

CITY COMMISSION MEETING
VALLEY CITY, NORTH DAKOTA

Tuesday, September 2, 2025
5:00 PM

The City Commission Meeting will begin on Tuesday, September 2, 2025 at 5:00 PM CT, at the City Commission Chambers, 220 3rd St. NE, Valley City, ND.

The meeting is also available to view online <https://us06web.zoom.us/j/86913678203> or listen by calling (1 346 248 7799) Webinar ID: 869 1367 8203.

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

NEXT RESOLUTION NO. 2500NEXT ORDINANCE NO. 1175

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 8.19.2025 Finance & Commission Meetings.

Pg. 3
- B. Approve Local Raffle Permits:

Pg. 7

a. Dakota Rider MC

b. Sheyenne Valley Friends of Animals

c. Valley City USBC Association
- C. Approve Contractor License’s:

Pg. 13

a. Dakota Electric Construction CO. Inc. – Fargo

b. Border Construction – Fargo

c. Asphalt Surface Technologies Corporation dba ASTECH Corp. – St. Cloud, MN

d. Pierce Lee Roofing – Fargo

e. Western Products Inc. – Fargo

f. All New Gutter Service Inc. – Fargo

g. Singh Contracting Inc. – Bismarck

h. Sprinturf LLC – Daniel Island, SC

i. Peterson Sheet Metal, Inc. – Bemidji, MN
- D. Approve Contractor License Renewal:

Pg. 47

a. Construction Engineers, Inc.

Roll Call: Gulmon Bishop Magnuson Erickson Carlsrud

PUBLIC COMMENTS

This portion of the meeting provides a limited public forum for Valley City residents, property owners and business owners to address the Board of City Commissioners on topics related to City business. Interested persons must submit a comment card with the individual’s name, address, and the topic to be commented upon. Non-residents must provide the address of the City of Valley City business the individual operates or works at or the address of real property which the individual owns within the City of Valley City. Comments cards must be provided to the meeting secretary and approved prior to speaking. Public comments are limited solely to business matters and concerns pertinent to the City.

The following rules apply to Public Comments:

- Limited to five minutes per speaker.
- Must not interfere with the orderly conduct of the meeting.
- Must not be defamatory, abusive, harassing, or unlawful.
- May be prohibited if an alternative procedure exists to bring that particular type of public comment before the City, the public comment includes confidential or exempt information, or the public comment is otherwise prohibited by law.

Submission of written comments: In lieu of speaking, a written comment may be delivered to the meeting secretary prior to the start of the meeting. Written comments are limited to two pages. Any member of the public seeking to comment without attending in person may submit written comments to jhintz@valleycity.us. Written comments hand delivered at the time of the meeting or emailed prior to 4:00 pm on the date of the meeting will be distributed to the Board for their information and maintained in City files. Written comments are not read aloud at the meeting

ORDINANCE

ORD 1176. First reading of Ordinance 1176, an Ordinance to amend and reenact Section 8-04-06 of the Valley City Municipal Code related to tobacco license violations. *(City Attorney Martineck)* Pg. 50

Roll Call: Bishop Magnuson Erickson Gulmon Carlsrud

ORD 1177. First reading of Ordinance 1177, an Ordinance to create and enact Title 21 of the Valley City Municipal Code related to gaming. *(City Attorney Martineck)* Pg. 52

Roll Call: Magnuson Erickson Gulmon Bishop Carlsrud

ORD 1178. First reading of Ordinance 1178, an Ordinance to amend and reenact Sections 15-01-09 and 15-01-16 of the Valley City Municipal Code related to public works accounts receivable. *(City Attorney Martineck)* Pg. 55

Roll Call: Erickson Gulmon Bishop Magnuson Carlsrud

RESOLUTION

RES 2500. A Resolution amending the Master Fee Schedule. *(City Attorney Martineck)* Pg. 57

Roll Call: Gulmon Bishop Magnuson Erickson Carlsrud

NEW BUSINESS

NB1. Approve Agreement for Cost-Share Reimbursement for Valley City Permanent Flood Protection not to exceed \$9,595,675. *(City Administrator Crawford)* Pg.58

Roll Call: Bishop Magnuson Erickson Gulmon Carlsrud

NB2. Consider Visitor Committee recommendation to approve the Image Enhancement Grant Application for Bakkegard and Schell in the amount up to \$75,000 for the renovations and signage of their current building at 159 12th Ave SE. *(City Administrator Crawford)* Pg. 63

Roll Call: Magnuson Erickson Gulmon Bishop Carlsrud

NB3. Consider Visitor Committee recommendation to change the current Image Enhancement Application and Guidelines to include “other buildings that meet the criteria of the Image Enhancement purpose as determined by the committee.” *(City Administrator Crawford)* Pg. 71

Roll Call: Erickson Gulmon Bishop Magnuson Carlsrud

NB4. Approve Application for Residential Improvement exemption – 605 Central Ave N. *(City Assessor Drabus)* Pg. 72

Roll Call: Gulmon Bishop Magnuson Erickson Carlsrud

NB5. Approve Application for Residential Improvement exemption – 638 3rd St. SE. *(City Assessor Drabus)* Pg. 74

Roll Call: Bishop Magnuson Erickson Gulmon Carlsrud

NB6. Review Valley City NW Water Tower Opinion of Probable Cost and Discussion Project Cost Saving Options. *(City Engineer Petersen)* Pg. 76

Roll Call: Magnuson Erickson Gulmon Bishop Carlsrud

NB7. Approve terms of soil remediation at 98.9 acres in the NE Quarter of Section 10, TWP 141N, Range 59W, and Auditor’s Lot 2 of the NE Quarter of Section 31, TWP 140N, Range 58W. *(City Administrator Crawford)* Pg. 78

Roll Call: Erickson Gulmon Bishop Magnuson Carlsrud

NB8. Approve Change Order for Sanitary Sewer improvement district 72 - Reline Project. *(City Engineer Petersen)* Pg. 80

Roll Call: Gulmon Bishop Magnuson Erickson Carlsrud

CITY ADMINISTRATOR’S REPORT

CITY UPDATES & COMMISSION REPORTS

ADJOURN

CITY COMMISSION FINANCE MEETING VALLEY CITY, NORTH DAKOTA

Tuesday, August 19, 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 Erickson, Commissioner Gulmon.

Other present: City Administrator Crawford, City Attorney Martineck, Finance Director Klein, Deputy Auditor Johnson, police Chief Horner.

Agenda Items

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

Discuss Rosebud Parking Lot. Discussion was held on the Rosebud Parking Lot issues. Consensus was to go with signage rather than cameras due to cost.

Discuss Transfer of 832 4th Ave NE to Valley City Public Schools. Discussion was held on the Transfer of 832 4th Ave NE to Valley City Public Schools. Consensus was to approve transfer contingent on keeping Mindy's garden in place.

Discuss Change Order for Sewer Reline. Discussion was held on the Change Order for the Sewer Reline. Consensus was to allow the City Administrator to approve anything \$75,000 and lower. Anything higher will require further Commission approval.

Option Agreement and Easement – State Interoperability Radio Network. Discussion was held on the Option Agreement and Easement for the SIRC tower site on City property in Barnes County.

Discuss additional soil remediation site on a portion of the South half of the Southwest quarter 27-140-58. Discussion was held on the additional soil remediation site. Consensus was to approve the area.

Discuss Valley City Housing Incentive Program. Discussion was held on the Valley City Housing Incentive Program. Consensus was to allow the Incentive Program for new hook ups only.

Discuss Public Safety at City Transfer Station. Discussion was held on creating a waiver for loading woodchips into trailers and use of the tree site.

Department Reports

Department Spotlight – Fire Department & Remaining City Hall Employees

Sanitation Department Forman Swart reported the landfill is still taking in a lot of trees, and gave the numbers for the clean up week back in May.

Electrical Department Electrical Superintendent Senf reported the crew is working South of town and they are still behind schedule.

Fire Department Fire Chief Magnuson reported on dangerous buildings.

Police Department Police Chief Horner reported that the PD has attended several events in Valley City including Safety in the Park. Health Department is inquiring the VCPD about the ability to contact with us to teach our alcohol server training classes.

Street Department Operations Superintendent Klemisch reported the County Highway Department will be doing their annual bridge inspections next Wednesday. They will also be replacing a culvert on the landfill road sometime in the next month. School crossings were painted last week. The City continues to pick up trees from the summer storms. Sprayed for mosquitos last week. The contractor has arrived to paint the water tower up by the John Deere Building.

Administration

City Attorney Martineck suggested that tobacco and alcohol license violations be enforced more consistently and recommended an ordinance change.

Finance Director Klein discussed late payment fees on public works accounts receivable.

Adjourn

The meeting was adjourned at 4:27PM.

CITY COMMISSION MEETING VALLEY CITY, NORTH DAKOTA

Tuesday, August 19, 2025

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

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

Others: City Administrator Crawford, City Attorney Martineck, Finance Director Klein, Deputy Auditor Johnson, Police Chief Horner.

PLEDGE OF ALLEGIANCE

OATH OF OFFICE FOR POLICE OFFICER CODY PERDUE

APPROVAL OF AGENDA

Add NB7. Approve Change Order for Sanitary Sewer Reline Project.

Add the District 24 Republican Raffle Permit to the Consent Agenda.

Commission Bishop moved to add the District 24 Republican Raffle Permit to the Consent Agenda, and to add NB7. Approve change order for sanitary sewer reline project, seconded by Commissioner Gulmon. Motion passed unanimously.

APPROVAL OF CONSENT AGENDA

A. Approve Minutes from the 8.5.2025 Commission Meeting.

B. Approve Local Raffle Permits:

- a. VCSU Foundation – Booster Club**
- b. Hi-Liners Booster Club Inc.**
- c. CHI Mercy Health Foundation**
- d. Barnes County Senior Citizens Council, Inc.**
- e. District 24 Republican**

Commissioner Bishop moved to approve, seconded by Commissioner Gulmon.

Motion passed unanimously.

RESOLUTION

RES 2498. A Resolution Authorizing Filing of Application with the North Dakota Department of Environmental Quality for a \$600,000 Loan through the Clean Water State Revolving Fund.

Commissioner Gulmon moved to approve, seconded by Commissioner Erickson.

Motion passed unanimously.

RES 2499. A Resolution Authorizing Transfer of 832 4th Ave NE.

Commissioner Gulmon moved to approve contingent on keeping Mindy's Garden, seconded by Commissioner Bishop.

Motion passed unanimously.

NEW BUSINESS

Approve Monthly Bills for the City and Public Works in the Amount of \$2,287,683.

Commissioner Bishop moved to approve, seconded by Commissioner Gulmon.

Motion passed unanimously.

Approve Transfer of 832 4th Ave NE to Valley City Public Schools.

Commissioner Gulmon moved to remove this agenda item, seconded by Commissioner Erickson.

Motion passed unanimously.

Approve the Valley City Barnes County Development Corporation request to fund the Recruiting & Retention Coordinator Position for 3 Years at \$80,000/Year with funds sourced from City Sales Tax dedicated to Economic Development.

Commissioner Gulmon moved to approve, seconded by Commissioner Bishop.

Motion passed unanimously.

Approve the Valley City Barnes County Development Corporation request for an additional \$10,000/year for 3 Years for the Resource Development Specialist Position with funds sourced from City Sales Tax dedicated to Economic Development.

Commissioner Bishop moved to approve, seconded by Commissioner Gulmon.

Motion passed unanimously.

Approve Option Agreement and Form of Easement for State Interoperability Radio Network Tower to be constructed by Allo Towers.

Commissioner Gulmon moved to approve, seconded by Commissioner Erickson.

Motion passed unanimously.

Approve terms of license authorizing City to use a portion of the South Half of the Southwest Quarter 27-140-58 for additional soil remediation.

Commissioner Erickson moved to approve, seconded by Commissioner Bishop.

Motion passed unanimously.

Approve Change Order for Sanitary Sewer Reline Project.

Commissioner Bishop moved to approve giving the City Administrator the authorization to approve change order up to \$75,000 for the sanitary sewer reline project, seconded by Commissioner Erickson. Motion passed unanimously.

CITY ADMINISTRATOR’S REPORT

City Administrator Crawford reported last week at the State Water Commission Meeting we requested funds for 9.59 million dollars, for the continuation of the construction of phase 4 and design of phase 5 and 6 of our Permanent Flood Protection and that was approved. The metal portion of the new Service Center building will be delivered at the end of August. City Engineer Petersen was brought up to explain the removal of contaminated soil and DEQ requirements we follow. Based on his understanding talking to their Environmental Specialists working with DEQ, the intent is not to remove all the legacy contaminant soils on the site. Following the excavation of the material required for the project, baseline samples are taken from the bottom and/or the sidewalls of the excavation limits to document the remaining levels of contamination beyond the construction limits. This is done for future construction activity on the site that may encounter these soils.

Police Chief Horner spoke on what is allowed for passing school buses now that school is back in session. When there are flashing yellow lights you are allowed to pass the school bus but always be watching for the kids, when there is a red stop sign out and lights turn to red both lanes of travel must stop until the sign retracts and the lights turn off.

City Engineer Petersen gave an update on the Flood Protection Projects, as well as the Shared Use Path Project. Seal Coat work will start on Monday.

Commissioner Gulmon acknowledged and gave credit to Gwen and Chad Petersen of KLJ for all the work and time they put into securing 9 ½ million dollars in Permanent Flood Protection for Valley City.

Commissioner Erickson reminded residents there is a recycling center and to please use it.

Commissioner Bishop echoed onto Commissioner Gulmon’s report and thanks for the good job from Gwen and Chad.

Mayor Carlsrud tagged onto Commission Erickson’s report and reminded those to use the recycling center. Thanks to whole staff still cleaning up from the storms this summer while doing their regular jobs. Thanks the Commissioners for serving.

