



- A. Pledge of Allegiance
- B. Approve Order of Agenda
- C. Approval of Minutes – June 15, 2020 **(Pages 2-5)**
- D. Building Permits

Consent Agenda – Approve the Following:

- a. Bills **(Pages 6-16)**
- b. Approval of an extension for 12 months with the ability to reapply for a Temporary Use Permit for Heritage Homes at 5513 8th St W (Lot 2, Block 1, Wilds 9th Addition). **(Pages 17-22)**
- c. Games of Chance for the American Legion Department of ND. Games to be conducted: Raffle on 9-11-2020 at the American Legion Department of ND Office at 405 West Main Avenue Suite 4a. **(Page 23)**
- d. Games of Chance for STOMP. Games to be conducted: Raffle on 7-01-2020 to 3-1-2021 at the Brewtus Brickhouse at 635 32nd Ave E Suite 108. **(Page 24)**
- e. Approval of amendment to lease agreement between the West Fargo Public Schools and City of West Fargo on behalf of the West Fargo Public Library. **(Pages 25-27)**
- f. Final Plat Approval for Highland Meadows 6th, a Replat. Lots 17-19, Block 2 of Highland Meadows 5th Addition, City of West Fargo, North Dakota. **(Pages 28-33)**

Regular Agenda

1. **Public Hearing at 5:30 pm:** for the Rezoning of Sandhills 4th Addition, a Replat and Rezoning from A: Agricultural to LI: Light Industrial (Ordinance #1159). – **Lisa Sankey (Pages 34-40)**
2. Request to purchase approximately .29 acres of a City Owned Parcel at Lot 3 Block 1 Koppang – **Simon and Whitney Irish (Pages 41-48)**
3. NDSCS Career Workforce Academy – **Dr. Richmond and Tony Grindberg (Pages 49-60)**
4. 2020 Census Update – **Melissa Richard (Page 61)**
5. Proposal for community inclusion action plan – **Melissa Richard (Page 62)**
6. COVID 19 Recommendations -Public Health, CDC and West Fargo Community Events – **Tina Fisk (Pages 63-64)**
7. Petition for Improvements requesting city infrastructure to service Westview 4th Addition – **Dustin Scott (Pages 65-72)**
8. Construction Report – **Dustin Scott**
9. City Administrator’s Report – **Tina Fisk**
10. **Closed Executive Session Pursuant to N.D.C.C. § 44-04-19.1** with the City Attorney to discuss settlement agreement regarding City of West Fargo v. Miller in Sewer Improvement District 1308.
11. Correspondence
12. Non-Agenda Items
13. Adjourn



**West Fargo City Commission Meeting
Monday June 15, 2020
Commission Chambers 5:30 PM**

The West Fargo City Commission met on Monday, June 15, 2020, at 5:30 pm. Those present were Commissioners Bernie Dardis, Brad Olson, Eric Gjerdevig, Mark Simmons and Mike Thorstad. The President of the Board, Bernie Dardis, called the meeting to order.

The Pledge of Allegiance was recited.

There were no proposed changes to the Order of Agenda. Commissioner Gjerdevig moved and Commissioner Simmons seconded to approve the Order of Agenda as presented. No opposition. Motion carried.

Commissioner Olson moved and Commissioner Gjerdevig seconded to approve the minutes of June 1, 2020 as presented. No opposition. Motion carried.

The Commission reviewed the Building Department Activity and Monthly Comparison Reports dated June 12, 2020 and Building Permits #280-315. Commissioner Gjerdevig moved and Commissioner Olson seconded to approve the Building Permits as presented. No opposition. Motion carried.

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

- a. Bills
- b. Gaming Site Authorization for the West Fargo Hockey Association. Games to be conducted: Bingo, Raffles, Pull Tab Jar, Pull Tab Dispensing Device, Electronic Pull Tab Device, Club Special, Tip Board, Seal Board, Punchboard, Prize Board, Sports Pool, Twenty-One, Poker, and Paddlewheels with Tickets at Traditions Restaurant & Bar, 333 Sheyenne Street #116.
- c. Gaming Site Authorization for the West Fargo Hockey Association. Games to be conducted: Bingo, Raffles, Pull Tab Jar, Pull Tab Dispensing Device, Electronic Pull Tab Device, Club Special, Tip Board, Seal Board, Punchboard, Prize Board, Sports Pool, Twenty-One, Poker, Paddlewheels with Tickets and Paddlewheel Table at Blarney Stone Pub, 1910 9th Street E.
- d. Gaming Site Authorization for the West Fargo Hockey Association. Games to be conducted: Bingo, Raffles, Pull Tab Jar, Pull Tab Dispensing Device, Electronic Pull Tab Device, Club Special, Tip Board, Seal Board, Punchboard, Prize Board, Sports Pool, Twenty-One, Poker, Paddlewheels with Tickets and Paddlewheel Table at M & J Saloon, 817 Main Avenue W.
- e. Gaming Site Authorization for the West Fargo Hockey Association. Games to be conducted: Bingo, Raffles, Pull Tab Jar, Pull Tab Dispensing Device, Electronic Pull Tab Device, Club Special, Tip Board, Seal Board, Punchboard, Prize Board, Sports Pool, Twenty-One, Poker, and Paddlewheels with Tickets at Hooligans, 509 32nd Avenue W.
- f. Gaming Site Authorization for the West Fargo Hockey Association. Games to be conducted: Bingo, Raffles, Pull Tab Jar, Pull Tab Dispensing Device, Electronic Pull Tab Device, Club Special, Tip Board, Seal Board, Punchboard, Prize Board, Sports



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- Pool, Twenty-One, Poker, Paddlewheels with Tickets and Paddlewheel Table at Rookies Sports Bar, 715 13th Avenue E.
- g. Gaming Site Authorization for the West Fargo Hockey Association. Games to be conducted: Bingo, Raffles, Pull Tab Jar, Pull Tab Dispensing Device, Electronic Pull Tab Device, Club Special, Tip Board, Seal Board, Punchboard, Prize Board, Sports Pool, Twenty-One, Poker, Paddlewheels with Tickets and Paddlewheel at PubWest, 3140 Bluestem Drive.
 - h. Games of Chance for Blessed Sacrament. Games to be conducted: Bingo, Raffle and Calendar Raffle on 7-1-2020 through 6-30-2021 at Blessed Sacrament 210 5th Avenue W.
 - i. Gaming Site Authorization for the West Fargo Rural Fire Department. Games to be conducted: Bingo, Pull Tab Dispensing Device, Twenty-One and Poker at Speedway Event Center 680 Main Avenue W.
 - j. Pledging of Securities Collateral - April 30, 2020.
 - k. Final Plat Approval with conditions listed in staff report for Center at 7th Third Addition, a replat.
 - l. Schedule a Public Hearing on the Rezoning for City Vision Addition, a Replat and Rezoning from A: Agricultural to LI: Light Industrial, at 5:30 pm on July 6, 2020.

No opposition. Motion carried.

Tim Solberg, Director of Planning and Zoning, appeared before the Commission to discuss a Conditional Use Permit for an accessory building in an agriculturally zoned district at 3605 2nd Street East. After discussion, Commissioner Olson moved and Commissioner Simmons seconded to approve the Conditional Use Permit for 3605 2nd Street E with the nine provisions noted in the Planning and Zoning Staff Report. No opposition. Motion carried.

Dustin Scott, City Engineer, appeared before the Commission to present a final review of the Capital Improvement Plan (CIP). Mr. Scott presented an overview of the plan. He discussed the process steps to include an assessment of existing conditions, identifying needs, identifying improvements, identifying funding sources, preliminary budget analysis, staff/commission review process and the adoption process, which may be done on a yearly basis. After discussion, Commissioner Simmons moved and Commissioner Gjerdevig seconded to adopt the Capital Improvement Plan, 2020, as presented. No opposition. Motion carried.

Dustin Scott, City Engineer, appeared before the Commission to discuss Task Order No. 31-1 for professional services relating to Sewer, Water, Storm, and Street Improvement District No. 1331 – Wilds 20th Addition. The developer requested this task order, and after discussion, Commissioner Olson moved and Commissioner Gjerdevig seconded to approve Task Order No. 31-1 with the estimated fee of \$ 454,500. No opposition. Motion carried.



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Dustin Scott, City Engineer, appeared before the Commission to discuss the Sheyenne Street Downtown Improvement project, designated as Street Improvement District No. 2252. The downtown improvements for Sheyenne Street extend from Main Avenue to just past 6th Avenue. This project includes narrowing the existing roadway width, traffic calming, reduce access locations, reduce crossing distance at intersections, mitigate safety concerns, improve lighting and provide street scaping. The project would also replace City utilities and infrastructure identified as a priority for replacement in the Core Area Infrastructure Master Plan study, including water main, sanitary sewer, and storm sewer. After much discussion, the Commission agreed to remove the street portion of the project. Two motions are before the Commission. For the first motion, Commissioner Gjerdevig moved and Commissioner Simmons seconded to approve the creation of Street Improvement District No. 2252 and direct the City Engineer to Prepare the Engineer's Report for Street Improvement District No. 2252 for the water/sewer portions of the project only. No opposition. Motion carried. The second motion, Commissioner Olson moved and Commissioner Gjerdevig seconded to approve the Engineer's Report and direct the City Engineer to prepare detailed plans and specifications for the construction of Street Improvement District No. 2252, for the sewer/water portions of the project only. No opposition. Motion carried.

Dustin Scott, City Engineer, appeared before the Commission to provide construction updates. Minimal construction updates: the DOT has removed the flashing yellow lights at 32nd Avenue and it will operate without the flashing yellow lights for about 2 weeks. No action requested.

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

1. 6/22/2020, swearing in of new Commissioners and discussion of reorganization of portfolio Commissioner responsibilities will take place.
2. 6/24/2020, Ms. Fisk will take part in a panel with the Home Builder's Association to discuss special assessments.
3. 6/25/2020, The Lights Plaza Open House takes place at 11:00 am.
4. 6/30/2020, Onboarding will take place with the Commission. Department heads will share insight of department functions and responsibilities.
5. Nick Lee attended the equalization meeting and there were no overturns. Thank you to Nick and his staff for an outstanding job.
6. 2021-budget process is moving along.
7. Communications staff have been meeting with West Fargo events and discussing branding.
8. 7/14/2020, Ribbon Cutting Ceremony at the Plaza.
9. Ms. Fisk asked Melissa Richard, Communications Director, to address the Commission. Ms. Richard discussed a 4th of July fireworks show that will take place at the Lights Plaza at 10:00 pm and will last 10-15 minutes. Ms. Richard is requesting \$4,000 to sponsor the event. After discussion, Commissioner Gjerdevig



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moved and Commissioner Thorstad seconded to approve \$4,000 towards the event for City sponsorship. Commissioner Simmons abstained. No opposition. Motion carried.

Tina Fisk, City Administrator, stated there were nice letters and cards received and will share with the Commission, after the meeting. Commissioner Dardis shared that he received a letter from Grand Forks Mayor Brown thanking Commissioner Dardis for being present at Officer Holte's funeral. Commissioner Dardis shared that he received a letter from the Hillsboro Mayor sharing support of how West Fargo has been handling the protests. He also shared that he received a letter of thanks from the Arts Partnership.

Commissioner Dardis had some non-agenda items:

- Formal public welcome to Lauren Orchard, the new Director of Economic Development.
- Congratulations to newly elected Mandy George, who was present, and to Commissioner Simmons on his re-election.
- Thank you to Commissioner Thorstad for serving on the Commission for 12 years and has decided to forego his seat.

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

Bernie Dardis, Commission President

Tina Fisk, City Administrator

Consent Agenda: a.

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
87254	S	61 CASS COUNTY FINANCE	405.00	06/02/20	_____	CL 90817	405.00
87255	S	489 3-D SPECIALITIES	58326.42	06/16/20	_____	CL 91166 CL 91171 CL 91270	136.40 132.02 58058.00
87256	S	3639 3X GEAR LLC	715.00	06/16/20	_____	CL 91248	715.00
87257	S	808 A & L LANDSCAPING	375.00	06/16/20	_____	CL 91058	375.00
87258	S	1187 A1 RADIATOR SALES & REPAIR	263.00	06/16/20	_____	CL 91062	263.00
87259	S	999999 AARON STONEBERG	300.00	06/16/20	_____	CL 91141	300.00
87260	S	289 ACME TOOLS	5679.15	06/16/20	_____	CL 91023 CL 91158 CL 91187 CL 91246 CL 91251	334.06 428.00 638.13 359.96 3919.00
87261	S	3520 ADAM HEJTMANEK	77.97	06/16/20	_____	CL 91102	77.97
87262	S	779 AGASSIZ SEED COMPANY	133.00	06/16/20	_____	CL 91174	133.00
87263	S	3274 ALL-TERRAIN GROUNDS MAINTENANCE	755.00	06/16/20	_____	CL 91186	755.00
87264	S	999999 ALLAN BULTMAN	300.00	06/16/20	_____	CL 91142	300.00
87265	S	3490 AMAZON CAPITAL SERVICES	1038.31	06/16/20	_____	CL 91021 CL 91103 CL 91104 CL 91169	190.88 519.98 210.44 117.01
87266	S	317 AMERICAN WELDING & GAS, INC.	185.47	06/16/20	_____	CL 91053	185.47
87267	S	3110 APRIL WALKER	180.00	06/16/20	_____	CL 91302	180.00
87268	S	3511 ASPEN MILLS	1405.78	06/16/20	_____	CL 91229 CL 91243	195.66 1210.12
87269	S	22 ASPLIN EXCAVATING	1005.93	06/16/20	_____	CL 91193	1005.93
87270	S	1384 AUTO SPA	150.00	06/16/20	_____	CL 91197	150.00
87271	S	1695 BAKER & TAYLOR	823.19	06/16/20	_____	CL 91280	823.19
87272	S	3638 BBD MATTRESS FACTORY	1596.00	06/16/20	_____	CL 91244	1596.00

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Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
87273	S	1127 BIRSCHBACH EQUIPMENT & SUPPLY	307.50	06/16/20	_____	CL 91172	307.50
87274	S	3512 BOUND TREE MEDICAL, LLC	1474.09	06/16/20	_____	CL 91228	1474.09
87275	S	999999 BRAD HORNER	190.00	06/16/20	_____	CL 91150	190.00
87276	S	953 BROCK WHITE COMPANY	76.63	06/16/20	_____	CL 91216	76.63
87277	S	16 BROKERAGE PRINTING	216.23	06/16/20	_____	CL 91105	109.11
						CL 91183	14.00
						CL 91203	38.12
						CL 91211	55.00
87278	S	351 BUSINESS ESSENTIALS	2577.27	06/16/20	_____	CL 91030	39.34
						CL 91091	238.81
						CL 91128	707.19
						CL 91129	237.33
						CL 91177	1175.00
						CL 91242	143.55
						CL 91247	36.05
87279	S	2944 CASCADE ENGINEERING	19825.00	06/16/20	_____	CL 91161	19825.00
87280	S	51 CASS COUNTY ELECTRIC COOP	41483.05	06/16/20	_____	CL 91123	272.16
						CL 91255	1176.89
						CL 91295	40034.00
87281	S	61 CASS COUNTY FINANCE	12425.34	06/16/20	_____	CL 91288	12425.34
87282	S	1355 CASS COUNTY GOVERNMENT	543.17	06/16/20	_____	CL 91160	543.17
87283	S	3576 CDI	779.29	06/16/20	_____	CL 91080	779.29
87284	S	1512 CDW GOVERNMENT, INC	322.10	06/16/20	_____	CL 91265	322.10
87285	S	1777 CENTURY LINK	224.54	06/16/20	_____	CL 91131	224.54
87286	S	999999 CHRIS BJERKEN	300.00	06/16/20	_____	CL 91144	300.00
87287	S	928 CHRISTIANSON'S BUSINESS FURNITURE	2207.49	06/16/20	_____	CL 91239	2207.49
87288	S	3216 CINTAS	89.33	06/16/20	_____	CL 91057	89.33
87289	S	111 CITY OF FARGO	47647.13	06/16/20	_____	CL 91065	1006.00
						CL 91092	46081.13
						CL 91207	560.00

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CITY OF WEST FARGO, ND
Check Register for Operating Cash & all banks - 101000
For the Accounting Period: 6/20

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Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
87290	S	2880 CITY OF FARGO	366102.05	06/16/20	-----	CL 91130 CL 91289 CL 91290	16.80 321610.25 44475.00
87291	S	3167 City of West Fargo	135.00	06/16/20	-----	CL 91241	135.00
87292	S	1338 CLARK'S EXCAVATING & SEPTIC PUMPING	225.00	06/16/20	-----	CL 91097	225.00
87293	S	72 CLASSIC FLORAL	60.00	06/16/20	-----	CL 91180	60.00
87294	S	1904 CODE 4 SERVICES, INC	36513.65	06/16/20	-----	CL 91043 CL 91081	36099.65 414.00
87295	S	999999 CONNOR BERGIN	20.00	06/16/20	-----	CL 91035	20.00
87296	S	229 CONSOLIDATED COMMUNICATIONS	1662.40	06/16/20	-----	CL 91139	1662.40
87297	S	3245 CORE & MAIN	4778.46	06/16/20	-----	CL 91044 CL 91240	293.48 4484.98
87298	S	3640 COREY MARKEL	80.00	06/16/20	-----	CL 91257	80.00
87299	S	1834 CRARY INDUSTRIES	41.10	06/16/20	-----	CL 91056	41.10
87300	S	182 DAKOTA AG COOPERATIVE - DIV OF CHS INC	1165.00	06/16/20	-----	CL 91164	1165.00
87301	S	624 DAKOTA SUPPLY GROUP	49.00	06/16/20	-----	CL 91162	49.00
87302	S	87 DAKOTA TIRE	1507.90	06/16/20	-----	CL 91210	1507.90
87303	S	90 DAKOTA UNDERGROUND	548774.95	06/16/20	-----	CL 91115 CL 91116 CL 91117	110624.00 30701.19 407449.76
87304	S	912 DAKOTA WHOLESALE TIRE	278.00	06/16/20	-----	CL 91178	278.00
87305	S	856 DAVE'S WEST FARGO TIRE	29.91	06/16/20	-----	CL 91212	29.91
87306	S	2813 DAVID GUST	150.00	06/16/20	-----	CL 91297	150.00
87307	S	2948 DELTA 54 AVIATION LLC	3499.88	06/16/20	-----	CL 91124	3499.88
87308	S	807 DISCOVERY BENEFITS, INC.	584.75	06/16/20	-----	CL 91106	584.75
87309	S	2225 DTN, LLC	392.00	06/16/20	-----	CL 91291	392.00
87310	S	2100 EAGLE RUN CROSSING LLC	39.05	06/16/20	-----	CL 91072	39.05

