West Fargo City Commission Meeting
Monday September 21, 2020
Commission Chambers 5:30 PM

A. Pledge of Allegiance
B. Approve Order of Agenda
C. Approval of Minutes – September 8, 2020 **(Pages 3-6)**
D. Building Permits

Consent Agenda – Approve the Following:

a. Bills **(Pages 7-17)**
b. Gaming Site Authorization for Prairie Public Broadcasting, Inc. to be conducted: Bingo, Raffles, Pull Tab Jar, Pull Tab Dispensing Device, Electronic Pull Tabs, and Prize Board at Three Lyons LLC at 675 13th Avenue East. **(Page 18)**
c. Games of Chance for Pink It Forward. Games to be conducted: Bingo on 10-1-2020 at the DoubleTree by Hilton at 825 East Beaton Drive. **(Page 19)**
d. Approval of public liquor consumption for the Lights Plaza and Parking Ramp Sept. 20., Sept. 27., and Oct. 4, 2020 with attendees present 11am-4:00pm. **(Page 20)**
e. Approval of public liquor consumption for the Lights Plaza and Parking Ramp Oct. 3rd, 2020 with attendees present 7:00am-6:30pm. **(Page 21)**

Regular Agenda

1. 5:30 pm Hearing of any written appeals regarding assessment list confirmed by the Special Assessment Commission for Sewer, Water, Storm and Street Improvement District No. 1314 **– John Shockley, City Attorney, Dustin Scott, City Engineer (Pages 23-26)**
2. 5:30 pm Hearing of any written appeals regarding assessment list confirmed by the Special Assessment Commission for Sanitary Sewer, Water and Storm Sewer Improvement District No. 1318 **– John Shockley, City Attorney, Dustin Scott, City Engineer (Pages 27-30)**
3. 5:30 pm Hearing of any written appeals regarding assessment list confirmed by the Special Assessment Commission for Infrastructure Replacement District No. 3002 **– John Shockley, City Attorney, Dustin Scott, City Engineer (Pages 31-35)**
4. 5:30 pm Hearing of any written appeals regarding assessment list confirmed by the Special Assessment Commission for Storm Sewer Improvement District No. 4065 **– John Shockley, City Attorney, Dustin Scott, City Engineer (Pages 36-39)**
5. 5:30 pm Hearing of any written appeals regarding assessment list confirmed by the Special Assessment Commission for Storm Sewer Improvement District No. 4064 **– John Shockley, City Attorney, Dustin Scott, City Engineer (Pages 40-45)**
6. 5:30 pm Hearing of any written appeals regarding assessment list confirmed by the Special Assessment Commission for Street Improvement District No. 2240 **– John Shockley, City Attorney, Dustin Scott, City Engineer (Pages 46-59)**
7. Enterprise Grant Request, Ferguson's Books and More! **– Lauren Orchard, Economic Development Director (Pages 60-66)**

8. Renaissance Zone Request, 9th & Main LLC **– Lauren Orchard, Economic Development Director (Pages 67-72)**
9. Reconsider Site A20-25 for Black Powder Fireworks **– Brad Schmitz (Pages 73-74)**
10. Approval of Conditional Permit Allowing for Accessory Building Greater than 1,000 ft2 in a Residential District located at 4709 3rd Street East **– Tim Solberg, Planning and Zoning Director (Pages 75-87)**
11. Second Reading: Rezoning of Lots 11-12, 19-20 & 22-31, Block 1; Lots 2-22, Block 2 and all of Block 3 of Burlington Addition and all of Burlington 4th Addition, City of West Fargo, North Dakota from Planned Unit Development to R1A Single Family Dwelling and R-1 One and Two Family Dwelling District **– Tim Solberg, Planning and Zoning Director (Pages 88-92)**
12. Discussion on Vector Control **– Ben Prather**
13. Authorize Contract 2259 - Concrete Pavement Repair **– Dustin Scott, City Engineer (Page 93)**
14. Construction Report **– Dustin Scott, City Engineer**
15. City Administrator's Report **– Tina Fisk, City Administrator**
16. Correspondence
17. Non-Agenda Items
18. Adjourn

Please turn OFF your phone before entering the Commission Chambers.

West Fargo City Commission Meeting
Tuesday, September 8, 2020
Commission Chambers 5:30 PM

The West Fargo City Commission met on Tuesday, September 8, 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.

Commission President Dardis made note that there were a few amendments. Item i was added to the Consent agenda. Agenda item number seven was moved to nine-a as agenda items seven and nine are tied together. Commissioner Simmons moved and Commissioner George seconded to approve the Order of Agenda as presented. No opposition. Motion carried.

Commissioner Gjerdevig moved and Commissioner Olson seconded to approve the minutes of August 17, 2020 as presented. No opposition. Motion carried.

The Commission reviewed the Building Department Activity Report dated September 4, 2020 and Building Permits #543-618. Commissioner Olson moved and Commissioner Gjerdevig seconded to approve the Building Permits as presented. No opposition. Motion carried.

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

a. Bills
b. Approve leave policy updates for the employee handbook.
c. Games of Chance for the NDSU Ducks Unlimited. Games to be conducted: Bingo and Raffle on 9-22-2020 at the Speedway Event Center at 680 Main Ave West.
d. Games of Chance for the American Legion Department of ND. Games to be conducted: Raffle on 1-25-2021 at The American Legion Department of ND Headquarters at 405 West Main Ave, Suite 4A.
e. Games of Chance for the Interested Parents of Packatahnas. Games to be conducted: Calendar Raffle on 10-1-2020 through 11-30-2020 at Chris Ranum's at 1462 7th St E.
f. Games of Chance for the West Fargo Sheyenne High School Mustang Booster Blub. Games to be conducted: Raffle on 9-8-2020 through 6-1-2021 at the West Fargo Sheyenne High School at 800 40th Ave E.
g. Approve Plans and Specifications; *AND* Authorize Bid Advertisement for construction of *Sewer, Water, Storm, and Street Improvement District No. 1332.*
h. Appointment of Nicole Steen-Dutton to the Economic Development Advisory Committee
i. Approval of public liquor consumption for 2020 WEST FEST

No opposition. Motion carried.

Denis Otterness was sworn in as the new Police Chief of West Fargo by Bernie Dardis, Commission President. Bernie also expressed his gratitude and thanks to Assistant Chief Jerry Boyer for all of his work of filling in as Interim Chief of Police.

Tim Solberg, Planning and Zoning Director for the City of West Fargo appeared before the Commission with agenda item number two, to hold the 5:30 pm PUBLIC HEARING and First Reading: Rezoning of Lots 11-12, 19-20 & 22-31, Block 1; Lots 2-22, Block 2 and all of Block 3 of Burlington Addition and all of Burlington 4th Addition, City of West Fargo, North Dakota from Planned Unit Development to R-1A Single Family Dwelling and R-1 One and Two Family Dwelling Districts. Following discussion, Commissioner George moved to approve the first reading and Commissioner Gjerdevig seconded. No opposition. Motion carried.

Tim Solberg, Planning and Zoning Director for the City of West Fargo, appeared before the Commission to discuss agenda item three, the Westview 4th Addition – PUD Amendment and Final Plat Approval. Following discussion, Commissioner Simmons moved to approve the PUD Amendment and Final Plat Approval and Commissioner George seconded. No opposition. Motion carried.

Agenda item number four of a Public Hearing for 2021 Budget after 6:00 pm on Tuesday, September 8, 2020 was presented later on as it was not 6:00 pm.

Doug Geeslin of Nordick Group Inc. appeared before the Commission with agenda item five, to ask for approval for the creation of Sewer, Water, Storm and Street Improvement District No. 1334; Approve the Engineer's Report; Approve the Plans and Specs; Authorize Bid Advertisement. Todd Larson, came forward to express that he is in favor of this item going through. Following discussion, Commissioner George moved to approve the request the creation of Sewer, Water, Storm and Street Improvement District No. 1334; Approve the Engineer's Report; Approve the Plans and Specs; Authorize Bid Advertisement and Commissioner Olson seconded. No opposition. Motion carried.

Dan Fuller, Fire Chief appeared before the Commission with agenda item six to request for purchase of land, located at 1201 10th Ave E. West Fargo, ND. Following discussion, Commissioner Simmons moved to approve the purchase of the land located at 1201 10th Ave E. West Fargo, ND and Commissioner Olson seconded. No opposition. Motion carried.

Jim Larson, Finance Director and Tina Fisk, City Administrator brought forward agenda item four of a Public Hearing for 2021 Budget after 6:00 pm on Tuesday, September 8, 2020. Steve Marquart, who lives at 725 15th Ave E in West Fargo, came forward to speak on the item. Dan Loegering who is on the Airport Board also came forward to speak on the item. Following discussion, Commissioner Olson moved to approve the item and Commissioner George seconded. No opposition. Motion carried.

Agenda item number seven was moved to 9A.

Matt Andvik, Public Works Director appeared before the Commission with agenda item eight to ask for approval of the creation of new Snow Emergency Routes. Following discussion, Commissioner Gjerdevig moved to approve the new Snow Emergency Routes and Commissioner Olson seconded. No opposition. Motion carried.

Dustin Scott, City Engineer appeared before the Commission with agenda item nine to Authorize Contract for Project No. 2259 – Concrete Pavement. Following discussion, Commissioner Simmons moved to approve to go out and negotiate the price for the contract and Commissioner George seconded. No opposition. Motion carried.

John Shockley, City Attorney appeared before the Commission with agenda item seven that was moved to 9A. Following discussion, Commissioner Simmons moved to approve the second reading and Commissioner Gjerdevig seconded. No opposition. Motion carried.

Dustin Scott, City Engineer appeared before the Commission with agenda item ten to Award Contract for "Sewer, Water, Storm and Street Improvement District No. 1331" to Dakota Underground. Following discussion, Commissioner Gjerdevig moved to approve to award the contract to Dakota Underground and Commissioner Olson seconded. No opposition. Motion carried.

Dustin Scott, City Engineer appeared before the Commission with agenda item eleven to approve Task Order No. 34-1 for consulting services relating to *Improvement District No. 1332 – Westview 4th Addition*. Following discussion, Commissioner Simmons moved to approve the Task Order No. 34-1 for consulting services relating to *Improvement District No. 1332 – Westview 4th Addition* and Commissioner Olson seconded. No opposition. Motion carried.

Tina Fisk, City Administrator appeared before the Commission with agenda item twelve to explain the plan to use 2020 professional development funds for IDI assessments. Following discussion, Commissioner Gjerdevig moved to approve the use of 2020 professional development funds for IDI assessments and Commissioner George seconded. No opposition. Motion carried.

Dustin Scott, City Engineer appeared before the Commission to discuss the Engineer's Report, there was nothing to report. Matt Andvik, Public Works Director came forth to discuss the paving at the 1st Ave E alley in the mobile home park. No action required.

Tina Fisk, City Administrator appeared before the Commission with agenda item number fourteen and provided the following for the City Administrator Report:

a. Matt Andvik, Public Works Director introduced Logan Jacobson, Sanitation Manager who took over for Tom Clark who moved to the Fire Department. Logan Jacobson spoke on the Samaritan Award for outstanding service in the community and life saving procedures.
b. Tina Fisk reminded the Commission that the North Dakota League of Cities Annual Conference is being held virtually, September 24th and 25th.
c. Chamber Business Training is holding a panel on developing a resilient workforce, Wednesday September 9th, where Tina will be one of the five panelists.
d. John Shockley, City Attorney spoke on the upcoming Review Process for Improvements and Contracts

Bernie Dardis, Commission President temporarily adjourned the meeting in order to hold the Closed Executive session pursuant to N.D.C.C. § 44-04-19.1(9) to provide negotiating direction to the City Attorney regarding a potential settlement offer in the case of City of WF vs. Engebretson, et al, 09-2018-CV-02943. This session took place at 7:19 PM in the West Fargo Room located within City Hall next to the Commission Chambers.

Bernie Dardis, Commission President reconvened the meeting at 7:37 PM.

There were a few correspondences:

a. 2-3 emails from individuals on the WF Airport on the fact that they enjoy the use of the airport
b. Congratulations about being the best city in North Dakota
c. Information on County Budget Hearing and when that will take place
d. Department of Commerce on the Grace Garden Loan

There were no non-agenda items.

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

_____ _____

Bernie Dardis, Commission President Tina Fisk, City Administrator

Claim Checks

Consent Agenda a

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
88241	S	2499 FM CONVENTION & VISITORS BUREAU	13262.01	09/09/20	_____		
						CL 92523	13262.01
88242	S	2499 FM CONVENTION & VISITORS BUREAU	6631.00	09/09/20	_____		
						CL 92524	6631.00
88243	S	489 3-D SPECIALITIES	2302.50	09/09/20	_____		
						CL 92415	2302.50
88244	S	3639 3X GEAR LLC	240.00	09/09/20	_____		
						CL 92542	240.00
88245	S	289 ACME TOOLS	4047.42	09/09/20	_____		
						CL 92431	4047.42
88246	S	999999 ADAM DEWALD	300.00	09/09/20	_____		
						CL 92610	300.00
88247	S	3490 AMAZON CAPITAL SERVICES	338.01	09/09/20	_____		
						CL 92358	11.87
						CL 92359	98.19
						CL 92389	16.71
						CL 92455	64.95
						CL 92505	8.35
						CL 92522	57.98
						CL 92583	79.96
88248	S	2742 AMBASSADOR INC	8418.59	09/09/20	_____		
						CL 92606	7298.59
						CL 92607	1120.00
88249	S	317 AMERICAN WELDING & GAS, INC.	185.47	09/09/20	_____		
						CL 92683	185.47
88250	S	999999 ANDREW RENFREW	190.00	09/09/20	_____		
						CL 92601	190.00
88251	S	999999 ANTHONY FRANZWA	300.00	09/09/20	_____		
						CL 92608	300.00
88252	S	3740 APPLIED RESEARCH ASSOCIATES, INC	43550.00	09/09/20	_____		
						CL 92700	43550.00
88253	S	22 ASPLIN EXCAVATING	518.40	09/09/20	_____		
						CL 92676	518.40
88254	S	1695 BAKER & TAYLOR	1349.73	09/09/20	_____		
						CL 92376	158.74
						CL 92504	539.98
						CL 92580	651.01
88255	S	37 BARNES & NOBLE	200.00	09/09/20	_____		
						CL 92377	200.00
88256	S	43 BATTERIESPLUS c/o Bat 34 Inc	3818.20	09/09/20	_____		
						CL 92447	3818.20
88257	S	3638 BBD MATTRESS FACTORY	748.95	09/09/20	_____		
						CL 92512	748.95
88258	S	1403 BLUE TARP FINANCIAL, INC	125.96	09/09/20	_____		
						CL 92623	125.96
88259	S	26 BORDER STATES INDUSTRIES INC	12653.57	09/09/20	_____		
						CL 92605	89.61
						CL 92622	526.46
						CL 92624	12037.50

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
88260	S	3512 BOUND TREE MEDICAL, LLC	435.87	09/09/20	_____		
						CL 92509	435.87
88261	S	73 BRAUN INTERTEC	12703.20	09/09/20	_____		
						CL 92366	2714.00
						CL 92576	9989.20
88262	S	953 BROCK WHITE COMPANY	1065.12	09/09/20	_____		
						CL 92464	1065.12
88263	S	16 BROKERAGE PRINTING	7132.79	09/09/20	_____		
						CL 92374	685.47
						CL 92459	61.75
						CL 92511	595.40
						CL 92513	128.10
						CL 92519	5346.89
						CL 92579	89.40
						CL 92586	80.68
						CL 92666	145.10
88264	S	3460 BRUCE PERREAULT	150.00	09/09/20	_____		
						CL 92530	150.00
88265	S	351 BUSINESS ESSENTIALS	19206.60	09/09/20	_____		
						CL 92365	24.83
						CL 92370	373.74
						CL 92384	51.96
						CL 92420	24.21
						CL 92517	18543.26
						CL 92535	120.35
						CL 92685	68.25
88266	S	39 BUTLER MACHINERY	424.96	09/09/20	_____		
						CL 92394	424.96
88267	S	51 CASS COUNTY ELECTRIC COOP	15173.47	09/09/20	_____		
						CL 92695	15173.47
88268	S	61 CASS COUNTY FINANCE	48091.63	09/09/20	_____		
						CL 92694	48091.63
88269	S	46 CASS RURAL WATER USERS	29.92	09/09/20	_____		
						CL 92582	29.92
88270	S	999999 CASSIE ZIEIKE	300.00	09/09/20	_____		
						CL 92602	300.00
88271	S	1512 CDW GOVERNMENT, INC	155.29	09/09/20	_____		
						CL 92361	22.13
						CL 92506	133.16
88272	S	2875 CENTRAL LANDSCAPE	2287.50	09/09/20	_____		
						CL 92402	2004.50
						CL 92628	283.00
88273	S	3417 CHELSEA SIMDORN	14.75	09/09/20	_____		
						CL 92621	14.75
88274	S	3216 CINTAS	178.66	09/09/20	_____		
						CL 92391	89.33
						CL 92481	89.33

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
88275	S	111 CITY OF FARGO	76902.66	09/09/20	_____		
						CL 92381	70307.66
						CL 92410	2715.00
						CL 92460	1992.00
						CL 92637	1328.00
						CL 92677	560.00
88276	S	3167 City of West Fargo	290.25	09/09/20	_____		
						CL 92585	290.25
88277	S	1338 CLARK'S EXCAVATING & SEPTIC PUMPING	225.00	09/09/20	_____		
						CL 92635	225.00
88278	S	1904 CODE 4 SERVICES, INC	3370.72	09/09/20	_____		
						CL 92603	3370.72
88279	S	229 CONSOLIDATED COMMUNICATIONS	1712.12	09/09/20	_____		
						CL 92699	1712.12
88280	S	3245 CORE & MAIN	3126.30	09/09/20	_____		
						CL 92417	861.88
						CL 92532	1465.10
						CL 92626	265.30
						CL 92668	534.02
88281	S	47 CORWIN CHRYSLER	261.76	09/09/20	_____		
						CL 92682	261.76
88282	S	60 CROSSCOUNTRY FREIGHT SOLUTIONS	86.94	09/09/20	_____		
						CL 92451	86.94
88283	S	65 CURT'S LOCK & KEY	55.00	09/09/20	_____		
						CL 92534	55.00
88284	S	91 DAKOTA FENCE CO.	5049.00	09/09/20	_____		
						CL 92520	5049.00
88285	S	1675 DAKOTA FLUID POWER, INC	11548.41	09/09/20	_____		
						CL 92399	730.51
						CL 92669	10817.90
88286	S	79 DAKOTA HOSE & EQUIP	7.00	09/09/20	_____		
						CL 92397	7.00
88287	S	87 DAKOTA TIRE	36.38	09/09/20	_____		
						CL 92540	36.38
88288	S	912 DAKOTA WHOLESALE TIRE	358.60	09/09/20	_____		
						CL 92433	358.60
88289	S	856 DAVE'S WEST FARGO TIRE	242.62	09/09/20	_____		
						CL 92486	242.62
88290	S	2706 DEREK WERNER	171.23	09/09/20	_____		
						CL 92473	171.23
88291	S	807 DISCOVERY BENEFITS, INC.	587.75	09/09/20	_____		
						CL 92696	587.75
88292	S	3707 EAGLE ENGRAVING INC	46.95	09/09/20	_____		
						CL 92541	46.95
88293	S	2100 EAGLE RUN CROSSING LLC	121.61	09/09/20	_____		
						CL 92463	121.61
88294	S	1502 EIDE BAILLY	210.00	09/09/20	_____		
						CL 92690	210.00

