



## Meeting Items

- A. Call to Order
- B. Pledge of Allegiance
- C. Approve Order of Agenda
- D. Approval of Minutes – September 19, 2022 (Pages 2-4)
- E. Building Permits (Pages 5-7)

## Consent Agenda - Approve the Following:

- a. Bills (Pages 8-17)
- b. Access Agreement with SE Cass for Drain 21 Repair (Pages 18-26)
- c. Final plat approval of the proposed Wood Addition (Pages 27-36)
- d. Improvement District No. 1339 – Stockyards 1st Addition
  - Authorize Notice to Proceed; and Adopt Resolution Approving Contract and Contractor's Bond (Pages 37-40)
- e. Games of Chance for West Fargo Lions Club for Raffles from October 7, 2022 through April 7, 2023 at Silver Dollar at 221 Sheyenne St (Page 41)

## Regular Agenda

- 1. Second reading and final adoption of the Zoning Ordinance amendment allowing for campgrounds within the A: Agricultural District -- Aaron Nelson, Planning and Zoning Director (Pages 42-60)
- 2. Sanitary Lift Station System Rehabilitation (SA 2,3,12, &15)
  - Create Project No. 1343, Approve Engineer's Report, Direct Engineer to prepare Plans and Specifications and prepare a Task Order for Basic Services -- Dan Hanson, City Engineer (Pages 61-68)
- 3. NDDOT Transportation Alternative (TA) Grant Applications
  - Approve TA Grant Applications; Authorize letters of support -- Dan Hanson, City Engineer (Pages 69-83)
- 4. 2023 Final Budget Approval -- Tina Fisk, City Administrator (Pages 84-141)
- 5. Office Lease Agreement -- Dustin Scott, Assistant City Administrator (Pages 142-147)
- 6. City Administrator's Report -- Tina Fisk, City Administrator
- 7. Correspondence
- 8. Non-Agenda Items
- 9. Adjourn

The West Fargo City Commission met on Monday, September 19, 2022, at 5:30 p.m. Those present were Commissioners Bernie Dardis, Brad Olson, Mark Simmons, Mandy George and Roben Anderson. President of the Board Bernie Dardis called the meeting to order at 5:30 p.m.

Denis Otterness, Chief of Police, appeared before the Commission to have the Honor Guard post Colors. The Pledge of Allegiance was recited. Chief Otterness administered the Peace Officer Oath and swore in Officers Matthew Woodley, Officer Tyler Todd and Officer Tucker Dehmlow. The three Officers were pinned and came forward to introduce themselves. No action was needed.

Commissioner Simmons moved and Commissioner Olson seconded to approve the order of the agenda as distributed with the amendment of moving the regular agenda No. 1, the swearing in of officers, to the beginning of the meeting. All the Commissioners voted aye and the motion was declared carried.

Commissioner George moved and Commissioner Anderson seconded to approve the minutes of September 5, 2022 as distributed. All the Commissioners voted aye and the motion was declared carried.

Commissioner Olson moved and Commissioner George seconded to approve the Building Permit Reports as distributed. All the Commissioners voted aye and the motion was declared carried.

Commissioner Simmons moved and Commissioner Anderson seconded to approve the following items from the Consent Agenda:

- a. Bills (Pages 8-20)
- b. Encroachment Agreement for 3060 Claire Dr
  - Approve Encroachment Agreement (Pages 21-30)
- c. Project No. 2266 (9th ST E Concrete Pavement Repair Main to 13th Ave E)
  - Authorize Notice to Proceed; AND Adopt Resolution Approving Contract and Contractor's Bond (Pages 31-33)
- d. Final approval of Maple Ridge at the Preserve 8th Addition (Pages 34-42)
- e. Games of Chance for Dave's Angels for Raffles on October 22, 2022 at West Fargo Speedway at 680 Main Ave W (Page 43)
- f. Games of Chance for Dakota Southeast Chapter of Pheasants Forever, Inc for a Calendar Raffle on the first Tuesday of every month at Sheyenne Plaza VFW at 444 Sheyenne St (Page 44)
- g. Games of Chance for the American Legion Department of North Dakota for a Raffle on February 17, 2023 at the American Legion Department of North Dakota Headquarters at 405 West Main Ave Suite 4A (Page 45)

All the Commissioners voted aye and the motion was declared carried.

Casey Sanders, Economic Development Manager, appeared before the Commission for approval of the Converdia Health Staffing enterprise grant application. Following discussion, Commissioner Simmons moved and Commissioner Olson seconded to approve the Converdia Health Staffing Enterprise Grant application. Commissioners Anderson, Olson, Simmons,

George and Dardis voted aye. No Commissioners being absent and none voted nay, the motion was declared carried.

Aaron Nelson, Planning and Zoning Director, appeared before the Commission for the public hearing and first reading of the Zoning Ordinance amendment allowing for campgrounds within the A: Agricultural District. Following discussion, Commissioner Olson moved and Commissioner Anderson seconded to approve the first reading of the Zoning Ordinance amendment allowing for campgrounds within the A: Agricultural District. Commissioner Anderson, Olson and Dardis voted aye. Commissioners George and Commissioner Simmons voted nay. The motion was declared carried.

John Shockley, City Attorney, appeared before the Commission for the hearing on appeals of special assessments for the following Districts:

- District No. 1315.2 – Westview 3rd Addition Phase 2 (Pages 124-131)
- District No. 1331 – The Wilds 20th Addition (Pages 132-167)
- District No. 1332 – Westview 4th Addition (Pages 168-175)
- District No. 1334 – 9th Avenue NE from 5th Street NE to 7th Street NE (Pages 176-183)

Following discussion, each District was taken as a separate vote as follows:

Commissioner Simmons moved and Commissioner Olson seconded to approve District No. 1315.2 – Westview 3rd Addition Phase 2. Commissioners Olson, Simmons, George and Dardis voted aye. Commissioner Anderson voted nay. The motion was declared carried.

Commissioner Olson moved and Commissioner Simmons seconded to approve District No. 1331 – The Wilds 20th Addition. Commissioners Olson, Simmons and Dardis voted aye. Commissioners Anderson and George voted nay. The motion was declared carried.

Commissioner Simmons moved and Commissioner Olson seconded to approve District No. 1332 – Westview 4th Addition. Commissioners Olson, Simmons, George and Dardis voted aye. Commissioner Anderson voted nay. The motion was declared carried.

Commissioner Simmons moved and Commissioner Olson seconded to approve District No. 1334 – 9th Avenue NE from 5th Street NE to 7th Street NE. Commissioners Olson, Simmons, George and Dardis voted aye. Commissioner Anderson voted nay. The motion was declared carried.

Dan Hanson, City Engineer appeared before the Commission for approval of Project No. 1342 – SA 40 sanitary lift station rehabilitation; authorize Staff to procure control panels and equipment. Following discussion, Commissioner Olson moved and Commissioner Anderson seconded to approve Project No. 1342 – SA 40 sanitary lift station rehabilitation; authorize staff to procure control panels and equipment. Commissioners Anderson, Olson, Simmons, George and Dardis voted aye. No Commissioners being absent and none voted nay, the motion was declared carried.

Tina Fisk, City Administrator appeared before the Commission for a public hearing and review of the 2023 City of West Fargo budget. The Commission agreed to continue the item at the Monday, October 3, 2022 West Fargo City Commission meeting.



**West Fargo City Commission Meeting  
Monday, September 19, 2022  
Commission Chambers 5:30 PM**

Tina Fisk, City Administrator appeared before the Commission for an office space recommendation, requesting to move forward to negotiate a lease. Following discussion, Commissioner Simmons moved and Commissioner Olson moved to allow staff to move forward to negotiate an office space lease. Commissioners Olson, Simmons, George and Dardis voted aye. Commissioner Anderson voted nay. The motion was declared carried.

Commissioner George brought forth the agenda item of exploring options for child care. Dawnita Gallo of MSUM came forward to speak on the issue of child care. Following discussion, Commissioner George moved and Commissioner Simmons seconded allow staff time to work toward solutions and ideas in regards to child care at the direction of Tina Fisk, City Administrator. Commissioners Olson, Simmons, George and Dardis voted aye. No Commissioners being absent and none voted nay, the motion was declared carried.

In regards to the City Administrator's Report, Tina Fisk, City Administrator appeared before the Commission to discuss the following:

1. Special Assessment meeting in regards to District 2250 on October 6, 2022 at 5:30 p.m.

There were no correspondence.

In regards to non-agenda items, Commissioner Olson commended the Public Works Department Street Division's paving project around the City, which included the use of the new paving machine. Commission President Dardis met with a group that is working with West Fargo High School and Sheyenne High School to start a Kiwanis Club. A presentation was scheduled to be at the West Fargo High School on Thursday, September 22, 2022 at 6 p.m. Commission President also expressed his gratitude of the success of West Fest.

Commissioner Simmons moved and Commissioner Olson seconded to adjourn the meeting. All the Commissioners voted aye and the motion was declared carried. Meeting adjourned at 7:44 p.m.

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Bernie Dardis, Commission President

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Tina Fisk, City Administrator

**WEST FARGO CITY COMMISSION MEETING  
BUILDING DEPARTMENT ACTIVITY REPORT  
10/03/22**

**BUILDING NEW**

COMMERCIAL

RESIDENTIAL DWELLING

RESIDENTIAL TWINHOME

RESIDENTIAL TOWNHOME

RESIDENTIAL MULTIPLE

PUBLIC

CHURCH

ACCESSORY

FOUNDATION ONLY

**BUILDING REMODEL**

COMMERCIAL

RESIDENTIAL

PUBLIC

CHURCH

ACCESSORY

**BUILDING OTHER**

DEMOLITION

MOVE

PERMIT CANCELLATION

**TOTALS**

| AS OF 9/28/2022 |         |                 | YEAR TO DATE |         |                   |
|-----------------|---------|-----------------|--------------|---------|-------------------|
| # PERMITS       | # UNITS | VALUATION       | # PERMITS    | # UNITS | VALUATION         |
|                 |         |                 |              |         |                   |
|                 |         |                 | 13           |         | \$ 24,940,790.00  |
| 8               | 8       | \$ 6,454,421.00 | 138          | 138     | \$ 60,834,951.00  |
|                 |         |                 |              |         |                   |
|                 |         |                 |              |         |                   |
|                 |         |                 | 1            | 52      | \$ 14,000,000.00  |
|                 |         |                 | 3            |         | \$ 17,867,265.00  |
|                 |         |                 |              |         |                   |
| 17              |         | \$ 348,302.00   | 183          |         | \$ 4,720,410.00   |
|                 |         |                 | 2            |         | \$ 35,000.00      |
|                 |         |                 |              |         |                   |
| 1               |         | \$ 18,000.00    | 47           |         | \$ 15,579,932.00  |
| 7               |         | \$ 247,730.00   | 107          |         | \$ 3,848,839.00   |
|                 |         |                 | 3            |         | \$ 3,490,330.00   |
|                 |         |                 |              |         |                   |
|                 |         |                 | 2            |         | \$ 65,975.00      |
|                 |         |                 |              |         |                   |
| 1               |         | \$ 1,000.00     | 5            |         | \$ 197,500.00     |
|                 |         |                 | 1            |         | \$ 20,000.00      |
|                 |         |                 | 1            |         | \$ (530,000.00)   |
| 34              | 8       | \$ 7,069,453.00 | 506          | 190     | \$ 145,070,992.00 |

## Building Department Report - Summary

| NO.    | CONTRACTOR               | ADDRESS                   | OWNER                    | VALUATION     | PERMIT FOR                                        |
|--------|--------------------------|---------------------------|--------------------------|---------------|---------------------------------------------------|
| 221068 | Groundworks MN LLC       | 801 7th Street East       | Derek & Kayla Rice       | \$ 6,905.00   | Remodel - Residential - Install foundation braces |
| 221072 | Novelty Construction     | 3845 Willow Road          | Eric Straus ETAK         | \$ 75,000.00  | Remodel - Residential - Replace Siding            |
| 221026 | Zachary Anderson         | 802 Oak Street            | Zachary Anderson         | \$ 20,000.00  | Remodel - Residential - Remodel bathroom          |
| 221058 | Krueger Construction     | 2145 12th Street West     | Krueger Construction     | \$ 484,600.00 | Residential Dwelling                              |
| 221078 | Opp Construction         | 2415 Mcleod Drive East    | Darrel Crissler          | \$ 120,000.00 | Accessory - Pool                                  |
| 221079 | Shawn Gaulrapp           | 414 7th Street West       | Shawn Gaulrapp           | \$ 20,000.00  | Accessory - Detached Garage                       |
| 221086 | Cody Cullen              | 1125 Barnes Drive West    | Cody Cullen              | \$ 2,300.00   | Accessory - Deck                                  |
| 221064 | Kevin & Susan Davidson   | 5542 8th Street West      | Kevin & Susan Davidson   | \$ 5,500.00   | Accessory - Shed                                  |
| 220477 | Swapna Yeruva, ETAL      | 1093 Ashley Drive West    | Swapna Yeruva, ETAL      | \$ 3,900.00   | Accessory - Deck                                  |
| 221042 | Otto Homes               | 1970 Burlington Drive     | David Braaten            | \$ 400,000.00 | Residential Dwelling                              |
| 221088 | American Custom Decks    | 700 Sommerset Lane        | David & Rachel Meske     | \$ 18,000.00  | Accessory - Deck                                  |
| 221089 | DuChene Construction LLC | 1037 Wildflower Lane West | Carter and Melissa Broer | \$ 10,000.00  | Accessory - Deck                                  |
| 221087 | Cody Kopp                | 206 2nd Avenue West       | Cody Kopp                | \$ 7,000.00   | Accessory - Deck                                  |
| 221069 | Meinecke-Johnson Company | 702 13th Avenue East      | Western State Bank       | \$ 18,000.00  | Remodel - Commercial - restrooms                  |
| 221066 | Deckmasters II, Inc.     | 1208 28th Avenue West     | Richard & Dianne Foster  | \$ 13,000.00  | Accessory - Deck                                  |
| 221096 | Western Products         | 458 North Sedona Drive    | Calvin & Stephanie Volk  | \$ 37,918.00  | Remodel - Residential - Replace Siding            |
| 221094 | Mary & James Kunz        | 1686 Oakwood Drive        | Mary & James Kunz        | \$ 4,852.00   | Accessory - Deck                                  |
| 221095 | Dabbert Custom Homes     | 5482 11th Street West     | Dabbert Custom Homes     | \$ 316,900.00 | Residential Dwelling                              |
| 221051 | Norse Properties LLC     | 5833 Ellis Drive West     | Westport Investments LLC | \$ 325,000.00 | Residential Dwelling                              |
| 221052 | Norse Properties LLC     | 5839 Ellis Drive West     | Westport Investments LLC | \$ 325,000.00 | Residential Dwelling                              |
| 221097 | Deckmasters II, Inc.     | 2511 10th Street West     | Joseph & Jerica Coleman  | \$ 20,000.00  | Accessory - Deck                                  |

**Building Department Report - Summary**

| NO.    | CONTRACTOR                     | ADDRESS                   | OWNER                    | VALUATION       | PERMIT FOR                                 |
|--------|--------------------------------|---------------------------|--------------------------|-----------------|--------------------------------------------|
| 221107 | Paradise Pools/The Curb Guys   | 641 Cottonwood Court      | Kurt Kooyer, ETAL        | \$ 65,000.00    | Accessory - Pool                           |
| 221106 | Premium Decks                  | 734 14 1/2 Avenue East    | Kenneth Cummings         | \$ 10,000.00    | Accessory - Deck                           |
| 221100 | Heritage Homes                 | 912 51st Avenue West      | Westport Investments LLC | \$ 402,921.00   | Residential Dwelling                       |
| 221111 | Joshua Baumann                 | 1320 Commander Drive West | Joshua Baumann           | \$ 2,500.00     | Accesssory - Shed                          |
| 220817 | Century Builders               | 3060 Sheyenne River Way   | James Ingstad, Trustee   | \$ 3,550,000.00 | Residential Dwelling                       |
| 221044 | BD Constuction Company         | 2655 Ann Street           | Matthew Staebler         | \$ 650,000.00   | Residential Dwelling                       |
| 221114 | Liberty Fence                  | 902 Parkway Drive         | Darla Gjestvang          | \$ 28,250.00    | Accessory - Deck                           |
| 221119 | Outpost Construction LLC       | 1042 Larkin Lane West     | Neil & Lyn Karjalainen   | \$ 30,000.00    | Remodel - Residential - Lower Level Finish |
| 221124 | American Waterworks            | 726 6th Avenue West       | Brent & Laura Davison    | \$ 7,907.00     | Remodel - Residential - drain tile         |
| 221115 | Dabbert Custom Homes           | 6025 Martin Lane West     | Dabbert Custom Homes     | \$ 6,000.00     | Accessory - Deck                           |
| 221127 | Deckmasters II, Inc.           | 2757 12th Street West     | Tammy Askew              | \$ 12,000.00    | Accessory - Deck                           |
| 221129 | Balzum Cullen Construction LLC | 416 4th Avenue West       | Darrell Martin           | \$ 70,000.00    | Remodel - Residential                      |
| 221128 | Kurt Lepird                    | 522 Morrison Street       | Kurt Lepird              | \$ 1,000.00     | Demolish - House & Garage                  |

09/29/22  
11:30:22

CITY OF WEST FARGO, ND  
Check Register  
For the Accounting Period: 9/22

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Claim Checks

| Check # | Type | Vendor #/Name                         | Check Amount | Date Issued | Period Redeemed | Claim #   | Claim Amount |
|---------|------|---------------------------------------|--------------|-------------|-----------------|-----------|--------------|
| 104291  | S    | 4551 AMANDA EDGERLY                   | 739.57       | 09/16/22    |                 |           |              |
| 104292  | S    | 4550 ABC LOCK & KEY INC               | 7600.00      | 09/20/22    |                 | CL 106074 | 739.57       |
| 104293  | S    | 289 ACME TOOLS                        | 820.70       | 09/20/22    |                 | CL 106061 | 7600.00      |
| 104294  | S    | 779 AGASSIZ SEED COMPANY              | 10310.00     | 09/20/22    |                 | CL 106073 | 820.70       |
| 104295  | S    | 3766 ALERT-ALL CORP                   | 1475.00      | 09/20/22    |                 | CL 106022 | 10310.00     |
| 104296  | S    | 4467 ALL FINISH CONCRETE              | 186569.10    | 09/20/22    |                 | CL 105969 | 1475.00      |
| 104297  | S    | 2947 ALLSTATE PETERBILT OF FARGO      | 47.13        | 09/20/22    |                 | CL 105958 | 186569.10    |
| 104298  | S    | 3490 AMAZON CAPITAL SERVICES          | 33.98        | 09/20/22    |                 | CL 105999 | 47.13        |
| 104299  | S    | 4487 AMERICAN HIGHWAY                 | 2130.00      | 09/20/22    |                 | CL 105825 | 33.98        |
| 104300  | S    | 4549 ANDAX                            | 519.57       | 09/20/22    |                 | CL 105901 | 2130.00      |
| 104301  | S    | 22 ASPLIN EXCAVATING                  | 5040.00      | 09/20/22    |                 | CL 106018 | 519.57       |
| 104302  | S    | 4485 AUSTIN BRAGET                    | 28.00        | 09/20/22    |                 | CL 105911 | 5040.00      |
| 104303  | S    | 2931 AUTO VALUE PARTS STORES          | 725.48       | 09/20/22    |                 | CL 106070 | 28.00        |
|         |      |                                       |              |             |                 | CL 105883 | 206.64       |
|         |      |                                       |              |             |                 | CL 105997 | 27.70        |
|         |      |                                       |              |             |                 | CL 106000 | 61.44        |
|         |      |                                       |              |             |                 | CL 106010 | 429.70       |
| 104304  | S    | 1695 BAKER & TAYLOR                   | 5079.91      | 09/20/22    |                 | CL 105852 | 2594.94      |
|         |      |                                       |              |             |                 | CL 105921 | 2484.97      |
| 104305  | S    | 4466 BEN'S STRUCTURAL FABRICATION INC | 6300.00      | 09/20/22    |                 | CL 105960 | 6300.00      |
| 104306  | S    | 36 BERT'S TRUCK EQUIPMENT             | 80.00        | 09/20/22    |                 | CL 106037 | 80.00        |
| 104307  | S    | 1127 BIRSCHBACH EQUIPMENT & SUPPLY    | 5031.68      | 09/20/22    |                 | CL 105905 | 166.68       |
|         |      |                                       |              |             |                 | CL 106030 | 4865.00      |
| 104308  | S    | 26 BORDER STATES INDUSTRIES INC       | 29500.00     | 09/20/22    |                 | CL 105943 | 29500.00     |
| 104309  | S    | 3512 BOUND TREE MEDICAL, LLC          | 35.59        | 09/20/22    |                 | CL 105970 | 35.59        |
| 104310  | S    | 3758 BRANDON GAUGLER                  | 16.11        | 09/20/22    |                 | CL 105971 | 16.11        |
| 104311  | S    | 73 BRAUN INTERTEC                     | 7190.75      | 09/20/22    |                 | CL 105973 | 7190.75      |

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11:30:22

CITY OF WEST FARGO, ND  
Check Register  
For the Accounting Period: 9/22

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Claim Checks

| Check # | Type | Vendor #/Name                            | Check Amount | Date Issued | Period Redeemed | Claim #   | Claim Amount |
|---------|------|------------------------------------------|--------------|-------------|-----------------|-----------|--------------|
| 104312  | S    | 652 BRENCO CORPORATION                   | 295.00       | 09/20/22    |                 | CL 105907 | 295.00       |
| 104313  | S    | 953 BROCK WHITE COMPANY LLC              | 974.18       | 09/20/22    |                 | CL 105910 | 974.18       |
| 104314  | S    | 351 BUSINESS ESSENTIALS                  | 288.71       | 09/20/22    |                 | CL 105922 | 112.05       |
|         |      |                                          |              |             |                 | CL 105972 | 176.66       |
| 104315  | S    | 4548 CAMELOT CLEANERS                    | 19.00        | 09/20/22    |                 | CL 106017 | 19.00        |
| 104316  | S    | 1403 CAPITAL ONE TRADE CREDIT            | 503.98       | 09/20/22    |                 | CL 105982 | 341.99       |
|         |      |                                          |              |             |                 | CL 106020 | 161.99       |
| 104317  | C S  | 2207 CARPET WORLD                        | 0.00         | 09/20/22    |                 | CL 106046 |              |
| 104318  | * S  | 51 CASS COUNTY ELECTRIC COOP             | 42542.57     | 09/20/22    |                 | CL 105977 | 1186.18      |
|         |      |                                          |              |             |                 | CL 106087 | 17435.00     |
|         |      |                                          |              |             |                 | CL 106088 | 20401.00     |
|         |      |                                          |              |             |                 | CL 106089 | 819.74       |
|         |      |                                          |              |             |                 | CL 106090 | 1017.89      |
|         |      |                                          |              |             |                 | CL 106091 | 1682.76      |
| 104319  | S    | 1512 CDW GOVERNMENT, INC                 | 3118.34      | 09/20/22    |                 | CL 105836 | 213.72       |
|         |      |                                          |              |             |                 | CL 106065 | 2904.62      |
| 104320  | S    | 4108 CED                                 | 215.94       | 09/20/22    |                 | CL 105994 | 215.94       |
| 104321  | S    | 1777 CENTURY LINK                        | 299.30       | 09/20/22    |                 | CL 106066 | 230.18       |
|         |      |                                          |              |             |                 | CL 106097 | 69.12        |
| 104322  | S    | 3417 CHELSEA SIMDORN                     | 41.13        | 09/20/22    |                 | CL 105912 | 41.13        |
| 104323  | S    | 999999 CHRISTOPHER HAHN                  | 300.00       | 09/20/22    |                 | CL 106055 | 300.00       |
| 104324  | S    | 3992 CHS DAKOTA PLAINS AG                | 1728.00      | 09/20/22    |                 | CL 105902 | 1728.00      |
| 104325  | S    | 3216 CINTAS                              | 140.01       | 09/20/22    |                 | CL 105945 | 140.01       |
| 104326  | S    | 111 CITY OF FARGO                        | 84422.16     | 09/20/22    |                 | CL 105870 | 34472.12     |
|         |      |                                          |              |             |                 | CL 105906 | 49390.04     |
|         |      |                                          |              |             |                 | CL 105944 | 560.00       |
| 104327  | S    | 2880 CITY OF FARGO                       | 742285.05    | 09/20/22    |                 | CL 106025 | 490480.25    |
|         |      |                                          |              |             |                 | CL 106026 | 251784.00    |
|         |      |                                          |              |             |                 | CL 106027 | 20.80        |
| 104328  | S    | 1338 CLARK'S EXCAVATING & SEPTIC PUMPING | 275.00       | 09/20/22    |                 | CL 106098 | 275.00       |

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11:30:22

CITY OF WEST FARGO, ND  
Check Register  
For the Accounting Period: 9/22

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Claim Checks

| Check # | Type | Vendor #/Name                       | Check Amount | Date Issued | Period Redeemed | Claim #   | Claim Amount |
|---------|------|-------------------------------------|--------------|-------------|-----------------|-----------|--------------|
| 104329  | S    | 1904 CODE 4 SERVICES, INC           | 276.80       | 09/20/22    |                 |           |              |
| 104330  | S    | 133 COLE PAPER                      | 246.33       | 09/20/22    |                 | CL 106056 | 276.80       |
| 104331  | S    | 850 COMFORT INN BISMARCK            | 172.80       | 09/20/22    |                 | CL 105939 | 246.33       |
| 104332  | S    | 229 CONSOLIDATED COMMUNICATIONS     | 2919.10      | 09/20/22    |                 | CL 106085 | 172.80       |
|         |      |                                     |              |             |                 | CL 105979 | 152.09       |
|         |      |                                     |              |             |                 | CL 106064 | 2767.01      |
| 104333  | S    | 3245 CORE & MAIN                    | 2797.92      | 09/20/22    |                 | CL 105954 | 2797.92      |
| 104334  | S    | 3500 CUMMINS SALES AND SERVICE      | 2145.72      | 09/20/22    |                 | CL 105981 | 2145.72      |
| 104335  | S    | 65 CURT'S LOCK & KEY                | 95.74        | 09/20/22    |                 | CL 105937 | 84.58        |
|         |      |                                     |              |             |                 | CL 105987 | 11.16        |
| 104336  | S    | 859 DAKOTA ELECTRIC CONSTRUCTION CO | 35712.00     | 09/20/22    |                 | CL 105965 | 35712.00     |
| 104337  | S    | 87 DAKOTA TIRE                      | 38.87        | 09/20/22    |                 | CL 106057 | 38.87        |
| 104338  | S    | 1746 DAN BIRNBAUM                   | 203.00       | 09/20/22    |                 | CL 105927 | 203.00       |
| 104339  | S    | 856 DAVE'S WEST FARGO TIRE          | 367.72       | 09/20/22    |                 | CL 105828 | 169.00       |
|         |      |                                     |              |             |                 | CL 105896 | 198.72       |
| 104340  | S    | 2531 DAVID ARNTSON                  | 42.00        | 09/20/22    |                 | CL 106077 | 42.00        |
| 104341  | S    | 2948 DELTA 54 AVIATION LLC          | 3871.36      | 09/20/22    |                 | CL 105867 | 3871.36      |
| 104342  | S    | 77 DEMCO INC                        | 353.32       | 09/20/22    |                 | CL 105914 | 353.32       |
| 104343  | S    | 4547 DETROIT INDUSTRIAL TOOL        | 318.16       | 09/20/22    |                 | CL 105989 | 318.16       |
| 104344  | S    | 2225 DTN, LLC                       | 421.70       | 09/20/22    |                 | CL 105947 | 421.70       |
| 104345  | S    | 2100 EAGLE RUN CROSSING LLC         | 215.06       | 09/20/22    |                 | CL 106072 | 215.06       |
| 104346  | S    | 3091 EBSCO INFORMATION SERVICES     | 2502.00      | 09/20/22    |                 | CL 105845 | 2502.00      |
| 104347  | S    | 2862 ESSENTIA HEALTH                | 2839.00      | 09/20/22    |                 | CL 105993 | 1323.00      |
|         |      |                                     |              |             |                 | CL 106058 | 1230.00      |
|         |      |                                     |              |             |                 | CL 106071 | 286.00       |
| 104348  | S    | 1851 F/S MANUFACTURING INC          | 147.26       | 09/20/22    |                 | CL 106038 | 147.26       |
| 104349  | S    | 660 FARGO FREIGHTLINER              | 714.42       | 09/20/22    |                 | CL 105953 | 714.42       |

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| 104350  | S    | 151 FEDERAL EXPRESS             | 9.39         | 09/20/22    |                 |           |              |
|         |      |                                 |              |             |                 | CL 105941 | 9.39         |
| 104351  | S    | 1812 FIRESTONE                  | 2614.24      | 09/20/22    |                 |           |              |
|         |      |                                 |              |             |                 | CL 105831 | 2614.24      |
| 104352  | S    | 104 FORUM COMMUNICATIONS        | 737.53       | 09/20/22    |                 |           |              |
|         |      |                                 |              |             |                 | CL 105848 | 160.00       |
|         |      |                                 |              |             |                 | CL 105869 | 577.53       |
| 104353  | S    | 139 FRS WORKS                   | 86.65        | 09/20/22    |                 |           |              |
|         |      |                                 |              |             |                 | CL 105827 | 33.20        |
|         |      |                                 |              |             |                 | CL 105915 | 53.45        |
| 104354  | S    | 155 GALLS, LLC                  | 3624.92      | 09/20/22    |                 |           |              |
|         |      |                                 |              |             |                 | CL 105835 | 3496.75      |
|         |      |                                 |              |             |                 | CL 105984 | 128.17       |
| 104355  | C S  | 803 GOMPF DISPLAYS, INC         | 0.00         | 09/20/22    |                 |           |              |
|         |      |                                 |              |             |                 | CL 105899 |              |
| 104356  | * S  | 2864 GOODIN COMPANY             | 709.66       | 09/20/22    |                 |           |              |
|         |      |                                 |              |             |                 | CL 105978 | 709.66       |
| 104357  | S    | 2558 GOODYEAR COMMERCIAL TIRE   | 1030.80      | 09/20/22    |                 |           |              |
|         |      |                                 |              |             |                 | CL 106034 | 1030.80      |
| 104358  | S    | 4450 GRAFSTROM CONSTRUCTION     | 3528.00      | 09/20/22    |                 |           |              |
|         |      |                                 |              |             |                 | CL 105962 | 3528.00      |
| 104359  | S    | 939 GRAYBAR                     | 17086.66     | 09/20/22    |                 |           |              |
|         |      |                                 |              |             |                 | CL 105925 | 17086.66     |
| 104360  | S    | 769 HARBOR FREIGHT TOOLS        | 24.98        | 09/20/22    |                 |           |              |
|         |      |                                 |              |             |                 | CL 105936 | 24.98        |
| 104361  | S    | 135 HAWKINS WTR TREATMENT       | 7278.16      | 09/20/22    |                 |           |              |
|         |      |                                 |              |             |                 | CL 105929 | 7278.16      |
| 104362  | S    | 3285 HOUSTON ENGINEERING INC.   | 24276.14     | 09/20/22    |                 |           |              |
|         |      |                                 |              |             |                 | CL 105889 | 24276.14     |
| 104363  | S    | 3058 IAAI                       | 25.00        | 09/20/22    |                 |           |              |
|         |      |                                 |              |             |                 | CL 105985 | 25.00        |
| 104364  | S    | 2102 IACP                       | 875.00       | 09/20/22    |                 |           |              |
|         |      |                                 |              |             |                 | CL 105888 | 875.00       |
| 104365  | S    | 3087 IBM CORPORATION            | 68.80        | 09/20/22    |                 |           |              |
|         |      |                                 |              |             |                 | CL 105840 | 68.80        |
| 104366  | S    | 687 INFORMATION TECHNOLOGY DEPT | 672.55       | 09/20/22    |                 |           |              |
|         |      |                                 |              |             |                 | CL 105829 | 672.55       |
| 104367  | S    | 211 INTERSTATE BATTERIES        | 190.80       | 09/20/22    |                 |           |              |
|         |      |                                 |              |             |                 | CL 105988 | 190.80       |
| 104368  | S    | 3619 IXOM WATERCARE INC         | 1054.50      | 09/20/22    |                 |           |              |
|         |      |                                 |              |             |                 | CL 106024 | 1054.50      |
| 104369  | S    | 1765 J.J. KELLER & ASSOC, INC   | 1684.00      | 09/20/22    |                 |           |              |
|         |      |                                 |              |             |                 | CL 105885 | 1684.00      |
| 104370  | S    | 2709 JOHNSON LAWN SERVICE       | 61.66        | 09/20/22    |                 |           |              |
|         |      |                                 |              |             |                 | CL 106043 | 61.66        |
| 104371  | S    | 4499 JORDAN MOLL                | 208.33       | 09/20/22    |                 |           |              |
|         |      |                                 |              |             |                 | CL 105948 | 208.33       |

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| 104372  | S    | 999999 JUSTIN SCHAFF                     | 300.00       | 09/20/22    |                 |           |              |
| 104373  | S    | 344 KARL'S AT THE NODAK CENTER           | 148.71       | 09/20/22    |                 | CL 106052 | 300.00       |
| 104374  | S    | 4481 KB FLOORING, INC                    | 1368.00      | 09/20/22    |                 | CL 105908 | 148.71       |
| 104375  | S    | 999999 KIRSTYN FOX                       | 300.00       | 09/20/22    |                 | CL 106062 | 1368.00      |
| 104376  | S    | 4543 KRAUS-ANDERSON CONSTRUCTION COMPANY | 216980.50    | 09/20/22    |                 | CL 106054 | 300.00       |
| 104377  | S    | 999999 LANCE HEIDEBRINK                  | 300.00       | 09/20/22    |                 | CL 105887 | 216980.50    |
| 104378  | S    | 260 LAR'S BODY SHOP                      | 697.73       | 09/20/22    |                 | CL 105895 | 300.00       |
| 104379  | S    | 705 LAWSON PRODUCTS                      | 505.56       | 09/20/22    |                 | CL 105834 | 697.73       |
| 104380  | S    | 4264 LEVI DUDDEN                         | 203.00       | 09/20/22    |                 | CL 106039 | 505.56       |
| 104381  | S    | 1741 LIBERTY BUSINESS SYSTEMS, INC       | 1059.76      | 09/20/22    |                 | CL 105928 | 203.00       |
| 104382  | S    | 3418 LOFFLER                             | 403.94       | 09/20/22    |                 | CL 105842 | 1059.76      |
| 104383  | S    | 3491 LOFFLER COMPANIES INC               | 98.84        | 09/20/22    |                 | CL 105841 | 52.57        |
| 104384  | S    | 270 LOWE'S                               | 100.00       | 09/20/22    |                 | CL 106067 | 351.37       |
| 104385  | S    | 711 LUTHER FAMILY FORD                   | 560.43       | 09/20/22    |                 | CL 106096 | 98.84        |
| 104386  | S    | 3502 M &T Fire                           | 965.43       | 09/20/22    |                 | CL 105898 | 100.00       |
| 104387  | S    | 3536 MACQUEEN EMERGENCY                  | 766.79       | 09/20/22    |                 | CL 105956 | 235.70       |
| 104388  | S    | 2454 MAGNUM ELECTRIC                     | 1105.00      | 09/20/22    |                 | CL 106036 | 324.73       |
| 104389  | S    | 3452 MALACHI PETERSEN                    | 256.25       | 09/20/22    |                 | CL 106002 | 965.43       |
| 104390  | S    | 68 MANNING MECHANICAL                    | 86276.53     | 09/20/22    |                 | CL 105990 | 766.79       |
| 104391  | S    | 3488 MARK HOUSH                          | 35.00        | 09/20/22    |                 | CL 106093 | 1105.00      |
| 104392  | S    | 3384 MATHESON TRI-GAS INC                | 81.18        | 09/20/22    |                 | CL 106092 | 256.25       |
| 104393  | S    | 3119 MATT RETKA                          | 50.00        | 09/20/22    |                 | CL 105964 | 86276.53     |
| 104394  | S    | 299 MENARDS                              | 1382.91      | 09/20/22    |                 | CL 105819 | 35.00        |
|         |      |                                          |              |             |                 | CL 105955 | 81.18        |
|         |      |                                          |              |             |                 | CL 105868 | 50.00        |
|         |      |                                          |              |             |                 | CL 105833 | 9.97         |
|         |      |                                          |              |             |                 | CL 105881 | 428.17       |
|         |      |                                          |              |             |                 | CL 105909 | 415.49       |
|         |      |                                          |              |             |                 | CL 105942 | 72.61        |
|         |      |                                          |              |             |                 | CL 106003 | 120.04       |

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| 104395  | S    | 102 MIDSTATES WIRELESS                      | 209.94       | 09/20/22    |                 | CL 106075 | 336.63       |
| 104396  | S    | 1854 MIDWEST TAPE                           | 2211.21      | 09/20/22    |                 | CL 106076 | 209.94       |
| 104397  | S    | 772 MINNKOTA                                | 39.75        | 09/20/22    |                 | CL 105844 | 2211.21      |
| 104398  | S    | 305 MOORE ENGINEERING INC                   | 3645.00      | 09/20/22    |                 | CL 105932 | 39.75        |
| 104399  | S    | 688 MOTOROLA SOLUTIONS, INC                 | 140.00       | 09/20/22    |                 | CL 105838 | 3645.00      |
| 104400  | S    | 2882 NARDINI FIRE EQUIPMENT                 | 100.33       | 09/20/22    |                 | CL 105826 | 140.00       |
| 104401  | S    | 3428 ND DEPARTMENT OF ENVIORNMENTAL QUALITY | 1006.32      | 09/20/22    |                 | CL 105949 | 100.33       |
| 104402  | S    | 4322 ND DEPARTMENT OF ENVIRONMENTAL QUALITY | 200.00       | 09/20/22    |                 | CL 105918 | 1006.32      |
| 104403  | S    | 723 ND POST BOARD                           | 135.00       | 09/20/22    |                 | CL 105933 | 200.00       |
| 104404  | S    | 1946 ND STATE ELECTRICAL BOARD              | 100.00       | 09/20/22    |                 | CL 105882 | 135.00       |
| 104405  | S    | 571 ND WORKFORCE SAFETY & INSURANCE         | 11215.13     | 09/20/22    |                 | CL 106094 | 100.00       |
| 104406  | S    | 271 NETCENTER TECHNOLOGIES                  | 12000.00     | 09/20/22    |                 | CL 105814 | 11215.13     |
| 104407  | S    | 2626 NICK LEE                               | 42.00        | 09/20/22    |                 | CL 105873 | 12000.00     |
| 104408  | S    | 3789 NORTH DAKOTA FIREFIGHTER'S ASSOCIATION | 373.75       | 09/20/22    |                 | CL 106083 | 42.00        |
| 104409  | S    | 348 NORTHERN IMPROVEMENT CO                 | 32333.36     | 09/20/22    |                 | CL 106004 | 373.75       |
| 104410  | S    | 1028 NORTHERN TRUCK EQUIPMENT CORP.         | 13727.23     | 09/20/22    |                 | CL 105913 | 32333.36     |
| 104411  | S    | 141 NORTHSTAR SAFETY, INC                   | 120.00       | 09/20/22    |                 | CL 106045 | 13727.23     |
| 104412  | S    | 322 NOVA FIRE PROTECTION                    | 5370.00      | 09/20/22    |                 | CL 105946 | 120.00       |
| 104413  | S    | 753 O'DAY EQUIPMENT                         | 1146.90      | 09/20/22    |                 | CL 105963 | 4500.00      |
| 104414  | S    | 1774 O'REILLY AUTOMOTIVE STORES, INC        | 546.47       | 09/20/22    |                 | CL 106005 | 870.00       |
| 104415  | S    | 353 OHNSTAD TWICHELL                        | 34712.26     | 09/20/22    |                 | CL 105850 | 1146.90      |
|         |      |                                             |              |             |                 | CL 105884 | 449.64       |
|         |      |                                             |              |             |                 | CL 106019 | 96.83        |
|         |      |                                             |              |             |                 | CL 105847 | 1312.50      |
|         |      |                                             |              |             |                 | CL 106028 | 22754.16     |
|         |      |                                             |              |             |                 | CL 106029 | 10645.60     |

