



West Fargo City Commission Meeting
Monday November 20, 2017
Commission Chambers 5:30 PM

- A. Pledge of Allegiance
- B. Approve Order of Agenda
- C. Approval of Minutes – November 6, 2017 (Pg 3-18)
- D. Building Permits

Consent Agenda – Approve the Following:

- a. Bills
- b. Schedule a Public Hearing on Monday, December 4, 2017 concerning the Highland Meadows 3rd Addition, a Replat and Rezoning from R-1: One & Two Family Dwellings to R-1SM: Mixed One & Two Family Dwellings. (Pg 19-20)
- c. Games of Chance for the North Dakota Association of School Resource Officers. Games Conducted: Raffle on 1/1/18 to 6/22/18 at Liberty Middle School, 801 36 Ave E. (Pg 21)
- d. Games of Chance for the VFW Department of North Dakota. Games Conducted: Raffle on 12/4/17 to 4/1/18 at the Arthur W. Jones VFW Post 7564, 308 Sheyenne St. (Pg 22)
- e. Games of Chance for the Fargo Chapter Ducks Unlimited. Games Conducted: Raffle on 12/7/17 at Speedway Event Center, 680 Main Ave W. (Pg 23)
- f. Approve Amended Engineer's Report for Street Improvement District No. 2251, Authorize preparation of Plans & Specs. (Pg 24-27)
- g. Approve Plans & Specs for Street Improvement District No. 2250, Authorize Ad for Bids for Street Improvement District No. 2250. (Pg 28)

Regular Agenda

- 1. **5:30 pm Public Hearing:** Concerning the granting of a new retail on-premises beer, wine and liquor license for Barcode Bar & Grill at 825 23 Avenue East, Suite 208 – **Tina Fisk (Pg 29-34)**
- 2. West Fargo Police Department structural changes needed and the 2018 Budget Enhancement Request – **Police Chief Heith Janke (Pg 35)**
- 3. Cass County Planning Commission Board Appointment – **Rich Mattern (Pg 36)**
- 4. Riverview Estates 2nd Subdivision Final Plat Approval and Approval of Conditional Use Permit subject to conditions listed in the staff report –**Tim Solberg (Pg 37-46)**
- 5. Review Project Concept alternate for Street Improvement District No. 2249 and provide direction on which alternate to pursue. – **Dustin Scott (Pg 47)**
- 6. Presentation and Recognition of a grant check from Midco to the West Fargo Fire Department for equipment – **Fire Chief Dan Fuller (Pg 48)**



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7. Review RFP for Core Area Infrastructure Master Plan and Authorize staff to publish RFP and interview consultants. – **Chris Brungardt (Pg 49-77)**
8. Report from the City Administrator
9. Non-Agenda Items
10. Correspondence
11. Adjourn



West Fargo City Commission Meeting
Tuesday November 6, 2017
Commission Chambers 5:30 PM

The West Fargo City Commission met on Monday November 6, 2017, at 5:30 pm. Those present were Duane Hanson, Mark Simmons, Rich Mattern, Mark Wentz and Mike Thorstad. The President of the Board Rich Mattern called the meeting to order.

The Pledge of Allegiance was recited.

Commissioner Wentz moved and Commissioner Hanson seconded to approve the order of agenda. No opposition. Motion carried.

Commissioner Simmons moved and Commissioner Thorstad seconded to approve the minutes of October 16, 2017. No opposition. Motion carried.

The Commission reviewed the Building Department Activity Report dated October 16, 2017 and Building Permits #769-811.

Commissioner Mattern mentioned that there will be a Christmas tree displayed with a mailbox set up for Letters to Santa, at City Hall.

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

- a. Bills
- b. Schedule a Public Hearing on Monday, November 20, 2017 concerning the granting of a new retail on-premises beer, wine and liquor license at 825 23rd Avenue East, Suite 208, in the City of West Fargo. This application is being made by David John Ross and David Olstad, d/b/a Barcode Bar & Grill.
- c. Gaming Site Authorization for Botners Angel's. Games Conducted: 50/50 Raffle, Bingo on 11/17/17-11/18/17 at West Fargo VFW 308 Sheyenne St.
- d. Gaming Site Authorization for Benefit for Gabriel Campos. Games Conducted: 50/50 Raffle, on 11/30/17 at West Fargo VFW 308 Sheyenne St.
- e. Gaming Site Authorization for West Fargo Lions Club. Games Conducted: Meat Raffle, from 11/15/17-04/30/18 at Silver Dollar Bar, 221 Sheyenne St.
- f. Gaming Site Authorization for Shiloh Lodge #1. Games Conducted: Gun Raffle on 11/7/17-5/5/18 at West Fargo VFW, 308 Sheyenne St.
- g. Re-approve final plat of West Fargo 5th Addition, property in the W ½ of Section 6, T139N, R49W, City of West Fargo, North Dakota.
- h. Review Plans & Specs for Water Improvement Project No. 1311, Authorize Ad for Bids for Water Improvement Project No. 1311
- i. Review/Authorize Engineer's Report for Street Improvement District No. 2251, Authorize preparation of Plans & Specs, Authorize Resolution of Necessity.

No opposition. Motion carried.

Planning and Community Development Director Larry Weil and MAT Bus Representative Matt Peterson appeared before the Commission regarding the consideration of a revised Bus Route #24. Suggested route changes will begin December 1, 2017. Commissioner Hanson moved and Commissioner Wentz seconded to approve the revised bus route. No opposition. Motion carried.

West Fargo Area Community Program Representative Frank Lenzmeier before the Commission requesting a payment of \$6,000 out of the approved senior program budget, which would leave a projected \$3,419 remaining for the budgeted year. It was suggested that Mr. Lenzmeier gather his bids and bring them to request the payment.

Planning and Community Development Director Larry Weil appeared before the Commission regarding the Second Reading on the Ordinance Agreement 4-460.9. This would allow for increased total sign area for individual and multi-tenant on premise freestanding sign area size as a conditional use along the Main Avenue corridor. Commissioner Hanson moved and Commissioner Simmons seconded to place the Ordinance Agreement 4-460.9 on second reading. Commissioner Thorstad abstained. No opposition. Motion carried.

Planning and Community Development Director Larry Weil appeared before the Commission regarding the Second Reading and Final Plat Approval for West Fargo 7th Addition. This replat is to correct an error during the re-zoning. After discussion, Commissioner Thorstad moved and Commissioner Simmons seconded to place the final plat approval on second reading. No opposition. Motion carried.

Director of Economic Development and Community Services Matt Marshall appeared before the Commission regarding the downtown plaza options. After discussion, Commissioner Simmons moved and Commissioner Hanson seconded to approve the funding for the proposed \$800,000 project. No opposition. Motion carried.

City Assessor Nick Lee appeared before the Commission for a consideration for Abatement or Refund of Taxes (years 2016-2017) for Cashwise. Coborn's (Cashwise) did not have representation at the meeting. After discussion, Commissioner Simmons moved and Commissioner Hanson seconded to deny the abatement or refund of taxes for the year 2016, for Cashwise. Commissioner Simmons moved and Commissioner Hanson seconded to deny the abatement or refund of taxes for the year 2017, for Cashwise. No opposition. Motion carried.

City Administrator Tina Fisk appeared before the Commission regarding the Administrator's Report and discussed the following:

- A meeting is scheduled for tonight at 7 pm to review the 13th Avenue project progression for next year.
- Requesting to change the communication approach for the Sheyenne Street project. The projected cost to send letters to the large district will cost about \$15,000. Suggestion is to place a front page ad in the West Fargo Pioneer providing all the ways to find information regarding the project, through social media, the website. Also suggest a utility billing notice. The Commission is in support of this concept.
- There will be an Eggs and Issues Meeting in Moorhead at 7:30 tomorrow morning.
- A meeting will be held before the end of the year, with utility companies to create awareness of City projects and also their planned projects.
- Corps of Engineers received the 408 permits and should be processing

There was no correspondence.

Commissioner Wentz moved and Commissioner Hanson seconded to adjourn the meeting. No opposition. Meeting was adjourned.

Rich Mattern
President of the Board

Tina Fisk
City Auditor

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
75656	S	489 3-D SPECIALITIES	502.62	11/07/17	_____	CL 75979 CL 75980	388.58 114.04
75657	S	2954 A-OX WELDING SUPPLY CO INC	230.00	11/07/17	_____	CL 75898 CL 75899	145.00 85.00
75658	S	289 ACME TOOLS	210.94	11/07/17	_____	CL 75803 CL 75893	31.94 179.00
75659	S	1008 ADVENTURE RV, INC	13.00	11/07/17	_____	CL 75641	13.00
75660	S	779 AGASSIZ SEED COMPANY	253.00	11/07/17	_____	CL 75650	253.00
75661	S	2947 ALLSTATE PETERBILT OF FARGO	25.01	11/07/17	_____	CL 75677	25.01
75662	S	2742 AMBASSADOR INC	7218.59	11/07/17	_____	CL 75866	7218.59
75663	S	865 AMERICAN ENTERPRISES, INC.	3782.50	11/07/17	_____	CL 75675 CL 75790	150.00 3632.50
75664	S	317 AMERICAN WELDING & GAS, INC.	305.78	11/07/17	_____	CL 75915 CL 75926	190.67 115.11
75665	S	2375 APEX ENGINEERING GROUP, INC.	160.00	11/07/17	_____	CL 75844	160.00
75666	S	3032 AXON ENTERPRISE INC	2228.27	11/07/17	_____	CL 75550	2228.27
75667	S	43 BATTERIESPLUS c/o Bat 34 Inc	1084.85	11/07/17	_____	CL 75598 CL 75756	539.90 544.95
75668	S	2786 BAYMONT INN & SUITES	180.58	11/07/17	_____	CL 75780	180.58
75669	S	31 BERG AUTO SUPPLY, LLC	1079.80	11/07/17	_____	CL 75828	1079.80
75670	S	36 BERT'S TRUCK EQUIPMENT	89.60	11/07/17	_____	CL 75690 CL 75927	22.40 67.20
75671	S	3077 BLUE 360 MEDIA	954.00	11/07/17	_____	CL 75560 CL 75841	891.75 62.25
75672	S	1403 BLUE TARP FINANCIAL, INC	302.45	11/07/17	_____	CL 75655 CL 75895 CL 75914	76.32 126.15 99.98
75673	S	26 BORDER STATES ELECTRIC SUPPLY	4873.30	11/07/17	_____	CL 75642 CL 75643 CL 75678 CL 75735 CL 75736 CL 75786 CL 75834	143.52 55.50 57.80 1825.00 69.06 42.92 174.60

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Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
						CL 75908	1673.67
						CL 75910	831.23
75674	S	73 BRAUN INTERTEC	6748.50	11/07/17	_____		
						CL 75849	6748.50
75675	S	16 BROKERAGE PRINTING	955.00	11/07/17	_____		
						CL 75554	391.25
						CL 75568	563.75
75676	S	351 BUSINESS ESSENTIALS	1064.24	11/07/17	_____		
						CL 75549	265.89
						CL 75576	37.71
						CL 75624	44.63
						CL 75783	38.67
						CL 75837	495.93
						CL 75860	162.91
						CL 76002	18.50
75677	S	39 BUTLER MACHINERY	81.79	11/07/17	_____		
						CL 75817	81.79
75678	S	3078 BYTESPEED, LLC	1887.00	11/07/17	_____		
						CL 75581	1887.00
75679	S	3081 CALLIE ROTH	154.41	11/07/17	_____		
						CL 75656	154.41
75680	S	61 CASS COUNTY TREASURER	2343.40	11/07/17	_____		
						CL 75853	2343.40
75681	S	2843 CB&I INC	67064.00	11/07/17	_____		
						CL 75937	67064.00
75682	S	2909 CC STEEL LLC	340764.02	11/07/17	_____		
						CL 75940	50000.00
						CL 75941	290764.02
75683	S	1512 CDW GOVERNMENT, INC	226.78	11/07/17	_____		
						CL 75567	120.40
						CL 75831	106.38
75684	S	1074 CENTER UPHOLSTERY & CANVAS REPAIR	175.00	11/07/17	_____		
						CL 75628	175.00
75685	S	672 CHRIS BRUNGARDT	995.49	11/07/17	_____		
						CL 75594	995.49
75686	S	2097 CITI LITES	10181.75	11/07/17	_____		
						CL 75579	10181.75
75687	S	111 CITY OF FARGO	68110.69	11/07/17	_____		
						CL 75622	44847.58
						CL 75984	560.00
						CL 75998	22703.11
75688	S	2138 CITY OF SAINT PAUL	1400.00	11/07/17	_____		
						CL 75829	1400.00
75689	S	72 CLASSIC FLORAL	200.00	11/07/17	_____		
						CL 75990	200.00
75690	S	3065 CLASSIC PROTECTIVE COATINGS, INC	424841.75	11/07/17	_____		
						CL 75942	424841.75

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75691	S	1904 CODE 4 SERVICES, LLC	3129.15	11/07/17	_____	CL 75558 CL 75561	140.25 2988.90
75692	S	999999 COURTNEY SCHERER	190.00	11/07/17	_____	CL 75857	190.00
75693	S	24 CULLIGAN WATER CONDITIONING	30.00	11/07/17	_____	CL 75981	30.00
75694	S	999999 CURTIS QUADE	86.05	11/07/17	_____	CL 75859	86.05
75695	S	65 CURTS LOCK & KEY	2076.36	11/07/17	_____	CL 75574 CL 75840	1711.56 364.80
75696	S	1675 DAKOTA FLUID POWER, INC	318.96	11/07/17	_____	CL 75663 CL 75744 CL 75824 CL 75920 CL 75921	5.63 145.22 20.03 69.99 78.09
75697	S	79 DAKOTA HOSE & EQUIP	97.26	11/07/17	_____	CL 75662 CL 75765 CL 75830	12.40 38.30 46.56
75698	S	2514 DAKOTA MAILING & SHIPPING EQUIPMENT, INC	138.65	11/07/17	_____	CL 75861	138.65
75699	S	624 DAKOTA SUPPLY GROUP	3186.27	11/07/17	_____	CL 75599 CL 75601 CL 75664 CL 75757 CL 75764 CL 75826	57.00 835.28 6.00 915.88 252.35 1119.76
75700	S	87 DAKOTA TIRE	70.50	11/07/17	_____	CL 75653	70.50
75701	S	90 DAKOTA UNDERGROUND	4324486.91	11/07/17	_____	CL 75943 CL 75944 CL 75945 CL 75946 CL 75947 CL 75948 CL 75949	41262.50 122445.83 270113.72 1345487.96 120792.80 398341.05 2026043.05
75702	S	856 DAVE'S WEST FARGO TIRE	346.05	11/07/17	_____	CL 75822	346.05
75703	S	999999 DAVID GOEBEL	190.00	11/07/17	_____	CL 75862	190.00
75704	S	1121 DAWSON INSURANCE	1591.00	11/07/17	_____	CL 75845	1591.00

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75705	S	3082 DETROIT LAKES FLORAL	56.91	11/07/17			
						CL 75760	56.91
75706	S	2225 DTN, LLC	310.00	11/07/17			
						CL 75578	310.00
75707	S	1991 ELITE K-9, INC	2587.25	11/07/17			
						CL 75583	2587.25
75708	S	2862 ESSENTIA HEALTH	1119.50	11/07/17			
						CL 75933	1119.50
75709	S	1954 FAITH LUTHERAN CHURCH	1200.00	11/07/17			
						CL 75564	1200.00
75710	S	660 FARGO FREIGHTLINER	397.58	11/07/17			
						CL 75978	397.58
75711	S	144 FARMERS BROTHERS COFFEE	223.70	11/07/17			
						CL 75747	223.70
75712	S	1648 FARSTAD OIL, INC	462.10	11/07/17			
						CL 75602	308.10
						CL 75809	154.00
75713	S	329 FERGUSON WATERWORKS #2516	26153.77	11/07/17			
						CL 75590	1527.56
						CL 75597	1637.76
						CL 75600	1293.04
						CL 75646	7924.75
						CL 75683	2752.23
						CL 75687	1673.72
						CL 75738	5162.97
						CL 75825	1316.40
						CL 75833	2865.34
75714	S	2471 FIRESTONE	2756.00	11/07/17			
						CL 75827	2756.00
75715	S	2046 FMAAR	260.00	11/07/17			
						CL 75818	260.00
75716	S	2637 FORCE AMERICA DISTRIBUTING LLC	44.66	11/07/17			
						CL 75991	44.66
75717	S	104 FORUM COMMUNICATIONS	906.30	11/07/17			
						CL 75932	426.30
						CL 75935	480.00
75718	S	2975 FRATERNAL ORDER OF POLICE	357.00	11/07/17			
						CL 75715	357.00
75719	S	1857 G & K SERVICES - FARGO	77.44	11/07/17			
						CL 75779	77.44
75720	S	155 GALLS, LLC	110.95	11/07/17			
						CL 75711	110.95
75721	S	2000 GARY ROBINSON	82.75	11/07/17			
						CL 75762	82.75
75722	S	2558 GOODYEAR COMMERCIAL TIRE	6479.17	11/07/17			
						CL 75633	394.24
						CL 75634	781.26
						CL 75652	1516.37
						CL 75670	1091.88
						CL 75680	387.42
						CL 75753	1210.66
						CL 75801	77.74

