

CITY COMMISSION MEETING  
VALLEY CITY, NORTH DAKOTA

Tuesday, March 4, 2024  
5:00 PM

The City Commission Meeting will begin on Tuesday, March 4, 2025 at 5:00 PM CT, at the City Commission Chambers, 254 2<sup>nd</sup> Avenue NE, Valley City, ND.

The meeting is also available to view online <https://us06web.zoom.us/j/88970721414> or listen by calling (1 346 248 7799) Webinar ID: 889 7072 1414.

Board of City Commissioners	Role	Department Supervisor	Role
Dave Carlsrud	President	Gwen Crawford	City Administrator
Michael Bishop	Commissioner	Carl Martineck	City Attorney
Duane Magnuson	Commissioner	Brenda Klein	Finance Director
Jeffrey Erickson	Commissioner	Brandy Johnson	Deputy Auditor
Dick Gulmon	Commissioner	Tina Current	City Assessor
		Gary Jacobson	Public Works Accountant
		Scott Magnuson	Fire Chief
		Nick Horner	Police Chief
		KLJ/Moore	City Engineers

NEXT RESOLUTION NO. 2474NEXT ORDINANCE NO. 1171

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE (PLEASE STAND)

APPROVAL OF AGENDA (ROLL CALL VOTE NEEDED WHEN CHANGES MADE TO THE AGENDA)

Roll Call: Erickson Gulmon Bishop Magnuson Carlsrud

APPROVAL OF CONSENT AGENDA

- A. Approve Minutes from the 2.14.2024 Special Commission Meeting and the 2.20.2025 Finance and Commission Meetings. Page 3
- B. Approve the Site Authorization request for:  
Updated Request - Valley City Hockey and Figure Skating Club at North 9 Bar and Grille Page 8
- C. Approve the Raffle Permit requests for:  
VCSU Foundation/VCSU Scholarship Auction Fundraiser on 4.11 at the Eagles Page 9  
Disabled American Veterans Monthly Drawing at the Eagles, 1 Day Each Month 7/2025 – 6/2026  
Sheyenne Valley Friends of Animals on 4.19 at the Eagles  
Mary Jones Benefit on 5.3 at the Eagles
- D. Approve 2024-25 Contractor License for:  
Roger Koble Contracting Page 28

Roll Call: Gulmon Bishop Magnuson Erickson Carlsrud

PUBLIC COMMENTS

Attorney General’s “A Citizen’s Guide to North Dakota Open Records & Open Meetings Laws” *\*A member of the public does not have the right to speak to the governing body at an open meeting. The public is only entitled to see and hear what happens at a meeting, and to record or broadcast those observations.*

✓

No personal attacks to persons present or not

✓

No inflammatory language used during time that you have the platform

✓

5-minute maximum or as directed by the chair

✓

Thank you for participating in City Government.

ORDINANCE

1. Second and Final Reading of Ordinance 1169, an ordinance to amend and reenact Title 7, create and enact title 7.1, and repeal chapter 15-06 and section 17-04-23 of the Valley City Municipal Code related to use of the public rights of way. (City Attorney Martineck) Page 31

Roll Call: Bishop Magnuson Erickson Gulmon Carlsrud

2. Second and Final Reading of Ordinance 1170, an ordinance to amend and reenact chapter 11-08 of the Valley City Municipal Code related to zoning nonconformities. (City Attorney Martineck) Page 71

Roll Call: Magnuson Erickson Gulmon Bishop Carlsrud

**NEW BUSINESS**

N1. Approve the Valley City-Barnes County Development Corporation request of \$45,000 to increase childcare capacity with funds sourced from the City Sales Tax dedicated to economic development. *(VCBCDC Feist)*

Page 77

Roll Call: Erickson Gulmon Bishop Magnuson Carlsrud

N2. Approve revision to allocation of funds for “Back the Blue” grant money. *(Police Chief Horner)*

Roll Call: Gulmon Bishop Magnuson Erickson Carlsrud

N3. Approve ND DWR Pre-Construction Cost Share Application for Preliminary and Design Engineering for Northwest Standpipe – Emergency Repairs. *(City Engineer)*

Page 79

Roll Call: Bishop Magnuson Erickson Gulmon Carlsrud

N4. Approve GMP Amendment to McGough’s Contract for the Valley City Public Works Building to be completed by Olaf Anderson in the amount of 1,635,532 for the Pre-Engineered Metal Building (PEMB). *(City Administrator Crawford)*

Page 80

Roll Call: Magnuson Erickson Gulmon Bishop Carlsrud

N5. Approve Settlement Agreement for Damage to Garage Door – 1416 East Main Street. *(City Attorney Martineck)*

Page 83

Roll Call: Erickson Gulmon Bishop Magnuson Carlsrud

**CITY ADMINISTRATOR’S REPORT**

**CITY UPDATES & COMMISSION REPORTS**

**ADJOURN**

**CITY COMMISSION MEETING**  
**VALLEY CITY, NORTH DAKOTA**  
*Friday, February 14, 2025*

President Carlsrud called the meeting to order at 12:00 PM.

Members present: President Carlsrud, Commissioner Gulmon, Commissioner Magnuson, Commissioner Bishop, Commissioner Erickson, City Attorney Martineck, Deputy Auditor Johnson, Police Chief Horner and Administrative Assistant Hintz

**APPROVAL OF AGENDA**  
**Remove Public Hearing 2, Application for Alcoholic Beverage License for Texcota, from the Agenda.**

Commissioner Bishop moved to approve, seconded by Commissioner Magnuson. Motion passed unanimously.

**NEW BUSINESS**  
**Approve Second and Final Reading of Ordinance 1168, an ordinance to amend and reenact subsection 1 of section 4-01-03 of the Valley City Municipal Code related to new alcoholic beverage license for private golf courses.**

Commissioner Gulmon moved to approve, seconded by Commissioner Bishop. Motion passed unanimously.

**PUBLIC HEARING 1**  
**Open Public Hearing Regarding Application for Alcoholic Beverage License for North 9 Bar & Grille.**

Brian Gullickson. Owner, introduced himself and shared his future plans for the North 9 Bar and Grille. The Commissioners welcomed him to Valley City.

**Motion to Close Hearing.**

Commissioner Gulmon moved to approve, seconded by Commissioner Bishop. Motion passed unanimously.

**Approve Application for Alcoholic Beverage License-Private Golf Course for North 9 Bar & Grille.**

Commissioner Bishop moved to approve, seconded by Commissioner Magnuson. Motion passed unanimously.

**ADJOURN**  
Meeting was adjourned at 12:03 PM.

Attested to by:

\_\_\_\_\_  
Brandy Johnson, Deputy Auditor  
City of Valley City

\_\_\_\_\_  
Dave Carlsrud, President of the  
City of Valley City Commission

# CITY COMMISSION FINANCE MEETING VALLEY CITY, NORTH DAKOTA

*Tuesday, February 20, 2025*  
2:30 PM

## **Called to Order**

President Carlsrud called the meeting to order at 2:30 PM.

## **Roll Call**

Members present: President Carlsrud, Commissioner Bishop, Commissioner Magnuson, Commissioner Erickson, Commissioner Gulmon.

Other present: City Administrator Crawford, City Attorney Martineck, Finance Director Klein, Chief Horner, Administrative Assistant Hintz

## **Agenda Items**

**Review monthly bills/reports.** Finance Director Klein reviewed the monthly bills and reports.

**Yearly Assessor Review.** City Assessor Current gave a thorough review of the 2024 changes in Assessments and how Valley City is following State guidelines. Much discussion was had on this topic. The Commission consensus was to continue with Current and her assessing procedures.

**2024 Yearly Review – Valley City Police Department.** Chief Horner gave a presentation on all the happenings with the Police Department in 2024. Number and Types of Calls, Community Service and Trainings.

**Discuss the Service Agreement between the North Dakota Department of Health and Human Services, Behavioral Health Division and the City of Valley City.** Police Chief Horner shared that the ND Department of Health and Human Services, Behavioral Health Division has asked the Valley City Police Department to share their procedures for Alcohol Compliance with other Police Departments throughout the State. Two of our Valley City Officers would train and demonstrate in several Regions in North Dakota. This will be voted on in the Commission Meeting to follow.

**Consider Designating Reserve Funds for Future Building Updates/Remodeling.** Finance Director Klein discussed the aging buildings and the need to be proactive in the planning for repairs and upgrades. Proposal was to assign \$50,000 from City Funds and \$50,000 from Public Works Funds from the 2024 year-end reserves. The consensus on the Commission was to move forward with the designation of funds for future building updates and remodeling.

**Request for Quotes for Appraiser for remaining buyout properties.** City Administrator Crawford explained that we will be entering Phase 4 of the Flood Protection and there will be a need for an appraiser on buyout properties in upcoming phases. The Commissioner consensus was to move forward with an appraiser as chosen per quotes as done previously.

## **Department Reports**

**February Highlights the Police Administrative Department, Dan Bernhardt, and the Water Treatment Plant Employees.**

### **Fire Department**

**Fire Chief Magnuson** shared a review of the January Calls. We have 4 new Graduates from Firefighter 1 and 6 taking the current class. This usually takes about 9 months and there is over 280 hours of just classroom time. On the Dangerous Buildings, there were a couple on the list. 1 letter was mailed regarding maintenance. There was another home that was turned in, but was not a dangerous building but a danger to the person living there. This was turned over to Barnes County Housing. Discussion was had on possibly changing the name of “Dangerous Building” to something else that fits the process better.

### **Police Department**

Police Chief Horner went over the Calls for Service Report for the Police Department. Shared some of the Community Engagements for the month. Animal Control Officer is taking some training on animals and

working with them. The Department also made some moveable walls and were able to set up some great training areas in the basement. There was also discussion on using the CAD Program in their vehicle to make responding to calls safer.

#### **Sanitation Department**

**Operation Supervisor Klemisch** reminded to have your garbage out by 7AM., handle to the house and a 3' clearance all around your container. He also shared the process of "missed" can. Having the cameras on the truck is very beneficial, being able to show the residents what the driver saw as the truck went by.

#### **Street Department**

**Operations Supervisor Klemisch** shared that we had another successful round of snow removal. Maintenance is done on most pieces of equipment and they have been cleaning and clearing the building. Updating and verifying inventory. Preparing for the Lead Line inventory process. Getting letters ready to send out and set up times to verify the types of lines at the residences. Discussion on 6<sup>th</sup> Ave NW. The construction project was designed to clear the water and drainage on the public right of way. The project did accomplish that. There is still ice build up on or near that ditch. The ditch and run off are on private property and would need to be taken care of by the property owners themselves.

#### **Agenda Items Continued**

**Discussion NOI – Soil Conditions SU-CPU-2-990(062) & SU-2-990(063) PCN: 23571 & 23572.** Administrator Crawford discussed our proposal a couple weeks ago for Phase 1 and Phase 2 was 110K + LDs. After a few back and forth proposals, the final proposal in the end was LDs for 2023 will be paid, LDs for 2024 will be forgiven, with a final proposal of 140K. This will be voted on at the Commission Meeting to follow.

**Standpipe Discussion.** There is a leak in the standpipe, losing about 5 gallons per minute. There currently is no fix for the pipe at this time. Possibly a shutdown in warmer temperatures to have a dive team take a look. This Standpipe is scheduled to be removed in 2026. The City has been looking into funding to help with the repairs. However, it needs to be decided if we should fix the standpipe or to put in a jockey pump until the new tower is built. They are currently looking at the costs to rent or to buy. The jockey pump should be able to maintain the water pressures for day to day use with a high-pressure pump taking care of the larger, emergent needs. The Engineers will look into pricing on whether to purchase or rent also, what will be the best fix. They will bring this to the next Commission meeting on March 4<sup>th</sup>.

**Discuss Hotel Liquor License.** Attorney Martineck will research and bring to the March Finance Meeting.

**Settlement and release agreement for property damage – 711 5th Ave NW.** Damage was done to a heated driveway during the construction project. The city will pay 25% of the replacement cost and the electrical charges for the 3 months of overages until the damage was noticed. This will be voted on at the following Commission Meeting.

#### **Adjourn**

The meeting was adjourned at 4:53PM.

# **CITY COMMISSION MEETING VALLEY CITY, NORTH DAKOTA**

*Thursday, February 20, 2025*

President Carlsrud called the meeting to order at 5:00 PM.

Members present: President Carlsrud, Commissioner Erickson, Commissioner Gulmon, Commissioner Magnuson, Commissioner Bishop

Others: City Administrator Crawford, City Attorney Martineck, Finance Director Klein, Police Chief Horner and Administrative Assistant Hintz

## **PLEDGE OF ALLEGIANCE**

## **APPROVAL OF AGENDA**

**Add to the Agenda New Business Items: N9. Approve Maintenance Certification for Urban Federal Aid Project.**

**Correct the Wording on Ordinance 1169 and 1170**

Commissioner Bishop moved to approve, seconded by Commissioner Erickson.

Motion passed unanimously.

## **APPROVAL OF CONSENT AGENDA**

**A. Approve Minutes from the 2.4.2025 Commission Meeting.**

**B. Approve the Site Authorization request for:**

**Valley City Hockey and Figure Skating Club at North 9 Bar and Grille**

**C. Approve the Raffle Permit requests for:**

**St. Catherine's School at St Catherine's School on 5.19.2025**

**ND Skills USA, Valley City ND Chapter at Sheyenne Valley Area Career and Tech Center on 4.14.25**

**Valley City Fire Department at the Eagles on 3.22.2025**

**D. Approve 2024-25 Contractor License for:**

**Your Home Improvement Company LLC**

Commissioner Gulmon moved to approve, seconded by Commissioner Magnuson. Motion passed unanimously.

## **ORDINANCE**

**Approve First Reading of Ordinance 1169, an ordinance to amend and reenact Title 7, create and enact title 7.1, and repeal chapter 15-06 and section 17-04-23 of the Valley City Municipal Code related to use of the public rights of way.**

Commissioner Bishop moved to approve, seconded by Commissioner Magnuson.

Motion passed unanimously.

**Approve First Reading of Ordinance 1170, an ordinance to amend and reenact chapter 11-08 of the Valley City Municipal Code related to zoning nonconformities.**

Commissioner Gulmon moved to approve, seconded by Commissioner Magnuson.

Motion passed unanimously.

## **NEW BUSINESS**

**Approve Monthly Bills for the City and Public Works in the Amount of \$1,645,050.**

Commissioner Bishop moved to approve, seconded by Commissioner Magnuson.

Motion passed unanimously.

**Valley City Christian School abatement application.** City Assessor Current explained that the abatement request is from Valley City Christian School for 3 months of 2023 and all of 2024. The proper paperwork was not filled out to receive the proper exemption at the time. They do have a 501C3.

Commissioner Bishop moved to approve the abatement in the amount of \$1184.54, seconded by Commissioner Erickson.

Motion passed unanimously.

**Approve Service Agreement with ND Department of Health and Human Services, Behavioral Health Division and the City of Valley City.**

Commissioner Bishop moved to approve, seconded by Commissioner Gulmon.

Motion passed unanimously.

**Approve settlement on Soil Conditions SU-CPU-2-990(062) & SU-2-990(063) PCN: 23571 & 23572.** City Administrator Crawford reported the current agreement is for \$140,000.00 plus the

charge of LDs for 2023, with the LDs for 2024 being forgiven. Engineer Peterson reminded all that the amount will also include the prime contractor markup of 10%.

Commissioner Magnuson moved to approve, seconded by Commissioner Erickson.

Motion passed unanimously.

**Approve Final Review and Acceptance of Paving District 126, Sanitary District 68, Storm Sewer District 55 and Water Main District 104 – Phase 2 NW Storm Sewer.** Engineer Peterson reported that all work was completed last fall per the contract requirements. This was reviewed by the City Administrator and Public Works last week. This is the final review and acceptance, as well as the final pay estimate. A final review of the seeding will happen this spring.

Commissioner Gulmon moved to approve, seconded by Commissioner Bishop.

Motion passed unanimously.

**Approve Extension of the Alcohol License start date for Casa Mexico Restaurant.**

Commissioner Bishop moved to approve the extension of 60 days, seconded by Commissioner Gulmon.

Motion passed unanimously.

**Approve sale of detached garage – flood buyout – 823 2<sup>nd</sup> St NE.**

Commissioner Bishop moved to approve, seconded by Commissioner Erickson.

Motion passed unanimously.

**Approve Settlement and Release Agreement for Property Damage – 711 5<sup>th</sup> Ave NW.**

Commissioner Erickson moved to approve, seconded by Commissioner Magnuson.

Motion passed unanimously.

**Approve Maintenance Certification for Urban Federal Aid Project.** Agreement for Cost participation completed annually.

Commissioner Bishop moved to approve, seconded by Commissioner Magnuson.

Motion passed unanimously.

### **CITY ADMINISTRATOR'S REPORT**

**City Administrator Crawford** shared the Capitol Connections Event that was held in Bismarck this past week. This event covered many discussions on the bills that are being presented in Bismarck and how they will affect our City. She urged Citizens to reach out the Legislators and Representatives on any of the bills and share your feelings.

**Public Works Accountant Jacobson** share the news that the City will not be charged as much for their power from MRES as previously anticipated. Our rates dropped from 5600 kwh to 4500 kwh.

**Commissioner Gulmon** reported from the Finance Committee that our revenues have exceeded expenses for 2024. The City is in a good sound financial position.

**Commissioner Erickson** gave a shout out to Gloria Swart for her assistance in obtaining a grant for the Pilot program which dropped our cost down substantially.

**Commissioner Bishop** gave a shout out to our Police and Fire Departments for all that they do to protect our city no matter the weather. They are doing an excellent job.

**Mayor Carlsrud** reiterated the good news from Public Works Accountant Jacobson. Thanks to all of our people who are spending time out in this cold and wishing you safety.

### **ADJOURN**

Meeting was adjourned at 5:35 P.M.

Attested to by:

---

Brenda Klein, Finance Director  
City of Valley City

---

Dave Carlsrud, President of the  
City of Valley City Commission



**GAMING SITE AUTHORIZATION**  
ND OFFICE OF ATTORNEY GENERAL  
SFN 17996 (4-2023)

G - \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Site License Number  
(Attorney General Use Only)

Full, Legal Name of Gaming Organization

**Valley City Hockey and Figure Skating Club**

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

Name of Location

**North 9 Bar and Grille**

Street <b>500 12th Ave NE</b>	City <b>Valley City</b>	ZIP Code <b>58072</b>	County <b>Barnes</b>
Beginning Date(s) Authorized <b>3/16/2025</b>	Ending Date(s) Authorized <b>6/30/2025</b>	Number of Twenty-One tables, if zero, enter "0" <b>1</b>	

Specific location where games of chance will be conducted and played at the site (required)

**East side of bar area**

If conducting **Raffle** or **Poker** activity provide date(s) or month(s) of the event(s) if known

**Not scheduled yet**

**RESTRICTIONS FOR CITY/COUNTY USE ONLY**

The organization **must** provide the City/County a list of game types included in their Internal Control Manual and have the manual available upon request. The manual must thoroughly explain each game type to be conducted. The City/County can only approve these games at the site.

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

<input checked="" type="checkbox"/> Bingo	<input type="checkbox"/> Club Special	<input type="checkbox"/> Sports Pools
<input type="checkbox"/> <b>ELECTRONIC</b> Quick Shot Bingo	<input type="checkbox"/> Tip Board	<input checked="" type="checkbox"/> Twenty-One
<input checked="" type="checkbox"/> Raffles	<input type="checkbox"/> Seal Board	<input checked="" type="checkbox"/> Poker
<input type="checkbox"/> <b>ELECTRONIC</b> 50/50 Raffle	<input type="checkbox"/> Punchboard	<input type="checkbox"/> Calcuttas
<input type="checkbox"/> Pull Tab Jar	<input checked="" type="checkbox"/> Prize Board	<input type="checkbox"/> Paddlewheel with Tickets
<input checked="" type="checkbox"/> Pull Tab Dispensing Device	<input type="checkbox"/> Prize Board Dispensing Device	<input type="checkbox"/> Paddlewheel Table
<input checked="" type="checkbox"/> <b>ELECTRONIC</b> Pull Tab Device		

Days of week of gaming operations (if restricted)

Hours of gaming (if restricted)

If any information above is false, it is subject to administrative action on behalf of the State of North Dakota Office of Attorney General

**APPROVALS**

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

**INSTRUCTIONS:**

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

**RETURN ALL DOCUMENTS TO:**

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





# LOCAL PERMIT OR RESTRICTED EVENT PERMIT

NORTH DAKOTA OFFICE OF ATTORNEY GENERAL

GAMING DIVISION

SFN 17926 (4-2023)

Permit Number

1540

Permit Type (check one)



Local Permit



Restricted Event Permit\*

Games Authorized



Raffle by a Political or Legislative District Party



Bingo



Raffle



Raffle Board



Calendar Raffle



Sports Pool



Poker\*



Twenty-One\*



Paddlewheels\*

\*See Instruction 2 (f) on Page 2. Poker, Twenty-One, and Paddlewheels may be conducted Only with a Restricted Event Permit. Only one permit per year.

**LOCAL PERMIT RAFFLES MAY NOT BE CONDUCTED ONLINE AND CREDIT CARDS MAY NOT BE USED FOR WAGERS**

## ORGANIZATION INFO

Name of Organization or Group <b>VCSU Foundation/VCSU Scholarship Auction Fundraiser</b>		Dates Authorized (Read Instruction 2) <b>4.11.2025</b>	
Organization or Group Contact Person <b>Kim Hesch</b>	E-mail <b>kim.hesch@vcsu.edu</b>	Telephone Number <b>701-845-7403</b>	
Mailing Address <b>101 College St SW</b>	City <b>Valley City</b>	State <b>ND</b>	ZIP Code <b>58072</b>

## SITE INFO

Site Name <b>Valley City Eagles Club</b>		County <b>Barnes</b>	
Site Address <b>345 12th Ave NE</b>	City <b>Valley City</b>	State <b>ND</b>	ZIP Code <b>58072</b>
If the city or county is placing restrictions on the permit, please explain			
Provide the exact date(s) & frequency of each event & type (Ex. Bingo every Friday 10/1-12/31, Raffle - 10/30, 11/30, 12/31, etc.) <b>4.11.2025 - 3 50/50 Raffles, 2 Raffles, 5 Raffles Boards</b>			

**Permits must be issued prior to the 1st event date.**

Local governing bodies please see the instructions on the backside of this form on how to complete the permit. Be certain to provide the organization or group with the "Information Required to be Preprinted on a Standard Raffle Ticket" found on the backside of this forms if a raffle is being conducted. If a "Restricted Event Permit" is being issued, either provide organization or group with SFN 52880 "Report on a Restricted Event Permit" or make them aware that the report must be filed with the city or county **and** the Office of Attorney General within 30 days after the event. Before approving a site location, ensure compliance with the gaming law below

Before approving a local permit or restricted event permit the local governing body should review North Dakota Century Code 53-06.1-03(3)(a) which states:

3. A licensed organization or organization that has a permit shall conduct games as follows:

a. Only one licensed organization or organization that has a permit may conduct games at an authorized site on a day, except that a raffle may be conducted for a special occasion by another licensed organization or organization that has a permit when one of these conditions is met:

(1) When the area for the raffle is physically separated from the area where games are conducted by the regular organization.

(2) Upon request of the regular organization and with the approval of the alcoholic beverage establishment, the regular organization's license or permit is suspended for that specific time of day by the Attorney General.

Local governing bodies should also review North Dakota Administrative Code 99-01.3-01-05 (Permits) for the administrative rules governing permits. These rules may be viewed on the North Dakota Attorney General's website at <https://attorneygeneral.nd.gov/licensing-and-gaming/gaming/gaming-laws-rules-and-publications>

## CITY OR COUNTY CONTACT PERSON

Name <b>Brenda Klein</b>	Title <b>Finance Director</b>	Telephone Number <b>701-845-1700</b>	E-mail Address <b>bklein@valleycity.us</b>
Signature of City or County Official		Date <b>3.5.2025</b>	Issuing Governing Body <input checked="" type="checkbox"/> City <input type="checkbox"/> County

**City or County must submit a copy of the permit above to the Office of Attorney General within 14 days of issuance.**

**Information required to be preprinted on a standard raffle ticket:**

1. Name of Organization;
2. Ticket Number;
3. Price of the ticket, including any discounted price;
4. Prize, description of an optional prize selectable by a winning player or option to convert a **merchandise** prize to a cash prize that is limited to the lesser of the value of the merchandise prize or six thousand dollars. However, if there is insufficient space on a ticket to list each minor prize that has a retail price not exceeding twenty-five dollars, an organization may state the total number of minor prizes and their total retail price;
5. Print the authorizing city or county and permit number
6. A statement that a person is or is not required to be present at a drawing to win;
7. Date and time of the drawing or drawings and, if the winning player is to be announced later, date and time of that announcement. For a calendar raffle, if the drawings are on the same day of the week or month, print the day and time of the drawing;
8. Location and street address of the drawing;
9. If a merchandise prize requires a title transfer involving the Department of Transportation, a statement that a winning player is or is not liable for sales or use tax;
10. If a purchase of ticket or winning prize is restricted to a person of a minimum age, a statement that a person must be at least "-" years of age to buy a ticket or win a prize;
11. A statement that a purchase of the ticket is not a charitable donation;
12. If a secondary prize is an non-guaranteed cash or merchandise prize, a statement that the prize is not guaranteed to be won and odds of winning the prize based on numbers of chances; and
13. If a prize is live beef or dairy cattle, horse, bison, sheep, or pig, a statement that the winning player may convert the prize to a cash prize that is limited to the lesser of the market value of the animal or six thousand dollars.

North Dakota Administrative Code 99-01.3-05-02(4) states that an employee may not sell a ticket on a site where another organization is licensed or has a permit unless the employee is granted permission by the lessor and other organization.

North Dakota Administrative Code 99-01.3-05-01 through 99-01.3-05-05 (Raffles) in its entirety can be reviewed on the North Dakota Attorney General's website at <https://attorneygeneral.nd.gov/licensing-and-gaming/gaming/gaming-laws-rules-and-publications>

**INSTRUCTIONS:**

After a city or county governing board has authorized an organization to receive a local permit or restricted event permit, the city or county must complete the form.

1. Enter the city or county assigned "Permit Number".
2. Enter the beginning and ending date(s) for which the permit is authorized. **Note: Unexact blanket dates will not be accepted**
  - a. A permit must be on a fiscal year basis from July first to June thirtieth or on a calendar year basis.
  - b. A local permit can be issued for one or more events per fiscal year.
  - c. The "Dates Authorized" must only be the actual dates of the event(s) and does not include the dates the organization is selling tickets.
  - d. For a "one time" event permit, the beginning and ending date for "Dates Authorized" is the date of the event date.
  - e. If a local permit is issued for more than one event, enter the date of the first event as the beginning date and the date of the last event as the ending date.
  - f. A permit may not be issued more than twelve months prior to the first raffle drawing date.
  - g. A restricted event permit may be issued for only one event per year. If the organization has received a local permit during a fiscal year, it may not receive a restricted event permit. If the organization received a restricted event permit during the fiscal year, it may not receive a local permit.
3. Permits must provide the specific dates of event(s), site name, and site physical address. If there are multiple event dates that do not fit on the permit, a separate sheet must be submitted with the permit that provides a list of all event dates.
4. Enter any restriction place on the organization or group, such as days of the week or designation of an area at a site where games may be conducted.
5. When a restricted event permit is issued, provide a "Report on a Restricted Event Permit (SFN 52880)" form to the organization or be sure they know the form is available at <https://attorneygeneral.nd.gov/licensing-and-gaming/licensing/charitable-gaming> by scrolling to the bottom of the page.
6. Give the organization or group the completed permit form, keep a copy for your records, and **send a copy within 14 days** by email to [nibehm@nd.gov](mailto:nibehm@nd.gov), fax to (701) 328-3535 or by mail to:

Office of Attorney General  
Gaming Division  
600 E Blvd Ave, Dept. 125  
Bismarck, ND 58505-0040

If you have questions on the local permit or restricted event permit process, please call: 1-800-326-9240



**APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT**  
NORTH DAKOTA OFFICE OF ATTORNEY GENERAL  
GAMING DIVISION  
SFN 9338 (9-2023)

Paid CK# 12071 \$10.-

# 1540

Applying for (check one)

☒ Local Permit ☐ Restricted Event Permit\*

Games to be conducted ☐ Raffle by a Political or Legislative District Party

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

\*See Instruction 2 (f) on Page 2. Poker, Twenty-One, and Paddlewheels may be conducted Only with a Restricted Event Permit. Only one permit per year.

