City Commission Meeting

Valley City, North Dakota

Meeting Date: September 15, 2026

Meeting Time: 5:00 p.m.

Meeting Location: The City Commission Meeting will be held at the City Commission Chambers, 220 3rd St. NE, Valley City, ND.

The meeting is also available to view online https://us06web.zoom.us/j/81372568664 or listen by calling (1 346 248 7799) Webinar ID: 813 7256 8664.

Call to Order

Roll Call

Pledge of Allegiance (Please Stand)

Approval of Agenda

Roll Call: Magnuson Erickson Kline Gulmon Bishop

Approval of Consent Agenda

A. Approve Minutes from the 09.01.2026 Commission Meeting.
B. Approve Monthly Reports from the Fire Chief, Electrical Superintendent, Building Inspector Finance Director and Municipal Judge.
C. Approve Contractors License
    a. Bob Ryerson Construction
    b. 2C's Heating & Cooling
D. Approve Raffle Permit
    a. District 24 Republicans

Roll Call: Gulmon Kline Erickson Magnuson Bishop

Public Comment

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 tplecity@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

PH1. Open Public Hearing Regarding 2027 Annual City Budget. *(Finance Director Klein)*

Motion to Close Hearing

Roll Call: Kline Gulmon Magnuson Erickson Bishop

Ordinance

ORD 1192. First Reading of Ordinance 1192, An Ordinance Adopting the 2027 Annual City Budget. *(Finance Director Klein)*

Roll Call: Erickson Magnuson Gulmon Kline Bishop

Resolution

RES 2538. A Resolution Approving Transfer of Salvaged Bricks for City Heritage Preservation (All Saints' Episcopal Church, 516 Central Avenue North). *(City Attorney Martineck)*

Roll Call: Magnuson Erickson Kline Gulmon Bishop

RES 2539. A Resolution Approving Conditional Use Permit Lots 6 and 7, Block 3, Riverside Park Addition, City of Valley City (Guest Inn). *(City Attorney Martineck)*

Roll Call: Gulmon Kline Erickson Magnuson Bishop

RES 2540. A Resolution approving Conditional Use Permit Lot 2, Block 14, B.W. Benson's Addition, City of Valley City (Guest Inn). *(City Attorney Martineck)*

Roll Call: Kline Gulmon Magnuson Erickson Bishop

New Business

NB1. Approve Monthly Bills for the City and public Works in the Amount of $2,918,174. *(Finance Director Klein)*

Roll Call: Erickson Magnuson Gulmon Kline Bishop

NB2. Approve the remodel exemption application for the Tom Glandt property located at 1268 West Main Street – parcel number 63-3430082. *(City Assessor Drabus)*

Roll Call: Magnuson Erickson Kline Gulmon Bishop

NB3. Approve Renaissance Zone Authority Board recommendation to approve application for Bridgetown Development LLP for a 5-year income tax exemption and 5-year property tax exemption capped at $500,000 located at 949 12th ST SE and designated as VC- 149. *(City Assessor Drabus)*

Roll Call: Gulmon Kline Erickson Magnuson Bishop

NB4. Approve Renaissance Zone Authority Board recommendation to approve application for Bridgetown Development LLP for a 5-year income tax exemption and 5-year property tax exemption capped at $500,000 located at 953 12th ST SE and designated as VC- 150. *(City Assessor Drabus)*

Roll Call: Kline Gulmon Magnuson Erickson Bishop

NB5. Approve Task Order for Environmental Documentation and Design Engineering for 2027 Highway Safety Improvement Project. *(City Engineer)*

Roll Call: Erickson Magnuson Gulmon Kline Bishop

City Administrator's Report

City Updates & Commission Reports

Adjourn

City Commission Meeting
Valley City, North Dakota

Tuesday, September 01, 2026

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

Pledge of Allegiance

Oath of Office for Police Officer Joseph Antonutti

Approval of Agenda

Approval of Consent Agenda

- **A. Approve minutes from 08.18.2026 Finance and Commission Meetings**
- **B. Approve Contractors License**
  - **a. American Playground Co.**
  - **b. Apex Contracting LLC**
  - **c. Bakkegard & Schell INC**
  - **d. Bridge City Landscaping & Excavating LLC**
  - **e. Red River Glazing**
  - **f. Richard Lorenz LLC**
  - **g. Vavra Contracting LLC**
- **C. Approve Local Permit**
  - **a. Valley City USBC Association**

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

Public Comments

Valley City resident Lori Kiefert requested that the Board of Commissioners pass resolutions related to the city designating native grass areas and the public availability of meeting materials and videos.

Resolution

Approve Resolution 2535, A Resolution Imposing A Temporary Moratorium on City Approvals for Data Centers and On the City's Execution or Approval of Related Nondisclosure Agreements.

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

Approve Resolution 2536, A Resolution Approving the Final Replat Of Valley City School Addition, City of Valley City.

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

Approve Resolution 2537, A Resolution Approving the Cost and Maintenance Agreement with Barnes County for NDDOT Project No. BIP-FXBA-BRP-0200(050), PCN 23549 (Viking Bridge Replacement).

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

New Business

Approve Change Order #2 For Paving Improvement District No. 133.

City Engineer Petersen reported that the seal coat portion of Paving Improvement District 133 will not be completed during the current construction season. As discussed at the recent finance meeting, a change order is needed to address timing adjustments, including when liquidated damages would apply and when the project would be suspended.
The change order also outlines specific work that must still be completed this fall, such as pavement markings and crosswalks near VCSU following the overlay work. It includes provisions for maintenance-related items, such as repairs required due to damage or accidents.
Motion to approve by Commissioner Kline, seconded by Commissioner Gulmon.
Roll Call: Magnuson-Yes; Gulmon-Yes; Kline-Yes; Erickson-Yes; Bishop-Yes Motion Passed

Approve Bid Of $72/Acre and Award Cropland Lease to Riley Adams.

City Attorney Martineck reported the City advertised the cropland near the City Lagoons for approximately four weeks, with the bid opening held last Thursday. One bid was received, and it met all requirements, including exceeding the minimum bid amount and recommended approval of the contract.
Motion to approve by Commissioner Magnuson, seconded by Commissioner Erickson.
Roll Call: Gulmon-Yes; Erickson-Yes; Kline-Yes; Magnuson-Yes; Bishop-Yes Motion Passed

Approve Renaissance Zone Authority Board Recommendation to Approve Application for Bridgetown Development for A 5-Year Income Tax Exemption And 5-Year Property Tax Exemption Capped At $500,000 Located At 1025 12th ST SE and Designated As VC- 148.

City Assessor Drabus reported that the Renaissance Board reviewed the application and approved it. All required paperwork has been submitted. Staff recommended Commission approval.
Motion to approve by Commissioner Gulmon, seconded by Commissioner Magnuson.
Roll Call: Kline-Yes; Gulmon-Yes; Magnuson-Yes; Erickson-Yes; Bishop-Yes Motion Passed

Approve Renaissance Zone Authority Board Recommendation to Approve Application for Bridgetown Development for A 5-Year Income Tax Exemption And 5-Year Property Tax Exemption Capped At $500,000 Located At 1005 12th ST SE and Designated As VC- 147.
City Assessor Drabus reported that the Renaissance Board reviewed the application and approved it. All required paperwork has been submitted. Staff recommended Commission approval.
Motion to approve by Commissioner Magnuson, seconded by Commissioner Kline.
Roll Call: Erickson-Yes; Kline-Yes; Magnuson-Yes; Gulmon-Yes; Bishop-Yes Motion Passed

City Administrator's Report

City Administrator Crawford reported that Mayor Bishop, Public Works Superintendent Clint Klemisch, and staff conducted an on-site review of concrete cracking at the new Public Works facility. Some cracks were determined to be superficial, while others will be replaced. Drone footage will be taken to document current conditions. The concrete remains under warranty; if cracks worsen within the next year, additional replacements will be considered.
Interior work is progressing well. Flooring is being installed in offices, the break room, training room, locker rooms, and bathrooms. Ceiling tiles are largely in place, and fiber installation is underway. The project remains ahead of schedule, with completion expected on or before the October 15 deadline.
Staff noted that only Public Works employees will relocate to the new facility. City Hall staff will remain at their current location.

City Updates and Reports

Finance Director Klein reminded the Commission that the 2027 budget hearing will be held at the next meeting on September 15.

City Engineer Petersen reported that the mill and overlay portion of Paving Improvement District 133 is scheduled to begin the week of September 21. This work is expected to take approximately one week, followed by cleanup. All work under the contract—except for the seal coat change order—should be completed by the October 3 deadline.

It was also noted that Bituminous Paving will perform mill and overlay work near the Love's entrance as part of an NDDOT project. That work is expected to occur during the same timeframe, the week of September 21.

Adjourn

Meeting was adjourned at 5:24pm

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

FOR PERIOD: June 1, 2026 – May 31, 2027

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: Bob Ryerson Const

Owner: Bob Ryerson

Mailing Address: 2304 115 Ave SE

City, State Zip Code: Rogers ND

Phone Number: 701-490-6044

Email Address: bobryerson65!@gmail.com

Today's Date: 8-31-26

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

X Contractor _____ Electrician _____ Plumber _____ Mechanical

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

_____ Electrician _____ Plumber 31208 Contractor

Licenses will only be issued to master electricians (NDCC 43-09-20) and master plumbers (NDCC 43-18-10).

A copy of the following must be filed with the City Auditor as part of this application:

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

_____ **Current copy of State Electrician and/or Plumber License**

X **Current copy of State Contractor License,**

No person may engage in the business nor act in the capacity of a contractor within this city when the cost, value, or price per job exceeds the sum of $1,000 without first having a license.

If applicant does not provide state contractor license and states that it is not required please sign here:

_____.

LICENSE FEE:

_____ $100 if **initial application**, make checks payable to City of Valley City

X $50 if **renewal application** pd 8.31.2026

RETURN TO:

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

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

Revised 03.10.2026

BOB RYERSON CONSTRUCTION

Class D - 31208

Request Certificate

Class Type	Class D
License Num	31208
Status	Active
Renewal Date	3/1/2027
Inactive Date	N/A
Mailing Address	2304 115TH AVE SE ROGERS, ND 58479-9611
Standing - Other	Good
Standing - WSI	Good
Standing - Job Service	Good
Standing - Business	Good
Business Phone	(701) 646-6044
Registration Date	01/20/1998
Certification of Liability Insurance Expiration Date	10/20/2026

View History

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 08/31/2026

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

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

PRODUCER
Brian Yanish
457 W Main

Valley City ND 58072

CONTACT NAME: Brian Yanish
PHONE (A/C, No, Ext):
FAX (A/C, No):
E-MAIL ADDRESS: brian.yanish@fumic.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Farmers Union Insurance	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
Bob Ryerson Construction

2304 115th Ave SE

Rogers ND 58479

COVERAGES SB **CERTIFICATE NUMBER:** Cert ID 5716 (2) **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 500,000
	CLAIMS-MADE / X OCCUR			33-033417-25-1001-27	10/20/2025	10/20/2026	DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 50,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 500,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 1,000,000
	POLICY / PRO-JECT / LOC						PRODUCTS - COMP/OP AGG	$ 1,000,000
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB / OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB / CLAIMS-MADE						AGGREGATE	$
	DED / RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE / OTH-ER	
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N	N / A					E.L. EACH ACCIDENT	$
	(Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
								$
								$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Per Claim Property Damage Liability $250 deductible

CERTIFICATE HOLDER

City of Valley City

220 3rd St NE

Valley City ND 58072

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

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T Plecity@valley.us

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

FOR PERIOD: June 1, 2026 – May 31, 2027

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: 2C's Heating & cooling

Owner: Kelly Chase

Mailing Address: 12142 30th St SE

City, State Zip Code: Valley city ND 58072

Phone Number: 701-840-2109

Email Address: R.Kjchase-74@hotmail.com

Today's Date: 9-1-26

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

_____Contractor _____Electrician _____ Plumber ✓ Mechanical

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

_____ Electrician _____ Plumber 49653 Contractor

Licenses will only be issued to master electricians (NDCC 43-09-20) and master plumbers (NDCC 43-18-10).

