



West Fargo City Commission Meeting
Monday June 18, 2018
Commission Chambers 5:30 PM

- A. Pledge of Allegiance
- B. Approve Order of Agenda
- C. Approval of Minutes – June 4, 2018 **(Pg 2-4)**
- D. Building Permits

Consent Agenda – Approve the Following:

- a) Bills **(Pg 5-12)**
- b) May Payroll Checks and Auditor Reports **(Pg 13-22)**
- c) Approval of recommended new Library Board members
- d) Approve amended Plans & Specs for Sidewalk Improvement District No. 6054 **(Pg 23)**
- e) Schedule a 5:30pm Public Hearing on Zoning Ordinance Amendment to Sections 4-01 Planning and Zoning Commission, 4-02 Comprehensive Plan and 4-302 Replacement of Official Zoning Map on July 2, 2018 **(Pg 24-25)**
- f) Approval of a Conditional Use Permit for an aboveground fuel tank at 1551 8th Avenue NW **(Pg 26-33)**
- g) Games of Chance for Sunshine Kids Foundation. Games to be conducted: Raffle on 6/30/18 at Flatland Brewery, 3140 Bluestem Drive, Suite 105 **(Pg 34)**

Regular Agenda

- 1. 5:30pm Public Hearing for Approval of Assessments for 2017 Snow and Ice Removal – **John Shockley (Pg 35)**
- 2. Review proposed Resolution Authorizing Issuance of Temporary Improvement Warrants – **John Shockley (Pg 36-54)**
- 3. Review 2017 Audit – **Aaron Mitchell (Pg 55-117)**
- 4. Second Reading and Final Plat Approval of Harper Heights 1st Addition – **Tim Solberg (Pg 118-132)**
- 5. Review bid tab for Storm Sewer Improvement District No. 4064 & Sanitary Sewer, Water Storm Sewer Improvement District No. 1318 – **Dustin Scott (Pg 133-139)**
- 6. Review Change Order No. 2 for the General Contract of Sewer, Water, Storm and Street Improvement District No. 1305 – **Dustin Scott (Pg 140-151)**
- 7. Review KLJ Contract Amendment for Sheyenne St – **Chris Brungardt (Pg 152-161)**
- 8. Review contract for City of West Fargo and West Fargo Events – **Melissa Richard (Pg 162-184)**
- 9. Review of annual liquor license checks – **Tina Fisk (Pg 185-219)**
- 10. Discuss meeting for July 2, 2018
- 11. City Administrator's Report
- 12. Correspondence
- 13. Adjourn



The West Fargo City Commission met Monday, June 4, 2018, at 5:30 pm. Those present were Mark Simmons, Rich Mattern, Mark Wentz and Mike Thorstad and Duane Hanson. The President of the Board Rich Mattern called the meeting to order.

The Pledge of Allegiance was recited.

Commissioner Mattern advised that Regular Agenda Item #1 would be removed from the agenda, and a Resolution Approving Contract and Contractor's Bond in Storm Improvement District No. 4065 (item p) would be added to the Consent Agenda. Commissioner Wentz moved and Commissioner Hanson seconded to approve the agenda with the changes. No opposition. Motion carried.

Commissioner Hanson moved and Commissioner Wentz seconded to approve the Minutes of the May 21, 2018 meeting. No opposition. Motion carried.

The Commission reviewed the Building Department Activity Report dated March 19, 2018 and Building Permits #265-335.

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

- a) Bills
- b) Gaming Site Authorization for Boys & Girls Club of the Red River Valley. Games to be conducted: Raffles, Pull Tabs, Electronic Pull Tabs, Twenty-One, Paddlewheels from 7/1/18 to 6/30/19 at Work Zone, 701 Main Avenue East.
- c) Games of Chance for the American Foundation for Suicide Prevention (AFSP). Games to be conducted: Calendar Raffle from 6/1/18 to 7/31/18 at Fargo Harley Davidson, 701 Christianson Drive West.
- d) Gaming Site Authorization for Prairie Public Broadcasting, Inc. Games to be conducted: Pull Tabs from 7/1/18 to 6/30/19 at Three Lyon's LLC, 675 13th Avenue East
- e) Approve Resolution Finding that Petition for Partial Vacation is in Proper Form and Contains the Required Signatures
- f) Schedule a 5:30pm Public Hearing on July 16, 2018 for a Petition for Partial Vacation of Goldenwood First Addition and Goldenwood Fourth Addition.
- g) Final Plat Approval of Oak Ridge 14th Addition, a replat
- h) Discontinue Street Improvement District No. 2248
- i) Create Assessment District for Sanitary Sewer Improvement District No. 1319, Authorize Engineer to prepare Engineer's Report, Approve engineer's Report for Sanitary Sewer Improvement District No. 1319, Authorize preparation of Plans & Specs, Approve Plans & Specs for Sanitary Sewer Improvement District No. 1319, Authorize Ad for Bids for Sanitary Sewer Improvement District No. 1319
- j) Approve Engineer's Report for Street Improvement District No. 2249, Authorize preparation of Plans & Specs, Authorize Resolution of Necessity
- k) Designate Fargo Forum as Official Newspaper

- l) Gaming Site Authorization for West Fargo Hockey Association. Games to be conducted: Bingo, Raffles, Pull Tab Jar, Electronic Pull Tabs, Twenty-One, Poker, Paddlewheels with Tickets, Paddlewheel Table from 7/1/18-6/30/19 at M&J Saloon, 817 West Main Avenue.
- m) Gaming Site Authorization for West Fargo Hockey Association. Games to be conducted: Bingo, Raffles, Pull Tab Jar, Electronic Pull Tabs, Twenty-One, Paddlewheels with Tickets from 7/1/18-6/30/19 at Pub West, 3140 Bluestem Drive
- n) Gaming Site Authorization for West Fargo Hockey Association. Games to be conducted: Bingo, Raffles, Electronic Pull Tabs, Twenty-One, Poker, Paddlewheels with Tickets from 7/1/18-6/30/19 at Rookies, 715 13 Ave E.
- o) Gaming Site Authorization for West Fargo Hockey Association. Games to be conducted: Raffles, Pull Tab Jar, Electronic Pull Tabs, Twenty-One, Paddlewheels with Tickets, Paddlewheel Table from 7/1/18-6/30/19 at Brickhouse Tavern, 635 32 Ave E #104.
- p) Resolution Approving Contract and Contractor's Bond in Storm Improvement District No. 4065

No opposition. Motion carried.

Communications Specialist Ellen Rossow appeared before the Commission to present a new mobile app for the City of West Fargo website. Ms. Rossow gave an overview of the app, which will launch in a few weeks, and will be available for both Android and iPhones. No action was requested of the Commission.

Community Development Director Larry Weil, and West Fargo Transit representatives Sage Thronbrugh and Matt Peterson appeared before the Commission to request changes to the West Fargo Transit Route. The proposed changes requested included adding a turn to existing Route 24 to include the Ronald McDonald house, as well as combining existing Routes 21 and 22 to make Route 20. After discussion, Commissioner Simmons moved and Commissioner Thorstad seconded to approve the proposed changes. No opposition. Motion carried.

Public Works Director Chris Brungardt appeared before the Commission to request approval of an amendment to the Engineering Contract for Sheyenne Street Segment #3. After discussion, Commissioner Hanson moved and Commissioner Simmons seconded to approve the amendment. No opposition. Motion carried.

City Engineer Dustin Scott appeared before the Commission to review the bid tab for Sewer Improvement Project No. 1308, regarding the connection to the Fargo wastewater system. Mr. Scott recommended to award the contract to Dakota Underground for the amount of \$4,664,455. Commissioner Hanson moved and Commissioner Wentz seconded to approve awarding the contract to Dakota Underground for the amount provided. No opposition. Motion carried.

City Administrator Tina Fisk appeared before the Commission to review the liquor license application for Awake LLC. The application was previously denied at the May 7 Commission meeting. The West Fargo Police Department conducted a second background check and recommended approval. After discussion, Commissioner Simmons moved and Commissioner Hanson seconded to approve the liquor license. No opposition. Motion carried.

Economic Development Director Matt Marshall appeared before the Commission to review the Red River Valley Fair Development and Annexation Agreements. After discussion, no motion was requested of the Commission. The Commission recommended that Mr. Marshall return to the Commission with a cost for a potential Feasibility Study before any other revisions to the agreements take place.

City Administrator Tina Fisk appeared before the Commission and discussed the following:

- Elections on June 12th
 - i. Elections
 1. New candidates will take office at 12:01am on June 26th
 2. Regular meeting on 6/18
 3. Special meeting on 6/26 for Reorganization meeting/installation of new members

Public Works Director Chris Brungardt appeared before the Commission to provide a non-agenda update on a lane modification at the intersections of Veterans Blvd and 23rd Avenue East. Due to traffic concerns, Mr. Brungardt recommended to restripe the northbound left lane to allow for a dual left turn. No action was requested of the Commission.

There was no correspondence.

Commissioner Wentz moved and Commissioner Simmons seconded to adjourn. No opposition. Meeting adjourned.

Rich Mattern
President of the Board

Tina Fisk
City Auditor

Consent Agenda Item a

06/05/18
16:07:11

CITY OF WEST FARGO, ND
Check Register
For the Accounting Period: 6/18

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Report ID: AP300

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
78255	S	61 CASS COUNTY TREASURER	15885.00	05/22/18			
						CL 79653	15885.00
78257	S	999999 XCEL ENERGY	500.00	05/30/18			
						CL 79744	500.00
78258	S	489 3-D SPECIALITIES	549.00	06/05/18			
						CL 79775	549.00
78259	S	2646 4IMPRINT	399.91	06/05/18			
						CL 79810	399.91
78260	S	822 ACCENT SIGNS	25.00	06/05/18			
						CL 79800	25.00
78261	S	289 ACME TOOLS	114.81	06/05/18			
						CL 79784	114.81
78262	S	3179 ADVANCED ENGINEERING & ENVIRONMENTAL SER	7387.50	06/05/18			
						CL 79848	7387.50
78263	S	3221 AG AIR LTD	1364.25	06/05/18			
						CL 79825	1364.25
78264	S	999999 AIDARUS ABDINASIR	190.00	06/05/18			
						CL 79761	190.00
78265	S	2544 AIRGAS USA, LLC	439.60	06/05/18			
						CL 79719	439.60
78266	S	2947 ALLSTATE PETERBILT OF FARGO	381.00	06/05/18			
						CL 79674	381.00
78267	S	999999 ALYSSA SWANGLER	300.00	06/05/18			
						CL 79795	300.00
78268	S	317 AMERICAN WELDING & GAS, INC.	258.21	06/05/18			
						CL 79760	258.21
78269	S	3219 AUTO TRANZ SPECIALTIES	140.00	06/05/18			
						CL 79696	140.00
78270	S	1403 BLUE TARP FINANCIAL, INC	179.99	06/05/18			
						CL 79765	179.99
78271	S	26 BORDER STATES ELECTRIC SUPPLY	2678.45	06/05/18			
						CL 79692	35.82
						CL 79783	2612.13
						CL 79803	30.50
78272	S	28 BORDER STATES PAVING	27173.79	06/05/18			
						CL 79832	27173.79
78273	S	73 BRAUN INTERTEC	11551.00	06/05/18			
						CL 79814	11551.00
78274	S	999999 BRENDA HIEB	553.25	06/05/18			
						CL 79770	553.25
78275	S	3222 BRIAN CHRISTL	50.00	06/05/18			
						CL 79830	50.00
78276	S	16 BROKERAGE PRINTING	384.70	06/05/18			
						CL 79667	42.10
						CL 79725	102.00
						CL 79786	240.60
78277	S	351 BUSINESS ESSENTIALS	907.22	06/05/18			
						CL 79659	335.93
						CL 79685	63.34
						CL 79691	54.09
						CL 79727	453.86

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78278	S	32 BUSINESS SOFTWARE, INC.	22000.00	06/05/18			
						CL 79812	22000.00
78279	S	39 BUTLER MACHINERY	734.86	06/05/18			
						CL 79694	734.86
78280	S	2944 CASCADE ENGINEERING	21300.00	06/05/18			
						CL 79707	21300.00
78281	S	61 CASS COUNTY TREASURER	5.95	06/05/18			
						CL 79813	5.95
78282	S	2909 CC STEEL LLC	34210.94	06/05/18			
						CL 79833	34210.94
78283	S	1512 CDW GOVERNMENT, INC	155.63	06/05/18			
						CL 79690	109.15
						CL 79722	46.48
78284	S	999999 CHRIS OHM	9.00	06/05/18			
						CL 79823	9.00
78285	S	3216 CINTAS	81.19	06/05/18			
						CL 79683	81.19
78286	S	111 CITY OF FARGO	46909.52	06/05/18			
						CL 79668	46843.52
						CL 79710	66.00
78287	S	3021 CIVICPLUS	998.00	06/05/18			
						CL 79849	998.00
78288	S	1338 CLARK'S EXCAVATING & SEPTIC PUMPING	175.00	06/05/18			
						CL 79827	175.00
78289	S	1904 CODE 4 SERVICES, INC	413.99	06/05/18			
						CL 79724	413.99
78290	S	999999 COREY LINDEMANN	190.00	06/05/18			
						CL 79758	190.00
78291	S	1834 CRARY INDUSTRIES	265.00	06/05/18			
						CL 79819	265.00
78292	S	60 CROSSCOUNTRY FREIGHT SOLUTIONS	90.13	06/05/18			
						CL 79703	90.13
78293	S	1675 DAKOTA FLUID POWER, INC	10.22	06/05/18			
						CL 79771	10.22
78294	S	79 DAKOTA HOSE & EQUIP	86.50	06/05/18			
						CL 79773	86.50
78295	S	624 DAKOTA SUPPLY GROUP	3802.97	06/05/18			
						CL 79675	646.00
						CL 79681	210.61
						CL 79757	2946.36
78296	S	90 DAKOTA UNDERGROUND	399058.63	06/05/18			
						CL 79834	75511.09
						CL 79835	48159.79
						CL 79836	125024.00
						CL 79837	15422.75
						CL 79838	134941.00
78297	S	912 DAKOTA WHOLESALE TIRE	308.00	06/05/18			
						CL 79738	308.00

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78298	S	999999 DANIEL MAGNUSEN	190.00	06/05/18			
78299	S	856 DAVE'S WEST FARGO TIRE	21.39	06/05/18		CL 79756	190.00
78300	S	999999 DAVID STENSETH	300.00	06/05/18		CL 79721	21.39
78301	S	1121 DAWSON INSURANCE	2019.00	06/05/18		CL 79752	300.00
78302	S	2948 DELTA 54 AVIATION LLC	3546.35	06/05/18		CL 79670	2019.00
78303	S	2100 EAGLE RUN CROSSING LLC	215.81	06/05/18		CL 79829	3546.35
78304	S	999999 EID TOWNHOMES	247.00	06/05/18		CL 79672	215.81
78305	S	3013 EPIC MANAGEMENT, LLC	6774.54	06/05/18		CL 79817	247.00
78306	S	999999 ERIC ISAAK	300.00	06/05/18		CL 79811	6774.54
78307	S	2862 ESSENTIA HEALTH	3644.00	06/05/18		CL 79751	300.00
78308	S	1851 F/S MANUFACTURING INC	337.31	06/05/18		CL 79818	3644.00
78309	S	728 FARNAM'S GENUINE PARTS, INC	13.76	06/05/18		CL 79714	230.37
78310	S	329 FERGUSON WATERWORKS #2516	7511.58	06/05/18		CL 79715	106.94
78311	S	55 FLEETPRIDE	11.88	06/05/18		CL 79737	13.76
78312	S	104 FORUM COMMUNICATIONS	532.98	06/05/18		CL 79680	2329.96
78313	S	139 FRS INDUSTRIES, INC.	4.95	06/05/18		CL 79764	3740.52
78314	S	3220 GLASS DOCTOR MOORHEAD	332.71	06/05/18		CL 79782	1441.10
78315	S	2558 GOODYEAR COMMERCIAL TIRE	1887.90	06/05/18		CL 79781	11.88
78316	S	939 GRAYBAR	5380.00	06/05/18		CL 79797	382.32
78317	S	2877 GREATAMERICA FINANCIAL SERVICES	176.63	06/05/18		CL 79846	150.66
78318	S	135 HAWKINS WTR TREATMENT	3236.54	06/05/18		CL 79788	4.95
						CL 79743	332.71
						CL 79698	18.45
						CL 79701	1869.45
						CL 79676	5380.00
						CL 79669	176.63
						CL 79709	3236.54

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Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
78319	S	2386 HOIST AND CRANE SRVICES, INC	300.00	06/05/18			
						CL 79780	300.00
78320	S	1226 HP INC.	2051.00	06/05/18			
						CL 79720	1107.00
						CL 79745	944.00
78321	S	358 HUBERT OYE-SONS CONST.	1107.88	06/05/18			
						CL 79778	1107.88
78322	S	3087 IBM CORPORATION	60.00	06/05/18			
						CL 79806	60.00
78323	S	233 J & L SPORTS	1069.75	06/05/18			
						CL 79687	63.00
						CL 79705	1006.75
78324	S	2245 JAMES ANDERSON	289.00	06/05/18			
						CL 79739	289.00
78325	S	999999 JB SURFACES INC	6176.00	06/05/18			
						CL 79826	6176.00
78326	S	1164 JDP ELECTRIC, INC	46128.21	06/05/18			
						CL 79839	46128.21
78327	S	999999 JEFF JUNDT	190.00	06/05/18			
						CL 79793	190.00
78328	S	999999 JESSICA JOHNSON	300.00	06/05/18			
						CL 79792	300.00
78329	S	999999 JORDAN CRAIG	190.00	06/05/18			
						CL 79759	190.00
78330	S	999999 KEITH ROBINSON	190.00	06/05/18			
						CL 79763	190.00
78331	S	999999 KELLY TIBBETTS	190.00	06/05/18			
						CL 79789	190.00
78332	S	2122 KEY CONTRACTING	53749.80	06/05/18			
						CL 79840	53749.80
78333	S	2196 L3 MOBILE-VISION, INC	7524.00	06/05/18			
						CL 79723	7524.00
78334	S	3223 LARKIN HOFFMAN	7049.91	06/05/18			
						CL 79854	7049.91
78335	S	711 LUTHER FAMILY FORD	42.08	06/05/18			
						CL 79820	42.08
78336	S	301 MACS INC	233.81	06/05/18			
						CL 79718	233.81
78337	S	2770 MALLOY FARGO #5	231.44	06/05/18			
						CL 79801	231.44
78338	S	999999 MATT CULLEN	112.67	06/05/18			
						CL 79815	112.67
78339	S	299 MENARDS	927.06	06/05/18			
						CL 79699	626.40
						CL 79717	72.74
						CL 79785	227.92
78340	S	999999 MERIDIAN	421.16	06/05/18			
						CL 79657	421.16

06/05/18
16:07:11

CITY OF WEST FARGO, ND
Check Register
For the Accounting Period: 6/18

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Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
78341	S	2766 MIDCONTINENT COMMUNICATIONS	298.24	06/05/18		CL 79706 CL 79766	85.00 213.24
78342	S	102 MIDSTATES WIRELESS	304.00	06/05/18		CL 79776 CL 79816	163.50 140.50
78343	S	908 MILES ORTH	450.00	06/05/18		CL 79731	450.00
78344	S	772 MINNKOTA	249.98	06/05/18		CL 79768	249.98
78345	S	305 MOORE ENGINEERING	209765.56	06/05/18		CL 79831 CL 79853	133515.56 76250.00
78346	S	1014 MOTION INDUSTRIES, INC	1102.43	06/05/18		CL 79772	1102.43
78347	S	628 MTW TOWING	85.00	06/05/18		CL 79746	85.00
78348	S	335 ND DEPT OF TRANSPORTATION	179695.95	06/05/18		CL 79807 CL 79808	26278.31 153417.64
78349	S	336 NDAAO	170.00	06/05/18		CL 79711	170.00
78350	S	281 NDACO RESOURCES GROUP	507.00	06/05/18		CL 79822	507.00
78351	S	911 NDPOA	480.00	06/05/18		CL 79734	480.00
78352	S	756 NELCO FIRST AID	72.75	06/05/18		CL 79747	72.75
78353	S	364 NELSON INTERNATIONAL	35.98	06/05/18		CL 79736	35.98
78354	S	271 NETWORK CENTER COMMUNICATIONS	115.00	06/05/18		CL 79858	115.00
78355	S	3185 NEXT LEVEL TINTING	330.00	06/05/18		CL 79726	330.00
78356	S	999999 NICHOLAS TARALSON	190.00	06/05/18		CL 79754	190.00
78357	S	2826 NORIDIAN MUTUAL INSURANCE CO	61.20	06/05/18		CL 79656	61.20
78358	S	348 NORTHERN IMPROVEMENT CO	732253.87	06/05/18		CL 79841 CL 79842	533325.58 198928.29
78359	S	1350 NORTHWEST SCALE, INC	675.00	06/05/18		CL 79684	675.00
78360	S	353 OHNSTAD TWICHELL	95707.21	06/05/18		CL 79855	95707.21
78361	S	352 OK TIRE	25.00	06/05/18		CL 79682	25.00

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
78362	S	399 OLYMPIC SALES	1634.77	06/05/18		CL 79712 CL 79805 CL 79821	217.00 345.92 1071.85
78363	S	276 OSTROMS ACE HARDWARE	1731.23	06/05/18		CL 79748	1731.23
78364	S	82 PAM COTA	256.00	06/05/18		CL 79769	256.00
78365	S	397 PARAS CONTRACTING	431081.00	06/05/18		CL 79843	431081.00
78366	S	999999 PAUL DURBIN	300.00	06/05/18		CL 79791	300.00
78367	S	563 PETRO SERVE USA	2426.54	06/05/18		CL 79671 CL 79828	2283.55 142.99
78368	S	3180 PHOENIX FABRICATORS AND ERECTORS	80550.00	06/05/18		CL 79844	80550.00
78369	S	360 PIONEER RIM/WHEEL	40.63	06/05/18		CL 79678 CL 79798	5.84 34.79
78370	S	999999 PLATINUM HOME CONTRACTING INC	600.00	06/05/18		CL 79749	600.00
78371	S	411 POWER PLAN OIB	11.31	06/05/18		CL 79695 CL 79755	8.83 2.48
78372	S	1253 PROTECTION SYSTEMS, INC	639.32	06/05/18		CL 79689	639.32
78373	S	3073 QUAM CONSTRUCTION COMPANY, INC	130720.87	06/05/18		CL 79845	130720.87
78374	S	1472 RAILROAD MANAGEMENT CO III, LLC	214.01	06/05/18		CL 79824	214.01
78375	S	999999 RYAN HOSS	300.00	06/05/18		CL 79794	300.00
78376	S	999999 RYAN LARSON	190.00	06/05/18		CL 79790	190.00
78377	S	999999 SARAH CARTER	300.00	06/05/18		CL 79796	300.00
78378	S	2655 SIMPLIFILE	715.00	06/05/18		CL 79809	715.00
78379	S	274 STEVE MOTTINGER	4250.00	06/05/18		CL 79851	4250.00
78380	S	38 STRATA CORPORATION	11.61	06/05/18		CL 79762	11.61
78381	S	733 SWANSTON EQUIPMENT CORP.	3313.62	06/05/18		CL 79679 CL 79700	472.53 2841.09
78382	S	792 TERRY STYF	424.37	06/05/18		CL 79732	424.37

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78383	S	1156 TESSMAN	3509.84	06/05/18		CL 79708 CL 79750 CL 79799	2346.00 1080.98 82.86
78384	S	1979 THE CHAMBER	35.00	06/05/18		CL 79741	35.00
78385	S	3043 THE FORUM	141.00	06/05/18		CL 79774	141.00
78386	S	1907 THE SHOOTING PARK OF HORACE	400.00	06/05/18		CL 79730	400.00
78387	S	1900 THE UPS STORE #5998	50.91	06/05/18		CL 79753 CL 79804	30.76 20.15
78388	S	812 TIM RUNCORN	208.95	06/05/18		CL 79733	208.95
78389	S	2556 TIM SOLBERG	216.00	06/05/18		CL 79857	216.00
78390	S	2253 TITAN MACHINERY-SHAKOPEE	407.78	06/05/18		CL 79802	407.78
78391	S	1234 TOOL WAREHOUSE INC	49.99	06/05/18		CL 79677	49.99
78392	S	1285 TRAFFIC CONTROL CORPORATION	9000.00	06/05/18		CL 79779	9000.00
78393	S	665 TWIN CITY GARAGE DOOR	315.23	06/05/18		CL 79673 CL 79716	203.23 112.00
78394	S	500 TWIN CITY SHARPENING	44.00	06/05/18		CL 79777	44.00
78395	S	2435 VISA POLICE	2882.56	06/05/18		CL 79850	2882.56
78396	S	577 WAYNE TROPHIES	5.00	06/05/18		CL 79735	5.00
78397	S	686 WDAY	633.00	06/05/18		CL 79729 CL 79767	600.00 33.00
78398	S	3196 WERNER ELECTRIC SUPPLY FARGO	8.14	06/05/18		CL 79713	8.14
78399	S	1040 WEST FARGO EXCHANGE CLUB	129.00	06/05/18		CL 79856	129.00
78400	S	2184 WEST SIDE STEEL	200.65	06/05/18		CL 79702	200.65
78401	S	549 WF PUB SCHOOLS DIST #6	150.00	06/05/18		CL 79728	150.00
78402	S	338 XCEL ENERGY	669.26	06/05/18		CL 79697 CL 79847	465.78 203.48
78403	S	582 ZEP MANUFACTURING	489.78	06/05/18		CL 79686 CL 79704	397.63 92.15

Total for Claim Checks
Count for Claim Checks

2669266.85
148

* denotes missing check number(s)

of Checks: 148 Total: 2669266.85

Consent Agenda Item b

06/05/18
16:07:14

CITY OF WEST FARGO, ND
Fund Summary for Claim Check Register
For the Accounting Period: 6/18

Page: 9 of 10
Report ID: AP110

Fund/Account	Amount
1000 GENERAL	
101000	\$239,192.14
2210 FORESTRY	
101000	\$3,250.58
2230 CITY UTILITY	
101000	\$3,153.48
2960 ECONOMIC DEVELOPMENT	
101000	\$6,774.54
2970 CAPITAL IMPROVEMENTS	
101000	\$8,522.50
4011 3001 1ST AVE E RECONSTRUCT	
101000	\$3,100.75
4032 2241 5th ST WEST EXT. (27TH AVE W TO	
101000	\$77,786.02
4033 2240 8TH AVE NW & 26TH ST NW - PAVING	
101000	\$450,228.22
4054 2243 Intersection at 9th & 13th	
101000	\$2,139.00
4055 4060 STORM SEWER LIFT SA 72 IMPROVEMENTS	
101000	\$34,210.94
4059 4059 STORM LIFT SM 33 REHABILITATION	
101000	\$276.13
4062 4062 Storm Lift SM 75 & CR 19	
101000	\$176,849.08
4251 4064 Halvorson Pond	
101000	\$5,685.83
4252 4065 Storm Sewer SM 78 Gateway West	
101000	\$19,723.38
4301 1279 12th AVE NORTH - 45TH STREET TO CTY	
101000	\$52,594.43
4302 1273 MAIN AVE PHASE III	
101000	\$153,417.64
4367 1289 26th STREET NE & DIVERSION RD IMPR	
101000	\$48,159.79
4373 1295 Highland Meadows 2nd Addition	
101000	\$125,868.00
4377 1301 SANDHILLS 3rd ADDITION	
101000	\$16,635.25
4385 1305 WILDS 9th & SA 46	
101000	\$164,412.20
4386 1308 FARGO WASTEWATER CONNECTION PROJECT	
101000	\$9,877.00
4388 1310 South Regional Sanitary Sewer	
101000	\$1,998.90
4391 2250 Sheyenne St (Beaton to 40th)	
101000	\$12,408.41
4392 1311 BROOKS HARBOR WATER TOWER	
101000	\$90,337.87
4393 1312 Water Loop 15th St NW	
101000	\$248.00
4394 2251 13th Ave (12th-45th) Reconstruct	
101000	\$16,301.20
4399 1313 Water Loop 9th St NE	

Fund/Account	Amount
101000	\$970.00
4411 1314 Eagle Run Plaza 6th	
101000	\$209,395.50
4413 2253 Sheyenne St Main to 7th Ave	
101000	\$27,586.59
4414 6054 Sidewalk Improvement District	
101000	\$54,713.70
4416 1318 Halverson Pond Industrial 2nd	
101000	\$430.33
4499 2244 - SHEYENNE ST 13th to Beaton DR	
101000	\$539,864.93
4501 2246 Traffic Calming Elmwood Ct	
101000	\$402.50
5000 TREE PLANTING	
101000	\$4,410.00
6010 HEALTH & SANITATION	
101000	\$73,980.70
6020 WATER ENTERPRISE	
101000	\$18,069.06
6025 SEWER ENTERPRISE	
101000	\$4,721.67
7000 LIBRARY	
101000	\$116.00
7050 AIRPORT AUTHORITY	
101000	\$11,454.59
Total:	\$2,669,266.85

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
1000 GENERAL						
101000 CASH - OPERATING	16,154,360.38	515,853.48	2,574.71	12,484.94	1,421,239.09	15,239,064.54
1001 GENERAL FUND RESERVE						
101000 CASH - OPERATING	9,902,567.83	66,535.14	0.00	0.00	16,949.40	9,952,153.57
2000 SALES TAX						
101000 CASH - OPERATING	3,058,486.30	885,026.02	0.00	0.00	0.00	3,943,512.32
2030 CITY'S SHARE OF SPECIALS						
101000 CASH - OPERATING	13,911.59	1,179.52	0.00	0.00	0.00	15,091.11
2050 PARK						
101000 CASH - OPERATING	160,378.44	0.00	0.00	0.00	160,378.44	0.00
2060 FIRE FUND						
101000 CASH - OPERATING	1,019,179.41	15,650.77	3.87	0.00	85,945.27	948,888.78
2110 GAMING FUNDS						
101000 CASH - OPERATING	55,156.41	438.39	0.00	0.00	0.00	55,594.80
2130 MUNICIPAL HIGHWAY FUND						
101000 CASH - OPERATING	900,094.16	128,466.45	0.00	0.00	0.00	1,028,560.61
2140 TOURIST & EVENT COMMITTEE						
101000 CASH - OPERATING	58,275.18	10,040.56	0.00	0.00	0.00	68,315.74
2141 FM CONVENTION VISITOR'S BUREAU						
101000 CASH - OPERATING	0.00	11,493.01	0.00	0.00	11,493.01	0.00
2160 CASH IN LIEU OF LAND DEDICATION						
101000 CASH - OPERATING	354,139.88	0.00	0.00	0.00	0.00	354,139.88
2200 VECTOR CONTROL						
101000 CASH - OPERATING	70,899.33	7,639.12	259.12	6.00	0.00	78,791.57
2210 FORESTRY						
101000 CASH - OPERATING	81,831.70	7,829.08	286.78	6.00	18,692.27	71,249.29
2230 CITY UTILITY						
101000 CASH - OPERATING	280,995.54	21,731.60	0.00	0.00	37,908.56	264,818.58
2450 EVIDENCE POLICE DEPARTMENT						
101000 CASH - OPERATING	0.00	38.00	0.00	38.00	0.00	0.00
2500 NIGHT TO UNITE						
101000 CASH - OPERATING	1,216.74	4,025.00	0.00	0.00	0.00	5,241.74
2600 FUTURE BUILDING						
101000 CASH - OPERATING	134,489.87	93.62	0.00	0.00	0.00	134,583.49
2800 WEST FEST						
101000 CASH - OPERATING	30,113.82	0.00	0.00	0.00	550.00	29,563.82
2900 CRUISE NIGHT						
101000 CASH - OPERATING	18,388.24	2,800.00	0.00	0.00	0.00	21,188.24
2950 ASSET FORFEITURES						
101000 CASH - OPERATING	87,569.92	0.00	0.00	0.00	4,000.00	83,569.92
102000 Cash - Restricted	32,774.00	0.00	0.00	0.00	0.00	32,774.00
Total Fund	120,343.92				4,000.00	116,343.92
2960 ECONOMIC DEVELOPMENT						
101000 CASH - OPERATING	689,343.38	913.69	0.00	0.00	128,679.74	561,577.33
2970 CAPITAL IMPROVEMENTS						
101000 CASH - OPERATING	7,916,932.83	37,633.41	0.00	0.00	17,953.98	7,936,612.26

CITY OF WEST FARGO, ND
Cash Report
For the Accounting Period: 5/18

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
2980 SOUTH FACILITIES HOOKUP						
101000 CASH - OPERATING	2,877,098.21	2,002.70	0.00	0.00	0.00	2,879,100.91
3339 RIB - 2011 SERIES C						
101000 CASH - OPERATING	1,933,724.85	1,220.73	0.00	0.00	0.00	1,934,945.58
3340 RIB 2011 B (recall 2004B)						
101000 CASH - OPERATING	-7,956.02	3,540.37	0.00	0.00	0.00	-4,415.65
3341 RIB 2011 A (recall 2005A)						
101000 CASH - OPERATING	1,265,163.37	2,659.11	0.00	0.00	0.00	1,267,822.48
3344 6043 SIDEWALK WARRANTS 2006						
101000 CASH - OPERATING	-28,618.51	0.00	0.00	0.00	0.00	-28,618.51
3345 SIDEWALK 6042 WARRANTS 2005						
101000 CASH - OPERATING	24,502.08	17.06	0.00	0.00	0.00	24,519.14
3347 SIDEWALK 6044 WARRANTS 2007						
101000 CASH - OPERATING	3,351.06	2.33	0.00	0.00	0.00	3,353.39
3348 RIB 2008-B						
101000 CASH - OPERATING	623.45	0.00	0.00	623.45	0.00	0.00
3349 RIB 2008 - C						
101000 CASH - OPERATING	1,773,696.11	3,058.50	0.00	0.00	0.00	1,776,754.61
3351 R.I.B. 2009 A (from 2001/2001C/2002)						
101000 CASH - OPERATING	568,733.91	69.61	0.00	0.00	0.00	568,803.52
3353 RIB 2009 B (from 2003 C & 2003 D)						
101000 CASH - OPERATING	128,090.73	57.09	0.00	0.00	0.00	128,147.82
3355 REFUND BOND 2005C						
101000 CASH - OPERATING	32,907.17	22.91	0.00	0.00	0.00	32,930.08
3360 RIB 2012B (Ref 2006A)						
101000 CASH - OPERATING	-257,120.32	4,506.39	0.00	0.00	0.00	-252,613.93
3365 RIB 2007A						
101000 CASH - OPERATING	3,418.23	0.00	0.00	3,418.23	0.00	0.00
3366 RIB 2007-B						
101000 CASH - OPERATING	2,518.89	0.00	0.00	2,518.89	0.00	0.00
3368 GO BONDS OF 2009						
101000 CASH - OPERATING	-111,572.75	0.00	0.00	0.00	0.00	-111,572.75
3369 MUNICIPAL BONDS 2009 NDPFA						
101000 CASH - OPERATING	210,182.52	146.30	0.00	0.00	20,967.92	189,360.90
3370 R.I.B. 2009 SERIES C						
101000 CASH - OPERATING	725,317.49	8,184.19	0.00	0.00	0.00	733,501.68
3371 R.I.B. 2010 A (refund of 2003E & 2004A)						
101000 CASH - OPERATING	1,224,063.50	21,115.39	0.00	0.00	0.00	1,245,178.89
3372 REFUNDING IMPROVEMENT BONDS 2010 B						
101000 CASH - OPERATING	463,055.37	1,903.34	0.00	0.00	0.00	464,958.71
3373 SIDEWALK REFUNDING BONDS 2010						
101000 CASH - OPERATING	70,756.70	0.00	0.00	0.00	0.00	70,756.70
3375 RIB - 2012A						
101000 CASH - OPERATING	2,477,113.27	60,764.12	0.00	0.00	0.00	2,537,877.39
3376 SIDEWALK REFUNDING BONDS OF 2012						
101000 CASH - OPERATING	30,335.68	21.12	0.00	0.00	0.00	30,356.80

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
3377 RIB 2012-C (Ref 2005B & 2005D)						
101000 CASH - OPERATING	10,035.26	0.00	0.00	10,035.26	0.00	0.00
3378 RIB 2012-D						
101000 CASH - OPERATING	4,356,195.22	19,031.33	0.00	0.00	0.00	4,375,226.55
3379 2012 Sales Tax Bonds - COSTCO						
101000 CASH - OPERATING	343,457.99	239.07	0.00	0.00	0.00	343,697.06
3380 RESERVE FUND FOR 2012 SALES TAX BONDS						
101000 CASH - OPERATING	207,834.76	144.67	0.00	0.00	0.00	207,979.43
3381 RIB 2013A						
101000 CASH - OPERATING	1,675,755.28	69,393.57	0.00	0.00	0.00	1,745,148.85
3382 RIB 2013B						
101000 CASH - OPERATING	1,858,038.41	29,151.02	0.00	0.00	0.00	1,887,189.43
3383 2012 SIDEWALK DISTRICT (6050)						
101000 CASH - OPERATING	-87,375.23	0.00	0.00	0.00	0.00	-87,375.23
3384 2014A REFUNDING IMPROVEMENT BOND						
101000 CASH - OPERATING	672,541.92	21,851.92	0.00	0.00	0.00	694,393.84
3385 2014B REFUNDING IMPROVEMENT BOND						
101000 CASH - OPERATING	-246,093.77	135,553.63	0.00	0.00	0.00	-110,540.14
3386 2015A RIB						
101000 CASH - OPERATING	2,292,859.39	160,841.52	0.00	0.00	0.00	2,453,700.91
3387 2015B RIB						
101000 CASH - OPERATING	2,585,994.28	89,017.50	0.00	0.00	0.00	2,675,011.78
3388 2016A RIB						
101000 CASH - OPERATING	1,628,990.51	73,378.35	0.00	0.00	0.00	1,702,368.86
3389 2017A RIB						
101000 CASH - OPERATING	3,803,992.00	93,210.34	0.00	0.00	0.00	3,897,202.34
3390 SIDEWALK 2017						
101000 CASH - OPERATING	22,817.58	0.00	0.00	22,817.58	0.00	0.00
3391 2018A Refunding						
101000 CASH - OPERATING	2,646,168.07	89,166.24	0.00	0.00	0.00	2,735,334.31
3730 2067						
101000 CASH - OPERATING	751.95	0.52	0.00	751.95	0.00	0.52
3979 TIF WEST FARGO 2ND & 3RD						
101000 CASH - OPERATING	108,398.47	0.00	0.00	0.00	0.00	108,398.47
3981 TIF BONDS STERLING IND. PARK (to 3377)						
101000 CASH - OPERATING	614,256.36	0.00	0.00	0.00	0.00	614,256.36
3982 TIF - BUTLER (to 3360 and 3366)						
101000 CASH - OPERATING	3,021,494.29	14,693.45	0.00	0.00	0.00	3,036,187.74
3983 TIF BONDS 2009 TITAN MACHINERY (to 3370 30,000 per year)						
101000 CASH - OPERATING	730,728.46	0.00	0.00	0.00	0.00	730,728.46
4000 CONSTRUCTION TESTING						
101000 CASH - OPERATING	2,261.53	0.00	0.00	0.00	16.90	2,244.63
4011 3001 1ST AVE E RECONSTRUCT						
101000 CASH - OPERATING	-2,682,007.92	0.00	0.00	0.00	0.00	-2,682,007.92
4032 2241 5th ST WEST EXT. (27TH AVE W TO 28TH AVE W)						
101000 CASH - OPERATING	-333,072.35	0.00	0.00	0.00	0.00	-333,072.35

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
4033 2240 8TH AVE NW & 26TH ST NW - PAVING						
101000 CASH - OPERATING	-1,993,254.62	0.00	0.00	0.00	0.00	-1,993,254.62
4034 2242 STREET IMPROVEMENT DISTRICT						
101000 CASH - OPERATING	-254,551.62	0.00	0.00	0.00	0.00	-254,551.62
4053 4058 HAYDEN HEIGHTS DRAINAGE IMPROVEMENTS						
101000 CASH - OPERATING	-148,340.09	0.00	0.00	0.00	0.00	-148,340.09
4054 2243 Intersection at 9th & 13th						
101000 CASH - OPERATING	-2,419,703.13	0.00	0.00	0.00	37,957.95	-2,457,661.08
4055 4060 STORM SEWER LIFT SA 72 IMPROVEMENTS						
101000 CASH - OPERATING	-1,744,769.49	0.00	0.00	0.00	202,953.52	-1,947,723.01
4059 4059 STORM LIFT SM 33 REHABILITATION						
101000 CASH - OPERATING	-278,129.07	0.00	0.00	0.00	0.00	-278,129.07
4061 4061 STORM LIFT REHAB (SM 25, 28, 44)						
101000 CASH - OPERATING	-1,318,413.45	0.00	0.00	0.00	0.00	-1,318,413.45
4062 4062 Storm Lift SM 75 & CR 19 Abandonment						
101000 CASH - OPERATING	-264,223.61	0.00	0.00	0.00	0.00	-264,223.61
4251 4064 Halvorson Pond						
101000 CASH - OPERATING	-22,765.00	0.00	0.00	0.00	3,140.00	-25,905.00
4252 4065 Storm Sewer SM 78 Gateway West						
101000 CASH - OPERATING	-652,700.50	0.00	0.00	0.00	63,952.87	-716,653.37
4301 1279 12th AVE NORTH - 45TH STREET TO CTY RD 19						
101000 CASH - OPERATING	-7,443,171.18	0.00	0.00	0.00	24,090.00	-7,467,261.18
4302 1273 MAIN AVE PHASE III NHU-8-010(032)932						
101000 CASH - OPERATING	109,848.17	0.00	0.00	0.00	0.00	109,848.17
4367 1289 26th STREET NE & DIVERSION RD IMPR						
101000 CASH - OPERATING	174,727.89	0.00	0.00	0.00	62.00	174,665.89
4373 1295 Highl and Meadows 2nd Addition						
101000 CASH - OPERATING	-3,674,347.38	0.00	0.00	0.00	0.00	-3,674,347.38
4375 1297 LIFT STATION SA 27 & SA 40						
101000 CASH - OPERATING	-140.50	0.00	0.00	0.00	16.90	-157.40
4377 1301 SANDHILLS 3rd ADDITION						
101000 CASH - OPERATING	-4,093,402.07	0.00	0.00	0.00	38,375.00	-4,131,777.07
4378 1292 North Pond at the Preserve 9th						
101000 CASH - OPERATING	-903,988.06	0.00	0.00	0.00	0.00	-903,988.06
4381 1300 RIVERS BEND AT PRESERVE 4TH ADDITION						
101000 CASH - OPERATING	-2,135,326.67	0.00	0.00	0.00	0.00	-2,135,326.67
4382 1303 OAK RIDGE 11TH ADDITION						
101000 CASH - OPERATING	-1,153,937.31	0.00	0.00	0.00	62.00	-1,153,999.31
4383 1302 WATER TANK REHABILITATION						
101000 CASH - OPERATING	-1,505.00	0.00	0.00	0.00	0.00	-1,505.00
4384 1304 26th AVE W & 5th CT W						
101000 CASH - OPERATING	-276,682.06	0.00	0.00	0.00	0.00	-276,682.06
4385 1305 WILDS 9th & SA 46						
101000 CASH - OPERATING	-3,834,398.24	0.00	0.00	0.00	81,159.71	-3,915,557.95
4386 1308 FARGO WASTEWATER CONNECTION PROJECT						
101000 CASH - OPERATING	-59,641.00	0.00	0.00	0.00	158,453.24	-218,094.24

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
4387 1309 LAGOON DECOMMISSIONING PROJECT						
101000 CASH - OPERATING	-124.00	0.00	0.00	0.00	0.00	-124.00
4388 1310 South Regional Sanitary Sewer Forcemain						
101000 CASH - OPERATING	-5,857.47	0.00	0.00	0.00	119,026.11	-124,883.58
4389 2248 1st Ave & 10th ST E Improvement District						
101000 CASH - OPERATING	-5,680.50	0.00	0.00	0.00	160.00	-5,840.50
4391 2250 Sheyenne St (Beaton to 40th) Improvement District						
101000 CASH - OPERATING	-381,594.62	0.00	0.00	0.00	226,992.04	-608,586.66
4392 1311 BROOKS HARBOR WATER TOWER						
101000 CASH - OPERATING	-453,347.64	0.00	0.00	0.00	101,351.90	-554,699.54
4393 1312 Water Loop 15th St NW						
101000 CASH - OPERATING	-35,238.60	0.00	0.00	0.00	15,392.35	-50,630.95
4394 2251 13th Ave (12th-45th) Reconstruct						
101000 CASH - OPERATING	-72,045.12	0.00	0.00	0.00	85,576.00	-157,621.12
4398 2249 Sheyenne St & 7th Ave Intersection						
101000 CASH - OPERATING	-5,723.20	0.00	0.00	0.00	152.00	-5,875.20
4399 1313 Water Loop 9th St NE						
101000 CASH - OPERATING	-30,751.88	0.00	0.00	0.00	7,947.70	-38,699.58
4411 1314 Eagle Run Plaza 6th						
101000 CASH - OPERATING	-384,766.45	0.00	0.00	0.00	79.10	-384,845.55
4412 1315 Westview 3rd Addition						
101000 CASH - OPERATING	-14,832.17	0.00	0.00	0.00	95.00	-14,927.17
4413 2253 Sheyenne St Main to 7th Ave						
101000 CASH - OPERATING	-602.98	0.00	0.00	0.00	15,666.01	-16,268.99
4414 6054 Sidewalk Improvement District						
101000 CASH - OPERATING	-659.56	0.00	0.00	0.00	18,605.88	-19,265.44
4415 1317 Tehar 2nd Area						
101000 CASH - OPERATING	0.00	0.00	0.00	0.00	14,055.00	-14,055.00
4499 2244 - SHEYENNE ST 13th to Beaton DR						
101000 CASH - OPERATING	-1,443,864.46	0.00	0.00	0.00	17,531.21	-1,461,395.67
4501 2246 Traffic Calming Elmwood Ct						
101000 CASH - OPERATING	-40,000.00	0.00	0.00	0.00	3,120.00	-43,120.00
5000 TREE PLANTING						
101000 CASH - OPERATING	488,903.07	11,740.32	0.00	0.00	2,120.00	498,523.39
6010 HEALTH & SANITATION						
101000 CASH - OPERATING	1,428,330.23	274,554.46	7,425.80	143.00	292,792.47	1,417,375.02
6020 WATER ENTERPRISE						
101000 CASH - OPERATING	4,566,402.48	535,191.53	175.54	1,034.56	534,711.66	4,566,023.33
6025 SEWER ENTERPRISE						
101000 CASH - OPERATING	318,237.73	119,637.86	3,281.11	114.00	69,124.86	371,917.84
6040 REPL & DEPRECIATION SWOP						
101000 CASH - OPERATING	30,000.00	0.00	0.00	0.00	0.00	30,000.00
6050 SEWAGE SURCHARGE						
101000 CASH - OPERATING	305,644.08	851.70	0.00	0.00	0.00	306,495.78
6060 W/S 2012 REF (2005) RESERVE FUND						
101000 CASH - OPERATING	665,660.22	0.00	0.00	0.00	0.00	665,660.22

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
6070 W/S 2009 RESERVE FUND						
101000 CASH - OPERATING	601,646.26	0.00	0.00	0.00	0.00	601,646.26
7000 LIBRARY						
101000 CASH - OPERATING	1,683,967.23	15,064.23	0.00	998.00	122,174.45	1,575,859.01
7040 AIRPORT AUTH BOND CONSTRUCTION						
101000 CASH - OPERATING	198,175.35	137.95	0.00	0.00	0.00	198,313.30
7050 AIRPORT AUTHORITY						
101000 CASH - OPERATING	325,822.43	5,344.40	0.00	0.00	4,832.80	326,334.03
7501 MARVIN WINDOWS ESCROW SP. ASSMTS						
101000 CASH - OPERATING	170,658.00	0.00	0.00	0.00	0.00	170,658.00
7551 TITAN JOB TRAINING GRANT 5%						
101000 CASH - OPERATING	13,240.25	0.00	0.00	0.00	0.00	13,240.25
7570 ENERGY GRANT						
101000 CASH - OPERATING	15,800.00	0.00	0.00	0.00	0.00	15,800.00
7601 DOWNTOWN BUSINESS ASSOCIATION						
101000 CASH - OPERATING	10,142.01	0.00	0.00	0.00	0.00	10,142.01
7700 WINSOR GREEN SUBDIVISION						
101000 CASH - OPERATING	15,910.81	0.00	0.00	0.00	0.00	15,910.81
7710 Eagle Run 8th-Gustafson Land Development						
101000 CASH - OPERATING	118,516.89	0.00	0.00	0.00	0.00	118,516.89
7750 BORUD'S SUBDIVISION						
101000 CASH - OPERATING	21,739.37	0.00	0.00	0.00	0.00	21,739.37
7910 PAYROLL FUND						
101000 CASH - OPERATING	171,721.19	0.00	1,183,948.02	921,964.94	0.00	433,704.27
7930 CLAIMS FUND						
101000 CASH - OPERATING	251,276.49	0.00	3,229,316.28	0.00	0.00	3,480,592.77
8600 2003-1 SP ASSMT PARK-40TH AVE						
101000 CASH - OPERATING	1,828.69	85.15	0.00	0.00	1,828.69	85.15
8605 2017-1 BROOKS HARBOR ELEMENTARY PARK						
101000 CASH - OPERATING	11,025.27	1,190.59	0.00	0.00	11,025.27	1,190.59
8610 2014-2 GOLDENWOOD AREA PARK						
101000 CASH - OPERATING	18,539.21	2,118.16	0.00	0.00	18,539.21	2,118.16
8615 8615 SHADOWWOOD PARK SPECIALS 2010						
101000 CASH - OPERATING	10,084.34	254.05	0.00	0.00	10,084.34	254.05
8620 2011 PARK SPECIALS - MAPLE RIDGE						
101000 CASH - OPERATING	10,323.95	0.00	0.00	0.00	10,323.95	0.00
8625 Park Improvement District 2011-1						
101000 CASH - OPERATING	155,994.82	2,766.12	0.00	0.00	155,994.82	2,766.12
8635 2014 PARK SPECIAL ASSESSMENTS-RIVER'S BEND						
101000 CASH - OPERATING	26,369.59	83.27	0.00	0.00	26,369.59	83.27
8700 2007-1 SP ASSMT PARK BURLINGTON						
101000 CASH - OPERATING	6,601.05	0.00	0.00	0.00	6,601.05	0.00
9000 CDBG FUND						
101000 CASH - OPERATING	1,921.91	0.00	0.00	0.00	0.00	1,921.91
Totals	54,045,092.68	3,591,371.04	4,427,271.23	976,954.80	4,427,271.23	56,659,508.92

*** Transfers In and Transfers Out columns should match. There are a couple exceptions to this: 1) Canceled Electronic Checks and 2) Payroll Journal Vouchers that include local deductions set up with receipt accounting. Please see cash reconciliation procedure

in manual or call for more details.

Agenda #	<u>d</u>
Agenda Code	<u>Consent</u>
Project #	<u>19917</u>

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: Dustin Scott

2. PHONE NO. 282-4692 DATE: June 18, 2018

3. PLEASE BRIEFLY DESCRIBE YOUR REQUEST: _____

Review Amended Plans & Specs for Sidewalk Improvement District No. 6054

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

2018 Walks

5. ACTION BEING REQUESTED FROM CITY COMMISSION: _____

Approve Amended Plans & Specs for Sidewalk Improvement District No. 6054

*** Consent Agenda ***

AGENDA ITEM DESCRIPTION
CITY COMMISSION
WEST FARGO, NORTH DAKOTA

Agenda # e

***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: 433-5321 DATE: June 13, 2018
3. PLEASE **BRIEFLY** DESCRIBE YOUR REQUEST:
Zoning Ordinance Amendment to Sections 4-01 Planning and Zoning Commission, 4-02 Comprehensive Plan and 4-302 Replacement of Official Zoning Map
4. SITE ADDRESS OR LEGAL DESCRIPTION (if applicable):
N/A.
5. ACTION BEING REQUESTED FROM CITY COMMISSION:
Schedule a public hearing on the zoning ordinance amendment at 5:30 pm on July 2, 2018.



www.westfargond.gov

*Larry M. Weil, Community Development Director
Tim Solberg, Director of Planning and Zoning, AICP
Lisa Sankey, Assistant Planner*

NOTICE OF PUBLIC HEARING

A public hearing will be held on the 2nd day of July 2018, at 5:30 P.M. at the City Hall of West Fargo, North Dakota, concerning the enactment of a proposed zoning ordinance. The proposed ordinance involves the following:

Zoning Ordinance Amendment to Sections 4-01 Planning and Zoning Commission, 4-02 Comprehensive Plan and 4-302 Replacement of Official Zoning Map

A copy of the proposed ordinance is available for public inspection and copying at the office of the City Auditor between the hours of 8:00 A.M.-5:00 P.M. all days except weekends and holidays.

BY ORDER OF THE CITY COMMISSION OF THE CITY OF WEST FARGO, NORTH DAKOTA

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

(Please Publish June 18 and 25, 2018)

AGENDA ITEM DESCRIPTION
CITY COMMISSION
WEST FARGO, NORTH DAKOTA

Agenda # f

***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: 433-5321 DATE: June 14, 2018

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

Conditional Use Permit for aboveground fuel tanks for a business.

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

Located at 1551 8th Avenue NW (Lot 2, Block 1 of West Fargo 4th Addition), City of West Fargo, North Dakota.

5. ACTION BEING REQUESTED FROM CITY COMMISSION:

Approval subject to conditions listed in the staff report.

STAFF REPORT

A18-21		CONDITIONAL USE PERMIT	
1551 8 th Avenue NW			
Lot 2, Block 21 of West Fargo 8 th Addition			
Applicant: Summit Siteworks LLC Owner: Ron Stensgard		Staff Contact: Tim Solberg, AICP	
Planning & Zoning Commission Introduction:		06/12/2018	
Public Hearing:		06/12/2018 – Approval	
City Commission:		06/18/2018	

PURPOSE:

Allow for aboveground fuel tanks for fueling vehicles and equipment for a business.

STATEMENTS OF FACT:

Existing Land Use:	Concrete/Excavating company
Current Zoning District(s):	M: Heavy Industrial Zoning District
Zoning Overlay District(s):	None
Total area size:	25.6 Acres
Adjacent Zoning Districts:	North –A: Agricultural (Sheyenne Diversion) South – BNSF Railroad Right of Way (approximately 200’) East - M: Heavy Industrial West – P: Public Facilities (retention pond)
Adjacent street(s):	8 th Avenue NW (Collector)

DISCUSSION AND OBSERVATIONS:

- The property is currently developed with concrete/excavating business.
- The applicant is requesting aboveground diesel and gasoline tanks for fueling vehicles and equipment.
- Aboveground class 1 (gasoline) and class 2 (diesel) liquid storage tanks are provided for as a conditionally permitted use in the M: Heavy Industrial zoning district without added conditions as are similar in more restrictive zoning districts. Due to the nature of the surrounding development it is recommended to simply provide conditions as may be recommended from the West Fargo Fire Department
- A conditional use permit agreement is required to be signed prior to issuance of a building permit and may include conditions deemed appropriate by the Commission.

CRITERIA FOR GRANTING CONDITIONAL USE PERMIT:

With reference to the criteria for granting conditional uses, the following is noted:

1. Ingress and egress to property and proposed structures thereon with particular reference to automotive and pedestrian safety and convenience, traffic flow and control, and access in case of fire or catastrophe.
 - The property has adequate access and the improvements will not affect the current access.

STAFF REPORT

2. Off-street parking and loading areas where required, with particular attention to the items in (1) above and the economic, noise, glare or odor effects of the special exception on adjoining properties and properties generally in the district.
 - No concerns noted.
3. Refuse and service areas, with particular reference to the items in (1) and (2) above.
 - No concerns noted.
4. Utilities, with reference of locations, availability, and compatibility.
 - No concerns noted.
5. Screening and buffering with reference to type, dimensions, and character.
 - The property is developed with heavy industrial uses to the south, west, and east with the Sheyenne Diversion to the north. Screening and buffering requirements would be subject to City requirements, however do not appear to be a concern.
6. Signs, if any, and proposed exterior lighting with reference to glare, traffic safety, economic effect, and compatibility and harmony with properties in the district.
 - No concerns noted.
7. Required yards and other open space.
 - No concerns noted.
8. Soil conditions, as they relate to on-site sewage disposal, water supply, basement excavating, road construction and related land use.
 - No concerns noted.
9. General compatibility with adjacent properties and other property in the district.
 - No concerns noted.

NOTICES:

Sent to: Property owners within 350' and applicable agencies and departments.

Comments Received:

- None to date.

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

- The application may be considered consistent with the Comprehensive Plan and the intent of the M: Heavy Industrial District.
- With regards to planning issues dealing with aboveground storage tanks the staff does not have concern; however, the applicant must comply with all requirements set forth in the International Fire Code, which will be enforced by the West Fargo Fire Department

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. The West Fargo Fire Department inspects and approves finished project prior to filling and operating fuel tanks.
2. A Signed Conditional Use Permit Agreement is received.

STAFF REPORT

PLANNING AND ZONING RECOMMENDATION:

At their June 12, 2018 meeting, the Planning and Zoning Commission approved the conditional use permit, subject to the two conditions listed above.

