



Meeting Items

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Approve Order of Agenda
- E. Approval of Minutes -- May 4, 2026
- F. Building Permits

Consent Agenda - Approve the Following:

- a. Bills
- b. Project No. 2293 – 9th Street NE – Grade Separation
 - Adopt Resolution Approving Contract and Contractor’s Bond and Authorize Notice to Proceed
- c. Gaming Site Authorization for West Fargo Rural Fire Department at Silver Dollar
- d. Gaming Site Authorization for Full Circle Academy Inc at The Sandbox
- e. Gaming Site Authorizations for West Fargo Baseball Inc.
 - i. Barcode
 - ii. The Local 701
 - iii. Wurst Bier Hall
- f. Gaming Site Authorization for Horse Race North Dakota at Rookies Sports Bar & Grill
- g. Site Authorization for Team Makers
 - i. Piggy BBQ of West Fargo
 - ii. Town Hall

Regular Agenda

1. Members of the public will be allowed 2 minutes and 30 seconds to address the City Commission. Commissioners will not take any official action during this comment period. Members of the public who wish to speak during this public comment period must sign-up in advance, and provide their name, residential address, and reference the item on the current agenda or on the agenda of the most recent previous meeting. 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](https://www.westfargond.gov/city-commission-meeting-public-comment) (westfargond.gov)
2. Public Hearings (each item will adjourn out of regular meeting into a public hearing)
 - a. PILOT application for Ellery Milan Med Spa -- Casey Sanders Berglund, Director of Economic Development
3. Request from Beyond Shelter Inc. to amend the City’s General Plan for Urban Renewal and Urban Development -- Aaron Nelson, Director of Planning and Zoning
4. Project No. 2304 – Pedestrian Improvements (32nd Ave & 5th St W) -- Jerry Wallace, City Engineer
 - Approve Engineer’s Report and Direct Engineer to prepare Plans and Specifications

5. Improvement District No. 1358 – New Water Supply, Sewerage, Street Systems and Incidentals (Grant 2nd Addition) – Jerry Wallace, City Engineer
 - Approve both an Engineer’s Report and Task Order and Direct Engineer to prepare Plans and Specifications
6. First Reading of Ordinance 1278 - Tobacco -- Katie Schmidt, City Attorney
7. Request to Adopt City Commission Governance Policy -- Dustin Scott, City Administrator
8. City Administrator’s Report -- Dustin Scott, City Administrator
9. Correspondence
10. Non-Agenda Items
11. Adjourn



Meeting Items

A. Call to Order

The West Fargo City Commission was called to order on Monday, May 4, 2026.

B. Pledge of Allegiance

The Pledge of Allegiance was recited.

C. Roll Call

Commissioner 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 Anderson moved and Commissioner Jorgensen seconded to approve order the 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 -- April 20, 2026

Commissioner Olson moved and Commissioner Zundel seconded to approve the minutes of April 20, 2026. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve the minutes of April 20, 2026, was declared carried.

F. Building Permits

Commissioner Jorgensen moved and Commissioner Zundel seconded to approve the building permits. Commissioners Jorgensen, 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. Improvement District No. 3009 – 1st Ave E Reconstruction (Sheyenne St to 4th St E)

- Adopt Resolution Approving Contract and Contractors Bond and Authorize Notice to Proceed

c. Sanitary Sewer Improvements – Mapleton / West Fargo Force Main Connection

- Create Project No. 1359 and Direct Engineer to prepare an Engineer’s Report

d. Games of Chance for The American Legion Department of North Dakota at The American Legion Department of North Dakota

e. Games of Chance for Red River Valley Lacrosse Association at West Fargo Soccer Complex



- f. Gaming Site Authorization for Prairie Public Broadcasting at Marge's Supper Club & Casino**
- g. Gaming Site Authorization for North Dakota Association for the Disabled Inc at Bordertown Bar & Grill**

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

Regular Agenda

- 1. Members of the public will be allowed 2 minutes and 30 seconds to address the City Commission. Commissioners will not take any official action during this comment period.**

Members of the public who wish to speak during this public comment period must sign-up in advance, and provide their name, residential address, and reference the item on the current agenda or on the agenda of the most recent previous meeting. 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. A26-2 ARD Properties 1st Addition, request for subdivision and Conditional Use Permit to allow crushing and stockpiling of aggregate materials -- Aaron Nelson, Director of Planning and Zoning**

Commissioner Olson moved and Commissioner Zundel seconded to approve A26-2 ARD Properties 1st Addition, request for subdivision and Conditional Use Permit to allow crushing and stockpiling of aggregate materials. Commissioners Jorgensen, Zundel, Dardis and Olson voted aye. Commissioner Anderson voted nay, the motion to approve A26-2 ARD Properties 1st Addition, request for subdivision and Conditional Use Permit to allow crushing and stockpiling of aggregate materials, was declared carried by a 4:1 vote.

- 4. Proposed 2027 Utility Rates (Informational) -- Matt Andvik, Senior Director of Public Works**

There was no action taken on the proposed 2027 utility rates item, it was informational only.



5. Project No. 2293 – 9th St NE – Grade Separation & Improvement District No. 2265 – 9th St & 7th Ave NE Reconstruction -- Jerry Wallace, City Engineer • Approve Proposals for Construction Material Testing Services with Braun Intertec for the 9th St Corridor Projects

Commissioner Olson moved and Commissioner Anderson seconded to approve Project No. 2293 – 9th St NE – Grade Separation & Improvement District No. 2265 – 9th St & 7th Ave NE Reconstruction; Approve Proposals for Construction Material Testing Services with Braun Intertec for the 9th St Corridor Projects. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners voted nay, the motion to approve Project No. 2293 – 9th St NE – Grade Separation & Improvement District No. 2265 – 9th St & 7th Ave NE Reconstruction; Approve Proposals for Construction Material Testing Services with Braun Intertec for the 9th St Corridor Projects, was declared carried.

6. Project No. 6064 – Transit Shelters -- Jerry Wallace, City Engineer

• Accept Quotes and Authorize staff to Purchase Quoted Material

Commissioner Jorgensen moved and Commissioner Zundel seconded to approve Project No. 6064 – Transit Shelters; Accept Quotes and Authorize staff to Purchase Quoted Material. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve Project No. 6064 – Transit Shelters; Accept Quotes and Authorize staff to Purchase Quoted Material, was declared carried.

7. Improvement District No. 2290 – 2025 Public Works Mill & Overlay-- Dustin Scott, City Administrator

• Financial Recap Information – No Action

There was no action taken on Improvement District No. 2290 – 2025 Public Works Mill & Overlay; Financial Recap Information, it was informational only.

8. Project No. 2300 – 2026 Public Works Mill & Overlay – Jerry Wallace, City Engineer

• Accept Bid and Award Contract

Commissioner Zundel moved and Commissioner Anderson seconded to approve Project No. 2300 – 2026 Public Works Mill & Overlay; Accept Bid and Award Contract. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve Project No. 2300 – 2026 Public Works Mill & Overlay; Accept Bid and Award Contract, was declared carried.

9. Draft City Commission Governance Policy -- Dustin Scott, City Administrator

There was no action taken on the Draft City Commission Governance Policy, it was informational only.



West Fargo City Commission Meeting
West Fargo City Hall Commission Chambers
2515 6th St E, West Fargo 58078
Monday, May 4, 2026 5:30 PM

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

- Vendor for ARP software update
- Budget update, now in review with Department Heads, City Administrator and Finance Director to bring forward to the second meeting in June
- 2025 Audit update, last week in May/first week in June

11. Correspondence

12. Non-Agenda Items

- Commission President Dardis will be absent from the next Commission meeting

13. Adjourn

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

**WEST FARGO CITY COMMISSION MEETING
BUILDING DEPARTMENT ACTIVITY REPORT
05/18/2026**

	05/01/2026 Thru 05/15/2026			YEAR TO DATE		
	# PERMITS	# UNITS	VALUATION	# PERMITS	# UNITS	VALUATION
<u>BUILDING NEW</u>						
COMMERCIAL	1		\$ 1,871,000.00	3		\$ 21,492,139.00
RESIDENTIAL DWELLING	4	4	\$ 1,947,663.00	11	11	\$ 4,792,147.00
RESIDENTIAL TWINHOME						
RESIDENTIAL TOWNHOME						
RESIDENTIAL MULTIPLE						
PUBLIC						
CHURCH						
ACCESSORY	7		\$ 2,054,997.00	30		\$ 2,607,420.00
FOUNDATION ONLY				3		\$ 3,188,059.00
<u>BUILDING REMODEL</u>						
COMMERCIAL	1		\$ 236,720.00	19		\$ 3,188,720.00
RESIDENTIAL	10		\$ 458,275.00	47		\$ 2,101,191.00
PUBLIC				2		\$ 14,315,000.00
CHURCH						
ACCESSORY						
<u>BUILDING OTHER</u>						
DEMOLITION						
MOVE						
PERMIT CANCELLATION						
TOTALS	23	4	\$ 6,568,655.00	115	11	\$ 51,684,676.00

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

NO.	CONTRACTOR	ADDRESS	OWNER	VALUATION	PERMIT FOR
260244	Build Right, Inc.	120 3 ST E	DAVID M & WANDA K THORSON	\$ 12,600.00	Accessory - Deck
260261	Wood Wizzard	1421 16 AVE E	LANCE & KALLISTA OLSON	\$ 15,000.00	Residential - Remodel - Bathroom Remodel
260204	Century Builders, LLC	1604 32 AVE W	SHEYENNE COMMERCIAL CONDOS	\$ 350,000.00	Accessory - Structure
260268	Custom Agri Systems, Inc	1805 Main AVE W	Red River Valley Fair	\$ 1,657,000.00	Commercial - Accessory - Stage
260269	R.V. Construction Co. of N.D	2606 2 ST E	AARON D & JULIE A STOE	\$ 50,000.00	Remodel - Residential - Lower Level Finish
260281	Krueger Construction, Inc.	2337 RIVERS BEND DR E	KRUEGER CONSTRUCTION, INC	\$ 758,863.00	Residential Dwelling
260287	JLXterior LLC	715 SOUTH SEDONA PL	CHAD M & TERESA R KUZNIA	\$ 33,500.00	Residential - Remodel - Replace Siding
260289	Lyons Roofing and Construction, Inc.	1123 JILL DR W	BROOKSTONE COMPANIES, LLC	\$ 3,000.00	Accessory - Deck
260257	Onyx Exteriors LLC	1510 3 ST W	BROOK A LYTER	\$ 180,000.00	Residential - Remodel - Replace Siding & Window
260274	SJS Carpentry	5110 11 ST W	ALISON B & JOSHUA J ALBAUGH	\$ 62,000.00	Remodel - Residential - Lower Level Finish
260297	Groundworks Minnesota, LLC	520 8 ST E	JIMMY J & TAMELA J TOWNE, TOD	\$ 13,476.00	Remodel - Residential - Foundation Repair
260298	Groundworks Minnesota, LLC	1468 6 ST E	LARRY ANDERSON, ETAL	\$ 19,986.00	Remodel - Residential - Foundation Repair
260255	Brookstone Companies, LLC	1147 JILL DR W	BROOKSTONE COMPANIES, LLC	\$ 259,000.00	Residential Dwelling
260305	Allstar Construction Residential Oper	707 3 AVE W	JERRY D & SHELLY B HEWSON	\$ 7,313.00	Remodel - Residential - Replace Portion of Roof Sheathing
260229	Olaf Anderson Construction, Inc.	805 7 ST NE	THE NORDICK GROUP INC	\$ 1,871,000.00	Commercial - New Commercial - Build Shell for Phase 1 Multi Commercial Rental
260234	Langness Construction	1805 MAIN AVE E	JEMCO PROPERTIES, LLC	\$ 236,720.00	Remodel - Commercial - Erect Steel Bldg & Overhead Door
260270	Northland Sheds, Inc.	318 38 AVE E	NICHOLAS E & ASHLEY D EVANS	\$ 10,000.00	Accessory - Structure
260313	FM Home & Patio, Inc.	1109 43 AVE W	JADE WF, LLC	\$ 8,897.00	Accessory - Deck
260316	Jordahl Custom Homes, Inc.	837 60 AVE W	JORDAHL CUSTOM HOMES, INC	\$ 3,500.00	Accessory - Deck
260215	Dabbert Custom Homes, LLC	979 61 AVE W	DABBERT CUSTOM HOMES, LLC	\$ 464,900.00	Residential Dwelling

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

NO.	CONTRACTOR	ADDRESS	OWNER	VALUATION	PERMIT FOR
260241	Ryan Brothers Inc.	3424 1 ST E	TERRY KRAFT	\$ 38,500.00	Remodel - Residential - Addition
260272	KURT & BARBARA BOLLMAN	608 29 AVE E	KURT & BARBARA BOLLMAN	\$ 10,000.00	Accessory - Structure
260241	Ryan Brothers Inc.	3424 1 ST E	Terry Kraft	\$ 38,500.00	Remodel - Residential - Addition
260215	Dabbert Custom Homes, LLC	979 61 St W	DABBERT CUSTOM HOMES, LLC	\$ 464,900.00	Residential - Dwelling

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
132076	C	2954 A-OX WELDING SUPPLY CO INC	45.24						
1	04/08/26	LENS COVERS	45.24			1000 455000	433		101000
		0001530616							
132109	C	2954 A-OX WELDING SUPPLY CO INC	95.73						
1	04/20/26	44LB SPOOL	95.73			1000 430000	433		101000
		0001533876							
		Total for Vendor:	140.97						
132112	C	4550 ABC LOCK & KEY INC	255.00						
1	04/21/26	REKEY LOCK	26.00			1000 455000	420		101000
		E2624							
2	04/21/26	KEYS CUT	229.00			6010 450200	420		101000
		E2624							
		Total for Vendor:	255.00						
132183		5742 ACES DECK AND FENCE	1,200.00						
1	03/24/26	FENCE REPAIR	1,200.00			1000 430000	444		101000
		223							
		Total for Vendor:	1,200.00						
132100	C	289 ACME TOOLS	5,678.03						
1	04/30/26	#5706 TOOLS	1,701.22			1000 430002	610		101000
		16204638							
2	05/01/02	#5706 TOOLS	1,880.89			1000 430002	610		101000
		16211676							
3	05/07/26	RATCHETS/HAMMER/COUPLER	745.66			1000 455000	432		101000
		16249230							
4	05/04/26	#5706 TOOLS	1,350.26			1000 430002	610		101000
		16225244							
132137	C	289 ACME TOOLS	2,472.96						
1	04/30/26	SLEEVE ANCHORS	25.03			1000 455000	802		101000
		16205689							
2	04/27/26	PORTABLE BND SW	23.99			1000 430000	432		101000
		16180083							

* ... 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
3	04/28/26	OIL	118.37			2210 428000	424		101000
16188675									
4	04/29/26	BRUSHLESS/CULTIVATOR/BATTERY	677.00			1000 430001	432		101000
16197840									
5	05/01/26	BENCH VISE/BLADE/CUTOFF WHEEL	232.75			6020 450000	432		101000
16211353									
6	04/28/26	#2025 TOOLS	1,046.82			6020 450000	610		101000
16187446									
7	05/01/26	#2025 TOOLS	349.00			6020 450000	610		101000
16211328									
		Total for Vendor:	8,150.99						
132142		4047 ACROSS THE STREET PRODUCTIONS	10,670.00						
1	05/12/26	FD Mayday Work Shop	10,670.00			2060 415200	340		101000
30955									
		Total for Vendor:	10,670.00						
132251		2399 ADVANCED AUTO BODY & GLASS	2,924.50						
Brush 75		VS Dahlson Pickup Snow Removal							
1	05/11/26	FD B 75 repair	2,924.50			2060 415200	427		101000
71368									
		Total for Vendor:	2,924.50						
132086		C 3179 ADVANCED ENGINEERING &	2,415.50						
1	04/07/26	2026 AWIA SUPPORT	829.00			6020 450000	418		101000
110144									
2	04/07/26	I&C LIFT STATION UPDATES	120.50			6025 450000	430		101000
110142									
3	04/07/26	I&C SCADA SUPPORT	1,466.00			6025 450000	430		101000
110141									
		Total for Vendor:	2,415.50						
132045		C 779 AGASSIZ SEED COMPANY	6,020.00						
1	04/27/26	GRASS SEED/FERTILIZER	4,020.00			1000 430001	358		101000
SINV109152									
2	04/28/26	ST TURF MIX	2,000.00			1000 430001	358		101000
SINV109148									
		Total for Vendor:	6,020.00						

* ... 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
132033	999999 AK ATHLETIC EQUIP.		448.05						
	PO - 200305								
1	02/25/26 dt equipment for range		448.05			1000 421000	641		101000
	Total for Vendor:		448.05						
131900	-93425E 3490 AMAZON CAPITAL SERVICES		238.94						
1	04/20/26 MAT CLAMPS		58.97			1000 455000	420		101000
	1DKWJJC9HLNWC								
2	04/17/26 A JOHNSON PANTS		179.97			1000 455000	422		101000
	13RTGQTC37MV								
132011	E 3490 AMAZON CAPITAL SERVICES		431.14						
1	05/04/26 Laptop bag / sunscreen - Eng		59.03			1000 414200	410		101000
	17PT-KDN3-J1MW								
2	05/04/26 Car seat covers - Eng		34.99			1000 414200	420		101000
	17PT-KDN3-J1MW								
3	05/07/26 Laptop screen protector - PD		34.97			1000 414104	497		101000
	1PTL-YX94-1J1F								
4	05/04/26 Notepads / pens - HR		48.42			1000 414103	410		101000
	1PLC-L7HD-XGCT								
5	05/04/26 Cables / zip ties - IT		87.59			1000 414104	497		101000
	17PT-KDN3-HGYV								
6	05/11/26 Keyboard sleeve - Admin		13.03			1000 414000	410		101000
	1PG1-PMT3-GVRV								
7	05/11/26 iPhone screen protector - PD		5.96			1000 421000	497		101000
	1MYN-KMLK-GWW7								
8	05/12/26 Headset - IT		147.15			1000 414104	497		101000
	1LJ1-DJM4-N6T7								
132038	E 3490 AMAZON CAPITAL SERVICES		77.98						
1	05/07/26 picture frame		77.98			1000 421000	641		101000
	1R43-Q99Y-MYNL								

* ... 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
132073	E	3490 AMAZON CAPITAL SERVICES	2,398.54						
1	05/08/26	C ZANDER BOOTS	156.81			2210 428000	422		101000
		1HVCV6LXYR7Q							
2	04/24/26	T FRAEDRICH BOOTS	39.99			6010 450200	422		101000
		1TN1T3H91VDT							
3	05/10/26	DJ PANTS RETURN	-129.98			6025 450000	422		101000
		14WXYKRRQRQ3							
4	04/28/26	DJ PANTS	129.98			6025 450000	422		101000
		1347VV39DR76							
5	04/27/26	SUNSCREEN	89.84			6010 450200	639		101000
		1LJ1FX6RNHM3							
6	04/27/26	#7604 STROBE LIGHTS	328.80			4387 480000	610		101000
		1LJ1FX6RNHM3							
7	04/27/26	WA - STROBE LIGHTS	328.80			6020 450000	610		101000
		1LJ1FX6RNHM3							
8	04/27/26	SL - STROBE LIGHTS	328.80			1000 430002	610		101000
		1LJ1FX6RNHM3							
9	05/04/26	BALL/PINTLE	347.82			1000 430000	432		101000
		1YL9YNXJJ69F							
10	04/29/26	TORX KEY	7.99			1000 430002	487		101000
		163WJ3TXCMYG							
11	05/02/26	BALL/PINTLE	521.73			1000 430000	432		101000
		13P7R6MTYKGL							
12	05/02/26	CLEAN UP WEEK	99.84			6010 450200	912		101000
		13P7R6MTYKGL							
13	04/30/26	RETURN	-61.41			1000 430000	432		101000
		1M14411RWX1Q							
14	04/30/26	RETURN	-61.41			1000 430000	432		101000
		1VMQMPGVMQM							
15	04/28/26	SAFETY JACKET - RACHEL	79.98			2210 428000	422		101000
		1TNK33QHDH67							
16	04/27/26	TSHIRT RESTOCK - WA	63.65			6020 450000	422		101000
		1JXV3K GK674H							
17	04/27/26	TSHIRT RESTOCK - SW	63.65			6025 450000	422		101000
		1JXV3K GK674H							
18	04/27/26	TSHIRT RESTOCK - ST	63.66			1000 430000	422		101000
		1JXV3K GK674H							

05/15/26
14:23:28

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 05/04/26 to 05/15/26

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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
132093	E	3490 AMAZON CAPITAL SERVICES	27.99						
1	05/04/26	COMPUTER BAG 1FK9CGF6GFKL	27.99			1000 450000	410		101000
132156	E	3490 AMAZON CAPITAL SERVICES	549.03						
1	05/08/26	office supplies 1HPN-6XYM-9V3L	367.08			1000 421000	410		101000
2	05/08/26	batteries 1HPN-6XYM-9V3L	181.95			1000 421000	641		101000
132164	E	3490 AMAZON CAPITAL SERVICES	219.15						
1	05/11/26	FD Refridge replace filters 1MW4-MGQX-JRX3	31.49			2060 415200	494		101000
2	05/11/26	FD training smoke 1MW4-MGQX-JRX3	71.78			2060 415200	340		101000
3	05/11/26	FD Dividers/3 ring binders 1MW4-MGQX-JRX3	14.91			2060 415200	410		101000
4	05/09/26	FD Inspections Book 1PTL-YX94-VN93	100.97			2060 415200	340		101000
132176	E	3490 AMAZON CAPITAL SERVICES	58.41						
1	05/09/26	AS PROGRAM SUPPLIES 1YF3-1YTD-XPPL	58.41			7000 411600	649		101000
		Total for Vendor:	4,001.18						
132064	C	317 AMERICAN WELDING & GAS, INC.	66.14						
1	05/01/26	FD Welding Gas 11661183	66.14			2060 415200	424		101000
		Total for Vendor:	66.14						
132030		3857 ARNOLD NELSON	424.95						
1	05/05/26	clothing reimb	424.95			1000 421000	422		101000
		Total for Vendor:	424.95						

* ... 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
132081		22 ASPLIN EXCAVATING	179.20						
1	04/30/26 CLASS 5		179.20			1000 430000	394		101000
	26-0468								
132084		22 ASPLIN EXCAVATING	279.25						
1	04/28/26 PEA ROCK		279.25			2210 428000	358		101000
	26-0431								
		Total for Vendor:	458.45						
132006		C 5449 ASSUREHIRE	2,064.00						
		Background Checks / Drug Screens / Credit Checks for New Hires							
1	139058 05/01/26 Background/Drug Screens		781.00			1000 414103	399		101000
	139058								
2	139058 05/01/26 Drug Screen/Credit Checks - PD		52.00			1000 421000	387		101000
	139058								
3	139058 05/01/26 Background/Drug Screens - Park		1,231.00			8000 453000	110		101000
	139058								
		Total for Vendor:	2,064.00						
132138		C 2931 AUTO VALUE PARTS STORES	1,536.24						
1	05/05/26 FILTERS - RETURN		-3.35			1000 455000	427		101000
	99398266								
2	05/05/26 FILTERS		17.18			1000 430001	427		101000
	99398098								
3	04/30/26 COMPACT BATTERY		20.99			1000 421000	427		101000
	99397142								
4	04/30/26 FILTERS		5.02			1000 421000	427		101000
	99397354								
5	04/30/26 10W30		82.99			1000 430001	427		101000
	99397199								
6	04/30/26 10W30		82.99			1000 430001	427		101000
	99397201								
7	04/30/26 FILTERS		15.36			1000 421000	427		101000
	99397351								
8	05/01/26 FIRE EXT - SL		163.98			1000 430002	610		101000
	99397421								

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Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
9 99397421	05/01/26	FIRE EXT - WA	163.98			6020 450000	610		101000
10 99397421	05/01/26	FIRE EXT - RW	163.98			1000 430001	610		101000
11 99397421	05/01/26	FIRE EXT - ST	164.00			1000 430000	610		101000
12 99398095	05/05/26	FILTERS	80.15			1000 430000	427		101000
13 99398985	05/08/26	#5706 WIRE	13.98			1000 430002	610		101000
14 99399260	05/11/26	#5706 GA HS BUTT	90.77			1000 430002	610		101000
15 99398998	05/08/26	#5706 SPOOL CABLE	139.00			1000 430002	610		101000
16 99398104	05/05/26	FILTERS	70.25			6025 450000	427		101000
17 99398094	05/05/26	FILTERS	10.05			6020 450000	427		101000
18 99398097	05/05/26	FILTERS	6.73			6025 450000	427		101000
19 99397809	05/04/26	#7034 FILTER	21.71			6025 450000	427		101000
20 99397987	05/04/26	#7033 TRICO ICE WINTER	19.98			6025 450000	427		101000
21 99397531	05/01/26	#7034 UNIVERSAL JOINT	69.98			6025 450000	427		101000
22 99398091	05/05/26	FILTERS	136.52			1000 421000	427		101000
132171	C	2931 AUTO VALUE PARTS STORES	488.70						
1 99399606	05/12/26	FILTERS	183.48			6025 450000	427		101000
2 99399602	05/12/26	FILTERS	49.43			1000 455000	427		101000
3 99399793	05/12/26	#262 WIRE WHEEL BRUSH	27.28			6020 450000	427		101000
4 99399604	05/12/26	LAWN APPLICATOR/HD AIR CONST	25.71			1000 430001	427		101000

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5 99399588	05/12/26 FILTERS		49.00			1000 421000	427		101000
6 99399595	05/12/26 FILTERS		82.51			1000 430000	427		101000
7 99399598	05/12/26 FILTERS		64.15			6010 450200	427		101000
8 99399591	05/12/26 FILTERS		7.14			6020 450000	427		101000
Total for Vendor:			2,024.94						
132021 1 75751	C 3149 BEE SEEN GEAR 04/23/26 shirt for wirtzfeld		352.97 66.99			1000 421000	422		101000
2 75752	04/23/26 shirt, pants for casperson		285.98			1000 421000	422		101000
132022 1 75894	C 3149 BEE SEEN GEAR 04/30/26 equip for skwiera		1,052.58 129.00			1000 421000	422		101000
2 75771	04/28/26 uniforms for schany		306.96			1000 421000	422		101000
3 75772	04/28/26 uniforms for crouse		261.98			1000 421000	422		101000
4 75813	04/30/26 shirt for voneschen		54.64			1000 421000	422		101000
5 75875	04/30/26 class A patches		300.00			1000 421000	422		101000
132025 1 74408	C 3149 BEE SEEN GEAR 02/23/26 new officer - salter		3,364.78 1,592.89			1000 421000	422		101000
2 74417	02/19/26 new officer - adigun		1,771.89			1000 421000	422		101000

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Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
132158	C	3149 BEE SEEN GEAR	240.00						
1	05/08/26	black out patch	240.00			1000 421000	422		101000
75955									
132242	C	3149 BEE SEEN GEAR	887.85						
1	03/11/26	uniforms for wirtzfeld	345.98			1000 421000	422		101000
74909									
2	03/11/26	uniforms for koropatnicki	375.88			1000 421000	422		101000
74804									
3	04/30/26	pants for nielsen	165.99			1000 421000	422		101000
75895									
		Total for Vendor:	5,898.18						
132119	C	36 BERT'S TRUCK EQUIPMENT	1,061.57						
1	04/28/26	#5706 SPACEKAP INSTALL	733.33			1000 430002	610		101000
108409									
2	05/07/26	#5112B WHEEL	328.24			1000 455000	427		101000
106305									
		Total for Vendor:	1,061.57						
131891	-93485C	1127 BIERSCHBACH EQUIPMENT & SUPPLY	2,485.00						
1	04/22/26	PACKER - WA	828.33			6020 450000	641		101000
199199									
2	04/22/26	PACKER - ST	828.33			1000 430000	641		101000
199199									
3	04/22/26	PACKER - SW	828.34			6025 450000	641		101000
199199									
132169	C	1127 BIERSCHBACH EQUIPMENT & SUPPLY	56.20						
1	05/12/26	#3500 POLY BELT	56.20			1000 430000	427		101000
202845									
		Total for Vendor:	2,541.20						

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132016	C	3489 BOLTON & MENK, INC	1,942.50						
1	0393271	04/24/26 Project 9073	1,942.50			4339 480000	418		101000
		0393271							
		Total for Vendor:	1,942.50						
132087	C	3512 BOUND TREE MEDICAL, LLC	4,160.67						
1	04/29/26	FD Medical Supplies	113.90			2060 415200	500		101000
		86188993							
2	04/30/26	FD Medical Supplies	21.79			2060 415200	500		101000
		86190831							
3	04/30/26	FD Medical Supplies	2,995.64			2060 415200	500		101000
		86190832							
4	05/01/26	FD Medical Supplies	347.98			2060 415200	500		101000
		86192151							
5	05/05/26	FD Medical Supplies	162.90			2060 415200	500		101000
		86196240							
6	05/04/26	FD Medical Supplies	13.40			2060 415200	500		101000
		86194410							
7	05/04/26	FD Medical Supplies	505.06			2060 415200	500		101000
		86194411							
		Total for Vendor:	4,160.67						
132010		73 BRAUN INTERTEC	1,312.50						
1	IN1013163	05/05/26 Imp Dist 3008	1,312.50			4224 480000	418		101000
		IN1013163							
132263		73 BRAUN INTERTEC	3,953.50						
1	IN1014347	05/14/26 Project 2284	3,953.50			4133 480000	418		101000
		IN1014347							
		Total for Vendor:	5,266.00						
132224		999999 BREE BELK	190.00						
		Tree Planting Permit - 1089 Larkin Ln W							
1	05/14/26	Tree - 1089 Larkin Ln W	190.00			5000 422000	490		101000
		Total for Vendor:	190.00						

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132190	C	652 BRESCO CORPORATION	267.77						
1	05/12/26	#7035 TRIGGER/NOZZLE	214.98			6025 450000	427		101000
		0186000-IN							
2	05/08/26	HOSE/SWIVEL	52.79			1000 455000	420		101000
		0185830-IN							
		Total for Vendor:	267.77						
132124		3892 BURGGRAF'S ACE FARGO WEST #17458	18.97						
1	04/30/26	SPRAY PAINT	18.97			6025 450000	825		101000
		4929							
		Total for Vendor:	18.97						
132019	C	351 BUSINESS ESSENTIALS	242.48						
1	05/05/26	copy paper	242.48			1000 421000	410		101000
		WO-1391315-1							
132072	C	351 BUSINESS ESSENTIALS	32.99						
1	05/06/26	FD Badge Holders	32.99			2060 415200	410		101000
		1391782							
132177	C	351 BUSINESS ESSENTIALS	138.21						
1	05/08/26	TISSUES;PLATES;PAPER;BOWLS	138.21			7000 411600	410		101000
		WO-1391932-1							
		Total for Vendor:	413.68						
132063	C	39 BUTLER MACHINERY	948.76						
1	05/05/26	#380 ARM ASSY	65.25			1000 430000	427		101000
		00PS0681045							
2	04/28/26	#4008 LINK ASSY	883.51			6010 450200	427		101000
		00PS0680538							
132162	C	39 BUTLER MACHINERY	130.08						
1	05/07/26	FD Annual Maint. St 76 Generat	90.00			2060 415200	428		101000
		WO0296366							
2	05/08/26	FD Anti-freeze	40.08			2060 415200	424		101000
		PS0681274							
		Total for Vendor:	1,078.84						

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Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
132054	C	4508 CARE RESOURCE CONNECTION	3,000.00						
1	05/01/26	FD 05-01 thru 05-31 2026	3,000.00			2060 415200	428		101000
7960									
		Total for Vendor:	3,000.00						
132057	E	51 CASS COUNTY ELECTRIC COOP	2,178.42						
1	05/05/26	FD St 75 April Utilities	2,178.42			2060 415200	527		101000
1090222-04									
132092	E	51 CASS COUNTY ELECTRIC COOP	411.93						
1	05/05/26	Airport 03/31/26-04/30/26	411.93			7050 500000	420		101000
428342	05/26								
132146	E	51 CASS COUNTY ELECTRIC COOP	5,468.28						
1	05/11/26	New City Hall (WEX Building)	5,468.28			1001 415000	527		101000
1190696	05/26								
132218	E	51 CASS COUNTY ELECTRIC COOP	46,615.88						
1	05/11/26	THE LIGHTS CITY METER	438.77			2310 452120	527		101000
1168004									
2	05/11/26	THE LIGHTS PARKING RAMP	2,461.26			2310 452120	527		101000
1168003									
3	05/11/26	THE LIGHTS STAGE & COURTYARD	1,693.85			2310 452120	527		101000
1163206									
4	05/11/26	INERT LANDFILL	126.53			6010 450200	527		101000
1156426									
5	05/11/26	LIFTSTATIONS/WATER TOWERS	23,471.47			6025 450000	527		101000
1156426									
6	05/11/26	STREET LIGHT FEED POINTS	18,092.06			1000 430002	527		101000
1156424									
7	05/11/26	TRANSFER STATION	331.94			6010 450200	527		101000
1156424									
		Total for Vendor:	54,674.51						

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Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
131953		1355 CASS COUNTY GOVERNMENT	10,784.93						
1	04/30/26	march 2026 medical	104.93			1000 421000	398		101000
		INV012834							
2	04/30/26	march 2026 jail housing	10,680.00			1000 421000	398		101000
		INV012833							
132005		1355 CASS COUNTY GOVERNMENT	49,385.21						
1	INV012839	05/01/26 RRRDC Building Project	49,385.21			4057 415000	750		101000
		INV012839							
		Total for Vendor:	60,170.14						
132155	C	1512 CDW GOVERNMENT, INC	1,245.92						
1	05/08/26	may - call cabinet	1,245.92			1000 421000	497		101000
		AJ3AM3V							
		Total for Vendor:	1,245.92						
132077		1074 CENTER UPHOLSTERY & CANVAS	225.00						
1	05/08/26	#292 SEAT REPAIR	225.00			6020 450000	427		101000
		Total for Vendor:	225.00						
131854	-93507C	2429 CERTIFIED LABORATORIES	367.95						
1	03/09/26	PENTRA FOAM - WA	122.65			6020 450000	433		101000
		9535977							
2	03/09/26	PENTRA FOAM - ST	122.65			1000 430000	433		101000
		9535977							
3	03/09/26	PENTRA FOAM - SA	122.65			6010 450200	433		101000
		9535977							
132129	C	2429 CERTIFIED LABORATORIES	415.95						
1	04/29/26	CLEANER	415.95			1000 455000	433		101000
		9603360							
		Total for Vendor:	783.90						