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| 104416  | S    | 399 OLYMPIC SALES                            | 8772.55      | 09/20/22    |                 | CL 106001 | 1972.39      |
|         |      |                                              |              |             |                 | CL 106021 | 278.54       |
|         |      |                                              |              |             |                 | CL 106031 | 6227.59      |
|         |      |                                              |              |             |                 | CL 106040 | 294.03       |
| 104417  | S    | 631 ONE CALL CONCEPT INC                     | 1020.50      | 09/20/22    |                 | CL 105924 | 1020.50      |
| 104418  | S    | 276 OSTROMS ACE HARDWARE                     | 448.52       | 09/20/22    |                 | CL 105880 | 248.01       |
|         |      |                                              |              |             |                 | CL 105917 | 51.35        |
|         |      |                                              |              |             |                 | CL 105938 | 39.58        |
|         |      |                                              |              |             |                 | CL 106006 | 109.58       |
| 104419  | S    | 1404 PATRICK HANSON                          | 336.00       | 09/20/22    |                 | CL 105823 | 336.00       |
| 104420  | S    | 563 PETRO SERVE USA                          | 77508.92     | 09/20/22    |                 | CL 105851 | 246.48       |
|         |      |                                              |              |             |                 | CL 106007 | 1483.64      |
|         |      |                                              |              |             |                 | CL 106069 | 13709.12     |
|         |      |                                              |              |             |                 | CL 106081 | 62069.68     |
| 104421  | S    | 4034 PETRO SERVE USA #63                     | 5651.15      | 09/20/22    |                 | CL 106063 | 5651.15      |
| 104422  | S    | 1987 PETSMART                                | 66.99        | 09/20/22    |                 | CL 105991 | 66.99        |
| 104423  | S    | 1310 PETTYS CONSULTING, LLC                  | 174.00       | 09/20/22    |                 | CL 106009 | 174.00       |
| 104424  | S    | 384 PITNEY BOWES GLOBAL FINANCIAL SERVICES L | 243.09       | 09/20/22    |                 | CL 105849 | 243.09       |
| 104425  | S    | 3831 PLACEMAKERS, LLC                        | 9360.00      | 09/20/22    |                 | CL 105967 | 9360.00      |
| 104426  | S    | 3067 PLATINUM CHEMICALS                      | 448.00       | 09/20/22    |                 | CL 106048 | 448.00       |
| 104427  | S    | 3391 PPI CONSULTING LLC                      | 950.00       | 09/20/22    |                 | CL 105897 | 950.00       |
| 104428  | S    | 916 PRAIRIE SUPPLY INC                       | 1292.90      | 09/20/22    |                 | CL 105904 | 1292.90      |
| 104429  | S    | 3276 PREMIUM WATERS INC                      | 136.52       | 09/20/22    |                 | CL 105920 | 136.52       |
| 104430  | S    | 1755 PRO SWEEP INC                           | 2125.00      | 09/20/22    |                 | CL 106035 | 2125.00      |
| 104431  | S    | 1166 PRODUCTIVITY PLUS ACCOUNT               | 602.05       | 09/20/22    |                 | CL 105998 | 602.05       |
| 104432  | S    | 623 QUALITY INN                              | 345.60       | 09/20/22    |                 | CL 106086 | 345.60       |
| 104433  | S    | 3893 RDO TRUCK CENTERS                       | 419.36       | 09/20/22    |                 | CL 105986 | 419.36       |
| 104434  | S    | 1016 RED WING BUSINESS ADVANTAGE             | 199.74       | 09/20/22    |                 | CL 105974 | 199.74       |

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| 104435  | S    | 3522 RJ'S TESORO                   | 2353.95      | 09/20/22    |                 | CL 106016 | 2353.95      |
| 104436  | S    | 4064 ROYAL TIRE INC                | 1978.13      | 09/20/22    |                 | CL 106032 | 1978.13      |
| 104437  | S    | 4542 RSC REFINISH SUPPLY CO        | 65.98        | 09/20/22    |                 | CL 105886 | 65.98        |
| 104438  | S    | 999999 RYAN GROVE                  | 190.00       | 09/20/22    |                 | CL 106053 | 190.00       |
| 104439  | S    | 3353 SAM'S CLUB MC/SYNCB           | 460.66       | 09/20/22    |                 | CL 105879 | 460.66       |
| 104440  | S    | 140 SANFORD AMBULANCE              | 104.00       | 09/20/22    |                 | CL 106059 | 104.00       |
| 104441  | S    | 454 SANITATION PRODUCTS            | 2823.65      | 09/20/22    |                 | CL 106033 | 1547.12      |
|         |      |                                    |              |             |                 | CL 106041 | 349.22       |
|         |      |                                    |              |             |                 | CL 106042 | 927.31       |
| 104442  | S    | 450 SCHEELS                        | 18.97        | 09/20/22    |                 | CL 105832 | 18.97        |
| 104443  | S    | 3864 SHANE HENRICKS                | 203.00       | 09/20/22    |                 | CL 105926 | 203.00       |
| 104444  | S    | 1201 SHANE MARCUSON                | 68.86        | 09/20/22    |                 | CL 106078 | 68.86        |
| 104445  | S    | 2885 SHORTPRINTER                  | 1525.14      | 09/20/22    |                 | CL 105919 | 289.70       |
|         |      |                                    |              |             |                 | CL 105934 | 1182.41      |
|         |      |                                    |              |             |                 | CL 105975 | 53.03        |
| 104446  | S    | 91 SIGN SOLUTIONS USA              | 2971.19      | 09/20/22    |                 | CL 105900 | 2971.19      |
| 104447  | S    | 3150 SKYHAWK TELEMATICS            | 1467.00      | 09/20/22    |                 | CL 105995 | 1467.00      |
| 104448  | S    | 440 SRF CONSULTING GROUP, INC      | 900.36       | 09/20/22    |                 | CL 105820 | 900.36       |
| 104449  | S    | 816 STRUCTURAL MATERIALS, INC      | 4357.95      | 09/20/22    |                 | CL 105916 | 4357.95      |
| 104450  | S    | 733 SWANSTON EQUIPMENT CORP.       | 422.98       | 09/20/22    |                 | CL 105980 | 292.60       |
|         |      |                                    |              |             |                 | CL 106044 | 130.38       |
| 104451  | S    | 4545 TARACON PRECAST               | 131760.72    | 09/20/22    |                 | CL 105959 | 131760.72    |
| 104452  | S    | 890 TCC MATERIALS                  | 201.00       | 09/20/22    |                 | CL 105950 | 201.00       |
| 104453  | S    | 2491 TEAM LABORATORY CHEMICAL, LLC | 2850.00      | 09/20/22    |                 | CL 105931 | 2850.00      |
| 104454  | S    | 999999 TERRANCE LOCHTHOWE          | 300.00       | 09/20/22    |                 | CL 106051 | 300.00       |
| 104455  | S    | 1156 TESSMAN                       | 4119.51      | 09/20/22    |                 | CL 105903 | 4119.51      |

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| 104456  | S    | 3733 TIMECLOCK PLUS                    | 600.00       | 09/20/22    |                 | CL 105894 | 600.00       |
| 104457  | S    | 4446 TNC INDUSTRIES INC                | 259.00       | 09/20/22    |                 | CL 106011 | 259.00       |
| 104458  | S    | 3845 TRADITIONS                        | 266.67       | 09/20/22    |                 | CL 105874 | 266.67       |
| 104459  | S    | 1285 TRAFFIC CONTROL CORPORATION       | 269050.00    | 09/20/22    |                 | CL 106013 | 269050.00    |
| 104460  | S    | 1495 TRAVIS JOHNSON                    | 260.00       | 09/20/22    |                 | CL 105822 | 260.00       |
| 104461  | S    | 2951 TYLER TECHNOLOGIES, INC           | 413.53       | 09/20/22    |                 | CL 105837 | 413.53       |
| 104462  | S    | 2136 ULINE INC                         | 2199.84      | 09/20/22    |                 | CL 105951 | 668.78       |
|         |      |                                        |              |             |                 | CL 106012 | 1531.06      |
| 104463  | S    | 3833 VALLEY GREEN                      | 10361.00     | 09/20/22    |                 | CL 105940 | 10361.00     |
| 104464  | S    | 3668 VERIZON WIRELESS                  | 10730.49     | 09/20/22    |                 | CL 105854 | 251.42       |
|         |      |                                        |              |             |                 | CL 105935 | 10479.07     |
| 104465  | S    | 544 WALLWORK TRUCK CENTER              | 479.35       | 09/20/22    |                 | CL 105957 | 461.69       |
|         |      |                                        |              |             |                 | CL 105996 | 17.66        |
| 104466  | S    | 2945 WEST FARGO AREA COMMUNITY PROGRAM | 2965.17      | 09/20/22    |                 | CL 105892 | 2965.17      |
| 104467  | S    | 3306 WEST FARGO EVENTS, INC            | 33336.58     | 09/20/22    |                 | CL 105893 | 33336.58     |
| 104468  | S    | 1040 WEST FARGO EXCHANGE CLUB          | 50.00        | 09/20/22    |                 | CL 106015 | 50.00        |
| 104469  | S    | 2184 WEST SIDE STEEL                   | 446.16       | 09/20/22    |                 | CL 105952 | 446.16       |
| 104470  | S    | 4129 WESTERN NATIONAL MUTUAL INS CO    | 50.00        | 09/20/22    |                 | CL 105824 | 50.00        |
| 104471  | S    | 807 WEX HEALTH, INC                    | 648.00       | 09/20/22    |                 | CL 105839 | 648.00       |
| 104472  | S    | 569 WF ANIMAL HOSPITAL                 | 2608.91      | 09/20/22    |                 | CL 105830 | 2154.21      |
|         |      |                                        |              |             |                 | CL 106014 | 454.70       |
| 104473  | S    | 549 WF PUB SCHOOLS DIST #6             | 10032.50     | 09/20/22    |                 | CL 105843 | 10032.50     |
| 104474  | S    | 4003 WM CORPORATE SERVICES INC         | 94266.94     | 09/20/22    |                 | CL 105983 | 94266.94     |
| 104475  | S    | 338 XCEL ENERGY                        | 22801.15     | 09/20/22    |                 | CL 105863 | 79.46        |
|         |      |                                        |              |             |                 | CL 105864 | 12941.18     |
|         |      |                                        |              |             |                 | CL 105865 | 77.79        |
|         |      |                                        |              |             |                 | CL 105866 | 39.73        |
|         |      |                                        |              |             |                 | CL 105992 | 1232.82      |
|         |      |                                        |              |             |                 | CL 106049 | 652.88       |
|         |      |                                        |              |             |                 | CL 106050 | 7777.29      |

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Claim Checks

| Check #                | Type | Vendor #/Name                        | Check Amount | Date Issued | Period Redeemed | Claim #   | Claim Amount |
|------------------------|------|--------------------------------------|--------------|-------------|-----------------|-----------|--------------|
| 104476                 | S    | 999999 ZACHARY THORFINNSON           | 60.02        | 09/20/22    |                 |           |              |
| 104477                 | S    | 1472 RAILROAD MANAGEMENT CO III, LLC | 313.34       | 09/20/22    |                 | CL 105966 | 60.02        |
| 104478                 | S    | 4024 ABOS                            | 178.00       | 09/21/22    |                 | CL 106099 | 313.34       |
| 104479                 | S    | 4552 NDLA                            | 545.00       | 09/21/22    |                 | CL 106101 | 178.00       |
| 104480                 | S    | 4554 BRUCE LEHMANN                   | 15000.00     | 09/26/22    |                 | CL 106102 | 545.00       |
| 104481                 | S    | 353 OHNSTAD TWICHELL                 | 11125.14     | 09/26/22    |                 | CL 106105 | 15000.00     |
| 104482                 | S    | 2499 FM CONVENTION & VISITORS BUREAU | 24564.31     | 09/26/22    |                 | CL 106104 | 11125.14     |
| 104483                 | S    | 2499 FM CONVENTION & VISITORS BUREAU | 12282.16     | 09/26/22    |                 | CL 106108 | 24564.31     |
| 104484                 | S    | 4544 QUALITY FLOW SYSTEMS INC.       | 121807.25    | 09/26/22    |                 | CL 106107 | 12282.16     |
|                        |      |                                      |              |             |                 | CL 106119 | 121807.25    |
| Total for Claim Checks |      |                                      | 2619233.65   |             |                 |           |              |
| Count for Claim Checks |      |                                      | 194          |             |                 |           |              |

\* denotes missing check number(s)

# of Checks: 194                      Total: 2619233.65



**To:** West Fargo City Commission  
**From:** Public Works Director, Matthew Andvik  
**Date:** October 3, 2022  
**Subject:** Access agreement with SE Cass to Repair Drain 21 Slide  
**Action:** Approval of the Access Agreement with SE Cass.

**Commission President**

Bernie Dardis

*Primary Portfolio:*  
Administration/Finance

*Secondary Portfolio:*  
Street, Water and Sewer

**Commission Vice President**

Brad Olson

*Primary Portfolio:*  
Street, Water and Sewer

*Secondary Portfolio:*  
Administration/Finance

**Commissioner**

Roben Anderson

*Primary Portfolio:*  
Planning, Zoning and Engineering

*Secondary Portfolio:*  
Sanitation

**Commissioner**

Mark Simmons

*Primary Portfolio:*  
Police and Fire

*Secondary Portfolio:*  
Planning, Zoning and Engineering

**Commissioner**

Mandy George

*Primary Portfolio:*  
Sanitation

*Secondary Portfolio:*  
Police and Fire

**Administration**

Tina Fisk, Administrator

Dustin Scott, Assistant  
City Administrator

**Summary and Recommendation:**

At the March 7, 2022 Commission Meeting, the construction of a new salt building was approved. The repair of the Drain 21 slide was also included in that project. As the new building is moving towards completion, we have been working with SE Cass Water Resource District on an Access Agreement that will give us permission to repair the slide, which was caused by the placement of our current salt building. We would like to have the Agreement in place so we can begin work this fall following the completion of the new salt building (weather pending).

We are requesting approval of the Access Agreement with SE Cass Water Resource District in order to make repairs to the slide on Drain 21.

**Financial Analysis:**

The cost for this repair will be the time of Public Works Employees, the use of equipment, and some minor fees for testing. The cost for the repair was included into the project that was approved in March 7, 2022.

**Process/Timeline:**

We expect to have the slide fully repaired in the Spring of 2023.

## ACCESS AGREEMENT

THIS AGREEMENT is by the Southeast Cass Water Resource District, a North Dakota political subdivision (the “District”); and the City of West Fargo, North Dakota, a North Dakota municipal corporation (the “City”).

### RECITALS

A. The District owns and operates Cass County Drain No. 21 (the “Drain”), a legal assessment drain under North Dakota law.

B. A portion of the Drain, south of 12th Avenue North near the City’s salt storage facility, experienced significant slides and other damages; the District and the City agree repairs and improvements to the Drain are necessary to prevent future slides and damages, and to improve the Drain for the benefit of the entities, infrastructure, and properties within the Drain watershed and assessment district.

C. The City is willing to construct the necessary repairs and has requested temporary access on and over certain portions of the District’s Drain right of way to construct the repairs.

D. The District is willing to grant the City temporary access across portions of the District’s Drain right of way and to construct repairs and improvements to the Drain, subject to the terms and conditions contained in this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants contained in this Agreement, and other good and valuable consideration, the receipt and sufficiency of which the parties acknowledge, the parties agree as follows:

### AGREEMENT

1. **The Project.** The City will procure a geotechnical report and will construct slope repairs to the Drain in accordance with the geotechnical report, at the location depicted in the map attached as **Exhibit A** (the “Project”). The City will design and construct the Project at the City’s cost. The City and the District will cooperate regarding the design of the Project; the City will not award any construction contracts for the Project and will not otherwise commence construction of the Project until the District approves the design. The District will pay its own costs related to review of the Project design.

2. **Access.** The District grants and conveys to the City a non-exclusive, revocable license as described in this Agreement for construction, operation, inspection, maintenance, alteration, improvement, repair, replacement, reconstruction, and removal related to the Project, along with the access rights described in this Agreement upon, over, and across the District’s Drain right of way. The City will not use any of the District’s Drain right of way for any other purpose, and the City’s use, access, ingress, and egress rights will not disrupt or interfere with the Drain.

3. **Assumption of Risk.** The City explicitly accepts any and all risk regarding the Project or regarding any entry upon the Drain or any of the District's Drain right of way by the City or any of its officers, agents, representatives, employees, contractors, consultants, or subcontractors. The District will not be liable or responsible for any damages or injuries caused to or by any of the City's officers, agents, representatives, employees, contractors, consultants, or subcontractors resulting from, or in any way arising out of, any of those parties' entry upon or use of the Drain or any of the District's Drain right of way.

4. **The District's Priority Use.** The parties understand and agree the Drain is a public facility that provides drainage benefits and other important public benefits to Cass County and its residents, including the City and residents of the City, and further agree the District's use of the Drain as a drainage facility takes priority over any other use, including the Project. The parties further understand and agree the District and the Drain are subject to certain laws, rules, regulations, requirements, and directives under the jurisdiction of various federal and state agencies, and the City's use of the Drain for purposes of the Project is subject to any applicable laws, rules, regulations, requirements, or directives from or regarding any applicable federal or state agencies; the District does not have any control over, and does not make any representations or warranties regarding, the United States Army Corps of Engineers, the Federal Emergency Management Agency, the State of North Dakota, or any other applicable federal or state agencies, or the City's use of or entry upon the Drain or the District's Drain right of way for purposes of the Project. The District will not unreasonably interfere with the Project or the City's rights under this Agreement. However, the District's priority use of the Drain may require and include disruptions or interference with the Project. The District has not made any warranties, express or implied, that the Drain or any of the District's Drain right of way are now, or will be in the future, suitable for the Project, and the District has not made any other representations, warranties, or promises regarding the Project, the City's rights under this Agreement, or the Drain. The District will use reasonable care to avoid any disruptions or damages to the Project or related appurtenances; however, the District will not be liable or responsible for any damages resulting from any construction, cleaning, inspection, reconstruction, modification, operation, maintenance, repair, or improvement of the Drain by the District, its officers, employees, agents, representatives, contractors, consultants, subcontractors, licensees, or other invitees. The District may, in the District's reasonable discretion, impose restrictions or limitations on the City's access rights as necessary for as necessary to protect the integrity of the Drain.

5. **Contracts and Warranties.** The City will ensure all contracts with all of the City's engineers, consultants, contractors, subcontractors, sub-subcontractors, suppliers, and any other parties regarding the Project include warranties for and on behalf of the District regarding any improper or defective procurement, design, construction, or installation. The City will otherwise assign any and all warranties, representations, or indemnities granted to the City, including all remedies for breach, in any contracts with engineers, consultants, contractors, subcontractors, sub-subcontractors, suppliers, or any other parties to the District, and will otherwise cooperate with the District as reasonably necessary to allow the District to seek redress for any improper or defective

procurement, design, construction, or installation of the Project or any component of the Project. In addition, the City will ensure all contracts with all of the City's engineers, consultants, contractors, subcontractors, sub-subcontractors, suppliers, and any other parties ("Indemnifying Parties") regarding the Project include indemnity protection for the District, including provisions that require the Indemnifying Parties to release, defend, indemnify, protect, and hold harmless the City and the District and those parties' officers, agents, representatives, employees, consultants, and contractors from and against any and all claims, actions, administrative proceedings, judgments, damages, penalties, fines, costs, liabilities, interests, or losses, including costs, expenses, and attorneys' fees, arising out of or as a result of the installation, inspection, operation, alteration, repair, replacement, removal, or use of the Project; any entry upon, use of, or access, ingress and egress in, on, over, across, and through the Drain or any of the District's Drain right of way; or any act, error, or omission of any of the Indemnifying Parties or any of their officers, agents, representatives, employees, consultants, contractors, licensees, or invitees, including any failure to perform under this Agreement, and including any and all damages or injuries to any person or property. Further, the City will ensure all contracts require all Indemnifying Parties to purchase and maintain, at the Indemnifying Parties' expense, General Liability Insurance and Automobile Liability (any auto) Insurance by insurance companies authorized to do business in North Dakota, with policies that include coverage for bodily injury, property damage, personal injury, and advertising injury, with minimum liability limits of at least \$1,000,000 per occurrence and \$2,000,000 aggregate. The policies will name each Indemnifying Party as the insured and will name the City and the District as additional insured parties. The policies must contain a "waiver of subrogation," waiving any right to recovery any insurance company might have against the City or the District. The policies must be primary and noncontributory regarding any other insurance available to the City or the District as additional insured parties. The policies must contain a provision that the policies and any endorsements may not be cancelled or modified without 30 days' prior written notice to the City and to the District. Under the City's contracts, each Indemnifying Party must each ensure that any of their consultants, contractors, subcontractors, and material suppliers purchase and maintain the same insurance with the same conditions and terms required under this Agreement.

6. **Improvements.** The City's rights under this Agreement are subject to the following:

a. With the exception of the installation of the Project components and other improvements specifically described and permitted in this Agreement, the City will not construct any other improvements in, upon, under, over, or across any portion of the Drain or the District's Drain right of way; the City will not place any fixtures, equipment, or other personal property on any portion of the Drain or the District's Drain right of way; the City will not construct or install, nor allow construction or installation of, any utility facilities, lines, structures, or associated appurtenances on, over, in, under, through, or across the Drain or the District's Drain right of way; the City will not encumber any portion of the

Drain or the District's Drain right of way; and the City will not otherwise alter any portion of the Drain or the District's Drain right of way without prior consent from the District.

b. The City will, at its own cost, cease any activity and remove any structure or obstruction that interferes with the Drain, the District's Drain right of way, or the District's use of the Drain.

7. **Duty to Repair and Remedies.** The City will repair the Drain and will repair or replace any of the District's other structures, facilities, right of way, or any other property owned by the District damaged as a result of the Project; as a result of the City's construction, operation, inspection, maintenance, alteration, improvement, repair, replacement, reconstruction, or removal of any of the Project components; or as a result of any other entry upon or use, access, ingress, or egress upon or over the Drain or the District's Drain right of way by the City or any of its officers, employees, agents, representatives, contractors, consultants, subcontractors, licensees, or other invitees. If the City fails to repair or replace within a reasonable time following request or demand from the District, or if the City otherwise fails to perform any of the City's obligations under this Agreement within a reasonable time following request or demand from the District, the District may perform the City's obligations and the City will reimburse the District for all of the District's costs and expenses. The District's remedies provided in this Agreement are cumulative and not exclusive and are in addition to any and all other remedies available to the District under North Dakota law. The City will reimburse the District for all of the District's costs and expenses, including reasonable attorneys' fees, incurred in enforcing, collecting, or attempting to collect under this Agreement, or incurred in litigating the terms or validity of this Agreement.

8. **Term.** The City's access rights under this Agreement will terminate upon the completion of the Project in accordance with the design approved by the District. The District may also terminate this Agreement if the District concludes termination is necessary to protect the integrity of the Drain; as necessary to comply with any laws, rules, regulations, requirements, or directives of any applicable federal or state agency with regulatory jurisdiction over the Drain; or in the event of any default by the City not remedied within a reasonable time. Upon any termination or expiration, the City will repair any damages to the Drain, at the City's sole cost. The City will remain responsible for any of the City's obligations or liabilities that arise prior to any termination or expiration.

9. **Compliance with Laws.** The City, at its own cost, is solely responsible for promptly complying with all present and future laws, ordinances, rules, and regulations, and obtaining all necessary licenses, permits, registrations, and/or approvals, from all applicable federal, state, county, and municipal governments and any other applicable governmental entities or political subdivisions, and their appropriate departments, commissions, boards, and officers, regarding the Project, or the City's other permissible use, access, ingress, and egress rights upon, over, or across any of the Drain or the District's Drain right of way.

10. **Forbearance.** The failure or delay of the District to insist on the timely performance of any of the terms of this Agreement, or the waiver of any particular breach of any of the terms of this Agreement, at any time, will not be construed as a continuing waiver of those terms or any subsequent breach, and all terms will continue and remain in full force and effect as if no forbearance or waiver had occurred.

11. **Governing Law.** This Agreement will be construed and enforced in accordance with North Dakota law.

12. **Interpretation.** This Agreement will be construed as if prepared by both parties.

13. **Severability.** If any court of competent jurisdiction finds any provision or part of this Agreement is invalid, illegal, or unenforceable, that portion will be deemed severed from this Agreement, and all remaining terms and provisions of this Agreement will remain binding and enforceable; the parties will reconvene negotiations to arrive, in good faith, at an agreement as to matters remaining undetermined as a result of any finding by a court of competent jurisdiction that any provision or part of this Agreement is invalid, illegal, or unenforceable.

14. **Entire Agreement.** This Agreement, together with any amendments, constitutes the entire agreement between the parties regarding the matters described in this Agreement, and this Agreement supersedes all other previous oral or written agreements between the parties.

15. **Assignment.** Neither party may transfer or assign this Agreement, nor any rights or obligations under this Agreement, without the express written consent of the other party.

16. **Binding Effect.** The covenants, terms, conditions, provisions, and undertakings in this Agreement, or in any amendment, will be binding upon the parties' heirs, successors, and assigns.

17. **Modifications.** Any modifications or amendments of this Agreement must be in writing and signed by the District and the City.

18. **Headings.** Headings in this Agreement are for convenience only and will not be used to interpret or construe its provisions.

19. **Effective Date.** This Agreement will become effective upon the execution by the last party to sign.

*(Signatures appear on the following pages.)*

**SOUTHEAST CASS WATER  
RESOURCE DISTRICT**

By: \_\_\_\_\_  
Dan Jacobson, Chair

ATTEST:

\_\_\_\_\_  
Carol Harbeke Lewis  
Secretary-Treasurer

Date: \_\_\_\_\_, 2022

**CITY OF WEST FARGO**

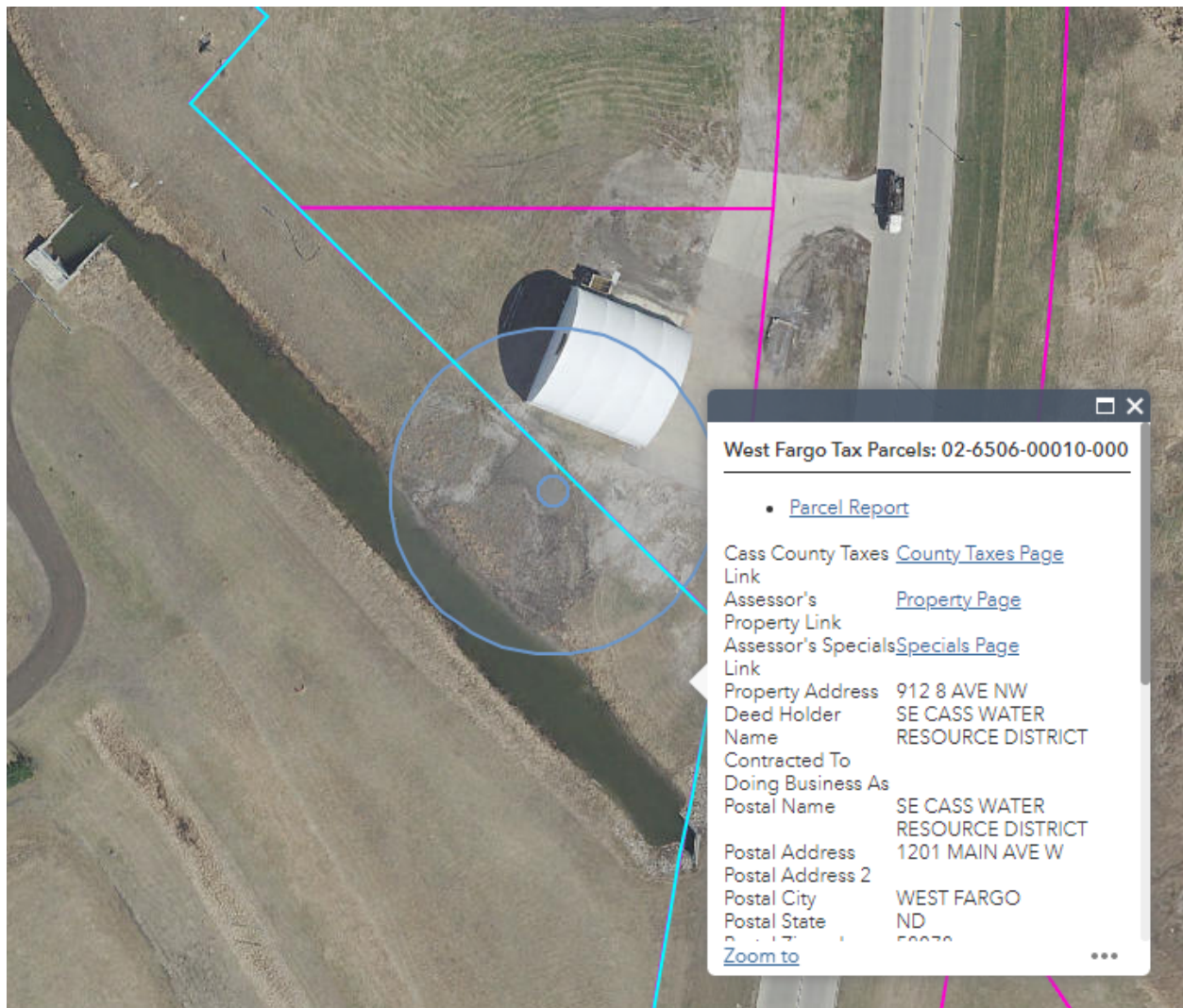
By: \_\_\_\_\_  
Bernie Dardis, President of the  
Board of City Commissioners

ATTEST:

\_\_\_\_\_  
Tina Fisk, City Administrator

Date: \_\_\_\_\_, 2022

**EXHIBIT A**  
**Map of the Project**



\*\*\* Consent Agenda \*\*\*

AGENDA ITEM DESCRIPTION  
CITY COMMISSION  
WEST FARGO, NORTH DAKOTA

1. CONTACT PERSON: Malachi Petersen
2. PHONE NUMBER: 515-5377 DATE: Sept. 27, 2022
3. AGENDA TITLE:  
Wood Addition, a replat of Lot 3, Block 1 of Hersch Addition, and a plat of a minor subdivision of property located in the NW 1/4 of Section 29, T139N, R49W
4. PLEASE **BRIEFLY** DESCRIBE YOUR REQUEST:  
Applicant has submitted a request to plat an existing single family developed lot. Applicant has also submitted a request to replat for minor lot line adjustment of neighboring lot of which the applicant also owns. At their May 10<sup>th</sup> meeting, the Planning & Zoning Commission recommended approval of both the plat and replat with conditions of approval as noted in the staff report.
5. SITE ADDRESS OR LEGAL DESCRIPTION (if applicable):  
Located at 116 and 122 Golden Spike Rd (Lot 3, Block 1 of Hersch Addition), City of West Fargo, North Dakota.
6. ACTION BEING REQUESTED FROM CITY COMMISSION:  
Approval of the Plat and Replat as recommended.

## CITY OF WEST FARGO PLANNING &amp; COMMUNITY DEVELOPMENT

## STAFF REPORT

| A22-12 SUBDIVISION/REPLAT                                                                                                                                                                                         |                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| Wood Addition                                                                                                                                                                                                     |                                 |
| Wood Addition, a replat of Lot 3, Block 1 of Hersch Addition, and a minor subdivision of property located in the NW ¼ of Section 29, T139N, R49W, (116 and 122 Golden Spike Rd), City of West Fargo, North Dakota |                                 |
| Owner/Applicant: Harry Wood                                                                                                                                                                                       | Staff Contact: Malachi Petersen |
| Planning & Zoning Commission Public Hearing:                                                                                                                                                                      | 05/10/2022                      |
| Final Plat Approval:                                                                                                                                                                                              | 10/03/2022                      |

## PURPOSE:

Plat unplatted parcel and Replat for a lot line adjustment for developed residential lots.

## STATEMENTS OF FACT:

|                                      |                                                                                         |
|--------------------------------------|-----------------------------------------------------------------------------------------|
| Land Use Classification:             | G-4A – Core Retrofit Growth Area                                                        |
| Existing Land Use:                   | Single Family Dwellings                                                                 |
| Current Zoning District(s):          | R-1E: Rural Estate District                                                             |
| Zoning Overlay District(s):          | CO-SR: Sheyenne River Corridor                                                          |
| Proposed Lot size(s) or range:       | 1.13 & 3.33 Acres                                                                       |
| Total area size:                     | 4.46 Acres                                                                              |
| Adjacent Zoning Districts:           | North & West R-1E: Rural Estate District<br>South & East– R-1A: Single Family Dwellings |
| Adjacent street(s):                  | Golden Spike Rd – Local Street (gravel)                                                 |
| Adjacent Bike/Pedestrian Facilities: | Multi-use path along Sheyenne Street                                                    |
| Available Parks/Trail Facilities:    | Rendezvous park facility within ½ mile                                                  |
| Park Dedication Requirements:        | No increased development therefore no dedication to be required at this time.           |

## DISCUSSION AND OBSERVATIONS:

- The applicant has submitted an application and preliminary plat.
- The applicant proposes platting an existing single family developed lot and adjusting lot lines.
- The new lots will be required to meet the current zoning district requirements.
- The proposed replat does not affect any public easements or rights of ways.

## NOTICES:

|                    |                                                                                  |
|--------------------|----------------------------------------------------------------------------------|
| Sent to:           | Hearing notice in the official newspaper and applicable agencies and departments |
| Comments Received: | <ul style="list-style-type: none"> <li>• None to date.</li> </ul>                |

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

- The proposed application is consistent with the City plans and ordinances.

STAFF REPORT

- The Comprehensive Plan includes this area in the “Core Retrofit Growth Area”, however it is due to proximity and the subdivision is not anticipated to be retrofitted.

**PLANNING AND ZONING RECOMMENDATION:**

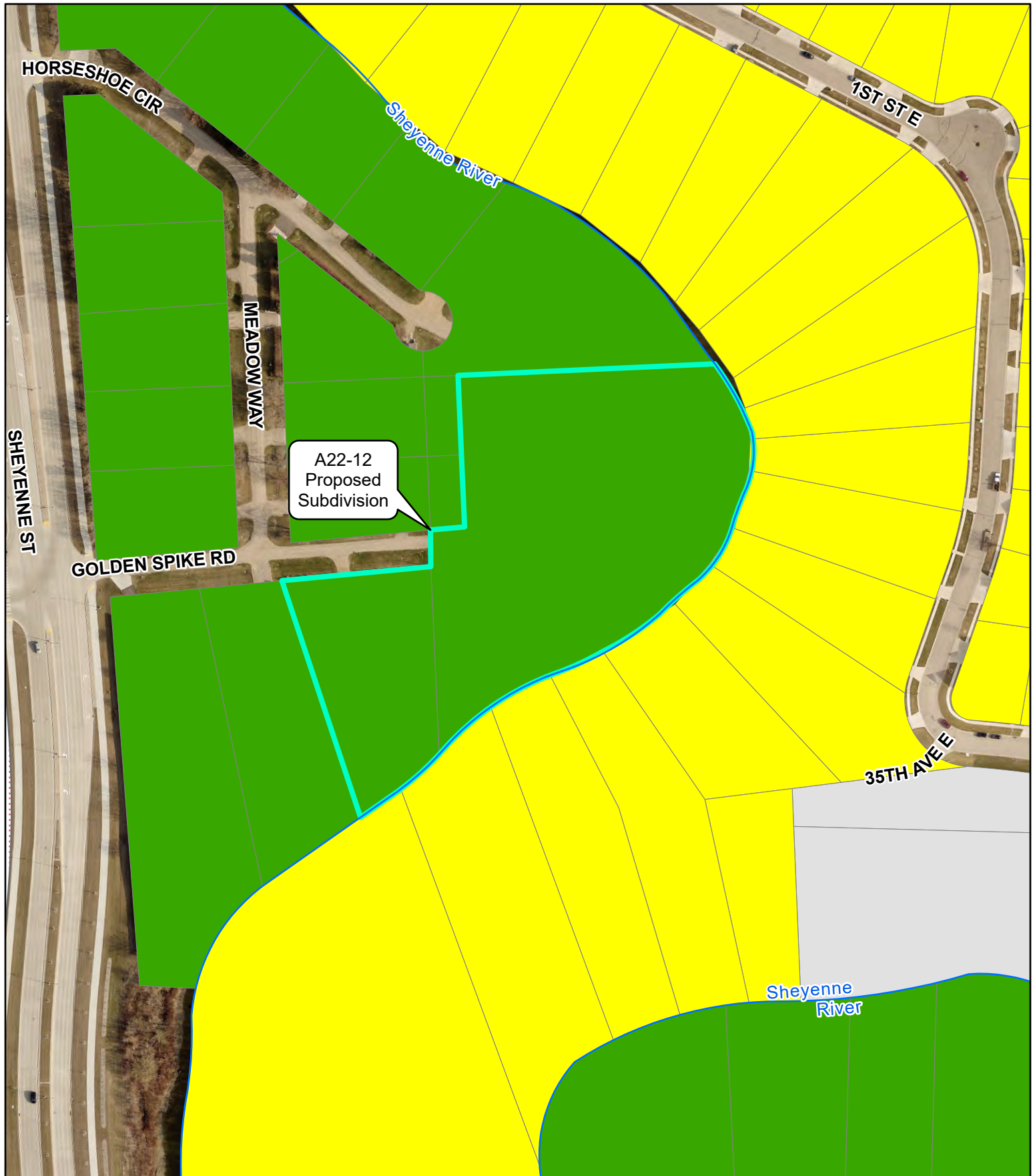
At their May 10, 2022 meeting, the Planning and Zoning Commission recommended approval of the plat and replat noting that four conditions would need to be met prior to final approval:

1. An Attorney Title Opinion is received.
2. A revised drainage plan is received and approved by the City Engineer.
3. Final Plat is received with any necessary easements.
4. Tax payments are current on the property.

**RECOMMENDATION:**

It is recommended that the City Commission approve the application on the basis that it is consistent with City plans and ordinances.

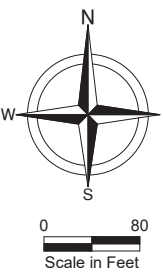
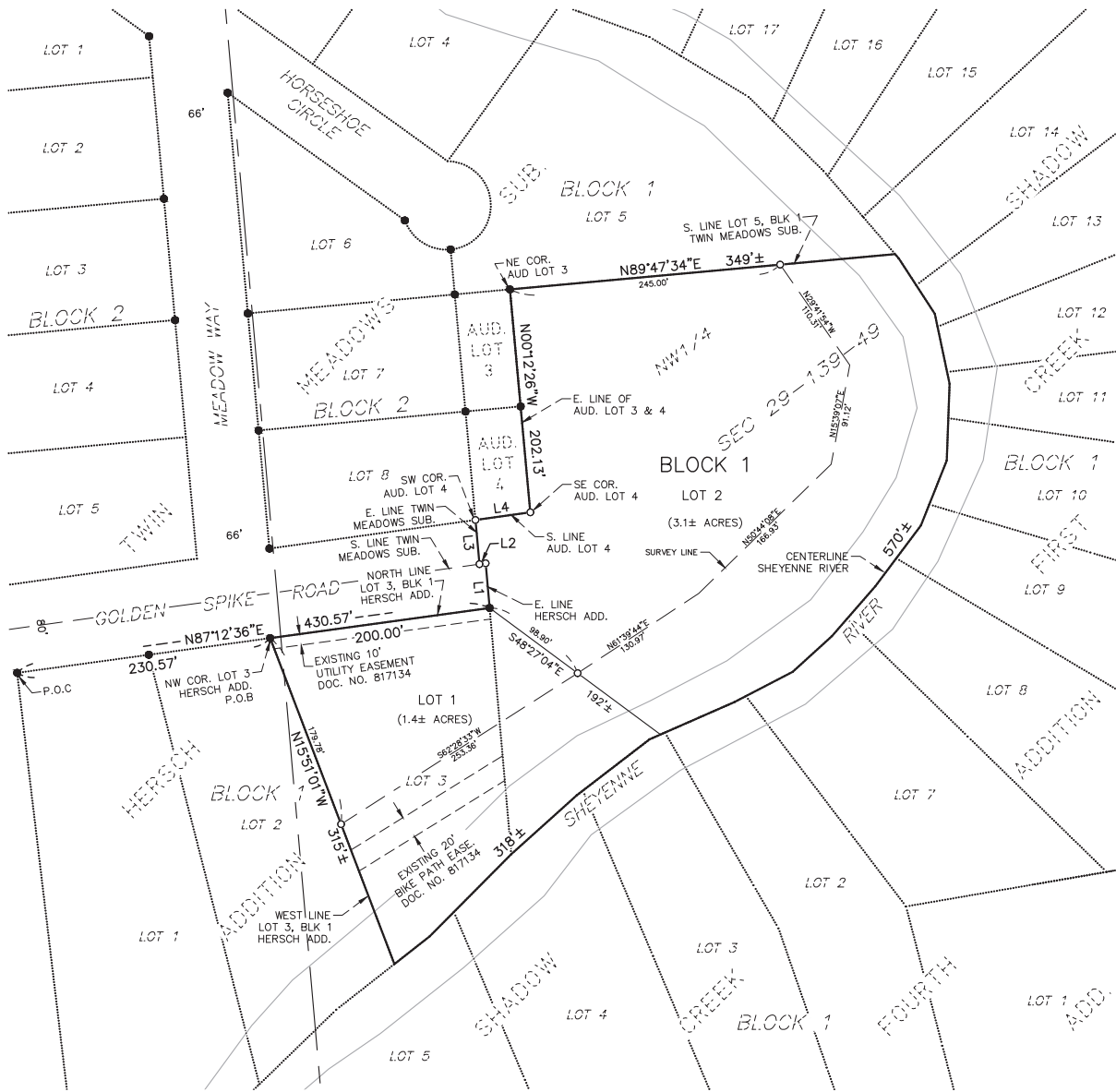




| West Fargo Zoning            |                                         |                                          |
|------------------------------|-----------------------------------------|------------------------------------------|
| A: Agricultural              | LI: Light Industrial                    | R-1SM: Mixed One and Two Family Dwelling |
| C: Light Commercial          | M: Heavy Industrial                     | R-2: Limited Multiple Dwelling           |
| C-OP: Commercial Office Park | P: Public                               | R-3: Multiple Dwelling                   |
| DMU: Downtown Mixed Use      | PUD: Planned Unit Development           | R-4: Mobile Home                         |
| EMU: Entertainment Mixed Use | R-L1A: Large Lot Single Family Dwelling | R-5: Manufactured Home Subdivision       |
| HC: Heavy Commercial         | R-1A: Single Family Dwelling            | R-1E: Rural Estate                       |
|                              | R-1: One and Two Family Dwelling        | R-R: Rural Residential                   |



PLAT OF  
WOOD ADDITION  
TO THE CITY OF WEST FARGO, A REPLAT OF LOT 3, BLOCK 1,  
HERSCH ADDITION AND A PLAT OF PART OF THE NORTHWEST  
QUARTER OF SECTION 29, TOWNSHIP 139 NORTH, RANGE 49 WEST,  
CASS COUNTY, NORTH DAKOTA.