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
88295	S	545 ELECTRIC PUMP, INC	1087.80	09/09/20	_____		
						CL 92531	1087.80
88296	S	3410 ENGRAPHIX	27.00	09/09/20	_____		
						CL 92593	27.00
88297	S	3722 ENVIROTECH	3707.40	09/09/20	_____		
						CL 92461	3707.40
88298	S	999999 ERIK THORLAKSON	300.00	09/09/20	_____		
						CL 92611	300.00
88299	S	1851 F/S MANUFACTURING INC	2.90	09/09/20	_____		
						CL 92396	2.90
88300	S	3420 FARGO APPAREL	112.00	09/09/20	_____		
						CL 92538	112.00
88301	S	660 FARGO FREIGHTLINER	642.08	09/09/20	_____		
						CL 92398	213.22
						CL 92536	42.61
						CL 92672	386.25
88302	S	1979 FARGO MHD WEST FARGO CHAMBER OF COMMERCE	15.00	09/09/20	_____		
						CL 92587	15.00
88303	S	144 FARMERS BROTHERS COFFEE	235.78	09/09/20	_____		
						CL 92430	235.78
88304	S	728 FARNAM'S GENUINE PARTS, INC	346.84	09/09/20	_____		
						CL 92647	346.84
88305	S	151 FEDERAL EXPRESS	52.11	09/09/20	_____		
						CL 92483	30.81
						CL 92656	21.30
88306	S	329 FERGUSON WATERWORKS #2516	7549.97	09/09/20	_____		
						CL 92419	1357.36
						CL 92521	205.92
						CL 92618	3242.01
						CL 92671	2744.68
88307	S	55 FLEETPRIDE	37.37	09/09/20	_____		
						CL 92405	37.37
88308	S	3735 FOLKWAYS	1000.00	09/09/20	_____		
						CL 92546	1000.00
88309	S	104 FORUM COMMUNICATIONS	195.88	09/09/20	_____		
						CL 92663	56.44
						CL 92701	139.44
88310	S	3063 FRONTLINE PLUS FIRE & RESCUE	4600.00	09/09/20	_____		
						CL 92706	4600.00
88311	S	155 GALLS, LLC	2260.41	09/09/20	_____		
						CL 92470	595.05
						CL 92573	1140.09
						CL 92657	525.27
88312	S	2558 GOODYEAR COMMERCIAL TIRE	3937.13	09/09/20	_____		
						CL 92407	12.00
						CL 92675	3925.13
88313	S	939 GRAYBAR	14220.61	09/09/20	_____		
						CL 92467	960.28
						CL 92525	13260.33

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
88314	S	3737 GREAT NORTHERN REFRESHMENTS	150.00	09/09/20	_____		
						CL 92639	150.00
88315	S	3535 GREAT PLAINS FIRE	3234.54	09/09/20	_____		
						CL 92539	3234.54
88316	S	2877 GREATAMERICA FINANCIAL SERVICES	619.52	09/09/20	_____		
						CL 92382	442.89
						CL 92386	176.63
88317	S	2318 HABERDASHERY	110.99	09/09/20	_____		
						CL 92687	110.99
88318	S	1339 HANCOCK CONCRETE PRODUCTS CO, INC	737.46	09/09/20	_____		
						CL 92421	737.46
88319	S	135 HAWKINS WTR TREATMENT	6290.00	09/09/20	_____		
						CL 92494	6290.00
88320	S	3593 HOLIDAY COMPANIES	145.00	09/09/20	_____		
						CL 92581	145.00
88321	S	1226 HP INC.	150.00	09/09/20	_____		
						CL 92662	150.00
88322	S	358 HUBERT OYE-SONS CONST.	2406.52	09/09/20	_____		
						CL 92636	2406.52
88323	S	3087 IBM CORPORATION	590.00	09/09/20	_____		
						CL 92508	590.00
88324	S	3738 IBM CORPORATION	5970.00	09/09/20	_____		
						CL 92661	5970.00
88325	S	2854 IMPACT PLASTICS	3092.75	09/09/20	_____		
						CL 92644	3092.75
88326	S	2500 INLAND TRUCK PARTS & SERVICE	1075.48	09/09/20	_____		
						CL 92567	1075.48
88327	S	1660 INT'L CONFERENCE OF POLICE CHAPLAINS	250.00	09/09/20	_____		
						CL 92655	250.00
88328	S	1012 INTERSTATE POWER SYSTEMS, INC	2642.77	09/09/20	_____		
						CL 92409	2642.77
88329	S	3368 IWORQ	495.00	09/09/20	_____		
						CL 92533	495.00
88330	S	233 J & L SPORTS	7.00	09/09/20	_____		
						CL 92638	7.00
88331	S	999999 JACKIE HALVORSON	300.00	09/09/20	_____		
						CL 92616	300.00
88332	S	999999 JENNIFER ERICKSON	300.00	09/09/20	_____		
						CL 92650	300.00
88333	S	3721 JIM MARTINEZ	42.50	09/09/20	_____		
						CL 92434	42.50
88334	S	2750 JIM'S TOWING INC	250.00	09/09/20	_____		
						CL 92423	250.00
88335	S	999999 KELLY HAMAN	300.00	09/09/20	_____		
						CL 92612	300.00
88336	S	999999 KEN NUSCHE	300.00	09/09/20	_____		
						CL 92609	300.00

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
88337	S	999999 KENDAL HAVERLAND	300.00	09/09/20	_____		
						CL 92651	300.00
88338	S	3173 KIESLER'S POLICE SUPPLY, INC.	5990.50	09/09/20	_____		
						CL 92632	5675.00
						CL 92633	315.50
88339	S	2752 KOST MATERIALS, LLC	805.00	09/09/20	_____		
						CL 92450	805.00
88340	S	2325 KUSTOM KONCEPTS	260.09	09/09/20	_____		
						CL 92474	260.09
88341	S	260 LAR'S BODY SHOP	1635.10	09/09/20	_____		
						CL 92475	70.00
						CL 92631	1565.10
88342	S	705 LAWSON PRODUCTS	1104.23	09/09/20	_____		
						CL 92426	463.72
						CL 92673	640.51
88343	S	2570 LG EVERIST INC	2845.10	09/09/20	_____		
						CL 92493	2845.10
88344	S	3418 LOFFLER	2647.27	09/09/20	_____		
						CL 92693	193.12
						CL 92697	250.00
						CL 92698	2204.15
88345	S	3491 LOFFLER COMPANIES INC	191.90	09/09/20	_____		
						CL 92575	191.90
88346	S	711 LUTHER FAMILY FORD	57.41	09/09/20	_____		
						CL 92684	57.41
88347	S	3304 MAC'S - FARGO	1.44	09/09/20	_____		
						CL 92406	1.44
88348	S	3488 MARK HOUSH	81.02	09/09/20	_____		
						CL 92367	61.02
						CL 92598	20.00
88349	S	3384 MATHESON TRI-GAS INC	896.46	09/09/20	_____		
						CL 92403	119.70
						CL 92640	776.76
88350	S	3449 MBN ENGINEERING, INC	931.00	09/09/20	_____		
						CL 92385	931.00
88351	S	299 MENARDS	1420.30	09/09/20	_____		
						CL 92465	1294.51
						CL 92549	125.79
88352	S	2766 MIDCONTINENT COMMUNICATIONS	325.00	09/09/20	_____		
						CL 92572	325.00
88353	S	1463 MIDLAND DIESEL SERVICE	2398.49	09/09/20	_____		
						CL 92441	2398.49
88354	S	1854 MIDWEST TAPE	1248.20	09/09/20	_____		
						CL 92364	54.87
						CL 92488	78.66
						CL 92591	54.87
						CL 92604	56.37
						CL 92665	1003.43

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
88355	S	2121 MOEN PORTABLE TOILETS	2879.55	09/09/20	_____		
						CL 92379	1810.00
						CL 92496	1069.55
88356	S	305 MOORE ENGINEERING	283553.64	09/09/20	_____		
						CL 92378	268353.64
						CL 92702	15200.00
88357	S	673 MOORHEAD ELECTRIC	2450.00	09/09/20	_____		
						CL 92437	2450.00
88358	S	688 MOTOROLA SOLUTIONS, INC	3875.70	09/09/20	_____		
						CL 92537	3875.70
88359	S	298 MVTL LABORATORIES	159.50	09/09/20	_____		
						CL 92453	159.50
88360	S	695 NASRO	990.00	09/09/20	_____		
						CL 92487	495.00
						CL 92491	495.00
88361	S	756 NELCO FIRST AID	254.45	09/09/20	_____		
						CL 92495	254.45
88362	S	364 NELSON INTERNATIONAL	351.89	09/09/20	_____		
						CL 92404	51.28
						CL 92568	95.71
						CL 92642	204.90
88363	S	271 NETCENTER TECHNOLOGIES	4202.70	09/09/20	_____		
						CL 92383	325.00
						CL 92388	202.50
						CL 92485	481.45
						CL 92489	2522.50
						CL 92703	671.25
88364	S	2261 NETWORK CENTER INCORPORATED	19334.71	09/09/20	_____		
						CL 92659	19334.71
88365	S	141 NORTH STAR SAFETY, INC	2237.05	09/09/20	_____		
						CL 92428	44.90
						CL 92547	49.65
						CL 92590	1950.00
						CL 92620	192.50
88366	S	328 NORTHERN ENGINE & SUPPL	26.88	09/09/20	_____		
						CL 92408	20.88
						CL 92627	6.00
88367	S	1715 NORTHWEST TIRE INC	499.80	09/09/20	_____		
						CL 92411	74.99
						CL 92425	80.89
						CL 92646	343.92
88368	S	330 NORTHWESTERN EQUIP INC.	83.20	09/09/20	_____		
						CL 92392	83.20
88369	S	1774 O'REILLY AUTOMOTIVE STORES, INC	3262.95	09/09/20	_____		
						CL 92482	3192.00
						CL 92545	70.95
88370	S	3416 OCLC, INC.	191.51	09/09/20	_____		
						CL 92634	191.51

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
88371	S	832 ODIN	7731.00	09/09/20	_____		
						CL 92363	7731.00
88372	S	353 OHNSTAD TWICHELL	101290.33	09/09/20	_____		
						CL 92577	31046.10
						CL 92578	70244.23
88373	S	352 OK TIRE	439.90	09/09/20	_____		
						CL 92630	439.90
88374	S	399 OLYMPIC SALES	1223.06	09/09/20	_____		
						CL 92427	1223.06
88375	S	631 ONE CALL CONCEPT	987.90	09/09/20	_____		
						CL 92645	987.90
88376	S	276 OSTROMS ACE HARDWARE	1049.79	09/09/20	_____		
						CL 92468	807.02
						CL 92476	9.00
						CL 92548	233.77
88377	S	3739 PARADIGM FIBER SPLICING	2358.56	09/09/20	_____		
						CL 92681	2358.56
88378	S	999999 PAUL WINJE	67.00	09/09/20	_____		
						CL 92599	67.00
88379	S	563 PETRO SERVE USA	4156.46	09/09/20	_____		
						CL 92466	4156.46
88380	S	384 PITNEY BOWES	243.09	09/09/20	_____		
						CL 92592	243.09
88381	S	411 POWER PLAN OIB	3173.84	09/09/20	_____		
						CL 92401	1760.78
						CL 92569	402.53
						CL 92641	403.70
						CL 92680	606.83
88382	S	916 PRAIRIE SUPPLY INC	894.45	09/09/20	_____		
						CL 92414	855.45
						CL 92625	39.00
88383	S	1166 PRODUCTIVITY PLUS ACCOUNT	2125.83	09/09/20	_____		
						CL 92393	2078.58
						CL 92629	47.25
88384	S	3204 RECORD KEEPERS	24.50	09/09/20	_____		
						CL 92688	24.50
88385	S	1467 RED RIVER FABRICATING	1577.18	09/09/20	_____		
						CL 92484	1577.18
88386	S	2561 RIEGER, BORGEN, BENSON ELECTRIC INC	380.00	09/09/20	_____		
						CL 92360	380.00
88387	S	663 ROAD EQUIPMENT PARTS CENTER	960.19	09/09/20	_____		
						CL 92390	753.64
						CL 92667	206.55
88388	S	2772 RYAN FELTMAN	275.00	09/09/20	_____		
						CL 92471	275.00
88389	S	3734 SALSBURY INDUSTRIES	2690.51	09/09/20	_____		
						CL 92544	2690.51

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
88390	S	1881 SAM'S CLUB/SYNCHRONY BANK	480.20	09/09/20	_____		
						CL 92574	480.20
88391	S	454 SANITATION PRODUCTS	49.27	09/09/20	_____		
						CL 92400	49.27
88392	S	450 SCHEELS	130.00	09/09/20	_____		
						CL 92490	130.00
88393	S	999999 SCOTT GEIGER	190.00	09/09/20	_____		
						CL 92614	190.00
88394	S	1702 SHEYENNE RIVER KENNELS	106.98	09/09/20	_____		
						CL 92477	53.49
						CL 92492	53.49
88395	S	999999 SHIRLEY KLEFSTAD	190.00	09/09/20	_____		
						CL 92613	190.00
88396	S	2885 SHORTPRINTER	36.00	09/09/20	_____		
						CL 92589	36.00
88397	S	2655 SIMPLIFILE	935.00	09/09/20	_____		
						CL 92600	935.00
88398	S	3150 SKYHAWK TELEMATICS	300.50	09/09/20	_____		
						CL 92670	300.50
88399	S	3516 STEIN'S INC	384.39	09/09/20	_____		
						CL 92510	384.39
88400	S	274 STEVE MOTTINGER	4750.00	09/09/20	_____		
						CL 92553	4750.00
88401	S	999999 STEVEN HOOVER	66.75	09/09/20	_____		
						CL 92480	66.75
88402	S	3409 STRAIGHTLINE INC	30562.50	09/09/20	_____		
						CL 92584	30562.50
88403	S	38 STRATA CORPORATION	2182.41	09/09/20	_____		
						CL 92413	1199.16
						CL 92619	983.25
88404	S	88 STREICHER'S	534.90	09/09/20	_____		
						CL 92478	534.90
88405	S	31 STURDEVANT'S AUTO PARTS	231.43	09/09/20	_____		
						CL 92570	231.43
88406	S	3252 SUBSURFACE SOLUTIONS	680.65	09/09/20	_____		
						CL 92454	680.65
88407	S	2777 SWANA	313.00	09/09/20	_____		
						CL 92424	313.00
88408	S	733 SWANSTON EQUIPMENT CORP.	359.94	09/09/20	_____		
						CL 92416	359.94
88409	S	634 SWEENEY CONTROLS COMPANY	1475.40	09/09/20	_____		
						CL 92652	1475.40
88410	S	2485 SYLVIE SCHWEYEN	275.00	09/09/20	_____		
						CL 92472	275.00
88411	S	2895 TACTICAL SOLUTIONS	678.00	09/09/20	_____		
						CL 92479	678.00
88412	S	890 TCC MATERIALS	163.80	09/09/20	_____		
						CL 92418	163.80

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
88413	S	1156 TESSMAN	450.00	09/09/20	_____		
						CL 92679	450.00
88414	S	1907 THE SHOOTING PARK OF HORACE	400.00	09/09/20	_____		
						CL 92571	400.00
88415	S	3733 TIMECLOCK PLUS	1800.00	09/09/20	_____		
						CL 92527	600.00
						CL 92691	1200.00
88416	S	3658 TLC CLEANING LLC	2900.00	09/09/20	_____		
						CL 92518	2900.00
88417	S	999999 TRAVIS HUSEN	300.00	09/09/20	_____		
						CL 92615	300.00
88418	S	999999 TRAVIS KVANVIG	190.00	09/09/20	_____		
						CL 92649	190.00
88419	S	999999 TRAVIS WILSON	300.00	09/09/20	_____		
						CL 92617	300.00
88420	S	3692 TURF TAMERS	5000.00	09/09/20	_____		
						CL 92643	5000.00
88421	S	665 TWIN CITY GARAGE DOOR	45.00	09/09/20	_____		
						CL 92526	45.00
88422	S	2951 TYLER TECHNOLOGIES, INC	599.69	09/09/20	_____		
						CL 92371	599.69
88423	S	2136 ULINE	177.68	09/09/20	_____		
						CL 92674	177.68
88424	S	784 UNITED POWER EQUIPMENT	166.97	09/09/20	_____		
						CL 92395	166.97
88425	S	2865 VALLEY LANDSCAPING	2776.00	09/09/20	_____		
						CL 92528	2776.00
88426	S	2478 VALLI	5469.96	09/09/20	_____		
						CL 92372	4966.86
						CL 92373	503.10
88427	S	544 WALLWORK TRUCK CENTER	125.35	09/09/20	_____		
						CL 92686	125.35
88428	S	686 WDAY	3171.00	09/09/20	_____		
						CL 92653	51.00
						CL 92664	3120.00
88429	S	3554 WENCK ASSOCIATES INC	28736.60	09/09/20	_____		
						CL 92704	28736.60
88430	S	2945 WEST FARGO AREA COMMUNITY PROGRAM	2827.48	09/09/20	_____		
						CL 92357	2827.48
88431	S	3306 WEST FARGO EVENTS, INC	45200.00	09/09/20	_____		
						CL 92529	22600.00
						CL 92705	22600.00
88432	S	3736 WEST FARGO RURAL FIRE DEPT	7500.00	09/09/20	_____		
						CL 92551	7500.00
88433	S	2184 WEST SIDE STEEL	474.29	09/09/20	_____		
						CL 92429	227.05
						CL 92462	237.24
						CL 92648	10.00

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
88434	S	569 WF ANIMAL HOSPITAL	2488.83	09/09/20	_____		
						CL 92654	2488.83
88435	S	549 WF PUB SCHOOLS DIST #6	10400.00	09/09/20	_____		
						CL 92497	9740.00
						CL 92588	660.00
88436	S	338 XCEL ENERGY	25202.06	09/09/20	_____		
						CL 92387	77.77
						CL 92498	69.56
						CL 92499	105.12
						CL 92500	19.79
						CL 92594	46.51
						CL 92595	46.20
						CL 92596	105.66
						CL 92597	1542.15
						CL 92707	10131.68
						CL 92708	44.23
						CL 92709	13013.39
88437	S	582 ZEP MANUFACTURING	657.29	09/09/20	_____		
						CL 92412	439.49
						CL 92422	217.80
88438	S	563 PETRO SERVE USA	41.22	09/10/20	_____		
						CL 92711	41.22
88439	S	3549 DISCOVERY BENEFITS	4244.44	09/11/20	_____		
						CL 92724	4244.44
88440	S	3306 WEST FARGO EVENTS, INC	22600.00	09/11/20	_____		
						CL 92729	22600.00
88441	S	51 CASS COUNTY ELECTRIC COOP	249.02	09/14/20	_____		
						CL 92747	249.02
88442	S	2213 TITAN MACHINERY, INC.	23067.90	09/15/20	_____		
						CL 92775	23067.90
88443	S	999999 BOBBI JO NOBLES	1684.93	09/15/20	_____		
						CL 92796	1684.93
88444	S	999999 DYLAN ANTHONY	1686.93	09/15/20	_____		
						CL 92795	1686.93
88445	S	2619 SHARON HORSAGER	1200.00	09/16/20	_____		
						CL 92797	1200.00

Total for Claim Checks **1107079.07**
Count for Claim Checks 205

* denotes missing check number(s)

# of Checks: 205 Total: 1107079.07

Consent Agenda b

GAMING SITE AUTHORIZATION

OFFICE OF ATTORNEY GENERAL
SFN 17996 (02/2018)

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

Full, Legal Name of Gaming Organization	Prairie Public Broadcasting, Inc

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

Name of Location: Three Lyon's LLC			
Street: 675 13th Ave E	City: West Fargo	ZIP Code: 58078	County: Cass
Beginning Date(s) Authorized: 10/1/20	Ending Date(s) Authorized: 6/30/21		Number of twenty-one tables if zero, enter "0": 0
Specific location where games of chance will be conducted and played at the site (**required**): Entire facility, excluding the restrooms			
If conducting **Raffle** or **Poker** activity provide date(s) or month(s) of event(s) if known			

RESTRICTIONS (City/County Use Only)

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

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

- [x] Bingo
- [ ] **ELECTRONIC** Quick Shot Bingo
- [x] Raffles
- [ ] **ELECTRONIC** 50/50 Raffle
- [x] Pull Tab Jar
- [x] Pull Tab Dispensing Device
- [x] **ELECTRONIC** Pull Tab Device
- [ ] Club Special
- [ ] Tip Board
- [ ] Seal Board
- [ ] Punchboard
- [x] Prize Board
- [ ] Prize Board Dispensing Device
- [ ] Sports Pools
- [ ] Twenty-One
- [ ] Poker
- [ ] Calcuttas
- [ ] Paddlewheels with Tickets
- [ ] Paddlewheel Table

APPROVALS

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

INSTRUCTIONS:

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

RETURN ALL DOCUMENTS TO:

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

CK# 117531
Rec 9-16-20
AFLO.

APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT

OFFICE OF ATTORNEY GENERAL
SFN 9338 (08/2019)

Consent Agenda c

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

Name of Nonprofit Organization or group of people permit is issued to Pink It Forward	Date(s) of Activity 10/1/2020 to 10/1/2020	For a raffle, provide drawing date(s):	
Person Responsible for the Gaming Operation and Disbursement of Net Income Kayla Tanhoff	Title Vice Pres.	Business Phone Number (701) 367-4466	
Business Address 4265 45th St S Ste 111-17	City Fargo	State ND	Zip Code 58104-4309
Mailing Address (if different)	City	State	Zip Code
Name of Site Where Game(s) will be Conducted DoubleTree by Hilton	Site Address 825 E Beaton Dr		
City West Fargo	State ND	Zip Code 58078-2696	County Cass

Check the Game(s) to be Conducted: * Poker, Twenty-one, and Paddlewheels may be Conducted only by a Restricted Event Permit.

☒ Bingo ☐ Raffle ☐ Raffle Board ☐ Calendar Raffle ☐ Sports Pool ☐ Poker * ☐ Twenty-one * ☐ Paddlewheels *

DESCRIPTION AND RETAIL VALUE OF PRIZES TO BE AWARDED

Game Type	Description of Prize	Retail Value of Prize
Bingo	Michael Kors Bag	$99.00
Bingo	Coach Bag	$99.00
Bingo	Coach Bag	$150.00
Bingo	Coach Bag	$119.00

Game Type	Description of Prize	Retail Value of Prize
Bingo	Kate Spade Bag	$299.00
Bingo	Kate Spade Bag	$179.00
Bingo	Michael Kors Ba	$198.00
Bingo	Coach Bag	$128.00

Total: (Limit $40,000 per year) $ 1,271.00

Intended uses of gaming proceeds: To purchase items for care packages sent to individuals diagnosed with br east cancer in ND, MN, SD and MT.

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

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

Has the organization or group received a local permit from any city or county for the fiscal year July 1-June 30? ☒ No ☐ Yes-If "Yes," indicate the total value of all prizes previously awarded: $ 3158. *This amount is part of the total prize limit of $40,000 per year.*

Signature of Organization or Group's Top Official	Date	Title	Business Phone Number
[illegible]	11/5/20	Vice President	701 367-4466

CK# 2393
$10.00
9-16-20

Consent Agenda d

WEST FARGO EVENTS

9-16-2020

Mrs. Fisk,

West Fargo Events would like to request a public liquor consumption permit for the following Sunday dates at the Lights Plaza and Parking Ramp.

Sept 20., Sept. 27., and Oct. 4 with attendees present 11am-4:00pm. This event is not expected to flow into the adjacent streets.

Regards,

Mike Amundson

WFE Executive Director

Consent Agenda e

WEST FARGO EVENTS

9-16-2020

Mrs. Fisk,

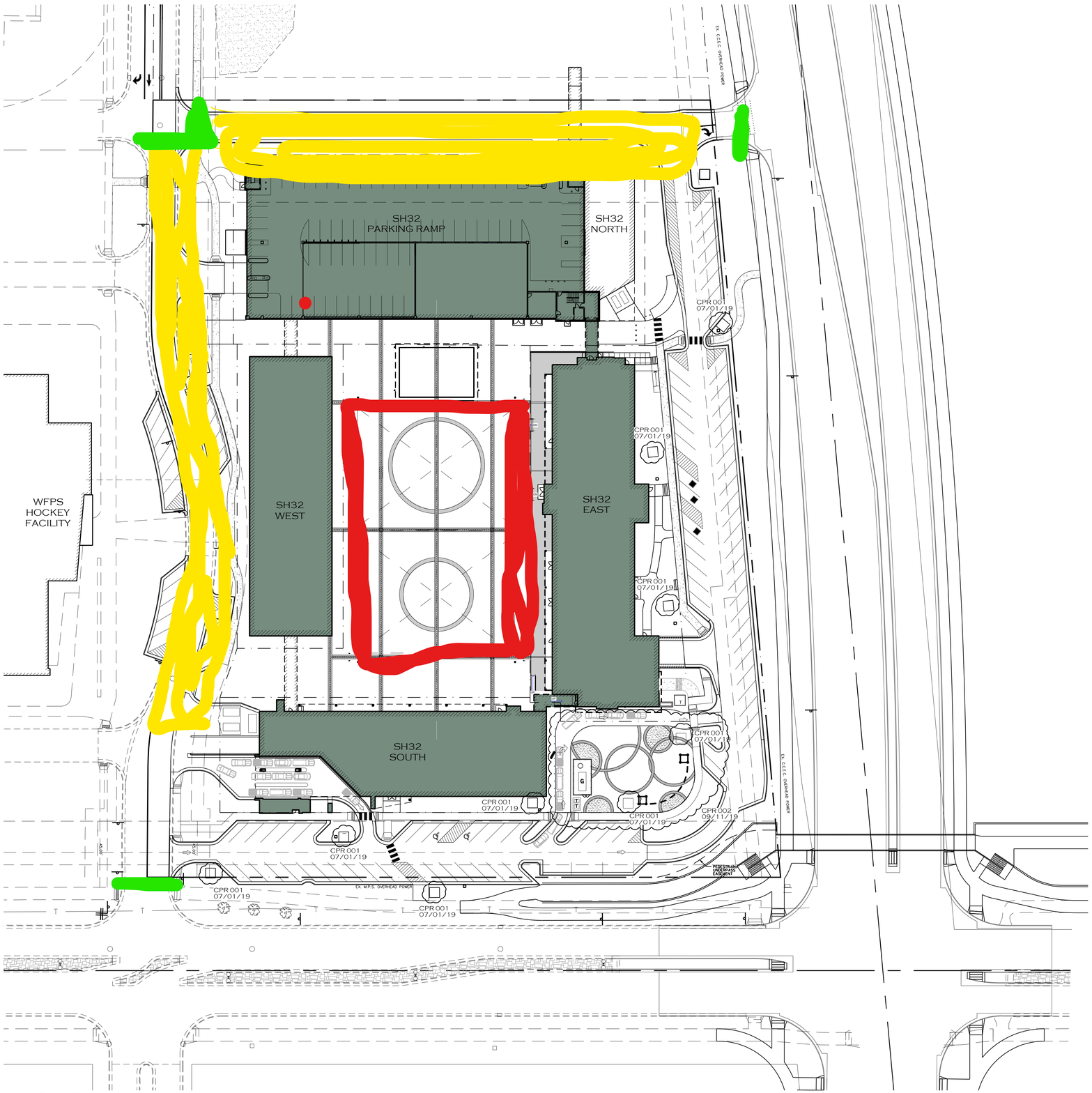
West Fargo Events would like to request a public liquor consumption permit for the following dates at the Lights Plaza, adjacent streets and Parking Ramp. On Oct. 3rd, 2020 with attendees present 7:00am-6:30pm.

For this event we would also like to utilize overflow space if needed on 31st Ave to the north of the parking ramp, Braylankee drive on the south and east side of the lights plaza and 5th street between the West Fargo Sports Arena South Parking lot connecting to 32nd St.

Regards,

Mike Amundson

WFE Executive Director



1 A005 SITE PLAN
1" = 40'-0"

ICON ARCHITECTURAL GROUP
4000 Garden View Drive
Suite 101
Grand Forks, ND 58201
P. 701.772.4266 F. 701.772.4275
WWW.ICONARCHITECTS.COM

STRUCTURAL
Heyer Engineering
1020 36th St. SW - Suite A
Fargo, ND 58103
(701) 280.0949 Office
www.heyerengineering.com

MECHANICAL

ELECTRICAL
JB Electrical Design, PC
8340 89th Avenue North
Brooklyn Park, MN 55445
(763) 486.0965 Office
jeff@jbelectricaldesign.com

CIVIL
MBN Engineering, Inc.
503 7th Street North, Suite 200
Fargo, ND 58102
(701) 478.6336 Office
(701) 478.6340 Fax

CONSTRUCTION MANAGER
Gehrtz Construction Services
510 4th Ave N
Fargo, ND 58102
(701) 297.0704 Office
(701) 280.9021 Fax
info@zbarch.com

EPIC COMPANIES

Sheyenne 32 Plaza
West Fargo, ND

Drawing History

No.	Description	Date
1	BP#1 Bid Set	06/14/19
	CA	09/11/19

DRAWN BY: LS/KD **JN:** 16-023

N
TRUE NORTH

FOR REFERENCE ONLY

Site Plan

SHEET
A001

Regular Agenda 1

To: West Fargo City Commission
From: Dustin T. Scott, City Engineer
Date: September 21, 2020
Subject: Hearing of any written appeals regarding assessment list confirmed by the Special Assessment Commission for Sewer, Water, Storm and Street Improvement District No. 1314
Action: Confirm Assessment List for District No. 1314

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:
Requested by developers, the improvements consist of sewer, water, storm and street infrastructure to service a mixed-use development located in Eagle Run Plaza 6th Addition. Additional project information is available on the city's website:
https://www.westfargond.gov/1021/Special-Assessment-Projects

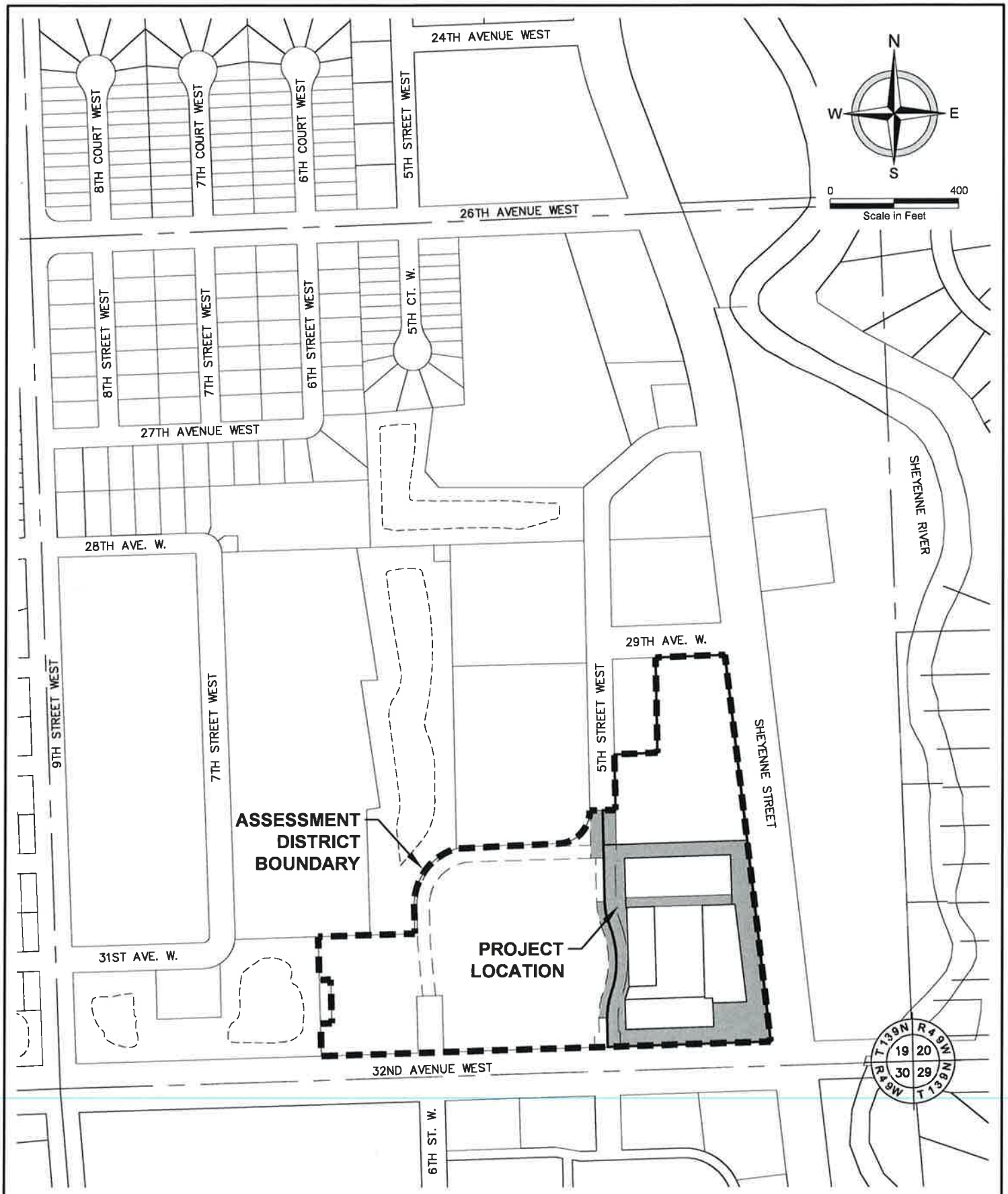
Staff recommendation is to Confirm the Assessment List

Financial Analysis:

Total Project Cost	$1,355,000
Assessments	$1,355,000
City Share	$0
Other Funds	$0

Process/Timeline:
Construction started in 2018 and was complete in 2020
January 20, 2020 - Resolution Directing Assessments be Levied
June 23, 2020 – Special Assessment Commission (public meeting) to review benefits and levied assessments.
July/Aug, 2020 – City advertised Assessment list and sent letters to all properties.
August 18, 2020 – Special Assessment Commission meeting to hear objections
Aug/Sept, 2020 – Notice of Confirmation of assessment list published and hearing scheduled for September 21, 2020

Policy Analysis:
This improvement district was administrated in accordance with North Dakota Century Code and City of West Fargo policies and ordinances. The city's "Special Assessment Policy" was adopted September 19, 2016 and is available on the city's website.



SEWER, WATER, STORM AND STREET
IMPROVEMENT DISTRICT NO. 1314
EAGLE RUN PLAZA 6TH ADDITION
WEST FARGO, NORTH DAKOTA

PROJECT No.	19982
DATE:	11.22.17
REVISED:	–
DRAFTER:	KAG
REVIEWER:	MJP

moore engineering, inc.

FILE LOCATION: R:\Civil 3D Projects\19982\DRAWINGS\DESIGN\19982-AssessmentDistrict.dwg

The Board considered the question of approval of the assessment list for Sewer, Water, Storm and Street Improvement District No. 1314 as confirmed by the Special Assessment Commission of the City of West Fargo.

It was moved by Commissioner _____ and seconded by Commissioner _____ that the assessment list for Sewer, Water, Storm and Street Improvement District No. 1314 of the City of West Fargo, as confirmed by the Special Assessment Commission of the City of West Fargo, be and the same is hereby confirmed. On roll call, the following commissioners voted aye: _____ _____. The following commissioners were absent and not voting: _____. No one voted nay, so the motion carried and the resolution was approved and confirmed.

F:\MUNI\WFGO\1314\ASSESS\CCMIN9-21.WPD

SEWER, WATER, STORM AND STREET IMPROVEMENT DISTRICT NO. 1314
City of West Fargo, North Dakota

SPECIAL ASSESSMENT LIST

LOT	BLOCK	AMOUNT ASSESSED
EAGLE RUN PLAZA 5TH ADDITION		
1	2	$76,962.31
EAGLE RUN PLAZA 6TH ADDITION		
1	1	81,773.11
3	1	57,999.10
4	1	209,322.29
5	1	176,875.79
6	1	188,854.27
7	1	287,653.08
8	1	275,560.05

Regular Agenda 2

To: West Fargo City Commission
From: Dustin T. Scott, City Engineer
Date: September 21, 2020
Subject: Hearing of any written appeals regarding assessment list confirmed by the Special Assessment Commission for Sanitary Sewer, Water and Storm Sewer Improvement District No. 1318
Action: Confirm Assessment List for District No. 1318

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:
Requested by developers, the improvements consist of sanitary and storm sewers and water mains to service industrial development located in Halverson Industrial Park 2nd Addition. This district was constructed in conjunction with district 4064 as a single contract. Additional project information is available on the city's website: https://www.westfargond.gov/1021/Special-Assessment-Projects

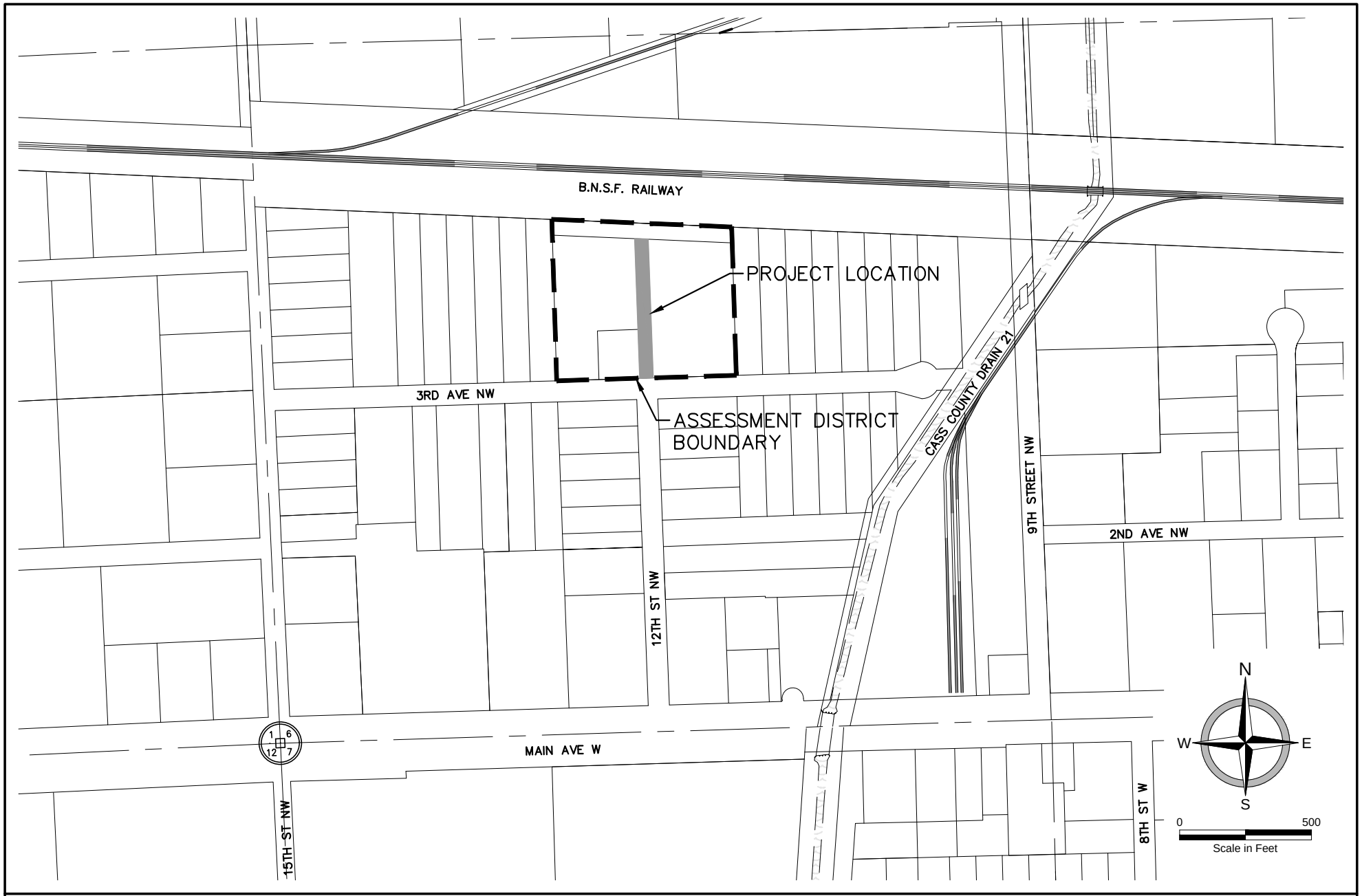
Staff recommendation is to Confirm the Assessment List

Financial Analysis:

Total Project Cost	$90,000
Assessments	$90,000
City Share	$0
Other Funds	$0

Process/Timeline:
Construction started in 2018 and was complete in 2019
January 20, 2020 - Resolution Directing Assessments be Levied
June 23, 2020 – Special Assessment Commission (public meeting) to review benefits and levied assessments.
July/Aug, 2020 – City advertised Assessment list and sent letters to all properties.
August 18, 2020 – Special Assessment Commission meeting to hear objections
Aug/Sept, 2020 – Notice of Confirmation of assessment list published and hearing scheduled for September 21, 2020

Policy Analysis:
This improvement district was administrated in accordance with North Dakota Century Code and City of West Fargo policies and ordinances. The city's "Special Assessment Policy" was adopted September 19, 2016 and is available on the city's website.



SANITARY SEWER, WATER, AND STORM SEWER IMPROVEMENT DISTRICT NO. 1318
HALVERSON INDUSTRIAL 2ND ADDITION
WEST FARGO, NORTH DAKOTA

PROJECT No.	19296
DATE:	05.03.18
REVISED:	_
DRAFTER:	KHS
REVIEWER:	BJR

moore engineering, inc.

