

CITY COMMISSION MEETING  
VALLEY CITY, NORTH DAKOTA

Tuesday, January 06, 2025  
5:00 PM

The City Commission Meeting will begin on Tuesday, January 06, 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/86430895520> or listen by calling (1 346 248 7799) Webinar ID: 864 3089 5520.

| 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. 2510NEXT ORDINANCE NO. 1186

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE (PLEASE STAND)

OATH OF OFFICE FOR POLICE OFFICER GEORGIA MAGEO

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

Roll Call: Gulmon Bishop Magnuson Erickson Carlsrud

APPROVAL OF CONSENT AGENDA

- A. Approve Minutes from the December 16, 2025 Commission and Finance Meetings.
- B. Approve Tree Trimming License
  - a. Kieffer Tree
- C. Approve Special Event Raffle
  - a. ND Hereford Association
  - b. Student Nurse Organization

Roll Call: Bishop Magnuson Erickson Gulmon 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 [tpolecity@valleycity.us](mailto:tpolecity@valleycity.us). Written comments hand delivered at the time of the meeting or emailed prior to 4:00 pm on the date of the meeting will be distributed to the Board for their information and maintained in City files. Written comments are not read aloud at the meeting

**PUBLIC HEARING**

**ORDINANCE**

**ORD1.** Second and final reading of Ordinance 1185, An Ordinance to Amend and Reenact Sections 7.1-01-05, 8-06-08, and 12-05-03 of the Valley City Municipal Code Related to Administrative Fees for Noncompliance with City Orders. *(City Attorney Martineck)*

**Roll Call:** Magnuson Erickson Gulmon Bishop Carlsrud

**RESOLUTION**

**RES1.** Approve Resolution 2510 A Resolution Approving Engineers repot and directing preparation of detailed plans, specifications and estimates of probable cost *(City Engineer)*

**Roll Call:** Erickson Gulmon Bishop Magnuson Carlsrud

**RES2.** Approve Resolution 2511 A resolution declaring the necessity for paving improvements *(City Engineer)*

**Roll Call:** Gulmon Bishop Magnuson Erickson Carlsrud

**NEW BUSINESS**

**NB1.** Approve Task Order for Preliminary & Design Engineering for Permanent Flood Protection Phases 5 & 6. *(City Engineer)*

**Roll Call:** Bishop Magnuson Erickson Gulmon Carlsrud

**NB2.** Appoint Planning and Zoning Commissioner to fill unexpired five-year city resident term ending December 31, 2029 *(City Attorney Marineck)*

**Roll Call:** Magnuson Erickson Gulmon Bishop Carlsrud

**NB3.** Approve Agreement with the Bank of North Dakota for \$1,500,000 Loan Funds for the 2026 Mill and Overlay Project. *(Finance Director Klein)*

**Roll Call:** Erickson Gulmon Bishop Magnuson Carlsrud

**NB4.** Approve Public Works 2026 Capital and Operating Budgets *(City Administrator Crawford)*

**Roll Call:** Gulmon Bishop Magnuson Erickson Carlsrud

**CITY ADMINISTRATOR’S REPORT**

**CITY UPDATES & COMMISSION REPORTS**

**ADJOURN**

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

*Tuesday, December 16, 2025*

President Carlsrud called the meeting to order at 5:00 PM.  
Members present: President Carlsrud, Commissioner Erickson, Commissioner Gulmon, Commissioner Magnuson, Commissioner Bishop, City Administrator Crawford, City Attorney Martineck, Finance Director Klein

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF AGENDA**

**Change wording on Consent Agenda B to, Recommend Gwen Crawford for appointment to Missouri River Energy Services Board of Directors**

**Add: Resolution 2509, a Resolution Designating City of Valley City Representative to Missouri River Energy Services**

**Add new business to Approve the 5-year contract with Axon for Draft 1 Report Writing**

**Add new business to Approve the change order for valley city southside growth area transportation study**

**Change wording on New Business no.6 to approve changes employee policy and procedure manual and to and take out 2026.**

Motion to approve by Commissioner Bishop, seconded by Commissioner Magnuson

Roll Call: Bishop-Yes Magnuson-Yes Gulmon-Yes Erickson-Yes Carlsrud-Yes Motion Passed

**APPROVAL OF CONSENT AGENDA**

- A. Approve Minutes from the 12.02.2025 Commission Meeting**
- B. Recommend Gwen Crawford for appointment to Missouri River Energy Services Board of Directors**
- C. Approve Tree Trimming and Removal Licenses:**
  - a. Tate and Johns Enterprises**
  - b. Johnny B's Trees and Service**
- D. Approve Mobile Home Park Licenses:**
  - a. Frog Town Trailer Court – contingent upon approved state license**
  - b. Sunrise Trailer Park**
  - c. RNR Development “Plecity Park” – contingent upon approved state license**
  - d. Viking Drive Estates**
- E. Approve Permits to Sell L.P. Gas:**
  - a. Kotaco Fuels Inc.**
  - b. Petro Serve USA #071**
  - c. Petro Serve USA #072**
  - d. Love's Travel Stop #849**
- F. Approve Vehicle for Hire Licenses:**
  - a. South Central Adult Services**
  - b. Bumpa's Ice Cream Truck**
- G. Approve Local Event Permits:**
  - a. ND Catholic Daughters Raffle**
  - b. VCHS Junior Class Raffle**

Motion to approve by Commissioner Gulmon, seconded by Commissioner Magnuson

Roll Call: Erickson-Yes; Gulmon-Yes; Bishop-Yes; Magnuson-Yes; Carlsrud-Yes Motion Passed

**ORDINANCE**

**Second and Final Reading of Ordinance 1183 To Amend and Reenact Sections 7-01-01 and 7-01-06 of the Valley City Municipal Code Related to Building Permits. (City Attorney Martineck)**

Motion to approve by Commissioner Bishop, seconded by Commissioner Gulmon.

Roll Call: Gulmon-Yes; Bishop-Yes; Magnuson-Yes; Erickson-Yes; Carlsrud-Yes Motion Passed

**Second and Final Reading of Ordinance 1184 to Amend and Reenact sections 10-01-03 and subsection 2 of section 10-05-02 of the Valley City Municipal Code related to stormwater permits. (City Attorney Martineck)**

Motion to approve by Commissioner Gulmon, seconded by Commissioner Bishop

Roll Call: Bishop-Yes; Magnuson-Yes; Erickson-Yes; Gulmon-Yes; Carlsrud-Yes Motion passed

**First Reading Ord 1185, An Ordinance to Amend and Reenact Sections 7.1-01-05, 8-06-08, and 12-05-03 of the Valley City Municipal Code Related to Administrative Fees for Noncompliance with City Orders. (City Attorney Martineck)**

Motion to approve by Commissioner Bishop, seconded by Commissioner Magnuson

Roll Call: Magnuson-Yes; Erickson-Yes; Gulmon-Yes; Bishop-Yes; Carlsrud-Yes Motion Passed Resolution

**RESOLUTION**

**Approve Resolution 2507, A Resolution to Amend City Master Fee Schedule. (City Attorney Martineck)**

Motion to approve by Commissioner Bishop, seconded by Commissioner Gulmon

Roll Call: Erickson-Yes; Gulmon-Yes; Bishop-Yes; Magnuson-Yes; Carlsrud-Yes Motion Passed

**Approve Resolution 2508, A Resolution to Create Paving Improvement District No. 133.**

Motion to approve by Commissioner Bishop, Seconded by Commissioner Magnuson

Roll Call: Gulmon-Yes; Bishop-Yes; Magnuson-Yes; Erickson-Yes; Carlsrud-Yes Motion Passed

**Approve Resolution 2509, a Resolution Designating City of Valley City Representative to Missouri River Energy Services**

Motion to approve by Commissioner Bishop, seconded by Commissioner Erickson  
Roll Call: Magnuson-Yes; Erickson-Yes; Gulmon-Yes; Bishop-Yes; Carlsrud-Yes                      Motion Passed

**NEW BUSINESS**

**Approve Monthly Bills for the City and Public Works in the Amount of \$2,295,824.**

Motion to approve by Commissioner Gulmon, seconded by Commissioner Magnuson.  
Roll Call: Bishop-Yes; Magnuson-Yes; Erickson-Yes; Gulmon-Yes; Carlsrud-Yes                      Motion Passed

**Approve 2025 Zoning Districts Map**

Motion to approve by Commissioner Bishop, seconded by Commissioner Magnuson.  
Roll Call: Magnuson-Yes; Erickson-Yes; Gulmon-Yes; Bishop-Yes; Carlsrud-Yes                      Motion Passed

**Approve 2025 Extraterritorial Jurisdiction Area Map.**

Motion to approve by Commissioner Bishop, seconded by Commissioner Magnuson.  
Roll Call: Erickson-Yes; Gulmon-Yes; Bishop-Yes; Magnuson-Yes; Carlsrud-Yes                      Motion Passed

**Approve Designating Municipal Infrastructure Funds for Sanitary Sewer Reline No. 72 Project.**

The City’s share of the project cost is estimated at \$674,940. Municipal Infrastructure Funds would be used to pay this portion of the project. Motion to approve by Commissioner Bishop, Seconded by Commissioner Gulmon  
Roll Call: Gulmon-Yes; Bishop-Yes; Magnuson-Yes; Erickson-Yes; Carlsrud-Yes                      Motion Passed

**Approve NDDOT Project No. UGP-2-990(067), 2nd Ave NW, 3rd St NW and 4th St N – Paving Improvement District No. 128, Watermain 105 and Sanitary 69.**

Motion to approve by Commissioner Gulmon, seconded by Commissioner Magnuson.  
Roll Call: Bishop-Yes; Magnuson-Yes; Erickson-Yes; Gulmon-Yes; Carlsrud-Yes                      Motion Passed

**Approve changes to Employee Policy and Procedure Manual.**

Motion to approve by Commissioner Magnuson, seconded by Commissioner Gulmon.  
Roll Call: Magnuson-Yes; Erickson-Yes; Gulmon-Yes; Bishop-Yes; Carlsrud-Yes                      Motion Passed

**Approve the 5-year contract with Axon for Draft 1 Report Writing**

Motion to approve by Commissioner Gulmon, seconded by Commissioner Bishop  
Roll Call: Bishop-Yes; Magnuson-Yes; Gulmon-Yes; Erickson-Yes; Carlsrud-Yes                      Motion Passed

**Approve the change order for Valley City Southside Growth Area Transportation Study**

The budget amendment totals \$11,750. NDDOT agreed to pay their 80% share which is \$9,400. The City’s share is \$2,350. Motion to approve by Commissioner Bishop, seconded by Commissioner Magnuson.  
Roll Call: Magnuson-Yes; Gulmon-Yes; Bishop-Yes; Erickson-Yes; Carlsrud-Yes                      Motion Passed

**CITY ADMINISTRATOR’S REPORT**

City Administrator Crawford gave update on Public Works Service Center

**CITY UPDATES AND COMMISSION REPORTS**

City Finance Director Klein stated election is fast approaching and packets will be ready to start circulating as of Jan 1. Police Chief Horner reported after the recent snowstorm, the city issued 72-hour parking citations to vehicles that had not been moved. Some residents asked why they didn’t receive the usual 72-hour warning tag. After snow events, warnings are not given because it’s easy to tell if a vehicle hasn’t moved (no tire tracks or snow cleared). The goal is to clear streets for snow removal. Vehicles left unmoved on city streets for more than 72 hours after a snow event are cited without warning.  
Commissioner Erickson informed on Electronic Clean up week set for Jan. 12-16, 2026. Reminder to have garbage container and dumpster area cleared of snow.  
City Engineer Eslinger reported the funding for NW standpipe was approved. Will be mailing out notice of award. Working with NDDEQ for water service line testing.

**ADJOURN**

Meeting was adjourned at 5:31pm

Attested to by:

|                                                                |                                                                            |
|----------------------------------------------------------------|----------------------------------------------------------------------------|
| _____<br>Brenda Klein, Finance Director<br>City of Valley City | _____<br>Dave Carlsrud, President of the<br>City of Valley City Commission |
|----------------------------------------------------------------|----------------------------------------------------------------------------|



**City Commission Finance Meeting**  
**Valley City, North Dakota**  
*Tuesday, December 16, 2025*

**Called to Order**

President Dave Carlsrud called the meeting to order at 2:30pm

**Roll Call**

Members present: President Carlsrud, Commissioner Bishop, Commissioner Magnuson, Commissioner Gulmon.  
Commissioner Erickson (2:50p)

Others present: City Administrator Crawford, City Attorney Martineck, Finance Director Klein

**Agenda Items**

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

**Discuss City Delegates and Board Positions.** President Dave Carlsrud discussed opening position on the MRES Board.

**Update on Viking Trailer Court.** David Wick provided update on the Viking Trailer Court.

**Discuss using Municipal Infrastructure Funds (Prairie Dog) for City's Share of Sanitary Sewer Reline No. 72.**

Finance Director Klein reviewed the balance available for projects in the Municipal Infrastructure Fund. Recommends using these funds for the City's Share of expense for Sanitary Sewer Reline #72 which is approximately \$675,000.

**Discuss NDDOT Urban Grant Project.** The North Dakota Department of Transportation has scheduled the project for 2027, and the city now needs to coordinate with the DOT to determine next steps. Discussion was had as to whether the Commission wants to move forward with any portions of the corridors.

**Discuss 5-year contract with Axon for draft 1 report writing.** Police Chief Nicholas Horner discussed locking in commitment with Axon to avoid price increase as of the 1st of the year.

**Discuss Paving and Subdivisions** Discussion was had regarding paving for new housing developments.

**Department Reports**

**Sanitation Department** Supervisor Swart discussed the upcoming electronic clean up week for January 12-16, 2026.

Reminded residents to have containers on flat surface and to keep container surrounding and dumpster surroundings clear of snow so the trucks are able to access them.

**Electric Department** Cory Buck updated on progress of electric install at the new service center. The Electric Crew has started load management for the season. Continue to work on inventory and the LED light upgrade.

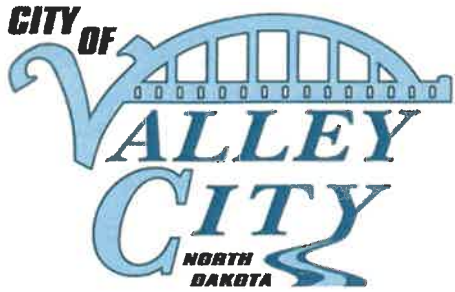
**Fire Department/Blighted & Dangerous Buildings** Fire Chief Scott Magnuson reviewed calls for service for Nov 2025. New bunker gear has arrived.

**Police Department** Police Chief Nicholas Horner reviewed service calls for the month of November 2025. The department is currently addressing employee vacancies and evaluating potential hires. One new employee is scheduled to graduate this Friday. The School Resource Officer (SRO) contract has been successfully renewed for an additional five years. As a reminder, during snow events, please be mindful of parking regulations on emergency routes. Vehicles that remain parked on the street for more than 72 hours may be subject to ticketing.

**Street Department** Street Superintendent Clint Klemisch reported that the four-bottle drive project has been completed. Additionally, water was observed overflowing from the NW water tower overflow over the weekend; the system was shut off to prevent further discharge. Discussion was made to have public works clear snow for the new walking path on Wintershow Rd.

**Adjourn**

Meeting was adjourned at 4:40pm



**City of Valley City, North Dakota  
Application for  
Tree Trimming and Removal Service  
License**

**FOR PERIOD: January 1, 2026 - December 31, 2026**

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

**Name of Business:**

Kieffer tree

**Owner:**

Justin Kieffer / Ethan Kieffer

**Mailing Address:**

3478 152nd Ave SE Wheatland, ND 58079

**City, State Zip Code:**

**Phone Number:**

701-866-7401

**Email Address:**

Kieffer tree@gmail.com

**Today's Date:**

12-16-25

**All applicants shall file with the City Auditor by December 10<sup>th</sup> as part of this application:**

|                     |                                                                                                                                                                                     |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                     | <input checked="" type="checkbox"/> <b>Certificate of Liability Insurance</b>                                                                                                       |
| <b>LICENSE FEE:</b> | <input type="checkbox"/> \$100 if <b>initial application</b> , make checks payable to City of Valley City<br><input checked="" type="checkbox"/> \$50 if <b>renewal application</b> |
| <b>RETURN TO:</b>   | Valley City Auditor<br>220 3 <sup>rd</sup> St. NE<br>Valley City, ND 58072<br><b>Phone:</b> (701) 845 – 1700                                                                        |



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12-4-2025

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

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

|                                                                            |                                                                                             |                          |
|----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|--------------------------|
| <b>PRODUCER</b><br>Waslien/Cramer Agency<br>Box 488<br>Casselton, ND 58012 | <b>CONTACT NAME:</b><br><b>PHONE</b><br>(A/C, No, Ext):<br><b>E-MAIL</b><br><b>ADDRESS:</b> | <b>FAX</b><br>(A/C, No): |
| <b>INSURER(S) AFFORDING COVERAGE</b>                                       |                                                                                             | <b>NAIC #</b>            |
| <b>INSURER A:</b>                                                          |                                                                                             |                          |
| <b>INSURER B:</b>                                                          |                                                                                             |                          |
| <b>INSURER C:</b> Secura                                                   |                                                                                             |                          |
| <b>INSURER D:</b>                                                          |                                                                                             |                          |
| <b>INSURER E:</b>                                                          |                                                                                             |                          |
| <b>INSURER F:</b>                                                          |                                                                                             |                          |

**INSURED**  
Kieffer Tree LLC  
3478 152nd Ave SE  
Wheatland, ND 58079

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

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

| INSR LTR | TYPE OF INSURANCE                                                                                                                                                                                                                                                                                   | ADDL SUBR INSD. WVD                                                                | POLICY NUMBER | POLICY EFF. MM/DD/YYYY | POLICY EXP. MM/DD/YYYY | LIMITS                                                                                                                                                                                                                                  |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|---------------|------------------------|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| C        | <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br><input type="checkbox"/> OTHER |                                                                                    | 003349047     | 07-22-2025             | 07-22-2026             | EACH OCCURRENCE \$ 1 million<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000<br>MED EXP (Any one person) \$ 5,000<br>PERSONAL & ADV INJURY \$ 1 million<br>GENERAL AGGREGATE \$ 2 million<br>PRODUCTS - COMP/OP AGG \$ 2 million |
|          | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY<br><input type="checkbox"/> HIRED AUTOS ONLY<br><input checked="" type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> NON-OWNED AUTOS ONLY                                  |                                                                                    | 003349047     | 07-22-2025             | 07-22-2026             | COMBINED SINGLE LIMIT (Ea accident) \$ 300,000<br>BODILY INJURY (Per person) \$ 100,000<br>BODILY INJURY (Per accident) \$ 100,000<br>PROPERTY DAMAGE (Per accident) \$ 50,000                                                          |
|          | <b>UMBRELLA LIAB</b><br><input type="checkbox"/> EXCESS LIAB<br><input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$                                                                                                                                                                  | <input type="checkbox"/> OCCUR<br><input type="checkbox"/> CLAIMS-MADE             |               |                        |                        | EACH OCCURRENCE \$<br>AGGREGATE \$                                                                                                                                                                                                      |
|          | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                                       | <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A |               |                        |                        | PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/><br>E.L. EACH ACCIDENT \$<br>E.L. DISEASE - EA EMPLOYEE \$<br>E.L. DISEASE - POLICY LIMIT \$                                                                        |

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

Tree Removal, Tree Stump Removal, Tree pruning, Tree injections as required and/or plant overall health inspections and care required

**CERTIFICATE HOLDER****CANCELLATION**

City of Valley City  
220 3rd St NE  
Valley City, ND 58072

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

AUTHORIZED REPRESENTATIVE

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# APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT

NORTH DAKOTA OFFICE OF ATTORNEY GENERAL

GAMING DIVISION

SFN 9338 (8-2025)

pd 12.22.25  
ck # 1773  
\$10

Applying for (check one)