12TH AVE NW

Sheyenne Diversion

8TH AVE NW

A18-21
Subject Property

4TH AVE NW

3RD AVE NW

21ST ST NW

2ND AVE NW

15TH ST NW

3RD AVE NW





12TH AVE NW

Sheyenne Diversion

8TH AVE NW

A18-21
Subject Property

4TH AVE NW

3RD AVE NW

21ST ST NW

15TH ST NW

3RD AVE NW

2ND AVE NW



- A: Agricultural
- C: Light Commercial
- C-PUD: PUD in General Commercial
- C-OP: Commercial Office Park
- C-OP-PUD: PUD in Office Park

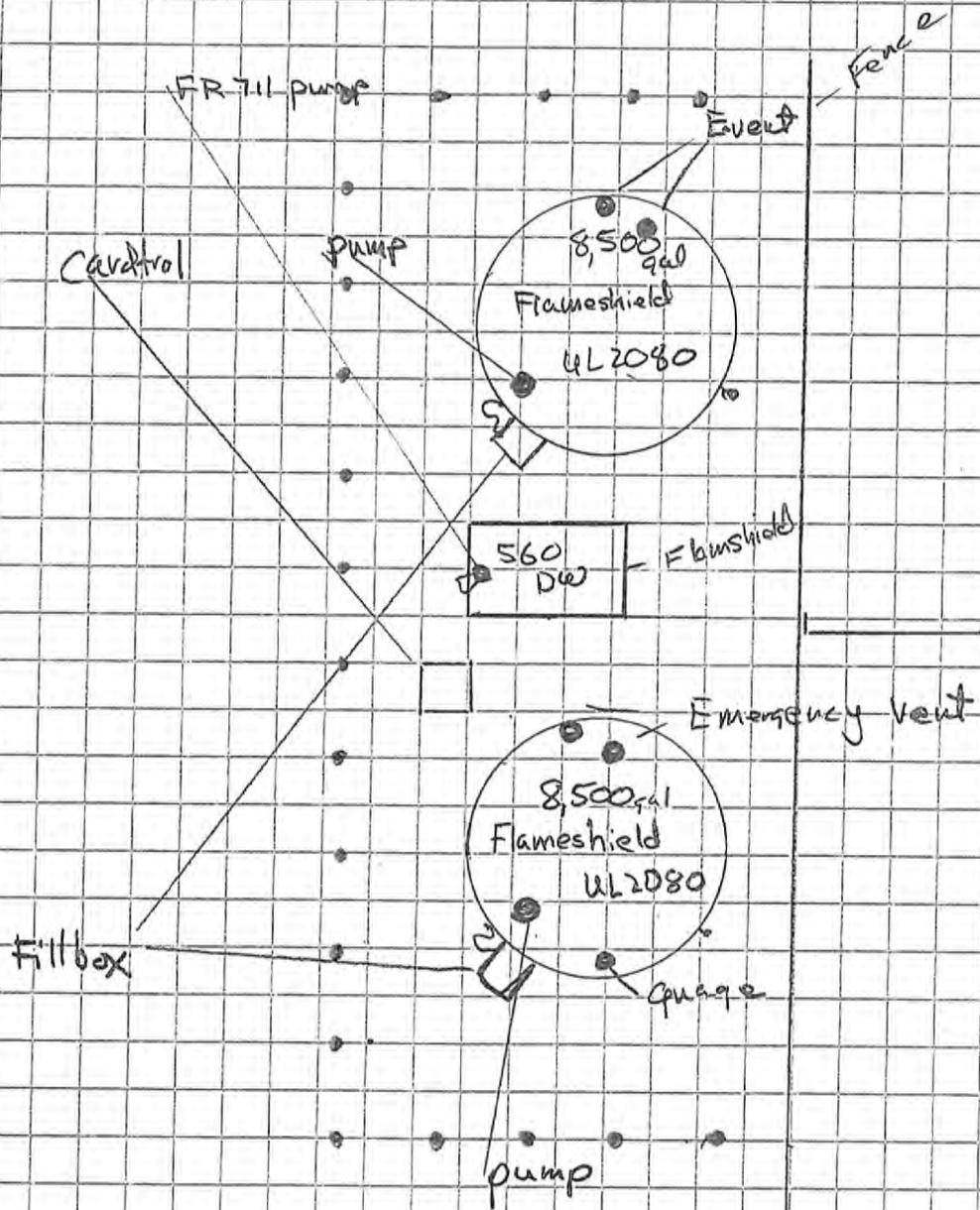
- HC: Heavy Commercial
- LI: Light Industrial
- CM-PUD: PUD in Light Industrial
- M: Heavy Industrial
- P: Public

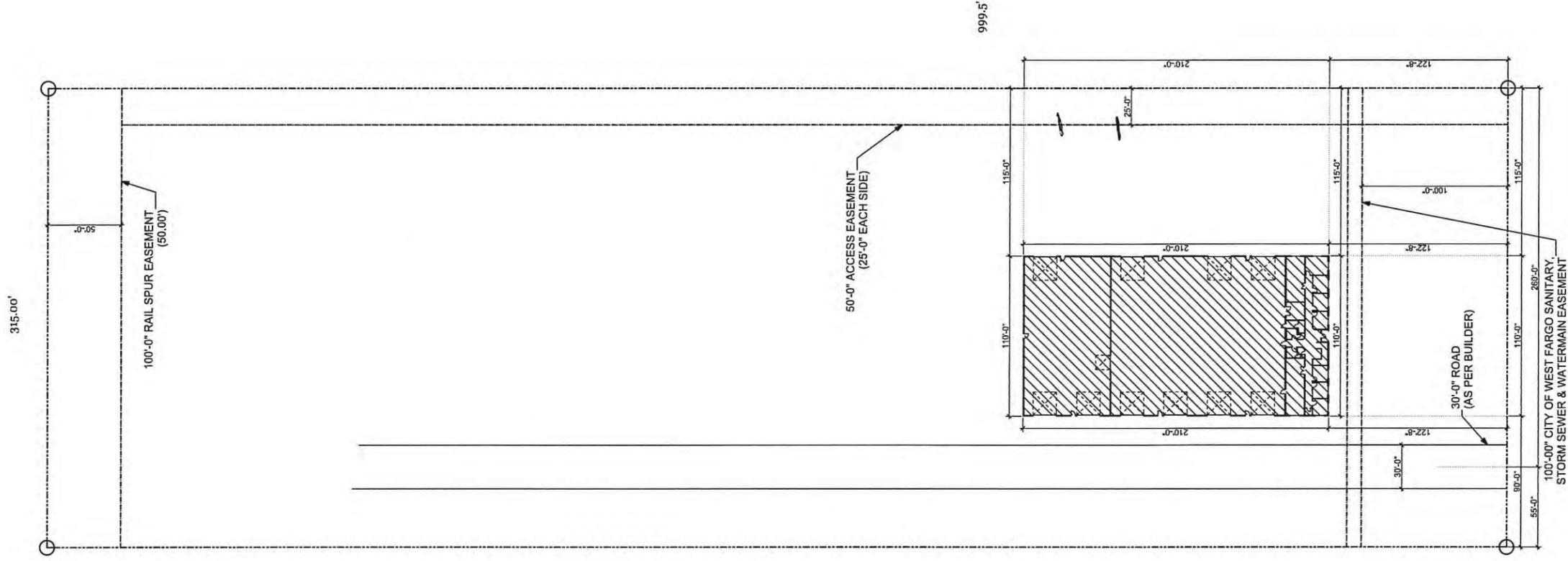
- P-PUD: PUD in Public
- R-L1A: Large Lot Single Family Dwelling
- R-1A: Single Family Dwelling
- R-1: One and Two Family Dwelling

- R-1SM: Mixed One and Two Family Dwelling
- R-2: Limited Multiple Dwelling
- R-3: Multiple Dwelling
- R-4: Mobile Home

- R-5: Manufactured Home Subdivision
- R-1E: Rural Estate
- R-R: Rural Residential
- R-PUD: PUD in Residential







1 SITE PLAN
SCALE: 1" = 40'



Simonson Lumber &
Hardware, Inc.
Fargo, ND. Ph: (701) 232-3281

CONTRACTOR

THIS PLAN IS THE MOST
CURRENT PLAN AS OF THIS DATE:
5/15/2017
IF THIS DATE IS MORE THAN 1 WEEK OLD
PLEASE VERIFY WITH THE DESIGNER AT
SIMONSON'S THAT YOU HAVE THE MOST
RECENT SET OF DOCUMENTS.

Disclaimer of Warranties

Plans furnished by Simonson Lbr. & Hdw. Inc. are prepared by draftsmen who are not Qualified as Professional Architects or Professional Engineers. Simonson Lbr. & Hdw. Inc. expressly disclaims any liability whatsoever for errors of any kind which may be found on the plans. Use of such plans is at the user's sole risk. Simonson Lbr. & Hdw. Inc. is not responsible for the accuracy or completeness of the information furnished by the user. Simonson Lbr. & Hdw. Inc. is not responsible for the use of the plans for any purpose other than that intended. Simonson Lbr. & Hdw. Inc. is not responsible for the use of the plans for any purpose other than that intended. Simonson Lbr. & Hdw. Inc. is not responsible for the use of the plans for any purpose other than that intended.

Copyright

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Summit Siteworks

Project Description:
Client Address1,
Client Address2,
Client City, # Client State.

Drawn by: # Drawn By

Date Issued:

Scale: REFER TO PLAN

Checked By: # Checked By

Revised Date: 5/15/2017

A2

Simonson Lumber & Hardware, Inc. is not responsible for any change after the date above.

Consent Agenda Item g

JUN - 6 2018



APPLICATION FOR A LOCAL PERMIT OR CHARITY LOCAL PERMIT
OFFICE OF ATTORNEY GENERAL
SFN 9338 (9-2009)

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

Name of Non-profit Organization Sunshine Kids Foundation		Date(s) of Activity 6-30-18 to	
Person Responsible for the Gaming Operation and the Disbursement of Net Income Heidi Boushey		Title	Business Phone Number 701-318-4615
Business Address 1815 38th St. S		City Fargo	State ND Zip Code 58103
Mailing Address (if different)		City	State Zip Code
Name of Site Where Game(s) will be Conducted Flatland Brewery		Site Address 3140 Bluestem Dr. Ste 105	
City West Fargo		State ND Zip Code 58078	County
Check the Game(s) to be Conducted: * Poker, Twenty-one, and Paddlewheels may be Conducted only by a Charity Local Permit.			
<input type="checkbox"/> Bingo <input checked="" type="checkbox"/> Raffle <input type="checkbox"/> Calendar Raffle <input type="checkbox"/> Sports Pool <input type="checkbox"/> Poker * <input type="checkbox"/> Twenty-one * <input type="checkbox"/> Paddlewheels *			

DESCRIPTION AND RETAIL VALUE OF PRIZES TO BE AWARDED

Game Type	Description of Prize	Retail Value of Prize	Game Type	Description of Prize	Retail Value of Prize
Raffle	Gift Certificate to Tru Blue	\$25	"	Escape Room from Fargo Escape Rooms	\$260
"	"	\$25	"	2 1-Dozen Donut coupons	\$36
"	Gift Certificate to Urban 42	\$25	"	Great Harvest Bread Coupon Packs	\$60
"	"	\$25			
"	"	\$25			
"	"	\$25			
"	Gift Cert. to Rosy's	\$50			
"	2 Reserved Redhawk's tickets	\$22			
"	Golf addiction 4 1-hr simulator rentals	\$140			
Total:					(Limit \$12,000 per year) \$ 718

Intended uses of gaming proceeds: donation to Sunshine Kids Foundation

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

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

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

Signature of Organization's Top Executive Official 	Date 6-5-18	Title	Business Phone Number 701-318-4615
--	-----------------------	-------	--

CK# 1606 pd \$10.00 6-6-18

Regular Agenda Item #1

ASSESSMENTS FOR SNOW AND ICE REMOVAL 2017

<u>ADDITION</u>	<u>LOT</u>	<u>BLOCK</u>	<u>AMOUNT ASSESSED</u>
Charleswood River Estates 8th Addition	1	2	\$ 185.50
Lepirds	17	3	74.77
South Pond at The Preserve 1st Addition	9	2	173.00
Sukuts Estates	12	3	153.04
Westwood Addition	8	3	88.00

Regular Agenda Item #2

RESOLUTION AUTHORIZING THE ISSUANCE OF
TEMPORARY IMPROVEMENT WARRANTS AND EXCHANGING THEM FOR
\$45,325,000 TEMPORARY REFUNDING IMPROVEMENT
BONDS OF 2018

CITY OF WEST FARGO

Adopted: June 18, 2018

This instrument was drafted by:

John T. Shockley
Ohnstad Twichell, P.C.
P.O. Box 458
West Fargo, ND 58078-0458

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION AUTHORIZING THE ISSUANCE OF
TEMPORARY IMPROVEMENT WARRANTS AND EXCHANGING THEM FOR
\$45,325,000 TEMPORARY REFUNDING IMPROVEMENT BONDS
OF 2018

WHEREAS, the City of West Fargo, North Dakota (the "Issuer") has previously created one or more improvement districts as set out in this resolution for the purpose of constructing municipal improvements (the "Improvements"); and

WHEREAS, to finance such Improvements, the Issuer will issue one or more temporary improvement warrants (the "Warrants") and will levy assessments on the property in the improvement district(s) benefitted thereby to pay for the warrants; and

WHEREAS, pursuant to Chapter 40-27 of the North Dakota Century Code, the Issuer will immediately exchange the warrant(s) for its \$45,325,000 Temporary Improvement Bonds of 2018 (the "Bonds").

NOW, THEREFORE, BE IT RESOLVED by the governing body of the City of West Fargo, North Dakota (the "Issuer"), as follows:

Section 1. Authorization and Sale.

1.01. The Issuer has duly created Street Improvement District No. 2244 and Street Improvement District No. 2250 (the "Districts"), and has duly ordered, received and approved an engineer's report and the estimates of the cost of the City's portion of the acquisition, construction, improvement and development of an improvement which will be of special benefit to the properties in the Districts. It is determined that the total benefits which will result from the improvement to properties within the Districts will be not less than the cost thereof to the Issuer. It is now necessary for the Issuer to borrow the sum of \$45,325,000 in anticipation of issuance of long-term refunding improvement bonds (the "Definitive Bonds") and the collection of special assessments levied for the improvements. All acts, conditions and things required by the Constitution and laws of the State of North Dakota to be done, to exist, to happen, and to be performed preliminary to the issuance and sale of a Temporary Refunding Improvement Bond authorized herein have been done, do exist, have happened, and have been performed as so required.

1.02. It is hereby found and determined that the bid of Dougherty & Company LLC to purchase the Bonds at a price of \$_____ plus accrued interest, and upon the further terms and conditions set forth in this Resolution, which terms are equivalent to an average net interest cost on the Bond of _____% per annum; that said bid is reasonable and advantageous to the Issuer and is hereby accepted.

Section 2. Covenant to Complete Levy of Special Assessments.

2.01. The Issuer hereby covenants and agrees with the holders from time to time of all Temporary Refunding Improvement Bonds herein authorized or referred to, that it will do and perform all acts and things necessary for the completion of the Project and for the valid and final levy of special assessments upon all properties within the Improvement Districts identified in Section 3.01 to be benefitted by the Project, in an aggregate amount equal to Issuer's portion of the cost of said Project, which special assessments shall be payable as the Governing Body shall determine in accordance with law to be collectible for a period of years commencing not later than 2020, with interest on installments thereof from time to time remaining unpaid at a rate determined by the Governing Body in accordance with the North Dakota Century Code, as amended, and that should any of such special assessments be at any time determined to be invalid or unenforceable for any reason, it will take all such further actions and proceedings as may be required by law to make such assessment a valid and binding lien upon the properties of the Issuer.

Section 3. The Improvement Districts.

3.01. The following Improvement Districts have been established to pay for the Temporary Warrant:

<u>District Designation</u>	<u>Principal Amount</u>	<u>Years Levied</u>	<u>Amounts and Years of Payment</u>
Street Improvement District No. 2244	\$ 9,000,000	2020-2044	\$ 360,000 in each of the years 2021 through 2045
Street Improvement District No. 2250	\$34,325,000	2020-2044	\$1,373,099 in each of the years 2021 through 2045

3.02. Each temporary improvement warrant shall be typewritten and photocopied in substantially the form attached hereto as Attachment B.

Section 4. Definitive Bonds.

4.01. In anticipation of the collection of the special assessments to be levied for the payment of the cost of the Project financed by the issuance of the Temporary Warrants drawn on the 2018 Temporary Improvement Warrant Fund, the Issuer hereby authorizes and directs the issuance of definitive improvement warrants in the aggregate principal amount of \$45,325,000 for the Improvement Districts, less such sums, including but not limited to funds on hand, if any, as shall be received, appropriated and applied to the payment of such cost prior to the issuance of such

Definitive Bonds, from prepaid special assessments or from any other source. Issuer further covenants and agrees that the Definitive Improvement Warrants shall be exchanged for Definitive Bonds, which shall be so issued **prior** to the maturity of the Temporary Refunding Improvement Bonds in an amount at least sufficient, with any other moneys then on hand in the 2018 Temporary Improvement Warrant Fund, to pay the Temporary Bonds and interest thereon.

Section 5. Form of Bond.

5.01. The Bonds shall be printed in substantially the form set forth in Attachment A to this Resolution.

Section 6. Bond Terms, Execution and Delivery.

6.01. The Bonds shall be designated Temporary Refunding Improvement Bonds of 2018, dated July 9, 2018, shall be in registered form, in the denomination of \$5,000 or any integral multiple thereof, and shall mature on May 1, 2021, and shall bear interest from the date of issue until paid at the annual rate of _____%. Such interest shall be payable semiannually on each May 1 and November 1, commencing November 1, 2018.

6.02. This Bond is subject to optional redemption by and prepayment on May 1, 2019, and on any date thereafter, at a price equal to the principal amount plus accrued interest to the date of redemption, without premium.

6.03. Interest on the Bonds and, upon presentation and surrender thereof, the principal thereof shall be payable in lawful money of the United States of America by check or draft by Starion Bond Services, as Paying Agent, or its successor.

6.04. The Bond is transferable upon the books of the Issuer at the principal office of the Bond Registrar, Starion Bond Services, or its designee, by the registered owner thereof, in person or by his attorney duly authorized in writing upon surrender thereof together with a written instrument of transfer satisfactory to the Bond Registrar, duly executed by the registered owner or his attorney; and may also be surrendered in exchange for Bonds of other authorized denominations. Upon such transfer or exchange the Issuer will cause a new Bond or Bonds to be issued in the name of the transferee or registered owner, of the same aggregate principal amount, bearing interest at the same rate and maturing on the same date, subject to reimbursement for any tax, fee or governmental charge required to be paid with respect to such transfer or exchange. No transfer of Bonds shall be required to be made during the 15 days next preceding an interest payment date, nor during the 45 days next preceding the date fixed for redemption of such Bonds.

The Issuer and the Bond Registrar may deem and treat the person in whose name any Bond is registered as the absolute owner thereof, whether the Bond is overdue or not, for the purpose of receiving payment and for all other purposes, and neither the Issuer nor the Bond Registrar shall be affected by any notice to the contrary.

6.05. The Bonds shall be prepared under the supervision and at the direction of the City Auditor, executed by the manual signature of the President of the Board of City Commissioners and attested to by the manual signature of the City Auditor and delivered to the holder at closing upon receipt of the purchase price plus any accrued interest. The Bonds shall not be valid or become obligatory for any purpose or be entitled to any security or benefit under this Resolution until the Certificate of Authentication thereon shall have been executed by the Bond Registrar by manual signature of one of its authorized representatives.

Section 7. Funds.

7.01. The Bonds are issued in anticipation of the issuance of the Definitive Bonds and the receipt of special assessments as set forth in Section 7.04 of this Resolution, which special assessments will be levied to fund improvements in Street Improvement District No. 2244 and Street Improvement District No. 2250 in the City of West Fargo (the "Project"). The Issuer will establish the following funds in regard to this issue.

7.02. The Issuer shall establish and maintain a Project Construction Fund as a separate fund to be used for the payment of costs of the Project. Such fund shall be used only to pay costs and expenses which under accepted accounting practices constitute capital costs necessarily incurred in the construction of the Project, including but not limited to structures, equipment and the cost of all engineering, legal and other professional services incidental thereto. To this fund shall be credited all proceeds of the Bonds, except accrued interest, if any, which shall be deposited directly into the Sinking Fund. All costs and expenses of the Project shall be paid from time to time as incurred and allowed from the Construction Fund, and the monies in said Fund shall be used for no other purposes; provided, that if upon completion of the project there shall remain any unexpended balance in the Construction Fund, such balance shall be transferred to the Principal and Interest Account of this issue.

7.03. A separate Principal and Interest Account is also established in the fund to be used solely to pay when due the interest on and the principal installments of the Temporary Refunding Improvement Bonds and any additional temporary refunding improvement bond or bonds issued, and after retirement of the Temporary Refunding Improvement Bonds and any additional temporary

refunding improvement bonds drawn on the fund, the definitive improvement warrant to be issued as herein provided. To this account the Issuer irrevocably appropriates:

(a) Capitalized interest through May 1, 2010.

(b) The sums representing accrued interest together with any balance remaining in the Construction Account after the improvement has been completed and accepted and the total cost thereof has been paid.

(c) All collections of special assessments to be levied on properties within the Districts and interest thereon.

(d) All collections of taxes levied in the event of a deficiency in the fund, as provided in Section 7.07 hereof.

(e) Construction interest through May 1, 2020.

(f) Any amounts appropriated by the City Commission for deposit therein.

(g) The proceeds of the Definitive Bonds.

7.04. The Issuer hereby covenants and agrees with the holders from time to time of all temporary and definitive improvement warrants herein authorized or referred to, that it will do and perform all acts and things necessary for the completion of said improvement and for the valid and final levy of special assessments upon all properties within the Districts to be benefitted by the improvement, in an aggregate principal amount equal to the Issuer's portion of the cost of said improvement, which special assessments shall be payable as the Commission shall determine in accordance with law to be collectible for a period of years commencing not later than 2018, with interest on installments thereof from time to time remaining unpaid at a rate determined by the Commission in accordance with Section 40-24-19 of the North Dakota Century Code, as amended, and that should any of such special assessments be at any time determined to be invalid or unenforceable for any reason, it will take all such further actions and proceedings as may be required by law to make such assessment a valid and binding lien upon the properties of the Districts.

7.05. In anticipation of the collection of the special assessments to be levied for the payment of the cost of the improvement financed by the issuance of the temporary refunding improvement bonds drawn on the Fund, the Issuer hereby authorizes and directs the issuance of the Definitive Bonds on the Principal and Interest Account of the Fund, in the aggregate principal amount required to pay the total cost of the improvement in the Districts, less such sum, if any, as shall be received, appropriated and applied to the payment of such cost prior to the issuance of such

Definitive Bonds, from prepaid special assessments or from any other source. The Issuer further covenants and agrees that said Definitive Bonds shall be so issued and sold prior to the maturity of the Bonds in an amount at least sufficient, with any other moneys then on hand in the Fund to pay the Bonds and interest thereon.

7.06. If in any year the balance of the Principal and Interest Account will not be sufficient to pay all principal and interest due on improvement bonds drawn thereon, the City Commission shall levy a tax upon all taxable property within the corporate limits of the City, in the amount required to pay such deficiency, and shall cause the same to be extended upon the tax list and collected with other taxes in the following year, in accordance with the provisions of Section 40-28-08 of the North Dakota Century Code, and such taxes are appropriated to the Principal and Interest Account.

Section 8. Defeasance.

8.01. When all of the Bonds have been discharged as provided in this paragraph, all pledges, covenants, and other rights granted by this Resolution shall cease as to the holders of such Bonds. All Bonds due on any date may be discharged by depositing with the paying agent, on or before the date, a sum sufficient for the payment thereof, with interest, in full; and if any Bond should not be paid when due, the same may nevertheless be discharged by depositing with the paying agent a sum sufficient for the payment thereof in full with interest accrued from the due date to the date of such deposit.

Section 9. Covenants and Representations.

9.01. The Issuer hereby covenants to proceed with the construction of the Project and to complete construction prior to May 1, 2021.

9.02. The Issuer hereby designates Starion Bond Services as Paying Agent for the Bonds, and Starion Bond Services as Bond Registrar for the Bonds.

9.03. The Issuer covenants and agrees with the holders from time to time of the Bonds that it will not take or permit to be taken by any of its officers, employees, or agents, any action which would cause the interest on the Bonds to become subject to taxation under the Internal Revenue Code of 1986, as amended (the "Code"), and Regulations, Amended Regulations, and Proposed Regulations issued thereunder, as now existing or as hereinafter amended or proposed and in effect at the time of such action.

Section 10. Certificate of Proceedings.

10.01. The officers of the Issuer and the City Auditor are hereby authorized and directed to prepare and furnish to said purchaser, and to the attorneys approving the legality of said Bonds, certified copies of such proceedings, ordinances, resolutions and records, and all such certificates and affidavits and other instruments as may be required to evidence the legality and marketability of said Bonds, and all certified copies, certificates, affidavits and other instruments so furnished, including any heretofore furnished, shall constitute representations of the Issuer as to the correctness of all facts stated or recited therein.

Section 11. The following terms shall have the following respective meanings:

"Beneficial Owner" shall mean, whenever used with respect to a Bond, the person in whose name such Bond is recorded as the beneficial owner of such Bond by a Participant on the records of such Participant or such person's subrogee.

"Cede & Co." shall mean Cede & Co., the nominee of DTC, and any successor nominee of DTC with respect to the Bonds.

"Bonds" shall mean Temporary Refunding Improvement Bond of 2018 of the City of West Fargo.

"DTC" shall mean Depository Trust Company.

"Participants" shall mean those broker-dealers, banks and other financial institutions for which DTC holds Bonds as securities depository.

"Representation Letter" shall mean the Representation Letter from the Issuer and the Paying Agent and Registrar to DTC, with respect to the Bonds.

Section 12. All of the Bonds shall be registered in the name of Cede & Co., as nominee for DTC. Payment of semiannual interest for any Bond registered in the name of Cede & Co. shall be made by wire transfer or New York Clearing House or equivalent next day funds to the account of Cede & Co. on the interest payment date for the Bonds at the address indicated in or pursuant to the Representation Letter.

Section 13. The Bonds shall be initially issued in the form of separate single authenticated fully registered Bonds in the amount of each separate stated maturity of the Bonds. Upon initial issuance, the ownership of such Bonds shall be registered in the registry books of the Issuer kept by the Paying Agent and Registrar in the name of Cede & Co., as nominee of DTC. The Paying Agent and

Registrar and the Issuer may treat DTC (or its nominee) as the sole and exclusive owner of the Bonds registered in its name for the purposes of payment of the principal or redemption price of or interest on the Bonds, selecting the Bonds or portions thereof to be redeemed, giving any notice permitted or required to be given to registered owners of the Bonds under the Resolution of the Issuer, registering the transfer of Bonds, obtaining any consent or other action to be taken by registered owners of Bonds and for all other purposes whatsoever; and neither the Paying Agent and Registrar nor the Issuer shall be affected by any notice to the contrary. Neither the Paying Agent and Registrar nor the Issuer shall have any responsibility or obligation to any Participant, any person claiming a beneficial ownership interest in the Bonds under or through DTC or any Participant, or any other person which is not shown on the registration books of the Paying Agent and Registrar as being a registered owner of any Bonds, with respect to the accuracy of any records maintained by DTC or any Participant; with respect to the payment by DTC or any Participant of any amount in respect of the principal or redemption price of or interest on the Bonds, with respect to any notice which is permitted or required to be given to owners of Bonds under the Resolution, with respect to the selection by DTC or any Participant of any person to receive payment in the event of a partial redemption of the Bonds, or with respect to any consent given or other action taken by DTC as registered owner of Bonds. The Paying Agent and Registrar shall pay all principal of and premium, if any, and interest on the Bonds only to Cede & Co. in accordance with the Representation Letter, and all such payments shall be valid and effective to fully satisfy and discharge the Issuer's obligations with respect to the principal of and premium, if any, and interest on the Bonds to the extent of the sum or sums so paid. No person other than DTC shall receive an authenticated Bond for each separate stated maturity evidencing the obligation of the Issuer to make payments of principal of and premium, if any, and interest. Upon delivery by DTC to the Paying Agent and Registrar of written notice to the effect that DTC has determined to substitute a new nominee in place of Cede & Co., the Bonds will be transferable to such new nominee in accordance with Section 18 hereof.

Section 14. In the event the Issuer determines that it is in the best interest of the Beneficial Owners that they be able to obtain Bond certificates, the Issuer may notify DTC and the Paying Agent and Registrar, whereupon DTC will notify the Participants, of the availability through DTC of Bond certificates. In such event, the Bonds will be transferable in accordance with Section 18 hereof. DTC may determine to discontinue providing its services with respect to the Bonds at any time by giving notice to the Issuer and the Paying Agent and Registrar and discharging its responsibilities with respect thereto under applicable law. In such event the Bonds will be transferable in accordance with Section 18 hereof.

Section 15. Notwithstanding any other provisions of the Resolution to the contrary, so long as any Bond is registered in the name of Cede & Co., as nominee of DTC, all payments with respect to the principal of and premium, if any, and interest on such Bond and all such notices with respect to such Bond shall be made and given, respectively to DTC as provided in the Representation Letter.

Section 16. In connection with any notice or other communication to be provided to Bondholders by the Issuer or the Paying Agent and Registrar with respect to any consent or other action to be taken by Bondholders, the Issuer or the Paying Agent and Registrar, as the case may be, shall establish a record date for such consent or other action and give DTC notice of such record date not less than 15 calendar days in advance of such record date to the extent possible. Notice to DTC shall be given only when DTC is the sole Bondholder.

Section 17. The execution and delivery of the Representation Letter to DTC by the President of the Board of City Commissioners or City Auditor, in the form presented at this meeting with such changes, omissions, insertions and revisions as the President of the Board of City Commissioners or City Auditor shall deem advisable is hereby authorized and execution of the Representation Letter by the President of the Board of City Commissioners or City Auditor shall be conclusive evidence of such approval. The Representation Letter shall set forth certain matters with respect to, among other things, notices, consents and approvals by Bondholders and payments on the Bonds. The Paying Agent and Registrar is hereby authorized and requested to execute the same and shall have the same rights with respect to its actions thereunder as it has with respect to its actions under the Resolution.

Section 18. In the event that any transfer or exchange of Bonds is permitted under Section 13 or 14 hereof, such transfer or exchange shall be accomplished upon receipt, by the Bond Registrar from the registered owners thereof of the Bonds to be transferred or exchanged, of appropriate instruments of transfer to the permitted transferee. In the event Bond certificates are issued to holders other than Cede & Co., its successor as nominee for DTC as holder of all the Bonds, or other securities depository as holder of all the Bonds, the provisions of the Resolution shall also apply to, among other things, the printing of such certificates and the method of payment of principal of and interest on such certificates.

Section 19. Repealer.

19.01. All prior resolutions and other acts or proceedings of this governing body which are in any way inconsistent with the

terms of this Resolution are hereby amended to the extent necessary to give full force and effect to this Resolution.

19.02. Nothing herein contained shall be deemed to modify, amend, violate, repudiate or repeal any provision or covenant contained in any Refunded Bond, or any resolution pursuant to which any Refunded Bond has been issued and is outstanding, to the extent that a modification, amendment, violation, repudiation or repealer would impair the obligation or contract owed to any holders of such Refunded Bonds or would otherwise be invalid or ineffective.

Section 20. Bonds Not Subject to Acceleration.

20.01. The Bonds are not subject to acceleration in the event of default.

Section 21. Amendment of Resolution.

21.01. This Resolution may be amended without the consent of any Bondholders for one or more of the following purposes:

- (a) To add to the covenants and agreements of the Issuer in this Resolution and any other covenants and agreements thereafter to be observed by the Issuer, or to surrender any right or power herein reserved to or conferred upon the Issuer.
- (b) To cure any ambiguity or formal defect contained in this Resolution, that cure does not, in the judgment of the Issuer, adversely affects the interests of the Bondholders.

21.02. This Resolution may be amended for any other purpose only upon the consent of not less than 50% of an aggregate principal amount of the Bonds outstanding, provided, however, that no amendment shall be valid which:

- (a) Extends the maturity of any Bond, reduces the rate of interest upon any Bond, extends the time of payment of interest on the Bond, reduces the amount of principal payable on any Bond, or reduces any premium payable on any Bond, without the consent of the affected Bondholder; or
- (b) Reduces the percent of Bondholders required to approve the mandatory resolutions.

Section 22. No Credit Enhancement.

22.01. There is no credit enhancement facility securing the Bonds, nor is there any provision for a credit enhancement facility to be provided to secure the Bonds.

Section 23. Headings.

23.01. Headings in this Resolution are included for convenience of reference only and are not a part hereof, and shall not limit or define the meaning of any provision hereof.

Section 24. North Dakota Law Applies.

24.01. This Resolution shall be controlled by the laws of the State of North Dakota, and as a result, any claim, demand, or cause of action arising under the terms of this Resolution shall be brought in an appropriate venue in the State of North Dakota.

Section 25. Not Qualified Tax Exempt Under Section 265.

25.01. The Issuer hereby acknowledges that the Bonds are **not** designated as a qualified tax-exempt obligation within the meaning of Section 265(b)(3) of the Internal Revenue Code of 1986.

Section 26. Official Statement.

26.01. The Preliminary Official Statement relating to the Bonds, substantially in the form presented at this meeting, is hereby approved. The officers of the Issuer are hereby authorized and directed to execute such certificates as may be appropriate concerning the accuracy, completeness and sufficiency of the Official Statement.

Section 27. Continuing Disclosure.

27.01. The City Auditor is hereby authorized to execute, on behalf of the Issuer, the Continuing Disclosure Certificate attached as Attachment C to this Resolution.

President of the Board of City
Commissioners

Attest:

City Auditor

The motion for the adoption of the foregoing resolution was duly seconded by Commissioner _____, and upon roll call vote,

the following voted in favor thereof: _____
_____. The following were absent and not
voting: _____, and the following voted against the same:
_____, whereupon the resolution was declared duly passed
and adopted.

UNITED STATES OF AMERICA
STATE OF NORTH DAKOTA

CITY OF WEST FARGO

TEMPORARY REFUNDING IMPROVEMENT BONDS
OF 2018

Registered
Number

Registered
Dollars
\$45,325,000

<u>INTEREST RATE</u>	<u>MATURITY</u>	<u>DATE OF ORIGINAL ISSUE</u>	<u>CUSIP</u>
_____ %	May 1, 2021	July 9, 2018	

REGISTERED OWNER:

PRINCIPAL AMOUNT:

DOLLARS

KNOW ALL MEN BY THESE PRESENTS that the City of West Fargo, North Dakota, (the "Issuer") acknowledges itself to be specially indebted and for value received promises to pay to the registered owner specified above or registered assigns, the principal amount specified above, but only from its 2018 Sinking Fund, on the maturity date specified above, with interest thereon from the date hereof at the annual rate specified above, payable on the maturity date set forth above, to the holder of record on the close of the last business day of the immediately preceding month, all subject to the provisions referred to herein with respect to the redemption of the principal of this Bond before maturity. The interest hereon and, upon presentation and surrender hereof, the principal hereof are payable in lawful money of the United States of America by check or draft by Starion Bond Services as Paying Agent, or its successor.

This Bond is an issue in the principal amount of \$45,325,000 pursuant to the Resolution adopted by the governing body of the Issuer for the purpose of interim financing the reconstruction of Sheyenne Street from a two lane highway to a concrete four and six lane highway between 13th Avenue South and 40th Avenue South, in addition to the construction of associated multi-use paths, storm sewer, sanitary and water forcemains, street lighting, traffic control devices, other miscellaneous installations, and the local share of the NDDOT reconstruction of the interstate interchange

located at Interstate Highway 94 and Sheyenne Street in anticipation of the collection of special assessments, all pursuant to and in full conformity with the Constitution and the laws of the State of North Dakota.

This Bond is subject to prior redemption and prepayment on May 1, 2019, and on any date thereafter, at a price equal to the principal amount plus accrued interest to the date of redemption, without premium.

As provided in the Resolution and subject to certain limitations set forth therein, this Bond is transferable upon the books of the Issuer at the principal office of the Bond Registrar, by the registered owner hereof in person or by its attorney duly authorized in writing upon surrender hereof together with a written instrument of transfer satisfactory to the Bond Registrar, duly executed by the registered owner or attorney; and may also be surrendered in exchange for Bonds of other authorized denominations. Upon such transfer or exchange the Issuer will cause a new Bond or Bonds to be issued in the name of the transferee or registered owner, of the same aggregate principal amount, bearing interest at the same rate and maturing on the same date, subject to reimbursement for any tax, fee or governmental charge required to be paid with respect to such transfer or exchange. The Issuer and the Bond Registrar may deem and treat the person in whose name this Bond is registered as the absolute owner hereof, whether this Bond is overdue or not, for the purpose of receiving payment and for all other purposes, and neither the Issuer nor the Bond Registrar shall be affected by any notice to the contrary.

IT IS HEREBY CERTIFIED, RECITED, COVENANTED AND AGREED that all acts, conditions and things required by the Constitution and laws of the State of North Dakota, to be done, to exist, to happen and to be performed precedent to and in the valid issuance of this Bond have been done, do exist, have happened and have been performed in regular and due form, time and manner as so required; that the Issuer has duly created the Bond Fund as a separate and special fund and has appropriated thereto the temporary improvement warrants refunded by the Bonds of this series, on which improvement warrant payments are required by law to be made as though none of such warrants had been refunded, and will use due diligence to collect said temporary improvement warrants and the special assessments and any taxes appropriated for their payment; that said fund has been duly created and said improvement has been duly ordered and will be completed, and said special assessments may legally be levied and made payable at the times and in the amounts required to pay obligations incurred by the Issuer; that the Issuer is legally required, pursuant to Section 40-24-19 or the North Dakota Century Code, and has covenanted to issue and sell bonds, in the amount required, with monies theretofore received in such fund, to pay the total cost of the improvement and all temporary bonds

thereof issued on the fund, with interest then accrued thereon; and that the Issuer is obligated to levy ad valorem taxes, without limitation, upon all the taxable property within said corporate limits for the payment of any deficiency in said fund for the payment of the improvement warrants or bonds drawn thereon, at the time and in the manner specified in Section 40-26-08 of the Code; all as more fully stated in the Resolution authorizing the issuance of this Bond.

This Bond shall not be valid or become obligatory for any purpose or be entitled to any security or benefit under the Resolution until the Certificate of Authentication hereon shall have been executed by the Bond Registrar by manual signature of one of its authorized representatives.

IN WITNESS WHEREOF the City of West Fargo, North Dakota, by its governing body, has caused this Bond to be executed in its behalf by the manual signatures of the President of the Board of City Commissioners and City Auditor, and has caused the certificate appearing on the following page to be executed by the manual signatures of said officers.

Dated: _____, 2018.

CERTIFICATE OF AUTHENTICATION

CITY OF WEST FARGO

This is one of the Bonds delivered pursuant to the Resolution mentioned within.

President of the Board of City Commissioners

STARION BOND SERVICES
333 North Fourth Street
Bismarck, ND 58501

BY: _____
Authorized Representative

City Auditor

CERTIFICATE AS TO LEGAL OPINION

We certify that attached is the legal opinion rendered by Bond Counsel on the issue of Bonds, which includes the within Bond, dated as of the date of delivery of and payment for the Bonds.

City Auditor

President of the Board of
City Commissioners

The following abbreviations when used in the inscription on the face of this Bond, shall be construed as though they were written in full according to applicable laws or regulations:

TEN COM - as tenants in common

TEN ENT - as tenants by the entireties

JT TEN - as joint tenants with right of survivorship
and not as tenants in common

UTMA-ACT _____ Custodian _____
(Cust) (Minor)

under Uniform Transfer to Minors Act _____
(State)

Additional abbreviations may also be used.

SPECIMEN
ASSIGNMENT

FOR VALUE RECEIVED the undersigned hereby sells, assigns and transfers unto _____ the within Bond and all rights thereunder, and hereby irrevocably constitutes and appoints _____ attorney to transfer the within Bond on the books kept for registration thereof, with full power of substitution in the premises.

DATED: _____

NOTICE: The signature to this Assignment must correspond to the name as it appears upon the face of the within Bond in every particular, without alteration, enlargement or any change whatsoever.

Please insert social security or other identifying number of Assignee:

Signature Guaranteed: NOTICE: Signature(s) must be guaranteed by a member of a major stock exchange or a commercial bank or trust company.

UNITED STATES OF AMERICA
STATE OF NORTH DAKOTA
CITY OF WEST FARGO
TEMPORARY IMPROVEMENT WARRANT

Registered
Number

INTEREST RATE

DATE OF ORIGINAL
ISSUE

July 9, 2018

REGISTERED OWNER:

PRINCIPAL AMOUNT:

DOLLARS

KNOW ALL MEN BY THESE PRESENTS that the City of West Fargo, North Dakota (the "Issuer") acknowledges itself to be specially indebted and for value received promises to pay to the registered owner specified above or registered assigns, the principal amount of \$ _____ on May 1, 2021, but only from its 2018 Temporary Improvement Warrant Fund, with interest thereon from the date hereof at the annual rate specified above, such interest payable on May 1 and November 1 in each year, commencing May 1, 2019, to the holder of record on the close of the 15th day (whether or not a business day) of the immediately preceding month. The interest and principal are payable in lawful money of the United States of America by check or draft by the City Auditor.

IT IS HEREBY CERTIFIED, RECITED, COVENANTED AND AGREED that all acts, conditions and things required by the Constitution and laws of the State of North Dakota to be done, to exist, to happen and to be performed preliminary to and in the valid issuance of this warrant have been done, do exist, have happened and have been performed in regular and due form, time and manner as so required; that this warrant is duly issued to pay costs incurred and to be incurred in the making of a necessary improvement of special benefit to the above-named Improvement District, in anticipation of the collection of special assessments to be duly levied upon properties within said district, and of taxes to the extent determined by the governing body, which are irrevocably appropriated to the fund of the district in amounts sufficient to pay when due the principal of and interest on all warrants drawn thereon; that if the fund should at any time be insufficient to pay principal or interest due, the Issuer is also required by law to

levy a tax upon all of the taxable property within its corporate limits for the payment of such deficiency, without limitation of rate or amount; and that the issuance of this warrant did not cause the special or general indebtedness of the Issuer to exceed any constitutional or statutory limitation.

IN WITNESS WHEREOF the City of West Fargo, North Dakota, by its governing body has caused this warrant to be executed in its behalf by the signature of the President of the Board of City Commissioners and countersigned by the City Auditor.

President of the Board of City
Commissioners

Countersigned:

City Auditor

SPECIMEN



City of West Fargo
West Fargo, North Dakota

Audit Report

For the Year Ended December 31, 2017

JOSHUA C. GALLION
STATE AUDITOR

Office of the State Auditor
Division of Local Government

CITY OF WEST FARGO
West Fargo, North Dakota

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CITY OF WEST FARGO
West Fargo, North Dakota

December 31, 2017

CITY OFFICIALS

President / Mayor	Rich Mattern
Vice-President	Mark Wentz
Commissioner	Mike Thorstad
Commissioner	Mark Simmons
Commissioner	Duane Hanson
City Administrator	Tina Fisk
Finance Director	Aaron Mitchell
Police Chief	Heith Janke
Public Works Director	Chris Brungardt
Planning Director	Larry Weil
Human Resources Administrator	Jenna Wilm
City Attorney	John Shockley

STATE AUDITOR PERSONNEL

Audit Manager / Auditor In-Charge	David Mix
Staff Auditor	Heath Erickson
Staff Auditor	Alex Bakken
Staff Auditor	Jon Worrall



STATE OF NORTH DAKOTA
OFFICE OF THE STATE AUDITOR
STATE CAPITOL
600 E. BOULEVARD AVENUE - DEPT. 117
BISMARCK, NORTH DAKOTA 58505

INDEPENDENT AUDITOR'S REPORT

City Commission
City of West Fargo
West Fargo, North Dakota

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of West Fargo, North Dakota, as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit includes performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of West Fargo, North Dakota, as of December 31, 2017, and the respective changes in financial position and, where applicable, cash flows, thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Emphasis of a Matter

As discussed in Note 10 to the financial statements, the City of West Fargo adopted new accounting guidance, GASB Statement No. 75, Accounting and Financial Reporting for Post-Employment Benefit Plans Other Than Pensions. Our opinion is not modified with respect to this matter.

Other Matters

Required Supplementary Information

Management has omitted the *management's discussion and analysis* that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Accounting principles generally accepted in the United States of America require that the *budgetary comparison information, pension schedules, and the notes to the required supplementary information* on pages 45-50 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of West Fargo's basic financial statements. The *schedule of fund activity* is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The *schedule of fund activity* is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the *schedule of fund activity is fairly stated*, in all material respects, in relation to the basic financial statements taken as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated April 26, 2018, on our consideration of the City of West Fargo's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City of West Fargo's internal control over financial reporting and compliance.

/s/
Joshua C. Gallion
State Auditor

Fargo, North Dakota
April 26, 2018

CITY OF WEST FARGO
West Fargo, North Dakota

STATEMENT OF NET POSITION
December 31, 2017

	Primary Government		
	Governmental Activities	Business-type Activities	Total
ASSETS:			
Cash and investments	\$ 35,942,904	\$ 12,867,802	\$ 48,810,706
Restricted cash	15,796	-	15,796
Accounts receivable	257,129	-	257,129
Utility billings receivable	-	940,437	940,437
Intergovernmental receivable	1,323,782	-	1,323,782
Other asset	-	4,860	4,860
Storefront loans receivable	82,816	-	82,816
TIF long-term loan receivable	1,444,481	-	1,444,481
Taxes receivable	111,223	-	111,223
Special assessments receivable - current	997,920	-	997,920
Capital projects - special assessments receivable	270,000	-	270,000
Bond Discount	1,237,171	-	1,237,171
Long-Term Receivable:			
Long-term special assessments receivable	221,132,905	-	221,132,905
Capital Assets not being depreciated:			
Land	14,752,650	1,857,610	16,610,260
Construction in progress	87,240,598	-	87,240,598
Capital Assets being depreciated:			
Buildings	11,342,609	3,306,191	14,648,800
Equipment	2,284,735	2,786,625	5,071,360
Improvements to land	10,494	-	10,494
Infrastructure	80,613,699	270,927,884	351,541,583
Total Capital Assets	<u>\$ 196,244,785</u>	<u>\$ 278,878,310</u>	<u>\$ 475,123,095</u>
Total Assets	<u>\$ 459,060,912</u>	<u>\$ 292,691,409</u>	<u>\$ 751,752,321</u>
DEFERRED OUTFLOWS OF RESOURCES:			
Pension & OPEB	\$ 4,816,517	\$ 1,504,564	\$ 6,321,081
Total Assets & Deferred Outflows of Resources	<u>\$ 463,877,429</u>	<u>\$ 294,195,973</u>	<u>\$ 758,073,402</u>
LIABILITIES:			
Accounts & accrued expenses payable	\$ 342,754	\$ 398,085	\$ 740,839
Construction payable	1,377,662	-	1,377,662
Salaries & benefits payable	397,225	121,448	518,673
Court deposits payable	59,200	-	59,200
Retainages payable	960,965	-	960,965
Interest payable	1,557,370	104,604	1,661,974
Bond Premium	4,788,489	-	4,788,489
Long-Term Liabilities:			
Portion Due or Payable Within One Year:			
Bonds payable	17,540,000	640,000	18,180,000
Drawdowns payable	312,901	-	312,901
Compensated absences	115,065	42,307	157,372
Portion Due or Payable After One Year:			
Bonds payable	237,225,000	12,600,000	249,825,000
Drawdowns payable	14,298,531	-	14,298,531
Compensated absences	1,035,584	380,766	1,416,350
Net pension & OPEB liability	9,592,797	2,996,558	12,589,355
Total Liabilities	<u>\$ 289,603,543</u>	<u>\$ 17,283,768</u>	<u>\$ 306,887,311</u>
DEFERRED INFLOWS OF RESOURCES:			
Pension & OPEB	\$ 279,677	\$ 87,365	\$ 367,042
Total Liabilities & Deferred Inflows of Resources	<u>\$ 289,883,220</u>	<u>\$ 17,371,133</u>	<u>\$ 307,254,353</u>
NET POSITION:			
Net investment in capital assets	\$ 145,447,860	\$ 265,598,412	\$ 411,046,272
Restricted for:			
Public works/streets	1,017	-	1,017
Culture & recreation	601,811	-	601,811
Economic development	1,791,086	-	1,791,086
Other special purposes	426,954	-	426,954
Building/capital projects	9,316,010	-	9,316,010
Debt service	34,047,354	-	34,047,354
Loans	1,619,501	-	1,619,501
Unrestricted	<u>(19,257,384)</u>	<u>11,226,428</u>	<u>(8,030,956)</u>
Total Net Position	<u>\$ 173,994,209</u>	<u>\$ 276,824,840</u>	<u>\$ 450,819,049</u>

The notes to the financial statements are an integral part of this statement.

CITY OF WEST FARGO
West Fargo, North Dakota

STATEMENT OF ACTIVITIES
For the Year Ended December 31, 2017

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Position		
		Fees, Fines, and Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-type Activities	Total
Primary Government:							
Governmental Activities:							
General government	\$ 4,045,096	\$ 1,319,328	\$ 48,552	\$ -	\$ (2,677,216)		\$ (2,677,216)
Public safety	8,096,718	401,358	801,524	-	(6,893,836)		(6,893,836)
Public works/streets	12,532,297	1,958,692	4,149,100	61,064,593	54,640,088		54,640,088
Economic development	2,060,964	-	-	-	(2,060,964)		(2,060,964)
Culture and recreation	1,124,130	30,866	-	-	(1,093,264)		(1,093,264)
Miscellaneous/other	117,139	15,800	48,553	-	(52,786)		(52,786)
Interest & costs on long-term debt	7,738,102	-	-	-	(7,738,102)		(7,738,102)
Total Governmental Activities	\$ 35,714,446	\$ 3,726,044	\$ 5,047,729	\$ 61,064,593	\$ 34,123,920		\$ 34,123,920
Business-Type Activities:							
Water and sewer	\$ 16,309,741	\$ 9,583,547	\$ -	\$ -	\$ -	\$ (6,726,194)	\$ (6,726,194)
Health and sanitation	3,494,372	3,368,333	-	-	-	(126,039)	(126,039)
Total Business-Type Activities	\$ 19,804,113	\$ 12,951,880	\$ -	\$ -	\$ -	\$ (6,852,233)	\$ (6,852,233)
Total Primary Government	\$ 55,518,559	\$ 16,677,924	\$ 5,047,729	\$ 61,064,593	\$ 34,123,920	\$ (6,852,233)	\$ 27,271,687
General Revenues:							
Taxes:							
Property taxes, levied for general purposes					\$ 7,528,869	\$ -	\$ 7,528,869
Property taxes, levied for debt service					1,723,712	-	1,723,712
Property taxes, levied for special purposes					2,465,198	-	2,465,198
Sales taxes					9,983,662	-	9,983,662
State aid distribution & other unrestricted revenues					1,772,067	-	1,772,067
Unrestricted investment interest earnings					225,826	31,459	257,285
Miscellaneous income					305,691	308,060	613,751
Transfers					(21,042,648)	21,042,648	-
Total General Revenues and Transfers					\$ 2,962,377	\$ 21,382,167	\$ 24,344,544
Change in Net Position					\$ 37,086,297	\$ 14,529,934	\$ 51,616,231
Net Position - January 1					\$ 138,952,281	\$ 262,431,405	\$ 401,383,686
Prior Period Adjustments					(2,044,369)	(136,499)	(2,180,868)
Net Position - January 1, as restated					\$ 136,907,912	\$ 262,294,906	\$ 399,202,818
Net Position - December 31					\$ 173,994,209	\$ 276,824,840	\$ 450,819,049

The notes to the financial statements are an integral part of this statement.

CITY OF WEST FARGO
West Fargo, North Dakota

BALANCE SHEET
GOVERNMENTAL FUNDS
December 31, 2017

	General Fund	Sales Tax Fund	Debt Service Funds	Capital Projects Funds	Other Governmental Funds	Total Governmental Funds
ASSETS						
Cash and investments	\$22,175,193	\$ 8,473,221	\$ 2,088,995	\$ -	\$ 3,205,495	\$ 35,942,904
Restricted cash	-	-	-	-	15,796	15,796
Accounts receivable	233,738	-	-	2,290	21,101	257,129
Intergovernmental receivable	442,989	712,750	-	-	168,043	1,323,782
TIF loans long-term receivable	-	-	-	-	1,444,481	1,444,481
Storefront loans receivable	-	-	-	-	82,816	82,816
Taxes receivable	73,430	-	26,971	-	10,822	111,223
Special assessments receivable - current	-	-	997,920	-	-	997,920
Special assessments receivable - deferred	-	-	221,132,905	-	-	221,132,905
Special assessments receivable - capital projects	-	-	-	270,000	-	270,000
Due from other city funds - negative cash	-	-	34,495,722	-	-	34,495,722
Total Assets	\$22,925,350	\$ 9,185,971	\$258,742,513	\$ 272,290	\$ 4,948,554	\$ 296,074,678
LIABILITIES AND DEFERRED INFLOWS OF RESOURCES						
<u>Liabilities:</u>						
Accounts & accrued expenses payable	\$ 186,096	\$ -	\$ -	\$ -	\$ 156,658	\$ 342,754
Salaries & benefits payable	368,862	-	-	-	28,363	397,225
Construction payable	-	-	-	1,377,662	-	1,377,662
Municipal court bonds payable	59,200	-	-	-	-	59,200
Due to other city funds - negative cash	-	-	-	34,495,722	-	34,495,722
Total Liabilities	\$ 614,158	\$ -	\$ -	\$ 35,873,384	\$ 185,021	\$ 36,672,563
<u>Deferred Inflows of Resources</u>						
Deferred taxes & special assmts. rec.	\$ 73,430	\$ -	\$222,157,796	\$ -	\$ 10,822	\$ 222,242,048
Total Liabilities & Deferred Inflows of Resources	\$ 687,588	\$ -	\$222,157,796	\$ 35,873,384	\$ 195,843	\$ 258,914,611
<u>Fund Balances:</u>						
<u>Non-Spendable:</u>						
Loans receivable	\$ -	\$ -	\$ -	\$ -	\$ 1,527,297	\$ 1,527,297
<u>Restricted:</u>						
Debt service	-	-	36,584,717	-	-	36,584,717
General government	-	-	-	-	48,629	48,629
Public safety	-	-	-	-	210,265	210,265
Public works/streets	-	-	-	-	693,451	693,451
Culture & recreation	-	-	-	-	917,121	917,121
Economic development	-	-	-	-	769,146	769,146
Other	-	-	-	-	427,971	427,971
<u>Committed:</u>						
Sales tax fund	-	9,185,971	-	-	-	9,185,971
Culture & recreation	-	-	-	-	43,262	43,262
Public safety	-	-	-	-	1,017	1,017
Future building fund	-	-	-	-	130,039	130,039
<u>Unassigned:</u>						
Negative fund balances	-	-	-	(35,601,094)	(15,487)	(35,616,581)
General fund	22,237,762	-	-	-	-	22,237,762
Total Fund Balances	\$22,237,762	\$ 9,185,971	\$ 36,584,717	\$(35,601,094)	\$ 4,752,711	\$ 37,160,067
Total Liabilities and Fund Balances	\$22,925,350	\$ 9,185,971	\$258,742,513	\$ 272,290	\$ 4,948,554	\$ 296,074,678

The notes to the financial statements are an integral part of this statement.

CITY OF WEST FARGO
West Fargo, North Dakota

RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
TO THE STATEMENT OF NET POSITION
December 31, 2017

Total *Fund Balances* for Governmental Funds \$ 37,160,067

Total Net Position reported for governmental activities in the statement of Net Position is different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds. Those assets consist of:

Land (not depreciated)	\$ 14,752,650	
Construction in Progress (not depreciated)	87,240,598	
Land Improvements, net of (\$3,193) accumulated depreciation	10,494	
Buildings, net of (\$1,696,908) accumulated depreciation	11,342,609	
Equipment, net of (\$2,470,096) accumulated depreciation	2,284,735	
Infrastructure, net of (\$57,972,801) accumulated depreciation	<u>80,613,699</u>	196,244,785

Most of the City's taxes and special assessments will be collected after year-end, but are not available soon enough to pay for the current period's expenditures and therefore are reported as deferred revenue in the funds.

Long-Term Uncertified Special Assessments Receivable	\$ 221,132,905	
Uncollected Taxes Receivable	111,223	
Special Assessments Receivable	<u>997,920</u>	222,242,048

Retainages payable are not a fund liability, but are accrued for government-wide purposes as those liabilities will be liquidated at the completion of capital projects. (960,965)

Deferred outflows and inflows of resources related to pensions & OPEB are applicable to future periods and, therefore, are not reported in the governmental funds.

Pension & OPEB Deferred Inflows of Resources	\$ (279,677)	
Pension & OPEB Deferred Outflows of Resources	<u>4,816,517</u>	4,536,840

Long-term liabilities applicable to the City's governmental activities are not due and payable in the current period and accordingly are not reported as fund liabilities. Interest on long-term debt is not accrued in governmental funds, but rather is recognized as an expenditure when due. All liabilities --both current and long-term--are reported in the Statement of Net Position. Balances at December 31, 2017 are:

Special Assessment Bonds Payable	\$ (246,915,000)	
TIF Bonds Payable	(795,000)	
General Obligation Bonds Payable	(5,715,000)	
Sales Tax Bonds Payable	(1,340,000)	
BND Drawdowns Payable	(14,611,432)	
Unamortized Bond Discount	(4,788,489)	
Unamortized Bond Premium	1,237,171	
Interest Payable	(1,557,370)	
Compensated Absences	(1,150,649)	
Net Pension & OPEB Liability	<u>(9,592,797)</u>	<u>(285,228,566)</u>

Total Net Position of Governmental Activities \$ 173,994,209

The notes to the financial statements are an integral part of this statement.

