

FARGO CITY COMMISSION AGENDA
Monday, January 29, 2018 - 5:00 p.m.

City Commission meetings are broadcast live on TV Fargo Channel 56 and online at www.FargoND.gov/streaming. They are rebroadcast Mondays at 5:00 p.m., Thursdays at 7:00 p.m. and Saturdays at 8:00 a.m. They are also included in the video archive at www.FargoND.gov/citycommission.

- A. Pledge of Allegiance.
- B. Roll Call.
- C. Approve Order of Agenda.
- D. Minutes (Regular Meeting, January 16, 2018).

CONSENT AGENDA – APPROVE THE FOLLOWING:

- 1. Receive and file the following Ordinances:
 - a. Amending Section 10-0304, of Article 10-03 of Chapter 10 of the Fargo Municipal Code Relating to Public Safety, Morals and Welfare.
 - b. Amending Section 25-1506, of Article 25-15 of Chapter 25 of the Fargo Municipal Code Relating to Alcoholic Beverages.
- 2. 2nd reading, waive reading and final adoption of an Ordinance Amending Section 25-1507 of Article 25-15 of Chapter 25 of the Fargo Municipal Code Relating to Alcoholic Beverages.
- 3. Pledged securities as of December 31, 2017.
- 4. Applications for Games of Chance:
 - a. Washington Elementary School PTA for a raffle on 4/13/18.
 - b. St. John Paul II Catholic Schools for a raffle on 4/28/18.
 - c. Dakota Southeast Chapter of Pheasants Forever, Inc. for a raffle on 3/4/18.
 - d. Red River Valley Figure Skating Club for a raffle on 3/11/18.
 - e. St. Mary's Cathedral for a raffle on 5/6/18.
 - f. NDSU Judging Club for a raffle on 3/7/18.
- 5. Tax exemptions for improvements made to buildings:
 - a. William C. and Laura L. Porter, 132 North Woodcrest Drive North (3 year).
 - b. Monica D. Olson and Chad M. Pederson, 41 Fremont Drive South (3 year).
 - c. Matthew E. and Stephanie G. Gruchalla, 2834 Lilac Lane North (3 year).
 - d. Anthony R. and Ann R. Kallod, 2955 Peterson Parkway North (3 year).
 - e. Gage A. Dargan, 1910 8th Street South (5 year).
 - f. Clark M. and Bonnie J. Kirkpatrick, 3641 Par Street North (5 year).
 - g. Keith G. and Dorothy M. Davis, 3002 Madison Avenue North (5 year).
 - h. Shawn M. and Julie J. Stoll, 93 18th Avenue North (5 year).
 - i. Kenneth L. and Karen B. Wilhelm, 1001 19th Avenue South (5 year).
 - j. Randy and Susan Axvig, 1641 5th Street North (5 year).
 - k. Star-Ann M. Schank, 1327 14th Street South (5 year).
 - l. Aaron M. Lockwood, 3005 11th Avenue North (5 year).
 - m. Trent M. and Rebecca L. Amundsen, 1541 8th Street South (5 year).

- n. Joel Hebert, 49 15th Avenue North (5 year).
 - o. Kari Bollingberg, 1246 3rd Street North (5 year).
 - p. Jeffrey and Christina Athy, 906 8th Street South (5 year).
 - q. SLM Properties I LLC, 1357 5th Street North (5 year).
6. Agreement for Services with Southeast Human Service Center for implementation of tobacco prevention activities (RFP17386).
 7. Purchase of Service Agreement with ND Department of Health for HIV prevention activities (CFDA #93.940).
 8. Grant Agreement with Lutheran Social Services of ND for refugee health services and interpreters.
 9. Notice of Grant Award with the ND Department of Health for syringe exchange program technical assistance (CFDA #93.940)..
 10. Community Development Block Grant Storefront Rehab project at 1303 1st Avenue North.
 11. Adopt Resolution Approving Agassiz Crossing 7th Addition.
 12. Purchase of one fire pumper from Spartan ERV in the amount of \$458,954.00 (PBC18071).
 13. Federal Aid Recommendations for Years 2018 to 2023 and submit to Metro COG.
 14. Request from Metro COG for additional planning studies to begin in 2018.
 15. Right of Way Dedication Agreement with Terry and Rhonda King.
 16. Bid advertisement for Project No. TM-18-A.
 17. Contract and bond for Project No. WW1708.
 18. Bills.
 19. Amendment No. 2 with SRF Consulting Group for Improvement District No. QN-17-A1.
 20. Create Improvement District Nos. AN-17-F and BR-18-C.

REGULAR AGENDA:

21. City Hall Project FF&E bid awards.
22. Public Hearings - 5:15 pm:
 - a. Renaissance Zone Project for Pixeled Brewing Co. for a commercial lease project located at 1100 NP Avenue.
 - b. Renaissance Zone Project for Pulling Dessert, LLC d/b/a The Silver Lining Creamery-Fargo LLC for a commercial lease project located at 123 Broadway North.
 - c. Valley View Second Addition (3900 56th Street South); approval recommended by the Planning Commission on 1/4/18:
 1. Zoning Change from MR-1, Multi-Dwelling Residential to MR-3, Multi-Dwelling Residential.

2. 1st reading of rezoning Ordinance.
 - d. Timber Parkway Second Addition (4801 and 4951 Timber Parkway South); approval recommended by the Planning Commission on 10/3/17:
 1. Zoning Change to repeal and re-establish a C-O, Conditional Overlay, within the boundaries of the Timber Parkway Second Addition.
 2. 1st reading of rezoning Ordinance.
 3. Plat of Timber Parkway Second Addition.
 - e. CONTINUE to 2/12/18 - Transfer of a Class "AB" Alcoholic Beverage License from Mom's Kitchen Inc. d/b/a Tailgator's Sports Café at 1322 Main Avenue to Demeske Enterprises Inc. d/b/a Tailgator's/Mom's Kitchen.
23. Commissioner Piepkorn would like to discuss the burying of overhead power lines.
24. State Water Commission requests for Cost Reimbursement for FM Diversion Flood Project Costs:
- a. Costs totaling \$1,625,005.00.
 - b. Costs totaling \$1,792,502.00.

People with disabilities who plan to attend the meeting and need special accommodations should contact the Commission Office at 701.241.1310. Please contact us at least 48 hours before the meeting to give our staff adequate time to make arrangements.

Minutes are available on the City of Fargo website at www.FargoND.gov/citycommission.



1a

Office of the City Attorney

City Attorney
Erik R. Johnson

Assistant City Attorney
Nancy J. Morris

January 22, 2018

Board of City Commissioners
City Hall
200 North Third Street
Fargo, ND 58102

Dear Commissioners,

It has come to my attention that city of Fargo Municipal Code §10-0304, relating to the Carrying, possession and discharge of dangerous weapons, is inconsistent with a recent legislative change to North Dakota Century Code §62.1-02-05. Specifically, state law removed the designation of public parks from the definition of "public gathering." State law controls the possession of firearms to the extent that the city may not enact ordinances that are more restrictive than state law, specifically N.D.C.C. §62.1-02-05 (3): "This section does not prevent any political subdivision from enacting an ordinance that is less restrictive than this section relating to the possession of firearms or dangerous weapons at a public gathering. An enacted ordinance supersedes this section within the jurisdiction of the political subdivision." I have conferred with Chief Todd relative to this necessary administrative amendment to Fargo Municipal Code §10-0304.

SUGGESTED MOTION: I move to receive and file amended Ordinance Section 10-0304 of Article 10-03, Chapter 10 of the Fargo Municipal Code relating to carrying, possession and discharge of dangerous weapons in publically owned parks, and place the amended ordinance on for first reading at the next regularly-scheduled city commission meeting.

Sincerely,

A handwritten signature in dark ink, appearing to read "Nancy J. Morris".

Nancy J. Morris
Assistant City Attorney



OFFICE OF THE CITY ATTORNEY
FARGO, NORTH DAKOTA

ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTION 10-0304, OF ARTICLE 10-03 OF CHAPTER 10 OF THE FARGO MUNICIPAL CODE RELATING TO PUBLIC SAFETY, MORALS AND WELFARE

WHEREAS, the electorate of the city of Fargo has adopted a home rule charter in accordance with Chapter 40-05.1 of the North Dakota Code; and,

WHEREAS, Section 40-05.1-06 of the North Dakota Century Code provides that the City shall have the right to implement home rule powers by ordinance; and,

WHEREAS, Section 40-05.1-05 of the North Dakota Century Code provides that said home rule charter and any ordinances made pursuant thereto shall supersede state laws in conflict therewith and shall be liberally construed for such purposes; and,

WHEREAS, the Board of City Commissioners deems it necessary and appropriate to implement such authority by the adoption of this ordinance;

NOW, THEREFORE,

Be It Ordained by the Board of City Commissioners of the City of Fargo:

Section 1. Amendment.

Section 10-0304 of Article 10-03 of Chapter 10 of the Fargo Municipal Code is hereby amended to read as follows:

10-0304. Carrying, possession, discharge of dangerous weapons.—

* * *

- D. Except for those persons described in N.D.C.C. § 62.1-02-05 subd. 2, it shall be unlawful within the limits of the city for a person to carry or have in his possession a dangerous weapon or firearm:
1. At a public gathering, as defined by NDCC 62.1-02-05 subd. 1; and
 2. ~~In a publicly owned park, unless it is a park that has been approved by the board of city commissioners for the control of deer or other animals within the city limits; and~~
 3. In a publicly owned or operated building.



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Office of the City Attorney

City Attorney
Erik R. Johnson

Assistant City Attorney
Nancy J. Morris

January 22, 2018

Board of City Commissioners
City Hall
200 North Third Street
Fargo, ND 58102

Dear Commissioners:

I am enclosing an ordinance amending § 25-1506 which will now allow Class "P" license holders the ability to sell beer and wine after 11:00 p.m. The Liquor Control Board, at its meeting on January 17, 2018, recommended the change. The revised ordinance is presented for your consideration.

Recommended Motion: I move to receive and file an Ordinance Amending Section 25-1506 of Chapter 25 of the Fargo Municipal Code Relating to Alcoholic Beverages, and place the ordinance on for first reading at the next regularly scheduled City Commission meeting.

Sincerely,

A handwritten signature in cursive script, appearing to read "Nancy J. Morris".

Nancy J. Morris

Enclosure



OFFICE OF THE CITY ATTORNEY
FARGO, NORTH DAKOTA

ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTION 25-1506, OF ARTICLE 25-
15 OF CHAPTER 25 OF THE FARGO MUNICIPAL CODE RELATING
TO ALCOHOLIC BEVERAGES

WHEREAS, the electorate of the city of Fargo has adopted a home rule charter in accordance with Chapter 40-05.1 of the North Dakota Code; and,

WHEREAS, Section 40-05.1-06 of the North Dakota Century Code provides that the City shall have the right to implement home rule powers by ordinance; and,

WHEREAS, Section 40-05.1-05 of the North Dakota Century Code provides that said home rule charter and any ordinances made pursuant thereto shall supersede state laws in conflict therewith and shall be liberally construed for such purposes; and,

WHEREAS, the Board of City Commissioners deems it necessary and appropriate to implement such authority by the adoption of this ordinance;

NOW, THEREFORE,

Be It Ordained by the Board of City Commissioners of the City of Fargo:

Section 1. Amendment.

Section 25-1506 of Article 25-15 of Chapter 25 of the Fargo Municipal Code is hereby amended to read as follows:

* * *

W. Class P – A Class “P” license shall authorize the licensee to operate a domestic winery and to sell wine “on-sale” and “off-sale”, subject to the following restrictions and conditions:

1. A Class “P” license may be issued only to a domestic winery owner or operator who obtains a license from the State Tax Commissioner allowing the production of wine.
2. A Class “P” license will authorize the licensee to sell, on the winery premises, wine produced by that winery at “on-sale” or “off-sale”, in retail lots, and not for resale, in total quantities not in excess of 10,000 gallons in a calendar

OFFICE OF THE CITY ATTORNEY
FARGO, NORTH DAKOTA

ORDINANCE NO. _____

1 year. In addition, a Class "P" licensee may, if so
2 authorized by a license issued by the State of North Dakota,
3 sell beer "on-sale" only provided, however, that such "on-
4 sale" beer sales shall be incidental to the sale of wine.
5 ~~Notwithstanding any other provisions of law to the~~
6 ~~contrary, sales of beer and wine shall cease at 11:00 p.m.~~

7 3. A Class "P" license will authorize the licensee to sell
8 glassware, wine literature and accessories, cheese, cheese
9 spreads, and other snack food items.

10 4. A Class "P" license will authorize the licensee to utilize
11 special event permits issued by the State Tax
12 Commissioner, provided, however, that the incidental sales
13 of "on-sale" beer allowed by paragraph 2 above, will not
14 be allowed at the locations where said permits are utilized.

15 5. The Class "P" license shall be governed by all the
16 provisions of this article applicable to Class "A" licensees.

17 A Class "P" license shall not be required, however, for a domestic winery
18 owner or operator having a license from the state tax commissioner
19 allowing the production of wine and only being present within the city to
20 utilize special event permits issued by the state tax commissioner. It is the
21 intent of this exemption to not require licensure by domestic winery
22 owners or operators, if properly licensed elsewhere, where the only
23 presence in the city is to utilize special event permits.

* * * *

Section 2. Penalty.

A person who willfully violates this ordinance is guilty of an infraction. Every person, firm or corporation violating an ordinance which is punishable as an infraction shall be punished by a fine not to exceed \$1,000; the court to have power to suspend said sentence and to revoke the suspension thereof.

OFFICE OF THE CITY ATTORNEY
FARGO, NORTH DAKOTA

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ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTION 25-1507, OF ARTICLE 25-
15 OF CHAPTER 25 OF THE FARGO MUNICIPAL CODE RELATING
TO ALCOHOLIC BEVERAGES

WHEREAS, the electorate of the city of Fargo has adopted a home rule charter in accordance with Chapter 40-05.1 of the North Dakota Code; and,

WHEREAS, Section 40-05.1-06 of the North Dakota Century Code provides that the City shall have the right to implement home rule powers by ordinance; and,

WHEREAS, Section 40-05.1-05 of the North Dakota Century Code provides that said home rule charter and any ordinances made pursuant thereto shall supersede state laws in conflict therewith and shall be liberally construed for such purposes; and,

WHEREAS, the Board of City Commissioners deems it necessary and appropriate to implement such authority by the adoption of this ordinance;

NOW, THEREFORE,

Be It Ordained by the Board of City Commissioners of the City of Fargo:

Section 1. Amendment.

Section 25-1507 of Article 25-15 of Chapter 25 of the Fargo Municipal Code is hereby amended to read as follows:

25-1507. License--Fees.--

A. Initial issuance fee--For a license granted which is not a renewal or a transfer of an existing license, the following fees shall be payable as hereinafter provided:

- Class AB--\$150,000
- Class ABH--\$ 30,000
- Class ABH-RZ--\$15,000
- Class ABH-limited--\$1,800.00
- Class A--\$115,000
- Class B--\$ 90,000
- Class C--\$7,500
- Class D--\$1,500.00

OFFICE OF THE CITY ATTORNEY
FARGO, NORTH DAKOTA

ORDINANCE NO. _____

Class DD--\$3,000

Class E--\$25 plus \$10 for each day requested. Additional \$25 fee if application is received less than 7 days before the event, and only after a showing of good cause. In no event will a permit be issued less than 48 hours before the scheduled event.

Class F--\$3,000

Class FA--\$100,000

Class FA-RZ--\$50,000

Class FA-GOLF--\$60,000

Class FA-ENTERTAINMENT--\$100,000

Class G--\$1,000

Class H--\$800

Class I--\$10,000

Class I-ENTERTAINMENT--\$10,000

Class J--No fee

Class L--No fee

Class M--\$1,500

Class N--\$3,000

Class O--\$400

Class P--\$1,400

Class W--\$7,500

Class Y--\$3,000

Class Z--\$105,000

Class B-Limited--\$80,000

Class RZ-V--\$5,000

No fee shall be charged for the initial issuance of a license hereunder to a lodge or club, nor shall any fee be charged for the initial issuance of a license to any liquor establishment licensed by any other political subdivision over which the city of Fargo has subsequently acquired jurisdiction by annexation, provided, however, that such liquor establishment must have been in existence for at least fifteen (15) years prior to such annexation by the city of Fargo. The initial issuance fee charged shall be the difference between the city fee and the fee originally charged by the issuing subdivision.

A non-refundable payment in the sum of 10% of the initial issuance fee shall be paid at the time issuance of the license is approved by the board of city commissioners pursuant to § 25-1508 of this article. The remainder of the initial issuance fee shall be payable upon issuance of the license, but not more than 30 days after date of approval by the board of city commissioners; provided, that the time for payment of the remaining balance of the initial

OFFICE OF THE CITY ATTORNEY
FARGO, NORTH DAKOTA

ORDINANCE NO. _____

1 issuance fee may, with the approval of the board of city commissioners, be deferred and
2 paid by periodic payments within 180 days after the date of approval. In the event that the
3 applicant fails to pay the remainder of the initial issuance fee within 30 days, or such other
4 time as may have been approved by the board of city commissioners, the approval shall be
5 deemed to have expired and the 10% payment by the applicant shall be forfeited.

* * * *

6 Section 2. Effective Date.

7 This ordinance shall be in full force and effect from and after its passage, approval and
8 publication.

9 _____
10 Timothy J. Mahoney, Mayor

11 Attest:

12 _____
13 Steven Sprague, City Auditor

14 First Reading:
15 Second Reading:
16 Final Passage:



3

Finance Office

P.O. Box 2083
200 3rd Street North
Fargo, North Dakota 58107-2083
Phone: 701-241-1333
Fax: 701-241-1526

MEMORANDUM

TO: Board of City Commissioners
FROM: Steven Sprague, City Auditor
SUBJECT: Approval of Pledged Securities
DATE: January 25, 2018

North Dakota Century Code section 21-04-11 requires the approval of securities pledged as collateral for City funds deposited in various financial institutions if the deposited funds exceed the FDIC insurance limit of \$250,000. NDCC calls for re-approval on a semi-annual basis.

At this time, I would request City Commission approval of securities pledged as collateral. Amounts are summarized by financial institution as follows:

First International Bank & Trust	\$ 9,051,429
US Bank (Letter of Credit)	\$ 3,500,000
Total Pledged Collateral	<u>\$ 12,551,429</u>

Detailed pledge security reports are attached for your review.

If you have any questions, please call me at 241-1301

Recommended Motion:

Approve the listing of pledged securities as of December 31, 2017.

Pledge Code: CTFG - 65 CITY OF FARGO (CTFG)

CUSIP	Ref	Description	SK Code	Intent	Maturity	PL Code	PL Face	PL Par	PL Book	PL Mkt
952718LT9	1003015048	WEST FARGO N D	BND	S	5/1/2018	CTFG	605,000.00	605,000.00	605,000.00	605,629.20
249164MD3	1410275005	DENVER COLO CITY & CNTY	BND	S	8/1/2023	CTFG	1,000,000.00	1,000,000.00	1,033,998.14	1,030,760.00
610100VV8	1503165027	MONONA WIS	BND	S	10/1/2023	CTFG	600,000.00	600,000.00	610,381.94	602,436.00
717021HY8	1107255010	PEWAUKEE WIS SCH DIST	BND	S	3/1/2025	CTFG	1,155,000.00	1,155,000.00	1,176,701.35	1,233,794.10
952724AS1	1110055035	WEST FARGO N D PK DIST	BND	S	5/1/2026	CTFG	595,000.00	595,000.00	595,000.00	596,630.30
3138E7TW4	1309195025	FNMA POOL AK3264	BND	S	2/1/2027	CTFG	7,100,000.00	2,182,226.75	2,220,622.03	2,223,992.61
3128MEBL4	1501215001	FHLMC GOLD POOL G15243	BND	S	11/1/2027	CTFG	5,000,000.00	2,712,835.90	2,812,887.13	2,758,187.19
Totals:							16,055,000.00	8,850,062.65	9,054,590.59	9,051,429.40

NO2



221 East Fourth Street
Suite 600
Cincinnati, OH 45202
T (513) 852-7500
F (513) 852-7655
www.fhlbcin.com

Issue Date: November 30, 2017 LOC No.: 524340

Beneficiary: City of Fargo
200 North 3rd St.
Fargo, ND 58102-0000

Ladies and Gentlemen:

For the account of U.S. Bank National Association, CINCINNATI, OH, we hereby authorize you to draw on us at sight up to an amount of \$3,500,000.00.

This letter of credit is irrevocable, unconditional and nontransferable.

Drafts drawn under this letter of credit must be accompanied by the original letter of credit and be presented in substantially the form attached as Exhibit A; at the office identified below by an authorized officer of the beneficiary no later than 2:00 P.M., Cincinnati time, on Monday, April 16, 2018.

This letter of credit sets forth in full the terms of our obligations to you, and such undertaking shall not in any way be modified or amplified by any agreement in which this letter is referred to or to which this letter of credit relates, and any such reference shall not be deemed to incorporate herein by reference any agreement.

We engage with you that multiple drafts drawn under and in compliance with the terms of this letter of credit will be duly honored at the Credit Department of the Federal Home Loan Bank of Cincinnati, 221 East Fourth Street, Cincinnati, Ohio 45202.

This letter of credit is subject to the Uniform Customs and Practice for Documentary Credits (2007 Revision), International Chamber of Commerce Publication 600.

Sincerely,

Jeff Berryman
Vice President

Lisa Wishart
Credit Operations Officer

c: Patricia Finnemore
U.S. Bank National Association



Ad

✓ 1102
25.00
1/12/18

APPLICATION FOR A LOCAL PERMIT OR CHARITY LOCAL PERMIT
OFFICE OF ATTORNEY GENERAL
SFN 9338 (08/2016)

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

Name of Non-profit Organization Washington Elementary School PTA		Date(s) of Activity 01/13/18	For a raffle, provide drawing date(s): 4/13/18	
Person Responsible for the Gaming Operation and Disbursement of Net Income Lora Schoeff		Title Raffle Chair	Business Phone Number 701-540-2168	
Business Address 1725 N Broadway		City Fargo	State ND	Zip Code 58102
Mailing Address (if different)		City	State	Zip Code
Name of Site Where Game(s) will be Conducted Washington Elementary School		Site Address 1725 N Broadway		
City Fargo		State ND	Zip Code 58102	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"/> Raffle Board <input type="checkbox"/> Calendar Raffle <input type="checkbox"/> Sports Pool <input type="checkbox"/> Poker * <input type="checkbox"/> Twenty-one * <input type="checkbox"/> Paddlewheels *				

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	List attached				
Total:					(Limit \$12,000 per year) \$9909.24

Intended uses of gaming proceeds: To pay for items & events to enrich learning at Washington

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 Lora Schoeff	Date 1/12/18	Title raffle chair	Business Phone Number 701-540-2168
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✓ 1308
25.00
1/24/18

APPLICATION FOR A LOCAL PERMIT OR CHARITY LOCAL PERMIT

OFFICE OF ATTORNEY GENERAL
SFN 9338 (08/2016)

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

Name of Non-profit Organization	Date(s) of Activity	For a raffle, provide drawing date(s):	
Dakota Southeast Chapter Of Pheasants Forever, Inc.	3/1/2018 to 3/4/2018	3/4/2018	
Person Responsible for the Gaming Operation and Disbursement of Net Income	Title	Business Phone Number	
Tim Richard	President	(701) 793-1694	
Business Address	City	State	Zip Code
10 Roberts St.	Fargo	ND	58102-0000
Mailing Address (if different)	City	State	Zip Code
Name of Site Where Game(s) will be Conducted	Site Address		
Fargodome	1800 N. University Dr.		
City	State	Zip Code	County
Fargo	ND	58102-0000	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"/> Raffle Board <input type="checkbox"/> Calendar Raffle <input type="checkbox"/> Sports Pool <input type="checkbox"/> Poker * <input type="checkbox"/> Twenty-one * <input type="checkbox"/> Paddlewheels *			

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	Gun	\$500.00			
Total:					(Limit \$12,000 per year)
\$					500.00

Intended uses of gaming proceeds: Wildlife habitat projects and promoting youth hunting and shooting sports

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: \$ 11,500.00 . This amount is part of the total prize limit of \$12,000 per year.

Signature of Organization's Top Executive Official	Date	Title	Business Phone Number
	1-24-18	Pres	(701) 793-1694
		President	



APPLICATION FOR A LOCAL PERMIT OR CHARITY LOCAL PERMIT
 OFFICE OF ATTORNEY GENERAL
 SFN 9338 (08/2016)

4d

V 1/1665
 25.00
 1/25/18

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

Name of Non-profit Organization Red River Valley Figure Skating Club	Date(s) of Activity 3/11/2018 to 3/11/2018	For a raffle, provide drawing date(s): 3/11/2018	
Person Responsible for the Gaming Operation and Disbursement of Net Income Cheryl Simon	Title Raffle Chair	Business Phone Number (701) 361-4190	
Business Address 1707 Elm St N	City Fargo	State ND	Zip Code 58102-0000
Mailing Address (if different)	City	State	Zip Code
Name of Site Where Game(s) will be Conducted Southwest Youth Arena	Site Address 4404 23rd Ave Sw		
City Fargo	State ND	Zip Code 58103-0000	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"/> Raffle Board <input type="checkbox"/> Calendar Raffle <input type="checkbox"/> Sports Pool <input type="checkbox"/> Poker * <input type="checkbox"/> Twenty-one * <input type="checkbox"/> Paddlewheels *			

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
Total:					(Limit \$12,000 per year) \$ 1974.90

Intended uses of gaming proceeds: _____

Does the organization presently have a state gaming license? No Yes - If "Yes," the organization is not eligible for a local permit or 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>Cheryl Simon</i>	Date 1/23/2018	Title Raffle Chair	Business Phone Number (701) 361-4190
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CITY OF
Fargo
ASSESSMENT DEPARTMENT

5a

January 10, 2018

Board of City Commissioners
City Hall
Fargo, ND 58102

Dear Commissioners:

Chapter 57-02.2 of the North Dakota Century Code provides for a property tax exemption for certain types of improvements made to existing buildings.

I have attached a copy of an application for real estate tax exemption of building improvements for the property at 132 North Woodcrest Dr. N as submitted by William C. & Laura L. Porter. A description of the property involved, types of improvements to be made, and assessment information are indicated on the application.

It is my opinion that the value of some of the improvements, referred to in the application, qualifies for the exemption. This exemption would be for the years 2018, 2019 & 2020.

The estimated annual tax revenue lost by granting the exemption, based upon the estimated cost of the improvements, would be about \$390 with the City of Fargo's share being \$65.

Sincerely,



Ben Hushka
City Assessor

hah
attachment

**Application For Property Tax Exemption For Improvements
To Commercial And Residential Buildings**
North Dakota Century Code ch. 57-02.2
(File with the local city or township assessor)

Property Identification

1.	Name of Property Owner <u>William & Laura Porter</u>	Phone No. <u>701.235.5631</u>	
2.	Address of Property <u>132 North Woodcrest Dr. N</u>		
	City <u>FARGO</u>	State <u>ND</u>	Zip Code <u>58102</u>
3.	Legal description of the property for which the exemption is being claimed. <u>Pt of L+5 Block Woodcrest Park</u>		
4.	Parcel Number <u>01-4080-00490-00R</u>	Residential <input checked="" type="checkbox"/>	Commercial <input type="checkbox"/> Central Business District <input type="checkbox"/>
5.	Mailing Address of Property Owner <u>Same</u>		
	City _____	State _____	Zip Code _____

Description Of Improvements For Exemption

6.	Describe the type of renovating, remodeling or alteration made to the building for which the exemption is being claimed (attach additional sheets if necessary). <u>Remodel Kitchen</u>		
7.	Building Permit No. <u>171729</u>	8.	Year Built <u>1978</u>
9.	Date of Commencement of making the improvement <u>September 2017</u>		
10.	Estimated market value of property before improvement	\$	<u>369,800</u>
11.	Cost of making the improvement (all labor, material and overhead)	\$	<u>35,000</u>
12.	Estimated market value of property after improvement	\$	<u>400,200</u>

Applicant's Certification and Signature

13. I certify that the above information is correct to the best of my knowledge and I apply for this exemption.	
Applicant's Signature <u>Laura Porter</u>	Date <u>1-5-18</u>

Assessor's Determination

14.	The local assessor finds that the improvements in this application <input checked="" type="checkbox"/> has <input type="checkbox"/> has not <input type="checkbox"/> met the qualifications for exemption for the following reason(s): <u>3 YEARS FOR QUALIFYING WORK</u>		
	Assessor's Signature <u>Don Swanson</u>	Date	<u>1/11/18</u>

Action of Governing Body

15.	Action taken on this application by local governing board of the county or city: Denied <input type="checkbox"/> Approved <input type="checkbox"/>		
	Approval subject to the following conditions: _____		
	Chairman of Governing Body _____ Date _____		

CITY OF
Fargo
ASSESSMENT DEPARTMENT

56

January 12, 2018

Board of City Commissioners
City Hall
Fargo, ND 58102

Dear Commissioners:

Chapter 57-02.2 of the North Dakota Century Code provides for a property tax exemption for certain types of improvements made to existing buildings.

