

- A. Pledge of Allegiance
- B. Approve Order of Agenda
- C. Approval of Minutes – July 20, 2020 **(Pages 3-7)**
- D. Building Permits

**Consent Agenda – Approve the Following:**

- a. Bills **(Pages 8-17)**
- b. Re-approval of Final Plat of The Wilds 20th Addition with condition that Lots 9-18, Block 1 will be replatted with Lot 42, Block 3 of The Wilds 9th Addition to incorporate pond access and maintenance easements. **(Pages 18-20)**
- c. Appointment of Jessica Matson-Fluto, Lisa Dullum, Ashley Sitelow, Lauren Kensok, and JoDee Lynn Devaney to the West Fargo Public Art Advisory Committee as voting members. Appointment of Leah Kelm and Ashley Smalley to the West Fargo Public Art Advisory Committee as ex-officio / non-voting members. **(Pages 21-22)**
- d. 3003 - Approve Resolution renaming project; Approve Plans and Specifications; AND Authorize Bid Advertisement for Improvement District No. 3003 **(Pages 23-30)**
- e. 6055 - Approve Plans and Specifications; Authorize Bid Advertisement for Project No. 6055 - Drain 45 Multi-Use Path (Phase One) **(Pages 31-34)**
- f. Games of Chance for the Veterans Warrior Foundation Inc. Games to be conducted: Raffle on 9-5-2020 at the West Fargo VFW at 444 Sheyenne St. **(Page 35)**

**Regular Agenda**

- 1. Hold First Reading and Public Hearing on the Zoning Ordinance Amendments at 5:30 pm on August 3, 2020 – **Tim Solberg (Page 36-48)**
- 2. Discussion about the Loberg/Hokoum area being developed – **Jeff Eberhardt (Page 49)**
- 3. Second Reading of Changes to the Sump Pump Ordinance 1160 – **Matt Andvik (Pages 50-56)**
- 4. Approve recommendations for 2020 West Fest activities – **Melissa Richard (Pages 57-59)**
- 5. Approve the final branding for the downtown mixed use district – **Melissa Richard (Pages 60-67)**
- 6. 2257 - Review Draft Documents for proposed Improvement Dist. No. 2257 (No Action) – **Dustin Scott (Pages 68-112)**
- 7. 1316 - Approve Engineer's Report; Authorize Engineer to prepare Plans and Specifications for Project No. 1316 – Phase One – **Dustin Scott (Pages 113-137)**
- 8. 1327 - Approve Engineer's Report; Authorize Engineer to prepare Plans and Specifications for Project No. 1327 – **Dustin Scott (Pages 138-156)**
- 9. 6056 - Approve Engineer's Report; Authorize Notice of Order to Construct Sidewalks for Sidewalk Improvement District No. 6056 – **Dustin Scott (Pages 157-176)**
- 10. Approve First Reading of Ordinance 1162 regarding the Mobility Impaired Parking – **John Shockley (Pages 177-178)**



West Fargo City Commission Meeting  
Monday August 3, 2020  
Commission Chambers 5:30 PM

11. Preliminary 2021 Budget Presentation – **Tina Fisk, Jim Larson (Pages 179-236)**
12. Review and approve the naming rights agreement of the POW/MIA Plaza in the City of West Fargo – **Tina Fisk (Pages 237-253)**
13. Construction Report – **Dustin Scott**
14. City Administrator's Report – **Tina Fisk**
15. Correspondence
16. Non-Agenda Items
17. Adjourn

**Please turn OFF your phone before entering the Commission Chambers.**



**West Fargo City Commission Meeting  
Monday, July 20, 2020  
Commission Chambers 5:30 PM**

The West Fargo City Commission met on Monday, July 20, 2020, at 5:30 pm. Those present were Commissioners Bernie Dardis, Eric Gjerdevig, Mark, Simmons, Brad Olson, and Mandy George. President of the Board Bernie Dardis called the meeting to order.

The Pledge of Allegiance was recited.

Commissioner Gjerdevig moved and Commissioner George 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 22, 2020 as presented. No opposition. Motion carried.

Commissioner George moved and Commissioner Gjerdevig seconded to approve the minutes of July 6, 2020 as presented. No opposition. Motion carried.

The Commission reviewed the Building Department Activity Report dated July 20, 2020 and Building Permits #383-441. Commissioner Olson moved and Commissioner Gjerdevig seconded to approve the Building Permits as presented. No opposition. Motion carried.

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

- a. Bills
- b. Approval of public liquor consumption for 2020 West Fargo Street Fair
- c. Approval of public liquor consumption during August and September Cruise Nights
- d. West Fargo Mutual Aid
- e. Approval to Hold First Reading and Public Hearing on the Zoning Ordinance Amendments regarding Sections 4-434 DMU: Downtown Mixed Use and 4-435 EMU: Entertainment Mixed Use District at 5:30 pm on August 3, 2020

No opposition. Motion carried.

Commissioner Gjerdevig brought back the discussion of the Workforce Academy with NDSCS. After discussion, Commissioner Simmons motioned to approve \$500,000, Commissioner and commissioner George seconded. A roll call vote was taken as follows: Commissioner George-Yes, Commissioner Olson-No, Commissioner Dardis-No, Commissioner Simmons-Yes, Commissioner Gjerdevig-No. No motion was on the table and no dollar amount commit.

Commission President Dardis motioned and Commissioner Olson seconded to approve \$600,000. Another roll call vote was taken for \$600,000 with contingencies that \$5 million from the US Department of Congress Grant be approved. Commissioner George-Yes, Commissioner Olson-Yes, Commissioner Dardis-Yes, Commissioner Simmons-No, Commissioner Gjerdevig-Yes.



**West Fargo City Commission Meeting**  
**Monday, July 20, 2020**  
**Commission Chambers 5:30 PM**

Tina Fisk, City Administrator for the City of West Fargo, appeared before the Commission to give the recommendation for appointment of West Fargo Chief of Police, Denis Otterness. Commissioner Gjerdevig moved and Commissioner Olson seconded to accept the recommendation. Commissioner George opposed. Motion carried.

Matt Andvik, West Fargo Public Works Director, appeared before the Commission to give the First Reading of Changes to Sump Pump Ordinance 1160. Matt proposed an annual fee to all homeowners for sump pumps. There would be an annual fee, set by a commission resolution, charged to the residents monthly. Homeowners who do not have a sump pump or connection would be able to fill out a form and return it to opt out to the fee. Commissioner Olson made a motion and Commissioner Gjerdevig to approve the first reading and bring it back for a second reading. Commissioner Simmons opposed. Motion carries.

Dustin Scott, City Engineer for the City of West Fargo, appeared before the Commission to review information and documents for the creation of an improvement district, designated as "Sewer, Water, Storm and Street Improvement District No. 1332" and to review Engineer's Report for "Sewer, Water, Storm and Street Improvement District No. 1332. He had asked to approve the creation of "Sewer, Water, Storm and Street Improvement District No. 1332 (pursuant to N.D.C.C 40-22-08 &40-22-09). He also asked to direct Engineer to prepare the Engineer's Report for "Sewer, Water, Storm and Street Improvement District No. 1332" (pursuant to N.D.C.C 40-22-10). As well as approve the Engineer's Report and direct the Engineer to prepare detailed plans and specifications for the construction of "Sewer, Water, Storm and Street Improvement District No. 1332" (pursuant to N.D.C.C. 40-22-11). Commissioner Simmons motioned to approve and Commissioner Olson seconded to approve the request of the developer and approve the Engineering Report. Commissioner George opposed. Motion carried.

Dustin Scott, City Engineer for the City of West Fargo, appeared before the Commission to ask for approval of Plans and Specifications for construction of Sewer, Water, Storm, and Street Improvements for District No. 1331. As well as authorizing advertisement of bid documents for construction of Sewer, Water, Storm, and Street Improvements for District No. 1331. Commissioner Olson motioned and Commissioner Gjerdevig seconded for approval. Commissioner George opposed. Motion carried.

Dustin Scott, City Engineer for the City of West Fargo, appeared before the Commission to review and discuss the Drain 45 Multi-Use Path - Phase One and notice of grant for Phase Two. He asked for direction from the Commission on how to proceed with Phase One and Phase Two. Commissioner Gjerdevig motioned and Commissioner Olson seconded to move forward with Phase One. Motion carried. Commissioner Olson motioned and Commissioner Gjerdevig seconded to move forward with Phase Two. Commissioner Simmons opposed. Motion carried.



**West Fargo City Commission Meeting**  
**Monday, July 20, 2020**  
**Commission Chambers 5:30 PM**

Dustin Scott, City Engineer for the City of West Fargo, appeared before the Commission to ask for approval of the contract with Key Contracting for constructing the final portion of Sewer, Water, and Storm Improvement District No. 1289. Commissioner Gjerdevig motioned and Commissioner Olson seconded to move forward. No opposition. Motion carried.

Dustin Scott, City Engineer for the City of West Fargo, appeared before the Commission to ask for approval for the proposal for Automated Pavement Survey citywide from ARA for \$74,500.00. Commissioner Gjerdevig motioned and Commissioner Olson seconded to move forward. Commissioner George and Commissioner Simmons opposed. Motion carried.

City Attorney John Shockley appeared before the Commission to review the first reading of the West Fargo Fire Department Ordinance No. 1153 – Fire Ordinance Amendment. Fire Chief, Dan Fuller appeared as well to discuss the Ordinance in further detail. After discussion, Commissioner Gjerdevig motioned and Commissioner George seconded to approve the first reading. No opposition. Motion carried.

City Attorney John Shockley appeared before the Commission to review the resolution providing for the Issuance of Taxable Gross Revenue Bonds (Parameters Resolution). Jim Larson, Finance Director of the City of West Fargo, and Mike Manstrom appeared to discuss further details and parameters on the item. After discussion, Commissioner George motioned and Commissioner Gjerdevig seconded the approval. No opposition. Motion carried.

Tina Fisk, City Administrator for the City of West Fargo, appeared before the Commission to discuss a recommendation for the Events that would take place at the Lights Plaza that are 500 attendees or more. After discussion, Commissioner Simmons motioned and Commissioner Gjerdevig seconded the approval of the recommendation. Commissioner Olson opposed. Motion carried.

Lauren Orchard, Economic Development Director for the City of West Fargo, appeared before the Commission to discuss the revision of EDAC Organizational Guidelines. After discussion, Commissioner Simmons motioned and Commissioner Gjerdevig seconded the approval of the revision. Motion carried.

Carissa Hansen, Library Director for the City of West Fargo, appeared before the Commission to discuss the West Fargo Public Library 2019 Annual Report. No action required.



**West Fargo City Commission Meeting**  
**Monday, July 20, 2020**  
**Commission Chambers 5:30 PM**

Tim Solberg, Planning and Zoning Director for the City of West Fargo appeared before the Commission to discuss the second reading of Sandhills 4th Addition, Rezoning from A: Agricultural to LI: Light Industrial (Ordinance #1159). Commissioner Olson motioned and Commissioner Gjerdevig seconded to approve the second reading. No opposition. Motion carried.

Tim Solberg, Planning and Zoning Director for the City of West Fargo, appeared before the Commission to hold a Public Hearing for Partial Vacation of Park Property on Elmwood Court Addition and Final Plat Approval based on conditions listed in the staff report. 408 and 320 19th Avenue West (Lots 63 & 64, Block 2 of Elmwood Court Addition). Barb Erbstoesser, Executive Director of the West Fargo Park District, appeared to discuss the item in further detail. After discussion, Commissioner Olson moved and Commissioner Simmons seconded the approval. Commissioner George opposed. Motion carried.

Tim Solberg, Planning and Zoning Director for the City of West Fargo, appeared before the Commission to hold Second Reading on the Rezoning and Final Plat Approval based on conditions listed in the staff report. Sandhills 5th Addition, a Replat and Rezoning from A: Agricultural to LI: Light Industrial. After discussion, Commissioner Olson motioned and Commissioner Gjerdevig seconded to approve the second reading. No opposition. Motion carried.

Tim Solberg, Planning and Zoning Director for the City of West Fargo, appeared before the Commission to discuss the approval of the Conditional Use Permit subject to the condition listed in the staff report. Located at 501 26th Avenue East (Lot 2, Block 7 of South Pond at the Preserve 1st Addition), City of West Fargo, North Dakota. After discussion, Commissioner Gjerdevig motioned and Commissioner George seconded to approve. No opposition. Motion carried.

Tim Solberg, Planning and Zoning Director for the City of West Fargo, appeared before the Commission to discuss the approval of the Conditional Use Permit subject to the condition listed in the staff report. Located at 1215 19th Avenue East (Lot 2, Block 1 of Burlington Addition, City of West Fargo, North Dakota. After discussion, Commissioner George motioned and Commissioner Simmons seconded to approve. No opposition. Motion carried.

Melissa Richard, Director of Communications, appeared before the Commission to discuss approval of hiring West Fargo Events to coordinate large, City of West Fargo community events for the remainder of 2020. After discussion, Commissioner Simmons motioned and Commissioner Gjerdevig seconded to approve. Commissioner Dardis opposed. Motion carried.



**West Fargo City Commission Meeting  
Monday, July 20, 2020  
Commission Chambers 5:30 PM**

Dustin Scott, City Engineer for the City of West Fargo, appeared and just asked if there were any question about construction updates.

City Administrator Tina Fisk appeared before the Commission and provided the following for the City Administrator Report:

- a. Door to door Census workers will start to follow up starting August 30<sup>th</sup> on addresses that did not respond to the Census.

There was no correspondence.

There were no non-agenda items.

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

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Bernie Dardis, Commission President

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Tina Fisk, City Administrator

Consent Agenda a

Claim Checks

| Check # | Type | Vendor #/Name                                 | Check Amount | Date Issued | Period Redeemed | Claim #  | Claim Amount |
|---------|------|---|--------------|-------------|-----------------|----------|--------------|
| 87649   | S    | 3547 AXA EQUITABLE UNIT ANNUITY COLLECTIONS   | 1667.26      | 07/17/20    |                 |          |              |
|         |      |   |              |             |                 | CL 91837 | 1667.26      |
| 87650   | S    | 3540 COLONIAL INSURANCE BCN #E8967887         | 2466.98      | 07/17/20    |                 |          |              |
|         |      |   |              |             |                 | CL 91836 | 2466.98      |
| 87651   | S    | 3549 DISCOVERY BENEFITS                       | 3436.10      | 07/17/20    |                 |          |              |
|         |      |   |              |             |                 | CL 91847 | 3436.10      |
| 87652   | S    | 3542 MAINSTAY FUNDS                           | 1526.66      | 07/17/20    |                 |          |              |
|         |      |   |              |             |                 | CL 91842 | 1526.66      |
| 87653   | S    | 3630 MATRIX TRUST COMPANY                     | 1539.00      | 07/17/20    |                 |          |              |
|         |      |   |              |             |                 | CL 91840 | 1539.00      |
| 87654   | S    | 3546 NATIONWIDE INVESTMENT ADVISORS LLC       | 4983.48      | 07/17/20    |                 |          |              |
|         |      |   |              |             |                 | CL 91843 | 4983.48      |
| 87655   | S    | 3541 ND FRATERNAL ORDER OF POLICE             | 1525.00      | 07/17/20    |                 |          |              |
|         |      |   |              |             |                 | CL 91839 | 1525.00      |
| 87656   | S    | 3543 NEW YORK LIFE INSURANCE & ANNUITY CORP   | 8252.04      | 07/17/20    |                 |          |              |
|         |      |   |              |             |                 | CL 91844 | 8252.04      |
| 87657   | S    | 3548 PERSHING                                 | 600.00       | 07/17/20    |                 |          |              |
|         |      |   |              |             |                 | CL 91835 | 600.00       |
| 87658   | S    | 1464 RED RIVER VALLEY FOP LODGE #1            | 671.00       | 07/17/20    |                 |          |              |
|         |      |   |              |             |                 | CL 91838 | 671.00       |
| 87659   | S    | 1562 UNITED WAY OF CASS-CLAY                  | 136.00       | 07/17/20    |                 |          |              |
|         |      |   |              |             |                 | CL 91846 | 136.00       |
| 87660   | S    | 3544 VICKI PETERS TEAMSTERS LOCAL NO 120      | 50.00        | 07/17/20    |                 |          |              |
|         |      |   |              |             |                 | CL 91845 | 50.00        |
| 87661   | S    | 999999 THOMSEN HOMES                          | 3444.00      | 07/20/20    |                 |          |              |
|         |      |   |              |             |                 | CL 91860 | 3444.00      |
| 87662   | S    | 489 3-D SPECIALITIES                          | 276.33       | 07/21/20    |                 |          |              |
|         |      |   |              |             |                 | CL 91729 | 276.33       |
| 87663   | S    | 289 ACME TOOLS                                | 805.87       | 07/21/20    |                 |          |              |
|         |      |   |              |             |                 | CL 91754 | 209.80       |
|         |      |   |              |             |                 | CL 91801 | 596.07       |
| 87664   | S    | 3179 ADVANCED ENGINEERING & ENVIRONMENTAL SER | 1098.00      | 07/21/20    |                 |          |              |
|         |      |   |              |             |                 | CL 91800 | 1098.00      |
| 87665   | S    | 3274 ALL-TERRAIN GROUNDS MAINTENANCE          | 357.50       | 07/21/20    |                 |          |              |
|         |      |   |              |             |                 | CL 91750 | 357.50       |
| 87666   | S    | 3421 AMANDA SWANSON                           | 100.00       | 07/21/20    |                 |          |              |
|         |      |   |              |             |                 | CL 91639 | 100.00       |
| 87667   | S    | 3490 AMAZON CAPITAL SERVICES                  | 143.31       | 07/21/20    |                 |          |              |
|         |      |   |              |             |                 | CL 91768 | 128.32       |
|         |      |   |              |             |                 | CL 91781 | 14.99        |
| 87668   | S    | 2742 AMBASSADOR INC                           | 1680.00      | 07/21/20    |                 |          |              |
|         |      |   |              |             |                 | CL 91601 | 1680.00      |
| 87669   | S    | 317 AMERICAN WELDING & GAS, INC.              | 514.60       | 07/21/20    |                 |          |              |
|         |      |   |              |             |                 | CL 91748 | 335.12       |
|         |      |   |              |             |                 | CL 91819 | 179.48       |
| 87670   | S    | 999999 AMY ALLARD                             | 300.00       | 07/21/20    |                 |          |              |
|         |      |   |              |             |                 | CL 91716 | 300.00       |

Claim Checks

| Check # | Type | Vendor #/Name                          | Check Amount | Date Issued | Period Redeemed | Claim #  | Claim Amount |
|---------|------|--|--------------|-------------|-----------------|----------|--------------|
| 87671   | S    | 3511 ASPEN MILLS                       | 386.63       | 07/21/20    |                 |          |              |
| 87672   | S    | 2914 AUSTIN BAGLEY                     | 103.00       | 07/21/20    |                 | CL 91762 | 386.63       |
| 87673   | S    | 1695 BAKER & TAYLOR                    | 1258.47      | 07/21/20    |                 | CL 91597 | 103.00       |
| 87674   | S    | 3676 BARRETT IRVING                    | 50.00        | 07/21/20    |                 | CL 91738 | 952.47       |
| 87675   | S    | 3273 BERNIE DARDIS                     | 45.76        | 07/21/20    |                 | CL 91785 | 306.00       |
| 87676   | S    | 1403 BLUE TARP FINANCIAL, INC          | 294.99       | 07/21/20    |                 | CL 91699 | 50.00        |
| 87677   | S    | 3512 BOUND TREE MEDICAL, LLC           | 524.88       | 07/21/20    |                 | CL 91703 | 45.76        |
| 87678   | S    | 3374 BREANNA GRONAAS                   | 130.00       | 07/21/20    |                 | CL 91725 | 294.99       |
| 87679   | S    | 263 BRENAN'S CLEANERS                  | 27.20        | 07/21/20    |                 | CL 91761 | 524.88       |
| 87680   | S    | 16 BROKERAGE PRINTING                  | 137.52       | 07/21/20    |                 | CL 91730 | 130.00       |
| 87681   | S    | 351 BUSINESS ESSENTIALS                | 685.10       | 07/21/20    |                 | CL 91595 | 27.20        |
| 87682   | S    | 32 BUSINESS SOFTWARE, INC.             | 23100.00     | 07/21/20    |                 | CL 91635 | 36.75        |
| 87683   | S    | 39 BUTLER MACHINERY                    | 1.38         | 07/21/20    |                 | CL 91685 | 100.77       |
| 87684   | S    | 51 CASS COUNTY ELECTRIC COOP           | 40032.56     | 07/21/20    |                 | CL 91634 | 190.79       |
| 87685   | S    | 61 CASS COUNTY FINANCE                 | 5865.00      | 07/21/20    |                 | CL 91662 | 13.55        |
| 87686   | S    | 3679 CASS FIRE & RESCUE                | 25.00        | 07/21/20    |                 | CL 91782 | 156.60       |
| 87687   | S    | 1512 CDW GOVERNMENT, INC               | 8541.36      | 07/21/20    |                 | CL 91858 | 324.16       |
| 87688   | S    | 1074 CENTER UPHOLSTERY & CANVAS REPAIR | 160.00       | 07/21/20    |                 | CL 91620 | 23100.00     |
| 87689   | S    | 1777 CENTURY LINK                      | 288.27       | 07/21/20    |                 | CL 91822 | 1.38         |
|         |      |  |              |             |                 | CL 91651 | 229.34       |
|         |      |  |              |             |                 | CL 91763 | 1617.22      |
|         |      |  |              |             |                 | CL 91797 | 15.00        |
|         |      |  |              |             |                 | CL 91848 | 38171.00     |
|         |      |  |              |             |                 | CL 91773 | 5865.00      |
|         |      |  |              |             |                 | CL 91767 | 25.00        |
|         |      |  |              |             |                 | CL 91619 | 8541.36      |
|         |      |  |              |             |                 | CL 91743 | 160.00       |
|         |      |  |              |             |                 | CL 91648 | 224.54       |
|         |      |  |              |             |                 | CL 91861 | 63.73        |

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|---------|------|--|--------------|-------------|-----------------|----------------------------------|-------------------------------------|
| 87690   | S    | 3216 CINTAS                              | 89.33        | 07/21/20    |                 |                                  |                                     |
| 87691   | S    | 111 CITY OF FARGO                        | 70586.24     | 07/21/20    |                 | CL 91682                         | 89.33                               |
| 87692   | S    | 2880 CITY OF FARGO                       | 531292.05    | 07/21/20    |                 | CL 91636<br>CL 91719<br>CL 91813 | 42657.80<br>27840.44<br>88.00       |
| 87693   | S    | 999999 CITY OF WEST FARGO                | 73.00        | 07/21/20    |                 | CL 91666<br>CL 91668<br>CL 91670 | 439286.25<br>91989.00<br>16.80      |
| 87694   | S    | 1338 CLARK'S EXCAVATING & SEPTIC PUMPING | 225.00       | 07/21/20    |                 | CL 91632                         | 73.00                               |
| 87695   | S    | 1904 CODE 4 SERVICES, INC                | 3969.25      | 07/21/20    |                 | CL 91697                         | 225.00                              |
| 87696   | S    | 999999 COLE RIENIETS                     | 300.00       | 07/21/20    |                 | CL 91690<br>CL 91769             | 96.50<br>3872.75                    |
| 87697   | S    | 3245 CORE & MAIN                         | 3586.55      | 07/21/20    |                 | CL 91712                         | 300.00                              |
| 87698   | S    | 79 DAKOTA HOSE & EQUIP                   | 3.05         | 07/21/20    |                 | CL 91726                         | 3586.55                             |
| 87699   | S    | 3680 DAKOTA STORAGE PRODUCTS             | 440.00       | 07/21/20    |                 | CL 91817                         | 3.05                                |
| 87700   | S    | 87 DAKOTA TIRE                           | 96.49        | 07/21/20    |                 | CL 91774                         | 440.00                              |
| 87701   | S    | 90 DAKOTA UNDERGROUND                    | 1324541.37   | 07/21/20    |                 | CL 91779                         | 96.49                               |
| 87702   | S    | 856 DAVE'S WEST FARGO TIRE               | 463.84       | 07/21/20    |                 | CL 91657<br>CL 91658<br>CL 91659 | 192108.52<br>485996.73<br>646436.12 |
| 87703   | S    | 2948 DELTA 54 AVIATION LLC               | 3300.00      | 07/21/20    |                 | CL 91594<br>CL 91689             | 231.92<br>231.92                    |
| 87704   | S    | 807 DISCOVERY BENEFITS, INC.             | 582.75       | 07/21/20    |                 | CL 91698                         | 3300.00                             |
| 87705   | S    | 3666 DL BARKIE CONSTRUCTION INC          | 7500.00      | 07/21/20    |                 | CL 91629                         | 582.75                              |
| 87706   | S    | 2225 DTN, LLC                            | 392.00       | 07/21/20    |                 | CL 91663                         | 7500.00                             |
| 87707   | S    | 2100 EAGLE RUN CROSSING LLC              | 80.62        | 07/21/20    |                 | CL 91647                         | 392.00                              |
| 87708   | S    | 3681 EASTERN FIRE EQUIPMENT SERVICES     | 50.51        | 07/21/20    |                 | CL 91809                         | 80.62                               |
| 87709   | S    | 1502 EIDE BAILLY                         | 330.00       | 07/21/20    |                 | CL 91775                         | 50.51                               |
|         |      |  |              |             |                 | CL 91644                         | 330.00                              |

Claim Checks

| Check # | Type | Vendor #/Name                                 | Check Amount | Date Issued | Period Redeemed | Claim #                                      | Claim Amount                           |
|---------|------|---|--------------|-------------|-----------------|--|--|
| 87710   | S    | 2862 ESSENTIA HEALTH                          | 11286.00     | 07/21/20    |                 | CL 91684<br>CL 91770<br>CL 91793<br>CL 91828 | 2165.00<br>5297.00<br>38.00<br>3786.00 |
| 87711   | S    | 3667 ESSENTIA HEALTH                          | 52.50        | 07/21/20    |                 | CL 91683                                     | 52.50                                  |
| 87712   | S    | 140 F-M AMBULANCE SERVICE                     | 250.00       | 07/21/20    |                 | CL 91753                                     | 250.00                                 |
| 87713   | S    | 1851 F/S MANUFACTURING INC                    | 8044.57      | 07/21/20    |                 | CL 91724<br>CL 91806                         | 7979.79<br>64.78                       |
| 87714   | S    | 660 FARGO FREIGHTLINER                        | 57.53        | 07/21/20    |                 | CL 91805                                     | 57.53                                  |
| 87715   | S    | 979 FARGO LINE-X                              | 675.00       | 07/21/20    |                 | CL 91744                                     | 675.00                                 |
| 87716   | S    | 1979 FARGO MHD WEST FARGO CHAMBER OF COMMERCE | 15.00        | 07/21/20    |                 | CL 91796                                     | 15.00                                  |
| 87717   | S    | 728 FARNAM'S GENUINE PARTS, INC               | 48.87        | 07/21/20    |                 | CL 91676<br>CL 91804                         | 14.88<br>33.99                         |
| 87718   | S    | 151 FEDERAL EXPRESS                           | 52.33        | 07/21/20    |                 | CL 91589                                     | 52.33                                  |
| 87719   | S    | 329 FERGUSON WATERWORKS #2516                 | 7.00         | 07/21/20    |                 | CL 91705                                     | 7.00                                   |
| 87720   | S    | 3161 FIRST INTERNATIONAL BANK & TRUST #1      | 858.57       | 07/21/20    |                 | CL 91790                                     | 858.57                                 |
| 87721   | S    | 3569 FIRST INTERNATIONAL FIRE DEPT 1          | 57.89        | 07/21/20    |                 | CL 91784                                     | 57.89                                  |
| 87722   | S    | 3568 FIRST INTERNATIONAL FIRE DEPT 2          | 2627.80      | 07/21/20    |                 | CL 91856                                     | 2627.80                                |
| 87723   | S    | 3347 FIRST INTERNATIONAL INSURANCE            | 25512.00     | 07/21/20    |                 | CL 91862                                     | 25512.00                               |
| 87724   | S    | 104 FORUM COMMUNICATIONS                      | 124.50       | 07/21/20    |                 | CL 91640                                     | 124.50                                 |
| 87725   | S    | 155 GALLS, LLC                                | 2966.90      | 07/21/20    |                 | CL 91590<br>CL 91691<br>CL 91756<br>CL 91783 | 587.43<br>1368.00<br>42.17<br>969.30   |
| 87726   | S    | 3678 GARRETT RIX                              | 137.58       | 07/21/20    |                 | CL 91764                                     | 137.58                                 |
| 87727   | S    | 2558 GOODYEAR COMMERCIAL TIRE                 | 3356.90      | 07/21/20    |                 | CL 91723<br>CL 91746<br>CL 91821             | 372.45<br>2965.50<br>18.95             |
| 87728   | S    | 556 GRAINGER, INC.                            | 1384.18      | 07/21/20    |                 | CL 91681<br>CL 91706<br>CL 91757             | 193.90<br>1168.98<br>21.30             |

Claim Checks

| Check # | Type | Vendor #/Name                           | Check Amount | Date Issued | Period Redeemed | Claim #  | Claim Amount |
|---------|------|---|--------------|-------------|-----------------|----------|--------------|
| 87729   | S    | 3534 GRAND FORKS FIRE EQUIPMENT LLC     | 530.27       | 07/21/20    |                 |          |              |
|         |      |   |              |             |                 | CL 91765 | 530.27       |
| 87730   | S    | 2877 GREATAMERICA FINANCIAL SERVICES    | 704.51       | 07/21/20    |                 |          |              |
|         |      |   |              |             |                 | CL 91859 | 704.51       |
| 87731   | S    | 2318 HABERDASHERY                       | 85.00        | 07/21/20    |                 |          |              |
|         |      |   |              |             |                 | CL 91667 | 85.00        |
| 87732   | S    | 135 HAWKINS WTR TREATMENT               | 10303.75     | 07/21/20    |                 |          |              |
|         |      |   |              |             |                 | CL 91674 | 4722.50      |
|         |      |   |              |             |                 | CL 91720 | 5581.25      |
| 87733   | S    | 3281 HEARTLAND PAPER COMPANY            | 698.40       | 07/21/20    |                 |          |              |
|         |      |   |              |             |                 | CL 91677 | 214.93       |
|         |      |   |              |             |                 | CL 91747 | 483.47       |
| 87734   | S    | 3557 HESI                               | 174.60       | 07/21/20    |                 |          |              |
|         |      |   |              |             |                 | CL 91776 | 174.60       |
| 87735   | S    | 1226 HP INC.                            | 120.00       | 07/21/20    |                 |          |              |
|         |      |   |              |             |                 | CL 91688 | 120.00       |
| 87736   | S    | 358 HUBERT OYE-SONS CONST.              | 683.40       | 07/21/20    |                 |          |              |
|         |      |   |              |             |                 | CL 91679 | 683.40       |
| 87737   | S    | 3439 IDEMIA IDENTITY & SECURITY USA LCC | 4511.00      | 07/21/20    |                 |          |              |
|         |      |   |              |             |                 | CL 91592 | 4511.00      |
| 87738   | S    | 687 INFORMATION TECHNOLOGY DEPT         | 668.10       | 07/21/20    |                 |          |              |
|         |      |   |              |             |                 | CL 91687 | 668.10       |
| 87739   | S    | 999999 JEFFREY RUSTVANG                 | 300.00       | 07/21/20    |                 |          |              |
|         |      |   |              |             |                 | CL 91714 | 300.00       |
| 87740   | S    | 2798 JOHNSON CONTROLS                   | 572.72       | 07/21/20    |                 |          |              |
|         |      |   |              |             |                 | CL 91731 | 572.72       |
| 87741   | S    | 3648 JULIE'S RADIO RANCH                | 160.00       | 07/21/20    |                 |          |              |
|         |      |   |              |             |                 | CL 91671 | 160.00       |
| 87742   | S    | 999999 KATIE FRY                        | 300.00       | 07/21/20    |                 |          |              |
|         |      |   |              |             |                 | CL 91741 | 300.00       |
| 87743   | S    | 999999 KATIE REDENIUS                   | 190.00       | 07/21/20    |                 |          |              |
|         |      |   |              |             |                 | CL 91709 | 190.00       |
| 87744   | S    | 2735 KLJ ENGINEERING LLC                | 48679.50     | 07/21/20    |                 |          |              |
|         |      |   |              |             |                 | CL 91615 | 760.00       |
|         |      |   |              |             |                 | CL 91616 | 25760.00     |
|         |      |   |              |             |                 | CL 91617 | 16629.50     |
|         |      |   |              |             |                 | CL 91618 | 5530.00      |
| 87745   | S    | 693 KPH, INC                            | 458185.65    | 07/21/20    |                 |          |              |
|         |      |   |              |             |                 | CL 91654 | 113091.40    |
|         |      |   |              |             |                 | CL 91655 | 101700.50    |
|         |      |   |              |             |                 | CL 91656 | 243393.75    |
| 87746   | S    | 2508 KYLE HINRICHS                      | 178.36       | 07/21/20    |                 |          |              |
|         |      |   |              |             |                 | CL 91596 | 178.36       |
| 87747   | S    | 3418 LOFFLER                            | 2273.22      | 07/21/20    |                 |          |              |
|         |      |   |              |             |                 | CL 91637 | 2023.22      |
|         |      |   |              |             |                 | CL 91645 | 250.00       |
| 87748   | S    | 270 LOWE'S                              | 47.45        | 07/21/20    |                 |          |              |
|         |      |   |              |             |                 | CL 91661 | 47.45        |

Claim Checks

| Check # | Type | Vendor #/Name                               | Check Amount | Date Issued | Period Redeemed | Claim #              | Claim Amount     |
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| 87749   | S    | 3502 M&T FIRE AND SAFETY                    | 1601.00      | 07/21/20    | _____           | CL 91755<br>CL 91814 | 87.00<br>1514.00 |
| 87750   | S    | 3304 MAC'S - FARGO                          | 16.97        | 07/21/20    | _____           | CL 91675             | 16.97            |
| 87751   | S    | 3683 MARIA CARPENTER RODRIGUEZ              | 20.61        | 07/21/20    | _____           | CL 91789             | 20.61            |
| 87752   | S    | 3384 MATHESON TRI-GAS INC                   | 467.12       | 07/21/20    | _____           | CL 91735<br>CL 91825 | 445.41<br>21.71  |
| 87753   | S    | 3682 MEGAN LEWIS                            | 20.95        | 07/21/20    | _____           | CL 91788             | 20.95            |
| 87754   | S    | 299 MENARDS                                 | 855.18       | 07/21/20    | _____           | CL 91791<br>CL 91849 | 0.30<br>854.88   |
| 87755   | S    | 304 METZ CO., INC.                          | 76.06        | 07/21/20    | _____           | CL 91758             | 76.06            |
| 87756   | S    | 999999 MICHELLE HOLDER                      | 300.00       | 07/21/20    | _____           | CL 91707             | 300.00           |
| 87757   | S    | 1854 MIDWEST TAPE                           | 213.85       | 07/21/20    | _____           | CL 91623<br>CL 91780 | 169.27<br>44.58  |
| 87758   | S    | 772 MINNKOTA                                | 316.32       | 07/21/20    | _____           | CL 91600<br>CL 91772 | 75.00<br>241.32  |
| 87759   | S    | 999999 MONTE GEHRTZ                         | 300.00       | 07/21/20    | _____           | CL 91713             | 300.00           |
| 87760   | S    | 305 MOORE ENGINEERING                       | 494623.15    | 07/21/20    | _____           | CL 91855             | 494623.15        |
| 87761   | S    | 1568 MORTON BUILDINGS, INC                  | 389.00       | 07/21/20    | _____           | CL 91803             | 389.00           |
| 87762   | S    | 1014 MOTION INDUSTRIES, INC                 | 2724.45      | 07/21/20    | _____           | CL 91810<br>CL 91832 | 2717.67<br>6.78  |
| 87763   | S    | 3085 MRA-THE MANAGEMENT ASSOCIATION, INC    | 787.50       | 07/21/20    | _____           | CL 91701             | 787.50           |
| 87764   | S    | 298 MVTL LABORATORIES                       | 464.00       | 07/21/20    | _____           | CL 91673<br>CL 91823 | 232.00<br>232.00 |
| 87765   | C S  | 2882 NARDINI FIRE EQUIPMENT                 | 0.00         | 07/21/20    | _____           | CL 91771             |                  |
| 87766   | * S  | 695 NASRO                                   | 40.00        | 07/21/20    | _____           | CL 91599             | 40.00            |
| 87767   | S    | 3428 ND DEPARTMENT OF ENVIORNMENTAL QUALITY | 1006.32      | 07/21/20    | _____           | CL 91830             | 1006.32          |
| 87768   | S    | 3684 ND DEPARTMENT OF ENVIRONMENTAL QUALITY | 100.00       | 07/21/20    | _____           | CL 91792             | 100.00           |

Claim Checks

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| 87769   | S    | 335 ND DEPT OF TRANSPORTATION         | 184806.52    | 07/21/20    | _____           | CL 91642<br>CL 91643             | 977.79<br>183828.73       |
| 87770   | S    | 334 ND STATE RADIO COMM.              | 1800.00      | 07/21/20    | _____           | CL 91598                         | 1800.00                   |
| 87771   | S    | 571 ND WORKFORCE SAFETY & INSURANCE   | 679.47       | 07/21/20    | _____           | CL 91715                         | 679.47                    |
| 87772   | S    | 911 NDPOA                             | 40.00        | 07/21/20    | _____           | CL 91798                         | 40.00                     |
| 87773   | S    | 756 NELCO FIRST AID                   | 142.30       | 07/21/20    | _____           | CL 91766                         | 142.30                    |
| 87774   | S    | 271 NETCENTER TECHNOLOGIES            | 2096.00      | 07/21/20    | _____           | CL 91631                         | 2096.00                   |
| 87775   | S    | 2261 NETWORK CENTER INCORPORATED      | 7965.00      | 07/21/20    | _____           | CL 91660                         | 7965.00                   |
| 87776   | S    | 141 NORTH STAR SAFETY, INC            | 48.04        | 07/21/20    | _____           | CL 91704<br>CL 91736             | 44.16<br>3.88             |
| 87777   | S    | 328 NORTHERN ENGINE & SUPPL           | 783.95       | 07/21/20    | _____           | CL 91812                         | 783.95                    |
| 87778   | S    | 348 NORTHERN IMPROVEMENT CO           | 26126.20     | 07/21/20    | _____           | CL 91652                         | 26126.20                  |
| 87779   | S    | 1715 NORTHWEST TIRE INC               | 202.07       | 07/21/20    | _____           | CL 91820                         | 202.07                    |
| 87780   | S    | 322 NOVA FIRE PROTECTION              | 241.00       | 07/21/20    | _____           | CL 91745                         | 241.00                    |
| 87781   | S    | 1774 O'REILLY AUTOMOTIVE STORES, INC  | 1253.37      | 07/21/20    | _____           | CL 91834                         | 1253.37                   |
| 87782   | S    | 3505 OFFICE SIGN COMPANY              | 661.40       | 07/21/20    | _____           | CL 91808                         | 661.40                    |
| 87783   | S    | 353 OHNSTAD TWICHELL                  | 48402.77     | 07/21/20    | _____           | CL 91853<br>CL 91854             | 18464.87<br>29937.90      |
| 87784   | S    | 352 OK TIRE                           | 1978.62      | 07/21/20    | _____           | CL 91824                         | 1978.62                   |
| 87785   | S    | 276 OSTROMS ACE HARDWARE              | 482.24       | 07/21/20    | _____           | CL 91833                         | 482.24                    |
| 87786   | S    | 3277 OUT FRONT POWER EQUIPMENT        | 99.96        | 07/21/20    | _____           | CL 91722                         | 99.96                     |
| 87787   | S    | 2126 OVERDRIVE, INC                   | 3000.00      | 07/21/20    | _____           | CL 91638                         | 3000.00                   |
| 87788   | S    | 563 PETRO SERVE USA                   | 1363.35      | 07/21/20    | _____           | CL 91650<br>CL 91778<br>CL 91807 | 33.73<br>817.93<br>511.69 |
| 87789   | S    | 3180 PHOENIX FABRICATORS AND ERECTORS | 39698.40     | 07/21/20    | _____           | CL 91653                         | 39698.40                  |

Claim Checks

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| 87790   | S    | 411 POWER PLAN OIB               | 301.02       | 07/21/20    |                 |                                  |                             |
| 87791   | S    | 3391 PPI CONSULTING              | 475.00       | 07/21/20    |                 | CL 91852                         | 301.02                      |
| 87792   | S    | 916 PRAIRIE SUPPLY INC           | 137.50       | 07/21/20    |                 | CL 91816                         | 475.00                      |
| 87793   | S    | 3276 PREMIUM WATERS INC          | 74.00        | 07/21/20    |                 | CL 91672                         | 137.50                      |
| 87794   | S    | 1295 PRO-WEST & ASSOCIATES, INC  | 190.79       | 07/21/20    |                 | CL 91786                         | 74.00                       |
| 87795   | S    | 1166 PRODUCTIVITY PLUS ACCOUNT   | 1748.71      | 07/21/20    |                 | CL 91702                         | 190.79                      |
| 87796   | S    | 999999 REGINALD LACHOWICZ        | 300.00       | 07/21/20    |                 | CL 91749                         | 1748.71                     |
| 87797   | S    | 3522 RJ'S TESORO                 | 822.66       | 07/21/20    |                 | CL 91740                         | 300.00                      |
| 87798   | S    | 800 SANDERS                      | 1228.75      | 07/21/20    |                 | CL 91777                         | 822.66                      |
| 87799   | S    | 437 SANDY'S DONUTS & COFFEE SHOP | 37.90        | 07/21/20    |                 | CL 91711                         | 1228.75                     |
| 87800   | S    | 454 SANITATION PRODUCTS          | 323.91       | 07/21/20    |                 | CL 91588                         | 37.90                       |
| 87801   | S    | 999999 SETH MAAS                 | 86.37        | 07/21/20    |                 | CL 91826                         | 323.91                      |
| 87802   | S    | 459 SHERWIN WILLIAMS             | 363.72       | 07/21/20    |                 | CL 91827                         | 86.37                       |
| 87803   | S    | 3677 SILVER GOAT MEDIA           | 100.00       | 07/21/20    |                 | CL 91851                         | 363.72                      |
| 87804   | S    | 3528 SNACKS PLUS VENDING         | 92.00        | 07/21/20    |                 | CL 91717                         | 100.00                      |
| 87805   | S    | 38 STRATA CORPORATION            | 3043.11      | 07/21/20    |                 | CL 91742                         | 92.00                       |
| 87806   | S    | 31 STURDEVANT'S AUTO PARTS       | 142.40       | 07/21/20    |                 | CL 91678<br>CL 91829             | 1787.50<br>1255.61          |
| 87807   | S    | 3641 SUN CONTROL LLC             | 126.25       | 07/21/20    |                 | CL 91831                         | 142.40                      |
| 87808   | S    | 999999 SUSAN FLYNN               | 190.00       | 07/21/20    |                 | CL 91752                         | 126.25                      |
| 87809   | S    | 733 SWANSTON EQUIPMENT CORP.     | 465.23       | 07/21/20    |                 | CL 91710                         | 190.00                      |
| 87810   | S    | 634 SWEENEY CONTROLS COMPANY     | 2494.80      | 07/21/20    |                 | CL 91818<br>CL 91721<br>CL 91734 | 465.23<br>2277.60<br>217.20 |
| 87811   | S    | 999999 TATE BOLLINGBERG          | 300.00       | 07/21/20    |                 | CL 91708                         | 300.00                      |
| 87812   | S    | 700 TCI INSURANCE                | 3432.00      | 07/21/20    |                 | CL 91649                         | 3432.00                     |

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| 87813   | S    | 1156 TESSMAN                     | 984.64       | 07/21/20    | _____           | CL 91680<br>CL 91728 | 84.64<br>900.00    |
| 87814   | S    | 3658 TLC CLEANING LLC            | 2900.00      | 07/21/20    | _____           | CL 91622             | 2900.00            |
| 87815   | S    | 2478 VALLI                       | 7487.66      | 07/21/20    | _____           | CL 91794<br>CL 91795 | 6566.86<br>920.80  |
| 87816   | S    | 2211 VANGUARD ID SYSTEMS         | 1044.73      | 07/21/20    | _____           | CL 91737             | 1044.73            |
| 87817   | S    | 3668 VERIZON WIRELESS            | 11254.51     | 07/21/20    | _____           | CL 91686<br>CL 91751 | 251.42<br>11003.09 |
| 87818   | S    | 2437 VISA ASSESSING              | 286.28       | 07/21/20    | _____           | CL 91646             | 286.28             |
| 87819   | S    | 2436 VISA FINANCE                | 839.46       | 07/21/20    | _____           | CL 91850             | 839.46             |
| 87820   | S    | 2439 VISA IT                     | 738.73       | 07/21/20    | _____           | CL 91700             | 738.73             |
| 87821   | S    | 2435 VISA POLICE #1              | 652.22       | 07/21/20    | _____           | CL 91694             | 652.22             |
| 87822   | S    | 3233 VISA POLICE #2              | 2070.04      | 07/21/20    | _____           | CL 91695             | 2070.04            |
| 87823   | S    | 3234 VISA POLICE #3              | 5.20         | 07/21/20    | _____           | CL 91693             | 5.20               |
| 87824   | S    | 3244 VISA POLICE #4              | 12.55        | 07/21/20    | _____           | CL 91692             | 12.55              |
| 87825   | S    | 2423 VISA PW                     | 3890.39      | 07/21/20    | _____           | CL 91664             | 3890.39            |
| 87826   | S    | 1346 VISTO'S TRAILER SALES       | 81.97        | 07/21/20    | _____           | CL 91811             | 81.97              |
| 87827   | S    | 3243 VOICE PRODUCTS SERVICE, LLC | 2920.00      | 07/21/20    | _____           | CL 91630             | 2920.00            |
| 87828   | S    | 544 WALLWORK TRUCK CENTER        | 42.08        | 07/21/20    | _____           | CL 91815             | 42.08              |
| 87829   | S    | 2740 WASTE MANAGEMENT OF WI-MN   | 81429.54     | 07/21/20    | _____           | CL 91696<br>CL 91718 | 314.56<br>81114.98 |
| 87830   | S    | 3554 WENCK ASSOCIATES INC        | 3010.20      | 07/21/20    | _____           | CL 91633             | 3010.20            |
| 87831   | S    | 2503 WES CHRISTIANSON            | 279.69       | 07/21/20    | _____           | CL 91591             | 279.69             |
| 87832   | S    | 3306 WEST FARGO EVENTS, INC      | 45200.00     | 07/21/20    | _____           | CL 91641             | 45200.00           |
| 87833   | S    | 569 WF ANIMAL HOSPITAL           | 2520.89      | 07/21/20    | _____           | CL 91593             | 2520.89            |
| 87834   | S    | 2517 WORLD BOOK, INC             | 368.00       | 07/21/20    | _____           | CL 91739             | 368.00             |

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CITY OF WEST FARGO, ND  
Check Register  
For the Accounting Period: 7/20

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Report ID: AP300

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|-------------------------------|------|-----------------------------|-------------------|-------------|-----------------|--|--|
| 87835                         | S    | 338 XCEL ENERGY             | 17876.58          | 07/21/20    | _____           | CL 91665<br>CL 91727<br>CL 91732<br>CL 91733<br>CL 91760 | 63.93<br>10475.98<br>501.52<br>5949.85<br>885.30 |
| 87836                         | S    | 582 ZEP MANUFACTURING       | 625.30            | 07/21/20    | _____           | CL 91802   | 625.30   |
| 87837                         | S    | 999999 JORDAHL CUSTOM HOMES | 245.00            | 07/21/20    | _____           | CL 91863   | 245.00   |
| 87838                         | S    | 2275 DIRT DYNAMICS          | 34000.00          | 07/22/20    | _____           | CL 91864   | 34000.00   |
| <b>Total for Claim Checks</b> |      |                             | <b>3715448.27</b> |             |                 |  |  |
| Count for Claim Checks        |      |                             |                   |             |                 |  | 190  |

\* denotes missing check number(s)

# of Checks: 190                      Total: 3715448.27

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

Consent Agenda b

AGENDA ITEM DESCRIPTION  
CITY COMMISSION  
WEST FARGO, NORTH DAKOTA

Agenda # \_\_\_\_\_

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

1. CONTACT PERSON: Tim Solberg, AICP

2. PHONE NUMBER: 433-5230 DATE: August 3, 2020

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

Re-approve The Wilds 18<sup>th</sup> Addition. Original Plat was approved by the City Commission on March 2, 2020; however, some modifications to lots have been made which requires re-approval of the plat.

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

Lots 24 through 43 and Lot 52, Block 1, The Wilds 11<sup>th</sup> Addition to the City of West Fargo, North Dakota.

5. ACTION BEING REQUESTED FROM CITY COMMISSION:

Re-approval of Final Plat of The Wilds 18<sup>th</sup> Addition.

**PLAT OF  
THE WILDS EIGHTEENTH ADDITION  
TO THE CITY OF WEST FARGO, A REPLAT OF LOTS 24 THROUGH 43 INCLUSIVE  
AND LOT 52, ALL IN BLOCK 1, THE WILDS ELEVENTH 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 "THE WILDS EIGHTEENTH ADDITION" TO THE CITY OF WEST FARGO, A REPLAT OF LOTS 24 THROUGH 43 INCLUSIVE AND LOT 52, ALL IN BLOCK 1, THE WILDS ELEVENTH 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 SAID ADDITION IS DESCRIBED AS FOLLOWS, TO WIT:

LOTS 24 THROUGH 43 INCLUSIVE AND LOT 52, ALL IN BLOCK 1, THE WILDS ELEVENTH 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 6.35 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 "THE WILDS EIGHTEENTH ADDITION" TO THE CITY OF WEST FARGO, A REPLAT OF LOTS 24 THROUGH 43 INCLUSIVE AND LOT 52, ALL IN BLOCK 1, THE WILDS ELEVENTH 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: LOTS 1, 3-4, 6-12 AND 14-21, BLOCK 1:  
THOMSEN HOMES, LLC

MORTGAGEE: LOTS 1, 3-4, 6-12 AND 14-21, BLOCK 1:  
GREAT WESTERN BANK

NEILS THOMSEN, PRESIDENT

BY: \_\_\_\_\_  
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 NEILS THOMSEN, PRESIDENT, 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 THOMSEN HOMES, LLC.

NOTARY PUBLIC, CASS COUNTY, NORTH DAKOTA

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 GREAT WESTERN BANK.

NOTARY PUBLIC, CASS COUNTY, NORTH DAKOTA

OWNER: LOT 5, BLOCK 1  
WESTPORT INVESTMENTS, LLC

JIM BULLIS, SECRETARY

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 JIM BULLIS, SECRETARY, 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 WESTPORT INVESTMENTS, LLC.

NOTARY PUBLIC, CASS COUNTY, NORTH DAKOTA

OWNER: LOT 13, BLOCK 1  
CITY OF WEST FARGO

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

**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

OWNER: LOT 2, BLOCK 1

CALVIN J. RAK

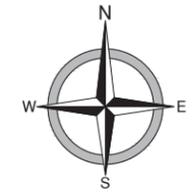
STATE OF NORTH DAKOTA )  
COUNTY OF CASS )

ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE PERSONALLY APPEARED CALVIN J. RAK, 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



PLAT OF  
**THE WILDS EIGHTEENTH ADDITION**  
 TO THE CITY OF WEST FARGO, A REPLAT OF LOTS 24 THROUGH 43 INCLUSIVE  
 AND LOT 52, ALL IN BLOCK 1, THE WILDS ELEVENTH ADDITION  
 TO THE CITY OF WEST FARGO, CASS COUNTY, NORTH DAKOTA



0 50  
 Scale in Feet

BASIS OF BEARINGS:  
 THE WILDS ELEVENTH ADDITION  
 TO THE CITY OF WEST FARGO  
 ACCORDING TO THE RECORDED  
 PLAT THEREOF.

**LEGEND**

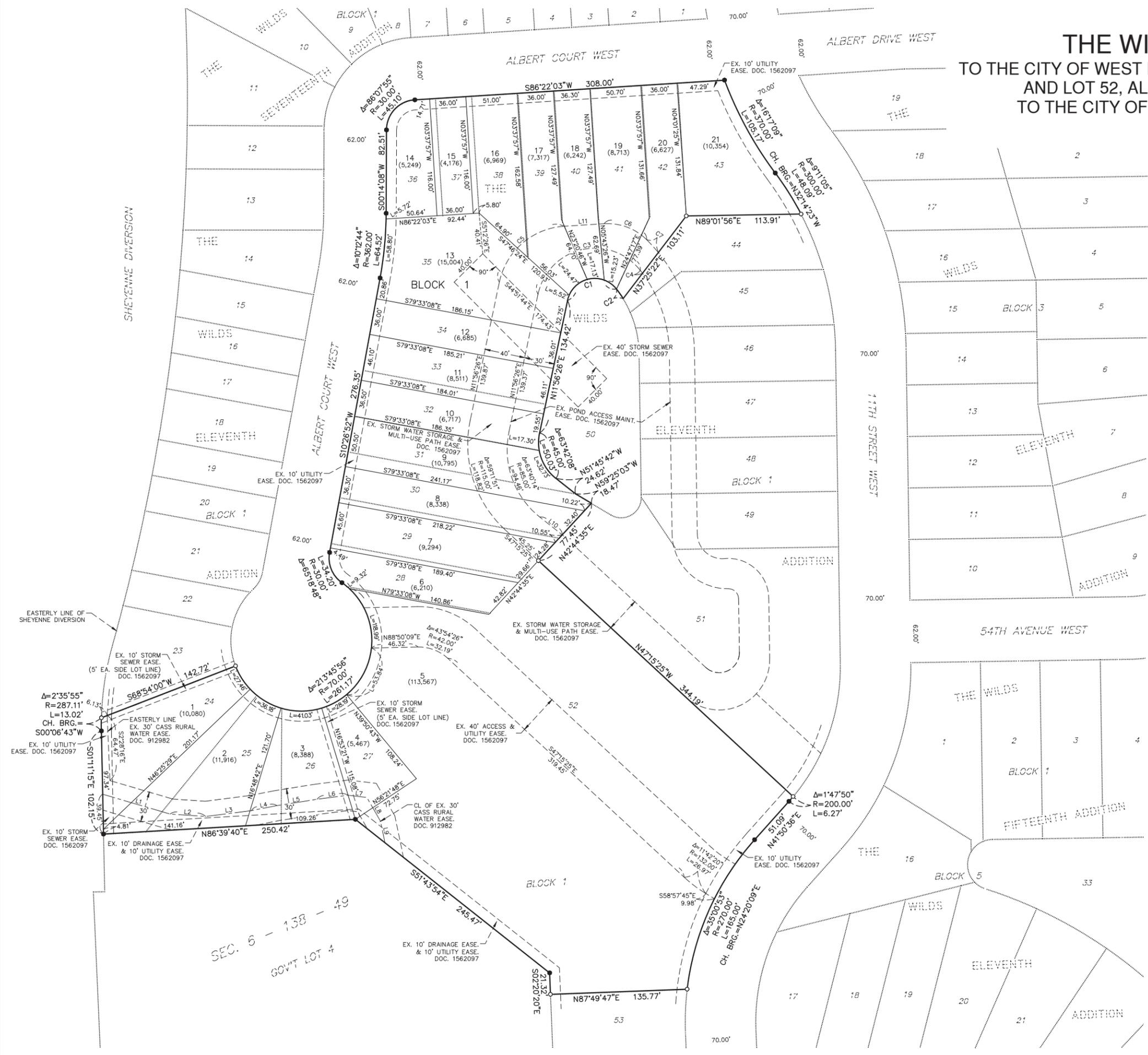
- IRON MONUMENT FOUND
- SET 5/8"X18" REBAR WITH YELLOW PLASTIC CAP #6571
- (4,810) LOT AREAS IN SQ. FT.
- L ARC LENGTH
- R RADIUS LENGTH
- Δ CENTRAL ANGLE
- CH. BRG. CHORD BEARING

**LINE TABLE**

| LINE | BEARING       | DISTANCE |
|------|---------------|----------|
| L1   | S 73°39'03" E | 69.68    |
| L2   | S 66°08'32" E | 35.45    |
| L3   | N 82°46'00" E | 45.75    |
| L4   | N 78°55'05" E | 25.83    |
| L5   | N 81°02'01" E | 40.29    |
| L6   | N 82°41'30" E | 31.07    |
| L7   | S 83°10'01" E | 18.81    |
| L8   | S 29°50'52" E | 27.12    |
| L9   | S 11°44'36" E | 21.66    |
| L10  | S 51°43'48" E | 28.46    |
| L11  | S 86°22'03" W | 40.00    |

**CURVE TABLE**

| CURVE | CENTRAL ANGLE | RADIUS | ARC LENGTH |
|-------|---------------|--------|------------|
| C1    | 129°54'43"    | 27.50  | 62.35      |
| C2    | 6°18'18"      | 105.00 | 11.55      |
| C3    | 129°54'43"    | 57.50  | 130.37     |
| C4    | 1°33'15"      | 135.00 | 3.66       |
| C5    | 74°28'37"     | 70.00  | 90.93      |
| C6    | 48°16'37"     | 55.00  | 46.34      |
| C7    | 6°12'48"      | 160.00 | 17.35      |



AGENDA ITEM DESCRIPTION  
CITY COMMISSION  
WEST FARGO, NORTH DAKOTA

Agenda # \_\_\_\_\_

\*\*\*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: 701-433- 5324 DATE: July 31, 2020

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

The West Fargo City Commission directed staff to form a Public Art Advisory Committee to assist in the review and recommendation of art installations and performances on city-owned property at its May 18, 2020 meeting. Staff is recommending the appointment of interested applicants to serve on the Public Art Advisory Committee.

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

N/A

5. ACTION BEING REQUESTED FROM CITY COMMISSION:

Appointment of Jessica Matson-Fluto, Lisa Dillum, Ashley Sitelow, Lauren Kensok, and JoDee Lynn Devaney to the West Fargo Public Art Advisory Committee as voting members. Appointment of Leah Kelm and Ashley Smalley to the West Fargo Public Art Advisory Committee as ex-officio / non-voting members.



[www.westfargond.gov](http://www.westfargond.gov)

*- Memorandum -*

TO: West Fargo City Commission

FROM: Library, Planning and Communication Departments

RE: Appointment of West Fargo Public Art Advisory Committee Members

DATE: July 31, 2020

At the May 18, 2020 West Fargo City Commission meeting, City Commissioners moved unanimously to direct staff to form a Public Art Advisory Committee (PAAC) to assist in the review and recommendation of public art installations and performances on city-owned property. The Committee is also charged with promoting art throughout the city as well as assisting staff in identifying ways to streamline current processes to promote public art. Soon after the May 18 meeting, a small working group of city staff and community members met to draft and review bylaws for the PAAC. Throughout the month of July the City accepted applications from interested residents wishing to serve on the Committee. Appointments to the PAAC are subject to review from the City Commission. Terms for those serving on the PAAC will be staggered and will not exceed three (3) years.

**Staff is recommending the following people be appointed to the West Fargo Public Art Advisory Committee:**

Voting members

- Jessica Matson-Fluto
- Lisa K Dullum
- Ashley Stielow
- Lauren Kensok
- JoDee Lynn DeVaney

Ex-Officio / Non-Voting Members

- Leah Kelm – West Fargo Parks District Representative
- Ashley Smalley – Founding member of the West Fargo Arts Collective working group



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

Engineering Department  
800 4<sup>th</sup> Ave E  
West Fargo, ND 58078  
701-433-5330  
[www.westfargond.gov](http://www.westfargond.gov)

**GENDA ITEM REQUEST**  
*BOARD OF CITY COMMISSIONERS*  
*WEST FARGO, NORTH DAKOTA*

**OFFICE USE:**  
**AGENDA ITEM # \_\_\_\_\_**

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

**CONTACT(s):** Dustin T. Scott, City Engineer

**MEETING DATE:** August 3, 2020

**SUBJECT:** Improvement Dist. No. 3003

*Attached reference documents:*

- Resolution prepared by Ohnstad-Twichell for "Street Improvement District No. 2252" RENAMED TO "Improvement District No. 3003 – Replacement of Water Supply and Sewerage Systems; Street Reconstruction; and Incidentals".
- Project design layouts and streetscape renderings representing the Plans and Specifications for construction

**LOCATION:** Sheyenne St from Main Ave to 7<sup>th</sup> Ave W

**ACTION REQUEST:** Approve Resolution renaming project; Approve Plans and Specifications; AND Authorize Bid Advertisement for *Improvement District No. 3003.*

**ADDITIONAL INFORMATION:**

- The City Commission approved the Engineer’s Report on June 15, 2020.
- NDDOT will administrate bid letting on November 13, 2020.
- The "streetscape committee" is working with project consultants on final design options and will present to city commission at a future meeting (prior to bidding).

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

RESOLUTION RENAMING STREET IMPROVEMENT DISTRICT NO. 2252  
TO IMPROVEMENT DISTRICT NO. 3003 - REPLACEMENT OF  
WATER SUPPLY AND SEWERAGE SYSTEMS, STREET RECONSTRUCTION,  
AND INCIDENTALS  
OF THE CITY OF WEST FARGO, NORTH DAKOTA

WHEREAS, on June 15, 2020, the City created Street Improvement District No. 2252 of the City of West Fargo; and

WHEREAS, subsequent resolutions were adopted by the City Commission relating to Street Improvement District No. 2252; and

WHEREAS, it has been determined that street work will no longer be specially assessed as a cost of this project.

NOW THEREFORE, be it resolved as follows:

1. That the name of Street Improvement District No. 2252 is hereby amended and shall now be known as Improvement District No. 3003 - Replacement of Water Supply and Sewerage Systems, Street Reconstruction, and Incidentals.

2. That all references to Street Improvement District No. 2252 in any resolution adopted by the City Commission prior to this date shall now be known as Improvement District No. 3003 - Replacement of Water Supply and Sewerage Systems, Street Reconstruction, and Incidentals.

Dated: August 3, 2020.