CITY OF WEST FARGO
West Fargo, North Dakota

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
For the Year Ended December 31, 2017

	General Fund	Sales Tax Fund	Debt Service Funds	Capital Projects Funds	Other Governmental Funds	Total Governmental Funds
Revenues:						
Taxes	\$ 7,509,022	\$ -	\$ 1,727,953	\$ -	\$ 2,470,993	\$ 11,707,968
Special assessments	-	-	29,749,605	-	-	29,749,605
Sales taxes	-	9,983,662	-	-	-	9,983,662
Licenses, permits and fees	3,113,975	-	-	-	-	3,113,975
Charges for services	-	-	-	146,275	240,191	386,466
Intergovernmental	3,307,030	-	-	1,644,372	1,722,120	6,673,522
Fines, forfeitures and penalties	371,878	-	-	-	-	371,878
Interest on investments	65,139	37,478	112,450	2,449	8,310	225,826
Miscellaneous	81,036	-	-	-	224,655	305,691
Total Revenues	\$ 14,448,080	\$ 10,021,140	\$ 31,590,008	\$ 1,793,096	\$ 4,666,269	\$ 62,518,593
Expenditures:						
Current:						
General government	\$ 3,685,581	\$ -	\$ -	\$ -	\$ 135,390	\$ 3,820,971
Public safety	6,877,592	-	-	-	838,370	7,715,962
Public works/streets	3,862,165	-	-	-	420,959	4,283,124
Economic development	212,547	-	652,160	-	1,176,348	2,041,055
Culture and recreation	-	-	-	-	1,076,694	1,076,694
Other	-	-	-	30	117,109	117,139
Capital Outlay	-	260,983	-	49,863,695	-	50,124,678
Debt Service:						
Principal - Bonds	-	-	17,823,568	-	-	17,823,568
Interest	-	-	7,646,731	-	-	7,646,731
Fiscal charges & fees	-	-	33,976	-	-	33,976
Total Expenditures	\$ 14,637,885	\$ 260,983	\$ 26,156,435	\$ 49,863,725	\$ 3,764,870	\$ 94,683,898
Excess (Deficiency) of Revenues Over Expenditures	\$ (189,805)	\$ 9,760,157	\$ 5,433,573	\$ (48,070,629)	\$ 901,399	\$(32,165,305)
Other Financing Sources (Uses):						
Proceeds from bond sale	\$ -	\$ -	\$ -	\$ 36,860,000	\$ -	\$ 36,860,000
Loan proceeds	-	-	-	8,308,195	-	8,308,195
Bond premium	-	-	-	2,715,455	-	2,715,455
Bond discount	-	-	-	(412,617)	-	(412,617)
Transfers in	2,113,272	-	4,950,100	10,031,716	1,742,940	18,838,028
Transfers out	(2,142,000)	(10,993,572)	(514,339)	(3,528,723)	(1,659,394)	(18,838,028)
Total Other Financing Sources and Uses	\$ (28,728)	\$(10,993,572)	\$ 4,435,761	\$ 53,974,026	\$ 83,546	\$ 47,471,033
Net Change in Fund Balances	\$ (218,533)	\$ (1,233,415)	\$ 9,869,334	\$ 5,903,397	\$ 984,945	\$ 15,305,728
Fund Balances - January 1	\$ 22,456,295	\$ 10,419,386	\$ 28,313,003	\$ (41,774,491)	\$ 2,608,666	\$ 22,022,859
Prior Period Adjustments	-	-	(1,597,620)	270,000	1,159,100	(168,520)
Fund Balances - Jan. 1, as restated	\$ 22,456,295	\$ 10,419,386	\$ 26,715,383	\$ (41,504,491)	\$ 3,767,766	\$ 21,854,339
Fund Balances - December 31	\$ 22,237,762	\$ 9,185,971	\$ 36,584,717	\$ (35,601,094)	\$ 4,752,711	\$ 37,160,067

The notes to the financial statements are an integral part of this statement.

CITY OF WEST FARGO
West Fargo, North Dakota

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCES TO THE STATEMENT OF ACTIVITIES
For the Year Ended December 31, 2017

Net Change in *Fund Balances* - Total Governmental Funds \$ 15,305,728

The change in Net Position reported for governmental activities in the statement of activities is different because:

Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. These are the amount by which capital asset additions & capital contributions exceeded transfers, disposals, and depreciation in the current period:

Capital Asset Additions	\$ 48,310,677	
Capital Contributions	3,133,197	
Transfer of Capital Assets to Enterprise Activities	(21,042,648)	
Depreciation on Capital Assets	<u>(6,493,882)</u>	23,907,344

In the statement of activities, only the gain on the sale of the capital assets is reported, whereas in the governmental funds, the proceeds from the sale increase financial resources. Thus, the change in net position differs from the change in fund balance by the loss on the capital assets sold.

(56,968)

Bond proceeds are reported as financing sources in governmental funds and thus contribute to the change in fund balance. In the statement of Net Position, however, issuing debt increases long-term liabilities and does not affect the statement of activities. Similarly, repayment of principal is an expenditure in the governmental funds but reduces the liability in the statement of net position:

Debt Issued:		
Special Assessment Bonds	\$ (36,860,000)	
Loan Drawdown Proceeds	(8,308,195)	
Bond Premium	(2,715,455)	
Bond Discount	412,616	
Debt Repayments:		
Bond Principal	<u>17,823,568</u>	(29,647,466)

Bond premium amortization is a reduction to interest expense as it is amortized over the life of the outstanding bonds using the straight-line method. Bond discounts are amortized over the life of the bond using the straight-line method (as interest expense):

Discount Amortization	\$ 263,525	
Premium Amortization	<u>(60,453)</u>	203,072

Under the modified accrual basis of accounting used in the governmental funds, expenditures are not recognized for transactions that are not normally paid with expendable financial resources. In the statement of activities, however, which is presented on the accrual basis, expenses and liabilities are reported regardless of when financial resources are available. In addition, interest on long-term debt is not recognized under the modified accrual basis of accounting until due, rather than as it accrues. This adjustment combines the net changes of the following balances:

Net Change in Compensated Absences	\$ 360,016	
Net Change in Retainages Payable	143,086	
Net Change in Interest Payable	<u>(260,467)</u>	242,635

The Net Pension Liability, and related Deferred Outflows of Resources and Deferred Inflows of Resources are reported in the government wide statements; however, activity related to these pension items do not involve current financial resources, and are not reported in the funds.

Net Change in Pension & OPEB Liability	\$ (3,916,842)	
Net Change in Deferred Inflows of Resources for Pensions & OPEB	29,851	
Net Change in Deferred Outflows of Resources for Pensions & OPEB	<u>2,827,341</u>	(1,059,650)

Long-term Special Assessments are not considered as available resources in the governmental funds; however, they are revenues in the statement of activities of activities. Likewise, collections of long-term special assessments are reported as revenues in the governmental funds; however, they are a reduction of receivables in the statement of activities. The net effect is a net increase to the receivable:

27,853,487

Because some property taxes and special assessments will not be collected for several months after year end, they are not considered as available resources in the governmental funds. However, they are revenues in the statement of activities. The net effect is:

Net Change in Taxes Receivable		9,811
Net Change in Special Assessments Receivable		<u>328,304</u>

Change in Net Position of Governmental Activities	\$	<u><u>37,086,297</u></u>
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The notes to the financial statements are an integral part of this statement.

CITY OF WEST FARGO
West Fargo, North Dakota

STATEMENT OF NET POSITION
PROPRIETARY FUNDS
December 31, 2017

	Business-Type Activities - Enterprise Funds		
	Water & Sewer Funds	Sanitation & Health Fund	Total
ASSETS			
Current Assets:			
Cash and investments	\$ 11,541,324	\$ 1,326,478	\$ 12,867,802
Other asset	4,860	-	4,860
Utility billings receivable	640,297	300,140	940,437
Total Current Assets	<u>\$ 12,186,481</u>	<u>\$ 1,626,618</u>	<u>\$ 13,813,099</u>
Noncurrent Assets:			
Capital Assets not being depreciated:			
Land	\$ 1,857,610	\$ -	\$ 1,857,610
Capital Assets being depreciated:			
Building	2,389,093	917,098	3,306,191
Equipment	1,449,706	1,336,919	2,786,625
Infrastructure	270,927,884	-	270,927,884
Total Noncurrent Assets	<u>\$ 276,624,293</u>	<u>\$ 2,254,017</u>	<u>\$ 278,878,310</u>
Total Assets	<u>\$ 288,810,774</u>	<u>\$ 3,880,635</u>	<u>\$ 292,691,409</u>
DEFERRED OUTFLOWS OF RESOURCES:			
Pension & OPEB	<u>\$ 982,354</u>	<u>\$ 522,210</u>	<u>\$ 1,504,564</u>
Total Assets & Deferred Outflows of Resources	<u>\$ 289,793,128</u>	<u>\$ 4,402,845</u>	<u>\$ 294,195,973</u>
LIABILITIES			
Current Liabilities:			
Accounts payable	\$ 290,355	\$ 107,730	\$ 398,085
Salaries & benefits payable	81,550	39,898	121,448
Interest payable	104,604	-	104,604
Bonds payable	640,000	-	640,000
Compensated absences	29,197	13,110	42,307
Total Current Liabilities	<u>\$ 1,145,706</u>	<u>\$ 160,738</u>	<u>\$ 1,306,444</u>
Noncurrent Liabilities:			
Bonds payable	\$ 12,600,000	\$ -	\$ 12,600,000
Compensated absences	262,775	117,991	380,766
Net Pension & OPEB Liability	1,956,501	1,040,057	2,996,558
Total Noncurrent Liabilities	<u>\$ 14,819,276</u>	<u>\$ 1,158,048</u>	<u>\$ 15,977,324</u>
Total Liabilities	<u>\$ 15,964,982</u>	<u>\$ 1,318,786</u>	<u>\$ 17,283,768</u>
DEFERRED INFLOWS OF RESOURCES:			
Pension & OPEB	<u>\$ 57,042</u>	<u>\$ 30,323</u>	<u>\$ 87,365</u>
Total Liabilities & Deferred Inflows of Resources	<u>\$ 16,022,024</u>	<u>\$ 1,349,109</u>	<u>\$ 17,371,133</u>
NET POSITION			
Net investment in capital assets	\$ 263,384,293	\$ 2,214,119	\$ 265,598,412
Unrestricted	<u>10,386,811</u>	<u>839,617</u>	<u>11,226,428</u>
Total Net Position	<u>\$ 273,771,104</u>	<u>\$ 3,053,736</u>	<u>\$ 276,824,840</u>

The notes to the financial statements are an integral part of this statement.

CITY OF WEST FARGO
West Fargo, North Dakota

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET POSITION
PROPRIETARY FUNDS
For the Year Ended December 31, 2017

	Business-Type Activities - Enterprise Funds		
	Water & Sewer Funds	Sanitation & Health Fund	Total
<u>Operating Revenues:</u>			
Charges for sales services	\$ 9,583,547	\$ 3,368,333	\$ 12,951,880
<u>Operating Expenses:</u>			
Salaries and benefits	\$ 2,332,929	\$ 1,144,728	\$ 3,477,657
Utilities	418,132	-	418,132
Operation, maintenance & supplies	881,371	101,126	982,497
Water purchases	3,341,258	-	3,341,258
Water & sewer other operating	430,527	-	430,527
Sanitation & health other operating	-	212,696	212,696
Recycling	-	660,792	660,792
Landfill charges	-	1,056,754	1,056,754
Depreciation	8,242,193	167,329	8,409,522
Total Operating Expenses	\$ 15,646,410	\$ 3,343,425	\$ 18,989,835
Operating Income	\$ (6,062,863)	\$ 24,908	\$ (6,037,955)
<u>Nonoperating Revenues (Expenses):</u>			
Investment earnings	\$ 27,758	\$ 3,701	\$ 31,459
Miscellaneous revenue & rental income	229,560	78,500	308,060
Miscellaneous expense	(20,545)	-	(20,545)
Interest expense & fees on long-term debt	(642,786)	-	(642,786)
Loss on capital assets	-	(150,947)	(150,947)
Total Nonoperating Revenue (Expenses)	\$ (406,013)	\$ (68,746)	\$ (474,759)
Income Before Transfers	\$ (6,468,876)	\$ (43,838)	\$ (6,512,714)
Transfers in (govt. activities capital assets)	\$ 21,042,648	\$ -	\$ 21,042,648
Total Net Transfers	\$ 21,042,648	\$ -	\$ 21,042,648
Changes in Net Position	\$ 14,573,772	\$ (43,838)	\$ 14,529,934
Net Position - January 1	\$ 259,283,970	\$ 3,147,435	\$ 262,431,405
Prior Period Adjustments	(86,638)	(49,861)	(136,499)
Net Position - January 1, as restated	\$ 259,197,332	\$ 3,097,574	\$ 262,294,906
Net Position - December 31	\$ 273,771,104	\$ 3,053,736	\$ 276,824,840

The notes to the financial statements are an integral part of this statement.

CITY OF WEST FARGO
West Fargo, North Dakota

STATEMENT OF CASH FLOWS
PROPRIETARY FUNDS
For the Year Ended December 31, 2017

	Business-Type Activities - Enterprise Funds		
	Water & Sewer Operating	Sanitation & Health Fund	Total Funds
<u>Cash Flows from Operating Activities:</u>			
Receipts from customers and users	\$ 9,591,941	\$ 3,377,254	\$ 12,969,195
Payments to suppliers	(5,013,362)	(1,983,420)	(6,996,782)
Payments to employees	(2,109,063)	(1,052,464)	(3,161,527)
Net Cash Provided by Operating Activities	<u>\$ 2,469,516</u>	<u>\$ 341,370</u>	<u>\$ 2,810,886</u>
<u>Cash Flows from Noncapital Financing Activities:</u>			
Miscellaneous receipts	\$ 40,956	\$ -	\$ 40,956
Miscellaneous disbursements	(51,744)	-	(51,744)
Maintenance agreement revenue	56,603	-	56,603
Net Cash Provided (Used) by Noncapital Financing Activities	<u>\$ 45,815</u>	<u>\$ -</u>	<u>\$ 45,815</u>
<u>Cash Flows from Capital and Related Financing Activities:</u>			
Principal paid on capital debt	\$ (630,000)	\$ -	\$ (630,000)
Interest & fees paid on capital debt	(645,401)	-	(645,401)
Sales of capital assets	-	78,500	78,500
Interest subsidy (build America bonds)	132,001	-	132,001
Construction & purchases of capital assets	(464,422)	(147,890)	(612,312)
Net Cash Used by Capital and Related Financing Activities	<u>\$ (1,607,822)</u>	<u>\$ (69,390)</u>	<u>\$ (1,677,212)</u>
<u>Cash Flows from Investing Activities:</u>			
Interest income	\$ 27,758	\$ 3,701	\$ 31,459
Net Increase in Cash and Cash Equivalents	<u>\$ 935,267</u>	<u>\$ 275,681</u>	<u>\$ 1,210,948</u>
Cash and Cash Equivalents - January 1	<u>\$ 10,606,057</u>	<u>\$ 1,050,797</u>	<u>\$ 11,656,854</u>
Cash and Cash Equivalents - December 31	<u>11,541,324</u>	<u>\$ 1,326,478</u>	<u>\$ 12,867,802</u>
<u>Reconciliation of Operating Income (Loss) to Net Cash Provided (Used) by Operating Activities:</u>			
Operating income (loss)	\$ (6,062,863)	\$ 24,908	\$ (6,037,955)
<u>Adjustments to Reconcile Operating Income to Net Cash Provided (Used) by Operating Activities:</u>			
Depreciation expense	8,242,193	167,329	8,409,522
Decrease (increase) in utility billing receivables	8,395	8,921	17,316
Increase (decrease) in compensated absences	(72,858)	(26,180)	(99,038)
Net change (decrease) in pension & OPEB items	215,174	78,547	293,721
Net change in accrued payables	139,475	87,845	227,320
Net Cash Provided (Used) by Operating Activities	<u>\$ 2,469,516</u>	<u>\$ 341,370</u>	<u>\$ 2,810,886</u>

The notes to the financial statements are an integral part of this statement.

CITY OF WEST FARGO
West Fargo, North Dakota

STATEMENT OF FIDUCIARY ASSETS & LIABILITIES
AGENCY FUNDS
December 31, 2017

	<u>Agency Funds</u>
<u>ASSETS:</u>	
Cash and investments	<u>\$ 1,148,172</u>
<u>LIABILITIES:</u>	
Due to others	<u>\$ 1,148,172</u>

The notes to the financial statements are an integral part of this statement.

CITY OF WEST FARGO
West Fargo, North Dakota

NOTES TO THE FINANCIAL STATEMENTS
December 31, 2017

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The City of West Fargo operates under a home rule charter and various city ordinances, as well as under certain statutes as outlined in the North Dakota Century Code. The financial statements of the City of West Fargo have been prepared in conformity with accounting principles generally accepted in the United States of America as applicable to governments. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The more significant of the government's accounting policies are described below.

A. Reporting Entity

The accompanying financial statements present the activities of the City of West Fargo. The City of West Fargo has considered all potential component units for which the city is financially accountable, and other organizations for which the nature and significance of their relationship with the city are such that exclusion would cause the city's financial statements to be misleading or incomplete. The Governmental Accounting Standards Board has set forth criteria to be considered in determining financial accountability. The criteria include appointing a voting majority of an organization's governing body and (1) the ability of the City of West Fargo to impose its will on that organization or (2) the potential for the organization to provide specific financial benefits to, or impose specific financial burdens on the City of West Fargo.

Based on these criteria, there are no component units to be included within the City of West Fargo as a reporting entity.

B. Government-wide and fund financial statements

Government-wide statements: The statement of net position displays information on the financial activities of the city, with the exception of the fiduciary activities. Reporting on the internal activities has been eliminated to avoid duplication on the statements. The statements distinguish between governmental activities – which are normally financed through taxes and intergovernmental revenues – and business type activities – which are normally financed in whole or in part by fees and charges for services. Likewise, the primary government is reported separately from certain legally separate component units for which the primary government is financially responsible.

The statement of activities compares the direct expenses and program revenues for both the functions of the governmental activities and business-type activities of the city. Direct expenses are clearly identifiable with a specific function. Indirect expense allocations have been eliminated for the statement of financial activities. Program revenues include 1) fines, fees and charges for services to customers that benefit from the services provided, and 2) operating grants and contributions, and 3) capital grants are contributions, including special assessments. General revenues, including taxes, are those revenues that are not properly classified as program revenue.

Fund Financial Statements: The fund financial statements provide information about the city's funds including its fiduciary funds. Separate statements for each fund category-governmental, proprietary and fiduciary-are presented. The emphasis of fund financial statements is on major governmental and enterprise funds, each displayed in a separate column. All remaining governmental funds are aggregated and reported as non-major funds.

Proprietary fund operating revenues, such as charges for services, results from exchange transactions associated with the principal activity of the fund. Exchange transactions are those in which each party receives and gives up essentially equal values. Non-operating revenues, such as subsidies and investment earnings, result from non-exchange transactions or ancillary activities.

The city reports the following major governmental funds:

General Fund. The general fund is the general operating fund of the city. It is used to account for all financial resources except those required to be accounted for in another fund.

Sales Tax Fund: The sales tax fund is used to account for the city sales tax revenue. The sales tax fund is a major special revenue fund with a committed revenue stream to transfer to debt service funds and to close out various capital projects.

Debt Service Funds: Debt service funds are used to account for the accumulation of resources for, and the payment of, long-term debt principal, interest, and related costs. Revenue sources in this fund are restricted solely for debt retirement.

Capital Projects Funds. Capital projects funds are used to account for financial resources, including special assessments, to be used for the acquisition or construction of major capital facilities, (other than those financed by proprietary funds and trust funds).

The city reports the following major business-type funds:

Water and Sewer Fund: This fund accounts for the provisions of water and sewer services to the residents of the city.

Sanitation & Health Fund: This fund is used to account for the provisions of garbage pickup and landfill services to the residents of the city.

In addition, the city reports the following fund type:

Agency Funds: Agency funds are used to account for assets held by the city as an agent for individuals, private organizations, other governments and/or other funds. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

C. Measurement Focus and Basis of Accounting

Government-wide, proprietary, and Fiduciary Fund Financial Statements: The government-wide, proprietary and fiduciary fund financial statements are reported using the economic resources measurement focus. The government-wide, proprietary fund, and agency fund financial statements are reported using the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time the liabilities are incurred, regardless of when the related cash flows take place. On an accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied. Revenue from grants, entitlements, and donations are recognized in the fiscal year in which all eligibility requirements have been satisfied.

CITY OF WEST FARGO

Notes to the Financial Statements – Continued

Governmental Fund Financial Statements: Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when they become both measurable and available. The city considers revenues to be available if they are collected within sixty days after year-end. Special assessments, intergovernmental revenues, charges for services and investment income are considered susceptible to accrual. Expenditures are recorded when the related fund liability is incurred, except principal and interest on long-term debt, claims and judgments, and compensated absences, which are recognized as expenditures to the extent they have matured. General capital asset acquisitions are reported as expenditures in governmental funds. Proceeds of long-term debt and acquisitions under capital leases are reported as other financing sources.

Under the terms of grant agreements, the city funds certain programs by a combination of specific cost-reimbursement grants and general revenues. Thus, when program expenses are incurred, there is both restricted and unrestricted net position available to finance the program. It is the city's policy to first apply cost-reimbursement grant resources to such programs, and then by general revenues.

The city follows the pronouncements of the Governmental Accounting Standards Board (GASB), which is the nationally accepted standard setting body for establishing generally accepted accounting principles for government entities. For government-wide and proprietary fund financial statements the city applies all GASB (Governmental Accounting Standards Board) pronouncements.

When both restricted and unrestricted resources are available for use, it is the city's policy to use restricted resources first, then unrestricted resources as they are needed.

D. Cash, Cash Equivalents and Investments

Cash and cash equivalents include amounts in demand deposits and money market accounts.

Investments consist of certificates of deposit, with a maturity date in excess of 90 days, CDAR investments, with a maturity of 28 days, stated at cost.

E. Receivables and Payables

Activities between funds that are representative of lending/borrowing transaction outstanding at the end of the fiscal year are designated as either "due to other funds" or "due from other funds" in the governmental fund financial statements. Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as "internal balances".

All real estate is assessed as of the current value on February 1st of each year. Property taxes are attached as an enforceable lien on the real estate and become due on January 1st of the year following the assessment date. A 5% reduction of the taxes is allowed if the taxes are paid in full by February 15th.

Penalty and interest are added on March 1st if the first half of the year taxes is not paid. Additional penalty and interest are added October 15th to those taxes that are not paid. Taxes are collected by the County and remitted to the city monthly.

The city is permitted under provisions of the Home Rule Charter to levy taxes as needed for general governmental services and payment of principal and interest on long-term debt.

F. Capital Assets

Capital assets, which include property, plant and equipment, are reported in the applicable governmental and business-type activities columns in the government-wide financial statements. Capital assets are defined as having an individual cost of \$5,000 or more and have a useful life in excess of two years. Capital assets are valued at historical or estimated historical cost if actual cost historical cost is not available. Donated capital assets are valued at estimated fair value on the date donated.

Major outlays for capital assets and improvements, including infrastructure, are capitalized as projects are constructed.

Depreciation has been provided over the estimated useful life, using the straight-line method for the city and the discretely presented component units, as follows:

Assets	Years
Buildings	30-50
Equipment	5-20
Vehicles	5-10
Infrastructure	20-40

G. Long-Term Liabilities

In the government-wide financial statements and proprietary fund statements, long-term debt and other long-term liabilities are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type statement of net position. Bond premiums and discounts are deferred and amortized over the life of the bonds using the effective interest method. Bond issuance costs are reported as costs in the current period under provisions of GASB 65.

In the fund financial statements, governmental fund types recognize bond discounts and premiums, as well as bond issuance costs, during the current period. The face amount of the debt is reported as other financing sources.

H. Compensated Absences

Employees accrue vacation leave at a rate of four hours per month for the first year of service. The accrual rate is increased to seven hours per month from two to four years of continuous service, and nine hours per month from five to nine years of service, twelve hours per month from ten to fourteen years of service, fourteen hours per month from fifteen to nineteen years of service and sixteen hours per month for over twenty years of service. A maximum of 240 vacation hours is payable upon termination. Accumulated unpaid vacation is accrued when earned in the government-wide and proprietary fund statements.

Sick leave is accrued at a rate of 3.75 hours per pay period from one to five years of service, and eight hours per month of continuous service after five years. A maximum of 480 hours of sick leave is payable upon termination with ten or more years of service. Accumulated unpaid sick leave is accrued when earned in the government-wide and proprietary fund statements.

I. Pension

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the North Dakota Public Employees Retirement System (NDPERS) and additions to/deductions from NDPERS' fiduciary net position have been determined on the same basis as they are reported by NDPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

J. Other Post-Employment Benefits (OPEB)

For purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the North Dakota Public Employees Retirement System (NDPERS) and additions to/deductions from NDPERS’ fiduciary net position have been determined on the same basis as they are reported by NDPERS. For this purpose, benefit payments are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

K. Fund Balance / Net Position

Fund Balance

Fund Balance Spending Policy

It is the policy of the City of West Fargo to spend restricted resources first, followed by unrestricted resources. It is also the policy of the Board to spend unrestricted resources of funds in the following order: committed, assigned and then unassigned.

GASB Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions

GASB 54 requires the fund balance amounts to be properly reported within one of the fund balance categories listed below:

CLASSIFICATION	DEFINITION	EXAMPLES
Nonspendable	Amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.	Inventories, prepaid amounts (expenses), long-term receivables, endowment funds.
Restricted	Fund balance is reported as restricted when constraints are placed on the use of resources that are either (a) Externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments. (b) Imposed by law through constitutional provisions or enabling legislation.	Funds restricted by State Statute, unspent bond proceeds, grants earned but not spent, debt covenants, taxes raised for a specific purpose.
Committed	A committed fund balance includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government’s highest level of decision-making authority, City Commission formal action is required to be taken to establish, modify or rescind a fund balance commitment.	By board action, construction, claims and judgments, retirements of loans and notes payable, capital expenditures and self-insurance.
Assigned	Assigned fund balances are amounts that are constrained by the government’s intent to be used for specific purposes, but are under the direction of the business manager.	By city administrator action, construction, claims and judgments, retirements of loans and notes payable, capital expenditures and self-insurance.
Unassigned	Unassigned fund balance is the lowest classification for the General Fund. This is fund balance that has not been reported in any other classification. (a) The General Fund is the only fund that can report a positive unassigned fund balance (b) A negative unassigned fund balance may be reported in other governmental funds, if expenditures incurred for specific purposes exceeded the amounts restricted, committed, or assigned to those purposes	Available for any remaining general fund expenditure, and used to report negative fund balances of the capital projects funds, and other non-major special revenue funds.

The City of West Fargo reports non-spendable fund balance, restricted fund balances, committed fund balances, and unassigned fund balances at December 31, 2017.

Non-spendable fund balances are reported in the general fund and various debt service funds totaling for loans receivable and Economic Development loans.

CITY OF WEST FARGO

Notes to the Financial Statements – Continued

Restricted fund balances are reported for the debt service fund and various functions within the special revenue funds for restricted tax levies, and amounts restricted by state and federal grants/contracts.

Committed fund balances are reported for the sales tax fund, committed by the governing board to close out various capital projects and for debt service, and the Future Building Fund, also committed by the governing board for construction which started in 2015.

Unassigned fund balances are reported for the general fund and for negative fund balances.

Net Position

When both restricted and unrestricted resources are available for use, it is the city's policy to use restricted resources first, then unrestricted resources as they are needed.

Net investment in capital assets is reported for capital assets less accumulated depreciation and any related debt (bonds payable) issued to construct them. The resources needed to repay this related debt must be provided from other sources, since the capital assets are not used to liquidate these liabilities. These assets are not available for future spending.

Restrictions of net position shown in the net position statement are due to restricted tax levies and restricted Federal & State grants/reimbursements. Net position balances in the statement of net position is also shown by primary function as fund balances are shown and are restricted for debt service, general government, public safety, public works/streets, culture & recreation, economic development, capital projects, and other special purposes.

Unrestricted net position is primarily unrestricted amounts related to the general fund and enterprise funds, and amounts reclassified for negative cash balances from capital projects funds and applicable special revenue funds. The unrestricted net position is available to meet the district's ongoing obligations.

L. Inter-fund Transactions

In the fund statements, transactions that constitute reimbursements to a fund for expenditures initially made from it that are properly applicable to another fund, are recorded as expenditures in the reimbursing fund and as reduction of expenditures in the fund that is reimbursed. All other transactions, except reimbursements, are reported as transfers.

NOTE 2: DEPOSITS

In accordance with North Dakota Statutes, the city maintains deposits at the depository banks designated by the governing board. All depositories are members of the Federal Reserve System.

Deposits must either be deposited with the Bank of North Dakota or in other financial institution situated and doing business within the state. Deposits, other than with the Bank of North Dakota, must be fully insured or bonded. In lieu of a bond, a financial institution may provide a pledge of securities equal to 110% of the deposits not covered by insurance or bonds.

Authorized collateral includes bills, notes, or bonds issued by the United States government, its agencies or instrumentalities, all bonds and notes guaranteed by the United States government, Federal land bank bonds, bonds, notes, warrants, certificates of indebtedness, insured certificates of deposit, shares of investment companies registered under the Investment Companies Act of 1940, and all other forms of securities issued by the State of North Dakota, its boards, agencies or instrumentalities or by any county, city, township, city, park district, or other political subdivision of the state of North Dakota. whether payable from special revenues or supported by the full faith and credit of the issuing body and bonds issued by any other state of the United States or such other securities approved by the banking board.

CITY OF WEST FARGO

Notes to the Financial Statements – Continued

At year ended December 31, 2017, the city's carrying amount of deposits was \$49,974,675, and the bank balances were \$53,533,156. Of the bank balances, \$1,500,000 was covered by Federal Depository Insurance, and \$26,960,961 was covered by SIPC and other applicable insurance. The remaining bank balances were collateralized with securities held by the pledging financial institution's agent in the government's name.

Credit Risk:

The city may invest idle funds as authorized in North Dakota Statutes, as follows:

- (a) Bonds, treasury bills and notes, or other securities that are a direct obligation insured or guaranteed by, the treasury of the United States, or its agencies, instrumentalities, or organizations created by an act of congress.
- (b) Securities sold under agreements to repurchase written by a financial institution in which the underlying securities for the agreement to repurchase are the type listed above.
- (c) Certificates of Deposit fully insured by the federal deposit insurance corporation.
- (d) Obligations of the state.

As of December 31, 2017, the city held certificates of deposit totaling \$1,125,701.

The city's bond rating was A1 during the year ended December 31, 2017.

NOTE 3: RECEIVABLESAccounts Receivable

Accounts receivable consists of amounts due from other government agencies and private individuals for services earned but not yet collected.

Utility Billings Receivable

Utility billings receivable consists of amounts due from citizens on open account for water, sewer and garbage services furnished by the city. No allowance has been established for estimated uncollectible utility billings receivable.

Intergovernmental Receivables

Intergovernmental receivable consists of amounts due from the state government for sales tax, highway tax, and state revenue sharing collected and not yet distributed but owed to the city at year-end.

Storefront Loans Receivable

Storefront loans receivable is made up of the following individual balances:

Name/Business	Beg. Balance 1/1/17	Loan Forgiveness	Payments	Ending Balance 12/31/17
Sandy's Donuts	\$ 12,318	\$ -	\$ 2,004	\$ 10,314
Off the Wall Advertising	12,652	-	2,004	10,648
Silver Dollar	12,986	-	2,004	10,982
Bordertown	13,320	10,000	3,320	-
Dan's Service Center	13,988	-	2,004	11,984
Westside Salon	14,001	-	1,570	12,431
Westgo Square	14,268	-	1,632	12,636
Payroll Express	15,825	-	2,004	13,821
Total Loans Receivable	\$ 109,358	\$ 10,000	\$ 16,542	\$ 82,816

CITY OF WEST FARGO

Notes to the Financial Statements – Continued

Tax Increment Financing Loans Receivable

Tax increment financing loans receivable is made up of the following individual balances:

Fund	Beg. Balance 1/1/17	Reclass/ Adjust.	Payments	End. Balance 12/31/17
Due from Highpoint TIF	\$ 354,947	\$ (22,649)	\$ 21,779	\$ 310,519
Due from Lexstar TIF	139,999	(11,488)	18,738	109,773
Due from Titan/Fargo Hosp. TIF	852,707	227,315	55,833	1,024,189
Total TIF Loans	\$ 1,347,653	\$ 193,178	\$ 96,350	\$ 1,444,481

Taxes Receivable

The taxes receivable and special assessments receivable amounts represent the past three years of delinquent uncollected taxes. The long-term uncertified special assessments receivable represents amounts not yet certified/assessed, but are to be assessed in future years for various projects/debt service collections. No allowance has been established for uncollectible taxes or special assessments receivable, or long-term uncertified special assessments receivable.

The county treasurer acts as an agent to collect property taxes levied in the county for all taxing authorities. Any material collections are distributed after the end of the month.

Property taxes are levied as of January 1. The property taxes attach as an enforceable lien on property on January 1. The tax levy may be paid in two installments: the first installment includes one-half of the real estate taxes and all the special assessments; the second installment is the balance of the real estate taxes. The first installment is due by March 1 and the second installment is due by October 15. A 5% discount is allowed if all taxes and special assessments are paid by February 15. After the due dates, the bill becomes delinquent and penalties are assessed.

Most property owners choose to pay property taxes and special assessments in a single payment on or before February 15 and receive the 5% discount on the property taxes.

Special Assessments Receivable

Special assessments receivable consists of uncollected special assessments due the city at December 31 for debt service fund regular tax levies. No allowance has been established for uncollectible special assessments.

Long Term Special Assessments Receivable

Special assessments receivable consists of uncollected special assessments due the city at December 31 and uncertified special assessments, which represents a long-term receivable in the financial statements. No allowance has been established for uncollectible long-term special assessments receivable.

NOTE 4: DEFERRED OUTFLOW OF RESOURCES

Deferred outflows of resources in the government wide financial statements consist of amounts related to pensions and other post-employment benefits liabilities.

CITY OF WEST FARGO

Notes to the Financial Statements – Continued

NOTE 5: INTER-FUND RECEIVABLES/PAYABLES AND TRANSFERS

Interfund receivables and payables -- the amount of due to / due from other funds represents the \$34,495,722 total that the capital projects fund owes the debt service fund (\$34,495,722) for over expending their share of the pooled cash account.

Interfund Cash Transfers:

The following is a schedule of cash interfund transfers for the year ended December 31, 2017 (does not include capital asset transfers between governmental and business-type activities):

Transfers In					
Transfers Out	General	Debt Service	Capital Projects	Nonmajor Funds	Total
General	\$ -	\$ -	\$ 2,000,000	\$ 142,000	\$ 2,142,000
Sales Tax	-	2,029,445	7,423,649	1,540,479	10,993,573
Debt Service	514,339	-	-	-	514,339
Capital Projects	-	2,920,655	608,067	-	3,528,722
Nonmajor Funds	1,598,933	-	-	60,461	1,659,394
Total	\$2,113,272	\$4,950,100	\$10,031,716	\$1,742,940	\$18,838,028

Interfund cash transfers in/out totaling \$18,838,028, consist of the following:

- \$1,598,933 from the highway tax fund 2130 to the general fund for street expenses
- \$2,000,000 from the general fund to capital projects fund 4499
- \$140,000 from the general fund to the tourist & event committee fund (\$10,000), vector control fund (\$30,000), and forestry fund (\$100,000) for operating expenses & \$2,000 into fund 2500 for national night out expenses
- \$2,029,445 from sales tax to debt service funds 3368 (\$940,945) and 3379 (\$1,088,500) for scheduled debt payments
- \$6,040,732 from sales tax fund 2000 to capital projects fund 2970
- \$1,540,479 from sales tax fund 2000 to non-major economic development fund 2960
- \$1,382,916 from sales tax fund 2000 to capital projects funds 4302 & 4365
- \$205,201 from capital projects funds 4049, 4051, 4353, 4362, 4366, & 4368 into debt service fund 3388
- \$2,715,455 from capital projects funds 4031, 4048, 4302, 4367, 4371, 4372, 4376, & 4586 into debt service fund 3389 (2017A RIB)
- \$608,067 from capital projects fund 2970 into capital projects funds 4052, 4369, 4396, 4480, 4498, & 4579
- \$60,461 of transfers out of non-major fund 7050 (airport authority) into non-major fund 7040 (airport authority bond construction)
- \$514,339 from debt service fund 3730 to general fund 1001 to close out fund 3730

CITY OF WEST FARGO

Notes to the Financial Statements – Continued

NOTE 6: CAPITAL ASSETS

The following is a summary of changes in capital assets for the year ended December 31, 2017:

Governmental Activities

Governmental Activities	Balance 1/1/17	Increases	Decreases	Transfers	Balance 12/31/17
<i>Capital assets not being depreciated:</i>					
Land	\$ 14,654,817	\$ 97,833	\$ -	\$ -	\$ 14,752,650
Construction in Progress	69,604,194	50,868,378	-	(33,231,974)	87,240,598
Total Capital Assets, Not Being Depreciated	\$ 84,259,011	\$ 50,966,211	\$ -	\$ (33,231,974)	\$ 101,993,248
<i>Capital assets being depreciated:</i>					
Buildings	\$ 12,975,611	\$ 63,906	\$ -	\$ -	\$ 13,039,517
Equipment	4,607,999	413,757	266,924	-	4,754,832
Land Improvements	13,687	-	-	-	13,687
Infrastructure	126,367,174	-	-	12,189,326	138,556,500
Total Capital Assets, Being Depreciated	\$ 143,964,471	\$ 477,663	\$ 266,924	\$ 12,189,326	\$ 156,364,536
<i>Less Accumulated Depreciation for:</i>					
Buildings	\$ 1,403,126	\$ 293,782	\$ -	\$ -	\$ 1,696,908
Equipment	2,277,035	403,019	209,957	-	2,470,097
Land Improvements	2,737	456	-	-	3,193
Infrastructure	52,146,175	5,796,626	-	-	57,942,801
Total Accumulated Depreciation	\$ 55,829,073	\$ 6,493,883	\$ 209,957	\$ -	\$ 62,112,999
Total Capital Assets Being Depreciated, Net	\$ 88,135,398	\$ (6,016,220)	\$ 56,967	\$ 12,189,326	\$ 94,251,537
Governmental Activities Capital Assets, Net	\$ 172,394,409	\$ 44,949,991	\$ 56,967	\$ (21,042,648)	\$ 196,244,785

Depreciation expense was charged to the following functions/programs of the city's governmental activities for the current fiscal year:

Governmental Activities	Amounts
General Government	\$ 327,013
Public Safety	199,957
Public Works	5,962,478
Forestry	4,435
Total Depreciation Expense	\$ 6,493,883

Business-Type Activities

Business-Type Activities	Balance 1/1/17	Increases	Decreases	Transfers	Balance 12/31/17
Water & Sewer					
<i>Capital assets not being depreciated:</i>					
Land	\$ 1,620,110	\$ -	\$ -	\$ 237,500	\$ 1,857,610
<i>Capital assets being depreciated:</i>					
Buildings	\$ 2,652,603	\$ 8,000	\$ -	\$ -	\$ 2,660,603
Equipment	6,049,913	487,623	127,094	-	6,410,442
Land Improvements	3,751,796	-	-	-	3,751,796
Infrastructure	320,322,196	-	-	20,805,148	341,127,344
Total Capital Assets, Being Depreciated	\$ 332,776,508	\$ 495,623	\$ 127,094	\$ 20,805,148	\$ 353,950,185
<i>Less Accumulated Depreciation for:</i>					
Buildings	\$ 217,998	\$ 53,512	\$ -	\$ -	\$ 271,510
Equipment	4,862,605	225,225	127,094	-	4,960,736
Land Improvements	3,751,796	-	-	-	3,751,796
Infrastructure	62,236,004	7,963,456	-	-	70,199,460
Total Accumulated Depreciation	\$ 71,068,403	\$ 8,242,193	\$ 127,094	\$ -	\$ 79,183,502
Total Capital Assets Being Depreciated, Net	\$ 261,708,105	\$ (7,746,570)	\$ -	\$ 20,805,148	\$ 274,766,683
Business-Type Activities Capital Assets, Net	\$ 263,328,215	\$ (7,746,570)	\$ -	\$ 21,042,648	\$ 276,624,293

CITY OF WEST FARGO

Notes to the Financial Statements – Continued

Business-Type Activities Sanitation and Health	Balance 1/1/17	Increases	Decreases	Transfers	Balance 12/31/17
<i>Capital assets being depreciated:</i>					
Buildings	\$ 1,156,531	\$ -	\$ -	\$ -	\$ 1,156,531
Equipment	2,502,344	147,890	518,125	-	2,132,109
Total Capital Assets, Being Depreciated	\$ 3,658,875	\$ 147,890	\$ 518,125	\$ -	\$ 3,288,640
<i>Less Accumulated Depreciation for:</i>					
Buildings	\$ 216,285	\$ 23,148	\$ -	\$ -	\$ 239,433
Equipment	1,018,188	144,180	367,178	-	795,190
Total Accumulated Depreciation	\$ 1,234,473	\$ 167,328	\$ 367,178	\$ -	\$ 1,034,623
Total Capital Assets Being Depreciated, Net	\$ 2,424,402	\$ (19,438)	\$ 150,947	\$ -	\$ 2,254,017
Business-Type Activities Capital Assets, Net	\$ 2,424,402	\$ (19,438)	\$ 150,947	\$ -	\$ 2,254,017

Business-Type Activities Total	Balance 1/1/17	Increases	Decreases	Transfers	Balance 12/31/17
<i>Capital assets not being depreciated:</i>					
Land	\$ 1,620,110	\$ -	\$ -	\$ 237,500	\$ 1,857,610
<i>Capital assets being depreciated:</i>					
Buildings	\$ 3,809,134	\$ 8,000	\$ -	\$ -	\$ 3,817,134
Equipment	8,552,257	635,513	645,219	-	8,542,551
Land Improvements	3,751,796	-	-	-	3,751,796
Infrastructure	320,322,196	-	-	20,805,148	341,127,344
Total Capital Assets, Being Depreciated	\$ 336,435,383	\$ 643,513	\$ 645,219	\$ 20,805,148	\$ 357,238,825
<i>Less Accumulated Depreciation for:</i>					
Buildings	\$ 434,283	\$ 76,660	\$ -	\$ -	\$ 510,943
Equipment	5,880,793	369,405	494,272	-	5,755,926
Land Improvements	3,751,796	-	-	-	3,751,796
Infrastructure	62,236,004	7,963,456	-	-	70,199,460
Total Accumulated Depreciation	\$ 72,302,876	\$ 8,409,521	\$ 494,272	\$ -	\$ 80,218,125
Total Capital Assets Being Depreciated, Net	\$ 264,132,507	\$ (7,766,008)	\$ 150,947	\$ 20,805,148	\$ 277,020,700
Business-Type Activities Capital Assets, Net	\$ 265,752,617	\$ (7,766,008)	\$ 150,947	\$ 21,042,648	\$ 278,878,310

NOTE 7: LONG-TERM LIABILITIES

During the year ended December 31, 2017, the following changes occurred in long-term liabilities of governmental and business type activities:

Governmental Activities

Governmental Activities	Bal. Jan. 1 (Restated)	Increases	Decreases	Balance Dec. 31	Due Within One Year
Bonds Payable					
G.O. Bonds	\$ 6,420,000	\$ -	\$ 705,000	\$ 5,715,000	\$ 730,000
Spec. Assmt. Bonds	226,565,000	36,860,000	16,510,000	246,915,000	16,590,000
Revenue Bonds	2,355,000	-	220,000	2,135,000	220,000
Total Bonds Payable	\$ 235,340,000	\$ 36,860,000	\$ 17,435,000	\$ 254,765,000	\$ 17,540,000
Bond Premium	\$ 2,336,559	\$ 2,715,455	\$ 263,525	\$ 4,788,489	\$ 263,525
Bond Discount	\$ (885,007)	\$ (412,617)	\$ (60,453)	\$ (1,237,171)	\$ (60,453)
BND Drawdown Payable	\$ 6,691,805	\$ 8,308,195	\$ 388,568	\$ 14,611,432	\$ 312,901
Compensated Absences *	1,510,665	-	360,016	1,150,649	115,065
Net Pension and OPEB Liability *	5,675,955	3,916,842	-	9,592,797	-
Total Governmental Activities	\$ 250,669,977	\$ 51,387,875	\$ 18,386,656	\$ 283,671,196	\$ 18,171,038

* The change in compensated absences, and net pension & OPEB liability is shown as a net change because changes in salary prohibit exact calculations of additions and reductions at a reasonable cost.

CITY OF WEST FARGO

Notes to the Financial Statements – Continued

General Obligation Bonds

The city issued general obligation bonds in 2009 to provide funds for the construction of major capital assets for governmental type activities.

General obligation bonds are direct obligations and pledge the full faith and credit of the city. These bonds generally are issued as 20-year serial bonds with equal amounts maturing each year. General obligation bonds currently outstanding are as follows:

\$10,000,000 Refunding Bond G.O. Bonds of 2009 due in annual installments of \$730,000 to \$915,000 through 2024; interest at 3.20% to 4.35%. \$ 5,715,000

Special Assessment Bonds

The city issued \$36,860,000 of special assessment debt in 2017 to provide funds for the construction of streets, water and sewer lines, storm sewers, and street lights in new residential developments. These bonds will be repaid from amounts levied against the property owners benefited by this construction. In the event that a deficiency exists because of unpaid or delinquent special assessments at the time a debt service payment is due, the city must provide resources to cover the deficiency until other resources, for example, foreclosure proceeds, are received.

Special assessment bonds at December 31, 2017 is comprised of the following individual issues:

\$10,340,000 Refunding Improvement Bonds of 2007, Series A, due in annual installments of \$180,000 to \$690,000 through 2023; interest at 4.0%.	\$ 3,585,000
\$6,345,000 Refunding Improvement Bonds of 2007, Series B due in annual installments of \$265,000 to \$420,000 through 2023; interest at 4.0% to 4.25%.	2,320,000
\$215,000 of 2008 Sidewalk Bonds, due in one remaining installment of \$20,000, interest at 4.0%	20,000
\$2,735,000 Refunding Improvement Bonds 2008, Series B due in annual installments of \$175,000 to \$185,000 through 2023; interest 4.0% to 4.5%.	1,070,000
\$7,080,000 Refunding Improvement Bonds 2008, Series C due in annual installments of \$450,000 to \$465,000 through 2024; interest 4.1% to 4.75%.	3,200,000
\$5,430,000 Refunding Improvement Bonds of 2009, Series B (refund of 2003C and 2003D) due in one annual installment of \$290,000 in 2018; interest at 3.2%.	290,000
\$7,725,000 Refunding Improvement Bonds of 2009, Series C, due in annual installments of \$310,000 to \$325,000 through 2034; interest at 3.0% to 4.85%.	5,395,000
\$5,935,000 Refunding Improvement Bonds of 2010, Series A, due in annual installments of \$600,000 to \$605,000 through 2019; interest at 3.0% to 3.25%.	1,205,000

CITY OF WEST FARGONotes to the Financial Statements – Continued

Special assessment bonds at December 31, 2017 is comprised of the following individual issues:

\$7,130,000 Refunding Improvement Bonds of 2010, Series B, due in annual installments of \$265,000 to \$320,000 through 2035; interest at 2.0% to 4.0%.	\$ 5,165,000
\$525,000 Sidewalk Warrants of 2010 (6048) due in annual installments of \$50,000 through 2020; interest at 2.0% to 2.4%.	150,000
\$5,315,000 Refunding Improvement Bonds 2011, Series A due in annual installments of \$550,000 to \$565,000 through 2020; interest 3.45% to 4.0%.	1,670,000
\$2,645,000 Refunding Improvement Bonds 2011, Series B due in annual installments of \$175,000 to \$295,000 through 2020; interest 3.0% to 3.2%.	760,000
\$9,960,000 Refunding Improvement Bonds 2011, Series C due in annual installments of \$380,000 to \$440,000 through 2036; interest 2.0% to 4.0%.	7,615,000
\$15,630,000 Refunding Improvement Bonds of 2012, Series A, due in annual installments of \$535,000 to \$755,000 through 2036; interest rate from 3.0% to 4.25%.	11,390,000
\$170,000 Sidewalk Bonds of 2012, due in annual installments of \$15,000 to \$20,000 through 2022 at 2.25% interest.	95,000
\$6,030,000 Refunding Improvement Bonds of 2012, Series B, refinance of 2006A, due in annual installments of \$595,000 to \$650,000 through 2021; interest rate from 1.15% to 1.85%.	2,490,000
\$9,740,000 Refunding Improvement Bonds of 2012, Series C, refinance of 2005B and 2005D, due in annual installments of \$405,000 to \$1,015,000 through 2021; interest rate at 4.50%.	3,750,000
\$37,600,000 Refunding Improvement Bonds of 2012, Series D, included refinance of 2008A, due in annual installments of \$1,145,000 to \$1,600,000 through 2037; interest rate from 2.0% to 3.375%.	26,730,000
\$15,900,000 Refunding Improvement Bonds of 2014, Series A, due in annual installments of \$570,000 to \$725,000 through 2037; interest rate from 2.0% to 3.25%.	12,825,000
\$13,630,000 Refunding Improvement Bonds of 2014, Series B, due in annual installments of \$470,000 to \$635,000 through 2038; interest rates from 3.0% to 4.2%.	11,415,000
\$17,775,000 Refunding Improvement Bonds 2014, Series A due in annual installments of \$610,000 to \$870,000 through 2038; interest 2.0% to 3.625%.	15,075,000
\$20,460,000 Refunding Improvement Bonds 2014, Series B due in annual installments of \$750,000 to \$960,000 through 2039; interest 2.0% to 5.0%.	18,465,000

CITY OF WEST FARGO

Notes to the Financial Statements – Continued

Special assessment bonds at December 31, 2017 is comprised of the following individual issues:

\$28,180,000 Refunding Improvement Bonds 2015, Series A due in annual installments of \$1,000,000 to \$1,425,000 through 2040; interest 2.0% to 5.0%.	\$ 25,325,000
\$24,400,000 Refunding Improvement Bonds 2015, Series B due in annual installments of \$1,000,000 to \$1,050,000 through 2040; interest 2.0% to 5.0%.	23,645,000
\$27,130,000 Refunding Improvement Bonds of 2017, Series A, due in annual installments of \$880,000 to \$1,375,000 through 2035; interest at 1.5% to 4.5%.	26,405,000
\$36,860,000 of Refunding Improvement Bonds of 2017, Series A, due in annual installments of \$745,000 to \$2,110,000 through 2042; interest at 3.0% to 5.0%.	<u>36,860,000</u>
Total Special Assessment Bonds	<u>\$ 246,915,000</u>

Revenue Bonds

Tax Increment Finance Revenue Bonds are issued for certain tax increment financing districts for redevelopment, infrastructure, and other community-improvement projects pursuant to state law as found in North Dakota Century Code sections 40-58-20, 40--58-20.1, 40-58-20.2 and 40-58-20.3.

Sales tax revenue bonds are paid from proceeds of sales tax pursuant to Article 3 (16) of the West Fargo Home Rule Charter authorizing the pledge of sales tax proceeds to pay bonds issued to construct, and maintain infrastructure improvements, job creation, and business recruitment.

Revenue and TIF bonds at December 31, 2017 is comprised of the following individual issues:

\$2,060,000 Sales Tax Revenue Bond, Series 2012, due in annual payments of \$175,000 to \$410,000 through 2023; interest rate of 3.0%.	\$ 1,340,000
\$570,000 Tax Increment Revenue Bonds of 2009, due in annual installments of \$35,000 to \$50,000; interest at 4.0% to 4.5%.	345,000
\$530,000 Municipal Bonds of 2009 (TIF), due in annual installments of \$10,000 to \$35,000 through 2039; interest at 4.0% to 5.0%.	<u>450,000</u>
Total Revenue & TIF Bonds	<u>\$ 2,135,000</u>
Total Bonds	<u>\$ 254,765,000</u>

Bank of North Dakota – Drawdown Payable

Two loan lines of credit exist with the Bank of North Dakota to draw down up to \$15,000,000 for construction costs related to fund 4586 for the 32nd and 40th Avenue West to Diversion project. As of December 31, 2017, the city drew down \$ of the loan lines of credit.

\$10,00,000 Drawdown, due in annual installments of \$508,533 through 2041; interest at 2.0%.	\$ 9,611,432
\$5,00,000 Drawdown, due in annual installments of \$259,729 through 2043; interest at 2.0%.	<u>5,000,000</u>
Total Drawdown Payable	<u>\$ 14,611,432</u>

CITY OF WEST FARGO

Notes to the Financial Statements – Continued

Governmental activities debt service requirements to maturity (excluding compensated absences and net pension/OPEB liabilities) at December 31, 2017 are as follows:

GOVERNMENTAL ACTIVITIES						
Year Ending Dec. 31	G.O. Bonds Payable		Special Assessment Bonds		Revenue Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest
2018	\$ 730,000	\$ 222,138	\$ 16,590,000	\$ 8,545,493	\$ 220,000	\$ 71,958
2019	755,000	198,777	16,435,000	7,756,299	230,000	65,603
2020	780,000	173,108	15,485,000	7,201,860	240,000	58,008
2021	810,000	144,248	13,695,000	6,673,506	245,000	50,079
2022	845,000	111,847	12,535,000	6,173,430	260,000	41,849
2023 - 2027	1,795,000	117,005	53,940,000	24,524,662	635,000	101,404
2028 - 2032	-	-	49,720,000	15,548,266	100,000	63,650
2033 - 2037	-	-	46,465,000	7,164,643	140,000	34,500
2038 - 2042	-	-	22,050,000	1,346,095	65,000	3,375
Totals	\$ 5,715,000	\$ 967,123	\$ 246,915,000	\$ 84,934,254	\$ 2,135,000	\$ 490,424

GOVERNMENTAL ACTIVITIES				
Year Ending Dec. 31	Drawdown Payable		Bond Premium/Discounts	
	Principal	Interest	Premium	Discount
2018	\$ 312,901	\$ 195,432	\$ 263,525	\$ 60,453
2019	409,869	358,193	263,525	60,453
2020	490,289	277,773	263,525	60,453
2021	500,094	267,967	263,525	52,493
2022	510,096	257,966	194,513	52,493
2023 - 2027	2,707,653	1,132,656	972,567	262,464
2028 - 2032	2,989,468	850,842	972,567	262,464
2033 - 2037	3,300,614	539,696	972,567	262,464
2038 - 2042	3,135,812	196,165	622,174	163,434
2043 - 2047	254,636	5,093	-	-
Totals	\$ 14,611,432	\$ 4,081,783	\$ 4,788,488	\$ 1,237,171

Operating Lease - Copier

The City of West Fargo entered an operating lease with Laser Systems for a copier in 2016. The lease calls for 63 monthly payments of \$704.51 each. Total operating lease payments made in 2017 totaled \$8,454.

Remaining operating lease payment commitments to Laser Systems for the copier are as follows at December 31, 2017:

Year Ended	Amounts
2018	\$ 8,454
2019	8,454
2020	8,454
2021	6,341
Total	\$ 31,703

Business-Type Activities

Business-Type Activities (Water and Sewer)	Bal. Jan. 1 (Restated)	Increases	Decreases	Balance Dec. 31	Due Within One Year
Sewer Bonds	\$ 13,870,000	\$ -	\$ 630,000	\$ 13,240,000	\$ 640,000
Compensated Absences *	364,830	-	72,858	291,972	29,197
Net Pension and OPEB Liability *	1,158,986	797,515	-	1,956,501	-
Total Business-Type Activities	\$ 15,393,816	\$ 797,515	\$ 702,858	\$ 15,488,473	\$ 669,197

CITY OF WEST FARGO

Notes to the Financial Statements – Continued

Business-Type Activities (Sanitation and Health)	Bal. Jan. 1 (Restated)	Increases	Decreases	Balance Dec. 31	Due Within One Year
Compensated Absences *	\$ 157,281	\$ -	\$ 26,180	\$ 131,101	\$ 13,110
Net Pension and OPEB Liability *	667,006	373,051		1,040,057	-
Total Business-Type Activities	\$ 824,287	\$ 373,051	\$ 26,180	\$ 1,171,158	\$ 13,110

Business-Type Activities (Total)	Bal. Jan. 1 (Restated)	Increases	Decreases	Balance Dec. 31	Due Within One Year
Sewer Bonds	\$13,870,000	\$ -	\$ 630,000	\$13,240,000	\$ 640,000
Compensated Absences *	522,111	-	99,038	423,073	42,307
Net Pension and OPEB Liability *	1,825,992	1,170,566	-	2,996,558	-
Total Business-Type Activities	\$16,218,103	\$1,170,566	\$ 729,038	\$16,659,631	\$ 682,307

* The change in compensated absences, and net pension & OPEB liability is shown as a net change because changes in salary prohibit exact calculations of additions and reductions at a reasonable cost.

Sewer Bonds

\$9,145,000 Water & Sewer Refunding Bonds 2012, (2005), due in annual installments of \$430,000 to \$630,000 through 2030; interest at 2.75% to 4.25% - enterprise funds (Business-Type Activities). \$ 6,805,000

\$7,870,000 Water and Sewer Revenue Bonds Series 2009 due in annual installments of \$210,000 to \$1,140,000 through 2034; interest at 5.0% to 6.375% - enterprise funds (Business-Type Activities) 6,435,000

Total Business-Type Activities Revenue Bonds \$ 13,240,000

Business-Type activities debt service requirements to maturity (excluding compensated absences and net pension/OPEB liabilities) at December 31, 2017 are as follows:

BUSINESS TYPE ACTIVITIES		
Year Ending Dec. 31	Revenue Bonds Payable	
	Principal	Interest
2018	\$ 640,000	\$ 627,625
2019	665,000	605,300
2020	690,000	580,400
2021	715,000	554,060
2022	745,000	523,840
2023 - 2027	4,235,000	2,095,058
2028 - 2032	3,910,000	1,086,211
2033 - 2037	1,640,000	177,225
Totals	\$ 13,240,000	\$ 6,249,719

NOTE 8: DEFERRED INFLOW OF RESOURCES

Deferred inflows of resources at the government-wide level consist of amounts related to pensions and other post-employment benefits liabilities.

