118.55	\$4.00	\$14,327.60	\$4.25	\$15,223.08		
\$1.00	\$10,744.30	\$0.50	\$5,372.15	\$0.43	\$4,620.05	\$0.50	\$5,372.15		
\$0.45	\$4,834.94	\$0.50	\$5,372.15	\$0.43	\$4,620.05	\$0.50	\$5,372.15		
\$9,775.00	\$9,775.00	\$1,500.00	\$1,500.00	\$7,775.00	\$7,775.00	\$5,000.00	\$5,000.00		
Base Bid Total:			\$120,768.66		\$123,897.95		\$141,997.00		\$142,518.48

NOTICE OF AWARD

Date of Issuance: March 2, 2026

Owner: City of West Fargo

Owner's Contract No.: 6062

Engineer: City of West Fargo

Engineer's Project No.: 6062

Project: 2026 Sidewalk Improvements

Contract Name: Improvement District No. 6062 –
2026 Sidewalk Improvements

Bidder: Ti-Zack Concrete, LLC

Bidder's Address: 39352 221st Avenue
Le Center, MN 56057

TO BIDDER:

You are notified that Owner has accepted your Bid dated February 19, 2026, for the above Contract, and that you are the Successful Bidder and are awarded a Contract for: Improvement District No. 6062 – 2026 Sidewalk Improvements.

The Contract Price of the awarded Contract is: \$ 105,066.63

2 unexecuted counterparts of the Agreement accompany this Notice of Award, and two copies of the Contract Documents accompanies this Notice of Award, or has been transmitted or made available to Bidder electronically.

3 sets of the Drawings will be delivered separately from the other Contract Documents.

You must comply with the following conditions precedent within 10 days of the date of receipt of this Notice of Award:

1. Deliver to Owner 2 counterparts of the Agreement, fully executed by Bidder.
2. Deliver with the executed Agreement(s) the Contract security [*e.g., performance and payment bonds*] and insurance documentation as specified in the Instructions to Bidders and General Conditions, Articles 2 and 6.
3. Other conditions precedent (if any):

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within ten days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Contract Documents.

Owner: City of West Fargo

Authorized Signature

By: Bernie L. Dardis

Title: President of the Board of City Commissioners

Copy: Engineer

March 2, 2026

Board of City Commissioners
City of West Fargo
2515 6th St E
West Fargo, ND 58078

Re: Improvement District No. 6062 – 2026 Sidewalk Improvements

WHEREAS, bids were opened and filed for Improvement District No. 6062 – 2026 Sidewalk Improvements for the City of West Fargo, North Dakota; and

WHEREAS, the engineer for the City of West Fargo, North Dakota is required to make a careful and detailed statement of the estimated cost of work (pursuant to N.D.C.C. 40-22-29);

NOW THEREFORE, I, Jerrold F. Wallace, do hereby certify as follows:

That I am the City Engineer for the City of West Fargo, North Dakota;

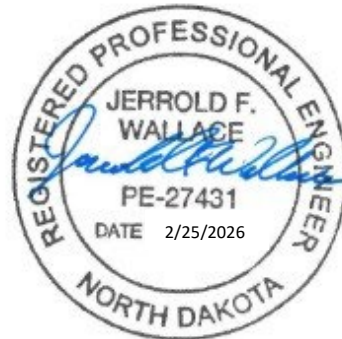
That the following (and/or attached hereto) is a detailed statement of the estimated cost for work described as Improvement District No. 6062 – 2026 Sidewalk Improvements of the City of West Fargo, North Dakota.

IN WITNESS THEREOF, I have hereunto set my hand and seal this 25th day of February 2026.

JERROLD F. WALLACE
ND REG. NO. 27431



Engineer for the City of West Fargo
West Fargo, North Dakota



Engineer’s Statement of Cost

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

Improvement District No. 6062

2026 Sidewalk Improvements

Estimate of Probable Cost

Construction	\$ 116,000.00
Bid Proposal Items	\$ 105,066.63
Contingency (~10%)	\$ 10,933.37
Design and Construction Engineering (~10%)	\$ 12,000
Materials Testing - Consultant (~1.5%)	\$ 2,000
Legal & Administration (~5%)	\$ 6,000
Bonding (0%)	\$ 0
Total Estimated Cost	\$ 136,000

Source of Funds

Special Assessments	\$ 136,000
Total	\$ 136,000

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

Commissioner _____ introduced the following resolution and moved its adoption:

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

WHEREAS, bids have heretofore been received for the making of certain improvements in Improvement District No. 6062 – 2026 Sidewalk Improvements of the City of West Fargo, North Dakota; and