APPROVED:

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

ATTEST:

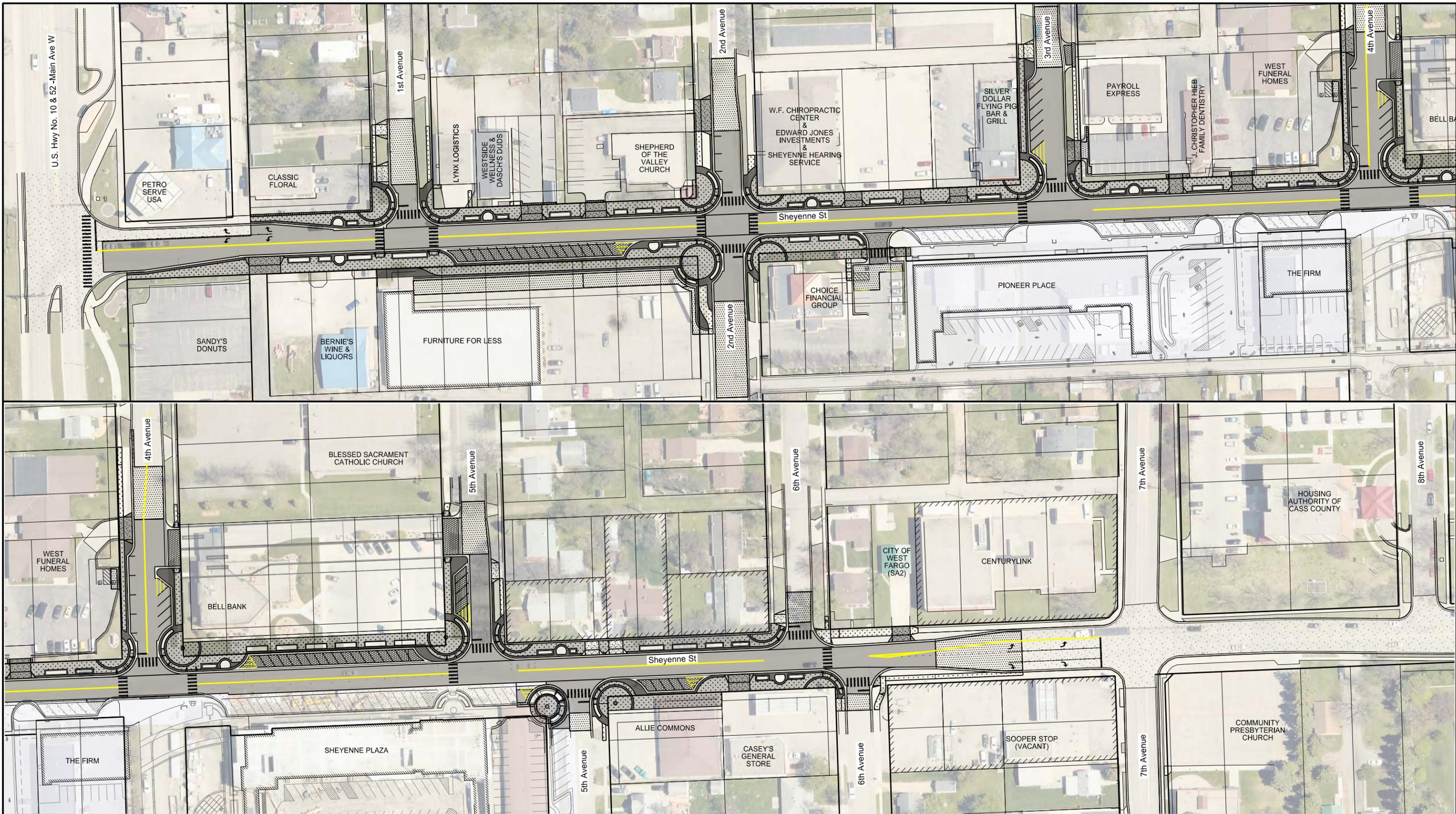
\_\_\_\_\_  
City Auditor

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

\_\_\_\_\_. On roll call vote the following commissioners voted aye: \_\_\_\_\_

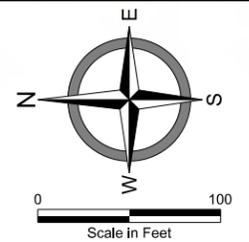
\_\_\_\_\_. The following commissioners voted nay: \_\_\_\_\_.

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



**PROPOSED IMPROVEMENTS**  
**SHEYENNE STREET DOWNTOWN IMPROVEMENTS**  
**MAIN AVENUE TO 7TH AVENUE**  
**WEST FARGO, NORTH DAKOTA**

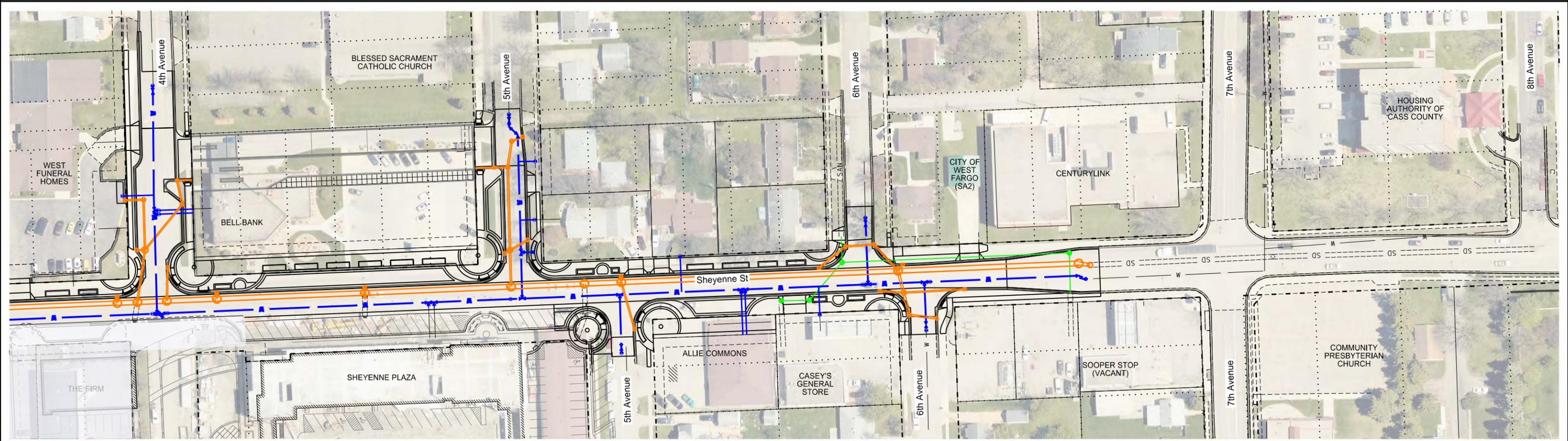
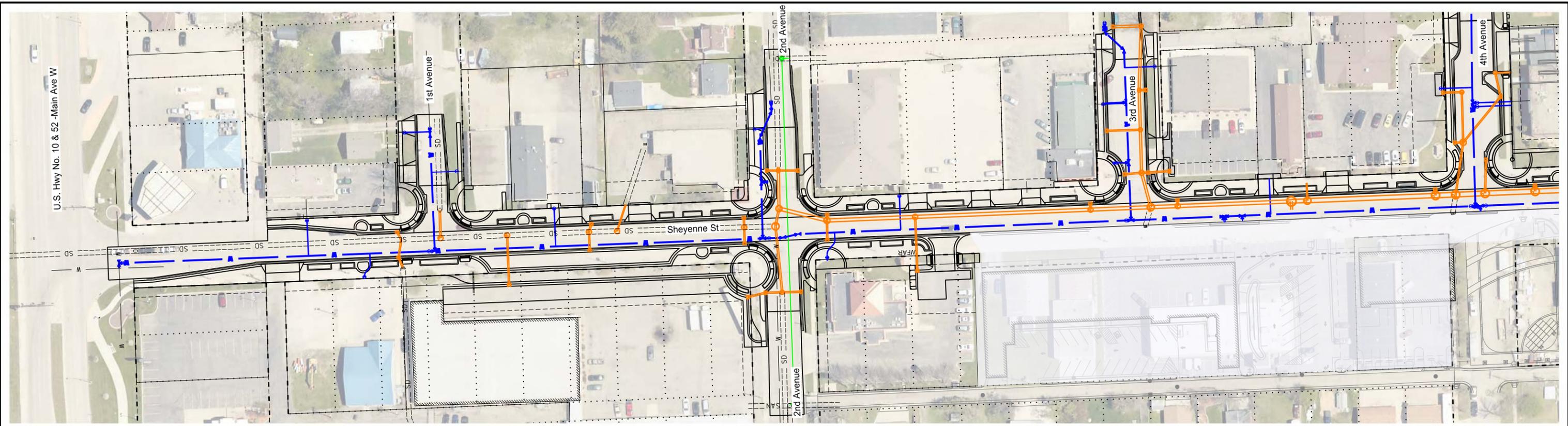
PROJECT No. 19924  
 DATE: 07.21.20  
 REVISED: -  
 DRAFTER: JDE  
 REVIEWER: DJD



**LEGEND**

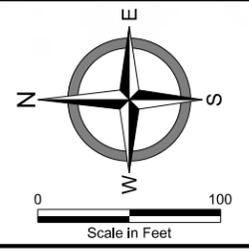
|                                       |                                   |                              |
|---------------------------------------|-----------------------------------|------------------------------|
| 9IN NON-REINF CONCRETE PAVEMENT CL AE | 7IN REINF CONCRETE PAVEMENT CL AE | PIGMENTED IMPRINTED CONCRETE |
| DRIVEWAY CONCRETE 7IN REINFORCED      | SIDEWALK CONCRETE 5IN REINF       | EXISTING CONCRETE PAVEMENT   |
| DRIVEWAY CONCRETE 6IN REINFORCED      | SIDEWALK CONCRETE 4IN REINF       | 5.5IN HBP                    |
|                                       |                                   | PLANTER BED                  |





PROPOSED UTILITY IMPROVEMENTS EXHIBIT  
 SHEYENNE STREET DOWNTOWN IMPROVEMENTS  
 MAIN AVENUE TO 7TH AVENUE  
 WEST FARGO, NORTH DAKOTA

|             |          |
|-------------|----------|
| PROJECT No. | 19924    |
| DATE:       | 07.21.20 |
| REVISED:    | -        |
| DRAFTER:    | JDE      |
| REVIEWER:   | DJD      |



LEGEND

- PROPOSED STORM
- PROPOSED WATER
- PROPOSED SANITARY











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

Consent Agenda e

Engineering Department  
800 4<sup>th</sup> Ave E  
West Fargo, ND 58078  
701-433-5330  
[www.westfargond.gov](http://www.westfargond.gov)

**GENDA ITEM REQUEST**  
*BOARD OF CITY COMMISSIONERS*  
*WEST FARGO, NORTH DAKOTA*

|   |
|---|
| <b>OFFICE USE:</b><br>AGENDA ITEM # _____ |
|---|

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

**CONTACT(s):** Dustin T. Scott, City Engineer

**MEETING DATE:** August 3, 2020

**SUBJECT:** Project No. 6055 – Drain 45 Multi-Use Path (Phase One)

*Attached reference documents:*

- Project design layouts representing the Plans and Specifications for construction

**LOCATION:** Drain 45 – 13<sup>th</sup> Ave to 7<sup>th</sup> Ave E

**ACTION REQUEST:** Approve Plans and Specifications; Authorize Bid Advertisement for Project No. 6055 – Drain 45 Multi-Use Path (Phase One)

**ADDITIONAL INFORMATION:**

- The City Commission approved the Engineer's Report on February 17, 2020
- NDDOT will administrate bid letting on October 16, 2020.

**JOB # 1**  
**NORTH DAKOTA**  
**DEPARTMENT OF TRANSPORTATION**

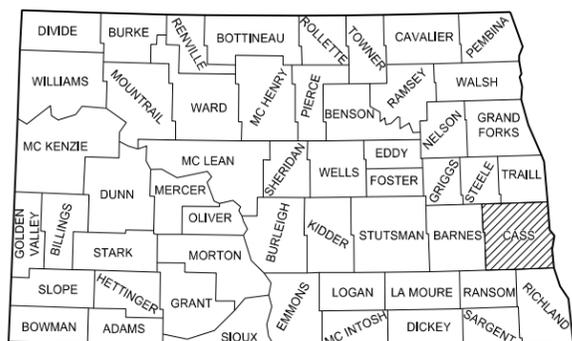
|       |                |       |             |           |
|-------|----------------|-------|-------------|-----------|
| STATE | PROJECT NO.    | PCN   | SECTION NO. | SHEET NO. |
| ND    | TAU-8-984(042) | 22578 | 1           | 1         |

TAU-8-984(042)  
 Drain 45 Multi-Use Path - Phase 1  
 Cass County  
 West Fargo, North Dakota  
 13th Ave E to 7th Ave E  
 Multi-Use Path

GOVERNING SPECIFICATIONS:

2014 Standard Specifications adopted by the North Dakota Department of Transportation and the Supplemental Specifications effective on the date the project is advertised.

| PROJECT NUMBER \ DESCRIPTION | NET MILES | GROSS MILES |
|------------------------------|-----------|-------------|
| TAU-8-984(042)               | 0.48      | 0.48        |



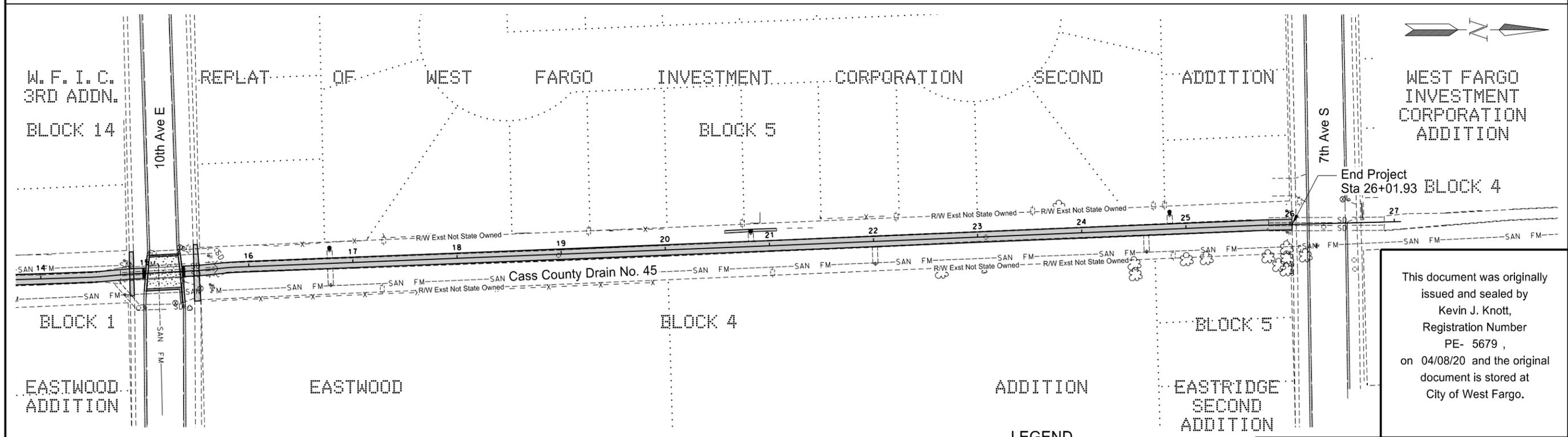
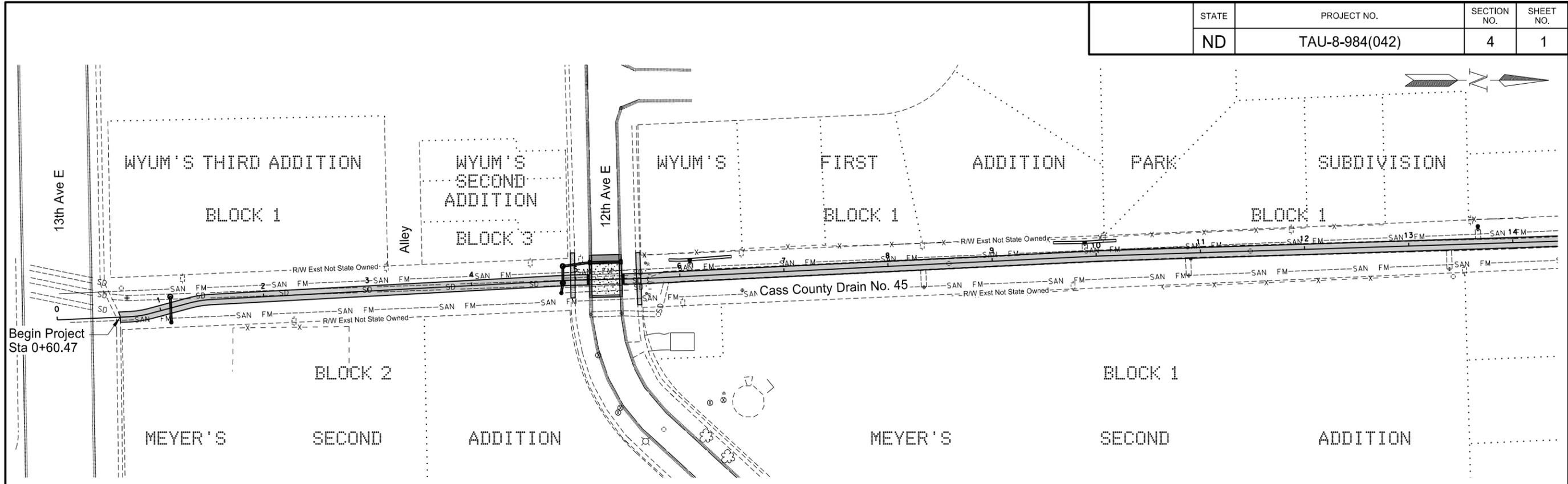
STATE COUNTY MAP

|                             |
|-----------------------------|
| DESIGNER<br>Dylan Dunn, EI  |
| DESIGNER<br>Kevin Knott, PE |
| DESIGNER<br>Ryan Frolek, PE |
| DESIGNER<br>Jesse Ellefson  |
| DESIGNER<br>Alison Hanslip  |

MOORE ENGINEERING, INC.

This document was originally issued and sealed by  
 Kevin J. Knott,  
 Registration Number  
 PE- 5679 ,  
 on 04/08/20 and the original document is stored at  
 City of West Fargo.

|       |                |             |           |
|-------|----------------|-------------|-----------|
| STATE | PROJECT NO.    | SECTION NO. | SHEET NO. |
| ND    | TAU-8-984(042) | 4           | 1         |

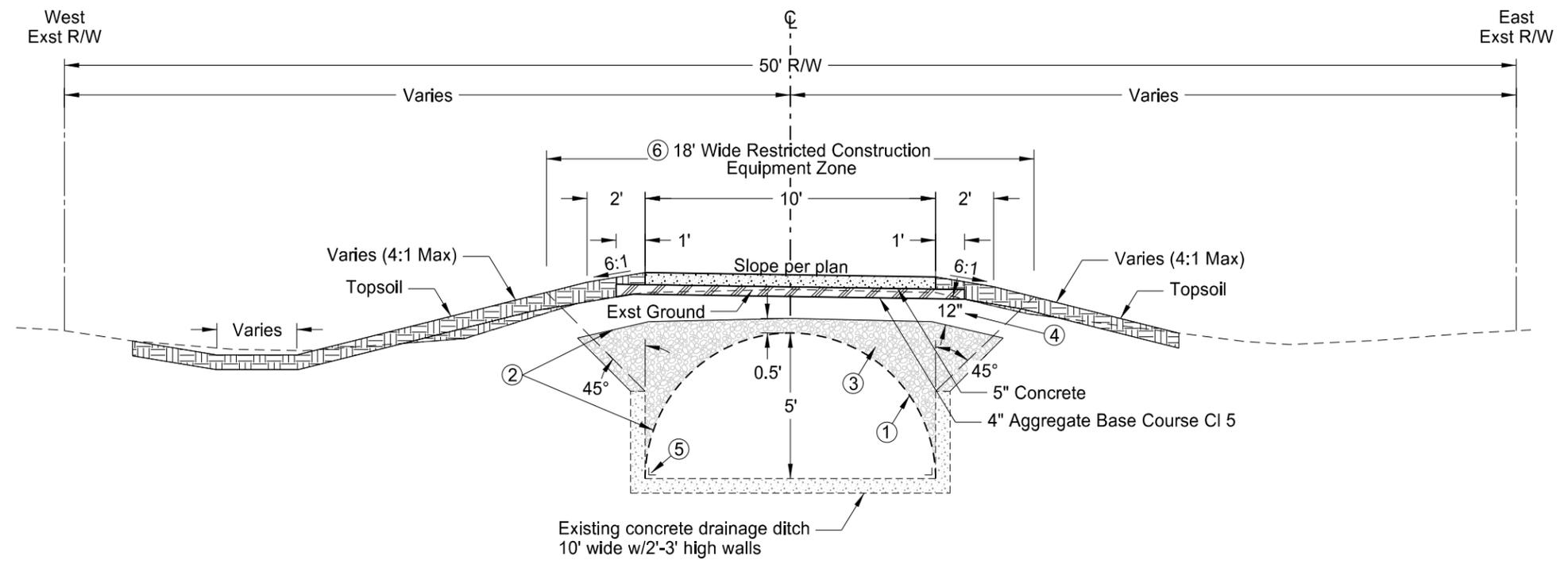


This document was originally issued and sealed by Kevin J. Knott, Registration Number PE- 5679 , on 04/08/20 and the original document is stored at City of West Fargo.

- LEGEND**
- SIDEWALK CONCRETE 5IN REINF (MULTI-USE PATH)
  - SIDEWALK CONCRETE 4IN
  - ASPHALT PAVEMENT
  - CONCRETE PAVEMENT

Drain 45 Multi-Use Path  
Scope of Work

|       |                |             |           |
|-------|----------------|-------------|-----------|
| STATE | PROJECT NO.    | SECTION NO. | SHEET NO. |
| ND    | TAU-8-984(042) | 30          | 1         |



**Drain 45 Multi-Use Path Typical Section**

- ① Existing 12 gauge perforated aluminized type 2 corrugated steel pipe 2 2/3" x 1/2" corrugations.
- ② Existing non-woven geotextile fabric, wrapping stone and pipe.
- ③ Existing free draining annular stone 3/4" minimum.
- ④ Existing 12" topsoil and seeding. Approximately 3" of topsoil to be removed at path location.
- ⑤ Existing 3"x3"x1/4" steel channel anchored to existing concrete to support half-round. Half-round to be bolted to channel, typ. each side.
- ⑥ Restricted Construction Equipment Zone - Construction equipment restricted to 400 lbs/sq.ft. Restrictions may be modified if the Contractor supplies a structural analysis signed by a ND Professional Registered Engineer.

This document was originally issued and sealed by Kevin J. Knott, Registration Number PE- 5679 , on 04/08/20 and the original document is stored at City of West Fargo.

Drain 45 Multi-Use Path  
Typical Section



# APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT

NORTH DAKOTA OFFICE OF ATTORNEY GENERAL  
LICENSING SECTION  
SFN 9338 (04-2020)

JUL 23 2020

Consent Agenda f

Applying for (check one)  
 Local Permit     Restricted Event Permit\*

Games to be Conducted  
 Bingo     Raffle     Raffle Board     Calendar Raffle     Sports Pool     Poker\*     Twenty-One\*     Paddlewheels\*

*Poker, Twenty-One, and Paddlewheels may be conducted **Only** with a Restricted Event Permit. Only one permit allowed per year.*

|   |                                       |                                  |                   |
|---|---------------------------------------|----------------------------------|-------------------|
| Name of Organization or Group of People permit is issued to<br>Veterans Warrior Foundation INC. | Dates of Activity<br>5 September 2020 | If raffle, provide drawing date  |                   |
| Organization or Group Contact Person<br>Curtis Savey  | Title or Position<br>Operations       | Telephone Number<br>701-710-0595 |                   |
| Business Address<br>415 Main Ave E, #1  | City<br>West Fargo                    | State<br>ND                      | ZIP Code<br>58078 |
| Mailing Address (if different)  | City                                  | State                            | ZIP Code          |
| Site Name (where gaming will be conducted)<br>West Fargo VFW                                    |                                       |                                  |                   |
| Site Address<br>444 Sheyenne St   | City<br>West Fargo                    | ZIP Code<br>58078                | County<br>Cass    |

### Description and Retail Value of Prizes to be Awarded

| Game Type                              | Description of Prize                      | Retail Value of Prize |
|--|---|-----------------------|
| Raffle                                 | Multiple Guns                             | \$3,000.00            |
| <input type="button" value="Add Row"/> | <input type="button" value="Delete Row"/> |                       |
| Total (limit \$40,000 per year)        |   | \$3,000.00            |

Intended Uses of Gaming Proceeds  
VWF Inc will use the proceeds to support local Veterans and Veteran Organizations within ND.

Does the organization presently have a state gaming license? (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)  
 Yes     No

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

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

Organization or Group Contact Person

|   |                    |                                  |   |
|---|--------------------|----------------------------------|---|
| Name<br>Aaron Vannett                                 | Title<br>President | Telephone Number<br>701-721-6043 | E-mail Address<br>aaron.vannett@vwfnd.org |
| Signature of Organization or Group's Top Official<br> |                    | Title<br>President               | Date<br>20 July 2020                      |

Per 7-23-20  
CC \$10.00

AGENDA ITEM DESCRIPTION  
CITY COMMISSION  
WEST FARGO, NORTH DAKOTA

Agenda # \_\_\_\_\_

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

1. CONTACT PERSON: Tim Solberg, AICP

2. PHONE NUMBER: 433-5321 DATE: July 24, 2020

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

Zoning Ordinance Amendment to Sections 4-434 DMU: Downtown Mixed Use and 4-435 EMU: Entertainment Mixed Use District.

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

N/A.

5. ACTION BEING REQUESTED FROM CITY COMMISSION:

Hold First Reading and Public Hearing on the Zoning Ordinance Amendments at 5:30 pm on August 3, 2020.

STAFF REPORT

| A20-21   | ZONING ORDINANCE AMENDMENTS      |
|--|----------------------------------|
| Zoning Ordinance Amendment to Sections 4-434 DMU: Downtown Mixed Use and 4-435 EMU: Entertainment Mixed Use District |                                  |
| Applicant: City of West Fargo  | Staff Contact: Tim Solberg, AICP |
| Planning and Zoning Commission Public Hearing:   | 07/14/2020 – Approval            |
| City Commission Introduction:  | 07/20/2020                       |
| Public Hearing & 1 <sup>st</sup> Reading:  | 08/03/2020                       |
| 2 <sup>nd</sup> Reading  |                                  |

**PURPOSE:**

Amendment DMU: Downtown Mixed Use and EMU: Entertainment Mixed Use District to include applicable regulations

**DISCUSSION AND OBSERVATIONS:**

- Both the EMU: Entertainment Mixed Use District and the DMU: Downtown Mixed Use District were adopted by the City Commission on January 6, 2020.
- Staff recognized that adding in that “Other Applicable Regulations” was not included in the ordinance. This is common to apply sign, parking, landscaping and other supplementary district regulations to the district standards for all zoning districts.
- The proposal is to add the following language to the end of each of the two ordinances:  
 4-43x.x. Other Applicable Regulations.  
     Section 4-440 Supplementary District Regulations  
     Section 4-450 Off-Street Parking and Loading Requirements  
     Section 4-460 Sign Regulations

**NOTICES:**

Sent to: Notice in the newspaper and to City Departments

Comments Received:

- None to date.

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

- The addition of “Other Applicable Regulations” provides necessary consistency with all other zoning districts in the City.

**RECOMMENDATIONS:**

Staff is recommending approval of the proposed amendments.

**PLANNING AND ZONING RECOMMENDATION:**

At their July 14, 2020, 2020 meeting, the Planning and Zoning Commission recommended approval.

4-434. "DMU" DOWNTOWN MIXED USE DISTRICT.

Source: Ord. 1148, Sec. 3 (2020)

4-434.1. Statement of Intent. The intent of the DMU District is to provide elements which promote the principles of good planning and design as outlined in West Fargo 2.0. The elements are walkability, connectivity, mixed-use, scale, intensity and hidden parking. New development, redevelopment, or the reuse of existing land and buildings should be encouraged to better meet the local goal of achieving more walkable and bikeable corridors and a better connected village core. Additional growth and development within this connected village core is most desirable due to the presence of existing infrastructure and proximity of services. New development and redevelopment within this district should be in mixed-use buildings which will create and/or contribute to the character of a district that supports the City's goal of providing a cultural core of the community that creates a place residents come to gather and a place that is exciting to visit. New development and redevelopment should encourage civic pride, social and economic activity, and provide for a neighborhood that exemplifies the identity of West Fargo.

4-434.2. Uses. All uses are permitted in the DMU District, except the following uses, as defined in Section 4-200, which are not considered consistent with the intent of the district due to the inability to provide compatibility with the variety of traditional uses found within the district:

1. Adult Entertainment Center
2. Behavioral Health Care Facility
3. Heavy Industrial Uses

4-434.3 Site Design Standards.

1. Building Orientation.
  - A. All portions of buildings which front along a public or approved private street must be oriented to provide for an inviting entrance or public view.
  - B. A zero foot setback is required along public or approved private streets.
    - i. Deviation from the zero foot setback may be allowed in instances where additional useable space is proposed such as dining areas, public art installation or plaza space, driving aisles, or other such uses.

- ii. Any proposed deviation will require approval by the City Commission upon recommendation of the Director of Planning and Zoning.
- iii. Deviation also may be required in instances where adequate right of way does not provide for the design requirements for mobility or on-street parking needs as determined by the City Commission at the recommendation of the City Engineer and Director of Planning and Zoning.

4-434.4. Lot Design Standards.

1. Parking Areas.

- A. Parking lots are required to be designed to share access with adjoining properties to avoid unnecessary additional access and open space which is difficult to maintain or provides no benefit to the district.
- B. Maximum parking allowed for a use may not exceed the parking minimum requirements found within Section 4-450: Off Street Parking and Loading Regulations.
- C. Parking lots are required to be hidden with first priority to be placed out of sight of a public or approved private street.
- D. On-street parking is encouraged where possible and is to be designed at the discretion of the City Engineer and Director of Planning and Zoning and approved by the City Commission.
- E. Where parking lots front a public or approved private street, a minimum 5 foot decorative buffer is required to include pedestrian friendly areas that also include plantings which hide the parking area such as shown in the exhibit below.



2. Building Construction.

- A. A minimum of seventy percent of all ground floor façade which fronts a public or approved private street is required to consist of windows or glass doors.
- B. New construction is required to be a minimum of two stories.
- C. The remaining ground floor façade is required to consist of durable materials.
- D. Residential lap-siding and corrugated metals or fiberglass siding are not allowed. Architectural panels of varying materials may be deemed acceptable upon review by the Planning and Zoning Commission and City Commission provided they are deemed to fit within the character of the district.
- E. Utilities associated with private and/or public facilities as well as rooftop or tenant spaces are required to be screened in a manner consistent with the intent of the district.

3. Signage.

- A. Where a building is meeting the required zero front setback line, an encroachment of a wall sign or protruding wall sign at the ground level floor with a safe clearance may occur with appropriate approval of an encroachment agreement with the City as approved by the City Commission.
- B. Off-premise signage within the district is allowed as a conditional use following the provisions set forth in Section 4-550 of City Ordinances. Signage within the district should take into account the characteristics of its surrounding area and the intent and context of a downtown environment. The Commission should deliberate such items as size, intensity of light or color, and motion to avoid nuisance factors to the public and neighboring uses.

4. Streetscape. The following provides a guide for improvements to a public or approved private street within the Downtown Mixed Use District. Improvements within City right of way are to be designed at the discretion of the City Engineer and Director of Planning and Zoning and approved by the City Commission. Any permanent encroachments into City right of way will require review and approval by the City Commission.



**The Frontage Zone** functions as an extension of the adjacent building, whether it is for signage or retailers to display products. This zone should encourage the businesses to use this portion of the boulevard as a part of the downtown experience. This Zone will be a consistent 2 feet wide offset from the private property line.



**The Pedestrian Zone** provides an unobstructed public path that is dedicated for pedestrians. This zone will ensure a safe and comfortable walking experience and should always be 6 feet wide which will allow for comfortable two-way travel for users.



**The Flex Zone** is defined as the section of the streetscape between the curb line and the Pedestrian Zone where street furnishings occur. This Zone will vary as the parking zone changes to accommodate the change.



**The Safety Zone** is defined as the space immediately next to the Pedestrian Zone or Flex Zone which separates the boulevard from the Parking Zone or roadway. This zone will always be 2 feet wide.



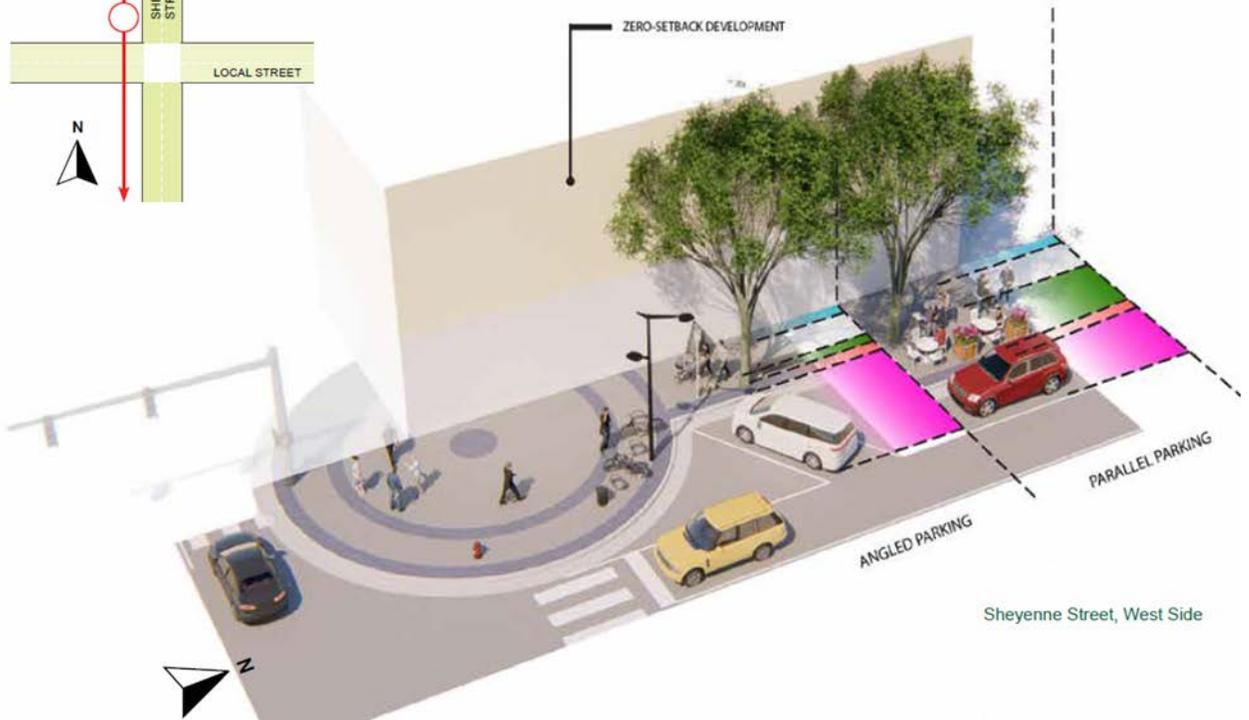
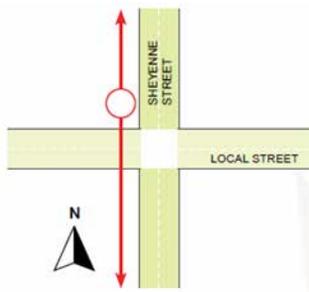
**The Identifier Zone** functions as a cultural canvas of West Fargo. Each area should be unique showcasing different aspects of cultural and historical aspects of the city.



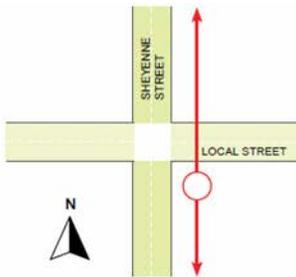
**Branding Zone** creates continuity along the corridor by providing a consistent aesthetic feel, providing wayfinding and city amenities unique to the downtown zoning district.

| ZONE         | WIDTH  | USE  |
|--------------|--|--|
| Frontage*    | 2'   | <ul style="list-style-type: none"> <li>Retail signage</li> <li>Planted pots</li> <li>Retail displays</li> <li>Seating</li> <li>Private furnishings</li> </ul>                                  |
| Pedestrian   | 6'   | <ul style="list-style-type: none"> <li>Path of pedestrian travel clear of obstructions</li> </ul>  |
| Flex*        | Width varies as any remaining space in the sidewalk would be dedicated to this zone. | <ul style="list-style-type: none"> <li>Trees and landscaping</li> <li>Outdoor cafes, seating, and retail displays</li> <li>Streetscape furnishings</li> <li>Public utilities</li> </ul>        |
| Safety       | 2'   | <ul style="list-style-type: none"> <li>Outer perimeter of sidewalk delineated by unique pattern not used in any other zone</li> <li>Clear of obstructions that impede field of view</li> </ul> |
| Identifier † | 15' Radius   | <ul style="list-style-type: none"> <li>Public art</li> <li>Surface material mosaics</li> <li>Cultural representation of community, each being unique</li> </ul>                                |
| Branding †   | 11'  | <ul style="list-style-type: none"> <li>Wayfinding</li> <li>Corridor specific amenities</li> <li>City branding</li> <li>Gateway</li> </ul>  |

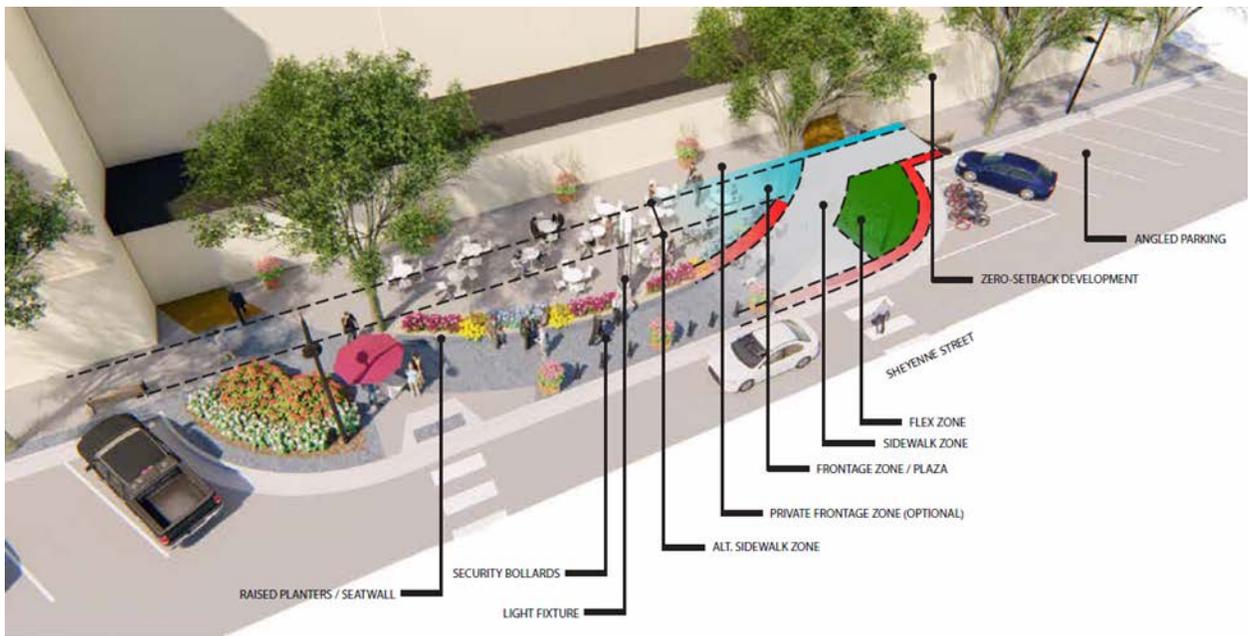
\* Zone may not be used in all scenarios  
 † Zone is only in Sheyenne Street bulb-outs



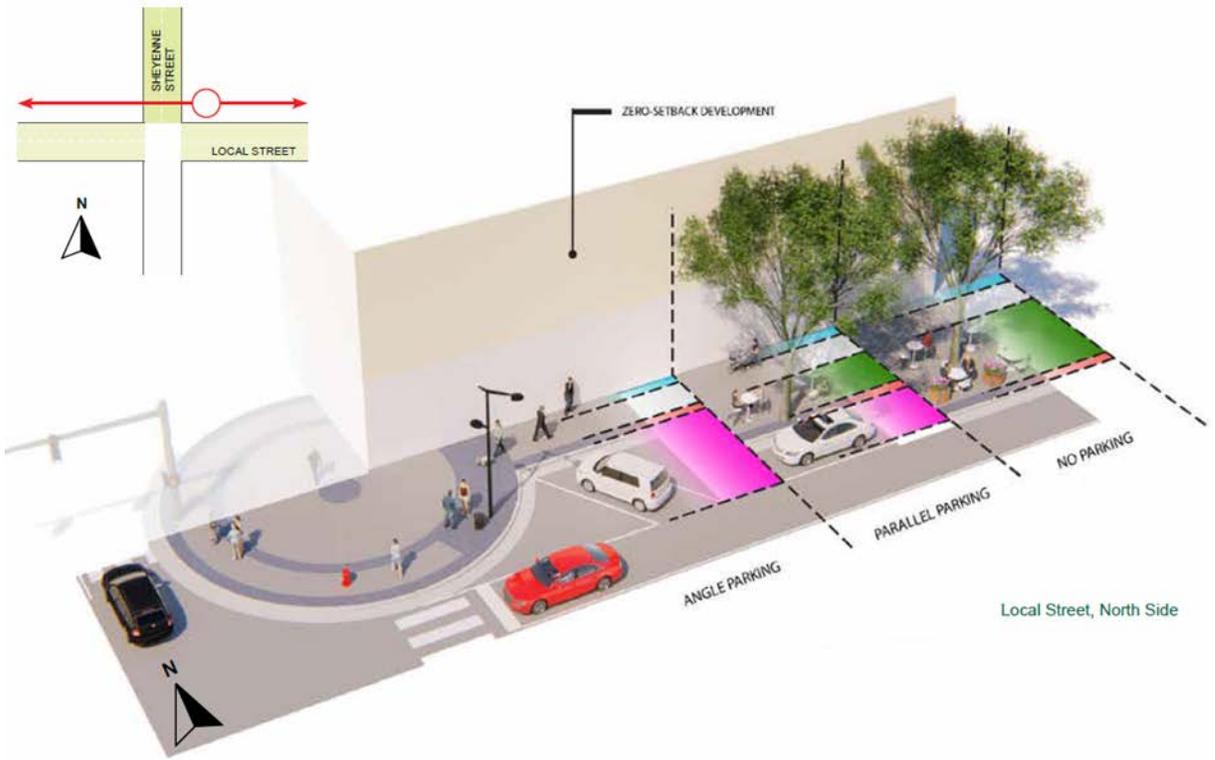
Sheyenne Street, West Side

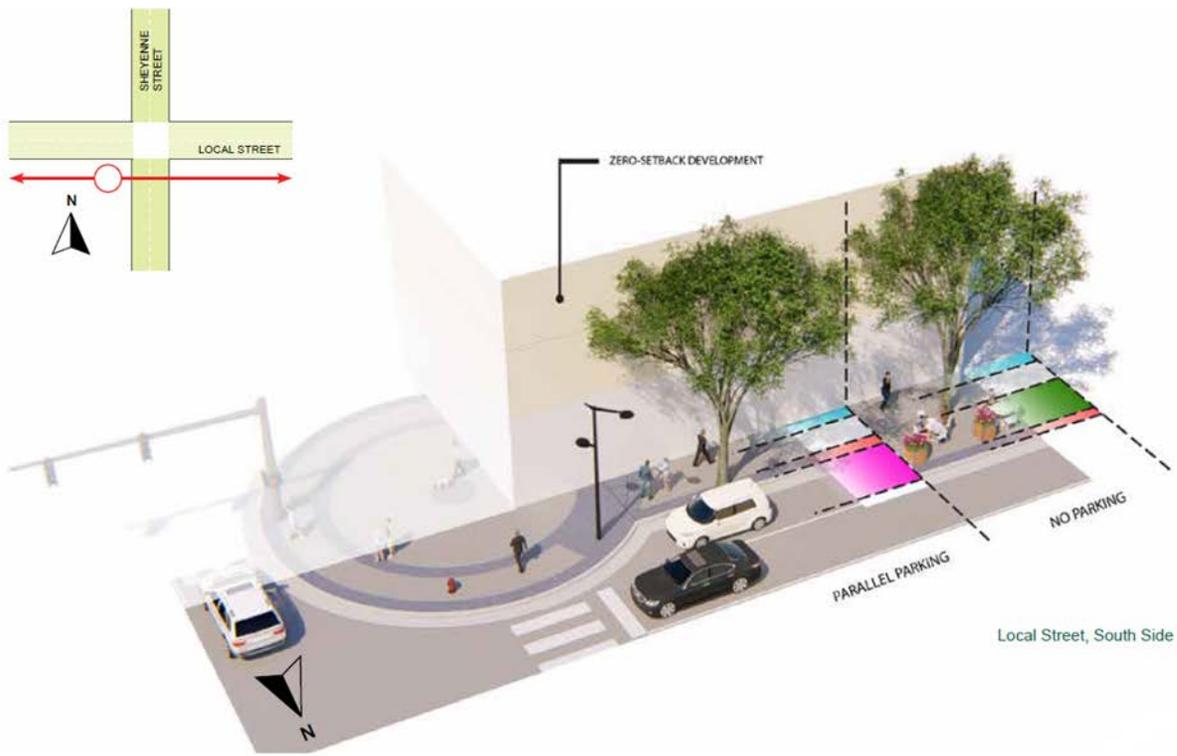


Sheyenne Street, East Side + 10' ft.



Midblock Crossing Scenario





4-434.5. Other Applicable Regulations.

Section 4-440 Supplementary District Regulations

Section 4-450 Off-Street Parking and Loading Requirements

Section 4-460 Sign Regulations

4-435. "EMU" ENTERTAINMENT MIXED USE DISTRICT.

Source: Ord. 1148, Sec. 4 (2020)

4-435.1. Statement of Intent. The intent of the EMU District is to provide elements which promote the principles of good planning and design as outlined in West Fargo 2.0. The elements are walkability, connectivity, mixed-use, scale, intensity and hidden parking.

New development, redevelopment, or the reuse of existing land and buildings should be encouraged to better meet the local goal of achieving more walkable and bikeable corridors and a better connected village core. New development and redevelopment within this district should be in mixed-use buildings which will create and/or contribute to the overall vibrancy of a district that supports entertainment and employment activity twenty-four hours a day and seven days a week. Nuisance issues typically considered to be a disruption to a private resident in a strictly residential or office district may be less of a concern in favor of options which promote activity and entertainment to the general public at the discretion of the City Commission in consideration of laws which govern such matters.

The Entertainment Mixed Use District should have adequate measures of separation or buffering from traditional residential or other low intensity neighborhoods to ensure compatibility of intensity is protected for both the district and its neighbors.

4-435.2. Uses. All uses are permitted in the EMU District except the following uses, as defined in Section 4-200, as they are not considered consistent with the intent of the district due to the inability to provide compatibility with the variety of traditional uses found within the district:

1. Adult Entertainment Center
2. Behavioral Health Care Facility
3. Heavy Industrial Uses

4-435.3. Site Design Standards.

1. Building Orientation
  - A. All portions of building which front along a public or approved private street shall be oriented to provide for an inviting entrance or public view.
  - B. A zero foot setback is required along public or approved private streets.

- i. Deviation from the zero foot setback may be allowed in instances where additional useable space is proposed such as dining areas, public art installation or plaza space, driving aisles, or other such uses.
- ii. Any deviation proposed will require approval by the City Commission upon recommendation of the Director of Planning and Zoning.
- iii. Deviation also may be required in instances where adequate right of way does not provide for the design requirements for mobility or on-street parking needs as determined by the City Commission at the recommendation of the City Engineer and Director of Planning and Zoning.

#### 4-435.4. LOT DESIGN STANDARDS.

##### 1. Parking Areas

- A. Parking lots are required to be designed to share access with adjoining properties to avoid unnecessary additional access and open space which is difficult to maintain or provides no benefit to the district.
- B. Maximum parking allowed for a use may not exceed the parking minimum requirements found within Section 4-450: Off Street Parking and Loading Regulations.
- C. Parking lots are required to be hidden with first priority to be placed out of sight of a public or approved private street.
- D. On-street parking is encouraged where possible and is to be designed at the discretion of the City Engineer and Director of Planning and Zoning and approved by the City Commission.
- E. Where parking lots front a public or approved private street, a minimum 5 foot decorative buffer is required to include pedestrian friendly areas that also include plantings which hide the parking area such as shown in the exhibit below.



2. Building Construction.

- A. A minimum of seventy percent of all ground floor façade which fronts a public or approved private street is required to consist of windows or glass doors.
- B. The remaining ground floor façade is required to consist of durable materials.
- C. Residential lap-siding and corrugated metals or fiberglass siding are not allowed. Architectural panels of varying materials may be deemed acceptable upon review by the Planning and Zoning Commission and City Commission provided they are deemed to fit within the character of the district.

3. Signage.

- A. Where a building is meeting the required zero front setback line, an encroachment of a wall sign or protruding wall sign at the ground level floor with a safe clearance may occur with appropriate approval of an encroachment agreement with the City as approved by the City Commission.
- B. Off-premise signage within the district is allowed as a conditional use following the provisions set forth in Section 4-550 of City Ordinances. Signage within the district should take into account the characteristics of its surrounding area and the intent and context of a vibrant entertainment environment. The Commission should consider such items as size, intensity of light or color, and motion to avoid nuisance factors to the public and neighboring uses.

4-435.5. Other Applicable Regulations.

Section 4-440 Supplementary District Regulations

Section 4-450 Off-Street Parking and Loading Requirements

Section 4-460 Sign Regulations



## City Commission Agenda Item Request

Regular Agenda 2

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: \***

Jeff Eberhardt

**Phone Number: \***

7012386604

**Email Address:**

jeff@kostmaterials.com

**Date \***

7/28/2020

**Topic for Consent or Regular Agenda?**

Please select one option:

Consent Agenda

Regular Agenda

**Please Briefly Describe Your Request \***

discussion about the Loberg/Hokoum area being developed

**Site Address or Legal Description (if applicable)**

2nd St E, West Fargo, ND

**Action Being Requested from City Commission \***

request for deferment of assessments for 24 months

**Upload Additional Documentation (Optional):**



## City Commission Agenda Item Request

Regular Agenda 3

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: \***

Matt Andvik

**Phone Number: \***

701-433-5400

**Email Address:**

**Date \***

7/30/2020

**Topic for Consent or Regular Agenda?**

Please select one option:

Consent Agenda

Regular Agenda

**Please Briefly Describe Your Request \***

2nd Reading of Changes to Sump Pump Ordinance 1160

**Site Address or Legal Description (if applicable)**

**Action Being Requested from City Commission \***

Review Changes to the Sump Pump Ordinance 1160

**Upload Additional Documentation (Optional):**

ORDINANCE NO. 1160

AN ORDINANCE TO AMEND AND REENACT SECTION 9-0328 OF THE REVISED ORDINANCES OF 1990 OF THE CITY OF WEST FARGO RELATING TO SUMP PUMP CONNECTIONS.

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

SECTION 1. Section 9-0328 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

9-0328. INSPECTION AND SURCHARGE AUTHORITY REGARDING IMPROPER CONNECTION TO SEWER SYSTEM.

1. Section 9-0319 and Section 9-0321(1)(i) of the Revised Ordinances of 1990 of the City of West Fargo prohibit any person from discharging or causing to be discharged any storm water, groundwater, roof runoff, yard drainage, yard fountain or pond overflow into the sanitary collection system except as allowed by this chapter or as approved by the City. Any disconnects or openings in the sanitary sewer shall be closed or repaired in an effective, workmanlike manner, as approved by the City Engineer.
2. All West Fargo residents must pay an annual fee for sump pump connections to the City's sanitary sewer system. The fee will be charged in monthly installments on the property owner's monthly utility bill. The annual fee will be set by resolution of the City Commission. If a sump pump or connection to the City's sanitary sewer does not exist, this fee can be removed by sending a certification form to the City of West Fargo Public Works Department. Residents with a connection to the sanitary sewer may discharge their sump pump into the sanitary sewer from November 1st through April 1st. From April 2nd through October 31, the sump pump must be discharged outside.
  - a. In order to remove the annual fee from the property's utility bill, a certification form must be filled out and mailed or returned to West Fargo Public Works, verifying that the property does not have a sump pump sanitary hook up. The form may be found on the City's website or obtained from the Public Works office.

- b. For all new houses, buildings or structures built after the date this ordinance is adopted, the fee will be automatically added to the utility bill unless a certification form has been filled out verifying no sump pump connection to the City's sanitary sewer is present.
  - c. All existing residences, buildings or structures, will have the fee go into effect one (1) month after they receive a notice of the fee in the mail. This fee will be waived upon receipt of the certification form referenced in this chapter verifying there is no sump pump connection to the City's sanitary sewer.
  - d. Any person found violating the conditions of the certification form may be subject to a monthly fine of up to \$1,000 until the violation is resolved and/or verified through a City of West Fargo employee that there is no longer a sump pump connection to the City's sanitary sewer system.
  - e. If a dispute regarding a property's sump pump connection should arise, a West Fargo employee will have the right to inspect in accordance to the certification form.
  - f. West Fargo Public Works will conduct an audit of 3% customers per year to verify compliance with this ordinance.
- ~~2. Every person owning improved real estate that discharges into the City's sanitary sewer system shall allow the City employee(s) to inspect the buildings to confirm that there is no sump pump or other prohibited discharge into the sanitary sewer system. Any person may furnish a certificate from a licensed plumber certifying that their property is in compliance with paragraph 1 of this section in lieu of having the City inspect their property. Any person refusing to allow their property to be inspected or refusing to furnish a plumber's certificate within fourteen (14) days of the date City employee(s) are denied admittance to the property shall immediately become subject to the surcharge hereinafter provided for. Any property found to violate paragraph 1 of this section shall make the necessary changes to comply with paragraph 1 and furnish proof of the changes to the City within thirty (30) days of the notice of violation.~~
- ~~3. A monthly surcharge as set by resolution of the City Commission is hereby imposed and added to every sewer~~

~~billing to property owners who are not in compliance with paragraph 1 of this section. The surcharge shall continue to be levied monthly for the months of April through October (both inclusive) of every year on properties not complying with paragraph 1 of this section. Provided, the surcharge shall not be charged unless a property has been inspected and found to be in noncompliance, or if the person owning improved real estate refuses to allow an inspection and does not provide a plumber's certificate as set forth in paragraph 2 of this section.~~

- ~~4. The President of the Board of City Commissioners shall appoint a committee of three (3), who shall act as an appeals board regarding the enforcement of Section 9-0328. This committee shall have the authority to grant exemptions from strict compliance with the terms of Section 9-0328 for a particular property owner who can establish unique and extenuating circumstances which would justify an exemption from strict compliance with the terms of Section 9-0328. The committee may grant seasonal waivers which would allow for discharge into the sanitary system between November 1 and April 1 for residences whose sump pumps continue to run during that period of year and for which discharge to the exterior would lead to icy conditions or the breaking of pipes or related problems. An appeal to the City Commission from a decision of the committee must be filed within thirty (30) days from the date of the decision. A vote of four (4) members of the City Commission shall be necessary to overturn any decision of the committee.~~
- ~~5. If a seasonal waiver is granted, the owner of the property may place a pipe connecting the sump pump to the sanitary sewer, which must have a shut-off valve. City staff, on or around April 1 each year, will close the valve so that no water can reach the sanitary sewer line and place a seal on that valve. City staff, on or about November 1 of each year will remove the seal and open the valve to allow discharge into the sanitary sewer system if the owner desires. No person other than City staff may remove the seal and change the valve. If upon inspection by City staff the seal has been tampered with, the owner of the property will be charged a monthly surcharge, as set by resolution of the City Commission, for each month between the discovery of the tampering and the last inspection by City staff. By applying for the waiver, the owner has also granted permission to City staff to inspect the connection and seal anytime between April 1 and November 1 to determine whether or not the seal has been tampered with. Such inspections must be made between 8:00 a.m. and 8:00 p.m. and only when a~~

~~resident of the premises is on site. Failure to allow such an inspection or to allow the City staff entry around November 1 and April 1 to switch the valves and place on or remove the seal shall result in automatic revocation of the seasonal waiver. In addition, if at any time City staff determines that the seal has been tampered with, the result will not only be the surcharge set forth above, but also automatic revocation of the seasonal waiver.~~

~~6. Any person granted a seasonal waiver shall be billed a yearly amount as set by resolution of the City Commission as part of their water and sewer bill to cover the cost of City staff and the additional cost in treating the extra water during the period of the waiver. If a person is granted a permanent waiver as opposed to a seasonal waiver, a monthly surcharge as set by resolution of the City Commission shall be added to the water and sewer bill to compensate the City for the extra cost of treating the additional water entering the sanitary sewer system from that premise.~~

73. When a structure is being constructed in the City of West Fargo, if at or prior to final inspection City staff determines that the sump pump connection has been illegally connected to the City's sanitary sewer system, or that there is another connection or device or lack of a plug which allows surface runoff or groundwater to enter into the sanitary sewer system, either permanently or temporarily, there shall be levied an administrative fine against the general contractor for the structure found to be in violation. If after 24 hours after written notice from the City the general contractor has not remedied the situation so that no surface runoff or groundwater can enter into the City's sanitary sewer system, there shall be an additional administrative fine for each day such a violation exists. Said administrative fines shall be set by resolution of the City Commission. In addition, the Building Inspector shall not issue another building permit within the jurisdiction of the Building Inspector of the City of West Fargo for that contractor until the violation has been remedied and any administrative fine has been fully paid to the City. The procedure for handling the administrative penalty as far as notice, right to appeal, and hearing shall be the same procedure as set out in Section 9-0311.

SECTION 2. Effective Date. This ordinance shall be in full force and effect from and after the date of its final passage and publication.

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

ATTEST:

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City Auditor

Date of First Reading:

Date of Second Reading:

Date of Publication:



## Sump Pump Fee Wavier Form

**Public Works Department**  
810 12<sup>th</sup> Ave NW  
West Fargo, ND 58078  
701-433-5400  
[www.westfargond.gov](http://www.westfargond.gov)

### Seasonal Variance Conditions:

1. The undersigned homeowner (occupant) verifies at (for the property listed) a sump pump does not exist or is only capable to discharge water outside.
2. If a sump pump is present at the property a photo showing no connection to the sewer system must be submitted with this form.
3. The homeowner agrees that if they install a connection to the sewer system that they will notify the City of West Fargo of this change, by filling out a seasonal sump pump variance form.
4. City of West Fargo Ordinance 9-0328 will be enforced and the undersigned homeowner (occupant) agrees to all conditions as listed in City of West Fargo Ordinance 9-0328.

### *Resident Information:*

**Account Number:**

---

**Name:**

---

**Phone Number:**

---

**Email:**

---

### *Residents Address:*

**Street Address:**

---

**City:**

**State:**

---

---

**Postal/Zip Code:**

**Country:**

---

---

**Signature:**

---

**Date:**

---



## City Commission Agenda Item Request

Regular Agenda 4

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 \***

7/30/2020

**Topic for Consent or Regular Agenda?**

Please select one option:

Consent Agenda

Regular Agenda

**Please Briefly Describe Your Request \***

Recommendation for 2020 West Fest activities

**Site Address or Legal Description (if applicable)**

**Action Being Requested from City Commission \***

Approve recommendations for 2020 West Fest activities

**Upload Additional Documentation (Optional):**

Commissioner Memo\_West Fest Activities.pdf

133.81KB



**To:** West Fargo City Commission  
**From:** Communications Director Melissa Richard  
**Date:** Monday, Aug. 3, 2020  
**Subject:** Recommendation for 2020 West Fest activities  
**Action:** Approve recommendations for 2020 West Fest activities

**Commission President**

Bernie Dardis

*Primary Portfolio:*  
Administration/Finance

*Secondary Portfolio:*  
Street, Water and Sewer

**Commissioner**

Brad Olson, Vice President

*Primary Portfolio:*  
Street, Water and Sewer

*Secondary Portfolio:*  
Police and Fire

**Commissioner**

Eric Gjerdevig

*Primary Portfolio:*  
Planning, Zoning and Engineering

*Secondary Portfolio:*  
Administration/Finance

**Commissioner**

Mark Simmons

*Primary Portfolio:*  
Police and Fire

*Secondary Portfolio:*  
Planning, Zoning and Engineering

**Commissioner**

Mandy George

*Primary Portfolio:*  
Sanitation

*Secondary Portfolio:*  
Police and Fire

**City Administrator**

Tina Fisk

**Summary and Recommendation:**

The annual West Fest community celebration is the premier City of West Fargo community event. Since 1992, the center of this weekend of events has been the grand parade. This parade draws tens of thousands of people from West Fargo and throughout the region to pack Sheyenne Street from Second Avenue W. to 10 ½ Avenue W., and areas surrounding downtown West Fargo. In the past five years, a Family Fun event and street dance have also been added and drawn many attendees together.

In early 2020, the spread of the novel coronavirus became a public health emergency throughout the United States. To stop the spread of coronavirus, medical professionals recommend 1) social distancing; 2) use of face masks; 3) frequent hand-washing and 4) isolating when exhibiting symptoms.

Due to the impact of the novel coronavirus pandemic, I recommend canceling the grand parade, Family Fun and street dance for the 2020 West Fest and introducing new events that make it feasible to follow medical recommendations while celebrating the community.

**Policy Analysis:**

By canceling these events, the City of West Fargo will be following the ND Smart Restart large gathering recommendations for the green/low risk level:

[Green/Low Risk Level](#) — This is the level of low risk for exposure and when transmission is controlled in the jurisdiction AND health criteria is met. Group gatherings are limited by certificate of occupancy for the room or seating area according to industry-specific Smart Restart protocols and social distancing is maintained. **Cancel gatherings of any size where distancing cannot be maintained.**

This is also in line with avoiding holding an event that CDC would categorize as the highest risk for COVID-19 spreading at the event:

**Lowest risk:** Virtual-only activities, events, and gatherings.

**More risk:** Smaller outdoor and in-person gatherings in which individuals from different households remain spaced at least 6 feet apart, wear cloth face coverings, do not share objects, and come from the same local area (e.g., community, town, city, or county).

**Higher risk:** Medium-sized in-person gatherings that are adapted to allow individuals to remain spaced at least 6 feet apart and with attendees coming from outside the local area.

**Highest risk:** Large in-person gatherings where it is difficult for individuals to remain spaced at least 6 feet apart and attendees travel from outside the local area.

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Other local communities are also canceling parades. ([Parade, other events canceled during this year's revamped Greater Moorhead Days](#))

**Financial Analysis:**

The total proposed cost of the 2020 West Fest is \$15,000 and would come from the West Fest fund, which is supported through sponsorships, entry fees and vendor fees. This is a 50% budget reduction from previous years to account for a lack of parade entry fees and predicted decrease of sponsorships raised.

**Proposed 2020 Events:**

The following events are recommended to pursue planning.

- *Community events submitted by organizations promoted on the West Fest schedule, such as pancake feeds or West Fargo Park District event.*
- West Fest softball tournament
- West Fest Fun Run, 5k and 10k
- Penny and Pals performance
- Craft and Vendor Show
- New: Taste of West Fargo
- New: Restaurant/Shop Local Week
- New: West Feast (community meal)
- New: City of West Fargo scavenger hunt



## City Commission Agenda Item Request

Regular Agenda 5

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@westfagond.gov

**Date \***

7/29/2020

**Topic for Consent or Regular Agenda?**

Please select one option:

Consent Agenda

Regular Agenda

**Please Briefly Describe Your Request \***

Present the final branding platform for the downtown mixed use district to West Fargo City Commission.