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87311	S	1502 EIDE BAILLY	1008.00	06/16/20	_____	CL 91037	1008.00
87312	S	3240 ERIC DODDS	180.00	06/16/20	_____	CL 91296	180.00
87313	S	2862 ESSENTIA HEALTH	1326.00	06/16/20	_____	CL 91107	1326.00
87314	S	1851 F/S MANUFACTURING INC	165.38	06/16/20	_____	CL 91159	165.38
87315	S	660 FARGO FREIGHTLINER	277.72	06/16/20	_____	CL 91047 CL 91217	237.80 39.92
87316	S	1648 FARSTAD OIL, INC	426.35	06/16/20	_____	CL 91049	426.35
87317	S	329 FERGUSON WATERWORKS #2516	3042.23	06/16/20	_____	CL 91068 CL 91224	65.23 2977.00
87318	S	1812 FIRESTONE	143.83	06/16/20	_____	CL 91213	143.83
87319	S	3568 FIRST INTERNATIONAL FIRE DEPT 2	2039.99	06/16/20	_____	CL 91264	2039.99
87320	S	3347 FIRST INTERNATIONAL INSURANCE	1279.00	06/16/20	_____	CL 91084	1279.00
87321	S	2268 FLAGSHOOTER, LLC	100.00	06/16/20	_____	CL 91045	100.00
87322	S	3499 FLINT GROUP	35747.17	06/16/20	_____	CL 91287 CL 91304	27981.63 7765.54
87323	S	104 FORUM COMMUNICATIONS	1098.60	06/16/20	_____	CL 91095 CL 91279	98.60 1000.00
87324	S	139 FRS WORKS	184.15	06/16/20	_____	CL 91137 CL 91194	151.95 32.20
87325	S	155 GALLS, LLC	326.57	06/16/20	_____	CL 91202	326.57
87326	S	93 GATEWAY CHEVROLET	694.10	06/16/20	_____	CL 91155	694.10
87327	S	2558 GOODYEAR COMMERCIAL TIRE	1342.50	06/16/20	_____	CL 91249	1342.50
87328	S	556 GRAINGER, INC.	972.00	06/16/20	_____	CL 91051	972.00
87329	S	939 GRAYBAR	7458.73	06/16/20	_____	CL 91182	7458.73
87330	S	2877 GREATAMERICA FINANCIAL SERVICES	704.51	06/16/20	_____	CL 91292	704.51
87331	S	135 HAWKINS WTR TREATMENT	9437.50	06/16/20	_____	CL 91075 CL 91154	4735.00 4702.50

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Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
87332	S	3281 HEARTLAND PAPER COMPANY	215.17	06/16/20	_____	CL 91061	215.17
87333	S	3557 HESI	137.60	06/16/20	_____	CL 91253	137.60
87334	S	3593 HOLIDAY COMPANIES	200.00	06/16/20	_____	CL 91040	200.00
87335	S	358 HUBERT OYE-SONS CONST.	4526.12	06/16/20	_____	CL 91029 CL 91192	1120.00 3406.12
87336	S	687 INFORMATION TECHNOLOGY DEPT	668.10	06/16/20	_____	CL 91070	668.10
87337	S	211 INTERSTATE BATTERIES	149.90	06/16/20	_____	CL 91219	149.90
87338	S	1076 IPMA - HR	247.00	06/16/20	_____	CL 91208	247.00
87339	S	233 J & L SPORTS	342.10	06/16/20	_____	CL 91027 CL 91222	304.45 37.65
87340	S	2872 JANA REINKE	120.00	06/16/20	_____	CL 91301	120.00
87341	S	2747 JOE KOLB	150.00	06/16/20	_____	CL 91298	150.00
87342	S	999999 JONATHON JACOBSON	300.00	06/16/20	_____	CL 91145	300.00
87343	S	3643 KEN'S SANITATION	75.00	06/16/20	_____	CL 91282	75.00
87344	S	2122 KEY CONTRACTING	254796.00	06/16/20	_____	CL 91121	254796.00
87345	S	3173 KIESLER'S POLICE SUPPLY, INC.	1530.01	06/16/20	_____	CL 91190	1530.01
87346	S	999999 KIMBERLY GLASSOW	190.00	06/16/20	_____	CL 91146	190.00
87347	S	2735 KLJ ENGINEERING LLC	45913.95	06/16/20	_____	CL 91272 CL 91273 CL 91274	665.00 24206.50 21042.45
87348	S	2752 KOST MATERIALS, LLC	253.00	06/16/20	_____	CL 91167	253.00
87349	S	693 KPH, INC	1396401.77	06/16/20	_____	CL 91118 CL 91119 CL 91120	1273948.87 2465.00 119987.90
87350	S	999999 KRISTEN WEISE	190.00	06/16/20	_____	CL 91148	190.00
87351	S	999999 KRISTIN HELLE	300.00	06/16/20	_____	CL 91143	300.00
87352	S	2325 KUSTOM KONCEPTS	303.05	06/16/20	_____	CL 91237	303.05

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CITY OF WEST FARGO, ND
Check Register for Operating Cash & all banks - 101000
For the Accounting Period: 6/20

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Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
87353	S	3645 LANA RAKOW	120.00	06/16/20	_____	CL 91303	120.00
87354	S	2085 LANGUAGE LINE SERVICES	54.73	06/16/20	_____	CL 91191	54.73
87355	S	2559 LEGEND TECHNICAL SERVICES INC	2687.00	06/16/20	_____	CL 91089	2687.00
87356	S	3418 LOFFLER	2062.96	06/16/20	_____	CL 91082	34.89
						CL 91101	1778.07
						CL 91293	250.00
87357	S	711 LUTHER FAMILY FORD	477.78	06/16/20	_____	CL 91254	477.78
87358	S	3304 MAC'S - FARGO	270.32	06/16/20	_____	CL 91064	230.62
						CL 91185	39.70
87359	S	999999 MARK DUNHAM	190.00	06/16/20	_____	CL 91149	190.00
87360	S	3119 MATT RETKA	50.00	06/16/20	_____	CL 91125	50.00
87361	S	2999 MATTHEW STAEBLER	27.00	06/16/20	_____	CL 91033	27.00
87362	S	299 MENARDS	995.12	06/16/20	_____	CL 91071	45.96
						CL 91198	232.38
						CL 91260	137.68
						CL 91262	579.10
87363	S	2766 MIDCONTINENT COMMUNICATIONS	200.00	06/16/20	_____	CL 91042	200.00
87364	S	1854 MIDWEST TAPE	83.78	06/16/20	_____	CL 91305	83.78
87365	S	305 MOORE ENGINEERING	2452.50	06/16/20	_____	CL 91200	2452.50
87366	S	673 MOORHEAD ELECTRIC	14434.47	06/16/20	_____	CL 91275	14434.47
87367	S	1568 MORTON BUILDINGS, INC	23560.00	06/16/20	_____	CL 91267	23560.00
87368	S	3085 MRA-THE MANAGEMENT ASSOCIATION, INC	131.25	06/16/20	_____	CL 91286	131.25
87369	S	3428 ND DEPARTMENT OF ENVIORNMENTAL QUALITY	595.80	06/16/20	_____	CL 91205	595.80
87370	S	3229 ND DEPT OF ENVIRONMENTAL QUALITY	135.00	06/16/20	_____	CL 91176	135.00
87371	S	2113 ND EDUCATORS SERVICE COOP	75.00	06/16/20	_____	CL 91090	75.00
87372	S	337 ND LEAGUE OF CITIES	15609.00	06/16/20	_____	CL 91201	15609.00
87373	S	370 ND SAFETY COUNCIL	3520.00	06/16/20	_____	CL 91019	1200.00
						CL 91195	2320.00

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CITY OF WEST FARGO, ND
Check Register for Operating Cash & all banks - 101000
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Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
87374	S	1600 NELSON AUTO CENTER FLEET DEPT	48949.70	06/16/20	_____	CL 91266	48949.70
87375	S	271 NETCENTER TECHNOLOGIES	170.00	06/16/20	_____	CL 91100	170.00
87376	S	2261 NETWORK CENTER INCORPORATED	112.50	06/16/20	_____	CL 91285	112.50
87377	S	2523 NEXUS INNOVATIONS, INC	6675.00	06/16/20	_____	CL 91284	6675.00
87378	S	141 NORTH STAR SAFETY, INC	20891.42	06/16/20	_____	CL 91127	20514.82
						CL 91184	222.91
						CL 91236	97.60
						CL 91256	56.09
87379	S	328 NORTHERN ENGINE & SUPPL	70.56	06/16/20	_____	CL 91046	70.56
87380	S	348 NORTHERN IMPROVEMENT CO	61281.67	06/16/20	_____	CL 91112	16855.97
						CL 91113	44425.70
87381	S	1715 NORTHWEST TIRE INC	135.06	06/16/20	_____	CL 91022	19.11
						CL 91067	37.18
						CL 91225	78.77
87382	S	322 NOVA FIRE PROTECTION	119.00	06/16/20	_____	CL 91179	119.00
87383	S	1774 O'REILLY AUTOMOTIVE STORES, INC	1186.05	06/16/20	_____	CL 91069	358.17
						CL 91181	827.88
87384	S	3416 OCLC, INC.	191.51	06/16/20	_____	CL 91018	191.51
87385	S	353 OHNSTAD TWICHELL	70027.21	06/16/20	_____	CL 91098	38043.51
						CL 91099	31983.70
87386	S	352 OK TIRE	341.15	06/16/20	_____	CL 91218	341.15
87387	S	631 ONE CALL CONCEPT	1140.65	06/16/20	_____	CL 91031	1140.65
87388	S	276 OSTROMS ACE HARDWARE	546.22	06/16/20	_____	CL 91074	340.83
						CL 91252	205.39
87389	S	1809 PARAMOUNT SPORTS	30.00	06/16/20	_____	CL 91209	30.00
87390	S	3637 PAUL BUNYAN NURSERIES	5441.75	06/16/20	_____	CL 91204	5441.75
87391	S	563 PETRO SERVE USA	22620.77	06/16/20	_____	CL 91073	1293.21
						CL 91096	40.33
						CL 91108	20505.24
						CL 91250	781.99

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Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
87392	S	1987 PETSMAST	167.44	06/16/20	_____	CL 91041	167.44
87393	S	3180 PHOENIX FABRICATORS AND ERECTORS	88047.60	06/16/20	_____	CL 91114	88047.60
87394	S	3644 PICTOMETRY INTERNATIONAL CORP	515.00	06/16/20	_____	CL 91283	515.00
87395	S	384 PITNEY BOWES	764.25	06/16/20	_____	CL 91086	419.22
						CL 91087	345.03
87396	S	411 POWER PLAN OIB	904.20	06/16/20	_____	CL 91050	904.20
87397	S	916 PRAIRIE SUPPLY INC	99.00	06/16/20	_____	CL 91059	99.00
87398	S	3276 PREMIUM WATERS INC	174.25	06/16/20	_____	CL 91138	174.25
87399	S	1166 PRODUCTIVITY PLUS ACCOUNT	2485.79	06/16/20	_____	CL 91048	303.40
						CL 91189	2182.39
87400	S	3204 RECORD KEEPERS	135.00	06/16/20	_____	CL 91083	16.00
						CL 91278	119.00
87401	S	3522 RJ'S TESORO	668.38	06/16/20	_____	CL 91258	668.38
87402	S	663 ROAD EQUIPMENT PARTS CENTER	11.50	06/16/20	_____	CL 91170	11.50
87403	S	999999 ROERS PROPERTY	16.10	06/16/20	_____	CL 91034	16.10
87404	S	441 S & S LANDSCAPING	899.70	06/16/20	_____	CL 91025	156.70
						CL 91245	743.00
87405	S	1881 SAM'S CLUB/SYNCHRONY BANK	473.12	06/16/20	_____	CL 91230	473.12
87406	S	999999 SARA BAKER MARTIN	190.00	06/16/20	_____	CL 91147	190.00
87407	S	999999 SCOTT BEATON	100.00	06/16/20	_____	CL 91263	100.00
87408	S	2271 SCOTT RUDOLPH	27.00	06/16/20	_____	CL 91032	27.00
87409	S	2873 SHANE LEBAHN	180.00	06/16/20	_____	CL 91299	180.00
87410	S	459 SHERWIN WILLIAMS	47.24	06/16/20	_____	CL 91026	11.48
						CL 91060	35.76
87411	S	3642 SIGN PRO	285.00	06/16/20	_____	CL 91277	285.00
87412	S	3150 SKYHAWK TELEMATICS	300.50	06/16/20	_____	CL 91261	300.50

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
87413	S	465 SPARTAN STORES LLC	18.67	06/16/20	_____	CL 91235	18.67
87414	S	31 STURDEVANT'S AUTO PARTS	237.72	06/16/20	_____	CL 91226	237.72
87415	S	176 SUMMIT COMPANIES	131.00	06/16/20	_____	CL 91231	131.00
87416	S	3641 SUN CONTROL LLC	258.75	06/16/20	_____	CL 91259	258.75
87417	S	733 SWANSTON EQUIPMENT CORP.	4.83	06/16/20	_____	CL 91220	4.83
87418	S	634 SWEENEY CONTROLS COMPANY	2426.40	06/16/20	_____	CL 91054 CL 91076 CL 91223	225.00 1864.20 337.20
87419	S	1225 T.R.S. INDUSTRIES, INC	38.00	06/16/20	_____	CL 91233	38.00
87420	S	890 TCC MATERIALS	1414.00	06/16/20	_____	CL 91079 CL 91165	1253.00 161.00
87421	S	1156 TESSMAN	1410.00	06/16/20	_____	CL 91156 CL 91175	470.00 940.00
87422	S	1907 THE SHOOTING PARK OF HORACE	400.00	06/16/20	_____	CL 91039	400.00
87423	S	1900 THE UPS STORE #5998	21.37	06/16/20	_____	CL 91024	21.37
87424	S	999999 TODD SCHMIDT	300.00	06/16/20	_____	CL 91140	300.00
87425	S	1674 TOM MCDUGALL	120.00	06/16/20	_____	CL 91300	120.00
87426	S	1234 TOOL WAREHOUSE INC	2399.98	06/16/20	_____	CL 91077	2399.98
87427	S	665 TWIN CITY GARAGE DOOR	1579.43	06/16/20	_____	CL 91066 CL 91078 CL 91234	120.00 1194.00 265.43
87428	S	2951 TYLER TECHNOLOGIES, INC	1126.38	06/16/20	_____	CL 91036	1126.38
87429	S	784 UNITED POWER EQUIPMENT	696.33	06/16/20	_____	CL 91055 CL 91168	665.76 30.57
87430	S	1267 VERIZON WIRELESS	251.65	06/16/20	_____	CL 91214	251.65
87431	S	3212 VISA ADMINISTRATION	3836.41	06/16/20	_____	CL 91206	3836.41
87432	S	2436 VISA FINANCE	965.27	06/16/20	_____	CL 91151	965.27

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Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
87433	S	2439 VISA IT	277.05	06/16/20	-----		
						CL 91173	277.05
87434	S	2435 VISA POLICE #1	1692.50	06/16/20	-----		
						CL 91227	1692.50
87435	S	3233 VISA POLICE #2	652.94	06/16/20	-----		
						CL 91221	652.94
87436	S	2423 VISA PW	1405.18	06/16/20	-----		
						CL 91152	1405.18
87437	S	544 WALLWORK TRUCK CENTER	456.42	06/16/20	-----		
						CL 91063	251.85
						CL 91188	204.57
87438	S	2740 WASTE MANAGEMENT OF WI-MN	79616.49	06/16/20	-----		
						CL 91163	79616.49
87439	S	686 WDAY	141.00	06/16/20	-----		
						CL 91038	141.00
87440	S	3554 WENCK ASSOCIATES INC	1008.70	06/16/20	-----		
						CL 91088	1008.70
87441	S	2945 WEST FARGO AREA COMMUNITY PROGRAM	1080.00	06/16/20	-----		
						CL 91122	1080.00
87442	S	378 WEST FARGO POSTMASTER	165.00	06/16/20	-----		
						CL 91153	165.00
87443	S	2184 WEST SIDE STEEL	178.23	06/16/20	-----		
						CL 91157	178.23
87444	S	569 WF ANIMAL HOSPITAL	2206.85	06/16/20	-----		
						CL 91215	2206.85
87445	S	338 XCEL ENERGY	30610.87	06/16/20	-----		
						CL 91093	74.25
						CL 91094	6747.68
						CL 91132	530.35
						CL 91133	6300.35
						CL 91134	1489.81
						CL 91135	10865.13
						CL 91238	803.25
						CL 91294	95.74
						CL 91306	3704.31
87446	S	582 ZEP MANUFACTURING	3267.08	06/16/20	-----		
						CL 91028	3034.25
						CL 91052	232.83
87447	S	3279 ACCELERATED GREEN WORKS INC	480.00	06/18/20	-----		
						CL 91319	480.00
87448	S	1695 BAKER & TAYLOR	434.51	06/18/20	-----		
						CL 91322	434.51
87449	S	1777 CENTURY LINK	64.42	06/18/20	-----		
						CL 91325	64.42
87450	S	3161 FIRST INTERNATIONAL BANK & TRUST #1	318.49	06/18/20	-----		
						CL 91321	318.49
87451	S	3017 GREY HOUSE PUBLISHING	236.00	06/18/20	-----		
						CL 91320	236.00