A copy of the following must be filed with the City Auditor as part of this application:

_____ **Certificate of Liability Insurance**, City of Valley City as certificate holder

_____**Current copy of State Electrician and/or Plumber License**

_____ **Current copy of State Contractor License,**

No person may engage in the business nor act in the capacity of a contractor within this city when the cost, value, or price per job exceeds the sum of $1,000 without first having a license.

If applicant does not provide state contractor license and states that it is not required please sign here:

_____.

LICENSE FEE: X $100 if **initial application**, make checks payable to City of Valley City

_____ $50 if **renewal application** pd 09.01.2026

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

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

Revised 03.10.2026

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 09/01/2026

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

PRODUCER

StateFarm

State Farm Insurance
674 15th Ave SW
Valley City ND 58072

CONTACT NAME:
PHONE (A/C, No, Ext): 701-845-1517 FAX (A/C, No): 701-205-3398
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A :	
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED

7 C's Heating and Cooling LLC
12142 30th St SE
Valley City ND 58072

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	ADD INSD	SUB WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 100,000
	CLAIMS-MADE / OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
				94-BU-3122-1 F	01/10/2026	01/10/2027	MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 100,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 200,000
	POLICY / PRO-JECT / LOC						PRODUCTS - COMP/OP AGG	$ 200,000
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB / OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB / CLAIMS-MADE						AGGREGATE	$
	DED / RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE / OTH-ER	$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N	N / A					E.L. EACH ACCIDENT	$
	(Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

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

license # 49653

CERTIFICATE HOLDER

City of Valley City

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

Tammy Kline

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7 C'S HEATING AND COOLING LLC

Class D - 49653

Request Certificate

Class Type	Class D
License Num	49653
Status	Active
Renewal Date	3/1/2027
Inactive Date	N/A
Mailing Address	12142 30TH ST SE VALLEY CITY, ND 58072-9736
Standing - Other	Good
Standing - WSI	Good
Standing - Job Service	Good
Standing - Business	Good
Business Phone	(701) 840-2109
Registration Date	01/05/2010
Certification of Liability Insurance Expiration Date	01/10/2027

View History

APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT

NORTH DAKOTA OFFICE OF ATTORNEY GENERAL
GAMING DIVISION
SFN 9338 (8-2025)

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		Dates of Activity *(Does not include dates for the sales of tickets)*	
District 24 Republicans		**12/12/2026**	
Organization or Group Contact Person	E-mail	Telephone Number	
Daniel Johnston	**District24GOP@pm.me**	**701-840-3257**	
Business Address	City	State	ZIP Code
PO Box 124	**Valley City**	**ND**	**58072**
Mailing Address (if different)	City	State	ZIP Code

SITE INFO

Site Name		County	
Alley Beans Coffee		**Barnes**	
Site Physical Address	City	State	ZIP Code
231 3rd St NE	**Valley City**	**ND**	**58072**

Provide the exact date(s) & frequency of each event & type *(Ex. Bingo every Friday 10/1-12/31, Raffle - 10/30, 11/30, 12/31, etc.)*

12/12/2026

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

Game Type	Description of Prize	Exact Retail Value of Prize
Raffle	**Meat Bundles**	**3,500.00**
	Total *(limit $50,000 per year)*	$ **3,500.00**

ADDITIONAL REQUIRED INFORMATION

Intended Uses of Gaming Proceeds

Administrative costs as well as expenses related to putting on district events

Does the organization presently have a state gaming license? *(If yes, the organization is not eligible for a local permit or restricted event permit and should call the Office of Attorney General at 1-800-326-9240)*

☐ Yes ☒ No

Has the organization or group received a restricted event permit from any city or county for the fiscal year July 1 - June 30 (If yes, the organization or group does not qualify for a local permit or restricted event permit)

☐ Yes ☒ No

Has the organization or group received a local permit from an city or county for the fiscal year July 1 - June 30 *(If yes, indicate the total retail value of all prizes previously awarded)*

☒ No ☐ Yes - Total Retail Value: _____ (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.)*

☒ Yes ☐ No

Printed Name of Organization Group's Permit Organizer	Telephone Number	E-mail Address	
Daniel Johnston	**701-840-3257**	**district24gop@pm.me**	
Signature of Organization Group's Permit Organizer	Title		Date
Daniel Johnston	**Chairman**		**9/4/2026**

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

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

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

CITY OF VALLEY CITY									
2026 MILL LEVY FOR 2027 BUDGET									
2026 MILL LEVY for 2027 Revenue	**AMOUNT LEVIED**	2026 ESTIMATED LEVY	**2026 MILL LEVY**	**Increase in $s from 2026**	**Difference in Mills from 2026**		**% Increase**	**Cap With New Growth**	**Over Cap:**
GENERAL FUND 100	**$ 1,691,918**		**62.39**	**$61,218**	**(0.79)**		3.75%	$1,691,918	$0
CITY SHARE OF SPECIALS FUND 203	**$ 32,400**		**1.19**	**$100**	**(0.06)**				
LIBRARY FUND 211	**$ 206,625**		**7.62**	**$7,476**	**(0.10)**		3.75%	$206,625	
CITY TOTAL	**$ 1,930,943**	0.00	**71.20**	**$68,794**	**(0.95)**			3.75%	
STATE	**$ -**								
VC PARK	**$ -**								
VC SCHOOL DISTRICT	**$ -**								
COUNTY	**$ -**								
Total Mills	**$ 1,930,943**	**0.00**	**71.20**						
2026 Estimated Value of a Mill:	**$27,119**								
2025 MILL LEVY for 2026 Revenue	**AMOUNT LEVIED**	**2025 ESTIMATED LEVY**	**2025 MILL LEVY**						
GENERAL FUND 100	**$ 1,630,700**		**63.18**						
CITY SHARE OF SPECIALS FUND 203	**$ 32,300**		**1.25**						
SPECIAL ASSESSMENT DEFICIENCY FUND 204	**$ -**		**0.00**						
EMERGENCY FUND 206	**$ -**		**0.00**						
LIBRARY FUND 211	**$ 199,149**		**7.72**						
			0.00						
2025 CITY TOTAL	**$ 1,862,149**	**0.00**	**72.15**						
STATE	**$ 22,546**		**1.00**						
VC PARK	**$ 990,432**		**41.61**						
VC SCHOOL DISTRICT	**$ 2,171,601**		**97.86**						
COUNTY	**$ 2,637,846**		**114.82**						
Total Mills	**$ 7,684,574**		**327.44**						
2025 Value of a Mill for City of Valley City	**$ 25,812**								

ORDINANCE NO. 1192

2027 ANNUAL BUDGET ORDINANCE

AN ORDINANCE ENTITLED "THE ANNUAL BUDGET ORDINANCE" APPROPRIATING THE SUMS OF MONEY NEEDED TO DEFRAY THE EXPENSE AND LIABILITIES OF THE CITY OF VALLEY CITY, NORTH DAKOTA, AND MAKING THE ANNUAL TAX LEVY FOR THE PERIOD JANUARY 1, 2027 AND ENDING DECEMBER 31, 2027.

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

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

Section 2. Total Appropriations: Based on the foregoing, there is hereby appropriated the following sums of money deemed necessary to defray the expenses and liabilities of the City of Valley City for the fiscal year beginning January 1, 2027 and ending December 31, 2027.

FUND #	FUND DESCRIPTION	APPROPRIATIONS
100	General Fund	4,646,309
105	City Financed Spec Assessment Projects	0
203	City Share of Specials	11,300
204	Deficiency	22,300
206	Emergency	0
207	Permanent Flood Protection	13,400,000
211	Library Fund	214,125
225	Building Reserve Fund	105,000
230	Equipment Renew & Replacement Fund	281,304
231	Street Equipment Renewal/Replace	168,217
240	City Sales Tax-Economic Development	726,500
241	City Sales Tax-Property Tax Relief	295,000
242	City Sales Tax-Retail Image Enhance	69,600
243	City Sales Tax-PFP & Wellness Ctr Debt	192,761
274/275	Motel Occupancy Fund	149,608
276	Food & Beverage Tax	222,500
280	Financing Reserve Fund (Former BNRR)	0
290	Infrastructure Renewal &Replacement	1,298,515
291	Sewer Renew & Replacement Fund	0
295	Municipal Infrastructure Fund	0
310	BND Firehall Addition Loan	31,016
340	Sales Tax Revenue Bonds 2013	234,300
342	Debt Service BND Bonds for PFP	387,099
343	Debt Service Reserves-BND Bonds for PFP	0
351-373	Debt Service Special Assess Refunding Bonds	1,024,025
380-386	Debt Service Tax Increment Financing	218,676
	Total Appropriations	23,698,155

Section 3. There is hereby levied upon the taxable property in the City of Valley City, North Dakota, subject to taxation, for the period beginning January 1, 2027 and ending December 31, 2027 inclusive, the following sums of money, to-wit:

FUND	LEVY
General Fund	1,691,918
City Share of Specials	32,400
Library Fund	206,625
TOTAL LEVY	$1,930,943

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

Dated this 6th day of October, 2026.

