

CITY COMMISSION MEETING  
VALLEY CITY, NORTH DAKOTA

Tuesday, April 1, 2025  
5:00 PM

The City Commission Meeting will begin on Tuesday, April 1, 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/85302825658> or listen by calling (1 346 248 7799) Webinar ID: 853 0282 5658.

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
		Scott Magnuson	Fire Chief
		Nick Horner	Police Chief
		KLJ/Moore	City Engineers

NEXT RESOLUTION NO. 2478NEXT 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: Gulmon Bishop Magnuson Erickson Carlsrud

APPROVAL OF CONSENT AGENDA

- A. Approve Minutes from the 3.18.2025 Finance and Commission Meetings and the 3.21.2025 Special Commission Meeting. Page 3
- B. Approve the Raffle Permit requests for:

Education Foundation for VCPS on 4.10.2025 at VCHS Cafeteria Page 8

Sheyenne Red River Rodeo Club on 4.26 and 4.27.2025 at the ND Winter Show Building

VCSU Viking Booster Board on 4.30.2025 at the VC Eagles Club

VCSU Foundation/VCSU Scholarship Auction Fundraiser on 4.11.2025 at the VC Eagles Club
- C. Approve 2024-25 Contractor License for: Page 20

Karma Enterprises LLC dba Asset Services LLC of Fargo ND

Roll Call: Bishop Magnuson Erickson Gulmon 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.

PUBLIC HEARING

ORDINANCE

RESOLUTION

RES 2475 Approving Engineer’s Report and Directing Preparation of Detailed Plans and Specs - Paving 132. Page 23

Roll Call: Magnuson Erickson Gulmon Bishop Carlsrud

RES 2476 Declaring Necessity of Improvements in Paving Improvement District No. 132.  

Roll Call:

Erickson

Gulmon

Bishop

Magnuson

Carlsrud

Page 32

RES 2477 Creating Sanitary Sewer Improvement District No. 72.  

Roll Call:

Gulmon

Bishop

Magnuson

Erickson

Carlsrud

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**NEW BUSINESS**

NB1. Remove Gary Jacobson and add Joy Kiefert as an Authorized Signer on the City of Valley City’s Accounts at Dacotah Bank Effective April 1, 2025 (*Finance Director Klein*)

Roll Call: Bishop Magnuson Erickson Gulmon Carlsrud

NB2. Approve Award - PROJECT: TAU-2-990(066), PCN 23917 - BARNES CO; WINTERSHOW ROAD SHARED-USE PATH, JCT 8TH AVE SW TO NEAR 2ND AVE SW - VALLEY CITY.  

Page 38

Roll Call: Magnuson Erickson Gulmon Bishop Carlsrud

**CITY ADMINISTRATOR’S REPORT**

**CITY UPDATES & COMMISSION REPORTS**

**ADJOURN**

# CITY COMMISSION FINANCE MEETING VALLEY CITY, NORTH DAKOTA

*Tuesday, March 18, 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.

**Discuss Hotel Liquor License.** City Attorney Martineck shared with the Commissioners that this is a possibility if needed in the future but there is no request currently. The consensus of Commission was to put this on hold for now.

**Discussion Regarding Downtown Property Snow Removal.** City Administrator Crawford shared that this topic was brought up by Commissioner Erickson at the reading of Ordinance 1169 at the last meeting. Crawford feels that more discussion is needed on this topic. If there are changes to be made to the proposed ordinance, they need to be discussed as that Ordinance is scheduled for a third reading at tonight's commission meeting. Operations Supervisor Klemisch joined via Zoom and explained his concern over the increase in time for snow removal to 48 hours. It is currently set at 24 hours. The consensus of the Commissioners was to leave the time at the 24 hours for snow removal now. Vote on the ordinance as is. Then, in the future, revisit this concern and possibly make a change at that time. There was also discussion on the sidewalk requirements in the Ordinance. Currently the Ordinance reads that a permit from the City is required and that a Contractor must do the work to the required City Specs. Some Residents take it upon themselves to fix their sidewalks, when this occurs, they need to follow the City Guidelines and the City will cover 25% of the cost. Clint must review the request first, before work begins and then again when the project is completed. Martineck will confirm if a permit is currently required in Code. If changes are needed, this will be discussed at a future meeting. Discussion on boulevards was also discussed.

**Discuss Truck Quotes for Replacement Unit.** Electrical Superintendent Senf shared the estimates for a new Unit with the Commissioners. Discussion was had on what the estimates covered and included. His request was for approval to purchase the Dodge Ram that included the truck box with the side built-in tool boxes. Senf feels that this will be the most useful and work best for their needs. The consensus of the Commissioners was to move forward with the purchase of the Dodge.

## **Department Reports**

### **March Highlighted the Electrical Department Employees.**

**Sanitation Department** Supervisor Swart reported the container count is going up steadily. Please recycle if and when possible to keep costs down. E-recycling was a great success. Special thanks to a couple of her Team Members for going above and beyond. They were approved for the Workforce Safety Technology Grant and now they will be installing a Camera out by the scales to view the loads.

**Water Department** Water Superintendent Hesch talked about the new cameras being installed at the Water Treatment Plant as part of a Department of Justice Grant that was awarded. They are currently doing their own pilot study for surface water and ground water. They are just running river water to test the aquifer levels. When temperatures start to warm up, they will go back to their normal process. They are planning to dredge the silt off next year.

**Electrical Department** Electrical Superintendent Senf advised that there were no outages for February. The guys have been working on tree removal & clearing the lines. Spending a little time with cleaning up the Winter Show line and removing the platform currently used. Removing a 3phase line near the Fish Hatchery as well.

**Fire Department** Fire Chief Magnuson shared last months report with only 8 general calls for service however, there were 22 pages of Chief calls. Saturday night is the annual fundraiser for the Fire Department.

**Police Department** Police Chief Horner explained that they had more calls this past month then previously. They also had the honor of running the torch for Special Olympics and the pleasure of escorting the Hi-Liner Girls Basketball Team out of town on their way to State. Provided ID scanners to the Winter Show Concert and around town during the event. Compliance Check Training was held here in Valley City on the 4<sup>th</sup>. This is the first in their series of training throughout the State. Cameras and door fobs have all been updated. Working with the VCSU Communications Class to have social media posts to put out about 2 times a week. A new officer was hired and will begin shortly.

**Street Department** Operations Supervisor Klemisch via Zoom reported his crews are working on filling potholes and the street sweeper is out and busy. The quotes are back for the repairs at the damaged lift station. Valley Plains site demo will start as soon as it opens up. The cost to fix the soils were figured into the total budget and the dirt will be able to be "farmed: and used elsewhere as needed.

**City Administer Crawford** shared a topic of parking downtown, and a request for a loading and unloading zone. Crawford asked that the Commissioners think about this and it will be added to the agenda for the April Finance meeting.

City Administrator Crawford asked City Engineer Peterson to discuss upcoming construction projects for the City. The Seal Coat will be going out for bids on Friday. Reline should be going out this week as well. As for the PFP, we are still working on some permits but that will also go out this spring. Planned construction will be in 2025 and 2026. As for 2<sup>nd</sup> St project, the first step will be to recreate the Improvement Districts. The next step will be to define the Resolution of Necessity and then to define the Benefit to the Properties. That has been discussed and they are using benefit analysis that has been used throughout the State. As for the 2025 funding, we will need to have the final documents submitted to the D.O.T. by the first part of August. The Grant is still available but is slated for 2025 and the funds must be bid and allocated in 2025.

### **Adjourn**

The meeting was adjourned at 4:28PM.

# CITY COMMISSION MEETING VALLEY CITY, NORTH DAKOTA

*Tuesday, March 18, 2025*

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

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

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

## **PLEDGE OF ALLEGIANCE**

## **APPROVAL OF AGENDA**

No Changes

## **APPROVAL OF CONSENT AGENDA**

**A. Approve Minutes from the 3.4.2025 Commission Meeting.**

**B. Approve Raffle for Valley City High School DECA on April 23, 2025 at Valley City High School.**

Commissioner Bishop moved to approve, seconded by Commissioner Magnuson.