**Site Address or Legal Description (if applicable)**

Downtown mixed use district

**Action Being Requested from City Commission \***

Approve the final branding for the downtown mixed use district

**Upload Additional Documentation (Optional):**

DMU map.pdf

330.95KB

The Yards Branding Standards.pdf

2.66MB

WFTheYardsCouncil072020.pptx

10.62MB



| Zoning                                   |                       |
|--|-----------------------|
| West Fargo City Limits                   | Black outline         |
| Extraterritorial Area                    | Thin purple outline   |
| Corridor Overlay                         | Blue dashed outline   |
| Interstate Corridor Overlay              | Orange diagonal lines |
| City of West Fargo Zoning                |                       |
| A: Agricultural                          | Light gray            |
| C: Light Commercial                      | Red                   |
| C-OP: Commercial Office Park             | Pink                  |
| DMU: Downtown Mixed Use                  | Green with dots       |
| EMU: Entertainment Mixed Use             | Orange                |
| HC: Heavy Commercial                     | Dark red              |
| LI: Light Industrial                     | Light purple          |
| M: Heavy Industrial                      | Dark purple           |
| HC: Heavy Commercial                     | Dark red              |
| LI: Light Industrial                     | Light purple          |
| M: Heavy Industrial                      | Dark purple           |
| P: Public                                | Green with dots       |
| PUD: Planned Unit Development            | White with dots       |
| R-L1A: Large Lot Single Family Dwelling  | Light green           |
| R-1A: Single Family Dwelling             | Yellow                |
| R-1: One and Two Family Dwelling         | Light blue            |
| R-1SM: Mixed One and Two Family Dwelling | Blue                  |
| R-2: Limited Multiple Dwelling           | Light green           |
| R-3: Multiple Dwelling                   | Orange                |
| R-4: Mobile Home                         | Light orange          |
| R-5: Manufactured Home Subdivision       | Brown                 |
| R-1E: Rural Estate                       | Light green           |
| R-R: Rural Residential                   | Light green           |



# The Yards

ON SHEYENNE

**Brand Standards**



# Brand Elements & Identity

## Brand Elements

### Brand Positioning

The Yards is a destination for all ages that provides opportunities to gather in shared experiences, create memories, and grow community and business. The Yards provides a unique experience to live, work, connect, and collaborate on historic Sheyenne Street, in the heart of West Fargo.

### Core Brand Pillars

- Welcoming
- Lively
- Connected
- Community-focused
- True

### Tone of Voice

- Casual, Relaxed, Approachable

### Value Proposition

- The heart of West Fargo that offers an authentic and vibrant mix of business, living, and entertainment to bring people together.

### Target Audience(s)

- Businesses (creative spaces such as co-working spaces, accelerators, makerspace, and hybrid concepts)
- Entrepreneurs/Small Business Owners
- Millennials
- Young Professionals
- Active Empty Nesters
- West Fargo and Fargo Area Residents
- Francis Neighborhood residents
- Tourists/Visitors

## Brand Identity

### Name and Logo

- The Yards



### Tagline

- Let's Gather at The Yards



# Logo

Below are general guidelines on how to use The Yards' logo for different applications.

## Color Options



### Full Color

Use for most normal applications where black, white, or one color isn't required.



### Black

Use when full color isn't an option such as black and white printing.



### White

Use when the logo will be shown on a colored background that's too dark for full color.

## Resizing



Do not scale the logo disproportionately. If resizing, be sure to resize the height and width by the same amount.

## File Types

**.ai, .eps, & .pdf** are vector files that scale without losing image quality and are the best option to give to professional designers and printers.

**.jpg & .png** are raster files that lose image quality when scaled too large. These files are best used for digital purposes such as websites and social media, or internally if you don't have programs that support the vector files above.



# Color Palette

The Yards' primary colors are teal and orange, with secondary colors green, yellow, blue, and gray chosen as complementary colors.

CMYK and Pantone color values are provided for print media, Pantone colors should be used when applicable to ensure accurate color reproduction.

RGB values are also provided for digital media.

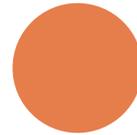
## Primary Colors

Primary colors help quickly identify The Yards' brand and should be used for the bulk of designs.



### Teal

CMYK: 75, 7, 28, 0  
RGB: 2, 175, 187  
Pantone: 7577 C



### Orange

CMYK: 7, 61, 77, 0  
RGB: 229, 126, 76  
Pantone: 7466 C

---

## Secondary Colors

Secondary colors are meant to highlight and complement the primary colors and should be used more sparingly



### Green

CMYK: 75, 7, 28, 0  
RGB: 2, 175, 187



### Yellow

CMYK: 5, 23, 100, 0  
RGB: 242, 193, 24



### Blue

CMYK: 80, 62, 25, 7  
RGB: 71, 91, 138



### Gray

CMYK: 0, 0, 0, 70  
RGB: 109, 110, 113

# Typography

The use of typography distinct to The Yards' brand is another way to keep the brand recognizable and distinguishable from others.

Bree Serif Regular is used in part of the logo as well as paragraph headings. PT Sans Narrow Regular is also used in the logo as well as as a secondary typeface for call outs and sub-headings.

Bree Serif and PT Sans Narrow can both be downloaded for free from [fonts.google.com](https://fonts.google.com). Garamond is a common font most computers should already have installed.



Paragraph Heading | Bree Serif Regular | Teal | 13 Pt Minimum

Paragraph Sub-Heading | PT Sans Narrow Regular | Black | 12 Pt Minimum

Paragraph Text | Garamond Regular | Black | 9 Pt Minimum

0.125" Between Paragraphs

Call Out Text | PT Sans Narrow Regular | 10 Pt Minimum

## Brand Elements

### Brand Positioning

The Yards is a destination for all ages that provides opportunities to gather in shared experiences, create memories, and grow community and business.

The Yards provides a unique experience to live, work, connect, and collaborate on historic Sheyenne Street, in the heart of West Fargo.

### Core Brand Pillars

- Welcoming
- Lively
- Connected
- Community-Focused



# Photography

The best camera is the one that's with you. Whether you have a professional camera or a cell phone, capturing as many original photos of the community is crucial to telling its story. Subjects should be in focus and well-lit, and images should be high-quality. At times it may be necessary to supplement with stock photography, keeping in mind it is important to only use high-quality images you have the rights to use.





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

Regular Agenda 6

Engineering Department  
800 4<sup>th</sup> Ave E  
West Fargo, ND 58078  
701-433-5330  
[www.westfargond.gov](http://www.westfargond.gov)

**GENDA ITEM REQUEST**  
*BOARD OF CITY COMMISSIONERS*  
*WEST FARGO, NORTH DAKOTA*

**OFFICE USE:**  
**AGENDA ITEM # \_\_\_\_\_**

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

**CONTACT(s):** Dustin T. Scott, City Engineer  
**MEETING DATE:** August 3, 2020  
**SUBJECT:** Improvement Dist. No. 2257 - 9<sup>th</sup> St NW

*Attached reference documents:*

- Draft CIP Sheets
- Petition for improvements submitted by local businesses in 2018
- Draft Corridor Report

**LOCATION:** 9<sup>th</sup> St NW (Main Ave to 8<sup>th</sup> Ave NW)

**ACTION REQUEST:** Review Draft Documents for proposed Improvement Dist. No. 2257 (No Action).

**ADDITIONAL INFORMATION:**

- The project is included in the City's CIP adopted by the City Commission on June 15, 2020.



# CAPITAL IMPROVEMENT PLAN PROJECT CUT SHEET

## 9th St NW Reconstruction - Main Avenue to 8th Avenue

Improvement District No. **2257**

Street Improvement District No. 2257

**2020**  
Construction Start Year

**Project Status**  
**Study**  
100% Complete

**Project Priority Grade**  
**A**

**Project Category**  
**Regional**

**Project Orig. Date**  
**2019**

### PURPOSE AND NEED

The infrastructure in this area is in need of improvements, especially the existing pavement. Per City data, the pavement condition is one of the worst collector roads in the City. Additionally, the street in this area has seen additional vehicular and truck traffic as this area has developed in the last 5 years. Furthermore, a request for the improvements was submitted by local business owners in this area in hopes of having the City improve the street section.

### SCOPE

The project would involve replacing infrastructure within the 9th St. NW corridor from Main Avenue to 8th Avenue NW. The infrastructure would mainly consist of a 41 foot back to back concrete urban street section with curb and gutter, storm sewer, street lighting, and other associated amenities.

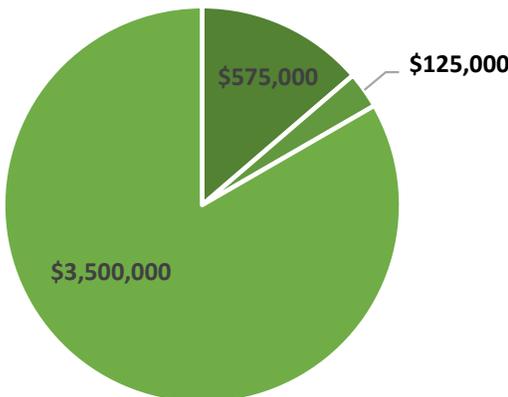
**\$4,200,000**  
Preliminary Total Project Cost

### FUNDING INFORMATION [Updated as of 7/29/20]

**Local Funding: \$4,200,000**

- Sales Tax - CIP
- Sewer Revenue
- Special Assessment

**Outside Funding: \$0**



#### FUNDING NOTES:

The current intent is to have multiple funding sources. The City intends to provide funds from Sales Tax revenues as well as Sewer Revenues. Due to the request from the business owners, the remaining costs are intended to be funded by Special Assessments to the benefiting properties. Additionally, the City submitted an application to NDDOT on April 6, 2020 for potential federal funding such as the Urban Grant Program, however, no outside funding sources are applied at this time.

Improvement  
District No.  
**2257**

Street Improvement District No. 2257

### PROJECT LOCATION



### EXISTING CONDITIONS



Photo 1: Looking North near the Spur Line Crossing (Google Street View)



Photo 2: Looking South from the New (2017) Concrete Section near the Northern Project Limits (Google Street View)

July 20, 2018

City of West Fargo  
Attn: Ms. Tina Fisk, City Administrator  
800 Fourth Ave E. Suite #1  
West Fargo, ND 58078

RE: 9<sup>th</sup> Street Northwest – Main Avenue to 8<sup>th</sup> Avenue  
Street Improvement Request

Dear Ms. Fisk,

We are legal and equitable owners of properties in the 9th Street Northwest area between Main Avenue and 12th Avenue Northwest as listed on Exhibit A (hereinafter the “Properties”).

We are appreciative of the recent street improvements in the area consisting of the 9<sup>th</sup> Street NW realignment improvements from 8<sup>th</sup> Ave to 12<sup>th</sup> Ave; paving of the 8<sup>th</sup> Avenue Northwest Diversion Road; the 12<sup>th</sup> Ave NW improvements; and the Main Avenue Improvements. We feel the portion of 9<sup>th</sup> Street Northwest from Main Avenue to 8<sup>th</sup> Avenue Northwest would help complete these regional street improvements and benefit our Properties in the area.

We hereby petition the City Commission of the City of West Fargo to create an improvement district for the purpose of constructing the following municipal improvements: Sanitary Sewer, Water Main, Storm Sewer, Curb and Gutter, Concrete Streets, Sidewalks, Street Lights and other necessary improvements to make the corridor complete (hereinafter the “Improvements”).

We hereby certify that we are the legal and equitable owners of the listed Properties and have the authority to grant the City of West Fargo the necessary easements, rights of ways, fee simple, dedications and other interests on these Properties that may be required to complete the construction of the Improvements on our Properties.

We agree that pursuant to North Dakota Century Code Chapters 40-23 through 40-32 that the City shall assess the appropriate cost of the Improvements against our Properties among other benefitting properties and hereby agree to pay the cost as levied and apportioned by the city.

If you have any questions, feel free to contact any one of us.

Sincerely,

9<sup>th</sup> Street Northwest Property Owners

Cc: Chris Brungardt, Public Works Director  
Dustin Scott, City Engineer  
Matt Welle, Assistant City Engineer

## EXHIBIT A

|    | Property Owner            | Property Address/Legal Description | Phone Number   | Email Address                  |
|----|---------------------------|------------------------------------|----------------|--------------------------------|
| 1  | <del>Kost Materials</del> | 1151 8 <sup>th</sup> Ave N.W.      | 701-238-6604   | jeff@kostmaterials.com         |
| 2  | WAYNE TRANSPORTS          | 735 7TH AVE NW                     | 701-356-3220   | jasonb@waynetransports.com     |
| 3  | Excavating Inc            | 651 5 <sup>th</sup> St Ct NW       | 701-277-1884   | Simmons@excavatinginc.com      |
| 4  | Matheson Gas              | 650 9 <sup>th</sup> St NW          | 701-642-8218   | caaseth@mathesongas.com        |
| 5  | FARSTAR OIL, INC.         | 911 8 <sup>th</sup> AVE SW         | (701) 280-1200 | LUCAS.KUESSLER@PARKLANDUSA.COM |
| 6  | Northern Metal Recycling  | 654 9 <sup>th</sup> St NW          | 701 282 4454   | jake.kutz@EMRgroup.com         |
| 7  |                           |                                    |                |                                |
| 8  |                           |                                    |                |                                |
| 9  |                           |                                    |                |                                |
| 10 |                           |                                    |                |                                |
| 11 |                           |                                    |                |                                |
| 12 |                           |                                    |                |                                |

# City of West Fargo, North Dakota

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## ***Street Improvement District No. 2257***

### ***9<sup>th</sup> Street Northwest – Main Avenue to 8<sup>th</sup> Avenue***

#### *Corridor Concept Report*

**Draft Print**

07/29/2020 2:40:46 PM



**moore**  
engineering, inc.

[mooreengineeringinc.com](http://mooreengineeringinc.com)

July 2020  
Project No. 21082

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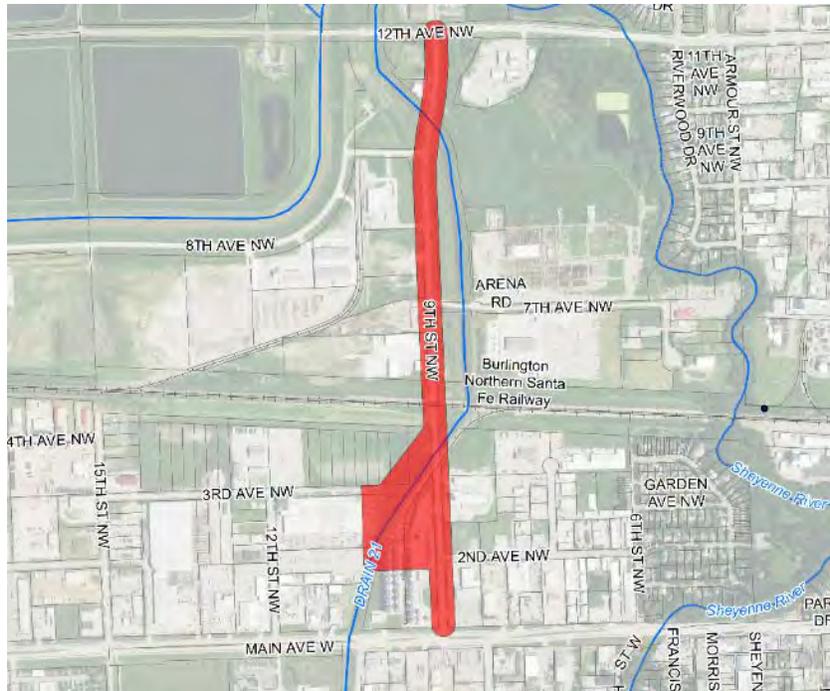
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### APPENDIX

- Appendix A: Sanitary Sewer Information
- Appendix B: Water Main Information
- Appendix C: Storm Sewer Information
- Appendix D: Street Information
- Appendix E: Proposed Improvements
- Appendix F: Cost Estimates

## 1. INTRODUCTION

The purpose of this corridor concept report is to compile previous studies and data of the existing infrastructure in the 9th Street NW corridor from Main Avenue W to 12th Avenue NW and provide preliminary recommendations for improvements to this corridor. 9th Street NW is a collector roadway that crosses both Cass County Drain 21 and the BNSF Railroad track and spur line. The adjacent land use is industrial and commercial and a significant portion of its traffic is heavy truck traffic.



*Figure 1: Vicinity Map & Project Location*

## 2. EXISTING CONDITIONS AND INFRASTRUCTURE STUDIED

### 2.1. Sanitary Sewer

The existing sanitary sewer in the corridor is the 36" polyvinyl chloride pipe (PVC) Northside Regional Sanitary Sewer Collection Line installed in 2007. An analysis of the pipe and manholes along this stretch was performed in 2018 and a Technical Memo was issued by Moore Engineering, Inc. outlining the condition of the existing manholes and proposed treatments. This Technical Memo can be found in Appendix A. Overall the pipe is in good, serviceable condition with an estimated PVC life expectancy of 75 years and should remain that way for the foreseeable future. The sanitary sewer manholes in this area of the study include manholes NR-12 to NR-21 as described in the 2018 Technical Memo. The

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locations and conditions of these manholes can be found in Appendix A. Nearly all of the manholes in the study showed signs of moderate to severe degradation due to hydrogen sulfide attack and were rated as needing rehabilitation or replacement in the 2018 Technical Memo. The manholes rated as in need of rehabilitation had total loss of protective coating and lost an estimated one third of their wall thickness. Manholes rated as in need of replacement had total loss of protective coating, steps, and gaskets, and lost an estimated one half of their wall thickness, raising concerns about remaining structural integrity. A project is currently under development to further assess the rehab/replacement options and phasing.

## ***2.2. Water Distribution***

The existing water main was installed in multiple phases over multiple decades and includes PVC and asbestos cement pipe (ACP). The PVC pipe located under the BNSF railroad tracks and between the railroad tracks and 12<sup>th</sup> Avenue NW is all approximately 15 years old. Based on discussion with City staff it currently has no known issues, and should have 50+ years of useful service ahead of it. The PVC pipe located between of the BNSF tracks and Main Avenue has two known issues. The stretch of water main located south of Drain 21 on the east side of 9<sup>th</sup> Street NW is located on private property underneath driveway pavement. An easement for this water main could not be found, which poses access and maintenance issues. Additionally, there is currently a break in the water main located between Drain 21 and the Busch Agriculture railroad spur line. The break is currently isolated by gate valves on either side, which can cause demand issues as well as water quality and aging issues. There is an adequate amount of hydrants and gate valves along this stretch to properly isolate and operate the system, however the hydrants are located close to the property lines, which may prove difficult to access and connect to from 9<sup>th</sup> Street NW. A map showing the location, water main pipe type, age, and issues can be found in Appendix B. A project is currently under development to address these issues.

## ***2.3. Storm Sewer/Drainage***

The existing storm sewer system serving the corridor south of the BNSF railroad consists of shallow ditches and driveway culverts on either side of 9<sup>th</sup> Street NW. Stormwater runoff from the roadway and adjacent properties collects in the ditches and is conveyed to designated discharge points into Cass County Drain 21 where it is ultimately discharged into the Sheyenne River. The existing ditches are not well graded and the presence of cattails suggests that water stands in the ditches at times.

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The existing topography at the underpass of the BNSF tracks shows that the existing ground elevations are nearly the same as the channel bottom of Cass County Drain 21. Stormwater runoff in this area is collected into ditches and underground storm sewer piping and is collected into the SM 75 stormwater lift station (constructed in 2017), which then discharges the stormwater into Drain 21.

The northern half of the corridor between the BNSF tracks and 8<sup>th</sup> Ave NW consists of gentle topography and the drainage is provided by a storm sewer system. The adjacent properties have private storm sewer inlets that drain into two collector lines that discharge into Cass County Drain 21. A map of the existing storm sewer system can be found in Appendix C.

#### ***2.4. Roadway/Pavement***

The existing corridor of 9th Street NW has undergone many changes since its original grading and paving in the 1950s. The original road contained the West Fargo Stockyards and other heavy industry. According to City staff and records provided, the roadway was originally paved as a concrete (PCC) surface, 24' wide with gravel shoulders. The railroad underpass (with 24' wide asphalt pavement and curb and gutter) was overlaid in 1993. Discussion of the railroad bridge and underpass will not be included in this report. It is recommended that a full structural analysis be performed both for evaluation of existing conditions as well as any proposed improvements. In 2001, a structural asphalt overlay of the existing concrete and shoulders was completed from Main Avenue to 12<sup>th</sup> Avenue NW, with a thin lift asphalt overlay again in 2009. The north end of the road (approximately 8<sup>th</sup> Avenue to 12<sup>th</sup> Avenue NW) was re-aligned in 2017 and paved with a 41' (back-to-back) concrete urban section. After the road was realigned, the entire road was turned over from Cass County to the City of West Fargo.

According to City staff, the most recent NDDOT traffic count shows over 4,000 vehicles per day. Additionally, this roadway has also become a major truck route on the north side of town with over 25% of its traffic categorized as large trucks. This traffic is from several industries along the road, as well as two concrete companies using the road as interstate access (via Main Ave).

The asphalt overlay section of the road is near failing, with a 2016 PCI rating of 10 (0-100 scale). This section has widespread issues from alligator cracking to heavy weathering. It has also been under heavy maintenance, as the section between Drain 21 and Main Avenue was patched on two separate dates by the City of West Fargo during the summer of 2019. This section is the thinnest of the existing pavement,

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with a recent analysis showing 1.75” of asphalt over 9” of concrete. For comparison, the asphalt section over the drain is 11.5” of asphalt over aggregate.

Local businesses have requested that southbound 9<sup>th</sup> Street NW have a dedicated right turn lane added at the intersection of Main Avenue to account for the trucks heading to Interstate 94. The same businesses have requested improvement to the south portion of 9<sup>th</sup> Street NW (8<sup>th</sup> Avenue to Main Avenue) as well. A recent traffic analysis by the Fargo-Moorhead Metropolitan Council of Governments (MetroCOG) at this intersection shows that over 60% of the vehicles are making a right hand turn. This turn lane is warranted based on the intersection control (2-way stop) and the large amount of traffic dedicated to a single movement. The turn lane addition is currently being planned as part of a concurrent project.

### **3. PROPOSED IMPROVEMENTS AND ALTERNATIVES CONSIDERED**

#### ***3.1. Sanitary Sewer***

The proposed sanitary sewer treatments can be found in the Technical Memo located in Appendix A. The manhole replacements will require a very large excavation area due to the depth of the existing manholes. The large excavation area will likely overlap the proposed water main alignment as the proposed water main improvements are on a line parallel to the existing Northside Regional sanitary sewer line. For this reason, it is recommended that the Northside Regional manholes along the proposed water main alignment are replaced prior to or concurrently with the water main replacement. Sewer Improvement District No. 1316 was created to further evaluate and correct these issues.

#### ***3.2. Water Distribution***

Any proposed water distribution system improvements must address the existing water main break and the lack of easements for the existing water main south of Cass County Drain 21. As the water main north of the BNSF railroad tracks is still in the early years of its expected life and has no known issues, no improvements are recommended for this stretch. Improvement options evaluated for the water main south of the BNSF tracks include replacing the current break, replacing the water main from the BNSF Right-of-Way to Main Avenue W either in place or in the Right-of-Way, and making any additional improvements to aid the entire water main system. The chosen improvement involves replacing all of the water main from the BNSF Railroad Right-of-Way to Main Avenue W with a 12” main located in the Right-of-Way, as well as making a connection to the dead end line on 3rd Avenue NW with an 8” main.

---

This option addresses both of the main issues with the current system and the cross-connection to 3rd Avenue NW improves the looping of the system. A fire flow analysis was performed and the results of the fire flow analysis show that adequate fire flows can be obtained with the proposed improvements. Water Improvement District No. 1327 was created to address the issues.

### ***3.3. Storm Sewer/Drainage***

Any proposed storm sewer improvements must consider and coincide with any potential improvements to the roadway section. For the purpose of modeling storm sewer improvements, the street section is assumed to be an urban section with curb and gutter measuring 41 feet from back of curb to back of curb, which follows City of West Fargo design standards for an 80' right-of-way as well as matches the recent improvements to the north portion. Due to the existing elevations in the area, ditches on the east and west sides of the new roadway section will most likely be required to facilitate drainage and storm sewer will be extended to these ditches. The proposed storm sewer improvements are sized to carry a 5-year 24 hour rain event based on synthetic rainfall data from the National Oceanic and Atmospheric Administration (NOAA) Atlas 14, amounting to 3.14 inches of rain over the design time period. Drain 21 provides the regional retention and conveyance for this area of study along with areas outside of the study. The proposed improvements were modeled along with recent improvements to the Halverson Pond area (as shown in the Proposed Storm Exhibit in Appendix C) and the proposed improvements will not have adverse effects to the existing drainage system.

The proposed improvements for the south half of the corridor between Main Avenue W and Drain 21 include installation of approximately 1,200 feet of mainline storm sewer flowing north and ending with 24" piping at Drain 21. The existing discharge point of this line is a 36" reinforced concrete pipe (RCP) which is adequate to carry the flows from the proposed improvements. The catchment areas that drain to the SM 75 lift station at the intersection of 9<sup>th</sup> Street NW and the BNSF railroad are adequately served by the existing storm sewer system. Short runs of new storm sewer will be connected to the existing system to facilitate drainage and grading with a new urban street section. The north half of the corridor drains to an existing 48" RCP that discharges to Drain 21. Inlet runs will be connected to this 48" pipe to facilitate drainage of the new road section and the existing pipe is adequate size to convey any storm water flow from the proposed improvements.

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### **3.4. Roadway/Pavement**

The road is in need of improvements from Main Ave to the re-aligned section (approximately 8th Ave). The two options for improvements are: (1) a full reconstruction to a new 41' urban pavement section with 10" of PCC pavement on 9" of aggregate base with curb and gutter; or (2) a mill and overlay of the existing roadway to fix the surface conditions. The full reconstruction will be the more expensive of the two options and require a roadway closure. This option will also cause access challenges during construction for nearby businesses. However, it will provide a wider surface similar to the northern section of roadway and will create a longer-term fix. The existing width of the BNSF railroad bridge and underpass presents a restriction that conflicts with the 41' roadway section that is typically installed in an 80' right-of-way. Due to this restriction, replacement of the roadway section within BNSF right-of-way is not included in the roadway estimates, but will likely need widening at some point. A mill and overlay will not increase the width of the roadway, only improve the surface condition. This will be the less expensive option and can likely be completed without full roadway closure.

## **4. PROPOSED IMPROVEMENTS & PHASING**

### **4.1. Option A – Short Term Improvements**

The proposed improvements for Option A include completing a mill and overlay of the pavement section as outlined in Section 3.4. These proposed street improvements are considered a short term solution due to the significant heavy truck traffic that utilizes the corridor. With an existing PCI of 10 and numerous patches that have been performed in the past, it is unlikely that a mill and overlay will provide a lasting solution. A typical mill and overlay has an estimated lifespan of 10 years whereas this corridor could see shorter with a full reconstruction to follow at a later time. Maps showing the proposed improvements can be found in Appendix E. A detailed cost estimate of the proposed improvements can be found in Appendix F.

### **4.2. Option B – Full Corridor Reconstruction**

The proposed improvements for Option B include a full reconstruction of the roadway as outlined in Section 3.4. This new roadway section would require the installation of storm sewer in both the streets and ditches as outlined in Section 3.3. Maps showing the proposed improvements can be found in Appendix E. A detailed cost estimate of the proposed improvements can be found in Appendix F.

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### **4.3. Option C – Phased Reconstruction**

The proposed improvements for Option C include splitting Option B into two phases in order to delay a portion of the large upfront capital investment required to replace the existing pavement. Phase 1 would consist of the replacement of approximately 1,750 feet of roadway section south of the BNSF railroad tracks and storm sewer installation in the area of improvements. Phase two would include the replacement of approximately 1,450 feet of roadway section north of the BNSF railroad tracks and the installation of storm sewer in the area of improvements. Maps showing the proposed improvements can be found in Appendix E. A detailed cost estimate of the proposed improvements can be found in Appendix F.

## **5. PROJECT FUNDING**

The current intent is to have multiple funding sources. The City intends to provide funds from Sales Tax revenues as well as Sewer Revenues. Due to the request from the business owners, the remaining costs are intended to be funded by Special Assessments to the benefiting properties. Additional information regarding funding can be found on the CIP Cut Sheet for this project.

## **6. CONCLUSION**

There is infrastructure in the corridor that requires attention in the short term, however the short term needs must be evaluated with the long term needs and plans for this major arterial corridor. This corridor is one of the main BNSF railroad crossings and as projects are currently in progress to improve the sanitary sewer and water main systems, looking beyond short term fixes and towards full reconstruct can make the infrastructure in this area dependable and suitable for the foreseeable future. For this reason Option B is the preferred option moving forward as it will upgrade the roadway and storm sewer throughout the entire area of study and provide a fully upgraded roadway section from Main Avenue to 12<sup>th</sup> Avenue NW. The proposed improvements would be in accordance with the City of West Fargo design standards for public improvements and provide the ability to regionally service the adjacent properties and development.

# Appendix A

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## Sewer Information



925 10<sup>th</sup> Avenue East  
West Fargo, ND 58078

P: 701.282.4692  
F: 701.282.4530



## TECHNICAL MEMO

### Sewer Improvement District 1316

### NORTHSIDE REGIONAL SANITARY SEWER COLLECTION SYSTEM

#### Moore Project No. 20230

#### Background

In recent years severe deterioration of the manholes within the Northside Regional Sanitary Sewer Collection System has been noted. Further investigation led the City of West Fargo to direct Moore Engineering Inc. to investigate the manholes and to provide a condition assessment with rehabilitation/replacement options.

The Northside Regional Sanitary Sewer Collection System area includes the 36-inch sanitary sewer trunk line from SA40, south to Main Avenue (west of Cass County Drain No. 21) and the 24-inch east-west leg from 9th Street NW to Cass County Drain No. 45 (north of the BNSF Railroad) as shown on the attached location map.

Initial observations indicated that many of the manholes within the system were significantly deteriorated. The sewage conveyed within the system has historically contained high concentrations of hydrogen sulfide gas (H<sub>2</sub>S). The H<sub>2</sub>S gas has caused odor issues which were addressed with odor control projects in 2017, located upstream of these sewer mains. H<sub>2</sub>S gas is known to be highly corrosive to concrete structures. With the Northside Regional line responsible for the collection of nearly all City of West Fargo wastewater, it is critical to prevent failure of the system.

Recent measurements of H<sub>2</sub>S gas in the system have shown that the Odor Control System installed in 2017 is operating successfully. H<sub>2</sub>S gas levels have been near zero when measured at the SA40 lift station.

#### Analysis

An inspection of 56 manholes was performed with a camera capable of 360 degree video to obtain a comprehensive view inside of the manholes. Copies of the video inspections will be made available upon request.

The manhole video footage was analyzed and a four part rating scale was created to provide an assessment of the manhole conditions. Manholes were rated on a scale of "4" (best condition) to "1" (worst condition). The Manhole Rating Table below depicts and describes the rating scale.

| Manhole Rating Table |  |  |
|----------------------|--|--|
| Rating               | Typical Condition  | Description  |
| 4                    |    | No surface defects, and exhibited no signs of hydrogen sulfide attack. Protective tar coating in good condition.   |
| 3                    |   | Minor pitting or degradation of the interior walls. The protective coal tar coating on these manholes had been eaten away, and early signs of surface attack were apparent.  |
| 2                    |  | Major pitting or degradation of the interior walls. The protective coal tar coating on these manholes was destroyed, and hydrogen sulfide attack had progressed further into the interior wall, but had not yet exposed the reinforcing steel or wire mesh. Manholes with this rating are estimated to have lost less than one third of their wall thickness.          |
| 1                    |  | Signs of imminent failure. Manholes with this rating had lost between one third to one half of their wall thickness, the reinforcing steel or wire mesh was exposed and corroding, steps had fallen in, and the gaskets between the barrel sections had unseated and fallen in. These manholes have the potential to collapse or send large debris through the system. |

The ratings assist in determining the proposed manhole treatment: “Do Nothing”, “Rehab”, or “Replacement”. The recommended solution is divided into two separate categories based on the existing manhole type. The first type is the standard manhole which maintains a 48” inner diameter from the lowest pipe invert to the eccentric cone. The second type is a “multi-manhole” that consists of a 72” monolithic base section, then a precast concrete cover to reduce the diameter to 48”, then standard manhole sections stacked up to the eccentric cone. Multi-manholes are of special concern due to structural degradation of the 72” to 48” reducing concrete cover. In the multi-manholes the weight of the upper 48” riser lies upon the reducing concrete cover. Failure of the cover will cause the manhole to collapse upon itself, potentially plugging the sewer main. Below is the methodology used for the Manhole Action Plan.

| Manhole Action Plan |   |               |
|---------------------|---|---------------|
| Standard Manhole    | Rating  | Multi-Manhole |
| Do Nothing          | 4 – No Surface Defects  | Do Nothing    |
| Rehab               | 2 – Minor Pitting, coating failure. “Early Signs”   | Rehab         |
|                     | 3 – Major Pitting, 1/3 or less Wall Thickness corroded, steel not yet exposed*                  | Replace       |
| Replace             | 1 – Failure, over 1/3 Wall Thickness corroded, steel exposed, steps falling in, gasket failure* |               |

\*It is recommended that a structural analysis be performed on the manholes to determine the actual level of structural deficiency.

Attached in Appendix 1 is a Preliminary Opinion of Cost that includes an action plan for each manhole within the study area. The costs for each structure were estimated per the following criteria:

Rehabilitation includes the following items:

- o Structural repair with corrosion resistant mortar to rebuild wall thickness to original condition
- o Corrosion resistant epoxy or urethane topcoat over mortar
- o Reconstruction of bench and invert

Replacement includes the following items:

- o Temporary bypass pumping
- o Excavation and disposal of existing manhole structure
- o Installation of new corrosion resistant manhole structure (epoxy coated concrete manhole)
- o Backfill and surface restoration

## Conclusions

The manhole assessment found that 5 manholes did not require action (Do Nothing), 19 manholes should be rehabilitated, and the remaining 32 manholes should be replaced. The total project costs for this work total \$3.0 million. The cost of the work will vary greatly depending on the size of the proposed project. An economy of scale may be experienced due to the special products and significant bypass pumping required for this work.

## Appendix A

### Sewer Improvement District 1316 Northside Regional Sanitary Sewer Collection System West Fargo, North Dakota

#### Engineer's Preliminary Opinion of Cost

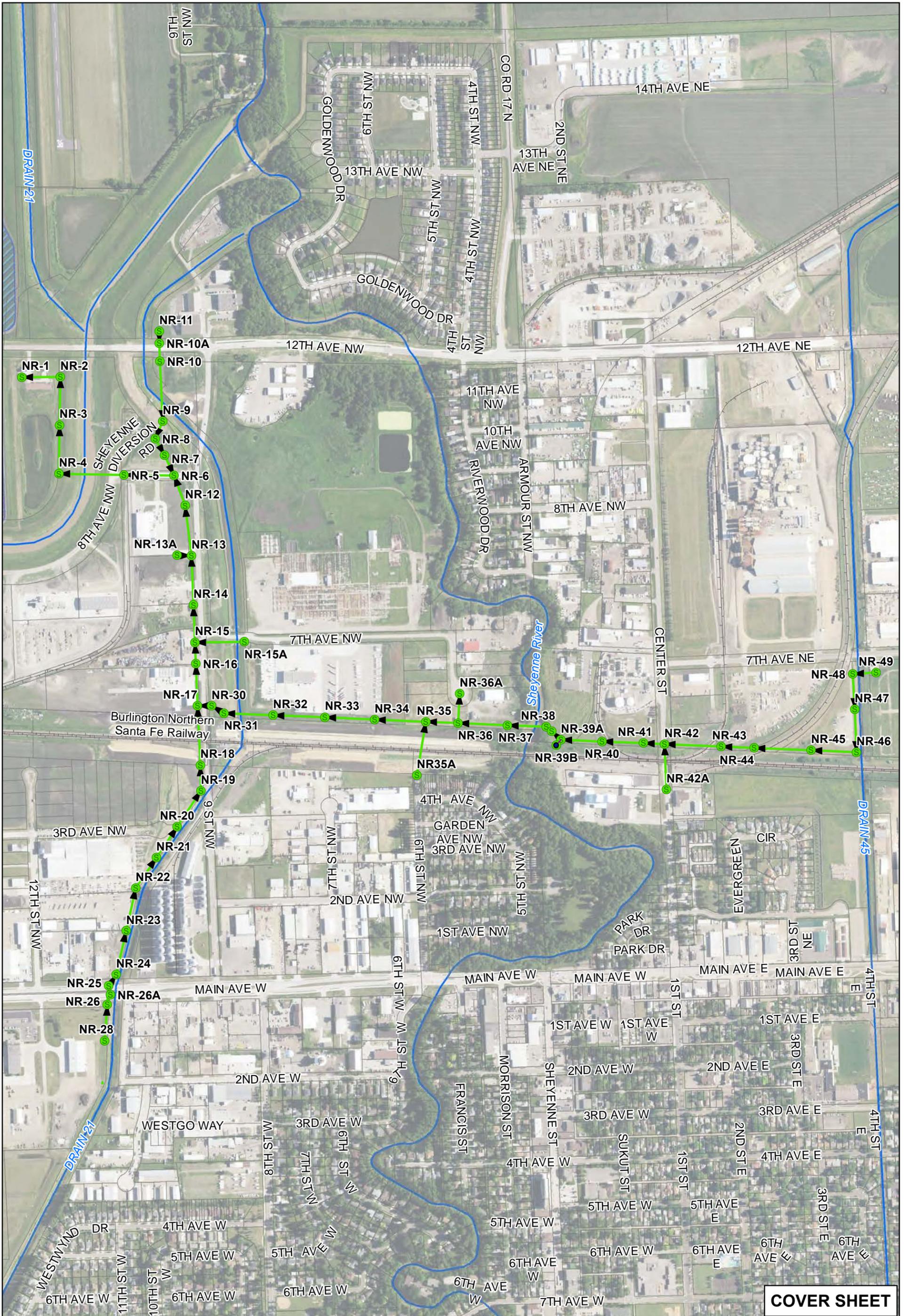
| Structure Name | Manhole Type | Depth | Condition Rating | Solution   | Estimated Cost | Surface Restoration | Temporary Pumping | Total Cost   |
|----------------|--------------|-------|------------------|------------|----------------|---------------------|-------------------|--------------|
| NR-1           | Multi        | 34.54 | 1                | Replace    | \$62,000.00    | \$5,000.00          | \$5,000.00        | \$72,000.00  |
| NR-2           | Multi        | 29.48 | 1                | Replace    | \$49,000.00    | \$500.00            | \$5,000.00        | \$54,500.00  |
| NR-3           | Multi        | 28.50 | 1                | Replace    | \$49,000.00    | \$500.00            | \$5,000.00        | \$54,500.00  |
| NR-4           | Multi        | 30.74 | 1                | Replace    | \$62,000.00    | \$500.00            | \$37,500.00       | \$100,000.00 |
| NR-5           | Multi        | 37.05 | 1-2              | Replace    | \$62,000.00    | \$35,000.00         | \$37,500.00       | \$134,500.00 |
| NR-6           | Multi        | 35.39 | 1-2              | Replace    | \$62,000.00    | \$35,000.00         | \$10,000.00       | \$107,000.00 |
| NR-7           | Standard     | 25.80 | 3                | Rehab      | \$12,578.00    | \$0.00              | \$0.00            | \$12,578.00  |
| NR-8           | Multi        | 25.95 | 2-3              | Rehab      | \$12,639.50    | \$0.00              | \$0.00            | \$12,639.50  |
| NR-9           | Multi        | 26.00 | 3                | Rehab      | \$12,660.00    | \$0.00              | \$0.00            | \$12,660.00  |
| NR-10          | Multi        | 27.55 | 3                | Rehab      | \$13,295.50    | \$0.00              | \$0.00            | \$13,295.50  |
| NR-10A         | Multi        | 28.00 | 3                | Rehab      | \$13,480.00    | \$0.00              | \$0.00            | \$13,480.00  |
| NR-11          | Multi        | 26.18 | 3                | Rehab      | \$12,733.80    | \$0.00              | \$0.00            | \$12,733.80  |
| NR-12          | Multi        | 25.75 | 1-2              | Replace    | \$49,000.00    | \$500.00            | \$5,000.00        | \$54,500.00  |
| NR-13          | Multi        | 29.80 | 1-2              | Replace    | \$49,000.00    | \$15,000.00         | \$5,000.00        | \$69,000.00  |
| NR-13A         | Standard     | 25.97 | 4                | Do Nothing | \$0.00         | \$0.00              | \$0.00            | \$0.00       |
| NR-14          | Multi        | 27.74 | 1-2              | Replace    | \$49,000.00    | \$1,000.00          | \$5,000.00        | \$55,000.00  |
| NR-15          | Multi        | 29.80 | 1                | Replace    | \$49,000.00    | \$500.00            | \$10,000.00       | \$59,500.00  |
| NR-15A         | Standard     | 24.80 | 4                | Do Nothing | \$0.00         | \$0.00              | \$0.00            | \$0.00       |
| NR-16          | Multi        | 27.30 | 1                | Replace    | \$49,000.00    | \$1,000.00          | \$5,000.00        | \$55,000.00  |
| NR-17          | Multi        | 25.35 | 1                | Replace    | \$49,000.00    | \$500.00            | \$37,500.00       | \$87,000.00  |
| NR-18          | Multi        | 21.10 | 1                | Replace    | \$36,000.00    | \$500.00            | \$37,500.00       | \$74,000.00  |
| NR-19          | Multi        | 25.10 | 1                | Replace    | \$49,000.00    | \$500.00            | \$5,000.00        | \$54,500.00  |
| NR-20          | Multi        | 24.90 | 2                | Replace    | \$36,000.00    | \$500.00            | \$5,000.00        | \$41,500.00  |
| NR-21          | Multi        | 22.60 | 2                | Replace    | \$36,000.00    | \$500.00            | \$5,000.00        | \$41,500.00  |
| NR-22          | Multi        | 22.05 | 1                | Replace    | \$36,000.00    | \$10,000.00         | \$5,000.00        | \$51,000.00  |
| NR-23          | Multi        | 22.80 | 1-2              | Replace    | \$36,000.00    | \$500.00            | \$5,000.00        | \$41,500.00  |
| NR-24          | Multi        | 22.40 | 1                | Replace    | \$36,000.00    | \$500.00            | \$25,000.00       | \$61,500.00  |
| NR-25          | Multi        | 25.35 | 1-2              | Replace    | \$49,000.00    | \$25,000.00         | \$25,000.00       | \$99,000.00  |
| NR-26          | Multi        | 21.30 | 1                | Replace    | \$36,000.00    | \$500.00            | \$25,000.00       | \$61,500.00  |
| NR-26A         | Standard     | 20.09 | 3-4              | Rehab      | \$10,236.90    | \$0.00              | \$0.00            | \$10,236.90  |
| NR-28          | Multi        | 21.80 | 1-2              | Replace    | \$36,000.00    | \$500.00            | \$5,000.00        | \$41,500.00  |
| NR-30          | Standard     | 26.60 | 1-2              | Rehab      | \$12,906.00    | \$0.00              | \$0.00            | \$12,906.00  |
| NR-31          | Standard     | 27.85 | 2                | Rehab      | \$13,418.50    | \$0.00              | \$0.00            | \$13,418.50  |
| NR-32          | Standard     | 26.00 | 1-2              | Replace    | \$46,500.00    | \$500.00            | \$5,000.00        | \$52,000.00  |
| NR-33          | Standard     | 25.75 | 1-2              | Replace    | \$46,500.00    | \$500.00            | \$5,000.00        | \$52,000.00  |
| NR-34          | Standard     | 25.45 | 1-2              | Replace    | \$46,500.00    | \$500.00            | \$5,000.00        | \$52,000.00  |
| NR-35          | Standard     | 25.15 | 1                | Replace    | \$46,500.00    | \$500.00            | \$10,000.00       | \$57,000.00  |
| NR-35A         | Standard     | 16.10 | 3                | Rehab      | \$8,601.00     | \$0.00              | \$0.00            | \$8,601.00   |
| NR-36          | Standard     | 25.83 | 1                | Replace    | \$46,500.00    | \$5,000.00          | \$10,000.00       | \$61,500.00  |
| NR-36A         | Standard     | 21.68 | 4                | Do Nothing | \$0.00         | \$0.00              | \$0.00            | \$0.00       |
| NR-37          | Standard     | 27.65 | 1-2              | Replace    | \$46,500.00    | \$500.00            | \$37,500.00       | \$84,500.00  |
| NR-38          | Standard     | 26.30 | 1                | Replace    | \$46,500.00    | \$500.00            | \$37,500.00       | \$84,500.00  |
| NR-39          | Standard     | 27.10 | 2                | Rehab      | \$13,111.00    | \$0.00              | \$0.00            | \$13,111.00  |

| Structure Name | Manhole Type | Depth | Condition Rating | Solution   | Estimated Cost | Surface Restoration | Temporary Pumping | Total Cost  |
|----------------|--------------|-------|------------------|------------|----------------|---------------------|-------------------|-------------|
| NR-39A         | Standard     | 26.60 | 1                | Replace    | \$46,500.00    | \$500.00            | \$10,000.00       | \$57,000.00 |
| NR-39B         | Standard     | 16.90 | 4                | Do Nothing | \$0.00         | \$0.00              | \$0.00            | \$0.00      |
| NR-40          | Standard     | 27.15 | 2                | Rehab      | \$13,131.50    | \$0.00              | \$0.00            | \$13,131.50 |
| NR-41          | Standard     | 26.10 | 1-2              | Replace    | \$46,500.00    | \$500.00            | \$5,000.00        | \$52,000.00 |
| NR-42          | Standard     | 17.45 | 2                | Rehab      | \$9,154.50     | \$0.00              | \$0.00            | \$9,154.50  |
| NR-42A         | Standard     | 21.05 | 3                | Rehab      | \$10,630.50    | \$0.00              | \$0.00            | \$10,630.50 |
| NR-43          | Standard     | 27.05 | 2                | Rehab      | \$13,090.50    | \$0.00              | \$0.00            | \$13,090.50 |
| NR-44          | Standard     | 22.00 | 2                | Rehab      | \$11,020.00    | \$0.00              | \$0.00            | \$11,020.00 |
| NR-45          | Standard     | 21.89 | 1-2              | Rehab      | \$10,974.90    | \$0.00              | \$0.00            | \$10,974.90 |
| NR-46          | Standard     | 21.79 | 1                | Replace    | \$34,000.00    | \$500.00            | \$5,000.00        | \$39,500.00 |
| NR-47          | Standard     | 22.33 | 3                | Rehab      | \$11,155.30    | \$0.00              | \$0.00            | \$11,155.30 |
| NR-48          | Standard     | 22.62 | 3                | Rehab      | \$11,274.20    | \$0.00              | \$0.00            | \$11,274.20 |
| NR-49          | Standard     | 21.32 | 3-4              | Do Nothing | \$0.00         | \$0.00              | \$0.00            | \$0.00      |

Total Construction Cost      \$2,288,091.60  
Contingencies                      \$228,809.16

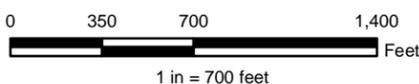
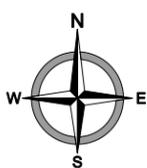
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Legal Fees                                      251,690.08

**Total Project Cost                      3,045,449.92**

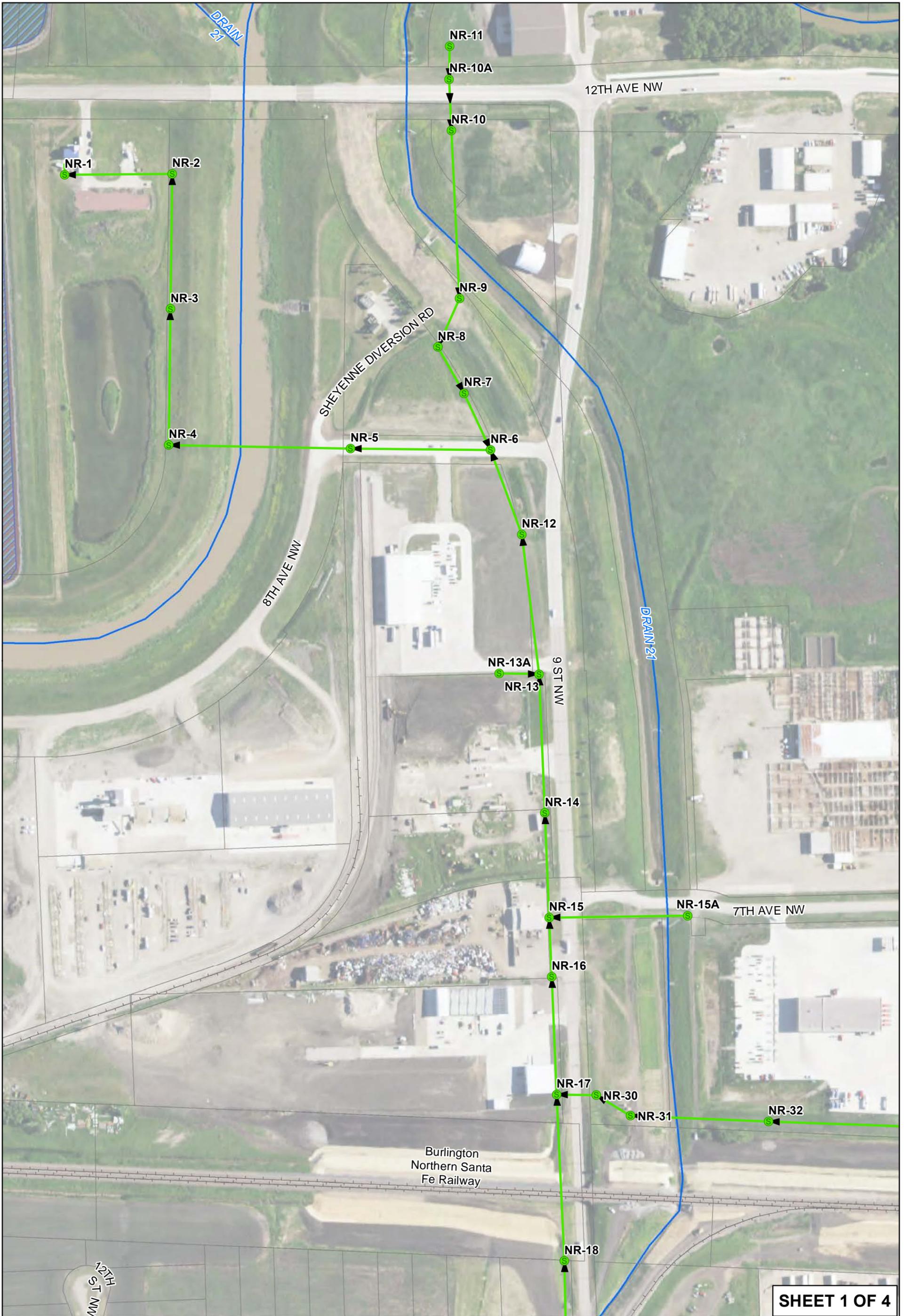


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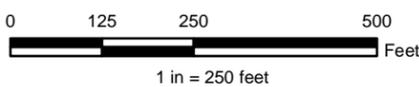
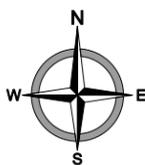


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SHEET 1 OF 4

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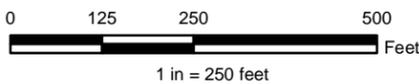


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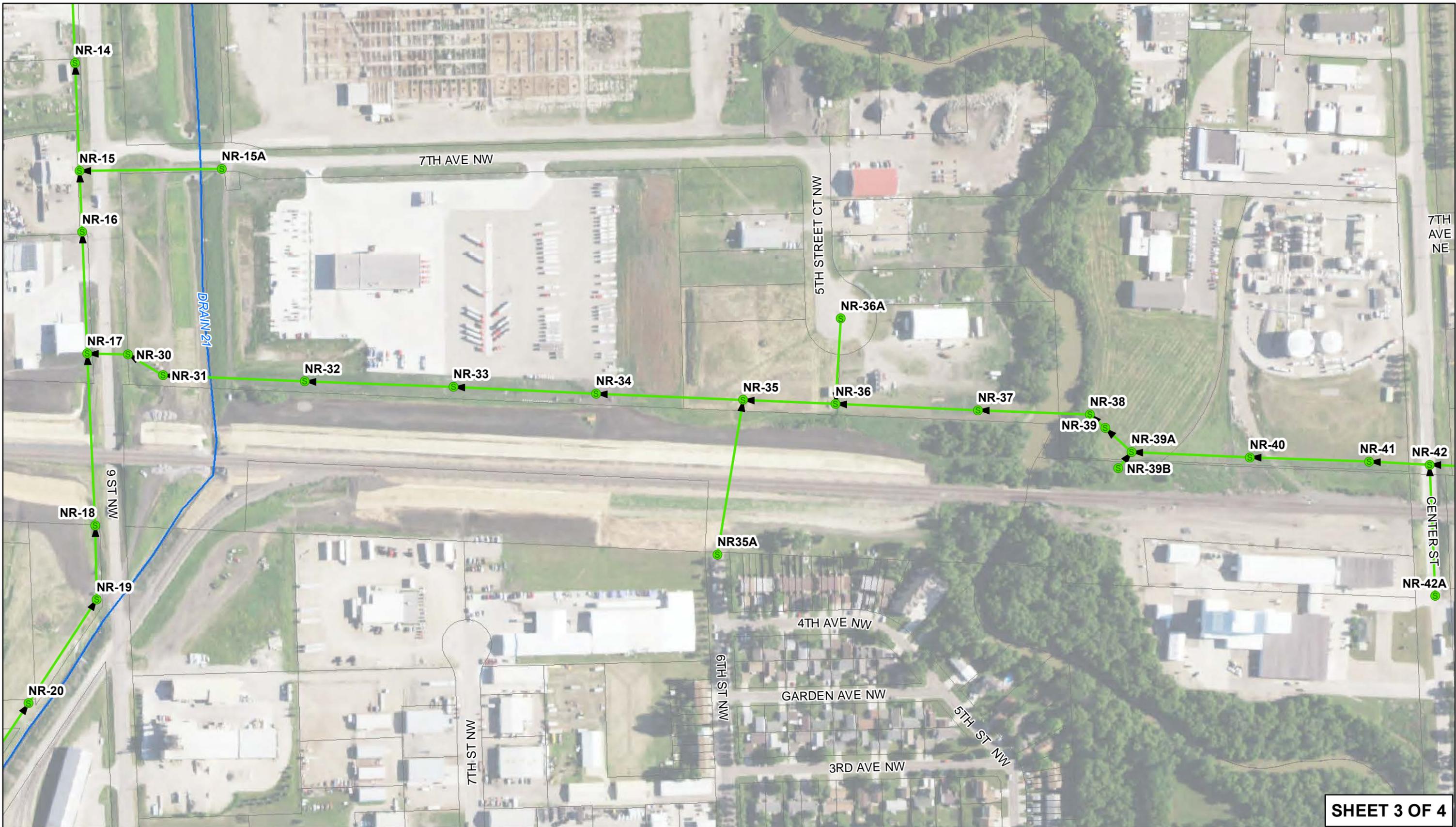


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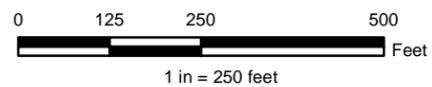
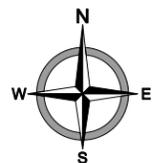


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SHEET 3 OF 4

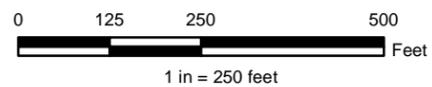
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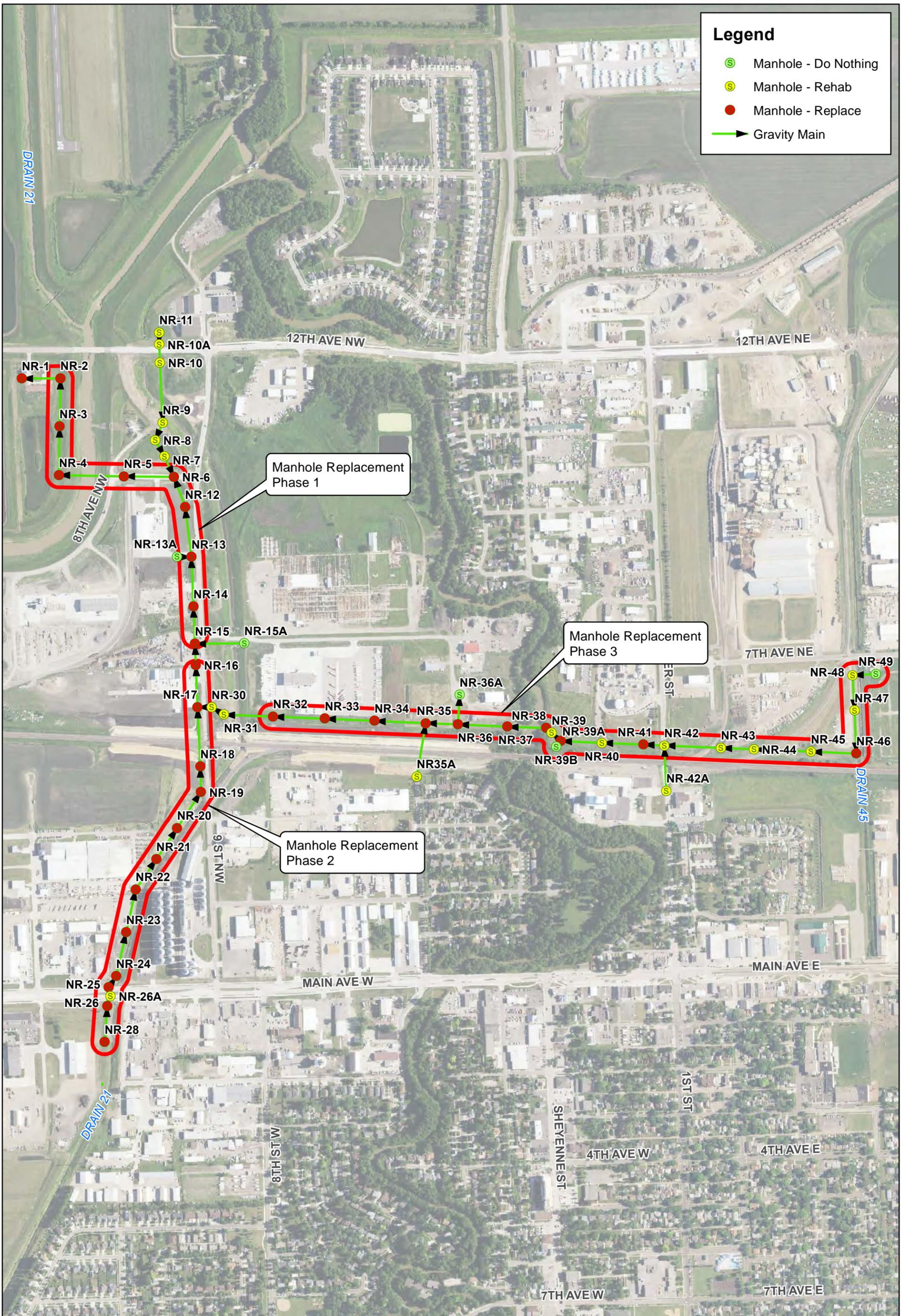
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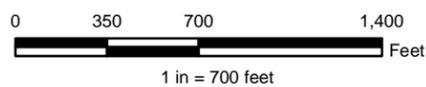
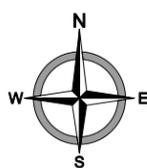
**Legend**

- Ⓢ Manhole - Do Nothing
- Ⓢ Manhole - Rehab
- Manhole - Replace
- ➔ Gravity Main



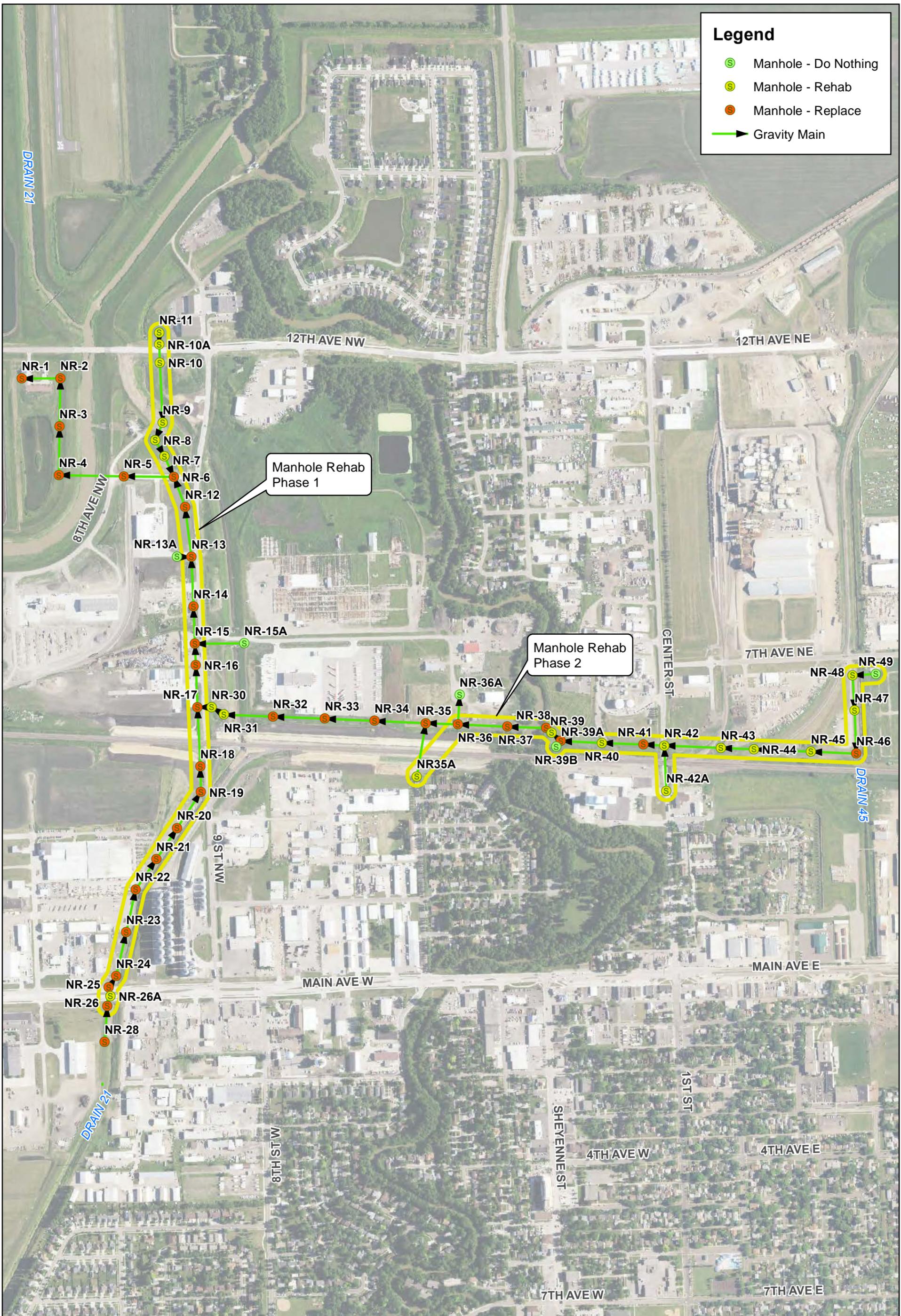
**MANHOLE REPLACEMENT  
SANITARY SEWER  
WEST FARGO, NORTH DAKOTA**

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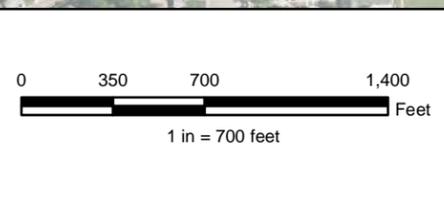
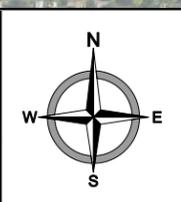
**Legend**

- Ⓢ Manhole - Do Nothing
- Ⓢ Manhole - Rehab
- Ⓢ Manhole - Replace
- ➔ Gravity Main



