



- A. Pledge of Allegiance
- B. Approve Order of Agenda
- C. Approval of Minutes – May 4, 2020 (**Pages 2-3**)
- D. Building Permits

Consent Agenda – Approve the Following:

- a. Bills (**Pages 4-9**)
- b. Gaming Site Authorization for Arthur W. Jones Post 7564 VFW of the US Inc. Games to be conducted: Bingo, Raffles, Pull Tab Jar, Pull Tab Dispensing Device, Electronic Pull Tab Device, Seal Board, Prize Board, Sports Pool, Twenty-One, and Paddlewheels with Tickets at Arthur W. Jones Post 7564 VFW of the US Inc., 444 Sheyenne St # 1. (**Page 10**)
- c. Reappoint Joe Kolb to the Planning and Zoning Commission for a second term, through April 2025. (**Page 11**)
- d. Final Plat Approval, Maple River Subdivision, subdivision. (**Pages 12-15**)

Regular Agenda

- 1. **First Reading** - Ordinance No. 1158, Snow Emergency Route Ordinance – **John Shockley (Pages 16-18)**
- 2. Resolution Terminating Emergency Flood Declaration – **John Shockley (Pages 19-21)**
- 3. West Fargo Police Department 2019 Annual Report – **Jerry Boyer (Pages 22-43)**
- 4. Water and Sewer Rate Review and Recommendation – **Jim Larson (Pages 44-73)**
- 5. West Fargo Art Collective Discussion – **Malachi Peterson (Page 74)**
- 6. **Second Reading** - Wild's 20th Final Plat Approval – **Tim Solberg (Pages 75-83)**
- 7. The Firm, 344 Sheyenne St – Reduction in parking and deviation from zero front setback requirements – **Tim Solberg (Pages 84-90)**
- 8. Review improvement boundary map, legal description, and other documents for the creation of an improvement district, designated as "Sewer, Water, Storm and Street Improvement District No. 1331" – **Dustin Scott (Pages 91-96)**
- 9. Construction Report – **Dustin Scott**
- 10. City Administrator's Report – **Tina Fisk**
- 11. Correspondence
- 12. Non-Agenda Items
- 13. Adjourn



**West Fargo City Commission Meeting
Monday, May 4, 2020
Virtual Meeting via Zoom 5:30 PM**

The West Fargo City Commission met on Monday, May 4, 2020, at 5:30 pm. Those present via Zoom were Bernie Dardis, Brad Olson, Mark Simmons, Eric Gjerdevig, and Mike Thorstad. The President of the Board Bernie Dardis called the meeting to order.

The Pledge of Allegiance was recited.

Commissioner Gjerdevig moved and Commissioner Olson seconded to approve the Order of Agenda as presented. No opposition. Motion carried.

Commissioner Olson moved and Commissioner Gjerdevig seconded to approve the minutes of April 20, 2020 as presented. No opposition. Motion carried.

The Commission reviewed the Building Department Activity and Monthly Comparison Reports dated May 4, 2020 and Building Permits #137-170. Commissioner Olson moved and Commissioner Thorstad seconded to approve the Building Permits as presented. No opposition. Motion carried.

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

- a. Bills
- b. 2020 Mosquito Control Agreement
- c. Gaming Site Authorization for Red River Human Services Foundation. Games to be conducted: Pull Tab Jar, Pull Tab Dispensing Device, Electronic Pull Tab Device, Twenty-One, Paddlewheel Table from 7/1/20 to 6/30/21 at Town Hall Bar, 103 Main Avenue West
- d. Games of Chance for the American Foundation Suicide Foundation. Games to be conducted: Calendar Raffle from 7/20/20 to 8/31/20 at Spicy Pie, 745 31st Avenue East, #110
- e. Designate the Fargo Forum as the official newspaper for the City of West Fargo

No opposition. Motion carried.

Ryan Graf and Shawn Gaddie with AE2S appeared before the Commission for a Utility Rate Study presentation. No action was requested of the Commission.

Planner Malachi Petersen and representatives from Gate City Bank appeared before the Commission to discuss the Neighborhood Revitalization Program partnership with Gate City Bank. After discussion, Commissioner Olson moved and Commissioner Gjerdevig seconded to direct staff to continue the partnership with Gate City Bank. No opposition. Motion carried.

City Administrator Tina Fisk appeared before the Commission to review the Development Agreement for TIF District 2020-1. After discussion, Commissioner Simmons moved and Commissioner Thorstad seconded to approve the agreement as presented. Commissioner Dardis opposed. The majority having voted in favor, the motion passed.

City Engineer Dustin Scott appeared before the Commission to review the Petition for Improvements for Westport Investments, LLC for the Wilds 20th Addition. Developer Jim Bullis also appeared for discussion. After discussion, Commissioner Simmons moved and Commissioner Thorstad seconded to approve the Petition for Improvements as presented. No opposition. Motion carried.



West Fargo City Commission Meeting
Monday, May 4, 2020
Virtual Meeting via Zoom 5:30 PM

City Attorney John Shockley appeared before the Commission for a Second Reading of Ordinance No. 1155. After discussion, Commissioner Thorstad moved and Commissioner Simmons seconded to approve the Second Reading as presented. No opposition. Motion carried.

Commissioner Brad Olson opened discussion for the current truck routes. The discussion was tabled for the 5/18/20 Commission meeting.

City Engineer Dustin Scott appeared before the Commission to provide construction updates. No action was requested.

City Administrator Tina Fisk appeared before the Commission and presented the following items for the City Administrator's Report:

1. Today at midnight the alcohol moratorium expires
 - a. Need motion to extend
 - b. Commissioner Simmons moved and Commissioner Gjerdevig seconded to approve extending the Moratorium for Retail Alcohol Sales until 5/18/20. No opposition. Motion carried.
2. Staff working on return to work policy
 - a. New protocols for staff and protocol
 - b. Employees in and out of office this week
 - c. Back to work 5/11, City Hall NOT open to public
3. Meeting invites for meetings w/ AE2S
4. Jim working w/ staff for CARES Act funding
0. Discussions w/ staff about a WF COVID testing site
 1. Chief of Police position closed 5/1
 - a. Tina meeting w/ HR to discuss process
 2. Courtney Williams' last meeting, final day with the City of West Fargo is 5/7

There was no correspondence.

Commissioner Simmons moved and Commissioner Olson seconded to adjourn the meeting. No opposition. Meeting adjourned.

Bernie Dardis, Commission President

Tina Fisk, City Administrator

Consent Agenda a.

05/05/20
15:42:06

CITY OF WEST FARGO, ND
Check Register
For the Accounting Period: 5/20

Page: 1 of 6
Report ID: AP300

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
86829	S	2403 CRAIG DANIELSON	1600.00	04/27/20			
86830	S	1841 EMERGENCY AUTOMOTIVE TECHNOLOGIES, INC	954.87	04/21/20		CL 90461	1600.00
86835	C S	2742 AMBASSADOR INC	0.00	05/05/20		CL 90371	954.87
86836	C S	3511 ASPEN MILLS	0.00	05/05/20		CL 90565	
86837	* S	2742 AMBASSADOR INC	7298.59	05/05/20		CL 90537	
86838	S	3511 ASPEN MILLS	517.08	05/05/20		CL 90565	7298.59
86839	S	26 BORDER STATES INDUSTRIES INC	31630.00	05/05/20		CL 90537	517.08
86840	S	3512 BOUND TREE MEDICAL, LLC	365.00	05/05/20		CL 90487	31630.00
86841	S	351 BUSINESS ESSENTIALS	576.68	05/05/20		CL 90535	365.00
						CL 90437	45.28
						CL 90498	171.23
						CL 90538	360.17
86842	S	3605 CASS COUNTY CIVIL ASSET FORFEITURE FUND	826.00	05/05/20		CL 90508	826.00
86843	S	61 CASS COUNTY FINANCE	1551.00	05/05/20		CL 90506	776.00
						CL 90553	775.00
86844	S	2254 CASS COUNTY STATES ATTORNEY	1500.00	05/05/20		CL 90507	1500.00
86845	S	46 CASS RURAL WATER USERS	27.97	05/05/20		CL 90477	27.97
86846	S	1512 CDW GOVERNMENT, INC	428.75	05/05/20		CL 90560	428.75
86847	S	3216 CINTAS	89.33	05/05/20		CL 90486	89.33
86848	S	111 CITY OF FARGO	39785.34	05/05/20		CL 90458	39785.34
86849	S	66 CITY OF WEST FARGO-PETTY CASH	2500.00	05/05/20		CL 90502	2500.00
86850	S	79 DAKOTA HOSE & EQUIP	281.38	05/05/20		CL 90514	281.38
86851	S	877 ENVIRONMENTAL TOXICITY CONTROL INC.	850.00	05/05/20		CL 90509	850.00
86852	S	2089 ENVISIONWARE, INC	725.00	05/05/20		CL 90559	725.00
86853	S	660 FARGO FREIGHTLINER	769.75	05/05/20		CL 90493	769.75
86854	S	144 FARMERS BROTHERS COFFEE	350.17	05/05/20		CL 90513	350.17

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
86855	S	2387 FERGUSON ENTERPRISES #3093	315.56	05/05/20			
						CL 90519	315.56
86856	S	1347 FM SERTOMA CLUB	70.00	05/05/20			
						CL 90463	70.00
86857	S	104 FORUM COMMUNICATIONS	273.45	05/05/20			
						CL 90549	273.45
86858	S	155 GALLS, LLC	161.77	05/05/20			
						CL 90494	161.77
86859	S	2864 GOODIN COMPANY	432.04	05/05/20			
						CL 90518	385.67
						CL 90541	46.37
86860	S	2558 GOODYEAR COMMERCIAL TIRE	3549.45	05/05/20			
						CL 90510	3549.45
86861	S	3534 GRAND FORKS FIRE EQUIPMENT LLC	361.31	05/05/20			
						CL 90540	361.31
86862	S	2877 GREATAMERICA FINANCIAL SERVICES	1324.03	05/05/20			
						CL 90440	704.51
						CL 90441	176.63
						CL 90474	442.89
86863	S	2318 HABERDASHERY	531.00	05/05/20			
						CL 90566	531.00
86864	S	2850 HENRY SCHEIN, INC	140.74	05/05/20			
						CL 90542	140.74
86865	S	3593 HOLIDAY COMPANIES	130.00	05/05/20			
						CL 90554	130.00
86866	S	1226 HP INC.	943.82	05/05/20			
						CL 90558	943.82
86867	S	358 HUBERT OYE-SONS CONST.	1400.00	05/05/20			
						CL 90480	1400.00
86868	S	3087 IBM CORPORATION	250.00	05/05/20			
						CL 90557	250.00
86869	S	2500 INLAND TRUCK PARTS & SERVICE	59.62	05/05/20			
						CL 90522	59.62
86870	S	211 INTERSTATE BATTERIES	88.80	05/05/20			
						CL 90495	88.80
86871	S	1012 INTERSTATE POWER SYSTEMS, INC	1266.46	05/05/20			
						CL 90544	1266.46
86872	S	1076 IPMA - HR	210.00	05/05/20			
						CL 90543	210.00
86873	S	3608 JONES & BARTLETT LEARNING	722.96	05/05/20			
						CL 90534	361.48
						CL 90545	361.48
86874	S	3173 KIESLER'S POLICE SUPPLY, INC.	3464.80	05/05/20			
						CL 90489	3464.80
86875	S	3418 LOFFLER	23.10	05/05/20			
						CL 90548	23.10
86876	S	3491 LOFFLER COMPANIES INC	119.49	05/05/20			
						CL 90439	119.49

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
86877	S	3304 MAC'S - FARGO	49.66	05/05/20			
						CL 90526	49.66
86878	S	3014 MELISSA RICHARD	400.00	05/05/20			
						CL 90462	400.00
86879	S	299 MENARDS	457.73	05/05/20			
						CL 90511	457.73
86880	S	2766 MIDCONTINENT COMMUNICATIONS	455.00	05/05/20			
						CL 90505	125.00
						CL 90555	330.00
86881	S	102 MIDSTATES WIRELESS	153.00	05/05/20			
						CL 90516	28.00
						CL 90552	125.00
86882	S	1854 MIDWEST TAPE	1004.66	05/05/20			
						CL 90568	1004.66
86883	S	305 MOORE ENGINEERING	6582.00	05/05/20			
						CL 90476	6582.00
86884	S	298 MVTL LABORATORIES	159.50	05/05/20			
						CL 90485	159.50
86885	S	333 ND MOTOR VEHICLE DEPT.	24.00	05/05/20			
						CL 90460	11.50
						CL 90497	12.50
86886	S	1906 ND PUBLIC FINANCE AUTHORITY	25596.25	05/05/20			
						CL 90571	25596.25
86887	S	911 NDPOA	120.00	05/05/20			
						CL 90500	120.00
86888	S	1600 NELSON AUTO CENTER FLEET DEPT	33138.12	05/05/20			
						CL 90459	33138.12
86889	S	364 NELSON INTERNATIONAL	201.12	05/05/20			
						CL 90501	201.12
86890	S	1715 NORTHWEST TIRE INC	77.49	05/05/20			
						CL 90504	53.03
						CL 90525	24.46
86891	S	1774 O'REILLY AUTOMOTIVE STORES, INC	254.01	05/05/20			
						CL 90490	107.62
						CL 90517	146.39
86892	S	3416 OCLC, INC.	191.51	05/05/20			
						CL 90564	191.51
86893	S	352 OK TIRE	646.90	05/05/20			
						CL 90521	646.90
86894	S	399 OLYMPIC SALES	3229.37	05/05/20			
						CL 90492	3229.37
86895	S	276 OSTROMS ACE HARDWARE	1247.96	05/05/20			
						CL 90483	1162.60
						CL 90527	18.97
						CL 90533	66.39
86896	S	2126 OVERDRIVE, INC	4000.00	05/05/20			
						CL 90569	4000.00

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
86897	S	563 PETRO SERVE USA	326.30	05/05/20	_____	CL 90478 CL 90572	273.26 53.04
86898	S	3606 PRECISION COMPANY INC	429.42	05/05/20	_____	CL 90528	429.42
86899	S	1295 PRO-WEST & ASSOCIATES, INC	968.84	05/05/20	_____	CL 90475	968.84
86900	S	1166 PRODUCTIVITY PLUS ACCOUNT	170.22	05/05/20	_____	CL 90503 CL 90523	129.00 41.22
86901	S	3010 RICHARD BRUNS	104.80	05/05/20	_____	CL 90496	104.80
86902	S	632 SAFEGUARD BUSINESS SYSTEMS	445.52	05/05/20	_____	CL 90562	445.52
86903	S	1881 SAM'S CLUB/SYNCHRONY BANK	556.15	05/05/20	_____	CL 90530	556.15
86904	S	459 SHERWIN WILLIAMS	405.32	05/05/20	_____	CL 90488	405.32
86905	S	2655 SIMPLIFILE	95.00	05/05/20	_____	CL 90561	95.00
86906	S	1626 SIRCHIE FINGERPRINT LABORATORIES	162.74	05/05/20	_____	CL 90491	162.74
86907	S	3516 STEIN'S INC	290.68	05/05/20	_____	CL 90536	290.68
86908	S	274 STEVE MOTTINGER	4750.00	05/05/20	_____	CL 90455	4750.00
86909	S	3607 STRYKER MEDICAL	7464.30	05/05/20	_____	CL 90532	7464.30
86910	S	31 STURDEVANT'S AUTO PARTS	289.99	05/05/20	_____	CL 90524	289.99
86911	S	733 SWANSTON EQUIPMENT CORP.	7088.54	05/05/20	_____	CL 90482 CL 90515	4160.00 2928.54
86912	S	634 SWEENEY CONTROLS COMPANY	879.60	05/05/20	_____	CL 90484	879.60
86913	S	999999 TERRI KLEINGARTNER	49.97	05/05/20	_____	CL 90567	49.97
86914	S	1156 TESSMAN	126.96	05/05/20	_____	CL 90479	126.96
86915	S	3043 THE FORUM	446.16	05/05/20	_____	CL 90539	446.16
86916	S	1924 TUMBLEWEED PRESS INC	775.00	05/05/20	_____	CL 90436	775.00
86917	S	784 UNITED POWER EQUIPMENT	752.04	05/05/20	_____	CL 90520 CL 90547	665.76 86.28
86918	S	3604 USDA-RURAL DEVELOPMENT	7080.00	05/05/20	_____	CL 90457	7080.00

Fund/Account	Amount
1000 GENERAL	
101000 CASH - OPERATING	\$108,552.32
2050 PARK	
101000 CASH - OPERATING	\$197,930.87
2060 FIRE FUND	
101000 CASH - OPERATING	\$19,347.47
2210 FORESTRY	
101000 CASH - OPERATING	\$36.10
2241 FEMA PROJECTS	
101000 CASH - OPERATING	\$660.86
2310 SHEYENNE PLAZAS OPERATING FUND	
101000 CASH - OPERATING	\$14,000.00
2320 SHEYENNE PARKING GARAGE OPERATING FUND	
101000 CASH - OPERATING	\$8,600.00
2950 ASSET FORFEITURES	
101000 CASH - OPERATING	\$5,602.00
3369 MUNICIPAL BONDS 2009 NDPFA	
101000 CASH - OPERATING	\$25,596.25
6010 HEALTH & SANITATION	
101000 CASH - OPERATING	\$49,812.00
6020 WATER ENTERPRISE	
101000 CASH - OPERATING	\$1,915.17
6025 SEWER ENTERPRISE	
101000 CASH - OPERATING	\$2,498.13
7000 LIBRARY	
101000 CASH - OPERATING	\$19,248.55
7050 AIRPORT AUTHORITY	
101000 CASH - OPERATING	\$6,663.01
8605 2017-1 BROOKS HARBOR ELEMENTARY PARK	
101000 CASH - OPERATING	\$23,801.01
8610 2014-2 GOLDENWOOD AREA PARK	
101000 CASH - OPERATING	\$40,715.76
8615 8615 SHADOWWOOD PARK SPECIALS 2010	
101000 CASH - OPERATING	\$12,208.02
8620 2011 PARK SPECIALS - MAPLE RIDGE	
101000 CASH - OPERATING	\$13,631.45
8625 Park Improvement District 2011-1	
101000 CASH - OPERATING	\$130,940.26
8635 2014 PARK SPECIAL ASSESSMENTS-RIVER'S	
101000 CASH - OPERATING	\$113,601.89
8700 2007-1 SP ASSMT PARK BURLINGTON	
101000 CASH - OPERATING	\$9,375.02
Total:	\$804,736.14



GAMING SITE AUTHORIZATION
 OFFICE OF ATTORNEY GENERAL
 SFN 17996 (02/2018)

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

Full, Legal Name of Gaming Organization
Arthur W. Jones Post 7564 VFW of the U.S. Inc.

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

Name of Location <u>Arthur W. Jones Post 7564 VFW</u>			
Street <u>444 Shyenne St. #1</u>	City <u>West Fargo</u>	ZIP Code <u>58078</u>	County <u>CASS</u>
Beginning Date(s) Authorized <u>7/1/2020</u>	Ending Date(s) Authorized <u>6/30/2021</u>	Number of twenty-one tables if zero, enter "0": <u>2</u>	
Specific location where games of chance will be conducted and played at the site (required) <u>Entire Bar Area (excluding Restrooms)</u>			
If conducting Raffle or Poker activity provide date(s) or month(s) of event(s) if known <u>0</u>			

RESTRICTIONS (City/County Use Only)

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

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

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

APPROVALS

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

INSTRUCTIONS:

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

RETURN ALL DOCUMENTS TO:

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

***** Consent Agenda *****

AGENDA ITEM DESCRIPTION
CITY COMMISSION
WEST FARGO, NORTH DAKOTA

Agenda # C.

*****Please Note:** The following information must be completed and submitted to the West Fargo City Auditor's Office by the Thursday noon preceding the City Commission meeting. Failure to comply may result in no action being taken on your request.

1. CONTACT PERSON: Tim Solberg
2. PHONE NUMBER: 433-5320 DATE: May 12, 2020
3. PLEASE **BRIEFLY** DESCRIBE YOUR REQUEST:
Reappoint Joe Kolb to the Planning and Zoning Commission. Commissioner Kolb was appointed to a First Term on April 20, 2015 to replace Terry Potter.

4. SITE ADDRESS OR LEGAL DESCRIPTION (if applicable):
n/a
5. ACTION BEING REQUESTED FROM CITY COMMISSION:
Reappoint to Commissioner Kolb to the Planning and Zoning Commission for a second term (through April 2025).

*** Consent Agenda ***

AGENDA ITEM DESCRIPTION
CITY COMMISSION
WEST FARGO, NORTH DAKOTA

Agenda # d.

***Please Note: The following information must be completed and submitted to the West Fargo City Auditor's Office by the Thursday noon preceding the City Commission meeting. Failure to comply may result in no action being taken on your request.

1. CONTACT PERSON: Malachi Petersen, Planner
2. PHONE NUMBER: 712-301-3822 DATE: May 14, 2020
3. PLEASE **BRIEFLY** DESCRIBE YOUR REQUEST:
Maple River Subdivision, subdivision.
4. SITE ADDRESS OR LEGAL DESCRIPTION (if applicable):
Located in Auditor's Lot 3 NE¼ of the SE¼ of Section 24, T140N, R50W, Cass
County, North Dakota.
5. ACTION BEING REQUESTED FROM CITY COMMISSION:
Final Plat Approval



City Commission Agenda Item Request

Please Note: The following information must be completed and submitted before noon on the Thursday preceding the City Commission Meeting. Failure to comply may delay action being taken on your request.

Office Use:

Regular Agenda Item #:

Consent Agenda Item #:

Agenda Item Information:

Contact Name: *

Malachi Petersen

Phone Number: *

7123013822

Email Address:

Malachi.Petersen@westfargond.gov

Date *

5/14/2020

Topic for Consent or Regular Agenda?

Please select one option:

Consent Agenda

Regular Agenda

Please Briefly Describe Your Request *

Approval of a subdivision of property in the extraterritorial jurisdiction of the City of West Fargo for property transfer from one owner to another.

Site Address or Legal Description (if applicable)

Auditor's Lot 3 NE $\frac{1}{4}$ of the SE $\frac{1}{4}$ of Section 24, T140N, R50W, Cass County, North Dakota

Action Being Requested from City Commission *

Approval of a subdivision of property in the extraterritorial jurisdiction of the City of West Fargo for property transfer from one owner to another.

Upload Additional Documentation (Optional):

maple river cover sheet.pdf

9.11KB

A20-13.pdf

128.83KB

CITY OF WEST FARGO PLANNING & COMMUNITY DEVELOPMENT

STAFF REPORT

A20-13	Subdivision
Maple River Subdivision,	
Auditor's Lot 3 NE¼ of the SE¼ of Section 24, T140N, R50W, Cass County, North Dakota	
Applicant: Shannon Roers-Jones Owner: Theodore and Paula Roers	Staff Contact: Malachi Petersen
Planning & Zoning Commission Introduction:	05-12-2020
Public Hearing:	05-12-2020
City Commission:	05-18-2020

PURPOSE:

Plat to allow for owners to convey a portion of land to a neighbor in an agriculturally zoned district.

STATEMENTS OF FACT:

Land Use Classification:	C-1: Deferred Development Sector
Existing Land Use:	Non-farm single family and Vacant
Current Zoning District(s):	A: Agricultural
Zoning Overlay District(s):	NA
Proposed Lot size(s) or range:	4-6 acres
Total area size:	10.9 acres
Adjacent Zoning Districts:	A: Agricultural
Adjacent street(s):	14 th Street NW – Section Line Township Road
Adjacent Bike/Pedestrian Facilities:	None
Available Parks/Trail Facilities:	None

DISCUSSION AND OBSERVATIONS:

- The property is located in the City’s extraterritorial (ET) area about two miles north of West Fargo.
- A signed final plat has been received with necessary easements.
- An Attorney Title Opinion for the property has been received.
- Taxes for the property have been confirmed to be current.