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						CL 75897	53.52
						CL 75983	966.08
75723	S	556 GRAINGER, INC.	297.20	11/07/17	_____		
						CL 75595	53.25
						CL 75596	159.75
						CL 75648	21.70
						CL 75916	62.50
75724	S	1284 GRANT'S MECHANICAL	19956.47	11/07/17	_____		
75725	S	939 GRAYBAR	210.40	11/07/17	_____	CL 75950	19956.47
75726	S	2877 GREATAMERICA FINANCIAL SERVICES	176.63	11/07/17	_____	CL 75630	210.40
75727	S	2318 HABERDASHERY	3309.48	11/07/17	_____	CL 75623	176.63
						CL 75544	73.32
						CL 75793	3236.16
75728	S	177 HACH CHEMICAL	213.89	11/07/17	_____		
75729	S	135 HAWKINS WTR TREATMENT	6440.00	11/07/17	_____	CL 75632	213.89
75730	S	3080 HEALTH CHEMISTRY LAB	894.52	11/07/17	_____	CL 75639	6440.00
75731	S	1226 HP INC.	3223.00	11/07/17	_____	CL 75592	894.52
75732	S	1282 IAAO	190.00	11/07/17	_____	CL 75546	3223.00
75733	S	3087 IBM CORPORATION	25.00	11/07/17	_____	CL 75784	190.00
75734	S	2500 INLAND TRUCK PARTS & SERVICE	92.92	11/07/17	_____	CL 75800	25.00
75735	S	233 J & L SPORTS	231.00	11/07/17	_____	CL 75696	92.92
75736	S	3088 JASPER ENGINEERING & EQUIPMENT	666.00	11/07/17	_____	CL 75698	231.00
75737	S	1164 JDP ELECTRIC, INC	4050.00	11/07/17	_____	CL 75838	666.00
75738	S	999999 JEFFREY DALTON	300.00	11/07/17	_____	CL 75951	4050.00
75739	S	2750 JIM'S TOWING INC	185.00	11/07/17	_____	CL 75871	300.00
75740	S	1056 JOB SERVICE NORTH DAKOTA	4410.00	11/07/17	_____	CL 75671	185.00
75741	S	3074 JOHN'S REFRIGERATION & ELECTRIC, INC.	29412.04	11/07/17	_____	CL 75572	4410.00
75742	S	2735 KADRMAS, LEE & JACKSON, INC	352449.00	11/07/17	_____	CL 75952	29412.04
						CL 75577	2449.00
						CL 75939	350000.00

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75743	S	2305 KEEPRS, INC.	374.55	11/07/17		CL 75543 CL 75563 CL 75706	112.29 79.99 182.27
75744	S	2122 KEY CONTRACTING	108047.38	11/07/17		CL 75953 CL 75954	85855.00 22192.38
75745	S	2752 KOST MATERIALS, LLC	2127.00	11/07/17		CL 75607 CL 75608 CL 75609 CL 75636 CL 75967	810.00 270.00 237.00 378.00 432.00
75746	S	693 KPH, INC	1172605.97	11/07/17		CL 75955	1172605.97
75747	S	999999 KRISTIN MOELLER	190.00	11/07/17		CL 75855	190.00
75748	S	999999 KYLE WATSON	190.00	11/07/17		CL 75858	190.00
75749	S	1461 L-TRON CORP	698.55	11/07/17		CL 75553	698.55
75750	S	260 LAR'S BODY SHOP	166.90	11/07/17		CL 75719	166.90
75751	S	277 LARSONS WELDING/MACHINE	86.95	11/07/17		CL 75638 CL 75761	31.95 55.00
75752	S	705 LAWSON PRODUCTS	458.87	11/07/17		CL 75586	458.87
75753	S	798 LILEKS OIL CO.	75.90	11/07/17		CL 75992	75.90
75754	S	999999 LORI GOERING	190.00	11/07/17		CL 75854	190.00
75755	S	711 LUTHER FAMILY FORD	1274.44	11/07/17		CL 75739 CL 75755 CL 75766 CL 75820 CL 75821 CL 75923 CL 75924 CL 75988	182.62 467.76 76.62 238.97 77.22 6.62 117.16 107.47
75756	S	2989 LYNN JOHNSON LOCK & KEY SERVICE	1.95	11/07/17		CL 75582	1.95
75757	S	1609 M.J. DAL SIN CO OF ND INC	702.00	11/07/17		CL 75681	702.00
75758	S	301 MACS INC	703.59	11/07/17		CL 75631 CL 75776 CL 75778 CL 75906 CL 75907 CL 75912	33.09 23.72 67.10 89.98 68.44 68.85

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						CL 75913	352.41
75759	S	999999 MARLEEN ZEIS	300.00	11/07/17	_____	CL 75873	300.00
75760	S	2457 MATT MARSHALL	471.98	11/07/17	_____	CL 75625	154.77
						CL 75626	229.01
						CL 75785	88.20
75761	S	299 MENARDS	836.34	11/07/17	_____	CL 75637	16.23
						CL 75640	22.60
						CL 75644	42.90
						CL 75645	29.21
						CL 75649	79.99
						CL 75665	45.89
						CL 75674	32.95
						CL 75770	116.72
						CL 75771	1.64
						CL 75846	40.79
						CL 75917	64.70
						CL 75918	231.41
						CL 75919	27.97
						CL 75925	77.87
						CL 75993	5.47
75762	S	999999 MERIDIAN MORTGAGE	2660.00	11/07/17	_____	CL 75867	2660.00
75763	S	2766 MIDCONTINENT COMMUNICATIONS	85.00	11/07/17	_____	CL 75772	85.00
75764	S	102 MIDSTATES WIRELESS	367.00	11/07/17	_____	CL 75591	114.00
						CL 75710	33.00
						CL 75777	220.00
75765	S	772 MINNKOTA	49.98	11/07/17	_____	CL 75580	49.98
75766	S	2963 MOMAR	108.37	11/07/17	_____	CL 75896	108.37
75767	S	305 MOORE ENGINEERING	642503.14	11/07/17	_____	CL 75727	87500.00
						CL 75936	555003.14
75768	S	3085 MRA-THE MANAGEMENT ASSOCIATION, INC	1240.00	11/07/17	_____	CL 75797	1075.00
						CL 75835	165.00
75769	S	2969 MTI DISTRIBUTING INC	737.35	11/07/17	_____	CL 75759	737.35
75770	S	628 MTW TOWING	180.00	11/07/17	_____	CL 75545	85.00
						CL 75709	95.00
75771	S	298 MVTL LABORATORIES	4286.00	11/07/17	_____	CL 75589	2686.00
						CL 75758	88.00
						CL 75986	1512.00

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CITY OF WEST FARGO, ND
Check Register
For the Accounting Period: 11/17

Page: 8 of 13
Report ID: AP300

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
75772	S	337 ND LEAGUE OF CITIES	715.00	11/07/17	_____	CL 75792 CL 75929	40.00 675.00
75773	S	723 ND POST BOARD	135.00	11/07/17	_____	CL 75559	135.00
75774	S	1906 ND PUBLIC FINANCE AUTHORITY	10967.92	11/07/17	_____	CL 75798	10967.92
75775	S	370 ND SAFETY COUNCIL	275.00	11/07/17	_____	CL 75635	275.00
75776	S	336 NDAAO	450.00	11/07/17	_____	CL 75658	450.00
75777	S	3083 NDLTAP/UGPTI	25.00	11/07/17	_____	CL 75718	25.00
75778	S	756 NELCO FIRST AID	111.75	11/07/17	_____	CL 75814 CL 75815	49.90 61.85
75779	S	364 NELSON INTERNATIONAL	114.72	11/07/17	_____	CL 75605 CL 75651 CL 75966	7.39 25.03 82.30
75780	S	271 NETWORK CENTER COMMUNICATIONS	610.00	11/07/17	_____	CL 75566 CL 75700	340.00 270.00
75781	S	2801 NETWORK SERVICES COMPANY	273.31	11/07/17	_____	CL 75750 CL 75751	233.06 40.25
75782	S	2626 NICK LEE	70.00	11/07/17	_____	CL 75726	70.00
75783	S	2826 NORIDIAN MUTUAL INSURANCE CO	56.40	11/07/17	_____	CL 75620	56.40
75784	S	141 NORTH STAR SAFETY, INC	64.55	11/07/17	_____	CL 75982	64.55
75785	S	328 NORTHERN ENGINE & SUPPL	63.34	11/07/17	_____	CL 75810	63.34
75786	S	2334 NORTHERN PLAINS CONTRACTING, INC	28176.30	11/07/17	_____	CL 75956	28176.30
75787	S	1028 NORTHERN TRUCK EQUIPMENT CORP.	39.99	11/07/17	_____	CL 75684	39.99
75788	S	322 NOVA FIRE PROTECTION	125.00	11/07/17	_____	CL 75682	125.00
75789	S	1774 O'REILLY AUTOMOTIVE STORES, INC	1970.08	11/07/17	_____	CL 75613 CL 75763 CL 75823 CL 75995	138.31 8.99 57.80 1764.98
75790	S	361 OFFICE DEPOT OFFICEMAX	35.98	11/07/17	_____	CL 75551	35.98

11/07/17
14:03:38

CITY OF WEST FARGO, ND
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Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
75791	S	353 OHNSTAD TWICHELL	18930.51	11/07/17	_____	CL 75874 CL 75876	10415.83 8514.68
75792	S	352 OK TIRE	1789.66	11/07/17	_____	CL 75612 CL 75614 CL 75627 CL 75647 CL 75808	631.24 578.60 542.32 22.50 15.00
75793	S	399 OLYMPIC SALES	115.21	11/07/17	_____	CL 75977	115.21
75794	S	276 OSTROMS ACE HARDWARE	1314.12	11/07/17	_____	CL 75708 CL 75802 CL 75816	1.99 114.31 1197.82
75795	S	397 PARAS CONTRACTING	16060.80	11/07/17	_____	CL 75957	16060.80
75796	S	999999 PARK CO REALTORS	63.00	11/07/17	_____	CL 75789	63.00
75797	S	903 PETE NIELSEN	74.95	11/07/17	_____	CL 75713	74.95
75798	S	563 PETRO SERVE USA	7982.17	11/07/17	_____	CL 75587 CL 75603 CL 75604 CL 75629 CL 75657 CL 75667 CL 75668 CL 75669 CL 75691 CL 75692 CL 75693 CL 75694 CL 75695 CL 75697 CL 75740 CL 75741 CL 75742 CL 75743 CL 75745 CL 75746 CL 75749 CL 75754 CL 75767 CL 75768 CL 75769 CL 75804 CL 75805 CL 75806 CL 75807 CL 75811	582.45 133.18 150.50 1722.20 8.90 272.56 234.01 172.99 69.01 46.40 41.34 66.84 163.57 43.35 55.05 75.06 99.40 46.95 60.89 106.77 76.93 57.99 38.33 56.54 21.05 36.00 30.44 68.12 46.92 119.88

11/07/17
14:03:38

CITY OF WEST FARGO, ND
Check Register
For the Accounting Period: 11/17

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Report ID: AP300

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
						CL 75812	78.27
						CL 75813	67.75
						CL 75832	93.97
						CL 75842	112.00
						CL 75843	39.10
						CL 75847	95.81
						CL 75848	63.43
						CL 75850	57.85
						CL 75851	106.78
						CL 75877	67.25
						CL 75878	90.48
						CL 75879	59.57
						CL 75880	44.33
						CL 75881	115.01
						CL 75882	89.29
						CL 75883	85.28
						CL 75884	66.01
						CL 75885	41.65
						CL 75886	63.86
						CL 75887	43.22
						CL 75888	80.77
						CL 75889	55.02
						CL 75890	124.25
						CL 75891	69.09
						CL 75894	45.82
						CL 75900	35.85
						CL 75901	28.39
						CL 75902	64.00
						CL 75903	64.41
						CL 75904	86.43
						CL 75905	96.37
						CL 75911	60.01
						CL 75928	30.97
						CL 75961	100.02
						CL 75962	60.00
						CL 75963	58.62
						CL 75964	69.91
						CL 75968	52.00
						CL 75969	90.45
						CL 75970	55.62
						CL 75971	43.21
						CL 75972	153.78
						CL 75973	58.16
						CL 75974	32.60
						CL 75975	51.52
						CL 75976	59.72
						CL 75989	21.00
						CL 75996	49.65

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
75799	S	1987 PETSMA RT	61.67	11/07/17			
						CL 75819	61.67
75800	S	913 POSITIVE PROMOTIONS, INC	178.95	11/07/17			
						CL 75716	178.95
75801	S	411 POWER PLAN OIB	22.75	11/07/17			
						CL 75994	22.75
75802	S	916 PRAIRIE SUPPLY INC	300.38	11/07/17			
						CL 75610	213.43
						CL 75611	86.95
75803	S	1755 PRO SWEEP INC	15795.00	11/07/17			
						CL 75909	15795.00
75804	S	1166 PRODUCTIVITY PLUS ACCOUNT	2366.69	11/07/17			
						CL 75585	281.25
						CL 75588	630.00
						CL 75748	414.86
						CL 75773	479.58
						CL 75965	561.00
75805	S	1253 PROTECTION SYSTEMS, INC	358.58	11/07/17			
						CL 75548	358.58
75806	S	3073 QUAM CONSTRUCTION COMPANY, INC	130839.02	11/07/17			
						CL 75958	130839.02
75807	S	2483 RADIO FM MEDIA	2100.00	11/07/17			
						CL 75660	2100.00
75808	S	425 RED RIVER VALLEY FAIR	2000.00	11/07/17			
						CL 75562	2000.00
75809	S	999999 RICHARD SCHULTZ	300.00	11/07/17			
						CL 75872	300.00
75810	S	2840 RICK ELECTRIC, INC	8297.60	11/07/17			
						CL 75959	8297.60
75811	S	663 ROAD EQUIPMENT PARTS CENTER	76.71	11/07/17			
						CL 75606	3.88
						CL 75775	72.83
75812	S	1653 RYAN JAMES	276.00	11/07/17			
						CL 75593	276.00
75813	S	441 S & S LANDSCAPING	4387.50	11/07/17			
						CL 75791	4387.50
75814	S	452 SAM'S CLUB	744.55	11/07/17			
						CL 75542	60.78
						CL 75705	309.38
						CL 75752	170.32
						CL 75839	204.07
75815	S	437 SANDY'S DONUTS	71.88	11/07/17			
						CL 75707	71.88
75816	S	454 SANITATION PRODUCTS	1120.64	11/07/17			
						CL 75672	1120.64
75817	S	999999 SARAH BAILEY	190.00	11/07/17			
						CL 75856	190.00

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
75818	S	450 SCHEELS	149.99	11/07/17			
75819	S	2512 SCOTT DIAMOND	225.00	11/07/17		CL 75714	149.99
75820	S	999999 SETH CHAPPELL	5952.00	11/07/17		CL 75865	225.00
75821	S	1201 SHANE MARCUSON	70.00	11/07/17		CL 75875	5952.00
75822	S	2655 SIMPLIFILE	120.00	11/07/17		CL 75725	70.00
75823	S	3086 SITEIMPROVE, INC	5610.00	11/07/17		CL 75985	120.00
75824	S	2535 SKOOTER'S PLUMBING	693.00	11/07/17		CL 75799	5610.00
75825	S	274 STEVE MOTTINGER	3166.66	11/07/17		CL 75676	693.00
75826	S	88 STREICHER'S	309.79	11/07/17		CL 75728	3166.66
75827	S	1979 THE CHAMBER	150.00	11/07/17		CL 75836	309.79
75828	S	1907 THE SHOOTING PARK OF HORACE	350.00	11/07/17		CL 75934	150.00
75829	S	3089 TK'S WELDING & REPAIR LLC	4860.00	11/07/17		CL 75555	350.00
75830	S	1135 TODD PEARSON	65.96	11/07/17		CL 75852	4860.00
75831	S	3072 TOM'S BACKHOE SERVICE, INC	612758.75	11/07/17		CL 75703	65.96
75832	S	2952 Town Planning & Urban Design Collaborati	4340.00	11/07/17		CL 75960	612758.75
75833	S	1049 ULTRAMAX	298.49	11/07/17		CL 75999	4340.00
75834	S	965 VALLEN DISTRIBUTION, INC	713.87	11/07/17		CL 75712	298.49
75835	S	3084 VARIDESK	4214.65	11/07/17		CL 75987	713.87
75836	S	1553 VARITECH INDUSTRIES, INC	471.13	11/07/17		CL 75796	4214.65
75837	S	1267 VERIZON WIRELESS	8618.75	11/07/17		CL 75666	371.20
75838	S	1903 VOSS SIGNS, LLC	195.00	11/07/17		CL 75922	99.93
75839	S	2740 WASTE MANAGEMENT OF WI-MN	2973.29	11/07/17		CL 75541	8527.49
						CL 75552	91.26
						CL 75717	195.00
						CL 75787	2416.14
						CL 75788	536.90
						CL 75892	20.25

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
75840	S	577 WAYNE TROPHIES	21.00	11/07/17	_____	CL 75547	21.00
75841	S	1040 WEST FARGO EXCHANGE CLUB	220.00	11/07/17	_____	CL 75573	220.00
75842	S	566 WEST FARGO PARK DISTRICT	179107.95	11/07/17	_____	CL 75659	179107.95
75843	S	2184 WEST SIDE STEEL	160.38	11/07/17	_____	CL 75654	160.38
75844	S	569 WF ANIMAL HOSPITAL	1415.00	11/07/17	_____	CL 75556	1415.00
75845	S	549 WF PUB SCHOOLS DIST #6	12140.00	11/07/17	_____	CL 75557	150.00
						CL 75661	11990.00
75846	S	575 WHITE BANNER UNIFORM	15.00	11/07/17	_____	CL 75701	15.00
75847	S	338 XCEL ENERGY	1097.50	11/07/17	_____	CL 75621	115.30
						CL 75685	152.14
						CL 75686	367.64
						CL 75688	264.71
						CL 75689	56.80
						CL 75782	44.88
						CL 76000	44.84
						CL 76001	51.19
75848	S	582 ZEP MANUFACTURING	119.79	11/07/17	_____	CL 75673	119.79
75849	S	3895 CASS COUNTY CLERK OF DISTRICT COURT	1500.00	11/07/17	_____	CL 76003	1500.00
Total for Claim Checks			8810862.74				
Count for Claim Checks							194

* denotes missing check number(s)

of Checks: 194 Total: 8810862.74

*** Consent Agenda ***

AGENDA ITEM DESCRIPTION
CITY COMMISSION
WEST FARGO, NORTH DAKOTA

Agenda # b

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

1. CONTACT PERSON: Larry Weil

2. PHONE NUMBER: 433-5320 DATE: November 14, 2017

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

 Highland Meadows 3rd Addition, a Replat and Rezoning from R-1: One & Two Family Dwellings to R-1SM: Mixed One & Two Family Dwellings.