**MANHOLE REHAB  
SANITARY SEWER  
WEST FARGO, NORTH DAKOTA**

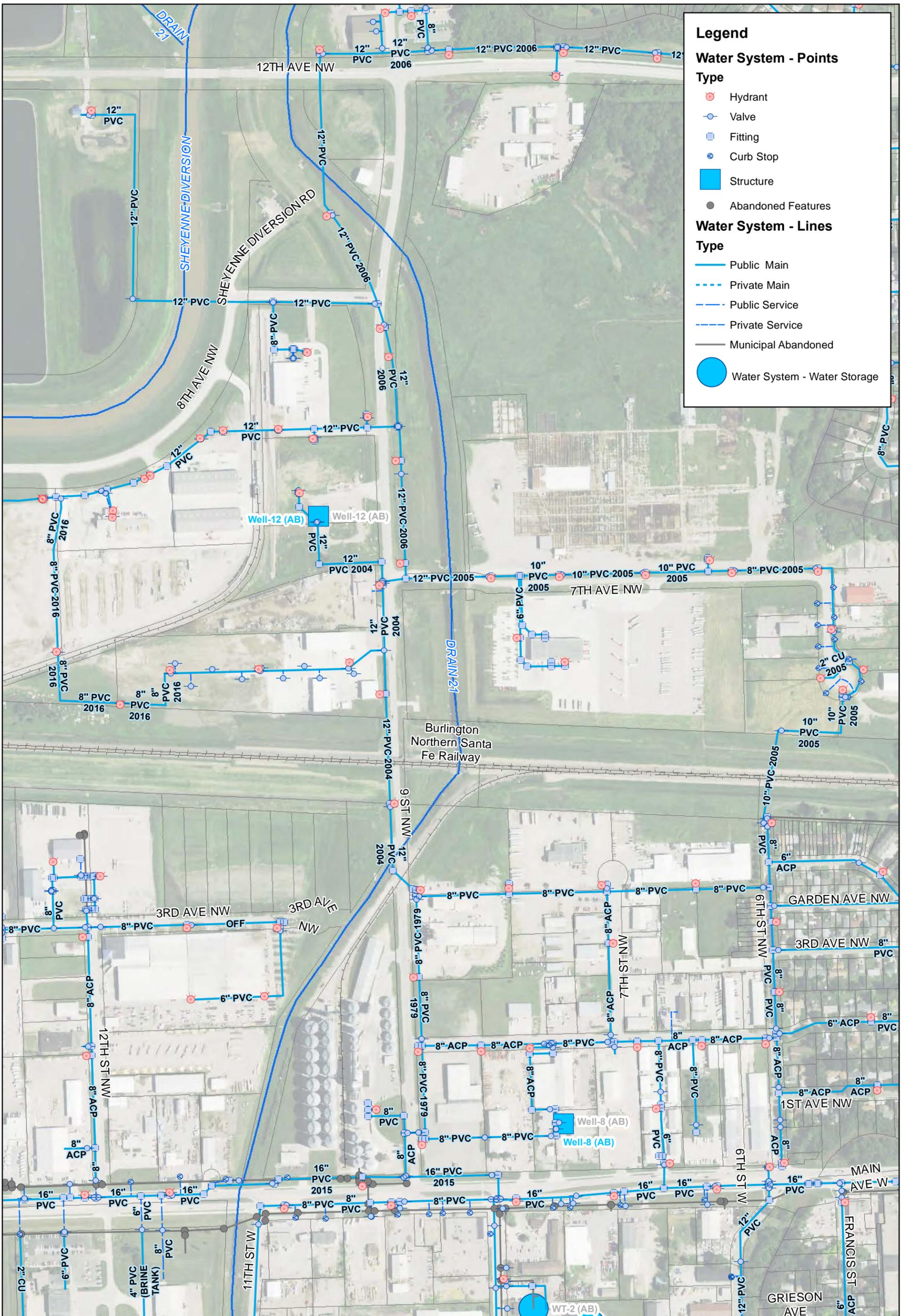
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# Appendix B

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## Water Information



**Legend**

**Water System - Points Type**

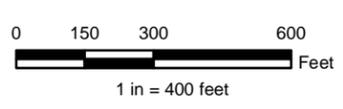
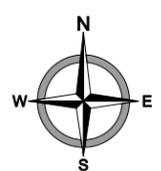
- Hydrant
- Valve
- Fitting
- Curb Stop
- Structure
- Abandoned Features

**Water System - Lines Type**

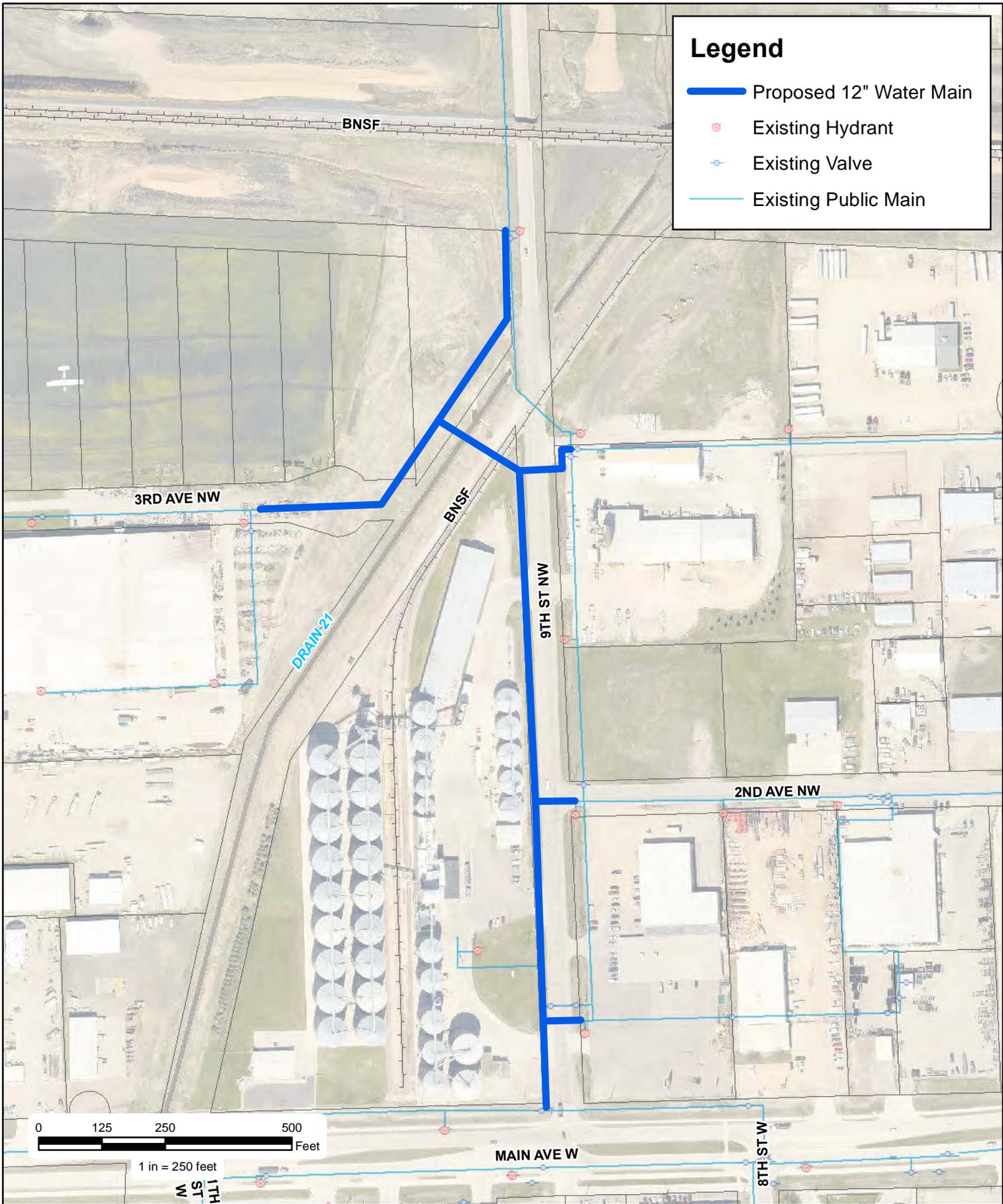
- Public Main
- - - Private Main
- · - · Public Service
- · - · Private Service
- Municipal Abandoned

● Water System - Water Storage

**EXISTING WATER  
WEST FARGO, NORTH DAKOTA**

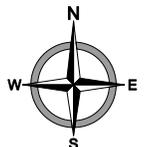


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**EXHIBIT A - PROPOSED WATER MAIN CROSSING - SE CASS DRAIN 21  
 WATER IMPROVEMENT DIST. NO. 1327  
 WEST FARGO, NORTH DAKOTA**

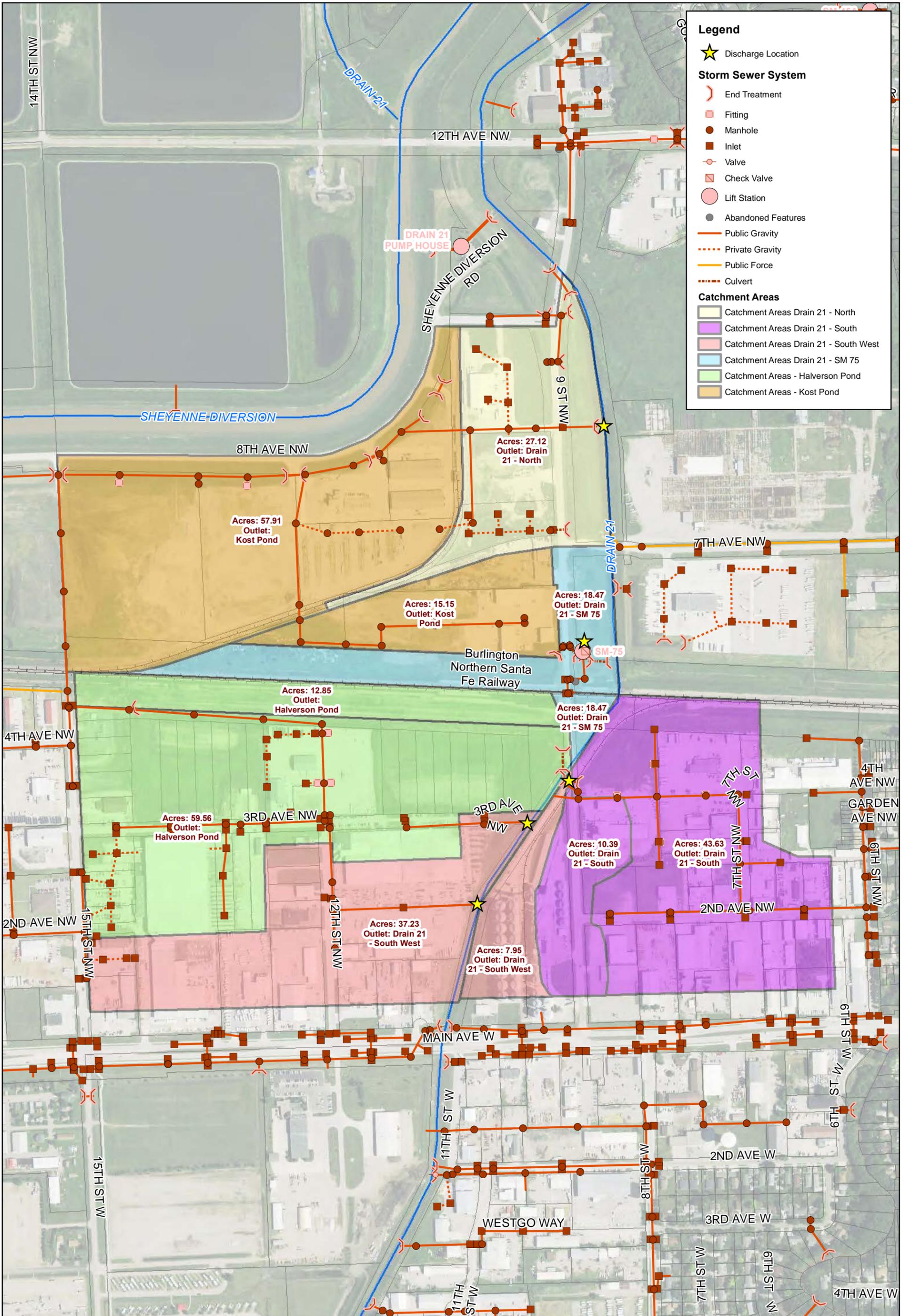
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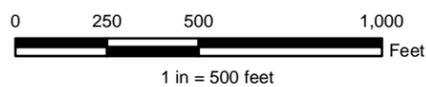
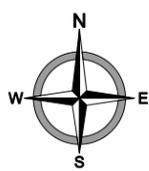
# Appendix C

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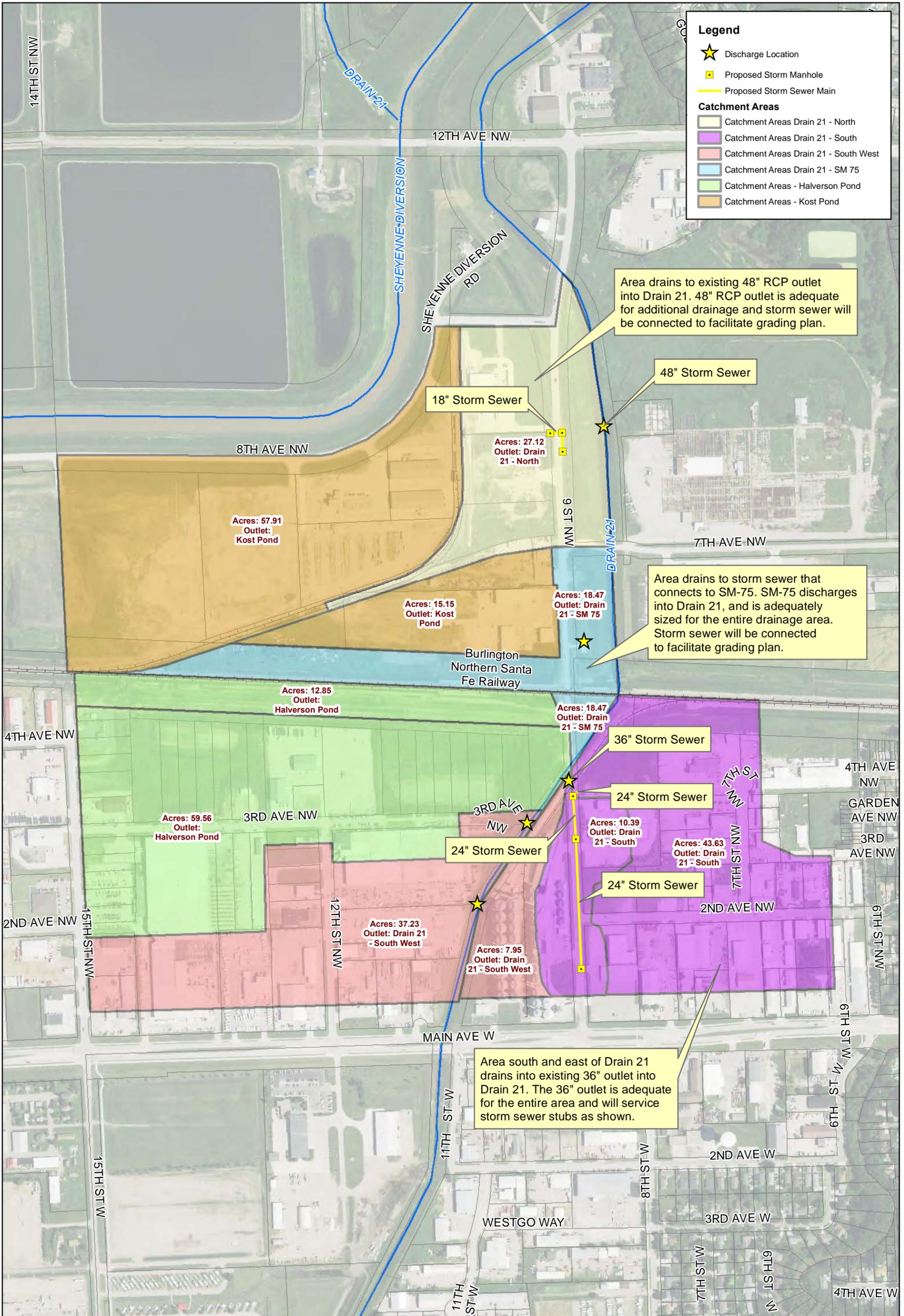
## Storm Sewer Information



**EXISTING STORM SEWER  
STORM WATER CATCHMENT AREAS  
WEST FARGO, NORTH DAKOTA**



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**Legend**

- ★ Discharge Location
- Proposed Storm Manhole
- Proposed Storm Sewer Main

**Catchment Areas**

- Catchment Areas Drain 21 - North
- Catchment Areas Drain 21 - South
- Catchment Areas Drain 21 - South West
- Catchment Areas Drain 21 - SM 75
- Catchment Areas - Halverson Pond
- Catchment Areas - Kost Pond

Area drains to existing 48" RCP outlet into Drain 21. 48" RCP outlet is adequate for additional drainage and storm sewer will be connected to facilitate grading plan.

48" Storm Sewer

18" Storm Sewer

Acres: 27.12  
Outlet: Drain 21 - North

Acres: 57.91  
Outlet: Kost Pond

Acres: 15.15  
Outlet: Kost Pond

Acres: 18.47  
Outlet: Drain 21 - SM 75

Area drains to storm sewer that connects to SM-75. SM-75 discharges into Drain 21, and is adequately sized for the entire drainage area. Storm sewer will be connected to facilitate grading plan.

Acres: 12.85  
Outlet: Halverson Pond

Acres: 18.47  
Outlet: Drain 21 - SM 75

36" Storm Sewer

Acres: 59.56  
Outlet: Halverson Pond

24" Storm Sewer

Acres: 10.39  
Outlet: Drain 21 - South

Acres: 43.63  
Outlet: Drain 21 - South

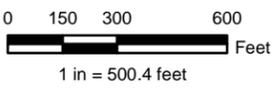
Acres: 37.23  
Outlet: Drain 21 - South West

Acres: 7.95  
Outlet: Drain 21 - South West

24" Storm Sewer

Area south and east of Drain 21 drains into existing 36" outlet into Drain 21. The 36" outlet is adequate for the entire area and will service storm sewer stubs as shown.

**PROPOSED STORM  
STORM WATER CATCHMENT AREAS  
WEST FARGO, NORTH DAKOTA**



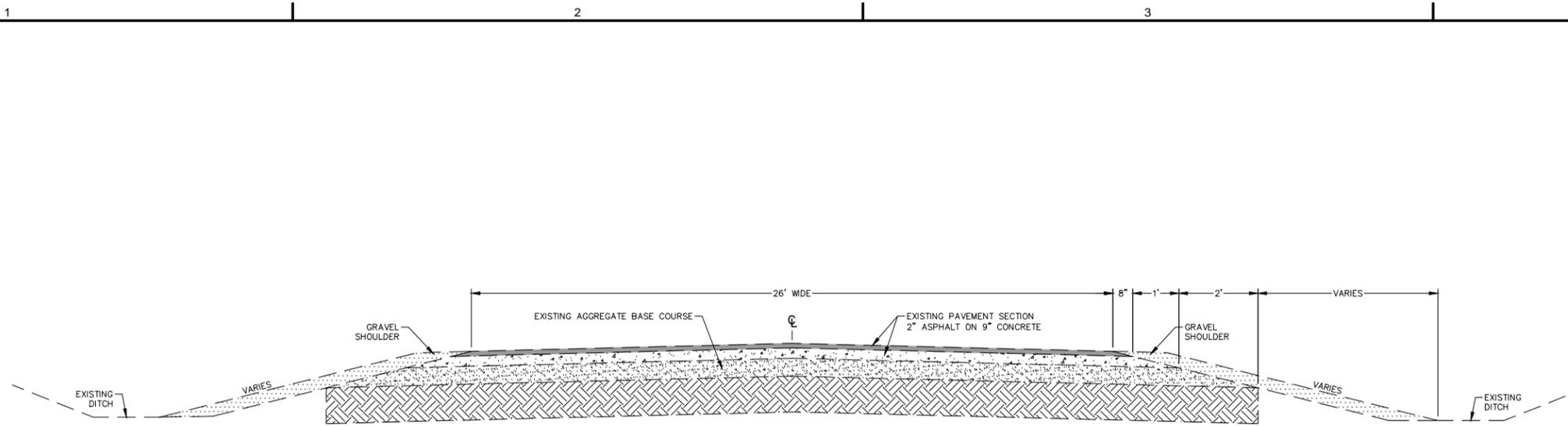
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# Appendix D

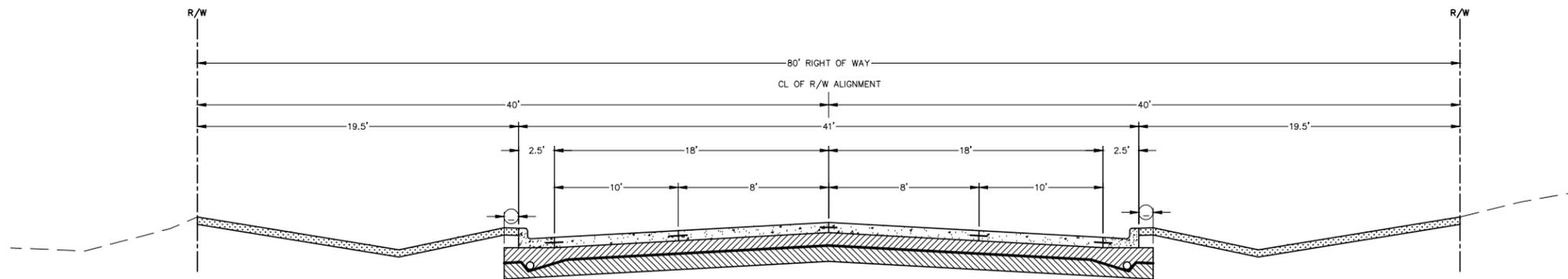
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## Street Information

FILE LOCATION: R:\Civil\3D Projects\21082\DRAWINGS\DESIGN\21082-DETAILS.dwg



**EXISTING PAVEMENT SECTION**  
 NO SCALE 9TH ST NW - MAIN AVE TO 8TH AVE



**TYPICAL SECTION 41' - CONCRETE - PROPOSED**  
 NO SCALE 9TH ST NW - MAIN AVE TO 8TH AVE

PRELIMINARY



TYPICAL SECTIONS  
 WEST FARGO IMPROVEMENT DISTRICT NO. 2257  
 9TH STREET NW - MAIN AVENUE TO 8TH AVENUE  
 WEST FARGO, NORTH DAKOTA  
 TYPICAL SECTIONS

|          |          |
|----------|----------|
| DATE:    | 07.06.20 |
| REVISED: | ----     |
| RECORD:  | ----     |

|             |       |
|-------------|-------|
| PROJECT No. | 21082 |
| MANAGER:    | ----  |
| DESIGNER:   | ----  |
| DRAFTER:    | ----  |
| REVIEWER:   | ----  |

**C-301**

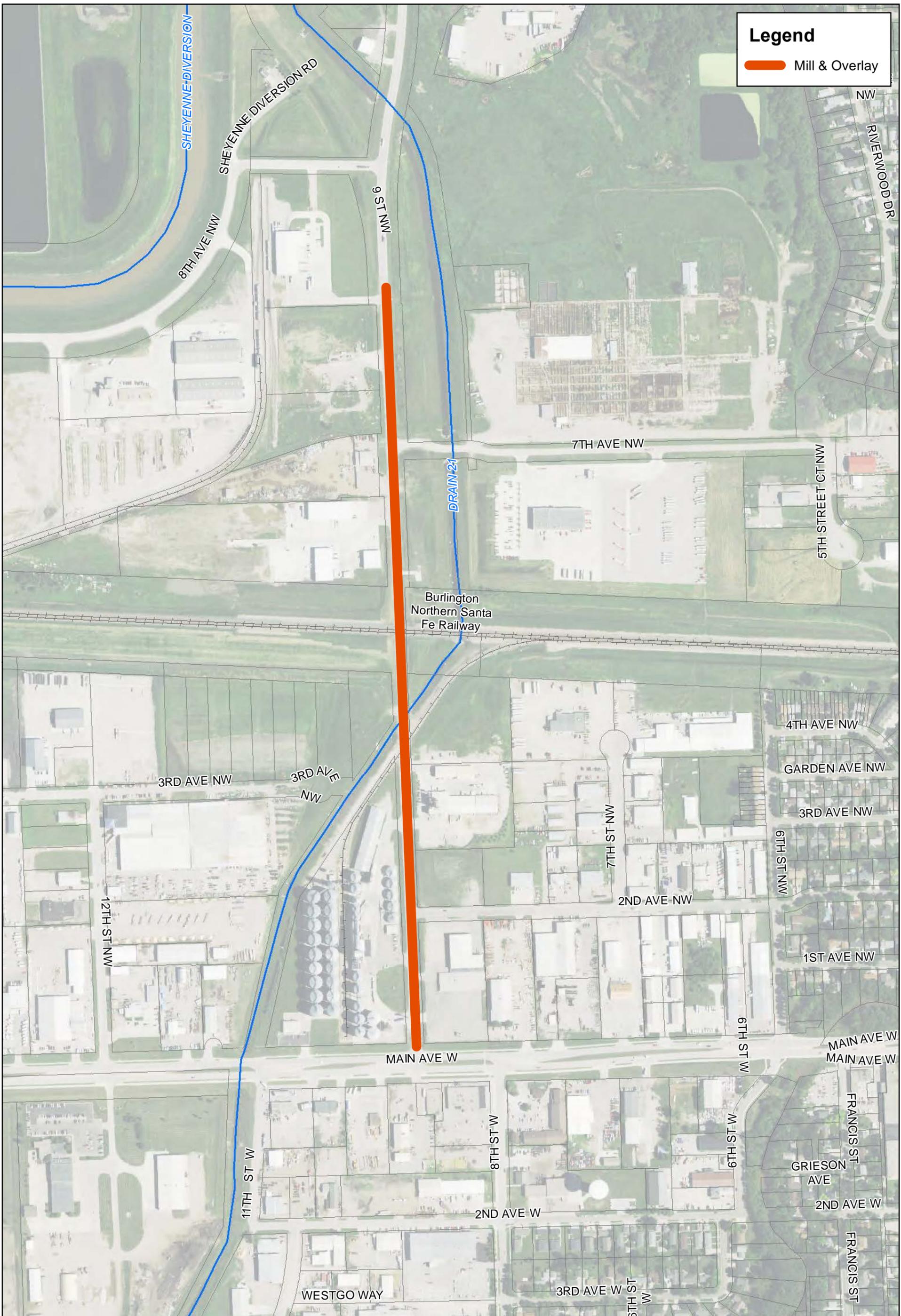
# Appendix E

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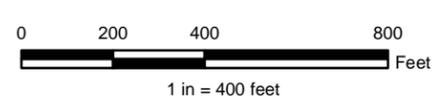
## Proposed Information

**Legend**

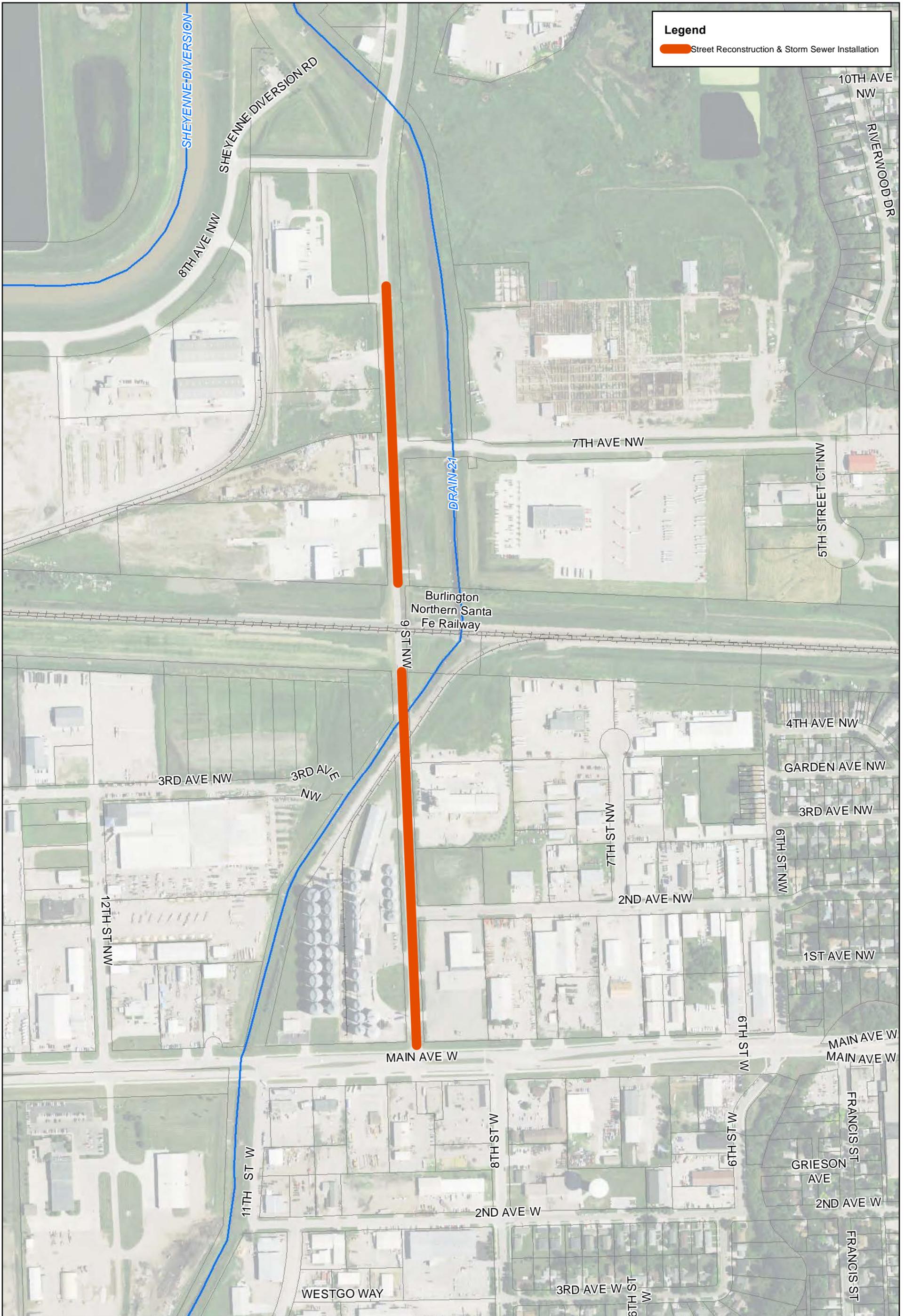
 Mill & Overlay



**OPTION A  
WEST FARGO, NORTH DAKOTA**



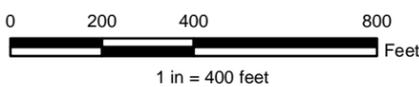
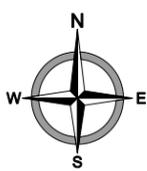
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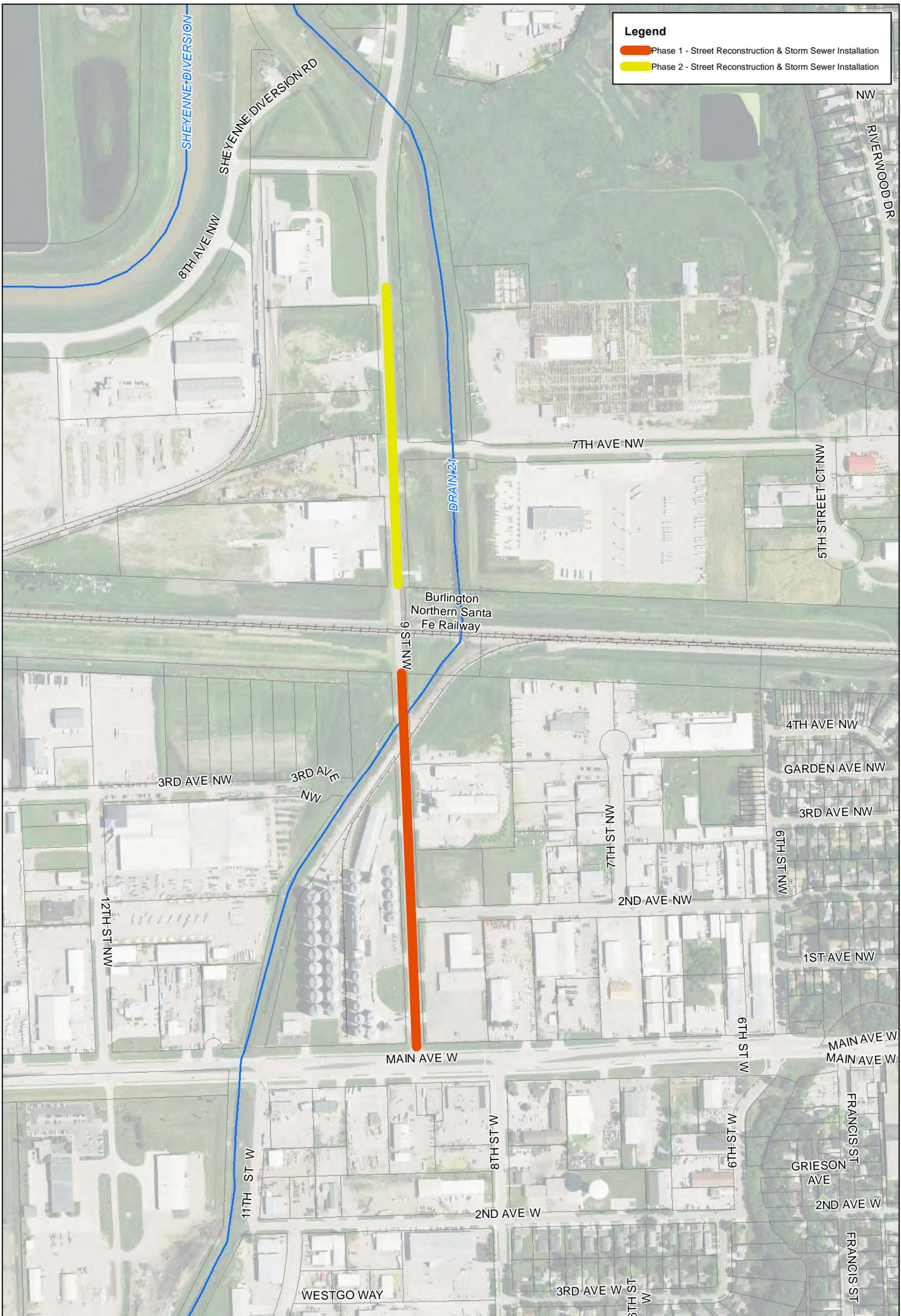
**Legend**

 Street Reconstruction & Storm Sewer Installation

**OPTION B**  
**WEST FARGO, NORTH DAKOTA**



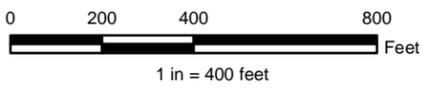
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 Horizontal Datum: NAD 1983 StatePlane North Dakota South FIPS 3302 Feet Vertical Datum: NAVD1988  
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**Legend**

- Phase 1 - Street Reconstruction & Storm Sewer Installation
- Phase 2 - Street Reconstruction & Storm Sewer Installation

**OPTION C  
WEST FARGO, NORTH DAKOTA**



Created By: TJS Date Created: 01/31/2020 Date Saved: 07/28/20 Date Plotted: NEVER Date Exported: 07/28/20  
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# Appendix F

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## Cost Estimates

**9TH STREET NORTHWEST - MAIN AVENUE TO 8TH AVENUE  
 CORRIDOR CONCEPT REPORT  
 WEST FARGO, ND  
 OPTION A - SHORT TERM IMPROVEMENTS**

*Engineer's Preliminary Opinion of Cost*

| <i>BID ITEM NO. &amp; DESCRIPTION</i>                                 | <i>UNIT</i> | <i>QUANTITY</i> | <i>UNIT PRICE</i>              | <i>TOTAL</i>        |
|---|-------------|-----------------|--------------------------------|---------------------|
| <b><u>Roadway Improvements - Mill &amp; 4" Structural Overlay</u></b> |             |                 |                                |                     |
| Railway Protection Insurance  | L SUM       | 1               | \$10,000.00                    | \$10,000.00         |
| Milling Pavement Surface  | SY          | 13,500          | \$8.00                         | \$108,000.00        |
| Superpave FAA 42  | TON         | 3,200           | \$100.00                       | \$320,000.00        |
| Pvmt Mk Painted 4In Line  | LF          | 900             | \$5.00                         | \$4,500.00          |
| Traffic Control   | L SUM       | 1               | \$20,000.00                    | \$20,000.00         |
|   |             |                 | Construction Subtotal          | \$462,500.00        |
|   |             |                 | Contingencies (≈15%)           | \$72,500.00         |
|   |             |                 | <b>Construction Total</b>      | <b>\$535,000.00</b> |
|   |             |                 | Studies and Report             | \$35,000.00         |
|   |             |                 | Engineering (11%)              | \$58,850.00         |
|   |             |                 | Additional Consulting Services | \$40,000.00         |
|   |             |                 | Legal and Admin (≈5%)          | \$31,037.50         |
|   |             |                 | <b>TOTAL PROJECT COST</b>      | <b>\$700,000.00</b> |

**9TH STREET NORTHWEST - MAIN AVENUE TO 8TH AVENUE  
CORRIDOR CONCEPT REPORT  
WEST FARGO, ND  
OPTION B - FULL RECONSTRUCT**

*Engineer's Preliminary Opinion of Cost*

| <i>BID ITEM NO. &amp; DESCRIPTION</i>  | <i>UNIT</i> | <i>QUANTITY</i> | <i>UNIT PRICE</i> | <i>TOTAL</i>        |
|--|-------------|-----------------|-------------------|---------------------|
| <b><u>Storm Sewer Improvements</u></b> |             |                 |                   |                     |
| Storm Sewer - 12"                      | LF          | 120             | \$50.00           | \$6,000.00          |
| Storm Sewer - 15"                      | LF          | 160             | \$65.00           | \$10,400.00         |
| Storm Sewer - 18"                      | LF          | 400             | \$75.00           | \$30,000.00         |
| Storm Sewer - 24"                      | LF          | 800             | \$100.00          | \$80,000.00         |
| Storm Sewer - 36"                      | LF          | 40              | \$150.00          | \$6,000.00          |
| Storm Sewer Manhole                    | EA          | 4               | \$6,000.00        | \$24,000.00         |
| Storm Sewer Catch Basin                | EA          | 12              | \$2,500.00        | \$30,000.00         |
| Storm Sewer - 15"                      | LF          | 400             | \$65.00           | \$26,000.00         |
| Storm Sewer - 18"                      | LF          | 40              | \$75.00           | \$3,000.00          |
| Storm Sewer Manhole                    | EA          | 1               | \$6,000.00        | \$6,000.00          |
| Storm Sewer Catch Basin                | EA          | 2               | \$2,500.00        | \$5,000.00          |
| Storm Sewer - 15"                      | LF          | 40              | \$65.00           | \$2,600.00          |
| Storm Sewer - 18"                      | LF          | 200             | \$75.00           | \$15,000.00         |
| Storm Sewer Manhole                    | EA          | 2               | \$6,000.00        | \$12,000.00         |
| Storm Sewer Catch Basin                | EA          | 4               | \$2,500.00        | \$10,000.00         |
|  |             |                 | <b>Subtotal</b>   | <b>\$266,000.00</b> |

**Roadway Improvements - North Half Reconstruct**

|  |       |       |                 |                       |
|--|-------|-------|-----------------|-----------------------|
| Railway Protection Insurance               | L SUM | 1     | \$5,000.00      | \$5,000.00            |
| Fiber Rolls 12In                           | LF    | 250   | \$5.00          | \$1,250.00            |
| Inlet Protection-Special                   | EA    | 7     | \$250.00        | \$1,750.00            |
| Topsoil                                    | CY    | 1,600 | \$8.00          | \$12,800.00           |
| Removal of Pavement                        | SY    | 6,000 | \$10.00         | \$60,000.00           |
| Common Excavation-Type A                   | CY    | 3,000 | \$10.00         | \$30,000.00           |
| Subgrade Preparation-Type A-12In           | SY    | 7,000 | \$2.50          | \$17,500.00           |
| Aggregate Base Course CI 5                 | CY    | 1,750 | \$40.00         | \$70,000.00           |
| Aggregate Surface Course CI 5              | CY    | 50    | \$55.00         | \$2,750.00            |
| Geosynthetic Material Type R1              | SY    | 7,000 | \$2.50          | \$17,500.00           |
| 10In Non-Reinf Concrete Pvmt CI Ae-Doweled | SY    | 6,000 | \$85.00         | \$510,000.00          |
| Curb & Gutter-Type I                       | LF    | 3,000 | \$35.00         | \$105,000.00          |
| Driveway Concrete 7In Reinforced           | SY    | 150   | \$150.00        | \$22,500.00           |
| Reset Sign Support                         | EA    | 5     | \$500.00        | \$2,500.00            |
| Traffic Control                            | L SUM | 1     | \$15,000.00     | \$15,000.00           |
| Epoxy Pvmt Mk 4In Line-Grooved             | LF    | 365   | \$8.00          | \$2,920.00            |
| Seeding Class III                          | SY    | 9,500 | \$1.00          | \$9,500.00            |
| Hydraulic Mulch                            | SY    | 9,500 | \$1.00          | \$9,500.00            |
| Traffic Control                            | L SUM | 1     | \$50,000.00     | \$50,000.00           |
| Lighting System                            | L SUM | 1     | \$250,000.00    | \$250,000.00          |
|  |       |       | <b>Subtotal</b> | <b>\$1,195,470.00</b> |

**Roadway Improvements - South Half Reconstruct**

|                                  |       |       |             |             |
|----------------------------------|-------|-------|-------------|-------------|
| Railway Protection Insurance     | L SUM | 1     | \$5,000.00  | \$5,000.00  |
| Railroad Crossing                | L SUM | 1     | \$10,000.00 | \$10,000.00 |
| Inlet Protection-Special         | EA    | 6     | \$250.00    | \$1,500.00  |
| Fiber Rolls 12In                 | LF    | 250   | \$5.00      | \$1,250.00  |
| Topsoil                          | CY    | 1,250 | \$8.00      | \$10,000.00 |
| Removal of Pavement              | SY    | 7,000 | \$10.00     | \$70,000.00 |
| Common Excavation-Type A         | CY    | 3,500 | \$10.00     | \$35,000.00 |
| Subgrade Preparation-Type A-12In | SY    | 8,400 | \$2.50      | \$21,000.00 |

|  |       |       |                                |                       |
|--|-------|-------|--------------------------------|-----------------------|
| Aggregate Base Course CI 5                 | CY    | 2,100 | \$40.00                        | \$84,000.00           |
| Geosynthetic Material Type R1              | SY    | 8,400 | \$2.50                         | \$21,000.00           |
| 10In Non-Reinf Concrete Pvmt CI Ae-Doweled | SY    | 7,000 | \$85.00                        | \$595,000.00          |
| Curb & Gutter-Type I                       | LF    | 3,600 | \$35.00                        | \$126,000.00          |
| Driveway Concrete 7In Reinforced           | SY    | 150   | \$150.00                       | \$22,500.00           |
| Reset Sign Support                         | EA    | 5     | \$500.00                       | \$2,500.00            |
| Traffic Control                            | L SUM | 1     | \$15,000.00                    | \$15,000.00           |
| Epoxy Pvmt Mk 4In Line-Grooved             | LF    | 450   | \$8.00                         | \$3,600.00            |
| Seeding Class III                          | SY    | 7,600 | \$1.00                         | \$7,600.00            |
| Hydraulic Mulch                            | SY    | 7,600 | \$1.00                         | \$7,600.00            |
| Traffic Control                            | L SUM | 1     | \$50,000.00                    | \$50,000.00           |
| Lighting System                            | L SUM | 1     | \$250,000.00                   | \$250,000.00          |
|  |       |       | <b>Subtotal</b>                | <b>\$1,338,550.00</b> |
|  |       |       | Construction Subtotal          | \$2,800,020.00        |
|  |       |       | Contingencies (≈25%)           | \$699,980.00          |
|  |       |       | <b>Construction Total</b>      | <b>\$3,500,000.00</b> |
|  |       |       | Studies and Report             | \$50,000.00           |
|  |       |       | Engineering (11%)              | \$385,000.00          |
|  |       |       | Additional Consulting Services | \$75,000.00           |
|  |       |       | Legal and Admin (≈5%)          | \$190,000.00          |
|  |       |       | <b>TOTAL PROJECT COST</b>      | <b>\$4,200,000.00</b> |

**9TH STREET NORTHWEST - MAIN AVENUE TO 8TH AVENUE  
CORRIDOR CONCEPT REPORT  
WEST FARGO, ND  
OPTION C - PHASE RECONSTRUCTION - NORTH PHASE**

*Engineer's Preliminary Opinion of Cost*

| <i>BID ITEM NO. &amp; DESCRIPTION</i>                       | <i>UNIT</i> | <i>QUANTITY</i> | <i>UNIT PRICE</i>              | <i>TOTAL</i>          |
|---|-------------|-----------------|--------------------------------|-----------------------|
| <b><u>Storm Sewer Improvements</u></b>                      |             |                 |                                |                       |
| Storm Sewer - 15"   | LF          | 400             | \$65.00                        | \$26,000.00           |
| Storm Sewer - 18"   | LF          | 40              | \$75.00                        | \$3,000.00            |
| Storm Sewer Manhole   | EA          | 1               | \$6,000.00                     | \$6,000.00            |
| Storm Sewer Catch Basin                                     | EA          | 2               | \$2,500.00                     | \$5,000.00            |
| Storm Sewer - 15"   | LF          | 40              | \$65.00                        | \$2,600.00            |
| Storm Sewer - 18"   | LF          | 200             | \$75.00                        | \$15,000.00           |
| Storm Sewer Manhole   | EA          | 2               | \$6,000.00                     | \$12,000.00           |
| Storm Sewer Catch Basin                                     | EA          | 4               | \$2,500.00                     | \$10,000.00           |
|   |             |                 | <b>Subtotal</b>                | <b>\$79,600.00</b>    |
| <b><u>Roadway Improvements - North Half Reconstruct</u></b> |             |                 |                                |                       |
| Railway Protection Insurance                                | L SUM       | 1               | \$5,000.00                     | \$5,000.00            |
| Fiber Rolls 12In  | LF          | 250             | \$5.00                         | \$1,250.00            |
| Inlet Protection-Special                                    | EA          | 7               | \$250.00                       | \$1,750.00            |
| Topsoil   | CY          | 1,600           | \$8.00                         | \$12,800.00           |
| Removal of Pavement   | SY          | 6,000           | \$10.00                        | \$60,000.00           |
| Common Excavation-Type A                                    | CY          | 3,000           | \$10.00                        | \$30,000.00           |
| Subgrade Preparation-Type A-12In                            | SY          | 7,000           | \$2.50                         | \$17,500.00           |
| Aggregate Base Course CI 5                                  | CY          | 1,750           | \$40.00                        | \$70,000.00           |
| Aggregate Surface Course CI 5                               | CY          | 50              | \$55.00                        | \$2,750.00            |
| Geosynthetic Material Type R1                               | SY          | 7,000           | \$2.50                         | \$17,500.00           |
| 10In Non-Reinf Concrete Pvmt CI Ae-Doweled                  | SY          | 6,000           | \$85.00                        | \$510,000.00          |
| Curb & Gutter-Type I  | LF          | 3,000           | \$35.00                        | \$105,000.00          |
| Driveway Concrete 7In Reinforced                            | SY          | 150             | \$150.00                       | \$22,500.00           |
| Reset Sign Support  | EA          | 5               | \$500.00                       | \$2,500.00            |
| Traffic Control   | L SUM       | 1               | \$15,000.00                    | \$15,000.00           |
| Epoxy Pvmt Mk 4In Line-Grooved                              | LF          | 365             | \$8.00                         | \$2,920.00            |
| Seeding Class III   | SY          | 9,500           | \$1.00                         | \$9,500.00            |
| Hydraulic Mulch   | SY          | 9,500           | \$1.00                         | \$9,500.00            |
| Traffic Control   | L SUM       | 1               | \$50,000.00                    | \$50,000.00           |
| Lighting System   | L SUM       | 1               | \$250,000.00                   | \$250,000.00          |
|   |             |                 | <b>Subtotal</b>                | <b>\$1,195,470.00</b> |
|   |             |                 | Construction Subtotal          | \$1,275,070.00        |
|   |             |                 | Contingencies (≈25%)           | \$324,930.00          |
|   |             |                 | <b>Construction Total</b>      | <b>\$1,600,000.00</b> |
|   |             |                 | Studies and Report             | \$40,000.00           |
|   |             |                 | Engineering (11%)              | \$176,000.00          |
|   |             |                 | Additional Consulting Services | \$50,000.00           |
|   |             |                 | Legal and Admin (≈5%)          | \$84,000.00           |
|   |             |                 | <b>TOTAL PROJECT COST</b>      | <b>\$1,950,000.00</b> |

**9TH STREET NORTHWEST - MAIN AVENUE TO 8TH AVENUE  
CORRIDOR CONCEPT REPORT  
WEST FARGO, ND  
OPTION C - PHASE RECONSTRUCTION - SOUTH PHASE**

*Engineer's Preliminary Opinion of Cost*

| <i>BID ITEM NO. &amp; DESCRIPTION</i>                       | <i>UNIT</i> | <i>QUANTITY</i> | <i>UNIT PRICE</i>              | <i>TOTAL</i>          |
|---|-------------|-----------------|--------------------------------|-----------------------|
| <b><u>Storm Sewer Improvements</u></b>                      |             |                 |                                |                       |
| Storm Sewer - 12"   | LF          | 120             | \$50.00                        | \$6,000.00            |
| Storm Sewer - 15"   | LF          | 160             | \$65.00                        | \$10,400.00           |
| Storm Sewer - 18"   | LF          | 400             | \$75.00                        | \$30,000.00           |
| Storm Sewer - 24"   | LF          | 800             | \$100.00                       | \$80,000.00           |
| Storm Sewer - 36"   | LF          | 40              | \$150.00                       | \$6,000.00            |
| Storm Sewer Manhole   | EA          | 4               | \$6,000.00                     | \$24,000.00           |
| Storm Sewer Catch Basin                                     | EA          | 12              | \$2,500.00                     | \$30,000.00           |
|   |             |                 | <b>Subtotal</b>                | <b>\$186,400.00</b>   |
| <b><u>Roadway Improvements - South Half Reconstruct</u></b> |             |                 |                                |                       |
| Railway Protection Insurance                                | L SUM       | 1               | \$5,000.00                     | \$5,000.00            |
| Railroad Crossing   | L SUM       | 1               | \$10,000.00                    | \$10,000.00           |
| Inlet Protection-Special                                    | EA          | 6               | \$250.00                       | \$1,500.00            |
| Fiber Rolls 12In  | LF          | 250             | \$5.00                         | \$1,250.00            |
| Topsoil   | CY          | 1,250           | \$8.00                         | \$10,000.00           |
| Removal of Pavement   | SY          | 7,000           | \$10.00                        | \$70,000.00           |
| Common Excavation-Type A                                    | CY          | 3,500           | \$10.00                        | \$35,000.00           |
| Subgrade Preparation-Type A-12In                            | SY          | 8,400           | \$2.50                         | \$21,000.00           |
| Aggregate Base Course Cl 5                                  | CY          | 2,100           | \$40.00                        | \$84,000.00           |
| Geosynthetic Material Type R1                               | SY          | 8,400           | \$2.50                         | \$21,000.00           |
| 10In Non-Reinf Concrete Pvmt Cl Ae-Doweled                  | SY          | 7,000           | \$85.00                        | \$595,000.00          |
| Curb & Gutter-Type I  | LF          | 3,600           | \$35.00                        | \$126,000.00          |
| Driveway Concrete 7In Reinforced                            | SY          | 150             | \$150.00                       | \$22,500.00           |
| Reset Sign Support  | EA          | 5               | \$500.00                       | \$2,500.00            |
| Traffic Control   | L SUM       | 1               | \$15,000.00                    | \$15,000.00           |
| Epoxy Pvmt Mk 4In Line-Grooved                              | LF          | 450             | \$8.00                         | \$3,600.00            |
| Seeding Class III   | SY          | 7,600           | \$1.00                         | \$7,600.00            |
| Hydraulic Mulch   | SY          | 7,600           | \$1.00                         | \$7,600.00            |
| Traffic Control   | L SUM       | 1               | \$50,000.00                    | \$50,000.00           |
| Lighting System   | L SUM       | 1               | \$250,000.00                   | \$250,000.00          |
|   |             |                 | <b>Subtotal</b>                | <b>\$1,338,550.00</b> |
|   |             |                 | Construction Subtotal          | \$1,368,550.00        |
|   |             |                 | Contingencies (≈25%)           | \$356,450.00          |
|   |             |                 | <b>Construction Total</b>      | <b>\$1,725,000.00</b> |
|   |             |                 | Studies and Report             | \$40,000.00           |
|   |             |                 | Engineering (11%)              | \$189,750.00          |
|   |             |                 | Additional Consulting Services | \$50,000.00           |
|   |             |                 | Legal and Admin (≈5%)          | \$95,250.00           |
|   |             |                 | <b>TOTAL PROJECT COST</b>      | <b>\$2,100,000.00</b> |



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

Regular Agenda 7

Engineering Department  
800 4<sup>th</sup> Ave E  
West Fargo, ND 58078  
701-433-5330  
[www.westfargond.gov](http://www.westfargond.gov)

**GENDA ITEM REQUEST**  
*BOARD OF CITY COMMISSIONERS*  
*WEST FARGO, NORTH DAKOTA*

**OFFICE USE:**  
**AGENDA ITEM # \_\_\_\_\_**

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

**CONTACT(s):** Dustin T. Scott, City Engineer

**MEETING DATE:** August 3, 2020

**SUBJECT:** Project No. 1316 – Phase One

*Attached reference documents:*

- CIP Sheets for Phase One and Phase Two (future project)
- Engineer's Report

**LOCATION:** North of Main Ave (see map in CIP Sheet)

**ACTION REQUEST:** Approve Engineer's Report; Authorize Engineer to prepare Plans and Specifications for Project No. 1316 – Phase One

**ADDITIONAL INFORMATION:**

- The project is included in the City's CIP adopted by the City Commission on June 15, 2020.



# CAPITAL IMPROVEMENT PLAN PROJECT CUT SHEET

## Northside Regional Sanitary Sewer Collector Rehabilitation – Phase I

Project No. 1316

**2020**  
Construction Start Year

Project Status  
**Study**  
100% Complete

Project Priority Grade  
**A**

Project Category  
**Regional**

Project Orig. Date  
**2015**

### PURPOSE AND NEED

Severe deterioration of the manholes within the Northside Regional Sanitary Sewer Collection System has been observed and documented in recent years. The sewage contained within the system has historically contained high concentrations of hydrogen sulfide gas (H2S) which has damaged the manholes. With the Northside Regional system responsible for nearly all City of West Fargo wastewater, it is critical to prevent failure of the system.

### SCOPE

The proposed project would involve scanning the manholes, developing a rehabilitation schedule, rehabilitating the eligible manholes, and identifying the remainder that are ineligible for rehab under a future Phase 2 project.

**\$2,525,000**  
Preliminary  
Total Project Cost

### FUNDING INFORMATION [Updated as of 7/29/20]

Local Funding: \$2,525,000  
■ Sewer Bond

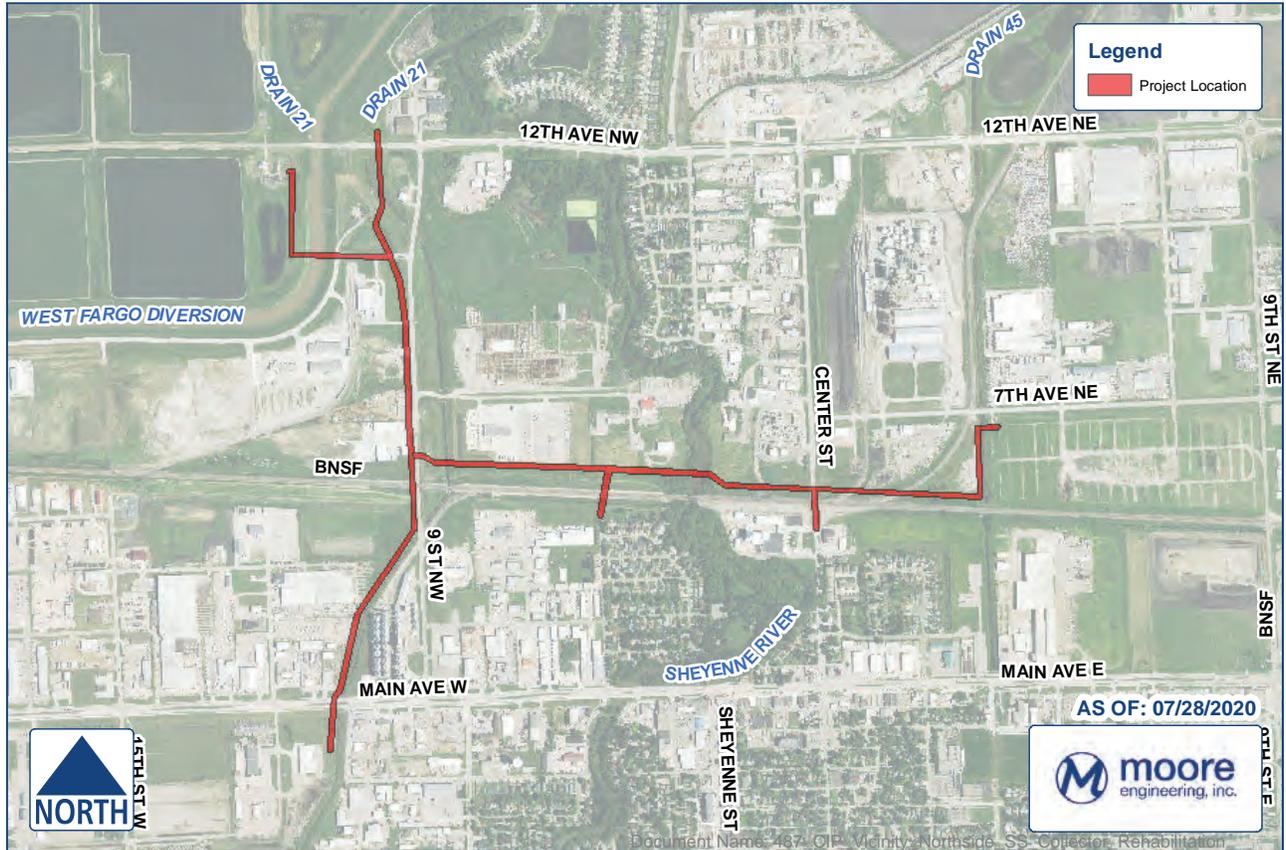
Outside Funding: \$0



**FUNDING NOTES:**  
The project is intended to be funded from the Sewer Bond since the project is an overall City benefit.

Project No. 1316

**PROJECT LOCATION**



**EXISTING CONDITIONS**



Photo 1: Looking North From Main Avenue Along Project Corridor



Photo 2: Typical Manhole Deterioration



# CAPITAL IMPROVEMENT PLAN PROJECT CUT SHEET

## Northside Regional Sanitary Sewer Collector Rehabilitation – Phase II

Project No. 1316

**2021**  
Construction Start Year

**Project Status**  
**Study**  
50% Complete

**Project Priority Grade**  
**A**

**Project Category**  
**Regional**

**Project Orig. Date**  
**2015**

### PURPOSE AND NEED

Severe deterioration of the manholes within the Northside Regional Sanitary Sewer Collection System has been observed and documented in recent years. The sewage contained within the system has historically contained high concentrations of hydrogen sulfide gas (H2S) which has damaged the manholes. With the Northside Regional system responsible for nearly all City of West Fargo wastewater, it is critical to prevent failure of the system.

### SCOPE

Once the field data collection and analysis is complete during Phase 1 of the project, the scope of this project (Phase 2) will be better defined and the cost estimate updated accordingly. The scope of Phase 2 will generally consist of replacing sanitary sewer manholes within the project limits that are beyond the ability of rehabilitation and in need of full replacement. Incidental items will also be included on Phase 2, such as bypass pumping of the live system and emergency contingencies.

**\$3,000,000**  
Preliminary  
Total Project Cost

### FUNDING INFORMATION [Updated as of 7/30/20]

Local Funding: \$3,000,000  
■ Sewer Bond

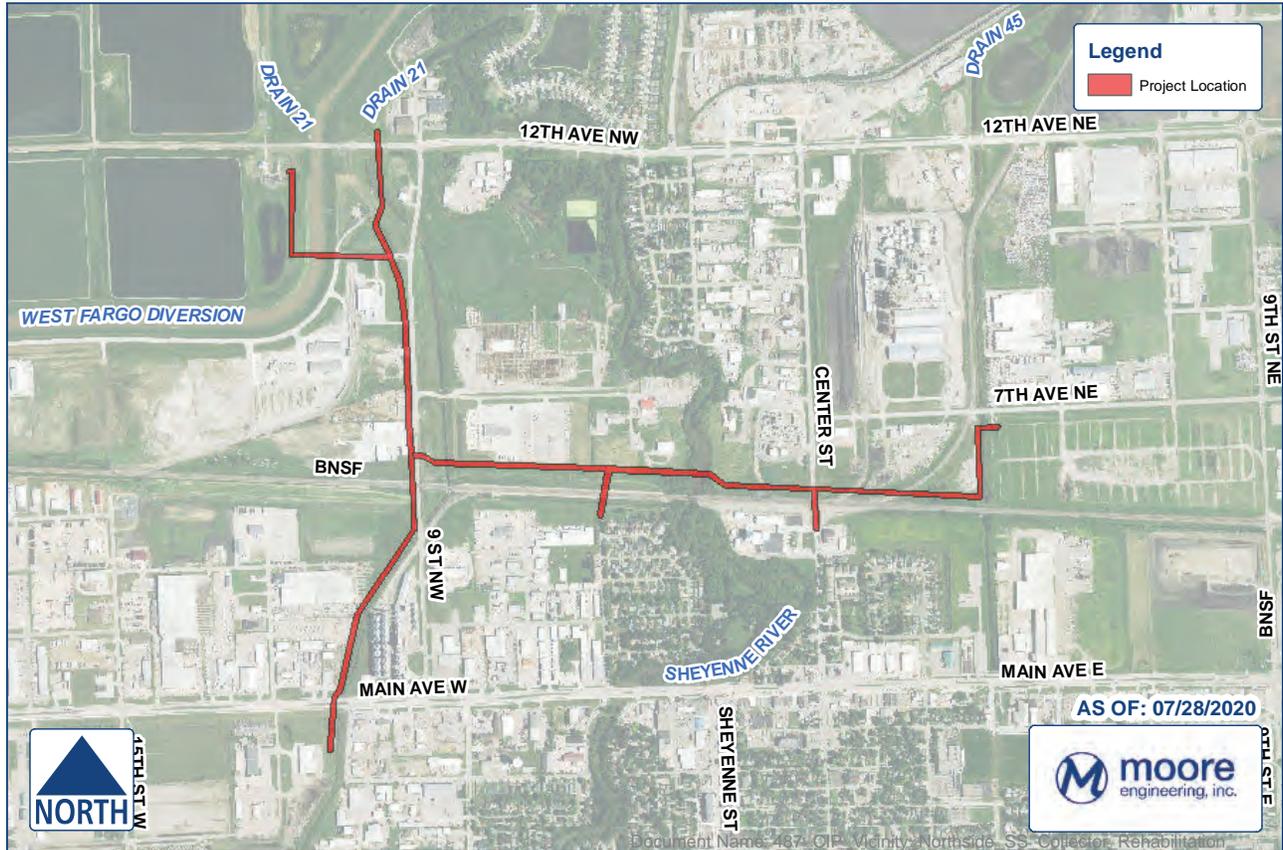
Outside Funding: \$0



**FUNDING NOTES:**  
The project is intended to be funded from the Sewer Bond since the project is an overall City benefit.