Meeting was adjourned at 5:39 P.M.

Attested to by:

Brenda Klein, Finance Director
City of Valley City

Dave Carlsrud, President of the
City of Valley City Commission



APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT

NORTH DAKOTA OFFICE OF ATTORNEY GENERAL

GAMING DIVISION

SFN 9338 (9-2023)

Paid \$10 Cash
on 8/20/25
KN

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 Dakota Rider MC		Dates of Activity (Does not include dates for the sales of tickets) December 20 2025	
Organization or Group Contact Person Shawn Gjermondson	E-mail thndrduck2000@yahoo.com	Telephone Number 701-351-8371	
Business Address	City	State	ZIP Code
Mailing Address (if different) 11565 33rd ST SE	City Valley City	State ND	ZIP Code 58072

SITE INFO

Site Name Cades 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.)

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

Game Type	Description of Prize	Exact Retail Value of Prize
Raffle	2 Seats/Tickets for Vikings/Greenbay Game	700 ⁰⁰
	1 TV 55"	278 ⁰⁰
	1 Cash Prize	50 ⁰⁰
Total (limit \$40,000 per year)		\$ 1028 ⁰⁰

ADDITIONAL REQUIRED INFORMATION

Intended Uses of Gaming Proceeds Adult Activities/Motorcycle Safety and Awareness
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 Shawn Gjermondson	Telephone Number 701-351-8371	E-mail Address thndrduck2000@yahoo.com
Signature of Organization Group's Permit Organizer Shawn Gjermondson	Title Referee	Date 08/20/25

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 eight 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. For an organization that has a permit, 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 for each drawing 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 physical 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 a 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 unguaranteed 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.

PRIZE RESTRICTIONS:

A single cash prize cannot exceed \$8,000

The retail value of a merchandise prize cannot exceed \$8,000.

The total of all cash prizes and retail value of all merchandise prizes for all games cannot exceed \$40,000 per year.

If the value of the planned cash and merchandise prizes exceed \$40,000, the organization or group must reduce the prizes to this limit or a nonprofit corporation may apply for a state gaming license with the Office of Attorney General.

LOCAL PERMIT AND RESTRICTED EVENT PERMIT DIFFERENCES:

	<u>Local Permit</u>	<u>Restricted Event Permit</u>
Number of events per year	Limited by prizes	One
Must file an information report	Yes, if political party	Yes
May pay employees compensation	Yes	No
Must use chips as wagers	No	Yes
Use of net income	Unrestricted	Restricted
Games allowed	Bingo Raffles Sports Pools	Bingo Raffles Sports Pools Poker Twenty-One Paddlewheels

Compared to a "Local Permit," an organization or group with a "Restricted Event Permit" may conduct three more game types, but is restricted to one event per year, must file a "Report on a Restricted Event Permit" with the city or county and Office of Attorney General, and disburse net income to eligible uses. These uses are described by North Dakota Century Code 53-06.1-11.1(2) and North Dakota Administrative Code 99-01.3-14-02. Refer to the backside of the "Report on a Restricted Event Permit" form for a general list of eligible uses.

For a Restricted Event Permit, one method to ensure that the total of all cash prizes and retail value of all merchandise prizes do not exceed \$40,000 is to charge each player a standard amount at the start of the event for a certain number or value of chips. If a player loses all of the player's chips, the player may re-buy chips. The player would play games and, at the end of the event, the organization would auction merchandise prizes to the players. The player who bid the highest number or value of chips for a prize would win that prize. For those players who have chips but did not successfully bid on a prize, the organization may redeem the chips for a predetermined cash value per chip. For this method, the value of the players' chips redeemed for cash is no a prize.



APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT
NORTH DAKOTA OFFICE OF ATTORNEY GENERAL
GAMING DIVISION
SFN 9338 (4-2023)

Paid check #2425
on 8/20/25
KN

Applying for (check one)	
<input checked="" type="checkbox"/> Local Permit	<input type="checkbox"/> Restricted Event Permit*
Games to be conducted	
<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 of Activity (Does not include dates for the sales of tickets)	
Sheyenne Valley Friends of Animals		Friday, Dec. 12th	
Organization or Group Contact Person		E-mail	Telephone Number
Jenni Richman		jenni.srfa@gmail	701-840-8332
Business Address		City	State ZIP Code
P.O. Box 432		Valley City	ND 58072
Mailing Address (if different)		City	State ZIP Code

SITE INFO

Site Name		County	
Handy Hardware		Barnes	
Site Physical Address		City	State ZIP Code
727 15th Ave SW		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.)			
Friday, Dec. 12th			

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

Game Type	Description of Prize	Exact Retail Value of Prize
raffle	1st - 250.00	250.00
	2nd - 150.00	150.00
	3rd - 100.00	100.00
Total (limit \$40,000 per year)		\$ 500.00

Intended Uses of Gaming Proceeds	
Proceeds will benefit the animals in our community	
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: 13,460 (This amount is part of the total prize limit for \$40,000 per fiscal year) Wags & Whiskers Fundraiser	
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
Jenni Richman	Sec/Treas	840-8332	jenni.srfa@gmail.com
Signature of Organization or Group's Top Official		Title	Date
Jenni Richman		Sec/Treas	8-18-25



APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT
NORTH DAKOTA OFFICE OF ATTORNEY GENERAL
GAMING DIVISION
SFN 9338 (8-2025)

Pa CK 1651
\$25.00

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 VALLEY CITY USBC ASSOCIATION		Dates of Activity (Does not include dates for the sales of tickets) 11/9/2025 TO 5/03/2026	
Organization or Group Contact Person TODD WEBSTER	E-mail tewebster@msn.com	Telephone Number 701-490-3061	
Business Address 11672 35M ST SE	City VALLEY CITY	State ND	ZIP Code 58072
Mailing Address (if different)	City	State	ZIP Code

SITE INFO

Site Name SKY LANES BOWLING ALLEY		County BARNES	
Site Physical Address 2379 ELM ST	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.) RAFFLE 11/09/2025, 1/29/2026, 2/16/2026, 3/12/2026, 4/6/2026, 5/03/2026 (SEE ATTACHED)			

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

Game Type	Description of Prize	Exact Retail Value of Prize
Total (limit \$50,000 per year)		\$

ADDITIONAL REQUIRED INFORMATION

Intended Uses of Gaming Proceeds Funding for Adult & Youth Bowling
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 \$50,000 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 TODD WEBSTER	Telephone Number 701-490-3061	E-mail Address tewebster@msn.com
Signature of Organization Group's Permit Organizer Todd Webster	Title ASSOCIATION MANAGER	Date 8/25/25

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 fifteen 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. For an organization that has a permit, 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 for each drawing 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 physical 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 a 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 unguaranteed 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 fifteen thousand dollars.

PRIZE RESTRICTIONS:

A single cash prize cannot exceed \$15,000

The retail value of a merchandise prize cannot exceed \$15,000.

The total of all cash prizes and retail value of all merchandise prizes for all games cannot exceed \$50,000 per year.

If the value of the planned cash and merchandise prizes exceed \$50,000, the organization or group must reduce the prizes to this limit or a nonprofit corporation may apply for a state gaming license with the Office of Attorney General.

LOCAL PERMIT AND RESTRICTED EVENT PERMIT DIFFERENCES:

	<u>Local Permit</u>	<u>Restricted Event Permit</u>
Number of events per year	Limited by prizes	One
Must file an information report	Yes, if political party	Yes
May pay employees compensation	Yes	No
Must use chips as wagers	No	Yes
Use of net income	Unrestricted	Restricted
Games allowed	Bingo Raffles Sports Pools	Bingo Raffles Sports Pools Poker Twenty-One Paddlewheels

Compared to a "Local Permit," an organization or group with a "Restricted Event Permit" may conduct three more game types, but is restricted to one event per year, must file a "Report on a Restricted Event Permit" with the city or county and Office of Attorney General, and disburse net income to eligible uses. These uses are described by North Dakota Century Code 53-06.1-11.1(2) and North Dakota Administrative Code 99-01.3-14-02. Refer to the backside of the "Report on a Restricted Event Permit" form for a general list of eligible uses.

For a Restricted Event Permit, one method to ensure that the total of all cash prizes and retail value of all merchandise prizes do not exceed \$50,000 is to charge each player a standard amount at the start of the event for a certain number or value of chips. If a player loses all of the player's chips, the player may re-buy chips. The player would play games and, at the end of the event, the organization would auction merchandise prizes to the players. The player who bid the highest number or value of chips for a prize would win that prize. For those players who have chips but did not successfully bid on a prize, the organization may redeem the chips for a predetermined cash value per chip. For this method, the value of the players' chips redeemed for cash is no a prize.

Valley City USBC Permit

Dates and Amounts of drawings

November 09, 2025

1 - \$100

1 - \$75

1 - \$50

3 - \$25 = Total \$300

Jan 29, 2026 – 5 - \$50 = \$250

Feb 16, 2026 – 5 - \$50 = \$250

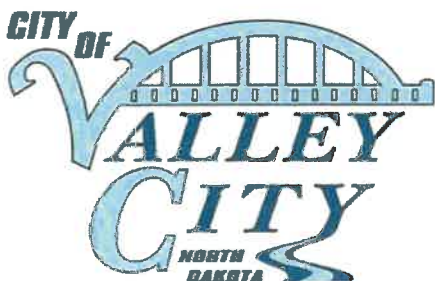
March 12, 2026 – 5 - \$50 = \$250

April 6, 2026 – 5 - \$50 = \$250

May 3, 2026 – 5 - \$100 = \$500

Total \$1500

Total Both \$1800



City of Valley City, North Dakota
Application for
Contractor, Electrician, Plumber and/or
Mechanical Contractor License(s)
FOR PERIOD: June 1, 2025 – May 31, 2026

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: DAKOTA ELECTRIC CONSTRUCTION CO. INC.
Owner: Jeff Case, Jeremy Vanderplaats, Mac Duncan, Mike Karels, Dustin Loucks, Chris Johnk
Mailing Address: 1550 1ST AVE N
City, State Zip Code: FARGO, ND 58102
Phone Number: 701-235-7581
Email Address: jeremy@decfargo.com
Today's Date: 8/19/2025

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

☐ Contractor ☒ Electrician ☐ Plumber ☐ Mechanical

State License Numbers (provide all that apply):

M 3677 Electrician Plumber CLASS A #74 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** *pd 8/25/25 ck 8871*

RETURN TO: Valley City Auditor
 254 2nd Ave NE
 Valley City, ND 58072

Phone: (701) 845 – 1700
Email: jhintz@valleycity.us

State of North Dakota

SECRETARY OF STATE



CONTRACTOR LICENSE

NO: 74

CLASS: A

The undersigned, as Secretary of State of the state of North Dakota and Registrar of Contractors, certifies that **DAKOTA ELECTRIC CONSTRUCTION CO., INC.** 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.

DAKOTA ELECTRIC CONSTRUCTION CO., INC. is entitled to bid on and accept contracts as authorized by law under this license without limit as to the value of any single contract project.

Dated: January 13, 2025

The North Dakota Secretary of State verifies that:

DAKOTA ELECTRIC CONSTRUCTION CO., INC.

is the holder of a North Dakota Class A Contractor License which is in force until March 1, 2026 unless sooner suspended or revoked as provided by NDCC 43-07.

License # 74

A handwritten signature in cursive script, reading "Michael Howe".

Michael Howe
Secretary of State



MASTER LICENSE
EXAM/ND

Number: M 3677 **Expires:** April 30, 2026

Issued To: MAC DUNCAN,
GLYNDON, ND 56547

President: Rod Mayer

Secretary: Jon Hoffman



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/18/2025

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).

PRODUCER Bell Insurance PO Box 1470 Fargo ND 58107	CONTACT NAME: Amy Johnston PHONE (A/C No, Ext): 701-237-6414 E-MAIL ADDRESS: ajohnston@bell.insurance FAX (A/C No): 701-239-0009
INSURED Dakota Electric Construction Co., Inc 1550 1st Ave N Fargo ND 58107-1006	INSURER(S) AFFORDING COVERAGE INSURER A : Secura Insurance Companies INSURER B : Westchester Surplus Lines Ins INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** 753746060 **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"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		TC3350587	9/4/2024	9/4/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 ND STOP GAP \$ 1,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		A3350588	9/4/2024	9/4/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		CU3350590	9/4/2024	9/4/2025	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY 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		WC3350589	9/4/2024	9/4/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER Minnesota E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A A B	Professional Liability Installation Floater Pollution		TC3350587 TC3350587 G73534859 004	9/4/2024 9/4/2024 9/4/2024	9/4/2025 9/4/2025 9/4/2025	Limit Limit Limit 500,000 675,000 1,000,000

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

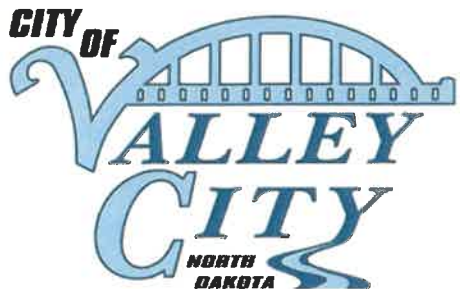
CERTIFICATE HOLDER**CANCELLATION**

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.



City of Valley City, North Dakota
Application for
Contractor, Electrician, Plumber and/or
Mechanical Contractor License(s)
FOR PERIOD: June 1, 2025 – May 31, 2026

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: Border Construction

Owner: Dave Bartell, Tom Jarvis, Andy Kelly

Mailing Address: 4321 14th Ave N

City, State Zip Code: Fargo, ND 58102

Phone Number: 701-261-2589

Email Address: dave@borderconstruction.net

Today's Date: 8/18/25

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

XXX Contractor Electrician Plumber Mechanical

State License Numbers (provide all that apply):

 Electrician Plumber 57847 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

RETURN TO: Valley City Auditor
 254 2nd Ave NE
 Valley City, ND 58072

Phone: (701) 845 – 1700
Email: jhintz@valleycity.us

Paid CK #6792 on 8/25/25 KN



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/18/2025

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).

