

FARGO CITY COMMISSION AGENDA
Monday, December 14, 2020 - 5:00 p.m.

City Commission meetings are broadcast live on TV Fargo Channel 56 and online at 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 FargoND.gov/CityCommission.

- A. Pledge of Allegiance.
- B. Roll Call.
- C. Approve Order of Agenda.
- D. Minutes (Regular Meeting, November 30, 2020).

CONSENT AGENDA – APPROVE THE FOLLOWING:

- 1. Findings of Fact and Order, and Notice of Entry of Order for property at 1714 5th Avenue South.
- 2. Receive and file General Fund – Budget to Actual through November 2020 (unaudited).
- 3. Implementation of a policy for the billing of the services the City continues to support even if the water is disconnected at the curb beginning the fall of 2021.
- 4. Amended Site Authorization for Prairie Public Broadcasting, Inc. at Slammer's Sports Bar & Grill.
- 5. Application for Games of Chance for the El Zagal Shrine Arab Patrol for a raffle on 3/19/21.
- 6. Agreement with Peggy Amsbaugh.
- 7. Final Balancing Change Order No. 14 for an increase of \$2,487.58 for Project No. FM-15-K1.
- 8. Negative Final Balancing Change Order No. 2 in the amount of -\$28,126.75 for Project No. UR-19-E1.
- 9. Negative Final Balancing Change Order No. 6 in the amount of -\$119,062.23 for Project No. UR-19-A1.
- 10. Bid awards for food purveyor, candy purveyor and janitorial products at the FARGODOME.
- 11. State Water Commission request for cost reimbursement for the FM Metro Area Flood Risk Management Project for costs totaling \$8,334,015.02.
- 12. Addendum to provision of nursing services for the Mapleton Public School District.
- 13. Agreement for Services with Kyle Boster.
- 14. Agreement for Services with Cody Mauch.

- Page 18. Purchase of Service Agreement with the ND Department of Human Services for substance abuse prevention.
16. Stimulus funds from the Bob Woodruff Foundation in the amount of \$10,000.00 for the ND Cares - Fargo Program to target food insecurity.
 17. Addendum to provision of nursing services for the Northern Cass Public School District.
 18. Set December 28, 2020 at 5:15 p.m. as the date and time for a hearing on a dangerous building at 1021 10th Street North.
 19. Agreement with North Dakota State University to allocate \$20,000.00 for the Food Security Fund.
 20. Bid award for purchase of one RC Mower (PBC-T-775(5))
 21. Bid award for pruning debris collection (RFP21009).
 22. Final Balancing Change Order in the amount of \$118,676.00 for Project No. SW19-01.
 23. Quantity changes and final invoice with Industrial Builders for Project No. SW19-01.
 24. Substantially complete First Transit Agreement for 1/1/21 to 12/31/22.
 25. Transit fare-free service through 3/31/21 and to request reimbursement through the CARES grant, contingent upon approval from the Moorhead City Council.
 26. Bid awards for general, mechanical and electrical construction contracts for Project No. WA2012.
 27. Change Order No. 1 for an increase of \$27,105.76 for Project No. WA2004.
 28. Task Order No. 39 with AE2S in the amount of \$627,140.00 for Project No. WA2005.
 29. Change Order No. 1 for a decrease in the amount of \$10,000.00 for Project No. WW1701.
 30. Five-Year Professional Engineering Service Agreements for 2021-2025, with the potential for a five-year extension, with the firms as presented (RFQ20161).
 31. Bills.
 32. Change Order No. 1 for an increase of \$349,456.00 and time extension for Improvement District No. BN-20-L1.
 33. Final Balancing Change Order No. 1 in the amount of \$0.00 for Improvement District No. SL-20-E1.
 34. Negative Final Balancing Change Order No. 2 in the amount of -\$5,242.60 for Improvement District No. NR-19-A1.
 35. Negative Final Balancing Change Order No. 2 in the amount of -\$208,498.10 for Improvement District No. PN-20-A1.

Page 36. Purchase of Wetland Mitigation Credits from Ducks Unlimited, Inc. in the amount of \$43,200.00 for Improvement District No. BN-21-A1.

37. Bid award for Improvement District No. BN-20-M1.

38. Create Improvement District Nos. BR-21-A and BR-21-C.

REGULAR AGENDA:

39. **RESIDENT COMMENTS (Fargo residents will be offered 2.5 minutes for comment with a maximum of 30 minutes total for all resident comments. Residents who would like to address the Commission, whether virtually or in person, must sign-up at FargoND.gov/VirtualCommission).**

40. ***Public Input Opportunity* - PUBLIC HEARINGS - 5:15 pm:**

a. Renaissance Zone Project for FM Title Inc. for a commercial lease project located at 1213 Northern Pacific Avenue North.

b. Renaissance Zone Project for Kennelly Gunkelman Ltd. d/b/a Kennelly Business Law for a commercial lease project located at 1213 Northern Pacific Avenue North.

41. Recommendation to approve the 2021 Capital Improvement Plan and the 2022-2024 Federal Aid and Water Main Replacement and/or Street Reconstruction Projects.

42. COVID-19 Update:

a. Fargo-area unemployment statistics.

b. Temporary winter homeless sheltering for overflow capacity at 1015 30th Avenue South, Moorhead.

c. Additional Housing Assistance Gap Funding.

d. City of Fargo Business Assistance Program.

e. Request from Commissioner Piepkorn to waive the 2021 Liquor License Renewal fees.

f. Request from Commissioner Gehrig to immediately forgive the utility fees for bars and restaurants.

g. Request from Commissioner Gehrig to forgive next year's property taxes for bars and restaurants, pending approval from legal counsel.

h. Request from Commissioner Gehrig to end the Emergency Declaration in light of no funding being lost.

43. Request to nominate a Commissioner to serve on the Selection Committee for the Director of Diversity, Equity and Inclusion position.

44. Applications for property tax exemptions for improvements made to buildings:

a. Shannon and Michele Gerlach, 3413 18th Street South (3 year).

b. Ross Perrin, 1626 36 1/2 Avenue South (3 year).

c. Mary Vigen, 3325 18th Street South (3 year).

d. Jennifer Gruss, 1514 7th Street South (5 year).

e. Donald and Joyce Brienens, 1017 20th Street South (5 year).

f. Kara Bauer and John Maya, 2117 15th Avenue South (5 year).

g. Timothy and Vanessa Lystad, 806 9th Street South (5 year).

h. Jonathan Pikalek and Stephanie Hanson, 2807 Longfellow Road North (5 year).

i. Amanda Welk, 915 2nd Avenue South, Unit 2 (5 year).

- j. Christopher Mathson, 2509 Evergreen Road North (5 year).
- k. Andrew and Rebecca Bakke, 1206 9th Street South (5 year).
- l. Linda Monge, 2309 Evergreen Road North (5 year).
- m. Timothy and Tami Hertel, 3819 River Drive South (5 year).
- n. Richard and Rebecca Pittenger, 2 32nd Avenue Northeast (5 year).
- o. Larry Peterson and Mary Struck, 1362 2nd Street North (5 year).
- p. Sean and Jessica Foss, 1410 9th Street South (5 year).
- q. Jennifer Gruss, 1514 7th Street South (5 year).
- r. Nick Lee, 2514 East Country Club Drive South (5 year).
- s. Bradley Garcia and Rachel Suhonen, 813 21st Avenue South (5 year).
- t. Charlene and Kyle Card, 274 Prairiewood Drive South (5 year).
- u. Steinberg Investments LLC, 904 2nd Street North (5 year).
- v. Charles and Connie Rieck, 1407 7th Street South (5 year).

- 45. Presentation on the Interim Boulevard Garden Program from the summer of 2020.
 - a. Request from Cass Clay Food Partners to direct the City Attorney to draft an Ordinance to allow plantings, in addition to turf grass, on the boulevard.

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 FargoND.gov/CityCommission.

40a

MEMORANDUM

TO: City Commission

FROM: Nicole Crutchfield, Planning Director *NC*

DATE: December 8, 2020

RE: Renaissance Zone Lease Application from FM Title Inc (Project 314-F) located at 1213 Northern Pacific Avenue North.

The following Renaissance Zone project application was reviewed and recommended for approval by staff per Renaissance Zone Authority Policy:

FM Title Inc (Project 314-F) is proposing to lease commercial space at 1213 Northern Pacific Avenue North. This project application meets all of the State and local requirements for approval including that, the use is consistent with the goals and objectives as set forth within the Fargo Renaissance Zone Development Plan. The applicant is proposing to lease approximately 5,500 square feet (located on part of the first floor) and is looking to occupy the space sometime in late December or early January. The applicant estimates a \$225,000 income tax exemption over the 5-year term.

According to the Renaissance Zone Development Plan, the prospective tenant must be leasing a space from a building that has been approved as a Renaissance Zone project. A Renaissance Zone application for DFI 1213 NP LLC (246-F) was approved by the City of Fargo on March 26, 2016 and received final approval by the State on October 20, 2017.

Recommended Action: To approve the Renaissance Zone project application FM Title Inc for a lease project at 1213 Northern Pacific Avenue North and to grant state income tax exemptions as recommended by staff per Renaissance Zone Authority policy.



11 ST N

2 AVE N

2nd Ave N

1 AVE N

1st Ave N

10 ST N

10th St N

11 ST N

Subject Property

12 ST N

UNIVERSITY DR N

NORTHERN PACIFIC AVE N

NP Avenue

MAIN AVE

Main Avenue

10 ST S

11 ST S

12 ST S

UNIVERSITY DR S

APPLICATION FOR RENAISSANCE ZONE PROJECT

Property owners, business owners, developers or investors interested in pursuing a Renaissance Zone project should review the *Renaissance Zone Plan*. The Renaissance Zone Plan delineates the current geographical boundaries of the program (only certain blocks within the downtown core are included) and provides additional detail on minimum investment requirements and applicable program goals and objectives that must be met.

Application submitted for (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> New Construction | <input checked="" type="checkbox"/> Commercial Lease |
| <input type="checkbox"/> Purchase with Major Improvements | <input type="checkbox"/> Rehabilitation: <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Residential |
| <input type="checkbox"/> Primary Residential Purchase | <input type="checkbox"/> Block Addition |

Property Owner Information	Contact Person Information (if different than owner)
Name (printed): Irish Properties VI, LLC	Name (printed): Chris Kennelly
Name (printed): Irish Properties VI, LLC	Address: 313 NP Avenue, Fargo, ND 58102
Address: 313 NP Avenue, Fargo, ND 58102	

Parcel Information
Address: 1213 NP Avenue, Fargo, ND 58102
Unit Number: 100
Renaissance Zone Block Number: Unknown
Legal Description (attach separate sheet if more space is needed): Lot 1-9 less portion of Block 41 of Robert's 2nd Addition
Parcel Number: 01-2382-04091-000

Is this property listed on or a contributing structure to the National Register of Historic Places? ☐ Yes ☒ No
 Do you intend to apply for a Historic Preservation Tax Credit in conjunction with this project? ☐ Yes ☒ No

Project Information	
Total Project Cost: (Qualified Capital Improvements)	
Current Use of Property: Vacant	
Anticipated Use Upon Completion: Abstract and title company	
Expected Date of Purchase: 6/20	Expected Date of Occupancy: 12/20
Estimated Property Tax Benefit: (Over five year exemption period)	Estimated State Income Tax Benefit: (Over five year exemption period) \$225,000.00
Current Employees: (Full-time equivalent) 23	Anticipated Employees: (Full-time equivalent) 25

Scope of Work

Construction and remodeling of first floor of 1213 NP Avenue Suite 100 in Fargo, ND for FM Title space.

Additional Project Information

New Construction/Rehabilitation/Purchase with Improvements Only

Current Building Value: (Taxable Improvement Value) \$5,200,000.00	Estimated Building Value Upon Completion: (Taxable Improvement Value) \$7,200,000.00
Building Area Upon Completion (SF): Approx 42,000	Number of Stories Upon Completion: 4 with basement

Commercial Lease Only

Lease Area Upon Completion (SF): approx. 5500 sq ft.			
Type of Business: Title & abstract			
<input type="checkbox"/> New business moving to the Renaissance Zone	<input checked="" type="checkbox"/> Expanding Business moving to the Renaissance Zone	<input type="checkbox"/> Existing Business Expanding within the Renaissance Zone	<input type="checkbox"/> Continuation of a lease moving from one Renaissance Zone Project to another Renaissance Zone Project

Residential Purchase Only

Will this be your primary place of Residency?:

Acknowledgement – We hereby acknowledge that we have familiarized ourselves with the rules and regulations to the preparation of this submittal and that the forgoing information is true and complete to the best of our knowledge.

Owner (Signature): <u>Chris Kennelly</u>	Date: <u>12/1/2020</u>
Joint Owner (Signature): _____	Date: _____
Representative (Signature): _____	Date: _____

THE FOLLOWING CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH THE APPLICATION FORM:

		Submitted	N/A
Renaissance Zone Project	Current photos of property, relevant to project scope and proposed renderings of the proposed project	<input checked="" type="checkbox"/>	
	<u>Certificate of Good Standing</u> from the Office of the State Tax Commissioner	<input checked="" type="checkbox"/>	
	<u>Business Incentive Agreement</u> from the Department of Commerce for all non-residential projects	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	For residential purchases proved a copy of the purchase agreement	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Goals and objectives as outlined in the 2015 Fargo Renaissance Zone Development Plan (Attachment A)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

APPLICATION DEADLINES:

The Renaissance Zone Authority regularly meets on the Fourth Wednesday of each month at 8:00 am in the in the City Commission Chambers at 225 4th Street North, Fargo, ND 58102. For consideration during a monthly meeting:

- **Renaissance Zone** applications are due by 4:30 pm on the **first Wednesday of each month.**

REQUIREMENTS, POLICIES, AND GUIDELINES:

The Renaissance Zone is administered according to the following written documents, each of which are available on the City of Fargo's website.