Project No. 1316

**PROJECT LOCATION**



**EXISTING CONDITIONS**



Photo 1: Looking North From Main Avenue  
Along Project Corridor



Photo 2: Typical Manhole Deterioration

# City of West Fargo, North Dakota

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## ***Sewer Improvement District No. 1316***

### ***Northside Regional Sanitary Sewer Collector Rehabilitation – Phase 1***

## ***Engineer's Report***

This document was originally issued and sealed by Erik Gilbertson, Registration No. PE-5581, on 07/29/2020 and the original document is stored at Moore Engineering, Inc., West Fargo, N.D.



July 2020  
Project No. 20230

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### Appendix A:

- Preliminary Engineer’s Opinions of Cost

### Appendix B:

- Technical Memorandum dated 11/07/2019
- Northside Regional Sanitary Sewer Collection System Maps

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## INTRODUCTION

The purpose of this project is to perform a detailed analysis of the manholes within the Northside Regional Sanitary Sewer Collection System, use the analysis to create a rehabilitation schedule, and implement said schedule by rehabilitating the manholes as deemed eligible by the analysis. This report will discuss existing conditions of the manholes, the need for the project, alternatives considered, preliminary opinions of construction costs associated with the preferred alternative, and recommendations for a procedure for improvements. This report, references the findings of the Northside Regional Sanitary Sewer Collection System Technical Memo, dated November 7, 2019. The Technical Memorandum can be seen in Appendix B.

### 1. EXISTING FACILITIES

#### *1.1. Northside Regional Sanitary Sewer Collection System*

The Northside Regional Sanitary Sewer Collection System area includes the 36" sanitary sewer trunk line from the Northside Regional Sanitary Sewer Lift Station, south to Main Avenue (west of Cass County Drain No. 21) and the 24" east-west leg from 9<sup>th</sup> Street NW to Cass County Drain No. 45 (north of the BNSF Railroad) as shown in the location map in Appendix B. This collection system ultimately conveys the entirety of West Fargo's wastewater into the City's regional sanitary sewer lift station, SA-40. The PVC piping is still in excellent shape, however the concrete manholes have been observed to have suffered significant hydrogen sulfide (H<sub>2</sub>S) corrosion in recent years. A map of the system can be found in Appendix B.

### 2. NEED FOR PROJECT

In recent years, severe deterioration of the manholes within the Northside Regional Sanitary Sewer Collection System has been noted. Further investigation led the City of West Fargo to direct Moore Engineering Inc. to investigate the manholes and to provide a condition assessment with rehabilitation/replacement options. Initial observations from 2018 indicated that many of the manholes within the system were significantly deteriorated. The sewage contained within the system has historically contained high concentrations of hydrogen sulfide gas (H<sub>2</sub>S). The H<sub>2</sub>S gas has caused odor and corrosion issues which were addressed with odor control and chemical injection points installed throughout the system in 2017, located upstream of these sewer mains at the Southside Regional Sanitary Sewer Lift Station (SA-27), the sanitation building at 117 8<sup>th</sup> St West, and at 7<sup>th</sup> Ave NE on the

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east side of Cass County Drain No. 45. With the Northside Regional system responsible for the conveyance of nearly all City of West Fargo wastewater, it is critical to prevent failure of the system.

Recent measurements of H<sub>2</sub>S gas in the system have shown that the odor control and chemical feed system is operating successfully. H<sub>2</sub>S gas level measurements have been significantly reduced when measured at the SA-40 lift station. The implementation of the odor control system has been successful at preventing the hydrogen sulfide corrosion from progressing deeper into the manhole, however significant damage and reduction of manhole wall thickness has already occurred. This damage heavily reduces the structural integrity of the manholes and their ability to withstand the high lateral earth pressures experienced at the lower depths of the manholes. In addition, the H<sub>2</sub>S corrosion has caused large chunks of concrete to slough off the manhole walls, which if carried downstream could significantly damage pumping equipment.

### **3. ALTERNATIVES CONSIDERED**

Several alternatives were reviewed and analyzed. They include Do Nothing, Selective Rehabilitation and Replacement, and Full Replacement. A brief summary of each alternative follows.

#### ***3.1. ALTERNATIVE 1 – Do Nothing***

This alternative would mean that the City would continue to operate the system as-is, and put off any improvements. The primary outcome of the “do nothing” alternative is that the City would not be faced with a large capital expenditure associated with improvements to the system. This does not, however, take into consideration any emergency repairs that may be required if the system is operated in its current condition. A majority of the manholes have corroded such that the steps used to access the manholes are either loose or missing altogether. This makes maintenance of the manholes difficult to impossible without the use of special equipment and skilled personnel. Putting off any improvements for any amount of time increases the likelihood of one of the manholes collapsing and creating a blockage, or corroded manhole debris washing through the system and getting ingested into pumping equipment. Both scenarios present a critical failure that could cascade upstream through the system and create widespread inundation of the sewer system.

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### **3.2. ALTERNATIVE 2 – Selective Rehabilitation and Replacement**

This alternative is a combination of a study and a rehabilitation project. The project would consist of two parts, to be bid together. In Part A, a contractor will survey and scan the manholes to capture interior measurements and photography along the entire vertical footage of each manhole. The interior measurements of each manhole will be compared to the design drawings in order to determine exactly to what degree of wall thickness has been lost. The manholes will be analyzed with the assistance of a structural engineer to determine which manholes are a good candidate for rehabilitation. A rehabilitation schedule will be prepared and manholes eligible for rehabilitation will be broken down into three categories.

The rehabilitation schedule is as follows: Preventative Rehabilitation, Moderate Rehabilitation, and Major Rehabilitation.

1. Preventative rehabilitation: Consists of washing, surface preparation, and installation of a new protective corrosion inhibiting coating. Preventative rehabilitation will be specified for manholes that have exhibited coating failure and early signs of pitting on the interior concrete surface.
2. Moderate rehabilitation: Consists of washing, surface preparation, removal of steps, installation of a structural mortar to build the walls back to design thickness, and a protective anti-corrosion coating. Moderate rehabilitation will be specified for manholes that have lost their protective coating and have lost less than 2" of wall thickness.
3. Major rehabilitation: Consists of washing, surface preparation, removal of steps (if required), installation of greater than 2" of structural mortar to build the walls back to design thickness, and a protective anti-corrosion coating. Major rehabilitation will be specified for manholes that have lost their protective coating and more than 2" of wall thickness.

In Part B of the project, a contractor will rehabilitate the manholes based on the criteria above according to a construction allowance. With this alternative, it is recommended that a bid allowance be specified to allow for an emergency excavation and replacement, or to address a maintenance emergency. If the field data collected by the Contractor deems some or all of the manholes are beyond rehabilitation, a Phase 2 project will be bid to replace those manholes.

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### **3.3. ALTERNATIVE 3 – Full Replacement**

Alternative 3 is a full replacement project. All manholes within the Northside Regional System would be replaced. This is the safest alternative as it offers the longest life span and provides new infrastructure by completely replacing the structures. This alternative is also the most costly. The manholes within the system vary from 20 to 37 feet deep. The excavation area would be extremely large which drives up construction costs as well as surface restoration if roadways have to be removed to accommodate the large excavation. A substantial bypass operation would have to be implemented to allow for the manholes to be replaced. Preliminary data suggests that submersible pumps would not be large enough to accommodate the typical flow carried by the 36" line. The sheer depth of the manholes presents its own issue with bypass pumping, as it is very difficult if not impossible to achieve 37' of suction head required to suction the flow out through the top of the manhole. Therefore, the bypass pumping operation will likely involve dismantling certain manholes to the point that pumping equipment becomes effective.

## **4. PROJECT FUNDING**

It is our understanding that, this sanitary sewer manhole rehabilitation project will likely be financed by the City through the use of Sewer Bonds, as mentioned in the City's current Capital Improvement Plan.

## **5. SELECTION OF AN ALTERNATIVE**

When evaluating which alternative would be the best solution for the City of West Fargo, different criteria were taken into account, such as feasibility and cost of construction.

All of this information was brought together and analyzed along with discussions with City staff to determine that Alternative 2 – Selective Rehabilitation and Replacement would be the best solution to meet the needs of the city. The following is further discussion of the criteria that was considered during the selection process.

### **5.1. Feasibility**

With regard to feasibility a project must not only be constructible, but it also must be practical for the City. The "Do Nothing" alternative achieves neither, as putting off improvements sustains the potential for a critical failure of the system. Both the Selective Replacement and Full Replacement

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alternatives are feasible and constructible, however it may not be practical or necessary to replace all 56 manholes in the system.

## **5.2. Cost Analysis**

With a depth variance from 20 to 37 feet, construction costs to replace just one of the deepest manholes is estimated to be \$110,000 or more, depending on the surrounding surface. Conversely, construction costs to perform a structural rehab on one of the deepest manholes is estimated to be near \$40,000. Comparing the deepest excavation to the deepest rehab, there is a cost savings of nearly 65% to rehabilitate that manhole. It is assumed that while some number of manholes will inevitably be too damaged to be rehabilitated, there will still be a significant number of manholes eligible for rehabilitation. If a 50 year life span is assumed, rehabilitation presents a sizeable cost savings for the City.

## **6. PROPOSED PROJECT**

The proposed project would involve scanning the manholes, developing a rehabilitation schedule, and rehabilitating the eligible manholes. If the field data collected by the Contractor deems some or all of the manholes are beyond rehabilitation, a Phase 2 project will be bid to replace the manholes. Upon completion, the manholes within the Northside Regional sewer system would be safe, reliable, and protected against future corrosion. The total Phase 1 project cost is estimated to be \$2,525,000. A detailed Preliminary Engineer's Opinion of Probable Cost can be found in Appendix A. Phase 2 is estimated to be between \$1,500,000 and \$3,000,000. This estimate is based on the cost to replace the manholes according to the original Technical Memo. The lower bound represents the cost to replace the 17 manholes that were rated in the worst condition category. The upper bound represents the cost to replace the 32 manholes that were originally recommended to be replaced. It is assumed that the actual number of manholes needing replacement will fall within this interval.

## **7. CONCLUSIONS AND RECOMMENDATIONS**

The proposed improvements are necessary to maintain the integrity and reliability of the Northside Regional Sanitary Sewer Collection system. The improvements are intended to be in accordance with the City of West Fargo design standards for public improvements. Based on the information contained

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within this report, we recommend approval of Alternate 2 – Selective Rehabilitation and Replacement. We look forward to the directive of the City, including selection of the proposed alternatives.

The Phase 1 project is currently a part of the City’s Capital Improvement Plan (CIP) with a budget of \$2,250,000 and could be amended to the Engineer’s Opinion of Probable Cost in Appendix A. The CIP also includes Phase 2 with a budget of \$3,250,000, and could be amended to \$3,000,000.

Once Phase 1 is completed, and it is determined a Phase 2 project is necessary to replace some or all of the manholes, the scope of Phase 2 would be determined and this report could be amended accordingly, in anticipation of Phase 2 construction.

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# APPENDIX A

**Sewer Improvement Project No. 1316  
 Northside Regional Sanitary Sewer Collector Rehabilitation - Phase 1  
 Alternative 3 - Replacement  
 West Fargo, ND**

*Engineer's Preliminary Opinion of Cost*

| <i>BID ITEM NO. &amp; DESCRIPTION</i> | <i>UNIT</i> | <i>QUANTITY</i> | <i>UNIT PRICE</i>              | <i>TOTAL</i>          |
|---------------------------------------|-------------|-----------------|--------------------------------|-----------------------|
| <b><u>Base Bid</u></b>                |             |                 |                                |                       |
| 1. Standard Manhole <20'              | EA          | 2               | \$22,000.00                    | \$44,000.00           |
| 2. Standard Manhole 20-25'            | EA          | 7               | \$35,000.00                    | \$245,000.00          |
| 3. Standard Manhole 25-30'            | EA          | 15              | \$55,500.00                    | \$832,500.00          |
| 4. Multi-manhole 20-25'               | EA          | 8               | \$51,750.00                    | \$414,000.00          |
| 5. Multi-manhole 25-30'               | EA          | 15              | \$59,250.00                    | \$888,750.00          |
| 6. Multi-manhole 30'+                 | EA          | 4               | \$105,000.00                   | \$420,000.00          |
|                                       |             |                 | Construction Subtotal          | \$2,844,250.00        |
|                                       |             |                 | Contingencies (≈15%)           | \$430,750.00          |
|                                       |             |                 | Construction Total             | \$3,275,000.00        |
|                                       |             |                 | Study & Report                 | \$50,000.00           |
|                                       |             |                 | Engineering (11%)              | \$360,250.00          |
|                                       |             |                 | Additional Consulting Services | \$50,000.00           |
|                                       |             |                 | Legal & Administration (≈5%)   | \$164,750.00          |
|                                       |             |                 | <b>TOTAL PROJECT COST</b>      | <b>\$3,900,000.00</b> |

\*Note: Cost of replacement includes surface restoration and bypass pumping.

**Sewer Improvement Project No. 1316**  
**Northside Regional Sanitary Sewer Collector Rehabilitation**  
**Alternative 2 - Selective Rehabilitation & Replacement - Phase I**  
**West Fargo, ND**

*Engineer's Preliminary Opinion of Cost*

| <i>BID ITEM NO. &amp; DESCRIPTION</i>             | <i>UNIT</i> | <i>QUANTITY</i> | <i>UNIT PRICE</i>              | <i>TOTAL</i>          |
|---|-------------|-----------------|--------------------------------|-----------------------|
| <b><u>Base Bid - Manhole Rehabilitation</u></b>   |             |                 |                                |                       |
| 1. Manhole Cleaning                               | EA          | 51              | \$1,000.00                     | \$51,000.00           |
| 2. Manhole Scanning                               | EA          | 51              | \$1,500.00                     | \$76,500.00           |
| 3. Temporary Bypass Pumping                       | L SUM       | 1               | \$450,000.00                   | \$450,000.00          |
| 4. Structural Repair                              | EA          | 22              | \$20,000.00                    | \$440,000.00          |
| 5. Standard Manhole Rehabilitation - Preventative | VF          | 21              | \$200.00                       | \$4,200.00            |
| 6. Standard Manhole Rehabilitation - Moderate     | VF          | 110             | \$400.00                       | \$44,000.00           |
| 7. Standard Manhole Rehabilitation - Major        | VF          | 456             | \$500.00                       | \$228,000.00          |
| 8. Multi-manhole Rehabilitation - Moderate        | VF          | 135             | \$500.00                       | \$67,500.00           |
| 9. Multi-manhole Rehabilitation - Major           | VF          | 593             | \$650.00                       | \$385,450.00          |
| 10. Leak Sealing                                  | EA          | 51              | \$2,000.00                     | \$102,000.00          |
|   |             |                 | Construction Subtotal          | \$1,848,650.00        |
|   |             |                 | Contingencies (≈15%)           | \$276,350.00          |
|   |             |                 | Construction Total             | \$2,125,000.00        |
|   |             |                 | Study & Report                 | \$40,000.00           |
|   |             |                 | Engineering (11%)              | \$233,750.00          |
|   |             |                 | Additional Consulting Services | \$20,000.00           |
|   |             |                 | Legal & Administration (≈5%)   | \$106,250.00          |
|   |             |                 | <b>TOTAL PROJECT COST</b>      | <b>\$2,525,000.00</b> |

**Notes:**

1. Assumed 3 leaking joints per rehab manhole
2. Manholes were rated for rehab categories based on preliminary findings from 2018 study in order to obtain a baseline estimate. Actual footages for each rehabilitation type will fluctuate.
3. Phase 1 estimate assumes rehabilitating all manholes. After cleaning and scanning, there will be a number of manholes deemed ineligible for rehab and will be moved to Phase 2 - Replacement.

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# APPENDIX B



925 10<sup>th</sup> Avenue East  
West Fargo, ND 58078

P: 701.282.4692  
F: 701.282.4530



## TECHNICAL MEMO

### Sewer Improvement District 1316

### NORTHSIDE REGIONAL SANITARY SEWER COLLECTION SYSTEM

Moore Project No. 20230

#### Background

In recent years severe deterioration of the manholes within the Northside Regional Sanitary Sewer Collection System has been noted. Further investigation led the City of West Fargo to direct Moore Engineering Inc. to investigate the manholes and to provide a condition assessment with rehabilitation/replacement options.

The Northside Regional Sanitary Sewer Collection System area includes the 36-inch sanitary sewer trunk line from SA40, south to Main Avenue (west of Cass County Drain No. 21) and the 24-inch east-west leg from 9th Street NW to Cass County Drain No. 45 (north of the BNSF Railroad) as shown on the attached location map.

Initial observations indicated that many of the manholes within the system were significantly deteriorated. The sewage conveyed within the system has historically contained high concentrations of hydrogen sulfide gas (H<sub>2</sub>S). The H<sub>2</sub>S gas has caused odor issues which were addressed with odor control projects in 2017, located upstream of these sewer mains. H<sub>2</sub>S gas is known to be highly corrosive to concrete structures. With the Northside Regional line responsible for the collection of nearly all City of West Fargo wastewater, it is critical to prevent failure of the system.

Recent measurements of H<sub>2</sub>S gas in the system have shown that the Odor Control System installed in 2017 is operating successfully. H<sub>2</sub>S gas levels have been near zero when measured at the SA40 lift station.

#### Analysis

An inspection of 56 manholes was performed with a camera capable of 360 degree video to obtain a comprehensive view inside of the manholes. Copies of the video inspections will be made available upon request.

The manhole video footage was analyzed and a four part rating scale was created to provide an assessment of the manhole conditions. Manholes were rated on a scale of "4" (best condition) to "1" (worst condition). The Manhole Rating Table below depicts and describes the rating scale.



| Manhole Rating Table |   |  |
|----------------------|---|--|
| Rating               | Typical Condition   | Description  |
| 4                    |    | No surface defects, and exhibited no signs of hydrogen sulfide attack. Protective tar coating in good condition.   |
| 3                    |    | Minor pitting or degradation of the interior walls. The protective coal tar coating on these manholes had been eaten away, and early signs of surface attack were apparent.  |
| 2                    |   | Major pitting or degradation of the interior walls. The protective coal tar coating on these manholes was destroyed, and hydrogen sulfide attack had progressed further into the interior wall, but had not yet exposed the reinforcing steel or wire mesh. Manholes with this rating are estimated to have lost less than one third of their wall thickness.          |
| 1                    |  | Signs of imminent failure. Manholes with this rating had lost between one third to one half of their wall thickness, the reinforcing steel or wire mesh was exposed and corroding, steps had fallen in, and the gaskets between the barrel sections had unseated and fallen in. These manholes have the potential to collapse or send large debris through the system. |

The ratings assist in determining the proposed manhole treatment: “Do Nothing”, “Rehab”, or “Replacement”. The recommended solution is divided into two separate categories based on the existing manhole type. The first type is the standard manhole which maintains a 48” inner diameter from the lowest pipe invert to the eccentric cone. The second type is a “multi-manhole” that consists of a 72” monolithic base section, then a precast concrete cover to reduce the diameter to 48”, then standard manhole sections stacked up to the eccentric cone. Multi-manholes are of special concern due to structural degradation of the 72” to 48” reducing concrete cover. In the multi-manholes the weight of the upper 48” riser lies upon the reducing concrete cover. Failure of the cover will cause the manhole to collapse upon itself, potentially plugging the sewer main. Below is the methodology used for the Manhole Action Plan.

| Manhole Action Plan |   |               |
|---------------------|---|---------------|
| Standard Manhole    | Rating  | Multi-Manhole |
| Do Nothing          | 4 – No Surface Defects  | Do Nothing    |
| Rehab               | 2 – Minor Pitting, coating failure, “Early Signs”   | Rehab         |
|                     | 3 – Major Pitting, 1/3 or less Wall Thickness corroded, steel not yet exposed*                  | Replace       |
| Replace             | 1 – Failure, over 1/3 Wall Thickness corroded, steel exposed, steps falling in, gasket failure* |               |

\*It is recommended that a structural analysis be performed on the manholes to determine the actual level of structural deficiency.

Attached in Appendix 1 is a Preliminary Opinion of Cost that includes an action plan for each manhole within the study area. The costs for each structure were estimated per the following criteria:

Rehabilitation includes the following items:

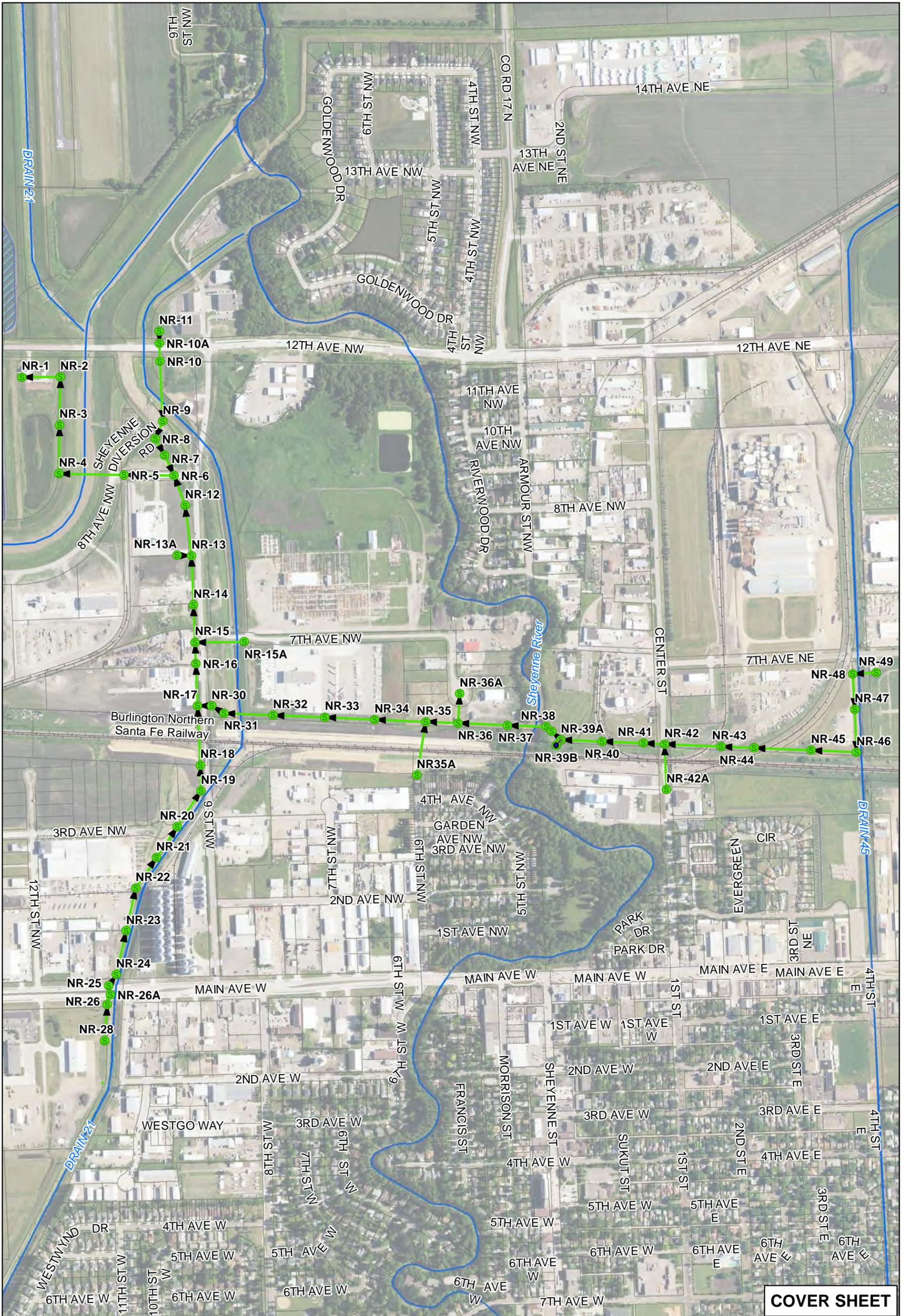
- o Structural repair with corrosion resistant mortar to rebuild wall thickness to original condition
- o Corrosion resistant epoxy or urethane topcoat over mortar
- o Reconstruction of bench and invert

Replacement includes the following items:

- o Temporary bypass pumping
- o Excavation and disposal of existing manhole structure
- o Installation of new corrosion resistant manhole structure (epoxy coated concrete manhole)
- o Backfill and surface restoration

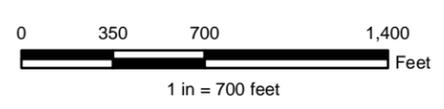
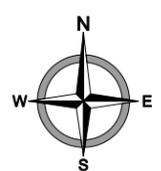
## Conclusions

The manhole assessment found that 5 manholes did not require action (Do Nothing), 19 manholes should be rehabilitated, and the remaining 32 manholes should be replaced. The total project costs for this work total \$3.0 million. The cost of the work will vary greatly depending on the size of the proposed project. An economy of scale may be experienced due to the special products and significant bypass pumping required for this work.

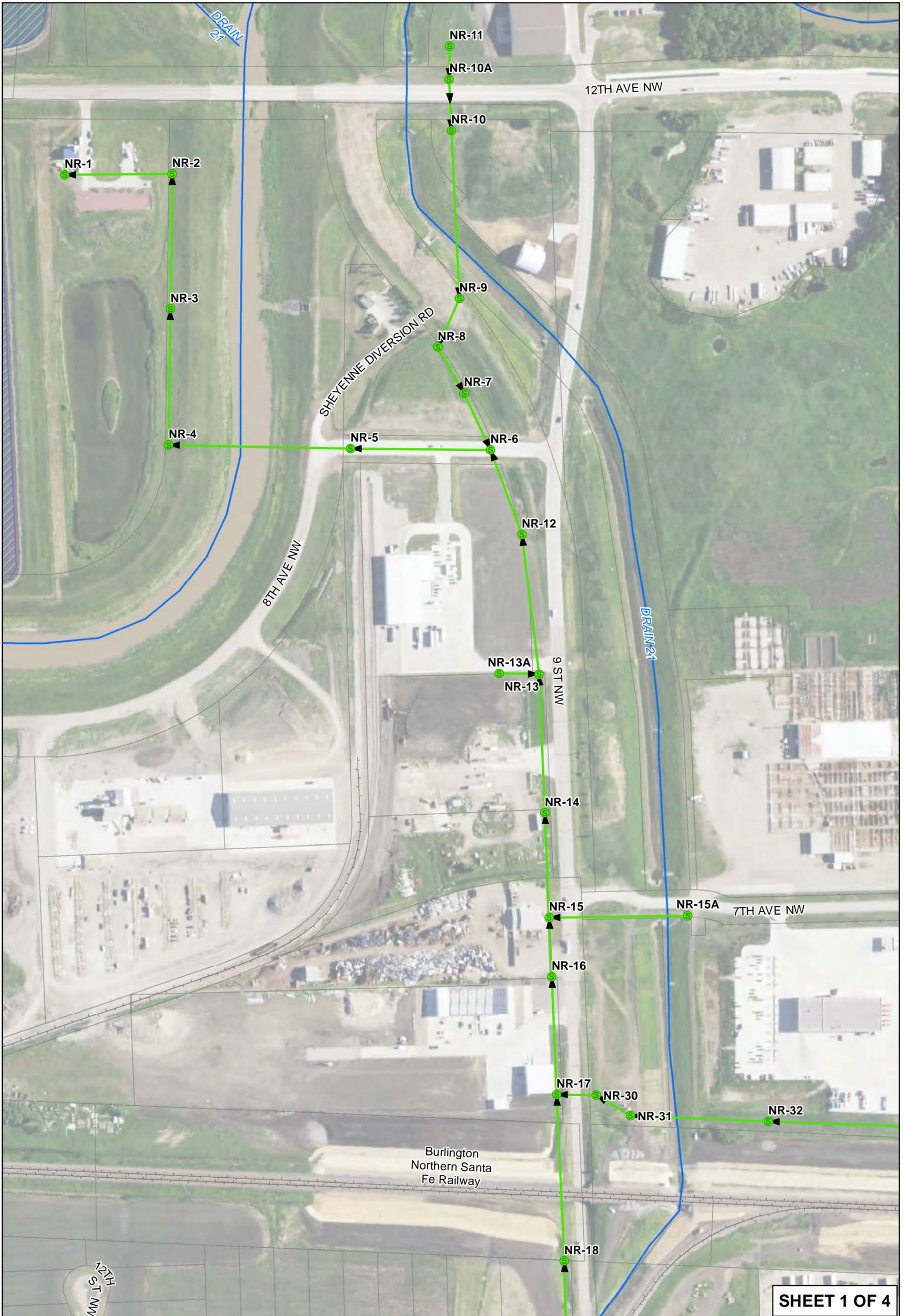


**COVER SHEET**

**SANITARY SEWER  
WEST FARGO, NORTH DAKOTA**

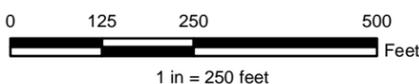
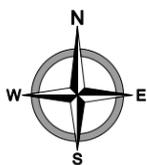


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SHEET 1 OF 4

**SANITARY SEWER  
WEST FARGO, NORTH DAKOTA**

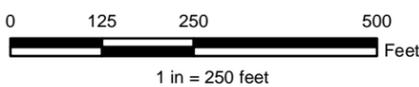
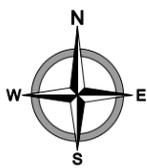


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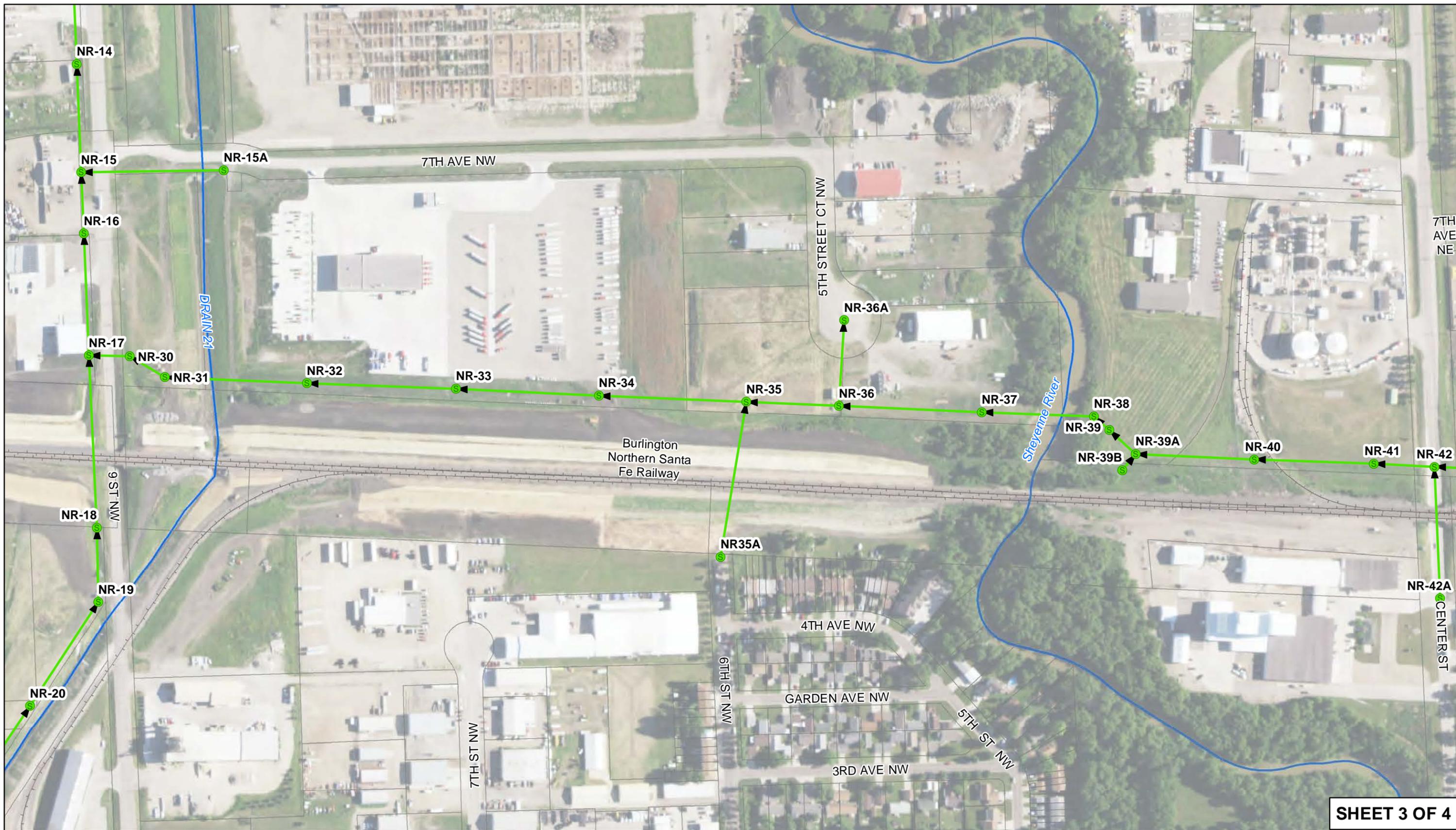


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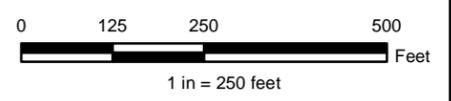


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SHEET 3 OF 4

**SANITARY SEWER  
WEST FARGO, NORTH DAKOTA**

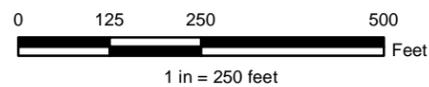
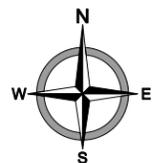


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SHEET 4 OF 4

**SANITARY SEWER  
WEST FARGO, NORTH DAKOTA**



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

Engineering Department  
800 4<sup>th</sup> Ave E  
West Fargo, ND 58078  
701-433-5330  
[www.westfargond.gov](http://www.westfargond.gov)

**GENDA ITEM REQUEST**  
*BOARD OF CITY COMMISSIONERS*  
*WEST FARGO, NORTH DAKOTA*

|   |
|---|
| <b>OFFICE USE:</b><br>AGENDA ITEM # _____ |
|---|

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

**CONTACT(s):** Dustin T. Scott, City Engineer

**MEETING DATE:** August 3, 2020

**SUBJECT:** Project No. 1327

*Attached reference documents:*

- CIP Sheet
- Engineer's Report

**LOCATION:** 9<sup>th</sup> Street NW

**ACTION REQUEST:** Approve Engineer's Report; Authorize Engineer to prepare Plans and Specifications for Project No. 1327

**ADDITIONAL INFORMATION:**

- The project is included in the City's CIP adopted by the City Commission on June 15, 2020.



# CAPITAL IMPROVEMENT PLAN PROJECT CUT SHEET

## Water Distribution Loop - 9th St. NW

Project No. 1327

**2020**  
Construction Start Year

### PURPOSE AND NEED

The water main along the 9th Street NW corridor is undersized, creating supply and fire flow issues. The existing water main is broken and isolated next to Drain 21, furthering these issues.

**Project Status**  
**Design**  
90% Complete

**Project Priority Grade**  
**A**

**Project Category**  
**Regional**

**Project Orig. Date**  
**Aug 2019**

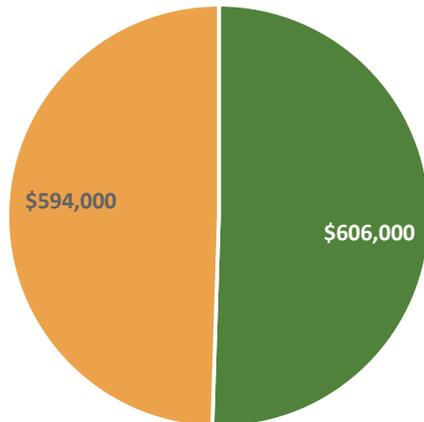
### SCOPE

The existing water main will be replaced with adequately sized pipe as well as adding a connection to the existing water main on 3rd Avenue NW. These improvements will improve the looping of the system and increase fire flow protection. Additionally, a dedicated right turn lane will be installed at the intersection of Main Avenue and 9th Street NW, improving traffic flow. Land acquisition(s) will be required for this project.

**\$1,200,000**  
Preliminary  
Total Project Cost

### FUNDING INFORMATION [Updated as of 7/23/20]

- Local Funding: \$606,000
  - Water Revenue
- Outside Funding: \$594,000
  - SWC



#### FUNDING NOTES:

The City applied for funding with the State Water Commission (SWC) in August of 2019 and was awarded \$594,000 in November of 2019.

### PROJECT LOCATION



### EXISTING CONDITIONS



Photo 1: Existing Water Main Alignment Looking North



Photo 2: Proposed Water Main Alignment Looking South

# City of West Fargo, North Dakota

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**Project No. 1327**

## ***Water Distribution Loop – 9<sup>th</sup> St NW***

### *Engineer's Report*

Prepared By:

This document was originally issued and sealed by Brandon J. Reber, Registration No. PE-10615, on 07 / 28 / 2020 and the original document is stored at Moore Engineering, Inc., West Fargo, N.D.



July 28, 2020  
Project No. 20884

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## Appendix A: Preliminary Cost Estimates

- Preliminary Engineer's Opinion of Probable Cost

## Appendix B: Maps & Exhibits

- Proposed Infrastructure Exhibit
- Proposed Easement Exhibits

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## INTRODUCTION

The purpose of the engineer's report is to establish the general nature, purpose and feasibility of the proposed Improvements as well as to estimate the probable costs of the Improvements. Additionally, this report will discuss the existing City infrastructure, the need for the Improvements, Improvement alternatives considered, preliminary opinions of costs and recommendations for City Improvements.

The purpose of this project is to replace existing water infrastructure on 9<sup>th</sup> St. NW from Main Ave. W to the BNSF Railway right-of-way to the North. Since 2010, there has been significant in-fill within the City's commercial and industrial district which is primarily north of Main Avenue extending from the East to West city limits. The proposed project would specifically address increasing demands in the Northwest quadrant of the city where several new facilities have been constructed within the industrial district. Current water models have shown a decrease in fire flows and pressures in this service area due to increase in demand. The existing water main needs to be upsized from Main Avenue to Drain 21 (approximately 1900 feet) to increase the capacity of the water supply system.

A portion of this system near Main Ave is also comprised of ACP (Asbestos Cement Pipe), which has exceeded its design life at approximately 50± years old. Implementation of this project will allow the City to adequately maintain pressures, fire flows, and address the aged infrastructure within the local water systems of the Northwest service area. Local water supply lines have been extended to the commercial and industrial service areas, however the local water mains are not adequately supported by the existing looped transmission system. The local system will greatly benefit from the upsizing of the north-south connection to improve the transmission line looping and connecting to the existing dead end main on 3<sup>rd</sup> Ave NW.

### 1. EXISTING FACILITIES

#### *1.1. Water Distribution System*

The existing water main was installed in multiple phases over multiple decades and includes PVC and ACP. The PVC pipe located north of the BNSF railroad tracks is all approximately 15 years old, currently has no known issues, and should have 50+ years of useful service ahead of it. The PVC pipe located south of the BNSF tracks has two known issues. The stretch of water main located south of Drain 21 on

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the east side of 9th Street NW is located on private property underneath driveway pavement. The City currently does not have an easement for this water main which poses access and maintenance issues. Additionally, there is currently a break in the water main located between Drain 21 and the Busch Agriculture railroad spur line. The break is currently isolated by gate valves on either side, which can cause demand issues as well as dead end stagnation. There is an adequate amount of hydrants and gate valves along this stretch to properly isolate and operate the system, however the hydrants are located close to the property lines, which may prove difficult to access and connect to from 9th Street NW. A map showing the location, water main pipe type, age, and issues can be found in Appendix B.

## **2. NEED FOR PROJECT**

The existing water main on 9<sup>th</sup> St NW from Main Ave W to Drain 21 has become undersized due to the significant development in the area. Portions of the water mains consist of ACP pipe which have exceeded their design life. The existing mains can no longer handle the demand. In addition, there is an existing water main break between Cass County Drain 21 and the railroad spur line servicing Busch Agricultural Resources. The break in this location is currently isolated on either side, exacerbating the demand problems as water can currently only be supplied from one direction. There is also a traffic flow problem at the intersection of 9<sup>th</sup> St NW and Main Avenue W. The 9<sup>th</sup> St NW corridor services an industrial area. As such, there is an above average number of tractor-trailers and other long transport type vehicles. Vehicles queueing up to enter Main Ave W from 9<sup>th</sup> St NW have to share one lane whether they intend to turn left or right on to Main Ave W. This creates congestion and traffic entering Main Ave W routinely experiences delays.

## **3. PROPOSED IMPROVEMENTS**

Any proposed water distribution system improvements must address the existing water main break and the lack of easements for the existing water main south of Cass County Drain 21. As the water main north of the BNSF railroad tracks is still in the early years of its expected life and has no known issues, no improvements are recommended for this stretch. Improvement options evaluated for the water main south of the BNSF tracks include replacing the current break, replacing the water main from the BNSF Right-of-Way to Main Avenue W, and making any additional improvements to aid the entire water main system. The chosen improvement involves replacing all of the water main from the BNSF Railroad Right-of-Way to Main Avenue W with a 12" main located in the Right-of-Way, as well as making a connection to the dead end line on 3rd Avenue NW with an 8" main. This option addresses both of the main issues

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with the current system and the cross-connection to 3rd Avenue NW improves the looping of the system.

A fire flow analysis was performed and the results of the fire flow analysis show that adequate fire flows can be obtained with the proposed improvements. Fire flow requirements for a heavy industrial/commercial area usually range from 2500-3500 gpm, depending on adjacent building construction and number of hydrants available to service a fire need. The improvements as proposed would increase fire flows to 3800 gpm from 1700 gpm at the looped 8" connection and >5000 gpm on 9<sup>th</sup> St NW.

To improve the traffic flow at the Main Ave W & 9<sup>th</sup> St NW intersection, a dedicated right turn lane will be installed at the edge of the existing roadway. This will allow more freedom to make turning movements, as traffic intending to make a right turn movement is not inhibited by traffic intending to make a left turn movement. This type of improvement within the scope of the State Water Commission cost share is deemed an ineligible expense and will have to be either funded separately or along with the repayment method for the local share of the project.

#### **4. ALTERNATIVES CONSIDERED**

The scope of the water main replacement project has defined limits in terms of pipe size and need of replacement. As such, alternatives considered take into consideration new potential alignments for the water main improvements. The existing water main runs along the east side of the 9<sup>th</sup> St NW corridor. The location is outside the deeded right-of-way of 9<sup>th</sup> St NW, and no records of water main easements have been found.

##### ***4.1. Alternate 1 – 9<sup>th</sup> St NW – West Side Replacement***

This alternative would involve abandoning the existing water main on the east side of 9<sup>th</sup> St NW, and installing the new water main on the west side of the roadway. A branch line will also be installed to connect the 9<sup>th</sup> St NW water main to 3<sup>rd</sup> Ave NW, thereby improving the looping of the system. Hydrants will be replaced in locations more accessible from the roadway. The new water main under the railroad spur line and Drain 21 will be installed using an auger boring machine. The west side of the road presents a less congested pathway for construction in terms of private utilities, and there is enough room within the existing City right-of-way to install the new water main with minimal land acquisition.

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#### **4.2. Alternate 2 – 9<sup>th</sup> St NW – East Side Replacement**

Alternate 2 involves replacement of the existing water main in the same excavation. A branch line will also be installed to connect the 9<sup>th</sup> St NW water main to 3<sup>rd</sup> Ave NW, thereby improving the looping of the system. Hydrants will be replaced in locations more accessible from the roadway. The new water main under the railroad spur line and Drain 21 will be installed using an auger boring machine. The east side of the roadway in general is congested with several private utilities, including gas lines, and a number of major telecommunication lines. The major telecommunication lines are protected by easements. Alternate 2 will require procurement of easements for the entire water main alignment, as there is little to no room to excavate and install a new water main within the existing City right-of-way on the east side of the road.

### **5. EVALUATION OF ALTERNATIVES**

After evaluating both alternatives, it is our recommendation that Alternate 1 be selected for design. Both alternates have the same difficulty in the installation of new water main under the railroad spur line and Cass County Drain 21. However, it has been noted that the soils east of 9<sup>th</sup> St NW in the vicinity of the spur line and Drain 21 are poor and are unlikely to withstand the deep excavation required for crossing under the spur line and drain. Both alternates will require some easements to install the new crossing under the spur line and the drain.

### **6. RIGHT-OF-WAY**

In the selection of Alternate 1, the project will require the acquisition of easements from Busch Agricultural Resources, Inc., Joseph F. Crary & Charles F. Crary, LLP, and Jameson Brothers Properties, LLP. Preliminary area required for the temporary construction easements is 15,358 SF. Preliminary area required for the permanent easements is 14,260 SF. Easement exhibits can be found in Appendix B.

### **7. IMPROVEMENT COSTS AND FUNDING**

The total project cost is estimated to be \$1,215,000.00. A detailed Preliminary Engineer's Opinion of Probable Cost can be found in Appendix A.

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A State Water Commission cost share application was submitted and approved for the amount to offset the cost of the improvements. The State Water Commission will cover 60% of the project cost, up to a maximum of \$594,000, excluding ineligible costs such as work outside the scope of the water improvements and land acquisition. That leaves the City with a local share of \$652,948.27. There are a number of options to repay the local share, such as levying special assessments or using revenue from Utility Enterprise funds.

## **8. CONCLUSIONS AND RECOMMENDATIONS**

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The proposed Improvements are necessary to provide adequate water supply and fire protection to the 9<sup>th</sup> St NW corridor and are intended to be in accordance with the City of West Fargo design standards for public improvements. Additionally, the Improvements generally fall in line with previous design assumptions.

Based on the information contained within this report, we recommend approval of the Improvements as presented and look forward to the directive of the City, including selection of the proposed alternatives.

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# APPENDIX A

**Water Improvement Project No. 1317**  
**Water Distribution Loop - 9th St. NW**  
**West Fargo, ND**

*Engineer's Preliminary Opinion of Cost*

| <i>BID ITEM NO. &amp; DESCRIPTION</i>                    | <i>UNIT</i>                            | <i>QUANTITY</i> | <i>UNIT PRICE</i> | <i>TOTAL</i> |              |
|--|--|-----------------|-------------------|--------------|--------------|
| <b><u>Base Bid - SWC Participating</u></b>               |  |                 |                   |              |              |
| 1. 107.0100  | Railway Protection Insurance           | L SUM           | 1                 | \$5,000.00   | \$5,000.00   |
| 2. 261.0112  | Fiber Rolls 12In                       | LF              | 500               | \$5.00       | \$2,500.00   |
| 3. 708.1540  | Inlet Protection-Special               | EA              | 4                 | \$250.00     | \$1,000.00   |
| 4. 710.0200  | Temporary Bypass                       | L SUM           | 1                 | \$25,000.00  | \$25,000.00  |
| 5. 024200  | Abandonment of Pipe                    | L SUM           | 1                 | \$10,000.00  | \$10,000.00  |
| 6. 202.0021  | Removal of Aggregate Surfacing         | SY              | 225               | \$15.00      | \$3,375.00   |
| 7. 202.0114  | Removal of Concrete Pavement           | SY              | 360               | \$25.00      | \$9,000.00   |
| 8. 202.0130  | Removal of Curb & Gutter               | LF              | 12                | \$15.00      | \$180.00     |
| 9. 202.0132  | Removal of Bituminous Surfacing        | SY              | 125               | \$20.00      | \$2,500.00   |
| 10. 202.0170   | Removal of Culverts-All Types & Sizes  | LF              | 191               | \$20.00      | \$3,820.00   |
| 11. 24200  | Removal of Gate Valve                  | EA              | 6                 | \$600.00     | \$3,600.00   |
| 12. 24200  | Removal of Hydrant                     | EA              | 4                 | \$800.00     | \$3,200.00   |
| 13. 28213.33   | Removal of Asbestos Concrete Pipe      | EA              | 292               | \$25.00      | \$7,300.00   |
| 14. 330507   | Jacked Pipe - 24"                      | LF              | 97                | \$875.00     | \$84,875.00  |
| 15. 331413   | Fittings                               | LBS             | 2,500             | \$5.00       | \$12,500.00  |
| 16. 331413   | Water Main - 12"                       | LF              | 1,823             | \$75.00      | \$136,725.00 |
| 17. 331413   | Water Main - 6"                        | LF              | 71                | \$50.00      | \$3,550.00   |
| 18. 331413   | Water Main - 8"                        | LF              | 986               | \$60.00      | \$59,160.00  |
| 19. 331419   | Gate Valve & Box - 12"                 | EA              | 7                 | \$5,000.00   | \$35,000.00  |
| 20. 331419   | Gate Valve & Box - 6"                  | EA              | 5                 | \$2,500.00   | \$12,500.00  |
| 21. 331419   | Gate Valve & Box - 8"                  | EA              | 5                 | \$3,500.00   | \$17,500.00  |
| 22. 331419   | Hydrant - 6"                           | EA              | 5                 | \$5,500.00   | \$27,500.00  |
| 23.  | Sample Station                         | EA              | 1                 | \$5,000.00   | \$5,000.00   |
| 24. 714.5035   | Pipe Corr Steel .064In 24In            | LF              | 175               | \$75.00      | \$13,125.00  |
| 25. 714.5820   | End Sect Corr Steel .064In 24In        | EA              | 4                 | \$1,750.00   | \$7,000.00   |
| 26. 230.00001  | Reshaping Ditch                        | LF              | 90                | \$250.00     | \$22,500.00  |
| 27. 230.00001  | Subgrade Preparation-Type A-12In       | SY              | 710               | \$5.00       | \$3,550.00   |
| 28. 302.0120   | Aggregate Base Course CI 5             | TON             | 100               | \$30.00      | \$3,000.00   |
| 29. 302.0320   | Aggregate Surface Course CI 5          | TON             | 75                | \$28.00      | \$2,100.00   |
| 30. 310516   | Rock Bedding                           | CY              | 500               | \$50.00      | \$25,000.00  |
| 31. 709.0151   | Geosynthetic Material Type R1          | SY              | 710               | \$2.50       | \$1,775.00   |
| 32. 430.0042   | Superpave FAA 42                       | TON             | 50                | \$400.00     | \$20,000.00  |
| 33. 748.0140   | Curb & Gutter-Type I                   | LF              | 12                | \$200.00     | \$2,400.00   |
| 34. 750.00001  | Driveway Concrete 7In Reinforced       | SY              | 360               | \$150.00     | \$54,000.00  |
| 35. 15000  | Storm Water Management                 | L SUM           | 1                 | \$1,500.00   | \$1,500.00   |
| 36. 251.0300   | Seeding Class III                      | ACRE            | 2.5               | \$2,500.00   | \$6,250.00   |
| 37. 253.0201   | Hydraulic Mulch                        | ACRE            | 2.5               | \$2,500.00   | \$6,250.00   |
| 38. 754.0593   | Reset Sign Support                     | EA              | 4                 | \$250.00     | \$1,000.00   |
| 39. 704.1100   | Traffic Control                        | L SUM           | 1                 | \$20,000.00  | \$20,000.00  |
| 40. 990.0650   | Concrete Channel Lining                | SY              | 35                | \$250.00     | \$8,750.00   |
| <b><u>Non-Participating - Turn Lane Improvements</u></b> |  |                 |                   |              |              |
| 1. 202.0113  | Removal of Concrete                    | SY              | 136               | \$20.00      | \$2,720.00   |
| 2. 202.0114  | Removal of Concrete Pavement           | SY              | 115               | \$25.00      | \$2,875.00   |
| 3. 202.0130  | Removal of Curb & Gutter               | LF              | 85                | \$15.00      | \$1,275.00   |
| 4. 230.00001   | Subgrade Preparation-Type A-12In       | SY              | 600               | \$3.00       | \$1,800.00   |
| 5. 302.0120  | Aggregate Base Course CI 5             | TON             | 300               | \$30.00      | \$9,000.00   |
| 6. 709.0152  | Geosynthetic Material Type R2          | SY              | 600               | \$2.00       | \$1,200.00   |
| 7. 430.0042  | Superpave FAA 42                       | TON             | 150               | \$150.00     | \$22,500.00  |
| 8. 550.0118  | 10In Non-Reinf Concrete Pavement CI Ae | SY              | 255               | \$140.00     | \$35,700.00  |

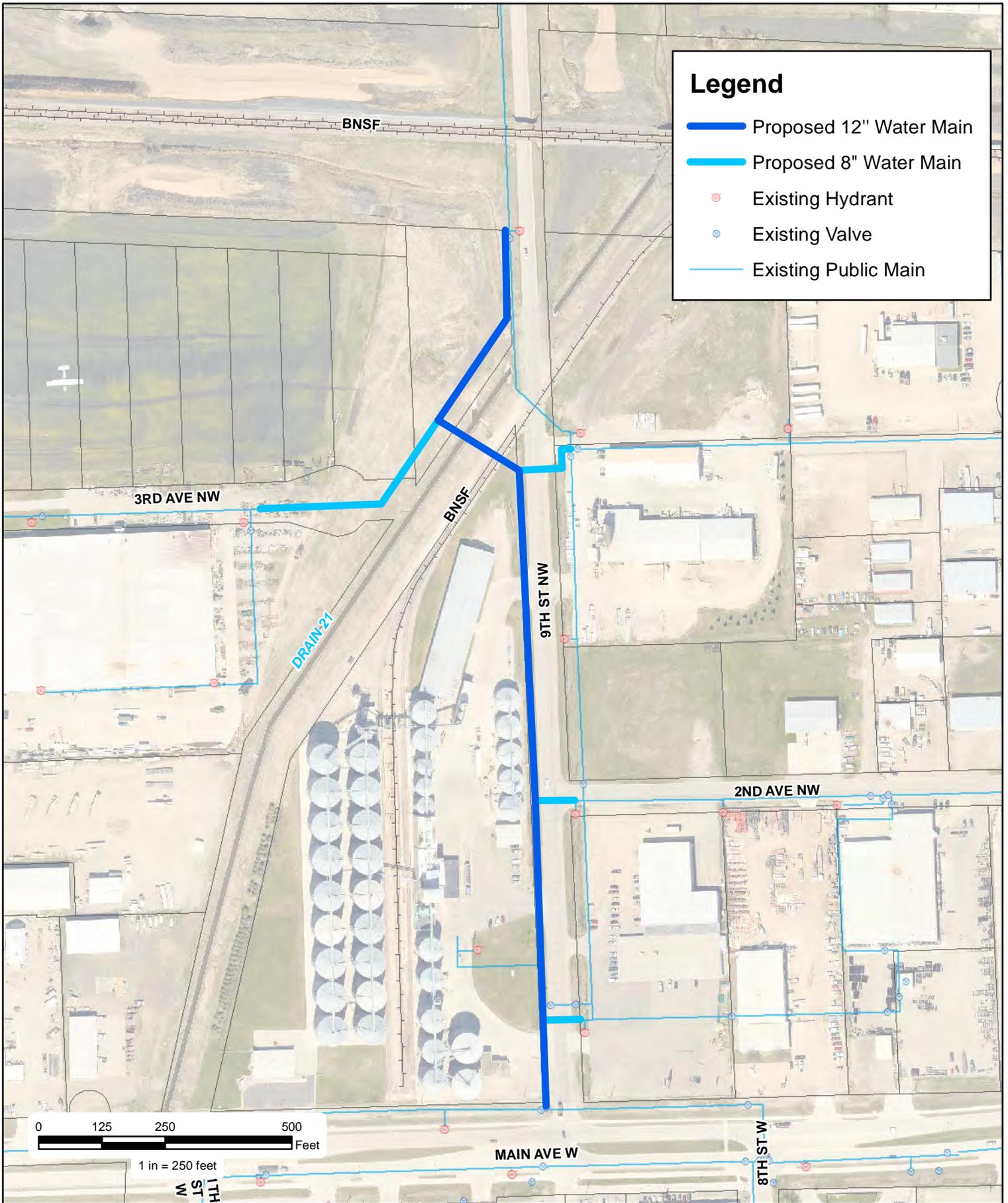
**Water Improvement Project No. 1317  
Water Distribution Loop - 9th St. NW  
West Fargo, ND**

*Engineer's Preliminary Opinion of Cost*

| <i>BID ITEM NO. &amp; DESCRIPTION</i>                       | <i>UNIT</i> | <i>QUANTITY</i> | <i>UNIT PRICE</i>   | <i>TOTAL</i>          |
|---|-------------|-----------------|---|-----------------------|
| 9. 748.0140 Curb & Gutter-Type I                            | LF          | 100             | \$30.00   | \$3,000.00            |
| 10. 750.0140 Sidedwalk Concrete 6In                         | SY          | 8               | \$75.00   | \$600.00              |
| 11. 750.2115 Detectable Warning Panels                      | SF          | 10              | \$85.00   | \$850.00              |
| 12. 762.0110 Epoxy Pvmnt Mk 4In Line-Grooved                | LF          | 476             | \$6.00  | \$2,856.00            |
| 13. 762.0122 Preformed Patterned Pvmnt Mk-Message(Grooved)  | SF          | 88              | \$50.00   | \$4,400.00            |
| 14. 762.0132 Epoxy Pvmnt Mk 8In Line-Grooved                | LF          | 218             | \$8.00  | \$1,744.00            |
| 15. 762.1305 Preformed Patterned Pvmnt Mk 4In Line-Grooved  | LF          | 55              | \$12.00   | \$660.00              |
| 16. 762.1307 Preformed Patterned Pvmnt Mk 6In Line-Grooved  | LF          | 170             | \$15.00   | \$2,550.00            |
| 17. 762.1309 Preformed Patterned Pvmnt Mk 8In Line-Grooved  | LF          | 28              | \$20.00   | \$560.00              |
| 18. 762.1325 Preformed Patterned Pvmnt Mk 24In Line-Grooved | LF          | 34              | \$60.00   | \$2,040.00            |
| 19. 754.0593 Reset Sign                                     | EA          | 2               | \$500.00  | \$1,000.00            |
|   |             |                 | Construction Subtotal   | \$766,315.00          |
|   |             |                 | Contingencies   | \$194,712.03          |
|   |             |                 | Design & Construction Engineering                               | \$105,712.97          |
|   |             |                 | Study & Report  | \$5,500.00            |
|   |             |                 | Additional Services   | \$50,000.00           |
|   |             |                 | Legal & Administration  | \$65,000.00           |
|   |             |                 | Bond Discount   | \$27,760.00           |
|   |             |                 | <b>TOTAL PROJECT COST</b>                                       | <b>\$1,215,000.00</b> |
|   |             |                 | <b><u>Funding Summary</u></b>                                   |                       |
|   |             |                 | SWC Eligible Costs  | \$936,752.89          |
|   |             |                 | SWC Ineligible Costs  | \$278,247.11          |
|   |             |                 | State Water Commission Cost Share (60% not to exceed \$594,000) | \$562,051.74          |
|   |             |                 | City Share (40% or remainder)                                   | \$652,948.27          |

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# APPENDIX B



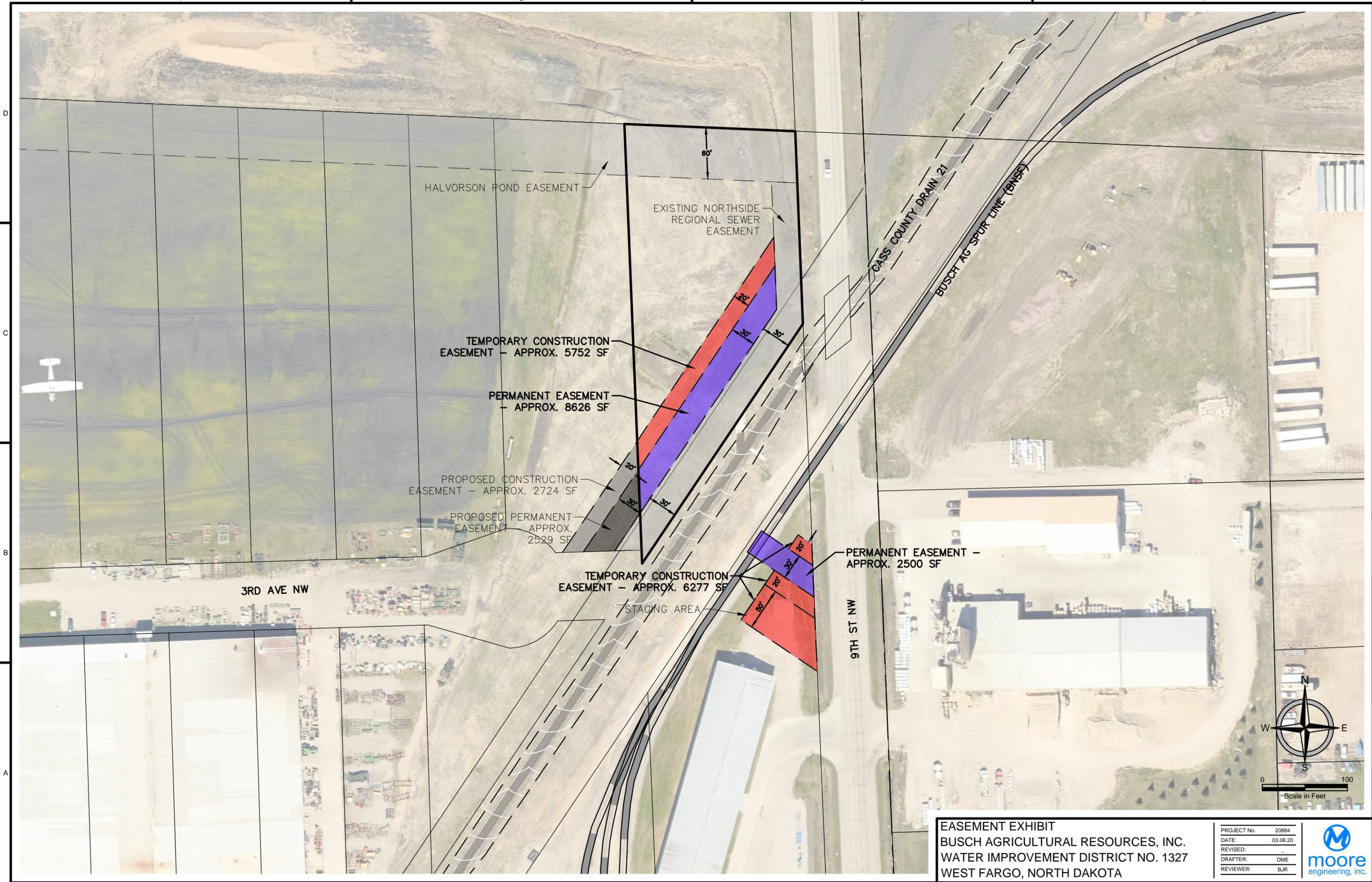
**Legend**

- █ Proposed 12" Water Main
- █ Proposed 8" Water Main
- Existing Hydrant
- Existing Valve
- █ Existing Public Main

**EXHIBIT A - PROPOSED WATER MAIN CROSSING - SE CASS DRAIN 21  
 WATER IMPROVEMENT DIST. NO. 1327  
 WEST FARGO, NORTH DAKOTA**

Created By: TJS Date Created: 01/22/20 Date Saved: 07/27/20 Date Plotted: NEVER Date Exported: 07/27/20  
 Plotted By: Tanner.Schmidt Parcel Date: 08/08/19 Aerial Image: 2017 Metro COG Elevation Data: Lidar  
 Horizontal Datum: NAD 1983 StatePlane North Dakota South FIPS 3302 Feet Vertical Datum: NAVD1988  
 T:\Projects\20800\20884\20884\_Proposed\_Water\_Line.mxd