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
87452	S	2478 VALLI	7489.44	06/18/20	-----	CL 91323 CL 91324	6592.44 897.00
87453	S	999999 FASHION NAILS	1200.00	06/19/20	-----	CL 91346	1200.00
87454	S	999999 TRADITIONS RESTAURANT & BAR	2000.00	06/19/20	-----	CL 91348	2000.00
87455	S	3547 AXA EQUITABLE UNIT ANNUITY COLLECTIONS	1667.26	06/23/20	-----	CL 91399	1667.26
87456	S	3552 BLUE CROSS BLUE SHIELD	177960.40	06/23/20	-----	CL 91395	177960.40
87457	S	3540 COLONIAL INSURANCE BCN #E8967887	2466.98	06/23/20	-----	CL 91398	2466.98
87458	S	3549 DISCOVERY BENEFITS	3436.10	06/23/20	-----	CL 91403	3436.10
87459	S	3542 MAINSTAY FUNDS	1526.66	06/23/20	-----	CL 91407	1526.66
87460	S	3630 MATRIX TRUST COMPANY	1539.00	06/23/20	-----	CL 91400	1539.00
87461	S	3546 NATIONWIDE INVESTMENT ADVISORS LLC	4983.48	06/23/20	-----	CL 91404	4983.48
87462	S	3541 ND FRATERNAL ORDER OF POLICE	1525.00	06/23/20	-----	CL 91405	1525.00
87463	S	3543 NEW YORK LIFE INSURANCE & ANNUITY CORP	8252.04	06/23/20	-----	CL 91408	8252.04
87464	S	3548 PERSHING	600.00	06/23/20	-----	CL 91397	600.00
87465	S	1464 RED RIVER VALLEY FOP LODGE #1	671.00	06/23/20	-----	CL 91406	671.00
87466	S	1562 UNITED WAY OF CASS-CLAY	136.00	06/23/20	-----	CL 91402	136.00
87467	S	3544 VICKI PETERS TEAMSTERS LOCAL NO 120	50.00	06/23/20	-----	CL 91401	50.00

Total for Claim Checks 3707037.86
Count for Claim Checks 214

* denotes missing check number(s)

of Checks: 214 Total: 3707037.86

AGENDA ITEM DESCRIPTION
CITY COMMISSION
WEST FARGO, NORTH DAKOTA

Agenda # b.

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

1. CONTACT PERSON: Malachi Petersen

2. PHONE NUMBER: 433-5324 DATE: June 15, 2020

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

Heritage Homes wishes to extend their existing temporary use permit to provide a Model Home at 5513 8th St W. The Model Home is used to showcase the homebuilder's work. The builder plans to staff the Model Home similar to an open house with realtors and would include one sign which would need to meet City requirements. Model Homes are provided for as temporary use within section 4-531 of City Ordinances and require a temporary use permit to be considered by the City Commission for a period no longer than 12 months with the ability for an applicant to reapply at the discretion of the City Commission. A description of the Model Home and application is attached.

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

5513 8th St W (Lot 2, Block 1, Wilds 9th Addition)

5. ACTION BEING REQUESTED FROM CITY COMMISSION:

Approval of the Temporary Use Permit extension for 12 months with the ability to reapply.



PLANNING AND ZONING APPLICATION
CITY OF WEST FARGO

Please complete the form and send with the required documents
to: West Fargo City Hall, ATTN Planning
800 4th Avenue East Ste 1, West Fargo ND 58078

<input type="checkbox"/> Administrative Review (Staff, P&Z, City Commission)
<input type="checkbox"/> Conditional Use Permit
<input type="checkbox"/> Planned Unit Development (PUD)
<input checked="" type="checkbox"/> Provisional Use Permit
<input type="checkbox"/> PUD Amendment
<input type="checkbox"/> Minor PUD Modification
<input type="checkbox"/> Re tracement Plat

<input type="checkbox"/> Rezoning
<input type="checkbox"/> Right-of-Way Dedication
<input type="checkbox"/> Right-of-Way Vacation
<input type="checkbox"/> Simple Lot Split
<input type="checkbox"/> Site Plan Review
<input type="checkbox"/> Subdivision (Original)
<input type="checkbox"/> Subdivision (Replat)

<input type="checkbox"/> Subdivision Amendment
<input type="checkbox"/> Variance (Subdivision)
<input type="checkbox"/> Variance (Zoning)
<input type="checkbox"/> Zoning Amendment (Map)
<input type="checkbox"/> Zoning Amendment (Ord)

FEE: _____

APPLICATION #: _____

Date: 6/15/20

Applicant: Heritage Homes

Phone Number: 701-281-7184

Owner: _____

Phone Number: _____

Address: 5513 8th St W

Legal Property Description: Lot 2 Block 1 Wilds 9th

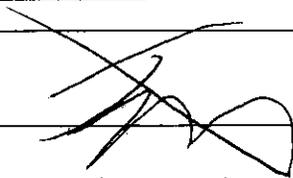
Present Zoning Classification: _____

Existing Use: Single Family

Briefly describe the reasons for request:

To continue to use our model home 5513 8th St W in Wilds 9th as a sales location for Heritage Homes.

Date Fee Paid: _____

SIGN HERE: 

NOTE: If the applicant is not the same as the owner, the owner should sign the application or submit a letter authorizing the applicant to proceed with the application.



5513

4-530. BUILDING PERMITS.

Subsections:

- 4-531. Building Permits and Temporary Structure/Use Permits Required.
- 4-532. Application for Building Permit and Temporary Structure/User Permit, Plans Required.
- 5-533. Expiration of a Building Permit.
- 4-534. Construction and Use to be as Provided in Application, Plans and Permits.

4-531. BUILDING PERMITS AND TEMPORARY STRUCTURE/USE PERMITS REQUIRED. No building or other structure shall be erected, moved, added to, or structurally altered without a permit therefore, issued by the administrative official pursuant to Chapter 5 of the ordinances of the City of West Fargo. Temporary structures and/or uses must obtain a permit from the designated administrative official(s). Temporary structures and/or uses shall include but not be limited to the following: Greenhouses; plant and produce stands; sales tents, trailers or other structures used to sell goods and services; model home sales offices; coffee huts; on-site storage tents and/or trailers to house inventory during construction or other unusual business interruptions; seasonal sales such as Christmas trees; temporary office trailers for construction sites; and certain storage containers meeting specific requirements for a limited period of time. Temporary structures and/or uses exempt from permits include the following: Fundraising events for public or nonprofit organizations; yard and garage sales lasting no longer than three days; auction sales; sale of fireworks conducted between June 25th and July 7th only; and City sponsored community events. Temporary structures or uses shall be located on property which is appropriately zoned. No permit shall be issued except in conformity with the provisions of this Chapter.

Source: Ord. 501, Sec. 13 (1996); Ord. 916, Sec. 52 (2012); Ord. 1049, Sec. 42 (2015).

4-532. APPLICATION FOR BUILDING PERMIT AND TEMPORARY STRUCTURE/USE PERMIT, PLANS REQUIRED. All applications for building permits and temporary structure/use permits shall provide the desired dates of operation of the temporary structure/use and be accompanied by plans in duplicate when required by the administrative official(s). Plans shall be drawn showing the actual dimensions and shape of the lot to be built upon; the exact sizes and locations on the lot of buildings already existing, if any; and the location and dimensions of the proposed building(s) or alteration. The application shall include such other information as lawfully may be required by the administrative official(s), including existing or proposed building(s) or alteration(s); existing or proposed uses of the building and land; existing or proposed parking; location and type of boulevard trees and other landscaping which may be required by subdivision landscape plans

and/or Corridor Overlay District or Interstate Corridor Overlay District; the address and/or legal description of the building and land; the number of families, housekeeping units, or rental units the building is designed to accommodate; conditions existing on the lot; and such other matters as may be necessary to determine conformance with the City's plans and ordinances; and provide for the enforcement of this Ordinance.

The application and plans shall be submitted to the Office of the City Planner who will coordinate review of the application and plans with the appropriate City departments and agencies. Following review by City departments and agencies, the City Planner will submit the application and plans, along with any recommendations to the City Commission for consideration. The City Commission may grant a permit for a temporary structure or use for a defined period of time, provided; however, that the permit may not be for a period longer than twelve (12) months. An applicant may re-apply for a temporary structure/use permit following the same procedures as prescribed above.

One copy of the plans shall be returned to the applicant by the City Planner following City Commission consideration after s/he shall have marked such copy as either approved or disapproved along with any conditions of approval or reasons for denial, and attested to the same by his/her signature on such copy. The second copy of the plans, similarly marked, shall be retained by the administrative official. If a building permit is refused, the administrative official shall state the reasons for such refusal in writing.

In addition to the requirements set out above, a tree planting fee shall be paid to the City of West Fargo prior to building permit issuance for construction on lots. Such fee shall cover the cost of planting trees on the boulevard of the size, number and species as required according to the City's adopted Landscape Standard, approved subdivision landscape plans, Corridor Overlay District, or Interstate Corridor Overlay District. The Building Inspector or the City Planner shall notify the City Auditor of the number of trees required for each building permit.

The City Auditor shall annually obtain a bid from a nursery or other qualified person or entity for the cost of purchasing and planting trees pursuant to this section. The applicant shall pay to the City that amount which is necessary to purchase and plant trees of the number and species as required by the City. If alternative species are available for selection, the applicant may choose from those alternatives available but in no case shall more than forty (40) percent of one species be planted within a subdivision. The applicant shall then be required to pay that amount required for the variety of tree(s) selected. After construction is complete, the applicant or owner shall inform the City Auditor or his designee that the trees may be planted. The trees shall be planted as soon as possible after said notice, but in no event shall trees be planted at times or under weather conditions in which trees are not normally planted in this area.

Upon completion of construction for the project, the property owner is responsible for the lot to be graded according to the approved subdivision drainage plan. Lots shall be seeded or sodded within one year of issuance of the building permit unless otherwise approved by the City Planner.

SOURCE: Ord. 444, Sec. 1 (1992); Ord. 916, Sec. 53 (2012); Ord. 1049, Sec. 43 (2015).

4-533. EXPIRATION OF A BUILDING PERMIT. If the work authorized by any building permit is not commenced within one hundred and twenty (120) days, or if construction or work is suspended or abandoned for a period of 120 days at any time after work is commenced, said permit shall be null and void. It shall be cancelled by the administrative official and written notice thereof shall be given to the persons affected, together with notice that further work as described in the cancelled permit shall not proceed unless and until a new building permit has been obtained.

4-534. CONSTRUCTION AND USE TO BE AS PROVIDED IN APPLICATION, PLANS AND PERMITS. Building permits issued on the basis of plans and application approved by the administrative official authorize only the use, arrangement, and construction set forth in such approved plans and application, and no other use, arrangement or construction. Use, arrangement, or construction at variance with that authorized shall be a violation of this Ordinance.



APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT

OFFICE OF ATTORNEY GENERAL
SFN 9338 (08/2019)

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

Name of Nonprofit Organization or group of people permit is issued to The American Legion Department Of Nd	Date(s) of Activity to	For a raffle, provide drawing date(s): 9/11/2020	
Person Responsible for the Gaming Operation and Disbursement of Net Income Ronald Matthews	Title Adjutant	Business Phone Number	
Business Address 405 West Main Ave Suite 4a	City West Fargo	State ND	Zip Code
Mailing Address (if different) Po Box 5057	City West Fargo	State ND	Zip Code
Name of Site Where Game(s) will be Conducted The American Legion Department of ND office	Site Address 405 West Main Ave Suite 4a		
City West Fargo	State ND	Zip Code	County Cass

Check the Game(s) to be Conducted: * Poker, Twenty-one, and Paddlewheels may be Conducted only by a Restricted Event Permit.
 Bingo Raffle Raffle Board Calendar Raffle Sports Pool Poker * Twenty-one * 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-Sweepstakes	1 st	\$2000.00	Raffle-Sweepstakes	10 th	\$100.00
Raffle-Sweepstakes	2 nd	\$1000.00			
Raffle-Sweepstakes	3 rd	\$200.00			
Raffle-Sweepstakes	4 th	\$200.00			
Raffle-Sweepstakes	5 th	\$100.00			
Raffle-Sweepstakes	6 th	\$100.00			
Raffle-Sweepstakes	7 th	\$100.00			
Raffle-Sweepstakes	8 th	\$100.00			
Raffle-Sweepstakes	9 th	\$100.00			
Total:					(Limit \$40,000 per year) \$ 4,000.00

Intended uses of gaming proceeds: _____

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

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

Has the organization or group received a local permit from any city or county for the fiscal year July 1-June 30? No Yes-If "Yes," indicate the total value of all prizes previously awarded: \$ 4,000.00 . This amount is part of the total prize limit of \$40,000 per year.

Signature of Organization or Group's Top Official <i>Ronald Matthews</i>	Date	Title <i>adjutant</i>	Business Phone Number <i>701-293-3120</i>
---	------	--------------------------	--

CK# 344664 \$25.00 6-19-20



LOCAL PERMIT OR RESTRICTED EVENT PERMIT

NORTH DAKOTA OFFICE OF ATTORNEY GENERAL
 LICENSING SECTION
 SFN 17926 (04-2020)

JUN 23

Permit Number

Permit Type (check one) <input checked="" type="checkbox"/> Local Permit <input type="checkbox"/> Restricted Event Permit*

Games Authorized <input type="checkbox"/> Bingo <input checked="" type="checkbox"/> Raffle <input type="checkbox"/> Raffle Board <input type="checkbox"/> Calendar Raffle <input type="checkbox"/> Sports Pool <input type="checkbox"/> Poker* <input type="checkbox"/> Twenty-One* <input type="checkbox"/> Paddlewheels*

*See Instruction 2 (f) on Page 2. Poker, Twenty-One, and Paddlewheels may be conducted **Only** with a Restricted Event Permit. Only one permit per year.

Name of Organization or Group of People permit is issued to STUMP	Dates Authorized (Read Instruction 2) 7-1-2020 to 3-1-2021
---	--

Organization or Group Contact Person Mary Burke	Title or Position President	Telephone Number 701-367-6917
---	---------------------------------------	---

Mailing Address PO BOX 257	City West Fargo	State ND	ZIP Code 58078
--------------------------------------	---------------------------	--------------------	--------------------------

Site Name Brewtus Brickhouse
--

Site Address 635 32nd Ave E. Ste 108	City West Fargo	ZIP Code 58078	County CASS
--	---------------------------	--------------------------	-----------------------

If the city or county is placing restrictions on the permit, please explain

If a raffle is being conducted, provide the date of the drawing(s) 1st Raffle Drawing Aug. 3, 2020 2nd Raffle Drawing Nov. 9, 2020

City or County Contact Person	Name	Title	Telephone Number	E-mail Address
-------------------------------	------	-------	------------------	----------------

Signature of City or County Official	Date	Issuing Governing Body <input type="checkbox"/> City <input type="checkbox"/> County
--------------------------------------	------	---

City or County must submit a copy of the permit above to the Office of Attorney General within 14 days of issuance. (Cut at line below)

Local governing bodies please see the instructions on the backside of this form on how to complete the permit. Be certain to provide the organization or group with the "Information Required to be Preprinted on a Standard Raffle Ticket" found on the backside of this form if a raffle is being conducted. If a "Restricted Event Permit" is being issued, either provide organization or group with SFN 52880 "Report on a Restricted Event Permit" or make them aware that the report must be filed with the city or county and the Office of Attorney General within 30 days after the event. Before approving a site location, ensure compliance with the gaming law below.

Before approving a local permit or restricted event permit the local governing body should review North Dakota Century Code 53-06.1-03(3)(a) which states:

3. A licensed organization or organization that has a permit shall conduct games as follows:
 - a. Only one licensed organization or organization that has a permit may conduct games at an authorized site on a day, except that a raffle may be conducted for a special occasion by another licensed organization or organization that has a permit when one of these conditions is met:
 - (1) When the area for the raffle is physically separated from the area where games are conducted by the regular organization.
 - (2) Upon request of the regular organization and with the approval of the alcoholic beverage establishment, the regular organization's license or permit is suspended for that specific time of day by the Attorney General.

Local governing bodies should also review North Dakota Administrative Code 99-01.3-01-05 (Permits) for the administrative rules governing permits. These rules may be viewed on the North Dakota Attorney General's website at <https://attorneygeneral.nd.gov/licensing-and-gaming/gaming/gaming-laws-rules-and-publications>

1572
 CK # 70
 6-23-20



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: *

Carissa Hansen

Phone Number: *

701-551-8945

Email Address:

carissa.hansen@westfargond.gov

Date *

7/6/2020

Topic for Consent or Regular Agenda?

Please select one option:

Consent Agenda

Regular Agenda

Please Briefly Describe Your Request *

Amendment to lease agreement between the West Fargo Public Schools and City of West Fargo on behalf of the West Fargo Public Library

Site Address or Legal Description (if applicable)

Action Being Requested from City Commission *

Approval of amendment to lease agreement between the West Fargo Public Schools and City of West Fargo on behalf of the West Fargo Public Library

Upload Additional Documentation (Optional):

1356_001.pdf

92.64KB

FIRST AMENDMENT TO LEASE

THIS FIRST AMENDMENT TO LEASE, made and entered into this 30th day of June, 2020, by and between **WEST FARGO PUBLIC SCHOOL DISTRICT NO. 6**, 207 West Main Avenue, West Fargo, North Dakota 58078, hereinafter called the "Landlord" and **CITY OF WEST FARGO ON BEHALF OF THE WEST FARGO PUBLIC LIBRARY**, 215 3rd Street East, West Fargo, North Dakota 58078, hereinafter called the "Tenant."