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

 Lots 3-46, Block 1 of Highland Meadows 1st Addition (Replat); Lots 1-46, Block 1 and all of Block 2 of Highland Meadows 1st Addition, City of West Fargo, North Dakota (Rezoning).

5. ACTION BEING REQUESTED FROM CITY COMMISSION:

 Schedule a public hearing on the rezoning at 5:30 pm on Monday, December 4, 2017.



www.westfargond.gov

Larry M. Weil, Planning and Community Development Director
Tim Solberg, Senior Planner
Lisa Sankey, Assistant Planner

NOTICE OF PUBLIC HEARING

A public hearing will be held on the 4th day of December 2017, at 5:30 P.M. at the City Hall of West Fargo, North Dakota, concerning the enactment of a proposed zoning ordinance. The proposed ordinance involves the following:

Lots 1-46, Block 1 and all of Block 2 of Highland Meadows 1st Addition, City of West Fargo, North Dakota (Part of Proposed Highland Meadows 3rd Addition)

The ordinance is for the purpose of rezoning from an R-1: One & Two Family Dwelling District to an R-1SM: Mixed One & Two Family Dwelling District.

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

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

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

(Please Publish November 20 and 27, 2017)

Consent Agenda Item: c



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

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

Name of Non-profit Organization North Dakota Association Of School Resource Officers		Date(s) of Activity 1/1/2018 to 6/22/2018	
Person Responsible for the Gaming Operation and the Disbursement of Net Income Christopher J. Potter		Title President	Business Phone Number (701) 630-0470
Business Address Horizon Middle School, 500 Ash Coulee Dr.	City Bismarck	State ND	Zip Code 58503-8818
Mailing Address (if different) Maple Valley High School, 207 Broadway St.	City Tower City	State ND	Zip Code 58071-4101
Name of Site Where Game(s) will be Conducted Liberty Middle School	Site Address 801 36 Ave E		
City West Fargo	State ND	Zip Code 58078-7982	County Cass
Check the Game(s) to be Conducted: * Poker, Twenty-one, and Paddlewheels may be Conducted only by a Charity Local Permit. <input type="checkbox"/> Bingo <input checked="" type="checkbox"/> Raffle <input type="checkbox"/> Calendar Raffle <input type="checkbox"/> Sports Pool <input type="checkbox"/> Poker * <input type="checkbox"/> Twenty-one * <input type="checkbox"/> Paddlewheels *			

DESCRIPTION AND RETAIL VALUE OF PRIZES TO BE AWARDED

Game Type	Description of Prize	Retail Value of Prize	Game Type	Description of Prize	Retail Value of Prize
Raffle	Cash	\$500.00	Raffle	Cash	\$25.00
Raffle	Cash	\$250.00	Raffle	Cash	\$25.00
Raffle	Cash	\$125.00	Raffle	Cash	\$25.00
Raffle	Cash	\$100.00	Raffle	Cash	\$25.00
Raffle	Cash	\$75.00	Raffle	Cash	\$25.00
Raffle	Cash	\$50.00	Raffle	Cash	\$25.00
Raffle	Cash	\$50.00	Raffle	Cash	\$25.00
Raffle	Cash	\$50.00	Raffle	Cash	\$25.00
Raffle	Cash	\$25.00	Raffle	Cash	\$25.00
Total:					(Limit \$12,000 per year) \$ 1,450.00

Intended uses of gaming proceeds: 2018 ND School Safety Conference: Speaker fees, travel costs, other costs

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

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

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

Signature of Organization's Top Executive Official <i>Christopher J. Potter</i>	Date 11/9/2017	Title President - Ndasro	Business Phone Number (701) 630-0470
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APPLICATION FOR A LOCAL PERMIT OR CHARITY LOCAL PERMIT

OFFICE OF ATTORNEY GENERAL

SFN 9338 (9-2009)

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

Name of Non-profit Organization VFW, DEPARTMENT OF NORTH DAKOTA		Date(s) of Activity 12-4-2017 to 4-1-2018	
Person Responsible for the Gaming Operation and the Disbursement of Net Income JAMES A. MARKEY		Title DEPT ADJ/QM	Business Phone Number 701-361-8210
Business Address 1232 GOLDENWOOD DR.		City WEST FARGO	State ND Zip Code 58078
Mailing Address (if different) (SAME AS ABOVE)		City	State Zip Code
Name of Site Where Game(s) will be Conducted ARTHUR W. JONES VFW POST 7564		Site Address 308 SNEYENNE ST.	
City WEST FARGO, ND		State ND Zip Code 58078	County CASS
Check the Game(s) to be Conducted: * Poker, Twenty-one, and Paddlewheels may be Conducted only by a Charity Local Permit. <input type="checkbox"/> Bingo <input checked="" type="checkbox"/> Raffle <input type="checkbox"/> Calendar Raffle <input type="checkbox"/> Sports Pool <input type="checkbox"/> Poker * <input type="checkbox"/> Twenty-one * <input type="checkbox"/> Paddlewheels *			

DESCRIPTION AND RETAIL VALUE OF PRIZES TO BE AWARDED

Game Type	Description of Prize	Retail Value of Prize	Game Type	Description of Prize	Retail Value of Prize
RAFFLE	CASH	\$ 500	RAFFLE	CASH	\$ 100
		\$ 500			\$ 100
		\$ 500			\$ 100
		\$ 300			\$ 100
		\$ 300			\$ 100
		\$ 300			\$ 100
		\$ 200			\$ 100
		\$ 200			\$ 100
		\$ 200			\$ 100
		\$ 100			\$ 100
					(Limit \$12,000 per year) Total: \$ 4000.00

Intended uses of gaming proceeds: VETERANS SERVICE OFFICER REPRESENTATION AT THE FARGO VA REGIONAL OFFICE.

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

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

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

Signature of Organization's Top Executive Official <i>James A. Markey</i>	Date 11-13-17	Title DEPT ADJ/QM	Business Phone Number 701-361-8210
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\$10.00 cash pd 11-13-17



APPLICATION FOR A LOCAL PERMIT OR CHARITY LOCAL PERMIT

OFFICE OF ATTORNEY GENERAL
SFN 9338 (9-2009)

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

Name of Non-profit Organization Fargo Chapter Ducks Unlimited		Date(s) of Activity 12-7-17 to 12-7-17	
Person Responsible for the Gaming Operation and the Disbursement of Net Income Terry Lassiter		Title Regional Director	Business Phone Number 701-890-5770
Business Address 834 7th St. NW	City Valley City	State ND	Zip Code 58072
Mailing Address (if different)	City	State	Zip Code
Name of Site Where Game(s) will be Conducted Speedway Event Center		Site Address 680 Main Ave W.	
City West Fargo	State ND	Zip Code 58078	County Cass
Check the Game(s) to be Conducted: * Poker, Twenty-one, and Paddlewheels may be Conducted only by a Charity Local Permit.			
<input type="checkbox"/> Bingo <input checked="" type="checkbox"/> Raffle <input type="checkbox"/> Calendar Raffle <input type="checkbox"/> Sports Pool <input type="checkbox"/> Poker * <input type="checkbox"/> Twenty-one * <input type="checkbox"/> Paddlewheels *			

DESCRIPTION AND RETAIL VALUE OF PRIZES TO BE AWARDED

Game Type	Description of Prize	Retail Value of Prize	Game Type	Description of Prize	Retail Value of Prize
Raffle	Hunting Equip	\$2,000			
Raffle	Coolers	\$2,000			
Total:					(Limit \$12,000 per year) \$

Intended uses of gaming proceeds: Wetland Conservation

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

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

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

Signature of Organization's Top Executive Official 	Date 11-16-17	Title Regional Director	Business Phone Number 701-890-5770
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\$10.00 cash 11-16-17

Agenda # f
Agenda Code Consent
Project # 19973

AGENDA ITEM DESCRIPTION
CITY COMMISSION
WEST FARGO, NORTH DAKOTA

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

1. CONTACT PERSON: Dustin Scott

2. PHONE NO. 282-4692 DATE: November 20, 2017

3. PLEASE BRIEFLY DESCRIBE YOUR REQUEST: _____
Review Amended Engineer's Report for Street Improvement District No. 2251

4. SITE ADDRESS OR LEGAL DESCRIPTION (if applicable):
13th Avenue Reconstruction – 45th St (Fargo) to 12th St E (West Fargo)

5. ACTION BEING REQUESTED FROM CITY COMMISSION: _____
Approve Amended Engineer's Report for Street Improvement District No. 2251
Authorize preparation of Plans & Specs

ENGINEER'S REPORT

The undersigned is the engineer for the City of West Fargo, Cass County, North Dakota, and submits the following report to the Board of City Commissioners of said city:

The City of West Fargo and City of Fargo are proceeding with a joint project to reconstruct the existing pavement section on 13th Avenue between 45th Street South to 12th Street East, which is at the end of the service life. The City of Fargo is reconstructing 13th Avenue between 45th Street and 17th Street and they approached the City of West Fargo to expand the project to 12th Street East. This expansion would complete the recent reconstruction efforts of the 13th Avenue Corridor from 9th Street East (West Fargo) to Interstate 29 (Fargo). The City of West Fargo chose to join the Fargo project for this reason as well as construction efficiencies and the economy of scale, minimizing long-term traffic impacts and road closures, among other reasons and City benefits.

Street Improvement District No. 2251 for the West Fargo portion will consist of a reconstructing the existing 4-Lane divided concrete roadway with a new 4-Lane divided concrete roadway. Other items will include curb and gutter, sidewalks, multi-use paths, sanitary sewer, water main, storm sewer, traffic signals, landscaping, street lighting and other miscellaneous installations.

Based upon the estimate of the probable cost, which will be provided at the meeting and made a part thereof, and the engineering information and studies, the work proposed in said district is feasible.

Dated this 20th day of November, 2017.

Dustin Scott
Moore Engineering, Inc.
West Fargo ND



Engineer for the City of West Fargo, ND

**STREET IMPROVEMENT DIST. NO. 2251
13TH AVENUE RECONSTRUCTION - 45TH ST (FARGO) TO 12TH ST E (WEST FARGO)
WEST FARGO ND**

Engineer's Opinion of Probable Cost Summary

City of Fargo

1. 13th Avenue Reconstruction - 45th Street to 17th Street		\$6,086,100.00
	Construction Subtotal	\$6,086,100.00
	Contingencies	\$613,900.00
	Construction Cost	\$6,700,000.00
	Engineering	\$737,000.00
	Legal & Administration	\$469,000.00
	Bond Discount	\$134,000.00
	Land Acquisition	\$150,000.00
	City of Fargo - Subtotal Project Cost	\$8,190,000.00

City of West Fargo

1. 13th Avenue Reconstruction - 17th Street to 12th Street		\$5,460,900.00
	Construction Subtotal	\$5,460,900.00
	Contingencies	\$539,100.00
	Construction Cost	\$6,000,000.00
	Engineering	\$660,000.00
	Legal & Administration	\$420,000.00
	Bond Discount	\$120,000.00
	Land Acquisition	\$150,000.00
	City of West Fargo - Subtotal Project Cost	\$7,350,000.00
	TOTAL PROJECT COST	\$15,540,000.00

*See attached documents for detailed construction costs.

**See RFP Cost Proposal Form from Apex Engineering Group, Inc. totally 997,665.00.

Preliminary Estimate of Quantities and Cost --- November 3, 2017
13th Avenue from 12th Street in West Fargo to 45th Street in Fargo
Grading, PCC Pavement, Water Main, Storm Sewer, Sanitary Sewer, Traffic Signals, Street Lighting, Sidewalks
City of Fargo Project No. BR-18-C0 --- City of West Fargo Project No. 2251

DESCRIPTION	UNIT PRICE	UNITS	FARGO		WEST FARGO		PROJECT TOTAL	
			QUANTITY	COST	QUANTITY	COST	QUANTITY	COST
WATER MAIN								
F&I New Water System	\$ 1.00	EA	750000	\$ 750,000.00	600000	\$ 600,000.00	1350000	\$ 1,350,000.00
SUBTOTAL =				\$ 750,000.00		\$ 600,000.00		\$ 1,350,000.00
SANITARY SEWER								
F&I New Sanitary Sewer System	\$ 1.00	EA	120000	\$ 120,000.00	110000	\$ 110,000.00	230000	\$ 230,000.00
SUBTOTAL =				\$ 120,000.00		\$ 110,000.00		\$ 230,000.00
STORM SEWER								
F&I 1-1/4" Trench Found Rock	\$ 20.00	LF	320	\$ 6,400.00	280	\$ 5,600.00	600	\$ 12,000.00
Remove Pipe All Sizes All Types	\$ 10.00	LF	3150	\$ 31,500.00	2500	\$ 25,000.00	5650	\$ 56,500.00
F&I Manhole	\$ 5,500.00	EA	10	\$ 55,000.00	10	\$ 55,000.00	20	\$ 110,000.00
Remove Manhole and Inlet	\$ 750.00	EA	22	\$ 16,500.00	20	\$ 15,000.00	42	\$ 31,500.00
F&I Inlet	\$ 3,500.00	EA	12	\$ 42,000.00	10	\$ 35,000.00	22	\$ 77,000.00
F&I Pipe w/GB Lateral Lead	\$ 75.00	LF	900	\$ 67,500.00	1000	\$ 75,000.00	1900	\$ 142,500.00
F&I Pipe w/GB Trunk Line	\$ 120.00	LF	2300	\$ 276,000.00	1800	\$ 216,000.00	4100	\$ 492,000.00
SUBTOTAL =				\$ 494,900.00		\$ 426,600.00		\$ 921,500.00
PAVING								
Excavation	\$ 15.00	CY	5000	\$ 75,000.00	5000	\$ 75,000.00	10000	\$ 150,000.00
Subgrade Preparation	\$ 2.50	SY	25500	\$ 63,750.00	21650	\$ 54,125.00	47150	\$ 117,875.00
F&I Woven Geotextile	\$ 2.50	SY	25500	\$ 63,750.00	21650	\$ 54,125.00	47150	\$ 117,875.00
F&I Class 5 Agg - 12" Thick	\$ 13.00	SY	25500	\$ 331,500.00	21650	\$ 281,450.00	47150	\$ 612,950.00
F&I Curb & Gutter Standard	\$ 24.00	LF	9450	\$ 226,800.00	7750	\$ 186,000.00	17200	\$ 412,800.00
Remove Curb & Gutter	\$ 6.00	LF	9500	\$ 57,000.00	7800	\$ 46,800.00	17300	\$ 103,800.00
F&I Pavement 10" Thick Doweled Conc	\$ 80.00	SY	22110	\$ 1,768,800.00	19450	\$ 1,556,000.00	41560	\$ 3,324,800.00
Remove Pavement	\$ 15.00	SY	19500	\$ 292,500.00	16750	\$ 251,250.00	36250	\$ 543,750.00
F&I Sidewalk 5" Thick Reinf Conc	\$ 55.00	SY	3650	\$ 200,750.00	3600	\$ 198,000.00	7250	\$ 398,750.00
F&I Impressed 4" Thick Reinf Conc	\$ 105.00	SY	2230	\$ 234,150.00	2050	\$ 215,250.00	4280	\$ 449,400.00
Remove Sidewalk	\$ 10.00	SY	3300	\$ 33,000.00	3300	\$ 33,000.00	6600	\$ 66,000.00
Seeding / Mulch	\$ 10,000.00	LS	0.5	\$ 5,000.00	0.5	\$ 5,000.00	1	\$ 10,000.00
Erosion Control	\$ 30,000.00	LS	0.5	\$ 15,000.00	0.5	\$ 15,000.00	1	\$ 30,000.00
Traffic Control & Flagging	\$ 550,000.00	LS	0.5	\$ 275,000.00	0.5	\$ 275,000.00	1	\$ 550,000.00
F&I Edge Drain 4" Dia PVC	\$ 6.00	LF	4450	\$ 26,700.00	4300	\$ 25,800.00	8750	\$ 52,500.00
Temporary Paving	\$ 250,000.00	LS	0.5	\$ 125,000.00	0.5	\$ 125,000.00	1	\$ 250,000.00
SUBTOTAL =				\$ 3,793,700.00		\$ 3,396,800.00		\$ 7,190,500.00
STREET LIGHTING								
Interim Lighting System	\$ 50,000.00	LS	0.5	\$ 25,000.00	0.5	\$ 25,000.00	1	\$ 50,000.00
F&I Street Light System	\$ 200,000.00	EA	1	\$ 200,000.00	1	\$ 200,000.00	2	\$ 400,000.00
SUBTOTAL =				\$ 225,000.00		\$ 225,000.00		\$ 450,000.00
TRAFFIC SIGNAL IMPROVEMENTS								
F&I Signal System	\$ 300,000.00	EA	1.5	\$ 450,000.00	1.5	\$ 450,000.00	3	\$ 900,000.00
F&I Traffic Signal Interim System	\$ 60,000.00	EA	2	\$ 120,000.00	2	\$ 120,000.00	4	\$ 240,000.00
SUBTOTAL =				\$ 570,000.00		\$ 570,000.00		\$ 1,140,000.00
STRIPING - PAVEMENT MARKINGS								
F&I Pavement Marking	\$ 250,000.00	LS	0.5	\$ 125,000.00	0.5	\$ 125,000.00	1	\$ 250,000.00
SUB-TOTAL =				\$ 125,000.00		\$ 125,000.00		\$ 250,000.00
SIGNING								
F&I Signs	\$ 15,000.00	LS	0.5	\$ 7,500.00	0.5	\$ 7,500.00	1	\$ 15,000.00
SUBTOTAL =				\$ 7,500.00		\$ 7,500.00		\$ 15,000.00

	<u>FARGO</u>	<u>WEST FARGO</u>	<u>PROJECT TOTAL</u>
SUBTOTAL =	\$ 6,086,100.00	\$ 5,460,900.00	\$ 11,547,000.00
10% CONTINGENCY =	\$ 608,610.00	\$ 546,090.00	\$ 1,154,700.00
TOTAL ESTIMATED CONSTRUCTION COST=	\$ 6,694,710.00	\$ 6,006,990.00	\$ 12,701,700.00

*Costs for Right of Way, private utility relocations, and engineering are not included in this estimate

Agenda # 9
Agenda Code Consent
Project # 18978B

AGENDA ITEM DESCRIPTION
CITY COMMISSION
WEST FARGO, NORTH DAKOTA

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

1. CONTACT PERSON: Dustin Scott

2. PHONE NO. 282-4692 DATE: November 20, 2017

3. PLEASE BRIEFLY DESCRIBE YOUR REQUEST: _____
Review Plans & Specs for Street Improvement District No. 2250

4. SITE ADDRESS OR LEGAL DESCRIPTION (if applicable):
Sheyenne Street – Beaton Dr to 32nd Ave (Segments 2)

5. ACTION BEING REQUESTED FROM CITY COMMISSION: _____
Approve Plans & Specs for Street Improvement District No. 2250
Authorize Ad for Bids for Street Improvement District No. 2250



LIQUOR LICENSE APPLICATION - PRE-APPROVAL REVIEW (FORM A)

All licenses expire each year on June 30th. (New license fees will be prorated with the number of months remaining in a license year)

Requests for Liquor Licenses require an administrative review prior to consideration by the City Commission. Administrative fees are utilized to offset the cost of this process and are non-refundable. If your license request is granted, you will be asked to complete a Post Approval Liquor License form to calculate final license fees.