**LEGEND**

- IRON MONUMENT FOUND
- SET 5/8"x18" REBAR WITH PINK PLASTIC CAP #28251
- P.O.C. POINT OF COMMENCEMENT
- P.O.B. POINT OF BEGINNING

TOTAL PLATTED AREA: 4.5± ACRES

BASIS OF BEARINGS: THE NORTH LINE OF BLOCK 1, HERSCH ADDITION TO THE CITY OF WEST FARGO HAS A RECORD BEARING OF N87°12'36"E

| LINE TABLE |        |             |
|------------|--------|-------------|
| LINE #     | LENGTH | DIRECTION   |
| L1         | 40.49' | N00°00'00"W |
| L2         | 5.65'  | S87°12'36"W |
| L3         | 40.04' | N00°12'26"W |
| L4         | 50.05' | N87°07'34"E |

- NOTES:**
- SUBJECT TO RESTRICTIVE COVENANTS PER DOCUMENT NO. 817135
  - EASEMENT IN FAVOR OF NORTHERN STATES POWER COMPANY RECORDED NOVEMBER 23, 1954 AT 8:06 A.M., IN BOOK N-2 OF MISC., PAGE 345, AS DOC. 318459

**CERTIFICATE**

JACOB R. DUCHSHERER, BEING DULY SWORN, DEPOSES AND SAYS THAT HE IS THE REGISTERED LAND SURVEYOR WHO PREPARED AND MADE THE ATTACHED PLAT OF "WOOD ADDITION" TO THE CITY OF WEST FARGO, A REPLAT OF LOT 3, BLOCK 1, HERSCH ADDITION AND A PLAT OF PART OF THE NORTHWEST QUARTER OF SECTION 29, TOWNSHIP 139 NORTH, RANGE 49 WEST, CASS COUNTY, NORTH DAKOTA; THAT SAID PLAT IS A TRUE AND CORRECT REPRESENTATION OF SAID SURVEY; THAT ALL DISTANCES ARE CORRECTLY SHOWN ON SAID PLAT; THAT MONUMENTS HAVE BEEN PLACED IN THE GROUND AS INDICATED FOR THE GUIDANCE OF FUTURE SURVEYS AND THAT THE EXTERIOR BOUNDARY LINES OF SAID ADDITION ARE DESCRIBED AS FOLLOWS, TO WIT:

COMMENCING AT THE NORTHWEST CORNER OF BLOCK 1, HERSCH ADDITION, SAID PLAT IS ON FILE AND OF RECORD IN THE OFFICE OF THE RECORDER, SAID CASS COUNTY; THENCE NORTH 87 DEGREES 12 MINUTES 36 SECONDS EAST ALONG THE NORTH LINE OF SAID BLOCK 1 FOR A DISTANCE OF 230.57 FEET TO THE NORTHWEST CORNER OF LOT 3 OF SAID BLOCK 1 AND THE POINT OF BEGINNING; THENCE CONTINUING NORTH 87 DEGREES 12 MINUTES 36 SECONDS EAST ALONG THE NORTH LINE OF SAID LOT 3 FOR A DISTANCE OF 200.00 FEET TO THE NORTHEAST CORNER OF SAID LOT 3; THENCE NORTH 00 DEGREES 00 MINUTES 00 SECONDS WEST ALONG THE EAST LINE OF SAID HERSCH ADDITION FOR A DISTANCE OF 40.49 FEET TO THE NORTHEAST CORNER OF SAID HERSCH ADDITION; THENCE SOUTH 87 DEGREES 12 MINUTES 36 SECONDS WEST ALONG THE NORTH LINE OF SAID HERSCH ADDITION FOR A DISTANCE OF 5.65 FEET TO THE SOUTHEAST CORNER OF GOLDEN SPIKE ROAD, ACCORDING TO TWIN MEADOW'S SUBDIVISION, SAID PLAT IS ON FILE AND OF RECORD IN THE OFFICE OF THE RECORDER, SAID CASS COUNTY; THENCE NORTH 00 DEGREES 12 MINUTES 26 SECONDS WEST A DISTANCE OF 40.04 FEET TO THE SOUTHWEST CORNER OF AUDITOR'S LOT 4 OF SAID SECTION 29; THENCE NORTH 87 DEGREES 07 MINUTES 34 SECONDS EAST ALONG THE SOUTH LINE OF SAID AUDITOR'S LOT 4 FOR A DISTANCE OF 50.05 FEET TO THE SOUTHEAST CORNER OF SAID AUDITOR'S LOT 4; THENCE NORTH 00 DEGREES 12 MINUTES 26 SECONDS WEST ALONG THE EAST LINES OF AUDITOR'S LOT 3 AND AUDITOR'S LOT 4 OF SAID SECTION 29 FOR A DISTANCE OF 202.13 FEET TO THE SOUTH LINE OF LOT 5, BLOCK 1, OF SAID TWIN MEADOWS SUBDIVISION; THENCE NORTH 89 DEGREES 47 MINUTES 34 SECONDS EAST ALONG THE SOUTH LINE OF SAID LOT 5 FOR A DISTANCE OF 349 FEET, MORE OR LESS, TO THE CENTERLINE OF THE SHEYENNE RIVER; THENCE SOUTHEASTERLY, SOUTHERLY AND SOUTHWESTERLY ALONG THE SAID CENTERLINE OF THE SHEYENNE RIVER TO THE INTERSECTION WITH A LINE THAT BEARS SOUTH 15 DEGREES 51 MINUTES 01 SECOND EAST FROM THE POINT OF BEGINNING, ALSO BEING THE WESTERLY LINE OF SAID LOT 3; THENCE NORTH 15 DEGREES 51 MINUTES 01 SECOND WEST ALONG THE WESTERLY LINE OF SAID LOT 3 FOR A DISTANCE OF 315 FEET, MORE OR LESS, TO THE POINT OF BEGINNING.

SAID TRACT CONTAINS 4.5 ACRES, MORE OR LESS, AND IS SUBJECT TO ALL EASEMENTS, RESTRICTIONS, RESERVATIONS AND RIGHTS OF WAY OF RECORD, IF ANY.



JACOB R. DUCHSHERER  
REGISTERED LAND SURVEYOR  
REG. NO. LS-28251

STATE OF NORTH DAKOTA)  
COUNTY OF CASS )

ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED JACOB R. DUCHSHERER, REGISTERED LAND SURVEYOR, KNOWN TO ME TO BE THE PERSON DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME AS HIS FREE ACT AND DEED.

NOTARY PUBLIC, CASS COUNTY, NORTH DAKOTA

**DEDICATION**

WE, THE UNDERSIGNED, DO HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE LAND DESCRIBED IN THE PLAT OF "WOOD ADDITION" TO THE CITY OF WEST FARGO, A REPLAT OF LOT 3, BLOCK 1, HERSCH ADDITION AND A PLAT OF PART OF THE NORTHWEST QUARTER OF SECTION 29, TOWNSHIP 139 NORTH, RANGE 49 WEST, CASS COUNTY, NORTH DAKOTA, THAT WE HAVE CAUSED IT TO BE PLATTED INTO LOTS AND BLOCKS AS SHOWN BY SAID PLAT AND CERTIFICATE OF JACOB R. DUCHSHERER, REGISTERED LAND SURVEYOR, AND THAT THE DESCRIPTION AS SHOWN IN THE CERTIFICATE OF THE REGISTERED LAND SURVEYOR IS CORRECT.

OWNERS:

HARRY O. WOOD II ANGELA J. WOOD

STATE OF NORTH DAKOTA)  
COUNTY OF CASS )

ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED HARRY O. WOOD II AND ANGELA J. WOOD, KNOWN TO ME TO BE THE PERSONS DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT THEY EXECUTED THE SAME AS THEIR FREE ACT AND DEED.

NOTARY PUBLIC, CASS COUNTY, NORTH DAKOTA

MORTGAGEE: BELL BANK

BY: \_\_\_\_\_  
ITS: \_\_\_\_\_

STATE OF NORTH DAKOTA)  
COUNTY OF CASS )

ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED \_\_\_\_\_ KNOWN TO ME TO BE THE PERSON DESCRIBED IN AND WHO EXECUTED THE FOREGOING DEDICATION AND ACKNOWLEDGED TO ME THAT THEY EXECUTED THE SAME IN THE NAME OF BELL BANK.

NOTARY PUBLIC, CASS COUNTY, NORTH DAKOTA

**WEST FARGO PLANNING COMMISSION APPROVAL**

THIS PLAT IN THE CITY OF WEST FARGO IS HEREBY APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022.

JOSEPH F. KOLB, CHAIRMAN

STATE OF NORTH DAKOTA)  
COUNTY OF CASS )

ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED JOSEPH F. KOLB, CHAIRMAN OF THE WEST FARGO PLANNING COMMISSION, KNOWN TO ME TO BE THE PERSON DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME IN THE NAME OF THE WEST FARGO PLANNING COMMISSION.

NOTARY PUBLIC, CASS COUNTY, NORTH DAKOTA

**WEST FARGO CITY COMMISSION APPROVAL**

THIS PLAT IN THE CITY OF WEST FARGO IS HEREBY APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022.

BERNIE L. DARDIS, PRESIDENT OF  
THE WEST FARGO CITY COMMISSION

TINA FISK, CITY AUDITOR

STATE OF NORTH DAKOTA)  
COUNTY OF CASS )

ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED BERNIE L. DARDIS, PRESIDENT OF THE WEST FARGO CITY COMMISSION, AND TINA FISK, CITY AUDITOR, KNOWN TO ME TO BE THE PERSONS DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT THEY EXECUTED THE SAME IN THE NAME OF THE CITY OF WEST FARGO.

NOTARY PUBLIC, CASS COUNTY, NORTH DAKOTA

**CITY ENGINEER'S APPROVAL**

THIS PLAT IN THE CITY OF WEST FARGO IS HEREBY APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022.



DANIEL R. HANSON, CITY ENGINEER

STATE OF NORTH DAKOTA)  
COUNTY OF CASS )

ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED DANIEL R. HANSON, CITY ENGINEER, KNOWN TO ME TO BE THE PERSON DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME AS CITY ENGINEER.

NOTARY PUBLIC, CASS COUNTY, NORTH DAKOTA

**WEST FARGO CITY ATTORNEY APPROVAL**

I HEREBY CERTIFY THAT PROPER EVIDENCE OF TITLE HAS BEEN EXAMINED BY ME AND I APPROVE THE PLAT AS TO FORM AND EXECUTION THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022.

JOHN T. SHOCKLEY, CITY ATTORNEY

STATE OF NORTH DAKOTA)  
COUNTY OF CASS )

ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED JOHN T. SHOCKLEY, CITY ATTORNEY, KNOWN TO ME TO BE THE PERSON DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME AS THE CITY ATTORNEY.

NOTARY PUBLIC, CASS COUNTY, NORTH DAKOTA

CERTIFICATE

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

I, Tina Fisk, the duly appointed, qualified and acting City Auditor of the City of West Fargo, North Dakota, do hereby certify that attached hereto is a true and correct portion of the minutes of the meeting of the City Commission of the City of West Fargo, North Dakota, held on the 6<sup>th</sup> day of September, 2022, which reflects the approval by the City Commission of the City of West Fargo, North Dakota, of the replat of Lot 3, Block1, Hersch Addition and the plat of part of the Northwest Quarter of Section 29, Township 139 North, Range 49 West (collectively to be known as the Plat of Wood Addition) to the City of West Fargo, North Dakota. A description of the exterior boundary line of said property so replatted reads as follows, to-wit:

**SEE ATTACHED**

IN WITNESS WHEREOF, I have hereunto set my hand this 6<sup>th</sup> day of September, 2022.

\_\_\_\_\_  
Tina Fisk, City Auditor

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

On this 6<sup>th</sup> day of September, 2022, before me, a Notary Public, in and for Cass County, in the State of North Dakota, personally appeared Tina Fisk, the City Auditor of the City of West Fargo, North Dakota, a municipal corporation under the laws of the State of North Dakota, and acknowledged to me that she executed the foregoing instrument.

\_\_\_\_\_  
Notary Public, Cass County, ND

(SEAL)

EXHIBIT A

COMMENCING AT THE NORTHWEST CORNER OF BLOCK 1, HERSCH ADDITION, SAID PLAT IS ON FILE AND OF RECORD IN THE OFFICE OF THE RECORDER, SAID CASS COUNTY; THENCE NORTH 87 DEGREES 12 MINUTES 36 SECONDS EAST ALONG THE NORTH LINE OF SAID BLOCK 1 FOR A DISTANCE OF 230.57 FEET TO THE NORTHWEST CORNER OF LOT 3 OF SAID BLOCK 1 AND THE POINT OF BEGINNING; THENCE CONTINUING NORTH 87 DEGREES 12 MINUTES 36 SECONDS EAST ALONG THE NORTH LINE OF SAID LOT 3 FOR A DISTANCE OF 200.00 FEET TO THE NORTHEAST CORNER OF SAID LOT 3; THENCE NORTH 00 DEGREES 00 MINUTES 00 SECONDS WEST ALONG THE EAST LINE OF SAID HERSCH ADDITION FOR A DISTANCE OF 40.49 FEET TO THE NORTHEAST CORNER OF SAID HERSCH ADDITION; THENCE SOUTH 87 DEGREES 12 MINUTES 36 SECONDS WEST ALONG THE NORTH LINE OF SAID HERSCH ADDITION FOR A DISTANCE OF 5.65 FEET TO THE SOUTHEAST CORNER OF GOLDEN SPIKE ROAD, ACCORDING TO TWIN MEADOW'S SUBDIVISION, SAID PLAT IS ON FILE AND OF RECORD IN THE OFFICE OF THE RECORDER, SAID CASS COUNTY; THENCE NORTH 00 DEGREES 12 MINUTES 26 SECONDS WEST A DISTANCE OF 40.04 FEET TO THE SOUTHWEST CORNER OF AUDITOR'S LOT 4 OF SAID SECTION 29; THENCE NORTH 87 DEGREES 07 MINUTES 34 SECONDS EAST ALONG THE SOUTH LINE OF SAID AUDITOR'S LOT 4 FOR A DISTANCE OF 50.05 FEET TO THE SOUTHEAST CORNER OF SAID AUDITOR'S LOT 4; THENCE NORTH 00 DEGREES 12 MINUTES 26 SECONDS WEST ALONG THE EAST LINES OF AUDITOR'S LOT 3 AND AUDITOR'S LOT 4 OF SAID SECTION 29 FOR A DISTANCE OF 202.13 FEET TO THE SOUTH LINE OF LOT 5, BLOCK 1, OF SAID TWIN MEADOWS SUBDIVISION; THENCE NORTH 89 DEGREES 47 MINUTES 34 SECONDS EAST ALONG THE SOUTH LINE OF SAID LOT 5 FOR A DISTANCE OF 349 FEET, MORE OR LESS, TO THE CENTERLINE OF THE SHEYENNE RIVER; THENCE SOUTHEASTERLY, SOUTHERLY AND SOUTHWESTERLY ALONG THE SAID CENTERLINE OF THE SHEYENNE RIVER TO THE INTERSECTION WITH A LINE THAT BEARS SOUTH 15 DEGREES 51 MINUTES 01 SECOND EAST FROM THE POINT OF BEGINNING, ALSO BEING THE WESTERLY LINE OF SAID LOT 3; THENCE NORTH 15 DEGREES 51 MINUTES 01 SECOND WEST ALONG THE WESTERLY LINE OF SAID LOT 3 FOR A DISTANCE OF 315 FEET, MORE OR LESS, TO THE POINT OF BEGINNING.

SAID TRACT CONTAINS 4.5 ACRES, MORE OR LESS, AND IS SUBJECT TO ALL EASEMENTS, RESTRICTIONS, RESERVATIONS AND RIGHTS OF WAY OF RECORD, IF ANY.

## RESOLUTION

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

WHEREAS, the City Commission of the City of West Fargo, North Dakota, has heretofore annexed Hersch Addition to the City of West Fargo, North Dakota; and

WHEREAS, a copy of said annexation plat was recorded on the 26<sup>th</sup> day of January, 2006, at 3:05 p.m. as Document No. 1162245 in the office of the County Recorder in and for Cass County, North Dakota; and

WHEREAS, the replat of Lot 3, Block 1, Hersch Addition and the plat of part of the Northwest Quarter of Section 29, Township 139 North, Range 49 West (collectively to be known as the Plat of Wood Addition) to the City of West Fargo, North Dakota, has been submitted to the City Commission of the City of West Fargo, North Dakota, for approval of the same and acceptance of the dedications contained therein; and

WHEREAS, the City Commission of the City of West Fargo, North Dakota, has determined that the dedications contained in said replat shall be accepted; and

WHEREAS, the City Commission of the City of West Fargo, North Dakota, has determined that said replat shall be approved.

NOW THEREFORE, BE IT RESOLVED, by the Board of City Commissioners of the City of West Fargo, North Dakota, that the dedications contained in the replat of Lot 3, Block1, Hersch Addition and the plat of part of the Northwest Quarter of Section 29, Township 139 North, Range 49 West (collectively to be known as the Plat of Wood Addition) to the City of West Fargo, North Dakota, be accepted, that said replat be approved, and the President of the Board of City Commissioners and the City Auditor of the City of West Fargo, North Dakota, are directed to execute any and all necessary instruments to effectuate the same.

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President of the Board of City Commissioners

ATTEST:

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City Auditor



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

**Commission President**

Bernie Dardis

**Primary Portfolio:**

Administration/Finance

**Secondary Portfolio:**

Street, Water and Sewer

**Commission**

**Vice President**

Brad Olson

**Primary Portfolio:**

Street, Water and Sewer

**Secondary Portfolio:**

Sanitation

**Commissioner**

Roben Anderson

**Primary Portfolio:**

Planning, Zoning and  
Engineering

**Secondary Portfolio:**

Administration/Finance

**Commissioner**

Mark Simmons

**Primary Portfolio:**

Police and Fire

**Secondary Portfolio:**

Planning, Zoning and  
Engineering

**Commissioner**

Mandy George

**Primary Portfolio:**

Sanitation

**Secondary Portfolio:**

Police and Fire

**City Administrator**

Tina Fisk

**Assistant City Administrator**

Dustin T. Scott

**To:** West Fargo City Commission

**From:** Dan Hanson, City Engineer

**Date:** October 3, 2022

**Subject:** District No. 1339 – Stockyards 1<sup>st</sup> Addition

**Action:** Authorize Notice to Proceed; and Adopt Resolution Approving Contract and Contractor's Bond.

**New Information and Recommendation:**

During their regular meeting held on September 6, 2022 the City Commission reviewed bids and awarded contract to KPH. The contract documents were prepared and delivered to the City Attorney's office for review. After review, the attached Resolution was prepared for the City Commission's review and approval.

The following documents are attached for review/consideration:

- Notice to Proceed
- Resolution Approving Contract and Contractor's Bond

**Staff Recommendation:** Authorize Notice to Proceed AND Adopt Resolution Approving Contract and Contractor's Bond.

**Previously Presented Information and Commission Actions:**

**September 6, 2022 –**

- **Staff Recommendation:** Accept Bid and Award Contract to KPH for their bid amount of \$431,349.00
- **Commission Action:** Commissioner Olson moved and Commissioner Anderson seconded to approve. Commissioner Simmons was absent and Commissioner George opposed. 3 to 1 vote motion carried.

**July 18, 2022 –**

- **Staff Recommendation:** Approve Plans and Specs and authorize advertisement for bids
- **Commission Action:** Commissioner Olson moved and Commissioner Anderson seconded to approve. No opposition, motion carried.

**July 15, 2022 –**

- **Staff Recommendation:** Approve Amended Engineer's Report and Resolution approving Amended Engineer's Report.
- **Commission Action:** Commissioner moved Olson and Commissioner Anderson seconded to approve. Commissioner George opposed, motion carried on a 4 to 1 vote.

**March 21, 2022-**

- **Staff Recommendation:** Approve the Amended Engineer's Report, approve Task Order 49-2, and authorize the Engineer to prepare Plans and Specifications.
- **Commission Action:** Commissioner Olson moved and Commissioner Simmons seconded to approve. Commissioners George and Dardis opposed, Majority having voted aye motion carried.

**September 7, 2021-**

- **Staff Recommendation:** Approve Task Order No. 49-1 in the amount of \$267,630 for Improvement District No. 1339
- **Commission Action:** Commissioner Gjerdevig moved and Commissioner Simmons seconded to approve. No opposition, motion carried.

**August 16, 2021 -**

- **Staff Recommendation:** Create Improvement District No. 1339; Direct Engineer to prepare report; Approve Engineer's Report (\$2,900,000); Approve Task Order No. 49 (\$60,500); AND Direct Engineer to prepare Plans and Specifications.
- **Commission Action:** Commissioner Simmons moved and Commissioner Olson seconded to approve. Commissioner George was absent and not voting. No opposition, motion carried.

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p><b>June 21, 2021-</b></p> <ul style="list-style-type: none"> <li>· <b><u>Staff Recommendation:</u></b> Create Improvement District No. 1339; Direct Engineer to prepare report; Approve Engineer's Report; Approve Task Order No. 49, AND Direct Engineer to prepare Plans and Specifications.</li> <li>· <b><u>Commission Action:</u></b> Commissioner Olson moved, No second. Motion failed due to lack of a second. Commissioner Gjerdevig was absent and not voting.</li> </ul> <p><b>May 17, 2021-</b></p> <ul style="list-style-type: none"> <li>· <b><u>Staff Recommendation:</u></b> Accept "Petition for Improvements" and authorize preliminary engineering</li> <li>· <b><u>Commission Action:</u></b> Commissioner Simmons moved and Commissioner Olson seconded to approve. No opposition, motion carried.</li> </ul> |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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**NOTICE TO PROCEED**

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Owner: City of West Fargo

Owner's Contract No.:

Contractor: KPH, Inc.

Contractor's Project No.:

Engineer: Moore Engineering, Inc.

Engineer's Project No.: 21797

Project: Stockyards 1<sup>st</sup> Addition

Contract Name: Improvement District No. 1339

Effective Date of Contract: September 6, 2022

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**TO CONTRACTOR:**

Owner hereby notifies Contractor that the Contract Times under the above Contract will commence to run on September 6, 2022.

On that date, Contractor shall start performing its obligations under the Contract Documents. No Work shall be done at the Site prior to such date. In accordance with the Agreement, the date of Substantial Completion is October 28, 2022, and the date of readiness for final payment is November 11, 2022.

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

Submit any required Storm Water Permits or Plans.

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Owner: City of West Fargo

Authorized Signature

By: Bernie L. Dardis

Title: President of the Board of City Commissioners

Date Issued:

---

Copy: Engineer

Commissioner \_\_\_\_\_ introduced the following resolution and moved its adoption:

RESOLUTION APPROVING CONTRACT AND CONTRACTOR'S BOND IN  
IMPROVEMENT DISTRICT NO. 1339  
NEW WATER SUPPLY, SEWERAGE, STREET SYSTEMS; AND INCIDENTALS

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 KPH is in full conformity with the law, including Section 40-22-36 of the North Dakota Century Code; that the contractor's bond of KPH heretofore received and filed with the City Auditor is in full conformity with the law including Section 48-02-06.2 of the North Dakota Century Code; and that the contract and contractor's bond are hereby approved.

Dated: October 3, 2022

APPROVED:

\_\_\_\_\_  
President of Board of City Commissioners

ATTEST:

\_\_\_\_\_  
City Auditor

The motion for the adoption of the foregoing resolution was duly seconded by Commissioner \_\_\_\_\_. On roll call vote, the following commissioners voted aye: \_\_\_\_\_. The following commissioners voted nay: \_\_\_\_\_. The following commissioners were absent and not voting: \_\_\_\_\_. The majority having voted aye, the motion carried and the resolution was duly adopted.



# APPLICATION FOR A LOCAL PERMIT OR CHARITY LOCAL PERMIT

OFFICE OF ATTORNEY GENERAL

SFN 9338 (9-2009)

Application for: ☒ Local Permit ☐ Charity Local Permit (one event per year)

|                                                                                                                                                                                                                                                                                                                                                                                                     |                    |                                              |                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------------------------|-----------------------------------------|
| Name of Non-profit Organization<br>West Fargo Lions Club                                                                                                                                                                                                                                                                                                                                            |                    | Date(s) of Activity<br>10/7/2022 to 4/7/2023 |                                         |
| Person Responsible for the Gaming Operation and the Disbursement of Net Income<br>Justin Buchholz                                                                                                                                                                                                                                                                                                   |                    | Title<br>1st Vp                              | Business Phone Number<br>(701) 471-0320 |
| Business Address<br>C/o Shannon Dye 320 32nd Ave W Ste. 100                                                                                                                                                                                                                                                                                                                                         | City<br>West Fargo | State<br>ND                                  | Zip Code<br>58078-0000                  |
| Mailing Address (if different)                                                                                                                                                                                                                                                                                                                                                                      | City               | State                                        | Zip Code                                |
| Name of Site Where Game(s) will be Conducted<br>Silver Dollar Bar                                                                                                                                                                                                                                                                                                                                   |                    | Site Address<br>221 Sheyenne St              |                                         |
| City<br>West Fargo                                                                                                                                                                                                                                                                                                                                                                                  | State<br>ND        | Zip Code<br>58078-0000                       | County<br>Cass                          |
| Check the Game(s) to be Conducted: * Poker, Twenty-one, and Paddlewheels may be Conducted only by a Charity Local Permit.<br><input type="checkbox"/> Bingo <input checked="" type="checkbox"/> Raffle <input type="checkbox"/> Calendar Raffle <input type="checkbox"/> Sports Pool <input type="checkbox"/> Poker * <input type="checkbox"/> Twenty-one * <input type="checkbox"/> Paddlewheels * |                    |                                              |                                         |

## DESCRIPTION AND RETAIL VALUE OF PRIZES TO BE AWARDED

| Game Type   | Description of Prize | Retail Value of Prize |
|-------------|----------------------|-----------------------|
| Meat Raffle | Meat Bundles         | \$425.00              |
| Meat Raffle | Meat Bundles         | \$425.00              |
| Meat Raffle | Meat Bundles         | \$425.00              |
| Meat Raffle | Meat Bundles         | \$425.00              |
| Meat Raffle | Meat Bundles         | \$425.00              |
| Meat Raffle | Meat Bundles         | \$425.00              |
|             |                      |                       |
|             |                      |                       |
|             |                      |                       |

| Game Type | Description of Prize | Retail Value of Prize |
|-----------|----------------------|-----------------------|
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\$1000 check #1399

Total: \$ 2,550.00 (Limit \$12,000 per year)

Intended uses of gaming proceeds: Charitable giving in the WF Community (scholarships, eye exams, glasses)

Does the organization presently have a state gaming license? ☒ No ☐ Yes - If "Yes," the organization is not eligible for a local permit or charity local permit and should call the Office of Attorney General at 1-800-326-9240.

Has the organization received a charity local permit from this or another city or county for the fiscal year July 1 through June 30? ☒ No ☐ Yes - If "Yes," the organization does not qualify for a local permit or charity local permit.

Has the organization received a local permit from this or another city or county for the fiscal year July 1 through June 30? ☒ No ☐ Yes - If "Yes," indicate the total value of all prizes previously awarded: \$ . This amount is part of the total prize limit of \$12,000 per year.

|                                                                              |                   |                    |                                         |
|------------------------------------------------------------------------------|-------------------|--------------------|-----------------------------------------|
| Signature of Organization's Top Executive Official<br><i>Danella Conding</i> | Date<br>9/21/2022 | Title<br>President | Business Phone Number<br>(701) 866-2530 |
|------------------------------------------------------------------------------|-------------------|--------------------|-----------------------------------------|

AGENDA ITEM DESCRIPTION  
CITY COMMISSION  
WEST FARGO, NORTH DAKOTA

1. CONTACT PERSON: Aaron Nelson
2. PHONE NUMBER: 515-5370 DATE: September 26, 2022
3. AGENDA TITLE:  
Public Hearing & First Reading - Zoning Ordinance Amendment to Title IV of the  
City Ordinances allowing for campgrounds within the A: Agricultural District.
4. PLEASE **BRIEFLY** DESCRIBE YOUR REQUEST:  
On August 1, 2022, the City Commission directed staff to draft an amendment to  
the City's zoning ordinance that would accommodate the land use of  
"campgrounds," a use which is not currently permitted within any zoning district. In  
accordance with this direction, staff has drafted a zoning amendment which would  
add Campgrounds and RV Parks to the list of allowable conditional uses within the  
A (Agricultural) zoning district. The draft ordinance includes a number of use-  
specific standards that would also apply to Campgrounds and RV Parks. At their  
September 13 meeting, the Planning & Zoning Commission recommended  
approval of the amendment.
5. SITE ADDRESS OR LEGAL DESCRIPTION (if applicable):  
N/A.
6. ACTION BEING REQUESTED FROM CITY COMMISSION:  
Second Reading and final approval of the Zoning Ordinance Amendment.

## STAFF REPORT

| A22-16 ZONING ORDINANCE AMENDMENTS                                                         |                             |
|--------------------------------------------------------------------------------------------|-----------------------------|
| Zoning Ordinance Amendment relating to Campgrounds within the Agricultural Zoning District |                             |
| Applicant: City of West Fargo                                                              | Staff Contact: Aaron Nelson |
| Planning and Zoning Commission Public Hearing:                                             | 09/13/2022 – Approval       |
| City Commission Public Hearing & 1st Reading:                                              | 09/19/2022 – Approval       |
| City Commission 2 <sup>nd</sup> Reading:                                                   | 10/03/2022                  |

**PURPOSE:**

Amend Title 4 of the City Ordinances (zoning code) to add Campgrounds and RV Parks to the list of Conditional Uses within the A (Agricultural) zoning district, as per direction by the City Commission for staff to draft a proposed amendment to accommodate campgrounds at the Red River Valley Fairgrounds.

**DISCUSSION AND OBSERVATIONS:****Background Information:**

- The Red River Valley Fair Association (RRVF Association) would like to expand its existing campground, located outside of City limits within the City's extraterritorial zoning jurisdiction at the fairgrounds.
- According to the RRVF Association, the existing campground was constructed by Cass County in 1971 and was subsequently sold to the RRVF Association.
- Campgrounds are not permitted within any zoning district of the City of West Fargo.
- As the existing campground predates the City exercising its extraterritorial zoning jurisdiction, it is considered to be a "nonconforming use" and is grandfathered as existing, but not allowed to be expanded.
- Cody Cashman, CEO of the RRVF Association, addressed the City Commission on June 6, 2022 to request that the City initiate an ordinance amendment to accommodate campground facilities within the City's zoning regulations. The City Commission voted to have Mr. Cashman host two public meetings regarding his proposed expansion of the campgrounds prior to the City Commission taking any action on his request to initiate an ordinance amendment.
- Mr. Cashman held two open houses on Tuesday, June 21 at 1pm and 5pm at the Red River Valley Fairgrounds, attended by three residents who live adjacent to the fairgrounds. Concerns were raised regarding potential quality of life impacts to neighborhoods adjacent to the fairgrounds. Some of the specific concerns raised related to potential noise, impacts to adjacent property values, transient/temporary housing, and impacts/costs for emergency services. Discussion was had regarding potential alternative locations for the RRVF Association's proposed new campground. Attendees were not necessarily opposed to a new campground in general, but were opposed to a campground adjacent to their existing neighborhood. Following the open house meetings, staff connected two additional residents with Mr. Cashman regarding their concerns with the RRVF Association's plans for campground expansion.
- Mr. Cashman appeared again before the City Commission on August 1, 2022 to report back regarding the open houses and to continue discussion regarding his request to initiate a zoning ordinance amendment. Commissioners shared some of their thoughts and concerns regarding the proposal. Discussion was had regarding potential alternatives to the location/layout proposed by the RRVF Association as well as the potential for transient workers to utilize the campgrounds for temporary housing. Mr. Cashman reported that a large percentage of their current campground is

## STAFF REPORT

utilized for temporary housing (such as for traveling nurses) and that they are at capacity and have to turn away 15-20 people per day. Commissioners discussed the potential demand for temporary housing in relation to the FM Diversion project and Cass County's partnership with the RRVF Association in funding the proposed campground expansion. After discussion, the City Commission voted 4-1 to have City staff work with Mr. Cashman on a potential zoning text amendment.

**Proposal:**

- Based on this direction, staff has drafted the attached amendment. The amendment would add Campgrounds and RV Parks to the list of conditional uses within the A (Agricultural) zoning district, the district within which the Fairgrounds are located.
- Conditional uses are those uses that, because of their nature, may only be suitable in certain locational contexts and/or that may only be suitable when arranged or operated in a particular manner. As such, they are not permitted by-right but rather require review and approval by the City to ensure compatibility at the proposed location. To this end, special conditions may be placed on the approval of a Conditional Use Permit in order to address potential impacts. Such conditions may include (but are not limited to) things like buffering, screening, fencing, limitations on time/manner of operations, etc.
- In addition to requiring a Conditional Use Permit, the proposed text amendment would require the following:
  - Campgrounds and RV parks would be restricted to areas outside of the City within the City's extraterritorial zoning jurisdiction—they would not be allowed within the City's corporate limits.
  - Applicants would be required to provide a plan for managing the noise and any activities at the site as part of the application process.
  - Campgrounds and RV parks must be licensed by the State and meet all State standards prescribed by law (see attached standards).
  - Campgrounds and RV parks would be required to have an onsite manager.
- Within North Dakota, campgrounds and RV parks are licensed and regulated by the State, similar to how mobile home parks are regulated. Specifically, North Dakota Department of Health's Food and Lodging Division is responsible for licensing and inspecting campgrounds and RV parks within West Fargo and Cass County. These regulations cover such items as utility hook-ups (sewer, water, electricity), access roads, lighting, sanitation, toilets, playgrounds, etc. These regulations are attached.
- **It should be noted that the draft amendment, if approved, would not confer the RRVF Association (or anyone) with the right to construct and operate a campground/RV park. The amendment, as written, would only provide the opportunity for the RRVF Association to apply for such approval through the Conditional Use Permit process. If the amendment is approved, the RRVF Association would need to apply for Conditional Use Permit to be reviewed and considered by the Planning & Zoning Commission and City Commission based on the merits of their specific proposal.**
- The draft zoning amendment has been reviewed by City staff as well as staff from Cass County Highway/Engineering, Planning, and Sheriff's offices.

**NOTICES:**

|          |                                                                                                  |
|----------|--------------------------------------------------------------------------------------------------|
| Sent to: | Notice in the newspaper and to City Departments. Staff also solicited comments from Cass County. |
|----------|--------------------------------------------------------------------------------------------------|

|                    |
|--------------------|
| Comments Received: |
|--------------------|

## STAFF REPORT

- As of the writing of this staff report, no public comments have been received regarding the draft zoning ordinance amendment. (However, as discussed in the section above, there have previously been comments from the public resulting from the RRVF Association's open house meetings in July regarding the RRVF Association's specific proposal for campground expansion.)

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

- The A (Agricultural) zoning district can be viewed as a transitional zoning district, preserving the City's future growth area until such time that areas are ready for urbanized development and the establishment of a more permanent zoning district. The stated intent of the A district is to "establish and preserve areas for agricultural uses, wherein certain recreational, residential, and public activities which do not significantly change the natural character of the land are permitted."
- From a long-range planning perspective, campgrounds and RV parks are low-intensity in nature and generally found in rural areas. These land uses are relatively easy to redevelop into urban land uses as the City grows and as market conditions and demand for alternative land uses change over time.
- The proposed amendment does not make major substantive changes to the existing ordinances. Campgrounds and RV Parks are similar in nature to existing conditional uses allowed within the A (Agricultural) zoning district, such as fairgrounds, airports, archery ranges, gun clubs, above ground petroleum storage tanks, etc.
- While the Comprehensive Plan does not speak to campgrounds and RV parks specifically, these uses may indirectly relate to general economic development goals:
  - Campgrounds and RV parks provide temporary lodging for tourists and visitors to the community, which may help to grow retail sales.
  - In addition to providing recreational opportunities, campgrounds and RV parks can also provide temporary housing (during warmer months) for traveling/temporary workers who contribute to the local economy.

**PLANNING & ZONING COMMISSION RECOMMENDATION:**

At their September 13, 2022 meeting, the Planning & Zoning Commission recommended approval of the proposed zoning ordinance amendment.

**UPDATE – SEPTEMBER 14, 2022**

- The public hearing at the September 13, 2022 Planning & Zoning Commission was attended by a handful of interested individuals, three of whom provided testimony in opposition of the draft zoning ordinance amendment.
- Concerns raised during the public hearing include potential adverse impacts on existing residential properties (such as blighted conditions of the campsites, headlights from traffic, smoke from bonfires, noise), concerns over transient/temporary housing and potential crime (such as human trafficking & drug use), and adverse effects on residential property values adjacent to campgrounds.
- After discussion, the Planning & Zoning Commission voted 4-1 to recommended approval of the proposed zoning ordinance amendment to the City Commission.
- Following the Planning & Zoning Commission meeting, the draft ordinance was revised to include a requirement that campgrounds/RV Parks be located at least 500 feet from residential areas.

STAFF REPORT

**UPDATE – SEPTEMBER 26, 2022**

- Two citizens spoke in opposition to the proposed zoning text amendment at the September 19, 2022 City Commission public hearing, while Cody Cashman spoke in favor of the proposal.
- The City Commission voted 3-2 to approve the first reading of the zoning text amendment.
- There have been no changes to the proposed ordinance since the first reading.

**RECOMMENDATIONS:**

Approve second reading of the zoning ordinance amendment on the basis that it is consistent with City plans and ordinances.

Attachments:

- Zoning Ordinance Amendment
- ND Century Code Chapter 23-10 – Mobile Home Parks, Trailer Parks, and Campgrounds
- ND Administrative Code Chapter 33-33-02 – Trailer Park and Campground Rules

ORDINANCE NO. 1215

AN ORDINANCE TO AMEND AND REENACT CHAPTER 4-200 AND 4-421.3 OF THE REVISED ORDINANCES OF 1990 OF THE CITY OF WEST FARGO TO DEFINE CAMPGROUND, RECREATIONAL VEHICLE AND RECREATIONAL VEHICLE PARK AND TO ALLOW CAMPGROUNDS AND RECREATIONAL VEHICLE PARKS AS A CONDITIONALLY PERMITTED USE IN THE "A" AGRICULTURAL DISTRICT.

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

SECTION 1. Chapter 4-200 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted by adding the definitions of "Campground," "Recreational Vehicle," and "Recreational Vehicle Park" as follows:

CAMPGROUND: Any parcel of land intended for temporary occupancy by Recreational Vehicles or tents, not including mobile homes, and which is licensed by the State of North Dakota in accordance with State law, as amended from time to time.

RECREATIONAL VEHICLE: A motor vehicle or trailer that includes living quarters designed for temporary accommodations, including motorhomes, campervans, coaches, travel trailers, fifth wheel trailers, popup campers and truck campers. The term does not include sleepers attached to commercial vehicles such as semi-tractors or mobile/manufactured homes.

RECREATIONAL VEHICLE PARK: Any parcel of land intended for temporary occupancy by recreational vehicles, not including mobile homes, and which is licensed by the State of North Dakota in accordance with State law, as amended from time to time.

SECTION 2. Section 4-421.3 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

4-421.3. Conditionally Permitted Uses. Any conditional use located in this district ~~shall be sited on a separately platted parcel in accordance with the subdivision regulations of the City of West Fargo, and the use~~ shall not be one to which the noise, odor, dust, or chemical residues of commercial agriculture or horticulture might result in creation or establishment of a nuisance or trespass. The following conditional uses maybe located in the A District subject to the provisions and requirements hereinafter imposed for each use and subject further to review and approval by the City as required by Section 4-550 of this Ordinance:

1. Agricultural service establishments primarily engaged in performing agricultural, animal husbandry, or horticultural services on a fee or contract basis including, but not limited to hay-baling and threshing; horticultural services; crop dusting; grain cleaning and drying; harvesting and plowing; milling and storage of grain; veterinary services; boarding and training of horses; and roadside stands for the sale of agricultural produce grown on the site.
  - a. An agricultural service establishment shall be incidental and necessary to the conduct of agriculture within the district.
  - b. All agricultural service establishments shall be located at least 100 feet from any driveway affecting access to a farm dwelling or field and at least 500 feet from any single-family dwelling.
  - c. All agricultural service establishments shall be screened on the perimeter of the establishment by a solid fence, wall, or natural vegetation not less than six feet in height.
2. Churches, religious institutions and places of worship, cemeteries, airports, fairgrounds, archery ranges, gun clubs, schools, local government buildings and facilities, and government-owned facilities for the maintenance of roads and highways when necessary to serve the immediate vicinity.
3. Non-farm single-family residential dwellings may be permitted on lots or parcels of land for which a deed has been recorded in the office of the Cass County Register of Deeds upon or prior to September 3, 2018, or a lot or parcel of land that would have been a lot of record if the document conveying the lot had been recorded on the date of its execution, provided they meet all applicable standards and requirements of this Ordinance and all other applicable city, township, and county regulations and ordinances, subject to the following:
  - a. The property shall be platted in accordance with the subdivision regulations of the City of West Fargo.
  - b. Each lot developed shall contain no more than one (1) single-family home.
  - c. Each lot developed shall be a minimum of one acre in area. A larger plot size may be required by the City if necessary for the safe operation of individual wells and septic systems.