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Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
132195	4868 CHELSEY MOSS OPENGOV CONFERENCE - CHICAGO		160.00						
1	05/13/26 TRAVEL REIMBURSEMENT		160.00			6010 450200	340		101000
	Total for Vendor:		160.00						
132214	C 1808 CHERRY LAKE PUBLISHING		488.67						
1	05/13/26 BOOKS		488.67			7000 411600	662		101000
293836									
	Total for Vendor:		488.67						
132075	3216 CINTAS		207.55						
1	05/01/26 RUG SERVICE		207.55			1000 455000	420		101000
4267827769									
	Total for Vendor:		207.55						
132106	111 CITY OF FARGO		52,969.75						
1	04/15/26 LANDFILL FEES		24,613.62			6010 450200	355		101000
499916									
2	04/29/26 LANDFILL FEES		28,356.13			6010 450200	355		101000
500502									
132140	111 CITY OF FARGO		29,473.55						
1	04/21/26 LANDFILL FEES		29,473.55			6010 450200	355		101000
500171									
	Total for Vendor:		82,443.30						
132202	2880 CITY OF FARGO		692,385.28						
1	05/07/26 1 32ND AVE S (WATER)		121,908.60			6020 450000	345		101000
600014321									
2	05/07/26 1 MAIN AVE (WATER)		122,355.10			6020 450000	345		101000
600021281									
3	05/07/26 1 GSR (WATER)		102,253.20			6020 450000	345		101000
992003406									
4	05/07/26 5635 14TH AVE N (WATER)		29.60			6020 450000	345		101000
600021501									
5	05/07/26 2220 57TH ST N (SEWER)		345,838.78			6025 450000	347		101000
600024641									
	Total for Vendor:		692,385.28						

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Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
132212		111 CITY OF FARGO	31,269.25						
1	05/06/26	LANDFILL FEES	31,269.25			6010 450200	355		101000
501081									
		Total for Vendor:	31,269.25						
132015	C	3167 CITY OF WEST FARGO	80.16						
1	04/20/26	Airport Dumpster	80.16			7050 500000	420		101000
02066	Apr 26								
		Total for Vendor:	80.16						
132247		5664 CLAREY'S SAFETY EQUIPMENT	1,953.85						
		Replacement for damaged ones							
1	05/13/26	FD Multi ray Battery/cradel	1,953.85			2060 415200	641		101000
222654									
		Total for Vendor:	1,953.85						
132188	C	133 COLE PAPERS INC	2,488.60						
1	05/08/26	CH - PAPER PRODUCTS	889.05			1000 455000	500		101000
10718250									
2	05/08/26	PD - PAPER PRODUCTS	1,028.95			1000 455000	500		101000
10718249									
3	05/08/26	SA - PAPER PRODUCTS	323.64			6010 450200	500		101000
10718248									
4	05/08/26	PW - PAPER PRODUCTS	246.96			6020 450000	500		101000
10718251									
		Total for Vendor:	2,488.60						
132029	E	229 CONSOLIDATED COMMUNICATIONS	175.00						
1	05/01/26	may 2026 ICAC	175.00			1000 421000	497		101000
		Total for Vendor:	175.00						
132082		3245 CORE & MAIN	1,354.01						
1	04/27/26	RITE HITE ADPT SLIDE	1,354.01			6020 450000	438		101000
17316									
		Total for Vendor:	1,354.01						

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Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
132217		5707 CTAS HOLDINGS LLC	2,286.00						
1	02/04/26	#4014 RHINO SPRAY/STEPS/COVERS	2,286.00			6010 450200	427		101000
589369									
		Total for Vendor:	2,286.00						
132117	C	662 CUSTOM GRAPHICS, INC	275.60						
1	04/30/26	DECALS - ST	91.86			1000 430000	610		101000
604073									
2	04/30/26	DECALS - WA	91.86			6020 450000	610		101000
604073									
3	04/30/26	DECALS - SL	91.88			1000 430002	610		101000
604073									
		Total for Vendor:	275.60						
132187	C	1675 DAKOTA FLUID POWER, INC	300.47						
1	04/28/26	HARDWARE STOCK	300.47			6010 450200	427		101000
7457907									
		Total for Vendor:	300.47						
132080	C	624 DAKOTA SUPPLY GROUP	105.38						
1	04/21/26	ASN 8 SLV CRMP	105.38			1000 430002	392		101000
S105609369.001									
		Total for Vendor:	105.38						
132090		4257 DANIELLE JOHN	331.00						
		OPENGOV CONFERENCE, CHICAGO							
1	05/01/26	TRAVEL REIMBURSEMENT	331.00			1000 450000	340		101000
		Total for Vendor:	331.00						
132160	C	2948 DELTA 54 AVIATION LLC	3,945.86						
1	May 2026	05/13/26 Airport Management Fees	3,914.00			7050 500000	428		101000
May 2026									
2	May 2026	05/13/26 Toilet paper	31.86			7050 500000	420		101000
May 2026									
		Total for Vendor:	3,945.86						

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132013	118501S	5740 DRIVER AND VEHICLE SERVICES	9.00						
		Thomas Ebeling							
1	05/06/26	Driver record request fee - FD	9.00			2060 415200	740		101000
		Total for Vendor:	9.00						
132089	C	2225 DTN, LLC	528.08						
1	05/01/26	WEATHER SENTRY	528.08			1000 450000	497		101000
		210-00299870							
		Total for Vendor:	528.08						
132048	C	545 ELECTRIC PUMP LLC	9,390.74						
1	04/28/26	SM78 PUMP REPAIR	9,390.74			6025 450000	825		101000
		038380							
		Total for Vendor:	9,390.74						
132059	C	5454 EMERGENCY TECHNICAL DECON	168.00						
1	05/08/26	FD Spare Gear Repair	168.00			2060 415200	427		101000
		1354							
		Total for Vendor:	168.00						
132154	C	3410 ENGRAPHIX	1,022.92						
1	05/11/26	new plaques	1,022.92			1000 421000	422		101000
		A6830							
		Total for Vendor:	1,022.92						
131997		2862 ESSENTIA HEALTH - FARGO	105.00						
		Random drug screens							
1	04/16/26	C Husler - Sanitation	105.00			6010 450200	387		101000
		890000526.04.2026							
		Total for Vendor:	105.00						
132105		3344 FACTORY MOTOR PARTS	504.30						
1	04/23/26	#164 ALTERNATOR/SENSOR	504.30			1000 421000	427		101000
		37-1306851							
		Total for Vendor:	504.30						

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132196 1 33642	05/08/26	979 FARGO LINE-X #5707 COVERS/DRAWERS	3,460.00 3,460.00			1000 430002	610		101000
132215 1 33579	04/27/26	979 FARGO LINE-X #3105 BED LINER/FLOOR MATS	3,245.00 3,245.00			1000 430000	610		101000
132230 1 33577	04/27/26	979 FARGO LINE-X #5308 LINER/COVERS	1,270.00 1,270.00			1000 430001	610		101000
Total for Vendor:			7,975.00						
132096 1 NDFAR336807	C 05/05/26	124 FASTENAL HARDWARE	413.31 413.31			6025 450000	825		101000
Total for Vendor:			413.31						
132191 1 2597109	04/16/26	3792 FERGUSON ENTERPRISES LLC 1657 HP REP KIT	4.39 4.39			1000 455000	420		101000
132207 1 2624502	04/27/26	3792 FERGUSON ENTERPRISES LLC 1657 VB REP KIT	52.77 52.77			1000 455000	420		101000
Total for Vendor:			57.16						
132238 1	01/01/2026 to 12/31/2026 05/14/26	932 FIRSTLINK annual operations & support	7,000.00 7,000.00			1000 421000	461		101000
Total for Vendor:			7,000.00						
132056 1 X202262616:01	C 04/24/26	5588 FLEET CHARGE #4006 SHOCK ABSORBER	148.56 148.56			6010 450200	427		101000
Total for Vendor:			148.56						

* ... 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
132110		2637 FORCE AMERICA INC	20.00						
1	04/30/26	DATA PLAN	20.00			1000 430000	497		101000
		IN200-2012764							
		Total for Vendor:	20.00						
132253		C 556 GRAINGER, INC.	85.58						
1	05/11/26	FD Eq Svcs.elec tape	50.05			2060 415200	500		101000
		9910939215							
2	05/12/26	FD Eq Svcs. batt clean,protect	35.53			2060 415200	500		101000
		9912990398							
		Total for Vendor:	85.58						
132241		1601 GTL MANAGEMENT LLC	525.00						
1	05/12/26	CPA graduation meal	525.00			1000 421000	375	12	101000
		2228							
		Total for Vendor:	525.00						
132031		C 5722 GUARDIAN ALLIANCE TECHNOLOGIES,	285.00						
1	04/30/26	april 2026 finance bgrounds	285.00			1000 421000	399		101000
		34372							
		Total for Vendor:	285.00						
132095		C 135 HAWKINS INC	10,880.10						
1	05/08/26	AQUAHAWK	6,217.20			6025 450000	423		101000
		7417047							
2	05/05/26	AQUAHAWK	4,662.90			6025 450000	423		101000
		7413994							
		Total for Vendor:	10,880.10						
132052		3557 HESI	159.33						
1	04/30/26	FD 1st Qtr Waste Pickup	159.33			2060 415200	428		101000
		72426							
		Total for Vendor:	159.33						

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
132000	C	2820 HIGH POINT NETWORKS	14,196.00						
1	2810977	04/30/26 2026 Door Access licenses	14,196.00			4229 480000	670		101000
		2810977							
		Total for Vendor:	14,196.00						
132003	C	5539 HKGI	24,977.70						
1	025-006-14	04/16/26 Project 9057	24,977.70			4179 480000	418		101000
		025-006-14							
		Total for Vendor:	24,977.70						
132127	C	3087 IBM CORPORATION	103.20						
1	4839829	04/12/26 MaaS360 Premier Suite	103.20			1000 414104	497		101000
		4839829							
		Total for Vendor:	103.20						
132220	C	2942 ICS, INC.	168,300.31						
1	Pay App 4	04/30/26 Project 1351	168,300.00			4221 480000	670		101000
		Pay App 4							
2	True up	04/30/26 True up	0.31			4221 480000	670		101000
		True up							
		Total for Vendor:	168,300.31						
132002	C	687 INFORMATION TECHNOLOGY DEPT	2,165.00						
1	04/30/26	Apr 2026 WAN/Fiber/VPN	2,165.00			1000 414104	497		101000
		DP042026.849.3							
		Total for Vendor:	2,165.00						
132208	C	4592 INGRAM LIBRARY SERVICES	3,333.07						
1	04/30/26	BOOKS	25.73			7000 411600	662		101000
		96253767							
2	04/30/26	BOOKS	48.00			7000 411600	662		101000
		96253768							
3	04/30/26	BOOKS	19.84			7000 411600	662		101000
		96253769							
4	04/30/26	BOOKS	22.50			7000 411600	662		101000
		96253770							

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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
5	04/30/26	BOOKS	573.34			7000 411600	662		101000
96253771									
6	04/30/26	BOOKS	16.28			7000 411600	662		101000
96253772									
7	04/30/26	BOOKS	286.38			7000 411600	662		101000
96253773									
8	05/01/26	BOOKS	35.43			7000 411600	662		101000
96289373									
9	05/01/26	BOOKS	22.69			7000 411600	662		101000
96289374									
10	05/05/26	BOOKS	41.91			7000 411600	662		101000
96384695									
11	05/07/26	BOOKS	12.66			7000 411600	662		101000
96429020									
12	05/07/26	BOOKS	13.71			7000 411600	662		101000
96429021									
13	05/07/26	BOOKS	44.89			7000 411600	662		101000
96429022									
14	05/07/26	BOOKS	25.81			7000 411600	662		101000
96429023									
15	05/07/26	BOOKS	12.58			7000 411600	662		101000
96429024									
16	05/07/26	BOOKS	87.68			7000 411600	662		101000
96429025									
17	05/07/26	BOOKS	147.34			7000 411600	662		101000
96429026									
18	05/07/26	BOOKS	306.08			7000 411600	662		101000
96429027									
19	05/07/26	BOOKS	91.93			7000 411600	662		101000
96429028									
20	05/07/26	BOOKS	168.62			7000 411600	662		101000
96429029									
21	05/07/26	BOOKS	12.55			7000 411600	662		101000
96429030									
22	05/07/26	BOOKS	262.02			7000 411600	662		101000
96429031									
23	05/07/26	BOOKS	19.47			7000 411600	662		101000
96446789									

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
24	05/07/26	BOOKS	17.97			7000 411600	662		101000
96446790									
25	05/07/26	BOOKS	25.42			7000 411600	662		101000
96429019									
26	05/08/26	BOOKS	20.07			7000 411600	662		101000
96460359									
27	05/08/26	BOOKS	12.67			7000 411600	662		101000
96460360									
28	05/08/26	BOOKS	14.14			7000 411600	662		101000
96460361									
29	05/08/26	BOOKS	131.07			7000 411600	662		101000
96460362									
30	05/08/26	BOOKS	525.45			7000 411600	662		101000
96460363									
31	05/08/26	BOOKS	40.67			7000 411600	662		101000
96460364									
32	05/08/26	BOOKS	44.17			7000 411600	662		101000
96460365									
33	05/08/26	BOOKS	27.17			7000 411600	662		101000
96460366									
34	05/08/26	BOOKS	110.01			7000 411600	662		101000
96477605									
35	05/08/26	BOOKS	68.81			7000 411600	662		101000
96477606									
36	04/09/26	BOOK CREDIT	-1.99			7000 411600	662		101000
95793522									
		Total for Vendor:	3,333.07						
132197		2500 INLAND TRUCK PARTS & SERVICE	1,515.75						
1	04/16/26	#4007 PUMP/GASKET	1,515.75			6010 450200	427		101000
IN-1979677									
		Total for Vendor:	1,515.75						
132065		211 INTERSTATE ALL BATTERY CENTER	124.95						
1	04/27/26	FD Battery/Willie	124.95			2060 415200	420		101000
1902801045846									

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132121		211 INTERSTATE ALL BATTERY CENTER	158.60						
1	04/29/26	BATTERIES	158.60			1000 455000	433		101000
		1902801045882							
		Total for Vendor:	283.55						
132182		1012 INTERSTATE POWER SYSTEMS, INC	669.96						
1	04/29/26	#4105 TRANSMISSION REPAIR	669.96			6010 450200	427		101000
		R0021111153:01							
		Total for Vendor:	669.96						
132091		233 J & L SPORTS	126.00						
1	05/07/26	SCREEN PRINTING - ST	56.00			1000 430000	422		101000
		35656							
2	05/07/26	SCREEN PRINTING - SA	56.00			6010 450200	422		101000
		35656							
3	05/07/26	EMBROIDERY	14.00			2210 428000	422		101000
		35646							
132221		233 J & L SPORTS	34.00						
1	35655 05/07/26	Embroidery/decals - Eng	34.00			1000 414200	422		101000
		35655							
		Total for Vendor:	160.00						
132113		C 1765 J.J. KELLER & ASSOC, INC	390.71						
1	05/01/26	CDL TRAINING	390.71			1000 450000	751		101000
		9111173821							
		Total for Vendor:	390.71						
132222		1164 JDP ELECTRIC, INC	90,474.79						
1	Pay App 3 04/30/26	Project 1351	90,474.79			4221 480000	670		101000
		Pay App 3							
		Total for Vendor:	90,474.79						

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132042	C	2798 JOHNSON CONTROLS BUILDING	2,014.99						
1	05/10/26	PD - VALVE LEAK REPAIR	2,014.99			1000 455000	420		101000
		1-137677999387							
		Total for Vendor:	2,014.99						
132023	C	3173 KIESLER POLICE SUPPLY, INC.	55.00						
1	03/01/26	S/H - invest guns	55.00			1000 421000	987		101000
		IN274748.2							
132236	C	3173 KIESLER POLICE SUPPLY, INC.	386.36						
1	04/27/26	force on force less lethal	386.36			1000 421000	987		101000
		IN280512							
		Total for Vendor:	441.36						
132018		3854 KURT USA	2,021.00						
1	03/30/26	bite suit koropatnicki	2,021.00			1000 421000	915		101000
		20058							
		Total for Vendor:	2,021.00						
132248	C	2508 KYLE HINRICHS	456.73						
1	05/13/26	grand jury case - reimb	456.73			1000 421000	340		101000
		Total for Vendor:	456.73						
132240		2530 KYLE JOHNSON	46.35						
1	05/13/26	fuel reimb	46.35			1000 421000	340		101000
		Total for Vendor:	46.35						
132007		2085 LANGUAGE LINE SERVICES	40.35						
1	11904863	04/30/26 Apr Interpretation Service	40.35			1000 412000	418		101000
		11904863							
132027		2085 LANGUAGE LINE SERVICES	342.11						
1	04/30/26	april 2026 interpreter	342.11			1000 421000	418		101000
		11916301							
		Total for Vendor:	382.46						

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132239		3328 LAW ENFORCMENT SEMINARS, LLC	890.00						
1	05/14/26	background invest. training	890.00			1000 421000	340		101000
2033839									
		Total for Vendor:	890.00						
132181		E 270 LOWE'S	53.04						
1	05/12/26	WOOD STAKES	57.15			2210 428000	358		101000
2	05/12/26	RETURN - TAX CHARGED	-57.15			2210 428000	358		101000
3	05/12/26	WOOD STAKES	53.04			2210 428000	358		101000
		Total for Vendor:	53.04						
132139		711 LUTHER FAMILY FORD	450.95						
1	05/07/26	#1194 SHAFT	450.95			1000 421000	427		101000
433588									
132170		711 LUTHER FAMILY FORD	118.22						
1	05/08/26	#1192 OIL COOLANT	118.22			1000 421000	427		101000
433440									
		Total for Vendor:	569.17						
132058		C 3304 MAC'S HARDWARE	78.91						
1	04/16/26	MISC TOOLS	78.91			6020 450000	432		101000
14467									
132083		C 3304 MAC'S HARDWARE	35.98						
1	04/29/26	DRILL BITS/HARDWARE	35.98			6010 450200	420		101000
14860									
		Total for Vendor:	114.89						
132210		C 3536 MACQUEEN	837.14						
1	05/05/26	#5308 EMERGENCY LIGHTS	837.14			1000 430001	610		101000
TC043026-53									

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Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
132213	C	3536 MACQUEEN	1,089.36						
1	05/06/26	#5308 EMERGENCY LIGHTS	544.68			1000 430001	610		101000
		TC042426-50							
2	05/06/26	#5707 EMERGENCY LIGHTS	544.68			1000 430002	610		101000
		TC042426-50							
132264	C	3536 MACQUEEN	5,155.50						
1	05/04/26	FD E-76 Suspension	4,576.16			2060 415200	427		101000
		P00752							
2	05/04/26	FD T-75 Water Level Gauges	579.34			2060 415200	427		101000
		P00753							
		Total for Vendor:	7,082.00						
132225		999999 MADISON LANGLEY	300.00						
		Tree Planting Permit - 6063 8th St W							
1	05/14/26	Tree - 6063 8th St W	300.00			5000 422000	490		101000
		Total for Vendor:	300.00						
132032	C	4637 MAMMOTH HOLDINGS LLC	630.00						
1	04/30/26	april 2026 car wash	630.00			1000 421000	420		101000
		PS-INV106297							
		Total for Vendor:	630.00						
132020	C	5416 MARCO TECHNOLOGIES LLC NW 7128	93.50						
1	05/01/26	may 2026 plotter	93.50			1000 421000	428		101000
		INV15198718							
132128	C	5416 MARCO TECHNOLOGIES LLC NW 7128	134.97						
1	15011792	03/15/26 Cloud fax service - Mar 2026	44.99			1000 415000	497		101000
		INV15011792							
2	15177461	04/27/26 Cloud fax service - Apr 2026	44.99			1000 415000	497		101000
		INV15177461							
3	15245351	05/13/26 Cloud fax service - May 2026	44.99			1000 415000	497		101000
		INV15245351							
		Total for Vendor:	228.47						

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Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
132034	C	5349 MARCO TECHNOLOGIES, LLC	345.43						
1	05/07/26	may 2026 pd mailroom	276.79			1000 421000	428		101000
41936748									
2	05/07/26	may 2026 training room	68.64			1000 421000	428		101000
41936749									
132036	C	5349 MARCO TECHNOLOGIES, LLC	1,814.61						
1	41936747	05/07/26 Finance	145.45			1000 414100	428		101000
41936747									
2	41936747	05/07/26 Non-Departmental	499.65			1000 415000	428		101000
41936747									
3	41936747	05/07/26 Planning / Inspections	118.65			1000 418000	428		101000
41936747									
4	41936747	05/07/26 HR	0.00			1000 414103	428		101000
41936747									
5	41936747	05/07/26 Court	255.60			1000 412000	428		101000
41936747									
6	41936747	05/07/26 Police	66.81			1000 421000	428		101000
41936747									
7	41936747	05/07/26 PW Water	186.59			6020 450000	428		101000
41936747									
8	41936747	05/07/26 PW Sanitation	164.40			6010 450200	428		101000
41936747									
9	41936747	05/07/26 Fire	68.65			2060 415200	428		101000
41936747									
10	41936747	05/07/26 IT	118.65			1000 414104	428		101000
41936747									
11	41936747	05/07/26 Fleet & Facilities	35.19			1000 455000	428		101000
41936747									
12	41936747	05/07/26 Admin	154.97			1000 414000	428		101000
41936747									
132178	C	5349 MARCO TECHNOLOGIES, LLC	754.15						
1	04/27/26	LEASE FOR PRINTERS	754.15			7000 411600	428		101000
41845938									

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
132252	C	5349 MARCO TECHNOLOGIES, LLC	123.61						
1	05/13/26	FD St 76 Printer contract	123.61			2060 415200	428		101000
41995279									
		Total for Vendor:	3,037.80						
132161		3119 MATT RETKA	50.00						
1	05/13/26	May WF Airport Secretary	50.00			7050 500000	120		101000
		Total for Vendor:	50.00						
132151	C	5206 MENARDS (POLICE)	216.71						
1	05/11/26	pallet	216.71			1000 421000	641		101000
80415									
132249	C	5206 MENARDS (POLICE)	216.71						
PO - 200330									
1	05/15/26	shelving - training room area	216.71			1000 421000	641		101000
80694									
		Total for Vendor:	433.42						
132066	C	4622 MENARDS (PUBLIC WORKS)	1,447.97						
1	04/28/26	ADAPTERS/VALVES	164.44			6025 450000	827		101000
79617									
2	04/28/26	PIPE/VALVES/BUSHINGS	209.11			6025 450000	827		101000
79597									
3	05/05/26	TONGS/BRUSH	18.97			1000 430000	433		101000
79995									
4	05/08/26	WATER CAN/GAS CAN/SPRAYER/DAWN	116.84			1000 430000	722		101000
80245									
5	05/06/26	STORAGE TOTE	36.98			1000 430001	358		101000
80062									
6	05/08/26	POTTING SOIL	20.94			2210 428000	358		101000
80235									
7	04/15/26	FUEL PREMIX	50.97			2210 428000	424		101000
78731									
8	04/27/26	HARDWARE	63.27			2210 428000	358		101000
79511									

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Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
9 79583	04/28/26	HARDWARE	69.02			2210 428000	358		101000
10 79728	04/30/26	MARKING PAINT	9.09			2210 428000	358		101000
11 79676	04/29/26	COUPLER	4.96			2210 428000	358		101000
12 79669	04/29/26	LUMBER/CONDUIT	168.35			2210 428000	358		101000
13 79681	04/29/26	BOOT SCRAPER	12.99			6010 450200	420		101000
14 79693	04/29/26	ANCHOR/DRILL BITS	21.74			6010 450200	420		101000
15 79671	04/29/26	GARDEN HOE	9.98			6010 450200	433		101000
16 79598	04/28/26	AIR CHUCK/DOWNSPOUT	48.94			6010 450200	420		101000
17 79670	04/29/26	COUPLER/ADAPTER	76.00			6025 450000	827		101000
18 79661	04/29/26	ADAPTERS/HOSE/CPLG	85.08			6025 450000	827		101000
19 79621	04/28/26	MISC TOOLS	138.31			6025 450000	432		101000
20 79618	04/28/26	ADAPTERS/TORQ WRENCH	170.94			6020 450000	432		101000
21 79668	04/29/26	CPLG RETURN	-48.95			6025 450000	827		101000
132172	C	4622 MENARDS (PUBLIC WORKS)	41.85						
1 79616	04/28/26	TAPCON	18.89			1000 455000	420		101000
2 79570	04/27/26	CLEANING SUPPLIES	16.98			1000 455000	500		101000
3 80157	05/07/26	TOGGLE BOLTS	5.98			1000 455000	420		101000

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Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
132193	C	4622 MENARDS (PUBLIC WORKS)	25.98						
1	05/08/26	RAKE	25.98			6010 450200	433		101000
80217									
		Total for Vendor:	1,515.80						
132152		2847 MICHAEL CARLSON	397.00						
1	04/19/26	public order conf - meal reimb	397.00			1000 421000	340		101000
		Total for Vendor:	397.00						
131917	-93549E	2766 MIDCONTINENT COMMUNICATIONS	56.03						
1	04/23/26	april 2026 - intox phone line	56.03			1000 421000	497		101000
22121930115365									
132094	E	2766 MIDCONTINENT COMMUNICATIONS	110.65						
1	05/01/26	PW INTERNET	110.65			1000 450000	497		101000
18410720115377									
132159	E	2766 MIDCONTINENT COMMUNICATIONS	1,250.65						
1	15399 05/11/26	193293401 - 3150 Sheyenne	1,250.65			2310 452120	497		101000
19329340115399									
		Total for Vendor:	1,417.33						
132053		3797 MIDLAND DOOR SOLUTIONS	1,200.00						
1	04/03/26	FD 2026 Inspection St 75	600.00			2060 415200	428		101000
13054									
2	04/03/26	FD 2026 Onspection St 76	600.00			2060 415200	428		101000
13055									
		Total for Vendor:	1,200.00						
132024	C	102 MIDSTATES WIRELESS	375.00						
1	05/05/26	#164 power draw repair	125.00			1000 421000	427		101000
207001307-1									
2	05/05/26	#1194 removal equip	250.00			1000 421000	610		101000
207001306-1									

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Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
132157	C	102 MIDSTATES WIRELESS	9,187.28						
1	05/11/26	#1231 equip installs	8,297.28			1000 421000	610		101000
		207001292-1							
2	05/11/26	#1193 removal	890.00			1000 421000	610		101000
		207001314-1							
132185	C	102 MIDSTATES WIRELESS	378.73						
1	01/22/26	#4075 RADIO INSTALL	378.73			6010 450200	610		101000
		308000285-1							
		Total for Vendor:	9,941.01						
132001		3462 MIDWEST CARD AND ID SOLUTIONS	475.57						
1	33992 04/30/26	Laminate clear	475.57			1000 414103	497		101000
		33992							
		Total for Vendor:	475.57						
132206	C	1854 MIDWEST TAPE	368.74						
1	04/28/26	DVD	63.24			7000 411600	664		101000
		508786804							
2	05/06/26	DVD	49.44			7000 411600	664		101000
		508821207							
3	05/06/26	DVD	163.29			7000 411600	664		101000
		508821208							
4	05/06/26	DVD	23.97			7000 411600	664		101000
		508821209							
5	05/06/26	DVD	42.28			7000 411600	664		101000
		508821220							
6	05/06/26	DVD	26.52			7000 411600	664		101000
		508821221							
		Total for Vendor:	368.74						
132043	C	2121 MOEN PORTABLES & SEPTIC	375.00						
1	05/11/26	PROJ 9061	375.00			4188 480000	670		101000
		M12197							
		Total for Vendor:	375.00						

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Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
132102	C	305 MOORE ENGINEERING INC	1,191.50						
1	04/30/26	2025 WATER QUALITY REPORT	1,191.50			6020 450000	418		101000
		SIN009067							
132131	C	305 MOORE ENGINEERING INC	269,793.12						
1	SIN009020	04/30/26 CWF Eng Task Order No. 2	53.00			1000 414200	418		101000
		SIN009020							
2	SIN009025	04/30/26 Project 9061	2,684.50			4188 480000	418		101000
		SIN009025							
3	SIN009025	04/30/26 Project 9072	35.75			4257 480000	418		101000
		SIN009025							
4	SIN009085	04/30/26 Imp Dist 1339	1,151.50			4088 480000	418		101000
		SIN009085							
5	SIN009097	04/30/26 Imp Dist 1348	11,803.82			4444 480000	418		101000
		SIN009097							
6	SIN009098	04/30/26 Project 1351	30,245.29			4221 480000	418		101000
		SIN009098							
7	SIN009109	04/30/26 Project 1352	7,433.50			4222 480000	418		101000
		SIN009109							
8	SIN009035	04/30/26 Imp Dist 1353	756.33			4189 480000	418		101000
		SIN009035							
9	SIN009040	04/30/26 Imp Dist 1356	404.10			4197 480000	418		101000
		SIN009040							
10	SIN009066	04/30/26 Imp Dist 1358	6,457.00			4259 480000	418		101000
		SIN009066							
11	SIN009031	04/30/26 Imp Dist 2288	15,735.25			4437 480000	418		101000
		SIN009031							
12	SIN009106	05/07/26 Imp Dist 2296	7,539.95			4191 480000	418		101000
		SIN009106							
13	SIN009107	05/07/26 Imp Dist 2297	7,341.68			4192 480000	418		101000
		SIN009107							
14	SIN009108	05/07/26 Imp Dist 3006	1,620.50			4003 480000	418		101000
		SIN009108							
15	SIN009070	04/30/26 Imp Dist 3008	19,243.00			4224 480000	418		101000
		SIN009070							
16	SIN009096	04/30/26 Imp Dist 3009	76,731.95			4225 480000	418		101000
		SIN009096							

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17	SIN009093	04/30/26 Imp Dist 3010	14,418.00			4435 480000	418		101000
	SIN009093								
18	SIN009086	04/30/26 Project 9021	39,718.75			2970 480000	418		101000
	SIN009086								
19	SIN009073	04/30/26 Project 9063	26,419.25			4227 480000	418		101000
	SIN009073								
132145	C	305 MOORE ENGINEERING INC	5,445.50						
1	SIN009094	04/30/26 Lot Staking	5,445.50			1000 418000	520		101000
	SIN009094								
		Total for Vendor:	276,430.12						
132078		2969 MTI DISTRIBUTING INC	278.11						
1	05/01/26	#5444 BEARING/CAP	278.11			1000 430001	427		101000
	1516652-00								
		Total for Vendor:	278.11						
132051	C	728 NAPA CENTRAL	26.76						
1	04/30/26	#1418 BATTERY ACCESSORIES	12.80			1000 421000	427		101000
	521359								
2	04/29/26	HEAVY DUTY 30QT	13.96			6025 450000	827		101000
	521137								
		Total for Vendor:	26.76						
132223		3083 NDLTAP/UGPTI	100.00						
1	20250669	05/12/26 LTAP Training - Troy/Brandon	100.00			1000 414200	340		101000
	20250669								
		Total for Vendor:	100.00						
132004	C	2261 NETWORK CENTER INCORPORATED	7,828.80						
		Office 365 G1 - 169 licenses							
		Office 365 G3 - 229 licenses							
		MS Teams Rooms Pro - 10 licenses							
		Power BI Pro - 1 license							
		Office 365 G5 - 1 license							
1	INV249983	05/05/26 Microsoft 365 Subscriptions	7,828.80			1000 414104	497		101000
	INV249983								
		Total for Vendor:	7,828.80						

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132115		2035 NORTH CENTRAL RENTAL & LEASING,	10,719.57						
1	05/01/26	GRADER RENTALS	10,703.57			1000 430000	322		101000
		28RR00139211							
2	04/21/26	GRADER RENTALS	16.00			1000 430000	657		101000
		28RR00139062							
		Total for Vendor:	10,719.57						
132017	C	141 NORTHSTAR SAFETY, INC	359.88						
1	03/11/26	evidence coveralls	359.88			1000 421000	365		101000
		37829							
132111	C	141 NORTHSTAR SAFETY, INC	275.00						
1	04/28/26	HARNESS	275.00			6025 450000	639		101000
		26-1074							
		Total for Vendor:	634.88						
132055	C	1715 NORTHWEST TIRE INC	101.56						
1	05/05/26	#5444 TIRES	101.56			1000 430001	427		101000
		26063498							
132175	C	1715 NORTHWEST TIRE INC	127.05						
1	05/05/26	#3104 FLAT REPAIR	19.71			1000 430000	427		101000
		26063590							
2	05/07/26	#3005 FLAT REPAIR	67.92			1000 430000	427		101000
		24056180							
3	04/29/26	#8100 FLAT REPAIR	19.71			1000 415000	427		101000
		26063456							
4	04/30/26	#7600 FLAT REPAIR	19.71			4387 480000	427		101000
		26063451							
		Total for Vendor:	228.61						
132099		1774 O'REILLY AUTOMOTIVE STORES, INC	75.60						
1	05/07/26	FD Shop Clean Prods	44.60			2060 415200	500		101000
		1932-173516							
2	05/07/26	FD Anti-freeze Willey	71.94			2060 415200	424		101000
		1932-173519							