**LOCAL PERMIT RAFFLES MAY NOT BE CONDUCTED ONLINE AND CREDIT CARDS MAY NOT BE USED FOR WAGERS**

**ORGANIZATION INFO**

Name of Organization or Group <b>VCSU Foundation / VCSU Scholarship Auction Fundraiser</b>		Dates of Activity (Does not include dates for the sales of tickets) <b>April 11, 2025</b>	
Organization or Group Contact Person <b>Kim Hesch</b>	E-mail <b>kim.hesch@vcsu.edu</b>	Telephone Number <b>701-845-7403</b>	
Business Address <b>101 College St SW</b>	City <b>Valley City</b>	State <b>ND</b>	ZIP Code <b>58072</b>
Mailing Address (if different)	City	State	ZIP Code

**SITE INFO**

Site Name <b>Valley City Eagles Club</b>		County <b>Barnes</b>	
Site Physical Address <b>345 12th Ave NE</b>	City <b>Valley City</b>	State <b>ND</b>	ZIP Code <b>58072</b>
Provide the exact date(s) & frequency of each event & type (Ex. Bingo every Friday 10/1-12/31, Raffle - 10/30, 11/30, 12/31, etc.) <b>April 11, 2025</b>			

**PRIZE / AWARD INFO (If More Prizes, Attach An Additional Sheet)**

Game Type	Description of Prize	Exact Retail Value of Prize
50/50 Raffle (3 Times)	Selling 100 tickets @ \$20 each / Winner receives 1/2 (Cash prize)	3,000.00
Raffle (2 Times)	Selling 100 tickets @ \$5 each / Winner receives \$100 Visa Gift Card	200.00
Raffle Boards	Sell 50 Chances on 5 boards / Gift Card prizes (see attached)	900.00
Total (limit \$40,000 per year)		\$ 4,100.00

**ADDITIONAL REQUIRED INFORMATION**

Intended Uses of Gaming Proceeds <b>This is a scholarship fundraiser for Valley City State University.</b>	
Does the organization presently have a state gaming license? (If yes, the organization is not eligible for a local permit or restricted event permit and should call the Office of Attorney General at 1-800-326-9240) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Has the organization or group received a restricted event permit from any city or county for the fiscal year July 1 - June 30 (If yes, the organization or group does not qualify for a local permit or restricted event permit) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Has the organization or group received a local permit from an city or county for the fiscal year July 1 - June 30 (If yes, indicate the total retail value of all prizes previously awarded) <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes - Total Retail Value: <b>5,500.00</b> (This amount is part of the total prize limit for \$40,000 per fiscal year)	
Is the organization or group a state political party or legislative district party? (If yes, the organization or group may only conduct a raffle and must complete SFN 52880 "Report on a Restricted Event Permit" within 30 days of the event. Net proceeds may be for political purposes.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Printed Name of Organization Group's Permit Organizer <b>Kim Hesch, Assistant Director</b>	Telephone Number <b>701-845-7403</b>	E-mail Address <b>kim.hesch@vcsu.edu</b>
Signature of Organization Group's Permit Organizer 	Title <b>Executive Director</b>	Date <b>February 20, 2025</b>

#### Raffle Board Prizes / gift cards

- \$500 Leever's Gift Card
- \$100 Valley Meat Gift Card
- \$100 Handy Hardware Gift Card
- \$100 Valley Service Gift Card
- \$100 Visa Gift Card

**LOCAL PERMIT OR RESTRICTED EVENT PERMIT**

NORTH DAKOTA OFFICE OF ATTORNEY GENERAL

GAMING DIVISION

SFN 17926 (4-2023)

Permit Number

**1541**

## Permit Type (check one)

☒ Local Permit ☐ Restricted Event Permit\*

Games Authorized

☐ Raffle by a Political or Legislative District Party☐ Bingo ☒ Raffle ☐ Raffle Board ☐ Calendar Raffle ☐ Sports Pool ☐ Poker\* ☐ Twenty-One\* ☐ Paddlewheels\*

\*See Instruction 2 (f) on Page 2. Poker, Twenty-One, and Paddlewheels may be conducted Only with a Restricted Event Permit. Only one permit per year.

**LOCAL PERMIT RAFFLES MAY NOT BE CONDUCTED ONLINE AND CREDIT CARDS MAY NOT BE USED FOR WAGERS**

## ORGANIZATION INFO

Name of Organization or Group <b>Disabled American Veterans</b>		Dates Authorized (Read Instruction 2) <b>7.10, 8.14, 9.11, 10.9, 11.13, 12.11.25 and 1.8, 2.12, 3.12, 4.9, 5.14, and 6.11.26</b>	
Organization or Group Contact Person <b>Eldred Knutson</b>	E-mail <b>eldredknutson@gmail.com</b>	Telephone Number <b>701-845-4694</b>	
Mailing Address <b>3754 117th Ave SE</b>	City <b>Valley City</b>	State <b>ND</b>	ZIP Code <b>58072</b>

## SITE INFO

Site Name <b>Valley City Eagles Club</b>		County <b>Barnes</b>	
Site Address <b>345 12th Ave NE</b>	City <b>Valley City</b>	State <b>ND</b>	ZIP Code <b>58072</b>
If the city or county is placing restrictions on the permit, please explain			
Provide the exact date(s) & frequency of each event & type (Ex. Bingo every Friday 10/1-12/31, Raffle - 10/30, 11/30, 12/31, etc.) <b>7.10, 8.14, 9.11, 10.9, 11.13, &amp; 12.11.25 and 1.8, 2.12, 3.12, 4.9, 5.14, and 6.11.26 Raffle</b>			

**Permits must be issued prior to the 1st event date.**

Local governing bodies please see the instructions on the backside of this form on how to complete the permit. Be certain to provide the organization or group with the "Information Required to be Preprinted on a Standard Raffle Ticket" found on the backside of this forms if a raffle is being conducted. If a "Restricted Event Permit" is being issued, either provide organization or group with SFN 52880 "Report on a Restricted Event Permit" or make them aware that the report must be filed with the city or county and the Office of Attorney General within 30 days after the event. Before approving a site location, ensure compliance with the gaming law below

Before approving a local permit or restricted event permit the local governing body should review North Dakota Century Code 53-06.1-03(3)(a) which states:

3. A licensed organization or organization that has a permit shall conduct games as follows:

a. Only one licensed organization or organization that has a permit may conduct games at an authorized site on a day, except that a raffle may be conducted for a special occasion by another licensed organization or organization that has a permit when one of these conditions is met:

(1) When the area for the raffle is physically separated from the area where games are conducted by the regular organization.

(2) Upon request of the regular organization and with the approval of the alcoholic beverage establishment, the regular organization's license or permit is suspended for that specific time of day by the Attorney General.

Local governing bodies should also review North Dakota Administrative Code 99-01.3-01-05 (Permits) for the administrative rules governing permits. These rules may be viewed on the North Dakota Attorney General's website at <https://attorneygeneral.nd.gov/licensing-and-gaming/gaming/gaming-laws-rules-and-publications>

## CITY OR COUNTY CONTACT PERSON

Name <b>Brenda Klein</b>	Title <b>Finance Director</b>	Telephone Number <b>701-845-1700</b>	E-mail Address <b>bklein@valleycity.us</b>
Signature of City or County Official		Date <b>3.5.2025</b>	Issuing Governing Body <input checked="" type="checkbox"/> City <input type="checkbox"/> County

**City or County must submit a copy of the permit above to the Office of Attorney General within 14 days of issuance.**



**APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT**  
NORTH DAKOTA OFFICE OF ATTORNEY GENERAL  
GAMING DIVISION  
SFN 9338 (9-2023)

Paid CK 3073 \$25.-  
2-25-25

#1541

Applying for (check one)

☒ Local Permit ☐ Restricted Event Permit\*

Games to be conducted ☐ Raffle by a Political or Legislative District Party

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

\*See Instruction 2 (f) on Page 2. Poker, Twenty-One, and Paddlewheels may be conducted Only with a Restricted Event Permit. Only one permit per year.

**LOCAL PERMIT RAFFLES MAY NOT BE CONDUCTED ONLINE AND CREDIT CARDS MAY NOT BE USED FOR WAGERS**

**ORGANIZATION INFO**

Name of Organization or Group <b>Disabled American Veterans</b>		Dates of Activity (Does not include dates for the sales of tickets) <b>7/1/2025 - 6/30/2026</b>	
Organization or Group Contact Person <b>Eldred Knutson</b>	E-mail <b>eldredknutson@gmail.com</b>	Telephone Number <b>(701) 845-4694</b>	
Business Address <b>3754 117th Ave SE</b>	City <b>Valley City</b>	State <b>ND</b>	ZIP Code <b>58072</b>
Mailing Address (if different)	City	State	ZIP Code

**SITE INFO**

Site Name <b>Eagles, Aerie # 2192</b>		County <b>Barnes</b>	
Site Physical Address <b>345 12th Ave NE</b>	City <b>Valley City</b>	State <b>ND</b>	ZIP Code <b>58072</b>
Provide the exact date(s) & frequency of each event & type (Ex. Bingo every Friday 10/1-12/31, Raffle - 10/30, 11/30, 12/31, etc.) <b>Monthly Raffle Ticket drawing on the 2nd Thursday commencing 7/10/2025 and ending 6/11/2026.</b>			

**PRIZE / AWARD INFO (If More Prizes, Attach An Additional Sheet)**

Game Type	Description of Prize	Exact Retail Value of Prize
<b>Raffle</b>	<b>(SEE ATTACHED SHEET)</b>	<b>2000.00</b>
Total (limit \$40,000 per year)		\$

**ADDITIONAL REQUIRED INFORMATION**

Intended Uses of Gaming Proceeds <b>Donation to the ND Veterans Home, help area Veterans &amp; their families, Veteran Activities, Scholarships to DAV family members, etc.</b>	
Does the organization presently have a state gaming license? (If yes, the organization is not eligible for a local permit or restricted event permit and should call the Office of Attorney General at 1-800-326-9240) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Has the organization or group received a restricted event permit from any city or county for the fiscal year July 1 - June 30 (If yes, the organization or group does not qualify for a local permit or restricted event permit) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Has the organization or group received a local permit from an city or county for the fiscal year July 1 - June 30 (If yes, indicate the total retail value of all prizes previously awarded) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes - Total Retail Value: <input type="text"/> (This amount is part of the total prize limit for \$40,000 per fiscal year)	
Is the organization or group a state political party or legislative district party? (If yes, the organization or group may only conduct a raffle and must complete SFN 52880 "Report on a Restricted Event Permit" within 30 days of the event. Net proceeds may be for political purposes.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Printed Name of Organization Group's Permit Organizer <b>Eldred Knutson</b>	Telephone Number <b>(701) 845-4694</b>	E-mail Address <b>eldredknutson@gmail.com</b>
Signature of Organization Group's Permit Organizer 	Title <b>Adjutant/Treasurer</b>	Date <b>2/21/2025</b>

PERMIT # \_\_\_\_\_

TICKETS FOR 2025-2026.

2 3/4 " Wide

10 Tks per Book

JUL 10, 2025	4	50.00 ea	200.00
AUG 14, 2025	2	50.00 ea	100.00
SEP 11, 2025	2	50.00 ea	100.00
OCT 9, 2025	2	50.00 ea	100.00
NOV 13, 2025	2	50.00 ea	100.00
DEC 11, 2025	4	100.00 ea	400.00

JAN 8, 2026	2	50.00 ea	100.00
FEB 12, 2026	2	50.00 ea	100.00
MAR 12, 2026	2	50.00 ea	100.00
APR 9, 2026	2	50.00 ea	100.00
MAY 14, 2026	2	50.00 ea	100.00
JUN 11, 2026	4	50.00 ea	200.00

Ticket seller	30 @ \$10.00 ea	300.00
		<u>2,000.00</u>

ANY QUESTIONS PLEASE CALL ME: 845-4694 or 840-5190

THANKS!!!

Eldred Knutson



**LOCAL PERMIT OR RESTRICTED EVENT PERMIT**  
NORTH DAKOTA OFFICE OF ATTORNEY GENERAL  
GAMING DIVISION  
SFN 17926 (4-2023)

Permit Number  
**1542**

Permit Type (check one)

☒ Local Permit ☐ Restricted Event Permit\*

Games Authorized

☐ Raffle by a Political or Legislative District Party

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

\*See Instruction 2 (f) on Page 2. Poker, Twenty-One, and Paddlewheels may be conducted Only with a Restricted Event Permit. Only one permit per year.

**LOCAL PERMIT RAFFLES MAY NOT BE CONDUCTED ONLINE AND CREDIT CARDS MAY NOT BE USED FOR WAGERS**

**ORGANIZATION INFO**

Name of Organization or Group <b>Sheyenne Valley Friends of Animals</b>		Dates Authorized (Read Instruction 2) <b>4.19.2025</b>	
Organization or Group Contact Person <b>Jenni Richman</b>	E-mail <b>jenni.svfa@gmail.com</b>	Telephone Number <b>701-840-8332</b>	
Mailing Address <b>PO Box 432</b>	City <b>Valley City</b>	State <b>ND</b>	ZIP Code <b>58072</b>

**SITE INFO**

Site Name <b>Valley City Eagles Club</b>		County <b>Barnes</b>	
Site Address <b>345 12th Ave NE</b>	City <b>Valley City</b>	State <b>ND</b>	ZIP Code <b>58072</b>
If the city or county is placing restrictions on the permit, please explain			
Provide the exact date(s) & frequency of each event & type (Ex. Bingo every Friday 10/1-12/31, Raffle - 10/30, 11/30, 12/31, etc.) <b>4.19.2025 30 Cake Walks, 3 50/50 Raffles and Numerous Norwegian Raffles. (Bucket for tickets by the prize)</b>			

**Permits must be issued prior to the 1st event date.**

Local governing bodies please see the instructions on the backside of this form on how to complete the permit. Be certain to provide the organization or group with the "Information Required to be Preprinted on a Standard Raffle Ticket" found on the backside of this forms if a raffle is being conducted. If a "Restricted Event Permit" is being issued, either provide organization or group with SFN 52880 "Report on a Restricted Event Permit" or make them aware that the report must be filed with the city or county and the Office of Attorney General within 30 days after the event. Before approving a site location, ensure compliance with the gaming law below

Before approving a local permit or restricted event permit the local governing body should review North Dakota Century Code 53-06.1-03(3)(a) which states:

3. A licensed organization or organization that has a permit shall conduct games as follows:
- Only one licensed organization or organization that has a permit may conduct games at an authorized site on a day, except that a raffle may be conducted for a special occasion by another licensed organization or organization that has a permit when one of these conditions is met:
    - When the area for the raffle is physically separated from the area where games are conducted by the regular organization.
    - Upon request of the regular organization and with the approval of the alcoholic beverage establishment, the regular organization's license or permit is suspended for that specific time of day by the Attorney General.

Local governing bodies should also review North Dakota Administrative Code 99-01.3-01-05 (Permits) for the administrative rules governing permits. These rules may be viewed on the North Dakota Attorney General's website at <https://attorneygeneral.nd.gov/licensing-and-gaming/gaming/gaming-laws-rules-and-publications>

**CITY OR COUNTY CONTACT PERSON**

Name <b>Brenda Klein</b>	Title <b>Finance Director</b>	Telephone Number <b>701-845-1700</b>	E-mail Address <b>bklein@valleycity.us</b>
Signature of City or County Official		Date <b>3.5.2025</b>	Issuing Governing Body <input checked="" type="checkbox"/> City <input type="checkbox"/> County

**City or County must submit a copy of the permit above to the Office of Attorney General within 14 days of issuance.**





# APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT

NORTH DAKOTA OFFICE OF ATTORNEY GENERAL

GAMING DIVISION

SFN 9338 (9-2023)

Paid \$10.00 Cash on 2-26-25

Permit #1542

Applying for (check one)

☒ Local Permit ☐ Restricted Event Permit\*

Games to be conducted ☐ Raffle by a Political or Legislative District Party

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

\*See Instruction 2 (f) on Page 2. Poker, Twenty-One, and Paddlewheels may be conducted Only with a Restricted Event Permit. Only one permit per year.

**LOCAL PERMIT RAFFLES MAY NOT BE CONDUCTED ONLINE AND CREDIT CARDS MAY NOT BE USED FOR WAGERS**

## ORGANIZATION INFO

Name of Organization or Group Sheyenne Valley Friends of Animals		Dates of Activity (Does not include dates for the sales of tickets) Sat, April 19th, 2025	
Organization or Group Contact Person Jenni Richman	E-mail jenni.svfa@gmail.com	Telephone Number 701-840-8332	
Business Address P.O. Box 432	City Valley City	State ND	ZIP Code 58072
Mailing Address (if different)	City	State	ZIP Code

## SITE INFO

Site Name Valley City Eagles Club	County Barnes		
Site Physical Address 345 12th Ave NE	City Valley City	State ND	ZIP Code 58072
Provide the exact date(s) & frequency of each event & type (Ex. Bingo every Friday 10/1-12/31, Raffle - 10/30, 11/30, 12/31, etc.) Saturday, April 19, 2025 5:00-7:00 PM Silent Auction, Norwegian Auction/Raffle, 50/50 raffle are going from 5pm-6:45pm			

## PRIZE / AWARD INFO (If More Prizes, Attach An Additional Sheet)

Game Type	Description of Prize	Exact Retail Value of Prize
(see attached document)		
	Cake walk 30 x 10.00 50/50 Raffle - 3 Rounds	
	Norwegian Raffle - Total Prizes \$6256.39	
Total (limit \$40,000 per year)		\$ 6556.39 plus the 50/50 Raffle

## ADDITIONAL REQUIRED INFORMATION

Intended Uses of Gaming Proceeds Spay/Neuter week, humane education, Home Again microchipping program, medical care & food/supplies for animals.
Does the organization presently have a state gaming license? (If yes, the organization is not eligible for a local permit or restricted event permit and should call the Office of Attorney General at 1-800-326-9240) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has the organization or group received a restricted event permit from any city or county for the fiscal year July 1 - June 30 (If yes, the organization or group does not qualify for a local permit or restricted event permit) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has the organization or group received a local permit from an city or county for the fiscal year July 1 - June 30 (If yes, indicate the total retail value of all prizes previously awarded) <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes - Total Retail Value: 4530.00 (This amount is part of the total prize limit for \$40,000 per fiscal year) \$2000 - December raffle + \$2530 - Spay getti + No Balls (Sept)
Is the organization or group a state political party or legislative district party? (If yes, the organization or group may only conduct a raffle and must complete SFN 52880 "Report on a Restricted Event Permit" within 30 days of the event. Net proceeds may be for political purposes.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Printed Name of Organization Group's Permit Organizer Jenni Richman	Telephone Number 840-8332	E-mail Address jenni.svfa@gmail.com
Signature of Organization Group's Permit Organizer Jenni Richman	Title Sec/Treas	Date 2-18-25

Sheyenne Valley Friends of Animals – Permit Request  
Valley City Eagle's Club  
Saturday, April 19<sup>th</sup>, 2025  
5:00-7:00 PM  
Winners announced at event.



### Game Type: Cake Walk

People pay \$2.00 to play one round. Music is played, music is stopped, a number is chosen by the volunteers leading the game (spinning numbered wheel), the person that is standing on the winning number gets to pick the baked item they want.

**Description of prizes:** Baked goods are donated from community members. Cupcakes, cakes, cookies, caramel apples, sweet snacks.

**Number of rounds:** 30 times game is played.

**Retail value:** \$10.00 value on each baked item. \$ 300.-

### Game Type: 50/50 Raffle

Three rounds are played. The first round tickets are \$5.00 each, second round tickets are \$10.00, third round tickets are \$20.00 each. The winner of each round receives 50% of the total money received from that round.

**Description of prizes:** 50% of proceeds raised does not exceed \$8000.00.

**Retail value:** Depending on the amount of people that participate in each round. Will not know amounts until after the event.

### Game Type: Silent Auction Not Gaming.

**Description of prizes:** We receive donations from local businesses and community members. 40-50 items are on the Silent Auction. **Items:** (These are items we have received in the past – it is typically the same types of items each year). Winter safety kit, homemade quilts, crocheted quilts, Pampered Chef, dog bowls/apparel, toys, Thirty-One totes, MN Vikings gift pack, camp chair, camp cooler, wire dog kennels, rocking chair, pet memorial plaque, crochet blankets, music keyboard, cat beds & scratching tower, dental hygiene water pik, grill accessories, pressure cooker, bird seed. **Retail value:** Items valued at \$25.00-\$200.00

### Game Type: Norwegian Raffle

There are between 100-200 Norwegian raffle items. It all depends on the amount of donations we receive. There are brown gift bags in front of each item/basket. Attendees purchase tickets and place their tickets in the bag of the item they are interested in winning. At the end of the event, SVFA volunteers pick one numbered ticket out of each bag. The winning ticket number is announced. Winners claim their prize. \$1.00 per ticket, \$10.00 for 12 tickets or \$20.00 for 26 tickets.

\$ 6256.39

**Retail value:** Listed by each item.

Minnesota Viking 12 pack cooler: \$20.00  
Three sets of Viking paper plates with cups and napkins: \$10.00  
Two Viking coffee cups: \$10.00  
MN Viking CD: \$5.00  
MN Viking speaker: \$10.00  
MN Viking cookie cutter: \$5.00  
MN Viking game day trivia: \$2.00  
MN Viking stickers: \$1.00  
MN Viking trivia: \$2.00  
MN Viking cinch bag: \$5.00  
MN Viking lanyard: \$5.00  
MN Viking pens: \$5.00  
MN Viking 30 pack cooler: \$30.00  
MN #12 Viking jersey: \$20.00  
MN Viking propane tank cover: \$5.00  
MN Viking hat: \$5.00  
MN Viking coffee mug: \$10.00  
SKOL glass: \$5.00  
MN Viking tin bucket: \$16.00  
One MN Viking football: \$5.00  
One MN Viking cross: \$2.00  
RTIC cooler: \$50.00  
Litter box: \$30.00  
13 Dog toys: \$13.00 - \$1.00 each  
Christmas slippers: \$12.00  
Braun razor: \$50.00  
Candle: \$5.00  
Decorative notepad and pen: \$12.00  
Red Aspen nail dashes manicure set: \$16.00  
Hello cookie dough cookie Cookbook: \$25.00  
Used: Steve Madden purse: \$10.00  
Glass heart candy jar: \$5.00  
Glass Candy jar: \$5.00  
Memories photo album: \$5.00  
Space themed photo album: \$10.00  
Black and silver frame set: \$5.00  
8 x 10 gold frame: \$5.00  
Wood 8 x 10 frame: \$5.00  
Black 8 x 10 frame: \$5.00  
Gold 5x7 frame: \$5.00  
Silver frame set: \$15.00  
Suite Shots Golf -\$25.00 gift certificate and water bottle  
Sky Zone - 4 -30 minute jump gifts certificates - \$80.00  
Kingpinz - 2 - \$30.00 gift certificates

\$601.00

Sailboat ice bucket with appetizer tray: \$5.00  
Saleboat-sea themed banner: \$5.00  
Sailboat clock and barometer: \$10.00  
Wooden lighthouse, captains, and pelican set: \$15.00  
Anchor candleholder with shell accent: \$5.00  
Metal sailboat wall hanging: \$5.00  
Metal fish wall decor hanging: \$10.00  
New Minnesota gopher, universal remote control: \$5.00  
24x20 blue wall mirror: \$15.00  
24x20 oak mirror: \$15.00  
New MN Viking bracelet: \$5.00  
Medium wire gate system: \$20.00  
Large wire gate system: \$30.00  
Full/Queen sized blankets – 4 different colors: \$10.00 each ~~\$40.~~  
43 1/2" barrel grill cover: \$15.00  
2'x6' indoor/outdoor runner (sunflower design): \$25.00  
Kraus kitchen faucet, KPF-1603SBBG, commercial faucet: \$200.00  
2 Clean Earth stuffed chew animals for dogs: Bear \$12.00 and Fox \$12.00  
Knuckle head squeaky toys: Deer \$5.00 and Warthog \$5.00  
Women's crewneck botanical design – Size Large: \$5.00  
Dog clothes: 12 different designs and sizes: \$5.00 each ~~\$60.~~  
"Sorry.Can't.Dogs.Bye." cap: \$5.00  
Irish Setter work boot, size 8, model #807: \$200.00  
Frontline flea/tick meds, 89-132 lbs: \$40.00  
Flexi dog leash, small-26lbs: \$10.00  
4 – handmade fleece tie blankets: \$10.00 each  
#1 "Pete the Cat" 12 set of books: \$5.00  
#2 "Pete the Cat" 12 set of books: \$5.00  
XL dog kennel cover, purple/gray: \$25.00  
M dog kennel cover, gray/white: \$20.00  
M dog kennel cover, blue/white: \$20.00  
Battery operated star string lights: \$3.00  
"Always Kiss Your Dog Goodnight" shelf sign: \$5.00  
Small round dog bed: \$10.00  
KiKi cat Squishmallow: \$25.00  
Who's a Good Dog game: \$5.00  
Pineapple home décor: \$2.00  
Basket of Christmas craft kits: \$25.00  
Dog visor XS: \$3.00  
LeBistro automatic dog feeder, used, Model 24232: \$20.00  
48 bags of Good N' Fun snacks for dogs, triple flavor: chicken, duck, chicken liver: \$10.00 per bag ~~\$480.~~  
Plush cube, 16x16x15 stuffed pink pig: \$20.00  
1 – 12 oz. bag of Greenies treats: \$15.00  
Small rectangular dog bed: black/gray \$5.00  
Minnetonka men's slipper, black, 10M, Flynn fleece trapper: \$44.99  
Minnetonka men's slipper, tan, 11M, Turner twin gore: \$34.99