_____
Mike Bishop, President
Board of City Commissioners
Valley City, North Dakota

Attest:

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

First Reading: September 15, 2026
Second Reading: October 6 2026
Approved: October 6, 2026

RESOLUTION NO. 2538

A RESOLUTION APPROVING TRANSFER OF SALVAGED BRICKS FOR CITY HERITAGE PRESERVATION (ALL SAINTS' EPISCOPAL CHURCH, 516 CENTRAL AVENUE NORTH)

WHEREAS, the City of Valley City, North Dakota (City) owns a warehouse at 169 4th Avenue SE (parcel no. 63-3472679), which is scheduled for demolition following completion of a new Public Works Service Center Complex, and the building contains a quantity of bricks that may be salvaged during demolition (Salvaged Bricks); and

WHEREAS, the Michael and Vicki Zaun Trust (Recipient), owner of All Saints' Episcopal Church located at 516 Central Avenue North, which is listed on the National Register of Historic Places, has requested that the City transfer the Salvaged Bricks for the specific purpose of incorporating them into a planned addition to the historic church, thereby maintaining architectural compatibility and preserving the visual and cultural character associated with the registered historic resource; and

WHEREAS, pursuant to section 1-01-14 of the Valley City Municipal Code (V.C.M.C.) the Board of City Commissioners (Board) is authorized to lease, transfer, or exchange real and personal property, regardless of value, in accordance with procedures established by resolutions adopted with reference thereto; and

WHEREAS, the City has determined through staff evaluation that, due to the labor, handling, cleaning, and transport necessary to remove and reuse the bricks, and due to the availability of similar materials in the marketplace, the Salvaged Bricks constitute surplus property of limited or nominal fair market value to the City when netted against salvage and removal costs; and

WHEREAS, Article X, Section 18 of the North Dakota Constitution provides that the City may not transfer property to a private property for nominal value; however, the City is nonetheless authorized to engage in a qualifying enterprise such as historical preservation so long as that enterprise has a public purpose as its primary objective; and

WHEREAS, preservation, rehabilitation, and compatible additions to historic resources advance public purposes including local heritage conservation, cultural education, community identity, and place-based tourism and economic development that benefit Valley City residents and visitors; and

WHEREAS, reuse of existing building materials is consistent with the City's waste-reduction objectives by diverting materials from the landfill and modeling circular-economy practices; and

WHEREAS, the Board further finds that the conditions and obligations set forth herein provide measurable and enforceable public benefits that constitute adequate consideration in exchange for the transfer; and

WHEREAS, the City desires to implement the transfer through written acceptance by the Recipient, acknowledging the terms required for participation in this enterprise, including covenants ensuring the bricks are used solely in the historic church addition, are not resold, and that the public benefits are documented and recognized.

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

That salvaged bricks from the City warehouse at 169 4th Avenue SE (parcel no. 63-3472679) may be transferred to the Recipient subject to the following covenants and conditions.

1. Use Restriction. Recipient shall use all transferred Salvaged Bricks exclusively in the construction of the planned addition to the National Register-listed church and shall not sell, barter, or otherwise transfer the Salvaged Bricks or any portion thereof for unrelated use, except as integrated into the approved church addition and incidental to the continued ownership of the church property.

2. Documentation. Recipient shall document the reuse through photographs before installation, during construction, and after completion, and shall provide copies to the City for public records and educational use.

3. Public Recognition. Recipient shall install or maintain on-site acknowledgment or provide other public recognition approved by the City, identifying the City's contribution of salvaged materials and describing the preservation and sustainability benefits of the project.

4. Public Access/Education. To the extent feasible, Recipient shall provide a reasonable public or educational component, which may include interpretive materials accessible to the public through the Visitor's Center, Barnes County Museum or any other such organization that coordinates the City's tourism or historic preservation efforts.

5. Schedule Coordination. Recipient shall coordinate with the City and its demolition contractor to remove and transport the Salvaged Bricks without delaying demolition. Recipient shall meet all deadlines and staging requirements established by the City.

6. Compliance with Laws. Recipient shall obtain and comply with all permits, approvals, and applicable laws, including any historic preservation standards applicable to the National Register-listed property.

8. As-Is/Where-Is. The Salvaged Bricks are transferred strictly as-is, where-is, with all faults, and without any warranty or representation of any kind by the City, including as to quantity, quality, structural suitability, or fitness for a particular purpose.

9. No City Expense. The City shall incur no costs in connection with salvaging, handling, cleaning, loading, transporting, or storing the Salvaged Bricks. All such costs shall be borne by Recipient.

10. Insurance. Recipient or its contractor shall maintain liability insurance covering on-site activities related to removal, loading, and transport.

11. Indemnification. Recipient shall defend, indemnify, and hold harmless the City and its officials, employees, and agents from and against any and all claims, damages, liabilities, losses, costs, and expenses, including reasonable attorneys' fees, arising out of or related to Recipient's removal, transport, possession, or use of the Salvaged Bricks, except to the extent caused by the City's sole negligence or willful misconduct.

12. Safety and Site Rules. Recipient shall comply with all City and contractor site-safety rules and shall ensure that its employees and contractors adhere to all occupational safety requirements.

13. If Recipient breaches any condition or covenant of this Resolution, and fails to cure within a reasonable period specified in the agreement, the City may exercise one or more remedies, including reversion of any remaining Salvaged Bricks not yet incorporated into the church addition and other contractual remedies to secure the intended public benefits.

14. The City may record or otherwise provide public notice of the use restriction as appropriate to ensure compliance.

Passed, adopted and approved this 15th day of September, 2026.

_____
Michael Bishop, President
Board of City Commissioners

ATTEST:

_____
Brenda Klein, Finance Director

Acknowledgement and Acceptance of Terms and Conditions of Resolution No. 2538

State of North Dakota)
) ss
County of Barnes)

_____ _____
Michael E. Zaun, Trustee Vicki L. Zaun, Trustee

Subscribed and sworn to before me this _____ day of September, 2026, by Michael E. Zaun and Vicki L. Zaun as Trustees of the Michael and Vicki Zaun Trust.

_____
Notary Public

September 9, 2026

The Honorable Mike Bishop
Mayor of Valley City
220 3rd St NE
Valley City, ND 58072

Dear Mayor Bishop;

We are in the process of a restoration and addition to the former All Saints Episcopal Church located at 516 Central Ave N, Valley City.

We are having difficulty sourcing brick that will match that on the church structure for repair and tie-in of an expansion. We are hopeful to acquire brick from the City that is currently part of a City warehouse that was the former Green Valley Laundry. Our mason - Rory Gabel feels the brick on this warehouse structure was sourced locally, and is very similar to the brick on the church.

Our intentions are to preserve the exterior of the church as we found it at the time of purchase in June 2025. We pledge to keep this building on the National Historic Register. (see attached entry dated 12-3-1992). We also feel this building is a local landmark with rich history in Valley City. Our addition to this original structure we hope will complement the 1881 and the 1913 flat roof addition.

The only alteration on the building from when we purchased it is the now lowered and vacated tall north chimney due to deterioration near the top of the structure. We matched the original bell cote with a chimney cap to tie into the original architecture. The interior is being converted to residential for our personal use in the summer months.

We look forward to our return to the community of Valley City.

Yours Respectfully,

Michael Zaun

Vicki Zaun

Michael Zaun

Vicki (Biggs) Zaun

8829 East Lost Gold Circle
Gold Canyon, AZ 85118
c.314-497-8439

RESOLUTION NO. 2539

A RESOLUTION APPROVING CONDITIONAL USE PERMIT LOTS 6 AND 7, BLOCK 3, RIVERSIDE PARK ADDITION, CITY OF VALLEY CITY (GUEST INN)

WHEREAS, an application was submitted to the Valley City Planning and Zoning Commission requesting a Conditional Use Permit (CUP) to operate a guest inn on the following residential parcel within the City of Valley City, North Dakota, pursuant to section 11-05-09 of the Valley City Municipal Code (V.C.M.C.):

Lots 6 and 7, Block 3, Riverside Park Addition to the City of Valley City (parcel no. 63-4000305).

and;

WHEREAS, the Planning and Zoning Commission, following a public hearing on September 8, 2026, recommended approval of the CUP with conditions; and

WHEREAS, pursuant to V.C.M.C. § 11-07-02, if a CUP is granted, the Board of City Commissioners may impose any special conditions it considers necessary to protect the public health, safety and welfare and to achieve the purposes of the City Zoning Code.

THEREFORE, BE IT HEREBY RESOLVED, that the Board of City Commissioners of the City of Valley City, Barnes County, North Dakota, hereby approves the Conditional Use Permit for a guest inn on Lots 6 and 7, Block 3, Riverside Park Addition to the City of Valley City, with the following conditions:

The business owner shall

1. Meet and continuously comply with any and all licensing and permitting requirements of the City of Valley City including building code and fire code inspections.
2. Designate and provide a contact person residing in the City of Valley City responsible for the operation of the guest inn and any issues arising from its operation.
3. Maintain records demonstrating continuous compliance with the requirement limiting the maximum length of stay for all guests to not exceed 30 days.
4. Pay the applicable lodging tax to the City.
5. Meet and comply with all other city ordinances, including but not limited to guest inn regulations set forth in Title 11 of the Valley City Municipal Code, as may be amended from time to time.

Passed, adopted and approved this 15th day of September, 2026.

_____
Michael Bishop, President
Board of City Commissioners

ATTEST:

_____
Brenda Klein, Finance Director

Valley City Planning and Zoning
APPLICATION

Procedures and submission requirements can be found in the Valley City Municipal Code. Application and fees must be submitted as soon as possible in order to allow sufficient time for publication of required public hearing notices. The Planning and Zoning Commission generally meets and holds public hearings the 2nd Tuesday of every month at 4pm. Additional fees will be assessed if it is determined a meeting is needed to be held outside of regularly scheduled meeting dates.

Please check all that apply and submit payment with application. This application may be utilized for more than one request or applicant may copy and attach a separate application for each item as needed.

_____ Variance ($100)
_____ Vacation of Street/Alley ($150)
_____ Zoning Ordinance Text Amendment ($200)
_____ Zoning Map Amendment (Zone/Rezone) ($200)
X Conditional Use Permit ($200)
_____ PUD/PUD Amendment ($200)
_____ Other: _____ ($TBD)

Applicant Name: KARA KRAMIN Phone: 701 490-6000
Applicant Address ~~530 3RD ST SE~~ 328 6TH AVE SE
City, State, Zip VALLEY City, ND 58072 Email Address: KKRAMIN56@gmail.com

Owner Name: JOHN THOMPSON Phone: 701 490-0827
Owner Address 328 6TH AVE SE
City, State, Zip VALLEY CITY, ND 58072 Email Address: johnet52@gmail.com

Owner Authorization: _____ Date: 8/4/2026
If the applicant is not the same as the owner, the owner must sign the application or submit a letter authorizing the applicant to proceed on behalf of the owner.

Physical Address of Property (if assigned): 530 3RD ST SE

Property Description (attach addt'l sheet if necessary):

Parcel ID# _____ Lot _____ Block _____ Subdivision _____

Section _____ Twp _____ Range _____ Metes and Bounds: _____

Briefly describe the reason for request:
I am responding to City Request to apply for CUP. This property has been operated as a Guest house since 2006.

Applicant Signature: _____ Kara Kramin Date: 8/4/2026
The signature of the applicant and owner (or written permission of the owner) certifies that permission is granted by the owner to all authorized City personnel to enter the property for the purpose of review of this application. The applicant and owner further certify that all City Ordinances will be complied with and that the information given within this application as well as the plans submitted are in all respects true and correct to the best of my knowledge and belief.

VALLEY CITY USE ONLY:

Application and fees. Rec'd on date: 08/04/2026 in the amount of $ 200.00 Cash/Check #6023

Application/Supporting documents deemed complete. Date: _____. Initials _____.

P&Z: **Hearing Date** _____ Approval: ☐ Yes ☐ Yes with conditions ☐ No
Publication Dates:
P&Z findings and recommendations sent to City Commission. Date: _____.