DISCUSSION AND OBSERVATIONS:

- The Planning & Zoning Commission unanimously recommended approval at their 5-12-2020 meeting.

NOTICES:

Sent to: Property owners within 350’, Raymond Township officials and Cass County Planning

Comments Received:

- None to date

STAFF REPORT

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

- Reducing development pressure within the Deferred Development Sector and still allowing reasonable use may be considered consistent with the Comprehensive Plan.

RECOMMENDATIONS:

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

Regular Agenda 1

ORDINANCE NO. 1158

AN ORDINANCE TO AMEND AND REENACT SECTIONS 2-0401 AND 2-0402 OF THE REVISED ORDINANCES OF 1990 OF THE CITY OF WEST FARGO RELATING TO DECLARATION OF EMERGENCY FOR SNOW EMERGENCY ROUTES.

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

SECTION 1. Section 2-0401 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

2-0401. DECLARATION OF EMERGENCY. ~~1.~~ Whenever in the opinion of the ~~Superintendent of Streets~~ President of the Board of City Commissioners, or in his absence, the ~~Assistant Street Superintendent~~ Public Works Director, or in the absence of both the ~~Superintendent of Streets~~ President of the Board of City Commissioners and the ~~Assistant Street Superintendent~~ Public Works Director, the Commissioner in charge of Streets, an emergency exists in the City because of falling snow, sleet, freezing rain or on the basis of a forecast by the U.S. Weather Bureau that weather conditions would create or will likely create hazardous road conditions impeding or likely to impede the free movement of fire, health, police, emergency or other vehicular traffic or otherwise endanger the safety and welfare of the community, such official shall put into effect a parking prohibition on Snow Emergency Routes as established by this chapter by declaring in the manner prescribed by Section 2 that a snow emergency exists.

SECTION 2. Section 2-0402 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

2-0402. DECLARATION OF EMERGENCY TO PUBLIC.

- A. ~~Superintendent of Streets~~ The President of the Board of City Commissioners or other official authorized by this chapter shall cause each declaration made by him pursuant to this chapter to be publicly announced by means of broadcasts or telecasts from stations with a normal operating range covering the city, and he may cause such declaration to be further announced in newspapers of general circulation when feasible. Each announcement shall describe the action taken by the Public Works Director or other official authorized by this chapter, including the time it became or will become effective, and shall specify whether it is applicable to primary snow emergency routes only, or both primary and secondary snow emergency routes; and shall not go into effect until

at least three hours after it has been announced at least three times between 6:00 a.m. and 11:00 p.m. on any day.

- B. The ~~Superintendent of streets~~ President of the Board of City Commissioners or other official authorized by this chapter shall make or cause to be made a record of each time and date when any declaration as announced to the public in accordance with this section.
- C. Termination of Parking Prohibition by the ~~Superintendent of Streets~~ President of the Board of City Commissioners or Other Official Authorized by This Chapter -- Whenever the ~~Superintendent of Streets~~ President of the Board of City Commissioners or other official authorized by this chapter shall find that some or all of the conditions which give rise to a parking prohibition in effect pursuant to this chapter no longer exist, he may declare the prohibition terminated, in whole or in part, in the manner prescribed by this chapter, effective immediately upon announcement.
- D. Provisions Temporarily Effective to Take Precedence -- Any provision of this chapter which becomes effective by declaration of the ~~Superintendent of Streets~~ President of the Board of City Commissioners or other official authorized by this chapter, or upon the occurrence of certain weather conditions shall, while temporarily in effect, take precedence over other conflicting provisions of law normally in effect, except that it shall not take precedence over provisions of law relating to traffic accidents, emergency travel of authorized emergency vehicles or emergency traffic directions by a police officer.

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

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
and Final Passage:

Regular Agenda 2

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION TERMINATING EMERGENCY FLOOD DECLARATION

WHEREAS, the spring thaw, coupled with significant precipitation prior to and during the 2019 and 2020 fall and winter, and anticipated precipitation created flooding conditions in the City of West Fargo; and

WHEREAS, failure to prepare, plan, and respond to flood-related conditions within the City of West Fargo would have threatened the health, safety, and welfare of its residents; would have threatened a substantial number of properties; and may have caused substantial property damage; and

WHEREAS, pursuant to N.D.C.C. § 37-17.1-10, “a local disaster, emergency, or mandatory evacuation order may be declared by the principal executive officer of the county or city;” and

WHEREAS, “[t]he effect of a declaration of a local disaster or emergency is to activate the response and recovery aspects of any and all applicable local disaster or emergency operations plans and to authorize the furnishing of aid and assistance thereunder.” N.D.C.C. § 37-17.1-10(2); and

WHEREAS, on February 27, 2020, the President of the West Fargo City Commission determined it was in the best interest of the residents of the City of West Fargo to declare an emergency in an effort to initiate appropriate relief actions and mitigation measures to limit hardship and impact related to potential flooding; and

WHEREAS, in light of current conditions, the President of the West Fargo City Commission has determined that it is in the best interests of the residents of the City of West Fargo to terminate the emergency flood declaration as of May 2, 2020.

NOW, THEREFORE, BE IT RESOLVED, that the President of the West Fargo City Commission finds, determines, and declares that as of May 2, 2020, an emergency flood situation no longer exists in the City of West Fargo and that the emergency declaration is hereby terminated.

BE IT FURTHER RESOLVED, that the Board of City Commissioners consents to the President’s finding, determination, and declaration that as of May 2, 2020, an emergency flood situation no longer exists in the City of West Fargo and that the emergency declaration is hereby terminated.

(Signatures appear on the following pages.)

Dated this _____ day of _____, 2020.

APPROVED:

Bernie L. Dardis, President of the Board of
City Commissioners

ATTEST:

Tina Fisk, City Administrator

The motion for the adoption of the foregoing resolution was duly seconded by Commissioner _____, and upon vote being taken thereon, the following voted in favor thereof: _____.

The following commissioners were absent and not voting: _____.

The following commissioners voted nay: _____. The majority having voted aye, the motion carried and the resolution was duly adopted.



**AGENDA ITEM DESCRIPTION
CITY COMMISSION
WEST FARGO, NORTH DAKOTA**

*****PLEASE NOTE:** The following information must be completed and submitted to the West Fargo City Auditor's Office by the Thursday noon preceding the City Commission meeting. Failure to comply may result in no action being taken on your request.

1. CONTACT PERSON: Jerry Boyer

2. PHONE NUMBER:

DATE: 5/14/2020

3. PLEASE BRIEFLY DESCRIBE YOUR REQUEST:

Presentation and Discussion on 2019 Police Report

4. SITE ADDRESS OR LEGAL DESCRIPTION (if applicable):

5. ACTION BEING REQUESTED FROM CITY COMMISSION:

No action required



WEST FARGO POLICE DEPARTMENT 2019 ANNUAL REPORT

IN MEMORIAM

We dedicate this annual report in remembrance of Landon Solberg, Grantley Johnson and Myles Allen who courageously battled cancer and lost their fight to this horrible disease. All three are an inspiration to our police department. God bless Landon, Grantley, and Myles.



TABLE OF CONTENTS

- 4 Introduction by Chief Janke
- 5 Crime Statistics
- 6 Mission and Values
- 7 Command Staff
- 8 Promotions, New Positions & New Hires
- 9 Service Milestones
- 10 Award Recipients
- 12 Volunteers
- 13 Budget
- 14 Community Programs
 - 15 Pink Patch Project
 - 16 Night to Unite
 - 17 West Fargo United & Around the World
 - 18 Cops & Kids Shopping Event
 - 19 Police Explorers Post #281
 - 20 Citizens Police Academy
 - 22 Youth Engagement
 - 23 More Community Programs
- 24 Patrol Division
- 26 K9 Division
- 28 Traffic and Patrol Statistics & CSO
- 29 Bomb Squad & SWAT Team
- 30 Investigations Division
 - 31 Special Programs
 - 32 Metro Area Street Crime Unit Statistics
 - 33 Drug & Evidence Processing Statistics
 - 34 Top Cases of 2019
- 36 School Resource Officers
- 37 Cultural Liaison Officer
- 38 Administrative Division
 - 39 Internal Affairs & Injuries & Training
- 40 Thank you



INTRODUCTION BY CHIEF JANKE



I am proud to release the 2019 West Fargo Police Department's Annual Report. While our community continues to grow, we witnessed another year of our overall crime rate decreasing. I am happy to report that West Fargo was named the safest city in North Dakota for the second straight year. It is not normal for a city with the exponential growth that West Fargo has seen to have crime rates decreasing. This is a testament to the continued partnership between our residents and our police department.

Our police officers continue to focus on building relationships with our community members so we can work together to stop and prevent crime. Our department also continues use the data at our fingertips to be proactive and work smarter in preventing and stopping crime.

In 2019, we added a cultural liaison officer whose main focus is to build relationships and assist our New American population. CLO Ryan Feltman also organized many community events to bring our entire community together and educate each other on different cultures. These events included an Around the World Night where everyone could learn about cultures, and West Fargo United focused on bringing our youth out for a night of dancing and getting to know our officers. Lastly, CLO Feltman hosted four forums at our middle and high schools to deliver a message of respect and eliminating bullying in our schools.

This single position made a huge difference in educating and bringing our community together. In turn, our department now has relationships with thousands of community members that may not have trusted the department to call in a time of need. This position is just one example of our police department continuing to evolve to better serve our entire community.

Our department of 63 sworn police officers and 13 civilian employees make me extremely proud every single day. Their sole mission is to honorably protect and serve the citizens of West Fargo at all times. Let's continue to partner together as one community and continue to make West Fargo the best city to live, work and play.



Personal Crimes	2015	2016	2017	2018	2019
Homicide	3	1	0	2	0
Sex Crimes	29	33	43	54	39
Kidnapping	6	4	9	5	5
Pornography	6	9	20	8	12
Robbery	5	7	6	3	5
Aggravated Assault	39	35	36	56	41
Simple Assault	274	275	249	260	236
Stalking	5	7	5	2	3
Weapon Law Violations	25	38	30	27	29
Missing Person/Runaway	96	126	133	100	111
Suicide (Attempted, Completed)	35	42	47	59	43
Suicide Threat	55	57	56	85	49
Unattended Death	23	13	20	17	26
Other Personal Crimes	1073	1156	947	800	798
Personal Crimes Per 100,000 people	4464.00	4808.00	4269.33	3941.33	3725.33
SUBTOTAL	1674	1803	1601	1478	1397

Property Crimes	2015	2016	2017	2018	2019
Burglary/Theft From Building	154	146	90	122	121
Shoplifting	44	55	70	93	158
Motor Vehicle Theft	39	51	45	35	54
All Other Theft	337	341	396	423	373
Counterfeiting	118	115	113	128	143
Identity Theft	70	48	54	42	38
Vandalism	179	141	135	124	119
Other Property Crimes	296	358	316	361	397
Property Crimes Per 100,000 People	3298.67	3346.67	3250.67	3541.33	3741.33
SUBTOTAL	1237	1255	1219	1328	1403

Drug Crimes	2015	2016	2017	2018	2019
Drug/Narcotic Violations	221	329	355	354	369
Drug Equipment Violations	221	313	351	338	317
Liquor Law Violations	112	109	77	94	75
Drug Crimes Per 100,000 People	1477.33	2002.67	2088.00	2096.00	2029.33
SUBTOTAL	554	751	783	786	761

Crime Total	3465	3809	3603	3592	3561
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MISSION STATEMENT

The West Fargo Police Department has the responsibility to protect life and safeguard property in a highly effective and efficient manner and to engage the community in a collaborative crime prevention program.

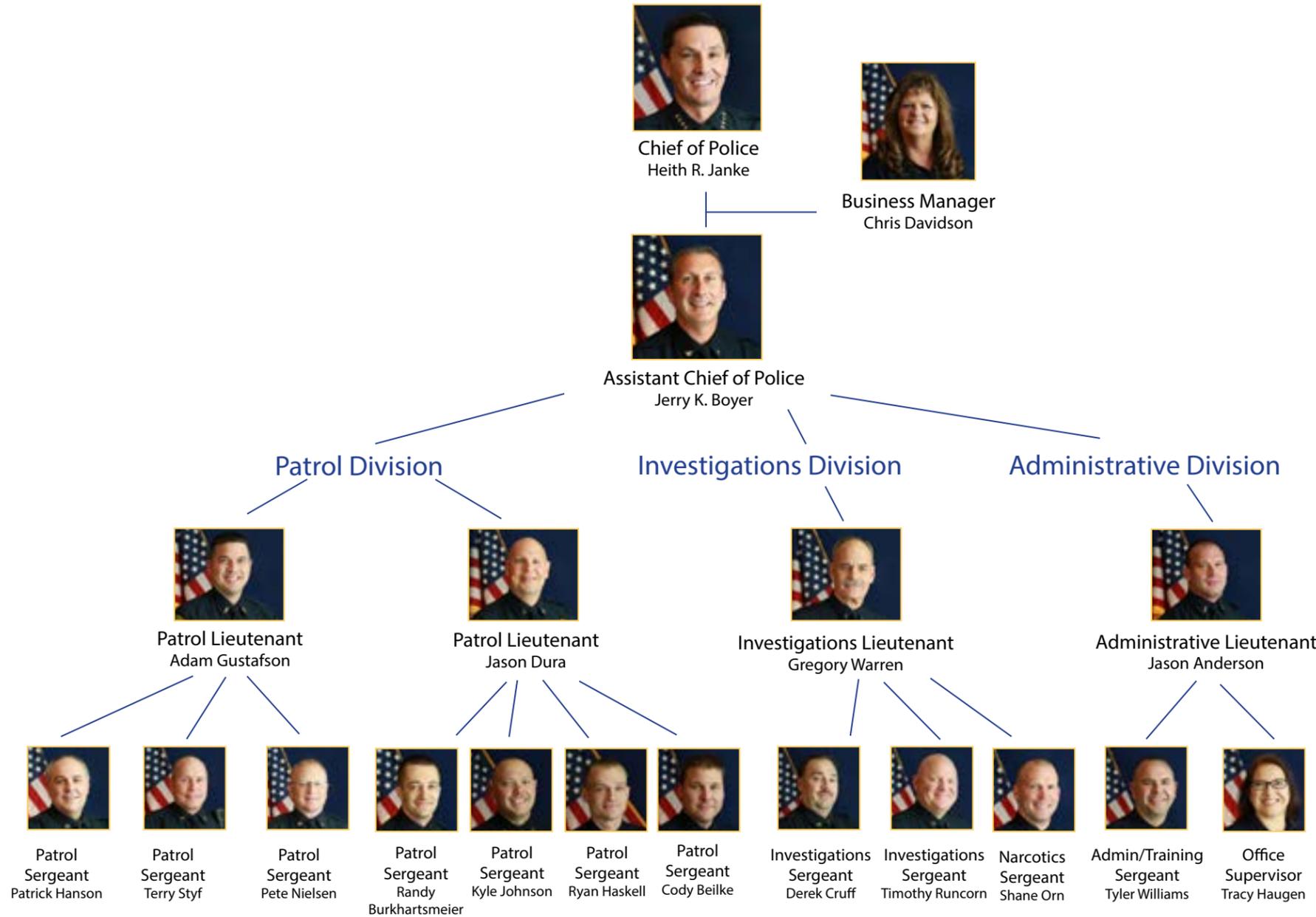
VISION STATEMENT

The West Fargo Police Department strives to be a highly trusted public service agency that all levels of the criminal justice system may use as a standard of law enforcement performance as a result of having developed and maintained a strong core of visionary leaders and exceptionally trained and motivated personnel.



Integrity
 Honesty
 Trust
 Competence
 Teamwork
 Respect
 Service
 Balance

2019 COMMAND STAFF



PROMOTIONS

SERVICE MILESTONES

63
SWORN OFFICERS



Kyle Johnson
Patrol Sergeant



Ryan Haskell
Patrol Sergeant



Cody Beilke
Patrol Sergeant



Gary Bommersbach
35 Years of Service



Terry Styf
30 Years of Service



Rhonda Jorgensen
20 Years of Service



Pete Nielsen
20 Years of Service



Adam Gustafson
10 Years of Service

NEW POSITIONS



Ryan Feltman
Cultural Liaison Officer



Ryan Birney
5 Years of Service



Ryan Feltman
5 Years of Service

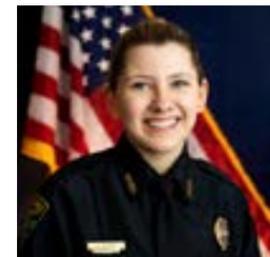


Ryan Haskell
5 Years of Service



Kyle Johnson
5 Years of Service

NEW HIRES



Abby Dusek
Patrol Officer



Jared Johnson
Patrol Officer



Brittany Malafa
Patrol Officer



Michael Kane
5 Years of Service



Ben Orr
5 Years of Service



Eric Sorenson
5 Years of Service



Derek Werner
5 Years of Service

3
NEW OFFICERS

EMPLOYEE OF THE YEAR



Matt Oldham
Patrol Officer

EMPLOYEES OF THE QUARTER



Margy Larson
Quarter 1



Matt Oldham
Quarter 2



James Ellefson
Quarter 3



David Todd
Quarter 4

MEDAL OF VALOR



Brock Ackerman
Patrol Officer



David Todd
Patrol Officer

CHIEF'S MEDAL



Ben Nechiporenko
Patrol Officer



Greg Warren
Investigations Lieutenant

PURPLE HEART

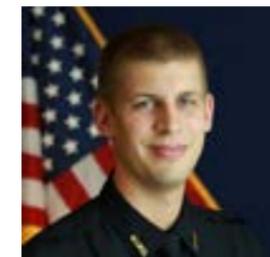


Dora Roll
School Resource Officer

2019 LUTHER FAMILY FORD SALUTE TO LAW ENFORCEMENT RECIPIENTS



David Todd
April 2019



James Ellefson
September 2019

BEYOND THE TRAFFIC STOP



Joe Solberg
Patrol Officer



Kyle Johnson
Patrol Sergeant

OUTSTANDING SAFETY INSTRUCTOR



Jason Balvik
School Resource Officer

GANG OFFICER OF THE YEAR



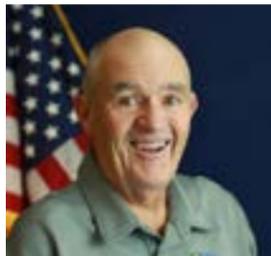
Ben Nechiporenko
Patrol Officer

FRATERNAL ORDER OF POLICE MEMBER OF THE YEAR



Rhonda Jorgensen
School Resource Officer

VOLUNTEERS



Vern Baardson
Chaplain



Casey Baardson
Chaplain



Michael O'Berg
Chaplain

In 2019, West Fargo Police Department volunteers donated 1,006 hours of their time.

Vern Baardson and Casey Baardson serve as chaplains for the department. Mike O'Berg is chaplain for the West Fargo Fire Department, but assists the department as well. These three individuals help with a wide range of tasks, from death notifications to the overall well-being of the department. In 2019, the chaplains donated 487 hours.



Ron Babb
Department Volunteer



Carl Glander
Department Volunteer



Richard Logan
Department Volunteer

Ron Babb, Carl Glander and Richard Logan serve the West Fargo Police Department in a number of ways. These three men take turns doing everything from washing and bringing cars to the mechanic to running paperwork. In 2019, these three volunteers donated 339 hours to the department.

Chad Rice and Shawn O'Donnell serve as volunteer advisers for the West Fargo Police Explorers Post #281. Rice and O'Donnell help organize meetings and take photos at events. They also assist in planning and chaperoning the Explorers' annual trip to Rochester, Minnesota, for their competition. In 2019, these volunteer advisers donated 180 hours to the Explorers.



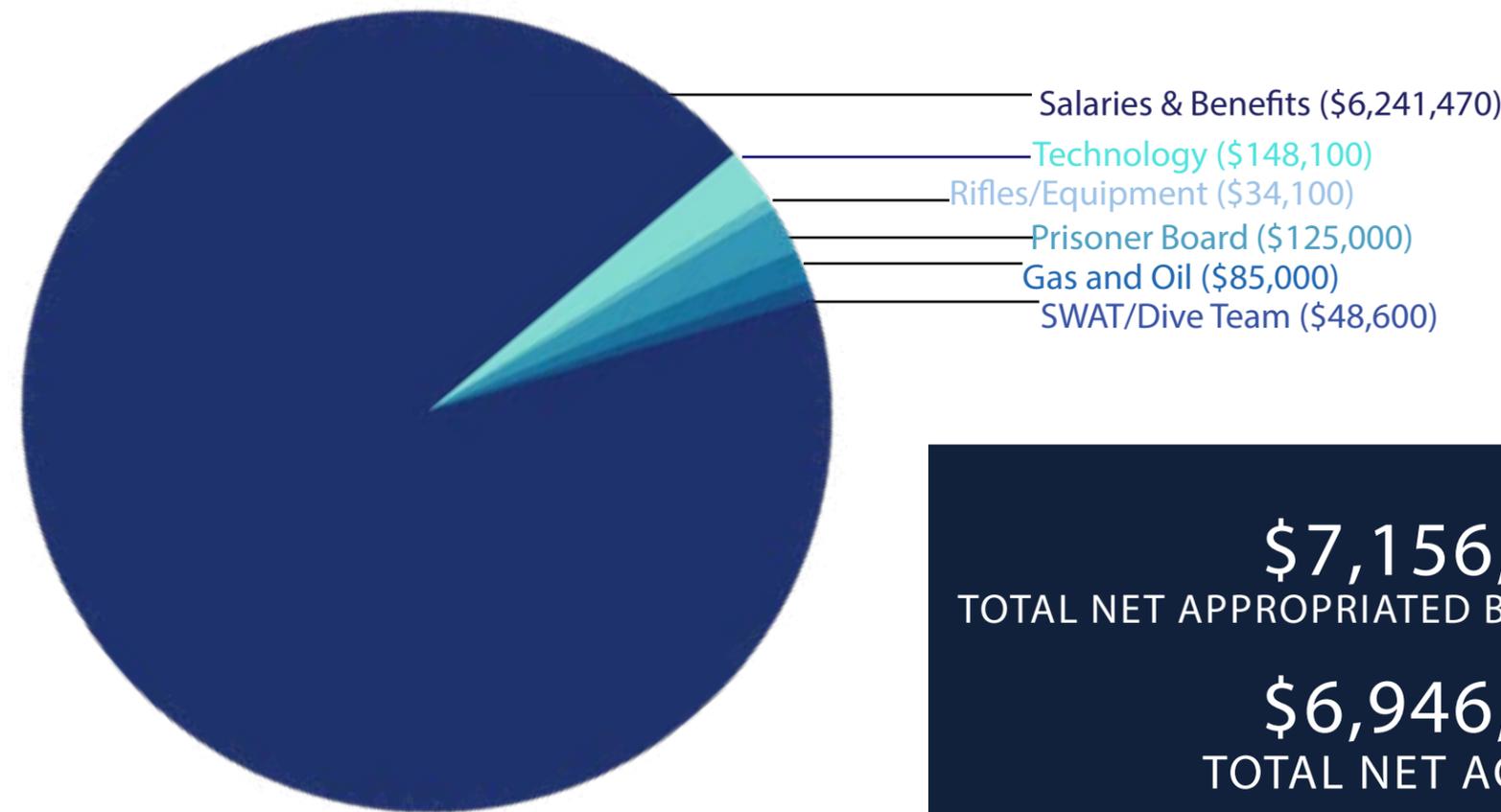
Chad Rice
Volunteer Police
Explorers Adviser



Shawn O'Donnell
Volunteer Police
Explorers Adviser

1,006
TOTAL VOLUNTEER HOURS

2019 BUDGET



\$7,156,870
TOTAL NET APPROPRIATED BUDGET

\$6,946,540
TOTAL NET ACTUAL

\$210,330
NET (OVER)/UNDER BUDGET

COMMUNITY PROGRAMS

The West Fargo Police Department prides itself on the variety of community programs officers participate in and offer to the community:

- Bicycle Helmet Awareness
- Cass County TRIAD
- Citizens Police Academy
- Classroom Visits
- Coffee with a Cop
- Cops & Kids Shopping Event
- David Lemi Logulomo Scholarship
- Department Tours
- Dose of Reality
- K9 Demonstrations
- Neighborhood Watch Program
- Night to Unite
- No Shave November
- Pink Patch Project
- Special Olympics Polar Plunge
- Police Explorers Post #281
- Project Lifesaver
- Salvation Army Bell Ringing
- CLO Swimming Lessons
- Summer Intern Program
- Special Olympics Tip-A-Cop
- Vacation House Watch
- Community Events
- Ride-A-Longs



In October, the department presented the Pink Patch Project. All officers sported pink patches throughout the month, sold commemorative pink patches to the public and held an auction of signed patches to raise money for breast cancer research, prevention, treatment and awareness.