- d. The driveway serving the property shall meet City access standards.
  - e. All non-farm residential buildings shall be set back a minimum of 300 feet from the nearest farm building.
- 4. Above ground petroleum storage tanks. Such above ground petroleum storage tanks are prohibited in all other districts other than the A and M Districts.
- 5. Non-farm Single-family residential dwellings and accessory structures on lots created or platted after September 3, 2018, under the following conditions:
  - a. The property is platted in accordance with the subdivision regulations of the City of West Fargo.
  - b. The property is developed at a minimum of one (1) acre in area with a larger plot size required by the City if necessary for the safe operation of individual wells and septic systems.
  - c. The property is less than forty (40) acres in size, the property has a deed restriction recorded against it and the surrounding quarter-quarter section of land or legal lot of record to prohibit further development of non-farm single family residential dwellings. The deed restriction shall be in a form as approved by the City Planner, City Attorney, and President of the Board of City Commissioners and will terminate/release only at the time of rezoning, or accompanied by an area plan, annexation by the City of West Fargo, or release of the property from the zoning authority of the City of West Fargo.
- 6. Landscaping businesses, greenhouses, and plant nurseries.
- 7. Temporary or permanent industrial wood burners, including air curtain destructors, subject to the following conditions:
  - a. For a permanent site, the site is fenced with a sight obscuring fence and screened if necessary to keep materials out of sight.
  - b. The site is located a minimum of 2,640 feet from any residential or neighboring business structure.
  - c. The waste wood products may not be stored on the site for more than two (2) months. For a permanent site, all waste wood products on site must be

disposed of within a two (2) month period. At the time the site is completely cleared, another two-month cycle of storage may begin. An extension to the two-month period may be granted by the Fire Chief during the high fire risk times when burning is not allowed.

- d. The use has received State Health Department and local Fire Department approval.
  - e. A permit for a temporary site may not exceed sixty (60) days, and only two (2) temporary permits may be granted for the same site in any year. The 60-day period may be extended by the Fire Chief if during that period burning is not allowed because of high risk conditions.
  - f. Other conditions as deemed necessary.
8. Animal kennels and shelters.
9. Seasonal sale of retail goods.
10. Campgrounds and Recreational Vehicle Parks when located outside of City Limits, within the City's extraterritorial jurisdiction under the following conditions:
- a. Campgrounds and Recreational Vehicle Parks must have an onsite manager.
  - b. The applicant must provide a plan for managing the noise and any activities at the site to the City as part of its application.
  - c. The site must be located a minimum of 500 feet from any residentially zoned area
  - d. Other conditions as deemed necessary.

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

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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:

## **CHAPTER 23-10**

### **MOBILE HOME PARKS, TRAILER PARKS, AND CAMPGROUNDS**

#### **23-10-01. Definitions. (Effective through August 31, 2022)**

In this chapter, unless the context or subject matter otherwise requires:

1. "Campground" means any parcel of land containing three or more lots intended for occupancy by recreational vehicles or tents.
2. "Department" means the state department of health.
3. "Lot" means any piece of land of required size intended for occupancy by a mobile home, recreational vehicle, or tent.
4. "Mobile home" means any relocatable manufactured, modular, or prefabricated structure or unit that is designed to be used as residential living quarters. The term does not include a recreational vehicle.
5. "Mobile home park" means any parcel of land containing three or more lots intended for occupancy by mobile homes.
6. "Person" means any individual, firm, trust, partnership, public or private association, corporation, or limited liability company.
7. "Recreational vehicle" means a vehicular-type unit primarily designed as temporary living quarters for recreational, camping, or travel use, which either has its own mode of power or is mounted on or towed by another vehicle. The term includes the following:
  - a. An independent recreational vehicle containing toilet and lavatory facilities.
  - b. A dependent recreational vehicle, which contains either toilet or lavatory facilities or having neither facility.
8. "Recreational vehicle park" means a parcel or tract of land under the control of a person, organization, or government entity where three or more lots are offered for use by members of the public or an organization for rent or lease, including park-owned recreational vehicles held out for rent or lease. A recreational vehicle park is primarily designed to accommodate recreational vehicles.

#### **Definitions. (Effective after August 31, 2022)**

In this chapter, unless the context or subject matter otherwise requires:

1. "Campground" means any parcel of land containing three or more lots intended for occupancy by recreational vehicles or tents.
2. "Department" means the department of health and human services.
3. "Lot" means any piece of land of required size intended for occupancy by a mobile home, recreational vehicle, or tent.
4. "Mobile home" means any relocatable manufactured, modular, or prefabricated structure or unit that is designed to be used as residential living quarters. The term does not include a recreational vehicle.
5. "Mobile home park" means any parcel of land containing three or more lots intended for occupancy by mobile homes.
6. "Person" means any individual, firm, trust, partnership, public or private association, corporation, or limited liability company.
7. "Recreational vehicle" means a vehicular-type unit primarily designed as temporary living quarters for recreational, camping, or travel use, which either has its own mode of power or is mounted on or towed by another vehicle. The term includes the following:
  - a. An independent recreational vehicle, containing toilet and lavatory facilities.
  - b. A dependent recreational vehicle, which contains either toilet or lavatory facilities or having neither facility.
8. "Recreational vehicle park" means a parcel or tract of land under the control of a person, organization, or government entity where three or more lots are offered for use by members of the public or an organization for rent or lease, including park-owned recreational vehicles held out for rent or lease. A recreational vehicle park is primarily designed to accommodate recreational vehicles.

### **23-10-02. Department to make regulations - Compliance.**

The department shall have general supervision over the health, safety, sanitary condition, and legal compliance as outlined in this chapter of all mobile home parks, recreational vehicle parks, and campgrounds in this state and may promulgate and enforce appropriate rules and regulations in accordance with chapter 28-32. All mobile home parks, recreational vehicle parks, and campgrounds constructed after July 1, 1977, must be constructed in accordance with the requirements of this chapter and the rules and regulations promulgated at the time of construction. All mobile home parks, recreational vehicle parks, and campgrounds constructed before July 1, 1977, shall meet the requirements of this chapter by July 1, 1985. All mobile home parks, recreational vehicle parks, and campgrounds shall meet rules and regulations duly promulgated after construction of the park or campground within eight years after the effective date of the rule or regulation.

#### **23-10-02.1. Department authorized to accept local enforcement and inspection.**

The department shall accept state, federal, city, or county enforcement of local sanitation, safety, zoning, and inspection requirements in lieu of the enforcement of sanitation, safety, and inspection requirements of the department under this chapter if the department determines that the state, federal, city, or county requirements meet or exceed the requirements of this chapter and any rules and regulations promulgated under this chapter. Before accepting state, federal, city, or county enforcement of local requirements, the department shall determine that the state, federal, city, or county requirements meet or exceed the requirements of this chapter and any rules and regulations promulgated under this chapter.

### **23-10-03. License required - Application.**

1. A person may not establish, maintain, change use, mix use, or enlarge a mobile home park, recreational vehicle park, or campground in this state without first obtaining a license from the department.
2. The application for the license must be made in writing to the department and must state the location and type of the mobile home park, recreational vehicle park, or campground, the proposed water supply, the proposed method of sewerage and garbage disposal, and such other information as may be required by the department. Application forms must be prepared by the department and distributed upon request.
3. The department may not issue a license under this section if the proposed mobile home park, recreational vehicle park, or campground would prevent, interfere, or restrict proposed private development that is actively being pursued.
4. The department shall waive the license fee for any mobile home park, recreational vehicle park, or campground owned by the state, a municipality, or a nonprofit organization. The department shall waive all or a portion of the license fee for any mobile home park, recreational vehicle park, or campground that is subject to local sanitation, safety, and inspection requirements accepted by the department under section 23-10-02.1. A prorated annual license fee may be charged for new mobile home parks, recreational vehicle parks, and campgrounds. The health council may adopt rules establishing the amount and the procedures for the collection of annual license fees. The fees must be based on the cost of reviewing construction plans, conducting routine and complaint inspections, reinspection, and necessary enforcement action. License fees collected pursuant to this section must be deposited in the department's operating fund in the state treasury and any expenditure from the fund is subject to appropriation by the legislative assembly.

### **23-10-04. Inspection.**

The department shall inspect the premises as soon as practical after receiving an application for a mobile home park, recreational vehicle park, or campground license. If the department is satisfied from the application and inspection that the mobile home park, recreational vehicle park, or campground will not be a source of danger to the health and safety of the occupants or the general public, the department shall notify the applicant of approval of

the application and of the amount of the license fee. The department must have access to and may inspect mobile home parks, recreational vehicle parks, and campgrounds at reasonable times. The department may inspect each mobile home park, recreational vehicle park, and campground in response to a complaint, violation of state law, or on a routine schedule determined by the department.

#### **23-10-05. License fees.**

Repealed by S.L. 2005, ch. 32, § 19.

#### **23-10-06. License issuance - Fee.**

An applicant seeking licensure shall apply to the department on forms prescribed by the department. The applicant shall enclose with the application an application fee as determined by rule. The department shall issue a license to an applicant who meets all of the requirements of this chapter and any rules adopted by the health council.

##### **23-10-06.1. License renewal.**

1. A license issued under this chapter expires on December thirty-first of each year.
2. A license may be renewed by December thirty-first by submitting a renewal application, a renewal fee established rule, provided the licensee is in compliance with this chapter and any rules established by the health council.
3. If the renewal application and renewal fee are not received by December thirty-first, the license expires and the licensee may not operate.
4. Within sixty days after December thirty-first, an expired license may be renewed by submitting the renewal application, renewal fee, and a late fee. The late fee is equal to fifty percent of the license fee.
5. If the renewal application, renewal fee, and late fee are not received within sixty days after December thirty-first, the department may not renew the license, and the applicant shall apply and meet the requirements for licensure to be granted a license.
6. The department may extend the renewal deadline for applications providing proof of hardship rendering the applicant unable to meet the deadline.
7. The department may not renew a license if the mobile home park, recreational vehicle park, or campground is not actively conducting business at the site, and the applicant shall apply and meet the requirements for licensure to be granted a license.

##### **23-10-06.2. License transferability.**

The department shall transfer a license without charge if the proposed new owner applies in writing for a transfer of the license and certifies that the mobile home park, recreational vehicle park, or campground will be operated in accordance with this chapter.

#### **23-10-07. Sanitation and safety.**

Every mobile home park, recreational vehicle park, and campground must be operated with strict regard for the health, safety, and comfort of its occupants. The following sanitary and safety regulations must be followed:

1. Location: Every mobile home park must be established and maintained upon dry, well-drained ground. Any natural sinkholes or collection or pool of water must be artificially drained and filled. Recreational vehicle park and campground lots must be established and maintained upon dry, well-drained spaces.
2. Drinking water supply: An adequate supply of potable and safe drinking water must be provided. The operator of a mobile home park, recreational vehicle park, or campground shall supply drinking water at the mobile home park, recreational vehicle park, or campground which is obtained from an approved source that is a public water system or a nonpublic water system that is constructed, maintained, and operated according to law.
3. Towels: The placing of roller cloth towels for public use in any washroom or place within a mobile home park, recreational vehicle park, or campground is prohibited.

Individual cloth towels, cloth towels provided in mechanical dispensers, individual paper towels, or roller paper towels must be placed for use.

4. Toilets: Modern sanitary flush toilets must be provided where a sewer connection is available. If a sewer connection is not available, sanitary flyproof privies must be maintained. All toilets and privies must be kept in a clean, sanitary condition. Separate toilets and privies must be provided for each sex. No privy or cesspool may be located less than one hundred feet [30.48 meters] from any well, kitchen, or sleeping quarters.
5. Garbage: All garbage and refuse must be stored in durable, cleanable, insect- and rodent-resistant containers, and the contents removed and disposed of at a frequency that will minimize the development of objectionable odors and other conditions that attract or harbor insects and rodents. All buildings within the mobile home park, recreational vehicle park, or campground must be screened against flies and kept in a clean and sanitary condition.
6. Plumbing installations: All plumbing installations in a mobile home park, recreational vehicle park, or campground must be made in accordance with the state plumbing code and state laws.
7. Electrical installations: All electrical installations in a mobile home park, recreational vehicle park, or campground must be made in accordance with the state electrical code.
8. Streets and roadways: Each mobile home park, recreational vehicle park, and campground must have roadways or streets wide enough to facilitate the movement of traffic within the park or campground.
9. Lighting: Each mobile home park, recreational vehicle park, and campground must have adequate lighting as set forth in rule.
10. Fire protection: Each mobile home park, recreational vehicle park, and campground must have adequate fire protection in accordance with the state fire code.
11. Playgrounds: Each mobile home park containing twenty-five or more lots shall provide playground space equivalent to one lot for every twenty-five lots in the park.
12. Multiple-story parks: A multiple-story mobile home park or trailer park may not be constructed in this state.

#### **23-10-07.1. Service fees.**

Service fees that reasonably reflect the cost of the service provided in a mobile home park, recreational vehicle park, or campground may be charged. Fees may not be charged unless a service is actually provided.

#### **23-10-08. Sickness in motor or trailer courts - Penalty for failure to report.**

Repealed by S.L. 1975, ch. 106, § 673.

#### **23-10-09. Occupancy record.**

The owner or manager of a mobile home park, recreational vehicle park, or campground shall maintain a current record of the names of the occupants of the park or campground.

#### **23-10-10. Posting rules and regulations.**

The owner or manager of a licensed mobile home park, recreational vehicle park, or campground conspicuously shall post or distribute a digital or hard copy of the relevant rules and regulations to each tenant in the park. Material required to be distributed or posted under this section must be provided by the department free of charge.

#### **23-10-10.1. Requirement of emergency response procedures.**

The owner of a mobile home park, recreational vehicle park, or campground shall establish a procedure for responding to emergencies and complaints. The procedure must include the ability to reach a person who has the authority to perform, or direct the performance of, duties imposed on the owner under this chapter. The procedure must be posted conspicuously in the

mobile home park, recreational vehicle park, and campground or a copy must be provided to the tenants in writing.

**23-10-11. Ejection from premises.**

The owner or manager of a mobile home park, recreational vehicle park, or campground may eject any person from the premises for nonpayment of charges or fees for accommodations, for a violation of law, for disorderly conduct, for a violation of any regulation of the department, or for a violation of any reasonable rule of the mobile home park, recreational vehicle park, or campground which is publicly posted within the park or campground.

**23-10-12. Revocation of license - Penalty for operating without license.**

The department may deny an application or take disciplinary action, up to and including revocation, against any applicant or licensee upon the failure of the applicant or licensee to comply with this chapter or with any of the rules adopted by the health council and regulations promulgated by the department. Before the department takes disciplinary action against a license, the department shall notify the licensee in writing of the reason disciplinary action is being considered and shall provide a reasonable amount of time for correction to be made. Action taken under the authority granted in this section must comply with chapter 28-32. Any person who maintains or operates a mobile home park, recreational vehicle park, or campground without first obtaining a license, or who operates the same after revocation of the license, is guilty of an infraction.

**23-10-13. Change in use or closure of mobile home park.**

If the owner of a mobile home park applies for the rezoning of a park, the owner shall post a notice of the proposed rezoning in the park at least five days before the public hearing on the rezoning. In addition, the owner of a mobile home park shall notify all tenants in that park in writing of a change in use at least one hundred eighty days before the change in use. A change in use is a change in the park that would alter any portion of the park which is used to lease to mobile home owners so that the portion will no longer be leased to mobile home owners. The owner or manager may not increase rent within ninety days before giving notice of a change in use for the portion of the park to which the change will apply.

**23-10-14. Mobile home security deposit.**

The amount of a security deposit may not be modified after the initial lease agreement between a mobile home park owner and a tenant has been executed by both parties.

## **CHAPTER 33-33-02 TRAILER PARK AND CAMPGROUND RULES**

### **Section**

|             |                                  |
|-------------|----------------------------------|
| 33-33-02-01 | Definitions                      |
| 33-33-02-02 | Application for License          |
| 33-33-02-03 | Spacing Requirements             |
| 33-33-02-04 | Facilities Provided              |
| 33-33-02-05 | Noxious Plant and Animal Control |
| 33-33-02-06 | Maintenance of Service Buildings |
| 33-33-02-07 | License Fees                     |

### **33-33-02-01. Definitions.**

As used in this chapter:

1. "Recreational vehicle" means a travel trailer.
2. "Service building" means a structure housing shower, bath, toilet, lavatory, and such other facilities as may be required by the North Dakota state plumbing code.
3. "Tent" means a collapsible shelter of canvas or other fabric stretched and sustained by poles and used for camping outdoors.

**History:** Effective August 1, 1988.

**General Authority:** NDCC 23-01-03(3), 23-10-02

**Law Implemented:** NDCC 23-10-01

### **33-33-02-02. Application for license.**

A complete scaled plan and list of specifications for new construction or for altering or enlarging of an existing trailer park or campground must be submitted to the department for approval. The application must contain the following:

1. A legal description of property and a description of the site location with regard to highways, streets, and landmarks.
2. Name and address of developer.
3. Name and address of architect, engineer, or designer.
4. The area and dimensions of the site.
5. The number, location, and dimensions of all trailer or campground lots and detail of each typical lot for each trailer or tent.
6. The location and width of roadways, automobile parking facilities, and walkways, including whether they are paved, blacktopped, graveled, etc.
7. The location and details of service buildings and any other proposed structures.
8. The location and details of lighting and electrical systems.
9. The location and specifications of the water supply, sewer, and refuse disposal facilities; including approved soil testing results and details of wells, pumping stations, and service riser pipes.

**History:** Effective August 1, 1988.

**General Authority:** NDCC 23-01-03(3), 23-10-02

**Law Implemented:** NDCC 23-10-03

**33-33-02-03. Spacing requirements.**

1. No tent, recreational vehicle, or other attachment may be located within ten feet [3.05 meters] of any other tent, recreational vehicle, or part thereof. No recreational vehicle or tent in a trailer park or campground may be located as to create a hazard to the recreational vehicle or tent or restrict emergency vehicles and personnel from performing necessary services.
2. Streets must be of adequate widths to accommodate the contemplated parking and traffic load in accordance with the type of street. In all cases, streets must meet the following minimum requirements:

|                                                  |         |                |
|--------------------------------------------------|---------|----------------|
| a. Two-way streets with parking on both sides    | 34 feet | [10.36 meters] |
| b. Two-way streets with parking on one side only | 27 feet | [8.23 meters]  |
| c. Two-way streets without parking               | 24 feet | [7.32 meters]  |
| d. One-way streets with parking on both sides    | 27 feet | [8.23 meters]  |
| e. One-way streets with parking on one side only | 18 feet | [5.49 meters]  |
| f. One-way streets without parking               | 14 feet | [4.27 meters]  |
3. The street system must give an unobstructed access to the public street, highway, or access road.
4. Tenting areas must be designated for tents only.

**History:** Effective August 1, 1988; amended effective July 1, 2004.

**General Authority:** NDCC 23-10-02, 23-01-03(3)

**Law Implemented:** NDCC 23-10-07

**33-33-02-04. Facilities provided.**

1. Conversion of a mobile home park, trailer park, or campground from one type to another must be approved by the department.
2. Streets must be lighted to provide a minimum of one-tenth foot-candle [1.09 lux] throughout the street system. Potentially hazardous locations, such as major street intersections and steps or stepped ramps, must be individually illuminated with a minimum of three-tenths foot-candles [3.23 lux].
3. Where provided, electrical service outlets must be adequate and approved.
4. Where provided, individual sewer connections must be adequate and approved. Recreational vehicle waste disposal stations, watering stations, and service building facilities must be provided and constructed in accordance with the North Dakota state plumbing code.
5. A certification from the electrical and plumbing installer, stating all installations were made in accordance with state codes, is required before issuance of the trailer park or campground license.

**History:** Effective August 1, 1988.

**General Authority:** NDCC 23-01-03(3), 23-10-02

**Law Implemented:** NDCC 23-10-07

### **33-33-02-05. Noxious plant and animal control.**

1. The grounds, buildings, and structures of a trailer park or campground must be maintained free of harborage for insects, rodents, and other vermin. Extermination methods and other measures to control insects and rodents must conform with the requirements of the department.
2. All areas must be maintained free of accumulations of debris; the growth of brush, weeds, and grass must be controlled to prevent harborage or breeding places for noxious insects and vermin. Trailer parks and campgrounds must be so maintained as to prevent the growth of noxious weeds considered detrimental to health.
3. Storage areas must be maintained so as to prevent rodent harborage; lumber, firewood, pipe, and other building materials must be stored neatly at least one foot [.3 meter] above the ground.

**History:** Effective August 1, 1988.

**General Authority:** NDCC 23-01-03(3), 23-10-02

**Law Implemented:** NDCC 23-10-07

### **33-33-02-06. Maintenance of service buildings.**

1. Service buildings, sinks, toilets, and other equipment must be kept in a clean and sanitary condition and in good repair at all times.
2. Toilet tissue must be provided and conveniently located in each toilet room.

**History:** Effective August 1, 1988.

**General Authority:** NDCC 23-01-03(3), 23-10-02

**Law Implemented:** NDCC 23-10-07

### **33-33-02-07. License fees.**

The department shall charge the following fees for licenses to operate trailer parks or campgrounds in this state:

1. For a trailer park or campground containing at least three but not more than ten lots, ninety dollars.
2. For a trailer park or campground containing at least eleven but not more than twenty-five lots, one hundred thirty-five dollars.
3. For a trailer park or campground containing at least twenty-six but not more than fifty lots, one hundred seventy-five dollars.
4. For a trailer park or campground containing at least fifty-one but not more than one hundred lots, two hundred twenty dollars.
5. For a trailer park or campground containing at least one hundred one but not more than one hundred fifty lots, two hundred seventy dollars.
6. For a trailer park or campground containing at least one hundred fifty-one but not more than two hundred lots, three hundred twenty dollars.
7. For a trailer park or campground containing at least two hundred one but not more than two hundred fifty lots, three hundred seventy dollars.

8. For a trailer park or campground containing more than two hundred fifty lots, four hundred twenty dollars.

The department shall waive the license fee for any trailer park or campground owned by the state, a municipality, or a nonprofit organization.

**History:** Effective January 1, 2006; amended effective April 1, 2008; January 1, 2014.

**General Authority:** NDCC 23-01-03

**Law Implemented:** NDCC 23-10-07



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

**To:** West Fargo City Commission

**From:** Dan Hanson, City Engineer

**Date:** October 3, 2022

**Subject:** Sanitary Lift Station System Rehabilitation (SA 2,3,12, &15)

**Action:** Create Project No. 1343, Approve Engineer's Report, Direct Engineer to prepare Plans and Specifications and prepare a Task Order for Basic Services.

**Commission President**

Bernie Dardis

Primary Portfolio:

Administration/Finance

Secondary Portfolio:

Street, Water and Sewer

**Commission**

**Vice President**

Brad Olson

Primary Portfolio:

Street, Water and Sewer

Secondary Portfolio:

Sanitation

**Commissioner**

Roben Anderson

Primary Portfolio:

Planning, Zoning and  
Engineering

Secondary Portfolio:

Administration/Finance

**Commissioner**

Mark Simmons

Primary Portfolio:

Police and Fire

Secondary Portfolio:

Planning, Zoning and  
Engineering

**Commissioner**

Mandy George

Primary Portfolio:

Sanitation

Secondary Portfolio:

Police and Fire

**City Administrator**

Tina Fisk

**Assistant City Administrator**

Dustin T. Scott

**New Information and Recommendation:**

Since the adoption of the CIP in 2020, there has been an ongoing effort to study and evaluate existing sanitary sewer lift stations, corresponding force mains and related infrastructure. The focus has primarily been on (16) aging sewer lift stations within the City's "Core Area" with an additional site located on 40<sup>th</sup> Ave just west of the diversion channel. In 2021, the City Commissioner authorized construction to start on the (4) most critical locations (refer to Project No. 1338), which was substantially completed Fall of 2021. In 2022, the City Commission authorized construction to start on the next (4) lift stations (refer to Project No. 1340) that were identified as needing immediate rehab in priority group two (2), which is currently under construction.

Engineering and Public Works staff have continued these efforts to prevent failures and extend the service life of current infrastructure. A detailed analysis has been completed and a project scope identifying this next priority group of lifts has been outlined in the Preliminary Engineer's Report. The report includes reference maps identifying the improvement areas as well as associated cost estimates.

The following documents are attached for review/consideration:

- Engineer's Report
- Four (4) associated Resolutions

Staff Recommendation: Create Project No. 1343, Approve Engineer's Report, Direct Engineer to prepare Plans and Specifications and a Task Order for Basic Services.

**Financial Analysis:**

The 2022 CIP listed the project with a cost of \$1,250,000 and identified project funding to be sewer bonds; however final project financing will be determined which could include Capital Improvement Sales Tax. We do not anticipate any special assessments associated with this project. Per the Preliminary Engineering Report prepared by the Consultant, costs for this project are estimated to be \$1,200,000.

**Previously Presented Information and Commission Actions:**

**Date-** N/A

## **Engineer's Report**

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

### **Project No. 1343**

#### *Sanitary Sewer System Rehabilitations, Replacements, and Incidentals SA2, SA3, SA12 and SA25*

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

Public Works identified several sanitary sewer lift stations in town as being in poor condition and in critical need of rehabilitation. A study was conducted by Moore Engineering to evaluate these lift stations along with related force mains and other system components. Sixteen (16) lift stations were included, which are primarily located between Main Ave and I-94. The lifts were categorized by level of work needed and the priority of such work, and categorized into 4 groups. As work on priority groups one and two proceeded in 2020 and 2021, a preliminary engineering report for priority group three is attached, including cost estimates and reference maps for the improvements proposed for Project No. 1343.

Four (4) lift stations were identified as needing immediate rehab in priority group three and are included in the Estimate of Probable Cost. The project will consist of rehabilitating lift stations such as upgrading pumps, replacing or repairing control panels, and wet-well coating applications; as well as modifying associated force mains and other components. At the request of the City of West Fargo Public Works Department, exterior improvements were requested at a fifth lift station as well.

##### **Purpose**

Prevent failures, improve performance and extend service life of the sanitary sewer system in these areas.

##### **Feasibility**

Public Works and Engineering have reviewed the study results and proposed a scope of work for Project No. 1343. The project is feasible and staff considered it to be a very high priority. The 2022 CIP identified a project cost of \$1,250,000 with funding source identified as **sewer bonds** however this could be changed at the Commission's discretion if sales tax funds are preferred. Based on information from the aforementioned study and including soft costs, the proposed project has estimated cost of \$1,200,000.

### Estimate of Probable Cost

|                                  |           |             |
|----------------------------------|-----------|-------------|
| Construction                     |           | \$1,000,000 |
| Bid Proposal Items               | \$900,000 |             |
| Contingency (~10%)               | \$100,000 |             |
| Consultant (Design/Construction) |           | \$120,000   |
| Legal & Administration           |           | \$50,000    |
| Land Acquisition                 |           | \$0         |
| Utility Relocation               |           | \$0         |
| Bonding/Interest                 |           | \$30,000    |
| Total Estimated Cost             |           | \$1,200,000 |

### Source of Funds

|                         |             |             |
|-------------------------|-------------|-------------|
| Special Assessments     |             | \$0         |
| City Funds              |             | \$1,200,000 |
| Capital Impr. Sales Tax | \$0         |             |
| Water/Sewer Revenue     | \$0         |             |
| Water/Sewer Bond        | \$1,200,000 |             |
| Total                   |             | \$1,200,000 |

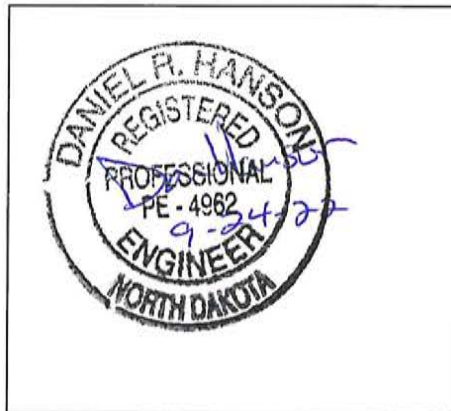
### Supporting Documents (available upon request)

- 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.*



Daniel R. Hanson, P.E.  
ND Registration No. 4962



Commissioner \_\_\_\_\_ introduced the following resolution and moved its adoption:

RESOLUTION CREATING PROJECT NO. 1343 – SANITARY SEWER SYSTEM  
REHABILITATIONS, REPLACEMENTS, AND INCIDENTALS OF THE CITY OF  
WEST FARGO, NORTH DAKOTA

WHEREAS, Daniel Hanson, a Registered Professional Engineer, is the Engineer for the City of West Fargo, and the Board of City Commissioners has consulted with him relating to the establishment, size and form and other matters with regard to Sanitary Sewer System Rehabilitations, Replacements; and Incidentals in Project No. 1343 of the City of West Fargo; and

WHEREAS, it is deemed necessary to establish such a sanitary sewer system rehabilitation project within the City of West Fargo;

NOW THEREFORE, be it resolved as follows:

That there is hereby created Sanitary Sewer System Rehabilitation, Replacements; and Incidentals in Project No. 1343 of the City of West Fargo, North Dakota.

Dated: October 3, 2022

APPROVED:

\_\_\_\_\_  
President of Board of City Commissioners

ATTEST:

\_\_\_\_\_  
City Auditor

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

Commissioner \_\_\_\_\_. On roll call vote the following commissioners voted aye: \_\_\_\_\_  
\_\_\_\_\_. The following commissioners voted  
nay: \_\_\_\_\_. The following commissioners were absent and not voting: \_\_\_\_\_.  
The majority having voted aye, the motion carried and the resolution was duly adopted.

Commissioner \_\_\_\_\_ introduced the following resolution and moved its adoption:

RESOLUTION DIRECTING ENGINEER TO PREPARE REPORT

BE IT RESOLVED by the Board of City Commissioners of the City of West Fargo, deeming it necessary to make certain improvements consisting of rehabilitating sanitary sewer lift station along with modifying and/or replacing associated forcemains and other system components, related incidentals, and all other appurtenances, contrivances and structures used or useful in connection with the above specified improvements, be constructed and made in Project No. 1343 –Sanitary Sewer System Rehabilitations, Replacements and Incidentals of the City of West Fargo, the City hereby directs Daniel Hanson, the Engineer for the City of West Fargo and being a competent engineer, to prepare a report as to the general nature, purpose and feasibility of the proposed project and an estimate of the probable cost of the work.

Dated: October 3, 2022

APPROVED:

\_\_\_\_\_  
President of Board of City Commissioners

ATTEST:

\_\_\_\_\_  
City Auditor

The motion for the adoption of the foregoing resolution was duly seconded by Commissioner \_\_\_\_\_. On roll call vote the following commissioners voted aye: \_\_\_\_\_  
\_\_\_\_\_. The following commissioners voted nay: \_\_\_\_\_. The following commissioners were absent and not voting: \_\_\_\_\_.  
The majority having voted aye, the motion carried and the resolution was duly adopted.

Commissioner \_\_\_\_\_ introduced the following resolution and moved its adoption:

RESOLUTION APPROVING ENGINEER'S REPORT

BE IT RESOLVED by the Board of City Commissioners of the City of West Fargo, North Dakota, that the report of the Engineer for the City of West Fargo as to the general nature, purpose and feasibility of the proposed improvements in Project No. 1343 - Sanitary Sewer System Rehabilitations, Replacements and Incidentals. An estimate of the probable cost of the work has been filed with this Board and that the same is hereby approved.

Dated: October 3, 2022

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 rehabilitating sanitary sewer lift stations along with modifying and/or replacing associated forcemains and other system componets, and related incidentals, be constructed and made in Project No. 1343 – Sanitary Sewer Syatem Rehabilitations, Replacements, and Incidentals of the City of West Fargo, the City hereby directs Daniel Hanson, the Engineer for the City of West Fargo as being a competent engineer, to prepare plans and specifications for such work.

Dated: October 3, 2022

APPROVED:

\_\_\_\_\_  
President of Board of City Commissioners

ATTEST:

\_\_\_\_\_  
City Auditor

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



"Consent" or "Regular" Agenda Item?

[ Regular ]

**Commission President**

Bernie Dardis

Primary Portfolio:

Administration/Finance

Secondary Portfolio:

Street, Water and Sewer

**Commission**

**Vice President**

Brad Olson

Primary Portfolio:

Street, Water and Sewer

Secondary Portfolio:

Sanitation

**Commissioner**

Roben Anderson

Primary Portfolio:

Planning, Zoning and Engineering

Secondary Portfolio:

Administration/Finance

**Commissioner**

Mark Simmons

Primary Portfolio:

Police and Fire

Secondary Portfolio:

Planning, Zoning and Engineering

**Commissioner**

Mandy George

Primary Portfolio:

Sanitation

Secondary Portfolio:

Police and Fire

**City Administrator**

Tina Fisk

**Assistant City Administrator**

Dustin T. Scott

**To:** West Fargo City Commission

**From:** Andrew Wrucke, Assistant City Engineer

**Date:** October 3, 2022

**Subject:** NDDOT Transportation Alternative (TA) Grant Applications

**Action:** Approve TA Grant Applications; Authorize letters of support

**New Information and Recommendation:**

Staff prepared two (2) grant applications for projects eligible for NDDOT Transportation Alternative (TA) Grants. These applications will be reviewed and considered by MetroCOG, who then awards grant funding based on qualifications and funding availability. If/When a project is awarded a grant, it will be brought back to the City Commission for acceptance and/or whether to proceed with design/construction. This application is for the 2024 and 2025 construction seasons.

The Eaglewood Park to Lights at Sheyenne path was applied for in 2020 and awarded for 2024 construction. This application is for additional funding from MetroCOG to bring the funding percentage from the previous \$290,000 limit to a full 80% funding percentage and to update the cost estimate to present costs. The project will still be planned in 2024, whether or not we receive the additional funding.

The Rivers Bend bike path along 23<sup>rd</sup> Ave is a new project application to connect the Sheyenne Street bike path to 23<sup>rd</sup> Ave/Rivers Bend neighborhood by crossing the Sheyenne River. MetroCOG would be requested to fund the project at 80%.

The following documents are attached for review/consideration:

- TA Grant Applications
- Draft Letters of Support

Staff Recommendation: Approve Grant Applications and Authorize Commission President to sign letters of support.

**Policy Analysis:**

Both projects were developed in conjunction with the Planning department and are identified in previous studies.

The projects will be added/updated in the CIP upon acceptance of the awards.

**Financial Analysis:**

If approved each project will be added to the City's Capital Improvement Plan (CIP). In the past, the local share of these projects were funded through a combination of Capital Improvement Sales Tax (CI) and Special Assessments. The City Commission will have the opportunity to set funding amounts for each project if/when they decide to move forward with design/construction.

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**Previously Presented Information and Commission Actions:**

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None

# CITY OF WEST FARGO

## Eaglewood – The Lights Bike Path

Connecting Eaglewood Park to the  
Lights on Sheyenne

### TRANSPORTATION ALTERNATIVE PROGRAM APPLICATION

CITY OF WEST FARGO | 800 4th Ave E, West Fargo ND 58078

## 1. Project Name

Eaglewood – The Lights Bike Path

## 2. Project Location

Between 9<sup>th</sup> Street W and 5<sup>th</sup> Street W, along 28<sup>th</sup> Ave W. Connecting Eaglewood Park to West Fargo Sports Arena/Lights on Sheyenne. Please refer to the attached map.

## 3. Project Contact

City of West Fargo Engineering

## 4. Contact Person

Daniel Hanson, PE, City Engineer  
City of West Fargo  
800 4<sup>th</sup> Ave E  
West Fargo ND 58078  
701.433.5425  
[daniel.hanson@westfargond.gov](mailto:daniel.hanson@westfargond.gov)

## 5. Project Sponsor

City of West Fargo

## 6. Sponsoring Official

Daniel Hanson, PE, City Engineer  
City of West Fargo  
800 4<sup>th</sup> Ave E  
West Fargo ND 58078  
701.433.5425  
[daniel.hanson@westfargond.gov](mailto:daniel.hanson@westfargond.gov)

## 7. Project Description

The project would connect an existing neighborhood to an entertainment facility in West Fargo. New bike path would connect the Lights at Sheyenne to the neighboring neighborhood and park via 5<sup>th</sup> St W and 28<sup>th</sup> Ave W. The project would use existing city and park property and road right of way to construct an 11' bike path connecting 9<sup>th</sup> St W and 32<sup>nd</sup> Ave W. This would create a loop connecting major bike paths running through the entertainment facility at the Lights at Sheyenne. It would also create an additional connection to Eaglewood Park from the neighborhood.

## 8. Project Cost

The total opinion of probable cost for construction of this project is \$465,535.00. Cost breakdown as proposed under an 80% Federal and 20% local funding ratio would be a **\$372,480.00 Federal share** leaving a \$93,107.00 local share of eligible costs. The detailed estimate completed by Andrew Wrucke is attached. All planning, preliminary engineering, and construction engineering will be paid with local funds.

## 9. What TA category best fits your project?

A. Construction of on-road and off-road trail facilities for pedestrians, bicyclists, and other non-motorized forms of transportation, including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety-related infrastructure, and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990.

## 10. Supporting Data

1. *Is your project part of an identified recreation or transportation plan? If so, explain.*

This project is included in the 2019 MetroCOG Bikeways Gap Analysis.

2. *Is your project tied to another project? If so, please explain.*

No.

3. *How does your project fit with similar projects in your community and/or region?*

This project allows for the connection a city park to a city entertainment district. This will allow local residents the ability to access the district via alternative transportation methods.

4. *Provide documentation of governmental agencies that are in support of this project.*

Letters of support from City of West Fargo and West Fargo Park District are attached.

## 11. Public Accessibility

This project is proposed to be constructed within City of West Fargo owned and maintained property.

## 12. Matching Funds Provided By

City of West Fargo will be providing the matching funds for this project.

## 13. Will Right of Way For This Project Be Needed?

Yes, the City of West Fargo is prepared to acquire additional right of way to complete this project if necessary.

## 14. Maintenance of This Project Will Be Provided By:

West Fargo Public Works will be responsible for providing maintenance of this project.

## 15. Environmental Impacts

- Land Use – No impact.
- Farmland – No impact.
- Social – Positive impact of increased accessibility to a school facility.
- Economic – No impact.
- Relocation – No impact.
- Wetlands – Impact during construction expected to be minimal. City is prepared to obtain necessary clearance and permitting if necessary.
- Flood plain – No impact – City is prepared to obtain necessary clearance and permitting if necessary.
- Threatened or Endangered Species – No impact.
- Cultural Resources – No impact.
- Hazardous Waste – No impact.

## 16. Signatures

### Contact Person / Responsible Official

Daniel Hanson, PE, City Engineer - City of West Fargo

Date

### MPO Official

Cindy Gray, AICP, Executive Director - FM Metro COG

Date

**IMPROVEMENT PROJECT NO. 6058**  
**Eaglewood Park - The Lights on Sheyenne Bike Path**  
**WEST FARGO ND**

*Engineer's Opinion of Probable Cost - Updated 08/2022*

|                           | ITEM                                          | UNIT | QUANTITY | UNIT PRICE  | TOTAL               |
|---------------------------|-----------------------------------------------|------|----------|-------------|---------------------|
| 1.                        | Clear/grub                                    | LSum | 1        | \$35,000.00 | \$35,000.00         |
| 2.                        | Curb Ramp - 6" Concrete                       | Each | 3        | \$750.00    | \$2,250.00          |
| 3.                        | Detectable Warning Panel                      | SF   | 40       | \$60.00     | \$2,400.00          |
| 4.                        | Multi-Use Path/Paving - 11' Width 5" Concrete | SY   | 3,575    | \$85.00     | \$303,875.00        |
| 5.                        | Cleaning                                      | LSum | 1        | \$7,500.00  | \$7,500.00          |
| 6.                        | Storm Water Management                        | LSum | 1        | \$7,500.00  | \$7,500.00          |
| 7.                        | Traffic Control                               | LSum | 1        | \$10,000.00 | \$10,000.00         |
| 8.                        | Sedimentation Control Fence                   | LF   | 3,000    | \$3.50      | \$10,500.00         |
| 9.                        | Topsoil Stripping - 6"                        | CY   | 542      | \$5.00      | \$2,710.00          |
| 10.                       | Seeding - Type II                             | SY   | 6,500    | \$1.00      | \$6,500.00          |
| 11.                       | Mowing                                        | Each | 5        | \$1,000.00  | \$5,000.00          |
| 12.                       | Watering                                      | Each | 5        | \$1,000.00  | \$5,000.00          |
| 13.                       | Mobilization                                  | LSum | 1        | \$25,000.00 | \$25,000.00         |
| Construction Subtotal     |                                               |      |          |             | \$423,235.00        |
| Contingencies             |                                               |      |          |             | \$42,300.00         |
| <b>Total Construction</b> |                                               |      |          |             | <b>\$465,535.00</b> |
| Engineering               |                                               |      |          |             | \$46,553.50         |
| Legal & Administration    |                                               |      |          |             | \$18,621.40         |
| <b>TOTAL PROJECT</b>      |                                               |      |          |             | <b>\$530,709.90</b> |
| State and Federal Funding |                                               |      |          |             | \$372,428.00        |
| City Cost Share (Const)   |                                               |      |          |             | \$93,107.00         |
| City Cost Share (Total)   |                                               |      |          |             | \$158,281.90        |

# CITY OF WEST FARGO

## Sheyenne River Pedestrian Bridge

Connecting Sheyenne Street to  
Veterans Boulevard via 23<sup>rd</sup> Avenue East

### TRANSPORTATION ALTERNATIVE PROGRAM APPLICATION

CITY OF WEST FARGO | 800 4th Ave E, West Fargo ND 58078

## 1. Project Name

Sheyenne River Pedestrian Bridge connecting Sheyenne Street to Veterans Boulevard.