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

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

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

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

That the fact is and that the minutes show that the bid of Ti-Zack Concrete, LLC, in the amount of \$105,066.63, is the lowest bid received and that said company is the lowest responsible bidder; that said bid was accompanied by a bidder's bond in the amount of 5% of the bid price and copy of the contractor's license or certificate of renewal thereof and in conformity with the provisions of Chapter 40-29 of the North Dakota Century Code

That the Engineer for the City of West Fargo, has made and filed with the Board of City Commissioners of the City of West Fargo a careful and detailed statement of the estimated cost of said work in said Improvement District No. 6062;

That the contract for the construction of said improvement for which advertisement for bids is made, be and the same is hereby awarded to the said Ti-Zack Concrete, LLC, in the amount of \$105,066.63, and that the President of the Board of City Commissioners and the City Auditor are hereby authorized and directed to enter into a contract with the said contractor for the making of the improvements for which advertisement for bids was heretofore made and for which they were the low bidder.

Dated: March 2, 2026

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.

Item Title:

Project No. 6063 – 8th St W Multi-Use Path

Requested Action/Staff Recommendation:

Approve Task Order Construction Services

Presented By:

Jerry Wallace, City Engineer

New Information: On December 1, 2025, the Commission voted to concur with NDDOT and award the bid to Northern Improvement Company. This task order would retain the services of the design engineer, SRF, to provide construction engineering and administrative services during the final phases of the project.

Background and Project Summary: This project will reconstruct the deteriorated asphalt 8th St W multi-use path and modernize the pedestrian ramps to meet current federal ADA requirements.

Financial Analysis:

The project has been awarded a federal Transportation Alternatives (TA) grant in the amount of \$412,731.10 towards construction costs, which is 56.5% of the total project cost. Remaining construction and soft costs are proposed to come from Capital Improvement Sales Tax funds.

Supporting Documents:

- Task Order Amendment No. 1 with SRF

Previously Presented Information & Commission Actions:

January 5, 2026 –

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

December 1, 2025 –

- **Staff Recommendation:** Review bid and concur with NDDOT's Recommendation
- **Commission Action:** Commissioner Anderson moved and Commissioner Zundel seconded to approve. No opposition, motion carried.

August 18, 2025 –

- **Staff Recommendation:** Approve Plans and Specifications and Direct Advertisement for Bids by NDDOT.

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

May 19, 2025 –

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

West Fargo City Commission

Bernie Dardis, Commission President

Brad Olson, Commission Vice President

Roben Anderson, Rory Jorgensen, Amy Zundel, Commissioners

Dustin Scott, City Administrator



PROFESSIONAL SERVICES AMENDMENT NO. 1

This Professional Services Amendment No. 1 (“Amendment”), is made and entered into as of the date the last party signs this Amendment (“Effective Date”), by and between City of West Fargo (“Client”) and SRF Consulting Group, Inc. (“SRF”). The Client and SRF are each a “Party” and are collectively the “Parties.”

Recitals

SRF and Client entered into a Professional Services Agreement with an Effective Date of May 22, 2025, (“Agreement”), to provide professional services for the 8th Street West Multi-Use Path; Project No. 6063-TMA-CRP-TA-8-992(056) PCN 24569 (“Project”).

SRF and Client now desire to amend the Agreement.

Now Therefore, the Client and SRF, in consideration of the mutual promises and obligations of the Parties set forth below, the sufficiency of which are hereby acknowledged, agree as follows:

Terms

1. Attachment A, Services. **Attachment A** of the Agreement is hereby amended by adding the professional services set forth in **Attachment A (1)** attached hereto and incorporated herein as if fully set forth, which professional services shall be in addition to and included in all references to “Services” in the Agreement and this Amendment.
2. Attachment A, Compensation. **Attachment A** of the Agreement is hereby amended by adding the tasks, hours and labor rates outlined in **Attachment A (1)**, attached hereto and incorporated herein as if fully set forth, which shall be in addition to and included in all references to “Compensation” in the Agreement and this Amendment.
3. Article 2, Payment and Invoicing. Article 2.1 of the Agreement is hereby deleted and replaced with the following:
 - 2.1 Method of Compensation. Client agrees to pay SRF for the Services performed on an Hourly basis utilizing the tasks, hours and labor rates outlined in **Attachment A** and **Attachment A (1)** (“Compensation”). Client shall also reimburse SRF for reasonable direct costs actually incurred in relation to the Services as set forth in the Compensation. Payment to SRF under this Agreement shall not exceed **\$166,662.00** (“Contract Maximum”).
4. Amendment. Except as modified by this Amendment all terms and conditions of the Agreement shall remain in full force and effect. All capitalized terms not defined herein, shall have the definition given to them in the Agreement.
5. Authority. The individuals signing this Amendment represent and warrant that each has the power and authority to enter into this Amendment and bind the Party for whom the individual signs.
6. Counterparts. This Amendment may be executed in one or more counterparts, each of which shall be deemed an original but all of which together shall constitute a single Amendment.
7. Electronic Signatures. Each Party agrees that the electronic signature of the Party included in this Amendment are intended to authenticate this writing and to have the same force and effect as wet ink signatures.