I have attached a copy of an application for real estate tax exemption of building improvements for the property at 41 Fremont Dr. S as submitted by Monica D. Olson & Chad M. Pederson. A description of the property involved, types of improvements to be made, and assessment information are indicated on the application.

It is my opinion that the value of some of the improvements, referred to in the application, qualifies for the exemption. This exemption would be for the years 2018, 2019 & 2020.

The estimated annual tax revenue lost by granting the exemption, based upon the estimated cost of the improvements, would be about \$260 with the City of Fargo's share being \$45.

Sincerely,



Ben Hushka
City Assessor

hah
attachment

Application For Property Tax Exemption For Improvements To Commercial And Residential Buildings

North Dakota Century Code ch. 57-02.2
(File with the local city or township assessor)

Property Identification

1. Name of Property Owner Monica Olson + Chad Peterson Phone No. 701-781-0269

2. Address of Property 41 Fremont Dr. S
 City FARGO State ND Zip Code 58103

3. Legal description of the property for which the exemption is being claimed. Lts 19-20 & P to of 21 BIK 15 Bluemont Lakes 745

4. Parcel Number 0101760336000 Residential Commercial Central Business District

5. Mailing Address of Property Owner Same
 City _____ State _____ Zip Code _____

Description Of Improvements For Exemption

6. Describe the type of renovating, remodeling or alteration made to the building for which the exemption is being claimed (attach additional sheets if necessary). Reside Dwelling

7. Building Permit No. 170435 8. Year Built 1984

9. Date of Commencement of making the improvement 4/12/17

10. Estimated market value of property before improvement \$ 407,200

11. Cost of making the improvement (all labor, material and overhead) \$ 20,979

12. Estimated market value of property after improvement \$ 428,100

Applicant's Certification and Signature

13. I certify that the above information is correct to the best of my knowledge and I apply for this exemption.
 Applicant's Signature: Monice D. Olson Date 7-1-17

Assessor's Determination

14. The local assessor finds that the improvements in this application has has not met the qualifications for exemption for the following reason(s): 3 YEARS FOR QUALIFYING WORK
 Assessor's Signature: [Signature] Date 1/12/18

Action of Governing Body

15. Action taken on this application by local governing board of the county or city: Denied Approved
 Approval subject to the following conditions: _____

 Chairman of Governing Body _____ Date _____



50

ASSESSMENT DEPARTMENT

January 23, 2018

Board of City Commissioners
City Hall
Fargo, ND 58102

Dear Commissioners:

Chapter 57-02.2 of the North Dakota Century Code provides for a property tax exemption for certain types of improvements made to existing buildings.

I have attached a copy of an application for real estate tax exemption of building improvements for the property at 2834 Lilac Ln. N as submitted by Matthew E. & Stephanie G. Gruchalla. A description of the property involved, types of improvements to be made, and assessment information are indicated on the application.

It is my opinion that the value of some of the improvements, referred to in the application, qualifies for the exemption. This exemption would be for the years 2018, 2019, & 2020.

The estimated annual tax revenue lost by granting the exemption, based upon the estimated cost of the improvements, would be about \$1045 with the City of Fargo's share being \$175.

Sincerely,

A handwritten signature in black ink, appearing to read "Ben Hushka".

Ben Hushka
City Assessor

hah
attachment

**Application For Property Tax Exemption For Improvements
To Commercial And Residential Buildings**

North Dakota Century Code ch. 57-02.2
(File with the local city or township assessor)

Property Identification

1. Name of Property Owner	<u>Matthew & Stephanie Gruchalla</u>	Phone No.	<u>701/232-6839</u>
2. Address of Property	<u>2834 Lilac Ln N</u>		
City	<u>FARGO</u>	State	<u>ND</u> Zip Code <u>58102</u>
3. Legal description of the property for which the exemption is being claimed.	<u>Lt 12 B1K2</u> <u>North Dak</u>		
4. Parcel Number	<u>01-2115-00310720</u>	Residential	<input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Central Business District <input type="checkbox"/>
5. Mailing Address of Property Owner	<u>Same</u>		
City	State	Zip Code	

Description Of Improvements For Exemption

6. Describe the type of renovating, remodeling or alteration made to the building for which the exemption is being claimed (attach additional sheets if necessary).	<u>Construct 10' x 37' addition & Remove Wall between Kitchen/Living Room</u>		
7. Building Permit No.	<u>171250</u>	8. Year Built	<u>1987</u>
9. Date of Commencement of making the improvement	<u>July 2017</u>		
10. Estimated market value of property before improvement	\$ <u>406,600</u>		
11. Cost of making the improvement (all labor, material and overhead)	\$ <u>200,000</u>		
12. Estimated market value of property after improvement	\$ _____		

Applicant's Certification and Signature

13. I certify that the above information is correct to the best of my knowledge and I apply for this exemption.
Applicant's Signature <u>[Signature]</u> Date <u>1/16/18</u>

Assessor's Determination

14. The local assessor finds that the improvements in this application <input checked="" type="checkbox"/> has not <input type="checkbox"/> met the qualifications for exemption for the following reason(s): <u>3 YEARS FOR QUALIFYING WORK</u>
Assessor's Signature <u>[Signature]</u> Date <u>1/23/18</u>

Action of Governing Body

15. Action taken on this application by local governing board of the county or city: Denied <input type="checkbox"/> Approved <input type="checkbox"/>
Approval subject to the following conditions: _____
Chairman of Governing Body _____ Date _____



5d

ASSESSMENT DEPARTMENT

January 18, 2018

Board of City Commissioners
City Hall
Fargo, ND 58102

Dear Commissioners:

Chapter 57-02.2 of the North Dakota Century Code provides for a property tax exemption for certain types of improvements made to existing buildings.

I have attached a copy of an application for real estate tax exemption of building improvements for the property at 2955 Peterson Pkwy. N as submitted by Anthony R. & Ann R. Kallod. A description of the property involved, types of improvements to be made, and assessment information are indicated on the application.

It is my opinion that the value of some of the improvements, referred to in the application, qualifies for the exemption. This exemption would be for the years 2016, 2017, & 2018.

The estimated annual tax revenue lost by granting the exemption, based upon the estimated cost of the improvements, would be about \$90 with the City of Fargo's share being \$15.

Sincerely,

A handwritten signature in black ink, appearing to read "Ben Hushka".

Ben Hushka
City Assessor

hah
attachment

**Application For Property Tax Exemption For Improvements
To Commercial And Residential Buildings**
North Dakota Century Code ch. 57-02.2
(File with the local city or township assessor)

Property Identification

1. Name of Property Owner Anthony & Ann Kallod Phone No. 701-261-6316

2. Address of Property 2955 Peterson Pkwy N
City FARGO State ND Zip Code 58102

3. Legal description of the property for which the exemption is being claimed. Lot 21 Blk 4 Edgewood Farms

4. Parcel Number 01-0735-00780-000 Residential Commercial Central Business District

5. Mailing Address of Property Owner 2955 Peterson Pkwy N
City Fargo State ND Zip Code 58102

Description Of Improvements For Exemption

6. Describe the type of renovating, remodeling or alteration made to the building for which the exemption is being claimed (attach additional sheets if necessary). Finish lower level

7. Building Permit No. 142004 8. Year Built 1984

9. Date of Commencement of making the improvement 2015 Tax Year

10. Estimated market value of property before improvement \$ 221600

11. Cost of making the improvement (all labor, material and overhead) \$ ~~113,180~~ 7,800

12. Estimated market value of property after improvement \$ 239200

Applicant's Certification and Signature

13. I certify that the above information is correct to the best of my knowledge and I apply for this exemption.

Applicant's Signature [Signature] Date 1-13-18

Assessor's Determination

14. The local assessor finds that the improvements in this application has has not met the qualifications for exemption for the following reason(s): 3 YEARS FOR QUALIFYING WORK

Assessor's Signature [Signature] Date 1/23/18

Action of Governing Body

15. Action taken on this application by local governing board of the county or city: Denied Approved

Approval subject to the following conditions: _____

Chairman of Governing Body _____ Date _____

file abatement for 16317

CITY OF
Fargo
ASSESSMENT DEPARTMENT

5e

January 23, 2018

Board of City Commissioners
City Hall
Fargo, ND 58102

Dear Commissioners:

Chapter 57-02.2 of the North Dakota Century Code provides for a property tax exemption for certain types of improvements made to existing buildings.

I have attached a copy of an application for real estate tax exemption of building improvements for the property at 1910 8 St. S as submitted by Gage A. Dargan. A description of the property involved, types of improvements to be made, and assessment information are indicated on the application.

It is my opinion that the value of some of the improvements, referred to in the application, qualifies for the exemption. This exemption would be for the years 2018, 2019, 2020, 2021 & 2022.

The estimated annual tax revenue lost by granting the exemption, based upon the estimated cost of the improvements, would be about \$90 with the City of Fargo's share being \$15.

Sincerely,



Ben Hushka
City Assessor

hah
attachment

**Application For Property Tax Exemption For Improvements
To Commercial And Residential Buildings**
North Dakota Century Code ch. 57-02.2
(File with the local city or township assessor)

Property Identification

1. Name of Property Owner Gage Dargan Phone No. 701-371-3577
 2. Address of Property 1910 8 St N
 City FARGO State ND Zip Code 58102
 3. Legal description of the property for which the exemption is being claimed. _____
L+12, B1K3 Peter Sway 1st
 4. Parcel Number 01-3020-0068000 Residential Commercial Central Business District
 5. Mailing Address of Property Owner Same
 City _____ State _____ Zip Code _____

Description Of Improvements For Exemption

6. Describe the type of renovating, remodeling or alteration made to the building for which the exemption is being claimed (attach additional sheets if necessary). Reside Dwelling
 7. Building Permit No. 170729 8. Year Built 1954
 9. Date of Commencement of making the improvement May 2017
 10. Estimated market value of property before improvement \$ 148,300
 11. Cost of making the improvement (all labor, material and overhead) \$ 15,000
 12. Estimated market value of property after improvement \$ 155,500

Applicant's Certification and Signature

13. I certify that the above information is correct to the best of my knowledge and I apply for this exemption.
 Applicant's Signature [Signature] Date JAN 22 2018

Assessor's Determination

14. The local assessor finds that the improvements in this application has has not met the qualifications for exemption for the following reason(s): 5 YEARS FOR QUALIFYING WORK
 Assessor's Signature [Signature] Date 1/23/18

Action of Governing Body

15. Action taken on this application by local governing board of the county or city: Denied Approved
 Approval subject to the following conditions: _____

 Chairman of Governing Body _____ Date _____

CITY OF
Fargo
ASSESSMENT DEPARTMENT

5f

January 11, 2018

Board of City Commissioners
City Hall
Fargo, ND 58102

Dear Commissioners:

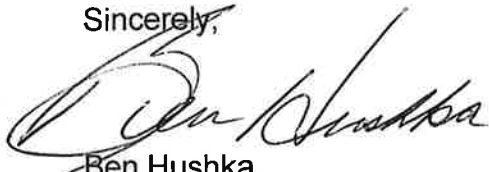
Chapter 57-02.2 of the North Dakota Century Code provides for a property tax exemption for certain types of improvements made to existing buildings.

I have attached a copy of an application for real estate tax exemption of building improvements for the property at 3641 Par St. N as submitted by Clark M. & Bonnie J. Kirkpatrick. A description of the property involved, types of improvements to be made, and assessment information are indicated on the application.

It is my opinion that the value of some of the improvements, referred to in the application, qualifies for the exemption. This exemption would be for the years 2018, 2019, 2020, 2021 & 2022.

The estimated annual tax revenue lost by granting the exemption, based upon the estimated cost of the improvements, would be about \$175 with the City of Fargo's share being \$30.

Sincerely,



Ben Hushka
City Assessor

hah
attachment

**Application For Property Tax Exemption For Improvements
To Commercial And Residential Buildings**
North Dakota Century Code ch. 57-02.2
(File with the local city or township assessor)

Property Identification

1.	Name of Property Owner <u>Clark & Bonnie Kirkpatrick</u>	Phone No. <u>(701) 235-5690</u>
2.	Address of Property <u>3641 Par St N</u>	
	City <u>FARGO</u>	State <u>ND</u> Zip Code <u>58102</u>
3.	Legal description of the property for which the exemption is being claimed. <u>Lt 17 BIKI Golf Course 3rd</u>	
4.	Parcel Number <u>61-1003-60170W</u> Residential <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Central Business District <input type="checkbox"/>	
5.	Mailing Address of Property Owner <u>Same</u>	
	City _____	State _____ Zip Code _____

Description Of Improvements For Exemption

6.	Describe the type of renovating, remodeling or alteration made to the building for which the exemption is being claimed (attach additional sheets if necessary). <u>Create Master Bath</u>	
7.	Building Permit No. <u>171845</u>	8. Year Built <u>1974</u>
9.	Date of Commencement of making the improvement <u>September 2017</u>	
10.	Estimated market value of property before improvement	\$ <u>218,700</u>
11.	Cost of making the improvement (all labor, material and overhead)	\$ <u>22,220</u>
12.	Estimated market value of property after improvement	\$ <u>232,500</u>

Applicant's Certification and Signature

13. I certify that the above information is correct to the best of my knowledge and I apply for this exemption.	
Applicant's Signature <u>Bonnie Kirkpatrick</u>	Date <u>1/11/18</u>

Assessor's Determination

14.	The local assessor finds that the improvements in this application has <input checked="" type="checkbox"/> has not <input type="checkbox"/> met the qualifications for exemption for the following reason(s): <u>5 YEARS FOR QUALIFYING WORK</u>	
	Assessor's Signature <u>[Signature]</u>	Date <u>1/11/18</u>

Action of Governing Body

15.	Action taken on this application by local governing board of the county or city: Denied <input type="checkbox"/> Approved <input type="checkbox"/>	
	Approval subject to the following conditions: _____	
	Chairman of Governing Body _____	Date _____

CITY OF
Fargo
ASSESSMENT DEPARTMENT

59

January 11, 2018

Board of City Commissioners
City Hall
Fargo, ND 58102

Dear Commissioners:

Chapter 57-02.2 of the North Dakota Century Code provides for a property tax exemption for certain types of improvements made to existing buildings.

I have attached a copy of an application for real estate tax exemption of building improvements for the property at 3002 Madison Ave. N as submitted by Keith G. & Dorothy M. Davis. A description of the property involved, types of improvements to be made, and assessment information are indicated on the application.

It is my opinion that the value of some of the improvements, referred to in the application, qualifies for the exemption. This exemption would be for the years 2018, 2019, 2020, 2021 & 2022.

The estimated annual tax revenue lost by granting the exemption, based upon the estimated cost of the improvements, would be about \$95 with the City of Fargo's share being \$15.

Sincerely,



Ben Hushka
City Assessor

hah
attachment

**Application For Property Tax Exemption For Improvements
To Commercial And Residential Buildings**
North Dakota Century Code ch. 57-02.2
(File with the local city or township assessor)

Property Identification

1. Name of Property Owner Keith & Dorothy Davis Phone No. 701-232-7206
 2. Address of Property 3002 Madison Aven
 City FARGO State ND Zip Code 58102
 3. Legal description of the property for which the exemption is being claimed. _____
P7 Lts 31 & 32 BIKI Madison Subd
 4. Parcel Number 01-1880-00320000 Residential Commercial Central Business District
 5. Mailing Address of Property Owner Same
 City _____ State _____ Zip Code _____

Description Of Improvements For Exemption

6. Describe the type of renovating, remodeling or alteration made to the building for which the exemption is being claimed (attach additional sheets if necessary). Reside Dwelling
 7. Building Permit No. 172434 8. Year Built 1975
 9. Date of Commencement of making the improvement December 2017
 10. Estimated market value of property before improvement \$ 160,100
 11. Cost of making the improvement (all labor, material and overhead) \$ 23,600
 12. Estimated market value of property after improvement \$ 167,500

Applicant's Certification and Signature

13. I certify that the above information is correct to the best of my knowledge and I apply for this exemption.
 Applicant's Signature Keith Davis Dorothy Davis Date 1-9-18

Assessor's Determination

14. The local assessor finds that the improvements in this application has has not met the qualifications for exemption for the following reason(s): 5 YEARS FOR QUALIFYING WORK
 Assessor's Signature Don Christensen Date 1/11/18

Action of Governing Body

15. Action taken on this application by local governing board of the county or city: Denied Approved
 Approval subject to the following conditions: _____

 Chairman of Governing Body _____ Date _____

CITY OF
Fargo
ASSESSMENT DEPARTMENT

5h

January 10, 2018

Board of City Commissioners
City Hall
Fargo, ND 58102

Dear Commissioners:

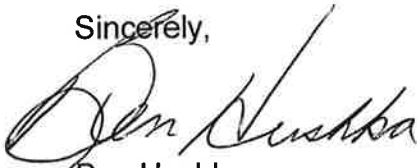
Chapter 57-02.2 of the North Dakota Century Code provides for a property tax exemption for certain types of improvements made to existing buildings.

I have attached a copy of an application for real estate tax exemption of building improvements for the property at 93 18 Ave. N as submitted by Shawn M. & Julie J. Stoll. A description of the property involved, types of improvements to be made, and assessment information are indicated on the application.

It is my opinion that the value of some of the improvements, referred to in the application, qualifies for the exemption. This exemption would be for the years 2018, 2019, 2020, 2021 & 2022.

The estimated annual tax revenue lost by granting the exemption, based upon the estimated cost of the improvements, would be about \$1040 with the City of Fargo's share being \$175.

Sincerely,



Ben Hushka
City Assessor

hah
attachment

**Application For Property Tax Exemption For Improvements
To Commercial And Residential Buildings**
North Dakota Century Code ch. 57-02.2
(File with the local city or township assessor)

Property Identification

1. Name of Property Owner Shawn + Julie Stoll Phone No. 429-0309

2. Address of Property 93 18 Ave N
City FARGO State ND Zip Code 58102

3. Legal description of the property for which the exemption is being claimed. Lt6 BIK 3 Mc Dermott S

4. Parcel Number 01-1890-063500 Residential Commercial Central Business District

5. Mailing Address of Property Owner Same
City _____ State _____ Zip Code _____

Description Of Improvements For Exemption

6. Describe the type of renovating, remodeling or alteration made to the building for which the exemption is being claimed (attach additional sheets if necessary). Repair garage, Reside dwelling, Replace windows, Remove wall, 32'x24' 2nd story addition

7. Building Permit No. 170 819 8. Year Built 1952

9. Date of Commencement of making the improvement may 2017

10. Estimated market value of property before improvement \$ 121,000

11. Cost of making the improvement (all labor, material and overhead) \$ ~~60,000~~ 90,000

12. Estimated market value of property after improvement \$ 201,900

Applicant's Certification and Signature

13. I certify that the above information is correct to the best of my knowledge and I apply for this exemption.
Applicant's Signature [Signature] Date 1-4-18

Assessor's Determination

14. The local assessor finds that the improvements in this application has not met the qualifications for exemption for the following reason(s): 5 YEARS FOR QUALIFYING WORK
Assessor's Signature [Signature] Date 1/11/18

Action of Governing Body

15. Action taken on this application by local governing board of the county or city: Denied Approved
Approval subject to the following conditions: _____
Chairman of Governing Body _____ Date _____

CITY OF
Fargo
ASSESSMENT DEPARTMENT

56

January 10, 2018

Board of City Commissioners
City Hall
Fargo, ND 58102

Dear Commissioners:

Chapter 57-02.2 of the North Dakota Century Code provides for a property tax exemption for certain types of improvements made to existing buildings.

I have attached a copy of an application for real estate tax exemption of building improvements for the property at 1001 19 Ave. S as submitted by Kenneth L. & Karen B. Wilhelm. A description of the property involved, types of improvements to be made, and assessment information are indicated on the application.

It is my opinion that the value of some of the improvements, referred to in the application, qualifies for the exemption. This exemption would be for the years 2018, 2019, 2020, 2021 & 2022.

The estimated annual tax revenue lost by granting the exemption, based upon the estimated cost of the improvements, would be about \$490 with the City of Fargo's share being \$85.

Sincerely,



Ben Hushka
City Assessor

hah
attachment

**Application For Property Tax Exemption For Improvements
To Commercial And Residential Buildings**
North Dakota Century Code ch. 57-02.2
(File with the local city or township assessor)

Property Identification

1. Name of Property Owner Kenneth & Karen Wilhelm Phone No. _____

2. Address of Property 1001 19 Ave S
City FARGO State ND Zip Code 58103

3. Legal description of the property for which the exemption is being claimed. _____
Lt. 410 Blk 3 Harry A Schnell Addn.

4. Parcel Number 01-2660-00290-000 Residential Commercial Central Business District

5. Mailing Address of Property Owner 1001 19 Ave S
City Fargo State ND Zip Code 58103

Description Of Improvements For Exemption

6. Describe the type of renovating, remodeling or alteration made to the building for which the exemption is being claimed (attach additional sheets if necessary). Remodeling Kitchen AND BATHROOMS

7. Building Permit No. 170454 & 170056 8. Year Built 1959

9. Date of Commencement of making the improvement MARCH 2017

10. Estimated market value of property before improvement \$ 226,200

11. Cost of making the improvement (all labor, material and overhead) \$ 80,000

12. Estimated market value of property after improvement \$ 264,500

Applicant's Certification and Signature

13. I certify that the above information is correct to the best of my knowledge and I apply for this exemption.
Applicant's Signature Kenneth Wilhelm Date 1/9/2018

Assessor's Determination

14. The local assessor finds that the improvements in this application has has not met the qualifications for exemption for the following reason(s): 5 YEARS FOR QUALIFYING WORK
Assessor's Signature Dawn Shultka Date 1/10/18

Action of Governing Body

15. Action taken on this application by local governing board of the county or city: Denied Approved
Approval subject to the following conditions: _____
Chairman of Governing Body _____ Date _____

CITY OF
Fargo
ASSESSMENT DEPARTMENT

5j

January 12, 2018

Board of City Commissioners
City Hall
Fargo, ND 58102

Dear Commissioners:

Chapter 57-02.2 of the North Dakota Century Code provides for a property tax exemption for certain types of improvements made to existing buildings.

I have attached a copy of an application for real estate tax exemption of building improvements for the property at 1641 5 St. N as submitted by Randy & Susan Axvig. A description of the property involved, types of improvements to be made, and assessment information are indicated on the application.

It is my opinion that the value of some of the improvements, referred to in the application, qualifies for the exemption. This exemption would be for the years 2018, 2019, 2020, 2021 & 2022.

The estimated annual tax revenue lost by granting the exemption, based upon the estimated cost of the improvements, would be about \$1260 with the City of Fargo's share being \$215.

Sincerely,



Ben Hushka
City Assessor

hah
attachment

**Application For Property Tax Exemption For Improvements
To Commercial And Residential Buildings**
North Dakota Century Code ch. 57-02.2
(File with the local city or township assessor)

Property Identification

1. Name of Property Owner Randy + Susan Axvig Phone No. 701.400.7363

2. Address of Property 1641 5 St N
City FARGO State ND Zip Code 58102

3. Legal description of the property for which the exemption is being claimed. Lts 139 + 140 North Broadway

4. Parcel Number 01-2100-0080000 Residential Commercial Central Business District

5. Mailing Address of Property Owner 4550 Glenwood Dr
City Bismarck State ND Zip Code 58504

Description Of Improvements For Exemption

6. Describe the type of renovating, remodeling or alteration made to the building for which the exemption is being claimed (attach additional sheets if necessary). Construct 26' x 46' addition to dwelling

7. Building Permit No. 171879 8. Year Built 1927

9. Date of Commencement of making the improvement September 2017

10. Estimated market value of property before improvement \$ 95,300

11. Cost of making the improvement (all labor, material and overhead) \$ 98,000

12. Estimated market value of property after improvement \$ _____

Applicant's Certification and Signature

13. I certify that the above information is correct to the best of my knowledge and I apply for this exemption.

Applicant's Signature [Signature] Date 1/19/18

Assessor's Determination

14. The local assessor finds that the improvements in this application has has not met the qualifications for exemption for the following reason(s): 5 YEARS FOR QUALIFYING WORK

Assessor's Signature [Signature] Date 1/12/18

Action of Governing Body

15. Action taken on this application by local governing board of the county or city: Denied Approved

Approval subject to the following conditions: _____

Chairman of Governing Body _____ Date _____



5K

ASSESSMENT DEPARTMENT

January 17, 2018

Board of City Commissioners
City Hall
Fargo, ND 58102

Dear Commissioners:

Chapter 57-02.2 of the North Dakota Century Code provides for a property tax exemption for certain types of improvements made to existing buildings.

I have attached a copy of an application for real estate tax exemption of building improvements for the property at 1327 14 St. S as submitted by Star-Ann M. Schank. A description of the property involved, types of improvements to be made, and assessment information are indicated on the application.

It is my opinion that the value of some of the improvements, referred to in the application, qualifies for the exemption. This exemption would be for the years 2018, 2019, 2020, 2021 & 2022.

The estimated annual tax revenue lost by granting the exemption, based upon the estimated cost of the improvements, would be about \$815 with the City of Fargo's share being \$140.

Sincerely,

A handwritten signature in cursive script, appearing to read "Ben Hushka".

Ben Hushka
City Assessor

hah
attachment

**Application For Property Tax Exemption For Improvements
To Commercial And Residential Buildings**
North Dakota Century Code ch. 57-02.2
(File with the local city or township assessor)

Property Identification

1. Name of Property Owner Star-Ann M Schank Phone No. _____

2. Address of Property 1327 14 St S

City FARGO State ND Zip Code 58103

3. Legal description of the property for which the exemption is being claimed. Lt 8, Blk 3
Morton & Dotys Addition

4. Parcel Number 01-2040-00550-000 Residential Commercial Central Business District

5. Mailing Address of Property Owner 1327 14 St S

City Fargo State ND Zip Code 58103

Description Of Improvements For Exemption

6. Describe the type of renovating, remodeling or alteration made to the building for which the exemption is being claimed (attach additional sheets if necessary). Kitchen, bath, 1st & 2nd story remodel

7. Building Permit No. 179010 8. Year Built 1895

9. Date of Commencement of making the improvement 2017

10. Estimated market value of property before improvement \$ 114,900

11. Cost of making the improvement (all labor, material and overhead) \$ UNKNOWN

12. Estimated market value of property after improvement \$ 178,200

Applicant's Certification and Signature

13. I certify that the above information is correct to the best of my knowledge and I apply for this exemption.

Applicant's Signature [Signature] Date 1/16/18

Assessor's Determination

14. The local assessor finds that the improvements in this application has has not met the qualifications for exemption for the following reason(s): 5 YEARS FOR QUALIFYING WORK

Assessor's Signature [Signature] Date 1/17/18

Action of Governing Body

15. Action taken on this application by local governing board of the county or city: Denied Approved

Approval subject to the following conditions: _____

Chairman of Governing Body _____ Date _____

CITY OF
Fargo
ASSESSMENT DEPARTMENT

52

January 23, 2018

Board of City Commissioners
City Hall
Fargo, ND 58102

Dear Commissioners:

Chapter 57-02.2 of the North Dakota Century Code provides for a property tax exemption for certain types of improvements made to existing buildings.

I have attached a copy of an application for real estate tax exemption of building improvements for the property at 3005 11 Ave. N as submitted by Aaron M. Lockwood. A description of the property involved, types of improvements to be made, and assessment information are indicated on the application.