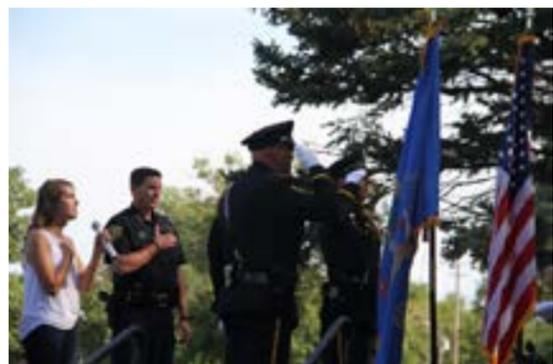
PINK PATCH PROJECT

NIGHT TO UNITE

5 - 8 P.M. TUESDAY, AUG. 6
ELMWOOD PARK, WEST FARGO



Every August, the West Fargo Police Department hosts Night to Unite at Elmwood Park. This event strengthens neighborhood and community partnerships through free activities, interactive demonstrations, public safety education and delicious food from local food trucks. Thousands of West Fargo residents attend each year.

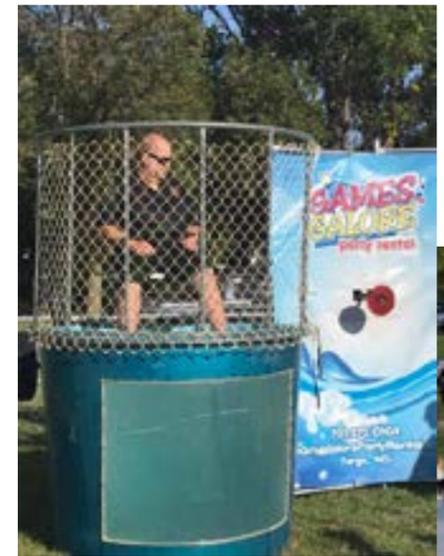


Night to Unite

WEST FARGO UNITED

5:30 - 8 P.M.
SEPT. 6

A FREE OUTDOOR COMMUNITY PARTY



West Fargo United was an outdoor community party with free food, games, music and fun for all ages. The event was hosted at L.E. Berger Elementary school and even included a helicopter dropping candy from the sky.

West Fargo United

**AROUND THE WORLD:
A CELEBRATION OF CULTURES**
5:30 - 8 p.m.
Tuesday, June 11, 2019
PONTIAC Plaza - 444 Shyenne Street, West Fargo

FOOD
MUSIC
ENTERTAINMENT
FUN FOR ALL AGES
EVERYONE IS INVITED

Sponsored by
Microsoft



In June, the department sponsored the first Around The World event. The event aimed to showcase diverse cultures in West Fargo. Representatives from countries like Germany, Philippines, Somalia, Liberia, the United Kingdom and more were present.



Around the World: A Celebration of Cultures



In December, the West Fargo Police Department participated in the annual Cops & Kids shopping event. Law enforcement personnel from the Red River Valley region come together to provide a holiday shopping experience to area low-income children. Each child is matched with an officer and given \$200 to spend.



Through West Fargo Police Explorers Post #281, students age 14 - 21 learn about a career in law enforcement through hands-on training, competition, community engagement at special events, volunteer work and more. Students gain experience in many facets of law enforcement while also gaining leadership, problem-solving and effective communication skills, as well as lifelong friendships.



The West Fargo Police Explorer Post #281 has completed its fifth year in 2019 with a full roster of 18 students.



The explorers also helped with various summer events, including four West Fargo Cruise Nights, Night to Unite, the West Fest Parade, Big Iron, and the Scheel's Arena Hometown Heroes event.

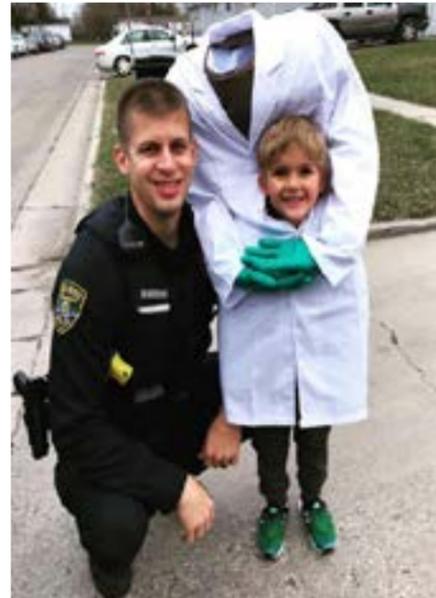




Each year, residents are able to participate in the Citizens Police Academy. This ten-week program is designed to increase the understanding between citizens and police through hands-on training. In addition to specialized classroom training, citizens are exposed to a wide range of real-world scenarios.

Participants are not actually trained for police work. Participants do, however, have a better understanding of the West Fargo Police Department operations and the responsibilities and duties with which officers are tasked.

CITIZENS POLICE ACADEMY



One fun role of West Fargo police officers is engagement with area youth. The department interacts with young residents through classroom visits, special events, department tours, fundraisers and a variety of special programs to encourage youth safety.



YOUTH ENGAGEMENT

MORE COMMUNITY PROGRAMS

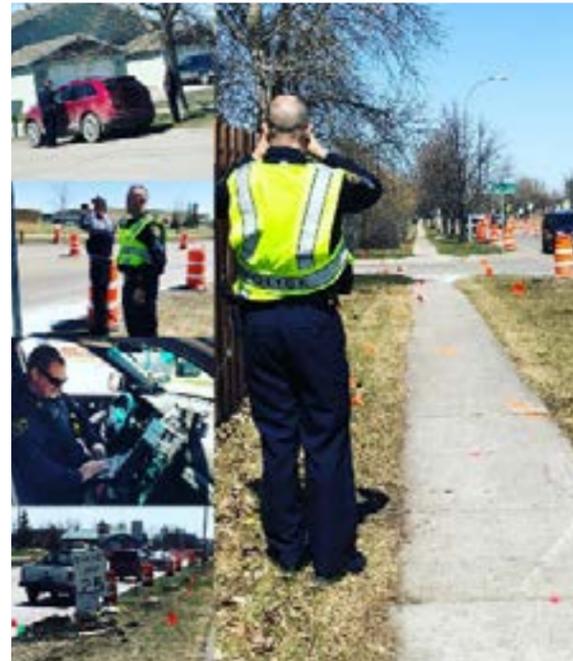
PATROL DIVISION



The patrol officers respond to major and minor crimes and assist on medical calls. Calls for service range from a vehicle unlock to responding to major incidents that can result in serious injury or death.

Within the Patrol Division, the officers take on extra responsibilities other than basic patrol duties. These responsibilities include:

- Alcohol Compliance Checks
- Bike Patrol
- Bomb Squad
- Citizens Police Academy
- Coffee/Cocoa with a Cop
- Defensive Tactics
- Drug Recognition
- Emergency Vehicle Operations Course Instruction
- Explorers Post #281
- Field Training
- Honor Guard
- Internet Safety
- Internship Program
- Negotiations
- Peer Assistance Crisis Team (PACT)
- Ride-A-Long Program
- Social Media
- SWAT Team



The Patrol Division saw several changes again in 2019. The department hired five new patrol officers, bringing the force to 38 officers including the two lieutenants and seven patrol sergeants. The Patrol Division also includes one truck regulatory officer and a civilian community service officer.

Once again, the department had a record number of calls for service in 2019. With 30,122 calls, the patrol staff was very busy. Patrol staff also responded to 1,122 vehicle collisions.

The department honored two patrol officers in 2019 with the Medal of Valor award. Officers David Todd and Brock Ackerman were honored after pulling a victim out of a burning building. Officer Dora Roll received the Purple Heart award after being injured during a confrontation with a suspect.



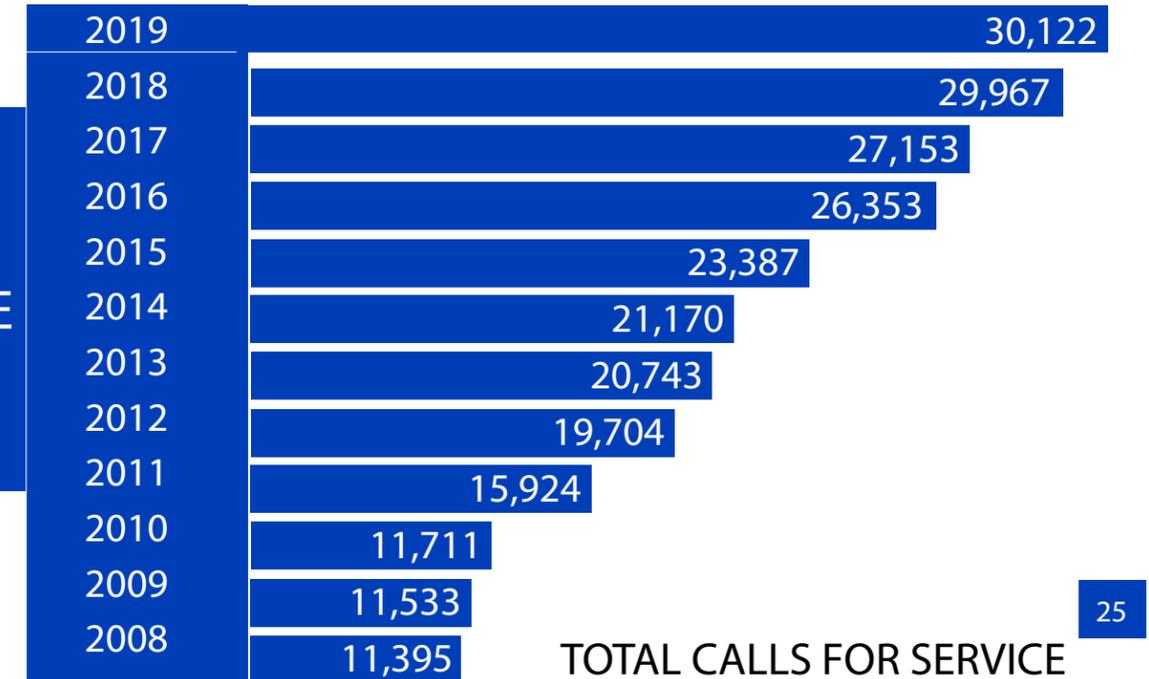
Lieutenant Jason Dura Lieutenant Adam Gustafson

507,768
TOTAL MILES DRIVEN



41,347
TOTAL GALLONS OF GAS

30,122
TOTAL CALLS FOR SERVICE
IN 2019



TOTAL CALLS FOR SERVICE

K9 DIVISION



319
TOTAL K9 DEPLOYMENTS

Between Tosti, Macho and Brewtus, the K9 unit was deployed a total of 319 times in 2019, several of which were assisting other regional agencies

K9 DIVISION



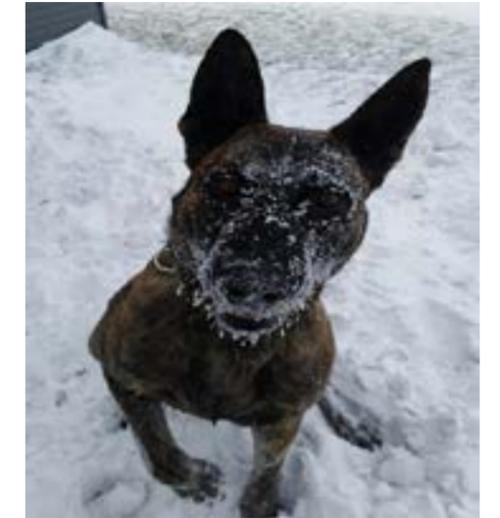
Name: Brewtus

Handler: Officer Brock Ackerman
Breed: German Shepherd
Age: 2 years, 3 months
Weight: 65lbs



Name: Macho

Handler: Sergeant Pete Nielsen
Breed: German Shepherd
Age: 2 years, 10 months
Weight: 75lbs



Name: ToSti

Handler: Officer Ben Orr
Breed: Dutch Shepherd
Age: 6 years
Weight: 95lbs



TRAFFIC & PATROL STATS



Traffic Stats	2015	2016	2017	2018	2019
DUI	174	187	160	240	163
DUI REFUSAL	36	36	46	46	36
DRIVING UNDER SUSPENSION	334	424	538	754	517
Total	544	647	744	1040	716

Patrol Stats	2015	2016	2017	2018	2019
Citations Issued	5560	5880	5459	6966	4570
Arrests	1577	1883	1920	1960	1648
Accidents	811	963	930	986	1122

COMMUNITY SERVICE OFFICER



28 CSO Annie Burthold

Annie Burthold serves as community service officer for the West Fargo Police Department. She responds to calls for vehicle unlocks, animals calls and parking complaints. She also coordinates vehicle maintenance and delivers paperwork to various government agencies.

This position has evolved over time. Beyond the duties listed above, Burthold also completes investigations and reports on animal neglect and provides assistance to other city departments, such as code enforcement, to help make residents aware of and enforce city ordinances.

2019 Calls for Service			
Arrest	0	Reckless Driving	1
Accident-Property	3	Stolen Vehicle	1
Animal Calls	271	Suspicious Activity	3
Bicycle Found	41	Theft	1
Burglary	5	Ticket	57
Community Policing	6	Traffic Complaint	22
Disturbance	2	Traffic Stop	3
Field Contact	1	Vehicle Unlock	102
Fingerprints	10	Welfare Check	1
Found Property	32		
Health - Safety	4		
Impaired Person	1		
Impound	58		
Parking Complaint	604		
Public Assist	32		

1278
TOTAL ACTIONS

BOMB & SWAT



Red River Valley SWAT Team

The Red River Valley SWAT team is comprised of members from various local agencies. The department currently has three members on the team, with two of the three being team leaders. In 2019, the Red River Valley SWAT team was deployed 14 times. These deployments ranged from assisting with high-risk search warrants to providing dignitary protection for President Donald Trump and Vice President Mike Pence. The team spends many hours each year training for these and other situations, such as barricaded suspects and terrorist attacks.

Red River Regional Bomb Squad

The Red River Regional Bomb Squad is a multi-jurisdiction team that assists local law enforcement agencies in the education, location, and disposal of all energetic materials. The bomb unit is often utilized with the tactical unit and negotiations unit on large-scale events where there could be a potential for dangerous materials or explosives. The bomb unit has different types of technology that can assist the other units, such as bomb robots, which are capable of sending real time video and audio to the rest of the team.



Bomb Squad Summary of Calls	2019
Hoax/Suspicious Packages	9
Ammunition Pickup/Disposal	6
Explosive Devices	10
SWAT Assists	9
Total Bomb Squad Responses	34

INVESTIGATIONS



Lieutenant Greg Warren

In 2019, Lieutenant Greg Warren led the West Fargo Police Department Investigations Division. The division consisted of three sergeants, five detectives, one intelligence detective, a crime-free multi-housing coordinator and an evidence technician. In total, the division was assigned 854 cases with 2,118 pieces of evidence processed.

West Fargo investigation officers also worked as members of the Cass County Drug Task Force, the Metro Area Street Crimes Unit and the Drug Enforcement Administration Task Force. Officers in these task forces focused on narcotics trafficking and gangs in the metro area.

The Investigations Division also houses seven West Fargo School District school resources officers and manages a number of special programs such as offender registration and the crime free multi-housing program.

SOCIAL MEDIA TOOLS:

2019 TIP TUESDAY:

- 24 ID'D OUT OF 34
- 70.5% SUCCESS RATE

2019 WARRANT WEDNESDAY:

- 11 ARRESTED OUT OF 34
- 32% SUCCESS RATE

854
TOTAL INVESTIGATIONS
CASES ASSIGNED

SPECIAL PROGRAMS

Crime Free Multi-Housing Program

The West Fargo Crime Free Multi-Housing Program offers training for West Fargo rental property management and staff. After the training, the Crime Free Multi-Housing coordinator notifies the trained management when tenants or visitors commit certain offenses on the property. The offenses can include noise complaints, indecent exposure and assault, minors possessing or consuming alcohol, possession of controlled substances, conduct related to the need for protection services, delinquency of a minor, criminal damage to property or robbery. Through this program, the department also assists rental property management with background checks.

The West Fargo Police Department is happy to provide this service to the community knowing it results in a stable, more satisfied tenant base, increased property values, improved personal safety for tenants, landlords, and managers, and peace of mind for spending more time on routine management and less time on crisis control.

In 2019, 30,112 calls for service were reviewed and 1,211 housing incident reports were sent to trained rental management.

Offender Registration Program

There are currently 49 offenders registered with the West Fargo Police Department. Registered offenders include those who have been convicted of serious sexual crimes or violent offenders that are required to register by North Dakota state offender statutes. Since 2009, each department officer has at least one registered offender assigned

to them to monitor their compliance. Assigned officers are required to provide monthly updates. The police support specialists communicate with the state offender registration unit in Bismarck for updates to each offender's file and to make sure all information is sent in a timely manner.

Internet Crimes Against Children

In 2019, the West Fargo Police Department received 3 Internet Crimes Against Children (ICAC) cyber tips. From these tips, the department went on to

produce three workable cases. Cyber tips include possession or distribution of child pornography or luring a minor by computer.

146
TOTAL CRIME FREE
MULTI-HOUSING
BACKGROUND
CHECKS CONDUCTED

49
TOTAL REGISTERED
OFFENDERS

3
TOTAL ICAC TIPS
RECEIVED

METRO AREA STREET CRIMES UNIT

METRO AREA STREET CRIMES UNIT STATISTICS

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Gang Arrests	9	3	2	3	2	3	7	7	3	6	12	1	58
Non-Gang Arrests	17	15	21	17	6	15	16	19	13	8	13	19	179
Assist Arrests	0	0	2	0	0	3	2	3	3	1	2	25	41
Written Search Warrants	7	7	7	10	10	9	9	10	4	12	3	10	90
Assist Other Agency	6	5	6	9	9	7	10	7	4	2	3	1	61
THC (grams)	0	0	0	0	0	0	0	0	0	0	46	1	47
Meth Seizures (grams)	13.7	0.7	1200.8	2.5	29.5	0	14	12.3	23	4	0	13.2	1,313.7
Marijuana Seizures (grams)	107.7	514	19.1	477.5	0	47.8	0	0	96.8	352.8	107	18.1	1,740.8
Cocaine Seizures (grams)	0	15.5	0	0	0	0	0	0	0	0	0	0	15.5
Pill Seizures	798	0	25	18	0	0	43	0	0	1	1	0	886
Heroin Seizures (grams)	0	12	0	0	0	0	0	0	0	13	28	0	53
Hard Drug Paraphernalia Seizures	34	26	2	6	0	0	3	8	2	2	9	26	118
Misdemeanor Paraphernalia Seizures	21	5	0	2	0	0	10	0	0	4	1	4	47
Cash Seizures	\$577	\$2,530	\$9,625	\$1,521	\$0	\$0	\$0	\$0	\$0	\$1,500	\$904	\$0	\$15,136
Dangerous Weapon Seizures	4	2	0	1	1	1	2	1	1	0	1	3	17
Vehicle Seizures	1	0	0	0	0	0	0	0	0	0	0	0	1
Gang Education Presentation Hours	0	0	1	0	0	0	2.5	0	1	0	0	3	7.5
Crime Reduction Details Hours	0	0	80	0	0	0	40	25	0	0	0	0	145
Training Hours	126	3	27	14	200	33	15	88	236	66.5	39	10	857.5
Unconfirmed Gang Classification	3	3	3	3	1	1	7	9	9	0	4	0	43
Gang Members Confirmed/Identified	6	3	7	7	47	4	1	2	6	1	5	2	91

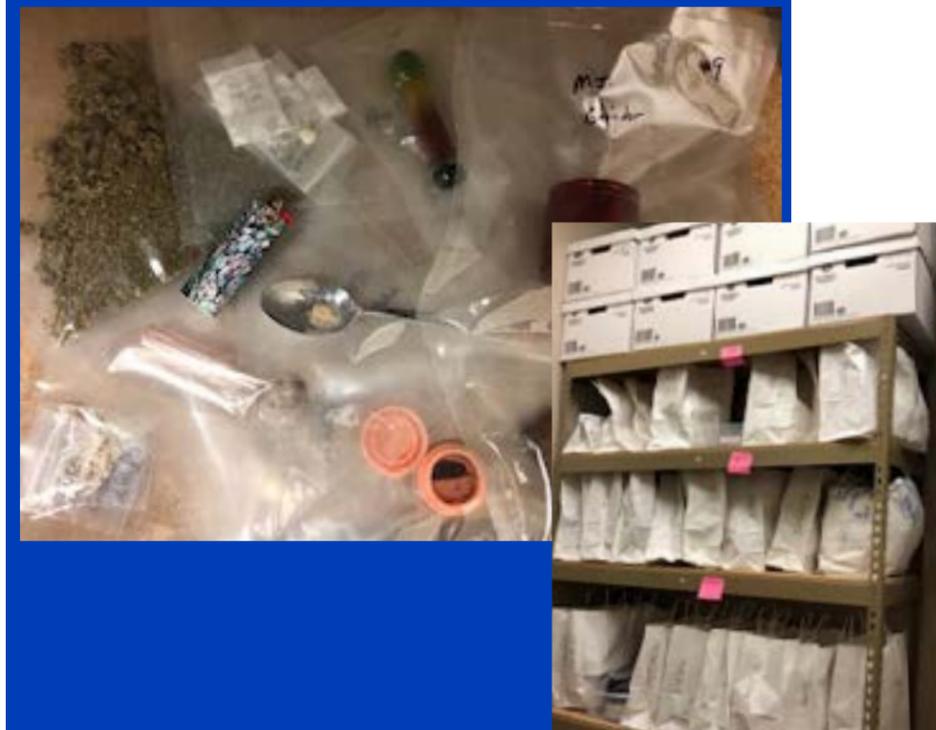
95
TOTAL GANG ARRESTS

The West Fargo Police Department participates in the Fargo-Moorhead Metro Area Street Crimes Unit. This unit is comprised of officers and deputies from Cass County Sheriff's Office, Clay County Sheriff's Office, West Fargo Police Department, Fargo Police Department and Moorhead Police Department. This unit works to identify, track and apprehend gang members and their associates. In 2019, the unit made 237 arrests. Ninety-five of those arrests were confirmed gang members or known associates. The unit also seized thousands of grams of street drugs, ranging from amphetamines to marijuana. In 2019 the unit conducted 90 search warrants for vehicle GPS tracking, residential buildings, DNA, phones, and for persons of interest.