PRODUCER Marsh McLennan Agency 505 Broadway North, Suite 100 Fargo ND 58102	CONTACT NAME: Taylor Schafer PHONE (A/C No, Ext): 701-237-3311 E-MAIL ADDRESS: taylor.schafer@marshmma.com FAX (A/C No): 701-232-4442 INSURER(S) AFFORDING COVERAGE INSURER A: SECURA INSURANCE MUTUAL HOLDIN INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	NAIC #
INSURED Border Construction LLC 4321 14th Ave N Fargo ND 58102	BORDCON-01	

COVERAGES **CERTIFICATE NUMBER:** 1858241873 **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"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		CP3291671	8/15/2025	8/15/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 ND Stop Gap \$ 1M/\$1M/\$1M
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY		A3291672	8/15/2025	8/15/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		CU3291673	8/15/2025	8/15/2026	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY 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		WC3310143	8/15/2025	8/15/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Builders Risk		CP3291671	8/15/2025	8/15/2026	Any one location \$750,000 Temporary Storage \$100,000 Transit \$100,000

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

CERTIFICATE HOLDER

CANCELLATION

City of Valley City
Valley City Auditor
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.

State of North Dakota

SECRETARY OF STATE



CONTRACTOR LICENSE

NO: 57847

CLASS: A

The undersigned, as Secretary of State of the state of North Dakota and Registrar of Contractors, certifies that **BORDER CONSTRUCTION, 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.

BORDER CONSTRUCTION, LLC is entitled to bid on and accept contracts as authorized by law under this license without limit as to the value of any single contract project.

Dated: January 17, 2025

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

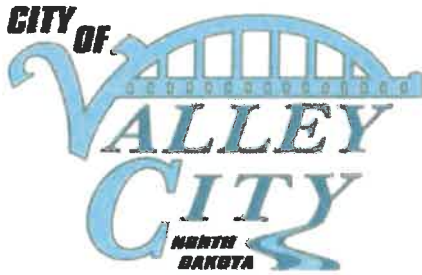
Michael Howe
Secretary of State

The North Dakota Secretary of State verifies that:

BORDER CONSTRUCTION, LLC

is the holder of a North Dakota Class A Contractor License
which is in force until March 1, 2026 unless sooner
suspended or revoked as provided by NDCC 43-07.

License # 57847



City of Valley City, North Dakota
Application for
Contractor, Electrician, Plumber and/or
Mechanical Contractor License(s)
FOR PERIOD: June 1, 2025 – May 31, 2026

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: Asphalt Surface Technologies Corporation a/k/a ASTECH Corp.
Owner: Dale R. Strandberg
Mailing Address: PO Box 1025
City, State Zip Code: St Cloud, MN 56302
Phone Number: (320)363-8500
Email Address: jwinter@astechcorpnmn.com Jessica L. Winter
Today's Date: 08/25/2025

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

☒ Contractor ☐ Electrician ☐ Plumber ☐ Mechanical

State License Numbers (provide all that apply):

☐ Electrician ☐ Plumber #4368 Class A 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:

Jessica L. Winter

LICENSE FEE: ☒ \$100 if initial application, make checks payable to City of Valley City
☐ \$50 if renewal application *Paid by CC \$100.00*

RETURN TO: Valley City Auditor
254 2nd Ave NE
Valley City, ND 58072

Phone: (701) 845 – 1700
Email: jhintz@valleycity.us *BK*



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/2/2025

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
Holmes Murphy & Associates, LLC
2727 Grand Prairie Parkway
Waukee IA 50263

CONTACT NAME: Morgan Ebel
PHONE (A/C No. Ext): 612-349-2438
FAX (A/C No.):
E-MAIL ADDRESS: MEbel@holmesmurphy.com

INSURED
Asphalt Surface Technologies Corp DBA
Astech Corp
PO Box 1025
St Cloud MN 56302

ASPSURPC

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Phoenix Insurance Company	25623
INSURER B : Charter Oak Fire Insurance Company	25615
INSURER C : Travelers Property Casualty Co. America	25674
INSURER D : Hanover Insurance Company	22292
INSURER E : Farmington Casualty Company	41483
INSURER F :	

COVERAGES**CERTIFICATE NUMBER:** 1696013855**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"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contr Liab Per <input checked="" type="checkbox"/> Policy Form/XCUJ GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	CO8S627735	10/31/2024	10/31/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 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 \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> Comp: \$2,500 <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> Coll: \$2,500	Y	8108P529801	10/31/2024	10/31/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Hired Auto Phys Dmge \$ ACV of Vehicle
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	Y	CUP8T378625	10/31/2024	10/31/2025	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
E	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	UB8S628953	10/31/2024	10/31/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
E D	Stop Gap - Employers Liability Installation Floater Storage-Temp Loc		UB8S628953 RHXJ573348	10/31/2024 10/31/2024	10/31/2025 10/31/2025	Applies in State of: \$750,000 \$250,000 North Dakota Ded: \$5,000 Ded: \$5,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Paving Improvement District No. 129 & 132, Seal Coat, Sand Seal, Hot Mix Asphalt and Incidentals

Additional Insured only if required by written contract with respect to General Liability, Automobile Liability and Umbrella/Excess Liability applies on a primary basis and the insurance of the additional insured shall be non-contributory: City of Valley City and KLJ Engineering as required by written contract, per policy terms and conditions.

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

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State of North Dakota

SECRETARY OF STATE



CONTRACTOR LICENSE

NO: 4368

CLASS: A

The undersigned, as Secretary of State of the state of North Dakota and Registrar of Contractors, certifies that **ASPHALT SURFACE TECHNOLOGIES CORPORATION** whose address is in SAINT CLOUD, MN, 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.

ASPHALT SURFACE TECHNOLOGIES CORPORATION is entitled to bid on and accept contracts as authorized by law under this license without limit as to the value of any single contract project.

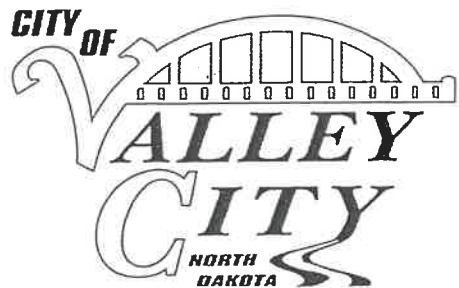
Dated: January 7, 2025

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

Michael Howe
Secretary of State

The North Dakota Secretary of State verifies that
ASPHALT SURFACE TECHNOLOGIES CORPORATION
is the holder of a North Dakota Class A Contractor License
which is in force until March 1, 2026 unless sooner
suspended or revoked as provided by NDCC 43-07.

License # 4368



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

FOR PERIOD: June 1, 2025 – May 31, 2026

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: Pierce Lee Roofing

Owner: _____

Mailing Address: 219 23rd St North

City, State Zip Code: Fargo, ND 58102

Phone Number: 701-232-7023

Email Address: info@plroofing.com

Today's Date: 8/19/2025

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

☒ Contractor _____ Electrician _____ Plumber _____ Mechanical

State License Numbers (provide all that apply):

_____ Electrician _____ Plumber _____ ☒ 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: PD CK #014363 \$100
☒ \$100 if initial application, make checks payable to City of Valley City
 _____ \$50 if renewal application

RETURN TO: Valley City Auditor
 254 2nd Ave NE
 Valley City, ND 58072

Phone: (701) 845 – 1700
Email: jhintz@valleycity.us

State of North Dakota

SECRETARY OF STATE



CONTRACTOR LICENSE

NO: 44803

CLASS: A

The undersigned, as Secretary of State of the state of North Dakota and Registrar of Contractors, certifies that **PIERCE LEE ROOFING, 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.

PIERCE LEE ROOFING, LLC is entitled to bid on and accept contracts as authorized by law under this license without limit as to the value of any single contract project.

Dated: February 12, 2025

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

Michael Howe
Secretary of State



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/20/2025

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 Vaaler Insurance, A Marsh & McLennan Agency LLC Company 4803 38th St S Suite 101 Fargo ND 58104	CONTACT NAME: Tricia Rudnick PHONE (A/C, No, Ext): 701-298-8200 E-MAIL ADDRESS: trudnick@vaaler.com FAX (A/C, No): 701-235-9405
INSURED Western Products Inc. Pierce Lee Roofing LLC PO Box 2426 Fargo ND 58108	INSURER(S) AFFORDING COVERAGE INSURER A : SECURA Insurance Company INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES

CERTIFICATE NUMBER: 2078769018

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"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> ND Stop Gap \$1M GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		3315771	1/1/2025	1/1/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Employee Benefits \$ 1M/2M
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		3315772	1/1/2025	1/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$		3315773	1/1/2025	1/1/2025	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$ PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY 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					E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Equipment Pollution		3315771	1/1/2025	1/1/2025	Leased Equipment Pollution 200,000 1,000,000

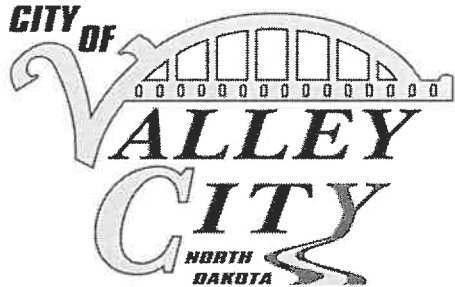
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

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

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

FOR PERIOD: June 1, 2025 – May 31, 2026

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: Western Products Inc

Owner: Michael J Bullinger

Mailing Address: PO Box 2426

City, State Zip Code: Fargo ND 58108

Phone Number: 701-293-5310

Email Address: accounting@westernproducts.com

Today's Date: 8/20/25

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

X Contractor _____ Electrician _____ Plumber _____ Mechanical

State License Numbers (provide all that apply):

_____ Electrician _____ Plumber ND 22733 Class A - 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:

PD CK #105122 \$100
LICENSE FEE: ☒ \$100 if initial application, make checks payable to City of Valley City
_____ \$50 if renewal application

RETURN TO: Valley City Auditor
254 2nd Ave NE
Valley City, ND 58072

Phone: (701) 845 – 1700
Email: jhintz@valleycity.us

State of North Dakota

SECRETARY OF STATE



CONTRACTOR LICENSE

NO: 22733

CLASS: A

The undersigned, as Secretary of State of the state of North Dakota and Registrar of Contractors, certifies that **WESTERN PRODUCTS, INC.** 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.

WESTERN PRODUCTS, INC. is entitled to bid on and accept contracts as authorized by law under this license without limit as to the value of any single contract project.

Dated: February 18, 2025

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

Michael Howe
Secretary of State



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/21/2025

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
Vaaler Insurance, A Marsh & McLennan Agency LLC Company
1531 32nd Avenue South STE 103
Fargo ND 58103

CONTACT
NAME: Tricia Rudnick
PHONE
(A/C, No, Ext): 701-298-8200 FAX
(A/C, No): 701-235-9405
E-MAIL
ADDRESS: trudnick@vaaler.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A : SECURA Insurance Company

22543

INSURER B :

INSURER C :

INSURER D :

INSURER E :

INSURER F :

INSURED
Western Products, Inc.
PO Box 2426
Fargo ND 58108

WESTPRO-01

COVERAGES

CERTIFICATE NUMBER: 661114632

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 <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			3315771	1/1/2025	1/1/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Employers Liability \$ 1,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			3315772	1/1/2025	1/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			3315773	1/1/2025	1/1/2026	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY 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				<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Equipment Pollution			3315771	1/1/2025	1/1/2026	Leased Equipment 200,000 Pollution 1000 ded 1,000,000

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

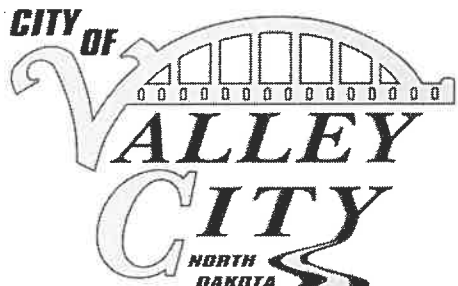
CERTIFICATE HOLDER**CANCELLATION**

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

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

FOR PERIOD: June 1, 2025 – May 31, 2026

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: All New Gutter Service Inc
Owner: Michael J Bullinger
Mailing Address: PO Box 2426
City, State Zip Code: Fargo ND 58108
Phone Number: 701-280-9261
Email Address: accounting@allnewgutter.com
Today's Date: 8/20/25

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

X Contractor _____ Electrician _____ Plumber _____ Mechanical

State License Numbers (provide all that apply):

_____ Electrician _____ Plumber ND 21228 Class D - 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

pd 8/28/25 ck 27200

RETURN TO: Valley City Auditor
 254 2nd Ave NE
 Valley City, ND 58072

Phone: (701) 845 – 1700
Email: jhintz@valleycity.us

State of North Dakota

SECRETARY OF STATE



CONTRACTOR LICENSE

NO: 21228

CLASS: D

The undersigned, as Secretary of State of the state of North Dakota and Registrar of Contractors, certifies that **ALL NEW GUTTER SERVICE, INC.** 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.