- **Renaissance Zone Designation**
 - o City of Fargo Renaissance Zone Development Plan
 - o North Dakota Renaissance Zone Program Guidelines

CERTIFICATION:

Applicant certifies that, to the best of his/her knowledge and belief, the information contained in the application and attached hereto is true and correct. Applicant also certifies that he/she understands all written requirements, policies, and guidelines of the Fargo Renaissance Zone Authority, the City of Fargo, and/or the State of North Dakota governing the use of the procedure or program being applied for:

Chris Kennelly

(Applicant's Signature)

Chris Kennelly

(Printed Name)

12/1/2020

(Date)

If the property owner(s) and applicant are different, the property owner certifies that he/she has full knowledge of this application and consents to its submission:

Chris Kennelly

(Applicant's Signature)

Chris Kennelly

(Printed Name)

12/1/2020

(Date)

(Applicant's Signature)

(Printed Name)

(Date)

Goals of the Fargo Renaissance Zone Plan

Is the proposed use of the project consistent with the RZ Plan? As noted in the Renaissance Zone Development Plan the desired land use will contribute to a number of goals:

1. *Grow as a Neighborhood.* How will this project invest in housing to increase the population living Downtown and maintain Downtown's diversity?

NA

2. *Prosper as a Business Center.* How will this project increase the number and type of jobs Downtown (or accessible from Downtown)?

This project will allow FM Title to double its square footage from its current office space which will allow for additional room for its current employees and to hire more employees as the business grows.

3. *Thrive as a Destination.* How will this project create a unique Downtown experience with an activated riverfront and vibrant sidewalks and public spaces that serve as the backdrop to the community's social life?

As a result of this project, Downtown will thrive as a destination due to an influx of people for business transactions, and the employment of numerous people. As a mixed use building, 1213 will create a unique experience and will enhance the vibrancy of Downtown.

4. *Be a Model for Inclusive Growth and Development.* How will this project protect Downtown's diversity and evolve as a model for equitable growth and development?

This project will help enhance the downtown business core by keeping traditional businesses in the central business area, while also providing opportunities for other business ventures in a mixed use building setting.

5. *Complete our Streets.* How will this project make complete streets common place and encourage trips by foot, bicycle, and bus, as well as car?

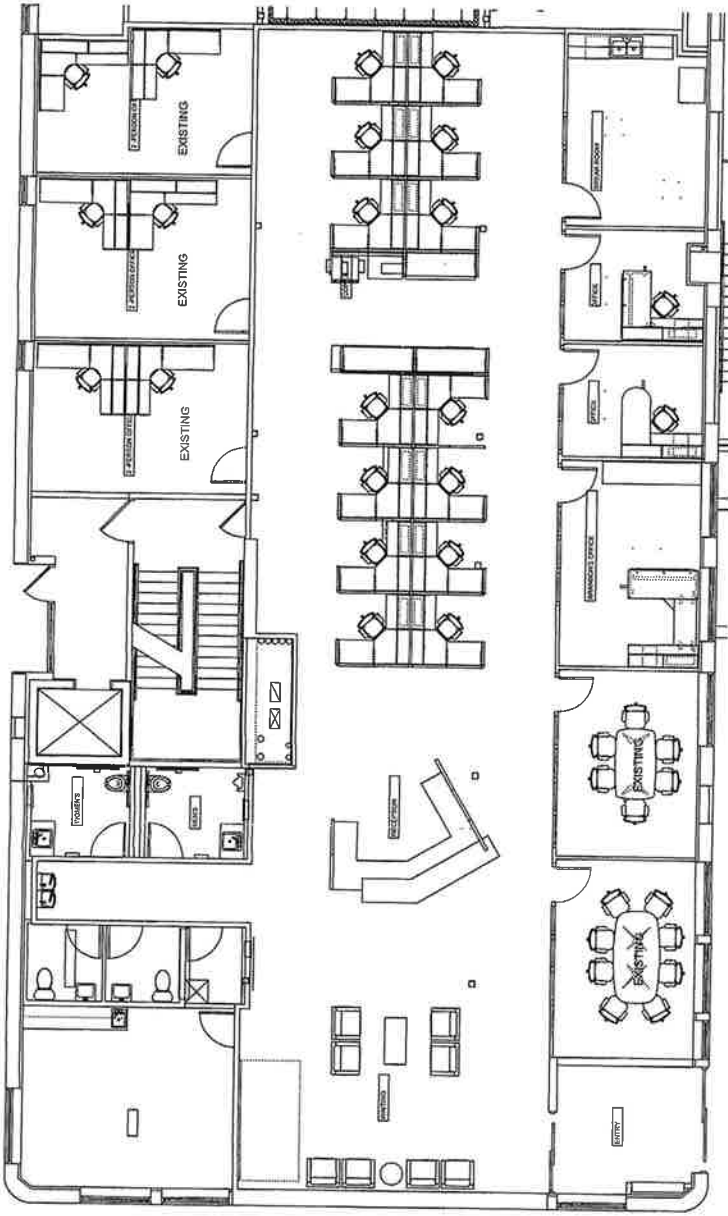
This project will promote a walkable community with several employees and customers able to walk to neighboring businesses for food, beverage, and other amenities.

6. *Park Smart.* How will this project manage parking resources to meet the needs of drivers, while also making room for new development and activity?

The building owners have designed an adequate parking plan for visitors and employees.

7. *Play with Purpose.* Will this project develop a system of connected all-season green spaces designed for people (of a range of ages and interests) and purpose (as infrastructure that absorbs stormwater)?

No.



FURNITURE PLAN
1/4" = 10'

Lobby

Brandon

2 New
offices

Open Office
Workstations

FM TITLE
PRAIRIE ROOTS
FARGO, ND
FURNITURE PLAN
DATE 7/29/2020
PROJECT [Order entry, Dealer PO code, Number]
DESIGNER [Order entry, Authorized by]
Notes: All items are to be installed by the client. All items are to be installed by the client.

CLIENT APPROVAL
I HAVE REVIEWED THESE PLANS
AND THEY CONFORM TO OUR
STANDARD OF DESIGN AND
CONSTRUCTION. I AM NOT
RESPONSIBLE FOR ANY
ADDITIONAL CHANGES.

☐ APPROVED AS DRAWN
☐ APPROVED AS NOTED
☐ NOT APPROVED

SIGNATURE

DATE

THE GRAPHIC MATERIAL AND
DESIGN CONCEPTS ON THIS
DRAWING ARE THE PROPERTY
OF INTERIORFURNITURE.
REPRODUCTION OF THE
MATERIAL AND DESIGN
CONCEPTS WITHOUT WRITTEN
CONSENT IS PROHIBITED.



1830 1ST AVE N
SUITE 100
FARGO, ND 58102
701-232-2013

Herman Miller
Authorized Dealer

406

MEMORANDUM

TO: City Commission

FROM: Nicole Crutchfield, Planning Director *NC*

DATE: December 8, 2020

RE: Renaissance Zone Lease Application from Kennelly Gunkelman Ltd. (d/b/a Kennelly Business Law) (Project 313-F) located at 1213 Northern Pacific Avenue North.

The following Renaissance Zone project application was reviewed and recommended for approval by staff per Renaissance Zone Authority Policy:

Kennelly Gunkelman Ltd. (d/b/a Kennelly Business Law) (Project 313-F) is proposing to lease commercial space at 1213 Northern Pacific Avenue North. This project application meets all of the State and local requirements for approval including that, the use is consistent with the goals and objectives as set forth within the Fargo Renaissance Zone Development Plan. The applicant is proposing to lease approximately 5,500 square feet (located on part of the third floor) and is looking to occupy the space sometime in late December or early January. The applicant estimates a \$225,000 income tax exemption over the 5-year term.

According to the Renaissance Zone Development Plan, the prospective tenant must be leasing a space from a building that has been approved as a Renaissance Zone project. A Renaissance Zone application for DFI 1213 NP LLC (246-F) was approved by the City of Fargo on March 26, 2016 and received final approval by the State on October 20, 2017.

Recommended Action: To approve the Renaissance Zone project application (Kennelly Gunkelman Ltd. d/b/a Kennelly Business Law) for a lease project at 1213 Northern Pacific Avenue North and to grant state income tax exemptions as recommended by staff per Renaissance Zone Authority policy.





APPLICATION FOR RENAISSANCE ZONE PROJECT

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Application submitted for (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> New Construction | <input checked="" type="checkbox"/> Commercial Lease |
| <input type="checkbox"/> Purchase with Major Improvements | <input type="checkbox"/> Rehabilitation: <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Residential |
| <input type="checkbox"/> Primary Residential Purchase | <input type="checkbox"/> Block Addition |

Property Owner Information
Name (<i>printed</i>): Irish Properties VI, LLC
Name (<i>printed</i>): Irish Properties VI, LLC
Address: 313 NP Avenue, Fargo, ND 58102

Contact Person Information (<i>if different than owner</i>)
Name (<i>printed</i>): Chris Kennelly
Address: 313 NP Avenue, Fargo, ND 58102

Parcel Information
Address: 1213 NP Avenue, Fargo, ND 58102
Unit Number: 301
Renaissance Zone Block Number: Unknown
Legal Description (<i>attach separate sheet if more space is needed</i>): Lot 1-9 less portion of Block 41 of Robert's 2nd Addition
Parcel Number: 01-2382-04091-000

Is this property listed on or a contributing structure to the National Register of Historic Places?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Do you intend to apply for a Historic Preservation Tax Credit in conjunction with this project?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Project Information	
Total Project Cost: (Qualified Capital Improvements) \$	
Current Use of Property: Vacant	
Anticipated Use Upon Completion: Law Firm	
Expected Date of Purchase: 6/20	Expected Date of Occupancy: 12/20
Estimated Property Tax Benefit: (Over five year exemption period)	Estimated State Income Tax Benefit: (Over five year exemption period) \$225,000.00
Current Employees: (Full-time equivalent) 9	Anticipated Employees: (Full-time equivalent) 10

Scope of Work

Remodeling large portion of third floor for Kennelly Gunkelman Ltd., doing business as Kennelly Business Law.

Additional Project Information

New Construction/Rehabilitation/Purchase with Improvements Only

Current Building Value: (Taxable Improvement Value) \$5,200,000.00	Estimated Building Value Upon Completion: (Taxable Improvement Value) \$7,200,000.00
Building Area Upon Completion (SF): Approx 42,000	Number of Stories Upon Completion: 4 with basement

Commercial Lease Only

Lease Area Upon Completion (SF): Approx 5,500 sq feet

Type of Business: Law

☐ New business
moving to the
Renaissance Zone

☒ Expanding Business
moving to the
Renaissance Zone

☐ Existing Business
Expanding within the
Renaissance Zone

☐ Continuation of a lease moving from
one Renaissance Zone Project to
another Renaissance Zone Project

Residential Purchase Only

Will this be your primary place of Residency?:

Acknowledgement – We hereby acknowledge that we have familiarized ourselves with the rules and regulations to the preparation of this submittal and that the forgoing information is true and complete to the best of our knowledge.

Owner (Signature): _____	Date: _____
Joint Owner (Signature): _____	Date: _____
Representative (Signature): _____	Date: _____

THE FOLLOWING CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH THE APPLICATION FORM:

		Submitted	N/A
Renaissance Zone Project	Current photos of property, relevant to project scope and proposed renderings of the proposed project	<input checked="" type="checkbox"/>	
	<u>Certificate of Good Standing</u> from the Office of the State Tax Commissioner	<input checked="" type="checkbox"/>	
	<u>Business Incentive Agreement</u> from the Department of Commerce for all non-residential projects	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	For residential purchases proved a copy of the purchase agreement	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Goals and objectives as outlined in the 2015 Fargo Renaissance Zone Development Plan (Attachment A)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

APPLICATION DEADLINES:

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	<u>Chris Kennelly</u>	<u>9/9/2020</u>
(Applicant's Signature)	(Printed Name)	(Date)

If the property owner(s) and applicant are different, the property owner certifies that he/she has full knowledge of this application and consents to its submission:

	<u>Chris Kennelly</u>	<u>9/9/2020</u>
(Applicant's Signature)	(Printed Name)	(Date)

(Applicant's Signature)	(Printed Name)	(Date)

Goals of the Fargo Renaissance Zone Plan

Is the proposed use of the project consistent with the RZ Plan? As noted in the Renaissance Zone Development Plan the desired land use will contribute to a number of goals:

1. *Grow as a Neighborhood.* How will this project invest in housing to increase the population living Downtown and maintain Downtown's diversity?

NA

2. *Prosper as a Business Center.* How will this project increase the number and type of jobs Downtown (or accessible from Downtown)?

This project will allow Kennelly Business Law to double its square footage from its current office space which will allow for additional room to hire more employees as the business grows.

3. *Thrive as a Destination.* How will this project create a unique Downtown experience with an activated riverfront and vibrant sidewalks and public spaces that serve as the backdrop to the community's social life?

This project will allow for employment of numerous people, as well as, provide a unique mixed use building for which people can experience downtown.

4. *Be a Model for Inclusive Growth and Development.* How will this project protect Downtown's diversity and evolve as a model for equitable growth and development?

This project will help enhance the downtown business core by keeping traditional businesses that utilize the court house and its filings in the central business area.

5. *Complete our Streets.* How will this project make complete streets common place and encourage trips by foot, bicycle, and bus, as well as car?

This project will promote a walkable community with several employees and customers able to walk to neighboring businesses for food, beverage, and other amenities.

6. *Park Smart.* How will this project manage parking resources to meet the needs of drivers, while also making room for new development and activity?

The building owners have designed an adequate parking plan for visitors and employees.

7. *Play with Purpose.* Will this project develop a system of connected all-season green spaces designed for people (of a range of ages and interests) and purpose (as infrastructure that absorbs stormwater)?

No.



KENNELLY
BUSINESS LAW

KENNELLY

LAW

PRAIRIE ROOTS

FURNITURE PLAN

DATE:

7/29/2020

PROJECT:
[Order entry, Dealer PO
code, Number]

DESIGNER:
[Order entry, Authorized
by]

Client/owner information to be
provided by the client

CLIENT APPROVAL
I HAVE REVIEWED THESE PLANS
AND THEY CONFORM TO OUR
STANDARDS. I UNDERSTAND
THAT ANY CHANGES TO
THESE PLANS WILL RESULT IN
ADDITIONAL CHARGES.