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Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
3	05/08/26	FD Return part for Willy	-54.98			2060 415200	432		101000
1932-173902									
4	05/08/26	FD Spark Plugs Willy	14.04			2060 415200	420		101000
1932-173906									
		Total for Vendor:	75.60						
132135		4744 O'REILLY AUTOMOTIVE STORES, INC	2,122.87						
1	04/16/26	HOOK&LOOP/100W INV	102.98			6025 450000	432		101000
1932165897									
2	04/28/29	#5444 HD BOLT	2.99			1000 430001	427		101000
1932170345									
3	05/07/29	#1185 WATER PUMP RET	-144.79			1000 421000	427		101000
1932173486									
4	05/07/26	#164 ALTERNATOR RETURN	-296.03			1000 421000	427		101000
1932173489									
5	04/30/29	#148 BATTERY	193.99			1000 421000	427		101000
1932170933									
6	04/28/26	#5444 BATTERY	172.99			1000 430001	427		101000
1932170326									
7	04/24/26	#7604 TOGGLE SWITCH	9.46			4387 480000	427		101000
1932168754									
8	05/01/26	#165 BRAKE PADS/ROTORS	144.99			1000 421000	427		101000
1932171526									
9	04/30/26	#161 SHUDDRFX	12.99			1000 421000	427		101000
1932171188									
10	05/08/26	#1185 PURGE SOL	53.94			1000 421000	427		101000
1932174065									
11	05/05/26	FUSE STOCK	201.50			1000 455000	433		101000
1932172885									
12	04/28/26	#369 BATTERIES	494.18			1000 430000	427		101000
1932170215									
13	04/30/26	ANTITHEFT	29.74			1000 421000	427		101000
1932170939									
14	05/08/26	#5701 CLIM CV SHFT	143.40			1000 430002	427		101000
1932173946									
15	04/21/26	BATTERY STOCK	1,000.54			1000 430000	427		101000
1932167565									

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132186		4744 O'REILLY AUTOMOTIVE STORES, INC	576.23						
1	05/12/26	BATTERY	139.18			6020 450000	427		101000
1932175206									
2	05/12/26	CLAMPS/FUSES	72.50			1000 455000	433		101000
1932175206									
3	05/12/26	#601 BATTERY	387.98			2210 428000	427		101000
1932175273									
4	05/12/26	RETURN	-23.43			6010 450200	427		101000
1932175426									
		Total for Vendor:	2,699.10						
131998		C 353 OHNSTAD TWICHELL	52,671.13						
		April invoices							
1	04/27/26	Imp Dist 2265	292.97			4793 480000	312		101000
215310									
2	04/27/26	Imp Dist 2290	258.00			4185 480000	312		101000
215311									
3	04/27/26	Imp Dist 2288	86.00			4437 480000	312		101000
215312									
4	04/27/26	Project 1351	86.00			4221 480000	312		101000
215313									
5	04/27/26	Open Records Requests	1,634.00			1000 415000	312		101000
215321									
6	04/27/26	General	4,505.00			1000 415000	312		101000
215323									
7	04/27/26	Project 2293	1,634.00			4187 480000	312		101000
215314									
8	04/27/26	Sidewalk Dist 6062	86.00			4183 480000	312		101000
215315									
9	04/27/26	Imp Dist 3008	731.00			4224 480000	312		101000
215316									
10	04/27/26	Imp Dist 3009	387.00			4225 480000	312		101000
215317									
11	04/27/26	Project 1352	86.00			4222 480000	312		101000
215318									
12	04/27/26	Imp Dist 1356	989.00			4197 480000	312		101000
215320									

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Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
13 215327	04/27/26	Project 2300	817.00			4253 480000	312		101000
14 215328	04/27/26	Imp Dist 3010	86.00			4435 480000	312		101000
15 215329	04/27/26	Project 6064	301.00			4256 480000	312		101000
16 215330	04/27/26	Project 9021	86.00			2970 480000	312		101000
17 215319	04/27/26	Code Amendments	806.00			1000 418000	312		101000
20 215324	04/27/26	Personnel Issues	2,064.00			1000 414103	312		101000
21 215326	04/27/26	ARD Properties 1st Addition	559.00			1000 418000	312		101000
22 215331	04/27/26	Living Hope Baptist Church Add	202.00			1000 418000	312		101000
23 215322	04/27/26	Liquor License Applications	258.00			1000 415000	312		101000
24 215332	04/27/26	Project 2305	86.00			4338 480000	312		101000
25 215325	04/27/26	ROW Policy & Ordinance Revise	120.00			1000 415000	312		101000
26 215333	04/27/26	Imp Dist 1358	86.00			4259 480000	312		101000
27 215334	04/27/26	Imp Dist 2301	86.00			4258 480000	312		101000
28 215335	04/27/26	Zoning Amend - Inert Landfills	86.00			1000 418000	312		101000
29 215335	03/31/26	Municipal Prosecutions	36,253.16			1000 412000	312		101000
		Total for Vendor:	52,671.13						
132060 1 16569	05/04/26	399 OLYMPIC SALES #4302 ARM CYLINDER	758.71 758.71			6010 450200	427		101000

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132198		399 OLYMPIC SALES	1,146.79						
1	05/04/26	#4302 ARM CYLINDER/HOOK/TARP S	1,146.79			6010 450200	427		101000
16564									
		Total for Vendor:	1,905.50						
132130	C	631 ONE CALL CONCEPTS, INC	834.90						
1	6044274	04/30/26 Apr 2026 Locates	834.90			6020 450000	412		101000
6044274									
		Total for Vendor:	834.90						
132097		276 OSTROMS ACE HARDWARE	61.76						
1	04/30/26	FD Bolts E-76	7.78			2060 415200	500		101000
230609									
2	05/11/26	FD St 76 Lawn Tools	53.98			2060 415200	494		101000
230681									
		Total for Vendor:	61.76						
132074	C	1648 PARKLAND USA CORPORATION DBA	427.27						
1	04/30/26	MOBIL 0-20	427.27			1000 421000	424		101000
IN-190985-26									
132168	C	1648 PARKLAND USA CORPORATION DBA	28,290.37						
1	05/07/26	PW - DIESEL	28,290.37			1000 140000			101000
IN-205809-26									
		Total for Vendor:	28,717.64						
132101	C	563 PETRO SERVE USA	2,899.81						
1	04/25/26	FD St 76 Gas Can/Mower	12.11			2060 415200	424		101000
2	05/07/26	FD St 76 Generator Fuel	2,249.11			2060 415200	424		101000
9025									
3	05/07/26	FD St 75 Generator Fuel	610.81			2060 415200	424		101000
9024									
4	05/08/26	FD St 76 Mower Gas	27.78			2060 415200	424		101000
31572									

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Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
132103	C	563 PETRO SERVE USA	6,243.28						
1	04/30/26	WF Airport Fuel	6,243.28			7050 500000	424		101000
	0967933	04/26							
132120	C	563 PETRO SERVE USA	1,247.85						
1	05/01/26	#7035 CENEX MAXTRON	1,110.90			6025 450000	424		101000
	19346								
2	04/30/26	WINDOW WASHER FLUID	136.95			6020 450000	427		101000
	19335								
132189	C	563 PETRO SERVE USA	92.20						
1	05/12/26	10W OIL	92.20			1000 430000	424		101000
	100093								
		Total for Vendor:	10,483.14						
132144	C	384 PITNEY BOWES GLOBAL FINANCIAL	398.82						
	Apr - Jun 2026								
1	3322520265	05/11/26 Q2 2026 Postage Lease	398.82			1000 414100	428		101000
	3322520265								
		Total for Vendor:	398.82						
132141	C	3620 PNC EQUIPMENT FINANCE	500,000.00						
	Final payment for Engine-76 & Ladder-75								
1	04/29/26	FD Balloon Payment-Final	500,000.00			2060 415200	657		101000
	2513603								
		Total for Vendor:	500,000.00						
132174		4064 POMP'S TIRE SERVICE (ROYAL TIRE)	1,258.51						
1	05/01/26	#4301 TIRES	280.98			6010 450200	427		101000
	2450016387								
2	05/06/26	#4202 FLAT REPAIR	47.00			6010 450200	427		101000
	2450016457								
3	05/07/26	#415 FLAT REPAIR	99.00			6010 450200	427		101000
	2450016478								
4	05/07/26	#4103 FLAT REPAIR	53.00			6010 450200	427		101000
	2450016482								

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5	05/06/26 #415 FLAT REPAIR		47.00			6010 450200	427		101000
	2450016440								
6	04/29/26 #4102 FLAT REPAIR		47.00			6010 450200	427		101000
	2450016344								
7	04/29/26 #415 TIRES		637.53			6010 450200	427		101000
	2450016341								
8	04/29/26 #4301 FLAT REPAIR		47.00			6010 450200	427		101000
	2450016345								
		Total for Vendor:	1,258.51						
132040	C 5067 POPE DOUGLAS SOLID WASTE		921.38						
1	04/30/26 pharmaceuticals		921.38			1000 421000	365		101000
	28539								
		Total for Vendor:	921.38						
132088	C 4825 PRAIRIE SCALE SYSTEMS, INC.		21,817.79						
1	04/27/26 PROJ 9061		21,817.79			4188 480000	670		101000
	CA-102041								
		Total for Vendor:	21,817.79						
132047	C 1755 PRO SWEEP INC		1,275.00						
1	04/30/26 SHEYENNE TUNNEL SWEEPING		1,275.00			1000 430000	485		101000
	27763								
132049	C 1755 PRO SWEEP INC		23,465.00						
1	04/30/26 CITY OF WF STREET SWEEP		23,465.00			1000 430000	485		101000
	27806								
		Total for Vendor:	24,740.00						
132067	2982 RDO EQUIPMENT CO		107.81						
1	04/27/26 FD St 75 Riding Mower Repair		129.56			2060 415200	427		101000
	P6061254								
2	04/27/26 FD St 75 Return Sheave		-21.75			2060 415200	427		101000
	P6070654								

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132104		2982 RDO EQUIPMENT CO	651.58						
1	04/29/26	#5444 ALTERNATOR	701.58			1000 430001	427		101000
		P6108954							
2	05/07/26	#5444 CREDIT	-50.00			1000 430001	427		101000
		P6219954							
		Total for Vendor:	759.39						
132037		C 3204 RECORD KEEPERS	35.00						
1	A295153 04/30/26	City Hall / Court Shred Bins	35.00			1000 415000	420		101000
		A295153							
132262		C 3204 RECORD KEEPERS	70.00						
1	A294047 03/31/26	City Hall / Court Shred Bins	70.00			1000 415000	420		101000
		A294047							
		Total for Vendor:	105.00						
132237		1766 RED RIVER CHILDREN'S ADVOCACY	5,000.00						
	1/1/2026 to 12/31/2026								
1	05/14/26	annual services	5,000.00			1000 421000	502		101000
		Total for Vendor:	5,000.00						
132211		C 1016 RED WING BUSINESS ADVANTAGE	195.49						
1	04/29/26	DJ GOSSELIN - BOOTS	212.49			6025 450000	422		101000
		737ST1-4590789							
2	04/29/26	DJ - BOOTS RETURN	-212.49			6025 450000	422		101000
		4590992							
3	04/29/26	DJ GOSSELING BOOTS	195.49			6025 450000	422		101000
		4591008							
		Total for Vendor:	195.49						
132192		C 1182 REFRIGERATION HEATING INC	130.75						
1	05/04/26	VBELT	43.58			1000 455000	420		101000
		1593807							
2	05/04/26	VBELT	87.17			1000 455000	420		101000
		1593807-1							
		Total for Vendor:	130.75						

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132068	C	3655 RIGELS	96.42						
1	04/30/26	FD St 75 Gas Range Knobs	96.42			2060 415200	494		101000
60015									
		Total for Vendor:	96.42						
132165	E	1881 SAM'S CLUB/SYNCHRONY BANK (FD)	536.27						
1	05/11/26	FD St 76 Staton Supplies	536.27			2060 415200	500		101000
38796133681518									
		Total for Vendor:	536.27						
132243	C	437 SANDY'S DONUTS & COFFEE SHOP	424.83						
1	05/12/26	CISM & BCI bakery training	124.95			1000 421000	375		101000
1013005									
2	05/13/26	CISM & BCI bakery training	124.95			1000 421000	375		101000
1013083									
3	05/14/26	CISM & BCI bakery training	124.95			1000 421000	375		101000
1013206									
4	05/15/26	BCI bakery training	49.98			1000 421000	375		101000
1013316									
		Total for Vendor:	424.83						
132061	C	454 SANITATION PRODUCTS	31.33						
1	05/05/26	#3208 SPROCKET	31.33			1000 430000	427		101000
96896									
132116	C	454 SANITATION PRODUCTS	219.20						
2	05/05/26	#3208 DIRT SHOES	219.20			1000 430000	427		101000
96887									
		Total for Vendor:	250.53						
132153		2632 SARAHANNE SKWIERA	117.00						
1	04/26/26	cadet conf - meal reimb	117.00			1000 421000	340		101000
		Total for Vendor:	117.00						

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
132133	C	1201 SHANE MARCUSON	45.00						
		Commercial Asessment Training - Grand Forks - 05/05/26							
1	05/07/26	Travel Reimb 05/05/26	45.00			1000 414101	340		101000
		Total for Vendor:	45.00						
132149		1634 SHANE ORN	397.00						
1	04/19/26	public order conf - meal reimb	397.00			1000 421000	340		101000
		Total for Vendor:	397.00						
132194		459 SHERWIN WILLIAMS	921.50						
1	05/08/26	PAINT	921.50			1000 430000	486		101000
		07916140390526							
		Total for Vendor:	921.50						
132041	C	2885 SHORTPRINTER	181.58						
1	04/29/26	overweight worksheet	78.11			1000 421000	360		101000
173193									
2	04/29/26	overweight vehicle info	103.47			1000 421000	360		101000
		173189							
132148	C	2885 SHORTPRINTER	639.45						
1	05/08/26	bc for nelson	64.95			1000 421000	410		101000
173485									
2	05/06/26	citation envelopes	574.50			1000 421000	360		101000
		173323							
		Total for Vendor:	821.03						
132009	C	5199 SIGN BADGERS	332.68						
1	36813 05/05/26	Die cut stickers - PW	301.00			1000 416200	602		101000
		36813							
2	36935 05/07/26	Business cards - Eng	31.68			1000 414200	410		101000
		36935							

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
132014	C	5199 SIGN BADGERS	73.23						
1	36727	05/07/26 Desk nameplate - Finance	41.55			1000 414100	410		101000
36727									
2	36727	05/07/26 Business cards - Finance	31.68			1000 414100	410		101000
36727									
		Total for Vendor:	405.91						
132150	C	3642 SIGN PRO	670.00						
1	05/11/26	#1231 graphics install	670.00			1000 421000	610		101000
94339									
		Total for Vendor:	670.00						
131861	-93501C	360 SIX ROBBLEES INC	78.54						
1	04/20/26	GREASE SEAL	78.54			1000 430000	427		101000
26P9351									
		Total for Vendor:	78.54						
132180		2535 SKOOTER'S PLUMBING	415.00						
1	04/28/26	CH - PLUMBING	415.00			1000 455000	420		101000
560411									
		Total for Vendor:	415.00						
132126		5600 SOUTHDATA INC	11,745.56						
1	994828598	04/27/26 UB Statements/Postage - Apr	11,745.56			6020 450000	360		101000
994828598									
		Total for Vendor:	11,745.56						
132132	C	389 STARION BOND SERVICES	170,013.75						
1	05/11/26	Fire HD Bonds 2022 - Interest	169,563.75			3396 490000	720		101000
2	05/11/26	Fire HD Bonds 2022 - Fees	450.00			3396 490000	740		101000
		Total for Vendor:	170,013.75						
132114		2504 STEAMATIC OF THE RED RIVER	1,904.48						
1	05/02/26	CARPET CLEANING	906.48			1000 455000	420		101000
80784									
2	05/02/26	CARPET CLEANING	499.00			1000 455000	418		101000
80783									

* ... 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 80783	05/02/26	CARPET CLEANING	499.00			1000 421000	420		101000
		Total for Vendor:	1,904.48						
132122 1 P23357	C 05/01/26	733 SWANSTON EQUIPMENT CORP SPINDLE	183.80 183.80			1000 430001	427		101000
132201 1 P23481	C 05/06/26	733 SWANSTON EQUIPMENT CORP CRACKFILL-MASTIC	16,800.00 16,800.00			1000 430000	722		101000
		Total for Vendor:	16,983.80						
132028 1	C 05/04/26	2485 SYLVIE SCHWEYEN cadet conf - meal reimb	117.00 117.00			1000 421000	340		101000
		Total for Vendor:	117.00						
132085 1 S432864-IN		1156 TESSMAN 04/27/26 CEDAR BALES	570.00 570.00			2210 428000	358		101000
		Total for Vendor:	570.00						
132134 1 1Z9E71810314486223	C 05/08/26	3411 THE UPS STORE #6740 Postage/mail damaged dry suit	33.98 33.98			2060 415200	661		101000
		Total for Vendor:	33.98						
132136 1 PS1174068-1	C 04/29/26	3483 TITAN MACHINERY - CASSELTON #369 SOLENOID	192.65 192.65			1000 430000	427		101000
		Total for Vendor:	192.65						
132044 1 PS1151108-1	C 05/01/26	3352 TITAN MACHINERY - FARGO ELGIN GUTTERS	3,266.40 3,266.40			1000 430000	485		101000
		Total for Vendor:	3,266.40						

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
132012	C	5644 TRAFFIC AND PARKING CONTROL CO	43,570.20						
1	I824210	04/28/26 Project 2305	21,482.70			4338 480000	670		101000
	I824210								
2	I824210	04/28/26 Project 2303	22,087.50			4199 480000	670		101000
	I824210								
		Total for Vendor:	43,570.20						
132079	C	1285 TRAFFIC CONTROL CORPORATION	530.00						
1	04/29/26	APS BUTTON/HOUSING	530.00			1000 430002	487		101000
	164816								
		Total for Vendor:	530.00						
132035		2604 TRANSUNION RISK AND ALTERNATIVE	162.70						
1	05/01/26	april 2026 paper check	162.70			1000 421000	365		101000
	52111-202604-1								
		Total for Vendor:	162.70						
132199	C	5653 TRAV'S OUTFITTER	2,009.92						
1	05/01/26	D PRANKE BOOTS	204.99			6025 450000	422		101000
	050126								
2	05/01/26	J STECKLER-JOHNSON BOOTS	240.00			6020 450000	422		101000
	050126								
3	05/01/26	T BUCHOLZ BOOTS	174.99			6020 450000	422		101000
	050126								
4	05/01/26	Z PAINTNER BOOTS	179.99			1000 450000	422		101000
	050126								
5	05/01/26	D BIRNBAUM BOOTS	159.99			1000 430000	422		101000
	050126								
6	05/01/26	S HANSON BOOTS	214.99			1000 430001	422		101000
	050126								
7	05/01/26	M STAEBLER BOOTS	214.99			1000 430000	422		101000
	050126								
8	05/01/26	S WANOUS BOOTS	164.99			1000 430000	422		101000
	050126								
9	05/01/26	J MOLL BOOTS	240.00			1000 455000	422		101000
	050126								

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10 050126	05/01/26 A	JOHNSON BOOTS	214.99			1000 455000	422		101000
		Total for Vendor:	2,009.92						
131999	E 04/23/26-04/23/27	5379 TRAVELERS CL REMITTANCE CENTER Annual premium	43,450.00						
		\$3M coverage							
1 8578M3254	05/04/26	Cybersecurity insurance 26-27	43,450.00			1000 415000	323		101000
		Total for Vendor:	43,450.00						
132008	C 1 020-171725	2951 TYLER TECHNOLOGIES, INC 05/04/26 OTC & Portal 020-171725	1,233.51 1,233.51			1000 412000	740		101000
		Total for Vendor:	1,233.51						
132108		2136 ULINE INC	2,009.41						
1 204962679	03/04/26	PROJ 9061	2,009.41			4188 480000	670		101000
132167		2136 ULINE INC	439.18						
1 207607007	05/04/26	NITRILE GLOVES - CLEANERS	439.18			1000 455000	500		101000
		Total for Vendor:	2,448.59						
132050		5404 VECTOR DISEASE CONTROL	24,187.50						
1 INV26-0003	05/12/26	2026 AERIAL MOSQUITO RETAINER	24,187.50			2200 427500	395		101000
		Total for Vendor:	24,187.50						
132179		525 VILLAGE FAMILY SERVICE	7,815.00						
1 184238	04/30/26	CLIFTONSTRENGTHS WORKSHOP	7,815.00			7000 411600	340		101000
		Total for Vendor:	7,815.00						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
132255	E 3212	VISA ADMINISTRATION	159.90						
1	CC-2016 04/14/26	CH Supplies	159.90			1000 202200			101000
		COSTCO WHOLESALE #1119							
					CC Accounting: 1000-	-415000-420			
		Total for Vendor:	159.90						
132256	E 3693	VISA ENGINEERING	2,597.43						
1	CC-2017 04/03/26	Car washes	30.00			1000 202200			101000
		CIRCLE K							
					CC Accounting: 1000-	-414200-420			
2	CC-2017 04/03/26	Proj 2265-Construction mailer	81.12			4793 202200			101000
		USPS							
					CC Accounting: 4793-	-480000-670			
3	CC-2017 04/16/26	Project 2300 - Ad for bids	228.00			4253 202200			101000
		COLUMN SOFTWARE PBC							
					CC Accounting: 4253-	-480000-343			
4	CC-2017 04/16/26	Auction garbage trucks	25.84			6010 202200			101000
		COLUMN SOFTWARE PBC							
					CC Accounting: 6010-	-450200-360			
5	CC-2017 04/17/26	Flights for conference - Paul	1,158.40			1000 202200			101000
		DELTA AIR							
					CC Accounting: 1000-	-414200-340			
6	CC-2017 04/17/26	Flight insurance - Paul	81.09			1000 202200			101000
		ALLIANZ GLOBAL ASSISTANCE							
					CC Accounting: 1000-	-414200-340			
7	CC-2017 04/17/26	Lodging insurance - Paul	48.98			1000 202200			101000
		ALLIANZ GLOBAL ASSISTANCE							
					CC Accounting: 1000-	-414200-340			
8	CC-2017 04/28/26	Conference reg - Jerry	919.00			1000 202200			101000
		AMERICAN PUBLIC WORKS ASSOCIATION							
					CC Accounting: 1000-	-414200-340			
9	CC-2017 05/01/26	Car washes	25.00			1000 202200			101000
		CIRCLE K							
					CC Accounting: 1000-	-414200-420			
		Total for Vendor:	2,597.43						
132257	E 2436	VISA FINANCE	944.25						
1	CC-2018 04/16/26	Flights for CUSI conference	782.40			1000 202200			101000
		Chanda							
		AMERICAN AIRLINES							
					CC Accounting: 1000-	-414100-340			
2	CC-2018 04/16/26	Bus for CUSI conference	59.50			1000 202200			101000
		Chanda - Amador							
					CC Accounting: 1000-	-414100-340			
3	CC-2018 04/17/26	Hotel deposit for CUSI conf	102.35			1000 202200			101000
		Chanda - Caesars Republic Lake Tahoe							
					CC Accounting: 1000-	-414100-340			
		MISC CLAIM VENDOR							
		Total for Vendor:	944.25						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
132244	E 3569	VISA FIRE DEPT 1	374.84						
1	CC-2002 04/02/26	D Fuller-Sheraton Oklahoma Ci	374.84			2060 202200			101000
		MISC CLAIM VENDOR							
					CC Accounting: 2060-	-415200-340			
		Total for Vendor:	374.84						
132245	E 3568	VISA FIRE DEPT 2	1,194.13						
1	CC-2003 04/02/26	Boat Trailer Repair	59.11			2060 202200			101000
		WEST SIDE STEEL							
					CC Accounting: 2060-	-415200-427			
2	CC-2003 04/07/26	D Grindahl-Retiree Tree memor	69.90			2060 202200			101000
		MISC CLAIM VENDOR							
					CC Accounting: 2060-	-415200-378			
3	CC-2003 04/07/26	Adapter for Eq. Services	31.96			2060 202200			101000
		DAKOTA HOSE & FITTINGS							
					CC Accounting: 2060-	-415200-500			
4	CC-2003 04/15/26	Shop Tool/Impact Wrench	39.99			2060 202200			101000
		HARBOR FREIGHT TOOLS							
					CC Accounting: 2060-	-415200-432			
5	CC-2003 04/21/26	Ropes replacement pulley	118.00			2060 202200			101000
		CMC RESCUE							
					CC Accounting: 2060-	-415200-641			
6	CC-2003 04/22/26	Sheet protectors	79.85			2060 202200			101000
		OFFICE DEPOT 6107 FARGO ND							
					CC Accounting: 2060-	-415200-410			
7	CC-2003 04/28/26	AED for St 76	507.00			2060 202200			101000
		AED MARKET							
					CC Accounting: 2060-	-415200-420			
8	CC-2003 04/28/26	FD American Flags	178.32			2060 202200			101000
		FLAGS UNLIMITED							
					CC Accounting: 2060-	-415200-641			
9	CC-2003 04/29/26	D Underhill Recert/Carseat	55.00			2060 202200			101000
		SAFE KIDS WORLDWIDE							
					CC Accounting: 2060-	-415200-340			
10	CC-2003 04/29/26	J Neeb Recert/Carseat	55.00			2060 202200			101000
		SAFE KIDS WORLDWIDE							
					CC Accounting: 2060-	-415200-340			
		Total for Vendor:	1,194.13						
132246	E 4351	VISA FIRE DEPT 3	10,377.21						
1	CC-2004 04/03/26	2026 Budget Fast Frame	7,054.92			2060 202200			101000
		WITMER PUBLIC SAFETY GROUP INC							
					CC Accounting: 2060-	-415200-641			
2	CC-2004 04/07/26	EOC TV and 2 mounts	809.97			2060 202200			101000
		COSTCO WHOLESALE #1119							
					CC Accounting: 2060-	-415200-641			
3	CC-2004 04/14/26	Pick up PAT Ladder/MN Fuel	27.36			2060 202200			101000
		HOLIDAY COMPANIES							
					CC Accounting: 2060-	-415200-424			
4	CC-2004 04/14/26	Pick up PAT Ladder/MN Fuel	61.73			2060 202200			101000
		HOLIDAY COMPANIES							
					CC Accounting: 2060-	-415200-424			

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
5	CC-2004 04/09/26	EOC order 2 TV's Online COSTCO WHOLESALE #1119	2,267.98			2060 202200			101000
				CC Accounting: 2060-		-415200-641			
6	CC-2004 04/30/26	T Olson Registration 3:18 Pro 3:18 Project MISC CLAIM VENDOR	155.25			2060 202200			101000
				CC Accounting: 2060-		-415200-340			
		Total for Vendor:	10,377.21						
132258	E 4335	VISA HUMAN RESOURCES	628.33						
1	CC-2019 04/23/26	Job boost - IT System Admin JobTarget MISC CLAIM VENDOR	399.00			1000 202200			101000
				CC Accounting: 1000-		-414103-399			
2	CC-2019 04/27/26	DisruptHR - Nathan/Makayla EVENTBRITE	84.66			1000 202200			101000
				CC Accounting: 1000-		-414103-340			
3	CC-2019 04/27/26	DisruptHR - Aaron EVENTBRITE	42.33			1000 202200			101000
				CC Accounting: 1000-		-414103-340			
4	CC-2019 04/30/26	ChatGPT subscription - Nathan OPENAI LLC	20.47			1000 202200			101000
				CC Accounting: 1000-		-414103-497			
5	CC-2019 04/30/26	ChatGPT subscription - Nick OPENAI LLC	20.47			1000 202200			101000
				CC Accounting: 1000-		-414000-497			
6	CC-2019 04/30/26	ChatGPT subscriptions - PW Scott Tiffany / Brian Matzke OPENAI LLC	40.93			1000 202200			101000
				CC Accounting: 1000-		-450000-497			
7	CC-2019 04/30/26	ChatGPT subscription - Haider OPENAI LLC	20.47			1000 202200			101000
				CC Accounting: 1000-		-414104-497			
		Total for Vendor:	628.33						
132259	E 2439	VISA IT	168.61						
1	CC-2020 04/24/26	Wattstopper interface tool Gordon Electric Supply MISC CLAIM VENDOR	118.61			1000 202200			101000
				CC Accounting: 1000-		-414104-497			
2	CC-2020 04/27/26	Event registration - Haider ND IT Symposium MISC CLAIM VENDOR	25.00			1000 202200			101000
				CC Accounting: 1000-		-414104-340			
3	CC-2020 04/27/26	Event registration - Jake ND IT Symposium MISC CLAIM VENDOR	25.00			1000 202200			101000
				CC Accounting: 1000-		-414104-340			
		Total for Vendor:	168.61						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
132260	E	5092 VISA IT 2	1,346.59						
1	CC-2021 04/02/26	TV for PD training conf room	1,599.96			1000 202200			101000
		COSTCO WHOLESALE #1119		CC Accounting: 1000-		-421000-497			
2	CC-2021 04/02/26	Refund for returned TV	-1,899.98			1000 202200			101000
		COSTCO WHOLESALE #1119		CC Accounting: 1000-		-421000-497			
3	CC-2021 04/04/26	Dock cables	215.80			1000 202200			101000
		LENOVO (UNITED STATES) INC.		CC Accounting: 1000-		-414104-497			
4	CC-2021 04/08/26	Bracket wall mount - PD	45.99			1000 202200			101000
		EBAY		CC Accounting: 1000-		-421000-497			
5	CC-2021 04/20/26	SSL renewal	999.98			1000 202200			101000
		GODADDY LLC		CC Accounting: 1000-		-414104-497			
6	CC-2021 04/21/26	Laptop backpacks	304.85			1000 202200			101000
		LENOVO (UNITED STATES) INC.		CC Accounting: 1000-		-414104-497			
7	CC-2021 04/24/26	Caddy removeable hard drive	79.99			1000 202200			101000
		EBAY		CC Accounting: 1000-		-414104-497			
		Total for Vendor:	1,346.59						
132205	E	3161 VISA LIBRARY #1	1,459.20						
1	CC-2007 04/03/26	HEATHER MEMBERSHIP	60.00			7000 202200			101000
		NORTH DAKOTA STATE LIBRARY		CC Accounting: 7000-		-411600-667			
2	CC-2007 04/07/26	BOOKS	335.70			7000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 7000-		-411600-662			
3	CC-2007 04/09/26	BOOKS	40.27			7000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 7000-		-411600-662			
4	CC-2007 04/10/26	OFFICE SUPPLIES	61.32			7000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 7000-		-411600-410			
5	CC-2007 04/09/26	CREDIT	-6.47			7000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 7000-		-411600-410			
6	CC-2007 04/15/26	BOOKS	36.18			7000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 7000-		-411600-662			
7	CC-2007 04/17/26	AS PROGRAM SUPPLIES	12.99			7000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 7000-		-411600-649			
8	CC-2007 04/19/26	AS & YOUTH PROGRAM SUPPLIES	400.66			7000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 7000-		-411600-649			
9	CC-2007 04/19/26	DRY ERASE MARKERS	10.79			7000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 7000-		-411600-410			

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10	CC-2007 04/20/26	AS & YOUTH PROGRAM SUPPLIES AMAZON CAPITAL SERVICES	15.99			7000 202200			101000
				CC Accounting: 7000-		-411600-649			
11	CC-2007 04/21/26	HAND SANITIZER AMAZON CAPITAL SERVICES	48.92			7000 202200			101000
				CC Accounting: 7000-		-411600-410			
12	CC-2007 04/23/26	THAI ORCHID STAFF TRAINING MISC CLAIM VENDOR	150.76			7000 202200			101000
				CC Accounting: 7000-		-411600-340			
13	CC-2007 04/29/26	AS PROGRAM SUPPLIES AMAZON CAPITAL SERVICES	90.10			7000 202200			101000
				CC Accounting: 7000-		-411600-649			
14	CC-2007 04/30/26	WATER MACHINE LEASE MISC CLAIM VENDOR	100.00			7000 202200			101000
				CC Accounting: 7000-		-411600-410			
15	CC-2007 05/01/26	ERGONOMIC MOUSE AMAZON CAPITAL SERVICES	101.99			7000 202200			101000
				CC Accounting: 7000-		-411600-649			
		Total for Vendor:	1,459.20						
132200	E 3162	VISA LIBRARY #2	1,795.47						
1	CC-2005 04/03/26	SHERATON MINNEAPOLIS HOTEL-PLA CONFERENCE MISC CLAIM VENDOR	733.77			7000 202200			101000
				CC Accounting: 7000-		-411600-340			
2	CC-2005 04/03/26	MARRIOTT MINNEAPOLIS HOTEL-PLA CONFERENCE MISC CLAIM VENDOR	891.30			7000 202200			101000
				CC Accounting: 7000-		-411600-340			
3	CC-2005 04/03/26	AUTOZONE MINNEAPOLIS WINDSHIELD WIPER UNIT #8011 MISC CLAIM VENDOR	71.93			1000 202200			101000
				CC Accounting: 1000-		-415000-427			
4	CC-2005 04/03/26	BP OF SAINT MICHAEL GAS-PLA CONFERENCE MISC CLAIM VENDOR	38.47			7000 202200			101000
				CC Accounting: 7000-		-411600-340			
5	CC-2005 04/09/26	MEG MEMBERSHIP NORTH DAKOTA STATE LIBRARY	60.00			7000 202200			101000
				CC Accounting: 7000-		-411600-667			
		Total for Vendor:	1,795.47						
132204	E 4576	VISA LIBRARY #3	593.25						
1	CC-2006 04/17/26	HEATHER MEMBERSHIP AMERICAN LIBRARY ASSOCIATION	215.00			7000 202200			101000
				CC Accounting: 7000-		-411600-667			
2	CC-2006 04/20/26	GAMING GEEK SUPPLIES FOR ADULT SERVICES PROGRAM MISC CLAIM VENDOR	5.10			7000 202200			101000
				CC Accounting: 7000-		-411600-649			