## 2. Project Location

At the intersection of Sheyenne Street and the Sheyenne River and West Fargo Diversion and crossing the Sheyenne River into to an existing trail network at 23<sup>rd</sup> Avenue East. Please refer to the attached map.

## 3. Project Contact

City of West Fargo Engineering

## 4. Contact Person

Daniel Hanson, PE, City Engineer  
City of West Fargo  
800 4<sup>th</sup> Ave E  
West Fargo ND 58078  
701.433.5425  
[dustin.scott@westfargond.gov](mailto:dustin.scott@westfargond.gov)

## 5. Project Sponsor

City of West Fargo

## 6. Sponsoring Official

Daniel Hanson, PE, City Engineer  
City of West Fargo  
800 4<sup>th</sup> Ave E  
West Fargo ND 58078  
701.433.5425  
[dustin.scott@westfargond.gov](mailto:dustin.scott@westfargond.gov)

## 7. Project Description

The project would create a much needed connection over the Sheyenne River between the eastern portion of West Fargo and the western portion of West Fargo south of Interstate 94. This project would essentially connect the trail network of Veteran's Boulevard with that of Sheyenne Street providing a major increase in access for the public to recreational facilities, civic opportunities, and commerce. The project would include accessibility measures consistent with the American with Disabilities Act of 1990 and provide wayfinding measures

to highlight the trail network and the accessibility from the new multi-use path network along Sheyenne Street to Rivers Bend Park.

## 8. Project Cost

The total opinion of probable cost for construction of this project is \$761,450. Cost breakdown as proposed under an 80% Federal and 20% local funding ratio would be a **\$609,160 Federal share** leaving a \$152,290 local share of eligible costs. The detailed estimate completed by Andrew Wrucke is attached. All planning, preliminary engineering, and construction engineering will be paid with local funds.

## 9. What TA category best fits your project?

A. Construction of on-road and off-road trail facilities for pedestrians, bicyclists, and other non-motorized forms of transportation, including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety-related infrastructure, and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990.

## 10. Supporting Data

1. *Is your project part of an identified recreation or transportation plan? If so, explain.*

This project is identified in the 2016 Fargo-Moorhead Metropolitan Bicycle and Pedestrian Plan and is included in the West Fargo Comprehensive Plan – West Fargo 2.0.

2. *Is your project tied to another project? If so, please explain.*

No

3. *How does your project fit with similar projects in your community and/or region?*

This project provides increased non-motorized connectivity to the City's multi-modal network of streets. It provides residents the ability to enjoy recreational amenities and also officers the ability for those who use the trail network for commerce, essential services, and civic functions.

4. *Provide documentation of governmental agencies that are in support of this project.*

Letters of support from City of West Fargo and West Fargo Park District are attached.

## 11. Public Accessibility

This project is proposed to be constructed within City of West Fargo and West Fargo Park District owned and maintained property.

## 12. Matching Funds Provided By

City of West Fargo will be providing the matching funds for this project.

## 13. Will Right of Way For This Project Be Needed?

No additional property or right of way will be needed for this project.

#### 14. Maintenance of This Project Will Be Provided By:

West Fargo Public Works will be responsible for providing maintenance of this project.

#### 15. Environmental Impacts

- Land Use – No impact.
- Farmland – No impact.
- Social – Positive impact of increased accessibility to an established park facility. Positive impact for increased connection across the Sheyenne River.
- Economic – The project is anticipated to increase economic activity by providing an additional connection between commercial and residential areas connected by trail.
- Relocation – No impact
- Wetlands – Impact during construction expected to be minimal. City is prepared to obtain necessary clearance and permitting if necessary.
- Flood plain – No impact – City is prepared to obtain necessary clearance and permitting if necessary.
- Threatened or Endangered Species – No impact.
- Cultural Resources – No impact.
- Hazardous Waste – No impact.

#### 16. Signatures

##### Contact Person / Responsible Official

Daniel Hanson, PE, City Engineer - City of West Fargo

Date

##### MPO Official

Cindy Gray, AICP, Executive Director - FM Metro COG

Date

**IMPROVEMENT PROJECT NO. XXXX**  
**Rivers Bend - Pedestrian Path and Bridge**  
**WEST FARGO ND**

*Engineer's Opinion of Probable Cost - Updated 08/2022*

|                           | ITEM                         | UNIT | QUANTITY | UNIT PRICE   | TOTAL               |
|---------------------------|------------------------------|------|----------|--------------|---------------------|
| 1.                        | Temporary Haul Road          | SY   | 6,000    | \$12.00      | \$72,000.00         |
| 2.                        | Clearing & Grubbing          | LSum | 1        | \$25,000.00  | \$25,000.00         |
| 3.                        | Curb & Gutter                | LF   | 50       | \$25.00      | \$1,250.00          |
| 4.                        | Curb Ramp - 6" Concrete      | Each | 2        | \$750.00     | \$1,500.00          |
| 5.                        | Detectable Warning Panel     | SF   | 40       | \$60.00      | \$2,400.00          |
| 6.                        | Multi-Use Path - 5" Concrete | SY   | 2,400    | \$85.00      | \$204,000.00        |
| 7.                        | Sign                         | Each | 4        | \$250.00     | \$1,000.00          |
| 8.                        | Cleaning                     | LSum | 1        | \$7,500.00   | \$7,500.00          |
| 9.                        | Storm Water Management       | LSum | 1        | \$7,500.00   | \$7,500.00          |
| 10.                       | Traffic Control              | LSum | 1        | \$10,000.00  | \$10,000.00         |
| 11.                       | Inlet Protection Device      | Each | 2        | \$150.00     | \$300.00            |
| 12.                       | Sedimentation Control Fence  | LF   | 5,000    | \$3.50       | \$17,500.00         |
| 13.                       | Rock Construction Entrance   | Each | 1        | \$1,500.00   | \$1,500.00          |
| 14.                       | Topsoil Stripping - 6"       | CY   | 500      | \$5.00       | \$2,500.00          |
| 15.                       | Seeding - Type II            | SY   | 600      | \$1.00       | \$600.00            |
| 16.                       | Mulch - Type B - Hydromulch  | SY   | 600      | \$1.00       | \$600.00            |
| 17.                       | Mowing                       | Week | 6        | \$1,000.00   | \$6,000.00          |
| 18.                       | Watering                     | Week | 6        | \$1,000.00   | \$6,000.00          |
| 19.                       | Bridge Structure             | Each | 1        | \$300,000.00 | \$300,000.00        |
| 20.                       | Mobilization                 | LSum | 1        | \$25,000.00  | \$25,000.00         |
| Construction Subtotal     |                              |      |          |              | \$692,150.00        |
| Contingencies             |                              |      |          |              | \$69,300.00         |
| <b>Total Construction</b> |                              |      |          |              | <b>\$761,450.00</b> |
| Engineering               |                              |      |          |              | \$76,200.00         |
| Legal & Administration    |                              |      |          |              | \$30,500.00         |
| <b>TOTAL PROJECT</b>      |                              |      |          |              | <b>\$868,150.00</b> |
| State and Federal Funding |                              |      |          |              | \$609,160.00        |
| City Cost Share (Const)   |                              |      |          |              | \$152,290.00        |
| City Cost Share (Total)   |                              |      |          |              | \$258,990.00        |

## Recommended Bikeway Concept

The recommendation for Gap 2 heavily utilizes existing sidewalk infrastructure, but also includes construction of new shared use paths. The recommendation includes widening existing sidewalks on the south side of 28th Avenue West between 9th Street West and 7th Street West. East of that point, a new shared use path would be constructed within city-owned property. A northern path spur would link to 27th Avenue West and provide connections for residents.

On the west side of 5th Street West, the existing sidewalk would be widened to between 8'-11' while a new shared use path segment would provide access to the West Fargo Sports Arena. An existing segment on 29th Avenue West be slightly extended to Sheyenne Street, where a new shared use path was constructed in 2019. A temporary construction easement of up to 5' may be required to construct the shared use path.

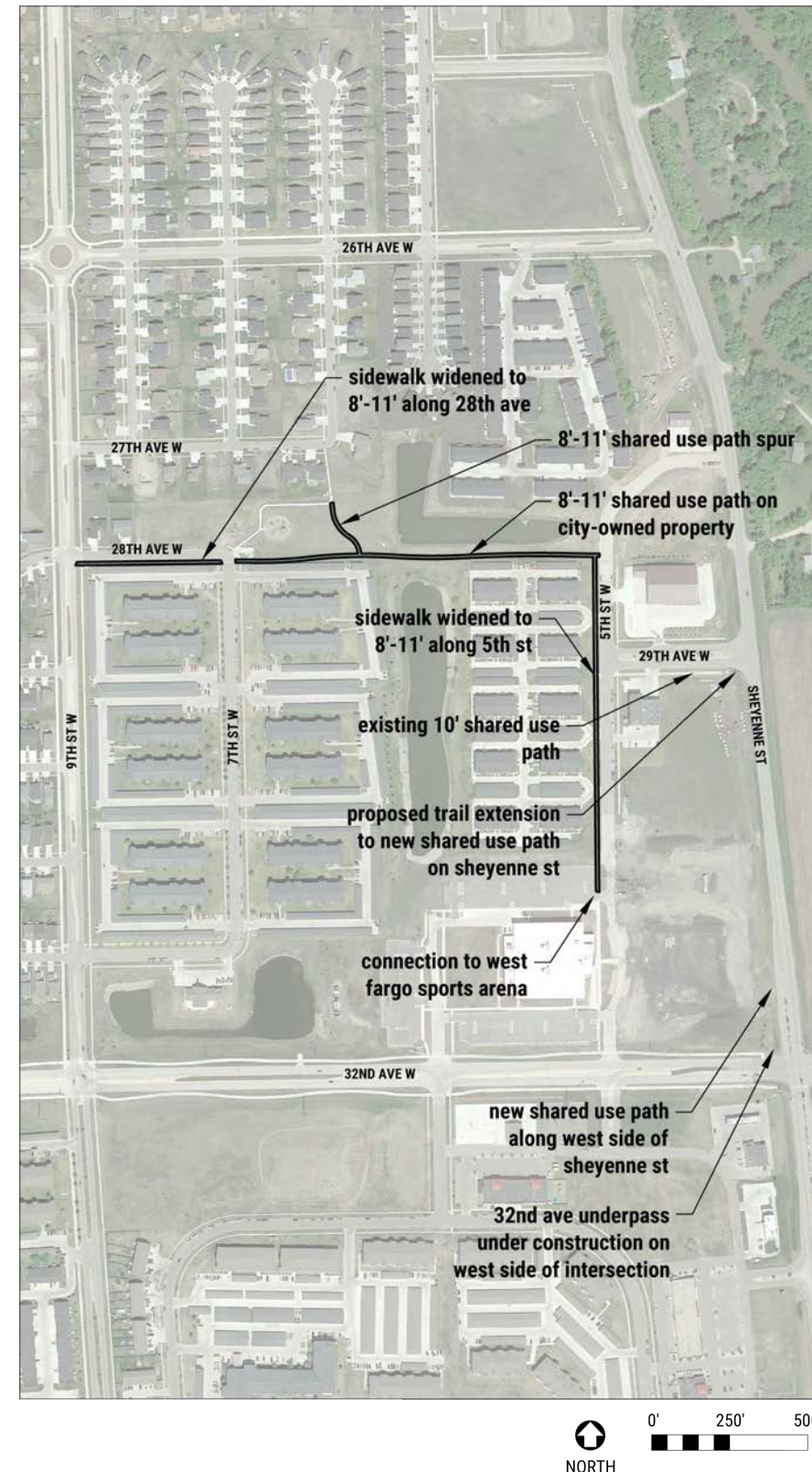
## Planning-Level Cost Estimate

| Recommended Concept | Approximate Cost Range |
|---------------------|------------------------|
| Shared Use Path     | \$240,000 - \$340,000  |

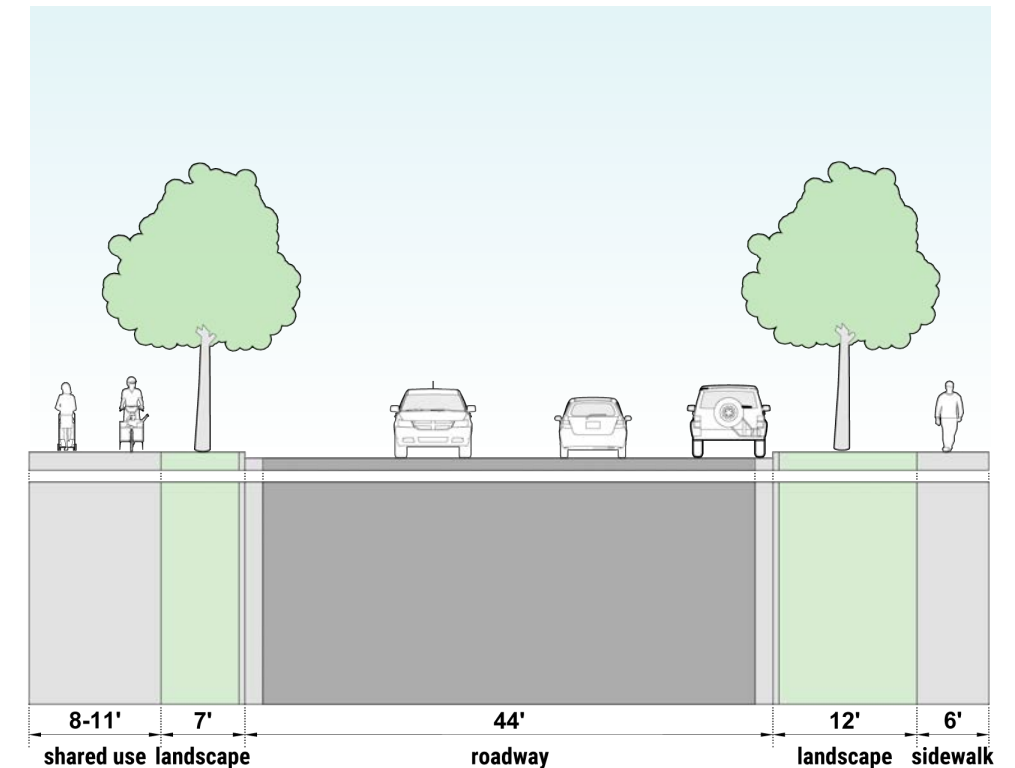
### Cost Estimate Notes:

- Length: 2,925 ft. (0.55 mi.)
- In areas with existing sidewalk, assumes removing existing concrete sidewalks and replacing with entirely new 11-foot concrete shared use paths
- Includes signage and intersection crossing/curb ramp improvements
- Includes an allowance for drainage and landscaping
- Assumes shared use paths do not require any right of way acquisition
- Unit Prices per MnDOT 2018 Statewide Average Bid Prices
- All costs in 2018 dollars

Recommended Concept Alignment

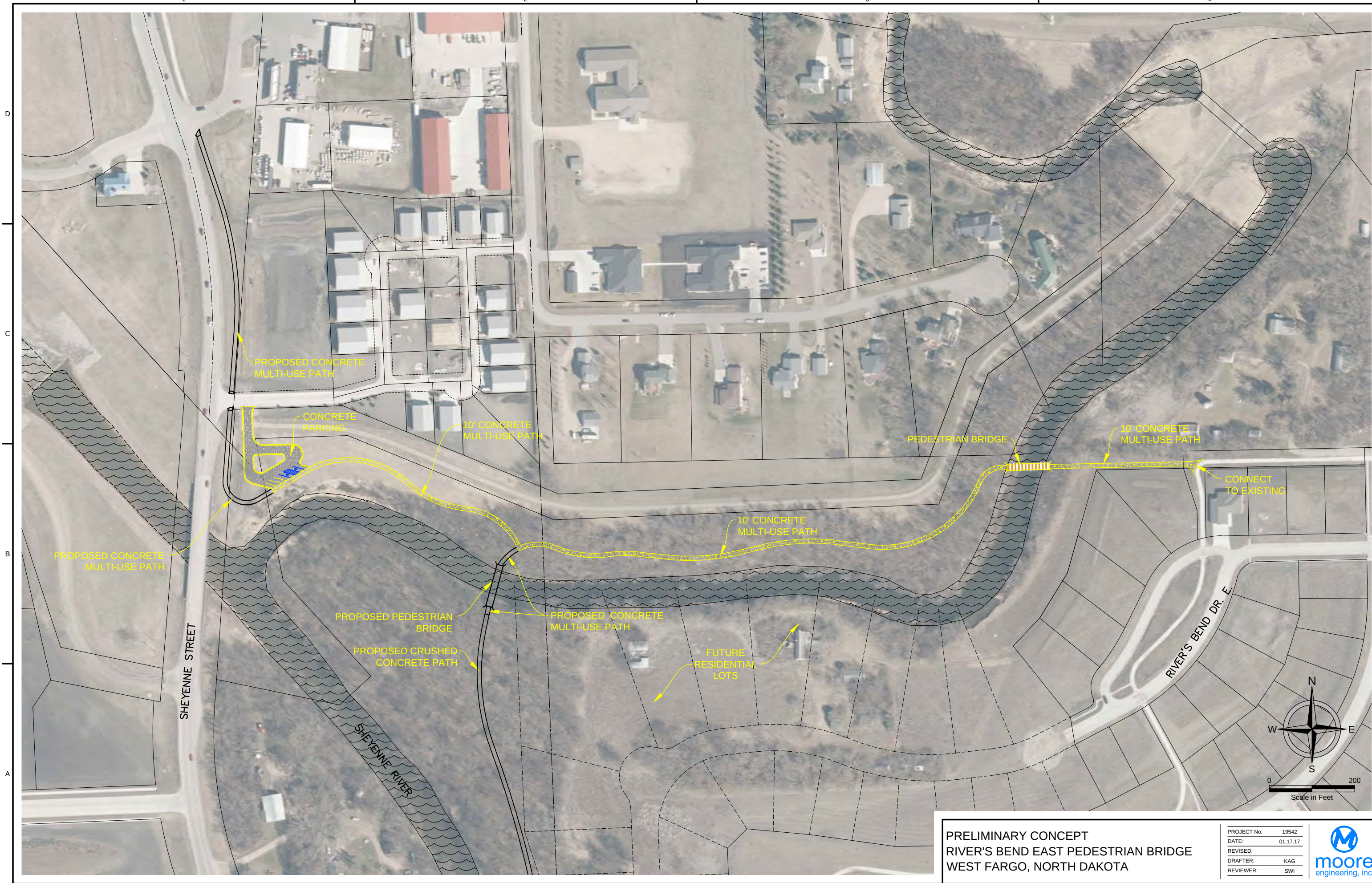


Recommended Concept, Typical Section // 5th Street W, Looking North



### Lead Agency:

- City of West Fargo
- West Fargo Park District





Office of the Commission President

Cindy Gray, Executive Director  
Fargo-Moorhead Metropolitan Council of Governments  
Case Plaza Suite 232  
1 - 2nd Street North  
Fargo, ND 58102  
metrocof@fmmetrocof.org

Re: West Fargo Applications for Transportation Alternative Program Funding

Monday, October 3, 2022

Dear Ms. Gray

Please accept this letter of support for the City of West Fargo's transportation alternative program funding application for the construction of a bike path to connect Eaglewood Park to The Lights on Sheyenne entertainment mixed use district. This project will provide a vital connection between two existing community amenities that serve West Fargo.

Eaglewood Park is located within the Brooks Harbor Elementary School boundary, which serves approximately 400 students each year. The area surrounding it includes single and multifamily residences, as well as mixed use and commercial spaces. It is also in close proximity to Sheyenne Street, which underwent an extensive reconstruction that included installing shared use paths from 40<sup>th</sup> Avenue W. to 13<sup>th</sup> Avenue W.

The Lights on Sheyenne entertainment mixed use district lies approximately 1 mile south of Eaglewood Park. This district includes mixed-use buildings, community plaza space, and the West Fargo Sports Arena, which houses the school district's hockey facilities. This area is a major destination for residents of all ages looking for activities and entertainment.

The construction of this bike path will serve as a safe path for residents to travel throughout the neighborhood, including to schools for those on the south end of the boundary, and to The Lights on Sheyenne district. This project is a great example of the City's efforts to link our community members' to civic, recreational, and commercial amenities using multiple modes of transportation.

We thank you for the opportunity to apply for this grant and look forward to working with our state and federal transportation partners in continuing to provide a safe and efficient transportation network for all of our residents and visitors.

A handwritten signature in black ink, appearing to read "Bernie Dardis".

Bernie Dardis, City of West Fargo Commission President  
Email: [bernie.dardis@westfargond.gov](mailto:bernie.dardis@westfargond.gov)  
Phone: 701-715-8343



Office of the Commission President

Cindy Gray, Executive Director  
Fargo-Moorhead Metropolitan Council of Governments  
Case Plaza Suite 232  
1 - 2nd Street North  
Fargo, ND 58102  
metrocof@fmmetrocog.org

Re: West Fargo Applications for Transportation Alternative Program Funding

Monday, October 3, 2022

Dear Ms. Gray

Please accept this letter of support for the City of West Fargo's transportation alternative program funding application for the construction of a pedestrian bridge and multi-use path connecting Sheyenne Street to Veterans Boulevard. This project will connect an existing system of non-motorized pathways to provide complete east to west access across West Fargo.

Sheyenne Street and Veterans Boulevard are both hubs of commerce in the City of West Fargo as well as home to schools, parks, community gathering spaces, and single and multi-family residential. The addition of this path will help to fill in the current gap of 1.5 miles with no east to west pedestrian connectivity. This project could potentially save a pedestrian over 30 minutes in their commute as well as improve safety by keeping pedestrians on designated paths and off of streets designed only for motorized travel.

In addition to the improvements for those who will utilize this path for essential travel, the addition of this path will help to complete east to west biking, walking, and running paths. Residents can now cross the Sheyenne River and enjoy recreational activities in an underutilized part of our community.

This project will allow residents to access recreational activities, visit businesses, and travel throughout their neighborhoods safely and efficiently regardless of access to motorized transportation.

We thank you for the opportunity to apply for this grant and look forward to working with our state and federal transportation partners in continuing to provide a safe and efficient transportation network for all of our residents and visitors.

A handwritten signature in black ink, appearing to read "Bernie Dardis".

Bernie Dardis, City of West Fargo Commission President  
Email: [bernie.dardis@westfargond.gov](mailto:bernie.dardis@westfargond.gov)  
Phone: 701-715-8343

# 2023 ANNUAL BUDGET



WEST FARGO  
FIRE

Commissioners and Residents of West Fargo,

Administration and staff are honored to present to you the Final Budget for 2023. The budget represents all departments' efforts to provide the level of service the public expects while working to keep costs down in a difficult economy.

2023 BUDGET FACTORS

- The current value of one mill brings in approximately \$232,014 for 2023.
- Inflation is currently running approximately 8%-9%
- A 4% cost of living adjustment for employee is included.
- A 9% health Insurance Increase is included.

GENERAL FUND

- Mill levy for final budget 2023 is 72.21 a decrease of .48 mills from 2022.
- Increased expenses in the general fund over 2022 are \$4.25 million dollars.
- STAFF ADDITIONS
  - Addition of 1 Survey Manager and 1 Engineering Technician for the Engineering Department.
  - Addition of 1 Coordinator in the Communications department.
  - Addition of 1 Property Appraiser in Assessing Department.
  - Addition of 1 ROW Operator and 1 Equipment Operator in the Street Department
  - Addition of 5 patrol officers, 1 administrative assistant, 1 Body-Worn Camera Records Specialist and 1 School Resource Officer (funded by West Fargo Public Schools) in the Police Department.

- Detail of changes are below:

| Department               | Increase/<br>(decrease) |
|--------------------------|-------------------------|
| • Court                  | \$ 80,355               |
| • Administration         | \$ 188,990              |
| • Finance                | \$ 42,354               |
| • Assessor               | \$ 91,995               |
| • Economic Development   | \$ 56,927               |
| • Human Resources        | \$ 105,999              |
| • Information Technology | \$ 206,326              |
| • Engineering            | \$ 325,022              |
| • Non-Departmental       | \$ 119,179              |
| • Communications         | \$ 117,879              |
| • Planning               | \$ 306,741              |
| • Police Department      | \$ 2,094,547            |
| • Streets                | \$ 494,457              |
| • Public Works           | \$ 38,367               |
| • Fleet and Facility     | \$ (68,440)             |
| • Transfers Out          | \$ -                    |
| • Reserve                | \$ 50,000               |
| Total                    | \$ 4,250,698            |

- The mill decrease is obtained through:
  - Increases in the mill value.
  - Increases in interest revenue.
  - Increases in other revenues and transfers into the general fund.
  - See below for additional information

| Department                              | Increase/<br>(decrease) |
|-----------------------------------------|-------------------------|
| • <i>Property Taxes</i>                 | <i>1,587,396.00</i>     |
| • <i>Sales Taxes</i>                    | -                       |
| • <i>Other Taxes</i>                    | <i>(1,350.00)</i>       |
| • <i>Special Assessments</i>            | -                       |
| • <i>Franchise Fees</i>                 | <i>59,000.00</i>        |
| • <i>License and Permits</i>            | <i>173,100.00</i>       |
| • <i>Intergovernmental</i>              | <i>444,000.00</i>       |
| • <i>Charges for Services</i>           | <i>(49,460.00)</i>      |
| • <i>Fines and Forfeits</i>             | <i>(147,670.00)</i>     |
| • <i>Grants and Donations</i>           | <i>165,950.00</i>       |
| • <i>Investment Income</i>              | <i>1,650,000.00</i>     |
| • <i>Miscellaneous</i>                  | -                       |
| • <i>Transfers In</i>                   | <i>1,731,209.00</i>     |
| • <i>Public Utility</i>                 | -                       |
| <b>Revenues and Transfers In Total:</b> | <i>5,612,175.00</i>     |

OTHER LEVIED SPECIAL FUNDS

**LIBRARY FUND**

- Levy for 2023 is 8.40 mills. This is a .05 mill decrease from 2022.
- Total budgeted expenditures for 2023 are \$1,845,888. This is an increase of \$120,612 from the 2022 budget.

**FIRE FUND**

- Levy for 2023 is 17.60 mills. This is a decrease of .12 mills from 2022.
- Total budgeted expenditures for 2023 are \$6,117,268. This is an increase of \$2,156,643 from the 2022 budget.
- STAFF ADDITIONS:
  - Addition of 10 Firefighters (staggered hires) 2 battalion chiefs, 1 Fire inspector and 1 Office coordinator for the Fire Department.

**CITY SHARE OF SPECIAL ASSESSMENT FUND**

- Levy for 2023 is 1.12 mills. This is a decrease of .01 mills from 2022.
- Total budgeted expenditures for 2023 are \$248,537. This is an increase of \$ 33,867 from the 2022 budget.

**AIRPORT AUTHORITY**

- Levy for 2023 is .81 mills. This is a 0 mill increase from 2022.
- Total budgeted expenditures for 2023 are \$ 183,220. This is an increase of \$7,070 from the 2022 budget.

Thank you,

Tina Fisk  
City Administrator

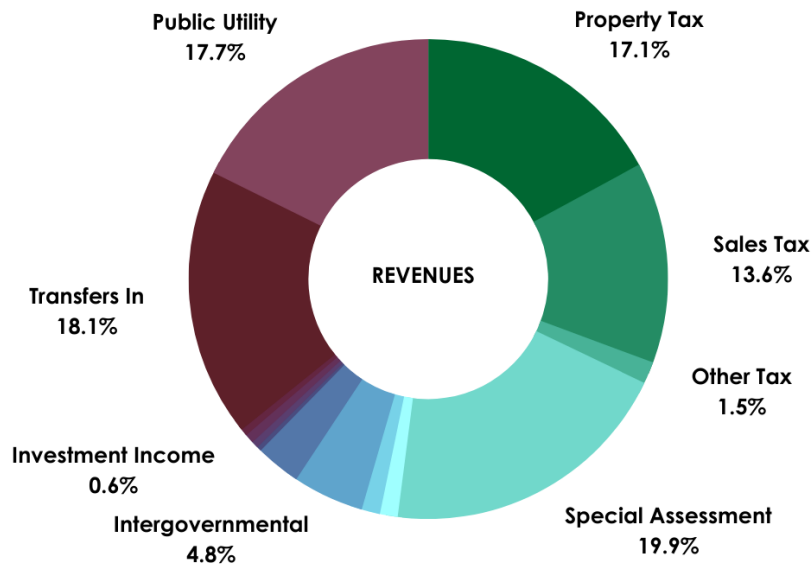
# Summary of All Budgeted Governmental Funds

The City of West Fargo's revenues to cover the expense of providing services to residents and businesses of West Fargo come from multiple sources, including property taxes, sales taxes, special assessments, state and federal funding, public utilities, and licenses and permits. For the 2023 fiscal year, the City of West Fargo's budget outlines \$110,544,514 in revenues and \$115,439,173 in expenses. This creates an estimated total deficit of \$4,894,659.

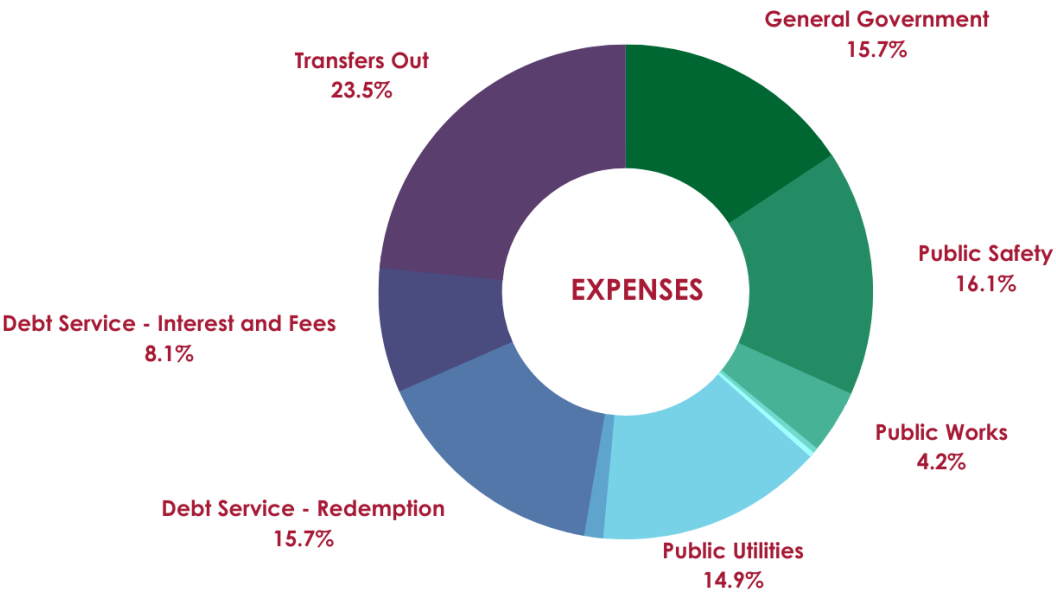
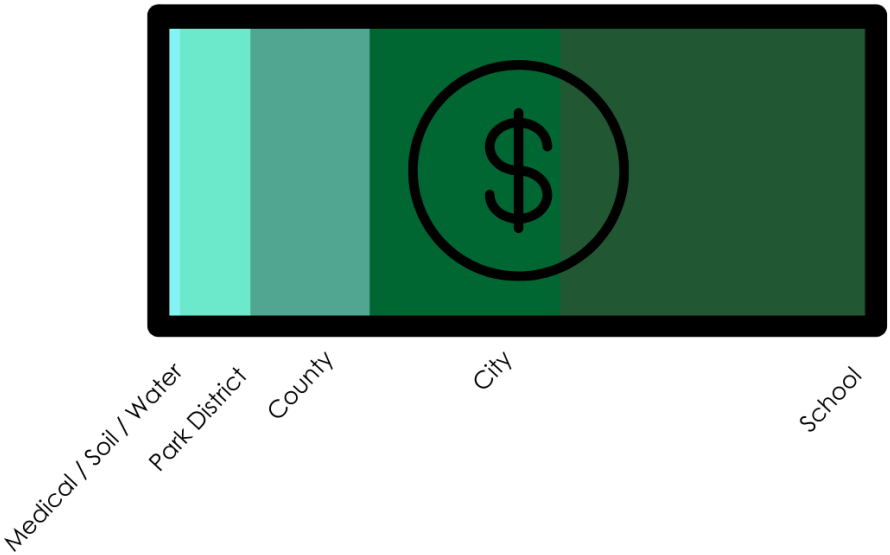
The deficit is balanced through increased property values, interest revenue and transfers to the general fund from other sources. The consolidated total of all City of West Fargo funds balances to \$144,985,199 following these adjustments.

The following pages include additional details about the revenues and expenses that have been budgeted for the 2023 fiscal year.

## BUDGET BREAKDOWN



## WHERE DO YOU YOUR TAX DOLLARS GET SPENT



BUDGET FACTORS

VALUE OF A MILL  
1 mill = \$232,014 property tax funds

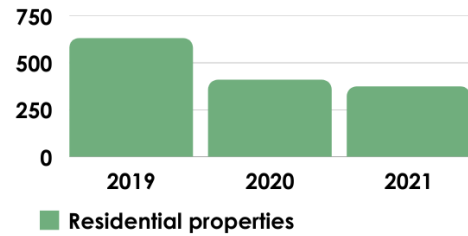
PROPERTY VALUE  
2.5 \$2.5 million increase in property value

BALANCING THE BUDGET  
2,400 \$2,400,000 from General Fund Reserves  
34,183 \$34,183,355 estimated fund balance  
500 \$500,000 from Special Revenue Funds  
43,898 \$43,898,978 estimated fund balance

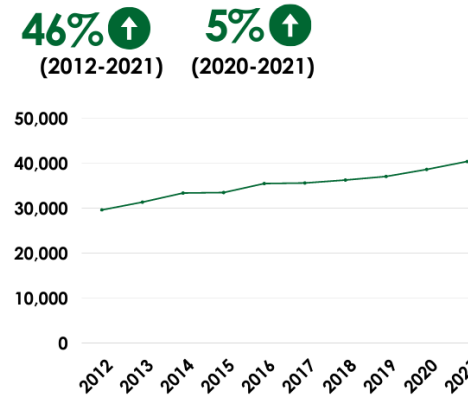
STATE AID & HIGHWAY TAX REVENUE  
return to pre-pandemic levels

INVESTMENT INCOME  
1 \$1,000,000 in interest income

PROPERTY GROWTH



POPULATION GROWTH



INCREASE IN PUBLIC SAFETY NEEDS



INCREASE IN PUBLIC SERVICE NEEDS



EMPLOYMENT FACTORS

INFLATION 8-9% increase HEALTH INSURANCE 9% increase

COST OF LIVING ADJUSTMENT 4% increase

NEW EMPLOYEE REQUESTS  
29 employee requests  
76% of new employees will work in public safety departments

# City of West Fargo, North Dakota - Summary of All Budgeted Funds

| FISCAL YEAR 2023                   | Governmental Funds |                |                 | Proprietary Funds |                     | Agency     | Consolidated Totals |
|------------------------------------|--------------------|----------------|-----------------|-------------------|---------------------|------------|---------------------|
|                                    | General Fund       | Debt Service   | Special Revenue | Water Utility     | Non-Major Utilities | Park       |                     |
| Revenues and Transfers In          |                    |                |                 |                   |                     |            |                     |
| • Property Taxes                   | \$ 12,222,219      | \$ -           | \$ 6,475,195    | \$ -              | \$ -                | \$ -       | \$ 18,697,414       |
| (Discount on Taxes)                | \$ (432,222)       |                | \$ (238,566)    |                   |                     |            | \$ (670,788)        |
| • Sales Taxes                      | \$ -               | \$ -           | \$ 14,323,125   | \$ -              | \$ -                | \$ -       | \$ 14,323,125       |
| • Other Taxes                      | \$ 73,650          | \$ 1,195,000   | \$ 293,055      | \$ -              | \$ -                | \$ -       | \$ 1,561,705        |
| • Special Assessments              | \$ 310,000         | \$ 20,282,953  | \$ 32,300       | \$ -              | \$ -                | \$ 394,675 | \$ 21,019,928       |
| • Franchise Fees                   | \$ 1,269,000       | \$ -           | \$ -            | \$ -              | \$ -                | \$ -       | \$ 1,269,000        |
| • License and Permits              | \$ 1,416,600       | \$ -           | \$ 13,000       | \$ -              | \$ -                | \$ -       | \$ 1,429,600        |
| • Intergovernmental                | \$ 2,460,000       | \$ -           | \$ 2,833,448    | \$ -              | \$ -                | \$ -       | \$ 5,293,448        |
| • Charges for Services             | \$ 2,708,410       | \$ -           | \$ 503,013      | \$ -              | \$ -                | \$ -       | \$ 3,211,423        |
| • Fines and Forfeits               | \$ 320,000         | \$ -           | \$ -            | \$ -              | \$ -                | \$ -       | \$ 320,000          |
| • Grants and Donations             | \$ 225,450         | \$ -           | \$ 270,200      | \$ -              | \$ -                | \$ -       | \$ 495,650          |
| • Investment Income                | \$ 2,285,270       | \$ -           | \$ 24,000       | \$ -              | \$ -                | \$ -       | \$ 2,309,270        |
| • Miscellaneous                    | \$ 20,000          | \$ -           | \$ 477,800      | \$ -              | \$ -                | \$ -       | \$ 497,800          |
| • Transfers In                     | \$ 5,744,079       | \$ 1,043,146   | \$ 15,334,203   | \$ -              | \$ -                | \$ -       | \$ 22,121,428       |
| • Public Utility                   | \$ -               | \$ -           | \$ -            | \$ 8,710,000      | \$ 9,955,511        | \$ -       | \$ 18,665,511       |
| Revenues and Transfers In Total:   | \$ 28,622,456      | \$ 22,521,099  | \$ 40,340,773   | \$ 8,710,000      | \$ 9,955,511        | \$ 394,675 | \$ 110,544,514      |
| Financial Uses                     |                    |                |                 |                   |                     |            |                     |
| • General Government               | \$ 9,290,199       | \$ -           | \$ 8,676,003    | \$ -              | \$ -                | \$ -       | \$ 17,966,202       |
| • Public Safety                    | \$ 12,206,385      | \$ -           | \$ 6,129,688    | \$ -              | \$ -                | \$ -       | \$ 18,336,073       |
| • Public Works                     | \$ 4,741,835       | \$ -           | \$ 32,964       | \$ -              | \$ -                | \$ -       | \$ 4,774,799        |
| • Public Transportation            | \$ 410,540         | \$ -           | \$ -            | \$ -              | \$ -                | \$ -       | \$ 410,540          |
| • Unallocated                      | \$ -               | \$ -           | \$ -            | \$ -              | \$ -                | \$ 394,675 | \$ 394,675          |
| • Public Utilities                 | \$ -               | \$ -           | \$ -            | \$ 6,179,956      | \$ 10,883,645       | \$ -       | \$ 17,063,601       |
| • Capital Outlay                   | \$ 706,550         | \$ -           | \$ 117,700      | \$ 314,000        | \$ 287,000          | \$ -       | \$ 1,425,250        |
| • Debt Service - Normal Redemption | \$ -               | \$ 17,251,869  | \$ -            | \$ 800,000        | \$ -                | \$ -       | \$ 18,051,869       |
| • Debt Service - Interest and Fees | \$ -               | \$ 9,051,373   | \$ -            | \$ 292,882        | \$ -                | \$ -       | \$ 9,344,255        |
| • Transfers Out                    | \$ 47,915          | \$ -           | \$ 27,443,173   | \$ -              | \$ 180,821          | \$ -       | \$ 27,671,909       |
| Financial Uses Total:              | \$ 27,403,424      | \$ 26,303,242  | \$ 42,399,528   | \$ 7,586,838      | \$ 11,351,466       | \$ 394,675 | \$ 115,439,173      |
| Surplus (Deficit)                  | \$ 1,219,032       | \$ (3,782,143) | \$ (2,058,755)  | \$ 1,123,162      | \$ (1,395,955)      | \$ -       | \$ (4,894,659)      |
| Fund/Equity Balance - Beginning    | \$ 32,964,323      | \$ 57,822,167  | \$ 45,957,733   | \$ 7,215,764      | \$ 5,032,277        | \$ 887,594 | \$ 149,879,858      |
| Fund/Equity Balance - Ending       | \$ 34,183,355      | \$ 54,040,024  | \$ 43,898,978   | \$ 8,338,926      | \$ 3,636,322        | \$ 887,594 | \$ 144,985,199      |