For period beginning 12-15-17 and ending June 30, 2018

Business Name: MD2, Inc.

DBA/Name: Barcode Bar & Grill

Business Address: 825 23rd Ave E, Suite 208 West Fargo, ND 58078

Phone #: 7017294530 Cell Phone: _____ Email: dave@hear.ngsolutions.net

I. TYPE OF LICENSE(S) APPROVED:

(CIRCLE THE APPROPRIATE LICENSES AND CALCULATE TOTAL FEES)

Application Review Fees

Retail On and Off Premises Liquor	\$375
Retail On and Off Premises Beer/Wine	\$100
Retail On Premises Liquor	<u>\$275</u>
Retail On Premises Beer/Wine	<u>\$150</u>
Retail Off Premises Liquor	\$275
Retail Off Premises Beer/Wine	\$150
Retail Club/Lodge On Sale Liquor	\$250
Retail Club/Lodge On Sale Beer/Wine	\$38
Wholesale	\$250
Total Due	<u>425.00</u>

CK # 1002
Pcd 10/9/17
\$425.00

* If you are applying for a **Club License**, how many members do you have at this time? —

* If you are applying for a **On-Premises Liquor License** and plan to serve food:

Will you allow people under the age of 21 in your establishment? No If yes, do you anticipate that the sale of food will exceed the sale of alcoholic beverages? —

(in future years you will be required to provide proof of food to alcohol sales)

II. APPLICANT DATA: (individual filling out application for license):

Your Full Name: (First, Middle, Last): David John Ross
Applicant Legal Address: 5473 Farmstead Ct S Fargo, ND 58104
Date of Birth: 9-25-80 Social Security #: [REDACTED] Citizen Y or N
Applicant Email Address: dave@hearingsolution.net
Applicant Phone #: 7017294530 How long have you been a resident of ND? 37 years Have you ever been convicted of any violation, or any law, other than a traffic offense in the U.S.? No If yes, what crime?

What Court? —
Have you ever been convicted of any violation of laws governing the manufacture, sale, consumption or possession of intoxicating beverages? No If yes provide details: —

Please list any current or previous liquor licenses held: None

Have you ever had a liquor license revoked or rejected by any municipality or state? No
If yes, provide details: —

Will you be engaged in any other form of business besides the sale of liquor under the applied license? No If yes provide details: —

List names, addresses and phone numbers of three business references (at least one bank), and state the extent of your business relations with each:

1. Brad Grondahl, 2614 Cobblestone Ct SW, Fargo, ND, 58103
701-361-9835, Former business partner
2. James Frisk, 6407 N 15th St, Fargo, ND, 58102
701-232-8279, Colleague
3. Vision Bank (Bill Kuzas), 3000 25th St S, Fargo, ND 58103
701-364-2272, Banker

III. RESIDENT MANAGER INFORMATION:

Name: David Olstad Date of Birth: 9-9-64
Address: 1540 7th St E, West Fargo, ND 58078 Phone #: 7017932476

List resident manager's previous employment for past five years:

Weisgram Metal
Hooligan's Bar (Owner)

IV. BUSINESS DATA:

Name of Business (DBA): Barcode Bar & Grill
Mailing Address of Licensed Establishment: 2700 12th Ave S, Suite D, Fargo, ND 58103
Establishment Phone #: 701-232-2438
Business Type: (Sole Proprietorship, Partnership, Corporation) Corporation

Based on the business type above provide below the names, addresses and dates of birth of ALL individuals, partners, officers and directors. Include all persons with 1% or more interest in the business and indicate percentage of ownership: (add additional pages if necessary):

David Russ 5473 Farmstead Ct S, Fargo, ND 9-25-80 33.3%
Matthew Frisk 6459 13th St N, Fargo, ND 58102 5-1-70 33.3%
David Olstad 1540 7th St E, West Fargo, ND 58078 9-9-64 33.3%

If Incorporated: Date of Charter: 8-18-17 State of Charter: North Dakota

List any person (including name, address, date of birth and association with business), other than the applicants listed, with any right, title, estate or interest in the leasehold, furniture, fixtures or equipment in the premises for which the license is requested:

Kyle Newman, StaySharpe Real Estate, LLC 925 19th Ave E, West Fargo, ND 58078 2-16-78 (Building Owner)

Vision Bank, 3000 25th St S, Fargo, ND 58103 (Note Holder)

Does the business have any interest, directly or indirectly, with any other liquor establishment in any state? NO
If yes give names and addresses of the establishments: —

V. ATTACH A DETAILED FLOOR-PLAN OF BUSINESS

(HAND DRAWN FLOOR PLANS WILL NOT BE ACCEPTED)

VI. EMPLOYEE ROSTER LIST - SERVER TRAINING (SEE ATTACHED FORM)

For new establishments, you will be given 90 days from date of opening to submit a server training roster which will list servers with completed training, as well as a detailed plan for completion of training for those who have not. Employee server training must be kept current and is subject to periodic review.

Information on signup and training is available online at Fargo Cass Public Health Department's Website:

www.fargocasspublichealth.com

VII. VALIDATION/SIGNATURES

Do you agree not to permit the sale of alcohol on said premises to a minor, incompetent person, or a person who is inebriated or a habitual drunkard? Yes No

Do you understand that any license granted with this application will not be transferable except by specific authority of the governing body and will authorize the sale of products as applied for only at the place and premises designated in the application and said license? Yes No

Have you reviewed the Alcoholic Beverage Ordinances(s) of the City of West Fargo and are familiar with the conditions and requirements of these ordinances? Yes No

If granted an alcoholic beverage license, will you comply with the State of North Dakota Liquor Control Act and the City of West Fargo Alcoholic Beverage Ordinances, as well as any amendments to either of these, which may be made in the future? Yes No
(copy of current ordinance provided with application)

Do you understand that approval of license application is contingent upon having completed successful inspections from the Police Department, Fire Department, Building Inspection Department and Cass County Health Department? Yes

Do you certify that property owned in connection with this license does not have real and/or personal property taxes that are delinquent? Yes No

For leased/rented property, do you certify that all payments are current? Yes No

I(We) am (are) familiar with the information in this completed application, the answers and information contained herein are, to the best of my (our) knowledge true, complete and accurate

All signatures must be notarized.

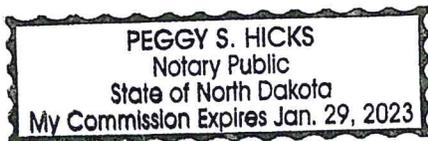
List owner(s) names (In case of a Corporation only President and Secretary are required):

Name: Matthew Frisk
Title: President
Signature: [Signature]
Date: 10-4-17
Name: David Ross
Title: Vice President
Signature: [Signature]
Date: 10-4-17

Name: David Olstad
Title: Secretary
Signature: [Signature]
Date: 10-4-17
Name: _____
Title: _____
Signature: _____
Date: _____

Before me personally appeared: (list names from above) Matthew Frisk, David Ross and David Olstad

Subscribed and sworn before me on this 4 day of October, 2017



[Signature]
(Signature of Notary Public)

My Commission expires: _____

Notary Public for _____, _____ 4

VIII. BACKGROUND CHECK AUTHORIZATION

To: _____

(Please leave blank - for use of WF Police Department)

YOU ARE HEREBY AUTHORIZED to release to the bearer of this authorization, any and all information concerning my dealings as a customer of your institution. Said information is to be given in connection with the investigation by the West Fargo Police Department in relation to a liquor license request.

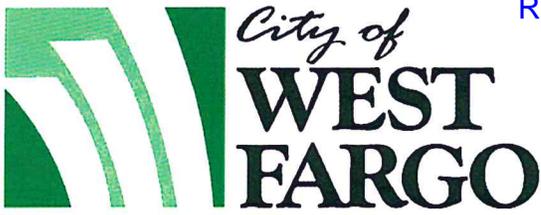
PRINTED NAME OF APPLICANT: David Ross

By releasing this information to the West Fargo Police Department, I understand that my information may be subject to North Dakota open record laws.

Signature of Applicant:  _____ Date: 10-3-17

Please forward the records for the above investigation for a City liquor license to:

West Fargo Police Department
ATTN: License Investigations
800 4th Avenue East, Ste 2
West Fargo, ND 58078
Fax: 701-433-5508



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

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

1. CONTACT PERSON: Heith Janke

2. PHONE NUMBER: 701-433-5521

DATE: 11/13/2017

3. PLEASE BRIEFLY DESCRIBE YOUR REQUEST:

Provide an update on the assessment of the police department, structural changes needed, and budget enhancement request.

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

5. ACTION BEING REQUESTED FROM CITY COMMISSION:

2018 Budget Enhancement Request

Either click above to email your agenda item directly to the City Auditor's office or click on the print button and mail the form to: West Fargo City Hall or fax it to : 701-433-5319
800 4th Avenue East Ste1
West Fargo, ND 58078



Regular Agenda Item: 3

M E M O

Board of County Commissioners

Chad M. Peterson
Fargo, North Dakota

Rick Steen
Fargo, North Dakota

Vern Bennett
Fargo, North Dakota

Arland H. Rasmussen
West Fargo, North Dakota

Mary Scherling
Stanley Township, North Dakota

TO: Rich Mattern, Mayor
City of West Fargo

FROM: Heather Worden, Administrative Assistant *HW*
Cass County Commission

DATE: November 8, 2017

SUBJECT: BOARD APPOINTMENTS

This is a reminder that the term of Mark Wentz, serving as the West Fargo representative on the Cass County Planning Commission, expires December 31, 2017. The appointment is a one-year term.

Please submit the name of your representative to the Commission Office by Friday, December 8, 2017.

If you have any questions, please give me a call. Thank you.

Heather Worden
Commission Assistant

PO Box 2806
211 Ninth Street South
Fargo, North Dakota 58108

cc: Hali Durand, County Planner

701-241-5609
Fax 701-241-5728
www.casscountynd.gov

S:\AUDITOR\WORDEN\APPTNOTICE12-2017 PLANNING MEMBERS.DOCX

AGENDA ITEM DESCRIPTION
CITY COMMISSION
WEST FARGO, NORTH DAKOTA

Agenda # 4

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

1. CONTACT PERSON: Tim Solberg

2. PHONE NUMBER: 433-5321 DATE: November 16, 2017

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

Riverview Estates 2nd Subdivision, Replat of Lots 7,8 & 10, Block 1 of Riverview Estates Subdivision & vacation of part of Martin Drive and Conditional Use Permit for detached accessory building greater than 1,000 square feet on proposed Lot 2, Block 1 of Riverview Estates 2nd Subdivision, Cass County, North Dakota.

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

(See above).

5. ACTION BEING REQUESTED FROM CITY COMMISSION:

Final Plat Approval and Approval of Conditional Use Permit subject to conditions listed in the staff report.

CITY OF WEST FARGO PLANNING & COMMUNITY DEVELOPMENT

STAFF REPORT

A17-30		SUBDIVISION/CONDITIONAL USE PERMIT	
Riverview Estates 2 nd Subdivision			
Lots 7, 8 & 10, Block 1 of Riverview Estates Subdivision and vacation of part of Martin Drive, Cass County, North Dakota			
Owner/Applicant: Jeff Harmon		Staff Contact: Tim Solberg	
Planning & Zoning Commission Introduction:		07-10-2017	
Public Hearing:		07-10-2017 - Approval	
City Commission:		11-20-2017	

PURPOSE:
Combine previously subdivided lots into a new plat and construct an accessory building greater than 1,000 square feet.

STATEMENTS OF FACT:	
Land Use Classification:	Low Density Residential
Existing Land Use:	Single Family Dwelling
Current Zoning District(s):	R-1E: Rural Estate District
Zoning Overlay District(s):	CO-SR: Sheyenne River Corridor Overlay
Total area size:	3.5 Acres
Adjacent Zoning Districts:	R-1E: Rural Estate District and A: Agricultural
Adjacent street(s):	Martin Drive (Local)
Adjacent Bike/Pedestrian Facilities:	None
Available Parks/Trail Facilities:	None
Park Dedication Requirements:	None - Developed property

DISCUSSION AND OBSERVATIONS:
<ul style="list-style-type: none"> • The applicant has submitted an application for a conditional use permit and replat, preliminary plat, site plan and area plan. • The applicant owns a vacant lot on the south side of Martin Drive and is proposing vacating a portion of the road and combining his lots in order to construct an accessory building for personal storage and workshop. In vacating the road, the applicant would provide an easement to provide adequate turnaround if necessary for any emergency vehicles as well as a legal access to the Cass County Flood Property adjacent to the Sheyenne River. • The existing vacant lot to which the applicant wishes to join his lot with has been a concern of staff due to its proximity to the river and small size. Without adequate area it has become a lot which could be a source of nuisance for the local governments and neighborhood. Staff sees the combination with an existing developed lot to be a positive development. The construction of the accessory building if done properly and within the guidelines developed by the City and taking into consideration any concerns of the neighborhood may be considered to be of no negative impact. Without the combination of the two lots, the applicant would not be able to build an accessory building on the vacant lot as it would not be legally tied to the primary residential structure. • The Cass County Flood Property in between the two lots was purchased as part of a Hazard

STAFF REPORT

Mitigation Grant Program (HMGP) application in 1997 and is restricted by deed to remain perpetual open space. The access which is granted through the proposed new lot by easement is adequate for the required perpetual use of the Cass County flood lot.

- The property is located in the City's extraterritorial (ET) area about 1 ½ miles north of West Fargo City Limits.
- 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 CO-SR: Sheyenne River Corridor Overlay district establishes a 100 foot building control line from the established river bank as determined by the City Engineer. Development within the riverbank control is very limited and would be established on the plat and reviewed and inspected at time of building permitting.
- The development is limited by a Cass County flood property to the west and the location of the Sheyenne River.
- The applicant has provided a site plan which shows the new accessory structure will be built in the side yard with setbacks which meet district yard requirements, as well as the 100' riverbank control line.
- The proposed building is a 42' by 40' (1,640 ft²) building. The building will need to be under 20' in height.
- The applicant has indicated that the structure would be built of residential materials which match the exterior color and type of the main structure on the property.
- The area is within a Special Flood Hazard Area (SFHA). The new building will be required to meet all applicable Federal, State, and Local regulations which have changed since the existing home was application constructed.
- 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 is accessed by a publicly dedicated roadway, however Reed Township nor Cass County have accepted maintenance of the road. The development has been in existence for at least 40 years and it is reported that the homeowners have been maintaining the roadway privately for that duration and intend to continue to do so.
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.

STAFF REPORT

- 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.
 - Concerns have been raised regarding the stability of the roadway. Care should be taken by the applicant regarding excavation and traffic on the roadway, however the City does not have any jurisdiction over the operation or maintenance of the road or right of way.
- 9. General compatibility with adjacent properties and other property in the district.
 - The land adjacent to this area is agricultural and rural residential with similar type buildings. Other buildings of this size and greater have been approved in this subdivision and vicinity.

NOTICES:

Sent to:	Property owners within 350', Reed Township officials, Cass County Planning and the Cass County Sanitarian.
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Comments Received:

- Comments were received from a neighboring property owner with concern regarding the stability of the riverbank.

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

- The application is providing an accessory to an existing use within the area outside the Sheyenne Diversion and is not increasing development in a flood prone area, 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 proposed building is constructed consistent with the development pattern of the subdivision and meets all other requirements of the R-1E and CO-SR district standards.
2. The applicant is to meet all Federal, State and local requirements for improvements to the site and structures.
3. An Attorney Title Opinion is received.
4. A drainage plan is approved by the City Engineer.
5. Final Plat is received with any necessary easements.
6. A certificate is received showing taxes are current.

PLANNING AND ZONING RECOMMENDATION:

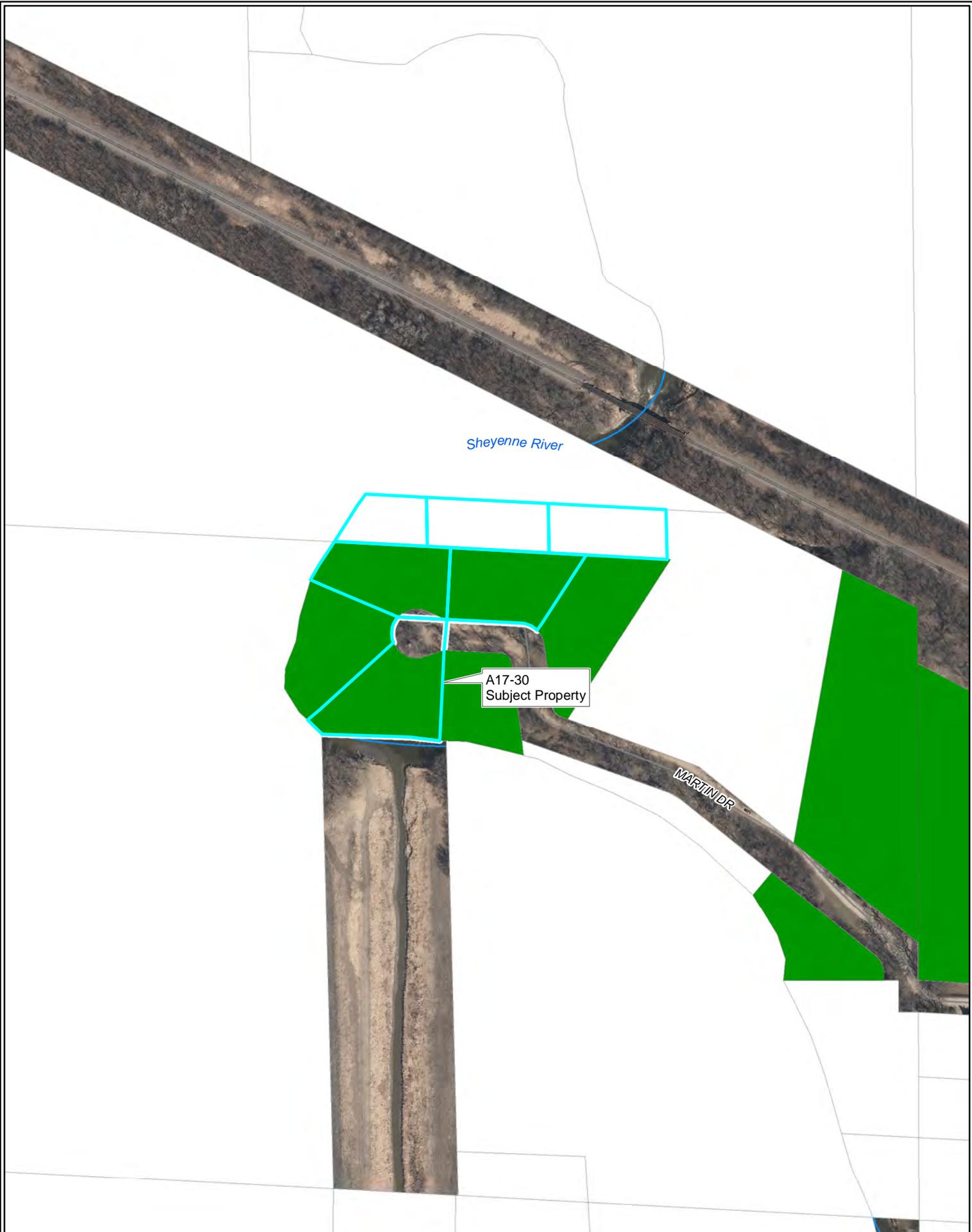
At their July 10, 2017 meeting, the Planning and Zoning Commission approved the application based on the six conditions listed above.



A17-30
Subject Property

Sheyenne River

MARTINDR



Sheyenne River

A17-30
Subject Property

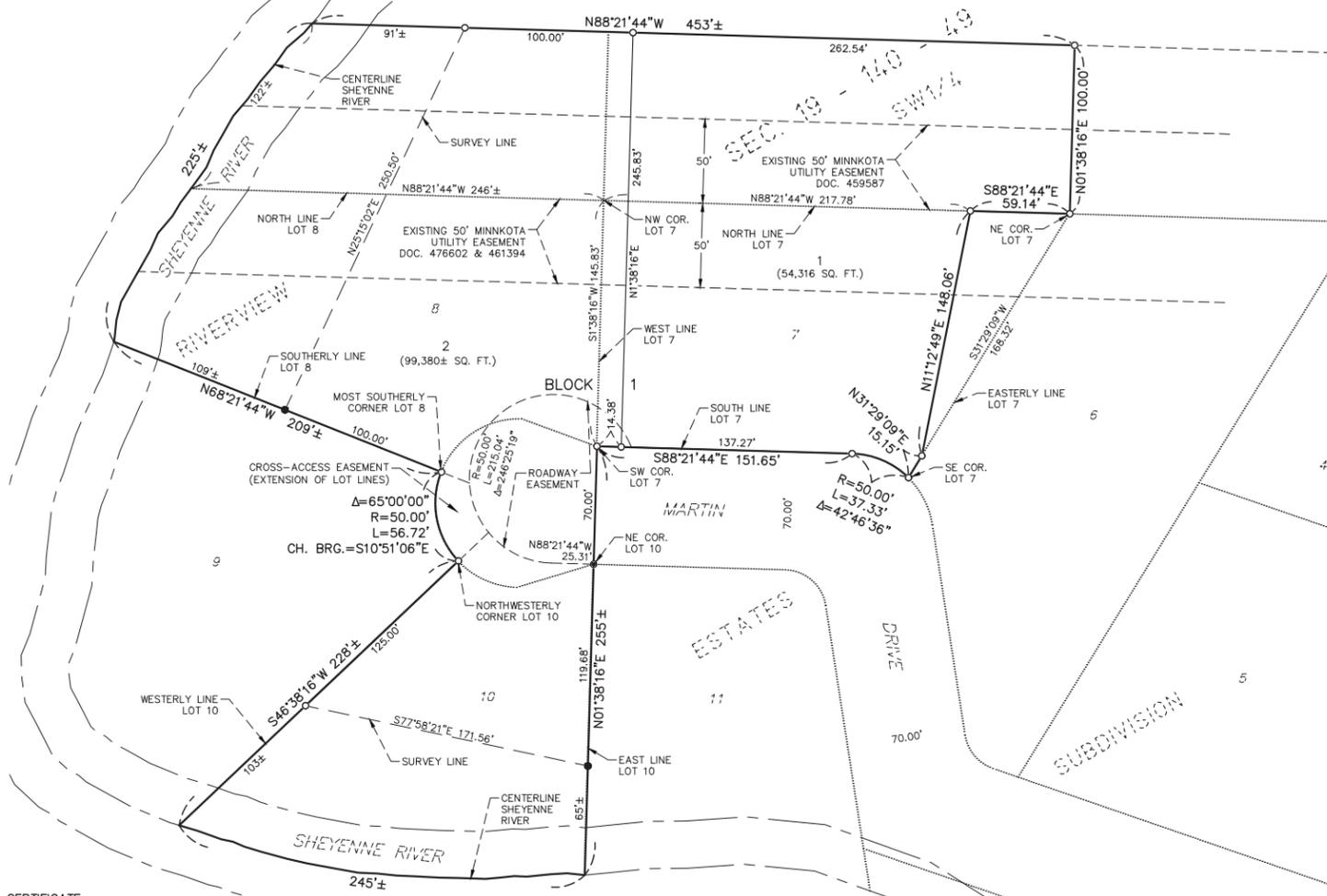
MARTIN DR



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



**PLAT OF
RIVERVIEW ESTATES SECOND SUBDIVISION**
A REPLAT OF PART OF LOT 7, ALL OF LOTS 8 AND 10 AND A VACATION PLAT OF PART OF MARTIN DRIVE,
ALL IN RIVERVIEW ESTATES SUBDIVISION AND A PLAT OF PART OF THE SOUTHWEST QUARTER OF
SECTION 19, TOWNSHIP 140 NORTH, RANGE 49 WEST, CASS COUNTY, NORTH DAKOTA, IN THE
EXTRATERRITORIAL JURISDICTION OF THE CITY OF WEST FARGO



CERTIFICATE
STEVEN W. HOLM, BEING DULY SWORN, DEPOSES AND SAYS THAT HE IS THE REGISTERED LAND SURVEYOR WHO PREPARED AND MADE THE ATTACHED PLAT OF "RIVERVIEW ESTATES SECOND SUBDIVISION" A REPLAT OF PART OF LOT 7, ALL OF LOTS 8 AND 10 AND A VACATION PLAT OF PART OF MARTIN DRIVE, ALL IN RIVERVIEW ESTATES SUBDIVISION AND A PLAT OF PART OF THE SOUTHWEST QUARTER OF SECTION 19, TOWNSHIP 140 NORTH, RANGE 49 WEST, CASS COUNTY, NORTH DAKOTA, IN THE EXTRATERRITORIAL JURISDICTION OF THE CITY OF WEST FARGO; THAT SAID PLAT IS A TRUE AND CORRECT REPRESENTATION OF THE SURVEY THEREOF; THAT ALL DISTANCES ARE CORRECTLY SHOWN ON SAID PLAT; THAT MONUMENTS HAVE BEEN PLACED IN THE GROUND AS INDICATED FOR THE GUIDANCE OF FUTURE SURVEYS AND THAT SAID ADDITION IS DESCRIBED AS FOLLOWS, TO WIT:

ALL OF LOTS 8 AND 10 IN RIVERVIEW ESTATES SUBDIVISION, ACCORDING TO THE RECORDED PLAT THEREOF, ON FILE AND OF RECORD IN THE OFFICE OF THE RECORDER, CASS COUNTY, NORTH DAKOTA.
AND
THAT PART OF LOT 7, SAID RIVERVIEW ESTATES SUBDIVISION, DESCRIBED AS FOLLOWS:
COMMENCING AT THE NORTHEAST CORNER OF SAID LOT 7; THENCE NORTH 88 DEGREES 21 MINUTES 44 SECONDS WEST ON AN ASSUMED BEARING ALONG THE NORTH LINE OF SAID LOT 7 FOR A DISTANCE OF 59.14 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING NORTH 88 DEGREES 21 MINUTES 44 SECONDS WEST ALONG SAID NORTH LINE FOR A DISTANCE OF 217.78 FEET TO THE NORTHWEST CORNER OF SAID LOT 7; THENCE SOUTH 01 DEGREE 38 MINUTES 16 SECONDS WEST ALONG THE WEST LINE OF SAID LOT 7 FOR A DISTANCE OF 145.83 FEET TO THE SOUTHWEST CORNER OF SAID LOT 7; THENCE SOUTH 88 DEGREES 21 MINUTES 44 SECONDS EAST ALONG THE SOUTH LINE OF SAID LOT 7 FOR A DISTANCE OF 151.65 FEET; THENCE 37.33 FEET EASTERLY CONTINUING ALONG SAID SOUTH LINE ON A TANGENTIAL CURVE CONCAVE TO THE SOUTH HAVING A RADIUS OF 50.00 FEET AND A CENTRAL ANGLE OF 42 DEGREES 46 MINUTES 36 SECONDS TO THE SOUTHEAST CORNER OF SAID LOT 7; THENCE NORTH 31 DEGREES 29 MINUTES 09 SECONDS EAST ALONG THE EASTERLY LINE OF SAID LOT 7 FOR A DISTANCE OF 15.15 FEET; THENCE NORTH 11 DEGREES 12 MINUTES 49 SECONDS EAST FOR A DISTANCE OF 148.06 FEET TO THE POINT OF BEGINNING.
AND
THAT PART OF DEDICATED MARTIN DRIVE IN SAID RIVERVIEW ESTATES SUBDIVISION, LYING WESTERLY OF A LINE DESCRIBED AS FOLLOWS:
BEGINNING AT THE SOUTHWEST CORNER OF LOT 7, SAID RIVERVIEW ESTATES SUBDIVISION; THENCE SOUTH 01 DEGREE 38 MINUTES 16 SECONDS WEST ON AN ASSUMED BEARING ALONG THE SOUTHERLY EXTENSION OF THE WEST LINE OF SAID LOT 7 FOR A DISTANCE OF 70.00 FEET TO THE NORTHEAST CORNER OF LOT 10, SAID RIVERVIEW ESTATES SUBDIVISION AND SAID LINE THERE TERMINATES.
AND
THAT PART OF THE SOUTHWEST QUARTER OF SECTION 19, TOWNSHIP 140 NORTH, RANGE 49 WEST OF THE FIFTH PRINCIPAL MERIDIAN CASS COUNTY, NORTH DAKOTA, DESCRIBED AS FOLLOWS:
BEGINNING AT THE NORTHEAST CORNER OF LOT 7 IN SAID RIVERVIEW ESTATES FROM WHICH THE NORTH LINE OF SAID LOT 7 BEARS NORTH 88 DEGREES 21 MINUTES 44 SECONDS WEST ON AN ASSUMED BEARING; THENCE NORTH 01 DEGREE 38 MINUTES 16 SECONDS EAST FOR A DISTANCE OF 100.00 FEET; THENCE NORTH 88 DEGREES 21 MINUTES 44 SECONDS WEST, PARALLEL WITH THE NORTH LINE OF SAID LOT 7, FOR A DISTANCE OF 453 FEET, MORE OR LESS, TO THE CENTERLINE OF THE SHEYENNE RIVER; THENCE 225 FEET, MORE OR LESS, SOUTHWESTERLY ALONG THE CENTERLINE OF SAID SHEYENNE RIVER TO ITS INTERSECTION WITH THE NORTH LINE OF LOT 8, SAID RIVERVIEW ESTATES; THENCE SOUTH 88 DEGREES 21 MINUTES 44 SECONDS EAST ALONG THE NORTH LINE OF SAID LOTS 7 AND 8, FOR A DISTANCE OF 523 FEET, MORE OR LESS, TO THE POINT OF BEGINNING.
SAID TRACT CONTAINS 3.53 ACRES, MORE OR LESS, AND IS SUBJECT TO ALL EASEMENTS, RESTRICTIONS, RESERVATIONS AND RIGHTS OF WAY OF RECORD, IF ANY.

STEVEN W. HOLM
REGISTERED LAND SURVEYOR
REG. NO. LS-6571
STATE OF NORTH DAKOTA
COUNTY OF CASS)
ON THIS _____ DAY OF _____, 2017, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED STEVEN W. HOLM, REGISTERED LAND SURVEYOR, KNOWN TO ME TO BE THE PERSON DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME AS HIS FREE ACT AND DEED.
NOTARY PUBLIC, CASS COUNTY, NORTH DAKOTA



DEDICATION

WE, THE UNDERSIGNED, DO HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE LAND DESCRIBED IN THE PLAT OF "RIVERVIEW ESTATES SECOND SUBDIVISION" A REPLAT OF PART OF LOT 7, ALL OF LOTS 8 AND 10 AND A VACATION PLAT OF PART OF MARTIN DRIVE, ALL IN RIVERVIEW ESTATES SUBDIVISION AND A PLAT OF PART OF THE SOUTHWEST QUARTER OF SECTION 19, TOWNSHIP 140 NORTH, RANGE 49 WEST, CASS COUNTY, NORTH DAKOTA, IN THE EXTRATERRITORIAL JURISDICTION OF THE CITY OF WEST FARGO; THAT WE HAVE CAUSED IT TO BE PLATTED INTO LOTS AND BLOCKS AS SHOWN BY SAID PLAT AND CERTIFICATE OF STEVEN W. HOLM, REGISTERED LAND SURVEYOR, AND THAT THE DESCRIPTION AS SHOWN IN THE CERTIFICATE OF THE REGISTERED LAND SURVEYOR IS CORRECT. WE HEREBY DEDICATE ALL ROADWAY AND CROSS ACCESS EASEMENTS SHOWN ON SAID PLAT TO THE USE OF THE PUBLIC.

OWNER: LOT 1
MORTGAGEE: LOT 1
BY: _____
TITLE: _____
STATE OF NORTH DAKOTA)
COUNTY OF CASS)
ON THIS _____ DAY OF _____, 2017, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED BROOKE LISBURG, KNOWN TO ME TO BE THE PERSON DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT SHE EXECUTED THE SAME AS HER FREE ACT AND DEED.
NOTARY PUBLIC, CASS COUNTY, NORTH DAKOTA

OWNER: LOT 2
JEFFREY HARMON
STATE OF NORTH DAKOTA)
COUNTY OF CASS)
ON THIS _____ DAY OF _____, 2017, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED JEFFREY HARMON, KNOWN TO ME TO BE THE PERSON DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME AS HIS FREE ACT AND DEED.
NOTARY PUBLIC, CASS COUNTY, NORTH DAKOTA

WEST FARGO PLANNING COMMISSION APPROVAL
THIS PLAT IN THE EXTRATERRITORIAL JURISDICTION OF THE CITY OF WEST FARGO IS HEREBY APPROVED THIS _____ DAY OF _____, 2017.
TOM MCDUGALL, CHAIRMAN
STATE OF NORTH DAKOTA)
COUNTY OF CASS)
ON THIS _____ DAY OF _____, 2017, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED TOM MCDUGALL, CHAIRMAN OF THE WEST FARGO PLANNING COMMISSION, KNOWN TO ME TO BE THE PERSON DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME IN THE NAME OF THE WEST FARGO PLANNING COMMISSION.
NOTARY PUBLIC, CASS COUNTY, NORTH DAKOTA

WEST FARGO CITY COMMISSION APPROVAL
THIS PLAT IN THE EXTRATERRITORIAL JURISDICTION OF THE CITY OF WEST FARGO IS HEREBY APPROVED THIS _____ DAY OF _____, 2017.
RICH MATTERN, PRESIDENT OF THE WEST FARGO CITY COMMISSION
TINA FISK, CITY AUDITOR
STATE OF NORTH DAKOTA)
COUNTY OF CASS)
ON THIS _____ DAY OF _____, 2017, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED RICH MATTERN, PRESIDENT OF THE WEST FARGO CITY COMMISSION, AND TINA FISK, CITY AUDITOR, KNOWN TO ME TO BE THE PERSONS DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT THEY EXECUTED THE SAME IN THE NAME OF THE CITY OF WEST FARGO.
NOTARY PUBLIC, CASS COUNTY, NORTH DAKOTA

WEST FARGO CITY ATTORNEY APPROVAL
I HEREBY CERTIFY THAT PROPER EVIDENCE OF TITLE HAS BEEN EXAMINED BY ME AND I APPROVE THE PLAT AS TO FORM AND EXECUTION THIS _____ DAY OF _____, 2017.
JOHN T. SHOCKLEY, CITY ATTORNEY
STATE OF NORTH DAKOTA)
COUNTY OF CASS)
ON THIS _____ DAY OF _____, 2017, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED JOHN T. SHOCKLEY, CITY ATTORNEY, KNOWN TO ME TO BE THE PERSON DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME AS THE CITY ATTORNEY.
NOTARY PUBLIC, CASS COUNTY, NORTH DAKOTA

CITY ENGINEER'S APPROVAL
THIS PLAT IN THE EXTRATERRITORIAL JURISDICTION OF THE CITY OF WEST FARGO IS HEREBY APPROVED THIS _____ DAY OF _____, 2017.
DUSTIN T. SCOTT, CITY ENGINEER
STATE OF NORTH DAKOTA)
COUNTY OF CASS)
ON THIS _____ DAY OF _____, 2017, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED DUSTIN T. SCOTT, CITY ENGINEER, KNOWN TO ME TO BE THE PERSON DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME AS HIS FREE ACT AND DEED.
NOTARY PUBLIC, CASS COUNTY, NORTH DAKOTA



LEGEND
● IRON MONUMENT FOUND
● IRON T-POST FOUND
○ SET 5/8"x18" REBAR WITH YELLOW PLASTIC CAP #6571
L ARC LENGTH
R RADIUS LENGTH
Δ CENTRAL ANGLE
CH. BRG. CHORD BEARING
BASIS OF BEARINGS:
THE EAST LINE OF LOT 10, RIVERVIEW ESTATES SUBDIVISION HAS AN ASSUMED BEARING OF N01°38'16"E.
EASEMENT OF RECORD
1. CASS COUNTY ELECTRIC COOPERATIVE, BOOK U-6 OF MISC., PAGE 555
NOTARY PUBLIC, CASS COUNTY, NORTH DAKOTA
Scale in Feet
moore engineering, inc. SHEET 1 OF 1 PROJ. NO. 19786

Conditional Use Permit

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

WHEREAS, **Jeff Harmon** (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 1105 Martin Drive, West Fargo, ND 58078, legally described as (hereinafter referred to as the “Property”):

Lot 2, Block 1 of Riverview Estates Second Subdivision

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 ft² in an R-1E: Rural Estate zoning district.

on the above-described Property with the following conditions:

1. The proposed building is constructed consistent with the development pattern of the subdivision and meets all other requirements of the R-1E and CO-SR district standards.
2. The applicant is to meet all Federal, State and local requirements for improvements to the site and structures.
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 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:**

Rich Mattern, 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 Rich Mattern, 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:**

Larry M. Weil, Planning Director

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 Larry M. Weil, 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

Agenda #	_____
Agenda Code	Regular
Project #	19974

AGENDA ITEM DESCRIPTION
CITY COMMISSION
WEST FARGO, NORTH DAKOTA

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

1. CONTACT PERSON: Dustin Scott

2. PHONE NO. 282-4692 DATE: November 20, 2017

3. PLEASE BRIEFLY DESCRIBE YOUR REQUEST: _____

Review Project Concept alternate for Street Improvement District No. 2249 to be
presented during the meeting

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

Sheyenne St & 7th Ave W – Intersection Improvements

5. ACTION BEING REQUESTED FROM CITY COMMISSION: _____

Provide direction on which alternate to pursue for Street Improvement

District No. 2249



City Commission Agenda Item Request

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

Office Use:

Regular Agenda Item #:

Consent Agenda Item #:

Agenda Item Information:

Contact Name: *

Dan Fuller

Phone Number: *

701-433-5380

Email Address:

dan.fuller@westfargond.gov

Date *

11/16/2017

Topic for Consent or Regular Agenda?

Please select one option:

Consent Agenda

Regular Agenda

Please Briefly Describe Your Request *

Presentation of a MidCo grant check to the West Fargo Fire Department for equipment.

Site Address or Legal Description (if applicable)

Action Being Requested from City Commission *

Recognize grant from MidCo to West Fargo Fire Department

Upload Additional Documentation (Optional):



City Commission Agenda Item Request

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

Office Use:

Regular Agenda Item #:

Consent Agenda Item #:

Agenda Item Information:

Contact Name: *

Chris Brungardt

Phone Number: *

701.306.8484

Email Address:

chris.brungardt@aol.com

Date *

11/16/2017

Topic for Consent or Regular Agenda?

Please select one option:

Consent Agenda

Regular Agenda

Please Briefly Describe Your Request *

Review RFP for Core Area Infrastructure Master Plan

Site Address or Legal Description (if applicable)

Action Being Requested from City Commission *

Authorize staff to publish RFP and interview consultants

Upload Additional Documentation (Optional):

Final Draft RFP CAIMP.pdf

837.07KB

Department of Public Works

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

To: City Commission
From: Chris Brungardt
Date: November 16, 2017

RE: CORE AREA INFRASTRUCTURE MASTER PLAN

West Fargo has concerns about aging infrastructure in the original core area of town. Over the years, City has performed maintenance and repairs to keep the Infrastructure operational. Through this continual work, numerous areas have failed and are in need of urgent and extensive improvements or replacement. As evidenced by the condition of the infrastructure that has been repaired and data already collected, it became apparent to the City that a master plan for Infrastructure improvements was needed to effectively and responsibly reconstruction the older area of the City.

This Study will be a valuable instrument for the City to help recognize the magnitude of the improvements needed and establish a prioritized budget and schedule. This overall process will help reduce future Infrastructure surprises and emergencies. Understanding these necessities, along with the associated costs, will greatly help the City (and its residents) manage and plan for these on-going improvements.

This Study is an investment in the future. With proper planning and foresight timely improvements of the existing Infrastructure can increase efficiencies, extend service life, improve functionality of the systems, and lessen future construction costs. Understanding the timetable of the improvements will aid City in programming maintenance.

Early planning will create a foundation for the Community Investment Plan (CIP), offer vital asset management updates, provide an effective financial tool for budgeting and allow better accommodations for ongoing growth and redevelopment within the Project Limits. The goals of this project is to produce;

- Proposed projects for the Community Investment Plan,
- Calibrated Water Model,
- Calibrated storm sewer model in the project limits,
- Inventory and condition of water, sanitary, and storm sewer assets,
- Financial options for funding improvements.



Request for Proposal

Core Area Infrastructure Master Plan

Authored by:
Chris Brungardt, Director of Public Works
City of West Fargo, N.D.

Published: November 20, 2017

RFP – Engineering Services
Core Area Infrastructure Master Plan

West Fargo Public Works

Request for Proposal

For

Core Area Infrastructure Master Plan

Submission Date: December 15, 2017

Must be submitted no later than 1:00 PM Central Time

Proposals received after this date and time will be rejected

For information about this notice, and during this procurement, interested persons shall contact only:

Chris Brungardt

810 12th Ave NW

West Fargo ND 58078

Phone: 701.433.5400

Chris.Brungardt@westfargond.gov

Issued addenda will be posted to internet website:

www.westfargond.gov

CITY OF WEST FARGO – REQUEST FOR PROPOSALS ENGINEERING SERVICES

The City of West Fargo is requesting proposals from qualified consultants to provide engineering services for the following tasks:

1. Infrastructure Data Collection
2. Water Distribution System Modeling
3. Storm Sewer System Modeling
4. Infrastructure Data Entry
5. Evaluation of Existing Infrastructure
6. Prioritize Infrastructure Improvements
7. Construction Cost Estimating and Financing
8. City Involvement
9. Report Preparation

A complete RFP Package is available to download by clicking the “Business Tab” followed by “Bid Notices & RFP’s City’s website: www.westfargond.gov.

Sealed RFP Submittals will be received at:

Mr. Chris Brungardt
Public Works Director
810 12th Ave NW
West Fargo, ND 58078

All RFP submittals must be submitted by **1:00 PM, December 15, 2017**, at which time the submittals will be opened and reviewed. Late submittals cannot be accepted and will be returned unopened to the Offeror. All RFP submittals must be placed in an envelope securely sealed therein and labeled: "**City of West Fargo RFP – Engineering Services, Core Area Infrastructure Master Plan**" clearly denoted.

The City of West Fargo reserves the right to accept any proposal submittal received, to reject any or all proposal submittals, in whole or in part, to waive irregularities and/or formalities as deemed appropriate, to request clarification of any proposal submittal, and to negotiate with the preferred firm to provide the requested services. If contract negotiations with the preferred firm are at an impasse as deemed by the City, the City reserves the right to contract subsequent firms to negotiate a contract to provide the requested services.

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RFP – Engineering Services
Core Area Infrastructure Master Plan

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A. Project Understanding

This Study will be a valuable instrument for the City to help recognize the magnitude of the improvements needed and establish a prioritization budget and schedule. This overall process will help reduce future Infrastructure surprises and emergencies. Understanding these necessities, along with the associated costs, will greatly help the City (and its residents) manage and plan for these on-going improvements.

1. Background

West Fargo has concerns about aging infrastructure in the original core area of town. Over the years, City has performed maintenance and repairs to keep the Infrastructure operational. Through this continual work, numerous areas have failed and are in need of urgent and extensive improvements or replacement.

As evidenced by the condition of the infrastructure that has been repaired and data already collected, it became apparent to the City that a master plan for Infrastructure improvements was needed to effectively and responsibly reconstruction the older area of the City.

2. General Description of the Project

The Project Limits consist of approximately 2.0 square miles and comprises the older part of the City. In order to properly analyze this area in its entirety in combination with the limited records of the dated Infrastructure, the Study will involve data collection of the existing Infrastructure to expand our asset management systems. Evaluations of the Infrastructure, such as condition and capacities, will determine improvements and prioritize the needs. Preparation of opinions of probable construction cost of the improvements will assist with the prioritization, but will mainly be a resource for budgeting and financing purposes for the City.

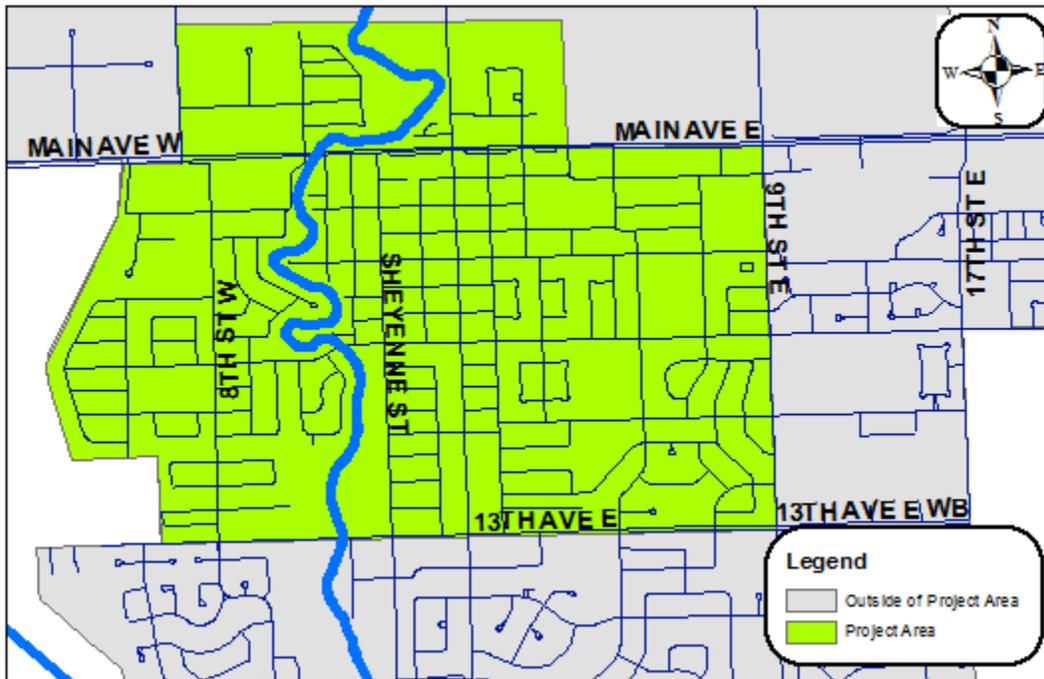


Figure 1 - Project Area

3. Objectives

This Study is an investment in the future. With proper planning and foresight within the Project Limits, timely improvements of the existing Infrastructure can increase efficiencies, extend service life, improve functionality of the systems, and lessen future construction costs.

Understanding the timetable of the improvements will aid City in programming maintenance.

Early planning will create a foundation for the Community Investment Plan (CIP), offer vital asset management updates, provide an effective financial tool for budgeting and allow better accommodations for ongoing growth and redevelopment within the Project Limits. The goals of this project is to produce;

- Proposed projects for the Community Investment Plan,
- Calibrated Water Model,
- Calibrated storm sewer model in the project limits,
- Inventory and condition of water, sanitary, and storm sewer assets,
- Financial options for funding improvements.

B. Scope of Engineering Services

To meet the Objectives of the Study the respondent will provide the following services relating to the City Infrastructure within the Project Limits:

1. Infrastructure Data Collection Phase

a. Gather existing information

- i. Examine record drawings, plat dates and city records to collect location, age, size and materials of the Infrastructure including information on original construction and subsequent improvements.
- ii. Examine Operation and Maintenance (O&M) manuals to collect pump curve data
- iii. Televising analysis
 - a. Review of city provided videos of 10,000 feet of sewer as needed (approximately 25 City blocks)
- iv. Compile City provided street inventory and condition.

b. Issue identification

Meet with Public Works regarding the City's history of identified problem areas relating to Infrastructure as well as drainage and localized flooding issues.

c. Field Data Collection

- i. Incorporate city provided spherical (360 degree) videos of the manhole structure interior, rim elevation survey shots and invert dips populated on a Manhole Inspection Form for the following:
 - a. 300 critical sanitary sewer manholes
 - b. 50 critical storm sewer
- ii. Field visits for severe, extended duration street flooding areas identified by the City
 - a. Visual evaluation of (10) localized areas to recognize flooding impacts and understand the severity in order to better prioritize the improvements
 - b. Topographic survey of localized areas totaling 1 survey crew for 5 days
- iii. Visual field inspection of (20) gravity storm sewer outfalls along Drain 21 and the Sheyenne River
 - a. The intent is to determine the general condition of the outfall relating to improvement prioritization and feasibility of replacing the gravity outfalls with regional forcemain outfalls to improve system hydraulics
 - b. The Outfall Reconnaissance Inventory Field Sheet is a form the City uses annually to document outfalls and their conditions as they relate to Municipal Separate Storm Sewer Systems (MS4) General Permit required by the State's Health Department. Inspection shall provide information to populate (3) sections of the attached Outfall Reconnaissance Inventory Field Sheet. Unmanned Aerial System's (UAS or drones) shall also be used to provide videos and document the visual condition and location of the storm sewer outfalls

Scope of Engineering Services

- iv. Visual field inspection of major lift stations to populate the attached Lift Station Inspection Form with the main emphasis to confirm capacity and general condition for the following:
 - a. (10) major sanitary sewer lift stations
 - b. (8) major storm sewer lift stations

- 2. Water Distribution System Modeling
 - a. Update existing conditions in the model
 - i. Input information obtained during the Infrastructure Data Collection Phase
 - ii. Software compatibility efforts to incorporate the City of Fargo's recent water model of West Fargo's water distribution system
 - iii. Model calibration with a tolerance aligning with industry standards
 - iv. Extended period stimulation
 - b. Identify system inadequacies defined as:
 - i. Pressures not within 45 psi to 80 psi for normal operating conditions
 - ii. below 20 psi for fire flow purposes
 - iii. Capacities and pressures not able to meet current and futures demands based on City provided data
 - iv. Inefficiencies in the system as defined by Consultant and lack of redundancy
 - v. Brookwood Addition existing water meter locations
 - vi. Water age
 - vii. Storage tank concerns
 - a. Tank water age scenarios
 - b. Adequate storage capacity based on future populations and demands
 - c. Evaluate improvement alternatives to include:
 - i. Upsizing mains
 - ii. Propose strategic trunk mains
 - iii. Adding parallel mains
 - iv. Looping dead-end mains
 - v. Address potential water aging areas
 - a. Scheme to for oscillation of tank levels
 - vi. Removal of unnecessary mains
 - vii. Adding or relocating water meter for Brookwood Addition, a development with a private water distribution system
 - viii. Evaluate leak detection results of mains crossing the river or major drainage ways
 - ix. Potential pressure zones and pumping facility needs

- 3. Storm Sewer System Modeling
 - a. Sheyenne River model
 - i. Update existing conditions based on information obtained during the Infrastructure Data Collection Phase and current rainfall data
 - ii. Identify System inadequacies
 - a. Identify undersized inlets and storm sewers
 - b. Identify areas with a lack of inlets and storm sewers

Scope of Engineering Services

- c. Identify pipe alignments with poor hydraulic configuration
 - iii. Evaluate the following improvement alternatives:
 - a. Upsize inlets and storm sewers
 - b. Propose inlets and storm sewers
 - c. Propose pipe alignments to improve hydraulics
 - d. Propose street grades to improve drainage management
 - b. Downtown redevelopment retention needs
 - i. Update existing conditions based on information obtained during the Infrastructure Data Collection Phase and current rainfall data
 - ii. Identify System inadequacies
 - a. Identify undersized inlets and storm sewers
 - b. Identify areas with a lack of inlets and storm sewers
 - c. Identify pipe alignments with poor hydraulic configuration
 - iii. Evaluate the following improvement alternatives:
 - a. Upsize inlets and storm sewers
 - b. Propose inlets and storm sewers
 - c. Propose pipe alignments to improve hydraulics
 - d. Propose street grades to improve drainage management.
- 4. Infrastructure Data Entry Phase
 - a. Input data gathered and provided from Infrastructure Data Collection Phase into the City's existing geographic information system (GIS) for City records and asset management allowing PW to incorporate this into Cartegraph, the City's new operations and asset management software. This information will include:
 - i. Infrastructure updates obtained in the Infrastructure Data Collection Phase
 - ii. Incorporating field survey (GPS) shots to update locations of the Infrastructure such as the sanitary sewer manholes, storm sewer manholes and storm sewer outfalls
 - iii. Linking field inspection sheets, photos, spherical (360 degree) manhole videos, televising videos and drone photos and videos to the GIS database
 - a. Prepare GIS maps for the Evaluation of Existing Infrastructure Phase
 - b. Overlay the evaluation results of the Infrastructure components as a prioritizing tool
 - c. Input Study results and recommendations onto the City's CIP project forms
- 5. Evaluation of Existing Infrastructure
 - a. Identify sanitary sewer, storm sewer, and water mains (Utilities) in need of replacement based on material type and age
 - b. Evaluate feasibility of Utility relocations, mainly sanitary sewer from backyards or alleys
 - c. Evaluate major sanitary sewer lift station adequacy relating to capacity
 - d. Evaluate major storm sewer lift station and outfall adequacy relating to capacity
 - e. Incorporate findings of street conditions report provided by the City.

Scope of Engineering Services

6. Prioritize Infrastructure Improvements
 - a. Prioritization of improvements will be based on:
 - i. Meeting with the City to discuss its preferred priorities
 - ii. Need and urgency, to prevent the loss of service
 - iii. Regionalized improvements for system needs and efficiencies as well as economies of scale
 - iv. Estimated remaining service life
 - v. Overlay of Infrastructure evaluations for all improvements
 - b. Provide overall improvement exhibits and estimated timing for improvements
7. Construction Cost Estimating and Financing
 - a. Provide opinions of probable construction costs for improvements to assist the City with budgeting, including regional versus local improvement dollars
 - i. Today's dollars
 - ii. Future dollars based on analysis of capital expenditures applying the current published discount rates
 - b. Meet with City to discuss financing options used in other communities.
8. City Involvement
 - a. Project team attend (4) City staff meetings for review and coordination purposes in addition to the meetings defined within other Phases of the Scope.
 - b. Participate in (2) City Commission meetings
 - i. Preparation of presentation materials: PowerPoint, exhibits, photos, Infrastructure samples, opinions of probable construction cost and proposed schedule of improvements
 - ii. (2) project team members from the engineering team will present engineering based information at the meetings
9. Report Preparation
 - a. Technical memorandum for water distribution and storm sewer system models,
 - b. Draft report for City review and comment,
 - c. Final report addressing City comments

10. Basis of Agreement

The following items form the basis of this Agreement for the Study:

- a. Infrastructure Data Collection Phase
 - i. Record drawings for areas within the Project Limits will be provided by the City
 - ii. If records are not provided or found, the platted year of the area may be the assumed date of Infrastructure installation in that area
 - iii. City street inventory of pavement inspection provided by the City
 - iv. City will provide completed Outfall Reconnaissance Inventory Field Sheets of the most recent past assessments of the existing outfall structures

Scope of Engineering Services

- v. Visual field inspection of gravity storm sewer outfalls will consist of populating sections 1, 2 and 5 on the attached Outfall Reconnaissance Inventory Field Sheet.
- vi. The following is not part of this Scope:
 - a. Infrastructure system testing
 - b. Field inspections for street condition evaluations
 - c. Coring or sampling of streets
- b. Water Distribution System Modeling Phase
 - i. The water model will be performed using WaterCAD, Infowater, or other program with City approval,
 - ii. The water model provided by the City of Fargo for the 2016 water distribution connection is assumed to be in the Infowater software and will be provided by the City for the purpose of incorporating the data into this analysis
 - iii. Model calibration
 - a. City will provide SCADA data for the water system demonstrating operating conditions
 - b. City will provide water usage data by parcel to assist with model calibration with the intent to provide general accuracy within an area
 - c. Current population and density data will be provided by the City to account for existing demands
 - d. Population projections as well as potential zoning or density changes will be provided by the City to account for future demands
 - e. Leak detection results for the mains at all river and drainage ways provided by the City to incorporate into the model
 - iv. The following is not part of this Scope:
 - a. Field inspection for verifying water mains or structures
 - b. System pressure testing or hydrant flow testing
 - c. Water quality analysis since it is assumed the quality of water from the Fargo system is adequate
- c. Storm Sewer System Modeling Phase

The core area of town has no storm water retention facilities. Part of this study will evaluate the need for retention and the amount needed.

 - i. The storm sewer system models will be performed using XPSWMM
 - ii. Information may need to be coordinated with the ongoing Drain 21 & 45 model updates being completed by others not part of this study.
 - iii. Updates for current rainfall data of each model will include using the NOAA Atlas 14 precipitation-frequency data (rainfall data)
 - iv. The retention needs for this area will be reflected based on the updated rainfall data
 - v. Modeling as it relates to surface elevations may rely on the 2014 Metro Aerial Photography and LiDAR or newer and more accurate data.
 - vi. Downtown retention options will consider land values as part of the improvement evaluation process
 - vii. Modeling of pipes smaller than 15 inches in diameter are not part of the Scope
- d. Infrastructure Data Entry Phase
 - i. The GIS software used will be ESRI ArcMap V10.1 (or a version determined by the City)

Scope of Engineering Services

- ii. Cartograph data entry is not part of this Scope and is assumed to be performed by the City
- e. Evaluation of Existing Infrastructure Phase
 - i. The respondent will determine the number of alternatives analyzed in order to recommend the (1) proposed option, unless otherwise defined in this Agreement.
 - ii. Lift stations are considered major if they are currently named by the City's standard naming convention SA ## or SM ##,
 - iii. Lift station capacity assumptions will be based on information found on pump curves, wet well dimensions, inflow/outflow pipe sizes and City provided pump data,
 - iv. Records of the City's recent street pavement inspection will be made available,
 - v. Unless there are areas identified by the City as having historical concerns, evaluating the existing sanitary sewer, water main and storm sewer if the material is polyvinyl chloride (PVC) pipe is not part of this scope. It is assumed the PVC is newer and the service life will exceed the reasonable time limits of this Study, which is a 20 year limit
- f. Prioritize Infrastructure Improvements Phase
 - i. Use service life expectancy for prioritization
 - ii. Timing for improvements shall be grouped into the following categories:
 - a. 0-5 years, which will be prioritized by year for this initial 5 year time period
 - b. 5-10 years
 - c. 10-20 years
 - d. Beyond 20 years
- g. Construction Cost Estimating and Financing Phase
 - i. Cost estimates for Infrastructure improvements beyond 20 years are not included in this Scope
 - ii. Regional improvements costs versus local improvements costs will be provided to assist the City with funding allocation policies
- h. City Involvement Phase
 - i. Meetings with City staff are intended to discuss their needs relating to the Study and provide progress updates
- i. Report Preparation Phase
 - i. Compile model results into a technical memorandum to be included with the report
 - ii. Compile the results of the study into report format

11. Summary of Deliverables

From the results of the Scope of Work the following deliverables are required for the project area:

- Updated records of the Infrastructure in a GIS compatible format for the City to incorporate into its asset management and Cartograph software.
 - This will include links to the following
 - Manhole Inspection Forms
 - Outfall Reconnaissance Inventory Field Sheets

Scope of Engineering Services

- Lift Station Inspection Forms
- Spherical (360 degree) videos of sanitary sewer manholes and storm sewer structures
- Drone videos and photos of storm sewer outfalls
- Map overlay of different Infrastructure improvement needs
- Updated water distribution system model
- Updated storm sewer system models
- (1) copy of Downtown redevelopment retention options
- Updated paper copy and electronic copy of the completed CIP project forms including the justification for the improvements, description of proposed improvements with timelines, opinions of probable construction cost and project location maps
- (2) paper copies and (1) pdf copy of the technical memorandum compiling the findings of the water distribution system model
- (2) paper copies and (1) pdf copy of the technical memorandum compiling the findings of the storm sewer system model
- (2) paper copies and (1) pdf copy of the draft report for review and comment
- (2) paper copies and (1) pdf copy of the final report organizing the findings of this Study
- The following are areas where (1) copy of an additional improvement alternate will be provided to supplement the initial proposed improvement option consisting of an added exhibit and opinion of probable construction cost
 - Downtown redevelopment retention
 - Storm sewer lift stations SM 20 and SM 21 improvements
 - A general opinion of probable construction cost for the scenario of replacing existing sanitary sewer with new sanitary sewer in the backyards for one residential block
 - 1st Avenue East sanitary sewer improvements from 2nd Street East to 4th Street East

12. Schedule

Upon receipt of the signed Agreement, The consultant will evaluate the Scope of Work and develop a project schedule for completing this work. It is expected that the project will be complete by November 1, 2018.

C. General Information

1. Issuing Agent

The issuing agent, identified on the cover page is the sole point of contact regarding the RFP from the date of issuance until the notice of intent to award is issued.

2. Downloading the RFP from the internet

- a. All correspondence for this proposal will be posted on the City of West Fargo's web page www.westfargond.gov. Respondents will be required to visit the website periodically for any and all addendums or other pertinent information.

3. Project Administration

The consultant shall provide a qualified project manager. The project manager will be responsible for coordinating all project activities **including keeping the project on schedule**. The project manager will coordinate all project activities between the City and other interested parties.

The project manager will be responsible for setting up a Project Review Committee consisting of representatives from Public Works, administration, planning, finance and the consultant(s). The project manager will organize committee meetings at key points in the project development, arrange for a meeting location, conduct the meetings and prepare detailed minutes for distribution. It is anticipated that there will be 5 Project Review Committee meetings scheduled throughout the project. The meetings are assumed to be a kick-off meeting, a meeting to discuss the existing conditions once data has been collected and compiled, a meeting to review proposed improvements and prioritization, meeting to review draft report, and an additional meeting as necessary.

The project manager will provide the City's representative with progress reports twice a month. As a minimum, the progress reports will recap activities completed to date, identify any problems that may delay the project, list date or decisions necessary to keep the project on time and identify any potential problem budget concerns.

The following are some additional items that the project manager will be responsible for:

- a. Establish and implement ongoing project management strategies.
- b. Coordinate with the City Project Manager to discuss work products and project schedule.
- c. Meet with City staff to discuss project status as deemed necessary by the Project Manager.
- d. Coordinate the work to be completed, time schedule, cost allowance and deliverables.
- e. Refine the Scope of Work as required by changing project conditions.
- f. Give technical direction to and coordinate the various disciplines and specialists required on the project.
- g. Coordinate the input-output between the various disciplines through periodic technical review of project activities with project staff.
- h. Assure the project work program is completed on time through the monitoring of task performance as compared to planned performance, within budget, through strict monitoring of total project expenditures against time phase budget.

- i. Review the products developed in each work task and recommend appropriate additions and corrections.
4. Questions, Requests for Clarification, and Suggested Changes
 - a. Chris Brungardt (chris.brungardt@westfargond.gov) will be the point of contact for all communications concerning this proposal until notice of award is given.
 - b. Respondents are invited to submit written questions and requests for clarifications. They may also submit suggestions for changes to the requirements. Questions, requests for clarifications, or suggestions must be in writing
 - c. Written responses to questions, requests for clarifications or suggestions will be posted to the City's website on or before the deadline. The City's written responses will be considered part of the RFP. If the City decides to adopt a suggestion, an addendum to the RFP will be posted on the website.
 - d. The City assumes no responsibility for verbal representations made by its officers or employees unless such representations are confirmed in writing and incorporated into the RFP.
 - e. Each respondent must inform themselves fully of the conditions relating to the proposal. Failure to do so will not relieve a successful respondent of their obligation to furnish all services required to carry out the provisions of bid proposal and final contract. Insofar, as possible, the successful respondent, carrying out the work, must employ such methods or means as will not cause any interruption of, or interference with the work of any other contractor holder.
 - f. If a respondent discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP, the respondent should immediately notify the City in writing of such error and request modification or clarification of the RFP document.
 - g. City staff will not be available to meet in person with individual firms to answer any questions that they may have. The question period shall expire 24 hours prior to the due date and time of the proposal. The answers to Offeror's questions will be compiled and posted on the same website used for downloading the RFP, either as an addendum, or as Project Q&A. Offerors shall bear the responsibility for checking the website for Project Q&A. Failure to do so may result in the Offeror not receiving all clarifications necessary to present a responsive Proposal.
 5. Addendum to the RFP

The City reserves the right to revise the RFP at any time. The Respondent shall acknowledge receipt of an addendum in its Response. If the addendum occurs prior to the closing date for receipt of Response, the City may, in its sole discretion, allow respondents to amend their bid proposals in response to the City's amendment if necessary.
 6. Revisions to a Response

Respondents who submit Responses in advance of the deadline may withdraw, modify, or resubmit Responses at any time prior to the deadline for submitting Response. Respondents must notify the Agent in writing if they wish to withdraw their response. A Respondent must

honor their prices prior to the end of the one hundred and eighty (180) day period immediately following the notice of intent to award a contract.

7. City Provided Items for the project area

- a. GIS Data sets
 - i. Parcel basemaps,
 - ii. Municipal infrastructure information,
- b. Digital plats not available online
- c. Record plans of any past projects that the City has record, in .pdf format if available.
- d. TIFF format digital imagery,
- e. Pavement Condition Index
- f. Operation and maintenance manuals for storm and sanitary lift stations,
- g. Sanitary sewer televising videos,
- h. Identified problem areas relating to infrastructure
- i. Identified problem areas relating to flooding or poor drainage
- j. Completed manhole inspections information of approximately 300 manholes
- k. Outfall Reconnaissance Inventory Field Sheet
- l. Lift Station Inspection Form
- m. CIP Project Form
- n. SCADA information,
- o. Existing water model,
- p. Data needed for water model,
 - i. Water usage data
 - ii. Future demands, population projections and densities
 - iii. Leak detection results for mains crossing the river or major drainage ways
 - iv. New accounts

8. Proposal Security

There is no proposal security requirement as part of this proposal.

9. Standing with City

No proposal will be accepted from, nor will a subcontract be awarded to, any respondent who is in arrears to the City, upon any debt or contact; who is in default, as surety or otherwise, upon any obligation to the City; or who is deemed to be irresponsible or unreliable by the City.

10. Data Management

All data and information collected and produced becomes the sole property of the City of West Fargo and must be readily accessible on demand for the life of the contract. At the completion of the project the consultant will provide all data to the City of West Fargo in an agreed upon format.

11. Costs of Preparing the Bid Proposal

The costs of preparation and delivery of the Response are solely the responsibility of the Respondent. No payments shall be made by the City to cover costs incurred by any Respondent in the preparation of a Response in submission of this RFP or any other associated costs.

12. Reasonable Accommodations

The City will provide reasonable accommodations, including the provision of informational material in an alternative format, for qualified individuals with disabilities upon request. If accommodations are required at time of a bid opening, contact the Agent on the cover page.

13. Rejection of Responses

- a. The City reserves the right to reject any or all Responses, in whole and in part, received in response to this RFP at any time prior to the execution of a written contract. Issuance of this RFP in no way constitutes a commitment by the City to award a contract. This RFP is designed to provide Respondents with the information necessary to prepare a competitive Response. This RFP process is for the City benefit and is intended to provide the City with competitive information to assist in the selection of a respondent to provide goods and services.
- b. It is not intended to be comprehensive and each Respondent is responsible for determining all factors necessary for submission of a comprehensive Response.
- c. The City reserves the right to negotiate the terms of the contract, including the award amount with the selected Respondent prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring Respondent, the City may negotiate with the next highest scoring Respondent.

14. Disqualification

The City may reject outright and shall not evaluate Responses for any one of the following reasons:

- The Respondent states that a requirement of the RFP cannot be met.
- The Respondent's Response materially changes a requirement of the RFP or the Response is not compliant with the requirements of the RFP.
- The Response limits the rights of the City.
- The Respondent presents the information requested by this RFP in a format inconsistent with the instructions of the RFP or otherwise fails to comply with the requirements of this RFP.
- The Respondent provides misleading or inaccurate responses.
- The Respondent's Response is materially unbalanced.

15. Nonmaterial and Material Variances

The City reserves the right to waive or permit cure of nonmaterial variances in a Response if, in the judgment of the City, it is in the City best interest to do so. Nonmaterial variances include minor informalities that do not affect responsiveness; that are merely a matter of form or format; that do not change the relative standing or otherwise prejudice other Respondents; that do not change the meaning or scope of the RFP; or that do not reflect a material change in the services. In the event the City waives or permits cure of nonmaterial variances, such waiver or

cure will not modify the RFP requirements or excuse the Respondent from full compliance with RFP specifications or other contract requirements upon award. The determination of materiality is in the sole discretion of the City.

16. Reference Checks

The City reserves the right to contact any reference provided by the Respondent to assist in the evaluation of the Response, to verify information contained in the Response and to discuss the Respondent's qualifications and the qualifications of any subcontractor identified in the Response.

17. Information From Other Sources

The City reserves the right to obtain and consider information from other sources concerning a Respondent, such as the Respondent's capability and performance under other Respondents, the qualifications of any subcontractor identified in the Bid Proposal, the contractor's financial stability, past or pending litigation, and publicly available information.

18. Verification of Bid Proposal Contents

The content of a Response submitted by a respondent is subject to verification. Misleading or inaccurate responses shall result in disqualification and rejection of the bid proposal.

19. Disposition of Responses

All Respondents' Responses become the property of the City and shall not be returned to the Respondent. At the conclusion of the selection process, the contents of all Responses will be in the public domain and be open to inspection by interested parties except for information for which contractor properly requests confidential treatment or is subject to exceptions applicable law. If RFP is cancelled Responses shall be destroyed.

Submission Requirements

D. Submission Requirements

Offerors are to submit three (3) copies of the submittal in accordance with the requirements set forth in this Request for Qualifications. Late submittals cannot be accepted and will be returned unopened to the Offeror. All projects shall be included in one proposal, one consultant, or consultant team, will be selected for all phases and all projects. Resumes, Organization Charts and Similar Project Experience should be included in appendices. All submittals must have the following sections at a minimum.

1. Introduction

- a. Firm name and business address, including telephone and fax number.
- b. Year established (include former firm names and year established, if applicable)
- c. Type of ownership and parent company, if any.
- d. Project Manager's name, mailing address, and telephone number, if different from Item 1.
- e. Project Manager's experience.

2. Administrative Questions

- a. Who will serve as the Offeror's authorized negotiator?
 - i. Give name, title, address and telephone number of the Offeror's authorized negotiator. The person cited shall be empowered to make binding commitments for the respondent firm.
- b. Provide workload and manpower summary to define Offeror's ability to meet the project timeline.

3. Summary of Technical Process

- a. Discuss and clearly explain the methodology that your firm proposes to use to satisfactorily achieve the required services on this project. Include all aspects of technical analysis, projections, advanced technology and software. Address any unique situations that may affect timely, satisfactorily completion of this project.

4. Project Staff

- a. Provide a complete project staff description in the form of a graphic organization chart, a staff summary that addresses individual roles, responsibilities, job title and no more than one-page resumes for all project participants. It is critical that firms commit to particular levels of individual staff members' time to be applied to work on this project. Variance from these commitments must be requested in writing from the City and reviewed/approved in terms of project schedule impact.

5. Similar Project Experience

- a. Respondents must submit evidence that they have relevant past experience and have previously delivered services similar to the ones required. Each respondent may also be required to show that he has satisfactorily performed similar work in the past and that no claims of any kind are pending against such work. No proposal will be accepted from a respondent who is engaged in any work that would impair his ability to perform or finance this work.

Submission Requirements

6. References
 - a. References of three clients for whom similar work has been completed. Please include contact information for each reference (name, address, phone number and email address).

E. Evaluation Criteria

The proposal evaluation criteria below shall be used by the Evaluation Committee for purposes of award. Items are not listed in any particular order of importance. If a presentation is included in the evaluation criteria, only those short listed respondents shall be given a point rating and total score to be considered for award. Weighting of evaluation categories is not available to the respondents prior to the bid opening.

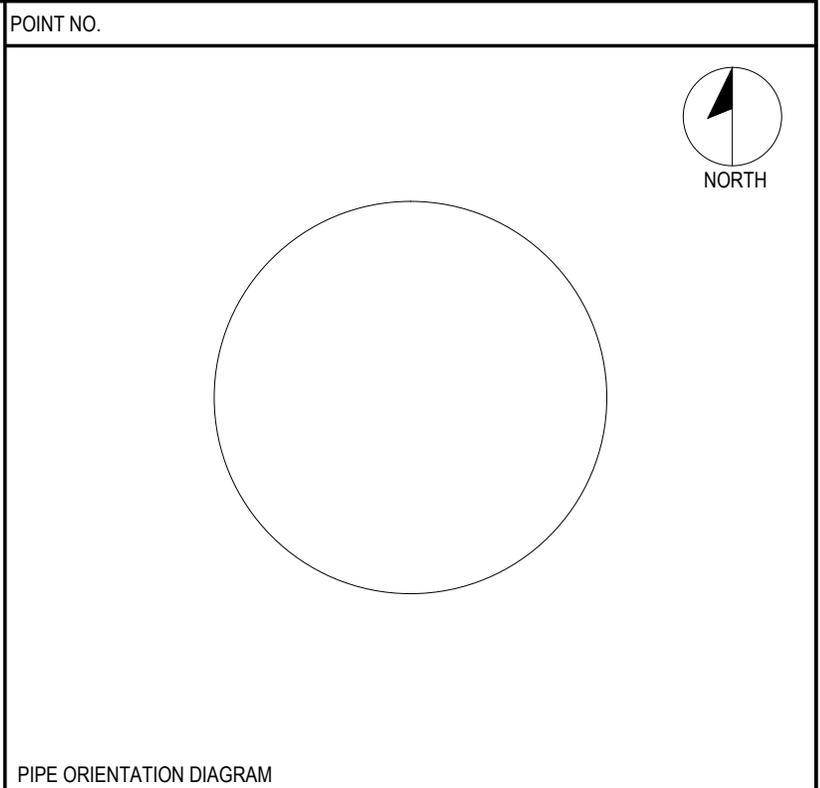
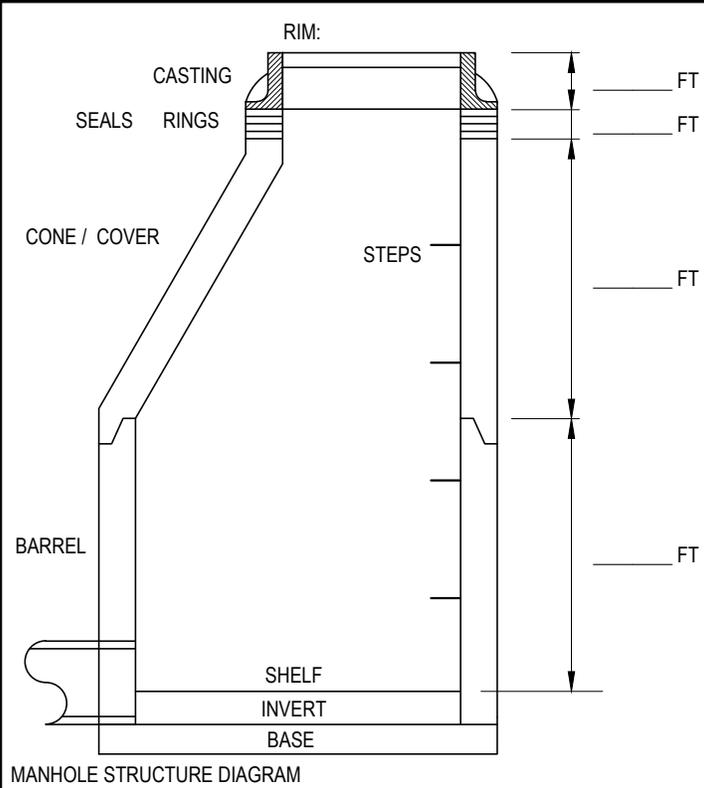
Evaluation Criteria
Overall content of written submitted proposal information
<ul style="list-style-type: none"> o Project understanding, issues and approach o Work plan clearly defined
Business Knowledge
<ul style="list-style-type: none"> o Knowledge of Industry Standards and Applications,
Work Experience in Required Skill Sets
<ul style="list-style-type: none"> o Technical expertise specific to requirements in this request o Project management o Company experience o References o Ability of professional personnel
Presentation
<ul style="list-style-type: none"> o Scoring is based on the vendor’s presentation and responses to City of West Fargo questions
Cost

MANHOLE INSPECTION FORM

PROJECT NO.:		PHOTOS:	
CREW CHIEF:		DATUM:	
COLLECTED BY:		DATE:	
SUPERVISOR:		APPROVED:	
ENTERED BY:		DATE:	
MANHOLE NO.:		UTILITY:	

LOCATION:						
	GOOD	FAIR	POOR	REMARKS:	DIMENSIONS	NOTE:
SURROUNDING SURFACE						
LID				ROUND - SQUARE - RECTANGLE		
CASTING				CURB BOX Y/N		
SEALS						
RINGS				NO.		
CONE/COVER				PRECAST - BRICK - BLOCK		
BARREL				PRECAST - BRICK - BLOCK		
INVERTS						
BASE						
STEPS				NO.		

INFILTRATION	YES - NO	LOCATION, DESCRIPTION AND WEATHER:
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PIPE NO.	FROM / TO MANHOLE	SIZE (IN)	TYPE	RIM TO INVERT (FT)	ELEVATION	REMARKS:

OUTFALL RECONNAISSANCE INVENTORY FIELD SHEET

Section 1: Background Data

Subwatershed:		Outfall ID:	
Today's date:		Time (Military):	
Investigators:		Form completed by:	
Temperature (°F):	Rainfall (in.):	Last 24 hours:	Last 48 hours:
Latitude:	Longitude:	GPS Unit:	GPS LMK #:
Camera:		Photo #s:	
Land Use in Drainage Area (Check all that apply):			
<input type="checkbox"/> Industrial		<input type="checkbox"/> Open Space	
<input type="checkbox"/> Ultra-Urban Residential		<input type="checkbox"/> Institutional	
<input type="checkbox"/> Suburban Residential		Other: _____	
<input type="checkbox"/> Commercial		Known Industries: _____	
Notes (e.g., origin of outfall, if known):			

Section 2: Outfall Description

LOCATION	MATERIAL	SHAPE	DIMENSIONS (IN.)	SUBMERGED
<input type="checkbox"/> Closed Pipe	<input type="checkbox"/> RCP <input type="checkbox"/> CMP <input type="checkbox"/> PVC <input type="checkbox"/> HDPE <input type="checkbox"/> Steel <input type="checkbox"/> Other: _____	<input type="checkbox"/> Circular <input type="checkbox"/> Single <input type="checkbox"/> Elliptical <input type="checkbox"/> Double <input type="checkbox"/> Box <input type="checkbox"/> Triple <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____	Diameter/Dimensions: _____	In Water: <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Fully With Sediment: <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Fully
<input type="checkbox"/> Open drainage	<input type="checkbox"/> Concrete <input type="checkbox"/> Earthen <input type="checkbox"/> rip-rap <input type="checkbox"/> Other: _____	<input type="checkbox"/> Trapezoid <input type="checkbox"/> Parabolic <input type="checkbox"/> Other: _____	Depth: _____ Top Width: _____ Bottom Width: _____	
<input type="checkbox"/> In-Stream	(applicable when collecting samples)			
Flow Present?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If No, Skip to Section 5</i>			
Flow Description (If present)	<input type="checkbox"/> Trickle <input type="checkbox"/> Moderate <input type="checkbox"/> Substantial			

Section 3: Quantitative Characterization

FIELD DATA FOR FLOWING OUTFALLS				
PARAMETER	RESULT	UNIT	EQUIPMENT	
<input type="checkbox"/> Flow #1	Volume		Liter	Bottle
	Time to fill		Sec	
<input type="checkbox"/> Flow #2	Flow depth		In	Tape measure
	Flow width	____' ____"	Ft, In	Tape measure
	Measured length	____' ____"	Ft, In	Tape measure
	Time of travel		S	Stop watch
Temperature		°F	Thermometer	
pH		pH Units	Test strip/Probe	
Ammonia		mg/L	Test strip	

Outfall Reconnaissance Inventory Field Sheet

Section 4: Physical Indicators for Flowing Outfalls Only

Are Any Physical Indicators Present in the flow? Yes No *(If No, Skip to Section 5)*

INDICATOR	CHECK if Present	DESCRIPTION	RELATIVE SEVERITY INDEX (1-3)		
Odor	<input type="checkbox"/>	<input type="checkbox"/> Sewage <input type="checkbox"/> Rancid/sour <input type="checkbox"/> Petroleum/gas <input type="checkbox"/> Sulfide <input type="checkbox"/> Other:	<input type="checkbox"/> 1 – Faint	<input type="checkbox"/> 2 – Easily detected	<input type="checkbox"/> 3 – Noticeable from a distance
Color	<input type="checkbox"/>	<input type="checkbox"/> Clear <input type="checkbox"/> Brown <input type="checkbox"/> Gray <input type="checkbox"/> Yellow <input type="checkbox"/> Green <input type="checkbox"/> Orange <input type="checkbox"/> Red <input type="checkbox"/> Other:	<input type="checkbox"/> 1 – Faint colors in sample bottle	<input type="checkbox"/> 2 – Clearly visible in sample bottle	<input type="checkbox"/> 3 – Clearly visible in outfall flow
Turbidity	<input type="checkbox"/>	See severity	<input type="checkbox"/> 1 – Slight cloudiness	<input type="checkbox"/> 2 – Cloudy	<input type="checkbox"/> 3 – Opaque
Floatables -Does Not Include Trash!!	<input type="checkbox"/>	<input type="checkbox"/> Sewage (Toilet Paper, etc.) <input type="checkbox"/> Suds <input type="checkbox"/> Petroleum (oil sheen) <input type="checkbox"/> Other:	<input type="checkbox"/> 1 – Few/slight; origin not obvious	<input type="checkbox"/> 2 – Some; indications of origin (e.g., possible suds or oil sheen)	<input type="checkbox"/> 3 – Some; origin clear (e.g., obvious oil sheen, suds, or floating sanitary materials)

Section 5: Physical Indicators for Both Flowing and Non-Flowing Outfalls

Are physical indicators that are not related to flow present? Yes No *(If No, Skip to Section 6)*

INDICATOR	CHECK if Present	DESCRIPTION	COMMENTS
Outfall Damage	<input type="checkbox"/>	<input type="checkbox"/> Spalling, Cracking or Chipping <input type="checkbox"/> Peeling Paint <input type="checkbox"/> Corrosion	
Deposits/Stains	<input type="checkbox"/>	<input type="checkbox"/> Oily <input type="checkbox"/> Flow Line <input type="checkbox"/> Paint <input type="checkbox"/> Other:	
Abnormal Vegetation	<input type="checkbox"/>	<input type="checkbox"/> Excessive <input type="checkbox"/> Inhibited	
Poor pool quality	<input type="checkbox"/>	<input type="checkbox"/> Odors <input type="checkbox"/> Colors <input type="checkbox"/> Floatables <input type="checkbox"/> Oil Sheen <input type="checkbox"/> Suds <input type="checkbox"/> Excessive Algae <input type="checkbox"/> Other:	
Pipe benthic growth	<input type="checkbox"/>	<input type="checkbox"/> Brown <input type="checkbox"/> Orange <input type="checkbox"/> Green <input type="checkbox"/> Other:	

Section 6: Overall Outfall Characterization

Unlikely
 Potential (presence of two or more indicators)
 Suspect (one or more indicators with a severity of 3)
 Obvious

Section 7: Data Collection

1. Sample for the lab?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. If yes, collected from:	<input type="checkbox"/> Flow	<input type="checkbox"/> Pool
3. Intermittent flow trap set?	<input type="checkbox"/> Yes	<input type="checkbox"/> No If Yes, type: <input type="checkbox"/> OBM <input type="checkbox"/> Caulk dam

Section 8: Any Non-Illicit Discharge Concerns (e.g., trash or needed infrastructure repairs)?

LIFT STATION INSPECTION FORM

Section 1: Background Data

Lift Station ID:	Inspection Date:
Investigators:	Form completed by:
Location (cross street, lat./long., landmark, or similar):	
Camera:	Photo #s:
Notes (complaints from City, observed flooding):	

Section 2: Lift Station Description

BUILDING	<u>SKETCH (INCLUDE DIMENTIONS)</u>	
	<u>GROUND LEVEL</u>	<u>PUMP CHAMBER</u>
<input type="checkbox"/> No <input type="checkbox"/> Yes Material _____		
<u>PUMP CHAMBER MATERIAL</u>		
<input type="checkbox"/> Concrete <input type="checkbox"/> CMP <input type="checkbox"/> Steel <input type="checkbox"/> CMU <input type="checkbox"/> Other: _____		
Notes:		

Section 3: Piping

PROCESS PIPING MATERIAL (CHECK ALL THAT APPLY)	DIMENSIONS (IN.)	CONDITION	OTHER OBSERVATIONS
<input type="checkbox"/> DI <input type="checkbox"/> PVC <input type="checkbox"/> Steel <input type="checkbox"/> Other: _____	Diameter(s): _____ _____ _____	<input type="checkbox"/> New or near new <input type="checkbox"/> Good <input type="checkbox"/> Fair (repair or replace in the near term 5-10 years) <input type="checkbox"/> Poor (failure appears eminent) <input type="checkbox"/> Damaged (holes or cracks needs repair to function as designed) <input type="checkbox"/> Other: _____ _____ _____	

Section 4: Pumps

Pump	HP	Type	Brand and Model #	Design Point	Year	Other Observations							
1.		<input type="checkbox"/> Submersible <input type="checkbox"/> Vertical <input type="checkbox"/> Other: _____ _____		_____ gpm _____ ft.									
2.		<input type="checkbox"/> Submersible <input type="checkbox"/> Vertical <input type="checkbox"/> Other: _____ _____		_____ gpm _____ ft.									
3.		<input type="checkbox"/> Submersible <input type="checkbox"/> Vertical <input type="checkbox"/> Other: _____ _____		_____ gpm _____ ft.									
Drawdown Test Data													
Number of pumps:			Downstream conditions:				Inflow:						
Time (min.)	0	0.1	0.25	0.5	0.75	1	2.5	5	7.5	10	15	20	25
Measurement (in.)													
Drawdown (in.)	0												

Section 5 Controls

Pump Starter		Lead ON	Lag On	All Stop	High Alarm	Low Alarm	Other			
Pump	Starter									
1.	<input type="checkbox"/> VFD <input type="checkbox"/> Soft Start <input type="checkbox"/> Contactor									
2.	<input type="checkbox"/> VFD <input type="checkbox"/> Soft Start <input type="checkbox"/> Contactor	Notes:								
3.	<input type="checkbox"/> VFD <input type="checkbox"/> Soft Start <input type="checkbox"/> Contactor									