\$1561.98



New Balance, women's 8 1/2, gray, WXNRGMC1: \$30.00  
Pop-up pooch pen, 32 1/2"x19"x19": \$44.99  
"When Hope Hides" book by Judith Bond Maddock: \$10.00  
Beyond green dog waste bags, 200 count: \$14.00  
1998 Pound puppy, PA7370: \$10.00  
1995 Pound puppy, PA3096: \$5.00  
40 oz. Stanley cup, silver: \$30.00  
Ceramic dog dish bowl: \$10.00  
XXL stainless steel bowl: \$10.00  
Skymee dog/cat monitor, SM-D30: \$50.00  
Pet warmer bed, K&H, 11"x24": \$30.00  
PetSafe, cat door, small 1 lb-25lb cat: \$20.00  
Holographic dog picture, 6 dogs in picture, 16"x18": \$10.00  
XL dog bed, brown/tan: \$15.00  
Nesco dehydrator, used, model FD-37: \$25.00  
New Kabooti seat cushion for chairs/wheelchairs, 17 1/2"x13.8"x3": \$30.00  
3 handmade purses: "Clara" green: \$15.00, "Shirley" purple: \$15.00, "Doris" blue: \$15.00  
Wicker desk organizer: \$5.00  
Black cap with colored paw prints: \$5.00  
Mitten & boot dryer, placed over floor register: \$20.00  
Misc cat toys from Kit-Nip box: \$2.00 each  
KeKid dog tag: \$8.00  
Dog booties, red, large: \$5.00  
Sip by S'well, red scottie dog design, water bottle: \$10.00  
"Words to the Rescue" by Steve Fadie: \$5.00  
"German Shepherd Dog manual", Barron's, Hegewald: \$5.00  
"Simon & Schuster's Guide to Dogs", 1980, 448 pages: \$5.00  
"The Scientist and the Spy", Mara Hvistendahl: \$10.00  
"A Dog's Devotion", Suzanne Elshult & James Manfield: \$10.00  
"Secret Language of Birthdays", 832 pages, 1994: \$15.00  
Max (The Grinch) car buddy, 3.5 ft, inflatable car buddy: \$20.00  
Used Christmas tablecloths - 4 @ \$2.00 each  
Sunflower snuffle mat/play mat for pets: \$15.00  
"Calvin & Hobbs Treasury", Bill Watterson, 253 pages, 1990: \$5.00  
Children's mitten & hat set: 2 @ \$5.00 each  
The Grinch holiday toddler pajama sets: 2T - 1 @ \$13.00, 3T - 2 @ \$13.00, 4T - 2 @ \$13.00, 5T - 1 @ \$13.00  
Dog/human goodie basket - \$50.00  
2 pound bag of coffee - \$30.00  
Alcohol basket: Vodka, Vodka Spritzer, Chardonnay - \$64.00  
Eye exam certificate: \$180.00-\$200.00  
"Daddy's Little Helper" plate in shadow box, Danbury Mint, #G7949: \$20.00  
"Beware of Dog Kisses", Primitives by Kathy: \$4.00  
Wicker basket with handle: \$3.00  
Water dispenser for dog/cat: \$5.00  
Portable plastic pet food storage with lid, wheels, fits 12lb bag: \$10.00  
Metal elevated dog dish with stainless steel bowl: \$10.00

\$999.99

Vizio TV screen with remote, 20", used: \$20.00  
Halo brand dog food: Two - 6 can cases @ \$25.00 each  
Used office chair, black, on wheels: \$20.00  
End table, wood, glass top: \$20.00  
Rachel Zoe faux fur blanket, new, 50"x60": \$30.00  
Cactus cat scratcher, small, new: \$20.00  
Spin quotes by Malden dog picture frame, 4"x6": \$15.00  
2 Recollections layering paper art kits: Tree: \$10 and Dog with present: \$10.00  
Dog coats, used, various colors & sizes: 5 @ \$15.00  
"The Complete Idiots Guide to Choosing, Training & Raising a Dog" book, 1996: \$5.00  
Good 2 Go waterproof socks for dogs: 2 sets @ \$20.00 each (both size medium)  
Cute crab kids toys, Aichen: \$10.00  
Evergreen garden flag, "Dog Lovers Welcome": \$15.00  
Kurgo Explorer dog carrier: \$90.00  
Metal & wood circle design, metal tree, Hobby Lobby, 34"high, used: \$25.00  
2 - "This is a Gift for You" book, Emily Winfield Martin, 2021: \$9.00 each  
Outward Hound dog brick, flip, slide & treat: \$15.00  
Genesis Mountain bike, 29", used: \$125.00  
Grand Stay hotel, 1 night stay, queen/king: \$115.00  
2 - large dog kennels, lightly used: \$25.00  
4 - single size fleece tie blankets - \$25.00 each  
2 - queen size fleece tie blankets - \$40.00 each  
VCSU cap & t-shirt - \$45.00 set  
VCSU visor & t-shirt - \$37.00 set  
PetThem - foldable dog car ramp - \$100.00  
Kate's kennel/Kieffer Kennel - 1 night boarding gift cert - \$75.00  
3 cookie jars/dog treat jars - \$10.00 each  
Candle & homemade dish towel - \$10.00 set  
Kids croquet set - \$30.00  
Badminton set - \$30.00  
2 - Golden Paws Salon certificates - \$30.00 each  
4 - 30 minute jump sessions @ Sky Zone Trampoline Park (Fargo) - \$15.00 each  
2 - \$30.00 Fun Pass gift cards @ Kingpinz (Fargo, ND)  
1 - \$25.00 gift card @ Suite Shots (Fargo) includes bag w/tees & golf ball & water bottle-\$25.00  
2 - reserved tickets for 2025 season @ RedHawks - \$32.00  
Bee Kind wall décor - \$5.00  
3 - crocheted dog sweaters- \$5.00 each  
1 - blue baby crochets blanket & cap - \$15.00  
Stuffed Highland cow - \$10.00  
Stuffed rooster - \$10.00  
Cat metal garden décor - \$30.00  
2 - kids Easter baskets: toys, candy, stuffed cats, fidget toys - \$30.00 each  
Stuffed mini cow Squishmallow - \$5.00  
Stuffed mini cat in frog costume - \$5.00  
1.33 gallon of Nature's Miracle - \$20.00  
Breakfast with Pampered Chef - \$120.00 gift basket

\$1964.00

Annual wellness exam + distemper & rabies shot for cat or dog (VC Vet) - \$150.00  
3 day stay at Kate's Kennel, Casselton, ND - \$90.00  
2 - XL stuffed (pork chop & bacon) dog toys - \$10.00 each  
VCSU windshirt - small - \$20.00  
Basket: dog print blanket, tin cup, milk bone chews, 3 dog decorations - \$30.00  
Baby basket: blanket, wash cloths, shampoo, wipes, lotion, scissors - \$40.00  
"My Stuff" basket, dog treats, dog toy - \$25.00  
Dog grooming table, used - \$30.00  
Heart to Tail gel mat, 24"x30", used - \$15.00  
2 small pet beds - 1 @ \$5.00, 1 @ \$10.00

Dog book basket:

Angel Animals \$14.95  
How to Raise a Perfect Dog \$5.00  
Chihuahua \$2.00  
Pomeranians \$2.00  
Beginners Guide to Dog Agility \$10.00  
Stock Horse and the Stable Cat \$10.00  
The Bond-Our Kinship with Animals \$10.00  
4 Paws from Heaven \$5.00  
Brain Games for Dogs \$10.00  
Merle's Door \$10.00

1-crocheted blanket (individual size) \$30.00  
1-knitted afghan (adult size) \$30.00  
Pizza maker (used) \$10.00  
Puzzle basket - 3-1000 piece puzzles @ \$14.99 each  
Wooden nativity scene \$5.00  
Large vase with rooster \$5.00  
3 piece wooden gnomes-homemade-outdoor décor \$10.00  
Purple tote bag \$10.00  
Blue vase \$2.00  
6 - 28"x40" used outdoor flags \$20.00 for the set  
Stainless thermos & 2 cups \$5.00  
6 - plastic serving bowls/trays \$5.00 for set  
Plastic Christmas cookie container \$1.00  
5 - Bed Bath & Beyond candles \$3.00 each  
Indian art picture \$10.00  
18" TV w/remote & plug in \$20.00  
3 - UFO related books \$5.00 for set  
3 - Astrology & personality books \$5.00 for set  
4 - Spiritual, forgiveness, peace books \$5.00 for set  
Bath bomb set \$20.00  
Blue flower strand \$2.00  
Placemat set \$5.00  
Succulent décor \$10.00

\$776.92

Princess plate & cup set \$10.00

Snowman bowl, spoon/fork & cup set \$5.00

Kids flashlight \$2.00

---

Dog goodie basket, pen & pencil keeper for journaling - \$55.00

Animalium Botanicum book set \$30.00

Animal huggable backpack (elephant) \$27.00

The Great Book of Journaling \$23.00

Family Handyman Handy Hints book \$18.00

Rock Painting Animals book \$20.00

Drawing Animal Portraits in colored pencil \$26.00

Watercolor pencils \$14.50

50 count colored pencils \$25.00

Writing journal \$8.00

Thunderbird chili mix w/Viking coffee and chokecherry chocolate \$35.00

Valley City mug \$26.00

Lake Ashtabula cap \$28.00

---

352.50





**LOCAL PERMIT OR RESTRICTED EVENT PERMIT**  
NORTH DAKOTA OFFICE OF ATTORNEY GENERAL  
GAMING DIVISION  
SFN 17926 (4-2023)

Permit Number  
**1543**

Permit Type (check one)

☒ Local Permit ☐ Restricted Event Permit\*

Games Authorized

☐ Raffle by a Political or Legislative District Party

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

\*See Instruction 2 (f) on Page 2. Poker, Twenty-One, and Paddlewheels may be conducted Only with a Restricted Event Permit. Only one permit per year.

**LOCAL PERMIT RAFFLES MAY NOT BE CONDUCTED ONLINE AND CREDIT CARDS MAY NOT BE USED FOR WAGERS**

**ORGANIZATION INFO**

Name of Organization or Group <b>Mary Jones Benefit</b>		Dates Authorized (Read Instruction 2) <b>May 3, 2025</b>	
Organization or Group Contact Person <b>Jackie Hafele</b>	E-mail <b>doggonebyebye@hotmail.com</b>	Telephone Number <b>701-490-0670</b>	
Mailing Address <b>525 7th Ave SE</b>	City <b>Valley City</b>	State <b>ND</b>	ZIP Code <b>58072</b>

**SITE INFO**

Site Name <b>Eagles</b>		County <b>Barnes</b>	
Site Address <b>345 12 Ave NE</b>	City <b>Valley City</b>	State <b>ND</b>	ZIP Code <b>58072</b>
If the city or county is placing restrictions on the permit, please explain			
Provide the exact date(s) & frequency of each event & type (Ex. Bingo every Friday 10/1-12/31, Raffle - 10/30, 11/30, 12/31, etc.) <b>5.3.2025 1 50/50 Raffle and 20 Meat Raffles. See attached.</b>			

**Permits must be issued prior to the 1st event date.**

Local governing bodies please see the instructions on the backside of this form on how to complete the permit. Be certain to provide the organization or group with the "Information Required to be Preprinted on a Standard Raffle Ticket" found on the backside of this forms if a raffle is being conducted. If a "Restricted Event Permit" is being issued, either provide organization or group with SFN 52880 "Report on a Restricted Event Permit" or make them aware that the report must be filed with the city or county and the Office of Attorney General within 30 days after the event. Before approving a site location, ensure compliance with the gaming law below

Before approving a local permit or restricted event permit the local governing body should review North Dakota Century Code 53-06.1-03(3)(a) which states:

3. A licensed organization or organization that has a permit shall conduct games as follows:
- Only one licensed organization or organization that has a permit may conduct games at an authorized site on a day, except that a raffle may be conducted for a special occasion by another licensed organization or organization that has a permit when one of these conditions is met:
    - When the area for the raffle is physically separated from the area where games are conducted by the regular organization.
    - Upon request of the regular organization and with the approval of the alcoholic beverage establishment, the regular organization's license or permit is suspended for that specific time of day by the Attorney General.

Local governing bodies should also review North Dakota Administrative Code 99-01.3-01-05 (Permits) for the administrative rules governing permits. These rules may be viewed on the North Dakota Attorney General's website at <https://attorneygeneral.nd.gov/licensing-and-gaming/gaming/gaming-laws-rules-and-publications>

**CITY OR COUNTY CONTACT PERSON**

Name <b>Brenda Klein</b>	Title <b>Finance Director</b>	Telephone Number <b>701-845-1700</b>	E-mail Address <b>bklein@valleycity.us</b>
Signature of City or County Official		Date <b>3.5.2025</b>	Issuing Governing Body <input checked="" type="checkbox"/> City <input type="checkbox"/> County

**City or County must submit a copy of the permit above to the Office of Attorney General within 14 days of issuance.**

Paid \$10. - Cash 2-27-25



# APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT

NORTH DAKOTA OFFICE OF ATTORNEY GENERAL  
GAMING DIVISION  
SFN 9338 (9-2023)

Permit # 1543

Applying for (check one)

☒ Local Permit ☐ Restricted Event Permit\*

Games to be conducted ☐ Raffle by a Political or Legislative District Party

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

\*See Instruction 2 (f) on Page 2. Poker, Twenty-One, and Paddlewheels may be conducted Only with a Restricted Event Permit. Only one permit per year.

**LOCAL PERMIT RAFFLES MAY NOT BE CONDUCTED ONLINE AND CREDIT CARDS MAY NOT BE USED FOR WAGERS**

## ORGANIZATION INFO

Name of Organization or Group MARY JONES BENEFIT		Dates of Activity (Does not include dates for the sales of tickets) May 3, 2025	
Organization or Group Contact Person Jackie Hafele	E-mail doggonebyebye@hotmail.com	Telephone Number 701-490-0670	
Business Address	City Valley City	State ND	ZIP Code 58072
Mailing Address (if different) 525 7th Ave SE	City Valley City	State ND	ZIP Code 58072

## SITE INFO

Site Name Eagles	County Barnes
Site Physical Address 345 12th Ave NE	City Valley City
	State ND
	ZIP Code 58072
Provide the exact date(s) & frequency of each event & type (Ex. Bingo every Friday 10/1-12/31, Raffle - 10/30, 11/30, 12/31, etc.) May 3rd, 2025 from 5 to 7	

## PRIZE / AWARD INFO (If More Prizes, Attach An Additional Sheet)

Game Type	Description of Prize	Exact Retail Value of Prize
Meat Raffle	Please see attached.	270.00
50/50 Raffle	Not to exceed \$8,000. Will Report After Benefit.	-
Total (limit \$40,000 per year)		\$

## ADDITIONAL REQUIRED INFORMATION

Intended Uses of Gaming Proceeds H-00 Replace household possessions + home due to fire loss.
Does the organization presently have a state gaming license? (If yes, the organization is not eligible for a local permit or restricted event permit and should call the Office of Attorney General at 1-800-326-9240) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has the organization or group received a restricted event permit from any city or county for the fiscal year July 1 - June 30 (If yes, the organization or group does not qualify for a local permit or restricted event permit) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has the organization or group received a local permit from an city or county for the fiscal year July 1 - June 30 (If yes, indicate the total retail value of all prizes previously awarded) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes - Total Retail Value: (This amount is part of the total prize limit for \$40,000 per fiscal year)
Is the organization or group a state political party or legislative district party? (If yes, the organization or group may only conduct a raffle and must complete SFN 52880 "Report on a Restricted Event Permit" within 30 days of the event. Net proceeds may be for political purposes.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Printed Name of Organization Group's Permit Organizer Jackie Hafele	Telephone Number 701-490-0670	E-mail Address doggonebyebye@hotmail.com
Signature of Organization Group's Permit Organizer Jackie Hafele	Title ORGANIZER/PLANNER	Date 2/27/2025

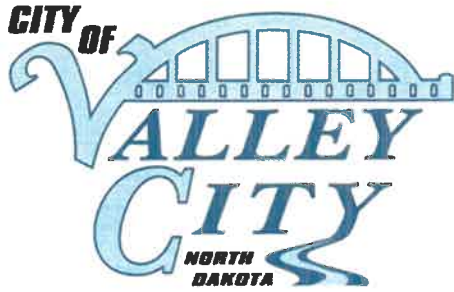
## Mary Jones Benefit

### 5.3.25

1. Turkey \$20.00
2. Ham \$20.00
3. Bacon \$10.00
4. Steak \$20.00
5. Jerky \$10.00
6. Saus \$10.00
7. Bacon \$10.00
8. Jerky \$10.00
9. Bacon \$10.00
10. Jerky \$10.00
11. Steak \$20.00
12. Saus \$10.00
13. Bacon \$10.00
14. Jerky \$10.00
15. Saus \$10.00
16. Jerky \$10.00
17. Steak \$20.00
18. Bacon \$10.00
19. Ham \$20.00
20. Turkey \$20.00

**Total \$270.00**

24-422



City of Valley City, North Dakota  
Application for  
Contractor, Electrician, Plumber and/or  
Mechanical Contractor License(s)

FOR PERIOD: June 1, 2024 – May 31, 2025

The undersigned hereby makes application for a license to the City of Valley City, North Dakota, and agrees to comply with the requirements of City Ordinances pertaining thereto.

Name of Business: Roger Koble Contracting  
Owner: Roger Koble  
Mailing Address: P.O. Box 451  
City, State Zip Code: Inst, ND 58402-0451  
Phone Number: (701) 320-3377  
Email Address: rkoble@live.com  
Today's Date: \_\_\_\_\_

Type of License Applying For (check all that apply):

☒ Contractor \_\_\_\_\_ Electrician \_\_\_\_\_ Plumber \_\_\_\_\_ Mechanical

State License Numbers (provide all that apply):

\_\_\_\_\_ Electrician \_\_\_\_\_ Plumber 30945 Contractor

Licenses will only be issued to master electricians (NDCC 43-09-20) and master plumbers (NDCC 43-18-10).

A copy of the following must be filed with the City Auditor as part of this application:

☒ Certificate of Liability Insurance, City of Valley City as certificate holder

\_\_\_\_\_ Current copy of State Electrician and/or Plumber License

☒ Current copy of State Contractor License,

No person may engage in the business nor act in the capacity of a contractor within this city when the cost, value, or price per job exceeds the sum of \$1,000 without first having a license.

If applicant does not provide state contractor license and states that it is not required please sign here:

\_\_\_\_\_

LICENSE FEE:

☒ \$100 if initial application, make checks payable to City of Valley City  
\$50 if renewal application Paid CK# 6157 2-24-25

RETURN TO:

Valley City Auditor  
254 2<sup>nd</sup> Ave NE  
Valley City, ND 58072

Phone: (701) 845 – 1700

Email: [jhintz@valleycity.us](mailto:jhintz@valleycity.us)



# *State of North Dakota*

## SECRETARY OF STATE



### CONTRACTOR LICENSE

NO: 30945

CLASS: D

The undersigned, as Secretary of State of the state of North Dakota and Registrar of Contractors, certifies that **ROGER KOBLE CONTRACTING** whose address is in JAMESTOWN, ND, has filed in this office proper documents for a Contractor License valid until March 1, 2026, and has complied with all requirements of North Dakota Century Code, chapter 43-07.

**ROGER KOBLE CONTRACTING** is entitled to bid on and accept contracts as authorized by law under this license provided that any single contract project may not exceed \$100,000 in value.

Dated: January 28, 2025

A handwritten signature in black ink that reads "Michael Howe".

Michael Howe  
Secretary of State



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/18/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Harty Insurance Inc 1300 6th Ave NE PO Box 1627 Jamestown, ND 58402	<b>CONTACT NAME:</b> Michelle Weatherly <b>PHONE (A/C, No, Ext):</b> 701-252-0371 <b>E-MAIL ADDRESS:</b> mweatherly.hartyinsurance@daktel.com <b>FAX (A/C, No):</b> 701-252-8067
<b>INSURED</b> Roger E Koble DBA: Roger Koble Contracting Po Box 451 Jamestown, ND 58402	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> GRINNELL MUTUAL REINSURANCE CO <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>
	<b>NAIC #</b> 14117

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		0000288487	09/10/2024	09/10/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		0000317081	09/10/2024	09/10/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A				PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

SECTION II - "WHO IS AN INSURED" IS A MENDED TO INCLUDE AS ADDITIONAL INSUREDS EMCOR FACILITIES SERVICES, INC., USM, INC., ITS CLIENTS, AND ALL OTHER PARTIES REQUIRED BY CONTRACT AND ALL OF THEIR RESPECTIVE DIRECTORS, OFFICERS, REPRESENTATIVES, EMPLOYEES, AGENTS, SUBSIDIARIES, DIVISIONS, AFFILIATES AND SUCCESSORS WITH RESPECT TO INSUREDS. POLICY MUST NOT HAVE ANY CONTRACTUAL LIABILITY EXCLUSIONS.

**CERTIFICATE HOLDER****CANCELLATION**

City of Valley City  
254 2nd Ave NE  
Valley City, ND 58072

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

# ORDINANCE NO. 1169

**An ordinance to amend and reenact Title 7, create and enact title 7.1, and repeal chapter 15-06 and section 17-04-23 of the Valley City Municipal Code related to use of the public rights of way.**

BE IT ORDAINED BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF VALLEY CITY, BARNES COUNTY, NORTH DAKOTA, PURSUANT TO THE HOME RULE CHARTER OF THE CITY OF VALLEY CITY, NORTH DAKOTA:

**Section 1. Amendment.** Title 7 of the Valley City Municipal Code is amended and reenacted as follows:

## **Title 7 BUILDINGS,AND SIGNS,~~STREETS, SIDEWALKS, CURBS, AND BOULEVARDS~~**

### ***CHAPTER 7-01. BUILDINGS***

#### **Section 7-01-01. Building permits—Required.**

The owner, or authorized agent, of any lot or tract within the city, or within area adjoining the city over which the city has zoning jurisdiction, must obtain a written permit from the Building Inspector prior to erecting, constructing, enlarging, altering, repairing, moving, demolishing, or changing the occupancy of any building or structure of any description, or prior to causing any such work to be done.

#### **Section 7-01-02. Building permits—Application.**

Written application for the building permit required by section 7-01-01 must be made by the owner of the premises or authorized agent on a form prescribed by the Building Inspector.

When requested by the Building Inspector, an application must be accompanied by a site plan prepared by a licensed engineer, architect, and/or surveyor, along with construction documents, specifications, and other documents that describe the proposed structure(s) and/or property in sufficient detail to ensure compliance with applicable rules and regulations.

#### **Section 7-01-03. Building permits—Fees.**

Upon making an initial application for a permit under this article, each applicant shall pay to the city a permit fee according to the fee schedule adopted by the City Commission by resolution.

#### **Section 7-01-04. Building permits—Issuance.**

The permit required by section 7-01-01 shall be in writing, issued and signed by the Building Inspector or authorized designee. No building permit will be issued unless a plat of the property has been approved and recorded in accordance with Title 16, and the proposed structure and use complies with Title 11. All work must be in conformance with the rules and regulations adopted in section 7-01-06, unless in conflict with this Code.

#### **Section 7-01-04.1. Building permits—Violations and enforcement.**

If any work described in this chapter commences without a building permit, upon verification, the Building Inspector will cause written notification to be made to the property owner and occupant by registered/certified mail with return receipt. A \$500.00 fee will be immediately assessed to the property owner. The owner/occupant of the property must cease work and reply to the Building Inspector within five business days from receipt of the notice. Work may not continue until a building permit is issued. If the owner/occupant does not cease work, fees will be assessed at \$200.00 a day from the date of receipt of the notice. If the Building Inspector determines that a conditional use permit or variance was also required pursuant to chapter 11-07, an additional \$500.00 fee will be immediately assessed to the property owner. A property owner assessed fees under this section may appeal such assessment to the Planning and

Zoning Commission if written notice of appeal is delivered to the City Auditor within 30 days of notice of the assessment. The decision of the Planning and Zoning Commission shall be final. If fees are not paid within 30 days of assessment or, if appealed, within 30 days of a final decision of the Planning and Zoning Commission, fees may be assessed against the premises where the violation occurred, to the extent permitted by law, and collected and returned in the same manner as other municipal taxes.

### **Section 7-01-05. Duties and powers of Building Inspector.**

The Building Inspector, or authorized designee, is authorized and directed to enforce the provisions of the State Building Code as adopted by the City of Valley City. The Building Inspector has the authority to render interpretations of the State Building Code and to establish policies and procedures to clarify the application of its provisions which may be presented to the Board of City Commissioners for its approval by resolution. The Building Inspector shall be responsible for applications and permits, notices and orders, and inspections including a right of entry at reasonable times to enforce and assure compliance with the State Building Code.

### **Section 7-01-06. Building code.**

The City of Valley City shall follow the North Dakota Building Code with its amendments to the latest International Code.

#### **Section 7-01-06.1. Property maintenance code.**

The International Property Maintenance Code, as amended from time to time, is adopted herein by reference and unless superseded by this Code shall constitute the minimum requirements and standards for residential and nonresidential premises, structures, equipment and facilities for the purpose of providing a reasonable level of health, safety, property protection, and general welfare insofar as they are affected by the occupancy and maintenance of said structures and premises.

### **Section 7-01-07. Dangerous buildings and structures—Defined.**

Any building, structure, or premises which has any or all of the following conditions or defects shall be deemed a dangerous building, provided that such conditions or defects exist to the extent that the life, health, property, or safety of the public or the building's occupants are endangered:

1. Any door, aisle, passageway, stairway, exit or other means of egress that does not conform to the approved building or fire code of the jurisdiction as related to the requirements for existing buildings.
2. The walking surface of any aisle, passageway, stairway, exit or other means of egress is so warped, worn loose, torn or otherwise unsafe as to not provide safe and adequate means of egress.
3. Any portion of a building, structure or appurtenance that has been damaged by fire, earthquake, wind, flood, deterioration, neglect, abandonment, vandalism or by any other cause to such an extent that it is likely to partially or completely collapse, or to become detached or dislodged.
4. Any portion of a building, or any member, appurtenance or ornamentation on the exterior thereof that is not of sufficient strength or stability, or is not so anchored, attached or fastened in place so as to be capable of resisting natural or artificial loads of one and one-half the original designed value.
5. The building or structure, or part of the building or structure, because of dilapidation, deterioration, decay, faulty construction, the removal or movement of some portion of the ground necessary for the support, or for any other reason, is likely to partially or completely collapse, or some portion of the foundation or underpinning of the building or structure is likely to fail or give way.
6. The building or structure, or any portion thereof, is clearly unsafe for its use and occupancy.
7. The building or structure is neglected, damaged, dilapidated, unsecured or abandoned so as to become an attractive nuisance to children who might play in the building or structure to their danger, becomes a harbor for vagrants, criminals or immoral persons, or enables persons to resort to the building or structure for committing a nuisance or an unlawful act.



8. Any building or structure has been constructed, exists or is maintained in violation of any specific requirement or prohibition applicable to such building or structure provided by the approved building or fire code of the jurisdiction, or of any law or ordinance to such an extent as to present either a substantial risk of fire, building collapse or any other threat to life and safety.
9. A building or structure, used or intended to be used for dwelling purposes, because of inadequate maintenance, dilapidation, decay, damage, faulty construction or arrangement, inadequate light, ventilation, mechanical or plumbing system, or otherwise, is determined by the code official to be unsanitary, unfit for human habitation or in such a condition that is likely to cause sickness or disease.
10. Any building or structure, because of a lack of sufficient or proper fire-resistance-rated construction, fire protection systems, electrical system, fuel connections, mechanical system, plumbing system or other cause, is determined by the code official to be a threat to life or health.
11. Any portion of a building remains on a site after the demolition or destruction of the building or structure or whenever any building or structure is abandoned so as to constitute such building or portion thereof as an attractive nuisance or hazard to the public.

### **Section 7-01-08. Standards for repair, vacation, or demolition.**

The following standards shall be followed in substance by the Building Inspector or Fire Chief in ordering repair, vacation, or demolition:

1. If the dangerous building can reasonably be repaired so that it will no longer exist in violation of the terms of this chapter, it shall be ordered repaired.
2. If the dangerous building is in such condition as to make it dangerous to the health, safety, or general welfare of its occupants, it shall be ordered to be vacated.
3. In any case where a dangerous building is 50 percent damaged, decayed, or deteriorated from its original value or structure, or where the cost of reconstruction or restoration shall be in excess of 50 percent of the value of the building, it shall be demolished, and in all cases where a building cannot be repaired so that it will no longer be in violation of the terms of this chapter, it shall be demolished. In all cases where a dangerous building is a fire hazard existing or erected in violation of the terms of this chapter, or any city ordinance or state statute, it shall be demolished.
4. All dangerous buildings are declared to be public nuisances, and shall be repaired, vacated, or demolished as provided in this chapter.