# City of West Fargo, North Dakota - Preliminary 2023 Budget by Functional Area

|                                         | Account     | 2021 Actual   | 2022 Budget   | 2023 Budget   | Increase/(Decrease) in \$ |
|-----------------------------------------|-------------|---------------|---------------|---------------|---------------------------|
| <b>General Funds</b>                    |             |               |               |               |                           |
| • Court                                 | 1000-412000 | \$ 661,161    | \$ 657,450    | \$ 732,633    | \$ 75,183                 |
| • Administration                        | 1000-414000 | \$ 528,375    | \$ 518,856    | \$ 718,463    | \$ 199,607                |
| • Finance                               | 1000-414100 | \$ 535,915    | \$ 570,912    | \$ 627,484    | \$ 56,572                 |
| • Assessor                              | 1000-414101 | \$ 569,523    | \$ 646,244    | \$ 739,379    | \$ 93,135                 |
| • Economic Development                  | 1000-414102 | \$ 245,985    | \$ 285,486    | \$ 163,339    | \$ (122,147)              |
| • Human Resources                       | 1000-414103 | \$ 423,475    | \$ 500,508    | \$ 595,280    | \$ 94,772                 |
| • Information Technology                | 1000-414104 | \$ 704,170    | \$ 724,353    | \$ 913,505    | \$ 189,152                |
| • Engineering                           | 1000-414200 | \$ 695,872    | \$ 1,064,020  | \$ 1,258,530  | \$ 194,510                |
| • Non-Departmental                      | 1000-415000 | \$ 1,168,597  | \$ 1,014,234  | \$ 1,249,686  | \$ 235,452                |
| • Communications                        | 1000-416200 | \$ 310,192    | \$ 422,821    | \$ 591,780    | \$ 168,959                |
| • Planning                              | 1000-418000 | \$ 1,380,870  | \$ 1,636,794  | \$ 1,930,160  | \$ 293,366                |
| • Police Department                     | 1000-421000 | \$ 9,252,924  | \$ 10,366,730 | \$ 12,206,385 | \$ 1,839,655              |
| • Streets                               | 1000-43000X | \$ 2,864,220  | \$ 3,520,618  | \$ 4,257,048  | \$ 736,430                |
| • Public Works                          | 1000-450000 | \$ 175,496    | \$ 352,858    | \$ 384,053    | \$ 31,195                 |
| • Fleet and Facility                    | 1000-455000 | \$ 580,286    | \$ 945,033    | \$ 835,699    | \$ (109,334)              |
| • Transfers Out                         | 1000-521000 | \$ 12,166     | \$ -          |               | \$ -                      |
| • Reserve                               | 1001-415000 | \$ 131,314    | \$ 200,000    | \$ 200,000    | \$ -                      |
| <b>Total General Funds</b>              |             | \$ 20,240,541 | \$ 23,426,917 | \$ 27,403,424 | \$ 3,976,507              |
| <b>Other Levied Special Funds</b>       |             |               |               |               |                           |
| • City's Share of Specials              | 2030-490000 | \$ 206,055    | \$ 214,670    | \$ 248,537    | \$ 33,867                 |
| • Fire Department                       | 2060-415200 | \$ 4,396,955  | \$ 3,960,625  | \$ 6,117,268  | \$ 2,156,643              |
| • Library                               | 7000-411600 | \$ 1,515,776  | \$ 1,725,276  | \$ 1,845,888  | \$ 120,612                |
| • Airport Authority                     | 7050-500000 | \$ 103,676    | \$ 176,150    | \$ 183,220    | \$ 7,070                  |
| <b>Total Other Levied Special Funds</b> |             | \$ 6,222,462  | \$ 6,076,721  | \$ 8,394,913  | \$ 2,318,192              |
|                                         |             |               |               |               |                           |
| <b>Total Levied Funds</b>               |             | \$ 26,463,003 | \$ 29,503,638 | \$ 35,798,337 | \$ 6,294,699              |

| Special Funds                      |             |                |                |                |                |
|------------------------------------|-------------|----------------|----------------|----------------|----------------|
| • Sales Tax                        | 2000-521000 | \$ 16,823,225  | \$ 13,441,000  | \$ 14,078,040  | \$ 14,454,125  |
| • Park                             | 2050-451000 | \$ 956,944     | \$ 784,000     | \$ 784,000     | \$ 956,944     |
| • Gaming Funds                     | 2110-521000 | \$ -           | \$ 12,000      | \$ 12,000      | \$ 12,000      |
| • Municipal Highway Fund           | 2130-510000 | \$ 1,685,142   | \$ 1,447,000   | \$ 1,447,000   | \$ 1,845,504   |
| • Tourism and Events               | 2140, etc   | \$ 11,000      | \$ -           | \$ -           | \$ -           |
| • FM Convention Visitor's Bureau   | 2141-411500 | \$ 280,743     | \$ 182,700     | \$ 277,500     | \$ 293,055     |
| • Vector Control                   | 2200-427500 | \$ 64,230      | \$ 132,000     | \$ 105,000     | \$ 132,000     |
| • Forestry                         | 2210-428000 | \$ 255,998     | \$ 295,074     | \$ 295,924     | \$ 398,271     |
| • City Utility                     | 2230-454000 | \$ 175,575     | \$ 126,000     | \$ 115,000     | \$ 130,000     |
| • Operating Reserve                | 2241-445105 | \$ 350,402     | \$ 1,907,820   | \$ 1,907,820   | \$ 730,000     |
| • Plaza 32 & Veterans Plaza        | 23XX-4521X0 | \$ 331,058     | \$ -           | \$ 494,326     | \$ 486,145     |
| • Night to Unite                   | 2500-415000 | \$ 4,728       | \$ 5,200       | \$ 5,200       | \$ 5,000       |
| • Miscellaneous Special Funds      | 2XXX-XXXXXX | \$ 347,098     | \$ -           | \$ -           | \$ 73,558      |
| • Cruise Night                     | 2900-415000 | \$ 36,214      | \$ -           | \$ -           | \$ -           |
| • Asset Forfeitures                | 2950-415000 | \$ 11,937      | \$ 30,000      | \$ 30,000      | \$ 30,000      |
| • Economic Development             | 2960-411900 | \$ 2,551,035   | \$ 3,300,000   | \$ 1,128,500   | \$ 3,603,281   |
| • Capital Improvements             | 2970-480000 | \$ 3,431,071   | \$ 10,194,888  | \$ 5,805,000   | \$ 10,804,732  |
| Total Special Funds                |             | \$ 27,316,400  | \$ 31,857,682  | \$ 26,485,310  | \$ 33,954,615  |
|                                    |             |                |                |                |                |
| Debt Service                       |             |                |                |                |                |
| • Debt Service                     | 3000's      | \$ 55,157,669  | \$ 27,172,790  | \$ 27,172,970  | \$ 26,303,242  |
|                                    |             |                |                |                |                |
| Proprietary Funds                  |             |                |                |                |                |
| • Health and Sanitation Enterprise | 6010-450200 | \$ 4,998,305   | \$ 5,319,149   | \$ 5,417,588   | \$ 5,630,188   |
| • Water Enterprise                 | 6020-450000 | \$ 9,559,834   | \$ 7,786,254   | \$ 7,917,429   | \$ 7,586,838   |
| • Sewer Enterprise                 | 6025-450000 | \$ 4,410,863   | \$ 5,355,685   | \$ 4,963,233   | \$ 5,721,278   |
| Total Proprietary Funds            |             | \$ 18,969,002  | \$ 18,461,088  | \$ 18,298,250  | \$ 18,938,304  |
|                                    |             |                |                |                |                |
| Tree Planting                      |             |                |                |                |                |
| • Tree Planting                    | 5000-422000 | \$ 48,585      | \$ 112,000     | \$ 50,000      | \$ 50,000      |
|                                    |             |                |                |                |                |
| WF Park District Districts         |             |                |                |                |                |
| • WF Park District Districts       | 8XXX-451000 | \$ 519,508     | \$ 406,669     | \$ 406,669     | \$ 394,675     |
|                                    |             |                |                |                |                |
| Total All Funds                    |             | \$ 128,474,167 | \$ 107,513,867 | \$ 102,049,300 | \$ 115,439,173 |

City of West Fargo, North Dakota - Budget 2023 Property Tax/Mill Levy

Value of a mill = \$232,014

| Mills             | 2021 Actual | 2022 Actual | 2023 Requested |
|-------------------|-------------|-------------|----------------|
| General Fund      | 51.65       | 53.04       | 52.68          |
| Share of Specials | 1.13        | 1.13        | 1.12           |
| Fire              | 16.40       | 17.72       | 17.6           |
| Library           | 7.43        | 8.45        | 8.4            |
| Airport           | 0.86        | 0.81        | 0.81           |
| Totals            | 77.47       | 81.15       | 80.61          |

|                        |        |      |        |
|------------------------|--------|------|--------|
| Change from Prior Year | (0.51) | 3.68 | (0.53) |
|------------------------|--------|------|--------|

| Dollars           | 2021 Actual   | 2022 Actual   | 2023 Requested |
|-------------------|---------------|---------------|----------------|
| General Fund      | \$ 9,698,453  | \$ 10,536,697 | \$ 12,222,219  |
| Share of Specials | \$ 212,183    | \$ 222,487    | \$ 258,086     |
| Fire              | \$ 3,079,470  | \$ 3,520,074  | \$ 4,083,290   |
| Library           | \$ 1,395,150  | \$ 1,678,590  | \$ 1,947,167   |
| Airport           | \$ 161,484    | \$ 160,906    | \$ 186,652     |
| Totals            | \$ 14,546,740 | \$ 16,118,754 | \$ 18,697,414  |

|                          |              |              |              |
|--------------------------|--------------|--------------|--------------|
| Change from Prior Year   | \$ 1,012,066 | \$ 1,572,014 | \$ 2,578,660 |
| % Change from Prior Year | 7%           | 11%          | 16%          |

Mill Levy Increase Impacts

|                                                      |      |
|------------------------------------------------------|------|
| • Increase for owner per \$100,000 of property value | \$ - |
| • Increase for owner per \$200,000 of property value | \$ - |
| • Increase for owner per \$300,000 of property value | \$ - |
| • Increase for owner per \$400,000 of property value | \$ - |

# LEVIED FUNDS THAT INCLUDE PROPERTY TAX REVENUES

CITY OF WEST FARGO, ND  
Expenditure Budget – 414000 Administration  
For the Year: 2023

|     | LINE ITEM                 | 2022 BUDGET | 2023 BUDGET |
|-----|---------------------------|-------------|-------------|
| 110 | PERMANENT EMP SALARIES    | \$ 389,153  | \$ 513,171  |
| 220 | SOCIAL SECURITY           | \$ 29,770   | \$ 39,258   |
| 230 | RETIREMENT                | \$ 59,385   | \$ 78,310   |
| 240 | WORKFORCE SAFETY INSURANC | \$ 273      | \$ 364      |
| 245 | CORPORATE EDUCATION       | \$ -        | \$ -        |
| 320 | HEALTH INSURANCE          | \$ 25,654   | \$ 67,594   |
| 340 | TRAVEL & EDUCATION        | \$ 7,000    | \$ 7,050    |
| 356 | TELEPHONE                 | \$ 1,100    | \$ 1,020    |
| 410 | OFFICE SUPPLIES           | \$ 1,100    | \$ 1,100    |
| 418 | PROFESSIONAL SERVICES     | \$ 1,000    | \$ 1,000    |
| 497 | TECHNOLOGY                | \$ 500      | \$ 3,696    |
| 667 | MEMBERSHIPS               | \$ 3,421    | \$ 5,250    |
| 668 | PRINTING                  | \$ 500      | \$ 500      |
| 829 | STAFF LICENSING           | \$ -        | \$ 150      |
|     | TOTAL                     | \$ 518,856  | \$ 718,463  |

CITY OF WEST FARGO, ND  
Expenditure Budget - 7050 Airport  
For the Year: 2023

|     | LINE ITEM               | 2022 BUDGET | 2023 BUDGET |
|-----|-------------------------|-------------|-------------|
| 120 | OTHER SALARIES          | \$ 600      | \$ 600      |
| 307 | CONTRACT SERVICES       | \$ 39,600   | \$ 43,200   |
| 312 | ATTORNEY                | \$ ,000     | \$ 500      |
| 321 | PROPERTY INSURANCE      | \$ 1,750    | \$ 2,900    |
| 323 | LIABILITY INS           | \$ 3,200    | \$ 2,850    |
| 340 | TRAVEL & EDUCATION      | \$ 100      | \$ 105      |
| 356 | TELEPHONE               | \$ 800      | \$ 840      |
| 420 | OPERATION & MAINTENANCE | \$ 40,000   | \$ 20,000   |
| 426 | MACHINERY-EQUIP/PARTS   | \$ 2,000    | \$ 21,000   |
| 427 | VEHICLES MAINTENANCE    | \$ 2,000    | \$ 2,300    |
| 653 | CAPITAL IMPROVEMENTS    | \$ 66,000   | \$ 68,970   |
| 657 | EQUIPMENT LEASE         | \$ 19,000   | \$ 19,855   |
| 667 | MEMBERSHIPS             | \$ -        | \$ -        |
| 668 | PRINTING                | \$ 100      | \$ 100      |
|     | TOTAL                   | \$ 176,150  | \$ 183,220  |

CITY OF WEST FARGO, ND  
Expenditure Budget - 414101 Assessing  
For the Year: 2023

The Assessment Department's principal objective is the fair and equitable assessment of all property within city limits for property tax purposes, per the North Dakota State Tax Department. Additionally it is our responsibility to compile records regarding real estate transactions, new construction, remodels or alterations, as well as administer a variety of property tax exemption and credit programs instituted by the North Dakota State Legislature. The Assessment Department is staffed by five full time employees.

Goals for 2023

- Visit and review 20% of all properties in accordance with our five year review schedule
- Process and value an est. 1,000+ permits, including 300-400 new homes
- Update and maintain records on all of our 13,000+ parcels

Our 2023 budget has minimal change with the exception of our request to add a new residential appraiser. This addition is needed due to the growth the city has experienced since we added our last residential appraiser in 2006, to continue to meet our departmental goals.

|     | LINE ITEM                             | 2022 BUDGET | 2023 BUDGET |
|-----|---------------------------------------|-------------|-------------|
| 110 | PERMANENT EMP SALARIES                | \$ 410,633  | \$ 474,522  |
| 220 | SOCIAL SECURITY                       | \$ 31,413   | \$ 36,301   |
| 230 | RETIREMENT                            | \$ 62,663   | \$ 72,412   |
| 240 | WORKFORCE SAFETY INSURANC             | \$ 455      | \$ 1,135    |
| 320 | HEALTH INSURANCE                      | \$ 66,824   | \$ 82,756   |
| 340 | TRAVEL & EDUCATION                    | \$ 10,681   | \$ 13,281   |
| 356 | TELEPHONE                             | \$ -        | \$ -        |
| 378 | EMPLOYEE RELATIONS                    | \$ -        | \$ -        |
| 410 | OFFICE SUPPLIES                       | \$ 3,000    | \$ 3,000    |
| 420 | OPERATION & MAINTENANCE               | \$ -        | \$ -        |
| 422 | UNIFORMS                              | \$ -        | \$ -        |
| 428 | SERVICE AGREEMENTS-Printer/Maint Fees | \$ -        | \$ 75       |
| 428 | SERVICE AGREEMENTS-CONTRACTS          | \$ -        | \$ -        |
| 497 | TECHNOLOGY                            | \$ 55,665   | \$ 49,532   |
| 661 | POSTAGE/FREIGHT/SHIPPING              | \$ 500      | \$ 1,000    |
| 667 | MEMBERSHIPS                           | \$ 910      | \$ 1,365    |
| 668 | PRINTING                              | \$ 3,500    | \$ 4,000    |
|     | TOTAL                                 | \$ 646,244  | \$ 739,379  |

CITY OF WEST FARGO, ND  
Expenditure Budget - 416200 Communications  
For the Year: 2023

The Communication Department is responsible for the management of external communications for the City of West Fargo, including brand management, community engagement, public information, media relations, multimedia promotional campaigns, City website management, social media content creation1 printed publications and the operation of a public access channel.

- Communication Goals for 2023
- Continue building the new City of West Fargo brand platform
  - Develop department standard operating procedures to improve record management, measurement and project management standards
  - Build a public engagement strategy to improve the community's experience with providing input and receiving resulting decisions

An additional \$26, 155 is included for technology, training and equipment upgrades to better capture video content, which has become the preferred content format on social media. These materials will also provide the Communication Department with the proper equipment to conduct off-site press conferences during emergency or crisis incidents. This request has also been submitted for a Department of Emergency Services grant that fully covers the cost of approved items.

A \$6,000 line item for a social media archiving tool is also added to the budget. In North Dakota, social media is considered a public record and needs to be archived in order to fulfill record requests. A software is necessary for this because social networks do not fully archive content and we cannot rely on manually archiving the records because of the dynamic platforms.

The 2023 budget contains a request for a Communication Coordinator to work with other departments on public meeting communication to improve transparency, track performance objectives1 and assist with project workflow. This position will also assist the other members of the department with overflow work, which prevents the department from developing new strategies to improve engagement and transparency.

|     | LINE ITEM                             | 2022 BUDGET | 2023 BUDGET |
|-----|---------------------------------------|-------------|-------------|
| 110 | PERMANENT EMP SALARIES                | \$ 203,565  | \$ 317,851  |
| 220 | SOCIAL SECURITY                       | \$ 15,573   | \$ 24,316   |
| 230 | RETIREMENT                            | \$ 31,064   | \$ 48,504   |
| 240 | WORKFORCE SAFETY INSURANC             | \$ 273      | \$ 364      |
| 245 | CORPORATE EDUCATION                   | \$ -        | \$ -        |
| 320 | HEALTH INSURANCE                      | \$ 8,913    | \$ 36,604   |
| 340 | TRAVEL & EDUCATION                    | \$ 2,850    | \$ 9,500    |
| 356 | TELEPHONE                             | \$ 2,553    | \$ 3,136    |
| 410 | OFFICE SUPPLIES                       | \$ 500      | \$ 500      |
| 418 | PROFESSIONAL SERVICES                 | \$ 15,000   | \$ -        |
| 428 | SERVICE AGREEMENTS-Printer/Maint Fees | \$ -        | \$ 5        |
| 440 | ADVERTISING                           | \$ 5,000    | \$ 5,000    |
| 497 | TECHNOLOGY                            | \$ 57,280   | \$ 52,570   |
| 602 | MARKETING                             | \$ 70,000   | \$ 70,000   |
| 641 | FURN & EQUIP-NON DEPRECIA             | \$ 500      | \$ 6,500    |
| 667 | MEMBERSHIPS                           | \$ 4,750    | \$ 1,860    |
| 668 | PRINTING                              | \$ 5,000    | \$ 5,000    |
| 864 | FURN & EQUIP DEPRECIATED > \$5,000    | \$ -        | \$ 10,000   |
|     | TOTAL                                 | \$ 422,821  | \$ 591,780  |

CITY OF WEST FARGO, ND  
 Expenditure Budget - 412000 Court  
 For the Year: 2023

|     | LINE ITEM                             | 2022 BUDGET | 2023 BUDGET |
|-----|---------------------------------------|-------------|-------------|
| 110 | PERMANENT EMP SALARIES                | \$ 136,151  | \$ 167,493  |
| 111 | ADMINSTRATIVE SALARIES                | \$ 52,456   | \$ 54,554   |
| 220 | SOCIAL SECURITY                       | \$ 14,428   | \$ 16,987   |
| 230 | RETIREMENT                            | \$ 20,777   | \$ 25,559   |
| 240 | WORKFORCE SAFETY INSURANC             | \$ 363      | \$ 364      |
| 304 | INTERPRETER SERVICE                   | \$ 750      | \$ 750      |
| 309 | ALTERNATE JUDGES SALARIES             | \$ 6,000    | \$ 6,000    |
| 310 | COURT APPT ATTORNEYS                  | \$ 61,200   | \$ 61,200   |
| 312 | ATTORNEY                              | \$ 315,000  | \$ 340,000  |
| 320 | HEALTH INSURANCE                      | \$ 32,105   | \$ 40,975   |
| 340 | TRAVEL & EDUCATION                    | \$ 3,000    | \$ 5,000    |
| 410 | OFFICE SUPPLIES                       | \$ 3,800    | \$ 4,500    |
| 420 | OPERATION & MAINTENANCE               | \$ 500      | \$ 1,500    |
| 428 | SERVICE AGREEMENTS-Printer/Maint Fees | \$ 720      | \$ 455      |
| 428 | SERVICE AGREEMENTS-CONTRACTS          | \$ -        | \$ -        |
| 497 | TECHNOLOGY                            | \$ 3,500    | \$ 1,196    |
| 641 | FURN & EQUIP-NON DEPRECIATED <\$5000  | \$ -        | \$ 500      |
| 667 | MEMBERSHIPS                           | \$ -        | \$ 100      |
| 740 | SERVICE CHARGES                       | \$ 6,700    | \$ 5,500    |
|     | TOTAL                                 | \$ 657,450  | \$ 732,633  |

CITY OF WEST FARGO, ND  
Expenditure Budget - 414102 Economic Development  
For the Year: 2023

|     | LINE ITEM                 | 2022 BUDGET | 2023 BUDGET |
|-----|---------------------------|-------------|-------------|
| 110 | PERMANENT EMP SALARIES    | \$ 169,951  | \$ 80,164   |
| 220 | SOCIAL SECURITY           | \$ 13,001   | \$ 6,133    |
| 230 | RETIREMENT                | \$ 25,935   | \$ 12,233   |
| 240 | WORKFORCE SAFETY INSURANC | \$ 182      | \$ 91       |
| 320 | HEALTH INSURANCE          | \$ 16,887   | \$ 20,446   |
| 340 | TRAVEL & EDUCATION        | \$ 19,950   | \$ 5,000    |
| 356 | TELEPHONE                 | \$ 580      | \$ 540      |
| 399 | RECRUITMENT/EMPLOYMENT TE | \$ -        | \$ -        |
| 410 | OFFICE SUPPLIES           | \$ 1,000    | \$ 1,000    |
| 497 | TECHNOLOGY                | \$ 2,000    | \$ 732      |
| 602 | MARKETING                 | \$ 10,000   | \$ 10,000   |
| 641 | FURN & EQUIP-NON DEPRECIA | \$ -        | \$ 1,000    |
| 661 | POSTAGE/FREIGHT/SHIPPING  | \$ 1,000    | \$ 1,000    |
| 667 | MEMBERSHIPS               | \$ 25,000   | \$ 25,000   |
|     | TOTAL                     | \$ 285,486  | \$ 163,339  |

CITY OF WEST FARGO, ND  
Expenditure Budget - 414200 Engineering  
For the Year: 2023

The Engineering Department provides technical guidance and advisement to the City Administrator, City Commission and other city departments in the planning, coordination and management of public infrastructure and private development projects. The department also recommends and enforces engineering policies, regulates right-of-way activities, manages utility locating services, oversees traffic operations, and implements the City's Capital Improvement Plan (CIP) including design and construction administration as well as contract management for authorized projects. The department currently has nine (9) FT staff and two (2) PT interns.

- Goals for 2023
- Fill all approved positions.
  - Update engineering related policies and ordinances.
  - Integrate engineering permit process and/or software with other departments (e.g., building permits).
  - Work with PW and Planning to create new land development code.
  - Work with PW & Finance on Pavement Management policy and finance strategy and integrate with 2023 CIP.

The Engineering Department is requesting two (2) full-time positions and an additional vehicle for the 2023 budget, which are the notable changes from the 2022 budget.

|     | LINE ITEM                             | 2022 Budget  | 2023 Budget  |
|-----|---------------------------------------|--------------|--------------|
| 110 | PERMANENT EMP SALARIES                | \$ 859,928   | \$ 945,203   |
| 114 | PART TIME SALARIES                    | \$ 16,500    | \$ 16,500    |
| 220 | SOCIAL SECURITY                       | \$ 67,047    | \$ 73,570    |
| 230 | RETIREMENT                            | \$ 131,225   | \$ 143,765   |
| 240 | WORKFORCE SAFETY INSURANC             | \$ 5,465     | \$ 1,133     |
| 307 | CONTRACT SERVICES                     | \$ -         | \$ -         |
| 312 | ATTORNEY                              | \$ 2,000     | \$ 2,000     |
| 313 | ENGINEERING                           | \$ 40,000    | \$ 40,000    |
| 320 | HEALTH INSURANCE                      | \$ 176,445   | \$ 202,027   |
| 340 | TRAVEL & EDUCATION                    | \$ 12,000    | \$ 15,200    |
| 356 | TELEPHONE                             | \$ 6,500     | \$ 6,707     |
| 410 | OFFICE SUPPLIES                       | \$ 4,500     | \$ 4,500     |
| 418 | PROFESSIONAL SERVICES                 | \$ 5,000     | \$ 5,000     |
| 420 | OPERATION & MAINTENANCE               | \$ 1,500     | \$ 1,000     |
| 422 | UNIFORMS/CLOTHING                     | \$ 4,000     | \$ 4,000     |
| 428 | SERVICE AGREEMENTS-Printer/Maint Fees | \$ -         | \$ 75        |
| 432 | TOOLS                                 | \$ 1,000     | \$ 1,000     |
| 497 | TECHNOLOGY                            | \$ 22,900    | \$ 33,831    |
| 641 | FURNITURE & EQUIPMENT <\$5000         | \$ 10,000    | \$ 10,000    |
| 661 | POSTAGE/FREIGHT/SHIPPING              | \$ -         | \$ -         |
| 667 | MEMBERSHIPS                           | \$ 1,350     | \$ 2,400     |
| 720 | INTEREST                              | \$ -         | \$ -         |
| 829 | STAFF LICENSES                        | \$ 750       | \$ 800       |
| 864 | FURN & EQUIP >\$5000                  | \$ -         | \$ 35,000    |
| 880 | COST ALLOCATIONS                      | \$ (304,090) | \$ (285,181) |
|     | TOTAL                                 | \$ 1,064,020 | \$ 1,258,530 |

CITY OF WEST FARGO, ND  
Expenditure Budget - 414100 Finance  
For the Year: 2023

The Finance Department provides the overall accounting for the City of West Fargo. This is includes utility billing, payroll, accounts payables, invoicing, general ledger, financial statements and treasury. The financial statements are audited annually which is facilitated through Finance. Finance coordinates the annual budget process and tracking of actual financial activity to the budget. The Finance Department has a total staff of 7.

- Goals for 2023
- Complete implementation of time and attendance for payroll
  - Complete implementation of new payment processing platform for utility billing
  - Bonding for capital projects.

The 2023 budget has no material changes from the 2022 budget. Most increases are due to inflationary increases.

|     | LINE ITEM                             | 2022 BUDGET  | 2023 BUDGET  |
|-----|---------------------------------------|--------------|--------------|
| 110 | PERMANENT EMP SALARIES                | \$ 476,338   | \$ 526,769   |
| 220 | SOCIAL SECURITY                       | \$ 36,440    | \$ 40,298    |
| 230 | RETIREMENT                            | \$ 72,689    | \$ 80,110    |
| 240 | WORKFORCE SAFETY INSURANC             | \$ 637       | \$ 637       |
| 245 | CORPORATE EDUCATION                   | \$ -         | \$ 1,000     |
| 320 | HEALTH INSURANCE                      | \$ 79,205    | \$ 84,412    |
| 340 | TRAVEL & EDUCATION                    | \$ 6,610     | \$ 6,610     |
| 356 | TELEPHONE                             | \$ 525       | \$ 480       |
| 410 | OFFICE SUPPLIES                       | \$ 4,800     | \$ 3,000     |
| 420 | OPERATION & MAINTENANCE               | \$ 1,500     | \$ 1,500     |
| 428 | SERVICE AGREEMENTS-Printer/Maint Fees | \$ 1,950     | \$ 500       |
| 428 | SERVICE AGREEMENTS-CONTRACTS          | \$ -         | \$ -         |
| 497 | TECHNOLOGY                            | \$ 56,847    | \$ 50,168    |
| 641 | FURN & EQUIP-NON DEPRECIA             | \$ 1,000     | \$ 1,000     |
| 667 | MEMBERSHIPS                           | \$ 175       | \$ 175       |
| 668 | PRINTING                              | \$ -         | \$ -         |
| 740 | SERVICE CHARGES                       | \$ 17,305    | \$ 36,000    |
| 880 | COST ALLOCATIONS                      | \$ (185,109) | \$ (205,175) |
|     | TOTAL                                 | \$ 570,912   | \$ 627,484   |

**CITY OF WEST FARGO, ND**  
**Expenditure Budget – 415200 Fire**  
**For the Year: 2023**

The West Fargo Fire Department is an all-hazards, combination fire department, responding to fires, rescues, hazmat, and emergency medical and technical rescue calls. The fire department carries out fire suppression and technical rescue, medical emergency response, risk reduction and hazardous material emergency response activities, and maintenance activities on fire equipment and fire station facilities.

The fire department staff consists of a Chief, Deputy Fire Chief of Operations, Deputy Fire Chief of Support, Deputy Fire Chief of Community Risk Reduction, Training Chief, Battalion Chiefs, Equipment Specialist, Captains, Fire Inspector/K9 Handler and Community Risk Reduction Officers, Firefighter-EMTs, an Office Coordinator and a Chaplain. The department has 25 full time and 33 part time employees, for a total of 58 employees.

In 2021, the department responded to 2,539 calls for service. This represents a 2,085-call increase in five years, or 459% since 2017. There were 266 instances of concurrent calls, which strains the system and greatly increases response times for fire companies. In the city last year, \$1,109,880 in property was lost to fire, one civilian received burns from a kitchen fire, no firefighters were injured in fires, and there were no fire deaths.

2023 Budget Goals:

- Hiring 9 new firefighters to staff Engine Co. 76 at the new Fire HQ. This will be the first full time staffed company north of 1-94
- Hiring 1 new firefighter to complete staffing of Rescue Co. 7S at the Southside Station. This will fully staff that station with 5 firefighters daily
- Hiring 2 new Battalion Chiefs allows for a full-time fire incident commander and citywide supervisor on duty 24x7 from Fire HQ
- Hiring an Office Coordinator to assist in administrative tasks and be the first contact with the public at the new Fire Headquarters
- Hiring a Fire Inspector to increase the frequency of fire code compliance inspections to two annual inspections a year for all commercial occupancies
- Replacing a grass fire truck, adding a new staff car for inspections and service truck for equipment services
- Increasing the scope of annual firefighter physicals to include preventive heart disease screenings and advanced cancer screenings to address sudden cardiac arrest and cancer rates in firefighters
- Adding funding to provide new mental health services for firefighters

|                 | LINE ITEM                             | 2022 BUDGET  | 2023 BUDGET  |
|-----------------|---------------------------------------|--------------|--------------|
| <b>EXPENSES</b> |                                       |              |              |
| 110             | PERMANENT EMP SALARIES                | \$ 1,747,948 | \$ 2,564,193 |
| 113             | REIMBURSED WAGES                      | \$ -         | \$ -         |
| 114             | PART TIME SALARIES                    | \$ 223,000   | \$ 220,000   |
| 220             | SOCIAL SECURITY                       | \$ 150,548   | \$ 212,991   |
| 230             | RETIREMENT                            | \$ 266,737   | \$ 364,133   |
| 240             | WORKFORCE SAFETY INSURANC             | \$ 28,192    | \$ 36,805    |
| 245             | CORPORATE EDUCATION                   | \$ 56,170    | \$ -         |
| 320             | HEALTH INSURANCE                      | \$ 319,881   | \$ 493,456   |
| 321             | PROPERTY INSURANCE                    | \$ 23,423    | \$ 23,423    |
| 323             | LIABILITY INS                         | \$ 10,000    | \$ 10,000    |
| 333             | BUILDING RENTAL                       | \$ 15,000    | \$ 15,000    |
| 340             | TRAVEL & EDUCATION                    | \$ 40,130    | \$ 107,478   |
| 356             | TELEPHONE                             | \$ 13,200    | \$ 14,037    |
| 375             | PUBLIC RELATIONS                      | \$ 6,000     | \$ 10,000    |
| 378             | EMPLOYEE RELATIONS                    | \$ -         | \$ 2,000     |
| 387             | MEDICAL/VACCINES                      | \$ 18,900    | \$ 37,000    |
| 399             | RECRUITMENT/EMPLOYMENT TE             | \$ 2,000     | \$ 2,000     |
| 410             | OFFICE SUPPLIES                       | \$ 1,500     | \$ 3,000     |
| 420             | OPERATION & MAINTENANCE               | \$ 35,741    | \$ 36,259    |
| 422             | UNIFORMS                              | \$ 22,250    | \$ 21,500    |
| 424             | GAS AND OIL                           | \$ 27,000    | \$ 55,521    |
| 427             | VEHICLES MAINTENANCE                  | \$ 28,300    | \$ 28,861    |
| 428             | SERVICE AGREEMENTS-Printer/Maint Fees | \$ 1,400     | \$ 805       |
| 428             | SERVICE AGREEMENTS-CONTRACTS          | \$ -         | \$ 5,240     |
| 432             | TOOLS                                 | \$ -         | \$ 3,000     |
| 490             | MISC                                  | \$ 1,040     | \$ 1,040     |
| 494             | GROUND S-BUILD. REPAIR                | \$ 10,475    | \$ 10,905    |
| 497             | TECHNOLOGY                            | \$ 21,929    | \$ 38,454    |
| 500             | SUPPLIES                              | \$ 19,500    | \$ 19,500    |
| 527             | UTILITIES                             | \$ 66,291    | \$ 85,261    |
| 610             | VEHICLE PURCHASES - DEPRE             | \$ -         | \$ 165,000   |
| 640             | FURNITURE & EQUIPMENT                 | \$ -         | \$ -         |
| 641             | FURN & EQUIP-NON DEPRECIA             | \$ 71,190    | \$ 200,631   |
| 657             | EQUIPMENT LEASE                       | \$ 189,295   | \$ 189,295   |
| 661             | POSTAGE/FREIGHT/SHIPPING              | \$ -         | \$ 1,000     |
| 667             | MEMBERSHIPS                           | \$ 2,015     | \$ 2,510     |
| 668             | PRINTING                              | \$ 1,000     | \$ 1,000     |
| 710             | PRINCIPAL                             | \$ 84,960    | \$ 84,960    |
| 720             | INTEREST                              | \$ -         | \$ -         |
| 797             | RELIEF FIRE ASSOCIATION SU            | \$ 100,000   | \$ 112,500   |
| 802             | BUILDING REPAIR                       | \$ -         | \$ -         |
| 864             | FURN & EQUIP DEPRECIATED              | \$ 201,735   | \$ 50,080    |
| 890             | TRANSFERS OUT                         | \$ 142,875   | \$ 121,614   |

|     |               |              |              |
|-----|---------------|--------------|--------------|
| 906 | DRONE TEAM    | \$ 6,000     | \$ 6,000     |
| 915 | K-9/Arson Dog | \$ 5,000     | \$ 5,000     |
| 996 | PHYSICALS     | \$ -         | \$ 45,288    |
| 710 | PRINCIPAL     | \$ -         | \$ 330,000   |
| 720 | INTEREST      | \$ -         | \$ 380,528   |
|     |               | \$ -         | \$ -         |
|     | TOTAL         | \$ 3,960,625 | \$ 6,117,268 |

| REVENUES |                         |              |              |
|----------|-------------------------|--------------|--------------|
|          | PROPERTY TAXES          | \$ 31,187    | \$ 4,083,290 |
|          | DISCOUNT PROPERTY TAXES | \$ 30,654)   | \$ (151,082) |
|          | LICENSES AND PERMITS    | \$ 5,000     | \$ 5,000     |
|          | DAYCARE PERMITS         | \$ 1,500     | \$ 1,500     |
|          | FIRE ALARM PERMITS      | \$ 4,000     | \$ 4,000     |
|          | MISCELLANEOUS REVENUE   | \$ -         | \$ -         |
|          | RENT                    | \$ 4,500     | \$ -         |
|          | INTEREST ON INVESTMENTS | \$ -         | \$ -         |
|          | GRANTS                  | \$ 45,000    | \$ 245,000   |
|          | TRANSFERS IN            | \$ 167,620   | \$ 710,528   |
|          |                         | \$ -         | \$ -         |
|          | TOTAL                   | \$ 3,828,153 | \$ 4,898,236 |

| NET |       |              |                |
|-----|-------|--------------|----------------|
|     | TOTAL | \$ (132,472) | \$ (1,219,032) |

CITY OF WEST FARGO, ND  
 Expenditure Budget – 455000 Fleet and Facility  
 For the Year: 2023

|     | LINE ITEM                 | 2022 BUDGET  | 2023 BUDGET  |
|-----|---------------------------|--------------|--------------|
| 110 | PERMANENT EMP SALARIES    | \$ 679,958   | \$ 778,118   |
| 220 | SOCIAL SECURITY           | \$ 2,017     | \$ 59,526    |
| 230 | RETIREMENT                | \$ 03,762    | \$ 118,100   |
| 240 | WORKFORCE SAFETY INSURANC | \$ 16,899    | \$ 18,083    |
| 307 | CONTRACT SERVICES         | \$ 30,000    | \$ 34,000    |
| 320 | HEALTH INSURANCE          | \$ 170,446   | \$ 168,974   |
| 321 | PROPERTY INSURANCE        | \$ -         | \$ -         |
| 340 | TRAVEL & EDUCATION        | \$ 10,000    | \$ 9,650     |
| 356 | TELEPHONE                 | \$ 3,028     | \$ 2,879     |
| 358 | LANDSCAPING-PUBLIC        | \$ 5,000     | \$ 5,000     |
| 387 | MEDICAL/VACCINES          | \$ 500       | \$ 500       |
| 399 | RECRUITMENT/EMPLOYMENT TE | \$ -         | \$ -         |
| 420 | OPERATION & MAINTENANCE   | \$ 40,000    | \$ 50,000    |
| 422 | UNIFORMS                  | \$ -         | \$ 5,000     |
| 424 | GAS AND OIL               | \$ 12,000    | \$ 10,000    |
| 427 | VEHICLES MAINTENANCE      | \$ 12,000    | \$ 10,000    |
| 432 | TOOLS                     | \$ 13,000    | \$ 15,000    |
| 433 | SHOP SUPPLIES             | \$ -         | \$ 20,000    |
| 497 | TECHNOLOGY                | \$ -         | \$ 56,249    |
| 500 | SUPPLIES                  | \$ 30,000    | \$ 30,000    |
| 527 | UTILITIES                 | \$ 1,000     | \$ 1,000     |
| 610 | VEHICLE PURCHASES - DEPRE | \$ 247,500   | \$ 46,000    |
| 641 | FURN & EQUIP-NON DEPRECIA | \$ 10,000    | \$ 10,000    |
| 668 | PRINTING                  | \$ 500       | \$ 500       |
| 751 | PUB/TECH MANUALS/SOFTWARE | \$ 4,000     | \$ 4,000     |
| 802 | BUILDING REPAIR           | \$ 5,000     | \$ 5,000     |
| 870 | CAPITALIZED ASSETS - OVER | \$ 69,050    | \$ 27,550    |
| 880 | COST ALLOCATIONS          | \$ (570,627) | \$ (649,430) |
|     | TOTAL                     | \$ 945,033   | \$ 835,699   |

CITY OF WEST FARGO, ND  
Expenditure Budget - 414103 Human Resources  
For the Year: 2023

The Human Resources department provides human resources support services to the entire City of West Fargo staff, including employee recruitment and retention, benefits, safety, performance management, enforcement of employment laws and regulations, administration of employee policies, overseeing job descriptions and pay structure, and coordination of employee training.

Goals for 2023

- Implement performance management system based on City of West Fargo values
- Conduct market data study to ensure accurate and competitive compensation and benefits
- Continue to foster positive relationships with all City departments

An additional \$25,000 is included in the '2023 budget to complete a market data study. Currently, multiple entities in our area are conducting studies. By beginning our study in 2023, we are able to conduct our study at a lower cost by utilizing their data to determine our accuracy within the region.

The 2023 budget has \$20,000 added for an intern in the Human Resources department. This person will help with general administrative tasks, while also having the opportunity to job shadow and gain experience in a public Human Resources environment.