☒ Local Permit ☐ Restricted Event Permit\*

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

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

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

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

## ORGANIZATION INFO

|                                                               |                                                     |                                                                                          |                          |
|---------------------------------------------------------------|-----------------------------------------------------|------------------------------------------------------------------------------------------|--------------------------|
| Name of Organization or Group<br><b>ND Hereford Assn</b>      |                                                     | Dates of Activity (Does not include dates for the sales of tickets)<br><b>12/29/2025</b> |                          |
| Organization or Group Contact Person<br><b>Joana K Friesz</b> | E-mail<br><b>joana@northlandinsuranceagency.com</b> | Telephone Number<br><b>701-400-8744</b>                                                  |                          |
| Business Address<br><b>318 Main Ave</b>                       | City<br><b>New Salem</b>                            | State<br><b>ND</b>                                                                       | ZIP Code<br><b>58563</b> |
| Mailing Address (if different)<br><b>PO Box 67</b>            | City<br><b>New salem</b>                            | State<br><b>ND</b>                                                                       | ZIP Code<br><b>58563</b> |

## SITE INFO

|                                                                                                                                                                      |                            |                         |                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-------------------------|--------------------------|
| Site Name<br><b>City of Valley City, Bank Forward</b>                                                                                                                |                            | County<br><b>Barnes</b> |                          |
| Site Physical Address<br><b>430 W Main St</b>                                                                                                                        | City<br><b>Valley City</b> | State<br><b>ND</b>      | ZIP Code<br><b>58072</b> |
| Provide the exact date(s) & frequency of each event & type (Ex. Bingo every Friday 10/1-12/31, Raffle - 10/30, 11/30, 12/31, etc.)<br><b>drawing held 12/29/2025</b> |                            |                         |                          |

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

| Game Type                          | Description of Prize           | Exact Retail Value of Prize |
|------------------------------------|--------------------------------|-----------------------------|
| <b>1 time raffle</b>               | <b>donated Hereford heifer</b> | <b>\$3000</b>               |
|                                    |                                |                             |
|                                    |                                |                             |
| Total<br>(limit \$50,000 per year) |                                | \$ <b>3000</b>              |

## ADDITIONAL REQUIRED INFORMATION

|                                                                                                                                                                                                                                                                                                                                                                                     |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Intended Uses of Gaming Proceeds<br><b>Funds used to promote Hereford cattle and junior Hereford member/participants</b>                                                                                                                                                                                                                                                            |  |
| Does the organization presently have a state gaming license? (If yes, the organization is not eligible for a local permit or restricted event permit and should call the Office of Attorney General at 1-800-326-9240)<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No                                                                                       |  |
| Has the organization or group received a restricted event permit from any city or county for the fiscal year July 1 - June 30 (If yes, the organization or group does not qualify for a local permit or restricted event permit)<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No                                                                             |  |
| Has the organization or group received a local permit from an city or county for the fiscal year July 1 - June 30 (If yes, indicate the total retail value of all prizes previously awarded)<br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes - Total Retail Value: <b>\$3000</b> (This amount is part of the total prize limit for \$50,000 per fiscal year) |  |
| Is the organization or group a state political party or legislative district party? (If yes, the organization or group may only conduct a raffle and must complete SFN 52880 "Report on a Restricted Event Permit" within 30 days of the event. Net proceeds may be for political purposes.)<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No                 |  |

|                                                                                |                                         |                                                             |
|--------------------------------------------------------------------------------|-----------------------------------------|-------------------------------------------------------------|
| Printed Name of Organization Group's Permit Organizer<br><b>Joana K Friesz</b> | Telephone Number<br><b>701-400-8744</b> | E-mail Address<br><b>joana@northlandinsuranceagency.com</b> |
| Signature of Organization Group's Permit Organizer<br>                         | Title<br><b>secretary/treasurer</b>     | Date<br><b>12/10/2025</b>                                   |

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

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

**PRIZE RESTRICTIONS:**

A single cash prize cannot exceed \$15,000

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

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

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

**LOCAL PERMIT AND RESTRICTED EVENT PERMIT DIFFERENCES:**

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

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

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



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

PA #10  
12.31.2025

Applying for (check one)

☒ Local Permit ☐ Restricted Event Permit\*

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

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

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

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

**ORGANIZATION INFO**

|                                                             |                                  |                                                                                      |                   |
|-------------------------------------------------------------|----------------------------------|--------------------------------------------------------------------------------------|-------------------|
| Name of Organization or Group<br>Student Nurse Organization |                                  | Dates of Activity (Does not include dates for the sales of tickets)<br>April 1, 2026 |                   |
| Organization or Group Contact Person<br>Becky Pfennig       | E-mail<br>becky.pfennig@ucsu.edu | Telephone Number<br>701-490-0355                                                     |                   |
| Business Address<br>101 College St. SW                      | City<br>Valley City              | State<br>ND                                                                          | ZIP Code<br>58072 |
| Mailing Address (if different)                              | City                             | State                                                                                | ZIP Code          |

**SITE INFO**

|                                                                                                                                                                                    |                     |                  |                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|------------------|-------------------|
| Site Name<br>Valley City State University                                                                                                                                          |                     | County<br>Barnes |                   |
| Site Physical Address<br>101 College St. SW                                                                                                                                        | City<br>Valley City | State<br>ND      | ZIP Code<br>58072 |
| Provide the exact date(s) & frequency of each event & type (Ex. Bingo every Friday 10/1-12/31, Raffle - 10/30, 11/30, 12/31, etc.)<br>Raffle April 1, 2026 drawing for cash prizes |                     |                  |                   |

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

| Game Type                          | Description of Prize                         | Exact Retail Value of Prize |
|------------------------------------|----------------------------------------------|-----------------------------|
| Raffle                             | 5 cash prizes 1-\$500 1-\$250 2-\$100 1-\$50 |                             |
|                                    |                                              |                             |
|                                    |                                              |                             |
| Total<br>(limit \$50,000 per year) |                                              | \$ 1,000.00 in cash prizes  |

**ADDITIONAL REQUIRED INFORMATION**

|                                                                                                                                                                                                                                                                                                                                                                       |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Intended Uses of Gaming Proceeds<br>Student nurse activities and donations to local charities + clinical agencies                                                                                                                                                                                                                                                     |  |
| Does the organization presently have a state gaming license? (If yes, the organization is not eligible for a local permit or restricted event permit and should call the Office of Attorney General at 1-800-326-9240)<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No                                                                         |  |
| Has the organization or group received a restricted event permit from any city or county for the fiscal year July 1 - June 30 (If yes, the organization or group does not qualify for a local permit or restricted event permit)<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No                                                               |  |
| Has the organization or group received a local permit from an city or county for the fiscal year July 1 - June 30 (If yes, indicate the total retail value of all prizes previously awarded)<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes - Total Retail Value: (This amount is part of the total prize limit for \$50,000 per fiscal year) |  |
| Is the organization or group a state political party or legislative district party? (If yes, the organization or group may only conduct a raffle and must complete SFN 52880 "Report on a Restricted Event Permit" within 30 days of the event. Net proceeds may be for political purposes.)<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No   |  |

|                                                                        |                                             |                                          |
|------------------------------------------------------------------------|---------------------------------------------|------------------------------------------|
| Printed Name of Organization Group's Permit Organizer<br>Becky Pfennig | Telephone Number<br>701-490-0355            | E-mail Address<br>becky.pfennig@ucsu.edu |
| Signature of Organization Group's Permit Organizer<br>Becky Pfennig    | Title<br>Student Nurse Organization advisor | Date<br>12-26-2025                       |

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

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

**PRIZE RESTRICTIONS:**

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**LOCAL PERMIT AND RESTRICTED EVENT PERMIT DIFFERENCES:**

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

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



# ORDINANCE NO. 1185

**An ordinance to amend and reenact Sections 7.1-01-05, 8-06-08 and 12-05-03 of the Valley City Municipal Code related to administrative fees for noncompliance with city orders.**

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

**Section 1.** Section 7.1-01-05 of the Valley City Municipal Code is amended and reenacted as follows:

**Section 7.1-01-05. Removal of snow and ice from sidewalk—Action upon noncompliance; Penalty.**

1. The owner or occupant of any building or grounds within the city fronting upon or adjoining any street, when a sidewalk exists, must clear the sidewalk in front of or adjoining such building and grounds or unoccupied lot or building, as the case may be, of snow and ice to the width of such sidewalk within 48 hours after the ice forms or the snow ceases to fall thereon; provided, that where the ice accumulated is of such character as to make the removal thereof practically impossible, the use of sand, salt, or ice melt thereon within the time specified for removal in such a manner as to make the sidewalk safe for travel of pedestrians thereon, will be deemed a compliance with the provisions of this section.

2. If the owner or occupant of any above described building or grounds refuses or neglects to remove such snow or ice, in the prescribed manner and/or within the time stated herein, the street superintendent of the city may remove or cause to be removed snow and ice from the sidewalks along or in front of any building or grounds, and the necessary expense thereof, along with an administrative fee in an amount determined by resolution of the Board of City Commissioners, shall be billed to the owner and/or occupant in accordance with section 1-01-17.

3. Unpaid amounts may be assessed, chargeable against the premises, certified, collected and returned in the same manner as other municipal taxes by special assessment as authorized by N.D.C.C. § 45-05-01.1 pursuant to the laws of the Valley City Municipal Code or state law, as the case may be.

~~34.~~ Every person who willfully violates this section is subject to the general penalty.

**Section 2.** Section 8-06-08 of the Valley City Municipal Code is amended and reenacted as follows:

**Section 8-06-08. Action of city upon noncompliance; costs.**

1. Upon the failure, neglect, or refusal of any owner so notified to prune or remove the specified trees and shrubs, the City Forester or a designee has the authority to prune or remove the specified trees or shrubs. Actual costs plus ~~\$300.00 in administrative costs~~ an administrative fee in an amount determined by resolution of the Board of City Commissioners, will be billed to the property owner and/or occupant in accordance with section 1-01-17.

2. ~~If the costs of remedying the condition and the administrative fee are not paid within 30 days after receipt of a statement from the City Forester, the amount will become a lien upon the property to be included in the next tax bill rendered to the property owners~~ Unpaid amounts may, and shall be assessed against the premises, and collected certified, collected, and returned in the same manner as other



~~municipal taxes as authorized by N.D.C.C. § 45-05-01.1. against such property.~~

~~3. The Auditor may waive the \$300.00 in administrative costs if the property owner shows financial hardship in conformance with state and federal law. Applications for financial hardship will be available at the Auditor's office.~~

**Section 3.** Section 12-05-03 of the Valley City Municipal Code is amended and reenacted as follows:

**Section 12-05-03. Action upon noncompliance—Cost assessed to property.**

1. Upon the failure, neglect, or refusal of any owner, occupant, or owner's/occupant's agent, to whom notice was given under section 12-05-02, within five days after service of the written notice, the City Administrator is authorized and empowered to arrange for and pay for the cutting, destroying, or removal of the weeds or grass exceeding six inches in length, or unhealthful growths or other noxious matter. The owner, occupant, or owner's/occupant's agent, of the property may be billed for the cost of abatement by the city, along with an administrative fee in an amount determined by resolution of the Board of City Commissioners, in accordance with section 1-01-17.; ~~and if~~ the payment is not made when due, it may be assessed against the premises where the work is done and collected and returned in the same manner as other municipal taxes are assessed, certified, collected and returned, as authorized by N.D.C.C. § 45-05-01.1.

2. If the city provides notice pursuant to section 12-05-02, no additional notice shall be required to be given by the city for the remainder of the calendar year, and the City Administrator may authorize any individual to enter the premises at reasonable times to perform work deemed necessary to bring the property into compliance with this chapter. The original notice shall be considered a standing order for the city to remedy, abate or take further action within the scope of the notice for the remainder of the calendar year following the notice. The owner, occupant, or owner's/occupant's agent shall be billed and assessed all additional costs in the same manner as described in subsection 1.

3. If the property is occupied at the time of entry upon the premises by the city, its employee, or agent, the individual authorized to enter shall inform the occupant of their presence.

4. Appeal. A written appeal may be submitted to the City Administrator by any person aggrieved by a decision of an officer or agent of the city under this chapter. The appeal must be submitted within five days of service of the original notice (or, in the event the city takes action without notice under subsection 2., within five days of receiving a billing statement or notice of special assessment, whichever occurs first), shall state the reason for the appeal and, if applicable, why compliance with the notice is not possible (or payment of costs is unwarranted). The City Administrator shall consider the written appeal along with any other materials and statements provided by the individual. An appeal will only be granted if the City Administrator finds that a city official erred or compliance is determined to be an unnecessary hardship. The city has the burden of establishing that the land harbored weeds or grass exceeding six inches, and that notice was properly served. A decision of the City Administrator is final.

5. The City Administrator may grant an extension or establish a different time limit for compliance if warranted by special circumstances.

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

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

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

---

Dave Carlsrud, President  
Board of City Commissioners

ATTEST:

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Brenda Klein, Finance Director

Introduction and First Reading:

Second Reading, Final Passage, and Effective Date:

## **RESOLUTION NO. 2510**

### **RESOLUTION APPROVING ENGINEER'S REPORT AND DIRECTING PREPARATION OF DETAILED PLANS, SPECIFICATIONS, AND ESTIMATE OF PROBABLE COSTS FOR PAVING IMPROVEMENT DISTRICT NO. 133**

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

- (1) That the report and estimate of probable costs of the work proposed to be done for Paving Improvement District No. 133, prepared by KLJ Engineering LLC & Moore Engineering, Inc., City Engineers, Valley City, North Dakota, is approved and is ordered to be placed on file in the City Auditor's Office where it will remain on file, subject to inspection by anyone interested in it, as authorized by North Dakota Century Code section 40-22-14.
- (2) That the City Engineers are directed to prepare detailed plans, specifications, and estimates of probable costs for said improvement districts, as authorized by North Dakota Century Code section 40-22-11.
- (3) This resolution is in full force and effect as of its passage on this 6<sup>th</sup> day of January, 2026.

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Dave Carlsrud, President  
Board of City Commissioners

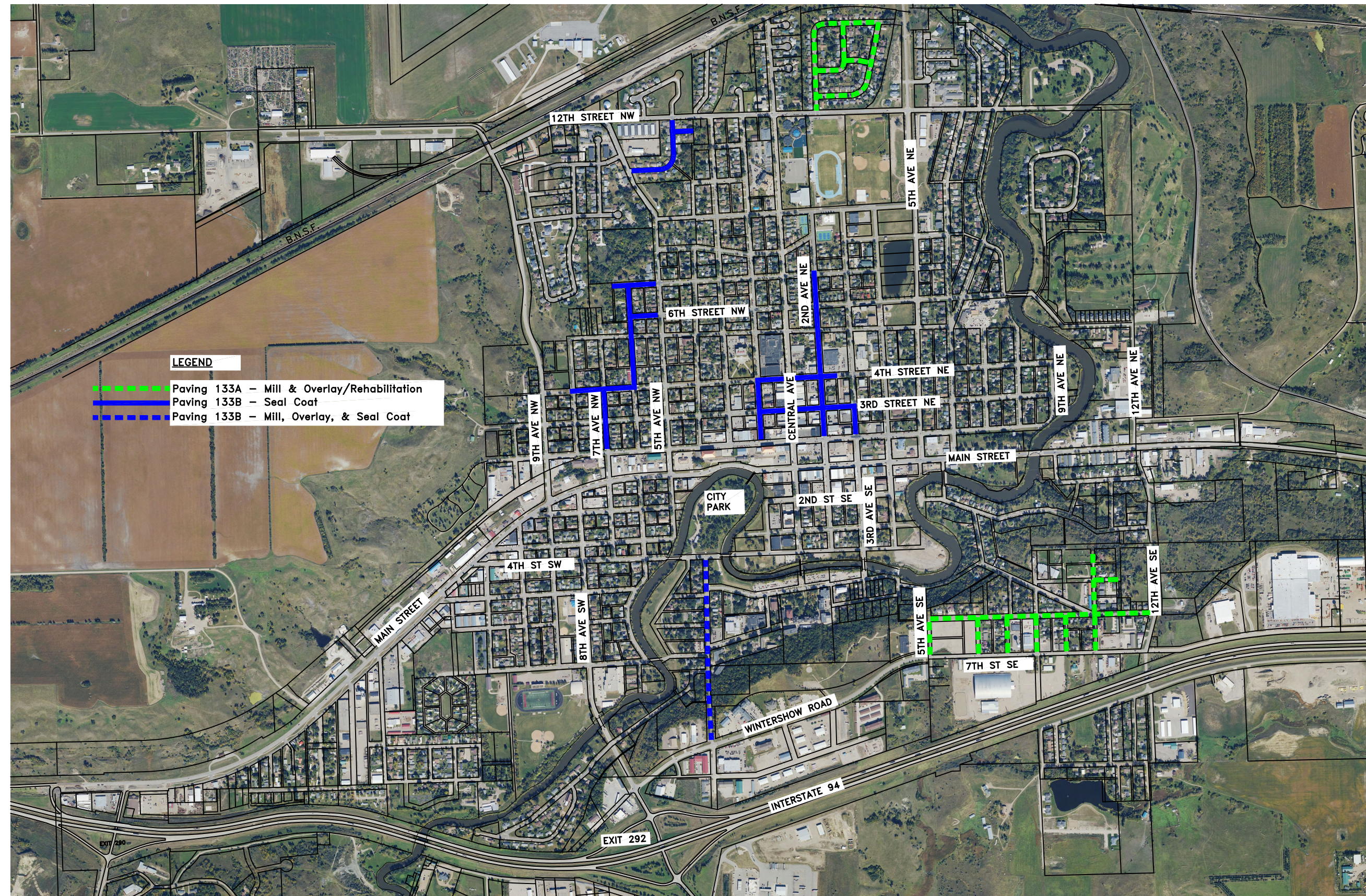
ATTEST:

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Brenda Klein, Finance Director



**PAVING IMPROVEMENT DISTRICT NO. 133  
PROPOSED 2026 MILL & OVERLAY, REHABILITATION AND SEAL COAT PROJECT  
CITY OF VALLEY CITY, NORTH DAKOTA**







ENGINEERING, REIMAGINED

# PRELIMINARY ENGINEERING REPORT

City of Valley City

Paving Improvement District 133

2026 Pavement Improvements

*December 2025*

Prepared for:

City of Valley City

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

The proposed project is identified as City of Valley City Paving Improvement District No. 133. The project is included in the City's 2026 budget and is part of the recommended priority street improvements. The objectives of the proposed improvement project include pavement maintenance and rehabilitation to extend the lifespan of the pavement.

Hot mix asphalt streets require routine maintenance. Part of this maintenance is the required seal coat. Seal coats are typically installed within 1-3 years of surfacing. In addition, a seal coat is also required every 7-10 years after that to extend the life of the pavement. In all areas, prior to the application of the seal coat, Valley City Public Works will seal existing cracks, as required.

Rehabilitation of existing pavements is generally required every 15-20 years. Rehabilitation strategies include hot mix mill & overlay along with full depth reconstruction where the pavement section has failed.

### ***Justification***

The primary objective of seal coat work is to extend the life of existing asphalt streets through maintenance. The design criteria meet the City's objectives for typical pavement maintenance.

The primary objective of the pavement rehabilitation is to repair deteriorated streets, particularly asphalt pavement, as well as related work to fix adjacent curb, gutter and driveway approaches. Street repairs will include mill and overlay along with full-depth repairs where the road section has failed. Existing road widths will be retained. The design criteria meet the City's objectives for typical pavement repair.

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

Construction is scheduled for summer of 2026, with the bid opening anticipated for February 2026.