### **Section 7-01-09. Duties of Fire Chief or Building Inspector.**

The Chief of the Fire Department or the Building Inspector (the "Official") shall:

1. Inspect, or cause to be inspected, semiannually, all public buildings, schools, halls, churches, theaters, hotels, tenements, commercial manufacturing or loft buildings for the purpose of determining whether any conditions exist which render such places a dangerous building.
2. Inspect any building, wall, or structure about which complaints are filed by any person to the effect that a building, wall, or structure is or may be existing in violation of this chapter.
3. Inspect any building, wall, or structure reported by the Fire or Police Departments of this city as probably existing in violation of the terms of this chapter.
4. Issue a notice and order in writing to the owner, occupant, lessee, mortgagee, and all other persons having an interest in such building, as shown by the records in the Office of the County Recorder, that contains the following:
  - a. The street address and legal description sufficient for identification of the premises upon which the building is located.
  - b. A statement that the Official has found the building to be dangerous, with a brief and concise description of the conditions found to render the building dangerous under this chapter.
  - c. A statement of the action required to be taken:
    - i. If the Official has determined that the building or structure must be repaired, the order shall require

- that all required permits be secured therefor and the work physically commenced within a time not to exceed 60 days from the date of the order and completed within such time as the Official shall determine is reasonable under the circumstances.
- ii. If the Official has determined that the building or structure must be vacated, the order shall require that the building or structure shall be vacated within a time certain from the date of the order as determined by the Official to be reasonable.
  - iii. If the Official has determined that the building or structure must be demolished, the order shall require that the building be vacated within a reasonable time not to exceed 60 days, that all required permits be secured therefor within 60 days from the date of the order, and that the demolition be completed within such time as the Official shall determine is reasonable under the circumstances.
5. Report to the City Administrator and Board of City Commissioners any noncompliance with the foregoing notice.
  6. Appear at all hearings conducted by the Board of City Commissioners and testify as to the conditions of dangerous buildings.
  7. Place a notice on all dangerous buildings reading as follows: "This building has been found to be a dangerous building by the City Building Inspector or Fire Chief. This notice is to remain on this building until it is repaired, vacated, or demolished in accordance with the notice which has been given to the owner, occupant, lessee and/or mortgagee of this building and all other persons having an interest in said building as shown by the records of the County Recorder. It is unlawful to remove or deface this notice until such notice is complied with."
  8. Place any other suitable notice or notices on a such building in order to warn of dangers presented by the conditions of the building or in order to advise that the building must remain vacant until it is made safe or demolished.

#### **Section 7-01-09.1. Right of entry.**

Absent emergency circumstances, the city shall make reasonable efforts to obtain consent from the owner or other person in possession of or in charge of a property before entering a building, structure or area enclosed with a secure fence or other barrier for the purpose of inspecting the property as may be required to enforce this ordinance. If there is not an emergency and consent is denied, the city shall seek an administrative search warrant under N.D.C.C. Ch. 29-29.1, in order to conduct the inspection.

If emergency circumstances exist under which prior application for an administrative search warrant is not feasible without imminent danger to health, welfare or safety of occupants, visitors or the general public, the designated city official may enter the building, structure or enclosed area without consent or a warrant to inspect and verify the nature, severity, and extent of the violation and to abate such conditions giving rise to the imminent danger.

Service and execution of an administrative search warrant shall be as provided in N.D.C.C. Ch. 29-29.1, provided, however, if the premises appear to be unoccupied or abandoned and the owner or other person in possession or in charge of the property is unknown or not readily available, the designated city official may enter the building, structure or other premises for the purpose of executing an administrative search warrant without prior service on the owner or person in possession of or in charge of the property. In such cases, the building official shall mail copies of the administrative search warrant, affidavit and return filed with the court to the owner of record at the owner's last known address.

#### **Section 7-01-09.2. Duties of the Board of City Commissioners—Appeal.**

The Board of City Commissioners shall:

1. Upon receipt of a report of the Building Inspector or Fire Chief as provided for in section 7-01-09, give written notice to the owner, occupant, mortgagee, lessee and all other persons having an interest in said building as shown by the records of the County Recorder, to appear before the Board on the date specified in the notice to show cause why the building or structure reported to be a dangerous building should not be repaired, vacated or demolished in accordance with the statement of particulars set forth in the notice and order provided for in section 7-01-09.
2. Hold a hearing and hear such testimony as the Building Inspector or Fire Chief, or the owner, occupant, mortgagee, lessee or any other person having an interest in said building as shown by the records of the County Recorder shall offer relative to the dangerous building.

3. Make written findings of fact from the testimony offered pursuant to subsection 2 as to whether or not the building in question is a dangerous building within the terms of section 7-01-07.
4. Issue an order based upon findings of fact made pursuant to subsection 3. commanding the owner, occupant, mortgagee, lessee, and all other persons having an interest in said building as shown by the records of the County Recorder to repair, vacate or demolish any building found to be a dangerous building within the terms of this chapter and provided that any person so notified, except the owners, shall have the privilege of either vacating or repairing said dangerous building.
5. Serve upon the owner, occupant, mortgagee, lessee and all other persons having an interest in any building ordered to be repaired, vacated or demolished, a copy the Board's order.

*Right to appeal.* The owner, occupant, mortgagee, lessee, or any other person having an interest in a dangerous building shall have 30 days from the date of service of any order issued by the Board under this chapter in which to appeal from such order to the District Court or to take such other legal steps to enjoin the enforcement of such order. Any person desiring to appeal shall file an undertaking in the sum of at least \$1,000.00 to be approved by the Finance Director, and conditioned that the appellant will prosecute the appeal without delay and will pay all costs that may be adjudged against such appellant in the District Court. Such undertaking shall be payable to the city. Except for an order to vacate, enforcement of an order shall be stayed during the pendency of a proper and timely appeal.

### **Section 7-01-09.3. Failure to comply with decision of the Board of Commissioners.**

If any person to whom an order of the Board is directed fails to comply with the order or fails to appeal to the District Court within 30 days from the date of service of the Board's order,

1. The Building Inspector or Fire Chief shall cause the building described in such order to be vacated by posting at each entrance thereto a notice reading: "Dangerous Building Do Not Occupy. It is unlawful to occupy this building, or to remove or deface this notice."
2. No person shall occupy any building which has been posted as specified in this section. No person shall remove or deface any such notice so posted until the repairs, demolition, or removal ordered by the Board have been completed and a certificate of occupancy has been issued pursuant to the provisions of the Building Code.
3. The city through its officers and employees may cause such building or structure to be repaired or demolished as ordered by the Board.
4. The costs of any such repair, vacation, or demolition shall be assessed back against the property in the manner provided by law, or in the alternative cause said costs of repair, vacation, or demolition to be recovered in a suit at law against the owner or other proper party.

Upon written request from the person required to conform to the Board's order, and by agreement of such person to comply with the order, the Building Inspector or Fire Chief, with approval of the City Administrator, may grant an extension of time, not to exceed 120 days, within which to complete repairs or demolition, if the Building Inspector or Fire Chief determines that such an extension will not create or perpetuate a situation imminently dangerous to life or property. The authority to extend time is limited to physical repair or demolition of the building and does not in any way affect the time to appeal the Board's order.

### **Section 7-01-09.4. Service of notices and orders—Owner absent from City.**

Service of any notice or order required by this chapter shall be made either personally or by mailing a copy of such notice or order by registered or certified mail, return receipt requested, to each person entitled to notice at the address appearing on the city assessment roll or as known to the Building Inspector or Fire Chief. If no such address so appears or is known to the Official, or where the owner, occupant, lessee, mortgagee, or any other person having an interest in the building is absent from the city, the notice or order provided for herein shall be sent by registered or certified mail to such individual's last known address, and a copy of the notice or order shall be posted in a conspicuous place on the dangerous building involved in the proceedings. The failure of any individual to receive the notice or order shall not affect the validity of any proceedings or action taken under this chapter.

### **Section 7-01-09.5. Violations—Penalty for disregarding notices or orders.**

The owner of any dangerous building who shall fail to comply with any notice or order to repair, vacate or demolish said building given by any person authorized by this chapter to give such notice or order shall be guilty of an infraction and upon conviction thereof shall be fined not exceeding \$1,000.00 for each offense and every day subsequent to such notice in which the said owner shall fail to comply with any notice or order as stated shall be deemed a separate offense.

The occupant or lessee in possession who fails to comply with any notice to vacate or who fails to repair said building in accordance with any notice given as provided for in this chapter shall be guilty of an infraction and upon conviction thereof shall be fined not exceeding \$1,000.00 for each offense and every day subsequent to such notice in which the said occupant or lessee shall fail to comply with any notice or order as above stated, shall be deemed a separate offense.

Any person who obstructs, impedes or interferes with any officer, employee, contractor or authorized representative of the city or with any person who owns or holds any estate or interest in any building which has been ordered demolished in accordance with the procedure contained herein shall be guilty of an infraction and upon conviction thereof shall be fined not exceeding \$1,000.00 for each offense.

Any person removing or defacing a posted notice provided for in this chapter shall be guilty of an infraction and upon conviction shall be fined not exceeding \$1,000.00 for each offense.

### **~~Section 7-01-10. House mover—Defined.~~**

~~House mover means a person who moves, or who agrees, or contracts to move, or who is engaged in the moving business or occupation of moving houses and buildings of any kind whatsoever for compensation or for hire, and who is not the owner, acting by and under the consent of the owner of the buildings to be moved shall be deemed to be a house mover and engaged in the business and occupation of moving houses and buildings within the meaning and contemplation of this article.~~

### **~~Section 7-01-11. House mover—Annual license required.~~**

~~No person shall engage in the business or occupation of moving houses and buildings of any kind or nature whatsoever from place to place within the city, or upon the streets or alleys of the city for hire or compensation without first obtaining an annual house moving license from the city auditor.~~

### **~~Section 7-01-12. House mover—License fee.~~**

~~Upon making an initial application for a license under this article, each applicant shall pay to the city a license fee according to the fee schedule adopted by the City Commission by resolution.~~

### **~~Section 7-01-13. Permit—Required.~~**

~~No house or building shall be moved on the streets or alleys of the city by any person, whether he is a licensed building mover or not until a permit shall be obtained. And no licensed house mover shall attempt or begin to move any house or building within the city until the house mover first obtains a permit.~~

### **~~Section 7-01-14. Permit—Fees.~~**

~~A moving permit fee from the Building Inspector is required for the removal of a building or structure from one lot to another or for the moving of a building or structure from outside the city limits to within the city limits.~~

### **~~Section 7-01-15. Permit—Contents.~~**

~~The building permit shall contain and specifically state all the conditions to be complied within moving a house or building. The house mover shall produce the date, time, and a map of the route to be taken in such moving and limit the time in which such moving shall be made. After such information is provided and the permit issued, the Building Inspector or Fire Inspector will immediately contact the Valley City Fire Department, Police Department, and Public Works Departments.~~

## **~~Section 7-01-16. Procedure to cut wires and remove obstructions.~~**

~~Whenever it shall be necessary to cut or move any utility infrastructure, the Public Works Department or any other affiliated company owning such infrastructure must complete such work.~~

**[Sections 7-01-10 to 7-01-16 were re-codified as Chapter 8-08 in 2016.]**

## **Section 7-01-10. Building numbering--Plan established.**

All buildings in the city shall be numbered in accordance with the ordinances of the city as shown on the maps and plans prepared by the public works department showing the system of numbering of such buildings adopted in the ordinances of the city, which map is now or will be filed in the offices of the City Auditor and Public Works Department. In particular, each ten feet of the block frontage shall have a number assigned by the Public Works Department, the numbers for each block to commence with 01 on the left and 02 on the right side of the street or avenue going from the base line, such numbering to be prefixed by the proper 100 figure to designate the distance in blocks according to GIS positioning, in the block adjoining the base line on each side of the base line. A building shall be identified by a number based on its physical location relative to the roadway from which the main entrance of the building is accessed. Each portion of a building containing a separate dwelling unit, or commercial or industrial establishment, shall be assigned an apartment or suite, number. The mailing address for a building with multiple dwelling units, or business or industrial establishments, is the combination of the building number and the apartment or suite number.

## **Section 7-~~01-11~~04-02. ~~Building numbering~~Plan established—Base lines.**

The base lines or streets used as the units for numbering shall be Main Street, extended both east and west for streets lying north and south of Main Street, and for the purpose of the numbering of buildings Main Street shall be counted and numbered as street number one, and the base line or street used as the unit for numbering of buildings shall be Central Avenue, formerly Fifth Avenue, for all avenues lying east and west of Central Avenue, and for the purpose of numbering, Central Avenue shall be counted and numbered as Avenue number one. The numbering shall commence at Main Street and Central Avenue, respectively, as units and extend in both directions therefrom in each case.

## **~~Section 7-04-03. Reserved.~~**

## **Section 7-~~01-12~~04-04. ~~Building numbering--~~Specifications and ~~placement~~placing of numbers on buildings.**

1. Purpose. To establish regulations for the identification of buildings by fire, police, and other emergency response personnel, in a manner that will protect the public's health, safety, and welfare and maintain the aesthetic integrity of the community.
2. It shall be the duty of the owner and occupants of every new and existing building in the city to have placed thereon, in a place visible from the street fronting the property, Arabic numbers or letters showing the address identification of the building. Numbers shall not be spelled out. Each character must be a minimum of four inches high with a minimum stroke width of one-half inch.
3. Where required by the Fire Chief or designee, address identification shall be provided in additional approved locations to facilitate emergency response.
4. Where access is by means of a private road and the building address cannot be viewed from the public right of way, a monument, pole, sign, or other means, in a form approved by the city, shall be used to identify the structure.
5. Address identification markers must be legible and maintained in good condition.
6. A violation of this section is an infraction.

In addition to the foregoing penalty, upon the failure of the property owner to comply with the provisions of this section, and upon proper notice and hearing, the Fire Chief or designee is authorized to enter upon any property to bring the building into compliance. The property owner may be billed for the cost of bringing the building into compliance, along with

a \$50.00 administrative fee. If payment is not made when due, it may be assessed against the premises where the work is done and collected and returned in the same manner as other municipal taxes are assessed, certified, collected, and returned.

[Provisions for building numbers were previously codified in sections 7-04-01 to -04.]

## **CHAPTER 7-02. SIGNS**

### **Section 7-02-01. Definitions.**

The following terms, as used in this chapter, shall have the meanings stated as follows:

*Address sign* means a sign communicating only a street address.

*Advertising sign* means a sign used to advertise products, goods, or services not exclusively related to the premise on which the sign is located.

*Alteration* means any major alteration to a sign excluding routine maintenance, painting, or change of copy.

*Area identification sign* means a freestanding sign identifying the name of a single or two-family residential subdivision consisting of 20 or more lots; a residential planned unit development; a multiple residential complex consisting of three or more independent operations; a single business consisting of three or more separate structures; or a manufactured home court.

*Awning* means a hood or cover projecting from the wall of a building, and which may be retracted, folded, or collapsed against the face of a supporting building.

*Banner sign (permanent)* means a sign constructed of canvass or other durable fabric that is enclosed within a cabinet or frame and is permanently mounted to the wall of a building.

*Banners* means attention getting devices which resemble flags and are of cloth or plastic-like consistency.

*Beacon* means any light with one or more beams directed into the atmosphere or directed at one or more points not on the same lot as the light source; also any light with one or more beams that rotate or move.

*Bench sign* means a sign affixed to a bench.

*Billboard* means an advertising sign.

*Building facade* means that portion of the exterior elevation of a building extending from grade to the top of a parapet wall or eaves, and the entire width of the building elevation.

*Business sign* means a sign identifying a business or group of businesses, either retail or wholesale, or any sign identifying a profession or used in the identification or promotion of any principal commodity or service, including entertainment, offered or sold upon the premises where the sign is located.

*Campaign sign* means a temporary sign promoting the candidacy of a person running for a governmental office, or promoting an issue to be voted on at a governmental election.

*Canopy sign* means a message or identification affixed to a canopy or marquee that provides a shelter or cover over the approach to any building entrance.

*Construction sign* means a sign at a construction site identifying the project or the name of the architect, engineer, contractor, financier, or other involved parties.

*Directional sign* means a sign erected with the address and/or name of a business, institution, church, or other use or activity, plus directional arrows or information on location.

*Directory sign* means an exterior informational wall sign identifying the names of businesses served by a common public entrance in a shopping center or office buildings.

*Flashing sign* means an illuminated sign upon which the artificial light is not kept constant in terms of intensity or color when the sign is illuminated.

*Freestanding sign* means a self-supported sign not affixed to another structure.

*High impact sign* means any high profile sign such as mobile electronic message centers or reader boards, automatically changing sign faces, vehicles and equipment with sound equipment and/or significant signage, and other high impact business and/or events promotion schemes.

*Identification sign* means a sign which identifies the business, owner, manager, resident, or address of the premises where the sign is located and which contains no other material.

*Illuminated sign* means a sign illuminated by an artificial light source either directed upon it or illuminated from an interior source.

*Informational sign* means any sign, including gas price and menu board signs, giving information to employees, visitors, or delivery vehicles, but containing no advertising or identification.

*Institutional sign* means a sign identifying the name and other characteristics of a public or quasi-public institution on the premises where the sign is located.

*Integral sign* means a sign carrying the name of a building, its date of erection, monumental citations, commemorative tablets, and the like when carved into stone, concrete, or similar material or made of bronze, aluminum, or other permanent type of construction and made an integral part of the structure.

*Logo* means one or more letters, symbols, or signs used to represent a name or trademark of a business or other entity. A logo sign is also considered an identification sign.

*Marquee* means a canopy.

*Menu board* means any sign containing a food price list for restaurant customers, but containing no advertising or identification.

*Monument sign* means a sign where the extent of the sign structure is attached to the ground or a foundation in the ground; and where there are no poles, braces, or other visible means of support other than attachment to the ground.

*Motion sign* means a sign which revolves, rotates, has moving parts or gives the illusion of motion.

*Multiple tenant site* means any property or business site that contains more than one business, and each business has a separate lease.

*Nonprofit organization* means a corporation formed under North Dakota Statutes, a church or community, or civic group.

*Parapet* means a low wall which is located on a roof of a building.

*Pennant* means any lightweight plastic, fabric, or other material, whether or not containing a message of any kind, suspended from a rope, wire, or string, usually in series, designed to move in the wind.

*Portable sign* means a portable sign that shall include, but not be limited to: Signs constructed so as to be movable, either by skids, wheels, truck, or other conveyance; any sign which does not have a permanent foundation or is otherwise permanently fastened to the ground, excluding those signs defined under "high impact signs". When on a trailer, the removal of the wheels or undercarriage does not place the sign in another category, nor does the anchoring of the sign by means of concrete blocks, sandbags, or other types of temporary anchors.

*Projecting sign* means a sign, other than a wall sign, which is affixed to a building and perpendicular from the building wall.

*Public entrance* means a passage or opening which affords entry and access to the general public.

*Public entrance (common)* means a public entrance providing access for the use and benefit of two or more tenants or building occupants.

*Public right-of-way* is a term used to describe "the legal right, established by usage or grant, to pass along a specific route through grounds or property belonging to another", or "a path or thoroughfare subject to such a right".

*Reader board* means a sign with an electronic changing message and/or animation to create a special effect or scene. Electronically controlled time and temperature signs are included.

*Real estate sign* means a business sign placed upon property advertising that particular property for sale or rent.

*Roof line* means the top of the coping or when the building has a pitched roof, the intersection of the outside wall with the roof.

*Roof sign* means a sign erected, constructed or attached wholly, or in part upon or over the roof of a building.

*Sign* means use of words, numerals, figures, devices, or trademarks by which anything is made known such as individuals, firms, processions, businesses, services, or products visible to the general public.

*Sign area* means the area within the marginal lines of the surface of a sign, which bear the advertisement, or in the case of message, figures, or symbols attached directly to a building or sign structure, that area which is included in the smallest rectangle or series of geometric figures used to circumscribe the message, figure, or symbol displayed thereon.

*Sign, maximum height of* means the vertical distance from the grade to the top of the sign.

*Sign structure* means the supports, uprights, bracing, and framework for a sign, including the sign area.

*Street frontage* means the proximity of a parcel of land to the streets. A corner lot has two or more frontages, but may use only one side for the purpose of calculating allowable sign area. It may be the longest side.

*Temporary sign* means a sign unless otherwise defined as a "portable sign" or "high impact sign", any sign, banner, pennant, valance, or advertising display constructed of cloth, canvas, light fabric, cardboard, wallboard, or other light materials, and wood or metal signs less than 12 square feet in area, which does not have a permanent foundation or is otherwise permanently fastened to the ground, and which is erected or displayed for a limited period of time shall be considered a temporary sign.

*Wall sign* means a sign affixed to the exterior wall of a building, and which is parallel to the building wall. A wall sign does not project more than 12 inches from the surface to which it is attached, nor extend beyond the top of a parapet wall.

*Wall graphics* means a sign painted directly on an exterior wall.

*Window sign* means a sign affixed to or inside of a window in view of the general public. This does not include merchandise on display.

### **Section 7-02-02. Temporary signs.**

The use of temporary signs such as banners, inflatable signs, sidewalk painting, tethered balloons, and similar devices may be erected on the premises of an establishment for special events, provided that such signs may not be displayed for more than 30 calendar days within any four-month period. Violations for temporary signs must be corrected within seven days of written notification. Banners may be considered permanent signs provided they are constructed of canvass or other durable fabric enclosed within a cabinet or frame which is permanently and entirely mounted on the wall of a building and comply with the sign regulations set forth herein.

### **Section 7-02-03. Portable signs.**

Prior to the placement of a portable sign, a portable sign permit must be obtained from the Building Inspector. A portable sign permit may be granted for a period not to exceed 14 days at a time, except for municipal construction zones which impact customer access to a business or use, whereupon the Building Inspector may authorize extended display periods. Upon removal of the portable sign, it must be at least 30 days before another permit may be issued at that location for the same business or use, provided that portable signage on the site does not exceed 56 days within one calendar year for the same business or use. Portable sign permits shall be issued provided the following:

1. The portable sign is located in a Business or Industrial Zoning Use District.
2. The portable sign is located upon the same parcel which the advertisement/notice is intended, unless advertising a community-wide event, as determined by the Building Inspector.
3. No portable sign may exceed 48 square feet in area, with the sign face not to exceed six feet in height or eight feet in width, and may not exceed eight feet in overall height.



4. No portable sign may be placed upon the public right-of-way without approval of the Building Inspector. Portable signs shall meet the setback requirements for freestanding signs for Corridor Overlay Districts and underlying zoning districts.
5. No portable sign placed within 100 feet of an area zoned for residential use may have blinking, flashing, or fluttering lights or other illuminating devices that have a changing intensity, brightness, or color.
6. No part of a portable sign may be located within the 30-foot sight triangle measured from the point of curvature of the intersecting street curbs.
7. Notwithstanding any other provision of this ordinance, no sign may be placed in a manner as to impede vision within a 24-foot sight triangle of the intersecting curb line of a driveway, entrance, or exit. This triangle may be increased by the Building Inspector when deemed necessary for traffic safety.
8. Only one portable sign may be placed upon a property or development complex site at any given time, except in the case of multiple tenant sites consisting of six or more businesses or uses, where two portable signs will be allowed on the parcel at any given time.
9. All portable signs must be kept in good repair and in proper state of maintenance, including, but not limited to replacing lamps, replacing or repairing the sign face, replacing trim, etc. If the Building Inspector finds that a sign is not in a proper state of repair, the city may after ten days of written notification, not issue a permit for the specific sign for any location.

#### **Section 7-02-04. High impact signs.**

Prior to the placement of a high impact sign, a high impact sign permit must be obtained from the Building Inspector. A high impact sign permit may be granted for a period not to exceed ten consecutive days at a given site for a business use, and no more than 20 total days within one calendar year. High impact sign permits shall be issued providing the following:

1. The high impact sign is located in a Business or Industrial Zoning Use District.
2. The high impact sign is located upon the same parcel, which the advertisement/notice is intended, unless advertising a community-wide event, as determined by Building Inspector.
3. No high impact sign may be placed upon the public right-of-way without approval of the Building Inspector. Portable signs shall meet the setback requirements for freestanding signs for Corridor Overlay Districts and underlying zoning districts.
4. No high impact sign placed within 100 feet of an area zoned for residential use may have blinking, flashing, or fluttering lights, or other illuminating devices that have a changing intensity, brightness, or color.
5. No part of a high impact sign may be located within the 30-foot sight triangle measured from the point of curvature of the intersecting street curbs.
6. Notwithstanding any other provision of this ordinance, no sign may be placed in a manner as to impede vision within a 24-foot sight triangle of the intersecting curb line of a driveway, entrance, or exit. This triangle may be increased by the Building Inspector when deemed necessary for traffic safety.
7. Only one high impact or portable sign may be on a property or business site during any given period, except that multiple tenant sites may have up to two portable signs or high impact signs, or a combination thereof, during any given period, provided the content of the sign changes for each business per the regulations outlined in this section.
8. In installing or removing the high impact sign, access cannot be across a boulevard, sidewalk, or bike path, unless an established driveway is present and used.
9. No sign or sign structure shall be closer to any side lot line than a distance equal to one-half the minimum required yard setback. Nor shall any sign project onto any public street or alley, or approved private street. No sign shall be placed within any drainage or utility easement.
10. No sign or sign structure shall be erected or maintained that prevents free ingress or egress from any door, window, or fire escape. No sign or sign structure shall be attached to a standpipe or fire escape.

11. A freestanding sign or sign structure constructed so that the faces are not back to back, shall not have an angle separating the faces exceeding 20 degrees unless the total area of both sides added together does not exceed the maximum allowable sign area for that district.
12. Signs in residential districts and signs facing residential districts shall not be illuminated unless approved as a conditional use.
13. Except for farm buildings, at least one address sign identifying the correct property number as assigned by the city shall be required on each principal building in all districts. The number shall be at least three inches in height.
14. Illegal signs which are located anywhere within any portion of any public right-of-way may be confiscated without notice by any City Official or authorized designee. These signs may be recovered by the owner upon payment of a fine as imposed by the City Commission.
15. Reader boards shall be reviewed by various city departments to determine if such sign may create a nuisance or traffic hazard because of lighting glare, focus, animation, or flashing. In the event that such sign is determined to potentially constitute a nuisance or traffic hazard, the sign shall be reviewed as a conditional use.