DRUG STATS

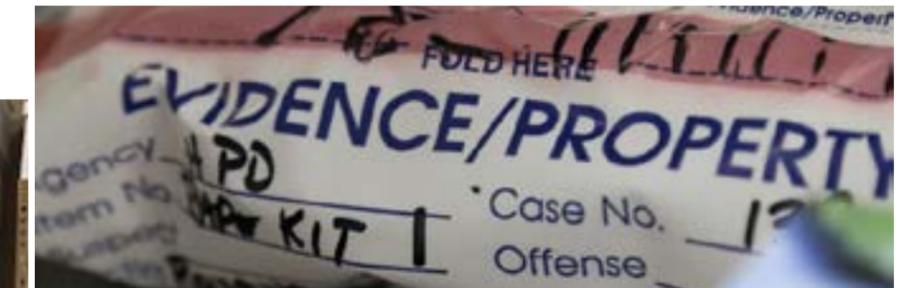
Cass County Drug Task Force Statistics

	Seizures
Meth	2,244 grams
Heroin	13 grams
Marijuana	582 grams
Fentanyl	28 grams
Mushrooms	64 grams
Currency	\$17,380



EVIDENCE PROCESSING

The evidence processing department took in 2,118 pieces of evidence in 2019 and it was the second year using new tracker software. With this software the department is able to track evidence more precisely, save time by having a better work flow and keep a more detailed chain of custody for each item of evidence. Sari Supler continued as the part-time evidence technician to free up investigators for their other duties. Under this role, Supler conducts, audits, maintains the flow of evidence, ensures the proper handling of items and processes evidence. Supler continues to work on improving the evidence room with a goal of earning accreditation.



2,118
TOTAL PIECES OF EVIDENCE
TOOK IN BY THE EVIDENCE
PROCESSING DEPARTMENT

Operation Homeless

This has been an ongoing case in the metro area for several years. Total loss of dollars in the metro is around \$120,000.00. The department, along with local and federal partners, have been involved in the ongoing investigation. A large number of suspects have been identified for prosecution. The homeless are not arrested.

Robbery

A male victim was in his apartment when two males forced their way into the victim's bedroom and they proceeded to take numerous items and physically assaulted the victim. The robbery was all captured on video in the victim's bedroom. Both males then proceeded to take other items in the residence. Both pleaded to numerous charges stemming from the robbery.

Fraud

A West Fargo company was contacted via email from what looked like one of their client's email addresses. The email requested that the business change the bank account they were making payments to. Without contacting and confirming the client via phone, the business changed accounts and started making deposits into this account, totaling over \$150,000. After a few months, the client contacted the business and asked why they were not getting paid. The investigation is ongoing with assistance of federal law enforcement partners.

Sexual Assault Case

A sexual assault was reported. Due to available video backtracking the victim's location, a suspect was identified, and a search warrant was obtained. Clothing from the victim was located during the search warrant. This case is being prosecuted by the Cass County State's Attorney's Office.

Embezzlement

In August an embezzlement was reported to the West Fargo Police Department. A video of the crime was obtained and through investigation a positive identification was made. A search warrant was obtained and half of the stolen money was recovered. A confession was made and the suspect has been charged with the theft of more than \$5,000.

Sexual Assault Case

A juvenile reported being sexually assaulted on multiple occasions to the West Fargo Police Department. The suspect was identified and interviewed by West Fargo Detectives and was subsequently arrested at the conclusion of the interview. Suspect pled guilty and was sentenced to 10 years in prison.

Robbery

In November a home invasion robbery was reported. Four suspects forced their way into a residence, reportedly assaulted, threatened and then stole numerous items from the residence. Two suspects were identified and arrested the next day by the Metro Street Crimes Unit. Some of the stolen items were recovered. One conviction has already occurred and the court process is still ongoing for others.



SERVING AND PROTECTING THE CITY OF WEST FARGO SINCE 1973



SCHOOL RESOURCE OFFICERS

CULTURAL LIAISON OFFICER



SRO Statistics: Total Incidents by School

	2016	2017	2018	2019
Early Childhood Center	16	14	6	-
Aurora Elementary	24	29	21	23
Brooks Harbor Elementary	-	5	7	7
Deer Creek Elementary	-	-	-	-
Eastwood Elementary	14	27	57	64
Freedom Elementary	15	14	37	26
Harwood Elementary	3	7	1	4
Horace Elementary	4	6	6	7
Independence Elementary	14	28	17	12
L.E. Berger Elementary	23	38	29	27
Legacy Elementary	16	13	19	20
Osgood Elementary	4	12	19	21
South Elementary	27	19	26	33
Westside Elementary	24	21	27	38
Willow Park Elementary	-	-	4	14
Cheney Middle School	48	64	244	204
Liberty Middle School	45	56	329	267
West Fargo High School	143	149	288	314
Sheyenne High School	78	105	182	181
West Fargo Community High	2	46	10	28



Seven School Resource Officers, 20 Schools

- Sergeant Derek Cruff - SRO Supervisor, Willow Park Elementary School
- Officer Jason Balvik - West Fargo High School, Community High School
- Officer Rhonda Jorgensen - Liberty Middle School
- Officer Mark Morris - Sheyenne High School
- Officer Todd Pearson - Northside Elementary Schools
- Officer Dora Roll - Southside Elementary Schools
- Officer Trent Stanton - Cheney Middle School



It has been a great first year for the Cultural Liaison Program. The program made several partners within our schools and community, and established a working relationship with the Fargo Police Department community engagement team. The most important part of the position that has been accomplished is creating, establishing, and building relationships between our New American community and the City/West Fargo Police Department.



ADMINISTRATIVE



Lieutenant Jason Anderson

Lieutenant Anderson is in charge of the department's fleet, equipment and building issues. Lieutenant Anderson also is head of the training division and head of internal affairs, which handles all complaints both externally and internally.

The Administrative Division includes a number of civilian employees who perform various essential tasks for the department. These civilian employees include two transcription specialists, four police support specialists, two police record specialists, a business manager and an office supervisor.

Business Manager

The business manager performs accounting, administrative and clerical operations to include department purchases and is the quartermaster for the police department. This position is responsible for the collection of information for budget request, tracking of purchases, and reporting status of budget items. The business manager also serves as the administrative assistant to the Chief of Police.

Office Supervisor

The office supervisor is responsible for approving task guidelines, schedules, staff reviews and the supervision and training of support specialists. The office supervisor serves as the National Crime Information Center (NCIC) validation officer who is responsible for verifying the accuracy of police records in NCIC.

Transcription Specialists

The two transcription specialists work to transcribe digital reports and interviews. They prepare correspondence, proofread, edit, file and input data.

Police Support Specialists

Police support specialists are entrusted with customer service for the department. These four individuals assist the public on the phone and in person with bike licensing, pet licensing, ticket payments, fingerprinting, vacation house watch requests, CodeRED messaging, offender registrations, State Teletype System updates and more during open lobby hours.

Police Records

The two police records specialists are tasked with conducting criminal background checks, routing reports to various agencies and responding to various open records requests. These individuals determine what information can be released from records in accordance with North Dakota Open Records Law.

INTERNAL AFFAIRS

Internal Affairs

Total Complaints	Exonerated	Sustained	Unfounded	Total
External Complaints	1	1	4	6
Internal Complaints	0	3	0	3
Total Complaints	1	4	4	9

2019 was another great year of training for the department. Sworn staff racked up 5068 hours of P.O.S.T. accredited training.

The department hosted several nationally accredited trainings including interview and interrogation training through the CTK Group. During these trainings, officers are taught best practices for roadside interviews and investigation interrogations.

Crisis intervention training was held twice in 2019. The crisis intervention class teaches officers verbal deescalation tactics in dealing with those with mental illnesses.

In May, the department had Germaine Galloway teach his nationally known "High in Plain Sight" class to sworn staff and area high school teaching staff. In Galloway's class, participants were taught the current drug trends and things to look for in a school setting when it comes to drug use.

This year the department transitioned to the 9mm handgun round. This transition offers great improvement in accuracy. In January, when using the .40 caliber round, the average qualification score was 91.63%. When the department retested in July with the new 9mm rounds, the score was 94.16%. The state standard is 70%.

INJURIES

The West Fargo Police Department recorded 27 incidents where officers were injured in the performance of their duties in 2019. Eight officers were injured while taking individuals into custody. Four officers were injured during training. Fifteen other miscellaneous injuries were recorded, such as slipping on ice. All officers have returned to full duty.

TRAINING



5068
TOTAL TRAINING HOURS

2187
TOTAL FINGERPRINTS
RECORDED

THANK YOU

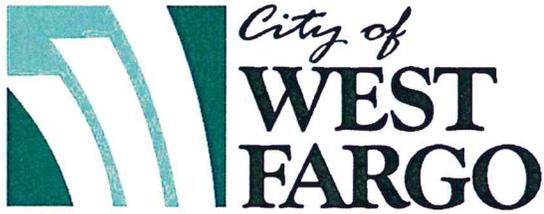
Thank you for taking the time to review our highlights from 2019. We look forward to many more great years serving and engaging with the West Fargo community.

Connect with us!

   @WestFargoPolice

www.westfargopolice.com

West Fargo Police
@WestFargoPolice · Follow you
Official Twitter account of the West Fargo Police Department. This page is not monitored 24/7. For an emergency, dial 911. #WestFargoPolice #WestFargo
West Fargo North Dakota @westfargo
Joined March 2010
290 Following 3,345 Followers
Tweets & replies
Tweets
West Fargo Police
For a limited time, West Fargo Police is looking for a limited time purchase front de



**AGENDA ITEM DESCRIPTION
CITY COMMISSION
WEST FARGO, NORTH DAKOTA**

*****PLEASE NOTE:** The following information must be completed and submitted to the West Fargo City Auditor's Office by the Thursday noon preceding the City Commission meeting. Failure to comply may result in no action being taken on your request.

1. CONTACT PERSON: Jim Larson

2. PHONE NUMBER: 433-5302

DATE: 5/14/2020

3. PLEASE BRIEFLY DESCRIBE YOUR REQUEST:

Recap of water and sewer rate study and request implementation effective 7/1/2020 billing.

4. SITE ADDRESS OR LEGAL DESCRIPTION (if applicable):

5. ACTION BEING REQUESTED FROM CITY COMMISSION:

Motion to approve water and sewer rates for 2020

CITY OF WEST FARGO, ND

Water and Sewer Rate Study Recommendations

May 4, 2020

WHY EVALUATE WATER & SEWER RATES?



Adapt to Changes in Water & Wastewater Treatment Model



Grow Utility Service to Grow with our Community



Funding Critical Capital

- Service Improvements
- Reinvestment



Utility Rate Best Practices

- Reserve Planning
- Water Conservation





RESERVING POLICIES & TARGETS



RATE STRUCTURE



RATE RECOMMENDATIONS

PROJECT OVERVIEW



Task 1

Forecast Revenue Requirements and Funding Policy Review



Task 2

Cost of Service Analysis



Task 3

Rate Structure Review



Task 4

Alternative Revenue Modeling



Task 5

Revenue Adequacy Evaluation

SYSTEM OVERVIEW



ESTIMATED SYSTEM REPLACEMENT VALUE



Water

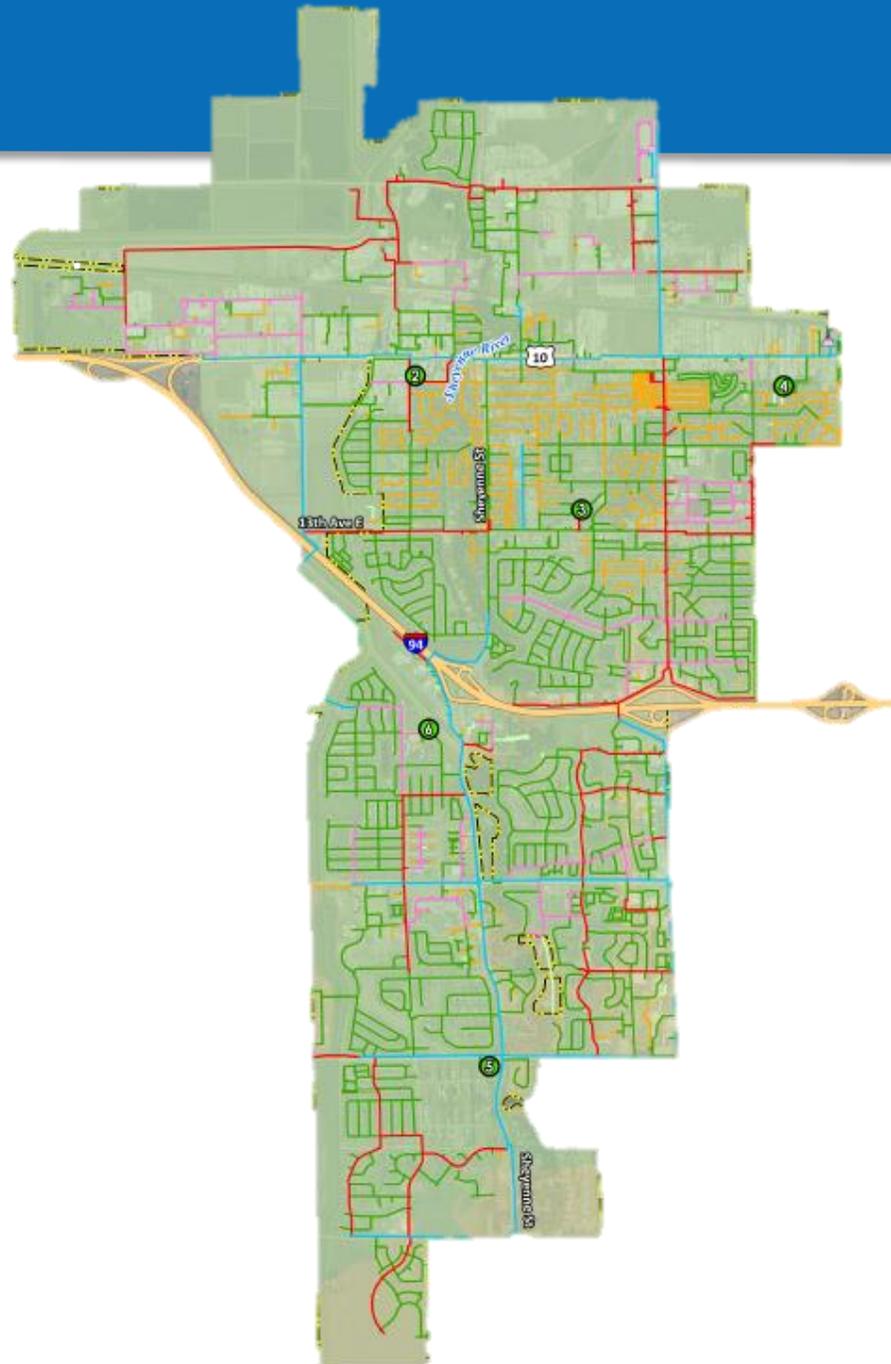
202 Miles
\$160 Million

Sanitary

162 Miles
\$110 Million

Stormwater

173 Miles
\$80 Million



SERVICE PROFILES



Water

11,156 Accounts
942 Million Gallons Billed

Sanitary

11,320 Accounts
895 Million Gallons Billed



2020 WATER BUDGET

Operating Expenses: \$6,585,813
Capital Expenses: \$1,272,478
Rate Revenue: \$8,442,000

2020 SEWER BUDGET

Operating Expenses: \$3,388,903
Capital Expenses: \$0
Rate Revenue: \$3,200,000

UTILITY RATE STRUCTURES

Fixed Charge: \$7/MO	Flat for all accounts	Fixed Charge: \$9/MO	Includes 10,000 gallons
Variable Charge: \$7/KGAL	Constant for all users	Variable Charge: \$1/KGAL	Any flows above 10,000 gallons

RESERVE PLANNING



Reserve Purpose: Set aside available resources for the unexpected

TYPES OF RESERVES

Operating

Debt Service

Capital

Emergency

Rate Stabilization



90 Day O&M

Set by Covenants

Asset Based

**Driven by
Potential Need**

Policy Based

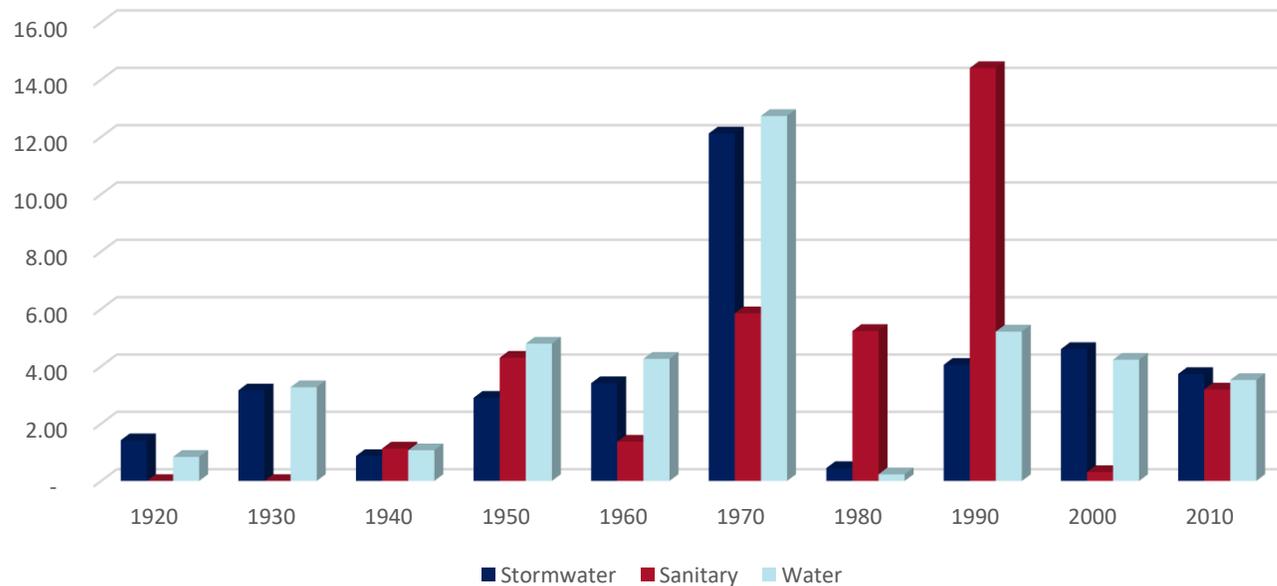
HORIZONTAL ASSETS



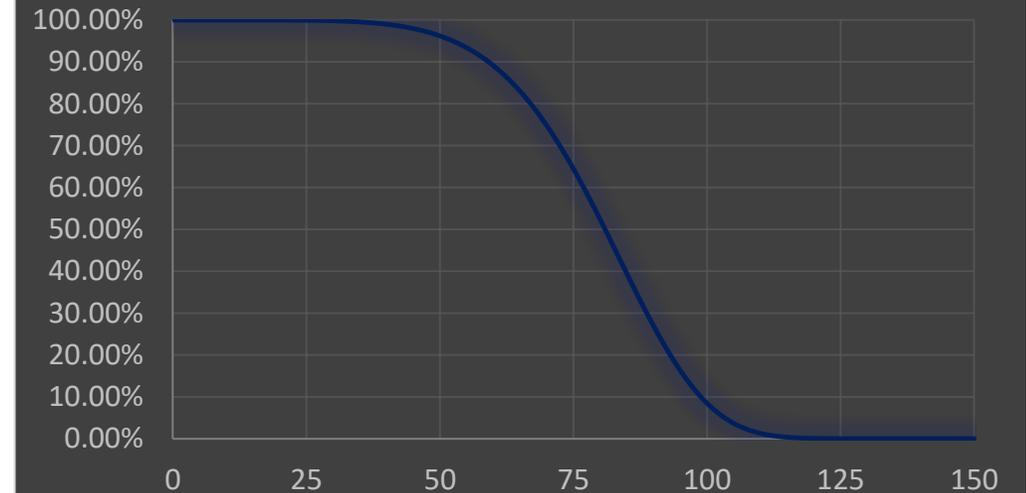
Breakdown of Pipe Statistics

Pipeline Miles				
	Total	Core Area	Non-Core	Percent Core Area
Stormwater	173	48	126	28%
Sanitary	162	43	119	27%
Water	202	40	162	20%

Miles of Core Area Pipes by Decade



Asset Survival Rates



~84% outside of Core Area

Top 4 Pipe Materials:

- PVC (61%)
- RCP (25%)
- ACP (5.9%)
- Unknown (4.5%)



Identifying Reserve Amounts

- Identified the cost to replace existing short-term assets
- Accounted for Asset Lifespan in setting target reserve balances
- Compared to Current Cash on-hand
- Implemented a “Catch-Up” Recommendation to Address Current Reserve Below Target

Short-Term Asset <i>Replacement</i> Value	
Total Assets	\$18.2 M
Total Depreciation	\$17.8 M
Water & Sewer Unreserved Cash (Year end 2019)	\$6.2 M
Annual Depreciation	\$187,000

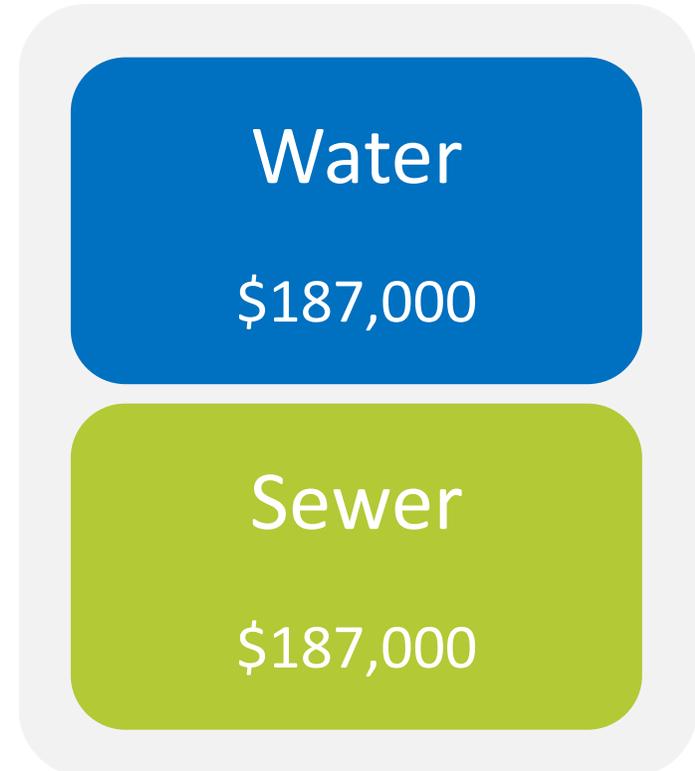
RESERVE PLANNING



West Fargo Recommendations

Reserve Fund	Water Utility Target	Sewer Utility Target
Operating	\$1,500,000	\$880,000
Debt	\$1,130,000	N/A
Capital	\$8,900,000	\$8,900,000
Emergency	\$1,500,000	\$1,500,000
Rate Stabilization	To be determined after funding existing reserves	

ANNUAL CONTRIBUTIONS TO RESERVES



RATE STRUCTURE



FIXED

Meter Charge – Based on Meter Size

- Common for Municipal – non-residential

Flat Rate

- Not very common anymore for Water

Debt Service Charge

- Very uncommon for ND systems

Minimum Charge – Based on Meter Size, May Include Some Volume of Flow

- Similar to Fargo’s Water Charge

VOLUMETRIC



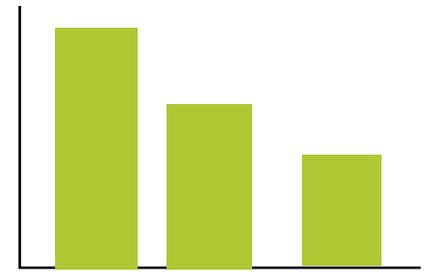
INCLINING
BLOCK RATE



UNIFORM RATE



SEASONAL



DECLINING
BLOCK RATE

WATER RATE STRUCTURE



Current Rates

	Current Approach	Weakness	Consider
Fixed Charge: \$7/MO	Flat for all accounts	Does not reflect varied capacity demands from larger meters	Industry Standard: Varied Equivalent Meters
Variable Charge: \$7/KGAL	Constant for all users	Does not reflect the costs associated with peak usage and varied demands by user class	<ul style="list-style-type: none"> • Constant by User Class • Inclining Block • Residential Inclining & Constant Others