IN WITNESS HEREOF, the Parties hereto have caused this Amendment to be executed on their behalf:

SRF Consulting Group, Inc.

City of West Fargo

Signed:


Signed:

Title: **Director**

Title:

Date: **2/12/2026**

Date:


<p>SRF Consulting Group, Inc.</p> <p>Client: City of West Fargo</p> <p>Project: 8th Street West - Muilt-Use Path TMA-CRP-TA-8-992(056) City Project No. 6063</p> <p>Subconsultants: None</p>	<p>Work Tasks and Person-Hour Estimates</p>	
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<u>TASK NO.</u>	<u>SUMMARY OF TASKS</u>	<u>Project Overview:</u>
1.0	PROJECT MANAGEMENT	8th Street West - Milt-Use Path
2.0	MEETINGS	TMA-CRP-TA-8-992(056)
3.0	INSPECTION	City Project No. 6063
4.0	FINAL PAPERWORK AND PROJECT CLOSE-OUT	ADA Curb Ramp Revisions, Concrete Muilt-Use Path
5.0	ENGINEER OF RECORD SERVICES	CONSTRUCTION ENGINEERING: PRE-CONSTRUCTION, CONSTRUCTION AND POST CONSTRUCTION
6.0	CONSTRUCTION RECORDS DOCUMENTATION	Construction Engineering scope of work includes but not limited to construction administration, construction inspection, construction documentation, hosting and coordinating meetings, construction survey & material testing coordination, project management, electronic CARS record keeping, LCPTracker for certified payrolls, and final paperwork & project closeout.

SRF Consulting Group, Inc. Work Tasks and Person-Hour Estimates


Client: City of West Fargo

Project: 8th Street West - Muilt-Use Path




Subconsultants: None

TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	SUPPORT	TOTALS	EST. FEE
1.0	PROJECT MANAGEMENT											
	<u>Assumptions:</u>											
	Project Duration = April 2026 to October 2026 (26 Weeks)											
	Construction = May 2026 to July 2026 (Approximately 8 Weeks)											
	Post Construction = July 2026 to October 2026 (18 Weeks)											
	<u>Client Deliverables:</u>											
1.1	CONTRACTING: Includes Preparation, Scoping Meeting, Scope and Fee Development and Project Setup	2	4	-	-	-	-	-	-	2	8	\$1,870.00
1.2	CONSTRUCTION: Coordination & Scheduling for general day-to-day project management and administration. (assumes 0.5 hours per week for 8 weeks for Project Advisor/Director and 10 hours per week for 8 weeks for the Project Manager). Tasks included: coordination with the City of West Fargo, NDDOT District, correspondence, manage and review contract documents and coordination with the Contractor and coordination with construction staff on inspection, survey, public relations, monitoring and pre-condition survey tasks.	4	80	-	-	-	-	-	-	-	84	\$20,544.00
1.3	POST CONSTRUCTION: Project Closeout, Coordination & general day-to-day project management and administration. (assumes 2 hours per week for 18 weeks for the Project Manager). Tasks included: coordination with the City of West Fargo, NDDOT District, correspondence and coordination with the Contractor and coordination with construction staff on project closeout tasks and post construction surveys.	-	38	-	-	-	-	-	-	-	38	\$9,272.00
1.4	Set up project files and CARS/LCPTracker programs (Hours for Project Manager included in Task 1.1)	-	4	-	-	-	-	-	-	-	4	\$976.00
1.5	Internal QC: Periodic internal reviews of project procedures and deliverables to ensure conformance with contract requirements.	2	4	-	-	-	-	-	-	-	6	\$1,488.00
1.6	Invoice Preparation and Approval (Assumes 0.5 hours per month for invoice prep and 0.5 hours per invoice review/approval per month for 7 months; April to October)	2	4	-	-	-	-	-	-	4	10	\$2,252.00
	<u>SRF Deliverables:</u>											
	Monthly Invoicing											
	SUBTOTAL - TASK 1	10	134	0	0	0	0	0	0	6	150	\$36,402.00