With the addition of a Safety Coordinator in 2021, there is a need for a Safety budget. This includes first aid kits and other safety equipment, as well as training needed in all City facilities for West Fargo staff. An additional line item was created for this, with a total amount of \$2750 to fund these needs.

|     | LINE ITEM                             | 2022 BUDGET | 2023 BUDGET |
|-----|---------------------------------------|-------------|-------------|
| 110 | PERMANENT EMP SALARIES                | \$ 239,694  | \$ 268,313  |
| 114 | PART TIME                             | \$ -        | \$ 20,000   |
| 220 | SOCIAL SECURITY                       | \$ 18,825   | \$ 22,056   |
| 230 | RETIREMENT                            | \$ 37,552   | \$ 40,685   |
| 240 | WORKFORCE SAFETY INSURANC             | \$ 273      | \$ 323      |
| 245 | CORPORATE EDUCATION                   | \$ 20,000   | \$ 25,000   |
| 307 | CONTRACT SERVICES                     | \$ 18,200   | \$ 44,400   |
| 312 | ATTORNEY                              | \$ 10,000   | \$ 20,000   |
| 320 | HEALTH INSURANCE                      | \$ 46,424   | \$ 38,659   |
| 340 | TRAVEL & EDUCATION                    | \$ 7,250    | \$ 13,750   |
| 356 | TELEPHONE                             | \$ 1,050    | \$ 540      |
| 378 | EMPLOYEE RELATIONS                    | \$ 15,000   | \$ 15,000   |
| 387 | MEDICAL/VACCINES                      | \$ -        | \$ -        |
| 399 | RECRUITMENT/EMPLOYMENT TE             | \$ 23,975   | \$ 20,000   |
| 410 | OFFICE SUPPLIES                       | \$ 1,900    | \$ 1,000    |
| 418 | PROFESSIONAL SERVICES                 | \$ 500      | \$ 500      |
| 428 | SERVICE AGREEMENTS-Printer/Maint Fees | \$ -        | \$ 75       |
| 497 | TECHNOLOGY                            | \$ 55,095   | \$ 57,291   |
| 639 | SAFETY EXPENSES                       | \$ -        | \$ 2,750    |
| 641 | FURN & EQUIP-NON DEPRECIA             | \$ 500      | \$ 500      |
| 661 | POSTAGE/FREIGHT/SHIPPING              | \$ 250      | \$ 250      |
| 667 | MEMBERSHIPS                           | \$ 3,770    | \$ 3,938    |
| 668 | PRINTING                              | \$ 250      | \$ 250      |
|     | TOTAL                                 | \$ 500,508  | \$ 595,280  |

CITY OF WEST FARGO, ND  
Expenditure Budget – 414104 Information Technology  
For the Year: 2023

|     | LINE ITEM                             | 2022 BUDGET | 2023 BUDGET |
|-----|---------------------------------------|-------------|-------------|
| 110 | PERMANENT EMP SALARIES                | \$ 369,684  | \$ 419,392  |
| 220 | SOCIAL SECURITY                       | \$ 27,516   | \$ 32,082   |
| 230 | RETIREMENT                            | \$ 54,888   | \$ 63,007   |
| 240 | WORKFORCE SAFETY INSURANC             | \$ 455      | \$ 455      |
| 320 | HEALTH INSURANCE                      | \$ 60,029   | \$ 52,626   |
| 340 | TRAVEL & EDUCATION                    | \$ 12,500   | \$ 12,500   |
| 356 | TELEPHONE                             | \$ 3,885    | \$ 4,960    |
| 399 | RECRUITMENT/EMPLOYMENT TE             | \$ -        | \$ -        |
| 410 | OFFICE SUPPLIES                       | \$ 2,500    | \$ 2,000    |
| 428 | SERVICE AGREEMENTS-Printer/Maint Fees | \$ -        | \$ 75       |
| 497 | TECHNOLOGY                            | \$ 191,396  | \$ 324,907  |
| 641 | FURNITURE & EQUIPMENT <\$5000         | \$ -        | \$ 500      |
| 667 | MEMBERSHIPS                           | \$ 1,000    | \$ 1,000    |
| 970 | ALLOCATED COMPUTER EQUIPMENT          | \$ -        | \$ -        |
|     | TOTAL                                 | \$ 723,853  | \$ 913,505  |

CITY OF WEST FARGO, ND  
Expenditure Budget - 411600 Library  
For the Year: 2023

|          | LINE ITEM                         | 2022 BUDGET | 2023 BUDGET |
|----------|-----------------------------------|-------------|-------------|
| EXPENSES |                                   |             |             |
| 110      | PERMANENT EMP SALARIES            | \$ 788,076  | \$ 794,990  |
| 114      | PART TIME SALARIES                | \$ 120,471  | \$ 146,358  |
| 220      | SOCIAL SECURITY                   | \$ 69,504   | \$ 72,013   |
| 230      | RETIREMENT                        | \$ 118,692  | \$ 121,315  |
| 240      | WORKFORCE SAFETY INSURANC         | \$ 1,470    | \$ 1,512    |
| 250      | UNEMPLOYMENT                      | \$ 1,000    | \$ 500      |
| 312      | ATTORNEY                          | \$ 4,000    | \$ 4,000    |
| 320      | HEALTH INSURANCE                  | \$ 81,079   | \$ 130,844  |
| 321      | PROPERTY INSURANCE                | \$ -        | \$ -        |
| 333      | BUILDING RENTAL                   | \$ 120,510  | \$ 120,752  |
| 340      | TRAVEL & EDUCATION                | \$ 17,392   | \$ 17,392   |
| 356      | TELEPHONE                         | \$ 1,531    | \$ 3,300    |
| 387      | MEDICAL/VACCINES                  | \$ 500      | \$ 500      |
| 399      | RECRUITMENT/EMPLOYMENT TE         | \$ 3,000    | \$ 3,000    |
| 410      | OFFICE SUPPLIES                   | \$ 13,000   | \$ 13,000   |
| 424      | GAS AND OIL                       | \$ 1,200    | \$ 1,200    |
| 427      | VEHICLES MAINTENANCE              | \$ 6,000    | \$ 1,200    |
| 428      | SERVICE AGREEMENTS-CONTRA         | \$ 11,100   | \$ 10,260   |
| 490      | MISC                              | \$ 750      | \$ -        |
| 497      | TECHNOLOGY                        | \$ 45,070   | \$ 63,064   |
| 500      | SUPPLIES                          | \$ 500      | \$ 500      |
| 641      | FURN & EQUIP-NON DEPRECIA         | \$ 2,810    | \$ 27,950   |
| 644      | POSTAL METER RENT                 | \$ 1,200    | \$ 1,200    |
| 648      | PROFESSIONAL PUBLICATIONS         | \$ 2,440    | \$ 3,000    |
| 649      | PROGRAMMING                       | \$ 21,000   | \$ 16,000   |
| 650      | E RESOURCES                       | \$ 36,000   | \$ 41,285   |
| 661      | POSTAGE/FREIGHT/SHIPPING          | \$ 6,000    | \$ 7,000    |
| 662      | BOOKS                             | \$ 100,750  | \$ 100,750  |
| 663      | MAGAZINES                         | \$ 5,260    | \$ 5,500    |
| 664      | AUDIO VIDEO                       | \$ 31,500   | \$ 31,500   |
| 667      | MEMBERSHIPS                       | \$ 3,176    | \$ 3,500    |
| 668      | PRINTING                          | \$ 1,000    | \$ 1,000    |
| 669      | INSURANCE                         | \$ 2,750    | \$ 2,750    |
| 672      | EMERGENCY MEDICAL SUPPLIE         | \$ 250      | \$ 350      |
| 689      | PROMOTIONAL ACTIVITIES            | \$ 11,400   | \$ 11,400   |
| 740      | SERVICE CHARGES                   | \$ 500      | \$ 1,750    |
| 864      | FURN & EQUIP DEPRECIATED >\$5,000 | \$ 10,707   | \$ 5,830    |

|     |                  |    |           |    |           |
|-----|------------------|----|-----------|----|-----------|
| 880 | COST ALLOCATIONS | \$ | 41,238    | \$ | 42,023    |
| 890 | TRANSFERS OUT    | \$ | 20,000    | \$ | 10,000    |
| 901 | CATALOGING       | \$ | 2,450     | \$ | 3,200     |
| 994 | ODIN             | \$ | 20,000    | \$ | 24,200    |
|     | TOTAL            | \$ | 1,725,276 | \$ | 1,845,888 |

| REVENUES |                      |    |           |    |           |
|----------|----------------------|----|-----------|----|-----------|
|          | Taxes                | \$ | 1,682,739 | \$ | 1,947,167 |
|          | Levy Discounts       | \$ | (62,261)  | \$ | (72,045)  |
|          | Intergovernmental    | \$ | 31,000    | \$ | 31,000    |
|          | Charges for Services | \$ | -         | \$ | -         |
|          | Miscellaneous        | \$ | 5,000     | \$ | 5,000     |
|          | Sponsorships         | \$ | 25,000    | \$ | 20,000    |
|          | Pledges              |    | -         | \$ | -         |
|          | TOTAL                | \$ | 1,681,478 | \$ | 1,931,122 |

| NET |       |    |          |    |        |
|-----|-------|----|----------|----|--------|
|     | TOTAL | \$ | (43,798) | \$ | 85,234 |

CITY OF WEST FARGO, ND  
 Expenditure Budget - 415000 Non-departmental  
 For the Year: 2023

|     | LINE ITEM                             | 2022 Budget  | 2023 Budget  |
|-----|---------------------------------------|--------------|--------------|
| 205 | ADVERTISING                           | \$ 2,000     | \$ 2,000     |
| 220 | SOCIAL SECURITY                       | \$ 5,374     | \$ 5,588     |
| 240 | WORKFORCE SAFETY INSURANC             | \$ 125       | \$ -         |
| 312 | ATTORNEY                              | \$ 160,000   | \$ 160,000   |
| 323 | LIABILITY INS                         | \$ 110,000   | \$ 110,000   |
| 340 | TRAVEL & EDUCATION                    | \$ 20,000    | \$ 20,000    |
| 342 | COMM. UNVOUCH. EXP/SALARI             | \$ 70,245    | \$ 73,052    |
| 344 | PUBLISH MINUTES                       | \$ 7,500     | \$ 7,500     |
| 356 | TELEPHONE                             | \$ 27,600    | \$ 28,620    |
| 362 | PIONEER AD                            | \$ 800       | \$ 800       |
| 369 | AUDIT FEES                            | \$ 34,500    | \$ 36,500    |
| 371 | ND LEAGUE OF CITIES DUES              | \$ 15,500    | \$ 16,000    |
| 374 | SENIOR CITIZEN CENTER                 | \$ 43,050    | \$ 43,050    |
| 375 | PUBLIC RELATIONS                      | \$ 2,000     | \$ 2,000     |
| 376 | TRANSIT CTY OF FARGO                  | \$ 410,540   | \$ 410,540   |
| 410 | OFFICE SUPPLIES                       | \$ 1,000     | \$ 4,000     |
| 413 | MEALS & MEETINGS                      | \$ -         | \$ 1,500     |
| 418 | PROFESSIONAL SERVICES                 | \$ 10,000    | \$ 10,000    |
| 420 | OPERATION & MAINTENANCE               | \$ 15,000    | \$ 15,000    |
| 428 | SERVICE AGREEMENTS-Printer/Maint Fees | \$ 20,000    | \$ 3,975     |
| 428 | SERVICE AGREEMENTS-CONTRACTS          |              | \$ 20,000    |
| 455 | CULTURAL DIVERSITY CONTRI             | \$ 5,040     | \$ 5,040     |
| 465 | CONTINGENCIES                         | \$ 200,000   | \$ 200,000   |
| 497 | TECHNOLOGY                            | \$ 13,860    | \$ 46,421    |
| 527 | UTILITIES                             |              | \$ 188,000   |
| 639 | SAFETY EXPENSES                       | \$ 1,000     | \$ 1,000     |
| 658 | FAMILY HEALTH                         | \$ 20,000    | \$ 20,000    |
| 666 | ARTS COUNCIL                          | \$ 10,000    | \$ 10,000    |
| 667 | MEMBERSHIPS                           | \$ 1,000     | \$ 1,000     |
| 668 | PRINTING                              | \$ 3,500     | \$ 3,500     |
| 679 | CHAMBER OF COMMERCE                   | \$ 2,600     | \$ 2,600     |
| 945 | NATL NITE OUT                         | \$ 2,000     | \$ 2,000     |
|     | TOTAL                                 | \$ 1,214,234 | \$ 1,449,686 |

**CITY OF WEST FARGO, ND**  
**Expenditure Budget - Planning/Building Inspections**  
**For the Year: 2023**

The Planning & Zoning Department administers the City's planning, development, and geographic information services. The department consists of 14 staff across three divisions: Planning, Building Inspections, & GIS (Geographic Information Systems).

The Planning division is responsible for preparing, maintaining, and implementing various city plans and related policies, primarily relating to urban growth and community development. The Planning division facilitates the City's land development entitlement process, which includes the review and approval of development applications such as new subdivisions and zoning changes.

The Building Inspections division is responsible for ensuring public safety through building code regulations, permit review, and inspection of building construction. The Building Inspections division facilitates the City's multi-departmental building permit review process.

The GIS division is responsible for creating and maintaining the City's location-based information and data. This includes the locational aspects of the City's tax parcels and property information, as well as the City's capital infrastructure assets, such as sewer, water, and street networks. The GIS division maintains several platforms for managing, publishing, and communicating this data, including the City's interactive map, which makes vast amounts of City data available and accessible to the general public.

Goals for 2023:

- Complete updates to the development entitlement review process
- Initiate long-range (proactive) planning program
- Complete implementation of iWorQ building permitting software
- Complete onboarding and training of new Inspections staff, including Deputy Inspections Administrator
- Overhaul and update the City's asset/infrastructure geo-datasets
- Transition management of emergency addressing and street data from the County to the City

Material changes for 2023 budget:

- Increase in allocation for Professional Services to aid in city-wide coordination and planning in advance of future development (such as the northwest growth area).
- Increase in allocation for Service Agreements to fund the City's local share of metro wide LiDAR and associated aerial imagery acquisition, which is collected every three years.

|     |        | LINE ITEM                             | 2022 BUDGET  | 2023 BUDGET  |
|-----|--------|---------------------------------------|--------------|--------------|
| 110 | 418000 | PERMANENT EMP SALARIES                | \$ 995,187   | \$ 1,077,989 |
| 111 | 418000 | ADMINSTRATIVE SALARIES                | \$ 2,880     | \$ 2,880     |
| 220 | 418000 | SOCIAL SECURITY                       | \$ 76,131    | \$ 82,467    |
| 230 | 418000 | RETIREMENT                            | \$ 151,865   | \$ 164,044   |
| 240 | 418000 | WORKFORCE SAFETY INSURANC             | \$ 1,274     | \$ 1,977     |
| 245 | 418000 | CORPORATE EDUCATION                   | \$ 5,000     | \$ 5,000     |
| 312 | 418000 | ATTORNEY                              | \$ 40,000    | \$ 40,000    |
| 320 | 418000 | HEALTH INSURANCE                      | \$ 156,137   | \$ 203,974   |
| 340 | 418000 | TRAVEL & EDUCATION                    | \$ 23,800    | \$ 26,470    |
| 356 | 418000 | TELEPHONE                             | \$ 3,300     | \$ 3,300     |
| 372 | 418000 | METRO COUNCIL DUES                    | \$ 37,559    | \$ 50,556    |
| 387 | 418000 | MEDICAL/VACCINES                      | \$ -         | \$ -         |
| 399 | 418000 | RECRUITMENT/EMPLOYMENT TE             | \$ 500       | \$ 500       |
| 410 | 418000 | OFFICE SUPPLIES                       | \$ 3,500     | \$ 3,500     |
| 418 | 418000 | PROFESSIONAL SERVICES                 | \$ 50,000    | \$ 100,000   |
| 420 | 418000 | OPERATION & MAINTENANCE               | \$ -         | \$ -         |
| 422 | 418000 | UNIFORMS                              | \$ 1,000     | \$ 1,000     |
| 428 | 418000 | SERVICE AGREEMENTS-Printer/Maint Fees | \$ -         | \$ 8,955     |
| 428 | 418000 | SERVICE AGREEMENTS-CONTRACTS          | \$ -         | \$ 20,000    |
| 484 | 418000 | GRANT MONEY PURCHASES                 | \$ -         | \$ -         |
| 497 | 418000 | TECHNOLOGY                            | \$ 82,850    | \$ 86,267    |
| 520 | 418000 | SERVICES PURCHASED & BILL             | \$ -         | \$ 40,000    |
| 555 | 418000 | REIMBURSED EXPENSES                   | \$ -         | \$ -         |
| 661 | 418000 | POSTAGE/FREIGHT/SHIPPING              | \$ 2,500     | \$ 2,500     |
| 662 | 418000 | BOOKS                                 | \$ 1,300     | \$ 2,800     |
| 667 | 418000 | MEMBERSHIPS                           | \$ 2,011     | \$ 1,981     |
| 668 | 418000 | PRINTING                              | \$ -         | \$ 4,000     |
|     |        | TOTAL                                 | \$ 1,636,794 | \$ 1,930,160 |

**CITY OF WEST FARGO, ND**  
**Expenditure Budget - 421000 Police**  
**For the Year: 2023**

The Police Department provides police services for the City of West Fargo and contracts services with West Fargo Public Schools to provide School Resource Officer personnel.

Goals for 2023:

- Hire three additional sworn staff (Police Officers) to supplement current staffing and increase Patrol Division shift minimums.
- Hire one additional School Resource Officer at the request of West Fargo Public Schools for full-time coverage at Horace High School
- Hire a full-time Administrative Assistant to assist the Chief of Police and Command Staff
- Implement a Body Worn Camera program
- Hire a full-time Records Support Specialist to manage our Body-Worn Camera program if funded

|     | LINE ITEM                             | 2022 BUDGET  | 2023 BUDGET  |
|-----|---------------------------------------|--------------|--------------|
| 110 | PERMANENT EMP SALARIES                | \$ 6,401,380 | \$ 7,353,772 |
| 205 | ADVERTISING                           | \$ 2,000     | \$ 2,000     |
| 220 | SOCIAL SECURITY                       | \$ 484,197   | \$ 562,564   |
| 230 | RETIREMENT                            | \$ 910,837   | \$ 1,031,536 |
| 240 | WORKFORCE SAFETY INSURANC             | \$ 43,757    | \$ 50,134    |
| 250 | UNEMPLOYMENT                          | \$ 5,000     | \$ 5,000     |
| 285 | CRIME FREE HOUSING                    | \$ 900       | \$ 1,500     |
| 304 | INTERPRETER SERVICE                   | \$ 500       | \$ 500       |
| 312 | ATTORNEY                              | \$ -         | \$ -         |
| 320 | HEALTH INSURANCE                      | \$ 842,939   | \$ 1,135,104 |
| 321 | PROPERTY INSURANCE                    | \$ 27,400    | \$ 27,400    |
| 322 | INSURANCE CLAIM EXPENSES              | \$ -         | \$ -         |
| 323 | LIABILITY INS                         | \$ 7,000     | \$ 7,000     |
| 340 | TRAVEL & EDUCATION                    | \$ 151,000   | \$ 156,000   |
| 356 | TELEPHONE                             | \$ 70,900    | \$ 80,700    |
| 365 | SPECIAL INVESTIGATIONS                | \$ 9,900     | \$ 13,700    |
| 373 | IN SERVICE TRAINING                   | \$ -         | \$ -         |
| 375 | PUBLIC RELATIONS                      | \$ 42,800    | \$ 50,800    |
| 387 | MEDICAL/VACCINES                      | \$ 3,700     | \$ 49,400    |
| 396 | ANIMALS                               | \$ 26,900    | \$ 28,400    |
| 398 | PRISONER BOARD EXPENSES               | \$ 135,000   | \$ 135,000   |
| 399 | RECRUITMENT/EMPLOYMENT TE             | \$ 2,900     | \$ 7,600     |
| 410 | OFFICE SUPPLIES                       | \$ 13,500    | \$ 13,500    |
| 415 | TELETYPE AND PAPER                    | \$ 9,720     | \$ 11,100    |
| 420 | OPERATION & MAINTENANCE               | \$ 15,100    | \$ 14,600    |
| 422 | UNIFORMS                              | \$ 56,500    | \$ 78,400    |
| 424 | GAS AND OIL                           | \$ 147,000   | \$ 203,000   |
| 427 | VEHICLES MAINTENANCE                  | \$ 47,100    | \$ 59,500    |
| 428 | SERVICE AGREEMENTS-Printer/Maint Fees | \$ 20,200    | \$ 7,316     |
| 428 | SERVICE AGREEMENTS                    | \$ -         | \$ 7,584     |
| 461 | FIRST LINK                            | \$ 7,000     | \$ 7,000     |
| 489 | PHOTOGRAPHS                           | \$ 500       | \$ 500       |
| 497 | TECHNOLOGY                            | \$ 219,200   | \$ 232,100   |

|     |                           |    |            |    |            |
|-----|---------------------------|----|------------|----|------------|
| 502 | Red River Children's Advo | \$ | 4,000      | \$ | 4,000      |
| 505 | Youthworks                | \$ | 30,000     | \$ | 30,000     |
| 527 | UTILITIES                 | \$ | 2,500      | \$ | 2,500      |
| 610 | VEHICLE PURCHASES - DEPRE | \$ | 364,000    | \$ | 390,700    |
| 640 | FURNITURE & EQUIPMENT     | \$ | -          | \$ | -          |
| 641 | FURN & EQUIP-NON DEPRECIA | \$ | 131,600    | \$ | 301,175    |
| 660 | WRECKER FEES              | \$ | 2,000      | \$ | 2,000      |
| 661 | POSTAGE/FREIGHT/SHIPPING  | \$ | 4,800      | \$ | 4,800      |
| 667 | MEMBERSHIPS               | \$ | 8,200      | \$ | 9,400      |
| 668 | PRINTING                  | \$ | 6,000      | \$ | 10,000     |
| 906 | DRONE TEAM                | \$ | 7,000      | \$ | 7,000      |
| 915 | K-9/Arson Dog             | \$ | 12,400     | \$ | 30,300     |
| 978 | DIVE RESCUE               | \$ | 7,500      | \$ | 7,500      |
| 979 | BOMB/SWAT                 | \$ | 14,000     | \$ | 14,000     |
| 987 | WEAPONS/AMMO/MAINTENANCE  | \$ | 54,400     | \$ | 44,500     |
| 996 | PHYSICALS                 | \$ | 13,500     | \$ | 15,800     |
|     |                           | \$ | -          | \$ | -          |
|     | TOTAL                     | \$ | 10,366,730 | \$ | 12,206,385 |

CITY OF WEST FARGO, ND  
Expenditure Budget - 450000 Public Works  
For the Year: 2023

The Public Works Department is broken into 7 Departments: Street, Road Right of Way, Water, Sewer, Sanitation, Fleet & Facilities, and Forestry, with each department having its own budget. Public Works currently has a staff of 83 full time positions with 4 open positions and 8 part time employees during the summer months.

- Street Department's main mission is pavement maintenance in the summer and snow removal in the winter on the city's 400 lane miles of road. There are also 136 miles of road that are designated snow emergency routes that they maintain.
- Road Right of Way currently mows 500 acres of grass and maintains the city owned sidewalks and bike paths.
- Water Department maintains the water distribution system of 202 miles of pipe in the city to ensure the delivery of safe, clean drinking water to the residents.
- Sewer Department maintains the storm and sanitary sewer system to control storm water run-off and waste removal for the residents. They maintain 162 miles of sanitary sewer pipe and 34 sanitary lift stations, as well as 173 miles of storm sewer pipe and 55 storm lift stations.
- Sanitation Department is responsible for all forms of trash collection, they perform a vast collection of tasks, duties, along with operating our inert landfill and transfer station.
- Fleet & Facilities Department oversees 9 city owned buildings as well as the majority of city's vehicle fleet.
- Forestry Department: West Fargo is in its 37th year of being recognized as a Tree City and has receive the Tree City Growth Award for 6 straight years, due to the Forestry division.

Goals for 2023

- Continue decommissioning the lagoons, finish up cells 4, 5&6.
- Finish changing over the remaining meters to the AML system.
- Implement our pavement maintenance and foam, Jacking programs.

The 2023 budget has two employee requests. The budget changes are due to an increase in streets, infrastructure, population, and inflationary increases.

|     | LINE ITEM                             | 2022 BUDGET | 2023 BUDGET |
|-----|---------------------------------------|-------------|-------------|
| 110 | PERMANENT EMP SALARIES                | \$ 496,697  | \$ 579,339  |
| 220 | SOCIAL SECURITY                       | \$ 37,997   | \$ 44,319   |
| 230 | RETIREMENT                            | \$ 75,796   | \$ 88,407   |
| 240 | WORKFORCE SAFETY INSURANC             | \$ 5,555    | \$ 6,348    |
| 312 | ATTORNEY                              | \$ -        |             |
| 320 | HEALTH INSURANCE                      | \$ 104,902  | \$ 121,695  |
| 323 | LIABILITY INS                         | \$ -        |             |
| 340 | TRAVEL & EDUCATION                    | \$ 10,000   | \$ 2,700    |
| 356 | TELEPHONE                             | \$ 7,364    | \$ 8,201    |
| 387 | MEDICAL/VACCINES                      | \$ 1,000    | \$ 1,000    |
| 399 | RECRUITMENT/EMPLOYMENT TE             | \$ 500      | \$ 500      |
| 410 | OFFICE SUPPLIES                       | \$ 2,000    | \$ 2,000    |
| 422 | UNIFORMS                              | \$ 2,000    | \$ 2,000    |
| 424 | GAS AND OIL                           | \$ 25,000   | \$ 25,000   |
| 427 | VEHICLES MAINTENANCE                  | \$ 1,500    | \$ 1,500    |
| 428 | SERVICE AGREEMENTS-Printer/Maint Fees | \$ -        | \$ 5,392    |
| 432 | TOOLS                                 | \$ 5,000    | \$ 3,000    |
| 433 | SHOP SUPPLIES                         | \$ 2,000    | \$ 2,000    |
| 490 | MISC                                  | \$ 1,000    | \$ 1,000    |
| 497 | TECHNOLOGY                            | \$ 78,000   | \$ 84,841   |
| 500 | SUPPLIES                              | \$ -        | \$ -        |
| 527 | UTILITIES                             | \$ 4,000    | \$ 7,100    |

|     |                           |    |           |    |           |
|-----|---------------------------|----|-----------|----|-----------|
| 610 | VEHICLES                  | \$ | -         | \$ | -         |
| 639 | SAFETY EXPENSES           | \$ | 5,000     | \$ | 5,000     |
| 641 | FURN & EQUIP-NON DEPRECIA | \$ | 5,000     | \$ | 5,000     |
| 667 | MEMBERSHIPS               | \$ | 1,200     | \$ | 750       |
| 751 | PUB/TECH MANUALS/SOFTWARE | \$ | 3,000     | \$ | 3,000     |
| 870 | CAPITALIZED ASSETS - OVER | \$ | -         | \$ | -         |
| 880 | COST ALLOCATIONS          | \$ | (521,653) | \$ | (616,039) |
|     | TOTAL                     | \$ | 352,858   | \$ | 384,053   |

CITY OF WEST FARGO, ND  
Share of Specials (2030-490000)  
For the Year: 2023

|          | LINE ITEM               | 2022 BUDGET | 2023 BUDGET |
|----------|-------------------------|-------------|-------------|
| EXPENSES |                         |             |             |
| 630      | SHARE OF SPECIALS       | \$ 214,670  | \$ 248,537  |
|          | TOTAL                   | \$ 214,670  | \$ 248,537  |
| REVENUES |                         |             |             |
| 310001   | PROPERTY TAXES          | \$ 222,918  | \$ 258,086  |
| 310002   | DISCOUNT PROPERTY TAXES | \$ (8,248)  | \$ (9,549)  |
|          | TOTAL                   | \$ 214,670  | \$ 248,537  |

CITY OF WEST FARGO, ND  
Expenditure Budget - 430000 Street  
For the Year: 2023

| Object | LINE ITEM                 | 2022 BUDGET | 2023 BUDGET |
|--------|---------------------------|-------------|-------------|
| 110    | PERMANENT EMP SALARIES    | \$ 586,231  | \$ 692,750  |
| 220    | SOCIAL SECURITY           | \$ 42,552   | \$ 52,995   |
| 230    | RETIREMENT                | \$ 84,881   | \$ 100,220  |
| 240    | WORKFORCE SAFETY INSURANC | \$ 9,574    | \$ 10,367   |
| 307    | CONTRACT SERVICES         | \$ -        | \$ 5,000    |
| 320    | HEALTH INSURANCE          | \$ 140,980  | \$ 160,558  |
| 321    | PROPERTY INSURANCE        | \$ -        | \$ -        |
| 322    | INSURANCE CLAIM EXPENSES  | \$ -        | \$ -        |
| 323    | LIABILITY INS             | \$ 10,000   | \$ 10,000   |
| 329    | CAPITOL AMERICAN INSURANC | \$ -        | \$ -        |
| 340    | TRAVEL & EDUCATION        | \$ 13,000   | \$ 2,300    |
| 352    | HEAT                      | \$ -        | \$ -        |
| 356    | TELEPHONE                 | \$ 2,936    | \$ 4,319    |
| 358    | LANDSCAPING-PUBLIC        | \$ 12,000   | \$ 12,000   |
| 373    | IN SERVICE TRAINING       | \$ -        | \$ -        |
| 377    | SNOW/ICE TREATMENT        | \$ 165,000  | \$ 195,000  |
| 381    | SNOW REMOVAL/MOWING       | \$ 30,000   | \$ 40,000   |
| 382    | RADIO REPAIR              | \$ 1,000    | \$ 1,000    |
| 387    | MEDICAL/VACCINES          | \$ 1,000    | \$ 1,000    |
| 392    | STREET LIGHT REPAIR       | \$ -        | \$ -        |
| 394    | GRAVEL AND MIX            | \$ 53,000   | \$ 53,000   |
| 399    | RECRUITMENT/EMPLOYMENT TE | \$ 2,000    | \$ 2,000    |
| 410    | OFFICE SUPPLIES           | \$ 2,000    | \$ 2,000    |
| 422    | UNIFORMS                  | \$ 7,000    | \$ 7,000    |
| 424    | GAS AND OIL               | \$ 120,000  | \$ 200,000  |
| 427    | VEHICLES MAINTENANCE      | \$ 90,000   | \$ 105,000  |
| 432    | TOOLS                     | \$ 14,000   | \$ 14,000   |
| 433    | SHOP SUPPLIES             | \$ 12,000   | \$ 6,000    |
| 444    | PROPERTY DAMAGE-REPAIRS   | \$ -        | \$ -        |
| 485    | STREET SWEEPING           | \$ 75,000   | \$ 75,000   |
| 486    | STREET STRIPING           | \$ 65,000   | \$ 70,000   |
| 487    | SIGNS/SIGNAL LIGHTS       | \$ 50,000   | \$ 60,000   |
| 488    | PAINT/MAINTENANCE         | \$ 2,000    | \$ -        |
| 490    | MISC                      | \$ 1,000    | \$ 1,000    |
| 497    | TECHNOLOGY                | \$ 9,000    | \$ 4,253    |
| 527    | UTILITIES                 | \$ 2,000    | \$ 2,000    |
| 610    | VEHICLE PURCHASES - DEPRE | \$ 106,000  | \$ 186,000  |
| 639    | SAFETY EXPENSES           | \$ 1,000    | \$ 4,000    |
| 641    | FURN & EQUIP-NON DEPRECIA | \$ 5,000    | \$ 5,000    |
| 657    | EQUIPMENT LEASE           | \$ 516,544  | \$ 552,066  |
| 661    | POSTAGE/FREIGHT/SHIPPING  | \$ 6,000    | \$ 3,000    |

|     |                           |    |           |    |           |
|-----|---------------------------|----|-----------|----|-----------|
| 667 | MEMBERSHIPS               | \$ | -         | \$ | -         |
| 668 | PRINTING                  | \$ | 1,000     | \$ | 1,000     |
| 722 | STREET REPAIRS            | \$ | 75,000    | \$ | 80,000    |
| 751 | PUB/TECH MANUALS/SOFTWARE | \$ | 3,000     | \$ | 3,000     |
| 870 | CAPITALIZED ASSETS - OVER | \$ | 45,000    | \$ | 127,500   |
| 880 | COST ALLOCATIONS          | \$ | 80,060    | \$ | 85,702    |
| 890 | TRANSFERS OUT             | \$ | 47,915    | \$ | 47,915    |
|     | TOTAL                     | \$ | 2,489,673 | \$ | 2,983,945 |

CITY OF WEST FARGO, ND  
Expenditure Budget - 430001 Right of Way  
For the Year: 2023

|     | LINE ITEM                       | 2022 BUDGET | 2023 BUDGET |
|-----|---------------------------------|-------------|-------------|
| 110 | PERMANENT EMP SALARIES          | \$ 172,607  | \$ 273,926  |
| 114 | PART TIME SALARIES              | \$ 45,000   | \$ 50,000   |
| 220 | SOCIAL SECURITY                 | \$ 13,204   | \$ 24,780   |
| 230 | RETIREMENT                      | \$ 26,340   | \$ 39,970   |
| 240 | WORKFORCE SAFETY INSURANC       | \$ 5,511    | \$ 5,671    |
| 320 | HEALTH INSURANCE                | \$ 43,099   | \$ 55,568   |
| 340 | TRAVEL & EDUCATION              | \$ 4,000    | \$ 700      |
| 356 | TELEPHONE                       | \$ 991      | \$ 960      |
| 358 | LANDSCAPING-PUBLIC              | \$ 35,000   | \$ 40,000   |
| 381 | SNOW REMOVAL/MOWING             | \$ 60,000   | \$ 50,000   |
| 422 | UNIFORMS                        | \$ -        | \$ 3,000    |
| 427 | VEHICLES MAINTENANCE            | \$ 11,500   | \$ 15,000   |
| 432 | TOOLS                           | \$ 5,000    | \$ 5,000    |
| 497 | TECH                            | \$ -        | \$ 2,528    |
| 610 | VEHICLE PURCHASES - DEPRECIATED | \$ -        | \$ 167,000  |
| 639 | SAFETY EXPENSES                 | \$ -        | \$ 2,000    |
| 641 | FURN & EQUIP-NON DEPRECIA       | \$ 10,000   | \$ 10,000   |
| 667 | MEMBERSHIPS                     | \$ 500      | \$ -        |
| 870 | CAPITALIZED ASSETS - OVER       | \$ 147,000  | \$ 53,000   |
|     | TOTAL                           | \$ 579,752  | \$ 799,103  |

CITY OF WEST FARGO, ND  
Expenditure Budget - 430002 Street Lights  
For the Year: 2023

|     | LINE ITEM                 | 2022 BUDGET | 2023 BUDGET |
|-----|---------------------------|-------------|-------------|
| 391 | STREET LIGHTING-NEW       | \$ 311,693  | \$ 90,000   |
| 392 | STREET LIGHT REPAIR       | \$ 31,500   | \$ 35,000   |
| 427 | VEHICLES MAINTENANCE      | \$ 10,000   | \$ 10,000   |
| 432 | TOOLS                     | \$ -        | \$ 2,000    |
| 487 | SIGNS/SIGNAL LIGHTS       | \$ 30,000   | \$ 33,000   |
| 527 | UTILITIES                 | \$ -        | \$ 250,000  |
| 610 | VEHICLE PURCHASES - DEPRE | \$ 36,000   | \$ 50,000   |
| 803 | SIREN MAINTENANCE/REPAIR/ | \$ -        | \$ 4,000    |
| 870 | CAPITALIZED ASSETS - OVER | \$ 32,000   | \$ -        |
|     | TOTAL                     | \$ 451,193  | \$ 474,000  |

# SPECIAL REVENUE FUNDS

CITY OF WEST FARGO, ND  
West Fargo Park District (2050-451000)  
For the Year: 2023

|          | LINE ITEM               | 2022 BUDGET | 2023 BUDGET |
|----------|-------------------------|-------------|-------------|
| EXPENSES |                         |             |             |
| 992      | TRANSFER PARK STATE AID | \$784,000   | \$956,944   |
|          | TOTAL                   | \$784,000   | \$956,944   |
| REVENUES |                         |             |             |
| 335600   | STATE AID               | \$784,000   | \$956,944   |
|          |                         | \$784,000   | \$956,944   |
| NET      |                         |             |             |
|          |                         | \$0         | \$0         |

CITY OF WEST FARGO, ND  
Sales Tax (2000-521000)  
For the Year: 2023

The deficit in sales tax is from expending reserve funds held from prior years from expenditures in 2023.

|          | LINE ITEM             | 2022 BUDGET  | 2023 BUDGET  |
|----------|-----------------------|--------------|--------------|
| EXPENSES |                       |              |              |
| 890      | TRANSFERS OUT         | \$13,441,000 | \$14,454,125 |
|          | TOTAL                 | \$13,441,000 | \$14,454,125 |
| REVENUES |                       |              |              |
| 312000   | SALES TAX             | \$13,310,000 | \$14,323,125 |
| 361000   | MISCELLANEOUS REVENUE | \$18,000     | \$18,000     |
|          |                       | \$13,328,000 | \$14,341,125 |
| NET      |                       |              |              |
|          |                       | \$(113,000)  | \$(113,000)  |

CITY OF WEST FARGO, ND  
Economic Development (2960) Sales Tax (411900 & 521000)  
For the Year: 2023

|          |                                   | 2022        | 2023        |
|----------|-----------------------------------|-------------|-------------|
| Object   | Object Description                | Budget      | Budget      |
| EXPENSES |                                   |             |             |
| 312      | Attorney                          | \$20,000    | \$20,000    |
| 313      | Engineering                       | \$10,000    | \$10,000    |
| 360      | Misc. Printing & Mailing          | \$3,000     | \$ -        |
| 416      | Economic Development              | \$2,417,550 | \$2,596,812 |
| 418      | Professional Services             | \$15,000    | \$15,000    |
| 475      | Land & Real Property Purchase     | \$ -        | \$ -        |
| 517      | Special Events                    | \$ -        | \$ -        |
| 654      | Grant Money Purchases             | \$ -        | \$ -        |
| 654      | Incentive Program Grants-Econ Dev | \$525,000   | \$450,000   |
| 670      | Construction in Progress          | \$ -        | \$ -        |
|          | TOTAL                             | \$2,990,550 | \$3,091,812 |

|                |              |           |           |
|----------------|--------------|-----------|-----------|
| OTHER EXPENSES |              |           |           |
| 890            | Transfer Out | \$309,450 | \$511,469 |

|          |                            |             |             |
|----------|----------------------------|-------------|-------------|
| REVENUES |                            |             |             |
| 360800   | Rent                       | \$20,000    | \$20,000    |
| 361000   | Interest                   | \$2,500     | \$2,500     |
| 366000   | Contributions from Private | \$ -        | \$ -        |
| 366110   | Sponsorship-Naming Rights  | \$ -        | \$ -        |
| 383000   | Transfer In                | \$3,327,500 | \$3,580,781 |
|          | TOTAL                      | \$3,350,000 | \$3,603,281 |

|     |  |          |     |
|-----|--|----------|-----|
| NET |  |          |     |
|     |  | \$50,000 | \$0 |

CITY OF WEST FARGO, ND  
Capital Improvements (2970) Sales Tax (480000 & 5210000)  
For the Year: 2023

|          | LINE ITEM                      | 2022 BUDGET | 2023 BUDGET |
|----------|--------------------------------|-------------|-------------|
| EXPENSES |                                |             |             |
| 307      | Contract Services              | \$5,000     | \$5,000     |
| 313      | Engineering                    | \$195,000   | \$195,000   |
| 475      | Land & Real Property Purchases | \$ -        | \$ -        |
| 497      | Technology                     | \$ -        | \$ -        |
| 653      | Capital Improvements           | \$400,000   | \$ 750,000  |
| 670      | Construction in Progress       | \$ -        | \$ -        |
| 724      | Consulting/Testing Fees        | \$ -        | \$ -        |
| 975      | Pavement Management            | \$5,000     | \$5,000     |
|          | TOTAL                          | \$605,000   | \$955,000   |

|                |              |             |             |
|----------------|--------------|-------------|-------------|
| OTHER EXPENSES |              |             |             |
| 890            | Transfer Out | \$9,489,888 | \$9,849,732 |

|          |                                  |              |              |
|----------|----------------------------------|--------------|--------------|
| REVENUES |                                  |              |              |
| 318000   | Special Assessments              | \$32,300     | \$32,300     |
| 361000   | Interest                         | \$50,000     | \$ -         |
| 361025   | Inter-Fund Interest              | \$30,088     | \$30,088     |
| 369450   | Over-Dimensional Vehicle Permits | \$ -         | \$ -         |
| 383000   | Transfer In                      | \$9,982,500  | \$10,742,344 |
|          | TOTAL                            | \$10,094,888 | \$10,804,732 |

|     |  |     |     |
|-----|--|-----|-----|
| NET |  |     |     |
|     |  | \$0 | \$0 |

CITY OF WEST FARGO, ND  
Gaming Fund (2110)  
For the Year: 2023

|          | LINE ITEM     | 2022 BUDGET | 2023 BUDGET |
|----------|---------------|-------------|-------------|
| EXPENSES |               |             |             |
| 890      | TRANSFERS OUT | \$12,000    | \$12,000    |
|          |               | \$12,000    | \$12,000    |
| REVENUES |               |             |             |
| 335700   | GAMING FUNDS  | \$12,000    | \$12,000    |
|          |               | \$12,000    | \$12,000    |
| NET      |               |             |             |
|          |               | \$0         | \$0         |