FILE LOCATION: R:\Civil 3D Projects\19296\DRAWINGS\PRESENTATION\19296-ASSESS.dwg

The Board considered the question of approval of the assessment list for Sanitary Sewer, Water and Storm Sewer Improvement District No. 1318 as confirmed by the Special Assessment Commission of the City of West Fargo.

It was moved by Commissioner _____ and seconded by Commissioner _____ that the assessment list for Sanitary Sewer, Water and Storm Sewer Improvement District No. 1318 of the City of West Fargo, as confirmed by the Special Assessment Commission of the City of West Fargo, be and the same is hereby confirmed. On roll call, the following commissioners voted aye: _____. The following commissioners were absent and not voting: _____. No one voted nay, so the motion carried and the resolution was approved and confirmed.

SANITARY SEWER, WATER, AND STORM SEWER
IMPROVEMENT DISTRICT NO. 1318
City of West Fargo, North Dakota

SPECIAL ASSESSMENT LIST

LOT	BLOCK	AMOUNT ASSESSED
HALVERSON'S INDUSTRIAL PARK 2ND ADDITION		
1	1	$ 37,475.96
3	1	44,191.46
4	1	8,332.58

Regular Agenda 3

To: West Fargo City Commission
From: Dustin T. Scott, City Engineer
Date: September 21, 2020
Subject: Hearing of any written appeals regarding assessment list confirmed by the Special Assessment Commission for Infrastructure Replacement District No. 3002
Action: Confirm Assessment List for District No. 3002

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:
Planned in conjunction with the downtown Pioneer Place development, the improvements consist of sanitary and storm sewers and water mains to service the multi-use development as well as residential properties. The city held a neighborhood meeting to inform residents of the project and present an option to have their private sewer service replaced and financed by the city with special assessments. Only costs associated with private sewer service replacements were financed with special assessments. Three (3) owners provided written request to have their private sewer service replacement and financed with special assessments.
Additional project information is available on the city's website:
https://www.westfargond.gov/1021/Special-Assessment-Projects

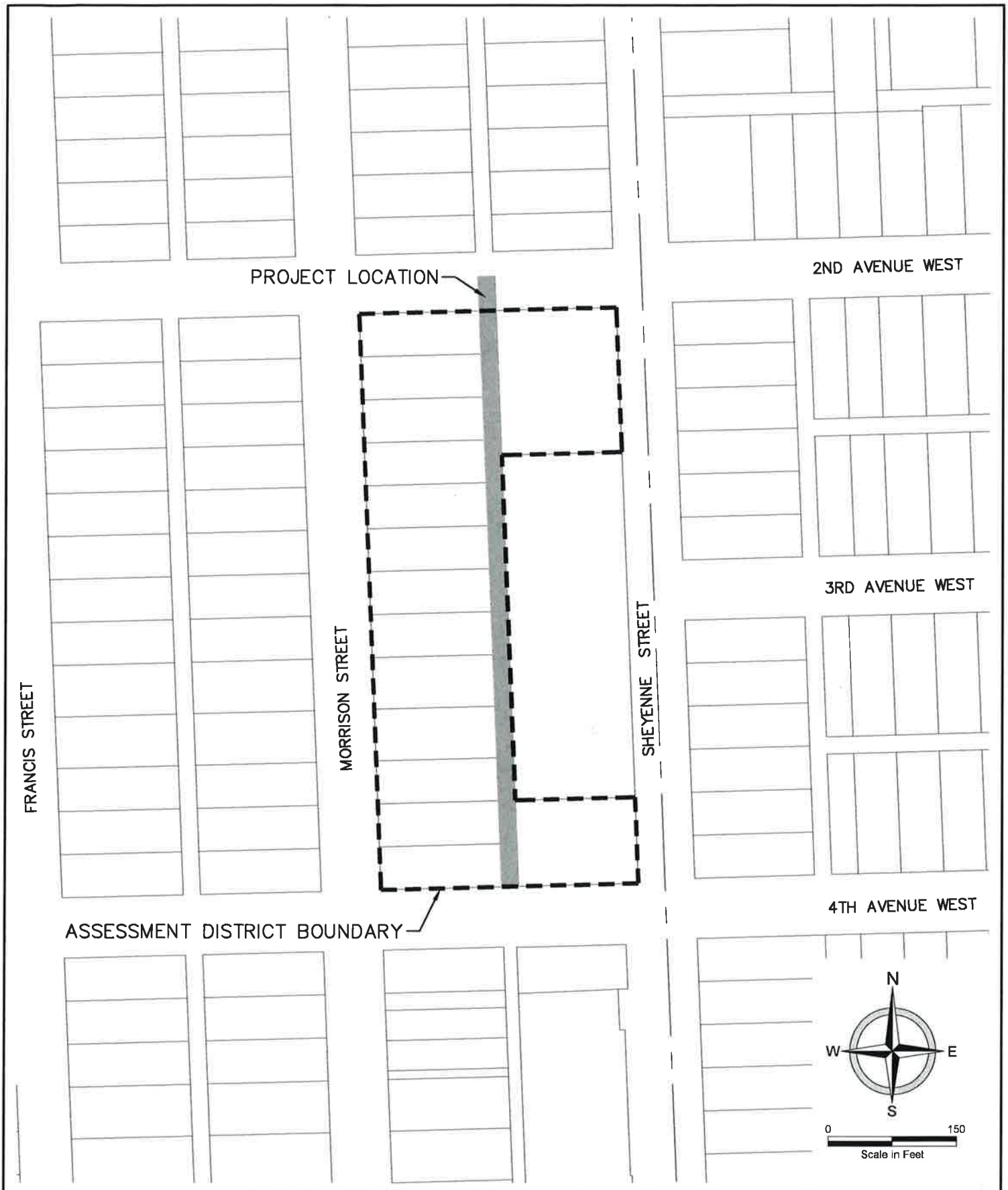
Staff recommendation is to Confirm the Assessment List

Financial Analysis:

Total Project Cost	$195,000
Assessments	$25,000
City Share	$170,000
Other Funds	$0

Process/Timeline:
Construction started in 2018 and was complete in 2019
January 20, 2020 - Resolution Directing Assessments be Levied
June 23, 2020 – Special Assessment Commission (public meeting) to review benefits and levied assessments.
July/Aug, 2020 – City advertised Assessment list and sent letters to all properties.
August 18, 2020 – Special Assessment Commission meeting to hear objections
Aug/Sept, 2020 – Notice of Confirmation of assessment list published and hearing scheduled for September 21, 2020

Policy Analysis:
This improvement district was administrated in accordance with North Dakota Century Code and City of West Fargo policies and ordinances. The city's "Special Assessment Policy" was adopted September 19, 2016 and is available on the city's website.

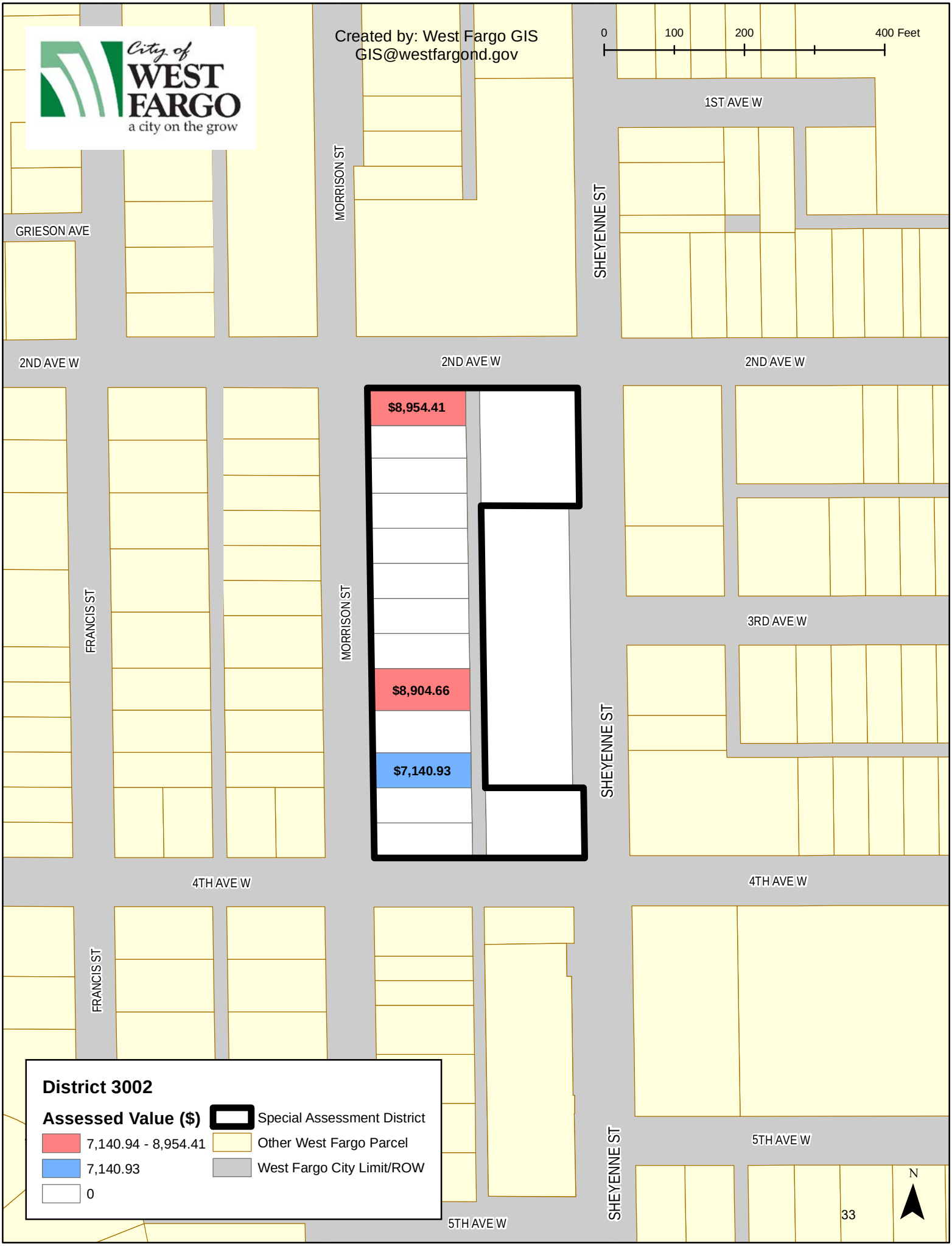


INFRASTRUCTURE REPLACEMENT DISTRICT NO. 3002
PIONEER PLACE ALLEY UTILITY IMPROVEMENTS
WEST FARGO, NORTH DAKOTA

PROJECT No.	20289
DATE:	07.03.18
REVISED:	_
DRAFTER:	KHS
REVIEWER:	MWW

moore engineering, inc.

FILE LOCATION: R:\Civil 3D Projects\20289\DRAWINGS\PRESENTATION\20289-ASSESSMENT MAP.dwg


City of WEST FARGO a city on the grow
Created by: West Fargo GIS
GIS@westfargond.gov
0
100
200
400 Feet
1ST AVE W
GRIESON AVE
MORRISON ST
SHEYENNE ST
2ND AVE W
2ND AVE W
2ND AVE W
$8,954.41
$8,904.66
$7,140.93
FRANCIS ST
MORRISON ST
SHEYENNE ST
3RD AVE W
4TH AVE W
4TH AVE W
FRANCIS ST
SHEYENNE ST
5TH AVE W
5TH AVE W
N
District 3002
Assessed Value ($)
7,140.94 - 8,954.41
7,140.93
0
Special Assessment District
Other West Fargo Parcel
West Fargo City Limit/ROW

The Board considered the question of approval of the assessment list for Infrastructure Replacement District No. 3002 as confirmed by the Special Assessment Commission of the City of West Fargo.

It was moved by Commissioner _____ and seconded by Commissioner _____ that the assessment list for Infrastructure Replacement District No. 3002 of the City of West Fargo, as confirmed by the Special Assessment Commission of the City of West Fargo, be and the same is hereby confirmed. On roll call, the following commissioners voted aye: _____ _____. The following commissioners were absent and not voting: _____. No one voted nay, so the motion carried and the resolution was approved and confirmed.

INFRASTRUCTURE REPLACEMENT DISTRICT NO. 3002
City of West Fargo, North Dakota

SPECIAL ASSESSMENT LIST

LOT	BLOCK	AMOUNT ASSESSED
FRANCIS 2ND		
16	6	$7,140.93
18	6	8,904.66
26	6	8,954.41

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Regular Agenda 4

To: West Fargo City Commission
From: Dustin T. Scott, City Engineer
Date: September 21, 2020
Subject: Hearing of any written appeals regarding assessment list confirmed by the Special Assessment Commission for Storm Sewer Improvement District No. 4065
Action: Confirm Assessment List for District No. 4065

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:
Requested by developers, the improvements consist of a storm pumping station and (dry) retention ponds to service the commercial development located in Gateway West Addition (Hornbachers). Additional project information is available on the city's website: https://www.westfargond.gov/1021/Special-Assessment-Projects

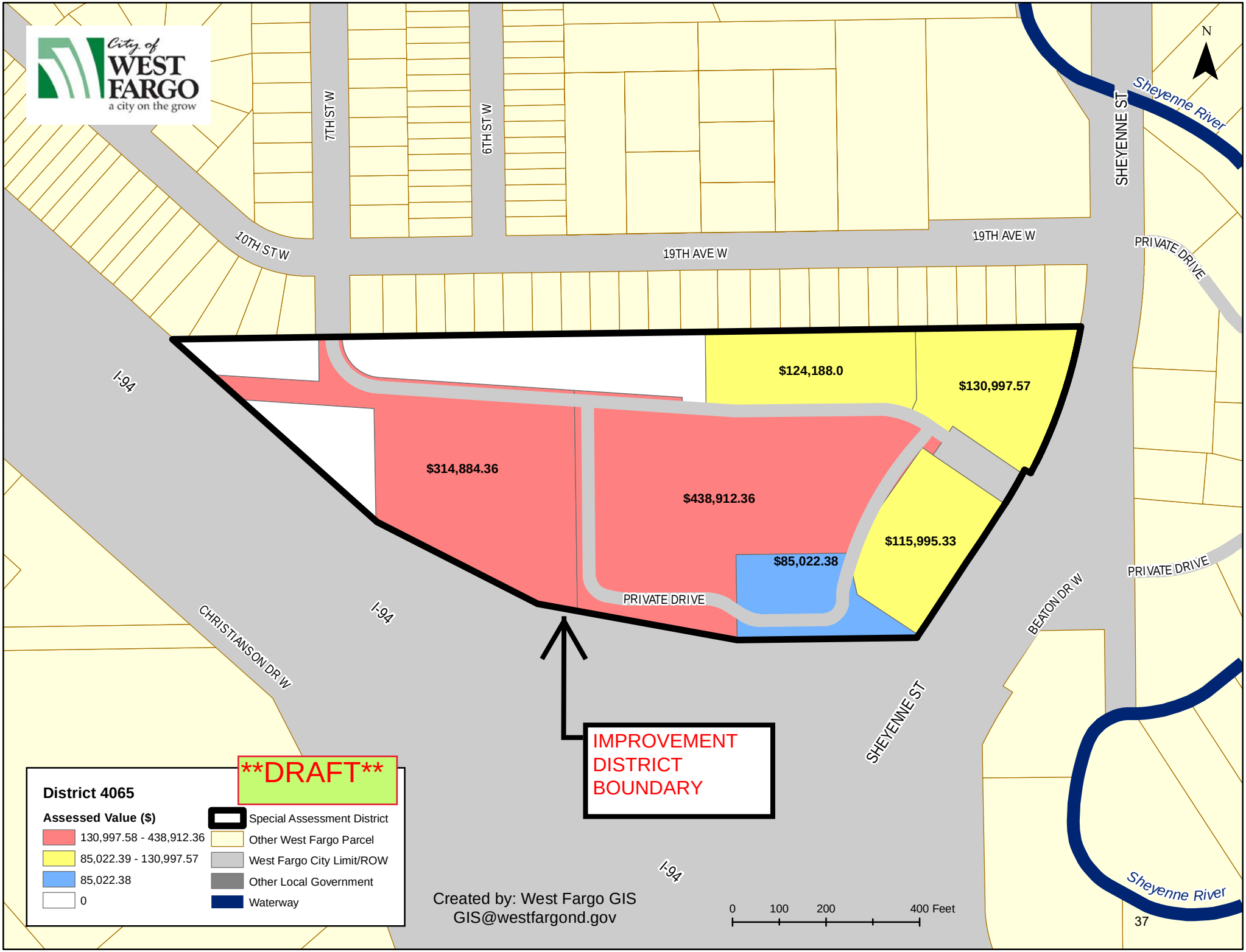
Staff recommendation is to Confirm the Assessment List

Financial Analysis:

Total Project Cost	$1,210,000
Assessments	$1,210,000
City Share	$0
Other Funds	$0

Process/Timeline:
Construction started in 2018 and was complete in 2018
January 20, 2020 - Resolution Directing Assessments be Levied
June 23, 2020 – Special Assessment Commission (public meeting) to review benefits and levied assessments.
July/Aug, 2020 – City advertised Assessment list and sent letters to all properties.
August 18, 2020 – Special Assessment Commission meeting to hear objections
Aug/Sept, 2020 – Notice of Confirmation of assessment list published and hearing scheduled for September 21, 2020

Policy Analysis:
This improvement district was administrated in accordance with North Dakota Century Code and City of West Fargo policies and ordinances. The city's "Special Assessment Policy" was adopted September 19, 2016 and is available on the city's website.


City of WEST FARGO
a city on the grow
N
7TH ST W
6TH ST W
SHEYENNE ST
Sheyenne River
10TH ST W
19TH AVE W
19TH AVE W
PRIVATE DRIVE
I-94
$124,188.0
$130,997.57
$314,884.36
$438,912.36
$115,995.33
$85,022.38
PRIVATE DRIVE
PRIVATE DRIVE
I-94
CHRISTIANSON DR W
BEATON DR W
SHEYENNE ST
IMPROVEMENT DISTRICT BOUNDARY
DRAFT
District 4065
Assessed Value ($)
130,997.58 - 438,912.36
85,022.39 - 130,997.57
85,022.38
0
Special Assessment District
Other West Fargo Parcel
West Fargo City Limit/ROW
Other Local Government
Waterway
I-94
Created by: West Fargo GIS
GIS@westfargond.gov
0 100 200 400 Feet
Sheyenne River

The Board considered the question of approval of the assessment list for Storm Improvement District No. 4065 as confirmed by the Special Assessment Commission of the City of West Fargo.

It was moved by Commissioner _____ and seconded by Commissioner _____ that the assessment list for Storm Improvement District No. 4065 of the City of West Fargo, as confirmed by the Special Assessment Commission of the City of West Fargo, be and the same is hereby confirmed. On roll call, the following commissioners voted aye: _____ _____. The following commissioners were absent and not voting: _____. No one voted nay, so the motion carried and the resolution was approved and confirmed.