ALL NEW GUTTER SERVICE, INC. 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: February 12, 2025

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

Michael Howe
Secretary of State



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/21/2025

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
Vaaler Insurance, A Marsh & McLennan Agency LLC Company
4803 38th St S.
Suite 101
Fargo ND 58104

CONTACT
NAME: Tricia Rudnick
PHONE
[A/C, No, Ext]: 701-298-8200 FAX [A/C, No]: 701-235-9405
E-MAIL
ADDRESS: trudnick@vaaler.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: SECURA Insurance Company

22543

INSURER B: Minnesota Workers Compensation Assigned Risk

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED
All New Gutter Service, Inc.
PO Box 2426
Fargo ND 58108

WESTPRO-01

COVERAGES

CERTIFICATE NUMBER: 542218354

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"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		3315771	1/1/2025	1/1/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Employers Liability \$ 1,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/>		3315772	1/1/2025	1/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$		3315773	1/1/2025	1/1/2026	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY 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	123645.806	1/1/2025	1/1/2026	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Equipment Pollution		3315771	1/1/2025	1/1/2026	Leased Equipment 200,000 Pollution 1000 ded 1,000,000

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

CERTIFICATE HOLDER

CANCELLATION

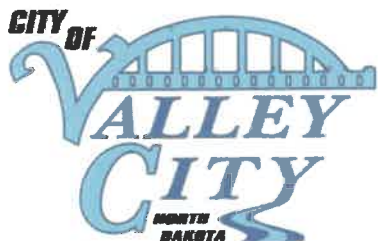
City of Valley City
254 2nd Ave NE
Valley City ND 58072

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

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NEW
456 - CON



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

FOR PERIOD: June 1, 2025 – May 31, 2026

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: Singh Contracting Inc.
Owner: Harvey Singh
Mailing Address:
City, State Zip Code: PO Box 1577, Bismarck, ND 58502
Phone Number: 701 252-7663
Email Address: harvey@singhcontracting.com
Today's Date: 8/28/2025
Type of License Applying For (check all that apply):
☒ Contractor ☐ Electrician ☐ Plumber
☐ Mechanical

State License Numbers (provide all that apply):
Electrician _____ Plumber 51444 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

RETURN TO: Valley City Auditor
254 2nd Ave NE
Valley City, ND 58072

Phone: (701) 845 – 1700
Email: jhintz@valleycity.us

Revised 3/4/2025

pd 8/28/25
CX 9/58



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/28/2025

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 Summit Risk Management & Insurance 7430 South Creek Road #300 Sandy UT 84093		CONTACT NAME: Alisha Carlson PHONE (A/C, No, Ext): (801) 563-1131 E-MAIL ADDRESS: acarlison@summitrmi.com FAX (A/C, No):	
INSURED Singh Contracting, Inc. PO BOX 1577 Bismarck ND 58502		INSURER(S) AFFORDING COVERAGE INSURER A: Summit Specialty Insurance Company INSURER B: Progressive Insurance INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 16889 11770	

COVERAGES **CERTIFICATE NUMBER:** CL255555919 **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 <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			SCGL004000022200	05/09/2025	05/09/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			974215656	10/12/2024	10/12/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$	<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE		SXCS004000011800	05/09/2025	05/09/2026	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input type="checkbox"/> N	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <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)

ANY ENDORSEMENT(S) REFERENCED IN THE CERTIFICATE OF INSURANCE (COI) LANGUAGE ARE SUBJECT TO THE ENDORSEMENT LANGUAGE ON THE POLICY, INCLUDING THOSE WHICH MAYBE ATTACHED TO THIS COI. IF THERE ARE NO ENDORSEMENTS ATTACHED AND YOU REQUIRE A COPY OF THE ENDORSEMENT(S), PLEASE REQUEST ONE AND IT CAN BE PROVIDED.

IMPORTANT

If Summit Risk Management & Insurance (SRMI) indicates that certain parties are provided protections as beneficiaries on any endorsement(s) to the insurance policy(s) listed on this Certificate of Insurance (COI), including, but not limited to, additional insured, primary/non-contributory, waiver of subrogation, and/or 30-day notice of cancellation endorsement(s), the certificate holder and/or any other party(s) reviewing the language contained on this

CERTIFICATE HOLDER

CANCELLATION

City of Valley City
340 N. 6th Ave.

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

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ADDITIONAL REMARKS SCHEDULE

AGENCY Summit Risk Management & Insurance		NAMED INSURED
POLICY NUMBER		
CARRIER	NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

COI should NOT rely on the language as it is NOT binding. All parties should only rely on the language provided on the actual endorsement(s) to the policy(s), and the policy language itself. It is agreed by any and all parties using or accepting this COI as coverage verification that this COI is for information purposes only, and does NOT supersede the language contained in the insurance policy(s) and/or endorsement(s), and as such each party using or accepting this COI agrees to Hold Harmless SRMI, its owners, members, employees, agents, affiliates, and contracted insurance companies, for ANY damages or losses as a result of relying on such language provided on this COI that is not consistent with the language of the insurance policy(s) and/or endorsement(s), including those endorsement(s) issued by the respective insurance company(s) that require a direct contract between the named insured on this COI and the benefiting party to the coverage verification to be in place in order for the insurance endorsement(s)/coverage(s) to be applicable. Endorsements and copies of policies are available upon request (or maybe attached to this COI) if permission is provided by the named insured to release this information to the requesting party. SRMI makes no warranties or representations of accuracy to the language provided on this COI, nor does SRMI affirm that the named insured is in compliance with any contractual requirements agreed to between they and the party(s) reviewing the COI and any other insurance coverage verification.

State of North Dakota

SECRETARY OF STATE



CONTRACTOR LICENSE

NO: 000051444

CLASS: A

The undersigned, as Secretary of State of the state of North Dakota and Registrar of Contractors, certifies that **SINGH CONTRACTING, INC.** whose address is in BISMARCK, 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.

SINGH CONTRACTING, INC. is entitled to bid on and accept contracts as authorized by law under this license without limit as to the value of any single contract project.

Dated: March 3, 2025

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

Michael Howe
Secretary of State

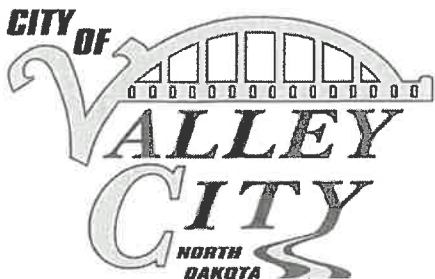
The North Dakota Secretary of State verifies that:

SINGH CONTRACTING, INC.

is the holder of a North Dakota Class A Contractor License
which is in force until March 1, 2026 unless sooner
suspended or revoked as provided by NDCC 43-07.

License # 000051444

New
457-CON



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

FOR PERIOD: June 1, 2025 – May 31, 2026

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: Sprinturf LLC
Owner: Justin Reddy
Mailing Address: 146 Fairchild St. STE 150
City, State Zip Code: Daniel Island SC 29492
Phone Number: (843) 936-6023
Email Address: Caleb.Burchfield@Sprinturf.com
Today's Date: 8/21/2025

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

☒ Contractor ☐ Electrician ☐ Plumber ☐ Mechanical

State License Numbers (provide all that apply):

☐ Electrician ☐ Plumber ☐ #000050191 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:

PD CK #63170 \$100

LICENSE FEE: ☒ \$100 if initial application, make checks payable to City of Valley City
☐ \$50 if renewal application

RETURN TO: Valley City Auditor
254 2nd Ave NE
Valley City, ND 58072

Phone: (701) 845 – 1700
Email: jhintz@valleycity.us

State of North Dakota

SECRETARY OF STATE



CONTRACTOR LICENSE

NO: 000050191

CLASS: A

The undersigned, as Secretary of State of the state of North Dakota and Registrar of Contractors, certifies that **SPRINTURF, LLC** whose address is in DANIEL ISLAND, SC, 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.

SPRINTURF, LLC is entitled to bid on and accept contracts as authorized by law under this license without limit as to the value of any single contract project.

Dated: February 12, 2025

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

Michael Howe
Secretary of State

The North Dakota Secretary of State verifies that:

SPRINTURF, LLC

is the holder of a North Dakota Class A Contractor License which is in force until March 1, 2026 unless sooner suspended or revoked as provided by NDCC 43-07.

License # 000050191



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/01/2025

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 MARSH USA, LLC. Two Alliance Center 3560 Lenox Road, Suite 2400 Atlanta, GA 30326 Attn: Atlanta.CertRequest@marsh.com / Fax: 212-948-4321 CN102326389-Sprin-GAWUP-23-24	CONTACT NAME:	FAX (A/C, No):	
	PHONE (A/C, No, Ext):	E-MAIL ADDRESS:	
INSURED Sprinturf, LLC 146 Fairchild Street Suite 150 Daniel Island, SC 29492	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Evanston Insurance Company		35378
	INSURER B : Continental Casualty Company		20443
	INSURER C : American Casualty Company Of Reading, Pa		20427
	INSURER D : Transportation Insurance Co		20494
	INSURER E : N/A		N/A
INSURER F : The Continental Insurance Company		35289	

COVERAGES **CERTIFICATE NUMBER:** ATL-005662896-05 **REVISION NUMBER:** 1

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 <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> SIR \$250,000 Per Occ. GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			MKL2PBC002465	08/01/2025	08/01/2026	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 POLICY AGGREGATE \$ 10,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			7039895527	08/01/2025	08/01/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Comp./Coll. Ded.: \$2,000 \$
F	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			7039984806 'RETENTION Umb Catastrophe \$25,000'	08/01/2025	08/01/2026	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	7039895530 7039895544 7039918871 7039929062	08/01/2025 08/01/2025 08/01/2025 08/01/2025	08/01/2026 08/01/2026 08/01/2026 08/01/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Evidence of Insurance; ID #: 19,400,000

CERTIFICATE HOLDER

State of North Dakota
800 E. Boulevard Ave.; Dept. 106
Bismarck, ND 58505-0000

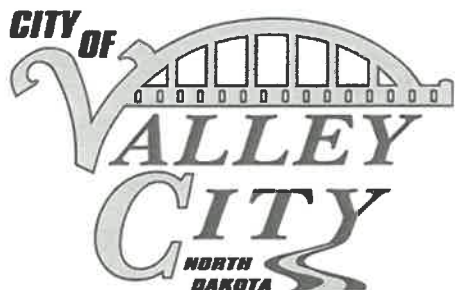
CANCELLATION

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
of Marsh USA LLC

John Whittle

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City of Valley City, North Dakota
Application for
Contractor, Electrician, Plumber and/or
Mechanical Contractor License(s)
FOR PERIOD: June 1, 2025 – May 31, 2026

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: Peterson Sheet Metal, Inc. _____
Owner: Jaime Quello _____
Mailing Address: 3728 Bemidji Ave. N. Suite 300 _____
City, State Zip Code: Bemidji, MN 56601 _____
Phone Number: 218-751-4502 _____
Email Address: megan.warmbold@psmhvac.com _____
Today's Date: 8/21/25 _____

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

____ Contractor ____ Electrician X Plumber X Mechanical

State License Numbers (provide all that apply):

____ Electrician 1146 (Logan Hjermstad) Plumber 000053350 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:

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

X Current copy of State Electrician and/or Plumber License

X 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: X \$100 if initial application, make checks payable to City of Valley City
 ____ \$50 if renewal application

RETURN TO: Valley City Auditor
 254 2nd Ave NE
 Valley City, ND 58072

Phone: (701) 845 – 1700
Email: jhintz@valleycity.us



1110 College Drive Suite 210 | Bismarck, ND 58501
701-328-9977 | 701-328-9979 (fax)
ndplumb@nd.gov | www.ndplumbingboard.gov

Logan Hjermstad
3728 Bemidji Avenue N Suite 300
Bemidji MN, 56601

NORTH DAKOTA STATE PLUMBING BOARD

License Holder: Logan Hjermstad

License Type: Plumber

License Level: Master

License Number: 1146

Issue Date: 6/14/2011

Valid Until: 12/31/2025



1110 College Drive Suite 210

Bismarck, ND 58501

701-328-9977

ndplumb@nd.gov

www.ndplumbingboard.gov

Aaron: 701-391-1204

Brent: 701-220-4434

Scott: 701-509-7772

Al: 701-770-3223

Dean: 701-799-1555

Carry this card with you when performing work.

State of North Dakota

SECRETARY OF STATE



CONTRACTOR LICENSE

NO: 000053350

CLASS: A

The undersigned, as Secretary of State of the state of North Dakota and Registrar of Contractors, certifies that **PETERSON SHEET METAL, INC.** whose address is in BEMIDJI, MN, 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.

PETERSON SHEET METAL, INC. is entitled to bid on and accept contracts as authorized by law under this license without limit as to the value of any single contract project.

Dated: August 27, 2025

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

Michael Howe
Secretary of State

The North Dakota Secretary of State verifies that:

PETERSON SHEET METAL, INC.

is the holder of a North Dakota Class A Contractor License
which is in force until March 1, 2026 unless sooner
suspended or revoked as provided by NDCC 43-07.

License # 000053350



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/21/2025

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 Twin City Group 4500 Park Glen Rd. ste 400 Minneapolis MN 55416	CONTACT NAME: Nick Proudfoot PHONE (A/C, No, Ext): (952) 924-6900 E-MAIL ADDRESS: certificates@twincitygroup.com FAX (A/C, No): (952) 925-0631
INSURED Peterson Sheet Metal Inc 3728 Bemidji Ave N Ste 300 Bemidji MN 56601-4490	INSURER(S) AFFORDING COVERAGE INSURER A: Integrity Mutual Insurance Co INSURER B: Lloyd's America INSURER C: INSURER D: INSURER E: INSURER F:
	NAIC # 14303 32727

COVERAGES **CERTIFICATE NUMBER:** 25/26 All Lines **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/B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR ANE1755242.25 <input checked="" type="checkbox"/> Pollution/Prof Eff 6/21/25-6/21/26 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			CPP2855924	04/01/2025	04/01/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Each Claim/Aggregate \$ 2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			CA 2855925	04/01/2025	04/01/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$ 0 <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE			CUP2855927	04/01/2025	04/01/2026	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A			WCP2855926	04/01/2025	04/01/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Installation Floater Rented Equipment			CPP2855924	04/01/2025	04/01/2026	Max per Jobsite/Loc 750,000 Any One Item 150,000 Deductible 2,500

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

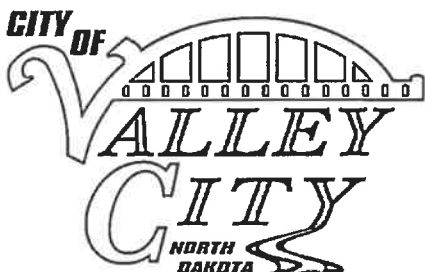
Valley City

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

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

FOR PERIOD: June 1, 2025 – May 31, 2026

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: Construction Engineers, Inc.