Benefit:
Allows larger users to pay their larger share

WATER RATE STRUCTURE



Recommended Structure

FIXED

Meter Charge – Based on Meter Size

Common for Municipal – non-residential

Meter Size	Ratio
5/8" & 3/4"	1
1"	1.67
1.5"	3.33
2"	5.33
3"	10
4"	16.67
6"	33.33

VOLUMETRIC

RESIDENTIAL



INCLINING BLOCK RATE

- Tier 1: up to 20kgal
- Tier 2: above 20kgal

COMMERCIAL/OTHER



UNIFORM RATE

SEWER RATE STRUCTURE



Current Rates

	Current Approach	Weakness	Consider	
Fixed Charge: \$9/MO	includes first 10,000 gallons	Does not recognize differences in low volume users	Not including flows in base fee	 Benefit: Does not penalize smaller users
Variable Charge: \$1/KGAL	All use above 10,000 gallons	Likely charging for use that does not discharge to the system	<ul style="list-style-type: none"> • Charging for all flows • Cap Residential flows to address lawn watering 	 Benefit: Does not penalize irrigators

Adjustments needed to cover cost of wholesale service (\$3.25/kgal)

SEWER RATE STRUCTURE



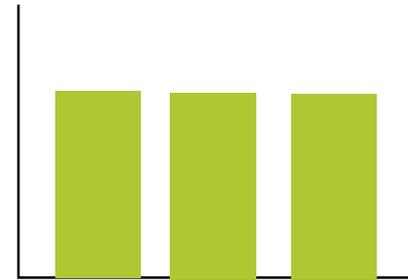
Recommended Structure

FIXED

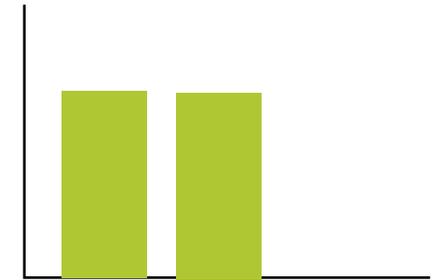
FLAT RATE

More common for Sewer Utilities as discharge infrastructure has more consistent sizing between user classes

VOLUMETRIC



**UNIFORM RATE –
Commercial / Other**



**UNIFORM RATE –
Capped for Residential
8,000 gal/mo**

RATE RECOMMENDATIONS

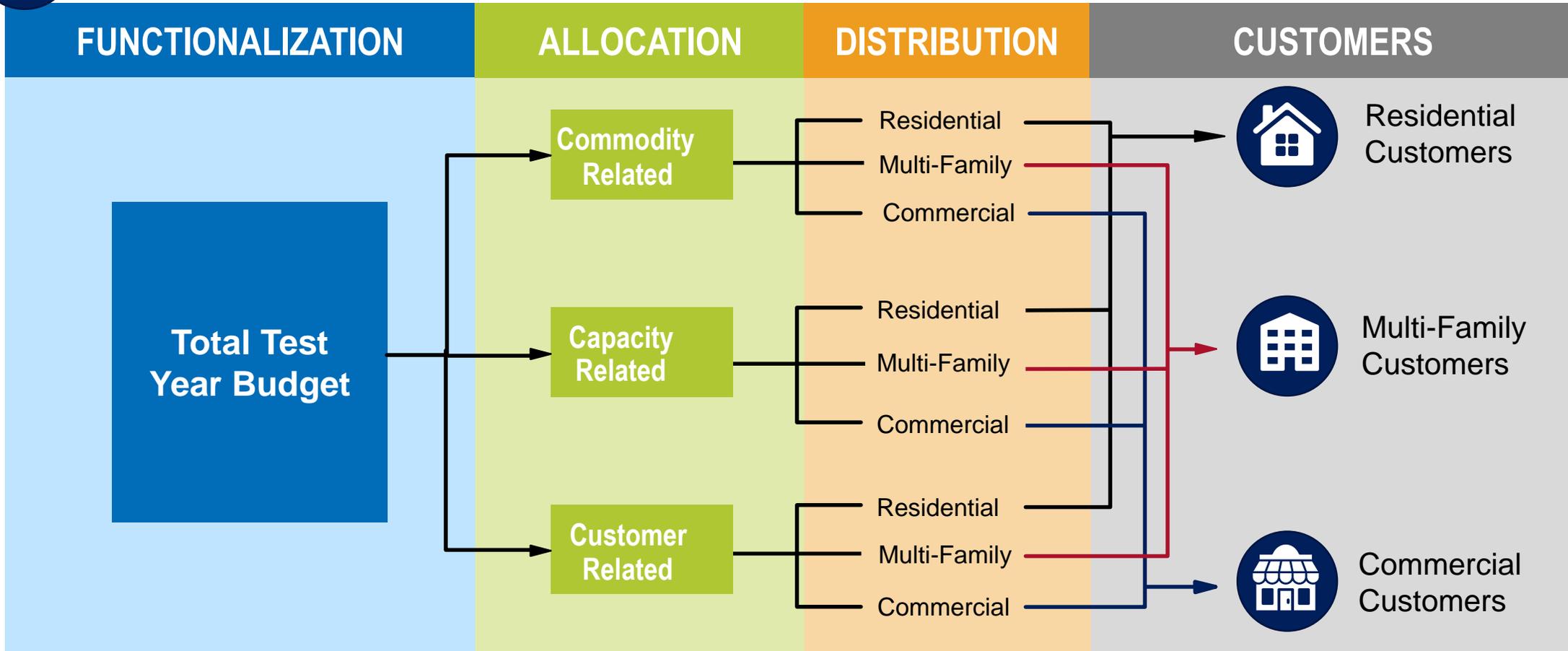
RATE RECOMMENDATIONS



Utility Cost Distribution

\$

COSTS



ACCOUNTS, FLOWS, & GROWTH



Building a 10-Year Rate Plan

Accounts

Water:
11,156

Sewer:
11,320

2019

2-3 Percent
Annual Growth

Water:
14,050

Sewer:
14,300

2029

Flows

Water:
940 MG

Sewer:
820 MG*

2-3 Percent
Annual Growth

Water:
1,110 MG

Sewer:
890 MG

*Adjusted for
residential cap

REVENUE REQUIREMENTS



Water - Future Considerations

GROWTH IN WATER DEMAND

Drives growth in water purchase costs

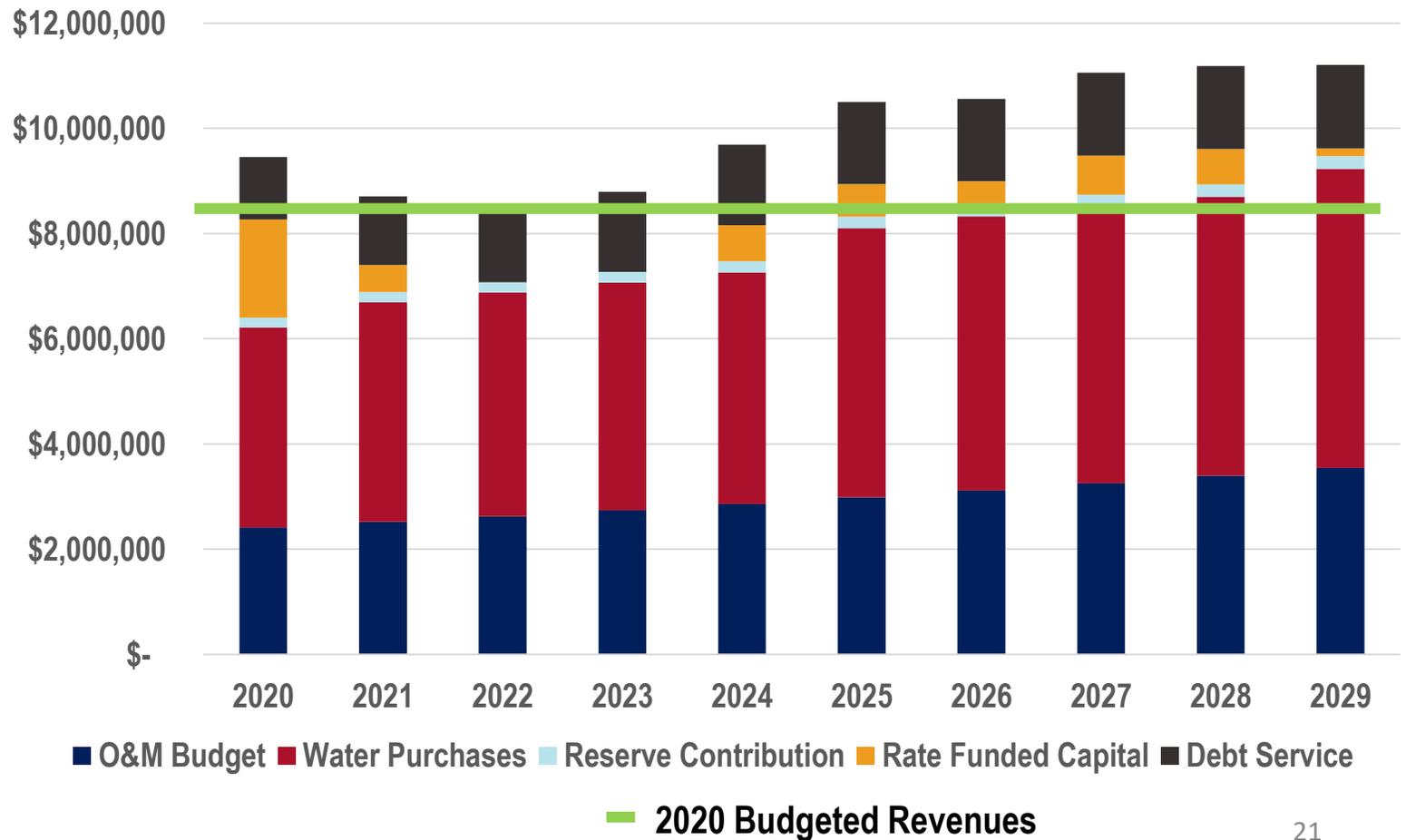
MIX OF DEBT & CASH

To strategically use available resources

O&M COST ESCALATION

Ten year O&M expense projected to grow by more than \$1 million

Revenue Requirement Projections



RATE RECOMMENDATIONS



2020 Water Rates

FIXED

Meter Size	Monthly Fee
5/8" & 3/4"	\$7.25
1"	\$12.00
1.5"	\$24.00
2"	\$38.50
3"	\$72.25
4"	\$120.00
6"	\$240.00



VOLUMETRIC

Residential	\$/kgal
Tier 1	\$7.00
Tier 2 (above 20,000)	\$8.75

Category	\$/kgal
Commercial	\$7.00
Multi-Family/Other	\$7.00

	2021	2022	2023	2024	2025	2026	2027	2028	2029
3/4" Meter	\$7.45	\$7.65	\$7.90	\$8.10	\$8.35	\$8.60	\$8.90	\$9.10	\$9.40
Residential Tier 1	\$7.25	\$7.45	\$7.65	\$7.90	\$8.10	\$8.35	\$8.60	\$8.90	\$9.10
% increase	3%	3%	3%	3%	3%	3%	3%	3%	3%

REVENUE REQUIREMENTS



Sewer - Future Considerations

INCREASING COST OF TREATMENT

Drives growth in sewer budget

.....

NEW USE OF DEBT

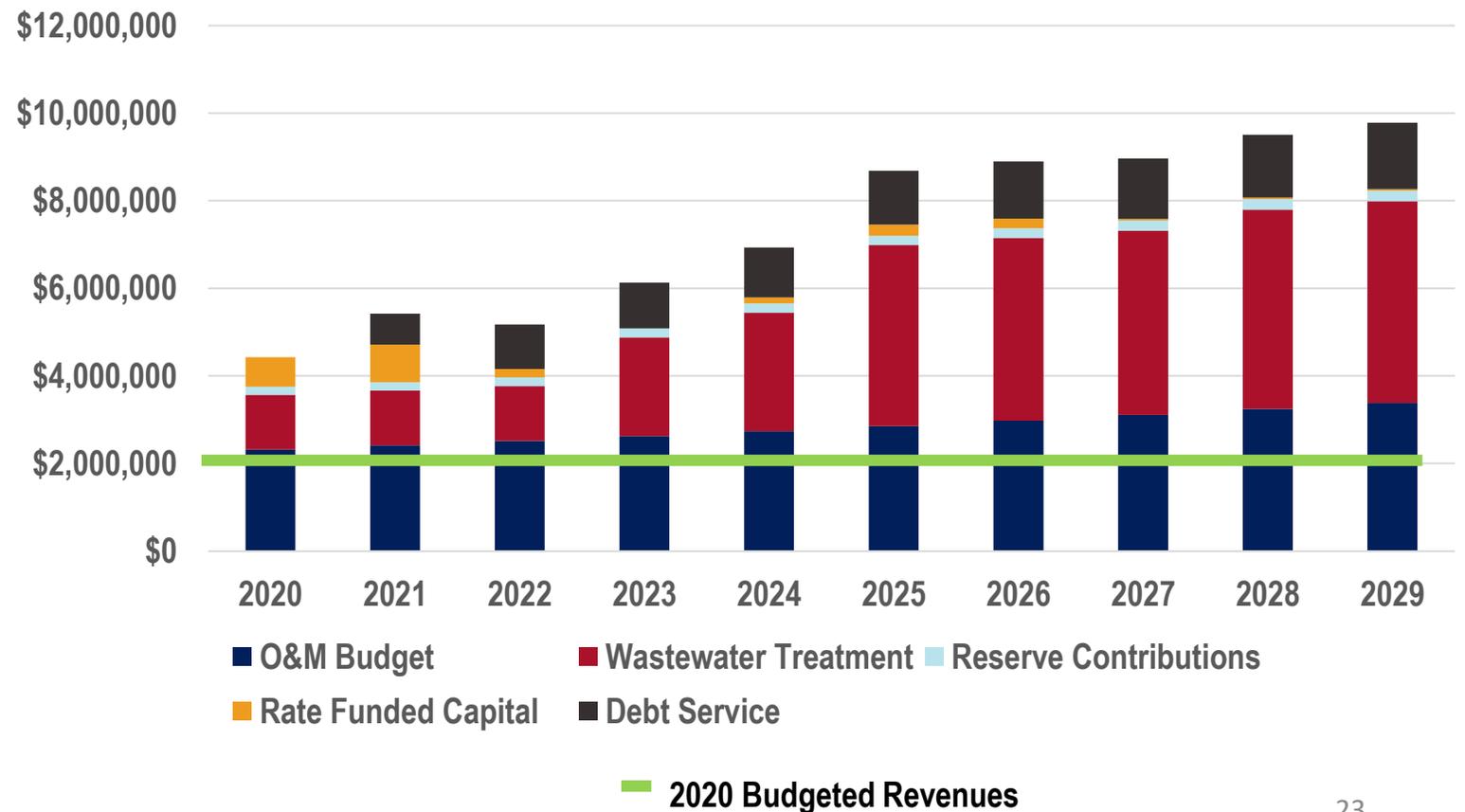
To strategically use available resources

.....

O&M COST ESCALATION

Similar to water, ten year O&M expense projected to grow by more than \$1 million

Revenue Requirement Projections



RATE RECOMMENDATIONS



2020 Sewer Recommendations

FIXED MONTHLY FEE ALL USER CLASSES



\$9.00

FLOW RATE (\$/KGAL) FOR ALL GALLONS



\$4.00*

*Residential not charged for flows above 8,000 gallons/mo

Increases on Rates of 10% Annually

	2021	2022	2023	2024	2025	2026	2027	2028	2029
Fixed	\$9.90	\$10.90	\$12.00	\$13.25	\$14.50	\$16.00	\$16.50	\$17.00	\$17.50
Flow	\$4.40	\$4.85	\$5.30	\$5.90	\$6.50	\$7.00	\$7.30	\$7.50	\$7.75
% increase	10%	10%	10%	10%	10%	10%	3%	3%	3%

RESIDENTIAL BILL IMPACTS



What do these rates mean for various users?

4,000 gal/mo

2019

Water:
\$35.00

Sewer:
\$9.00

Proposed

Water:
\$35.25

Sewer:
\$25.00

10,000 gal/mo

Water:
\$77.00

Sewer:
\$9.00

Water:
\$77.25

Sewer:
\$41.00

ROLLING OUT NEW RATE INCREASES



Messaging for Success



**Engage key
stakeholder groups**



**Remind users
of impacts in a
variety of ways &
at different times**



**Prepare leadership
& staff to answer
potential questions
from public**

LONG-TERM UTILITY SUSTAINABILITY



Key Financial Metrics



Days of Cash on Hand (days)

$$= \frac{\text{Undesignated cash \& cashs equivalents}}{(\text{Operating expenses excluding depreciation} \div 365 \text{ days})}$$



Debt – Service Coverage Ratio

$$= \frac{(\text{Total operating revenue} - \text{Total O\&M costs})}{\text{Total debt service}}$$



Operating Ratio

$$= \frac{\text{Total O\&M costs}}{\text{Total operating revenue}}$$

LONG-TERM UTILITY SUSTAINABILITY



Projected West Fargo Benchmarks

Metric	AWWA Benchmark		West Fargo			
	75th Percentile	Median	EOY 2019	Projected 2020	Projected 2029	
 DAYS OF CASH ON HAND						
	Water	589	320	317	316	484
	Sewer	960	432	179	132	120
 OPERATING RATIO						
	Water	49%	58%	89%	73%	73%
	Sewer	43%	50%	116%	79%	81%
 DEBT SERVICE COVERAGE RATIO						
	Water	2.98	2.16	0.75	1.91	2.13
	Sewer	2.5	1.79	N/A	N/A	1.24



RYAN GRAF

Ryan.Graf@ae2s.com

SHAWN GADDIE

Shawn.Gaddie@ae2s.com



www.westfargond.gov

- Memorandum -

TO: West Fargo City Commission
FROM: Library, Planning and Communication Departments
RE: West Fargo Art Collective
DATE: May 14, 2020

Staff in the Library, Planning, and Communication Departments have all been actively engaged in seeking opportunities throughout the City for public art both in form and in programming. Oftentimes, City staff are presented with opportunities which are generally attended to, however it is evident there are potential opportunities that are being missed due to limited time, resources, or knowledge of the staff who are actively engaged in the operation of the City with their respective departments.

Other agencies the City works with have identified additional various opportunities and resources available to expand the arts in West Fargo and several talented individuals have offered their guidance and networks to the City in pursuit of these goals.

Due to the need for more specialized assistance and guidance in the realm of public art, City departments have formed an informal group to provide input on public art decisions in the City. This group has met several times and has been led by community members. Staff members participating in the group feel it would be prudent to formalize the group to better streamline the process for identifying public art opportunities and streamlining communication and processes for those artists who wish to do projects within the City of West Fargo.

Staff is recommending the following:

- That the City Commission direct staff to work with interested residents and agencies on developing a recurring meeting and bylaws to form a Public Art Advisory Committee.
 - This committee would be structured similarly to the Planning & Zoning Commission or Economic Development Advisory Committee. It would be responsible for reviewing and recommending public art installations and performances on public property to the City Commission, as well as assisting city staff in identifying ordinances or procedures that could be streamlined or enhanced to better promote public art within city limits.
 - The Planning & Zoning Department's planner specializing in community development would act as the staff contact for the Public Art Advisory Committee. This planner will work with other city departments, public agencies, nonprofits, and private entities to provide resources and opportunities to the Committee. They will also connect private individuals and groups to the information and resources they need to produce art within the city.

AGENDA ITEM DESCRIPTION
CITY COMMISSION
WEST FARGO, NORTH DAKOTA

Agenda # 6

***Please Note: The following information must be completed and submitted to the West Fargo City Auditor's Office by the Thursday noon preceding the City Commission meeting. Failure to comply may result in no action being taken on your request.

1. CONTACT PERSON: Tim Solberg, AICP

2. PHONE NUMBER: 433-5321 DATE: May 14, 2020

3. PLEASE **BRIEFLY** DESCRIBE YOUR REQUEST:

The Wilds 20th Addition, a subdivision and rezoning from A: Agricultural to R-1: One & Two Family Dwellings, R-1SM: Mixed One & Two Family Dwellings, R-2: Limited Multiple Dwellings and P: Public Facilities.

4. SITE ADDRESS OR LEGAL DESCRIPTION (if applicable):

Property in SW¹/₄ of Section 6 T138N, R49W, City of West Fargo, North Dakota

5. ACTION BEING REQUESTED FROM CITY COMMISSION:

Hold 2nd Reading on the rezoning and Final Plat Approval with approval based on conditions listed in the staff report.

CITY OF WEST FARGO PLANNING & COMMUNITY DEVELOPMENT

STAFF REPORT

A19-41		SUBDIVISION/REZONING	
The Wilds 20 th Addition			
SW¼ of Section 6, T138N, R49W, City of West Fargo, North Dakota			
Applicant: Eagle Ridge Development LLC Owner: Westport Investments, LLC		Staff Contact: Tim Solberg, AICP	
Planning & Zoning Commission Public Hearing:		11-12-2019 – Approval	
City Commission Introduction:		11/18/19	
Public Hearing & 1 st Reading:		12/2/19	
2 nd Reading & Final Plat Approval			

PURPOSE:

Plat and zone land for residential development

STATEMENTS OF FACT:

Land Use Classification:	G-2: Sub-Urban – Growth Sector
Existing Land Use:	Vacant
Current Zoning District(s):	A: Agricultural
Zoning Overlay District(s):	N/A
Proposed Zoning District(s):	R-1: One and Two-Family Dwellings: Block 1, Lots 1-25, Block 2, and Lots 1-28, Block 5; R-1SM: Mixed One and Two Family Dwelling: Block 3 and Block 4; R-2: Limited Multiple Dwelling: Lot 26, Block 2 and Lot 29, Block 5; P: Public Facilities: Lot 18, Block 6
Proposed Lot size(s) or range:	4,500 to 14,085 square feet for one and two-family lots; 1.7 and 3.6 acres for R-2 zoned lots
Total area size:	28.57 Acres
Adjacent Zoning Districts:	North – R-1: One and Two Family Dwellings West – A: Agricultural South & East – City of Horace
Adjacent/Proposed street(s):	9 th Street W (collector), 60 th Ave West (local), 61 st Ave West (local), Deb Drive West (local), 8 th St West (local), 75 th St S (right of way/unimproved road)
Adjacent Bike/Pedestrian Facilities:	Sidewalks and multi-use path along 9 th St W
Available Parks/Trail Facilities:	Park within the Wilds development within ½ mile accessible by multi-use path and sidewalks
Land Dedication Requirements:	Dedication required; there is 1.42 acres excess dedication available from previous Wilds development south of 52 nd Ave W

STAFF REPORT

DISCUSSION AND OBSERVATIONS:

- The applicant has submitted an application and preliminary plat, proposing one and two-family residential development and medium density residential.
- Right-of-way widths for local streets on the preliminary plat provided appear to be adequate. The adjacent right of way on the east side is a connection made in history that is not proposed to be improved. With recent consultation with City of Horace staff, we do not recommend providing a connection at 61st Avenue South.
- Previous agreements for The Wilds 8th Addition and The Wilds 9th Addition provided that the developer would work with the City of Horace to establish a schedule for constructing the streets which will be coordinated with the development of the Wilds development. In the event that the City of Horace fails to make improvements to 78th Street South and 79th Street South, the developer may be responsible for the costs of developing roadways to ensure access to 64th Avenue South. 9th Street West will be an important major collector for this area. Discussions with the City of Horace continue on how this improvement will be made in the future.
- The proposed Lot 18, Block 6 is provided for a multi-use path/trail connection for the development. The developer is consulting with the West Fargo Park District on this lot and staff is awaiting a recommendation from the Park District in this regard.