STORM IMPROVEMENT DISTRICT NO. 4065
City of West Fargo, North Dakota

SPECIAL ASSESSMENT LIST

LOT	BLOCK	AMOUNT ASSESSED
GATEWAY WEST ADDITION		
4	1	$314,884.36
5	1	438,912.36
6	1	85,022.38
7	1	115,995.33
8	1	130,997.57
9	1	124,188.00

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Regular Agenda 5

To: West Fargo City Commission
From: Dustin T. Scott, City Engineer
Date: September 21, 2020
Subject: Hearing of any written appeals regarding assessment list confirmed by the Special Assessment Commission for Storm Sewer Improvement District No. 4064
Action: Confirm Assessment List for District No. 4064

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 improvements consist of storm water retention to service both new and existing industrial development north of Main Ave between 9th St and 15th St NW. This district was constructed in conjunction with district 1318 as a single contract.
Additional project information is available on the city's website:
https://www.westfargond.gov/1021/Special-Assessment-Projects

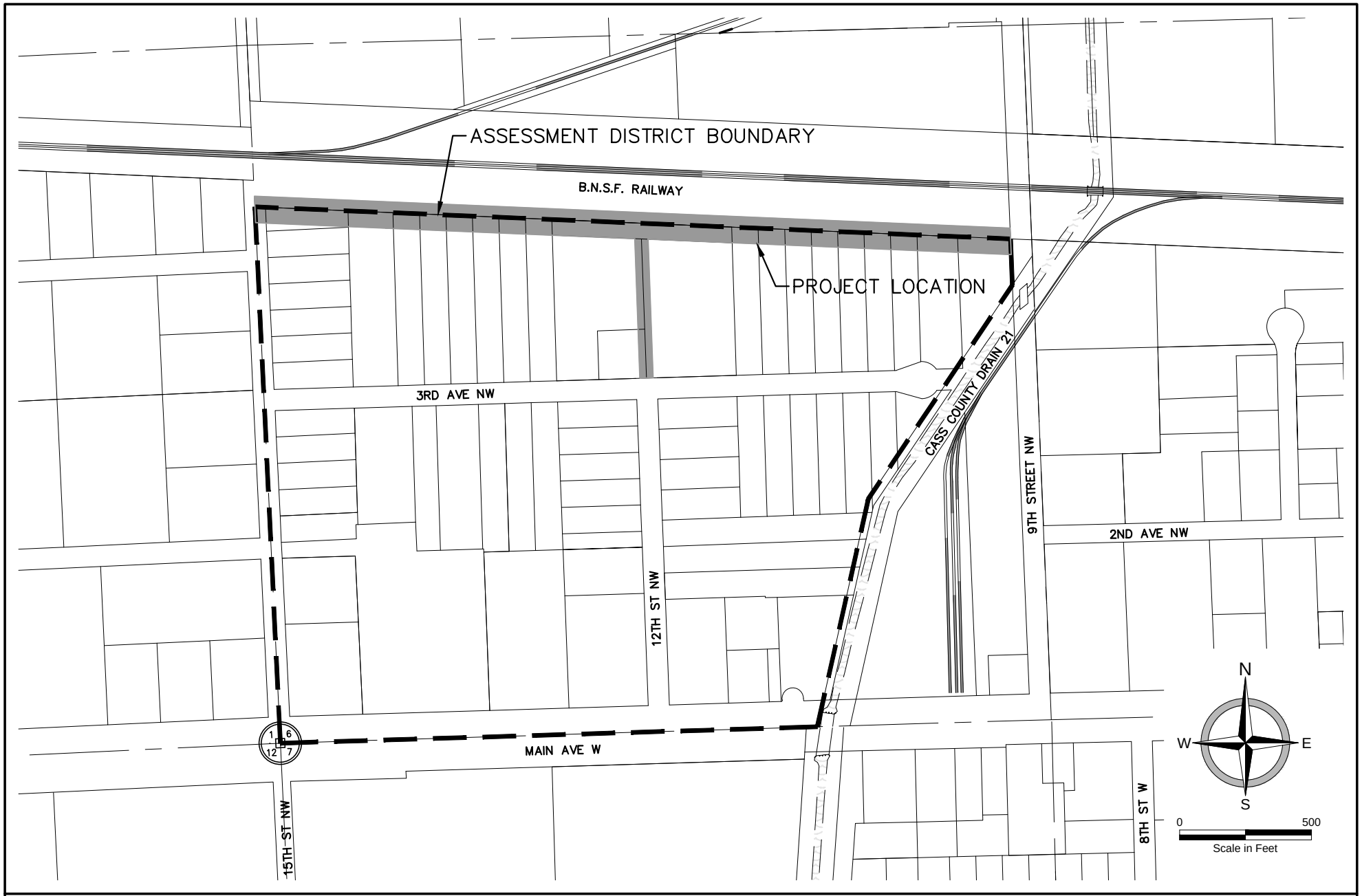
Staff recommendation is to Confirm the Assessment List

Financial Analysis:

Total Project Cost	$1,195,000
Assessments	$1,195,000
City Share	$0
Other Funds	$0

Process/Timeline:
Construction started in 2018 and was complete in 2019
January 20, 2020 - Resolution Directing Assessments be Levied
June 23, 2020 – Special Assessment Commission (public meeting) to review benefits and levied assessments.
July/Aug, 2020 – City advertised Assessment list and sent letters to all properties.
August 18, 2020 – Special Assessment Commission meeting to hear objections
Aug/Sept, 2020 – Notice of Confirmation of assessment list published and hearing scheduled for September 21, 2020

Policy Analysis:
This improvement district was administrated in accordance with North Dakota Century Code and City of West Fargo policies and ordinances. The city's "Special Assessment Policy" was adopted September 19, 2016 and is available on the city's website.



STORM SEWER IMPROVEMENT DISTRICT NO. 4064
HALVERSON POND
WEST FARGO, NORTH DAKOTA

PROJECT No.	19296
DATE:	05.03.18
REVISED:	_
DRAFTER:	KHS
REVIEWER:	BJR

moore engineering, inc.

FILE LOCATION: R:\Civil 3D Projects\19296\DRAWINGS\PRESENTATION\19296-ASSESS.dwg

The Board considered the question of approval of the assessment list for Storm Sewer Improvement District No. 4064 as confirmed by the Special Assessment Commission of the City of West Fargo.

It was moved by Commissioner _____ and seconded by Commissioner _____ that the assessment list for Storm Sewer Improvement District No. 4064 of the City of West Fargo, as confirmed by the Special Assessment Commission of the City of West Fargo, be and the same is hereby confirmed. On roll call, the following commissioners voted aye: _____ _____. The following commissioners were absent and not voting: _____. No one voted nay, so the motion carried and the resolution was approved and confirmed.

STORM SEWER IMPROVEMENT DISTRICT NO. 4064
City of West Fargo, North Dakota

SPECIAL ASSESSMENT LIST

LOT	BLOCK	AMOUNT ASSESSED
BUTLER ADDITION		
3	1	$32,122.25
8	1	12,362.09
9	1	17,301.56
BUTLER'S 2ND ADDITION		
1-2	1	32,122.34
BUTLER'S 7TH ADDITION		
1, 3, 4, 5	1	164,238.49
2	1	11,530.20
6	1	22,351.22
HALVERSON INDUSTRIAL PARK		
3	1	11,745.53
4	1	11,813.56
5	1	11,881.61
6	1	11,643.44
12	1	22,367.21
13	1	22,793.41
14	1	12,104.82
15	1	5,354.32
16	1	5,354.33
17	1	5,354.32
18 & 19	1	8,512.30
4	2	8,841.70
5	2	8,890.93
6	2	8,940.15
7	2	6,865.19
8 LESS N 60'	2	40,934.02

9 LESS N 60'	2	23,618.18
10 LESS N 60'	2	23,326.40
11 LESS N 60'	2	23,034.71
12 LESS N 60'	2	22,743.00
13 LESS N 60'	2	22,450.82
14 LESS N 60'	2	22,159.46
7 LESS N 60'	3	19,883.98
8 LESS N 60'	3	19,591.89
9 LESS N 60'	3	19,300.22
10 LESS N 60'	3	19,008.50
11 LESS N 60'	3	18,716.82
12 LESS N 60'	3	18,425.10
13 LESS N 60'	3	17,562.64
14 LESS N 60'	3	27,265.20
LOTS 1-3 BLK 4 LESS PT LOT 1 DESC AS: BEG SW COR LOT 1 THEN N 00DG 3'30" W ON W LN LOT 1 FOR 100' THEN N 90DG 00'00" E ON N LN LOT 1 FOR BLK 4		32,844.28
PART OF LOT 1 BLK 4 DESC AS: BEG SW COR THEN N 00DG23'30" W ON W LN LOT 1 FOR 100' THEN N 90DG00' 00" E ON N LN LOT 1 FOR 455.28' THEN S 00DG23'30" E TO S LN LOT 1 FOR 105' THEN N 90DG00' 00" W ON S LN LOT 1 FOR 76.30'		8,193.61
4-14	4	134,620.27
HALVERSON'S INDUSTRIAL PARK 2ND ADDITION		
1	1	59,532.12
3	1	70,199.98
4	1	13,236.65
HALVERSON'S INDUSTRIAL PARK 4TH ADDITION		
1	1	13,281.95

2	1	13,169.31

KITTLESON'S 1ST ADDITION

1	1	16,121.07

UNPLATTED

02-3000-00085-000 2.06 ACS 6-139-49 BEG AT PT ON S BDRY LN OF SW1/4 SECT 6 1442.7' W OF SE COR OF SW 1/4 THNN ON LN PARA WITH E BDRY LN OF SW 1/4 FOR 500' THN E 379' THN S 5' THN E TO W BDRY LN OF CASS DR #21 THN SW ALG DR TO S BDRY LN SECT 6 THN W ON S BDRY LN SEC 6 THEN W ON S BDRY LN TO PT OF BEG; LESS THE W 225' THERE OF & LESS THE FOLL: BEG AT PT ON S BDRY LN OF SW1/4 OF SEC 6, PT BEING 1018.7' W OF SE COR OF SW1/4 SEC 6 THEN N ON LN PARA W/E BDRY LN OF SW1/4 FOR 495' THEN E PARA W/S LN OF SW1/4 TO W BDRY LN OF CASS DR #21 THEN SW ALG DR TO S BDRY LN OF SW1/4 SEC 6 THEN W ON S BDRY LN TO PT OF BEG, LESS THE S 100' THEREOF FOR HWY R/W	10,623.77
02-3000-00090-000 6-139-49 PT SW 1/4 ON S BNDRY LN SW 1/4 1217.7' W OF SE COR OF SW 1/4 THN N ON A LN PAR WITH E BNDRY LN OF SW 1/4 500' W 225' S 500' E 225' TO PT OF BEG	12,046.88
02-3000-00102-000 6-139-49 AUD LOT 4 IN SW 1/4	18,618.20

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Regular Agenda 6

To: West Fargo City Commission
From: Dustin T. Scott, City Engineer
Date: September 21, 2020
Subject: Hearing of any written appeals regarding assessment list confirmed by the Special Assessment Commission for Street Improvement District No. 2240
Action: Confirm Assessment List for District No. 2240

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 improvements consist of street paving for collector roadways (8th Ave – "diversion road" and 26th St NW) to service a regional area between Main Ave and 12th Ave NW.
Additional project information is available on the city's website:
https://www.westfargond.gov/1021/Special-Assessment-Projects

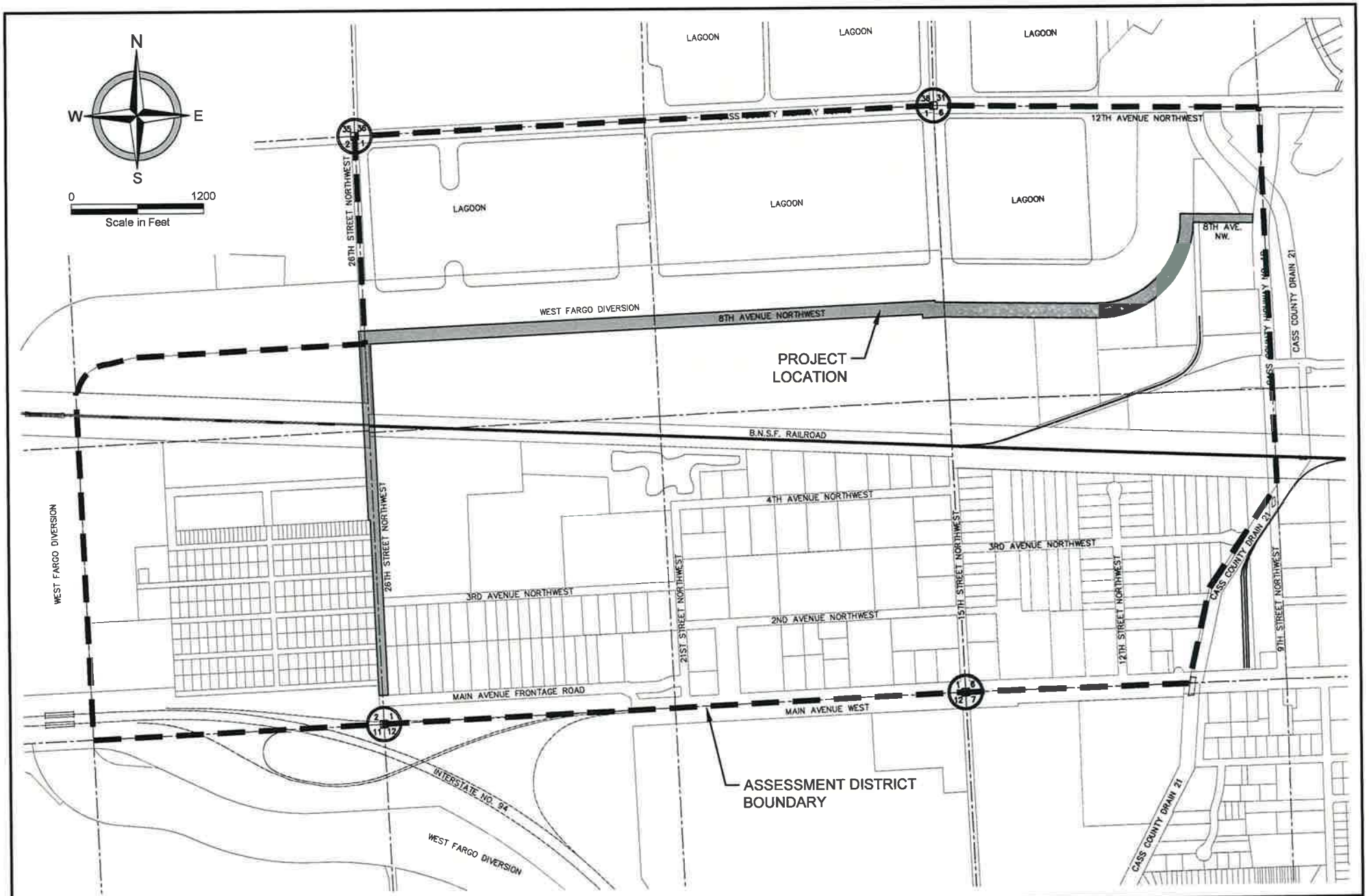
Staff recommendation is to Confirm the Assessment List

Financial Analysis:

Total Project Cost	$4,595,000
Assessments	$3,395,000
City Share	$1,200,000
Other Funds	$0

Process/Timeline:
Construction started in 2016 and was complete in 2018
January 20, 2020 - Resolution Directing Assessments be Levied
June 23, 2020 – Special Assessment Commission (public meeting) to review benefits and levied assessments.
July/Aug, 2020 – City advertised Assessment list and sent letters to all properties.
August 18, 2020 – Special Assessment Commission meeting to hear objections
Aug/Sept, 2020 – Notice of Confirmation of assessment list published and hearing scheduled for September 21, 2020

Policy Analysis:
This improvement district was administrated in accordance with North Dakota Century Code and City of West Fargo policies and ordinances. The city's "Special Assessment Policy" was adopted September 19, 2016 and is available on the city's website.



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STREET IMPROVEMENT DISTRICT NO. 2240
8TH AVENUE NORTHWEST & 26TH STREET NORTHWEST- PAVING
WEST FARGO, NORTH DAKOTA

PROJECT No.	18769-302
DATE:	12.03.15
REVISED:	---
DRAWN BY:	MCS
CHECKED BY:	MWW

moore engineering, inc.

FILE LOCATION: R:\Civil 3D Projects\18769\SURVEY\DRAWINGS\18769-302-ASSESS MAP.dwg

The Board considered the question of approval of the assessment list for Street Improvement District No. 2240 as confirmed by the Special Assessment Commission of the City of West Fargo.

It was moved by Commissioner _____ and seconded by Commissioner _____ that the assessment list for Street Improvement District No. 2240 of the City of West Fargo, as confirmed by the Special Assessment Commission of the City of West Fargo, be and the same is hereby confirmed. On roll call, the following commissioners voted aye: _____ _____. The following commissioners were absent and not voting: _____. No one voted nay, so the motion carried and the resolution was approved and confirmed.

STREET IMPROVEMENT DISTRICT NO. 2240
City of West Fargo, North Dakota

SPECIAL ASSESSMENT LIST

LOT	BLOCK	AMOUNT ASSESSED
BUTLER 2ND ADDITION		
1-2	1	$ 9,249.36
BUTLER'S 3RD ADDITION		
1	1	5,652.38
2	1	5,652.38
3	1	13,360.18
4	1	24,664.95
5	1	11,304.77
6	1	5,138.53
7	1	5,138.53
BUTLER'S 4TH ADDITION		
3	2	2,569.27
4	2	3,083.12
5	2	5,138.53
6	2	5,652.38
7	2	5,652.38
8	2	5,138.53
11	2	2,569.27
12	2	2,055.41
1	3	6,680.09
2	3	2,055.41
8	3	6,680.09
9	3	16,957.15
BUTLER'S 5TH ADDITION		
1-5	1	42,672.95
BUTLER'S 6TH ADDITION		
1	1	89,475.54

BUTLER'S 7TH ADDITION		
1, 3, 4, 5	1	29,289.63
2	1	1,541.56
3	1	9,249.36
6	1	3,083.12
8	1	3,596.97
9	1	5,138.53
BUTLER'S 8TH ADDITION		
2	1	132,148.48
3	1	192,716.54
9	2	8,259.28
10	2	8,259.28
BUTLER'S 9TH ADDITION		
1	1	24,151.10
BUTLER'S 10TH ADDITION		
1	1	30,284.03
BUTLER'S 11TH ADDITION		
1	1	19,271.65
BUTLER'S 12TH ADDITION		
1	2	2,569.27
2	1	3,596.97
CITY OF WEST FARGO FIRST SUBDIVISION		
1	1	143,160.86
COMMERCIAL RESOURCES 1ST ADDITION		
1	1	12,332.48
GATEWAY 2ND ADDITION		
1	1	13,765.47
2	1	30,284.03

GATEWAY 3RD ADDITION

1	1	2,569.27
2	1	3,083.12
3	1	2,569.27

HALVERSON INDUSTRIAL PARK

3	1	1,541.56
4	1	1,541.56
5	1	1,541.56
6	1	1,541.56
12	1	3,083.12
13	1	3,083.12
14	1	1,541.56
15	1	1,541.56
16	1	1,541.56
17	1	1,541.56
18 & 19	1	2,569.27
4	2	1,541.56
5	2	1,541.56
6	2	1,541.56
7	2	1,027.71
8 LESS N 60'	2	5,138.53
9 LESS N 60'	2	3,083.12
10 LESS N 60'	2	3,083.12
11 LESS N 60'	2	3,083.12
12 LESS N 60'	2	3,083.12
13 LESS N 60'	2	3,083.12
14 LESS N 60'	2	3,083.12
7 LESS N 60'	3	2,569.27
8 LESS N 60'	3	2,569.27
9 LESS N 60'	3	2,569.27

10 LESS N 60'	3	2,569.27
11 LESS N 60'	3	2,569.27
12 LESS N 60'	3	2,569.27
13 LESS N 60'	3	2,055.41
14 LESS N 60'	3	3,596.97
LOTS 1-3 BLK 4 LESS PT LOT 1 DESC AS: BEG SW COR LOT 1 THEN N 00DG 3'30" W ON W LN LOT 1 FOR 100' THEN N 90DG 00'00" E ON N LN LOT 1 FOR BLK 4		9,249.36
PART OF LOT 1 BLK 4 DESC AS: BEG SW COR THEN N 00DG23'30" W ON W LN LOT 1 FOR 100' THEN N 90DG00' 00" E ON N LN LOT 1 FOR 455.28' THEN S 00DG23'30" E TO S LN LOT 1 FOR 105' THEN N 90DG00' 00" W ON S LN LOT 1 FOR 76.30'		2,569.27
4-14	4	22,095.69
HALVERSON'S INDUSTRIAL PARK 2ND ADDITION		
1	1	7,707.80
3	1	9,249.36
4	1	1,541.56
HALVERSON'S INDUSTRIAL PARK 4TH ADDITION		
1	1	2,569.27
2	1	2,569.27
HELFRICH FIRST ADDITION		
1	1	3,083.12
2	1	3,083.12
3	1	3,083.12
4	1	9,249.36
INN 2ND ADDITION		
2	1	2,055.41

KITTLESON'S 1ST ADDITION

1	1	4,624.68

KNUTSON'S 1ST SUBDIVISION

1-2	1	12,388.92
6	1	5,506.19
7	1	9,635.83
8	1	9,635.83
LTS 9,10,11,12 & 13 IN BLK 1 AND BUTLERS 8TH LTS 4,5,6,7, & 8 BLK 2		55,061.87
14	1	5,506.19
15	1	5,506.19
16	1	5,506.19
17	1	5,506.19
18	1	5,506.19