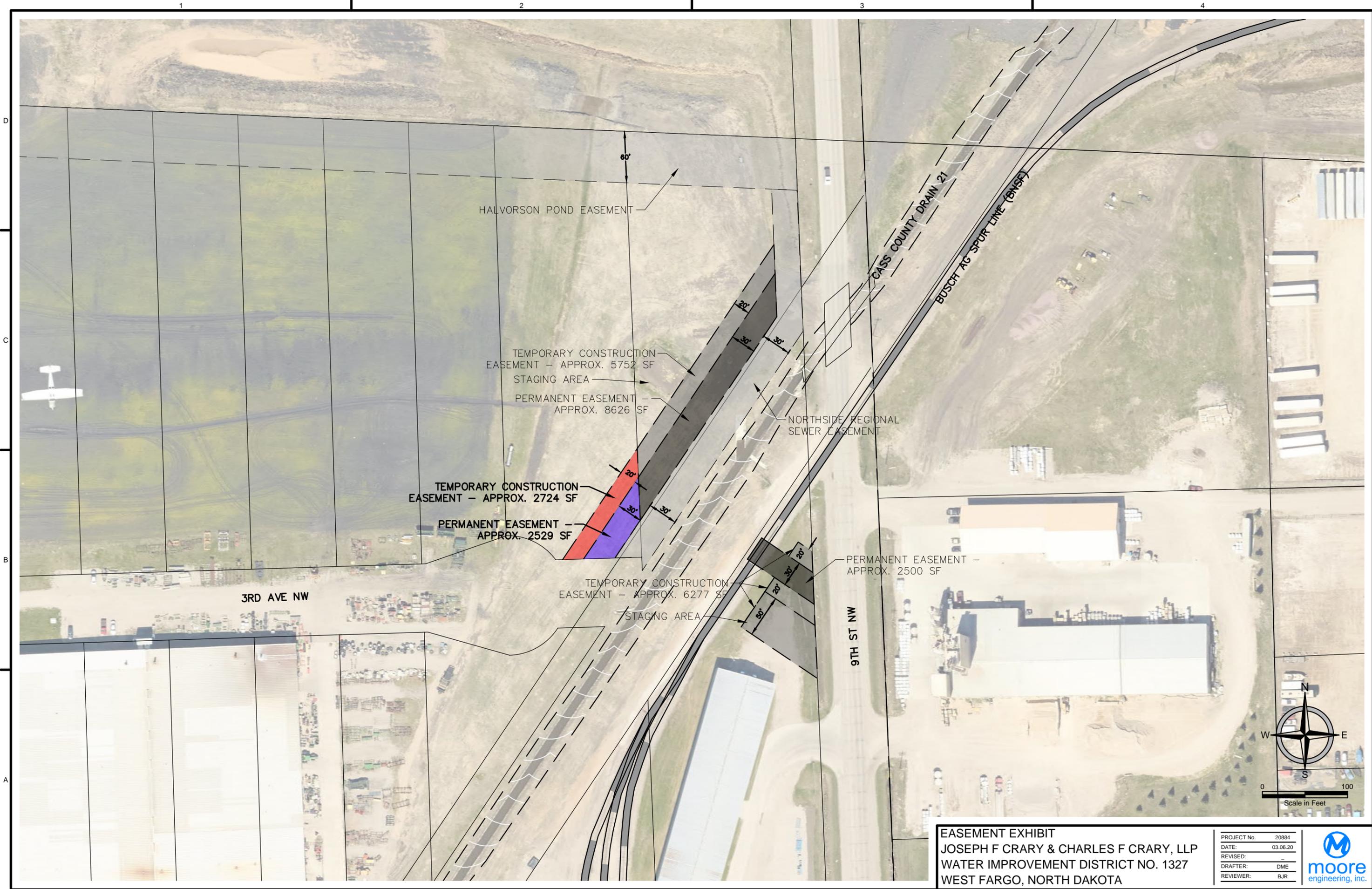




**EASEMENT EXHIBIT**  
**BUSCH AGRICULTURAL RESOURCES, INC.**  
**WATER IMPROVEMENT DISTRICT NO. 1327**  
**WEST FARGO, NORTH DAKOTA**

PROJECT No. 20884  
 DATE: 03.06.20  
 REVISED:  
 DRAFTER: DME  
 REVIEWER: BJR

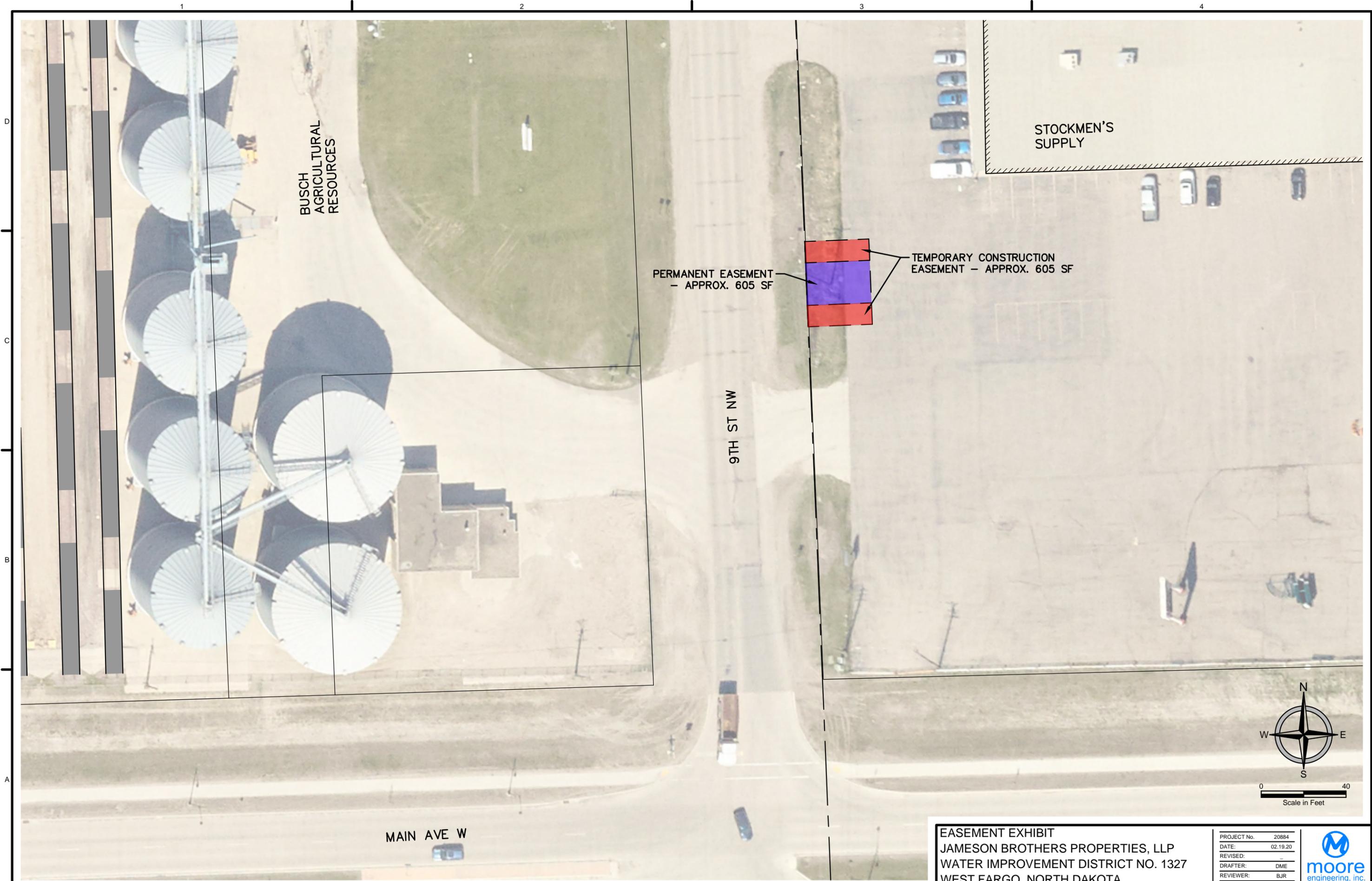




**EASEMENT EXHIBIT**  
 JOSEPH F CRARY & CHARLES F CRARY, LLP  
 WATER IMPROVEMENT DISTRICT NO. 1327  
 WEST FARGO, NORTH DAKOTA

|             |          |
|-------------|----------|
| PROJECT No. | 20884    |
| DATE:       | 03.06.20 |
| REVISED:    |          |
| DRAFTER:    | DME      |
| REVIEWER:   | BJR      |





BUSCH  
AGRICULTURAL  
RESOURCES

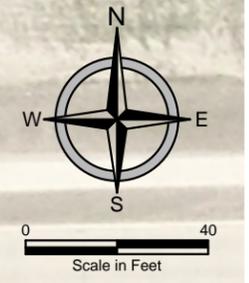
STOCKMEN'S  
SUPPLY

9TH ST NW

MAIN AVE W

PERMANENT EASEMENT  
- APPROX. 605 SF

TEMPORARY CONSTRUCTION  
EASEMENT - APPROX. 605 SF



EASEMENT EXHIBIT  
JAMESON BROTHERS PROPERTIES, LLP  
WATER IMPROVEMENT DISTRICT NO. 1327  
WEST FARGO, NORTH DAKOTA

|             |          |
|-------------|----------|
| PROJECT No. | 20884    |
| DATE:       | 02.19.20 |
| REVISED:    |          |
| DRAFTER:    | DME      |
| REVIEWER:   | BJR      |





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

Regular Agenda 9

Engineering Department  
800 4<sup>th</sup> Ave E  
West Fargo, ND 58078  
701-433-5330  
[www.westfargond.gov](http://www.westfargond.gov)

**GENDA ITEM REQUEST**  
*BOARD OF CITY COMMISSIONERS*  
*WEST FARGO, NORTH DAKOTA*

**OFFICE USE:**  
**AGENDA ITEM # \_\_\_\_\_**

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

**CONTACT(s):** Dustin T. Scott, City Engineer

**MEETING DATE:** August 3, 2020

**SUBJECT:** Sidewalk Improvement Dist. No. 6056

*Attached reference documents:*

- CIP Sheet
- Engineer's Report (including tracts of land to be assessed)

**LOCATION:** Various locations throughout city

**ACTION REQUEST:** Approve Engineer's Report; Authorize Notice of Order to Construct Sidewalks for Sidewalk Improvement District No. 6056.

**ADDITIONAL INFORMATION:**



# CAPITAL IMPROVEMENT PLAN PROJECT CUT SHEET

## 2021 Walks

Improvement District No. **6056**

Sidewalk Improvement District No. 6056

**2021**  
Construction Start Year

**Project Status**  
**Study**  
100% Complete

**Project Priority Grade**  
**B**

**Project Category**  
**Local**

**Project Orig. Date**  
**2018**

### PURPOSE AND NEED

Within the City Ordinance, specifically Chapter 2 - Sidewalks & Driveways (2-0102), the City has the authority to install sidewalks in established areas to fill in the missing 'gaps' of the system. This project periodically (historically every other year) installs necessary or required sidewalks and multi-use paths throughout the City that have not yet been installed. There is a legal process that is required to notify property owners to allow them to construct their sidewalks themselves within a certain time-frame. If this is not achieved, the City may install and assess those costs to the benefiting properties.

### SCOPE

The project consists of sidewalks, multi-use paths and other associated items throughout the City. The locations of work are based on inventory collected in the field by City staff and consist of filling in missing gaps of sidewalks in developed areas and well as some rehabilitation work of deteriorated sidewalks and/or bike paths.

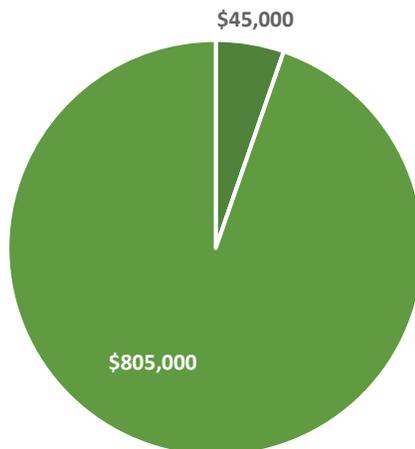
**\$850,000**  
Preliminary Total Project Cost

### FUNDING INFORMATION [Updated as of 7/28/20]

**Local Funding: \$850,000**

- Sales Tax - CIP
- Special Assessment

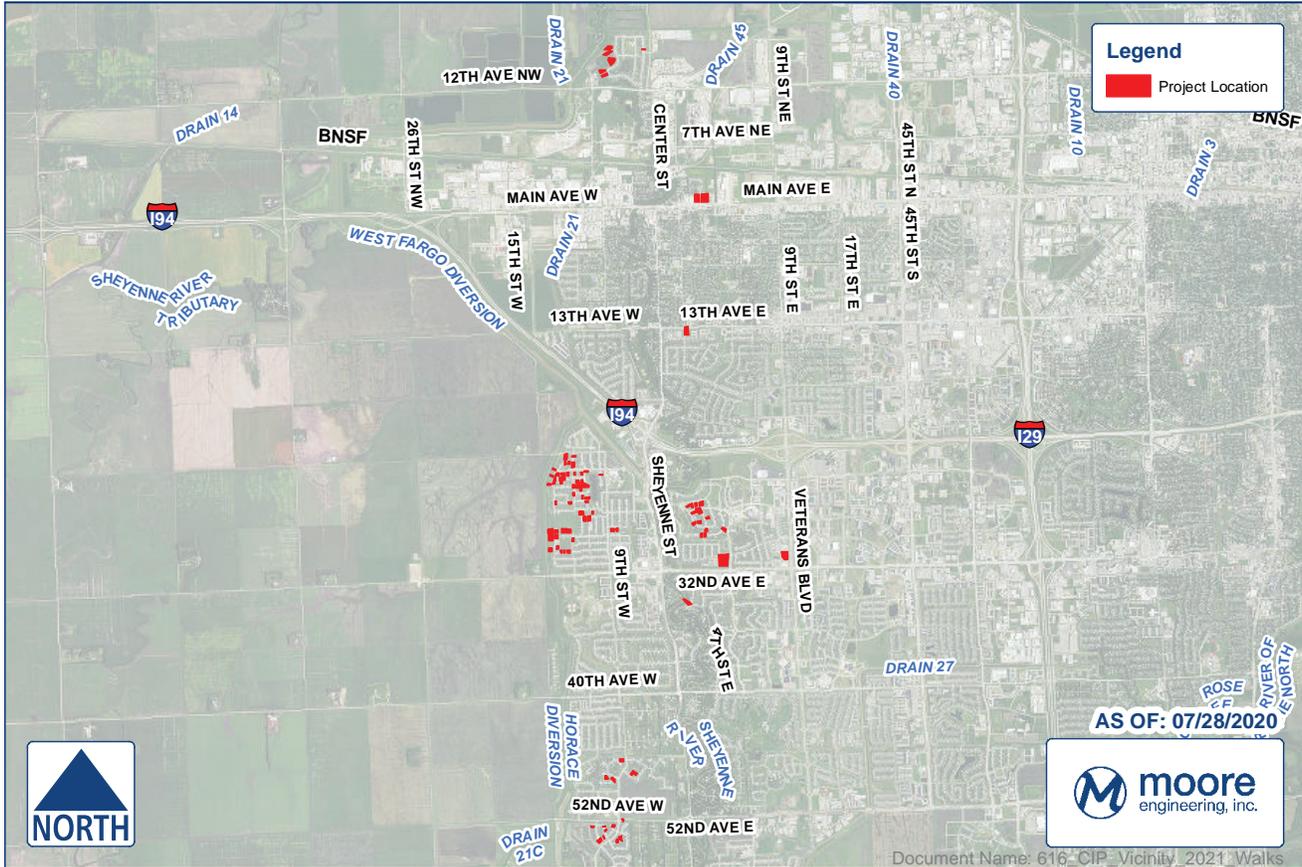
**Outside Funding: \$0**



#### FUNDING NOTES:

Most of the project consists of funding by special assessments to the benefiting projects. However, there are also sidewalks or sidewalk repairs installed for the City, which are intended to be paid by the City's Sales Tax revenues.

### PROJECT LOCATION



### EXISTING CONDITIONS



Photo 1: Lot 23 BLK 5 Brooks Harbor 2nd Looking South



Photo 2: Lot 9 BLK 1 Goldenwood 5th Looking Southeast

# City of West Fargo, North Dakota

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## *Sidewalk Improvement District No. 6056*

### *2021 Walks*

## *Engineer's Report*

Prepared By:

This document was originally issued and sealed by Daniel Hanson, Registration No. PE-4962, on 07/29/2020 and the original document is stored at Moore Engineering, Inc., West Fargo, N.D.



July 29, 2020  
Project No. 21396

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## Table of Contents

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Appendix A: Maps & Exhibits

Appendix B: Preliminary Cost Estimates

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## **INTRODUCTION**

The purpose of this project is to install sidewalk throughout various residential and commercial areas throughout the City of West Fargo. The proposed project will improve the connectivity of the City's sidewalk and multi-use path system. This preliminary engineer's report establishes the general nature, purpose, and feasibility of the proposed improvements as well as to estimate the probable cost of the improvements.

### **1. NEED FOR PROJECT**

In accordance with Chapter 2, Section 2-0102 entitled Duty of Property Owners to Construct and Maintain Sidewalks of the West Fargo City Ordinances, the City requires sidewalk to be installed once the street is 80% developed (2-0102.3). It is the responsibility of the property owner to construct, reconstruct, and maintain the sidewalk adjacent to the front of their property. In accordance with the North Dakota Century Code Section 40-29-03, if the property owner is found to be out of compliance with this ordinance a Notice to Construct, Rebuild, or Repair will be sent to the property owner. If the property owner fails to construct or repair the sidewalk within the time prescribed in the notice, the governing body shall order the work done and the expense shall be assessed to the property (N.D.C.C. 40-29-04). The purpose of this project is to construct the sidewalks that are still found to be out of compliance after the corrective period, stated in the Notice to Construct, ends.

Sidewalks that are out of compliance include sidewalks that pose a safety risk, such as a trip hazard or are out of compliance with the Americans with Disabilities Act (ADA). In addition, there are many areas where large portions of new developments have been constructed, but some properties do not have sidewalks installed.

### **2. PROPOSED IMPROVEMENTS**

The proposed project intends to construct new and repair existing sidewalks in accordance with City Ordinance 2-0102 and N.D.C.C. 40-29. The project will also include grading and establishing turf within boulevards and other affected areas. Additionally, this project may include sidewalk and/or paths in or around West Fargo Park District properties. If the Park District formally requests such

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work, an amendment to this report will be prepared and submitted to the City Commission for consideration.

### **3. PROCESS**

#### ***3.1. Data Collection***

The City of West Fargo Engineering Department has provided Moore Engineering, Inc. with an inventory of parcels, in areas that are considered 80% developed, that have been found to be out of compliance with the City Ordinance 2-0102. Moore Engineering, Inc. compiled the data into one list and verified its accuracy. This information can be found in Appendix A.

#### ***3.2. Authorization***

With approval of this Preliminary Engineering Report and the associated tracts of land identified for sidewalk improvements, the Commission will authorize the City's Attorney to prepare the Resolution of Necessity and send out the Notice of Order to construct Sidewalks to the affected property owners. An example of the notice used on a previous Walks project can be found in Appendix A.

#### ***3.3. Corrective Period***

After the Attorney mails the Notice of Order To Construct Sidewalk to the property owners they will have a period of time to install the sidewalks on their own. If they fail to complete the work within the correction period, the municipality will instruct the Engineer to have the Work completed as part of the 2021 Walks project.

#### ***3.4. Construction***

The sidewalks identified for construction will be bid through the public bidding process to select a Contractor. The Engineer and Contractor will track quantities on a per property basis. The actual quantities installed on each property will be directly applied to each property to determine costs to be assessed.

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### 3.5. Post Construction

After construction is completed the City Attorney will prepare “Return of Assessment” and “Notice of Assessment” based on the Engineer’s assessment breakdown by property. From this point the City will follow the assessment process as detailed in N.D.C.C. 40-29.

### 3.6. Estimated Schedule

The steps described above are summarized in the schedule below:

Data Collection: July 2020  
Authorization: August 3, 2020  
Notification: September 1, 2020  
Correction Deadline: October 30, 2020  
Design: Winter 2020-2021  
Construction: Summer 2021

## 4. IMPROVEMENT COST AND FUNDING

The proposed project would involve the construction of public and private concrete sidewalks. The total project cost is estimated to be \$850,000. A detailed cost estimate can be found in Appendix B. This project will have portions that are funded by the City and portions that will be funded through special assessments to the property owner. This is shown in *Table 1 – Funding Breakdown* below. Additionally, a breakdown of assessment by parcel can be found in Appendix B.

| City Funded     | Special assessment<br>Funded |
|-----------------|------------------------------|
| <b>\$45,000</b> | <b>\$805,000</b>             |

**Table 1 -Proposed Funding Breakdown**

This cost estimate will be refined at the end of the correction period as some property owners may elect to hire a contractor to install the sidewalk themselves. This would remove their property from the scope of the project and decrease the total project cost.

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## 5. CONCLUSIONS AND RECOMMENDATIONS

The proposed sidewalk improvements will improve the connectivity of the City's sidewalk and multi-use path system and bring existing properties into compliance with the City Ordinance.

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# APPENDIX A

**City Supplied Property List**

| <b>PIN</b>     | <b>Legal Description</b>       | <b>Address</b>      |
|----------------|--------------------------------|---------------------|
| 02415100320000 | LOT 1 BLK 4 BROOKS HARBOR 2ND  | 1102 24 AVE W       |
| 02415100380000 | LOT 7 BLK 4 BROOKS HARBOR 2ND  | 1189 BROOKS DR W    |
| 02415100540000 | LOT 11 BLK 5 BROOKS HARBOR 2ND | 1164 BROOKS DR W    |
| 02415100660000 | LOT 23 BLK 5 BROOKS HARBOR 2ND | 2412 12 ST W        |
| 02415100140000 | LOT 5 BLK 2 BROOKS HARBOR 2ND  | 1311 26 AVE W       |
| 02415300030000 | LOT 3 BLK 1 BROOKS HARBOR 4TH  | 2270 14 ST W        |
| 02415300080000 | LOT 8 BLK 1 BROOKS HARBOR 4TH  | 2240 14 ST W        |
| 02415300120000 | LOT 12 BLK 1 BROOKS HARBOR 4TH | 2216 14 ST W        |
| 02415300280000 | LOT 3 BLK 2 BROOKS HARBOR 4TH  | 2123 14 ST W        |
| 02415300300000 | LOT 5 BLK 2 BROOKS HARBOR 4TH  | 2111 14 ST W        |
| 02415300450000 | LOT 9 BLK 3 BROOKS HARBOR 4TH  | 1212 COMMANDER DR W |
| 02415300470000 | LOT 11 BLK 3 BROOKS HARBOR 4TH | 1224 COMMANDER DR W |
| 02415300480000 | LOT 12 BLK 3 BROOKS HARBOR 4TH | 1308 COMMANDER DR W |
| 02415300500000 | LOT 14 BLK 3 BROOKS HARBOR 4TH | 1320 COMMANDER DR W |
| 02415300510000 | LOT 15 BLK 3 BROOKS HARBOR 4TH | 1326 COMMANDER DR W |
| 02415300520000 | LOT 1 BLK 4 BROOKS HARBOR 4TH  | 1333 COMMANDER DR W |
| 02415300550000 | LOT 4 BLK 4 BROOKS HARBOR 4TH  | 1315 COMMANDER DR W |
| 02415300560000 | LOT 5 BLK 4 BROOKS HARBOR 4TH  | 1309 COMMANDER DR W |
| 02415300570000 | LOT 6 BLK 4 BROOKS HARBOR 4TH  | 1225 COMMANDER DR W |
| 02415300700000 | LOT 19 BLK 4 BROOKS HARBOR 4TH | 1340 LEGION LN W    |
| 02415300870000 | LOT 2 BLK 6 BROOKS HARBOR 4TH  | 1137 LEGION LN W    |
| 02415300970000 | LOT 1 BLK 9 BROOKS HARBOR 4TH  | 2151 12 ST W        |
| 02415300980000 | LOT 2 BLK 9 BROOKS HARBOR 4TH  | 2145 12 ST W        |
| 02415300990000 | LOT 3 BLK 9 BROOKS HARBOR 4TH  | 2139 12 ST W        |
| 02415500010000 | LOT 1 BLK 1 BROOKS HARBOR 6TH  | 1125 LEGION LN W    |
| 02415500020000 | LOT 2 BLK 1 BROOKS HARBOR 6TH  | 1119 LEGION LN W    |
| 02415500030000 | LOT 3 BLK 1 BROOKS HARBOR 6TH  | 1113 LEGION LN W    |
| 02415500040000 | LOT 4 BLK 1 BROOKS HARBOR 6TH  | 1107 LEGION LN W    |
| 02415500050000 | LOT 5 BLK 1 BROOKS HARBOR 6TH  | 1101 LEGION LN W    |
| 02415500120000 | LOT 12 BLK 1 BROOKS HARBOR 6TH | 1059 LEGION LN W    |
| 02415500130000 | LOT 13 BLK 1 BROOKS HARBOR 6TH | 1053 LEGION LN W    |
| 02415500180000 | LOT 2 BLK 2 BROOKS HARBOR 6TH  | 1117 COMMANDER DR W |
| 02415500210000 | LOT 5 BLK 2 BROOKS HARBOR 6TH  | 1106 LEGION LN W    |
| 02415500230000 | LOT 7 BLK 2 BROOKS HARBOR 6TH  | 1118 LEGION LN W    |
| 02415500290000 | LOT 5 BLK 3 BROOKS HARBOR 6TH  | 1104 COMMANDER DR W |
| 02415700070000 | LOT 7 BLK 1 BROOKS HARBOR 8TH  | 2227 10 CT W        |
| 02435100260000 | LOT 26 BLK 1 EAGLEWOOD 2ND     | 724 28 AVE W        |
| 02435100270000 | LOT 27 BLK 1 EAGLEWOOD 2ND     | 718 28 AVE W        |
| 02435100290000 | LOT 29 BLK 1 EAGLEWOOD 2ND     | 706 28 AVE W        |
| 02435200020000 | LOT 2 BLK 1 EAGLEWOOD 3RD      | 2914 14 ST W        |
| 02435200030000 | LOT 3 BLK 1 EAGLEWOOD 3RD      | 2854 14 ST W        |
| 02435200080000 | LOT 8 BLK 1 EAGLEWOOD 3RD      | 2824 14 ST W        |
| 02435200090000 | LOT 9 BLK 1 EAGLEWOOD 3RD      | 2818 14 ST W        |
| 02435200100000 | LOT 10 BLK 1 EAGLEWOOD 3RD     | 2812 14 ST W        |

**City Supplied Property List**

| <b>PIN</b>     | <b>Legal Description</b>                     | <b>Address</b>       |
|----------------|--|----------------------|
| 02435200120000 | LOT 12 BLK 1 EAGLEWOOD 3RD                   | 2730 14 ST W         |
| 02435200260000 | LOT 14 BLK 2 EAGLEWOOD 3RD                   | 2817 14 ST W         |
| 02435200270000 | LOT 15 BLK 2 EAGLEWOOD 3RD                   | 2811 14 ST W         |
| 02435200910000 | LOT 5 BLK 7 EAGLEWOOD 3RD                    | 1305 29 AVE W        |
| 02435200930000 | LOT 7 BLK 7 EAGLEWOOD 3RD                    | 1227 29 AVE W        |
| 02435200950000 | LOT 9 BLK 7 EAGLEWOOD 3RD                    | 1215 29 AVE W        |
| 02435300010000 | LOT 1 BLK 1 EAGLEWOOD 4TH                    | 2724 14 ST W         |
| 02435300020000 | LOT 2 BLK 1 EAGLEWOOD 4TH                    | 2718 14 ST W         |
| 02435300030000 | LOT 1 BLK 2 EAGLEWOOD 4TH                    | 1322 28 AVE W        |
| 02435300040000 | LOT 2 BLK 2 EAGLEWOOD 4TH                    | 1316 28 AVE W        |
| 02435300050000 | LOT 3 BLK 2 EAGLEWOOD 4TH                    | 1310 28 AVE W        |
| 02435300070000 | LOT 5 BLK 2 EAGLEWOOD 4TH                    | 1226 28 AVE W        |
| 02435300090000 | LOT 7 BLK 2 EAGLEWOOD 4TH                    | 1214 28 AVE W        |
| 02435300100000 | LOT 8 BLK 2 EAGLEWOOD 4TH                    | 1208 28 AVE W        |
| 02435300110000 | LOT 9 BLK 2 EAGLEWOOD 4TH                    | 1202 28 AVE W        |
| 02435300900000 | LOT 26 BLK 9 EAGLEWOOD 4TH                   | 1132 EAGLEWOOD AVE W |
| 02435400010000 | LOT 1 BLK 1 EAGLEWOOD 5TH                    | 1034 27 AVE W        |
| 02435400020000 | LOT 2 BLK 1 EAGLEWOOD 5TH                    | 1030 27 AVE W        |
| 02435400030000 | LOT 3 BLK 1 EAGLEWOOD 5TH                    | 1026 27 AVE W        |
| 02435400040000 | LOT 4 BLK 1 EAGLEWOOD 5TH                    | 1022 27 AVE W        |
| 02435400050000 | LOT 5 BLK 1 EAGLEWOOD 5TH                    | 1018 27 AVE W        |
| 02435400950000 | LOT 26 BLK 4 EAGLEWOOD 5TH                   | 2721 10 ST W         |
| 02435400960000 | LOT 27 BLK 4 EAGLEWOOD 5TH                   | 2717 10 ST W         |
| 02435400970000 | LOT 28 BLK 4 EAGLEWOOD 5TH                   | 2713 10 ST W         |
| 02435400980000 | LOT 29 BLK 4 EAGLEWOOD 5TH                   | 2709 10 ST W         |
| 02435400990000 | LOT 30 BLK 4 EAGLEWOOD 5TH                   | 2705 10 ST W         |
| 02435401000000 | LOT 1 BLK 5 EAGLEWOOD 5TH                    | 2706 10 ST W         |
| 02435401010000 | LOT 2 BLK 5 EAGLEWOOD 5TH                    | 2710 10 ST W         |
| 02435401020000 | LOT 3 BLK 5 EAGLEWOOD 5TH                    | 2714 10 ST W         |
| 02435401030000 | LOT 4 BLK 5 EAGLEWOOD 5TH                    | 2718 10 ST W         |
| 02435401040000 | LOT 5 BLK 5 EAGLEWOOD 5TH                    | 2722 10 ST W         |
| 02071900090000 | LOT 9 BLK 1 GOLDENWOOD 5TH                   | 1292 GOLDENWOOD DR   |
| 02071900140000 | LOT 14 BLK 1 GOLDENWOOD 5TH                  | 1312 GOLDENWOOD DR   |
| 02071900150000 | LOT 15 BLK 1 GOLDENWOOD 5TH                  | 1316 GOLDENWOOD DR   |
| 02071900160000 | LOT 16 BLK 1 GOLDENWOOD 5TH                  | 1320 GOLDENWOOD DR   |
| 02071900200000 | LOT 20 BLK 1 GOLDENWOOD 5TH                  | 1332 GOLDENWOOD DR   |
| 02071900220000 | LOT 22 BLK 1 GOLDENWOOD 5TH                  | 1340 GOLDENWOOD DR   |
| 02071900230000 | LOT 23 BLK 1 GOLDENWOOD 5TH                  | 1344 GOLDENWOOD DR   |
| 02071900710000 | LOT 71 BLK 1 GOLDENWOOD 5TH                  | 1311 4 ST NW         |
| 02114000060000 | LOT 6 BLK 1 MAIN AVE                         | 268 MAIN AVE E       |
| 02114000075000 | LOTS 1 & 2 BLK 2 MAIN AVE                    | 324 MAIN AVE E       |
| 02447500610000 | LOT 3 BLK 6 MAPLE RIDGE AT THE PRESERVE 1ST  | 325 31 AVE E         |
| 02148500020000 | LOT 1 BLK 2 OAKHAVEN                         | 105 13 AVE E         |
| 02452500110000 | LOT 11 BLK 1 RIVERS BEND AT THE PRESERVE 1ST | 2817 MCLEOD DR E     |

**City Supplied Property List**

| <b>PIN</b>     | <b>Legal Description</b>                     | <b>Address</b>        |
|----------------|--|-----------------------|
| 02452500210000 | LOT 21 BLK 1 RIVERS BEND AT THE PRESERVE 1ST | 2877 MCLEOD DR E      |
| 02452500250000 | LOT 1 BLK 2 RIVERS BEND AT THE PRESERVE 1ST  | 2882 RIVERS BEND DR E |
| 02452500440000 | LOT 13 BLK 3 RIVERS BEND AT THE PRESERVE 1ST | 2716 1 ST E           |
| 02452500500000 | LOT 2 BLK 4 RIVERS BEND AT THE PRESERVE 1ST  | 2613 1 ST E           |
| 02452500550000 | LOT 7 BLK 4 RIVERS BEND AT THE PRESERVE 1ST  | 2721 1 ST E           |
| 02452500610000 | LOT 13 BLK 4 RIVERS BEND AT THE PRESERVE 1ST | 2618 2 ST E           |
| 02452500620000 | LOT 14 BLK 4 RIVERS BEND AT THE PRESERVE 1ST | 2612 2 ST E           |
| 02452500630000 | LOT 15 BLK 4 RIVERS BEND AT THE PRESERVE 1ST | 2606 2 ST E           |
| 02452500690000 | LOT 6 BLK 5 RIVERS BEND AT THE PRESERVE 1ST  | 2705 2 ST E           |
| 02452500940000 | LOT 15 BLK 6 RIVERS BEND AT THE PRESERVE 1ST | 2872 MCLEOD DR E      |
| 02452501140000 | LOT 1 BLK 9 RIVERS BEND AT THE PRESERVE 1ST  | 2521 1 ST E           |
| 02452501160000 | LOT 3 BLK 9 RIVERS BEND AT THE PRESERVE 1ST  | 116 26 AVE E          |
| 02452501180000 | LOT 5 BLK 9 RIVERS BEND AT THE PRESERVE 1ST  | 128 26 AVE E          |
| 02452501200000 | LOT 7 BLK 9 RIVERS BEND AT THE PRESERVE 1ST  | 200 26 AVE E          |
| 02452501210000 | LOT 8 BLK 9 RIVERS BEND AT THE PRESERVE 1ST  | 206 26 AVE E          |
| 02485500060000 | LOT 1 BLK 3 SOUTH POND AT THE PRESERVE 6TH   | 3155 BLUESTEM DR      |
| 02485500070000 | LOT 2 BLK 3 SOUTH POND AT THE PRESERVE 6TH   | 3163 BLUESTEM DR      |
| 02582600140000 | LOT 6 BLK 2 THE WILDS 2ND                    | 4750 6 ST W           |
| 02582600160000 | LOT 8 BLK 2 THE WILDS 2ND                    | 720 48 AVE W          |
| 02582600450000 | LOT 2 BLK 5 THE WILDS 2ND                    | 1013 49 TR W          |
| 02582600570000 | LOT 14 BLK 5 THE WILDS 2ND                   | 1036 49 TR W          |
| 02583100070000 | LOT 7 BLK 1 THE WILDS 7TH                    | 5256 8 CT W           |
| 02583100820000 | LOT 22 BLK 3 THE WILDS 7TH                   | 5331 8 ST W           |
| 02583100840000 | LOT 24 BLK 3 THE WILDS 7TH                   | 5323 8 ST W           |
| 02583100850000 | LOT 25 BLK 3 THE WILDS 7TH                   | 5319 8 ST W           |
| 02583200100000 | LOT 10 BLK 1 THE WILDS 8TH                   | 942 ALBERT DR W       |
| 02583200140000 | LOT 14 BLK 1 THE WILDS 8TH                   | 924 ALBERT DR W       |
| 02583200300000 | LOT 30 BLK 1 THE WILDS 8TH                   | 921 ASHLEY DR W       |
| 02583200310000 | LOT 31 BLK 1 THE WILDS 8TH                   | 925 ASHLEY DR W       |
| 02583200400000 | LOT 2 BLK 3 THE WILDS 8TH                    | 969 ASHLEY DR W       |
| 02583200430000 | LOT 5 BLK 3 THE WILDS 8TH                    | 981 ASHLEY DR W       |
| 02583200440000 | LOT 6 BLK 3 THE WILDS 8TH                    | 1001 ASHLEY DR W      |
| 02583200450000 | LOT 7 BLK 3 THE WILDS 8TH                    | 1005 ASHLEY DR W      |
| 02583200460000 | LOT 8 BLK 3 THE WILDS 8TH                    | 1009 ASHLEY DR W      |
| 02583200570000 | LOT 11 BLK 4 THE WILDS 8TH                   | 5230 10 ST W          |

NOTICE OF ORDER TO CONSTRUCT SIDEWALKS  
WEST FARGO, NORTH DAKOTA

TO THE OWNER OF RECORD OR OCCUPANT OF THE FOLLOWING DESCRIBED PREMISES:

WHEREAS, the Board of City Commissioners of the City of West Fargo, North Dakota, deems it necessary to construct sidewalks in front of or along each of the following tracts of land, to-wit:

| <u>LOT</u>                                     | <u>BLOCK</u> |
|--|--------------|
| <b>EAGLE RUN 8<sup>TH</sup> ADDITION</b>       |              |
| 9  | 1            |
| <b>EAGLE RUN 11<sup>TH</sup> ADDITION</b>      |              |
| 59   | 2            |
| 1  | 3            |
| 2  | 3            |
| <b>EAGLE RUN 18<sup>TH</sup> ADDITION</b>      |              |
| 1  | 1            |
| <b>EAGLE RUN PLAZA 1<sup>ST</sup> ADDITION</b> |              |
| 11   | 1            |
| <b>SHADOW WOOD 6<sup>TH</sup> ADDITION</b>     |              |
| 1  | 1            |
| 2  | 1            |
| <b>WEST LAKE 1<sup>ST</sup> ADDITION</b>       |              |
| 1  | 1            |

YOU ARE THEREFORE NOTIFIED by this Notice to construct such sidewalks, as above specified, at your own expense, subject to the approval of the City Engineer, on or before September 15, 2012.

Before commencing work on said sidewalk, you will be required to make application to the office of Moore Engineering, the engineer for the City of West Fargo, at 925 Tenth Avenue East, West

Fargo, North Dakota, for sidewalk line and grade, obtaining permit and payment of the required fee.

YOU ARE FURTHER NOTIFIED that said sidewalks must be constructed according to the ordinances of the City of West Fargo applicable thereto, and subject to the approval of the City Engineer.

YOU ARE FURTHER NOTIFIED that unless said sidewalks are constructed as above indicated, in the manner and within the time herein specified, the governing body of the City of West Fargo shall cause said sidewalks to be constructed, and the cost of said sidewalk to be assessed against the lots or parcels of land affected.

BY ORDER OF THE BOARD OF CITY COMMISSIONERS OF THE CITY OF WEST FARGO, CASS COUNTY, NORTH DAKOTA.

Dated this 16th day of July, 2012.

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Moore Engineering, Inc.  
Engineers for City of West Fargo

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# APPENDIX B

**Sidewalk Improvement District No. 6056  
2021 Walks  
West Fargo, ND**

*Engineer's Preliminary Opinion of Cost*

| <i>BID ITEM NO. &amp; DESCRIPTION</i> | <i>UNIT</i> | <i>QUANTITY</i> | <i>UNIT PRICE</i>                       | <i>TOTAL</i>        |
|---------------------------------------|-------------|-----------------|---|---------------------|
| <b><u>Base Bid</u></b>                |             |                 |   |                     |
| 1. Fiber Rolls 6In                    | LF          | 9,906           | \$5.00                                  | \$49,531.00         |
| 2. Removal of Concrete Pavement       | SY          | 80              | \$22.00                                 | \$1,760.00          |
| 3. Removal of Curb & Gutter           | LF          | 200             | \$17.00                                 | \$3,400.00          |
| 4. Removal of Obstructions            | L SUM       | 1               | \$2,000.00                              | \$2,000.00          |
| 5. Topsoil                            | CY          | 2,915           | \$20.00                                 | \$58,300.63         |
| 6. Curb & Gutter-Type I               | LF          | 200             | \$44.00                                 | \$8,800.00          |
| 7. Sidewalk Concrete 6In              | SY          | 4,522           | \$88.00                                 | \$397,963.38        |
| 8. Detectable Warning Panels          | SF          | 128             | \$66.00                                 | \$8,448.00          |
| 9. Seeding Class III                  | SY          | 13,002          | \$2.00                                  | \$26,003.48         |
| 10. Hydraulic Mulch                   | SY          | 13,002          | \$2.00                                  | \$26,003.48         |
| 11. Traffic Control                   | L SUM       | 1               | \$10,000.00                             | \$10,000.00         |
| 12. Storm Water Management            | L SUM       | 1               | \$4,000.00                              | \$4,000.00          |
|                                       |             |                 | Construction Subtotal                   | \$596,209.96        |
|                                       |             |                 | Contingencies                           | \$67,948.92         |
|                                       |             |                 | Design & Construction Engineering (11%) | \$72,141.41         |
|                                       |             |                 | Study & Report                          | \$10,000.00         |
|                                       |             |                 | Additional Services                     | \$25,000.00         |
|                                       |             |                 | Legal & Administration                  | \$52,466.47         |
|                                       |             |                 | Bond Discount                           | \$26,233.24         |
|                                       |             |                 | <b>TOTAL PROJECT COST</b>               | <b>\$850,000.00</b> |
|                                       |             |                 | City Share                              | \$45,000.00         |
|                                       |             |                 | Assessment                              | \$805,000.00        |

**Properties Identified for Improvements**

| <b>Legal description</b>       | <b>Construction Total</b> | <b>Engineering &amp; Contingencies</b> | <b>Total</b> |
|--------------------------------|---------------------------|--|--------------|
| LOT 7 BLK 2 BROOKS HARBOR 6TH  | \$ 4,477.92               | \$ 1,921.27                            | \$ 6,399.20  |
| LOT 5 BLK 3 BROOKS HARBOR 6TH  | \$ 4,686.68               | \$ 1,921.27                            | \$ 6,607.96  |
| LOT 5 BLK 2 BROOKS HARBOR 6TH  | \$ 1,507.35               | \$ 1,921.27                            | \$ 3,428.62  |
| LOT 5 BLK 1 BROOKS HARBOR 6TH  | \$ 3,850.01               | \$ 1,921.27                            | \$ 5,771.29  |
| LOT 4 BLK 1 BROOKS HARBOR 6TH  | \$ 3,738.46               | \$ 1,921.27                            | \$ 5,659.73  |
| LOT 3 BLK 1 BROOKS HARBOR 6TH  | \$ 4,798.24               | \$ 1,921.27                            | \$ 6,719.51  |
| LOT 2 BLK 2 BROOKS HARBOR 6TH  | \$ 4,324.13               | \$ 1,921.27                            | \$ 6,245.40  |
| LOT 2 BLK 1 BROOKS HARBOR 6TH  | \$ 4,575.13               | \$ 1,921.27                            | \$ 6,496.40  |
| LOT 13 BLK 1 BROOKS HARBOR 6TH | \$ 5,013.18               | \$ 1,921.27                            | \$ 6,934.46  |
| LOT 12 BLK 1 BROOKS HARBOR 6TH | \$ 4,321.05               | \$ 1,921.27                            | \$ 6,242.33  |
| LOT 1 BLK 1 BROOKS HARBOR 6TH  | \$ 4,519.35               | \$ 1,921.27                            | \$ 6,440.62  |
| LOT 5 BLK 5 EAGLEWOOD 5TH      | \$ 2,422.10               | \$ 1,921.27                            | \$ 4,343.38  |
| LOT 5 BLK 1 EAGLEWOOD 5TH      | \$ 2,440.04               | \$ 1,921.27                            | \$ 4,361.31  |
| LOT 4 BLK 5 EAGLEWOOD 5TH      | \$ 2,455.57               | \$ 1,921.27                            | \$ 4,376.84  |
| LOT 4 BLK 1 EAGLEWOOD 5TH      | \$ 2,423.26               | \$ 1,921.27                            | \$ 4,344.53  |
| LOT 30 BLK 4 EAGLEWOOD 5TH     | \$ 3,124.90               | \$ 1,921.27                            | \$ 5,046.18  |
| LOT 3 BLK 5 EAGLEWOOD 5TH      | \$ 2,477.88               | \$ 1,921.27                            | \$ 4,399.16  |
| LOT 3 BLK 1 EAGLEWOOD 5TH      | \$ 2,445.63               | \$ 1,921.27                            | \$ 4,366.91  |
| LOT 29 BLK 4 EAGLEWOOD 5TH     | \$ 2,650.79               | \$ 1,921.27                            | \$ 4,572.07  |
| LOT 28 BLK 4 EAGLEWOOD 5TH     | \$ 2,455.57               | \$ 1,921.27                            | \$ 4,376.84  |
| LOT 27 BLK 4 EAGLEWOOD 5TH     | \$ 2,410.95               | \$ 1,921.27                            | \$ 4,332.22  |
| LOT 26 BLK 4 EAGLEWOOD 5TH     | \$ 2,472.30               | \$ 1,921.27                            | \$ 4,393.58  |
| LOT 2 BLK 5 EAGLEWOOD 5TH      | \$ 2,622.90               | \$ 1,921.27                            | \$ 4,544.18  |
| LOT 2 BLK 1 EAGLEWOOD 5TH      | \$ 2,451.23               | \$ 1,921.27                            | \$ 4,372.50  |
| LOT 1 BLK 5 EAGLEWOOD 5TH      | \$ 3,069.13               | \$ 1,921.27                            | \$ 4,990.40  |
| LOT 1 BLK 1 EAGLEWOOD 5TH      | \$ 2,434.44               | \$ 1,921.27                            | \$ 4,355.72  |
| LOT 9 BLK 2 EAGLEWOOD 4TH      | \$ 4,681.10               | \$ 1,921.27                            | \$ 6,602.38  |
| LOT 8 BLK 2 EAGLEWOOD 4TH      | \$ 4,352.01               | \$ 1,921.27                            | \$ 6,273.29  |
| LOT 7 BLK 2 EAGLEWOOD 4TH      | \$ 4,463.57               | \$ 1,921.27                            | \$ 6,384.84  |
| LOT 5 BLK 2 EAGLEWOOD 4TH      | \$ 4,480.30               | \$ 1,921.27                            | \$ 6,401.58  |
| LOT 3 BLK 2 EAGLEWOOD 4TH      | \$ 4,485.88               | \$ 1,921.27                            | \$ 6,407.16  |
| LOT 26 BLK 9 EAGLEWOOD 4TH     | \$ 4,162.37               | \$ 1,921.27                            | \$ 6,083.64  |
| LOT 2 BLK 2 EAGLEWOOD 4TH      | \$ 4,474.73               | \$ 1,921.27                            | \$ 6,396.00  |
| LOT 2 BLK 1 EAGLEWOOD 4TH      | \$ 4,504.25               | \$ 1,921.27                            | \$ 6,425.53  |
| LOT 1 BLK 2 EAGLEWOOD 4TH      | \$ 4,775.93               | \$ 1,921.27                            | \$ 6,697.20  |
| LOT 1 BLK 1 EAGLEWOOD 4TH      | \$ 4,867.87               | \$ 1,921.27                            | \$ 6,789.14  |
| LOT 9 BLK 7 EAGLEWOOD 3RD      | \$ 4,017.35               | \$ 1,921.27                            | \$ 5,938.62  |
| LOT 9 BLK 1 EAGLEWOOD 3RD      | \$ 4,658.79               | \$ 1,921.27                            | \$ 6,580.07  |
| LOT 8 BLK 1 EAGLEWOOD 3RD      | \$ 4,658.79               | \$ 1,921.27                            | \$ 6,580.07  |
| LOT 7 BLK 7 EAGLEWOOD 3RD      | \$ 4,017.35               | \$ 1,921.27                            | \$ 5,938.62  |
| LOT 5 BLK 7 EAGLEWOOD 3RD      | \$ 4,017.35               | \$ 1,921.27                            | \$ 5,938.62  |
| LOT 3 BLK 1 EAGLEWOOD 3RD      | \$ 4,686.68               | \$ 1,921.27                            | \$ 6,607.96  |

**Properties Identified for Improvements**

| <b>Legal description</b>                    | <b>Construction Total</b> | <b>Engineering &amp; Contingencies</b> | <b>Total</b> |
|---|---------------------------|--|--------------|
| LOT 2 BLK 1 EAGLEWOOD 3RD                   | \$ 4,686.68               | \$ 1,921.27                            | \$ 6,607.96  |
| LOT 15 BLK 2 EAGLEWOOD 3RD                  | \$ 4,798.24               | \$ 1,921.27                            | \$ 6,719.51  |
| LOT 14 BLK 2 EAGLEWOOD 3RD                  | \$ 4,463.57               | \$ 1,921.27                            | \$ 6,384.84  |
| LOT 12 BLK 1 EAGLEWOOD 3RD                  | \$ 4,240.46               | \$ 1,921.27                            | \$ 6,161.73  |
| LOT 10 BLK 7 EAGLEWOOD 3RD                  | \$ 4,407.79               | \$ 1,921.27                            | \$ 6,329.07  |
| LOT 10 BLK 1 EAGLEWOOD 3RD                  | \$ 4,798.24               | \$ 1,921.27                            | \$ 6,719.51  |
| LOT 29 BLK 1 EAGLEWOOD 2ND                  | \$ 4,575.13               | \$ 1,921.27                            | \$ 6,496.40  |
| LOT 27 BLK 1 EAGLEWOOD 2ND                  | \$ 4,519.35               | \$ 1,921.27                            | \$ 6,440.62  |
| LOT 26 BLK 1 EAGLEWOOD 2ND                  | \$ 3,850.01               | \$ 1,921.27                            | \$ 5,771.29  |
| LOT 7 BLK 1 BROOKS HARBOR 8TH               | \$ 2,511.35               | \$ 1,921.27                            | \$ 4,432.62  |
| LOT 9 BLK 3 BROOKS HARBOR 4TH               | \$ 4,575.13               | \$ 1,921.27                            | \$ 6,496.40  |
| LOT 8 BLK 1 BROOKS HARBOR 4TH               | \$ 4,296.24               | \$ 1,921.27                            | \$ 6,217.51  |
| LOT 6 BLK 4 BROOKS HARBOR 4TH               | \$ 4,575.13               | \$ 1,921.27                            | \$ 6,496.40  |
| LOT 5 BLK 4 BROOKS HARBOR 4TH               | \$ 4,714.57               | \$ 1,921.27                            | \$ 6,635.84  |
| LOT 5 BLK 2 BROOKS HARBOR 4TH               | \$ 4,854.01               | \$ 1,921.27                            | \$ 6,775.29  |
| LOT 4 BLK 4 BROOKS HARBOR 4TH               | \$ 4,519.35               | \$ 1,921.27                            | \$ 6,440.62  |
| LOT 3 BLK 9 BROOKS HARBOR 4TH               | \$ 4,184.68               | \$ 1,921.27                            | \$ 6,105.96  |
| LOT 3 BLK 2 BROOKS HARBOR 4TH               | \$ 4,630.90               | \$ 1,921.27                            | \$ 6,552.18  |
| LOT 3 BLK 1 BROOKS HARBOR 4TH               | \$ 4,017.35               | \$ 1,921.27                            | \$ 5,938.62  |
| LOT 2 BLK 9 BROOKS HARBOR 4TH               | \$ 4,184.68               | \$ 1,921.27                            | \$ 6,105.96  |
| LOT 2 BLK 6 BROOKS HARBOR 4TH               | \$ 4,742.46               | \$ 1,921.27                            | \$ 6,663.73  |
| LOT 19 BLK 4 BROOKS HARBOR 4TH              | \$ 6,750.46               | \$ 1,921.27                            | \$ 8,671.73  |
| LOT 15 BLK 3 BROOKS HARBOR 4TH              | \$ 6,248.46               | \$ 1,921.27                            | \$ 8,169.73  |
| LOT 14 BLK 3 BROOKS HARBOR 4TH              | \$ 4,575.13               | \$ 1,921.27                            | \$ 6,496.40  |
| LOT 12 BLK 3 BROOKS HARBOR 4TH              | \$ 4,575.13               | \$ 1,921.27                            | \$ 6,496.40  |
| LOT 12 BLK 1 BROOKS HARBOR 4TH              | \$ 4,296.24               | \$ 1,921.27                            | \$ 6,217.51  |
| LOT 11 BLK 3 BROOKS HARBOR 4TH              | \$ 4,575.13               | \$ 1,921.27                            | \$ 6,496.40  |
| LOT 1 BLK 9 BROOKS HARBOR 4TH               | \$ 4,575.13               | \$ 1,921.27                            | \$ 6,496.40  |
| LOT 1 BLK 4 BROOKS HARBOR 4TH               | \$ 2,957.57               | \$ 1,921.27                            | \$ 4,878.84  |
| LOT 7 BLK 4 BROOKS HARBOR 2ND               | \$ 2,929.68               | \$ 1,921.27                            | \$ 4,850.96  |
| LOT 5 BLK 2 BROOKS HARBOR 2ND               | \$ 2,901.79               | \$ 1,921.27                            | \$ 4,823.07  |
| LOT 23 BLK 5 BROOKS HARBOR 2ND              | \$ 3,348.01               | \$ 1,921.27                            | \$ 5,269.29  |
| LOT 11 BLK 5 BROOKS HARBOR 2ND              | \$ 4,519.35               | \$ 1,921.27                            | \$ 6,440.62  |
| LOT 1 BLK 4 BROOKS HARBOR 2ND               | \$ 4,575.13               | \$ 1,921.27                            | \$ 6,496.40  |
| LOT 1 BLK 2 OAKHAVEN                        | \$ 8,612.90               | \$ 1,921.27                            | \$ 10,534.18 |
| LOT 8 BLK 2 THE WILDS 2ND                   | \$ 5,902.77               | \$ 1,921.27                            | \$ 7,824.04  |
| LOT 6 BLK 2 THE WILDS 2ND                   | \$ 5,259.45               | \$ 1,921.27                            | \$ 7,180.73  |
| LOT 2 BLK 5 THE WILDS 2ND                   | \$ 4,854.01               | \$ 1,921.27                            | \$ 6,775.29  |
| LOT 14 BLK 5 THE WILDS 2ND                  | \$ 6,663.56               | \$ 1,921.27                            | \$ 8,584.84  |
| LOT 2 BLK 3 SOUTH POND AT THE PRESERVE 6TH  | \$ 7,883.50               | \$ 1,921.27                            | \$ 9,804.77  |
| LOT 1 BLK 3 SOUTH POND AT THE PRESERVE 6TH  | \$ 7,883.50               | \$ 1,921.27                            | \$ 9,804.77  |
| LOT 3 BLK 6 MAPLE RIDGE AT THE PRESERVE 1ST | \$ 12,551.35              | \$ 1,921.27                            | \$ 14,472.62 |

**Properties Identified for Improvements**

| <b>Legal description</b>                     | <b>Construction Total</b> | <b>Engineering &amp; Contingencies</b> | <b>Total</b> |
|--|---------------------------|--|--------------|
| LOT 7 BLK 1 THE WILDS 7TH                    | \$ 2,567.90               | \$ 1,921.27                            | \$ 4,489.18  |
| LOT 25 BLK 3 THE WILDS 7TH                   | \$ 1,967.79               | \$ 1,921.27                            | \$ 3,889.07  |
| LOT 24 BLK 3 THE WILDS 7TH                   | \$ 1,094.90               | \$ 1,921.27                            | \$ 3,016.18  |
| LOT 22 BLK 3 THE WILDS 7TH                   | \$ 1,967.79               | \$ 1,921.27                            | \$ 3,889.07  |
| LOT 8 BLK 3 THE WILDS 8TH                    | \$ 3,587.86               | \$ 1,921.27                            | \$ 5,509.13  |
| LOT 7 BLK 3 THE WILDS 8TH                    | \$ 3,191.84               | \$ 1,921.27                            | \$ 5,113.11  |
| LOT 6 BLK 3 THE WILDS 8TH                    | \$ 3,191.84               | \$ 1,921.27                            | \$ 5,113.11  |
| LOT 5 BLK 3 THE WILDS 8TH                    | \$ 3,191.84               | \$ 1,921.27                            | \$ 5,113.11  |
| LOT 31 BLK 1 THE WILDS 8TH                   | \$ 3,035.66               | \$ 1,921.27                            | \$ 4,956.93  |
| LOT 30 BLK 1 THE WILDS 8TH                   | \$ 2,767.93               | \$ 1,921.27                            | \$ 4,689.20  |
| LOT 2 BLK 3 THE WILDS 8TH                    | \$ 3,208.57               | \$ 1,921.27                            | \$ 5,129.84  |
| LOT 14 BLK 1 THE WILDS 8TH                   | \$ 3,357.47               | \$ 1,921.27                            | \$ 5,278.74  |
| LOT 11 BLK 4 THE WILDS 8TH                   | \$ 3,124.90               | \$ 1,921.27                            | \$ 5,046.18  |
| LOT 10 BLK 1 THE WILDS 8TH                   | \$ 2,909.11               | \$ 1,921.27                            | \$ 4,830.38  |
| LOT 9 BLK 1 GOLDENWOOD 5TH                   | \$ 3,333.40               | \$ 1,921.27                            | \$ 5,254.68  |
| LOT 71 BLK 1 GOLDENWOOD 5TH                  | \$ 4,330.90               | \$ 1,921.27                            | \$ 6,252.18  |
| LOT 23 BLK 1 GOLDENWOOD 5TH                  | \$ 4,615.90               | \$ 1,921.27                            | \$ 6,537.18  |
| LOT 22 BLK 1 GOLDENWOOD 5TH                  | \$ 3,076.90               | \$ 1,921.27                            | \$ 4,998.18  |
| LOT 20 BLK 1 GOLDENWOOD 5TH                  | \$ 6,154.90               | \$ 1,921.27                            | \$ 8,076.18  |
| LOT 16 BLK 1 GOLDENWOOD 5TH                  | \$ 6,952.90               | \$ 1,921.27                            | \$ 8,874.18  |
| LOT 15 BLK 1 GOLDENWOOD 5TH                  | \$ 9,346.90               | \$ 1,921.27                            | \$ 11,268.18 |
| LOT 14 BLK 1 GOLDENWOOD 5TH                  | \$ 8,605.90               | \$ 1,921.27                            | \$ 10,527.18 |
| LOT 8 BLK 9 RIVERS BEND AT THE PRESERVE 1ST  | \$ 5,244.46               | \$ 1,921.27                            | \$ 7,165.73  |
| LOT 7 BLK 9 RIVERS BEND AT THE PRESERVE 1ST  | \$ 5,021.35               | \$ 1,921.27                            | \$ 6,942.62  |
| LOT 7 BLK 4 RIVERS BEND AT THE PRESERVE 1ST  | \$ 13,388.01              | \$ 1,921.27                            | \$ 15,309.29 |
| LOT 6 BLK 5 RIVERS BEND AT THE PRESERVE 1ST  | \$ 4,854.01               | \$ 1,921.27                            | \$ 6,775.29  |
| LOT 5 BLK 9 RIVERS BEND AT THE PRESERVE 1ST  | \$ 5,021.35               | \$ 1,921.27                            | \$ 6,942.62  |
| LOT 3 BLK 9 RIVERS BEND AT THE PRESERVE 1ST  | \$ 5,132.90               | \$ 1,921.27                            | \$ 7,054.18  |
| LOT 21 BLK 1 RIVERS BEND AT THE PRESERVE 1ST | \$ 4,603.01               | \$ 1,921.27                            | \$ 6,524.29  |
| LOT 2 BLK 4 RIVERS BEND AT THE PRESERVE 1ST  | \$ 4,798.24               | \$ 1,921.27                            | \$ 6,719.51  |
| LOT 15 BLK 6 RIVERS BEND AT THE PRESERVE 1ST | \$ 8,312.24               | \$ 1,921.27                            | \$ 10,233.51 |
| LOT 15 BLK 4 RIVERS BEND AT THE PRESERVE 1ST | \$ 4,352.01               | \$ 1,921.27                            | \$ 6,273.29  |
| LOT 14 BLK 4 RIVERS BEND AT THE PRESERVE 1ST | \$ 4,770.35               | \$ 1,921.27                            | \$ 6,691.62  |
| LOT 13 BLK 4 RIVERS BEND AT THE PRESERVE 1ST | \$ 4,714.57               | \$ 1,921.27                            | \$ 6,635.84  |
| LOT 13 BLK 3 RIVERS BEND AT THE PRESERVE 1ST | \$ 5,523.35               | \$ 1,921.27                            | \$ 7,444.62  |
| LOT 11 BLK 1 RIVERS BEND AT THE PRESERVE 1ST | \$ 4,296.24               | \$ 1,921.27                            | \$ 6,217.51  |
| LOT 1 BLK 9 RIVERS BEND AT THE PRESERVE 1ST  | \$ 4,575.13               | \$ 1,921.27                            | \$ 6,496.40  |
| LOT 1 BLK 2 RIVERS BEND AT THE PRESERVE 1ST  | \$ 5,467.57               | \$ 1,921.27                            | \$ 7,388.84  |
| LOTS 1 & 2 BLK 2 MAIN AVE                    | \$ 13,335.13              | \$ 1,921.27                            | \$ 15,256.40 |
| LOT 6 BLK 1 MAIN AVE                         | \$ 13,712.90              | \$ 1,921.27                            | \$ 15,634.18 |

ORDINANCE NO. 1162

AN ORDINANCE TO REPEAL SECTION 13-1609 AND AMEND AND REENACT SUBSECTION 13-1623(10) OF THE REVISED ORDINANCES OF 1990 OF THE CITY OF WEST FARGO RELATING TO MOBILITY IMPAIRED PARKING.

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

SECTION 1. Section 13-1609 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby repealed:

~~13-1609. PARKING IN AREA DESIGNATED FOR MOBILITY IMPAIRED WITHOUT CERTIFICATE. No person may stop, stand, or park any vehicle in any designated parking space that is reserved for the mobility impaired unless the vehicle displays a mobility impaired identification certificate or license plate issued by the State to a mobility impaired person. Provided, a vehicle may temporarily use a space reserved for mobility impaired persons without a mobility impaired certificate or license plate for the purpose of loading and unloading mobility impaired persons. Violation of this section is an infraction for which a fine up to the limit set by the State may be imposed by the City.~~

SECTION 2. Subsection 13-1623(10) of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

A person may not stop, stand, or park any vehicle in any designated parking space that is reserved for the mobility impaired unless the vehicle displays a mobility-impaired identification certificate issued by the director to a mobility-impaired person. A mobility-impaired person may not permit the use of a certificate issued under this section by a person who is not mobility impaired when that use is not in connection with the transport of the mobility-impaired person. The registered owner of a vehicle may not allow that vehicle to be used in a manner that violates this subsection. Proof of intent is not required to prove a registered owner's violation of this subsection. The registered owner, however, may be excused from a violation if the owner provides the citing authority with the name and address of the person operating the vehicle at the time of the violation. A vehicle may temporarily use a space reserved for mobility-impaired persons without a mobility-impaired certificate for the purpose of loading and unloading mobility-impaired persons. A violation of this subsection is a nonmoving violation for which a fee of one hundred dollars must be imposed. Notwithstanding section 29-27-02.1, fifty percent of the fee imposed and collected under this subsection is appropriated on a continuing basis to the ~~local committee on persons with disabilities, if one exists in the city in which the violation occurred, for the development of job opportunities for~~

disabled individuals in the community North Dakota State Rehabilitation Council for the development of competitive and integrated employment opportunities.