NOTICES:

Sent to:	Property owners within 150' and applicable agencies and departments
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Comments Received:

- An email from a neighboring Horace resident was received and is attached hereto. Concerns related to density, traffic, safety, cost of connection to 64th Ave S, and construction traffic are provided in detail in the letter.
- A neighboring resident of Horace stopped in to submit concern on truck traffic from builders of existing additions of the Wilds and noted concern for future truck traffic. He stated that the existing layout lacked a turnaround for builders and suppliers so they had been left to use the roads in the Greyhawk Estates subdivision which he did not believe are adequate in terms of construction or width to handle the truck traffic. He wanted to see that a sufficient turnaround was provided, or that the road into Greyhawk Estates be blocked during construction to avoid damage to their roads and issues with safety related to truck traffic.

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

- The mix of housing types and increased densities will increase the diversity of the neighborhood housing stock consistent with goals of the Comprehensive Plan's Action Plan Big Idea to "Strengthen Neighborhoods and Expand Housing Choice"

RECOMMENDATIONS:

It is recommended that the City approve the proposed application on the basis that it is consistent with City plans and ordinances with recommended conditions of approval as follows:

1. A signed subdivision agreement is received.
2. A signed and updated park dedication agreement is received.

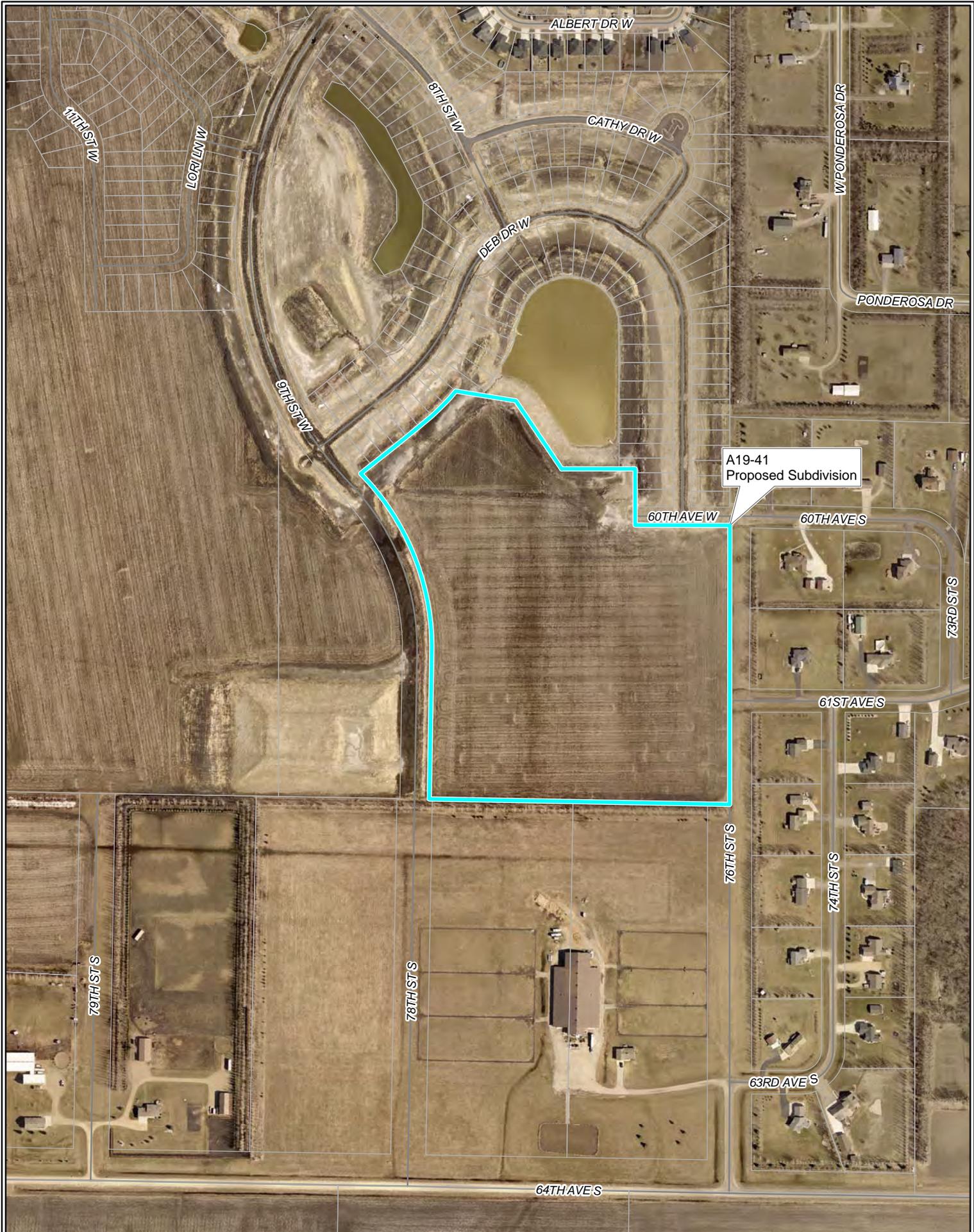
STAFF REPORT

3. A drainage plan is received and approved by the City Engineer.
4. Final Plat is received with any necessary easements.
5. A certificate is received showing taxes are current.

PLANNING AND ZONING RECOMMENDATION:

At their November 12, 2019 meeting, the Planning and Zoning Commission recommended approval of the replat, subject to the five conditions listed above, with an additional condition that a solution be considered and approved by the City Engineer to address the neighboring Greyhawk Estates concerns of heavy construction traffic as the subdivision is developed.

Discussion on requirements of previous agreements with the developer and discussions with the City of Horace on improvements to the extension of 9th St W to the existing right of way that connects to 64th Ave S were considered to be a Commission item for consideration.



A19-41
Proposed Subdivision





A19-41
Proposed Subdivision



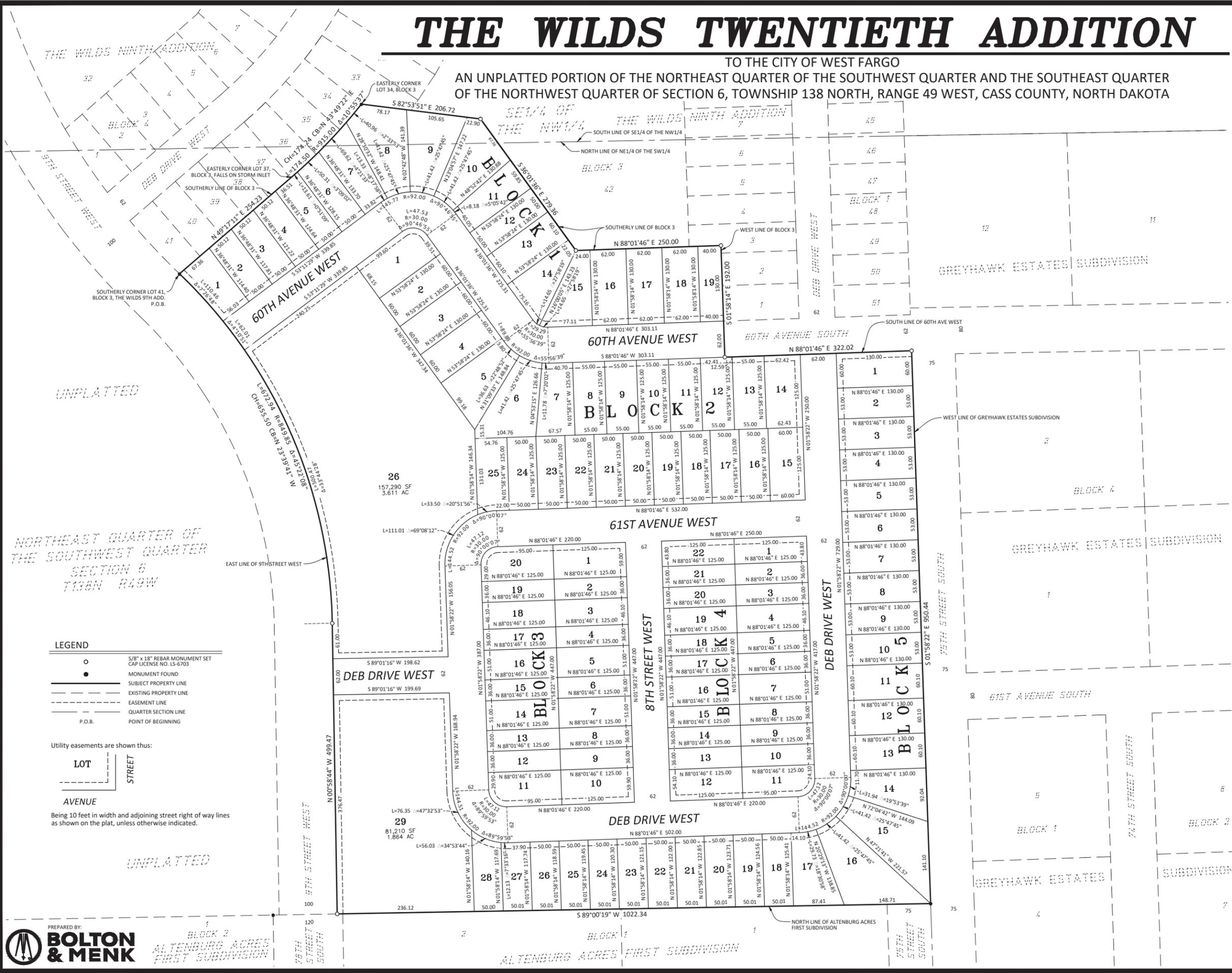
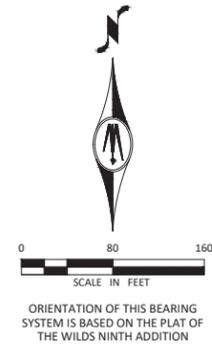
- A: Agricultural
- LI: Light Industrial
- R-1: One and Two Family
- R-1A: Single Family
- R-1B: Special Single Family
- R-1E: Rural Estate
- M: Heavy Industrial
- P: Public
- PUD: Planned Unit Development
- R-1S: Special One and Two Family
- R-1SM: Mixed One and Two Family
- R-2: Limited Multiple Dwelling
- R-3: Multiple Dwelling
- R-4: Mobile Home
- R-5: Manufactured Home
- R-L1A: Large Lot Single Family
- R-R: Rural Residential
- C: Light Commercial
- C-OP: Commercial Office Park
- HC: Heavy Commercial



THE WILDS TWENTIETH ADDITION

TO THE CITY OF WEST FARGO

AN UNPLATTED PORTION OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER AND THE SOUTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 6, TOWNSHIP 138 NORTH, RANGE 49 WEST, CASS COUNTY, NORTH DAKOTA



BLOCK 1

LOT #	SQUARE FEET
1	6,789
2	5,805
3	5,976
4	6,147
5	6,318
6	6,535
7	8,000
8	11,646
9	10,243
10	10,426
11	7,028
12	6,500
13	7,813
14	7,335
15	7,588
16	8,060
17	8,060
18	8,060
19	5,200

BLOCK 2

LOT #	SQUARE FEET
1	8,776
2	7,800
3	7,800
4	7,800
5	9,435
6	10,420
7	7,510
8	6,875
9	6,875
10	6,875
11	6,875
12	6,875
13	6,875
14	7,803
15	7,500
16	6,250
17	6,250
18	6,250
19	6,250
20	6,250
21	6,250
22	6,250
23	6,250
24	6,250
25	6,910

BLOCK 3

LOT #	SQUARE FEET
1	7,375
2	4,500
3	5,763
4	4,500
5	6,375
6	4,500
7	6,375
8	4,500
9	4,500
10	4,500
11	7,295
12	4,500
13	4,500
14	6,375
15	4,500
16	6,375
17	4,500
18	5,763
19	4,500
20	7,182

BLOCK 4

LOT #	SQUARE FEET
1	5,475
2	4,500
3	4,500
4	4,500
5	5,763
6	4,500
7	6,375
8	4,500
9	4,500
10	4,500
11	6,570
12	6,764
13	4,500
14	4,500
15	4,500
16	6,375
17	4,500
18	4,500
19	5,763
20	4,500
21	4,500
22	5,475

BLOCK 5

LOT #	SQUARE FEET
1	7,800
2	6,890
3	6,890
4	6,890
5	6,890
6	6,890
7	6,890
8	6,890
9	6,890
10	6,890
11	7,813
12	7,813
13	7,813
14	8,970
15	13,949
16	14,085
17	8,380
18	6,249
19	6,207
20	6,164
21	6,121
22	6,079
23	6,036
24	5,994
25	5,951
26	5,908
27	5,869
28	6,290

LEGEND

- 5/8" x 18" REBAR MONUMENT SET CAP LICENSE NO. LS-6703
- MONUMENT FOUND
- SUBJECT PROPERTY LINE
- EXISTING PROPERTY LINE
- EASEMENT LINE
- QUARTER SECTION LINE
- P.O.B.

Utility easements are shown thus:



AVENUE
Being 10 feet in width and adjoining street right of way lines as shown on the plat, unless otherwise indicated.

PREPARED BY: **BOLTON & MENK**
ALLENBURG ACRES FIRST SUBDIVISION

THE WILDS TWENTIETH ADDITION

TO THE CITY OF WEST FARGO

AN UNPLATTED PORTION OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER AND THE SOUTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 6, TOWNSHIP 138 NORTH, RANGE 49 WEST, CASS COUNTY, NORTH DAKOTA

OWNERS DESCRIPTION AND DEDICATION

KNOWN ALL MEN BY THESE PRESENTS, That Westport Investments, LLC, a North Dakota limited liability company, under the laws of the State of North Dakota, as owner of a parcel of land located in that part of the Northeast Quarter of the Southwest Quarter and the Southeast Quarter of the Northwest Quarter of Section 6, Township 138 North, Range 49 West of the Fifth Principal Meridian, Cass County, North Dakota and more particularly described as follows:

Beginning at the most southerly corner of Lot 41, Block Three, THE WILDS NINTH ADDITION, according to the plat thereof, on file and of record in the Office of the County Recorder, Cass County, North Dakota; thence North 49 degrees 17 minutes 11 seconds East, plat bearing, along a southerly line of said Block Three, a distance of 254.23 feet to the most easterly corner of Lot 37 of said Block Three; thence northeasterly, continuing along said southerly line and along a tangential curve concave to the northwest having a radius of 915.00 feet and a central angle of 10 degrees 55 minutes 37 seconds a distance of 174.50 feet to the most easterly corner of Lot 34 of said Block Three; thence South 82 degrees 53 minutes 51 seconds East, continuing along said southerly line, 206.72 feet to a corner of Lot 42 of said Block Three; thence South 36 degrees 01 minute 36 seconds East, continuing along said southerly line, 279.36 feet to a corner of said Lot 42; thence North 88 degrees 01 minute 46 seconds East, continuing along said south line, 250.00 feet to the west line of said Block Three; thence South 01 degree 58 minutes 14 seconds East, along said west line, 192.00 feet to the south line of 60th/ Avenue West, as dedicated on said THE WILDS NINTH ADDITION; thence South 88 degrees 01 minute 46 seconds East, along said south line, 322.02 feet to the west line of GREYHAWK ESTATES SUBDIVISION, according to the plat thereof, on file and of record in the Office of the County Recorder, Cass County, North Dakota; thence South 01 degree 58 minutes 22 seconds East, along said west line, 950.44 feet to the north line of ALTENBURG ACRES FIRST SUBDIVISION, according to the plat thereof, on file and of record in the Office of the County Recorder, Cass County, North Dakota; thence South 89 degrees 00 minutes 19 seconds West, along said north line, 1022.34 to the east line of 9th Street West, as dedicated on said THE WILDS NINTH ADDITION; thence North 00 degrees 58 minutes 44 seconds West, along said east line, 499.47 feet; thence northwesterly, continuing along said east line and along a tangential curve concave to the west having a radius of 849.85 feet and a central angle of 45 degrees 22 minutes 08 seconds a distance of 672.94 feet to the point of beginning.

Containing 28.567 acres, more or less, and is subject to easements of record.

Said owner has caused the above described parcel of land to be surveyed and platted as "THE WILDS TWENTIETH ADDITION" to the City of West Fargo, Cass County, North Dakota and do hereby dedicate to the public for public use the Streets and utility easements as shown on this plat.

OWNER:
Westport Investments, LLC

By: James R. Bullis, Secretary

State of North Dakota }
County of Cass }SS

On this _____ day of _____, in the year 2020 before me, a notary public within and for said County and State, personally appeared James R. Bullis, Secretary, Westport Investments, LLC, known to me to be the person who is described in and who executed the within instrument, and acknowledged to me that he executed the same on behalf of Westport Investments, LLC

Notary Public

SURVEYOR'S CERTIFICATE AND ACKNOWLEDGEMENT

I, Zachary Zetah, Registered Professional Land Surveyor under the laws of the State of North Dakota do hereby certify that this plat is a correct representation of the survey, that all distances shown are correct and that the monuments for the guidance of future surveys have been located or placed in the ground as shown and that the outside boundary lines are correctly designated on the plat.

Zachary Zetah, Registered Professional Land Surveyor
North Dakota License Number LS-27913

State of North Dakota }
County of Cass }SS

On this _____ day of _____, 2020, before me, a notary public within and for said County and State, personally appeared Zachary Zetah, Registered Professional Land Surveyor, known to me to be the person who is described in and who executed the within instrument, and acknowledged to me that he executed the same.

Notary Public

CITY ENGINEER'S APPROVAL

This plat in the City of West Fargo is hereby approved this _____ day of _____, 2020.

Dustin Scott, City Engineer
State of North Dakota }
County of Cass }SS

On this _____ day of _____, in the year 2020 before me, a notary public within and for said County and State, personally appeared Dustin Scott, City Engineer, known to me to be the person who is described in and who executed the within instrument, and acknowledged to me that he executed the same on behalf of the City of West Fargo.

Notary Public

WEST FARGO CITY ATTORNEY APPROVAL

I do 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 _____, 2020.

John T. Shockley, City Attorney

State of North Dakota }
County of Cass }SS

On this _____ day of _____, in the year 2020 before me, a notary public within and for said County and State, personally appeared John T. Shockley, City Attorney, known to me to be the person who is described in and who executed the within instrument, and acknowledged to me that he executed the same on behalf of the City of West Fargo.

Notary Public

WEST FARGO PLANNING COMMISSION APPROVAL

This plat in the City of West Fargo is hereby approved this _____ day of _____, 2020.

Tom McDougall, Chairman, West Fargo Planning Commission

State of North Dakota }
County of Cass }SS

On this _____ day of _____, in the year 2020 before me, a notary public within and for said County and State, personally appeared Tom McDougall, Chairman, West Fargo Planning Commission, known to me to be the person who is described in and who executed the within instrument, and acknowledged to me that he executed the same on behalf of the West Fargo Planning Commission.

Notary Public

WEST FARGO CITY COMMISSION APPROVAL

This plat in the City of West Fargo is hereby approved this _____ day of _____, 2020.

Bernie L. Dardis, President of the West Fargo City Commission

Attest:
Tina Fisk, City Auditor
County of Cass }
State of North Dakota }SS

On this _____ day of _____, in the year 2020 before me, a notary public within 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 who are described in and who executed the within instrument, and acknowledged to me that they executed the same on behalf of the City of West Fargo.

Notary Public

From: [Kristy Van Beek](#)
To: [Tim P. Solberg](#)
Subject: Wilds 20th Addition Comments
Date: Tuesday, November 12, 2019 3:42:02 PM

Hi Tim,

I will start with some positives. I am glad to see that the lots adjacent to the existing residential development in Horace are at least an R-1 zoning, although R-1A would be preferable. I am also glad to see the connection at 61st Avenue has been removed.

Questions and concerns I have:

- The density of this addition is much higher than the current Wilds additions due to the R-1SM and R-2 zoning. The R-1SM zoning is only 1 block away from the existing rural residential zoning and the R-2 zoning is less than 800' from the existing rural residential zoning. Traffic increases, drainage issues, noise and light pollution are all still concerns.
- There has been a large increase in traffic to the Greyhawk neighborhood since the connection at 60th Ave S. was made. The amount of heavy truck traffic has been particularly alarming. The roads in the Greyhawk neighborhood were not designed for those types of heavy loads.
- The increase in traffic also brings safety concerns for the current residents. There are many young children and pets in the neighborhood (especially along 74th Street). The road is narrow and there are no sidewalks. There have been many unfamiliar vehicles (in addition to the increased heavy truck traffic) driving faster than the posted speed limit since the road connection was made.
- I am especially concerned about the traffic increasing and safety issues in the mornings when the new school opens in Horace next fall. The roads in Greyhawk are local roads. We do not want or need them being used as a collector road.
- Will the developer be paying for the construction of 9th Street all the way thru to 64th Avenue? Will the developer be paying for the improvements that will be needed on 64th Avenue? It seems unfair to assess Greyhawk residents for these improvements when their necessity is being driven by the developer.
- Is there a drainage plan?
- I would like to see more information on the multi-use path that is proposed along the south property line. What would the path be connecting to on the east side?

Thank you for taking the time to review my concerns. Feel free to contact me to discuss.

Kristy Van Beek

Senior Project Designer | Associate AIA

Design Resources Group | PACES Lodging Corp.
4265 45th Street South | Suite 200 | Fargo ND 58104
P: 701.499.0212 | D: 701.499.3878 | F: 701.281.9501

Disclaimer

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www.westfargond.gov

Tim Solberg, AICP, Director of Planning and Zoning
Lisa Sankey, Planner
Malachi Petersen, Planner
Chanda Erickson, Office Manager

- Memorandum -

TO: West Fargo City Commission

FROM: Tim Solberg, AICP, Director of Planning and Zoning

RE: Request for reduction in parking requirements per Section 4-450: Off Street Parking and Loading Regulations at 344 Sheyenne St and consideration of a deviation of zero foot setback as allowed by 4-434.3.1.B.i

DATE: May 15, 2020

The applicant is requesting a reduction in parking requirements, which is allowed by resolution of the City Commission per Section 4-450 of City Ordinances. The reduction is to be justified by way of demonstration of the property owner through market studies or other means that the required off-street parking is excessive and/or a lower parking demand is supported by the Institute of Traffic Engineers (ITE) Parking Generation manual and a lesser requirement justifiable.

Staff believes that the proposed parking reduction may be justified in the downtown environment which is being created. The addition of parking spaces within downtown is in progress both through a proposed 300 stall parking garage and additional on-street parking associated with the City's 2021 Sheyenne Street project. Although it can be anticipated that this project may be completed prior to the completion of the other project, staff is of the opinion that the footprint does not provide for, nor would it be consistent with the vision of the preferred development pattern of downtown established in the Sheyenne Downtown Framework study, the Sheyenne Street Corridor Study, or West Fargo 2.0 to require any additional surface parking for this project at this time when we are in the process of providing a great deal of additional parking.

The applicant is providing 11 spaces on site, an additional 29 spaces will be created in a temporary surface parking lot at the former site of Berg Auto Supply at 502 Sheyenne St. The site is also directly adjacent to 18 spaces at Pioneer Place which are used primarily for daytime business which can be shared with the proposed users of The Firm which is to be a bar/restaurant with peak business over lunch and dinner.

To more clearly illustrate the request, below is a breakdown of the proposed parking supply, vs. the current requirements:

- Parking Supply Provided: **40 Spaces**
- Shared Off-Street Parking Available at Pioneer Place: **18 Spaces**
- Current Ordinance Parking Requirement: **53 Spaces**

An additional request of the proposal is to provide additional setback along Sheyenne Street beyond the required zero foot setback. A deviation from the zero foot setback is provided for in Section 4-434.3.1.B.i of City Ordinances and may be allowed in instances where additional useable space is proposed such as dining areas, public art installation or plaza space. The applicant is providing large overhead doors which can be opened to provide outdoor dining space and has provided the following to be used to consider the deviation:

“This small setback will allow the tenants to have their own designated area that will be free and clear from the City’s right-of-way. We feel strongly that this area will help integrate tenant business practices with the downtown atmosphere and promote indoor/outdoor connection to the City’s revitalization. The adjacent buildings have similar façade setbacks due to the fact that they have elevated promenades. The current building design has overhead rolling doors that open up to Sheyenne Street and would greatly improve the space if there is a 4-5ft buffer before the City’s right-of-way. In the end, we believe this space is a great design feature not only for future tenant but also promotes interaction with the City’s new right-of-way design.”