Following is a summary of the total project costs for the work to be completed in conjunction with Paving Improvement District 133:

| Location                                                                   | Project Cost       | Special Assessment | R&R Fund           |
|----------------------------------------------------------------------------|--------------------|--------------------|--------------------|
| Paving Imp. Dist. 133 – Seal Coat (No Specials)                            | \$180,000          | -                  | \$180,000          |
| Paving Imp. Dist. 133 Seal Coat/ Rehab (4 <sup>th</sup> Ave SW – Specials) | \$274,000          | \$182,667          | \$91,333           |
| Paving Imp. Dist. 133 Mill & Overlay (Valley View)                         | \$840,000          | \$560,000          | \$280,000          |
| Paving Imp. Dist. 133 Mill & Overlay (Granger Hill)                        | \$1,420,000        | \$946,667          | \$473,333          |
| <b>Total Project Cost</b>                                                  | <b>\$2,714,000</b> | <b>\$1,689,334</b> | <b>\$1,024,666</b> |

## Benefits to the Public

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

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

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

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

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

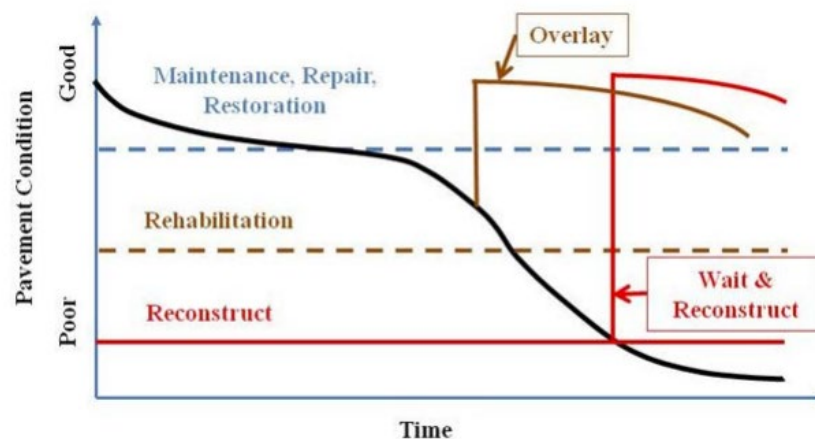


Figure 1. Graph. Three treatment zones as a function of pavement condition.

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

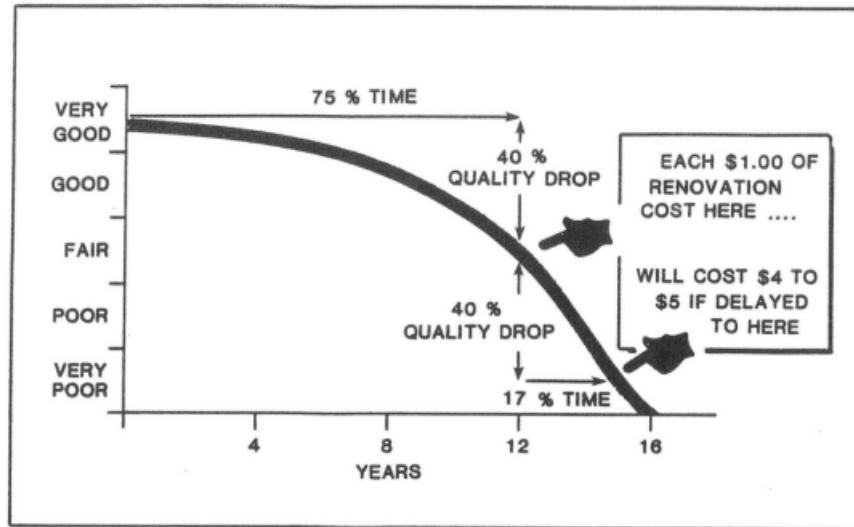


Figure 2. Graph. Concept of increasing repair cost as a function of pavement deterioration.  
Reference: Reformulated Pavement Remaining Service Life Framework, Publication No. FHWA-HRT-13-038,  
November 2013

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



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# APPENDIX 1

## Engineer's Opinion of Cost

OPINION OF COST  
PAVING IMPROVEMENT DISTRICT 133 - SEAL COAT  
CITY OF VALLEY CITY, NORTH DAKOTA

| SPEC | CODE | ITEM DESCRIPTION                 | UNIT  | UNIT PRICE    | SEAL COAT ONLY<br>(NO SPECIALS) | 4TH AVE SW | SUBTOTAL<br>SEAL COAT | SUBTOTAL<br>4TH AVE SW | TOTAL         |
|------|------|----------------------------------|-------|---------------|---------------------------------|------------|-----------------------|------------------------|---------------|
| 103  | 0100 | CONTRACT BOND                    | L SUM | \$ 15,000.00  | 0.05                            | 0.1        | \$ 750.00             | \$ 1,500.00            | \$ 2,250.00   |
| 202  | 0114 | REMOVAL OF CONCRETE PAVEMENT     | SY    | \$ 22.00      | 0                               | 30         | \$ -                  | \$ 660.00              | \$ 660.00     |
| 202  | 0130 | REMOVAL OF CURB & GUTTER         | LF    | \$ 11.00      | 0                               | 150        | \$ -                  | \$ 1,650.00            | \$ 1,650.00   |
| 401  | 0070 | FOG SEAL                         | GAL   | \$ 10.00      | 1350                            | 0          | \$ 13,500.00          | \$ -                   | \$ 13,500.00  |
| 411  | 0105 | MILLING PAVEMENT SURFACE         | SY    | \$ 8.00       | 100                             | 8450       | \$ 800.00             | \$ 67,600.00           | \$ 68,400.00  |
| 420  | 0111 | CRS2P EMULSIFIED ASPHALT         | GAL   | \$ 3.00       | 21450                           | 3650       | \$ 64,350.00          | \$ 10,950.00           | \$ 75,300.00  |
| 420  | 0125 | COVER COAT MATERIAL CL 41        | TON   | \$ 60.00      | 625                             | 105        | \$ 37,500.00          | \$ 6,300.00            | \$ 43,800.00  |
| 430  | 0500 | COMMERCIAL GRADE HOT MIX ASPHALT | TON   | \$ 185.00     | 10                              | 575        | \$ 1,850.00           | \$ 106,375.00          | \$ 108,225.00 |
| 702  | 0100 | MOBILIZATION                     | L SUM | \$ 150,000.00 | 0.05                            | 0.1        | \$ 7,500.00           | \$ 15,000.00           | \$ 22,500.00  |
| 748  | 0100 | CURB & GUTTER                    | LF    | \$ 65.00      | 0                               | 150        | \$ -                  | \$ 9,750.00            | \$ 9,750.00   |
| 748  | 1030 | VALLEY GUTTER 72IN               | SY    | \$ 150.00     | 0                               | 30         | \$ -                  | \$ 4,500.00            | \$ 4,500.00   |
| 762  | 0103 | PVMT MK PAINTED-MESSAGE          | SF    | \$ 15.00      | 112                             | 0          | \$ 1,680.00           | \$ -                   | \$ 1,680.00   |
| 762  | 1104 | PVMT MK PAINTED 4IN LINE         | LF    | \$ 2.00       | 2640                            | 0          | \$ 5,280.00           | \$ -                   | \$ 5,280.00   |
| 762  | 1106 | PVMT MK PAINTED 6IN LINE         | LF    | \$ 3.75       | 2480                            | 640        | \$ 9,300.00           | \$ 2,400.00            | \$ 11,700.00  |
| 762  | 1124 | PVMT MK PAINTED 24IN LINE        | LF    | \$ 11.00      | 480                             | 130        | \$ 5,280.00           | \$ 1,430.00            | \$ 6,710.00   |

|                             |               |               |               |
|-----------------------------|---------------|---------------|---------------|
| SUBTOTAL =                  | \$ 147,790.00 | \$ 228,115.00 | \$ 375,905.00 |
| ENGINEERING & CONTINGENCY = | \$ 32,513.80  | \$ 45,623.00  | \$ 78,136.80  |
| TOTAL =                     | \$ 180,303.80 | \$ 273,738.00 | \$ 454,041.80 |
| USE =                       | \$ 180,000.00 | \$ 274,000.00 | \$ 454,000.00 |

OPINION OF COST  
PAVING IMPROVEMENT DISTRICT NO. 133 - MILL & OVERLAY/PAVEMENT REHAB  
MILL & OVERLAY, STREET IMPROVEMENTS & INCIDENTALS  
CITY OF VALLEY CITY, NORTH DAKOTA

| SPEC | CODE | ITEM DESCRIPTION                 | UNIT  | VALLEY VIEW<br>QUANTITIES | GRANGER HILL<br>QUANTITIES | TOTAL<br>QUANTITIES | UNIT PRICE    | TOTAL COST    |
|------|------|----------------------------------|-------|---------------------------|----------------------------|---------------------|---------------|---------------|
| 103  | 0100 | CONTRACT BOND                    | L SUM | 0.350                     | 0.500                      | 0.850               | \$ 15,000.00  | \$ 12,750.00  |
| 202  | 0114 | REMOVAL OF CONCRETE PAVEMENT     | SY    | 150                       | 200                        | 350                 | \$ 22.00      | \$ 7,700.00   |
| 202  | 0130 | REMOVAL OF CURB & GUTTER         | LF    | 425                       | 625                        | 1050                | \$ 11.00      | \$ 11,550.00  |
| 202  | 0132 | REMOVAL OF BITUMINOUS SURFACING  | SY    | 0                         | 2525                       | 2525                | \$ 20.00      | \$ 50,500.00  |
| 203  | 0113 | COMMON EXCAVATION-WASTE          | CY    | 0                         | 700                        | 700                 | \$ 25.00      | \$ 17,500.00  |
| 203  | 0138 | COMMON EXCAVATION-SUBCUT         | CY    | 400                       | 700                        | 1100                | \$ 35.00      | \$ 38,500.00  |
| 203  | 0238 | SUBCUT AGGREGATE                 | CY    | 300                       | 525                        | 825                 | \$ 60.00      | \$ 49,500.00  |
| 302  | 0101 | SALVAGED BASE COURSE             | CY    | Mill                      | 700                        | 700                 | \$ 62.00      | \$ 43,400.00  |
| 411  | 0105 | MILLING PAVEMENT SURFACE         | SY    | 17850                     | 23500                      | 41350               | \$ 4.00       | \$ 165,400.00 |
| 430  | 0043 | SUPERPAVE FAA 43                 | TON   | 2600                      | 4060                       | 6660                | \$ 120.00     | \$ 799,200.00 |
| 430  | 5803 | PG 58S-34 ASPHALT CEMENT         | TON   | 175                       | 275                        | 450                 | \$ 650.00     | \$ 292,500.00 |
| 702  | 0100 | MOBILIZATION                     | L SUM | 0.350                     | 0.500                      | 0.850               | \$ 150,000.00 | \$ 127,500.00 |
| 704  | -    | TRAFFIC CONTROL                  | L SUM | 0.400                     | 0.600                      | 1.000               | \$ 10,000.00  | \$ 10,000.00  |
| 708  | 1540 | INLET PROTECTION-SPECIAL         | EA    | 3                         | 9                          | 12                  | \$ 250.00     | \$ 3,000.00   |
| 708  | 1541 | REMOVE INLET PROTECTION-SPECIAL  | EA    | 3                         | 9                          | 12                  | \$ 40.00      | \$ 480.00     |
| 709  | 0100 | GEOSYNTHETIC MATERIAL TYPE G     | SY    | 450                       | 3100                       | 3550                | \$ 4.00       | \$ 14,200.00  |
| 722  | 6140 | ADJUST GATE VALVE BOX            | EA    | 9                         | 9                          | 18                  | \$ 600.00     | \$ 10,800.00  |
| 722  | 6200 | ADJUST MANHOLE                   | EA    | 18                        | 16                         | 34                  | \$ 900.00     | \$ 30,600.00  |
| 748  | 0100 | CURB & GUTTER                    | LF    | 425                       | 625                        | 1050                | \$ 65.00      | \$ 68,250.00  |
| 748  | 1030 | VALLEY GUTTER 72IN               | SY    | 50                        | 50                         | 100                 | \$ 150.00     | \$ 15,000.00  |
| 750  | 1000 | DRIVEWAY CONCRETE 6IN REINFORCED | SY    | 100                       | 150                        | 250                 | \$ 150.00     | \$ 37,500.00  |
| 762  | 1124 | PVMT MK PAINTED 24IN LINE        | LF    | 18                        | 130                        | 148                 | \$ 20.00      | \$ 2,960.00   |

SUBTOTAL = \$ 1,808,790.00  
ENGINEERING & CONTINGENCY = \$ 452,197.50  
TOTAL ESTIMATED PROJECT COST = \$ 2,260,987.50  
USE = \$ 2,260,000.00

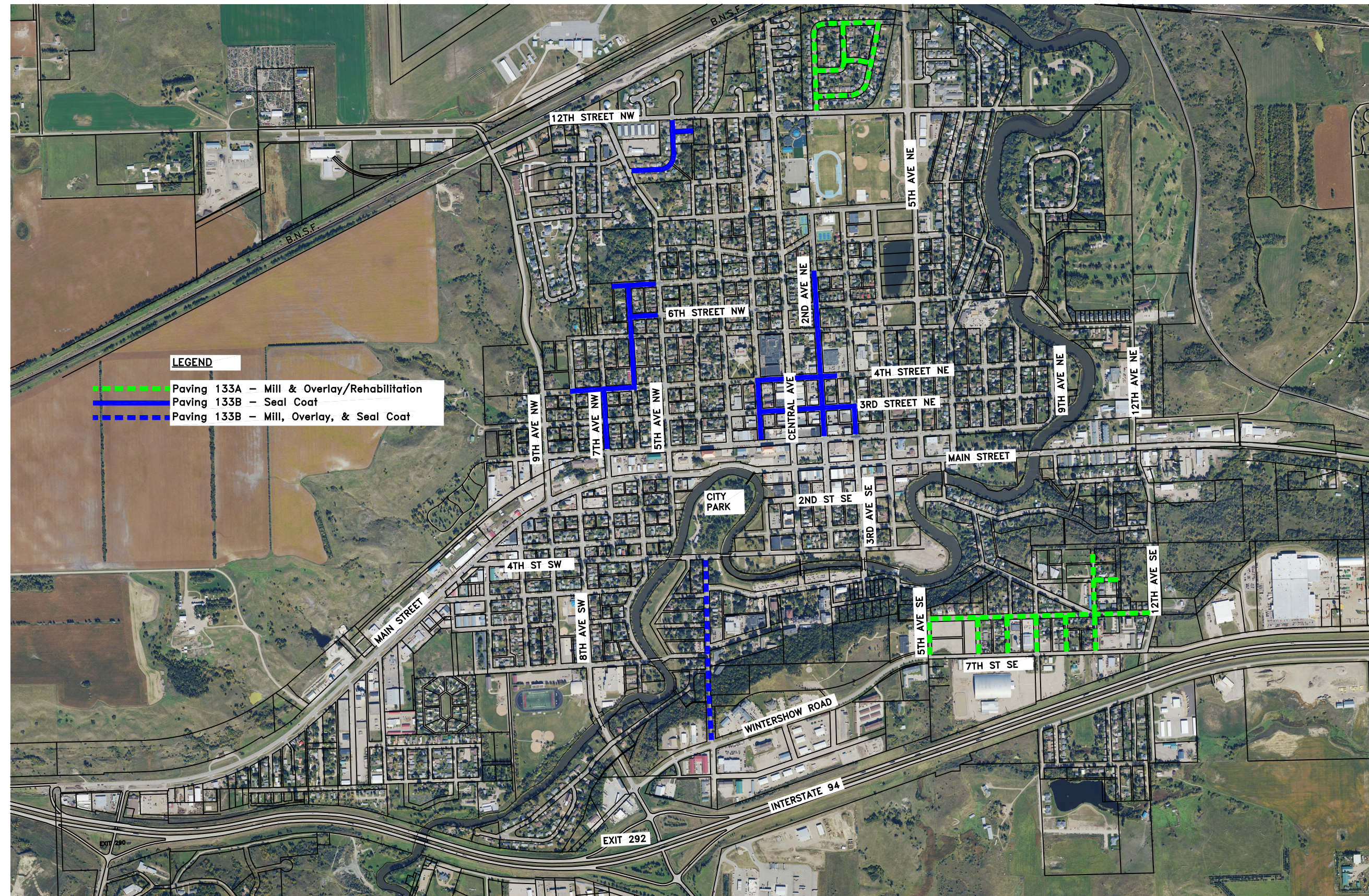
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# APPENDIX 2

## Location Map



**PAVING IMPROVEMENT DISTRICT NO. 133  
PROPOSED 2026 MILL & OVERLAY, REHABILITATION AND SEAL COAT PROJECT  
CITY OF VALLEY CITY, NORTH DAKOTA**





## **RESOLUTION NO. 2511**

### **RESOLUTION DECLARING NECESSITY OF IMPROVEMENTS IN PAVING IMPROVEMENT DISTRICT NO. 133**

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

- (1) It is necessary and expedient for the City of Valley City, North Dakota, to approve street mill and overlay, rehabilitation, seal coating, and any additional incidental work thereto, upon and along the streets and avenues contained within Paving Improvement District No. 133 (“the District”), which was created by Resolution 2508 on December 16, 2025, as set forth in the Preliminary Engineer’s Report for Paving Improvement District No. 133.
- (2) According to the Preliminary Engineer’s Report for Paving Improvement District No. 133, which was approved by Resolution 2510 on January 6, 2026, the City of Valley City, North Dakota, calls for mill and overlay, rehabilitation, seal coating, and incidental work on the following streets and avenues in the district:

**15<sup>th</sup> Street NE from 4<sup>th</sup> Avenue NE to 2<sup>nd</sup> Avenue NE; 14<sup>th</sup> Street NE from 4<sup>th</sup> Avenue NE to 2<sup>nd</sup> Avenue NE; 13<sup>th</sup> Street NE from 4<sup>th</sup> Avenue NE to 2<sup>nd</sup> Avenue NE; 2<sup>nd</sup> Avenue NE from 15<sup>th</sup> Street NE to 12<sup>th</sup> Street NE; 3<sup>rd</sup> Avenue NE from 15<sup>th</sup> Street NE to 14<sup>th</sup> Street NE; 4<sup>th</sup> Avenue NE from 15<sup>th</sup> Street NE to 13<sup>th</sup> Street NE; 11 ½ Street NW east of Secarse Drive; Secarse Drive from 12<sup>th</sup> Street NE to 5<sup>th</sup> Avenue NW; 7<sup>th</sup> Street NW west of 6<sup>th</sup> Avenue NW and east to 5<sup>th</sup> Avenue NW; 6<sup>th</sup> Street NW from 6<sup>th</sup> Avenue NW to 5<sup>th</sup> Avenue NW; 4<sup>th</sup> Street NW from 8<sup>th</sup> Avenue NW to 6<sup>th</sup> Avenue NW; 6<sup>th</sup> Avenue NW from 7<sup>th</sup> Street NW to 4<sup>th</sup> Street NW; 7<sup>th</sup> Avenue NW from 4<sup>th</sup> Street NW to 2<sup>nd</sup> Street NW; 4<sup>th</sup> Street from 2<sup>nd</sup> Avenue NW to 3<sup>rd</sup> Avenue NE; 3<sup>rd</sup> Street from 2<sup>nd</sup> Avenue NW to 3<sup>rd</sup> Avenue NE; 2<sup>nd</sup> Avenue NE from 7<sup>th</sup> Street NE to 2<sup>nd</sup> Street NE; 2<sup>nd</sup> Avenue NW from 4<sup>th</sup> Street NW to 2<sup>nd</sup> Street NW; 3<sup>rd</sup> Avenue NE from 3<sup>rd</sup> Street NE to 2<sup>nd</sup> Street NE; 4<sup>th</sup> Avenue SW from 4<sup>th</sup> Street SW to Winter Show Road; 5<sup>th</sup> Street SE east of 10<sup>th</sup> Avenue SE; 6<sup>th</sup> Street SE from 5<sup>th</sup> Avenue SE to 12<sup>th</sup> Avenue SE; 10<sup>th</sup> Ave SE north of 7<sup>th</sup> Street SE; 9<sup>th</sup> Avenue SE from 6<sup>th</sup> Street SE to 7<sup>th</sup> Street SE; 8<sup>th</sup> Avenue SE from 6<sup>th</sup> Street SE to 7<sup>th</sup> Street SE; 7<sup>th</sup> Avenue SE from 6<sup>th</sup> Street SE to 7<sup>th</sup> Street SE; 6<sup>th</sup> Avenue SE from 6<sup>th</sup> Street SE to 7<sup>th</sup> Street SE; 5<sup>th</sup> Avenue SE from 6<sup>th</sup> Street SE to 7<sup>th</sup> Street SE.**

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

**[ADD LEGAL DESCRIPTIONS]**

- (4) The City Finance Director is directed as required by N.D.C.C. § 40-22-15 to publish this resolution, together with a map of the proposed district, once each week for two consecutive weeks in the official newspaper of the City. Also, in accordance with North Dakota Century Code section 40-22-17, the owners of the property within the district may file written protests with the City Auditor's Office at any time within thirty (30) days after the first publication of this resolution. Therefore, any written protests must be filed with the City Finance Director **on or before Thursday, February 12, 2025**. At the commission meeting immediately following the expiration of the protest period, that is, at 5:00 p.m. on February 17, 2025, the City Commission must hear and determine the sufficiency of any protest filed in accordance with this Resolution and may take any further action the Commission deems necessary and expedient.