WHEREAS, the Landlord and Tenant entered into a Lease dated September 1, 2017 (the "Lease") for a portion of the Lodoen Center described in Exhibit A in the Lease (the "Leased Property") to be used as a public library; and

WHEREAS, Landlord and Tenant desire to change the responsibility for custodial services for the Leased Property from Landlord to Tenant and to reduce the annual rent paid by Tenant, and amend and change certain provisions of the Lease accordingly;

IT IS NOW, THEREFORE, AGREED by and between the parties hereto as follows:

1. Paragraph 4 of the Lease is hereby amended and restated as follows:

4. **Rent.** The Tenant shall pay to the Landlord annual rent of \$116,880.00 in lawful money of the United States, commencing July 1, 2020, in equal monthly installments of \$9,740.00 in advance, on the first day of each month throughout the term of this Lease (the "Rent").

The rent shall cover the Tenant's proportionate share of property taxes and assessments and the tenant's proportionate share of operating costs, including, but not limited to, common area maintenance and cleaning, electricity, water, sewer, heating and air-conditioning, snow removal, parking lot maintenance and repair (hereinafter called "Taxes and Operating Costs").

2. Paragraph 7 of the Lease is hereby amended and restated as follows:

7. **Cleaning of Leased Property.** During the term of this Lease the Tenant shall be responsible for all cleaning and custodial services for the Lease Property and shall keep the Lease Property in a neat, clean and sanitary condition free from waste and other debris. So long as Tenant is not in default hereunder, during the term of this Lease, Landlord shall provide to Tenant bathroom paper products and soap and continue to provide the cleaning supplies currently being provided to Tenant by Landlord.

3. All remaining provisions of the Lease shall remain in full force and effect without change or amendment.

IN WITNESS WHEREOF, Landlord and Tenant have caused this First Amendment to Lease to be duly executed by their duly authorized representatives as of the date first written above.

**WEST FARGO PUBLIC SCHOOL
DISTRICT NO. 6**

By: 
Its: President of the School Board

ATTEST:

By: 
Its: Business Manager

TENANT:

**CITY OF WEST FARGO
ON BEHALF OF THE
WEST FARGO PUBLIC LIBRARY**

By: _____
Its: President of the City Commission

ATTEST:

By: _____
Its: City Auditor

*** Consent Agenda ***

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: Lisa Sankey

2. PHONE NUMBER: 433-5323 DATE: June 22, 2020

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

Highland Meadows 6th, a Replat.

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

Lots 17-19, Block 2 of Highland Meadows 5th Addition, City of West Fargo, North Dakota

5. ACTION BEING REQUESTED FROM CITY COMMISSION:

Final Plat Approval subject to the conditions listed in the staff report.

CITY OF WEST FARGO PLANNING & COMMUNITY DEVELOPMENT

STAFF REPORT

A19-39		REPLAT	
Highland Meadows 6 th Addition			
Lots 17-19, Block 2 of Highland Meadows 5 th Addition, City of West Fargo, North Dakota			
Owner/Applicant: Anthony LaVoy		Staff Contact: Lisa Sankey	
Planning & Zoning Commission Public Hearing:		11-12-2019 - Approved	
City Commission Final Plat Approval:		07-06-2020	

PURPOSE:

Replat three lots into two for residential development

STATEMENTS OF FACT:

Existing Land Use:	Residential Development Land
Land Use Classification:	G-2: Sub-Urban - Growth Sector
Current Zoning District(s):	R-1SM: Mixed One & Two Family Dwellings
Zoning Overlay District(s):	n/a
Proposed Lot size(s) or range:	6,263-7,237 ft ²
Total area size:	13,500 ft ²
Adjacent Zoning Districts:	R-1SM: Mixed One & Two Family Dwellings
Adjacent street(s):	11 th Street West (Local)
Adjacent Bike/Pedestrian Facilities:	Sidewalks along adjacent streets leading to network, including paths along 21 st Avenue West.
Available Parks/Trail Facilities:	Trail connections to parks in the Brooks Harbor development within ½ mile.
Land Dedication Requirements:	Provided with previous subdivision

DISCUSSION AND OBSERVATIONS:

- The applicant is proposing to combine three lots into two to develop a twin home structure.
- Each unit would have its own parcel.
- The proposed lot sizes will adequately meet yard requirements for development in the R-1SM: Mixed One & Two Family Dwelling District.
- The proposed replat does not affect any public easements or right of ways.

NOTICES:

Sent to: Applicable agencies and departments

Comments Received:

- Engineering indicated they will require specific action on how the extra services will be abandoned if necessary. It was determined that there are only two services, instead of three for the three lots. Any movement of utilities will need to be coordinated with Public Works and Engineering.

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

STAFF REPORT

- The proposed plan is consistent with City plans and Ordinances.

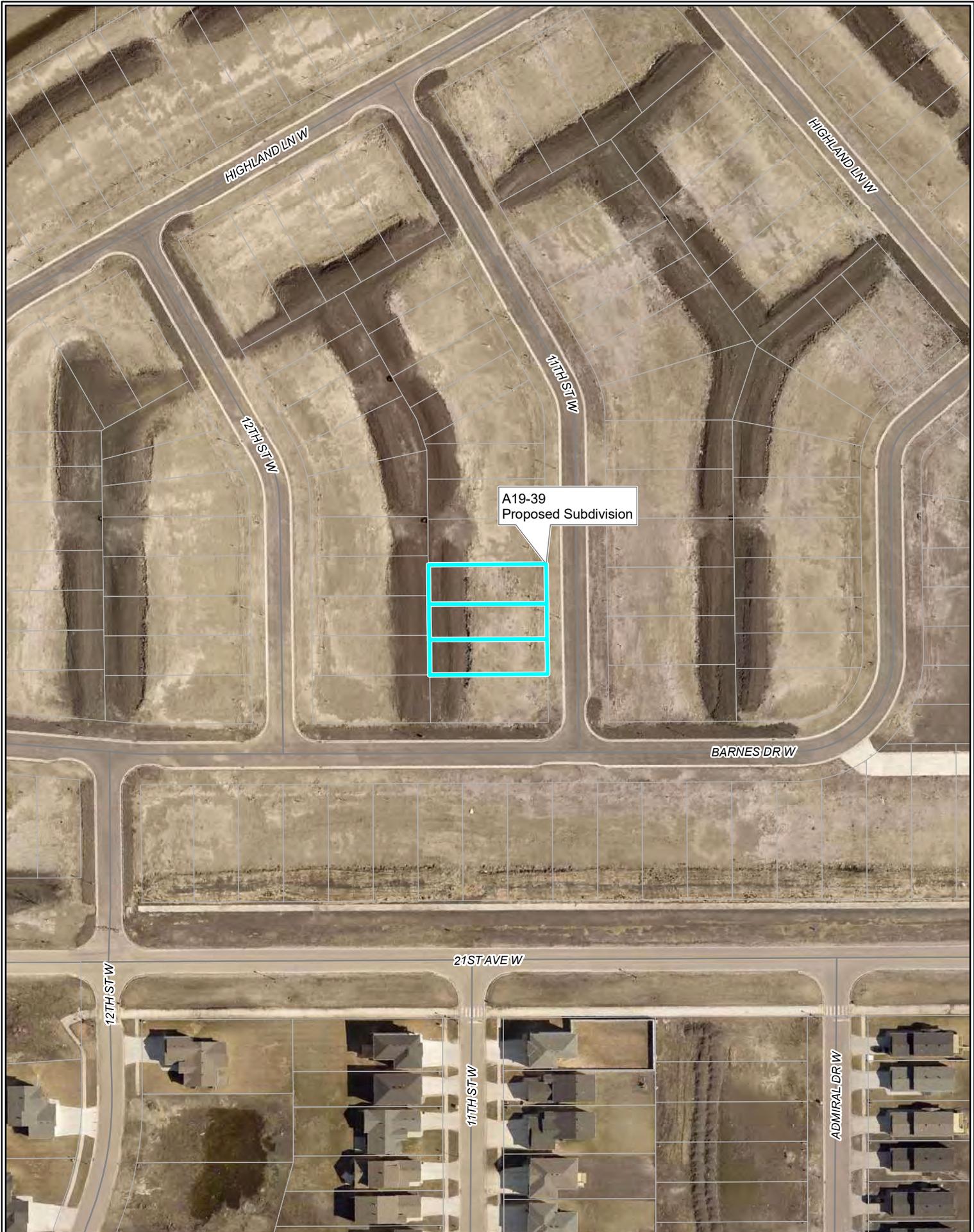
RECOMMENDATIONS:

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:

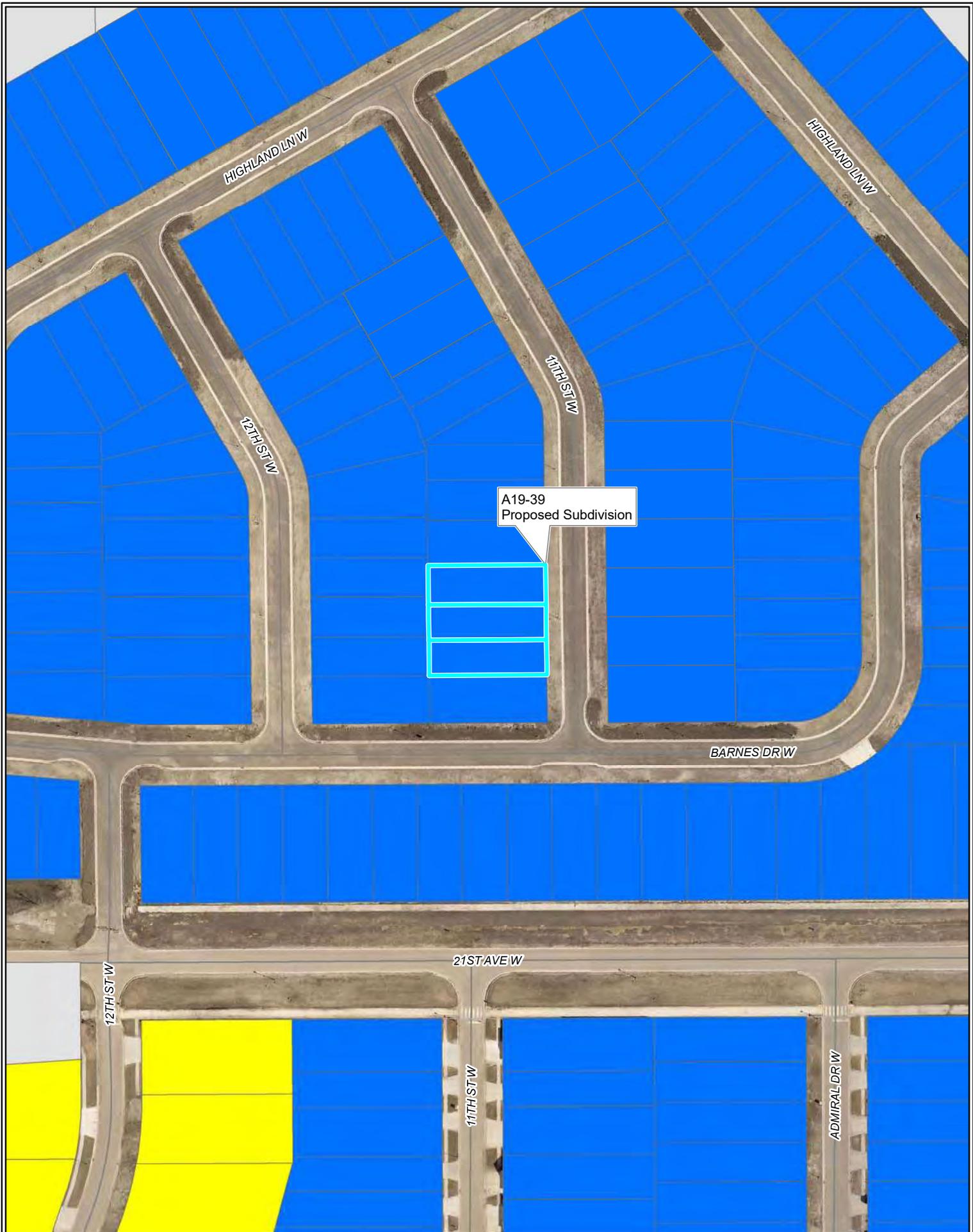
1. An updated drainage plan is approved by the City Engineer.
2. An updated utility plan is approved by the City Engineer.
3. An Attorney Title Opinion to the City of West Fargo is received.
4. Signed Final Plat is received with any necessary easements.
5. A certificate is received showing taxes are current.

PLANNING AND ZONING RECOMMENDATION:

At their November 12, 2019 meeting, the Planning and Zoning Commission recommended approval of the replat, subject to the five conditions listed above.



A19-39
Proposed Subdivision



A19-39
Proposed Subdivision



- | | | | | |
|--|---|---|---|--|
| <ul style="list-style-type: none"> — A: Agricultural — C: Light Commercial — C-OP: Commercial Office Park — HC: Heavy Commercial | <ul style="list-style-type: none"> — LI: Light Industrial — M: Heavy Industrial — P: Public — PUD: Planned Unit Development | <ul style="list-style-type: none"> — R-1: One and Two Family — R-1A: Single Family — R-1B: Special Single Family — R-1E: Rural Estate | <ul style="list-style-type: none"> — R-1S: Special One and Two Family — R-1SM: Mixed One and Two Family — R-2: Limited Multiple Dwelling — R-3: Multiple Dwelling | <ul style="list-style-type: none"> — R-4: Mobile Home — R-5: Manufactured Home — R-L1A: Large Lot Single Family — R-R: Rural Residential |
|--|---|---|---|--|



PLAT OF HIGHLAND MEADOWS SIXTH ADDITION TO THE CITY OF WEST FARGO, A REPLAT OF LOTS 17, 18 AND 19, BLOCK 2, HIGHLAND MEADOWS FIFTH ADDITION TO THE CITY OF WEST FARGO, CASS COUNTY, NORTH DAKOTA

CERTIFICATE

STEVEN W. HOLM, BEING DULY SWORN, DEPOSES AND SAYS THAT HE IS THE REGISTERED LAND SURVEYOR WHO PREPARED AND MADE THE ATTACHED PLAT OF "HIGHLAND MEADOWS SIXTH ADDITION" TO THE CITY OF WEST FARGO, A REPLAT OF LOTS 17, 18 AND 19, BLOCK 2, HIGHLAND MEADOWS FIFTH ADDITION TO THE CITY OF WEST FARGO, CASS COUNTY, NORTH DAKOTA; THAT SAID PLAT IS A TRUE AND CORRECT REPRESENTATION OF SAID SURVEY; THAT ALL DISTANCES ARE CORRECTLY SHOWN ON SAID PLAT; THAT MONUMENTS HAVE BEEN PLACED IN THE GROUND AS INDICATED FOR THE GUIDANCE OF FUTURE SURVEYS AND THAT THE EXTERIOR BOUNDARY LINES OF SAID ADDITION ARE DESCRIBED AS FOLLOWS, TO WIT:

LOTS 17, 18 AND 19, BLOCK 2, HIGHLAND MEADOWS FIFTH ADDITION TO THE CITY OF WEST FARGO, ACCORDING TO THE RECORDED PLAT THEREOF ON FILE AND OF RECORD IN THE OFFICE OF THE RECORDER, CASS COUNTY, NORTH DAKOTA.

SAID TRACT CONTAINS 0.31 ACRES, MORE OR LESS, AND IS SUBJECT TO ALL EASEMENTS, RESTRICTIONS, RESERVATIONS AND RIGHTS OF WAY OF RECORD, IF ANY.

STEVEN W. HOLM
REGISTERED LAND SURVEYOR
REG. NO. LS-6571

STATE OF NORTH DAKOTA)
COUNTY OF CASS)

ON THIS _____ DAY OF _____, 2020, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED STEVEN W. HOLM, REGISTERED LAND SURVEYOR, KNOWN TO ME TO BE THE PERSON DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME AS HIS FREE ACT AND DEED.

NOTARY PUBLIC, CASS COUNTY, NORTH DAKOTA

DEDICATION

WE, THE UNDERSIGNED, DO HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE LAND DESCRIBED IN THE PLAT OF "HIGHLAND MEADOWS SIXTH ADDITION" TO THE CITY OF WEST FARGO, A REPLAT OF LOTS 17, 18 AND 19, BLOCK 2, HIGHLAND MEADOWS FIFTH ADDITION TO 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 STEVEN W. HOLM, REGISTERED LAND SURVEYOR, AND THAT THE DESCRIPTION AS SHOWN IN THE CERTIFICATE OF THE REGISTERED LAND SURVEYOR IS CORRECT.

OWNER: LAVOY ENTERPRISES, LLP

ANTHONY LAVOY, MEMBER

STATE OF NORTH DAKOTA)
COUNTY OF CASS)

ON THIS _____ DAY OF _____, 2020, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED ANTHONY LAVOY, MEMBER OF LAVOY ENTERPRISES, LLP, 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 LAVOY ENTERPRISES, LLP.

NOTARY PUBLIC, CASS COUNTY, NORTH DAKOTA

MORTGAGEE: UNION STATE BANK OF FARGO

NAME: _____
TITLE: _____

STATE OF NORTH DAKOTA)
COUNTY OF CASS)

ON THIS _____ DAY OF _____, 2020, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED _____, KNOWN TO ME TO BE THE PERSON DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE EXECUTED THE SAME IN THE NAME OF UNION STATE BANK OF FARGO.