KNUTSON'S 3RD ADDITION

1	1	5,506.19
2	1	6,882.73
3	1	5,506.19

MEADOWBROOK PARK

1	2	1,376.55
2	2	1,376.55
3-6, 18 & 19	2	9,635.83
7	2	1,376.55
8-16	2	15,142.01
17	2	1,376.55
20-21	2	2,753.09
22	1	1,376.55
1-3 & 22 & N 35' LOTS 20-21	3	6,882.73
4	3	1,376.55
5	3	1,376.55

6-8	3	4,129.64
9	3	1,376.55
10-16	3	11,012.37
17-21 LESS N 35' LTS 20 & 21	3	6,882.73
1	4	1,376.55
2	4	1,376.55
8	4	1,376.55
9	4	1,376.55
10	4	6,882.73
14	4	1,376.55
15	4	1,376.55
21	4	1,376.55
22	4	1,376.55
3 LESS N 30'	5	1,376.55
12-13	5	4,129.64
14-15	5	2,753.09
16	5	1,376.55
17	5	1,376.55
18	5	1,376.55
19	5	1,376.55
20	5	1,376.55
1-10 LESS R/W	6	6,882.73
21	6	1,376.55
1	8	1,376.55
2	8	1,376.55
3 & 20	8	2,753.09
4	8	1,376.55
5	8	1,376.55
6-8 & 15-16	8	8,259.28

9-13	8	8,259.28
14	8	1,376.55
17	8	1,376.55
18-19	8	2,753.09
21	8	1,376.55
22	8	1,376.55
1-2	9	4,129.64
3-8, 10, 13-16 & 20	9	17,895.11
9	9	1,376.55
11-12 ALONG WITH AUD LOT 1 SE1/4 2-139-50	9	16,518.56
17	9	1,376.55
18	9	1,376.55
19	9	1,376.55
21	9	1,376.55
22	9	1,376.55
1	10	1,376.55
2-3 & 21	10	5,506.19
4-20	10	26,154.39
22	10	1,376.55
1-2	11	4,129.64
3	11	1,376.55
47	11	5,506.19
8-10	11	4,129.64
11-12	11	2,753.09
13	11	1,376.55
14	11	1,376.55
15	11	1,376.55
16	11	1,376.55

17-20	11	5,506.19
21	11	1,376.55
22	11	1,376.55

PETRO SERVE 1ST ADDITION

1	1	3,083.12
2	1	2,569.27
3	1	3,083.12
4	1	3,083.12
5	1	2,055.41
6	1	2,055.41

SANDHILLS SUBDIVISION

1	1	145,913.95

SANDHILLS 3RD ADDITION

1	1	64,697.70
2	1	9,635.83
3	1	6,882.73
4	1	12,388.92
5	1	15,142.01
6	1	5,506.19
7	1	5,506.19
8	1	5,506.19
9	1	11,012.37
10	1	48,179.13
11	1	12,388.92
1 LESS 2,500' IN NE CORNER	2	9,635.83
1	3	5,506.19

UNPLATTED

02-3000-00880-000 AC 2.70 1-139-50 DESC TRACT IN SE 1/4 COMM AT SW CORN OF SE 1/4, THEN ON AN	4,624.68

ASSUMED BEAR OF N 89DEG38'31" E ALG S LN OF SD SE 1/4 400' THEN N 00DEG15' 37" W 100' TO PT OF BEG, THEN N 00DEG 15'37" W PARAL W/ W LN OF SD SE 1/4 600' THEN N 89DEG 38'31" E PARAL W/ THE S LN OF SD SE 1/4 200' THEN S 00DEG15'37" E PARAL W/ THE W LN OF SD SE 1/4 600' THEN S 89DEG38'31" W 200' TO THE PT OF BEG.	
02-3000-01430-000 28 AC 2-139-50 PT OF SE1/4 DESC AS FOLL: BEG AT PT 1395' N & 2070.7' W OF SE COR SD PT OF BEG LYING ON THE EXTENDED R/W LN OF GRESS AVE IN MEADOW BROOK PARK 187.70' W OF SW COR OF LT 12 BLK 8 W 91' N 118' TO W LN OF MEADOW BROOK PARK, E PARA TO SD EXTENDED N R/W LN OF GRESS AVE 91' S 118' TO BEG	1,376.55
02-3000-01440-000 2-139-50 PT OF SE1/4 DESC AS FOLL: BEG AT SE COR OF SEC 2 THN N ALG E LN OF SEC 355' TO N LN OF HWY 94 R/W THN W ALG SD R/W 1883' THN N ALG SD R/W 85' THN W ALG SD R/W 759' TO 1/4 SEC LN OF SEC 2 THN N 634' THN E 468.60' THN N 321' TO PT KNOWN AS PT OF BEG THN N 340' THN E 298.70' THN S 340' THN W 187.70' THN N 133' THN W 91' THN S 133' THN W TO PT OF BEG A DIST OF 20' LESS R/W	9,635.83
02-3000-01460-000 10.95 AC 2-139-50 AUD LT 3 OF SE1/4	49,555.68
02-3000-00085-000 6-139-49 2.06 AC BEG AT PT ON S BDRY LN OF SW1/4 SEC 6 1442.7' W OF SE COR OF SW1/4 THEN N ON LN PARA W/E BNDRY LN OF SW1/4 FOR 500' THEN E 379' THEN S 5' THEN E TO W BDRY LN OF CASS DR #21 THEN SW ALG DR TO S BDRY LN SEC 6 THEN W ON S BDRY LN TO PT OF BEG; LESS THE W 225' THERE OF & LESS THE FOLL: BEG AT PT ON S BDRY LN OF SW1/4 OF SEC 6, PT BEING 1018.7' W OF SE COR OF SW1/4	3,083.12

SEC 6 THEN N ON LN PARA W/E BDRY LN OF SW1/4 FOR 495' THEN E PARA W/S LN OF SW1/4 TO W BDRY LN OF CASS DR #21 THEN SW ALG DR TO S BDRY LN OF SW1/4 SEC 6 THEN W ON S BDRY LN TO PT OF BEG, LESS THE S 100' THEREOF FOR HWY R/W.		
02-3000-00090-000 6-139-49 PT SW 1/4 ON S BNDRY LN SW 1/4 1217.7' W OF SE COR OF SW 1/4 THN N ON A LN PAR WITH E BNDRY LN OF SW 1/4 500' W 225' S 500' E 225' TO PT OF BEG		3,596.97
02-3000-00102-000 AUD LOT 4 IN SW 1/4		3,083.12
WANZEK ADDITION		
1	1	12,332.48
WEST FARGO 2ND ADDITION		
1	1	9,763.21
WEST FARGO 3RD ADDITION		
2	2	61,233.14
3	2	10,790.92
4	2	7,193.94
5	2	4,624.68
6	2	5,138.53
7	2	2,055.41
8	2	15,415.60
9	2	87,720.73
10	2	74,656.76
11	2	90,065.26
12	2	134,008.90
WEST FARGO 5TH ADDITION		
1	1	23,123.39
WEST FARGO 7TH ADDITION		
1	1	4,624.68

2	1	5,652.38
3	1	1,541.32
WEST FARGO 8TH ADDITION		
2	1	480,830.57
WEST FARGO 9TH ADDITION		
1	1	242,234.55
3	1	169,272.54

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Regular Agenda 7

To: West Fargo City Commission
From: Economic Development Director Lauren Orchard
Date: Monday, Sept. 21, 2020
Subject: Ferguson Books & More! Enterprise Grant
Recommended Action: Approval of Enterprise Grant Application

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 City of West Fargo's Enterprise Grant is a targeted development program that provides the use of public funds to leverage private investment for interior and exterior improvements to commercial properties located within the City. The program applies to all commercial property located within the Downtown Mixed-Use District and is intended to encourage property owners and business tenants to undergo projects which are transformational in use or to extend the lifespan of the building. Since the program's inception in 2019 there have been two recipients of the grant – Thunder Coffee and HollyWould Beauty Suites.

Ferguson Books & More! has applied for an Enterprise Grant for their expansion into West Fargo within the Pioneer Place building on Sheyenne Street. This expansion would include the fit-up of 1,200 sf of vacant space just north of Thunder Coffee, including unique built-in bookshelves and façade signage. The applicant has provided quotes for eligible costs totaling $83,215. If granted, 50% of these costs would be reimbursed by the City from Economic Development Sales Tax for a total of $41,607.50. The applicant has stated that they would be unable to complete this investment at the proposed quality and scale without the partnership of Enterprise Grant dollars.

Due to the transformative nature of this project within the targeted district and the applicant's ability to meet economic goals set within West Fargo 2.0 and Enterprise Grant guidelines, the Economic Development Department recommends approval of this proposal. At their September 15th meeting the Economic Development Advisory Committee voted 5-0 to recommend approval of the application to the City Commission.

Policy Analysis:

The addition of an independent new and used bookstore to West Fargo will assist with the revitalization of downtown by bringing a unique offering to an area in need of retail diversity. Through this financial partnership, the City would be following West Fargo 2.0's call to "foster unique businesses" and "diversify retail offerings" while approving an applicant that meets the goals identified in the Enterprise Grant guidelines. Furthermore, the presence of this applicant along Sheyenne Street will contribute to consumer foot-traffic, benefiting all neighboring businesses and enhancing the City's retail economy. This economic process will add to the overall sales tax revenue collected by the City, thus reinvesting in the Economic Development Sales Tax fund from which the grant is funded.

Financial Analysis:

Through the Enterprise Grant program, up to 50% of approved costs will be reimbursed through Economic Development Sales Tax, with a not-to-exceed of $75,000 for a $150,000 investment. Ferguson Books & More! has requested a 50% reimbursement ($41,607.50) for a total investment of $83,215. There are sufficient funds designated for Enterprise Grants within the current Economic Development Sales Tax budget.

Process / Timeline:

Process	**Action**
EDAC	Recommended approval by a 5-0 vote at their September 16th meeting.
City Commission	Final approval or denial of application to take place at the September 21st meeting.

Incentive Analysis

Requested Incentive: Enterprise Grant
Term: N/A --Reimbursement
Applicant: Ferguson Books & More!
Project Address: 300 Sheyenne St.
Legal Description: Lot 1 Block 1 Pioneer Place 2nd
Proposed Investment: $83,215
Value of Grant to Applicant: 50% of eligible receipts up to $41,607.50
Estimated Incentive Value Granted to Applicant to-date: $0

Summary of Request: Enterprise Grant

An Enterprise Grant allows the recipient to submit receipts for approved capital improvement expenditures to receive a 50% reimbursement from the City up to $75,000 for a $150,000 investment. Funds for this reimbursement grant are disbursed from an apportionment designated within the Economic Development Sales Tax fund.

The applicant has a $41,607.50 grant, which is 50% of a total investment of $83,215. If the applicant underspends the estimated total, the City will only contribute 50% of the total cost. If the applicant overspends this request, the City will not contribute beyond $41,607.50.

Development Project:

Ferguson Books & More! proposes to fit up 1,200 square feet of vacant space within the Pioneer Place building at Lot 1 Block 1 Pioneer Place 2nd (rendering attached). The independently owned bookstore will sell both new and old books with additional related retail. The West Fargo location will be an expansion of the business and the only store of its kind in the metro area.

Public Benefit/Infrastructure:

To receive a tax incentive, recipients must provide public benefit.

According to Enterprise Grant guidelines, the predominant public benefits expected from an applicant receiving an Enterprise Grant incentive would be to:

- Beautify the area by improving exterior building façade
- Enhance commercial growth
- Encourage redevelopment and reinvestment
- Increase community pride in the adjacent neighborhoods
- Add significant physical improvements to the aesthetics of the property
- Create unique and distinct places
- Coordinate implementation efforts

- Attract businesses that compliment revitalization of an area through employment, unique offerings, and complementary businesses to the West Fargo 2.0 Comprehensive Vision

Each of these goals are met through the application with the most notable being the creation of a unique and distinct place that encourages consumer foot-traffic in the targeted mixed-use area. The ability to inspire retail shopping for a unique purpose will assist neighboring developments with sales, therefore amplifying all sales tax revenue in the downtown area. Other goals of improving the property are met through the proposed fit-up and are amplified through the commitment to construct high-quality shelving with the contribution of an Enterprise Grant.

Impact of Development on City and Local Economy:

The addition of an independent new and used bookstore to West Fargo will assist with the revitalization of downtown by bringing a unique offering to an area in need of retail diversity. This applicant also follows West Fargo 2.0's call to "foster unique businesses" and "diversify retail offerings" Furthermore, the presence of this applicant along Sheyenne Street will contribute to consumer foot-traffic, benefiting all neighboring businesses and enhancing the City's retail economy. This economic process will add to the overall sales tax revenue collected by the City, thus reinvesting in the Economic Development Sales Tax fund from which the grant is funded.

"But for" test:

In economic development, incentives are not awarded if the development would occur regardless of the City's contribution.

The applicant has stated that if they do not to receive an Enterprise Grant, they will not be able to complete this investment at the quality and scale that has been proposed in their application. Most notably, the applicant has provided pictures of custom built-in shelves that are intended if awarded the Enterprise Grant in comparison to shelving units that otherwise would be used to reduce costs. Because the applicant is a bookstore, the difference in bookshelves is a key consideration in the operation of their business and has high impact on their customer base. Therefore, it can be considered that but for the incentive, there would not be an investment of the desired uniqueness and quality.

Previous and Current Incentives Experienced by Applicant:

The applicant has never received an incentive from the City of West Fargo.

Previous and Current Incentives Experienced by Property

The 1,200 vacant building space has not received an incentive to be fit up for an end-user. The Pioneer Place building in which the space is located was part of a public private partnership (P3) between EPIC companies and the City of West Fargo, however, this fact does not relate to the current application from the potential lessee.

Take up the challenge
BE OPEN MINDED
EXPLORE
KNOB CREEK
SHADOWRUN
MODERN
FAILURE
7 HABITS OF HIGHLY EFFECTIVE PEOPLE
Stephen R. Covey

Regular Agenda 8

To: West Fargo City Commission
From: Economic Development Director Lauren Orchard
Date: Monday, Sept. 21, 2020
Subject: 9th & Main LLC, 100 9th St. NE, Renaissance Zone
Recommended Action: Denial of RZ Application

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:

In 2019 the current applicant, 9th and Main LLC, received two Renaissance Zone tax incentives valued at $1.4 million for the construction of two cold storage distribution warehouses. The applicant has applied for a third Renaissance Zone tax incentive valued at $675,202.50 for a new 150,000 sf cold-storage speculative building project at 100 9th St NE. The West Fargo Economic Development Department is recommending that this application be denied on the basis that the development will occur without the incentive and that the project is speculative, making the economic impact unknown.

At their September 15th meeting the Economic Development Advisory Committee (EDAC) voted 3-1-1 to recommend approval of the project to the City Commission. Although the EDAC recommended approval, Staff's recommendation remains to deny the application based on the following considerations:

- The incentive does not meet the but-for test and is therefore a loss to all taxing entities: The development will occur without the incentive, meaning the $675,202.50 is a loss with no apparent public gain. Renaissance Zones are a form of tax abatement, meaning the tax revenue loss of $675,202.50 is a loss to all taxing units, not just the City.

- West Fargo Renaissance Zone guidelines restrict warehousing: This building is designed to be a warehouse distribution center, meaning that it would not qualify for a Renaissance Zone incentive under current guidelines. Warehouse and last mile logistics facilities do not produce significant sales tax revenue due to the nature of selling all products out of city and state limits. Warehousing is also a healthy and growing sector in the West Fargo economy that does not need City support.

- The building's speculative nature is not supported by City incentive programs: If this building is not used for warehousing, the end user is unknown and there can be no claim that this structure brings high quality employment to the community.

- The investment is inconsistent with West Fargo 2.0: The development does not target a balanced mix of uses or increase sectors of the economy that are not yet established in West Fargo, as recommended by the West Fargo 2.0 plan.

- There is no City commitment to continue incentives: No written or recorded proof can be found to support the argument that the original Renaissance Zone applications included this building or this parcel. The previous partnership can be appreciated for its initial impact, while the current application for 100 9th St. NE is considered on its own merits. Previous receipt of an incentive indicates City support but does not imply additional incentives are necessary for continued development.

Financial Analysis:

For a private investment of $9 million, the City and other taxing units would stand to lose $675,202.50 in tax revenue over a 5-year term. Additionally, the applicant would be eligible for income tax exemption through the State, which they anticipate being valued at $100,000.

Process/Timeline:

Process	Action
EDAC	Recommended approval by a 3-1-1 vote at their September 16th meeting.
City Commission	Final approval or denial of application to take place at the September 21st meeting.

Incentive Analysis

Requested Incentive: Renaissance Zone
Term: 5 years, estimated June 1, 2021- May 31, 2025
Applicant: 9th & Main LLC, Levi Arneson
Project Address: 100 9th St. NE
Legal Description: Lot 2 Block 1 Forum Communications 1st
Proposed Investment: $9 million, 150,000 sf, Speculative Building
Value of Tax Savings to Applicant: $675,202.50 ($135,040.50 x 5 years)
Estimated Incentive Value Granted to Applicant to-date: $1.4 million

Summary of Request: Renaissance Zone --5 years

A Renaissance Zone allows the recipient to avoid property taxes (impacting all related taxing units) on new improvements for the length of the Renaissance Zone term, up to 5 years. The value of the unpaid property taxes can be used for any purpose without reporting to the City. A Renaissance Zone functions similarly to a Tax Abatement/Payment in Lieu of Taxes (PILOT), but does not have the same application requirements identified by the State of North Dakota, such as primary sector certification and job creation goals. The Renaissance Zone program does have additional benefits for successful applicants, including income tax abatement for income made on the project, up to $500,000. Future tenants can also apply for income tax abatement if a Renaissance Zone has been granted on the property. Renaissance Zones can only be awarded once for any one property.

The requested Renaissance Zone term is 5 years, starting on the date of State approval. Based on improvements estimated below from the applicant, the Renaissance Zone value over a 5 year term is $675,202.50.

Development Project:

9th & Main LLC proposes to construct a 150,000 square foot speculative building at Lot 2 Block 1 Forum Communications 1st (rendering attached). The building will be cold storage capable and designed to attract a business needing dock high space. The applicant has stated that they "target anybody and everybody." While the speculative nature of the building does mean that any business could become a lessee, it is likely to attract a distribution warehouse based on the applicant's past projects and the design of the proposed building.

*Warehousing is not a permitted use of incentive dollars under West Fargo Renaissance Zone guidelines; however speculative buildings are not specifically mentioned in current policy. The distinction between this speculative building and the warehousing category is difficult to make.

Public Benefit/Infrastructure:

To receive a tax incentive, recipients must provide public benefit.

According to West Fargo's Renaissance Zone Guidelines, the predominant public benefits expected from an applicant receiving a Renaissance Zone incentive would be to:

- create high-quality jobs
- enhance entrances to the community
- encourage new development
- change existing property to meet zoning
- increase business visibility, and;
- contribute to comprehensive redevelopment.

Among these listed goals, the only known public benefit is the "encouragement of new development" through the construction of a building. The nature of new construction means that property value will be increased, therefore increasing taxable value. With a renaissance zone, this increased taxable value would not be experienced by any taxing entity for 5 years.

The future tenant may bring additional benefits, but these are currently unknown due to the speculative nature of the building. Based on previous developments from 9th & Main LLC, the city may expect 15-20 facility jobs plus commercial drivers. There is risk, however, that the building could sit vacant for the term of the incentive. There are no clawbacks through current Renaissance Zone policies if the building were to remain vacant.

Impact of Development on City and Local Economy:

The structure proposed by the applicant is not currently identified as a priority to the City of West Fargo Economic Development Department and does not show clear promise to diversify the local economy. While the applicant has stated that no other developer in West Fargo constructs speculative buildings of this size without a tenant, the type of structure proposed supports a warehouse/distribution facility. West Fargo has a healthy market of warehouse/distribution facilities and is not lacking in this sector of the economy. While we encourage all legal and conforming development, this proposed speculative building will not specifically diversify or enrich the local economic ecosystem above and beyond current development trends.

The applicant has stated that the development would not occur without City incentives and is seeking the Renaissance Zone to reduce costs for eventual end-users. In other words, the requested incentive value over 5 years of $675,202.50 would be used by the applicant to make their buildings cost less than their competitors. The applicant has stated that this reduced lease price helps them bring business otherwise locating outside of the metro area.