Passed, adopted and approved this 6th day of January, 2026.

---

Dave Carlsrud, President  
Board of City Commissioners

ATTEST:

---

Brenda Klein, Finance Director



1010 4th Avenue Southwest  
Valley City, ND 58072-3907  
701 845 4980  
[KLJENG.COM](http://KLJENG.COM)

# Memorandum

**Date:** 12/30/2025  
**To:** Mayor Dave Carlsrud and Commissioners  
**Copy to:** City Administrator Crawford  
**From:** Chad Petersen, PE  
**RE:** PFP Phases 5 & 6 – Preliminary & Design Engineering

## Remarks

Mayor Carlsrud and Commissioners,

Included in your packets is a Task Order with KLJ for Preliminary & Design Engineering Services for Phases 5 & 6 Permanent Flood Protection. The request is for an amount of \$2,465,500. Under the proposed Task Order, KLJ & Moore Engineering would prepare two separate sets of plans for bidding purposes.

On Thursday, August 14, 2025, the North Dakota State Water Commission met to consider a cost-share request for Valley City's Permanent Flood Protection Phases 5 & 6 for preconstruction activities. The ND SWC approved \$2,095,675 in cost-share for this work.

Following is a breakdown for the cost-share:

- |                                |                |
|--------------------------------|----------------|
| • State Water Commission (85%) | \$2,095,675.00 |
| • Local Share (15%)            | \$ 369,825.00  |
| • Total                        | \$2,465,500.00 |

If you have any questions, please let me know.

Chad

## **Task Order: VC PFP Phases 5 & 6 – Preliminary & Design Engineering**

---

In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated January 1, 2021 ("Agreement"), Owner and Engineer agree as follows:

### **1. Background Data**

- a. Effective Date of Task Order: December 2, 2025
- b. Owner: City of Valley City
- c. Engineer: KLJ Engineering LLC
- d. Specific Project (title): VC PFP Phases 5 & 6
- e. Specific Project (description): VC PFP Phase 5 – 6<sup>th</sup> Ave SW ~ Master Lift to Bettin Lift Station  
VC PFP Phase 6 – E. Main St Substation to Hospital Bridge  
Concrete Floodwalls, Clay Levees, Storm Lift Stations, Grading,  
Aggregate Base, Hot Bituminous Pavement, Curb & Gutter, Water  
Main, Sanitary Sewer, Storm Sewer, Lighting & Incidentals

### **2. Services of Engineer**

- A. The specific services to be provided or furnished by Engineer under this Task Order are:  
set forth in Exhibit A, Engineer's Services, and attached to and incorporated as part of this Task Order.
- B. Resident Project Representative (RPR) Services – Not Used
- C. Designing to a Construction Cost Limit – Not Used
- D. Other Services – Not Used
- E. All of the services included above comprise Basic Services for purposes of Engineer's compensation under this Task Order.

### **3. Additional Services**

- A. Additional Services that may be authorized or necessary under this Task Order are: Not Used

### **4. Owner's Responsibilities**

Owner shall have those responsibilities set forth in Article 2 of the Agreement and in Exhibit B.



## 5. Task Order Schedule

In addition to any schedule provisions provided in Exhibit A or elsewhere, the parties shall meet the following schedule: Work to be completed by August 31, 2027.

## 6. Payments to Engineer

A. Owner shall pay Engineer for services rendered under this Task Order as follows:

| Description of Service                  | Amount                | Basis of Compensation |
|-----------------------------------------|-----------------------|-----------------------|
| 1. Basic Services                       |                       |                       |
| a. Preliminary Design, Hydraulic Models | \$550,000.00          | Hourly                |
| b. Environmental Analysis, Permitting   | \$250,000.00          | Hourly                |
| c. Geotechnical Investigations          | \$156,000.00          | Hourly                |
| d. Topographic Survey                   | \$64,500.00           | Hourly                |
| e. Design Engineering                   | \$1,445,000.00        | Hourly                |
|                                         |                       |                       |
|                                         |                       |                       |
| <b>TOTAL COMPENSATION (lines 1.a-e)</b> | <b>\$2,465,500.00</b> |                       |
|                                         |                       |                       |
| 2. Additional Services                  | (N/A)                 |                       |

Compensation items and totals based in whole or in part on Hourly Rates or Direct Labor are estimates only. Estimated totals included in the breakdown by phases incorporate Engineer's labor, overhead, profit, reimbursable expenses (if any), and Consultants' charges, if any. Engineer shall not exceed the total compensation amount unless approved in writing by the Owner.

B. The terms of payment are set forth in Article 4 of the Agreement and in the applicable governing provisions of Exhibit C.

7. **Consultants retained as of the Effective Date of the Task Order:** Moore Engineering, Braun Intertec

8. **Other Modifications to Agreement and Exhibits:** None

9. **Attachments:**

Exhibit A – Engineer's Services – Preliminary & Design Engineering

10. **Other Documents Incorporated by Reference:**

January 1, 2021 Agreement between Owner and Engineer for Professional Services

## 11. Terms and Conditions

Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

OWNER: City of Valley City

ENGINEER: KLJ Engineering LLC

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

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

Print Name: Dave Carlsrud

Print Name: \_\_\_\_\_

Title: Mayor

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

Firm's Certificate No. (if required): 061-C

State of: North Dakota

Witness:

Witness:

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

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

Print Name: Brenda Klein

Print Name: \_\_\_\_\_

Title: Finance Director

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

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Gwen Crawford

Name: Chad Petersen

Title: City Administrator

Title: Senior Project Manager

Address: 220 3rd St NE  
Valley City, ND 58072

Address: 1010 4<sup>th</sup> Ave SW  
Valley City, ND 58072

E-Mail: gcrawford@valleycity.us

E-Mail: [chad.petersen@kljeng.com](mailto:chad.petersen@kljeng.com)

Phone: (701)845-8120

Phone: (701)845-9446

---

### Task Order Form

EJCDC® E-505, Agreement Between Owner and Engineer for Professional Services – Task Order Edition.  
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and American Society of Civil Engineers. All rights reserved.



**EXHIBIT A  
SCOPE OF SERVICES  
PRELIMINARY & DESIGN ENGINEERING  
Permanent Flood Protection Phases 5 & 6**

**KLJ Engineering, LLC**

## **PURPOSE**

The purpose of this exhibit is to describe the scope of work and responsibilities required to complete Preliminary and Design Engineering services for the Permanent Flood Protection Phases 5 & 6 Project. The proposed project will include approximately 3,660 feet of floodwall and 2,690 feet of levee. KLJ Engineering, LLC (KLJ) will provide Project Management, Survey, Preliminary and Design Engineering for the proposed project.

## **OBJECTIVE**

The objective of the preliminary phase is to perform field survey and preliminary engineering. The objective of the design phase is to develop plans and specifications for bidding, including opinion of cost. The project will include concrete floodwalls, lift stations, grading, aggregate base, hot bituminous pavement, curb & gutter, water main, sanitary, storm sewer, lighting and incidentals. It is anticipated that separate sets of plans will be prepared for Phases 5 & 6 for bidding purposes.

## **PROJECT MANAGEMENT & COORDINATION**

### **Project Management**

KLJ will manage and coordinate the work completed by the KLJ project team. This work will consist of managing work assignments, internal team meetings, subconsultant coordination, client and agency coordination, project budget, and project schedule. KLJ will also implement a QC/QA plan for the preliminary and design phase which will be documented and overseen by the project manager.

### **City/Team Meetings (3 Meetings Estimated)**

The KLJ/Moore project team will meet with representatives from City, including City Commission Meetings, to discuss planning issues, scheduling, progress and upcoming work.

### **Public Meeting**

KLJ will attend up to two Public Informational Meetings. The purpose of the Public Meeting is to update the public on the progress of the project to date, discuss project timeline and to answer any questions. The format for the meeting will be an open house format. Preparation for the meeting will include any or all of the following: a PowerPoint presentation, visual displays, public handouts, exhibits, and plan drawings.

### **Cost-Share Requests – North Dakota Department of Water Resources**

KLJ will submit cost-share requests to the North Dakota Department of Water Resources for construction following the completion of the plans and specifications. It is anticipated that separate cost-share requests for Phases 5 & 6 will be made to the ND DWR.

ENGINEERING, REIMAGINED



## PRELIMINARY ENGINEERING

### Utility Coordination

Identify preliminary utility conflicts and work with the utility companies (Electric, Gas, Telecommunications, etc.) to inventory and understand considerations related to relocating existing utility facilities. One (1) coordination meeting with each of the utilities is anticipated during this phase to discuss the proposed project, identify potential impacts, and work to develop preliminary cost estimates for utility relocation, if required.

### Field Survey

KLJ will complete field surveys for items such as topography, utility locations and right-of-way necessary to design the project. KLJ will download the survey information for use in the design phase of the project.

### Geotechnical Investigation

KLJ will sub-consult with Braun Intertec to provide soil recommendations needed to characterize subsurface geologic conditions at selected exploration locations, analyze subsurface conditions as they pertain to flood protection structure performance and stability, and provide recommendations for structure design and construction (see attached proposal for detailed scope of work).

## ENVIRONMENTAL

### Permitting

The following permits are anticipated as part of the project:

- Floodplain Development Permit - City of Valley City Floodplain Administrator
- Section 404 Permit - US Army of Engineers
- Sovereign Lands Authorization - North Dakota Department of Water Resources (ND DWR)
- Construction Permit - ND DWR

It is anticipated that Phases 5 & 6 will be permitted separately.

### Aquatic Resource Delineation

Provide a field aquatic resource delineation to identify preliminary wetland impact issues. A field aquatic resource delineation would be completed in accordance with the US Army Corps of Engineers (USACE) 1987 Delineation Manual and NDDOT guidance.

### Cultural Resources

Class I - KLJ will acquire existing cultural resource information surrounding the project area from the State Historical Society of North Dakota (SHSND). Site information may not be depicted in public documents but rather the information is used for avoidance purposes. Additional research may include using historic aerial imagery, plat maps, and any other sources that are easily obtained to provide historical information about the project area. The results of this literature review will be summarized in a report and submitted as part of the section 106 review process.

ENGINEERING, REIMAGINED



### Class III -

If requested from the NDSHPO, Engineer could perform a Class III Cultural Resource Inventory of the proposed project area. The fieldwork methodology will follow the established guidelines of the NDSHPO. Engineer will produce and submit one hardcopy of the Report of Findings to the SHPO and one hardcopy for Owner. This report will be completed in accordance with the established guidelines of the NDSHPO.

Report - KLJ will produce a Report of Findings. The report will be compiled by the Crew Chief and the Principal Investigator and reviewed by the Project Manager prior to submittal to the agencies. It is anticipated that one Report will be completed for Phases 5 & 6.

## DESIGN ENGINEERING

### Preliminary Plans/Plan Review

KLJ will perform design calculations and develop all necessary plan sheets. KLJ will distribute one review copy of the preliminary plans at approximately 90% completion and conduct a plan review with the City of Valley City.

It is anticipated that the preliminary plans will include the following plan sections:

- Section 1 Title Sheet
- Section 2 Table of Contents/Standard Drawings
- Section 4 Scope of Work
- Section 6 Notes & Environmental Commitments
- Section 8 Estimate of Quantities
- Section 10 Basis of Estimate
- Section 20 Details
- Section 30 Typical Sections
- Section 40 Removals
- Section 50 Inlet & Manhole Summary
- Section 55 Utility Plan and Profile
- Section 60 Plan & Profiles
- Section 70 Contours
- Section 76 Temporary Erosion Control Plans
- Section 77 Permanent Erosion Control Plans
- Section 90 Paving Layouts
- Section 100 Traffic Control Layouts
- Section 110 Permanent Signing Layouts
- Section 140 Electrical Layouts
- Section 170 Floodwall Layout
- Section 171 Floodwall Details
- Section 172 Lift Stations (4 lift stations anticipated)
- Section 200 Cross Sections

ENGINEERING, REIMAGINED



### Final Plans – Revision and Submittal

Revisions from the Plan Review will be incorporated into the final plans. KLJ will complete and document a final internal QA review.

KLJ will submit one copy of the final plans to the City of Valley City.

### Opinion of Cost

KLJ will create the Opinion of Cost at 90% Plans and Final Plans.

### Bidding Documents & Bid Opening

KLJ will develop bid documents and specifications for the project. Plans, specifications, and bidding documents will be posted to Quest for advertisement for bid.

KLJ will be available to answer pre-bid questions from the contractors and assist in preparation of bid documents. KLJ will prepare up to two addenda, if necessary. KLJ will review the bid results and provide a recommendation to award the project.

### Deliverable Provided by KLJ

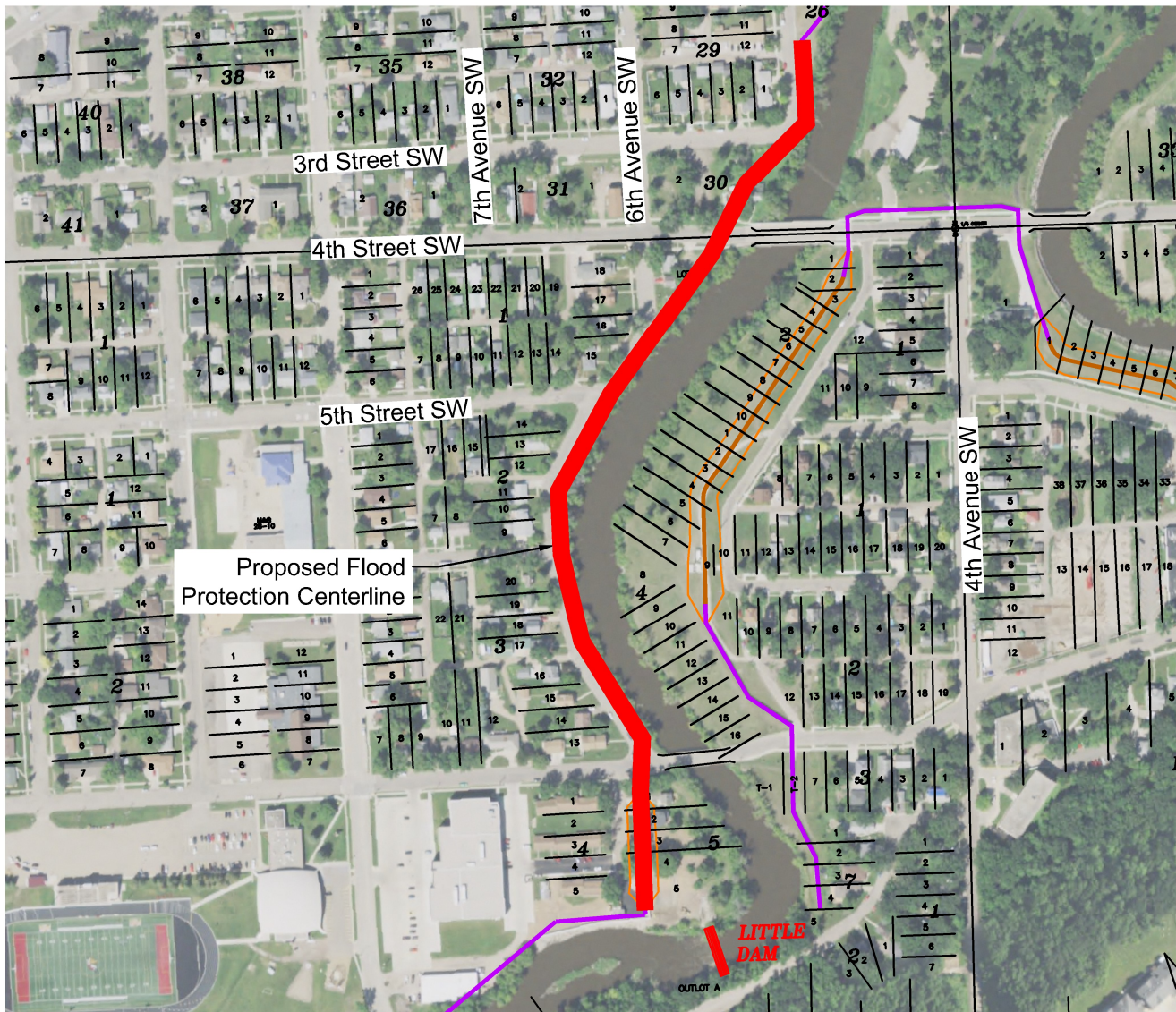
- Hydraulic Modeling for Interior Drainage
- Hydraulic Modeling for Construction Permit
- Preliminary Plans and Preliminary Opinion of Costs
- Final Plans and Opinion of Costs
- Bidding Documents

### Work Not Included in This Scope of Work

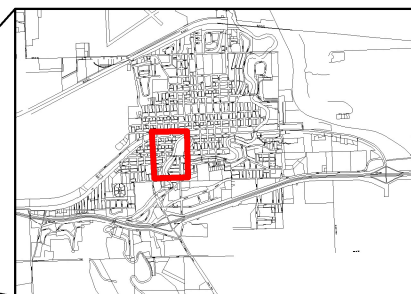
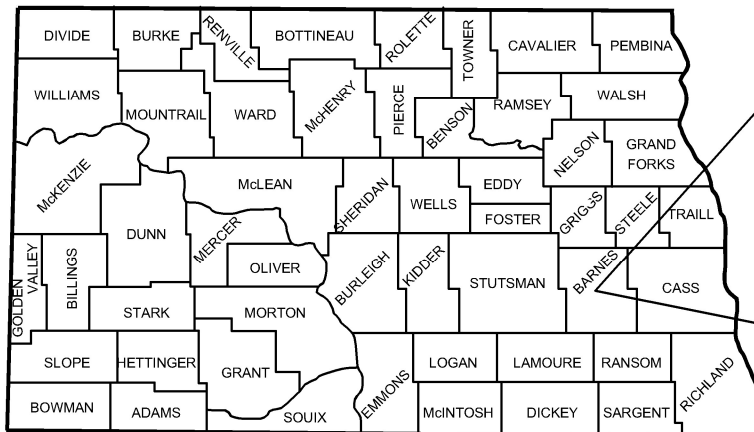
- Right of Way acquisition
- Construction Engineering