NOTARY PUBLIC, CASS COUNTY, NORTH DAKOTA

WEST FARGO PLANNING COMMISSION APPROVAL

THIS PLAT IN THE CITY OF WEST FARGO IS HEREBY APPROVED THIS _____ DAY OF _____, 2020.

TOM MCDUGALL, CHAIRMAN

STATE OF NORTH DAKOTA)
COUNTY OF CASS)

ON THIS _____ DAY OF _____, 2020, 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 _____, 2020.

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

TINA FISK, CITY AUDITOR

STATE OF NORTH DAKOTA)
COUNTY OF CASS)

ON THIS _____ DAY OF _____, 2020, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED BERNIE L. DARDIS, PRESIDENT OF THE WEST FARGO CITY COMMISSION, AND TINA FISK, CITY AUDITOR, KNOWN TO ME TO BE THE PERSONS DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT THEY EXECUTED THE SAME IN THE NAME OF THE CITY OF WEST FARGO.

NOTARY PUBLIC, CASS COUNTY, NORTH DAKOTA

CITY ENGINEER'S APPROVAL

THIS PLAT IN THE CITY OF WEST FARGO IS HEREBY APPROVED THIS _____ DAY OF _____, 2020.

DUSTIN T. SCOTT, CITY ENGINEER

STATE OF NORTH DAKOTA)
COUNTY OF CASS)

ON THIS _____ DAY OF _____, 2020, 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

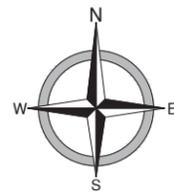
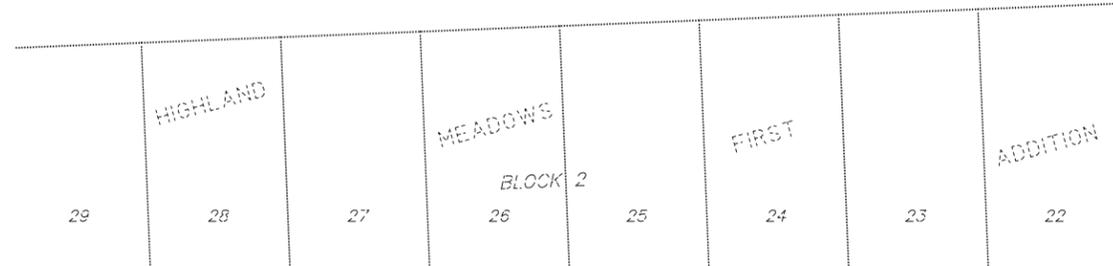
I HEREBY CERTIFY THAT PROPER EVIDENCE OF TITLE HAS BEEN EXAMINED BY ME AND I APPROVE THE PLAT AS TO FORM AND EXECUTION THIS _____ DAY OF _____, 2020.

JOHN T. SHOCKLEY, CITY ATTORNEY

STATE OF NORTH DAKOTA)
COUNTY OF CASS)

ON THIS _____ DAY OF _____, 2020, 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



0 30
Scale in Feet

BASIS OF BEARINGS:
HIGHLAND MEADOWS FIFTH
ADDITION TO THE CITY OF
WEST FARGO ACCORDING TO
THE RECORDED PLAT THEREOF.

LEGEND

- IRON MONUMENT FOUND
- SET 5/8"x18" REBAR WITH YELLOW PLASTIC CAP #6571
- (6,000) LOT AREAS IN SQ. FT.

AGENDA ITEM DESCRIPTION
CITY COMMISSION
WEST FARGO, NORTH DAKOTA

Agenda # 1.

***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: Lisa Sankey

2. PHONE NUMBER: 433-5323 DATE: July 1, 2020

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

Sandhills 4th Addition, a Replat and Rezoning from A: Agricultural to LI: Light Industrial (Ordinance #1159).

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

Replat of Lot 2, Block 1 of Sandhills 3rd Addition and Replat and Rezone from Agricultural to LI: Light Industrial of Lot 21, Block 6 of Meadow Brook Park Subdivision, City of West Fargo, North Dakota.

5. ACTION BEING REQUESTED FROM CITY COMMISSION:

Hold First Reading and Public Hearing on the Rezoning at 5:30 pm on July 6, 2020. Final Plat Approval subject to the conditions listed in the staff report.

CITY OF WEST FARGO PLANNING & COMMUNITY DEVELOPMENT

STAFF REPORT

A20-17		REPLAT & REZONE	
Sandhills 4 th Addition			
Lot 2, Block 1 of Sandhills 3 rd Addition & Lot 21, Block 6 of Meadow Brook Park Subdivision, City of West Fargo, North Dakota			
Owner/Applicant: Ben Koppelman, City Vision		Staff Contact: Lisa Sankey	
Planning & Zoning Commission Public Hearing:		06-09-2020 – Approval	
City Commission Introduction:		06-15-2020	
Public Hearing, 1 st Reading & Final Plat Approval:		07-06-2020	
2 nd Reading:			

PURPOSE:

Replatting and rezoning to allow lot line adjustments to allow for continued Light Industrial Development

STATEMENTS OF FACT:

Existing Land Use:	Light Industrial Shop Space/Vacant
Land Use Classification:	G-3 Employment Growth Sector
Current Zoning District(s):	LI: Light Industrial & A: Agricultural
Zoning Overlay District(s):	N/A
Proposed Lot size(s) or range:	.73-1.06 Acres
Total area size:	1.79 Acres
Adjacent Zoning Districts:	LI : Light Industrial
Adjacent street(s):	4 th Ave NW (local); 28 th Ct NW (local)
Adjacent Bike/Pedestrian Facilities:	Paths along Main Ave W – no sidewalks available
Available Parks/Trail Facilities:	Nearest park is Armour Park located 2.33 miles to the southeast – no public park within ½ mile
Land Dedication Requirements:	n/a

DISCUSSION AND OBSERVATIONS:

- The applicant has submitted an application for a proposed replat and rezoning.
- When Sandhills 3rd was platted and zoned, Lot 21 was not included as the previous property owner was located in Canada. The parcel remained Agricultural. City Vision has since purchased the lot.
- The rezoning is necessary for further construction of light industrial facilities.
- The two new lots will meet the current zoning district requirements, with a 40-foot shared access easement onto 4th Avenue NW.
- Right-of-way is adequate as needs for commercial/industrial roadways are required to be a minimum of 80 feet.
- The application indicates City Vision Addition, it may be appropriate prior to final plat approval by the City Commission to rename to Sandhills 4th or 5th to correspond with other subdivisions in the area.

STAFF REPORT

NOTICES:

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

Comments Received:

- Phone calls have been received asking for additional information.
- Comments were made by the engineering department regarding a few typos on the plat.

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

- The proposed plan is consistent with City plans and Ordinances.

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. An updated drainage plan is approved by the City Engineer.
2. An Attorney Title Opinion to the City of West Fargo is received.
3. Signed Final Plat is received with any necessary easements.
4. A certificate is received showing taxes are current.

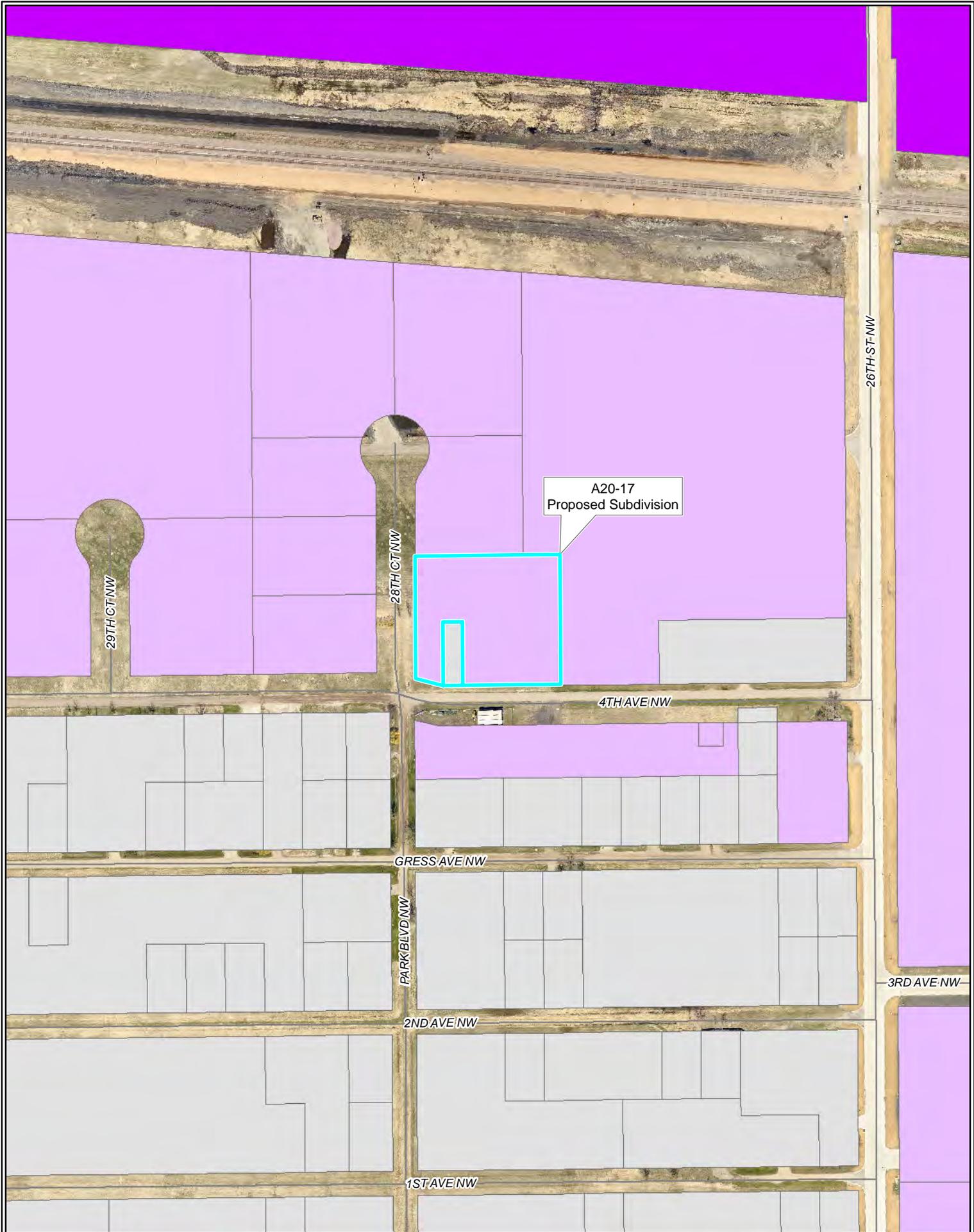
PLANNING AND ZONING RECOMMENDATION:

At their June 9, 2020 meeting, the Planning and Zoning Commission recommended approval of the replat and rezoning, subject to the four conditions listed above.



A20-17
Proposed Subdivision





ORDINANCE NO. 1159

AN ORDINANCE TO AMEND THE OFFICIAL ZONING MAP OF THE CITY OF WEST FARGO, NORTH DAKOTA, AS ADOPTED IN SECTION 4-301 OF THE REVISED ORDINANCES OF 1990 OF THE CITY OF WEST FARGO.

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

SECTION 1. Amendment. The Official Zoning Map of the City of West Fargo, North Dakota, as adopted in Section 4-301 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended as follows:

The district as shown upon the following described area shall be and the same is hereby rezoned from A (Agricultural District) to LI (Light Industrial District):

Lot 21, Block 6 of Meadow Brook Park Subdivision to the City of West Fargo, North Dakota (a/k/a part of proposed Sandhills Fourth Addition).

SECTION 2. Amendment of Zoning Map. The proper City Officials are hereby authorized to amend and change the City Zoning Map to correspond thereto.

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

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

ATTEST:

City Auditor

Date of First Reading:

Date of Second Reading:

Date of Publication:



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: *

Whitney Irish

Phone Number: *

701-371-3234

Email Address:

wirish@vogellaw.com

Date *

7/1/2020

Topic for Consent or Regular Agenda?

Please select one option:

Consent Agenda

Regular Agenda

Please Briefly Describe Your Request *

We seek to purchase a portion of a city-owned lot. See attached for more detail.

Site Address or Legal Description (if applicable)

Tax Parcel ID: 02-4700-00040-000

Legal Description: Lot 3 Block 1 Koppang

Near the corner of 32nd Avenue and Sheyenne Street, to the east of the Sheyenne River.

Action Being Requested from City Commission *

Sell a portion of a city-owned lot. See attached for more detail.

Upload Additional Documentation (Optional):

City Proposal - West Fargo.pdf

994.14KB

Simon and Whitney Irish
701-371-3234
wirish@vogellaw.com

1. Please briefly describe your request: We seek to purchase a portion of a city-owned lot.
2. Action being requested from City Commission: Sell portion of city-owned lot.
3. In support of our request:
 - a. We currently have a Purchase Agreement with Century Builders to purchase a residential lot located at 3120 Sheyenne River Way, West Fargo, ND (“Residential Lot”). See Exhibit A.
 - b. The Purchase Agreement is contingent on us being able to acquire a portion of real estate owned by the City of West Fargo (“City Owned Lot”) located to the west of the Residential Lot. See Exhibit B.
 - c. We are requesting to purchase a portion of the City Owned Lot (“Requested Parcel”) to be able to extend the lot line, extend the boulevard landscaping for Stonewood Development, extend the Residential Lot fence, and landscape the hopefully-acquired portion of the City Owned Lot. See Exhibit C for GIS of Requested Parcel and pictures, and Exhibit D for a proposed landscape design.
 - d. The City Owned Lot is 0.55 acres (23,763 sq. ft.). See West Fargo Parcel Information Report – Exhibit D.
 - e. We desire to purchase approximately 0.29 acres (12,615 sq. ft.). See Exhibit C. The exact size will be determined by survey, to be done at our expense.
 - f. The West Fargo tax assessed value for the City Owned Lot is \$24,500, approximately \$1.03/sq. ft. See Exhibit E. Total special assessments are \$1,751. See West Fargo Special Assessment Information Report – Exhibit F.
 - g. We would assume the proportionate share of the taxes and special assessments prorated to the date of closing.
 - h. At the City’s deference, we would be willing to arrange for and cover the cost to have the Requested Parcel surveyed and a legal description prepared; as well as having a Deed prepared to transfer the Requested Parcel.
 - i. Pursuant to West Fargo City Ordinance 1-0702:

Real property belonging to the municipality shall be sold only as approved by a two-thirds (2/3rds) vote of all members of the Board of City Commissioners.

When the real property to be disposed of is estimated by the Commission to be of a value of less than \$2,500, such property may be sold by the City either by private or public sale, with the exact method of sale to be determined by the City Commission.

For real property estimated by the City Commission to be of value of \$2,500 or more, such sale must be by public sale pursuant to N.D.C.C. § 40-11-04.1, or by private sale pursuant to N.D.C.C. § 40-11-04.2.

N.D.C.C. § 40-11-04.2 states:

As an alternative to the procedure established under section 40-11-04.1, the governing body of a city may by resolution describe the real property of the city which is to be sold; provide a maximum rate of fee, compensation, or commission; and provide that the city reserves the right to reject any and all offers determined to be insufficient. After adoption of the resolution, the governing body of a city may engage licensed real estate brokers to attempt to sell the described property by way of nonexclusive listing agreements.

j. While we defer to the City, we request for the sale to occur by private sale to reduce the time and expense incurred by the City and ourselves in the transaction by avoiding the need to publish the sale in the newspaper and either hold an auction or collect bids. The parcel we are requesting to purchase is of no real use or benefit to any individual other than the owner of the adjacent Residential Lot. Standing alone, the parcel is too small to be developed either as residential, commercial, or industrial; is too close to the river and adjacent property lines for any structure to be built; and would be landlocked by the remaining portion of the City Owned Parcel, Sheyenne River, and adjacent Residential Lot.

REQUEST: We request to purchase approximately .29 acres of the City Owned Parcel (exact size to be determined by survey, at our expense) to be able to extend the lot line, extend the boulevard landscaping for Stonewood Development, extend the Residential lot fence, and landscape the hopefully-acquired portion of the City Owned Parcel.