In regard to the building permit for The Firm at 344 Sheyenne St, staff is two motions for consideration:

- 1) Prepare a resolution accepting the reduction in parking as provided in Section 4-450 of City Ordinances for The Firm at 344 Sheyenne St with the condition that shared parking be provided at 300 Sheyenne St (Pioneer Place) and at 502 Sheyenne St (Former Berg Auto Building) until which time as either there is sufficient parking provided by the proposed public parking garage at 409 Sheyenne St, or on-street parking associated with the City’s Sheyenne St road project.**
- 2) Accept the applicant’s proposal for a deviation from the zero foot setback as provided for in Section 4-434.3.1.B.i to provide additional frontage space adjacent to right of way for dining area of their proposed restaurant/bar tenant at 344 Sheyenne St.**



The Firm

Bid Set

322 Sheyenne St.

West Fargo, ND

JOB NO. 18-021 | 02/17/20

ICON

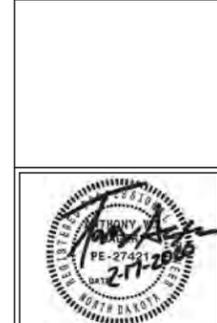
WWW.ICONARCHITECTS.COM

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Drawing History

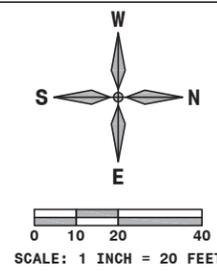
No.	Description	Date
BID SET		02/17/20
CA		04/17/20

DRAWN BY: TS JN:18-021



PAVING PLAN

SHEET
C400

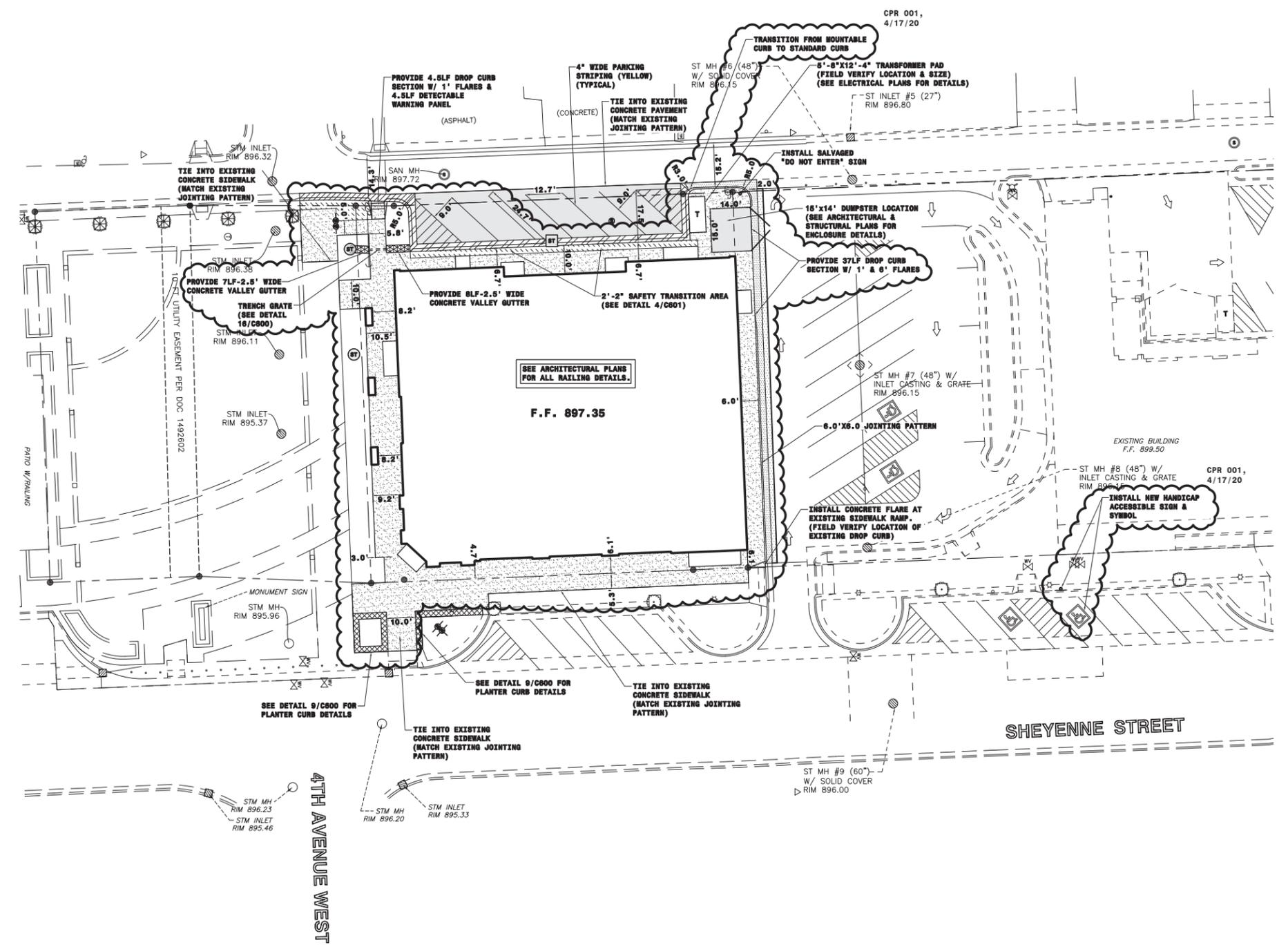


SYMBOL LEGEND:

- EXISTING PROPERTY LINE
- EXISTING EASEMENT LINE
- EXISTING PROPERTY PIN
- ⊗ EXISTING STORM INLET
- EXISTING MANHOLE
- ⊙ EXISTING SANITARY MANHOLE
- ☆ EXISTING LIGHT POLE
- ⊕ EXISTING POWERPOLE
- ⊕ EXISTING FIRE HYDRANT
- ⊕ EXISTING GATE VALVE
- ⊕ EXISTING POWER POLE W/ GUY WIRE
- ⊕ EXISTING SIGN
- ⊕ EXISTING TREE
- ⊕ SALVAGED FIRE HYDRANT
- ⊕ NEW / SALVAGED GATE VALVE
- ⊕ NEW SANITARY CLEANOUT
- ⊕ NEW STORM INLET
- ⊕ NEW STORM MANHOLE
- ⊕ NEW / SALVAGED SIGN
- ▨ NEW 4" REINFORCED CONCRETE SIDEWALK
- ▨ NEW 4" REINFORCED COLORED & STAMPED CONCRETE SIDEWALK
- ▨ NEW 6" REINFORCED CONCRETE PAVEMENT
- ▨ NEW 6" ASPHALT PAVEMENT
- ▨ NEW PLANTER CURB
- ▨ NEW CONCRETE VALLEY GUTTER
- ▨ NEW TYPE 2 STANDARD CONCRETE CURB & GUTTER
- ▨ NEW TYPE 1 MOUNTABLE CONCRETE CURB & GUTTER
- ▨ NEW TYPE 2 MOUNTABLE CONCRETE CURB & GUTTER

PLAN NOTES:

- ALL WORK SHALL COMPLY WITH THE MOST RECENT CITY OF WEST FARGO STANDARD SPECIFICATIONS FOR CONSTRUCTION OF PUBLIC UTILITIES.
- CONTRACTOR SHALL NOTIFY UTILITY COMPANIES FOR UNDERGROUND LOCATIONS 48 HOURS PRIOR TO BEGINNING CONSTRUCTION. NORTH DAKOTA ONE CALL PHONE NUMBER: 1-800-795-0555
- CONTRACTOR SHALL PROTECT ALL PROPERTY PINS. PROPERTY PINS DESTROYED OR DISTURBED SHALL BE REPLACED AT CONTRACTORS EXPENSE.
- IF THE LAND BOUNDARY DENOTED ON THE PLANS ENCOMPASSES MORE THAN ONE (1) ACRE OR IS LESS THAN ONE (1) ACRE, BUT IS PART OF A LARGER DEVELOPMENT PLAN, A NOTICE OF INTENT TO OBTAIN A STORM WATER POLLUTION PERMIT SHALL BE ACQUIRED BY THE CONTRACTOR AND OWNER FROM THE NORTH DAKOTA STATE HEALTH DEPARTMENT SEVEN (7) DAYS PRIOR TO CONSTRUCTION.
- CONTRACTOR SHALL MAINTAIN TEMPORARY EROSION CONTROL UNTIL PERMANENT EROSION CONTROL IS ESTABLISHED.
- ANY REPLACEMENT OF CURB & GUTTER AND/OR SIDEWALK SHALL BE DONE WITHIN FIVE WORKING DAYS.
- ANY WORK WITHIN THE CITY RIGHT-OF-WAY OR EASEMENTS SHALL REQUIRE NOTIFICATION TO THE CITY BY THE CONTRACTOR 24 HOURS PRIOR TO COMMENCING WORK AND AN EXCAVATION PERMIT FROM THE CITY OF WEST FARGO PUBLIC WORKS DEPARTMENT.
- ANY WORK ON EXISTING CITY-OWNED UTILITIES SHALL REQUIRE NOTIFICATION TO THE CITY BY THE CONTRACTOR 24 HOURS PRIOR TO COMMENCING WORK.
- THE CONTRACTOR SHALL PROVIDE ALL TRAFFIC CONTROL WHEN WORK OPERATIONS DISRUPT THE NORMAL TRAFFIC FLOW OF PEDESTRIANS AND/OR VEHICLES SUCH AS LANE CLOSURES OR SIDEWALK CLOSURES.
- ALL GRASSED AREAS DISTURBED BY CONSTRUCTION SHALL BE TOPSOILED (6" DEPTH), GRADED, SEEDED, AND HYDRO-MULCHED.
- THE CITY OF WEST FARGO STORM WATER MANAGEMENT PERMIT MUST BE SUBMITTED WITH THE SWPPP.
- VERTICAL DATUM USED IS NGVD 1929.



LOT INFORMATION:

LEGAL DESCRIPTION: LOT 2, BLOCK 1, PIONEER PLACE 2ND ADDITION TO THE CITY OF WEST FARGO
ADDRESS: 322 SHEYENNE STREET, WEST FARGO, ND 58078
LOT AREA: 16,898 SF (0.39 ACRES)
IMPERVIOUS AREA: 16,546 SF (97.9%)

BENCHMARKS:

- BM#1: THE TOP NUT OF THE FIRE HYDRANT
ELEV: 899.75 (NGVD 1929)

Drawing History

No.	Description	Date
BID SET		02/17/20
CA		04/17/20

DRAWN BY: LS/TA JN: 18-021

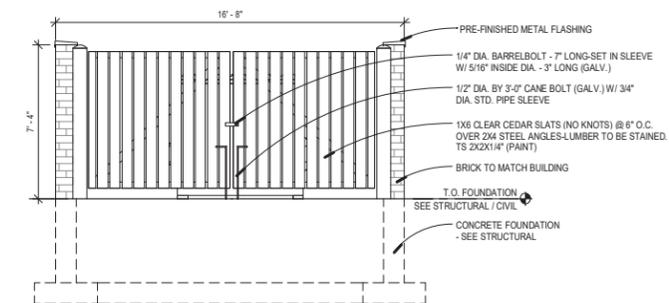
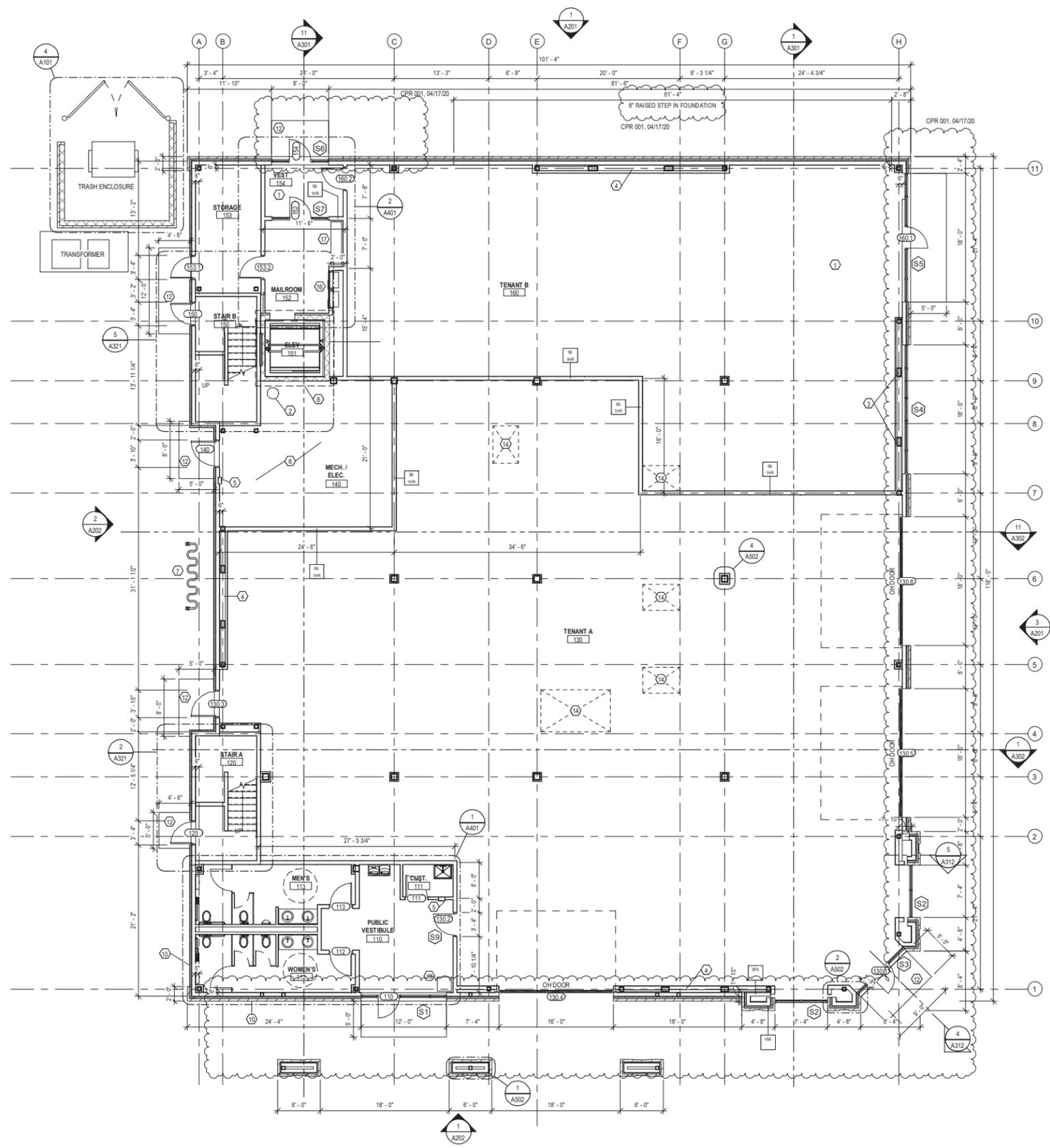


First Floor Plan

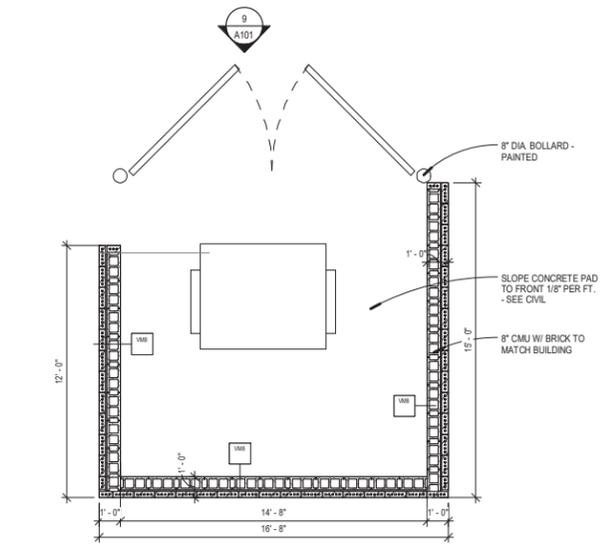
SHEET
A101

- GENERAL NOTES - FLOOR PLANS:**
- COORDINATE WALL TYPES AND RATINGS, AND FLOOR / CEILING ASSEMBLY RATINGS, WITH CODE STUDY DRAWINGS.
 - COORDINATE WALL ASSEMBLIES WITH WALL TYPES LEGEND ON G SHEETS, AND WITH STRUCTURAL DRAWINGS.
 - ALL INTERIOR AND EXTERIOR STUD WALLS AND SOFFITS ON LEVELS 01 ARE STEEL STUDS, TYPICAL.
 - ALL INTERIOR AND EXTERIOR STUD WALLS ON LEVELS 02 AND 03 ARE WOOD STUDS, TYPICAL UNO. ALL SUSPENDED SOFFITS AND WALL ENCLOSURES AROUND INACCESSIBLE SPACES ARE STEEL STUDS.
 - ON LEVEL 01, DASHED TENANT DEMISING WALLS ARE TO BE EXCLUDED FROM BID, BY OTHER, OR PART OF PENDING BID PACKAGES.
 - ALL INTERIOR PRIMARY STRUCTURAL STEEL COLUMNS, BEAMS AND X-BRACING TO RECEIVE FIRE PROTECTION (1 HOUR PROTECTION)
 - LINTEL IN MASONRY WALLS DO NOT REQUIRE FIRE PROTECTION, IF THEY ARE ALL LESS THAN 6'-0" LONG.

- KEYNOTES - FLOOR PLANS:**
- RESIDENTIAL CALL STATION. COORDINATE WITH ELECTRICAL.
 - SUMP-PIT. COORDINATE PIPING ROUTES WITH MECHANICAL.
 - BRACED STEEL FRAME. COORDINATE WITH STRUCTURAL. (WRAP BRACED FRAME WITH GWB - SEE UL ASSEMBLIES)
 - BRACED STEEL FRAME. COORDINATE WITH STRUCTURAL. (BRACED FRAME TO RECEIVE APPLIED FIREPROOFING)
 - FIRE EXTINGUISHER CABINET - SEMI RECESSED.
 - SEE ELECTRICAL AND MECHANICAL DESIGN BUILDING CONTRACTOR FOR EQUIPMENT LAYOUT
 - BIKE RACK BY OWNER
 - DRAIN TILE. CONTINUOUS AT ELEVATOR PIT FOOTING. COORDINATE WITH MECHANICAL.
 - NOT USED
 - LOUVER. COLOR TO MATCH EXTERIOR MATERIAL. COORDINATE WITH MECHANICAL
 - CONCRETE STOOP. COORDINATE WITH STRUCTURAL AND CIVIL.
 - COMMUNICATION DISTRIBUTION AT FLOORLINE. COORDINATE CORE DRILL LOCATIONS WITH PRECAST SUPPLIER / STRUCTURAL. 1HR FIREPROOFING AT FLOOR PENETRATIONS.
 - HVAC SHAFT. COORDINATE WITH MECHANICAL AND STRUCTURAL.
 - VERTICAL STACK FOR ROOF RAIN LEADERS. COORDINATE WITH MECHANICAL
 - RECESSED MAIL BOXES. SEE ELEVATION.
 - AMAZON HUB BY OWNER. COORDINATE WITH ELECTRICAL FOR ROUGH-IN.
 - MECHANICAL ACCESS DOOR. COORDINATE WITH MECHANICAL.
 - ATM BY OTHERS. COORDINATE WITH ELECTRICAL FOR ROUGH-IN.



9 TRASH ENCLOSURE ELEVATION
1/4" = 1'-0" SEE ALTERNATE 03



4 TRASH ENCLOSURE ENLARGED PLAN
1/4" = 1'-0" SEE ALTERNATE 03

1 FIRST FLOOR PLAN
1/8" = 1'-0"

CPR 001, 04/17/20

GENERAL NOTES: ELEVATIONS

- COORDINATE MATERIAL FINISHES AND COLORS WITH SPECIFICATIONS.
- AC, THRU-WALL AIR CONDITIONER UNIT, COORDINATE WITH MECHANICAL.
- DRYER AND BATH VENTS TO BE PAINTED TO MATCH ADJACENT WALL MATERIAL, TYP.
- SEE ELECTRICAL DRAWINGS FOR ALL EXTERIOR FIXTURES. EXTERIOR LIGHTING SHOWN FOR REFERENCE ONLY.
- VERIFY LOUVER SIZES AND LOCATIONS WITH MECHANICAL DRAWINGS. SHOWN FOR REFERENCE ONLY. PAINT LOUVERS TO MATCH ADJACENT WALL MATERIAL, TYP.

CPR 001, 04/17/20

EXTERIOR MATERIALS:

- BRK-1** MASONRY BRICK, HEBRON, UTILITY BRICK 1/3 RUNNING BOND, COLOR: 50% CHAMPAGNE, 50% GOLDENROD
- BRK-2** MASONRY BRICK, HEBRON, UTILITY BRICK SOLDIER COURSE, COLOR: SILVERADO
- STN-1** MASONRY STONE, AMCON BLOCK, MAMMOTH SERIES, COLOR: BUFF KASOTA, FINISH, ULTRA FINE
- STN-2** CASTSTONE SILL, AMCOM BLOCK OR EQUAL, COLOR: TBD BY ARCHITECT
- EIFS-1** EIFS, DRYVIT, SANDBLAST, COLOR: SHERWIN WILLIAMS - SEALSKIN, SW 7675.
- EIFS-2** EIFS, DRYVIT, SANDBLAST, COLOR: SHERWIN WILLIAMS - PERFECT GREIGE
- MTL-1** FORMED METAL WALL PANEL, EMCO PRESERVE STEEL SIDING, HORIZONTAL 8", COLOR: TO BE SELECTED BY ARCHITECT FROM MANUFACTURER'S FULL RANGE
- MTL-2** WIRE MESH PANEL, M-1NICHOLS, WIRE MESH - SQUARE, COLOR: BLACK.
- RL-2** ALUMINUM RAILING WITH VERTICAL BALUSTERS, COLOR: POWDER COATED BLACK. SEE DETAILS. (TYPICAL AT LEVEL 02 PATIO RAIL, SEE DETAILS)
- RL-3** ALUMINUM RAILING WITH VERTICAL BALUSTERS, COLOR: POWDER COATED BLACK. SEE DETAILS. (TYPICAL AT JULIET WINDOWS, SEE DETAILS)

KEYNOTES - ELEVATIONS:

- ① PREFINISHED THRU WALL SCUPPER AND DOWNSPOUT; TO MATCH ADJACENT MATERIAL
- ② BUILDING SIGNAGE. COORDINATE WITH ELECTRICAL.
- ③ DOWNSPOUT NOZZLE WITH BIRD SCREEN. COORDINATE WITH MECHANICAL.
- ④ MECHANICAL RTUS, SEE MECHANICAL.
- ⑤ LOUVER, COLOR TO MATCH EXTERIOR MATERIAL. COORDINATE WITH MECHANICAL.
- ⑥ BLACK EPDM WRAP UP AND OVER PARAPET CAP.