While this applicant has stated that they would not develop without this incentive there is no clear disadvantage to developing the property (i.e. lack of infrastructure, poor visibility,

environmental contamination, dilapidated structures on-site). In other words, the vacant site is primed for development and would likely develop for other economically beneficial purposes without the incentive, but perhaps not through this applicant for this specific project.

"But for" test:

In economic development, incentives are not awarded if the development would occur regardless of the City's contribution.

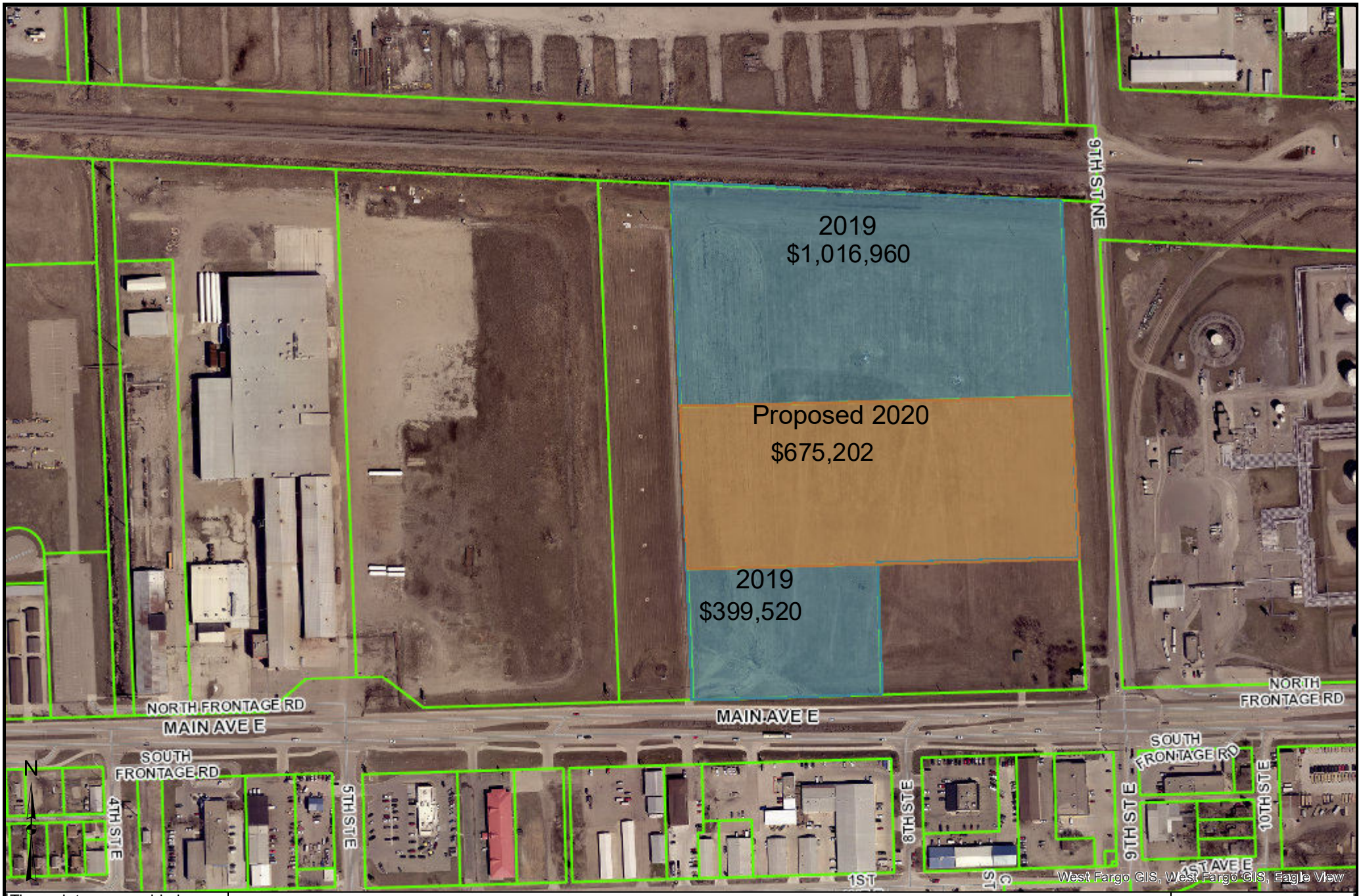
The applicant has stated that the proposed development would not occur without City incentives. However, this statement has not been verified with a pro-forma or other documentation as these are not required by the current application process and the nature of speculative buildings makes it difficult to prove that an end-user would not lease from the applicant without the incentive.

Previous and Current Incentives Experienced by Applicant:

9th & Main LLC has received an estimated $1.4 million in tax savings granted by the City since 2019 for two projects surrounding the proposed project. One project has attracted Ryder Logistics, which stores and transfers Agricultural products for Bayer AG. The other project is expected to be leased in March of 2021.

Previous and Current Incentives Experienced by Property

No incentives have been experienced by this property to-date.



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

9th and Main RZ Incentives

Date: 8/31/2020

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

City of WEST FARGO

City Commission Agenda Item Request

Regular Agenda 9

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: *

Brad Schmitz- Black Powder Fireworks

Phone Number: *

651-262-9781

Email Address:

bschmitz@blackpowderfireworks.com

Date *

9/17/2020

Topic for Consent or Regular Agenda?

Please select one option:

- [ ] Consent Agenda
- [x] Regular Agenda

Please Briefly Describe Your Request *

We are asking for the Commission to reconsider Site A20-25. We have included an updated site plan with a new access from the north part of the property. This is in reaction and response to the Willow Creek residents concern, as well as the suggestion of Commissioner Mandy George. The other site, A20-24, has many issues, including, but not limited to, limited customer access, major infrastructure upgrade (road work est. at 180k alone) and great uncertainty with the new Flood Plain.

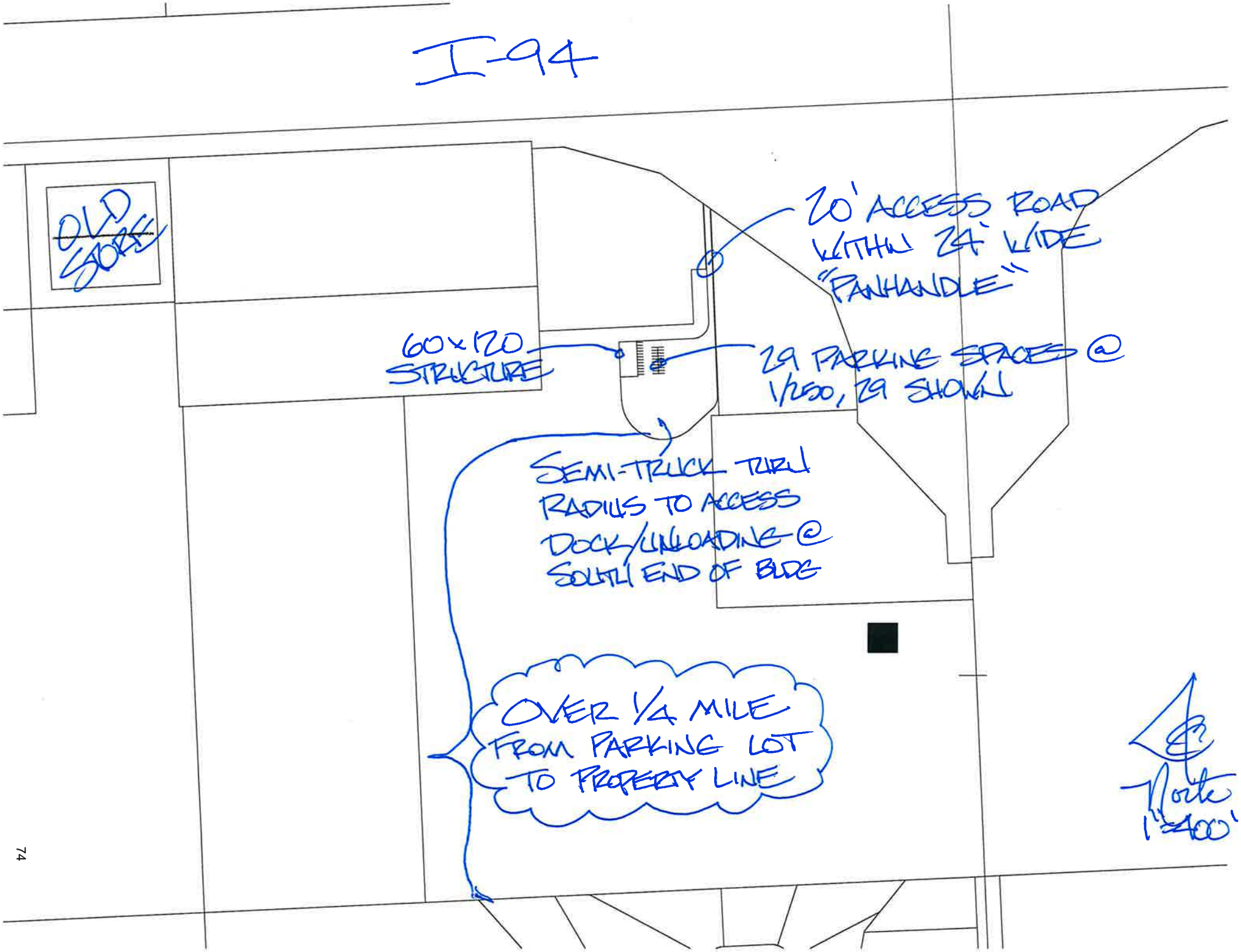
Site Address or Legal Description (if applicable)

Action Being Requested from City Commission *

We are asking that the Commission approve our original Conditional Use Permit application for site A20-25. We are very committed to staying in business. The reality of the diversion has given us extremely limited options in being able to continue operations of our business. Please consider this compromise carefully.

Upload Additional Documentation (Optional):

New Site Plan Black Powder.pdf 78.97KB


I-94
OLD SORE
20' ACCESS ROAD WITHIN 24' WIDE "PANHANDLE"
60x120 STRUCTURE
29 PARKING SPACES @ 1/250, 29 SHOWN
SEMI-TRUCK TURN RADIUS TO ACCESS DOCK/UNLOADING @ SOUTH END OF BLDG
OVER 1/4 MILE FROM PARKING LOT TO PROPERTY LINE
North
1"=400'

Regular Agenda 10

AGENDA ITEM DESCRIPTION Agenda #_____
CITY COMMISSION
WEST FARGO, NORTH DAKOTA

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

1. CONTACT PERSON: Tim Solberg AICP

2. PHONE NUMBER: 433-5321 DATE: September 16, 2020

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

Conditional Use Permit for accessory building greater than 1,000 square feet in a residential district.

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

Located at 4709 3rd Street East (Lot 1, Block 3 of McMahon Estates 4th Addition), City of West Fargo, North Dakota.

5. ACTION BEING REQUESTED FROM CITY COMMISSION:

Approval subject to conditions listed in the staff report.

A20-22	CONDITIONAL USE PERMIT
4709 3rd Street East	
Lot 1, Block 3 of McMahon Estates 4th Addition, City of West Fargo, North Dakota	
Applicant/Owner: Shane & Jennifer Rohweder	Staff Contact: Lisa Sankey
Planning & Zoning Commission Introduction:	08-11-2020
Public Hearing:	08-11-2020 – denied
Planning & Zoning Commission Reconsideration:	09-15-2020 - Approval
City Commission:	08-17-2020 – Referred to Planning Commission 09-21-2020

PURPOSE:
Construct a 40' x 60' (2,400 square foot) accessory building with steel siding and roofing, for personal storage in a rural estate zoned district.

STATEMENTS OF FACT:	
Land Use Classification:	G-2: Sub-Urban – Growth Sector
Existing Land Use:	Single Family Dwelling
Current Zoning District(s):	R-1E: Rural Estate District
Zoning Overlay District(s):	NA
Total area size:	1.14 Acres
Adjacent Zoning Districts:	R-1E: Rural Estate District
Adjacent street(s):	3rd Street East (Local); 47th Avenue East (Local)
Adjacent Bike/Pedestrian Facilities:	None
Available Parks/Trail Facilities:	None

DISCUSSION AND OBSERVATIONS:

- The R-1E: Rural Estate zoning district allows for accessory structures greater than 1,000 ft² as a conditional use provided they are in character with the development pattern of the subdivision they are in.
- The applicant has provided a site plan which shows the new accessory structure will be built in the rear yard with a side yard setback of 25' and rear yard setback of 30'.
- The applicant has indicated the structure would be built of steel siding which match the exterior of the existing house on the property. They also propose steel roofing for low maintenance. Elevations of the proposed structure have been provided.
- A conditional use permit agreement is required to be signed prior to issuance of a building permit and may include conditions deemed appropriate by the Commission.

CRITERIA FOR GRANTING CONDITIONAL USE PERMIT:

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

1. Ingress and egress to property and proposed structures thereon with particular reference to automotive and pedestrian safety and convenience, traffic flow and control, and access in case of fire or catastrophe.
   - The property has adequate access and the improvements will not affect the current access.
2. Off-street parking and loading areas where required, with particular attention to the items in (1) above and the economic, noise, glare or odor effects of the special exception on adjoining properties and properties generally in the district.
   - No concerns noted
3. Refuse and service areas, with particular reference to the items in (1) and (2) above.
   - No concerns noted.
4. Utilities, with reference of locations, availability, and compatibility.
   - No concerns noted
5. Screening and buffering with reference to type, dimensions, and character.
   - No concerns noted
6. Signs, if any, and proposed exterior lighting with reference to glare, traffic safety, economic effect, and compatibility and harmony with properties in the district.
   - No concerns noted
7. Required yards and other open space.
   - No concerns noted.
8. Soil conditions, as they relate to on-site sewage disposal, water supply, basement excavating, road construction and related land use.
   - No concerns noted.
9. General compatibility with adjacent properties and other property in the district.
   - The land adjacent to this area is R-1E: Rural Estate District and similar style and sized accessory buildings have been previously approved within the subdivision.

NOTICES:	
Sent to:	Property owners within 350'.

Comments Received:

- An email was received regarding concerns with building and roofing materials; however, was not concerned with the size.
- An email was received with concerns regarding the size and type of structure, and opposing the structure based on the restrictive covenants.
- An email was received with no concerns as long as the restrictive covenants are followed regarding exterior finishes.
- A call and email was received by an individual concerned with the size of the structure and is more comfortable with a size closer to 1,600 square feet which is comparable to other structures constructed in the area as conditionally permitted uses.
- An email was received from a property owner concerned with the exterior building materials, as well as questions regarding the use of the structure, possibly being used for a plumbing business. The applicant, who indicated the structure was for personal storage, was sent a copy of the home occupations guidelines.

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

- The application is providing an accessory to an existing use and therefore the application may be considered consistent with the Comprehensive Plan.

RECOMMENDATIONS:

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

1. The accessory building is constructed of the same color and materials as the primary residential structure.
2. A Signed Conditional Use Permit Agreement is received.

PLANNING AND ZONING RECOMMENDATION:

At their August 11, 2020 meeting, the Planning and Zoning Commission denied the conditional use permit based on public comments.

UPDATE – APPEAL TO CITY COMMISSION REGARDING PLANNING COMMISSION RECOMMENDATION

The applicant is requesting the City Commission review the Conditional Use Permit and has provided photos of similar structures in the neighborhood. He is willing to compromise on the size of the structure (2,000 ft^2), and has submitted elevations and photos of a similar structure.

Previously staff recommended approval subject to the two conditions listed above.

UPDATE – CITY COMMISSION REGARDING PLANNING COMMISSION RECOMMENDATION

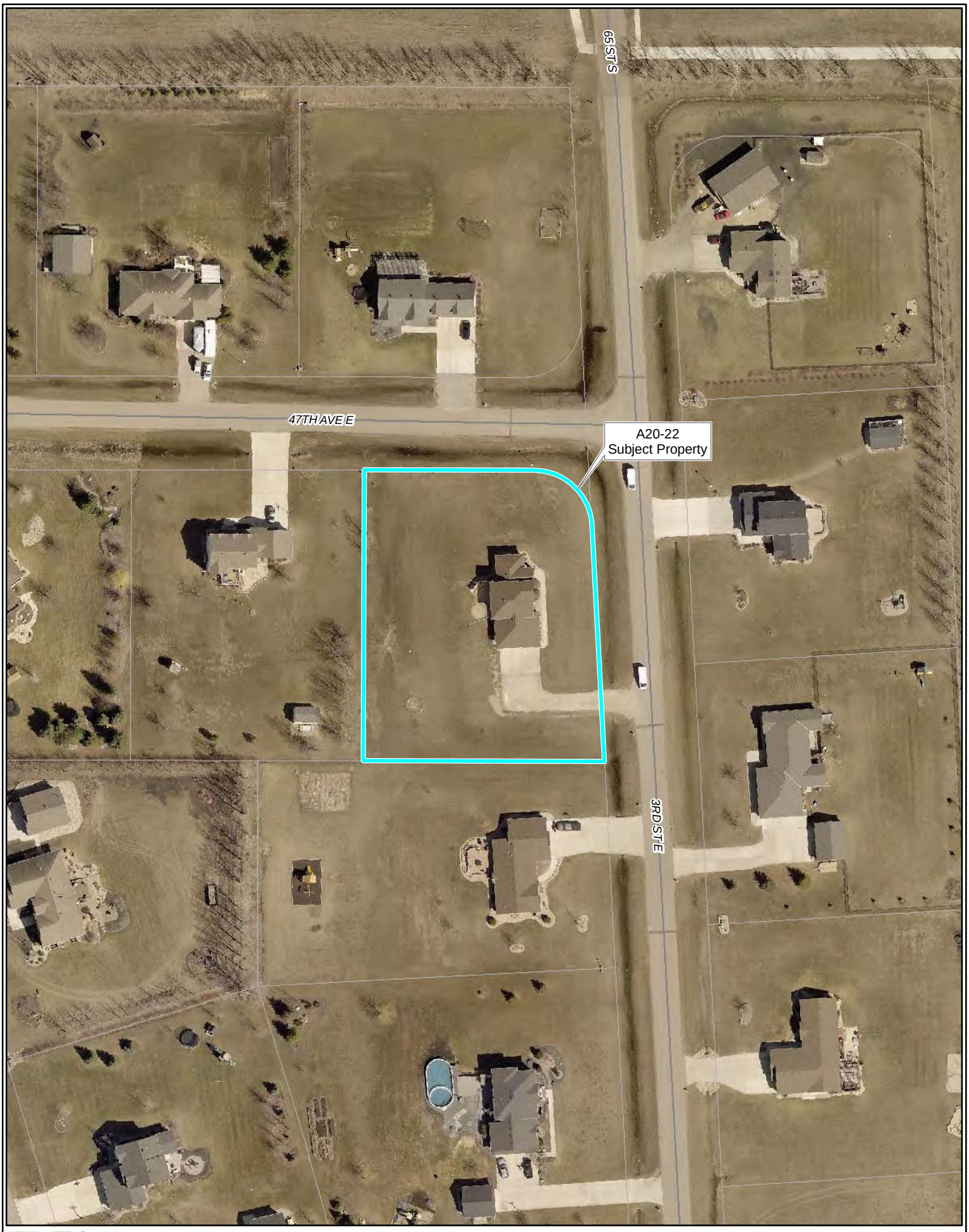
At their August 17, 2020 meeting, the City Commission referred the new proposal regarding decreased size and modified elevations to the Planning and Zoning Commission for review. The exterior materials will match the house with similar siding, roofing and brickwork.

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

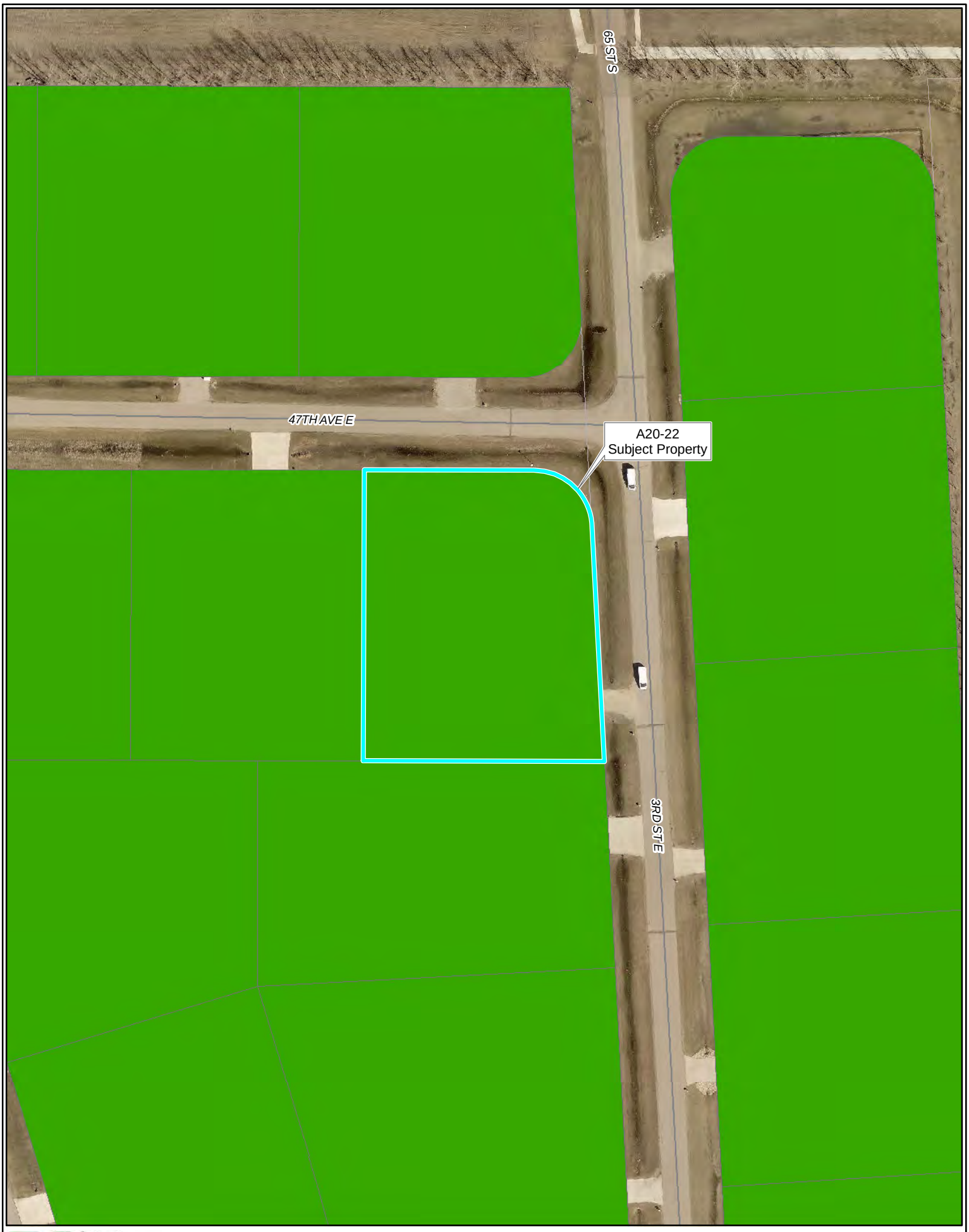
1. The accessory building is constructed of the same color and materials as the primary residential structure.
2. A Signed Conditional Use Permit Agreement is received.

PLANNING AND ZONING RECOMMENDATION:

At their September 15, 2020 meeting, the Planning and Zoning Commission recommended approval of the Conditional Use Permit, subject to the two conditions listed above.



City of WEST FARGO



City of WEST FARGO

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R-1E: Rural Estate
R-1S: Special One and Two Family
R-1SM: Mixed One and Two Family
R-2: Limited Multiple Dwelling
R-3: Multiple Dwelling
R-4: Mobile Home
R-5: Manufactured Home
R-L1A: Large Lot Single Family
R-R: Rural Residential
PUD: Planned Unit Development
DMU: Downtown Mixed Use

From:	Shane Rohweder
To:	Lisa A. Sankey
Subject:	New proposal
Date:	Wednesday, August 12, 2020 5:12:09 PM

Hi Lisa,
I wanted to let you know I am willing to do a 40’x50’ (2000 square foot) garage with 15 foot sidewalls. The exterior siding will match my home. I will have brick on the front and shingles on the roof as pictured in new 3D drawings.
I appreciate how helpful you have been. Please let me know if you need more information.

Thank you!
Shane Rohweder

Sent from my iPhone
CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

From: Steve Johnson
To: Lisa Gulbitti
Subject: Fwd: garage
Date: Wednesday, August 12, 2020 6:06:48 PM

Lisa I will send you a letter tonight. Just wanted you to see drawings.

Thank you!
Shane

Sent from my iPhone

Begin forwarded message:

> **From:** Broc <broc@stonecliffebuilders.com>
> **Date:** August 12, 2020 at 3:06:30 PM CDT
> **To:** "shanewebweder@gmail.com" <shanewebweder@gmail.com>
> **Subject: garage**

Thank you,

Broc Sobersize

Stone Cliff
703-244-8336

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

From: Duane Zimmerle
To: [redacted]
Subject: [redacted]
Date: Wednesday, August 12, 2020 5:05:58 PM

This is close to the size I'm requesting.
35'x50' with 15' side walls.

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Sent from my iPhone

Permit No. A20-22

Conditional Use Permit

State of North Dakota,
County of Cass,
City of West Fargo

WHEREAS, Shane Rohweder (hereinafter referred to as the **"Applicant"**) has paid the sum of two hundred dollars ($200.00) to the City of West Fargo, as required by the City of West Fargo Zoning Ordinance, and has complied with all the requirements of said ordinance necessary for obtaining this permit; and

WHEREAS, the **Applicant** is the legal owner of property located at 4709 3rd Street East, West Fargo, ND 58078, legally described as (hereinafter referred to as the "Property"):

Lot 1, Block 3 of McMahon Estates 4th Addition

NOW, THEREFORE, by order of the West Fargo City Commission, the said applicant is hereby issued a Conditional Use Permit to:

Construct an accessory building greater than 1,000 ft^2 in an R-1E: Rural Estate zoning district.

on the above-described Property with the following conditions:

1. The 2,000 square foot (40' x 50') accessory building is constructed of the same color and materials as the primary residential structure.

2. Use of the accessory building meet the requirements of the R-1E: Rural Estate District Standards.

3. The City of West Fargo reserves the right to inspect the property for compliance with these conditions.

4. Any and all claims that arise or may arise against Applicant, its agents, servants, or employees while engaged in the use of the Property, shall in no way be the obligation of the City of West Fargo. Furthermore, Applicant, its agents servants, employees, or assigns shall indemnify, hold harmless, and defend the City, its officers and employees against any and all liability, loss, costs, damages, expenses, claims, actions, or judgments, including attorneys' fees which the City, its officers or employees may hereafter sustain, incur, or be required to pay, in any way connected with the use of the Property or City actions related to the granting of this Conditional Use Permit.

5. Any improvements made to the property in connection with this Conditional Use Permit shall be at the sole expense of the Owner and shall not be the obligation of the City.

6. If Applicant fails to observe the terms and conditions of this Conditional Use Permit, the City may revoke this Conditional Use Permit. In such an event, the City will give

owner at least a ten (10) day notice of revocation of a revocation hearing for the Conditional Use Permit stating the time, place and purpose of such hearing. Upon such hearing, the City may revoke this Conditional Use Permit. If this Conditional Permit is revoked Owner shall remove the conditionally permitted use from the property by the date stated by the City Commission at the hearing. Applicant shall pay as reasonable attorney's fees and court costs associated with the City's enforcement of the terms of this Conditional Use Permit.

7. This Conditional Use permit will not be in effect until such time as:
   a) it is executed and recorded with Cass County; and
   b) the City of West Fargo is provided with recording information.

8. The obligations herein shall run with the Property and shall bind the Applicant and the Owner and their successors and assigns.

9. Each provision, section, sentence, clause, phrase, and word of this Agreement is intended to be severable. If any provision, section, sentence, clause, phrase, and word hereof is held by a court with jurisdiction to be illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this Agreement.

10. The Applicant acknowledges receipt of this Conditional Use Permit and agrees to its terms and conditions.

Dated this _____ day of _____, 20____.

APPLICANT: _____

STATE OF NORTH DAKOTA)
)
COUNTY OF CASS)

On this _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for said county and state, personally appeared _____, known to me to be the person who is described in and who executed the above and foregoing document and acknowledged to me that he executed the same.

[SEAL]

_____
Notary Public

Dated this _____ day of _____, 20____.

WEST FARGO BOARD OF CITY COMMISSIONERS:

_____
Bernie L. Dardis, President of the Board

STATE OF NORTH DAKOTA)
)
COUNTY OF CASS)

On this _____ day of _____, 20___, before me, the undersigned, a Notary Public in and for said county and state, personally appeared Bernie L. Dardis, known to me to be the person who is described in and who executed the above and foregoing document and acknowledged to me that he executed the same.
[SEAL]

_____
Notary Public

Dated this _____ day of _____, 20___.

WEST FARGO PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

_____
Tim Solberg, AICP, Director of Planning and Zoning

STATE OF NORTH DAKOTA)
)
COUNTY OF CASS)

On this _____ day of _____, 20___, before me, the undersigned, a Notary Public in and for said county and state, personally appeared Tim Solberg, known to me to be the person who is described in and who executed the above and foregoing document and acknowledged to me that he executed the same.
[SEAL]

_____
Notary Public

Regular Agenda 11

AGENDA ITEM DESCRIPTION Agenda #_____
CITY COMMISSION
WEST FARGO, NORTH DAKOTA

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

1. CONTACT PERSON: Tim Solberg AICP

2. PHONE NUMBER: 433-5321 DATE: September 16, 2020

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

Ordinance #1163 Rezoning from PUD: Planned Unit Development to R-1A: Single Family Dwelling District and R-1: One & Two Family Dwellings.

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

Lots 11-12, 19-20 & 22-31, Block 1; Lots 2-22, Block 2 and all of Block 3 of Burlington Addition And all of Burlington 4th Addition, City of West Fargo, North Dakota.

5. ACTION BEING REQUESTED FROM CITY COMMISSION:

Hold Second Reading on the Rezoning.

ORDINANCE NO. 1163

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

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

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

The district as shown upon the following described area shall be and the same is hereby rezoned from PUD (Planned Unit Development District) to R-1A (Single Family Dwelling District):

> Lots 11-12, 19-20, and 22-31, Block 1; Lots 2-22, Block 2; and all of Block 3 of Burlington Addition to the City of West Fargo, Cass County, North Dakota.

The district as shown upon the following described area shall be and the same is hereby rezoned from PUD (Planned Unit Development District) to R-1 (One and Two Family Dwellings District):

> All of Burlington Fourth Addition to the City of West Fargo, Cass County, North Dakota.

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

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

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

ATTEST:

_____
City Auditor

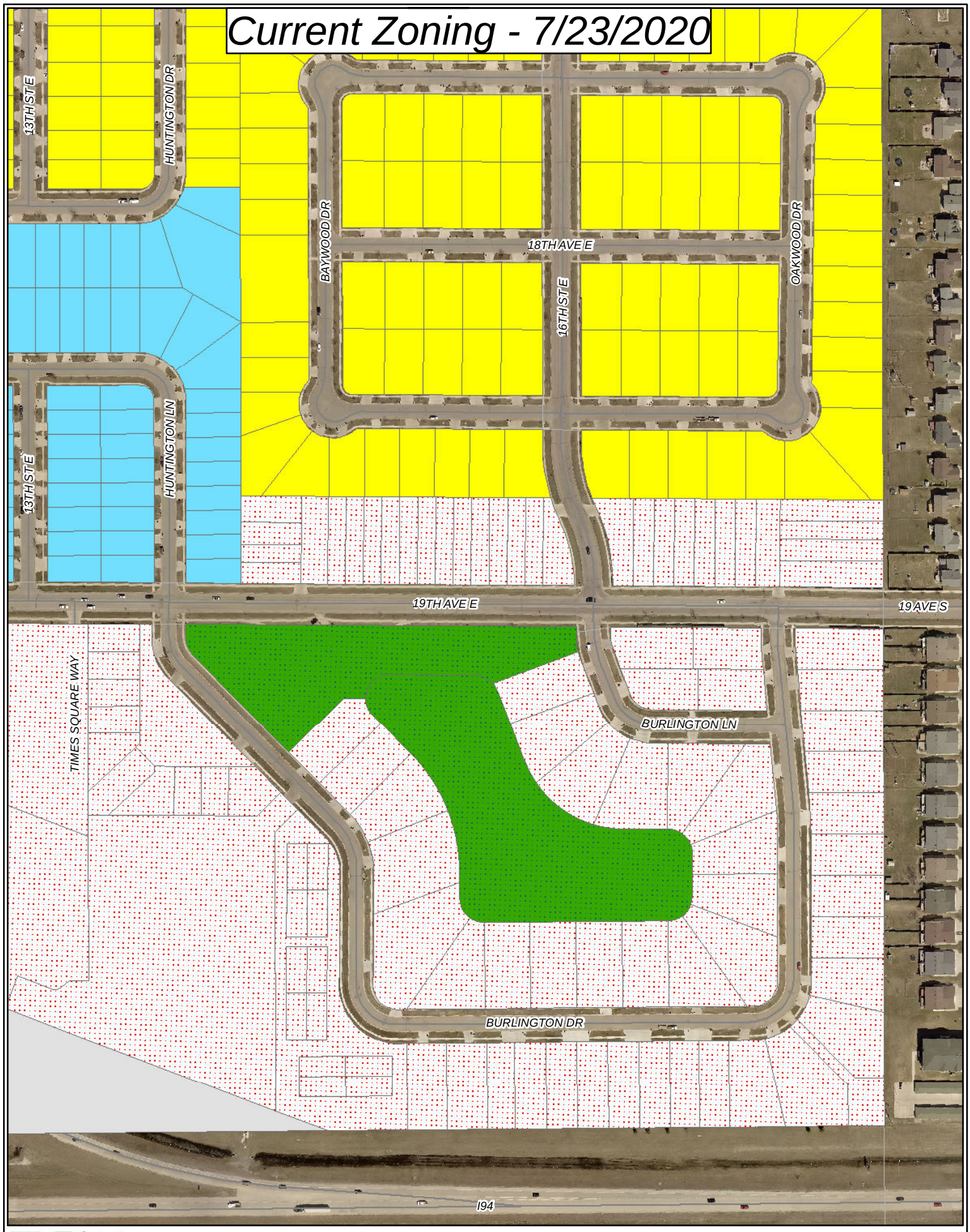
Date of First Reading:

Date of Second Reading:

Date of Publication:

F:\MUNI\WFGO\REZONE\BURLINGTON4\ORD1163.WPD

Current Zoning - 7/23/2020



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- R-1S: Special One and Two Family
- R-1SM: Mixed One and Two Family
- R-2: Limited Multiple Dwelling
- R-3: Multiple Dwelling
- R-4: Mobile Home
- R-5: Manufactured Home
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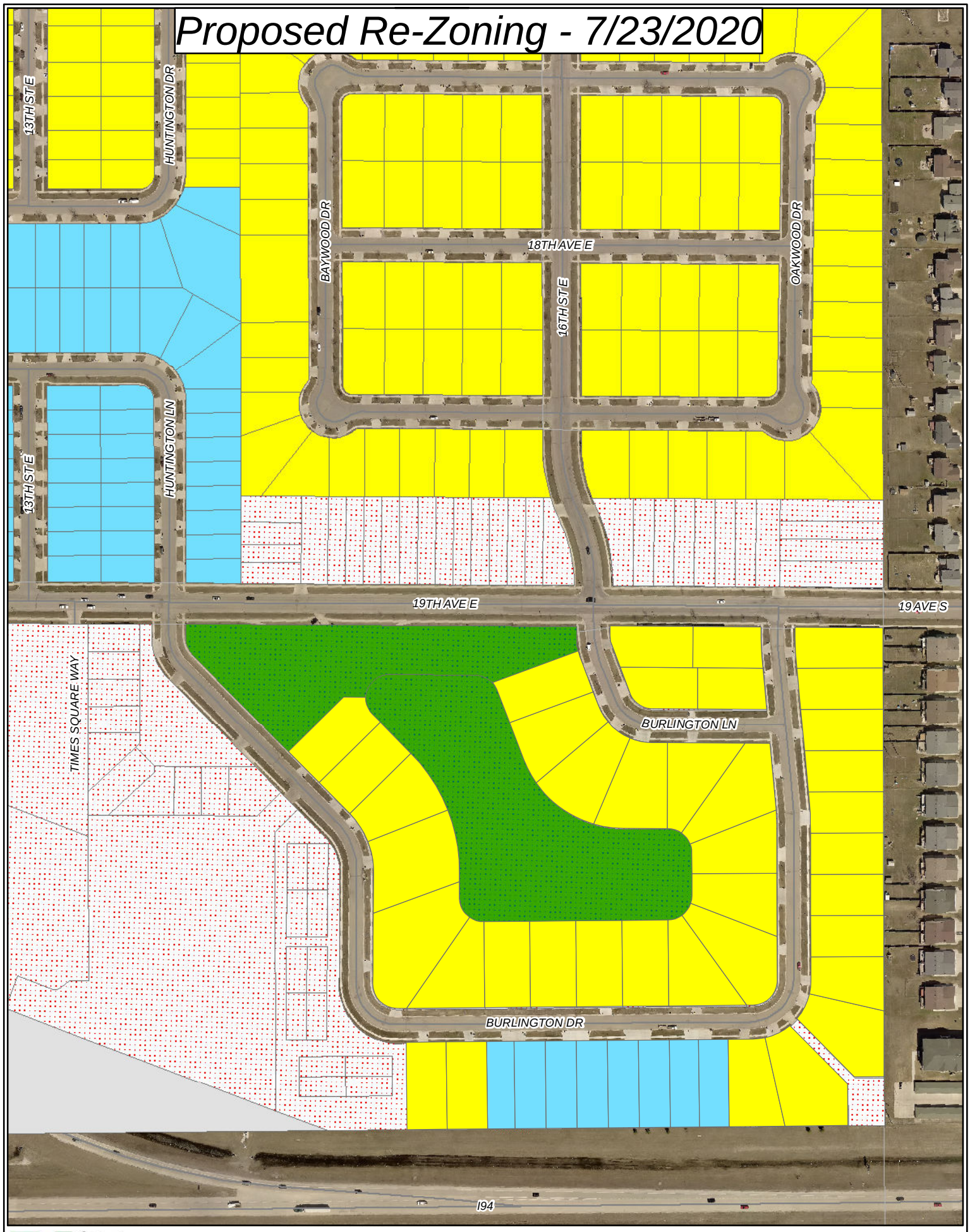
- R-R: Rural Residential
- PUD: Planned Unit Development
- DMU: Downtown Mixed Use

Proposed Re-Zoning - 7/23/2020



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- R-R: Rural Residential
- PUD: Planned Unit Development
- DMU: Downtown Mixed Use

Regular Agenda 13

To: West Fargo City Commission
From: Dustin T. Scott, City Engineer
Date: September 21, 2020
Subject: 2259 - Concrete Pavement Repair
Action: Authorize Contract

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 City Commission reviewed and discussed quotes received for Project #2259 at their regular meeting held on September 9, 2020. Action was taken authorizing staff to negotiate a price based on a revised scope of work (i.e. reducing number repair locations). Engineering and Public Works met to review all 12 proposed locations and decided to remove locations "B" and "E" in an effort to reduce costs. Based on this revised scope, a new price was negotiated with Key Contracting where their original quote of $289,345 was reduced by just over $75,000. Staff recommends awarding a construction contract to Key Contracting, Inc. for $213,830.

September 9, 2020 Agenda Item provided below for reference

Summary and Recommendation:
This project was included in the city's 2020 Capital Improvement Plan (CIP) and is a coordinated effort between the Public Works and Engineering Departments. As shown in the CIP, the intent is to contract large-scale pavement repairs each year, which will allow Public Works to focus on other pavement management projects.
Included with this project are twelve (12) locations on five (5) major streets that are in critical need of full-depth patching. Construction plans and specifications were prepared (*internally*) and we solicited quotes from various contractors. Submittals are due on Tuesday, September 8th and the results will be presented during the City Commission meeting, along with a recommendation to award a contract.
Policy Analysis:
A pavement maintenance program has been budgeted into the city's 5-year CIP. Pavement maintenance includes chip seals, concrete patching and small overlay projects. This project is the first to be designed and administrated "in-house" by the engineering department.
Financial Analysis:
This project was included in the 2020 CIP with a budget of $300,000 using sales tax funds. However, the intended budget for this project is below $200,000, which allows the city to solicit quotes instead of going through public bidding process (per N.D.C.C.).
Process/Timeline:
Construction would begin as soon as contracts are executed with substantial completion scheduled for October 30, 2020.