Exhibits and Pictures Follow

Exhibit A

Tax Parcel ID 02-4478-00100-000 (“Residential Lot”)



Exhibit B

Tax Parcel ID 02-4700-00040-000 (“City Owned Lot”)

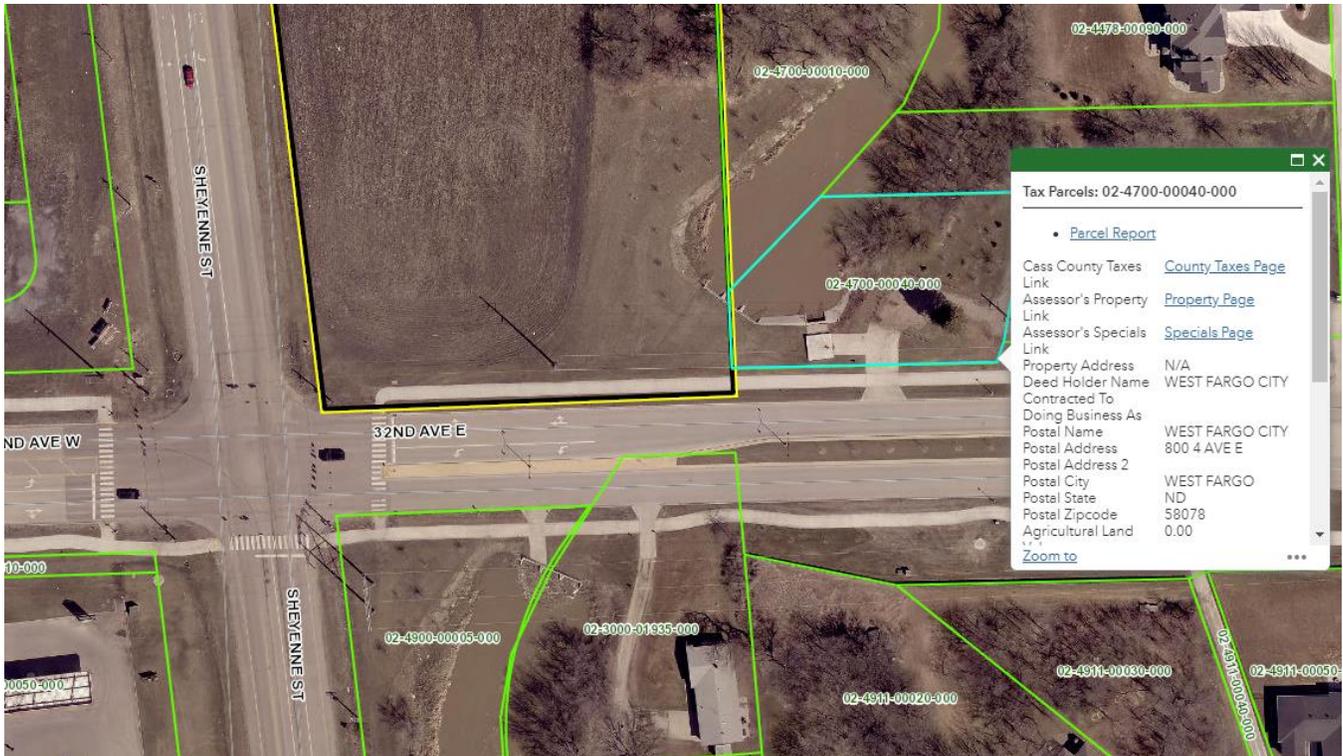


Exhibit C

“Requested Parcel”



Street view of Requested Parcel



Exhibit D

Proposed Landscaping Design



Exhibit F

For special assessment questions please email specials@westfargond.gov or call 701-433-5300

Special Assessment Information

Project Number	Description	Interest Rate	2020 Projected Interest	2020 Projected Principal	2020 Projected Total	Current Principal	Accrued Interest	Payoff Total	Pending Specials Estimate
01-1202	32ND AVE - SHEY TO 9TH ST	5.00	7.50	10.00	17.50	150.00	3.47	153.47	0.00
01-1222	MAPLE RIDGE 1ST	4.29	37.44	51.34	88.78	872.73	17.34	890.07	0.00
02-2182	COUNTY ROAD 17	5.00	1.90	12.66	14.56	37.99	0.88	38.87	0.00
02-2193	32ND AVE SHEY ST TO 9TH ST	5.00	4.52	30.16	34.68	90.49	2.09	92.58	0.00
02-2195	PHASE 1 9TH ST S OF I-94	4.00	24.00	40.00	64.00	600.00	11.11	611.11	0.00
02-2250	SHEYENNE ST - BEATON TO 40TH AVE	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total:			75.36	144.16	219.52	1,751.21	34.89	1,786.10	0.00

Special Assessment Installments

Tax Year	Certified Principal	Certified Interest	Certified Total
2019	144.17	81.80	225.97
2018	144.16	88.26	232.42
2017	144.17	94.70	238.87

"2020 Projected Total" is the current projected installment which is payable to Cass County as part of your 2020 tax statement, it is an estimate only and is subject to change due to any pending special assessments that may become approved over the course of the year. "Current Principal" is the balance of special assessments after the previous year installment was certified to Cass County. "Pending Specials" are estimates of special assessments that are awaiting confirmation from the West Fargo City Commission. If you intend to prepay your specials please call the West Fargo Finance office at 701-433-5300 to confirm the proper payoff amount. Special assessment prepayments are not accepted between Oct. 20 and November 1 to allow for completion of the certification of special assessment installments to Cass County.

CAREER WORKFORCE ACADEMY



June 24, 2020

City of West Fargo

Contents of this report provide answers to project questions. Information contained in report was prepared by Central Cass Public Schools, Fargo Public Schools, North Dakota State College Science, Northern Cass Public Schools and West Fargo Public Schools

Career Workforce Academy

Mayor Bernie Dardis and West Fargo City Commissioners:

On behalf of the collaborative Career Workforce Academy project, below is a brief project overview, public funding efforts and request of a five-year pledge of \$1,250,000 to the City of West Fargo, Facility information, Moorhead collaboration and draft partner operating agreement.

The project is designed as a public/private partnership with a \$30 million capital budget. (\$15 million private and \$15 million public). To date, \$11,470,000 has been pledged from private sources.

The academy will offer programs that will provide K-14 students, the incumbent workforce and new American immigrants a curriculum to prepare them for successful careers. The program is also dependent on strong partnerships with business/industry leaders from the region that work together to enhance curriculum with relevant learning for successful outcome.

The project is a collaborative effort by the school districts of Fargo, West Fargo, Northern Cass, Central Cass and North Dakota State College of Science. It is designed to deliver workforce training and education that is responsive to changing employer and student needs.

This plan will expand and enhance our ability to attract, retain and grow businesses and develop opportunities for student success in the workforce.

The Career Workforce Academy will:

- Provide exposure to multiple career paths for all levels of K-14 students.
- Present more opportunities for students to sample and experiment with a variety of careers.
- Create opportunity for those interested in a technical degree.
- Create a path for incumbent workers and new Americans for a new career.
- Provide appropriate facilities and equipment for hands-on career training.
- Focus on the region's workforce and employer needs.

On behalf of the project partners, we respectfully appreciate your support and timely consideration.



John Richman, Ph.D.
NDSCS President

Public Funding Efforts

Beginning in 2017, Career Workforce Academy education partners and local business leaders with the Greater Fargo-Moorhead Economic Development Corporation and the Fargo Moorhead West Fargo Chamber of Commerce have conducted in numerous meetings and strategy sessions that endorsed the \$30 million dollar Public/Private Partnership capital funding model.

Initially, the \$15,000,000 public K-12 funding options was explored. As a result, it was determined that districts would not be able to fund capital construction which is largely based on demands of growth, tax base and projected state funding.

Beginning in the summer of 2018, efforts centered on securing State of North Dakota public funding. In December, 2018 \$30 million for career academies was included in Governor Doug Burgum's budget recommendation for the 2019 legislative session. In April 2019, the legislature ultimately chose not to fund the program.

In the Spring of 2019, The Chamber of Commerce of Fargo, Moorhead, West Fargo and the Greater Fargo Moorhead Economic Development Corporation through the Fueling our Future initiative proposed to Cass County elected officials financial support as an economic development project. Over the past two months, the County request has emerged into a shared public request between Cass County for \$5,000,000, City of Fargo for \$1,500,000 and City of West Fargo for \$1,250,000. Securing public funding commitments by early July 2020, plus private funding including Fueling the Future secures local support of \$20,220,000.

By securing the local funds, the project can apply for a federal grant of \$5,000,000 to start the project. The federal grant request is time sensitive with applications due in July, 2020. Total first phase of the project upon a federal grant award, Fall 2020 is \$25, 220,000.

Objectives of Public-Private Partnerships

- 1. To insure government services are delivered in the most economical, effective and efficient manner*
- 2. To create opportunities for private sector to contribute to overall economic growth*
- 3. To ensure the best interests of the public, the business sector and community are served by appropriate allocation of risks.*

Why \$1,250,000 over 5 years from the City of West Fargo?

Across the nation, public and private organizations have creatively engaged in various forms of partnerships for the success of their citizens and communities. Some policies and practices have been in place for decades, while others are emerging influenced by workforce demands, a desire for economic growth, or innovative grassroots leaders. The following are examples of success due to county government influence and systemic strategies:

Business – Public - Private Sector Partnerships: Next Generation Sector Partnerships are partnerships of businesses, from the same industry and in a shared labor market region, who work with education, workforce development, economic development and community organizations to address the workforce and other competitiveness needs of the targeted industry. ([Resource](#))

Oklahoma Local Investment in Career Training – A Track Record of Success: In 1966 when Oklahoma voters approved a constitutional amendment allowing the establishment of what were then called area vocational-technical schools. One of the main goals of these schools was to provide cost-effective vocational education. The amendment allowed school districts to join together to form a vo-tech district with an independent board of education and its own locally approved tax base. The new school could then offer specialized occupational training programs that sending schools could not afford to offer, or for which they might not have enough enrollment to justify the offering. Today, 29 Career and Technology Center exist across the state of Oklahoma. ([Resource](#))

- [2019 Oklahoma County Millage](#)

Wichita - Sedgwick County – The National Center for Aviation Training (NCAT) was primarily (\$55 million) funded and built by Sedgwick County to meet aviation manufacturing workforce demand. Wichita Area Technical College (WATC) serves as the managing partner for the Center, partnering with Wichita State University's National Institute for Aviation Research (NIAR), to provide industry-driven training courses. This world-class training facility provides students the opportunity to receive hands-on, real-world training in the areas of general aviation manufacturing and aircraft and power plant mechanics. NCAT consists of three buildings: Advanced Manufacturing Technology Center (80,948 sq. ft.), the Aviation Service Center (96,243 sq. ft.) and an Assessment and Administration Center (30,435 sq. ft.) for admissions, student services and employment placement.

- [2019 Ad Valorem Tax Levies](#) – W. S. U. Program Development – 1.5 mils
- Community Development – Technical Education – ([Initial Investment](#))

Why New Facility?

In 2018, a comprehensive site/building search was completed by the Greater Fargo Moorhead Economic Development Corporation. Criteria used Career Workforce Academy included the following: Accessibility to major thoroughfares, proximity to majority of area high school students, real estate property, purchase price (Land cost), surrounding area use & appropriate zoning, visibility to community, acreage availability, access to utilities, 100 year flood history & any other environmental concerns, local reception, crime rate, proximity to public transportation and IT connection capability.

A total of seven options were presented. Listed below are the six building sites and one available building that were considered.

1. 1001 NP Avenue North, Fargo
2. 64th Avenue South & 45th Street, Fargo
3. 2121 43rd Street. South, Fargo
4. 52nd Street NW & 19th Avenue North, Fargo

5. West Main Avenue & I-94, West Fargo
6. 64th Avenue South & I-29, Fargo
7. Gander Mountain Facility I-94 & 45th Street, Fargo

In 2019, it was determined with the Career Academy planning committee that the 45th Street and 64th Avenue South option meet the majority of project criteria. The one existing building, Gander Mountain would have been ideal had there been enough acreage for expansion.

In addition, the Kmart facility, South University Drive, Fargo was later researched as to its availability. Local leaders contacted the real estate ownership group based in Atlanta, GA. The ownership group expressed their intentions were to redevelop the property for their own purposes.

Moorhead Career Academy Collaboration

At the inception of Career Workforce Academy discussions, local K-12 schools districts and two year colleges were invited to the table including Central Cass, Fargo, Kindred, Northern Cass, Moorhead, and West Fargo Public Schools, along with M-State and NDSCS. Early brainstorming and planning sessions were around a vision, concept and possible strategies to move such a project forward. All organization endorsed representatives to engage in the Phase I – research and strategic planning creation in 2017-2018 and Phase II – curriculum and program review in 2018-2019. Leadership and planning meetings were shared collaboration and consensus driven!

Throughout the Career Academy development process, organizations were tasked to envision the future of education, workforce needs, and student learning. They were also challenged to innovate current practices to consider the CWA vision. Realistically, all organizations had slightly different policies, district goals, funding and state requirements, which strengthened discussions, yet also challenged each individual organization to determine their commitment, beyond collaboration, but their ability to execute a shared vision and establish a formal partnership. A CWA partnership agreement was necessary to execute strategic plan goals and set forth terms and conditions of operation for the project.

As local organizations reviewed levels of commitment toward the CWA project, Moorhead elected to advance a bond referendum to manage growing high school enrollments and space issues. Kindred chose to focus on local high school career education programs due to travel. M-State determined to continue their focus on organizational goals. The CWA group celebrates the success of these organizations and recognizes the need for lines of communication to remain open for future partnerships and cooperation for the success of all.

In response to questions around the need for a Cass County CWA (CCCWA) versus the sharing with the Moorhead CWA (MCWA):

- Current and projected growth in regional populations, coupled with the current and projected growth of each school district, sets the stages for workforce and educational demands in Cass and Clay Counties, thus creates a demand for both the CCCWA and MCWA.
- Workforce demands persist to grow in the region, requiring training beyond high school for students, adults and new Americans.

- Following the passage of the bond referendum, Moorhead will be using their MCWA as an outlet for students (600-700) during phase 1 of their new addition, and then the phase 2 tear down and rebuild the second addition.
- Due to interest from DGF, Barnesville, and Hawley, it is likely that space at MCWA will be limited due to demands to partner with MCWA.
- At the fall M-State Advisory Committee meeting, President Brimhall communicated growth and need for additional program space and partnering with the MCWA.
- It is the vision of the CCCWA and MCWA to continue to collaborate as programs are designed to meet workforce demands, minimize duplication and explore options to share students and instructors as they serve learners in the region.

"You need to be aware of what others are doing, applaud their efforts, acknowledge their successes, and encourage them in their pursuits. When we all help one another, everybody wins." - Jim Stovall

Attachment A

FACILITY OPERATING AND CONCURRENT ENROLLMENT AGREEMENT 01-10-2020

This Agreement, made this _____ day of _____, 2020, by and between North Dakota State College of Science (NDSCS), 800 6th Street North, Wahpeton, ND 58076 ("NDSCS"), and the following: Central Cass Public Schools, 802 5th Street North, Casselton, ND 58102, Fargo Public Schools, 415 North 4th Street, Fargo, ND 58102, Northern Cass Public Schools, 16021 18th Street SE, Hunter, ND 58048, and West Fargo Public Schools, 207 Main Avenue West, West Fargo, ND 58078 ("School Districts"), with all jointly being referred to as the "Parties."

Recitals

The Parties wish to execute this agreement to create the Cass County Career Workforce Academy ("CCCWA") at: (address _____)

The founding membership of the CCCWA shall be comprised of: Fargo Public Schools, West Fargo Public Schools, Northern Cass Public Schools, Central Cass Public Schools and NDSCS. Additional members may be added upon mutual consent of founding members.

NDSCS has established an agreement with the following owner, _____, for the CCCWA to operate out of the building at [reference the site of building or the name of the building] ("Building")

The Parties by mutual agreement share certain costs and expenses of operating the CCCWA, including expenses relating to maintenance staff, maintenance, and operating costs.

Statement of Purpose

The Parties acknowledge and agree that the CCCWA Building will be used jointly by the Parties for educational purposes and that each Parties receives substantial benefits by the creation and shared use of the CCCWA.

Term of Agreement

The term of this Agreement will be for an initial period lasting at least through the construction and financing phase of the project. Then after the initial period, this agreement will renew with all Parties in five year increments thereafter, so long as NDSCS has an agreement with the owner, _____, to utilize the building.

Facility Use

On or before July 1st of each year the Parties will meet, discuss and agree to each Parties schedule and use of the classrooms, shops and/or labs. The Parties acknowledge that each Parties use of the facility is substantially equivalent, however, notwithstanding that principle, each Parties need for space maybe renegotiated from time to time.

Financial Provisions

1. The Parties will share in the cost of operations and maintenance of the CCCWA. The Parties acknowledge the CCCWA will have operation and maintenance costs. Items upon which the cost allocation will be applied shall include, but not be limited to, the following: heat and electricity, water, sewage, rubbish removal, building insurance, ground maintenance supplies and janitorial supplies, custodian and ground maintenance salaries, IT network, and telephone expenses.
2. Cost of Operations and Maintenance Allocation Formula. The current estimated annual cost of operations and maintenance is \$600,000. The parties have agreed to an initial payment formula of: NDSCS - \$300,000; Fargo Public Schools - \$100,000; West Fargo Public Schools - \$100,000; Central Cass Public Schools - \$50,000; Northern Cass Public Schools - \$50,000.
3. The Parties acknowledge that the future costs of repairing the building, roof, parking lot, HVAC system, additional land acquisition, specials, etc., and establishment of a deferred maintenance fund, are part of the ongoing operating and maintenance expense that will need to be addressed three years from the date of execution of this agreement.
4. The Parties shall review the finances, and operations and maintenance allocation formula of the CCCWA on an annual basis.
5. **Tuition and Fees for Concurrent Courses.** Each School District will determine how the NDSCS college tuition and fees will be paid.

Liability Insurance Coverage

Each Parties shall purchase and at all times maintain comprehensive general liability insurance containing standard coverages against any and all injury to person or property in such amounts as it may reasonably deem necessary to provide adequate liability coverage for the general public, patrons and visitors to the CCCWA, policy and amount shall be reviewed annually by the Parties so as to maintain adequate coverage at all times.

Personal Property Insurance

Each Parties shall consider and maintain personal property insurance coverage against any and all damage to furnishings, equipment, and fixtures located with the facility. The personal property insurance coverage shall be in an amount equal to replacement value of the furnishings and equipment each owned by each Parties, which policy and amount shall be reviewed annually by Parties to maintain adequate coverage at all times.

Governing Law

This Agreement and the rights and liabilities of the Parties shall be determined in accordance with the laws of the State of North Dakota.

Captions

Captions contained in this Agreement are inserted only as a matter of convenience and in no way define, limit, extend or describe the scope of this Agreement or the intent of any provision hereof.

Severability

Every provision of this Agreement is intended to be severable. If any term or provision hereof is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the terms or provisions within this Agreement.

Amendments to Agreement

This Agreement may be modified or supplemented at any time by the written agreement of the Parties.

Expiration or Termination of Agreement by Parties

After the initial period of this agreement has been completed, a member may terminate their participation in the CCCWA by submitting, in writing, a withdrawal resolution prior to February 1st of the year in which the termination is to be effective. All properties and physical assets will remain with CCCWA.

