

FARGO CITY COMMISSION AGENDA

Monday, June 9, 2025 – 5:00 P.M.

Executive Session at 4:30 p.m.

Roll Call.

**PLEASE NOTE:** The Board of City Commissioners will convene in the City Commission Chambers at 4:30 p.m. and retire into Executive Session in the Red River Room for purposes of discussing negotiation strategy, to provide negotiating instructions to the City's attorney or other negotiator regarding various and separate pending or potential contracts for the sale of land by the City located west of the landfill, said separate contracts being between the City and Galvanizers, Inc.; WMF Properties, LLC; Hazer Ventures, LLC; Scannell Properties, LLC; Thor Investments, LLC; and ARD Properties, LLC; as discussing such negotiations, strategy and pricing in an open meeting would have a negative fiscal effect on the bargaining position of the City of Fargo. An Executive Session for this matter is authorized pursuant to North Dakota Century Code §44-04-19.1 subsection 9.

Regular Meeting at 5:00 P.M.

City Commission meetings are broadcast live on TV Fargo Channel 56 and online at [FargoND.gov/Streaming](http://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](http://FargoND.gov/CityCommission).

- A. Pledge of Allegiance.
- B. Roll Call.
- C. Approve Order of Agenda.
- D. Minutes (Regular Meeting, May 27, 2025).

**CONSENT AGENDA – APPROVE THE FOLLOWING:**

- 1. Waive requirement to receive and file an Ordinance one week prior to 1st reading and 1st reading of an Ordinance Amending Section 25-1506, of Article 25-15, of Chapter 25, of the Fargo Municipal Code Relating to Licenses - Classifications.
- 2. Waive requirement to receive and file an Ordinance one week prior to 1st reading and 1st reading of an Ordinance Amending Section 18-0310 of Article 18-03 of Chapter 18 of the Fargo Municipal Code Relating to Public Ways and Places.
- 3. 1st reading of the following Ordinances:
  - a. Repealing and Re-Enacting Article 21-01 of Chapter 21 of the Fargo Municipal Code Relating to the International Building Code.
  - b. Repealing and Re-Enacting Article 21.2-01 of Chapter 21.2 of the Fargo Municipal Code Relating to the International Existing Building Code.
  - c. Repealing and Re-Enacting Chapter 21.3 of the Fargo Municipal Code Relating to the International Energy Conservation Code.
  - d. Repealing and Re-Enacting Sections 9-0701 and 9-0704 of Article 9-07 of Chapter 9 of the Fargo Municipal Code Relating to Fire Protection and Prevention.

- e. Repealing and Re-Enacting Article 30.1-01 of Chapter 30.1 of the Fargo Municipal Code Relating to the International Fuel Gas Code.
  - f. Amending Section 30-0106 of Article 30-01 of Chapter 30 of the Fargo Municipal Code Relating to the International Mechanical Code.
  - g. Repealing and Re-Enacting Article 31-01 of Chapter 31 of the Fargo Municipal Code Relating to the International Property Maintenance Code.
  - h. Repealing and Re-Enacting Article 21.1-01 of Chapter 21.1 of the Fargo Municipal Code Relating to the International Residential Code.
4. 2nd reading, waive reading and final adoption of an Ordinance Amending Section 8-1425 of Article 8-14 of Chapter 8 of the Fargo Municipal Code Relating to Traffic Code; 1st reading, 5/27/25.
  5. 2nd reading, waive reading and final adoption of an Ordinance Amending Section 1-0305 (C)(2) & (5) of Article 1-03 of Chapter 1 of the Fargo Municipal Code Relating to Classification of Ordinance Violations; 1st reading, 5/27/25.
  6. 2nd reading, waive reading and final adoption of an Ordinance Amending Section 12-0105(E), of Article 12-01, of Chapter 12, of the Fargo Municipal Code, Relating to Running At Large Prohibited - Habitually At Large; an Ordinance Amending Section 12-0117, of Article 12-01, of Chapter 12, of the Fargo Municipal Code, Relating to Potentially Dangerous and Dangerous Dogs; and an Ordinance Amending Section 1-0305, of Article 1-03, of Chapter 1, of the Fargo Municipal Code, Relating to Classification of Ordinance Violations; 1st reading, 5/27/25.
  7. 2nd reading, waive reading and final adoption of an Ordinance Amending Section 25-1512, of Article 25-15, of Chapter 25, of The Fargo Municipal Code, Relating to Licenses - Termination, Suspension, Revocation, and Sanctions; 1st reading, 5/27/25.
  8. 2nd reading, waive reading and final adoption of an Ordinance Amending Section 25-1507 (F) of Article 25-15 of Chapter 25 of the Fargo Municipal Code, Relating to Alcoholic Beverages; 1st reading, 5/27/25.
  9. 2nd reading, waive reading and final adoption of an Ordinance Amending Section 25-1512 of Article 25-15 of Chapter 25 of the Fargo Municipal Code Relating to Alcoholic Beverages; 1st reading, 5/27/25.
  10. Receive and file the Summons and Complaint relating to Sheilk Sheriff v. Andrew Payne, an individual and City of Fargo, a municipality.
  11. Direct the City Attorney's Office to make the necessary Ordinance/Home Rule Charter amendments to comport with recent State Law revisions.
  12. Site Authorizations for Games of Chance:
    - a. Fargo Angels Hockey at Radisson Blu.
    - b. ND Horse Park Foundation at The Boiler Room.
    - c. Sharehouse, Inc. at the Bismarck Tavern.
    - d. Sharehouse, Inc. at Rick's Bar and Grill.
    - e. Sharehouse, Inc. at the Round Up.
    - f. Sharehouse, Inc. at Woody's Bar.

13. Applications for Games of Chance:
  - a. North Dakota CPA Society Foundation for a raffle from 6/16/25 to 6/17/25.
  - b. Sharehouse Foundation for a raffle on 6/12/25.
  - c. Villa Nazareth d/b/a CHI Friendship for a raffle on 10/10/25.
14. Right of Way Use Agreement with Bison Gold Investments, LLC for 1141 18th Street North.
15. Non-Exclusive Right of Way Occupancy Agreements with Gateway Infrastructure, LLC and Ubiquity North Dakota, LLC.
16. Variance Acknowledgement and Liability Waiver with 3222 LLC for 3501 Main Avenue.
17. 2024 Capital Improvement Plan revisions.
18. Change Order No. 1 in the amount of \$175,950.75 for Project No. SR-25-B1.
19. Change Order No. 1 in the amount of \$147,262.21 for Project No. TM-25-A1.
20. Removal of Project No. TR-26-B0 from the 2026 Capital Improvement Plan.
21. Task Order No. 1 with Moore Engineering, Inc. in the amount of \$140,000.00 for Project No. MS-25-E0.
22. Create Improvement District No. BR-25-H and adopt Resolution of Necessity.
23. Contract and bond for Improvement District No. BR-25-A1.
24. Contract and bond for Improvement District No. BR-25-B3.
25. Contract and bond for Improvement District No. BR-25-G1.
26. Contract and bond for Improvement District No. PN-25-A1.
27. Contract and bond for Improvement District No. PR-25-F1.
28. Items from the FAHR Meeting:
  - a. Receive and file Sales Tax Revenue Update.
  - b. Utilization of the STOP Grant for the purchase and implementation of the Lethality Assessment Program (LAP).
  - c. Reallocation of unspent funds from Project No. WW1707 for a Solids and Dewatering Facility Plan which may include a Pilot Study.
29. Change Orders for Fire Station No. 5 Renovation Project (ITB24276):
  - a. No. 1 in the amount of \$4,540.00 (mechanical construction contract).
  - b. No. 3 in the amount of -\$1,386.40 (general construction contract).
  - c. No. 2 in the amount of \$675.63 (electrical construction contract).
30. Contract with Kilbourne Construction Management, LLC (SSP25163).
31. Lease with Option to Purchase Agreement with CapFirst Equipment Finance, Inc. (RFP25014).