SRF Consulting Group, Inc.	Work Tasks and Person-Hour Estimates	
Client: City of West Fargo		
Project: 8th Street West - Multi-Use Path		
Subconsultants: None		

<u>TASK NO.</u>	<u>TASK DESCRIPTION</u>	<u>PROF. VIII-VII</u>	<u>PROF. VI</u>	<u>PROF. V</u>	<u>PROF. IV</u>	<u>PROF. III</u>	<u>PROF. II</u>	<u>PROF. I</u>	<u>TECH.</u>	<u>SUPPORT</u>	<u>TOTALS</u>	<u>EST. FEE</u>
2.0	MEETINGS											
	<u>Assumptions:</u>											
	Prepare for and attend all meetings as necessary for the project. Time includes preparation and coordination prior to meeting, attendance, and meeting minutes.											
	The preconstruction conference will be in-person and held at the City of West Fargo.											
	Weekly Meetings held onsite during construction activities (8 Meetings)											
	Other Coordination Meetings as Necessary (Assume 2 additional Meetings)											
	<u>Client Deliverables:</u>											
	Location for Preconstruction Conference											
2.1	Preconstruction Conference Meeting (prepare meeting agenda, & prepare/distribute meeting minutes)	-	4	-	-	8	-	-	-	-	12	\$2,312.00
2.2	Weekly Meetings (prepare meeting agenda, & prepare/distribute meeting minutes)	-	8	-	-	-	-	-	-	-	8	\$1,952.00
2.3	Other Coordination Meetings (prepare meeting agenda, & prepare/distribute meeting minutes)	-	2	-	-	-	-	-	-	-	2	\$488.00
	<u>SRF Deliverables:</u>											
	Meeting Agenda & Minutes											
	SUBTOTAL - TASK 2	0	14	0	0	8	0	0	0	0	22	\$4,752.00


SRF Consulting Group, Inc. Work Tasks and Person-Hour Estimates

Client: City of West Fargo 

Project: 8th Street West - Muilt-Use Path

Subconsultants: None


TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	SUPPORT	TOTALS	EST. FEE
3.0	INSPECTION											
	<u>Assumptions:</u>											
	Construction = May 2026 to July 2026 (Approximately 8 Weeks)											
	<u>Client Deliverables:</u>											
3.1	Inspection Quality Control Setup (Hours included in Task 1.4)	-	-	-	-	-	-	-	-	-	0	\$0.00
3.2	CONSTRUCTION: Construction Inspection includes inspection, staking coordination, construction records documentation (25 hours/week for 8 weeks for inspection; includes travel time)	-	-	-	-	200	-	-	-	-	200	\$33,400.00
	<u>SRF Deliverables:</u>											
	SUBTOTAL - TASK 3	0	0	0	0	200	0	0	0	0	200	\$33,400.00

<p>SRF Consulting Group, Inc. Client: City of West Fargo Project: 8th Street West - Muilt-Use Path Subconsultants: None</p>	<p>Work Tasks and Person-Hour Estimates</p>	
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<u>TASK NO.</u>	<u>TASK DESCRIPTION</u>	<u>PROF. VIII-VII</u>	<u>PROF. VI</u>	<u>PROF. V</u>	<u>PROF. IV</u>	<u>PROF. III</u>	<u>PROF. II</u>	<u>PROF. I</u>	<u>TECH.</u>	<u>SUPPORT</u>	<u>TOTALS</u>	<u>EST. FEE</u>
4.0	FINAL PAPERWORK AND PROJECT CLOSE-OUT											
	<u>Assumptions:</u>											
	Post Construction = July 2026 to October 2026 (18 Weeks)											
	Submit Documents Electronically in CARS											
	<u>Client Deliverables:</u>											
4.1	Final Paperwork (Hours for Project Manager included in Task 1.2) Tasks included: Final Checklist in CARS, Asbuilt Drawings and associated tasks.	-	-	-	-	40	-	-	-	-	40	\$6,680.00
4.2	Final Inspection (Construction Inspection for punchlist, final project acceptance and travel time)	-	2	-	-	4	-	-	-	-	6	\$1,156.00
4.3	Complete Consultant Evaluation-Construction Engineering (SFN 51242)	-	2	-	-	-	-	-	-	-	2	\$488.00
	<u>SRF Deliverables:</u>											
	SUBTOTAL - TASK 4	0	4	0	0	44	0	0	0	0	48	\$8,324.00