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
3	CC-2006 04/20/26	ONEBOOKSHELF ADULTS SERVICES SUPPLIES FOR PROGRAM MISC CLAIM VENDOR	85.13			7000 202200 -411600-649			101000
4	CC-2006 04/20/26	LEXI MEMBERSHIPS AMERICAN LIBRARY ASSOCIATION	215.00			7000 202200 -411600-667			101000
5	CC-2006 04/30/26	FACEBOOK SOCIAL MEDIA ADVERTISING MISC CLAIM VENDOR	72.97			7000 202200 -411600-689			101000
6	CC-2006 04/20/26	INTERNATIONAL TRANS FEE MISC CLAIM VENDOR	0.05			7000 202200 -411600-649			101000
Total for Vendor:			593.25						
132261	E 2438	VISA PLANNING	320.51						
1	CC-2022 04/03/26	Car washes CIRCLE K	10.00			1000 202200 -418000-420			101000
2	CC-2022 04/13/26	IRC study pack - Inspections Contractor Resource MISC CLAIM VENDOR	115.89			1000 202200 -418000-662			101000
3	CC-2022 04/15/26	Donuts for MABO mtg SANDY'S DONUTS & COFFEE SHOP	51.74			1000 202200 -418000-410			101000
4	CC-2022 04/23/26	PZ Notice - Grant 2nd Additio COLUMN SOFTWARE PBC	47.12			1000 202200 -418000-343			101000
5	CC-2022 04/23/26	PZ Notice - Sandhills 9th Add COLUMN SOFTWARE PBC	56.24			1000 202200 -418000-343			101000
6	CC-2022 04/23/26	PZ Notice - ZOA Inert Landfil COLUMN SOFTWARE PBC	39.52			1000 202200 -418000-343			101000
Total for Vendor:			320.51						
132231	E 2435	VISA POLICE #1	581.24						
1	CC-2015 04/02/26	black out patch, church ladie FAMILY FARE	11.98			1000 202200 -421000-375			101000
2	CC-2015 04/07/26	pharm drug disposal, fuel HOLIDAY STATIONSTORE #345	40.48			1000 202200 -421000-424			101000
3	CC-2015 04/10/26	r. feltman vehicle, fuel CASEY'S GENERAL STORE #3356	50.76			1000 202200 -421000-424			101000
4	CC-2015 04/13/26	online training - tulius AMERICAN HEART ASSOCIATION SHOPCPR	37.00			1000 202200 -421000-340			101000

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
5	CC-2015 04/13/26	online training - salter AMERICAN HEART ASSOCIATION SHOPCPR	37.00			1000 202200			101000
				CC Accounting:	1000-	-421000-340			
6	CC-2015 04/13/26	online training - dixon AMERICAN HEART ASSOCIATION SHOPCPR	37.00			1000 202200			101000
				CC Accounting:	1000-	-421000-340			
7	CC-2015 04/14/26	online training - schany AMERICAN HEART ASSOCIATION SHOPCPR	37.00			1000 202200			101000
				CC Accounting:	1000-	-421000-340			
8	CC-2015 04/14/26	online training - halverson AMERICAN HEART ASSOCIATION SHOPCPR	37.00			1000 202200			101000
				CC Accounting:	1000-	-421000-340			
9	CC-2015 04/16/26	online training - wirtzfeld AMERICAN HEART ASSOCIATION SHOPCPR	37.00			1000 202200			101000
				CC Accounting:	1000-	-421000-340			
10	CC-2015 04/16/26	online training - hill AMERICAN HEART ASSOCIATION SHOPCPR	37.00			1000 202200			101000
				CC Accounting:	1000-	-421000-340			
11	CC-2015 04/17/26	fuel, LETA graduation MISC CLAIM VENDOR	71.02			1000 202200			101000
				CC Accounting:	1000-	-421000-340			
12	CC-2015 04/20/26	online training - koropatnick AMERICAN HEART ASSOCIATION SHOPCPR	37.00			1000 202200			101000
				CC Accounting:	1000-	-421000-340			
13	CC-2015 04/28/26	online training - ackerman AMERICAN HEART ASSOCIATION SHOPCPR	37.00			1000 202200			101000
				CC Accounting:	1000-	-421000-340			
14	CC-2015 04/28/26	online training - d. todd AMERICAN HEART ASSOCIATION SHOPCPR	37.00			1000 202200			101000
				CC Accounting:	1000-	-421000-340			
15	CC-2015 04/29/26	online training - nystel AMERICAN HEART ASSOCIATION SHOPCPR	37.00			1000 202200			101000
				CC Accounting:	1000-	-421000-340			
Total for Vendor:			581.24						
132232	E 3233	VISA POLICE #2	3,952.01						
1	CC-2014 04/10/26	venetian-additional resort fe MISC CLAIM VENDOR	0.30			1000 202200			101000
				CC Accounting:	1000-	-421000-340			
2	CC-2014 04/10/26	venetian-additional resort fe MISC CLAIM VENDOR	0.30			1000 202200			101000
				CC Accounting:	1000-	-421000-340			
3	CC-2014 04/11/26	hector airport pkgng-anderson HECTOR INTERNATIONAL AIRPORT	100.00			1000 202200			101000
				CC Accounting:	1000-	-421000-340			
4	CC-2014 04/21/26	flight, conf - carr DELTA AIR	527.40			1000 202200			101000
				CC Accounting:	1000-	-421000-340			
5	CC-2014 04/21/26	flight, conf - anderson DELTA AIR	527.40			1000 202200			101000
				CC Accounting:	1000-	-421000-340			
6	CC-2014 04/21/26	trip protection-anderson/carr ALLIANZ GLOBAL ASSISTANCE	71.20			1000 202200			101000
				CC Accounting:	1000-	-421000-340			

* ... Over spent expenditure

Claim/ Line #	Check Invoice	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
7	CC-2014 04/22/26	trupanion k9 insurance	431.22			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-		-421000-915			
8	CC-2014 04/25/26	rental car fuel - orn	49.45			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-		-421000-340			
9	CC-2014 04/26/26	rental car tax	374.90			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-		-421000-340			
10	CC-2014 04/25/26	lodging - carlson	898.92			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-		-421000-340			
11	CC-2014 04/25/26	lodging - orn	970.92			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-		-421000-340			
		Total for Vendor:	3,952.01						
132233	E 3234	VISA POLICE #3	1,342.15						
1	CC-2011 04/05/26	shipping labels	60.56			1000 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 1000-		-421000-410			
2	CC-2011 04/08/26	trning lodge-sufficool, muell	143.80			1000 202200			101000
	EXPEDIA.COM HEADQUARTERS			CC Accounting: 1000-		-421000-340			
3	CC-2011 04/07/26	CPA bakery	21.97			1000 202200			101000
	FAMILY FARE			CC Accounting: 1000-		-421000-375			
4	CC-2011 04/10/26	peer support fruit	33.84			1000 202200			101000
	COSTCO WHOLESALE #1119			CC Accounting: 1000-		-421000-375			
5	CC-2011 04/09/26	black out patch, church ladie	9.98			1000 202200			101000
	FAMILY FARE			CC Accounting: 1000-		-421000-375			
6	CC-2011 04/15/26	RRRDC fruit tray	34.97			1000 202200			101000
	COSTCO WHOLESALE #1119			CC Accounting: 1000-		-421000-375			
7	CC-2011 04/14/26	CPA bakery	21.97			1000 202200			101000
	FAMILY FARE			CC Accounting: 1000-		-421000-375			
8	CC-2011 04/17/26	trning fuel-sufficool, muelle	43.53			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-		-421000-340			
9	CC-2011 04/21/26	firehouse, drone equip	109.00			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-		-421000-641			
10	CC-2011 04/21/26	online training - schweyen	37.00			1000 202200			101000
	AMERICAN HEART ASSOCIATION SHOPCPR			CC Accounting: 1000-		-421000-340			
11	CC-2011 04/21/26	online training - skwiera	37.00			1000 202200			101000
	AMERICAN HEART ASSOCIATION SHOPCPR			CC Accounting: 1000-		-421000-340			
12	CC-2011 04/21/26	CPA bakery	16.98			1000 202200			101000
	FAMILY FARE			CC Accounting: 1000-		-421000-375			

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
13	CC-2011 04/24/26	labby grooming	143.75			1000 202200			101000
		SIT. STAY. SPA.		CC Accounting:	1000-	-421000-915			
14	CC-2011 04/28/26	drone gps tracker	37.99			1000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting:	1000-	-421000-641			
15	CC-2011 04/28/26	drone controller	21.84			1000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting:	1000-	-421000-641			
16	CC-2011 04/28/26	CPA bakery	18.97			1000 202200			101000
		FAMILY FARE		CC Accounting:	1000-	-421000-375			
17	CC-2011 05/01/26	sam's renewal	549.00			1000 202200			101000
		SAM REGISTRATION RENEWAL		CC Accounting:	1000-	-421000-497			
		Total for Vendor:	1,342.15						
132234	E	4300 VISA POLICE #5	2,189.20						
1	CC-2009 04/03/26	LETA fuel - salter	51.16			1000 202200			101000
		TRI-ENERGY COOPERATIVE #76		CC Accounting:	1000-	-421000-340			
2	CC-2009 04/04/26	facebook boost hire	9.00			1000 202200			101000
		MISC CLAIM VENDOR		CC Accounting:	1000-	-421000-205			
3	CC-2009 04/06/26	travel protection	26.88			1000 202200			101000
		TRAVELOCITY		CC Accounting:	1000-	-421000-340			
4	CC-2009 04/07/26	car rental	414.92			1000 202200			101000
		TRAVELOCITY		CC Accounting:	1000-	-421000-340			
5	CC-2009 04/06/26	flight - carlson	628.40			1000 202200			101000
		DELTA AIR		CC Accounting:	1000-	-421000-340			
6	CC-2009 04/06/26	flight - orn	628.40			1000 202200			101000
		DELTA AIR		CC Accounting:	1000-	-421000-340			
7	CC-2009 04/09/26	LETA fuel - salter	56.84			1000 202200			101000
		MISC CLAIM VENDOR		CC Accounting:	1000-	-421000-340			
8	CC-2009 04/16/26	facebook boost hire	4.80			1000 202200			101000
		MISC CLAIM VENDOR		CC Accounting:	1000-	-421000-205			
9	CC-2009 04/28/26	firearms trning lodging - zac	107.00			1000 202200			101000
		MISC CLAIM VENDOR		CC Accounting:	1000-	-421000-340			
10	CC-2009 04/28/26	firearms trning lodging-tiliu	107.00			1000 202200			101000
		MISC CLAIM VENDOR		CC Accounting:	1000-	-421000-340			
11	CC-2009 04/30/26	peer support fruit	46.82			1000 202200			101000
		COSTCO WHOLESALE #1119		CC Accounting:	1000-	-421000-375			
12	CC-2009 04/30/26	recruitment artwork	60.00			1000 202200			101000
		MISC CLAIM VENDOR		CC Accounting:	1000-	-421000-375			

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
13	CC-2009 04/30/26	black patch, church ladies	11.98			1000 202200			101000
		FAMILY FARE		CC Accounting:	1000-	-421000-375			
14	CC-2009 05/02/26	notary renewal, werner	36.00			1000 202200			101000
		ND SECRETARY OF STATE		CC Accounting:	1000-	-421000-667			
Total for Vendor:			2,189.20						
132235	E	4301 VISA POLICE #6	489.63						
1	CC-2008 04/09/26	hotel booking fee - crouse	17.99			1000 202200			101000
		MISC CLAIM VENDOR		CC Accounting:	1000-	-421000-340			
2	CC-2008 04/10/26	training lodging - crouse	341.79			1000 202200			101000
		MISC CLAIM VENDOR		CC Accounting:	1000-	-421000-340			
3	CC-2008 04/09/26	LETA training fuel - adigun	56.14			1000 202200			101000
		MISC CLAIM VENDOR		CC Accounting:	1000-	-421000-340			
4	CC-2008 04/12/26	LETA training fuel - adigun	5.97			1000 202200			101000
		MISC CLAIM VENDOR		CC Accounting:	1000-	-421000-340			
5	CC-2008 04/17/26	LETA training fuel - adigun	57.74			1000 202200			101000
		MISC CLAIM VENDOR		CC Accounting:	1000-	-421000-340			
6	CC-2008 04/19/26	LETA training fuel - adigun	10.00			1000 202200			101000
		MISC CLAIM VENDOR		CC Accounting:	1000-	-421000-340			
Total for Vendor:			489.63						
132227	E	2423 VISA PUBLIC WORKS #1	5,413.40						
1	CC-2010 04/03/26	#5450/5451/5452 CHUTE KITS	1,200.00			1000 202200			101000
		GTM MFG		CC Accounting:	1000-	-430001-870			
		MISC CLAIM VENDOR							
2	CC-2010 04/07/26	FUZER WELDING KIT	663.33			1000 202200			101000
		J&B TOOL SALES		CC Accounting:	1000-	-455000-432			
3	CC-2010 04/07/26	LIFT REPAIR	48.82			1000 202200			101000
		EBAY		CC Accounting:	1000-	-455000-427			
4	CC-2010 04/08/26	J NELSON PANTS	179.97			1000 202200			101000
		BRUNT WORKWEAR		CC Accounting:	1000-	-430000-422			
5	CC-2010 04/09/26	S RUDOLPH LICENSE RENEW	50.00			1000 202200			101000
		ND STATE ELECTRICAL BOARD		CC Accounting:	1000-	-430000-667			
6	CC-2010 04/09/26	LIFT REPAIR	107.96			1000 202200			101000
		EBAY		CC Accounting:	1000-	-455000-427			
7	CC-2010 04/10/26	EE OF QTR AWARDS	50.00			1000 202200			101000
		MISC CLAIM VENDOR		CC Accounting:	1000-	-450000-340			

* ... Over spent expenditure

Claim/ Line #	Check Invoice	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
8	CC-2010 04/10/26	R BEAUSCHANE PANTS	119.98			1000 202200			101000
		BRUNT WORKWEAR		CC Accounting: 1000-		-430000-422			
9	CC-2010 04/10/26	#2026 TITLE	24.25			6020 202200			101000
		DMV FARGO BRANCH		CC Accounting: 6020-		-450000-610			
10	CC-2010 04/10/26	#7604 TITLE	24.25			6025 202200			101000
		DMV FARGO BRANCH		CC Accounting: 6025-		-450000-610			
11	CC-2010 04/13/26	LUBRA SEAL	739.10			1000 202200			101000
		RHOMAR INDUST		CC Accounting: 1000-		-430000-377			
		MISC CLAIM VENDOR							
12	CC-2010 04/13/26	#7604 TOOLBOX	301.70			4387 202200			101000
		MISC CLAIM VENDOR		CC Accounting: 4387-		-480000-610			
13	CC-2010 04/13/26	CREDIT	-21.70			4387 202200			101000
		MISC CLAIM VENDOR		CC Accounting: 4387-		-480000-610			
14	CC-2010 04/13/26	SALT BRINE	206.99			1000 202200			101000
		MISC CLAIM VENDOR		CC Accounting: 1000-		-430000-377			
15	CC-2010 04/15/26	MISC SHOP SUPPLIES	66.25			1000 202200			101000
		FLEET FARM		CC Accounting: 1000-		-455000-433			
16	CC-2010 04/15/26	J SMITH PANTS	112.45			1000 202200			101000
		FLEET FARM		CC Accounting: 1000-		-455000-422			
17	CC-2010 04/17/26	#3007 REGISTRATION	13.50			1000 202200			101000
		DMV FARGO BRANCH		CC Accounting: 1000-		-430000-427			
18	CC-2010 04/20/26	ARBOR DAY SIGN	46.48			2210 202200			101000
		SIGNS.COM		CC Accounting: 2210-		-428000-375			
19	CC-2010 04/20/26	C COSTELLO PANTS	59.99			6020 202200			101000
		BRUNT WORKWEAR		CC Accounting: 6020-		-450000-422			
20	CC-2010 04/29/26	R LUGER MEMBERSHIP	220.00			2210 202200			101000
		ISA MEMBERSHIP		CC Accounting: 2210-		-428000-340			
21	CC-2010 04/30/26	C COSTELLO BOOTS	174.99			6020 202200			101000
		BRUNT WORKWEAR		CC Accounting: 6020-		-450000-422			
22	CC-2010 05/01/26	CLEAN UP WEEK	12.96			6010 202200			101000
		SAM'S CLUB		CC Accounting: 6010-		-450200-912			
23	CC-2010 05/01/26	CLEAN UP WEEK	744.19			6010 202200			101000
		SAM'S CLUB		CC Accounting: 6010-		-450200-912			
24	CC-2010 05/02/26	J SMITH SHIRTS	242.94			1000 202200			101000
		CARHARTT		CC Accounting: 1000-		-455000-422			
25	CC-2010 04/30/26	#5707 TITLE	25.00			1000 202200			101000
		DMV FARGO BRANCH		CC Accounting: 1000-		-430002-610			
Total for Vendor:			5,413.40						

* ... 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
132228	E	4256 VISA PUBLIC WORKS #2	645.59						
1	CC-2012 04/02/26 SA TRAVEL FUEL		60.59			6010 202200			101000
	ARCO								
	MISC CLAIM VENDOR								
2	CC-2012 04/06/26 #7602 TAILGATE		365.00			6025 202200			101000
	FRENCH LAKE AUTO								
	MISC CLAIM VENDOR								
3	CC-2012 04/17/26 R HELMING MEMBERSHIP		220.00			2210 202200			101000
	ISA MEMBERSHIP								
		Total for Vendor:	645.59						
132229	E	4625 VISA PUBLIC WORKS #3	3,237.06						
1	CC-2013 04/02/26 A HASKINS LODGING		354.18			6010 202200			101000
	MYSTIC LAKE								
	MISC CLAIM VENDOR								
2	CC-2013 04/02/26 D ROLIE LODGING		354.18			6010 202200			101000
	MYSTIC LAKE								
	MISC CLAIM VENDOR								
3	CC-2013 04/10/26 R JENSEN LODGING		402.51			2210 202200			101000
	FAIRFIELD -NC								
	MISC CLAIM VENDOR								
4	CC-2013 04/10/26 J BENEDICT LODGING		402.51			2210 202200			101000
	FAIRFIELD -NC								
	MISC CLAIM VENDOR								
5	CC-2013 05/01/26 C MOSS LODGING		1,077.30			6010 202200			101000
	HYATT - CHICAGO								
	MISC CLAIM VENDOR								
6	CC-2013 05/01/26 D JOHN LODGING		646.38			1000 202200			101000
	HYATT - CHICAGO								
	MISC CLAIM VENDOR								
		Total for Vendor:	3,237.06						
132062	C	544 WALLWORK TRUCK CENTER	131.86						
1	05/05/26 #415 LEVELING VALVE		131.86			6010 450200	427		101000
	01P712488								

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
132163	C	544 WALLWORK TRUCK CENTER	303.41						
1	04/22/26	FD R-75 Paddle seat	26.54			2060 415200	427		101000
		01P701556							
2	05/06/26	FD T-76 & T-75 Fliters	315.79			2060 415200	427		101000
		01P12686							
3	05/06/26	FD T-76 fuel filter replacemen	-38.92			2060 415200	427		101000
		01P712725							
132173	C	544 WALLWORK TRUCK CENTER	568.39						
1	04/20/26	LED LIGHTS	25.74			6020 450000	427		101000
		01P707050							
2	04/21/26	LED LIGHTS	63.70			6020 450000	427		101000
		01P707153							
3	05/07/26	#388 WATER PUMP KIT	276.95			1000 430000	427		101000
		01P713194							
4	05/07/26	#5007 REPAIRS	202.00			1000 455000	427		101000
		0109S161491							
132216	C	544 WALLWORK TRUCK CENTER	1,696.36						
1	05/14/26	#7048 ABS REPAIR	1,696.36			4387 480000	427		101000
		0109S161067.02							
		Total for Vendor:	2,700.02						
132125	C	4773 WEST FARGO EVENTS	43,780.42						
1	1718 05/01/26	Essentia Health Plaza Fee	20,830.28			2310 452120	810		101000
		1718							
2	1718 05/01/26	POW/MIA Plaza Fee	6,943.42			2310 452120	810		101000
		1718							
3	1718 05/01/26	Parking Ramp Management Fee	11,840.05			2320 452110	810		101000
		1718							
4	1718 05/01/26	City Events Management Fee	4,166.67			2960 411900	810		101000
		1718							
		Total for Vendor:	43,780.42						

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
132123	C	2184 WEST SIDE STEEL	15.43						
1	04/30/26	ROUND TUBE	15.43			6025 450000	825		101000
15045									
		Total for Vendor:	15.43						
132147		4129 WESTERN NATIONAL MUTUAL INS CO	50.00						
1	05/12/26	notary bond - carlson	50.00			1000 421000	667		101000
82618									
		Total for Vendor:	50.00						
132166	-93421E	3549 WEX FSA	6,666.42						
1	05/15/26	Med FSA - 05/15/26 payroll	1,044.55			1000 212530			101000
2	05/15/26	Dep FSA - 05/15/26 payroll	5,309.37			1000 212523			101000
3	05/15/26	Dep FSA - 05/15/26 payroll	312.50			8000 453000	110		101000
Parks									
		Total for Vendor:	6,666.42						
132026		569 WF ANIMAL HOSPITAL	2,586.39						
1	04/30/26	K9/comfort dog medical (4)	2,586.39			1000 421000	915		101000
312637									
132039		569 WF ANIMAL HOSPITAL	3,454.00						
1	04/30/26	april 2026 pound fee	3,454.00			1000 421000	396		101000
313849									
132070		569 WF ANIMAL HOSPITAL	359.55						
1	04/30/26	FD Mika Wellness Visit	359.55			2060 415200	915		101000
131292									
		Total for Vendor:	6,399.94						
132118		1820 WINDSHIELD DOCTOR	100.00						
1	04/30/26	CHIP REPAIR	50.00			6020 450000	322		101000
74858									
2	04/30/26	CHIP REPAIR	50.00			4387 480000	322		101000
74857									
		Total for Vendor:	100.00						

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
132069		2740 WM CORPORATE SERVICES, INC	25.64						
1	05/01/26	FD May Services	25.64			2060 415200	527		101000
		29.93565.43003 May							
132098		2740 WM CORPORATE SERVICES, INC	111,127.20						
1	05/01/26	SANITATION BUILDING DROPSITE	1,430.78			6010 450200	916		101000
		6823656							
2	05/01/26	40TH AVE DROPSITE	8,585.43			6010 450200	916		101000
		6823655							
3	05/01/26	COWF MASTER BILLING	101,110.99			6010 450200	916		101000
		6823657							
		Total for Vendor:	111,152.84						
132107	C	5528 WORLD INSURANCE ASSOCIATES LLC	701.00						
1	04/30/26	#5707 INSURANCE	701.00			1000 430002	610		101000
		483771							
		Total for Vendor:	701.00						
132071	E	338 XCEL ENERGY	4,043.50						
1	05/06/26	FD Both Stations April Utiliti	4,043.50			2060 415200	527		101000
		97668099							
132203	E	338 XCEL ENERGY	38,998.98						
1	04/27/26	PD - 800 4TH AVE E	9,604.68			1000 421000	527		101000
		975259728							
2	05/04/26	PD - 800 4TH AVE E	7,853.37			1000 421000	527		101000
		976210089							
3	05/04/26	PD - 800 4TH AVE E	674.54			1000 421000	527		101000
		976212161							
4	05/04/26	3050 SHEYENNE - THE LIGHTS	141.49			2310 452120	527		101000
		976291689							
5	05/04/26	3150 SHEYENNE - THE LIGHTS	68.71			2310 452120	527		101000
		976365226							
6	04/27/26	1413 13TH AVE E - ST LIGHTS	48.76			1000 430002	527		101000
		975279480							
7	04/27/26	1690 13TH AVE S - ST LIGHTS	55.08			1000 430002	527		101000
		975307979							

* ... 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	05/04/26 735 7TH AVE NW - ST LIGHTS		97.95			1000 430002	527		101000
976345435									
9	04/27/26 1680 13TH AVE E - ST LIGHTS		113.80			1000 430002	527		101000
975269090									
10	05/06/26 SM67		202.94			6020 450000	527		101000
976703619									
11	04/27/26 SA 17/PD VEHICLE STORAGE		1,030.66			6020 450000	527		101000
975256585									
12	04/27/26 ST LIGHT FEED POINTS		1,262.86			1000 430002	527		101000
975256585									
13	05/01/26 LIFT STATIONS/WATER TOWERS		17,595.28			6020 450000	527		101000
976053991									
14	05/01/26 ST LIGHT FEED POINT		66.82			1000 430002	527		101000
976053991									
15	05/01/26 SHEYENNE PLAZA		182.04			2310 452120	527		101000
976053991									
Total for Vendor:			43,042.48						
# of Claims			266	Total:	2923,598.12	# of Vendors	68		
Total Electronic Claims			1722,176.78						
Total Non-Electronic Claims			1201421.34						

** 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: Project No. 2293 – 9th Street NE – Grade Separation

Requested Action/Staff Recommendation: Adopt Resolution Approving Contract and Contractor's Bond and Authorize Notice to Proceed.

Presented By: Jerry Wallace, City Engineer

New Information: At the April 20, 2026, Commission Meeting, the City Commission reviewed bids and awarded contract to Industrial Builders, Inc. The contract documents were prepared and delivered to the City Attorney's office for review. After their compliance review, the attached Resolution was prepared for the City Commission's review and approval.

Supporting Documents:

- Associated Resolution
- Notice to Proceed

Previously Presented Information & Commission Actions:

May 4, 2026 -

- **Staff Recommendation:** Approve Proposals for Construction Material Testing Services with Braun Intertec for the 9th St Corridor Projects
- **Commission Action:** Commissioner Olson moved and Commissioner Anderson seconded to approve. No opposition, motion carried.

April 20, 2026 -

- **Staff Recommendation:** Accept Bid and Award Contract to Industrial Builders, Inc. for their bid amount of \$23,969,611.83.
- **Commission Action:** Commissioner Zundel moved and Commissioner Olson seconded to approve. No opposition, motion carried.

April 6, 2026 -

- **Staff Recommendation:** Approve Overpass Agreement and C&M Agreement with BNSF
- **Commission Action:** Commissioner Jorgensen moved and Commissioner Anderson seconded to approve. Commissioner Olson was absent and not voting. No opposition, motion carried.

March 16, 2026

- **Staff Recommendation:** Approve Plans and Specifications, Direct Advertisement for Bids; and Approve Task Order No. 9-3
- **Commission Action:** Commissioner Olson moved and Commissioner Anderson seconded to approve. No opposition, motion carried.

February 2, 2026

- **Staff Recommendation:** Direct and Approve Engineer's Report and Direct Engineer to prepare Plans and Specifications
- **Commission Action:** Commissioner Zundel moved and Commissioner Olson seconded to approve. No opposition, motion carried.

February 3, 2025

- **Staff Recommendation:** Create Project No. 2293 and Approve Task Order No. 9 with Houston Engineering
- **Commission Action:** Commissioner Zundel moved and Commissioner Anderson seconded to approve. No opposition, motion carried.

January 19, 2025

- **Staff Recommendation:** Approve Access Easement Agreement
- **Commission Action:** Commissioner Zundel moved and Commissioner Anderson seconded to approve. No opposition, motion carried.

(Additional actions taken with respect to this project when it was originally a part of Improvement District No. 2265)

Project No. 2265 - Previously Presented Information:

August 5, 2024 –

- **Staff Recommendation:** Approve Task Order No. 3-5 for Design Services
- **Commission Action:** Commissioner Zundel moved, and Commissioner Olson seconded to approve. No opposition, motion carried.

June 5, 2023 –

- **Staff Recommendation:** Approve DCE Submittal with DCE decision Page decisions made by the Commission.
- **Commission Action:** three separate motions were made for the following:
 - Commissioner Olson moved and Commissioner George seconded to concur with the project concepts as proposed.
 - Commissioner George moved and Commissioner Olson seconded to proceed with alternative B – Three Lane Urban Corridor.
 - Commissioner Olson moved and Commissioner George seconded to with optional work item 1 – frontage road north of 7th Ave NE. Commissioners George, Anderson, Olson, Simmons, and Dardis voted aye. No Commissioners present voted nay, the motions were declared

May 1, 2023 –

- **Staff Recommendation:** Approve Task Order No. 3-3 for Basic Services.
- **Commission Action:** Commissioner Simmons moved, and Commissioner George seconded to approve. No opposition, motion carried.

August 1, 2022-

- **Staff Recommendation:** Approve Phase II Contract with Houston Engineering
- **Commission Action:** Commissioner Olson moved, and Commissioner George seconded to approve. No opposition, motion carried.

April 18, 2022-

- **Staff Recommendation:** Approve the Task Order No. 3 (Phase I Scoping)
- **City Commission Action:** Commissioner Gjerdevig moved, and Commissioner Olson seconded to approve. No opposition, motion carried.

Feb 22, 2022-

- **Staff Recommendation:** Authorize RFP to be published for Project No. 2265
- **City Commission Action:** Commissioner Olson moved, and Commissioner George seconded to approve. No opposition, motion carried.

Dec 7, 2020-

- City Commission authorized grant application

West Fargo City Commission

Bernie Dardis, Commission President

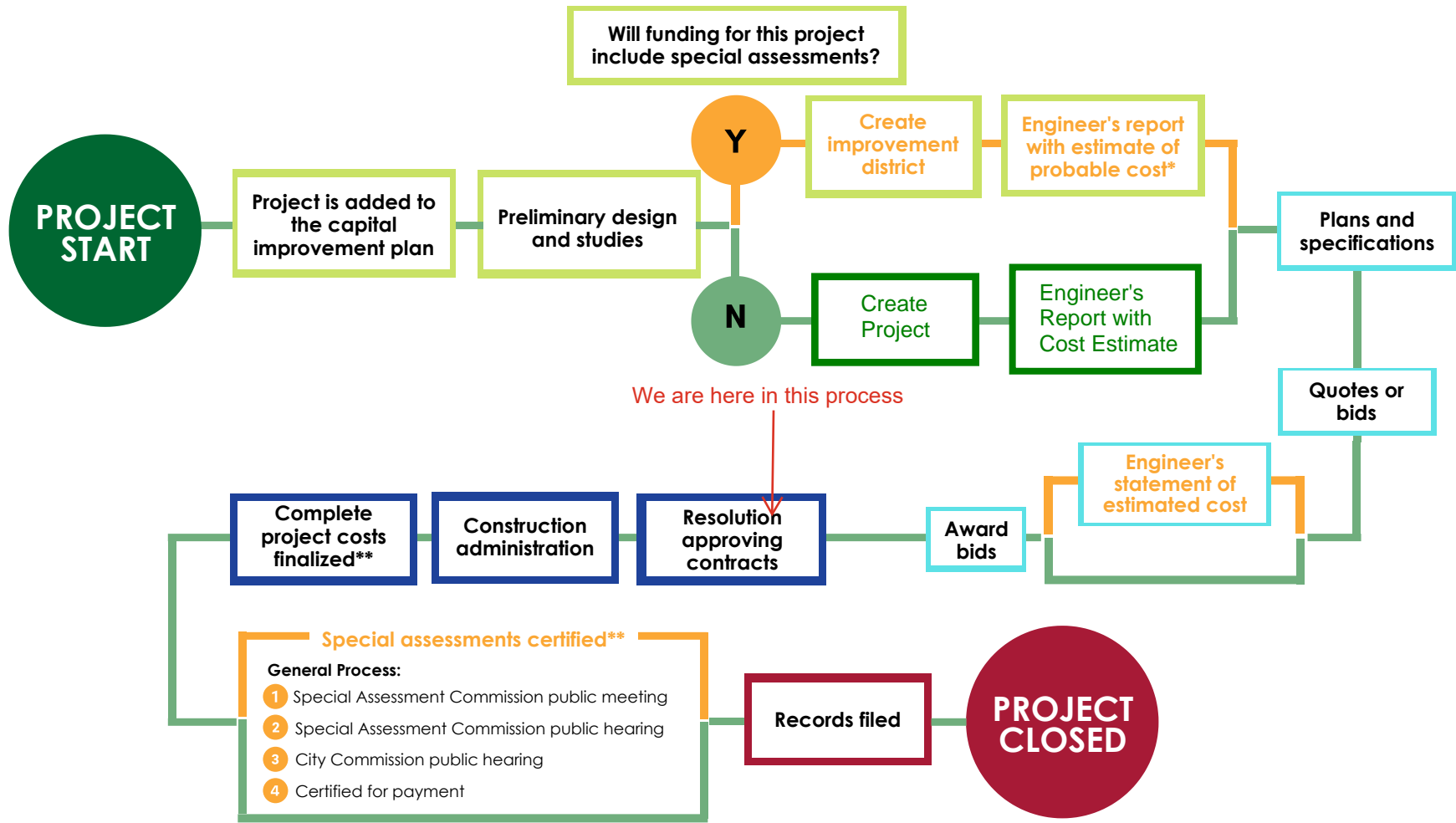
Brad Olson, Commission Vice President

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.

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION APPROVING CONTRACT AND CONTRACTOR'S BOND IN
PROJECT NO. 2293
9th STREET NE – GRADE SEPERATION

BE IT RESOLVED by the City Commission of the City of West Fargo, North Dakota, that it is hereby found, determined and declared that the general contract heretofore entered into by and between the City of West Fargo and Industrial Builders, Inc. is in full conformity with the law, including Section 40-22-36 of the North Dakota Century Code; that the contractor's bond of Industrial Builders, Inc. heretofore received and filed with the City Auditor is in full conformity with the law including Section 48-01.2-10, of the North Dakota Century Code; and that the contract and contractor's bond are hereby approved.

Dated: May 18, 2026

APPROVED:

President of Board of City Commissioners

ATTEST:

City Auditor

The motion for the adoption of the foregoing resolution was duly seconded by _____. 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.