Owner: Scott Kringstad and Jeff Melgaard

Mailing Address: PO Box 13378

City, State Zip Code: Grand Forks, ND 58208-3378

Phone Number: 701-792-3200

Email Address: stephaniem@constructionengineers.com

Today's Date: 08/06/2025

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

X Contractor Electrician Plumber Mechanical

State License Numbers *(provide all that apply):*

Electrician	Plumber	34207 A 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:

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

Current copy of State Electrician and/or Plumber License

 X **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
 X _____ \$50 if **renewal application**

RETURN TO: Valley City Auditor
254 2nd Ave NE
Valley City, ND 58072

Phone: (701) 845 – 1700
Email: jhintz@valleycity.us

State of North Dakota

SECRETARY OF STATE



CONTRACTOR LICENSE

NO: 34207

CLASS: A

The undersigned, as Secretary of State of the state of North Dakota and Registrar of Contractors, certifies that **CONSTRUCTION ENGINEERS, INC.** whose address is in GRAND FORKS, 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.

CONSTRUCTION ENGINEERS, INC. is entitled to bid on and accept contracts as authorized by law under this license without limit as to the value of any single contract project.

Dated: January 16, 2025

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

Michael Howe
Secretary of State



CONSENG-07

SANDERSON

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/26/2025

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 World Insurance Associates, LLC 4554 38th Ave S Fargo, ND 58104-8515	CONTACT NAME: PHONE (A/C, No, Ext): (701) 293-5910 FAX (A/C, No): (218) 394-9644 E-MAIL ADDRESS: Fil@worldinsurance.com
INSURED CONSTRUCTION ENGINEERS INC PO BOX 13378 200 N 69TH ST GRAND FORKS, ND 58208	INSURER(S) AFFORDING COVERAGE INSURER A: BITCO General Insurance Corporation INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
	NAIC # 20095

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 <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO- JECT <input type="checkbox"/> LOC OTHER:			CLP3752609	1/1/2025	1/1/2026	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 ND STOP GAP \$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CUP3752612	1/1/2025	1/1/2026	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE <input type="checkbox"/> OTH- ER <input type="checkbox"/> E.I. EACH ACCIDENT \$ 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)
RE: Valley City Contractor License

CERTIFICATE HOLDER

CANCELLATION

City of Valley City
220 3rd St 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

ORDINANCE NO. 1176

An ordinance to amend and reenact Section 8-04-06 of the Valley City Municipal Code related to tobacco license violations.

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. Section 8-04-06 Valley City Municipal Code is amended and reenacted as follows:

Section 8-04-06. Suspension, revocation or non-renewal; penalties.

1. A license granted under this chapter may be suspended, revoked or not renewed, and penalties may be imposed, by the City Commission for a violation of section 8-04-05 prohibiting the sale of tobacco products to minors, or for a violation of any other provisions of this chapter, or any other city ordinance or state law regulating the sale of tobacco products, as set forth in this section.
2. Any person who has information that a licensed retailer of tobacco products has violated any provision of this chapter, or any provisions of state law or city ordinances regulating the sale of retail tobacco, may file an affidavit specifically setting forth the alleged violation with the City Attorney Chief of Police. The Chief of Police shall promptly investigate the matter. Upon finding a violation following an investigation, or through direct observation by a law enforcement officer, or following failure of a compliance check, a report of the violation shall be referred to the City Attorney. The City Attorney shall send a license violation notice to the licensee by certified mail. The license violation notice shall include the date and nature of the violation in the form of an affidavit, whether such violation will result in an administrative penalty, license suspension, or license revocation, and the dates of the lookback period, if applicable. If the proposed disposition includes a license suspension, revocation, or penalty, the notice shall also indicate that licensee has the option of requesting a hearing before the Board of City Commissioners prior to the license suspension, revocation, or imposition of a penalty, or waiving such hearing and accepting the disposition described in the license violation notice.
2. The licensee shall file a written request for a hearing to the City Attorney within ten days of the date the license violation notice is received, or licensee shall be deemed to have waived its right to a hearing. Upon receipt of a hearing request, the City Attorney shall schedule an informal disposition conference with the licensee, City Administrator, City Attorney, Chief of Police, and any other interested party in an effort to resolve the matter without a formal hearing. If after said conference, the licensee wishes to have a public hearing, the City Attorney will schedule a special meeting before the Board of City Commissioners at the earliest opportunity and shall send a hearing notice to licensee by certified mail. No hearing shall be held before the expiration of ten days after the service of notice upon the licensee. The Board may upon its own motion cause a hearing to be held following notice of a violation reported under subsection 2. The City Attorney shall set the matter for hearing before the next available regular meeting of the City Commission. The city attorney shall provide copies of the affidavit and notice of hearing to the licensee by registered mail or by personal service not less than ten days before the time set for hearing. A record of the hearing must be made by stenographic notes or by the use of an electronic recording device.
3. If the Board of City Commissioners finds that the violation charged in the affidavit has been proven by a preponderance of the evidence, the City Commission may immediately issue its findings and order and thereafter serve a written order on licensee. The Board may, in its discretion, suspend or revoke for cause, any license issued under the provisions of this chapter. The Board may also impose a penalty as set forth in subsection 5. shall suspend or revoke the retailer's local license for a period of time. An aggrieved licensee may appeal the decision of the City Commission to the district court. The order revoking or suspending the

license is effective while the appeal is pending unless the district court upon motion of the licensee stays the order during the appeal.

4. The ~~presiding officer of the city~~ President of the Board of City Commissioners, each Commissioners, or and the City Auditor may administer oaths ~~or and~~ subpoena and examine witnesses. Any witness subpoenaed by either party, except a peace officer while on duty, is entitled to receive fees and mileage that a witness in a civil case in district court receives.
5. If a violation of this chapter occurs by a licensee or licensee's agent or employee, the following administrative penalties, suspensions or revocations will be imposed:
 - a. First violation: \$300.00 administrative penalty.
 - b. Second violation: \$500.00 administrative penalty.
 - c. Third violation: \$1,000.00 administrative penalty, and the tobacco license will be suspended for a period of seven consecutive business days.
 - d. Fourth violation: \$3,000.00 administrative penalty, and the tobacco license will be revoked.

The foregoing penalties shall be for violations that occur within a period of 24 consecutive months commencing and running from the date upon which the first violation is committed (the "lookback period"), and are assessed in addition to any criminal penalties that may arise from the same violation. If any subsequent violation occurs within the last six months of the lookback period, the lookback period shall be extended for a period of six months from the date upon which of the subsequent violation is committed.

~~For an initial violation, the City Commission shall suspend or not renew the local license for a period of time not less than three days, nor more than 30 days. For a subsequent violation occurring within one year of the prior violation, the City Commission shall suspend or not renew the local license for a period of time not more than six months. Additional violations will allow an indefinite suspension or revocation of the local license.~~

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, approval, and publication.

ATTEST:

Dave Carlsrud, President
Board of City Commissioners

Brenda Klein, Finance Director

Introduction and First Reading:
Second Reading and Final Passage:
Publication and Effective Date:

ORDINANCE NO. 1177

An ordinance to create and enact Title 21 of the Valley City Municipal Code related to gaming.

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. Title 21 of the Valley City Municipal Code is created and enacted as follows:

Title 21 – GAMING

Section 21-01-01. – Intent

It is the intent of the city to fairly administer the granting of local gaming permits to public-spirited organizations and charitable gaming site authorizations to eligible charitable organizations. In furthering the goals of transparency and fairness, the city has adopted the following provisions for processing applications for permits and site authorizations.

Section 21-01-02. – Submission deadlines.

Applications for local gaming permits and gaming site authorization must be submitted no later than the Thursday preceding the regular meeting of the Board of City Commissioners at which the application will be approved. The city is not required to, but may, call a special meeting for consideration of an application for a permit or site authorization upon the payment of a special meeting fee, the amount of which shall be determined by resolution of the Board.

Section 21-01-03. – Local gaming permits

Local gaming permits shall be approved only for public-spirited organizations as determined in the sole discretion of the Board of City Commissioners. All public-spirited organizations applying for a local gaming permit must adhere to all applicable North Dakota Century Code provisions and North Dakota Administrative Code provisions related to gaming permits.

Section 21-01-04. – Site Authorizations.

1. *Eligible organization.* Site authorizations shall be approved for eligible organizations as defined in NDCC § 53-06.1-01.

2. *Application Packet.* An application for approval of a site authorization must include:

- a. a completed ND Office of Attorney General Gaming Site Authorization Form (SFN 17996). The city may request a copy of the eligible organization's Internal Control Manual before approving the site authorization for more information about the game types to be conducted;
- b. for a site that is not owned by the organization applying for the site authorization, evidence of an agreement between the eligible organization and the site owner for use of the space that is only valid if the city issues the organization a site authorization;
- c. if applicable, a site diagram showing the location of electronic pull tab machines and how the area is separated from where minors will be;

- d. documentation relating to the eligible organization's local nexus as set forth in subsections 6 and 7; and
 - e. a fee of 100 dollars for a first-time applicant or 50 dollars for a second or subsequent application.
- 3. *Site Limitation.* Each eligible organization may not have more than **two** sites in the city. The site limitation does not apply to sites used only for raffles or sports pools conducted under a local permit.
- 4. *Site Authorization Effective Dates.* Charitable gaming site authorizations are valid from July 1 to June 30. A site authorization will not be granted for a site that has a current site authorization unless the current eligible organization with the site authorization relinquishes the site authorization in writing. The city will not revoke a site authorization based on a site being acquired by a different owner during the term of the site authorization. A city may waive the written relinquishment requirement upon a showing of good cause by the site owner. At the city's discretion, a public hearing may be held on whether good cause exists for the waiver.
- 5. *Adherence to Charitable Gaming Laws and Rules.* All eligible organizations applying for a charitable gaming site authorization must adhere to all North Dakota Century Code provisions and North Dakota Administrative Code provisions related to charitable gaming. The city may consult with staff from the North Dakota Attorney General's office to determine whether concerns exist regarding an eligible organization's compliance. Site authorizations may be denied for cause. The ND Attorney General's Office maintains final approval authority regardless of the position of the City.
- 6. *Local Nexus Application Requirements.* In addition to the requirements under subsection 2, an eligible organization must submit:
 - a. documentation demonstrating eligible organization's charitable purpose;
 - b. documentation demonstrating the eligible organization's local nexus; and
 - c. impact statement outlining the impact the eligible organization has in the city.
- 7. *Local Nexus Required.* Any eligible organization applying for a site authorization must have a local nexus to the city. A local nexus means:
 - a. the eligible organization's principal office for its charitable purpose is located in the city;
 - b. the eligible organization has an office serving its charitable purpose located in the city;
 - c. the eligible organization has at least one employee serving the charity's charitable purpose in the city;
or
 - d. at least **one** member(s) of the board that makes decisions on how the eligible entity's charitable gaming proceeds are spent live(s) in the city.
- 8. *Regional Nexus.* If no charity applies for a site authorization that meets the requirements of local nexus above, charities that meet the same requirements as related to the city's region are eligible to meet the local nexus requirements for the application. The city defines its region as **Barnes County**.

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, approval, and publication.

ATTEST:

Dave Carlsrud, President
Board of City Commissioners

Brenda Klein, Finance Director

Introduction and First Reading:
Second Reading and Final Passage:
Publication and Effective Date:

ORDINANCE NO. 1178

An ordinance to amend and reenact Sections 15-01-09 and 15-01-16 of the Valley City Municipal Code related to public works accounts receivable.

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. Section 15-01-09 Valley City Municipal Code is amended and reenacted as follows:

Section 15-01-09. - Monthly bills—When payable.

Statements shall be rendered at least once each calendar month ~~falling~~ within one of ~~the~~ three monthly billing cycles; for municipal utility accounts and other services rendered during the prior 30-day period by the various public works departments of the city. Any statement received shall be due and payable on or before the 15th day following the statement date or, if the fifteenth day falls on a Saturday, Sunday or legal holiday, on or before the next business day after such 15th day.

Section 2. Section 15-01-16 Valley City Municipal Code is amended and reenacted as follows:

Section 15-01-16. - Rates; fees; penalties.

1. Rates, application, disconnection and reconnection fees, and penalties and interest to be charged for any municipal utility or and related to the any other services provided by the various ~~departments of~~ public works departments of the city shall be established, and may be changed from time to time, by resolutions of the Board of City Commissioners ~~made during the regular, open and public proceedings thereof~~. No prior notice that any rate, fee or penalty is to be established or changed need to be given to any person; except, that the City Administrator shall be given written notice thereof at least 15 days prior to the day upon which the ~~B~~board proposes to establish or change such rates. A full and complete schedule of applicable and current municipal utility rates and, fees and penalties, and all other public works service rates, fees, and interest, shall be published in the city master fee schedule shall be filled in, and and shall be ~~open available for~~ public inspection ~~during the regular office hours of, the office of the city auditor and the business office of the public works.~~
2. Such rates, fees, and penalties as are in effect on the effective date of this chapter shall be deemed to have been duly and properly established in accordance with the provisions of this section as of such effective date.
3. A City may charge, receive, and collect any late payment fee set by the Board of City Commissioners pursuant to this section from sixteen days following the statement date. The statement must include the information required by N.D.C.C § 13-01-15(2).