CITY OF WEST FARGO

Notes to the Financial Statements – Continued

Governmental funds report deferred inflows of resources in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period. At year end, deferred inflows of resource on the balance sheet consisted of the following:

Deferred Inflows - Balance Sheet	Amounts
Governmental Activities	
<u>Taxes Receivable</u>	
General Fund	\$ 73,430
Debt Service Funds	26,971
Nonmajor Funds	10,822
<u>Special Assessment Receivable - Current</u>	
Debt Service Funds	997,920
<u>Long Term Uncertified Special Assessments</u>	
Debt Service Funds	221,132,905
Total Deferred Inflows - Balance Sheet	\$ 222,242,048

NOTE 9: PENSION PLAN**General Information about the Pension Plan*****North Dakota Public Employees Retirement System (Main System)***

The following brief description of NDPERS is provided for general information purposes only. Participants should refer to NDCC Chapter 54-52 for more complete information.

NDPERS is a cost-sharing multiple-employer defined benefit pension plan that covers substantially all employees of the State of North Dakota, its agencies and various participating political subdivisions. NDPERS provides for pension, death and disability benefits. The cost to administer the plan is financed through the contributions and investment earnings of the plan. Responsibility for administration of the NDPERS defined benefit pension plan is assigned to a Board comprised of seven members. The Board consists of a Chairman, who is appointed by the Governor; one member appointed by the Attorney General; one member appointed by the State Health Officer; three members elected by the active membership of the NDPERS system; and one member elected by the retired public employees. Effective July 1, 2015, the board was expanded to include two members of the legislative assembly appointed by the chairman of the legislative management

Pension Benefits

Benefits are set by statute. NDPERS has no provisions or policies with respect to automatic and ad hoc post-retirement benefit increases. Member of the Main System are entitled to unreduced monthly pension benefits beginning when the sum of age and years of credited service equal or exceed 85 (Rule of 85), or at normal retirement age (65). For members hired on or after January 1, 2016 the Rule of 85 will be replaced with the Rule of 90 with a minimum age of 60. The monthly pension benefit is equal to 2.00% of their average monthly salary, using the highest 36 months out of the last 180 months of service, for each year of service. The plan permits early retirement at ages 55-64 with three or more years of service.

Members may elect to receive the pension benefits in the form of a single life, joint and survivor, term-certain annuity, or partial lump sum with ongoing annuity. Members may elect to receive the value of their accumulated contributions, plus interest, as a lump sum distribution upon retirement or termination, or they may elect to receive their benefits in the form of an annuity. For each member electing an annuity, total payment will not be less than the members' accumulated contributions plus interest.

Death and Disability Benefits

Death and disability benefits are set by statute. If an active member dies with less than three years of service for the Main System, a death benefit equal to the value of the member's accumulated contributions, plus interest, is paid to the member's beneficiary. If the member has earned more than three years of credited service for the Main System, the surviving spouse will be entitled to a single payment refund, life-time monthly payments in an amount equal to 50% of the member's accrued normal retirement benefit, or monthly payments in an amount equal to the member's accrued 100% Joint and Survivor retirement benefit if the member had reached normal retirement age prior to date of death. If the surviving spouse dies before the member's accumulated pension benefits are paid, the balance will be payable to the surviving spouse's designated beneficiary.

Eligible members who become totally disabled after a minimum of 180 days of service, receive monthly disability benefits equal to 25% of their final average salary with a minimum benefit of \$100. To qualify under this section, the member has to become disabled during the period of eligible employment and apply for benefits within one year of termination. The definition of disabled is set by the NDPERS in the North Dakota Administrative Code.

Refunds of Member Account Balance

Upon termination, if a member of the Main System is not vested (is not 65 or does not have three years of service), they will receive the accumulated member contributions and vested employer contributions, plus interest, or may elect to receive this amount at a later date. If the member has vested, they have the option of applying for a refund or can remain as a terminated vested participant. If a member terminated and withdrew their accumulated member contribution and is subsequently reemployed, they have the option of repurchasing their previous service.

Member and Employer Contributions

Member and employer contributions paid to NDPERS are set by statute and are established as a percent of salaries and wages. Member contribution rates are 7% and employer contribution rates are 7.12% of covered compensation.

The member's account balance includes the vested employer contributions equal to the member's contributions to an eligible deferred compensation plan. The minimum member contribution is \$25 and the maximum may not exceed the following:

1 to 12 months of service	Greater of one percent of monthly salary or \$25
13 to 24 months of service	Greater of two percent of monthly salary or \$25
25 to 36 months of service	Greater of three percent of monthly salary or \$25
Longer than 36 months of service	Greater of four percent of monthly salary or \$25

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At December 31, 2017, the Employer reported a liability of \$12,030,675 (\$9,167,095 governmental / \$2,863,580 business-type) for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2017 and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Employer's proportion of the net pension liability was based on the Employer's share of covered payroll in the Main System pension plan relative to the covered payroll of all participating Main System employers. At June 30, 2017 the Employer's proportion was .748489 percent, which was an increase of .036282 percent from its proportion measured as of June 30, 2016.

CITY OF WEST FARGO

Notes to the Financial Statements – Continued

For the year ended 12/31/2017 the Employer recognized pension expense of \$1,948,001 (\$1,484,332 governmental / \$463,669 business-type). At 12/31/2017 the Employer reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

Governmental	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences Between Expected and Actual Experience	\$ 54,489	\$ 44,664
Change in proportion and differences between employer contributions & proportionate share of contributions	383,066	(1)
Net Difference Between Projected and Actual Investment		
Earnings on Pension Plan Investments	123,290	-
Changes of Assumptions	3,759,127	206,760
District Contributions Subsequent to the Measurement Date	455,314	-
Total	\$ 4,775,286	\$ 251,423

Business Type - Water & Sewer	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences Between Expected and Actual Experience	\$ 11,113	\$ 9,109
Change in proportion and differences between employer contributions & proportionate share of contributions	78,128	-
Net Difference Between Projected and Actual Investment		
Earnings on Pension Plan Investments	25,146	-
Changes of Assumptions	766,694	42,170
District Contributions Subsequent to the Measurement Date	92,864	-
Total	\$ 973,945	\$ 51,279

Business Type - Sanitation & Health	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences Between Expected and Actual Experience	\$ 5,908	\$ 4,843
Change in proportion and differences between employer contributions & proportionate share of contributions	41,532	-
Net Difference Between Projected and Actual Investment		
Earnings on Pension Plan Investments	13,367	-
Changes of Assumptions	407,567	22,417
District Contributions Subsequent to the Measurement Date	49,366	-
Total	\$ 517,740	\$ 27,260

Total Business Type	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences Between Expected and Actual Experience	\$ 65,602	\$ 13,952
Change in proportion and differences between employer contributions & proportionate share of contributions	119,660	-
Net Difference Between Projected and Actual Investment		
Earnings on Pension Plan Investments	38,513	-
Changes of Assumptions	1,174,261	64,587
District Contributions Subsequent to the Measurement Date	142,230	-
Total	\$ 1,540,266	\$ 78,539

\$597,543 (\$455,314 governmental / \$142,229 business-type) reported as deferred outflows of resources related to pensions resulting from Employer contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2018.

CITY OF WEST FARGO

Notes to the Financial Statements – Continued

Discount rate. For PERS, GASB Statement No. 67 includes a specific requirement for the discount rate that is used for the purpose of the measurement of the total pension liability. This rate considers the ability of the System to meet benefit obligations in the future. To make this determination, employer contributions, employee contributions, benefit payments, expenses and investment returns are projected into the future. The current employer and employee fixed rate contributions are assumed to be made in each future year. The Plan Net Position (assets) in future years can then be determined and compared to its obligation to make benefit payments in those years. In years where assets are not projected to be sufficient to meet all benefit payments, which is the case with the PERS plan, the use of a municipal bond rate is required.

The Single Discount Rate (SDR) is equivalent to applying these two rates to the benefits that are projected to be paid during the different time periods. The SDR reflects (1) the long-term expected rate of return on pension plan investments (during the period in which the fiduciary net position is projected to be sufficient to pay benefits) and (2) A tax-exempt municipal bond rate based on the index of 20-year general obligation bonds with an average AA credit rating as of the measurement date (to the extent that the contributions for use with the long-term expected rate of return are not met).

The pension plan's fiduciary net position was projected to be sufficient to make all projected future benefit payments through the year of 2061. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments through the year of 2061, and the municipal bond rate was applied to all benefit payments after that date. For the purpose of this valuation, the expected rate of return on pension plan investments is 7.75%; the municipal bond rate is 3.56%; and the resulting Single Discount Rate is 6.44%.

Sensitivity of the Employer's proportionate share of the net pension liability to changes in the discount rate. The following presents the Employer's proportionate share of the net pension liability calculated using the discount rate of 6.44 percent, as well as what the Employer's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (5.44 percent) or 1-percentage-point higher (7.44 percent) than the current rate:

Proportionate Share of the Net Pension Liability	1% Decrease (5.44%)	Current Discount Rate (6.44%)	1% Increase (7.44%)
<u>Governmental</u>	\$ 12,444,612	\$ 9,167,095	\$ 6,440,338
<u>Business-Type</u>			
Water & Sewer	2,538,144	1,869,677	1,313,541
Health & Sanitation	1,349,253	993,902	698,266

Pension plan fiduciary net position. Detailed information about the pension plan's fiduciary net position is available in the separately issued NDPERS financial report.

NOTE 10: OTHER POST-EMPLOYMENT BENEFITS

General Information about the OPEB Plan

North Dakota Public Employees Retirement System

The following brief description of NDPERS is provided for general information purposes only. Participants should refer to NDCC Chapter 54-52 for more complete information.

NDPERS OPEB plan is a cost-sharing multiple-employer defined benefit OPEB plan that covers members receiving retirement benefits from the PERS, the HPRS, and Judges retired under Chapter 27-17 of the North Dakota Century Code a credit toward their monthly health insurance premium under the state health plan based upon the member's years of credited service. Effective July 1, 2015, the credit is also available to apply towards monthly premiums under the state dental, vision and long-term care plan and any other health insurance plan. The Retiree Health Insurance Credit Fund is advance-funded on an actuarially determined basis.

Responsibility for administration of the NDPERS defined benefit OPEB plan is assigned to a Board comprised of nine members. The Board consists of a Chairman, who is appointed by the Governor; one member appointed by the Attorney General; one member appointed by the State Health Officer; three members elected by the active membership of the NDPERS system, one member elected by the retired public employees and two members of the legislative assembly appointed by the chairman of the legislative management.

OPEB Benefits

The employer contribution for the PERS, the HPRS and the Defined Contribution Plan is set by statute at 1.14% of covered compensation. The employer contribution for employees of the state board of career and technical education is 2.99% of covered compensation for a period of eight years ending October 1, 2015. Employees participating in the retirement plan as part-time/temporary members are required to contribute 1.14% of their covered compensation to the Retiree Health Insurance Credit Fund. Employees purchasing previous service credit are also required to make an employee contribution to the Fund. The benefit amount applied each year is shown as "*prefunded credit applied*" on the Statement of Changes in Plan Net Position for the OPEB trust funds.

Retiree health insurance credit benefits and death and disability benefits are set by statute. There are no provisions or policies with respect to automatic and ad hoc post-retirement benefit increases. Employees who are receiving monthly retirement benefits from the PERS, the HPRS, the Defined Contribution Plan, the Chapter 27-17 judges or an employee receiving disability benefits, or the spouse of a deceased annuitant receiving a surviving spouse benefit or if the member selected a joint and survivor option are eligible to receive a credit toward their monthly health insurance premium under the state health plan

Effective July 1, 2015, the credit is also available to apply towards monthly premiums under the state dental, vision, and long-term care plan and any other health insurance plan. The benefits are equal to \$5.00 for each of the employee's, or deceased employee's years of credited service not to exceed the premium in effect for selected coverage. The retiree health insurance credit is also available for early retirement with reduced benefits.

OPEB Liabilities, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

At December 31, 2017, the Employer reported a liability of \$558,681 (Governmental - \$425,702, Business-Type - \$132,979) for its proportionate share of the net liability. The net OPEB liability was measured as of July 1, 2017, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of that date. The employer's proportion of the net OPEB liability was based on the employer's share of covered payroll in the OPEB plan relative to the covered payroll of all participating OPEB employers. At June 30, 2017 the Employer's proportion was .706287 percent.

CITY OF WEST FARGO

Notes to the Financial Statements – Continued

For the year ended December 31, 2017, the Employer recognized OPEB expense of \$66,978, (\$51,036 governmental / \$15,942 business-type). At December 31, 2017 the Employer reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

Governmental	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences Between Expected and Actual Experience	\$ -	\$ 10,383
Changes of Assumptions	41,231	-
Net Difference Between Projected and Actual Investment Earnings on OPEB Plan Investments	-	16,095
Changes in Proportion and Differences Between Employer Contributions and Proportionate Share of Contributions	-	1,776
City Contributions Subsequent to the Measurement Date	-	-
Total Governmental	\$ 41,231	\$ 28,254

Business Type - Sewer & Water	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences Between Expected and Actual Experience	\$ -	\$ 2,118
Changes of Assumptions	8,409	-
Net Difference Between Projected and Actual Investment Earnings on OPEB Plan Investments	-	3,283
Changes in Proportion and Differences Between Employer Contributions and Proportionate Share of Contributions	-	362
City Contributions Subsequent to the Measurement Date	-	-
Total Water Fund	\$ 8,409	\$ 5,763

Business-Type - Health & Sanitation	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences Between Expected and Actual Experience	\$ -	\$ 1,126
Changes of Assumptions	4,470	-
Net Difference Between Projected and Actual Investment Earnings on OPEB Plan Investments	-	1,745
Changes in Proportion and Differences Between Employer Contributions and Proportionate Share of Contributions	-	192
City Contributions Subsequent to the Measurement Date	-	-
Total Sewer Fund	\$ 4,470	\$ 3,063

Total Business-Type	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences Between Expected and Actual Experience	\$ -	\$ 3,244
Changes of Assumptions	12,879	-
Net Difference Between Projected and Actual Investment Earnings on OPEB Plan Investments	-	5,028
Changes in Proportion and Differences Between Employer Contributions and Proportionate Share of Contributions	-	554
City Contributions Subsequent to the Measurement Date	-	-
Total Business-Type	\$ 12,879	\$ 8,826

CITY OF WEST FARGO

Notes to the Financial Statements – Continued

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEBs will be recognized in OPEB expense as follows:

	Governmental	Business-Type	
		Water & Sewer Fund	Health & San. Fund
2018	\$ 527	\$ 108	\$ 57
2019	527	108	57
2020	527	108	57
2021	528	107	57
2022	4,551	928	494
2023	4,551	928	493
Thereafter	1,766	360	192

Actuarial assumptions. The total pension liability in the July 1, 2017 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.50%
Salary increases	Not applicable
Investment rate of return	7.50%, net of investment expenses, including inflation
Cost-of-living adjustments	None

For active members, inactive members and healthy retirees, mortality rates were based on the RP-2000 Combined Healthy Mortality Table, set back two years for males and three years for females, projected generationally using the SSA 2014 Intermediate Cost scale from 2014. For disabled retirees, mortality rates were based on the RP-2000 Disabled Mortality Table set back one year for males (no setback for females) multiplied by 125%.

The long-term expected rate of return for the RHIC fund was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of RHIC investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Estimates of arithmetic real rates of return for each major asset class included in the Fund’s target asset allocation are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Large Cap Domestic Equities	37%	5.80%
Small Cap Domestic Equities	9%	7.05%
International Equities	14%	6.20%
Core-Plus Fixed Income	40%	1.56%

Discount rate. The discount rate used to measure the total OPEB liability was 7.5%. The projection of cash flows used to determine the discount rate assumed plan member and statutory/Board approved employer contributions will be made at rates equal to those based on the July 1, 2017 and July 1, 2016 HPRS actuarial valuation reports. For this purpose, only employer contributions that are intended to fund benefits of current RHIC members and their beneficiaries are included. Projected employer contributions that are intended to fund the service costs of future plan members and their beneficiaries are not included. Based on those assumptions, the RHIC fiduciary net position was projected to be available to make all projected future benefit payments for current plan members. Therefore, the long-term expected rate of return on RHIC plan investments was applied to all periods of projected benefit payments to determine the total OPEB liability.

CITY OF WEST FARGO

Notes to the Financial Statements – Continued

Sensitivity of the Employer's proportionate share of the net OPEB liability to changes in the discount rate. The following presents the net OPEB liability of the Plans as of June 30, 2017, calculated using the discount rate of 7.50%, as well as what the RHIC net OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.5 percent) or 1-percentage-point higher (8.5 percent) than the current rate:

Proportionate Share of the Net OPEB Liability	1% Decrease (6.50%)	Current Discount Rate (7.50%)	1% Increase (8.50%)
Governmental	\$ 532,927	\$ 425,702	\$ 333,791
<u>Business-Type</u>			
Water & Sewer Fund	108,693	86,824	68,078
Health & Sanitation Fund	57,780	46,155	36,190

NOTE 11: RISK MANAGEMENT

The City of West Fargo is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters.

In 1986, state agencies and political subdivisions of the State of North Dakota joined together to form the North Dakota Insurance Reserve Fund (NDRIF), a public entity risk pool currently operating as a common risk management and insurance program for the state and over 2,000 political subdivisions. The City of West Fargo pays an annual premium to NDRIF for its general liability, auto, and inland marine insurance coverage. The coverage by NDRIF is limited to losses of two million dollars per occurrence for general liability and automobile and \$7,814,776 for mobile equipment and portable property (public assets).

The City of West Fargo also participates in the North Dakota Fire and Tornado Fund and the State Bonding Fund. The city pays an annual premium to the Fire and Tornado Fund to cover property damage to buildings and personal property. Replacement cost coverage is provided by estimating replacement cost in consultation with the Fire and Tornado Fund. The Fire and Tornado Fund is reinsured by a third party insurance carrier for losses in excess of one million dollars per occurrence during a 12-month period. The State Bonding Fund currently provides the city with blanket fidelity bond coverage in the amount of \$2,000,000 for its employees. The State Bonding Fund does not currently charge any premium for this coverage.

The City of West Fargo has worker's compensation insurance with North Dakota Workforce, Safety and Insurance and provides health, dental and vision insurance benefits for full-time employees through Blue Cross Blue Shield of North Dakota. The city pays 87.5% for single coverage or 75% of family, employee with spouse or single with dependents coverage.

Settled claims resulting from these risks have not exceeded insurance coverage in any of the past three years.

CITY OF WEST FARGO

Notes to the Financial Statements – Continued

NOTE 12: INDIVIDUAL FUND DEFICITS

The following funds were in a deficit fund balance and cash balance position at December 31, 2017:

Fund Name	Fund Balance	Cash
<u>Debt Service Funds (3000's):</u>		
Sidewalk 2006	\$ (36,084)	\$ (36,084)
Sidewalk District 2012	(116,661)	(116,661)
2014B-RIB	(320,322)	(320,322)
<u>Capital Projects Funds (4000's):</u>		
3001 1st Ave. E. Improvements	(2,473,801)	(2,473,801)
2241 5th St. West. Ext. (27th to 28th Ave. W.)	(333,072)	(333,072)
2240 8th Ave. NW. & 26th St. NW - Paving	(1,993,255)	(1,993,255)
2242 Street Improvement District	(206,770)	(206,770)
4058 Storm Lift Station (SM 71)	(131,107)	(131,107)
2243 Street Improvement District	(1,930,541)	(1,930,541)
4060 Storm Sewer Lift SA 72 Improvements	(1,642,772)	(1,642,772)
Storm Lift SM 33 Rehabilitation	(238,595)	(238,595)
4061 Storm Lift Rehab (SM 25, 28, 44)	(1,318,413)	(1,318,413)
4062 Storm Lift SM 75 & CR 19 Abandonment	(264,224)	(264,224)
2219 7th Ave - 17th to 45th Street Impr.	(5,345)	(5,345)
1279 12th Ave N-45th Str to Cty 19 Impr	(8,679,989)	(8,679,989)
1295 Highland Meadows 2nd Addition	(3,606,432)	(3,606,432)
1296 Lagoon System Improvements	(62,604)	(62,604)
1297 Sewer Improvement District	(2,654,348)	(2,654,348)
1301 Water Storm Sewer Street District	(3,780,367)	(3,780,367)
1292 North Pond at the Preserve 9th	(903,988)	(903,988)
1299 Lift Station SA13 Rehabilitation	(128,946)	(128,946)
1300 Reiver Bend at Preserve 4th Addition	(2,066,325)	(2,066,325)
1303 Oak Ridge 11th Addition	(1,142,636)	(1,142,636)
1302 Water Tank Rehabilitation	(1,176,719)	(1,176,719)
1304 26th Ave. W. & 5th CT W	(275,350)	(275,350)
1305 Wilds 9th & SA 46	(3,832,754)	(3,832,754)
1308 Fargo Wastewater Connection Project	(124)	(124)
Lagoon Decommissioning Project	(124)	(124)
1310 South Reginal Sanitary Sewer Forcemain	(2,995)	(2,995)
2248 1st Ave. & 10 St. E. Improvement District	(270)	(270)
2250 Sheyenne St. Improvement District	(856)	(856)
1311 Brooks Harbor Water Tower	(135,162)	(135,162)
1312 Water Improvement District	(150)	(150)
2251 13th Ave. (12th to 45th) Reconstruct.	(39,041)	(39,041)
6053 Sidewalk Improvement District	(128,858)	(128,858)
2249 Street Improvement District	(124)	(124)
1313 Sewer Improvement District	(120)	(120)
Sheyenne St S of I94	(632,860)	(632,860)
2246 Traffic Calming Elmwood Ct	(165,054)	(165,054)

The city will take appropriate action concerning these deficits by utilizing one or a combination of the following methods:

- Transfer general fund, sales tax fund, and capital project fund moneys sufficient to relieve deficits
- Issue bonds to finance capital projects
- Collect special assessments to relieve deficits

CITY OF WEST FARGO

Notes to the Financial Statements – Continued

NOTE 13: CONTINGENT LIABILITIES

Amounts received from grantor agencies are subject to audit and adjustments by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures that may be disallowed by the grantor cannot be determined at this time, although the government expects such amounts, if any, to be immaterial.

Additionally, the city is defendant in certain lawsuits incident to its operations. In the opinion of City Counsel and management, such claims against the city not covered by insurance would not materially affect the financial condition of the city.

NOTE 14: OPEN CONSTRUCTION PROJECTS

The city had 22 construction projects open at year-end. The total amount of construction costs in progress was \$35,088,097 with contract amounts of \$56,815,358 leaving total construction commitments of \$21,727,261 at December 31, 2017. Additionally, retainages payable related to construction at December 31, 2017 totaled \$960,965.

Project	Contract Amount	Total Completed	Remaining Balance	Retainage
Storm Improvement District No. 4058	\$ 135,353	\$ 105,237	\$ 30,116	\$ -
Sewer, Water, Storm and Street District No. 1301	3,364,812	3,362,187	2,625	5,000
Sewer, Water, Storm and Street District No. 1273-Phase III	1,295,400	1,400,696	(105,296)	1,000
Sewer, Water, Storm and Street District No. 1289-Phase II	7,128,215	7,350,555	(222,340)	10,351
Sewer, Water, Storm and Street District No. 1295	3,412,533	3,213,775	198,758	70,000
Sewer, Water, Storm and Street District No. 1300	1,880,599	1,892,851	(12,252)	-
Sewer, Water, Storm and Street District No. 1305	5,218,551	3,583,475	1,635,076	260,928
Storm Improvement District No. 4059 - Electrical Constr.	98,407	98,407	-	-
HEU-8-992(038)039	4,933,856	1,456,186	3,477,670	29,124
SU8-992(036)037	19,388,757	3,822,496	15,566,261	76,449
Infrastructure Replacement District No. 3001	2,627,333	2,476,221	151,112	247,622
Storm Improvement District No. 4057 - General Constr.	1,896,900	1,842,400	54,500	9,484
Storm Improvement District No. 4059 - General Constr.	152,626	151,866	760	7,550
Storm Improvement District No. 4060 - General Constr.	1,481,607	1,353,239	128,368	74,080
Storm Improvement District No. 4060 - Electrical Constr.	348,400	130,474	217,926	13,047
Storm Improvement District No. 4061 - General Constr.	1,307,802	1,191,227	116,575	65,390
Storm Improvement District No. 4061 - Electrical Constr.	115,293	33,527	81,766	3,353
Storm Improvement District No. 4062 - General Constr.	371,813	226,425	145,388	18,591
Storm Improvement District No. 4062 - Electrical Constr.	50,327	4,500	45,827	450
Water Improvement Project No. 1302	935,535	877,460	58,075	46,777
Street Improvement District No. 2241	435,389	279,043	156,346	21,769
Sanitary System Improvements - Electrical Constr.	235,850	235,850	-	-
Total	\$56,815,358	\$ 35,088,097	\$ 21,727,261	\$ 960,965

NOTE 15: TAX ABATEMENTS

The City of West Fargo negotiates property tax abatement agreements on an individual basis with certain individuals and various commercial entities/businesses. The city has the following types of tax abatement agreements with various individuals and commercial entities at December 31, 2017.

The City of West Fargo will state individually the parties whom received a benefit of the reduction in taxes of 20% or greater when compared to the total reduction of taxes for all tax abatement programs.

New and Expanding Business:

Businesses that are primarily industrial, commercial, retail or service are eligible for property tax incentives for new and expanding businesses if they meet state requirements (NDCC 40.57.1-03) and the guidelines stated below. The following criteria are only guidelines.

General criteria — In evaluation applications for property tax exemption, the City Council will consider the following factors:

- Economic impact through increased construction activity, equipment purchases, additional product purchases, additional work activity, immediate and projected increases in property values, and impact on future tax collections
- Number of jobs created and employee benefits (types of jobs — professional, managerial, technical, skilled, unskilled with emphasis on full-time positions)
- Diversification of economic base
- Growth potential of company and industry and potential spin-off benefits
- Impact on city services: Can the company be accommodated within existing service levels, or will additional capacity be needed? Is the company locating where better use of existing services will take place or further the development plans of the city?
- Utilization of local resources: Will the company be an exporter from our region? Will it provide support services to existing companies? Use of raw materials and services developed in the area

Exemption Criteria:

Amount of exemption is per the following schedule: Year 1 — 100%, Year 2 — 100%, Year 3 — 75%, Year 4 — 50%, Year 5 — 25%.

2017 Reduction in Taxes – Other Entities:

Total program reduction in taxes – \$47,093

Public Charity Exemption:

Public Charities are eligible for property tax incentives if they meet state requirements (NDCC 57-02-08(8)) and the guidelines stated below. The following criteria are only guidelines.

All buildings belonging to institutions of public charity, including public hospitals and nursing homes licensed pursuant to section 23-16-01 under the control of religious or charitable institutions, used wholly or in part for public charity, together with the land actually occupied by such institutions not leased or otherwise used with a view to profit. The exemption provided by this subsection includes any dormitory, dwelling, or residential-type structure, together with necessary land on which such structure is located, owned by a religious or charitable organization recognized as tax exempt under section 501(c)(3) of the United States Internal Revenue Code which is occupied by members of said organization who are subject to a religious vow of poverty and devote and donate substantially all of their time to the religious or charitable activities of the owner.

Exemption criteria:

Property exempt if the qualified facility is used wholly or in part for public charity, together with the land occupied by such institutions not leased or otherwise used with a view to profit.

2017 Reduction in Taxes – Other Entities:

Total program reduction in taxes – \$1,095

Single Family Residence:

Single Family property owners are eligible for property tax incentives for the specified property that meet state requirements (NDCC 57-02-08(35)).

CITY OF WEST FARGO

Notes to the Financial Statements – Continued

General Criteria -- Up to one hundred fifty thousand dollars of the true and full value of all new single-family and condominium and townhouse residential property, exclusive of the land on which it is situated, is exempt from taxation for the first two taxable years after the taxable year in which construction is completed and the residence is owned and occupied for the first time if all the following conditions are met:

- a. The governing body of the city, for property within city limits, or the governing body of the county, for property outside city limits, has approved the exemption of the property by resolution. A resolution adopted under this subsection may be rescinded or amended at any time. The governing body of the city or county may limit or impose conditions upon exemptions under this subsection, including limitations on the time during which an exemption is allowed.
- b. Special assessments and taxes on the property upon which the residence is situated are not delinquent.

2017 Reduction in Taxes – Other Entities:

Total Program Reduction in taxes – \$280,969

Childhood Services Exemption

Childhood Services (also adult daycare) are eligible for property tax incentives if they meet state requirements (NDCC 57-02-08(36) and the guidelines stated below. The following criteria are only guidelines.

The governing body of the city, for property within city limits, or of the county, for property outside city limits, may grant a property tax exemption for the portion of fixtures, buildings, and improvements, used primarily to provide early childhood services by a corporation, limited liability company, or organization licensed under chapter 50-11.1 or used primarily as an adult day care center. However, this exemption is not available for property used as a residence.

2017 Reduction in Taxes – Other Entities:

Total program reduction in taxes – \$4,292

Commercial and Residential:

Commercial and Residential property are eligible for property tax incentives if they meet state requirements (NDCC 57-02.2-03) and the guidelines stated below. The following criteria are only guidelines.

Under NDCC 57-02.2-03 improvements to commercial and residential buildings and structures as defined in this chapter may be exempt from assessment and taxation for up to five years from the date of commencement of making the improvements, if the exemption is approved by the governing body of the city, for property within city limits, or the governing body of the county, for property outside city limits. The governing body of the city or county may limit or impose conditions upon exemptions under this section, including limitations on the time during which an exemption is allowed. A resolution adopted by the governing body of the city or county under this section may be rescinded or amended at any time. The exemption provided by this chapter shall apply only to that part of the valuation resulting from the improvements which is over and above the assessed valuation, exclusive of the land, placed upon the building or structure for the last assessment period immediately preceding the date of commencement of the improvements. Any person, corporation, limited liability company, association, or organization owning real property and seeking an exemption under this chapter shall file with the assessor a certificate setting out the facts upon which the claim for exemption is based. The assessor shall determine whether the improvements qualify for the exemption based on the resolution of the governing body of the city or county, and if the assessor determines that the exemption should apply, upon approval of the governing body, the exemption is valid for the prescribed period and shall not terminate upon the sale or exchange of the property but shall be transferable to subsequent owners. If the certificate is not filed as herein provided, the assessor shall regard the improvements as nonexempt and shall assess them as such.

CITY OF WEST FARGO

Notes to the Financial Statements – Continued

2017 Reduction in Taxes – Other Entities:

Total program reduction in taxes – \$3,486

NOTE 16: SUBSEQUENT EVENTS

On February 1, 2018, the City of West Fargo called refunding bonds Series' 2007A, 2007B, 2008B, and 2012C and issued refunding bonds Series 2018A at a par value of \$9,275,000.

On March 5, 2018, the City of West Fargo approved a bid (5-year term at 2.75% interest) for equipment lease financing by Choice Financial Bank in the amount of \$700,000.

NOTE 17: PRIOR PERIOD ADJUSTMENTS

Due to Change in Accounting Principle:

Due to the provisions of GASB Statement No. 75 'Accounting and Financing Reporting for Postemployment Benefit Plans Other than Pensions', the beginning balance of the liability related to the retiree health insurance credit fund.

Due to Prior Errors

The beginning balances of the debt service, capital projects, and total non-major funds were restated to properly account for certain reclassifications of items in debt service funds and to remove prior receivables reported in debt service funds and reclassify them to the non-major funds. Additionally, the beginning amount of bond premium and bond discount were reported in governmental activities to properly reflect those in the beginning net position balance.

Governmental Activities

Governmental Activities	Amounts
Beginning Net Position, as previously reported	\$ 138,952,281
Adjustments to restate the January 1, 2017 Net Position:	
Modified Accrual Adjustments - Debt Service Funds	(1,597,620)
Modified Accrual Adjustments - Capital Projects Funds	270,000
Modified Accrual Adjustments - Non-Major Funds	1,159,100
Beginning Bond Premium	(2,336,559)
Beginning Bond Discount	885,007
Report Beginning Balance of OPEB Liability - retiree health	(424,297)
Net Position January 1, as restated	\$ 136,907,912

Debt Service Funds	Amounts
Beginning Fund Balance, as previously reported	\$ 28,313,003
Adjustments to restate the January 1, 2017 Fund Balance:	
Reclassifications of items in funds 3730, 3982 & 3983	(64,620)
Remove prior interfund receivables	(1,533,000)
Fund Balance January 1, as restated	\$ 26,715,383

Capital Project Funds	Amounts
Beginning Fund Balance, as previously reported	\$ (41,774,491)
Adjustments to restate the January 1, 2017 Fund Balance:	
Capital Projects Special Assessment Receivable	270,000
Fund Balance January 1, as restated	\$ (41,504,491)

CITY OF WEST FARGO

Notes to the Financial Statements – Continued

Non-Major Funds	Amounts
Beginning Fund Balance, as previously reported	\$ 2,608,666
Adjustments to restate the January 1, 2017 Fund Balance:	
Reclassify items in funds 3982 & 3983 to fund 2960	1,159,100
Fund Balance January 1, as restated	\$ 3,767,766

Total Fund Balances	Amounts
Beginning Fund Balance, as previously reported	\$ 22,022,859
Adjustments to restate the January 1, 2017 Net Position:	
Modified Accrual Adjustments - Debt Service Funds	(1,597,620)
Modified Accrual Adjustments - Capital Projects Funds	270,000
Modified Accrual Adjustments - Non-Major Funds	1,159,100
Net Position January 1, as restated	\$ 21,854,339

Business-Type Activities

Business-Type Activities	Amounts
Water and Sewer	
Beginning Net Position, as previously reported	\$ 259,283,970
Adjustments to restate the January 1, 2017 Net Position:	
Report Beginning Balance of OPEB Liability - retiree health	(86,638)
Net Position January 1, as restated	\$ 259,197,332

Business-Type Activities	Amounts
Sanitation and Health	
Beginning Net Position, as previously reported	\$ 3,147,435
Adjustments to restate the January 1, 2017 Net Position:	
Report Beginning Balance of OPEB Liability - retiree health	(49,861)
Net Position January 1, as restated	\$ 3,097,574

Business-Type Activities	Amounts
Total	
Beginning Net Position, as previously reported	\$ 262,431,405
Adjustments to restate the January 1, 2017 Net Position:	
Report Beginning Balance of OPEB Liability - retiree health	(136,499)
Net Position January 1, as restated	\$ 262,294,906

CITY OF WEST FARGO
West Fargo, North Dakota

BUDGETARY COMPARISON SCHEDULE
GENERAL FUND
For the Year Ended December 31, 2017

	Original Budget	Final Budget	Actual	Variance with Final Budget
<u>Revenues:</u>				
Taxes	\$ 7,554,494	\$ 7,554,494	\$ 7,509,022	\$ (45,472)
Licenses, Permits & Fees	2,252,700	2,252,700	3,113,975	861,275
Intergovernmental	2,630,000	2,630,000	3,307,030	677,030
Fines, Forfeitures, & Penalties	30,000	30,000	371,878	341,878
Interest Income	20,000	20,000	65,139	45,139
Miscellaneous	1,000	1,000	81,036	80,036
Total Revenues	\$ 12,488,194	\$ 12,488,194	\$ 14,448,080	\$ 1,959,886
<u>Expenditures:</u>				
Current:				
General Government	\$ 3,386,446	\$ 3,386,446	\$ 3,685,581	\$ (299,135)
Public Safety	6,501,830	6,753,755	6,877,592	(123,837)
Public Works/Streets	4,042,833	4,042,833	3,862,165	180,668
Economic Development	194,966	194,966	212,547	(17,581)
Total Expenditures	\$ 14,126,075	\$ 14,378,000	\$ 14,637,885	\$ (259,885)
Excess (Deficiency) of Revenues Over Expenditures	\$ (1,637,881)	\$ (1,889,806)	\$ (189,805)	\$ 1,700,001
<u>Other Financing Sources (Uses):</u>				
Transfers In	\$ 1,430,000	\$ 1,430,000	\$ 2,113,272	\$ 683,272
Transfers Out	(132,000)	(2,142,000)	(2,142,000)	-
Total Other Financing Sources and Uses	\$ 1,298,000	\$ (712,000)	\$ (28,728)	\$ 683,272
Net Changes in Fund Balances	\$ (339,881)	\$ (2,601,806)	\$ (218,533)	\$ 2,383,273
Fund Balance - January 1	\$ 22,456,295	\$ 22,456,295	\$ 22,456,295	\$ -
Fund Balance - December 31	\$ 22,116,414	\$ 19,854,489	\$ 22,237,762	\$ 2,383,273

The accompanying required supplementary information notes are an integral part of this schedule.

CITY OF WEST FARGO
West Fargo, North Dakota

BUDGETARY COMPARISON SCHEDULE
SALES TAX FUND
For the Year Ended December 31, 2017

	Original Budget	Final Budget	Actual	Variance with Final Budget
<u>Revenues:</u>				
Taxes	\$ 8,000,000	\$ 8,000,000	\$ 9,983,662	\$ 1,983,662
Interest Income	2,000	2,000	37,478	35,478
Total Revenues	<u>\$ 8,002,000</u>	<u>\$ 8,002,000</u>	<u>\$ 10,021,140</u>	<u>\$ 2,019,140</u>
<u>Expenditures:</u>				
Current:				
Other	\$ 500,000	\$ 500,000	-	\$ 500,000
Capital Outlay	4,350,000	4,350,000	260,983	4,089,017
Total Expenditures	<u>\$ 4,850,000</u>	<u>\$ 4,850,000</u>	<u>\$ 260,983</u>	<u>\$ 4,589,017</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>\$ 3,152,000</u>	<u>\$ 3,152,000</u>	<u>\$ 9,760,157</u>	<u>\$ 6,608,157</u>
<u>Other Financing Sources (Uses):</u>				
Transfers Out	\$ (1,581,000)	\$ (6,405,000)	\$ (10,993,572)	\$ (4,588,572)
Net Changes in Fund Balances	<u>\$ 1,571,000</u>	<u>\$ (3,253,000)</u>	<u>\$ (1,233,415)</u>	<u>\$ 2,019,585</u>
Fund Balance - January 1	<u>\$ 10,419,386</u>	<u>\$ 10,419,386</u>	<u>\$ 10,419,386</u>	<u>\$ -</u>
Fund Balance - December 31	<u>\$ 11,990,386</u>	<u>\$ 7,166,386</u>	<u>\$ 9,185,971</u>	<u>\$ 2,019,585</u>

The accompanying required supplementary information notes are an integral part of this schedule.

CITY OF WEST FARGO
West Fargo, North Dakota

PENSION & OPEB SCHEDULES
For the Year Ended December 31, 2017

**Schedule of Employer's Share of Net Pension Liability
ND Public Employees Retirement System
Last 10 Fiscal Years***

	2017	2016	2015	2014
City's proportion of the net pension liability (asset)	0.748489%	0.712207%	0.665753%	0.655469%
City's proportionate share of the net pension liability (asset)	\$12,030,675	\$ 6,941,151	\$ 4,527,007	\$ 4,160,402
City's covered-employee payroll	\$ 7,640,904	\$ 7,177,366	\$ 5,931,052	\$ 5,521,525
City's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	157.45%	96.71%	76.33%	75.35%
Plan fiduciary net position as a percentage of the total pension liability	61.80%	70.46%	77.15%	77.70%

*Complete data for this schedule is not available prior to 2014.

**Schedule of Employer Contributions
ND Public Employees Retirement System
Last 10 Fiscal Years***

	2017	2016	2015	2014
Statutorily required contribution	\$ 554,058	\$ 519,630	\$ 450,511	\$ 393,133
Contributions in relation to the statutorily required contribution	\$ 537,895	\$ 546,659	\$ 451,207	\$ 393,133
Contribution deficiency (excess)	\$ (16,163)	\$ 27,029	\$ 696	\$ -
City's covered-employee payroll	\$7,640,904	\$7,177,367	\$5,931,052	\$5,521,525
Contributions as a percentage of covered-employee payroll	7.04%	7.62%	7.61%	7.12%

*Complete data for this schedule is not available prior to 2014.

**Schedule of Employer's Share of Net OPEB Liability
ND Public Employees Retirement System
Last 10 Fiscal Years***

City - ND PERS - OPEB	2017
City's proportion of the net OPEB liability (asset)	0.706287%
City's proportionate share of the net OPEB liability (asset)	\$ 558,681
City's covered-employee payroll	\$ 7,640,904
City's proportionate share of the net OPEB liability (asset) as a percentage of its covered-employee payroll	7.31%
Plan fiduciary net position as a percentage of the total OPEB liability	59.78%

*Complete data for this schedule is not available prior to 2017.

**Schedule of Employer Contributions
ND Public Employees Retirement System
Last 10 Fiscal Years***

City - ND PERS - OPEB	2017
Statutory required contribution	\$ 88,820
Contributions in relation to the statutory required contribution	\$ 86,124
Contribution deficiency (excess)	\$ 2,696
District's covered-employee payroll	\$ 7,640,904
Contributions as a percentage of covered-employee payroll	1.13%

*Complete data for this schedule is not available prior to 2017.

CITY OF WEST FARGO
West Fargo, North Dakota

NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION
December 31, 2017

NOTE 1: STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

Budgetary Information:

The governing board adopts an annual budget on a basis consistent with GAAP, and state law as outlined in various sections of North Dakota Century Code (NDCC) Chapter 40-40 for the general fund, each special revenue fund and each debt service fund of the municipality. The city is required to present the adopted and final amended revenues and expenditures for each of these funds.

The following procedures are followed in establishing the budgetary data reflected in the financial statements:

- The governing body of each municipality, annually or before September tenth, shall make an itemized statement known as the preliminary budget statement showing the amounts of money which, in the opinion of the governing body, will be required for the proper maintenance, expansion, or improvement of the municipality during the year (NDCC 40-40-04).
- The preliminary budget must include a detailed breakdown of the estimated revenues and appropriations requested for the ensuing year for the general fund, each special revenue fund, and each debt service fund of the municipality. The revenue and expenditure items for the preceding year and estimates of the revenue and expenditures for the current year must be included for each fund to assist in determining the estimated revenues and appropriation requested for the ensuing year. The budget must also include any transfers in or out and the beginning and ending fund balance for each of the funds. The budget must be prepared on the same basis of accounting used by the municipality for its annual financial reports (NDCC 40-40-05).
- After the governing body has prepared the preliminary budget statement, the auditor of the municipality shall give notice that: the preliminary budget is on file in the office of the auditor and may be examined by anyone upon request; the governing body shall meet no later than October 7th at the time and place specified in the notice for the purpose of adopting the final budget and making the annual tax levy; and, the governing shall hold a public session at the time and place designated in the notice of the hearing at which any taxpayer may appear and discuss with the body any item of proposed expenditure or may object to any item or amount (NDCC 40-40-06).
- After the budget hearing, the final budget must be prepared on or before October 7th in accordance with provisions outlined in detail in NDCC 40-40-08.
- After completing the final budget on or before October 7th, the governing body shall proceed to make the annual tax levy in an amount sufficient to meet the expenses for the ensuing year as determined at the budget meeting (NDCC 40-40-09).
- Immediately after completion of the final budget and adoption of the annual tax levy by the governing body of a municipality in accordance with provisions, and in no case later than October 10th, the auditor of the municipality shall send to the county auditor a certified copy of the final budget (NDCC 40-40-10).

CITY OF WEST FARGO

Notes to the Required Supplementary Information - Continued

- No municipal expenditure may be made nor liability incurred, and no bill may be paid for any purposes in excess of the appropriation made therefor in the final budget. Expenditures made liabilities incurred, or warrants issued in excess of the appropriations are a joint and several liability the members of the governing body (NDCC 40-40-15).
- At the end of the fiscal year, the balance to credit of each annual appropriation becomes a part of the general unappropriated balance in the municipal treasury, but no special appropriation lapses until the work for which it was made has been completed, the bills paid, and the accounts closed. He governing body of a city may elect, at the end of the fiscal year, to carry over the unencumbered cash balance in the general fund or other budgeted funds and designate the balances for subsequent years (NDCC 40-40-21).

NOTE 2: LEGAL COMPLIANCE - BUDGETS

BUDGET AMENDMENTS

The governing board approved the following budget amendments to the 2017 city budget (expenditures and transfers out):

Budget Amendments Governmental Funds	Expenditures/Transfers Out		
	Original Budget	Budget Amendments	Amended Budget
General Fund - expenditures	\$ 6,501,830	\$ 251,925	\$ 6,753,755
General Fund - transfers out	132,000	2,010,000	2,142,000
Sales Tax Fund - transfers out	6,405,000	4,824,000	11,229,000
Share of Specials	120,000	15,000	135,000
Fire Fund	797,680	20,320	818,000
Tourist & Event Committee	20,000	3,500	23,500
Otto Brehmer Grant	-	3,400	3,400
Nite to Unite	5,500	500	6,000
West Fest	25,000	7,500	32,500
Economic Development	200,000	680,000	880,000
Refund Bond 2008B	231,685	4,315	236,000
2012 CostCo Sales Tax Bonds	416,438	453,562	870,000
2015B Refunding Improvement Bonds	1,584,300	100	1,584,400
2016A Refunding Improvement Bonds	-	1,632,000	1,632,000
2017A Refunding Improvement Bonds	-	389,500	389,500
Butler TIF (3360 & 3366)	-	6,000	6,000
TIF Bonds 2009 Titan Machinery	51,550	48,450	100,000

NOTE 3: CHANGES OF ASSUMPTIONS – NET PENSION AND OPEB LIABILITY

Amounts reported in 2017 reflect actuarial assumption changes effective July 1, 2017 based on the results of an actuarial experience study completed in 2015. This includes changes to the mortality tables, disability incidence rates, retirement rates, administrative expenses, salary scale, and percent married assumption.

CITY OF WEST FARGO
West Fargo, North Dakota

SCHEDULE OF FUND ACTIVITY - CLIENT GENERAL LEDGER BASIS
For the Year Ended December 31, 2017

	Balance 1-1-17	Revenues & Bond Premium	Transfers In	Other Financing Sources (gross)	Transfers Out	Expenditures & Bond Discount	Balance 12-31-17
General Fund (Major)	\$ 13,965,241.77	\$ 13,083,287.49	\$ 1,598,932.51	\$ -	\$ 2,142,000.04	\$ 14,126,394.62	\$ 12,379,067.11
General Fund Reserve	8,030,739.18	1,407,558.86	514,339.25	-	-	99,144.65	9,853,492.64
Total General Fund	\$ 21,995,980.95	\$ 14,490,846.35	\$ 2,113,271.76	\$ -	\$ 2,142,000.04	\$ 14,225,539.27	\$ 22,232,559.75
Sales Tax (Major)	\$ 9,640,353.06	\$ 10,087,422.84	\$ -	\$ -	\$ 10,993,572.43	\$ 260,982.38	\$ 8,473,221.09
Special Revenue Funds (Nonmajor):							
City's Share of Specials	\$ 41,608.73	\$ 117,278.17	\$ -	\$ -	\$ -	\$ 134,481.17	\$ 24,405.73
Fire Fund	155,475.96	775,777.99	-	-	-	817,410.28	113,843.67
Building & Technology Fund	908.30	-	-	-	-	908.30	-
Gaming Funds	38,693.29	9,935.86	-	-	-	-	48,629.15
Municipal Highway Fund	369,361.06	1,600,616.04	-	-	1,598,932.51	20,540.00	350,504.59
Tourist & Event Committee	68,710.87	3,444.88	10,000.00	-	-	23,416.63	58,739.12
FM Visitor's Bureau-Lodging	-	139,918.19	-	-	-	139,918.19	-
Otto Bremer Grant Crisis Training	3,367.06	-	-	-	-	3,367.06	-
Vector Control	9,566.76	92,256.02	30,000.00	-	-	74,097.52	57,725.26
Forestry	71,969.83	106,035.58	100,000.00	-	-	158,986.36	119,019.05
National Night Out (Night to Unite)	999.94	4,000.00	2,000.00	-	-	5,983.20	1,016.74
Future Building	294,856.65	676.47	-	-	-	165,494.43	130,038.69
West Fest	32,036.77	30,400.00	-	-	-	32,322.95	30,113.82
Cruise Night	11,095.61	13,540.00	-	-	-	11,487.37	13,148.24
Asset Forfeitures	80,956.40	28,091.35	-	-	-	9,739.75	99,308.00
Economic Development	1,559,633.79	150,543.19	1,540,478.96	-	-	876,105.46	2,374,550.48
Library General	608,124.10	1,326,456.50	-	-	-	992,807.00	941,773.60
Airport Authority Bond Construction	136,868.83	383.73	60,461.27	-	-	-	197,713.83
Airport Authority	133,901.68	248,503.12	-	-	60,461.27	116,934.73	205,008.80
Total Special Revenue Funds (Nonmajor)	\$ 3,618,135.63	\$ 4,647,857.09	\$ 1,742,940.23	\$ -	\$ 1,659,393.78	\$ 3,584,000.40	\$ 4,765,538.77
Total Special Revenue Funds	\$ 13,258,488.69	\$ 14,735,279.93	\$ 1,742,940.23	\$ -	\$ 12,652,966.21	\$ 3,844,982.78	\$ 13,238,759.86
Debt Service Funds (Major):							
2011-C RIB	\$ 1,489,738.31	\$ 1,121,916.54	\$ -	\$ -	\$ -	\$ 697,148.00	\$ 1,914,506.85
RIB 2011 B (recall 2004B)	182,778.89	235,515.61	-	-	-	321,594.00	96,700.50
2005 A Refunding Improvement Bonds	1,988,885.71	319,612.84	-	-	-	648,456.50	1,660,042.05
Sidewalk 6043 - 2006	(24,653.67)	9,737.06	-	-	-	21,167.00	(36,083.61)
Sidewalk 6042 - 2005	24,376.66	68.35	-	-	-	-	24,445.01
Sidewalk 6044 - 2007	24,366.72	11,986.82	-	-	-	22,351.00	14,002.54
2008-B RIB	157,183.03	214,683.73	-	-	-	235,678.50	136,188.26
2008-C RIB	1,767,113.54	731,029.06	-	-	-	617,490.00	1,880,652.60
2009-A RIB (from 2001/2001c/2002)	820,429.39	423,723.68	-	-	-	675,732.00	568,421.07
2009-B RIB (from 2003C & 2003D)	376,980.07	198,323.20	-	-	-	309,781.00	265,522.27
2005-C Refunding Bonds	25,156.35	7,674.18	-	-	-	-	32,830.53
2006 A RIB	390,321.57	425,873.04	-	-	-	711,540.50	104,654.11
2007A RIB	1,169,254.99	710,831.73	-	-	-	848,296.00	1,031,790.72
2007B RIB	1,163,708.29	564,151.16	-	-	-	525,186.00	1,202,673.45
G.O. Bonds 2009	8,349.45	4.93	940,945.12	-	-	949,299.50	-
Municipal Bonds 2009 NDPFA	182,269.08	32,271.67	-	-	-	32,125.84	182,414.91
2009-C RIB	580,233.83	685,732.35	-	-	-	554,592.50	711,373.68
2010 A - RIB (refund of 2003E & 2004A)	1,238,322.70	696,320.32	-	-	-	671,042.50	1,263,600.52
2010 B - RIB	379,569.00	616,477.54	-	-	-	499,956.50	496,090.04
Sidewalk Refunding Bonds 2010	28,812.02	136,507.84	-	-	-	55,059.00	110,260.86
2012 A-RIB	1,412,546.54	2,312,883.72	-	-	-	1,169,510.54	2,555,919.72
2012 Sidewalk Refunding Bonds	39,170.50	12,956.22	-	-	-	18,473.25	33,653.47
2012 C (Ref of 2005B & 2005D)	1,148,318.80	935,546.94	-	-	-	1,316,788.00	767,077.74
2012 D Special Assessment Bond	2,265,549.80	4,721,576.53	-	-	-	2,949,122.02	4,038,004.31
2012 Sales Tax Bonds	316,029.03	653.61	1,088,499.67	-	-	868,360.42	536,821.89
Reserve for 2012 Sales Tax Bonds	206,771.02	579.72	-	-	-	-	207,350.74
2013 A RIB	1,577,369.94	1,125,602.30	-	-	-	1,067,952.00	1,635,020.24
2013B RIB	1,555,563.19	1,303,062.61	-	-	-	1,076,964.76	1,781,661.04
2012 Sidewalk District (6050)	(146,891.32)	30,230.37	-	-	-	-	(116,660.95)
2014A RIB	17,060.70	1,976,901.85	-	-	-	1,345,780.98	648,181.57
2014B RIB	(481,519.48)	1,851,967.56	-	-	-	1,690,770.00	(320,321.92)
2015A RIB	1,802,585.72	3,150,680.10	-	-	-	2,545,289.00	2,407,976.82
2015B RIB	2,126,299.77	1,873,342.04	-	-	-	1,584,397.60	2,415,244.21
2016A RIB	60,740.77	2,928,710.92	205,200.89	-	-	1,631,382.85	1,563,269.73
2017A RIB	-	439,676.09	2,715,454.69	-	-	389,467.98	2,765,662.80
2067	459,096.22	55,243.03	-	-	514,339.25	-	-
TIF West Fargo 2nd & 3rd	-	44,506.90	-	-	-	-	44,506.90
TIF Bonds Sterling Industrial Park (to 3377)	911,159.33	263,223.99	-	-	-	-	1,174,383.32
TIF Butler (to 3360 and 3366)	1,278,982.33	1,056,706.11	-	-	-	5,919.99	2,329,768.45
TIF Titan Machinery (to 3370)	193,355.50	363,515.82	-	-	-	99,760.16	457,111.16
Total Debt Service Funds	\$ 26,715,384.29	\$ 31,590,008.08	\$ 4,950,100.37	\$ -	\$ 514,339.25	\$ 26,156,435.89	\$ 36,584,717.60
Capital Projects Funds (Major):							
Capital Improvements	\$ 1,094,898.73	\$ 148,724.32	\$ 6,040,732.35	\$ -	\$ 608,066.93	\$ 118,426.87	\$ 6,557,861.60
Construction Testing	2,432.03	-	-	-	-	30.00	2,402.03
3001 1st Ave. E. Improvements	-	-	-	-	-	2,473,800.86	(2,473,800.86)

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CITY OF WEST FARGO
West Fargo, North Dakota

SCHEDULE OF FUND ACTIVITY - CLIENT GENERAL LEDGER BASIS
For the Year Ended December 31, 2017