ENGINEERING, REIMAGINED

# PROPOSED PHASE 5 Permanent Flood Protection City of Valley City, North Dakota



 Proposed Phase 5 Alignment

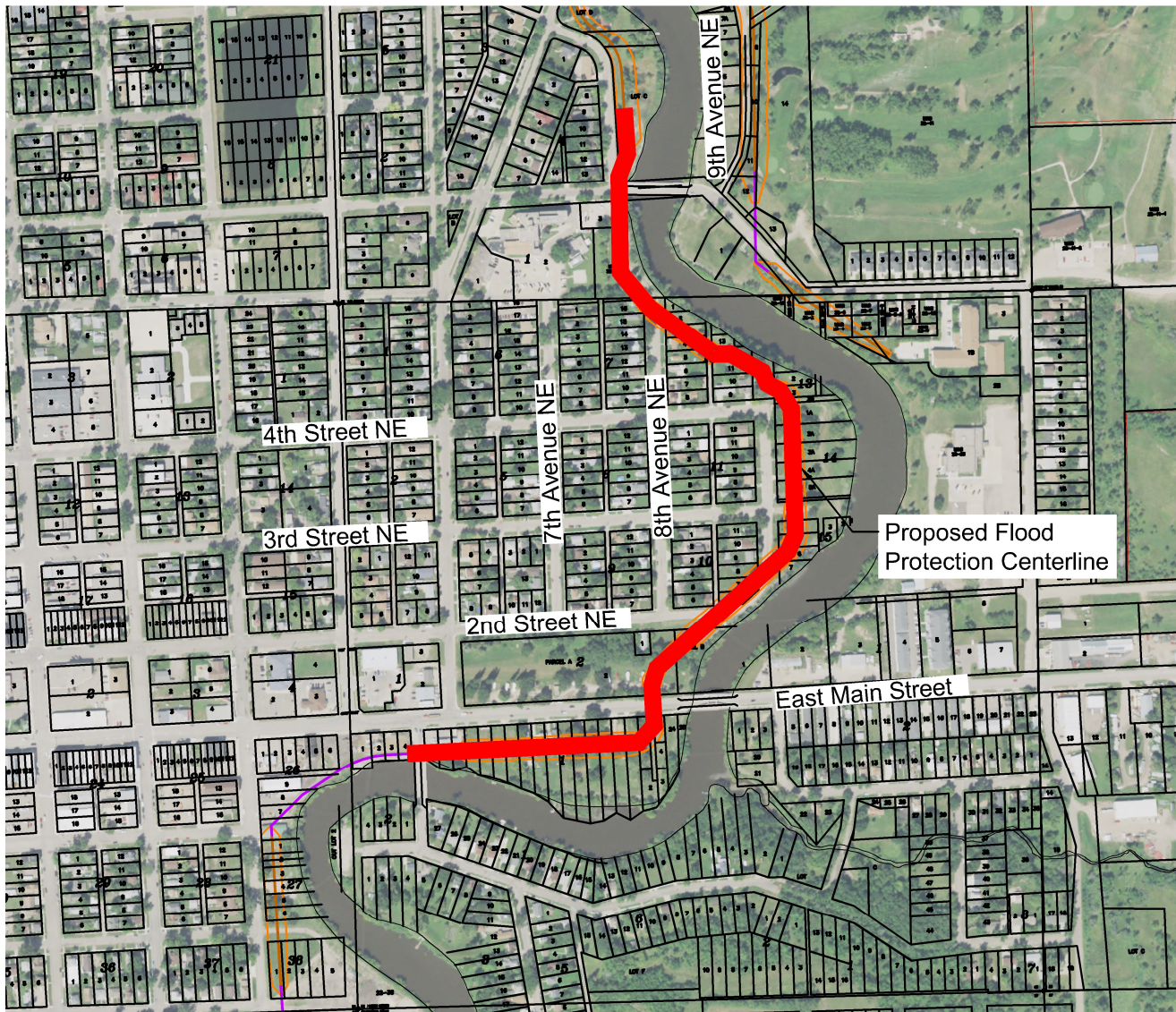


Valley City, ND

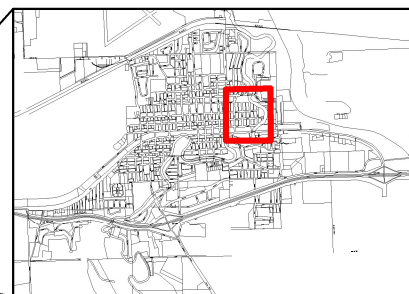
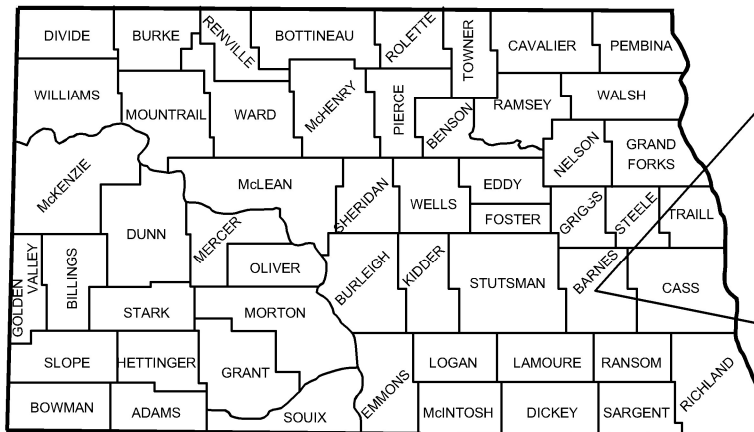




# PROPOSED PHASE 6 Permanent Flood Protection City of Valley City, North Dakota



 **Proposed Phase 6 Alignment**



**Valley City, ND**





December 11, 2025

Proposal 10004435\_001

Mr. Chad Peterson

**KLJ**

1010 4th Avenue SW

Valley City, ND 58072-3907

Re: Proposal for a Geotechnical Evaluation  
Valley City Phase 5/6 Permanent Flood Protection  
8th Avenue SW to 5th Avenue SW and 6th Avenue NE to 9th Avenue NE  
Valley City, North Dakota

Dear Mr. Peterson:

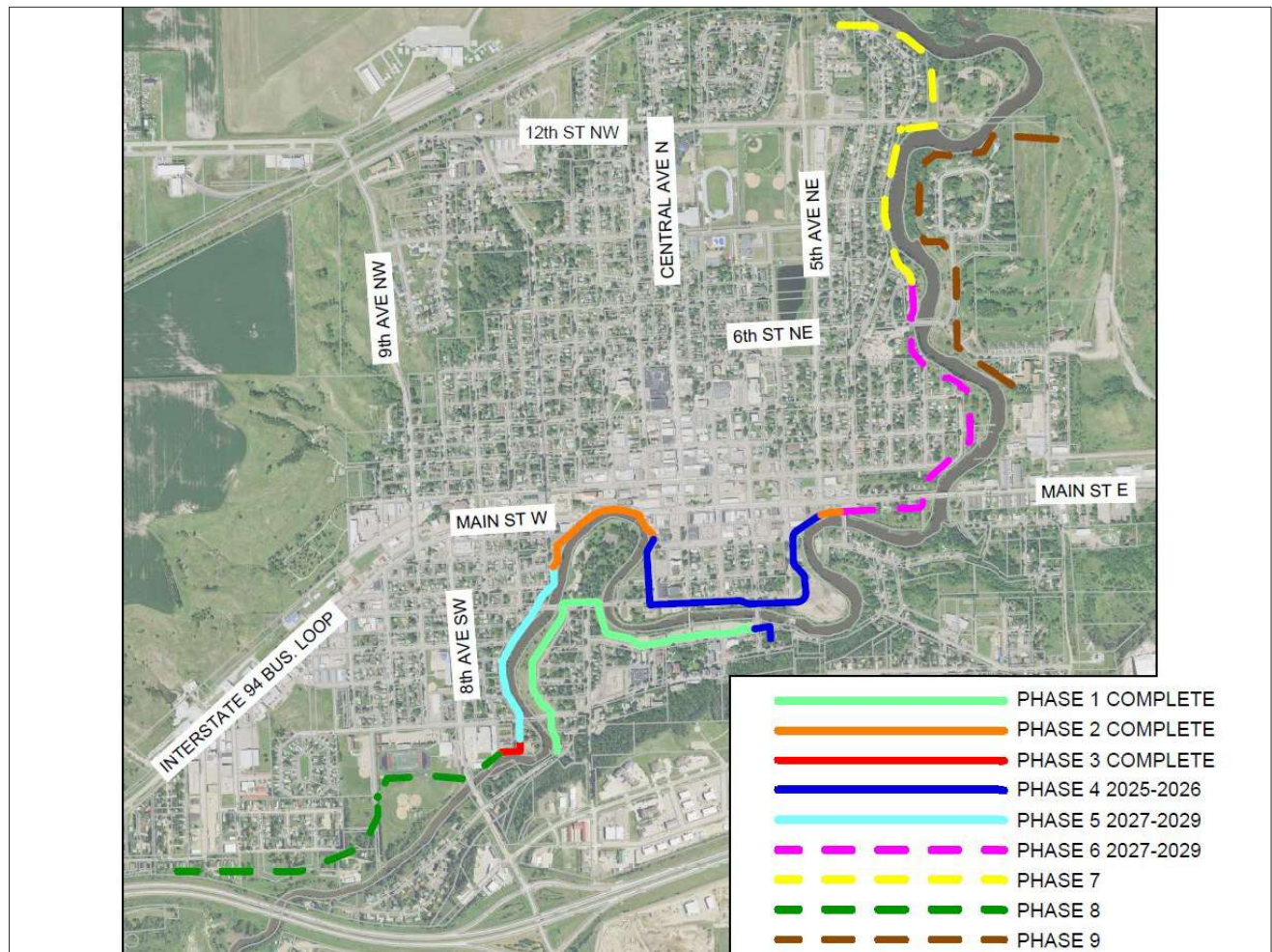
Braun Intertec Corporation (Braun Intertec) submits this proposal to complete a geotechnical evaluation for the Valley City Phase 5/6 Permanent Flood Protection project.

## Project Information

Per the attached plan and profile sheets (Sheets 11, 12, 15, and 16, by KLJ), Permanent Flood Protection Phases 5 and 6 will include approximately 3,660 feet of floodwall and 2,690 feet of levee. The floodwall and levee segments will tie into previously constructed elements of Permanent Flood Protection Phases 2 and 3, and ultimately into future elements of Phase 7.

Floodwall segments will rise approximately 4 to 7 feet above existing grades. Although structural details have not yet been published, we anticipate that the floodwalls will bear on spread footing foundations. Levee segments will rise approximately 4 feet above existing grades. We assume that the levees will have 10-foot crests and 3:1 (horizontal:vertical) or flatter banks.

The project also includes the construction of six lift stations, five of which are identified as numbers 3,4,5,8, and 9 on the plan and profile sheets, with the sixth to be located near the beginning of the Phase 5 alignment at approximately Station 39+00, south of 8th Avenue SW. Structural details for the lift stations also remain to be published.



**Figure 1. Valley City Permanent Flood Protection Phases**

## Previous Experience and Geotechnical Information

Braun Intertec has published several reports for proposed and constructed phases of the Valley City Permanent Flood Protection project, and has previously characterized the subsurface geologic profile along and beyond the limits of the Phase 5 and 6 Permanent Flood Protection alignments. Previously published reports that we will reference for this evaluation include:

- Geotechnical Evaluation Report, Valley City Flood Protection In-Town Mitigation, Braun Intertec Project B2202739, May 27, 2022.
- Preliminary Cross Section Analysis, Valley City Flood Control, Braun Intertec Project B2200419, February 4, 2022.
- Geotechnical Evaluation Report, Valley City Flood Protection – Phase 4, Braun Intertec Project B1802727, June 3, 2019.



- Geotechnical Evaluation Report, Valley City Flood Protection – Phase 3, Braun Intertec Project B1802485, June 15, 2018.
- Geotechnical Evaluation Report, Valley City Park and Power House Area Flood Mitigation Structures, Braun Intertec Project B1609770, February 7, 2017.
- Preliminary Geotechnical Evaluation Report, Flood Mitigation Structures, Braun Intertec Project B1508478, October 14, 2016.
- Geotechnical Evaluation Report, Proposed Flood Protection Levee, Braun Intertec Project FA1303277, February 12, 2014.

## Purpose

The purpose of our geotechnical evaluation will be to characterize subsurface geologic conditions at selected exploration locations, analyze subsurface conditions as they pertain to flood protection structure performance and stability, and provide recommendations for structure design and construction. Our work will be completed with the intent of supporting project compliance with Section 65.10 of the National Flood Insurance Program (NFIP), which is governed by the Federal Emergency Management Agency (FEMA).

## Scope of Services

We propose the following tasks to help achieve the stated purpose. If we encounter unfavorable or unforeseen conditions during the completion of our tasks that lead us to recommend an expanded scope of services, we will contact you to discuss the conditions before resuming our services.

### Reconnaissance and Exploration Staking

We will perform a reconnaissance of the Phase 5 and 6 Permanent Flood Protection alignments, evaluating access to exploration locations and documenting general site features (topography, drainage, etc.) and evidence of bank instability (ground cracking, subsidence, infrastructure impacts, etc.). We will stake prospective exploration locations by visual reckoning, documenting them for KLJ to locate and survey after our exploration program has been completed.

### Site Access

We assume that exploration locations can be accessed by a truck-mounted drill rig. We assume there will be no cause for delays in accessing the exploration locations. We are not including tree clearing, debris or obstruction removal, grading of navigable paths, or snow plowing in our scope of services.

Depending on access requirements, ground conditions or potential utility conflicts, our field crew may alter the exploration locations from those proposed to facilitate accessibility.

Our drilling activities may also impact the vegetation and may rut the surface to access boring locations. Restoration of vegetation and turf is not part of our scope of services.





## Utility Clearance

Prior to mobilizing our exploration rig, we will contact North Dakota One Call and arrange for notification to the appropriate utility vendors to mark and clear the exploration locations of public underground utilities. You, or your authorized representative, are responsible to notify us before we begin our work of the presence and location of any underground objects or private utilities that are not the responsibility of public agencies.

## Standard Penetration Test Borings

We will advance 20 standard penetration test (SPT) borings to depths between 30 and 75 feet at the locations shown in Figure 2 and the balance of the attached Historic and Proposed Borings exhibits. The attached Boring and Laboratory Test Schedule provides proposed depths for each boring and also indicates how sampling efforts are to be distributed among the proposed borings.

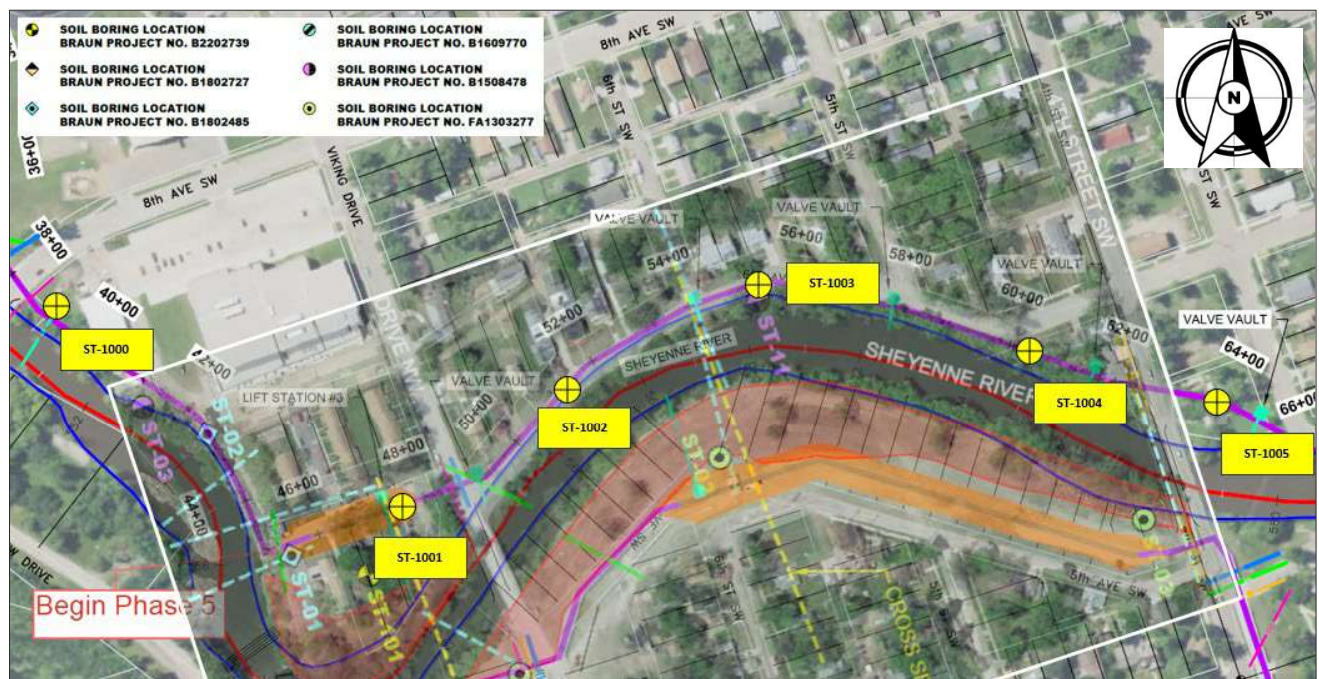


Figure 2. Excerpt, Page 1 of 4, Historic and Proposed Borings

We will perform standard penetration tests at 2 1/2-foot intervals to 30 feet and at 5-foot intervals at greater depths except where we obtain thin-walled tube samples.

## Groundwater Measurements

If the borings encounter groundwater during or immediately after drilling of each boring, we will record the observed depth on the boring logs.





## Borehole Abandonment

We will grout the SPT boreholes upon completion. Note that doing so, however, will prevent us from disposing of auger cuttings in the boreholes. Unless you direct us otherwise, we intend to thin-spread the cuttings around the boreholes. (We can provide off-site disposal of the cuttings for an additional fee.) Subsidence of the borehole backfill may also occur over time, requiring releveling of surface grades. We are not assuming responsibility for releveling after we complete our exploration program.

## Traffic Control

We have not made plans for providing traffic control but have included a fee to subcontract flagging and/or signage in the event we need to obstruct a road right-of-way. If we can avoid doing so, however, this fee will not be passed along to KLJ.

## Permits

We assume others will obtain permits or written permission from property owners to access the proposed exploration locations.

## Sample Review and Laboratory Testing

We will return recovered samples to our laboratory, where a geotechnical engineer will visually classify and log them. To help classify the materials encountered and estimate the engineering properties necessary to our analyses, we have budgeted to perform the following laboratory tests. Actual tests and the number of tests performed will be confirmed once material samples have been collected and visually classified.

**Table 1. Laboratory Testing Schedule**

| Test Name                                        | Number of Tests | ASTM Test Method | Purpose                                                                |
|--------------------------------------------------|-----------------|------------------|------------------------------------------------------------------------|
| Moisture content                                 | 88              | D2216            | Material classification, suitability for reuse                         |
| Density and moisture content                     | 34              |                  | Slope stability, bearing capacity, and settlement analyses.            |
| Atterberg limits                                 | 34              | D4318            | Material classification, engineering properties, suitability for reuse |
| Percent passing #200 sieve                       | 4               | D1140            | Material classification                                                |
| Unconfined compression                           | 10              | D2166            | Slope stability, bearing capacity, and lateral earth pressure analyses |
| Unconsolidated-undrained triaxial shear strength | 6               | D2850            | Slope stability, bearing capacity, and lateral earth pressure analyses |
| Consolidation, time rate                         | 3               | D2435            | Settlement analyses                                                    |

## Engineering Evaluation

We will use data obtained from our exploration and laboratory testing programs to complete the following engineering tasks.



## Risk Assessment

We will perform a risk assessment that identifies and qualifies Potential Failure Modes (PFMs) from one or more of the following categories:

- Project Geometry (proximity to existing bank, height and breadth, grade changes, applied loads).
- Seepage, Gradient and Uplift (subsurface geologic profile, internal erosion, piping potential).
- Slope Stability (foundation and bank integrity, flood event response).
- Erosion (bank integrity, vulnerability to scour).

## Geotechnical Analysis

We will qualify floodwall and levee structures according to loading conditions and USACE-prescribed factor of safety minimums outlined in Table 2.

**Table 2. Loading Conditions and Factor of Safety Minimums**

| Case                                            | Project Stage                 | Model Orientation | Stress Condition          | Water Level           | Minimum Factor of Safety |
|-------------------------------------------------|-------------------------------|-------------------|---------------------------|-----------------------|--------------------------|
| <b>Seepage-Related Erosion and Piping/Heave</b> |                               |                   |                           |                       |                          |
| 1-1                                             | Proposed Condition            | Dry Side          | NA                        | DWSE                  | 1.6                      |
| 1-2                                             | Proposed Condition            | Dry Side          | NA                        | MWSE                  | 1.3                      |
| <b>Flood Protection Stability</b>               |                               |                   |                           |                       |                          |
| 2-1                                             | End-of-Construction           | Wet and Dry Side  | Total Stress <sup>A</sup> | NFE                   | 1.3                      |
| 2-2                                             | Post-Construction Drawdown    | Wet Side          | "3-Stage" <sup>A</sup>    | DWSE to NFE           | 1.0                      |
| 2-3a                                            | Post-Construction Flood Stage | Dry Side          | Effective Stress          | Steady Seepage @ DWSE | 1.4                      |
| 2-3b                                            | Post-Construction Flood Stage | Dry Side          | Effective Stress          | Steady Seepage @ MWSE | 1.3                      |
| 2-3c                                            | Post-Construction Flood Stage | Dry Side          | Total Stress <sup>A</sup> | Steady Seepage @ DWSE | 1.3                      |
| <b>Setback Stability</b>                        |                               |                   |                           |                       |                          |
| 3-1                                             | Effective Stress ("Drained")  | Riverbank         | Effective Stress          | NFE and LFE           | 1.4                      |
| 3-2                                             | Sudden Drawdown               | Riverbank         | "3-Stage" <sup>A</sup>    | NFE to LFE            | 1.2                      |
| 3-3                                             | Total Stress ("Undrained")    | Riverbank         | Total Stress <sup>A</sup> | NFE and LFE           | 1.3                      |

<sup>A</sup> Total stress/undrained shear strength parameters assigned only to cohesive/lower-permeability materials.