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:



2021 PRELIMINARY

# BUDGET REPORT



Presented to the  
West Fargo City Commission

Monday, Aug. 3, 2020



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| Public Works                    | 29 |
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# INTRODUCTION

- City Administrator's Report for the 2021 Budget
- 2021 Budget Points



## CITY ADMINISTRATOR'S REPORT FOR THE 2021 BUDGET

[www.westfargond.gov](http://www.westfargond.gov)

Commissioners and West Fargo Residents,

I am honored to present the 2021 City of West Fargo preliminary budget prepared by staff. Every department has worked diligently to prepare a solid, fiscally responsible budget for the coming year.

The 2021 preliminary budget has:

- A zero overall mill levy increase despite staff's request for an incremental 2 mill levy increase;
- Adjusted for expected changes in interest rates and state revenues due to the coronavirus pandemic;
- Funds from the general fund reserves to make up the revenue deficit; and
- No fund moving from enterprise water, sewer and sanitation funds to offset cost and reduce mills in the general fund.

### *2021 BUDGET FACTORS*

Expenses for 2021 have risen by just over \$1 million. Using the 2020 mill value estimate of \$186,500 per mill, the 2021 budget requires an increase of 5.4 mills to adequately fund recurring expenses in the tax levied funds. This does not cover deficits created by the 2018, 2019, and 2020 budgets discussed later in this section. Despite the need for the 5.4 mills, staff requested a 2 mill increase during initial discussions with Commissioners. However, based on Commissioner direction, this preliminary budget contains a zero overall mill levy increase.

As mentioned above, the coronavirus pandemic is expected to decrease the amount of interest and state revenues the City of West Fargo will receive in 2021. To cover this revenue decrease, staff has recommended the use of general fund reserves. The City of West Fargo is fortunate to report that sales tax revenues have not been significantly impacted during the pandemic.

Budgeting decisions from 2019 and 2020 also have an impact on the 2021 budget. In the 2019 budget, expenses for the tax levied funds increased by approximately \$750,000, but there was not an increase in tax levies. This deficit was covered by reducing the West Fargo Public Library's levy by 1.79 mills, underfunding for the West Fargo Fire Department and general fund, and the use of general fund reserves to cover any remaining deficit.

In the 2020 budget, expenses increased another \$1.4 million and the tax levy increased by 4.76 mills. This included proper funding for the West Fargo Fire Department and restoring some of the funding for the West Fargo Public Library. However, this did not cover all the increased cost or the carry-over from the prior year, created a deficit for 2021 and resulted in the use of general fund reserves to cover the remaining need.



## CITY ADMINISTRATOR'S REPORT FOR THE 2021 BUDGET

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During the 2020 budget session staff also requested consideration for 2021 of 2 mills to begin the process of restoring the mill tax levy through minor, incremental increases.

### *2021 SAVINGS STRATEGIES:*

At the start of the budgeting process, staff are reminded to only bring forward budget needs, not wants to attempt to reach a 2 mill levy increase. This was accomplished but to reach the zero levy increase staff had to identified a number of additional temporary cost-saving strategies.

There was 19 total staff requests at a cost of \$1,558,768. This was reduced to 9 new staff at a cost of \$834,067. The start dates for these new positions are staggered in 2021 to lessen the impact on the 2021 budget, saving an additional \$400,000. However, the full cost will need to be covered in 2022.

The cost of living was reduced from 2.5% to 1%, saving an additional \$233,000 across all tax levied and enterprise funds.

Equipment requests were reduced by \$780,350 across all tax levied and enterprise funds. Of that \$521,350 was removed from the general fund. Long-term, staff is analyzing potential cost savings for leasing equipment.

Education/Training budgets were reduced to reflect the limited travel opportunities due to the coronavirus pandemic, which is expected to continue to impact conferences in 2021. The budget went from \$280,431 to approximately \$240,000 across all tax levied and enterprise funds. A small discretionary fund has been set up under the administrator's discretion if a need for out of state travel arises.

This effort resulted in a \$2.1 million cost savings for the 2021 budget. Many of these budget adjustments are temporary and the items will need to reappear in future budgets.

### *GENERAL FUND RESERVES*

Disruptions to typical government operations and revenues is one of the main reasons to maintain an adequate fund reserve. The use of general fund reserves due to a pandemic meets the criteria for using the funds. It is also an appropriate use of the funds as the revenues will return to normal after the pandemic and will not require a recurring use of these funds.

To ensure an adequate reserve fund for times of emergency or disruption, the ongoing use of general fund reserves to avoid tax increases is not an appropriate use of the funds. This can lead to larger tax increases in the future, because rates are not incrementally adjusted annually to keep up the cost of doing business, and can impact the Moody's rating.



## CITY ADMINISTRATOR'S REPORT FOR THE 2021 BUDGET

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Staff began to express concern in 2019 that covering recurring expenditures with reserves is an unhealthy budget practice and that mills would need to be brought back in to cover these costs. During the 2020 budget process, staff again publicly stated the need to slowly continue to restore back the mill levy to cover the recurring costs that had been unfunded since 2018.

Again, I would like to publicly recommend the West Fargo City Commission adopts a policy of incremental increases of the tax mill levy each year to keep up with rising costs of business and avoid large increases in the future or a downgrade in the Moody's rating. Commissioners should also keep in mind that many of the items reduced in this budget to reach a zero mill levy increase will need to be reinstated in future budgets.

Thank you for your consideration,

A handwritten signature in blue ink that reads "Tina Fisk".

Tina Fisk  
City Administrator

# City of West Fargo, North Dakota - 2021 Budget Introduction

The City of West Fargo budget for expenses and transfers is \$88,535,232, a 3% reduction from 2020.

## REVENUES

The mill levy valuation increased 7.45% from prior year. The preliminary budget has an increase of 0.93 mill. The increase is from 1.0 mill increase for the Fire Department, 1.0 mill increase for the Library, **1.93 mill levy decrease for the general fund** and a 0.07 decrease for the Airport.

COVID-19 is projected to impact revenues in 2021. \$1,350,000 of general fund reserves has been included in the 2021 budget to offset the one-time projected reduction in revenues.

North Dakota State Aid and Municipal Highway Tax funds are projected at 80% of 2019 actual based on the impact of COVID-19 in the state of North Dakota.

## STAFFING

The 2021 budget includes 9 new positions:

- > Operations Manager, Utilities, start date 1/1/21
- > Equipment Operator, Water, start date 1/1/21
- > Police Officer, Police, start date 1/1/2021
- > Assistant City Administrator, Administration, start date 3/1/21
- > Engineering Technician III, Engineering, start date 7/1/21
- > Librarian, Library, start date 7/1/21
- > Electrician, Public Works, start date 7/1/21
- > Electrician, Public Works, start date 8/1/21
- > Safety Coordinator, Human Resources, start date 8/1/21

Cost of Living increase is 1.0%

Health insurance benefit cost increased by 12%

## EXPENSES

Education and Travel was reduced to reflect minimal to no travel in 2021 due to COVID-19.

# SUMMARIES

- **Summary of All Budgeted Funds**
- **Preliminary 2021 Budget by Functional Area**
- **Mill Levy Overview**
- **Budget 2021 Property Tax/Mill Levy**

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

| City of West Fargo, North Dakota - Summary of All Budgeted Funds |                    |                   |                   |                   |                     |                |                     |
|--|--------------------|-------------------|-------------------|-------------------|---------------------|----------------|---------------------|
| FISCAL YEAR 2021   | Governmental Funds |                   |                   | Proprietary Funds |                     | Agency         | Consolidated Totals |
|  | General Fund       | Debt Service      | Special Revenue   | Water Utility     | Non-Major Utilities | Park           |                     |
| <b>Revenues and Transfers In</b>                                 |                    |                   |                   |                   |                     |                |                     |
| • Property Taxes   | 9,339,174          |                   | 4,697,011         |                   |                     |                | 14,036,185          |
| • Sales Taxes  |                    |                   | 8,400,000         |                   |                     |                | 8,400,000           |
| • Other Taxes  | 75,000             | 2,099,000         | 1,532,142         |                   |                     |                | 3,706,142           |
| • Special Assessments  | 225,000            | 26,980,105        |                   |                   |                     | 371,100        | 27,576,205          |
| • Franchise Fees   | 1,190,000          |                   |                   |                   |                     |                | 1,190,000           |
| • License and Permits  | 1,100,900          |                   | 220,000           |                   |                     |                | 1,320,900           |
| • Intergovernmental  | 2,063,988          |                   | 31,000            |                   |                     |                | 2,094,988           |
| • Charges for Services   | 669,500            |                   | 617,175           |                   |                     |                | 1,286,675           |
| • Fines and Forfeits   | 515,000            |                   |                   |                   |                     |                | 515,000             |
| • Grants and Donations   | 350,000            |                   | 79,200            |                   |                     |                | 429,200             |
| • Investment Income  | 679,350            |                   | 84,150            |                   |                     |                | 763,500             |
| • Miscellaneous  | 45,000             |                   | 157,000           |                   |                     |                | 202,000             |
| • Transfers In   | 4,335,949          | 955,000           | 9,090,960         |                   |                     |                | 14,381,909          |
| • Public Utility   |                    |                   |                   | 8,315,000         | 9,212,500           |                | 17,527,500          |
| <b>Revenues and Transfers In Total:</b>                          | <b>20,588,861</b>  | <b>30,034,105</b> | <b>24,908,638</b> | <b>8,315,000</b>  | <b>9,212,500</b>    | <b>371,100</b> | <b>93,430,204</b>   |
| <b>Financial Uses</b>  |                    |                   |                   |                   |                     |                |                     |
| • General Government   | 6,407,113          |                   | 5,071,145         |                   |                     |                | 11,478,258          |
| • Public Safety  | 9,342,064          |                   | 3,099,161         |                   |                     |                | 12,441,225          |
| • Public Works   | 3,801,521          |                   |                   |                   |                     |                | 3,801,521           |
| • Public Transportation  | 386,000            |                   |                   |                   |                     |                | 386,000             |
| • Unallocated  |                    |                   |                   |                   |                     | 371,100        | 371,100             |
| • Public Utilities   |                    |                   |                   | 6,254,589         | 8,733,013           |                | 14,987,602          |
| • Capital Outlay   | 521,995            |                   | 480,000           | 175,000           | 674,500             |                | 1,851,495           |
| • Debt Service - Normal Redemption                               |                    | 16,415,629        |                   | 745,000           | -                   |                | 17,160,629          |
| • Debt Service - Interest and Fees                               |                    | 9,302,487         |                   | 343,966           | -                   |                | 9,646,453           |
| • Transfers Out  |                    |                   | 16,223,949        |                   | 187,000             |                | 16,410,949          |
| <b>Financial Uses Total:</b>                                     | <b>20,458,693</b>  | <b>25,718,116</b> | <b>24,874,255</b> | <b>7,518,555</b>  | <b>9,594,513</b>    | <b>371,100</b> | <b>88,535,232</b>   |
| Surplus (Deficit)  | 130,168            | 4,315,989         | 34,383            | 796,445           | (382,013)           | -              | 4,894,972           |
| Fund/Equity Balance - Beginning                                  | 27,985,177         | 49,718,634        | 38,094,371        | 5,421,651         | 5,665,904           | -              | 126,885,737         |
| Fund/Equity Balance - Ending                                     | 28,115,345         | 54,034,623        | 38,128,754        | 6,218,096         | 5,283,891           | -              | 131,780,709         |

## City of West Fargo, North Dakota - Preliminary 2021 Budget by Functional Area

|                            | Account     | 2019 Actual   | 2020 Budget   | 2020 Projected | 2021 Budget   | % Change |
|----------------------------|-------------|---------------|---------------|----------------|---------------|----------|
| <b>General Funds</b>       |             |               |               |                |               |          |
| • Court                    | 1000-412000 | \$ 537,260    | \$ 668,974    | \$ 606,317     | \$ 622,851    | -7%      |
| • Administration           | 1000-414000 | \$ 261,712    | \$ 317,216    | \$ 325,614     | \$ 445,175    | 40%      |
| • Finance                  | 1000-414100 | \$ 464,470    | \$ 468,451    | \$ 590,451     | \$ 474,965    | 1%       |
| • Assessor                 | 1000-414101 | \$ 505,950    | \$ 542,455    | \$ 531,364     | \$ 567,179    | 5%       |
| • Economic Development     | 1000-414102 | \$ 126,002    | \$ 231,043    | \$ 119,004     | \$ 227,882    | -1%      |
| • Human Resources          | 1000-414103 | \$ 274,732    | \$ 315,335    | \$ 371,401     | \$ 424,696    | 35%      |
| • Information Technology   | 1000-414104 | \$ 767,011    | \$ 597,528    | \$ 648,555     | \$ 635,887    | 6%       |
| • Engineering              | 1000-414200 | \$ 269,727    | \$ 487,699    | \$ 672,642     | \$ 719,924    | 48%      |
| • Non-Departmental         | 1000-415000 | \$ 1,690,077  | \$ 1,298,005  | \$ 1,314,222   | \$ 1,007,688  | -22%     |
| • Communications           | 1000-416200 | \$ 753        | \$ 383,005    | \$ 294,839     | \$ 396,368    | 3%       |
| • Planning                 | 1000-418000 | \$ 1,662,000  | \$ 1,888,053  | \$ 1,542,875   | \$ 1,547,497  | -18%     |
| • Police Department        | 1000-421000 | \$ 7,889,067  | \$ 9,060,852  | \$ 8,713,512   | \$ 9,498,034  | 5%       |
| • Streets                  | 1000-43000X | \$ 2,634,660  | \$ 2,799,829  | \$ 3,048,008   | \$ 2,919,205  | 4%       |
| • Public Works             | 1000-450000 |               |               | \$ 8,734       | \$ 197,649    | 0%       |
| • Buildings and Grounds    | 1000-455000 | \$ 381,293    | \$ 388,762    | \$ 424,606     | \$ 573,694    | 48%      |
| • Transfers Out            | 1000-521000 | \$ -          | \$ -          | \$ -           | \$ -          | 0%       |
| • Reserve                  | 1001-415000 | \$ 123,187    | \$ 436,815    | \$ 436,815     | \$ 200,000    | -54%     |
| <b>Total General Funds</b> |             | \$ 17,587,901 | \$ 19,884,022 | \$ 19,648,959  | \$ 20,458,694 | 3%       |

|   |             |              |              |              |              |     |
|---|-------------|--------------|--------------|--------------|--------------|-----|
| <b>Other Levied Special Funds</b>       |             |              |              |              |              |     |
| • City's Share of Specials              | 2030-490000 | \$ 196,765   | \$ 188,907   | \$ 188,907   | \$ 202,947   | 7%  |
| • Fire Department                       | 2060-415200 | \$ 2,311,413 | \$ 2,744,223 | \$ 3,023,067 | \$ 3,099,161 | 13% |
| • Library                               | 7000-411600 | \$ 1,372,400 | \$ 1,440,688 | \$ 1,371,922 | \$ 1,528,006 | 6%  |
| • Airport Authority                     | 7050-500000 | \$ 245,336   | \$ 176,150   | \$ 174,412   | \$ 176,150   | 0%  |
| <b>Total Other Levied Special Funds</b> |             | \$ 4,125,914 | \$ 4,549,968 | \$ 4,758,308 | \$ 5,006,264 | 10% |

|                           |  |               |               |               |               |    |
|---------------------------|--|---------------|---------------|---------------|---------------|----|
| <b>Total Levied Funds</b> |  | \$ 21,713,815 | \$ 24,433,990 | \$ 24,407,267 | \$ 25,464,958 | 4% |
|---------------------------|--|---------------|---------------|---------------|---------------|----|

| Special Funds                    |             |               |               |               |               |       |
|----------------------------------|-------------|---------------|---------------|---------------|---------------|-------|
| • Sales Tax                      | 2000-521000 | \$ 11,207,490 | \$ 10,287,400 | \$ 10,287,400 | \$ 8,400,000  | -18%  |
| • Park                           | 2050-451000 | \$ 851,249    | \$ 804,980    | \$ 804,980    | \$ 680,999    | -15%  |
| • Gaming Funds                   | 2110-521000 | \$ 3,200      | \$ 12,000     | \$ 12,000     | \$ -          | -100% |
| • Municipal Highway Fund         | 2130-510000 | \$ 1,602,187  | \$ 1,731,428  | \$ 1,731,428  | \$ 1,685,142  | -3%   |
| • Tourism and Events             | 2140, etc   | \$ 20,880     | \$ 32,750     | \$ 32,750     | \$ 14,500     | -56%  |
| • FM Convention Visitor's Bureau | 2141-411500 | \$ 320,564    | \$ 210,000    | \$ 210,000    | \$ 147,000    | -30%  |
| • Vector Control                 | 2200-427500 | \$ 128,584    | \$ 100,000    | \$ 115,000    | \$ 100,000    | 0%    |
| • Forestry                       | 2210-428000 | \$ 369,916    | \$ 357,474    | \$ 316,893    | \$ 284,085    | -21%  |
| • City Utility                   | 2230-454000 | \$ 219,108    | \$ 130,000    | \$ 130,000    | \$ 133,000    | 2%    |
| • Night to Unite                 | 2500-415000 | \$ 5,520      | \$ 5,200      | \$ 5,200      | \$ 5,000      | -4%   |
| • West Fest                      | 2800-415000 | \$ 30,559     | \$ 26,500     | \$ 26,500     | \$ 26,500     | 0%    |
| • Cruise Night                   | 2900-415000 | \$ 15,294     | \$ 14,000     | \$ 14,000     | \$ 11,500     | -18%  |
| • Asset Forfeitures              | 2950-415000 | \$ 77,025     | \$ 30,000     | \$ 30,000     | \$ 30,000     | 0%    |
| • Economic Development           | 2960-411900 | \$ 1,382,292  | \$ 2,459,053  | \$ 2,459,053  | \$ 1,830,264  | -26%  |
| • Capital Improvements           | 2970-480000 | \$ 3,674,740  | \$ 7,960,550  | \$ 7,960,550  | \$ 6,435,000  | -19%  |
| • South Facilities Hookup        | 2980-480000 | \$ 27,720     | \$ 50,000     | \$ 50,000     | \$ 50,000     | 0%    |
| <b>Total Special Funds</b>       |             | \$ 19,936,328 | \$ 24,211,335 | \$ 24,185,754 | \$ 19,832,990 | -18%  |

| Debt Service   |        |               |               |               |               |     |
|----------------|--------|---------------|---------------|---------------|---------------|-----|
| • Debt Service | 3000's | \$ 38,951,561 | \$ 26,513,531 | \$ 26,513,531 | \$ 25,718,116 | -3% |

| Proprietary Funds                  |             |               |               |               |               |     |
|------------------------------------|-------------|---------------|---------------|---------------|---------------|-----|
| • Health and Sanitation Enterprise | 6010-450200 | \$ 3,746,419  | \$ 4,052,278  | \$ 3,756,643  | \$ 4,964,610  | 23% |
| • Water Enterprise                 | 6020-450000 | \$ 6,971,417  | \$ 7,858,291  | \$ 8,161,304  | \$ 7,518,555  | -4% |
| • Sewer Enterprise                 | 6025-450000 | \$ 1,284,933  | \$ 3,388,903  | \$ 2,647,599  | \$ 4,629,903  | 37% |
| <b>Total Proprietary Funds</b>     |             | \$ 12,002,769 | \$ 15,299,472 | \$ 14,565,546 | \$ 17,113,068 | 12% |

| Tree Planting   |             |           |            |            |           |      |
|-----------------|-------------|-----------|------------|------------|-----------|------|
| • Tree Planting | 5000-422000 | \$ 26,120 | \$ 200,000 | \$ 200,000 | \$ 35,000 | -83% |

| WF Park District Districts   |             |            |            |            |            |  |
|------------------------------|-------------|------------|------------|------------|------------|--|
| • WF Park District Districts | 8XXX-451000 | \$ 449,249 | \$ 371,100 | \$ 371,100 | \$ 371,100 |  |

|                        |  |               |               |               |               |     |
|------------------------|--|---------------|---------------|---------------|---------------|-----|
| <b>Total All Funds</b> |  | \$ 93,079,842 | \$ 91,029,428 | \$ 90,243,198 | \$ 88,535,232 | -3% |
|------------------------|--|---------------|---------------|---------------|---------------|-----|

## City of West Fargo, North Dakota - Mill Levy Overview

### Mill Value

| 2020 |               | 2021 |               | Change from Prior Year |              |
|------|---------------|------|---------------|------------------------|--------------|
| Mill | Value         | Mill | Value         | Mill                   | Value Change |
| 1.00 | \$ 173,566.00 | 1.00 | \$ 186,500.00 | 1.00                   | \$ 12,934.00 |

### Mill Levy Schedule

| Funds               | 2020         |                      | 2021         |                      | Change from Prior Year |                     |
|---------------------|--------------|----------------------|--------------|----------------------|------------------------|---------------------|
|                     | Mills        | Total \$             | Base Mills   | Total \$             | Mills                  | Total \$            |
| • General Fund      | 53.93        | \$ 9,360,413         | 52.00        | \$ 9,698,000         | (1.93)                 | \$ 337,587          |
| • Share of Specials | 1.13         | \$ 196,129           | 1.13         | \$ 210,745           | -                      | \$ 14,616           |
| • Fire              | 15.51        | \$ 2,692,008         | 16.51        | \$ 3,079,115         | 1.00                   | \$ 387,107          |
| • Library           | 6.48         | \$ 1,124,707         | 7.48         | \$ 1,395,020         | 1.00                   | \$ 270,313          |
| • Airport           | 0.93         | \$ 161,417           | 0.86         | \$ 160,390           | (0.07)                 | \$ (1,027)          |
| <b>Totals</b>       | <b>77.98</b> | <b>\$ 13,534,674</b> | <b>77.98</b> | <b>\$ 14,543,270</b> | <b>0.00</b>            | <b>\$ 1,008,596</b> |

### Mill Levy Increase Impacts

|  |         |
|--|---------|
|  | 0.00    |
| • Increase for owner per \$100,000 of property value | \$ 0.00 |
| • Increase for owner per \$200,000 of property value | \$ 0.00 |
| • Increase for owner per \$300,000 of property value | \$ 0.00 |
| • Increase for owner per \$400,000 of property value | \$ 0.00 |

## City of West Fargo, North Dakota - Budget 2021 Property Tax/Mill Levy

| Mills                 | 2016 Actual  | 2017 Actual  | 2018 Actual  | 2019 Actual  | 2020 Actual  | 2021 Requested |
|-----------------------|--------------|--------------|--------------|--------------|--------------|----------------|
| General Fund          | 57.28        | 53.16        | 53.49        | 54.07        | 53.93        | 52.00          |
| Share of Specials     | 1.00         | 0.85         | 0.83         | 0.79         | 1.13         | 1.13           |
| Building & Technology | 4.25         | -            | -            | -            | -            | -              |
| Fire                  | 6.74         | 5.68         | 10.53        | 11.94        | 15.51        | 16.51          |
| Library               | 9.40         | 9.29         | 7.28         | 5.49         | 6.48         | 7.48           |
| Airport               | 1.41         | 1.26         | 0.95         | 0.93         | 0.93         | 0.86           |
| <b>Totals</b>         | <b>80.08</b> | <b>70.24</b> | <b>73.08</b> | <b>73.22</b> | <b>77.98</b> | <b>77.98</b>   |

|                               |               |               |             |             |             |          |
|-------------------------------|---------------|---------------|-------------|-------------|-------------|----------|
| <b>Change from Prior Year</b> | <b>(4.97)</b> | <b>(9.84)</b> | <b>2.84</b> | <b>0.14</b> | <b>4.76</b> | <b>-</b> |
|-------------------------------|---------------|---------------|-------------|-------------|-------------|----------|

| Dollars               | 2016 Actual         | 2017 Actual         | 2018 Actual          | 2019 Actual          | 2020 Actual          | 2021 Requested       |
|-----------------------|---------------------|---------------------|----------------------|----------------------|----------------------|----------------------|
| General Fund          | \$ 6,514,913        | \$ 7,458,082        | \$ 8,343,028         | \$ 8,961,601         | \$ 9,360,413         | \$ 9,698,000         |
| Share of Specials     | 113,738             | 119,251             | 129,333              | 130,935              | 196,129              | 210,745              |
| Building & Technology | 483,387             | -                   | -                    | -                    | -                    | -                    |
| Fire                  | 766,594             | 796,876             | 1,640,819            | 1,978,944            | 2,692,008            | 3,079,115            |
| Library               | 1,069,137           | 1,303,341           | 1,134,393            | 909,916              | 1,124,707            | 1,395,020            |
| Airport               | 160,371             | 176,772             | 148,032              | 154,139              | 161,417              | 160,390              |
| <b>Totals</b>         | <b>\$ 9,108,140</b> | <b>\$ 9,854,322</b> | <b>\$ 11,395,605</b> | <b>\$ 12,135,535</b> | <b>\$ 13,534,674</b> | <b>\$ 14,543,270</b> |

|                               |                   |                   |                     |                   |                     |                     |
|-------------------------------|-------------------|-------------------|---------------------|-------------------|---------------------|---------------------|
| <b>Change from Prior Year</b> | <b>\$ 697,460</b> | <b>\$ 746,182</b> | <b>\$ 1,541,283</b> | <b>\$ 739,930</b> | <b>\$ 1,399,139</b> | <b>\$ 1,008,596</b> |
|-------------------------------|-------------------|-------------------|---------------------|-------------------|---------------------|---------------------|

# Mill Levy Funds

- Municipal Court
- Administration
- Finance
- Assessor
- Economic Development
- Human Resources
- Information Technology
- Engineering
- Non-Departmental
- Communications
- Planning
- Police Department
- Streets
- Public Works
- Building & Grounds
- Fire Department
- Library
- Airport

| MUNICIPAL COURT (1000-412000)  | 2019 Actual       | 2020 Budget       | 2020 Projected    | 2021 Budget       |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|
| 110 Salaries                   | 77,838            | 165,358           | 108,940           | 121,572           |
| 111 Judge Salaries             | 48,960            | 49,939            | 49,939            | 50,938            |
| 220 Social Security            | 9,225             | 12,650            | 11,477            | 13,197            |
| 230 Retirement                 | 11,244            | 17,613            | 16,590            | 18,552            |
| 240 Workforce Safety Insurance | 115               | 531               | 1,606             | 341               |
| 304 Interpreter Service        | 359               | 750               | 750               | 750               |
| 309 Alternate Judge Salaries   | 2,090             | 5,000             | 5,000             | 5,000             |
| 310 Court Appointed Attorneys  | 51,660            | 57,000            | 57,000            | 57,000            |
| 311 Attorney - County Court    | -                 | 15,000            | 15,000            | 15,000            |
| 312 Attorney                   | 311,217           | 300,000           | 300,000           | 300,000           |
| 320 Health Insurance           | 12,973            | 31,633            | 25,225            | 30,001            |
| 340 Travel & Education         | 384               | 1,500             | 500               | 1,500             |
| 410 Office Supplies            | 6,021             | 4,000             | 5,188             | 4,000             |
| 420 Operation & Maintenance    | 2,833             | 3,000             | 2,464             | 3,000             |
| 497 Technology                 | 829               | 5,000             | 5,000             | 500               |
| 740 Service Charges            |                   |                   | 1,500             | 1,500             |
|                                | <u>\$ 537,260</u> | <u>\$ 668,974</u> | <u>\$ 606,314</u> | <u>\$ 622,851</u> |

Number of FTE's

2

3

3

3

Does not include judge

| Administration (1000-414000)  | 2019 Actual       | 2020 Budget       | 2020 Projected    | 2021 Budget       |
|-------------------------------|-------------------|-------------------|-------------------|-------------------|
| 110 PERMANENT EMP SALARIES    | 190,918.00        | 202,571.00        | 222,666.00        | 320,199.00        |
| 220 SOCIAL SECURITY           | 13,579.00         | 15,497.00         | 16,188.00         | 24,495.00         |
| 230 RETIREMENT                | 28,107.00         | 30,912.00         | 29,224.00         | 48,862.00         |
| 240 WORKFORCE SAFETY INSURANC |                   | 932.00            | 2,819.00          | 720.00            |
| 320 HEALTH INSURANCE          | 18,857.00         | 23,029.00         | 22,192.00         | 40,679.00         |
| 340 TRAVEL & EDUCATION        | 7,828.00          | 12,975.00         | 12,975.00         | 3,000.00          |
| 356 TELEPHONE                 |                   | 2,200.00          | 1,100.00          | 1,100.00          |
| 410 OFFICE SUPPLIES           | 1,749.00          | 750.00            | 750.00            | 1,000.00          |
| 418 PROFESSIONAL SERVICES     |                   | 25,000.00         | 15,000.00         | 1,000.00          |
| 641 FURN & EQUIP < \$5,000    |                   | 350.00            | 900.00            | 1,500.00          |
| 831 MEMBERSHIPS & LICENSES    | 150.00            | -                 | -                 | 2,620.00          |
|                               | <u>261,712.00</u> | <u>317,216.00</u> | <u>325,614.00</u> | <u>445,175.00</u> |
| Number of FTE's               | 2.00              | 2.00              | 2.00              | 3.00              |
|                               |                   |                   |                   | 1 new position    |

| <b>FINANCE (1000-414100)</b> | <b>2019 Actual</b> | <b>2020 Budget</b> | <b>2020 Projected</b> | <b>2021 Budget</b> |
|------------------------------|--------------------|--------------------|-----------------------|--------------------|
| 110 Salaries                 | \$ 294,073         | \$ 310,544         | \$ 398,069            | \$ 424,404         |
| 220 Social Security          | 20,495             | 23,757             | 28,607                | 32,467             |
| 230 Retirement               | 43,455             | 47,389             | 59,605                | 64,764             |
| 240 Safety Insurance         | 462                | 1,428              | 4,322                 | 804                |
| 320 Health Insurance         | 38,855             | 48,218             | 61,343                | 69,607             |
| 340 Travel & Education       | 6,183              | 5,950              | 3,420                 | 4,190              |
| 356 Telephone                | 3,650              | 3,000              | 3,162                 | 3,000              |
| 360 Printing & Mailing       | 14,842             | 12,000             | 2,000                 | 15,000             |
| 410 Office Supplies          | 6,880              | 8,000              | 7,028                 | 8,000              |
| 420 Operations               | -                  | 2,500              | 1,500                 | 2,500              |
| 428 Contract Services        | 18,305             | -                  | 8,500                 | 750                |
| 497 Technology               | 9,303              | 4,000              | 4,000                 | 27,086             |
| 641 Furn & Equip < \$5,000   | 144                | 1,000              | 4,517                 | 1,000              |
| 667 Memberships              | 350                | 465                | 465                   | 175                |
| 740 Service Charges          | 6,956              | -                  | 3,713                 | 7,000              |
| 880 Cost Allocations         |                    |                    |                       | (185,782)          |
|                              | <u>\$ 464,470</u>  | <u>\$ 468,451</u>  | <u>\$ 590,451</u>     | <u>\$ 474,965</u>  |

Number of FTE's

5

5

5

7

Added 2 staff in 2020  
Accounting & Reception



| <b>ECONOMIC DEVELOPMENT (1000-414102)</b> | <b>2019 Actual</b> | <b>2021 Budget</b> | <b>2021 Budget</b> | <b>2021 Budget</b> |
|---|--------------------|--------------------|--------------------|--------------------|
| 110 Salaries                              | \$ 91,197          | \$ 149,427         | \$ 88,565          | \$ 150,748         |
| 220 Social Security                       | 6,859              | 11,431             | 6,744              | 11,532             |
| 230 Retirement                            | 11,532             | 22,803             | 12,744             | 23,004             |
| 240 Safety Insurance                      | 231                | 687                | 2,079              | 233                |
| 320 Health Insurance                      | 8,668              | 22,875             | 2,352              | 18,015             |
| 340 Travel & Education                    | 1,199              | 12,000             | 2,000              | 12,000             |
| 356 Telephone                             | 1,605              | 2,400              | 500                | 2,400              |
| 360 Printing & Mailing                    | 155                | 300                | 200                | 300                |
| 410 Office Supplies                       | 126                | 500                | 500                | 500                |
| 497 Technology                            | 842                | 720                | 720                | 1,250              |
| 500 Supplies                              | -                  | 400                | 100                | 400                |
| 602 Marketing                             | 2,524              | 5,000              | 1,000              | 5,000              |
| 667 Memberships                           | 575                | 2,500              | 1,500              | 2,500              |
|   | <u>\$ 126,002</u>  | <u>\$ 231,043</u>  | <u>\$ 119,004</u>  | <u>\$ 227,882</u>  |
| Number of FTE's                           | 2                  | 2                  | 2                  | 2                  |

| <b>HUMAN RESOURCES (1000-414103)</b> | <b>2019 Actual</b> | <b>2020 Budget</b> | <b>2020 Projected</b> | <b>2021 Budget</b> |
|--------------------------------------|--------------------|--------------------|-----------------------|--------------------|
| 110 Salaries                         | \$ 143,547         | \$ 147,950         | \$ 166,193            | \$ 192,462         |
| 220 Social Security                  | 9,650              | 11,318             | 11,832                | 14,723             |
| 230 Retirement                       | 21,277             | 22,577             | 23,899                | 29,370             |
| 240 Safety Insurance                 | 138                | 681                | 2,059                 | 300                |
| 307 Contract Services                | 11,689             | 7,600              | 12,480                | 18,200             |
| 312 Attorney                         | 8,229              |                    | 31,731                | 40,000             |
| 320 Health Insurance                 | 25,051             | 22,871             | 28,003                | 33,026             |
| 340 Travel & Education               | 24,030             | 19,800             | 13,800                | 14,350             |
| 356 Cell Phone Service               | -                  | 1,460              | 1,460                 | 1,500              |
| 360 Printing & Mailing               | 43                 | 500                | 500                   | 500                |
| 378 Employee Relations               | 12,326             | 12,000             | 12,000                | 15,000             |
| 399 Recruiting/Employment            | -                  | 500                | 2,880                 | 500                |
| 410 Office Supplies                  | 713                | 1,200              | 1,800                 | 1,900              |
| 418 Professional Services            | 500                | 500                | 500                   | 500                |
| 497 Technology                       | 11,982             | 62,608             | 58,494                | 56,095             |
| 641 Furn & Equip < \$5,000           | 2,228              | 500                | 500                   | 2,500              |
| 667 Memberships                      | 2,750              | 3,270              | 3,270                 | 3,770              |
|                                      | <u>\$ 274,732</u>  | <u>\$ 315,335</u>  | <u>\$ 371,401</u>     | <u>\$ 424,696</u>  |

Number of FTE's

2

2

2

3

Safety Coordinator

| <b>INFORMATION TECHNOLOGY (1000-414104)</b> | <b>2019 Actual</b> | <b>2020 Budget</b> | <b>2020 Projected</b> | <b>2021 Budget</b> |
|---|--------------------|--------------------|-----------------------|--------------------|
| 110 Salaries                                | \$ 224,709         | \$ 270,025         | \$ 277,424            | \$ 287,033         |
| 110 On-Call                                 |                    | 9,332              | 9,332                 | 11,123             |
| 220 Social Security                         | 16,602             | 20,657             | 20,144                | 22,672             |
| 230 Retirement                              | 31,322             | 41,206             | 38,307                | 43,801             |
| 240 Safety Insurance                        | 231                | 1,242              | 3,758                 | 466                |
| 320 Health Insurance                        | 16,980             | 51,890             | 28,667                | 38,516             |
| 340 Travel & Education                      | 19,724             | 7,500              | 2,500                 | 10,000             |
| 356 Telephone                               | 1,714              | 2,400              | 2,400                 | 2,400              |
| 410 Office Supplies                         | 5,181              | 2,000              | 1,800                 | 2,000              |
| 497 Technology                              | 450,489            | 187,776            | 260,660               | 216,876            |
| 640 Furniture and Equipment                 |                    | 2,500              | 2,563                 |                    |
| 667 Memberships                             |                    | 1,000              | 1,000                 | 1,000              |
|   | <u>\$ 767,011</u>  | <u>\$ 597,528</u>  | <u>\$ 648,555</u>     | <u>\$ 635,887</u>  |
| Number of FTE's                             | 3                  | 4                  | 4                     | 4                  |

| ENGINEERING (1000-414200) |                       | 2019 Actual       | 2020 Budget       | 2020 Projected    | 2021 Budget       |
|---------------------------|-----------------------|-------------------|-------------------|-------------------|-------------------|
| 110                       | Salaries              | 126,981           | \$ 285,168        | \$ 422,368        | \$ 604,786        |
| 220                       | Social Security       | 8,997             | 21,815            | 30,232            | 46,266            |
| 230                       | Retirement            | 18,948            | 43,517            | 59,177            | 92,290            |
| 240                       | Safety Insurance      |                   | 1,311             | 4,306             | 4,499             |
| 307                       | Contract Services     | 18,502            | 50,000            | 65,000            | -                 |
| 313                       | Engineering           | 13,905            |                   |                   | 40,000            |
| 320                       | Health Insurance      | 15,156            | 55,488            | 55,326            | 113,494           |
| 340                       | Travel & Education    | 1,525             | 9,400             | 1,200             | 10,100            |
| 356                       | Telephone             | 705               | 2,400             | 2,765             | 4,800             |
| 360                       | Printing & Mailing    |                   | 4,000             | 4,000             | -                 |
| 410                       | Office Supplies       | 621               | 2,000             | 2,500             | 2,000             |
| 418                       | Professional Services | 2,750             | 1,500             | 1,500             | 10,000            |
| 497                       | Technology            | 5,563             | 5,000             | 15,400            | 4,559             |
| 640                       | Equipment             | 12,764            | 5,000             | 8,254             | 3,000             |
| 667                       | Memberships           | 202               | 1,100             | 614               | 1,350             |
| 880                       | Cost Allocation       | -                 | -                 | -                 | (217,220)         |
|                           |                       | <u>\$ 269,427</u> | <u>\$ 487,699</u> | <u>\$ 672,642</u> | <u>\$ 719,924</u> |

Number of FTE's

3.5

3.5

9

5 FTE moved from  
water in 2020

| NON-DEPARTMENTAL (1000-415000) | 2019 Actual         | 2020 Budget         | 2020 Projected      | 2021 Budget         |
|--------------------------------|---------------------|---------------------|---------------------|---------------------|
| 110 Salaries                   | \$ 346,315          | \$ 127,816          | \$ 151,464          | \$ -                |
| 205 Advertising                | 2,319               | 2,000               | 2,000               | 2,000               |
| 220 Social Security            | 30,066              | 14,952              | 15,770              | 5,167               |
| 240 Safety Insurance           | 231                 | 588                 | 1,778               | 588                 |
| 312 Attorney                   | 144,009             | 240,000             | 178,200             | 160,000             |
| 323 Liability Insurance        | 105,925             | 110,000             | 93,044              | 110,000             |
| 340 Travel & Education         | 15,054              | 10,000              | 1,500               | 20,000              |
| 342 Commissioner Salaries      | 65,646              | 67,639              | 60,964              | 67,543              |
| 344 Publication of Minutes     | 5,039               | 7,500               | 5,900               | 7,500               |
| 351 Lights/Electricity         | 184,194             | 70,000              | 159,369             | 40,000              |
| 352 Heat                       | -                   | 30,000              | -                   | 30,000              |
| 356 Telephone                  | 6,442               | 7,000               | 6,222               | 7,000               |
| 360 Printing & Mailing         | 4,323               | 2,000               | 1,562               | 2,000               |
| 362 Pioneer Ad                 | 750                 | 800                 | 800                 | 800                 |
| 369 Audit Fees                 | 27,500              | 28,000              | 30,000              | 32,000              |
| 371 League Dues                | 30,705              | 15,000              | 15,579              | 15,000              |
| 374 Senior Citizens Center     | 40,915              | 42,000              | 42,000              | 43,050              |
| 375 Public Relations           | 2,697               | 2,000               | 2,000               | 2,000               |
| 376 Public Transit             | 347,189             | 386,000             | 386,000             | 386,000             |
| 410 Office Supplies            | 1,233               | 1,000               | 1,000               | 1,000               |
| 420 Operation & Maintenance    | 8,552               | 15,000              | 15,000              | 15,000              |
| 428 Service Agreements         | 125                 | 20,000              | 1,100               | 20,000              |
| 455 Cultural Diversity         | 4,893               | 4,893               | 4,893               | 5,040               |
| 639 Safety Expenses            | -                   | 1,000               | 1,000               | 1,000               |
| 658 Family Health              | 20,000              | 20,000              | 20,000              | 20,000              |
| 666 Arts Council               | 10,000              | 10,000              | 10,000              | 10,000              |
| 679 Chamber of Commerce        | 1,170               | 2,000               | 1,300               | 2,000               |
| 831 Memberships & Licenses     | 25                  | 1,000               | 1,000               | 1,000               |
| 945 National Night Out         | -                   | 2,000               | 2,000               | 2,000               |
|                                | <u>\$ 1,690,077</u> | <u>\$ 1,298,005</u> | <u>\$ 1,314,222</u> | <u>\$ 1,007,688</u> |

Number of FTE's

4

2

2

0

Emergency Management  
 Coord moved to Fire &  
 1 to Admin

| <b>COMMUNICATIONS (1000-416200)</b> | <b>2019 Actual</b> | <b>2020 Budget</b> | <b>2020 Projected</b> | <b>2021 Budget</b> |
|-------------------------------------|--------------------|--------------------|-----------------------|--------------------|
| 110 Salaries                        | \$ -               | \$ 173,618         | \$ 153,225            | \$ 183,244         |
| 220 Social Security                 | -                  | 13,282             | 11,285                | 14,018             |
| 230 Retirement                      | -                  | 26,464             | 22,464                | 27,963             |
| 240 Safety Insurance                | -                  | 799                | 2,416                 | 349                |
| 245 Corporate Education             | 399                | 7,500              | 4,015                 | 2,500              |
| 320 Health Insurance                | -                  | 23,008             | 15,000                | 8,347              |
| 340 Travel & Education              | -                  | 500                | 500                   | 7,500              |
| 356 Telephone                       | -                  | 2,560              | 2,560                 | 2,560              |
| 410 Office Supplies                 | -                  | 1,500              | 600                   | 500                |
| 440 Advertising                     | -                  | \$5,000            | \$5,000               | 5,000              |
| 497 Technology                      | 29                 | 14,814             | 14,814                | 22,327             |
| 602 Marketing                       | -                  | 111,000            | 60,000                | 120,000            |
| 641 Equipment                       | -                  | 2,000              | 2,000                 | 500                |
| 667 Memberships                     | 325                | 960                | 960                   | 1,560              |
|                                     | <u>\$ 753</u>      | <u>\$ 383,005</u>  | <u>\$ 294,839</u>     | <u>\$ 396,368</u>  |
| Number of FTE's                     | 2                  | 3                  | 3                     | 3                  |



| POLICE (1000-421000) |                                | 2019 Actual  | 2020 Budget  | 2020 Projected | 2021 Budget  |
|----------------------|--------------------------------|--------------|--------------|----------------|--------------|
| 110                  | Salaries                       | \$ 5,058,283 | \$ 5,591,774 | \$ 5,369,952   | \$ 5,468,304 |
| 110                  | Overtime Budget                |              |              |                | 257,300      |
| 110                  | Individual Retirement          |              |              |                | 118,000      |
| 110                  | Annual Sick Time Payout        |              |              |                | 38,000       |
| 220                  | Social Security                | 360,407      | 397,071      | 386,088        | 438,008      |
| 230                  | Retirement                     | 716,482      | 792,066      | 793,294        | 834,463      |
| 240                  | Workforce Safety Insurance     | 26,145       | 23,876       | 72,233         | 53,628       |
| 250                  | Unemployment                   | -            | 5,000        | 5,000          | 5,000        |
| 285                  | Crime Free Housing             | 200          | 900          | 900            | 500          |
| 320                  | Health Insurance               | 510,763      | 676,845      | 626,480        | 749,086      |
| 321                  | Property Insurance             |              | 26,400       | 28,097         | 26,400       |
| 323                  | Liability Insurance            | 452          | 2,500        | 2,567          | 2,800        |
| 356                  | Telephone                      | 65,671       | 74,500       | 55,157         | 73,500       |
| 360                  | Printing & Mailing             | 13,630       | 10,000       | 10,000         | 11,800       |
| 365                  | Special Investigations         | 11,189       | 11,200       | 11,200         | 15,600       |
| 373                  | In Service Training            | 125,638      | 155,000      | 155,000        | 151,000      |
| 375                  | Public Relations               | 14,613       | 21,300       | 21,300         | 22,200       |
| 387                  | Medical/Vaccines               | 248          | 3,200        | 3,200          | 1,800        |
| 396                  | Animals                        | 22,443       | 23,900       | 18,665         | 25,700       |
| 398                  | Prisoner Board Expenses        | 108,666      | 135,000      | 128,000        | 135,000      |
| 399                  | Recruitment/Employment Testing | 6,552        | 3,800        | 3,800          | 4,100        |
| 410                  | Office Supplies                | 13,660       | 15,800       | 13,800         | 15,800       |
| 415                  | Teletype & Paper               | 7,740        | 9,720        | 7,097          | 9,720        |
| 420                  | Operations & Maintenance       | 23,342       | 29,500       | 21,037         | 29,700       |
| 422                  | Uniforms                       | 39,907       | 49,900       | 43,000         | 45,900       |
| 424                  | Gas & Oil                      | 92,017       | 137,700      | 96,000         | 138,000      |
| 427                  | Repairs                        | 28,213       | 37,100       | 37,100         | 46,500       |
| 461                  | First Link                     | 5,000        | 10,000       | 10,000         | 10,000       |
| 489                  | Photographs                    | -            | 2,000        | 2,000          | 500          |
| 497                  | Technology                     | 133,687      | 191,700      | 169,445        | 209,525      |
| 502                  | Red River Children's Advo      | 4,000        | 4,000        | 4,000          | 4,000        |
| 505                  | Youthworks                     | 25,000       | 25,000       | 25,000         | 30,000       |
| 527                  | Utilities (Police Garage)      | 1,180        | 2,500        | 2,500          | 2,500        |
| 610                  | Vehicle Purchases              | 288,114      | 373,700      | 373,700        | 326,400      |
| 640                  | Furniture & Equipment          | 2,600        | 3,000        | 3,000          | -            |
| 641                  | Equipment - non Depreciated    | 56,668       | 111,200      | 111,200        | 106,650      |
| 660                  | Wrecker Fees                   | 804          | 3,000        | 3,000          | 2,000        |
| 667                  | Memberships                    |              |              |                | 6,850        |
| 831                  | Memberships & Licenses         | 6,112        | 7,100        | 7,100          | -            |

| <b>POLICE (1000-421000)</b> |                              | <b>2019 Actual</b>  | <b>2020 Budget</b>  | <b>2020 Projected</b> | <b>2021 Budget</b>  |
|-----------------------------|------------------------------|---------------------|---------------------|-----------------------|---------------------|
| 906                         | Drone Team                   |                     | 6,500               | 6,500                 | 6,500               |
| 915                         | K-9                          | 7,117               | 9,300               | 9,300                 | 9,300               |
| 978                         | Dive Rescue                  | 5,438               | 7,400               | 7,400                 | 7,400               |
| 979                         | Bomb/SWAT                    | 33,171              | 23,400              | 23,400                | 23,400              |
| 987                         | Weapons, Ammo, & Maintenance | 25,953              | 36,000              | 36,000                | 24,200              |
| 996                         | Physicals                    | 7,473               | 11,000              | 11,000                | 11,000              |
|                             |                              | <u>\$ 7,889,067</u> | <u>\$ 9,060,852</u> | <u>\$ 8,713,512</u>   | <u>\$ 9,498,034</u> |

Number of FTE's

74

78

78

79

New SRO

| STREET (1000-430000)             | 2019 Actual | 2020 Budget | 2020 Projected | 2021 Budget |
|----------------------------------|-------------|-------------|----------------|-------------|
| 110 Salaries                     | \$ 724,877  | \$ 689,624  | \$ 693,064     | \$ 489,115  |
| 110 Overtime                     | -           | 30,000      | -              | 30,000      |
| 114 Part-time Salaries           | -           | 18,500      | 18,752         | -           |
| 220 Social Security              | 50,205      | 55,051      | 50,103         | 39,712      |
| 230 Retirement                   | 85,660      | 105,237     | 89,629         | 74,369      |
| 240 Safety Insurance             | 11,540      | 3,172       | 9,597          | 11,400      |
| 307 Contract Services            | 545         |             | 241,980        | 11,500      |
| 320 Health Insurance             | 104,086     | 136,600     | 135,858        | 119,778     |
| 323 Liability Insurance          | -           | 10,000      | 10,000         | 10,000      |
| 340 Travel & Education           | 7,757       | 17,000      | 6,500          | 17,000      |
| 352 Heat                         | 2,093       | 2,000       | 2,503          | 2,000       |
| 356 Telephone                    | 1,053       | 1,000       | 1,235          | 1,000       |
| 358 Landscaping                  | 9,911       | 12,000      | 11,533         | 12,000      |
| 360 Printing & Mailing           | 117         | 1,000       | 750            | 1,000       |
| 373 Training                     | -           | -           | -              | -           |
| 377 Snow/Ice Treatment           | 152,596     | 160,000     | 120,000        | 160,000     |
| 381 Snow Removal/Mowing          | 29,608      | 20,000      | 15,000         | 20,000      |
| 382 Radio Repair                 | 125         | 1,000       | 1,000          | 1,000       |
| 387 Medical/Vaccines             | 55          | 1,000       | 100            | 1,000       |
| 391 Street Lighting              | 333,991     | 450,000     | 443,818        | -           |
| 392 Street Light Repair          | 45,909      | 30,000      | 52,873         | -           |
| 394 Gravel & Mix                 | 33,291      | 68,000      | 45,000         | 53,000      |
| 399 Recruitment/Employee Testing | 287         | 1,500       | 2,167          | 1,500       |
| 410 Office Supplies              | 681         | 4,000       | 1,800          | 4,000       |
| 422 Uniforms                     | 6,538       | 6,500       | 6,500          | 6,500       |
| 424 Gas & Oil                    | 158,311     | 120,000     | 117,437        | 120,000     |
| 427 Repairs                      | 13,009      | 60,000      | 65,000         | 60,000      |
| 432 Tools                        | 14,514      | 14,000      | 12,525         | 14,000      |
| 433 Shop Supplies                | 11,678      | 12,000      | 8,125          | 12,000      |
| 485 Street Sweeping              | 71,026      | 70,000      | 72,000         | 75,000      |
| 486 Street Striping              | 23,128      | 60,000      | 35,168         | 45,000      |
| 487 Signs/Signal Lights          | 56,235      | 50,000      | 95,000         | 50,000      |
| 488 Paint/Maintenance            | -           | 2,000       | 1,000          | 2,000       |

| STREET (1000-430000)          | 2019 Actual         | 2020 Budget         | 2020 Projected      | 2021 Budget         |
|-------------------------------|---------------------|---------------------|---------------------|---------------------|
| 490 Miscellaneous             | 840                 | 1,000               | 500                 | 1,000               |
| 497 Technology                | 854                 | 10,000              | 33,530              | -                   |
| 610 Purchase of Vehicles      |                     |                     |                     | 48,000              |
| 639 Safety Expenses           | 6,700               | 10,000              | 10,000              | 10,000              |
| 641 Equipment-Non Depreciated |                     |                     | 750                 | 5,000               |
| 653 Capital Improvements      | 11,780              | 50,000              | 43,293              | 50,000              |
| 657 Equipment Lease           | 375,256             | 412,645             | 412,645             | 469,886             |
| 667 Memberships & Licenses    | 10                  | 6,000               | 10                  | 6,000               |
| 722 Street Repairs            | 54,895              | 60,000              | 59,741              | 60,000              |
| 751 Pub/Tech Manuals/Software | 407                 | 3,000               | 1,000               | 3,000               |
| 870 Capitalized Assets        | 169,063             | 24,000              | 93,079              | 51,095              |
| 913 Tire Purchase & Repair    | 2,479               | 12,000              | 11,964              | 12,000              |
|                               | <u>\$ 2,634,660</u> | <u>\$ 2,799,829</u> | <u>\$ 3,048,008</u> | <u>\$ 2,159,855</u> |

Number of FTE's

13

14

14

9

Moved 5 FTE  
to Right of Way

| RIGHT OF WAY -ROW (1000-430001) |                           | 2019 Actual | 2020 Budget | 2020 Projected              | 2021 Budget       |
|---------------------------------|---------------------------|-------------|-------------|-----------------------------|-------------------|
| 110                             | Salaries                  |             |             |                             | \$ 178,501        |
| 114                             | Part-time Salaries        |             |             |                             | 80,000            |
| 220                             | Social Security           |             |             |                             | 19,775            |
| 230                             | Retirement                |             |             |                             | 27,239            |
| 240                             | Safety Insurance          |             |             |                             | 4,834             |
| 320                             | Health Insurance          |             |             |                             | 23,651            |
| 358                             | Landscaping               |             |             |                             | 32,000            |
| 427                             | Repairs                   |             |             |                             | 10,000            |
| 432                             | Tools                     |             |             |                             | 5,000             |
| 641                             | Equipment-Non Depreciated |             |             |                             | 10,000            |
| 913                             | Tire Purchase & Repair    |             |             |                             | 1,500             |
|                                 |                           | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u>                 | <u>\$ 392,500</u> |
|                                 | Number of FTE's           | 0           | 0           | 0                           | 5                 |
|                                 |                           |             |             | Moved 5 FTE<br>from Streets |                   |

| <b>STREET LIGHTS (1000-430002)</b> |                     | <b>2019 Actual</b> | <b>2020 Budget</b> | <b>2020 Projected</b> | <b>2021 Budget</b> |
|------------------------------------|---------------------|--------------------|--------------------|-----------------------|--------------------|
| 391                                | Street Lighting     |                    |                    |                       | 296,850            |
| 392                                | Street Light Repair |                    |                    |                       | 30,000             |
| 427                                | Repairs             |                    |                    |                       | 10,000             |
| 487                                | Signs/Signal Lights |                    |                    |                       | 30,000             |
|                                    |                     | <u>\$ -</u>        | <u>\$ -</u>        | <u>\$ -</u>           | <u>\$ 366,850</u>  |
|                                    | Number of FTE's     | 0                  | 0                  | 0                     | 0                  |



| <b>BUILDINGS AND GROUNDS (1000-455000)</b> | <b>2019 Actual</b> | <b>2020 Budget</b> | <b>2020 Projected</b> | <b>2021 Budget</b> |
|--|--------------------|--------------------|-----------------------|--------------------|
| 110 Salaries                               | \$ 133,908         | \$ 125,000         | \$ 163,616            | \$ 453,802         |
| 220 Social Security                        | 8,797              | 10,000             | 11,291                | 34,716             |
| 230 Retirement                             | 19,039             | 19,000             | 22,633                | 69,250             |
| 240 Workforce Safety Insurance             |                    |                    | 1,842                 | 11,626             |
| 307 Contract Services                      | 104,539            | 110,000            | 113,586               | 122,000            |
| 320 Health Insurance                       | 27,463             | 30,000             | 34,095                | 106,355            |
| 340 Travel & Education                     | 3,591              | 3,000              | 3,400                 | 10,000             |
| 352 Heat                                   | -                  | 1,000              | 1,000                 | 1,000              |
| 356 Telephone                              | 1,487              | 2,000              | 1,325                 | 3,000              |
| 358 Landscaping                            | 93                 | 5,000              | 4,500                 | 5,000              |
| 360 Printing & Mailing                     | -                  | 500                | 500                   | 500                |
| 387 Medical/Vaccines                       | -                  | 500                | 500                   | 500                |
| 420 Operation & Maintenance                | 33,698             | 63,000             | 45,000                | 67,000             |
| 424 Gas and Oil                            |                    |                    |                       | 10,000             |
| 427 Repairs                                |                    |                    |                       | 10,000             |
| 432 Tools                                  | 1,202              | 4,000              | 3,625                 | 10,000             |
| 500 Supplies                               | 7,116              | 10,000             | 12,693                | 25,000             |
| 610 Purchase of Vehicles                   |                    |                    |                       | 31,500             |
| 641 Equipment-Non Depreciated              |                    |                    | -                     | 5,000              |
| 751 Pub/tech manuals/software              |                    |                    |                       | 4,000              |
| 802 Building Repair                        | 900                | 4,500              | 4,500                 | 5,000              |
| 870 Capitalized Assets - Over \$5,000      |                    |                    |                       | 15,000             |
| 880 Cost Allocation                        | -                  | -                  | -                     | (426,555)          |
|  | <u>\$ 381,293</u>  | <u>\$ 388,762</u>  | <u>\$ 424,606</u>     | <u>\$ 573,694</u>  |

Number of FTE's

2

3

3

4

1 from Sanitation

| <b>FIRE (2060-415200)</b> |                                | <b>2019 Actual</b>  | <b>2020 Budget</b>  | <b>2020 Projected</b> | <b>2021 Budget</b>  |
|---------------------------|--------------------------------|---------------------|---------------------|-----------------------|---------------------|
| <i>Expenses</i>           |                                |                     |                     |                       |                     |
| 110                       | Salary                         | 1,155,784.04        | \$ 1,447,740        | \$ 1,590,911          | \$ 1,466,228        |
| 114                       | Part Time Salaries             | 185,909.58          |                     |                       | 220,000             |
| 220                       | Social Security                | 96,147.89           | 110,752             | 115,252               | 128,996             |
| 230                       | Retirement                     | 157,894.96          | 220,925             | 188,175               | 223,746             |
| 240                       | Workforce Safety Insurance     | 9,231.69            | 6,660               | 20,148                | 38,995              |
| 320                       | Health Insurance               | 135,059.57          | 186,807             | 198,718               | 233,208             |
| 323                       | Liability Insurance            | 1,201.37            | 27,500              | 32,271                | 27,500              |
| 340                       | Education & Travel             | 135.00              | 65,380              | 76,780                | 88,785              |
| 356                       | Telephone                      | 6,840.45            |                     | 8,994                 | 2,643               |
| 360                       | Misc Printing/Mailing          | 188.50              | 8,380               | 2,493                 | 1,000               |
| 375                       | Public Relations               |                     | 9,800               | 7,500                 | 8,000               |
| 387                       | Medical/Vaccines               |                     | 18,900              | 11,283                | 18,900              |
| 399                       | Recruitment/Employment Testing | 2,860.00            |                     | 200                   | 2,000               |
| 410                       | Office Supplies                | 8.05                | 1,500               | 5,408                 | 6,780               |
| 420                       | Operations & Maintenance       | 2,434.23            | 14,349              | 11,185                | 10,788              |
| 422                       | Uniforms                       |                     | 15,625              | 15,625                | 17,600              |
| 424                       | Gas and Oil                    |                     | 25,639              | 25,639                | 38,280              |
| 427                       | Repairs                        |                     | 40,664              | 33,107                | 51,454              |
| 440                       | Advertising                    |                     | 2,000               | 2,000                 | 2,000               |
| 497                       | Technology                     | (19,959.67)         | 12,849              | 25,525                | 19,629              |
| 500                       | Supplies                       |                     | 10,000              | 12,700                | 10,000              |
| 527                       | Utilities                      |                     | 54,815              | 33,189                | 63,134              |
| 610                       | Vehicle Purchases-Depreciated  |                     | 105,000             | 199,483               | -                   |
| 640                       | Furniture & Equipment          |                     | 1,850               | 102,354               | 1,850               |
| 641                       | Equipment- Non Depreciated     |                     | 72,000              | 20,482                | 79,000              |
| 657                       | Equipment Lease                |                     | 189,295             | 189,295               | 189,295             |
| 667                       | Memberships                    |                     | 890                 | 890                   | 1,890               |
| 710                       | Principal                      |                     | 84,960              | 84,960                | 84,960              |
| 802                       | Building Repair                | -                   | 9,943               | 8,500                 | 10,000              |
| 864                       | Equipment over \$5,000         |                     |                     |                       | 52,500              |
| <b>Total Expenses</b>     |                                | <b>\$ 2,311,413</b> | <b>\$ 2,744,223</b> | <b>\$ 3,023,067</b>   | <b>\$ 3,099,161</b> |

|                |                   |          |              |              |              |
|----------------|-------------------|----------|--------------|--------------|--------------|
| <i>Revenue</i> |                   |          |              |              |              |
| 310001         | Mill Levy         |          | \$ 2,690,754 | \$ 2,690,754 | \$ 3,079,115 |
| 310002         | Levy Discounts    |          | (99,558)     | (99,558)     | (113,927)    |
| 320000         | License & Permits |          | 5,000        | 5,000        | 5,000        |
| 360000         | Misc. Revenues    | \$ 2,508 | 90,000       | 90,000       | 90,000       |

| <b>FIRE (2060-415200)</b>              | <b>2019 Actual</b>    | <b>2020 Budget</b>  | <b>2020 Projected</b> | <b>2021 Budget</b>                             |
|--|-----------------------|---------------------|-----------------------|--|
| 363400 Grant from WF Rural Fire Assoc. | -                     | -                   | -                     | 38,000   |
| Total Revenues                         | <u>\$ 17,834</u>      | <u>\$ 2,686,196</u> | <u>\$ 2,686,196</u>   | <u>\$ 3,098,188</u>                            |
| <i>Fire Department Net</i>             | <u>\$ (2,293,580)</u> | <u>\$ (58,027)</u>  | <u>\$ (336,871)</u>   | <u>\$ (973)</u>                                |
| Number of FTE's                        |                       | 21                  | 21                    | 22   |
|  |                       |                     |                       | Emergency Mgmt<br>Coord moved from<br>Non-Dept |

| LIBRARY (7000-411600)                | 2019 Actual         | 2020 Budget         | 2020 Projected      | 2021 Budget         |
|--------------------------------------|---------------------|---------------------|---------------------|---------------------|
| <i>Expenses</i>                      |                     |                     |                     |                     |
| 110 Salaries                         | \$ 613,727          | \$ 608,944          | \$ 691,963          | \$ 683,521          |
| 114 Part-time Salaries               | 118,534             | 121,413             | 20,500              | 124,365             |
| 220 Social Security                  | 54,150              | 55,872              | 52,925              | 61,803              |
| 230 Retirement                       | 84,019              | 91,727              | 85,898              | 96,223              |
| 240 Workforce Safety Insurance       | 1,022               | 3,360               | 10,164              | 1,865               |
| 245 Corporate Education              | 2,179               | 3,000               | 600                 | -                   |
| 312 Attorney                         | -                   | 1,000               | 1,000               | 1,000               |
| 250 Unemployment                     | -                   | 1,000               | 500                 | 1,000               |
| 320 Health Insurance                 | 53,173              | 76,888              | 61,447              | 101,995             |
| 333 Building Rental                  | 143,880             | 144,000             | 130,500             | 151,800             |
| 340 Travel & Education               | 5,126               | 2,980               | 2,980               | 7,050               |
| 356 Telephone                        | -                   | 2,400               | 2,400               | 6,650               |
| 360 Miscellaneous Printing & Mailing | 5,842               | 9,245               | 8,600               | 7,000               |
| 387 Medical and Vaccines             | -                   | 500                 | 500                 | 500                 |
| 399 Recruitment                      | 1,897               | 3,000               | 1,000               | 3,000               |
| 410 Office Supplies                  | 14,821              | 18,000              | 16,000              | 15,000              |
| 428 Service Agreement Contracts      | 14,597              | 17,500              | 14,500              | 11,955              |
| 497 Technology                       | 55,592              | 51,962              | 51,962              | 25,199              |
| 640 Furniture & Equipment            | 7,962               | 17,500              | 17,500              | 7,762               |
| 644 Postal Meter Rent                | 1,173               | 1,500               | 1,200               | 1,200               |
| 648 Professional Publications        | 1,632               | 1,200               | 1,200               | 1,200               |
| 649 Programming                      | 8,587               | 11,000              | 11,000              | 11,000              |
| 650 Electronic Resources             | 27,002              | 30,250              | 28,136              | 36,000              |
| 662 Books                            | 94,492              | 100,750             | 100,750             | 100,750             |
| 663 Magazines                        | 5,928               | 6,500               | 6,500               | 6,500               |
| 664 Audio and Video                  | 23,041              | 31,500              | 24,500              | 31,500              |
| 667 Memberships                      | 886                 | 1,247               | 1,247               | 3,218               |
| 669 Insurance                        | 858                 | 1,750               | 1,750               | 1,750               |
| 672 Emergency Medical Supplies       | 245                 | 250                 | 250                 | 250                 |
| 673 Cleaning Supplies                | 349                 | 500                 | 500                 | 500                 |
| 689 Promotional Activities           | 9,609               | 11,400              | 11,400              | 11,400              |
| 750 Miscellaneous                    | 703                 | 750                 | 750                 | 750                 |
| 901 Cataloguing                      | 2,064               | 2,300               | 2,300               | 2,300               |
| 903 History Room                     | 1,818               | 2,500               | 2,500               |                     |
| 994 ODIN                             | 7,003               | 7,000               | 7,000               | 12,000              |
|                                      | <u>\$ 1,372,400</u> | <u>\$ 1,440,688</u> | <u>\$ 1,371,922</u> | <u>\$ 1,528,006</u> |

| LIBRARY (7000-411600)       | 2019 Actual         | 2020 Budget         | 2020 Projected      | 2021 Budget         |
|-----------------------------|---------------------|---------------------|---------------------|---------------------|
| <i>Revenue</i>              |                     |                     |                     |                     |
| 310001 Taxes                | \$ 1,093,593        | \$ 1,081,616        | \$ 1,081,616        | \$ 1,395,020        |
| 310002 Levy Discounts       |                     |                     |                     | \$ (51,616)         |
| 335600 Intergovernmental    | 35,154              | -                   | -                   | 31,000              |
| 345200 Charges for Services | 471                 | 500                 | 500                 | 500                 |
| 360000 Miscellaneous        | 35,505              | 21,200              | 21,200              | 16,000              |
| 375000 Pledges              | 2,823               | 2,000               | 2,000               | 2,000               |
|                             | <u>\$ 1,167,546</u> | <u>\$ 1,105,316</u> | <u>\$ 1,105,316</u> | <u>\$ 1,392,904</u> |
| Number of FTE's             | 9                   | 10                  | 11                  | 12                  |
| Number of PTE's             | 14                  | 14                  | 12                  | 12                  |

| <b>AIRPORT (7050)</b>           | <b>2019 Actual</b> | <b>2020 Budget</b> | <b>2020 Projected</b> | <b>2021 Budget</b> |
|---------------------------------|--------------------|--------------------|-----------------------|--------------------|
| <i>Expenses</i>                 |                    |                    |                       |                    |
| 120 Salaries                    | \$ 600             | \$ 600             | \$ 600                | \$ 600             |
| 307 Contract Services           | 39,600             | 39,600             | 39,600                | 39,600             |
| 312 Attorney                    | -                  | 1,000              | -                     | 1,000              |
| 321 Property Insurance          | 756                | 750                | 750                   | 750                |
| 323 Liability Insurance         | 3,004              | 3,200              | 2,700                 | 3,200              |
| 340 Travel & Education          | -                  | -                  | -                     | 100                |
| 356 Telephone                   | 687                | 800                | 662                   | 800                |
| 360 Miscellaneous Printing      | 95                 | 200                | 100                   | 100                |
| 420 Operation & Maintenance     | 49,091             | 40,000             | 40,000                | 40,000             |
| 426 Machinery and Parts         | 10,641             | 5,000              | 5,000                 |                    |
| 657 Equipment Lease             |                    |                    |                       | 19,000             |
| 653 Capital Improvements        | 139,932            | 85,000             | 85,000                | 71,000             |
|                                 | <u>\$ 245,336</u>  | <u>\$ 176,150</u>  | <u>\$ 174,412</u>     | <u>\$ 176,150</u>  |
| <i>Revenue</i>                  |                    |                    |                       |                    |
| 310001 Property Taxes           | \$ 149,834         | \$ 155,472         | \$ 155,472            | \$ 155,472         |
| 360000 Miscellenous Revenue     | 841                | 21,000             | 21,000                | 21,000             |
| 383000 Transfer in From Reserve | -                  | -                  | -                     | -                  |
|                                 | <u>\$ 150,675</u>  | <u>\$ 176,472</u>  | <u>\$ 176,472</u>     | <u>\$ 176,472</u>  |