	Balance 1-1-17	Revenues & Bond Premium	Transfers In	Other Financing Sources (gross)	Transfers Out	Expenditures & Bond Discout	Balance 12-31-17
CONTINUED...							
Capital Projects Funds (Major):							
Storm Lift Station	\$ (744,884.92)	\$ 195,223.95	\$ -	\$ 2,650,000.00	\$ 195,223.95	\$ 1,799,534.11	\$ 105,580.97
2241 5th St. West. Ext. (27th to 28th Ave. W.)	(32,945.25)	-	-	-	-	300,127.10	(333,072.35)
2240 8th Ave. NW. & 26th St. NW - Paving	(1,487,265.17)	-	-	-	-	505,989.45	(1,993,254.62)
2242 Street Improvement District	(19,726.00)	-	-	-	-	187,043.99	(206,769.99)
4054 Regional Stm Lft	(4,779,590.27)	405,918.48	-	5,510,000.00	405,918.48	659,239.80	71,169.93
4055 Christianson's 3rd Lift	4,863.35	-	-	-	4,814.35	49.00	-
Main Avenue Project	-	-	-	-	-	-	-
4056 - Meadow Ridge Stm Lift	1,911.34	-	-	-	1,844.14	67.20	-
4045 Southside General Storm Sewer	(8,330.50)	-	8,330.50	-	-	-	-
4058 Storm Lift Station (SM 71)	(135,810.89)	-	-	-	-	(4,704.12)	(131,106.77)
2243 Street Improvement District	(581.54)	-	-	-	-	1,929,959.32	(1,930,540.86)
4060 Storm Sewer Lift SA 72 Improvements	-	-	-	-	-	1,642,771.79	(1,642,771.79)
Storm Lift SM 33 Rehabilitation	-	-	-	-	-	238,595.08	(238,595.08)
4061 Storm Lift Rehab (SM 25, 28, 44)	-	-	-	-	-	1,318,413.45	(1,318,413.45)
4062 Storm Lift SM 75 & CR 19 Abandonment	-	-	-	-	-	264,223.61	(264,223.61)
2219 7th Ave - 17th to 45th Street Impr.	(5,344.70)	-	-	-	-	-	(5,344.70)
1279 12th Ave N-45th Str to Cty 19 Impr	(4,597,352.95)	900,000.00	-	5,000,000.00	-	9,982,636.28	(8,679,989.23)
1273 Main Ave. Phase III NHU-8-010(032)932	(8,993,123.03)	748,481.27	1,000,000.00	10,160,000.00	748,481.27	1,972,196.48	194,680.49
1260 1.5mm gallon water tower	(1,405,878.91)	511,224.89	-	-	-	1,054,637.13	(1,949,291.15)
1276-Christianson's 2nd	-	3,548.58	-	-	3,499.38	49.20	-
1284 Christianson Dr	15,552.14	-	-	-	15,502.94	49.20	-
1287 - Sheyenne & 52nd Ave Water Main	(386,829.77)	3,913.44	382,916.33	-	-	-	-
1288 Wilds 7th Addition	96,757.98	-	-	-	96,704.58	53.40	-
1289 26th St NE & Diversion Road	(9,179,974.26)	779,790.78	-	10,585,000.00	779,790.78	1,159,278.01	245,747.73
1291 Brooks Harbor 5th & 6th	82,900.10	-	-	-	82,835.50	64.60	-
1290 7th AVE NW & Center St	(1,972.00)	-	1,972.00	-	-	-	-
1293 Wild's 8th Addition	(1,063,240.08)	356,681.54	-	1,730,000.00	127,448.09	820,507.75	75,485.62
1294 Eaglewood 5th Addition	(1,961,691.70)	159,862.63	-	2,170,000.00	159,862.63	174,126.20	34,182.10
1295 Highland Meadows 2nd Addition	(85.00)	-	-	-	-	3,606,346.80	(3,606,431.80)
1296 Lagoon System Improvements	(114.00)	-	-	-	-	62,490.00	(62,604.00)
1297 Sewer Improvement District	(1,052,415.95)	-	-	-	-	1,601,931.59	(2,654,347.54)
1298 Eagle Run Plaza 5th Addition	(463,841.64)	75,879.50	-	1,030,000.00	75,879.50	547,456.92	18,701.44
1301 Water Storm Sewer Street District	(176.00)	-	-	-	-	3,780,191.01	(3,780,367.01)
1292 North Pond at the Preserve 9th	-	-	-	-	-	903,988.06	(903,988.06)
1299 Lift Station SA13 Rehabilitation	(447.41)	-	-	-	-	128,499.08	(128,946.49)
1300 Reiver Bend at Preserve 4th Addition	-	-	-	-	-	2,066,325.10	(2,066,325.10)
1303 Oak Ridge 11th Addition	-	-	-	-	-	1,142,635.95	(1,142,635.95)
1302 Water Tank Rehabilitation	-	-	-	-	-	1,176,718.65	(1,176,718.65)
1304 26th Ave. W. & 5th CT W	-	-	-	-	-	275,350.20	(275,350.20)
1305 Wilds 9th & SA 46	-	-	-	-	-	3,832,754.24	(3,832,754.24)
1308 Fargo Wastewater Connection Project	-	-	-	-	-	124.00	(124.00)
Lagoon Decommissioning Project	-	-	-	-	-	124.00	(124.00)
1310 South Reginal Sanitary Sewer Forcemain	-	-	-	-	-	2,995.20	(2,995.20)
2248 1st Ave. & 10 St. E. Improvement District	-	-	-	-	-	270.00	(270.00)
2250 Sheyenne St. Improvement District	-	-	-	-	-	855.62	(855.62)
1311 Brooks Harbor Water Tower	-	-	-	-	-	135,162.49	(135,162.49)
1312 Water Improvement District	-	-	-	-	-	150.00	(150.00)
2251 13th Ave. (12th to 45th) Reconstruct.	-	-	-	-	-	39,041.13	(39,041.13)
6052 Sidewalk Improvement District 2016	(320,502.01)	-	329,655.82	-	-	9,153.81	-
6053 Sidewalk Improvement District	-	-	-	-	-	128,857.62	(128,857.62)
2249 Street Improvement District	-	-	-	-	-	124.00	(124.00)
1313 Sewer Improvement District	-	-	-	-	-	120.00	(120.00)
2157 13th Ave. West	(300.00)	-	300.00	-	-	-	-
2245 City Striping Improvement Project	-	-	252,617.81	-	-	252,617.81	-
Sheyenne St S of I94	(690,054.43)	-	2,000,000.04	-	-	1,942,805.38	(632,859.77)
2246 Traffic Calming Elmwood Ct	-	-	-	-	-	165,054.08	(165,054.08)
2233-40th Ave E (Shey to Dr 21-Shard w/Fargo)	2,012.03	-	-	-	-	2,012.03	-
2234-33rd Ave E to Prairie Hgts Drive	(15,190.80)	-	15,190.80	-	-	-	-
2239 32 & 40th Ave W to Diversion	(4,534,834.45)	222,849.99	-	6,333,194.92	222,849.99	1,424,223.33	374,137.14
Total Capital Projects Funds	\$(40,577,627.35)	\$ 4,508,550.79	\$10,031,715.65	\$ 45,168,194.92	\$ 3,528,722.51	\$ 49,825,543.86	\$(34,223,432.36)
Total Governmental Funds	\$ 21,392,226.58	\$ 65,324,685.15	\$18,838,028.01	\$ 45,168,194.92	\$18,838,028.01	\$ 94,052,501.80	\$ 37,832,604.85
Enterprise Funds:							
Water and Sewer							
Sewer and Water Operating	\$ 6,505,680.06	\$ 9,581,296.22	\$ -	\$ -	\$ -	\$ 8,647,691.11	\$ 7,439,285.17
City Utility	384,653.07	130,394.63	-	-	-	214,893.91	300,153.79
Repl & Deprec. SWOP	30,000.00	-	-	-	-	-	30,000.00
Sewage Surcharge	295,799.86	6,590.46	-	-	-	-	302,390.32
2012 Ref Water/Sewer Reserve (2005)	665,660.22	-	-	-	-	-	665,660.22
Water/Sewer 2009 Reserve	601,646.26	-	-	-	-	-	601,646.26
South Facilities Hookup	2,776,325.36	122,583.60	-	-	-	51,744.00	2,847,164.96
Total Sewer and Water	\$ 11,259,764.83	\$ 9,840,864.91	\$ -	\$ -	\$ -	\$ 8,914,329.02	\$ 12,186,300.72
Health and Sanitation Operating	\$ 1,359,249.85	\$ 3,450,533.28	\$ -	\$ -	\$ -	\$ 3,183,164.56	\$ 1,626,618.57
Total Enterprise Funds	\$ 12,619,014.68	\$ 13,291,398.19	\$ -	\$ -	\$ -	\$ 12,097,493.58	\$ 13,812,919.29
Total Govt. & Enterprise Funds	\$ 34,011,241.26	\$ 78,616,083.34	\$18,838,028.01	\$ 45,168,194.92	\$18,838,028.01	\$ 106,149,995.38	\$ 51,645,524.14

CITY OF WEST FARGO
West Fargo, North Dakota

SCHEDULE OF FUND ACTIVITY - CLIENT GENERAL LEDGER BASIS
For the Year Ended December 31, 2017

	Balance 1-1-17	Revenues & Bond Premium	Transfers In	Other Financing Sources (gross)	Transfers Out	Expenditures & Bond Discount	Balance 12-31-17
Agency Funds:							
Park	\$ 452,442.91	\$ 644,379.67	\$ -	\$ -	\$ -	\$ 1,096,822.58	\$ -
Cash in Lieu of Land Dedication	-	631,908.61	-	-	-	347,198.97	284,709.64
Tree Planting	432,183.36	80,496.52	-	-	-	35,425.00	477,254.88
Marvin Windows Escrow Sp Assmts	170,658.00	-	-	-	-	-	170,658.00
Titan Job Training Grant 5%	10,452.45	55,756.00	-	-	-	52,968.20	13,240.25
Energy Grant	15,800.00	-	-	-	-	-	15,800.00
Downtown Business Association	10,161.11	100.00	-	-	-	119.10	10,142.01
Windsor Green Subdivision	15,910.81	-	-	-	-	-	15,910.81
Eagle Run 8th-Land Development	118,516.89	-	-	-	-	-	118,516.89
Borud's Subdivision	21,739.37	-	-	-	-	-	21,739.37
Park Sp Assmt 2003-1	-	4,196.17	-	-	-	4,058.41	137.76
2003-1 Sp. Assmt. Park - 40th Ave.	-	549.30	-	-	-	-	549.30
2014-2 Goldendood Area Park	-	2,520.25	-	-	-	-	2,520.25
Shadowwood Pk Sp.2010	-	20,976.13	-	-	-	20,544.11	432.02
2011 Park Specials - Maple Ridge	-	29,400.84	-	-	-	29,159.54	241.30
Park Improvement District 2011-1	-	425,623.12	-	-	-	415,215.00	10,408.12
2014 Park Special Assessments - Rivers Bend	-	193,639.73	-	-	-	193,012.17	627.56
Park Sp Assmt 2007-1	-	14,217.92	-	-	-	10,856.17	3,361.75
Community Development Block Grant (CDBG)	1,921.91	-	-	-	-	-	1,921.91
Total Agency Funds	\$ 1,249,786.81	\$ 2,103,764.26	\$ -	\$ -	\$ -	\$ 2,205,379.25	\$ 1,148,171.82
Total Primary Government	\$ 35,261,028.07	\$ 80,719,847.60	\$ 18,838,028.01	\$ 45,168,194.92	\$ 18,838,028.01	\$ 108,355,374.63	\$ 52,793,695.96
Total Reporting Entity	\$ 35,261,028.07	\$ 80,719,847.60	\$ 18,838,028.01	\$ 45,168,194.92	\$ 18,838,028.01	\$ 108,355,374.63	\$ 52,793,695.96

STATE AUDITOR

JOSHUA C. GALLION
Phone (701) 328-2241



Local Government Division:

FARGO OFFICE
MANAGER – DAVID MIX
Phone: (701) 239-7252

STATE OF NORTH DAKOTA
OFFICE OF THE STATE AUDITOR
STATE CAPITOL
600 E. BOULEVARD AVENUE - DEPT. 117
BISMARCK, NORTH DAKOTA 58505

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON
COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Independent Auditor's Report

City Commission
City of West Fargo
West Fargo, North Dakota

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of West Fargo as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise the City of West Fargo's basic financial statements, and have issued our report thereon dated April 26, 2018.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City of West Fargo's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City of West Fargo's internal control. Accordingly, we do not express an opinion on the effectiveness of the City of West Fargo's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

CITY OF WEST FARGO

Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* - Continued

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City of West Fargo's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

City of West Fargo's Response to Findings

City of West Fargo's response to the finding identified in our audit is described in the accompanying *schedule of findings and questioned costs*. City of West Fargo's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

/s/

Joshua C. Gallion
State Auditor

Fargo, North Dakota
April 26, 2018

CITY OF WEST FARGO
West Fargo, North Dakota

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
For the Year Ended December 31, 2017

Section I - Summary of Auditor's Results

Financial Statements

Type of Report Issued?	
Governmental Activities	Unmodified
Business-Type Activities	Unmodified
Major Funds	Unmodified
Aggregate Remaining Fund Information	Unmodified

Internal Control over financial reporting:

Material weaknesses identified?	<u> </u> Yes	<u> X </u> None noted
Significant deficiencies identified not considered to be material weaknesses?	<u> </u> Yes	<u> X </u> None noted
Noncompliance material to financial statements noted?	<u> </u> Yes	<u> X </u> None noted

Section II - Financial Statement Findings

No matters were reported.

You may obtain audit reports on the internet at:

www.nd.gov/auditor/

or by contacting the
Division of Local Government Audit

Office of the State Auditor
600 East Boulevard Avenue – Department 117
Bismarck, ND 58505-0060

(701) 328-2220



City of West Fargo
West Fargo, North Dakota

Management's Letter

For the Year Ended December 31, 2017

JOSHUA C. GALLION
STATE AUDITOR

Office of the State Auditor
Division of Local Government

STATE AUDITOR

JOSHUA C. GALLION
Phone (701) 328-2241



Local Government Division:

FARGO OFFICE
MANAGER – DAVID MIX
Phone: (701) 239-7252

STATE OF NORTH DAKOTA
OFFICE OF THE STATE AUDITOR

STATE CAPITOL
600 E. BOULEVARD AVENUE - DEPT. 117
BISMARCK, NORTH DAKOTA 58505

City Commissioners
City of West Fargo
West Fargo, North Dakota

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of West Fargo, North Dakota for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated April 26, 2018. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility Under Auditing Standards Generally Accepted in The United States Of America, Government Auditing Standards

As stated in our engagement letter dated January 23, 2018, our responsibility, as described by professional standards, is to plan and perform our audit to obtain reasonable, but not absolute, assurance about whether the basic financial statements are free of material misstatement. Because of the concept of reasonable assurance and because we did not perform a detailed examination of all transactions, there is a risk that material errors, or fraud may exist and not be detected by us.

In planning and performing our audit, we considered the City of West Fargo's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting.

As part of obtaining reasonable assurance about whether the City of West Fargo's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit.

Significant Accounting Policies/Qualitative Aspects Of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by the City of West Fargo are described in Note 1 to the basic financial statements. Application of existing policies was not changed during the year ended December 31, 2017. GASB Statement 75(Accounting and Financial Reporting for Post-Employment Benefit Plans Other Than Pensions) was adopted during the year ended December 31, 2017. We noted no transactions entered into by the City of West Fargo during the year ended December 31, 2017 that were both significant and unusual, and of which, under professional standards, we are required to inform you, or transactions for which there is a lack of authoritative guidance or consensus.

Accounting estimates are an integral part of the financial statements presented by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements is useful lives of capital assets.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and report them to the appropriate level of management.

AUDIT ADJUSTMENTS - PRIMARY GOVERNMENT		
<u>Governmental Funds/Activities</u>		
Intergovernmental Receivable	1,323,782	
Accounts Receivable	89,232	
Revenue - govt. funds/activities		1,413,014
Expenditures/Expenses	2,085,552	
Accounts Payable		310,665
Salaries Payable		397,225
Construction Payable		1,377,662
Expenses - Govt. Wide	960,965	
Retainages Payable		960,965
<u>Beginning Fund Balances</u>		
Total Fund Balances	(168,520)	
Debt Service Fund Balance		(1,597,620)
Capital Projects Fund Balance		270,000
Non-Major Funds Balances		1,159,100
<u>Business-Type Funds/Activities</u>		
Expenses	519,354	
Accounts Payable		397,906
Salaries Payable		121,448

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, or reporting matter that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated April 26, 2018.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the city's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the City Commission and management of the City of West Fargo and should not be used for any other purpose. We would be happy to meet with you and any member of your staff to discuss any of the items in this letter in more detail if you so desire.

Thank you and the employees of the City of West Fargo for the courteous and friendly assistance we received during the course of our audit. It is a pleasure for us to be able to serve the City of West Fargo.

/s/
Joshua C. Gallion
State Auditor

Fargo, North Dakota
April 26, 2018

AGENDA ITEM DESCRIPTION
CITY COMMISSION
WEST FARGO, NORTH DAKOTA

Agenda # 4

***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: 433-5321 DATE: June 14, 2018

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

Harper Heights 1st Addition, Replat and Rezoning from C: Light Commercial to PUD: Planned Unit Development.

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

Lots 1-4, Block 7 of Sukut's Estates, City of West Fargo, North Dakota.

5. ACTION BEING REQUESTED FROM CITY COMMISSION:

Hold Second Reading on the rezoning and Final Plat Approval subject to the conditions listed in the staff report.

CITY OF WEST FARGO PLANNING AND COMMUNITY DEVELOPMENT

STAFF REPORT

A17-29		REPLAT AND REZONING	
Harper Dakota-Heights 1 st Addition			
Lots 1-3 & 4, Block 7 of Sukut's Estates and a portion of the publicly dedicated alley west of said lots also known as Sukut Street, City of West Fargo, North Dakota			
Owner: Joann Gilbertson		Staff Contact: Larry Weil	
Applicant: Jim Twomey, Southhill Group			
Planning & Zoning Commission Introduction:		07-10-2017	
Public Hearing:		07-10-2017 – Concept Plans	
Detailed Development Plans & Public Hearing:		04-09-2018 – Approval	
City Commission Introduction:		04-16-2018	
Public Hearing & 1 st Reading:		05-08-2018	
2 nd Reading and Final Plat Approval:			

PURPOSE:

Replat to develop a multiple family dwelling intended for affordable senior living.

STATEMENTS OF FACT:

Land Use Classification:	General Commercial
Existing Land Use:	Nonconforming Mobile Home Park
Current Zoning District(s):	C: Light Commercial
Zoning Overlay District(s):	None
Proposed Zoning District(s):	PUD: Planned Unit Development
Proposed Lot size(s) or range:	26,496 ft ²
Total area size:	.6 Acres
Adjacent Zoning Districts:	North, West & East – C: Light Commercial South – R-1: One & Two Family Dwellings
Adjacent street(s):	1 st Avenue West (Local); Sukut Street (Alley to be vacated)
Adjacent Bike/Pedestrian Facilities:	Existing Sidewalks
Available Parks/Trail Facilities:	There are a number of parks within 1 mile.
Park Dedication Requirements:	The area is developed.

DISCUSSION AND OBSERVATIONS:

- The applicant has submitted an application, preliminary plat, site plan, elevations and area plan.
- The plat currently shows one lot.
- The properties are currently zoned Light Commercial, which would accommodate multiple family structures as a conditional use, subject to lot and yard requirements of the R-3: Multiple Dwelling District. The applicant proposes rezoning the property to Planned Unit Development (PUD) which would allow for additional density and reduced setbacks given the limitations of the redevelopment area. This area is viewed as a transitioning area where an older residential area (zoned R-1: One and Two Family Dwellings) is located adjacent to a Light Commercial zoned area which has an old mobile home park development. There are few multiple family structures in the area.

STAFF REPORT

- A PUD is required to have a minimum area of 2 acres unless the applicant can show that the waiving of this requirement is in the public interest and that at least one of the following conditions is met:
 - a. Unusual physical features of the site or the surrounding neighborhood are such that development under a different zoning district would not conserve the unique physical features of the site or would not allow functional or environmental compatibility with the surrounding neighborhood.
 - b. The site is adjacent to an area which has been developed under the provisions of a Planned Unit Development District and will contribute to the amenity and functionality of the neighborhood.
 - c. The site is part of an urban redevelopment and/or spot renewal program, provided it does not conflict with the nature of the surrounding neighborhood.
- The lot is proposed to be developed with a four-story, 30-unit senior living housing facility which would be accessed off 1st Avenue West and the alley to the south. The applicant proposes vacating that portion of the narrow street to the west known as Sukut Street.
- The property was developed as a small mobile home park many years ago. The property has been zoned Light Commercial for quite some time, so the mobile home park is considered a nonconforming use. Several years ago a fire destroyed several mobile homes and since then several of the pad sites have been utilized by RVs. It has not been clear whether RVs are allowed in the mobile home park or not, but the State does the inspections so the issue has not been addressed.
- The owner of the mobile home park has been considering redeveloping the property for several years.
- Sukut Street terminates at 1st Avenue West on the north side currently and provides access to the mobile home park and West Fargo School District Leidal Education Center Administration building. The project proposes to vacate that part of Sukut Street which extends along the mobile home park property. The Leidal Center would lose the south access, whereas the north access would connect to 1st Avenue West. It would be appropriate to widen the north access and driving aisle into the Leidal Center parking lot which should be a development cost. Sukut Street would not be affected south of the existing alley.
- The applicant proposes to provide 14 exterior parking spaces in a parking lot behind the building and 28 interior parking spaces at ground level within the structure.
- The multiple family structure would have 12 2-bedroom units and 18 1-bedroom units.
- A drainage plan is required for the subdivision and will need to be developed prior to, or as a part of, the special improvement district. The City Engineer has indicated that retention needs are difficult in this area of town and that the current development pattern does not provide retention. Staff is recommending that as part of the developer agreement that future retention needs are addressed as they will likely become part of a larger improvement district.
- An Attorney Title Opinion is required and will need to be received prior to Final Plat consideration.

NOTICES:

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

Comments Received:

- The City received a letter from the West Fargo School District (attached). The School District is not objecting to the project, but raises the issue that with the elimination of the one access onto Sukut Street, there will be a need to make changes to accommodate 2-way traffic for ingress and egress. There should be consideration to assess those costs to the new development. They would like to be involved with the discussions regarding the street vacation and costs for parking lot changes.

STAFF REPORT

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

- Staff has reviewed the current and proposed developments in the section and their consistency with the Comprehensive Plan and provides reference below:
Chapter 7 of the Comprehensive Plan under the heading “Community Development, Design, and Housing” has a goal statement which states “To provide a diversity of residential neighborhoods, both single family and multiple family, and a balance of housing alternatives to meet the changing life-cycle needs of residents.” Several applicable objective statements are as follows:
 - Objective a. “To encourage the development of a mix of housing types that blend with the existing housing stock.”
 - Objective b. “To provide opportunities for high-quality multiple family developments, including townhomes, condominiums, and higher density rental properties.”
 - Objective d. “To encourage the development of independent and assisted living housing for senior citizens that wish to remain in the community.”
 - Objective e. “To foster partnerships with the private sector to help diversify housing choices in the community.”
 - Objective h. “To provide a housing development pattern with the ratio of single-family dwelling units to multiple-family dwelling units between 60 to 70% single-family to 30 to 40% multiple family.”
- The properties are identified within the City’s General Plan for Urban Renewal and Urban Development as potential redevelopment properties. The Plan notes that these properties contain slums or blighting conditions which have had negative effects on the City.
- The properties are identified within one of the City’s Renaissance Zone blocks which promotes upgrades to existing buildings or redevelopment.

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. Parking requirements are further refined and if necessary shared parking agreements are provided and included in a resolution for reduction in parking by the City Commission.
2. Consideration is to be given to costs associated with driving aisle changes for the Leidal Center parking lot.
3. Development will be subject, but not limited to 4-440 Supplementary District Regulations, 4-450 Off-Street Parking and Loading Requirements, and 4-460 Sign Regulations.
4. A signed Subdivision/PUD Agreement is received.
5. An Attorney Title Opinion to the City of West Fargo is received.
6. A drainage plan is received and approved by the City Engineer.
7. A signed Final Plat is received with any necessary easements.
8. A certificate is received showing taxes are current.

PLANNING AND ZONING RECOMMENDATION:

At their July 10, 2017 meeting, the Planning and Zoning Commission approved the concept based on the eight conditions listed above.

STAFF REPORT

DETAILED DEVELOPMENT PLANS:

Since the Planning and Zoning Commission approved the concept in July, the applicant has purchased an additional lot (Lot 4) to the east. The purpose of the public hearing is to include the additional lot. The overall footprint is not likely to change however may shift or increase/decrease depending upon final building design. The additional lot is intended to be used for storm water retention, green space and additional parking. The applicant has also changed the name from Dakota Heights to Harper Heights.

The applicant has provided an updated plat, site plan, floor plan, and building elevations. There have not been any major changes to what was previously provided. The applicant continues to communicate with the School District on any updates required to their parking lot if Sukut Street is to be vacated.

In regards to the vacation of Sukut Street, staff has received a phone call indicating protest to the vacation of Sukut due to needs related to exiting with truck traffic for a business along 1st Ave W. Vacation of the road would need to be done by petition of the plat. Vacation will require a 2/3 majority vote of the City Commission. If approved, any aggrieved person may file an appeal to district court within fifteen days following the publication of a resolution to vacate.

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

1. Parking requirements are further refined and if necessary shared parking agreements are provided and included in a resolution for reduction in parking by the City Commission.
2. Consideration be given to the vacation of Sukut Street. If it is determined that Sukut Street should not be vacated, the applicant shall move the proposed building to the east to allow the continued operation of Sukut Street.
3. If Sukut Street is to be vacated, that consideration is to be given to costs associated with driving aisle changes for the Leidal Center parking lot.
4. Development will be subject, but not limited to 4-440 Supplementary District Regulations, 4-450 Off-Street Parking and Loading Requirements, and 4-460 Sign Regulations.
5. A signed Subdivision/PUD Agreement is received.
6. An Attorney Title Opinion to the City of West Fargo is received.
7. A drainage plan is received and approved by the City Engineer.
8. A signed Final Plat is received with any necessary easements.
9. A certificate is received showing taxes are current.

PLANNING AND ZONING RECOMMENDATION:

At their April 9, 2018 meeting, the Planning and Zoning Commission approved the application for a replat and rezoning without the vacation of Sukut Street and subject to the eight remaining conditions (# 1-2, 4-9).

UPDATE FOR PUBLIC HEARING:

The applicant has provided a revised plat and site plan which no longer requires the vacation of Sukut Street to accommodate concerns of the neighborhood and the School District Leidal facility. The site

STAFF REPORT

plan now show the same building shifted to the east. The applicant has agreed to purchase one existing residence to the east of the existing trailer court and the City has agreed to purchase the other home to the east which is directly adjacent to the Fire Hall.

The proposal appears to retain the existing sidewalk at Sukut Street which is very narrow and has stairs leading from the building immediately to that sidewalk. There appears to be room to shift the building to the east further to avoid direct access from the stairs to the narrow sidewalk. The City should protect its ability to widen the narrow sidewalk in the future and require the building be shifted to the east prior to consideration of final approval.

37 provided parking spaces fall short of a required 60 spaces for a building with 12 2-bedroom units and 18 1-bedroom units. The applicant is requesting a reduction in parking to also be considered which may be justified given the past examples of similar projects in the City from the applicant. There are 13 surface parking spaces provided within the site as well as 24 enclosed spaces in the building. A potential option which has been considered by staff, but would need further discussion is to remove the on-site parking and include diagonal parking on 1st Ave W by removing the boulevard and leaving a larger front yard to avoid the additional impervious surface on the site which is currently being proposed. The on-street diagonal parking would also provide open space for the building and reduce water retention needs. The on-street diagonal could be extended down to the Fire Hall to increase the number of parking on the block which has been noted as a concern by neighbors at previous meetings.

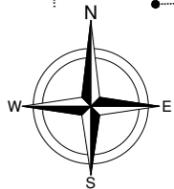
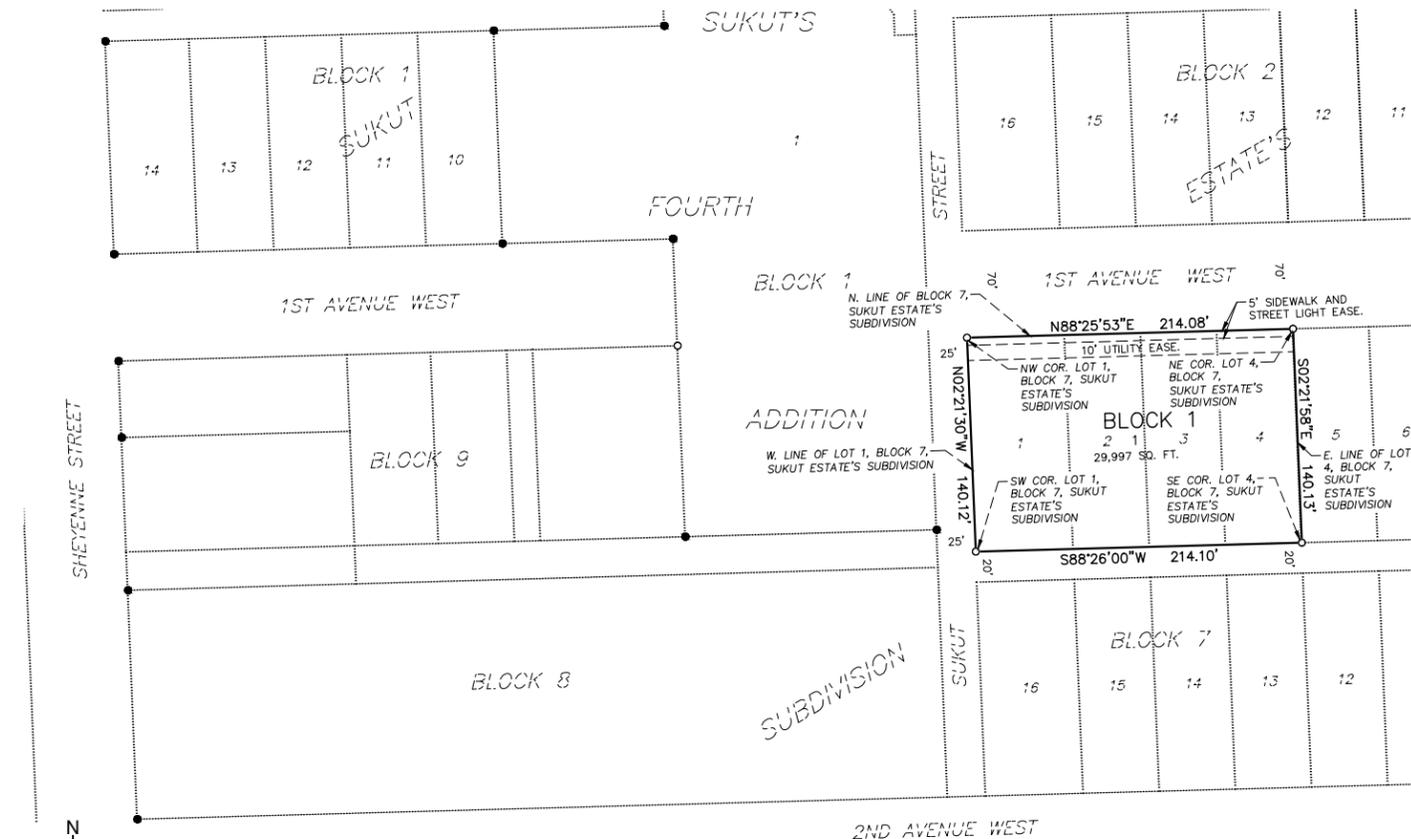
UPDATE FOR PUBLIC HEARING:

The applicant has provided a final plat and site plan which provides a total of 41 parking spaces now being placed within City right of way and continuing in the 1st level of the building. The applicant is now providing additional green space and on-site retention to the site which was previously not possible. City departments have given a quick review to the plans and are comfortable with the overall plan. Minor details will need to be fixed prior to submittal of final building plans.

Staff would uphold the recommendation from the previous review and submits the final plans as the detailed development plans for the project with the following amended conditions of approval:

1. A reduction in required parking be granted by the City Commission with a condition that if development of the site changes, or if determined necessary by the Commission additional parking be provided on site.
2. Development will be subject, but not limited to 4-440 Supplementary District Regulations, 4-450 Off-Street Parking and Loading Requirements, and 4-460 Sign Regulations.
3. A signed Subdivision/PUD Agreement is received.
4. An Attorney Title Opinion to the City of West Fargo is received.
5. A drainage plan is received and approved by the City Engineer.
6. A signed Final Plat is received with any necessary easements.
7. A certificate is received showing taxes are current.

**PLAT OF
HARPER HEIGHTS ADDITION
TO THE CITY OF WEST FARGO,
A REPLAT OF LOTS 1 THROUGH 4 INCLUSIVE, BLOCK 7, SUKUT
ESTATE'S SUBDIVISION IN THE CITY OF WEST FARGO, CASS COUNTY, NORTH DAKOTA**



LEGEND
 ● IRON MONUMENT FOUND
 ○ SET 5/8"x18" REBAR WITH YELLOW PLASTIC CAP #5900
 BASIS OF BEARINGS: THE N. LINE OF BLOCK 7, SUKUT ESTATE'S SUBDIVISION HAS AN ASSUMED BEARING OF N88°25'53"E.
 0 60
 Scale in Feet

WEST FARGO PLANNING COMMISSION APPROVAL
 THIS PLAT IN THE CITY OF WEST FARGO IS HEREBY APPROVED THIS _____ DAY OF _____, 2018.

 TOM MCDUGALL, CHAIRMAN
 STATE OF NORTH DAKOTA)
 COUNTY OF CASS)
 ON THIS _____ DAY OF _____, 2018, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED TOM MCDUGALL, CHAIRMAN OF THE WEST FARGO PLANNING COMMISSION, KNOWN TO ME TO BE THE PERSON DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME IN THE NAME OF THE WEST FARGO PLANNING COMMISSION.

 NOTARY PUBLIC, CASS COUNTY, NORTH DAKOTA

WEST FARGO CITY COMMISSION APPROVAL
 THIS PLAT IN THE CITY OF WEST FARGO IS HEREBY APPROVED THIS _____ DAY OF _____, 2018.

 RICH MATTERN, PRESIDENT OF THE WEST FARGO CITY COMMISSION

 TINA FISK, CITY AUDITOR
 STATE OF NORTH DAKOTA)
 COUNTY OF CASS)
 ON THIS _____ DAY OF _____, 2018, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED RICH MATTERN, PRESIDENT OF THE WEST FARGO CITY COMMISSION, AND TINA FISK, CITY AUDITOR, KNOWN TO ME TO BE THE PERSONS DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT THEY EXECUTED THE SAME IN THE NAME OF THE CITY OF WEST FARGO.

 NOTARY PUBLIC, CASS COUNTY, NORTH DAKOTA

CITY ENGINEER'S APPROVAL
 THIS PLAT IN THE CITY OF WEST FARGO IS HEREBY APPROVED THIS _____ DAY OF _____, 2018.

 DUSTIN T. SCOTT, CITY ENGINEER
 STATE OF NORTH DAKOTA)
 COUNTY OF CASS)
 ON THIS _____ DAY OF _____, 2018, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED DUSTIN T. SCOTT, CITY ENGINEER, KNOWN TO ME TO BE THE PERSON DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME AS HIS FREE ACT AND DEED.



 NOTARY PUBLIC, CASS COUNTY, NORTH DAKOTA

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 _____, 2018.

 JOHN T. SHOCKLEY, CITY ATTORNEY
 STATE OF NORTH DAKOTA)
 COUNTY OF CASS)
 ON THIS _____ DAY OF _____, 2018, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED JOHN T. SHOCKLEY, CITY ATTORNEY, KNOWN TO ME TO BE THE PERSON DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME AS THE CITY ATTORNEY.

 NOTARY PUBLIC, CASS COUNTY, NORTH DAKOTA

CERTIFICATE
 SHAWN M. THOMASSON, BEING DULY SWORN, DEPOSES AND SAYS THAT HE IS THE PROFESSIONAL LAND SURVEYOR WHO PREPARED AND MADE THE ATTACHED PLAT OF "HARPER HEIGHTS ADDITION" TO THE CITY OF WEST FARGO, A REPLAT OF LOTS 1 THROUGH 4 INCLUSIVE, BLOCK 7, SUKUT ESTATE'S SUBDIVISION IN THE CITY OF WEST FARGO, CASS COUNTY, NORTH DAKOTA; THAT SAID PLAT IS A TRUE AND CORRECT REPRESENTATION OF THE SURVEY THEREOF; THAT ALL DISTANCES ARE CORRECTLY SHOWN ON SAID PLAT; THAT MONUMENTS HAVE BEEN PLACED IN THE GROUND AS INDICATED FOR THE GUIDANCE OF FUTURE SURVEYS AND THAT THE BOUNDARY OF SAID ADDITION IS DESCRIBED AS FOLLOWS, TO WIT:
 ALL OF LOTS 1 THROUGH 4 INCLUSIVE, BLOCK 7, SUKUT ESTATE'S SUBDIVISION, ACCORDING TO THE RECORDED PLAT THEREOF ON FILE AND OF RECORD IN THE OFFICE OF THE RECORDER, CASS COUNTY, NORTH DAKOTA.
 SAID TRACT CONTAINS 29,997 SQUARE FEET, MORE OR LESS, AND IS SUBJECT TO ALL EASEMENTS, RESTRICTIONS, RESERVATIONS AND RIGHTS OF WAY OF RECORD, IF ANY.



 SHAWN M. THOMASSON
 PROFESSIONAL LAND SURVEYOR
 ND PLS #5900
 STATE OF NORTH DAKOTA)
 COUNTY OF CASS)
 ON THIS _____ DAY OF _____, 2018, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED SHAWN M. THOMASSON, PROFESSIONAL LAND SURVEYOR, KNOWN TO ME TO BE THE PERSON DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME AS HIS FREE ACT AND DEED.

 NOTARY PUBLIC, CASS COUNTY, NORTH DAKOTA

DEDICATION
 WE, THE UNDERSIGNED, DO HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE LAND DESCRIBED IN THE PLAT OF "HARPER HEIGHTS ADDITION" TO THE CITY OF WEST FARGO, A REPLAT OF LOTS 1 THROUGH 4 INCLUSIVE, BLOCK 7, SUKUT ESTATE'S SUBDIVISION IN THE CITY OF WEST FARGO, CASS COUNTY, NORTH DAKOTA; THAT WE HAVE CAUSED IT TO BE PLATTED INTO LOTS AND BLOCKS AS SHOWN BY SAID PLAT AND CERTIFICATE OF SHAWN M. THOMASSON, PROFESSIONAL LAND SURVEYOR, AND THAT THE DESCRIPTION AS SHOWN IN THE CERTIFICATE OF THE REGISTERED PROFESSIONAL LAND SURVEYOR IS CORRECT. WE HEREBY DEDICATE THE 10.00 FOOT WIDE UTILITY EASEMENT AND THE 5.00 FOOT WIDE SIDEWALK AND STREET LIGHT EASEMENT AS SHOWN ON SAID PLAT TO THE USE OF THE PUBLIC.

OWNER: HARPER HEIGHTS LIMITED PARTNERSHIP

 JAMES F. TWOMEY, MANAGING MEMBER

STATE OF NORTH DAKOTA)
 COUNTY OF CASS)
 ON THIS _____ DAY OF _____, 2018, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED JAMES F. TWOMEY, KNOWN TO ME TO BE THE PERSON DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME IN THE NAME OF HARPER HEIGHTS LIMITED PARTNERSHIP.

 NOTARY PUBLIC, CASS COUNTY, NORTH DAKOTA

MORTGAGEE: ALERUS FINANCIAL, N.A.

 JESSICA HOPPE, RELATIONSHIP MANAGER

STATE OF NORTH DAKOTA)
 COUNTY OF CASS)
 ON THIS _____ DAY OF _____, 2018, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED JESSICA HOPPE, KNOWN TO ME TO BE THE PERSON DESCRIBED IN AND WHO EXECUTED THE FOREGOING DEDICATION AND ACKNOWLEDGED TO ME THAT SHE EXECUTED THE SAME IN THE NAME OF ALERUS FINANCIAL, N.A.

 NOTARY PUBLIC, CASS COUNTY, NORTH DAKOTA

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Registered Architect under the laws of the State of North Dakota.

Signature: *Alan D. Doster*

Date: 06/06/2018 REG. NO.: 1057

SITE DATA

SITE AREA:

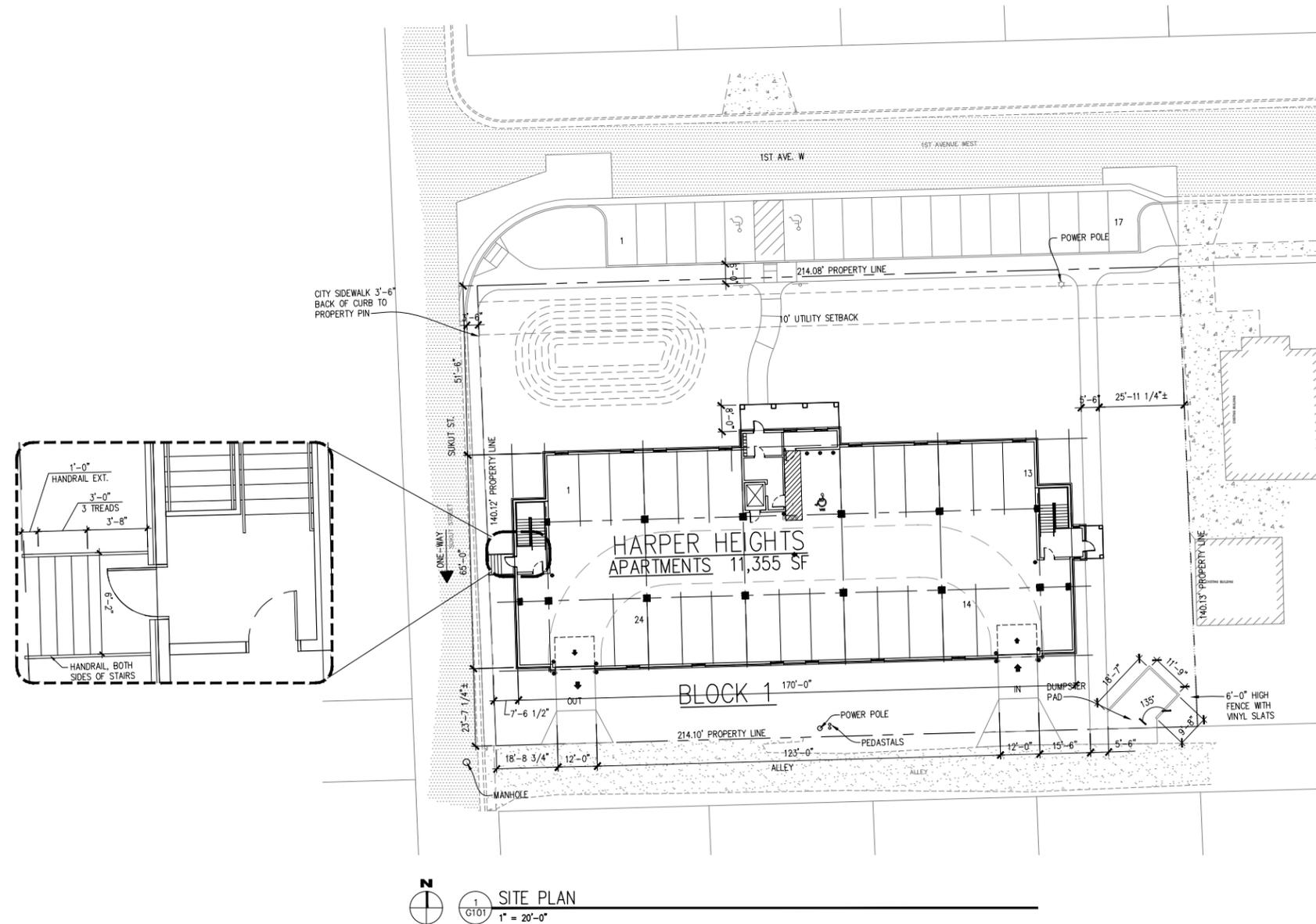
LOT 1, BLOCK 1 OF HARPER HEIGHTS ADD 29,997 S.F. TOTAL AREA

IMPERVIOUS SQUARE FOOTAGE:

SIDEWALKS/DUMPSTER PAD: 1,626 S.F.
EXTERIOR DRIVEWAYS: 644 S.F.
2,270 S.F. PAVEMENT
BUILDING FOOTPRINT: 11,355 S.F.
13,625 S.F. TOTAL IMPERVIOUS

PARKING:

24 INTERIOR PARKING STALLS (1 HDPC PARK'G STALL PROVIDED)
17 EXTERIOR PARKING STALLS (2 HDPC PARK'G STALLS PROVIDED)
41 TOTAL ON SITE PARKING STALLS (3 HDPC PARK'G STALLS TOTAL)



SITE PLAN
1/2018
1" = 20'-0"

CLIENT

Terry Welle Construction
3301 15th. St. S. Ste. E.
P.O. Box 9361
Fargo, North Dakota 58106
TELE: 701-241-9157, FAX: 701-293-7431
CELL: 701-238-0848

PROJECT DESCRIPTION

HARPER HEIGHTS
121 1ST AVENUE WEST
WEST FARGO, ND

CITY WEST FARGO

STATE ND

ISSUE DATES

CD	CONSTRUCTION DOCUMENTS	06/06/2018
MARK	DESCRIPTION	DATE

PROJECT NO: 20173440

DRAWN BY: BH

CHECKED BY: NN

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DRAWING TITLE

SITE PLAN

This document was originally issued and sealed by Kyle J. McCarty, Registration No. PE-6396, on 06/06/18 and the original document is stored at Moore Engineering, Inc., West Fargo, N.D.

CLIENT

Terry Welle Construction
3301 15th. St. S. Ste. E.
P.O. Box 9361
Fargo, North Dakota 58106
TELE: 701-241-9157, FAX: 701-293-7431
CELL: 701-238-0848

PROJECT DESCRIPTION

HARPER HEIGHTS
WEST FARGO, ND

CITY WEST FARGO

STATE ND

ISSUE DATES

DD	DESIGN DEVELOPMENT	4/23/2018
MARK	DESCRIPTION	DATE

PROJECT NO: 20173440

DRAWN BY:

CHECKED BY:

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DRAWING TITLE

UTILITY PLAN

DATE:	06.06.18
REVISED:	----
RECORD:	----
PROJECT No:	20274
MANAGER:	SWI
DESIGNER:	BMB/KAG
DRAFTER:	KAG
REVIEWER:	JUR

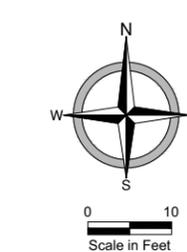
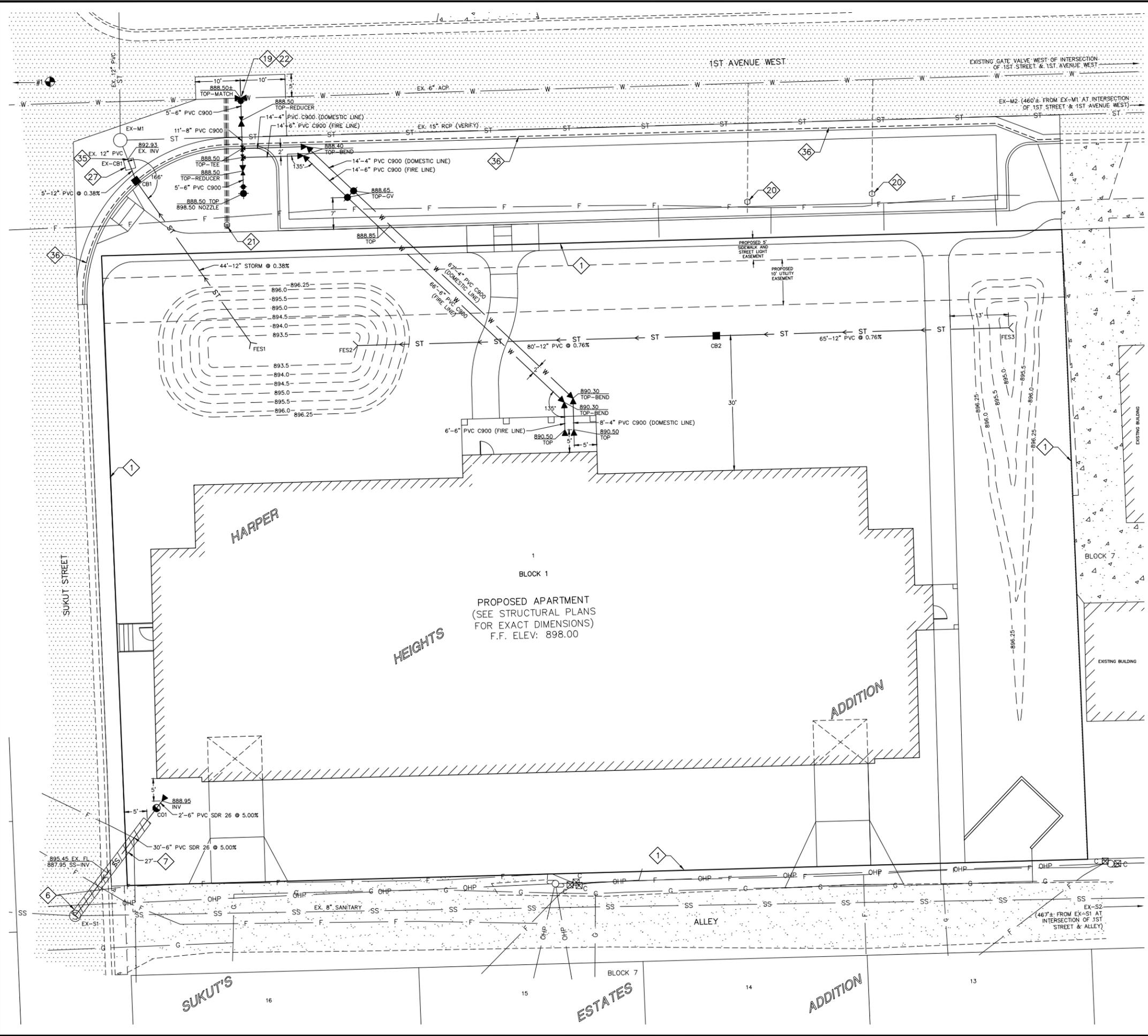


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SHEET C401	EXISTING CONDITIONS AND REMOVALS PLAN
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SHEET C403	UTILITY PLAN
SHEET C404	GRAVING PLAN AND EROSION CONTROL PLAN
SHEET C501	TYPICAL DETAILS
SHEET C502	TYPICAL DETAILS



C403



- GENERAL NOTATIONS**
- 1 PROPERTY LINE.
 - UTILITY NOTATIONS - SANITARY SEWER**
 - 6 CONNECT TO EXISTING SANITARY SEWER MANHOLE.
 - 7 BORE.
 - UTILITY NOTATIONS - WATER MAIN**
 - 19 CONNECT TO EXISTING WATER MAIN.
 - 20 ABANDON EXISTING CURB STOP AND BOX.
 - 21 REMOVE EXISTING CURB STOP AND BOX AND SERVICE LINE (SIZE AND MATERIAL UNKNOWN).
 - 22 TAPPING SLEEVE AND VALVE.
 - UTILITY NOTATIONS - STORM SEWER**
 - 27 REMOVE EXISTING STORM SEWER CATCH BASIN.
 - 35 CONNECT TO EXISTING STORM SEWER.
 - 36 4" PERFORATED P.V.C. DRAINILE.

EXISTING STRUCTURE SCHEDULE

EX-M1	RM: 895.71	EX-S1	RM: 895.62
ADJ. RM: 895.68	N INV: 892.93		
S INV: 892.55			
N INV: 892.32	EX-S1		
E INV: 892.32 (VERIFY)	RM: 895.63		
	S INV: 896.56		
	W INV: 896.47		
	NEW NE INV: 887.35		
EX-M2	RM: 896.23	EX-S2	
SE INV: 893.05	SW INV: 892.65		
W INV: 892.00	N INV: 896.75		
N INV: 891.99	W INV: 885.37		
S INV: 891.96	E INV: 885.34		

NEW STRUCTURE SCHEDULE

CB1 - 2'-5" (HIGHBACK)	FES1 - 12"	C01	RM: 897.25
RM: 898.30	INV: 893.22		INV: 888.85
SE INV: 893.05	FES2 - 12"		
NW INV: 892.95	INV: 893.50		
CB2 (HYDROPLAST)	FES3 - 12"		
RM: 896.50	INV: 894.60		
INV: 894.10			

BENCHMARK LIST
ALL ELEVATIONS SHOWN ARE NGVD 1929

NO.	DESCRIPTION	LOCATION	ELEV.
1	TOP NUT ON HYDRANT	SOUTHWEST CORNER OF LEGAL EDUCATION CENTER - WEST FARGO PUBLIC SCHOOL DISTRICT BUILDING	899.52

File Location: C:\hd\Projects\20274\DRAWINGS\DESIGN\20274-SITE.dwg

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CLIENT

Terry Welle Construction
3301 15th. St. S. Ste. E.
P.O. Box 9361
Fargo, North Dakota 58106
TELE: 701-241-9157, FAX: 701-293-7431
CELL: 701-238-0848

PROJECT DESCRIPTION

HARPER HEIGHTS
WEST FARGO, ND

CITY WEST FARGO

STATE ND

ISSUE DATES

DD	DESIGN DEVELOPMENT	4/23/2018
MARK	DESCRIPTION	DATE

PROJECT NO: 20173440

DRAWN BY:

CHECKED BY:

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DRAWING TITLE

**GRADING PLAN AND
EROSION CONTROL
PLAN**

C404



- GENERAL NOTATIONS**
- 1 PROPERTY LINE.
- GRADING NOTATIONS**
- 2 MATCH INTO EXISTING CONTOUR ELEVATION.
 - 3 ROOF DRAINAGE TO BE CONVEYED TO NORTH SIDE OF BUILDING.
- EROSION CONTROL NOTATIONS**
- 4 INSTALL PRIOR TO UPSTREAM DISTURBANCES.
 - 5 REMOVE AND RESET AS NEEDED TO INSTALL IMPROVEMENTS.
 - 6 EROSION CONTROL BLANKET.

BENCHMARK LIST
ALL ELEVATIONS SHOWN ARE NGVD 1929

NO.	DESCRIPTION	LOCATION	ELEV.
1	TOP NUT ON HYDRANT	SOUTHWEST CORNER OF LEGAL EDUCATION CENTER - WEST FARGO PUBLIC SCHOOL DISTRICT BUILDING	899.52

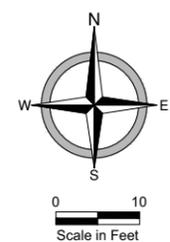
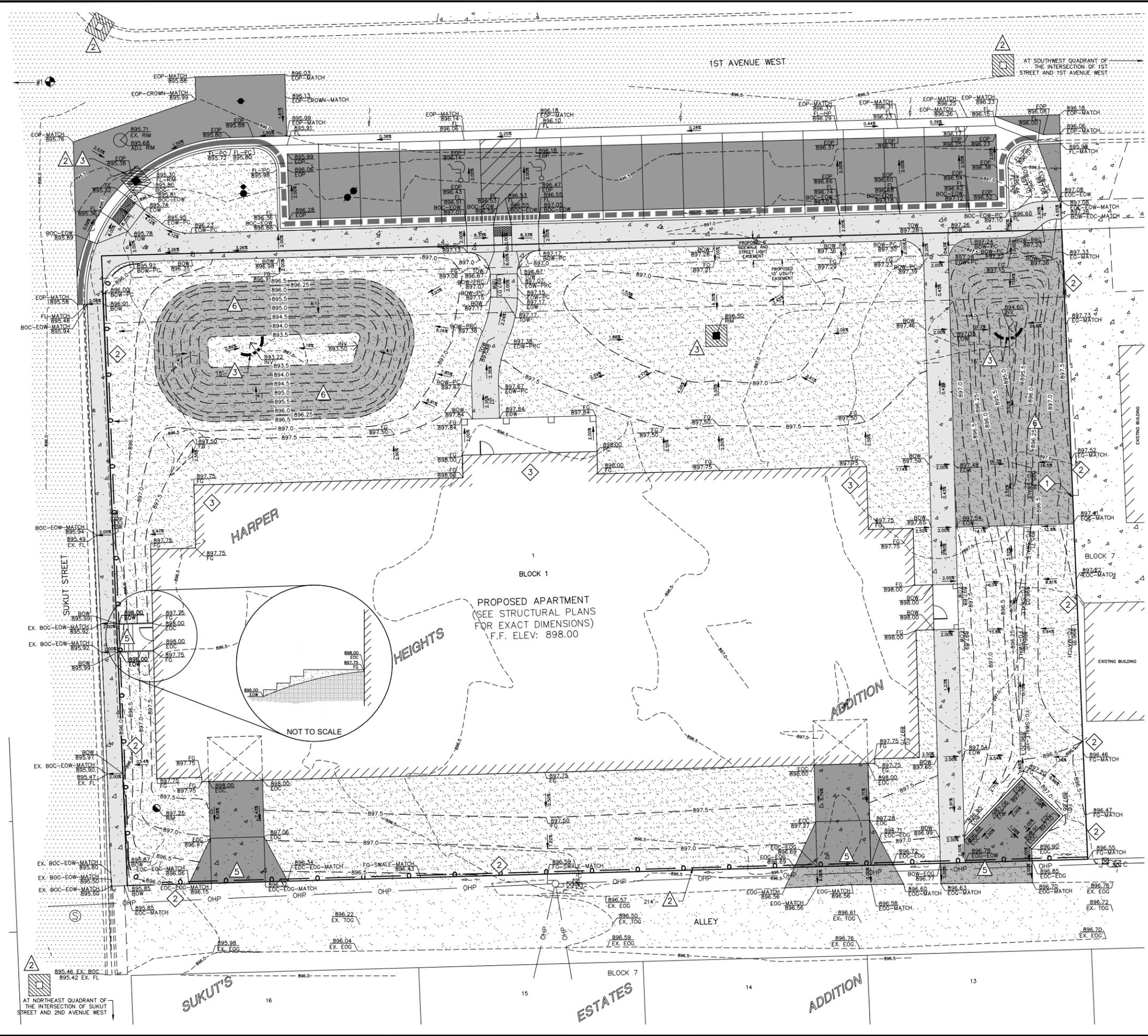


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- SHEET C404 GRADING PLAN AND EROSION CONTROL PLAN
- SHEET C501 TYPICAL DETAILS
- SHEET C502 TYPICAL DETAILS



File Location: C:\3D Projects\2024\DRAWINGS\DESIGN\2024\SITE.dwg

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Registered Architect under the laws of the State of North Dakota.