NOTICE TO PROCEED

Owner: City of West Fargo Owner's Project No.: 2293
Engineer: Houston Engineering, Inc. Engineer's Project No.: 8654-0020
Contractor: Industrial Builders, Inc. Contractor's Project No.: _____
Project: 9th St. Overpass Construction
Contract Name: Project No. 2293 – 9th St. Overpass Construction
Effective Date of Contract: May 18, 2026

Owner hereby notifies Contractor that the Contract Times under the above Contract will commence to run on **May 18, 2026** pursuant to Paragraph 4.01 of the General Conditions.

On that date, Contractor shall start performing its obligations under the Contract Documents. No Work will be done at the Site prior to such date.

In accordance with the Agreement:

The date by which Substantial Completion must be achieved is **9/18/2027**, and the date by which readiness for final payment must be achieved is **11/5/2027**.

Before starting any Work at the Site, Contractor must comply with the following:

Comply with SP 2 Railroad Requirements

Owner: **City of West Fargo**
By (*signature*): _____
Name (*printed*): _____
Title: President of the Board of City Commissioners
Date Issued: May 18, 2026

Copy: Engineer



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
West Fargo Rural Fire Department

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
Silver Dollar Bar & Flying Pig

Street 221 Sheyenne St	City West Fargo	ZIP Code 58078	County Cass
----------------------------------	---------------------------	--------------------------	-----------------------

Beginning Date(s) Authorized 7/01/2026	Ending Date(s) Authorized 6/31/27	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)
East Corner of Bar

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 checked="" 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 checked="" type="checkbox"/> Seal Board | <input checked="" type="checkbox"/> Poker |
| <input type="checkbox"/> ELECTRONIC 50/50 Raffle | <input checked="" type="checkbox"/> Punchboard | <input type="checkbox"/> Calcuttas |
| <input checked="" type="checkbox"/> Pull Tab Jar | <input checked="" type="checkbox"/> Prize Board | <input type="checkbox"/> Paddlewheel with Tickets |
| <input checked="" type="checkbox"/> Pull Tab Dispensing Device | <input checked="" 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.
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
Full Circle Academy 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
The Sandbox

Street 3147 Bluestem Dr.	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)

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 checked="" 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 checked="" type="checkbox"/> Seal Board	<input checked="" 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 checked="" type="checkbox"/> Prize Board	<input type="checkbox"/> Paddlewheel with Tickets
<input checked="" type="checkbox"/> Pull Tab Dispensing Device	<input checked="" 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)
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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
West Fargo Baseball, 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
Barcode Bar & Grill

Street 835 23rd Ave E	City West Fargo	ZIP Code 58078	County Cass
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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)
Bar area

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 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 checked="" 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 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)
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 ND OFFICE OF ATTORNEY GENERAL
 SFN 17996 (4-2023)

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

Full, Legal Name of Gaming Organization
West Fargo Baseball, 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
The Local 701

Street 1405 Prairie Parkway	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)
Bar area

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

RESTRICTIONS FOR CITY/COUNTY USE ONLY

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|--|--|---|
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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
West Fargo Baseball, 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
Wurst Bier Hall

Street 3179 Bluestem Drive	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" 0
---	---	---

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

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

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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 type="checkbox"/> Twenty-One |
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Days of week of gaming operations (if restricted)	Hours of gaming (if restricted)
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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
Horse Race North Dakota

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
Rookies Sports Bar & Grill

Street 715 13th Avenue East	City West Fargo	ZIP Code 58078	County Cass
---------------------------------------	---------------------------	--------------------------	-----------------------

Beginning Date(s) Authorized 07/01/26	Ending Date(s) Authorized 06/30/27	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)
Games may be conducted and played in all public areas, excluding bathrooms

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 checked="" 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 checked="" 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.
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

Team Makers Club, 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

Piggy BBQ of West Fargo

Street 816 24th Ave E #118	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" 0
---	--	---

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

Entire lounge area, 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 throughly 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 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 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)
---	---------------------------------

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APPROVALS

Attorney General	Date
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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

Team Makers Club, 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

Town Hall

Street 103 Main Ave W	City West Fargo	ZIP Code 58078	County Cass
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Beginning Date(s) Authorized 07/01/2026	Ending Date(s) Authorized 06/30/2027	Number of Twenty-One tables, if zero, enter "0" 1
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Specific location where games of chance will be conducted and played at the site (required)

Entire lounge area, 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)

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<input type="checkbox"/> ELECTRONIC Quick Shot Bingo	<input type="checkbox"/> Tip Board	<input checked="" type="checkbox"/> Twenty-One
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<input checked="" 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

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 Telephone: 701-328-2329 OR 800-326-9240

Item Title: PILOT incentive request and public hearing for Ellery Milan Med Spa

Presented By: Casey Sanders- Berglund Director of Economic Development

Requested Action/Staff Recommendation: Approve the five-year PILOT for Ellery Milan Med Spa

Background & Project Summary:

Ellery Milan Beauty is a luxury boutique med spa specializing in results-oriented skin health, delivered in an environment centered on calm, confidence, and care. Currently operating in Fargo the business has built a strong foundation with more than 11 years of practice, over 15,000 facial treatments and consultations, and a client base of more than 3,000 individuals. The proposed expansion into a new 6,000-square-foot facility not only supports the growth of a successful small business, it also contributes to local economic activity by creating new jobs and elevating the client experience with a wider range of services offered under one roof.

Attached Supporting Documents:

- Staff Report

Financial Impact:

The parcel currently generates no property tax revenue because it is undeveloped. Once development occurs, the annual property tax is projected to be \$25,000. The proposed public participation totals \$62,500 over five years, structured to phase out gradually: 75% participation in year one, 50% in years two through four, and 25% in year five. In addition to property tax impacts, Ellery is expected to generate new sales tax revenue for the city. Based on historical business performance, the city's share of this new sales tax is estimated at \$17,050 over five years, compared to the city's \$17,075 share of the total public participation over the same period.

Process/Timeline:

- Economic Development Advisory committee has reviewed this request and recommended it for approval.
- A notice of public hearing has been posted.
- No work has been completed on the property as the work is pending the decision from City Commission.

West Fargo City Commission

Bernie Dardis, Commission President

Brad Olson, Commission Vice President

Roben Anderson, Rory Jorgensen, Amy Zundel, Commissioners

Dustin Scott, City Administrator

CITY OF WEST FARGO ECONOMIC DEVELOPMENT

STAFF REPORT

Ellery Milan		PILOT
Address: 2585 Alexander Way E West Fargo, ND 58078		
Legal Description: LOT 5 BLK 1 NORTH POND		
Applicant: Ellery Milan Owner: Ellery Lystad	Staff Contact: Economic Development Casey Sanders- Berglund	
Economic Development Advisory Committee:	April 2nd, 2026	
West Fargo Public School District:	N/A	
Cass County Board of Commissioners:	N/A	
Public Notice:	April, 17 th 2026	
Public Hearing:	May 4th, 2026	
City Commission:	May 4th, 2026	

PURPOSE:

Ellery Milan Beauty is a luxury boutique Med Spa that delivers results-oriented skin health in a setting designed for calm, confidence, and care. The applicant is currently operating in Fargo at 2633 55th St S STE 114.

With 11+ years in practice and 15,000+ facial treatments & consultations completed for 3,000+ clients, Ellery Milan Beauty proves that luxury and evidence can and should coexist. By creating a new 6,000 square foot space, we not only will create jobs, but we will ensure that the client experience is elevated with more service choices under one roof.

STATEMENTS OF FACT:

Existing Land Use:	-
Current Property Tax:	\$ 0.00
Identified Blight or Slum:	No
Relocation Requirements:	None
Current Zoning District(s):	Light Commercial
Zoning Overlay District(s):	None
Previous / Current Incentives -Applicant	None
Previous / Current Incentives -Property	None

PROPERTY OWNERSHIP, VALUES, & LOT SIZES:

Total number of properties	1
Property ID:	02-4617-00050-000
Legal Description:	LOT 5 BLK 1 NORTH POND
Address:	2585 Alexander Way E
Lot Size:	.86 Acers
Owner:	West Fargo Holdings LLC
Improvement Value:	\$0
Total Current Property Value:	\$373,600.00

CITY OF WEST FARGO ECONOMIC DEVELOPMENT

STAFF REPORT

DISCUSSION AND OBSERVATIONS:

- The project will allow this to expand and build in a space that is visible and easy to access that will create new retail and services provided in the city.
- There will be 10-15 jobs created with the projection of approximately a total of 25 with growth.
- Projected between \$11,000-\$12,000 of annual sales tax for the first two years with opportunity to grow with the business.
- Property will be owned by the applicant.
- This is not a primary sector business.

PUBLIC PARTICIPATION:

Public assistance for this project is proposed to consist of a five-year Payment In Lieu of Taxes in which the is 75% year one, 50% for years 2-4, and 25% for the final year. This total would be \$62,500 in property tax.

Breakdown of Public Participation:

There is no current property tax and after improvements it is projected to be \$25,000 annually. The table below outlines approximate values for estimations for future property tax and therefore public participation.

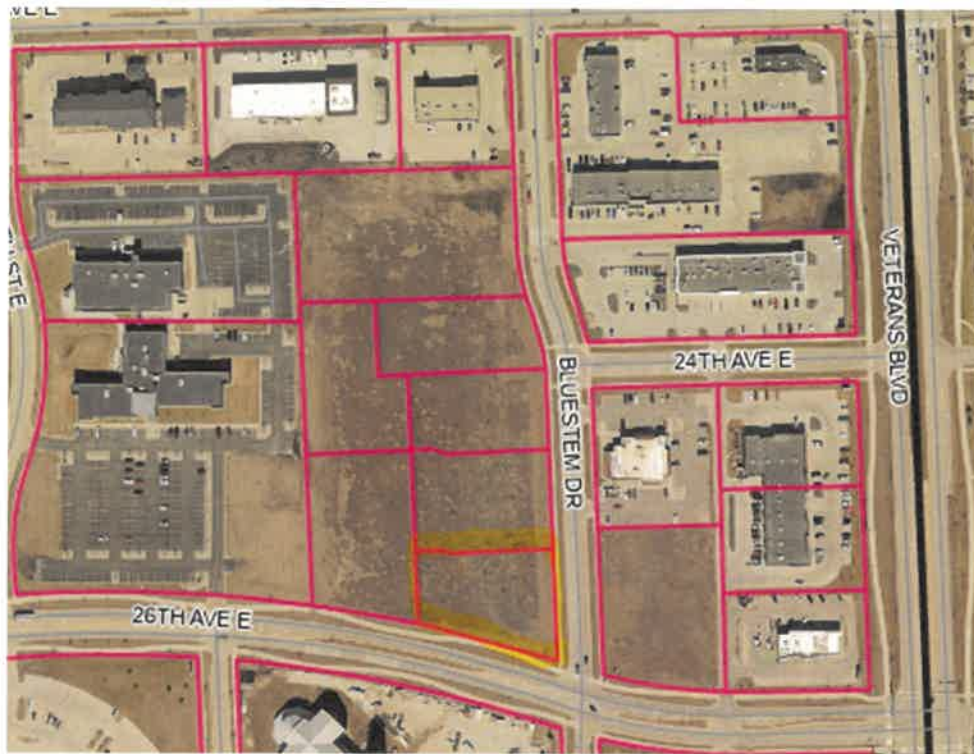
Years	Current Property Tax	Future Tax after Improvements	% of Abatement	Public Participation	PILOT (Business Participation)
1	\$ -	\$ 25,000.00	75%	\$ 18,750.00	\$ 6,250.00
2	\$ -	\$ 25,000.00	50%	\$ 12,500.00	\$ 12,500.00
3	\$ -	\$ 25,000.00	50%	\$ 12,500.00	\$ 12,500.00
4	\$ -	\$ 25,000.00	50%	\$ 12,500.00	\$ 12,500.00
5	\$ -	\$ 25,000.00	25%	\$ 6,250.00	\$ 18,750.00
Total	\$ -	\$ 125,000.00		\$ 62,500.00	\$ 62,500.00

Added Value and Comparison:

It is projected that Ellery will bring in \$11-12,000 of sales tax annually. Assuming \$11,000, the percentage of the total that is dispersed to the city is \$3,410 or \$17,050 over a period of five years. Compared to the \$62,500 property tax that the applicant is proposing to pay as well as public participation the total that is dispersed to the city is \$17,075 over a period of five years.

	Sales Tax	City's % of ST	Property Tax	City % of Property Tax
1	\$ 11,000.00	\$ 3,410.00	\$ 18,750.00	\$ 5,122.50
2	\$ 11,000.00	\$ 3,410.00	\$ 12,500.00	\$ 3,415.00
3	\$ 11,000.00	\$ 3,410.00	\$ 12,500.00	\$ 3,415.00
4	\$ 11,000.00	\$ 3,410.00	\$ 12,500.00	\$ 3,415.00
5	\$ 11,000.00	\$ 3,410.00	\$ 6,250.00	\$ 1,707.50
Total	\$ 55,000.00	\$ 17,050.00	\$ 62,500.00	\$ 17,075.00

STAFF REPORT



STAFF REPORT

LAND USE, ZONING, STREET PLANS, DISPLACEMENT OF RESIDENCE OR BUSINESSES:

There would currently be no zoning changes, displacements, or street concerns with this business expanding into this existing location.

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE RECOMMENDATION:

This project was reviewed on the April 2nd Economic Development Advisory Committee meeting. The PILOT was discussed and approved for recommendation to the city commission.

RECOMMENDATIONS:

An analysis of the project shows that under the proposed five-year graduating PILOT, the city's share of property tax revenue would be nearly offset by the projected sales tax revenue, which would begin immediately. Ellery Milan Beauty brings additional confidence to this projection, as the business has been operating for more than 11 years and has a loyal, established client base that will follow the expansion into the new facility.

**Item Title: Request from Beyond Shelter Inc. to amend the City’s General Plan for Urban
Renewal and Urban Development**

Presented By: Aaron Nelson, Planning Director

Requested Action/Staff Recommendation: Direct staff to prepare an amendment to the General Plan for Urban Renewal and Urban Development that incorporates a housing section, and to bring the amended General Plan back for consideration of approval.

Background & Project Summary:

Beyond Shelter Inc., in partnership with the Housing Authority of Cass County, requests that the City update its General Plan for Urban Renewal and Urban Development to include additional content relating to the City’s housing policies as identified within the Comprehensive Plan—West Fargo 2.0. Staff is supportive of this request as the proposed amendment will strengthen the City’s ability (and that of its nonprofit housing partners) to compete successfully for State and federal housing resources, including grants and tax credit programs. At the May 18 meeting, a representative from Beyond Shelter Inc. will provide additional information regarding this request and answer questions.

If this request is approved, staff would work to draft an amendment to the General Plan for Urban Renewal & Urban Development that incorporates a housing section and would then bring the amended plan back through the Planning & Zoning Commission and City Commission for consideration of approval.

Additional information:

The primary purpose of the General Plan for Urban Renewal and Urban Development is to comply with North Dakota’s urban renewal laws, especially as it relates to the City’s ability to utilize the Tax Increment Financing tool. The proposed amendment would not change the existing content of the General Plan but would instead expand the scope of the document to summarize housing-related goals and policies of the West Fargo 2.0 Comprehensive Plan. The amendment could also potentially incorporate findings and recommendations from related studies, such as Metro COG’s FM Regional Housing Needs Analysis & Strategies study. The amendment would likely consist of a couple of pages of text along with an accompanying map.

At their May 12, 2026 meeting, the Planning & Zoning Commission recommended approval of this request.

Attached Supporting Documents:

- Request letter from Beyond Shelter Inc.
- General Plan for Urban Renewal and Urban Development

West Fargo City Commission

Bernie Dardis, Commission President

Brad Olson, Commission Vice President

Roben Anderson, Rory Jorgensen, Amy Zundel, Commissioners

Dustin Scott, City Administrator

Christopher Miller
Beyond Shelter, Inc.
1393 25th Avenue S.
Fargo, ND 58103

May 6, 2026

City of West Fargo
Planning & Zoning Department
2515 6th Street E
West Fargo, ND 58078

Dear Board of City Commissioners and Planning & Zoning Commission,

Beyond Shelter, Inc. with the Housing Authority of Cass County would like to request the City of West Fargo amend its General Plan for Urban Renewal & Urban Development. This request is intended to strengthen implementation of the City's housing goals expressed within the Comprehensive Plan, expand housing flexibility, and improve alignment with current housing needs and market conditions.

We would ask that the amendment identify corridor areas of West Fargo that allows the integration of affordable multi-family/senior developments to reduce the concentration of low-income areas. This would bring private investment utilizing Low Income Housing Tax Credits to meet the housing needs for West Fargo residents.

Thank you for your consideration of this request. I welcome the opportunity to discuss the request further and provide any additional information as needed.

Sincerely,

Christopher Miller

GENERAL PLAN FOR URBAN RENEWAL AND URBAN DEVELOPMENT

Approved May 2018

The West Fargo General Plan for Urban Renewal and Urban Development was reviewed and approved by the West Fargo Planning and Zoning Commission on April 9, 2018.

WEST FARGO PLANNING AND ZONING COMMISSION

Tom McDougall - Chairman
Joe Kolb - Vice Chairman

Scott Diamond
David Gust
Shane Lebahn
Jana Reinke
April Walker

The West Fargo General Plan for Urban Renewal and Urban Development was adopted by the West Fargo City Commission on May 21, 2018.

WEST FARGO CITY COMMISSION

Rich Mattern, President
Duane Hanson
Mark Simmons
Mike Thorstad
Mark Wentz

WEST FARGO PLANNING DEPARTMENT STAFF

Larry M. Weil – Community Development Director
Tim Solberg- Planning Director
Lisa Sankey - Planner

Member Mike Thorstad introduced the following resolution and moved its adoption:

RESOLUTION APPROVING WEST FARGO GENERAL PLAN FOR
URBAN RENEWAL AND URBAN DEVELOPMENT

WHEREAS, the City of West Fargo is in the process of amending its West Fargo General Plan for Urban Renewal and Urban Development, which was adopted on May 17, 1993 and amended on November 29, 2004, October 13, 2008, August 3, 2015, and June 19, 2017; and

WHEREAS, the City has studied properties throughout the City and identified blighted areas which are potential redevelopment areas, as well as commercial and industrial areas which are intended for development; and


WHEREAS, development, rehabilitation, conservation, or redevelopment, or a combination thereof, of the area or properties is necessary in the interest of the public economy, health, safety, morals, or welfare of the residents of the municipality;

WHEREAS, the City Commission held a public hearing on May 21, 2018, concerning the approval of an updated West Fargo General Plan for Urban Renewal and Urban Development; and

WHEREAS, after reviewing the Plan, the City Commissioners of the City of West Fargo believe it is in the best interest of the City to adopt and approve the attached West Fargo General Plan for Urban Renewal and Urban Development.

NOW, THEREFORE, be it resolved by the City Commission of the City of West Fargo, North Dakota, that the attached West Fargo General Plan for Urban Renewal and Urban Development is hereby approved and adopted and that such plan supersedes all prior General Plans for Urban Renewal and Urban Development, which have been adopted by the City in the past.

APPROVED:

BY: 
President of the Board of City
Commissioners

ATTEST:


Tina Fisk, City Administrator

The motion for the adoption of the foregoing resolution was duly seconded by Commissioner Mark Simmons. On roll call vote, the following commissioners voted aye: Duane Hanson, Mark Simmons, Mike Thorstad and Rich Mattern. The following commissioners voted nay: None. The following commissioners were absent and not voting: Mark Wentz. The majority having voted aye, the motion carried and the resolution was duly adopted.

WEST FARGO GENERAL PLAN FOR URBAN RENEWAL AND URBAN DEVELOPMENT

INTRODUCTION

Recognizing the dangers of slums and blight as well as the need to create economic growth and development, the City of West Fargo has initiated a long-range program to foster positive change pursuant to the North Dakota Century Code Urban Renewal Law.

Consistent with the sound needs of the municipality as a whole, the primary objective of this plan is to stimulate, through the public actions and commitments specified herein, private investment in the development, rehabilitation or redevelopment of the renewal or development area by private enterprise.

It is the intent of the City's program to effectuate the following:

1. Elimination of slums and blighted areas as defined under the North Dakota Century Code Urban Renewal Law; and/or
2. Implementation of an economic development program including tax increment financing to facilitate projects that create economic growth and development.

STATEMENT OF OBJECTIVES

The following objectives are to be achieved through the development, rehabilitation or redevelopment of the renewal or development areas identified within the General Plan:

1. To preserve and create an environment within the renewal or development areas which will protect the health, safety, and general welfare of the City and to preserve existing values of properties within and adjacent to the renewal or development areas.
2. To remove environmental deficiencies that deter development and inhibit rehabilitation or redevelopment of the renewal or development areas.
3. To eliminate substandard and obsolete buildings, blighting influences, and environmental deficiencies, which presently detract from the functional unity, aesthetic appearance, and economic well-being of the identified areas of the City, and to establish conditions which will prevent the recurrence of blight and blighting conditions.
4. To strengthen the economic well-being of the development and renewal areas and the City by increasing industrial and retail activity, taxable values, and job opportunities.
5. To eliminate blighting influences such as incompatible land use relationship.

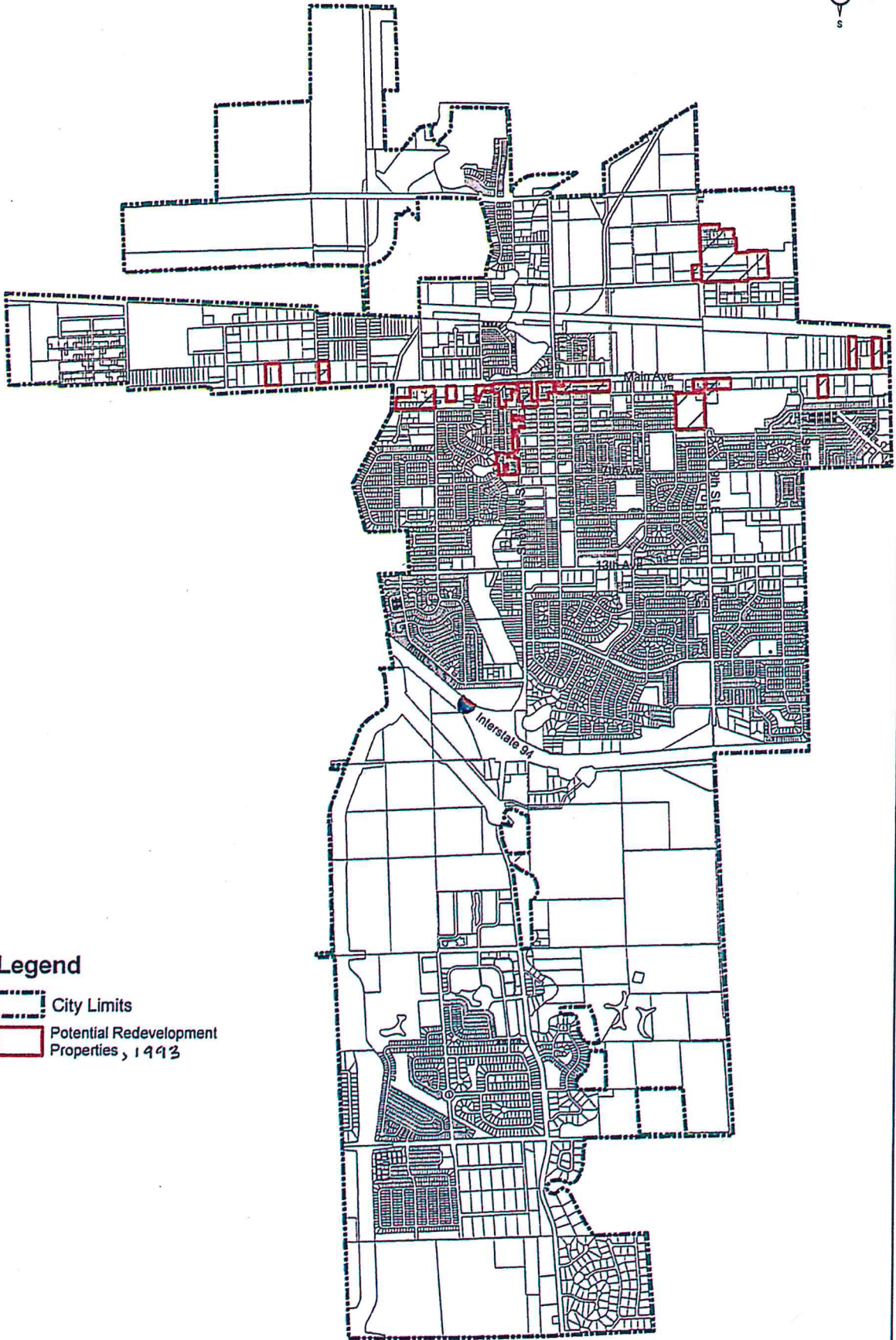
6. To provide for parcels of sufficient size to permit and attract economic and sound new development.
7. To provide efficient use of underutilized land.
8. To assure development of high standards in site planning, use compatibility, buildings, and creation of an environment that will promote new development in areas.
9. To attract and retain businesses that pay favorable wages to the benefit of the citizens and to prevent overburdening to public social service agencies.
10. To attract and retain businesses that do not damage the physical environment which is a social and economic burden to all.
11. To address the development imbalance between residential and nonresidential uses which exists in West Fargo by expanding and diversifying the tax base.
12. To spend public economic development dollars and resources wisely.
13. To provide for adequate public infrastructure improvements such as sewer, water, storm sewer, pedestrian facilities and streets conforming to good design and coordinated to facilitate development or redevelopment.
14. To provide for adequate project site improvements such as grading, drainage, landscaping, infrastructure, and other necessary site improvements.
15. To provide underground public and private utility services where practicable.
16. To provide for safe, efficient and attractive vehicular access to and circulation within the renewal and development areas.
17. To promote development or redevelopment which will be consistent with the City's Comprehensive Plan and ordinances.

DESCRIPTION OF URBAN RENEWAL AND URBAN DEVELOPMENT AREAS



A. Urban Renewal Area

Many of the areas in the City of West Fargo which have been identified as redevelopment areas for urban renewal were previously studied as part of the General Urban Renewal Plan of 1988 (Please refer to Figure 1) and were incorporated in the General Plan for Urban Renewal and Urban Development which was approved in May 1993. The Plan has been amended and approved on several occasions. The most recent amendment was in June 2017.

Figure 1



Legend

-  City Limits
-  Potential Redevelopment Properties, 1993

However, the parcels identified as potential redevelopment properties have not been evaluated for changes in conditions since 1993. These areas contain slums or blighting conditions, which have had negative effects on the City. Some of these areas, which are in commercial and industrial areas, would also be eligible as Urban Development areas. A number of different types of uses are present ranging from residential to commercial to industrial. Some redevelopment has already occurred naturally, though development has not realized full development potential. Redevelopment of these areas should be studied closely and promote only those uses, which are consistent with the City's Comprehensive Plan, Zoning Ordinance, Subdivision Regulations and Housing and Building Codes. The City should include within its work program a complete study of properties in the core area of the community to determine if structures are in good or standard condition, are deteriorating in condition and need structural improvements, or are in dilapidated condition and should be removed and the property redeveloped. The City should update the map of Potential Redevelopment Properties and develop strategies within a development/redevelopment plan to foster community support to address deteriorating conditions or redevelopment of the properties.

B. Urban Development Area

The areas identified as West Fargo's urban development areas are shown in Figure 2. The areas along West Main Avenue, as well as the northwest and northeast part of the City, are primarily intended for industrial uses; however, some of the areas are plagued by the lack of proper lot layout, inadequate or lack of streets, deteriorated and dilapidated structures, inadequate sewer and water services, inadequate drainage facilities, and some incompatible uses. Though many problems are evident, the areas are well suited for targeted industrial development. Platted lots and large unplatted tracts of land are available. Also, major street and railroad networks are in place.

The area along Interstate 94 and west of 9th Street East is intended for commercial and office uses. Most of the area has been platted and serviced since 2008 with little area remaining to be developed. With public involvement it is believed that private investment would be spurred effectuating positive change and increasing the City's tax base.

The proposed area at Sheyenne Street and 32nd Avenue is a commercial node for the City. The area has been slow to develop following platting a number of years ago. A few businesses in strip centers have been established, however several have struggled. Several applications have been received to change the City Comprehensive Plan's designated commercial land use on some properties to medium density residential. There has been some interest in providing a significant mixed-use development north of 32nd Avenue, which would complement an adjacent school hockey facility under construction and to spur additional development activity. The residents in surrounding residential

developments would like to see additional commercial services offered in this area.

Development, rehabilitation or redevelopment activities within these areas should be in accordance to the City's Comprehensive Plan, Zoning Ordinance, Subdivision Regulations, Housing and Building Codes.

C. Urban Renewal/Urban Development Area

The area identified as the urban renewal/urban development area is shown on Figure 3. This area is rather complex as it comprises the community core for the City of West Fargo, so most of the development has been in place for quite some time. The properties along Sheyenne Street and Main Avenue are commercial in nature and make up what was the original downtown center for the City. Several studies have been completed which focus on revitalization of the area, as most of the structures are old and the property not utilized to its economic potential. Additionally, the area has been the impetus for establishing the Renaissance Zone, which provides tax incentives to improve the properties. Several properties have taken advantage of this incentive, though to adequately address the redevelopment needs, additional incentive programs are needed.

The community core is also made up of a number of blocks of small single family homes with some smaller apartment buildings mixed in close to the commercial areas. The area has a significant number of families and seniors that have low to moderate incomes. A number of the homes are dilapidated or blighted condition. Several housing rehabilitation projects have been completed over the years, which has extended the life of some of the homes. The City had included a number of residential blocks within the Renaissance Zone, however the type of incentives were not what was needed for the homeowners to support the needed investment in rehabilitating the homes. Homeowners did not utilize the Renaissance Zone program, so many of the blocks were removed from the Zone. Some of the blocks of homes near the commercial areas were identified in the late 1950s as redevelopment properties for commercial based on the condition and location of the structures. As a result the blocks were rezoned to commercial which made the single family homes nonconforming uses. The City will need to develop strategies to address the varying conditions and needs of residential homes. Many homes can be rehabilitated with minimal to no assistance, as homeowners have the means to do so. Education, encouragement and developing minimal maintenance codes may be considerations to address deteriorating or dilapidated housing conditions. Other homeowners will need more assistance to accomplish needed improvements.

The City is currently studying the properties in the community core, as the infrastructure has served beyond its life and is beginning to fail. Major investment in sewer, water, storm sewer and streets will need to be made in the next few years to maintain essential services, which will be burdensome for

young families and seniors with low to moderate incomes if the improvements are financed only through the use of special assessments. Added costs to homeowners to pay for infrastructure will only exacerbate housing conditions, as financial resources for making needed improvements will be greatly reduced. The City is collecting and analyzing information relating to the infrastructure. Additionally, the City is researching information pertaining to the demographics and income levels of the households in this area. Once we have a better understanding of the extent of infrastructure costs and replacement timing, as well as household financial capacity, the City will consider developing programs to assist those households in need.

COMPREHENSIVE PLAN/LAND USE PLAN

The City's 2008 Comprehensive Plan and its Land Use Plan with amendments through January 2018, is depicted on Figure 4. Land uses are categorized into Agricultural Preservation/Urban Reserve, Institutional/Community/School, Parks & Recreation, Rural Residential, Low Density Residential, Medium Density Residential, High Density Residential, Office Park, General Commercial, Light Industrial, General Industrial, and Utility/Transportation classifications.

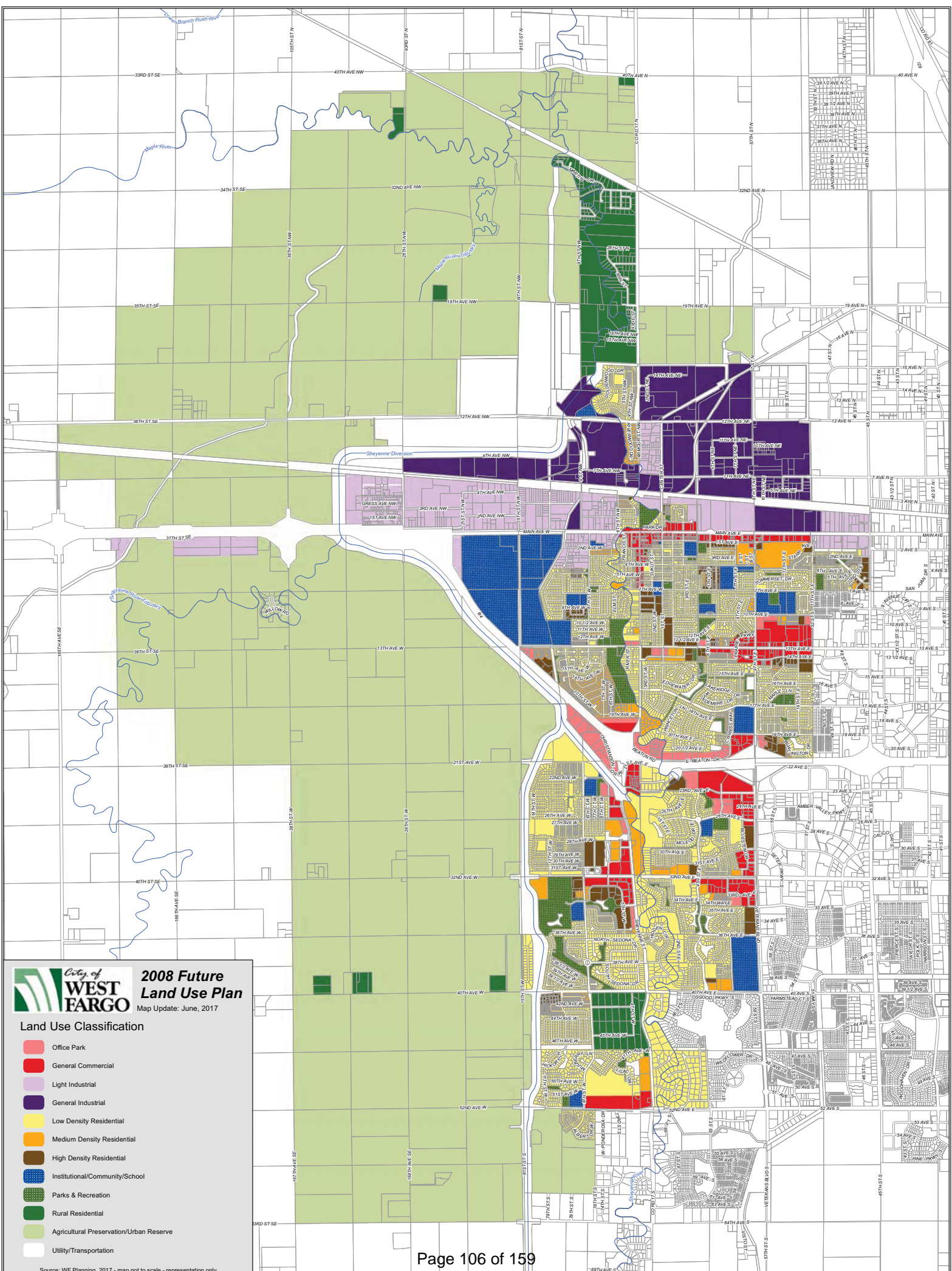
The City is currently developing a new comprehensive plan, which is in the final draft form. The proposed comprehensive plan identifies the downtown and core area of the City as the Core-Retrofit Growth Sector on Figure 5, which includes a commercial service base and supporting residential development. New development, redevelopment, or the reuse of existing land and buildings is encouraged to better meet the local goal of achieving more walkable and bikeable corridors and a better-connected village core. Additional growth and development within West Fargo is most desirable within these areas due to the presence of existing infrastructure and proximity of services. The Plan envisions that most mixed-use development in the next decades will occur in this growth sector. Hearings on the Comprehensive Plan: West Fargo 2.0 have been scheduled for April and May 2018. Final adoption will take place following the hearings and consideration of public comments.