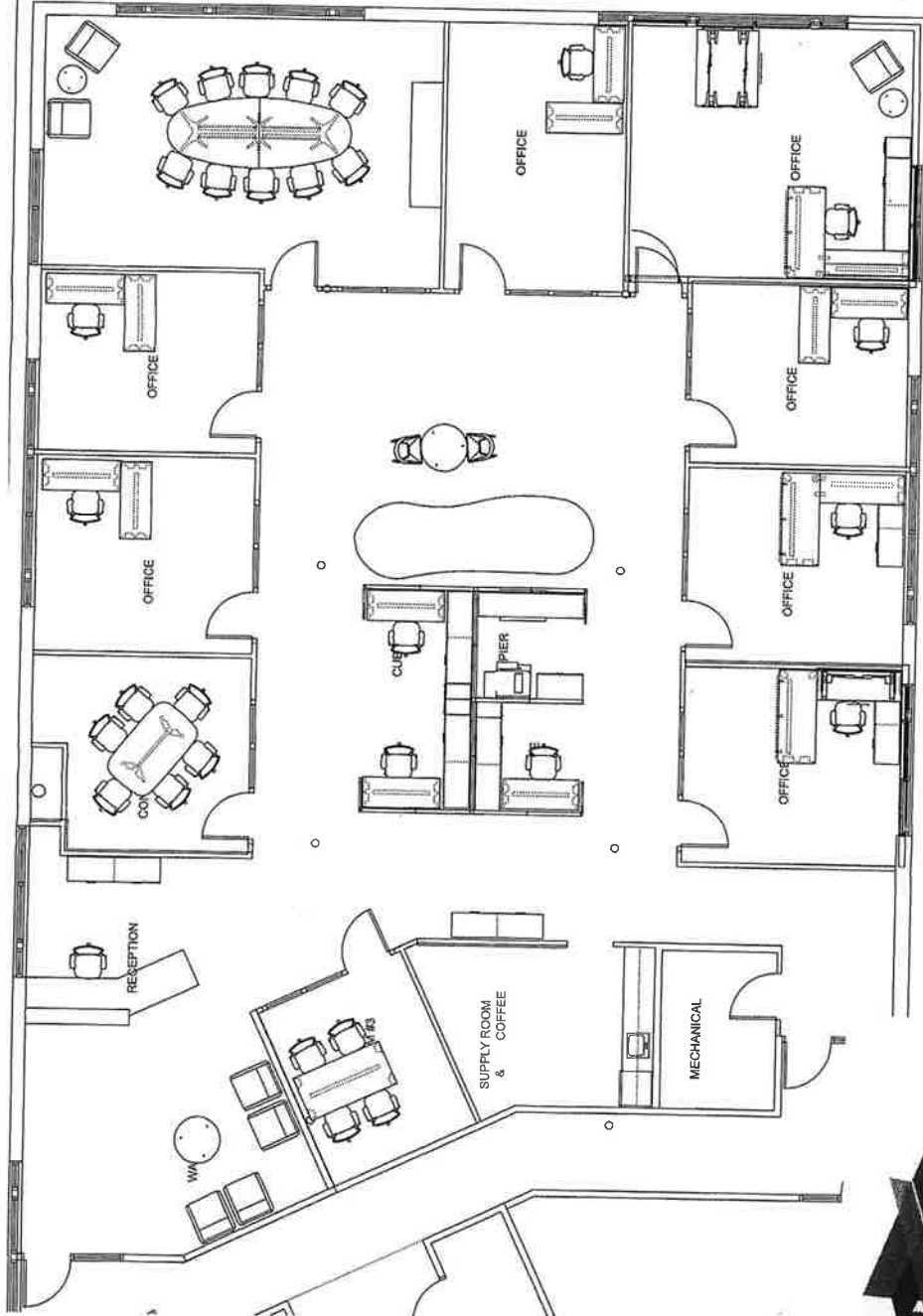
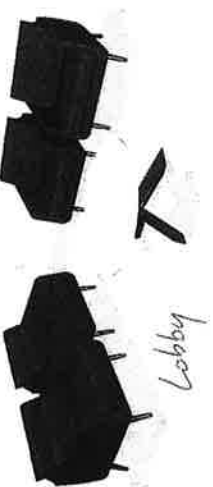
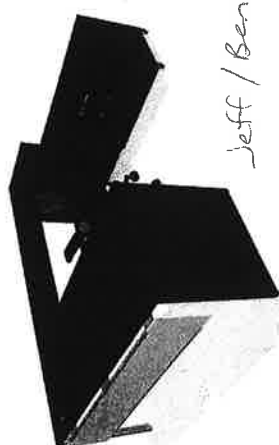
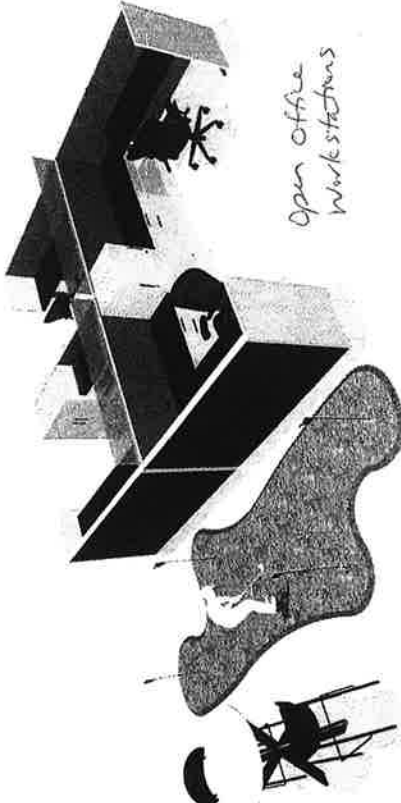
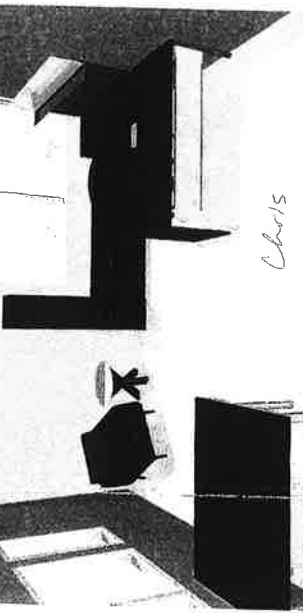
☐ APPROVED AS DRAWN
☐ APPROVED AS NOTED
☐ NOT APPROVED

SIGNATURE

DATE

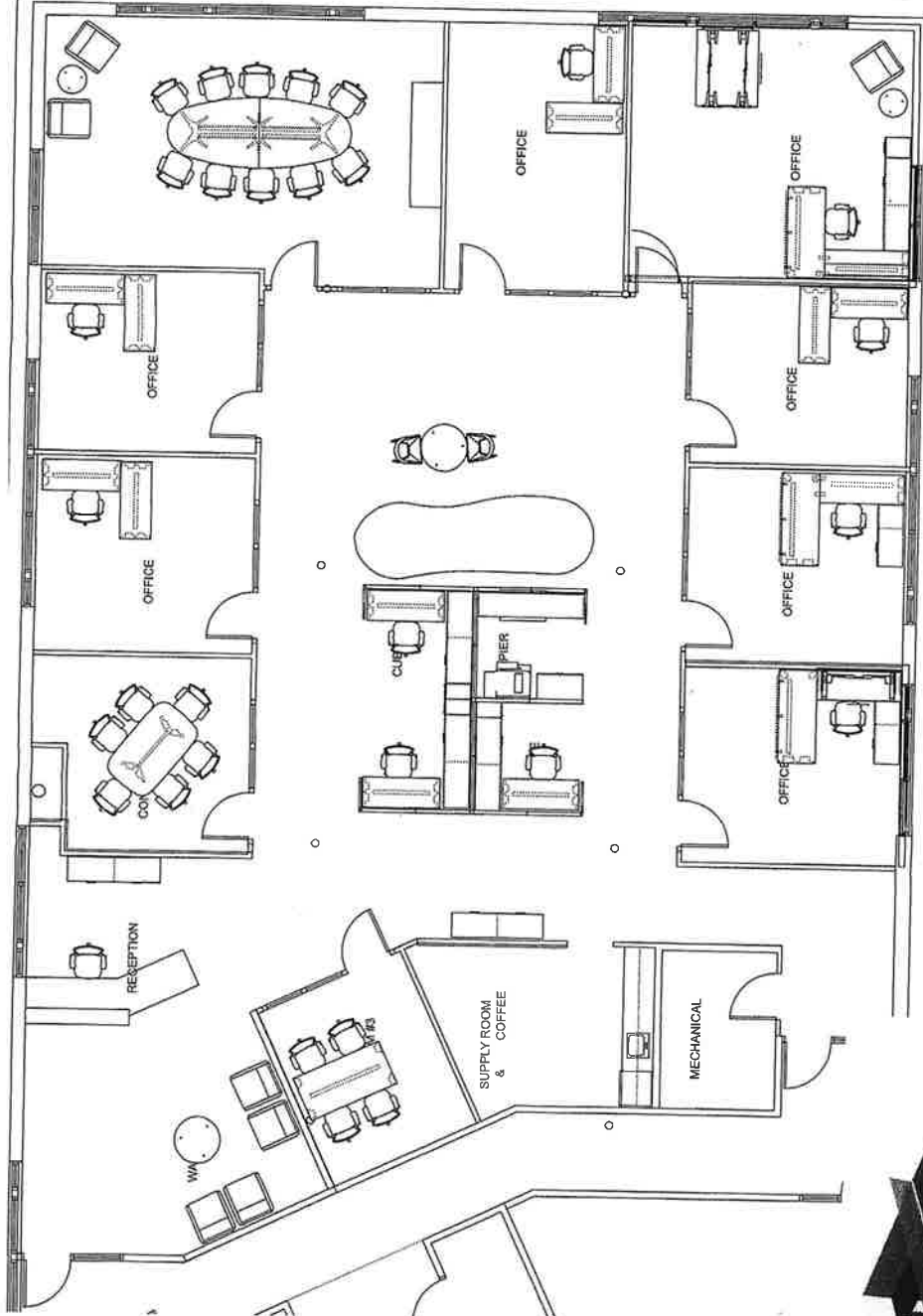
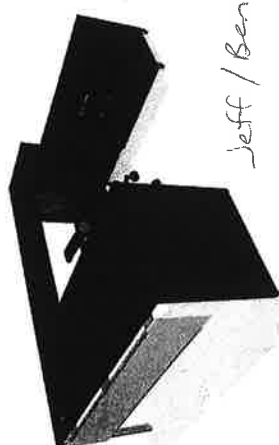
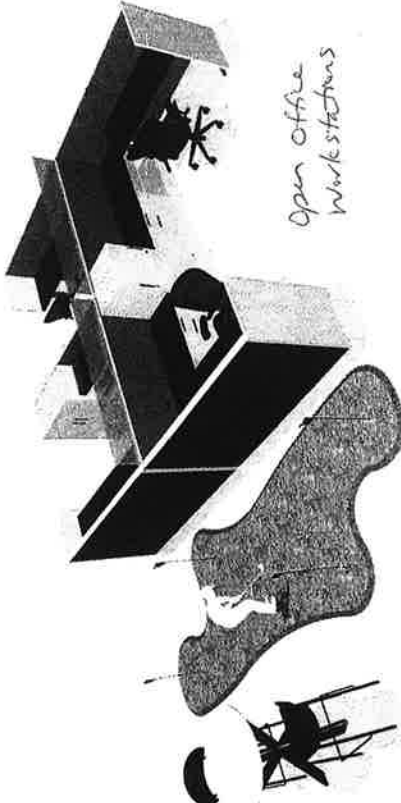
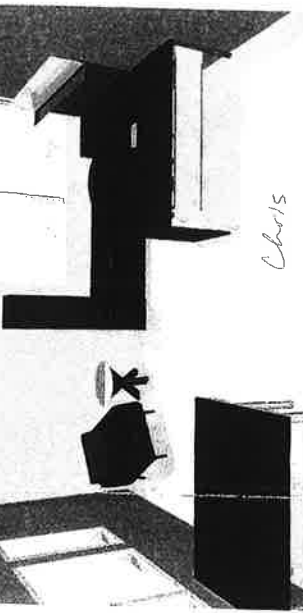
FURNITURE PLAN

1/4" = 10'