32. Bid award to Compass Minerals America, Inc. for the 2025/2026 highway deicing salt contract (RFP25165).
33. Bid awards for the Public Works Admin Building Exterior Improvements, as presented (ITB25189).
34. Authorize staff to submit proposed Disadvantaged Business Enterprise (DBE) Goals for FY 2026-2028 to the Federal Transit Administration.
35. Amendment #1 to the State Contract #283 (Paratransit Software) with Via Mobility, LLC.
36. Transit Public Comment Process on Fare/Service Changes.
37. Public Transportation Agency Safety Plan Update.
38. MATBUS Transit Asset Management Plan.
39. Bid advertisement for Project No. WA2403 (Lead Service Line Replacement Phases 1 through 4).
40. Employer Acceptance Agreement adopted by North Dakota Rural Water Association to utilize an apprentice program for training Water Treatment Plant personnel.
41. Direct the City Attorney's Office to draft revisions to Article 16-09.
42. Easement (Temporary Construction Easement) with Fargo Public School District No. 1 for Project No. WA2502 (Water Tower Demolition).
43. Hazard Mitigation Grant Program Subgrant Agreement for PDM 2018 between the North Dakota Department of Emergency Services and the City of Fargo (Project No. WW1707).
44. Bills.

**REGULAR AGENDA:**

45. Recommendation for appointment of the Fire Chief.

**\*Public Input Opportunity\* - PUBLIC HEARINGS - 5:15 pm:**

46. **PUBLIC HEARING** – Permanent Route and Service Changes for LinkFM.
47. **PUBLIC HEARING** – Application filed by Bert's Truck Equipment of Moorhead, Inc. for a property tax exemption for property located at 2601 3rd Avenue North which the applicant will use for the manufacturing and assembly of snow plow trucks.
48. Construction Update.
49. Recommendation to approve the Request for Proposals for the Convention Center project.
50. Applications for Property Tax Exemptions for Improvements Made to Buildings:
  - a. Wade Savageau (5 years).
  - b. Barry and Kay Malme (5 years).
  - c. Preston Bolton (5 years).

51. Recommendations for appointments to the following Board and Commissions:
  - a. Special Assessment Commission.
  - b. Library Board.
  - c. Arts and Culture Commission.
52. Measles Update.
53. Liaison Commissioner Assignment Updates.
54. **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](https://FargoND.gov/VirtualCommission)).**

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

Minutes are available on the City of Fargo web site at [FargoND.gov/CityCommission](https://FargoND.gov/CityCommission).



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June 9, 2025

**To: Board of City Commissioners**  
**Fr: Michael Redlinger, City Administrator**  
**Re: Recommendation for Appointment of the Fire Chief**

The Fargo Fire Chief Selection Committee completed the final component of the selection process for Fire Chief on May 28, 2025 following a full-day assessment of the three finalist candidates. The assessment day included a 90-day plan presentation; a formal interview; a roundtable discussion with Fire Department personnel and external partners; a mock news conference; and a community open house. Following this assessment, the Fire Chief Selection Committee discussed and recommended Gary Lorenz, Fire Chief for the Grand Forks Fire Department, to be advanced as the preferred candidate for the City Commission's consideration as Fargo Fire Chief. I concur with the Selection Committee's recommendation and offer my support and endorsement for Chief Lorenz to be appointed to the position, as well.

*June 9<sup>th</sup> City Commission Meeting*

On June 9<sup>th</sup>, the City Commission is requested to approve the City Administrator's recommendation to appoint Gary Lorenz as Fire Chief for the Fargo Fire Department. Upon successful completion of all pre-employment components of the City's conditional offer phase for the position, the City Commission will formally appoint and install Chief Lorenz as Fargo's Fire Chief at a future City Commission meeting and swearing-in ceremony in July.

Below is the list of Fire Chief Selection Committee members for your reference. Thank you for your consideration of this appointment.

**Fire Chief Selection Committee**

Dr. Tim Mahoney | Mayor  
Denise Kolpack | Deputy Mayor  
Mary Edinger | Operations Manager, Red River Regional Dispatch Center  
Casey Gibson | Firefighter  
Tim Meyer | Senior Director of Emergency Operations, Sanford AirMed and Sanford Ambulance  
Jill Minette | Human Resources Director  
Brett Petsinger | Fire Training Captain  
Michael Redlinger | City Administrator – Hiring Manager  
Susan Thompson | Finance Director  
David Zibolski | Police Chief  
Ashley Swanson | Human Resources Associate (Facilitator)  
Camila Van Dyke | Human Resources Manager (Facilitator)  
Beth Wiegman | Human Resources Assistant Director (Facilitator)

**Recommended Action:** I move to appoint Gary Lorenz to the position of Fire Chief for the City of Fargo.

June 5, 2025

Board of City Commissioners  
City Hall – 225 4<sup>th</sup> St N  
Fargo, ND 58102

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Dear Commissioners:

LinkFM is a bus route that has provided episodic bus service to community events since 2020. These pre-approved events have primarily been held in the Downtown Fargo-Moorhead area, but also include the Trollwood Mainstage Musical and Pride in the Park events at the Bluestem Amphitheater in Moorhead. LinkFM was initially intended as a solution to the limited availability of parking in downtown Fargo, with the former Moorhead Center Mall parking lot being utilized as a park and ride location.

Over the past few years, multiple parking ramps have been constructed in the Downtown Fargo area, which has eliminated much of the demand for the service. The demolition of the Moorhead Center Mall has greatly reduced the site's parking capacity. Also, this year, LinkFM will no longer have the ability to service the Trollwood Mainstage Musical, due to MATBUS operating hours ending at 10:15pm (approved June 2024). These changes have led MATBUS staff to recommend the elimination of the LinkFM events listed below. This recommendation was brought forward to the MATBUS Coordination Committee and was unanimously approved.

An informational display on the proposed route and service changes, as well as comment cards, were provided in the lobby of the Ground Transportation Center. No written comments regarding LinkFM were received.

**Proposed Changes to LinkFM:** The proposed change would permanently eliminate LinkFM service for the following events:

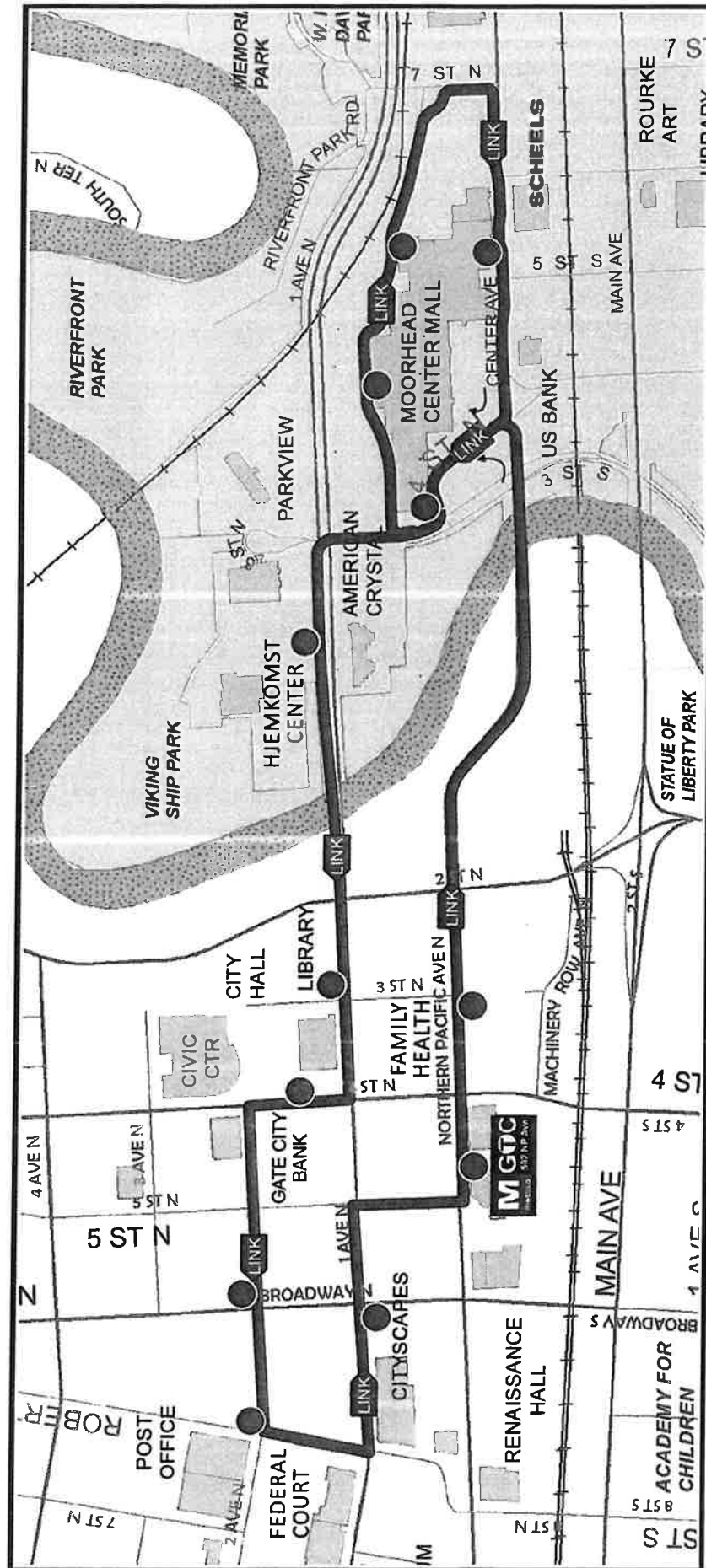
- Frostival Frozen Fortress
- Celtic Festival
- Scandinavian Festival
- Downtown Fargo Street Fair
- Trollwood Mainstage Musical
- Pangea: Cultivate Our Cultures

**Requested motion:** Approve the elimination of the previously listed LinkFM events effective June 9, 2025.

Thank you,



Cole Swingen  
Assistant Transit Director - Operations  
City of Fargo







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June 4, 2025

Board of City Commissioners  
City Hall  
Fargo, ND 58102

**RE:** Bert's Truck Equipment of Moorhead, Inc.

Dear Commissioners:

Attached is the application made by Bert's Truck Equipment of Moorhead, Inc. for a payment in lieu of tax (PILOT) according to N.D.C.C. Chapter 40-57.1. The application is for a five-year exemption of the total improvement value of a manufacturing project located at 2601 3<sup>rd</sup> Ave N.

Notices to competitors have been published. The Economic Development Incentive Committee (EDIC) has met to consider this application. No competitors appeared at the EDIC meeting. This project meets our current policy. The project will continue to pay the full land taxes annually.

The recommendation of the EDIC is to approve the proposed PILOT for this project.

**SUGGESTED MOTION:**

**Approval of a five-year property tax exemption PILOT for Bert's Truck Equipment of Moorhead, Inc. for a manufacturing project located at 2601 3<sup>rd</sup> Ave N.**

Sincerely,

*Michael Splonskowski*

Mike Splonskowski  
City Assessor

## Application For Property Tax Incentives For New or Expanding Businesses

N.D.C.C. Chapter 40-57.1

Project Operator's Application To Fargo  
City or County

File with the City Auditor for a project located within a city; County Auditor for locations outside of city limits.

A representative of each affected school district and township is included as a non-voting member in the negotiations and deliberation of this application.

**This application is a public record**

### Identification Of Project Operator

1.	Name of project operator of new or expanding business	<u>Bert's Truck Equipment of Moorhead, Inc.</u>	
2.	Address of project	<u>2601 3rd Ave N</u>	
	City	<u>Fargo</u>	County <u>Cass</u>
3.	Mailing address of project operator	<u>PO Box 336</u>	
	City	<u>Moorhead</u>	State <u>MN</u> Zip <u>56561</u>
4.	Type of ownership of project		
	<input type="checkbox"/> Partnership	<input type="checkbox"/> Subchapter S corporation	<input type="checkbox"/> Individual proprietorship
	<input type="checkbox"/> Corporation	<input type="checkbox"/> Cooperative	<input type="checkbox"/> Limited liability company
5.	Federal Identification No. or Social Security No.	<u>[REDACTED]</u>	
6.	North Dakota Sales and Use Tax Permit No.	<u>[REDACTED]</u>	
7.	If a corporation, specify the state and date of incorporation	<u>Minnesota, 10/04/1990</u>	
8.	Name and title of individual to contact	<u>Jeremy Gregoire</u>	
	Mailing address	<u>PO Box 336</u>	
	City, State, Zip	<u>Moorhead, MN 56561-0336</u>	Phone No. <u>218-233-8681</u>

### Project Operator's Application For Tax Incentives

9.	Indicate the tax incentives applied for and terms. Be specific.		
	<input type="checkbox"/> <b>Property Tax Exemption</b>	<input type="checkbox"/> <b>Payments In Lieu of Taxes</b>	
	<u>5</u> Number of years	<u>          </u> Beginning year	<u>          </u> Ending year
	<u>100</u> Percent of exemption	<u>          </u> Amount of annual payments (attach schedule if payments will vary)	
10.	Which of the following would better describe the project for which this application is being made:		
	<input type="checkbox"/> New business project	<input type="checkbox"/> Expansion of a existing business project	

## Description of Project Property

11. Legal description of project real property

SEE ATTACHED

12. Will the project property be owned or leased by the project operator?
- ☐
- Owned
- ☐
- Leased

If the answer to 12 is leased, will the benefit of any incentive granted accrue to the project operator?

☐ Yes ☐ No

If the property will be leased, attach a copy of the lease or other agreement establishing the project operator's benefits.

13. Will the project be located in a new structure or an existing facility?
- ☐
- New construction
- ☐
- Existing facility

If existing facility, when was it constructed? 1971

If new construction, complete the following:

- a. Estimated date of commencement of construction of the project covered by this application \_\_\_\_\_

- b. Description of project to be constructed including size, type and quality of construction
- 
- \_\_\_\_\_
- 
- \_\_\_\_\_
- 
- \_\_\_\_\_

- c. Projected number of construction employees during the project construction \_\_\_\_\_

14. Approximate date of commencement of this project's operations
- 07/01/2025

15. Estimated market value of the property used for
- this project
- :

a. Land..... \$ 486000.00b. Existing buildings and structures for which an exemption is claimed..... \$ 3252100.00c. Newly constructed buildings and structures when completed..... \$ 0.00d. Total..... \$ 3738100.00e. Machinery and equipment..... \$ 500000.00

16. Estimate taxable valuation of the property eligible for exemption by multiplying the market values by 5 percent:

a. Land (not eligible)..... b. Eligible existing buildings and structures..... \$ 162605.00c. Newly constructed buildings and structures when completed..... \$ 0.00d. Total taxable valuation of property eligible for exemption (Add lines b and c)..... \$ 162605.00e. Enter the consolidated mill rate for the appropriate taxing district..... 298.18f. Annual amount of the tax exemption (Line d multiplied by line e)..... \$ 48,485.56

## Description of Project Business

Note: "project" means a newly established business or the expansion portion of an existing business. Do not include any established part of an existing business.

17. Type of business to be engaged in: ☐ Ag processing ☐ Manufacturing ☐ Retailing  
☐ Wholesaling ☐ Warehousing ☐ Services
18. Describe in detail the activities to be engaged in by the project operator, including a description of any products to be manufactured, produced, assembled or stored (attach additional sheets if necessary).

We manufacture and assemble snow plow trucks to clear all of the public and private roads. Customers (ND DOT, MN DOT, all cities, counties, townships and private parties) bring in a cab chassis for Bert's to add warning lights, hydraulics, electrical components, snow plows, dump bodies, snading units, brine tanks, rear hitches for towing, cameras and all fo the controls in the cab to operate the equipment Bert's adds to the cab chassis to make it a complete turnkey snowplow truck.

19. Indicate the type of machinery and equipment that will be installed

hoists, lifts, air hoses, beams in ceiling, overhead crane, paint booth, office updates, electrical updates, exterior building improvements and parking lot work.

20. For the project only, indicate the projected annual revenue, expense, and net income (before tax) from either the new business or the expansion itself for each year of the requested exemption.

	New/Expansion Project only	New/Expansion Project only	New/Expansion Project only	New/Expansion Project only	New/Expansion Project only
Year (12 mo. periods)	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
Annual revenue	<u>SEE</u>	<u>ATTACHE</u>			
Annual expense					
Net income					

21. Projected number and salary of persons to be employed by the project for the first five years:

Current positions & positions added the initial year of project

# Current Positions	New Positions Under \$13.00	New Positions \$13.01-\$15.00	New Positions \$15.01-\$20.00	New Positions \$20.01-\$28.00	New Positions \$28.01-\$35.00	New Positions Over \$35.00
45					10	8

Year	(Before project)	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
No. of Employees	(1) <u>41</u>	<u>18</u>	<u>21</u>	<u>24</u>	<u>27</u>	<u>30</u>
	(2) <u>4</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Estimated payroll	(1) <u>3622539</u>	<u>1343680</u>	<u>1574560</u>	<u>1805440</u>	<u>2036320</u>	<u>2267200</u>
	(2) <u>54462</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

(1) - full time  
(2) - part time

22. Is the project operator succeeding someone else in this or a similar business? ☐ Yes ☐ No
23. Has the project operator conducted this business at this or any other location either in or outside of the state?  
☐ Yes ☐ No
24. Has the project operator or any officers of the project received any prior property tax incentives? ☐ Yes ☐ No  
If the answer to 22, 23, or 24 is yes, give details including locations, dates, and name of former business (attach additional sheets if necessary).  
Currently doing this type of work at our existing location at 3804 Hwy 75 N, Moorhead.

**Business Competition**

25. Is any similar business being conducted by other operators in the municipality? ☐ Yes ☐ No  
If YES, give name and location of competing business or businesses  
Northern Truck Equipment, 3475 38th St S, Fargo (10%)  
Percentage of Gross Revenue Received Where Underlying Business Has ANY Local Competition %

**Property Tax Liability Disclosure Statement**

26. Does the project operator own real property in North Dakota which has delinquent property tax levied against it? ☐ Yes ☐ No
27. Does the project operator own a greater than 50% interest in a business that has delinquent property tax levied against any of its North Dakota real property? ☐ Yes ☐ No  
If the answer to 26 or 27 is Yes, list and explain

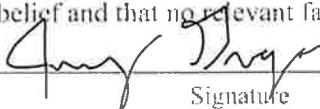
**Use Only When Reapplying**

28. The project operator is reapplying for property tax incentives for the following reason(s):  
☐ To present additional facts or circumstances which were not presented at the time of the original application  
☐ To request continuation of the present property tax incentives because the project has:  
☐ moved to a new location  
☐ had a change in project operation or additional capital investment of more than twenty percent  
☐ had a change in project operators  
☐ To request an additional annual exemption for the year of \_\_\_\_\_ on structures owned by a governmental entity and leased to the project operator. (See N.D.C.C. § 40-57.1-04.1)

**Notice to Competitors of Hearing**

Prior to the hearing, the applicant must present to the governing body of the county or city a copy of the affidavit of publication giving notice to competitors unless the municipality has otherwise determined there are no competitors.

I, Jeremy Gregoire, do hereby certify that the answers to the above questions and all of the information contained in this application, including attachments hereto, are true and correct to the best of my knowledge and belief and that no relevant fact pertaining to the ownership or operation of the project has been omitted.

  
Signature

President/Owner

Title

4/17/2025

Date

## Notice To Competitors Of Hearing On Application For Property Tax Incentives

Notice is hereby given that the \_\_\_\_\_  
(City or county governing body)

of \_\_\_\_\_, North Dakota, will meet at \_\_\_\_\_  
(City or county) (Time)

on \_\_\_\_\_ at \_\_\_\_\_ to consider the application of  
(Date) (Location)

\_\_\_\_\_  
(Project operator name and address)

for property tax relief on the project which the applicant will use in the operation of

\_\_\_\_\_  
(Type of business)

at \_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Legal description)

Any competitor of that applicant may appear and be heard by the \_\_\_\_\_  
(City or county governing body)

at the time and place designated herein. A competitor may provide written comments to the governing  
body before the scheduled hearing.

This notice is given by the above-named applicant pursuant to the provisions of North Dakota Century  
Code § 40-57.1-03

**Business Incentive Agreement**

1. In fulfillment of the requirements of N.D.C.C. § 54-60.1-03, Grantor and Recipient enter into this Business Incentive Agreement.

**Grantor**

Name	City of Fargo
Address	225 4th Street North Fargo, ND 58102

**Recipient**

Name	Bert's Truck Equipment of Moorhead, Inc.		
Address	PO Box 336 Moorhead, MN 56561		
Contact Person	Jeremy Gregoire	E-mail Address	jeremy@bertsonline.com
Recipient Parent Company (If applicable)	Type text here		
Business Type (NAICS Code)	336211		
Location of Recipient Prior to Receiving Incentive (If different)			

**2. Description of project.**

We will be converting this current warehouse facility to a manufacturing facility to build snowplow trucks to clean all the public and private roads throughout the country. The building will need a paint booth added, overhead cranes, electrical upgrades, office upgrades as well as an exterior update.

3. Grantor(s) agrees to provide recipient with a business incentive described as follows:

3.a. Is this incentive tax increment financing? ☐ Yes ☒ No

If yes, describe the type of district:

4. The business incentive will be provided on \_\_\_\_\_.  
This date is the benefit date.

5. The public purpose(s) of the business incentive are:

☐ Assisting community development

☐ Increase tax base

☒ Directly create employment opportunities

☒ Indirectly increase employment opportunities

☐ Job retention

☐ Other \_\_\_\_\_

6. Value of Business Incentive:

\$ 242,427

7. Recipient currently employs 41 people, located in Moorhead, MN.

8. In return for the business incentive, Recipient shall, within two years create: 21 \_\_\_\_\_  
Number of full-time equivalent jobs

<u>33.00</u> Average hourly wage	+	<u>13.20</u> Benefits per hour value	=	<u>46.20</u> Average hourly compensation
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9. The Recipient shall continue operations in the jurisdiction in which the business incentive was issued for five years or more after the benefit date.

10. Recipient shall file a recipient report with the Grantor, as described in N.D.C.C. § 54-60.1-05 annually on or before March 1st of each year for two years, beginning in 2007, following the benefit date or until the goals of paragraph 8 are met, whichever is later.

10.a. Grantor shall mail the recipient a warning letter if no report is received by March 8th. Recipient shall file the progress report within 14 days of the postmarked date of the warning letter.

10.b. If a recipient report is not received within 14 days of the warning letter, Recipient agrees to pay to Grantor a \$100 penalty for each subsequent day until the report is filed. The maximum penalty under this section may not exceed \$1,000.

11. Recipient shall pay back the value of the incentive to the Grantor, prorated to reflect any partial fulfillment of the job and compensation goals, if, after two years, the job and compensation goals listed in paragraph 8 are not met.




- 11.a. Paragraph 11 does not apply if the job and compensation goals were not met as a result of an act of God or terrorism.
12. This business incentive agreement shall only be modified or extended by the Grantor pursuant to N.D.C.C. § 54-60.1-04.
13. If the terms of this business incentive agreement are not met, Recipient shall not receive a business incentive from any grantor for five years from the date of failure or until a recipient satisfies the repayment obligation.
14. The Recipient has disclosed, in attachment "A" of this agreement, all additional financial assistance received from state or political subdivision Grantors for this project since inception.
15. By signing this agreement, Recipient verifies that it has not failed to meet the terms of any business incentive agreement in the last five years.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Grantor: \_\_\_\_\_ on behalf of \_\_\_\_\_

Dated this 17th day of April, 2025.

Recipient:  on behalf of Bert's Truck Equipment of Moorhead, Inc

## Attachment "A"

Recipient has received the following additional financial assistance from state or political subdivision Grantors for this project since inception.

Grantor	Description of Assistance	
Value of Assistance	Benefit Date	Pending Benefit Date

Grantor	Description of Assistance	
Value of Assistance	Benefit Date	Pending Benefit Date

Grantor	Description of Assistance	
Value of Assistance	Benefit Date	Pending Benefit Date

Grantor	Description of Assistance	
Value of Assistance	Benefit Date	Pending Benefit Date

Grantor	Description of Assistance	
Value of Assistance	Benefit Date	Pending Benefit Date



May 21, 2025

Jeremy Gregoire  
Bert's Truck Equipment of Moorhead, Inc  
PO Box 336  
Moorhead, MN 58561-0336

Dear Jeremy:

Thank you for your application for primary-sector certification by the North Dakota Department of Commerce, Economic Development & Finance Division. We have reviewed your application and determined that ED&F can certify your company, **Bert's Truck Equipment of Moorhead, Inc**, as primary sector and a new wealth creator in the economy of North Dakota. This certification is valid for **four years** (5/20/2025 to 5/28/2029).

Most of North Dakota's economic development programs, tools and incentives are targeted toward primary-sector clients. You may be requested to provide a copy of this primary-sector certification letter when you apply for certain economic development incentive and funding programs.

This certification does not guarantee the receipt of any North Dakota business incentive. For example, there are additional qualification criteria for the Seed Capital Investment and Agricultural Business Investment personal income tax credits, and it is critical that investments **NOT** be made prior to the business receiving certification for these two credits. If you are pursuing certification for investment tax credits and need to know the criteria required for qualification, contact David Lehman.

This certification is not the application process for the North Dakota New Jobs Training Program administered by Job Service North Dakota. To apply for the North Dakota New Jobs Training Program, you must contact Job Service North Dakota for the required application forms. Application forms for other programs that require primary sector certification are available from the agency administering the program.

Also, companies and individuals pursuing the investment tax credit incentive are reminded there is a cap on available dollars. Please visit with the ND Office of the Tax Commissioner regarding the remaining balance for investment tax credits. The credits are available on a first-come-first-serve basis until the law-defined cap is met.

North Dakota appreciates your contribution to the citizens and economy of our state. If your company needs additional assistance, please contact us at 701-328-5300.

Sincerely,

A handwritten signature in black ink that reads "Richard Garman".

Richard Garman, Director  
Economic Development & Finance Division

1600 E Century Avenue, Suite 6 | P.O. Box 2057 | Bismarck, ND 58502

PHONE: 701-328-5300 | TOLL FREE: 1-866-4DAKOTA | ND RELAY TTY: 1-800-366-6888 | VOICE: 1-800-366-6889 |

NDCommerce.com

**Legal Description:** Lot: 0 Block: 2 UNPLATTED S 355' OF UNPLATTED LAND IN SE 1/4 OF SEC 2-139-49 DESC AS FOLL: BEG AT A PT 601' S & 33' W OF NE1/4 OF SEC 2 THN S 706.2' TO A PT 50' N OF THE CNTR LN OF 3RD AVE N AS SHOW N ON THE PLAT OF TYLERS THN W PARA TO THE PRODUCED CTR LN A DIST OF 520' THN ALG A 29DG CURVE TO THE RT A DIST OF 273.37' THN N PARA TO THE SE E LN TO A PT 601' S OF THE N LN OF SD SE 1/4 THN E PARA T O THE N LN OF SD SE1/4 TO THE PT OF BEG, EXC THE F OLL DESC TRCT OF LAND: BEG AT THE PT OF INTERS OF

**Street Address:** 2601 3rd Avenue N., Fargo, ND 58102

**Parcel #:** 01-3500-00630-000

20. For the project only, indicate the projected annual revenue, expense, and net income (before tax) from € new business or the expansion itself for each year of the requested exemption.

<b>Year</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>Annual revenue</b>	12000000	12600000	13230000	13891500	14586075
<b>Annual expense</b>	11280000	11844000	12436200	13058010	13710911
<b>Net income</b>	720000	756000	793800	833490	875164.5

<b>Exemption Evaluation Calculator</b>				<b>164.8</b>		<b>160.3</b>	
Berts Truck Equipment				Points		Points	
Project Type Code (Ctrl-C to view)	1	45	1	38.0	1	38.0	
Current Number Of Employees	Year 1		Year 3				
Hourly Salary Without Benefits	# Jobs		# Jobs				
Under \$13.00							
\$13.01-\$15.00							
\$15.01-\$20.00							
\$20.01-\$28.00							
\$28.01-\$35.00	10		16		Pts. For # Jobs-> 24.0		
Over \$35.00	8		8		Pts. For \$ Jobs-> 48.3		
TOTAL # OF JOBS CREATED	18		24				
% GI w/ Local Competition (not downtown)	10%		10%		15.0		
Value of Proposed Buildings	\$ 3,252,100				\$ 3,252,100 20.0		
Downtown Location (Y/N)	N		N		0.0		
Startup Firm (Y/N)	Y		Y		15.0		
Has Const Started or Has Bldg Been Occupied If Existing (Y/N)	N		N		0.0		
Number of Years (Exemption)	5		5		0.0		
Company Safety Experience Rating					0.0		
<b>RECOMMENDATION IS TO</b>				<b>APPROVE</b>			
Description				Manufacturing			
Estimated New Annual Payroll				\$1,664,000			
Estimated Annual Real Estate Tax				\$48,486			
Estimated PV of Exemption				\$209,917			
Payroll / PV of Exemption				7.9			
Property Value / # of Jobs				\$ 135,504			
Total Value Of Benefit				\$ 242,428			

June 2, 2025

48

Honorable Board of  
City Commissioners  
225 4<sup>th</sup> Street North  
Fargo, ND 58102

Re: Construction Update

Dear Commissioners,

On June 9, 2025, I will be providing an update on the progress of construction projects overseen by the Engineering Department. This will be an informational update only, with no action required.

Sincerely,



Tom Knakmuhs, PE  
City Engineer



49

**City Administration**  
225 4th Street North  
Fargo, ND 58102

## MEMORANDUM

**TO: Fargo City Commission**

**FROM: Jim Gilmour, Director of Strategic Planning and Research**



**DATE: June 2, 2025**

**SUBJECT: Conference/Convention Center Request for Proposals**

The Fargo Convention Center Committee has been meeting since February to create a process for selection of a site and developer for the facility. Membership of the Committee includes the Mayor, all four City Commissioners, and 9 other members appointed by the City Commission.

The Committee developed a three-phase process for the selection of the Convention Center site and developer. The first phase requests general information on a site, a conceptual plan and information on the development team. After scoring the initial proposals, up to five groups will be invited to submit a more detailed proposal a part of a second phase. The final phase will be negotiation of an agreement with the group determined to be the best proposal. At each step in the process, the Committee will make recommendations to the City Commission. The City Commission will make decisions at each stage of the review process.

The Committee developed scoring criteria for the first phase of the process. A Request for Proposals has been prepared the includes those criteria, a description of the process, a timeline, and information to be submitted by developers interested in building and/or operating the Convention Center.

The Request for Proposals is attached for your consideration. The Convention Center Committee recommends approval and distribution of the document.

### **Recommended Motion**

Approve the Request for Proposals for the Convention Center project.



Request for Proposals  
Fargo Conference/Convention Center

**Introduction and Summary:**

The city of Fargo, ND, invites written proposals for the development, design, construction, and operation of a convention center and adjacent private development to be located in the city of Fargo. This will be a public-private partnership with city financing the convention center and the private developer financing adjacent private development.

The city of Fargo intends to fund and own the convention center building portion of the project with the proceeds of a 3% (three percent) lodging tax, which was approved by voters in November 2024. The tax will sunset 25 years after it is implemented. It is projected that \$37 million to \$41 million in lodging tax proceeds will be available for land costs, site preparation costs, construction of the convention center building, furniture, fixtures and equipment.

The city is reserving a portion of the sales tax proceeds for potential operating losses, debt service reserves, and future capital expenditures. The projected \$37 million to \$41 million for the projects does not include lodging tax proceeds reserved for potential operating losses, debt service reserves, and future capital improvements.

Proposals are solicited in accordance with the terms, conditions, and instructions as set forth in this Request for Proposals (RFP). The deadline for submitting the response to this RFP is 5 pm August 7, 2025. The preparation and submission of the vendor response shall be made without obligation by the city of Fargo to pay any associated costs of preparing and submitting a proposal.

Proposals must be submitted online through a City of Fargo bidding and procurement system, which can be accessed via this link: [The City of Fargo-Bids and Procurement.](#)

All information will be made available to selection committee members, city commissioners, select city staff, and consultants used by the city to review proposals. The proposer must recognize that the city of Fargo is a public entity and, as such, is subject to open records laws and open meeting laws. Proposers are encouraged to familiarize themselves with North Dakota open records laws and open meeting laws. Please note that proposals will be reviewed at meetings that are open to the public. Proposal packets are subject to public review.

Late proposals will not be accepted, nor will mailed, faxed or emailed proposals. The city is not responsible for submissions not properly identified as convention center proposals.

Questions regarding this RFP must be submitted in writing to the city through the online procurement system.

The city reserves the right to reject any or all proposals, and to accept any proposal deemed to be in its best interest. Furthermore, the city shall not be obligated to enter into any contract with any respondent, regardless of the terms or conditions proposed.

**First Phase Procurement Schedule:**

RFP Issued: June 11, 2025

Questions must be received by: July 11, 2025

Questions answered by: July 18, 2025

RFP Proposals Due: August 7, 2025

**Background Information:**

Economic and demographic information on the Fargo-Moorhead metro area is available on the websites of Visit Fargo-Moorhead, the Greater Fargo-Moorhead Economic Development Corporation, and The Chamber of Fargo Moorhead West Fargo.

(Insert Links)

- **Market Assessment:** Surveys of event planners show a desire to host more events in Fargo; however, there is a lack of suitable facilities to accommodate them. Visit Fargo-Moorhead engaged HVS Convention, Sports and Entertainment Facilities Consulting ("HVS") to conduct a market overview and assessment of the market. The HVS study is available here:

(Insert HVS Link)

- **Selection Process.** This selection process will consist of three phrases:
  - **Phase One:** Proposers will submit a proposed site, a preliminary concept, information regarding the ownership of private space and adjacent areas, and detailed information about the project team. The selection committee will review the proposals, which may include some presentations, and recommend no more than five potential developer partners to the city commission for consideration in the second phase of the selection process.
  - **Phase Two:** Proposers will provide a detailed concept plan, a development schedule, cost estimates, a pro forma statement of operations, a private financing plan, an ownership plan, and an operations plan. The selection committee will review and rank the proposals and forward the highest-ranked proposal to the city commission for its approval.
  - **Phase Three:** Provided the city commission accepts the recommendation, it will negotiate a public-private partnership agreement with the development team of the highest-ranked proposer. Should no agreement be reached, the city commission may begin negotiations with the second- or third-ranked proposal.

The city reserves the right to reject any and all proposals.

**Selection Committee Goals**

Ideally, the proposal would be creative, Fargo-themed, functionally appropriate, and fiscally responsible. The convention center should include these suggested minimums:

- An attached hotel with 150 to 200 rooms and a full-service restaurant and bar.
- Ballroom/exhibit space of 50,000 square feet, preferably together, but divisible by soundproof air walls.
- Additional meeting rooms of about 8,800 square feet. Additional meeting space at the hotel is suggested by not required.
- A kitchen with minimum area of 6,000 square feet.
- Pre-function area of 10,000 square feet.

- Storage of 10,000 square feet.
- Three loading docks. One with 15 feet of clearance on ground level. Two docks at truck height, with 13 feet clearance.
- Electrical power access in exhibit hall. 200 amp minimum. Floor access.
- Adequate parking, on site and adjacent parking.

**Selection Criteria for the Phase 1 review included in Attachment A**

**Phase 1 Proposal Requirements:**

- Describe the development team and its qualifications:
  - Provide information on the proposed developer, the design team, the hotel group, the convention center manager, the investors, and the construction manager/contractor.
  - Include the development team's primary contact person, the responsibility of each group or member, and the management approach. Please provide email addresses for all team members.
  - Detail the experience and responsibilities of each of the team members specifically related to hotel, hospitality, and convention center projects. Provide specifics on the services each will provide.
  - Outline previous relevant projects undertaken by the developer, the design team, the hotel operator and the convention center operator. Include information on projects of similar size and scope.
  - Provide references who have firsthand experience with the developers and operators.
  - Detail the strategy for financing the private aspects of the project, including information on planned investor equity.
- Site information:
  - Provide the site location, including a map of the location within Fargo. Note adjacent properties.
  - Specify the site's size, adjacent streets, and access points.
  - Indicate the current ownership of the site, status of site control, and site cost.
  - Describe availability of utilities and infrastructure.
  - Describe adjacent land uses, including commercial properties, neighborhoods, and potential adjacent development.
  - Identify any adjacent noise generators including interstate highways, railways and airports.
  - Describe any need for financial incentives to clear or clean the site.
  - Describe areas available for facility expansion or new development on neighboring properties.
- Project concept:

- Provide conceptual drawings of the convention center and adjacent hotel. Identify the convention center and any privately owned adjacent space. The conceptual plan should include the location of the ballroom, meeting room, exhibit space, kitchen and support space.
  - Describe the hotel, including the number of rooms, and onsite restaurant(s). Identify privately owned space that would support conventions such as meeting rooms or shared kitchen space. Include information on potential hotel brands.
- **Parking and Access:**
  - Describe adjacent streets and access to the site.
  - Describe pedestrian connections.
  - Specify the on-site parking capacity.
  - Detail any parking available adjacent to the site.
- **Adjacent/Nearby Amenities and Services:**
  - Hotels including number of rooms.
  - Restaurants including full-service, casual dining, and fast food.
  - Bars and entertainment venues.
  - Shopping areas.
  - Visitor attractions.
- **Potential for additional private development adjacent to the project:**
  - Provide information on adjacent properties and the potential for development or redevelopment, including opportunities for:
    - Hotels
    - Restaurants and bars
    - Shopping
- **Proposed Operating Plans:**
  - Describe the responsibilities of public and private parties, including scheduling, operation and maintenance.
  - Detail the proposed operation of convention center.
  - Detail the proposed operation of hotel/restaurant.
  - Outline catering plans.

**Phase 2 Proposal Requirements:** *(Note -- This information should not be submitted with the Phase 1 Proposal. The requirements are being provided to give proposers some advance notice of what will be expected if their proposal is selected for the second phase.)*

The following information will be requested in the second phase, but could include additional information.

- Detailed plans for the convention center and full-service hotel.
- Architectural concept drawings.
- Site plan including parking, vehicle access, pedestrian connections, and landscaping.
- Cost Information:
  - Firm land cost
  - Site demolition and cleanup costs
  - Building construction costs.

- Site improvement costs, including parking
    - Cost for furniture, fixtures and equipment
  - Financial Plan for the Development:
    - Investor equity commitments
    - Loan commitments
    - Property Tax Incentives needed
  - Pro Forma of Operations:
    - Plans for catering and liquor licensing
    - Responsibilities for maintenance and capital improvements
    - Proposed revenue sharing and responsibilities for operational losses
- Proposed integration of sales efforts in collaboration with Visit Fargo Moorhead convention sales staff.

Schedule for development and construction

## Appendix A

	Criteria	Weighted Percentage in Each Section	Weight of Individual Line Item
Site Considerations	Site capacity for building program	15%	6.0%
	Site control/assembly cost	9%	3.6%
	Infrastructure in place or scheduled	4%	1.6%
	Attached hotel(s)	11%	4.4%
	Proximate to existing/planned dining, retail and hotels	9%	3.6%
	Need for incentives from City (tax exemptions or infrastructure)	9%	3.6%
	Potential for building expansion	11%	4.4%
	Compatible with City plans and zoning	7%	2.8%
	Auto access/traffic congestion	10%	4.0%
	Pedestrian access	8%	3.2%
	Partnership/management model beyond construction phase	7%	2.8%
	<b>Weighted Average Site Selection</b>	<b>40%</b>	
Conceptual Plan	Overall concept	12%	3.6%
	Ballroom/Exhibition hall	15%	4.5%
	Additional meeting rooms	11%	3.3%
	Kitchen	9%	2.7%
	Front of House; green room(s), business office, coat check, pre-function etc.	10%	3.0%
	Back of House; loading docks, storage, back of house etc.	9%	2.7%
	Hotel/Restaurant	10%	3.0%
	Planned and existing parking	8%	2.4%
	Unique ND design elements	8%	2.4%
	Internal traffic flow in proximity to all meeting spaces	8%	2.4%
	<b>Weighted Average Conception Plan</b>	<b>30%</b>	
Development	Experience of the developer/design team/construction & contractors	40%	12.0%
	Experience of the hotel/restaurant operator	30%	9.0%
	Experience of the convention center operator (if different than hotel)	15%	4.5%
	Ability to finance the project (more thorough in Phase II)	15%	4.5%
	<b>Weighted Average Development Team</b>	<b>30%</b>	

Scale	Scoring Description
0	No Information Provided
1	Inadequate
2	Improvement Needed
3	Acceptable
4	Good
5	Excellent



50m

April 23, 2025

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 submitted by Wade Savageau. A description of the types of improvements to be made 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 5 years.

The estimated annual tax revenue lost by granting the exemption, based upon the estimated cost of the improvements, would be about \$1,129 with the City of Fargo's share being \$192.

Sincerely,

A handwritten signature in blue ink that reads "Mike Splonskowski".

Mike Splonskowski  
City Assessor

nlb  
attachment

Page 32 **Application For Property Tax Exemption For Improvements  
To Commercial And Residential Buildings**

N.D.C.C. ch. 57-02.2

(File with the city assessor or county director of tax equalization)

**Property Identification**

1. Legal description of the property for which exemption is claimed : \_\_\_\_\_
2. Address of Property \_\_\_\_\_
3. Parcel Number \_\_\_\_\_
4. Name of Property Owner Wade Savageau Phone No. \_\_\_\_\_
5. Mailing Address of Property Owner \_\_\_\_\_

**Description Of Improvements For Exemption**

6. Describe type of renovating, remodeling, alteration or addition made to the building for which exemption is claimed (attach additional sheets if necessary). Stripped to Studs Repairs to Framing & Complete everything
7. Building permit No. 2305-0580 8. Year built (residential property) 1947
9. Date of commencement of making the improvements purchased 8/19 → new leaky thing 6/23
10. Estimated market value of property before the improvements \$ 50,600
11. Cost of making the improvement (all labor, material and overhead) \$ 92,332
12. Estimated market value of property after the improvements \$ 142,932

**Applicant's Certification And Signature**

13. I certify that the information contained in this application is correct to the best of my knowledge.  
Applicant Wade Savageau Date 4/10/25

**Assessor's Determination And Signature**

14. The assessor/county director of tax equalization finds that the improvements described in this application do ☒ do not ☐ meet the qualifications for exemption for the following reason(s): \_\_\_\_\_  
Assessor/Director of Tax Equalization Whitney Bullock Date 6-3-2025

**Action Of Governing Body**

15. Action taken on this application by the governing board of the county or city: Approved ☐ Denied ☐  
Approval is subject to the following conditions: \_\_\_\_\_  
Exemption is allowed for years 20\_\_\_\_, 20\_\_\_\_, 20\_\_\_\_, 20\_\_\_\_, 20\_\_\_\_.  
Chairperson \_\_\_\_\_ Date \_\_\_\_\_





506

April 23, 2025

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 submitted by Barry and Kay Malme. A description of the types of improvements to be made 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 5 years.