Re-entry after Termination

Re-entering School Districts shall be allowed to renew participation in the CCCWA based on such terms and conditions the Parties hereto may approve.

Dated this ____ day of _____, 2020

North Dakota State College of Science

By: _____ Attest: _____

Central Cass Public School District

By: _____ Attest: _____

Fargo Public School District

By: _____ Attest: _____

Northern Cass Public School District

By: _____ Attest: _____

West Fargo Public School District

By: _____ Attest: _____



January 10, 2020

Chair Chad Peterson and Cass County Commissioners
211 9th Street S.
Fargo, ND 58103

Chairman Peterson and Cass County Commissioners:

On behalf of the Valley Prosperity Partnership (VPP) we write in support of the development of the Cass County Career Workforce Academy. The VPP is a 28-member coalition representing major business employers, joined by higher education and economic development partners, working together to advocate for and achieve common strategic economic development goals. Workforce development has been the VPP's highest priority since its establishment in 2012.

As business leaders in the Red River Valley we believe this academy will offer the training and skills most urgently needed in the region. The academy will expand career and technical education and training that focuses on career pathway programs that align with industry growth clusters with the highest potential for creating growth and shared prosperity in our region.

Led by a collaborative group of educational organizations and the North Dakota State College of Science, the Academy is a potent partnership that includes private sector companies, K-12 school districts in Cass county, and the FMWF Chamber of Commerce and the Greater Fargo-Moorhead Economic Development Corporation operating in partnership via the Fueling Our Future initiative.

As Co-Chairs of the VPP we are confident that the Cass County Career Workforce Academy will have a significant long-term impact on the availability of skilled workers not only here in Cass County but throughout the Red River Valley and beyond. We respectfully urge you to partner with the private sector, K-12 districts and NDSCS to provide the necessary capital to construct this important asset for our region.

Sincerely,

A handwritten signature in black ink that reads "Marshal Albright".

Marshal Albright

A handwritten signature in blue ink that reads "Steve J. Burian, P.E.". The signature is written on a light grey rectangular background.

Steve Burian

United States Senate
WASHINGTON, DC 20510

May 28, 2020

Ms. Angela Belden Martinez
Regional Director
Economic Development Administration
Denver Regional Office
1244 Speer Boulevard, Suite 431
Denver, CO 80204-3515

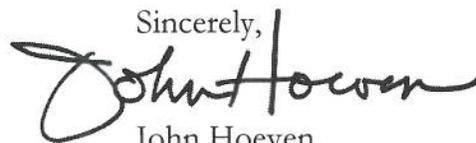
Dear Director Martinez:

I am writing to express my support for the forthcoming application from the North Dakota State College of Science (NDSCS) for Coronavirus Aid, Relief, and Economic Security (CARES) Act funding under the Public Works and Economic Adjustment Assistance Programs (FOA: PWEAA2020). Thank you for your consideration.

North Dakota has a long record of economic expansion and diversification. We've made tremendous investments to add value to our primary industries of agriculture and energy, while also leveraging our institutions of higher education as engines of innovation. This has provided good jobs and helped establish our state as a hub of technology entrepreneurship.

The proposal from the NDSCS seeks to build on this progress by addressing local demand for skilled labor. The Career Workforce Academy is a collaboration of private businesses, career and technical education (CTE) institutions, and local school districts in Cass County. The goal of this effort is to expand access to CTE and certificate programs for students in the region, empowering them to gain college credit and certifications prior to graduation. Doing so will help students get a head start on their careers, saving them time and money, while also helping businesses attract and retain skilled employees. Partnerships like this have the potential to provide greater opportunities for our residents to lead productive, successful lives and can enable a stronger economy for years to come.

Accordingly, I hope this proposal receives your favorable consideration. Thank you for your time and attention to this important matter. Please keep me informed of the review process, and feel free to contact me with any updates or inquiries you may have.

Sincerely,

John Hoeven
U.S. Senator



— State of —
North Dakota
Office of the Governor

Doug Burgum
Governor

June 2017

Dear State Board of Higher Education members,

As Governor of the great state of North Dakota, I strongly endorse the Fargo/Moorhead Regional Career Academy project.

This partnership will harness the power of private sector investment and the knowledge of K-12 school districts, as well as the North Dakota State College of Science and other two-year educational institutions, combined with the community-based focus found in organizations such as the Fargo Moorhead West Fargo Chamber of Commerce, Greater Fargo/Moorhead Economic Development Corporation and the cities of Fargo and West Fargo.

The synergetic effort being made to create a regional academy focused on equipping young adults with the skills they need to achieve career readiness is remarkable.

The project's focus is one of great merit, as the benefits of career and technical training to create a more empowered workforce extend far beyond that of the individual's ability to lead a more successful and productive life.

Business and industry's commitment to cooperative educational and apprenticeship opportunities fosters growth in all areas of society, including workforce development, efficient infrastructure and healthy, vibrant communities. Growth in these areas is beneficial to all and is strongly enhanced by cooperative efforts such as the Fargo/Moorhead Regional Career Academy project. It will allow our workforce to remain competitive in a 21st century economy, and we must support these ventures.

Sincerely,

A handwritten signature in black ink that reads "Doug Burgum". The signature is fluid and cursive, with the first letters of "Doug" and "Burgum" being capitalized and prominent.

Doug Burgum
Governor



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.gov

Date *

6/29/2020

Topic for Consent or Regular Agenda?

Please select one option:

Consent Agenda

Regular Agenda

Please Briefly Describe Your Request *

Provide an update to the West Fargo City Commission regarding the progress of the Census in the City of West Fargo.

Site Address or Legal Description (if applicable)

Action Being Requested from City Commission *

No action being requested

Upload Additional Documentation (Optional):



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: *

7014335314

Email Address:

melissa.richard@westfagond.gov

Date *

7/2/2020

Topic for Consent or Regular Agenda?

Please select one option:

Consent Agenda

Regular Agenda

Please Briefly Describe Your Request *

Review proposal for community inclusion action plan.

Site Address or Legal Description (if applicable)

Action Being Requested from City Commission *

Consider high-level proposal and provide feedback to develop final proposal for approval at future City Commission meeting.

Upload Additional Documentation (Optional):

Regular Agenda: 6.

July 2, 2020

TO: West Fargo Events Board, Tina Fisk, and Mike Amundson
FROM: Todd Berning
CC: EPIC Events, LLC
RE: Four Paid Tickets Events at The Lights

.....

Hi,

We have booked four events, July (PJ Fleck), and August (Hairball, Sawyer Brown, and Jimmie Allen). These are rental events for WFE and the City.

We have spent several weeks working with promoters and other folks in the industry – Arena Network, William Morris Agency, and Ralph Engelstad Arena, along with communications with the State of ND Tourism, and of course local health department.

What we are trying to do is create an environment for guests, employees, and the acts to be as safe as possible while enjoying an event.

The guidelines that we have established to put on these events include, but are not limited to:

- All events will be limited to 1,800 tickets, which is less than 50% of the 4,000 capacity as established by the WF Fire Dept.
- All guests will be given a mask if they wish for free.
- All guest will be given an individual bottle of hand sanitizer and there will be stations spread out through the venue.
- Bathrooms will be cleaned frequently during the event.
- Temperatures will be taken by metro area health care workers and those who fail the test at the gate will be refunded their ticket.
- Anyone feeling uncomfortable do to COVID will be refunded their ticket.
- Two zones will be established and the zoning chart is attached so that the different type of event goer can establish which zone that they want to be in with one zone being masks required, and the other masks optional. Each zone will have bathrooms and concessions. Each zone has the capacity to hold 75% of the capacity.

We appreciate any feedback and welcome the opportunity for those who want to move forward in a controlled concert/event environment can do so. I guess you would call it the “new normal” until a vaccine has been distributed.

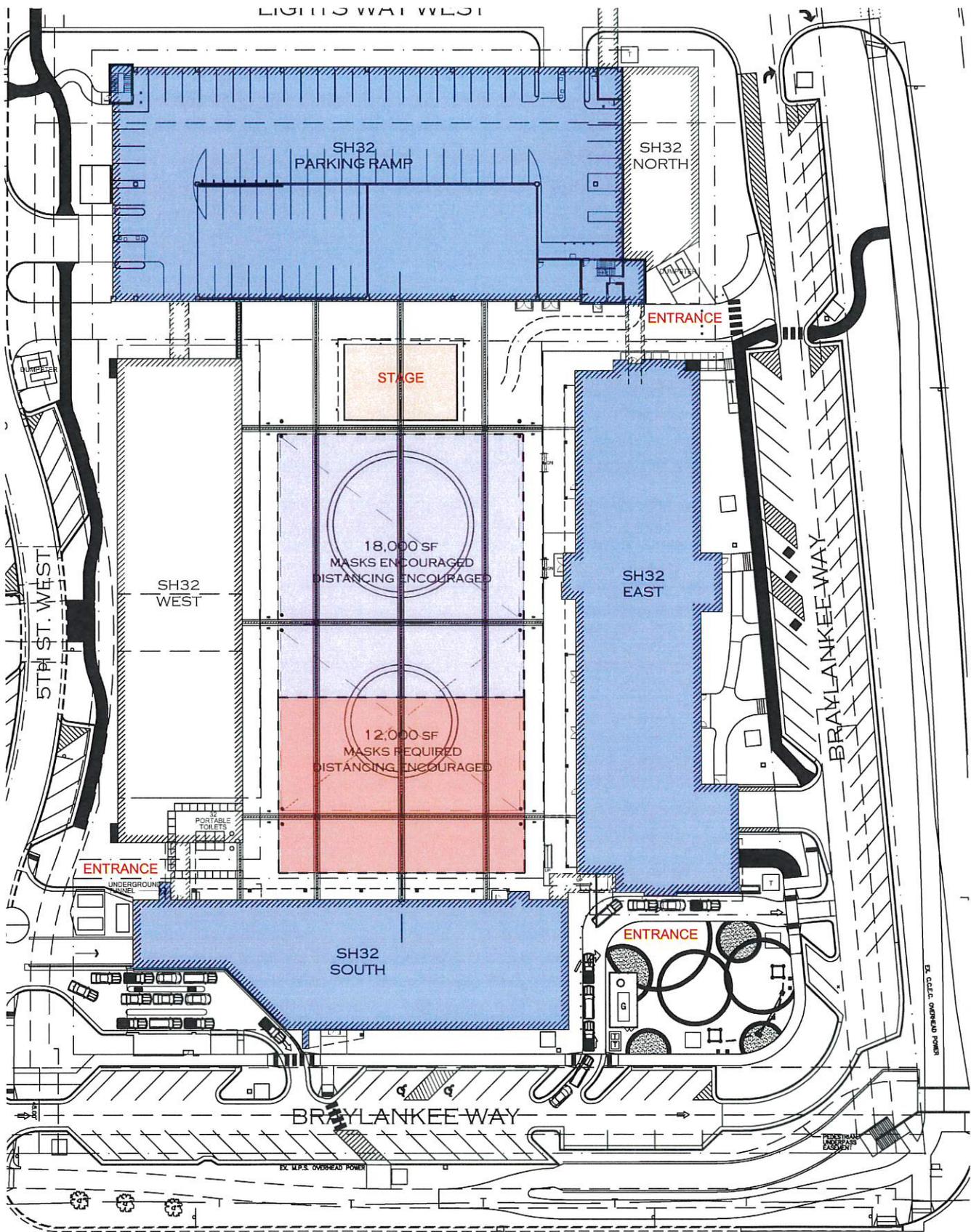
Several of us are very close to this, me in particular, as every day my wife gets up, puts on her COVID apparel, including full shield, mask and other special equipment to go to work at the VA Hospital, which houses our veterans, some with the COVID virus. We take it very seriously, yet understand that people need to have choices, in a controlled environment.

It is clear when you look at the mental health statistics, and even the numerous people that have thanked the WFE staff for events going on, some people just want an option to get out and do something. We want this space to continue to be programmed with the health and safety of all considered, including mental health.

Let me know if you have any questions, as it has been a talked about topic as of late, with the cancellation of July cruise night, which has a lot more issues on controlling the environment and proximity of spacing, etc. I totally understand the discussions going on about that.

Sincerely,


Todd Berning
President, EPIC Events, LLC





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

Engineering Department
800 4th Ave E
West Fargo, ND 58078
701-433-5330
www.westfargond.gov

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

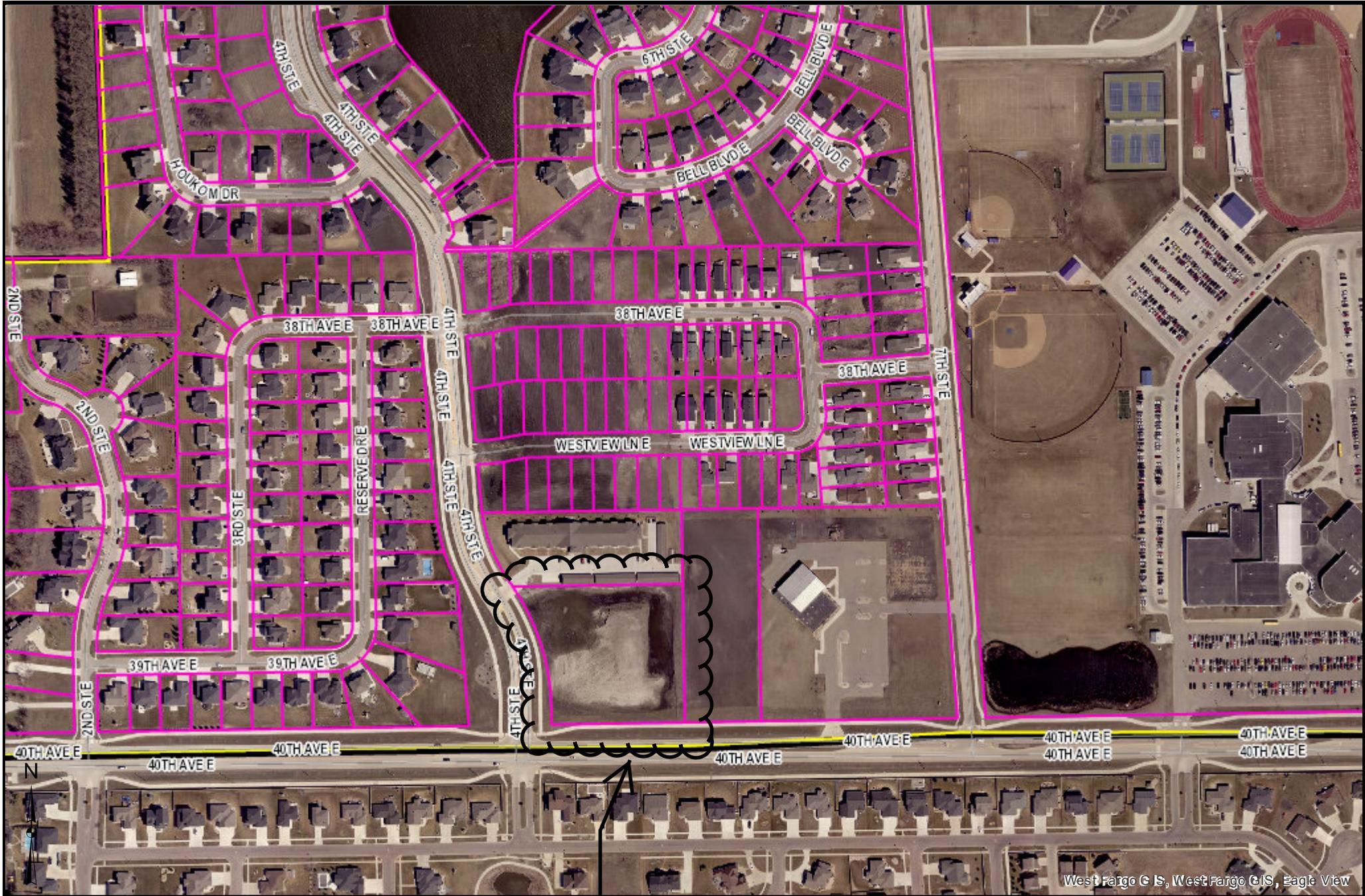
OFFICE USE:
AGENDA ITEM # 7.

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

1. CONTACT PERSON(s):
 - Dustin T. Scott, City Engineer (433-5425)
2. DATE OF MEETING:
 - July 6th 2020
3. DESCRIPTION OF REQUEST:
 - Review the attached "*Petition for Improvements*" requesting city infrastructure to service Westview 4th Addition, submitted by the developer, Mike Graham.
4. LOCATION (address; legal; etc.):
 - Westview 4th Addition – Northeast corner of 4th Street and 40th Ave East
5. ACTION(s) REQUESTED:
 - Direct staff to evaluate infrastructure needs and prepare preliminary Improvement District.

ADDITIONAL INFORMATION:

- The West Fargo Planning and Zoning Commission reviewed and approved the preliminary plat during their regular meeting held on May 12, 2020.



West Fargo GIS, West Fargo GIS, Eagle View

These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

Westview 4th Location Map

Date: 7/2/2020

This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.



I/ we Mike Graham (Oakside office condos) are the legal and equitable owners of the following described property, to-wit:

[Insert Legal Description] Westview 4th Addition

(hereinafter the "**Property**")

I/we hereby petition the City Commission of the City of West Fargo, Cass County, North Dakota, to create an improvement district for the purpose of constructing the following municipal improvements: Sanitary Sewer, Water Mains, Storm Water, Paving (hereinafter the "**Improvements**")

I/We hereby request that the City Commission of the City of West Fargo, Cass County, North Dakota, determine by resolution that a written petition for the **Improvements** signed by the owners of a majority of the area of the **Property** included within the district, has been received and that the resolution declaring work necessary shall not be required for said improvement district.