Section 3. Any ordinances of the City of Valley City which are in conflict with this ordinance are hereby repealed.

Section 4. Should any part of this ordinance be declared unconstitutional or invalid, the remaining portion thereof will remain in full force and effect.

Section 5. Effective Date. This ordinance shall be in full force and effect from and after its final passage and approval.

Dave Carlsrud, President
Board of City Commissioners

ATTEST:

Brenda Klein, Finance Director

Introduction and First Reading:
Second Reading, Final Passage, and Effective Date:

RESOLUTION NO. 2500

RESOLUTION AMENDING THE MASTER FEE SCHEDULE

WHEREAS, the City of Valley City created a Master Fee Schedule with Resolution No. 2096;
and

WHEREAS, pursuant to V.C.M.C. § 15-01-16, the fees to be charged for public works
department services must be established by resolution of the Board of City Commissioners; and

WHEREAS, the City of Valley City desires to update the Master Fee Schedule as follows:

Schedule F – Public Works

Late payment fee for public works department services 1.5% per month

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

1. That the Master Fee Schedule is amended to include the above described fees pursuant to §
15-01-16 of the Valley City Municipal Code.

Approved and adopted this 2nd day of September, 2025.

Dave Carlsrud, President
Board of City Commissioners

ATTEST:

Brenda Klein, Finance Director

**Agreement for Cost-Share Reimbursement
Valley City
Valley City Permanent Flood Protection**

1. PARTIES. This agreement is between the State of North Dakota (State), by and through the State Water Commission (Commission), and Valley City (Sponsor).

2. PROJECT DESCRIPTION AND LOCATION. The Sponsor is requesting cost-share funding for preconstruction activities related to Phases 5 and 6, as well as construction costs for Phase 4, as part of the ongoing Valley City Permanent Flood Protection (Project). The Project is in the City of Valley City, Barnes County, North Dakota.

3. COMMISSION'S RESPONSIBILITY AND INTENT. Commission will provide Sponsor with cost-share, not to exceed \$9,595,675, as approved by Commission on August 14, 2025, to reimburse 85 percent of the actual preconstruction eligible costs and 80 percent of the actual construction eligible costs incurred in Project, contingent on availability of funds and conditions of this agreement. Commission's intent in providing this funding to Sponsor is to assist Sponsor financially with Project costs. Sponsor retains sole and absolute discretion in the manner and means of carrying out Project, except to the extent specified in this agreement.

4. SPONSOR'S RESPONSIBILITIES. Sponsor must:

- a. Complete Project.
- b. Provide continued maintenance for Project.
- c. Ensure all applicable permits (federal, state, and local) are obtained.
- d. Acquire all title to land and easements for Project.
- e. Comply with all North Dakota laws applicable to Project.
- f. Maintain a Project file containing relevant documents and correspondence generated during the course of Project. Commission is not responsible for maintaining a Project file.
- g. Provide a progress report to Commission at least every four years if the term of Project exceeds four years.
- h. Notify Commission of any changes to Project funding, including additional funding or funding sources. Cost-share may be modified based on the revised local share.
- i. Prior to signature, inform Commission and any other relevant party regarding Project of any errors, misinterpretations, changes, modifications, miscalculations, incorrect Project descriptions, or any other information stated herein that is inaccurate.
- j. Notify Commission of litigation related to the Project. If a Project becomes the subject of litigation before all funds have been disbursed, the Secretary may withhold funds until the litigation is concluded.

5. ELIGIBLE COSTS. Commission has sole discretion to determine eligible costs and availability of Commission funds. Additional information is outlined in Commission's cost-share policy. Commission will not cost-share in litigation costs unless there has been a separate authorization.

6. PAYMENT. Commission will make partial payments upon receipt and approval of Sponsor's written request. Sponsor must provide Commission verification of actual costs and a Project status report with each payment request. A Commission representative may inspect Project to determine whether the work satisfies Commission's cost share requirements before Commission makes payment(s) to Sponsor. Request for final payment must include a copy of Project.

7. INDEMNIFICATION. Sponsor must require all subcontractors, other than state employed subcontractors, before commencement of an agreement between Sponsor and the subcontractor, to defend, indemnify, and hold harmless State, from and against claims based on the vicarious liability of State or its agents, but not against claims based on State's negligence or intentional misconduct. This obligation to defend, indemnify, and hold harmless does not extend to professional liability claims arising from professional errors and omissions. The legal defense provided by subcontractor to State under this provision must be free of any conflicts of interest, even if retention of separate legal counsel for State is necessary. Subcontractor also agrees to reimburse State for all costs, expenses, and attorneys' fees incurred if State prevails in an action against subcontractor in establishing and litigating the indemnification coverage required herein. This obligation continues after the termination of this agreement.

8. INSURANCE. Sponsor must secure and keep in force during the term of this agreement, from an insurance company, government self-insurance pool, or government self-retention fund authorized to do business in North Dakota, commercial general liability with minimum limits of liability of \$500,000 per person and \$2,000,000 per occurrence.

In addition, Sponsor must require all subcontractors, other than state employed subcontractors, before commencement of an agreement between Sponsor and the subcontractor, to secure and keep in force during the term of this agreement, from insurance companies authorized to do business in North Dakota, the following insurance coverages:

- a. Commercial general liability, including premises or operations, contractual, and products or completed operations coverages (if applicable), with minimum liability limits of \$2,000,000 per occurrence.
- b. Automobile liability, including Owned (if any), Hired, and Non-owned automobiles, with minimum liability limits of \$500,000 per person and \$2,000,000 per occurrence.
- c. Workers' compensation coverage meeting all statutory requirements. The policy must provide coverage for all states of operation that apply to the performance of this contract.
- d. If subcontractor is domiciled outside State, employer's liability or "stop gap" insurance of not less than \$2,000,000 as an endorsement on the workers' compensation or commercial general liability insurance.

The insurance coverages listed above must meet the following additional requirements:

- e. Any deductible or other similar obligation under the policies is the sole responsibility of the subcontractor. The amount of any deductible is subject to approval by State.
- f. This insurance may be in policy or policies of insurance, primary and excess, including the so-called umbrella or catastrophe form and must be placed with insurers rated "A-" or better by A.M. Best Company, Inc., provided any excess policy follows form for coverage. Less than an "A-" rating must be approved by the State. The policies must be in form and terms approved by the State.
- g. State will be defended, indemnified, and held harmless to the full extent of any coverage actually secured by the subcontractor in excess of the minimum requirements set forth above. The duty to defend, indemnify, and hold harmless State under this agreement is not limited by the insurance required in this agreement.
- h. State must be endorsed on the commercial general liability policy, including any excess policies, as additional insured. State must have all the benefits, rights, and coverages of an additional insured under these policies that are not limited to the minimum limits of insurance required by this agreement or by the contractual indemnity obligations of Sponsor.
- i. The insurance required in this agreement, through a policy or endorsement, must include:

- (1) A "Waiver of Subrogation" waiving any right to recovery the insurance company may have against State;
 - (2) A provision that subcontractor's insurance coverage is primary (i.e., pay first) as respects any insurance, self-insurance, or self-retention maintained by State and that any insurance, self-insurance, or self-retention maintained by State must be in excess of the subcontractor's insurance and must not contribute with it;
 - (3) Cross liability/severability of interest for all policies and endorsements;
 - (4) The legal defense provided to State under the policy and any endorsements must be free of any conflicts of interest, even if retention of separate legal counsel for State is necessary;
 - (5) The insolvency or bankruptcy of the insured subcontractor must not release the insurer from payment under the policy, even when such insolvency or bankruptcy prevents the insured subcontractor from meeting the retention limit under the policy.
- j. Failure to provide insurance as required in this agreement is a material breach of contract entitling State to terminate this agreement immediately.

9. BREACH. Violation of any provision of this agreement by Sponsor constitutes breach of this agreement. A breach obligates Sponsor to reimburse Commission for all funds paid to Sponsor and relieves Commission of all obligations under this agreement.

10. AGREEMENT BECOMES VOID. This agreement is void if not signed and returned by Sponsor within 60 days of Commission's signature.

11. TERMINATION.

- a. Commission may terminate this agreement effective upon delivery of written notice to Sponsor, or a later date as may be stated in the notice, under any of the following conditions:
 - (1) If Commission determines an emergency exists.
 - (2) If funding from federal, state, or other sources is not obtained and continued at levels sufficient to provide the funds necessary to comply with this agreement. The parties may modify this agreement to accommodate a reduction in funds.
 - (3) If federal or state laws or rules are modified or interpreted in a way that the services are no longer allowable or appropriate for purchase under this agreement or are no longer eligible for the funding proposed for payments authorized by this agreement.
 - (4) If any license, permit, or certificate required by law, rule, or this agreement is denied, revoked, suspended, or not renewed.
 - (5) If Commission determines that continuing the agreement is no longer necessary or would not produce beneficial results commensurate with the further expenditure of public funds.
- b. Any termination of this agreement is without prejudice to any obligations or liabilities of either party already accrued prior to termination.
- c. The rights and remedies of any party provided in this agreement are not exclusive.

12. APPLICABLE LAW AND VENUE. This agreement is governed by and construed under the laws of State. Any action to enforce this agreement must be adjudicated exclusively in the District Court of Burleigh County, North Dakota.

13. SEVERABILITY. If any term of this agreement is declared by a court having jurisdiction to be illegal or unenforceable, the validity of the remaining terms is unaffected, and if possible, the rights and obligations of the parties are to be construed and enforced as if the agreement did not contain that term.

14. SPOILIATION – PRESERVATION OF EVIDENCE. Sponsor agrees to promptly notify Commission of all potential claims that arise or result from this agreement. Sponsor must also take all reasonable steps to preserve all physical evidence and information that may be relevant to the circumstances surrounding a potential claim, while maintaining public safety, and grants to Commission the opportunity to review and inspect the evidence, including the scene of an accident.

15. NONDISCRIMINATION. Sponsor agrees to comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), N.D.C.C. title 34, and all applicable federal and state laws, rules, and policies relating to nondiscrimination, accessibility, and civil rights.

16. MERGER AND MODIFICATION. This agreement constitutes the entire agreement between the parties. There are no understandings, agreements, or representations, oral or written, not specified within this agreement. This agreement may not be modified, supplemented, or amended in any manner, except by written agreement signed by both parties.

17. AUTHORITY TO SIGN. Each of the undersigned warrants that they have explained this Agreement to the party they represent and are authorized to execute this Agreement on the party's behalf.

**NORTH DAKOTA STATE WATER
COMMISSION**

By:



REICE HAASE
Secretary

Date: 08/22/2025

CITY OF VALLEY CITY

By:

DAVE CARLSRUD
Mayor

Date:

Countersignature and Date (if required)

Print Name and Title

Commission Date : 8/14/25
Commission Action : Approved (slbrost)

Approved for state cost-share at 85% of eligible preconstruction and 80% of eligible construction costs not to exceed \$9,595,675.

MEMORANDUM

TO: Lt. Governor Michelle Strinden
Members of the State Water Commission
FROM: Reice Haase, Secretary
SUBJECT: NDSWC Cost-Share Request – Valley City
Valley City Permanent Flood Protection (PFP)
DATE: July 28, 2025



Background & Description

The City of Valley City (Sponsor) is requesting preconstruction and construction cost-share for the ongoing Valley City PFP (Project). The Project aims to reduce the risk and impact of Sheyenne River flooding, which has historically affected the City of Valley City, through the development of permanent flood protection measures. The current request includes funding for construction of Phase 4 and preconstruction activities for Phases 5 and 6. Phase 4 will connect two previously completed Phase 2 segments that protect the downtown area and will involve construction of earthen levees, floodwalls, utility relocations, storm sewer and watermain improvements, storm sewer lift stations, and street restoration. Preconstruction efforts for Phase 5 will focus on connecting the Phase 2 and Phase 3 segments, while Phase 6 preconstruction will extend the flood protection system further north along the river.

Supplemental Information

Water Development Plan (Priority)	2025 (High)
Benefit-Cost Ratio	NR

(NR) Not Required

Schedule

Task	Dates
Study	-
Design	2026
Bid	2026
Construction	2027
Completion	2028

Cost-Share Funding Summary

	Phases 5 & 6 Preconstruction	Phase 4 Construction	Total	Previously Approved	Recommend
Noneligible Cost	-	-	-		
Eligible Cost	\$2,465,500	\$18,686,788	\$21,152,288		
Total	\$2,465,500	\$18,686,788	\$21,152,288		
Cost-Share 85% Preconstruction 80% Construction	\$2,095,675	\$14,949,431	\$17,045,106	\$7,449,431 (8/10/2023)	\$9,595,675

This project meets requirements of the Water Commission's cost-share policy. Therefore, I recommend approval of this request by the City of Valley City for state cost participation in the Valley City Permanent Flood Protection project at 85% percent of eligible preconstruction costs and 80 percent of eligible construction costs not to exceed \$9,595,675. This approval is contingent on available funding.

RH:af/1504

VISITORS COMMITTEE MEETING MINUTES
August 25th, 2025 at 9:00 AM
City of Valley City Commission Chamber and Zoom

Chair Nielson called the meeting to order at 9:03 a.m.

Present: Mary Lee Nielson, Tammy Jo Taft, Tyler Marthaler and Cal Lee (Zoom)

Minutes

Member Taft moved to approve the amended minutes from the April 14, 2025 meeting, seconded by Member Marthaler. Motion passed unanimously.

Member Marthaler moved to approve the July 1st, 2025 meeting minutes, seconded by Member Taft. Motion passed unanimously.

Financials

Approve the financials as presented for the Image Enhancement Grant.