The estimated annual tax revenue lost by granting the exemption, based upon the estimated cost of the improvements, would be about \$145 with the City of Fargo's share being \$25.

Sincerely,

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

Mike Splonskowski  
City Assessor

nlb  
attachment

**Application For Property Tax Exemption For Improvements  
To Commercial And Residential Buildings**  
N.D.C.C. ch. 57-02.2

(File with the city assessor or county director of tax equalization)

**Property Identification**

1. Legal description of the property for which exemption is claimed \_\_\_\_\_
2. Address of Property \_\_\_\_\_
3. Parcel Number \_\_\_\_\_
4. Name of Property Owner Malme, Barry & Kay Phone No. \_\_\_\_\_
5. Mailing Address of Property Owner \_\_\_\_\_

**Description Of Improvements For Exemption**

6. Describe type of renovating, remodeling, alteration or addition made to the building for which exemption is claimed (attach additional sheets if necessary). Master Bath remodel
7. Building permit No n/a 8. Year built (residential property) 1976
9. Date of commencement of making the improvements May 8, 2024
10. Estimated market value of property before the improvements \$ 179,000
11. Cost of making the improvement (all labor, material and overhead) \$ 49,625<sup>00</sup>
12. Estimated market value of property after the improvements \$ 228,625

**Applicant's Certification And Signature**

13. I certify that the information contained in this application is correct to the best of my knowledge

Applicant:

Kay D Malme

Date

4/9/25

**Assessor's Determination And Signature**

14. The assessor/county director of tax equalization finds that the improvements described in this application

do ☒ do not ☐ meet the qualifications for exemption for the following reason(s): \_\_\_\_\_

Assessor/Director of Tax Equalization

[Signature]

Date

6-3-2025

**Action Of Governing Body**

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

Approved ☐

Denied ☐

Approval is subject to the following conditions: \_\_\_\_\_

Exemption is allowed for years 20\_\_\_\_, 20\_\_\_\_, 20\_\_\_\_, 20\_\_\_\_, 20\_\_\_\_

Chairperson

Date



April 23, 2025

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 submitted by Preston Bolton. A description of the types of improvements to be made 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 5 years.

The estimated annual tax revenue lost by granting the exemption, based upon the estimated cost of the improvements, would be about \$144 with the City of Fargo's share being \$24.

Sincerely,

A handwritten signature in blue ink that reads "Mike Splonskowski".

Mike Splonskowski  
City Assessor

nlb  
attachment

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

N.D.C.C. ch. 57-02.2

(File with the city assessor or county director of tax equalization)

## **Property Identification**

1. Legal description of the property for which exemption is claimed \_\_\_\_\_
2. Address of Property \_\_\_\_\_
3. Parcel Number \_\_\_\_\_
4. Name of Property Owner Preston Bolton Phone No. \_\_\_\_\_
5. Mailing Address of Property Owner \_\_\_\_\_

## **Description Of Improvements For Exemption**

6. Describe type of renovating, remodeling, alteration or addition made to the building for which exemption is claimed (attach additional sheets if necessary).  
Finish Basement + Add Bathroom
7. Building permit No. 24040033 8. Year built (residential property) 1940
9. Date of commencement of making the improvements 5/15/24
10. Estimated market value of property before the improvements \$ 147,300
11. Cost of making the improvement (all labor, material and overhead) \$ 16,000
12. Estimated market value of property after the improvements \$ 158,000

## **Applicant's Certification And Signature**

13. I certify that the information contained in this application is correct to the best of my knowledge.
- Applicant [Signature] Date 4/15/2025

## **Assessor's Determination And Signature**

14. The assessor/county director of tax equalization finds that the improvements described in this application do ☒ do not ☐ meet the qualifications for exemption for the following reason(s): \_\_\_\_\_
- Assessor/Director of Tax Equalization [Signature] Date 6-3-2025

## **Action Of Governing Body**

15. Action taken on this application by the governing board of the county or city: Approved ☐ Denied ☐
- Approval is subject to the following conditions: \_\_\_\_\_
- Exemption is allowed for years 20\_\_\_\_, 20\_\_\_\_, 20\_\_\_\_, 20\_\_\_\_, 20\_\_\_\_.
- Chairperson \_\_\_\_\_ Date \_\_\_\_\_



**OFFICE OF  
THE MAYOR**

**DR. TIM MAHONEY**  
FARGO CITY HALL  
225 Fourth Street North  
Fargo, ND 58102  
Phone: 701.241.1310 | Fax: 701.476.4136  
[FargoND.gov](http://FargoND.gov)

5/10

MEMORANDUM

**TO: BOARD OF CITY COMMISSIONERS**

**FROM: MAYOR TIMOTHY J. MAHONEY**

**DATE: JUNE 9, 2025**

**SUBJECT: APPOINTMENT TO THE SPECIAL ASSESSMENT COMMISSION**

The term of Randy Engelstad on the Special Assessment Commission expires on July 1, 2025.

Mr. Engelstad is willing to continue his service on the Board and I am, therefore, recommending his reappointment.

Your favorable consideration of this recommendation will be greatly appreciated.

**RECOMMENDED MOTION:** To approve the reappointment of Randy Engelstad for a three-year term ending July 1, 2028.

mmapt25sac



## OFFICE OF THE MAYOR

**DR. TIM MAHONEY**  
FARGO CITY HALL  
225 Fourth Street North  
Fargo, ND 58102  
Phone: 701.241.1310 | Fax: 701.476.4136  
[FargoND.gov](http://FargoND.gov)

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### MEMORANDUM

**TO: BOARD OF CITY COMMISSIONERS**

**FROM: MAYOR TIMOTHY J. MAHONEY**



**DATE: JUNE 9, 2025**

**SUBJECT: APPOINTMENT TO THE LIBRARY BOARD**

The term of Amy Ouren on the Library Board expires on June 30, 2025.

Ms. Ouren is willing to continue her service on the Board and I am recommending that she be reappointed for a three-year term ending June 30, 2028.

Your favorable consideration of this recommendation will be greatly appreciated.

**RECOMMENDED MOTION:** To approve the reappointment of Amy Ouren to the Library Board for a three-year term ending June 30, 2028.

mmappt25lib-2



## OFFICE OF THE MAYOR

**DR. TIM MAHONEY**  
FARGO CITY HALL  
225 Fourth Street North  
Fargo, ND 58102  
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### MEMORANDUM

**TO: BOARD OF CITY COMMISSIONERS**

**FROM: MAYOR TIMOTHY J. MAHONEY**

**DATE: JUNE 9, 2025**

**SUBJECT: ARTS AND CULTURE COMMISSION APPOINTMENTS**

The terms of Tracy Walvatne, Tracy Jordre and Deb Williams on the Arts and Culture Commission expired on June 1, 2025.

Ms. Walvatne and Ms. Williams are willing to continue their service on that Board and I am recommending they be reappointed for three-year terms ending June 1, 2028.

Ms. Jordre has resigned from the Board and at this time the City is not planning to fill that vacant position.

Your favorable consideration of these recommendations is greatly appreciated.

**RECOMMENDED MOTION:** To approve the reappointment of Tracy Walvatne and Deb Williams to the Arts and Culture Commission for three-year terms ending June 1, 2028.

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