When establishing a development plan for a specific project, the City's Comprehensive Plan should be reviewed to insure development consistency with the Plan.

WORKABLE PROGRAM

The City of West Fargo hereby establishes the following workable program to carry out the statement of objectives as described in this General Plan:

1. The development of industrial or commercial properties;
2. The prevention of the spread of blight into areas of the City of West Fargo, which are free from blight through diligent enforcement of building, housing, zoning, and occupancy controls and standards;



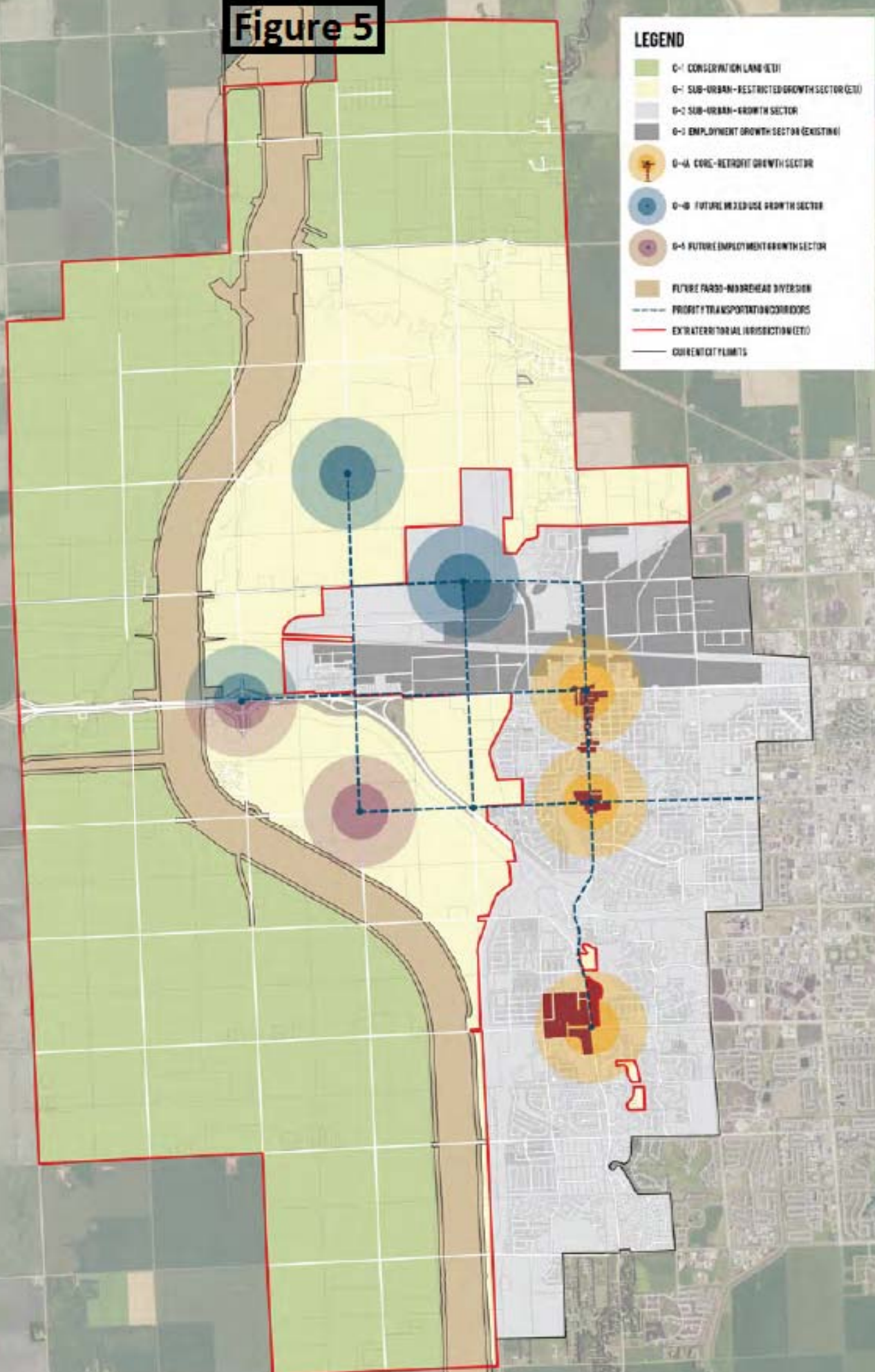
City of WEST FARGO
2008 Future Land Use Plan
 Map Update: June, 2017

Land Use Classification

- Office Park
- General Commercial
- Light Industrial
- General Industrial
- Low Density Residential
- Medium Density Residential
- High Density Residential
- Institutional/Community/School
- Parks & Recreation
- Rural Residential
- Agricultural Preservation/Urban Reserve
- Utility/Transportation

Source: WF Planning, 2017 - map not to scale - representation only

Figure 5



3. The rehabilitation or conservation of slum and blighted areas or portions of those areas by replanning, removing congestion, providing parks, playgrounds, and other public improvements, by encouraging voluntary rehabilitation and by compelling the repair and rehabilitation of deteriorated or deteriorating structures; and
4. The clearance and redevelopment of slum areas or portions of those areas.

The workable program will utilize appropriate private and public resources, including those provided for in the North Dakota Century Code Urban Renewal Law.

URBAN RENEWAL AND URBAN DEVELOPMENT TECHNIQUES

Several techniques are proposed to accomplish the workable program for urban renewal and urban development areas. The identified techniques are as follows:

1. Land Acquisition

Property may be acquired in the urban renewal or urban development areas for private development and needed public facilities. Portions of some of the properties in these areas may be dedicated for street right-of-way.

2. Public Construction

Public construction is allowed to provide needed sewer, water, storm drainage and storm sewer, streets, and other essential public facilities and services.

3. Clearance

Removal of dilapidated or obsolete structures is allowed.

4. Site Preparation

Preparation of sites within the project area for private construction is allowed.

5. Tax Increment Financing

Tax Increment Financing will be used to provide funds for land acquisition, public construction, clearance, and site preparation over and above normal development costs. All or a portion of the Public Construction costs normally assessed to private development may be allowed under Tax Increment Financing. Those costs not provided for under Tax Increment Financing shall be paid through special assessments to the private development.

PREPARATION AND APPROVAL OF RENEWAL OR DEVELOPMENT PLANS

Prior to undertaking any renewal or development activity the City must first prepare a specific project plan utilizing the following guidelines:

1. Renewal or Development Plans may only be approved for areas which have been identified within the General Plan. These areas have been determined by resolution to be slum or blighted areas or consist of industrial or commercial properties, or a combination of these. The General Plan may be amended by resolution to include additional slum or blighted areas or industrial or commercial properties where appropriate. The City may not acquire real property for renewal or development project unless the City Commission approves the renewal or development plan in accordance with subsection 4.
2. The City may prepare or cause to be prepared a renewal or development plan, or any person or agency, public or private may submit a renewal or development plan to a City. Prior to its approval of a renewal or development plan, the City Commission shall submit the plan to the City Planning and Zoning Commission for review and recommendations as to its conformity with the General Plan for Urban Renewal and Urban Development, as well as the Comprehensive Plan for the development of the City of West Fargo as a whole; however, if the renewal or development plan relates only to the proposed development of industrial or commercial property, the City Commission is not required to submit the plan to the Planning and Zoning Commission unless the proposed development is not consistent with the City's Comprehensive Plan. The Planning and Zoning Commission shall submit its written recommendations with respect to the proposed renewal or development plan to the City Commission within thirty days after receipt of the plan for review. Upon receipt of the recommendations of the Planning and Zoning Commission, or if no recommendations are received within the thirty-day period, the City Commission may proceed with the hearing on the proposed renewal or development plan prescribed by subsection 3.
3. The City Commission shall hold a public hearing on a renewal or development plan or substantial modification of an approved plan, after public notice of the hearing is provided by publication in the official newspaper for the City. The notice must describe the time, date, place and purpose of the hearing, generally outline the renewal or development area covered by the Plan, and outline the general scope of the renewal or development project under consideration.
4. Following the hearing, the City Commission may approve a renewal or development plan if it finds that:
 - a. A feasible method exists for the location of families who will be displaced from the renewal or development area in decent, safe and sanitary dwelling accommodations within their means and without undue hardship to those families;

- b. The renewal or development plan conforms to the General Plan for Urban Renewal and Urban Development and Comprehensive Plan of the City of West Fargo as a whole; and
 - c. The renewal or development plan will afford maximum opportunity, consistent with the sound needs of the City as a whole, for the development, rehabilitation, or redevelopment of the renewal or development areas by private enterprise.
5. A renewal or development plan may be modified at any time; provided, that if modified after the lease or sale by the City of real property in the renewal or development project area, the modification is subject to the rights at law or in equity as a lessee or purchaser, or the lessee's or purchaser's successor or successors in interest, is entitled to assert. Any proposed modification which will substantially change the renewal or development plan as previously approved by the City Commission is subject to the requirements of this section, including the requirement of a public hearing, before it may be approved.
6. Upon the approval of a renewal or development plan by the City, the provisions of the plan governing the future use and building requirements applicable to the property by the plan control the future use of and building on the property.

The City can best address the specific conditions of properties and groups of properties, as well as the needs of the owners, through the preparation of renewal or development plans. By coordinating with agencies, intergovernmental cooperation, and understanding the needs and limitations of owners in the area, solutions can be developed to adequately address the blighting conditions of these areas. Urban renewal and urban development programs will create additional economic opportunity and revitalize the downtown and adjacent neighborhoods, which will increase the City's tax base, as well as strengthen the community as a whole.

Item Title: Project No. 2304 – 32nd Avenue & 5th St W – Pedestrian Improvements

Requested Action/Staff Recommendation: Approve Engineer’s Report and Direct Engineer to Prepare Plans & Specs

Presented By: Jerry Wallace, City Engineer

New Information: After hearing concerns from commissioners and local stakeholders regarding this project, the analysis and recommendation have been updated to reflect the installation of a pedestrian crossing, with no turn lane removal. Given the potential sight-distance issues with this configuration, the new recommendation is to install Rectangular Rapid Flashing Beacons (RRFBs) in an overhead configuration.

Background & Project Summary: This project would be located at the intersection of 5th St W. and 32nd Ave W. and would consist of installing a pedestrian crossing on the west side of the intersection. Additional items include curb ramps, median modifications, and the installation of overhead push-button-activated RRFBs.

Events and concerts at The Lights have added an extremely popular amenity for West Fargo residents. However, the large volumes of pedestrian traffic generated during events have significantly increased the potential for pedestrian–vehicle conflicts.

On June 9, 2025, the West Fargo Police Department requested that the Engineering Department conduct a pedestrian crossing study at the intersections of 32nd Avenue W. with both 5th Street W. and 6th Street W. after observing several pedestrian-vehicle conflicts. Bolton & Menk completed the study on September 24, 2025. The primary recommendation from the study is the installation of a pedestrian crossing near 5th Street W. Initially, the analysis for this location recommended a pedestrian refuge using space freed by removing the eastbound-to-northbound left-turn lane.

Financial Analysis: A funding application was presented to the Commission on January 5, 2026, which sought Federal Transportation funding. Metro COG awarded \$184,448 of 2026 Carbon Reduction Program (CRP) funding to this project on February 19, 2026.

<u>2027 Construction Costs (Soft Costs Not Included)</u>	
Total Estimated Project Costs	\$349,700
Awarded CRP funding	\$184,448
Remaining Local Share	\$165,252

The local cost share is proposed to be paid through the Capital Improvement Sales Tax or the Economic Development Sales Tax. There are no proposed special assessments with this project.

Policy Analysis: The proposed configuration reflects a balanced approach between improving pedestrian crossing safety and maintaining existing traffic operations at a high-activity intersection.

Supporting Documents:

- Concept Exhibit

- Engineer's Report
 - Associated Resolutions
-

Previously Presented Information & Commission Actions:

March 16, 2026-

- **Staff Recommendation:** Create Project No. 2304 and Direct Engineer to prepare an Engineer's Report
- **Commission Action:** Commissioner Olson moved and Commissioner Anderson seconded to approve. No opposition, motion carried.

January 5, 2026-

- **Staff Recommendation:** Authorize Staff to Apply for Grant Funding
- **Commission Action:** Commissioner Olson moved and Commissioner Zundel seconded to approve. No opposition, motion carried.

West Fargo City Commission

Bernie Dardis, Commission President

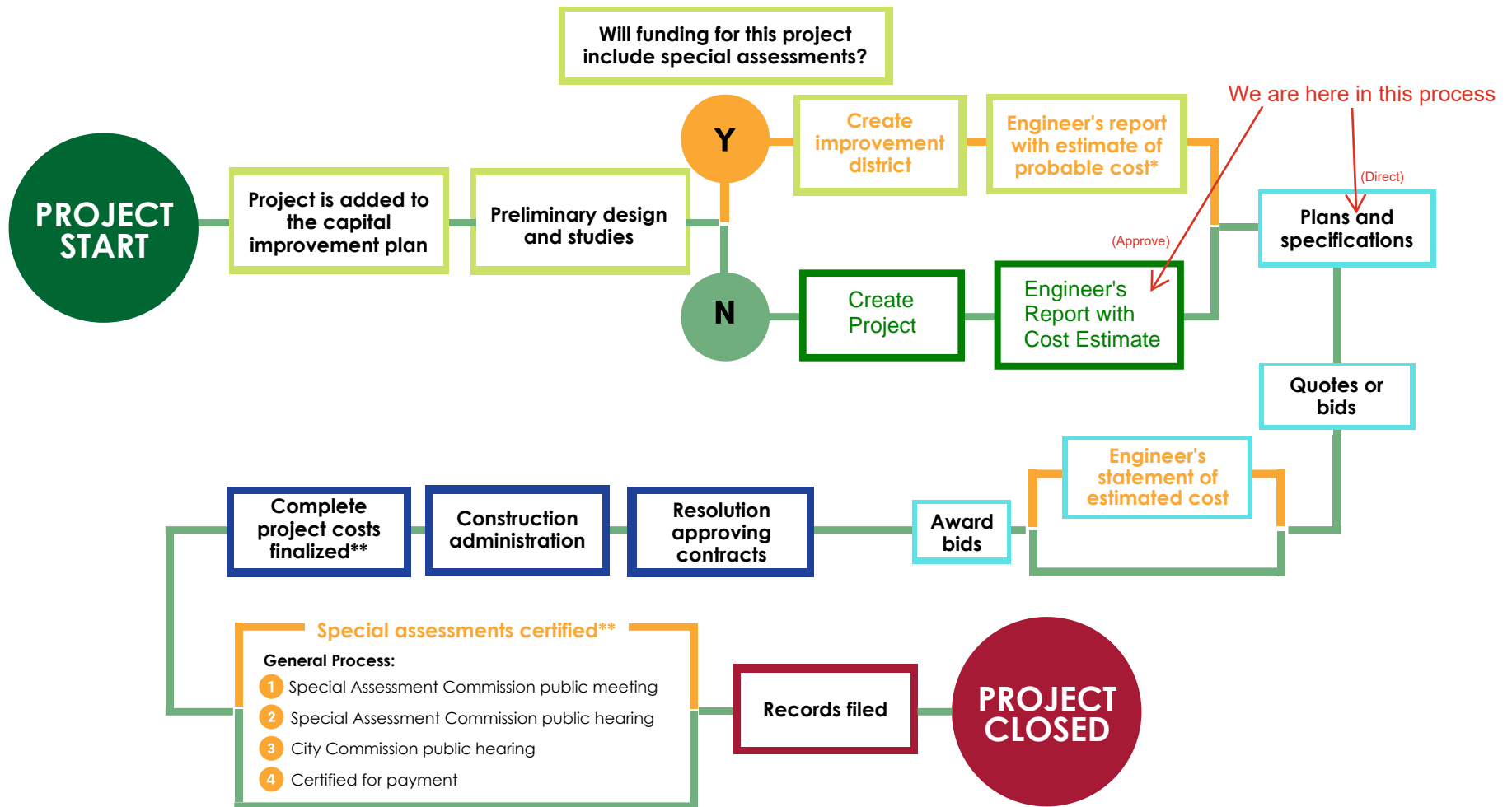
Brad Olson, Commission Vice President

Roben Anderson, Rory Jorgensen, Amy Zundel, Commissioners

Dustin Scott, City Administrator

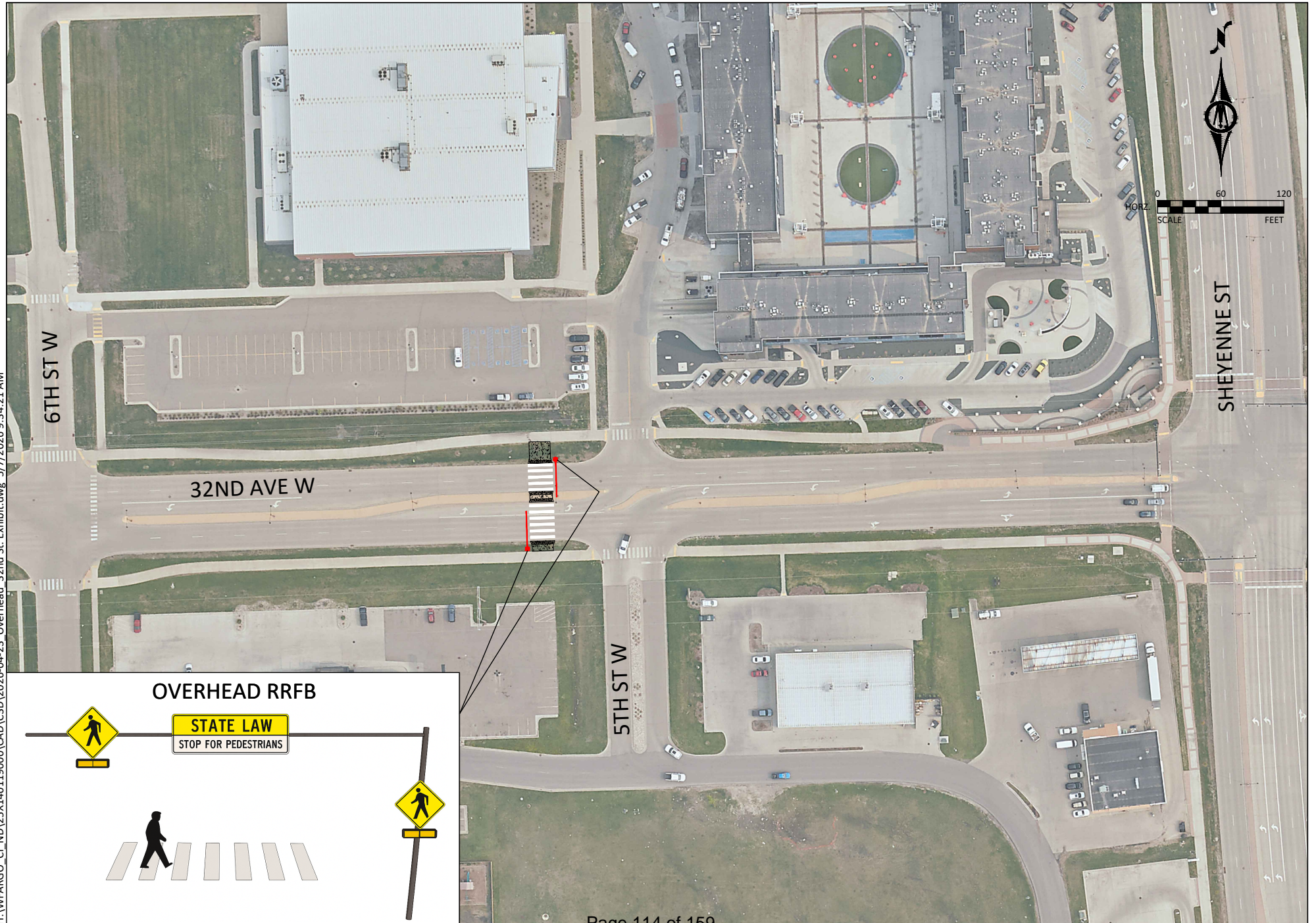
Process for Contracts and Improvements

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.



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ENGINEER'S ESTIMATE
 32ND AVENUE PEDESTRIAN CONCEPTS
 FIGURE 1 - OVERHEAD RRFB
 CITY OF WEST FARGO, ND
 BMI PROJECT NO. 25X140119000



Date: 5/7/2026

Item No.	Item	Notes	Estimated Quantity	Unit	Unit Price	Total Amount
1	MOBILIZATION		1	LUMP SUM	\$20,000.00	\$20,000.00
2	REMOVE CURB & GUTTER		100	LIN FT	\$20.00	\$2,000.00
3	REMOVE CONCRETE MEDIAN		220	SQ FT	\$8.00	\$1,760.00
4	CONCRETE CURB & GUTTER		100	LIN FT	\$35.00	\$3,500.00
5	6" CONCRETE WALK		838	SQ FT	\$25.00	\$20,950.00
6	TRAFFIC CONTROL		1	LUMP SUM	\$10,000.00	\$10,000.00
7	OVERHEAD RECTANGULAR RAPID FLASHING BEACON SYSTEM		1	LUMP SUM	\$170,000.00	\$170,000.00
8	TURF ESTABLISHMENT & EROSION CONTROL		1	LUMP SUM	\$2,000.00	\$2,000.00
9	TRUNCATED DOMES		160	SQ FT	\$70.00	\$11,200.00
10	PAVEMENT MARKING - CROSS WALK		440	SQ FT	\$30.00	\$13,200.00
ESTIMATED BASE BID TOTAL:						\$254,600.00
SUBTOTAL:						\$254,600.00
10% CONTINGENCY:						\$25,500.00
TOTAL ESTIMATED CONSTRUCTION COST:						\$280,100.00
DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING:						\$50,000.00
TOTAL ESTIMATED PROJECT COST:						\$330,100.00

Engineer's Report

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

Project No. 2304

32nd Avenue West & 5th Street West – Pedestrian Improvements

General Nature (Scope)

This project will install a pedestrian crossing on the west side of the intersection of 32nd Avenue West and 5th Street West. The project will include modifications to the 32nd Avenue W median, installation of sidewalk and curb ramps, pavement markings, installation of overhead rectangular rapid flashing beacons (RRFBs), and relevant pedestrian crossing signage.

Purpose

The West Fargo Police Department contacted Engineering in 2025, expressing concern about a high number of pedestrian-vehicle interactions. The Engineering Department conducted a study and collected pedestrian counts during an event at The Lights, finding that this crossing is among the busiest in the Metro area during such events. The intersection of 32nd Avenue West and 5th Street West currently lacks proper pedestrian crossing infrastructure. The intent of this project is to provide a safe, engineered crossing solution to reduce pedestrian-vehicle interactions.

Feasibility

The proposed modifications are constructible and consistent with engineering practices for this unique pedestrian crossing environment. Overhead retro-reflective flashing beacons will greatly reduce concerns about potential sight distance issues at multi-lane crossings.

The total estimated cost for these upgrades, after applying grant funds, is \$165,252. This is an increase over what was previously discussed due to the recommendation for overhead RRFBs. The proposed improvements are intended to be paid via Capital Improvements Sales Tax funds.

Estimate of Probable Cost

Construction		\$280,100
Bid Proposal Items	\$254,600	
Contingency (~10%)	\$25,500	
Consultant (Design/Construction)		\$50,000
Legal and Admin (~5%)		\$14,000
Construction Materials Testing		\$2,800
West Fargo Engineering (~1%)		\$2,800
<hr/>		
Total Estimated Cost		\$349,700

Source of Funds

Carbon Reduction Program funds		\$184,448
City Funds		\$165,252
Capital Impr. Sales Tax	\$165,252	
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Total		\$349,700

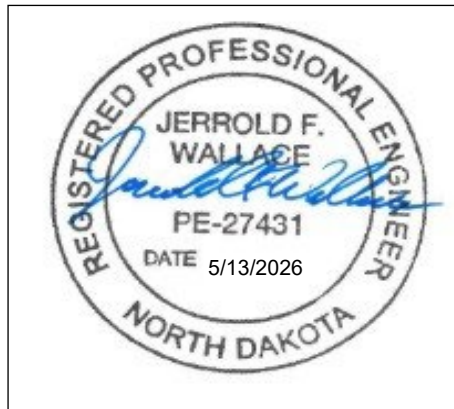
Attachments

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

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



Jerrold 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. 2304 – 32nd Ave and 5th St W – Pedestrian Improvements

Dated: May 18, 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 the installation of a pedestrian crossing, with west and east bound RRFB's in an overhead configuration and other essential infrastructure necessary to provide a safer pedestrian crossing location in connection with the above specified improvements, be constructed and made in Project No. 2304 – 32nd Ave and 5th St W – Pedestrian Improvement 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: May 18, 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: Improvement District No. 1358 – New Water Supply, Sewerage, Street Systems and Incidentals
(Grant 2nd Addition)

Requested Action/Staff Recommendation: Approve both an Engineer's Report and Task Order; and Direct Engineer to prepare Plans and Specifications

Presented By: Jerry Wallace, City Engineer

New Information: On April 20, the Commission accepted a petition, created the Improvement District for this project, and directed the preparation of an engineer's report. The engineer's report and task order for associated design and construction administration is attached. If approved tonight, staff would proceed with developing plans and specifications.

Background & Project Summary: The ownership group previously acquired, platted, and rezoned the property in anticipation of turnkey construction of multi-family dwellings. Since that time, market conditions within the City have delayed development of this type.

Current analysis indicates a limited supply of build-ready lots within the City of West Fargo. In response, the owner is pursuing a replat of the property to create a larger inventory of buildable lots, thereby necessitating the requested public infrastructure improvements.

Financial Analysis: In accordance with City policy, the full cost of the proposed improvements will be assessed to the benefiting properties within the district. The expected total cost, including contingencies, is \$1,800,000.

Policy Analysis: The project is consistent with the City's historical policy on greenfield development. The project, and associated special assessments, will be entirely contained within the proposed Grant 2nd Addition. No regional assessments are associated with this work.

Supporting Documents:

- Engineer's Report
- Task Order No. 107-1
- Associated Resolutions

Previously Presented Information & Commission Actions:

April 20, 2026 –

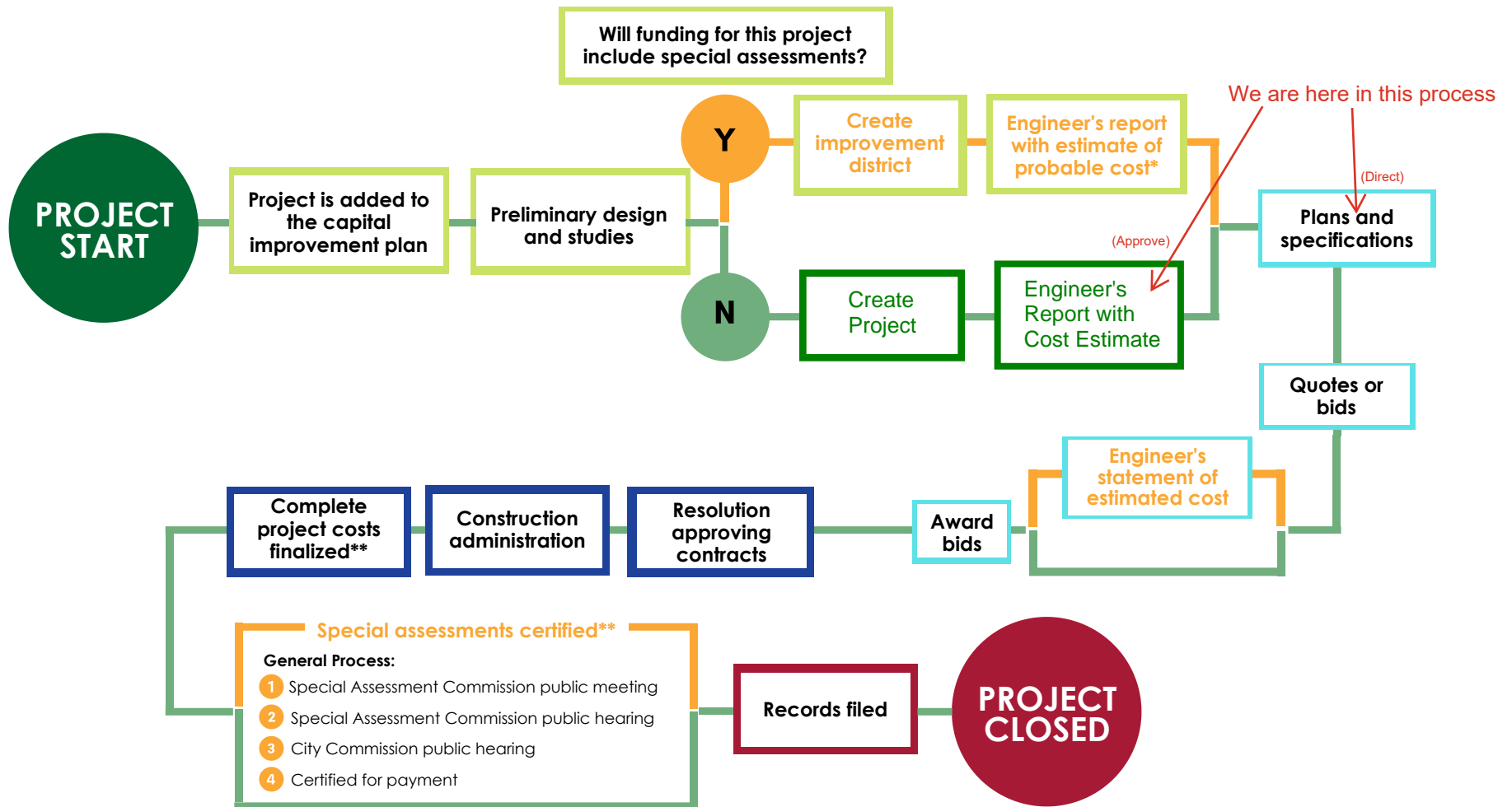
- **Staff Recommendation:** Accept Petition for Improvements, Create Improvement District No. 1358, and Direct Engineer to prepare an Engineer's Report
- **Commission Action:** Commissioner Zundel moved, and Commissioner Olson seconded to approve. Commissioner Anderson voted nay. Motion carried on a 4:1 vote.

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)

Improvement District No. 1358

New Water Supply, Sewerage, Street Systems and Incidentals
(Grant 2nd Addition)

General Nature (Scope)

The developer, J&O Real Estate, LLC, has petitioned the City for improvements in the proposed Grant 2nd Addition. The proposed project would connect to the existing infrastructure along 11th Street West and Rachel Drive West, as designed. The storm sewer will be extended from 11th Street West to serve the area, while the water, sanitary sewer, and street infrastructure will be extended from Rachel Drive West. The existing access drive, which served as the driveway for the old homestead, will also be removed, as it is no longer needed for this proposed development.

Purpose

The developer has determined through their market analysis that there is a need at this location for more buildable single-family housing lots. As part of the subdivision process, the project will add twenty large lots to The Wilds neighborhood south of 52nd Avenue.

Feasibility

The existing infrastructure in the area was designed to accommodate connections and extensions of utilities to serve the area. The project is constructable, and funding is proposed to be provided through the special assessment process.

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

The improvement district was created to include all developer-owned properties abutting the improvements as well as the two properties containing the previous access drive. All defined benefits are to be local, with no regional improvements noted.

Estimate of Probable Cost

Construction		\$1,370,000
Bid Proposal Items	\$1,095,110	
Contingency (~25%)	\$247,890	
Consultant		\$281,450
(Design/Construction/materials testing/feasibility study)		
Legal & Administration		\$80,050
Bond Discount		\$54,800
West Fargo Engineering Fee		\$13,700
<hr/>		
Total Estimated Cost		\$1,800,000

Source of Funds

Special Assessments		\$1,800,000
City Funds		\$0.00
Capital Impr. Sales Tax	\$0.00	
Water/Sewer Revenue	\$0.00	
Water/Sewer Bond	\$0.00	
<hr/>		
Total		\$1,800,000

Supporting Documents (available upon request)

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

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



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

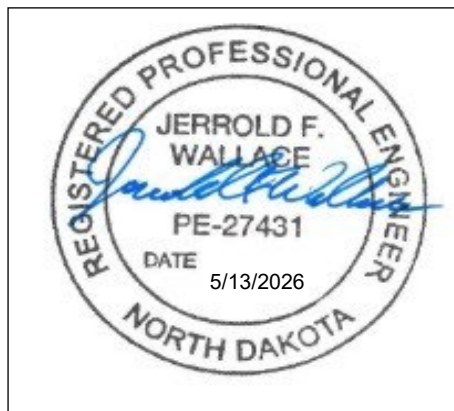


EXHIBIT A to MSA

Task Order for Basic Design & Construction Contract Administration Services and Additional Services

This is Task Order No. 107-1
consisting of 19 pages.