SRF Consulting Group, Inc. Work Tasks and Person-Hour Estimates

Client: City of West Fargo


Project: 8th Street West - Multi-Use Path 

Subconsultants: None

TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	SUPPORT	TOTALS	EST. FEE
5.0	ENGINEER OF RECORD SERVICES											
	<u>Assumptions:</u>											
	<u>Client Deliverables:</u>											
5.1	Pre-Bid Coordination (Includes Pre-Bid Contractor questions, Post-Bid Response to Contractor RFIs, Response to Field Questions on Design)	20	-	-	-	-	-	-	-	-	20	\$5,120.00
	<u>SRF Deliverables:</u>											
	SUBTOTAL - TASK 5	20	0	0	0	0	0	0	0	0	20	\$5,120.00

<p>SRF Consulting Group, Inc. Client: City of West Fargo Project: 8th Street West - Muilt-Use Path Subconsultants: None</p>	<p>Work Tasks and Person-Hour Estimates</p>	
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TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	SUPPORT	TOTALS	EST. FEE
	TOTAL ESTIMATED PERSON-HOURS	30	152	0	0	252	0	0	0	6	440	
	AVERAGE HOURLY BILLING RATE	\$256.00	\$244.00	\$215.00	\$188.00	\$167.00	\$142.00	\$129.00	\$175.00	\$191.00		
	ESTIMATED LABOR AND OVERHEAD	\$7,680.00	\$37,088.00	\$0.00	\$0.00	\$42,084.00	\$0.00	\$0.00	\$0.00	\$1,146.00		\$87,998.00
	SRF ESTIMATED DIRECT NON-SALARY EXPENSES											\$860.00
											SUBTOTAL: (SRF Labor and Expenses)	\$88,858.00
											SUBCONSULTANTS:	\$0.00
	TOTAL ESTIMATED FEE (SRF and Subconsultants combined)											\$88,858.00


SRF Consulting Group, Inc. Client: City of West Fargo Project: 8th Street West - Muilt-Use Path Subconsultants: None	Work Tasks and Person-Hour Estimates	
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TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	SUPPORT	TOTALS	EST. FEE
<u>SRF ESTIMATE OF DIRECT NON-SALARY EXPENSES:</u>												
	MILEAGE: (20 miles per trip, assume 40 trips for inspection and 10 trips for PM)			1000	Miles @	\$0.80						\$800.00
	RENTAL VEHICLE:											\$0.00
	MEALS:			0	Meals @	\$43.00						\$0.00
	LODGING:	Hotel		0	Nights @	\$100.00						\$0.00
	REPRODUCTION:	Copy Duplication		250	Copies @	\$0.10						\$25.00
		Color Copies		100	Copies @	\$0.35						\$35.00
		Bond Prints		0	Prints @	\$6.00						\$0.00
		Mylar Prints		0	Prints @	\$12.00						\$0.00
	COURTHOUSE COPIES:			0	Copies @	\$1.00						\$0.00
	PRINTING:											\$0.00
	SUPPLIES:											\$0.00
	COMMUNICATIONS:	Mail, Express, Etc.										\$0.00
		Cell Phone Charges		0	Minutes @	\$0.30						\$0.00
												SRF EXPENSES: \$860.00

SRF Consulting Group, Inc. Work Tasks and Person-Hour Estimates

Client: City of West Fargo

Project: 8th Street West - Muilt-Use Path




Subconsultants: None

TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	SUPPORT	TOTALS	EST. FEE
SUMMARY OF COSTS:												
		PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	SUPPORT		TOTALS
1	PROJECT MANAGEMENT	\$ 2,560.00	\$ 32,696.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,146.00		\$36,402.00
2	MEETINGS	\$ -	\$ 3,416.00	\$ -	\$ -	\$ 1,336.00	\$ -	\$ -	\$ -	\$ -		\$4,752.00
3	INSPECTION	\$ -	\$ -	\$ -	\$ -	\$ 33,400.00	\$ -	\$ -	\$ -	\$ -		\$33,400.00
4	FINAL PAPERWORK AND PROJECT CLOSE-OUT	\$ -	\$ 976.00	\$ -	\$ -	\$ 7,348.00	\$ -	\$ -	\$ -	\$ -		\$8,324.00
5	ENGINEER OF RECORD SERVICES	\$ 5,120.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$5,120.00
6	CONSTRUCTION RECORDS DOCUMENTATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$0.00
TOTALS		\$7,680.00	\$37,088.00	\$0.00	\$0.00	\$42,084.00	\$0.00	\$0.00	\$0.00	\$1,146.00		\$87,998.00

