

CITY COMMISSION MEETING  
VALLEY CITY, NORTH DAKOTA

Tuesday, September 16, 2025  
5:00 PM

The City Commission Meeting will begin on Tuesday, September 16, 2025 at 5:00 PM CT, at the City Commission Chambers, 220 3<sup>rd</sup> St. NE, Valley City, ND.

The meeting is also available to view online <https://us06web.zoom.us/j/82837899005> or listen by calling (1 346 248 7799) Webinar ID: 828 3789 9005.

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. 2501NEXT ORDINANCE NO. 1179

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 9.2.2025 Commission Meeting. Pg. 3
- B. Approve Contractor License: Pg. 5
- a. Sperle Masonry Inc. – West Fargo

b. Legacy Building Solutions, LLC – South Haven MN

c. Nelson Construction LLC – Oriska

d. David L Singleton – Valley City
- C. Approve Contractor License Renewal: Pg. 22
- a. Abel’s Remodeling SRVS

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](mailto: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

PUBLIC HEARING

1. Open Public Hearing Regarding the 2026 Annual City Budget. (Finance Director Klein)

Motion to Close Hearing.

Roll Call: Bishop Magnuson Erickson Gulmon Carlsrud

**ORDINANCE**

ORD 1176. Second and Final 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. 25

Roll Call: Magnuson Erickson Gulmon Bishop Carlsrud

ORD 1177. Second and Final 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. 27

Roll Call: Erickson Gulmon Bishop Magnuson Carlsrud

ORD 1178. Second and Final 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. 31

Roll Call: Gulmon Bishop Magnuson Erickson Carlsrud

ORD 1179. First reading of Ordinance 1179, an Ordinance to create and enact Section 01-01-17 of the Valley City Municipal Code related to billing and fees for city services. *(City Attorney Martineck)* Pg. 33

Roll Call: Bishop Magnuson Erickson Gulmon Carlsrud

ORD 1180. First Reading of Ordinance 1180, an Ordinance Adopting the 2026 Annual City Budget. *(Finance Director Klein)* Pg. 34

Roll Call: Magnuson Erickson Gulmon Bishop Carlsrud

**RESOLUTION**

RES 2501. A Resolution Approving Final Plans, Specifications and Authorizing Engineer to Advertise for Bids for Northwest Area Water System Improvements. *(City Engineer)* Pg. 36

Roll Call: Erickson Gulmon Bishop Magnuson Carlsrud

**NEW BUSINESS**

NB1. Approve Monthly Bills for the City and Public Works in the Amount of \$1,708,011. *(Finance Director Klein)* Pg. 37

Roll Call: Gulmon Bishop Magnuson Erickson Carlsrud

NB2. Approve Valley City NW Water Tower Opinion of Probable Cost and Discussion Project Cost Saving Options. *(City Engineer)* Pg. 38

Roll Call: Bishop Magnuson Erickson Gulmon Carlsrud

**CITY ADMINISTRATOR’S REPORT**

**CITY UPDATES & COMMISSION REPORTS**

**ADJOURN**

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

*Tuesday, September 2, 2025*

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

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

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

## **PLEDGE OF ALLEGIANCE**

## **APPROVAL OF AGENDA**

No changes made.

## **APPROVAL OF CONSENT AGENDA**

**A. Approve Minutes from the 8.19.2025 Finance & Commission Meetings.**

**B. Approve Local Raffle Permits:**

- a. Dakota Rider MC**
- b. Sheyenne Valley Friends of Animals**
- c. Valley City USBC Association**

**C. Approve Contractor License's:**

- 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:**

- a. Construction Engineers, Inc.**

Commissioner Bishop moved to approve, seconded by Commissioner Magnuson.

Motion passed unanimously.

## **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.**

Commissioner Gulmon moved to approve, seconded by Commissioner Bishop.

Motion passed unanimously.

**ORD 1177. First reading of Ordinance 1177, an Ordinance to create and enact Title 21 of the Valley City Municipal Code related to gaming.**

Commissioner Erickson moved to approve, seconded by Commissioner Magnuson.

Motion passed unanimously.

**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.**

Commissioner Gulmon moved to approve, seconded by Commissioner Bishop.

Motion passed unanimously.

## **RESOLUTION**

**RES 2500. A Resolution amending the Master Fee Schedule.**

Commissioner Bishop moved to approve, seconded by Commissioner Magnuson.

Motion passed unanimously.

## **NEW BUSINESS**

**Approve Agreement for Cost-Share Reimbursement for Valley City Permanent Flood Protection not to exceed \$9,595,675.**

Commissioner Magnuson moved to approve, seconded by Commissioner Bishop.

Motion passed unanimously.

**Consider Visitor Committee recommendation to approve the Image Enhancement Grant Application for Bakkegard and Schell in the amount up to \$7500 for the renovations and signage of their current building at 159 12<sup>th</sup> Ave SE.**

Commissioner Gulmon moved to approve, seconded by Commissioner Magnuson.

Motion passed unanimously.

**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.”**

Commissioner Bishop moved to approve, seconded by Commissioner Magnuson.

Motion passed unanimously.

**Approve Application for Residential Improvement exemption – 605 Central Ave N.**

Commissioner Magnuson moved to approve, seconded by Commissioner Gulmon.

Motion passed unanimously.

**Approve Application for Residential Improvement exemption – 638 3<sup>rd</sup> St. SE.**

Commissioner Bishop moved to approve, seconded by Commissioner Magnuson.

Motion passed unanimously.

**Review Valley City NW Water Tower Opinion of Probable Cost and Discussion Project Cost Saving Options.**

No action was needed.

**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.**

Commissioner Gulmon moved to approve, seconded by Commissioner Erickson.

Motion passed unanimously.

**Approve Change Order for Sanitary Sewer improvement district 72 - Reline Project.**

Commissioner Erickson moved to approve, seconded by Commissioner Magnuson.

Motion passed unanimously.

**CITY ADMINISTRATOR’S REPORT**

**City Administrator Crawford** gave an update on the Service Center.

**Finance Director Klein** provided a reminder that the budget hearing will be next meeting and special assessments for 2024 will be going out.

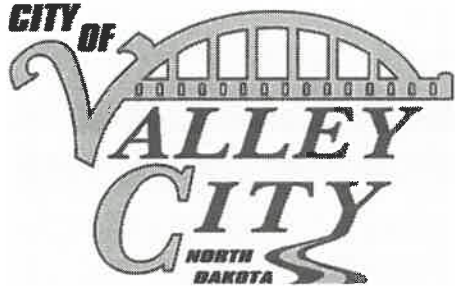
**City Engineer Petersen** gave an update on construction projects.

**Operations Superintendent Klemisch** gave a mosquito spraying update.

Attested to by:

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

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



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: Sperle Masonry Inc.  
Owner: Brian Sperle  
Mailing Address: 756 45<sup>th</sup> Ave W.  
City, State Zip Code: West Fargo, ND 58078  
Phone Number: 701-866-9080  
Email Address: bssperle@aol.com  
Today's Date: 8-20-25

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

☒ Contractor ☐ Electrician ☐ Plumber ☐ Mechanical

State License Numbers (provide all that apply):

☐ Electrician ☐ Plumber 43914 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

**Pd CK # 37108**  
**\$100**

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

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



SPERMAS-01

DBRUNSVOLD

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/25/2025

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

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

PRODUCER  
HUB International Great Plains, LLC  
3220 4th Street East  
Suite 201  
West Fargo, ND 58708

CONTACT NAME: Deb Brunsvold

PHONE

(A/C, No, Ext):

FAX

(A/C, No):

E-MAIL: deb.brunsvold1@hubinternational.com

ADDRESS:

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A : Continental Western Insurance Company

10804

INSURER B : The Travelers Indemnity Company of Connecticut

25682

INSURER C : Evanston Insurance Company

35378

INSURER D :

INSURER E :

INSURER F :

INSURED

Sperle Masonry, Inc.  
756 45th Avenue West  
West Fargo, ND 58078

## 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			CPA3306794	3/15/2025	3/15/2026	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 ND STOP GAP \$ 1,000,000
	CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						
	GEN'L AGGREGATE LIMIT APPLIES PER:						
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						
	OTHER:						
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY			CPA3306794	3/15/2025	3/15/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS						
	<input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY						
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR			CPA3306794	3/15/2025	3/15/2026	EACH OCCURRENCE \$ 5,000,000
	EXCESS LIAB CLAIMS-MADE						AGGREGATE \$ 5,000,000
	DED <input checked="" type="checkbox"/> RETENTION \$ 0						
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			UB0X936902	8/1/2024	8/1/2025	<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
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				
	If yes, describe under DESCRIPTION OF OPERATIONS below						
C	Pollution / Environm			CPLMOL 125189	7/2/2024	7/2/2025	Aggregate \$ 2,000,000
C	Pollution / Environm			CPLMOL 125189	7/2/2024	7/2/2025	Per Occurrence \$ 2,000,000

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

# *State of North Dakota*

## SECRETARY OF STATE



### CONTRACTOR LICENSE

NO: 43914

CLASS: A

The undersigned, as Secretary of State of the state of North Dakota and Registrar of Contractors, certifies that **SPERLE MASONRY INC.** whose address is in WEST 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.

**SPERLE MASONRY 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 10, 2025

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

Michael Howe  
Secretary of State

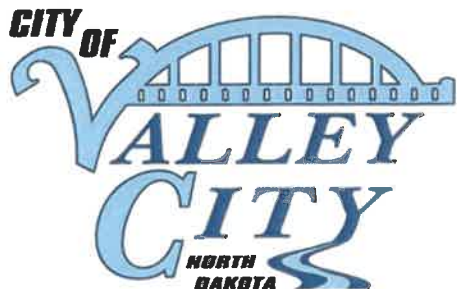
The North Dakota Secretary of State verifies that:

**SPERLE MASONRY 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 # 43914





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: Legacy Building Solutions, LLC  
Mailing Address: 19500 County Road 142  
City, State Zip Code: South Haven MN 55382  
Phone Number: 320-258-0500  
Email Address: accounting@legacybuildingsolutions.com  
Today's Date: August 19, 2025

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

XXX Contractor      \_\_\_\_\_ Electrician      \_\_\_\_\_ Plumber      \_\_\_\_\_ Mechanical

State License Numbers (provide all that apply):

\_\_\_\_\_ Electrician      \_\_\_\_\_ Plumber      40030 - 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:**

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

\_\_\_\_\_ Current copy of State Electrician and/or Plumber License **Pd CK # 52278**

XXX Current copy of State Contractor License, **\$100**

*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:**      XXX \$100 if initial application, make checks payable to City of Valley City  
                             \_\_\_\_\_ \$50 if renewal application

**RETURN TO:**      Valley City Auditor  
                             254 2<sup>nd</sup> Ave NE  
                             Valley City, ND 58072

**Phone:** (701) 845 – 1700  
**Email:** [jhintz@valleycity.us](mailto:jhintz@valleycity.us)



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/19/2025

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

<b>PRODUCER</b> Marsh & McLennan Agency LLC 6160 Golden Hills Drive Minneapolis MN 55416	<b>CONTACT NAME:</b> Centralized Accounts Servicing Team (CAST) <b>PHONE (A/C, No, Ext):</b> <b>E-MAIL:</b> CAST@marshmma.com <b>ADDRESS:</b>	<b>FAX (A/C, No):</b>
<b>INSURED</b> Legacy Building Solutions LLC 19500 Cty Rd 142 South Haven MN 55382-9240	<b>LEGACBUILD5</b>	
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURER A :</b> Continental Insurance Company		35289
<b>INSURER B :</b> Valley Forge Insurance Company		20508
<b>INSURER C :</b> Transportation Insurance Company		20494
<b>INSURER D :</b> AXIS Insurance Company		37273
<b>INSURER E :</b>		
<b>INSURER F :</b>		

**COVERAGES****CERTIFICATE NUMBER:** 164270872**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
B	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		6076581459	6/1/2025	6/1/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY		6076581445	6/1/2025	6/1/2026	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"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ \$0		6076581428	6/1/2025	6/1/2026	EACH OCCURRENCE \$ 15,000,000 AGGREGATE \$ 15,000,000 \$
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N N/A	6076581431	6/1/2025	6/1/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Professional Liability		CM006502022025	6/1/2025	6/1/2026	Limit \$5,000,000 Deductible \$25,000

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, ND  
254 2nd Avenue 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: 40030

CLASS: A

The undersigned, as Secretary of State of the state of North Dakota and Registrar of Contractors, certifies that **Legacy Building Solutions, LLC** whose address is in SAINT AUGUSTA, 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.

**Legacy Building Solutions, 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 27, 2025

A handwritten signature in black ink that reads "Michael Howe". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Michael Howe  
Secretary of State

The North Dakota Secretary of State verifies that:

**Legacy Building Solutions, 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 # 40030



**CUSTOM  
TENSION  
FABRIC  
BUILDINGS**

Date: August 19, 2025  
To: City of Valley City, North Dakota  
From: Mike Lenzmeier, Director  
Re: Contractor License Application  
Delivery Via: USPS Delivery

Dear Sir or Madam,

I am writing to you regarding our Company's (Legacy Building Solutions, LLC) application for a Contractor's License with the City of Valley City.

Accompanying this letter, please find the following for your consideration:

- Completed Application for Contractor's License
- Certificate of Insurance, with the City of Valley City as certificate holder
- A copy of Legacy's current State Contractors License
- Application Fee of \$100

Thank you for your consideration of our request. Should you have any questions, please contact me at 320-258-0521 or via email at [mlenzmeier@legacybuildingsolutions.com](mailto:mlenzmeier@legacybuildingsolutions.com).

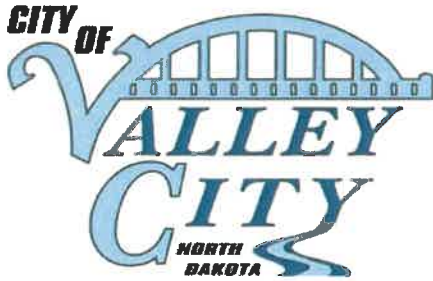
Sincerely,

Mike Lenzmeier  
Director

---

*North American Corporate Headquarters* 19500 County Road 142, South Haven, MN 55382





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: Nelson Construction LLC  
Owner: Aaron Nelson  
Mailing Address: 12493 37th St SE  
City, State Zip Code: Oriskany, ND  
Phone Number: 320-288-6177  
Email Address: NelsonConstructionLLC@gmail.com  
Today's Date: 9-8-25

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

☒ Contractor ☐ Electrician ☐ Plumber ☐ Mechanical

State License Numbers (provide all that apply):

☐ Electrician ☐ Plumber 000052785 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 CC

RETURN TO: Valley City Auditor  
220 3rd St. NE  
Valley City, ND 58072

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



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/04/2025

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 RENTZ AGENCY, INC. 517 ATLANTIC AVE. BOX 596  MORRIS, MN 56267-0596	CONTACT NAME: Jesse Wartner PHONE (A/C, No, Ext): 3205892442 FAX (A/C, No): 3205892454 E-MAIL ADDRESS: jesse@rentzagency.com INSURER(S) AFFORDING COVERAGE INSURER A: Secura Ins. Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED NELSON CONSTRUCTION LLC 12493 37th St SE Oriska ND 58063	NAIC # 22543

## COVERAGES

CERTIFICATE NUMBER: 20250521101439100

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 type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	N	N	TC3401130	11/16/2024	11/16/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 10,000 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 type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	<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					PER STATUTE OTH-ER 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)

## CERTIFICATE HOLDER

## CANCELLATION

CITY OF VALLEY CITY  
220 3RD ST NE  
VALEY 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

# *State of North Dakota*

## SECRETARY OF STATE



### CONTRACTOR LICENSE

NO: 000052785

CLASS: D

The undersigned, as Secretary of State of the state of North Dakota and Registrar of Contractors, certifies that **NELSON CONSTRUCTION LLC** whose address is in ORISKA, 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.

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

Dated: June 6, 2025

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

Michael Howe  
Secretary of State

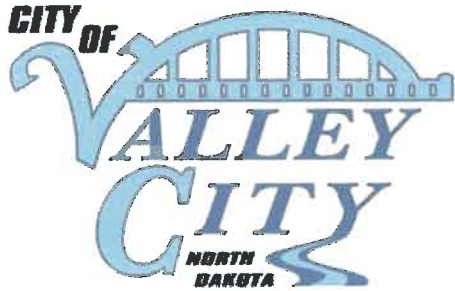


The North Dakota Secretary of State verifies that:

**NELSON CONSTRUCTION LLC**

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

License # 000052785



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: David L Singleton  
Owner: David Singleton  
Mailing Address: 234 E Main St  
City, State Zip Code: Valley City, ND 58072  
Phone Number: 701-490-2961  
Email Address: josh dave@cornerstone-ventals-mgt.com  
Today's Date: 9/10/25

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

☒ Contractor ☐ Electrician ☐ Plumber ☐ Mechanical

State License Numbers (provide all that apply):

☐ Electrician ☐ Plumber 36880 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 cc

RETURN TO: Valley City Auditor  
220 3rd St. NE  
Valley City, ND 58072

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



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/11/2025

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

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

<b>PRODUCER</b> Tyler Van Bruggen 457 W Main  Valley City ND 58072	<b>CONTACT NAME:</b> Tyler Van Bruggen <b>PHONE (A/C, No. Ext):</b> <b>E-MAIL ADDRESS:</b> Tyler.VanBruggen@fumic.com <b>FAX (A/C, No):</b> <b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Farmers Union Insurance <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>
<b>INSURED</b> David L Singleton  PO Box 9355  Fargo ND 58106-9355	<b>NAIC #</b>

**COVERAGES**

SB

CERTIFICATE NUMBER: Cert ID 7063 (3)

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 type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			33-022935-25-1003-08	11/30/2024	11/30/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ Excluded MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			33-022935-25-1003-08	11/30/2024	11/30/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <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.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)  
Per Claim - Property Damage Liability \$250 deductible

**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: 36880

CLASS: A

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

**DAVID SINGLETON** 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 5, 2025

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

Michael Howe  
Secretary of State



# *State of North Dakota*

## SECRETARY OF STATE



### **Certificate of Good Standing of DAVID SINGLETON**

**SOS Control ID#: 0002166702**

**Certificate #: 027682935-1**

The undersigned, as Secretary of State of the state of North Dakota, hereby certifies that, according to the records of this office,

**DAVID SINGLETON**

a Contractor - Sole Proprietorship was formed under the laws of North Dakota and filed with this office effective September 10, 2007. This contractor has, as of the date set forth below, complied with all applicable North Dakota laws.

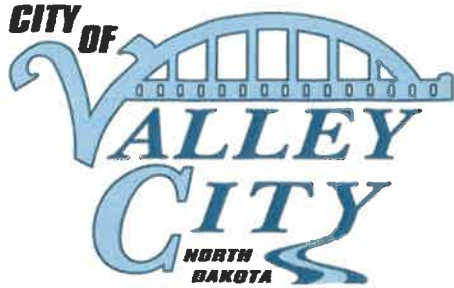
**ACCORDINGLY**, the undersigned, as such Secretary of State, and by virtue of the authority vested in him by law, hereby issues this Certificate of Good Standing.

**DATE:** September 10, 2025

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

Michael Howe  
Secretary of State

2025-372



**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: Abel's Remodeling SRvs  
 Owner: Abel Turrubiates  
 Mailing Address: 920A 18th Ave SW  
 City, State Zip Code: Valley City ND 58072  
 Phone Number: 701-490-2847  
 Email Address: 2azaabel@gmail  
 Today's Date: 4/30/2025

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:**      \_\_\_\_\_ \$100 if initial application, make checks payable to City of Valley City  
                                  ☒ \$50 if renewal application

*Paid Ch# 1796 - have not put through invoice yet - 5-29-25*

**RETURN TO:**      Valley City Auditor  
                                  254 2<sup>nd</sup> Ave NE  
                                  Valley City, ND 58072

**Phone:** (701) 845 – 1700  
**Email:** [jhintz@valleycity.us](mailto:jhintz@valleycity.us)





# *State of North Dakota*

## SECRETARY OF STATE



### CONTRACTOR LICENSE

NO: 000052567

CLASS: A

The undersigned, as Secretary of State of the state of North Dakota and Registrar of Contractors, certifies that **ABEL'S REMODELING SERVICES** whose address is in VALLEY CITY, 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.

**ABEL'S REMODELING SERVICES** 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 25, 2025

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

Michael Howe  
Secretary of State



# 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:

Organization	Location	Jar	Dispensing	Electronic
North Dakota Horse Park Foundation	Casa Mexico		X	X
	Sky Lanes		X	X
Valley City Eagles Aerie 2192 Fraternal Order of Eagles	Valley City Eagles Aerie 2192	X	X	X
	My Bar		X	X
	Jimmy's Pizza			X
Valley City Baseball Association	Clubhouse Lounge		X	X
Valley Twisters Gymnastics Club, Inc.	Tavern 94		X	X
Thundering Saints, Inc.	Bridges Bar & Grill		X	
	The Labor Club		X	X
	Boomer's Corner Keg			X
Valley City Hockey and Figure Skating Club	North 9 Bar & Grille		X	X
	The Captain's Pub		X	X

# 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 for municipal utility accounts shall be ~~rendered sent to customers~~ at least once each calendar month ~~falling~~ within one of ~~the~~ three monthly billing cycles, for ~~services rendered~~ utility and related charges incurred during the prior 30-day period. ~~by the various public works departments.~~ Any municipal utility account statement ~~received sent by the City~~ shall be due and payable on or before the 15th day following the statement date or, if the ~~fifteenth~~ 15th day falls on a Saturday, Sunday or legal holiday, on or before the next business day after such 15th day. Any other statement sent by the City for services provided by the various public works departments shall be paid in accordance with section 1-01-17.

**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 to be charged for any municipal utility and related to the services provided by the ~~various departments of public works~~ 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, fees and penalties shall be published in the city utility 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.~~ Other rates, fees, and penalties charged by the various public works departments of the city are subject to section 1-01-17.
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. The City may charge, receive, and collect any late payment fee set by the Board of City Commissioners pursuant to this section from 16 days following the statement date. The statement must include the information required by N.D.C.C § 13-01-15(2), when applicable.

**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.

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Dave Carlsrud, President  
Board of City Commissioners

ATTEST:

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Brenda Klein, Finance Director

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



# ORDINANCE NO. 1179

**An ordinance to create and enact Section 01-01-17 of the Valley City Municipal Code related to billing and fees for city services.**

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 1-01-17 Valley City Municipal Code is created and enacted as follows:

**Section 1-01-17. - Monthly bills for city services—When payable; rates, fees and penalties.**

1. Statements for services provided by the various departments of the city shall be sent to customers at least once each calendar month for charges incurred during the prior 30-day period. Any statement sent by the City shall be due and payable on or before the 30th day following the statement date or, if the 30th day falls on a Saturday, Sunday or legal holiday, on or before the next business day after such 30th day.
2. Rates, fees, and penalties to be charged for city services shall be established, and may be changed from time to time by resolution of the Board of City Commissioners. 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 Board proposes to establish or change such rates. A full and complete schedule of applicable and current rates, fees, and penalties shall be published in the city master fee schedule and shall be available for public inspection.
3. Such rates, fees, and penalties as are in effect on the effective date of this section shall be deemed to have been duly and properly established in accordance with the provisions of this section as of such effective date.
4. The City may charge, receive, and collect any late payment fee set by the Board of City Commissioners pursuant to this section from 31 days following the statement date. The statement must include the information required by N.D.C.C § 13-01-15(2), when applicable.
5. This section does not apply to municipal utility accounts, which are subject to the provisions of chapter 15-01.

**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.

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Dave Carlsrud, President  
Board of City Commissioners

ATTEST:

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Brenda Klein, Finance Director

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

## ORDINANCE NO. 1180

### 2026 ANNUAL BUDGET ORDINANCE

**AN ORDINANCE ENTITLED "THE ANNUAL BUDGET ORDINANCE" APPROPRIATING THE SUMS OF MONEY NEEDED TO DEFRAY THE EXPENSE AND LIABILITIES OF THE CITY OF VALLEY CITY, NORTH DAKOTA, AND MAKING THE ANNUAL TAX LEVY FOR THE PERIOD JANUARY 1, 2026 AND ENDING DECEMBER 31, 2026.**

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

**Section 1** The City Auditor's recommended budget is hereby approved.

**Section 2.** Total Appropriations: Based on the foregoing, there is hereby appropriated the following sums of money deemed necessary to defray the expenses and liabilities of the City of Valley City for the fiscal year beginning January 1, 2026 and ending December 31, 2026.

FUND #	FUND DESCRIPTION	APPROPRIATIONS
100	General Fund	4,522,484
105	City Financed Spec Assessment Projects	0
203	City Share of Specials	20,758
204	Deficiency	9,257
206	Emergency	0
207	Permanent Flood Protection	7,700,000
211	Library Fund	206,649
225	Building Reserve Fund	146,500
230	Equipment Renew & Replacement Fund	227,108
231	Street Equipment Renewal/Replace	168,217
240	City Sales Tax-Economic Development	762,000
241	City Sales Tax-Property Tax Relief	295,000
242	City Sales Tax-Retail Image Enhance	69,500
243	City Sales Tax-PFP & Wellness Ctr Debt	230,000
274/275	Motel Occupancy Fund	132,966
276	Food & Beverage Tax	245,000
280	Financing Reserve Fund (Former BNRR)	0
290	Infrastructure Renewal & Replacement	1,648,947
291	Sewer Renew & Replacement Fund	0
295	Municipal Infrastructure Fund	0
310	BND Firehall Addition Loan	31,016
340	Sales Tax Revenue Bonds 2013	235,578
342	Debt Service BND Bonds for PFP	388,899
343	Debt Service Reserves-BND Bonds for PFP	0
351-373	Debt Service Special Assess Refunding Bonds	1,069,541
380-386	Debt Service Tax Increment Financing	218,722
Total Appropriations		18,328,141

**Section 3.** There is hereby levied upon the taxable property in the City of Valley City, North Dakota, subject to taxation, for the period beginning January 1, 2026 and ending December 31, 2026 inclusive, the following sums of money, to-wit:

<u>FUND</u>	<u>LEVY</u>
General Fund	1,630,700
City Share of Specials	32,300
Library Fund	199,149
 TOTAL LEVY	 \$1,862,149

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

Dated this 7th day of October, 2025.

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

*Attest:*

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Brenda Klein, City Auditor  
City of Valley City, North Dakota

First Reading: September 16, 2025  
Second Reading: October 7 2025  
Approved: October 7, 2025

## **RESOLUTION NO. 2501**

### **A RESOLUTION APPROVING FINAL PLANS AND SPECIFICATIONS FOR NORTHWEST AREA WATER SYSTEM IMPROVEMENT PROJECT, AND AUTHORIZING ENGINEER TO ADVERTISE FOR BIDS**

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

That the Final plans and Specifications for the Northwest Area Water System Improvement Project submitted by the office of KLJ Engineering LLC & Moore Engineering, Inc., Engineers for the City of Valley City, North Dakota, now on file in the office of the City Finance Director, are approved.

That the City Engineer is authorized to advertise for bids for the purpose of water tower infrastructure improvements, and all other work necessary or incidental thereto, in conformity with the Final Plans and Specifications.

That the City Engineer will receive bids at the earliest advisable opportunity.

That the Board of City Commissioners reserves the right to reject any and all bids, to waive informalities in any bid, and to hold all bids for 30 days from date of opening.

Passed, adopted and approved this 16th day of September, 2025.

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Dave Carlsrud, President  
Board of City Commissioners

ATTEST:

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Brenda Klein, Finance Director

## Aug 2025 Expenditures

Monthly Exp	\$1,708,011
Includes:	
VCBC Dev Corp	\$90,000
Construction Projs	\$56,884
PW Capital Projects	\$196,808
Debt Service	\$224,245
MRES	\$402,360
Payroll & Benefits	\$303,241
Permanent Flood Protection	\$57,034
VC Park District	\$15,894
<i>Subtotal:</i>	<i>\$1,346,465</i>
Balance for operations	\$361,546

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# 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