Task Order 107-1

In accordance with Paragraph 9 of the Master Agreement for Professional Services, dated January 1, 2024 and approved by the West Fargo City Commission ("Commission") on December 18, 2023 ("Agreement"), the City of West Fargo ("City") and Moore Engineering, Inc. ("Engineer" or "MEI") agree as follows:

1. Background Data

- a. Effective Date of Task Order: May 4, 2026
- b. Owner: City of West Fargo
- c. Engineer: Moore Engineering, Inc.
- d. Specific Project Title: Improvement Dist. No. 1358
- e. Specific Project Description: New Water Supply, Sewerage, Street Systems and Incidentals
- f. Specific Project Location: Grant 2nd Addition
- g. Summary of Services: Based upon the anticipated approval of the Engineer's Report on May 18, 2026, the City, at this time, has requested the design and construction related services Task Order necessary to complete the proposed Dist. 1358 project. The proposed improvements will include the construction of sanitary sewer mains, water mains, storm sewer mains, and the entire roadway section including asphalt roadway pavement, curb & gutter, street lighting, and miscellaneous sidewalks. Furthermore, additional permitting administration, special assessment administration, and record drawing administration tasks are required to complete this project.

2. Services of Engineer

The specific services to be provided or furnished by Engineer under this Task Order are as follows:

- A. *Preliminary Design Phase – Prior to Preliminary Design, the City will complete any studies, reports, and/or any other work necessary to evaluate project alternatives and estimated costs. Services under this phase will begin once a preferred alternative is determined and the corresponding "Engineer's Report" has been approved by the Board of City Commissioners.*

1. Engineer shall:

- a. Coordinate a meeting with the Owner to review the project and task order to ensure mutual understanding of the objectives, requirements, schedule, etc. prior to starting work.

- b. Prepare Preliminary Design Phase documents consisting of final design criteria, preliminary drawings, outline specifications, and written descriptions of the Specific Project. This shall include coordination as necessary with Engineer's Subcontractor(s) and/or other consultants employed by the Owner, such as a geotechnical consultant. Any deliverables executed by other Owner consultants, such as technical data, reports, drawings and specifications, etc. shall be provided to Engineer.
- c. In preparing the Preliminary Design Phase documents, use any specific applicable Specific Project Strategies, Technologies, and Techniques authorized by Owner during or following the Study and Report Phase, and include sustainable features, as appropriate, pursuant to Owner's instructions. This shall include coordination as necessary with Engineer's Subcontractor(s) and/or other consultants employed by the Owner, such as a geotechnical consultant. Any deliverables executed by other Owner consultants, such as technical data, reports, drawings and specifications, etc. shall be provided to Engineer.
- d. Provide necessary field surveys, topographic and utility mapping for Engineer's design purposes. Comply with the scope of work and procedure for the identification and mapping of existing utilities selected and authorized by Owner pursuant to advice from Engineer based on ASCE 38, "Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data." If no such scope of work and procedure for utility mapping has been selected and authorized, then at a minimum the utility mapping will include Engineer contacting utility owners and obtaining available information.
- e. Visit the Site as needed to prepare the Preliminary Design Phase documents.
- f. Advise Owner if additional reports, data, information, or services are necessary and assist Owner in obtaining such reports, data, information, or services.
- g. Continue to assist Owner with Specific Project Strategies, Technologies, and Techniques that Owner has chosen to implement.
- h. Based on the information contained in the Preliminary Design Phase documents, prepare a revised opinion of probable Construction Cost, and assist Owner in tabulating the various cost categories which comprise Total Project Costs.
- i. Obtain and review Owner's instructions regarding Owner's procurement of construction services (including instructions regarding advertisements for bids, instructions to bidders, and requests for proposals, as applicable), Owner's construction contract practices and requirements, insurance and bonding requirements, electronic transmittals during construction, and other information necessary for the finalization of Owner's bidding-related documents (or requests for proposals or other construction procurement documents), and Construction Contract Documents.
- j. Obtain and review copies of Owner's design and construction standards, Owner's standard forms, general conditions (if other than EJCDC® C-700, Standard General Conditions of the Construction Contract, 2018 Edition), supplementary conditions, text, and related documents or content for Engineer to include in the draft bidding-related documents (or requests for proposals or other construction procurement documents), and in the draft Construction Contract Documents, when applicable.
- k. Pursuant to the Task Order schedule, furnish the required number of review copies of the Preliminary Design Phase documents, opinion of probable Construction Cost, and any other

Preliminary Design Phase deliverables to Owner, and review them with Owner. Within the time established in the Task Order schedule, Owner shall submit to Engineer any comments regarding the furnished items.

- i. Pursuant to the Task Order schedule, revise the Preliminary Design Phase documents, opinion of probable Construction Cost, and any other Preliminary Design Phase deliverables in response to Owner's comments, as appropriate, and furnish to Owner the required number of copies of the revised Preliminary Design Phase documents, revised opinion of probable Construction Cost, and any other Preliminary Design Phase deliverables.
2. Engineer's services under the Preliminary Design Phase will be considered complete on the date when Engineer has delivered to Owner the revised Preliminary Design Phase documents, revised opinion of probable Construction Cost, and any other Preliminary Design Phase deliverables.

B. *Final Design Phase*

1. Engineer shall:
 - a. Prepare final Drawings and Specifications indicating the scope, extent, and character of the Work to be performed and furnished by Contractor. This shall include coordination as necessary with Engineer's Subcontractor(s) and/or other consultants employed by the Owner, such as a geotechnical consultant. Any deliverables executed by other Owner consultants, such as technical data, reports, drawings, and specifications, etc. shall be provided to Engineer.
 - b. Visit the Site as needed to assist in preparing the final Drawings and Specifications.
 - c. Advise Owner of any recommended adjustments to the opinion of probable Construction Cost.
 - d. After consultation with Owner, include in the Construction Contract Documents any specific protocols for the transmittal of Project-related correspondence, documents, text, data, drawings, information, and graphics, in electronic media or digital format, either directly, or through access to a secure Project website. Any such protocols shall be applicable to transmittals between and among Owner, Engineer, and Contractor during the Construction Phase and Post-Construction Phase, and unless agreed otherwise shall supersede any conflicting protocols previously established for transmittals between Owner and Engineer.
 - e. After consultation with Owner, identify extent of final rights of way, both temporary and permanent, needed for construction of the project.
 - f. Assist Owner in assembling known reports and drawings of Site conditions, and in identifying the technical data contained in such reports and drawings upon which bidders or other prospective contractors may rely.
 - g. In addition to preparing the final Drawings and Specifications, assemble drafts of other Construction Contract Documents based on specific instructions and contract forms, text, or content received from Owner.
 - h. Prepare or assemble draft bidding-related documents (or requests for proposals or other construction procurement documents), based on the specific bidding or procurement-related instructions and forms, text, or content received from Owner.

- i. Pursuant to the Task Order schedule, furnish for review by Owner, its legal counsel, and other advisors, the required number of copies of the final Drawings and Specifications, assembled drafts of other Construction Contract Documents, the draft bidding-related documents (or requests for proposals or other construction procurement documents), and any other Final Design Phase deliverables, and review them with Owner. Within the time required by the Task Order schedule, Owner shall submit to Engineer any comments regarding the furnished items, and any instructions for revisions.
 - j. Pursuant to the Task Order schedule, revise the final Drawings and Specifications, assembled drafts of other Construction Contract Documents, the draft bidding-related documents (or requests for proposals or other construction procurement documents), and any other Final Design Phase deliverables in accordance with comments and instructions from the Owner, as appropriate, and submit the required number of final copies of such documents to Owner after receipt of Owner's comments and instructions.
 2. Engineer's services under the Final Design Phase will be considered complete on the date when Engineer has delivered to Owner the final Drawings and Specifications, other assembled Construction Contract Documents, bidding-related documents (or requests for proposals or other construction procurement documents), and any other Final Design Phase deliverables.
 3. The number of prime contracts for Work designed or specified by Engineer upon which the Engineer's compensation has been established under this Task Order is one.

C. *Bidding or Negotiating Phase*

1. Engineer shall:
 - a. Assist Owner in advertising for and obtaining bids or proposals for the Work, assist Owner in issuing assembled design, contract, and bidding-related documents (or requests for proposals or other construction procurement documents) to prospective contractors, and, where applicable, maintain a record of prospective contractors to which documents have been issued, attend pre-bid conferences, if any, and receive and process contractor deposits or charges for the issued documents.
 - b. Prepare and issue Addenda as appropriate to clarify, correct, or change the issued documents. This shall include coordination as necessary with Engineer's Subcontractor(s) and/or other consultants employed by the Owner, such as a geotechnical consultant. Any addenda from other Owner consultants shall be provided to Engineer.
 - c. Provide information or assistance needed by Owner in the course of any review of proposals or negotiations with prospective contractors.
 - d. Consult with Owner as to the qualifications of prospective contractors.
 - e. Consult with Owner as to the qualifications of Subcontractors, suppliers, and other individuals and entities proposed by prospective contractors, for those portions of the Work as to which review of qualifications is required by the issued documents.
 - f. If the issued documents require, the Engineer shall evaluate and determine the acceptability of "or equals" and substitute materials and equipment proposed by prospective contractors, provided that such proposals are allowed by the bidding-related documents (or requests for

proposals or other construction procurement documents) prior to award of contracts for the Work.

- g. Attend the bid opening as needed, prepare bid tabulation sheets to meet Owner's schedule, and assist Owner in evaluating bids or proposals, assembling final contracts for the Work for execution by Owner and Contractor, and in issuing notices of award of such contracts. Bid tabulations will be provided in pdf and spreadsheet format.
 - h. If Owner engages in negotiations with bidders or proposers, assist Owner with respect to technical and engineering issues that arise during the negotiations.
 - i. Coordinate execution of Contract by assembling contract documents for review by Owner, Owner's Attorney, and Contractor and assist in routing contracts between entities to obtain necessary signatures.
2. The Bidding or Negotiating Phase will be considered complete upon commencement of the Construction Phase or upon cessation of negotiations with prospective contractors.

D. *Construction Phase*

1. Engineer shall:

- a. *General Administration of Construction Contract:* Consult with Owner and act as Owner's representative as provided in the Construction Contract. The extent and limitations of the duties, responsibilities, and authority of Engineer shall be as assigned in EJCDC® C-700, Standard General Conditions of the Construction Contract (2018 Edition), prepared by the Engineers Joint Contract Documents Committee, or other construction general conditions specified in the Agreement. If Owner, or Owner and Contractor, modify the duties, responsibilities, and authority of Engineer in the Construction Contract, or modify other terms of the Construction Contract having a direct bearing on Engineer, then Owner shall compensate Engineer for any related increases in the cost to provide Construction Phase services. Engineer shall not be required to furnish or perform services contrary to Engineer's responsibilities as a licensed professional. All of Owner's instructions to Contractor will be issued through Engineer, which shall have authority to act on behalf of Owner in dealings with Contractor to the extent provided in this Agreement and the Construction Contract except as otherwise provided in writing.
- b. *Pre-Construction Conference:* Participate in a pre-construction conference prior to commencement of Work at the Site.
- c. *Electronic Transmittal Protocols:* If the Construction Contract Documents do not specify protocols for the transmittal of Project-related correspondence, documents, text, data, drawings, information, and graphics, in electronic media or digital format, either directly, or through access to a secure Project website, then together with Owner and Contractor jointly develop such protocols for transmittals between and among Owner, Contractor, and Engineer during the Construction Phase and Post-Construction Phase.
- d. *Original Documents:* If requested by Owner to do so, maintain and safeguard during the Construction Phase at least one original printed record version of the Construction Contract Documents, including Drawings and Specifications signed and sealed by Engineer and other design professionals in accordance with applicable Laws and Regulations. Throughout the Construction Phase, make such original printed record version of the Construction Contract Documents available to Contractor and Owner for review.

- e. *Schedules*: Receive, review, and determine the acceptability of any and all schedules that Contractor is required to submit to Engineer, including the Progress Schedule, Schedule of Submittals, and Schedule of Values.
- f. *Baselines and Benchmarks*: As appropriate, establish baselines and benchmarks for locating the Work which in Engineer's judgment are necessary to enable Contractor to proceed.
- g. *Visits to Site and Observation of Construction*: In connection with observations of Contractor's Work while it is in progress:
 - 1) Make visits to the Site at intervals appropriate to the various stages of construction, as Engineer deems necessary, to observe as an experienced and qualified design professional the progress of Contractor's executed Work. Such visits and observations by Engineer, and the Resident Project Representative, if any, are not intended to be exhaustive or to extend to every aspect of the Work or to involve detailed inspections of the Work beyond the responsibilities specifically assigned to Engineer in the Agreement, this Task Order, and the Construction Contract Documents, but rather are to be limited to spot checking, selective sampling, and similar methods of general observation of the Work based on Engineer's exercise of professional judgment, as assisted by the Resident Project Representative, if any. Based on information obtained during such visits and observations, Engineer will determine in general if the Work is proceeding in accordance with the Construction Contract Documents, and Engineer shall keep Owner informed of the progress of the Work. This shall include coordination as necessary with Engineer's Subcontractor(s) and/or other consultants employed by the Owner for observations requiring their expertise.
 - 2) The purpose of Engineer's visits to the Site, and representation by the Resident Project Representative, if any, at the Site, will be to enable Engineer to better carry out the duties and responsibilities assigned to and undertaken by Engineer during the Construction Phase, and, in addition, by the exercise of Engineer's efforts as an experienced and qualified design professional, to provide for Owner a greater degree of confidence that the completed Work will conform in general to the Construction Contract Documents and that Contractor has implemented and maintained the integrity of the design concept of the completed Project as a functioning whole as indicated in the Construction Contract Documents. Engineer shall not, during such visits or as a result of such observations of the Work, supervise, direct, or have control over the Work, nor shall Engineer have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, for security or safety at the Site, for safety precautions and programs incident to any Constructor's work in progress, for the coordination of the Constructors' work or schedules, nor for any failure of any Constructor to comply with Laws and Regulations applicable to furnishing and performing of its work. Accordingly, Engineer neither guarantees the performance of any Constructor nor assumes responsibility for any Constructor's failure to furnish or perform the Work, or any portion of the Work, in accordance with the Construction Contract Documents.
- h. *Defective Work*: Reject Work if, on the basis of Engineer's observations, Engineer believes that such Work is defective under the terms and standards set forth in the Construction Contract Documents. Provide recommendations to Owner regarding whether Contractor should correct such Work or remove and replace such Work, or whether Owner should consider accepting such Work as provided in the Construction Contract Documents.

- i. *Compatibility with Design Concept:* If Engineer has express knowledge that a specific part of the Work that is not defective under the terms and standards set forth in the Construction Contract Documents is nonetheless not compatible with the design concept of the completed Project as a functioning whole, then inform Owner of such incompatibility, and provide recommendations for addressing such Work.
- j. *Clarifications and Interpretations:* Accept from Contractor and Owner submittal of all matters in question concerning the requirements of the Construction Contract Documents (sometimes referred to as requests for information or interpretation—RFIs), or relating to the acceptability of the Work under the Construction Contract Documents. With reasonable promptness, render a written clarification, interpretation, or decision on the issue submitted, or initiate an amendment or supplement to the Construction Contract Documents. This shall include coordination as necessary with Engineer's Subcontractor(s) and/or other consultants employed by the Owner. Any clarifications, interpretation, or decision shall be provided by the Owner's applicable consultant.
- k. *Field Orders:* Subject to any limitations in the Construction Contract Documents, Engineer may prepare and issue Field Orders requiring minor changes in the Work.
- l. *Change Orders and Work Change Directives:* Recommend Change Orders and Work Change Directives to Owner, as appropriate, and prepare Change Orders and Work Change Directives as required.
- m. *Differing Site Conditions:* Respond to any notice from Contractor of differing site conditions, including conditions relating to underground facilities such as utilities, and hazardous environmental conditions. Promptly conduct reviews, obtain information, and prepare findings, conclusions, and recommendations for Owner's use, subject to the limitations and responsibilities under the Agreement and the Construction Contract. This shall include coordination as necessary with Engineer's Subcontractor(s) and/or other consultants employed by the Owner. Any reviews, obtaining of information, and preparation of findings, conclusions, and recommendations shall be provided by the Owner's applicable consultant.
- n. *Non-reviewable matters:* If a submitted matter in question concerns the Engineer's performance of its duties and obligations, or terms and conditions of the Construction Contract Documents that do not involve (1) the performance or acceptability of the Work under the Construction Contract Documents, (2) the design (as set forth in the Drawings, Specifications, or otherwise), or (3) other engineering or technical matters, then Engineer will promptly give written notice to Owner and Contractor that Engineer will not provide a decision or interpretation.
- o. *Shop Drawings, Samples, and Other Submittals:* Review and approve or take other appropriate action with respect to Shop Drawings, Samples, and other required Contractor submittals, but only for conformance with the information given in the Construction Contract Documents and compatibility with the design concept of the completed Project as a functioning whole as indicated by the Construction Contract Documents. Such reviews and approvals or other action will not extend to means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incident thereto. Engineer shall meet any Contractor's submittal schedule that Engineer has accepted.
- p. *Substitutes and "or-equal":* Evaluate and determine the acceptability of substitute or "or-equal" materials and equipment proposed by Contractor.
- q. Inspections and Tests:

- 1) Receive and review all certificates of inspections, tests, and approvals required by Laws and Regulations or the Construction Contract Documents. Engineer's review of such certificates will be for the purpose of determining that the results certified indicate compliance with the Construction Contract Documents and will not constitute an independent evaluation that the content or procedures of such inspections, tests, or approvals comply with the requirements of the Construction Contract Documents. Engineer shall be entitled to rely on the results of such inspections and tests.
 - 2) As deemed reasonably necessary, request that Contractor uncover Work that is to be inspected, tested, or approved.
 - 3) Pursuant to the terms of the Construction Contract, require additional inspections or testing of the Work, whether or not the Work is fabricated, installed, or completed.
- r. *Change Proposals and Claims:*
- 1) Review and respond to Change Proposals. Review each duly submitted Change Proposal from Contractor and, within 30 days after receipt of the Contractor's supporting data, either deny the Change Proposal in whole, approve it in whole, or deny it in part and approve it in part. Such actions shall be in writing, with a copy provided to Owner and Contractor. If the Change Proposal does not involve the design (as set forth in the Drawings, Specifications, or otherwise), the acceptability of the Work, or other engineering or technical matters, then Engineer will notify the parties that the Engineer will not resolve the Change Proposal.
 - 2) Provide information or data to Owner regarding engineering or technical matters pertaining to Claims. This shall include coordination as necessary with Engineer's Subcontractor(s) and/or other consultants employed by the Owner, such as a geotechnical consultant. Any pertinent information shall be provided to Engineer.
- s. *Applications for Payment:* Based on Engineer's observations as an experienced and qualified design professional and on review of Applications for Payment and accompanying supporting documentation:
- 1) Determine the amounts that Engineer recommends Contractor be paid. Recommend reductions in payment (set-offs) based on the provisions for set-offs stated in the Construction Contract.
 - 2) Provide justification on pay items that end up over/under the contract quantity.
 - 3) Provide final payment spreadsheet as requested by Owner.
- t. *Contractor's Completion Documents:* Receive from Contractor, review, and transmit to Owner maintenance and operating instructions, schedules, guarantees, bonds, certificates or other evidence of insurance required by the Construction Contract Documents, certificates of inspection, tests and approvals, and Shop Drawings, Samples, and other data approved as provided under Paragraph 2.D.1.p. Receive from Contractor, review, and transmit to Owner the annotated record documents which are to be assembled by Contractor in accordance with the Construction Contract Documents to obtain final payment. The extent of Engineer's review of record documents shall be to check that Contractor has submitted all pages.

- u. *Substantial Completion*: Promptly after notice from Contractor that Contractor considers the entire Work ready for its intended use, in company with Owner and Contractor, visit the Site to review the Work and determine the status of completion. Follow the procedures in the Construction Contract regarding the preliminary certificate of Substantial Completion, punch list of items to be completed, Owner's objections, notice to Contractor, and issuance of a final certificate of Substantial Completion.
 - v. *Final Notice of Acceptability of the Work*: Conduct a final visit to the specific Project to determine if the Work is complete and acceptable so that Engineer may recommend, in writing, final payment to Contractor. Accompanying the recommendation for final payment, Engineer shall also provide a notice to Owner and Contractor in the form attached hereto as Exhibit A.1 ("Notice of Acceptability of Work") to the best of Engineer's knowledge, information, and belief, and based on the extent of the services provided by Engineer under the Agreement and this Task Order.
 - w. *Standards for Certain Construction-Phase Decisions*: Engineer will render decisions regarding the requirements of the Construction Contract Documents, and judge the acceptability of the Work, pursuant to the specific procedures set forth in the Construction Contract for initial interpretations, Change Proposals, and acceptance of the Work. In rendering such decisions and judgments, Engineer will not show partiality to Owner or Contractor, and will not be liable to Owner, Contractor, or others in connection with any proceedings, interpretations, decisions, or judgments conducted or rendered in good faith.
2. *Duration of Construction Phase*: The Construction Phase will commence with the execution of the first Construction Contract for the specific Project or any part thereof and will terminate upon written recommendation by Engineer for final payment to Contractors. If the specific Project involves more than one prime contract as indicated in Paragraph 2.B.3, then Construction Phase services may be rendered at different times in respect to the separate contracts.

E. *Commissioning Phase*

1. Engineer shall:
 - a. Assist Owner in connection with the adjusting of Specific Project equipment and systems.
 - b. Assist Owner in training Owner's staff to operate and maintain Specific Project equipment and systems.
 - c. Prepare operation and maintenance manuals.
 - d. Assist Owner in developing procedures for (a) control of the operation and maintenance of Specific Project equipment and systems, and (b) related record-keeping.
 - e. Prepare and furnish to Owner Record Drawings showing appropriate record information based on Project annotated record documents received from Contractor. Record Drawings will be supplied in PDF format.

F. *Additional Design Related Services*

1. Permitting Administration
 - a. Prepare additional permitting concept exhibits, project narratives, maps, graphics, and other necessary supporting documentation for USACE AID submittal.

- b. Document and respond to additional correspondence and/or attend meetings with permitting agencies during pre-application, application review, and permit closeout processes.

G. *Additional Construction Services*

1. Resident Project Representative

- a. The current Resident Project Representative effort is assumed to be (1) full-time RPR at an assumed 10-week construction schedule with another part-time RPR for an assumed 10-week schedule. This effort will need to be revised if the project schedule is changed due to Contractor installation timelines, project delays, contractual time extensions, defective work, and/or other related construction work
- b. *Resident Project Representative (RPR)*: Provide the services of an RPR at the Site to assist the Engineer and to provide more extensive observation of Contractor's work. Duties, responsibilities, and authority of the RPR are as set forth below. The furnishing of such RPR's services will not limit, extend, or modify Engineer's responsibilities or authority except as expressly set forth below.
 - 1) Engineer shall furnish a Resident Project Representative ("RPR") to assist Engineer in observing progress and quality of the Work. The RPR may provide full time representation or may provide representation to a lesser degree. RPR is Engineer's representative at the Site, will act as directed by and under the supervision of Engineer, and will confer with Engineer regarding RPR's actions.
 - 2) Through RPR's observations of the Work, including field checks of materials and installed equipment, Engineer shall endeavor to provide further protection for Owner against defects and deficiencies in the Work. However, Engineer shall not, as a result of such RPR observations of the Work, supervise, direct, or have control over the Work, nor shall Engineer (including the RPR) have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, for security or safety at the Site, for safety precautions and programs incident to the Work or any Constructor's work in progress, for the coordination of the Constructors' work or schedules, or for any failure of any Constructor to comply with Laws and Regulations applicable to the performing and furnishing of its work. The Engineer (including RPR) neither guarantees the performances of any Constructor nor assumes responsibility for any Constructor's failure to furnish and perform the Work, or any portion of the Work, in accordance with the Construction Contract Documents. In addition, the specific terms set forth in in this Task Order, are applicable.
 - 3) The duties and responsibilities of the RPR are as follows:
 - a) *General*: RPR's dealings in matters pertaining to the Work in general shall be with Engineer and Contractor. RPR's dealings with Subcontractors shall only be through or with the full knowledge and approval of Contractor. RPR shall generally communicate with Owner only with the knowledge of and under the direction of Engineer.
 - b) *Schedules*: Review the progress schedule, schedule of Shop Drawing and Sample submittals, schedule of values, and other schedules prepared by Contractor and consult with Engineer concerning acceptability of such schedules.
 - c) *Conferences and Meetings*: Attend meetings with Contractor, such as preconstruction conferences, progress meetings, job conferences, and other

- Project-related meetings (but not including Contractor's safety meetings), and as appropriate prepare and circulate copies of minutes thereof.
- d) *Safety Compliance*: Comply with Site safety programs, as they apply to RPR, and if required to do so by such safety programs, receive safety training specifically related to RPR's own personal safety while at the Site.
 - e) Liaison
 - i. Serve as Engineer's liaison with Contractor. Working principally through Contractor's authorized representative or designee, assist in providing information regarding the provisions and intent of the Construction Contract Documents.
 - ii. Assist Engineer in serving as Owner's liaison with Contractor when Contractor's operations affect Owner's on-Site operations.
 - iii. Assist in obtaining from Owner additional details or information, when required for proper execution of the Work.
 - f) *Clarifications and Interpretations*: Receive from Contractor submittal of any matters in question concerning the requirements of the Construction Contract Documents (sometimes referred to as requests for information or interpretation—RFIs), or relating to the acceptability of the Work under the Construction Contract Documents. Report to Engineer regarding such RFIs. Report to Engineer when clarifications and interpretations of the Construction Contract Documents are needed, whether as the result of a Contractor RFI or otherwise. Transmit Engineer's clarifications, interpretations, and decisions to Contractor.
 - g) Shop Drawings and Samples
 - i. Record date of receipt of Samples and Contractor-approved Shop Drawings.
 - ii. Receive Samples that are furnished at the Site by Contractor, and notify Engineer of availability of Samples for examination.
 - iii. Advise Engineer and Contractor of the commencement of any portion of the Work requiring a Shop Drawing or Sample submittal, if RPR believes that the submittal has not been received from Contractor, or has not been approved by Contractor or Engineer.
 - h) *Proposed Modifications*: Consider and evaluate Contractor's suggestions for modifications to the Drawings or Specifications, and report such suggestions, together with RPR's recommendations, if any, to Engineer. Transmit Engineer's response (if any) to such suggestions to Contractor.
 - i) Review of Work; Defective Work
 - i. Report to Engineer whenever RPR believes that any part of the Work is defective under the terms and standards set forth in the Construction Contract Documents, and provide recommendations as to whether such Work should be corrected, removed and replaced, or accepted as provided in the Construction Contract Documents.
 - ii. Inform Engineer of any Work that RPR believes is not defective under the terms and standards set forth in the Construction Contract Documents, but is nonetheless not compatible with the design concept of the completed Project as a functioning whole, and provide recommendations to Engineer for addressing such Work; and
 - iii. Advise Engineer of that part of the Work that RPR believes should be uncovered for observation, or requires special testing, inspection, or approval.
 - j) Inspections, Tests, and System Start-ups

- i. Consult with Engineer in advance of scheduled inspections, tests, and systems start-ups.
 - ii. Verify that tests, equipment, and systems start-ups and operating and maintenance training are conducted in the presence of appropriate Owner's personnel, and that Contractor maintains adequate records thereof.
 - iii. Observe, record, and report to Engineer appropriate details relative to the test procedures and systems start-ups.
 - iv. Observe whether Contractor has arranged for inspections required by Laws and Regulations, including but not limited to those to be performed by public or other agencies having jurisdiction over the Work.
 - v. Accompany visiting inspectors representing public or other agencies having jurisdiction over the Work, record the results of these inspections, and report to Engineer.
- k) Records
- i. Maintain at the Site orderly files for correspondence, reports of job conferences, copies of Construction Contract Documents including all Change Orders, Field Orders, Work Change Directives, Addenda, additional Drawings issued subsequent to the execution of the Construction Contract, RFIs, Engineer's clarifications and interpretations of the Construction Contract Documents, progress reports, Shop Drawing and Sample submittals received from and delivered to Contractor, and other Project-related documents.
 - ii. Prepare a daily report or keep a diary or log book, recording Contractor's hours on the Site, Subcontractors present at the Site, weather conditions, data relative to questions of Change Orders, Field Orders, Work Change Directives, or changed conditions, Site visitors, deliveries of equipment or materials, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to Engineer.
 - iii. Upon request from Owner to Engineer, photograph or video work in progress or Site conditions.
 - iv. Record and maintain accurate, up-to-date lists of the names, addresses, fax numbers, e-mail addresses, websites, and telephone numbers (including mobile numbers) of all Contractors, Subcontractors, and major Suppliers of materials and equipment.
 - v. Maintain records for use in preparing Specific Project documentation.
 - vi. Upon completion of the Work, furnish original set of all RPR Project documentation to Engineer.
- l) Reports
- i. Furnish to Engineer periodic reports as required of progress of the Work and of Contractor's compliance with the progress schedule and schedule of Shop Drawing and Sample submittals.
 - ii. Draft and recommend to Engineer proposed Change Orders, Work Change Directives, and Field Orders. Obtain backup material from Contractor.
 - iii. Furnish to Engineer and Owner copies of all inspection, test, and system start-up reports.
 - iv. Immediately inform Engineer of the occurrence of any Site accidents, emergencies, acts of God endangering the Work, possible force

majeure or delay events, damage to property by fire or other causes, or the discovery of any potential differing site condition or Constituent of Concern.

- m) *Payment Requests*: Review applications for payment with Contractor for compliance with the established procedure for their submission and forward with recommendations to Engineer, noting particularly the relationship of the payment requested to the schedule of values, Work completed, and materials and equipment delivered at the Site but not incorporated in the Work.
- n) *Certificates, Operation and Maintenance Manuals*: During the course of the Work, verify that materials and equipment certificates, operation and maintenance manuals and other data required by the Contract Documents to be assembled and furnished by Contractor are applicable to the items actually installed and in accordance with the Contract Documents, and have these documents delivered to Engineer for review and forwarding to Owner prior to payment for that part of the Work.
- o) Completion:
 - i. Participate in Engineer's visits to the Site regarding Substantial Completion, assist in the determination of Substantial Completion, and prior to the issuance of a Certificate of Substantial Completion, submit a punch list of observed items requiring completion or correction.
 - ii. Participate in Engineer's visit to the Site in the company of, Owner, and Contractor, to determine completion of the Work, and prepare a final punch list of items to be completed or corrected by Contractor.
 - iii. Observe whether all items on the final punch list have been completed or corrected, and make recommendations to Engineer concerning acceptance and issuance of the Notice of Acceptability of the Work (Exhibit A.1).

4) Resident Project Representative shall not:

- a) Authorize any deviation from the Construction Contract Documents or substitution of materials or equipment (including "or-equal" items).
- b) Exceed limitations of Engineer's authority as set forth in this Agreement.
- c) Undertake any of the responsibilities of Contractor, Subcontractors, or Suppliers, or any Constructor.
- d) Advise on, issue directions relative to, or assume control over any aspect of the means, methods, techniques, sequences or procedures of the Work, by Contractor or any other Constructor.
- e) Advise on, issue directions regarding, or assume control over security or safety practices, precautions, and programs in connection with the activities or operations of Owner or Contractor.
- f) Participate in specialized field or laboratory tests or inspections conducted off-site by others except as specifically authorized by Engineer.
- g) Accept Shop Drawing or Sample submittals from anyone other than Contractor.
- h) Authorize Owner to occupy the Specific Project in whole or in part

2. Construction Staking

- a. The below list of infrastructure categories define the standard frequency of which the Engineer will provide construction staking for one time during the project.

- b. Water Mains/ Force Mains
 - 1) Centerline with offsets at 50' intervals
 - 2) Cut stakes to top of pipe with hubs, if plan calls for specified grades
 - 3) Curb Stop Locations
 - c. Storm-Sanitary Sewers
 - 1) Centerline stakes with offsets and cuts to inverts at 50' intervals
 - 2) Manholes with offsets
 - 3) Inlets with offsets
 - 4) Wye locations
 - 5) Service ends with grades
 - d. Streets
 - 1) Initial dirt grade stakes with lath every 100' and at high and low
 - 2) Subgrade blue tops for centerline and curb and gutter areas if so specified in construction contract
 - 3) Centerline gravel blue tops if so specified in construction contact
 - 4) Curb & gutter flow line stakes with offsets every 25'
 - 5) Concrete Paving grade stakes with offset at 25' intervals plus high and low points
 - e. Lift Stations (without buildings)
 - 1) Location & elevation of rim and invert centerline of wet well, dry well, and/or check valve manhole.
 - f. Buildings
 - 1) Location & elevation of corners of first floor with offsets.
 - 2) Location & elevation of corners of footing with offsets.
 - g. Sidewalks/Multi-Use Paths
 - 1) Elevation & location of "Outside" finished edge (one edge) of Sidewalk or Multi-Use Path @ 25' stationing.
 - h. Channels/Embankments
 - 1) Centerline cut/fill, daylights, and temporary construction easement limits (every 200').
 - 2) Culvert alignment, lengths, and invert elevations with offsets.
 - 3) Structure locations and invert elevations with offsets.
 - i. Ponds/Lakes
 - 1) Location and elevation of bottom of lake/pond every 200'.
 - 2) Location and elevation of changes in slopes (i.e. hinges) every 200'.
 - 3) Location and elevation of contour defining bottom of planting area used to protect slopes every 200'.
 - 4) Topsoil stripping location every 200'.
 - 5) Three elevation control points.
3. Construction Re-staking
- a. All construction staking services beyond the defined list above.