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www.heyereengineering.com

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(701) 283.1753 Office

ELECTRICAL

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(DESIGN BUILD)
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West Fargo, ND 58078
(701) 551.3240 Office

CIVIL

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503 7th Street North, Suite 200
Fargo, ND 58102
(701) 478.6336 Office
(701) 478.6340 Fax
CONSTRUCTION MANAGER
Gehrtz Construction Services
510 4th Ave N
Fargo, ND 58102
(701) 297.0704 Office
(701) 290.9021 Fax
info@zbarch.com

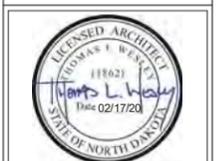


The Firm
322 Sheyenne St.
West Fargo, ND

Drawing History

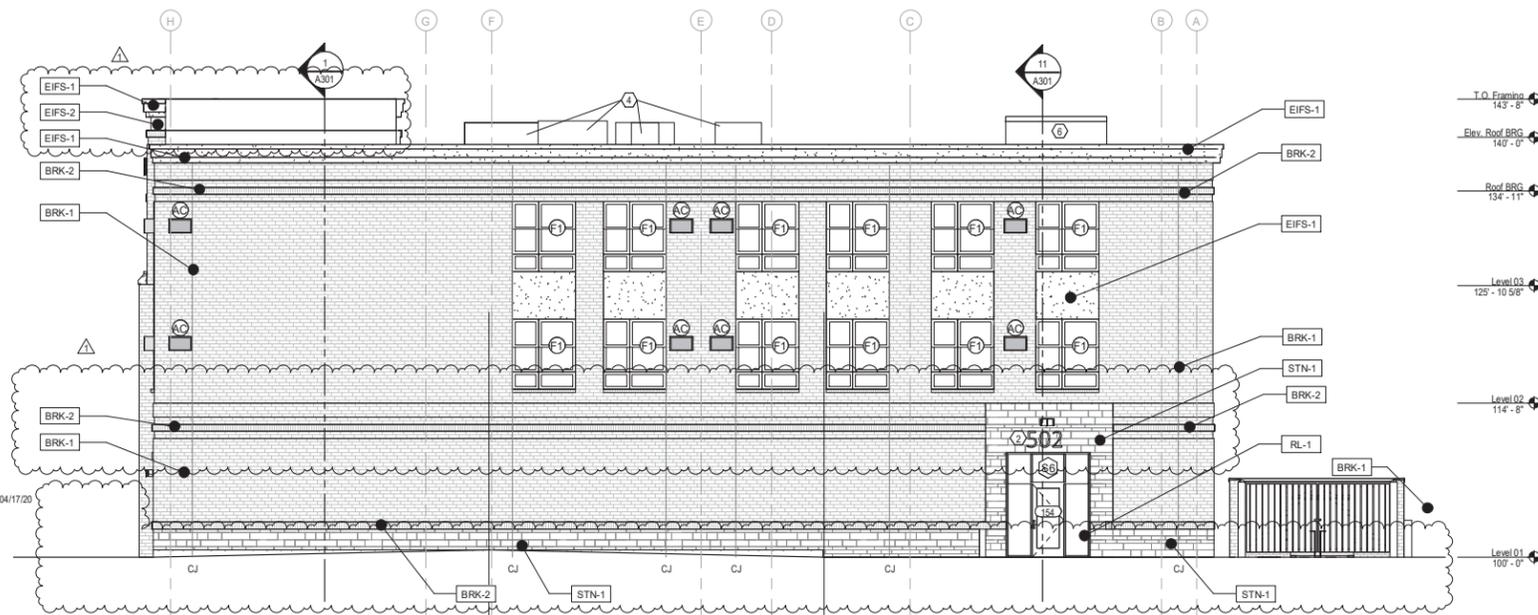
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1	ADDENDUM 01	03/10/20
CA		04/17/20

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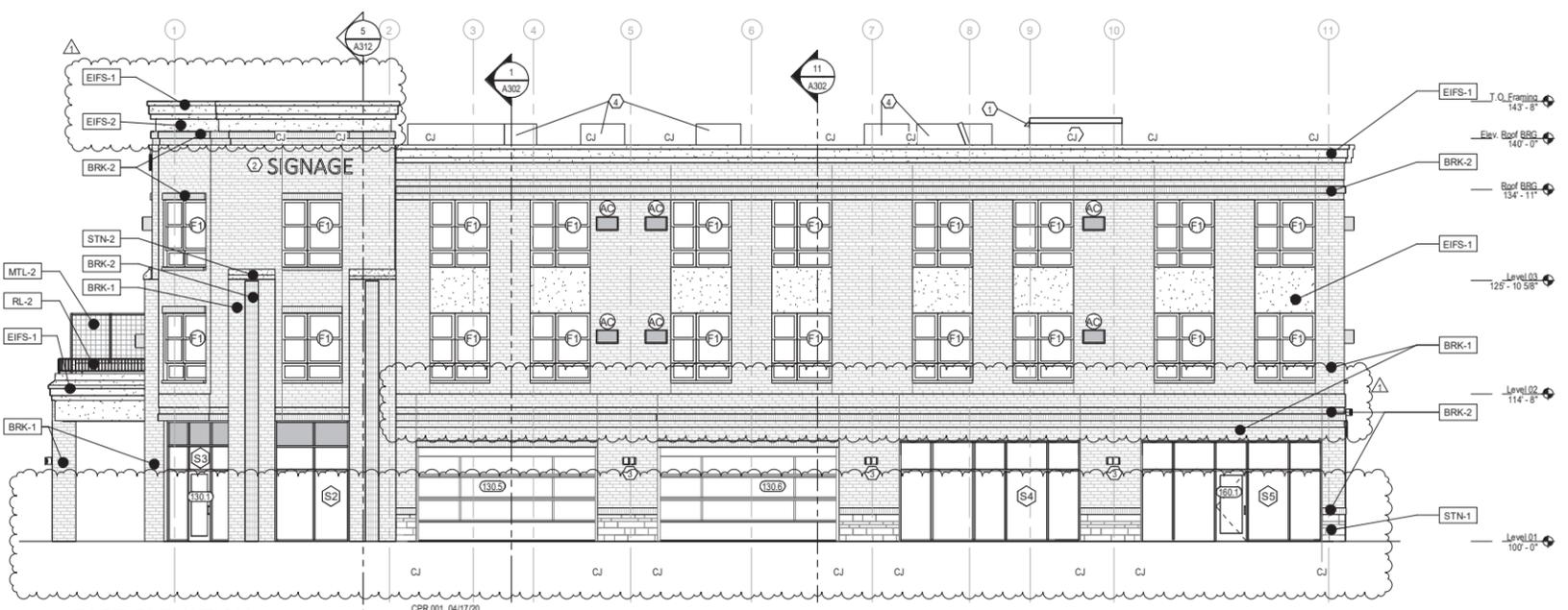


Exterior Elevations

SHEET
A201



1 NORTH ELEVATION
A201 1/8" = 1'-0"

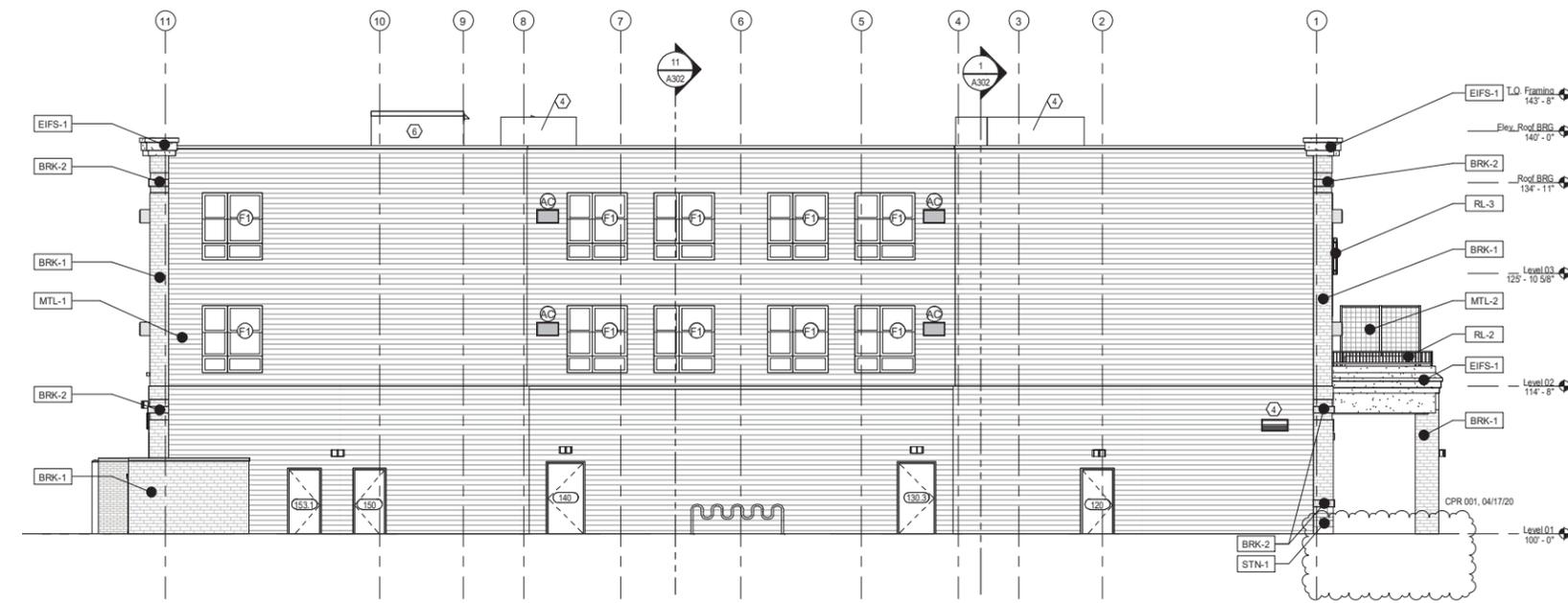


3 EAST ELEVATION
A201 1/8" = 1'-0"

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1 SOUTH ELEVATION
1/8" = 1'-0"



2 WEST ELEVATION
1/8" = 1'-0"

CPR 001, 04/17/20

GENERAL NOTES: ELEVATIONS

- COORDINATE MATERIAL FINISHES AND COLORS WITH SPECIFICATIONS.
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CPR 001, 04/17/20

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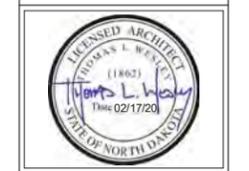
EC EPIC COMPANIES

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322 Sheyenne St.
West Fargo, ND

Drawing History

No.	Description	Date
BID SET		02/17/20
1	ADDENDUM 01	03/10/20
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DRAWN BY: LS/TA JN: 18-021



Exterior Elevations

SHEET
A202



Dustin T. Scott - City Engineer
Jerry Wallace – Civil Engineer
Andrew Wrucke – Transportation Engineer
Kayla Volness – Engineering Office Manager

Engineering Department
800 4th Ave E
West Fargo, ND 58078
701-433-5430
www.westfargond.gov

AGENDA ITEM REQUEST
BOARD OF CITY COMMISSIONERS
WEST FARGO, NORTH DAKOTA

OFFICE USE:
AGENDA ITEM # 8

** "Consent" or "Regular" Agenda Item? **Regular** **

1. CONTACT PERSON(s):
 - Dustin T. Scott, City Engineer (433-5425)

2. DATE OF MEETING:
 - May 18th 2020

3. DESCRIPTION OF REQUEST:
 - Review improvement boundary map, legal description, and other documents for the creation of an improvement district, designated as "Sewer, Water, Storm and Street Improvement District No. 1331".

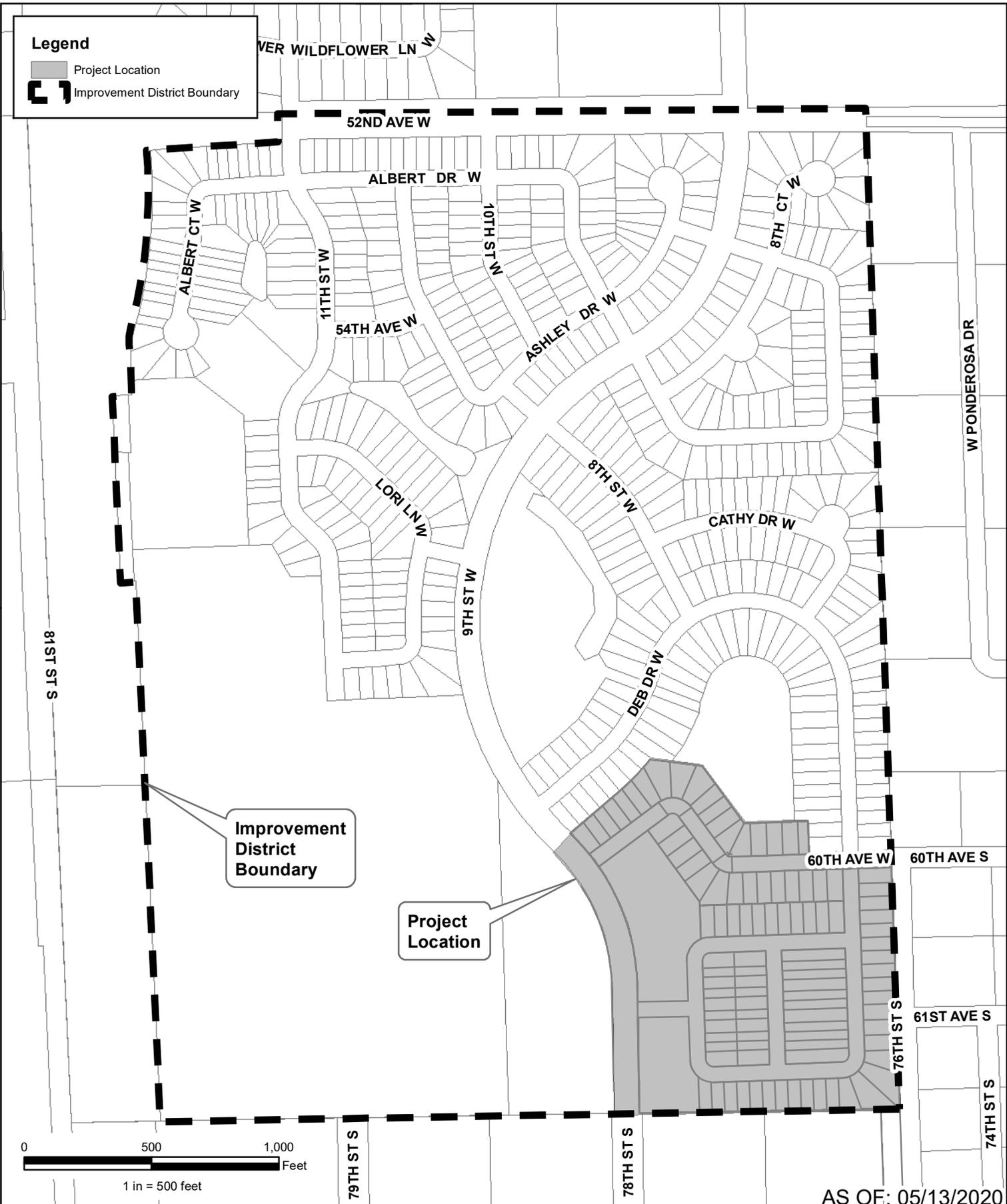
4. LOCATION (address; legal; etc.):
 - Wilds 20th Addition.

5. ACTION(s) REQUESTED:
 - Approve the creation of "Sewer, Water, Storm and Street Improvement District No. 1331" (*pursuant to N.D.C.C 40-22-08 & 40-22-09*).
 - Direct Engineer to prepare the Engineer's Report for "Sewer, Water, Storm and Street Improvement District No. 1331" (*pursuant to N.D.C.C 40-22-10*)

ADDITIONAL INFORMATION:

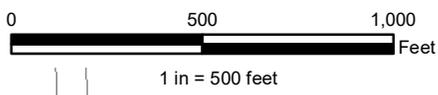
Legend

-  Project Location
-  Improvement District Boundary



Improvement District Boundary

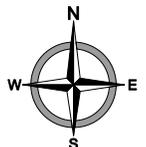
Project Location



AS OF: 05/13/2020

IMPROVEMENT DISTRICT MAP
SEWER, WATER, STORM & STREET IMPROVEMENT DISTRICT NO. 1331
THE WILDS 20TH ADDITION
WEST FARGO, NORTH DAKOTA

Created By: TJS Date Created: 05/07/20 Date Saved: 05/14/20 Date Plotted: NEVER Date Exported: 05/14/20
 Plotted By: Tanner.Schmidt Parcel Date: 05/13/20 Aerial Image: 2019 County NAIP SIDS Elevation Data: N/A
 Horizontal Datum: NAD 1983 StatePlane North Dakota South FIPS 3302 Feet Vertical Datum: NAVD1988
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moore
 engineering, inc.

#21222
05/14/2020

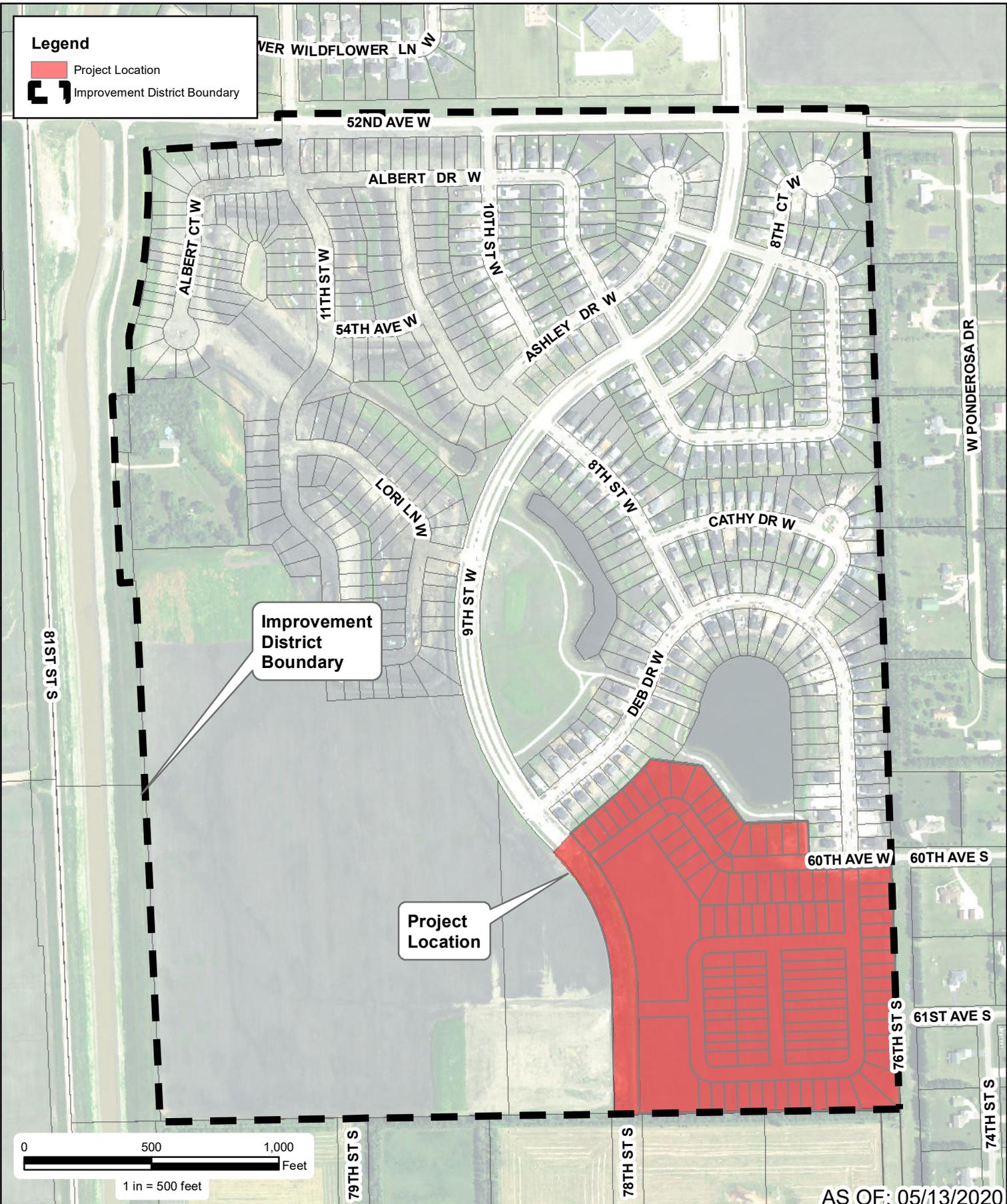
**WEST FARGO SEWER, WATER, STORM AND STREET
IMPROVEMENT DISTRICT NO. 1331:**

ASSESSMENT DISTRICT DESCRIPTION:

ALL OF THE NORTHWEST QUARTER AND THE NORTH HALF OF THE SOUTHWEST QUARTER OF SECTION 6, TOWNSHIP 138 NORTH, RANGE 49 WEST, OF THE 5TH PRINCIPAL MERIDIAN IN CASS COUNTY, NORTH DAKOTA, LYING EAST OF THE EASTERLY RIGHT-OF-WAY LINE OF THE HORACE DIVERSION.

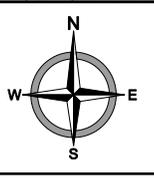
Legend

- Project Location
- Improvement District Boundary



IMPROVEMENT DISTRICT MAP
SEWER, WATER, STORM & STREET IMPROVEMENT DISTRICT NO. 1331
THE WILDS 20TH ADDITION
WEST FARGO, NORTH DAKOTA

Created By: TJS Date Created: 05/07/20 Date Saved: 05/13/20 Date Plotted: NEVER Date Exported: 05/13/20
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	Improvement District Boundary		Benefit Areas
	Regional Infrastructure Locations		Local - Sewer, Water, Storm & Street
	Parcels		Regional- Sewer, Water, Storm & Street
	Project Location		

DRAIN 21C

HORACE DIVERSION

81ST ST S

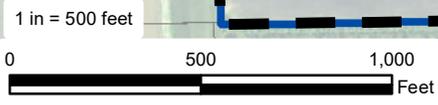
Assessed Preliminary Funding Summary:
 Regional Assessment = \$1,400-\$1,700; Average \$1,500 per Lot
 Local Assessment = \$20,000-\$30,000; Average \$23,000 per Lot
 Cass Rural Water Users = \$580,000

Improvement District Boundary

60th Ave. W. - Regional Storm Infrastructure

Project Location

9th St. W. - Regional Sewer, Water Storm And Street Infrastructure



PRELIMINARY IMPROVEMENT DISTRICT BENEFIT MAP
SEWER, WATER, STORM & STREET IMPROVEMENT DISTRICT NO. 1331
THE WILDS 20TH ADDITION
WEST FARGO, NORTH DAKOTA

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AS OF: 05/14/2020

**SEWER, WATER, STORM AND STREET IMPROVEMENT DIST. NO. 1331
THE WILDS 20TH ADDITION
WEST FARGO, ND**

PRELIMINARY FUNDING SUMMARY

PROJECT COST SUMMARY

Assessed Cost	\$4,420,000.00
Cass Rural Water User Cost	\$580,000.00
Total Project Cost	\$5,000,000.00

ASSESSED COST SUMMARY

Local Sanitary Sewer	\$880,000.00
Local Storm Sewer	\$930,000.00
Local Street	\$1,000,000.00
Local Street Lights	\$150,000.00
Regional Sanitary Sewer	\$240,000.00
Regional Storm Sewer	\$250,000.00
Regional Street	\$770,000.00
Regional Street Lights	\$85,000.00
Hookup Fee	\$115,000.00
Total Assessment	\$4,420,000.00

SPECIAL ASSESSMENT UNIT COSTS

Local Sanitary Sewer Cost per FF	\$135.32
Local Storm Sewer Cost per SF	\$0.94
Local Street Cost per FF	\$153.78
Local Street Light Cost per FF	\$23.07
Regional Sanitary Sewer Cost per EU	\$263.74
Regional Storm Sewer Cost per SF	\$0.03
Regional Street Cost per EU	\$846.15
Regional Street Light Cost per EU	\$93.41
Hookup Fee Cost per SF	\$0.12