It is my opinion that the value of some of the improvements, referred to in the application, qualifies for the exemption. This exemption would be for the years 2018, 2019, 2020, 2021 & 2022.

The estimated annual tax revenue lost by granting the exemption, based upon the estimated cost of the improvements, would be about \$100 with the City of Fargo's share being \$15.

Sincerely,



Ben Hushka
City Assessor

hah
attachment

**Application For Property Tax Exemption For Improvements
To Commercial And Residential Buildings**
North Dakota Century Code ch. 57-02.2
(File with the local city or township assessor)

Property Identification

1. Name of Property Owner Aaron Lockwood Phone No. 701-793-1943
 2. Address of Property 3005 11 Aven
 City FARGO State ND Zip Code 58102
 3. Legal description of the property for which the exemption is being claimed. _____
Lt 8 B1K1 Madison Subd
 4. Parcel Number 01-1880-0008000 Residential Commercial Central Business District
 5. Mailing Address of Property Owner Same
 City _____ State _____ Zip Code _____

Description Of Improvements For Exemption

6. Describe the type of renovating, remodeling or alteration made to the building for which the exemption is being claimed (attach additional sheets if necessary). Reside Dwelling + Construct deck
 7. Building Permit No. 171565 8. Year Built 1972
 9. Date of Commencement of making the improvement August 2017
 10. Estimated market value of property before improvement \$ 159,600
 11. Cost of making the improvement (all labor, material and overhead) \$ 4500
 12. Estimated market value of property after improvement \$ 169,300

Applicant's Certification and Signature

13. I certify that the above information is correct to the best of my knowledge and I apply for this exemption.
 Applicant's Signature Aaron Lockwood Date 1-10-18

Assessor's Determination

14. The local assessor finds that the improvements in this application has has not met the qualifications for exemption for the following reason(s): 5 YEARS FOR QUALIFYING WORK
 Assessor's Signature Don Ruskha Date 1/23/18

Action of Governing Body

15. Action taken on this application by local governing board of the county or city: Denied Approved
 Approval subject to the following conditions: _____

 Chairman of Governing Body _____ Date _____

CITY OF
Fargo
ASSESSMENT DEPARTMENT

5m

January 19, 2018

Board of City Commissioners
City Hall
Fargo, ND 58102

Dear Commissioners:

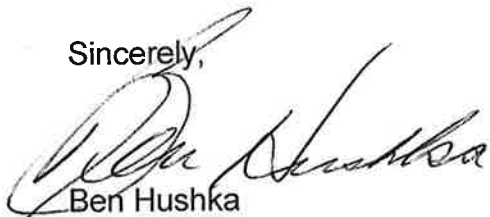
Chapter 57-02.2 of the North Dakota Century Code provides for a property tax exemption for certain types of improvements made to existing buildings.

I have attached a copy of an application for real estate tax exemption of building improvements for the property at 1541 8 St. S as submitted by Trent M. & Rebecca L. Amundsen. A description of the property involved, types of improvements to be made, and assessment information are indicated on the application.

It is my opinion that the value of some of the improvements, referred to in the application, qualifies for the exemption. This exemption would be for the years 2018, 2019, 2020, 2021, & 2022.

The estimated annual tax revenue lost by granting the exemption, based upon the estimated cost of the improvements, would be about \$345 with the City of Fargo's share being \$60.

Sincerely,



Ben Hushka
City Assessor

hah
attachment

**Application For Property Tax Exemption For Improvements
To Commercial And Residential Buildings**
North Dakota Century Code ch. 57-02.2
(File with the local city or township assessor)

Property Identification

1. Name of Property Owner Trent & Rebecca Amundsen Phone No. _____

2. Address of Property 1541 8 St. S.
City FARGO State ND Zip Code 58103

3. Legal description of the property for which the exemption is being claimed. S 12 1/2 ft of Lt. 10
& N 37 1/2 ft of Lt. 11, Blk 18 Huntingtons Addn

4. Parcel Number 011400-03080-000 Residential Commercial Central Business District

5. Mailing Address of Property Owner 1541 8 St. S.
City Fargo State ND Zip Code 58103

Description Of Improvements For Exemption

6. Describe the type of renovating, remodeling or alteration made to the building for which the exemption is being claimed (attach additional sheets if necessary). Entire main floor remodel including electrical, kitchen, flooring

7. Building Permit No. 170246 8. Year Built 1930

9. Date of Commencement of making the improvement 3/17/2017

10. Estimated market value of property before improvement \$ 205,200

11. Cost of making the improvement (all labor, material and overhead) \$ 50,000 +

12. Estimated market value of property after improvement \$ 231,900

Applicant's Certification and Signature

13. I certify that the above information is correct to the best of my knowledge and I apply for this exemption.
Applicant's Signature Trent Amundsen Date 1-18-18

Assessor's Determination

14. The local assessor finds that the improvements in this application has has not met the qualifications for exemption for the following reason(s): 5 YEARS FOR QUALIFYING WORK
Assessor's Signature [Signature] Date 1/23/18

Action of Governing Body

15. Action taken on this application by local governing board of the county or city: Denied Approved
Approval subject to the following conditions: _____
Chairman of Governing Body _____ Date _____

CITY OF
Fargo
ASSESSMENT DEPARTMENT

5n

January 18, 2018

Board of City Commissioners
City Hall
Fargo, ND 58102

Dear Commissioners:

Chapter 57-02.2 of the North Dakota Century Code provides for a property tax exemption for certain types of improvements made to existing buildings.

I have attached a copy of an application for real estate tax exemption of building improvements for the property at 49 15 Ave. N as submitted by Joel Hebert. A description of the property involved, types of improvements to be made, and assessment information are indicated on the application.

It is my opinion that the value of some of the improvements, referred to in the application, qualifies for the exemption. This exemption would be for the years 2018, 2019, 2020, 2021, & 2022.

The estimated annual tax revenue lost by granting the exemption, based upon the estimated cost of the improvements, would be about \$110 with the City of Fargo's share being \$20.

Sincerely,



Ben Hushka
City Assessor

hah
attachment

**Application For Property Tax Exemption For Improvements
To Commercial And Residential Buildings**

North Dakota Century Code ch. 57-02.2
(File with the local city or township assessor)

Property Identification

1. Name of Property Owner Joel Hebert Phone No. _____
2. Address of Property 49 15 Ave N
City FARGO State ND Zip Code 58102
3. Legal description of the property for which the exemption is being claimed. _____
Plots 2122 B1K6 McDermotts
4. Parcel Number 01-1890-0132020 Residential Commercial Central Business District
5. Mailing Address of Property Owner Same
City _____ State _____ Zip Code _____

Description Of Improvements For Exemption

6. Describe the type of renovating, remodeling or alteration made to the building for which the exemption is being claimed (attach additional sheets if necessary). Remodel bath
7. Building Permit No. 172196 8. Year Built 1951
9. Date of Commencement of making the improvement October 2017
10. Estimated market value of property before improvement \$ 192,000
11. Cost of making the improvement (all labor, material and overhead) \$ 12,490
12. Estimated market value of property after improvement \$ _____

Applicant's Certification and Signature

13. I certify that the above information is correct to the best of my knowledge and I apply for this exemption.
Applicant's Signature Joel M. Hebert Date Jan 14, 2018

Assessor's Determination

14. The local assessor finds that the improvements in this application has has not met the qualifications for exemption for the following reason(s) 5 YEARS FOR QUALIFYING WORK
Assessor's Signature Dan Ruppel Date 1/23/18

Action of Governing Body

15. Action taken on this application by local governing board of the county or city: Denied Approved
Approval subject to the following conditions: _____
Chairman of Governing Body _____ Date _____

CITY OF
Fargo
ASSESSMENT DEPARTMENT

50

January 18, 2018

Board of City Commissioners
City Hall
Fargo, ND 58102

Dear Commissioners:

Chapter 57-02.2 of the North Dakota Century Code provides for a property tax exemption for certain types of improvements made to existing buildings.

I have attached a copy of an application for real estate tax exemption of building improvements for the property at 1246 3 St. N as submitted by Kari Bollingberg. A description of the property involved, types of improvements to be made, and assessment information are indicated on the application.

It is my opinion that the value of some of the improvements, referred to in the application, qualifies for the exemption. This exemption would be for the years 2017, 2018, 2019, 2020, & 2021.

The estimated annual tax revenue lost by granting the exemption, based upon the estimated cost of the improvements, would be about \$50 with the City of Fargo's share being \$10.

Sincerely,



Ben Hushka
City Assessor

hah
attachment

**Application For Property Tax Exemption For Improvements
To Commercial And Residential Buildings**
North Dakota Century Code ch. 57-02.2
(File with the local city or township assessor)

Property Identification

1. Name of Property Owner KARI DURHAM Phone No. 701-650-7479

2. Address of Property 1246 3RD ST N
City FARGO State ND Zip Code 58102

3. Legal description of the property for which the exemption is being claimed. LOT 21 BLOCK 4 ADDNA 1360 (HOLDS 1ST)

4. Parcel Number 01-1360-01110-000 Residential Commercial Central Business District

5. Mailing Address of Property Owner 1246 3RD ST N
City FARGO State ND Zip Code 58102

Description Of Improvements For Exemption

6. Describe the type of renovating, remodeling or alteration made to the building for which the exemption is being claimed (attach additional sheets if necessary). GUT & REMODEL BASEMENT

7. Building Permit No. BL20160105 8. Year Built 1926

9. Date of Commencement of making the improvement 7/15/2016

10. Estimated market value of property before improvement \$ 190,000

11. Cost of making the improvement (all labor, material and overhead) \$ 25,000

12. Estimated market value of property after improvement \$ 225,000

Applicant's Certification and Signature

13. I certify that the above information is correct to the best of my knowledge and I apply for this exemption.
Applicant's Signature Kari Durham Date 1/13/18

Assessor's Determination

14. The local assessor finds that the improvements in this application ~~has~~ has not met the qualifications for exemption for the following reason(s) 5 YEARS FOR QUALIFYING WORK
Assessor's Signature Don Durka Date 1/23/18

Action of Governing Body

15. Action taken on this application by local governing board of the county or city: Denied Approved
Approval subject to the following conditions: _____
Chairman of Governing Body _____ Date _____

CITY OF
Fargo
ASSESSMENT DEPARTMENT

5P

January 19, 2018

Board of City Commissioners
City Hall
Fargo, ND 58102

Dear Commissioners:

Chapter 57-02.2 of the North Dakota Century Code provides for a property tax exemption for certain types of improvements made to existing buildings.

I have attached a copy of an application for real estate tax exemption of building improvements for the property at 906 8 St. S as submitted by Jeffrey & Christina Athy. A description of the property involved, types of improvements to be made, and assessment information are indicated on the application.

It is my opinion that the value of some of the improvements, referred to in the application, qualifies for the exemption. This exemption would be for the years 2018, 2019, 2020, 2021, & 2022.

The estimated annual tax revenue lost by granting the exemption, based upon the estimated cost of the improvements, would be about \$615 with the City of Fargo's share being \$105.

Sincerely,



Ben Hushka
City Assessor

hah
attachment

**Application For Property Tax Exemption For Improvements
To Commercial And Residential Buildings**
North Dakota Century Code ch. 57-02.2
(File with the local city or township assessor)

Property Identification

1. Name of Property Owner Jeffrey + Christina Athy Phone No. 480-290-6296
 2. Address of Property 906 8 st S
 City FARGO State ND Zip Code 58103
 3. Legal description of the property for which the exemption is being claimed. _____
L+B 16+17 BLDG Chas A Roberts
 4. Parcel Number 01-2400-0286000 Residential Commercial Central Business District
 5. Mailing Address of Property Owner Same
 City _____ State _____ Zip Code _____

Description Of Improvements For Exemption

6. Describe the type of renovating, remodeling or alteration made to the building for which the exemption is being claimed (attach additional sheets if necessary). Remodel Kitchen, Construct addition for office + deck
 7. Building Permit No. 172306 8. Year Built 1930
 9. Date of Commencement of making the improvement 11-2017
 10. Estimated market value of property before improvement \$ 178,500
 11. Cost of making the improvement (all labor, material and overhead) \$ 79,000
 12. Estimated market value of property after improvement \$ _____

Applicant's Certification and Signature

13. I certify that the above information is correct to the best of my knowledge and I apply for this exemption.
 Applicant's Signature Christina Athy Date 1/17/18

Assessor's Determination

14. The local assessor finds that the improvements in this application has has not met the qualifications for exemption for the following reason(s): 5 YEARS FOR QUALIFYING WORK
 Assessor's Signature Don Hendrick Date 1/23/18

Action of Governing Body

15. Action taken on this application by local governing board of the county or city: Denied Approved
 Approval subject to the following conditions: _____

 Chairman of Governing Body _____ Date _____

CITY OF
Fargo
ASSESSMENT DEPARTMENT

59

January 23, 2018

Board of City Commissioners
City Hall
Fargo, ND 58102

Dear Commissioners:

Chapter 57-02.2 of the North Dakota Century Code provides for a property tax exemption for certain types of improvements made to existing buildings.

I have attached a copy of an application for real estate tax exemption of building improvements for the property at 1357 5 St. N as submitted by SLM Properties I LLC. A description of the property involved, types of improvements to be made, and assessment information are indicated on the application.

It is my opinion that the value of some of the improvements, referred to in the application, qualifies for the exemption. This exemption would be for the years 2018, 2019, 2020, 2021 & 2022.

The estimated annual tax revenue lost by granting the exemption, based upon the estimated cost of the improvements, would be about \$945 with the City of Fargo's share being \$160.

Sincerely,



Ben Hushka
City Assessor

hah
attachment

**Application For Property Tax Exemption For Improvements
To Commercial And Residential Buildings**

North Dakota Century Code ch. 57-02.2
(File with the local city or township assessor)

Property Identification

1. Name of Property Owner	<u>SLM Properties LLC</u>	Phone No.	<u>388-8190</u>
2. Address of Property	<u>1357 5 ST N</u>		
City	<u>FARGO</u>	State	<u>ND</u> Zip Code <u>58102</u>
3. Legal description of the property for which the exemption is being claimed.	<u>Pt of L+14 + All of 15 Bk2 Holes 1st</u>		
4. Parcel Number	<u>01-1360-004102W</u>	Residential <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Central Business District <input type="checkbox"/>	
5. Mailing Address of Property Owner	<u>1420 4 ST N</u>		
City	<u>Fargo</u>	State	<u>ND</u> Zip Code <u>58102</u>

Description Of Improvements For Exemption

6. Describe the type of renovating, remodeling or alteration made to the building for which the exemption is being claimed (attach additional sheets if necessary).	<u>Construct 17'x22' Addition with crawl space for Kitchen, Laundry & Bath & Living area above new garage</u>		
7. Building Permit No.	<u>171245</u>	8. Year Built	<u>1947</u>
9. Date of Commencement of making the improvement	<u>July 2017</u>		
10. Estimated market value of property before improvement	\$	<u>187,700</u>	
11. Cost of making the improvement (all labor, material and overhead)	\$	<u>70,000</u>	<u>100,000</u>
12. Estimated market value of property after improvement	\$	<u>261,400</u>	

Applicant's Certification and Signature

13. I certify that the above information is correct to the best of my knowledge and I apply for this exemption.	
Applicant's Signature	<u>Sheryl M. Lutzke</u> Date <u>1/19/18</u>

Assessor's Determination

14. The local assessor finds that the improvements in this application has <input checked="" type="checkbox"/> has not <input type="checkbox"/> met the qualifications for exemption for the following reason(s):	<u>5 YEARS FOR QUALIFYING WORK</u>
Assessor's Signature	<u>Drew Penicka</u> Date <u>1/23/18</u>

Action of Governing Body

15. Action taken on this application by local governing board of the county or city: Denied <input type="checkbox"/> Approved <input type="checkbox"/>	
Approval subject to the following conditions:	_____
Chairman of Governing Body	_____ Date _____



Public Health
Prevent. Promote. Protect.
Fargo Cass Public Health



FARGO CASS PUBLIC HEALTH
1240 25th Street South
Fargo, ND 58103-2367
Phone 701-241-1360
Fax 701-241-1366
FargoCassPublicHealth.com

MEMORANDUM

TO: BOARD OF CITY COMMISSIONERS

**FROM: RUTH ROMAN
DIRECTOR OF PUBLIC HEALTH**

DATE: JANUARY 18, 2018

**RE: SOUTHEAST HUMAN SERVICE CENTER AGREEMENT FOR
SERVICES FOR TOBACCO PREVENTION ACTIVITIES FOR
\$55,000 (RFP 17386)**

The following Agreement for Services with Southeast Human Service Center is for tobacco prevention activities. No budget adjustment is required for this contract.

If you have any questions, please contact me at 241-1380.

Suggested Motion: Move to approve the contract with Southeast Human Service Center for tobacco prevention activities.

RR/LA
Enclosure

AGREEMENT FOR SERVICES

THIS AGREEMENT, effective the 15th day of January 2018 by and between Fargo Cass Public Health (FCPH); and Southeast Human Service Center (Contractor).

NOW, THEREFORE, it is hereby agreed by and between the parties here to as follows:

1. **Term of Agreement:** The parties entered into a written agreement for the period of January 15, 2018 through June 30, 2018.
 - A. **Services to be provided by independent contractor:** Working in collaboration with FCPH, the independent contractor will function as the Project Manager in implementing tobacco prevention, control, and cessation activities to reduce tobacco-related disparities and social norms among specific population groups. Duties will include: group and individual counseling for tobacco cessation services, implement alternative activities in place of smoke breaks, attend trainings to acquire relevant information and skills to properly dose nicotine replacement therapy, and work towards becoming completely tobacco free by July 1, 2018 at all Southeast Human Service Center locations in Fargo, North Dakota.
 - B. **Reimbursement:** The contracting consultant shall be reimbursed up to \$55,000, including nicotine replacement therapy, carbon monoxide testers and supplies, continuing education, and travel expenses. An initial \$10,000 shall be granted to purchase nicotine replacement therapy for individuals who are uninsured for quarter three (January-March) with additional funds available for NRT, if needed. All nicotine replacement therapy medication must be approved by the Food and Drug Administration and individual's medical provider, including nicotine patches, nicotine gun, and nicotine lozenges. Invoices must be submitted monthly by the 7th of following month with Progress Reports with the final invoice being due on June 15, 2018.
 - D. **Termination:** This Agreement may be terminated by either party upon the giving of thirty (30) days written notice.
 - E. **Confidentiality:** The independent contracting consultant agrees to not, directly or indirectly, disclose, make known, divulge, publish or communicate any individually identifiable health information or other confidential information to any person, firm or corporation without consent unless that disclosure is authorized under North Dakota law.
 - F. **Progress Reports:** FCPH, shall throughout the effective dates of this agreement, conduct ongoing evaluation of the Contractor's performance in carrying out their tobacco prevention, control, and cessation services. Such evaluation may include, but not be limited to periodic visits by departmental representatives to review progress made by Contractor in accomplishing stated goal/objectives. Contractor will submit written reports and forms provided by FCPH. Progress reports shall be submitted by the 7th day of the following month.
 1. February 7th for January
 2. March 7th for February
 3. April 7th for March
 4. May 7th for April
 5. June 7th for May
 6. July 7th for June

Special Considerations:

- A. It is understood and agreed that the relationship created by this Agreement shall be that of independent contractor and contractee that shall not be deemed an employee of Fargo Cass Public Health for any other purpose.
- B. The laws of the State of North Dakota shall govern this service agreement. I hereby certify that the above assurances and provisions of service have been reviewed and our agency has agreed upon the conditions as set forth.
- C. It is understood any forms or paperwork required by Fargo Cass Public Health and the City of Fargo to receive payment for services will be completed as needed.

In Witness thereof, this purchase of service agreement has been executed between the Consultant and Fargo Cass Public Health on the date-executed below.

FARGO CASS PUBLIC HEALTH

By Ruth Roman
Ruth Roman
Director of Public Health

Date 1-18-18

CONSULTANT

By [Signature]
Southeast Human Services

Date 1/17/18

By _____
Timothy J. Mahoney
Mayor, City of Fargo

Date _____



Public Health
Prevent. Promote. Protect.
Fargo Cass Public Health

7

FARGO CASS PUBLIC HEALTH
1240 25th Street South
Fargo, ND 58103-2367
Phone 701-241-1360
Fax 701-241-1366
FargoCassPublicHealth.com

M E M O R A N D U M

TO: BOARD OF CITY COMMISSIONERS

FROM: RUTH ROMAN
DIRECTOR OF PUBLIC HEALTH

DATE: JANUARY 19, 2018

RE: PURCHASE OF SERVICE AGREEMENT FOR HIV
COUNSELING, TESTING AND REFERRAL FOR \$45,300
NORTH DAKOTA DEPARTMENT OF HEALTH
CONTRACT NO. PF17.104 CFDA NO. 93.940

The attached Purchase of Service Agreement for \$45,300 with the North Dakota Department of Health is for an HIV counseling, testing and referral program.

The following budget adjustments are required:

2018 Revenue

HIV	101-0000-331-12-05	\$13,000
-----	--------------------	----------

If you have any questions please contact me at 241-1380.

Suggested Motion: Move to approve the HIV counseling, testing and referral contract.

RR/LA
Enclosure



PURCHASE OF SERVICE AGREEMENT RESTRICTED FUNDING SFN 59918 (1-2016)		NORTH DAKOTA DEPT. OF HEALTH (NDDoH) 600 E BOULEVARD AVE, DEPT. 301 BISMARCK, ND 58505-0200	
CONTRACT NUMBER	CFDA NAME	START DATE	END DATE
PF17.104	HIV Prevention Activities - Health Department Based	1/1/2018	12/31/2018
FEDERAL AWARD DATE	FEDERAL AWARING AGENCY	CONTRACT TYPE: ACQUISITION or RESEARCH	
12/13/2017	Department Of Health And Human Services	Acquisition	
THIS CONTRACT IS NOT EFFECTIVE AND EXPENDITURES RELATED TO THIS CONTRACT SHOULD NOT BE INCURRED UNTIL ALL PARTIES HAVE SIGNED THIS DOCUMENT.			
TITLE OF PROJECT/PROGRAM	NDDoH PROJECT CODE	2201 HLH3378-02 \$37700; HL123919-01 \$7600	
CONTRACTOR NAME	PROJECT DIRECTOR	Lindsey VanderBusch	
ADDRESS	ADDRESS	2635 E Main Ave	
CITY/STATE/ZIP	CITY/STATE/ZIP	Bismarck, ND 58506	
CONTACT NAME	CONTACT NAME	Lindsey VanderBusch	
TELEPHONE NUMBER	TELEPHONE NUMBER	701.328.4555	
EMAIL	EMAIL	lvanderbusch@nd.gov	
Amount Awarded	NDDoH Cost Share	Total Costs	
\$45,300	\$0	\$45,300	
Previous Funds Awarded	\$0	\$0	
Total Funds Awarded	\$45,300	\$45,300	
SCOPE OF SERVICE	<p>Contractor will provide the following services: (1) Collect blood specimens for rapid HIV/HCV testing for persons at risk for infection; (2) Provide pre-test and post-test counseling to individuals being screened for HIV/HCV at a time and place appropriate for both the client and provider; (3) Collect and provide blood specimens to confirm positive rapid screens to the North Dakota Department of Health-Division of Laboratory Services using the most recent laboratory specimen testing form; (4) Submit the mandatory epidemiologic information on all tests performed within one week of specimen collection via online reporting tool; (5) Provide hepatitis A and hepatitis B vaccinations to individuals who identify a risk factor or are positive for hepatitis C; (6) Provide community outreach testing and education; (7) Provide linkage to medical care services for individuals who are positive for HCV; (8) Follow all requirements as written in the NDDoH Counseling, Testing and Referral Manual; (9) Submit the HIV/HCV Reimbursement Form to the HIV/AIDS Program no later than 15 days after the end of each month via the PRS system; (10) File necessary records consistent with the Maven Security Policy; (11) Conduct evaluative activities as requested by the Department; and (12) Participate in HIV/HCV CTR site meetings, training and other activities as requested.</p>		
REPORTING REQUIREMENTS	<p>Monthly expenditure and progress reports are due 15 days after the end of each month. Reimbursement will be processed upon Department approval of expenditure and progress reports. The expenditure report ending June 30, 2018 must be received by July 13, 2018. The final expenditure report ending December 31, 2018 must be received by February 15, 2019. Epidemiologic data must be submitted using the online reporting tool within one week of the specimen collection date for each person tested.</p>		
SPECIAL CONDITIONS	<p>Funding for this contract is restricted to \$17025 until such time as the Federal Award is received and processed by the Department. Allowable expenses are included on the HIV HCV Reimbursement Form. All contractors with the ability to bill third-party payers for these services are expected to do so as appropriate before requesting reimbursement from the Department. Financial obligation of the Department is contingent upon funds being made available by The Centers for Disease Control and Prevention. The Department will send notification to the Contractor when the restriction has been lifted. This notification serves as official documentation and should be filed with the Purchase of Service Agreement for documentation.</p>		
<p>This Purchase of Service Agreement is subject to the terms and conditions incorporated either directly or by reference in the following: (1) Requirements Addendum for Purchase of Service Agreements issued by the North Dakota Department of Health as signed by Contractor for the period of July 1, 2017 to June 30, 2019 [Accounting Use Only ___ Requirements received] and (2) applicable State and Federal regulations.</p>			
EVIDENCE OF CONTRACTOR'S ACCEPTANCE		EVIDENCE OF NDDoH ACCEPTANCE	
January 18, 2018 DATE <i>Ruth Roman</i> SIGNATURE	DATE	SIGNATURE	
Ruth Roman, Director of Public Health TYPED NAME/TITLE OF AUTHORIZED REPRESENTATIVE		Kirby Kruger, Section Chief, Medical Services Section TYPED NAME/TITLE OF AUTHORIZED REPRESENTATIVE	
DATE	SIGNATURE	DATE	SIGNATURE
Timothy J. Mahoney, Mayor, City of Fargo TYPED NAME/TITLE OF AUTHORIZED REPRESENTATIVE		Brenda M. Weisz, CFO TYPED NAME/TITLE OF AUTHORIZED REPRESENTATIVE	
If attachments are referenced, they must be returned with the signed award. If you did not receive attachments as indicated, contact the Program Director identified above.			



Public Health
Prevent. Promote. Protect.
Fargo Cass Public Health

8

FARGO CASS PUBLIC HEALTH
1240 25th Street South
Fargo, ND 58103-2367
Phone 701-241-1360
Fax 701-241-1366
FargoCassPublicHealth.com

M E M O R A N D U M

TO: BOARD OF CITY COMMISSIONERS

FROM: RUTH ROMAN
DIRECTOR OF PUBLIC HEALTH

DATE: JANUARY 22, 2018

RE: AGREEMENT WITH LUTHERAN SOCIAL SERVICES OF
NORTH DAKOTA FOR REFUGEE HEALTH SERVICES FOR
\$5,934

This is a request to approve the attached agreement with Lutheran Social Services of North Dakota for the refugee health services and interpreters.

No budget adjustment is required for this contract.

If you have questions, please contact Ruth Roman at 241-1380.

Suggested Motion: Move to approve the contract agreement with Lutheran Social Services of North Dakota.

RR/LA
Enclosure

GRANT AGREEMENT

Lutheran Social Services of North Dakota (Grantor), 3911 20th Avenue S, Fargo ND 58103, has determined the services identified in the Scope of Service paragraph below form an appropriate basis for the expenditure of federal funds allocated to Grantor.

Fargo Cass Public Health, 1240 25th Street S, Fargo ND 58103, is appropriate to provide those services.

Grantor and Grantee therefore enter into the following:

1. TERM OF GRANT

This grant runs from October 1, 2017 through September 30, 2018. This grant may be terminated at any time by mutual consent of both parties, or upon 30 days' written notice by either party, with or without cause.

2. SCOPE OF SERVICE, REPORTING, AND ADVISORY COMMITTEE

Grantee shall provide: Medical interpretation and translation services for refugee health screening, physical examination and/ or required follow-up care for newly resettled refugees. Grantee shall provide semi-annual reports to Grantor on 3/1/2018 and 9/1/2018 in a format prescribed by the Office of Refugee Resettlement and Lutheran Social Services of ND as the grantee of federal funding. Grantee also shall collect data for reporting to the Office of Refugee Resettlement as requested by Grantor for the purpose of year end outcome measures. Nurse Case Management is to be provided in a linguistically appropriate manner utilizing written and spoken interpretation of materials of instruction and explanation when necessary.