Motion passed unanimously.

## **ORDINANCE**

**Third 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.**

Commissioner Magnuson moved to approve the ordinance with all changes except the time for compliance in subsection 1 of section 7.1-01-05 will remain at 24 hours until the law can be further reviewed, seconded by Commissioner Erickson.

Motion passed unanimously.

## **RESOLUTION**

**Approve Resolution 2474, a Resolution Creating Paving Improvement District No. 132.**

Commissioner Gulmon moved to approve, seconded by Commissioner Bishop.

Motion passed unanimously.

## **NEW BUSINESS**

**Approve Monthly Bills for the City and Public Works in the Amount of \$1,573,274.**

Commissioner Bishop moved to approve, seconded by Commissioner Gulmon.

Motion passed unanimously.

**Hear and Determine Sufficiency of Written Protests and Approve Annexation as Described in Resolution 2473.**

Commissioner Erickson moved to approve, seconded by Commissioner Magnuson.

Roll Call Vote: Commissioner Gulmon acknowledged a conflict of interest and abstained. Commissioner Bishop – Aye, Commissioner Magnuson – Aye, Commissioner Erickson – Aye, President Carlsrud – Aye. Motion passed unanimously.

## **CITY ADMINISTRATOR'S REPORT**

**City Administrator Crawford** STATED THAT President Carlsrud, Commissioners, I have nothing for tonight.

## **CITY UPDATES & COMMISSION REPORTS**

**Finance Director Klein** stated, "Commissioners, in front of you is a Municipal Infrastructure worksheet as we did receive in our payment for municipal infrastructure funds just this week. So that was what we were expecting in 2025. The December payment in 2024 was the 2.5 million and then the 930 thousand plus was our 2025 payment that was projected. Just wanted to let you know we received those funds this week."

**President Carlsrud** shared "Just a quick shout out to all our employees for the great job that you do.

Those of you who weren't here for the finance meeting, we had introductions and little background of the people who work in our electrical department, it was appreciated. Thank you all for what you do.

And I would be remiss if I did not mention that George Gaukler died. George was a businessman, Developer, and Politician involved in everything Valley City. He was a generous man who loved Valley City and I could go on for a long time, but I would just say thank you to George and his family. We're grateful for the wonderful things that you've done for Valley City.”

**ADJOURN**

Meeting was adjourned at 5:08 P.M.

Attested to by:

\_\_\_\_\_  
Brenda Klein, Finance Director  
City of Valley City

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

**CITY COMMISSION MEETING**  
**VALLEY CITY, NORTH DAKOTA**  
*Friday, March 21, 2025*

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

Members present: President Carlsrud, Commissioner Gulmon, Commissioner Magnuson, City Administrator Crawford, City Attorney Martineck, Finance Director Klein, Police Chief Horner and Administrative Assistant Hintz

Members absent: Commissioner Erickson, Commissioner Bishop

**PLEDGE OF ALLEGIANCE**

**NEW BUSINESS**

**Approve Raffle for Valley City Lions Club on 4.22.2025 at the Eagles, Valley City.**  
Commissioner Magnuson moved to approve, seconded by Commissioner Gulmon.  
Motion passed unanimously.

**ADJOURN**

Meeting was adjourned at 12:01 PM.

Attested to by:

\_\_\_\_\_  
Brenda Klein, Finance Director  
City of Valley City

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



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

Permit Number

**1545**

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>Education Foundation for VCPS</b>		Dates Authorized (Read Instruction 2) <b>4.10.2025</b>	
Organization or Group Contact Person <b>Wendi Wilmes</b>	E-mail <b>wendi.wilmes@k12.nd.us</b>	Telephone Number <b>701-840-3911</b>	
Mailing Address <b>460 Central Ave N</b>	City <b>Valley City</b>	State <b>ND</b>	ZIP Code <b>58072</b>

**SITE INFO**

Site Name <b>VCHS Cafeteria</b>		County <b>Barnes</b>	
Site Address <b>493 Central Ave N</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.)

**4.10.2025 20 Bingo Games and a 50/50 Raffle**

**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>4.2.2025</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  
3-20-25

Permit 1545



# APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT

NORTH DAKOTA OFFICE OF ATTORNEY GENERAL

GAMING DIVISION

SFN 9338 (4-2023)

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		Dates of Activity (Does not include dates for the sales of tickets)	
Education Foundation for VCPS		April 10, 2025	
Organization or Group Contact Person	E-mail	Telephone Number	
Wendi Wilmes	wendi.wilmes@k12.nd.us	701-840-3911	
Business Address	City	State	ZIP Code
460 Central Ave N	Valley City	ND	58072
Mailing Address (if different)	City	State	ZIP Code

## SITE INFO

Site Name		County	
VCHS Cafeteria		Barnes	
Site Physical Address	City	State	ZIP Code
493 Central Ave N	Valley City	ND	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.)			
April 10. Bingo & Raffle exact day			

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

Game Type	Description of Prize	Exact Retail Value of Prize
50/50 Raffle	Cash (50% of proceeds not exceed	<del>\$8000</del>
BINGO	15- \$5.00 kids toys + \$5 treats 20- \$10 gift cards to local businesses or \$10 games	\$350
* will call with total after		Total (limit \$40,000 per year) \$ 600

## Intended Uses of Gaming Proceeds

Proceeds fund "Access for All" program	
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 checked="" type="checkbox"/> Yes - Total Retail Value: 600 (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	

Name	Title	Telephone Number	E-mail Address
Wendi Wilmes	Director	701-840-3911	wendi.wilmes@k12.nd.us
Signature of Organization or Group's Top Official	Title	Date	
Wendi Wilmes	Director	3/20/25	



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

Permit Number

**1546**

Permit Type (check one)							
<input checked="" type="checkbox"/> Local Permit	<input type="checkbox"/> Restricted Event Permit*						
Games Authorized							
<input type="checkbox"/> Bingo	<input checked="" type="checkbox"/> Raffle	<input type="checkbox"/> Raffle Board	<input type="checkbox"/> Calendar Raffle	<input type="checkbox"/> Sports Pool	<input type="checkbox"/> Poker*	<input type="checkbox"/> Twenty-One*	<input type="checkbox"/> Paddlewheels*

\*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		Dates Authorized (Read Instruction 2)	
<b>Sheyenne Red River Rodeo Club (SRRRC)</b>		<b>4.26.25 &amp; 4.27.25</b>	
Organization or Group Contact Person	E-mail	Telephone Number	
<b>Kathy Piehl</b>	<b>plefish5@msn.com</b>	<b>701-261-8206</b>	
Mailing Address	City	State	ZIP Code
<b>202 Park Dr</b>	<b>Harwood</b>	<b>ND</b>	<b>58042</b>

**SITE INFO**

Site Name		County	
<b>Valley City Winter Show Building</b>		<b>Barnes</b>	
Site Address	City	State	ZIP Code
<b>700 7th St SE</b>	<b>Valley City</b>	<b>ND</b>	<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>2.26.2025 and 2.27.2025     50/50 Raffle Each Day</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	Title	Telephone Number	E-mail Address
<b>Brenda Klein</b>	<b>Finance Director</b>	<b>701-845-1700</b>	<b>bklein@valleycity.us</b>
Signature of City or County Official		Date	Issuing Governing Body
		<b>4.2.2025</b>	<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 \$10.00 Credit Card 3-25-25



# APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT

NORTH DAKOTA OFFICE OF ATTORNEY GENERAL

GAMING DIVISION

SFN 9338 (9-2023)

Permit # 1546

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>Sheyenne Red River Rodeo Club (SRRRC)</b>		Dates of Activity (Does not include dates for the sales of tickets) <b>4/26/2025 &amp; 4/27/2025</b>	
Organization or Group Contact Person <b>Kathy Plehal</b>	E-mail <b>plefish5@msn.com</b>	Telephone Number <b>701-261-8206</b>	
Business Address <b>202 Park Dr</b>	City <b>Harwood</b>	State <b>ND</b>	ZIP Code <b>58042</b>
Mailing Address (if different)	City	State	ZIP Code

## SITE INFO

Site Name <b>Vally City Winter Show</b>		County <b>Barnes</b>	
Site Physical Address <b>700 7th St SE</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>2/26/2025 - 50/50 Raffle</b> <b>2/27/2025 - 50/50 Raffle</b>			

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

Game Type	Description of Prize	Exact Retail Value of Prize
<b>50/50 Raffle</b>	<b>50% of Proceeds not to exceed \$8000.00</b>	
Total (limit \$40,000 per year)		\$

## ADDITIONAL REQUIRED INFORMATION

Intended Uses of Gaming Proceeds <b>Medical Expenses</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>Kathy J Plehal</b>	Telephone Number <b>701-261-8206</b>	E-mail Address <b>plefish5@msn.com</b>
Signature of Organization Group's Permit Organizer <i>Kathy J Plehal</i>	Title <b>SRRRC Club Member</b>	Date <b>3/25/25</b>



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

Permit Number  
**1547**

Permit Type (check one)	
<input checked="" type="checkbox"/> Local Permit	<input type="checkbox"/> Restricted Event Permit*
Games Authorized	
<input type="checkbox"/> Bingo	<input checked="" type="checkbox"/> Raffle
<input type="checkbox"/> Raffle Board	<input type="checkbox"/> Calendar Raffle
<input type="checkbox"/> Sports Pool	<input type="checkbox"/> Poker*
<input type="checkbox"/> Twenty-One*	<input type="checkbox"/> Paddlewheels*

\*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 Viking Booster Board</b>		Dates Authorized (Read Instruction 2) <b>4.30.2025</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.)

**4.30.2025 Meat Raffle**

**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>4.2.2025</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 (4-2023)

Paid CK# 12089 3-25-25  
\$10.00

Permit # 1547

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>Valley City State University / Viking Booster Board</b>		Dates of Activity (Does not include dates for the sales of tickets) <b>April 30, 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 30, 2025 / Meat Raffles (see backside for list of raffles and prizes amounts)</b>			

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

Game Type	Description of Prize	Exact Retail Value of Prize
Raffle	25 Meat Raffles	\$410.00
	Selling 30 chances @ \$2 each for each raffle	
Total (limit \$40,000 per year)		\$ 410-

## Intended Uses of Gaming Proceeds

0

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)

☐ Yes ☒ 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)

☐ Yes ☒ 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)

☐ No ☒ Yes - Total Retail Value: **5,500** (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.)

☐ Yes ☒ No

Name <b>Kim Hesch</b>	Title <b>Assistant Director</b>	Telephone Number <b>701-845-7403</b>	E-mail Address <b>kim.hesch@vcsu.edu</b>
Signature of Organization or Group's Top Official 		Title <b>Excutive Director</b>	Date <b>March 24, 2025</b>

## VCSU Meat Raffle at Fish Fry

1. \$10.00 Bacon
2. \$20.00 Turkey
3. \$20.00 Ham
4. \$10.00 Bacon
5. \$20.00 Turkey
6. \$20.00 Ham
7. \$10.00 Bacon
8. \$20.00 Turkey
9. \$20.00 Ham
10. \$10.00 Bacon
11. \$20.00 Turkey
12. \$20.00 Ham
13. \$10.00 Bacon
14. \$20.00 Turkey
15. \$20.00 Ham
16. \$10.00 Bacon
17. \$20.00 Turkey
18. \$20.00 Ham
19. \$10.00 Bacon
20. \$20.00 Turkey
21. \$20.00 Ham
22. \$10.00 Bacon
23. \$20.00 Turkey
24. \$20.00 Ham
25. \$10 Bacon

**\$410.00 Total Value**

\*Will order & request "bundles" at the above values. Prices may vary.

Bacon..... \$6.59 lb

Turkey..... \$2.36 lb

Ham..... \$5.50 lb



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

Permit Number

**1548**

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-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.)

**4.11.2025 Raffle**

**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

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**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>4.2.2025</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
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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.

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  - d. For a "one time" event permit, the beginning and ending date for "Dates Authorized" is the date of the event date.
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  - 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.
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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#12088 on 3-25-25 \$10.-

Permit #1548

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
Norwegian Raffles	Sell tickets for \$2 each	740.00
	5 prizes to win - you choose which bucket to put your tickets	
	Prizes list on the backside	
Total (limit \$40,000 per year)		\$ 740.00

**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 any 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>March 24, 2025</b>

### Norwegian Raffle Prizes:

Espresso machine (\$130)

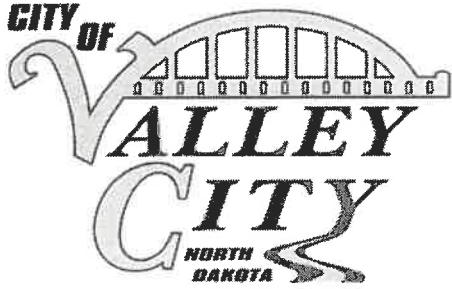
Beats Headphones (\$110)

Collapsible Wagon, beach towels with small electric crockpot (\$125)

Blackstone Tabletop Grill & Accessories pack (\$175)

Pop-up Tent with camping chairs & Mystery Bag (\$200)

Total of prizes (\$740)



**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: Karma Enterprises LLC DBA Asset Services LLC  
 Owner: Jonathan Dahlgren  
 Mailing Address: 3523 45th St S Ste 100  
 City, State Zip Code: Fargo, ND 58104  
 Phone Number: 855-527-6211  
 Email Address: Jon@assetservicesllc.net  
 Today's Date: March 11th, 2025

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

☒ Contractor      ☐ Electrician      ☐ Plumber      ☐ Mechanical

State License Numbers (provide all that apply):

☐ Electrician      ☐ Plumber      40839 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 → Insurance agent will email the Certificate.  
☐ Current copy of State Electrician and/or Plumber License  
Received 3-18-25

☒ 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 Ch# 2446 3.17.25

**RETURN TO:** Valley City Auditor  
 254 2nd 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: 40839

CLASS: C

The undersigned, as Secretary of State of the state of North Dakota and Registrar of Contractors, certifies that **KARMA ENTERPRISES LLC** whose address is in FARGO, 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.

**KARMA ENTERPRISES LLC** is entitled to bid on and accept contracts as authorized by law under this license provided that any single contract project may not exceed \$300,000 in value.

Dated: January 23, 2025

A handwritten signature in cursive script that reads "Michael Howe".

Michael Howe  
Secretary of State



KARMENT-01

DBRUNSVOLD

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/19/2025

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).

PRODUCER HUB International Great Plains, LLC 3220 4th Street East Suite 201 West Fargo, ND 58708	CONTACT NAME: <b>Deb Brunsvold</b>	
	PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS: <b>deb.brunsvold1@hubinternational.com</b>	
INSURED  Karma Enterprises, LLC DbA: Asset Services, LLC 3523 45th Street S. Ste. 100 Fargo, ND 58104	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: <b>Atlantic Casualty Insurance Company</b>	<b>42846</b>
	INSURER B: <b>ACUITY, A Mutual Insurance Company</b>	<b>14184</b>
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

## 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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			M194002334	4/1/2025	4/1/2026	EACH OCCURRENCE \$ 1,000,000
	CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						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
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						\$
	OTHER:						\$
B	AUTOMOBILE LIABILITY			Z42255	4/1/2025	4/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/>						BODILY INJURY (Per person) \$
	HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/>						BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/>						EACH OCCURRENCE \$
	EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/>						AGGREGATE \$
	DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/>						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N		N/A				E.I. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.I. DISEASE - EA EMPLOYEE \$
							E.I. DISEASE - POLICY LIMIT \$

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

## 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

## **RESOLUTION NO. 2475**

### **RESOLUTION APPROVING ENGINEER'S REPORT AND DIRECTING PREPARATION OF DETAILED PLANS, SPECIFICATIONS, AND ESTIMATE OF PROBABLE COSTS FOR PAVING IMPROVEMENT DISTRICT NO. 132**

BE IT RESOLVED BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF VALLEY CITY, BARNES COUNTY, NORTH DAKOTA:

- (1) That the report and estimate of probable costs of the work proposed to be done for Paving Improvement District No. 132, prepared by KLJ Engineering LLC & Moore Engineering, Inc., City Engineers, Valley City, North Dakota, is approved and is ordered to be placed on file in the City Auditor's Office where it will remain on file, subject to inspection by anyone interested in it, as authorized by North Dakota Century Code section 40-22-14.
- (2) That the City Engineers are directed to prepare detailed plans, specifications, and estimates of probable costs for said improvement districts, as authorized by North Dakota Century Code section 40-22-11.
- (3) This resolution is in full force and effect as of its passage on this 1st day of April, 2025.

ATTEST:

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

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Brenda Klein, Finance Director



ENGINEERING, REIMAGINED

# PRELIMINARY ENGINEERING REPORT

City of Valley City

Paving Improvement District 132

2025 Seal Coat

*March 2025*

Prepared for:

City of Valley City



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### ***Background, Proposed Improvements and Project Areas***

The proposed project is identified as City of Valley City Paving Improvement District No. 132. The project is included in the City's 2025 budget and is part of the recommended priority street improvements. The primary objective is pavement maintenance to extend the lifespan of the pavement.

Hot mix asphalt streets require routine maintenance. Part of this maintenance is the required seal coat. Seal coats are typically installed within 1-3 years of surfacing. In addition, a seal coat is also required every 7-10 years after that to extend the life of the pavement.

The proposed improvements are split into three areas. The first area is located on 5<sup>th</sup> Ave SW and 10<sup>th</sup> St SW. This area was originally constructed in 1998 and received a seal coat in 2004. The pavement is in fair to good condition and will require some minor patching and leveling prior to the application of the seal coat. The second area is located on 12<sup>th</sup> St N from approximately 9<sup>th</sup> Ave NW to 5<sup>th</sup> Ave NE. This area received a mill & overlay in 2022. The pavement is in good, and no pavement repair will be required prior to the seal coat.

In all areas, prior to the application of the seal coat, Valley City Public Works will seal existing cracks, as required.

### ***Justification***

The primary objective of Paving Improvement District No. 132 is to extend the life of existing asphalt streets through maintenance. The design criteria meet the City's objectives for typical pavement maintenance.

### ***Schedule and Opinion of Cost***

Construction is scheduled for summer of 2025, with the bid opening anticipated for April 2025.

Following is a summary of the total project costs for the work to be completed in conjunction with Paving Improvement District 132:

Location	Project Cost	Special Assessment	R&R Fund
Paving Imp. Dist. 129 (Special Assessment)	\$542,250.00	\$361,500.00	\$180,750.00
Paving Imp. Dist. 129 (Non-Special Assessment)	\$101,250.00	-	\$101,250.00
Paving 129 – Parking Lots	\$57,750.00	\$38,500.00	\$19,250.00
Shared-Use Path (Non-Special Assessment)	\$21,750.00	-	\$21,750.00
Paving Imp. Dist. 132 (Special Assessment)	\$82,500.00	\$55,000.00	\$27,500.00
Paving Imp. Dist. 132 (Non-Special Assessment)	\$5,500.00	-	\$5,500.00
<b>Total Project Cost</b>	<b>\$811,000.00</b>	<b>\$455,000.00</b>	<b>\$356,000.00</b>

The preliminary opinion of cost for the street improvements within the two referenced Paving Improvement Districts are summarized in Appendix 1 while the project map is shown in Appendix 2.

## Benefits to the Public

Roadway pavement is essential to ensuring safe and efficient transportation within urban communities. A well-maintained paved road network improves vehicle and pedestrian safety by providing a smooth, stable surface that reduces the risk of accidents and vehicle damage caused by uneven or unpaved roads. Proper pavement also improves traffic flow, reducing congestion and travel time for residents and businesses, thereby enhancing overall quality of life. Additionally, paved roads are more durable and resilient to weather conditions, preventing issues like erosion, dust, and water pooling, which can degrade unpaved surfaces over time and lead to costly repairs.

Unpaved roads, while potentially less costly to install initially, are impractical in urban environments due to their high long-term maintenance costs, susceptibility to weather damage, and poor durability under heavy traffic. Unpaved roads require frequent grading to remain passable, and they deteriorate quickly in adverse weather, leading to erosion, dust, and potholes. These factors not only increase ongoing maintenance costs but also result in poor road conditions that can negatively impact property values, vehicle repair costs, and public safety. While unpaved roads are not a practical solution for urban areas, they serve as the only feasible alternative for comparison in evaluating the costs and benefits of paved road improvements within urban improvement districts.

Unpaved roads require significant ongoing maintenance to keep them functional. Over a 25-year period, the costs of maintaining an unpaved roadway include regular grading, dust control, erosion management, and resurfacing. Below is a breakdown of key expenses:

- Initial Installation Costs
- Routine Maintenance: Grading, Dust Control, Resurfacing
- Vehicle Damage and Safety Implications
- Additional costs to consider are related to delay time to the average user

Pavement preservation is a proactive approach that involves a series of low-cost, preventative maintenance treatments aimed at protecting our roadway network, extending pavement life, and meeting the needs of our citizens. While no pavement lasts forever, the timely application of these treatments can significantly extend the lifespan of the pavement, resulting in substantial cost savings.

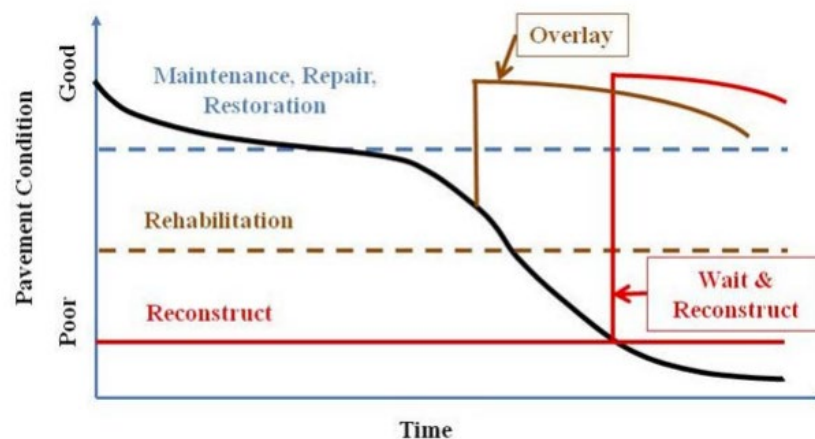


Figure 1. Graph. Three treatment zones as a function of pavement condition.

Reference: Reformulated Pavement Remaining Service Life Framework, Publication No. FHWA-HRT-13-038, November 2013

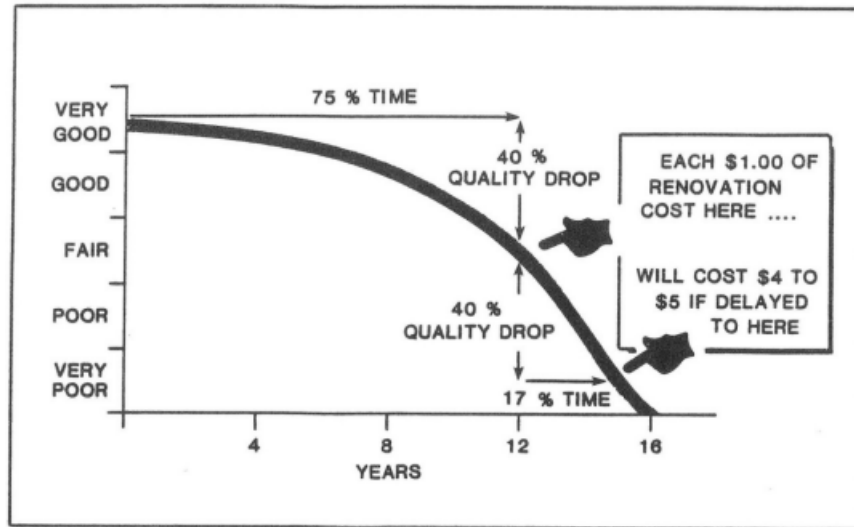


Figure 2. Graph. Concept of increasing repair cost as a function of pavement deterioration.  
Reference: Reformulated Pavement Remaining Service Life Framework, Publication No. FHWA-HRT-13-038,  
November 2013

A failed roadway system not only requires costly repairs but also lead to indirect expenses for road users, including vehicle damage, increased fuel consumption, and more frequent maintenance needs. By implementing timely pavement preservation projects, smoother road surfaces are maintained, reducing these additional costs for the adjacent landowners.

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# APPENDIX 1

## Engineer's Opinion of Cost

**OPINION OF COST  
PAVING IMPROVEMENT DISTRICT 129 & 132  
CITY OF VALLEY CITY**

SPEC	CODE	ITEM DESCRIPTION	UNIT	UNIT PRICE	PAVING 129	PAVING 132	SUBTOTAL	SUBTOTAL	TOTAL
							PAVING 129	PAVING 132	
103	0100	CONTRACT BOND	L SUM	\$ 5,000.00	0.9	0.1	\$ 4,500.00	\$ 500.00	\$ 5,000.00
203	0138	COMMON EXCAVATION-SUBCUT	CY	\$ 75.00	470	0	\$ 35,250.00	\$ -	\$ 35,250.00
302	0000	SALVAGED BASE COURSE	TON	\$ 50.00	587	0	\$ 29,350.00	\$ -	\$ 29,350.00
401	0070	FOG SEAL	GAL	\$ 6.00	1601	934	\$ 9,606.00	\$ 5,604.00	\$ 15,210.00
411	0105	MILLING PAVEMENT SURFACE	SY	\$ 15.00	1140	25	\$ 17,100.00	\$ 375.00	\$ 17,475.00
420	0111	CRS2P EMULSIFIED ASPHALT	GAL	\$ 3.50	43851	9463	\$ 153,478.50	\$ 33,120.50	\$ 186,599.00
420	0125	COVER COAT MATERIAL CL 41	TON	\$ 50.00	1247	274	\$ 62,350.00	\$ 13,700.00	\$ 76,050.00
420	0146	COVER COAT MATERIAL CL 45	TON	\$ 65.00	46	0	\$ 2,990.00	\$ -	\$ 2,990.00
430	0500	COMMERCIAL GRADE HOT MIX ASPHALT	TON	\$ 250.00	440	4	\$ 110,000.00	\$ 1,000.00	\$ 111,000.00
702	0100	MOBILIZATION	L SUM	\$ 100,000.00	0.9	0.1	\$ 90,000.00	\$ 10,000.00	\$ 100,000.00
709	0151	GEOSYNTHETIC MATERIAL TYPE R1	SY	\$ 5.00	1407	0	\$ 7,035.00	\$ -	\$ 7,035.00
762	0103	PVMT MK PAINTED-MESSAGE	SF	\$ 18.00	96	193	\$ 1,728.00	\$ 3,474.00	\$ 5,202.00
762	1104	PVMT MK PAINTED 4IN LINE	LF	\$ 0.80	2510	1324	\$ 2,008.00	\$ 1,059.20	\$ 3,067.20
762	1106	PVMT MK PAINTED 6IN LINE	LF	\$ 4.50	4079	261	\$ 18,355.50	\$ 1,174.50	\$ 19,530.00
762	1108	PVMT MK PAINTED 8IN LINE	LF	\$ 3.00	175	545	\$ 525.00	\$ 1,635.00	\$ 2,160.00
762	1124	PVMT MK PAINTED 24IN LINE	LF	\$ 12.00	809	44	\$ 9,708.00	\$ 528.00	\$ 10,236.00
762	1140	PVMT MK PAINTED CURB TOP & FACE	LF	\$ 8.00	393	0	\$ 3,144.00	\$ -	\$ 3,144.00
762	1360	PAVEMENT MARKING 4IN LINE-MASKING	LF	\$ 6.00	5918	0	\$ 35,508.00	\$ -	\$ 35,508.00
<b>SUBTOTAL =</b>							<b>\$ 592,636.00</b>	<b>\$ 72,170.20</b>	<b>\$ 664,806.20</b>
<b>ENGINEERING &amp; CONTINGENCY =</b>							<b>\$ 130,379.92</b>	<b>\$ 15,877.44</b>	<b>\$ 146,257.36</b>
<b>TOTAL =</b>							<b>\$ 723,015.92</b>	<b>\$ 88,047.64</b>	<b>\$ 811,063.56</b>
<b>USE =</b>							<b>\$ 723,000.00</b>	<b>\$ 88,000.00</b>	<b>\$ 811,000.00</b>

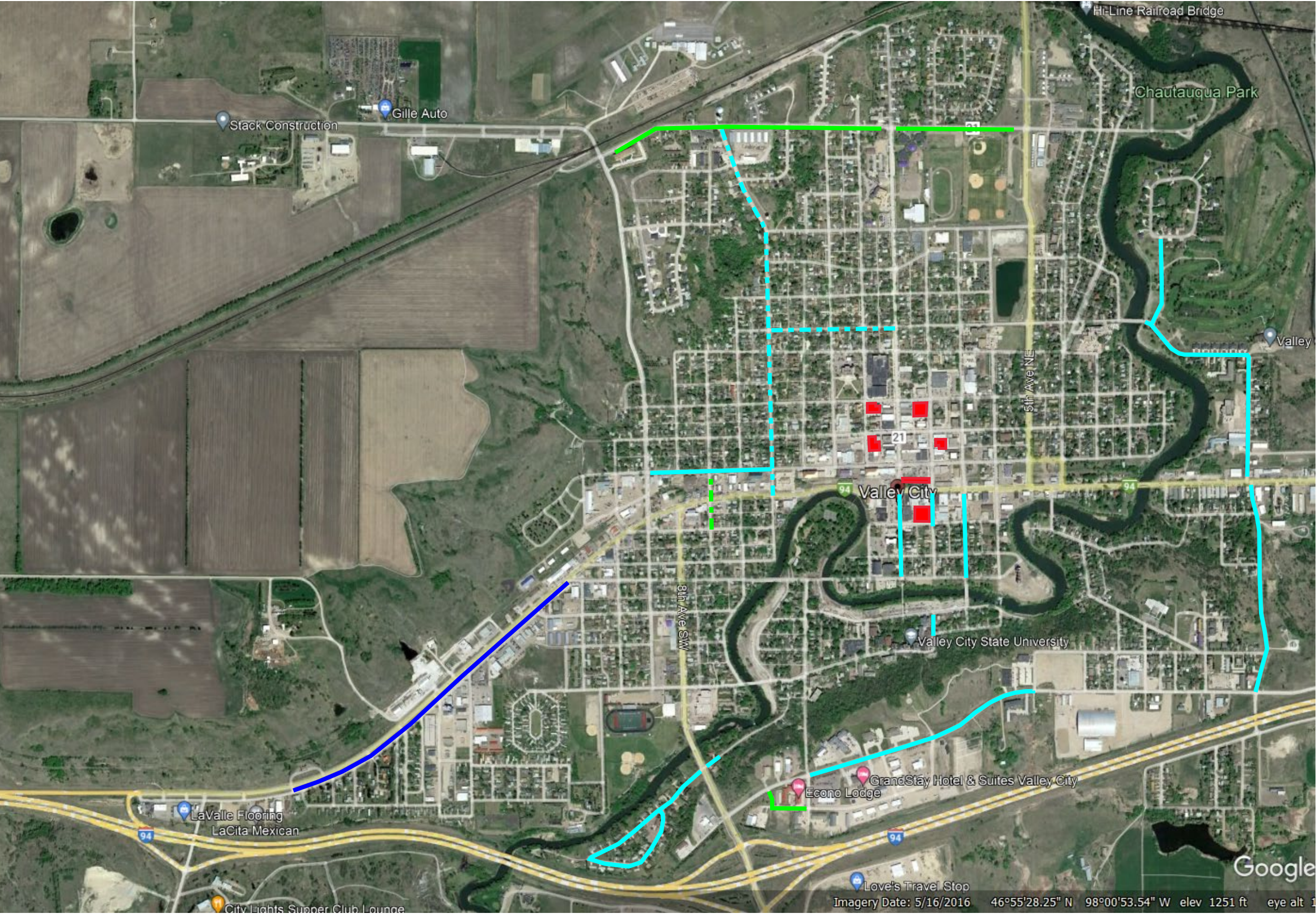
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# APPENDIX 2

## Location Map



Seal Coat Locations



— 2024 Seal Coat (Special Assess)  
- - - 2024 Seal Coat (No Specials - New)

— 2025 Seal Coat (Special Assess)  
- - - 2025 Seal Coat (No Specials - New)



## RESOLUTION NO. 2476

### RESOLUTION DECLARING NECESSITY OF IMPROVEMENTS IN PAVING IMPROVEMENT DISTRICT NO. 132

IT IS RESOLVED BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF VALLEY CITY, BARNES COUNTY, NORTH DAKOTA,

- (1) It is necessary and expedient for the City of Valley City, North Dakota, to approve street seal coating, and work incidental thereto, upon and along the streets and avenues contained within Paving Improvement District No. 132 (“the District”), which was created by Resolution No. 2474 on March 18, 2025, as set forth in the Preliminary Engineer’s Report for Paving Improvement District No. 132.
- (2) According to the Preliminary Engineer’s Report for Paving Improvement District No. 132, which was approved by Resolution 2475 on April 1, 2025, the City of Valley City, North Dakota, calls for seal coating of the following streets and avenues in the district:

**12<sup>th</sup> Street North from 9<sup>th</sup> Avenue NW to 5<sup>th</sup> Avenue NE; 5<sup>th</sup> Avenue SW from Winter Show Drive to 10<sup>th</sup> Street SW; 10<sup>th</sup> Street SW from 5<sup>th</sup> Avenue SW to 4<sup>th</sup> Avenue SW.**

- (3) The cost of improvements to the City will be paid from special assessments, which will be levied against the property within the District benefitted by the improvements in amounts proportionate to and not exceeding the benefits, except that, as authorized by N.D.C.C. § 40-24-10, the City of Valley City reserves its option to provide for the payment by general taxation of all the taxable property in the municipality of not more than one-fifth of this cost. The District contains the streets and avenues as described in this Resolution and includes the following land and territory within the corporate limits of the City of Valley City, North Dakota, to wit:

Parcel #	House #	Address	Legal
63-0820072	1212	3RD AVE NW	LOT 1 LESS S 10' OF W 10' BLOCK 2 COUNTRYSIDE 1ST. ADD.
63-0830005	1227	2ND AVE NW	LOTS 1 - 2 AND LOT 3 LESS N49' BLOCK 1 COUNTRYSIDE 2ND ADDN
63-2260010	1150	CENTRAL AVE N	LOT 1 HANNA FIELD ADDITION - 6.43 ACRES
63-2260030	205	9TH ST NE	LOT 3 HANNA FIELD ADDITION - 11.47 ACRES
63-2260040	330	12TH ST NE	LOT 4 HANNA FIELD ADDITION - 13.26 ACRES
63-2260050	1059	5TH AVE NE	LOT 5 HANNA FIELD ADDITION - 2.24 ACRES
63-2480016	724	12TH ST NW	LOT 1 LESS EAST 201.1' LAUGHLIN'S SUBDIVISION
63-2480025	704	12TH ST NW	EAST 201.1' LOT 1 LAUGHLIN'S SUBDIVISION
63-2480034	610	12TH ST NW	LOT 2 LAUGHLIN'S SUBDIVISION



63-2560010			FOR SPECIAL ASSESSMENTS
63-2560250	440	12 1/2 ST NE	LOT 5 OF AMENDMENT #1 LEGACY WEST TOWNHOMES
63-2560260	460	12 1/2 ST NE	LOT 6 OF AMENDMENT #1 LEGACY WEST TOWNHOMES
63-2660060	1154	2ND AVE NW	LOTS 11 AND 12 BLOCK 1 MAIER'S ADDITION
63-2660069	215	12TH ST NW	LOT 1 & N 12 1/2' OF LOT 2 BLOCK 2 MAIER'S ADDITION
63-2660159	241	12TH ST NW	LOT 12 BLOCK 2 MAIER'S ADDITION
63-2660165	325	12TH ST NW	W 92' LOTS 1 & 2 BLK 3 MAIER'S ADDITION
63-2660168	1147	3RD AVE NW	LOTS 1 & 2 BLK 3 LESS W92' MAIER'S ADDITION
63-3020036	150	12TH ST NW	16--2 .40 A & .36 A OF SW 1/4 SE1/4 .76 ACRES METES AND BOUNDS
63-3020045	145	12TH ST NE	16--3 150' X 366' OF SW 1/4 SE 1/4 1.30 ACRES METES AND BOUNDS
63-3020340	463	12TH ST NW	21--28 & 29 N 212.5' OF N 1/2 NE 1/4 NW 1/4 (PART OF 2.54 ACRES & 2.43 ACRES) 2.68 ACRES LESS RD R/W
63-3780105	1221	5TH AVE NW	LOT 2A BLK 1 PRAIRIE VIEW ADDITION
63-3780110	1227	5TH AVE NW	LOT 2B BLK 1 PRAIRIE VIEW ADDITION
63-3780190	1208	4TH AVE NW	LOT 20 BLK 1 PRAIRIE VIEW ADDITION
63-3780201	1210	5TH AVE NW	LOT 1 BLK 2 PRAIRIE VIEW ADDITION
63-3780240	1211	4TH AVE NW	LOT 9 BLK 2 PRAIRIE VIEW ADDITION
63-3790101	1215	5TH AVE NW	LOT 1A BLK 1 REPLAT OF PRAIRIEVIEW ADDITION
63-4360045	1212	CENTRAL AVE N	LOT 5 BLK 1 ROSSELAND & THOMPSON ADD
63-4360342	120	12TH ST NW	S10' LOT 10 & ALL LOTS 11, 12 & 13 BLK 5 ROSSELAND & THOMPSON ADD
63-4450018	645	12TH ST NW	LOT 2 BLK 1 REPLAT SCHERRS ADDITION
63-4450027	715	12TH ST NW	LOT 3 BLK 1 REPLAT SCHERRS ADDITION
63-4530013	245	SECARSE DR	LOT 1 & N 25.5' LOT 2 BLK 1 SECAR'SE ADDITION
63-4530121	430	SECARSE DR	LOT 1 BLK 2 SECAR'SE ADDITION
63-4530130	416	11 1/2 ST NW	LOT 2 BLK 2 SECAR'SE ADDITION
63-4530139	402	11 1/2 ST NW	LOT 3 BLK 2 SECAR'SE ADDITION
63-5510252	1213	2ND AVE NE	LOT 15 BLK 2 REPLAT VALLEY VIEW ADDN
63-5510774	332	13TH ST NE	A TRACT TO THE E 9' ON THE N & 23' ON THE S OF SW 25' LOT 4 & ALL LOT 5 BLK 7 REPLAT VALLEY VIEW ADDITION

63-5510792	324	13TH ST NE	LOT 6 & E 20' LOT 7 BLK 7 REPLAT VALLEY VIEW ADDN
63-5510801	310	13TH ST NE	W 38.4' LOT 7 & E 29.6' LOT 8 BLK 7 REPLAT VALLEY VIEW ADDN
63-5510810	246	13TH ST NE	W 28.8' LOT 8 & E 39.2' LOT 9 BLK 7 REPLAT VALLEY VIEW ADDN
63-5510819	240	13TH ST NE	W 19.20' LOT 9 & E 48.8' LOT 10 BLK 7 REPLAT VALLEY VIEW ADDN
63-5510828	222	13TH ST NE	W9.60' LOT 10 & ALL LOT 11 BLK 7 REPLAT VALLEY VIEW ADDN
63-5510837	1212	2ND AVE NE	LOT 12 BLK 7 REPLAT VALLEY VIEW ADDN
63-6130022	837	12TH ST NW	ZETTERBERG'S PLAT TO VC 165' X 140.5' OF TRACT #2 LESS RD R/W .50 ACRE
63-6130049	855	12TH ST NW	PT OF TRACT 2 MARY M ZETTERBERG'S PLAT OF THE NW1/4 -21-140-58 - CONTAINING 2.86A OR MORE
63-6130125	837	12TH ST NW	ZETTERBERG'S PLAT TO VC 21--39 .7A IN NW1/4 SEC 21 PRT OF TR #2 LESS ROAD R/W .70 ACRE
63-6130155	749	12TH ST NW	21--36 132' X 165' LESS E 50' OF TRACT 2 .35 ACRES METES AND BOUNDS
63-6130160	819	12TH ST NW	21--37 .44 ACRES OF TRACT 2 .44ACRES LESS RD R/W METES AND BOUNDS
63-6130170	1100	8TH AVE NW	21--40 TRACT #2 LESS .12-ACRE .84 ACRES METES AND BOUNDS
63-6130175	741	12TH ST NW	21--41 TRACT #2 132' X 50' .15 ACRES METES AND BOUNDS
63-9010011		12TH ST NW	DEPOT AREA SECTION 26 METES AND BOUNDS
63-3021078	455	WINTER SHOW RD	28--15 NW 1/4 S & E OF RIVER (PARCEL A) INCLUDING VAC ROAD 1.74A METES AND BOUNDS
63-1920010	575	10TH ST SW	LOT 1 REPLAT OF LOTS 1-5, BLOCK 1 GRAY SUBDIVISION
63-1920020	485	10TH ST SW	LOT 2 REPLAT OF LOTS 1-5, BLOCK 1 GRAY SUBDIVISION
63-1900064	1010	4TH AVE SW	NORTH 235' LOT 6 BLOCK 1 GRAYS SUB DIVISION

- (4) The City Finance Director is directed as required by N.D.C.C. § 40-22-15 to publish this resolution, together with a map of the proposed district, once each week for two consecutive weeks in the official newspaper of the City. Also, in accordance with North Dakota Century Code section 40-22-17, the owners of the property within the district may file written protests with the City Auditor's Office at any time within thirty (30) days after the first publication of this resolution. Therefore, any written protests must be filed with the City Finance Director **on or before Thursday, May 8, 2025**. At the commission meeting immediately following the expiration of the protest period, that is, at 5:00 p.m. on May 20, 2025, the City Commission must hear and determine the sufficiency of any protest filed in accordance with this Resolution and may take any further action the Commission deems necessary and expedient.

Passed, adopted and approved this 1st day of April, 2025.

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

ATTEST:

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Brenda Klein, Finance Director

## **RESOLUTION NO. 2477**

### **RESOLUTION CREATING SANITARY SEWER IMPROVEMENT DISTRICT NO. 72**

BE IT RESOLVED BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF VALLEY CITY, BARNES COUNTY, NORTH DAKOTA:

- (1) That Sanitary Sewer Improvement District No. 72 is created and established in the City of Valley City, Barnes County, North Dakota, for the purpose of constructing sanitary sewer mains, and any additional incidental work as deemed necessary, upon and along the streets and avenues contained within the district, as follows:

**15<sup>th</sup> Street NE from 2<sup>nd</sup> Avenue NE to 3<sup>rd</sup> Avenue NE; 14<sup>th</sup> Street NE from 2<sup>nd</sup> Avenue NE to 3<sup>rd</sup> Avenue NE; 13<sup>th</sup> Street NE from 2<sup>nd</sup> Avenue NE to 4<sup>th</sup> Avenue NE; 2<sup>nd</sup> Avenue NE from 15<sup>th</sup> Street NE to 12<sup>th</sup> Street NE; 3<sup>rd</sup> Avenue NE from 15<sup>th</sup> Street NE to 14<sup>th</sup> Street NE; 4<sup>th</sup> Avenue NE from 14<sup>th</sup> Street NE to 13<sup>th</sup> Street NE and then south to 12<sup>th</sup> Street NE along the property line between 332 and 342 13<sup>th</sup> Street NE; 12<sup>th</sup> Street NE from 5<sup>th</sup> Avenue NE to 6<sup>th</sup> Avenue NE; 6<sup>th</sup> Avenue NE south from 12<sup>th</sup> Street NE approx. 860' and then east along the alley approx. 145'; 6<sup>th</sup> Avenue NE from 7<sup>th</sup> Street NE to the south side of 6<sup>th</sup> Street NE; 7<sup>th</sup> Street NE west from 6<sup>th</sup> Avenue NE to the alley between 6<sup>th</sup> Avenue NE and 5<sup>th</sup> Avenue NE, then north along the alley to 8<sup>th</sup> Street NE; Central Avenue N from 6<sup>th</sup> Street N to 2<sup>nd</sup> Street N; the alley between 2<sup>nd</sup> Street NE and 3<sup>rd</sup> Street NE from Central Avenue N to 5<sup>th</sup> Avenue NE including lateral spurs approx. one half block north in the 100 and 200 blocks of 3<sup>rd</sup> Street NE; Main Street E from 13<sup>th</sup> Avenue SE east approx. 900'.**

- (2) As a result of consultation with KLJ Engineering LLC & Moore Engineering, Inc., City Engineers, Valley City, North Dakota, the City Commission determines the following size and form to be most practicable for serving the portions of the municipality included in Sanitary Sewer Improvement District No. 72 of the City of Valley City, Barnes County, North Dakota, and that the District contains the streets and avenues designated above and includes the following land and territory within the corporate limits of the City of Valley City, Barnes County, North Dakota:

**[INSERT ADDRESSES]**

- (3) The City of Valley City exercises its right under North Dakota Century Code section 40-24-10 to provide for the payment by general taxation of all the taxable property in the municipality of not more than one-fifth of the cost of Sanitary Sewer Improvement District No. 72.
- (4) This resolution is in full force and effect as of its passage on this 1st day of April, 2025.

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Dave Carlsrud, President  
Board of City Commissioners

ATTEST:

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Brenda Klein, Finance Director

March 21, 2025

Chad Petersen  
City Engineer  
254 2<sup>nd</sup> Avenue  
Valley City, ND 58072

**PROJECT: TAU-2-990(066), PCN 23917 - BARNES CO; WINTERSHOW ROAD, JCT 8TH AVE SW  
TO NEAR 2ND AVE SW - VALLEY CITY**

Dear Mr. Petersen;

Bids for the construction on the above noted project were taken at our bid opening of March 21, 2025. A copy of the Contract Detail Estimate and Abstract of Bids are enclosed.

The low bid for SHARED USE PATH AND ADA RAMPS was submitted by Strata Corporation of Grand Forks, ND in the amount of \$438,611.13. According to the agreement with the City of Minot, the City's share for **TAU-2-990(066)** is estimated to be \$83,643.14. Federal Funds obligated for this project shall not exceed 80.93 percent of the total eligible project cost. The balance of the project cost is the obligation of the City.

The Department will review the low bidder's proposal to assure that the Disadvantaged Business Enterprise Program requirements have been met. Upon review of the contractor's Disadvantaged Business Enterprise Program, the Department will advise you via email whether this project may be awarded. The City must award the contract before the Department will concur in the award; therefore, the City must notify the Department in writing as soon as possible after the award is made. Contracts cannot be executed prior to the date of the Department's concurrence.

Questions should be addressed to the Construction Services Division at 701-328-2566.

Sincerely,

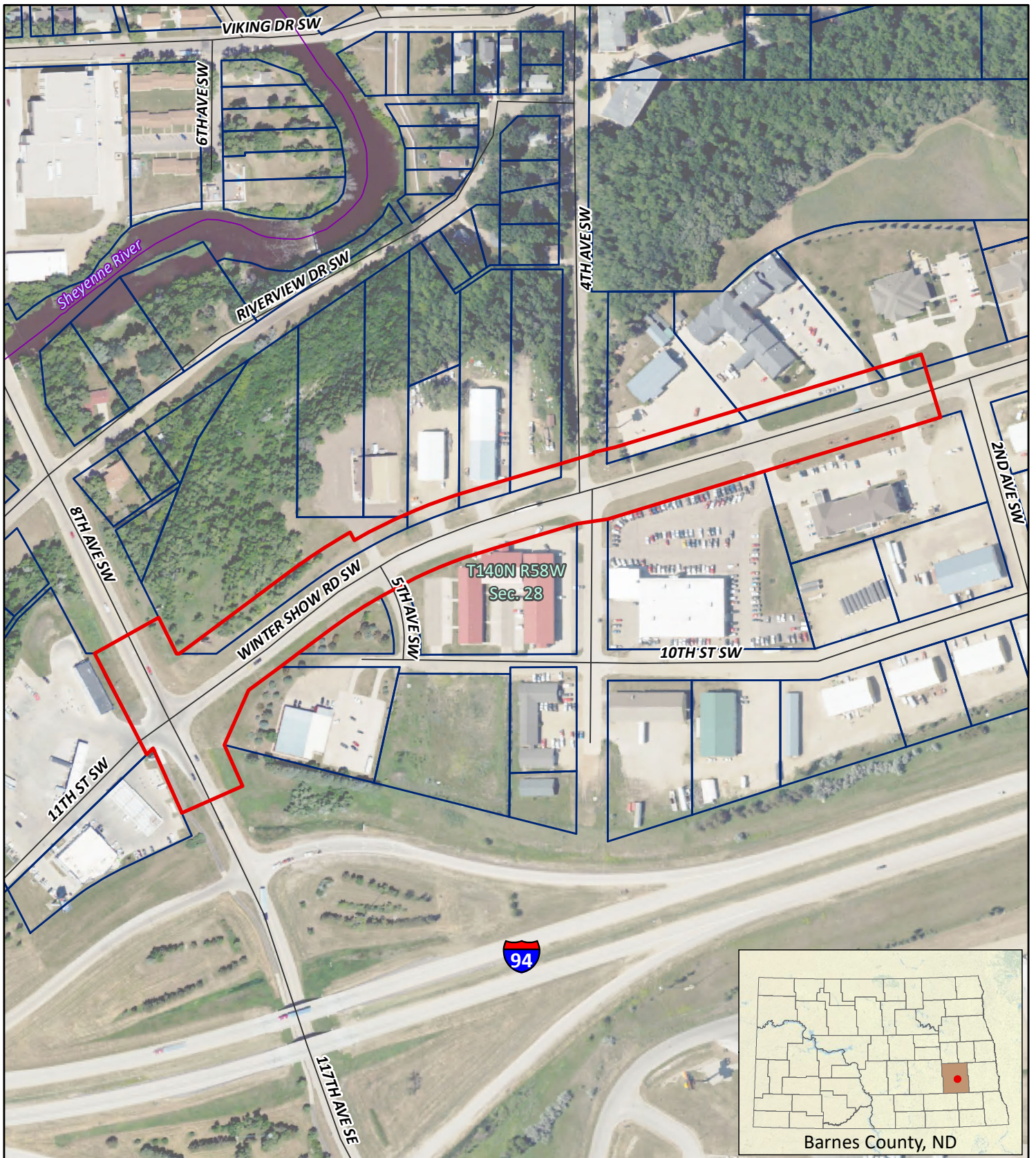


Phillip Murdoff, PE  
Construction Services Engineer

80/pm/jmm  
Enclosure

ND DEPARTMENT OF TRANSPORTATION				SHEET NO. 1 OF 1		ABSTRACT OF BIDS RECEIVED					
PROJECT NO. TAU-2-990(066)				NO. 23917		BIDDER ENGINEERS ESTIMATE		BIDDER STRATA CORPORATION		BIDDER TI-ZACK CONCRETE LLC	
COUNTY & DATE BARNES (003) MAR 21, 2025 09:30AM								GRAND FORKS, ND		LE CENTER, MN	
LENGTH & TYPE VALLEY CITY, WINTERSHOW ROAD											
COMPLETION TIME 09/13/25 SHARED USE PATH AND ADA RAMPS						C.C. CHECK RANK 00		C.C. BOND RANK 01		C.C. BOND RANK 02	
SPEC. NO.	ITEM DESCRIPTION	UNIT	QUANTITY	BID PRICE	AMOUNT	BID PRICE	AMOUNT	BID PRICE	AMOUNT	BID PRICE	AMOUNT
103	CONTRACT BOND	L SUM	1000	5000000	5000000	2190000	2190000	1150000	1150000		
202	REMOVAL OF CURB & GUTTER	LF	128000	18000	2304000	33750	4320000	12470	159616		
203	TOPSOIL	CY	783000	50000	39150000	47300	3703590	42520	3329316		
203	COMMON EXCAVATION-WASTE	CY	1865000	25000	46625000	18450	3440925	42790	7980335		
230	SUBGRADE PREPARATION-TYPE A	STA	15750	1000000	15750000	350000	551250	2533330	3989995		
251	SEEDING CLASS III	ACRE	600	6000000	3600000	2950000	177000	3392500	203550		
253	HYDRAULIC MULCH	ACRE	600	6000000	3600000	4450000	267000	5117500	307050		
261	FIBER ROLLS 12IN	LF	500000	5000	2500000	5850	292500	6730	336500		
261	REMOVE FIBER ROLLS 12IN	LF	500000	1000	500000	2000	100000	2300	115000		
302	AGGREGATE BASE COURSE CL 5	CY	218000	100000	21800000	93400	2036120	108210	2358978		
702	MOBILIZATION	L SUM	1000	50000000	50000000	93220000	93220000	39520390	3952039		
704	TRAFFIC CONTROL SIGNS	UNIT	284000	2500	710000	2620	74408	3010	85484		
704	SIDEWALK BARRICADE	EA	4000	75000	300000	52000	20800	59800	23920		
704	DELINEATOR DRUMS	EA	20000	30000	600000	16000	32000	18400	36800		
704	TUBULAR MARKERS	EA	44000	6000	264000	5000	22000	5750	25300		
708	INLET PROTECTION-SPECIAL	EA	6000	400000	2400000	550000	330000	172500	103500		
708	REMOVE INLET PROTECTION-SPECIAL	EA	6000	75000	450000	85000	51000	28750	17250		
722	ADJUST MANHOLE	EA	5000	1000000	5000000	1100000	550000	798000	399000		
722	ADJUST MANHOLE SPECIAL	EA	6000	3000000	18000000	4800000	2880000	1330000	798000		
748	CURB & GUTTER	LF	128000	75000	9600000	82000	1049600	64300	823040		
750	SIDEWALK CONCRETE REINF	SY	92000	180000	1656000	145000	1334000	99240	913008		
750	SIDEWALK CONCRETE 4IN	SY	1670000	115000	192050000	87000	14529000	99240	16573080		
750	DETECTABLE WARNING PANELS	SF	160000	85000	13600000	90000	1440000	57750	924000		
754	RESET SIGN PANEL	EA	6000	100000	600000	110000	66000	126500	75900		
754	RESET SIGN SUPPORT	EA	6000	175000	1050000	120000	72000	138000	82800		
762	PVMT MK PAINTED 6IN LINE	LF	177000	10000	1770000	4600	81420	5280	93456		
970	HERBICIDE WEED CONTROL	LF	1575000	1500	2362500	5000	787500	1150	181125		
TOTAL					45614550		43861113		44003042		
						NO LIMIT		NO LIMIT			
ACTION TAKEN BY DEPARTMENT OF TRANSPORTATION Deputy Director For Engineering:				AWARD TO: STRATA CORPORATION				WHEN PRELIMINARY ARRANGEMENTS ARE COMPLETED.			
17				DATE OF AWARD				DEPARTMENT OF TRANSPORTATION Deputy Director For Engineering			





# **Wintershow Road Shared-Use Path** **TAU-2-990(066), PCN 23917** **Valley City, Barnes County, ND**

- Project Area
- Parcels
- NHD Flowline

Imagery Source: ©2023, USDA-FSA-APFO

KLJ Project Number: 2104-01627  
 Date Created: 1/25/2024  
 Created By: jeffprice