City Commission: **Hearing Date** _____ Approval: ☐ Yes ☐ Yes with conditions ☐ No
Publication Dates:

Revised 4.21.23

Valley City Planning Commission – September 8, 2026 Agenda

Action Request: Conditional Use Permit Application

Applicant: Kara Kramin

Objective: Operate a small, short-stay accommodation facility

Property Owners: John Thompson & Kara Kramin

Legal Description: Lots 6 & 7 Block 3 Riverside Park Addition to the City of Valley City, North Dakota

Project Location: The lots pertaining to this application are located south of 3rd Street SE between 5th Avenue NE and 6th Avenue SE. The map below shows the applicable parcel highlighted in blue.

Analysis: The applicant has been operating this facility since 2006 but was notified by the City that a CUP was required to operate. The land pertaining to this proposed CUP is zoned R-2 Two-Family Residential District. The intent of the district is to provide for single-family and two-family residential uses and certain compatible non-residential uses. It is further to allow a density of housing opportunities with related development where public utilities are or may be made available. The Comprehensive Plan designates the land use for this area as Compact Development that have a "distinctly urban character" with interconnected sidewalks and streets, smaller lots, and in some cases, alley loaded garages. This land use category is intended to be predominantly detached single-family homes but also including a range of attached units, and multi-family units. It indicates that commercial and industrial uses are not permitted. This is generally upheld by the current zoning regulations because non-residential uses are limited to schools, churches, government uses, parks, and communication, low profile energy generation, and essential services. Bed and breakfasts, boarding houses, and guest inns are each listed as conditional uses.

The Valley City Municipal Code also defines Guest Inn as "any building or portion thereof where lodging is offered to ten or less transient persons for compensation" and lists specific requirements for Guest Inns **(VCMC 11-05-09)**:

"1. Guest inn uses shall be subject to a conditional use permit in accordance with section 11-07-02. Structures shall not be altered in a way that changes their general residential appearance.

2. A minimum of one off-street parking space shall be provided for each guest bedroom. Additional parking shall be required if reception or party space is available. If four or more off-street parking spaces are provided, visual screening from adjacent residential uses shall be required.

3. One sign shall be allowed, with a size limit of two square feet. Internally illuminated signs are not allowed.

4. Receptions, private parties, or similar activities shall not be permitted unless expressly approved as part of the conditional use permit.

5. No long-term rental shall be permitted. The maximum length of stay shall be 30 days.

6. All guest rooms shall be located within the principal structure.

7. Other than registered guests, no meals shall be served to the general public unless expressly approved as part of the conditional use permit.

8. No cooking facilities shall be allowed in the guest rooms.

9. All guest inn uses must comply with the Valley City Health Department Regulations.

10. All guest inn uses shall comply with Fire Code Requirements."

VCMC 11-06-02 provides requirements pertaining to off-street parking in Table 4. Table 4 indicates that boarding houses, guest inns, and rooming houses are required to have 1 space per rented room + spaces for the single-family residence (if owner-occupied). It also indicates all required off-street parking must be located on the same lot as the principal use unless it is impractical to provide parking on the same lot, in which case the Board of Adjustment may permit required off-street parking to be located on any lot within 500 feet of the principal use.

VCMC 11-07-02 provides requirements pertaining to conditional uses as follows:

1. A conditional use is one that may or may not be compatible with other uses in zoning district within which it is located. Potential conditional uses are listed in this Zoning Ordinance for each zoning district. Other uses of the same general character to those listed may be considered for a conditional use permit, provided they are deemed fitting or compatible with the zoning district by the Planning and Zoning Commission.

2. The compatibility must be judged on the basis of the particular circumstances and may require the imposing of conditions. The procedure for issuance of conditional use permits as provided for in this Zoning Ordinance is as follows:

a. The applicant for a conditional use permit shall file applications in writing with the city and pay a fee (see fee schedule) when the applications is filed.

b. Property owners within 250 feet of the property in question shall be given not less than seven days' notice of the pending issue and when the same will be considered, although failure of any property owner to receive such notification shall not invalidate the proceedings.

c. The Planning and Zoning Commission shall consider the application at its next regular meeting, after compliance with the provisions of notice above specified.

d. The applicant or his representative shall appear before the Planning and Zoning Commission and answer any questions concerning the proposed conditional use.

e. The Planning and Zoning Commission shall consider possible adverse effects of the proposed conditional use and what additional requirements may be necessary to prevent such adverse effects.

f. A conditional use permit shall be required for any business that operates on land zoned B-1 or B-2 that intends to operate between the hours of 11:00 p.m. and 7:00 a.m. The conditions to be considered include but are not limited to:

i) Off street parking for employees.

ii) Training of employees to regarding quiet shift changes.

iii) Controlled garbage regulations.

iv) Restrictions on operation of vehicles that would violate noise ordinances.

v) Construction of sound or sight barriers.

vi) All equipment used must be street legal.

g. The Planning and Zoning Commission shall make recommendations regarding each application. The report of the Planning and Zoning Commission shall be referred to the City Commission and placed on the agenda of the City Commission at its next regular meeting.

h. The City Commission shall take action on the application within 60 days after receiving the report of the Planning and Zoning Commission. If it grants the conditional use permit, the City Commission may

impose any special conditions it considers necessary to protect the public health, safety and welfare and to achieve the purposes of this Zoning Ordinance.

Findings:

A. A guest inn is a commercial use. The comprehensive plan indicates commercial and industrial uses are not appropriate in areas of compact development which is the designated land use for this area. However, guest inn is an appropriate use in the R-2 Zoning District according to the Valley City Zoning Ordinance.
B. The owner has indicated there are three bedrooms and 3 off-street parking spaces available on the lot. This meets the off-street parking requirements.
C. There is no signage indicating that the house is a guest inn.
D. There is no intent by the owners to rent the house for receptions, private parties, or similar activities
E. The maximum length of stay for a guest may not exceed 30 days.
F. All guest rooms are located within the principal structure.
G. There is no intent by the owners to allow meals to be served to the general public out of the house.
H. There are no cooking facilities in individual guest rooms.
I. Fire code inspections have generally been done annually, and one will be happening this year.
J. The proposed use must comply with Valley City Department of Health and Fire Code requirements.

Recommendation:

Barring additional information presented prior to or at the September 2026 Planning and Zoning Commission, or submitted to the Board of City Commissioners, it is recommended the proposed Conditional Use Permit for a guest inn at 816 3rd Street NW be approved and recommended for approval to the Board of City Commissioners with the following conditions:

1. The applicant must meet and continuously comply with any and all licensing and permitting requirements of the City of Valley City including building code and fire code inspections.
2. The applicant must designate and provide a contact person residing in the City of Valley City responsible for the operation of the guest inn and any issues arising from its operation.
3. The applicant will maintain records demonstrating continuous compliance with the requirement limiting the maximum length of stay for all guests to not exceed 30 days.

RESOLUTION NO. 2540

A RESOLUTION APPROVING CONDITIONAL USE PERMIT LOT 2, BLOCK 14, B.W. BENSON'S ADDITION, CITY OF VALLEY CITY (GUEST INN)

WHEREAS, an application was submitted to the Valley City Planning and Zoning Commission requesting a Conditional Use Permit (CUP) to operate a guest inn on the following residential parcel within the City of Valley City, North Dakota, pursuant to section 11-05-09 of the Valley City Municipal Code (V.C.M.C.):

Lot 2, Block 14, B.W. Benson's Addition to the City of Valley City (parcel no. 63-0341781).

and;

WHEREAS, the Planning and Zoning Commission, following a public hearing on September 8, 2026, recommended approval of the CUP with conditions; and

WHEREAS, pursuant to V.C.M.C. § 11-07-02, if a CUP is granted, the Board of City Commissioners may impose any special conditions it considers necessary to protect the public health, safety and welfare and to achieve the purposes of the City Zoning Code.

THEREFORE, BE IT HEREBY RESOLVED, that the Board of City Commissioners of the City of Valley City, Barnes County, North Dakota, hereby approves the Conditional Use Permit for a guest inn on Lot 2, Block 14, B.W. Benson's Addition to the City of Valley City, with the following conditions:

The business owner shall

1. Meet and continuously comply with any and all licensing and permitting requirements of the City of Valley City including building code and fire code inspections.
2. Designate and provide a contact person residing in the City of Valley City responsible for the operation of the guest inn and any issues arising from its operation.
3. Maintain records demonstrating continuous compliance with the requirement limiting the maximum length of stay for all guests to not exceed 30 days.
4. Pay the applicable lodging tax to the City.
5. Submit a written parking plan to the City for approval of the City Planner and City Administrator.
6. Install visual screening from adjacent residential uses if four or more off-street parking spaces are provided.
7. Meet and comply with all other city ordinances, including but not limited to guest inn regulations set forth in Title 11 of the Valley City Municipal Code, as may be amended from time to time.

Passed, adopted and approved this 15th day of September, 2026.

_____
Michael Bishop, President
Board of City Commissioners

ATTEST:

_____
Brenda Klein, Finance Director

Valley City Planning and Zoning
APPLICATION

Procedures and submission requirements can be found in the Valley City Municipal Code. Application and fees must be submitted as soon as possible in order to allow sufficient time for publication of required public hearing notices. The Planning and Zoning Commission generally meets and holds public hearings the 2nd Tuesday of every month at 4pm. Additional fees will be assessed if it is determined a meeting is needed to be held outside of regularly scheduled meeting dates.

Please check all that apply and submit payment with application. This application may be utilized for more than one request or applicant may copy and attach a separate application for each item as needed.

_____ Variance ($100)
_____ Vacation of Street/Alley ($150)
_____ Zoning Ordinance Text Amendment ($200)
_____ Zoning Map Amendment (Zone/Rezone) ($200)
X Conditional Use Permit ($200)
_____ PUD/PUD Amendment ($200)
_____ Other: _____ ($TBD)

Applicant Name: Dry Run LLC Phone: 701-490-0824
Applicant Address 9053 103 Ave SE
City, State, Zip Oakes ND 58474 Email Address: dryrunlodge.nd@gmail

Owner Name: Drew & Lindsey Courtney Phone: 701-490-0824
Owner Address 9053 103 Ave SE
City, State, Zip Oakes, ND 58474 Email Address: drew.courtney87@gmail.com

Owner Authorization: _____ Date: _____
If the applicant is not the same as the owner, the owner must sign the application or submit a letter authorizing the applicant to proceed on behalf of the owner.

Physical Address of Property (if assigned): 816 3rd St. NW

Property Description (attach addt'l sheet if necessary):
Parcel ID# _____ Lot 2 Block 14 Subdivision Benson's Addition
Section _____ Twp _____ Range_____ Metes and Bounds: _____

Briefly describe the reason for request:
Short-Term rental

Applicant Signature: _____ Date: 8-5-26
The signature of the applicant and owner (or written permission of the owner) certifies that permission is granted by the owner to all authorized City personnel to enter the property for the purpose of review of this application. The applicant and owner further certify that all City Ordinances will be complied with and that the information given within this application as well as the plans submitted are in all respects true and correct to the best of my knowledge and belief.

VALLEY CITY USE ONLY:

Application and fees. Rec'd on date: Aug 10, 2026 in the amount of $ 200.00 Cash/Check # 2214

Application/Supporting documents deemed complete. Date: _____. Initials _____.