The Design Water Surface Elevation (DWSE) is assumed equal to the Design Flood Elevation plus Hydraulic Uncertainty. The MWSE is assumed equal to the top of floodwall structures or the DWSE plus Superiority and Settlement Overbuild for levee structures. We ask that KLJ provide the project's DWSE and MWSE.

We propose to use the computer programs SEEP/W and SLOPE/W from the GeoStudio suite of software by Seequent as our primary tool for seepage and slope stability analyses. SIGMA/W, also from the same suite of software, will be used to perform deformation analyses for levee structures. SEEP/W and SIGMA/W are finite element programs that allow pore water pressure response and strain due to flooding, post-flood drawdown, and material loading/unloading to be evaluated on a steady-state (single time step) or transient (multiple time step) basis. SLOPE/W can be coupled with SEEP/W and SIGMA/W to compute factors of safety based on



SEEP/W seepage results and SIGMA/W deformation results, or used independently to compute factors of safety under specified normal piezometric or staged drawdown conditions.

We anticipate requesting the 13 cross sections identified on the attached Historic and Proposed Boring exhibits for inspection. Three to four cross sections each through floodwall and levee structures will be analyzed.

We will evaluate floodwall and lift station settlement with Settle3D by Rocscience, which is based on one-dimensional consolidation theory. Bearing capacity for each will be estimated from General Bearing Capacity theory.

## Reporting

We will prepare a Geotechnical Evaluation Report that includes:

- Sketches showing project details, exploration locations, and analyzed cross sections.
- Logs of our SPT borings.
- A summary of subsurface geologic conditions including geologic profiles.
- A summary of our laboratory test results.
- The results of our seepage, slope stability, settlement, and bearing capacity analyses.
- Recommendations for excavations, subgrade preparation, foundation and below-grade wall design, the placement of excavation backfill and additional required fill, and seepage or slope stability mitigation measures warranted by our analyses.

We will only submit an electronic copy of our report to you unless you request otherwise. At your request, we can also send the report to additional project team members.

## Schedule

We anticipate performing our work according to the following schedule.

- Field Exploration – Ten days beginning December 29, 2025.
- Classification and Laboratory Testing – One to four weeks after completing our exploration program.
- Preliminary Analytical Results – Four to eight weeks after completing our exploration program.
- Draft Report Submittal – March 2026.
- Final Report Submittal – One week after receipt of draft comments.



If we cannot complete our proposed scope of services according to this schedule due to circumstances beyond our control, we may need to revise this proposal prior to completing the remaining tasks.

## **Fees**

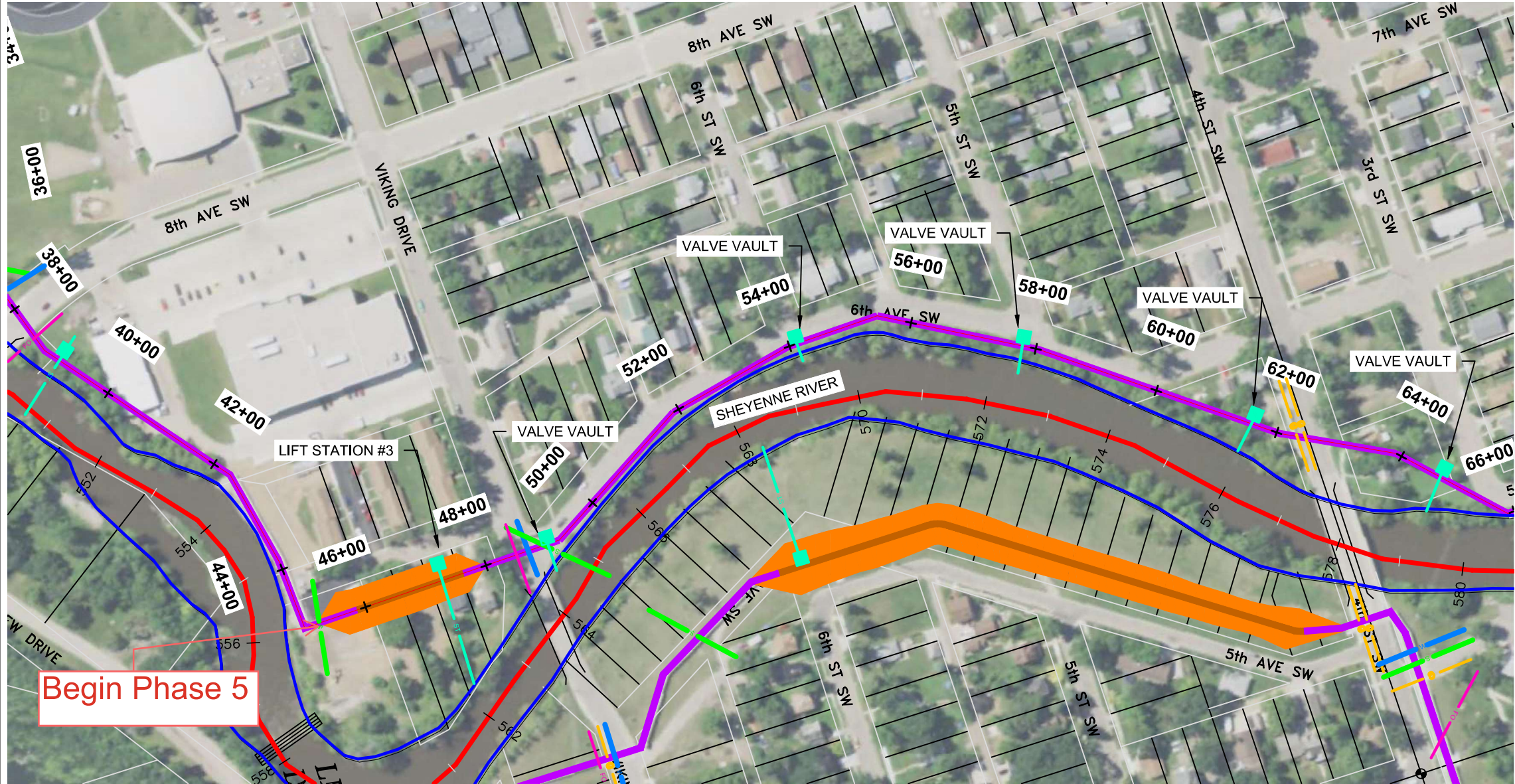
We will furnish the services described in this proposal on a time and materials basis for an estimated fee of **\$155,658**. The attached Fee Estimate shows our hourly and/or unit rates and our Task costs.

Our work will extend over several invoicing periods. As such, we will submit partial progress invoices for work we perform during each invoicing period.

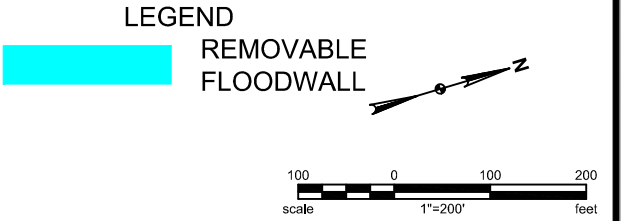
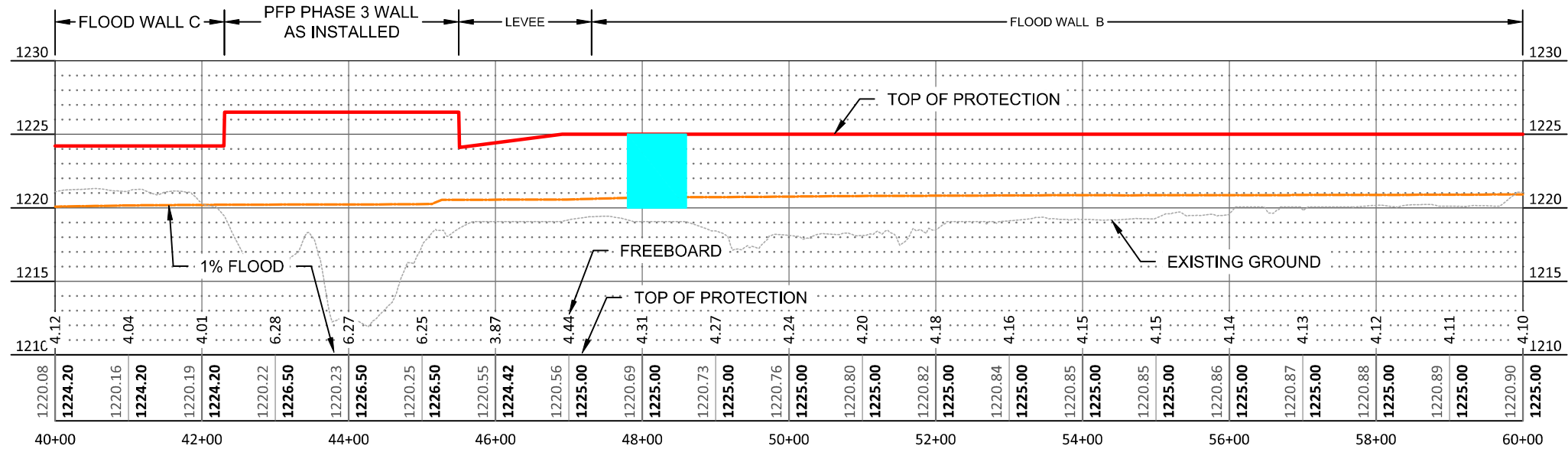
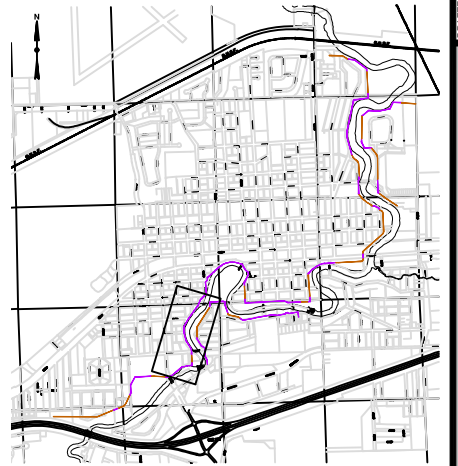
## **Additional Services**

Our fees do not include potential costs for snow plowing, towing, stand-by time, or work that is not included in the above scope of services.





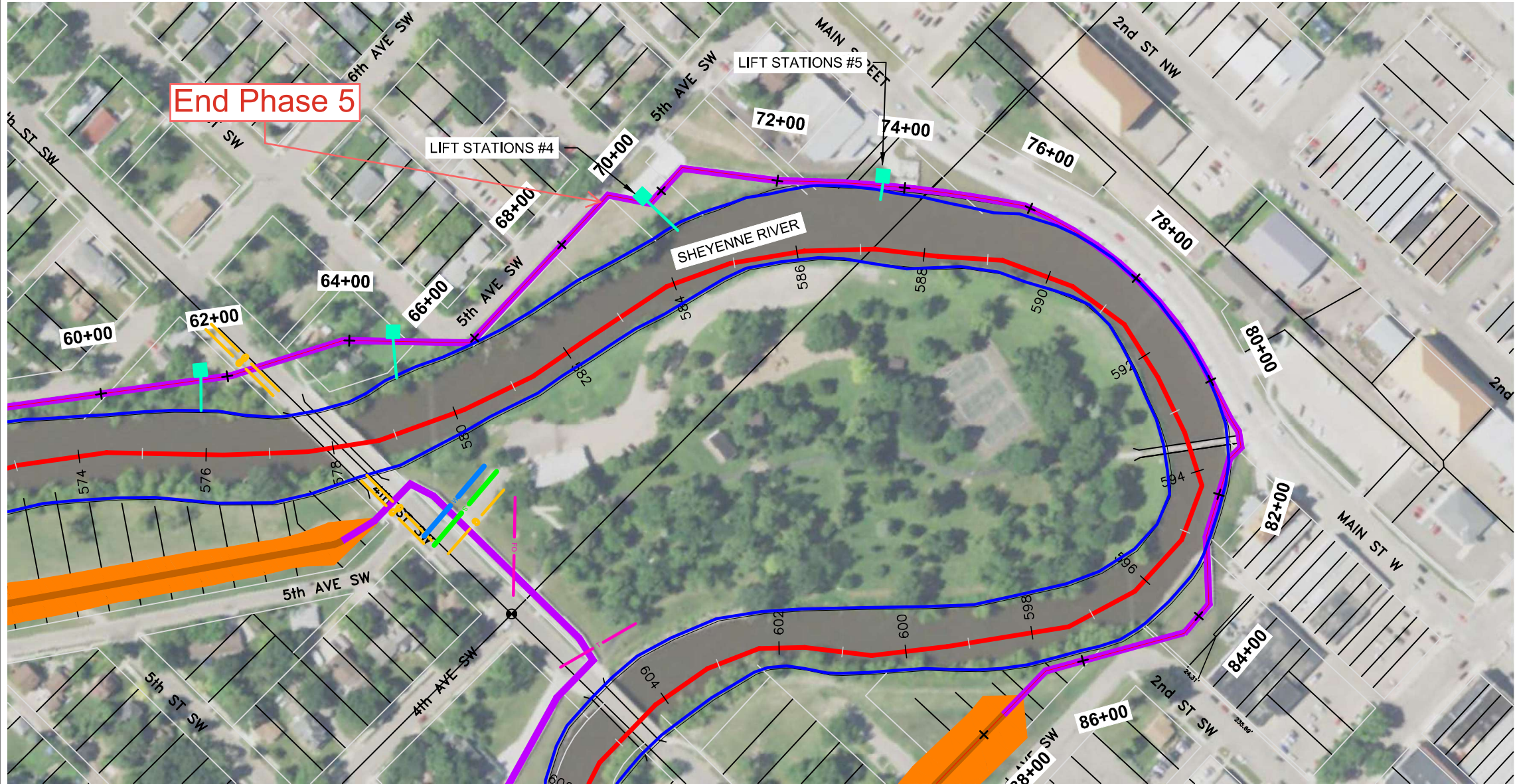
- LEGEND
- RIVER CENTERLINE
  - LEVEE
  - FLOODWALL
  - WATERLINE
  - SEWERLINE
  - STORM SEWER
  - GAS LINE
  - FIBER OPTIC LINE
  - TELEPHONE LINE



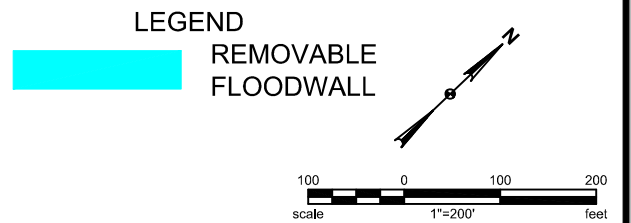
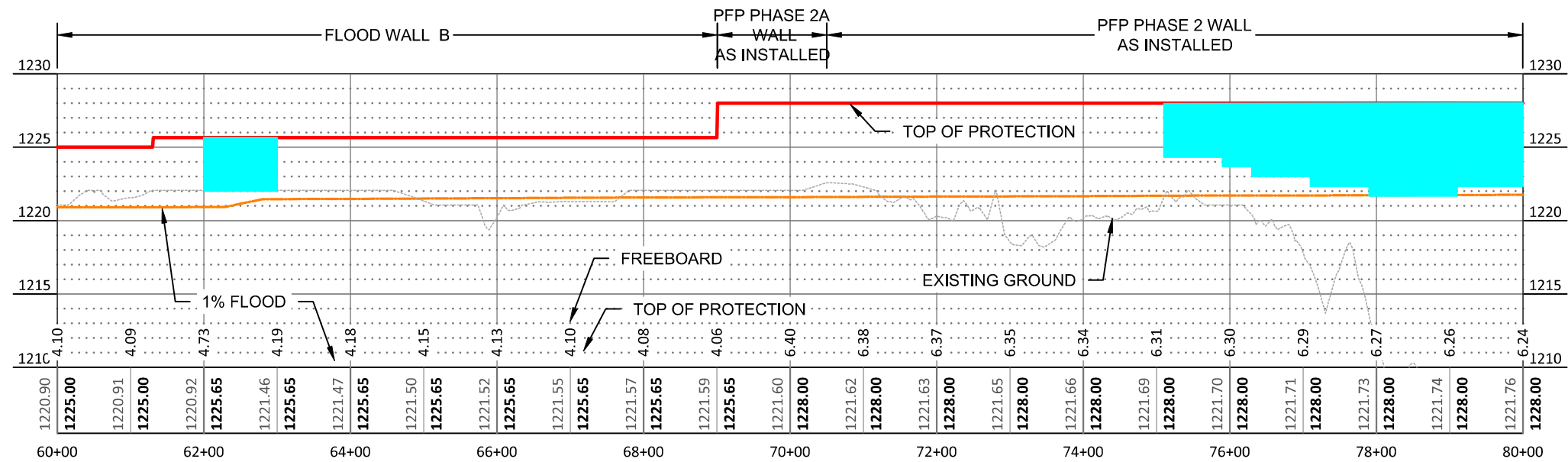
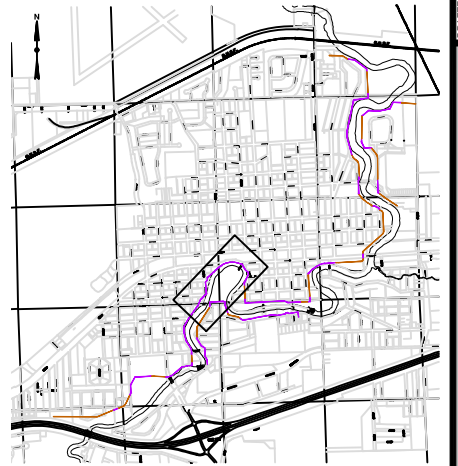
|                |            |  |
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| REVIEWED       | SM         |  |
| PROJECT NUMBER | 1804-00101 |  |
| ISSUE DATE     | 9/7/2022   |  |

VALLEY CITY PERMANENT FLOOD PROTECTION  
CITY OF VALLEY CITY  
VALLEY CITY, ND  
PLAN AND PROFILE 40+00 TO 60+00





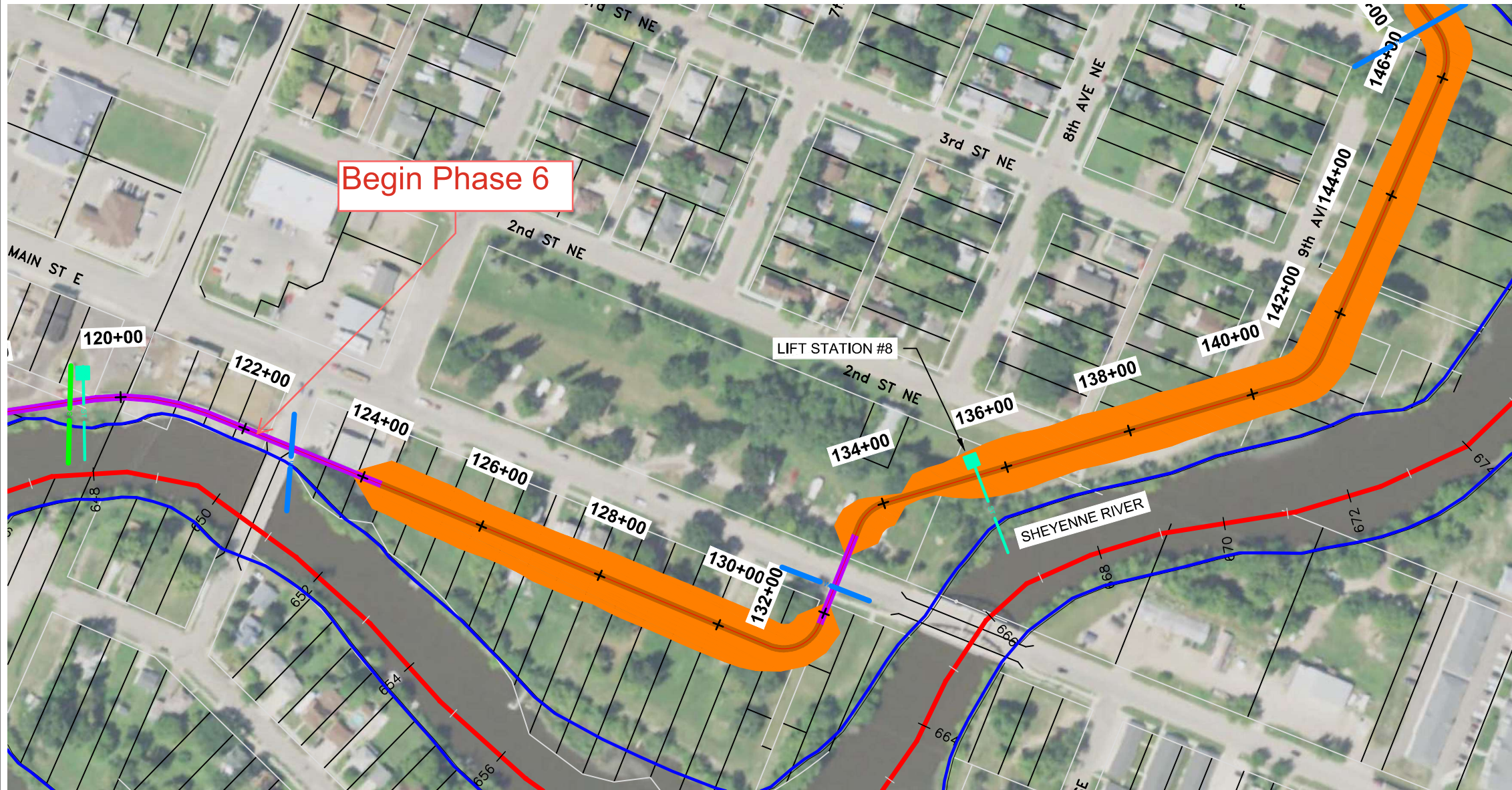
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- RIVER CENTERLINE
  - LEVEE
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  - GAS LINE
  - FIBER OPTIC LINE
  - TELEPHONE LINE