# SPECIAL REVENUE FUNDS

- Sales Tax
- Park
- Vector Control
- Forestry
- Tourism & Events

| <b>SALES TAX (2000-521000)</b> | <b>2018 Actual</b>   | <b>2019 Actual</b>   | <b>2020 Budget</b>   | <b>2020 Projected</b> | <b>2021 Budget</b>  |
|--------------------------------|----------------------|----------------------|----------------------|-----------------------|---------------------|
| <i>Expenses</i>                |                      |                      |                      |                       |                     |
| 890 Transfers Out              | <u>16,285,604</u>    | <u>16,285,604</u>    | <u>10,500,000</u>    | <u>10,000,000</u>     | <u>8,400,000</u>    |
| <i>Revenue</i>                 |                      |                      |                      |                       |                     |
| 312000 Sales Taxes             | \$ 10,387,248        | \$ 10,387,248        | \$ 10,500,000        | \$ 10,000,000         | \$ 8,400,000        |
| 361000 Miscellenous Revenue    | <u>45,037</u>        | <u>45,037</u>        | <u>35,000</u>        | <u>10,000</u>         | <u>18,000</u>       |
|                                | <u>\$ 10,432,285</u> | <u>\$ 10,432,285</u> | <u>\$ 10,535,000</u> | <u>\$ 10,010,000</u>  | <u>\$ 8,418,000</u> |

| ECONOMIC DEVELOPMENT (2960) | 2019 Actual | 2020 Budget | 2020 Projected | 2021 Budget |
|-----------------------------|-------------|-------------|----------------|-------------|
| SALES TAX (411900 & 521000) |             |             |                |             |

*Expenses*

|                                   |                  |                  |                  |                  |
|-----------------------------------|------------------|------------------|------------------|------------------|
| 312 Attorney                      | 31,505           | 20,000           | 20,000           | 20,000           |
| 313 Engineering                   | 9,861            | 10,000           | 10,000           | 10,000           |
| 360 Misc. Printing & Mailing      |                  | 3,000            | 3,000            | 3,000            |
| 416 Economic Development          | 1,061,056        | 1,520,010        | 1,520,010        | 998,457          |
| 418 Professional Services         | 66,037           | 15,000           | 15,000           | 15,000           |
| 654 Grant Money Purchases         | 1,514            | -                | -                | -                |
| 654 Incentive Program Grants-Econ | 62,868           | 600,000          | 525,000          | 525,000          |
|                                   | <u>1,232,841</u> | <u>2,168,010</u> | <u>2,093,010</u> | <u>1,571,457</u> |
| 521000 OTHER EXPENSES             |                  |                  |                  |                  |
| 890 Transfer Out                  | <u>149,452</u>   | <u>291,043</u>   | <u>291,043</u>   | <u>258,807</u>   |

*Revenue*

|                                   |                     |                     |                     |                     |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|
| 360800 Rent                       | \$ 40,000           | \$ 10,000           | \$ 10,000           | \$ 20,000           |
| 361000 Interest                   | -                   | 5,000               | 5,000               | 2,500               |
| 366000 Contributions from Private | 193,710             | -                   | -                   | -                   |
| 366110 Sponsorship-Naming Rights  | 30,000              | -                   | -                   | -                   |
| 383000 Transfer In                | <u>2,801,872</u>    | <u>2,571,850</u>    | <u>2,571,850</u>    | <u>2,100,000</u>    |
| Total Revenue                     | <u>\$ 3,065,582</u> | <u>\$ 2,586,850</u> | <u>\$ 2,586,850</u> | <u>\$ 2,122,500</u> |
| Net                               | <u>\$ 1,683,289</u> | <u>\$ 127,797</u>   | <u>\$ 202,797</u>   | <u>\$ 292,236</u>   |

| CAPITAL IMPROVEMENTS (2970) |                               | 2019 Actual         | 2020 Budget         | 2020 Projected      | 2021 Budget         |
|-----------------------------|-------------------------------|---------------------|---------------------|---------------------|---------------------|
| SALES TAX (480000 & 521000) |                               |                     |                     |                     |                     |
| <i>Expenses</i>             |                               |                     |                     |                     |                     |
| 307                         | Contract Services             | 1,600               | -                   | -                   | 5,000               |
| 313                         | Engineering                   | 261,189             | -                   | -                   | 195,000             |
| 475                         | Land & Real Property Purchase | 8,000               | -                   | -                   | -                   |
| 653                         | Capital Improvements          | 25,209              | 250,000             | 250,000             | 350,000             |
| 670                         | Construction in Progress      | 601                 | -                   | -                   | -                   |
| 724                         | Consulting/Testing Fees       | 1,173               | -                   | -                   | -                   |
| 975                         | Pavement Management           | 7,853               | -                   | -                   | 5,000               |
|                             |                               | <u>305,625</u>      | <u>250,000</u>      | <u>250,000</u>      | <u>555,000</u>      |
| 521000                      | OTHER EXPENSES                |                     |                     |                     |                     |
| 890                         | Transfer Out                  | <u>448,358</u>      | <u>7,710,550</u>    | <u>7,710,550</u>    | <u>5,940,000</u>    |
| <i>Revenue</i>              |                               |                     |                     |                     |                     |
| 318000                      | Special Assessments           | \$ 40,595           | \$ 30,000           | \$ 30,000           | \$ 30,000           |
| 361000                      | Interest                      | \$ -                | 100,000             | 100,000             | 50,000              |
| 369450                      | Over-Dimensional Vehicle Perm | \$ 158,410          | 115,000             | 115,000             | 115,000             |
| 383000                      | Transfer In                   | <u>8,405,590</u>    | <u>7,715,550</u>    | <u>7,715,550</u>    | <u>6,300,000</u>    |
|                             | Total Revenue                 | <u>\$ 8,604,595</u> | <u>\$ 7,960,550</u> | <u>\$ 7,960,550</u> | <u>\$ 6,495,000</u> |
| Net                         |                               | <u>\$ 7,850,612</u> | <u>\$ -</u>         | <u>\$ -</u>         | <u>\$ -</u>         |

| <b>PARK (2050-451000)</b> | <b>2019 Actual</b> | <b>2020 Budget</b> | <b>2020 Projected</b> | <b>2021 Budget</b> | <b>% Change</b> |
|---------------------------|--------------------|--------------------|-----------------------|--------------------|-----------------|
|---------------------------|--------------------|--------------------|-----------------------|--------------------|-----------------|

*Expenses*

|                        |                   |                   |                   |                   |     |
|------------------------|-------------------|-------------------|-------------------|-------------------|-----|
| 992 Share of State Aid | \$ <u>851,249</u> | \$ <u>804,980</u> | \$ <u>804,980</u> | \$ <u>680,999</u> | 80% |
|------------------------|-------------------|-------------------|-------------------|-------------------|-----|

*Revenue*

|                          |                   |                   |                   |                   |     |
|--------------------------|-------------------|-------------------|-------------------|-------------------|-----|
| 335600 State Aid Revenue | \$ <u>851,249</u> | \$ <u>804,980</u> | \$ <u>804,980</u> | \$ <u>680,999</u> | 80% |
|--------------------------|-------------------|-------------------|-------------------|-------------------|-----|

| VECTOR CONTROL (2200-427500) | 2019 Actual | 2020 Budget | 2020 Projected | 2021 Budget |
|------------------------------|-------------|-------------|----------------|-------------|
|------------------------------|-------------|-------------|----------------|-------------|

Expenses

|                      |            |            |            |            |
|----------------------|------------|------------|------------|------------|
| 395 Mosquito Control | \$ 128,584 | \$ 100,000 | \$ 115,000 | \$ 100,000 |
|----------------------|------------|------------|------------|------------|

Revenue

|                           |           |            |            |            |
|---------------------------|-----------|------------|------------|------------|
| 342200 Vector Collections | \$ 94,999 | \$ 100,000 | \$ 100,000 | \$ 100,000 |
|---------------------------|-----------|------------|------------|------------|

| FORESTRY (2210-428000) | 2019 Actual | 2020 Budget | 2020 Projected | 2021 Budget |
|------------------------|-------------|-------------|----------------|-------------|
|------------------------|-------------|-------------|----------------|-------------|

Expenses

|                                     |                   |                   |                   |                   |
|-------------------------------------|-------------------|-------------------|-------------------|-------------------|
| 110 Salaries                        | \$ 78,879         | \$ 80,000         | \$ 96,124         | \$ 101,627        |
| 110 Overtime                        |                   | 1,224             | -                 | 1,000             |
| 114 Part Time Salaries              | 86,862            | 100,000           | 78,000            | 20,000            |
| 220 Social Security                 | 12,400            | 6,100             | 7,292             | 9,381             |
| 230 Retirement                      | 11,517            | 12,100            | 14,289            | 15,508            |
| 240 Work Force Safety Insurance     | 3,000             | -                 | 1,340             | 2,468             |
| 320 Health Insurance                | 1,567             | 2,000             | 3,300             | 1,171             |
| 340 Travel & Education              | 2,252             | 10,500            | 2,000             | 11,500            |
| 358 Landscaping                     | 13,750            | 15,000            | 12,000            | 8,000             |
| 360 Miscellaneous Printing          | 527               | 3,000             | 2,000             | 4,000             |
| 375 Public Participation/outreach   | -                 | -                 | -                 | 2,000             |
| 387 Medical/Vaccines                | -                 | 1,000             | 100               | 1,000             |
| 399 Recruiting                      | 2,191             | 1,000             | 290               | 1,000             |
| 410 Office Supplies                 | 346               | 250               | 450               | 500               |
| 426 Machinery Parts                 | 2,605             | 3,500             | 2,600             | 3,500             |
| 427 Repairs                         | 4,591             | 1,500             | 1,400             | 1,500             |
| 432 Tools                           |                   |                   | 1,621             | 1,500             |
| 446 Tree Purchase                   | 37,641            | 20,000            | 16,215            | 35,000            |
| 487 Signs/Signal Lights             | 888               | 300               | 300               | 300               |
| 641 Equipment - non depreciated     | 6,695             | 9,000             | 2,225             | 5,000             |
| 657 Equipment Lease                 | 40,050            | 54,000            | 54,000            | 46,091            |
| 667 Memberships                     | 525               | 500               | 640               | 540               |
| 758 Tree Removal Fee                | -                 | 5,000             | 3,857             | 5,000             |
| 870 Capitalized Assets over \$5,000 | 39,390            | 31,500            | 16,850            | 6,500             |
|                                     | <u>\$ 369,916</u> | <u>\$ 357,474</u> | <u>\$ 316,893</u> | <u>\$ 284,085</u> |

Revenue

|                      |                   |                   |                   |                   |
|----------------------|-------------------|-------------------|-------------------|-------------------|
| 342500 Forestry      | \$ 117,577        | \$ 100,000        | \$ 98,000         | \$ 298,000        |
| 360000 Miscellaneous | -                 | 2,500             | 2,500             | 2,500             |
|                      | <u>\$ 117,577</u> | <u>\$ 102,500</u> | <u>\$ 100,500</u> | <u>\$ 300,500</u> |

|                 |      |      |      |      |
|-----------------|------|------|------|------|
| Number of FTE's | 1.00 | 2.00 | 2.00 | 2.00 |
|-----------------|------|------|------|------|

| <b>TREE PLANTING (5000-422000)</b> |                | <b>2019 Actual</b> | <b>2020 Budget</b>  | <b>2020 Projected</b> | <b>2021 Budget</b> |
|------------------------------------|----------------|--------------------|---------------------|-----------------------|--------------------|
| <i>Expenses</i>                    |                |                    |                     |                       |                    |
| 490                                | Miscellaneous  | <u>26,120</u>      | <u>-</u>            | <u>28,000</u>         | <u>35,000</u>      |
|                                    |                | <u>26,120</u>      | <u>-</u>            | <u>28,000</u>         | <u>35,000</u>      |
| 521000                             | OTHER EXPENSES |                    |                     |                       |                    |
| 890                                | Transfer Out   | <u>-</u>           | <u>200,000</u>      | <u>200,000</u>        | <u>-</u>           |
| <i>Revenue</i>                     |                |                    |                     |                       |                    |
| 361500                             | Fees           | <u>84,000</u>      | <u>-</u>            | <u>84,000</u>         | <u>84,000</u>      |
|                                    | Total Revenue  | <u>\$ 84,000</u>   | <u>\$ -</u>         | <u>\$ 84,000</u>      | <u>\$ 84,000</u>   |
| Net                                |                | <u>\$ 57,880</u>   | <u>\$ (200,000)</u> | <u>\$ (144,000)</u>   | <u>\$ 49,000</u>   |

| <b>TOURISM AND EVENTS</b>                                |                  | <b>Fund 2900</b>    | <b>Fund 2800</b> | <b>Fund 2805</b>           | <b>Fund 2810</b>   | <b>Fund 2820</b>   | <b>Total Funds</b> |
|--|------------------|---------------------|------------------|----------------------------|--------------------|--------------------|--------------------|
|  | <b>Acct Code</b> | <b>Cruise Night</b> | <b>West Fest</b> | <b>Taste of West Fargo</b> | <b>Arts Social</b> | <b>Street Fair</b> |                    |
| <u>Revenues:</u>   |                  |                     |                  |                            |                    |                    |                    |
| Interest   | 361000           |                     |                  |                            |                    |                    | 0                  |
| Sponsorships   | 360100           | 12,000              | 17,000           |                            |                    | 5,000              | 34,000             |
| Parade Participation Fees                                | 375300           |                     | 8,000            |                            |                    |                    | 8,000              |
| Softball Registration                                    | 375400           |                     | 1,375            |                            |                    |                    | 1,375              |
| Vendor Fees  | 382000           | 2,000               | 1,300            |                            |                    | 5,000              | 8,300              |
| Ticket Sales   | 336400           |                     |                  | 2,500                      |                    |                    | 2,500              |
| <b>Total Revenues</b>                                    |                  | <b>14,000</b>       | <b>27,675</b>    | <b>2,500</b>               | <b>0</b>           | <b>10,000</b>      | <b>54,175</b>      |
| <u>Expenditures: (456000)</u>                            |                  |                     |                  |                            |                    |                    |                    |
| Advertising  | 440              | 4,300               | 7,000            | 1,000                      | 1,000              | 5,000              | 18,300             |
| Donations  | 300              |                     |                  |                            |                    |                    | 0                  |
| Misc Printing & Mailing                                  | 360              | 500                 | 500              | 500                        |                    |                    | 1,500              |
| Culture & Recreation                                     | 517              | 6,700               | 19,000           | 500                        | 1,500              | 5,000              | 32,700             |
| <b>Total Expenditures</b>                                |                  | <b>11,500</b>       | <b>26,500</b>    | <b>2,000</b>               | <b>2,500</b>       | <b>10,000</b>      | <b>52,500</b>      |
| <b>Excess (Deficiency) of Revenues Over Expenditures</b> |                  | <b>2,500</b>        | <b>1,175</b>     | <b>500</b>                 | <b>(2,500)</b>     | <b>0</b>           | <b>1,675</b>       |
| <u>Other Financing Sources (Uses):</u>                   |                  |                     |                  |                            |                    |                    |                    |
| Transfers in   | 383000           |                     |                  |                            | 2,500              | 5,000              | 7,500              |
|  |                  |                     |                  |                            |                    |                    | 7,500              |
| <b>Net Change in Fund Balances</b>                       |                  | <b>2,500</b>        | <b>1,175</b>     | <b>500</b>                 | <b>(2,500)</b>     | <b>0</b>           | <b>9,175</b>       |
| Fund Balances - January 1, 2020                          |                  | 8,040               | 25,556           | 500                        | (50)               | 4,561              | 38,606             |
| Project Fund Reserve for 2021                            |                  | 7,500               | 15,000           | 500                        | 250                | 5,000              |                    |
| Project Fund Reserve for 2022                            |                  | 7,500               | 15,000           | 500                        | 250                | 5,000              |                    |
| <b>Fund Balances End or Period</b>                       |                  | <b>10,540</b>       | <b>26,731</b>    | <b>1,000</b>               | <b>(2,550)</b>     | <b>4,561</b>       | <b>40,281</b>      |

# DEBT SERVICE

| DEBT SERVICE (3XXX-490000) |                                      |   | 318000     | 710        | 720        | 740      |
|----------------------------|--------------------------------------|---|------------|------------|------------|----------|
| Fund                       | Description                          |   | Revenue    | Principal  | Interest   | Fees     |
| 3339                       | RIB 2011C                            | x | \$ 580,000 | \$ 380,000 | \$ 202,260 | \$ 1,232 |
| 3340                       | RIB 2011B                            |   | 200,000    |            |            |          |
| 3341                       | RIB 2011A                            |   | 200,000    |            |            |          |
| <b>3344</b>                | 2006 Sidewalk                        |   | 7,000      |            |            |          |
| 3349                       | RIB 2019A/RIB 2008C                  |   | 407,500    | 465,000    | 45,570     | 612      |
| 3360                       | RIB 2012B                            |   | 301,500    | 595,000    | 5,504      | 1,172    |
| 3368                       | GO 2009                              |   | 955,000    | 810,000    | 144,248    | 1,004    |
| 3369                       | NDPFA 2009                           |   | 27,000     | 15,000     | 20,047     | 133      |
| 3370                       | RIB 2019A/RIB 2009C                  |   | 400,000    | 350,000    | 126,809    | 612      |
| <b>3371</b>                | RIB 2010 A (refund of 2003E & 2004A) |   | 605,000    |            |            |          |
| 3372                       | RIB 2010B                            |   | 388,000    | 280,000    | 136,359    | 1,228    |
| 3375                       | RIB 2012A                            |   | 910,000    | 660,000    | 294,809    | 1,232    |
| 3376                       | 2012 Sidewalk                        |   | 12,500     | 20,000     | 675        | 1,226    |
| <b>3377</b>                | RIB 2012C (Ref 2006B & 2005D)        |   | 735,000    |            |            |          |
| 3378                       | RIB 2012D                            |   | 2,368,000  | 1,485,000  | 627,220    | 1,236    |
| 3381                       | RIB 2013A                            |   | 1,015,000  | 695,000    | 284,100    | 1,236    |
| 3382                       | RIB 2013B                            |   | 910,000    | 600,000    | 335,434    | 1,240    |
| <b>3383</b>                | 2012 Sidewalk District (6050)        |   | 29,000     |            |            |          |
| 3384                       | RIB 2014A                            |   | 1,225,000  | 815,000    | 392,100    | 1,240    |
| 3385                       | RIB 2014B                            |   | 1,510,000  | 910,000    | 515,985    | 1,244    |
| 3386                       | RIB 2015A                            |   | 2,100,000  | 1,225,000  | 802,125    | 1,248    |
| 3387                       | RIB 2015B                            |   | 1,830,000  | 1,050,000  | 660,600    | 1,248    |
| 3388                       | RIB 2016A                            |   | 2,100,000  | 1,280,000  | 708,394    | 1,252    |
| 3389                       | RIB 2017A                            |   | 3,660,000  | 1,165,000  | 1,302,038  | 1,256    |
| 3389                       | Definitive Warrants 2017 \$10M       |   |            | 335,567    | 173,040    | -        |
|                            | Fund Total                           |   | 3,660,000  | 1,500,567  | 1,475,078  | 1,256    |
| 3391                       | 2018A Refunding                      |   | 1,775,000  | 1,285,000  | 60,875     | 1,180    |

| <b>DEBT SERVICE (3XXX-490000)</b> |                                  | <b>318000</b>    | <b>710</b>       | <b>720</b>       | <b>740</b>   |
|-----------------------------------|----------------------------------|------------------|------------------|------------------|--------------|
| <b>Fund</b>                       | <b>Description</b>               | <b>Revenue</b>   | <b>Principal</b> | <b>Interest</b>  | <b>Fees</b>  |
| 3392                              | Definitive Warrants 2017 \$5M    |                  | 165,062          | 95,224           | -            |
| 3392                              | RIB 2018B                        | 1,400,000        | 900,000          | 1,166,288        | 1,260        |
|                                   | Fund Total                       | <u>1,400,000</u> | <u>1,065,062</u> | <u>1,261,512</u> | <u>1,260</u> |
| 3393                              | RIB 2019B                        | 2,060,000        | 890,000          | 1,168,119        | 1,180        |
| <b>3979</b>                       | TIF WF 2nd & 3rd                 | 95,000           |                  |                  |              |
| <b>3981</b>                       | TIF Sterling                     | 320,000          |                  |                  |              |
| <b>3982</b>                       | TIF Butler                       | 1,100,000        |                  |                  |              |
| 3983                              | TIF Titan                        | 550,000          | 40,000           | 10,155           | 1,238        |
| 3987                              | TIF Meadow Brook/Sandhills 2018) | <u>34,000</u>    |                  |                  |              |

| <b>Other Debt Service</b> |                              |  |                   |                |              |
|---------------------------|------------------------------|--|-------------------|----------------|--------------|
| <b>2060</b>               | South Fire Station Note      |  | 84,960            | -              |              |
| <b>2060</b>               | Fire engines financing Lease |  | 139,925           | 49,369         |              |
| 6020                      | W&S Rev Bonds of 2012        |  | 470,000           | 194,241        | 1,028        |
| 6020                      | W&S Rev Bonds of 2019        |  | 275,000           | 147,653        | 1,044        |
|                           |                              |  | <u>\$ 745,000</u> | <u>341,894</u> | <u>2,072</u> |

# ENTERPRISE/ UTILITY FUNDS

- Health & Sanitation Enterprise
- Water Enterprise
- Waste Water & Sewer Enterprise

| HEALTH AND SANITATION ENTERPRISE (6010-450200) | 2019 Actual | 2020 Budget | 2020 Projected | 2021 Budget |
|--|-------------|-------------|----------------|-------------|
|--|-------------|-------------|----------------|-------------|

Revenue

|                             |                     |                     |                     |                     |
|-----------------------------|---------------------|---------------------|---------------------|---------------------|
| 344200 Garbage Collections  | \$ 3,206,613        | \$ 3,377,839        | \$ 4,415,476        | \$ 3,377,839        |
| 344400 Inert Landfill       | 33,587              | 30,000              | 125,614             | 30,000              |
| 344600 Dumpster Collections | 162,757             | 1,179,480           | 247,412             | 1,179,480           |
| 344700 Tipping Fees         | 45,014              | 61,391              | 51,102              | 61,391              |
| 360000 Miscellaneous        | 14,942              | 7,500               | 7,500               | 7,500               |
| <b>Total Revenues</b>       | <b>\$ 3,462,913</b> | <b>\$ 4,656,210</b> | <b>\$ 4,847,104</b> | <b>\$ 4,656,210</b> |

Expenses

|                                  |            |            |            |            |
|----------------------------------|------------|------------|------------|------------|
| 110 Salaries                     | \$ 970,608 | \$ 861,141 | \$ 921,294 | \$ 910,342 |
| 110 Overtime                     | -          | 25,000     | -          | 25,000     |
| 220 Social Security              | 69,542     | 67,790     | 66,950     | 71,554     |
| 230 Retirement                   | 127,902    | 131,410    | 147,215    | 138,918    |
| 240 Workforce Safety Insurance   | 18,463     | 3,961      | 11,985     | 46,301     |
| 307 Contract Services            | 201        |            | 802        | 1,500      |
| 320 Health Insurance             | 125,588    | 163,792    | 140,236    | 156,715    |
| 323 Liability Insurance          | -          |            |            | 20,000     |
| 340 Travel and Education         | 100        | 4,000      | 500        | 9,000      |
| 352 Heat                         | 1,016      | 1,500      | 1,200      | 1,500      |
| 355 Landfill                     | 1,044,395  | 1,197,000  | 1,050,000  | 1,197,000  |
| 357 Non-Landfill Disposal        | -          | 12,000     | 12,000     | 12,000     |
| 360 Misc Printing and Mailing    | 2,098      | 4,000      | 2,000      | 3,000      |
| 386 License Fees                 | -          | 250        | 250        | 250        |
| 387 Medical/Vaccines             | -          | 2,000      | 100        | 2,000      |
| 399 Recruitment/Employee Testing | 1,349      | 500        | 1,218      | 500        |
| 410 Office Supplies              | 630        | 1,200      | 1,267      | 1,200      |
| 420 Operation & Maintenance      | 633        | 10,000     | 22,000     | 10,000     |
| 422 Uniforms                     | 6,527      | 9,000      | 6,896      | 9,000      |
| 424 Gas and Oil                  | 142,908    | 145,000    | 127,764    | 145,000    |
| 427 Repairs                      | 149,365    | 90,000     | 85,000     | 90,000     |
| 433 Shop Supplies                | 6,450      | 6,000      | 5,500      | 6,000      |
| 444 Property Damage-Repairs      | 1,137      |            |            | 1,000      |
| 490 Miscellaneous                | -          | 1,000      | 1,000      | 1,000      |

| <b>HEALTH AND SANITATION ENTERPRISE (6010-450200)</b> |                           | <b>2019 Actual</b>  | <b>2020 Budget</b>  | <b>2020 Projected</b> | <b>2021 Budget</b>  |
|---|---------------------------|---------------------|---------------------|-----------------------|---------------------|
| 639   | Safety Expenses           | 1,600               | 3,000               | 3,000                 | 3,000               |
| 641   | Equipment-non depreciated | 161                 | 13,000              | 13,000                | 13,000              |
| 657   | Leased Equipment          |                     |                     |                       | 110,205             |
| 665   | Dumpsters/Bins            | 46,264              | 42,000              | 43,572                | 66,000              |
| 870   | Capitalized Assets        | 52,951              | 180,000             | 52,950                | 553,500             |
| 880   | Cost Allocation           |                     |                     |                       | 389,125             |
| 912   | Clean up Week             |                     | 1,000               | -                     | 1,000               |
| 913   | Tire Purchases and Repair | 43,709              | 45,000              | 39,126                | 45,000              |
| 914   | Dumpster Repair           | 11,602              | 25,000              | 16,051                | 25,000              |
| 916   | Recycle Expense           | 893,421             | 775,000             | 934,000               | 900,000             |
| <b>Total Expenses</b>                                 |                           | <b>\$ 3,746,419</b> | <b>\$ 4,052,278</b> | <b>\$ 3,756,643</b>   | <b>\$ 4,964,610</b> |
| <b>Net Surplus/(Deficit)</b>                          |                           | <b>\$ (283,506)</b> | <b>\$ 603,932</b>   | <b>\$ 1,090,461</b>   | <b>\$ (308,400)</b> |

Number of FTE's

20

22

18

20

1 to Fleet/Facility

1 to Right of Way

| WATER ENTERPRISE (6020-450000) | 2019 Actual | 2020 Budget | 2020 Projected | 2021 Budget |
|--------------------------------|-------------|-------------|----------------|-------------|
|--------------------------------|-------------|-------------|----------------|-------------|

*Revenue*

|                                |                     |                     |                     |                     |
|--------------------------------|---------------------|---------------------|---------------------|---------------------|
| 321000 Fees                    | \$ 118,090          | \$ 120,000          | \$ 104,900          | \$ 120,000          |
| 347100 Water Charges           | 7,267,586           | 8,000,000           | 7,125,856           | 8,000,000           |
| 360000 Miscellaneous           | 62,171              | 70,000              | 60,000              | 70,000              |
| 360800 Rent                    | 20,255              | 20,000              | 23,100              | 20,000              |
| 368100 SE Cass Water Resources | 38,684              | 50,000              | 49,610              | 50,000              |
| 369300 Sump Pump Variance      | 38,363              | 40,000              | 35,000              | 40,000              |
| 369400 Permits                 | 12,285              | 15,000              | 15,000              | 15,000              |
| <b>Total Revenues</b>          | <b>\$ 7,621,949</b> | <b>\$ 8,442,000</b> | <b>\$ 7,413,466</b> | <b>\$ 8,315,000</b> |

*Expenses*

|                                |              |              |              |            |
|--------------------------------|--------------|--------------|--------------|------------|
| 110 Salaries                   | \$ 1,317,227 | \$ 1,377,938 | \$ 1,514,054 | \$ 635,883 |
| 110 Overtime                   |              | 30,000       |              | 30,000     |
| 209 Classified ads             | -            | 500          | 500          | 500        |
| 220 Social Security            | 93,826       | 109,122      | 112,843      | 50,940     |
| 230 Retirement                 | 176,775      | 210,273      | 194,499      | 97,036     |
| 240 Workforce Safety Insurance | 6,924        | 6,338        | 19,176       | 10,338     |
| 320 Health Insurance           | 154,267      | 211,882      | 213,416      | 123,524    |
| 323 Liability Insurance        | 150,292      | -            | -            | 10,000     |
| 335 Water Testing              | 21,263       | 40,000       | 35,000       | 40,000     |
| 340 Travel & Education         | 20,737       | 15,000       | 2,500        | 20,000     |
| 345 Water Purchases            | 3,029,003    | 3,800,000    | 3,713,728    | 3,800,000  |
| 351 Lights/Electricity         | 416,206      | -            | 355,478      | 225,000    |
| 356 Telephone                  | 37,173       | 23,000       | 37,057       | 23,000     |
| 360 Misc Printing & Mailing    | 100,041      | 93,000       | 88,990       | 93,000     |
| 382 Radio Repair               | -            | 500          | 500          | 500        |
| 387 Medical/Vaccines           | -            | 375          | 680          | 375        |
| 394 Gravel and Mix             | 2,191        | 40,000       | 25,000       | 40,000     |
| 399 Recruitment                | 1,127        | 500          | 1,323        | 500        |
| 410 Office Supplies            | 1,157        | 2,500        | 1,500        | 2,500      |
| 412 Locates                    | 15,432       | 20,000       | 15,500       | 20,000     |
| 420 Operation/Maintenance new  | 16           | 30,000       | 22,000       | 30,000     |
| 422 Uniforms                   | 4,583        | 4,625        | 4,600        | 4,625      |

| <b>WATER ENTERPRISE (6020-450000)</b> | <b>2019 Actual</b>  | <b>2020 Budget</b>  | <b>2020 Projected</b> | <b>2021 Budget</b>  |
|---------------------------------------|---------------------|---------------------|-----------------------|---------------------|
| 424 Gas and Oil                       | 87,782              | 85,000              | 60,223                | 85,000              |
| 427 Repairs                           | 47,794              | 65,000              | 49,000                | 65,000              |
| 430 Alarms/Scada                      | -                   | 15,000              | 5,000                 | 15,000              |
| 431 Lab Supplies                      | 260                 | 1,500               | 1,000                 | 1,500               |
| 432 Tools                             | 11,379              | 15,000              | 14,000                | 15,000              |
| 433 Shop Supplies                     | 7,610               | 13,000              | 9,000                 | 13,000              |
| 438 Repair to Water Lines             | 94,429              | 150,000             | 125,000               | 150,000             |
| 632 Repair/maintenance Water Towers   |                     |                     |                       | 10,000              |
| 610 Vehicles Purchased                |                     |                     |                       | 96,000              |
| 639 Safety Expenses                   | 5,417               | 8,000               | 7,500                 | 8,000               |
| 641 Equipment-Non Depreciated         | 6,920               | 4,500               | 4,500                 | 5,000               |
| 657 Equipment Lease                   | 20,025              | 20,025              | 20,025                | 20,025              |
| 667 Memberships                       | 3,888               | 9,000               | 5,000                 | 5,000               |
| 751 Pub/tech manuals/software         | 96                  | 3,250               | 3,250                 | 3,250               |
| 822 Fees for State Health Dept.       | 245                 | 2,500               | 2,500                 | 1,500               |
| 870 Capitalized Assets - Over \$5,000 | -                   | 55,000              | 62,290                | 175,000             |
| 880 Cost Allocation                   |                     |                     |                       | 499,593             |
| <b>Total Operating Expenses</b>       | <b>\$ 6,109,500</b> | <b>\$ 6,585,813</b> | <b>\$ 7,015,826</b>   | <b>\$ 6,429,589</b> |
| <i>Debt Services</i>                  |                     |                     |                       |                     |
| 710 Principal                         | 430,000             | 690,000             | 690,000               | 745,000             |
| 720 Interest                          | 430,271             | 580,406             | 453,406               | 341,894             |
| 740 Service Charges                   | 1,646               | 2,072               | 2,072                 | 2,072               |
| <b>Total Debt Service</b>             | <b>\$ 861,917</b>   | <b>\$ 1,272,478</b> | <b>\$ 1,145,478</b>   | <b>\$ 1,088,966</b> |
| <b>Total Expenses</b>                 | <b>\$ 6,971,417</b> | <b>\$ 7,858,291</b> | <b>\$ 8,161,304</b>   | <b>\$ 7,518,555</b> |
| <b>Net Surplus/(Deficit)</b>          | <b>\$ 650,532</b>   | <b>\$ 583,709</b>   | <b>\$ (747,838)</b>   | <b>\$ 796,445</b>   |

Number of FTE's

24

22

22

10

5 to Eng & 5 to PW  
2 to Fleet/Fac

| SEWER ENTERPRISE (6025-450000) | 2019 Actual | 2020 Budget | 2020 Projected | 2021 Budget |
|--------------------------------|-------------|-------------|----------------|-------------|
|--------------------------------|-------------|-------------|----------------|-------------|

Revenue

|                      |              |              |              |              |
|----------------------|--------------|--------------|--------------|--------------|
| 344100 Sewer Charges | 1,571,387    | 3,200,000    | 1,601,492    | 4,510,000    |
|                      | \$ 1,571,387 | \$ 3,200,000 | \$ 1,601,492 | \$ 4,510,000 |

Expenses

|                                |            |            |            |            |
|--------------------------------|------------|------------|------------|------------|
| 110 Salaries                   | \$ 444,820 | \$ 451,173 | \$ 438,392 | \$ 561,546 |
| 110 Overtime                   | -          | 35,000     | -          | 35,000     |
| 160 Lagoon misc.               | 1,391      | 35,000     | 15,000     | 70,000     |
| 209 Classified ads             | -          | 500        | 500        | 500        |
| 220 Social Security            | 31,752     | 37,900     | 31,937     | 45,636     |
| 230 Retirement                 | 51,425     | 68,849     | 69,003     | 85,692     |
| 240 Workforce Safety Insurance | 3,231      | 2,075      | 6,279      | 10,338     |
| 320 Health Insurance           | 52,822     | 78,671     | 54,617     | 93,413     |
| 321 Property Insurance         | 8,517      | 20,000     | 25,433     | 20,000     |
| 323 Liability Insurance        | -          | -          | -          | 10,000     |
| 335 Water Testing              | 27,973     | 12,000     | 15,000     | 12,000     |
| 340 Travel & Education         | 1,575      | 15,000     | 6,000      | 15,000     |
| 347 Sewer Treatment Purchases  | 173,292    | 1,250,000  | 1,196,964  | 1,916,250  |
| 351 Lights/Electricity         | -          | 460,000    | 75,000     | 225,000    |
| 352 Heat and Natural Gas       | -          | 40,000     | -          | 40,000     |
| 356 Telephone                  | -          | 13,500     | 10,000     | 13,500     |
| 360 Misc Printing & Mailing    | 3,305      | 5,000      | 4,500      | 5,000      |
| 382 Radio Repair               | -          | 500        | 500        | 500        |
| 387 Medical/Vaccines           | 392        | 375        | 375        | 375        |
| 394 Gravel and Mix             | -          | 25,000     | 10,000     | 25,000     |
| 410 Office Supplies            | 571        | 2,000      | 1,500      | 2,000      |
| 419 Operation/Maintenance new  | 1,005      | 10,000     | 1,500      | 10,000     |
| 422 Uniforms                   | 2,415      | 4,625      | 2,987      | 4,625      |
| 423 Chemicals                  | 119,281    | 75,000     | 102,617    | 105,000    |
| 424 Gas and Oil                | 20,355     | 67,750     | 15,452     | 67,750     |

| SEWER ENTERPRISE (6025-450000)  | 2019 Actual         | 2020 Budget         | 2020 Projected        | 2021 Budget         |
|---------------------------------|---------------------|---------------------|-----------------------|---------------------|
| 427 Repairs                     | 18,031              | 40,000              | 35,500                | 40,000              |
| 430 Alarms/Scada                | 15,285              | 50,000              | 31,026                | 30,000              |
| 431 Lab Supplies                | 1,952               | 1,500               | 1,000                 | 1,500               |
| 432 Tools                       | 14,407              | 15,000              | 12,000                | 15,000              |
| 433 Shop Supplies               | 8,585               | 10,000              | 9,000                 | 10,000              |
| 437 Repairs to Manholes         | 21,344              | 100,000             | 80,000                | 100,000             |
| 439 repair to Sewer Lines       | 11,313              | 40,000              | 32,000                | 40,000              |
| 490 Miscellaneous               | 1,478               | 2,500               | 2,500                 | 2,500               |
| 639 Safety Expenses             | 8,732               | 10,000              | 10,832                | 10,000              |
| 641 Equipment-Non Depreciated   | -                   | 26,000              | 20,000                | 26,000              |
| 657 Equipment Lease             | -                   | 75,500              | 75,500                | 76,027              |
| 667 Memberships                 | -                   | 5,000               | -                     | 5,000               |
| 751 Pub/tech manuals/software   | 419                 | 3,250               | 1,200                 | 3,250               |
| 822 Fees for State Health Dept. | -                   | 2,500               | 2,500                 | 2,500               |
| 825 Lift Station Repair         | 107,241             | 75,000              | 65,000                | 75,000              |
| 826 Storm sewer Lift station    | 2,772               | 40,000              | 35,000                | 40,000              |
| 827 Retention Pond Repair       | -                   | 30,000              | 20,000                | 30,000              |
| 870 Capitalized Assets          |                     |                     |                       | 121,000             |
| 880 Cost Allocation             |                     |                     |                       | 441,001             |
| 890 Transfers Out               |                     | 55,985              | 55,985                | 187,000             |
| <b>Total Expenses</b>           | <b>\$ 1,284,933</b> | <b>\$ 3,388,903</b> | <b>\$ 2,647,599</b>   | <b>\$ 4,629,903</b> |
| <b>Net Surplus/(Deficit)</b>    | <b>\$ 286,454</b>   | <b>\$ (188,903)</b> | <b>\$ (1,046,107)</b> | <b>\$ (119,903)</b> |

Number of FTE's

8

8

10

1 from Forestry &

1 from Non-Dept



## City Commission Agenda Item Request

Regular Agenda 12

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: \***

Tina Fisk

**Phone Number: \***

701-433-5300

**Email Address:**

**Date \***

7/31/2020

**Topic for Consent or Regular Agenda?**

Please select one option:

Consent Agenda

Regular Agenda

**Please Briefly Describe Your Request \***

Review and approve the naming rights agreement of the POW/MIA Plaza in the City of West Fargo.

**Site Address or Legal Description (if applicable)**

**Action Being Requested from City Commission \***

Review and approve the naming rights agreement of the POW/MIA Plaza in the City of West Fargo.

**Upload Additional Documentation (Optional):**

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**NAMING RIGHTS AGREEMENT**

**BY AND BETWEEN**  
**CITY OF WEST FARGO, NORTH DAKOTA**  
**AND**  
**ARTHUR W. JONES POST NO. 7564 VETERANS OF FOREIGN WARS OF THE**  
**UNITED STATES INCORPORATED**

**Dated as of \_\_\_\_\_, 2020**

**Relating to:**

**An agreement relating to the naming of the POW/MIA Plaza in the City of West Fargo.**

---

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

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## NAMING RIGHTS AGREEMENT

**THIS NAMING RIGHTS AGREEMENT** (the “Agreement”) is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2020 (the “Effective Date”), by and between City of West Fargo, North Dakota, a North Dakota municipal corporation, having an address of 800 4th Avenue East, Suite 1, West Fargo, North Dakota 58078 (the “City”), and Arthur W. Jones Post No. 7564 Veterans of Foreign Wars of the United States Incorporated, a North Dakota nonprofit corporation, having an address of 444 Sheyenne Street, Suite 101, West Fargo, North Dakota 58078 (“VFW”) (collectively, the City and the VFW, the “Parties”).

**WHEREAS**, the City has undertaken a redevelopment and revitalization project along Sheyenne Street in downtown West Fargo; and

**WHEREAS**, as part of such project, the City constructed a public plaza at 400 Sheyenne Street (the “Plaza”); and

**WHEREAS**, the VFW is located in the Sheyenne Plaza building, immediately adjacent to the Plaza, and it desires to have naming rights for the Plaza; and

**WHEREAS**, the City and the VFW therefore desire to enter into this Agreement regarding the naming rights for, and use of, the Plaza by the VFW.

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

### **ARTICLE I. DEFINITIONS AND INTERPRETATION**

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

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

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

**“City”** means the City of West Fargo, North Dakota, a North Dakota municipal corporation, having an address of 800 4th Avenue East, Suite 1, West Fargo, North Dakota 58078.

**“City Representative”** means the individual identified in Section 8.09.

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

**“Manager”** means the City or a Person hired by the City to manage the Plaza, as applicable.

**“Party”** means the City or the VFW, as the context requires, and its representatives, successors, and assigns.

**“Person”** means any individual (including the heirs, beneficiaries, executors, legal representatives, or administrators thereof), corporation, partnership, joint venture, trust, limited liability company, limited partnership, joint stock company, unincorporated association, or other entity or a governmental authority.

**“Plaza”** means the public plaza constructed at 400 Sheyenne Street, West Fargo, North Dakota. A diagram of the Plaza is attached hereto as Exhibit B.

**“VFW”** means Arthur W. Jones Post No. 7564 Veterans of Foreign Wars of the United States Incorporated, a North Dakota nonprofit corporation, with an address of 444 Sheyenne Street, Suite 101, West Fargo, North Dakota 58078.

**“VFW Representative”** means the individual identified in Section 8.09.

## **Section 1.02** INTERPRETATION.

(a) The headings of articles and sections are provided for convenience of reference only and will not affect the construction, meaning, or interpretation of this Agreement. Any and all exhibits to this Agreement are hereby incorporated by reference. The definition of terms herein shall apply equally to the singular and plural forms of the terms defined. Whenever the context may require, any pronoun shall include the corresponding masculine, feminine, and neuter forms. The words “include,” “includes,” and “including” shall be deemed to be followed by the phrase “without limitation.” The word “will” shall be construed to have the same meaning and effect as the word “shall.” Unless the context requires otherwise (i) any definition of or reference to any agreement, instrument, or other document herein shall be construed as referring to such agreement, instrument, or other document as from time to time amended, supplemented, or otherwise modified (subject to any restrictions on such amendments, supplements, or modifications as set forth herein), (ii) any reference herein to any person shall be construed to include such person’s permitted assigns, (iii) the words “herein,” “hereof,” and “hereunder,” and words of similar import, shall be

construed to refer to this Agreement in its entirety and not to any particular provision hereof, (iv) all references herein to articles, sections, exhibits, and schedules shall be construed to refer to articles and sections of, and exhibits and schedules to, this Agreement, and (v) the words “asset” and “property” shall be construed to have the same meaning and effect and to refer to any and all tangible and intangible assets and properties, including cash, securities, accounts, and contract rights. In the computation of periods of time from a specified date to a later specified date, the word “from” means “from and including” and the words “to” and “until” mean “to and including.”

(b) This Agreement is not to be interpreted or construed against the interests of a Party merely because that Party proposed this Agreement or some provision of it or because that Party relies on a provision of this Agreement to protect itself. The Parties acknowledge and agree that this Agreement has been prepared jointly by the Parties and has been the subject of arm’s length and careful negotiation, that each Party has been given the opportunity to independently review this Agreement with legal counsel, and that each Party has the requisite experience and sophistication to understand, interpret, and agree to the particular language of the provisions of this Agreement. Accordingly, in the event of an ambiguity in or dispute regarding the interpretation of this Agreement, this Agreement will not be interpreted or construed against the Party preparing it simply as a consequence of preparing it.

## **ARTICLE II. NAMING RIGHTS**

**Section 2.01** RIGHT AND NAME. Subject to the terms and conditions of this Agreement, the City hereby grants to the VFW the exclusive right to name the Plaza. The VFW acknowledges and accepts such right and provides that the name of the Plaza, during the term of this Agreement, shall be the POW/MIA Plaza. Following the termination of this Agreement, nothing precludes the City from renaming the Plaza.

**Section 2.02** PURCHASE PRICE. To purchase the rights set forth herein, the VFW will remit \$30,000 to the City Representative on or prior to the Effective Date and on or prior to each annual anniversary of the Effective Date thereafter for each year of the Initial Period. If the Parties extend the Agreement for the First Renewal Period, the VFW will remit \$40,000 to the City Representative on or prior to each annual anniversary of the Effective Date for each year of the First Renewal Period. If the Parties extend the Agreement for the Second Renewal Period, the VFW will remit \$50,000 to the City Representative on or prior to each annual anniversary of the Effective Date for each year of the Second Renewal Period.

**Section 2.03** PLAZA MONUMENT. The City is responsible for erecting a monument, as described on Exhibit A attached hereto, on the east side of the Plaza designating the Plaza as the POW/MIA Plaza. In the event such monument is ever damaged, the City will be responsible for repairing the monument at its sole expense unless the damage was caused by the VFW or during an event hosted by the VFW. Under those circumstances, the VFW will be responsible for repairing the monument at its sole expense.

**Section 2.04** OTHER SPONSORSHIPS. This Agreement is no way limits the ability of the City from gathering other sponsorships for the Plaza or from entering into other naming

agreements for individual elements of the Plaza. Additionally, this Agreement does not limit the ability of the City from holding or scheduling any other events in the Plaza.

**Section 2.05** PLAZA REVENUES. Except as set forth herein, this Agreement does not grant the VFW any rights to profit sharing or revenues from the Plaza.

### **ARTICLE III. PLAZA USE**

**Section 3.01** USE OF PLAZA. In exchange for the purchase of the naming rights, the VFW shall have the ability to utilize the Plaza for events two (2) times during a calendar month at no charge from the City. In the event the VFW does not hold two (2) events during a calendar month, it forfeits those use opportunities and may not carry those opportunities to subsequent months. The VFW must notify the Manager of its desire to host an event and coordinate the schedule of such with the Manager. The Manager will make a Good Faith effort for the VFW to host its event on a desired date, but the VFW will not be given preferential use over other users of the Plaza. If the VFW desires to host more than two (2) events during a calendar month in the Plaza, the Manager will require that the VFW rent the Plaza for the annual non-profit rate published by the Manager.

**Section 3.02** FOOD/BEVERAGE RIGHTS. During the VFW's use of the Plaza, it may provide its own food and beverages in accordance with Applicable Law and any policies or procedures set by the Manager. The VFW does not have exclusive food and beverage rights for the Plaza for other events held in the Plaza. Additionally, the VFW does not have the right to have food or beverages on the Plaza during periods in which the Plaza is not rented by the VFW.

**Section 3.03** EVENT PROMOTION. In the event the VFW is a promoter or a co-promoter of an event in the Plaza, it will have the opportunity to be exclusive but may solicit promotion assistance from the Manager at a cost to be determined by the Manager. The Manager may also promote any events in the Plaza, in its discretion, at no request from, or cost to, the VFW.

**Section 3.04** EVENT REVENUES AND LOSSES. The VFW will be entitled to keep any and all revenues earned from an event it hosts in the Plaza but will also be required to incur any and all losses. The City will not be entitled to any such revenues but will also not share in any losses resulting from an event.

**Section 3.05** EVENT RESTRICTIONS. The VFW must follow Applicable Law and any policies and procedures established by the Manager for the Plaza during its use of the Plaza. Prior to a proposed event, by a date set by the Manager, the VFW shall file an application on a form determined by the Manager for the event. The Manager has the right to deny a proposed event by the VFW in the event it believes, in its discretion, that the event will violate Applicable Law or such policies and procedures established by the Manager. Such a denial will be at no expense to the Manager. The Manager will inform the VFW whether it approves or disapproves of a proposed event.

**Section 3.06** EVENT PREPARATION AND TEAR DOWN. The VFW will be responsible for preparing and setting up for its events, including scheduling facilities and security as needed. The

City reserves the right to have a presence at all VFW events. Following an event, the VFW will be responsible for cleaning up the Plaza and returning it to its pre-event condition. The VFW will additionally keep all areas adjacent to the Plaza clean and free of all garbage, including cigarette butts.

**Section 3.07** OUTDOOR MARQUEE. In the event the VFW desires to utilize the outdoor marquee adjacent to the Plaza for an event, it must secure consent from the Manager, who will not unreasonably withhold consent.

#### **ARTICLE IV. MARKETING**

**Section 4.01** PLAZA PROMOTION. The VFW may, in its discretion, utilize all channels of communication available to promote the Plaza and the events coordinated through the City or the Manager.

**Section 4.02** OUTDOOR MARQUEE. The VFW will receive one (1) slide placement on the outdoor marquee, which will run at a rate of one (1) slide per minute when the rotators are running. In the event there is live programming running on the outdoor marquee or an event is being held in the Plaza, the VFW will not have screen exposure during those times. All ads desired to be displayed by the VFW must be approved by the City and/or the Manager before display.

**Section 4.03** MEDIA. The Manager and the VFW will refer to the Plaza as the POW/MIA Plaza in all placed media.

#### **ARTICLE V. INSURANCE AND INDEMNIFICATION**

**Section 5.01** INSURANCE. Prior to hosting an event in the Plaza, the VFW shall secure all insurances as directed by the Manager. The VFW shall supply certificates of insurance to the Manager prior to holding an event. If the VFW fails to acquire such insurance, the City reserves the right to cancel the VFW's event at no expense to the City.

**Section 5.02** INDEMNIFICATION. The VFW will indemnify, protect, defend, and hold harmless the City, and its officers and employees, from and against all claims, damages, liabilities, injuries, costs, fees, expenses, or losses, including without limitation, reasonable attorney's fees and costs of investigation and litigation, whatsoever which may be incurred by the City to the extent caused by the use of the Plaza by the VFW, the negligence of or the breach of any provisions of this Agreement by the VFW or a person employed or contracted by the VFW, or from a third party claim arising during the VFW's use of the Plaza for an event.

#### **ARTICLE VI. TERM AND TERMINATION**

**Section 6.01** TERMINATION. The initial term of this Agreement shall be ten (10) years, commencing on the Effective Date (the "Initial Term"). Approximately six (6) months prior to the expiration of the Initial Term and any renewal period, the Parties shall meet and confer and

discuss renewal of this Agreement. The Parties may mutually agree in writing to renew this Agreement for two (2) additional 5-year periods following the Initial Term (the “First Renewal Period” and the “Second Renewal Period,” respectively).

**Section 6.02** WRITTEN AGREEMENT. The Parties may agree, in writing, to terminate this Agreement.

**Section 6.03** TERMINATION FOR BREACH. Subject to the provisions of this Agreement, at any time following the breach of this Agreement, a non-defaulting Party may terminate this Agreement. The non-defaulting Party must deliver a written notice of intent to terminate this Agreement to the defaulting Party thirty (30) days prior to the date of termination.

**Section 6.04** CASUALTY AND FIRE. In the event of the damage or destruction of the Plaza by fire or other casualty, the City may terminate this Agreement as of the date of said fire or casualty. In the event of such termination, the purchase price paid by the VFW for that year of the Agreement will be prorated to the date of termination, and the City will return any excess funds to the VFW. The City also has the discretion to utilize any insurance proceeds, and other necessary funds, to repair such damage or destruction and not terminate this Agreement. The City will provide written notice to the VFW of its decision to either terminate this Agreement or repair the damage or destruction within thirty (30) calendar days after the date of said fire or casualty. If the City elects to repair, the City will proceed with repairs as quickly as reasonably possible. The VFW agrees to forfeit its use rights of the Plaza during the time period the City needs to make any necessary repairs.

## **ARTICLE VII. DISPUTE RESOLUTION**

**Section 7.01** INTENT AND PROCEDURE. The Parties will cooperate and use their Best Efforts to ensure that the various provisions of this Agreement are fulfilled. The Parties agree to act in Good Faith to undertake resolution of disputes in an equitable and timely manner and in accordance with the provisions of this Agreement. If disputes cannot be resolved informally by the Parties, the Parties will use the following procedure.

**Section 7.02** MEDIATION. If there is a failure between the Parties to resolve a dispute on their own, the Parties will first attempt to mediate the dispute. The Parties will agree upon a single mediator or, if an agreement cannot be reached within ten (10) calendar days, each Party will propose two (2) potential individuals to serve as mediator, for a total of four (4) individuals. The Parties will then select a mediator by alternatively striking the names of the proposed individuals, with the City striking first, followed by the VFW. The Parties will each pay fifty percent (50%) of any costs for mediation services.

**Section 7.03** LITIGATION. If the dispute is not resolved within forty-five (45) calendar days after the selection of the mediator pursuant to the prior Section, the Parties may litigate the matter

**Section 7.04** VENUE. All litigation between the Parties arising out of or pertaining to this Agreement or its breach will be filed, heard, and decided in the District Court of Cass County, North Dakota, which will have exclusive jurisdiction and venue.

**Section 7.05** WAIVER OF JURY TRIAL. THE PARTIES HEREBY KNOWINGLY, IRREVOCABLY, VOLUNTARILY, AND INTENTIONALLY WAIVE ANY RIGHTS THAT ANY MAY HAVE TO A TRIAL BY JURY WITH RESPECT TO ANY ACTION, PROCEEDING, COUNTERCLAIM, OR DEFENSE BASED UPON THIS AGREEMENT, OR ARISING OUT OF, UNDER, OR IN CONNECTION WITH THIS AGREEMENT, OR WITH RESPECT TO ANY COURSE OF CONDUCT, COURSE OF DEALING, STATEMENTS (WHETHER ORAL OR WRITTEN), OR ACTIONS OF ANY PARTY HERETO RELATING TO THIS AGREEMENT. THIS PROVISION IS A MATERIAL INDUCEMENT FOR ALL PARTIES ENTERING INTO THIS AGREEMENT. THIS PROVISION APPLIES ONLY TO SUITS BETWEEN THE PARTIES AND DOES NOT APPLY TO THIRD PARTY CLAIMS OR SUITS.

## **ARTICLE VIII. MISCELLANEOUS**

**Section 8.01** ASSIGNMENT. Neither Party may assign this Agreement without the prior written consent of the other Party. The Parties' rights and obligations under this Agreement will be passed to the assignees to which those rights and obligations have been permissibly assigned. If the City approves of an assignment by the VFW and the assignee desires to change the name of the Plaza, such change must also be approved by the City and the assignee will be responsible for any costs and expenses associated with erecting a new monument for the Plaza. The design and specifications for such monument must be mutually agreed upon by the City and the assignee.

**Section 8.02** MODIFICATION. This Agreement may be amended or modified only by the written mutual consent of both Parties unless otherwise provided herein.

**Section 8.03** GOVERNING LAW. This Agreement will be governed by and construed in accordance with the laws of the State of North Dakota.

**Section 8.04** SEVERABILITY. In case any one or more of the provisions of this Agreement shall be invalid, illegal, or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions contained in this Agreement will not in any way be affected or impaired thereby.

**Section 8.05** WAIVER. No waiver of any Party of any right or remedy pursuant to this Agreement will be deemed to be a waiver of any other or subsequent right or remedy pursuant to this Agreement. The consent of one Party to any act by the other Party requiring such consent will not be deemed to render unnecessary the obtaining of consent to any subsequent act for which consent is required, regardless of whether similar to the act for which consent is given.

**Section 8.06** NO THIRD PARTY BENEFICIARIES. Nothing contained in this Agreement is intended or will be construed as creating or conferring any right, benefits, or remedies upon, or

creating any obligations of the Parties hereto toward, any person or entity not a party to this Agreement, except those rights expressly contained herein.

**Section 8.07** ENTIRE AGREEMENT. This Agreement contains the entire and exclusive understanding of the Parties with respect to the subject matter thereof and supersedes all prior agreements, understandings, statements, representations, and negotiations, in each case oral or written, between the Parties with respect to their subject matter, except as otherwise provided herein.

**Section 8.08** SURVIVAL. The indemnification, limitations, releases, obligations, and all other provisions which by their inherent character should survive expiration or earlier termination of this Agreement will survive the expiration or earlier termination of this Agreement.

**Section 8.09** AUTHORIZED REPRESENTATIVES.

(a) The City and the VFW each hereby designate the following individual as its initial representatives, respectively, to administer their Agreement on its respective behalf:

- (1) City Representative: City Administrator
- (2) VFW Representative: \_\_\_\_\_

(b) The representatives will be reasonably available to each other during the term of this Agreement and will have the authority to issue instructions and other communications on behalf of the City and the VFW, respectively, and will be the recipients of notices and other written communications from the other Party pursuant to this Agreement, except to the extent expressly authorized by the City or the VFW, as the case may be, in writing.

(c) In the event either the City or the VFW designates a different representative, it will give the other Party written notice of the identity of and contact information for the new representative, as the case may be.

**Section 8.10** NOTICE.

(a) All notices under this Agreement shall be in writing and: (i) delivered personally; (ii) sent by certified mail, return receipt requested; (iii) sent by a recognized overnight mail or courier service, with delivery receipt requested; and (iv) sent by email communication followed by a hard copy, to the following addresses.

(b) All notices to the City shall be marked as regarding this Agreement and shall be delivered to the following address or as otherwise directed by the City Representative:

City of West Fargo  
Attn: City Representative  
800 Fourth Avenue East, Suite 1  
West Fargo, ND 58078

(c) All notices to the VFW shall be marked as regarding this Agreement and shall be delivered to the following address or as otherwise directed by the VFW Representative:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(d) Notices shall be deemed received when actually received in the office of the addressee (or by the addressee if personally delivered) or when delivery is refused, as shown on the receipt of the U.S. Postal Service, private courier, or other person making the delivery. Notwithstanding the foregoing, notices sent by facsimile after 4:00 p.m. CDT and all other notices received after 5:00 p.m. shall be deemed received on the first calendar day following delivery.

**Section 8.11** FORCE MAJEURE. Neither Party will be liable to the other during any period in which its performance is delayed or prevented, in whole or in part, by any of the following circumstances: war, civil war, invasion, violent act of foreign enemy, or armed conflict; nuclear, chemical, or biological contamination; ionizing radiation; or any act of terrorism. If such a circumstance occurs, the Party claiming the delay must undertake reasonable action to notify the other Party of the same.

**IN WITNESS WHEREOF**, the City and the VFW caused this Agreement to be executed.

*(Remainder of page intentionally left blank.)*

*Signature Page for the City of West Fargo, North Dakota*

The governing body of the City of West Fargo, North Dakota, approved this Agreement on the \_\_\_ day of \_\_\_\_\_, 2020.

CITY OF WEST FARGO, NORTH  
DAKOTA, a municipal corporation

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

ATTEST:

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

*Signature Page for the Arthur W. Jones Post No. 7564  
Veterans of Foreign Wars of the United States Incorporated*

ARTHUR W. JONES POST NO. 7564,  
VETERANS OF FOREIGN WARS OF  
THE UNITED STATES  
INCORPORATED, a North Dakota  
nonprofit corporation

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

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

Date: \_\_\_\_\_

**EXHIBIT A –  
MONUMENT SPECIFICATIONS**

*(See the following pages.)*

**EXHIBIT B –  
PLAZA DIAGRAM**

*(See the following pages.)*