Member Taft motioned to approve, seconded by Member Lee. Motion passed unanimously.

Consider Tourism Grant Request from Bakkegard and Schell.

The grant is to offset the costs of re-sheeting the south side of the business to match the updated front of building, new signage and lighting. Projected cost is \$32,800. Member Lee moved to approve a recommendation to the city for up to \$7,500, seconded by Member Taft. Motion passed unanimously.

Other

Discussion took place on the guidelines for the Image Enhancement Grant.

Member Taft motioned to add “other buildings that meet the criteria of the Image Enhancement Purpose as determined by the committee,” seconded by Member Lee. Motion passed unanimously.

Meeting Adjourned at 9:20 a.m.

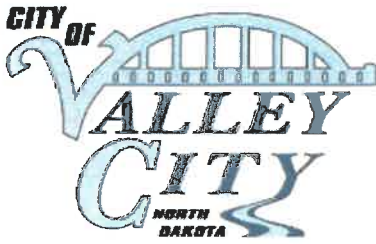


Image Enhancement Grant Guidelines & Documentation To Include With Application

FUNDED BY THE IMAGE ENHANCEMENT SALES TAX AND IMPLEMENTED BY VALLEY CITY MUNICIPAL CODE CHAPTER 20-01.1

Revd 8/18/25

PROJECT REQUIREMENTS

1. Project must be visible from Main Street or Central Avenue in locations outlined on the Image Enhancement Grant Location Map. *(Maps Attached)*
2. Ineligible Applicants: a. Government/Quasi-Government Agencies*, b. Churches, c. Non-Profit Healthcare Organizations, d. Housing Entities, e. VC Public Schools or f. VC Park District.
3. Projects can NOT be for landscaping.

**Exclusion, up to 25% of annual grant fund revenue may be used by the City annually in 2024, 2025 & 2026 for streetscape projects.*

GENERAL GUIDELINES

1. Grant funds are intended to help service or retail businesses improve their store front, interior or exterior, to positively enhance the image of Valley City or bring new services to the Valley City Community.
2. Projects that preserve the historical integrity and characteristic details of a building are highly encouraged. Please note, projects cannot be used to cause irreversible harm to a historic property. Preservation Design Guidelines are available on the City website.
3. Application submitted to the City Hall prior to start of project.

★ EXISTING BUSINESS APPLICATION DOCUMENTATION

☒ Application submitted via email or hard copy to the City of Valley City

SUGGESTED ADDITIONAL ITEMS

☒ Drawings, mockup or photos of project

☐ Quotes and project estimates - *waiting on email from Brandon Nadeau*

Need to put quote price on it

NEW BUSINESS APPLICATION DOCUMENTATION

☐ Application submitted via email or hard copy to the City of Valley City

☐ Market Analysis provided by the Small Business Administration, SBDC, SCDRC or SCORE

SUGGESTED ADDITIONAL ITEMS

☐ Drawings, mockup or photos of project

☐ Quotes and project estimates

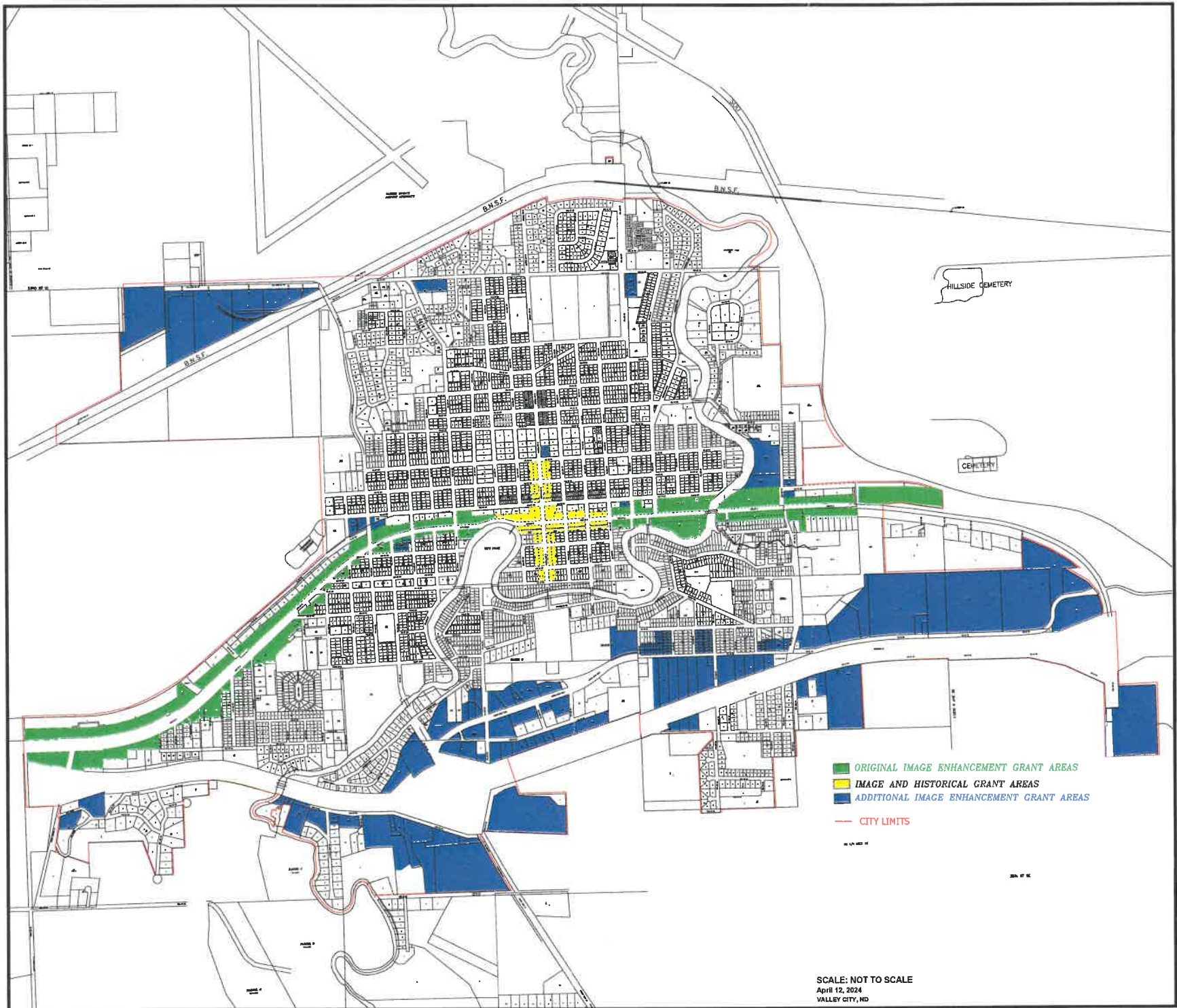
HISTORICAL BUILDING APPLICATION DOCUMENTATION

☐ Application submitted via email or hard copy to the City of Valley City

☐ Drawings, mockup or photos of project

☐ Quotes and project estimates

☐ Documentation that the Barnes County Historical Society has been contacted regarding the project. BC Historical Society (701) 845-0966



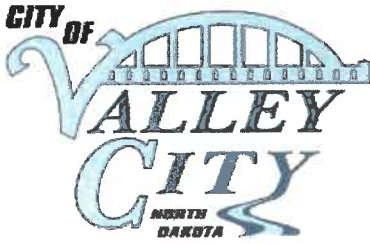


Image Enhancement Grant Application

FUNDED BY THE IMAGE ENHANCEMENT SALES TAX AND IMPLEMENTED BY VALLEY CITY MUNICIPAL CODE CHAPTER 20-01.1

PROJECT INFORMATION AND HOW FUNDS WILL BE USED

Please describe the project in detail. Additional documents should be submitted with the application including photos, drawings, quotes, sketches and other materials that help describe the project.

Re-sheet south side of business to match the updated front of building. New signage & lighting is planned as well.

Estimated Project Timeline: Start Date Fall 2025 Completion Date Spring 2026

Is the building owned by the same business requesting the grant? ☒ Yes. ☐ No**
**Written permission for the project from the building owner must be submitted with application

Have you requested, or will you request another grant funding? ☐ Yes. ☐ No***
***Applicants are highly encouraged to work with the Valley City-Barnes County Development Corporation to understand all grant or funding programs that may assist to ensure project success.

☒ I acknowledge that it is the responsibility of a grantee to use and report all funds appropriately.

☒ I acknowledge no funds will be used for any purpose that violates federal, state, or local laws.

Signature

8-11-25
Date

Complete Application and Return to:
Mail: The City of Valley City
254 2nd Ave NE
Valley City, ND 58072

Email: jhintz@valleycity.us
Subject: Image Enhancement Grant

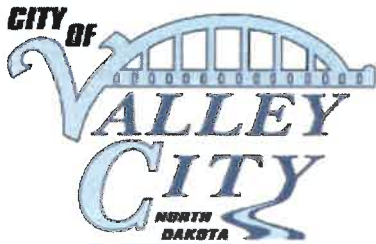


Image Enhancement Grant Review Checklist

FUNDED BY THE IMAGE ENHANCEMENT SALES TAX AND IMPLEMENTED BY VALLEY CITY MUNICIPAL CODE CHAPTER 20-01.1

GRANT PURPOSE

To assist qualified businesses with improvements that enhance the overall image of the community.

APPLICATION TYPES & MAXIMUM GRANT AMOUNTS (Select 1)

- EXISTING BUSINESS
 - Up to 50% of project cost
 - Max of \$7,500 (\$2,000 limit for sign replacement)
- NEW BUSINESS
 - Up to 50% of project cost
 - Max of \$7,500
- HISTORICAL BUILDING
 - Up to 50% of project cost
 - Max of \$30,000

APPROVAL PROCESS

- Application submitted to the City* prior to start of project.
- Checklists prepared for Visitor Committee review.
- Visitor Committee convenes to review application, supporting documentation and checklists. Applicant is invited to attend meeting to offer information.
- Application recommended to Valley City Commission for final action.
- Project executed within one year.
- Receipts & photos submitted to City.
- Grant money distributed via reimbursement

* Valley City-Barnes County Development Corporation may assist applicants, (701)-490-9010 or (701)-490-9012.

APPLICATION CONTACT INFORMATION

<u>Bakkegard & Schell</u>	<u>Justin Mueller</u>
Business Name	Contact Name
<u>159 12th Ave SE Valley City, ND 58072</u>	<u>Valley City, ND 58072</u>
Business Address	Mailing Address
<u>701-845-3665</u>	<u>701-238-7611</u>
Business Phone Number	Contact Phone Number
<u>justin@bs3665.com</u>	
Email	EIN

Has this business applied for an Image Enhancement Grant before: Yes _____ No ☒
 If yes, what was the year? _____

TYPE AND PROJECT INFORMATION

Project Type: ☒ Existing Business _____ New Business _____ Historical Building _____

Total Project Cost _____ Amount Requested _____



**Current appearance
of south side of
Bakkegard & Schell**



**West side was
updated with siding,
stone accent, entry
eyebrow, and new
signage**



**South side is very
visible to the public.
Re-siding will create
a cohesive
appearance. New
signage is planned
for south side as well.**

Crop

Front of building
has been
recently updated





1213 E Main Street
Valley City, ND 58072
701.845.1272
escnd.com



BUILDING REMODEL PROPOSAL

Bakkegard & Schell
Storefront remodel

Date: 3/10/2025

This proposal includes the following:

- Remove all paneling and faced insulation on south wall
- Install steel stud framing from concrete to 7'-6" girt, 16" OC
- Install steel studs/track between 7'-6" girt and 12' girt for support of RPS Panel
- R-13 insulation filled in between new stud wall and 6" insulation behind stud wall with hangers
- R-25 batt insulation with hangers installed above 7'-6" girt (shop side)
- All interior of shop will have energy saver with banding as a finished product
- Assuming no insulation needs to be added on office side
- New base trim, windowtrim - all regal red and eave trim under gutter - all regal blue
- Gable trim to be black
- ESC RPS concealed fastened panel to be installed vertically - Regal Blue upper/black wainscot
- Steel labor, freight and ND sales tax as required

PRICE FOR ABOVE

\$32,800

Does not include: removing/reinstalling electrical, signage or permits although shouldn't be required.