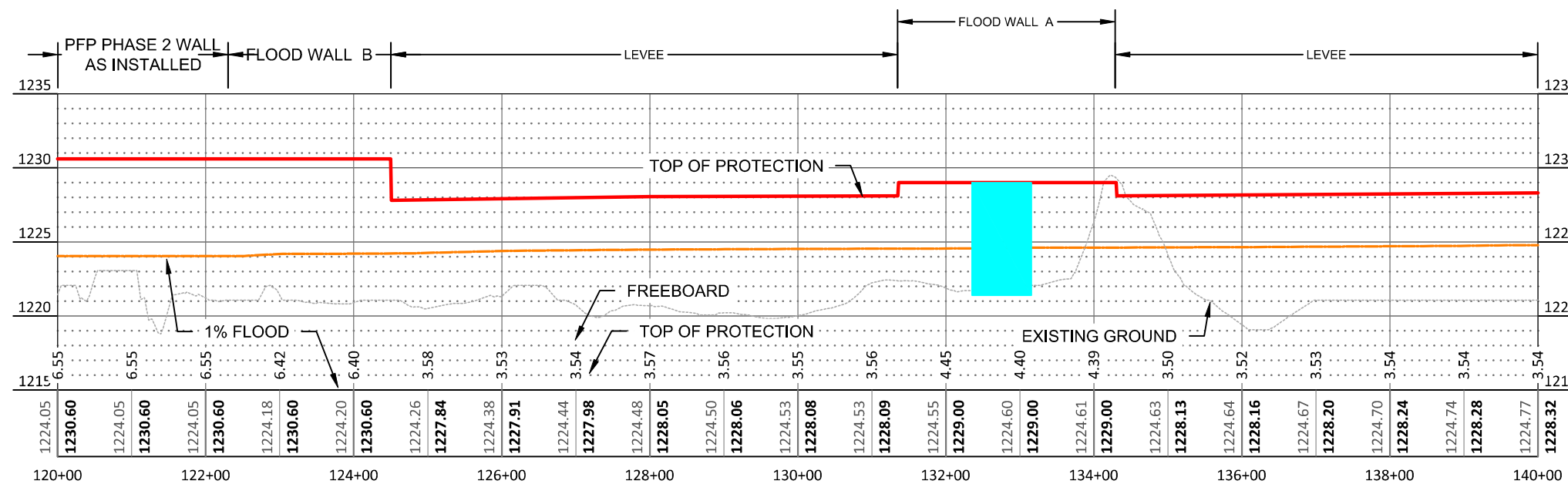
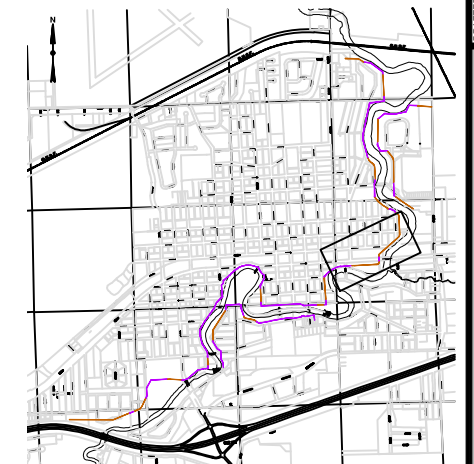
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| REVIEWED       | SM         |  |
| PROJECT NUMBER | 1804-00101 |  |
| ISSUE DATE     | 9/7/2022   |  |

VALLEY CITY PERMANENT FLOOD PROTECTION  
CITY OF VALLEY CITY  
VALLEY CITY, ND  
PLAN AND PROFILE 60+00 TO 80+00

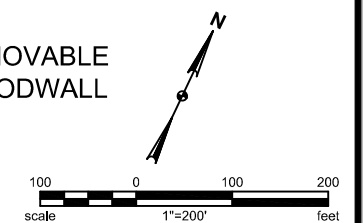




- LEGEND
- RIVER CENTERLINE
  - LEVEE
  - FLOODWALL
  - WATERLINE
  - SEWERLINE
  - STORM SEWER
  - GAS LINE
  - FIBER OPTIC LINE
  - TELEPHONE LINE



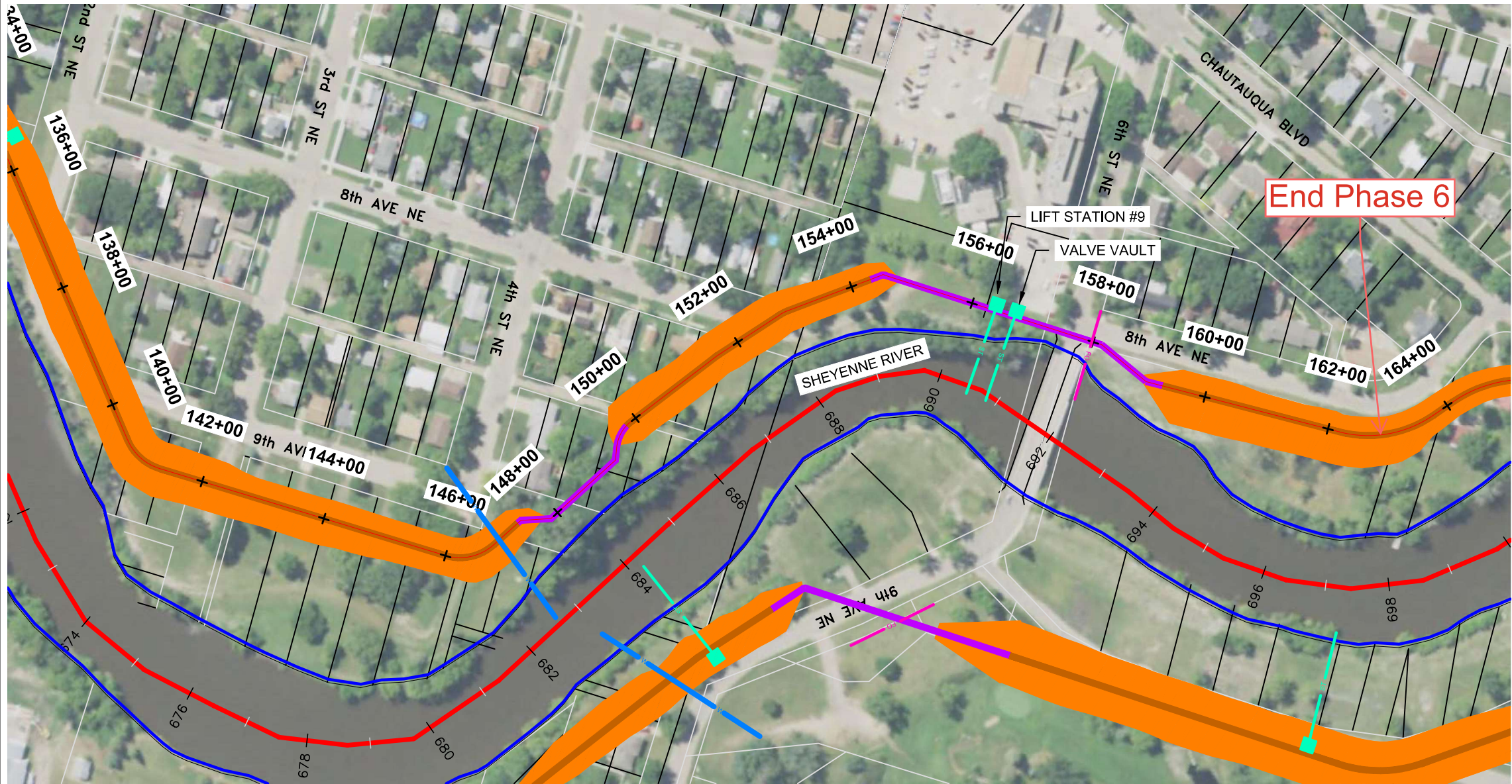
- LEGEND
- REMOVABLE FLOODWALL



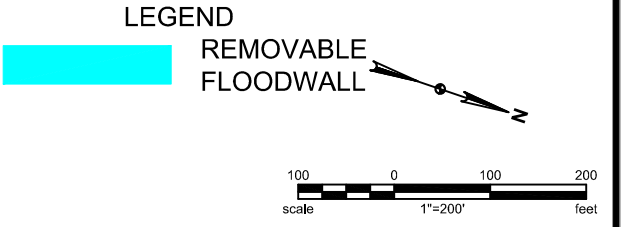
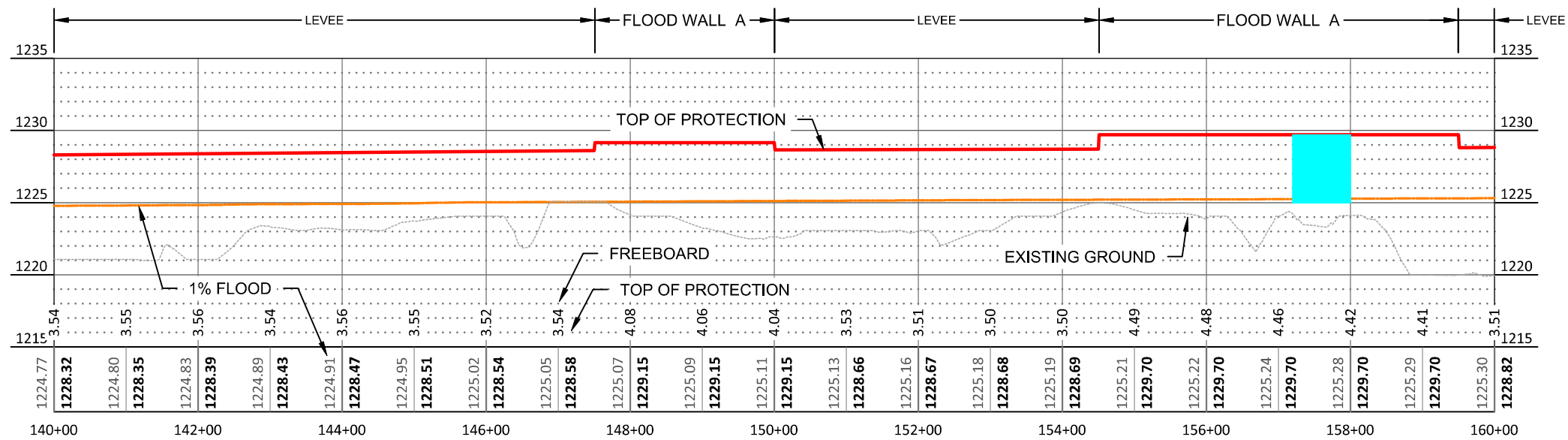
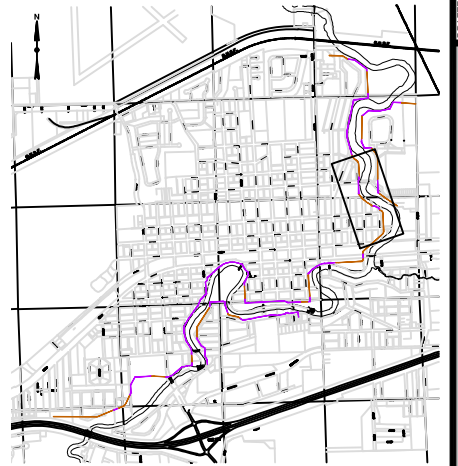
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|----------------|------------|--------------|------|
| REVIEWED       | SM         |              |      |
| PROJECT NUMBER | 1804-00101 |              |      |
| ISSUE DATE     | 9/7/2022   |              |      |

VALLEY CITY PERMANENT FLOOD PROTECTION  
CITY OF VALLEY CITY  
VALLEY CITY, ND  
PLAN AND PROFILE 120+00 TO 140+00





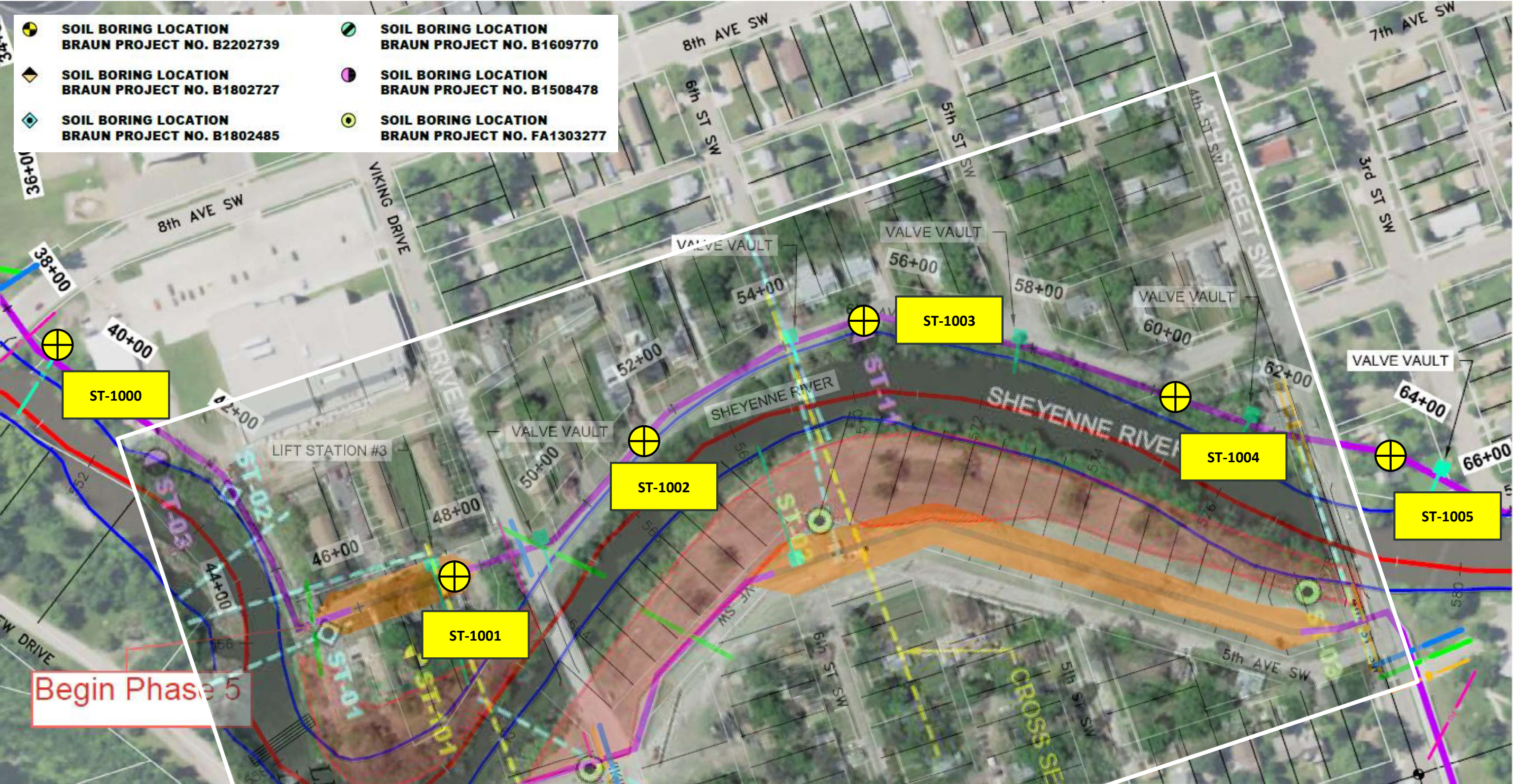
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  - LEVEE
  - FLOODWALL
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  - SEWERLINE
  - STORM SEWER
  - GAS LINE
  - FIBER OPTIC LINE
  - TELEPHONE LINE



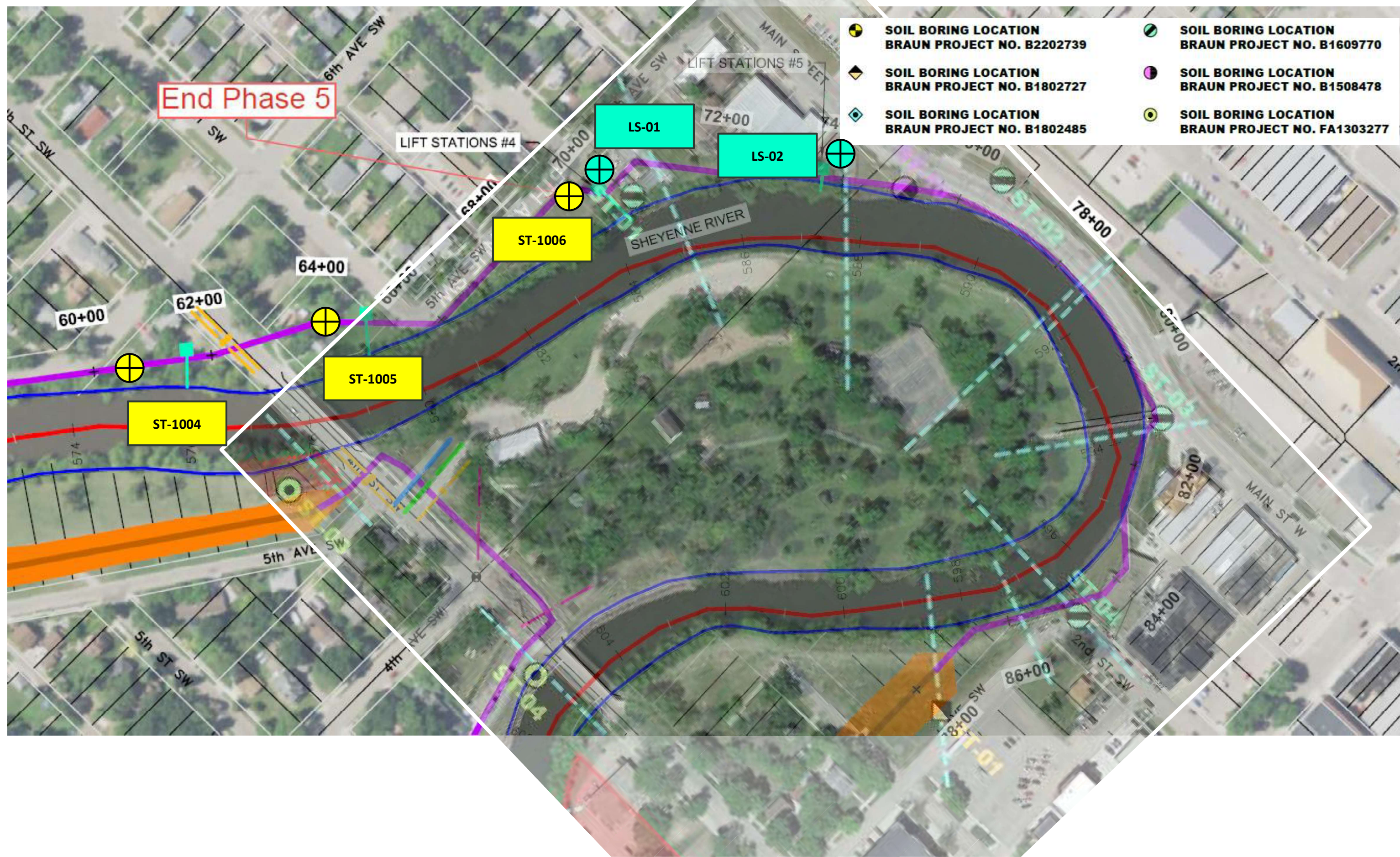
| DRAWN          | MS         | REVISION NO. | DATE |
|----------------|------------|--------------|------|
| REVIEWED       | SM         |              |      |
| PROJECT NUMBER | 1804-00101 |              |      |
| ISSUE DATE     | 9/7/2022   |              |      |