SRF Consulting Group, Inc. Work Tasks and Person-Hour Estimates

Client: City of West Fargo
 Project: 8th Street West - Muilt-Use Path



Subconsultants: None

TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	SUPPORT	TOTALS	EST. FEE
SUMMARY OF HOURS:												
		<u>PROF. VIII-VII</u>	<u>PROF. VI</u>	<u>PROF. V</u>	<u>PROF. IV</u>	<u>PROF. III</u>	<u>PROF. II</u>	<u>PROF. I</u>	<u>TECH.</u>	<u>SUPPORT</u>		<u>TOTALS</u>
1	PROJECT MANAGEMENT	10	134	-	-	-	-	-	-	-	6	150
2	MEETINGS	-	14	-	-	8	-	-	-	-	-	22
3	INSPECTION	-	-	-	-	200	-	-	-	-	-	200
4	FINAL PAPERWORK AND PROJECT CLOSE-OUT	-	4	-	-	44	-	-	-	-	-	48
5	ENGINEER OF RECORD SERVICES	20	-	-	-	-	-	-	-	-	-	20
6	CONSTRUCTION RECORDS DOCUMENTATION	-	-	-	-	-	-	-	-	-	-	0
TOTALS		30	152	0	0	252	0	0	0	6		440

Item Title: Transit Shelters

Requested Action/Staff Recommendation: Create Project No. 6064 and Direct Engineer to prepare an Engineer's Report

Presented By: Jerry Wallace, City Engineer

New Information: The purpose of this item is to create Project No. 6064 and direct the Engineer to prepare an Engineer's Report identifying anticipated project costs for presentation at a future Commission meeting.

Background & Project Summary: MATBUS has ten (10) available shelters to give to the City of West Fargo. Ridership counts led to five (5) initial locations determined for shelter placement.

Financial Analysis: This project will be completed utilizing the Engineering Department, Planning Department, and Public Works staff. The 2024 CIP had project costs of \$40,000, to be paid with 100% Capital Improvement Sales Tax funds.

Policy Analysis: MATBUS provides contract transit service to the City of West Fargo. Portions of two fixed bus routes operate within West Fargo's corporate limits, with Route 20 serving the northern part of the city and Route 24 servicing the southern part.

Supporting Documents:

- Project Area Map
- Associated Resolutions

Previously Presented Information & Commission Actions:

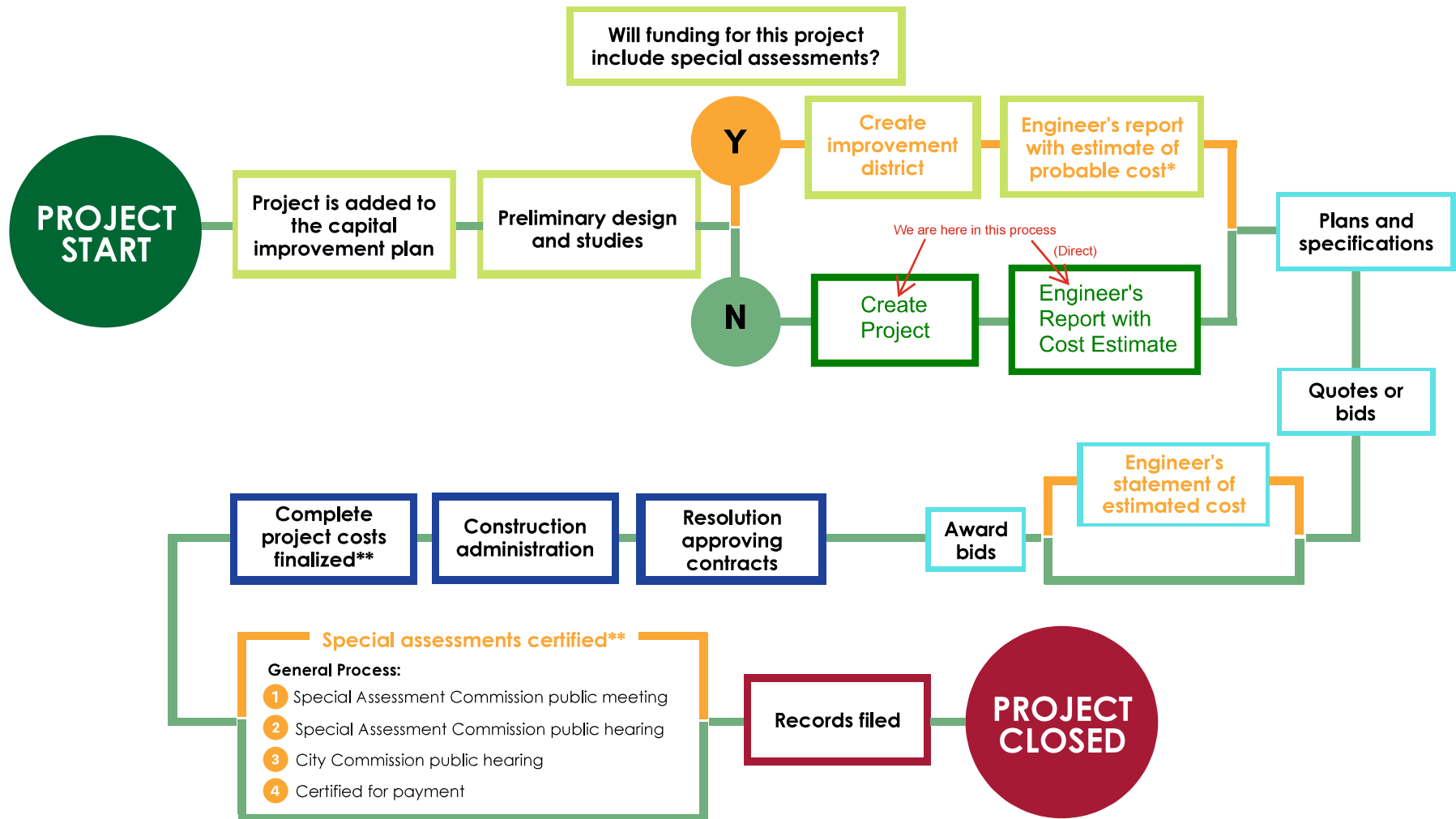
None

West Fargo City Commission

Bernie Dardis, Commission President
Brad Olson, Commission Vice President
Roben Anderson, Rory Jorgensen, Amy Zundel, Commissioners
Dustin Scott, City Administrator