### **Section 7-02-05. Signs not requiring permit.**

The following signs are allowed without a permit; however are included within the allowable sign area, unless otherwise indicated:

1. *Public signs.* Signs of a public, noncommercial nature, including safety signs, directional signs to public facilities, trespassing signs, traffic signs, signs indicating scenic or historical points of interest, memorial plaques and the like, when erected by or on behalf of a public official or employee in the performance of official duty.
2. *Identification signs.* Identification signs not exceeding one square foot for single and two-family structures and 16 square feet for multiple family structures.
3. *Informational signs.* Informational signs not exceeding 24 square feet. One informational sign shall be allowed for each business and is not included within the allowable sign area, provided it does not exceed 24 square feet and is fastened to an existing sign structure or building, or is a menu board for a restaurant.
4. *Directional signs.*
  - a. *On-premise signs.* Shall not be larger than four square feet. The number of signs shall not exceed four unless approved by the Planning and Zoning Commission, and shall not be included within the allowable signage.
  - b. *Off-premise signs.* Shall be limited to situations where access is confusing and traffic safety could be jeopardized or traffic could be inappropriately routed through residential streets. The size of the sign shall be approved by the Building Inspector and shall contain no advertising.
5. *Campaign signs.* Campaign signs not exceeding 32 square feet for any one sign, or for all signs on any lot. The sign must contain the name of the person responsible for such sign, and that person is responsible for its removal. Signs may not be posted in locations where traffic and public safety are compromised.
6. *Flags and insignia.* Flags and insignia of any government except when displayed in connection with commercial promotion.
7. *Holiday signs.* Signs or displays which contain or depict a message pertaining to a religious, national, state, or local holiday and no other matter, and which are displayed for a period not to exceed 30 in any calendar year.
8. *Construction/Development signs.* A non-illuminated construction or development sign confined to the site of the construction, alteration, repair, or development. Such sign must be removed within two years of the date of issuance of the first building permit on the site or when the particular project is completed, whichever is sooner, unless said sign is intended to be a permanent identification sign for the development and is approved as a conditional use.
9. *Roadside market signs.* Signs advertising produce grown and sold on the premises on which they are located, provided such signs shall not exceed 32 square feet in area or be displayed for a period exceeding six months of any calendar year.
10. *"For Sale" and "To Rent" signs.* "For Sale" and "To Rent" signs shall be permitted subject to the following regulations:

- a. *Six or less residential dwelling units.* The following applies to the "for sale" or "for rent" of a single-family residence, or where six or less dwelling units (or lots for residential development) are for sale or rent: No more than one such sign per lot, except on a corner lot two signs, one facing each street, shall be permitted. No such signs shall exceed 16 square feet in area, or be illuminated. Each such sign must be devoted solely to the sale or rental of the property being offered and must be removed immediately upon the sale or rental of the property. Each sign must be placed only upon the property offered for sale or rent.
- b. *Seven or more residential dwelling units.* Where more than six dwelling units (or lots for residential development purposes) are offered for sale or rental by the same party, signs advertising such sale or rental may be constructed therefore in any district. There shall be permitted one sign facing each public street providing access to the property being offered. Each such sign shall not exceed 24 square feet in area; shall be located at least 100 feet from any preexisting home; and shall be removed within one year from the date of building permit issuance, or when less than six units remain for sale or rent, whichever is less. Said sign shall fully comply with the setback requirement for the zoning district in which the property is located.
- c. *Industrial or commercial property.* In the event of an industrial or commercial sale or rental of real property, there shall be permitted one sign facing each public street providing access to the property being offered. Each sign shall not exceed 32 square feet in area for signs located within 50 feet of the front property line, or 64 square feet in area if located 50 or more feet from the front property line, and must be devoted solely to the sale and rental of the property being offered and must be removed immediately upon the sale or rental of the last property offered at that location. Said sign may not be located closer to the property line than 50 percent of the setback required within the particular zoning district in which the property is located.
- d. *Rummage (garage) sale signs.* Rummage sale signs shall not be posted until three days before the date of the sale and shall be removed within one day after the end of the sale and shall not exceed six square feet. Rummage sale signs shall not be located in any public right-of-way, or on utility poles or equipment.
- e. *Signs relating to official local, state, or federal government agencies and city entrance signs.*
- f. *Window signs.* Window signs shall not exceed 50 percent of the total glass area of the face of the building on which the window in which they are displayed and shall not be included within the allowable sign area.
- g. *Small signs.* Small signs which do not exceed one square foot in area shall not be counted as part of the allowable sign area, provided the signs are not part of a larger sign scheme for the building or property.
- h. *Pennants.* Pennants may be erected on the premises of an establishment in commercial and industrial zoning districts, which are not in the "Corridor Overlay District. Pennant displays must be properly maintained as to not create a safety hazard, nor shall they detract from the character of adjacent properties and other property in the district. The rope, wire, or string used to display the pennants must be fastened securely and remain taut.

## **Section 7-02-06. Prohibited signs.**

The following signs are prohibited:

1. Off-premise advertising signs except approved signs within a commercial or industrial planned unit development, advertising businesses therein.
2. Advertising or business signs on or attached to equipment such as semi-truck trailers or motor vehicles where signing is a principal use of the equipment on either a temporary or permanent basis. Such signs may be used for special events on site and may not be displayed for more than 14 calendar days within any four-month period.
3. Beacon, motion, and flashing signs, permanent or temporary, except reader boards, time and temperature signs, and barber poles.
4. Roof signs. Except that a business sign may be placed on the fascia or marquee of a building, provided it does not extend above the highest elevation of the building, excluding chimneys.
5. Business signs which advertise an activity, business, product, or service no longer produced or conducted on the premises upon which the sign is located. Where the owner or lessor of the premises is seeking a new tenant, such signs may remain in place for not more than 30 days from the date of vacancy.
6. Graffiti.
7. Portable signs, banners, inflatable signs, tethered balloons, and similar devices except as provided in this chapter.

8. Signs which are tacked on bridges, fire hydrants, official public signs, trees, fences, utility poles, or in any portion of a public right-of-way; temporary signs fastened to sign structures, parking lot light poles, or other structures; and temporary signs secured by wires, stakes, or weights.
9. Bench signs except by special permit of the Building Inspector.
10. Home occupation signs except as part of an identification sign for the residence, which does not exceed one square foot in area and is mounted flush against the buildings.
11. Pennants within the "Business District."

### **Section 7-02-07. Inspection.**

All signs for which a permit is required shall be subject to inspection by the Building Inspector or authorized agent. The Building Inspector may order the removal of any sign that is not maintained in accordance with the maintenance provisions of this chapter.

### **Section 7-02-08. Permit, application, variance, and commission approval.**

1. Except as provided in sections 7-02-05 and 7-02-06, is unlawful for any person to erect, construct, alter, rebuild, or relocate any sign or structure until a permit has first been issued by the city.
2. *Sign application.* The following information for a sign permit shall be supplied by the applicant if requested by the city:
  - a. Name, address, and telephone number of person making application.
  - b. Name, address, and telephone number of person owning sign.
  - c. A site plan to scale showing the location of lot lines, building structures, parking area, existing and proposed signs, and any other physical features. All signs on the property shall be shown.
  - d. Plans, location and specifications and method of construction, and attachment to the buildings or placement method in the ground.
  - e. Copy of stress sheets and calculations showing that the structure is designed for dead load and wind pressure in any direction in the amount required by this and all other laws and City Code provisions.
  - f. Written consent of the owner or lessee of any site on which the sign is to be erected.
  - g. Any electrical permit required and issued for the sign.
  - h. Such other information as the city shall require, to show full compliance with this and all other laws and City Code provisions.
3. *Permit issued if application is in order.* The Building Inspector, upon filing of an application for a permit, shall examine such plans, specifications, and other data and the premises upon which it is proposed to erect the sign. If it appears that the proposed structure is in compliance with all requirements of this chapter and all other laws and the City Code provisions, the permit shall be issued. If the work authorized under a permit has not been completed within 60 days after the date of issuance, the permit shall be null and void.
4. *City Commission approval.* When this chapter requires City Commission approval for a sign, the application shall be processed in accordance with the procedural and substantive requirements of the Zoning Chapter for a conditional use permit.
5. *Variances.* A variance from the terms of this chapter may be granted upon application to the Planning and Zoning Commission and in accordance with the procedural and substantive requirements of section 11-07-07.
6. *Fees.* Fees for review and process of sign permit applications and variance requests shall be imposed in accordance with the fee schedule established by City Commission resolution.
7. *Licenses for portable or high impact signs.* It shall be unlawful for any person, firm, or entity to display a portable sign or high impact sign within the zoning jurisdiction of the City of Valley City without first having obtained a permit for such purpose. The Building Inspector shall approve a permit for the owner of the sign annually. Said

permit shall terminate on December 31st of the permitting year. Permit fees shall be imposed in accordance with the fee schedule established by Commission resolution.

8. *Suspension or non-renewal of license.* The license granted under this section may be suspended or revoked for violation of any of the provisions of the Valley City Sign Regulations as follows:
- a. *Initial violation—Warning.* Upon a finding by the Building Inspector of an initial violation of this chapter, a warning by written notice shall be given by the Building Inspector that the licensee's license is subject to a fine and license suspension if subsequent violations occur within a period of 12 months from the date of violation of the first offense.
  - b. *Second violation—Fine.* Upon a finding by the Building Official of a second violation of this chapter within 12 months from the first violation, a written notice shall be given to the licensee by the Building inspector and an administrative fine of \$200.00 imposed. The licensee shall have a period of 30 days to make payment from the date of the notice.
  - c. *Third or subsequent violation.* Upon a third or additional violation within a period of 12 months from the date of violation of the first offense, a written notice shall be given to the licensee by the Building Inspector and an administrative fine of \$500.00 imposed. In addition, the licensee shall have his or her license revoked for a period of 12 months from the date of the last violation. Once revoked, a licensee may not renew their license for a period of 12 months from the date of revocation. The licensee shall have a period of 30 days to make payment from the date of the notice.
  - d. Once revoked, a licensee may not renew their license for a period of 12 months from the date of revocation.
  - e. Nothing in this section shall limit the authority of the City Commission to impose a fine or penalty or to revoke or to cause a forfeiture of a permit.

#### **Section 7-02-09. Enforcement.**

This chapter shall be administered and enforced by the Building Inspector and the Valley City police department. The Building Inspector and the Valley City police department may institute in the name of the city appropriate actions or proceedings against a violator.

#### **Section 7-02-10. Violation misdemeanor.**

Every person who violates a provision of this chapter when that person performs an act thereby prohibited or declared unlawful, or fails to act when such failure is thereby prohibited or declared unlawful, and upon conviction thereof, shall be subject to the general penalty.

#### **~~Section 7-02-11. Conflict.~~**

~~If there is a conflict between this chapter and the zoning chapter, the zoning chapter shall prevail.~~

**Section 2.** Title 7.1 of the Valley City Municipal Code is created and enacted as follows:

### **TITLE 7.1 MANAGEMENT OF THE PUBLIC RIGHT-OF-WAY AND CITY PROPERTY**

#### **CHAPTER 7.1-01. GENERAL PROVISIONS**

#### **Section ~~7.1-01-017-05-03~~. Openings.**

It shall be unlawful to construct or maintain any opening or stairway in any public street or sidewalk or alley without a permit from the governing body. All such lawfully maintained openings shall be guarded by a suitable strong cover or railing to be approved by the Public Works Department in conjunction with the City Engineer.

## **Section ~~7.1-01-027-05-04~~. Obstructions—Penalty.**

It shall be unlawful for any person to cause, create, or maintain any obstruction of any street, alley, sidewalk, boulevard or other public way, or place any personal property thereon, except as may be specified by ordinance or by written permission of the Superintendent of the Public Works Department. Any obstruction may be caused to be removed, destroyed, or corrected by order of the Superintendent and the total cost thereof must be paid by the person responsible for the obstruction. Property other than motor vehicles left upon a street, alley, sidewalk, boulevard or other public way for a period exceeding 72 hours, the ownership of which cannot be determined after reasonable effort has been made to do so, must be deemed abandoned and it may be disposed of pursuant to section 6-01-08. Abandoned motor vehicles are subject to the provisions of chapter 12-02 and N.D.C.C. Ch. 23.1-15.

## **Section ~~7.1-01-037-03-07~~. Awnings.**

All awnings ~~shall comply with the applicable building code provisions adopted by section 7-01-06, shall be securely fastened to buildings and when placed over a sidewalk shall extend not more than ten feet from the building, and -~~ There shall be a clear space provide overhead clearance of at least seven feet between the sidewalk and such awning. Any awning that extends into an alley, street, or other public right of way where no sidewalk is present shall require approval of the city engineer and operations superintendent. If approved, the property owner shall enter into a written encroachment agreement with the city.

## **Section ~~7.1-01-047-03-05~~. Removal of snow, slush, or ice from private property by placing the same upon streets, alleys, or other property prohibited.**

1. *Generally.* It shall be unlawful for any party or entity, other than municipal employees in the performance of their duties, to throw, move, dump, deposit, or permit to be deposited or scattered any snow or ice accumulated on city owned or private property, sidewalks, or public passageway onto any street, alley, or deliberately and directly upon the private property or abutting boulevard of another, except as otherwise permitted by this ordinance.
2. To process citations for placing snow on the private property or abutting boulevard of another will require the signature of the complaining party and clear evidence of a violation.
3. *Residential exceptions.* Snow or ice may be deposited on the boulevard or area between the edge of the curb or paved surface of a street or alley and the sidewalk of the abutting property where the snow or ice is removed from. Snow or ice may also be deposited, in the event there is no boulevard, along the curb and gutter in the parking lane of the street or alley.
4. *Commercial buildings.* In order to facilitate safe and adequate traffic flow and parking for customers and other business-related activities, any person operating or conducting a business in any commercial building within the city shall be prohibited from depositing snow or ice from the premises along the curb and gutter in the parking or driving lanes of the street or alley.
5. *Commercial exceptions.* Subsection "c" of this section shall not apply to the sidewalk portions of the commercial building premises where a boulevard does not exist.
6. *Violations and fees.* A violation of this section is a noncriminal offense punishable in accordance with section 1-01-11.2, and the following shall be imposed:
  1. Residential property violations under subsection 1.:
    - i. First offense fee.... \$100.00
    - ii. Second offense fee.... \$250.00
    - iii. Third or subsequent offense fee.... \$500.00
  2. Commercial property violations under subsection 4.:
    - ii. First offense fee.... \$250.00
    - iii. Second offense fee.... \$500.00
    - iv. Third or subsequent offense fee.... \$1,000.00
  3. *Assessment of costs.* In addition to the fees imposed herein, if the city shall remove any snow, slush, or ice so deposited, in violation of this section, the owner or occupant of the property from which the snow, slush, or ice was removed shall be billed for the cost thereof by the city, and if such payment is not made when due,

the same may be assessed against the premises from which the snow, slush, or ice was removed, and collected and returned in the same manner as other municipal taxes are assessed, certified, collected, and returned, pursuant to N.D.C.C. § 40-05-01.1.

**Section ~~7.1-01-057-03-05.1~~. Removal of snow and ice from sidewalk—Action upon noncompliance—Penalty.**

1. The owner or occupant of any building or grounds within the city fronting upon or adjoining any street, when a sidewalk exists, must clear the sidewalk in front of or adjoining such building and grounds or unoccupied lot or building, as the case may be, of snow and ice to the width of such sidewalk within 24 hours after the ice forms or the snow ceases to fall thereon; provided, that where the ice accumulated is of such character as to make the removal thereof practically impossible, the use of sand, salt, or ice melt thereon within the time specified for removal in such a manner as to make the sidewalk safe for travel of pedestrians thereon, will be deemed a compliance with the provisions of this section.
2. If the owner or occupant of any above described building or grounds refuses or neglects to remove such snow or ice, in the prescribed manner and/or within the time stated herein, the street superintendent of the city may remove or cause to be removed snow and ice from the sidewalks along or in front of any building or grounds, and the necessary expense thereof shall be chargeable against the premises by special assessment pursuant to the laws of the Valley City Municipal Code or state law, as the case may be.
3. Every person who willfully violates this section is subject to the general penalty.

**CHAPTER ~~7.1-023~~. SPECIFICATIONS, SUPERVISION, AND MAINTENANCE OF STREETS, SIDEWALKS, CURBS, AND BOULEVARDS**

**Section ~~7.1-02-017-03-01~~. Plans and, specifications ~~of streets, sidewalks~~.**

The City Engineer shall, with the approval of the Board of City Commissioners, establish and keep on file in his office, lines, grades, width and location of streets and alleys, curbs, gutters, sidewalks and boulevards, and plans and specifications for the construction thereof.

**Section ~~7.1-02-027-03-02~~. Supervision of streetspublic right-of-way—Duties of Public Works Department.**

It shall be the duty of the Public Works Department to establish and construct, in conjunction with the City Engineer such changes, alterations, and improvements in and to the crosswalks, curbs, and gutters. The operations superintendent shall look after and keep in good order the sewers, drains, culverts, streets, catch basins, manholes, and cesspools of the city. The operations superintendent shall see that the sidewalks, streets, parking lots, alleys, and bridges are kept in good condition and repair and free from paper, filth, and dirt. Public Works Department shall report to the proper authority any infringement of any rule, regulation, or ordinance relating to streets or city property.

**Section ~~7.1-02-037-03-03~~. Supervision of streetspublic right-of-way—Duties of City Engineer.**

The City Engineer shall have direct charge of all construction work being done upon the streetspublic rights of ways of the city by contract with third parties, and shall have general supervision over the repair and construction work done by the Public Works Department, and shall furnish the Public Works Department with assistance when requested.

**Section ~~7.1-02-047-04-05~~. Streets -- Naming ~~of streets and avenues~~.**

The names of all the streets and avenues in the city shall conform to the provisions of the plan and system created and established by the Public Works Department as set forth in section ~~7.1-01-017-04-01~~. Unless otherwise permitted by the Public Works Department, in consultation with the City Planner, City Engineer, and City Administrator, all streets running east and west in the city shall be called streets, and all the streets running north and south in the city shall be called avenues.

### **Section ~~7.1-02-057-04-06~~. Streets -- Base street.**

Main Street shall be named Main Street. Such street extended both east and west, shall be the base street and base line from which all streets shall be named by numbers consecutively both north and south of such base street and such base line, for which purpose Main Street shall be counted as first street, or street number one. That portion of Main Street east of Central Avenue shall bear the postfix East, and that portion west of Central Avenue shall bear the postfix West.

### **Section ~~7.1-02-067-04-07~~. Streets -- Base avenue.**

Central Avenue shall be named Central Avenue. Such avenue extended in a straight line both north and south shall be the base avenue and the base line from which all avenues shall be named by numbers consecutively both east and west of such base avenue and such base line, for which purpose Central Avenue shall be counted as first avenue or avenue number one. That portion of Central Avenue north of Main Street shall bear the postfix North, and that portion south of Main Street shall bear the postfix South.

[The remaining sections of this chapter, with the exception of sections -12 and -13, have been taken directly from state statute which was previously adopted by reference. They are provided here for clarity and transparency.]

### **Section 7.1-02-07. Sidewalks -- Duty of property owner to construct and maintain.**

The owner of any lot or parcel of land adjoining any street, lane, or alley shall construct, reconstruct, and maintain in good repair such sidewalks along the street, lane, or alley adjacent to the owner's lot or parcel of land as have been constructed by the municipality or as have been ordered constructed by ordinance. Such sidewalks shall be of the material and width and upon the place and grade specified in the ordinance.

### **Section 7.1-02-08. Sidewalks -- Notice to construct, rebuild, or repair.**

Except as otherwise provided in this chapter, if the Board of City Commissioners deems it necessary to construct, rebuild, or repair any sidewalk in the city, it shall notify each owner of record at the last address shown in the office of the County Recorder, or occupant, of any lot or parcel of land that would be benefited by the sidewalk to construct, rebuild, or repair the same at the owner's own expense and subject to the approval of the city engineer, within the time designated in the notice. The notice must be directed in the manner hereinbefore provided to the owner of record or occupant and must set forth what work is to be done, the character of the same as specified under section 7.1-01-01, and the time within which the owner is required to do the work. The work must be done to the satisfaction of the city engineer. The notice may be general as to the owner of record or occupant but must be specific as to the description of the lot or parcel of ground to be benefited by the sidewalk that is to be built or repaired. The city shall serve such notice by certified mail or delivering a copy thereof to the occupant or owner of record of each lot or parcel of occupied land described in the notice, or as to the occupant by leaving a copy thereof at the occupied structure upon such lot or parcel of land with some person over the age of fourteen years residing therein. If any lot or parcel of land is not occupied and service by mail is deemed impractical, the city may serve the notice by posting a copy thereof in a conspicuous place therein or immediately in front thereof. If such sidewalk is not constructed, rebuilt, or repaired within the time fixed in such notice, the city engineer, as soon as practicable, shall cause such work to be done. The costs thereof must be paid out of the sidewalk special fund once established, and such expense, including the expense of all notices in connection with such work, the assessment therefor, and any other expense incurred for such work may be assessed against the affected premises, and collected and returned in the same manner as other municipal taxes are assessed, certified, collected, and returned, pursuant to N.D.C.C. § 40-05-01.1.

### **Section 7.1-02-09. Sidewalks -- Property owners petition for drainage and construction or repair of sidewalks; requirements.**

If two-thirds of the resident owners in number or in value of the real estate bounding both sides of any street, not less than one block in area, shall petition the Board of City Commissioners to have such street ditched for the purpose of draining the same or any property abutting thereon, or for the construction or repairing of a sidewalk thereon, or if



two-thirds of the owners of real estate in number or in value on one side of such street shall desire a sidewalk on that side, the Board shall levy and cause to be collected by tax upon the real estate on such street or part of street, such sum of money as is necessary for the drainage along the street or a sidewalk improvement in front of each of the several lots or at the side of any corner lot or lots or real estate. No real estate shall be taxed as provided in this section for sidewalks built at a greater distance from the front of the real estate than one-half of the distance to the opposite side of the street.

#### **Section 7.1-02-10. Curbs – City to build curbing; assessment of expense; notice of assessment; approval by governing body.**

The curbing in the city shall be built, repaired, or rebuilt in the manner and within the time prescribed by the governing body, which shall order the work to be done by such person as it may have contracted with therefor, under the direction of the city engineer, at the expense of the lots or parcels of land benefiting from the curbing. Such expense, including the expense of all notices in connection with such work, the assessment therefor, and any other expense incurred for such work, may be assessed against the affected premises, and collected and returned in the same manner as other municipal taxes are assessed, certified, collected, and returned.

#### **Section 7.1-02-11. Curbs -- Procedure for making limited repairs.**

Whenever in the judgment of the city engineer the necessary repairs on curbing will not exceed in cost the sum of ten dollars for each twenty-five feet [7.62 meters] in front of land belonging to the same owner, the city engineer shall notify the city auditor, and the city auditor forthwith shall prepare a written notice, which may be general as to the owners of the lots or parcels of land but which shall describe specifically the lots or parcels of land adjacent to which the curbing is ordered repaired, requiring such owners to repair such curbing to the satisfaction of the city engineer within a time to be fixed in such notice. The city shall serve such notice by delivering a copy thereof to the occupant or owner of each parcel of occupied land or by leaving a copy thereof at the occupied structure upon such lot or parcel with some person over the age of fourteen years residing therein. If any lot or parcel of land is not occupied, the city shall serve the notice by posting a copy thereof in a conspicuous place thereon or immediately in front thereof. If such curbing is not repaired within the time fixed in the notice, the city engineer, as soon as practicable, shall cause such work to be done. The costs thereof must be paid out of the curbing special fund once established, and such expense, including the expense of all notices in connection with such work, the assessment therefor, and any other expense incurred for such work may be assessed against the affected premises, and collected and returned in the same manner as other municipal taxes are assessed, certified, collected, and returned, pursuant to N.D.C.C. § 40-05-01.1.

#### **Section ~~7.1-02-127-06-05~~. Boulevards -- Duty of property owner to construct and maintain**

It is ~~made~~ the duty of ~~any~~ the owner of any lot or parcel of land adjoining any street, lane, or alley ~~property along which such curbing and boulevard has been done,~~ to construct, reconstruct, and maintain in good repair such boulevards as ordered by the city pursuant to this chapter; and, when such boulevard has been established, to keep up and maintain ~~such~~ the boulevard and to plant and keep the grass and trees thereon in good condition ~~thereon~~ and to cut and trim the same from time to time as may be required.

#### **Section ~~7.1-02-137-06-03~~. - Boulevards—Duty of owner to fill and seed.**

Within 60 days after the construction of any curb along any property the owner shall cause the boulevard between the curb and the sidewalk to be properly filled in and graded and seeded to grass. All property along which curbing has been constructed in the past or where no sidewalk has been constructed, shall in like manner be properly filled in by the owner between such curb line and the walk-property line and seeded to grass.

#### **Section 7.1-02-14. Boulevards – Notice to construct, repair, or maintain.**

The Board of City Commissioners, whenever it shall deem it necessary to construct boulevards, or to level and sow grass seed thereon, or to plant trees thereon, or to trim trees or cut grass growing thereon, or to water or otherwise maintain or preserve any such improvement, shall give written notice to each owner and occupant of any lot or parcel of land adjoining the improvement deemed necessary requiring the person to make the improvement designated at the person's own expense and subject to the approval of the city engineer. The notice may be general as to the owners of the lots or parcels of land, but it shall be specific as to the description of the lands. The notice shall specify the improvement required to be made and the time within which the same shall be commenced or completed.

#### **Section 7.1-02-15. Boulevards -- Service of notice to construct or repair.**

The city shall serve the notice provided in section 7.1-01-13 or cause the same to be served by leaving a copy thereof at the occupied structure on such lot or parcel of land with some person over the age of fourteen years residing therein, or, if the lot or parcel of land is unoccupied, by posting a copy of the notice in a conspicuous place on the land or immediately in front thereof.

#### **Section 7.1-02-16. Boulevards -- Objections to improvements; considering validity.**

Within ten days after the service of the notice, any property owner may file written objections to the making of the improvement described therein. At the next meeting following the filing of the objections, the Board of City Commissioners shall consider the validity of the objections and if a majority shall deem the objections not well taken, the improvements shall be made.

#### **Section 7.1-02-17. Boulevards – Improvement; when made; expenses.**

If the boulevard improvement is not objected to or is not completed or commenced, as the case may be, within the time prescribed in the notice, or if the improvement specified in the notice consists of the maintenance of a boulevard or some improvement thereon, the city, in the event that the owner does not inform the city auditor in writing, within ten days after the service of the notice, that the improvement will be made, shall make the improvement or shall order the same to be made by such person as the city may have contracted with, under the direction of the city engineer, at the expense of the lot or parcel of land adjoining the improvement. The expense of the improvement shall include the expense of giving all notices in connection with the work, of making assessments, and of any other nature incurred in doing such work. The costs thereof must be paid out of the boulevard special fund once established, and such expense, may be assessed against the affected premises, and collected and returned in the same manner as other municipal taxes are assessed, certified, collected, and returned, pursuant to N.D.C.C. § 40-05-01.1.

#### **Section 7.1-02-18. Boulevards -- Limitation on making improvement.**

A boulevard improvement, as described in section 7.1-01-13, may be made or maintained only in a block of the city in which the same improvement has been or is being made or maintained by the owners of two-thirds of the entire frontage in the block on the boulevard affected.

#### **Section 7.1-02-19. Letting contracts for improvements; special or general contracts; regulations governing.**

The Board of City Commissioners may let one or more contracts for the making of any improvement under this chapter, none of which may extend for more than three years, or, if it is deemed advisable, it may let a contract for the making of each specific improvement as the same may be determined upon. Whether the contract to be let is general or

special, it shall be let in accordance with section 1-01-16 or, if applicable, N.D.C.C. ch. 48-01.2.

**Section 7.1-02-20. Assessments -- Improvements not to be paid for by general taxation; exception.**

Except as otherwise provided in this chapter, the city shall not be liable generally on any contract for the construction, rebuilding, repairing or other improvements of sidewalks, curbs, and boulevards and shall not be required to pay funds raised by general taxation upon any such contract.

**Section 7.1-02-21. Assessments -- Special funds; warrants drawn upon; levy.**

All moneys received by the city from assessments under this chapter shall be kept in separate funds designated as "sidewalk special fund," "curbing special fund," or "boulevard special fund," as applicable. Warrants shall be drawn on such funds for the payment of the cost of improvements. Except as otherwise provided in section N.D.C.C. § 40-26-08, the city is not liable generally on any contracts for the cost of improvements to sidewalks, curbs, or boulevards, and may not be required to pay funds raised by general taxation upon any such contract.

**Section 7.1-02-22. Assessments -- Warrants; payable; interest; contents; signed; uses.**

All assessment warrants under this chapter shall be payable as specified and in such amounts as in the judgment of the Board of City Commissioners will be provided by the taxes and assessments. The warrants shall bear interest at a rate or rates and be sold at a price resulting in an average net interest cost not to exceed twelve percent per annum if sold at private sale. There is no interest rate ceiling on warrants sold at public sale or to the state of North Dakota or any of its agencies or instrumentalities. The warrants must state on their face the purpose for which they were issued and from what fund they are payable and must be signed by the executive officer and countersigned by the city auditor. The warrants may be used in making payment on contracts for making the improvements or may be sold for cash at not less than ninety-eight percent of the par value thereof and the proceeds credited to the special fund and used to pay for such improvements.

**Section 7.1-02-23. Assessments -- City auditor to pay warrants from special fund.**

The city auditor shall pay sidewalk, curb and boulevard assessment warrants and interest thereon at the time or times and in the manner designated by the Board of City Commissioners out of the applicable special fund.

**Section 7.1-02-24. Assessments -- Priority.**

From the time any assessment list provided for in this chapter is approved by the Board of City Commissioners, the assessment, with interest and penalties thereon, shall be and remain a permanent lien upon the property upon which the assessment is levied until the assessment is paid in full, and it shall have precedence over all other liens except general taxes. Such lien shall not be divested by any judicial sale, and no mistake in the description of the property assessed nor in the name of the owner thereof shall defeat such lien if the property assessed can be identified by the description in the assessment list.

***CHAPTER 7.1-03. – EXCAVATIONS AND STREET CUTTING***

**[Previously chapter 15-06. Re-codified in its entirety without changes.]**

**Section 7.1-03-01. Permit—Required.**

Any person, other than an individual employed by the city, who intends to engage in boring, excavating, constructing,

removing, replacing, repairing or patching any sidewalk, street, curb, alley, gutter, driveway returns, or public right-of-way, or otherwise disturb the surface or subsurface of any public right-of-way, shall first apply to and obtain a permit from the public works office.

### **Section 7.1-03-02. Permit—Contents of application; application fee; deposits.**

An excavation permit application must be filed with the public works office on forms furnished by the city. The application shall contain the following:

1. Reason for excavation.
2. Whether pavement, curb and gutter or sidewalk will be removed for excavation.
3. Whether streets or sidewalks will be closed and, if so, proposed alternative routes.
4. Location of work area.
5. Name and address of owner of adjacent property.
6. Anticipated construction date and estimated time to complete work.
7. Name and address of approved contractor and signature of contractor or authorized agent.
8. Site plan.

An application fee and a deposit must be paid at the time the application is filed. No permit shall be issued unless such fee and deposit are paid and the public works office has determined that the applicant has met all of the requirements of this chapter. The amount of the application fee and deposit shall be set by the City Administrator. Such deposit shall not be returned until the City Administrator or an authorized agent is satisfied that the area worked upon under such permit has been substantially returned to its former state. The purpose of, and results achieved by, such work and the conditions under which such work was done shall be considered in coming to a decision thereon. Such deposit shall not be arbitrarily or unreasonably withheld.

### **Section 7.1-03-03. Permit—Issuance.**

A permit shall be granted if the Operations Superintendent, City Engineer, or other individual designated by the City Administrator finds (1) the work will be done according to city plans and specifications, (2) the operation will not unreasonably interfere with vehicular and pedestrian traffic, parking, and ingress and egress to adjacent properties, and (3) the health, welfare and safety of the public will not be unreasonably impaired. Permits will be issued by the public works office after review by the appropriate individual.

### **Section 7.1-03-04. Excavation and filling to conform to city plans; inspection required.**

1. All work described in this chapter shall be performed under the supervision of the City Engineer or other individual designated by the City Administrator, and in accordance with plans and specifications on file with the City Engineer. All such work must be inspected to ensure compliance with applicable plans and specifications. Excavation cuts must be inspected prior to and after filling. Any disturbed surface or subsurface shall be restored to as good a condition as it was prior to excavation.
2. If the excavated area has not been returned to its former condition as determined by the City Engineer, the city will complete the work, the deposit will be applied to the costs thereof, and the balance shall be refunded. If such deposit is not sufficient to cover the costs, the permit holder shall be liable to the City for the difference.
3. Construction and restoration work must be completed within the time period set forth in the permit which shall be no more than 30 days from the date work is commenced. Such time period may be waived or extended if the same is requested and granted in writing. The waiver or extension may be denied if good cause is not shown in such request.

### **Section 7.1-03-05. Contractors—Prerequisites.**

Only persons or entities meeting the following requirements may be approved for a permit under this chapter:

1. Contractor must be under contract with the city or be approved by the City Engineer.
2. Contractor must have a current North Dakota contractor's license.
3. Contractor must have experience with excavation work and must provide references upon request.

### **Section 7.1-03-06. Contractors—Insurance.**

Any person or entity issued a permit under this chapter must file proof of liability insurance with the public works office, covering any and all damages claimed by reason of negligence, incompetence or omission on the part of such person or entity in the performance of its work, the same to include, but not be limited to, careless guarding of excavations made by it, or failure to restore all public properties to as good a condition as they were before such work was done, or for any damages growing out of the negligence or carelessness of any such permitted person or entity. Such insurance shall be in place for the duration of the bond as provided herein, and shall not be cancellable without notice to the city.

### **Section 7.1-03-07. Contractors—Bond; duty to restore and maintain.**

No permit shall be granted by the public works office unless such person or entity shall have given a bond in the sum of \$30,000.00 or as set by resolution of the board of city commissioners, and shall be in effect for a term of two years, with good and sufficient surety, conditioned, among other things, that said permittee will save harmless the city from damages caused by reason of any negligence or faulty work by any person or entity or any employee, agent or subcontractor of such person or entity, and that the material used and the work done shall be strictly in accordance with the requirements of this chapter.

If the contractor fails to restore or maintain the excavation site for a period of one year from completion of work, the city may do the necessary work and recover all costs and expenses from the bond or the defaulting permit holder.

### **Section 7.1-03-08. Worksite protection and signage.**

It shall be the duty of the permit holder to place and maintain barriers, lights, flares, other warning devices and signage for the safety of the public. Protective measures must be installed in conformance with the Manual on Uniform Traffic Control Devices. The permit holder shall take all appropriate measures to minimize inconvenience to the occupants of adjacent property. Adequate crossings for vehicles and pedestrians must be maintained unless written approval to close any such crossing is provided by the public works office.

## **CHAPTER 7.1-04. – PARADES, PUBLIC ASSEMBLIES AND OTHER USES OF THE PUBLIC RIGHT-OF-WAY AND CITY PROPERTY**

### **Section 7.1-04-017-03-04. Parades, events, exhibitions, shows, public assemblies.**

1. No person shall, upon any public streets, alleys, sidewalks, city lot or parcel, or other grounds of the city, conduct or exhibit any parade, procession, show, performance, public or private event, assembly or meeting of any kind without having first submitted an application to and obtained an event permit from the Office of the City Auditor.
2. An applicant for an event permit under this section shall provide, at a minimum, the following information on a form approved by the City Auditor:
  - a. The name and address of the applicant. If the applicant is an organization, the name and contact information for a contact person.
  - b. The proposed location or route, including a map or diagram, and the time and date of the event including the time of commencement and the anticipated time of termination.
  - c. The anticipated number of participants in the event. In the case of parades or processions, the anticipated number of floats, motor vehicles, animals, or people, and the plans for staging and parking for parade participants for both the beginning and end of the parade.

- d. Plans for any necessary cleanup that might arise from the event. The applicant is responsible for returning city streets, alleys, sidewalks, or grounds to their pre-event condition. If an applicant fails to adequately clean up after an event, the city shall perform the cleanup and bill the cost to the applicant.
  - e. Such other relevant information as may be required to safeguard the participants and the public.
3. The Chief of Police and Public Works Superintendent shall work with the applicant to ensure public safety and to minimize the impact on traffic movements and public convenience. After consultation with and approval of the Chief of Police and Public Works Superintendent, the permit shall be issued by the Office of the City Auditor.
  4. The City Administrator and Board of City Commissioners shall be notified immediately upon approval of the permit. The North Dakota Department of Transportation shall be notified of events affecting state highways.
  5. The city may require persons or organizations to submit an application under this section for events conducted on private property in order to ensure public safety.
  6. When an applicant requests permission to use a city-owned lot or parcel to conduct an event, the applicant will be required to enter into a separate license agreement.

### **Section 7.1-04-027-03-04.1. Picketing and demonstrations—Notice required—Regulations.**

1. *Intent.* The Board of Commissioners recognizes that the public sidewalks, streets, and boulevards of the City of Valley City are traditional public forums for free speech; that schools, courthouses, and other government buildings are open to the public and exist for the purpose of providing services to the public; that it is imperative that such facilities are accessible to the citizens of Valley City and that the employees and officials working therein are able to conduct business on behalf of the public without obstruction or interference; that the citizens of Valley City have a right to avoid unwelcome speech within their private businesses and homes; that the exercise of a person's right to picket or demonstrate in a public forum must be balanced against another person's right to live, work, and provide and receive public services without obstruction or interference; and that preventing the willful obstruction or interference with said activities is a matter of local concern. The Board of Commissioners therefore declares that it is appropriate to adopt an ordinance that sets reasonable time, place, and manner restrictions on picketing within the city.

2. *Definitions.*

*Demonstrating* means making a public display of sentiment for or against a person, organization or cause and includes but is not limited to any oration, speech, use of sound amplification equipment or device, or similar conduct; the display of any placard, banner, flag, or similar device; or the distribution of any handbill, pamphlet, leaflet, or other written or printed matter.

*Noise* means any sound.

*Picketing* means the practice of standing, marching, sitting, lying, patrolling, demonstrating, or otherwise maintaining a physical presence by one or more persons inside of, in front of, or about any premises.

*Public sidewalk* means that portion of the street right-of-way which is designated for the use of pedestrians and may be paved or unpaved.

*Street* means the entire width of the public right-of-way, excluding the sidewalk, that is open to the use of the public as a street or alley, including the boulevard.

3. *Notice of intent to picket or demonstrate.*

- a. An individual intending to picket or demonstrate or the organizer of a group intending to picket or demonstrate, where the organizer knows that the picket or demonstration will include a group of less than 30 individuals, shall provide written notice to the chief of police of the picket or demonstration, including the planned time and location of the picket or demonstration.
- b. The organizer of a picket or demonstration that the organizer knows, or should reasonably know, will include a group of 30 or more individuals shall provide written notice of the intent to picket to the chief of police at least 48 hours before the picket or demonstration is to begin. The notice shall contain the following information:
  - i. The name, address, and contact telephone number of the organizer of the picket.

- ii. The name of the organization sponsoring the picket.
- iii. The location, date and time, including duration and intended daily hours of the picket.
- iv. The organizer's best estimate of the number of individuals who will participate in the picket.

4. *Picketing regulations.*

- a. Picketing may be conducted on public sidewalks in the city. Picketing may not be conducted on public sidewalks during times when a permit for a different use of that location has been issued by the city. Picketing may not occur on street medians or on streets used primarily for motor vehicle traffic unless so directed by the police. Picketing shall not be allowed on a street if an adjacent public sidewalk is available.
- b. Picketing shall not disrupt, block, obstruct, or interfere with pedestrian or vehicular traffic or the free passage of pedestrian or vehicular traffic into any driveway, pedestrian entrance or other access to buildings which abut the public sidewalk. Picketing within ten feet of the entrance to any building, without the permission of the owner thereof, is deemed to be a violation of this section. Picketers and demonstrators shall not block the access points of any property including the private sidewalk or driveway.
- c. No person shall knowingly approach another person within eight feet of such person, unless such other person consents, for the purpose of passing a leaflet or handbill to, displaying a sign to, or engaging in oral protest or education with such other person in the public sidewalk or street within a radius of 100 feet from any entrance door to a school, courthouse, or government building.
- d. During the hours of 7:30 a.m. through 5:00 p.m., Monday through Friday, and any time scheduled for a meeting of the Board of City Commissioners or city committee, and at any time a school or court is in session, a person is prohibited from singing, chanting, whistling, shouting, yelling, playing music, using megaphones, bullhorns, auto horns, sound amplification equipment, or making other noises within earshot of individuals within a school, courthouse, or other government building which willfully disturb, interfere with, obstruct, or tend to disturb, interfere with, or obstruct such public business, meeting or session.
- e. It is unlawful for any person to engage in picketing before or about the residence or dwelling of any individual in the city.
- f. Placards, flags, signs, or banners carried by picketers shall be of such a size as to allow safe and unobstructed passage of pedestrian or vehicular traffic.
- g. If more than one group of picketers desire to picket at the same time and location, a police officer may, without regard to the purpose or content of the picket, assign each group a place to picket in order to reduce congestion and preserve public peace. Picketing time and location shall be generally on a first-to-notify basis.
- h. Whenever the free passage of any street or public sidewalk in the city is obstructed by a crowd, congregation, meeting, assembly, demonstration, picket, or procession, or the conduct of two or more persons, the persons comprising the group shall disperse or more so as to remove the obstruction when directed to do so by a police officer. It is unlawful for any person to refuse to comply with a request by a police officer pursuant to this section.

5. *Penalty.* Any person who violates this section commits an infraction.

~~3-4.~~

~~**Section 7-03-06. Moving heavy vehicles, over sidewalks and bridges.**~~

~~No person shall move any heavy body of injurious weight upon or over any stone or cement crosswalk or upon or over any bridge in the city without thoroughly and carefully protecting such bridge or crosswalk with proper protective steps.~~

**[This section is redundant. In 2014, the City codified provisions for overweight vehicles (chapter 14-12).]**



### **~~Section 7-03-07. Awnings.~~**

~~All awnings shall be securely fastened to buildings and shall extend not more than ten feet from the building. There shall be a clear space of at least seven feet between the sidewalk and such awning.~~

## **~~CHAPTER 7-04. BUILDING NUMBERING, STREETS, AND AVENUES~~**

**[The provisions of chapter 7-04 are re-codified in chapter 7-01.]**

## **~~CHAPTER 7-05. SIDEWALKS~~**

### **~~Section 7-05-01. Sidewalks.~~**

~~The provisions of N.D.C.C. Ch. 40-29 and all subsequent amendments, pertaining to construction, rebuilding and repair of sidewalks, shall be and are hereby incorporated by reference in this section as though fully set forth here.~~

### **~~Section 7-05-02. Specifications.~~**

~~All construction, maintenance, and repairs of sidewalks shall be made in conformity with specifications approved by the governing body.~~

**[Sections 7-05-01 and -02 are now re-codified in chapter 7.1-02.]**

### **Section 7.1-04-037-05-05. Limited use of sidewalk for sale and delivery.**

It shall be lawful, notwithstanding anything contained in this article to the contrary, for any person to place, and set out for sale any goods, wares, or merchandise on or over the sidewalk in front of and within three feet of the store or building occupied by such person; it shall also be lawful for any person to place, and leave for a period not exceeding two hours any goods, wares, or merchandise which the person shall be in the act of receiving or delivering, on the sidewalk in front of the place of business; provided, that the person does not use and occupy more than three feet of the outer edge of such sidewalks in so doing.

### **Section 7.1-04-047-05-06. Limited use of sidewalk for outdoor patio area.**

1. No person may own, set up or operate an outdoor patio area on any public sidewalk without first obtaining a permit from the city.
2. Permit applications shall be submitted to the Auditor's Office on forms approved by the City Administrator, along with a non-refundable fee set by resolution of the Board of City Commissioners.
3. Every permit issued under the provisions of this section will expire on December 31 of the year in which it is issued.
4. The city may deny an application or take disciplinary action, up to and including revocation, against any applicant or permit holder upon failure to comply with any statute, ordinance, rule, regulation or condition of the permit. Notice of a violation must be given to the permit holder and may include additional or revised conditions, along with a demand to remedy the violation. Within 24 hours of receipt of the notice, the permit holder must submit to the City Administrator for approval a written plan to cure the violation. Failure to submit a plan or reasonably implement an approved plan is cause for immediate revocation of the permit. An applicant or permit holder may appeal to the Board of Commissioners the denial of an application or revocation of a permit. The appeal must be submitted to the City Attorney in writing within 10 days of the denial or revocation and, if timely and approved as to form, will be heard by the Board at its next regularly scheduled meeting.
5. Permit holders for outdoor patio areas and their employees must meet the following:
  - a. The permit holder will set up the outdoor patio area, including, but not limited to, the furniture, canopies, fencing and/or other accessories used for the outdoor patio area, only in the area designated by the city in the permit. An outdoor patio area must be adjacent to the business that has received the permit to operate the

outdoor patio area. An outdoor patio area may not include a roadway or alley. The outdoor patio area must not impede, endanger or interfere with pedestrian or vehicular traffic.

- b. Furniture, canopies, fencing and/or other accessories used for the outdoor patio area must be located so that a minimum of 48 inches of unobstructed clear space for pedestrian travel within the pedestrian way, or the minimum required by the North Dakota Building Code or Americans with Disabilities Act, whichever is more restrictive, is maintained at all times. The location of the outdoor patio area must be approved by the City Engineer.
- c. The permit holder must provide proper containers or some other means for the collection of waste and trash within the outdoor patio area permitted. The permit holder must keep the immediate area around the outdoor patio area clean of garbage, trash, paper, cups, cans or litter associated with the operation of the outdoor patio area. All waste and trash must be properly disposed of by the permit holder.
- d. The permit holder must comply with all city health and other applicable regulatory agency requirements, including, but not limited to, the requirements for food service. The permit holder must display in a conspicuous location all such required permits and/or licenses and must provide copies of those permits and/or licenses to the city prior to issuance of a permit for an outdoor patio area by the city. The permit holder must continuously maintain the required approvals, permits and/or licenses and provide evidence to the city upon request.
- e. The permit holder is responsible for the maintenance, upkeep, security, and safe condition of the furniture and accessories of the outdoor patio area and the city is not responsible for the same.
- f. The permit holder must not have on the premises any bell, siren, horn, loudspeaker or any similar device to attract the attention of possible customers nor may the permit holder use any such device to attract attention.
- g. Employees of the permit holder for the outdoor patio area must not consume alcoholic beverages while working in the outdoor patio area.
- h. For any outdoor patio area where alcoholic beverages are served, the permit holder must comply with all state and local regulations for the sale, possession and/or consumption of alcoholic beverages and must provide the city with a diagram and/or plans showing the location of the outdoor patio area where alcoholic beverages will be served. In addition, the area where alcoholic beverages are sold, possessed and/or consumed must be effectively bordered by a partition, rope, temporary fence or other device designed and intended to separate the outdoor patio area from passersby.
- i. The permit holder must comply with the prohibitions on loud, unnecessary, unnatural, annoying or disturbing noises set forth in chapter 12-03.
- j. The design of the furniture, canopies, fencing and/or other accessories, including a border required for an outdoor patio area by subdivision h, must be approved by the city prior to a permit being issued. The applicant must provide a photograph, drawing or sketch of the design of the furniture and accessories to be used for the outdoor patio area as part of the application for a permit.
- k. Tables, chairs, borders and any other structure or item placed on the sidewalk must be removed from the sidewalk at the end of the business day, at business closure, or in the event of inclement weather, unless other arrangements are specifically allowed by the City Administrator in writing.
- l. Cooking or food preparation is not allowed in outdoor patio areas. Self-service food outdoors is allowed if approved by the Health District Environmental Health Division.
- m. No outdoor patio area equipment or furniture may be placed in such a manner as to obstruct a building exit.

**Section ~~7.1-04-0517-04-23~~. Camping in public places Prohibited; exception; removal of campsites; penalty-camping.**

**[Previously section 17-04-23. Re-codified in its entirety without changes.]**

1. *Definitions.* In this chapter, unless the context or subject matter otherwise requires:

*Camp* means to set up or maintain a campsite in a single location on city property.

*Campsite* means a location upon city property where camping materials are placed.

*Camping materials* include, but are not limited to tents, huts, awnings, lean-tos, chairs, tarps, portable stoves, fires, cots, beds, mattresses, sleeping bags, hammocks, cooking devices, utensils, and/or other collections of personal property that are, or reasonably appear to be, arranged and/or used as accommodations to live or camp.

*City property* means all property including but not limited to parks, streets, alleys, sidewalks, boulevards, rights-of-way, parking lots, easements or other land owned, leased, controlled, or managed by the city.

*Personal property* means any item that can reasonably be identified as belonging to an individual and that has apparent value or utility.

*Relocate* means to move both the individual(s) and personal property off of city property, or to a different authorized city property, for at least 24 hours. This definition does not include moving to another portion of the same city property.

2. *Sleeping on sidewalks, streets, alleys, or within doorways prohibited.*

- a. No person may sleep on public sidewalks, streets, alleyways, parking lots, or other rights-of-way at any time as a matter of individual and public safety.
- b. No person may sleep in any pedestrian or vehicular entrance to public or private property abutting a public sidewalk.
- c. In addition to any other remedy provided by law, any person found in violation of this section may be immediately removed from the premises.

3. *Camping regulated.*

- a. No person may occupy a campsite inconsistent with the regulations in this chapter unless specifically authorized by: (i) a formal declaration of the President of the Board of City Commissioners in emergency circumstances, or (ii) upon resolution, the Board of City Commissioners may exempt a special event from the prohibitions of this chapter, if the Board finds such exemption to be in the public interest and in accordance with conditions imposed by the City Administrator. Any conditions imposed will include a condition requiring that the applicant provide evidence of adequate insurance coverage and agree to indemnify the city for any liability, damage or expense incurred by the city as a result of activities of the applicant. Any findings by the Board shall specify the exact dates and location covered by the exemption.
- b. Unless otherwise authorized by law or subdivision a., the only locations where it is lawful to place camping materials, or store camping materials for any period of time on city property are those locations designated by the Board. The city shall maintain an updated description and map of designated locations, if any, and make such information available to the public.
- c. Where the temporary placement of camping materials is authorized, an individual that has placed camping materials on city property must relocate according to the time limitations set forth for that location.

4. *Removal of campsite on public property.*

- a. The city or its authorized designee shall remove individuals, personal property, camping materials, and campsites from city property consistent with the following.
- b. Except as provided in subdivision f., at least 48 hours before removal, law enforcement officials shall personally serve a written notice or post the notice in a conspicuous location at the premises.
- c. When notice is provided, if the law enforcement official determines that the occupants of the campsite are homeless, the law enforcement official shall inform the local agency that delivers social services to homeless individuals as to where the notice has been served or posted.
- d. All personal property at the campsite shall be taken, stored and disposed of pursuant to section 6-01-08 except:
  - i. The personal property of a homeless individual may be delivered to the local social services agency.

- ii. Items that have no apparent value or utility, are in an unsanitary condition, or are deemed to be rubbish, garbage, litter, or junk as those terms may be defined under this Code, may be immediately discarded upon removal of individuals from the camping site.
    - iii. Weapons, controlled substances other than prescription medication, and items that appear to be either stolen or evidence of a crime shall be given to or retained by law enforcement officials.
  - e. The written notice required under subdivision a must state, at a minimum:
    - i. Where unclaimed personal property will be stored;
    - ii. A phone number that individuals may call to find out where the property will be stored; or
    - iii. If a permanent storage location has not yet been determined, the address and phone number of an agency that will have the information when available.
  - f. The 48-hour notice requirement under subdivision b. of this section does not apply:
    - i. When there are grounds for law enforcement officials to believe that illegal activities other than camping are occurring at an established camping site.
    - ii. In the event of an exceptional emergency at an established camping site, including, but not limited to, possible site contamination by hazardous materials, a public health emergency or other immediate danger to human life or safety.
    - iii. If a funeral service is scheduled with less than 48 hours' notice at a cemetery at which there is a camping site, or a camping site is discovered at the cemetery less than 48 hours before the scheduled service, the written notice required under subdivision a. of this section may be posted at least 24 hours before removing individuals from the campsite.
  - g. Law enforcement officials, local social services agency officials and outreach workers shall meet periodically to assess the notice and removal policy, to discuss whether the removals are occurring in a humane and just manner and to determine if any changes are needed to these provisions.
5. *Penalties and enforcement.*
- a. A violation of this chapter is punishable as an infraction. For a first offense, a minimum fine of \$50.00 shall be imposed. For a second offense, a minimum fine of \$100.00 shall be imposed.
  - b. In addition to any other penalties that may be imposed, any campsite used in a manner not authorized by this chapter, or other provisions of this code, shall constitute a public nuisance and may be abated as such.
  - c. The remedies described in this chapter shall not be the exclusive remedies of the city for violations of this chapter.
6. This chapter does not apply to designated recreational areas and campgrounds operated by the local park district.

## **~~CHAPTER 7-06. CURBS AND BOULEVARDS~~**

**[The provisions in chapter 7-06 are now re-codified in chapter 7.1-02.]**

### **~~Section 7-06-01. Construction of curbs and boulevards.~~**

~~The provisions of N.D.C.C. Chs. 40-31 and 40-32 and all subsequent amendments, pertaining to construction, rebuilding and repair of curbs and boulevards, shall be and are hereby incorporated by reference in this section as though fully set forth here.~~

### **~~Section 7-06-02. Specifications.~~**

~~All construction, maintenance, and repairs of curbs and sidewalks shall be made in conformity with specifications approved by the governing body and Americans with Disabilities Act (ADA) requirements.~~

### **~~Section 7-06-05. Boulevards—Duty of owner to maintain.~~**

~~It is made the duty of any owner of property along which such curbing and boulevard has been done, to keep up and maintain such boulevard and to keep the grass in good condition thereon and to cut the same from time to time as may be required.~~

## **~~CHAPTER 7-07. BUILDINGS, REQUIRING RESTORATION OF PROPERTY UPON REMOVAL OF DEMOLITION OF BUILDINGS~~**

**[Chapter 7-07 was re-codified as section 8-08-09 in 2016.]**

### **~~Section 7-07-01. Restoration of property upon removal or demolition of buildings.~~**

~~Within ten days of removal or demolition of any building or structure within the city, the premises vacated shall be restored as follows:~~

- ~~1. All materials and debris, including sidewalks, driveways, basement foundations and floors, shall be removed and hauled away and shall not be buried or covered upon the premises.~~
- ~~2. Water and sewer lines and all other public utility services shall be cut and removed from the site and shall be capped at the main within the adjoining public right of way as directed by Valley City Public Works or other entity providing such service.~~
- ~~3.1. All excavations on private property shall be packed with clay and topped with six inches of black dirt and seeded to grass.~~

## **CHAPTER 7.1-05. FRANCHISES**

### **Section 7.1-05-01. Franchises required.**

Except as otherwise provided by law, no person, firm or corporation shall place or maintain any permanent or semipermanent fixtures in, over, upon or under any street, alley, sidewalk or other public right of way or public place for the purpose of providing a public utility or for any other service in the city, without a franchise therefor from the city. A franchise shall be granted only by ordinance, which shall not be an emergency ordinance. Every ordinance granting a franchise shall contain all the terms and conditions of the franchise. The grantee shall bear the costs of publication of the franchise ordinance and shall make a sufficient deposit with the clerk to guarantee publication before the ordinance is passed.

### **Section 7.1-05-02. Term.**

No franchise shall be granted for a term exceeding 20 years.

### **Section 7.1-05-03. Public hearings.**

Before any franchise ordinance is adopted or any fees therefore are fixed by the Board of City Commissioners, the Board shall hold a public hearing on the matter. Notice of such hearing shall be published once each week for two successive weeks, the first publication to be no less than 20 days prior to the date of the hearing.

### **Section 7.1-05-04. Regulatory powers of the board of city commissioners.**

All franchises shall be subject to the rules and regulations promulgated by the board of city commissioners in the enacting ordinance and any other ordinance applicable thereto. If any franchise shall violate any provision of any

ordinance of the city, such franchisee may be proceeded against for any fine or penalty imposed thereby, and the franchise may be revoked, or forfeited, in the discretion of the board of city commissioners.

#### **Section 7.1-05-05. Non-transferability.**

No franchise shall be assigned or transferred without first making applications to and receiving the approval of the board of city commissioners.

#### **Section 7.1-05-06. Non-exclusivity.**

No franchise granted by the board of city commissioners shall be exclusive, except as provided by the Public Service Commission.

## **CHAPTER 7.1-0608. WIRELESS TELECOMMUNICATIONS FACILITIES IN PUBLIC RIGHT-OF-WAY**

### **Section 7.1-0608-01. Purpose.**

The provisions of this chapter shall be known as the small cell facilities regulations. It is the purpose of these provisions to develop standards and siting criteria, and to establish removal procedures. It is further the purpose of these provisions:

1. To establish regulations and siting standards for small cell wireless communication facilities (SCFs), whether in the public right-of-way or on other public or private property, in a manner that will protect the public's health, safety, and welfare and maintain the aesthetic integrity of the community;
2. To facilitate the provision of wireless communication services;
3. To provide regulations which are specifically not intended to, and shall not be interpreted or applied to: (1) prohibit or effectively prohibit the provision of wireless services; (2) unreasonably discriminate among functionally equivalent service providers; or (3) regulate wireless communication facilities and wireless transmission equipment on the basis of the environmental effects of radio frequency emissions to the extent that such emissions comply with the standards established by the Federal Communications Commission.

### **Section 7.1-0608-02. Definitions.**

As used in this chapter, the following terms shall have the meanings set forth below:

*Antenna.* Any communications equipment that transmits or receives electromagnetic radio frequency signals used in the provision of wireless services. This definition does not include broadcast radio or television antennas, antennas designed for amateur radio use, or satellite dishes for residential or household purposes.

*Applicant.* Any person who submits an application as or on behalf of a wireless provider.

*City.* The City of Valley City, North Dakota.

*Collocation.* The mounting or installation of an antenna or a small cell facility on a pre-existing utility pole or SCF support structure and/or modifying a utility pole or SCF support structure for the purpose of mounting or installing an antenna or SCF on that utility pole or SCF support structure in order to transmit and/or receive radio frequency signals for communications purposes.

*Department.* The Public Works Department of the city.

*FCC.* The Federal Communications Commission.

*Height.* The vertical distance measured from the base of the structure at grade to the highest point of the structure, including the antenna.

*Network interface device.* The telecommunications demarcation and test point separating the wireless facility and the wireline backhaul facility.

*Person.* An individual, corporation, limited liability company, partnership, association, trust, or other entity or organization, including the city.

*Public right-of-way or right-of-way or ROW.* The surface and space above and below any street, sidewalk, avenue, boulevard, alley, lane, easement, right-of-way, highway or thoroughfare open for public use in which the city has an interest in law or equity, whether held in fee, or other estate or interest, or as a trustee for the public.

*Small cell facility or SCF.* A wireless facility that either meets both of the following qualifications or is within a stealth design that is consistent with the design guidelines:

1. Each antenna is located inside an enclosure of no more than three cubic feet in volume or, in the case of an antenna that has exposed elements, the antenna and all of its exposed elements could fit within an enclosure of no more than three cubic feet; and
2. Each wireless provider's equipment shall be no larger than 28 cubic feet in volume. The following associated equipment may be located outside of the primary equipment enclosure and, if so located, is not included in the calculation of equipment volume: electric meters, concealment measures, network interface device, underground enclosures, back-up power systems, grounding equipment, power transfer switch, cut-off switches, cable, conduit, and vertical cable runs for the connection of power and other services, and any equipment concealed from public view within or behind an existing structure or concealment.
3. The facility is mounted (i) on a utility pole or SCF support structure 50 feet or less in height including antennas; (ii) on a utility pole or SCF support structure no more than ten percent taller than other adjacent structures of substantially similar design; or (iii) on an existing utility pole or SCF support structure where the facility does not extend the height of the utility pole or SCF support structure on which it is to be located to a height of more than the greater of either 50 feet or the height of such utility pole or SCF support structure plus ten percent.

*Small cell facility permit.* A permit authorizing the installation, construction, and maintenance of a small cell facility.

*Small cell facility support structure or SCF support structure.* A structure, such as a monopole; tower, either guyed or self-supporting; billboard; building; or other existing or proposed structure designed to support or capable of supporting SCFs. Such term does not include a utility pole.

*Stealth design.* Any SCF that is integrated as an architectural feature of a utility pole or changes a support structure design so that the purpose of the utility pole or SCF support structure for providing wireless services is not as readily apparent. This includes the ability of SCFs to blend into the neighborhood environment at a given location and camouflage or conceal the SCF subject to applicable law.

*Superintendent.* The superintendent of the department.

*Utility pole.* A pole or similar structure that is or may be used in whole or in part to facilitate telecommunications, electric distribution, lighting, traffic control, signage, or to carry lines, cables, or other similar function, or for location or collocation of small cell facilities. Such term does not include a SCF support structure.

*Wireless facility.* Equipment at a fixed location that enables wireless services between user equipment and a communications network, including (i) equipment associated with wireless communications; (ii) radio transceivers; (iii) antennas; (iv) coaxial or fiber optic cable located on a utility pole or SCF support structure or immediately adjacent to the utility pole or SCF support structure or directly associated with equipment located on the utility pole or SCF support structure; (v) regular and backup power supplies and rectifiers; and comparable equipment, regardless of technological configuration. The term includes SCFs but does not include (i) the structure or improvements on, under, or within which the equipment is collocated; or (ii) wireline backhaul facilities.

*Wireline backhaul facility.* An above-ground or underground wireline facility used to transport communications data from a wireless facility network interface device to a network.

*Wireless infrastructure provider.* A person that builds or install wireless facilities or utility poles or SCF support structures, but not a wireless services provider.

*Wireless provider.* A wireless infrastructure provider or a wireless services provider.



*Wireless services.* Any services, using licensed or unlicensed spectrum, including the use of WiFi, whether at a fixed location or mobile, provided to the public; but not including WiFi provided to patrons of a business using equipment such as a modem located entirely within the premises of the business.

*Wireless services provider.* A person who provides wireless services.

### **Section 7.1-0608-03. Applicability.**

1. *Permit processing:* For all SCF installation types, including new and replacement utility poles and SCF collocations to existing SCF support structures or existing utility poles, the department shall issue permits in accordance with the terms and procedures set forth in this chapter.
2. *Zoning exemption:* All SCF installations shall be exempt from general zoning restrictions unless a provision of such zoning code is explicitly cited by a section of this chapter.
3. *Exempt activities:* An application shall not be required for (i) routine maintenance; or (ii) the replacement of an SCF, utility pole, or SCF support structure which was previously approved pursuant to this chapter with another SCF, utility pole, or SCF support structure that is the same or substantially similar.

### **Section 7.1-0608-04. Siting and collocation criteria.**

1. SCFs shall:
  - a. Be located on existing structures, such as utility poles or SCF support structures; or
  - b. Be located on public property and structures if the controlling public entity agrees to the placement.
2. Application to collocate SCFs at locations other than those listed in subsection 1. may not be approved administratively. However, if an applicant certifies that it is not technically feasible, economically feasible, or places an undue burden to collocate an SCF at a location designated in subsection (1), the applicant may request a special review of the application as provided under subsection 7-08-05(3). Such certification shall include a written statement indicating the reasons why said location is not feasible.

### **Section 7.1-0608-05. Small cell facility permits.**

1. *Permit required.* An SCF permit shall be required to install any SCF, utility pole, or SCF support structure. Applications for an SCF permit shall be considered and approved pursuant to the provisions of this section. An SCF permit shall be deemed to include all other municipal permits which may be necessary to place and construct an SCF, utility pole, or SCF support structure as represented in an approved application. The granting of an SCF permit pursuant to this chapter is not a grant of any franchise. All applications shall first be reviewed administratively and then, if not eligible for administrative approval, may be considered via the special review process.
2. *General review provisions.*
  - a. *Review period:* The department must approve or deny all SCF permit applications pursuant to this chapter (i) within 90 days after the date an application is filed for an SCF permit application to place a new utility pole or SCF support structure, or (ii) within 60 days after the date an application is filed for collocation of an SCF. If approved, the permit shall be issued on or before day 90 or 60.
  - b. *Tolling of review period:* An applicant and the department may mutually agree in writing to toll the applicable review period at any time.
  - c. *Final decision.* By the end of the applicable review period, the city must advise the applicant in writing of its final decision. If the final decision is to deny the application, the final decision shall state the basis for denial, including specific code provisions on which the denial is based.
  - d. *Nondiscrimination:* The department shall process all applications under this chapter in a nondiscriminatory manner.
3. *Small cell facility permit process.*
  - a. *Administrative review process:* An application submitted pursuant to this subsection shall be reviewed as follows:

- i. *Submission of application:* Applicant shall submit a complete SCF application accompanied by any corresponding application fee to the department.
  - ii. *Review for completeness:* The department shall review the application for completeness following submittal. The department must provide a written notice of incompleteness to the applicant within ten days of receipt of the SCF permit application, clearly and specifically delineating all missing information. Information specified in a notice of incompleteness shall be limited to that which is relevant to the approval or denial of an application under this chapter. Applicant shall then submit all information specified in the notice of incompleteness. The applicable review period shall restart at zero on the date the applicant provides the missing information to complete the application. For subsequent determinations of incompleteness, the applicable review period shall be tolled if the department provides written notice within ten days that the supplemental submission did not provide the information identified in the original notice delineating missing information. The applicable review period will continue, and shall not restart at zero, on the date the applicant provides the missing information identified in a subsequent incompleteness review.
  - iii. An application may not be approved via the administrative review process unless the proposed SCF, utility pole, or SCF support structure meets all applicable location and design requirements of this chapter. An application shall be approved via the administrative review process if the proposed SCF, utility pole, or SCF support structure meets all applicable location and design requirements of this chapter.
- b. *Special review process:*
- i. An applicant may request a special review of an application which is not eligible for administrative approval due to not meeting the applicable location or design requirements of this chapter and where compliance with said requirements is not technically feasible, economically feasible, or poses an undue burden.
  - ii. Special reviews shall be conducted by the Board of City Commissioners in a public meeting. The review hearing and final decision shall take place within the applicable 60- or 90-day review period which shall begin on the date a complete application is submitted to the department.
  - iii. The Board must approve, by majority vote, an SCF application upon finding that the proposed installation has no reasonable alternative which better fits the location and design requirements of this chapter. The Board shall deny an application which does have a reasonable alternative which better fits the location and design requirements of this chapter. For an alternative to be reasonable, the alternative must be technically feasible, economically feasible, and must not impose an undue burden.
  - iv. After the Board has made a determination on an SCF application, the Department shall issue an SCF permit if the application was approved. If denied, the Department shall provide a notice of final decision including the grounds upon which the Board denied the application.

4. *Small cell facility permit applications.*

- a. *Application form:* The Director shall designate or develop an application form for an SCF permit. An applicant may include requests for new or replacement utility poles or SCF support structures. The Director shall allow for applications to be consolidated pursuant to this section. Each applicant must submit a complete application for each permit desired.
- b. *Consolidated applications:* Each SCF permit request in a consolidated application shall be considered individually.
- c. All applications for the placement of an SCF, including modification or construction of a utility pole or SCF support structure submitted under this chapter shall include the following:
  - i. *Photo simulations.* A photo simulation of a reasonably representative installation type that includes to-scale visual simulations that show unobstructed before-and-after construction daytime views from at least two angles, together with a map that shows the location of the proposed installation, including all equipment. A separate set of such materials shall be required for any design which is materially different.
  - ii. *Noise study.* A noise study for the SCF if (i) requested by the city, (ii) the application proposes to utilize equipment which may produce a persistent or chronic audible tone that may be heard within any occupied building.

- iii. *Radio frequency (RF) emissions compliance.* Whereas the FCC has exclusive jurisdiction to establish radio frequency emission safety standards, the city may only require a written report or statement, signed and sealed by a North Dakota licensed engineer or signed by a competent employee of the applicant, which explains compliance with the RF emissions limits established by the FCC.
- iv. *Utility pole or SCF support structure inspection.* For collocations or modifications to existing utility pole or SCF support structure, applicant shall inspect the structure to which a proposed SCF would be attached and determine, based on a structural engineering analysis by a North Dakota registered professional engineer, the suitability of the pole or structure for the applicant's purposes. The structural engineering analysis shall be submitted to the Department and shall certify that the utility pole or SCF support structure can reasonably support the proposed SCF.
- v. *New and replacement utility poles and SCF support structures.* For new and replaced utility poles and SCF support structures, applicant shall submit foundation drawings demonstrating the foundation and new or replacement utility pole or SCF support structure can reasonably support the SCF.
- vi. *Design justification.* A clear and complete written analysis that explains how the proposed design complies with the applicable design standards under this section. A complete design justification must identify all applicable design standards under this chapter and provide a factually detailed reason why the proposed design either complies or cannot feasibly comply.
- vii. *Site plan.* A site plan clearly indicating the location, type, height and width of the proposed pole, on-site land uses and zoning, adjacent land uses and zoning, distances to nearby objects, structures, and property lines, adjacent roadways, proposed means of access, utility runs, and other information which may uniquely impact the SCF's fitness for a particular site.
- viii. *Aesthetic compliance summary.* An explanatory statement of aesthetic considerations and requirements factored into applicant's design such as stealthing, finishing, fencing, landscaping, or other elements which may impact the visual appeal of the SCF.
- ix. A clear and complete written statement of purpose which shall minimally include: (i) a description of the technical objective to be achieved; (ii) a to-scale map that identifies the proposed site location and the targeted service area to be benefited by the proposed project; and (iii) full-color signal propagation maps.

5. *General standards.*

- a. *Utility pole design:* An existing utility pole may be replaced or extended to accommodate small cell facilities subject to the following requirements:
  - i. *Replacement and new utility poles:* Replacement utility poles shall be substantially similar to the width, color, and material of the original or adjacent utility poles. The city may approve minor deviations up to the minimum additional height needed to allow for the required clearance from electrical wires to accommodate an antenna or antennas and may also approve minor deviations up to 50 percent of the pole width at its base, not to exceed 30 inches, when housing equipment is placed within the pole base. Replacement utility poles shall be located as close as possible to the existing utility pole, and the replaced utility pole shall be removed. Replacement street lights and poles shall conform to the adopted streetscape design standard for the zoning district. New utility poles shall mimic the design of a replacement utility pole that is most suitable for the proposed location.
  - ii. *Replacement and existing utility pole height:* The height of any antennas at the top of a replacement or existing utility pole or any pole extender, shall be no higher than the greater of either 50 feet or the height of such utility pole or SCF support structure plus ten percent.
  - iii. *Equipment concealed:* Whenever technically feasible, antennas, cabling, and equipment shall be fully concealed within a pole, or otherwise camouflaged to appear to be an integrated part of a pole.
  - iv. *Flush-mounting and pole-top antennas:* When technically feasible, antennas will be flush-mounted on a pole, which means either: (i) mounted directly to the pole with no gap other than that which may be required for screws, bolts, or similar hardware; (ii) located at the top of the pole; or side mounted by mounted arm as needed for required clearance. Canisters attached to the top of a pole shall not exceed the diameter of the pole, unless technically required, and then shall not be more than 50 percent greater than the diameter of the pole at the point of attachment or up to 16 inches in diameter, whichever is greater.
  - v. *Antenna design:* Each antenna shall be located in an enclosure of no more than three cubic feet in

- volume, or in case of an antenna that has exposed elements, the antenna and all of its exposed elements could fit within an enclosure of no more than three cubic feet.
- vi. *No illumination:* Small cell facilities shall not be illuminated except for small status LEDs installed by the manufacturer. Such LEDs may not be of a nature which is likely to distract a vehicle or pedestrian due to brightness, size, blinking, other similar condition, or any combination thereof.
  - vii. *Generators and battery backup:* Generators are not permitted for small cell facilities. A battery backup may be permitted if it is concealed consistent with the provisions of this chapter.
  - viii. *Cabinet location and dimensions:* Any equipment cabinet for a small cell facility shall utilize the smallest cabinet enclosure that is technically feasible to enclose the equipment. Disconnect switches may be located outside of the primary equipment cabinet.
  - ix. *Painting, coating, or finish material:* The exterior of an SCF shall be painted, coated, or be of a material which draws minimal attention from an observer. For example, an SCF painted in blaze orange or safety green is highly likely to draw attention and be distracting. An SCF finished with polished aluminum is more likely to be distracting than an SCF finished with matte grey paint.
- b. *Ground-mounted equipment:* To allow full use of the public rights-of-way by pedestrians, bicyclists, and other users, all ground-mounted equipment, excluding antennas, shall to the extent feasible be either (i) undergrounded, (ii) incorporated into street furniture, or (iii) concealed in the base of a pole, and in all cases shall comply with the Americans with Disabilities Act (ADA), city construction standards, and any applicable state or federal regulations in order to provide clear and safe passage within the public right-of-ways. The location of any ground-mounted equipment shall also comply with the Americans with Disabilities Act (ADA), City Construction Standards, and any applicable state or federal regulations in order to provide clear and safe passage within the public rights-of-way.
- c. *Building-mounted small cell facilities:* Antennas may be mounted to a building if the antennas do not interrupt the building's architectural theme.
- i. *Balanced design:* Small cell facilities attached to the side or roof of buildings shall employ a symmetrical, balanced design for all façade-mounted antennas. Subsequent deployments on a structure's exterior will be required to ensure consistent design, architectural treatment and symmetry with any existing small cell facilities on the same side of the structure.
  - ii. *Architectural preservation:* The interruption of architectural lines or horizontal or vertical reveals is prohibited unless demonstrated to be unavoidable.
  - iii. *Complementary architecture:* New architectural features, such as columns, pilasters, corbels, or other ornamentation that conceal an antenna or antennas, may be used only if the new feature complements the architecture of the existing building.
  - iv. *Mounting brackets:* Small cell facilities shall utilize the smallest mounting brackets necessary in order to provide the smallest offset from the building.
  - v. *Concealment:* Skirts or shrouds shall be utilized on the sides and bottoms of antennas in order to conceal mounting hardware, create a cleaner appearance, and minimize the visual impact of the antennas. Exposed conduit, cabling and wiring is prohibited.
  - vi. *Matching paint:* Small cell facilities, and all visible mounting hardware, shall be painted and textured to match adjacent building surfaces.
  - vii. *Permission:* All installations of a small cell facility shall have permission from the utility pole or SCF support structure owner to install the small cell facility on such utility pole or SCF support structure. Nothing in this section affects the need for an applicant seeking to place a small cell facility on a utility pole or SCF support structure that is not owned by the city to obtain from the owner of the utility pole or SCF support structure any necessary authority to place the small cell facility, nor shall any provision of this section be deemed to affect the rates, terms, and conditions for access to or placement of a small cell facility on a utility pole or SCF support structure not owned by the city. This section does not affect any existing agreement between the Department and an entity concerning the placement of small cell facilities on any city-owned utility pole or SCF support structure.
- d. *Preferred projecting or marquee sign:* Small cell facilities replicating a projecting or marquee sign must comply with the city's sign regulations. All antennas shall be completely screened by the façade of the sign. All cables and conduit to and from the sign shall be routed from within a building wall. Cable coverings may be allowed on the exterior of the building wall in limited circumstances and in situations where the coverings are minimally visible and concealed to match the adjacent building surfaces.

- e. *Parking lot lighting:* Small cell facilities are permitted as attachments to or replacements of existing parking lot light fixtures. The design of the parking lot light fixture shall be in accordance with applicable Municipal Code and Construction Standards, except that a pole extender up to five feet in height may be utilized.
- f. *Purely aesthetic standards:* To the extent that a requirement is purely aesthetic, an SCF applicant shall not be required to meet a more burdensome standard than other users of the right-of-way. Other users of the right-of-way shall meet the purely aesthetic standards of this chapter for new or replacement deployments to the extent which is technically and economically feasible. The Superintendent or City Engineer, with approval of the City Administrator, may adopt additional aesthetic standards consistent with this chapter; however, such requirements shall be (i) reasonable, (ii) no more burdensome than for other types of infrastructure deployments, and (iii) objective and published in advance.

## **Section 7.1-0608-06. Permit conditions.**

1. A permittee shall comply with all applicable law, including, but not limited to, applicable historic preservation ordinances of the city and utility undergrounding requirements.
2. Issuance of any permit pursuant to this chapter shall not confer any ownership rights in the public right-of-way.
3. No permittee may construct, operate, place, locate, or maintain any small cell facility so as to interfere with the use of the public right-of-way by the city, the general public, or any other persons authorized to use or be present in or upon the public right-of-way.
4. No permittee or affiliate thereof shall take any action or cause any action to be done which may impair or damage any ROW, or other property located in, on or adjacent thereto. Any and all public right-of-way, public property, or private property that is disturbed or damaged by the permittee or affiliate thereof during the construction, operation, maintenance, or repair of a small cell facility shall be promptly repaired by permittee. In the event permittee fails to make such repairs within a reasonable time period, the city may complete or cause to be completed the repair work and bill the actual and reasonable costs to the permittee. Public property, private property, and public right-of-way must be restored to as good a condition as before the disturbance or damage occurred to the reasonable satisfaction of the city.
5. In the event of an unexpected repair or emergency, the owner of a small cell facility may commence such repair and emergency response work as required under the circumstances, provided it shall notify the city promptly before such repair or emergency work, or the next day thereafter if advance notice is not practicable.
6. Each permittee shall maintain its facilities in good and safe condition and in a manner that complies with all applicable federal, state, and local requirements. Permittee shall be responsible for all electrical or other utility costs associated with operating each installed SCF.
7. Every small cell facility shall be subject to the right of periodic inspection by the city, after notification to the small cell facility owner. Each operator must respond to requests for information regarding its system and plans for the system as the city may from time to time issue, including requests for information regarding its plans for construction, operation and repair of the public right-of-way.
8. The city retains the right and privilege, after notifying the small cell facility owner, to move any small cell facility located within the public right-of-way as the city may determine to be necessary, in response to any public health or safety emergency.
9. To the extent permitted by North Dakota law, the city shall not be liable for any damage to any small cell facility within the public right-of-way as a result of or in connection with any public works, public improvements, construction, excavation, grading, filling, or work of any kind in the public right-of-way by or on behalf of the city, except to the extent such damage is due to or caused by the city's negligence or willful misconduct.
10. Restoration shall comply with the following:
  - a. When a permittee, or any person acting on its behalf, does any work in or affecting any public right-of-way, it shall, at its own expense, promptly remove any obstructions therefrom and restore such right-of-way or property to the same, or better than the, condition which existed before the work was undertaken. As used in this section, "promptly" shall mean as soon as required by the city in the reasonable exercise of the city's discretion.

- b. If weather or other conditions do not permit the complete restoration required hereunder, the permittee shall temporarily restore the affected right-of-way or property. Such temporary restoration shall be at the permittee's sole expense, and the permittee shall promptly undertake and complete the required permanent restoration when the weather or other conditions no longer prevent such permanent restoration.
  - c. A permittee or other person acting on its behalf shall use suitable barricades, flags, flagmen, lights, flares and other measures as required for the safety of all members of the general public and to prevent injury or damage to any person, vehicle or property by reason of such work in or affecting the right-of-way.
  - d. Restoration and repair work shall be the responsibility of the permittee for two years after completion thereof. Such work shall be limited to further restoration or repairs arising out of deficient completion of the initial work but shall not include further restoration or repairs arising out of events not related to the initial completion of the work.
11. The site and small cell facilities and SCF support structures, including all landscaping, fencing and related transmission equipment must be maintained at all times in a neat and clean manner and in accordance with all approved plans. This includes, but is not limited to, mowing, weeding and trimming.
12. All graffiti on small cell facilities must be removed at the sole expense of the permit holder after notification by the city to the owner or operator of the small cell facilities.
13. Certificate of completion.
- a. A certificate of completion will only be granted upon satisfactory evidence that the SCF was installed in substantial compliance with the approved plans and photo simulations.
  - b. If it is found that the SCF installation does not substantially comply with the approved plans and photo simulations, the applicant shall make any and all such changes required to bring the SCF installation into compliance within the timeframe established by the municipality. Failing to obtain a certificate of completion within the applicable timeframe shall cause a permit to be revoked.
14. Compliance: All small cell facilities must comply with all standards and regulations of the FCC and any state or other federal government agency with the authority to regulate small cell facilities.
15. Applicant insurance. Each applicant shall secure and maintain liability insurance policies, as accepted by the city, insuring the applicant and including the city, and its elected and appointed officers, officials, boards, commissions, agents, representatives, and employees as additional insureds, as their interest may appear under this section except workers compensation and employer's liability, which insurance shall be maintained during and for one year after termination of the permit. Expected coverage shall be the same or substantially similar to the following:
- a. General liability insurance with limits of:
    - i. \$5,000,000.00 per occurrence for bodily injury (including death); and
    - ii. \$2,000,000.00 for property damage resulting from any one accident; and
    - iii. \$5,000,000.00 general aggregate including premise-operations, products/completed operations, and explosion, collapse and underground hazards.
  - b. Automobile liability for owned, non-owned and hired vehicles in the amount of \$2,000,000.00 combined single limit for each accident for bodily injury and property damage.
  - c. Worker's compensation within state statutory limits and employer's liability insurance with limits of \$1,000,000.00 each accident/disease/policy limit.
  - d. Upon receipt of notice from its insurer(s), applicant shall provide city with 30 days prior written notice of cancellation of any required coverage.
  - e. The applicant shall obtain, furnish to the city replacement insurance policies meeting the requirements of this section.
16. Financial assurance. Upon the approval of an SCF application, the permittee shall post a bond, letter of credit, or other form of surety acceptable to the city.
- a. The purpose of such financial assurance shall be to:
    - i. Provide for the removal of abandoned or improperly maintained SCFs, including those that the city

- ii. Restoration of the ROW in connection with removals as provided for in this chapter; or
  - iii. Recoup rates or fees that have not been paid by the permittee in over 12 months, so long as the permittee has received reasonable notice from the city of any of the non-compliance listed above and an opportunity to cure.
- b. The amount of the financial assurance shall be \$200.00 per approved SCF permit. For permittees with multiple SCFs within the city, the total amount of financial assurance across all facilities may not exceed \$10,000.00, which amount may be combined into one surety instrument.

#### **Section 7.1-0608-07. Relocation.**

All small cell facilities shall be constructed and maintained so as not to obstruct or hinder the usual travel on or safety of the public right-of-way or obstruct any legal use of the city's right-of-way or uses of the right-of-way by utilities or other providers. If, in the reasonable determination of the city, a small cell facility needs to be relocated for reasons of public health, safety or welfare, or ROW maintenance or construction projects, then the small cell facility shall be relocated at the owner's or operator's expense. If the owner or operator of the small cell facility fails to complete any relocation as required by the city within 90 days of mailing of written notice, the city may commence and complete the relocation and charge the owner or operator of the small cell facility for the actual and reasonable costs of the relocation, including reasonable any attorneys' fees and expenses.

#### **Section 7.1-0608-08. Removal of abandoned small cell facilities, utility poles, and other SCF support structures.**

Any SCF, utility pole or other SCF support structure that is not operated for a continuous period of 12 months or is no longer authorized by a small cell facility permit or other permit shall be considered abandoned, and the owner of such SCF, utility pole or other SCF support structure shall so notify the city in writing and remove the same within 90 days of giving notice to the city of such abandonment. Failure to remove an SCF, utility pole, or other SCF support structure within said 90 days shall be grounds for the city to remove the SCF, utility pole, or SCF support structure, at the owner's expense, including all costs and reasonable attorneys' fees.

If there are two or more users of a single utility pole or SCF support structure, then these provisions shall not become effective until all users cease using the utility pole or SCF support structure.

#### **Section 7.1-0608-09. General indemnification.**

In addition to and distinct from the insurance requirements of this chapter, each applicant hereby agrees to defend, indemnify and hold harmless the city and its officers, officials, boards, commissions, employees, agents and representatives from and against any and all damages, losses, claims and expenses, including reasonable attorneys' fees and costs of suit or defense, arising out of, resulting from or alleged to arise out of or result from the acts, omissions, failure to act or misconduct of the applicant or its affiliates in the construction, installation, operation, maintenance, repair, removal or replacement of the SCF. This section shall not require the applicant to indemnify or hold harmless the city for any losses, claims, damages, and expenses arising out of or resulting from the negligence or willful misconduct of the city.

#### **Section 7.1-0608-10. Appeal process.**

If a permit is denied in the administrative review process, then the applicant may appeal that decision to the Board of City Commissioners for further consideration. Nothing in this section is intended to require exhaustion of administrative remedies or otherwise prevent an applicant from proceeding directly to court or to the Federal Communications Commission.

#### **Section 7.1-0608-11. Application fees and rates.**

1. *Application fees.* A permit for SCF including a utility pole or SCF structure shall be limited to \$500.00 for up to five SCFs, and \$100.00 for each additional SCF on the application.
2. *Recurring fees.* A wireless provider authorized under this chapter to place SCFs and any related utility pole or SCF support structure in the ROW shall pay to the city an annual ROW access fee of up to \$270.00 per site per year to



cover all recurring fees, including the cost of ongoing monitoring of each site for compliance with the terms of this chapter and for the health, safety, and welfare of the general public, and for the attachment of SCF's to city-owned or controlled utility poles or SCF support structures. Recurring fees shall be paid annually in accordance with the city's standard billing or invoicing procedures, as the case may be. The City Council shall establish and adjust recurring fee rates by resolution.

3. The application fee and the recurring fees under this section shall be the sole compensation that the wireless provider shall be required to pay the city. However, the rates of either the application fee or the recurring fees may be increased due extreme circumstances but in no case may such fees exceed a reasonable approximation of the city's actual and reasonable costs. In addition, such fees must be objectively reasonable, and no higher than charged to similarly-situated competitors in similar situations.

**Section 3. Repeal.** Chapter 15-06 of the Valley City Municipal Code is repealed.

**Section 4. Repeal.** Section 17-04-23 of the Valley City Municipal Code is repealed.

**Section 4.** Any ordinances of the City of Valley City which are in conflict with this ordinance are hereby repealed.

**Section 5.** Should any part of this ordinance be declared unconstitutional or invalid, the remaining portion thereof will remain in full force and effect.

**Section 6. Effective Date.** This ordinance shall be in full force and effect from and after its final passage and approval.

ATTEST:

---

Dave Carlsrud, President of the Board of City  
Commissioners, City of Valley City

---

Brenda Klein, Finance Director

Introduction and First Reading:

Second Reading, Final Approval, and Effective Date:

# ORDINANCE NO. 1170

**An ordinance to amend and reenact Chapter 11-08 of the Valley City Municipal Code related to zoning nonconformities.**

BE IT ORDAINED BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF VALLEY CITY, BARNES COUNTY, NORTH DAKOTA, PURSUANT TO THE HOME RULE CHARTER OF THE CITY OF VALLEY CITY, NORTH DAKOTA:

**Section 1. Amendment.** Chapter 11-08 of the Valley City Municipal Code is amended and reenacted as follows:

## CHAPTER 11-08. NONCONFORMITIES

### Section 11-08-01. Overview.

The regulations of this section establish regulations that govern uses, structures, lots and other current circumstances that came into being lawfully but that do not conform to one or more requirements of this Zoning Ordinance. The regulations address nonconforming uses, nonconforming structures and nonconforming lots.

1. *Policy.* It is the general policy of the city to allow uses, structures or lots that came into existence legally and in conformance with then-applicable requirements but that do not conform to all of the applicable requirements of this Zoning Ordinance may continue to exist and be put to productive use, but to bring as many aspects of such use into conformance with current Zoning Ordinance as is reasonably practicable, all subject to the limitations of this section. The limitations of this section are intended to recognize the interests of the property owner in continuing to use the property but to control the expansion of the nonconformity and to control re-establishment of abandoned uses and limit re-establishment of buildings and structures that have been substantially destroyed.
2. *Authority to continue.* Nonconformities shall be allowed to continue in accordance with the regulations of this section.
3. *Determination of nonconformity status.* The burden of establishing that a nonconformity lawfully exists is the owner's burden, not the city's.
4. *Repairs and maintenance.* Repairs and normal maintenance required to keep nonconforming uses, structures and lots in a safe condition are permitted, provided that no alterations may be made except those allowed by this section or required by law or ordinance.
5. *Change of tenancy or ownership.* Changes of tenancy, ownership or management of an existing nonconformity are permitted, provided that no changes in the nature or character, extent or intensity of such nonconformity may occur except those allowed by this section.
6. *Certification required. A legal nonconforming use may only continue if a use and occupancy permit is issued after the City Planner or Planning and Zoning Commission certifies the use is a legal nonconformity in accordance with the procedures and standards of this chapter and evidence of such certification is filed with the County Recorder. Nonconforming lots and structures are exempt from the certification requirements.*

## **Section 11-08-02. Nonconforming uses.**

Nonconforming uses shall be subject to the following standards:

1. *Extension or enlargement.* No nonconforming use may be enlarged, expanded or extended to occupy a greater area of land or floor area than was occupied on May 16, 2017, and no additional accessory use, building or structure may be established on the site of a nonconforming use. This provision notwithstanding, the extension of a lawful use to a portion of a nonconforming building which existed prior to the enactment of this Zoning Ordinance shall not be deemed the extension of such nonconforming use.
2. *Relocation.* No nonconforming use may be moved in whole or in part to any other portion of such parcel nor to another lot unless the use will be in conformance with the use regulations of the district into which it is moved.
3. *Discontinuance and abandonment.* If a nonconforming use ceases or has been discontinued for any reason for a period of more than 12 consecutive months, the subsequent use of such parcel or lot must conform to the regulations and provisions set by this Zoning Ordinance for the district in which such parcel or lot is located.
4. *Damage or destruction.* If a structure devoted in whole or in part to a nonconforming use is damaged or destroyed by any means, to the extent of less than 50 percent of its structural value prior to the damage it shall be permitted to be restored. If a structure devoted in whole or in part to a nonconforming use is damaged or destroyed by any means, to the extent of more than 50 percent of its structural value prior to the damage, that structure shall be permitted to be restored provided that:
  - a. The structure and the use thereof thereafter complies with all regulations of the zoning district in which it is located;
  - b. The structure and use as restored will be substantially similar to a:
    - (i) Previously issued conditional use permit,
    - (ii) Building permit, or
    - (iii) Variance allowing the nonconforming use; or
  - c. A conditional use permit or variance as appropriate is granted. The determination of reduced structural valuation shall be made by the city. If the damage or destruction represents 50 percent or less of the structure's value prior to the damage, repair and restoration is allowed, provided that a building permit must be obtained within six months of the damage and restoration must begin within one year of the date of damage.
5. *Change in use.*
  - a. A nonconforming use, once changed to a conforming use or less intensive nonconforming use, may not revert back to a less conforming use.
  - b. A nonconforming use may be changed to a new use, provided that the new use must be of the same general character or of a less intensive character (and thus more closely conforming) than the existing, nonconforming use. The determination of whether a proposed use is a conforming use or is less intensive shall be made by the city.
6. *Cessation.* Notwithstanding any other provisions of this Zoning Ordinance, any automobile wrecking yard or other junk yard in existence in any residential zoning district at the date of enactment of this Zoning Ordinance shall be at the expiration of three years from such date become a prohibited and unlawful use and shall be discontinued.

7. *Zoning district change.* Whenever the boundaries of a zoning district shall be changed so as to transfer an area from one district to another district of a different classification, the foregoing provisions shall also apply to any nonconforming uses existing therein.

#### **Section 11-08-03. Nonconforming lots.**

A lot shown on an approved and recorded subdivision plat on May 16, 2017, or a parcel shown on the assessor's records as a separate parcel on May 16, 2017, may be occupied and used although it may not conform in every respect with the lot size and width standards of this Zoning Ordinance, subject to the provisions of this section.

1. *Vacant Lot.* If the lot or parcel was vacant on May 16, 2017, then the owner may use the property for any uses allowed in the underlying zoning district, provided that the use must comply with applicable dimensional requirements to the maximum extent practicable. If the applicable zoning district permits a variety of uses or a variety of intensities of uses and one or more uses or intensities would comply with applicable dimensional requirements while others would not, then only the uses or intensities that would comply with the applicable dimensional standards shall be permitted.
2. *Lot with building or structure.* If the lot or parcel contains a building or structure on May 16, 2017, then the owner may continue the use of that building or structure and may expand the structure provided that the expansion is in compliance with all applicable Zoning Ordinance standards. If the structure is removed or destroyed, any structure that is reconstructed must comply with all applicable land use and dimensional requirements.
3. *Lot merger.* If the lot or parcel is smaller than would otherwise be required by this Zoning Ordinance and such lot or parcel is at any time on or after May 16, 2017, under common control with an adjacent lot or parcel, then the two lots shall be considered merged for purposes of this Zoning Ordinance and shall in the future be considered together for purposes of determining compliance with the Zoning Ordinance. If the merged lots or parcels contain sufficient area for the actual or proposed use, then they shall be deemed fully conforming. If the merged lots or parcels together do not contain sufficient area for the actual or proposed use, they shall nonetheless be considered together for purposes of reducing the degree of nonconformity.

#### **Section 11-08-04. Nonconforming structures.**

Nonconforming structures shall be subject to the following standards:

1. *Unsafe structures.*
  - a. Unsafe structure or portion thereof declared unsafe by a proper authority may be restored to a safe condition.
  - b. *Alterations.* A nonconforming building shall be permitted to be reconstructed or structurally altered during its life to an extent less than the aggregate cost of 50 percent of the fair value of the building. A nonconforming building shall be permitted to be reconstructed or structurally altered during its life to an extent exceeding in aggregate cost 50 percent of the fair value of the building provided:
    - (i) Said building is changed to a conforming use;
    - (ii) The building as reconstructed or structurally altered will be substantially similar to a:
      - (1) Previously issued conditional use permit,
      - (2) Building permit, or

- (3) Variance allowing the nonconforming use; or
  - (iii) A conditional use permit or variance as appropriate is granted.
2. *Damage or destruction.* A nonconforming structure damaged or destroyed, by any means, to the extent of less than 50 percent of its fair value prior to such destruction shall be permitted to be repaired, rebuilt, or restored. No nonconforming structure damaged or destroyed, by any means, to the extent of more than 50 percent of its fair value prior to such destruction, shall be permitted to be repaired, rebuilt or restored if:
- a. The structure is repaired, rebuilt, or restored will be in conformance with the regulations of the zoning district in which it is located;
  - b. The structure is repaired, rebuilt, or restored will be substantially similar to a:
    - (i) Previously issued conditional use permit,
    - (ii) Building permit, or
    - (iii) Variance allowing the nonconforming use; or
  - c. A conditional use permit or variance as appropriate is granted.
3. *Relocation.* Nonconforming structures may not be moved unless the movement or relocation will bring the structure into compliance with all applicable zoning district regulations.
4. *Construction approved prior to Zoning Ordinance.* Nothing herein contained shall require any change in plans, construction or designated use of a building for which a building permit has been heretofore issued and the construction of which shall have been diligently prosecuted within three months of the date of such permit, and the ground story framework of which including the second tier of beams, shall have been completed within six months of the date of the permit, and which entire building shall be completed according to such plans as filed within one year from date of this Zoning Ordinance.
5. *Nonconformities created by public action.* When lot area or setbacks are reduced as a result of conveyance to a federal, state or local government for a public purpose and the remaining area is at least 75 percent of the required minimum standard for the district in which it is located, then that lot shall be deemed to be in compliance with the minimum lot size and setback standards of this Zoning Ordinance.

#### **Section 11-08-05. Certification of Nonconforming Use.**

A nonconforming use may be certified as lawful by the City Planner or Planning and Zoning Commission as follows:

- 1. A permit application shall be submitted to the City on a form approved by the City Planner, which shall at a minimum require:
  - a. A site plan and/or plat drawn to scale;
  - b. The exact nature, size and location of buildings, structures, and uses;
  - c. A legal description of the property;
  - d. The precise location and limits of the use on the property and within any building it occupies;
  - e. Documentary evidence such as tax records, business records, public utility installation or payment records, and a sworn certification or affidavit, which shows the commencement date and continuing existence of the nonconforming use; and
  - f. Evidence that the nonconforming use has not ceased to operate for more than 12

consecutive months between the time the use became nonconforming and the date when the application is submitted, or that the conditions of nonoperation were beyond the applicant's and/or owner's control, or were for the purpose of correcting Zoning Code violations.

2. The City Planner shall determine if the application is complete and whether the application shall be approved or disapproved.
  - a. The application shall be approved and a permit issued if:
    - (i) The applicant demonstrates the development is a nonconforming use and has submitted sufficient evidence as to the commencing date and continuity of the nonconforming use; and
    - (ii) The property to be certified as nonconforming has no outstanding Zoning Code violations other than failure to have a use and occupancy permit.
  - b. If the application is denied, the City Planner shall provide a written statement stating the reasons why the application does not comply with the decision standards, and a notice of the applicant's right to appeal under subsection 1 of section 11-07-07.
3. Recording. The City shall file a certification of nonconforming use with the County Recorder for every permit issued under this section. The City shall file a notice of nonconforming use with the County Recorder for every application disapproved, after the time for appeals has passed.
4. Revocation of Permit.
  - a. Upon application by the City Planner, or upon its own motion, the Planning and Zoning Commission may conduct a public hearing to determine whether an approved certification of a nonconforming use should be revoked. The property owners subject to the potential revocation and all persons of record shall be given notice of the hearing within a reasonable period of time prior to the hearing.
  - b. The Planning and Zoning Commission shall revoke the permit if it finds that either:
    - (i) There was fraud or misrepresentation in obtaining the certification; or
    - (ii) A certified nonconforming use has been discontinued for a period of 180 or more consecutive days, unless the conditions of non-operation were beyond the control of the owner or holder of the use and occupancy permit; or
    - (iii) Any applicable requirements of section 11-08-05 have not been met.
  - c. If the permit is revoked, the City Attorney shall provide a written order stating the reasons for the revocation, and a notice of the applicant's right to appeal under subsection 1 of section 11-07-07
5. Failure to file application. If a property owner fails or refuses to file the permit application required by this section, the City Planner shall notify and schedule a public hearing before the Planning and Zoning Commission to determine whether a reported nonconforming use shall be approved or disapproved. The provisions of subsections 2 and 3 shall apply, except that the Planning and Zoning Commission shall make the final determination and the City Attorney shall prepare any required notices or orders.
6. Fees. Any fees for the administration of this section, the recording of documents, or otherwise, shall be set forth in the Master Fee Schedule as amended by resolution of the Board of City Commissioners.

**Section 2.** Any ordinances of the City of Valley City which are in conflict with this ordinance are hereby repealed.

**Section 3.** Should any part of this ordinance be declared unconstitutional or invalid, the remaining portion thereof will remain in full force and effect.

**Section 4. Effective Date.** This ordinance shall be in full force and effect from and after its final passage and approval.

ATTEST: 

---

Dave Carlsrud, President of the Board of City  
Commissioners, City of Valley City

---

Brenda Klein, Finance Director

Introduction and First Reading:

Second Reading, Final Approval and Effective Date:



February 13, 2025

Dave Carlsrud, President  
Valley City Commission  
254-2<sup>nd</sup> Avenue NE  
Valley City, ND 58072

RE: Childcare Grant Program – Request for Funds

Dear Dave:

The Valley City-Barnes County Development Corporation is requesting approval of \$45,000 to increase childcare capacity with funds sourced from the City Sales Tax dedicated to economic development. A request of \$45,000 is being submitted to the Barnes County Commission for approval as well. Additional funds are needed to meet childcare demand.

Program Guidelines:

- 1) Grant funds are capped at \$25,000 per request.
- 2) Grant funds are paid out at \$2,500 per child under 18 months and \$1,500 per child over 18 months.
- 3) A five-year clawback provision is included in the contract that requires the recipient to provide childcare services for five years. If they close prior to the end of five years, they are required to repay funds on a prorated basis of 20 percent per year.
- 4) Recipients must be licensed and comply with all State childcare requirements.

The Board supports this request for several reasons:

- 1) The shortage of childcare is still a concern. We have made progress; however, availability is not at a level where it should be.
- 2) The lack of childcare is impacting the availability of our workforce.
- 3) If the workforce cannot or will not respond, companies will not locate here.
- 4) Our goal is to generate new slots.
- 5) Our focus is creating jobs through primary sector business development. Stating that, our work is so interconnected with other community challenges, specifically quality of place, childcare and housing, that we must work together to solve problems, create opportunities, leverage resources, and move forward together to be a stronger, more viable community long term.

The Childcare Grant Program was established in 2015 with the total funding pool of \$127,000 that supported 90 new slots or slightly over \$1,400 per slot. This does not include another 15 slots retained in Wimbledon. Childcare projects previously funded include:

- 1) Valley City Children's Center-25 new slots, grant of \$30,500
- 2) Providence PreSchool-7 new slots, grant of \$10,500
- 3) Just Kidding Daycare-50 new slots, grant of \$85,000



Providence PreSchool was in a residential area and the owners decided to change directions and returned funds as required. Funds were awarded to Wimbledon Childcare Center. Just Kidding transitioned to Little Lions Childcare, with no additional funds provided.

Based on personal contacts to providers as of February 12, 2025, the current childcare picture is:

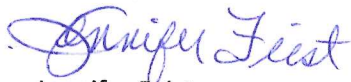
- 1) Lost two in-home providers-11 children impacted.
- 2) Lost Little Lions Childcare-38 children from newborn to 5 years and 22 children after school impacted – 60 total.
- 3) Wait list shows 58 children.

Total 71 lost and 58 wait list – 129 children

Federal budget cuts to our Head Start Program are always a concern, which could force reductions of the number of children receiving care.

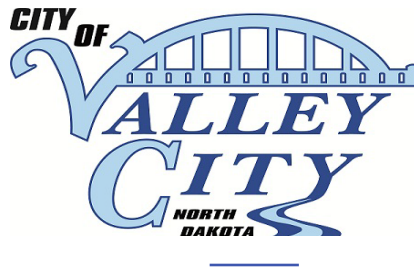
Please approve \$45,000 for childcare to be funded through the City Sales Tax dedicated to economic development. Your support is very much needed. Thank you.

Sincerely,



Jennifer Feist  
Director of Development

City Hall  
254 2nd Ave NE  
PO Box 390  
Valley City, ND 58072-0390



Phone: 701-845-1700  
Fax: 701-845-4588  
[www.valleycity.us](http://www.valleycity.us)

March 4, 2025

Department of Water Resources  
1200 Memorial Highway  
Bismarck, ND 58504-5262

RE: Cost-Share Request  
Northwest Standpipe – Emergency Repairs  
Valley City, North Dakota

The Northwest Standpipe in the City of Valley City recently encountered a severe leak that needs to be addressed prior to replacement in 2026. The City is prepared to develop options to address this in late spring/early summer 2025. We are requesting 60% cost-share or \$18,000 to complete preliminary and design engineering for this work.

If you have any questions, please contact me at me at (701)845-8120.

Sincerely,

**City of Valley City**

Gwen Crawford  
City Administrator

**Owner:** Valley City Public Works  
**Project:** Valley City Public Works Building  
**GSF:** 41,638

**Estimator:** Estimator Name  
**Design Phase:** BP #1  
**Date:** 2/28/2025

Description	Quantity	Unit	Rate	Total \$	Total %
<b>Construction Costs</b>					
1 Building Equipment	41,638	GSF	33.79	\$1,407,000	86.03%
2 General Conditions	1	MO	49,171	\$49,171	3.01%
<b>Subtotal of Construction Costs</b>	<b>41,638</b>	<b>GSF</b>	<b>34.97</b>	<b>\$1,456,171</b>	<b>89.03%</b>
<b>Miscellaneous Costs</b>					
3 Permit Fees				\$7,713	0.47%
4 Municipality Fees ( SAC & WAC, CAF etc )				\$0	0.00%
5 Special Taxes				\$0	0.00%
6 Surveying & Layout				\$0	0.00%
7 Testing & Inspections				\$0	0.00%
8 Builders Risk Insurance Premium				\$1,636	0.10%
9 Performance Bond				\$24,483	1.50%
10 Subcontractor Default Insurance				\$16,905	1.03%
11 Pre-Construction Services				\$24,000	1.47%
12 General Liability Insurance				\$14,544	0.89%
<b>Subtotal Construction &amp; Misc. Items</b>	<b>41,638</b>	<b>GSF</b>	<b>37.12</b>	<b>\$1,545,452</b>	<b>94.49%</b>
<b>Fees &amp; Contingency</b>					
13 Estimating & Design Contingency	0.00	%		\$0	0.00%
14 Construction Contingency	3.50	%		\$54,091	3.31%
15 Escalation & Supply Chain Management Allowance	1.00	LS		\$0	0.00%
16 Design Fees	0.00	%		\$0	0.00%
17 Construction Fee	2.25	%		\$35,990	2.20%
<b>Grand Total Construction Costs</b>	<b>41,638</b>	<b>GSF</b>	<b>39.28</b>	<b>\$1,635,532</b>	<b>100.00%</b>

**Owner:** Valley City Public Works  
**Project:** Valley City Public Works Building  
**GSF:** 41,638

**Estimator:** Estimator Name  
**Design Phase:** BP #1  
**Date:** 2/28/2025

ID #	Description	Quantity	Unit	Rate	Total
1	Building Equipment	41,638	GSF	\$33.79	\$1,407,000
<b>1.95</b>	<b>Fabricated Engineered Structures</b>	<b>41,638</b>	<b>GSF</b>	<b>33.79</b>	<b>1,407,000</b>
1.97	Pre-Engineered Metal Buildings BP #1	1	LS	1,385,200.00	1,385,200
1.98	Door & Frame Installation Coordination	80	HR	35.00	2,800
1.99	Anchor Bolt Template	1	LS	5,000.00	5,000
1.100	Overtime Premium (2Weeks)	320	HR	35.00	11,200
1.101	Weather Tightness Coordination	80	HR	35.00	2,800

## Valley City Public Works - Public Opening Bid Package #1 - 02/20/2025

	Subcontractor	Add.	Value	Alternates	
	01. PEMB			Alt. #1	Alt. #2
1	Olaf Anderson	1	\$1,385,200.00	\$108,300.00	-\$75,000.00
2	Gast Construction	1	\$1,944,700.00	\$134,400.00	-\$70,300.00
3	Nor-Son Construction	1	\$2,184,000.00	\$142,548.00	-\$38,368.00
4	Gateway Building Systems	1	\$1,778,900.00	\$47,530.00	-\$53,800.00
5	Enterprise Sales	1	\$1,665,655.00	\$163,104.00	-\$54,570.00
6	Valor Contracting	1	\$1,668,300.00	\$128,476.00	-\$70,600.00
7					
8					
9					

## **SETTLEMENT AGREEMENT AND RELEASE**

This **SETTLEMENT AND RELEASE AGREEMENT (“Agreement”)**, is made and entered in to as of the 25th day of February, 2025, by and between Lance Peterson, Valley City, ND (“Peterson”), City of Valley City (“the City”), 254 2nd Avenue NE, Valley City, ND 58072, Bergerson Caswell, Inc. (“Subcontractor”) 5115 Industrial Street, Maple Plain, MN 55359, and KLJ Engineering LLC (“KLJ”), 400 E Broadway Avenue, Suite 600, Bismarck, North Dakota 58501, herein after referred to collectively as “the Parties”.

**WHEREAS**, the City owns property located at 1416 E Main Street, Valley City, ND 58072, which includes a building that was put up for bid and sale. On or about December 17, 2024, the City Commission approved a Bid and Purchase Agreement that was received from Peterson. The Agreement was signed and payment was received for the building on or about December 20, 2024. As part of the Bid and Purchase Agreement, Peterson is required to tear down or relocate the building by March 29, 2025.

**WHEREAS**, KLJ was hired by the City to conduct a Limited Phase II Environmental Site Assessment (“ESA”) at that address. As part of that project, Subcontractor was hired by KLJ to complete soil borings inside the building to assist with the ESA. When the Subcontractor was moving the drill out of the building after completing the required soil borings, damage occurred to the garage door of the building; and

**WHEREAS**, The Parties further agree to the following settlement terms releasing Peterson, the City, Subcontractor, and KLJ from all liability for any loss or claims, real or alleged, actual or consequential, which may arise or result from the Project.

**NOW, THEREFORE**, in consideration of the mutual promises set forth herein, the sufficiency of which is acknowledged by all Parties, and in order to completely settle and finally resolve any and all disputes arising out of the Project, the Parties agree as follows:

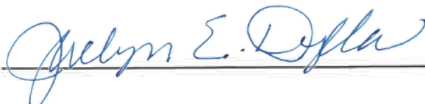
1. **PAYMENT:** Upon execution of the Settlement Agreement and Release and meeting the requirements of the Bid and Purchase Agreement, including tearing down or relocating the building by March 29, 2025, Subcontractor shall pay the sum of \$500.00 to Peterson to cover the cost associated with the damage to the building’s garage door.
2. **RELEASE OF FUTURE CLAIMS:** The Parties, for themselves, heirs, successors, assigns, subrogees, subcontractors and subconsultants agree that this Agreement represents a full and complete settlement of all disputes and claims associated with the damage to the building’s garage door and do hereby fully and forever release, acquit and discharge each other, as well as their agents, employees, insurers, successors and assigns, from any and all claims, demands, or causes of action of any kind for any claim they may have against the other

arising under or resulting from damage to the building's garage door. The Parties agree that no promises or inducement has been made or offered for this release except as herein set forth; that this release is executed without reliance upon any statement or representation by or in behalf of the person or parties released, or their representatives concerning the nature or extent of said loss, injuries and damage or of probable or possible consequences thereof; that this release is intended as a discharge of the Parties from all further liability to each other regarding the damage to the building's garage door; that the amount of said consideration has been fixed accordingly; that no mistake of fact with respect to the nature or extent of said consequences shall invalidate or void this release; and that said consideration is voluntarily accepted for purpose of making a full, complete and final compromise, adjustment and settlement of any and all said claims, demands, or causes of action, defective or otherwise (including all claims for attorney's fees and court costs) that the Parties have or may have against each other arising under or resulting damage to the building's garage door.

3. **NON-ADMISSION OF LIABILITY OR WRONGDOING:** The Parties understand and agree that neither the payment of any sum of money nor the execution of this Agreement shall constitute or be construed as an admission of liability or wrongdoing on the part of any of the Parties.
4. **CONFIDENTIALITY:** The Parties agree to keep the terms of this Agreement and the terms of such settlement strictly confidential to the extent this provision does not conflict with any law or rules applicable to the Parties or to the subject matter of this Agreement.
5. **ENTIRE AGREEMENT/INTENT TO BE BOUND:** This Agreement sets forth the entire understanding of the Parties. There are no covenants, promises, agreements or conditions either oral or written between them other than herein set forth. No subsequent alteration, amendment, change or addition to this Agreement shall be binding upon the Parties unless reduced to writing and signed by them. The Parties acknowledge that this Agreement is intended to be binding, and that they are bound by its terms.
6. **SEVERABILITY:** If any provision of this Agreement is held to be invalid or unenforceable on any occasion or in any circumstance, such holding shall not be deemed to render this Agreement invalid or unenforceable, and to that extent the provisions of this Agreement are severable; provided, however, that this provision shall not preclude a court of competent jurisdiction from refusing to sever any provision if severance would be inequitable to one of more of the Parties.
7. **GOVERNING LAW:** This Agreement shall be governed in accordance with the laws of the State of North Dakota.

Dated as of this day and year set forth above.

**KLJ ENGINEERING LLC**

By:   
Its: Vice President, ECS

**BERGERSON CASEWELL, INC.**

By:  /   
Its: Environmental Manager

**CITY OF VALLEY CITY**

By: \_\_\_\_\_  
Its: \_\_\_\_\_

**LANCE PETERSON**

By: \_\_\_\_\_  
Its: \_\_\_\_\_