The Grantee shall participate with other Grantees as a member of the Refugee Services Advisory Committee which meets at least quarterly, and will report to the committee on goals, outcomes, new initiatives, and barriers in providing health services to refugees.

3. COMPENSATION

Grantor, upon receipt and approval of Request for Reimbursement or other form required by Grantor, shall reimburse Grantee for allowable expenses incurred. "Allowable expenses" are defined by the OMB Circulars cited under Section 8 of this grant. The total amount paid under this grant may not exceed \$5,934. No funds will be paid for services until they have been provided. Grantee shall submit its request for reimbursement to Grantor monthly. Grantee shall submit its final reimbursement request to Grantor no later than 30 days after the expiration or termination of this grant. Grantor may not pay Grantee until Grantee signs and returns to Grantor the Certification of the OMB Circular Information Guide.

Payment for services under this grant may include federal monies. Anticipated funding at the time this grant is executed is listed below. The funding source of actual payments and the federal program can be verified by contacting LSS' Fiscal Administration Division.

Anticipated Funding:

Federal	\$ 5,934.00	Other	\$0.00
State	\$0.00	Unknown	\$0.00

Catalog of Federal Domestic Assistance Number 93.566, Refugee and Entrant Assistance, State Administered Programs- Cash and Medical Assistance Funding.

4. GRANTEE'S UNDERSTANDING OF TERM OF FUNDING

Grantee understands that this grant is a one-time grant, and acknowledges that it has received no assurances that this grant may be extended beyond its expiration date.

5. GRANTEE ASSURANCES

Grantee agrees to comply with the applicable assurances set forth in the Grantee Assurances found in Attachment A which is part of this grant.

6. AUTHORITY TO CONTRACT

Grantee may not contract for or on behalf of, or incur obligations on behalf of, Grantor. Grantee may subcontract with qualified providers of services, provided that any subcontract acknowledges the binding nature of this grant, and incorporates this grant, together with its attachments as appropriate. Grantee agrees to be solely responsible for the performance of any subcontractor. Grantee may not assign or otherwise transfer or delegate any right or duty without Grantor's express written consent.

7. INDEPENDENT ENTITY

Grantee shall perform as an independent entity under this grant. Grantee, its employees, agents, or representatives are not employees of Grantor for any purpose, including the application of the Social Security Act, the Fair Labor Standards Act, the Federal Insurance Contribution Act, the Federal Unemployment Act, the North Dakota Unemployment Compensation Law, and the North Dakota Workers' Compensation Act. No part of this grant may be construed to represent the creation of an employer/employee relationship between Grantor and Grantee. Grantee will retain sole and absolute discretion in the judgment of the manner and means of carrying out Grantee's activities and responsibilities under this grant.

8. AUDIT RESPONSIBILITY AND EXPENSE ALLOWABILITY

Grantee agrees to keep financial records necessary to fully disclose the complete financial status of the grant. Grantee must submit documentation supporting requests for reimbursement for review by Grantor or its agents, upon request. If Grantee has expended federal funds (when considering all sources) during Grantee's fiscal year at the amount specified in OMB Circular A-133, Audits of State, Local Governments, and Non-Profit Organizations, which is made a part of this grant by reference here, that Circular must be followed pursuant to the Single Audit Act of 1984, Public Law 98-502; and the Single Audit Act Amendments of 1996, Public Law 104-156. Grantee agrees to file a copy of the "Reporting Package" as described by the Circular

referenced above with LSS' Fiscal Administration Division within the time frame identified in that Circular. Additionally, Grantee agrees to spend all federal assistance received from Grantor in accordance with applicable laws and regulations such as: OMB Circular A-110 Uniform Administrative requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and other Non-Profit Organizations, OMB Circular A-122, the Cost Principals for Non-Profit Organizations, which are made a part of this grant by reference here.

9. RETENTION OF RECORDS

Grantee agrees to retain financial records for three years from the date of submission of the final expenditure report or if subject to audit, from the date the audit is completed and closed, whichever occurs later. Grantee must provide Grantor, the federal government, and their duly authorized representatives access to the books, documents, papers, and records of Grantee that are pertinent to the services provided under this grant. Program records must be maintained for a period of six years or until an audit is completed and closed, whichever occurs later.

10. TERMINATION OF GRANT FOR CAUSE

Grantor by written notice of default to Grantee may terminate all or any part of this grant if:

- a) Grantee fails to provide services required by this grant within the time specified or within any extension agreed to by Grantor; or
- b) Grantee fails to perform any of the other provisions of this grant, or fails to pursue the work in a way that endangers performance of this grant in accordance with its terms.

The rights and remedies of Grantor provided in the above clause related to defaults by Grantee are not exclusive and are in addition to any other rights and remedies provided by law or under this grant.

11. TERMINATION FOR LACK OF FUNDING OR AUTHORITY

Grantor may terminate this grant effective upon delivery of written notice to Grantee or on any later date stated in the notice, if:

- 1) Funding from federal, state, or other sources is not obtained and continued at levels sufficient to allow for purchase of the services or supplies in the indicated quantities or for the indicated term. The grant may be modified by mutual consent of the parties in writing to accommodate a reduction in funds.
- 2) Federal or state laws or rules are modified or interpreted in a way that the services are no longer allowable or appropriate for purchase under this grant or are no longer eligible for the funding proposed for payments authorized by this grant.
- 3) Any license, permit, or certificate required by law or rule, or by this grant, is for any reason denied, revoked, suspended or not renewed.

Any termination of this grant under this section is without prejudice to any obligations or liabilities of either party already accrued prior to termination.

12. CONTINGENT LIABILITY

During the term of this grant, and for three years after this grant expires or is terminated, Grantee agrees to reimburse Grantor for any claims submitted by Grantor for federal financial participation in the cost of this grant to the extent those claims are disallowed by any federal agency for failure on the part of Grantee to comply with this grant or any federal or state statutory or regulatory provisions which govern the source of funding. Grantor agrees to give Grantee prompt written notice of any disallowed claims subject to reimbursement by Grantee. Any amount disallowed as described is a debt owing to Grantor. Action may be brought by Grantor as allowed by law.

13. INDEMNITY

The Grantor and Grantee each agree to assume their own liability for any and all claims of any nature including all costs, expenses, and attorneys' fees which may in any manner result from or arise out of this agreement.

14. INSURANCE

The Grantor and Grantee each shall secure and keep in force during the term of this agreement, from any insurance company, government self-insurance pool or government self retention fund authorized to do business in North Dakota, commercial general liability with minimum limits of liability of \$250,000 per person and \$500,000 per occurrence.

15. NOTICE

Any notice or other communication required under this grant must be given by registered or certified mail and is complete on the date mailed when addressed to the parties at the following addresses:

City of Fargo

Fargo Cass Public Health

1240 25th Street S

Fargo, ND 58103

or

Lutheran Social Services of ND

New Americans

3911 20th Avenue S

Fargo ND 58103

16. INTEGRATION, MODIFICATION, AND SEVERABILITY

This grant constitutes the entire grant between Grantee and Grantor. No alteration, amendment, or modification of this grant is effective unless it is reduced to writing, signed by the parties, and attached to the grant. If any term of this grant is declared by a court having jurisdiction to be illegal or unenforceable, the validity of the remaining terms will not be affected and, if possible, the rights and obligations of the parties are to be construed and enforced as if the grant does not contain the illegal or unenforceable term.

17. COLLATERAL CONTRACTS

If any inconsistency exists between this grant and other provisions of collateral contractual agreements that are made a part of this grant by reference or otherwise, the provisions of this grant control.

18. APPLICABLE LAW

This grant is governed by and construed according to the laws of the State of North Dakota.

19. ASSIGNMENT

Neither party may assign this grant or the party's rights under this grant without the written approval of the other party. Approval to assign may not be unreasonably withheld. This grant is equally binding on the respective parties, and their successors and assigns.

20. WORK PRODUCT, EQUIPMENT, AND MATERIALS

All work product, equipment, and materials created or purchased under this grant belong to Grantor and must be delivered to Grantor at Grantor's request upon expiration or termination of this grant. Grantee agrees that all materials prepared under this grant are "works for hire" within the meaning of copyright laws of the United States and assigns to Grantor all rights and interests Grantee may have in the materials it prepares under this grant, including any right to derivative use of the material. Grantee shall execute all necessary documents to enable Grantor to protect its rights under this section. Grantor must provide written approval of Grantee's use of work product or materials for purposes outside the scope of this grant.

21. COMPLIANCE WITH PUBLIC RECORDS LAWS

The parties understand that records maintained under this grant may be subject to the provisions of North Dakota Century Code Chapter 44-04 relating to public records. Grantee further understands that any records or documents not considered to be public records under N.D.C.C. Chapter 44-04, including confidential records, shall not be disclosed without appropriate authorization. Grantor agrees not to disclose any information it may receive from grantee which grantee has identified as confidential and which grantor determines, in its sole discretion, is not subject to public disclosure under N.D.C.C. Chapter 44-04. The duties of the parties hereto to maintain confidentiality of information continues beyond the term of this grant, including any extensions or renewals.

22. DIRECT AND INDIRECT COSTS

The terms of this grant provide for an indirect rate. This rate is limited to the approved indirect rate. Grantee may claim such direct and indirect costs provided they are consistent with Federal OMB Circular A-122.

LUTHERAN SOCIAL SERVICES OF NORTH DAKOTA

Jessica Thomasson, CEO

Date

CITY OF FARGO, FARGO CASS PUBLIC HEALTH

Ruth Roman

Ruth Roman, Director of Public Health

1-24-18

Date

Timothy J. Mahoney, Mayor, City of Fargo

Date

Grantee's Federal Taxpayer Identification Number 45-6002069

GRANTEE ASSURANCES

- A. In connection with furnishing supplies or performing work under this grant, persons who contract with or receive funds to provide services to Grantor are obligated and agree to comply with all local, state, and federal laws, regulations and executive orders related to the performance of this grant including the following: Fair Labor Standards Act, the North Dakota Human Rights Act, Equal Pay Act of 1963, Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Comprehensive Alcohol Abuse and Alcoholism Prevention Treatment and Rehabilitation Act of 1970, the Drug Abuse Prevention, Treatment and Rehabilitation Act of 1970, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Drug-free Workplace Act of 1988, the Americans with Disabilities Act of 1990, Alcohol, Drug Abuse and Mental Health Administration Reorganization Act of 1992 and the Pro-Children Act of 1994.
- B. Unless otherwise authorized by federal law, the charges to be made by Grantee do not include costs financed by federal monies other than those generated by this grant.
- C. By signing this grant, Grantee certifies that neither Grantee, Subcontractor, nor their principals, are presently debarred, declared ineligible, or voluntarily excluded from participation in transaction with State or Federal Government by any Department or Agency of the State or Federal Government.
- D. Grantee assures that:
- 1) No federal funds from this agreement will be paid by or on behalf of Grantee, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an office or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract; the making of any Federal grant, the making of any Federal loan, the entering of any cooperative agreement; or the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
 - 2) If any grant funds other than Federal funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an office or employee of Congress or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, Grantee agrees to complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.
 - 3) Grantee shall require that the language of the Grantee Assurances in this Attachment be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall comply with these Grantee Assurances.



Public Health
Prevent. Promote. Protect.
Fargo Cass Public Health

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FARGO CASS PUBLIC HEALTH
1240 25th Street South
Fargo, ND 58103-2367
Phone 701-241-1360
Fax 701-241-1366
FargoCassPublicHealth.com

MEMORANDUM

TO: BOARD OF CITY COMMISSIONERS

**FROM: RUTH ROMAN
DIRECTOR OF PUBLIC HEALTH**

DATE: JANUARY 25, 2018

**RE: CONTRACT WITH THE NORTH DAKOTA DEPARTMENT OF
HEALTH FOR SYRINGE SERVICES PROGRAM CONTRACT
GRANT NO. G17.581 CFDA NO. 93.940 FOR \$75,000**

This is a request to approve the attached Notice of Grant Award with the North Dakota Department of Health for syringe services program.

The following budget adjustments are required for this contract:

2018 Expense:

Mileage	101-6010-451-56-50	\$ 1,000
In State Travel	101-6010-451-56-60	\$ 600
Out State Travel	101-6010-451-57-60	\$ 2,500
Conference Out State	101-6010-451-59-21	\$ 500

2018 Revenue:


Syringe Services Program	101-0000-331-12-52	\$75,000
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If you have questions, please contact Ruth Roman at 241-1380.

Suggested Motion: Move to approve the contract with the North Dakota Department of Health for the syringe services program.

RR/la
Enclosure



NOTICE OF GRANT AWARD FUNDING SFN 59920 (1-2016)		RESTRICTED		NORTH DAKOTA DEPT. OF HEALTH (NDDoH) 600 E BOULEVARD AVE, DEPT. 301 BISMARCK, ND 58505-0200	
GRANT NUMBER G17-581	FEDERAL AWARD DATE 12/13/2017	HIV Prevention Activities - Health Department Based FEDERAL AWARDING AGENCY Department Of Health And Human Services	CFDA NAME HIV Prevention Activities - Health Department Based	CFDA NUMBER 93.940	START DATE 1/1/2018
THIS AWARD IS NOT EFFECTIVE AND EXPENDITURES RELATED TO THIS AWARD SHOULD NOT BE INCURRED UNTIL ALL PARTIES HAVE SIGNED THIS DOCUMENT.		GRANT TYPE: PROGRAM or R&D PROGRAM			
TITLE OF PROJECT/PROGRAM Syringe Exchange Program Technical Assistance		NDDoH PROJECT CODE 2201HLH3378-04 - \$75,000			
GRANTEE NAME Fargo Cass Public Health		PROJECT DIRECTOR Lindsey VanderBusch			
ADDRESS 1240 25th St S		ADDRESS 2635 E Main Ave			
CITY/STATE/ZIP Fargo, ND 58103		CITY/STATE/ZIP Bismarck, ND 58506			
CONTACT NAME Ruth Roman		CONTACT NAME Lindsey VanderBusch			
TELEPHONE NUMBER 701.241.1360		TELEPHONE NUMBER 701.328.4555			
EMAIL rroman@fargond.gov		EMAIL lvanderbusch@nd.gov			
Amount Awarded \$75,000		NDDoH Cost Share \$0		Total Costs \$75,000	
Previous Funds Awarded \$0		Grantee Cost Share \$0		Total Costs \$0	
Total Funds Awarded \$75,000		NDDoH Cost Share \$0		Total Costs \$75,000	
SCOPE OF SERVICE Grantee agrees to (1) provide technical assistance to eligible entities who are interested in developing and operating syringe exchange programs (SEP) in North Dakota; (2) develop training programs and documentation that can be used to train staff at SEPs (3) be available for in-state and out of state travel as needed; and (4) coordinate ongoing technical assistance to sites that require corrective action as determined by the authorizing agency.					
REPORTING REQUIREMENTS A line item budget must be submitted by 01/31/2018 to the HIV,STD, TB,Viral Hepatitis Program Manager. Monthly expenditure and activity reports are due 15 days after the end of each month. Reimbursement will be processed upon Department approval of expenditure and activity reports. The final expenditure report for the period ending December 31, 2018 must be received by February 15, 2019.					
INDIRECT RATE (check one) _____ x _____ De minimis rate of 10% _____ Negotiated/Approved rate of _____ %					
SPECIAL CONDITIONS Funding for this award is restricted to \$18,750 until such time as the Federal Award is received and processed by the Department. Financial obligation of the Department is contingent upon funds being made available by the Centers for Disease Control and Prevention. The Department will send notification to the Grantee when the restriction has been lifted. This notification serves as official documentation and should be filed with the Notice of Grant Award for documentation.					
This Notice of Grant Award is subject to the terms and conditions incorporated either directly or by reference in the following: (1) Requirements Addendum and Grantee Assurances for Notice of Grant Awards issued by the North Dakota Department of Health as signed by Grantee for the period of July 1, 2017 to June 30, 2019 [Accounting Use Only Requirements received] and (2) applicable State and Federal regulations.					
EVIDENCE OF GRANTEE'S ACCEPTANCE			EVIDENCE OF NDDoH ACCEPTANCE		
January 24, 2018 DATE		 SIGNATURE		_____ SIGNATURE	
Ruth Roman, Director of Public Health		Ruth Roman, Director of Public Health		Kirby Kruger, Section Chief, Medical Services Section	
_____ DATE		_____ DATE		_____ DATE	
Timothy J. Mahoney, Mayor, City of Fargo		Timothy J. Mahoney, Mayor, City of Fargo		Brenda M. Weisz, CFO	
if attachments are referenced, they must be returned with the signed award. If you did not receive attachments as indicated, contact the Program Director identified above.					

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MEMORANDUM

DATE: January 25, 2018
TO: City Commission
FROM: Nicole Crutchfield, Planning Director *NC*
RE: Storefront Rehab – 1303 1st Avenue North

Adrian's Auto Care Center located at 1303 1st Avenue North is being considered for CDBG Storefront Rehab funding. The intent of Fargo's Storefront Rehab/Downtown Project program is to renovate deteriorated properties and eliminate blighted conditions in the downtown area. Interested property owners may apply for a 50% matching grant, up to \$15,000 per facade, which can be used for the rehabilitation of building exteriors, demolition of blighted properties, or other exterior above-grade improvements.

1303 1st Avenue North

The existing structure was built in 1929. The proposed use of federal funding is for façade renovation and the elimination of blighted conditions. Over time, the building has experienced deterioration. The eligible components of the storefront renovation include:

- Remove non-historic metal paneling, exposing original brick
- Repair/paint brick
- Replace windows and doors
- Add corrugated siding to block areas of building

The Community Development Committee and Historic Preservation Commission have reviewed the application and recommend approval unanimously. The amount requested is \$15,000 of the total \$72,360 for the façade renovation. The recommendation is to approve \$15,000 in matching grant funds. The application is attached. If you would like more information, please let me know.

Recommended Action: Approve the Community Development Block Grant Storefront Rehab at 1303 1st Avenue North.



STOREFRONT REHAB & DOWNTOWN PROJECT APPLICATION

PRIMARY CONTACT INFORMATION FOR THIS APPLICATION			
Name	Adrian Greiff		
Address	102 N University Dr		
Phone	701-232-8291	Fax	
E-mail	asgreiff@gmail.com		
Property Address	1303 1st Ave N		
Applicant Name & DUNS number	Adrian Greiff/Greiff Ent. <small>(name of person/entity to receive grant) (Enter DUNS number here)</small>		
Architect/Firm	John McLaughlin / McLaughlin Const. <small>(all applicants must use an architect for project design)</small>		
Property Owner	Adrian Greiff / Greiff enterprises LLC		
Mailing Address	102 N University Dr		

Description of Property			
<input checked="" type="checkbox"/> Current Commercial Tenants			
<small>Business Name</small>	<small>Business Owner</small>	<small>Address</small>	<small>Current sq. ft. occupied</small>
Adrian's Autocare Center	Adrian Greiff	102 N University Dr.	All
<input type="checkbox"/> Current Residential Tenants			
<small>Tenant Name</small>	<small>Unit #</small>	<small>Mailing Address</small>	<small># occupied</small> <small># vacant</small>
N/A			

McLaughlin

CONSTRUCTION

1606 Maple Place
West Fargo, ND 58078
Ph: 701-261-7543

To: Adrians Autocare Center
Address: 102 N. University Drive
Fargo, ND 58102
Project: Remodel

PROP. No. 17026
Date: 10/20/2017
Proj. No.: 17026
PO No.:
Terms: Draw Requests

PROPOSAL

Quantity	Description	Unit Price	Ext. Price
1	Tear out existing Concrete Steps and Dispose		0.00
1	Remove Existing Awning and Dispose		0.00
1	Remove Existing Store Front Windows and Doors and Dispose. Frame in opening w/2x6, R19 Insul, 4 mil poly, 5/8" type 'x' GWB, Firetaped. Ext. OSB sheating, building wrap.		0.00
1	Remove existing exterior door to upstairs, frame in, insulate, poly, GWB Add 20 min door and frame to inside as indicated on plans. Spring hinges and Passage lock.		0.00
1	Remove man door on east side and frame in, insul, poly GWB		0.00
1	Add lit exit sign as indicated on plan		0.00
1	Add vertical Galvalume steel siding on east and south sides as indicated on elevations on 2x4 furring strips (horizontal) at 48" o.c. Anchored to block 48" o.c. on 1 1/2" EPS Insulation		0.00
1	Extend Roof over Main Entrance 5' add Pier, Frame with Decorative Cedar Timbers. Provide stone at Pier per plans and on building at Entrance to Wainscott.		0.00
1	\$4000 Electrical Allowance. \$2000 Light Fixture Allowance		0.00
1		72360	72,360.00
	Exclusions:		0.00
	-Unforeseen conditions		0.00
	-No Asphalt Repair		0.00
	-No wintertime costs		0.00
	-No Plumbing or Mech.		0.00
	Inclusions:		0.00
	-All Labor and Materials to complete job as described above		0.00
	- Debris Removal, Daily Cleanup		0.00
	-Building Permit		0.00
	-McLaughlin Construction standard limits of insurance		0.00
	NET 30 DAYS, 1 1/2% AFTER		0.00
		Subtotal	72,360.00
		Misc.	0
McLaughlin Construction Co., Inc.		Tax	0
DATE:		Freight	0
		Trade Discount	0
Adrians Autocare Center		TOTAL	72,360.00
		DATE:	



STOREFRONT REHAB & DOWNTOWN PROJECT APPLICATION

Summary of Proposed Scope of Work (materials, color schemes, etc.) Please attach colorized drawings that include pre- and post-rehab detail, indicating specifically what will be modified and how (Attachment 2). Note – to receive historic preservation approval, projects **cannot** submit plans that include the use of “anodized” aluminum. If window replacement is proposed, applicant must provide manufacturer’s window specifications.

- ① remove awning, old metal fascia, front windows, and 1 unused door and steps.
- ② Install new steel (galvanized) on East + South facing exterior walls.
- ③ Install new lighting on exterior over doors.

How will proposed project affect the historic character of the property?

By removing the 1970's era siding and installing new galvanized steel I think the building will fit into the new downtown look a lot better.

How will your project complement downtown redevelopment efforts?

By making the building not such an eye sore.

For more information on completing this application please refer to the following website.
<http://www.cityoffargo.com/Business/StorefrontDowntownGrants/>



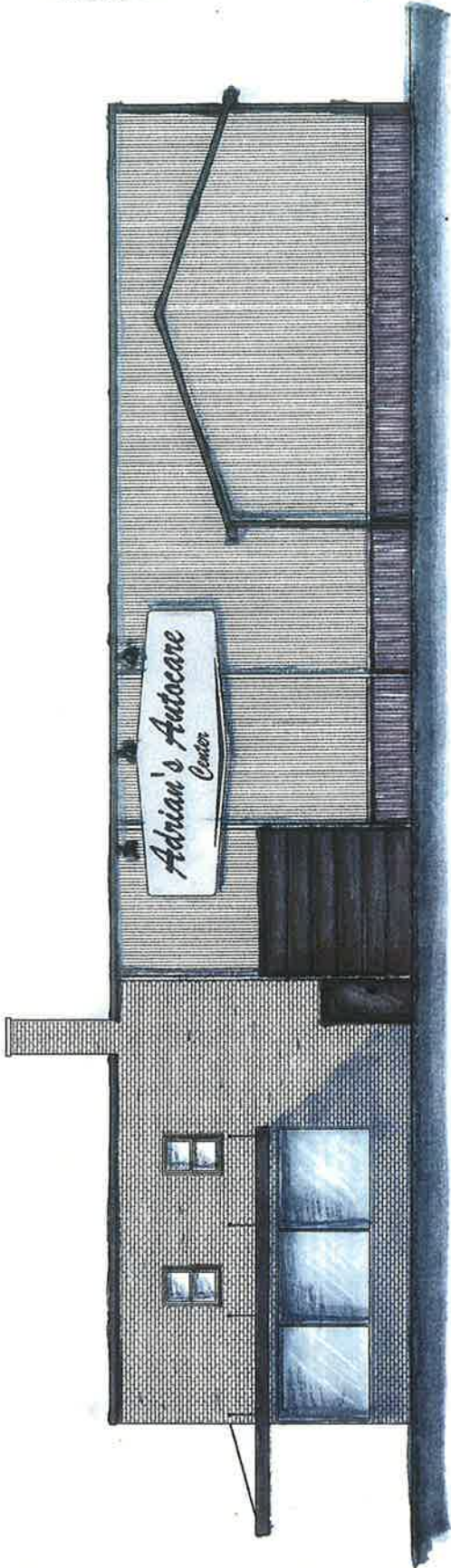
STOREFRONT REHAB & DOWNTOWN PROJECT APPLICATION

Building History (if available)
100 yrs Ago Loading dock. 80 yrs Ago Buick Dealership. 50 yrs Ago Gerold Boats. 25 yrs ago Star Automotive 2003-Present Adriaus Auto Care

Total Cost of façade renovation \$ 72,360	Amount of CDBG Funding Requested \$ 15,000
Is the exterior renovation part of a larger project?	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, the exterior rehab is the only work I am doing	
If yes, please describe comprehensive project.	

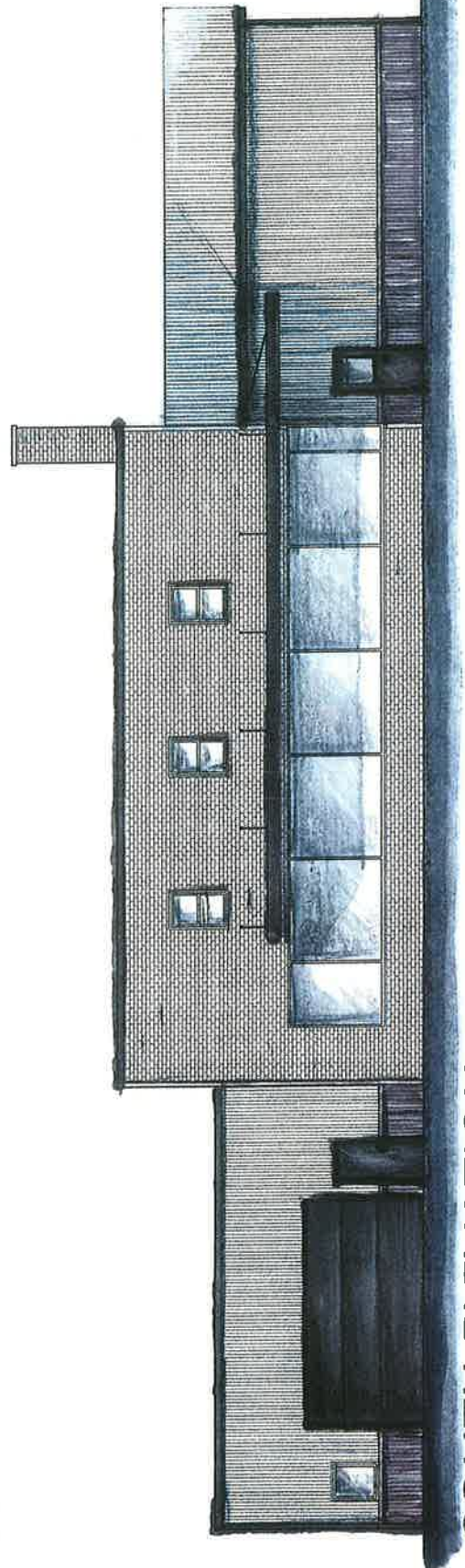
Summary of Existing Condition of Exterior (please attach pictures – Attachment 1)
outdated and falling apart.





EAST ELEVATION

nts



SOUTH ELEVATION

nts

McLaughlin
CONSTRUCTION

DATE: 10-1-17
 PROJECT: ADRIAN'S AUTOCARE CENTER
 LOCATION: FERRIS
 100 N. 10TH ST.
 FERRIS, MI 49735
 248-253-1111
 WWW.MCLOUGHLINCONSTRUCTION.COM

A1



City of Fargo Staff Report			
Title:	Agassiz Crossing 7th Addition	Date:	3/27/2017
		Update:	1/24/2018
Location:	4825 and 4757 Agassiz Crossing South	Staff Contact:	Kylie Bagley
Legal Description:	Lot 1, Block 2, Agassiz Crossing 4th Addition and Lot 1, Block 1, Agassiz Crossing 2nd Addition		
Owner(s)/Applicant:	Sanford Fargo/ Lightowler Johnson Associates	Engineer:	Lightowler Johnson Associates
Entitlements Requested:	Minor Subdivision (Replat of Lot 1, Block 2, Agassiz Crossing 4th Addition and Lot 1, Block 1, Agassiz Crossing 2nd Addition, to the City of Fargo, Cass County, North Dakota)		
Status:	City Commission Public Hearing: January 29, 2018		

Existing	Proposed
Land Use: Vacant land	Land Use: Institutional Uses
Zoning: GC, General Commercial.	Zoning: No Change
Uses Allowed: Colleges, community service, daycare centers of unlimited size, detention facilities, health care facilities, parks and open space, religious institutions, safety services, adult entertainment centers, offices, off-premise advertising, commercial parking, outdoor recreation and entertainment, retail sales and service, self-storage, vehicle repair, limited vehicle service, aviation, surface transportation, and major entertainment events.	Uses Allowed: No Change
Maximum Lot Coverage Allowed: Maximum 85% building coverage	Maximum Lot Coverage Allowed: No Change

Proposal:
<p>The applicant is seeking approval of a minor subdivision, entitled Agassiz Crossing 7th Addition, which is a replat of Lot 1, Block 2, Agassiz Crossing 4th Addition and Lot 1, Block 1, Agassiz Crossing 2nd Addition. The subject properties are located at 4825 and 4757 Agassiz Crossing South and encompass approximately 11.52 acres. The applicant is proposing a two (2) lot, one (1) block minor subdivision. Included on the plat is a 58 foot wide ingress/egress easement off of Agassiz Crossing South.</p> <p>This project was reviewed by the City's Planning and Development, Engineering, Public Works, and Fire Departments ("staff"), whose comments are included in this report.</p> <p>Surrounding Land Uses and Zoning Districts:</p> <ul style="list-style-type: none"> • North: Across Interstate 94, MR-2, Multi-Dwelling and LI, Limited Industrial with apartment and commercial use • East: GC, General Commercial with retail use • South: Across Agassiz Crossing South, GC, General Commercial with vacant land use • West: Across 49th Street South, GC, General Commercial with motel and vacant land use
Schools and Parks:
Schools: The subject property is located within the West Fargo School District and is served by Freedom

Elementary, Liberty Middle and Sheyenne High schools.

Parks: Urban Plains Park (5050 30th Avenue S) is located approximately ½ mile southwest of the subject property and offers playground amenities.

Pedestrian / Bicycle: There are off-road bike facilities located along 23rd Avenue South, and Urban Plains Park. These bike routes are a component of the metro area bikeways system.

Area Plan: The 2003 Southwest Area Plan identifies this area to be designated for commercial use.

Staff Analysis:

Minor Subdivision

The LDC stipulates that the following criteria is met before a minor plat can be approved:

1. **Section 20-0907.B.3 of the LDC stipulates that the Planning Commission recommend approval or denial of the application, based on whether it complies with the adopted Area Plan, the standards of Article 20-06 and all other applicable requirements of the Land Development Code. Section 20-0907.B.4 of the LDC further stipulates that a Minor Subdivision Plat shall not be approved unless it is located in a zoning district that allows the proposed development and complies with the adopted Area Plan, the standards of Article 20-06 and all other applicable requirements of the Land Development Code.**

The subdivision is intended to replat Lot 1, Block 2, Agassiz Crossing 4th Addition and Lot 1, Block 1, Agassiz Crossing 2nd Addition into two lots and one block to accommodate future development. In accordance with Section 20-0901.F of the LDC, notices of the proposed plat have been sent out to property owners within 300 feet of the subject property. To date, staff has not received any inquiries. Staff has reviewed this request and finds that this application complies with standards of Article 20-06 and all applicable requirements of the Land Development Code.

(Criteria Satisfied)

2. **Section 20-907.C.4.f of the LDC stipulates that in taking action on a Final Plat, the Board of City Commissioners shall specify the terms for securing installation of public improvements to serve the subdivision.**

While this section of the LDC specifically addresses only major subdivision plats, staff believes it is important to note that any improvements associated with the project (both existing and proposed) are subject to special assessments. Special assessments associated with the costs of the public infrastructure improvements are proposed to be spread by the front footage basis and storm sewer by the square footage basis as is typical with the City of Fargo assessment principles.

(Criteria Satisfied)

Planning Commission Recommendation: April 4, 2017

On April 4, 2017, with a 8-0 vote, the Planning Commission accepted the findings and recommendations of staff and hereby recommended approval to the City Commission of the proposed subdivision plat, **Agassiz Crossing 7th Addition** as outlined within the staff report, as the proposal complies with the adopted Area Plan, the standards of Article 20-06, and all other applicable requirements of the Land Development Code”.

Staff Recommendation:

Suggested Motion: “To accept the findings and recommendations of staff and the Planning Commission and hereby approve the proposed subdivision plat, **Agassiz Crossing 7th Addition** as outlined within the staff report, as the proposal complies with the adopted Area Plan, the standards of Article 20-06, and all other applicable requirements of the Land Development Code”.

Attachments:

1. Zoning Map
2. Location Map
3. Plat

Plat (Minor Subdivision)

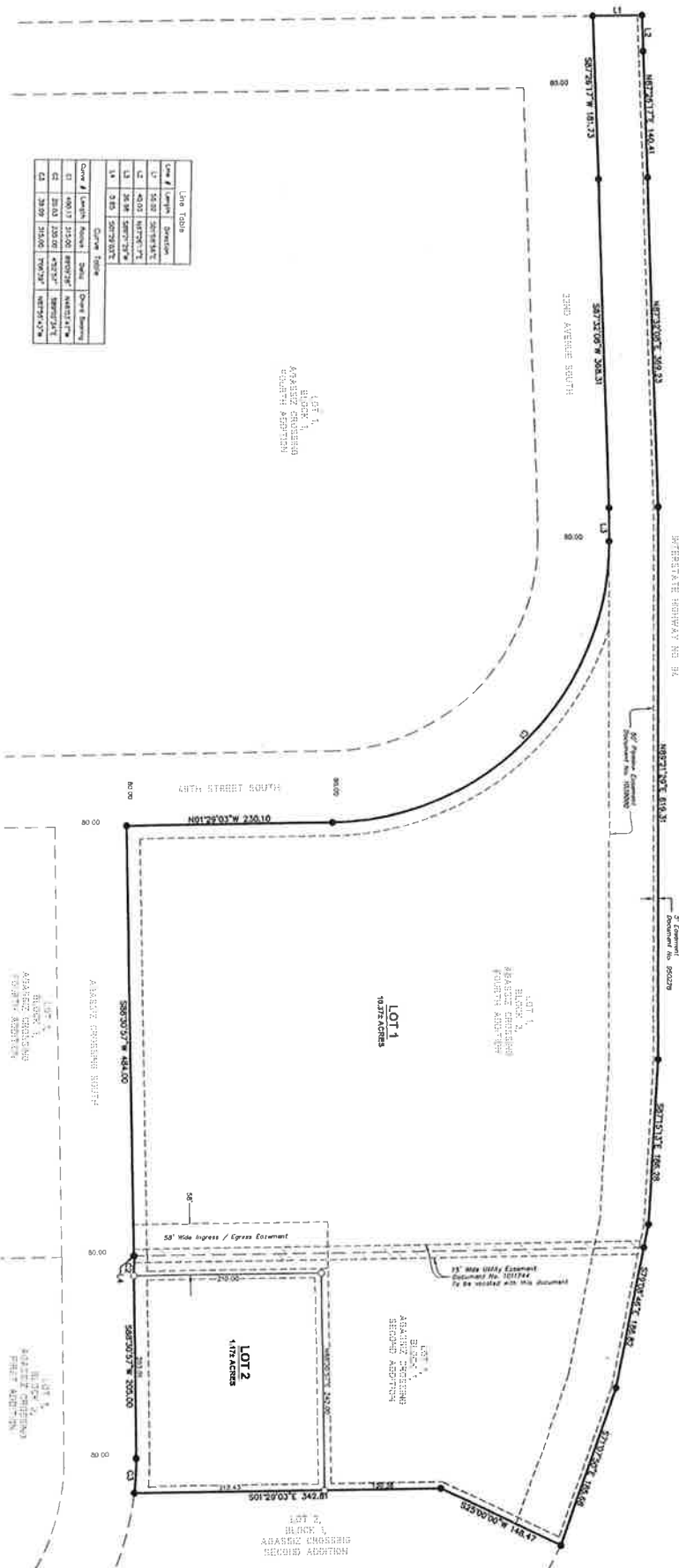
Agassiz Crossing Seventh Addition

4825 & 4757 Agassiz Xing S



AGASSIZ CROSSING SEVENTH ADDITION

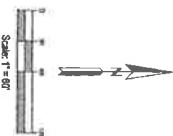
A REPLAT OF LOT 1, BLOCK 2, AGASSIZ CROSSING FOURTH ADDITION AND A REPLAT OF LOT 1, BLOCK 1, AGASSIZ CROSSING SECOND ADDITION TO THE CITY OF FARGO, COUNTY OF CASS, STATE OF NORTH DAKOTA (A MINOR SUBDIVISION)



Curve #	Length	Radius	Start	End	Direction
C1	140.017	215.000	89°50'17"	84°40.00'	CLOCKWISE
C2	20.000	20.000	45°00'	45°00'	CLOCKWISE
C3	20.000	20.000	135°00'	135°00'	CLOCKWISE

LEGEND

- DENOTES FOUND SURVEY MONUMENT
- DENOTES SET REBAR SET AND MARKED 804
- DENOTES BOUNDARY LINE
- - - DENOTES LOT LINE
- - - DENOTES ADJACENT LOT LINE
- - - DENOTES UTILITY BASEMENT



ILLIA
 ARCHITECTURE ENGINEERING
 PLANNING LAND SURVEYING
 1000 S. UNIVERSITY AVENUE, SUITE 200
 FARGO, ND 58102
 (701) 785-1111
 WWW.ILLIA.COM

NAME OF JOB:
 The southern line of Lot 1,
 Block 2, AGASSIZ CROSSING
 AND THE SOUTHERN LINE OF
 LOT 1, BLOCK 1, AGASSIZ CROSSING
 REBAR SET AND MARKED 804
 SHEET 1 OF 2

AGASSIZ CROSSING SEVENTH ADDITION

A REPLAT OF LOT 1, BLOCK 2, AGASSIZ CROSSING FOURTH ADDITION AND A REPLAT OF LOT 1, BLOCK 1, AGASSIZ CROSSING SECOND ADDITION TO THE CITY OF FARGO, COUNTY OF CASS, STATE OF NORTH DAKOTA (A MINOR SUBDIVISION)

CITY OF FARGO PLANNING COMMISSION APPROVE
This plat in the City of Fargo is hereby approved this _____ day of _____, 20__.

City Planning Commission
Fargo Planning Commission
STATE OF NORTH DAKOTA
COUNTY OF CASS

Notary Public, Cass County, ND
My Commission Expires _____

On this _____ day of _____, 20__, before me, a Notary Public in and for said County and State, personally appeared _____, Fargo Planning Commission, for the reason to be the person described in and who executed the foregoing instrument and acknowledged that they executed same on their free act and deed.

Notary Public, Cass County, ND
My Commission Expires _____

Notary Public, Cass County, ND
My Commission Expires _____

REPLAT OF CASS COUNTY ADDITION
I, Nelson G. Anderson, Notary Public under the laws of the State of North Dakota, do hereby certify that _____, Fargo Planning Commission, has acknowledged to me known to be the person described in and who executed the foregoing instrument and acknowledged that they executed same on their free act and deed.

Notary Public, Cass County, ND
My Commission Expires _____

Notary Public, Cass County, ND
My Commission Expires _____

On this _____ day of _____, 20__, before me, a Notary Public in and for said County and State, personally appeared _____, Fargo Planning Commission, for the reason to be the person described in and who executed the foregoing instrument and acknowledged that they executed same on their free act and deed.

Notary Public, Cass County, ND
My Commission Expires _____

REPLAT OF CASS COUNTY ADDITION
This plat in the City of Fargo is hereby approved this _____ day of _____, 20__.

City Planning Commission
Fargo Planning Commission
STATE OF NORTH DAKOTA
COUNTY OF CASS

Notary Public, Cass County, ND
My Commission Expires _____

On this _____ day of _____, 20__, before me, a Notary Public in and for said County and State, personally appeared _____, Fargo Planning Commission, for the reason to be the person described in and who executed the foregoing instrument and acknowledged that they executed same on their free act and deed.

Notary Public, Cass County, ND
My Commission Expires _____

Notary Public, Cass County, ND
My Commission Expires _____

REPLAT OF CASS COUNTY ADDITION
I, Nelson G. Anderson, Notary Public under the laws of the State of North Dakota, do hereby certify that _____, Fargo Planning Commission, has acknowledged to me known to be the person described in and who executed the foregoing instrument and acknowledged that they executed same on their free act and deed.

Notary Public, Cass County, ND
My Commission Expires _____

Notary Public, Cass County, ND
My Commission Expires _____

On this _____ day of _____, 20__, before me, a Notary Public in and for said County and State, personally appeared _____, Fargo Planning Commission, for the reason to be the person described in and who executed the foregoing instrument and acknowledged that they executed same on their free act and deed.

Notary Public, Cass County, ND
My Commission Expires _____





12

PUBLIC WORKS/OPERATIONS

Fleet Management, Forestry, Streets & Sewers, Watermeters, Watermains & Hydrants 402 23rd STREET NORTH FARGO, NORTH DAKOTA 58102 PHONE: (701) 241-1453 FAX: (701) 241-8100

January 23, 2018

The Honorable Board of City Commissioners City of Fargo 200 North Third Street Fargo, ND 58102

RE: 2018 Fire Pumper Purchase (PBC18071)

Commissioners:

A cost evaluation process was started in December for the purchase of a new Fire Pump Truck. Multiple vendors were contacted and proposals evaluated. It was determined that utilizing a purchasing consortium was the best solution for the purchase. The Houston/Galveston Area Co-op (HGAC) has contract number FS12-17 (Fire Service Apparatus) available that meets all of the City of Fargo purchasing guidelines.

The review committee, consisting of Chief Dirksen, Lee Soeth, Gary Lorenz and Allan Erickson, determined which proposals met the specifications required. A proposal synapses is attached for your clarification and consideration. It is our recommendation to purchase from Spartan ERV using the HGAC Buying contract. Funding for this project is included in the 2018 Vehicle Replacement Budget.

SUGGESTED MOTION:

Approve the recommendation to purchase one (1) Spartan Fire Pumper thru HGACBuy for the total amount of \$458,954.00.

Respectfully Submitted,

Allan Erickson Fleet Management Specialist



CITY OF Fargo Fire Department

MEMORANDUM

TO: Fire Chief Steve Dirksen 

FROM: Apparatus Committee

DATE: January 10, 2018

SUBJECT: Fire engine selection

Chief Dirksen,

The Apparatus committee met on January 9th for the purpose of evaluating proposals provided by three manufactures for a new pumper to be purchased in 2018. Each committee member evaluated the proposals prior to the meeting. During the meeting, discussions were conducted regarding similarities and differences between the three proposals, and nine critical items were identified that the committee believed to be the most important items by which to rate each proposal. The three companies that submitted complete truck specifications for evaluation were Pierce Manufacturing, Smeal Fire Apparatus, and Spartan ERV.

It was the committee's consensus that all three manufacturers provided specifications for a fire engine that met the general requirements that had been developed by the committee and provided to each manufacturer prior to specification development. Next, using a three point scoring system, each of the nine critical items identified by the committee were rated from 1-3 with a score of one being the lowest, and three being the highest. The categories and the grading results are below.

Manufacture	Pierce		Smeal		Spartan ERV	
Grading Criteria	Comment	Grade	Comment	Grade	Comment	Grade
Past experience		1		2		3
Price	\$464,336.00	2	\$483,135.00	1	\$463,177.00	3
Cab layout and seating	6 man/ standard Pierce seats	1	6 man/same seats as currently in FFD	3	6 man/same seats as currently in FFD	3
Compartment space	165.5 Cubic feet	1	213.5 Cubic feet	2	233.5 Cubic feet	3
Warranty	1 yr. bumper to bumper	1	1 year bumper to bumper	1	2 year bumper to bumper	3
Engine size and Horsepower	Cummins L9 380 hp	1	Cummins L9 450 hp	3	Cummins L9 450 hp	3
Compatibility	1 Apparatus/ unfamiliar	1	1 Apparatus/ somewhat familiar	2	2 Apparatus/ Multiple chassis very familiar	3
Body design and layout	standard pumper	2	Standard pumper	3	Standard pumper	2
Totals		10		17		23

As can be seen in the chart above Spartan ERV came out with the highest score followed by Smeal and then Pierce. Therefore, it is the committee's recommendation to accept the price and truck from Spartan ERV. The committee feels that this truck will give the department the best value over its life span with the department.

USING THE PROGRAM

Types of Participating End Users:

- Municipalities, Cities, Counties and State Agencies
- Councils of Government
- Schools, School Districts, Colleges, Universities
- Hospitals and Hospital Districts
- Emergency Medical Services and Services Districts
- Volunteer Fire Departments and Rural Fire Prevention Districts
- Special Law Enforcement Jurisdictions
- Judicial Courts & Districts
- Emergency Communications Districts
- Utility Districts (MUDs, WCIDs, Irrigation, etc.)
- Special Districts
- Authorities (Airport, Port, River, Water, Toll Road, etc.)
- State Agencies
- Not-for-Profit Corporations [501(c)(3)] providing government functions and services.
(Special requirements apply: See Program Info/Executing an Interlocal Contract with HGACBuy)

The Texas Interlocal Cooperation Act

Most States in the United States have either Interlocal Cooperation or Joint Powers authority to allow local governments in those states to join and participate in programs like HGACBuy.

In 1971, the Texas Legislature passed the Interlocal Cooperation Act [Texas Government Code, Title 7, Chapter 791] to promote activities among local governments across Texas. Any local government or non-profit providing government services may contract or agree with one or more local governments under the terms of this Act to conduct purchasing and other administrative functions. The following excerpt from the Act states that... "The Interlocal Cooperation Act's purpose is to improve the efficiency and effectiveness of local governments by authorizing the fullest possible range of inter-governmental contracting authority at the local level including contracts between all political subdivisions of the state and agencies of the state.

Legal Authority

Governmental entities join HGACBuy by execution of an Interlocal Contract (ILC) which can be found on the HGACBuy website under Program Info.

By executing the ILC, the End User represents and warrants to H-GAC that (1) it is eligible to contract with H-GAC under the Act because it is one of the following: a qualifying non-profit corporation, county, municipality, special district, or other political subdivision of the State of Texas, or another state, and (2) it possesses adequate legal authority to enter into this Contract.

Scope of H-GAC's Professional Services

When participating in HGACBuy, members make their purchase orders out to, and directly pay, the HGACBuy contractor. However, H-GAC does act as the designated purchasing agent on behalf of participating End Users by performing specific services including, but not limited to:

- Conducting research and surveys
- Developing specifications for each product/service
- Soliciting vendor participation
- Issuing specifications documents
- Conducting pre-bid/pre-proposal conferences
- Opening bid/proposal responses
- Evaluating responses
- Issuing Vendor Contracts awarded by the H-GAC Board of Directors
- Certifying contract validity
- Contracts Administration

Interlocal Contract Renewals

Provisions of the Interlocal Cooperation Act provide for annual renewal of Interlocal Contracts. The contract document issued by HGACBuy contains a provision for automatic annual renewal. Unless an updated contract document is requested, or statutory change occurs, the initial enactment could remain in effect in perpetuity. A permanent identification number is assigned to each End User contract.

Purchasing Statutes Applied to H-GAC Competitive Bid Process

Products offered through HGACBuy have been subjected to either the competitive bid or competitive proposal format based on Texas statutes for Councils of Governments under the Local Government Code Chapter 252. The 76th Legislature, Regular Session, added language that stipulates Councils of Governments shall specifically use "municipal bidding statutes". As administrator, H-GAC's rules of governance apply. In evaluating bid and proposal responses, HGACBuy takes into account any prospective contractor's ability to meet performance requirements. Factors considered include number and location of sales/service facilities, depth of staff, qualifications of technical support personnel, and business continuity. Contractors are expected to service all End Users participating in the Program wherever possible, practical, and not contrary to franchise or dealership agreements.

H-GAC Board of Directors Awards All Contracts

The Board of Directors composed of 35 elected officials awards all H-GAC cooperative purchasing contracts. As a political subdivision of the State of Texas, Board agenda are publicly posted in advance of public meetings. Board meetings are customarily held on the third Tuesday of each month in H-GAC Conference Room A, Second floor, 3555 Timmons Lane, Houston. The Houston-Galveston Area Council is one of Texas' 24 regional councils of governments.

Steps To Placing Purchase Orders Through HGACBuy



LOGIN

GENERAL PURPOSE & EMERGENCY VEHICLES	INFRASTRUCTURE EQUIPMENT & SERVICES	COMMUNICATIONS EQUIPMENT & SERVICES	GROUNDS FACILITIES & PARKS EQUIPMENT	PUBLIC WORKS EQUIPMENT	EMERGENCY EQUIPMENT & SUPPLIES	CONSULTING LEASING & STAFFING SERVICES	EMERGENCY PREPAREDNESS & DISASTER RECOVERY	COOPERATIVE ENERGY PURCHASING
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You are here: [Home](#) > [Information About The Program](#) > [Using the Program](#)

INFORMATION ABOUT THE PROGRAM

REPORT OF ACTION

PUBLIC WORKS PROJECTS EVALUATION COMMITTEE

13

Type: Federal Aid Roadway Recommendations for Years 2018 to 2023

Location: Citywide

Date of Hearing: 1/22/2018

<u>Routing</u>	<u>Date</u>
City Commission	1/29/2018
PWPEC File	X
Project File	<u>Jeremy Gorden</u>

The Committee reviewed a communication from Transportation Division Engineer, Jeremy Gorden, regarding project priorities for funding years 2018 to 2023 for both the traditional Urban Road Program and the newly created Urban Grant Program for Federal Aid. The City needs to submit our priorities to Metro COG. The following was Jeremy's recommendations (Programmed means NDDOT has committed funds to project, Requested means no commitment from NDDOT as this point):

TRADITIONAL URBAN PROGRAM – YEARS 2018 TO 2023

2018

Regional Highway System Funds (Can only be spent on US 81 and US 10)

University Drive Interchange and 1800 block of University Drive - Programmed
10th Street – 4th Ave N to 12th Ave N - Programmed

Urban Roads Program Funds (Can be spent on any functionally classified streets or transit purchases)

Sheyenne Street – 19th Ave S to 32nd Ave S (WF project) - Programmed

2019

RHS Funds

Main Avenue – 2nd Street to University Drive - Programmed

URP Funds

52nd Ave S – 45th Street to Sheyenne Street (7/8 Fargo/1/8 WF) (bid in 2018, constructed in 2019) - Programmed
Sheyenne Street – 32nd Ave S to 40th Ave S (WF project) - Programmed
Transit Capital Bus Purchase - Programmed
2nd Street Pedestrian bridge adjacent to the new City Hall – **NEW REQUEST – Construction Cost \$1.5M (1.2 Fed/0.3M Local)**

2020

RHS Funds

None.

URP Funds

64th Ave S & I-29 Grade Separation – 38th Street to Maple Valley Drive – PROGRAMMED, TO BE BID LATE 2020, TO BE CONSTRUCTED IN 2021
N University Drive – 32nd Avenue N to 40th Avenue N (Co Rd 20) – **NEW REQUEST - \$6M (4.5M Fed/1.5M Local)**
Transit Capital Bus Purchase - Programmed

2021

RHS

19th Avenue N – I-29 East Ramp to 18th Street – **NEW REQUEST - \$13M (10.4M Fed/2.6 Local)**

URP

32nd Avenue S – 32nd Street to 22nd Street – **NEW REQUEST - \$10.4M (4.7 Fed/5.7 Local)**
Transit Bus Purchase – **NEW REQUEST - \$1M (0.8M Fed/0.2M Local)**

2022
RHS

Main Avenue – University to 25th Street – PROGRAMMED FOR 2020 BUT REQUESTING IT TO DROP 2 YEARS

2023
URP

32nd Avenue S – 22nd Street to University Drive – **NEW REQUEST - \$14.2M (8M Fed/6.2M Local)**

NEW URBAN GRANT PROGRAM – YEARS 2019 TO 2020 (for downtown only projects)

2019

2nd Street Pedestrian bridge adjacent to the new City Hall –2019 – **NEW REQUEST – Construction Cost \$1.5M (1.2 Fed/0.3M Local)**

2020

On-Street Bike Facility Striping project with limited resurfacing and curb & gutter repairs on 2nd Avenue N – University to 4th Street, NP Avenue – 10th Street to Red River, and 4th Street - 2nd Avenue N to NP Avenue – **NEW REQUEST - \$0.75M (0.6M Fed/0.15 Local)**

On a motion by Mark Bittner, seconded by Bruce Grubb, the Committee voted to recommend approval of the projects as listed above but move the 32nd Ave S project between 22nd Street and 32nd Street up to 2020 and move the construction of the 64th Ave S overpass down to 2021, but still have it bid in 2020.

RECOMMENDED MOTION

Concur with the recommendations of PWPEC and submit to Metro COG, the following projects: TRADITIONAL URBAN PROGRAM; 2018 - University Drive Interchange and 1800 block of University Drive, 10th Street – 4th Ave N to 12th Ave N, 2019 - Main Avenue – 2nd Street to University Drive, 52nd Ave S – 45th Street to Sheyenne Street, Transit Capital Bus Purchase, 2nd Street Pedestrian bridge adjacent to the new City Hall, 2020 – N University Drive – 32nd Avenue N to 40th Avenue N (Co Rd 20), Transit Capital Bus Purchase, 32nd Avenue S – 32nd Street to 22nd Street, 64th Ave S & I-29 Grade Separation – 38th Street to Maple Valley Drive (for 2021 construction), 2021 - 19th Avenue N – I-29 East Ramp to 18th Street, Transit Bus Purchase, 2022 - Main Avenue – University to 25th Street, 2023 - 32nd Avenue S – 22nd Street to University Drive; NEW URBAN GRANT PROGRAM (for downtown only projects); 2019 - 2nd Street Pedestrian bridge adjacent to the new City Hall, 2020 - On-Street Bike Facility Striping project with limited resurfacing and curb & gutter repairs on 2nd Avenue N – University to 4th Street, NP Avenue – 10th Street to Red River, and 4th Street - 2nd Avenue N to NP Avenue.

PROJECT FINANCING INFORMATION:

Recommended source of funding for project: _____

Developer meets City policy for payment of delinquent specials
Agreement for payment of specials required of developer
Letter of Credit required (per policy approved 5-28-13)

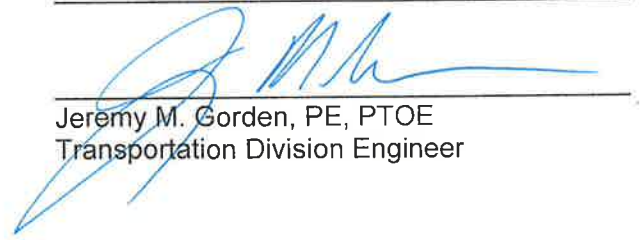
Yes	No
_____	_____
_____	_____
_____	_____

COMMITTEE

Tim Mahoney, Mayor
Nicole Crutchfield, Director of Planning
Steve Dirksen, Fire Chief
Mark Bittner, Director of Engineering
Bruce Grubb, City Administrator
Ben Dow, Director of Operations
Steve Sprague, City Auditor
City Engineer
Kent Costin, Finance Director

Present	Yes	No	Unanimous
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Jeremy Gorden
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ATTEST:


Jeremy M. Gorden, PE, PTOE
Transportation Division Engineer



ITEM 8

ENGINEERING DEPARTMENT

200 3rd Street North
Fargo, North Dakota 58102
Phone: (701) 241-1545
Fax: (701) 241-8101
E-Mail: feng@cityoffargo.com

January 18, 2018

To: Members of PWPEC
From: Jeremy M. Gorden, PE, PTOE *July*
Division Engineer - Transportation
Subject: Federal Aid Transportation Project Applications for Years 2018-2023
NDDOT Urban Program and new Urban Grant Program

The NDDOT is currently soliciting roadway project applications through the 'Urban Program' for federal aid projects for years 2022 and 2023 and also soliciting project applications through the newly created 'Urban Grant Program' for projects in years 2019 and 2020. This new program is for projects in the downtown area only. The following are my recommendations:

TRADITIONAL URBAN PROGRAM – YEARS 2018 TO 2023

2018

Regional Highway System Funds (Can only be spent on US 81 and US 10)

University Drive Interchange and 1800 block of University Drive
10th Street – 4th Ave N to 12th Ave N

Urban Roads Program Funds (Can be spent on any functionally classified streets or transit purchases)

Sheyenne Street – 19th Ave S to 32nd Ave S (WF project)

2019

RHS Funds

Main Avenue – 2nd Street to University Drive

URP Funds

52nd Ave S – 45th Street to Sheyenne Street (7/8 Fargo/1/8 WF) (bid in 2018, constructed in 2019)
Sheyenne Street – 32nd Ave S to 40th Ave S (WF project)
Transit Capital Bus Purchase
2nd Street Pedestrian bridge adjacent to the new City Hall

2020

RHS Funds

None.