P&Z: **Hearing Date** _____ Approval: ☐ Yes ☐ Yes with conditions ☐ No
Publication Dates:
P&Z findings and recommendations sent to City Commission. Date: _____.

City Commission: **Hearing Date** _____ Approval: ☐ Yes ☐ Yes with conditions ☐ No
Publication Dates:

Revised 4.21.23

Valley City Planning Commission – September 8, 2026 Agenda

Action Request: Conditional Use Permit Application

Applicant: Dry Run LLC

Objective: Operate a small, short-stay accommodation facility

Property Owners: Drew and Lindsay Courtney

Legal Description: Lot 2 Block 14 Benson's Addition to the City of Valley City, North Dakota

Project Location: The lot pertaining to this application is located on the north side of 3rd Street NW between 8th Avenue NW and 9th Avenue NW in Valley City. The map below shows the applicable parcel highlighted in blue.

Analysis: The applicant has been operating this facility for several years but was notified by the City that a CUP was required to operate. The land pertaining to this proposed CUP is zoned R-2 Two-Family Residential District. The intent of the district is to provide for single-family and two-family residential

uses and certain compatible non-residential uses. It is further to allow a density of housing opportunities with related development where public utilities are or may be made available. The Comprehensive Plan designates the land use for this area as Compact Development that have a "distinctly urban character" with interconnected sidewalks and streets, smaller lots, and in some cases, alley loaded garages. This land use category is intended to be predominantly detached single-family homes but also including a range of attached units, and multi-family units. It indicates that commercial and industrial uses are not permitted. This is generally upheld by the current zoning regulations because non-residential uses are limited to schools, churches, government uses, parks, and communication, low profile energy generation, and essential services. Bed and breakfasts, boarding houses, and guest inns are each listed as conditional uses.

The Valley City Municipal Code also defines Guest Inn as "any building or portion thereof where lodging is offered to ten or less transient persons for compensation" and lists specific requirements for Guest Inns **(VCMC 11-05-09)**:

"1. Guest inn uses shall be subject to a conditional use permit in accordance with section 11-07-02. Structures shall not be altered in a way that changes their general residential appearance.

2. A minimum of one off-street parking space shall be provided for each guest bedroom. Additional parking shall be required if reception or party space is available. If four or more off-street parking spaces are provided, visual screening from adjacent residential uses shall be required.

3. One sign shall be allowed, with a size limit of two square feet. Internally illuminated signs are not allowed.

4. Receptions, private parties, or similar activities shall not be permitted unless expressly approved as part of the conditional use permit.

5. No long-term rental shall be permitted. The maximum length of stay shall be 30 days.

6. All guest rooms shall be located within the principal structure.

7. Other than registered guests, no meals shall be served to the general public unless expressly approved as part of the conditional use permit.

8. No cooking facilities shall be allowed in the guest rooms.

9. All guest inn uses must comply with the Valley City Health Department Regulations.

10. All guest inn uses shall comply with Fire Code Requirements."

VCMC 11-06-02 provides requirements pertaining to off-street parking in Table 4. Table 4 indicates that boarding houses, guest inns, and rooming houses are required to have 1 space per rented room + spaces for the single-family residence (if owner-occupied). It also indicates all required off-street parking must be located on the same lot as the principal use unless it is impractical to provide parking on the same lot, in which case the Board of Adjustment may permit required off-street parking to be located on any lot within 500 feet of the principal use.

VCMC 11-07-02 provides requirements pertaining to conditional uses as follows:

1. A conditional use is one that may or may not be compatible with other uses in zoning district within which it is located. Potential conditional uses are listed in this Zoning Ordinance for each zoning district. Other uses of the same general character to those listed may be considered for a conditional use permit, provided they are deemed fitting or compatible with the zoning district by the Planning and Zoning Commission.

2. The compatibility must be judged on the basis of the particular circumstances and may require the imposing of conditions. The procedure for issuance of conditional use permits as provided for in this Zoning Ordinance is as follows:

a. The applicant for a conditional use permit shall file applications in writing with the city and pay a fee (see fee schedule) when the applications is filed.

b. Property owners within 250 feet of the property in question shall be given not less than seven days' notice of the pending issue and when the same will be considered, although failure of any property owner to receive such notification shall not invalidate the proceedings.

c. The Planning and Zoning Commission shall consider the application at its next regular meeting, after compliance with the provisions of notice above specified.

d. The applicant or his representative shall appear before the Planning and Zoning Commission and answer any questions concerning the proposed conditional use.

e. The Planning and Zoning Commission shall consider possible adverse effects of the proposed conditional use and what additional requirements may be necessary to prevent such adverse effects.

f. A conditional use permit shall be required for any business that operates on land zoned B-1 or B-2 that intends to operate between the hours of 11:00 p.m. and 7:00 a.m. The conditions to be considered include but are not limited to:

i) Off street parking for employees.

ii) Training of employees to regarding quiet shift changes.

iii) Controlled garbage regulations.

iv) Restrictions on operation of vehicles that would violate noise ordinances.

v) Construction of sound or sight barriers.

vi) All equipment used must be street legal.

g. The Planning and Zoning Commission shall make recommendations regarding each application. The report of the Planning and Zoning Commission shall be referred to the City Commission and placed on the agenda of the City Commission at its next regular meeting.

h. The City Commission shall take action on the application within 60 days after receiving the report of the Planning and Zoning Commission. If it grants the conditional use permit, the City Commission may impose any special conditions it considers necessary to protect the public health, safety and welfare and to achieve the purposes of this Zoning Ordinance.

Findings:

A. A guest inn is a commercial use. The comprehensive plan indicates commercial and industrial uses are not appropriate in areas of compact development which is the designated land use for this area. However, guest inn is an appropriate use in the R-2 Zoning District according to the Valley City Zoning Ordinance.
B. The owner has indicated there are at least 5 off-street parking spaces available on the lot. This meets the off-street parking requirements. However, visual screening from adjacent lots is required when 4 or more off-street parking spaces are provided.
C. There is no signage indicating that the house is a guest inn.
D. There is no intent by the owners to rent the house for receptions, private parties, or similar activities
E. The maximum length of stay for a guest may not exceed 30 days.
F. All guest rooms are located within the principal structure.
G. There is no intent by the owners to allow meals to be served to the general public out of the house.
H. There are no cooking facilities in individual guest rooms.
I. There has not been any inspection by City/County Public Health or the Fire Codes Inspector
J. The proposed use must comply with Valley City Department of Health and Fire Code requirements.

Recommendation:

Barring additional information presented prior to or at the September 2026 Planning and Zoning Commission, or submitted to the Board of City Commissioners, it is recommended the proposed Conditional Use Permit for a guest inn at 816 3rd Street NW be approved and recommended for approval to the Board of City Commissioners with the following conditions:

1. Visual screening of off-street parking from adjacent residential lots must be provided.
2. The applicant must meet and continuously comply with any and all licensing and permitting requirements of the City of Valley City including building code and fire code inspections.
3. The applicant must designate and provide a contact person residing in the City of Valley City responsible for the operation of the guest inn and any issues arising from its operation.
4. The applicant will maintain records demonstrating continuous compliance with the requirement limiting the maximum length of stay for all guests to not exceed 30 days.

August 2026 Expenditures

Monthly Exp	$2,918,174
Includes:	
Retail Image Grants	$13,300
Tourism Grants	$9,359
Infrastructure Projects	$159,923
PW Capital Projects	$1,452,330
Debt Service	$236,479
MRES-Purchased Power	$428,272
Payroll & Benefits	$307,446
VC Park District	$18,723
Subtotal:	*$2,625,832*
Balance for operations	$292,342

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

N.D.C.C. ch. 57-02.2

File with City Assessor

Property Identification

1. Legal description of property for which exemption is claimed LOT 10 BLK 1 NP WEST 4TH ADDITION
2. Address of Property 1268 W. MAIN ST — 3. Parcel Number 63-3430082
4. Name of Property Owner TOM GLANDT — Phone No. 701-238-0679
5. Mailing Address of Property Owner 708 8 1/2 AVE NW

Description of Improvements for Exemption

6. Describe type of remodel, renovation, alteration or addition made to the building for which exemption is claimed (attach additional sheets if necessary) NEW WINDOWS, INTERIOR DOORS, BASE BOARDS, CASING, CARPET, PAINT, HVAC, LIGHTING, SWITCHES/OUTLETS.
7. Building Permit No. _____ — 8. Year Built 1980
9. Date of commencement of making the improvements 9-8-2026

Applicant's Certification & Signature

10. I certify the information contained in this application is correct to the best of my knowledge.

Applicant [signature] — Date 8/31/2026

Assessor's Determination & Signature

11. Estimated market value of property before the improvements $ 230,000
12. Cost of making the improvement (all labor, material and overhead) $ 100,000
13. Estimated market value of property after the improvements $ 360,000
14. The assessor finds the improvements described in this application ☒ DOES ☐ DOES NOT meet the qualifications for the exemptions for the following reason(s) _____

Assessor [signature] — Date 9-3-26

Action of Governing Body

15. Action taken on this application by the governing board of the City: APPROVED DENIED

Approval is subject to the following conditions: _____

Exemption is allowed for the years 20____, 20____, 20____, 20____, 20____

City Auditor _____ — Date _____

Revised 07/29/2019

GUIDELINES

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

Improvements to commercial or residential structures that qualify:

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

Improvements that do not qualify:

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

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

Renaissance Zone Project Application

To receive Division of Community Services' (DCS) approval on zone projects, the following information must be submitted to DCS.

1. Type of project

Business ☐ Residential ☒

3. Applicant Information

Name of applicant(s) or business name

Bridgetown Development LLP

If business, type of entity (Provide a copy of the Certificate of Good Standing from Tax Department)

Address and renaissance zone block number as it appears in the development plan property listings.

Address	City	Renaissance Zone Block
949 12th St SE	Valley City	42

4. For residential projects provide evidence that the home purchased is the taxpayer's primary residence.

5. Project Type

a. Purchase (to include new construction) ☒

b. Purchase with major improvements ☐

c. Lease ☐

i. What type of lease?

New ☐ Expansion ☐ Continuation of a Lease ☐ Leasehold Improvement ☐

If this an expansion, what is the additional square feet of the expansion? _____

ii. If it is a lease project, does it involve the relocation of a business from one location in the city to the Renaissance Zone or from one zone property to another zone property? Yes ☐ No ☐

d. Rehabilitation

i. Commercial 50% or more of the true and full value ☐

Or

ii. Residential 20% of the true and full value ☐

iii. Current true and full value $_____

v. For rehabilitation projects, provide a description of the work and the estimated costs.

Work to be done	Estimated Cost
New townhome construction	$425,000

vi. What is the term (in months) sought for benefits related to this project? _____

6. Does this project involve historical preservation or renovation? Yes ☐ No ☒

   a. For projects that involve historical preservation or renovation, but are not part of a rehabilitation project, provide a description of the work and the estimated costs. **A letter of approval from the Historical Society is required to claim any historical tax credits either on a rehabilitation project or renovation.**

   b. Information for historical properties may be obtained by contacting the Historical Society at (701) 328-2666.

7. For projects other than the purchase (includes new construction) or rehabilitation of a single-family home and historical preservation and renovation, describe how the overall benefit(s) of the project to the community meets or exceeds the financial and tax benefit to the businesses or investor.

8. Provide the estimated state and local tax benefit to the taxpayer for five years (applies to all projects).

   Total State tax benefit forfive years $_____

   Total Property tax benefit forfive years $ 30,140

   Total Non-participating ownertax credit $_____

9. Zone Authority and City Documentation:

   Date of approval or conditionalapproval _____

   Provide a copy of minutes or other supporting documentation that indicates the formal approval by the approving entity.

10. Identify from the Development Plan the specific criteria used to approve the project

11. Evidence that the taxpayer is current on state taxes. **(Taxpayers can contact the Office of State Tax Commissioner to receive a Certificate of Good Standing. This request must indicate that it is for a Renaissance Zone Project.)** See Appendix E.

Letter of Good Standing Attached? Yes [X] No [ ]

12. Expected date of occupancy or project completion Sept. 2027

NOTE: The DCS reserves the right to reject a zone-approved project or to continue negotiating its approval. When a project is approved by the DCS, the local zone authority will be notified in writing.

If after a project is approved and the property changes hands or a replacement project is approved during the five-year exemption period, the DCS does not need to approve the transfer or the replacement project. The zone authority, however, must notify the DCS of the change and provide the applicable information about the new homeowners, business, and/or investor. The zone authority must also notify the DCS if any other change occurs in the status of the business or investor tax would affect the exemption approved.

Once the project is completed, DCS must be informed by email, Fax or letter of the exact date of completion, and project number before the final letter of approval can be issued.

On historical Renovations/rehabilitations documentation from the Historical Society approving the final restorations must be submitted to DCS prior a final letter of approval can be issued.

Printed Name	Title
Donny Eberle	President
Signature	Date
	8/31/26

Project # VC-149
Block # 42
Parcel # 63-5820115

Guidelines & Additional Information

The Renaissance Zone Board requires application and approval **before you begin a new project** (including new construction, rehabilitation or closing) by both the Renaissance Zone Board and the City Commission. **Approval may take up to 4 weeks.** Your attendance at the Renaissance Zone Board meeting and the City Commission meeting is expected.

Renaissance Zone exemptions begin the year following project completion. There is no exemption on partially completed construction. Property will be taxed on the percentage of construction completed by the 1st of February for the year(s) prior to completion. Property tax exemption begins after the certified construction costs are approved.

For more information about the Renaissance Zone Program, see Goals of the Valley City Renaissance Zone (Form B) and Guidelines for Project Approval (Form C).

Submit the application and the following paperwork to City Hall:

- [x] Certificate of Good Standing from ND Tax Department
- [x] Signed letter from Building/Fire Inspector (enclosed)
- [ ] Property Tax Worksheet (enclosed)

Current use and zoning of property R-2

Will the property need to be rezoned? Yes [ ] No [x]

Attach Plans.

Provide documentation that the project costs meets the city's minimum guidelines for project approval (see Form C).

Applicant Contact Information:

Name Donny Ebele

Contact Number 701-840-2712

Email sniper58072@hotmail.com

Mailing Address 1342 E Main St Valley City, ND 58072

Property Tax Worksheet

Dwelling Value only - exclude Land Value

	Residential	Commercial
True and full value of property (exclude land value) (see City Assessor or property tax statement)	409,100	
Multiply by 50%	50%	50%
Assessed Value:.....	$ 204,550.00	$ -
For commercial property multiply by 10% For residential property multiply by 9%	9%	10%
Taxable Value:.....	$ 18,409.50	$ -
Multiply taxable value times the mill levy/1000	0.32744	0.32744
Property Tax:.....	$ 6,028 -	$ -

City Hall
220 3rd St NE
Valley City, ND 58072-0390

Phone: 701-845-1700
www.valleycity.us

Date: 8-31-26

TO: Valley City Renaissance Zone Authority Board

PROJECT: 949-953 12th St SE

The Renaissance Zone applicant agrees to provide this form and preliminary construction document information to the Building Inspector for review as a prior requirement to presenting your project before the Renaissance Zone Authority Board and receiving a building permit. This necessary construction document information may include site plan(s) or supporting site information, floor plans, exterior elevation, interior elevations, building sections, construction details and specifications, and any engineering or industry certifications. The Renaissance Zone applicant also agrees to contact the Building Inspector for all required inspections, which will be listed on the back of the building permit, and to make any necessary changes to the project's construction if the building official finds building code infraction(s) during said inspections. The Renaissance Zone applicant understands that the City of Valley City does not certify, warranty or guarantee the code compliance of any construction, building design, acceptable occupancy or any consequences that may arise due to the interaction of any materials, products, construction processes and/or project design.

I have read, understand and agree to the above,

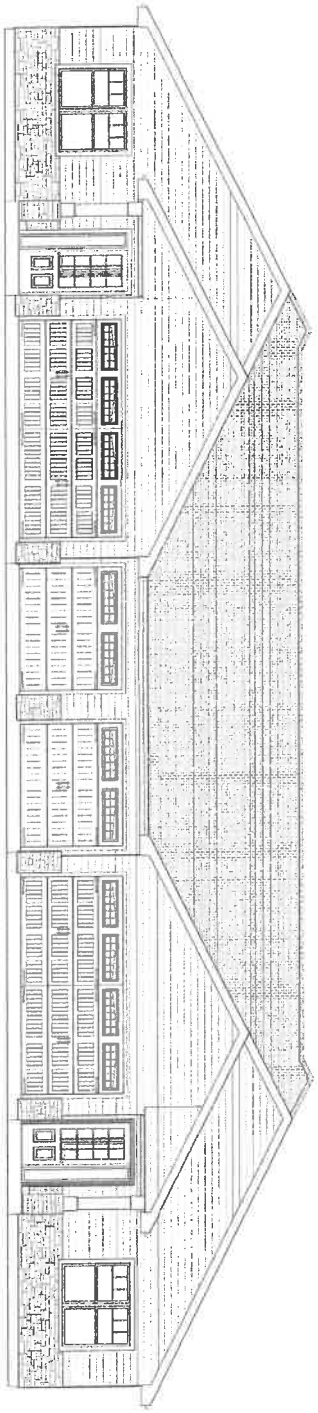
Signature of Renaissance Zone Applicant

Danny Ebelle

Printed Name of Renaissance Zone Applicant

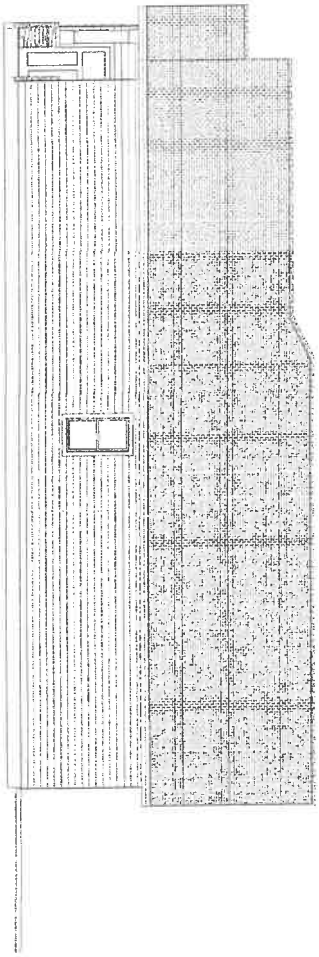
Signature of Building/Fire Inspector

Building/Fire Inspector Information
Building/Fire Inspector
220 3rd St NE, Valley City, ND 58072
(701) 845-1700



SHEET: A-1	SCALE:	DATE: 8/31/26	DRAWINGS PROVIDED BY: Bridgetown Builders Inc. Valley City, ND 58072 701-840-2712	PROJECT DESCRIPTION: 949-953 12th St SE Valley City, ND 58072	SHEET TITLE: Front Elevation	NO. / DESCRIPTION / BY / DATE

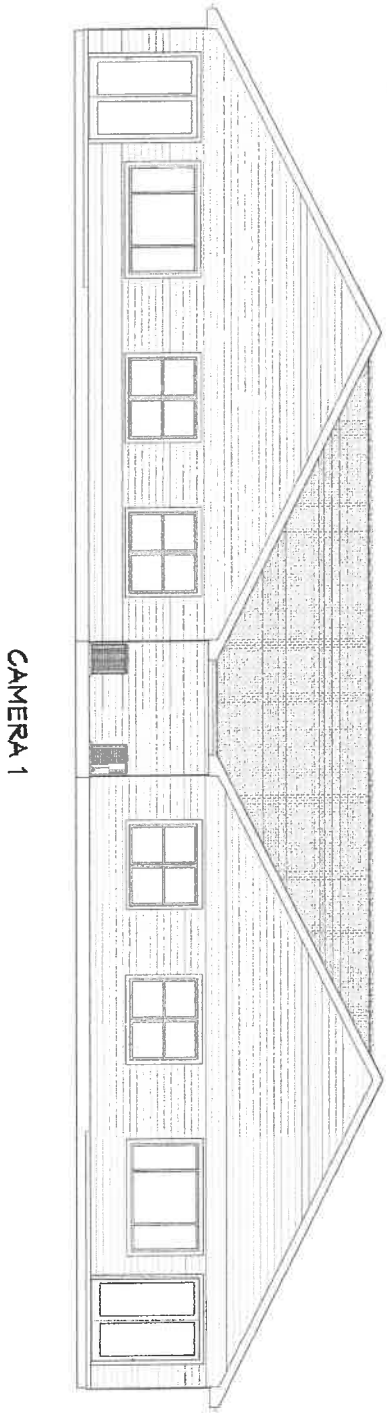
Bridgetown Builders



CAMERA 1

SHEET:	SCALE:	DATE:	DRAWINGS PROVIDED BY:	PROJECT DESCRIPTION:	SHEET TITLE:	NO.	DESCRIPTION	BY	DATE
A-1		8/31/26	Bridgetown Builders Inc. Valley City, ND 58072 701-840-2712	949-953 12th St SE Valley City, ND 58072	Side Elevation				

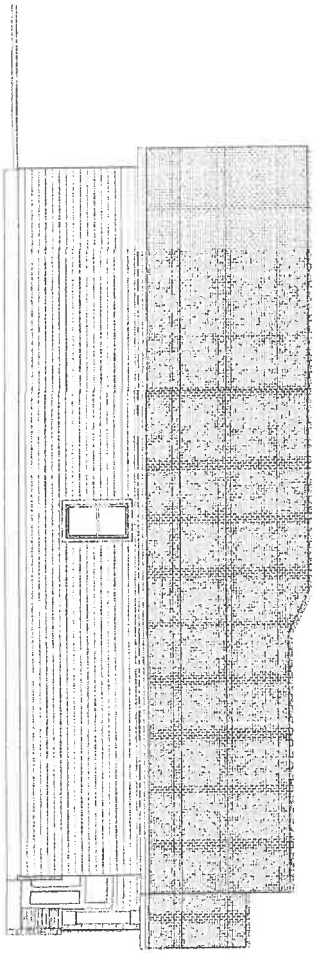
Bridgetown Builders



SHEET:	SCALE:	DATE:	DRAWINGS PROVIDED BY:	PROJECT DESCRIPTION:	SHEET TITLE:
A-1		8/31/26	Bridgetown Builders Inc. Valley City, ND 58072 701-840-2712	949-953 12th St SE Valley City, ND 58072	Rear Elevation

NO.	DESCRIPTION	BY	DATE

Bridgetown Builders

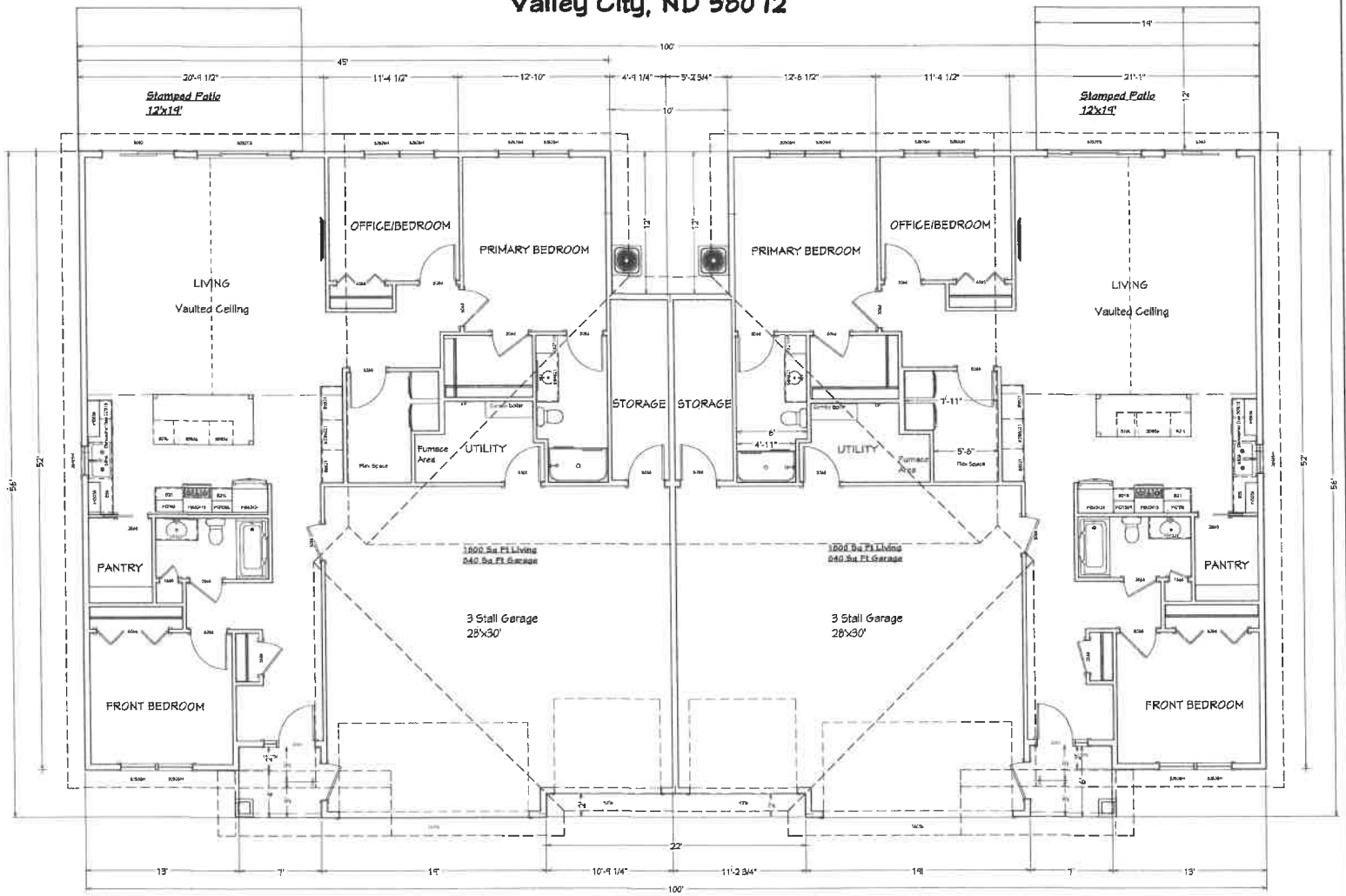


CAMERA 1

SHEET:	SCALE:	DATE:	DRAWINGS PROVIDED BY:	PROJECT DESCRIPTION:	SHEET TITLE:	NO.	DESCRIPTION	BY	DATE
A-1		8/31/26	Bridgetown Builders Inc. Valley City, ND 58072 701-840-2712	949-953 12th St SE Valley City, ND 58072	Side2 Elevation				

Bridgetown Builders

949-953 12th St SE
Lots 15&16, Block 1
Waterfront Meadows Subdivision
Valley City, ND 58072



1ST FLOOR

Bridgetown Builders

NO.	DESCRIPTION	BY	DATE

SHEET TITLE: Floorplan

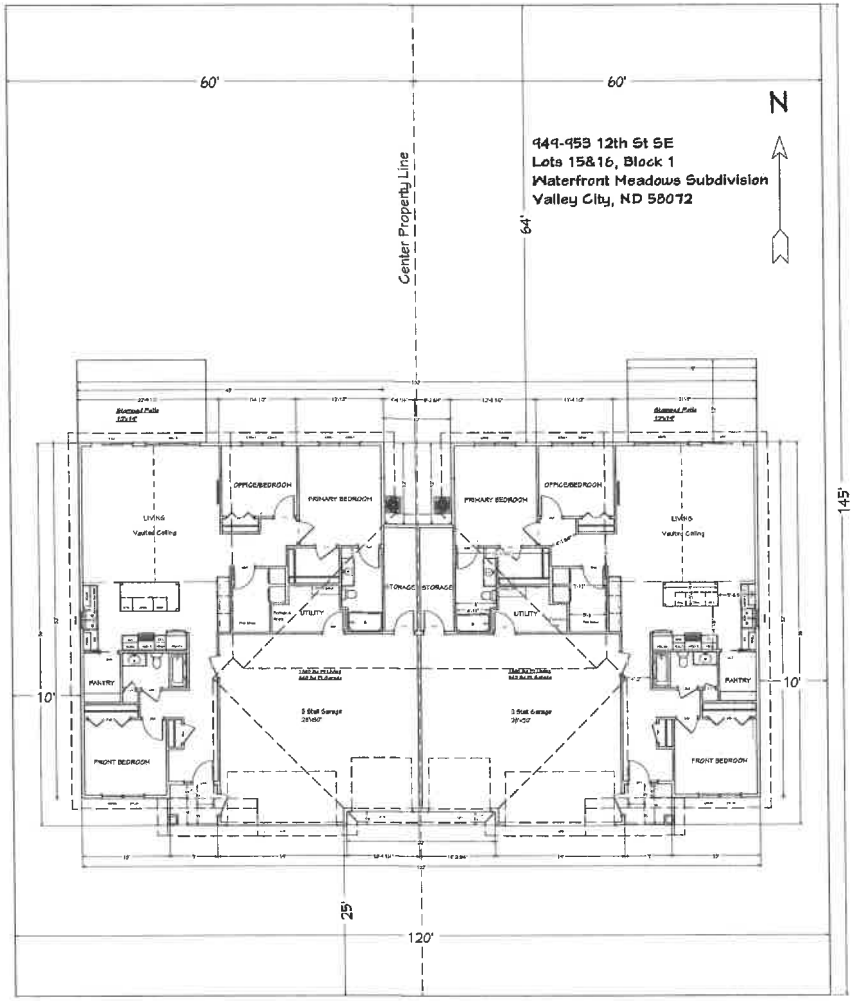
PROJECT DESCRIPTION: 949-953 12th St SE Valley City, ND 58072

DRAWINGS PROVIDED BY: Bridgetown Builders Inc. Valley City, ND 58072 701-840-2712

DATE: 8/31/26

SCALE:

SHEET: A-1



1ST FLOOR

Bridgetown Builders

NO.	DESCRIPTION	BY	DATE

SHEET TITLE: Final Plat

PROJECT DESCRIPTION: 949-953 12th St SE Valley City, ND 58072

DRAWINGS PROVIDED BY: Bridgetown Builders Inc. Valley City, ND 58072 701-840-2712

DATE: 8/31/26

SCALE:

SHEET: A-1

STATE OF NORTH DAKOTA
OFFICE OF STATE TAX COMMISSIONER
BRIAN KROSHUS, COMMISSIONER

August 3, 2026

Ref: L0811960960

BRIDGE TOWN DEVELOPMENT LLP
1342 E MAIN ST
VALLEY CITY ND 58072-3504

RE: Renaissance Zone Certificate Of Good Standing, State Income And Sales Taxes Only

This letter is evidence of good standing as required by the North Dakota Division of Community Services for purposes of obtaining final approval of a renaissance zone project.

As of the date of this letter, the records in the North Dakota Office of State Tax Commissioner do not show probable cause to believe that any income taxes (including income tax withheld from wages) or sales and use taxes are due and owing to the State of North Dakota by the following taxpayer:

Taxpayer's Name: BRIDGE TOWN DEVELOPMENT LLP
SSN or FEIN: 46-1380584

This letter must be submitted (as part of the zone project application) to the local zone authority for the renaissance zone in which the proposed zone project will be located. Please keep a copy of this letter for your records.

Ashlee Schwark

Ashlee Schwark
Supervisor, Individual Income Tax and Passthrough Entities
Phone: 701-328-1296
Email: aschwark@nd.gov

Renaissance Zone Project Application

To receive Division of Community Services' (DCS) approval on zone projects, the following information must be submitted to DCS.

1. Type of project

Business ☐ Residential ☒

3. Applicant Information

Name of applicant(s) or business name

Bridgetown Development LLP

If business, type of entity (Provide a copy of the Certificate of Good Standing from Tax Department)

Address and renaissance zone block number as it appears in the development plan property listings.

Address	City	Renaissance Zone Block
953 12th St SE	Valley City	42

4. For residential projects provide evidence that the home purchased is the taxpayer's primary residence.

5. Project Type

a. Purchase (to include new construction) ☒

b. Purchase with major improvements ☐

c. Lease ☐

i. What type of lease?

New ☐ Expansion ☐ Continuation of a Lease ☐ Leasehold Improvement ☐

If this an expansion, what is the additional square feet of the expansion? _____

ii. If it is a lease project, does it involve the relocation of a business from one location in the city to the Renaissance Zone or from one zone property to another zone property? Yes ☐ No ☐

d. Rehabilitation

i. Commercial 50% or more of the true and full value ☐

Or

ii. Residential 20% of the true and full value ☐

iii. Current true and full value $_____

v. For rehabilitation projects, provide a description of the work and the estimated costs.

Work to be done	Estimated Cost
New townhome construction	$425,000

vi. What is the term (in months) sought for benefits related to this project? _____

6. Does this project involve historical preservation or renovation? Yes ☐ No ☒

   a. For projects that involve historical preservation or renovation, but are not part of a rehabilitation project, provide a description of the work and the estimated costs. **A letter of approval from the Historical Society is required to claim any historical tax credits either on a rehabilitation project or renovation.**

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8. Provide the estimated state and local tax benefit to the taxpayer for five years (applies to all projects).