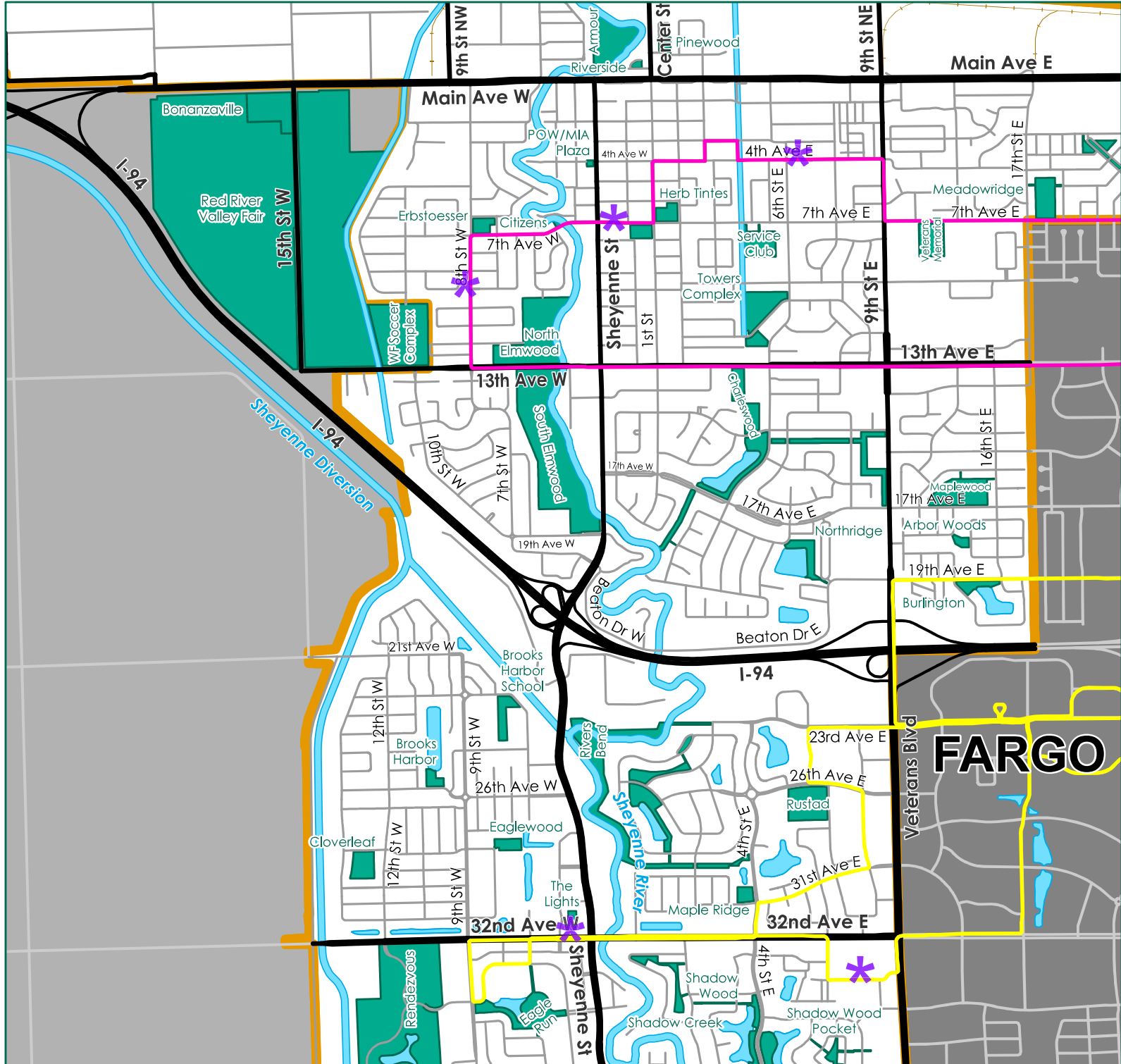
Process for Contracts and Improvements

Improvement Process Overview



*The City of West Fargo creates an engineer's report and estimate of probable cost for most projects, but is legally required to do so for projects using special assessment funding.

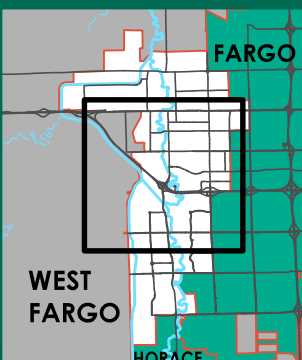
**The special assessment certification process allocates the cost of the project after the complete cost of the project is final. The Special Assessment Commission does not discuss project costs.



PROJECT NO. 6064
Transit Shelters

Prepared by:
CITY OF WEST FARGO

0 750 1,500 Feet
 Page 247 of 250



-  Project Area
-  Route 20
-  Route 24
-  Park District
-  City Limit

Issued: 2/20/2026



Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION CREATING PROJECT NO. 6064 – TRANSIT SHELTERS OF THE CITY OF WEST FARGO,
NORTH DAKOTA

WHEREAS, Jerry Wallace, a Registered Professional Engineer, is the Engineer for the City of West Fargo, and the Board of City Commissioners has consulted with him relating to the establishment, size and form and other matters with regard to Project No. 6064 – Transit Shelters of the City of West Fargo; and

WHEREAS, it is deemed necessary to establish such a sidewalk project within the City of West Fargo;

NOW THEREFORE, be it resolved as follows:

That there is hereby created Project No. 6064 – Transit Shelters the City of West Fargo, North Dakota, the boundaries of which shall be as shown on the attached map.

Dated: March 2, 2026

APPROVED:

President of Board of City Commissioners

ATTEST:

City Auditor

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

The majority having voted aye, the motion carried, and the resolution was duly adopted.

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION DIRECTING ENGINEER TO PREPARE REPORT

BE IT RESOLVED by the Board of City Commissioners of the City of West Fargo, deeming it necessary to make certain improvements consisting of installing sidewalks in locations where transit ridership supports the placement of a modular shelter and other appurtenances in connection with the above specific improvements, be constructed and made in Project No. 6064 – Transit Shelters 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: March 2, 2026

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.

Item Title: Guiding Principles for 2027 Budget

Presented By: Dustin Scott, City Administrator

Requested Action: Adopt Guiding Principles for the 2027 Budget

Summary:

The proposed Guiding Principles are intended to set clear direction for developing the 2027 budget. They establish a shared framework for evaluating budget considerations and support a consistent and transparent approach to prioritization and overall decision-making.

The Guiding Principles were developed through a collaborative process involving City Commissioners and Department Heads. An online survey was used to gather feedback and perspectives across a broad range of budget topics. Responses were reviewed and organized to identify common themes and areas of alignment, resulting in principles that reflect this shared input and provide strategic direction for the budget process.

The City Commission may choose to adopt the Guiding Principles as presented, adopt them with revisions, or provide direction for further refinement and future consideration.

Guiding Principles

Long-Term Financial Stability

Sustainable Services through Responsible Stewardship

Transparent, Collaborative, and Data-Informed Decisions

Maintain Workforce Stability and Cultural Values

Reliable Infrastructure and Strategic Growth

West Fargo City Commission

Bernie Dardis, Commission President

Brad Olson, Commission Vice President

Roben Anderson, Rory Jorgensen, Amy Zundel, Commissioners

Dustin Scott, City Administrator