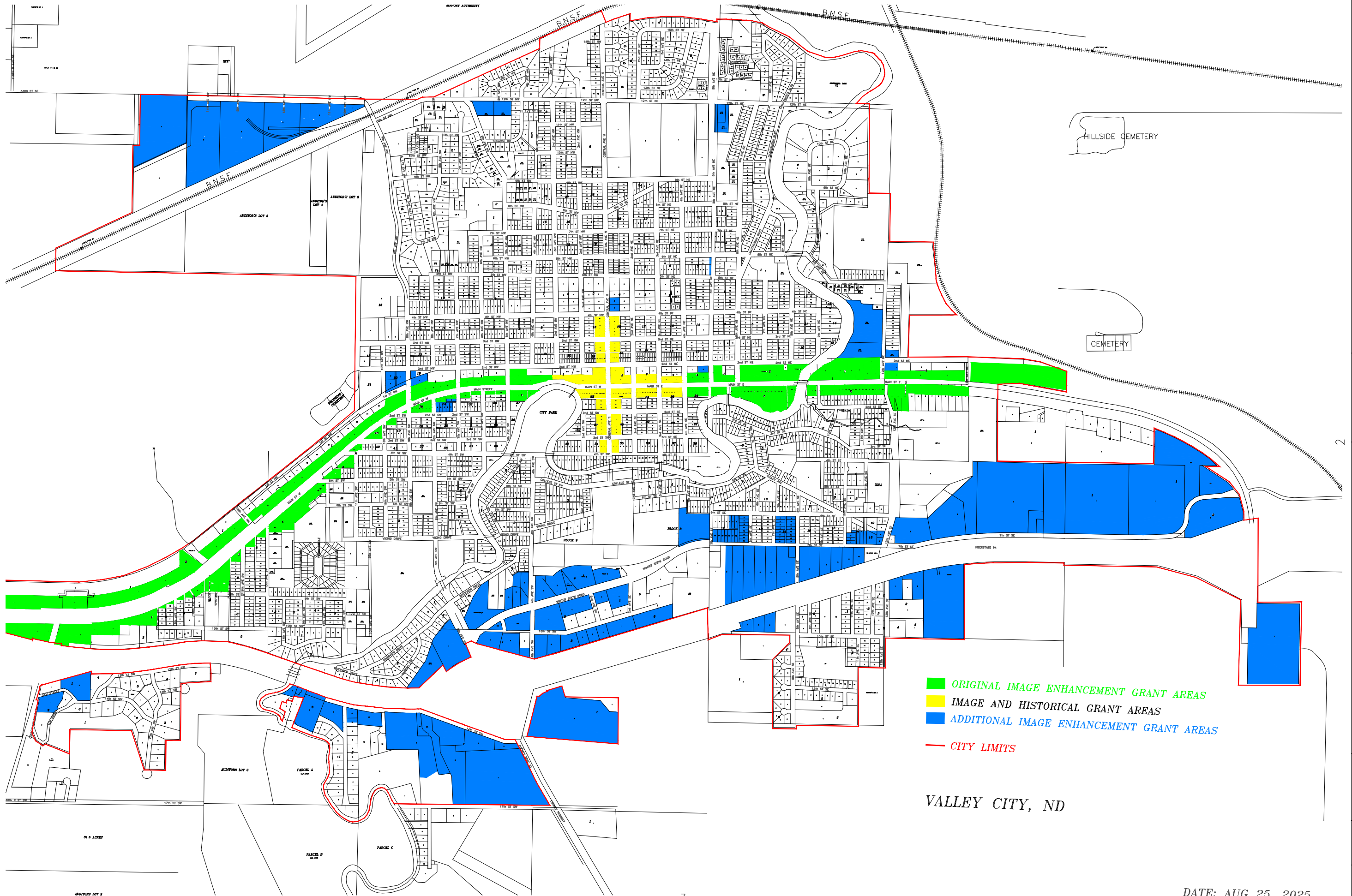
ENTERPRISE SALES CO. warrants that all work will be done in a good and workman-like manner and that all materials will be properly installed so that the manufacturers warranties and guaranties will be in effect. **PROPOSAL PRICE IS SUBJECT TO CHANGE AT ANY TIME DUE TO VOLATILITY OF STEEL PRICES. NO OTHER WARRANTIES ARE EXPRESSED OR IMPLIED. 10% DOWN PAYMENT REQUIRED AT TIME OF ACCEPTANCE. CANCELLATION AFTER ACCEPTANCE MAY RESULT IN LOSS OF DOWN PAYMENT AND/OR ANY ADDITIONAL COSTS INCURRED FOR THE PROJECT.** ENTERPRISE SALES CO. shall not be liable for loss, damage delay or failure of delivery resulting from fires, weather, strikes, riot or civil commotion, Acts of God, casualties, delays of transportation, or any cause beyond its control; nor liable for consequential damages from any cause what so ever. Any occupancy or use by the buyer will be considered as acceptance of work completed. Builders Risk Insurance is NOT included, unless otherwise stated. **FULL PAYMENT IS DUE WHEN USED OR OCCUPIED IN ANY WAY OR WHEN THE WORK IS SUBSTANTIALLY COMPLETED. PAST DUE ACCOUNTS WILL BE CHARGED AT A MONTHLY RATE OF 1.5% (18% ANNUALLY)**

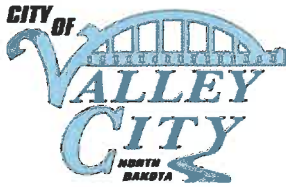
Proposed by _____
Brandon Nadeau

Date: _____

Accepted by _____

Date: _____





City of Valley City, North Dakota
Application for Property Tax Exemption
Improvements to Commercial & Residential Buildings

N.D.C.C. ch. 57-02.2
File with City Assessor

Property Identification

1. Legal description of property for which exemption is claimed lots 1 & 2 BIK 12 Roots Add
2. Address of Property 605 Central Ave N 3. Parcel Number 63-4270828
4. Name of Property Owner Derek Bear Phone No. _____
5. Mailing Address of Property Owner 646 6th Ave SW

Description of Improvements for Exemption

2 family Conversion

6. Describe type of remodel, renovation, alteration or addition made to the building for which exemption is claimed
(attach additional sheets if necessary) new flooring, remodel bathrooms
and kitchens
7. Building Permit No. — 8. Year Built 1881
9. Date of commencement of making the improvements _____

Applicant's Certification & Signature

10. I certify the information contained in this application is correct to the best of my knowledge.
- Applicant Stevie Bear Date 8-27-2025

Assessor's Determination & Signature

11. Estimated market value of property before the improvements \$ 111,400
12. Cost of making the improvement (all labor, material and overhead) \$ 20,000
13. Estimated market value of property after the improvements \$ 142,900
14. The assessor finds the improvements described in this application ☐ DOES ☐ DOES NOT
meet the qualifications for the exemptions for the following reason(s) _____
- Assessor Tim Dumbis Date 8-27-25

Action of Governing Body

15. Action taken on this application by the governing board of the City: APPROVED DENIED
- Approval is subject to the following conditions: _____
- Exemption is allowed for the years 20____, 20____, 20____, 20____, 20____
- City Auditor _____ Date _____

GUIDELINES

1. Residential structures being remodeled must be 25 years old or older (this provision does not apply to commercial buildings; however, if a commercial building is remodeled or altered into an apartment or residential building, it must be 25 years or older to qualify).
2. Remodel project must add a minimum of \$25,000 or 25% of the pre-improvement assessed value of the structure.
3. To be eligible for the exemption, application must be made prior to the completion of the improvements and no more than six months following the date of commencement of making the improvements.
4. Exemption applies only to remodel project; added projects do not qualify. Land is not eligible for exemption.
5. Exemption covers 5 taxable years and is transferable to subsequent owners.
6. Taxes and specials cannot be delinquent during the 5-year period.
7. The owner of a residential property will have a limit of two years from date of approval by City Commission to complete all work stated in the scope of work.

Improvements to commercial or residential structures that qualify:

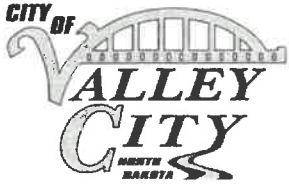
- Renovation - Restoring to a previous condition or to a good state of repair.
- Remodeling - Changes to style or form to correct functional deficiencies.
- Alteration - Changing, modifying or varying by material change.
- Addition - A structure attached to existing building, increasing size.

Improvements that do not qualify:

- Complete replacement of one building with another building.
- A separate structure not attached to the existing building.
- Improvements prior to six months before governing body approves exemption.

NOTE:

This resolution may be rescinded or amended at any time, and the governing body may limit or impose conditions including limitations on the time during which an exemption is allowed.



City of Valley City, North Dakota
Application for Property Tax Exemption
Improvements to Commercial & Residential Buildings

N.D.C.C. ch. 57-02.2
File with City Assessor

Property Identification

1. Legal description of property for which exemption is claimed East portion of Lot 1 Blk 5
Riverside Park Add
2. Address of Property 628 3rd St SE 3. Parcel Number 63-4000512
4. Name of Property Owner Michael & Jodi Rominger Phone No. 701-840-2070
5. Mailing Address of Property Owner 11946 334 ST SE

Description of Improvements for Exemption

6. Describe type of remodel, renovation, alteration or addition made to the building for which exemption is claimed
(attach additional sheets if necessary) New siding, windows, shingles, new bathroom
re-do all the flooring
7. Building Permit No. not needed 8. Year Built 1920
9. Date of commencement of making the improvements Aug 2025

Applicant's Certification & Signature

10. I certify the information contained in this application is correct to the best of my knowledge.
Applicant Jodi Rominger Date 8/25/2025

Assessor's Determination & Signature

11. Estimated market value of property before the improvements \$ 35,400 - structure \$23,800
12. Cost of making the improvement (all labor, material and overhead) \$ 15,000
13. Estimated market value of property after the improvements \$ 55,500
14. The assessor finds the improvements described in this application ☒ DOES ☐ DOES NOT
meet the qualifications for the exemptions for the following reason(s) _____
- Assessor Tina Dwyer Date 8-25-25

Action of Governing Body

15. Action taken on this application by the governing board of the City: APPROVED DENIED
Approval is subject to the following conditions: _____
Exemption is allowed for the years 20____, 20____, 20____, 20____, 20____
City Auditor _____ Date _____

GUIDELINES

1. Residential structures being remodeled must be 25 years old or older (this provision does not apply to commercial buildings; however, if a commercial building is remodeled or altered into an apartment or residential building, it must be 25 years or older to qualify).
2. Remodel project must add a minimum of \$25,000 or 25% of the pre-improvement assessed value of the structure.
3. Exemption applies only to remodel project; added projects do not qualify. Land is not eligible for exemption.
4. Exemption covers 5 taxable years and is transferable to subsequent owners.
5. Taxes and specials cannot be delinquent during the 5-year period.
6. The owner of a residential property will have a limit of two years from date of approval by City Commission to complete all work stated in the scope of work.

Improvements to commercial or residential structures that qualify:

- Renovation - Restoring to a previous condition or to a good state of repair.
- Remodeling - Changes to style or form to correct functional deficiencies.
- Alteration - Changing, modifying or varying by material change.
- Addition - A structure attached to existing building, increasing size.

Improvements that do not qualify:

- Improvements begun before governing body approves exemption.
- Complete replacement of one building with another building.
- A separate structure not attached to the existing building.

NOTE:

This resolution may be rescinded or amended at any time, and the governing body may limit or impose conditions including limitations on the time during which an exemption is allowed.

Memorandum

Date: September 2, 2025
Prepared By: Tracy D. Eslinger, PE
Project: NW Water Tower – Valley City, ND
Subject: Review NW Water Tower Opinion of Probable Cost & Discuss Cost Saving Options

Moore Engineering held a 60% design review meeting with Valley City staff on August 18, 2025.

During the meeting, the team reviewed project design elements, schedule milestones, budget updates, and the community messaging campaign.

The design work includes improvements to four pressure reducing valve (PRV) stations, removal of the existing water standpipe, and replacement of the existing water tower at 5th Ave NW and 9th St NW.

Schedule milestones discussed:

- 90% design review meeting – September 2025
- Bid opening – October 2025
- Contract award – October 2025
- Construction start – Spring/Summer 2026
- Substantial completion – Fall 2027

Budget discussion:

The original study budget of **\$3,748,510** has increased to a 60% design estimate of **\$4,820,000**—an increase of **\$1,071,490**. The primary drivers are:

- Geotechnical findings recommending a deep foundation (**+\$350,000**)
- Recent bid results for a similar water tower project in Ashley, ND (**+\$700,000**)

Moore Engineering is evaluating strategies to align the project closer to the original budget.

Messaging campaign:

The campaign will include printed materials and digital/social media engagement to build community understanding and support for the project. Messaging efforts will be coordinated with the schedule milestones outlined above.

Cost Saving Options

1. Do Nothing – Keep project as is and obtain bids for new water tower.
 - a. Potential total project cost **\$4,820,000** (over budget by **\$1,071,490**)
2. Rehabilitate the National Guard Water Tower (NGWT) and reuse it for the project.
 - a. Potential savings of \$400,000 in steel cost.
 - b. Potential savings of removal of existing NGWT of \$70,000.
 - c. Reuse of existing steel vs buying new steel.
 - d. Existing steel to be sandblasted, primed and painted.
 - e. Reduce contingencies to 10% - savings of \$225,000
 - f. Potential savings of \$695,000
 - g. Potential total project cost **\$4,120,000** (over budget by **\$371,490**)
3. New water tower – updated quote from Maguire Iron
 - a. New tower quote - \$350,000 savings
 - b. Reduce contingencies to 10% - savings of \$220,000
 - c. Potential savings of \$570,000
 - d. Potential total project cost **\$4,250,000** (over budget by **\$501,490**)
4. Design Cost Savings incorporated into project
 - a. Modifications to four PRV stations – savings of **\$100,000**

General Discussion

1. Recommendations
 - a. Prepare bid alternatives for both new and rehab tower
 - b. Evaluate bids and make recommendations on project
 - c. Submit bids to funding agency to establish cost share
 - i. DWR cost share 60%
 - ii. City cost share 40%
2. Open Discussion
 - a. TBD



2911 S.E.

19 Acres

4121 Ave S.E.

4121 Ave S.E.

3.5 Acres

11 Acres

Auditors Lot 2, 31.45 Acres

City of Valley City, North Dakota





PROPOSAL

PROJECT:

Valley City Alley Dig

PROPOSAL SUBMITTED BY:

Mike Cebulla

612-964-6351

mike@ccsteel.com

Date of Proposal: August 21, 2025

SCOPE OF WORK

Proposal

Remove approximately 135 SY of concrete, dig down and replace 12' of Sanitary Sewer, backfill and repour concrete.

Proposal:

Concrete Removal: 135 SY @ \$35.00 SY Total: \$4,725.00

Concrete Replace: 135 SY @ \$140.00 SY Total: \$18,900.00

Base Course: 35 Ton @ \$26.31 Ton Total: \$920.85

Spot Repair: \$74,854.15

Mobilization: \$7,500.00

Total: \$106,900.00

ACCEPTED BY:

A handwritten signature in blue ink, appearing to read 'Mike Cebulla', positioned above a horizontal line.

Mike Cebulla

President | CC Steel, LLC

Date: August 21, 2025

KLJ

Name / Title:

Date: