

CITY COMMISSION MEETING  
VALLEY CITY, NORTH DAKOTA

Tuesday, October 21, 2025  
5:00 PM

The City Commission Meeting will begin on Tuesday, October 21, 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/86372152642> or listen by calling (1 346 248 7799) Webinar ID: 863 7215 2642.

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. 2504NEXT ORDINANCE NO. 1181

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 10.7.2025 Commission & 10.10.2025 Special Commission Meetings. Pg. 3
- B. Approve Extension of City Administrator’s Contract. Pg. 6

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 [knord@valleycity.us](mailto:knord@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

RESOLUTION

RES 2503. A Resolution Authorizing Bids for Cropland Lease – Auditor’s Lot 2 NE1/4 31-140-58 and Auditor’s Lot 1 NW1/4 32-140-58. (City Attorney Martineck) Pg. 10

Roll Call: Bishop Magnuson Erickson Gulmon Carlsrud

RES 2504. A Resolution Establishing Fee for Water Tower Infrastructure. (City Attorney Martineck) Pg. 16

Roll Call: Magnuson Erickson Gulmon Bishop Carlsrud

**NEW BUSINESS**

N1. Approve Monthly Bills for the City and Public Works in the Amount of \$3,569,764. (*Finance Director Klein*) Pg. 17

Roll Call: Erickson Gulmon Bishop Magnuson Carlsrud

N2. Approve 2024 Audit Report prepared by Brady Martz. (*Finance Director Klein*)

Roll Call: Gulmon Bishop Magnuson Erickson Carlsrud

N3. Approval of Master Police Officer position. (*Police Chief Horner*) Pg. 18

Roll Call: Bishop Magnuson Erickson Gulmon Carlsrud

N4. Approve 2026-2030 School Resource Officer Contract. (*Police Chief Horner*) Pg. 23

Roll Call: Magnuson Erickson Gulmon Bishop Carlsrud

N5. Approve ND DWR Construction Cost-Share Application for Northwest Standpipe Replacement Project. Pg. 30  
(*City Engineer*)

Roll Call: Erickson Gulmon Bishop Magnuson Carlsrud

N6. Approve Award – Northwest Area Water System Improvements. (*City Engineer*) Pg. 31

Roll Call: Gulmon Bishop Magnuson Erickson Carlsrud

N7. Approve Amendment to Section A.2.3.1 of Guaranteed Maximum Price Amendment to Construction Manager at Risk Agreement with McGough Construction -- Substantial Completion Date October 19, 2026. Pg. 42

(*City Administrator Crawford*)

Roll Call: Bishop Magnuson Erickson Gulmon Carlsrud

**CITY ADMINISTRATOR’S REPORT**

**CITY UPDATES & COMMISSION REPORTS**

**ADJOURN**

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

Tuesday, October 7, 2025

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

Members present: President Carlsrud, Commissioner Bishop, Commissioner Magnuson, Commissioner Erickson, Commissioner Gulmon, City Administrator Crawford, City Attorney Martineck, Finance Director Klein, Deputy Auditor Johnson, City Assessor Drabus, Fire Chief Magnuson, Police Chief Horner, City Engineer Petersen, City Engineer Eslinger.

## **PLEDGE OF ALLEGIANCE**

## **APPROVAL OF AGENDA**

Commissioner Gulmon moved to remove NB3. Approve Interim Financing Agreement, Series F, for Red River Valley Water Supply Project and NB4. Approve opening a CD in the amount of \$2,000,000 at Dacotah Bank, seconded by Commissioner Magnuson.

Motion passed unanimously.

## **APPROVAL OF CONSENT AGENDA**

**A. Approve Minutes from the 9.16.2025 Finance and Commission Meetings.**

**B. Approve Contractor Licenses:**

- a. Advanced Striping, Inc. – Fargo**
- b. Sieg Construction – Valley City**
- c. Vita Roofing LLP - Fargo**

**C. Approve Local Raffle Permit:**

- a. Valley City Area Chamber of Commerce**
- b. Trinity Lutheran WELCA**
- c. St. Catherine School**
- d. SHINE**

Commissioner Bishop moved to approve contingent on Sieg Construction providing updated Liability Insurance form, seconded by Commissioner Gulmon.

Motion passed unanimously.

## **PUBLIC HEARING**

**Declared Public Hearing Open Regarding Special Assessment Projects: Paving Improvement District No. 126, Water Main Improvement District No. 104, Sanitary Sewer Improvement District No. 68, and Storm Sewer Improvement District No. 55.**

Commissioner Bishop moved to close, seconded by Commissioner Magnuson.

Motion passed unanimously.

**Approve Special Assessments as recommended by the Special Assessment Commission for Paving Improvement District No. 126, Water Main Improvement District No. 104, Sanitary Sewer Improvement District No. 68 and Storm Sewer Improvement District No. 55.**

Commissioner Magnuson moved to approve the Special Assessments as recommended by the Special Assessment Committee with the exception of Storm Sewer Improvement District No. 55 which was tabled for further review, seconded by Commissioner Gulmon.

Motion passed unanimously.

**Declared Public Hearing Open Regarding Special Assessment Projects: Paving Improvement District No. 128, Water Main Improvement District No. 105, and Sanitary Sewer Improvement District No. 69.**

Commissioner Bishop moved to close, seconded by Commissioner Magnuson.

Motion passed unanimously.

**Approve Special Assessments as recommended by the Special Assessment Commission for Paving Improvement District No. 128, Water Main Improvement District No. 105, and Sanitary Sewer Improvement District No. 69.**

Commissioner Bishop moved to approve, seconded by Commissioner Magnuson.

Motion passed unanimously.

## **ORDINANCE**

**ORD 1179. Second and final 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.**

Commissioner Gulmon moved to approve, seconded by Commissioner Magnuson.

Motion passed unanimously.

**ORD 1180. Second and final reading of Ordinance 1180, an Ordinance Adopting the 2026 Annual City Budget.**

Commissioner Bishop moved to approve, seconded by Commissioner Gulmon.

Motion passed unanimously.

**RESOLUTION**

**RES 2502. A Resolution authorizing filing of application with the North Dakota Department of Environmental Quality for a loan under the Clean Water Act and/or the Safe Drinking Water Act.**

Commissioner Gulmon moved to approve, seconded by Commissioner Magnuson.

Motion passed unanimously.

**NEW BUSINESS**

**NB1. Approve Accepting Award for Back the Blue Funds.**

Commissioner Bishop moved to approve, seconded by Commissioner Magnuson.

Motion passed unanimously.

**NB2. Approve Agreement with the ND Department of Health and Human Services for the Police Department to develop the Responsible Tobacco Retailer Training Project.**

Commissioner Bishop moved to approve, seconded by Commissioner Magnuson.

Motion passed unanimously.

**CITY ADMINISTRATOR’S REPORT**

**City Administrator Crawford** covered updates on construction progress, including soil removal and groundwork for the Service Center building, with soil being consolidated to one location for efficiency. Also, announced there will be an open house event on Wednesday October 8<sup>th</sup> for PFP homes, allowing residents to view items for potential auction. Commissioners reviewed logo options for the water tower.

**CITY UPDATES & COMMISSION REPORTS**

**Finance Director Klein** announced that Brady Martz will be giving a quick overview of our 2024 audit at the next meeting.

**Police Chief Horner** reminded residents about parking regulations for the winter months.

**City Engineer Eslinger** reported the bids for the Water Tower project have been posted and are due Thursday October 16, 2025.

**Commissioner Gulmon** provided a financial update, noting that revenues were outpacing expenses, but sales tax was down compared to the previous year.

**ADJOURN** – 5:44 PM

Attested to by:

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Brenda Klein, Finance Director  
City of Valley City

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Dave Carlsrud, President of the  
City of Valley City Commission

**CITY COMMISSION MEETING**  
**VALLEY CITY, NORTH DAKOTA**  
*Friday, October 10, 2025*

President Carlsrud called the meeting to order at 9:00 AM.  
Members present: President Carlsrud, Commissioner Bishop, Commissioner Magnuson, Commissioner Erickson, Commissioner Gulmon.  
Others Present: City Administrator Crawford, City Attorney Martineck, Finance Director Klein, Deputy Auditor Johnson, Police Chief Horner and City Engineer Petersen.

**PLEDGE OF ALLEGIANCE**

**NEW BUSINESS**

**Approve Special Assessments for Storm Sewer Improvement District No. 55.**  
Commissioner Bishop moved to approve, seconded by Commissioner Magnuson.  
Motion passed unanimously.

**ADJOURN**

Meeting was adjourned at 9:04 AM.

Attested to by:

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

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

## **EMPLOYMENT CONTRACT CITY ADMINISTRATOR**

The following Contract is entered into between the CITY OF VALLEY CITY, a North Dakota municipal corporation (hereinafter referred to as "Employer"), and GWENDOLYN CRAWFORD, an individual (hereinafter referred to as "Employee") on this 21st day of October, 2025.

### **RECITALS**

1. Employer is a municipal corporation with related facilities and services, including but not limited to the following services and/or departments: streets, sanitation, water, sewer, electric, GIS, police, fire, property assessment, legal, and finance; and maintains its principal place of business at 220 3rd Street NE, Valley City, North Dakota 58072.
2. Employee is willing to be employed by the Employer and Employer is willing to employ Employee on the terms, covenants and conditions set forth in this Contract.

### **AGREEMENT**

For the reasons set forth above, and in consideration of the mutual promises and agreements set forth hereafter, Employer and Employee agree as follows:

3. **Employer agrees to Employ Employee.** Employer agrees to employ and engage Employee as City Administrator.
4. **Employee agrees to Employment with Employer.** Employee hereby warrants that Employee is under no contractual or other restrictions or obligations that will in any way limit Employee activities on behalf of Employer, and accepts and agrees to such engagement and employment subject to the general supervision and pursuant to the orders, advice and direction of the Board of City Commissioners ("Board"). The Employee will report to and be directly responsible to the Board.
5. **Term of Employment.** Employee's term of Employment shall be extended until December 31, 2029, and will automatically renew for successive one-year terms if the parties have not entered into a new contract.
6. **Compensation.** Employee's salary shall be continued pursuant to the previous employment contract which commenced on January 1, 2023.
7. **Employment Benefits.** Unless otherwise set forth in this Contract, Employee will be eligible for and continue to receive all benefits set forth in the City Employee Policy and Procedure Manual. Employee is on year 17 of the city annual leave schedule and will continue earn credit annually on January 1.

8. **Reimbursement of Expenses.** Employee may incur reasonable expenses as previously budgeted and approved by Employer, for furthering the Employer's business, including expenses for travel, mileage, and similar items. Employer will reimburse Employee for all reasonable, budgeted and approved business expenses as provided for in the Employee Policy and Procedure Manual. Employee will receive an additional vehicle allowance of \$3,000 per year, payable monthly, for Employee's use of Employee's personal vehicle for local business travel. Employer will provide Employee with a smartphone package (up to \$300) with a wireless calling and data plan, for business use.

9. **Duties and Position.** Employer agrees to hire Employee in the capacity of City Administrator with the duties, responsibilities, and obligations set forth in Valley City Municipal Code and the attached job description, which this Contract incorporates by reference. Employee must also complete all other duties as may reasonably be assigned to Employee from time to time by the City Commission.

Unless otherwise expressly stated in this Contract, Employee and Employer are bound by all of the provisions set forth in the Employee Policy and Procedure Manual.

10. **Employee to Devote Full Time to Employer.** Employee is an exempt employee for purposes of federal wage and hour laws. The duties of City Administrator will require some early morning, evening, and weekend engagements for purposes of conducting the business of Employer. Because of this, Employee will devote full time, attention, and energies to the business of the Employer, and during this employment, will not engage in any other business activity which may interfere with carrying out the prescribed duties of this position. Employee is not prohibited from making personal investments in any business or engaging in outside activities as long as they do not create a conflict of interest.

Employee agrees that Employee will at all times faithfully, industriously, and to the best of Employee's ability, experience, and talents, perform all of the duties that may be reasonably required of Employee to the reasonable satisfaction of the Employer.

Employer agrees that Employee may maintain involvement in and representation on the boards of the North Dakota Rural Development Council, Rural Leadership North Dakota, and Municipal Finance Officer Association unless and until such involvement creates a conflict of interest or interferes with Employee's duties as City Administrator, as determined by the City Commission.

11. **Continuing Education.** Employee acknowledges that continuing education is an essential duty of the position and Employee will strive to maintain current knowledge of governmental administrative procedures, municipal operations, leadership and management methods, and knowledge of state and federal laws, rules, regulations, guidelines and codes relating to public sector projects. In furtherance of this goal, Employee is encouraged to attend state and local training meetings, conferences, and webinars if budgeted and relevant to job duties. Out of state business travel and

expenditures will require notice to the President of the Board.

In addition, the parties acknowledge that Employee's job description provides that a Master's degree in Public Administration, Business Administration, or related field, is preferred. Thus, Employer will in good faith engage with Employee to determine Employee's interest in pursuing an appropriate professional degree and evaluate whether funds are available to provide a tuition benefit to Employee. The parties agree that Employee will not be required to seek a professional degree, and any incentive is solely dependent on approval of and appropriation of funds by the City Commission

12. **Residency.** Employee agrees to maintain a residence in Barnes County, North Dakota.

13. **Termination of Contract.** Employer may terminate this Contract only following a thorough investigation, a finding of just cause by a vote of 80% of the Board of City Commissioners, and when corrective action has failed or the Employee has engaged in seriously inappropriate misconduct. The Board must provide Employee with written notice of the charges alleged to constitute just cause at least 10 days prior to the hearing at which the matter will be decided. Employee must be given an opportunity to be heard in the Employee's defense. If Employee is terminated for any reason, or by any means, other than as provided in this paragraph, Employer shall pay Employee from the effective date of termination, six months of severance salary along with the equivalent of six months of the City's share of premiums for benefits maintained by Employee. In addition, the Employee will retain all other remedies available to Employee by law.

Employee may terminate this Contract for any reason, upon 30 days' written notice to Employer.

14. **Notices.** Notice pursuant to this Contract must be given by depositing in the custody of the United States Postal Service, postage prepaid, addressed as follows:

To Employer: Finance Director, 220 3<sup>rd</sup> Street NE, Valley City, North Dakota 58072

To Employee: Last address on file for payroll.

15. **Effect of Contract.** This Contract does not affect or operate to reduce any benefit or compensation inuring to Employee of a kind elsewhere provided to Employees and not expressly provided in this Contract.

16. **Settlement by Arbitration.** Upon agreement by both parties, any claim or controversy that arises out of or relates to this Contract, or the breach of it, may be settled by arbitration in accordance with the rules of the American Arbitration Association, at the cost of the both parties. The arbitrator shall be chosen by agreement of both parties. Judgment upon the award



rendered may be entered in any court with jurisdiction.

17. **Limited Effect of Waiver.** Should either party waive breach of any provision of this Contract, that waiver will not operate or be construed as a waiver of further breach by either party.

18. **Choice of Law.** This Contract is governed by the laws of the State of North Dakota.

19. **Severability.** If, for any reason, any provision of this Contract is held invalid, all other provisions of this Contract will remain in effect.

20. **Successors and Assignees Bound.** The rights and obligations of the Employer and Employee will be binding on, and will be of benefit to, each of the parties' successors, assigns, heirs and estates.

21. **Entire Agreement.** This Contract supersedes all prior agreements, written or oral, between the Employee and the Employer, as of the date of this agreement and shall constitute the only agreement relating to the Employee's employment between the parties for the period of employment hereunder. No provisions of this Contract shall be changed or modified, nor shall this Contract be discharged, in whole or in part, except by an agreement in writing signed by the party against whom such change, modification or discharge is claimed or sought to be enforced.

#### **CITY OF VALLEY CITY**

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Dave Carlsrud, President  
Board of City Commissioners

Attest:

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Brenda Klein, Finance Director

#### **EMPLOYEE**

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Gwen Crawford, City Administrator

## **RESOLUTION NO. 2503**

### **A RESOLUTION AUTHORIZING BIDS FOR CROPLAND LEASE**

WHEREAS, the City of Valley City owns real property described as

Auditors Lot Number Two (2) of the Northeast Quarter (NE $\frac{1}{4}$ ) of Section Thirty-one (31), in Township One Hundred Forty (140) North, of Range Fifty-eight (58) West of the Fifth Principal Meridian, Barnes County, North Dakota, according to the Plat of Auditors Lot Number 2 of NE $\frac{1}{4}$ , Section 31, Township 140N, Range 58W, Barnes County, North Dakota, recorded on February 23, 2004, in the office of the County Recorder, Barnes County, North Dakota, in Book "B" of Auditors Plat page 99, as Document Number 251585, said Lot 2 containing [REDACTED] acres, more or less, as described and shown on said plat; and

Auditors Lot Number One (1) of the Northwest Quarter (NW $\frac{1}{4}$ ) of Section Thirty-two (32), in Township One Hundred Forty (140) North, of Range Fifty-eight (58) West of the Fifth Principal Meridian, Barnes County, North Dakota, according to the Plat of Auditors Lot Number 1 & 2 of NW $\frac{1}{4}$ , Section 32, Township 140 N, Range 58 W, Barnes County, North Dakota, recorded on February 23, 2004, in the office of the County Recorder, Barnes County, North Dakota, in Book "B" of Auditors Plat, Page 98, as Document Number 251584, said Lot 1 containing [REDACTED] acres, more or less, as described and shown on said plat; and

WHEREAS, the above describe property consists of productive farmland; and

WHEREAS, the City desires to enter into a cash rent agreement for the above described property at fair market value for agricultural purposes.

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

That the City Auditor is authorized to advertise for bids for the purpose of leasing the above described property for agricultural purposes. Notice must be published once each week for two consecutive weeks with the last publication being at least ten days in advance of the date set for the bid opening.

That the minimum bid shall be [REDACTED] per acre.

That the lease agreement must specify that cash rent is payable in two installments in April and October, that the term of the lease is two years with an option to extend one additional year upon agreement of the parties, and that land designated for Public Works operations is excluded from the tillable acreage.

That a copy of the lease agreement will be available for inspection upon request.

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 21st day of October, 2025.

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Dave Carlsrud, President  
Board of City Commissioners

ATTEST:

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Brenda Klein, Finance Director

# 2025 County Rents and Prices

## North Dakota

April 2025

An annual survey of farmers and ranchers was conducted to obtain average rental rates and the price of rented land in their localities. Approximately 34,000 North Dakota agricultural producers were sampled for this survey using data provided by the US Department of Agriculture. Nearly 14,000 questionnaires were mailed in late December 2024 and submitted responses were accepted for the study through March 13, 2025 to maximize response rates. Over 1,700 reports contained positive data. We would like to thank all who participated, for without their cooperation this report would not be possible.

The tables in this report contain county-level data for cropland, pastureland, and tame hayland. All data refer to

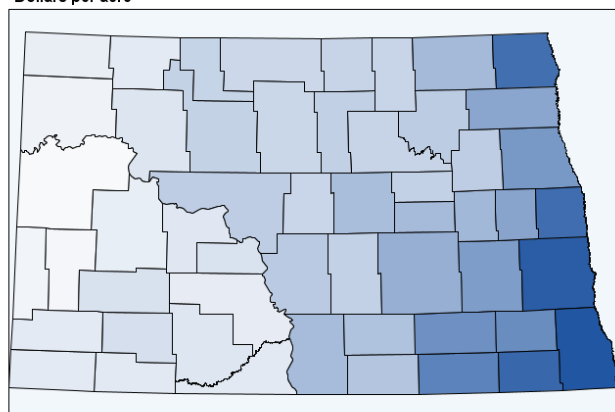
non-irrigated land and only include information for cash rental arrangements. All fee-per-head, animal unit month and share rent arrangements were excluded.

The minimum and maximum prices show the range of reported local average data in each county. Field size, topography, soil type, location and availability of rental land affect this range. The published prices in this report should never be used as the only factor to establish rental arrangements.

We advise the reader to exercise discretion when using data from counties with less than fifteen reports tabulated. Using a 5-year average is one way to minimize variability that can occur from year to year.

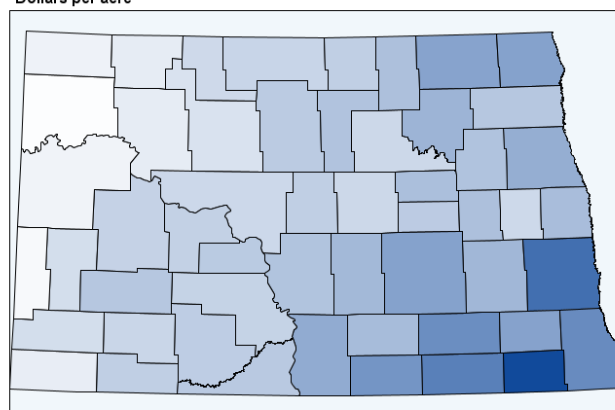
### 2025 Non-Irrigated Cropland Average Rents

Dollars per acre



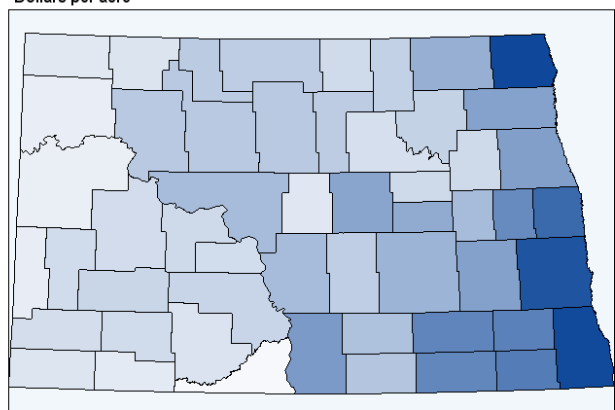
### 2025 Non-Irrigated Pastureland Average Rents

Dollars per acre



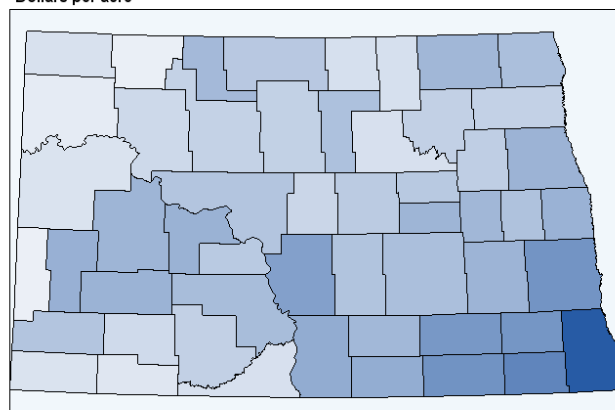
### 2025 Non-Irrigated Cropland Average Price of Rented Land

Dollars per acre



### 2025 Non-Irrigated Pastureland Average Price of Rented Land

Dollars per acre



# NON-IRRIGATED CROPLAND CASH RENTS AND PRICES

North Dakota: 2025 and 5-Year Average

County	2020-2024 average		2025					
	Rental rate	Price of rented land	Number of reports <sup>1</sup>	Reported local average rental rate			Average rental rate	Average price of rented land
				Minimum	Maximum	Most frequently		
	(dollars/acre)	(dollars/acre)	(number)	(dollars/acre)	(dollars/acre)	(dollars/acre)	(dollars/acre)	(dollars/acre)
Adams.....	37.90	1273.00	18	32.00	65.00	35.00	42.60	1646.00
Barnes.....	92.00	3427.00	42	70.00	165.00	100.00	103.60	4008.00
Benson.....	55.40	1747.00	12	42.00	80.00	50.00	59.20	2017.00
Billings.....	32.70	1540.00	9	22.00	45.00	25.00	31.60	2133.00
Bottineau.....	53.60	1986.00	43	35.00	90.00	50.00	56.20	2588.00
Bowman.....	36.90	1280.00	13	25.00	78.00	40.00	41.60	1815.00
Burke.....	36.70	1336.00	18	30.00	58.00	50.00	41.70	1855.00
Burleigh.....	56.60	2175.00	18	36.00	120.00	60.00	67.10	3164.00
Cass.....	132.80	4915.00	50	85.00	270.00	150.00	155.60	6491.00
Cavalier.....	69.80	2730.00	30	45.00	140.00	70.00	79.80	3557.00
Dickey.....	110.60	3586.00	21	72.00	200.00	150.00	124.90	4850.00
Divide.....	35.40	1259.00	31	12.00	65.00	35.00	38.40	1712.00
Dunn.....	35.30	1649.00	18	20.00	60.00	20.00	38.60	2098.00
Eddy.....	54.90	1810.00	15	44.00	80.00	50.00	61.50	2200.00
Emmons.....	72.80	2685.00	21	35.00	120.00	80.00	79.00	4229.00
Foster.....	76.30	3041.00	26	30.00	120.00	85.00	79.30	3725.00
Golden Valley.....	32.40	1346.00	12	27.00	41.00	30.00	33.60	1559.00
Grand Forks.....	92.90	3163.00	46	40.00	250.00	100.00	107.50	4072.00
Grant.....	36.00	1432.00	25	30.00	82.00	35.00	45.10	1900.00
Griggs.....	73.50	2274.00	17	40.00	125.00	70.00	81.90	3150.00
Hettinger.....	46.40	1623.00	18	30.00	65.00	45.00	50.00	2150.00
Kidder.....	49.50	1751.00	13	20.00	100.00	40.00	61.60	2572.00
LaMoure.....	104.60	3452.00	32	40.00	170.00	100.00	113.90	4911.00
Logan.....	60.50	2212.00	20	35.00	130.00	60.00	73.10	2985.00
McHenry.....	50.20	1721.00	32	25.00	110.00	60.00	57.10	2726.00
McIntosh.....	66.50	2273.00	19	48.00	100.00	60.00	71.20	2844.00
McKenzie.....	28.40	1208.00	17	20.00	40.00	30.00	29.70	1515.00
McLean.....	58.60	2281.00	41	35.00	120.00	50.00	64.60	3158.00
Mercer.....	42.20	1729.00	17	18.00	70.00	35.00	43.90	2200.00
Morton.....	41.00	1685.00	21	20.00	60.00	25.00	39.70	2350.00
Mountrail.....	39.90	1566.00	30	25.00	75.00	40.00	45.50	2728.00
Nelson.....	57.60	1829.00	29	35.00	100.00	60.00	64.70	2189.00
Oliver.....	40.40	1561.00	15	30.00	65.00	50.00	48.00	2110.00
Pembina.....	109.10	4311.00	18	75.00	280.00	85.00	140.80	6884.00
Pierce.....	53.70	1927.00	15	45.00	92.00	65.00	62.80	2622.00
Ramsey.....	60.70	1754.00	25	35.00	92.00	70.00	65.70	2436.00
Ransom.....	100.00	3748.00	30	50.00	190.00	100.00	116.30	5057.00
Renville.....	54.60	2182.00	19	42.00	78.00	60.00	59.60	2663.00
Richland.....	143.20	4961.00	51	90.00	225.00	175.00	161.00	6834.00
Rolette.....	50.40	1585.00	21	37.00	105.00	45.00	59.30	2179.00
Sargent.....	120.30	3750.00	34	100.00	230.00	125.00	147.30	5190.00
Sheridan.....	49.00	1649.00	23	40.00	100.00	55.00	58.10	1755.00
Sioux.....	38.30	1243.00	10	24.00	80.00	35.00	42.30	1200.00
Slope.....	37.20	1402.00	17	12.00	55.00	35.00	41.50	2072.00
Stark.....	41.80	1751.00	24	37.00	70.00	45.00	48.60	2308.00
Steele.....	87.70	2986.00	17	64.00	160.00	100.00	97.90	4718.00
Stutsman.....	83.10	2881.00	50	47.00	130.00	85.00	89.50	3417.00
Towner.....	48.20	1871.00	13	40.00	85.00	50.00	58.30	2469.00
Traill.....	122.70	4515.00	32	80.00	275.00	125.00	142.00	5836.00
Walsh.....	85.00	3014.00	41	35.00	240.00	50.00	96.30	3996.00
Ward.....	56.40	2210.00	40	34.00	90.00	75.00	61.00	2729.00
Wells.....	60.20	2350.00	16	50.00	140.00	50.00	77.40	3880.00
Williams.....	35.20	1310.00	30	19.00	45.00	35.00	34.60	1528.00

<sup>1</sup>Number of reports is based on positive responses to average rental rate, excluding ineligible responses (e.g., out-of-state).

# NON-IRRIGATED PASTURELAND CASH RENTS AND PRICES

North Dakota: 2025 and 5-Year Average

County	2020-2024 average		2025					
	Rental rate	Price of rented land	Number of reports <sup>1</sup>	Reported local average rental rate			Average rental rate	Average price of rented land
				Minimum	Maximum	Most frequently		
	(dollars/acre)	(dollars/acre)	(number)	(dollars/acre)	(dollars/acre)	(dollars/acre)	(dollars/acre)	(dollars/acre)
Adams.....	18.90	889.00	21	10.00	60.00	18.00	22.80	888.00
Barnes.....	26.70	1464.00	17	15.00	50.00	25.00	29.20	1699.00
Benson.....	19.90	801.00	6	14.00	30.00	20.00	20.30	990.00
Billings.....	18.60	1067.00	7	10.00	25.00	25.00	18.90	1763.00
Bottineau.....	18.80	1018.00	22	10.00	35.00	20.00	21.20	1373.00
Bowman.....	16.50	803.00	10	10.00	20.00	14.00	14.60	951.00
Burke.....	10.90	644.00	14	6.25	40.00	10.00	14.90	750.00
Burleigh.....	23.30	1333.00	14	20.00	35.00	20.00	25.90	2023.00
Cass.....	27.20	1698.00	19	20.00	100.00	40.00	48.70	2217.00
Cavalier.....	18.80	1141.00	8	10.00	80.00	15.00	34.50	1650.00
Dickey.....	39.00	1656.00	13	28.00	60.00	50.00	44.00	2241.00
Divide.....	11.10	653.00	21	5.00	25.00	10.00	13.30	978.00
Dunn.....	18.90	1238.00	20	12.50	35.00	18.00	21.90	1684.00
Eddy.....	19.00	878.00	18	15.00	47.00	25.00	27.10	1371.00
Emmons.....	26.90	1325.00	19	15.00	50.00	30.00	32.50	1838.00
Foster.....	23.50	1141.00	14	10.00	35.00	15.00	23.70	1683.00
Golden Valley.....	14.70	735.00	12	4.00	18.00	10.00	11.60	743.00
Grand Forks.....	21.60	1175.00	10	12.00	100.00	25.00	31.70	1713.00
Grant.....	19.00	964.00	27	14.00	45.00	20.00	23.20	1249.00
Griggs.....	23.10	1191.00	15	14.00	50.00	22.00	26.80	1651.00
Hettinger.....	19.90	1001.00	12	15.00	30.00	18.00	20.90	1086.00
Kidder.....	23.40	1091.00	10	25.00	35.00	25.00	28.80	1450.00
LaMoure.....	32.90	1575.00	17	20.00	75.00	30.00	40.20	2150.00
Logan.....	26.20	1311.00	18	12.00	48.00	25.00	27.90	1636.00
McHenry.....	19.40	894.00	33	6.25	60.00	20.00	23.90	1242.00
McIntosh.....	30.40	1346.00	20	21.00	70.00	25.00	38.40	1821.00
McKenzie.....	10.80	766.00	15	5.00	26.00	10.00	13.10	950.00
McLean.....	18.70	1049.00	31	10.00	40.00	15.00	20.30	1426.00
Mercer.....	18.80	1183.00	20	13.00	40.00	20.00	22.30	1736.00
Morton.....	21.10	1203.00	21	11.00	35.00	20.00	21.80	1563.00
Mountrail.....	12.50	811.00	18	8.00	35.00	15.00	15.00	1105.00
Nelson.....	21.10	984.00	10	10.00	40.00	35.00	26.10	1283.00
Oliver.....	17.50	1087.00	14	18.00	40.00	18.00	24.00	1350.00
Pembina.....	19.80	1086.00	5	15.00	60.00	15.00	35.00	1524.00
Pierce.....	23.40	1049.00	10	16.00	38.00	25.00	25.90	1500.00
Ramsey.....	31.30	1095.00	4	20.00	35.00	35.00	30.00	1250.00
Ransom.....	32.80	1815.00	17	15.00	60.00	25.00	34.80	2190.00
Renville.....	18.40	999.00	8	10.00	30.00	20.00	20.00	1614.00
Richland.....	42.50	2076.00	17	20.00	100.00	30.00	40.90	3144.00
Rolette.....	18.90	783.00	10	10.00	45.00	20.00	22.80	1000.00
Sargent.....	40.00	1966.00	18	15.00	130.00	50.00	58.60	2454.00
Sheridan.....	19.50	925.00	25	10.00	50.00	20.00	22.80	1149.00
Sioux.....	19.00	886.00	10	12.00	60.00	12.00	24.30	986.00
Slope.....	15.30	857.00	14	12.00	30.00	15.00	18.90	1429.00
Stark.....	21.60	1326.00	20	15.00	45.00	20.00	24.90	1723.00
Steele.....	19.10	1155.00	5	18.00	25.00	18.00	20.20	1475.00
Stutsman.....	25.90	1257.00	37	10.00	150.00	25.00	35.00	1524.00
Towner.....	16.90	982.00	4	12.00	50.00	12.00	26.80	1000.00
Traill.....	28.00	1158.00	4	20.00	40.00	25.00	27.50	1733.00
Walsh.....	20.90	929.00	19	5.00	50.00	20.00	24.90	1227.00
Ward.....	16.60	905.00	27	8.00	28.00	15.00	17.80	1218.00
Wells.....	20.00	1038.00	10	12.00	30.00	18.00	20.30	1328.00
Williams.....	11.10	690.00	19	5.00	18.00	12.00	10.50	813.00

<sup>1</sup>Number of reports is based on positive responses to average rental rate, excluding ineligible responses (e.g., out-of-state).

# NON-IRRIGATED TAME HAYLAND CASH RENTS AND PRICES

North Dakota: 2025

County	2020-2024 average		2025					
	Rental rate	Price of rented land	Number of reports <sup>1</sup>	Reported local average rental rate			Average rental rate	Average price of rented land
				Minimum	Maximum	Most frequently		
	(dollars/acre)	(dollars/acre)	(number)	(dollars/acre)	(dollars/acre)	(dollars/acre)	(dollars/acre)	(dollars/acre)
Adams.....	28.20	1090.00	14	10.00	60.00	35.00	29.80	1045.00
Barnes.....	37.60	2023.00	10	10.00	65.00	25.00	31.00	1716.00
Benson.....	21.60	906.00	6	15.00	25.00	25.00	21.80	1067.00
Billings.....	25.70	1295.00	6	20.00	40.00	22.00	27.30	2250.00
Bottineau.....	24.90	1211.00	14	12.00	84.00	30.00	30.80	1513.00
Bowman.....	25.20	970.00	9	14.00	30.00	20.00	23.80	1264.00
Burke.....	19.40	783.00	10	15.00	48.00	15.00	25.90	1067.00
Burleigh.....	31.20	1758.00	12	25.00	50.00	35.00	37.80	2572.00
Cass.....	63.60	2375.00	11	20.00	150.00	100.00	86.80	3389.00
Cavalier.....	32.30	1887.00	6	10.00	120.00	10.00	42.50	2100.00
Dickey.....	54.30	2051.00	11	20.00	100.00	40.00	52.20	2743.00
Divide.....	18.40	771.00	16	10.00	35.00	10.00	19.30	1300.00
Dunn.....	27.00	1427.00	17	15.00	60.00	20.00	32.10	1822.00
Eddy.....	26.90	1048.00	15	15.00	60.00	25.00	33.10	1500.00
Emmons.....	33.20	1611.00	11	15.00	80.00	30.00	44.70	2786.00
Foster.....	31.40	1417.00	6	10.00	50.00	50.00	35.80	1867.00
Golden Valley.....	24.10	1065.00	6	14.00	30.00	14.00	18.80	788.00
Grand Forks.....	42.70	1682.00	5	45.00	180.00	45.00	89.00	2760.00
Grant.....	29.40	1204.00	21	25.00	77.00	30.00	37.70	1811.00
Griggs.....	40.70	1445.00	10	25.00	70.00	25.00	43.60	2050.00
Hettinger.....	30.30	1298.00	5	15.00	30.00	20.00	21.00	1333.00
Kidder.....	29.30	1312.00	10	20.00	45.00	40.00	34.70	1800.00
LaMoure.....	40.60	1889.00	8	24.00	90.00	24.00	55.10	2320.00
Logan.....	35.60	1474.00	13	15.00	75.00	35.00	40.20	1871.00
McHenry.....	23.40	999.00	21	5.66	50.00	25.00	27.00	1379.00
McIntosh.....	32.70	1563.00	15	10.00	70.00	50.00	39.00	2092.00
McKenzie.....	20.70	912.00	10	8.00	40.00	15.00	20.00	1279.00
McLean.....	25.00	1328.00	18	5.00	50.00	20.00	28.50	1825.00
Mercer.....	27.70	1399.00	13	16.72	40.00	25.00	26.60	1786.00
Morton.....	30.40	1495.00	12	15.00	75.00	20.00	36.40	2022.00
Mountrail.....	22.40	1104.00	13	10.00	40.00	18.00	26.80	1617.00
Nelson.....	32.80	1194.00	7	25.00	60.00	25.00	36.40	1560.00
Oliver.....	26.50	1253.00	10	25.00	50.00	30.00	38.30	1800.00
Pembina.....	28.30	1477.00	3	(D)	(D)	(D)	(D)	(D)
Pierce.....	28.00	1080.00	10	7.00	50.00	30.00	30.60	1733.00
Ramsey.....	29.60	1184.00	3	(D)	(D)	(D)	(D)	(D)
Ransom.....	45.90	1998.00	8	15.00	75.00	50.00	51.30	3600.00
Renville.....	28.90	1250.00	5	30.00	68.00	30.00	39.60	2000.00
Richland.....	57.90	1951.00	15	12.00	180.00	20.00	69.60	3618.00
Rolette.....	24.40	1018.00	7	20.00	45.00	25.00	28.60	1158.00
Sargent.....	49.40	2105.00	14	20.00	150.00	60.00	68.90	2812.00
Sheridan.....	26.10	1057.00	11	10.00	50.00	30.00	28.50	1277.00
Sioux.....	26.90	1158.00	6	20.00	30.00	30.00	27.80	1100.00
Slope.....	24.50	1083.00	12	12.00	72.00	25.00	32.80	1671.00
Stark.....	30.70	1624.00	16	25.00	55.00	35.00	37.50	2096.00
Steele.....	28.40	1404.00	2	(D)	(D)	(D)	(D)	(D)
Stutsman.....	37.10	1577.00	25	14.00	120.00	40.00	47.40	2150.00
Towner.....	25.30	1234.00	3	(D)	(D)	(D)	(D)	(D)
Traill.....	75.80	2065.00	2	(D)	(D)	(D)	(D)	(D)
Walsh.....	33.00	1399.00	8	15.00	50.00	15.00	30.60	1517.00
Ward.....	27.30	1145.00	14	10.00	40.00	15.00	23.20	1456.00
Wells.....	25.50	1206.00	6	15.00	35.00	25.00	26.70	1450.00
Williams.....	21.40	854.00	11	6.00	35.00	30.00	23.80	977.00

(D) Withheld to avoid disclosing data for individual operations. <sup>1</sup>Number of reports is based on positive responses to average rental rate, excluding ineligible responses (e.g., out-of-state).

## **RESOLUTION NO. 2504**

### **RESOLUTION ESTABLISHING FEE FOR WATER TOWER INFRASTRUCTURE**

WHEREAS, on October 7, 2025, the Board of City Commissioners passed Resolution 2502, authorizing the City Finance Director to apply for a loan from the North Dakota Department of Environmental Quality Drinking Water State Revolving Fund Program in the amount of \$1,500,000; and

WHEREAS, the loan funds will be used to aid in the construction of a new 250,000-gallon welded carbon steel elevated water storage tank which will provide clean and safe drinking water to the residents of the City of Valley City; and

WHEREAS, pursuant to section 40-22-01.3 of the North Dakota Century Code the Board may levy and collect a fee in lieu of general special assessments to defray infrastructure maintenance costs and the fee must be assessed on a utility bill issued by the City.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF VALLEY CITY, NORTH DAKOTA:

1. That a water tower infrastructure fee of [REDACTED] is hereby adopted and is effective on city utility billings on and after January 1, 2026.
2. That the fee shall be collected and used for payments on the DWSRF loan described herein, pursuant to N.D.C.C. § 40-23-21(2), until said loan is paid in full.

Passed, adopted and approved this 21st day of October, 2025.

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Dave Carlsrud, President  
Board of City Commissioners

ATTEST:

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Brenda Klein, Finance Director



## Sept 2025 Expenditures

Monthly Expenditures:	\$3,569,764
<i>Includes:</i>	
General Engineering	\$19,994
Building Permits	\$7,335
Construction Projs	\$988,251
PFP Engineering	\$22,789
PW Capital Projects	\$830,461
Debt Service	\$348,586
MRES-Purchased Power	\$408,358
Payroll & Benefits	\$464,437
<i>Subtotal:</i>	<i>\$3,090,211</i>
Balance for operations	\$479,554

# CITY OF VALLEY CITY, NORTH DAKOTA

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## MASTER POLICE OFFICER

### JOB DESCRIPTION

Title: Master Police Officer

Date: 04/29/25

Department: Police Department

Status: Non-Exempt

Reports To: Police Sergeant

Class Grade: B-31

Supervisory Position: No

### POSITION OBJECTIVE and PURPOSE:

The Master Police Officer is responsible for advanced law enforcement duties, serving as a role model and mentor to less experienced officers. Incumbents provide technical guidance and training to new recruits and serve as Field Training Officers (FTOs). Duties include: conducting routine patrols; responding to emergencies; training and evaluating probationary officers; enforcing laws and ordinances; completing investigations; and engaging in community outreach and education.

### DISTINGUISHING CHARACTERISTICS:

The Master Police Officer is the third level of a four-level police officer series. This position is distinguished from the Police Officer by its additional training responsibilities and recognition of advanced field experience. It is distinguished from the Police Sergeant, which has supervisory and shift command responsibilities. Master Police Officer will be given extra duties and tasks as designated by Police Sergeant, Lieutenant, and Chief of Police.

### ESSENTIAL DUTIES:

- Serves as a Field Training Officer (FTO) by mentoring and evaluating probationary officers during their initial field assignment and providing structured feedback and guidance.
- Performs routine patrol duties including crime prevention, response to calls for service, and enforcement of laws and ordinances.
- Provides technical guidance to junior officers in field procedures, report writing, and professional conduct.
- Investigates crimes, traffic accidents, and other incidents, ensuring evidence is collected and preserved properly.
- Participates in community relations programs, representing the department at public events, school functions, and safety education programs.

- Acts as a departmental resource in specialized areas such as tactical response, traffic enforcement, or community policing.
- Assists in the development of training materials or updates to the Field Training Manual as directed.
- Maintains departmental reports, logs, and documentation required by training protocols and state databases.
- Performs other duties of a similar nature or level.

#### **EDUCATION and EXPERIENCE:**

High School Diploma or GED; successful completion of the North Dakota Basic Law Enforcement Academy; minimum of three years of experience as a Police Officer, one year working on the Valley City Police Department, and certification and service as a Field Training Officer; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

#### **KNOWLEDGE OF:**

- Police methods, laws, and ordinances.
- Field training procedures and adult learning concepts.
- Traffic control and investigation procedures.
- Criminal law and investigation techniques.
- Departmental policies, standards, and ethics.
- Community policing practices.

#### **MINIMUM QUALIFICATIONS:**

- Certified Field Training Officer (FTO).
- One year working on the Valley City Police Department
- Effective use of police equipment and software.
- Accurate report writing and evidence handling.
- Providing mentorship, coaching, and feedback to officers in training.
- Strong interpersonal and communication skills with the public and other agencies.
- Ability to respond calmly and decisively in high-stress situations.
- Strong organizational and time-management abilities.

#### **PHYSICAL REQUIREMENTS:**

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, driving, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Incumbents may be subjected to physical danger, adverse weather, hazardous materials, bodily fluids, intense noise, and confined spaces.

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

**LICENSING REQUIREMENTS (position requirements at entry):**

- State Peace Officer's License
- Valid North Dakota Driver's License
- First Responder Certification
- First Aid Certification
- Firearm Certification
- Certified Field Training Officer (FTO)

2026 - TEN (10) STEP PAYROLL SCHEDULE FOR VALLEY CITY POLICE DEPARTMENT																
	Police Officers	Minimum Salary	4% Increase is Calculated for Each Step				4.5% COLA		2026 Anniversary Date-Increase by One Step				*SRO Hagen Step 10+			
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 10+				
	Salary	\$57,600	\$60,198	\$62,796	\$65,393	\$67,991	\$70,589	\$73,186	\$75,784	\$78,382	\$80,979	\$84,219				
	Per Hour	\$27.69	\$28.94	\$30.19	\$31.44	\$32.69	\$33.94	\$35.19	\$36.43	\$37.68	\$38.93	\$40.49		Before Eval	After Eval	2026 Total
							\$70,589	\$73,186						#REF!	\$0	#REF!
							\$70,589	\$73,186						\$41,177	\$30,494	\$71,671
			\$60,198	\$62,796										\$29,412	\$42,692	\$72,104
		\$57,600	\$60,198											\$57,690	\$2,616	\$60,306
		\$57,600	\$60,198											\$24,000	\$35,116	\$59,116
														\$28,800	\$30,099	\$58,899
SRO														#REF!		
SRO												\$84,219				
Master Police Officers (Up to 4)		Minimum Salary	4% Increase is Calculated for Each Step				4.5% COLA		2026 Anniversary Date-Increase by One Step				Before Eval		After Eval	2026 Total
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10					
	Salary	\$60,480	\$63,208	\$65,936	\$68,663	\$71,391	\$74,118	\$76,846	\$79,573	\$82,301	\$85,029		\$0	\$85,029	\$85,029	
	Per Hour	\$29.08	\$30.39	\$31.70	\$33.01	\$34.32	\$35.63	\$36.95	\$38.26	\$39.57	\$40.88		\$0	\$85,029	\$85,029	
											\$85,029		\$44,827	\$33,156	\$77,982	
											\$85,029		\$43,236	\$32,019	\$75,255	
								\$76,846	\$79,573				\$323,294			
							\$74,118	\$76,846								
Police Sergeants (2)		Minimum Salary	4% Increase is Calculated for Each Step				4.5% COLA		2026 Anniversary Date-Increase by One Step				Before Eval		After Eval	2026 Total
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10					
	Salary	\$64,628	\$67,500	\$70,372	\$73,244	\$76,117	\$78,989	\$81,861	\$84,733	\$87,605	\$90,477					
	Per Hour	\$31.07	\$32.45	\$33.83	\$35.21	\$36.59	\$37.98	\$39.36	\$40.74	\$42.12	\$43.50		\$3,291	\$78,450	\$81,741	
													\$90,477	\$0	\$90,477	
Knight, Matthew	01/22/24						\$78,989	\$81,861					\$172,218			
Hannig, Wade	08/04/16										\$90,477					
One (1) Police Lieutenant		Minimum Salary	4% Increase is Calculated for Each Step				4.5% COLA		2026 Anniversary Date-Increase by One Step				Before Eval		After Eval	2026 Total
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10					
	Salary	\$72,378	\$75,559	\$78,740	\$81,922	\$85,103	\$88,284	\$91,466	\$94,647	\$97,828	\$101,010		101,010	-	101,010	
	Per Hour	\$34.80	\$36.33	\$37.86	\$39.39	\$40.91	\$42.44	\$43.97	\$45.50	\$47.03	\$48.56		TOTAL:		#REF!	

Annual Cost of  
Living Increase

2026		
		1.0450
Year	Annual Increase for Cost of Living	2015 Base Year 2022
2022		1
2023	5%	1.05
2024	4%	1.04
2025	4%	1.04
2026	3%	1.04

**Note: Updated Salary  
Schedule in 2022. Base  
year is 2022**

# **School Resource Officer Agreement 2026-2030 Calendar Years**

This Agreement is made between the **City of Valley City**, a North Dakota municipal corporation, 220 3<sup>rd</sup> Street NE, Valley City, North Dakota 58072, ("City") and the **Valley City Public School District #2**, a North Dakota education corporation, 460 Central Avenue North, Valley City, North Dakota 58072 ("School District").

WHEREAS, the City and School District work in cooperation with one another, ultimately striving to create and maintain a safe and effective environment for our youth; and

WHEREAS, the Valley City Police Department ("VCPD"), as a department of the City, desires to provide support to the purpose and mission of the City and District.

NOW THEREFORE, the parties hereto agree as follows:

## **I. Purpose**

This Agreement establishes and delineates the mission of the VCPD School Resource Officer Program ("Program") as a joint cooperative effort. Additionally, the Agreement formalizes relationships between the participating entities in order to foster an efficient and cohesive program that will build a positive relationship between Police Officers and the youth of our community.

## **II. Mission**

The mission of the Program is to promote and support the organizational strategies necessary to address the causes, and reduce the fear of crime and social disorder, through problem-solving and police-community partnerships. Through the Program, VCPD will enhance the services provided to those persons within the School District and the community with an emphasis in the reduction and prevention of school-related violence and crimes committed by juveniles and your adults. The Program will accomplish this mission by creating and maintaining a safe, secure, and orderly learning environment for students, teachers, and staff.

## **III. Description of Duties**

A. The School Resource Officer ("SRO") will serve in a variety of roles, including law enforcement officer, laws-related educator, problem-solver, informal mentor/counselor, and community liaison.

1. The SRO will address crime and disorder problems, gangs, and drug activities, affecting or occurring in or around the School District.
  2. The SRO will serve as an expert resource in classes, such as crime prevention, substance abuse awareness, and gang resistance.
  3. The SRO will train students in conflict resolution, restorative justice, and crime awareness.
  4. The SRO will monitor and assist troubled students through mentoring and promote personal and social responsibility by encouraging participation in community service activities.
  5. The SRO will continue to build respect and understanding between law enforcement and the school communities.
  6. The SRO will identify physical changes in the environment that could reduce crime in and around the School District.
  7. The SRO will help develop school policies that address criminal activity and school safety, including emergency planning, drills, and crisis response.
  8. The SRO will become a trusted channel of communications with the students, parents, and teachers.
  9. The SRO will serve as a positive role model to instill in students high moral standards, good judgment and discretion, respect for other students, and a sincere concern for the school community.
  10. The SRO will promote citizen awareness to enable students to become better informed and effective citizens.
  11. The SRO will empower students with the knowledge of the law, the obligations regarding enforcement, and the consequences for violations.
  12. The SRO will serve as an informal confidential source of counseling for students and parents in addition to providing information to community resources available to them.
- B. The Program Supervisor's duties shall include, but are not limited to:
1. Coordinate the SRO's work assignments with school administrators and VCPD.
  2. Coordinate scheduling and work hours between the VCPD, the School District, and the SRO to include any vacations, sick leave, rescheduled time, and training periods.
  3. Review and approve SRO reports generated to detail criminal offenses occurring on or near school campuses and referrals made by the SRO to outside agencies.
  4. Ensure that the SRO remains in compliance with VCPD rules, regulations and manuals.



- C. The School District will allow the SRO the following opportunities and access to the students, parents, faculty, staff, and facilities, which are deemed necessary to the performance of the SRO duties:
1. Opportunity for classroom participation and formal programs conducted by the SRO.
  2. Opportunity to address students, parents, faculty, and staff about the SRO Program's goals and objectives.
  3. Opportunity to provide input regarding criminal justice problems relating to students.
  4. Opportunity to address teachers and school administrators about criminal justice problems relating to students.

#### **IV. Parties' Financial Responsibilities**

A. The City and VCPD will provide:

1. The law enforcement related equipment and uniforms necessary for the SRO to fulfill their responsibilities as a Police Officer.
2. Payment of the funds needed for the cost of salary and benefits for the SRO during the MOU period, minus those funds provided by the School District.
3. Payment of costs associated with training, certification, and licensing related to the SRO's law enforcement duties.
4. Payment of any expenses that are strictly law enforcement related.

B. The School District will provide:

1. Payments toward the cost of the SRO's salary and benefits, made in two equal annual installments as follows. The first payment is due on or before June 30 of each year. The second payment is due on or before December 31 of the same year.
  - i. 2026 – Two payments of \$22,500
  - ii. 2027 – Two payments of \$23,250
  - iii. 2028 – Two payments of \$24,000
  - iv. 2029 – Two payments of \$24,750
  - v. 2030 – Two payments of \$25,500
2. Payment of any overtime specifically requested by the School District.
3. Payment of costs associated with office accommodations, minor materials, and other immediate costs associated with the Program not to exceed a total amount of \$1,000.00 per year. Any costs associated with office accommodations, minor materials, and other immediate costs associated

with the SRO Program beyond a total amount of \$1,000 per year, will only be paid with prior written approval of the School District.

4. Payment of any expenses that are strictly school related.

## **V. Programmatic Reporting**

VCPD will be responsible for completing and submitting progress reports as required on a periodic basis (October, February, May of the given school year) or as needed if there is a performance concern. Such reports shall include information relating to officer hiring, training, and school related community policing activities performed by the SRO with input from representatives from the School District.

## **VI. Information Sharing**

A. The School District will share student information with the SRO and other VCPD employees in compliance with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g; 34 CFR Part 99.

B. The SRO, and other employees of VCPD, shall provide information to the School District as required under:

1. North Dakota Century Code (N.D.C.C.) § 15.1-24-05, Law Enforcement Agencies – Duty to Inform Team, relating to violations of law pertaining to alcohol, tobacco, drugs, imitation drugs, drug paraphernalia, driving under the influence, and open container of alcohol.
2. N.D.C.C. § 12.1-32-15, Offenders against children and sexual offenders.

C. The SRO, and other employees of VCPD, may provide information to the School District as provided under:

1. N.D.C.C. § 27-20.2-22, Disclosure of Information Needed to Apprehend Juvenile, relating to the apprehension of violent offenders.
2. N.D.C.C. § 27-20.2-23, Law Enforcement and Correctional Facility Records, relating to the inspection of files and records of juveniles.
3. N.D.C.C. § 44-04-18.7, Criminal Intelligence Information, relating to active investigations or intelligence gathering.

## **VII. Supervision, Responsibility, and Chain-of-Command, for the SRO.**

A. The Program will consist of a full-time Police Officer sworn to duty by VCPD and certified by the North Dakota Peace Officer Standards and Training Board (ND POST). Further, the SRO shall meet all requirements as set forth by the VCPD Policy and Procedure Manual.

B. The SRO is an employee of the City, not an employee of the School District. As such, investigations conducted by the SRO on premises of the School

District are police investigations and are not covered by FERPA. Furthermore, since the SRO is an employee of the City, the School District is not responsible for, and City agrees to indemnify and hold the School District harmless from liability for the withholding of any taxes related to the assignment of the SRO by VCPD to the School District, including but not limited to state and federal income tax, Social Security taxes, workforce safety insurance, or unemployment compensation premiums.

- C. The day-to-day operation and administrative control of the Program is the responsibility of VCPD. VCPD is responsible for the conduct of the SRO, both personally and professionally. The Chief of Police may appoint supervisory personnel to oversee the program consistent with the current chain-of-command.

### **VIII. Decision Making Authority**

- A. Although the SRO has been placed into a formal educational environment, they are not relieved of the official duties as a law enforcement officer. Decisions to intervene normally will be made when it is necessary to prevent or terminate any criminal act. Citations should be issued, juvenile referrals made, and arrests executed, when appropriate and in accordance with VCPD Policy and Procedure.
- B. The Program shall utilize the SRO Triad Concept as set forth by the National Association of School Resource Officers (NASRO). The SRO Triad Concept generally means that the officer assigned to the program is a (1) law enforcement officer, (2) counselor, and (3) teacher. The SRO is first and foremost a law enforcement officer for VCPD.
- C. The SRO shall be responsible for carrying out all the duties and responsibilities of a Police Officer and shall remain at all times under the control, through the established chain-of-command, of VCPD. All acts of commission or omission shall conform to the guidelines of the VCPD and City Policy and Procedure Manuals and be according to law. The SRO will report directly to the SRO Supervisor in matters pertaining to teaching assignments and normal law enforcement duties.
- D. The SRO is to be used as a resource to assist students, faculty, staff, and all persons involved with the School District. The SRO may use teaching to build positive relationships between the students and the staff. The SRO may act as an expert resource on a variety of subjects to students and staff ranging from alcohol and drug education to formalized academy classes.
- E. The SRO's duties do not consist of enforcing school rules or handbooks, and the SRO shall not act as a school rules disciplinarian.
- F. The SRO may be reassigned to patrol, or other duties as assigned, by the VCPD supervisory chain-of-command during that time in which the schools are closed for summer break, semester breaks, or any unusual circumstances.

- G. The SRO may be reassigned at any time to patrol, or other duties as assigned, by the VCPD supervisory chain-of-command during significant and critical emergency situations as may occur during the regular school session.

## **IX. Evaluation of the Program**

The goals, objectives, expectations, and other details of the Program shall be reviewed at least annually between the members of the VCPD, the City, and the School District.

## **X. Amendments**

This Agreement may be amended or modified at any time, but only by the written agreement of both parties.

## **XI. Term of Agreement**

- A. The term of this Agreement shall be from January 1, 2026 through December 31, 2030. The Agreement may be renewed on an annual basis thereafter upon the consent of all parties, and upon said renewal, the Agreement shall be adjusted annually to reflect merit or cost-of-living salary adjustments and/or other increased costs.
- B. Either party may cancel this Agreement without cause upon giving a 90-day written notice to the other party.
- C. The SRO will be staffed primarily in the Valley City High School building, but will be available to provide guidance and assistance throughout the entire School District.

## **XII. Liability**

The City and School District further agree as follows:

- A. Each party to this Agreement will be responsible for its own actions in providing services under this Agreement, and shall not be liable for any civil liability that may arise from the furnishing of the services by the other party.
- B. Each party to the Agreement represents and warrants to the other that it has and shall maintain in effect adequate liability insurance, workforce safety insurance, and other appropriate forms of insurance coverage sufficient to generally protect the respective parties to the Agreement and their employees carrying out the objectives of this Agreement.
- C. The City shall indemnify, defend and hold harmless the School District, its officers and its employees from and against all claims, losses, damages, and expenses (including reasonable attorney's fees and costs) which result from or arise in connection with any action, negligence or omission of the VCPD and

its employees, within the scope of their employment and subject to the limitations set forth in N.D.C.C. Ch. 32-12.1.

- D. The School District shall indemnify, defend and hold harmless the City and VCPD, its officers and its employees from and against all claims, losses, damages, and expenses (including reasonable attorney's fees and costs) which result from or arise in connection with any action, negligence or omission of the School District and its employees, within the scope of their employment and subject to the limitations set forth in N.D.C.C. Ch. 32-12.1.
- E. By entering into this Agreement, the parties do not intend to create any obligations express or implied other than those set out herein.
- F. This Agreement does not create any rights in any party who is not a signatory to this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date last signed below.

CITY OF VALLEY CITY

\_\_\_\_\_  
Date: \_\_\_\_\_  
Gwen Crawford, City Administrator

Attest: \_\_\_\_\_ Date: \_\_\_\_\_  
Brenda Klein, Finance Director

VALLEY CITY PUBLIC SCHOOL DISTRICT #2

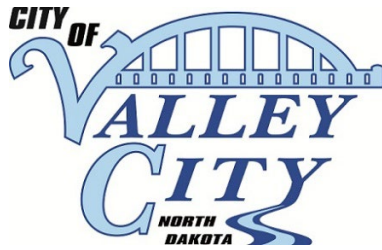
\_\_\_\_\_  
Date: \_\_\_\_\_  
Josh Johnson, Superintendent

Agreement Acknowledged:

VALLEY CITY POLICE DEPARTMENT

\_\_\_\_\_  
Date: \_\_\_\_\_  
Nicholas Horner, Chief of Police

220 3<sup>rd</sup> St. NE  
Valley City, ND 58072-0390



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

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October 21, 2025

Reice Haase, Director  
ND Department of Water Resources  
1200 Memorial Highway  
Bismarck, ND 58504

RE: Cost-Share Request  
Northwest Standpipe Replacement Project  
Valley City, North Dakota

Director Haase:

The City of Valley City (City) has recently completed the design and bidding process for the northwest standpipe replacement project and is preparing to move forward with the construction phase. Construction efforts are planned to begin in early 2026 and continue throughout 2026 and into 2027. The City is requesting 60% cost-share for this work.

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

Sincerely,

**City of Valley City**

Gwen Crawford  
City Administrator

**Bid Summary**

Northwest Area Water System Improvements  
 Water Tower and Pressure Zone Modifications  
 Valley City, North Dakota  
 Project No. 24611

<u>Award</u>	<u>Contract 1</u>	<u>Bidders</u>	<u>Bid 1</u>	<u>Bid A</u>	<u>Bid 1A</u>
\$2,749,000	Maguire Iron, Inc.	Maguire Iron, Inc.	\$2,749,000	\$165,000	\$0
		Caldwell Tanks, Inc.	\$3,088,400	\$0	\$0
		PHOENIX FABRICATORS	\$4,992,238	\$192,600	\$0

<u>Award</u>	<u>Contract 2</u>	<u>Bidders</u>	<u>Bid 2</u>	<u>Bid B</u>
\$545,954	Swanberg Construction	Swanberg Construction	\$545,954	\$56,789
		Naastad Brothers, Inc.	\$653,110	\$49,195

<u>Award</u>	<u>Contract 3</u>	<u>Bidders</u>	<u>Bid 3</u>
\$176,901	HI-LINE ELECTRIC, INC.	HI-LINE ELECTRIC, INC.	\$176,901
		Burlington Electric	\$264,500

**\$3,471,855 Total Award**

\$658,150	Engineering	19%
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\$173,593	Contingencies (5%)
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<b>\$4,303,598 Total Project</b>	60% DWR Share	\$2,582,158.65	2%
	40% City Share	\$1,721,439.10	30-years
	City Buydown	\$500,000.00	Yearly Payment
	Possible DWSRF Bond	\$1,221,439.10	\$54,537.26
	DWSRF Bond	\$1,500,000.00	

Water Rate Change of \$2 for 2,500 water meters will generate a yearly revenue of \$60,000.00



**BID TABULATION**  
**Northwest Area Water System Improvements**  
**Water Tower and Pressure Zone Modifications**  
**Valley City, North Dakota**  
**Project No. 24611**  
**Bid Date: October 16, 2025**

Maguire Iron  
2001 E Robur Dr.  
Sioux Falls, SD 57104

Caldwell Tanks, Inc.  
4000 Tower Road  
Louisville, KY 40219

Phoenix Fabricators  
182 South County Road 900 East  
Avon, IN 46123

BID ITEM NO. & DESCRIPTION			UNIT	ESTIMATED QUANTITY	BID UNIT PRICE	BID PRICE	BID UNIT PRICE	BID PRICE	BID UNIT PRICE	BID PRICE
<b>Contract No. 1 - New Water Tower</b>										
1.1.	331619	New Water Tower	LSUM	1	\$1,908,300.00	\$1,908,300.00	\$2,128,894.00	\$2,128,894.00	\$3,842,737.00	\$3,842,737.00
1.2.	Plan Note	Water Tower Foundation	LSUM	1	\$400,000.00	\$400,000.00	\$550,000.00	\$550,000.00	\$605,347.00	\$605,347.00
1.3.	24116	Water Standpipe Tank - Removal	LSUM	1	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$122,000.00	\$122,000.00
1.4.	12000	Mobilization	LSUM	1	\$80,000.00	\$80,000.00	\$123,536.00	\$123,536.00	\$250,054.00	\$250,054.00
1.5.	15000	Traffic Control	LSUM	1	\$10,000.00	\$10,000.00	\$1,500.00	\$1,500.00	\$4,000.00	\$4,000.00
1.6.	312500	Stormwater Management	LSUM	1	\$7,000.00	\$7,000.00	\$6,500.00	\$6,500.00	\$55,000.00	\$55,000.00
1.7.	24200	Removal of Existing Gate Valves	EA	1	\$5,000.00	\$5,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00
1.8.	331419	Tapping Sleeve & Valve 16"x 10"	EA	1	\$18,000.00	\$18,000.00	\$18,000.00	\$18,000.00	\$4,500.00	\$4,500.00
1.9.	331413	Water Main 6" C900	LF	10	\$350.00	\$3,500.00	\$100.00	\$1,000.00	\$60.00	\$600.00
1.10.	331413	Water Main 10" C900	LF	200	\$170.00	\$34,000.00	\$150.00	\$30,000.00	\$80.00	\$16,000.00
1.11.	331413	Water Main 10" DIP	LF	12	\$1,250.00	\$15,000.00	\$300.00	\$3,600.00	\$175.00	\$2,100.00
1.12.	331419	Hydrant - 6"	EA	1	\$13,000.00	\$13,000.00	\$11,000.00	\$11,000.00	\$8,000.00	\$8,000.00
1.13.	331419	Gate Valve & Box 6"	EA	1	\$8,000.00	\$8,000.00	\$3,900.00	\$3,900.00	\$1,400.00	\$1,400.00
1.14.	331419	Gate Valve & Box 10"	EA	2	\$9,500.00	\$19,000.00	\$7,500.00	\$15,000.00	\$3,750.00	\$7,500.00
1.15.	333111	Sanitary Sewer 4" PVC SDR 26	LF	48	\$300.00	\$14,400.00	\$120.00	\$5,760.00	\$41.67	\$2,000.00
1.16.	333111	Sanitary Sewer Service Connection	EA	1	\$14,000.00	\$14,000.00	\$1,200.00	\$1,200.00	\$1,000.00	\$1,000.00
1.17.	330130	Televise - Service	EA	1	\$5,000.00	\$5,000.00	\$1,000.00	\$1,000.00	\$5,000.00	\$5,000.00
1.18.	310519.13	Geotextile Fabric Type R1	SY	810	\$8.00	\$6,480.00	\$4.00	\$3,240.00	\$1.23	\$1,000.03
1.19.	321123	Aggregate Surface Course Cl 13	SY	810	\$37.00	\$29,970.00	\$27.00	\$21,870.00	\$17.28	\$14,000.04
1.20.	312300	Topsail	CY	575	\$34.00	\$19,550.00	\$40.00	\$23,000.00	\$43.48	\$25,000.02
1.21.	329219	Seeding-Type II	SY	3,400	\$3.50	\$11,900.00	\$3.00	\$10,200.00	\$0.88	\$3,000.16
1.22.	329219	Hydraulic Mulch	SY	3,400	\$3.50	\$11,900.00	\$3.00	\$10,200.00	\$0.88	\$3,000.16
<b>Testing Allowance</b>										
1.23.	12000.0000	Testing Allowance	ALLOW	1	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
<b>Bid Alternate A - Removal of National Guard Water Tower</b>										
A1	Plan Note	Remove Existing Water Tower	LSUM	1	\$75,000.00	\$75,000.00		\$0.00	\$126,100.00	\$126,100.00
A2	Plan Note	National Guard Tower Site Restoration	LSUM	1	\$90,000.00	\$90,000.00		\$0.00	\$66,500.00	\$66,500.00
<b>Contract No. 1A - Reuse Existing Water Tower</b>										
1A.1	331619	New Water Tower	LSUM	1		\$0.00		\$0.00		\$0.00
1A.2	Plan Note	Water Tower Foundation	LSUM	1		\$0.00		\$0.00		\$0.00
1A.3	24116	Water Standpipe Tank - Removal	LSUM	1		\$0.00		\$0.00		\$0.00
1A.4	12000	Mobilization	LSUM	1		\$0.00		\$0.00		\$0.00
1A.5	15000	Traffic Control	LSUM	1		\$0.00		\$0.00		\$0.00
1A.6	312500	Stormwater Management	LSUM	1		\$0.00		\$0.00		\$0.00
1A.7	24200	Removal of Existing Gate Valves	EA	1		\$0.00		\$0.00		\$0.00
1A.8	331419	Tapping Sleeve & Valve 16"x 10"	EA	1		\$0.00		\$0.00		\$0.00
1A.9	331413	Water Main 6" C900	LF	10		\$0.00		\$0.00		\$0.00
1A.10	331413	Water Main 10" C900	LF	200		\$0.00		\$0.00		\$0.00
1A.11	331413	Water Main 10" DIP	LF	12		\$0.00		\$0.00		\$0.00
1A.12	331419	Hydrant - 6"	EA	1		\$0.00		\$0.00		\$0.00
1A.13	331419	Gate Valve & Box 6"	EA	1		\$0.00		\$0.00		\$0.00
1A.14	331419	Gate Valve & Box 10"	EA	2		\$0.00		\$0.00		\$0.00
1A.15	333111	Sanitary Sewer 4" PVC SDR 26	LF	48		\$0.00		\$0.00		\$0.00
1A.16	333111	Sanitary Sewer Service Connection	EA	1		\$0.00		\$0.00		\$0.00
1A.17	330130	Televise - Service	EA	1		\$0.00		\$0.00		\$0.00





**BID TABULATION**  
**Northwest Area Water System Improvements**  
**Water Tower and Pressure Zone Modifications**  
**Valley City, North Dakota**  
**Project No. 24611**  
**Bid Date: October 16, 2025**

Maguire Iron  
2001 E Robur Dr.  
Sioux Falls, SD 57104

Caldwell Tanks, Inc.  
4000 Tower Road  
Louisville, KY 40219

Phoenix Fabricators  
182 South County Road 900 East  
Avon, IN 46123

BID ITEM NO. & DESCRIPTION			UNIT	ESTIMATED QUANTITY	BID UNIT PRICE	BID PRICE	BID UNIT PRICE	BID PRICE	BID UNIT PRICE	BID PRICE
1A.18	310519.13	Geotextile Fabric Type R1	SY	810		\$0.00		\$0.00		\$0.00
1A.19	321123	Aggregate Surface Course Cl 13	SY	810		\$0.00		\$0.00		\$0.00
1A.20	312300	Topsoil	CY	575		\$0.00		\$0.00		\$0.00
1A.21	329219	Seeding-Type II	SY	3,400		\$0.00		\$0.00		\$0.00
1A.22	329219	Hydraulic Mulch	SY	3,400		\$0.00		\$0.00		\$0.00
1A.23	Plan Note	National Guard Tower Site Restoration	LSUM	1		\$0.00		\$0.00		\$0.00
Testing Allowance										
1A.24	12000	Testing Allowance	ALLOW	1	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$15,000.00	\$0.00
Contract No. 2 - Pressure Zone Improvements										
2.1.	Plan Note	NW Tower Zone 7 - Demolition and Removals	LSUM	1		\$0.00		\$0.00		\$0.00
2.2.	Plan Note	NW Water Tower Site - New PRV Station	LSUM	1		\$0.00		\$0.00		\$0.00
2.3.	Plan Note	PRV Manhole Modifications - Storage Tank and S	LSUM	1		\$0.00		\$0.00		\$0.00
2.4.	Plan Note	PRV Manhole Modifications - 5th Ave Site	LSUM	1		\$0.00		\$0.00		\$0.00
2.5.	Plan Note	PRV Manhole Modifications - 12th St Site	LSUM	1		\$0.00		\$0.00		\$0.00
2.6.	Plan Note	PRV Manhole Modifications - Central Ave Site	LSUM	1		\$0.00		\$0.00		\$0.00
2.7.	12000	Mobilization	LSUM	1		\$0.00		\$0.00		\$0.00
2.8.	15000	Traffic Control	LSUM	1		\$0.00		\$0.00		\$0.00
2.9.	312500	Stormwater Management	LSUM	1		\$0.00		\$0.00		\$0.00
2.10.	28213	Removal of Asbestos Cement Pipe	LF	89		\$0.00		\$0.00		\$0.00
2.11.	24200	Removal of Asphalt	SY	46		\$0.00		\$0.00		\$0.00
2.12.	24200	Removal of Curb & Gutter	LF	82		\$0.00		\$0.00		\$0.00
2.13.	24200	Removal of Concrete	SY	36		\$0.00		\$0.00		\$0.00
2.14.	24200	Removal of Existing Gate Valves	EA	1		\$0.00		\$0.00		\$0.00
2.15.	24200	Abandon Existing Service Connection	EA	2		\$0.00		\$0.00		\$0.00
2.16.	331413	Tapping Sleeve & Valve 8"x 8"	EA	3		\$0.00		\$0.00		\$0.00
2.17.	331413	Water Main 8" C900	LF	190		\$0.00		\$0.00		\$0.00
2.18.	331419	Gate Valve & Box 8"	EA	4		\$0.00		\$0.00		\$0.00
2.19.	331417	Water Service Line - 1"	LF	20		\$0.00		\$0.00		\$0.00
2.20.	331417	Water Service Line - 1.5"	LF	52		\$0.00		\$0.00		\$0.00
2.21.	330507	HDD Water Service Line - 1.5" PE	LF	119		\$0.00		\$0.00		\$0.00
2.22.	331417	Water Service Connection - 1"	EA	2		\$0.00		\$0.00		\$0.00
2.23.	331417	Curb Stop & Box	EA	2		\$0.00		\$0.00		\$0.00
2.24.	312300	Subgrade Preparation	SY	46		\$0.00		\$0.00		\$0.00
2.25.	310519.13	Geotextile Fabric Type R1	SY	46		\$0.00		\$0.00		\$0.00
2.26.	24200	Salvage & Relay Aggregate Surface	SY	338		\$0.00		\$0.00		\$0.00
2.27.	321123	Aggregate Base Course Cl 5	SY	46		\$0.00		\$0.00		\$0.00
2.28.	321216	Asphalt Patching - 4.5"	SY	46		\$0.00		\$0.00		\$0.00
2.29.	321313	Curb & Gutter	LF	82		\$0.00		\$0.00		\$0.00
2.30.	321313	Curb, Type 1	LF	52		\$0.00		\$0.00		\$0.00
2.31.	321623	Sidewalk Concrete - 6"	SY	43		\$0.00		\$0.00		\$0.00
2.32.	321623	Detectable Warning Panels	SF	10		\$0.00		\$0.00		\$0.00
2.33.	312300	Topsoil	CY	300		\$0.00		\$0.00		\$0.00
2.34.	329219	Seeding	SY	1,500		\$0.00		\$0.00		\$0.00
2.35.	329219	Hydraulic Mulch	SY	1,500		\$0.00		\$0.00		\$0.00
Testing Allowance										
2.36.	12000	Testing Allowance	ALLOW	1	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	\$0.00



**BID TABULATION**  
**Northwest Area Water System Improvements**  
**Water Tower and Pressure Zone Modifications**  
**Valley City, North Dakota**  
**Project No. 24611**  
**Bid Date: October 16, 2025**

Maguire Iron  
2001 E Robur Dr.  
Sioux Falls, SD 57104

Caldwell Tanks, Inc.  
4000 Tower Road  
Louisville, KY 40219

Phoenix Fabricators  
182 South County Road 900 East  
Avon, IN 46123

BID ITEM NO. & DESCRIPTION			UNIT	ESTIMATED QUANTITY	BID UNIT PRICE	BID PRICE	BID UNIT PRICE	BID PRICE	BID UNIT PRICE	BID PRICE
<b>Bid Alternate B - Additional Water Service</b>										
B1	24200	Removal of Asphalt	SY	11		\$0.00		\$0.00		\$0.00
B2	24200	Removal of Curb & Gutter	LF	10		\$0.00		\$0.00		\$0.00
B3	24200	Abandon Existing Service Connection	EA	1		\$0.00		\$0.00		\$0.00
B4	331417	Water Service Line - 1"	LF	10		\$0.00		\$0.00		\$0.00
B5	330507	HDD Water Service Line - 1" PE	LF	330		\$0.00		\$0.00		\$0.00
B6	331417	Water Service Connection - 1"	EA	1		\$0.00		\$0.00		\$0.00
B7	331417	Curb Stop & Box	EA	1		\$0.00		\$0.00		\$0.00
B8	312300	Subgrade Preparation	SY	11		\$0.00		\$0.00		\$0.00
B9	310519.13	Geotextile Fabric Type R1	SY	11		\$0.00		\$0.00		\$0.00
B10	321123	Aggregate Base Course CI 5	SY	11		\$0.00		\$0.00		\$0.00
B11	321216	Asphalt Patching - 4.5"	SY	11		\$0.00		\$0.00		\$0.00
B12	321313	Curb & Gutter	LF	10		\$0.00		\$0.00		\$0.00
<b>Contract No. 3 - Electrical and Controls</b>										
3.1.	Div26	Electrical - New Water Tower Site	LSUM	1		\$0.00		\$0.00		\$0.00
3.2.	Div26	Electrical - NW Water Tower Site	LSUM	1		\$0.00		\$0.00		\$0.00
3.3.	Div26	Telemetry and Programming Allowance	ALLOW	1	\$40,000.00	\$0.00	\$40,000.00	\$0.00	\$40,000.00	\$0.00
<b>TOTAL</b>						<b>\$2,914,000.00</b>		<b>\$3,088,400.00</b>		<b>\$5,184,838.41</b>
<b>Contract 1</b>						<b>\$2,749,000.00</b>		<b>\$3,088,400.00</b>		<b>\$4,992,238.41</b>
<b>Bid Alt A</b>						<b>\$165,000.00</b>				<b>\$192,600.00</b>
<b>Contract 1A</b>										
<b>Contract 2</b>										
<b>Bid Alt B</b>										
<b>Contract 3</b>										



**BID TABULATION**  
**Northwest Area Water System Improvements**  
**Water Tower and Pressure Zone Modifications**  
**Valley City, North Dakota**  
**Project No. 24611**  
**Bid Date: October 16, 2025**

Swanberg Construction  
PO Box 728  
Valley City, ND 58072

Naastad Brothers, Inc.  
PO Box 206  
Hatton, ND 58204

Hi-Line Electric, Inc  
143 10th St SW  
Valley City, ND 58072

Burlington Electric  
15 Johnson St, N - PO Box 127  
Burlington, ND 58722

BID ITEM NO. & DESCRIPTION			UNIT	ESTIMATED QUANTITY	BID UNIT PRICE	BID PRICE	BID UNIT PRICE	BID PRICE	BID UNIT PRICE	BID PRICE
<b>Contract No. 1 - New Water Tower</b>										
1.1.	331619	New Water Tower	LSUM	1		\$0.00		\$0.00		\$0.00
1.2.	Plan Note	Water Tower Foundation	LSUM	1		\$0.00		\$0.00		\$0.00
1.3.	24116	Water Standpipe Tank - Removal	LSUM	1		\$0.00		\$0.00		\$0.00
1.4.	12000	Mobilization	LSUM	1		\$0.00		\$0.00		\$0.00
1.5.	15000	Traffic Control	LSUM	1		\$0.00		\$0.00		\$0.00
1.6.	312500	Stormwater Management	LSUM	1		\$0.00		\$0.00		\$0.00
1.7.	24200	Removal of Existing Gate Valves	EA	1		\$0.00		\$0.00		\$0.00
1.8.	331419	Tapping Sleeve & Valve 16"x 10"	EA	1		\$0.00		\$0.00		\$0.00
1.9.	331413	Water Main 6" C900	LF	10		\$0.00		\$0.00		\$0.00
1.10.	331413	Water Main 10" C900	LF	200		\$0.00		\$0.00		\$0.00
1.11.	331413	Water Main 10" DIP	LF	12		\$0.00		\$0.00		\$0.00
1.12.	331419	Hydrant - 6"	EA	1		\$0.00		\$0.00		\$0.00
1.13.	331419	Gate Valve & Box 6"	EA	1		\$0.00		\$0.00		\$0.00
1.14.	331419	Gate Valve & Box 10"	EA	2		\$0.00		\$0.00		\$0.00
1.15.	333111	Sanitary Sewer 4" PVC SDR 26	LF	48		\$0.00		\$0.00		\$0.00
1.16.	333111	Sanitary Sewer Service Connection	EA	1		\$0.00		\$0.00		\$0.00
1.17.	330130	Televise - Service	EA	1		\$0.00		\$0.00		\$0.00
1.18.	310519.13	Geotextile Fabric Type R1	SY	810		\$0.00		\$0.00		\$0.00
1.19.	321123	Aggregate Surface Course Cl 13	SY	810		\$0.00		\$0.00		\$0.00
1.20.	312300	Topsoil	CY	575		\$0.00		\$0.00		\$0.00
1.21.	329219	Seeding-Type II	SY	3,400		\$0.00		\$0.00		\$0.00
1.22.	329219	Hydraulic Mulch	SY	3,400		\$0.00		\$0.00		\$0.00
<b>Testing Allowance</b>										
1.23.	12000.0000	Testing Allowance	ALLOW	1	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$15,000.00	\$0.00
<b>Bid Alternate A - Removal of National Guard Water Tower</b>										
A1	Plan Note	Remove Existing Water Tower	LSUM	1		\$0.00		\$0.00		\$0.00
A2	Plan Note	National Guard Tower Site Restoration	LSUM	1		\$0.00		\$0.00		\$0.00
<b>Contract No. 1A - Reuse Existing Water Tower</b>										
1A.1	331619	New Water Tower	LSUM	1		\$0.00		\$0.00		\$0.00
1A.2	Plan Note	Water Tower Foundation	LSUM	1		\$0.00		\$0.00		\$0.00
1A.3	24116	Water Standpipe Tank - Removal	LSUM	1		\$0.00		\$0.00		\$0.00
1A.4	12000	Mobilization	LSUM	1		\$0.00		\$0.00		\$0.00
1A.5	15000	Traffic Control	LSUM	1		\$0.00		\$0.00		\$0.00
1A.6	312500	Stormwater Management	LSUM	1		\$0.00		\$0.00		\$0.00
1A.7	24200	Removal of Existing Gate Valves	EA	1		\$0.00		\$0.00		\$0.00
1A.8	331419	Tapping Sleeve & Valve 16"x 10"	EA	1		\$0.00		\$0.00		\$0.00
1A.9	331413	Water Main 6" C900	LF	10		\$0.00		\$0.00		\$0.00
1A.10	331413	Water Main 10" C900	LF	200		\$0.00		\$0.00		\$0.00
1A.11	331413	Water Main 10" DIP	LF	12		\$0.00		\$0.00		\$0.00
1A.12	331419	Hydrant - 6"	EA	1		\$0.00		\$0.00		\$0.00
1A.13	331419	Gate Valve & Box 6"	EA	1		\$0.00		\$0.00		\$0.00
1A.14	331419	Gate Valve & Box 10"	EA	2		\$0.00		\$0.00		\$0.00
1A.15	333111	Sanitary Sewer 4" PVC SDR 26	LF	48		\$0.00		\$0.00		\$0.00
1A.16	333111	Sanitary Sewer Service Connection	EA	1		\$0.00		\$0.00		\$0.00
1A.17	330130	Televise - Service	EA	1		\$0.00		\$0.00		\$0.00

**BID TABULATION****Northwest Area Water System Improvements****Water Tower and Pressure Zone Modifications****Valley City, North Dakota****Project No. 24611****Bid Date: October 16, 2025**

Swanberg Construction

PO Box 728

Valley City, ND 58072

Naastad Brothers, Inc.

PO Box 206

Hatton, ND 58204

Hi-Line Electric, Inc

143 10th St SW

Valley City, ND 58072

Burlington Electric

15 Johnson St, N - PO Box 127

Burlington, ND 58722

BID ITEM NO. & DESCRIPTION			UNIT	ESTIMATED QUANTITY	BID UNIT PRICE	BID PRICE	BID UNIT PRICE	BID PRICE	BID UNIT PRICE	BID PRICE	BID UNIT PRICE	BID PRICE
1A.18	310519.13	Geotextile Fabric Type R1	SY	810		\$0.00		\$0.00		\$0.00		\$0.00
1A.19	321123	Aggregate Surface Course Cl 13	SY	810		\$0.00		\$0.00		\$0.00		\$0.00
1A.20	312300	Topsoil	CY	575		\$0.00		\$0.00		\$0.00		\$0.00
1A.21	329219	Seeding-Type II	SY	3,400		\$0.00		\$0.00		\$0.00		\$0.00
1A.22	329219	Hydraulic Mulch	SY	3,400		\$0.00		\$0.00		\$0.00		\$0.00
1A.23	Plan Note	National Guard Tower Site Restoration	LSUM	1		\$0.00		\$0.00		\$0.00		\$0.00
Testing Allowance												
1A.24	12000	Testing Allowance	ALLOW	1	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$15,000.00	\$0.00
Contract No. 2 - Pressure Zone Improvements												
2.1.	Plan Note	NW Tower Zone 7 - Demolition and Removals	LSUM	1	\$100,000.00	\$100,000.00	\$130,000.00	\$130,000.00		\$0.00		\$0.00
2.2.	Plan Note	NW Water Tower Site - New PRV Station	LSUM	1	\$105,000.00	\$105,000.00	\$65,000.00	\$65,000.00		\$0.00		\$0.00
2.3.	Plan Note	PRV Manhole Modifications - Storage Tank and S	LSUM	1	\$6,880.00	\$6,880.00	\$42,500.00	\$42,500.00		\$0.00		\$0.00
2.4.	Plan Note	PRV Manhole Modifications - 5th Ave Site	LSUM	1	\$6,880.00	\$6,880.00	\$20,000.00	\$20,000.00		\$0.00		\$0.00
2.5.	Plan Note	PRV Manhole Modifications - 12th St Site	LSUM	1	\$30,000.00	\$30,000.00	\$42,500.00	\$42,500.00		\$0.00		\$0.00
2.6.	Plan Note	PRV Manhole Modifications - Central Ave Site	LSUM	1	\$6,880.00	\$6,880.00	\$20,000.00	\$20,000.00		\$0.00		\$0.00
2.7.	12000	Mobilization	LSUM	1	\$55,000.00	\$55,000.00	\$77,000.00	\$77,000.00		\$0.00		\$0.00
2.8.	15000	Traffic Control	LSUM	1	\$6,000.00	\$6,000.00	\$10,000.00	\$10,000.00		\$0.00		\$0.00
2.9.	312500	Stormwater Management	LSUM	1	\$4,500.00	\$4,500.00	\$8,500.00	\$8,500.00		\$0.00		\$0.00
2.10.	28213	Removal of Asbestos Cement Pipe	LF	89	\$70.00	\$6,230.00	\$35.00	\$3,115.00		\$0.00		\$0.00
2.11.	24200	Removal of Asphalt	SY	46	\$30.00	\$1,380.00	\$35.00	\$1,610.00		\$0.00		\$0.00
2.12.	24200	Removal of Curb & Gutter	LF	82	\$10.00	\$820.00	\$25.00	\$2,050.00		\$0.00		\$0.00
2.13.	24200	Removal of Concrete	SY	36	\$30.00	\$1,080.00	\$20.00	\$720.00		\$0.00		\$0.00
2.14.	24200	Removal of Existing Gate Valves	EA	1	\$1,500.00	\$1,500.00	\$1,250.00	\$1,250.00		\$0.00		\$0.00
2.15.	24200	Abandon Existing Service Connection	EA	2	\$3,000.00	\$6,000.00	\$4,850.00	\$9,700.00		\$0.00		\$0.00
2.16.	331413	Tapping Sleeve & Valve 8"x 8"	EA	3	\$11,500.00	\$34,500.00	\$9,850.00	\$29,550.00		\$0.00		\$0.00
2.17.	331413	Water Main 8" C900	LF	190	\$210.00	\$39,900.00	\$200.00	\$38,000.00		\$0.00		\$0.00
2.18.	331419	Gate Valve & Box 8"	EA	4	\$7,160.00	\$28,640.00	\$6,250.00	\$25,000.00		\$0.00		\$0.00
2.19.	331417	Water Service Line - 1"	LF	20	\$125.00	\$2,500.00	\$150.00	\$3,000.00		\$0.00		\$0.00
2.20.	331417	Water Service Line - 1.5"	LF	52	\$125.00	\$6,500.00	\$180.00	\$9,360.00		\$0.00		\$0.00
2.21.	330507	HDD Water Service Line - 1.5" PE	LF	119	\$125.00	\$14,875.00	\$120.00	\$14,280.00		\$0.00		\$0.00
2.22.	331417	Water Service Connection - 1"	EA	2	\$2,500.00	\$5,000.00	\$1,850.00	\$3,700.00		\$0.00		\$0.00
2.23.	331417	Curb Stop & Box	EA	2	\$2,800.00	\$5,600.00	\$1,250.00	\$2,500.00		\$0.00		\$0.00
2.24.	312300	Subgrade Preparation	SY	46	\$20.00	\$920.00	\$100.00	\$4,600.00		\$0.00		\$0.00
2.25.	310519.13	Geotextile Fabric Type R1	SY	46	\$8.00	\$368.00	\$10.00	\$460.00		\$0.00		\$0.00
2.26.	24200	Salvage & Relay Aggregate Surface	SY	338	\$2.50	\$845.00	\$35.00	\$11,830.00		\$0.00		\$0.00
2.27.	321123	Aggregate Base Course Cl 5	SY	46	\$41.00	\$1,886.00	\$35.00	\$1,610.00		\$0.00		\$0.00
2.28.	321216	Asphalt Patching - 4.5"	SY	46	\$250.00	\$11,500.00	\$300.00	\$13,800.00		\$0.00		\$0.00
2.29.	321313	Curb & Gutter	LF	82	\$180.00	\$14,760.00	\$175.00	\$14,350.00		\$0.00		\$0.00
2.30.	321313	Curb, Type 1	LF	52	\$80.00	\$4,160.00	\$175.00	\$9,100.00		\$0.00		\$0.00
2.31.	321623	Sidewalk Concrete - 6"	SY	43	\$200.00	\$8,600.00	\$350.00	\$15,050.00		\$0.00		\$0.00
2.32.	321623	Detectable Warning Panels	SF	10	\$125.00	\$1,250.00	\$260.00	\$2,600.00		\$0.00		\$0.00
2.33.	312300	Topsoil	CY	300	\$40.00	\$12,000.00	\$30.00	\$9,000.00		\$0.00		\$0.00
2.34.	329219	Seeding	SY	1,500	\$3.00	\$4,500.00	\$2.00	\$3,000.00		\$0.00		\$0.00
2.35.	329219	Hydraulic Mulch	SY	1,500	\$3.00	\$4,500.00	\$2.25	\$3,375.00		\$0.00		\$0.00
Testing Allowance												
2.36.	12000	Testing Allowance	ALLOW	1	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00	\$0.00

[C]=CORRECTED AMOUNT



**BID TABULATION**  
**Northwest Area Water System Improvements**  
**Water Tower and Pressure Zone Modifications**  
**Valley City, North Dakota**  
**Project No. 24611**  
**Bid Date: October 16, 2025**

Swanberg Construction  
PO Box 728  
Valley City, ND 58072

Naastad Brothers, Inc.  
PO Box 206  
Hatton, ND 58204

Hi-Line Electric, Inc  
143 10th St SW  
Valley City, ND 58072

Burlington Electric  
15 Johnson St, N - PO Box 127  
Burlington, ND 58722

BID ITEM NO. & DESCRIPTION			UNIT	ESTIMATED QUANTITY	BID UNIT PRICE	BID PRICE	BID UNIT PRICE	BID PRICE	BID UNIT PRICE	BID PRICE	BID UNIT PRICE	BID PRICE
<b>Bid Alternate B - Additional Water Service</b>												
B1	24200	Removal of Asphalt	SY	11	\$30.00	\$330.00	\$50.00	\$550.00		\$0.00		\$0.00
B2	24200	Removal of Curb & Gutter	LF	10	\$15.00	\$150.00	\$30.00	\$300.00		\$0.00		\$0.00
B3	24200	Abandon Existing Service Connection	EA	1	\$3,000.00	\$3,000.00	\$2,100.00	\$2,100.00		\$0.00		\$0.00
B4	331417	Water Service Line - 1"	LF	10	\$125.00	\$1,250.00	\$200.00	\$2,000.00		\$0.00		\$0.00
B5	330507	HDD Water Service Line - 1" PE	LF	330	\$125.00	\$41,250.00	\$90.00	\$29,700.00		\$0.00		\$0.00
B6	331417	Water Service Connection - 1"	EA	1	\$2,500.00	\$2,500.00	\$1,850.00	\$1,850.00		\$0.00		\$0.00
B7	331417	Curb Stop & Box	EA	1	\$2,800.00	\$2,800.00	\$1,250.00	\$1,250.00		\$0.00		\$0.00
B8	312300	Subgrade Preparation	SY	11	\$20.00	\$220.00	\$100.00	\$1,100.00		\$0.00		\$0.00
B9	310519.13	Geotextile Fabric Type R1	SY	11	\$8.00	\$88.00	\$10.00	\$110.00		\$0.00		\$0.00
B10	321123	Aggregate Base Course CI 5	SY	11	\$41.00	\$451.00	\$35.00	\$385.00		\$0.00		\$0.00
B11	321216	Asphalt Patching - 4.5"	SY	11	\$250.00	\$2,750.00	\$750.00	\$8,250.00		\$0.00		\$0.00
B12	321313	Curb & Gutter	LF	10	\$200.00	\$2,000.00	\$160.00	\$1,600.00		\$0.00		\$0.00
<b>Contract No. 3 - Electrical and Controls</b>												
3.1.	Div26	Electrical - New Water Tower Site	LSUM	1		\$0.00		\$0.00	\$82,011.00	\$82,011.00	\$164,500.00	\$164,500.00
3.2.	Div26	Electrical - NW Water Tower Site	LSUM	1		\$0.00		\$0.00	\$54,890.00	\$54,890.00	\$60,000.00	\$60,000.00
3.3.	Div26	Telemetry and Programming Allowance	ALLOW	1	\$40,000.00	\$0.00	\$40,000.00	\$0.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00
<b>TOTAL</b>						<b>\$602,743.00</b>		<b>\$702,305.00</b>		<b>\$176,901.00</b>		<b>\$264,500.00</b>
<b>Contract 1</b>												
<b>Bid Alt A</b>												
<b>Contract 1A</b>												
<b>Contract 2</b>						<b>\$545,954.00</b>		<b>\$653,110.00</b>				
<b>Bid Alt B</b>						<b>\$56,789.00</b>		<b>\$49,195.00</b>				
<b>Contract 3</b>										<b>\$176,901.00</b>		<b>\$264,500.00</b>



925 10th Avenue East  
West Fargo, ND 58078  
P: 701.282.4692  
F: 701.282.4530



October 21, 2025

City of Valley City  
Attn: Dave Carlsrud  
220 3<sup>rd</sup> St. NE  
Valley City, ND 58072

RE: Northwest Area Water System Imp.  
Water Tower & Pressure Zone  
Modifications  
Valley City, North Dakota  
*Recommendation of Notice of Award*  
Moore No. 24611

Honorable Mayor and Members of the City Commission,

On October 16, 2025, at 2:00PM, sealed bids were opened for the Northwest Area Water System Improvement; Water Tower & Pressure Zone Modifications project. A total of 7 bids were opened.

We have reviewed the bids and have determined that the lowest responsible bids were:

Contract 1: Maguire Iron, Inc. in the amount of \$2,749,000.00.

Contract 2: Swanberg Construction in the amount of \$545,954.00.

Contract 3: Hi-Line Electric in the amount of \$176,901.00.

Enclosed are the bid tabulation and Notice of Award for your consideration. We recommend awarding contracts as stated above contingent upon approvals from the ND Department of Environmental Quality and ND Department of Water Resources.

Please feel free to contact me with questions or comments by email  
[tracy.eslinger@mooreengineeringinc.com](mailto:tracy.eslinger@mooreengineeringinc.com) or by phone at 701-373-5262.

Sincerely,

Tracy D. Eslinger, PE  
City Engineer

Enclosures

## NOTICE OF AWARD

Date of Issuance:

Owner: City of Valley City                      Owner's Project No.:  
Engineer: Moore Engineering, Inc.                      Engineer's Project No.: 24611  
Project: Northwest Area Water System Improvements  
Contract Name: New Water Tower and Pressure Zone Modifications  
Bidder: Hi-Line Electric, Inc  
Bidder's Address: 143 10th St SW Valley City, ND 58072

You are notified that Owner has accepted your Bid dated October 16, 2025 for the above Contract, and that you are the Successful Bidder and are awarded a Contract for: Northwest Area Water System Improvements – Contract 3.

The Contract Price of the awarded Contract is \$176,901.00. Contract Price is subject to adjustment based on the provisions of the Contract, including but not limited to those governing changes, Unit Price Work, and Work performed on a cost-plus-fee basis, as applicable.

Three (3) unexecuted counterparts of the Agreement accompany this Notice of Award, and one copy of the Contract Documents accompanies this Notice of Award or has been transmitted or made available to Bidder electronically.

☐ Drawings will be delivered separately from the other Contract Documents.

You must comply with the following conditions precedent within 10 days of the date of receipt of this Notice of Award:

1. Deliver to Owner three (3) counterparts of the Agreement, signed by Bidder (as Contractor).
2. Deliver with the signed Agreement(s) the Contract security (such as required performance and payment bonds) and insurance documentation, as specified in the Instructions to Bidders and in the General Conditions, Articles 2 and 6.
3. Other conditions precedent (if any): **None.**

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within 10 days after you comply with the above conditions, Owner will return to you one fully signed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

Owner: **City of Valley City**

By (signature): \_\_\_\_\_

Name (printed): \_\_\_\_\_

Title: \_\_\_\_\_

Copy: Engineer

## NOTICE OF AWARD

Date of Issuance:

Owner: City of Valley City

Owner's Project No.:

Engineer: Moore Engineering, Inc.

Engineer's Project No.: 24611

Project: Northwest Area Water System Improvements

Contract Name: New Water Tower and Pressure Zone Modifications

Bidder: Maguire Iron, Inc.

Bidder's Address: 2001 E Robur Dr. Sioux Falls, SD 57104

You are notified that Owner has accepted your Bid dated October 16, 2025 for the above Contract, and that you are the Successful Bidder and are awarded a Contract for: Northwest Area Water System Improvements – Contract 1.

The Contract Price of the awarded Contract is \$2,746,000.00. Contract Price is subject to adjustment based on the provisions of the Contract, including but not limited to those governing changes, Unit Price Work, and Work performed on a cost-plus-fee basis, as applicable.

Three (3) unexecuted counterparts of the Agreement accompany this Notice of Award, and one copy of the Contract Documents accompanies this Notice of Award or has been transmitted or made available to Bidder electronically.

☐ Drawings will be delivered separately from the other Contract Documents.

You must comply with the following conditions precedent within 10 days of the date of receipt of this Notice of Award:

1. Deliver to Owner three (3) counterparts of the Agreement, signed by Bidder (as Contractor).
2. Deliver with the signed Agreement(s) the Contract security (such as required performance and payment bonds) and insurance documentation, as specified in the Instructions to Bidders and in the General Conditions, Articles 2 and 6.
3. Other conditions precedent (if any): **None.**

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within 10 days after you comply with the above conditions, Owner will return to you one fully signed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

Owner: **City of Valley City**

By (signature): \_\_\_\_\_

Name (*printed*): \_\_\_\_\_

Title: \_\_\_\_\_

Copy: Engineer



## NOTICE OF AWARD

Date of Issuance:

Owner:	City of Valley City	Owner's Project No.:	
Engineer:	Moore Engineering, Inc.	Engineer's Project No.:	24611
Project:	Northwest Area Water System Improvements		
Contract Name:	New Water Tower and Pressure Zone Modifications		
Bidder:	Swanberg Construction		
Bidder's Address:	PO Box 728 Valley City, ND 58072		

You are notified that Owner has accepted your Bid dated October 16, 2025 for the above Contract, and that you are the Successful Bidder and are awarded a Contract for: Northwest Area Water System Improvements – Contract 2.

The Contract Price of the awarded Contract is \$545,954.00. Contract Price is subject to adjustment based on the provisions of the Contract, including but not limited to those governing changes, Unit Price Work, and Work performed on a cost-plus-fee basis, as applicable.

Three (3) unexecuted counterparts of the Agreement accompany this Notice of Award, and one copy of the Contract Documents accompanies this Notice of Award or has been transmitted or made available to Bidder electronically.

☐ Drawings will be delivered separately from the other Contract Documents.

You must comply with the following conditions precedent within 10 days of the date of receipt of this Notice of Award:

1. Deliver to Owner three (3) counterparts of the Agreement, signed by Bidder (as Contractor).
2. Deliver with the signed Agreement(s) the Contract security (such as required performance and payment bonds) and insurance documentation, as specified in the Instructions to Bidders and in the General Conditions, Articles 2 and 6.
3. Other conditions precedent (if any): **None.**

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within 10 days after you comply with the above conditions, Owner will return to you one fully signed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

Owner: **City of Valley City**

By (signature): \_\_\_\_\_

Name (printed): \_\_\_\_\_

Title: \_\_\_\_\_

Copy: Engineer

Activity ID	Activity Name	Original Duration	Start	Finish	Actual Start	Actual Finish	At Completion Duration	Total Float	2024												2025												2026																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																							
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Milestone

Valley City Public Works Schedule

Schedule Update September - Pull Plan

13-Oct-25

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McGough

EAPC

ARCHITECTS ENGINEERS

CITY OF VALLEY CITY NORTH DAKOTA

Original CMAR Contract GMP Amendment

§ A.2.3 Substantial Completion

§ A.2.3.1 Subject to adjustments of the Contract Time as provided in the Contract Documents, the Construction Manager shall achieve Substantial Completion of the entire Work:

*(Check one of the following boxes and complete the necessary information.)*

☐ Not later than ( ) calendar days from the date of commencement of the Work.

☒ By the following date: The date of Substantial Completion of the Work shall be August 10, 2026. See attached Exhibit A-10 – Project Schedule.