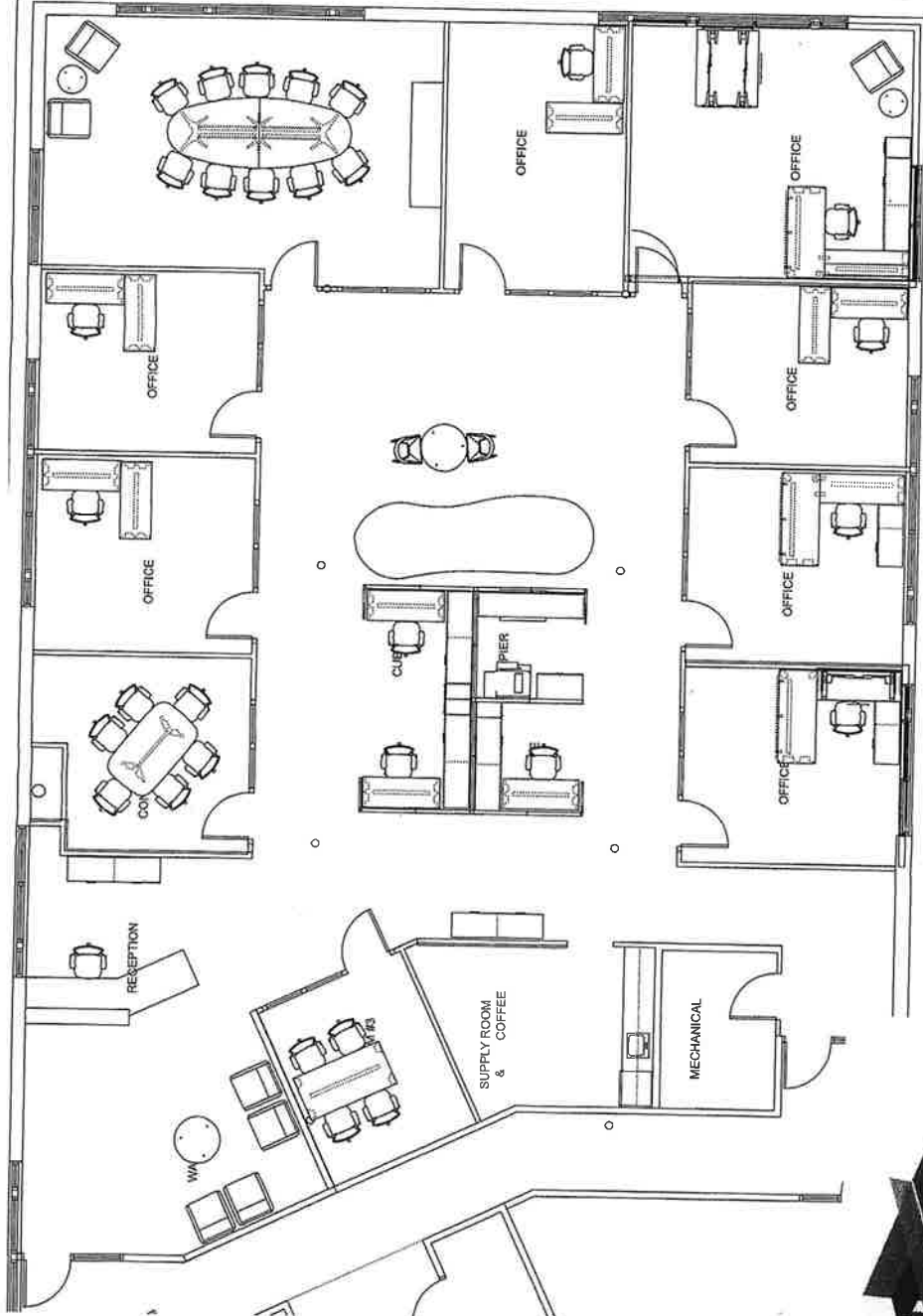
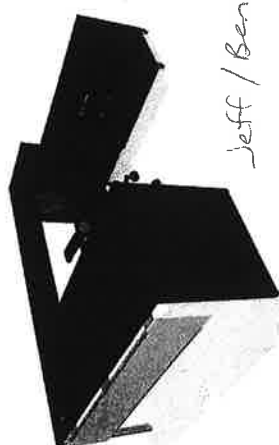
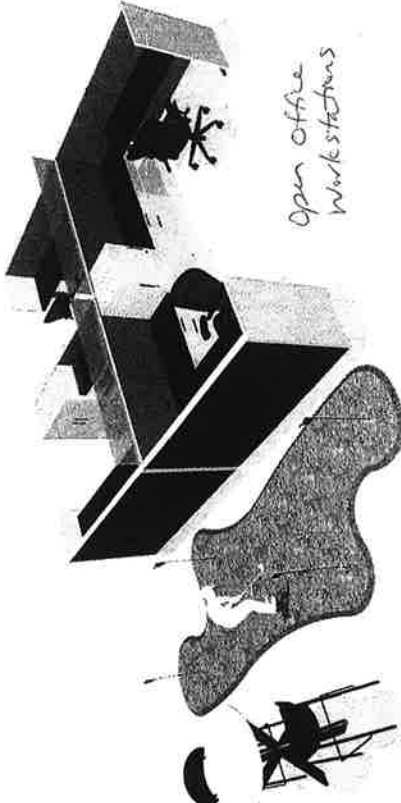
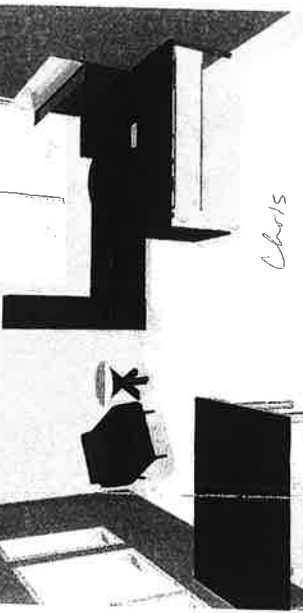
FURNITURE PLAN

1/4" = 10'



FURNITURE PLAN

1/4" = 10'



41

December 10, 2020

Honorable Board of City
Commissioners
City of Fargo
Fargo, North Dakota

Re: Four-Year Capital Improvement Plan

Dear Commissioners:

At the last meeting, Tom and I presented the proposed 2021 CIP along with detailed projects in Federal Aid, Water Main Replacement and/or Street Reconstruction for 2022-2024. Since that meeting, we found a duplicate entry in the Project Summary by Year and have corrected it as follows:

Presented November 30th

Year - 2024
Federal Aid Projects
52 nd Avenue South and Sheyenne River Bridge

Presented today

Year - 2024
Federal Aid Projects
32 nd Avenue South from 22 nd Street South to University Drive

Attached you will find the Report of Action from the Public Works Project Evaluation Committee recommending approval of the 4-year Capital Improvement Plan (CIP) containing the above edits along with detailed projects in Federal Aid, Water Main Replacement and/or Street Reconstruction for 2022-2024.

RECOMMENDED MOTION

Concur with the recommendations of PWPEC and approve the 2021 Capital Improvement Plan and the 2022-2024 Federal Aid and Water Main Replacement and/or Street Reconstruction Projects.

Respectfully,



Brenda E. Derrig, P.E.
City Engineer

BED
Attachments

REPORT OF ACTION

PUBLIC WORKS PROJECTS EVALUATION COMMITTEE

Type: 2021 Capital Improvement Projects

Location: Citywide

Date of Hearing: 11/9/2020

Routing

City Commission

Date

12/14/2020

(Packet Presented 11/30/2020)

PWPEC File

X

Project Files

Tom Knakmuhs

The Committee reviewed the proposed 4-year Capital Improvement Projects (CIP). Staff is asking the Committee to review the proposed 2021 CIP along with the 2022-2024 Federal Aid, Arterial, and Water Main Replacement Projects. Staff is recommending approval of the 2021 CIP and the 2022 – 2024 Federal Aid and Water Main Replacement and/or Street Reconstruction projects.

On a motion by Bruce Grubb, seconded by Tim Mahoney, the Committee voted to recommend approval of the 2021 CIP and the 2022 – 2024 Federal Aid and Water Main Replacement and/or Street Reconstruction projects.

RECOMMENDED MOTION

Concur with the recommendations of PWPEC and approve the 2021 CIP and the 2022 – 2024 Federal Aid and Water Main Replacement and/or Street Reconstruction projects.

PROJECT FINANCING INFORMATION:Recommended source of funding for project: Various

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

N/A

N/A

N/A

COMMITTEE

Present Yes No Unanimous

☒

Tim Mahoney, Mayor

☒☒☐

Nicole Crutchfield, Director of Planning

☒☒☐

Steve Dirksen, Fire Chief

☒☒☐

Bruce Grubb, City Administrator

☒☒☐

Ben Dow, Director of Operations

☐☐☐

Steve Sprague, City Auditor

☒☒☐

Brenda Derrig, City Engineer

☒☒☐

Kent Costin, Finance Director

☒☒☐

ATTEST:



Brenda E. Derrig, P.E.
City Engineer

Summary of proposed detailed projects by year:

2022	Federal Aid Projects
	32 Ave S from 32 St S to 22 St S
	Water Main Replacement and/or Street Reconstruction Projects
	21 St S from 13 Ave S to 9 Ave S
	7 Ave N from 2 St N to Elm St; Oak St from 7 Ave to BNSF RR
	3 Ave N from 10 St N to 7 St N; 7 St N from 2 Ave N to 4 Ave N
2023	4 St N from Main Ave to 1 Ave N
	Federal Aid Projects
	52 Ave S from 63 St S to Sheyenne
	Main Ave from 25 St to University Dr
	Water Main Replacement and/or Street Reconstruction Projects
	8 St S from 9 Ave S to 13 Ave S
2024	7 Ave S from 4 St to East; 8 Ave S from 4 St to East
	2 Ave N from Broadway to 4 St N
	Federal Aid Projects
	32 Ave S from 22 St S to University Dr
	Water Main Replacement and/or Street Reconstruction Projects
	1 St N from 32 Ave N to 35 Ave N
	Evergreen Rd N and Longfellow Rd N from 28 Ave N to 29 Ave N; 29 Ave N from Elm to Longfellow
	3 Ave N from Broadway Alley to 4 St N; 5 St N from 3 Ave N to 4 Ave N
	6 Ave S from 4 St to East; 9 Ave S from 4 St to East
	4 St N from 1 Ave N to 6 Ave N



December 14, 2020

To: Board of City Commissioners
Fr: Michael Redlinger, Assistant City Administrator
Re: COVID-19 Updates

Background: At the November 16 and November 30, 2020 City Commission meetings, City staff was asked to prepare background information on topics related to the City of Fargo's COVID-19 response. At the November 30th City Commission meeting, presentations were made on the following:

November 30, 2020 Presentation Topics:

- COVID-19 vaccine distribution plan (*Fargo Cass Public Health*)
- Enforcement of COVID-19 recommendations and mask requirements (*Police Department*)
- Post-December 31, 2020 funding plan to support vaccine distribution and continued pandemic emergency operations (*Finance Department/Administration*)
- Report on economic impact of the pandemic on bar/restaurant/retail industry (*Administration*)

December 14, 2020 Presentation Topics

Following the Fargo Cass Public Health COVID-19 briefing, presentations will be provided by City staff at the December 14th meeting on the following topics:

- Fargo-area unemployment statistics (*Administration*)
- Temporary Winter Homeless Sheltering for Overflow Capacity at 1015 30th Ave. S. Moorhead (*Planning Department – Attachment #1*)
- Additional Housing Assistance Gap Funding (*Planning Department – Attachment #2*)
- City of Fargo Business Assistance Program (*Administration – Attachment #3*)

City of Fargo Business Assistance Program

Following the November 30th City Commission meeting, City staff developed a proposed financial assistance program focused on licensed Fargo restaurant and bar establishments. This proposed program is further described in the attached material and will be presented by staff at the December 14th City Commission meeting.

Attachments: Temporary Winter Homeless Sheltering for Overflow Capacity at 1015 30th Ave. S. – Moorhead (*Attachment #1*)
Additional Housing Assistance Gap Funding (*Attachment #2*)
City of Fargo Business Assistance Program (*Attachment #3*)

M E M O R A N D U M

TO: BOARD OF CITY COMMISSIONERS

FROM: NICOLE CRUTCHFIELD, PLANNING DIRECTOR

DATE: DECEMBER 10, 2020

**RE: TEMPORARY WINTER HOMELESS SHELTERING FOR OVERFLOW
CAPACITY AT 1015 30TH AVE SOUTH MOORHEAD**

Since the onset of the pandemic, the metro area's largest homeless shelter organizations have been coordinating on a weekly basis to manage the impacts of the pandemic on shelter operations. Due to the increased spacing needs and extra precautions for congregate living, there is a need to plan for increasing winter sheltering operations. Since this summer the shelters have been full, usually the shelters are not full until October or November. The likelihood of needing additional building space for the winter is likely. Based on past need, we estimate an additional 45 people within the metro area will be needed this winter and staff recommends planning and getting set up for this operation as soon as possible.

Since July, staff have been working with community partners to find a solution and create a plan for this winter. Many possibilities have been investigated to only run into dead ends. However, a feasible option has come forward to lease a vacant building at 1015 30th Ave South. Leasing this space, would allow for shelter directors and emergency planners to collaborate on a retrofit of a vacant building for emergency winter sheltering. This would be a temporary operation for emergency use during the pandemic. Estimated costs include \$146,000 plus utilities in rent, and \$300,000 for construction and operations during the pandemic. Funding for this activity will also be provided by the State of Minnesota and other contributions from additional partners will be sought.

Recommendation:

Authorize the execution of a lease to operate winter sheltering at 1015 30th Ave South Moorhead and allocate up to \$450,000 for emergency winter sheltering.

M E M O R A N D U M

TO: BOARD OF CITY COMMISSIONERS

FROM: NICOLE CRUTCHFIELD, PLANNING DIRECTOR

DATE: DECEMBER 10, 2020

RE: ADDITIONAL HOUSING ASSISTANCE GAP FUNDING

On November 2, the City Commission approved an allocation of up to \$1.2 million in Red River Task Force COVID-19 funds for housing assistance gap funding, including staffing assistance. This funding was to be administered by the City's two primary partners, Southeastern North Dakota Community Action Agency (SENDCAA) and Presentation Partners in Housing (PPIH). In addition, the City of Fargo also utilized this funding for a Landlord Tenant Program to assist SENDCAA and PPIH with requests for tenant rental assistance.

With our partners help, we designed a program to support the CDC eviction moratorium and to provide direct payment to landlords. The program has officially been operating since mid-November and we would like to continue until the need ceases and the CDC eviction moratorium discontinues on December 31st. The program has been successful with assisting over 800 qualified households with rental assistance in order to prevent evictions. With the average payment on a tenant's behalf of \$1,250 the previous allocated funding has been fully expended. Prior to this program only about 5% of households seeking assistance through 211 (First Link) were qualified to receive funding or getting assistance due to the backlog of applicants.

In order to continue processing requests up to December 31, 2020 based on the demand, staff seeks up to \$1 million in additional funding to continue this work and operations through SENDCAA, PPIH, and the City of Fargo's Landlord Tenant Program.

The funds are available as part of the quarantine and isolation support allocated as part of the Red River Task Force and other CARES ACT funds as coordinated with City Administration.

Recommendation:

Approve City of Fargo to allocate up to an additional \$1,000,000 for housing assistance gap funding to be administered by SENDCAA, Presentation Partners in Housing, and the City of Fargo's Landlord Tenant Program.



City of Fargo Business Assistance Program

December 14, 2020

Purpose Statement: The purpose of the City of Fargo Business Assistance Program (hereafter “the Program”) is to waive future utility charges for a period of 6 months, and to provide retroactive rebates for restaurant and bar operators licensed to do business in the City of Fargo. The Program will demonstrate the City’s support to its restaurateurs and liquor license holders who have experienced significant business and operational hardship during the COVID-19 pandemic.

Background: At the November 30, 2020 City Commission meeting, City staff was asked to develop a comprehensive, short-term program to provide targeted relief to the City’s restaurant and bar owners/operators. City staff discussed various policy alternatives, and focused attention on options that will provide immediate cost relief without creating administrative burden on these businesses. The Program will complement Federal and State economic recovery programs that are being made available to this industry, and will serve as an expression of the City’s support for these licensed establishments.

Program Framework: Licensed restaurant and bar operations in the City of Fargo will receive two forms of economic relief from the City of Fargo in the proposed Program, including:

- *The suspension of future utility charges from January 1 – June 30, 2021.* In this 6-month period, licensed establishments will not have City of Fargo charges collected from their utility accounts. No application will be necessary to receive this relief; accounts will simply not be collected during this 6-month period.
- *The rebate of Environmental Health food and alcohol license fees, as well as City Auditor alcohol fees.* For 2021, restaurants and bars will receive a rebate for applicable license fees paid to the City of Fargo. No application will be necessary to receive this rebate.

Property tax rebate: Additionally, as a part of City staff’s research into business relief program alternatives, the City Attorney’s Office was consulted on the legal option, should one exist, to rebate, gift, or otherwise forgive ad valorem property tax on the City portion of an establishment’s tax statement. Per North Dakota Century Code, this option does not exist as a practical policy alternative. As such, this option was removed from further consideration in the development of the Business Assistance Program.

Fiscal Note: Federal and State CARES Act funds will be utilized to offset the City’s cost of suspending utility charges and rebating food and alcohol license fees. An estimate of the fiscal impact of the proposed Business Assistance Program is detailed below.

EH – Food	EH – Alcohol	Auditor – Alcohol	Utilities (6 months)	TOTAL
\$137,445	\$21,007	\$285,275	\$696,120	= \$1,139,847

Effective Date: Upon approval by the City Commission, the Business Assistance Program will become effective on January 1, 2021. City staff will send written correspondence to all eligible establishments to communicate the implementation steps of the Program and provide further guidance.

42h

December 14, 2020

MEMORANDUM

To: Tony Gehrig, City Commissioner
From: Bruce P. Grubb, City Administrator *BPG*
Re: City of Fargo COVID-19 Reimbursements – Emergency Declaration

Please accept this memorandum as a follow-up to your recent question regarding the need for a local emergency declaration to receive Federal or State COVID-19 funding. In the case of COVID-19 funding, a City of Fargo emergency declaration was not required to receive Federal or State funding in the form of grants or future reimbursements. Since the initial COVID-19 emergency declaration was made at the federal level, a local emergency was not required for funding.

Please note that, per City policies, a local emergency declaration is necessary to allow for the following:

- Utilizing emergency procurement procedures
- The provision of overtime payments to exempt employees directly supporting pandemic operations

For your reference, I have attached a document prepared by the City's Finance Department detailing COVID-19 related grants and reimbursements received as of November 23, 2020.

COVID-19 Financial Status Report Footnotes

FEDERAL AWARDS

Federal Emergency Management Agency: [Current Awarded Amount \$77,000]

A Federal disaster declaration triggered FEMA financial participation nationwide.

Under this declaration, FEMA will reimburse us for 75% of eligible costs. Unlike past flood disaster events, there is no State matching funds. The Finance Office is still working with FEMA on our first submission that covered costs through May. To date we have not received any FEMA funding. We expect a limited amount of funding from this FEMA, as most costs are being declared ineligible. The Finance Department manages this grant.

Federal Transit Administration Transit CARES Grants [Awarded Amount = \$8.8 million]

The Department of Transportation approved CARES funding through the Federal Transit Administration. These grants provide 100% cost share for the next two fiscal years. Funds can be used for operating and capital expenditures. We anticipate current funding levels will last to the 4th quarter of 2021 based upon current expenditure levels as approved in the 2021 budget.

As you recall from past City Commission actions, a fare free policy was enacted so resources will be consumed faster than our normal local revenue participation levels. The estimated fare free contribution by the City of Fargo is estimated at about \$658,000 for FY 2020.

The Transit Department manages this grant.

Federal Aviation Administration [Awarded Amount = \$21.6 million]

The Federal Aviation Administration awarded operating grants to the Fargo Municipal Airport Authority. These grants fund all operational and capital costs for a period of four years at a 100% cost share. These grants were awarded because of the significant decline in airline traffic during the duration of the COVID-19 pandemic. The Municipal Airport Authority manages this grant.

Community Development Block Grants [\$1.04 million]

The Department of Health and Human Services provided grant funding totaling \$1.04 million. The cost share for expenditures within this program is 100%.

STATE OF NORTH DAKOTA AWARDS

➤ Public Safety Grants [\$15 million estimated award]

Pursuant to the provisions of the CARES Act, the States received various levels of funding. North Dakota received an allocation of \$1.25 billion. The State OMB in conjunction with the Emergency Commission and the Legislative Budget Committee approved a grant award program to fund Cities and Counties. Categorically, all public safety costs were deemed eligible for reimbursement if not funded by other Federal or State agencies. We have been reimbursed for our public safety costs through October, 2020 and will expect the November and December reimbursement to be paid in January 2021. We are not aware of any continuation from this funding source for 2021 expenditures. The Finance Department manages this grant and the Finance Committee monitors activities.

➤ Red River Valley Task Force [\$6.2 million awarded]

The State Department of Health approved a grant that is managed locally by the Red River Valley Task Force. The State costs share approved is \$100%. Fargo Cass-Public Health Department manages this grant.

➤ Local Public Health Grant [\$2.44 million]

The State Health Department provided COVID-19 grants to offset our local Public Health costs related to COVID-19. The State cost share approved in 100%. The Fargo-Cass Public Health Department manages this grant.

LOCAL AWARDS

The Dakota Medical Foundation awarded two grants to offset costs related to this disaster. The award amounts total \$13,500. The Bob Woodruff Foundation provide a grant for \$2,500.



December 14, 2020

To: Board of City Commissioners
Fr: Michael Redlinger, Assistant City Administrator
Re: Director of Diversity, Equity and Inclusion (DEI Director) Position

The Director of Diversity, Equity and Inclusion (DEI) Position (approved under the title of Contract Community Outreach Coordinator) was added during the 2021 budget process. This full-time contract position was developed for the purpose of assessing and developing diversity, equity, and inclusion initiatives within the community as well as within the City of Fargo as an organization. City staff anticipates this position will work closely with City leadership, the City Commission, the Human Relations Commission, and the Native American Commission in advancing diversity, equity and inclusion initiatives.

City staff is seeking feedback on the attached draft position description, with the intention of finalizing the description and posting the position on December 28, 2020. Additionally, the City Commission is asked to select a Commissioner to serve on the DEI Director Selection Committee. It is anticipated that the applicant review process will occur throughout January 2021. The Selection Committee will convene to interview and assess candidates in February 2021. A tentative schedule is attached for your reference.

The position description was also presented to the Native American Commission on December 3 and will be presented to the Human Relations Commission on December 17. Both the Native American and Human Relations Commissions have been asked to select a member of their commissions to serve on the Selection Committee for the position. Additionally, feedback was sought from the commissions as to how the City of Fargo can best reach a diverse pool of applicants with this important job announcement.

Thank you for your time and consultation in the development and posting of this important position.

RECOMMENDED ACTION: I nominate Commissioner _____ to serve on the DEI Selection Committee

Attachment: Draft Director of Diversity, Equity and Inclusion Position Description



Job Class: Director of Diversity, Equity and Inclusion
Department: City Administration
Supervisor: City Administrator
FLSA Status: Exempt
Grade: 16
Revision Date: October 2020
Prepared by: City Administration

Job Summary:

Under general supervision provided by the City Administrator, the Director of Diversity, Equity and Inclusion (DEI) is responsible for leading the development, implementation and management of the City of Fargo's diversity, equity and inclusion initiatives. The DEI Director will work in partnership with city leaders including the city commission, city administration and city department heads, as well as other city staff to engage community stakeholders to establish equity and inclusion as shared values across the community and City of Fargo as an organization. The DEI Director will collaborate with city departments, city boards and commissions such as the Human Relations Commission and Native American Commissions, and the community to advance initiatives that remove barriers within City government programs and operations.

Scope of Responsibility:

The DEI Director manages the diversity, equity and inclusion initiatives and serves as a liaison for the City of Fargo with community partners in advancing community-wide initiatives. The DEI is a change agent who provides leadership and vision to equity and inclusion efforts within the greater community and the City of Fargo organization.

Essential Duties and Responsibilities:

- 1 Responsible for conducting a community-wide assessment on diversity, equity and inclusion within the community.
 - 1.1 Research, develop, or procure an assessment tool to be utilized in a community-wide assessment in order to establish the current state of diversity, equity and inclusion within our community and identify any gaps, barriers, or inequities that exist
 - 1.2 Engage key stakeholders to evaluate the best assessment tools as well as the best methods for conducting a community-wide assessment, including an internal assessment within the City of Fargo as an organization.
 - 1.3 Lead the effort to launch the community assessment and convey its importance to community members
 - 1.4 Develop a plan to communicate the outcomes and proposed implementation steps of the community assessment
 - 1.5 Lead the development of an overall community equity plan utilizing the assessment data.
 - 1.6 Evaluate and implement metrics to establish a baseline and support continuous measurement of progress and outcomes of the equity and inclusion initiatives
- 2 Responsible for development and advancement of diversity, equity and inclusion initiatives directed at achieving the desired outcomes as established in the equity plan.
 - 2.1 Identify initiatives to engage underrepresented communities to improve access to programs, services, and processes throughout the city, including access to City government

- 2.2 Lead a collaborative effort to develop innovative and effective strategies that support racial and ethnic inclusion and equity within the community ensuring strategies include the full spectrum of diversity.
- 2.3 Provides leadership and technical expertise, serving as a resource on equity and diversity for the community and the City of Fargo organization
- 2.4 Lead a comprehensive approach to integrating diversity, equity and inclusion in citywide policy development by directing and coordinating the development of equity and inclusion policies and long-range plans.
- 2.5 Provide coaching and support for City departments to be innovative and adaptive in providing culturally responsive, inclusive, and equitable programs and services designed to improve public outreach.
- 2.6 Present recommended equity and inclusion policies to City leadership at all levels of the organization and the City Commission upon request
- 2.7 Participates in community, regional and statewide equity and inclusion collaborations on behalf of the City of Fargo.
- 2.8 In collaboration with the communications team, serves as a point of contact for the media in relation to program and initiative matters of equity and inclusion
- 3 Responsible for community education in order to increase awareness and support of the City of Fargo's Diversity, Equity and Inclusion Plan and initiatives
 - 3.1 Create opportunities to engage and educate the community regarding diversity, equity, and inclusion
 - 3.2 In collaboration with the City of Fargo Training and Development Coordinator, develops and delivers ongoing training related to diversity, equity, and inclusion to support continuous development of the City of Fargo workforce.
 - 3.3 In collaboration with other key stakeholders, plans special events that increase opportunities for cultural interactions and education.
- 4 Collaborate with existing commissions, including the Human Relations and Native American Commissions
 - 4.1 Serves as a staff liaison to the Human Relations and Native American Commissions, attending regular commission meetings and activities while supporting other Planning Department staff
 - 4.2 Collaborates with the commissions in the development of programs, initiatives, and policies. Actively listens to, and supports, the civic volunteers who are serving the City of Fargo.
- 5 Communicates effectively, professionally, and courteously while maintaining working relationships with others in carrying out position functions.
 - 5.1 Regularly interacts with the public on elevated issues pertaining to department policies, procedures and protocols; refers to others as appropriate and follows up to ensure inquiries are resolved satisfactorily
 - 5.2 Presents reports and plans during Board and other meetings
 - 5.3 Communicates with others in the work unit to provide information relating to work assignments and progress of work or to convey information about conditions or work-related needs.
- 6 Performs all job duties in compliance with safety guidelines and with an ongoing awareness of safety practices.
 - 6.1 Knows, understands, and follows department and City rules as well as sound work and safety practices in order to accomplish the job objectives and avoid injury or loss;
 - 6.2 Wears proper protective equipment when policy requires or conditions indicate a need exists and utilizes proper body mechanics and ergonomics while performing work;

- 6.3 When potentially unsafe conditions are observed makes efforts to avoid or correct them if they are controllable and draws them to the attention of the responsible supervisor or safety representative in a timely manner.

7 Performs other duties and activities as assigned.

Minimum Qualifications:

The position requires a bachelor's degree from an accredited college or university in psychology, sociology, education, public or business administration, political science, ethnic studies, communication, or a closely related field with at least five (5) years of experience in the administration of community, educational or social justice programs or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. While not required, a Master's Degree in a related field is preferred. A valid driver's license or evidence of equivalent mobility is also required.

Knowledge, skills and ability include:

- Knowledge of principles and best practices in diversity, equity and inclusion in the workplace and community
- Knowledge of establishing and implementing initiatives
- Knowledge of program and project management tools and techniques;
- Knowledge of computer applications and technology used to manage data;
- Knowledge of best practices for community engagement and training
- Ability to effectively communicate verbally and in writing, build networks and cultivate collaborative opportunities
- Skill in organization and work plan development;
- Skill in developing, interpreting, and understanding statistics and data;
- Ability to prepare and present information publicly;
- Ability to be a change agent and influence other community members, staff colleagues, and partners;
- Ability to identify and resolve conflict or barriers;
- Ability to work independently;
- Ability to prioritize work and manage multiple competing priorities while meeting deadlines in an independent environment;
- Skill in communication and interpersonal skills as it applies to interaction with coworkers, supervisors, the general public, etc., sufficient to exchange or convey information, resolve disputes and receive work direction.

Physical Demands & Working Conditions:

Most work is performed in a normal office environment; on occasion, work is performed in the field. The noise level in the work environment is usually quiet in the office and moderate in the field. Daily work often involves moving between buildings and rooms. Activities the incumbent must perform include fingering, grasping, talking, hearing/listening, seeing/observing and using repetitive motions.

Occasional driving is required to attend meetings. The job may involve dealing with and calming individuals who are emotionally charged over an issue. There is considerable attention to detail and deadlines required.

This job is rated for Sedentary Work, meaning that walking and standing are required only occasionally and the job involves sitting most of the time. The incumbent must be able to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The City Administrator retains the discretion to add duties or change the duties of this position at any time.



November 30, 2020

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 3413 18 St S as submitted by Shannon & Michele Gerlach. 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 2021, 2022 & 2023.

The estimated annual tax revenue lost by granting the exemption, based upon the estimated cost of the improvements, would be about \$80 with the City of Fargo's share being \$15.

Sincerely,

A handwritten signature in cursive script that reads "Mike Splonskowski".

Mike Splonskowski
City Assessor

bsb
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	Shannon & Michele Gerlach			Phone No.	(701) 893-8077
2. Address of Property	3413 18 St S				
City	FARGO	State	ND	Zip Code	58104
3. Legal description of the property for which the exemption is being claimed	LT 10 BLK 4 South Pointe 2nd				
4. Parcel Number	01-2931-00740-000	Residential	<input checked="" type="checkbox"/>	Commercial	<input type="checkbox"/>
		Central Business District	<input type="checkbox"/>		
5. Mailing Address of Property Owner					
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, windows, Facia, soffits, Gutters				
7. Building Permit No.	20060415	S. Year Built	1987		
9. Date of Commencement of making the improvement	July 29, 2020				
10. Estimated market value of property before improvement	\$ 142,200				
11. Cost of making the improvement (all labor, material and overhead)	\$ 24,350.00				
12. Estimated market value of property after improvement	\$ 148,400				

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	Shannon B. Gerlach			Date	11/21/20

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):	Exemption for 3 years				
Assessor's Signature	Mike S. [Signature]			Date	11-30-2020

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	

Submit Via Email



November 24, 2020

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 1626 36 1/2 Ave S as submitted by Ross Perrin. 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 2021, 2022 & 2023.

The estimated annual tax revenue lost by granting the exemption, based upon the estimated cost of the improvements, would be about \$155 with the City of Fargo's share being \$25.

Sincerely,

A handwritten signature in cursive script that reads "Mike Splonskowski".

Mike Splonskowski
City Assessor

bsb
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)

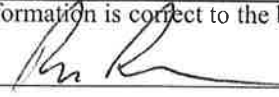
Property Identification

1. Name of Property Owner	Ross Perrin	Phone No.	701-866-6348
2. Address of Property	1626 36 1/2 Ave S		
City	FARGO	State	ND Zip Code 58104
3. Legal description of the property for which the exemption is being claimed.	Lt 9 Blk 7 Ruby Dell Schnell		
4. Parcel Number	01-2705-01200-000	Residential <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Central Business District <input type="checkbox"/>	
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 & replace windows		
7. Building Permit No.	20030658	8. Year Built	1985
9. Date of Commencement of making the improvement	4-15-2020		
10. Estimated market value of property before improvement	\$	206,700	
11. Cost of making the improvement (all labor, material and overhead)	\$	9,000. ⁰⁰	
12. Estimated market value of property after improvement	\$	218,300	

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  Date 11-22-20

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):	Exemption for 3 years
Assessor's Signature  Date 11-30-2020	

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 _____

Submit Via Email



December 1, 2020

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 3325 18 St S as submitted by Mary Vigen. 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 2021, 2022 & 2023.

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 \$20.

Sincerely,

A handwritten signature in cursive script, which appears to read "Mike Splonskowski".

Mike Splonskowski
City Assessor

bsb
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	Mary Vigen	Phone No.	701-367-3905
2. Address of Property	3325 18 St S		
City	FARGO	State	ND
Zip Code	58104		
3. Legal description of the property for which the exemption is being claimed.	Pt of 4 Blk 4 South Pointe 2nd		
4. Parcel Number	01-2831-00681-000	Residential <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Central Business District <input type="checkbox"/>	
5. Mailing Address of Property Owner	223 Prairiewood Dr 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).	Reside dwelling
7. Building Permit No.	20040200
8. Year Built	1987
9. Date of Commencement of making the improvement	May 2020
10. Estimated market value of property before improvement	\$ 152,500
11. Cost of making the improvement (all labor, material and overhead)	\$ 10,000 + 2000 ⁰⁰ (window trim)
12. Estimated market value of property after improvement	\$ 160,100

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	Mary E. Vigen
Date	11-23-2020

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):	3 Year Exemption
Assessor's Signature	John J. Lombardi
Date	12-3-2020

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

Submit Via Email



44d

November 30, 2020

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 1514 7 St S as submitted by Jennifer Gruss. 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 2021, 2022, 2023, 2024 & 2025.

The estimated annual tax revenue lost by granting the exemption, based upon the estimated cost of the improvements, would be about \$1315 with the City of Fargo's share being \$225.

Sincerely,

A handwritten signature in cursive script, appearing to read "Mike Spionskowski".

Mike Spionskowski
City Assessor

bsb
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>Jennifer Gruss</u>	Phone No. <u>5156891440</u>
2.	Address of Property <u>1514 7th Street S.</u>	
	City <u>FARGO</u>	State <u>ND</u> Zip Code <u>58103</u>
3.	Legal description of the property for which the exemption is being claimed. <u>2nd floor remodel along with new house/garage roof, siding, insulation/electrical/plumbing, etc.</u>	
4.	Parcel Number <u>01-1400-02700-000</u> Residential <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Central Business District <input type="checkbox"/>	
5.	Mailing Address of Property Owner <u>1514 7th Street S.</u>	
	City <u>Fargo</u>	State <u>ND</u> Zip Code <u>58103</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>Full 2nd floor remodel with all new sprayed insulation, electrical, plumbing, walls External all new steel siding, paint, roof on main house and garage, insulation, steel seamless leaf away gutters, fascia and soffit</u>		
7.	Building Permit No. <u>20020237</u>	8.	Year Built <u>1931</u>
9.	Date of Commencement of making the improvement <u>May 2020</u>		
10.	Estimated market value of property before improvement	\$	<u>315,800</u>
11.	Cost of making the improvement (all labor, material and overhead)	\$	<u>100,000</u>
12.	Estimated market value of property after improvement	\$	<u>415,000</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>Jen Gruss</u>	Digitally signed by Jen Gruss Date: 2020.11.30 09:29:14 -06'00'	Date <u>11.30.2020</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>Remodeling Exemption For 5 years</u>		
	Assessor's Signature <u>Wito Splanhouse</u>	Date	<u>11-30-2020</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 _____		

Submit Via Email



November 30, 2020

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 1017 20 St S as submitted by Donald & Joyce Brien. 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 2021, 2022, 2023, 2024 & 2025.

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,

A handwritten signature in cursive script, which appears to read "Mike Splonskowski".

Mike Splonskowski
City Assessor

bsb
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>Donald + Joyce Brienan</u>	Phone No.	<u>701-232-4308</u>
2. Address of Property	<u>1017 20th St. S.</u>		
City	<u>FARGO</u>	State	<u>ND</u> Zip Code <u>58103</u>
3. Legal description of the property for which the exemption is being claimed.	<u>Lot 11 ; Block 8 Hilleboe Terrace</u>		
4. Parcel Number	<u>01-1270-01850-00</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>All New Siding on Home + Gutter Covers</u>		
7. Building Permit No.	<u>2008</u>	8. Year Built	<u>1954</u>
9. Date of Commencement of making the improvement	<u>8/17/20</u>		
10. Estimated market value of property before improvement	\$ <u>173,200</u>		
11. Cost of making the improvement (all labor, material and overhead)	\$ <u>16,693.00</u>		
12. Estimated market value of property after improvement	\$ <u>180,500</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>Joyce E Brienan</u> Date <u>11-24-20</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>Exemption for 5 years</u>
Assessor's Signature <u>Wills Plouffe</u> Date <u>11-30-2020</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 _____



44f

November 30, 2020

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 2117 15 Ave S as submitted by Kara Bauer & John Maya. 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 2021, 2022, 2023, 2024 & 2025.

The estimated annual tax revenue lost by granting the exemption, based upon the estimated cost of the improvements, would be about \$115 with the City of Fargo's share being \$20.

Sincerely,

A handwritten signature in cursive script that reads "Mike Splonskowski".

Mike Splonskowski
City Assessor

bsb
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	Kara Bauer & John Maya		Phone No.	9176871370
2. Address of Property	2117 15 Ave S			
City	FARGO	State	ND	Zip Code 58103
3. Legal description of the property for which the exemption is being claimed.	Lt 19, pt of Lt 21 Blk 1 SouthView Villages			
4. Parcel Number	01-2840-00145-000	Residential <input checked="" type="checkbox"/>	Commercial <input type="checkbox"/>	Central Business District <input type="checkbox"/>
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).		Seamless siding
7. Building Permit No.	20060942	8. Year Built 1978
9. Date of Commencement of making the improvement		
10. Estimated market value of property before improvement	\$	223,700
11. Cost of making the improvement (all labor, material and overhead)	\$	20,500
12. Estimated market value of property after improvement	\$	232,400

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	 Date 11/24/20

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):	
Exemption for 5 years	
Assessor's Signature	 Date 11-30-2020

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	

Submit Via Email



November 30, 2020

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 806 9 St S as submitted by Timothy & Vanessa Lystad. 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 2021, 2022, 2023, 2024 & 2025.

The estimated annual tax revenue lost by granting the exemption, based upon the estimated cost of the improvements, would be about \$330 with the City of Fargo's share being \$55.

Sincerely,

A handwritten signature in cursive script that reads "Mike Splonskowski".

Mike Splonskowski
City Assessor

bsb
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>Timothy & Vanessa Lystad</u>		Phone No.	<u>(701) 320-2656</u>
2. Address of Property	<u>806 9th St. S.</u>			
City	<u>FARGO</u>	State	<u>ND</u>	Zip Code <u>58103</u>
3. Legal description of the property for which the exemption is being claimed.	<u>Lot 16 + 17; Block M Chas A Roberts Add'n</u>			
4. Parcel Number	<u>01-2400-01690-000</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 Bathroom</u>
7. Building Permit No.	<u>20070216</u>
8. Year Built	<u>1921</u>
9. Date of Commencement of making the improvement	<u>7/8/20</u>
10. Estimated market value of property before improvement	\$ <u>269,600</u>
11. Cost of making the improvement (all labor, material and overhead)	\$ _____
12. Estimated market value of property after improvement	\$ <u>294,900</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>Vanessa Lystad</u> Date <u>11/24/20</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>Exemption For 5 years</u>
Assessor's Signature	<u>Michelle J. Jankowski</u> Date <u>11-30-2020</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 _____



November 30, 2020

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 2807 Longfellow Rd N as submitted by Jonathan Pikalek & Stephanie Hanson. 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 2021, 2022, 2023, 2024 & 2025.

The estimated annual tax revenue lost by granting the exemption, based upon the estimated cost of the improvements, would be about \$160 with the City of Fargo's share being \$25.

Sincerely,

A handwritten signature in cursive script that reads "Mike Splonskowski".

Mike Splonskowski
City Assessor

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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 Jonathan P. Kalek & Stephanie Hanson Phone No. 701 430 6938

2. Address of Property 2807 Longfellow Rd N.

City FARGO State ND Zip Code 58102

3. Legal description of the property for which the exemption is being claimed, Block 4 ; Lot South 1 Ft of 9 + All of 10 Elm Tree Park Add'n

4. Parcel Number 01-0750-00570-000 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 Laundry Room & office

7. Building Permit No. 20010526 8. Year Built 1970

9. Date of Commencement of making the improvement 1/29/20

10. Estimated market value of property before improvement \$ 292,500

11. Cost of making the improvement (all labor, material and overhead) \$ 42,600.00

12. Estimated market value of property after improvement \$ 304,500

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 S. Hanson Date 11/21/2020

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): Exemption for 5 years

Assessor's Signature Willa Jelonek Date 11-30-2020

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 _____



November 23, 2020

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 915 2 Ave S Unit 2 as submitted by Amanda Welk. 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 2021, 2022, 2023, 2024 & 2025.

The estimated annual tax revenue lost by granting the exemption, based upon the estimated cost of the improvements, would be about \$280 with the City of Fargo's share being \$50.

Sincerely,

A handwritten signature in black ink, reading "Mike Splonskowski".

Mike Splonskowski
City Assessor

bsb
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>Amanda D. Welk</u>	Phone No.	<u>701-261-0627</u>
2. Address of Property	<u>915 2 AVE S UNIT 2</u>		
City	<u>FARGO</u>	State	<u>ND</u> Zip Code <u>58103</u>
3. Legal description of the property for which the exemption is being claimed.	<u>Lot 9 Blk 16 Original Townsite</u>		
4. Parcel Number	<u>01-2240-02300-020</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 EXISTING KITCHEN. INCL NEW FLOORING, CAB, AND ELEC</u>		
7. Building Permit No.	<u>180271</u>	8. Year Built	<u>1916</u>
9. Date of Commencement of making the improvement	<u>03/26/2018</u>		
10. Estimated market value of property before improvement	\$	<u>\$103,800 (2018)</u>	
11. Cost of making the improvement (all labor, material and overhead)	\$	<u>N/A</u>	
12. Estimated market value of property after improvement	\$	<u>\$ 125,100 (2019)</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><i>Amanda D. Welk</i></u> Date <u>11-18-2020</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>Exemption for 5 years</u>
Assessor's Signature <u><i>Mike Johnson</i></u> Date <u>11-30-2020</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 _____



November 23, 2020

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 2509 Evergreen Rd N as submitted by Christopher Mathson. 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 2021, 2022, 2023, 2024 & 2025.

The estimated annual tax revenue lost by granting the exemption, based upon the estimated cost of the improvements, would be about \$190 with the City of Fargo's share being \$30.

Sincerely,

A handwritten signature in cursive script, appearing to read "Mike Splonskowski".

Mike Splonskowski
City Assessor

bsb
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>Christopher Mathson</u>	Phone No.	<u>701-320-3049</u>
2. Address of Property	<u>2509 Evergreen Rd. 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>Lot 2, Block 6 Woodcrest Add'n</u>		
4. Parcel Number	<u>01-4040-00510-000</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>Re-finish entire the Lower Level</u>
7. Building Permit No.	<u>19120501</u>
8. Year Built	<u>1965</u>
9. Date of Commencement of making the improvement	<u>12/31/19</u>
10. Estimated market value of property before improvement	\$ <u>196,100</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>210,400</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>Chris Mathson</u> Date <u>11-22-2020</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>Exemption For 5 years</u>
Assessor's Signature <u>Mike J. J. J.</u> Date <u>11-30-2020</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 _____



November 24, 2020

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 1206 9 St S as submitted by Andrew & Rebecca Bakke. 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 2021, 2022, 2023, 2024 & 2025.

The estimated annual tax revenue lost by granting the exemption, based upon the estimated cost of the improvements, would be about \$340 with the City of Fargo's share being \$60.

Sincerely,

A handwritten signature in cursive script that reads "Mike Splonskowski".

Mike Splonskowski
City Assessor

bsb
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>Andrew & Rebecca Bakke</u>			Phone No.	_____
2. Address of Property	<u>1206 9th St. S.</u>				
City	<u>FARGO</u>	State	<u>ND</u>	Zip Code	<u>58103</u>
3. Legal description of the property for which the exemption is being claimed.	<u>Lot 16, 17, 18, & 19 ; Block PP Erskines</u>				
4. Parcel Number	<u>01-0780-01430-000</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>Gut & Remodel Bathroom</u>	
7. Building Permit No.	<u>20030319</u>	8. Year Built <u>1919</u>
9. Date of Commencement of making the improvement	<u>3/16/20</u>	
10. Estimated market value of property before improvement	\$	<u>565,100</u>
11. Cost of making the improvement (all labor, material and overhead)	\$	<u>40,000</u>
12. Estimated market value of property after improvement	\$	<u>590,800</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>[Signature]</u> Date <u>11/23/20</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>Exemption for 5 years</u>
Assessor's Signature <u>[Signature]</u> Date <u>11-30-2020</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 _____



November 24, 2020

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 2309 Evergreen Rd N as submitted by Linda Monge. 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 2021, 2022, 2023, 2024 & 2025.

The estimated annual tax revenue lost by granting the exemption, based upon the estimated cost of the improvements, would be about \$205 with the City of Fargo's share being \$35.

Sincerely,

A handwritten signature in cursive script, appearing to read "Mike Splonskowski".

Mike Splonskowski
City Assessor

bsb
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>Linda Munge</u>	Phone No.	<u>701-261-5452</u>
2. Address of Property	<u>2309 Evergreen Rd 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>Lot 10; Block 6 Woodcrest</u>		
4. Parcel Number	<u>01-4040-00590-000</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 Bedrooms + Bath</u>		
7. Building Permit No.	<u>20060402</u>	8. Year Built	<u>1964</u>
9. Date of Commencement of making the improvement	<u>6/10/20</u>		
10. Estimated market value of property before improvement	\$	<u>282,900</u>	
11. Cost of making the improvement (all labor, material and overhead)	\$	<u>50,000</u>	
12. Estimated market value of property after improvement	\$	<u>298,600</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>Linda J Munge</u> Date <u>11-23-2020</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>Exemption for 5 years</u>
Assessor's Signature <u>Mike Splounie</u> Date <u>11-30-2020</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 _____



November 24, 2020

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 3819 River Dr S as submitted by Timothy & Tami Hertel. 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 2021, 2022, 2023, 2024 & 2025.

The estimated annual tax revenue lost by granting the exemption, based upon the estimated cost of the improvements, would be about \$410 with the City of Fargo's share being \$70.

Sincerely,

A handwritten signature in cursive script, appearing to read "Mike Splonskowski".

Mike Splonskowski
City Assessor

bsb
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	Timothy & Tami Hertel		Phone No.	701.238.0894
2. Address of Property	3819 River Dr S			
City	FARGO	State	ND	Zip Code 58104
3. Legal description of the property for which the exemption is being claimed.	Lt 7 Blk 7 Burritt-Kennedy			
4. Parcel Number	01-0290-00770-000	Residential <input checked="" type="checkbox"/>	Commercial <input type="checkbox"/>	Central Business District <input type="checkbox"/>
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).	Kitchen remodel	
7. Building Permit No.	20010376	8. Year Built 1975
9. Date of Commencement of making the improvement	1/22/2020	
10. Estimated market value of property before improvement	\$	282,800
11. Cost of making the improvement (all labor, material and overhead)	\$	30,000
12. Estimated market value of property after improvement	\$	313,800

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	Timothy D. Hertel
Date	11-23-20

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):	Exemption for 5 years
Assessor's Signature	Willie Johnson
Date	11-30-2020

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

Submit Via Email



December 1, 2020

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 232 Ave NE as submitted by Richard & Rebecca Pittenger. 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 2021, 2022, 2023, 2024 & 2025.

The estimated annual tax revenue lost by granting the exemption, based upon the estimated cost of the improvements, would be about \$115 with the City of Fargo's share being \$20.

Sincerely,

Mike Splonskowski
City Assessor

A handwritten signature in dark ink, appearing to read "Mike Splonskowski".

bsb
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>Richard & Rebecca Pittenger</u>			Phone No.	_____
2. Address of Property	<u>2 32nd Ave NE</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>Block 1 Lot 10 Golf Course 1st Add'n</u>				
4. Parcel Number	<u>01-1001-00100-000</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 Existing bathroom</u>
7. Building Permit No.	<u>20010580</u>
8. Year Built	<u>1971</u>
9. Date of Commencement of making the improvement	<u>1/31/20</u>
10. Estimated market value of property before improvement	\$ <u>264,400</u>
11. Cost of making the improvement (all labor, material and overhead)	\$ <u>4,750.00</u>
12. Estimated market value of property after improvement	\$ <u>273,100</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>Rebecca Pittenger</u> Date <u>11-27-2020</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 year Exemption</u>
Assessor's Signature	<u>John Zamboni</u> Date <u>12-3-2020</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 _____



440

December 1, 2020

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 1362 2 St N as submitted by Larry Peterson & Mary Struck. 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 2021, 2022, 2023, 2024 & 2025.

The estimated annual tax revenue lost by granting the exemption, based upon the estimated cost of the improvements, would be about \$130 with the City of Fargo's share being \$20.

Sincerely,

A handwritten signature in cursive script that reads "Mike Splonskowski".

Mike Splonskowski
City Assessor

bsb
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>Larry Peterson + Mary Struck</u>	Phone No. ^{701/} <u>235-9604</u>
2. Address of Property	<u>1362 2nd 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>Lot 17 Block 6 Holes 1st</u>	
4. Parcel Number	<u>01-1360-01710-000</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>Addition to existing Rear Entry</u>
7. Building Permit No.	<u>19050626</u>
8. Year Built	<u>1928</u>
9. Date of Commencement of making the improvement	<u>5/20/19</u>
10. Estimated market value of property before improvement	\$ <u>237,000</u>
11. Cost of making the improvement (all labor, material and overhead)	\$ <u>87,769.</u>
12. Estimated market value of property after improvement	\$ <u>246,700</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 ^X <u>Larry Peterson</u> Date ^X <u>01/21/2020</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 Year Exemption</u>
Assessor's Signature <u>Yolanda Splorowski</u> Date <u>12-3-2020</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 _____



December 1, 2020

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 1410 9 St S as submitted by Sean & Jessica Foss. 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 2021, 2022, 2023, 2024 & 2025.

The estimated annual tax revenue lost by granting the exemption, based upon the estimated cost of the improvements, would be about \$400 with the City of Fargo's share being \$70.

Sincerely,

A handwritten signature in cursive script, which appears to read "Mike Splonskowski".

Mike Splonskowski
City Assessor

bsb
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>Sean & Jessica Foss</u>	Phone No. <u>701.739.6733</u>
2. Address of Property <u>1410 9 St S</u>	
City <u>FARGO</u>	State <u>ND</u> Zip Code <u>58103</u>
3. Legal description of the property for which the exemption is being claimed. <u>Lt 24 & pt of 25</u> <u>Blk 11 Huntingtons</u>	
4. Parcel Number <u>01-1400-01780-000</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>Kitchen remodel</u>	
7. Building Permit No. <u>19080823</u>	8. Year Built <u>1927</u>
9. Date of Commencement of making the improvement <u>08/01/19</u>	
10. Estimated market value of property before improvement	\$ <u>394,800</u>
11. Cost of making the improvement (all labor, material and overhead)	\$ <u>30,000.00 est.</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>11/23/20</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 Year Exemption</u>	
Assessor's Signature <u>[Signature]</u>	Date <u>12-3-2020</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 _____

Submit Via Email



December 1, 2020

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 1514 7 St S as submitted by Jennifer Gruss. 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 2021, 2022, 2023, 2024 & 2025.

The estimated annual tax revenue lost by granting the exemption, based upon the estimated cost of the improvements, would be about \$185 with the City of Fargo's share being \$30.

Sincerely,

A handwritten signature in cursive script, which appears to read "Mike Splonskowski".

Mike Splonskowski
City Assessor

bsb
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	Jennifer Gruss	Phone No.	5156891440
2. Address of Property	1514 7 St S		
City	FARGO	State	ND Zip Code 58103
3. Legal description of the property for which the exemption is being claimed.	Lt 23, Blk 16 Huntingtons		
4. Parcel Number	01-1400-02700-000	Residential <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Central Business District <input type="checkbox"/>	
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).	Replaced siding & Roof
7. Building Permit No.	19110372
8. Year Built	1931
9. Date of Commencement of making the improvement	January 2020
10. Estimated market value of property before improvement	\$ 315,800 281,000
11. Cost of making the improvement (all labor, material and overhead)	\$ 17,000
12. Estimated market value of property after improvement	\$ 315,800 (\$14,100) - BP

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 Jen Gruss Date 11.30.2020

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):	5 Year Exemption
Assessor's Signature Mike Slenker Date 12-3-2020	

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



December 7, 2020

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 2514 E Country Club Dr S as submitted by Nick Lee. 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 2021, 2022, 2023, 2024 & 2025.

The estimated annual tax revenue lost by granting the exemption, based upon the estimated cost of the improvements, would be about \$370 with the City of Fargo's share being \$60.

Sincerely,

A handwritten signature in cursive script, which appears to read "Mike Splonskowski".

Mike Splonskowski
City Assessor

bsb
attachment

Application For Property Tax Exemption For Improvements
To Commercial And Residential Buildings
North Dakota Century Code ch. 57-42.2
(File with the local city or township assessor)

Property Identification

1. Name of Property Owner Nick Lee Phone No. 701-743-7265
2. Address of Property 2514 E Country Club Dr S
City FARGO State ND Zip Code 58103
3. Legal description of the property for which the exemption is being claimed.
Lot 20 Blk 5 Country Club Acres
4. Parcel Number 61-081-10872 Residential ☒ Commercial ☐ Central Business District ☐
5. Mailing Address of Property Owner Same as situs
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). Remodeled old kitchen/living/dining area into master suite, added gas FP to main area
7. Building Permit No. 19060837 8. Year Built 1966
9. Date of Commencement of making the improvement June 2017
10. Estimated market value of property before improvement \$ 300,000
11. Cost of making the improvement (all labor, material and overhead) \$ 20,000
12. Estimated market value of property after improvement \$ 320,000

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 Nick Lee Date 11/4/20

Assessor's Determination

14. The local assessor finds that the improvements in this application have ☒ met the qualifications for exemption for the following reason(s): 5 Year Exemption
Assessor's Signature White Date 12-7-2020

Action of Governing Body

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

CITY OF
Fargo
ASSESSMENT DEPARTMENT

445

December 7, 2020

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 813 21 Ave S as submitted by Bradley Garcia & Rachel Suhonen. 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 2021, 2022, 2023, 2024 & 2025.

The estimated annual tax revenue lost by granting the exemption, based upon the estimated cost of the improvements, would be about \$200 with the City of Fargo's share being \$35.

Sincerely,



Mike Splonskowski
City Assessor

bsb
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	Bradley Garcia & Rachel Suhonen		Phone No.	(651) 503-8275
2. Address of Property	813 21 Ave S			
City	FARGO	State	ND	Zip Code 58103
3. Legal description of the property for which the exemption is being claimed.	Lt 19 Blk 8 Harry A Schnell 2nd			
4. Parcel Number	01-2700-00420-000	Residential <input checked="" type="checkbox"/>	Commercial <input type="checkbox"/>	Central Business District <input type="checkbox"/>
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).	Lower level remodel
7. Building Permit No.	20090161
8. Year Built	1962
9. Date of Commencement of making the improvement	9/1/2020
10. Estimated market value of property before improvement	\$ 243,200
11. Cost of making the improvement (all labor, material and overhead)	\$ 35,000
12. Estimated market value of property after improvement	\$ 258,400

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	Date 12/3/2020

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):	5 Year Exemption
Assessor's Signature	Date 12-7-2020

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

Submit Via Email

CITY OF
Fargo
ASSESSMENT DEPARTMENT



December 7, 2020

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 274 Prairiewood Dr S as submitted by Charlene & Kyle Card. 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 2021, 2022, 2023, 2024 & 2025.

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,

A handwritten signature in cursive script that reads 'Mike Splonskowski'.

Mike Splonskowski
City Assessor

bsb
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	Charlene & Kyle Card		Phone No.	701-361-6221
2. Address of Property	274 Prairiewood Dr S			
City	FARGO	State	ND	Zip Code 58103
3. Legal description of the property for which the exemption is being claimed.	Lt 27 & pt Lt 26, Prairiewood			
4. Parcel Number	01-2330-01680-000	Residential <input checked="" type="checkbox"/>	Commercial <input type="checkbox"/>	Central Business District <input type="checkbox"/>
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).	Bathroom remodel
7. Building Permit No.	20030236
8. Year Built	1976
9. Date of Commencement of making the improvement	Nov 1, 2020
10. Estimated market value of property before improvement	\$ 497,500 (2020)
11. Cost of making the improvement (all labor, material and overhead)	\$ 23,000
12. Estimated market value of property after improvement	\$ 523,600

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	Charlene C Card Date 12-2-2020

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):	5 year Exemption
Assessor's Signature	Mike Schaubert Date 12-7-2020

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 _____

Submit Via Email



December 8, 2020

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 904 2 St N as submitted by Steinberg Investments 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 2021, 2022, 2023, 2024 & 2025.

The estimated annual tax revenue lost by granting the exemption, based upon the estimated cost of the improvements, would be about \$160 with the City of Fargo's share being \$30.

Sincerely,

A handwritten signature in cursive script, appearing to read "Mike Splonskowski".

Mike Splonskowski
City Assessor

bsb
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>Steinberg Investments LLC</u>			Phone No.	<u>701-219-1011</u>
2. Address of Property	<u>904 2nd 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>Block 1; Lot 7 Truesdells</u>				
4. Parcel Number	<u>01-3260-00070-000</u>	Residential	<input checked="" type="checkbox"/>	Commercial	<input type="checkbox"/>
		Central Business District	<input type="checkbox"/>		
5. Mailing Address of Property Owner	<u>3618 49th 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>Finish Lower Level with bathroom</u>
7. Building Permit No.	<u>20030011</u>
8. Year Built	<u>1912</u>
9. Date of Commencement of making the improvement	<u>3/2/20</u>
10. Estimated market value of property before improvement	\$ <u>142,000</u>
11. Cost of making the improvement (all labor, material and overhead)	\$ <u>3000</u>
12. Estimated market value of property after improvement	\$ <u>154,300</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>Kell M</u> Date <u>12-3-2020</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):
Assessor's Signature <u>Mike Johnson</u> Date <u>12-9-2020</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

44v

December 8, 2020

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 1407 7 St S as submitted by Charles & Connie Rieck. 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 2021, 2022, 2023, 2024 & 2025.

The estimated annual tax revenue lost by granting the exemption, based upon the estimated cost of the improvements, would be about \$75 with the City of Fargo's share being \$10.

Sincerely,



Mike Splonskowski
City Assessor

bsb
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	Charles & Connie Rieck		Phone No.	701 293 1946
2. Address of Property	1407 7 St S			
City	FARGO	State	ND	Zip Code 58103
3. Legal description of the property for which the exemption is being claimed.	Lt 2 Blk 12 Huntingtons			
4. Parcel Number	01-1400-01810-000	Residential	<input checked="" type="checkbox"/> Commercial	<input type="checkbox"/> 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.	20101065	8. Year Built 1950
9. Date of Commencement of making the improvement	COMPLETED 12/12/20	
10. Estimated market value of property before improvement	\$	140,200
11. Cost of making the improvement (all labor, material and overhead)	\$	27,000.00
12. Estimated market value of property after improvement	\$	145,900

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 <u>Connie Rieck</u> Date <u>12/12/20</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):
Assessor's Signature <u>Wade Johnson</u> Date <u>12-9-2020</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 _____

Submit Via Email

45

TO: BOARD OF CITY COMMISSIONERS

**FROM: KIM LIPETZKY, PUBLIC HEALTH NUTRITIONIST, FARGO CASS
PUBLIC HEALTH; CASS CLAY FOOD PARTNERS** KL

DATE: DECEMBER 9, 2020

SUBJECT: RECOMMENDATIONS REGARDING BOULEVARD GARDENING

At the May 18, 2020 City Commission meeting, the Commission approved an interim policy allowing boulevard gardening with a sunset date of September 30, 2020. Attached for your reference are the related documents, which include the terms and conditions and the application form for the boulevard gardening program. As part of the approved interim policy, we were directed to return in December to present a report on the implementation of this program.

In addition to providing a report at the meeting on December 14th, we would like your consideration in allowing boulevard gardens to become a permanent policy moving forward. As part of this process, we would recommend revisiting the stipulations in the interim policy based on lessons learned over the summer, then working with the Cass Clay Food Partners and city staff to make a few revisions.

REQUESTED MOTION: Direct the City Attorney's Office to work with Fargo Cass Public Health, the Cass Clay Food Partners, and impacted City departments to draft an ordinance to allow plantings in addition to turf grass on the boulevard.

City of Fargo
Fargo Cass Public Health
BOULEVARD GARDEN PERMIT APPLICATION

APPLICANT NAME	PHONE	EMAIL ADDRESS		
ADDRESS		CITY	STATE	ZIP CODE
ND CALL ONE TICKET NUMBER		CONSTRUCTION START	CONSTRUCTION END	

LIST OF PROPOSED PLANTINGS:

BOULEVARD PLANTINGS LOCATION (Describe specific area):

DESCRIPTION OF WORK (Attach detailed drawing of plans):

ACKNOWLEDGEMENT

By signing this application, I (the applicant) agree to adhere to all provisions, codes and statues of the City of Fargo, in addition to the terms and conditions which are attached to this document.

 Printed Name of Applicant

 Signature

 Date

APPROVED BY _____ DATE _____
 (Fargo Cass Public Health Representative)

SEND APPLICATION TO:
Fargo Cass Public Health
1240 25th Street South
Fargo ND 58103-2367
Or email to: KLipetzky@FargoND.gov

For more information, please call 701.241.8195

Revised 05/12/20

Boulevard Gardens Public Right-of-Way Application

Terms and Conditions

I. PLACEMENT AND INSTALLATION OF BOULEVARD GARDENS

Agreement to these terms and conditions is part of the boulevard garden application process allowing residents to plant turf or native grasses, plants, cultivated flowers, wildflowers, fruits and vegetables on the boulevard until September 30, 2020. The following terms and conditions are to maintain the safety of the right-of-way.

A. Definitions and Specifications

Boulevard: The public right-of-way lying between the property line and sidewalk, and between the sidewalk and the roadway, or where no sidewalk exists, between the property line and the roadway. Sidewalk and pedestrian ramps adjacent to boulevard areas must be in compliance with all ADA standards prior to installation of any boulevard plantings.

No work may be initiated prior to the approval from the City of Fargo.

Boulevard Gardens: Plantings may not exceed 24 inches in height and must be maintained with no encroachment or overhang onto the adjacent sidewalk, curb, or street. Edge must be within one foot of outermost planting. All boulevard gardens must not disturb the "drip line" (branch tips and inward) from existing trees in order to minimize tree root damage. Shredded hardwood mulch must be used around plants to prevent soil erosion. The final mulch surface must be no higher than the adjacent curb, sidewalk, and/or ground. River rock or similar aggregate material is prohibited in areas of boulevard plantings. (Source: MPCA, EPA).

B. Application and Approval

The Boulevard Gardens program materials and application will be housed on the www.letseatlocal.org website administered through Fargo Cass Public Health. Approval of said permit will only be granted to the property owner.

The Boulevard Planting application shall include:

1. A completed application form which provides an inventory listing of proposed plantings and a design plan; and,
2. A signed agreement by property owner acknowledging boulevard plantings will be completed in accordance with the terms and conditions.

Planting activity may be subject to inspection if deemed necessary. APPLICANT will receive notification of approval via mail and/or email.

III. INDEMNIFICATION

APPLICANT shall, to the extent permitted by law, indemnify and hold the City harmless against any and all claims of liability or loss from personal injury or property damage resulting from, arising out of, or in any way related to the use and/or occupancy of the City's public right-of-way by the APPLICANT, its employees, contractors or agents, APPLICANT agrees to defend, indemnify and hold harmless the City and the City's employees, representatives and assigns from and against any and all liability, damages, penalties, judgments or claims of whatever nature arising from injury to person or property sustained by anyone arising out of APPLICANT'S use and/or occupancy, including its installation, operation, maintenance, repair, removal and presence of APPLICANT'S facilities, structures, equipment or other improvements, of or in the City's public right-of-way and will, at APPLICANT'S own cost and expense, defend any and all suits or actions (just or unjust) which may be brought against the City or in which the City may be joined with other parties upon any such above-mentioned matter, claim or claims. This indemnity and hold harmless agreement includes indemnity against all costs, expenses and liabilities incurred in or in connection with any such claims or proceedings brought thereof. This provision does not apply to such claims or damages which are due to or caused by the willful misconduct of the City, or its employees, contractors or agents. This indemnification provision will survive the termination of any right-of-way agreement.

IV. INSURANCE

APPLICANT must maintain general liability insurance at all times during the term of this agreement. Proof of insurance must be provided to the City with a Certificate of Liability Insurance describing the limits of coverage and naming the City of Fargo as an additional insured party. Proof of insurance must be received by the City before said permit is issued. By signing these Terms and Condition, APPLICANT certifies it will maintain the specified coverage during the entire term of the agreement. Any Cancellation Policy statement must read: "Should any of the above described policies be canceled or modified before the expiration date thereof, the issuing company will mail thirty (30) calendar days written notice to the certificate holder named as the additional insured, but shall impose no obligation or liability of any kind upon the company, its agents, or representatives."

V. LIMITATION OF LIABILITY

The City will not be liable to the APPLICANT, or any of its respective agents, representatives, employees for any lost revenue, lost profits, loss of technology, right or services, incidental, punitive, indirect, special or consequential damages, loss of data, or interruption or loss of use of service, even if advised of the possibility of such damages, whether under theory of contract, tort (including negligence), strict liability or otherwise.

VI. TERMINATION

APPLICANT agrees and acknowledges that any Boulevard Garden approval granted may be terminated for any number of reasons, including, but not limited to: (1) breach of any of the terms and conditions contained herein; (2) determination by the City that, it is in the best interest of the City to terminate the

Boulevard Gardens Public Right-of-Way Application

Terms and Conditions

I. PLACEMENT AND INSTALLATION OF BOULEVARD GARDENS

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The Boulevard Planting application shall include:

1. A completed application form which provides an inventory listing of proposed plantings and a design plan; and,
2. A signed agreement by property owner acknowledging boulevard plantings will be completed in accordance with the terms and conditions.

Planting activity may be subject to inspection if deemed necessary. APPLICANT will receive notification of approval via mail and/or email.

C. Damage by APPLICANT

It is the responsibility and duty of the APPLICANT to call North Dakota One Call @ 811 to locate utilities. Anyone that will be excavating in the state of ND is required to call the One Call center a minimum of two (2) business days before excavation of any portion of the boulevard. Any damage to the public right-of-way, City utilities or equipment, or any private utility thereon caused by APPLICANT's permitted installation or construction operations shall be repaired or replaced at the APPLICANT's expense. Repairs completed by the City or a private utility will be billed to the APPLICANT. Failure to compensate for damages and/or repairs will be grounds for revocation of the application.

II. MAINTENANCE OF BOULEVARD GARDENS

A. Public Use of Right-of-Way

The City reserves the right to take any action deemed necessary, in its sole and reasonable discretion, to repair, maintain, alter, or improve the public right-of-way in connection with City operations. The City retains the right to excavate, or to issue permits for excavation of, all boulevard plantings, without notice, in any and all cases of emergency.

The City reserves the right to issue permits to private utilities to install, operate, and maintain facilities in the right-of-way. Said permitted use shall take priority over permitted boulevard plantings.

In the event the city or permitted utility owners interfere with boulevard plantings in the course of such work, the city or utility owner shall be responsible only to restore the boulevard to a grassy state. In no event shall the city or utility owners be liable for any damage to, disruption of, or removal of boulevard plantings, either direct or indirect, as a result of the city or permitted private utilities performing any installation, maintenance, or repairs in the public right-of-way.

B. APPLICANT Responsibilities

1. Frequent maintenance is required for boulevard gardens. At a minimum, maintenance must address:

- a. Removal of weeds or invasive plants;
- b. Removal of accumulated sediment;
- c. Removal of trash, leaves, grass clippings, or other debris; and
- d. Repairing areas of bare soil or erosion.

2. If an approved boulevard garden is found to be in violation of any maintenance requirement or is found to be a nuisance, the APPLICANT shall immediately correct the violation. Failure to correct violations in a timely manner will result in the removal of the plantings, including restoration to turf, at the APPLICANT's cost. The necessary costs and expenses of such removal shall be chargeable and assessed against the property, and shall be a lien upon such premises. Assessment of costs and expenses shall be in accordance with Article 3-17 of the Fargo Municipal Code.

III. INDEMNIFICATION

APPLICANT shall, to the extent permitted by law, indemnify and hold the City harmless against any and all claims of liability or loss from personal injury or property damage resulting from, arising out of, or in any way related to the use and/or occupancy of the City's public right-of-way by the APPLICANT, its employees, contractors or agents, APPLICANT agrees to defend, indemnify and hold harmless the City and the City's employees, representatives and assigns from and against any and all liability, damages, penalties, judgments or claims of whatever nature arising from injury to person or property sustained by anyone arising out of APPLICANT'S use and/or occupancy, including its installation, operation, maintenance, repair, removal and presence of APPLICANT'S facilities, structures, equipment or other improvements, of or in the City's public right-of-way and will, at APPLICANT'S own cost and expense, defend any and all suits or actions (just or unjust) which may be brought against the City or in which the City may be joined with other parties upon any such above-mentioned matter, claim or claims. This indemnity and hold harmless agreement includes indemnity against all costs, expenses and liabilities incurred in or in connection with any such claims or proceedings brought thereof. This provision does not apply to such claims or damages which are due to or caused by the willful misconduct of the City, or its employees, contractors or agents. This indemnification provision will survive the termination of any right-of-way agreement.

IV. INSURANCE

APPLICANT must maintain general liability insurance at all times during the term of this agreement. Proof of insurance must be provided to the City with a Certificate of Liability Insurance describing the limits of coverage and naming the City of Fargo as an additional insured party. Proof of insurance must be received by the City before said permit is issued. By signing these Terms and Condition, APPLICANT certifies it will maintain the specified coverage during the entire term of the agreement. Any Cancellation Policy statement must read: "Should any of the above described policies be canceled or modified before the expiration date thereof, the issuing company will mail thirty (30) calendar days written notice to the certificate holder named as the additional insured, but shall impose no obligation or liability of any kind upon the company, its agents, or representatives."

V. LIMITATION OF LIABILITY

The City will not be liable to the APPLICANT, or any of its respective agents, representatives, employees for any lost revenue, lost profits, loss of technology, right or services, incidental, punitive, indirect, special or consequential damages, loss of data, or interruption or loss of use of service, even if advised of the possibility of such damages, whether under theory of contract, tort (including negligence), strict liability or otherwise.

VI. TERMINATION

APPLICANT agrees and acknowledges that any Boulevard Garden approval granted may be terminated for any number of reasons, including, but not limited to: (1) breach of any of the terms and conditions contained herein; (2) determination by the City that, it is in the best interest of the City to terminate the

agreement for the health, safety and welfare of the City. Any such termination requires thirty (30) day written notice from the City to APPLICANT; (3) APPLICANT may terminate this agreement at any time with written notice to the City.

The issued permit is only valid for the 2020 growing season and shall expire on September 30, 2020.

VII. ASSIGNMENT

The Boulevard Garden agreement may not be transferred or assigned without written consent of the City.

VIII. COMPLIANCE

APPLICANT agrees and acknowledges that APPLICANT is solely responsible for ensuring compliance with all local, State and Federal laws and regulations.

APPLICANT hereby acknowledges receipt of these Terms and Conditions and further acknowledges APPLICANT agrees to and understands the provisions contained herein.

APPLICANT/PROPERTY OWNER

Date: _____, 2020

_____ Print Name

_____ Signature

Boulevard Gardens

With approval from the City, planting is allowed in the boulevard. The boulevard is the public right-of-way lying between the property line and sidewalk, and between the sidewalk and the roadway, or where no sidewalk exists, between the property line and the roadway. To check if these features are feasible for your site please review the information below.

Feasibility

Check existing covenants to assure planting in the boulevard is allowed in your development

An application, signed Terms and Conditions agreement, and approval is required

Must contact ND One Call "811" for utility locations at least 48 hours before digging

Plantings must not interfere with utilities

Planting Requirements

Plants may not exceed 24 inches in height

Plants must be maintained with no overhang or encroachment onto the sidewalk, curb, or street.

Edge must be within one foot of outermost planting

Plants must not be installed within the drip line of an existing tree(s)

Choose the right location and mix of plants to ensure you have a full season of blooms

Use shredded hardwood mulch around plants to prevent soil erosion (river rock or similar aggregate is prohibited)

Final mulch surface shall be flush with the curb or sidewalk

Boulders and structures such as retaining walls, fences, and steps are prohibited.

Resources

NDSU Extension – Cass County is an excellent resource for horticulture and gardening questions:

<https://www.ag.ndsu.edu/casscountyextension/horticulture>

Contact Don Kinzler at: donald.kinzler@ndsu.edu

NDSU Soil Testing is a resource for residents wanting to analyze their soil.

https://www.ndsu.edu/fileadmin/snrs/Files/lawn_and_garden_.pdf

Visit www.letseatlocal.org for information, permit application form, and terms and conditions; or contact Kim Lipetzky at klipetzky@fargond.gov.