CITY OF WEST FARGO, ND  
Municipal Highway Fund (2130)  
For the Year: 2023

|          | LINE ITEM            | 2022 BUDGET | 2023 BUDGET |
|----------|----------------------|-------------|-------------|
| EXPENSES |                      |             |             |
| 890      | TRANSFERS OUT        | \$1,447,000 | \$1,845,504 |
|          |                      | \$1,447,000 | \$1,845,504 |
| REVENUES |                      |             |             |
| 335300   | HIGHWAY TAX PAYMENTS | \$1,547,000 | \$1,845,504 |
|          |                      | \$1,547,000 | \$1,845,504 |
| NET      |                      |             |             |
|          |                      | \$100,000   | \$0         |

CITY OF WEST FARGO, ND  
Tree Planting (5000-422000)  
For the Year: 2023

|                | LINE ITEM     | 2022 BUDGET | 2023 BUDGET |
|----------------|---------------|-------------|-------------|
| EXPENSES       |               |             |             |
| 490            | MISCELLANEOUS | \$112,000   | \$50,000    |
|                | TOTAL         | \$112,000   | \$50,000    |
| OTHER EXPENSES |               |             |             |
| 335300         | TRANSFER OUT  | \$0         | \$0         |
|                | TOTAL         | \$0         | \$0         |
| REVENUES       |               |             |             |
| 361500         | FEES          | \$112,000   | \$50,000    |
|                | TOTAL         | \$112,000   | \$50,000    |
| NET            |               |             |             |
|                | TOTAL         | \$0         | \$0         |

CITY OF WEST FARGO, ND  
FM CVB (2141-411500)  
For the Year: 2023

|          | LINE ITEM                 | 2022 BUDGET | 2023 BUDGET |
|----------|---------------------------|-------------|-------------|
| EXPENSES |                           |             |             |
| 533      | ADVERTISING – LODGING TAX | \$122,000   | \$195,370   |
| 653      | CAPITAL IMPROVEMENTS      | \$60,700    | \$97,685    |
|          | TOTAL                     | \$182,700   | \$293,055   |
| REVENUES |                           |             |             |
| 361500   | LODGING/RESTAURANT TAX    | \$122,000   | \$195,370   |
| 361002   | LODGING TAX               | \$60,700    | \$97,685    |
|          | TOTAL                     | \$182,700   | \$293,055   |
| NET      |                           |             |             |
|          | TOTAL                     | \$0         | \$0         |

CITY OF WEST FARGO, ND  
CITY UTILITY (2230)

For the Year: 2023

|          | LINE ITEM    | 2022 BUDGET | 2023 BUDGET |
|----------|--------------|-------------|-------------|
| EXPENSES |              |             |             |
| 429      | WATER METERS | \$126,000   | \$130,000   |
|          | TOTAL        | \$126,000   | \$130,000   |

|          |                         |           |           |
|----------|-------------------------|-----------|-----------|
| REVENUES |                         |           |           |
| 347550   | WATER METER SALES       | \$83,000  | \$100,000 |
| 360200   | WATER HOOKUP FEE        | \$20,000  | \$15,000  |
| 360210   | SEWER HOOKUP FEE        | \$20,000  | \$15,000  |
| 361000   | INTEREST ON INVESTMENTS | \$3,000   | \$0       |
|          | TOTAL                   | \$126,000 | \$130,000 |

|     |       |     |     |
|-----|-------|-----|-----|
| NET |       |     |     |
|     | TOTAL | \$0 | \$0 |

CITY OF WEST FARGO, ND  
NIGHT TO UNITE (2500)  
For the Year: 2023

|          | LINE ITEM        | 2022 BUDGET | 2023 BUDGET |
|----------|------------------|-------------|-------------|
| EXPENSES |                  |             |             |
| 945      | NON-DEPARTMENTAL | \$5,200     | \$5,000     |
|          |                  | \$5,200     | \$5,000     |

|          |              |         |          |
|----------|--------------|---------|----------|
| REVENUES |              |         |          |
| 346800   | DONATIONS    | \$5,200 | \$ 5,000 |
| 383000   | TRANSFERS IN | \$ -    | \$ -     |
|          |              | \$5,200 | \$ 5,000 |

|     |  |     |     |
|-----|--|-----|-----|
| NET |  |     |     |
|     |  | \$0 | \$0 |

CITY OF WEST FARGO, ND  
ASSET FOREFEITURES (2950)  
For the Year: 2023

|          | LINE ITEM     | 2022 BUDGET | 2023 BUDGET |
|----------|---------------|-------------|-------------|
| EXPENSES |               |             |             |
| 890      | TRANSFER OUT  | \$30,000    | \$30,000    |
|          | TOTAL         | \$30,000    | \$30,000    |
| REVENUES |               |             |             |
| 360000   | MISCELLANEOUS | \$30,000    | \$30,000    |
|          |               | \$30,000    | \$30,000    |
| NET      |               |             |             |
|          |               | \$0         | \$0         |

CITY OF WEST FARGO, ND  
SOUTH FACILITIES HOOKUP (2980)  
For the Year: 2023

|          | LINE ITEM             | 2022 BUDGET | 2023 BUDGET |
|----------|-----------------------|-------------|-------------|
| EXPENSES |                       |             |             |
| 385      | BUY OUT AGREEMENT     | \$ -        | \$ -        |
|          | TOTAL                 | \$ -        | \$ -        |
| REVENUES |                       |             |             |
| 360210   | SEWER HOOKUP FEE      | \$50,000    | \$50,000    |
| 335300   | MISCELLANEOUS REVENUE | \$ -        | \$-         |
|          |                       | \$50,000    | \$50,000    |
| NET      |                       |             |             |
|          |                       | \$50,000    | \$50,000    |

CITY OF WEST FARGO, ND  
WEST FARGO PARK PROJECTS (8XXX)  
For the Year: 2023

|          | LINE ITEM           | 2022 BUDGET | 2023 BUDGET |
|----------|---------------------|-------------|-------------|
| EXPENSES |                     |             |             |
| 630      | SHARE OF SPECIALS   | \$406,669   | \$394,675   |
|          | TOTAL               | \$406,669   | \$394,675   |
| REVENUES |                     |             |             |
| 318000   | SPECIAL ASSESSMENTS | \$406,669   | \$394,675   |
| 318100   | PREPAYMENTS         | \$ -        | \$ -        |
|          |                     | \$406,669   | \$394,675   |
| NET      |                     |             |             |
|          |                     | \$0         | \$0         |

CITY OF WEST FARGO, ND  
EXPENDITURE BUDGET – 2200-427500 VECTOR  
For the Year: 2023

|     | LINE ITEM         | 2022 BUDGET | 2023 BUDGET |
|-----|-------------------|-------------|-------------|
| 395 | MOSQUITO SPRAYING | \$132,000   | \$132,000   |
|     |                   | \$132,000   | \$132,000   |

CITY OF WEST FARGO, ND  
Expenditure Budget - 2210-428000 Forestry  
For the Year: 2023

|          | LINE ITEM                 | 2022 BUDGET | 2023 BUDGET |
|----------|---------------------------|-------------|-------------|
| EXPENSES |                           |             |             |
| 110      | PERMANENT EMP SALARIES    | 110,191     | 119,277     |
| 114      | PART TIME SALARIES        | 20,000      | 22,000      |
| 220      | SOCIAL SECURITY           | 8,430       | 10,808      |
| 230      | RETIREMENT                | 16,815      | 18,202      |
| 240      | WORKFORCE SAFETY INSURANC | 1,900       | 2,474       |
| 307      | CONTRACT SERVICES         | -           | 30,000      |
| 320      | HEALTH INSURANCE          | 9,401       | 9,871       |
| 340      | TRAVEL & EDUCATION        | 11,500      | 11,100      |
| 356      | TELEPHONE                 | 1,746       | 1,716       |
| 358      | LANDSCAPING-PUBLIC        | 8,000       | 11,000      |
| 375      | PUBLIC RELATIONS          | 2,000       | 2,000       |
| 387      | MEDICAL/VACCINES          | 1,000       | 1,000       |
| 399      | RECRUITMENT/EMPLOYMENT TE | 1,000       | 1,000       |
| 410      | OFFICE SUPPLIES           | 500         | 500         |
| 422      | UNIFORMS                  | -           | 2,000       |
| 426      | MACHINERY-EQUIP/PARTS     | 3,500       | 1,500       |
| 427      | VEHICLES MAINTENANCE      | 1,500       | 2,500       |
| 432      | TOOLS                     | 1,500       | 2,500       |
| 436      | PICK-UP                   | -           | -           |
| 446      | TREE PURCHASE             | 35,000      | 35,000      |
| 487      | SIGNS/SIGNAL LIGHTS       | 300         | 300         |
| 497      | TECH                      | -           | 964         |
| 610      | VEHICLES                  | -           | 84,750      |
| 641      | FURN & EQUIP-NON DEPRECIA | 5,000       | 5,000       |
| 657      | EQUIPMENT LEASE           | 46,091      | 13,109      |
| 667      | MEMBERSHIPS               | 700         | 700         |
| 668      | PRINTING                  | 4,000       | 4,000       |
| 758      | TREE REMOVAL FEE          | 5,000       | 5,000       |
| 870      | CAPITALIZED ASSETS - OVER | -           | -           |
|          | TOTAL                     | \$ 295,074  | \$ 398,271  |

| REVENUES |                      |            |            |
|----------|----------------------|------------|------------|
|          | SNOW/MOWING PAYMENTS | 2,500      | 2,500      |
|          | FORESTRY COLLECTIONS | 298,000    | 298,000    |
|          | MISCELLANEOUS        | -          | -          |
|          | GRANTS               | -          |            |
|          | SALE OF EQUIPMENT    | -          | -          |
|          |                      | \$ 300,500 | \$ 300,500 |

| NET |  |          |             |
|-----|--|----------|-------------|
|     |  | \$ 5,426 | \$ (97,771) |

# PROPRIETARY FUNDS AND OTHER FUNDS

CITY OF WEST FARGO, ND  
 Expenditure Budget - 6010-450200 Sanitation  
 For the Year: 2023

|                 |         |                                                                | 2022      | 2023      |
|-----------------|---------|----------------------------------------------------------------|-----------|-----------|
| Object          | Account | Object Description                                             | Budget    | Budget    |
| <b>EXPENSES</b> |         |                                                                |           |           |
| 110             | 450200  | PERMANENT EMP SALARIES – Budget includes 1 additional employee | 1,024,956 | 1,241,794 |
| 114             | 450200  | PART TIME SALARIES                                             | -         | 15,000    |
| 220             | 450200  | SOCIAL SECURITY                                                | 76,497    | 96,145    |
| 230             | 450200  | RETIREMENT                                                     | 152,593   | 183,852   |
| 240             | 450200  | WORKFORCE SAFETY INSURANC                                      | 33,990    | 38,113    |
| 250             | 450200  | UNEMPLOYMENT                                                   | -         | -         |
| 307             | 450200  | CONTRACT SERVICES                                              | 1,500     | 50,000    |
| 320             | 450200  | HEALTH INSURANCE                                               | 157,355   | 226,481   |
| 321             | 450200  | PROPERTY INSURANCE                                             | 45,000    | 45,000    |
| 322             | 450200  | INSURANCE CLAIM EXPENSES                                       | -         | -         |
| 323             | 450200  | LIABILITY INS                                                  | 5,000     | 5,000     |
| 340             | 450200  | TRAVEL & EDUCATION                                             | 9,000     | 13,833    |
| 355             | 450200  | LANDFILL                                                       | 1,232,910 | 1,270,000 |
| 356             | 450200  | TELEPHONE                                                      | 3,601     | 3,601     |
| 357             | 450200  | NON LANDFILL DISPOSAL                                          | 12,000    | 12,000    |
| 386             | 450200  | LICENSE FEES                                                   | 1,000     | 1,000     |
| 387             | 450200  | MEDICAL/VACCINES                                               | 2,000     | 2,000     |
| 399             | 450200  | RECRUITMENT/EMPLOYMENT TE                                      | 500       | 1,000     |
| 410             | 450200  | OFFICE SUPPLIES                                                | 1,200     | 1,200     |
| 418             | 450200  | PROFESSIONAL SERVICES                                          |           | 100,000   |
| 420             | 450200  | OPERATION & MAINTENANCE                                        | 15,000    | 15,000    |
| 422             | 450200  | UNIFORMS                                                       | 9,000     | 9,000     |
| 424             | 450200  | GAS AND OIL                                                    | 145,000   | 310,000   |
| 427             | 450200  | VEHICLES MAINTENANCE                                           | 90,000    | 165,000   |
| 428             | 450200  | SERVICE AGREEMENTS-Printer/Maint Fees                          | -         | 3,707     |
| 433             | 450200  | SHOP SUPPLIES                                                  | 6,000     | 6,000     |
| 444             | 450200  | PROPERTY DAMAGE-REPAIRS                                        | 1,000     | 1,000     |
| 490             | 450200  | MISC                                                           | 1,000     | 1,000     |
| 497             | 450200  | TECHNOLOGY                                                     | 95,000    | 78,342    |
| 527             | 450200  | UTILITIES                                                      | 1,500     | 2,300     |
| 610             | 450200  | VEHICLE PURCHASES - DEPRE                                      | 37,500    | -         |
| 639             | 450200  | SAFETY EXPENSES                                                | 3,000     | 3,000     |
| 641             | 450200  | FURN & EQUIP-NON DEPRECIA                                      | 5,000     | 5,000     |
| 657             | 450200  | EQUIPMENT LEASE                                                | -         | 9,936     |
| 665             | 450200  | DUMPSTERS                                                      | 66,000    | 85,000    |
| 667             | 450200  | MEMBERSHIPS                                                    | -         | 533       |
| 668             | 450200  | PRINTING                                                       | 3,000     | 3,000     |
| 870             | 450200  | CAPITALIZED ASSETS - OVER                                      | 570,000   | -         |

|     |        |                  |              |              |
|-----|--------|------------------|--------------|--------------|
| 880 | 450200 | COST ALLOCATIONS | 431,253      | 495,557      |
| 890 | 450200 | TRANSFERS OUT    | 104,794      | 104,794      |
| 912 | 450200 | CLEAN UP WEEK    | 1,000        | 1,000        |
| 914 | 450200 | DUMPSTER REPAIR  | 25,000       | 25,000       |
| 916 | 450200 | RECYCLE EXPENSE  | 950,000      | 1,000,000    |
|     |        |                  | \$ 5,319,149 | \$ 5,630,188 |

| REVENUES |        |                               |              |              |
|----------|--------|-------------------------------|--------------|--------------|
|          | 322150 | INSURANCE/DAMAGE PROCEEDS     | -            | -            |
|          | 344200 | GARBAGE COLLECTIONS           | 4,459,000    | 4,459,000    |
|          | 344300 | RECYCLING BINS                | -            | -            |
|          | 344350 | GARBAGE CANS                  | -            | -            |
|          | 344400 | INERT LANDFILL                | 75,000       | 75,000       |
|          | 344500 | RECYCLING INCOME              | -            | -            |
|          | 344600 | DUMPSTER COLLECTION REVENUE   | 250,000      | 250,000      |
|          | 344700 | TIPPING FEES-WASTE MANAGEMENT | 55,000       | 55,000       |
|          | 360000 | MISCELLANEOUS REVENUE         | 7,500        | 7,500        |
|          | 361000 | INTEREST ON INVESTMENTS       | -            | -            |
|          | 372500 | SALE OF EQUIPMENT             | -            | -            |
|          |        |                               | \$ 4,846,500 | \$ 4,846,500 |

| NET |  |       |             |             |
|-----|--|-------|-------------|-------------|
|     |  | TOTAL | \$(472,649) | \$(783,688) |

CITY OF WEST FARGO, ND  
 Expenditure Budget - 6020-450000 Water  
 For the Year: 2023

|                 | LINE ITEM                             | 2022 BUDGET | 2023 BUDGET |
|-----------------|---------------------------------------|-------------|-------------|
| <b>EXPENSES</b> |                                       |             |             |
| 110             | PERMANENT EMP SALARIES                | 604,338     | 689,095     |
| 114             | PART TIME SALARIES                    | -           | -           |
| 209             | CLASSIFIED ADS                        | 500         | 500         |
| 220             | SOCIAL SECURITY                       | 43,937      | 52,716      |
| 230             | RETIREMENT                            | 87,644      | 97,526      |
| 240             | WORKFORCE SAFETY INSURANC             | 7,935       | 7,935       |
| 320             | HEALTH INSURANCE                      | 103,818     | 123,636     |
| 321             | PROPERTY INSURANCE                    | 67,000      |             |
| 322             | INSURANCE CLAIM EXPENSES              | -           |             |
| 323             | LIABILITY INS                         | 5,000       | 5,000       |
| 335             | WATER TESTING                         | 20,000      | 20,000      |
| 340             | TRAVEL & EDUCATION                    | 20,000      | 4,500       |
| 345             | WATER PURCHASES                       | 3,800,000   | 3,626,100   |
| 351             | LIGHTS/ELECTRICITY BLDGS              | -           | -           |
| 356             | TELEPHONE                             | 25,000      | 6,850       |
| 360             | MISC PRINTING & MAILING               | -           | -           |
| 373             | IN SERVICE TRAINING                   | -           |             |
| 382             | RADIO REPAIR                          | 500         | 500         |
| 387             | MEDICAL/VACCINES                      | 500         | 500         |
| 394             | GRAVEL AND MIX                        | 40,000      | 40,000      |
| 397             | BLDG REPAIRS-PW OTHER                 | -           |             |
| 399             | RECRUITMENT/EMPLOYMENT TE             | 500         | 500         |
| 410             | OFFICE SUPPLIES                       | 2,500       | 2,500       |
| 412             | LOCATES                               | 20,000      | 20,000      |
| 420             | OPERATION & MAINTENANCE               | 30,000      | 30,000      |
| 422             | UNIFORMS                              | 5,000       | 5,000       |
| 424             | GAS AND OIL                           | 85,000      | 85,000      |
| 427             | VEHICLES MAINTENANCE                  | 65,000      | 75,000      |
| 428             | SERVICE AGREEMENTS-Printer/Maint Fees | -           | -           |
| 429             | WATER METERS                          | -           | -           |
| 430             | ALARMS/SCADA                          | 15,000      | 15,000      |
| 431             | LAB SUPPLIES                          | 500         | 500         |
| 432             | TOOLS                                 | 15,000      | 15,000      |
| 433             | SHOP SUPPLIES                         | 10,000      | 10,000      |
| 438             | REPAIR TO WATER LINES                 | 150,000     | 150,000     |
| 448             | DIVERSION EXPENSE                     | -           | -           |
| 490             | MISC                                  | 4,000       | 4,000       |
| 497             | TECHNOLOGY                            | -           | 14,476      |
| 500             | SUPPLIES                              | -           | -           |

|     |                           |                     |                     |
|-----|---------------------------|---------------------|---------------------|
| 527 | UTILITIES                 | 250,000             | 318,000             |
| 610 | VEHICLE PURCHASES - DEPRE | -                   | 124,000             |
| 632 | REPAIR/MAINTENANCE WATER  | 10,000              | 10,000              |
| 639 | SAFETY EXPENSES           | 8,000               | 8,000               |
| 641 | FURN & EQUIP-NON DEPRECIA | 5,000               | 5,000               |
| 657 | EQUIPMENT LEASE           | 20,025              | 10,013              |
| 661 | POSTAGE/FREIGHT/SHIPPING  | 95,000              | 1,000               |
| 667 | MEMBERSHIPS               | 7,000               | 7,000               |
| 668 | PRINTING                  | -                   | 94,000              |
| 751 | PUB/TECH MANUALS/SOFTWARE | 1,500               | 1,500               |
| 822 | FEES FOR STATE HEALTH DEP | 1,000               | 1,000               |
| 870 | CAPITALIZED ASSETS - OVER | 517,000             | 185,000             |
| 880 | COST ALLOCATIONS          | 552,617             | 627,609             |
| 710 | PRINCIPAL                 | 770,000             | 800,000             |
| 720 | INTEREST                  | 318,368             | 291,632             |
| 740 | SERVICE CHARGES           | 2,072               | 1,250               |
|     | <b>TOTAL</b>              | <b>\$ 7,786,254</b> | <b>\$ 7,586,838</b> |

| REVENUES |                              |                     |                     |
|----------|------------------------------|---------------------|---------------------|
|          | FEES                         | 100,000             | 100,000             |
|          | INSURANCE/DAMAGE PROCEEDS    | -                   | -                   |
|          | SEWER CHARGES                | -                   | -                   |
|          | WATER CHARGES                | 7,100,000           | 7,100,000           |
|          | WATER BASE FEE               | 1,260,000           | 1,260,000           |
|          | UB CONVENIENCE FEE           | -                   | -                   |
|          | BAB INTEREST REPAYMENTS      | -                   | -                   |
|          | MISCELLANEOUS REVENUE        | 40,000              | 40,000              |
|          | RENT                         | 20,000              | 20,000              |
|          | INTEREST ON INVESTMENTS      | -                   | -                   |
|          | SE CASS RESOURCE MAINTENANCE | 90,000              | 90,000              |
|          | SUMP PUMP VARIANCE AGREEMENT | 40,000              | 40,000              |
|          | EXCAVATION PERMITS           | -                   | -                   |
|          | STORM WATER PERMIT FEES      | 60,000              | 60,000              |
|          | SALE OF EQUIPMENT            | -                   | -                   |
|          | TRANSFER IN                  | -                   | -                   |
|          | BOND SALE                    | -                   | -                   |
|          | PREMIUM ON BOND SALE         | -                   | -                   |
|          | <b>TOTAL</b>                 | <b>\$ 8,710,000</b> | <b>\$ 8,710,000</b> |

| NET |  |                  |                    |
|-----|--|------------------|--------------------|
|     |  | <b>\$923,746</b> | <b>\$1,123,162</b> |

CITY OF WEST FARGO, ND  
Expenditure Budget - 6025-450000 Sewer  
For the Year: 2023

|          | LINE ITEM                 | 2022 BUDGET | 2023 BUDGET |
|----------|---------------------------|-------------|-------------|
| EXPENSES |                           |             |             |
| 110      | PERMANENT EMP SALARIES    | 965,314     | 1,065,365   |
| 160      | LAGOON MISC.              | 70,000      | 10,000      |
| 209      | CLASSIFIED ADS            | 500         |             |
| 220      | SOCIAL SECURITY           | 71,169      | 81,500      |
| 230      | RETIREMENT                | 141,966     | 157,539     |
| 240      | WORKFORCE SAFETY INSURANC | 12,696      | 12,878      |
| 320      | HEALTH INSURANCE          | 183,982     | 164,114     |
| 321      | PROPERTY INSURANCE        | 20,000      | 20,000      |
| 323      | LIABILITY INS             | 5,000       | 5,000       |
| 335      | WATER TESTING             | 15,000      | 30,000      |
| 340      | TRAVEL & EDUCATION        | 15,000      | 5,600       |
| 347      | SEWER TREATMENT PURCHASES | 2,700,000   | 2,737,500   |
| 351      | LIGHTS/ELECTRICITY BLDGS  | -           |             |
| 356      | TELEPHONE                 | 13,500      | 5,075       |
| 382      | RADIO REPAIR              | 500         | 500         |
| 387      | MEDICAL/VACCINES          | 375         | 375         |
| 394      | GRAVEL AND MIX            | 25,000      | 10,000      |
| 410      | OFFICE SUPPLIES           | 2,000       | 2,000       |
| 420      | OPERATION & MAINTENANCE   | -           | 10,000      |
| 422      | UNIFORMS                  | 5,000       | 5,000       |
| 423      | CHEMICALS                 | 105,000     | 120,000     |
| 424      | GAS AND OIL               | 30,360      | 35,000      |
| 427      | VEHICLES MAINTENANCE      | 25,000      | 40,000      |
| 430      | ALARMS/SCADA              | 30,000      | 35,000      |
| 431      | LAB SUPPLIES              | 1,500       | 1,500       |
| 432      | TOOLS                     | 15,000      | 15,000      |
| 433      | SHOP SUPPLIES             | 5,000       | 5,000       |
| 437      | REPAIRS TO MANHOLES       | 100,000     | 100,000     |
| 439      | REPAIR TO SEWER LINES     | 40,000      | 40,000      |
| 490      | MISC                      | 2,500       | 2,500       |
| 497      | TECHNOLOGY                | -           | 34,411      |
| 527      | UTILITIES                 | 240,000     | 272,000     |
| 610      | VEHICLE PURCHASES - DEPRE |             | 124,000     |
| 639      | SAFETY EXPENSES           | 10,000      | 10,000      |
| 641      | FURN & EQUIP-NON DEPRECIA | 26,000      | 5,000       |
| 661      | POSTAGE/FREIGHT/SHIPPING  | -           |             |
| 667      | MEMBERSHIPS               | 5,000       | -           |
| 751      | PUB/TECH MANUALS/SOFTWARE | 3,250       | 1,500       |
| 822      | FEES FOR STATE HEALTH DEP | 2,500       | 2,500       |

|     |                           |              |              |
|-----|---------------------------|--------------|--------------|
| 825 | LIFT STATION REPAIR       | 75,000       | 85,000       |
| 826 | STORM SEWER LIFT STATION  | 40,000       | 40,000       |
| 827 | RETENTION POND REPAIR     | 30,000       | 30,000       |
| 870 | CAPITALIZED ASSETS - OVER | 111,000      | 153,000      |
| 880 | COST ALLOCATIONS          | 125,546      | 171,394      |
| 890 | TRANSFERS OUT             | 76,027       | 76,027       |
|     | TOTAL                     | \$ 5,345,685 | \$ 5,721,278 |

|          |                           |              |              |
|----------|---------------------------|--------------|--------------|
| REVENUES |                           |              |              |
|          | OTHER LICENSES            | -            | -            |
|          | INSURANCE/DAMAGE PROCEEDS | -            | -            |
|          | SEWER CHARGES             | 3,701,999    | 3,701,999    |
|          | SEWER BASE FEE            | 1,407,012    | 1,407,012    |
|          | PRE-TREATMENT FEES        | -            | -            |
|          | MISCELLANEOUS REVENUE     | -            | -            |
|          | INTEREST ON INVESTMENTS   | -            | -            |
|          | SALE OF EQUIPMENT         | -            | -            |
|          |                           | \$ 5,109,011 | \$ 5,109,011 |

|     |       |             |              |
|-----|-------|-------------|--------------|
| NET |       |             |              |
|     | TOTAL | \$(236,674) | \$ (612,267) |

# DEBT SERVICE FUNDS

| DEBT SERVICE (3XXX-490000) |                                  |  | 318000        | 710           | 720          | 740       |
|----------------------------|----------------------------------|--|---------------|---------------|--------------|-----------|
| Fund                       | Description                      |  | Revenue       | Principal     | Interest     | Fees      |
| 3339                       | RIB 2019B/RIB 2011C              |  | \$ 475,494    | \$ 390,000    | \$ 171,460   | \$ 312    |
| 3349                       | RIB 2019A/RIB 2008C—             |  | \$ 282,514    | \$ 440,000    | \$ 18,370    | \$ 626    |
| 3368                       | GO 2009                          |  | \$ 955,000    | \$ 880,000    | \$ 77,203    | \$ 900    |
| 3369                       | NDPFA 2009                       |  | \$ 21,665     | \$ 15,000     | \$ 18,488    | \$ -      |
| 3370                       | RIB 2019A/RIB 2009C              |  | \$ 324,547    | \$ 340,000    | \$ 106,109   | \$ 626    |
| 3372                       | RIB 2019B/RIB 2010B              |  | \$ 311,984    | \$ 280,000    | \$ 114,159   | \$ 312    |
| 3375                       | RIB 2019B/RIB 2012A              |  | \$ 758,194    | \$ 665,000    | \$ 241,909   | \$ 312    |
| 3378                       | RIB 2020A/RIB 2012D              |  | \$ 456,043    | \$ 1,445,000  | \$ 414,250   | \$ 326    |
| 3381                       | RIB 2021A/RIB 2013A              |  | \$ 800,193    | \$ 545,000    | \$ 143,220   | \$ 1,250  |
| 3382                       | RIB 2021B/RIB 2013B              |  | \$ 739,748    | \$ 605,000    | \$ 116,031   | \$ 1,525  |
| 3383                       | 2012 Sidewalk District (6050)    |  | \$ 22,802     | \$ -          | \$ -         | \$ -      |
| 3384                       | RIB 2014A                        |  | \$ 1,041,491  | \$ 780,000    | \$ 344,625   | \$ 1,250  |
| 3385                       | RIB 2014B                        |  | \$ 1,177,011  | \$ 885,000    | \$ 426,110   | \$ 1,250  |
| 3386                       | RIB 2015A                        |  | \$ 1,598,099  | \$ 1,175,000  | \$ 682,125   | \$ 1,250  |
| 3387                       | RIB 2015B                        |  | \$ 1,489,306  | \$ 1,050,000  | \$ 566,100   | \$ 1,250  |
| 3388                       | RIB 2016A                        |  | \$ 1,681,902  | \$ 1,225,000  | \$ 595,556   | \$ 1,250  |
| 3389                       | RIB 2017A                        |  | \$ 2,868,542  | \$ 1,200,000  | \$ 1,183,913 | \$ 1,250  |
| 3389                       | Definitive Warrants 2017 \$10M   |  | \$ -          | \$ 349,124    | \$ 159,484   | \$ -      |
| 3391                       | 2018A Refunding                  |  | \$ 418,038    | \$ 575,000    | \$ 14,375    | \$ 1,250  |
| 3392                       | Definitive Warrants 2017 \$5M    |  | \$ 260,287    | \$ 171,731    | \$ 88,556    | \$ -      |
| 3392                       | RIB 2018B                        |  | \$ 1,666,746  | \$ 945,000    | \$ 1,074,663 | \$ 1,250  |
| 3393                       | RIB 2019B                        |  | \$ 2,124,158  | \$ 965,000    | \$ 1,094,019 | \$ 312    |
| 3394                       | RIB 2020A                        |  | \$ 823,803    | \$ 1,430,000  | \$ 943,104   | \$ -      |
| 3781                       | 2020 Sidewalk District           |  | \$ 28,532     | \$ -          | \$ -         | \$ -      |
| 3979                       | TIF WF 2nd & 3rd                 |  | \$ 155,000    | \$ -          | \$ -         | \$ -      |
| 3981                       | TIF Sterling                     |  | \$ -          | \$ -          | \$ -         | \$ -      |
| 3982                       | TIF Butler                       |  | \$ -          | \$ -          | \$ -         | \$ -      |
| 3983                       | TIF Titan                        |  | \$ 510,000    | \$ 45,000     | \$ 5,479     | \$ 1,050  |
| 3987                       | TIF Meadow Brook/Sandhills 2018) |  | \$ 120,000    | \$ -          | \$ -         | \$ -      |
| 3988                       | TIF 2017-1 Lights at Sheyenne    |  | \$ 410,000    | \$ 540,000    | \$ 434,514   | \$ -      |
| TOTAL DEBT SERVICE FUNDS   |                                  |  | \$ 22,521,099 | \$ 16,940,855 | \$ 9,033,822 | \$ 17,551 |

| Other Debt Service |                              |  |  |            |           |      |
|--------------------|------------------------------|--|--|------------|-----------|------|
| 2060               | South Fire Station Note      |  |  | \$ 84,960  | \$ -      | \$ - |
| 2060               | Fire engines financing Lease |  |  | \$ 149,861 | \$ 39,433 | \$ - |

|                                |                           |  |  |              |            |          |
|--------------------------------|---------------------------|--|--|--------------|------------|----------|
| 2060                           | Fire Headquarters Station |  |  | \$ 330,000   | \$ 380,528 | \$ 1,250 |
| 6020                           | W&S Rev Bonds of 2012     |  |  | \$ 500,000   | \$ 160,779 | \$ 1,028 |
| 6020                           | W&S Rev Bonds of 2019     |  |  | \$ 300,000   | \$ 130,853 | \$ 1,044 |
| TOTAL OTHER DEBT SERVICE FUNDS |                           |  |  | \$ 1,364,821 | \$ 711,593 | \$ 3,322 |



**To:** West Fargo City Commission  
**From:** Dustin Scott, Asst. City Administrator  
**Date:** October 3, 2022  
**Subject:** Office Space Recommendation  
**Action:** Approve Lease Agreement

**Commission President**

Bernie Dardis

*Primary Portfolio:*  
Administration/Finance

*Secondary Portfolio:*  
Street, Water and Sewer

**Commission Vice President**

Brad Olson

*Primary Portfolio:*  
Street, Water and Sewer

*Secondary Portfolio:*  
Administration/Finance

**Commissioner**

Roben Anderson

*Primary Portfolio:*  
Planning, Zoning and Engineering

*Secondary Portfolio:*  
Sanitation

**Commissioner**

Mark Simmons

*Primary Portfolio:*  
Police and Fire

*Secondary Portfolio:*  
Planning, Zoning and Engineering

**Commissioner**

Mandy George

*Primary Portfolio:*  
Sanitation

*Secondary Portfolio:*  
Police and Fire

**Administration**

Tina Fisk, Administrator

Dustin Scott, Assistant  
City Administrator

**Summary and Recommendation:**

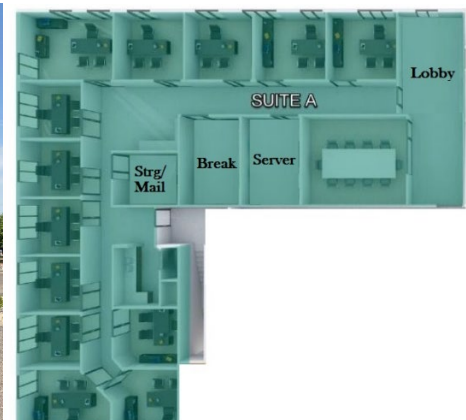
During their regular meeting on September 19, 2022, city commissioners authorized staff to work on a lease agreement for office space located at 1405 Prairie Parkway. The draft agreement was reviewed by the City Attorney and attached are pages 1-5 which summarize the terms and conditions.

This space will accommodate up to 13 staff and includes a conference room, storage, and other support areas. There is plenty of shared parking in front of the building and the City would have (10) dedicated overnight parking spaces in the back that can be monitored by a security camera.

The term of the lease is 5 years and the first-year rate is \$12.75/sf plus \$6.06/sf for CAM's, which staff feels is very good for the market and location. The space is move-in ready with zero "fit-up" costs and no deposit or upfront payment required. The only items needed to make the space ready would be extending a fiber line from 13<sup>th</sup> Ave, new desk furniture, and miscellaneous items such as a printer, general office supplies, etc.

The estimated cost for the first year is approximately \$150,000 including rent (\$89k), desk furniture (\$35k), city fiber install (\$18k), and miscellaneous items. Staff recommends using Covid funds to finance the first year but other options include sales tax and general fund reserves.

Staff Recommendation: Approve Lease Agreement



# LEASE AGREEMENT

---

BY AND BETWEEN

**DAKOTA UPREIT LIMITED PARTNERSHIP**  
**("LANDLORD")**

and

**CITY OF WEST FARGO**  
**("TENANT")**

**PIONEER SHOPPING CENTER**  
**WEST FARGO, ND**

## NOTICE

**RENT AND OTHER CHARGES ARE TO BE PAID BY THE TENANT ON THE FIRST DAY OF THE MONTH. THE LANDLORD HAS THE RIGHT TO EXERCISE ITS REMEDIES AS SET FORTH IN ARTICLE 20 OF THE LEASE IF THE RENT AND OTHER CHARGES ARE NOT PAID WHEN DUE. THE TENANT**

CANNOT ASSIGN OR SUBLEASE THE PREMISES UNTIL ALL PROVISIONS OF ARTICLE 15 OF THE LEASE HAVE BEEN FULFILLED.

## RETAIL LEASE REFERENCE PAGE

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|                                                 |                                                                                                                                                                                                                                                  |
|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| RETAIL CENTER:                                  | Pioneer Shopping Center                                                                                                                                                                                                                          |
| LANDLORD:                                       | Dakota UPREIT Limited Partnership                                                                                                                                                                                                                |
| LANDLORD'S ADDRESS:                             | 3003 32 <sup>nd</sup> Ave S, Suite 250, Fargo, ND 58103                                                                                                                                                                                          |
| LEASE REFERENCE DATE:                           | _____                                                                                                                                                                                                                                            |
| TENANT LEGAL ENTITY NAME:                       | City of West Fargo                                                                                                                                                                                                                               |
| TENANT REPRESENTATIVE ADDRESS and PHONE NUMBER: | _____<br>_____                                                                                                                                                                                                                                   |
| TENANT'S LEGAL ENTITY ADDRESS:                  | _____<br>_____                                                                                                                                                                                                                                   |
| BUSINESS PHONE NUMBER:                          | _____                                                                                                                                                                                                                                            |
| TENANT'S TRADE NAME:                            | _____                                                                                                                                                                                                                                            |
| PREMISES IDENTIFICATION:                        | Pioneer Technology Building<br>1405 Prairie Parkway, Suite A, West Fargo, ND 58078                                                                                                                                                               |
| PREMISES AREA                                   | 4,757 square feet approximately                                                                                                                                                                                                                  |
| USE (AUTHORIZED BUSINESS):                      | General Office / City services                                                                                                                                                                                                                   |
| POSSESSION DATE:                                | December 1, 2022                                                                                                                                                                                                                                 |
| RENT SCHEDULED COMMENCEMENT DATE:               | January 1, 2023                                                                                                                                                                                                                                  |
| TERMINATION DATE:                               | December 31, 2027                                                                                                                                                                                                                                |
| TERM OF LEASE:                                  | 5 years, beginning on the Commencement Date and ending on the Termination Date (unless sooner terminated pursuant to the Lease).                                                                                                                 |
| OPTION TO RENEW:                                | Tenant shall have two three-year options to extend the lease term, which shall be exercised consecutively by Tenant with advanced notice. Base rent shall increase by 3% each lease year during the extension terms. See Article 1, paragraph B. |
| OPTION TO RENEW NOTICE:                         | 120 days written notice prior to the expiration of the lease                                                                                                                                                                                     |
| NOTICE BY TENANT TO VACATE:                     | 180 days written notice prior to the termination of the lease                                                                                                                                                                                    |

|                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| MINIMUM RENT (Article 3):                                | \$5,054.31, due on the 1 <sup>st</sup> of every month, with 3% annual increases                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| MINIMUM INSTALLMENT OF MINIMUM RENT:                     | \$12.75 per square foot for the initial lease year, with 3% annual increases                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| TENANT'S PROPORTIONATE SHARE OF COMMON AREA MAINTENANCE: | Currently at \$6.06 per square foot or \$28,827.42 and adjusted annually with CAM Reconciliation of the Center                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| PERSONAL GUARANTY:                                       | None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| LATE FEE:                                                | 5 <sup>th</sup> of the month, the greater of 5% late fee or a minimum of \$100.00 per month. See Article 3H.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| SECURITY DEPOSIT:                                        | None Required                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| UTILITIES:                                               | Tenant to pay its pro rata share of utilities. See Article 7.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| INSURANCE:                                               | Tenant to list Landlord as additional insured and provide immediately upon taking possession to Landlord. See Article 24C.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| LANDLORD TO PROVIDE FIT UP:                              | According to the attached drawing, Exhibit B-1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| HVAC MAINTENANCE:                                        | Servicing contract currently handled by Landlord and included with CAM costs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| HOURS OF OPERATION:                                      | To be determined                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| PROPERTY MANAGER & RENTAL PAYMENTS:                      | Dakota UPREIT Limited Partnership<br>3003 32 <sup>nd</sup> Avenue South, Suite 250<br>Fargo, ND 58103                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| PARKING:                                                 | Tenant shall have the exclusive right for up to 10 parking spaces for overnight parking of City vehicles. Location will be within the back row of parking furthest from the building at the rear of the building.                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| EARLY TERMINATION:                                       | On or after 12/31/2025, Tenant shall have the right to terminate the Lease early provided that: <ol style="list-style-type: none"> <li>1. Tenant shall first provide Landlord written notice within 180 days advanced notice prior to the date of termination.</li> <li>2. Tenant shall, within thirty (30) days following Tenant's vacating the Premises, deliver to Landlord a sum that is equal to the unamortized portion of Landlord's total fitup costs and leasing commissions, which shall be calculating on a straight line basis, without interest, plus an early termination fee equal to six (6) months of then current monthly base rent.</li> </ol> |

3. Tenant shall, at the time written notice is delivered to Landlord evidencing Tenant's election to exercise its right of early termination, allow Landlord to install reasonable signage indicating the availability of the Demised Premises and to conduct showings to prospective tenants after normal business hours.

The Reference Page information is incorporated into and made a part of the Lease Agreement. In the event of any conflict between any Reference Page information and the Lease, the Lease shall control. This Lease includes Exhibits A, A-1, B, B-1, C, D, E, and F, of which are made a part of this Lease. THIS LANGUAGE IS INTENDED TO NOTIFY THE TENANT OF SPECIFIC OBLIGATIONS MORE FULLY SET FORTH IN THE BODY OF THIS LEASE AGREEMENT.

**LANDLORD:**  
**DAKOTA UPREIT LIMITED PARTNERSHIP**

By: \_\_\_\_\_  
Its: Danel Jung, EVP

Dated: \_\_\_\_\_

**TENANT:**

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_

Dated: \_\_\_\_\_

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