Signature: *Alan D. Doster*
Date: 06/06/2018 REG. NO.: 1057

CLIENT

Terry Welle Construction
3301 15th. St. S. Ste. E.
P.O. Box 9361
Fargo, North Dakota 58106
TELE: 701-241-9157, FAX: 701-293-7431
CELL: 701-238-0848

PROJECT DESCRIPTION

HARPER HEIGHTS
121 1ST AVENUE WEST
WEST FARGO, ND

CITY WEST FARGO

STATE ND

ISSUE DATES

CD	CONSTRUCTION DOCUMENTS	06/06/2018
MARK	DESCRIPTION	DATE

PROJECT NO: 20173440

DRAWN BY: NN

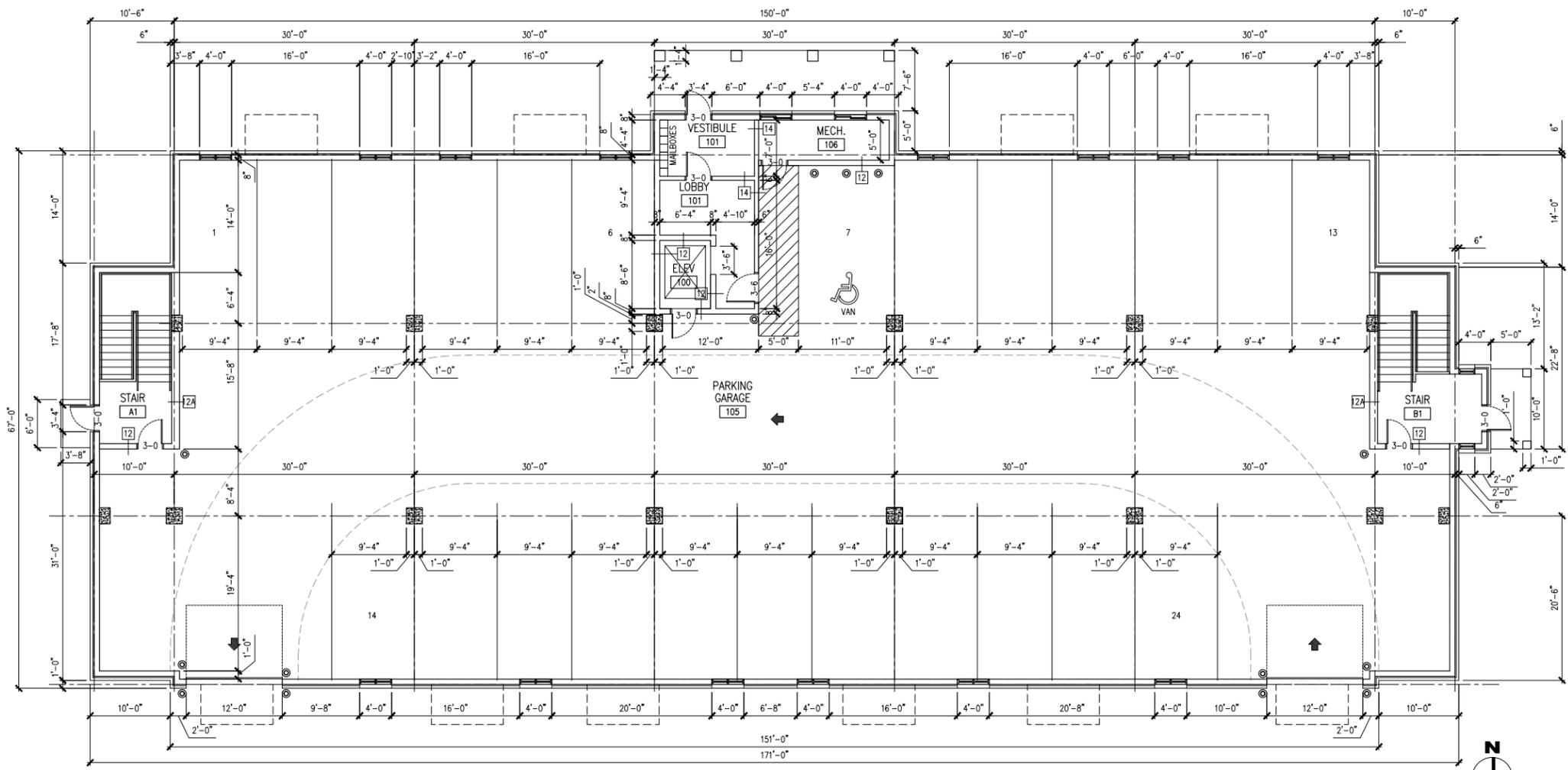
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DRAWING TITLE

**FIRST FLOOR PLAN
PARKING GARAGE**

A201



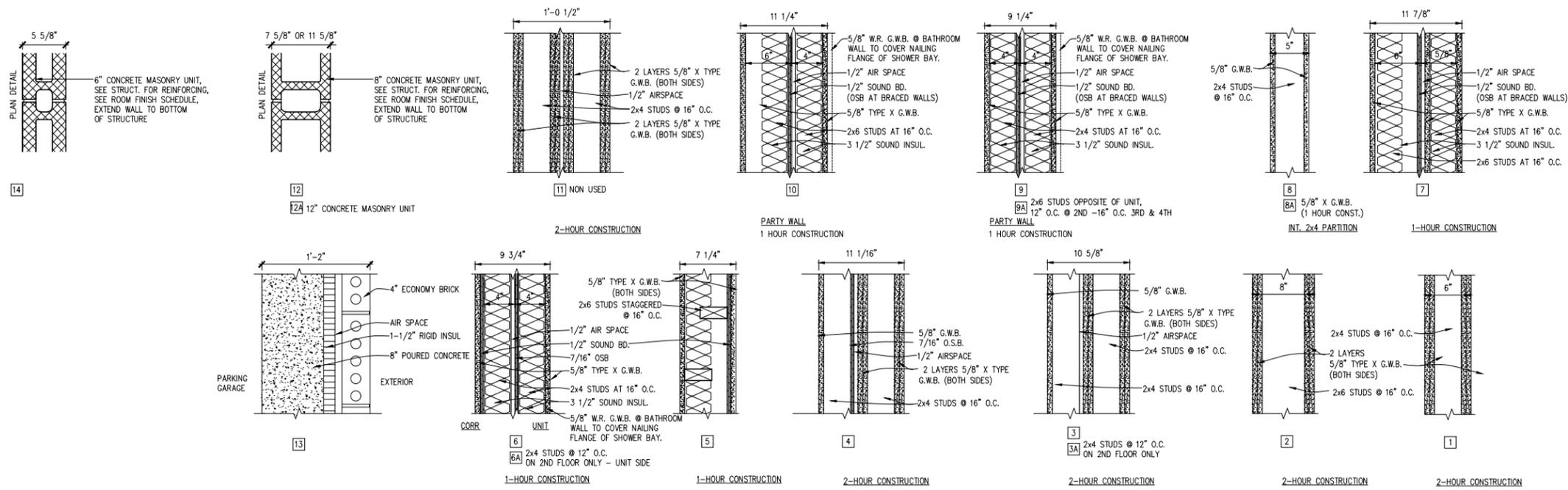
1 FIRST FLOOR PLAN (PARKING GARAGE)
A201 1/8" = 1'-0"

11,068 S.F.

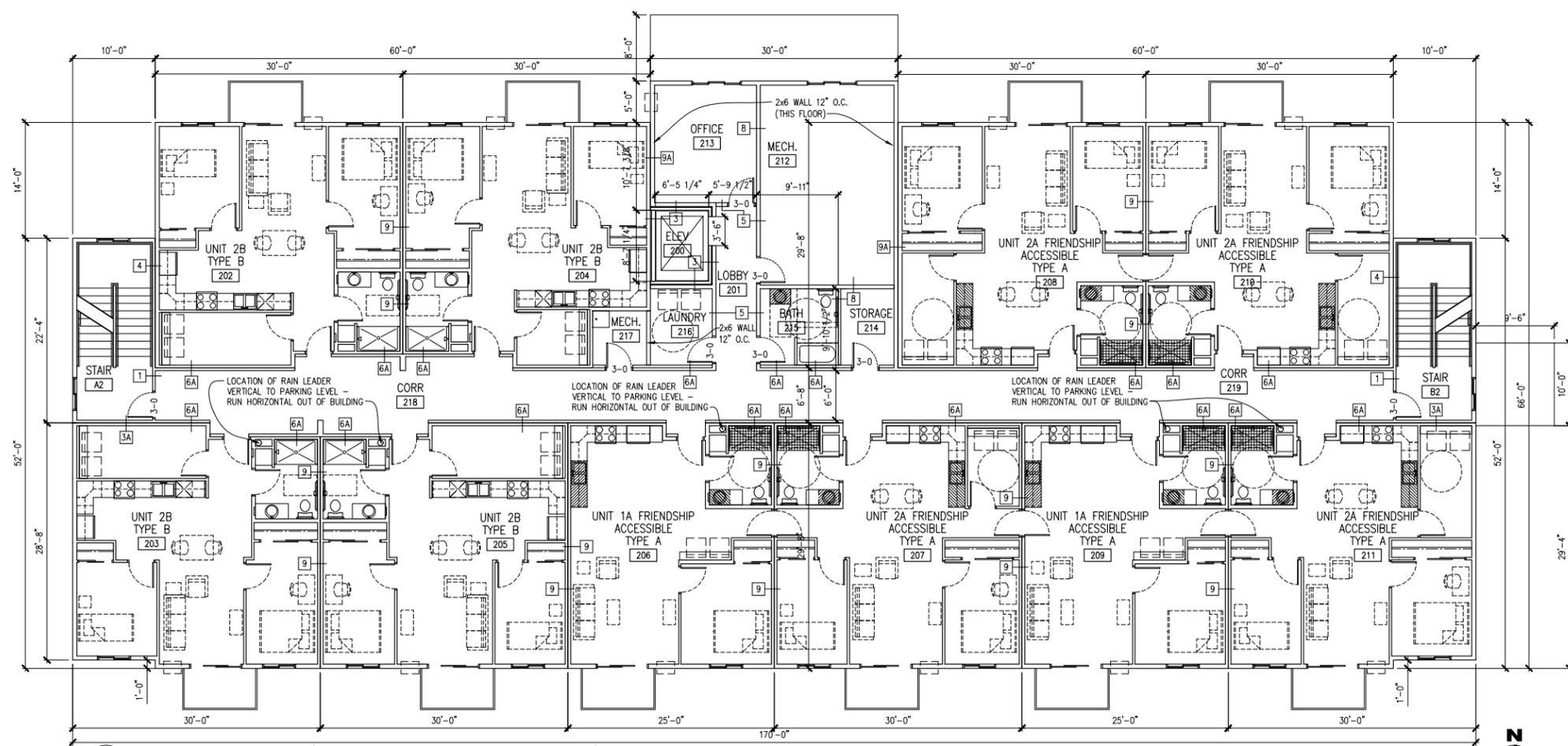
I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Registered Architect under the laws of the State of North Dakota.

Signature: *Alan D. Doster*

Date: 06/06/2018 REG. NO.: 1057



2 WALL TYPES
1-1/2" = 1'-0"



1 SECOND FLOOR PLAN (FRIENDSHIP FLOOR - TYPE A UNITS)
1/8" = 1'-0"

11,068 S.F.



CLIENT

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Fargo, North Dakota 58106
TELE: 701-241-9157, FAX: 701-293-7431
CELL: 701-238-0848

PROJECT DESCRIPTION

HARPER HEIGHTS
121 1ST AVENUE WEST
WEST FARGO, ND

CITY WEST FARGO

STATE ND

ISSUE DATES

CD	CONSTRUCTION DOCUMENTS	06/06/2018
MARK	DESCRIPTION	DATE

PROJECT NO: 20173440
DRAWN BY: NN
CHECKED BY: AD

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DRAWING TITLE
SECOND FLOOR PLAN & WALL TYPES

A202

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Registered Architect under the laws of the State of North Dakota.

Signature: *Alan D. Doster*
Date: 06/06/2018 REG. NO.: 1057

CLIENT

Terry Welle Construction
3301 15th. St. S. Ste. E.
P.O. Box 9361
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CELL: 701-238-0848

PROJECT DESCRIPTION

HARPER HEIGHTS
121 1ST AVENUE WEST
WEST FARGO, ND

CITY WEST FARGO

STATE ND

ISSUE DATES

CD	CONSTRUCTION DOCUMENTS	06/06/2018
MARK	DESCRIPTION	DATE

PROJECT NO: 20173440

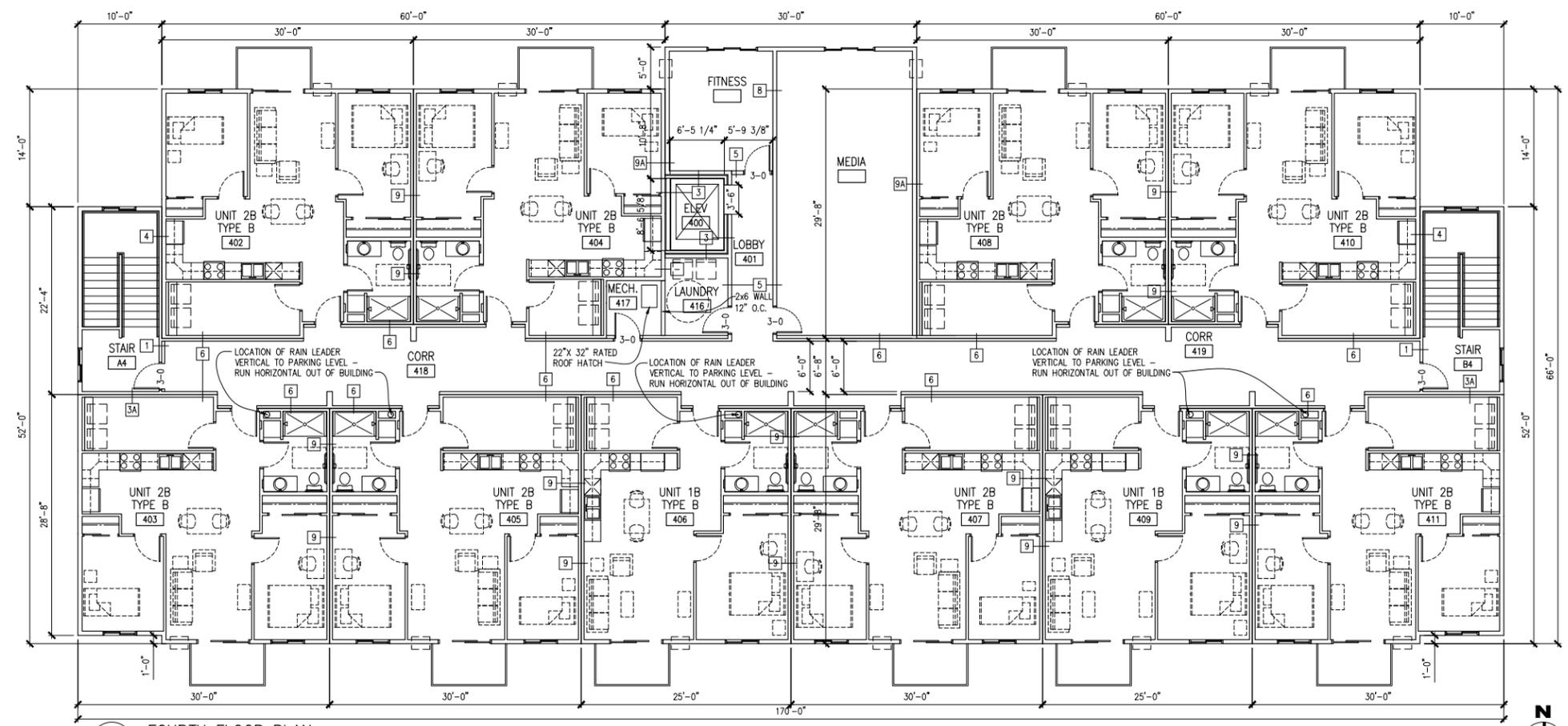
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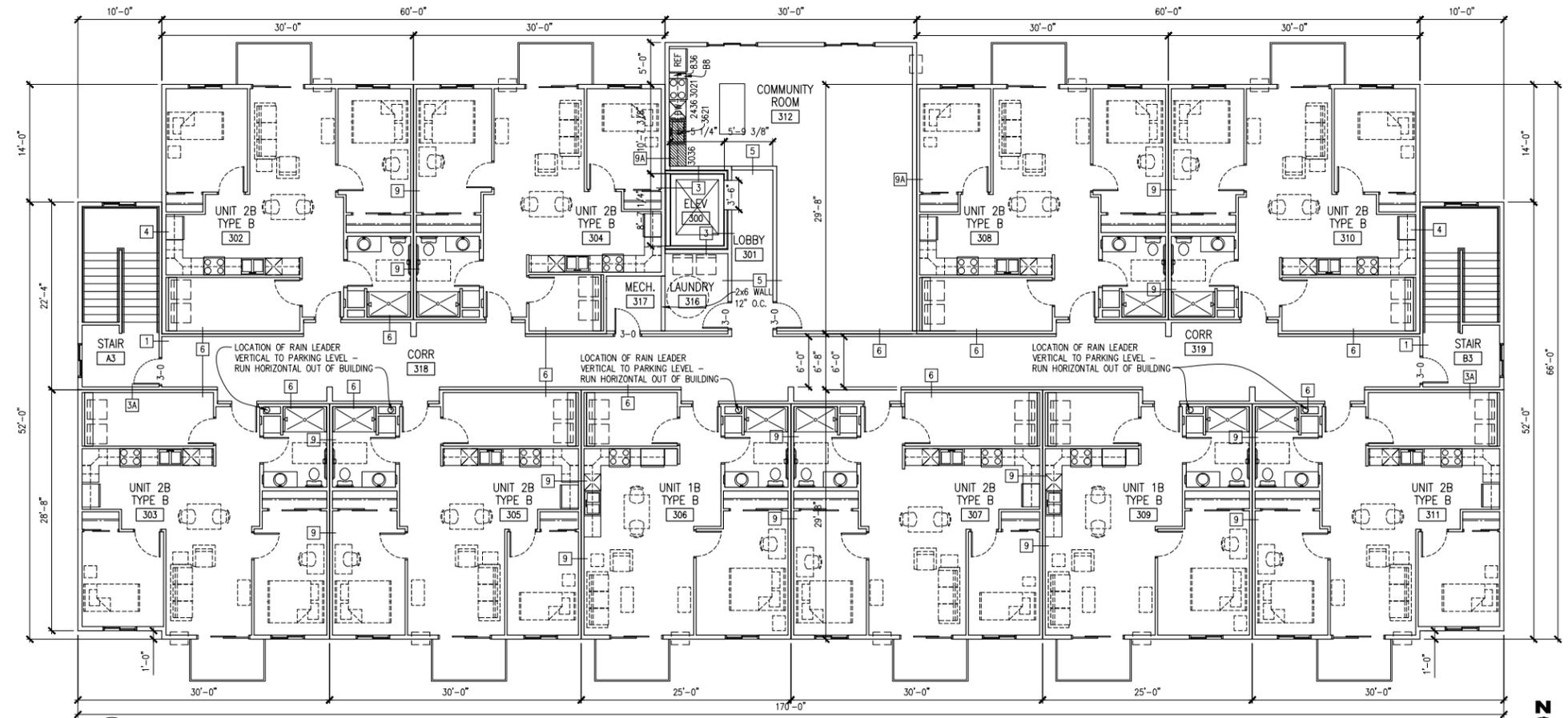
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DRAWING TITLE

THIRD AND FOURTH FLOOR PLANS



2 FOURTH FLOOR PLAN
A203 1/8" = 1'-0" 11,068 S.F.



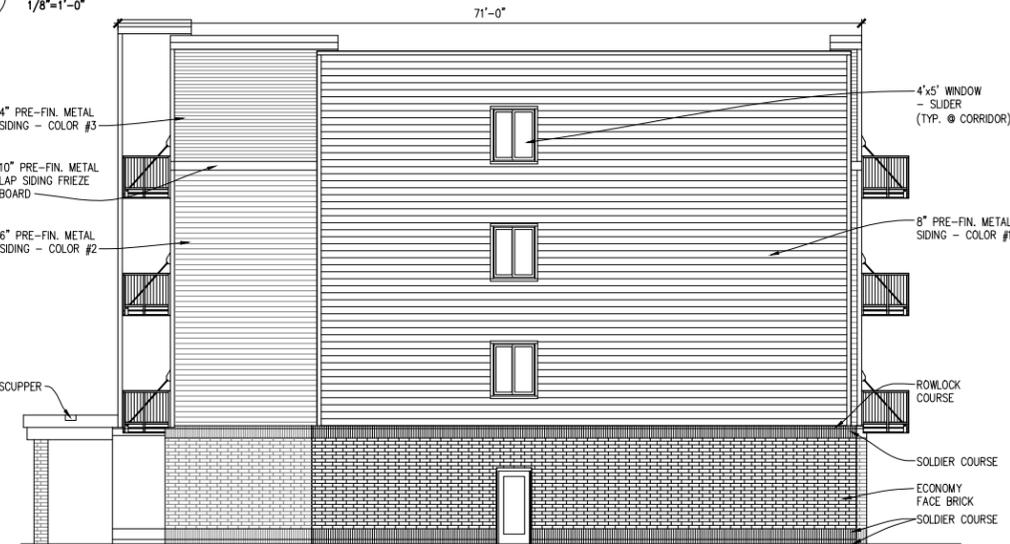
1 THIRD FLOOR PLAN
A203 1/8" = 1'-0" 11,068 S.F.

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Registered Architect under the laws of the State of North Dakota.

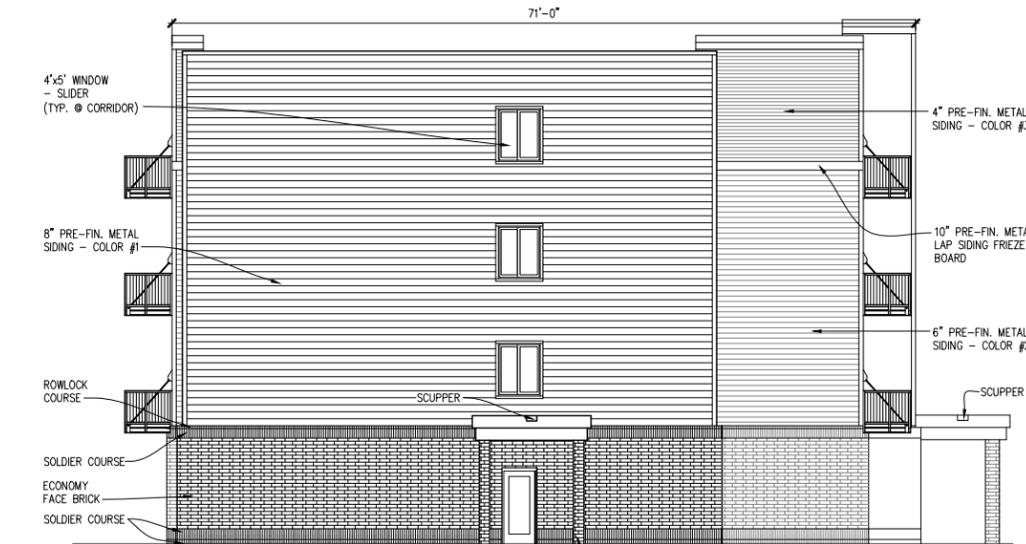
Signature: *Alan D. Doster*
Date: 06/06/2018 REG. NO.: 1057



4 SOUTH ELEVATION
A401 1/8"=1'-0"



3 WEST ELEVATION
A401 1/8"=1'-0"



2 EAST ELEVATION
A401 1/8"=1'-0"



1 NORTH ELEVATION
A401 1/8"=1'-0"

CLIENT

Terry Welle Construction
3301 15th. St. S. Ste. E.
P.O. Box 9361
Fargo, North Dakota 58106
TELE: 701-241-9157, FAX: 701-293-7431
CELL: 701-238-0848

PROJECT DESCRIPTION

HARPER HEIGHTS
121 1ST AVENUE WEST
WEST FARGO, ND

CITY WEST FARGO

STATE ND

ISSUE DATES

CD	CONSTRUCTION DOCUMENTS	06/06/2018
MARK	DESCRIPTION	DATE

PROJECT NO: 20173440

DRAWN BY: NN

CHECKED BY: AD

COPYRIGHT:

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DRAWING TITLE

EXTERIOR ELEVATIONS

Agenda # 5
Agenda Code Regular
Project # 19296

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: Dustin Scott

2. PHONE NO. 282-4692 DATE: June 18, 2018

3. PLEASE BRIEFLY DESCRIBE YOUR REQUEST: _____
Review bid tab for Storm Sewer Improvement District No. 4064 & Sanitary Sewer,
Water and Storm Sewer Improvement District No. 1318

4. SITE ADDRESS OR LEGAL DESCRIPTION (if applicable):
Halverson Pond & Halverson's Industrial Park 2nd Addition

5. ACTION BEING REQUESTED FROM CITY COMMISSION: _____
Award contract for Storm Sewer Improvement District No. 4064 & Sanitary Sewer,
Water and Storm Sewer Improvement District No. 1318
to Dakota Underground Company



925 10th Avenue East
West Fargo, ND 58078

P: 701.282.4692
F: 701.282.4530



June 18, 2018

Board of Commissioners
800 4th Avenue East
West Fargo ND 58078

Re: Storm Sewer Improvement District No. 4064 & Sanitary Sewer, Water and Storm Sewer Improvement District No. 1318
Halverson Pond & Halverson's Industrial Park 2nd Addition
West Fargo, ND

Dear Commissioners:

Attached is the bid tab for your review of the above referenced project.

I hereby recommend award of contract to Dakota Underground Company for their bid of \$719,541.28 received on June 7, 2018.

Our Engineer's Opinion of Probable Cost with the Engineer's Report was \$754,975.00, with \$46,935.00 for District 1318 and \$708,040.00 for District 4064. Our final engineer's estimate was \$768,000.00.

If the contract is awarded by the Commission, please sign, date, and return the Notice of Award.

Sincerely,

Brandon Reber, PE
Project Engineer

Storm Sewer Improvement District No. 4064 & Sanitary Sewer, Water and Storm
Sewer Improvement District No. 1318

Halverson Pond & Halverson's Industrial Park 2nd Addition

West Fargo ND

Project No. 19296

Bid Date: June 7, 2018

Dakota Underground Company

4001 15th Ave NW

Fargo, ND 58102

Asplin Excavating, Inc.

3100 41st St S

Fargo, ND 58104

Griffin Construction Co., Inc.

14070 Hwy 52 S

Chatfield, MN 55923

[C] = Corrected Amount

BID ITEM NO. & DESCRIPTION	UNIT	ESTIMATED QUANTITY	BID UNIT PRICE	BID PRICE	BID UNIT PRICE	BID PRICE	BID UNIT PRICE	BID PRICE
<u>District 1318 Items</u>								
1. 714.0205 Pipe Conc Reinf 15In CI III	LF	77	\$46.00	\$3,542.00	\$44.00	\$3,388.00	\$46.50	\$3,580.50
2. 714.0310 Pipe Conc Reinf 18In CI III	LF	65	\$50.00	\$3,250.00	\$51.57	\$3,352.05 [C]	\$50.00	\$3,250.00
3. 714.9680 Plug Pipe-All Types & Sizes	EA	9	\$100.00	\$900.00	\$500.00	\$4,500.00	\$200.00	\$1,800.00
4. 24200 Removal of Gate Valve	EA	2	\$500.00	\$1,000.00	\$500.00	\$1,000.00	\$350.00	\$700.00
5. 24200 Removal of Hydrant	EA	1	\$1,000.00	\$1,000.00	\$500.00	\$500.00	\$500.00	\$500.00
6. 24200 Removal of Sanitary Sewer Manhole	EA	2	\$1,500.00	\$3,000.00	\$1,000.00	\$2,000.00	\$500.00	\$1,000.00
7. 28213.33 Removal of Asbestos Concrete Pipe	LF	100	\$25.00	\$2,500.00	\$45.00	\$4,500.00	\$20.00	\$2,000.00
8. 330130.11 Televis - Mainline	LF	353	\$3.00	\$1,059.00	\$2.00	\$706.00	\$2.00	\$706.00
9. 330130.11 Televis - Service	EA	3	\$100.00	\$300.00	\$200.00	\$600.00	\$50.00	\$150.00
10. 330561 Sanitary Sewer Manhole	EA	2	\$5,060.00	\$10,120.00	\$4,971.00	\$9,942.00	\$4,200.00	\$8,400.00
11. 331413 Fittings	LBS	752	\$4.00	\$3,008.00	\$5.30	\$3,985.60	\$8.00	\$6,016.00
12. 331413 Hydrant Lead - 6"	LF	6	\$37.00	\$222.00	\$33.30	\$199.80	\$44.80	\$268.80
13. 331413 Water Main - 4"	LF	50	\$37.00	\$1,850.00	\$27.65	\$1,382.50	\$39.00	\$1,950.00
14. 331413 Water Main - 8"	LF	290	\$41.00	\$11,890.00	\$36.00	\$10,440.00	\$44.00	\$12,760.00
15. 331419 Gate Valve & Box - 4"	EA	1	\$1,200.00	\$1,200.00	\$1,059.00	\$1,059.00	\$1,075.00	\$1,075.00
16. 331419 Gate Valve & Box - 6"	EA	1	\$1,300.00	\$1,300.00	\$1,223.00	\$1,223.00	\$1,185.00	\$1,185.00
17. 331419 Gate Valve & Box - 8"	EA	1	\$1,650.00	\$1,650.00	\$1,655.00	\$1,655.00	\$1,660.00	\$1,660.00
18. 331419 Hydrant - 6"	EA	1	\$4,700.00	\$4,700.00	\$5,248.00	\$5,248.00	\$4,500.00	\$4,500.00
19. 333111 Sanitary Sewer - 8"	LF	353	\$38.00	\$13,414.00	\$38.00	\$13,414.00	\$32.00	\$11,296.00
20. 333111 Sanitary Sewer Service - 6"	LF	58	\$36.00	\$2,088.00	\$29.15	\$1,690.70	\$31.00	\$1,798.00
21. 333111 Sanitary Sewer Service Connection	EA	3	\$350.00	\$1,050.00	\$538.00	\$1,614.00	\$235.00	\$705.00
22. 333111 Sanitary Sewer Televising Riser	EA	4	\$330.00	\$1,320.00	\$616.00	\$2,464.00	\$300.00	\$1,200.00
<u>District 4064 Items</u>								
1. 202.0114 Removal Of Concrete Pavement	SY	100	\$20.00	\$2,000.00	\$5.85	\$585.00	\$15.00	\$1,500.00
2. 202.0130 Removal Of Curb & Gutter	LF	50	\$15.00	\$750.00	\$4.50	\$225.00	\$5.00	\$250.00
3. 202.0171 Removal Of Rcp-All Types & Sizes	LF	73	\$30.00	\$2,190.00	\$17.00	\$1,241.00	\$15.00	\$1,095.00
4. 202.0210 Removal Of Manholes	EA	1	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$500.00	\$500.00
5. 202.0230 Removal Of Catch Basin	EA	2	\$500.00	\$1,000.00	\$1,000.00	\$2,000.00	\$400.00	\$800.00

6.	203.00002	Common Excavation	CY	70,793	\$2.80	\$198,220.40	\$2.89	\$204,591.77	\$3.90	\$276,092.70
7.	230.00001	Subgrade Preparation-Type A-12In	SY	120	\$5.00	\$600.00	\$3.00	\$360.00	\$3.00	\$360.00
8.	251.0300	Seeding Class III	ACRE	14.50	\$840.00	\$12,180.00	\$800.00	\$11,600.00	\$550.00	\$7,975.00
9.	253.0101	Straw Mulch	ACRE	5.25	\$420.00	\$2,205.00	\$400.00	\$2,100.00	\$370.00	\$1,942.50
10.	253.0201	Hydraulic Mulch	ACRE	0.25	\$2,625.00	\$656.25	\$2,500.00	\$625.00	\$1,575.00	\$393.75
11.	255.0101	Ecb Type 1	SY	45,262	\$0.89	\$40,283.18	\$0.85	\$38,472.70	\$1.10	\$49,788.20
12.	256.0500	Riprap-Special	CY	15	\$100.00	\$1,500.00	\$85.00	\$1,275.00	\$80.00	\$1,200.00
13.	260.0100	Silt Fence Unsupported	LF	2,797	\$2.10	\$5,873.70	\$1.85	\$5,174.45	\$1.65	\$4,615.05
14.	265.0100	Stabilized Construction Access	EA	1	\$1,000.00	\$1,000.00	\$2,350.00	\$2,350.00	\$1,000.00	\$1,000.00
15.	302.0121	Aggregate Base Course Cl 5	CY	30	\$45.00	\$1,350.00	\$30.00	\$900.00	\$60.00	\$1,800.00
16.	550.0112	8In Non-Reinf Concrete Pavement Cl Ae	SY	100	\$95.00	\$9,500.00	\$63.00	\$6,300.00	\$110.00	\$11,000.00
17.	606.00001	4Ft X 2Ft Precast RCB Culvert	LF	20	\$295.00	\$5,900.00	\$598.00	\$11,960.00	\$326.00	\$6,520.00
18.	606.00002	4Ft X 2Ft Precast RCB End Section	EA	1	\$2,000.00	\$2,000.00	\$4,291.00	\$4,291.00	\$1,400.00	\$1,400.00
19.	704.1100	Traffic Control	LSUM	1	\$1,000.00	\$1,000.00	\$650.00	\$650.00	\$750.00	\$750.00
20.	708.1540	Inlet Protection-Special	EA	12	\$100.00	\$1,200.00	\$160.00	\$1,920.00	\$150.00	\$1,800.00
21.	709.0401	Geotextile Fabric-Type S1	SY	120	\$4.00	\$480.00	\$5.09	\$610.80	\$1.50	\$180.00
22.	714.00002	Storm Sewer - Connect to Existing	EA	2	\$1,000.00	\$2,000.00	\$4,250.00	\$8,500.00	\$1,500.00	\$3,000.00
23.	714.0205	Pipe Conc Reinf 15In Cl III	LF	41	\$46.00	\$1,886.00	\$44.00	\$1,804.00	\$46.50	\$1,906.50
24.	714.0310	Pipe Conc Reinf 18In Cl III	LF	1,113	\$49.00	\$54,537.00	\$51.75	\$57,597.75	\$50.00	\$55,650.00
25.	714.0615	Pipe Conc Reinf 24In Cl III	LF	10	\$65.00	\$650.00	\$59.75	\$597.50	\$58.00	\$580.00
26.	714.1105	Pipe Conc Reinf 48In Cl III	LF	422	\$180.00	\$75,960.00	\$168.00	\$70,896.00	\$172.00	\$72,584.00
27.	714.1310	Pipe Conc Reinf 60In Cl III	LF	528	\$252.00	\$133,056.00	\$253.00	\$133,584.00	\$245.00	\$129,360.00
28.	714.3045	End Sect-Conc Reinf 48In	EA	1	\$2,300.00	\$2,300.00	\$2,922.00	\$2,922.00	\$1,500.00	\$1,500.00
29.	714.9720	Underdrain Pipe Pvc Perforated 4In	LF	50	\$10.00	\$500.00	\$9.65	\$482.50	\$5.00	\$250.00
30.	722.0100	Manhole 48In	EA	3	\$3,250.00	\$9,750.00	\$3,451.00	\$10,353.00	\$2,625.00	\$7,875.00
31.	722.0130	Manhole 84In	EA	1	\$8,700.00	\$8,700.00	\$8,193.00	\$8,193.00	\$7,675.00	\$7,675.00
32.	722.0140	Manhole 96In	EA	3	\$10,800.00	\$32,400.00	\$10,233.00	\$30,699.00	\$9,420.00	\$28,260.00
33.	722.0200	Manhole 108In	EA	1	\$20,000.00	\$20,000.00	\$17,377.00	\$17,377.00	\$17,225.00	\$17,225.00
34.	722.3297	Abandon Storm Sewer	LF	75	\$0.01	\$0.75	\$15.00	\$1,125.00	\$20.00	\$1,500.00
35.	722.3510	Inlet-Type 2	EA	2	\$2,600.00	\$5,200.00	\$2,846.00	\$5,692.00	\$2,500.00	\$5,000.00
36.	748.0100	Curb & Gutter	LF	50	\$32.00	\$1,600.00	\$35.00	\$1,750.00	\$115.00	\$5,750.00
37.	770.4540	Relocate Light Standard	EA	1	\$2,750.00	\$2,750.00	\$4,515.00	\$4,515.00	\$1,500.00	\$1,500.00
38.	015000	Temporary Pumping	LSUM	1	\$2,500.00	\$2,500.00	\$2,000.00	\$2,000.00	\$1,000.00	\$1,000.00
39.	015000	Storm Water Management	LSUM	1	\$4,500.00	\$4,500.00	\$12,027.00	\$12,027.00	\$1,000.00	\$1,000.00

TOTAL OF ALL BID PRICES

\$719,541.28

\$743,210.12 [C]

\$779,078.00

Storm Sewer Improvement District No. 4064 & Sanitary Sewer, Water and Storm
Sewer Improvement District No. 1318

Halverson Pond & Halverson's Industrial Park 2nd Addition

West Fargo ND

Project No. 19296

Bid Date: June 7, 2018

Jensen Brothers Construction, Inc.

2852 Thunder Rd

Fargo, ND 58104

Quam Construction Company

4411 First Avenue West

Willmar, MN 56201

[C] = Corrected Amount

BID ITEM NO. & DESCRIPTION	UNIT	ESTIMATED QUANTITY	BID UNIT PRICE	BID PRICE	BID UNIT PRICE	BID PRICE
District 1318 Items						
1. 714.0205 Pipe Conc Reinf 15In CI III	LF	77	\$50.00	\$3,850.00	\$64.00	\$4,928.00
2. 714.0310 Pipe Conc Reinf 18In CI III	LF	65	\$58.00	\$3,770.00	\$68.00	\$4,420.00
3. 714.9680 Plug Pipe-All Types & Sizes	EA	9	\$300.00	\$2,700.00	\$360.00	\$3,240.00
4. 24200 Removal of Gate Valve	EA	2	\$500.00	\$1,000.00	\$265.00	\$530.00
5. 24200 Removal of Hydrant	EA	1	\$1,000.00	\$1,000.00	\$325.00	\$325.00
6. 24200 Removal of Sanitary Sewer Manhole	EA	2	\$1,500.00	\$3,000.00	\$385.00	\$770.00
7. 28213.33 Removal of Asbestos Concrete Pipe	LF	100	\$150.00	\$15,000.00	\$38.50	\$3,850.00
8. 330130.11 Televis - Mainline	LF	353	\$3.50	\$1,235.50	\$2.25	\$794.25
9. 330130.11 Televis - Service	EA	3	\$300.00	\$900.00	\$190.00	\$570.00
10. 330561 Sanitary Sewer Manhole	EA	2	\$7,500.00	\$15,000.00	\$4,955.00	\$9,910.00
11. 331413 Fittings	LBS	752	\$7.00	\$5,264.00	\$9.00	\$6,768.00
12. 331413 Hydrant Lead - 6"	LF	6	\$50.00	\$300.00	\$30.50	\$183.00
13. 331413 Water Main - 4"	LF	50	\$20.00	\$1,000.00	\$50.00	\$2,500.00
14. 331413 Water Main - 8"	LF	290	\$25.00	\$7,250.00	\$58.00	\$16,820.00
15. 331419 Gate Valve & Box - 4"	EA	1	\$1,200.00	\$1,200.00	\$980.00	\$980.00
16. 331419 Gate Valve & Box - 6"	EA	1	\$1,500.00	\$1,500.00	\$1,115.00	\$1,115.00
17. 331419 Gate Valve & Box - 8"	EA	1	\$2,000.00	\$2,000.00	\$1,585.00	\$1,585.00
18. 331419 Hydrant - 6"	EA	1	\$4,000.00	\$4,000.00	\$4,835.00	\$4,835.00
19. 333111 Sanitary Sewer - 8"	LF	353	\$35.00	\$12,355.00	\$45.00	\$15,885.00
20. 333111 Sanitary Sewer Service - 6"	LF	58	\$30.00	\$1,740.00	\$36.00	\$2,088.00
21. 333111 Sanitary Sewer Service Connection	EA	3	\$1,500.00	\$4,500.00	\$340.00	\$1,020.00
22. 333111 Sanitary Sewer Televising Riser	EA	4	\$500.00	\$2,000.00	\$570.00	\$2,280.00
District 4064 Items						
1. 202.0114 Removal Of Concrete Pavement	SY	100	\$22.50	\$2,250.00	\$14.00	\$1,400.00
2. 202.0130 Removal Of Curb & Gutter	LF	50	\$10.00	\$500.00	\$6.00	\$300.00
3. 202.0171 Removal Of Rcp-All Types & Sizes	LF	73	\$35.00	\$2,555.00	\$12.00	\$876.00
4. 202.0210 Removal Of Manholes	EA	1	\$850.00	\$850.00	\$405.00	\$405.00
5. 202.0230 Removal Of Catch Basin	EA	2	\$575.00	\$1,150.00	\$265.00	\$530.00

6.	203.00002	Common Excavation	CY	70,793	\$3.75	\$265,473.75	\$4.45	\$315,028.85
7.	230.00001	Subgrade Preparation-Type A-12In	SY	120	\$1.50	\$180.00	\$1.85	\$222.00
8.	251.0300	Seeding Class III	ACRE	14.50	\$971.25	\$14,083.13	\$660.00	\$9,570.00
9.	253.0101	Straw Mulch	ACRE	5.25	\$309.75	\$1,626.19	\$440.00	\$2,310.00
10.	253.0201	Hydraulic Mulch	ACRE	0.25	\$2,625.00	\$656.25	\$1,895.00	\$473.75
11.	255.0101	Ecb Type 1	SY	45,262	\$1.13	\$51,146.06	\$1.25	\$56,577.50
12.	256.0500	Riprap-Special	CY	15	\$75.00	\$1,125.00	\$70.00	\$1,050.00
13.	260.0100	Silt Fence Unsupported	LF	2,797	\$1.50	\$4,195.50	\$1.90	\$5,314.30
14.	265.0100	Stabilized Construction Access	EA	1	\$3,500.00	\$3,500.00	\$1,300.00	\$1,300.00
15.	302.0121	Aggregate Base Course Cl 5	CY	30	\$30.00	\$900.00	\$33.50	\$1,005.00
16.	550.0112	8In Non-Reinf Concrete Pavement Cl Ae	SY	100	\$110.00	\$11,000.00	\$140.00	\$14,000.00
17.	606.00001	4Ft X 2Ft Precast RCB Culvert	LF	20	\$425.00	\$8,500.00	\$215.00	\$4,300.00
18.	606.00002	4Ft X 2Ft Precast RCB End Section	EA	1	\$3,000.00	\$3,000.00	\$3,635.00	\$3,635.00
19.	704.1100	Traffic Control	LSUM	1	\$750.00	\$750.00	\$1,205.00	\$1,205.00
20.	708.1540	Inlet Protection-Special	EA	12	\$100.00	\$1,200.00	\$125.00	\$1,500.00
21.	709.0401	Geotextile Fabric-Type S1	SY	120	\$2.00	\$240.00	\$2.25	\$270.00
22.	714.00002	Storm Sewer - Connect to Existing	EA	2	\$1,500.00	\$3,000.00	\$1,265.00	\$2,530.00
23.	714.0205	Pipe Conc Reinf 15In Cl III	LF	41	\$50.00	\$2,050.00	\$47.00	\$1,927.00
24.	714.0310	Pipe Conc Reinf 18In Cl III	LF	1,113	\$58.00	\$64,554.00	\$49.00	\$54,537.00
25.	714.0615	Pipe Conc Reinf 24In Cl III	LF	10	\$68.00	\$680.00	\$75.00	\$750.00
26.	714.1105	Pipe Conc Reinf 48In Cl III	LF	422	\$198.00	\$83,556.00	\$227.00	\$95,794.00
27.	714.1310	Pipe Conc Reinf 60In Cl III	LF	528	\$294.00	\$155,232.00	\$334.00	\$176,352.00
28.	714.3045	End Sect-Conc Reinf 48In	EA	1	\$2,000.00	\$2,000.00	\$4,515.00	\$4,515.00
29.	714.9720	Underdrain Pipe Pvc Perforated 4In	LF	50	\$4.50	\$225.00	\$16.00	\$800.00
30.	722.0100	Manhole 48In	EA	3	\$3,500.00	\$10,500.00	\$3,390.00	\$10,170.00
31.	722.0130	Manhole 84In	EA	1	\$8,200.00	\$8,200.00	\$8,795.00	\$8,795.00
32.	722.0140	Manhole 96In	EA	3	\$9,200.00	\$27,600.00	\$10,185.00	\$30,555.00
33.	722.0200	Manhole 108In	EA	1	\$16,500.00	\$16,500.00	\$18,180.00	\$18,180.00
34.	722.3297	Abandon Storm Sewer	LF	75	\$250.00	\$18,750.00	\$38.00	\$2,850.00
35.	722.3510	Inlet-Type 2	EA	2	\$3,500.00	\$7,000.00	\$2,970.00	\$5,940.00
36.	748.0100	Curb & Gutter	LF	50	\$115.50	\$5,775.00	\$140.00	\$7,000.00
37.	770.4540	Relocate Light Standard	EA	1	\$3,500.00	\$3,500.00	\$5,700.00	\$5,700.00
38.	015000	Temporary Pumping	LSUM	1	\$1,500.00	\$1,500.00	\$4,400.00	\$4,400.00
39.	015000	Storm Water Management	LSUM	1	\$2,500.00	\$2,500.00	\$2,210.00	\$2,210.00

TOTAL OF ALL BID PRICES

\$878,567.37

\$939,673.65

NOTICE OF AWARD

Date of Issuance:

Owner: City of West Fargo

Owner's Contract No.:

Engineer: Moore Engineering, Inc.

Engineer's Project No.: 19296

Project: Halverson Pond & Halverson's Industrial Park 2nd Addition
Contract Name: Storm Sewer Improvement District No. 4064 & Sanitary Sewer, Water and Storm Sewer Improvement District No. 1318

Bidder: Dakota Underground Company

Bidder's Address: 4001 15th Ave NW, Fargo, ND 58102

TO BIDDER:

You are notified that Owner has accepted your Bid dated June 7, 2018 for the above Contract, and that you are the Successful Bidder and are awarded a Contract for: Storm Sewer Improvement District No. 4064 & Sanitary Sewer, Water and Storm Sewer Improvement District No. 1318.

The Contract Price of the awarded Contract is: \$719,541.28

3 unexecuted counterparts of the Agreement accompany this Notice of Award, and three copies of the Contract Documents accompanies this Notice of Award, or has been transmitted or made available to Bidder electronically.

3 sets of the Drawings will be delivered separately from the other Contract Documents.

You must comply with the following conditions precedent within 10 days of the date of receipt of this Notice of Award:

1. Deliver to Owner 3 counterparts of the Agreement, fully executed by Bidder.
2. Deliver with the executed Agreement(s) the Contract security [*e.g., performance and payment bonds*] and insurance documentation as specified in the Instructions to Bidders and General Conditions, Articles 2 and 6.
3. Other conditions precedent (if any):

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within ten days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Contract Documents.

Owner: City of West Fargo

Authorized Signature

By: Richard Mattern

Title: President of the Board of City Commissioners

Copy: Engineer

Agenda # 6
Agenda Code Regular
Project # 19729

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: Dustin Scott

2. PHONE NO. 282-4692 DATE: June 18, 2018

3. PLEASE BRIEFLY DESCRIBE YOUR REQUEST: _____
Review Change Order No. 2 for the General Contract of Sewer, Water, Storm and
Street Improvement District No. 1305. Please note, not all detailed design drawings
are included with this agenda packet, however, these additional detailed drawings are
part of this Change Order and will be provided to the Contractor for construction.

4. SITE ADDRESS OR LEGAL DESCRIPTION (if applicable):
The Wilds 9th Addition & Sanitary Lift Station (SA 46)

5. ACTION BEING REQUESTED FROM CITY COMMISSION: _____
Approve Change Order No. 2 for the General Contract of Sewer, Water, Storm and
Street Improvement District No. 1305

Date of Issuance: <u>6/14/2018</u>	Effective Date: <u>6/14/2018</u>
Owner: <u>City of West Fargo</u>	Owner's Contract No.: <u>District No. 1305</u>
Contractor: <u>Dakota Underground Company</u>	Contractor's Project No.: _____
Engineer: <u>Moore Engineering, Inc.</u>	Engineer's Project No.: <u>19729-1</u>
Project: <u>The Wilds 9th Addition & Sanitary Lift Station (SA 46)</u>	Contract Name: <u>Sewer, Water, Storm and Street Improvement District No. 1305 - General Construction</u>

The contract is modified as follows upon execution of this Change Order:
Description: Added odor control building to the sanitary sewer lift station (SA46) site. Expanded sanitary sewer lift station driveway and revised grading of lift station site.

Attachments: Exhibit A, Exhibit B, and Exhibit C.

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price \$ <u>5,218,551.46</u>	Original Contract Times: Milestone #1: <u>September 1, 2017</u> Milestone #2: <u>April 15, 2018</u> Substantial Completion: <u>August 1, 2018</u> Ready for Final Payment: <u>September 15, 2018</u> days or dates
Decrease from previously approved Changes: Orders No. <u>0</u> to No. <u>1</u> : \$ <u>(97,986.65)</u>	No previously approved Changes: Orders No. <u>0</u> to No. <u>1</u> : Milestone #1: _____ Milestone #2: _____ Substantial Completion: _____ Ready for Final Payment: _____ days or dates
Contract Price prior to this Change Order: \$ <u>5,120,564.81</u>	Contract Times prior to this Change Order: Milestone #1: <u>September 1, 2017</u> Milestone #2: <u>April 15, 2018</u> Substantial Completion: <u>August 1, 2018</u> Ready for Final Payment: <u>September 15, 2018</u> days or dates
Increase of this Change Order: \$ <u>160,295.00</u>	Increase of this Change Order: Milestone #1: _____ Milestone #2: _____ Milestone #3: <u>August 1, 2017</u> Milestone #4: <u>September 15, 2017</u> Substantial Completion: <u>September 30, 2018</u> Ready for Final Payment: <u>October 15, 2018</u> days or dates
Contract Price incorporating this Change Order: \$ <u>5,280,859.81</u>	Contract Times with all approved Change Orders: Milestone #1: _____ Milestone #2: _____ Milestone #3: <u>August 1, 2017</u> Milestone #4: <u>September 15, 2017</u> Substantial Completion: <u>September 30, 2018</u> Ready for Final Payment: <u>October 15, 2018</u> days or dates

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: _____ Engineer (if required)	By: _____ Owner (Authorized Signature)	By: _____ Contractor (Authorized Signature)
Title: _____	Title: _____	Title: _____
Date: _____	Date: _____	Date: _____
Approved by Funding Agency (if applicable)		
By: _____	Date: _____	
Title: _____		

**EXHIBIT A
CHANGE ORDER NO. 2**

DESCRIPTION OF CHANGES

<u>Item No. & Description</u>	<u>Unit</u>	<u>Quantity</u>	<u>Bid Unit Price</u>	<u>Decrease in Contract Price</u>	<u>Increase in Contract Price</u>
<u>Sanitary Sewer Items</u>					
20. Odor Control Building - General	LSUM	1	\$155,050.00		\$155,050.00
21. Geotechnical - Exploratory Digging	Hours	4	\$350.00		\$1,400.00
22. Odor Control Building - General - Additional	Allowance	1	\$3,000.00		\$3,000.00
<u>Roadway Items</u>					
30. Driveway - 8" Concrete	SY	51	\$45.00		\$2,295.00
<u>General Items</u>					
17. Tree - Small Deciduous	Each	-4	\$275.00	(\$1,100.00)	
18. Tree - Large Deciduous	Each	-1	\$350.00	(\$350.00)	
TOTALS				(\$1,450.00)	\$161,745.00
NET CHANGE IN CONTRACT PRICE				\$160,295.00	

JUSTIFICATION:

- Adding an odor control building to the Wilds sanitary sewer lift station site per City of West Fargo Public Works' request as a means for odor control at the upstream end of the southside sanitary system and South Regional Lift station.
- Time extension is justified to accommodate shop drawing review, delivery of equipment and installation of equipment related to the odor control building.
- Exploratory digging was recommended and completed by Braun Intertec in lieu of soil boring to delineate the extents of the potential fill within the footprint of the building and allow for more site specific recommendations. After exploratory digging was completed, Braun Intertec recommended an over-excavation of 3' below the building footings and backfill to the base of the footings with 3' of "engineered fill". The space between the foundations will also have to be filled with structural fill. Any backfilling procedure that falls outside of the foundation walls shall be backfilled with existing native materials. All recommended excavation and backfilling procedures determined from the exploratory digging shall be followed per the preliminary geotechnical summary (i.e. Exhibit C) enclosed in this change order document. The final geotechnical report prepared by Braun Intertec will be provided at a later time. Any discrepancies between the enclosed preliminary geotechnical summary and the final geotechnical report will be addressed in a subsequent change order or through the "Odor Control Building - General - Additional" bid item.
- Milestone 3: Shall include completion of all work under Dist. 1305, except for seeding, all work associated with the odor control building and sanitary sewer lift station site, and any remaining punchlist items.
Milestone 4: Shall include completion of all final stabilization and seeding work for Dist. 1305, except for all work associated with the odor control building and sanitary sewer lift station site, and any remaining punchlist items.
Substantial Completion: Shall include completion of all work associated with the odor control building and sanitary sewer lift station site, except for any punchlist items.
Ready for Final Payment: Shall include completion of all work associated with Dist. 1305.

SPECIAL INSTRUCTIONS:

- Measure & Payment: "Odor Control Building - General" shall include all labor and costs required to purchase and install Vessco Inc. odor control facility as shown in proposal provided by the Engineer, obtaining building permit with the City of West Fargo, foundation per structural plan sheets, assembly of Vessco Prefabricated FRP Shelter Building, purchase and installation of Vessco Inc. odor control equipment, all necessary equipment and labor for connections of all equipment, core sanitary sewer lift station wet well, pipe and connections between building and wet well as specified on plans, excavation of the building footprint and/or embankment around the structure and any other associated earthwork required for building installation per the preliminary geotechnical report and/or the final Braun Intertec geotechnical report, and any other equipment or labor costs to complete the installation of the odor control building per the Engineer's approval.
- Geotechnical - Exploratory Digging: "Geotechnical - Exploratory Digging" shall include all equipment and labor needed for excavation of test pits within the planned building footprint to provide a visual observation for Braun Intertec.
- Odor Control Building - General - Additional: "Odor Control Building - General - Additional" shall include all equipment and labor needed for any additional excavation or backfilling efforts beyond the excavation of building footprint, embankment around the structure and any other associated earthwork required for building installation as specified within Exhibit C and/or the final Braun Intertec geotechnical report.

EXHIBIT: Special Instructions

CHANGE ORDER NO. 2

Sewer, Water, Storm and Street Improvement District No. 1305

The Wilds 9th Addition

<u>Sheet</u>	<u>Label</u>	<u>Description</u>	<u>Summary of Changes</u>
<u>General</u>			
2 OF 2	G-002	Table of Contents	Added sheet revision date and "Change Order No. 2" to sheets affected by changes.
<u>Civil</u>			
9 OF 80	C-101	General Layout – Area Plan	Updated sanitary lift station location to reflect addition of odor control building.
10 OF 80	C-102	General Layout – North	Updated sanitary lift station location to reflect addition of odor control building.
14 OF 80	C-106	S.W.P.P.P. Site Map & Erosion and Sediment Control Plan – Final Stabilization	Updated construction boundary and stabilization area.
16 OF 80	C-108	Topsoil Replacement and Stabilization Plan	Updated final stabilization areas.
17 OF 80	C-109	Site Grading Plan – Site Grading Plan – North	Updated sanitary lift station layout.
19 OF 80	C-201	Plan and Profile – Underground – 9 th Street West – STA: 5+00 – 9+50	Revised sanitary sewer lift station layout, added odor control building pipe, updated profile viewport.
38 OF 80	C-220	Plan and Profile – Roadway – 9 th Street West – STA: 0+00 – 5+00	Updated grading around sanitary sewer lift station.
62 OF 80	C-404	Site Plan – Sanitary Sewer Lift Station & Fence	Updated site plan of sanitary sewer lift station.
76 OF 80	C-702	Signing, Striping, and Tree Plan – Legend and Notes	Updated Planting Information Table to add new trees and revised total tree counts.
77 OF 80	C-703	Signing, Striping, and Tree Plan – Local	Removed trees around sanitary lift station.

79 OF 80	C-705	Signing, Striping, and Tree Plan – 9 th Street West – STA: 0+00 – 11+00	Removed trees around sanitary lift station and added new evergreen trees to sanitary lift station site.
<u>Electrical</u>			
8 OF 8	E-507	Site Plan - Electrical	Added plan sheet for odor control building electrical.
<u>Process</u>			
1 OF 1	P-401	General Layout – Area Plan	Added plan sheet for odor control building.
<u>Structural</u>			
1 OF 1	S-401	General Layout – Area Plan	Added plan sheet for odor control building.
1 OF 2	S-402	General Layout – Area Plan	Added plan sheet for odor control building.

Anthony Sommerfeld

From: Mathiason, Cody <CMathiason@braunintertec.com>
Sent: Wednesday, June 13, 2018 1:37 PM
To: Anthony Sommerfeld
Subject: Chemical Injection Building

Anthony,

A test pit was excavated by Dakota Underground within the planned Chemical Injection Building footprint. The staking of building corners and on-site elevations were performed/provided by Moore Engineering, Inc. The excavation began within the NW building corner and extended to the SW building corner. The depth of on-site excavations extended to a depth of 898.4 feet and was oversized 5 feet beyond the SW building corner. Fill consisting of fat clay, judged to be in-place in a soft and saturated condition was encountered to an approximated depth of 899 1/2 feet within the NW corner and extending to an approximate depth of 895 1/2 feet within the oversized SW building corner.

Preliminary building pad recommendations are provided below, based upon our on-site observations performed during the excavated test pit completed by Dakota Underground within the planned building footprint.

A.1. Building Subgrade Preparation

A.1.a. Building Pad

We recommend removing all “unsuitable materials” from below the building’s floors and foundations and their 1H:1V oversize areas. “Unsuitable materials” should be defined to consist of surficial vegetation, topsoils, organic or foreign materials, existing fills, existing utilities and their associated backfills, “soft” soils (“soft” defined as soils that are deficient of the design bearing capacity or that are unstable to construction traffic), and “damp” soils (“damp” defined as fat clays that are more than 1 percentage point below the soil’s optimum moisture content). Oversize areas are those areas extending down and away from the bottom outside edge of the foundations at a 1H:1V.

We also recommend, that the building pad be excavated to a uniform elevation of 895 1/2 feet across the planned pad to provide uniform support and limit the potential of differential settlement.

To provide lateral support to replacement backfill, additional required fill and the structural loads they will support, we recommend oversizing (widening) the excavations 1 foot horizontally beyond the outer edges of the building perimeter footings for each foot the excavations extend below bottom-of-footing elevations.

The soils anticipated in the bottom of the excavations will consist of wet clays that will be easily disturbed by construction traffic. Any soils that are weakened during earthwork operations or construction should be removed from the proposed building pad areas and should be replaced with on-site materials that can be placed and compacted per the recommendations listed in this report.

A.1.b. Excavation Support

The native clay soils encountered directly below the recommended removals will be Type B soils under OSHA guidelines; unless they also meet the requirements for Type C soils, in which case they will be Type C soils. Any soils from which groundwater is observed to be freely seeping from the excavation sidewalls, and soils having a pocket penetrometer resistance less than 1000 psf should be considered Type C Soils under OSHA guidelines. The existing fill soils are Type C soils. Unsupported excavations in Type C soils should be maintained at a gradient no steeper than 1.5H:1V; and Type B soils maintained at a gradient no steeper than 1H:1V. Slopes constructed in this manner may still exhibit surface sloughing. OSHA requires an engineer to evaluate slopes or excavations over 20 feet in depth.

An OSHA-approved qualified person should review the soil classification in the field. Excavations must comply with the requirements of OSHA 29 CFR, Part 1926, Subpart P, "Excavations and Trenches." This document states excavation safety is the responsibility of the contractor. The project specifications should reference these OSHA requirements.

A.1.c. Excavation Dewatering

As discussed above, groundwater can be seasonally present between 5 and 10 feet below the existing ground surface. That elevation is below the anticipated fill removal elevations, slow infiltration of water will likely be encountered within the foundation trench excavation bottoms.

We anticipate dewatering of the excavations, if necessary, can likely be performed by pumping groundwater from sumps and pumps placed in the bottoms of the excavations.

A.1.d. Backfill Requirements for Below Floors and Foundations

Backfills and fills placed below the floor slabs, and below the bottom of foundations and in their 1H:1V oversize areas should be specified to consist of:

- Imported soils that are free of organic or foreign materials;
- Soils classified per the USCS or ASTM system having a prefix letter of S or G (e.g. SP, GP, etc.);
- Soils with a maximum particle size of 2 inches (100% of particles passing the 2 inch sieve);
- Containing \leq 20% particles by weight passing the #200 sieve;
- Plasticity index (PI) less than 15 percent; and
- Soils that are able to be placed, moisture-conditioned and compacted per the requirements listed in this report.

Materials meeting the above requirements are not available on site and will need to be imported.

Since the clay subgrade materials were wet and the infiltration of water was noted at the time of our test pit excavation, the bottom 1 foot of backfill materials should be further specified to consist of imported sand or gravel with 100% of particles passing the 1 inch sieve, containing less than 50% passing a #40 sieve, and less than 5% passing a #200 sieve. This coarser-grained material will help to act as a capillary break and will be easier to place and compact under wet conditions.

A.1.e. Exterior Backfill

Backfill placed adjacent the exterior side of perimeter foundation walls should consist of on-site clayey soils removed from the excavations, provided they are able to be properly moisture-conditioned and compacted according to the recommendations in this report. Clays are recommended to limit the potential for seasonal runoff from collecting within granular soils and entering the sands placed below the foundations. This seasonal collection would increase the potential for future shrinking/swelling of the fat clays.

A.1.f. Placement and Compaction of Backfill and Fill

Granular materials should be placed in loose lifts of approximately 6 to 10 inches and clay materials should be placed in loose lifts of approximately 4 to 8 inches. We recommend compacting backfill and fill in accordance with the criteria presented below in Table 1. The relative compaction of the backfill should be evaluated based on the structure below which it is installed, and vertical proximity to that structure.

Table 2. Compaction Recommendations Summary

Reference	Relative Compaction, percent (ASTM D 698 – standard Proctor)	Moisture Content Variance from Optimum, percentage points
Granular materials below foundations and floor slabs	≥ 98	Granular Soils (+/- 3) Clayey Soils (0 to +4)
Exterior wall backfill	≥ 95	
Below landscaped surfaces	≥ 90	

Cody Mathiason

Staff Engineer

Braun Intertec

526 10th Street NE, Suite 300

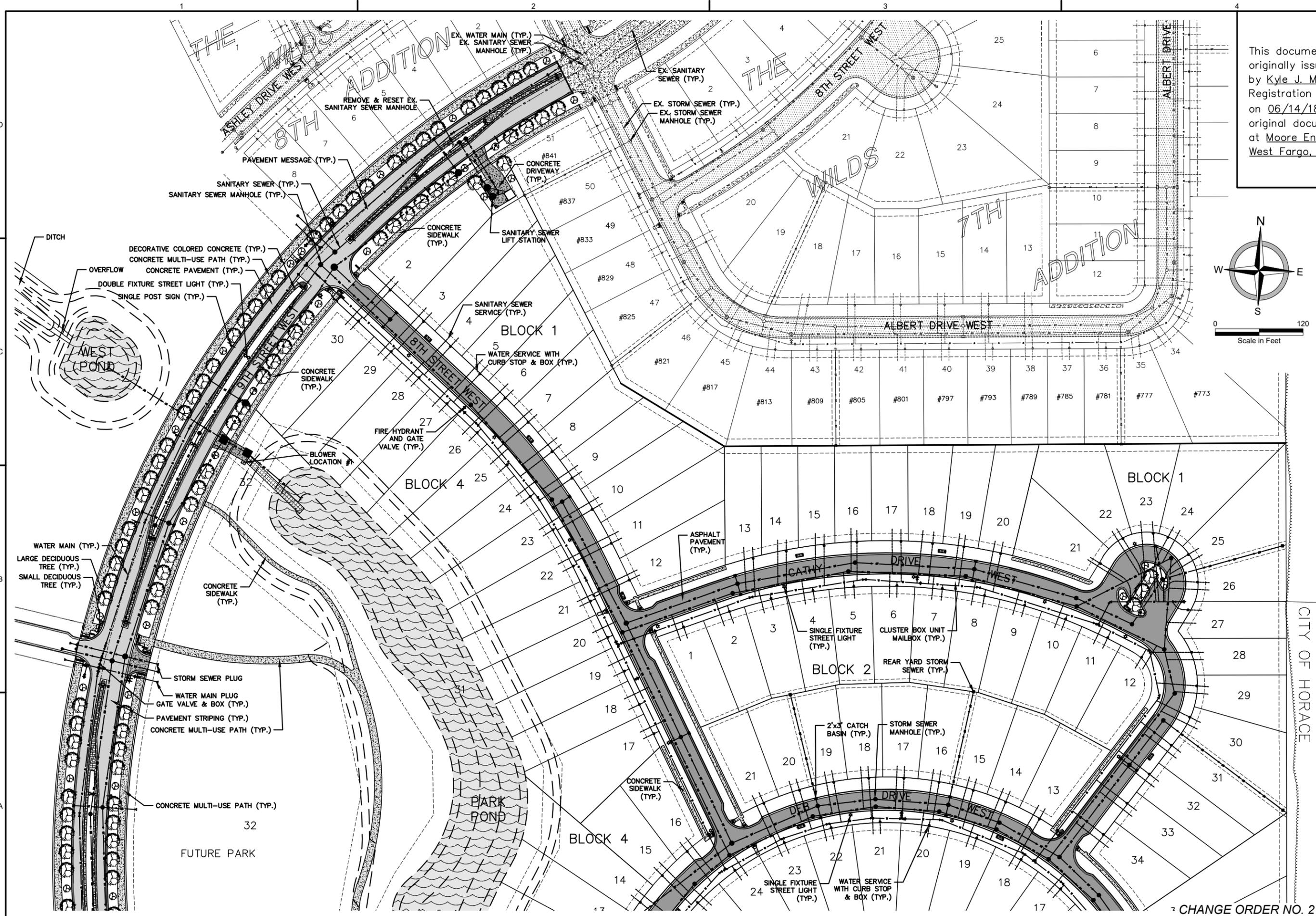
P.O. Box 485 | West Fargo, ND 58078

701.492.5866 direct office | 701.595.3931 mobile

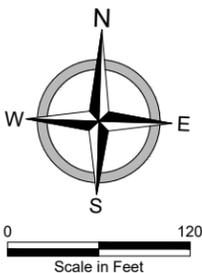
701.232.8701 main office

cmathiason@braunintertec.com

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This document was originally issued and sealed by Kyle J. McCamy, Registration No. PE-6396, on 06/14/18 and the original document is stored at Moore Engineering, Inc., West Fargo, N.D.

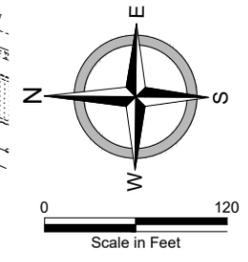
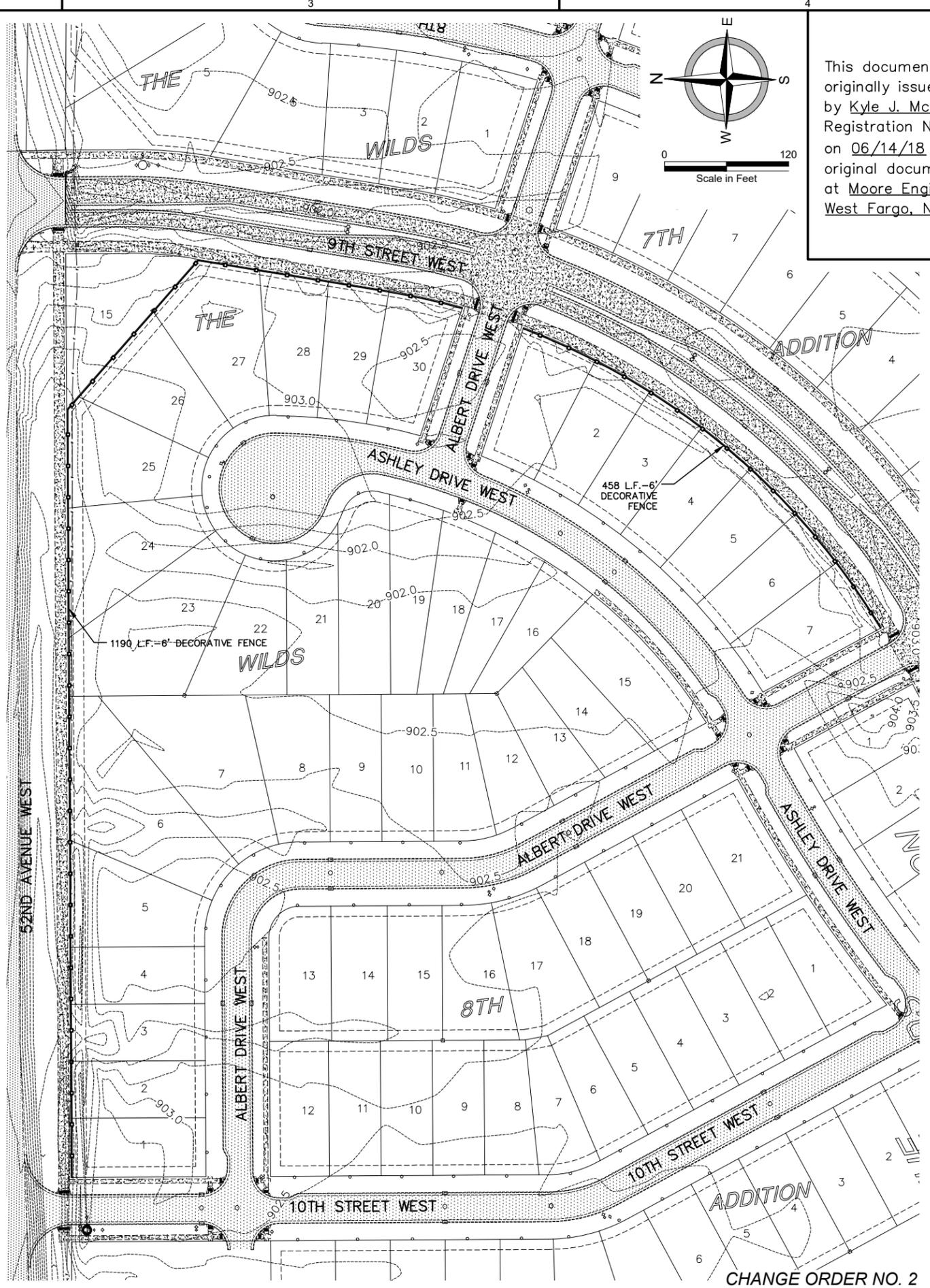
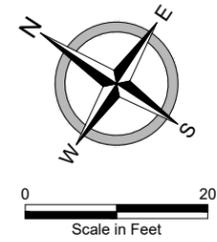
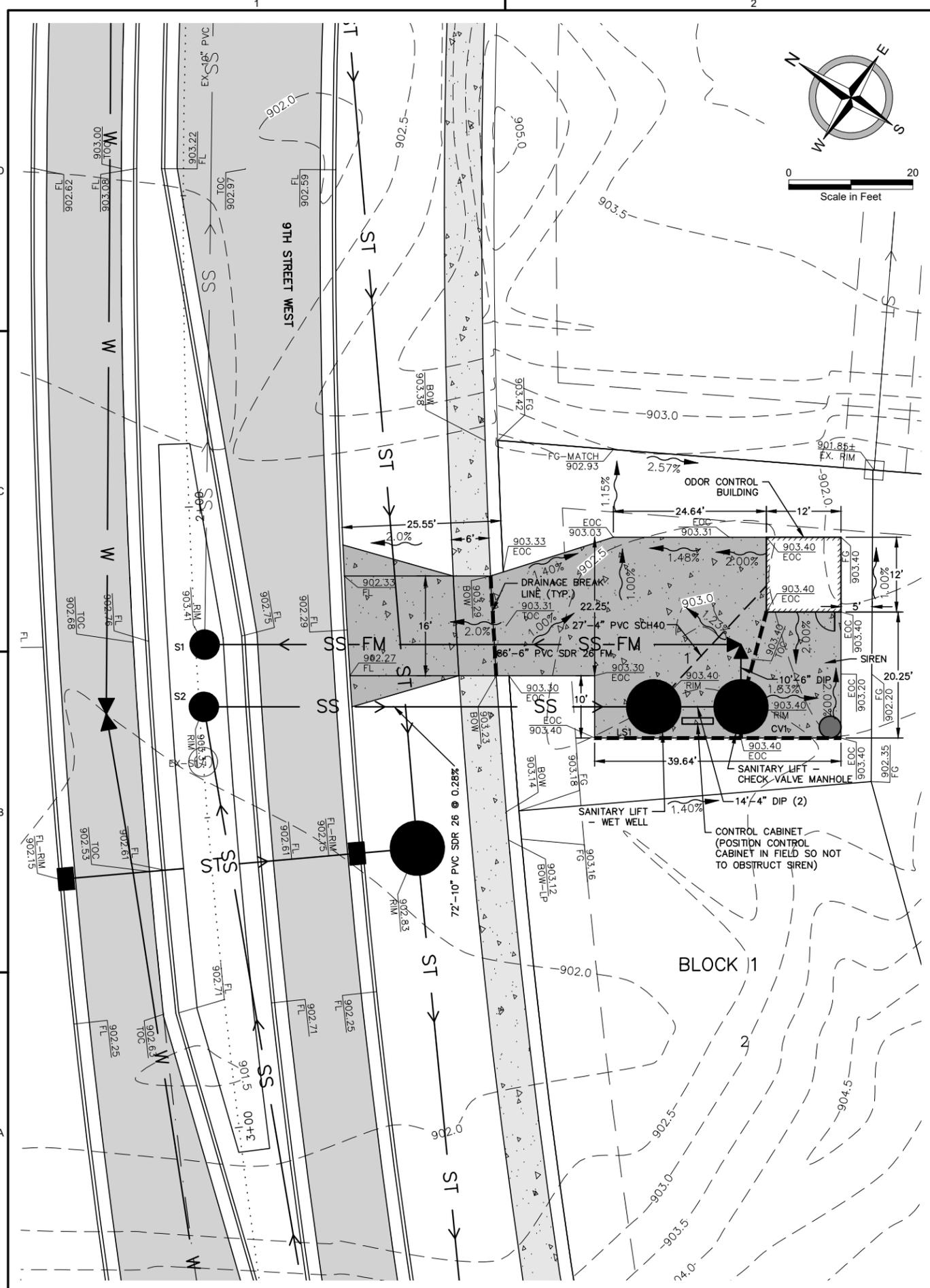


GENERAL LAYOUT
SEWER, WATER, STORM AND STREET IMPROVEMENT DISTRICT NO. 1305
THE WILDS 9TH ADDITION & SANITARY LIFT STATION (SA 46)
WEST FARGO, NORTH DAKOTA
NORTH

DATE:	07.14.17
REVISED:	07.28.17
REVISED:	08.01.17
REVISED:	05.10.18
REVISED:	06.14.18
REVISED:	---
RECORD:	---
PROJECT No.	19729
MANAGER:	MWW
DESIGNER:	AJS
DRAFTER:	TWD/KHS
REVIEWER:	JJR

C-102
SHEET 10 OF 80

CHANGE ORDER NO. 2



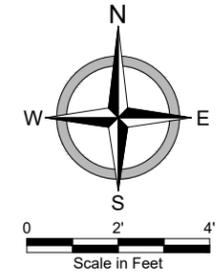
This document was originally issued and sealed by Kyle J. McCamy, Registration No. PE-6396, on 06/14/18 and the original document is stored at Moore Engineering, Inc., West Fargo, N.D.



SITE PLAN
 SEWER, WATER, STORM AND STREET IMPROVEMENT DISTRICT NO. 1305
 THE WILDS 9TH ADDITION & SANITARY LIFT STATION (SA 46)
 WEST FARGO, NORTH DAKOTA
SANITARY SEWER LIFT STATION, CHEMICAL INJECTION BUILDING & FENCE

DATE:	07.14.17
REVISED:	07.28.17
REVISED:	08.01.17
REVISED:	06.14.18
REVISED:	---
REVISED:	---
RECORD:	---
PROJECT No.	19729
MANAGER:	MWW
DESIGNER:	AJS
DRAFTER:	TWD
REVIEWER:	JJR

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This document was originally issued and sealed by James R. Sepp, Registration No. PE-6786, on 06/14/18 and the original document is stored at Moore Engineering, Inc., West Fargo, N.D.

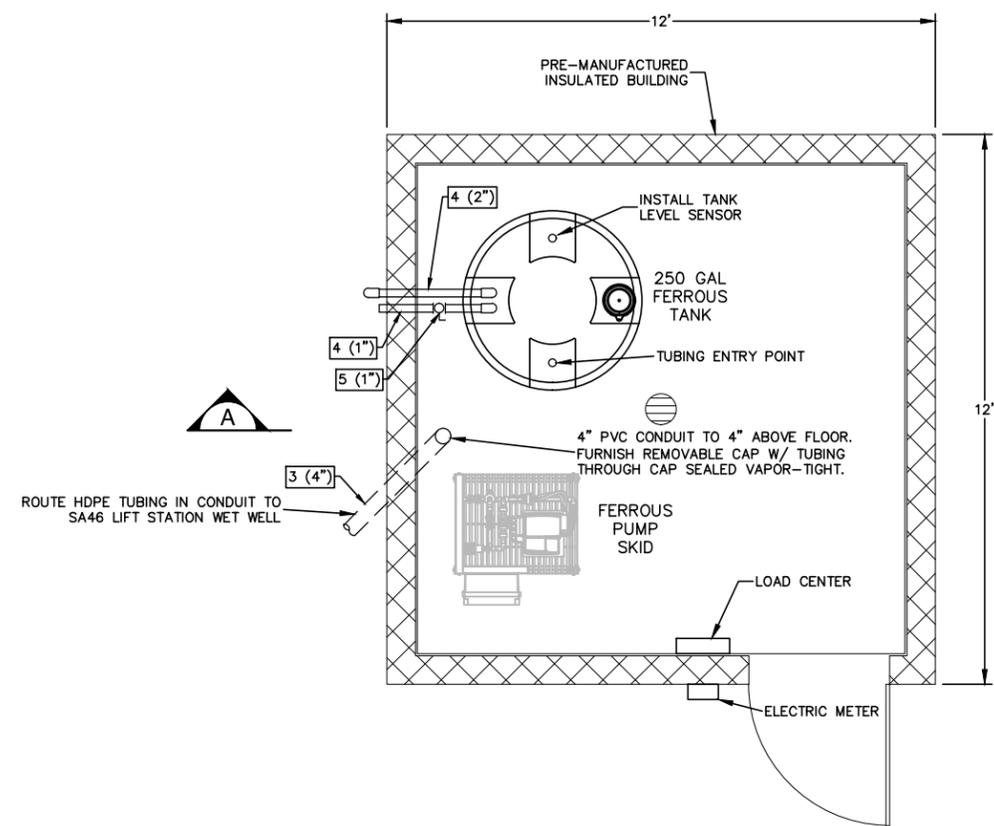


GENERAL LAYOUT
SEWER, WATER, STORM AND STREET IMPROVEMENT DISTRICT NO. 1305
THE WILDS 9TH ADDITION & SANITARY LIFT STATION (SA 46)
WEST FARGO, NORTH DAKOTA
AREA PLAN

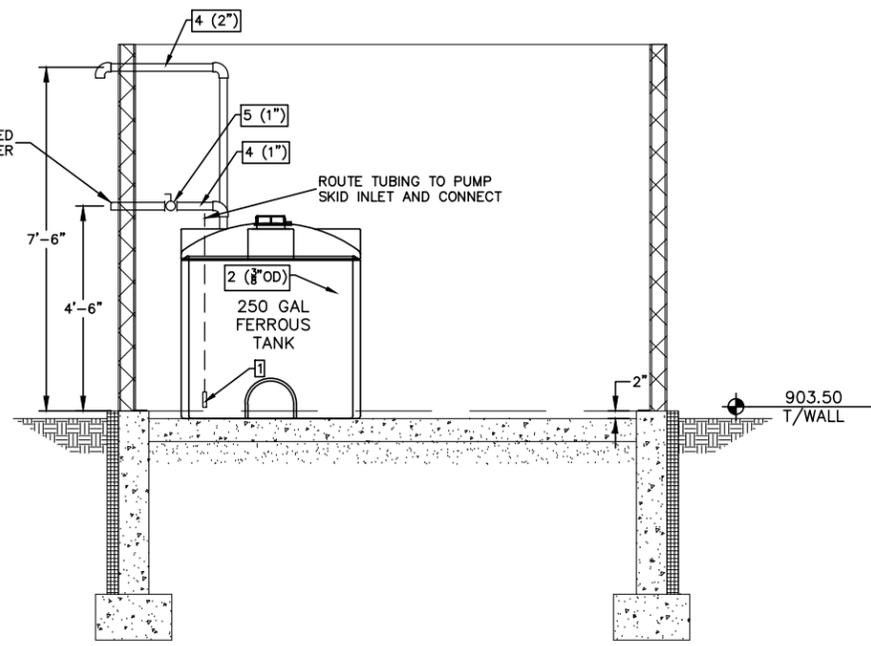
DATE:	06.14.18
REVISED:	---
RECORD:	---

PROJECT No.	19729
MANAGER:	MWW
DESIGNER:	JRS
DRAFTER:	JRS
REVIEWER:	XXX

P-401
SHEET 1 OF 1



ODOR CONTROL BUILDING PLAN



SECTION A

COMPONENTS

1. WEIGHTED SUCTION LINE STRAINER (FURNISHED W/ PUMP)
2. HDPE CHEMICAL TUBING
3. SCH 40 PVC PIPE AND FITTINGS
4. SCH 80 PVC PIPE AND FITTINGS
5. PVC BALL VALVE (THREADED)

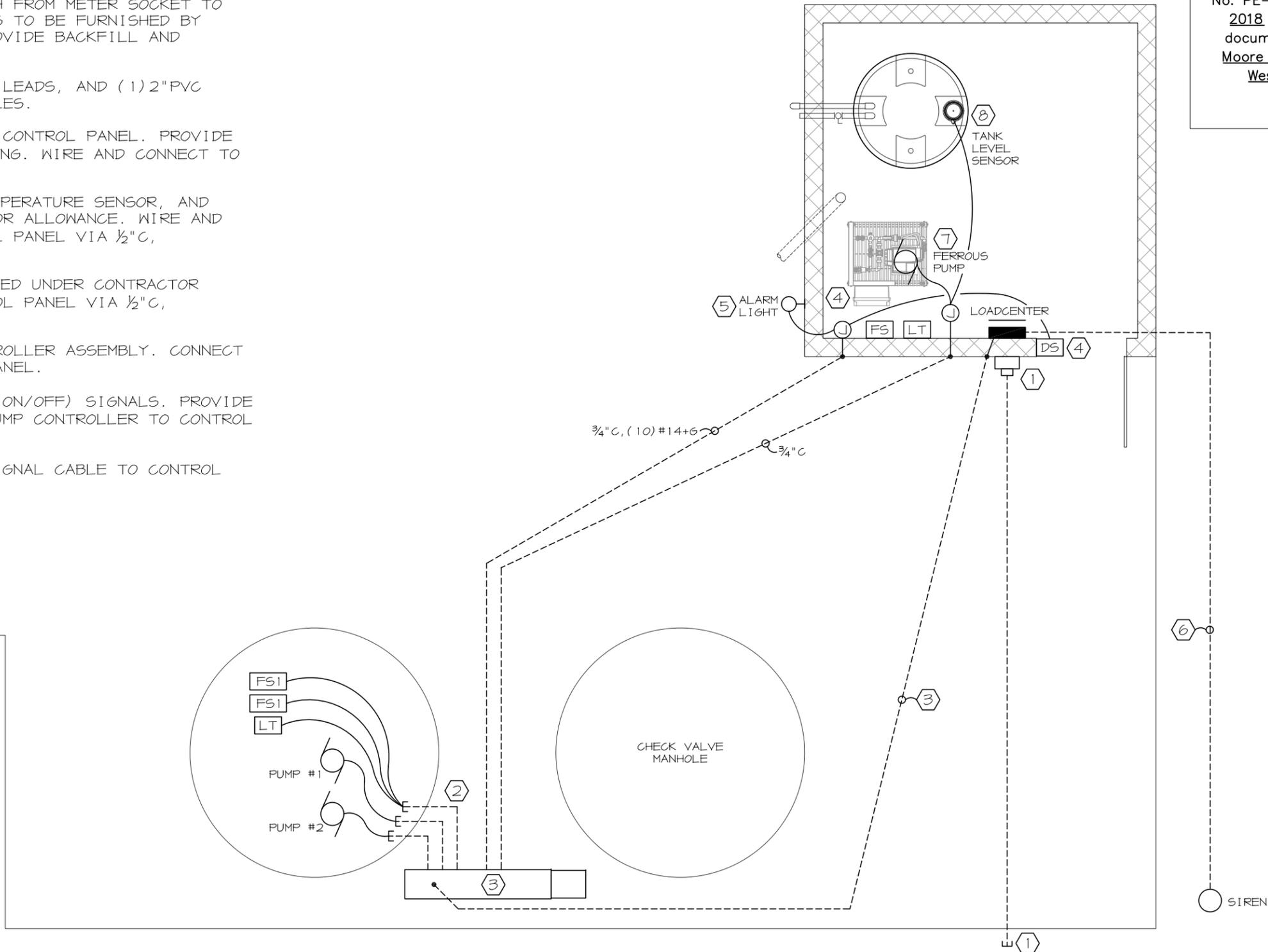
GENERAL NOTES

1. INSTALL PRE-MANUFACTURED BUILDING ON CONCRETE FOUNDATION PER MANUFACTURER'S INSTALLATION INSTRUCTIONS.
2. LOAD CENTER: 120/240V, 1 PHASE, 3-WIRE, 200 AMP, NEMA 1 SERVICE ENTRANCE RATED PANEL SHALL INCLUDE:
 - MAIN BREAKER
 - 100A/2 FOR CONTROL PANEL (SITE)
 - 30A/2 FOR WATER HEATER
 - 20A/1 FOR SIREN (SITE)
 - 15A/2 BREAKERS FOR BUILDING HEATERS
 - EIGHT ADDITIONAL 20A/1 BREAKERS FOR BUILDING AND EQUIPMENT LOADS

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PLAN NOTES:

- ① FURNISH AND INSTALL 200A SINGLE PHASE METER SOCKET. PROVIDE 2" C, 3#3/0 FROM LOAD SIDE OF METER SOCKET TO MAIN CIRCUIT BREAKER AT LOAD CENTER. STUB 2 1/2" C TO EDGE OF CONCRETE. FIELD VERIFY EXACT LOCATION. PROVIDE TRENCH FROM METER SOCKET TO TRANSFORMER PAD. SECONDARY CONDUCTORS TO BE FURNISHED BY UTILITY. ELECTRICAL CONTRACTOR TO PROVIDE BACKFILL AND COMPACTION.
- ② PROVIDE (2) 2" PVC CONDUITS FROM MOTOR LEADS, AND (1) 2" PVC CONDUIT FOR TRANSDUCER AND FLOAT CABLES.
- ③ ELECTRICAL CONTRACTOR TO INSTALL NEW CONTROL PANEL. PROVIDE 1 1/4" C, 3#3+#86 TO LOADCENTER IN BUILDING. WIRE AND CONNECT TO 100/2 BREAKER AT PANELBOARD.
- ④ INSTALL "FLOOD SWITCH SENSOR, LOW TEMPERATURE SENSOR, AND DOOR SWITCH FURNISHED UNDER CONTRACTOR ALLOWANCE. WIRE AND CONNECT EACH TO I/O MODULE AT CONTROL PANEL VIA 1/2" C, 2#14+#146.
- ⑤ INSTALL ALARM INDICATOR LIGHT FURNISHED UNDER CONTRACTOR ALLOWANCE. WIRE AND CONNECT TO CONTROL PANEL VIA 1/2" C, 2#12+#126.
- ⑥ PROVIDE 1" C, 2#10+#126 TO SIREN CONTROLLER ASSEMBLY. CONNECT TO 20/1 CIRCUIT BREAKER AT CONTROL PANEL.
- ⑦ PROVIDE 1/2" C, (4)#14+6 (DISCRETE PUMP ON/OFF) SIGNALS. PROVIDE 1/2" C, (1) 18GA TW.SH.PR FROM CHEMICAL PUMP CONTROLLER TO CONTROL PANEL.
- ⑧ PROVIDE 1/2" C, 18GA TW.SH.PR. ANALOG SIGNAL CABLE TO CONTROL PANEL.



This document was originally issued and sealed by Kevin Kroke, Registration No. PE-4966, on May 24, 2018 and the original document is stored at Moore Engineering, Inc., West Fargo, N.D.



SITE PLAN - ELECTRICAL
 SEWER, WATER, STORM AND STREET IMPROVEMENT DISTRICT NO. 1305
 THE WILDS 9TH ADDITION & SANITARY LIFT STATION SA 46
 WEST FARGO, NORTH DAKOTA
 SITE PLAN - ELECTRICAL

DATE:	05.24.18
REVISED:	
REVISED:	---
RECORD:	---

PROJECT No.	19729
MANAGER:	MWW
DESIGNER:	KK
DRAFTER:	AS
REVIEWER:	--

1 SITE PLAN - ELECTRICAL
 E-507 SCALE: 1/4"=1'-0"

Change Order No.2

LKA ENGINEERS, INC.
 1351 Page Drive South, Fargo, ND 58103
 Bus. 701-232-8391 Fax 701-237-0645



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: *

Chris Brungardt

Phone Number: *

701.306.8484

Email Address:

chris.brungardt@westfargond.gov

Date *

6/14/2018

Topic for Consent or Regular Agenda?

Please select one option:

Consent Agenda

Regular Agenda

Please Briefly Describe Your Request *

Review KLJ Contract Amendment for Sheyenne St

Site Address or Legal Description (if applicable)

Action Being Requested from City Commission *

Approve KLJ Contract Amendment for Sheyenne St

Upload Additional Documentation (Optional):

doc03584720180614094122.pdf

3.06MB



www.westfargond.gov

Department of Public Works

Chris Brungardt ~ Public Works Director ~ Cell: 701.306.8484 ~ Email: Chris.Brungardt@westfargond.gov
Ryan James ~ Operations Manager ~ Cell: 701.200.9099 ~ Email: Ryan.James@westfargond.gov
Eric Hanson ~ Fleet & Facilities Manager ~ Cell: 701.306.7057 ~ Email: Eric.Hanson@westfargond.gov
Terry Rust ~ Environmental Manager ~ Cell: 701.306.8741 ~ Email: Terry.Rust@westfargond.gov
Thomas Clark ~ Sanitation Manager ~ Cell: 701.306.8922 ~ Email: Thomas.Clark@westfargond.gov
Chad Zander ~ Program Coordinator ~ Cell: 701.306.2646 ~ Email: Chad.Zander@westfargond.gov

To: City Commission 

From: Chris Brungardt

Date: 6/13/18

RE: MODIFY ENGINEERING CONTRACT WITH KLJ FOR SHEYENNE STREET ENVIRONMENTAL DOCUMENT AND FINAL DESIGN

The Sheyenne Street Corridor has evolved throughout the process of preliminary engineering into final design. As the corridor changed, additional tasks were needed to complete the Documented Categorical exclusion (Documented CatX) and design. These tasks were not included in the original scope of work for engineering services. Most of these tasks and related costs can be attributed to the development of Sheyenne 32 and the pedestrian underpass. Other contributing issues were related to right of way acquisition and utility conflicts.

The attached letter from KLJ Engineering and their sub-contractors delineate the out of scope tasks their purpose, costs, and time. City staff has reviewed this information and consider it to be correct and complete. Please let me know if you have any questions concerning this information.



3203 32nd Avenue South, Suite 201
Fargo, ND 58103-6242
701 232 5353
KLJENG.COM

June 13, 2018

Chris Brungardt
Public Works Director
City of West Fargo
810 12th Avenue Northwest
West Fargo, ND 58078

Re: Sheyenne Street Supplement

Dear Chris:

Throughout the preliminary and final design of Sheyenne Street, many out of scope work items were completed. KLJ would like to request a supplement for completing these items. The out of scope items are detailed below:

Preliminary Design

Additional Design Alternatives – The original scope of the project included 2 alignment alternatives be reviewed. KLJ created 4 alternatives for the project. The multiple alignments alternatives were primarily located just north of 32nd Avenue. Due to potential right of way acquisition issues, KLJ had to develop several iterations of the horizontal alignment and coordinate with the Sheyenne-32 developer and the City of West Fargo prior to determining the final preferred alignment.

Noise Analysis – KLJ originally scoped to perform a noise analysis for two build alternatives. As stated in the previous paragraph, the alignment and profile were revised mid-way through the project just north of 32nd Avenue. This revision was completed after the noise analysis for the original alignment had been completed. KLJ had to complete an additional noise analysis for the corridor due to the alignment revision.

Final Design

Landscaping Plan – KLJ's original scope included preparing Landscape Concepts for the Beaton Farm property. For the final design, KLJ completed a tree planting plan along with detailed landscaping plans for the pedestrian underpass at 32nd Avenue.

Pedestrian Underpass Aesthetics – KLJ's original scope did not include the vast amount of aesthetic details associated with the pedestrian underpass. The details that were completed include decorative lighting, decorative concrete, multiple iterations of retaining wall formliners and colors, PTZ cameras, and pedestrian stairs.

Pedestrian Underpass Lift Station – KLJ's original scope of work did not include any time for the design of the electrical controls for the pedestrian underpass lift station.



Sheyenne-32 Development Coordination – KLJ received eight iterations of the Sheyenne-32 Development throughout the design process. These multiple iterations caused revisions to the underpass retaining wall alignments, Sheyenne Street sidewalk locations, grading around the underpass retaining walls, drainage, and ultimately required the need for a modular block retaining wall along the west side of Sheyenne Street.

Pedestrian Underpass Lift Station Driveway – After the plans were completed, the City of West Fargo requested that the sidewalk along the north side of 32nd Avenue be widened from 10' to 12' and thickened to accommodate maintenance vehicles. The change required a plan addendum.

Street Signs – In the fall of 2017, KLJ was informed that the block numbers did not have to be placed on any of the proposed street signs throughout the corridor. Once the plans were completed, the City of West Fargo requested that the block numbers be added to the street signs. This change required a plan addendum.

21st Avenue Frontage Road Revisions – During the acquisition negotiations, the RJ's Tesoro owner requested that the 21st Avenue intersection be wider than it currently is so that the intersection better accommodated large trucks. KLJ widened the intersection from 36' to 48' to accommodate this request. The owner of Sheyenne Commercial Condos also requested that the 21st Avenue Frontage Road be extended as a part of the acquisition negotiations. Both revisions required a plan addendum.

Utility Coordination – KLJ exceeded the budgeted time for utility coordination throughout the life of the project. The ND One Call locates that were submitted were for design locates, so utility companies did not have to locate their facilities, only provide maps. KLJ held multiple utility coordination meetings and performed multiple ND One Call's to accurately determine existing utility locations and owner information throughout the corridor.

Cass County Electric Easements – KLJ did not scope any time to draft all of the existing Cass County Electric easements throughout the project corridor. These exhibits were needed to determine who is responsible for paying to relocate Cass County Electric's lines.

Southeast Cass Water Resource District Coordination – KLJ was required to coordinate with the SE Cass WRD to obtain permits for the Sheyenne Diversion Bridge Construction and the outfall for the I-94 lift station. This coordination was extensive and exceeded the original scope.

The total requested supplement has been summarized in the table below. Please see the attached documentation outlining the out of scope tasks from Moore Engineering.



Sheyenne Street Supplement Cost Breakdown June 2018	
Preliminary Design	
Additional Design Alternatives	\$ 137,000.00
Noise Analysis	\$ 26,160.00
<i>Preliminary Design Subtotal</i>	<i>\$ 163,160.00</i>
Final Design	
Landscaping Plan	\$ 9,600.00
Pedestrian Underpass Aesthetics	\$ 54,000.00
Pedestrian Underpass Lift Station	\$ 21,280.00
Sheyenne-32 Development Coordination	\$ 35,520.00
Pedestrian Underpass Lift Station Driveway	\$ 9,600.00
Street Signs	\$ 7,024.00
21st Avenue Frontage Road Revisions	\$ 18,400.00
Utility Coordination	\$ 9,920.00
Cass County Electric Easements	\$ 18,480.00
Southeast Cass Water Resource District Coordination	\$ 5,440.00
<i>Final Design Subtotal</i>	<i>\$ 189,264.00</i>
Subconsultants	
Moore Engineering	\$ 91,387.00
RM Hoefs & Associates	\$ 8,500.00
<i>Subconsultant Subtotal</i>	<i>\$ 99,887.00</i>
Total Request	\$ 452,311.00

If you have any questions or require additional information, please feel free to contact me at 701.271.4863 or travis.wieber@kljeng.com.

Sincerely,

KLJ

Travis Wieber, PE
Project Manager

Enclosure(s): Moore Engineering Supplement
Project #: 14416104
cc: Brandon Oye – Moore Engineering



KLJ Project Name: **Sheyenne Street Design**
 KLJ Project Number: 14416104

Example or Intended Person:

Task Code	Description	Engineer VI	Engineer III	Engineer II	Engineer I	Surveyor IV	Surveyor III	Surveyor II	Landscape Architect III	Environmental Planner III	GIS Analyst III	DIRECT LABOR Subtotal	Subconsultant Bill	TASK TOTAL
1	Preliminary Design	\$ 230.00	\$ 136.00	\$ 104.00	\$ 94.00	\$ 170.00	\$ 112.00	\$ 102.00	\$ 120.00	\$ 102.00	\$ 116.00	\$ 137,000.00		\$ 137,000.00
	Alignment Revisions	160	300	300	300					120	120	\$ 26,160.00		\$ 26,160.00
	Noise Analysis	160	300	300	300					120	120	\$ 163,160.00		\$ 163,160.00
2	Final Design	\$ 230.00	\$ 136.00	\$ 104.00	\$ 94.00	\$ 170.00	\$ 112.00	\$ 102.00	\$ 120.00	\$ 102.00	\$ 116.00	\$ 35,520.00		\$ 35,520.00
	Sheyenne-32 Coordination	24	200	80	80							\$ 54,000.00		\$ 54,000.00
	Pedestrian Underpass Aesthetics		240	80	80							\$ 9,600.00		\$ 9,600.00
	Landscape Plans								80			\$ 21,280.00		\$ 21,280.00
	Pedestrian Underpass Lift Station		80	100								\$ 9,600.00		\$ 9,600.00
	Pedestrian Underpass Lift Station Driveway		40	40								\$ 7,024.00		\$ 7,024.00
	Street Signs		24		40							\$ 18,400.00		\$ 18,400.00
	21st Avenue Frontage Road Revisions		80		80							\$ 9,920.00		\$ 9,920.00
	Utility Coordination		40				40					\$ 18,480.00		\$ 18,480.00
	Cass County Electric Easements		40			24	80					\$ 5,440.00		\$ 5,440.00
	SE Cass WRD Coordination		40		200	24	120		80			\$ 189,264.00		\$ 189,264.00
3	Sub Consultants	\$ 230.00	\$ 136.00	\$ 104.00	\$ 94.00	\$ 170.00	\$ 112.00	\$ 102.00	\$ 120.00	\$ 102.00	\$ 116.00		\$ 91,387.00	\$ 91,387.00
	Moore Engineering												\$ 8,500.00	\$ 8,500.00
	RJM Hoofs												\$ 99,887.00	\$ 99,887.00
		184	1084	600	500	24	120	120	80	120	120	2832	\$ 352,424.00	\$ 452,311.00



925 10th Avenue East
West Fargo, ND 58078

P: 701.282.4692
F: 701.282.4530



ATTACHMENT 1

May 2, 2018

Kadmas, Lee & Jackson, Inc.
Travis Wieber, Office Manager
3203 32nd Ave S Suite 201
Fargo, ND 58103-6242

Subject: Contract Amendment

Phase II Final Design Supplement
Segment 1 – Sheyenne Street from Beaton Drive to 13th Avenue
City of West Fargo - Street Improvement District No. 2244
Moore Project No. 18978A

Dear Mr. Wieber,

In accordance with our meeting held on April 30, 2018, Moore Engineering, Inc. (Moore) is submitting our contract amendment to Kadmas, Lee & Jackson, Inc. (KLJ) for supplemental services provided to complete Phase II – Final Design for Segment 1 of the Sheyenne Street Reconstruction project ("Project").

Scope of Work

To meet the Project Objectives, Moore provided the following supplemental services:

1. Outlet Design for Storm Sewer
 - a. It was assumed during the scoping phase that the existing outlets for the storm sewer into the Sheyenne River could remain in place. During final design it was determined the pipe size needed to be increased for capacity and outlet structures with flap gates were to be installed. This also required coordination with KLJ on submittal of a USACE 404 permit and Sovereign Lands permit.
2. Additional Utility Coordination
 - a. The existing dry utilities required several additional pick-up surveys and meetings with utilities to confirm accuracy of exiting utilities. Significant coordination with the City Attorney was required to verify NuStar easements were not enforceable against the city's proposed improvements, potentially saving the city hundreds of thousands of dollars in utility relocations costs.
3. Landscaping Plan
 - a. Moore's staff worked with city staff to develop a comprehensive landscaping plan, including landscaping improvements adjacent to the corridor (17th Avenue median)

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mooreengineeringinc.com

and additional landscaping berm features north of Beaton Drive. The plan included a highly diverse selection of tree species, which was coordinated with the Forestry Department.

4. Sanitary Sewer Design
 - a. It was identified during final design that many sewer service connections were not clearly understood on how the connections were made. This also required coordination between landowners for sewer services that crossed other properties. We identified those issues and provided additional sewer service stubs to prevent future issues with sewer service connections.
5. Retaining Wall
 - a. It was identified during the final design that a landscaping berm would require a retaining wall to maintain the berm and trees as requested by the Beaver Creek property. The profile of the roadways was adjusted and a retaining wall was designed to meet grading requirements.
6. Gateway West Storm Sewer Model Revisions
 - a. Throughout the final design of the storm sewer system, our staff worked with the Gateway West engineers to determine the impact to the proposed storm sewer system. There were several iterations from the Gateway West engineer prior to finalizing the storm sewer system model and design.

Fee

Moore's fee to perform the tasks specified in the Scope of Work above are the following:

1. Outlet Design for Storm Sewer – \$9,400
2. Additional Utility Coordination – \$7,500
3. Landscaping Plan – \$14,760
4. Sanitary Sewer Design – \$4,500
5. Retaining Wall Design – \$2,500
6. Gateway West Storm Sewer Model Revisions – \$2,500

Total fee for supplement - \$41,160



925 10th Avenue East
West Fargo, ND 58078

P: 701.282.4692
F: 701.282.4530



ATTACHMENT 2

May 2, 2018

Kadrmass, Lee & Jackson, Inc.
Travis Wieber, Office Manager
3203 32nd Ave S Suite 201
Fargo, ND 58103-6242

Subject: Contract Amendment

Phase II Final Design Supplement

Segment 2 – SU-8-992(039)040, PCN 21568 (32nd Avenue to Beaton Drive)

City of West Fargo - Street Improvement District No. 2250

Moore Project No. 18978B

Dear Mr. Wieber,

In accordance with our meeting held on April 30, 2018, Moore Engineering, Inc. (Moore) is submitting our contract amendment to Kadrmass, Lee & Jackson, Inc. (KLJ) for supplemental services provided to complete Phase II – Final Design for Segment 2 of the Sheyenne Street Reconstruction project ("Project").

Scope of Work

To meet the Project Objectives, Moore provided the following supplemental services:

1. Additional Sewer and Water Relocations
 - a. Prepared all sewer and water relocation plans for the pedestrian box culvert crossing at 32nd Avenue and assisted with additional coordination of sewer service extension for Heiden property. Coordinated design of valve vault for sewer force main with City.
2. Bridge Agreement between City of West Fargo and Southeast Cass WRD
 - a. Coordinated getting agreement prepared for ownership and maintenance of bridge over Diversion.
3. Sole Source Coordination
 - a. Assisted KLJ with getting all requested sole source items identified and approved through City staff.
4. Research on existing city utility line work
 - a. Assisted KLJ with identifying existing city utility linework throughout Segment 2.
5. Coordination on City specific questions

- a. Assisted KLJ on getting answers from city staff on questions specific to city standards
6. Coordination on Sheyenne 32 Site
 - a. Assisted KLJ on coordinating improvements between the Sheyenne Street project and staff working on the Sheyenne 32 project.
7. Additional Storm Sewer Modeling
 - a. Provided additional modeling revision due to 32nd Avenue storm sewer adjustments around box culvert crossing and Doll's 7th pond adjustments.
8. Access to Storm Lift Station for Box Culvert Crossing
 - a. Assisted KLJ on coordination access to proposed lift station for the pedestrian box culvert crossing.

Fee

Moore's fee to perform the tasks specified in the Scope of Work above are the following:

1. Additional Sewer and Water Relocations – \$28,727
2. Bridge Agreement – \$1,500
3. Sole Source Coordination – \$5,500
4. Existing city utility line work – \$3,500
5. City specific questions – \$4,500
6. Coordination on Sheyenne 32 Site – \$2,500
7. Additional Storm Sewer Modeling – \$2,500
8. Access to Storm Lift Station for Box Culvert Crossing – \$1,500

Total fee for supplement - \$50,227



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: *

Melissa Richard

Phone Number: *

701-433-5314

Email Address:

melissa.richard@westfargond.go

Date *

6/14/2018

Topic for Consent or Regular Agenda?

Please select one option:

Consent Agenda

Regular Agenda

Please Briefly Describe Your Request *

Review contract for the City of West Fargo and West Fargo Events to enter into an agreement to provide for the management of the POW/MIA Plaza by West Fargo Events.

Site Address or Legal Description (if applicable)

Action Being Requested from City Commission *

Submit document for review, No approval or action needed

Upload Additional Documentation (Optional):

ProgMgmtAgmt - V1.docx

84.59KB

PROGRAM MANAGEMENT AGREEMENT

**BY AND BETWEEN
THE CITY OF WEST FARGO, NORTH DAKOTA
AND
WEST FARGO EVENTS, INC.**

Dated as of ____, 2018

Relating to:

An agreement pertaining to the program management of the POW/MIA Plaza.

This instrument was drafted by:
Ohnstad Twichell, P.C.
John T. Shockley
P.O. Box 458
West Fargo, North Dakota 58078

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DRAFT

PROGRAM MANAGEMENT AGREEMENT

THIS PROGRAM MANAGEMENT AGREEMENT (the “Agreement”) is entered this _____ day of _____, 2018, by and between the CITY OF WEST FARGO, a Home Rule City and political subdivision of the State of North Dakota (the “City”), and WEST FARGO EVENTS, INC., a nonprofit corporation organized and existing under the laws of the State of North Dakota (“WFE”).

WHEREAS, the City has undertaken numerous community engagement amenities and projects throughout the City, including the POW/MIA Plaza, to revitalize the community;

WHEREAS, to promote community involvement and well-being through these amenities and projects, the City desires to hold community events and programs;

WHEREAS, WFE is organized to create, organize, and implement community events for all ages; and

WHEREAS, the City and WFE desire to enter into this Agreement to provide for the management of the POW/MIA Plaza by WFE.

NOW THEREFORE, in consideration of the mutual covenants made herein and for other valuable consideration, the receipt of which is hereby acknowledged, the City and WFE agree as follows:

ARTICLE I. DEFINITIONS AND INTERPRETATION

Section 1.01 DEFINITIONS. All capitalized terms used, and not otherwise defined herein, shall have the meanings given to them in this Agreement and as defined in this Section unless a different meaning clearly applies from the context.

“Applicable Law” means, collectively, the Constitutions of the United States and the State, all common law and principles of equity, and all federal, State, and local laws including, without limitation, all environmental laws, statutes, treaties, codes, acts, rules, regulations, guidelines, ordinances, resolutions, orders, judgments, decrees, injunctions, and administrative or judicial precedents or authorities, including the interpretation or administration thereof by any governmental authority charged with the enforcement, interpretation, or administration thereof, all governmental approvals, and all administrative orders, awards, directed duties, requests, licenses, certificates, authorizations and permits of, and agreements with, any governmental authority, and, with respect to any person, the articles of incorporation, bylaws, or other organizational or governing documents of such person, in each case whether or not having the force of law, that are applicable now or are applicable at any time hereafter to (a) the City, (b) WFE, or (c) the Services.

“Best Efforts” means an entity will act in Good Faith, act in accordance with generally accepted commercial practices, and use reasonable due diligence to undertake all action contemplated by this Agreement, in accordance with Applicable Law.

“**City**” means the City of West Fargo, North Dakota, a Home Rule City and political subdivision of the State of North Dakota.

“**City Event**” means an event that the City desires to be held in the POW/MIA Plaza pursuant to Section 4.02 hereof.

“**City Representative**” means as defined in Section 12.11.

“**City Share**” means the portion of a City Event that will be paid for by the City.

“**City Staff**” means those individuals identified in Section 4.01 hereof.

“**Effective Date**” means the date on which both Parties have executed this Agreement.

“**Event**” means either a City Event or a WFE Event, as the context may require, and whenever a reference in this Agreement is made to any Events, “**Events**” means City Events and WFE Events, collectively.

“**Good Faith**” means the observance of reasonable commercial standards of fair dealing in a given trade or business.

“**Good Industry Practice**” means the industry practices and standards that would be exercised by a prudent and experienced service provider engaged in the same kind of undertakings and under similar circumstances as those applying to the Services.

“**Key Personnel**” means those individuals identified in Section 3.05 hereof.

“**Maintenance Fee**” means the fees established by Section 7.01 hereof.

“**Maintenance Fund**” means the fund established by Section 7.01 hereof.

“**Net Profits**” means the total annual revenue from the POW/MIA Plaza less the total annual expenses for the POW/MIA Plaza.

“**Party**” means either the City or WFE, as the context may require, and its respective legal representatives, successors, and permitted assigns, and whenever a reference in this Agreement is made to any Parties hereto, “**Parties**” means the City and WFE, collectively, and their respective legal representatives, successors, and permitted assigns.

“**POW/MIA Plaza**” means the plaza located immediately to the north of the Sheyenne Plaza.

“**Services**” means as defined in Section 3.01.

“**Sheyenne Plaza**” means the mixed-use development constructed along the west side of Sheyenne Street in West Fargo, North Dakota, located at 444 Sheyenne Street.

“Sponsorship” mean a monetary or in-kind product or service to support an Event.

“State” means the State of North Dakota.

“WFE” means West Fargo Events, Inc.

“WFE Event” means an event to be held in the POW/MIA Plaza that is not a City Event.

Section 1.02 INTERPRETATION. The headings of Articles and Sections are provided for convenience of reference only and will not affect the construction, meaning, or interpretation of this Agreement. Any and all exhibits to this Agreement are hereby incorporated by reference. The definition of terms herein shall apply equally to the singular and plural forms of the terms defined. Whenever the context may require, any pronoun shall include the corresponding masculine, feminine, and neuter forms. The words “include,” “includes,” and “including” shall be deemed to be followed by the phrase “without limitation.” The word “will” shall be construed to have the same meaning and effect as the word “shall.” Unless the context requires otherwise (a) any definition of or reference to any agreement, instrument, or other document herein shall be construed as referring to such agreement, instrument, or other document as from time to time amended, supplemented, or otherwise modified (subject to any restrictions on such amendments, supplements, or modifications as set forth herein), (b) any reference herein to any person shall be construed to include such person’s permitted assigns, (c) the words “herein,” “hereof,” and “hereunder,” and words of similar import, shall be construed to refer to this Agreement in its entirety and not to any particular provision hereof, (d) all references herein to articles, sections, exhibits, and schedules shall be construed to refer to articles and sections of, and exhibits and schedules to, this Agreement, and (e) the words “asset” and “property” shall be construed to have the same meaning and effect and to refer to any and all tangible and intangible assets and properties, including cash, securities, accounts, and contract rights.

ARTICLE II. ENGAGEMENT

Section 2.01 ENGAGEMENT. The City hereby engages WFE as its agent to supervise, manage, direct, and control programming services in the POW/MIA Plaza, in accordance with the terms and conditions hereof. WFE hereby accepts such engagement as the program manager of the POW/MIA Plaza during the term of this Agreement.

Section 2.02 WFE TAX STATUS. The City’s engagement of WFE is dependent upon its status as a nonprofit, 501(c)(3) organization. WFE represents and covenants that it is, and will continue to be, a nonprofit, 501(c)(3) organization and that the purpose for which the City is engaging WFE fits within WFE’s nonprofit, 501(c)(3) purpose.

ARTICLE III. AUTHORITY AND OBLIGATIONS

Section 3.01 SERVICES. For the benefit of the City and in performance of this Agreement, WFE shall perform the following specific responsibilities (collectively referred to as “Services”):

- (a) Advertise, promote, and/or market the POW/MIA Plaza to secure Events in the POW/MIA Plaza;
- (b) Solicit and secure funds, including Sponsorships, necessary to hold Events in the POW/MIA Plaza;
- (c) Coordinate with the City's Communications Director in an effort to meet the City's programming quotas;
- (d) Coordinate with City Staff as provided in Section 4.01 herein;
- (e) Manage and book Events in the POW/MIA Plaza;
- (f) Set rental structure and other fees and charges for rentals of the POW/MIA Plaza except as otherwise provided herein;
- (g) Work with the City to establish a Maintenance Fee structure;
- (h) Coordinate the calendar for Events in the POW/MIA Plaza;
- (i) Showcase the POW/MIA Plaza as a valuable asset to the community;
- (j) Secure any necessary approvals, governmental or otherwise, for Events, including licensing, liquor, and noise;
- (k) Ensure all persons or entities renting the POW/MIA Plaza are aware of Applicable Laws and secure any necessary approvals, governmental or otherwise, for Events, including licensing, liquor, and noise; and
- (l) Advertise, promote, and/or market any Events secured for the POW/MIA Plaza;
- (m) Secure security personnel, as necessary, for Events in accordance with Section 6.10 hereof;
- (n) Secure emergency medical personnel, as necessary, for Events;
- (o) Secure trash receptacles, restrooms, and other related facilities for Events;
- (p) Secure and coordinate any vendors desired for Events;
- (q) Coordinate and oversee set-up and tear down of Events;
- (r) Clean and restore the POW/MIA Plan to its pre-Event condition following an Event; and
- (s) Attend meetings at the request of the City upon reasonable notice of the same.

Section 3.02 EXTRA SERVICES. The City reserves the right to request that WFE perform services in addition to the Services set forth in Section 3.01. In requesting that WFE perform additional services, the City, in its sole discretion, will determine whether WFE shall receive compensation, fees, or benefits as a result of the performance of such services. WFE shall, in its sole discretion, have the right to deny performing any additional services requested by the City. Such a denial by WFE, however, does not preclude the City from engaging a separate organization to perform such services.

Section 3.03 STANDARDS OF PERFORMANCE. In performing the powers and authorities conferred upon it by this Agreement, WFE and all of its employees and representatives shall serve the City in Good Faith and shall:

- (a) Protect and promote the City’s interests;
- (b) Provide Services in an economically sound manner;
- (c) Observe all Applicable Laws relevant to the Services; and
- (d) Follow Good Industry Practice.

Section 3.04 TIME AND EFFORTS REQUIREMENTS. WFE shall devote sufficient time and its Best Efforts to fulfilling the Services as set forth in this Agreement such as to permit ample time for the performance of all duties normally associated therewith, to meet the needs of the City and of its residents, and to perform duties and conduct the Services in accordance with the standards of performance set forth in Section 3.03. In performing the Services as set forth in this Agreement, WFE shall use its Best Efforts to perform each of its duties in a competent and timely fashion. In the event WFE engages third parties to perform one or more Services contemplated hereunder under the supervision of WFE, WFE shall use its Best Efforts to cause such third parties to deliver each Service in a competent and timely fashion.

Section 3.05 KEY PERSONNEL. WFE agrees and acknowledges that the following specifically identified individuals shall be assigned the following roles for this Agreement (hereinafter “Key Personnel”):

Individual	Role

WFE shall use its Best Efforts to assure that Key Personnel are available to provide Services and as points of contact for the City. In the event that any of the Key Personnel are not available to provide Services, WFE shall notify the City within ten (10) calendar days of the Key Personnel’s non-availability. WFE shall provide the resumes of the individual(s) it is proposing to replace the non-available Key Personnel and the City will review the resume and approve the new Key Personnel. The City will act in Good Faith and in a reasonable manner when reviewing and

approving new Key Personnel. In the event the City determines that the new Key Personnel are not acceptable, WFE will propose new Key Personnel.

Section 3.06 NO PREFERENCE. WFE shall be entitled to provide program management services to other companies or entities during the term of this Agreement. Nonetheless, WFE shall not afford preference to any company or entities related to WFE or under its ownership but shall, so far as practicable, ensure a fair distribution of service to all such companies and entities from time to time under its management.

Section 3.07 RECORDS AND REPORTS. WFE shall keep, or cause to be kept, accurate, full, and complete books and accounts showing all operations and transactions relating to its Services. The City may, at its option and during customary business hours, conduct audits of the books, records, and accounts relating to its Services. The City may also, in its sole discretion, require WFE to be responsible for or supervise the entry of financial information concerning the POW/MIA Plaza into the business records of the City.

Section 3.08 FINANCIAL STATEMENTS. WFE shall furnish to the City a detailed monthly financial statement of all revenues and expenditures for the POW/MIA Plaza. Each monthly financial statement shall be submitted within five (5) calendar days after the close of the applicable month.

Section 3.09 FIDELITY BOND. WFE shall provide a fidelity bond in an amount not less than \$100,000 in favor of and for the protection of the City. The fidelity bond shall be issued by a North Dakota licensed and admitted property and casualty insurance company and subject to the approval of the City. The fidelity bond shall be in effect on or prior to the Effective Date of this Agreement.

Section 3.10 ANNUAL OPERATING BUDGET. WFE, not later than sixty (60) calendar days prior to the commencement of each calendar year, shall submit a budget outlining the anticipated income and expenses of WFE for the ensuing calendar year for the POW/MIA Plaza to the City. WFE shall include a plan to solicit and secure Sponsorships with said operating budget.

ARTICLE IV. CITY INVOLVEMENT

Section 4.01 CITY STAFF. The City reserves the right to utilize its staff or hire additional staff to be present and work with WFE at Events (“City Staff”). City Staff will be employees of the City, and the City will determine the roles and hours of City Staff at Events. If the City intends to have City Staff present at an Event, the City will provide reasonable notice of such to WFE and will include the identity of the City Staff and a description of the role he or she will pay at the Event.

Section 4.02 CITY EVENTS. The City reserves the right to hold City Events in the POW/MIA Plaza and shall at all times have first priority to utilize the POW/MIA Plaza. If the City desires to hold a City Event, it will notify WFE at least _____ months prior to the desired date for the event. The notification will include a description of the City Event and a percentage of the overall budget for the City Event in which the City expects WFE to obtain

Sponsorships. WFE will then prepare a budget for planning, marketing, and fundraising for the proposed City Event, including setting forth the City Share, and will submit the same to the City for approval. Once the City has approved a budget, WFE may move forward with planning the City Event. Following the City Event, WFE shall submit invoices to the City for reimbursement of the City Share. The City reserves the right to request additional information to support an invoice. The City will not reimburse WFE for any amounts greater than the City Share approved in WFE's budget for the City Share unless WFE has received written approval for such expenses from the City prior to the City Event. The City will remit payment on the invoices to WFE within thirty (30) calendar days of the receipt of invoices. All City Events shall be free unless otherwise directed by the City. WFE shall not charge the City a rental fee or a Maintenance Fee for utilizing the POW/MIA Plaza.

Section 4.03 MARKETING. WFE may utilize City marketing channels, including the City website, for the marketing and promotion of City Events. WFE must follow City policies and procedures when utilizing any City marketing channels. WFE may not utilize City marketing channels to market or promote a WFE Event unless otherwise authorized by the City.

Section 4.04 POWERS RESERVED TO CITY. In addition to other rights specified in this Agreement, the City shall have the right in connection with the following:

(a) To approve the annual operating budget and the plan to solicit and secure Sponsorships prepared by WFE for the POW/MIA Plaza, as provided in Section 3.10 of this Agreement;

(b) To approve the content and display of all advertising and signage in or about the POW/MIA Plaza; and

(c) To grant use of the POW/MIA Plaza, or any part thereof, in according with City policies. Such uses of the POW/MIA Plaza shall not compete with, nor conflict with, events booked by WFE and shall be booked in advanced with WFE. Upon request by the City, WFE shall provide a list of available dates to the City for use of the POW/MIA Plaza. When the POW/MIA Plaza is not in use by WFE, it remains a public space.

ARTICLE V. COMPENSATION

Section 5.01 MONTHLY MANAGEMENT FEE. By the first of each month, the City shall pay a management fee to WFE for the performance of Services the ensuing month. The amount of the monthly management fee will be based upon the amount approved by the City for the annual operating budget, with the annual operating budget figure divided by twelve (12) to account for each month.

Section 5.02 OTHER FEES AND EXPENSES. WFE shall not be entitled to, nor shall it receive, any compensation, fees, or expenses from the City for its performance of the Services other than the monthly management fee outlined in Section 5.01 and compensation outlined elsewhere in this Agreement.

Section 5.03 BENEFITS. WFE shall not be entitled to, nor shall it receive, any benefits from the City for its performance of the Services.

ARTICLE VI. EVENTS

Section 6.01 TYPE OF EVENTS. The Parties agree that WFE shall seek to secure Events that promote community involvement and well-being. WFE shall not seek to secure Events including:

- (a) Profane, obscene, or violent content and/or language;
- (b) Sexual content;
- (c) Content that promotes, fosters, or perpetuates discrimination on the basis of race, color, age, religion, gender, or national origin;
- (d) Content that threatens any person or organization;
- (e) Content that violates intellectual property rights;
- (f) Content promoting any illegal activity;
- (g) Content which might compromise the safety and security of the public or public systems; or
- (h) Content that violates any federal, State, or local law.

Section 6.02 FUNDING. WFE is solely responsible for raising funds, including Sponsorships, to carry out its Services, including for marketing and for advertising, and for holding Events in the POW/MIA Plaza.

Section 6.03 PERMITTING AND NOTICE.

(a) In the event WFE seeks to hold a WFE Event in POW/MIA Plaza that requires a permit from the City in accordance with City Ordinances, WFE or its designee must secure any and all necessary permits from the City prior to holding the Event.

(b) If a WFE Event does not require permitting from the City in accordance with City Ordinances, WFE shall provide advanced written notice of the WFE Event and its intended content to the City Representative no less than seven (7) calendar days prior to the scheduled date of the WFE Event. The City reserves the right to suspend or cancel a WFE Event in the event it determines the WFE Event violates any of the subsections provided in Section 6.01 hereof. If the City suspends or cancels such an event, WFE shall be responsible for any and all expenses or costs incurred as a result of such suspension or cancellation.

Section 6.04 MARKS. During the term of this Agreement, WFE is authorized to utilize any marks, indicators, or names of POW/MIA Plaza to carry out its Services. WFE shall not, however, use any marks, indicators, or names of the City without obtaining prior written consent from the City. Upon the expiration or termination of this Agreement for any reason, such license to utilize any marks, indicators, or names of POW/MIA Plaza shall immediately cease, and WFE shall have no further rights to use such marks, indicators, or names.

Section 6.05 EVENT QUOTA. WFE shall program at least six (6) City Events per calendar year and shall program at least two (2) Events per calendar month.

Section 6.06 WFE EMPLOYEE AT EVENT. WFE shall have at least one (1) employee readily available or on-site for any Event held at the POW/MIA Plaza.

Section 6.07 DEBTS AND LIABILITIES. All debts and liabilities incurred by WFE in the course of its Services shall be the debts and liabilities of WFE and in no event shall they be the debts and liabilities of the City unless otherwise expressly agreed to by the City.

Section 6.08 CITY PROMOTION. The City, in its sole discretion, may promote Events.

Section 6.09 PARK DISTRICT AND SCHOOL RENTAL FEES. WFE shall charge the West Fargo Park District and West Fargo Public Schools a reduced rate for rental of the POW/MIA Plaza. Such reduced rate will be _____.

Section 6.10 SECURITY PERSONNEL. When securing security personnel for an Event, WFE shall first inquire whether the West Fargo Police Department will staff an Event and then may seek to hire a private security firm.

Section 6.11 NET PROFITS. WFE shall utilize annual Net Profits from the programming of the POW/MIA Plaza for future programming of the POW/MIA Plaza.

ARTICLE VII. MAINTENANCE

Section 7.01 MAINTENANCE. Following the Effective Date of this Agreement, the City and WFE will work cooperatively to establish a schedule of Maintenance Fees to be charged for all WFE Events held in the POW/MIA Plaza. City Events will not be subject to any Maintenance Fees. WFE will be responsible for collecting Maintenance Fees for all WFE Events and will deposit the Maintenance Fees into the Maintenance Fund, which the City will establish and maintain. The City will be responsible for maintenance of the POW/MIA Plaza and will utilize funds deposited in the Maintenance Fund solely for the maintenance and improvement of the POW/MIA Plaza.

ARTICLE VIII. LIABILITIES

Section 8.01 INDEMNIFICATION. WFE will indemnify, protect, defend, and hold harmless the City, and its officers and employees, from and against all claims, damages, liabilities,

injuries, costs, fees, expenses, or losses, including without limitation, reasonable attorney's fees and costs of investigation and litigation, whatsoever which may be incurred by the City to the extent caused by the Services provided by WFE, the negligence of or the breach of any provisions of this Agreement by WFE or a person employed or contracted by WFE, or from a third party claim arising during WFE's use of POW/MIA Plaza for an Event.

Section 8.02 WFE INSURANCE.

(a) WFE will obtain and maintain the following insurance during the term of this Agreement:

(1) Workers compensation insurance as required by the State of North Dakota.

(2) Commercial general liability insurance, personal injury, bodily injury, and property damage on an occurrence basis with limits of liability not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate. The City shall be named as an additional insured on a primary, non-contributory basis.

(3) Business automobile liability insurance covering all owned, hired, and non-owned vehicles with personal protection insurance to comply with the provisions of the North Dakota No Fault Insurance Law including residual liability insurance with minimum bodily injury limits of \$1,000,000 each person and \$1,000,000 each occurrence and minimum property damage limits of \$1,000,000 each occurrence. The City shall be named as an addition insured on a primary, non-contributory basis.

(4) Commercial umbrella insurance with a minimum limit of \$1,000,000. The City shall be named as an additional insured on a primary, non-contributory basis.

(b) All policies shall be issued by companies authorized to do business in the, name WFE as the insured, and shall be accompanied by a commitment from the insurer that such policies shall not be canceled or reduced without at least thirty (30) calendar days' prior notice to the City.

(c) Certificates evidencing the above-described insurance shall be submitted to the City prior to the commencement of Services under this Agreement and at least fifteen (15) calendar days prior to the expiration dates of expiring policies. A current certificate of insurance must be on file with the City for the duration of this Agreement. Said coverage shall be primary coverage rather than any policies and insurance owned or maintained by the City. Policies shall be issued by insurers who endorse the policies to reflect that, in the event of payment of any loss or damages, subrogation rights under those contract documents will be waived by the insurer with respect to claims against the City.

(d) WFE shall be responsible for the payment of all deductibles contained in any insurance hereunder.

(e) If, during the term of this Agreement, changed conditions or other pertinent factors should, in the reasonable judgment of the City, render inadequate the above-described insurance limits, WFE will furnish on demand such additional coverage as may reasonably be required by

the City under the circumstances. All such insurance shall be effected at WFE's expense, under valid and enforceable policies, issued by the insurers of recognized responsibility which are well-rated by national rating organizations and are acceptable to the City.

(f) The provisions requiring WFE to carry said insurance shall not be construed in any manner as waiving or restricting the liability of WFE under this Agreement.

(g) The City has the authority to vary from the specified limits as deemed necessary.

Section 8.03 CITY INSURANCE. The City will maintain liability and property insurance for the POW/MIA Plaza as determined in its discretion.

ARTICLE IX. REPRESENTATIONS AND WARRANTIES

Section 9.01 WFE REPRESENTATIONS. WFE hereby represents and warrants to WFE as follows:

(a) WFE is a duly organized nonprofit company created under the laws of the State, is qualified to conduct business in the State, has the requisite power and all required licenses to carry on its present and proposed activities, and has the full power, right, and authority to execute and perform each and all of its obligations under this Agreement;

(b) WFE has taken or caused to be taken all requisite action to authorize the execution and delivery of, and the performance of its obligations under, this Agreement;

(c) Each person executing this Agreement on behalf of WFE has been or will at such time be duly authorized to execute each such document on behalf of WFE;

(d) This Agreement has been duly authorized, executed, and delivered by WFE and constitutes a valid and legally binding obligation on WFE, enforceable against it in accordance with its terms, subject only to applicable bankruptcy, insolvency, and similar applicable laws affecting the enforceability of the rights of creditors generally and to general principles of equity;

(e) Neither the execution and delivery by WFE of this Agreement, nor the consummation of the transactions contemplated hereby or thereby, is in conflict with or will result in a default under or a violation of (i) the governing instruments of WFE or any other agreements or instruments to which it is a party or by which it is bound or (ii) to its knowledge, any Applicable Law, where such violation will have a material effect on the ability of WFE to perform its obligations under this Agreement;

(f) There is no action, suit, proceeding, investigation, or litigation pending and served on WFE which challenges WFE's authority to execute, deliver or perform, or the validity or enforceability of, this Agreement, or challenges the authority of the WFE official executing this Agreement; and WFE has disclosed to the City any pending and unserved or threatened action, suit, proceeding, investigation, or litigation with respect to such matters of which WFE is aware;

(g) WFE is in material compliance with all Applicable Laws applicable to WFE or its activities connected with this Agreement; and

(h) To the best of WFE's knowledge after diligent inquiry, no event which, with the passage of time or the giving of notice, would constitute a default by WFE has occurred.

Section 9.02 CITY REPRESENTATIONS. The City hereby represents and warrants to WFE as follows:

(a) The City has full power, right, and authority to execute, deliver, and perform its obligations under, in accordance with, and subject to the terms and conditions of this Agreement;

(b) Each person executing this Agreement has been or at such time will be duly authorized to execute each such document on behalf of the City;

(c) Neither the execution and delivery by the City of this Agreement, nor the consummation of the transactions contemplated hereby, is in conflict with or will result in a default under or violation of (i) any other agreements or instruments to which it is a party or by which it is bound or (ii) to its knowledge, any Applicable Law, where such violation will have a material adverse effect on the ability of the City to perform its obligations under this Agreement; and

(d) The City has taken or caused to be taken all requisite actions to authorize the execution and delivery of, and the performance of its obligations under, this Agreement.

ARTICLE X. TERM AND TERMINATION

Section 10.01 TERM. The initial term of this Agreement shall commence on the Effective Date and shall terminate on December 31, 2018. The City shall have the option to renew the Agreement for successive one (1) year periods running from January 1 to December 31. Each such renewal of the Agreement will be deemed exercised by the annual approval of WFE's annual operating budget by the City on or prior to December 31 of the respective year for the upcoming year. If the City does not approve of WFE's annual operating budget, this Agreement will terminate.

Section 10.02 TERMINATION. In addition to the provisions of Section 10.01, this Agreement may terminate for any of the following reasons:

(a) The City retains the ability to terminate this Agreement in the event the City decides to sell, lease, or close the POW/MIA Plaza. To exercise this option, the City shall provide not less than one hundred eighty (180) calendar days' advanced written notice to WFE that it has decided to sell, lease, or close the POW/MIA Plaza.

(b) Either Party may terminate this Agreement without termination fee, penalty, or liquidated damages if the other Party commits a breach of any material obligation under this Agreement; provided that if a Party shall, by any act or omission, be in breach of any material obligation under this Agreement and such breach shall continue for a period of fourteen (14) days

after written notice thereof has been given by the Party to the offending Party, the Party shall have the right to terminate this Agreement with immediate effect by notice to the offending Party. If the material breach constitutes malfeasance or misfeasance, the City shall not be obligated to provide an opportunity to cure. For purposes of this Agreement, malfeasance means evil doing, ill conduct, the commission of some act which is positively unlawful, the doing of an act which is wholly wrongful and unlawful, the doing of an act which the person ought not to do at all, or the unjust performance of some act which the party had no right or which he had contracted not to do. It includes any wrongful conduct that affects, interrupts, or interferes with the performance of official duties. For purposes of this Agreement, misfeasance means the improper performance of some at, which the party may lawfully do.

(c) The Parties may mutually agree, in writing, to terminate this Agreement, at any time, without termination fee, penalty, or liquidated damages.

ARTICLE XI. CONFIDENTIALITY

Section 11.01 GENERALLY. All information furnished to, or developed by, WFE or any of its employees, directors, or sub-contractors pursuant to this Agreement shall be the property of the City and shall be kept confidential by WFE, both during and after the term of this Agreement.

Section 11.02 NORTH DAKOTA OPEN RECORDS REQUEST. In the event WFE receives an open records request for any records relating to its Services or this Agreement, WFE shall notify the City of the request and shall secure an opinion from the City as to whether WFE shall release the records.

ARTICLE XII. MISCELLANEOUS

Section 12.01 ASSIGNMENT. Neither Party may assign this Agreement without the prior written consent of the other Party. The Parties' rights and obligations under this Agreement will be passed to the assignees to which those rights and obligations have been permissibly assigned.

Section 12.02 MODIFICATION. This Agreement may be amended or modified only by mutual consent of both Parties, unless otherwise provided for herein.

Section 12.03 GOVERNING LAW. This Agreement will be governed by and construed in accordance with the laws of the State of North Dakota.

Section 12.04 INDEPENDENT CONTRACTOR. In the performance of this Agreement, it is mutually understood and agreed that WFE, its directors, and its employees are at all times acting and performing as an independent contractor and not as an employee, joint venturer, agent, partner, or lessee of the City. The City shall not exercise control or direction over the specific methods by which WFE performs its Services hereunder; the sole interest and responsibility of the City shall be to ensure that the Services covered by this Agreement are rendered in accordance with the terms and conditions hereof. WFE, its directors, and its employees shall not have any claim under this Agreement against the City for workers compensation, unemployment compensation, vacation

pay, sick leave, retirement benefits, social security benefits, disability insurance benefits, unemployment insurance benefits, or other employee benefits, all of which shall be the sole responsibility of WFE. The City shall not withhold on behalf of WFE, its directors, or any of its personnel any sums for income tax, unemployment insurance, Social Security, or otherwise pursuant to any law or requirement of any government agency, and all such withholding, if any is required, shall be the sole responsibility of WFE. WFE shall indemnify and hold harmless the City from any and all loss or liability, if any, arising with respect to any of the foregoing benefits or withholding requirements.

Section 12.05 SEVERABILITY. In case any one or more of the provisions of this Agreement shall be invalid, illegal, or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions contained in this Agreement will not in any way be affected or impaired thereby.

Section 12.06 WAIVER. No waiver of any Party of any right or remedy pursuant to this Agreement will be deemed to be a waiver of any other or subsequent right or remedy pursuant to this Agreement. The consent of one Party to any act by the other Party requiring such consent will not be deemed to render unnecessary the obtaining of consent to any subsequent act for which consent is required, regardless of whether similar to the act for which consent is given.

Section 12.07 NO THIRD PARTY BENEFICIARIES. Nothing contained in this Agreement is intended or will be construed as creating or conferring any right, benefits, or remedies upon, or creating any obligations of the Parties hereto toward, any person or entity not a Party to this Agreement, except those rights expressly contained herein.

Section 12.08 ENTIRE AGREEMENT. This Agreement contains the entire and exclusive understanding of the Parties with respect to the subject matter thereof and supersedes all prior agreements, understandings, statements, representations, and negotiations, in each case oral or written, between the Parties with respect to their subject matter, except as otherwise provided herein.

Section 12.09 COUNTERPARTS. This instrument may be executed in two or more counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

Section 12.10 SURVIVAL. The indemnifications, limitations, releases, obligations, and all other provisions which by their inherent character should survive expiration or earlier termination of this Agreement will survive the expiration or earlier termination of this Agreement.

Section 12.11 AUTHORIZED REPRESENTATIVES.

(a) The City and WFE hereby designate the following individuals as their initial representatives, respectively, to administer this Agreement on their respective behalves:

(1) For the City: Melissa Richard, Communications Director (“City Representative”)

(2) For WFE: _____ (“WFE Representative”)

(b) The representatives will be reasonably available to each other during the term of this Agreement and will have the authority to issue instructions and other communications on behalf of the City and WFE, respectively, and will be the recipients of notices and other written communications from the other Party pursuant to this Agreement, except as otherwise provided in this Agreement. Such representatives, however, will not have the authority to make decisions or give instructions binding upon the City or WFE, except to the extent expressly authorized by the City or WFE, as the case may be, in writing.

(c) In the event either the City or WFE designates a different representative, it will give the other Party written notice of the identity of and contact information for the new representative, as the case may be.

Section 12.12 NOTICES.

(a) All notices under this Agreement shall be in writing and: (i) delivered personally; (ii) sent by certified mail, return receipt requested; (iii) sent by a recognized overnight mail or courier services, with delivery receipt requested; or (iv) sent by facsimile or email communication followed by a hard copy and with receipt confirmed by telephone or return receipt (in the case of email communication), to the following addresses.

(b) All notices to the City shall be marked as regarding this Agreement and shall be delivered to the following address or as otherwise directed by the City Representative:

City of West Fargo
Attn: Communications Director
800 Fourth Avenue East
Suite 1
West Fargo, ND 58078

(c) All notices to WFE shall be marked as regarding this Agreement and shall be delivered to the following address or as otherwise directed by the WFE Representative:

West Fargo Events, Inc.
Attn: Vice President
745 31st Avenue East, Suite 105
West Fargo, ND 58078

(d) Notices shall be deemed received when actually received in the office of the addressee (or by the addressee if personally delivered) or when delivery is refused, as shown on the receipt of the U.S. Postal Service, private courier, or other person making the delivery. Notwithstanding the foregoing, notices sent by facsimile after 4:00 p.m. Central time and all other notices received after 5:00 p.m. shall be deemed received on the first calendar day following delivery.

Section 12.13 WAIVER OF JURY TRIAL. The Parties hereby knowingly, irrevocably, voluntarily, and intentionally waive any rights that any may have to a trial by jury with respect to any action, proceeding, counterclaim, or defense based upon this Agreement, or arising out of, under, or in connection with this Agreement, or with respect to any course of conduct, course of dealing, statements (whether oral or written), or actions of any Party hereto relating to this Agreement. This provision is a material inducement for all Parties entering into this Agreement. This provision applies only to suits between the Parties and does not apply to third party claims or suits.

Section 12.14 FORCE MAJEURE. Neither Party will be liable to the other during any period in which its performance is delayed or prevented, in whole or in part, by any of the following circumstances: war, civil war, invasion, violent act of foreign enemy, or armed conflict; nuclear, chemical, or biological contamination; ionizing radiation; or any act of terrorism. If such a circumstance occurs, the Party claiming the delay must undertake reasonable action to notify the other Party of the same.

IN WITNESS WHEREOF, the Parties caused this Agreement to be executed.

(Remainder of page intentionally left blank.)

Signature Page for the City of West Fargo, North Dakota

The governing body of the City of West Fargo, North Dakota, approved this Agreement on the ___ day of _____, 2018.

THE CITY OF WEST FARGO, NORTH
DAKOTA

By: _____
Rich Mattern, President of the Board of
City Commissioners

ATTEST:

Tina Fisk, City Auditor

Signature Page for West Fargo Events, Inc.

The governing board of West Fargo Events, Inc., approved this Agreement on the ____ day of _____, 2018.

WEST FARGO EVENTS, INC.

By: _____

Its: _____

DRAFT

Regular Agenda Item #9



2018-2019 Liquor License Police Check Results

as of 6-7-
18

Name	Server trained %	Incidents	Comment
Ace Liquors	Over 80%	1- shoplifting	
Bar Nine	Over 80%	0	
Barcode	Over 80%	0	
Bernie's	Over 80%	several calls - none directly for Bernie's	
Blarney Stone	Over 80%	0	
BLVD	Over 80%	4	
Bordertown	60% 12 of 20	3	
Boston Pizza	Over 80%	0	
Bottle Barn- Bluestem	64% 9 of 14	0	owes \$24,987.76 in 2017 taxes
Brewtus Brickhouse	Over 80%	3	
Cashwise	63% 5 of 8	2	
Costco	Over 80%	several calls - none directly for Costco	
Creatively Uncorked	Over 80%	0	
DoubleTree by Hilton	Over 80%	0	owes \$62,900 in 2017 taxes
Element Hotel	Over 80%	2	
Family Fare	Over 80%	several calls - none of concern	
Flatland Brewery	Over 80%	0	owes \$44,106.69 in 2017 taxes
Hooligans	Over 80%	24	owes \$16,043.32 in 2017 taxes
JL Beers	Over 80%	0	
Lakemode Liquors	Over 80%	0	owes \$16,000 in 2017 taxes
M&J	Over 80%	several calls - 5 of concern	owes \$4,010 in 2017 taxes
Maxwell's	Over 62% 8 of 13	3 - none of concern	
New Perspectives Senior Living	Over 80%	0	
Ole & Lena's	64%		
Pub West	71% 10 of 14	0	owes \$44,106.69 in 2017 taxes
Rookies	Over 80%	2	
Silver Dollar	Over 80%	0	owes \$1,606.16 in 2017 taxes
Speedway	Over 80%	7	
Spicy Pie	Over 80%	several - 2 disturbances, 3 overintoxicated patrons	owes \$34,677 in taxes
Spitfire	Over 80%	1- assault	
Three Lyons	Over 80%	0	
Townhall Bar	Over 80%	2 - assault w/ resisting arrest, impaired person	owes \$11,225.01 in 2017 taxes
TruBlu Social Club	75% 21 of 28	0	
VFW	Over 80%	1- impaired driver leaving VFW	
Workzone	Over 80%	several - 3 disturbances, fighting	



West Fargo Police Department

800 4th Ave E, Suite 2 West Fargo, ND 58078 | 701-433-5500 | westfargopolice.com

Heith R. Janke
Chief of Police

June 1st, 2018

Re: Liquor License Renewal – Ace Beer & Liquors

West Fargo City Commission,

This investigator had an opportunity on June 1, 2018, to conduct a yearly background investigation for the liquor license for Ace Beer & Liquors 102 Main Ave E., in West Fargo.

The Liquor License Renewal form was turned in on May 22nd, 2018. This background investigation included a complete check into calls for service for the previous year. Only a shoplifting was noted.

Property taxes for Ace Beer & Liquors are fully paid.

Ace Beer & Liquors is 100% in compliance with the server training. A local search into the manager/ owners showed nothing of concern. Nothing else of significance was found.

Sincerely,

A handwritten signature in blue ink, appearing to read "Travis Johnson".

Detective Travis Johnson #648



West Fargo Police Department

800 4th Ave E, Suite 2 West Fargo, ND 58078 | 701-433-5500 | westfargopolice.com

Heith R. Janke
Chief of Police

June 1, 2018

West Fargo City Commission,

This investigator had an opportunity on June 1, 2018, to conduct a yearly background investigation for the liquor license for **Bar Nine** at 1405 Prairie Parkway Ste 301 in West Fargo. The Liquor License Renewal form was turned in on May 14, 2018. This background investigation included a complete check into calls for service from June 1st, 2017 through June 1, 2018. During the course of that portion of investigation there were no calls for service that were of concern. Bar Nine is 83% in compliance with the server training. A local search into the manager/owners showed nothing of concern. Nothing else of significance was found.

Sincerely,

A handwritten signature in black ink, appearing to be "Miles Orth", written in a cursive style.

Detective Miles Orth #638



West Fargo Police Department

800 4th Ave E, Suite 2 West Fargo, ND 58078 | 701-433-5500 | westfargopolice.com

Heith R. Janke
Chief of Police

June 1, 2018

West Fargo City Commission,

This investigator had an opportunity on June 1, 2018, to review a yearly background investigation for the liquor license for Barcode Bar and Grill at 835 23 Ave E in West Fargo. The Liquor License Renewal form was turned in on May 15, 2018. This background investigation included a complete check into calls for service from June 1, 2017 through June 1, 2018. During the course of that portion of investigation, no calls for service were found. Barcode Bar and Grill is 93% in compliance with the server training, with one server with an expired certificate. A local search into the manager/ owners showed nothing of concern. Nothing else of significance was found.

Sincerely,

Detective Ryan M. Wuollet #657

A handwritten signature in blue ink, appearing to read "R. Wuollet" followed by the number "#657".



West Fargo Police Department

800 4th Ave E, Suite 2 West Fargo, ND 58078 | 701-433-5500 | westfargopolice.com

Heith R. Janke
Chief of Police

June 1st, 2018

Re: Liquor License Renewal – Bernies Liquor West

West Fargo City Commission,

This investigator had an opportunity on June 1, 2018, to conduct a yearly background investigation for the liquor license for **Bernies Liquor** West 100 Sheyenne St in West Fargo. The Liquor License Renewal form was turned in on May 10th, 2018. This background investigation included a complete check into calls for service from June 1st, 2017 through June 1, 2018. During the course of that portion of investigation, I found numerous calls for service in the area with none concerning Bernies Liquor West directly. Bernies Liquor West is 100% in compliance with the server training. A local search into the manager/ owners showed nothing of concern. Nothing else of significance was found.

Sincerely,

A handwritten signature in black ink, appearing to read "C. Danielson".

Detective Craig Danielson #660



West Fargo Police Department

800 4th Ave E, Suite 2 West Fargo, ND 58078 | 701-433-5500 | westfargopolice.com

Heith R. Janke
Chief of Police

June 1, 2018

West Fargo City Commission,

This investigator had an opportunity on June 1, 2018, to conduct a yearly background investigation for the liquor license for **Blarney Stone** Pub at 1910 9 St E in West Fargo. The Liquor License Renewal form was turned in on May 14, 2018. This background investigation included a complete check into calls for service from June 1st, 2017 through June 1, 2018. During the course of that portion of investigation there were no calls for service that were of concern. Blarney Stone is 100% in compliance with the server training. A local search into the manager/ owners showed nothing of concern. Nothing else of significance was found.

Sincerely,

A handwritten signature in black ink, appearing to read "Miles Orth".

Detective Miles Orth #638



West Fargo Police Department

800 4th Ave E, Suite 2 West Fargo, ND 58078 | 701-433-5500 | westfargopolice.com

Heith R. Janke
Chief of Police

June 1, 2018

West Fargo City Commission,

This investigator had an opportunity on June 1, 2018, to review a yearly background investigation for the liquor license for **Blvd Pub** at 3147 Bluestem Dr in West Fargo. The Liquor License Renewal form was turned in on May 17, 2018. This background investigation included a complete check into calls for service from June 1, 2017 through June 1, 2018. During the course of that portion of investigation, 4 calls for service were found. Of note there were 2 that were affiliated, as a female who was called in suspected of being drunk and about to drive away. The female later stated that a male was stalking her, and no report was filed. Staysharp is 83% in compliance with the server training, with the 3 servers having training on June 5, 2018. A local search into the manager/owners showed nothing of concern. Nothing else of significance was found.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ryan M. Wuollet", with the number "#657" written to the right of the signature.

Detective Ryan M. Wuollet #657



West Fargo Police Department

800 4th Ave E, Suite 2 West Fargo, ND 58078 | 701-433-5500 | westfargopolice.com

Heith R. Janke
Chief of Police

June 1, 2018

West Fargo City Commission,

This investigator had an opportunity on June 1, 2018, to conduct a yearly background investigation for the liquor license for **Bordertown Bar & Grill** 807 Main Ave E in West Fargo. The Liquor License Renewal form was turned in on May 18, 2018. This background investigation included a complete check into calls for service from June 1st, 2017 through June 1, 2018. During the course of that portion of investigation, I found numerous calls for service involving Bordertown with three being of concern. There was a medical assist for an intoxicated female who fell and hit her head after getting into a verbal argument, an extremely intoxicated female who fell and hit her head on the concrete and there was an assault where a group of people were drinking and at the end of the night one individual punched another in the face and they parted ways. Bordertown is 60% in compliance with the server training. A local search into the manager/owners showed nothing of concern. Nothing else of significance was found.

Sincerely,

A handwritten signature in black ink, appearing to read "Miles Orth", written in a cursive style.

Detective Miles Orth #638



West Fargo Police Department

800 4th Ave E, Suite 2 West Fargo, ND 58078 | 701-433-5500 | westfargopolice.com

Heith R. Janke
Chief of Police

June 1, 2018

West Fargo City Commission,

This investigator had an opportunity on June 1, 2018, to conduct a yearly background investigation for the liquor license for **Boston's Pizza** at 1640 13th Ave E in West Fargo. The Liquor License Renewal form was turned in on May 21, 2018. This background investigation included a complete check into calls for service from June 1st, 2017 through June 1, 2018. During the course of that portion of investigation there were no calls for service that were of concern. Boston's Pizza is 82% in compliance with the server training. A local search into the manager/ owners showed nothing of concern. Nothing else of significance was found.

Sincerely,

A handwritten signature in black ink, appearing to read "Miles Orth", written in a cursive style.

Detective Miles Orth #638



West Fargo Police Department

800 4th Ave E, Suite 2 West Fargo, ND 58078 | 701-433-5500 | westfargopolice.com

Heith R. Janke
Chief of Police

June 1, 2018

I, Sergeant Tim Runcorn, conducted a yearly background inspection for a liquor license for **Bottle Barn** Liquors located at 3171 Bluestem Drive, West Fargo, ND. The background check included a check of the calls of service throughout the past year, no significant calls were noted in 2017. ~~Pub~~ West is only 64% in compliance with the server training program. A local search of the owner and manager show no areas of concern. Bottle Barn still owes \$24,987.76 in taxes in 2017. No other significant calls or concerns were located.

Bottle Barn

(Handwritten mark)

Sincerely,

A handwritten signature in black ink, appearing to read "Tim Runcorn", with a long horizontal line extending to the right.

Detective Tim Runcorn 636



West Fargo Police Department

800 4th Ave E, Suite 2 West Fargo, ND 58078 | 701-433-5500 | westfargopolice.com

Heith R. Janke
Chief of Police

June 1st, 2018

Re: Liquor License Renewal – Brewtus Brickhouse

West Fargo City Commission,

This investigator had an opportunity on June 1, 2018, to conduct a yearly background investigation for the liquor license for **Brewtus Brickhouse**, 635 32nd Ave E in West Fargo. The Liquor License Renewal form was turned in on May 22nd, 2018. This background investigation included a complete check into calls for service from June 1st, 2017 through June 1, 2018. During the course of that portion of investigation, I found numerous calls for service at Brewtus Brickhouse with 1 disturbance and 2 obviously intoxicated patrons. On one of these incidents the patron was transported to the emergency room due to over intoxication. Brewtus Brickhouse is 95% in compliance with the server training. A local search into the manager/ owners showed nothing of concern. Nothing else of significance was found.

Sincerely,

A handwritten signature in black ink, appearing to read "C. Danielson".

Detective Craig Danielson #660



West Fargo Police Department

800 4th Ave E, Suite 2 West Fargo, ND 58078 | 701-433-5500 | westfargopolice.com

Heith R. Janke
Chief of Police

June 1st, 2018

Re: Liquor License Renewal – Corborns (Cash Wise Liquors)

West Fargo City Commission,

This investigator had an opportunity on June 1, 2018, to conduct a yearly background investigation for the liquor license for Cash Wise Liquors 755 33rd Ave E., in West Fargo.

The Liquor License Renewal form was turned in on May 18th, 2018. This background investigation included a complete check into calls for service for the previous year. There were two calls for service concerning possibly intoxicated persons. However, only one appeared to concern the liquor store portion of Cash Wise and it is not clear if the individual had ever been inside the liquor store.

Property taxes for the Cash Wise property (of which Cash Wise Liquors is a part) have been paid in full.

Cash Wise Liquors is 63% in compliance with the server training. A local search into the manager/ owners showed nothing of concern. Nothing else of significance was found.

Sincerely,

A blue ink signature that appears to read "Travis Johnson".

Detective Travis Johnson #648



West Fargo Police Department

800 4th Ave E, Suite 2 West Fargo, ND 58078 | 701-433-5500 | westfargopolice.com

Heith R. Janke
Chief of Police

June 1st, 2018

Re: Liquor License Renewal – Costco Beverages Inc.

West Fargo City Commission,

This investigator had an opportunity on June 1, 2018, to conduct a yearly background investigation for the liquor license for Costco Beverages Inc. 750 23rd Ave E in West Fargo. The Liquor License Renewal form was turned in on May 16th, 2018. This background investigation included a complete check into calls for service from June 1st, 2017 through June 1, 2018. During the course of that portion of investigation, I found numerous calls for service at Costco, with none negatively affecting Costco Beverage Inc. Costco Beverage is 100% in compliance with the server training. A local search into the manager/owners showed nothing of concern. Nothing else of significance was found.

Sincerely,

A handwritten signature in black ink, appearing to read "C. Danielson".

Detective Craig Danielson #660



West Fargo Police Department

800 4th Ave E, Suite 2 West Fargo, ND 58078 | 701-433-5500 | westfargopolice.com

Heith R. Janke
Chief of Police

June 1, 2018

West Fargo City Commission,

This investigator had an opportunity on June 1, 2018, to review a yearly background investigation for the liquor license for **Creatively Uncorked** at 715 13 Ave E #101 in West Fargo. The Liquor License Renewal form was turned in on May 22, 2018. This background investigation included a complete check into calls for service from June 1, 2017 through June 1, 2018. During the course of that portion of investigation, no calls for service were found. Creatively Uncorked is 90% in compliance with the server training, with one server with an expired certificate and signed up for training. A local search into the manager/owners showed nothing of concern. Nothing else of significance was found.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ryan M. Wuollet" with the number "#657" written below it.

Detective Ryan M. Wuollet #657



West Fargo Police Department

800 4th Ave E, Suite 2 West Fargo, ND 58078 | 701-433-5500 | westfargopolice.com

Heith R. Janke
Chief of Police

June 1st, 2018

Re: Liquor License Renewal – Double Tree by Hilton

West Fargo City Commission,

This investigator had an opportunity on June 1, 2018, to conduct a yearly background investigation for the liquor license for **Double Tree by Hilton** 825 Beaton Dr. E., in West Fargo.

The Liquor License Renewal form was turned in on May 25th, 2018. This background investigation included a complete check into calls for service for the previous year. Nothing of concern was found.

Property taxes for the Double Tree by Hilton have an outstanding balance of approximately \$62,900.00.

The Double Tree by Hilton is 100% in compliance with the server training. A local search into the manager/ owners showed nothing of concern. Nothing else of significance was found.

Sincerely,

A handwritten signature in blue ink, appearing to read "Travis Johnson".

Detective Travis Johnson #648



West Fargo Police Department

800 4th Ave E, Suite 2 West Fargo, ND 58078 | 701-433-5500 | westfargopolice.com

Heith R. Janke
Chief of Police

June 1, 2018

West Fargo City Commission,

This investigator had an opportunity on June 1, 2018, to review a yearly background investigation for the liquor license for Staysharpe (Element Hotel) at 925 19 Ave E in West Fargo. The Liquor License Renewal form was turned in on May 21, 2018. This background investigation included a complete check into calls for service from June 1, 2017 through June 1, 2018. During the course of that portion of investigation, 2 calls for service were found. Of note there was an impaired person who was called in after passing out in the bathroom, and taken to the hospital, unknown if there was any relation to the bar itself. Another call was for a medical assist. Staysharpe is 56% in compliance with the server training, with the servers having training on June 5, 2018. A local search into the manager/ owners showed nothing of concern. Nothing else of significance was found.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ryan M. Wuollet", with the number "#657" written to the right of the signature.

Detective Ryan M. Wuollet #657



West Fargo Police Department

800 4th Ave E, Suite 2 West Fargo, ND 58078 | 701-433-5500 | westfargopolice.com

Heith R. Janke
Chief of Police

June 1, 2018

West Fargo City Commission,

This investigator had an opportunity on June 1, 2018, to conduct a yearly background investigation for the liquor license for Nash Finch (Family Fare) located at 1100 13th Ave E in West Fargo. The Liquor License Renewal form was turned in on May 5, 2018. This background investigation included a complete check into calls for service from June 1st, 2017 through June 1, 2018. During the course of that portion of investigation there were numerous calls for service at that location none that were of concern. A local search into the manager/ owners showed nothing of concern. Nothing else of significance was found.

Sincerely,

A handwritten signature in black ink, appearing to be "Miles Orth", written in a cursive style.

Detective Miles Orth #638



West Fargo Police Department

800 4th Ave E, Suite 2 West Fargo, ND 58078 | 701-433-5500 | westfargopolice.com

Heith R. Janke
Chief of Police

June 1, 2018

I, Sergeant Tim Runcorn, conducted a yearly background inspection for a liquor license for Flatland Brewery located at 3140 Bluestem Drive Suite 105, West Fargo, ND. The background check included a check of the calls of service throughout the past year, noting no significant calls in 2017. Flatland Brewery is 100% in compliance with the server training program. A local search of the owner and manager show no areas of concern. Flatland Brewery still owes \$44,106.69 in taxes in 2017. No other significant calls or concerns were located. (e)

Sincerely,

A handwritten signature in black ink, appearing to read "Tim Runcorn", with a long horizontal flourish extending to the right.

Detective Tim Runcorn 636



West Fargo Police Department

800 4th Ave E, Suite 2 West Fargo, ND 58078 | 701-433-5500 | westfargopolice.com

Heith R. Janke
Chief of Police

June 1, 2018

West Fargo City Commission,

This investigator had an opportunity on June 1, 2018, to review a yearly background investigation for the liquor license for Hooligans Bar and Grill at 3330 Sheyenne St in West Fargo. The Liquor License Renewal form was turned in on May 22, 2018. This background investigation included a complete check into calls for service from June 1, 2017 through June 1, 2018. During the course of that portion of investigation, 24 calls for service were found. Of note there was an impaired driver who was called in leaving the bar and an assault that happened in the bar and the victim left not wanting a report done. Also there were 4 calls for loud music coming from the bar in July & August 2017 and January 2018. 1 more call involved a male who was causing a disturbance and was kicked out of the bar. There was a recent call May 31, 2018 in which an event was had that did not have approval from the City Commission. The call indicated that the Assistant Manager had been fired which led to the application getting lost. Lt. Dura with West Fargo PD contacted Stanna, and the event was allowed. Hooligans Bar is within Eagle Run Plaza, and a tax search showed taxes owed in the amount of \$16,043.32 for tax year 2017. Hooligans Bar and Grill is 88% in compliance with the server training, with one server with an expired certificate and 3 with no training at all. A local search into the manager/



West Fargo Police Department

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Heith R. Janke
Chief of Police

owners showed nothing of concern. Nothing else of significance was found.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ryan M. Wuollet #657".

Detective Ryan M. Wuollet #657



West Fargo Police Department

800 4th Ave E, Suite 2 West Fargo, ND 58078 | 701-433-5500 | westfargopolice.com

Heith R. Janke
Chief of Police

June 1, 2018

I, Sergeant Tim Runcorn, conducted a yearly background inspection for a liquor license for JL Beers located at 810 13th Ave E, West Fargo, ND. The background check included a check of the calls of service throughout the past year, noting no significant calls in 2017. JL Beers is 100% in compliance with the server training program. A local search of the owner and manager show no areas of concern. JL Beers is up to date with taxes in 2017. No other significant calls or concerns were located.

Sincerely,

A handwritten signature in black ink, appearing to read "Tim Runcorn", with a long horizontal flourish extending to the right.

Detective Tim Runcorn 636



West Fargo Police Department

800 4th Ave E, Suite 2 West Fargo, ND 58078 | 701-433-5500 | westfargopolice.com

Heith R. Janke
Chief of Police

June 1st, 2018

Re: Liquor License Renewal – Lakemode Liquors

West Fargo City Commission,

This investigator had an opportunity on June 1, 2018, to conduct a yearly background investigation for the liquor license for Lakemode Liquors 3330 Sheyenne St Suite #110 in West Fargo.

The Liquor License Renewal form was turned in on May 18th, 2018. This background investigation included a complete check into calls for service for the previous year. Nothing of concern was found.

Property taxes for Eagle Run Plaza (where Lakemode Liquors rents) has an outstanding balance of approximately \$16,000.00.

Lakemode Liquors is 100% in compliance with the server training. A local search into the manager/ owners showed nothing of concern. Nothing else of significance was found.

Sincerely,

A blue ink handwritten signature, appearing to read "Travis Johnson", with a long horizontal line extending to the right.

Detective Travis Johnson #648



West Fargo Police Department

800 4th Ave E, Suite 2 West Fargo, ND 58078 | 701-433-5500 | westfargopolice.com

Heith R. Janke
Chief of Police

June 1, 2018

West Fargo City Commission,

This investigator had an opportunity on June 1, 2018, to conduct a yearly background investigation for the liquor license for M & J Brand Saloon located at 817 Main Ave W in West Fargo. The Liquor License Renewal form was turned in on May 10, 2018. This background investigation included a complete check into calls for service from June 1st, 2017 through June 1, 2018. During the course of that portion of investigation there were numerous calls for service at that location with five that were of concern. There were two calls for a highly intoxicated individual that had passed out at the bar, an aggravated assault call and two impaired drivers. One of the driver's was arrested for DUI and the other was not located but according to the call he was urinating next to his vehicle. M & J is 91% in compliance with the server training. That property owes \$4,010.47 in taxes. A local search into the manager/owners showed nothing of concern. Nothing else of significance was found.

Sincerely,

A handwritten signature in black ink, appearing to read "Miles Orth".

Detective Miles Orth #638



West Fargo Police Department

800 4th Ave E, Suite 2 West Fargo, ND 58078 | 701-433-5500 | westfargopolice.com

Heith R. Janke
Chief of Police

June 1, 2018

West Fargo City Commission,

This investigator had an opportunity on June 1, 2018, to conduct a yearly background investigation for the liquor license for **Maxwells** 1380 9th St E in West Fargo. The Liquor License Renewal form was turned in on May 17, 2018. This background investigation included a complete check into calls for service from June 1st, 2017 through June 1, 2018. During the course of that portion of investigation, I found three calls for service involving Maxwells; none that were of concern. Maxwells is 68% in compliance with the server training. A local search into the manager/ owners showed nothing of concern. Nothing else of significance was found.

Sincerely,

A handwritten signature in blue ink, appearing to read "Miles Orth", with a long, sweeping underline.

Detective Miles Orth #638



West Fargo Police Department

800 4th Ave E, Suite 2 West Fargo, ND 58078 | 701-433-5500 | westfargopolice.com

Heith R. Janke
Chief of Police

June 1st, 2018

Re: Liquor License Renewal – New Perspective Senior Living Center

West Fargo City Commission,

This investigator had an opportunity on June 1, 2018, to conduct a yearly background investigation for the liquor license for **New Perspective Senior Living Center** 645 33rd Ave E., in West Fargo.

The Liquor License Renewal form was turned in on May 25th, 2018. This background investigation included a complete check into calls for service for the previous year. Nothing of concern was noted.

Property taxes for New Perspective Senior Living Center are fully paid.

New Perspective Senior Living Center is 100% in compliance with the server training. A local search into the manager/ owners showed nothing of concern. Nothing else of significance was found.

Sincerely,

A blue ink handwritten signature, appearing to read "T. Johnson", written in a cursive style.

Detective Travis Johnson #648



West Fargo Police Department

800 4th Ave E, Suite 2 West Fargo, ND 58078 | 701-433-5500 | westfargopolice.com

Heith R. Janke
Chief of Police

June 1, 2018

I, Sergeant Tim Runcorn, conducted a yearly background inspection for a liquor license for Pub West located at 3140 Bluestem Drive Suite 8, West Fargo, ND. The background check included a check of the calls of service throughout the past year, no significant calls were noted in 2017. Pub West is 71% in compliance with the server training program. A local search of the owner and manager show no areas of concern. Pub West still owes \$44,106.69 in taxes in 2017. No other significant calls or concerns were located.

Sincerely,

A handwritten signature in black ink, appearing to read "Tim Runcorn", followed by a long horizontal line extending to the right.

Detective Tim Runcorn 636



West Fargo Police Department

800 4th Ave E, Suite 2 West Fargo, ND 58078 | 701-433-5500 | westfargopolice.com

Heith R. Janke
Chief of Police

June 1, 2018

West Fargo City Commission,

This investigator had an opportunity on June 1, 2018, to review a yearly background investigation for the liquor license for Rookies Sports Bar and Grill at 715 13 Ave E in West Fargo. The Liquor License Renewal form was turned in on May 8, 2018. This background investigation included a complete check into calls for service from June 1, 2017 through June 1, 2018. During the course of that portion of investigation, 2 calls for service were found that were of significance. One involved a male threatening people with a knife, and when officers arrived the suspect was passed out and eventually arrested for DUI, with no victims from the knife. Another call was for a female who was overly intoxicated and had driven away. The vehicle was not located. The rest of the calls were of no importance. Rookies is 93% in compliance with the server training, with 1 server having an expired certificate. A local search into the manager/owners showed nothing of concern. Nothing else of significance was found.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ryan M. Wuollet" with the number "#657" written to the right.

Detective Ryan M. Wuollet #657



West Fargo Police Department

800 4th Ave E, Suite 2 West Fargo, ND 58078 | 701-433-5500 | westfargopolice.com

Heith R. Janke
Chief of Police

June 1, 2018

West Fargo City Commission,

This investigator had an opportunity on June 1, 2018, to conduct a yearly background investigation for the liquor license for Silver Dollar and Flying Pig Grill at 221 Sheyenne Street in West Fargo. The Liquor License Renewal form was turned in on May 22, 2018. This background investigation included a complete check into calls for service from June 1st, 2017 through June 1, 2018. During the course of that portion of investigation there were no calls for service that were of concern. Silver Dollar is 93% in compliance with the server training. The Silver Dollar owes \$1,606.16 in taxes. A local search into the manager/ owners showed nothing of concern. Nothing else of significance was found.

Sincerely,

A handwritten signature in black ink, appearing to read "Miles Orth", with a long horizontal flourish extending to the right.

Detective Miles Orth #638



West Fargo Police Department

800 4th Ave E, Suite 2 West Fargo, ND 58078 | 701-433-5500 | westfargopolice.com

Heith R. Janke
Chief of Police

June 1, 2018

West Fargo City Commission,

This investigator had an opportunity on June 1, 2018, to review a yearly background investigation for the liquor license for Speedway Restaurant at 680 Main Ave W in West Fargo. The Liquor License Renewal form was turned in on May 14, 2018. This background investigation included a complete check into calls for service from June 1, 2017 through June 1, 2018. During the course of that portion of investigation, 7 calls for service were found. Of note there was an impaired driver called in at the bar, and by the time officers arrived the person had left and vehicle found at home. Another call was for a male who was loitering and trespassed, and the rest of the calls were of no importance. Speedway is 86% in compliance with the server training, with 1 server having an expired certificate. A local search into the manager/owners showed nothing of concern. Nothing else of significance was found.

Sincerely,

A handwritten signature in blue ink, appearing to read "R. Wuollet", with the number "#657" written to the right of the signature.

Detective Ryan M. Wuollet #657



West Fargo Police Department

800 4th Ave E, Suite 2 West Fargo, ND 58078 | 701-433-5500 | westfargopolice.com

Heith R. Janke
Chief of Police

June 1st, 2018

Re: Liquor License Renewal – Spicy Pie

West Fargo City Commission,

This investigator had an opportunity on June 1, 2018, to conduct a yearly background investigation for the liquor license for Spicy Pie 745 31st Ave E in West Fargo. The Liquor License Renewal form was turned in on May 18th, 2018. This background investigation included a complete check into calls for service from June 1st, 2017 through June 1, 2018. During the course of that portion of investigation, I found numerous calls for service at Spicy Pie with 2 disturbances and 3 obviously intoxicated patrons. On one of these incidents the patron was arrested for consuming alcohol under the age of 21 and using a fake ID. Spicy Pie is 95% in compliance with the server training. The property owner of the building Spicy Pie is in, Boulevard Square has an outstanding balance for 34,677 for unpaid taxes. A local search into the manager/ owners showed nothing of concern. Nothing else of significance was found.

Sincerely,

A handwritten signature in black ink, appearing to read "C. Danielson", written in a cursive style.

Detective Craig Danielson #660



West Fargo Police Department

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Heith R. Janke
Chief of Police

June 1st, 2018

Re: Liquor License Renewal – Spitfire Grill

West Fargo City Commission,

This investigator had an opportunity on June 1, 2018, to conduct a yearly background investigation for the liquor license for Spitfire Grill 1660 13th Ave E in West Fargo. The Liquor License Renewal form was turned in on May 15th, 2018. This background investigation included a complete check into calls for service from June 1st, 2017 through June 1, 2018. During the course of that portion of investigation, I found numerous calls for service in the area, with 1 call of an assault that occurred at Spitfire Grill. Spitfire Grill is 100% in compliance with the server training. A local search into the manager/ owners showed nothing of concern. Nothing else of significance was found.

Sincerely,

A handwritten signature in black ink, appearing to read "C. Danielson".

Detective Craig Danielson #660



West Fargo Police Department

800 4th Ave E, Suite 2 West Fargo, ND 58078 | 701-433-5500 | westfargopolice.com

Heith R. Janke
Chief of Police

June 1st, 2018

Re: Liquor License Renewal – Three Lyons

West Fargo City Commission,

This investigator had an opportunity on June 1, 2018, to conduct a yearly background investigation for the liquor license for **Three Lyons** 675 13th Ave E., in West Fargo.

The Liquor License Renewal form was turned in on May 21st, 2018. This background investigation included a complete check into calls for service for the previous year. Nothing of concern was found.

Property taxes for West Plains Center (where Three Lyons is a renter) are fully paid.

Three Lyons is 85% in compliance with the server training. A local search into the manager/ owners showed nothing of concern. Nothing else of significance was found.

Sincerely,

A handwritten signature in blue ink, appearing to read "Travis Johnson", with a long horizontal flourish extending to the right.

Detective Travis Johnson #648



West Fargo Police Department

800 4th Ave E, Suite 2 West Fargo, ND 58078 | 701-433-5500 | westfargopolice.com

Heith R. Janke
Chief of Police

June 1, 2018

I, Sergeant Tim Runcorn, conducted a yearly background inspection for a liquor license for the **Town Hall Bar** located at 103 Main Ave W, West Fargo, ND. The background check included a check of the calls of service throughout the past year, an assault with resisting arrest and an impaired person call was noted in 2017. Town Hall Bar is 100% in compliance with the server training program. A local search of the owner and manager show no areas of concern. Town Hall Bar still owes \$11,225.01 in 2017. No other significant calls or concerns were located.

A small, handwritten mark in blue ink, possibly initials, located to the right of the main text block.

Sincerely,

A handwritten signature in black ink, appearing to read "Tim Runcorn", written over a horizontal line.

Detective Tim Runcorn 636



West Fargo Police Department

800 4th Ave E, Suite 2 West Fargo, ND 58078 | 701-433-5500 | westfargopolice.com

Heith R. Janke
Chief of Police

June 1, 2018

I, Sergeant Tim Runcorn, conducted a yearly background inspection for a liquor license for **TruBlu Social Club** located at 915 19th Ave E, West Fargo, ND. The background check included a check of the calls of service throughout the past year, noting no significant calls in 2017. TruBlu Social Club is 75% in compliance with the server training program. A local search of the owner and manager show no areas of concern. TruBlue Social Club is up to date with taxes in 2017. No other significant calls or concerns were located.

Sincerely,

A handwritten signature in black ink, appearing to read "Tim Runcorn", with a long horizontal line extending to the right.

Detective Tim Runcorn 636



West Fargo Police Department

800 4th Ave E, Suite 2 West Fargo, ND 58078 | 701-433-5500 | westfargopolice.com

Heith R. Janke
Chief of Police

June 1st, 2018

Re: Liquor License Renewal – VFW Post 7564

West Fargo City Commission,

This investigator had an opportunity on June 1, 2018, to conduct a yearly background investigation for the liquor license for VFW Post 7564 444 Sheyenne St in West Fargo. The Liquor License Renewal form was turned in on May 21st, 2018. This background investigation included a complete check into calls for service from June 1st, 2017 through June 1, 2018. During the course of that portion of investigation, I found numerous calls for service in the area, with 1 call of an impaired driver leaving VFW Post 7564. VFW Post 7564 is 100% in compliance with the server training. A local search into the manager/ owners showed nothing of concern. Nothing else of significance was found.

Sincerely,

A handwritten signature in black ink, appearing to read "C. Danielson".

Detective Craig Danielson #660



West Fargo Police Department

800 4th Ave E, Suite 2 West Fargo, ND 58078 | 701-433-5500 | westfargopolice.com

Heith R. Janke
Chief of Police

June 1st, 2018

Re: Liquor License Renewal – The Work Zone

West Fargo City Commission,

This investigator had an opportunity on June 1, 2018, to conduct a yearly background investigation for the liquor license for The Work Zone 701 Main Ave in West Fargo. The Liquor License Renewal form was turned in on May 14th, 2018. This background investigation included a complete check into calls for service from June 1st, 2017 through June 1, 2018. During the course of that portion of investigation, I found numerous calls for service in the area, with several concerning The Work Zone directly, to include 3 disturbance calls, 1 of which was a fight amongst several patrons. The Work Zone is 100% in compliance with the server training. A local search into the manager/ owners showed nothing of concern. Nothing else of significance was found.

Sincerely,

A handwritten signature in black ink, appearing to read "C. Danielson".

Detective Craig Danielson #660