VALLEY CITY PERMANENT FLOOD PROTECTION  
CITY OF VALLEY CITY  
VALLEY CITY, ND  
PLAN AND PROFILE 140+00 TO 160+00

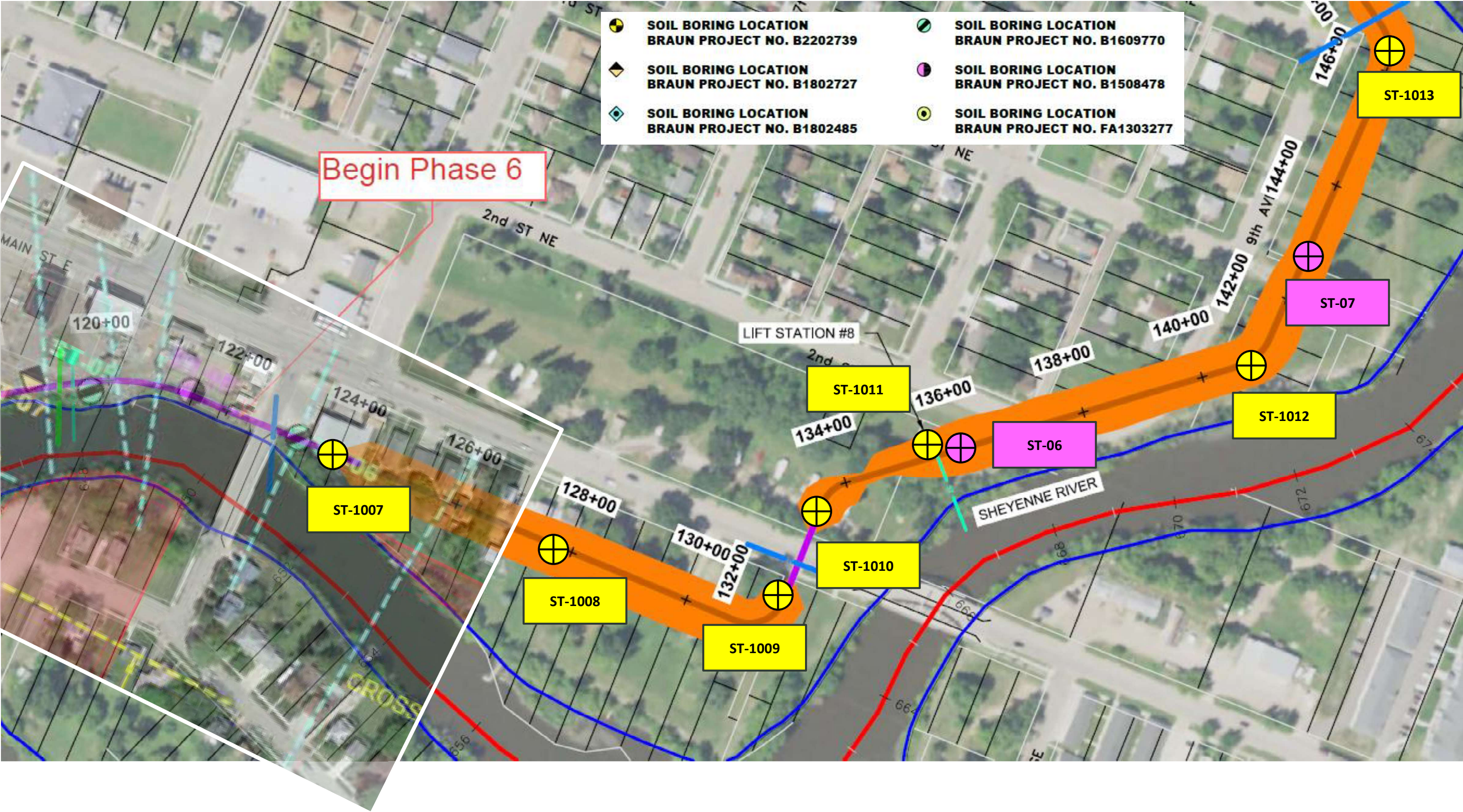




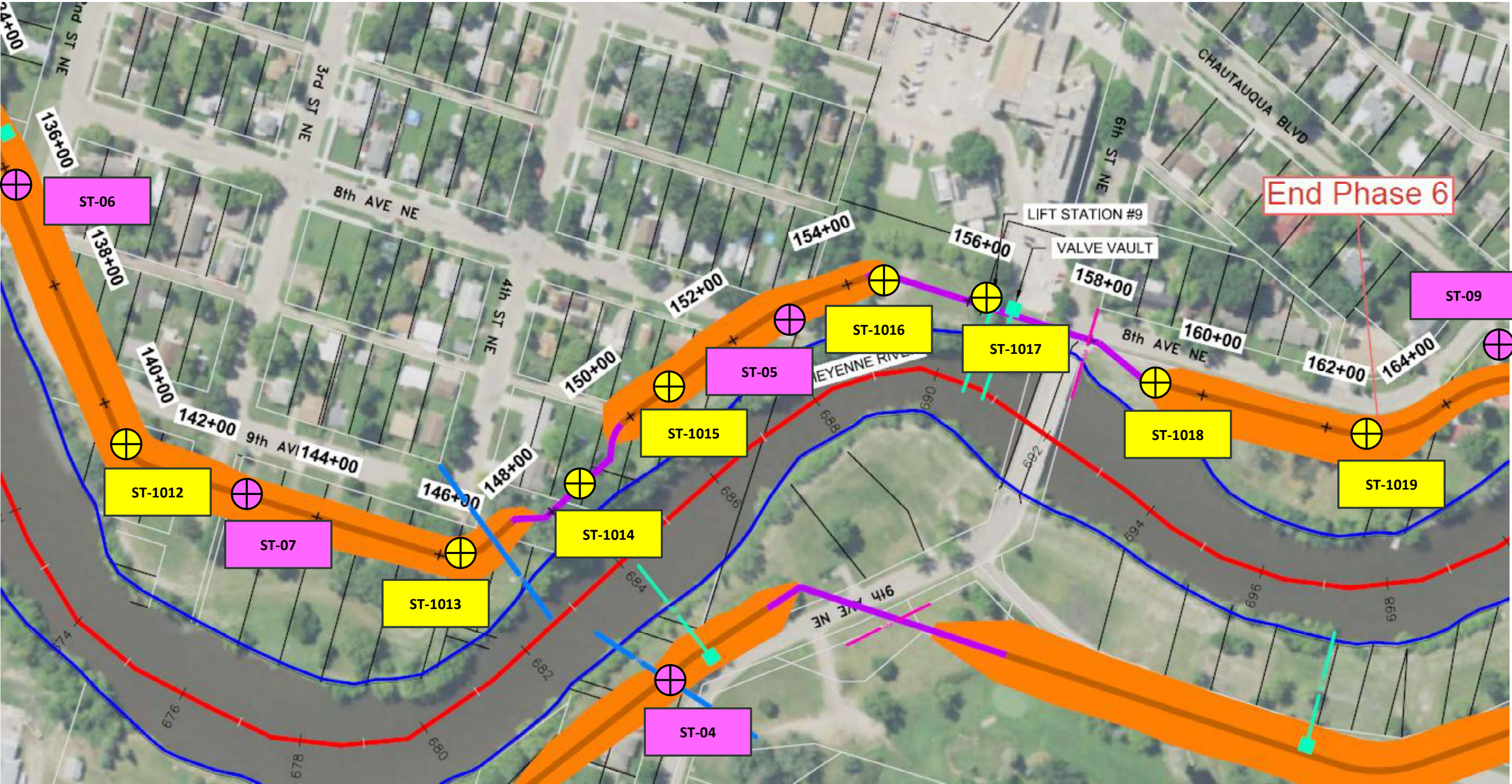














**10004435\_001: Valley City Phase 5/6 Permanent Flood Protection - Boring and Laboratory Testing Schedule**

| Boring        | Structure    | Depth       | Thin-Walled Tube<br>Samples | Moisture Content | Density and<br>Moisture | Atterberg Limits | #200 Wash | Unconfined<br>Compression | Triaxial Shear | Consolidation |
|---------------|--------------|-------------|-----------------------------|------------------|-------------------------|------------------|-----------|---------------------------|----------------|---------------|
| ST-1000       | Lift Station | 75          | 4                           | 4                | 4                       | 4                | 1         | 1                         |                |               |
| ST-1001       | Lift Station | 75          | 4                           | 4                | 4                       | 4                | 1         | 1                         | 2              | 1             |
| ST-1002       | Floodwall    | 50          |                             | 5                |                         |                  |           |                           |                |               |
| ST-1003       | Floodwall    | 30          | 3                           | 3                | 3                       | 3                |           | 1                         |                |               |
| ST-1004       | Floodwall    | 50          |                             | 5                |                         |                  |           |                           |                |               |
| ST-1005       | Floodwall    | 50          |                             | 5                |                         |                  |           |                           |                |               |
| ST-1006       | Floodwall    | 30          |                             | 3                |                         |                  |           |                           |                |               |
| ST-1007       | Floodwall    | 50          |                             | 5                |                         |                  |           |                           |                |               |
| ST-1008       | Levee        | 50          | 3                           | 5                | 3                       | 3                |           | 1                         |                |               |
| ST-1009       | Levee        | 50          |                             | 5                |                         |                  |           |                           |                |               |
| ST-1010       | Levee        | 30          |                             | 3                |                         |                  |           |                           |                |               |
| ST-1011       | Lift Station | 75          | 4                           | 4                | 4                       | 4                | 1         | 1                         | 2              | 1             |
| ST-1012       | Levee        | 50          | 3                           | 5                | 3                       | 3                |           | 1                         |                |               |
| ST-1013       | Levee        | 50          | 3                           | 5                | 3                       | 3                |           | 1                         |                |               |
| ST-1014       | Floodwall    | 30          |                             | 3                |                         |                  |           |                           |                |               |
| ST-1015       | Levee        | 50          | 3                           | 5                | 3                       | 3                |           | 1                         |                |               |
| ST-1016       | Levee        | 50          |                             | 5                |                         |                  |           |                           |                |               |
| ST-1017       | Lift Station | 75          | 4                           | 4                | 4                       | 4                | 1         | 1                         | 2              | 1             |
| ST-1018       | Levee        | 50          |                             | 5                |                         |                  |           |                           |                |               |
| ST-1019       | Levee        | 50          | 3                           | 5                | 3                       | 3                |           | 1                         |                |               |
| <b>Totals</b> |              | <b>1020</b> | <b>34</b>                   | <b>88</b>        | <b>34</b>               | <b>34</b>        | <b>4</b>  | <b>10</b>                 | <b>6</b>       | <b>3</b>      |



List of interested people in the planning and zoning board opening

Blake Stevens  
921 19<sup>th</sup> Ave SW  
840-3261

Peyton Puckett  
236 8<sup>th</sup> Ave NW  
490-0122

Brian Heath  
490-2824

The city asked for the applicants to submit a short letter with their qualifications and why they are interested in serving... one page or less

The letter due date was Dec 19<sup>th</sup>

Brian Health was the only the only one that submitted a letter. Brian Heath letter is attached

12/18/25

To whom it may concern,

I am interested in serving on the Planning and Zoning Commission because the issues discussed and acted on are important to the growth of Valley City and help form a basis by which everyone can make informed decisions regarding building and development in our community.

I am a retired Professional Land Surveyor, working for KLJ for 20 years. In that period, I had innumerable interactions with City personnel on projects for roads and bridges, flood control, water, sewer and storm sewer. As a registered surveyor, I worked on numerous plats for subdivisions and attended many P & Z meetings concerning them.

I have extensive knowledge of city history and am very familiar with the infrastructure of Valley City.

Before my time at KLJ, I was a contractor working mostly on residential construction, both new and remodeling projects.

Please contact me if you have any questions. My phone number is 701-490-2824.

Thank you for your consideration.

Sincerely,

Brian R. Heath



December 18, 2025

City of Valley City  
PO Box 390  
Valley City, ND 58072

Dear Brenda,

Thank you for your application to the Infrastructure Revolving Loan Fund, administered by the Bank of North Dakota.

We have worked with the Department of Transportation, Public Finance Authority and the Department of Environmental Quality to verify the eligibility of the projects. In this application period, the dollar amount of applications received did exceed the amount of funding available. Applications were then prioritized based on the published criteria, with the highest scoring applications being awarded funding.

Congratulations! The City of Valley City has been allocated \$1,500,000 of loan funds for the 2026 mill and overlay paving project. This agreement shall become effective upon your written acceptance by signing and returning this letter by January 31, 2026.

When the signed letter is returned, we will reach out to request additional information for underwriting and final approval of the loan. If this loan application is not approved within six months of the date of this letter, BND reserves the right to request the borrower to re-apply, in the subsequent application period.

If you have questions, please contact Kylee Merkel at [kmerkel@nd.gov](mailto:kmerkel@nd.gov) or 701.328.5713.

Sincerely,



Kylee Merkel  
Business Banker  
Legislature Directed Loan Programs

**CITY OF VALLEY CITY**

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

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

**AMENDMENT TO THE BYLAWS OF THE  
VALLEY CITY-BARNES COUNTY DEVELOPMENT CORPORATION**

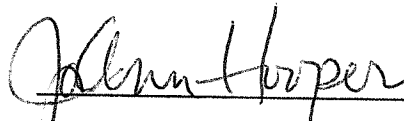
**ARTICLE FOUR                      BOARD OF DIRECTORS**

**SECTION 2                              NUMBER OF BOARD MEMBERS**

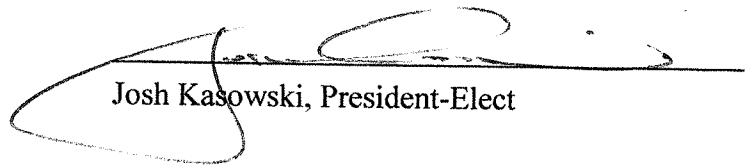
The Board of Directors shall consist of fifteen (15) directors; eleven (11) members elected from the membership of the corporation, two (2) members from the City Commission of the City of Valley City, and two (2) members to serve as rural representatives, which shall include one (1) County Commissioner and one (1) individual selected by the County Commission. Both representatives for the City of Valley City shall be appointed at the discretion of the City Commission. Both rural representatives of Barnes County shall serve as one-year appointments and shall be reappointed at the discretion of the County Commission.

Effective November 18, 2013 three (3) directors shall be elected to serve a (3) year term each, four (4) directors shall be elected to serve a (3) year term each and four (4) directors shall be elected to serve a (3) year term each.

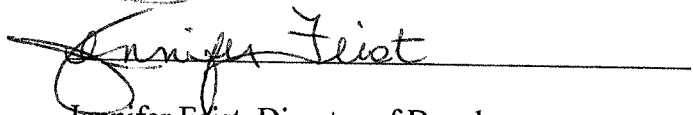
Amended by the Board of Directors this 8<sup>th</sup> day of October, 2018.



JoAnn Hooper, President



Josh Kasowski, President-Elect



Jennifer Feist, Director of Development



# RESOLUTION NO. 2512

## RESOLUTION AMENDING THE MASTER FEE SCHEDULE

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

WHEREAS, pursuant to V.C.M.C. §§ 7.1-01-05, 8-06-08, and 12-05-03, administrative fees for noncompliance with city orders may be established by resolution of the Board of City Commissioners; and

WHEREAS, pursuant to N.D.C.C. § 44-04-18, the City may charge costs for responding to public records requests; and

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

### **Schedule A – Administrative**

Public Record Requests\*\* (See N.D.C.C. § 44-04-18)

| Service or cost                                                              | Fee(s)                                                                                                                  |
|------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| Paper copy of public records                                                 | 25 cents per one-sided or two-sided duplicated paper copy of a size not more than eight and one-half by fourteen inches |
| Electronic copies by email                                                   | No charge for document (location and redaction time may apply)                                                          |
| Records produced in format other than paper copy or electronic copy by email | Actual cost of making copy including labor, materials, and equipment                                                    |
| Postage                                                                      | Actual cost                                                                                                             |
| Locating records                                                             | First hour free then \$25 per hour.                                                                                     |
| Reviewing records for confidential or exempt data, redaction                 | First hour free then \$25 per hour.                                                                                     |

\*\* The City requires payment of estimated costs before locating, redacting, making, or mailing copies. If the payment is insufficient to cover actual costs, the City will withhold records pursuant to a request until such time as a requester provides payment for any outstanding balance for prior requests.

If the City receives five or more requests from the same requester within seven days, the City will treat the requests as one request in computing the time it takes to locate and excise the records.

If repeated requests for records disrupt other essential functions of the City, the City may refuse to permit inspection of the records, or provide copies of the records

Administration of code enforcement orders

| Service                                  | Type of fee   | Fee(s)          |
|------------------------------------------|---------------|-----------------|
| Removal of snow and ice from sidewalk    | Per violation | \$30 plus costs |
| Pruning/removal of trees, shrubs, stumps | Per violation | \$30 plus costs |

|                                   |               |                 |
|-----------------------------------|---------------|-----------------|
| Mowing/removal of weeds and grass | Per violation | \$30 plus costs |
|-----------------------------------|---------------|-----------------|

#### Special meeting

| Service                    | Frequency       | Fee(s) |
|----------------------------|-----------------|--------|
| Special meeting by request | Per application | \$25   |

#### Miscellaneous permits and licenses

| Permit or license         | Frequency       | Fee(s)                                                       |
|---------------------------|-----------------|--------------------------------------------------------------|
| Fireworks display         | Per application | \$100                                                        |
| Gaming site authorization | Annual          | First location \$100, plus \$50 for each additional location |
| Raffle permit             | One-time permit | \$10                                                         |
|                           | Annual          | \$25                                                         |

### **Schedule B – Use of City Property**

| Property                    | Type of fee               | Fee(s)           |
|-----------------------------|---------------------------|------------------|
| Block off street            | Per application           | No fee           |
| Parade permit               | Per application           | No fee           |
| Parking lot                 | Per application           | \$100            |
| Sidewalk – Outdoor patio    | Annual application        | \$50             |
|                             | Encroachment on ROW*      | \$100            |
| National Guard Armory (NGA) | Deposit                   | \$125            |
|                             | Per 90 minutes            | \$20             |
|                             | Per day                   | \$200            |
|                             | Per day (multi-day event) | \$150            |
| NGA: Chairs                 | Deposit                   | \$2.00 per chair |
|                             | Rental fee                | \$.20 per chair  |
| NGA: Tables                 | Deposit                   | \$10.00          |
|                             | Rental fee                | \$3.00 per table |

**\* May require separate encroachment agreement with City**

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

1. That the Master Fee Schedule is amended to include the above described fees pursuant to sections 7.1-01-05, 8-06-08, and 12-05-03 of the Valley City Municipal Code, and section 44-04-18 of the North Dakota Century Code.

Approved and adopted this 6th day of January, 2025.

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Dave Carlsrud, President  
Board of City Commissioners

ATTEST:

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Brenda Klein, Finance Director

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