I/we hereby certify that I/we am/are the legal and equitable owner(s) of the **Property** and have the authority to grant the City of West Fargo all necessary easements, rights of ways, fee simple, dedications and other interests in the **Property** that may be required to complete the construction of the **Improvements**.

I/We agree that pursuant to North Dakota Century Code Chapters 40-23 through 40-32 that the City shall assess the entire cost of the Improvements against my/our Property and hereby agree to pay the entire cost as levied and apportioned by the city.

Dated this 17 day of June, 2020.

OWNERS:

Mike Graham
Okridge Office Condos

This petition must be accompanied by evidence of ownership of the Property. Such evidence can include the following items: (a) title opinion; (b) O & E report; or (c) a copy of the vesting deed.

PAGE: 1 of 2 WD 1586325
The Title Company-Commercial 3/31/2020 11:50 AM
Recorded Electronically \$20.00

RECORDER'S OFFICE, CASS COUNTY, ND 3/31/2020 11:50 AM
I CERTIFY THAT THIS INSTRUMENT WAS FILED FOR RECORD THIS DATE.
DEBORAH A. MOELLER, COUNTY RECORDER

by Teresa A. Kirby, Dep. **1586325**
Recorded Electronically



240612

WARRANTY DEED

THIS INDENTURE, Made this 31st day of March, 2020,
between Buchholz Custom Homes LLC, a North Dakota limited liability company,
Grantor, and Oakridge Condos, LLC, Grantee, whose post office address is
3251 Oakridge Loop E West Fargo ND 58078.

WITNESSETH, For and in consideration of the sum of One Dollar (\$1.00) and
other good and valuable consideration Grantor does hereby GRANT to the Grantee all
of the following real property lying and being in the County of Cass, and State of North
Dakota:

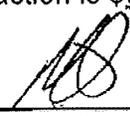
Lot One, in Block One, of Westview Second Addition to the City of West Fargo,
situate in the County of Cass and the State of North Dakota.

The legal description was obtained from a previously recorded instrument.

And the Grantor, for itself, its successors and assigns, does covenant with the Grantee
that it is well seized in fee of the land and premises aforesaid and has good right to sell
and convey the same in manner and form aforesaid; that the same are free from all
encumbrances, except installments of special assessments and assessments for
special improvements which have not been certified to the County Treasurer for
collection, easements and restrictions of record; and the above granted lands and
premises in the quiet and peaceable possession of the Grantee, against all persons
lawfully claiming or to claim the whole or any part thereof, the Grantor will warrant and
defend.

I certify that the full consideration for this transaction is \$857,588.00.

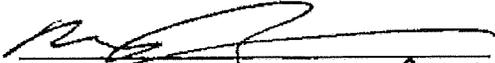
Date: 3/31/2020


Grantee or Grantee's Agent

02-5231-00010-000

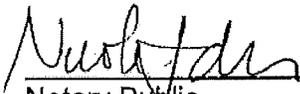
IN TESTIMONY WHEREOF, the Grantor has caused these presents to be executed in its name.

Buchholz Custom Homes LLC


By: President Mark Buchholz
Its:

STATE OF NORTH DAKOTA
COUNTY OF CASS

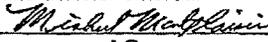
On this 31st day of March, 2020, before me personally appeared Mark Buchholz, known to me to be the President of Buchholz Custom Homes LLC, a North Dakota limited liability company who is described in, and who executed the within and foregoing instrument and severally acknowledged that he executed the same on behalf of said limited liability company.



Notary Public
My Commission expires:

NICOLE DAVIDSON
Notary Public
State of North Dakota
My Commission Expires Aug. 13, 2022

This document was prepared by:
Wheeler McCartney, P.C.
35 4th St N, Suite 102
Fargo, ND 58102

AUDITOR'S OFFICE
COUNTY OF CASS, NORTH DAKOTA
3/31/2020
Taxes and Special Assessments paid
and transfer entered.
 AUDITOR
AS _____ DEPUTY



WESTVIEW 4TH ADDITION

A REPLAT OF LOT 1, BLOCK 1, WESTVIEW 2ND ADDITION TO THE CITY OF WEST FARGO, CASS COUNTY, NORTH DAKOTA

OWNERS CERTIFICATE

KNOW ALL MEN BY THESE PRESENTS, THAT CASS COUNTY, NORTH DAKOTA, IS THE OWNER OF THAT PART OF THE SOUTH-WEST QUARTER (E1/4) OF SECTION 29, TOWNSHIP 139 NORTH, RANGE 49 WEST OF THE 5TH PRINCIPAL MERIDIAN TO THE CITY OF WEST FARGO, COUNTY OF CASS, STATE OF NORTH DAKOTA AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

LOT 1, BLOCK 1, WESTVIEW 2ND ADDITION TO THE CITY OF WEST FARGO, CASS COUNTY, NORTH DAKOTA

SAID OWNER HAS CAUSED THE ABOVE DESCRIBED TRACT OF LAND SHOWN ON THIS PLAT TO BE SURVEYED AND PLATTED AS WESTVIEW 4TH ADDITION TO THE CITY OF WEST FARGO, NORTH DAKOTA, SAID WESTVIEW 4TH ADDITION, CONSISTS OF 22 LOTS, BLOCK 1, LOT 1, BLOCK 1, AND CONTAINS 23.0 ACRES, MORE OR LESS TOGETHER WITH EASEMENTS AND RIGHT OF WAYS OF RECORD.

BY: _____
CASS COUNTY, NORTH DAKOTA
CASS COUNTY, NC, LLC

SURVEYORS CERTIFICATE

I, _____, DAY OF _____, 2020, BEFORE ME, A NOTARY PUBLIC WITHIN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED _____, OWNER OF CASS COUNTY, LLC, TO ME KNOWN TO BE THE PERSONAL SIGNER AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THAT HE EXECUTED SAME AS THEIR FREE ACT AND DEED.

NOTARY PUBLIC, COUNTY: _____ STATE: _____

WEST FARGO CITY COMMISSION APPROVAL

THIS PLAT IN THE CITY OF WEST FARGO, ND IS HEREBY APPROVED THIS _____ DAY OF _____, 2020.

TOM MCCOUGALL
CHAIRMAN OF THE WEST FARGO PLANNING COMMISSION
STATE OF NORTH DAKOTA }
COUNTY OF CASS

WEST FARGO CITY COMMISSION APPROVAL

THIS PLAT IN THE CITY OF WEST FARGO, ND IS HEREBY APPROVED THIS _____ DAY OF _____, 2020.

TINA RISK
CITY ATTORNEY
STATE OF NORTH DAKOTA }
COUNTY OF CASS

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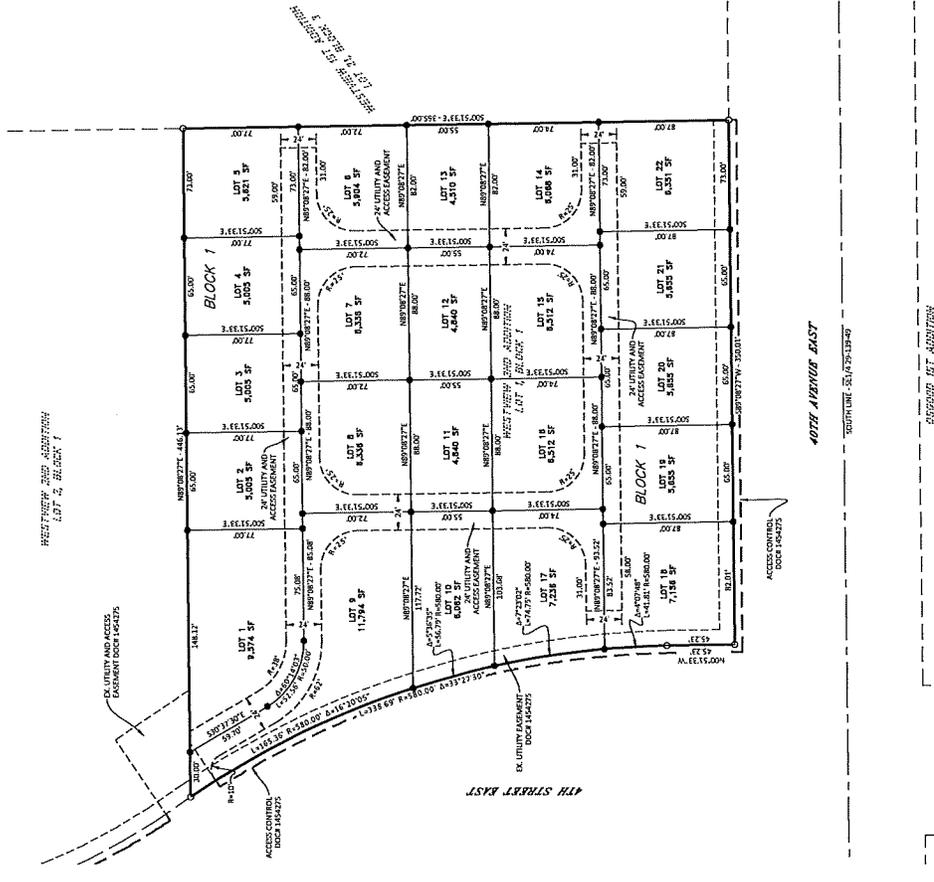
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CITY ATTORNEY
STATE OF NORTH DAKOTA }
COUNTY OF CASS



LEGEND

- MONUMENT SET
- MONUMENT FOUND
- EX. EASEMENT LINE
- EX. SECTION LINE
- PROPERTY BOUNDARY LINE
- NEW FLOW/PROPERTY LINE
- EX. EASEMENT LINE
- ACCESS CONTROL LINE

SURVEY INFORMATION

DATE OF SURVEY: JUNE 2020

BASE OF BEARING: NAD83, NORTH DAKOTA STATE PLANE

SCOTT ZONE, INTERNATIONAL FEET

SHEET 1 OF 1

LOWRY
ENGINEERING

1111 WESTRAC DRIVE - SUITE 108
FARGO, NORTH DAKOTA 58109



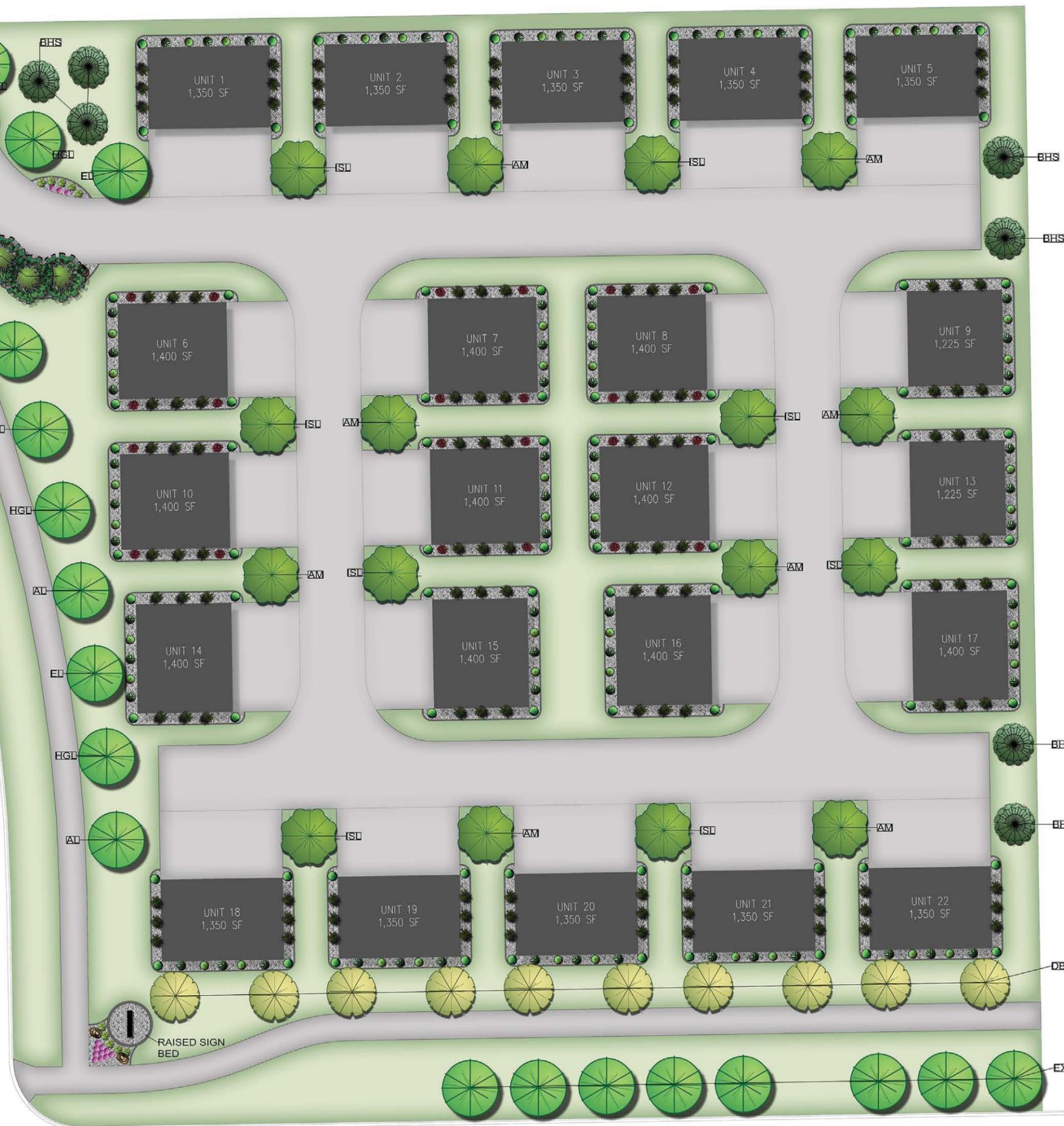
- NOTES**
- CONTRACTOR SHALL BECOME FAMILIAR WITH THE LOCATION OF ALL EXISTING AND FUTURE UNDERGROUND SERVICES AND IMPROVEMENTS WHICH MAY CONFLICT WITH WORK TO BE DONE.
 - LANDSCAPE CONTRACTOR TO REMOVE WEEDS, REMAINING VEGETATION, AND FINE GRADE ENTIRE SITE PRIOR TO PLANTING. RECEIVE APPROVAL FROM CONSTRUCTION MANAGER FOR APPROVAL OF FINE GRADING.
 - FINISH GRADES AND EDGING SHALL BE APPROVED PRIOR TO PLANTING OPERATIONS.
 - EDGING TO BE MECHANICALLY FORMED, CAST-IN-PLACE CONCRETE EDGING. STYLE AND COLOR TO BE SELECTED BY OWNER. INSTALL EDGING LEVEL AND EVEN.
 - ALL NEWLY PLANTED MATERIAL SHALL BE THOROUGHLY SOAKED WITH WATER WITHIN 3 HOURS OF PLANTING.
 - THIRTY DAYS AFTER PLANTING, CONTRACTOR SHALL RE-STAKE AND STRAIGHTEN TREES AS NECESSARY.
 - ALL PLANTING BEDS ARE TO RECEIVE 3" DEPTH OF 2-4" DIA. CLEAN WASHED, LANDSCAPE ROCK OVER A 5 OZ. WOVEN LANDSCAPE WEED-BARRIER FABRIC.
 - BOULDERS INDICATED ON PLAN ARE TO BE 3-4" LIMESTONE BOULDERS.
 - ALL PLANTING BEDS TO HAVE 'PREEN FOR PERENNIALS' OR APPROVED EQUAL PRE-EMERGENT HERBICIDE APPLIED AT RATES RECOMMENDED BY MANUFACTURER.
 - ALL PLANTS IN LAWN AND ROCK MULCH BEDS TO RECEIVE 4" DEPTH SHREDDED CEDAR WOOD MULCH AS INDICATED BELOW; a. TREES- 5' DIAMETER b. SHRUBS - 2' DIAMETER c. PERENNIALS - 18" DIAMETER
 - CONTRACTOR SHALL GUARANTEE PLANT MATERIAL TO BE ALIVE AND IN A HEALTHY CONDITION FOR A PERIOD OF 1-YEAR FROM DATE OF SUBSTANTIAL COMPLETION OF PLANTING OPERATIONS. PLANTS WITH LESS THAN 50% CANOPY AS DETERMINED BY OWNER SHALL BE CONSIDERED DEAD AND BE REPLACED BY CONTRACTOR.

NOTE: FINAL QUANTITIES AND CONFIGURATION OF PLANTING MAY BE ADJUSTED. MINIMUM LDC REQUIREMENTS FOR STREET PLANTING, BUFFER PLANTING AND OPEN SPACE PLANTING WILL BE MAINTAINED

PLANTING LEGEND

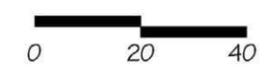
SYM	TREES	SIZE	QUANTITY
AL	AMERICAN LINDEN	2"	4
HGL	HARVEST GOLD LINDEN	2"	4
EL	EMERALD LUSTRE NORWAY M/	2"	3
PB	PILLAR BIRCH	2"	3
ISL	IVORY SILK LILAC	1.5"	8
AM	AMUR FLAME MAPLE	1.5"	8
DB	DAKOTA PINNACLE BIRCH	1.5"	10
BHS	BLACK HILLS SPRUCE	6-7'	7
EX	EXISTING TREES	-	-
SYM	SHRUBS	SIZE	
	ANNABELLE HYDRANGEA	#2	
	DWARF KOREAN LILAC	#2	
	GLOBE BLUE SPRUCE	#2	
	TAUNTUN YEW	#2	
	CRIMSON PYGMY BARBERRY	#1	
	KARL FOERSTER GRASS	#1	
	PERENNIALS	#1	

4TH ST E



40TH AVE S

40TH AVE
OFFICE PARK
WEST FARGO, ND



LANDSCAPE PLAN

L1.0