4. Defective and Corrective Period/Post-Construction Work

- a. Together with Owner, visit the Project to observe any apparent defects in the Work, make recommendations as to replacement or correction of defective Work, if any, or the need to repair of any damage to the Site or adjacent areas.
- b. All correspondence and coordination with Owner and Contractor regarding identified defective work as set forth in the Construction Contract Documents including construction staking, field inspection, reviewing contractor submitted corrective action, and contract administration necessary to ensure completion of identified defective work.
- c. Together with Owner, visit the Project within one month before the end of the Construction Contract's correction period to ascertain whether any portion of the Work or the repair of any damage to the Site or adjacent areas is defective and therefore subject to correction by Contractor.
- d. The Post-Construction Phase services may commence during the Construction Phase and, if not otherwise modified, will terminate twelve months after the commencement of the Construction Contract's correction period.

5. Record Drawing Administration

- a. Collect survey ("gps") points of surface infrastructure features, which may include manholes, catch basins, curb stops, valves, hydrants, street lights and other similar items.
- b. Collect survey ("gps") points of subsurface/3D infrastructure features, which may include approximate center of structure, invert elevations within manholes, air release valve & boxes, or water main gate valve & boxes, and other similar items.
- c. Prepare and furnish to Owner Record Drawings and Record GIS Data showing appropriate record information based on survey ("gps") points illustrating significant changes made to surface infrastructure features in addition to Project annotated record documents received from Contractor.
- d. GIS data will be supplied in shapefile format to be supplied to the City for use within City webmap. The infrastructure records will be modified based on the survey data and reflected accordingly within the GIS files.
- e. Record Drawings will be supplied in DWG and PDF format and survey ("gps") points will be supplied in CSV format.
- f. Additional Record Drawing deliverables to be prepared in GIS for the following project stages include the following:
 - 1) After Award of Construction Contract
 - 2) After installation of underground utilities
 - 3) After winter shut-down of the construction efforts
 - 4) After the project is ready for final payment completion date
 - 5) Other Owner requested intermediate project stages
- g. Compilation of all record and closeout documentation related to the project.

H. *Additional Funding Services*

1. Special Assessment Administration

- a. Based on proposed infrastructure at specified project stages, prepare (or update) benefitting area maps, assessment benefit methodology and preliminary special assessment allocations based on City Policy at the following project stages:
 - 1) After bid results compiled
 - 2) After Projected Final intermediately completed during construction (as directed by Owner)
 - 3) Final map and allocation spreadsheet with Final Costs provided by City.
- b. As directed by the Owner, prepare presentation documents and attend meetings with the Special Assessment Commission and/or Board of City Commissioners.
 - 1) Task order includes two Special Assessment Commission meetings and one meeting with the City Commission.
- c. Provide public communications as directed regarding special assessments for the improvement(s) related to this Task Order.
- d. Provide funding administrative support services related to any requirements identified specifically by funding sources affecting special assessment allocations.

3. City's Responsibilities

City shall have those responsibilities as follows:

- A. City shall make decisions and carry out its other responsibilities in a timely manner and shall bear all costs incident thereto so as not to unreasonably delay or interfere with the services of MEI
- B. City shall be responsible for, and MEI may rely upon, the accuracy and completeness of all requirements, programs, instructions, reports, data, and other information furnished by City to MEI pursuant to this Agreement. MEI may use such requirements, reports, data, and information in performing or furnishing services under this Agreement. Nothing in this paragraph shall be construed to require MEI to affirmatively determine the accuracy of information that is prepared for City by other licensed professionals (including, but not limited to, land surveyors, geotechnical engineers, accountants, insurance and surety professionals, and attorneys) who are not engaged directly by MEI.
- C. City shall provide for MEI's right to enter the property owned by City and/or others in order for MEI to fulfill its services.

4. Task Order Schedule

In addition to any schedule provisions provided in the Services of Engineer or elsewhere, the parties shall meet the following schedule:

- A. The anticipated start date for these services is upon execution of the Task Order or as specified below.
- B. The services covered by the Basic Design and Construction Contract Administration Services will terminate twelve months after the commencement of the Construction Contract's correction period.

5. Payments to Engineer

- A. City shall pay Engineer for services rendered under this Task Order as follows:

- a. Compensation for services outlined in the Preliminary Design, Final Design, Bidding or Negotiation, Construction, and Commissioning Phases shall be made according to the following table:

Project Type	Preliminary Design, Final Design, Bidding or Negotiation Phases (% of Final Construction Contract Value plus value of any alternates designed but not constructed)	Construction, and Commissioning Phases (% of Final Construction Contract Value)
All other projects	5.5%	3.0%
Estimated Value of Final Construction Contract		\$1,370,000
Estimated Compensation based on 8.5% of Construction		\$116,450
TOTAL TASK ORDER (TO 107-1)		\$211,450

- b. Compensation for services defined in the Scope of Work as Additional Services shall be on a Time and Material basis in accordance with the Standard Hourly Rates provided to the Owner on an annual basis.
- c. Compensation for services referenced in Exhibit A are summarized in the following table(s).

TASK CATEGORY & TASK	TASK ORDER NO.	PREVIOUS FEE (\$)	INCREASED FEE (\$)	AMENDED MAXIMUM FEE (\$)
Study & Report Services				
Feasibility Study	107	\$25,000	\$0	\$25,000
Additional Design Services				
Permitting Administration	107 107-1	\$5,000	\$5,000	\$10,000
Additional Funding Services				
Special Assessment Administration	107 107-1	\$5,000	\$5,000	\$10,000
Additional Construction Phase Services				
Record Drawing Administration	107-1	\$0	\$10,000	\$10,000
Resident Project Representative	107-1	\$0	\$60,000	\$60,000
Construction Staking	107-1	\$0	\$15,000	\$15,000
ADDITIONAL {AMENDED} SERVICES SUBTOTAL (TO 107-1)			\$95,000	
ADDITIONAL {AMENDED} SERVICES SUBTOTAL (107 107-1)		\$35,000		\$130,000

- B. Engineer may alter the distribution of compensation between individual phases of the work noted in this Task Order and Task Order Amendments, to be consistent with services actually rendered, but shall not exceed the appropriate percentage of Final Construction plus the total Maximum Fee as defined herein.

Services to be Provided	Estimated Compensation
Additional Services Subtotal	\$130,000
Estimated Compensation based on 8.5% of Construction	\$116,450
TOTAL ESTIMATED COMPENSATION UNDER ALL TASK ORDERS (107 107-1)	\$246,450

- C. The terms of payment are set forth in Paragraphs 15 and 16 of the Agreement.

6. Consultants retained as of the Effective Date of the Task Order:

- a. None

7. Other Modifications to Agreement and Exhibits:

- a. None

8. Attachments:

- a. None

9. Other Documents Incorporated by Reference:

- a. None

10. Terms and Conditions


Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by City.

The Effective Date of this Task Order No. 107-1 is May 4, 2026

CITY: City of West Fargo

ENGINEER: Moore Engineering, Inc.

By: _____

By:  _____

Print Name: Dan Hanson, PE

Print Name: Lee T. Beauvais, PE

Title: Senior Director of Community and Development Services

Title: Vice President of Production

Engineer License or Firm's Certificate No. (if required): 011C
State of: North Dakota

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Jerrold Wallace, PE

Name: Matt Prochniak, PE

Title: City Engineer

Title: Project Manager

Address: 2515 6th Street E.
West Fargo, ND 58078

Address: 925 10th Avenue East,
West Fargo, ND 58078

E-Mail Address: Jerry.Wallace@westfargond.gov

E-Mail Address: matt.prochniak@mooreengineeringinc.com

Phone: (701) 515-5050

Phone: (701) 282-4692

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION APPROVING ENGINEER'S REPORT

BE IT RESOLVED by the Board of City Commissioners of the City of West Fargo, North Dakota, that the report of the Engineer for the City of West Fargo as to the general nature, purpose and feasibility along with an estimate of the probable cost of the work has been filed with this Board and that the same is hereby approved for Improvement District 1358 – New Water Supply, Sewerage, Street Systems, and Incidentals.

Dated: May 18, 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 water main, sanitary sewer, storm sewer, streets, lot services, and other essential infrastructure necessary to service the properties in connection with the above specified improvements, be constructed and made in Improvement District No. 1358 – 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 plans and specifications for such work.

Dated: May 18, 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.

ORDINANCE NO. 1278

AN ORDINANCE TO AMEND AND REENACT SECTIONS 10-0601, 12-0601, 12-0602, 12-0603, AND 12-0604 OF THE REVISED ORDINANCES OF 1990 OF THE CITY OF WEST FARGO RELATING TO POSSESSION OF TOBACCO PRODUCTS BY PERSONS UNDER THE AGE OF TWENTY-ONE.

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

SECTION 1. Section 10-0601 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted by adding the definition of “Alternative Nicotine Product” and amending the definition of “Tobacco Products.” All other definitions remain unchanged except for being renumbered.

1. ALTERNATIVE NICOTINE PRODUCT. Any noncombustible product containing nicotine that is intended for human consumption, whether chewed, absorbed, dissolved, or ingested by any other means. The term does not include any cigarette, cigar, snuff, tobacco in any other form in which it may be utilized for smoking or chewing, any electronic smoking device, or any product regulated as a drug or device by the U.S. Food and Drug Administration under chapter V of the Federal Food, Drug, and Cosmetic Act [21 U.S.C. 501 et seq.].

- ~~56.~~ TOBACCO PRODUCTS. Any product that is made from or derived from tobacco, which contains nicotine or a similar substance, and is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled or ingested by any other means, including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, snus, e-cigarette, electronic cigarette, ~~or an~~ electronic smoking device, ~~or an~~ alternative nicotine product. Tobacco product also includes e-cigarettes and other electronic smoking devices, pipes and rolling papers, but does not include any product specifically approved by the U.S. Food and Drug Administration for legal sale as a tobacco cessation product and is being marketed and sold solely for that approved purpose.

SECTION 2. Section 12-0601 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

12-0601. PROCURING TOBACCO PRODUCT FOR PERSON UNDER TWENTY-ONE YEARS OF AGE - PENALTY. For the purpose of this section, the definitions in Section 10-0601 shall apply. It is an infraction for any person to sell or furnish to a person under twenty-one (21) years of age, or procure for a person under twenty-one (21) years of age, cigarettes, cigarette papers, cigars, e-cigarettes, electronic cigarettes, electronic smoking devices, snuff, ~~or~~ tobacco products in any other form in which it may be utilized for smoking or chewing, or alternative

nicotine products. As used in this section, “sell” includes dispensing from a vending machine under the control of the actor. This section does not apply to a vending machine or other coin-operated machine that is permitted under section 10-0603.

SECTION 3. Section 12-0602 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

12-0602. PERSON UNDER TWENTY-ONE YEARS OF AGE POSSESSING TOBACCO PRODUCTS.

1. It is a noncriminal offense for an individual eighteen (18) years of age, but a person under twenty-one (21) years of age, and an infraction for an individual fourteen (14) years of age, but under eighteen (18) years of age, to purchase, possess, smoke, or use cigarettes, cigars, cigarette papers, e-cigarettes, electronic cigarettes, electronic smoking devices, snuff, alternative nicotine products, or tobacco products in any form in which it may be utilized for smoking or chewing.
2. Subsection 1 shall not apply to an individual under twenty-one (21) years of age who may purchase and possess tobacco products as part of a compliance survey program when acting with the permission of the individual’s parent or guardian and while acting under the supervision of any law enforcement authority. A state agency, city, county, board of health, tobacco product retailer, or association of tobacco product retailers may also conduct compliance surveys, after coordination with the appropriate law enforcement authority.
3. Subsection 1 shall not apply to an employee less than twenty-one (21) years of age employed by a licensed tobacco product dealer or distributor where said employee under the age of twenty-one (21) years handles tobacco products listed in this section as part of that employee’s employment.
4. Subsection 1 shall not apply if the possession or use of tobacco products relates to a cultural or religious practice; including, without limitation, the use or possession of tobacco products during any religious or cultural ceremony.

SECTION 4. Section 12-0603 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

12-0603. FEE. A fee of \$25 will be assessed for a person ~~fourteen (14)~~ eighteen (18) years of age or older, but under twenty-one (21) years of age, who has been charged with an offense under Section 12-0602, ~~for the first offense. For a second offense within a year, a fee of \$50 and attendance at a tobacco cessation program approved by the West Fargo Municipal Court will be required. For third and subsequent offenses within a year the Municipal Court may impose a fee of up to \$250 and attendance at a tobacco cessation program. The failure to post a required bond or pay an assessed fee by an individual found to have violated the ordinance is punishable as a contempt of court, except a minor may not be imprisoned for contempt.~~

SECTION 5. Section 12-0604 of the Revised Ordinances of 1990 of the City of West

Fargo, North Dakota, is hereby amended and reenacted to read as follows:

12-0604. PAYMENT PROCEDURE. A person fourteen (14) years of age or older, but under eighteen (18) years of age, has committed an infraction and must be sent to juvenile court. An individual eighteen (18) years of age or older, but under twenty-one (21) years of age, found to have violated Section 12-0602 must pay a fee in the amount set out in Section 12-0603.

1. Any individual who has been cited for a violation of Section 12-0602 may appear before the West Fargo Municipal Court and pay the fee by the time scheduled for a hearing, or if bond has been posted, may forfeit the bond by not appearing at the scheduled time. An individual appearing at the time scheduled in the citation may make a statement in explanation of that individual's action and the judge may waive, reduce, or suspend the fee or bond, or both. If the individual cited fails to follow the procedures of this section, that individual has admitted the violation and has waived the right to a hearing on the issue of commission of the violation. The bond required to secure appearance before the court is the same as the fee schedule set out in Section 12-0603. For a third or subsequent violation, the individual must appear before the Judge of the Municipal Court.
2. An individual may request a hearing on the issue of the commission of the violation cited. The hearing must be held at the time scheduled in the citation or at some future time, not to exceed 90 days later, set at that first appearance. At the time of a request for a hearing on the issue on commission of the violation, the individual cited shall deposit with the court an appearance bond equal to the fee for the violation cited.
3. The failure to post bond or to pay an assessed fee, ~~or attend a tobacco cessation class when required to do so~~ is punishable as a contempt of court, except ~~a minor~~ an individual may not be imprisoned for the contempt.

SECTION 6. 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: City Commission Governance Policy

Presented By: Dustin Scott, City Administrator

Requested Action: Adopt and enact City Commission Governance Policy effective immediately

New Information:

Following the introduction of this policy on May 4th, staff proposed minor revisions to Sections 109.04, 109.05.3, and 109.07, which are illustrated in the packet.

Once adopted, this policy will be implemented into the Lexipol system with applicable format and numbering.

Summary (as presented 5/4/26):

The attached draft governance policy aims to provide a clear and consistent framework for how the City Commission and Administration work together in serving the community in an effective, transparent, and legally sound manner.

The draft has been reviewed by the City Attorney, as well as Senior Directors and select Department Heads. It was developed with consideration of policies used by comparable local government agencies, applicable state law, the City's Home Rule Charter, and best practices from organizations such as ICMA, NLC, and GFOA.

The intent is to provide clarity regarding governing authority, communication, and operational relationships, while maintaining the flexibility necessary for effective day-to-day governance. The policy includes guidance on:

- Governing authority and the role of the Commission as a body
- The Commission–Administrator relationship
- Communication and information sharing
- Individual Commissioner requests and coordination with staff
- Portfolio assignments and committee/liaison roles
- Participation on external boards and regional organizations
- Governance culture and professional conduct
- Operational expectations and administrative authority

Attachments:

- City Commission Governance policy with proposed revisions.

West Fargo City Commission

Bernie Dardis, Commission President

Brad Olson, Commission Vice President

Roben Anderson, Rory Jorgensen, Amy Zundel, Commissioners

Dustin Scott, City Administrator

Chapter 109

City Commission Governance - DRAFT

109.01 PURPOSE AND SCOPE

The City of West Fargo operates under a commission form of government as provided by state law and the City's Home Rule Charter. The purpose of this policy is to establish a comprehensive governance framework for the West Fargo Board of City Commissioners (Commission). This policy defines governing authority, role clarity, accountability mechanisms, and standards of conduct necessary for lawful and effective municipal governance.

This policy primarily applies to the Commission as the governing body of the City. Advisory boards, committees, task forces, and other groups established by the Commission are subject to applicable provisions of this policy related to authority, conduct, and interaction with City staff, but they do not possess independent governing authority and may not direct City staff or bind the City unless expressly provided by law or formal Commission action.

City Commissioners are elected officials and are not employees of the City. This policy establishes governance expectations intended to promote consistency and effective working relationships and does not create disciplinary authority over elected officials. Nothing in this policy alters statutory authority, Home Rule Charter authority, voter rights, or applicable state law. In the event of a conflict between this policy and controlling law, controlling law governs.

Nothing in this policy creates a private right of action.

109.02 GOVERNING AUTHORITY

Under the commission form of government, the Commission serves as the legislative and policy-making body of the City. Authority rests with the Commission acting as a body, not with individual Commissioners.

The President of the Board of City Commissioners (Mayor) serves as the presiding officer of the Commission and facilitates the orderly conduct of meetings. The Mayor may represent the City for ceremonial and intergovernmental purposes and perform duties assigned by the Commission as well as those required by law or the City's Home Rule Charter.

The Mayor does not possess independent executive or administrative authority and may not act on behalf of the Commission except as authorized by formal Commission action, the City's Home Rule Charter, or required by law. In the absence or unavailability of the Mayor, the individual lawfully designated to preside over Commission meetings shall perform the duties of the Mayor for purposes of this policy.

The Commission exercises its authority only through formal action taken at a duly noticed meeting and approved by majority vote of the Commissioners present at the meeting unless otherwise

required by law. Reference to a Commissioner or Commissioners in this policy includes reference to the Mayor.

Individual Commissioners:

- (a) Do not possess authority to bind the City.
- (b) Do not possess authority to act on behalf of the Commission unless authorized by formal Commission action.
- (c) Do not possess independent supervisory authority over City staff.
- (d) Do not issue directives to City staff or commit City resources unless authorized by formal Commission action.

109.03 ORGANIZATIONAL ACTIONS FOLLOWING MUNICIPAL ELECTIONS

Following municipal elections and the swearing-in of newly elected Commissioners, the Commission may take organizational actions necessary for the effective conduct of City business.

Such actions include:

- (a) Appointment of a Vice President (Deputy Mayor) as required by state law.
- (b) Appointment of appointive officers as required by ordinance.
- (c) Approval of Commissioner portfolio assignments.
- (d) Appointment of City representatives to boards, committees, and regional organizations, with consideration given to alignment with the Commission's liaison and portfolio assignments.

Appointments and assignments are typically presented by the Mayor for consideration and approved by the Commission.

109.03.1 COMMISSIONER ORIENTATION

Following each municipal election, the City may provide orientation for newly elected Commissioners.

Orientation may include governance structure, legal requirements, financial overview, and introduction to City leadership.

Additional training opportunities may be offered as directed by the Commission.

109.04 ROLE OF THE COMMISSION

The Commission is responsible for legislative action, strategic direction, and oversight of municipal administration. The Commission does not engage in day-to-day operational management, including regulatory enforcement or licensing administration, which are carried out by City staff under the direction of the City Administrator.

In carrying out its responsibilities, the Commission shall:

- (a) Adopt ordinances and resolutions as provided by law.
- (b) Establish long-term priorities and policy direction.
- (c) Approve the annual City budget.
- (d) Provide oversight of City administration.
- (e) Exercise independent judgment during deliberations.
- (f) Act in the best interests of the City as a whole.

109.05 COMMISSION—ADMINISTRATOR RELATIONSHIP

Effective governance requires a clear distinction between policy direction and administrative management. The Commission sets policy and direction; the City Administrator manages operations and implements that direction.

Individual Commissioners shall not direct, supervise, or assign work to City staff outside of formal action taken at a duly noticed meeting. The Commission shall direct City operations only through formal action taken at a duly noticed meeting, with implementation carried out through the City Administrator.

City staff are accountable to the City Administrator and shall carry out duties consistent with adopted policy and formal Commission direction. Commissioners may request information necessary to perform their elected duties. Requests for operational action or policy implementation shall be coordinated through the City Administrator to ensure consistency, transparency, and efficient use of staff resources.

If a request requires a material expenditure of staff time or resources, the City Administrator may bring the matter before the full Commission for direction.

The Commission shall not modify or override established administrative procedures adopted pursuant to the City Policy Manual or other approved operational policies, except through formal amendment or repeal by Commission action.

109.05.1 INDIVIDUAL COMMISSIONER REQUESTS

Individual Commissioners may request information or clarification necessary to perform their duties. Requests may be made through the City Administrator or directly to appropriate staff consistent with this policy.

When a request extends beyond routine information and involves staff research, analysis, operational action, or material commitment of staff time or resources, the request should be coordinated through the City Administrator to ensure consistency, appropriate prioritization, and efficient use of staff resources.

The City Administrator may evaluate such requests for scope and resource impact and, when appropriate, bring the matter before the Commission for consideration and direction. If the request involves extensive records retrieval, compilation, or staff resources beyond routine information sharing, the Commission may determine the appropriate course of action, which may include proceeding through established open records request processes in accordance with state law and City policy.

This section is intended to provide flexibility and relies on professional judgment by Commissioners, the City Administrator, and staff. Individual Commissioner requests do not constitute direction of the Commission unless approved by formal action.

109.05.2 INFORMATION SHARING

Effective governance requires that Commissioners have equal access to relevant information.

Information provided to one Commissioner regarding City business shall be made available to all Commissioners when appropriate to ensure transparency and informed decision-making.

The City Administrator shall take reasonable steps to ensure that material information related to City operations, policy matters, and Commission action is shared consistently with the full Commission.

The distribution of information shall not be used to facilitate Commissioner deliberations or influence decision-making outside of a properly noticed public meeting.

109.05.3 COMMUNICATION WITH CITY STAFF

Commissioners may communicate directly with City staff for purposes of obtaining information, understanding City operations, or responding to constituent inquiries.

Such communication shall not interfere with established reporting relationships or include direction to initiate, modify, or prioritize operational work, including regulatory or enforcement activities, outside the coordination of the City Administrator.

Operational direction and assignment of work remain the responsibility of the City Administrator. City staff may refer Commissioners to the City Administrator for requests regarding matters within the scope of the City Administrator’s responsibilities, including those involving operational direction, significant staff time, policy implementation, and resource commitments.

109.06 COMMITTEES AND LIAISON ASSIGNMENTS

The Commission may utilize informal committees or liaison assignments to improve communication and policy development. Committees serve in an advisory capacity only.

Committees and liaison roles:

- (a) May study issues and develop recommendations.
- (b) May not direct the City Administrator or staff.
- (c) May not take action binding the Commission.
- (d) Require formal Commission action for recommendations to become effective.

Committee and liaison assignments may be established or modified by majority vote of the Commissioners present at a meeting.

109.06.1 PORTFOLIO ASSIGNMENTS

The Commission utilizes portfolio assignments to support communication, coordination, and familiarity with major areas of City operations.

Portfolio assignments are intended to provide Commissioners with a general understanding of assigned service areas and to facilitate effective communication with the City Administrator and staff.

Portfolio assignments are also intended to foster collaborative communication, shared understanding, and informed decision-making between Commissioners, the City Administrator, and City staff.

Each Commissioner may be assigned one or more primary portfolios and may also be assigned secondary portfolios to ensure continuity and coverage.

Portfolio assignments shall be proposed by the Mayor and approved by the Commission, with consideration given to Commissioner interest, experience, and workload distribution.

Portfolio assignments should be considered in coordination with external board and organizational appointments, as well as committee and liaison assignments, to promote alignment, balanced workload distribution, and effective representation of the Commission across City functions and external organizations.

In making portfolio assignments, consideration shall be given to avoiding actual, potential, or perceived conflicts of interest. Commissioners should not be assigned portfolios where a personal, financial, or professional relationship could reasonably impair objectivity or create the appearance of undue influence, including but not limited to situations involving immediate family employment within a department, prior employment within or related to a department, and/or a position of significant leadership capacity within the assigned service area..

Portfolio assignments should be reviewed and may be reconsidered following municipal elections or changes in Commission membership. Assignments may be modified at any time as proposed by the Mayor and approved by the Commission.

Commissioners assigned to a portfolio may:

- (a) Receive information and updates related to the assigned service area.
- (b) Communicate with the City Administrator and staff consistent with this policy.
- (c) Identify and elevate issues or topics for Commission consideration.
- (d) Develop familiarity with operations, programs, and services within the assigned area.
- (e) Participate in discussions and provide feedback during the budget development process.
- (f) Provide periodic reporting to the Commission and public on activities within assigned areas.

Portfolio assignments do not grant supervisory authority over City staff or operations.

Commissioners shall not direct staff, approve work, or act independently on behalf of the City based on a portfolio assignment.

All operational direction shall remain the responsibility of the City Administrator, and all policy direction shall require formal Commission action.

109.06.2 EXTERNAL BOARDS AND ORGANIZATIONS

The Commission may appoint Commissioners to serve as representatives on external boards, committees, and regional organizations to support intergovernmental coordination, regional planning, and collaboration.

Such appointments shall be approved by the Commission and may be considered in coordination with portfolio, committee, and liaison assignments to promote alignment of subject matter knowledge and effective representation.

Commissioners serving in these roles act as representatives of the City and shall communicate and advocate in a manner consistent with the Commission's established direction, priorities, and formal actions.

When the Commission has not established direction on a matter, Commissioners may participate in discussions, exercise independent judgment, and vote in a manner they believe to be in the best interests of the City and community. In doing so, Commissioners shall not represent that they are speaking on behalf of the Commission as a whole or committing the City to a position that has not been formally approved by the Commission.

Commissioners shall provide updates to the Commission, as appropriate, regarding significant activities, discussions, and issues arising from their participation with external organizations, particularly when such matters may warrant future Commission consideration.

Service on external boards and organizations shall be conducted in a manner consistent with applicable laws, including open meeting and conflict-of-interest requirements.

109.07 GOVERNANCE CULTURE AND PROFESSIONAL CONDUCT

Public confidence in municipal government depends on professionalism, decorum, and ethical conduct. Commissioners are expected to conduct themselves in a manner consistent with the City's core goals-values of Teamwork, Respect, Integrity, Compassion, and Service.

In performing their duties, Commissioners shall:

- (a) Prepare for meetings and participate in deliberations in good faith.
- (b) Maintain decorum during meetings and official functions.
- (c) Engage respectfully with colleagues, staff, and members of the public.
- (d) Refrain from personal attacks, harassment, or conduct that disrupts orderly governance.
- (e) Avoid conduct that could reasonably undermine public confidence in City government.
- (f) Refrain from actions that could improperly influence or interfere with the administration or enforcement of laws, policies, or regulatory processes.
- ~~(g)~~ Respect and uphold a decision made by the Commission even if the Commissioner disagreed with the ultimate decision during deliberations.

Meetings shall be conducted in accordance with applicable law and adopted procedural rules.

109.07.1 AGENDA MANAGEMENT

Effective meetings require clear organization of agenda items to promote efficiency, transparency, and informed decision-making.

Agenda items may be organized into a consent agenda or a regular agenda at the direction of the City Administrator in coordination with the Mayor, consistent with applicable law and adopted procedures.

A consent agenda may include routine, non-controversial items that do not require individual discussion and are appropriate for approval by a single motion.

Items may be more appropriate for placement on the regular agenda when:

- (a) The item involves significant policy direction or community impact.
- (b) The item requires discussion, deliberation, or presentation.
- (c) A Commissioner requests separate consideration.
- (d) The item involves complex, unusual, or time-sensitive matters.

Any Commissioner may request separate consideration of an item on the consent agenda, in accordance with standard meeting procedures.

Nothing in this section establishes mandatory criteria or limits Commission discretion regarding agenda structure.

109.07.2 AGENDA ITEM INITIATION

Commissioners may request that items be considered for placement on a future agenda.

Requests for agenda items shall be coordinated through the City Administrator and the Mayor consistent with adopted procedures.

The purpose of this process is to ensure that items are appropriately prepared, information is available, and Commission time is used effectively.

Nothing in this section limits the Commission’s authority to add or consider items in accordance with applicable law.

109.08 OPERATIONAL EXPECTATIONS

Operational expectations define the authority delegated to the City Administrator and establish the parameters within which administrative decisions are made. These expectations also provide a framework for evaluating performance.

109.08.1 Emergency Succession

Continuity of operations is essential to municipal governance. The City Administrator shall ensure operational readiness in the event of temporary absence, incapacity, or vacancy.

In the event of a temporary absence or unavailability of the City Administrator prior to formal Commission action, the Mayor may designate a senior director to perform the duties of the City Administrator on an interim basis. The designated individual shall exercise only the authority necessary to maintain continuity of operations. Any such designation is temporary and does not constitute a permanent appointment.

In the event of vacancy or extended absence of the City Administrator, the Commission may appoint one of the City’s senior directors to serve as Interim City Administrator by formal action.

The City Administrator shall ensure that cross-training, documentation, and administrative processes are sufficient to maintain essential services during leadership transitions.

109.08.2 Treatment of Community Members

The City Administrator shall not cause or knowingly allow conditions, procedures, or actions that are unlawful, unethical, unsafe, or discriminatory.

The Administrator shall ensure:

- (a) Protection of confidential and legally protected information.
- (b) Prompt and fair handling of complaints.
- (c) Compliance with applicable federal and state laws.
- (d) Nondiscriminatory administrative practices.

109.08.3 Personnel Administration

The City Administrator, either directly or through delegation, is responsible for the recruitment, employment, evaluation, and discipline of City employees in accordance with applicable laws and City policy.

The Administrator shall:

- (a) Hire or cause employees to be hired based on merit and qualifications.
- (b) Ensure fair and consistent personnel practices.
- (c) Maintain lawful workplace standards.
- (d) Provide performance management and evaluation processes consistent with City policy.

Employee discipline, grievance, and evaluation procedures shall be governed by the adopted personnel policies contained within the City Policy Manual.

109.08.4 Financial Planning and Administration

Fiscal integrity is fundamental to public trust. The City Administrator shall develop and administer the annual budget consistent with Commission direction and applicable law.

The Administrator shall:

- (a) Maintain internal financial controls.
- (b) Ensure compliance with adopted spending policies.
- (c) Coordinate required audits.
- (d) Maintain financial records consistent with generally accepted accounting standards.

Nothing in this policy modifies or supersedes adopted purchasing, budgeting, or procurement policies.

109.08.5 Asset Protection

City assets shall be protected from misuse, unnecessary risk, or inadequate maintenance.

The City Administrator shall ensure:

- (a) Appropriate insurance coverage.
- (b) Protection of facilities, equipment, records, and data.
- (c) Purchasing practices consistent with adopted policy and law.

109.08.6 Communication with the Commission

Effective governance requires timely and accurate information.

The City Administrator shall:

- (a) Provide relevant information regarding significant operational and financial matters.
- (b) Ensure equal access to information for all Commissioners.
- (c) Inform the Commission of anticipated material noncompliance with adopted policy.

109.09 GOVERNANCE REVIEW

The Commission may periodically review its governance policies and operational expectations to ensure continued clarity, effectiveness, and alignment with the City’s needs.

Such review may occur through regular meetings, work sessions, or other lawful means as determined by the Commission.

Nothing in this section establishes a mandatory review schedule or procedural requirement.

109.10 CITY ADMINISTRATOR ANNUAL REVIEW

The Commission shall conduct a documented annual review of the City Administrator. The purpose of the review is to evaluate performance, clarify expectations, and ensure accountability.

The review shall consider:

- (a) Compliance with Operational Expectations.
- (b) Progress toward Commission-approved goals.
- (c) Overall organizational performance.

The method and format of the review shall be determined by the Commission consistent with the City Administrator’s employment agreement and applicable law.

109.11 CONFLICT OF INTEREST AND ETHICAL COMPLIANCE

Commissioners shall comply with applicable North Dakota Century Code provisions and any adopted City conflict-of-interest or ethics policies.

Commissioners shall:

- (a) Disclose any direct or substantial personal or financial interest in matters before the Commission.
- (b) Abstain from participation and voting when required by law.
- (c) Maintain confidentiality of executive session discussions and other legally protected information.
- (d) Avoid conduct that creates the appearance of impropriety.

109.12 ADDRESSING COMMISSIONER CONDUCT

Commissioners are accountable to the public and to one another for maintaining standards of conduct.

Concerns regarding conduct under this policy may be addressed through:

- (a) Informal discussion among Commissioners.
- (b) Public clarification of expectations.
- (c) Adoption of a resolution of censure by majority vote of the other Commissioners.
- (d) Modification or removal of Commission-appointed committee or liaison assignments or assignments to external boards, committees, and regional organizations.
- (e) Any other action permitted by applicable law.

Nothing in this policy authorizes removal from elected office except as provided by state law.

109.13 RELATIONSHIP TO THE CITY POLICY MANUAL

This policy establishes the framework for Commission authority and oversight. Administrative operations, personnel systems, purchasing authority, budgeting procedures, and internal controls are governed by the City of West Fargo Policy Manual and other duly adopted policies.

Nothing in this policy is intended to modify, supersede, or duplicate provisions contained within the City Policy Manual unless expressly amended by formal Commission action.

In the event of ambiguity, this policy shall be interpreted in a manner that preserves the integrity of adopted administrative policies and applicable law.

109.14 CONSTRUCTION AND LEGAL EFFECT

This policy governs internal Commission procedures and governance expectations.

Nothing in this policy:

- (a) Alters statutory or Home Rule Charter authority.
- (b) Supersedes controlling law.
- (c) Creates a private right of action.

This policy shall be interpreted in a manner consistent with applicable state law and the City's Home Rule Charter.