URP Funds

64th Ave S & I-29 Grade Separation – 38th Street to Maple Valley Drive
N University Drive – 32nd Avenue N to 40th Avenue N (Co Rd 20)
Transit Capital Bus Purchase

-2021

Street Lighting
Sidewalks

Design & Construction
Traffic Engineering

Truck Regulatory
Flood Plain Mgmt.

Mapping & GIS
Utility Locations

2021

RHS

19th Avenue N – I-29 East Ramp to 18th Street

URP

32nd Avenue S – 32nd Street to 22nd Street - 2020
Transit Bus Purchase

2022

RHS

Main Avenue – University to 25th Street

URP

None.

2023

RHS

None.

URP

32nd Avenue S – 22nd Street to University Drive

NEW URBAN GRANT PROGRAM – YEARS 2019 TO 2020 (for downtown only)

2019

2nd Street Pedestrian bridge adjacent to the new City Hall –2019

2020

On-Street Bike Facility Striping project with spot mill & overlays and curb & gutter repairs on
2nd Avenue S – University to 4th Street, NP Avenue – 10th Street to Red River, and 4th Street 2nd Avenue N to NP Avenue

LOCAL FUNDED PROJECTS – YEAR 2019 & 2020

2019

64th Avenue S – 25th Street to Maple Valley Drive

2020

38th Street – 58th Avenue S to 64th Avenue S
7th Avenue N – University Drive to 4th Street

I have attached two items; Attachment 1 is a number of pages from Metro COG's Long Range Transportation Plan that was approved in 2014 to help identify our project needs and also identifies the expected roadway levels of service on the system in the year 2020 and 2040, and Attachment 2 is a city map showing my recommendations for the years 2018 to 2023.

I plan to complete the applications for each new project we select to move forward, but will do so after we select the projects to move forward with.

PWPEC

Federal Aid Transportation Project Applications for Years 2018-2023

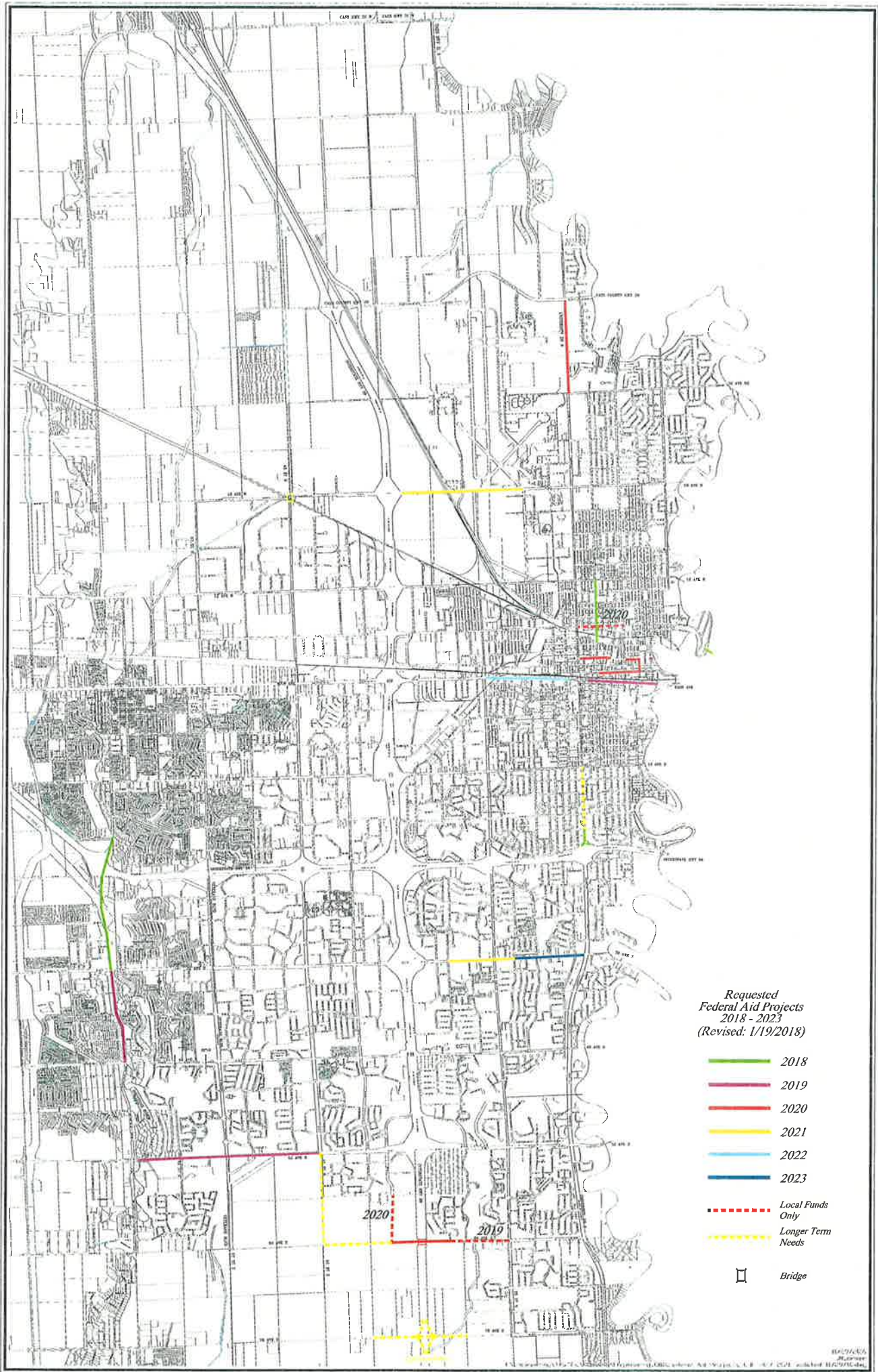
NDDOT Urban Program and new Urban Grant Program

Page 3

Recommended Motion

Approve the requests to the NDDOT for Federal Aid Traditional Urban Road Program and new Urban Grant Program in the order outlined above for the years 2018 to 2023.

Attachments



*Requested
Federal Aid Projects
2018 - 2023
(Revised: 1/19/2018)*

- 2018
- 2019
- 2020
- 2021
- 2022
- 2023
- - - Local Funds Only
- - - Longer Term Needs
- Bridge

REPORT OF ACTION

PUBLIC WORKS PROJECTS EVALUATION COMMITTEE



Type: Metro COG Request for Additional Planning Studies to begin in 2018

Location: Citywide

Date of Hearing: 1/22/2018

<u>Routing</u>	<u>Date</u>
City Commission	<u>1/29/2018</u>
PWPEC File	<u>X</u>
Project File	<u>Jeremy Gorden</u>

The Committee reviewed a communication from Transportation Division Engineer, Jeremy Gorden, regarding the potential of additional planning studies to begin this year with Metro COG due to an influx of federal planning dollars (Consolidated Grant Program funds). Staff met recently and the following is a list of studies that we would be interested in beginning this year:

- An update of the Safe Route to School Study – we last updated this study a decade ago and a number of schools have been added to Fargo as well as some school boundaries being modified. Estimated Total Cost \$150,000.
- A Bike Gap Study to identify if gaps outlined in our 2016 Pedestrian & Bike Plan can actually be filled by a path or a bike lane and either make a plan for construction implementation or live with the gap as it currently is. Estimated Total Cost \$75,000.
- An update of the Fargo Red River Greenway Study – we last reviewed this study in 2008 and much has changed since that time with the river and the drain systems in the city. Estimated Total Cost \$125,000.
- Transportation aspects of the Planning Department's plan to complete studied on the core neighborhoods of the city. Estimated Total Cost \$75,000.
- A highly technical Traffic Signal System Study that will evaluate our current system and make recommendations as to where we go from here. Technology upgrades continue to dominate our transportation world and I feel that our current system may be falling behind or may be well behind where it should be. Estimated Total Cost \$75,000.

Nicole also mentioned that she is interested in having a NW Area Transportation Plan completed as well, in the area north of 19th Avenue N and west of I-29.

Metro COG has met with all the local agencies about this topic and will be compiling a list of projects metro wide from the jurisdictions and will need to evaluate what studies move forward based on what the local jurisdictions provide them. What this means to us is that some of the projects listed above may not be included in the work plan based on the funding amount available. In addition to a list of studies to potentially add to the work program this year, Metro COG is also requesting that the jurisdictions show that they can provide the local match (20%) on the studies requested. Our local share of the five projects listed above would be \$100,000. Our source of funding would need to be Infrastructure Sales Tax funds.

On a motion by Jeremy Gorden, seconded by Mark Bittner, the Committee voted to recommend approval of sending the potential studies above to Metro COG for their consideration, and also to commit that we will cover our local share of the project with Infrastructure Sales Tax funds.

RECOMMENDED MOTION

Concur with the recommendations of PWPEC and submit to Metro COG the studies listed above as well as a commitment of providing the local match on any of the projects added to this year's Metro COG work plan.



ITEM 9

ENGINEERING DEPARTMENT

200 3rd Street North
Fargo, North Dakota 58102
Phone: (701) 241-1545
Fax: (701) 241-8101
E-Mail: feng@cityoffargo.com

January 19, 2018

To: Members of PWPEC

From: Jeremy M. Gorden, PE, PTOE
Division Engineer - Transportation

Subject: Metro COG Request for Additional Planning Studies for 2018

I have attached a memo from Metro COG explaining that they have a large surplus of CPG funds available to spend in 2018 and roll contracts into 2019. Aaron Nelson and I met with Michael Maddox with COG a few weeks ago to discuss our future studies and we came up with the following list:

- An update of the Safe Route to School Study – we last updated this study a decade ago and a number of schools have been added to Fargo as well as some school boundaries being modified. Estimated Total Cost \$150,000.
- A Bike Gap Study to identify if gaps outlined in our 2016 Pedestrian & Bike Plan can actually be filled by a path or a bike lane and either make a plan for implementation or live with the gap as it currently is. Estimated Total Cost \$75,000.
- An update of the Fargo Red River Greenway Study – we last reviewed this study in 2008 and much has changed since that time with the river and the drain systems in the city. Estimated Total Cost \$125,000.
- Transportation aspects of the Planning Department's plan to complete studied on the core neighborhoods of the city. Estimated Total Cost \$75,000.
- A highly technical Traffic Signal System Study that will evaluate our current system and make recommendations as to where we go from here. Technology upgrades continue to dominate our transportation world and I feel that our current system may be falling behind or may be well behind where it should be. Estimated Total Cost \$75,000.

The issue with these studies is that they are funded at an 80/20 and the plan to spend these CPG dollars just came to our attention recently. Our local share of the five projects listed above would be \$100,000. I believe our source of funding would need to be Infrastructure Sales Tax funds to match. I look forward to discussing these projects on Monday.

Recommended Motion

TBD at meeting.

Attachments

Street Lighting
Sidewalks

Design & Construction
Traffic Engineering

Truck Regulatory
Flood Plain Mgmt.

Mapping & GIS
Utility Locations



Fargo-Moorhead Metropolitan Council of Governments

701-232-3242 • FAX 701-232-5043 • Case Plaza Suite 232 • One 2nd Street North • Fargo, North Dakota 58102-4807

Email: metrocof@fmmetrocog.org

<http://www.fmmetrocog.org>

To: Transportation Technical Committee
From: Michael Maddox, AICP
Date: January 5, 2018
Re: *2018 Additional CPG Projects*

Metro COG has accumulated a large surplus of Consolidated Planning Grant (CPG) funds. These Federal funds are used to fund the agency's operations as well as to conduct planning studies. Staff has started to meet with individual jurisdictions to put together projects to spend down the CPG balance in 2018. Metro COG is currently soliciting projects from local jurisdictions and will prioritize projects from jurisdictions who can demonstrate the capability of providing the 20% local match.

Metro COG will be bringing an amendment to the Unified Planning Work Program (UPWP) in February that will include these additional projects. In order for projects to be included in that amendment, the jurisdiction must provide Metro COG staff with a short description of the project, the proposed budget necessary to complete the plan, and certify that it will provide the local match.

2018 Additional CPG Projects

Project	Jurisdiction	Tot Cost	Fed Eligibility	CPG Usage	Local Share
Additional Remix Software Add-on	MATBUS	\$ 34,000.00	80%	\$ 27,200.00	\$ 6,800.00
Transit Authority Implementation Study	MATBUS	\$ 200,000.00	80%	\$ 160,000.00	\$ 40,000.00
76th Avenue Corridor Study	Horace/Cass/Fargo	\$ 200,000.00	80%	\$ 160,000.00	\$ 40,000.00
Horace Transportation Plan	Horace	\$ 100,000.00	80%	\$ 80,000.00	\$ 20,000.00
Small Remodel	Metro COG	\$ 40,000.00	80%	\$ 32,000.00	\$ 8,000.00
Large Remodel	Metro COG	\$ 300,000.00	80%	\$ 240,000.00	\$ 60,000.00
File Server	Metro COG			\$ -	\$ -
Phone System Upgrade	Metro COG			\$ -	\$ -
Internet Upgrade	Metro COG			\$ -	\$ -
Additional Transit Planner	MATBUS/Metro COG			\$ -	\$ -
Fargo Safe Routes to Schools	Fargo District	\$ 150,000.00	80%	\$ 120,000.00	\$ 30,000.00
River Corridor Greenway Study	Fargo/Moorhead	\$ 150,000.00	80%	\$ 120,000.00	\$ 30,000.00
30th Ave Corridor Study	Moorhead			\$ -	\$ -
11th Street Corridor Study	Moorhead			\$ -	\$ -
One-way Pair Study	Moorhead			\$ -	\$ -
South Pedestrian Bridge Crossing Study	Moorhead/Fargo			\$ -	\$ -
34th Avenue Corridor Study	Moorhead			\$ -	\$ -
Rails to Trails Study	Moorhead			\$ -	\$ -
17th Street Corridor Study	Moorhead			\$ -	\$ -
Bicycle and Pedestrian Gaps Analysis	Fargo			\$ -	\$ -
One-way Pair Conversion Study	Fargo			\$ -	\$ -
Traffic Signal Analysis	Fargo			\$ -	\$ -
<i>Fargo 5th Greenway update</i>	<i>FARGO</i>			\$ -	\$ -
New Office Furniture	Metro COG			\$ -	\$ -
Total		\$ 1,174,000.00		\$ 939,200.00	\$ 234,800.00

REPORT OF ACTION

PUBLIC WORKS PROJECTS EVALUATION COMMITTEE

15

Improvement District No.

Type: Right of Way Dedication Agreement

Location: 3019 64th Avenue South
Now 6375 31st Street South

Date of Hearing: 1/22/2018

<u>Routing</u>	<u>Date</u>
City Commission	<u>1/29/2018</u>
PWPEC File	<u>X</u>
Project File	<u>Dan Eberhardt</u>

The Committee reviewed a memo from Brenda Derrig providing a synopsis of the history of purchasing right of way along the 64th Avenue South Corridor west of University Drive. To stay fair and consistent, staff is recommending approval of the Dedication Agreement with Terry and Rhonda King. This will purchase the right of way that was adjacent to 3019 64th Avenue South at the same value determined after the corridor study of \$2.10/sf for a total of \$53,284.08.

On a motion by Nicole Crutchfield, seconded by Bruce Grubb, the Committee voted to recommend approval of the agreement.

RECOMMENDED MOTION

Approve the Right of Way Dedication Agreement with Terry and Rhonda King.

PROJECT FINANCING INFORMATION:

Recommended source of funding for project: Street Sales Tax

Developer meets City policy for payment of delinquent specials Agreement for payment of specials required of developer Letter of Credit required (per policy approved 5-28-13)

Yes	No
<u>N/A</u>	<u>N/A</u>
<u>N/A</u>	<u>N/A</u>
<u>N/A</u>	<u>N/A</u>

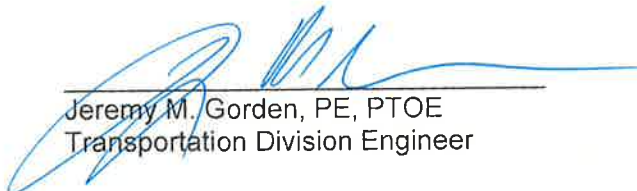
COMMITTEE

Tim Mahoney, Mayor
Nicole Crutchfield, Director of Planning
Steve Dirksen, Fire Chief
Mark Bittner, Director of Engineering
Bruce Grubb, City Administrator
Ben Dow, Director of Operations
Steve Sprague, City Auditor
City Engineer
Kent Costin, Finance Director

<u>Present</u>	<u>Yes</u>	<u>No</u>	<u>Unanimous</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Jeremy Gorden
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ATTEST:

C: Kristi Olson



 Jeremy M. Gorden, PE, PTOE
 Transportation Division Engineer



ITEM 4

Memorandum

To: Members of PWPEC
From: Brenda Derrig, Division Engineer *Bd D*
Date: January 18, 2018
Re: Right of Way Dedication Agreement with Terry and Rhonda King at 6375 31st Street South.

Background:

A corridor study was completed for 64th Avenue South in 2008. As a result of this study, right of way was purchased between 25th Street and Drain 53 for the anticipated construction of the roadway. The construction of this section was delayed due to the Drain crossing. The design elevation of the crossing is much higher if we do not consider the diversion in place and thus more costly. With the Diversion, this elevation is lowered and allows us to install the crossing with box culverts.

When right of way is needed for the construction of an arterial roadway, the City has purchased it from single family or farmland that does not desire the improvements. Developers dedicate the 100' for arterials at the time of platting. Terry and Rhonda King had a large tract north of 64th Avenue South. They aligned themselves with Maple Valley Second Addition since that development purchased a portion of their land. In doing this, they included their remaining parcel with the plat to reduce their square footage thus reducing their special assessments. At the time of the platting approval, we should have reimbursed the Kings for the right of way. When the plat was approved, the Kings lost their deferral. Staff did research the possibility of extending the deferral, but due to the dimensions of their lot and the frontage on two sides, this does not produce much relief for the special assessment amount.

Staff is recommending approval of this agreement to stay consistent to our right of way acquisitions along this corridor to the east.

Attached is a Right of Way Dedication Agreement for your approval.

Recommended Motion:

Approve the Right of Way Dedication Agreement with Terry and Rhonda King at 6375 31st Street South.

RIGHT OF WAY DEDICATION AGREEMENT

This agreement, made by and between Terry A. King and Rhonda King, husband and wife (hereinafter "Owners") and the City of Fargo, a North Dakota municipal corporation (hereinafter "City"),

WITNESSETH:

WHEREAS, Owners own that certain property located at the following address:

3019 64th Avenue South, Fargo, ND 58104

WHEREAS, City has made, or intends to make, public municipal infrastructure improvements adjacent to owners' property; and

WHEREAS, City future expansion of the roadway adjacent to the property will require the dedication of 100 feet of right of way; and

WHEREAS, as a result of such dedication, 25,373.37 square feet of Owners' land will be dedicated to right of way for the benefit of the public; and

WHEREAS, City has obtained an appraisal for the acquisition of the property in the vicinity of Owners' property along this corridor for purposes of acquiring the necessary right of way for the public municipal infrastructure improvements; and

WHEREAS, City has purchased right of way from property owner's similarly situated based on the appraised amount of \$2.10/ft; and

WHEREAS, Owners and City entered into a Deferral Agreement for the Special Assessments attributable to the public municipal infrastructure improvements; and

WHEREAS, Owners have received no compensation for their property to be dedicated to the public right of way for the public municipal infrastructure improvements; and

WHEREAS, Owners have requested remuneration for their land to be dedicated to the public purpose, and City has agreed to credit the amount of the special assessments attributed to the land dedication.

NOW, THEREFORE, for good and valuable consideration hereby acknowledged, the parties agree as follows:

1. Owners shall dedicate the necessary right of way for the construction of the public municipal infrastructure adjacent to their property located at 3019 64th Avenue South, Fargo, North Dakota, 58104.

2. City shall reduce Owners' special assessment balance in the amount of \$53,284.08, which sum represents the appraised value of the land (\$2.10/ft) for the 25,373.37 sq/ft of land Owner's dedicated to right of way of the public municipal infrastructure.

3. The parties agree the remaining special assessment balance (\$53,978.48) shall be certified immediately, and the deferral of special assessment referenced herein shall be terminated.

City of Fargo, a North Dakota Municipal Corporation

Dated this ____ day of January, 2018.

Dr. Timothy J. Mahoney, Mayor

ATTEST:

Steve Sprague, City Auditor

Owners

Dated this 24th day of January, 2018.



Terry A. King

Dated this 24th day of January, 2018.



Rhonda King




Exhibit A

 - Right of Way Acquisition

Purpose: Permanent Right of Way Acquisition

Description:

Acquired tract contains 25,373.37 square feet, more or less.

 THE CITY OF Fargo FAR MORE ENGINEERING DEPT.	ROW ACQUISITION	
	MAPLE VALLEY 2ND ADDITION LOT 28, BLOCK 1	
DRAWN BY: CAS	DATE: 1/17/2018	
APPROVED BY: BED	SHEET 1	OF 1

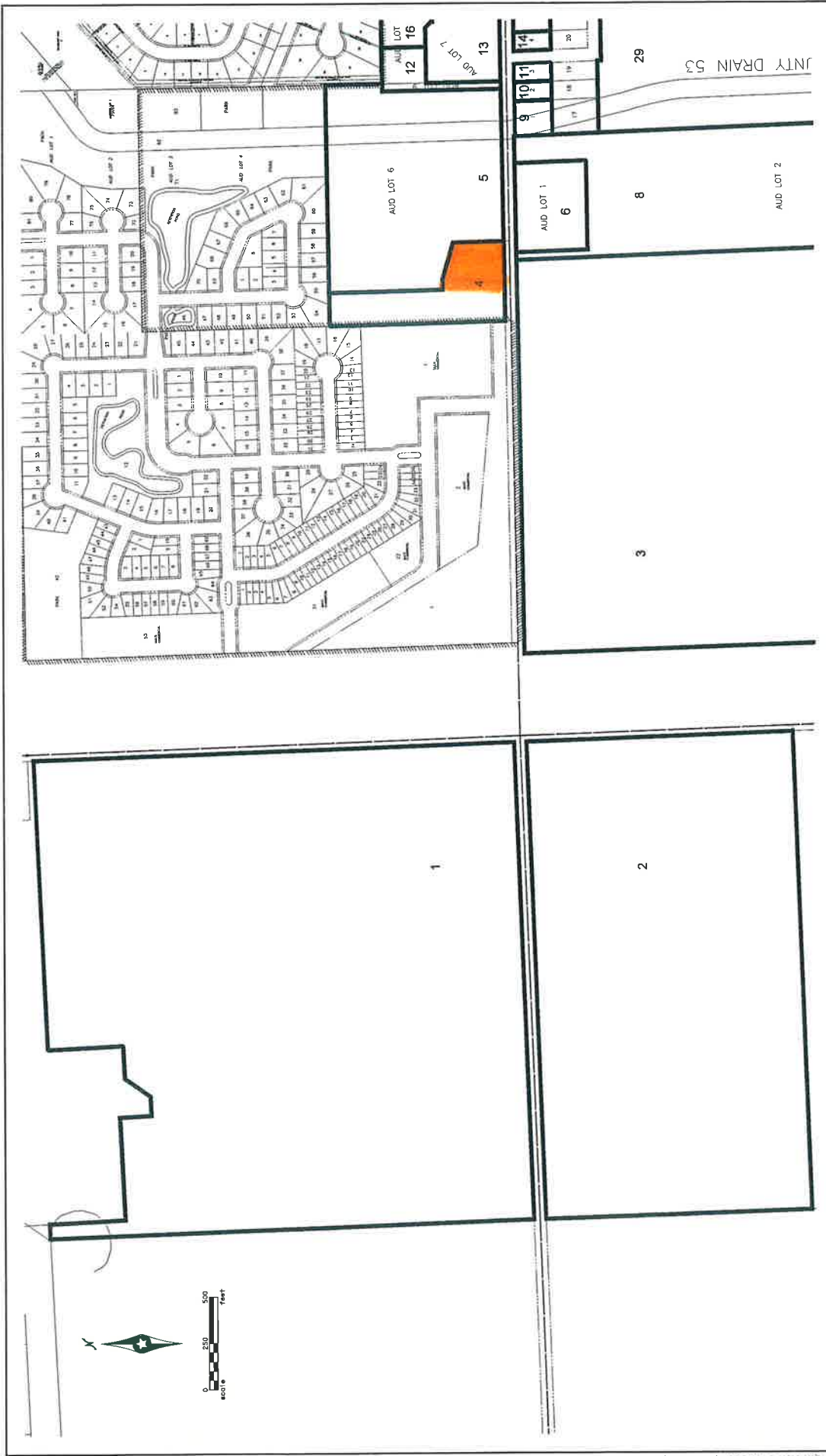


Figure 1 of 3

DRAFT PARCEL SKETCH - Overall Layout

25TH ST/64TH AVE RW ACQUISITION

City of Fargo



8103
8/23/2008

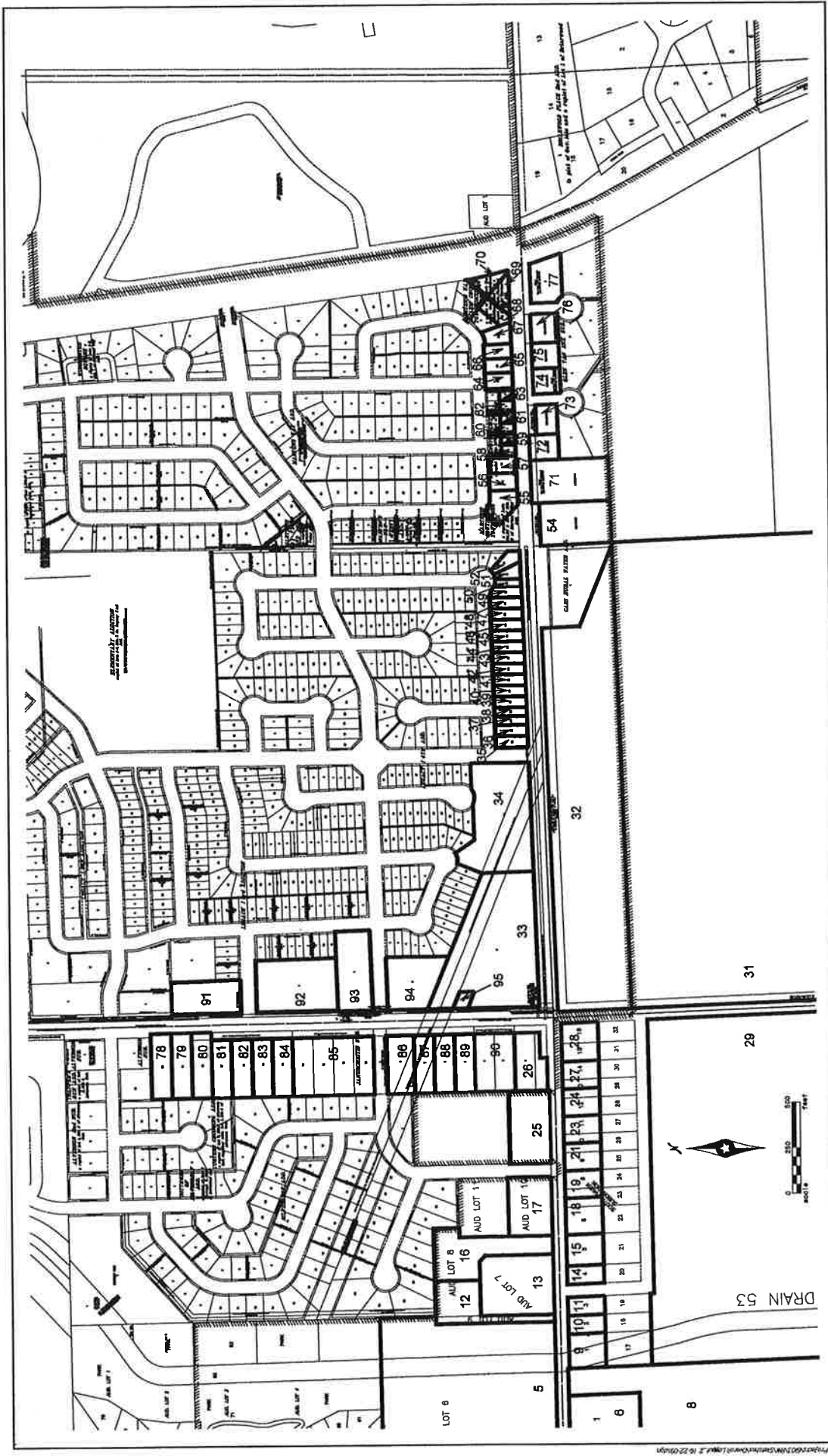


Figure 2 of 3

DRAFT PARCEL SKETCH - Overall Layout

25TH ST/64TH AVE R/W ACQUISITION

City of Fargo



6103
6/23/2008

COVER SHEET
CITY OF FARGO PROJECTS

16

This sheet must be completed and turned in with all City of Fargo projects. NO items will be accepted by either the City Commission Office or the City Auditor's Office without this cover sheet attached and properly filled out.

Exact, full name of Project as it will appear in the Contract:

Project No. Pavement Markings & Incidentals
TM-18-A

Call For Bids January 29, 2018

Advertise Dates February 5 & 12, 2018

Bid Opening Date March 7, 2018

Substantial Completion Date September 21, 2018

Final Completion Date October 21, 2018

N/A PWPEC Report (Part of 2018 CIP)

X Engineer's Report (Attach Copy)

X Direct City Auditor to Advertise for Bids

X Bid Quantities (Attach Copy for Auditor's Office Only)

N/A Notice to Property Owners (Dan Eberhardt)

Project Engineer Jim Mohr

Phone No. 241-1545

The items listed above are for use on all City projects. The additional items listed below are to be checked only when all or part of a project is to be special assessed:

N/A Create District (Attach Copy of Legal Description)

N/A Order Plans & Specifications

N/A Approve Plans & Specifications

N/A Adopt Resolution of Necessity

N/A Approve Escrow Agreement (Attach Copy for Commission Office Only)

N/A Assessment Map (Attach Copy for Auditor's Office Only)

ENGINEER'S REPORT
PAVEMENT MARKINGS & INCIDENTALS
PROJECT NO. TM-18-A

Nature & Scope

This project calls for new pavement markings at various locations City wide. The goal of the project is to replace existing pavement markings that are faded or are non-existent.

Purpose

The purpose of the project is to replace existing pavement markings to provide safer road conditions.

Feasibility

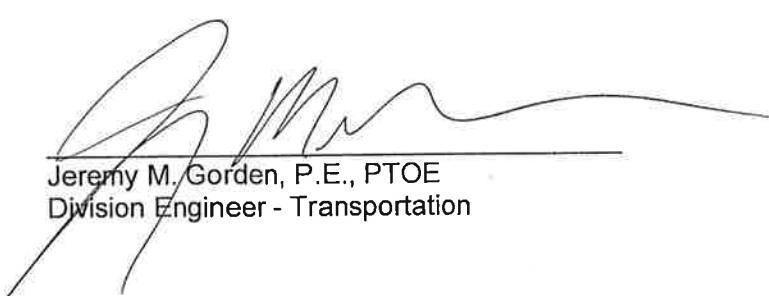
The estimated cost of construction is summarized as follows:

Estimated Construction Cost:	\$ 434,529.00
Plus 6% Engineering Fees:	\$ 26,071.74
Plus 3% Legal and Miscellaneous Cost:	\$ 13,035.87
Plus 4% Interest Cost:	<u>\$ 17,381.16</u>
Total Estimated Project Cost:	\$ 491,017.77

This project will be funded with Traffic Engineering budget funds.

We believe this project to be cost effective.





Jeremy M. Gorden, P.E., PTOE
Division Engineer - Transportation

January 2018

19

REPORT OF ACTION

PUBLIC WORKS PROJECTS EVALUATION COMMITTEE

Improvement District No. QN-17-A1 Type: Amendment #2
Location: Oak Grove Memorial Parks Pedestrian Lift Bridge Date of Hearing: 1/22/2018

Routing Date
City Commission 1/29/2018
PWPEC File X
Project File Jeremy Gorden

The Committee reviewed the accompanying correspondence from Division Traffic Engineer, Jeremy Gorden, related to Amendment #2 in the amount of \$52,426.00 for additional services with costs to be split 50/50 between the City of Fargo and the City of Moorhead.

Staff is recommending approval.

On a motion by Mark Bittner, seconded by Steve Sprague, the Committee voted to recommend approval of Amendment #2.

RECOMMENDED MOTION

Concur with PWPEC recommendation and approve Amendment #2 with SRF Consulting Group in the amount of \$52,426, with costs to be split 50/50 between the City of Fargo and the City of Moorhead.

PROJECT FINANCING INFORMATION:

Recommended source of funding for project: 50/50 Sales Tax & City of Moorhead

Developer meets City policy for payment of delinquent specials Yes No
Agreement for payment of specials required of developer N/A
Letter of Credit required (per policy approved 5-28-13) N/A

COMMITTEE

Table with 4 columns: Present, Yes, No, Unanimous. Rows list committee members: Tim Mahoney, Mayor; Nicole Crutchfield, Director of Planning; Steve Dirksen, Fire Chief; Mark Bittner, Director of Engineering; Bruce Grubb, City Administrator; Ben Dow, Director of Operations; Steve Sprague, City Auditor; City Engineer; Kent Costin, Finance Director. Includes checkmarks and signature for Jeremy Gorden.

ATTEST:

C: Kristi Olson

Signature of Jeremy M. Gorden, PE, PTOE
Transportation Division Engineer



ITEM A1

ENGINEERING DEPARTMENT

200 3rd Street North
Fargo, North Dakota 58102
Phone: (701) 241-1545
Fax: (701) 241-8101
E-Mail: feng@cityoffargo.com

January 19, 2018

To: Members of PWPEC

From: Jeremy M. Gorden, P.E., PTOE
Division Engineer - Transportation

Subject: Amendment #2 for Consulting Engineering Services Contract with SRF Consulting Group for Oak Grove/Memorial Parks Pedestrian Lift Bridge Project
City of Fargo Improvement District No. QN-17-A1
NDDOT Project No. TAU-8-984(154)157, PCN 21690

I have attached Amendment #2 to the Professional Services Agreement from Rick Lane with SRF Consulting Group that covers their additional services for work associated with the Oak Grove/Memorial Parks pedestrian lift bridge project. The amendment is necessary to address changes in scope in the tasks listed below:

- Project Management and Coordination
- Surveys and Mapping
- Water Resources Engineering
- Environmental paperwork and permits
- Plans and Specs
- Geotechnical Design Recommendations

The current contract value to date with SRF Consulting Group is \$262,377. If Amendment #2 is approved in the amount of \$52,426, the contract amount will be \$314,803. The costs for completing this work will be split 50/50 between the City of Fargo and the City of Moorhead. The project was bid in Bismarck by the NDDOT in November and Industrial Builders of Fargo was the low bidder. This project will be completed this year.

Recommended Motion

Approval of Amendment #2 with SRF Consulting Group in the amount of \$52,426, with costs to be split 50/50 between the City of Fargo and the City of Moorhead.

Attachment

Street Lighting
Sidewalks

Design & Construction
Traffic Engineering

Truck Regulatory
Flood Plain Mgmt.

Mapping & GIS
Utility Locations



ENGINEERS
PLANNERS
DESIGNERS

September 29, 2017

SRF No. P160700

Mr. Jeremy Gorden, PE, PTOE
Transportation Division Engineer
City of Fargo
200 3rd Street North
Fargo, ND 58102

SUBJECT: AMENDMENT 2 OAK GROVE PARK/MEMORIAL PARK PEDESTRIAN LIFT BRIDGE

Dear Mr. Gorden:

Amendment 2 covers additional bridge siting and design work associated with the findings of the bank stabilization analysis completed by Braun. Based on the river bank stability analysis the proposed design will be revised by lowering the abutment elevations and by designing a sheet pile supported approach trail on the Moorhead side including the incorporation of ice flow protection.

This amendment also includes hour for additional agency permits that were not anticipated in the original scope. As well as addition electrical design required to change the system voltage from 480 Volts to 120/240 Volts.

New task associated with Amendment 2 are shown in Attachment A.

SCOPE OF SERVICES

We propose to carry out the additional work as described in the attached Scope of Services (Attachment A). The additional work is included in the tasks listed below:

- Project Management and Coordination
- Surveys and Mapping
- Water Resources Engineering
- Documented Categorical Exclusion and Permits
- Prepare Plans and Specifications (Site Work)
- Prepare Final Bridge Plans Oak Grove/Memorial Bridge
- Final Lighting Design and Electrical Lift Mechanisms
- Geotechnical Design Recommendation provided by Bruan Intertec (see Attached Change Order Request)

ASSUMPTIONS

- The City of Fargo and City of Moorhead have secured funds for the replacement of the existing pedestrian bridge over the Red River between Oak Grove Park in Fargo and Memorial Park in Moorhead.
- The proposed bridge will be a Lift Bridge to accommodate reoccurring flooding that limits the use of the existing bridge.

- A new Environmental Document in the form of a Documented Categorical Exclusion is required since the original Environmental Document is more than five-year-old and since there will be design changes that may have an impact, especially in regards to the floodway/floodplain of the Red River.
- Based on the river bank stability analysis the proposed design will be revised by lowering the abutment elevations and by designing a sheet pile supported approach trail on the Moorhead side and incorporation of ice flow protection.
- NDDOT will be the lead review agency for the environmental documentation and final bridge design.
- The final plans, specification and special provision will be prepared in accordance with NDDOT requirements.
- NDDOT will facilitate the project bid opening. Projected bid opening date is November 17, 2017.
- The construction administration will be in accordance with the requirement of the NDDOT Construction and Materials manuals.

SCHEDULE

We will complete this work within a mutually agreed-upon time schedule.

BASIS OF PAYMENT/BUDGET

We propose to be reimbursed for our services on an hourly basis for the actual time expended. Other direct project expenses, such as printing, supplies, reproduction, etc., will be billed at cost, and mileage will be billed at the current allowable IRS rate for business miles. Invoices are submitted on a monthly basis for work performed during the previous month. Payment is due within 30 days.

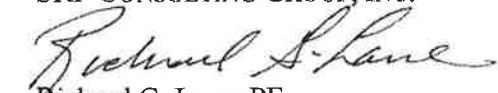
Based on our understanding of the project and our scope of services, we estimate the cost for Amendment 2 is \$52,426 which includes both time and expenses.

CHANGES IN THE SCOPE OF SERVICES

It is understood that if the scope or extent of work changes, the cost will be adjusted accordingly. Before any out-of-scope work is initiated, however, we will submit a budget request for the new work and will not begin work until we receive authorization from you.

We sincerely appreciate your consideration of this proposal and look forward to working with you on this project. Please feel free to contact me if you have any questions or need additional information.

Sincerely,
SRF CONSULTING GROUP, INC.


Richard G. Lane, PE
Principal

RGL

Attachment A – Amended Scope of Services

SRF P160700



Braun Intertec Corporation
526 10th Street NE, Suite 300
P.O. Box 485
West Fargo, ND 58078

Phone: 701.232.8701
Fax: 701.232.7817
Web: brauintertec.com

September 11, 2017

Project B1701941

Jonathan Morgenroth, PE
SRF Consulting Group, Inc.
One North Second Street
Case Plaza, Suite 226
Fargo, ND 58102

Re: Change Order Request
Oak Grove/Memorial Park Pedestrian Lift Bridge
Fargo, North Dakota

Dear Mr. Morgenroth:

Braun Intertec respectfully submits this change order request for the geotechnical evaluation for the referenced project.

Changed Scope

This letter serves to document work that was performed that was out of scope with our current agreement. At the completion of the scoped geotechnical evaluation the planned bridge length and elevation resulted in soil fill loads that in turn resulted in predicted instability of the east bank of the Red River. As a result we worked with the team to identify and evaluate proposed alternatives.

Additional work included:

- Meeting at SRF's office on June 2nd.
- Site reconnaissance with the project team to evaluate alternative locations on June 6th.
- Meeting at SRF's office on July 6th.
- Sheet pile analysis for support of the pedestrian walkway on the east side of the river.

Cost

The additional services required 16 hours of engineering time and translates to total fee of \$2,843.75. With these services in addition to the originally scoped services, the anticipated project total amount is \$13,483.75.

General Remarks

To have questions answered or schedule a time to meet and discuss our approach to this project further, please contact Ezra Ballinger by telephone at 701.232.8701 or by email at eballinger@braunintertec.com.

Sincerely,

BRAUN INTERTEC CORPORATION



Ezra Ballinger, PE
Principal/Senior Engineer

SRF Consulting Group, Inc.

Client: City of Fargo

Project: Oak Grove Park/Memorial Park Pedestrian Lift Bridge (Amendment 2)

Work Tasks and Person-Hour Estimates



P160700

ATTACHEMENT A

Subconsultants:

TASK NO.	SUMMARY OF TASKS
1.0	Project Management and Coordination
2.0	Data Collection
3.0	Surveys and Mapping
4.0	Public Involvement
5.0	Water Resources Engineering
6.0	Documented Categorical Exclusion
7.0	Prepare Plans and Specifications (Site Work)
8.0	Special Provisions
9.0	Coordination and Review of Geotechnical Exploration Results
10.0	Prepare Preliminary Bridge Plans Oak Grove/Memorial Bridge
11.0	Prepare Final Bridge Plans Oak Grove/Memorial Bridge
12.0	Final Lighting Design and Electric Lift Mechanisms
13.0	Cost Estimates
14.0	Survey (Construction Staking)
15.0	In-Construction Inspection
16.0	Construction Records Documentation
17.0	Prepare Record Drawings
18.0	Project Final

Project Overview:

The City of Fargo and City of Moorhead have secured funds for the replacement of the existing pedestrian bridge over the Red River between Oak Grove Park in Fargo and Memorial Park in Moorhead. The proposed bridge will be a Lift Bridge to accommodate reoccurring flooding the limits the use of the existing bridge. The environmental documentation was originally completed in 2009 along with the environmental documentation and design of the Pedestrian Lift Bridge between Lindenwood Park in Fargo and Gooseberry Park in Moorhead. At that time the Oak Grove/Memorial Park Lift Bridge was partially design as well. Now the Cities have funding to move ahead with the Oak Grove/Memorial Park Lift Bridge it will be necessary to complete a new Environmental Document in the form of a Documented Categorical Exclusion since the original Environmental Document is more than five year old and since there will be design changes that may have an impact on especially in regards to the floodway/floodplain of the Red River. This scope covers the required environmental documentation, final design and construction administration for this project.

Amendment 2 covers additional bridge siting and design work associated with the findings of the bank stabilization analysis completed by Baum. This amendment also includes hour for additional agency permits that were not anticipated in the original scope. New task associated with Amendment 2 shown in bold face and highlighted.

SRF Consulting Group, Inc. Work Tasks and Person-Hour Estimates



P.160700

Client: City of Fargo
 Project: Oak Grove Park/Memorial Park Pedestrian Lift Bridge (Amendment 2)

TASK NO.	TASK DESCRIPTION	PRINCIPAL	SR_ASSOC.	ASSOCIATE	SR_PROF	PROF.	TECHNICAL	CLERICAL	TOTALS	EST. FEE
1.0	Project Management and Coordination Assumptions: - Project will begin in Sept 2016 and be completed following construction close out Dec 2017. Duration of 16 months. Client Deliverables: - None	0	0	0	0	0	0	0	0	\$0
1.1	General day-to-day project management and administration (16 months).	0	0	0	0	0	0	0	0	\$0
1.2	Work-planning schedule and coordination of tasks (16 months).	0	0	0	0	0	0	0	0	\$0
1.3	Prepare Monthly progress reports (16 months).	0	0	0	0	0	0	0	0	\$0
1.4	Coordination of two additional sub consultants	0	0	0	0	0	0	0	0	\$0
1.5	Coordination of two on-site and three office meeting to discuss possible change in bridge location based on bank stabilization issues and approach design based on bank stabilization analysis completed by Braun.	6	0	16	0	8	0	0	30	\$3,700
SRF Deliverables: - Schedule updates and progress reports.		6	0	16	0	8	0	0	30	\$3,700
2.0 Data Collection Assumptions: - Data from the original environmental document and design will be used to the greatest extent possible. Client Deliverables: - Existing AS built information and Red River Hydrologic Data.		0	0	0	0	0	0	0	0	\$0
2.1	Collect and review available data (digital and hard copy) from City of Fargo and others including survey and mapping files, utility data, as-built plans, environmental reports and other pertinent information applicable to the current project.	0	0	0	0	0	0	0	0	\$0
SRF Deliverables: - None		0	0	0	0	0	0	0	0	\$0
3.0 Surveys and Mapping Assumptions: - Existing survey data from 2009 will be used to the greatest extent possible survey will be limited to checking for changes in conditions and to verify past data. Client Deliverables: - City of Fargo survey control information.		0	0	0	0	0	0	0	0	\$0
3.1	Perform a survey check of the area adjacent to the existing bridge structures to include but not be limited to all existing above ground features, elevations, drainage, all underground utilities based on a ND One Call, spot elevations, etc. The survey will be based on City of Fargo horizontal and vertical datum. The survey data will be compatible with ND DOT survey and microstation drafting standards.	0	0	0	0	0	0	0	0	\$0

SRF Consulting Group, Inc.
 Client: City of Fargo
 Project: Oak Grove Park/Memorial Park Pedestrian Lift Bridge (Amendment 2)



P160700

TASK NO.	TASK DESCRIPTION	PRINCIPAL	SR. ASSOC.	ASSOCIATE	SR. PROE.	PROE.	TECHNICAL	CLERICAL	TOTALS	EST. FEE
3.2	Request utility information for the site through a ND and Gopher State One Call, request on-site markings if possible otherwise request electronic and/or paper copies for any utility of record. Also request any existing site plans with utility information from the NPDNG.	0	0	0	0	0	0	0	0	\$0
3.3	Establish soil boring location and add to the project survey base mapping.	0	0	0	0	0	0	0	0	\$0
3.4	Additional survey work associated with possible new bridge locations	2	0	8	30	0	0	0	40	\$4,450
SRF Deliverables: - Confirmation of as-built conditions and addition survey data related to proposed abutment elevation changes.										
4.0	Public Involvement Assumptions: - One general public meeting will be convened for the Documented CATEX. Client Deliverables: - Mailing list for general project area (Fargo and Moorhead).	2	0	8	30	0	0	0	40	\$4,450
4.1	Arrange and conduct one public input meeting. A public open house format is proposed. Prepare notices, newspaper advertisements, handouts and display materials; gather and summarize comment cards generated at the meeting; and prepare a comprehensive written summary of the meeting.	0	0	0	0	0	0	0	0	\$0
4.2	Arrange and conduct two Study Review Committee (SRC) meetings to evaluate and address project issues. Prepare display materials needed for the meetings, prepare a comprehensive written summary of each meeting, and distribute summary to all participants. The SRC will include representation from the City of Fargo Public Works, Fargo Park District, City of Moorhead Public Works, City of Moorhead Park District	0	0	0	0	0	0	0	0	\$0
4.3	Prepare for and attend 2 City Commission/Council meetings (one in Fargo and One in Moorhead) to present the final DCE.	0	0	0	0	0	0	0	0	\$0
4.4	Prepare for and attend up to 2 coordinating meetings with City Committees and/or agency representative.	0	0	0	0	0	0	0	0	\$0
SRF Deliverables: - Public Participation Appendix for the DCE.										
SUBTOTAL - TASK 4		0	0	0	0	0	0	0	0	\$0

SRF Consulting Group, Inc.

Client: City of Fargo

Project: Oak Grove Park/Memorial Park Pedestrian Lift Bridge (Amendment 2)

Work Tasks and Person-Hour Estimates



P160700

TASK NO.	TASK DESCRIPTION	PRINCIPAL	SR. ASSOC.	ASSOCIATE	SR. PROF	PROF.	TECHNICAL	CLERICAL	TOTALS	EST. FEE
5.0	Water Resources Engineering Assumptions: - The abutment elevation and trail approached will be raised more than the current preliminary design to reduce the frequency of minor flooding requiring the lifting of the bridge. The amount of elevation change will be based on the Hydraulic analysis and associated inlets to the floodway/flood plain. - A 0.00' stage increase is required to avoid FEMA LOMR permitting. - Auxiliary culverts will not be used to mitigate impedance caused by the elevated approaches. Client Deliverables: - Update HEC-RAS model from the CORP of Engineers.	0	0	0	0	0	0	0	0	\$0
5.1	Obtain the latest HEC-RAS model for the reach of Red River to use in the bridge analysis.	0	0	0	0	0	0	0	0	\$0
5.2	Evaluate up to two alternatives for potential approach/abutment fill to determine impacts to the flood elevations.	0	0	0	0	0	0	0	0	\$0
5.3	Prepare a memorandum documenting the modeling effort and recommending a preferred alternative.	0	0	0	0	0	0	0	0	\$0
5.4	Prepare floodplain development permit application with the City of Fargo and the following agency permits: MN PCA Construction Permit, MN Section 10 & 404 Permit, ND Section 10 & 404 Permit, MN DNR Work Permit, ND Sovereign Lands Permit.	0	0	0	0	0	0	0	0	\$0
5.5	Based on lowering the lowest cord to reduce bank stability issues the hydraulic model was revised, in addition more modeling information was requested by the ND State Engineer in relationship to the ND Sovereign Lands Permit	2	0	0	30	20	0	0	52	\$5,354
6.0	Documented Categorical Exclusion Assumptions: - Assumes preparation of a Documented CatEx (DCE) for environmental clearance. DCE is assumed to address a No Build alternative and one Build Alternative. The Lifespan and Replacement Study completed for FM COG in 2006 and the Project Concept Report completed for the Lindenwood/Gooseberry Park and Oak Grove/Memorial Park bridges will be used as the basis for development of the DCE, with the necessary updates for design features and cost. Client Deliverables: - None	2	0	0	30	20	0	0	52	\$5,354
6.1	Solicitation of Views (SOV) Letters. Use the NDDOT mailing list as the starting point for an SOV mailing list. Supplement with the applicable local and Minnesota entities and agencies. Prepare text and maps for SOV letters and mail out to all recipients. Follow up, if necessary, to clarify concerns expressed by entities included in the SOV mailing and work with the City to determine the appropriate manner in which to interface concerns raised.	0	0	0	0	0	0	0	0	\$0
6.2	Prepare draft DCE. Submit 10 copies of the DCE to City and NDDOT for review. Summarize comments received. Review comments and responses with appropriate staff. Revise DCE as necessary.	0	0	0	0	0	0	0	0	\$0

SRF Consulting Group, Inc.

Client: City of Fargo
 Project: Oak Grove Park/Memorial Park Pedestrian Lift Bridge (Amendment 2)



P160700

Work Tasks and Person-Hour Estimates

TASK NO.	TASK DESCRIPTION	PRINCIPAL	SR. ASSOC.	ASSOCIATE	SR. PROF.	PROF.	TECHNICAL	CLERICAL	TOTALS	EST. FEE
6.3	Identify permits needed and provide support to designers on permit applications. Hrs include: Fargo Flood Plain Development Permit, MN PCA Construction Permit, MN Section 10 & 404 Permit, ND Section 10 & 404 Permit, MIN DNR Work Permit, ND Sovereign Lands Permit Prepare draft and final 4(f) evaluation. Assumes a programmatic 4(f) designation. Submit to NDDOT for review and revise if necessary. Assumes no 6(f) properties will be impacted.	0	0	0	0	0	0	0	0	\$0
6.4	Assemble final DCE documentation. Review with City and NDDOT.	0	0	0	0	0	0	0	0	\$0
6.5	Prepare final DCE. Submit 10 copies of the DCE to City and NDDOT.	0	0	0	0	0	0	0	0	\$0
6.6	Incorporate the findings of the wetland delineation, prepare the jurisdictional determination request, and mitigation plan	0	0	0	0	0	0	0	0	\$0
6.7	Incorporate findings of the additional geotechnical evaluation for stability and settlement.	0	0	0	0	0	0	0	0	\$0
6.8	Documented CATEX and Environmental Clearance revisions required due to the change in abutment elevations and associated change in the floodway/flood plain impacts The following additional permits were required for construction of the bridge that were not anticipated when the original scope was completed:	1	12	0	0	20	0	0	33	\$3,978
6.9	City of Moorhead Floodplain Development Permit City of Moorhead Conditional Use Permit MNDNR Public Waters Permit ND Office of State Engineer Floodway Permit Buffalo Red River Watershed Permit	1	8	0	0	64	0	0	73	\$7,374
6.10										
SUBTOTAL - TASK 6		2	20	0	0	84	0	0	106	\$11,352

SRF Deliverables:
 - Documented CATEX and Environmental Clearance.

7.0 Prepare Plans and Specifications (Site Work)
Assumptions:
 - The Consultant will prepare a complete set of detailed final construction plans for the bridge/lift system, grading, drainage, asphalt paving, signing, striping, lighting, etc.
 - The plans will be prepared in accordance with NDDOT CADD standards and example plan format. Form, sequence and content of plans will comply with State's current design concepts and practices, and will be in English units of measurement. The plans will be prepared on 11" x 17" sheets. The final submittal of plan sheets will be on high-quality bond material, and electronic files will be provided to ND DOT for bid/ask purposes.
 - The final plans will include updates/enhancements suggested by the City Engineers and Park District staff based on operation of the Lindenwood/Gooseberry Park Lift Bridge

Client Deliverables:
 - None

7.1 Provide for review of draft 50% and 95% plans by City and NDDOT for constructability and staging issues and perform any suggested revisions. Submittal will include 10 copies of 11" x 17" plans, and Draft special provisions data will also be submitted.

ENGINEERS AND PLANNERS

Oak Grove Ped Lift Bridge Amd 2.xlsx
MINNEAPOLIS, MN

SRF Consulting Group, Inc.

Client: City of Fargo

Project: Oak Grove Park/Memorial Park Pedestrian Lift Bridge (Amendment 2)

Work Tasks and Person-Hour Estimates



PT160700

TASK_NO.	TASK DESCRIPTION	PRINCIPAL	SR_ASSOC.	ASSOCIATE	SR_PROF	PROF.	TECHNICAL	CLERICAL	TOTALS	EST. FEE
7.2	Obtain City and NDDOT review and comments and perform revisions as necessary. Submit final (100%) plans. Submit one signed plan set and 10 copies of 11" x 17". Also submit one complete set of final special provisions, and final cost estimate.	0	0	0	0	0	0	0	0	\$0
7.3	Redesign of both approaches was required based on the bank stability analysis and associated decisions to lower the abutment elevation rather than moving to a new location.	2	0	32	0	60	0	0	94	\$9,628
SRF Deliverables: - Final Plans and Bid Documents										
SUBTOTAL - TASK 7		2	0	32	0	60	0	0	94	\$9,628
8.0	Special Provisions Assumptions: - Prepare Special Provisions data for those items, details, designs and procedures for which the Consultant is responsible. Specifications which apply to this project are contained in the latest edition of the North Dakota Department of Transportation "Standard Specifications for Construction" and all supplemental specifications thereto. Each provision for this project will contain a description, materials, construction requirements, method of measurement and basis of payment for each item. Deletions from, and additions to, standard specifications will also be provided. The Special Provisions data will be submitted to City and NDDOT in hard-copy form and in electronic format in Microsoft Word.									
Client Deliverables: - None										
8.1	Prepare and submit 95% special provisions data and perform necessary revisions.	0	0	0	0	0	0	0	0	\$0
8.2	Prepare and submit 100% special provisions data and perform necessary revisions.	0	0	0	0	0	0	0	0	\$0
8.3	Assist with plan interpretation to the bidders as necessary in order to provide a comprehensive understanding of the project during the bid advertisement period.	0	0	0	0	0	0	0	0	\$0
SRF Deliverables: - Special Provision for Bid Documents										
SUBTOTAL - TASK 8		0	0	0	0	0	0	0	0	\$0
9.0	Coordination and Review of Geotechnical Exploration Results Assumptions: - The geotechnical exploration for this project was completed in 2009 by subcontractor Braun Interfec no additional geotechnical work is anticipated. - Based on the change in the abutment elevation an additional five to six feet of fill will be required at each abutment location, a revised Geotechnical report is require as well a review by our Structural Engineer									
Client Deliverables: - None										

SRF Consulting Group, Inc.

Client: City of Fargo
 Project: Oak Grove Park/Memorial Park Pedestrian Lift Bridge (Amendment 2)

Work Tasks and Person-Hour Estimates



P160700

TASK NO.	TASK DESCRIPTION	PRINCIPAL	SR_ASSOC.	ASSOCIATE	SR_PROF	PROF.	TECHNICAL	CLERICAL	TOTALS	EST. FEE
9.1	Review previous geotechnical recommendations for bridge design.	0	0	0	0	0	0	0	0	\$0
9.2	Review of the new Geotechnical Report as it relates to the bridge foundation design	0	0	0	0	0	0	0	0	\$0
SRE Deliverables:										
- None										
SUBTOTAL - TASK 9		0	0	0	0	0	0	0	0	\$0
10.0	Prepare Preliminary Bridge Plans Oak Grove/Memorial Bridge									
Assumptions:										
- The existing plans prepared in 2009 will be the basis for the preliminary bridge plans. These plans will be used to facilitate review of the proposed structure and the identification of abutment elevation changes and other operational related modification based on lessons learned from the operation of the Lindenwood/Gruescherv Park lift bridge										
Client Deliverables:										
- Operational modification suggestions.										
10.1	Kickoff meeting.	0	0	0	0	0	0	0	0	\$0
10.2	Site visit to field measure all dimensions. (Assumes one visit for Fargo Staff).	0	0	0	0	0	0	0	0	\$0
10.3	Research feasible modification to the lifting mechanism for the bridge per local comments/suggestions.	0	0	0	0	0	0	0	0	\$0
10.4	Prepare preliminary bridge plans. The drawings shall identify all bridge geometry and propose modifications at a concept level.	0	0	0	0	0	0	0	0	\$0
10.5	Submit to City of Fargo and NDDOT for review. Revise plans based on review comments.	0	0	0	0	0	0	0	0	\$0
10.6	Review Bridge Aesthetics (LA's).	0	0	0	0	0	0	0	0	\$0
SRE Deliverables:										
- Preliminary Bridge Plans (concept level) incorporating suggested operational and elevation changes.										
SUBTOTAL - TASK 10		0	0	0	0	0	0	0	0	\$0
11.0	Prepare Final Bridge Plans Oak Grove/Memorial Bridge									
Assumptions:										
- SRF will prepare the Final Bridge Plan following City and NDDOT concurrence on the revised Preliminary Bridge Plans. Assume cursory review by MnDOT state aid bridge staff.										
Client Deliverables:										
- Approval of Preliminary Concept Plan.										
11.1	Prepare Final Bridge Plans which are assumed to include the following:	0	0	0	0	0	0	0	0	\$0
- General Plan and Elevation (1 sheet)										
- Structural Notes (3 sheets)										
- Abutment Details (4 sheets)										
- Steel Tower Details (4 sheets)										
11.2	Geotechnical (1 sheet)	0	0	0	0	0	0	0	0	\$0
Prepare special provisions for the bridge. (3 sections assumed for architectural finish, stain and anti-graffiti coating).										

SRF Consulting Group, Inc.

Client: City of Fargo
 Project: Oak Grove Park/Memorial Park Pedestrian Lift Bridge (Amendment 2)

Work Tasks and Person-Hour Estimates



P160700

TASK NO.	TASK DESCRIPTION	PRINCIPAL	SR_ASSOC.	ASSOCIATE	SR_PROF	PROF.	TECHNICAL	CLERICAL	TOTALS	EST. FEE
11.3	Prepare a final bridge cost estimate.	0	0	0	0	0	0	0	0	\$0
11.4	Submit to City of Fargo, NDDOT, and MnDOT for review. Revise plans based on review comments.	0	0	0	0	0	0	0	0	\$0
11.5	Complete final calculations and QC checks for bridge and tower structure incorporating changes to standard design specifications and revised abutment geometry.	0	0	0	0	0	0	0	0	\$0
11.6	Finalize Bridge Aesthetics (LAs).	0	0	0	0	0	0	0	0	\$0
11.7	Incorporate revised recommendations from the new Geotechnical Report and revise the foundation design for the abutments.	0	0	0	0	0	0	0	0	\$0
11.8	Additional work related to the sheet pile supported approach and anchoring system on the Moorhead side.	20	0	0	0	64	0	0	84	\$9,528
11.9	Design removal railing system for the Moorhead sheet pile supported approach	2	0	0	0	12	0	0	14	\$1,468
SRF Deliverables:										
	- Final bridge plans									
12.0	Final Lighting Design and Electric Lift Mechanisms	22	0	0	0	76	0	0	98	\$10,996
Assumptions:										
	- Project tasks include:									
	- Review existing plans, electrical will be design similar to Lindenwood Gooseberry lift bridge.									
	- Coordinate electrical feeder with the utility and the city, assume a nearby transformer is available.									
	- No site visit required for MSP EE staff.									
Client Deliverables:										
	- None									
12.1	Review of requirements and existing plans including data collection and verification of electrical requirements.	0	0	0	0	0	0	0	0	\$0
12.2	Utility coordination and service request.	0	0	0	0	0	0	0	0	\$0
12.3	Electric motor/lift cranes design.	0	0	0	0	0	0	0	0	\$0
12.4	Design of bridge lighting, motor controls, and feed points.	0	0	0	0	0	0	0	0	\$0
12.5	Prepare light sheets, control wiring, and electrical schematics.	0	0	0	0	0	0	0	0	\$0
12.6	Prepare Special Provision for electric motor/lift cranes and associate controls.	0	0	0	0	0	0	0	0	\$0
12.7	Electrical system and light cost estimate.	0	0	0	0	0	0	0	0	\$0
12.8	Additional work was required to revise the design from a 480 Volt power to 120/240, Moorhead Public Service can not provide 480 Volt service at this location.	2	6	0	0	30	0	0	38	\$4,102
SRF Deliverables:										
	- Bridge lighting and motor controls plans.									
13.0	Cost Estimates	2	6	0	0	30	0	0	38	\$4,102
Assumptions:										
	- Costs will be split by State and local project numbers and funding sources. A Schedule of cost splits will also be completed to facilitate cooperative agreements on cost sharing responsibilities. An electronic copy in a Microsoft Excel spreadsheet format, along with a hard conv. will be submitted.									

SRF Consulting Group, Inc.

Client: City of Fargo

Project: Oak Grove Park/Memorial Park Pedestrian Lift Bridge (Amendment 2)

Work Tasks and Person-Hour Estimates



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TASK NO.	TASK DESCRIPTION	PRINCIPAL	SR_ASSOC.	ASSOCIATE	SR_PROE	PROE.	TECHNICAL	CLERICAL	TOTALS	EST. FEE
	Client Deliverables:									
	- None									
13.1	50% plan cost estimates and local participation.	0	0	0	0	0	0	0	0	\$0
13.2	95% plan cost estimates and local participation.	0	0	0	0	0	0	0	0	\$0
13.3	100% completion cost estimates and local participation.	0	0	0	0	0	0	0	0	\$0
	SRF Deliverables:									
	- Project Cost Estimate in NDDOT Format.	0	0	0	0	0	0	0	0	\$0
	SUBTOTAL - TASK 13	0	0	0	0	0	0	0	0	\$0
14.0	Survey (Construction Staking)									
	Assumptions:									
	- SRF will provide all required construction layout and staking; and required check shot throughout total construction season from our Fargo office. Hours are based on 8 hours per week for a two person survey crew and a 12 week construction period. Direct cost which include survey vehicle mileage, labre, and equipment costs are shown as a direct expense									
	Client Deliverables:									
	- None									
14.1	Construction Survey	0	0	0	0	0	0	0	0	\$0
	SRF Deliverables:									
	- Construction Staking									
	SUBTOTAL - TASK 14	0	0	0	0	0	0	0	0	\$0
15.0	In-Construction Inspection									
	Assumptions:									
	- The hours shown includes 20 hours pre-week of on-site inspection for 12 weeks, plus 4 hours per week for PE supervision. Direct expenses will include mileage and is shown as a direct expense. The inspection hours also includes 8 hrs of bridge inspection per week from our Mpls office.									
	- Shop drawing review includes tower steel, bridge steel, metal siding and roofing, electric hoist system, cable pulleys, architectural stain and anti-graffiti coating.									
	Client Deliverables:									
	- None									
15.1	On-site part time inspection.	0	0	0	0	0	0	0	0	\$0
15.2	Respond to contractor requests for information.	0	0	0	0	0	0	0	0	\$0
15.3	Review shop drawings.	0	0	0	0	0	0	0	0	\$0
	SRF Deliverables:									
	- On-site inspection and Shop Drawing Review.									
	SUBTOTAL - TASK 15	0	0	0	0	0	0	0	0	\$0
16.0	Construction Records Documentation									

SRF Consulting Group, Inc.
 Client: City of Fargo
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SRF
 Consulting Group, Inc.
 P160700

Work Tasks and Person-Hour Estimates

TASK NO.	TASK DESCRIPTION	PRINCIPAL	SR_ASSOC.	ASSOCIATE	SR_PROE	PROE.	TECHNICAL	CLERICAL	TOTALS	EST.FEE
	Assumptions:									
	- SRF will complete all required paperwork per the NDDOT's Construction Records Manual, including but not limited to Progress Reports, Change Orders, Estimates, Daily Inspection Reports, Pay Quantity Reports, Laboratory Files, Contractor Payrolls, EEO, DBE and Labor Compliance. The cost of material testing will be billed directly to the City of Fargo.									
	Client Deliverables:									
	- None									
16.1	Construction Records Documentation.	0	0	0	0	0	0	0	0	\$0
	SRF Deliverables:									
	- NDDOT approved project files.									
	SUBTOTAL - TASK 16	0	0	0	0	0	0	0	0	\$0
17.0	Prepare Record Drawings									
	Assumptions:									
	- SRF will prepare final record drawing in Microstation and provide the City of Fargo a final record drawing in a PDF format.									
	Client Deliverables:									
	- None									
17.1	Prepare final record drawing for field notes and redlines.	0	0	0	0	0	0	0	0	\$0
	SRF Deliverables:									
	- Final Record Drawing.									
	SUBTOTAL - TASK 17	0	0	0	0	0	0	0	0	\$0
18.0	Project Final									
	Assumptions:									
	- Review all records, quantities and prepare the final estimate and documents for the "Final." Includes review meeting with District staff.									
	Client Deliverables:									
	- None									
18.1	Final Inspection and punch list.	0	0	0	0	0	0	0	0	\$0
	SRF Deliverables:									
	- NDDOT Approved Final.									
	SUBTOTAL - TASK 18	0	0	0	0	0	0	0	0	\$0
	TOTAL ESTIMATED PERSON-HOURS	38	26	56	60	278	0	0	458	
	AVERAGE HOURLY BILLING RATES	\$182	\$163	\$117	\$105	\$92	\$110	\$66		
	ESTIMATED LABOR AND OVERHEAD	\$6,916	\$4,238	\$6,552	\$6,300	\$25,576	\$0	\$0		
	ESTIMATED DIRECT-NON-SALARY EXPENSES									\$49,582
	TOTAL ESTIMATED FEE									\$2,844
										\$52,426

SRF Consulting Group, Inc. Work Tasks and Person-Hour Estimates



P160700

Client: City of Fargo
 Project: Oak Grove Park/Memorial Park Pedestrian Lift Bridge (Amendment 2)

TASK NO.	TASK DESCRIPTION	PRINCIPAL	SR_ASSOC.	ASSOCIATE	SR_PROJ	PROJ.	TECHNICAL	CLERICAL	TOTALS	EST. FEE
ESTIMATE OF DIRECT NON-SALARY EXPENSES:										
	MILEAGE:									
	REPRODUCTION:									
	COURTHOUSE COPIES:									
	PRINTING:									
	SUPPLIES:									
	COMMUNICATIONS:									
	SUBCONSULTANTS:									
	Beaver Creek Archaeology - Class I Cultural Resource Inventory									\$0
	Carlson McCain - Wetland Delineation and Report									\$0
	Braun Internec - Amended Geotechnical Evaluation									\$0
	Braun Internec Additional work related to Site Reconnaissance for possible relocation, sheet pile analysis for Moorhead sheet pile supported approach, two additional design meetings, see attached change order request from Braun									\$2,844
	ESTIMATED DIRECT NON-SALARY EXPENSES									\$2,844

SRF Consulting Group, Inc.

Client: City of Fargo
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Work Tasks and Person-Hour Estimates



P-160700

TASK NO.	TASK DESCRIPTION	PRINCIPAL	SR_ASSOC.	ASSOCIATE	SR_PROF.	PROF.	TECHNICAL	CERICAL	TOTALS	EST. FEE
SUMMARY OF COSTS:										
1.0	Project Management and Coordination	\$ 1,092	\$ -	\$ 1,872	\$ -	\$ 736	\$ -	\$ -	\$ 3,700	\$ -
2.0	Data Collection	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3.0	Surveys and Mapping	\$ 364	\$ -	\$ 936	\$ 3,150	\$ -	\$ -	\$ -	\$ 4,450	\$ -
4.0	Public Involvement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5.0	Water Resources Engineering	\$ 364	\$ -	\$ -	\$ 3,150	\$ 1,840	\$ -	\$ -	\$ 5,354	\$ -
6.0	Documented Categorical Exclusion	\$ 364	\$ 3,260	\$ -	\$ -	\$ 7,728	\$ -	\$ -	\$ 11,352	\$ -
7.0	Prepare Plans and Specifications (Site Work)	\$ 364	\$ -	\$ 3,744	\$ -	\$ 5,520	\$ -	\$ -	\$ 9,628	\$ -
8.0	Special Provisions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9.0	Coordination and Review of Geotechnical Exploration Results	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10.0	Prepare Preliminary Bridge Plans Oak Grove/Memorial Bridge	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11.0	Prepare Final Bridge Plans Oak Grove/Memorial Bridge	\$ 4,004	\$ -	\$ -	\$ -	\$ 6,992	\$ -	\$ -	\$ 10,996	\$ -
12.0	Final Lighting Design and Electric Lift Mechanisms	\$ 364	\$ 978	\$ -	\$ -	\$ 2,760	\$ -	\$ -	\$ 4,102	\$ -
13.0	Cost Estimates	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14.0	Survey (Construction Staking)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15.0	In-Construction Inspection	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16.0	Construction Records Documentation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
17.0	Prepare Record Drawings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
18.0	Project Final	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
									<u>\$49,582</u>	

COVER SHEET
CITY OF FARGO PROJECTS

20a

This sheet must be completed and turned in with all City of Fargo projects. NO items will be accepted by either the City Commission Office or the City Auditor's Office without this cover sheet attached and properly filled out.

Exact, full name of Improvement District as it will appear in the Contract:

P.C. Concrete Alley Paving & Incidentals
Improvement District No. AN-17-F

Call For Bids January 29, 2018

Advertise Dates February 5 & 12, 2018

Bid Opening Date March 7, 2018

Substantial Completion Date June 30, 2018

Final Completion Date July 15, 2018

N/A PWPEC Report (Attach Copy) **Part of 2018 CIP**

X Engineer's Report (Attach Copy)

X Direct City Auditor to Advertise for Bids

X Bid Quantities (Attach Copy for Auditor's Office Only)

X Notice to Property Owners (Dan Eberhardt)

Project Engineer Jeremy Engquist

Phone No. 298-6939

The items listed above are for use on all City projects. The additional items listed below are to be checked only when all or part of a project is to be special assessed:

X Create District (Attach Copy of Legal Description)

X Order Plans & Specifications

X Approve Plans & Specifications

X Adopt Resolution of Necessity

N/A Approve Escrow Agreement (Attach Copy for Commission Office Only)

X Assessment Map (Attach Copy for Auditor's Office Only)

ENGINEER'S REPORT

P.C. CONCRETE ALLEY PAVING & INCIDENTALS

IMPROVEMENT DISTRICT NO. AN-17-F

Nature & Scope

This project is for the installation of P.C. Concrete Paving in the alley from 3rd Avenue North to 4th Avenue North between 10th Street North & 11th Street North in Roberts 2nd Addition and Lime Addition.

Purpose

The purpose of this project is to provide paving in the alley as requested by the majority of the property owners.

Feasibility

The estimated cost of construction is \$69,210. The project will be paid for entirely from Special Assessments. A breakdown of costs is as follows:

Estimated Construction Cost:	\$69,210.00
Engineering Fees (7%):	\$4,844.70
Legal & Misc. Fees (3%):	\$2,076.30
Administration Fees (6%):	\$4,152.60
Interest Fees (4%):	<u>\$2,768.40</u>
Total Estimated Amount Assessed:	\$83,052.00

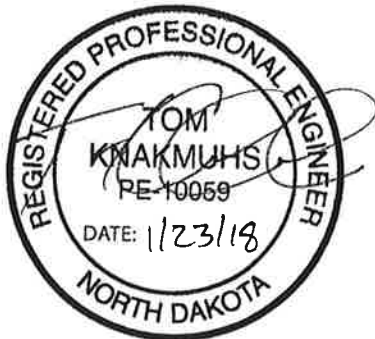
Project Funding Summary


Special Assessment - 100%

Total Estimated Project Cost

\$83,052.00

We believe this project to be cost effective.




Tom Knakmuhs, P.E.
Division Engineer

January 17, 2018

**CITY OF FARGO
ENGINEERING DEPARTMENT**

LOCATION & COMPRISING

**P.C. CONCRETE ALLEY PAVING
& INCIDENTALS**

IMPROVEMENT DISTRICT NO. AN-17-F

LOCATION:

From 3rd to 4th Avenue North between 10th & 11th Street North.

COMPRISING:

Lot 1, Block 1.
All in Lime Addition.

Lots 7 through 12, Block 29.
All in Roberts 2nd Addition.

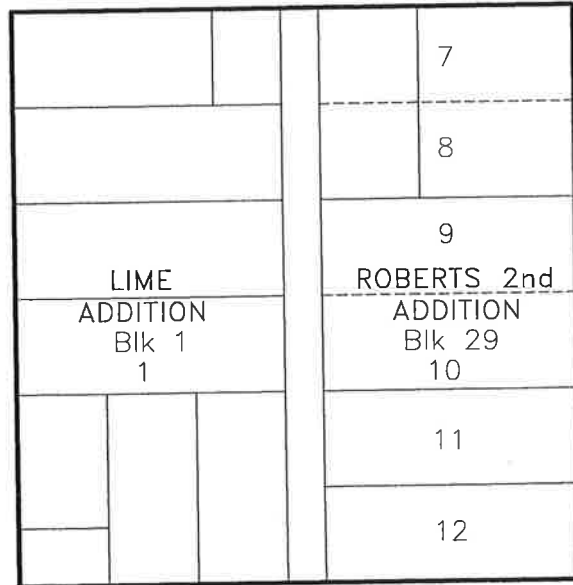
All of the foregoing is located in the City of Fargo, Cass County, North Dakota.



4TH AVENUE N

11TH STREET N

10th STREET N.



LIME
ADDITION
Bk 1
1

ROBERTS 2nd
ADDITION
Bk 29
10

3RD AVENUE N

CITY OF FARGO
ENGINEERING DEPARTMENT

PROJECT AREA

P.C. CONCRETE ALLEY PAVING & INCIDENTALS

IMPROVEMENT DISTRICT NO. AN-17-F

206

COVER SHEET
CITY OF FARGO PROJECTS

This sheet must be completed and turned in with all City of Fargo projects. NO items will be accepted by either the City Commission Office or the City Auditor's Office without this cover sheet attached and properly filled out.

Exact, full name of Improvement District as it will appear in the Contract:

GRADING, PCC PAVEMENT, STORM SEWER, WATERMAIN, TRAFFIC SIGNALS, STREET LIGHTING, SIDEWALKS & INCIDENTALS

Improvement District No. BR-18-C

Call For Bids January 25, 2018

Advertise Dates February 5 & 12, 2018

Bid Opening Date March 7, 2018

Substantial Completion Date October 19, 2018

Final Completion Date November 16, 2018

- N/A PWPEC Report (Part of 2018 CIP)
- X Engineer's Report (Attach Copy)
- X Direct City Auditor to Advertise for Bids
- N/A Bid Quantities (Attach Copy for Auditor's Office Only)
- X Notice to Property Owners (Dan Eberhardt)

Project Engineer Jeremy Gorden

Phone No. 241-1545

The items listed above are for use on all City projects. The additional items listed below are to be checked only when all or part of a project is to be special assessed:

- X Create District (Attach Copy of Legal Description)
- X Order Plans & Specifications
- X Approve Plans & Specifications
- X Adopt Resolution of Necessity
- N/A Approve Escrow Agreement (Attach Copy for Commission Office Only)
- X Assessment Map (Attach Copy for Auditor's Office Only)

ENGINEER'S REPORT

GRADING, PCC PAVEMENT, STORM SEWER, WATERMAIN, TRAFFIC SIGNALS, STREET LIGHTING, SIDEWALKS & INCIDENTALS

IMPROVEMENT DISTRICT NO. BR-18-C

Nature and Scope

This project is for the pavement reconstruction on 13th Avenue South from 45th Street to 12th Street E (in West Fargo). It provides for the replacement of the water main, roadway surface, storm sewer, traffic signals, and sidewalk. It also includes spot repairs in the intersection of 45th Street and 13th Avenue South.

This project was approved by the Fargo City Commission under the 2018 Capital Improvements Program (CIP).

Purpose

13th Avenue South is an arterial street that services South Fargo and the City of West Fargo. The existing street section is deteriorated and in need of replacement. The new roadway will be a 6-lane divided facility in Fargo and 5-lane divided (3 westbound, 2 eastbound) in West Fargo. Storm sewer will be expanded for added capacity.

Feasibility

The estimated construction cost is approximately \$11,190,024 (\$6,161,682 Fargo/\$5,028,342 West Fargo). All of the work in West Fargo will be paid for by West Fargo. Work in Fargo will be funded according to the infrastructure funding policy utilizing Sales Tax Funds, Water Utility Funds and Special Assessments. The portion of the project in Fargo is funded as follows:

Water Main Cost

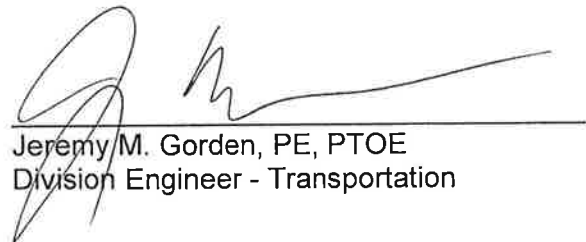
<u>Assessed Construction Cost</u>	\$ 271,201
Plus Fees:	
4% Engineering:	\$ 10,848
6% Administration:	\$ 16,272
4% Interest:	\$ 10,848
7% Legal:	\$ 18,984
<u>Total Estimated Assessed Cost</u>	<u>\$ 328,153</u>
<u>City Funded Construction Cost</u>	\$ 271,201
Plus Fees:	
4% Engineering:	\$ 10,848
4% Interest:	\$ 10,848
7% Legal:	\$ 18,984
<u>Total Estimated City Funded Cost (Water Utility Funds)</u>	<u>\$ 311,881</u>
Total Estimated Water Main Cost:	\$ 640,034

<u>Street Reconstruction Cost</u>	
<u>Assessed Construction Cost</u>	\$ 5,619,281
Plus Fees:	
4% Engineering:	\$ 224,771
6% Administration:	\$ 337,157
4% Interest:	\$ 224,771
7% Legal:	\$ 393,350
Easements and Utility Relocation	\$ 100,000
<u>Total Estimated Assessed Cost</u>	<u>\$ 6,899,330</u>
Total Estimated Street Reconstruction Cost:	\$ 6,899,330
<u>Incentive Cost</u>	
(Infrastructure Sales Tax)	\$ 150,000
<u>Consultant Fee</u>	
(Special Assessment – Street Reconstruction)	\$ 514,533
Total Fargo Estimated Project Cost	\$ 8,203,897
<u>Project Funding Summary</u>	
Infrastructure Sales Tax	\$ 150,000
Water Utility Funds (City)	\$ 311,881
Special Assessments – Water Main	\$ 328,153
Special Assessments – Street Reconstruction	\$ 7,413,863
Total Fargo Estimated Project Cost	\$ 8,203,897

Costs will be special assessed according to City policy.

We believe this project to be cost effective.




Jeremy M. Gorden, PE, PTOE
Division Engineer - Transportation

**CITY OF FARGO
ENGINEERING DEPARTMENT**

LOCATION & COMPRISING

**GRADING, PCC PAVEMENT, STORM SEWER, WATERMAIN, TRAFFIC SIGNALS, STREET
LIGHTING, SIDEWALKS & INCIDENTALS**

IMPROVEMENT DISTRICT NO. BR-18-C

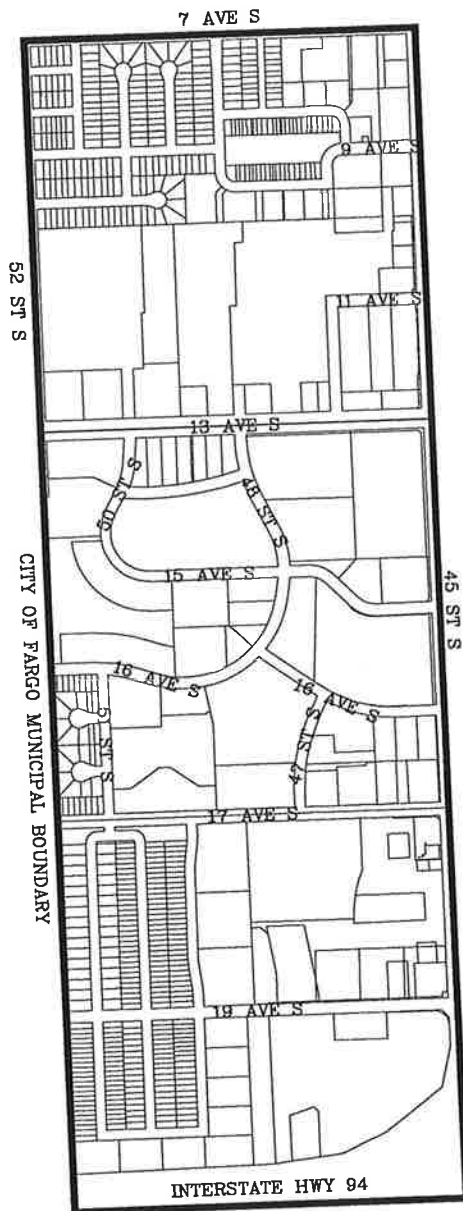
LOCATION:

On 13th Avenue South from 45th Street South to 52nd Street South.

COMPRISING:

All land that is bounded by 7th Avenue South to the north
45th Street South to the east,
Interstate 94 to the south,
And City of Fargo Municipal boundary to the west.

All the foregoing is located in the City of Fargo, Cass County, North Dakota.



CITY OF FARGO
ENGINEERING DEPARTMENT

LOCATION & ASSESSMENT AREA

GRADING, PCC PAVEMENT, STORM SEWER,
WATERMAIN, TRAFFIC SIGNALS, STREET LIGHTING,
SIDEWALKS & INCIDENTALS

IMPROVEMENT DISTRICT NO. BR-18-C