   Total State tax benefit forfive years $_____

   Total Property tax benefit forfive years $ 30,140

   Total Non-participating ownertax credit $_____

9. Zone Authority and City Documentation:

   Date of approval or conditionalapproval _____

   Provide a copy of minutes or other supporting documentation that indicates the formal approval by the approving entity.

10. Identify from the Development Plan the specific criteria used to approve the project

11. Evidence that the taxpayer is current on state taxes. **(Taxpayers can contact the Office of State Tax Commissioner to receive a Certificate of Good Standing. This request must indicate that it is for a Renaissance Zone Project.)** See Appendix E.

Letter of Good Standing Attached? Yes [X] No [ ]

12. Expected date of occupancy or project completion Sept. 2027

NOTE: The DCS reserves the right to reject a zone-approved project or to continue negotiating its approval. When a project is approved by the DCS, the local zone authority will be notified in writing.

If after a project is approved and the property changes hands or a replacement project is approved during the five-year exemption period, the DCS does not need to approve the transfer or the replacement project. The zone authority, however, must notify the DCS of the change and provide the applicable information about the new homeowners, business, and/or investor. The zone authority must also notify the DCS if any other change occurs in the status of the business or investor tax would affect the exemption approved.

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On historical Renovations/rehabilitations documentation from the Historical Society approving the final restorations must be submitted to DCS prior a final letter of approval can be issued.

Printed Name	Title
Donny Eberle	President
Signature	Date
	8/31/26

Project # VC -150
Block # 42
Parcel # 63-5820116

Guidelines & Additional Information

The Renaissance Zone Board requires application and approval **before you begin a new project** (including new construction, rehabilitation or closing) by both the Renaissance Zone Board and the City Commission. **Approval may take up to 4 weeks.** Your attendance at the Renaissance Zone Board meeting and the City Commission meeting is expected.

Renaissance Zone exemptions begin the year following project completion. There is no exemption on partially completed construction. Property will be taxed on the percentage of construction completed by the 1st of February for the year(s) prior to completion. Property tax exemption begins after the certified construction costs are approved.

For more information about the Renaissance Zone Program, see Goals of the Valley City Renaissance Zone (Form B) and Guidelines for Project Approval (Form C).

Submit the application and the following paperwork to City Hall:

- ☒ Certificate of Good Standing from ND Tax Department
- ☒ Signed letter from Building/Fire Inspector (enclosed)
- ☐ Property Tax Worksheet (enclosed)

Current use and zoning of property R-2

Will the property need to be rezoned? Yes ☐ No ☒

Attach Plans.

Provide documentation that the project costs meets the city's minimum guidelines for project approval (see Form C).

Applicant Contact Information:

Name Ronny Ebele

Contact Number 701-840-2712

Email sniper58072@hotmail.com

Mailing Address 1342 E Main St Valley City, ND 58072

Property Tax Worksheet

Dwelling Value only - exclude Land Value

	Residential	Commercial
True and full value of property (exclude land value) (see City Assessor or property tax statement)	409,100	
Multiply by 50%	50%	50%
Assessed Value:.....	$ 204,550.00	$ -
For commercial property multiply by 10% For residential property multiply by 9%	9%	10%
Taxable Value:.....	$ 18,409.50	$ -
Multiply taxable value times the mill levy/1000	0.32744	0.32744
Property Tax:.....	$ 6,028 -	$ -

City Hall
220 3rd St NE
Valley City, ND 58072-0390

CITY OF VALLEY CITY NORTH DAKOTA

Phone: 701-845-1700
www.valleycity.us

Date: 8-31-26

TO: Valley City Renaissance Zone Authority Board

PROJECT: 949-953 12th St SE

The Renaissance Zone applicant agrees to provide this form and preliminary construction document information to the Building Inspector for review as a prior requirement to presenting your project before the Renaissance Zone Authority Board and receiving a building permit. This necessary construction document information may include site plan(s) or supporting site information, floor plans, exterior elevation, interior elevations, building sections, construction details and specifications, and any engineering or industry certifications. The Renaissance Zone applicant also agrees to contact the Building Inspector for all required inspections, which will be listed on the back of the building permit, and to make any necessary changes to the project's construction if the building official finds building code infraction(s) during said inspections. The Renaissance Zone applicant understands that the City of Valley City does not certify, warranty or guarantee the code compliance of any construction, building design, acceptable occupancy or any consequences that may arise due to the interaction of any materials, products, construction processes and/or project design.

I have read, understand and agree to the above,

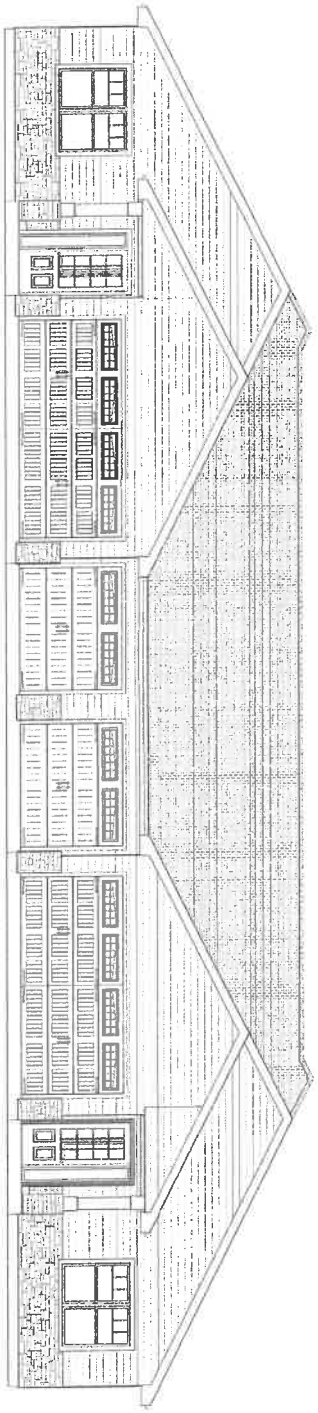
Signature of Renaissance Zone Applicant

Danny Fibelke

Printed Name of Renaissance Zone Applicant

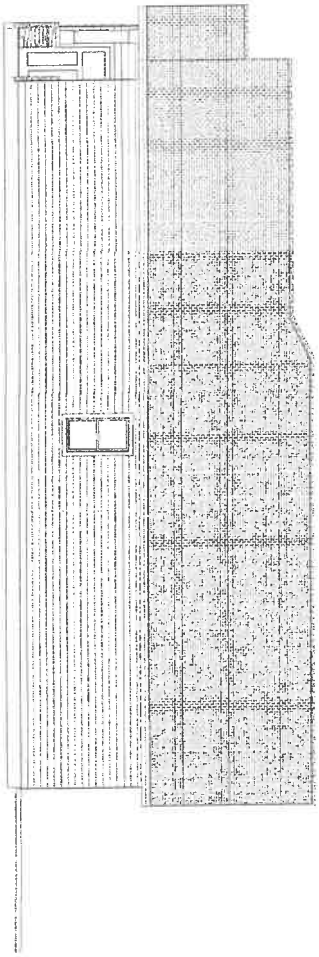
Signature of Building/Fire Inspector

Building/Fire Inspector Information
Building/Fire Inspector
220 3rd St NE, Valley City, ND 58072
(701) 845-1700



SHEET: A-1	SCALE:	DATE: 8/31/26	DRAWINGS PROVIDED BY: Bridgetown Builders Inc. Valley City, ND 58072 701-840-2712	PROJECT DESCRIPTION: 949-953 12th St SE Valley City, ND 58072	SHEET TITLE: Front Elevation	NO. / DESCRIPTION / BY / DATE

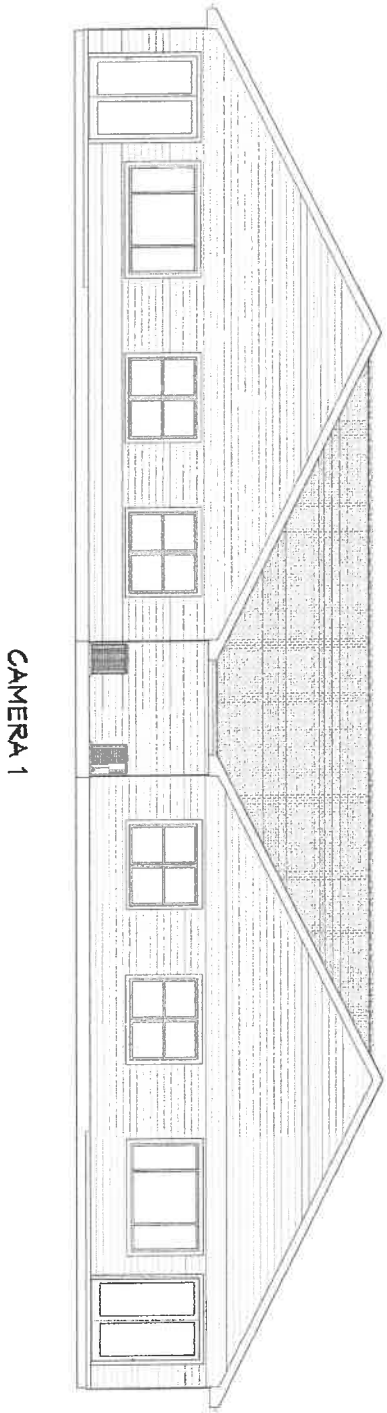
Bridgetown Builders



CAMERA 1

SHEET:	SCALE:	DATE:	DRAWINGS PROVIDED BY:	PROJECT DESCRIPTION:	SHEET TITLE:	NO.	DESCRIPTION	BY	DATE
A-1		8/31/26	Bridgetown Builders Inc. Valley City, ND 58072 701-840-2712	949-953 12th St SE Valley City, ND 58072	Side Elevation				

Bridgetown Builders



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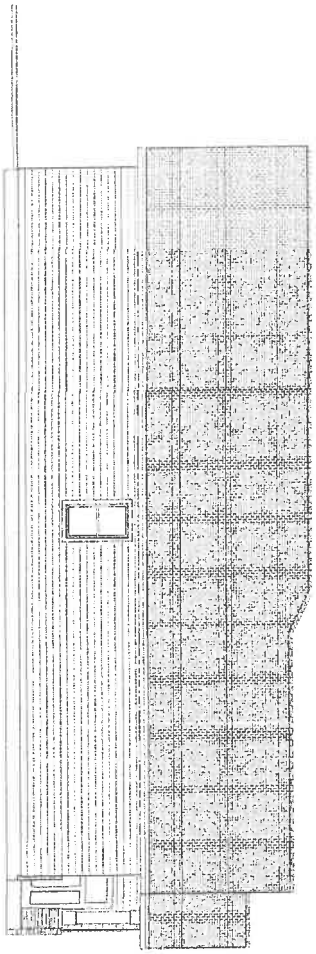
NO.	DESCRIPTION	BY	DATE

Bridgetown Builders

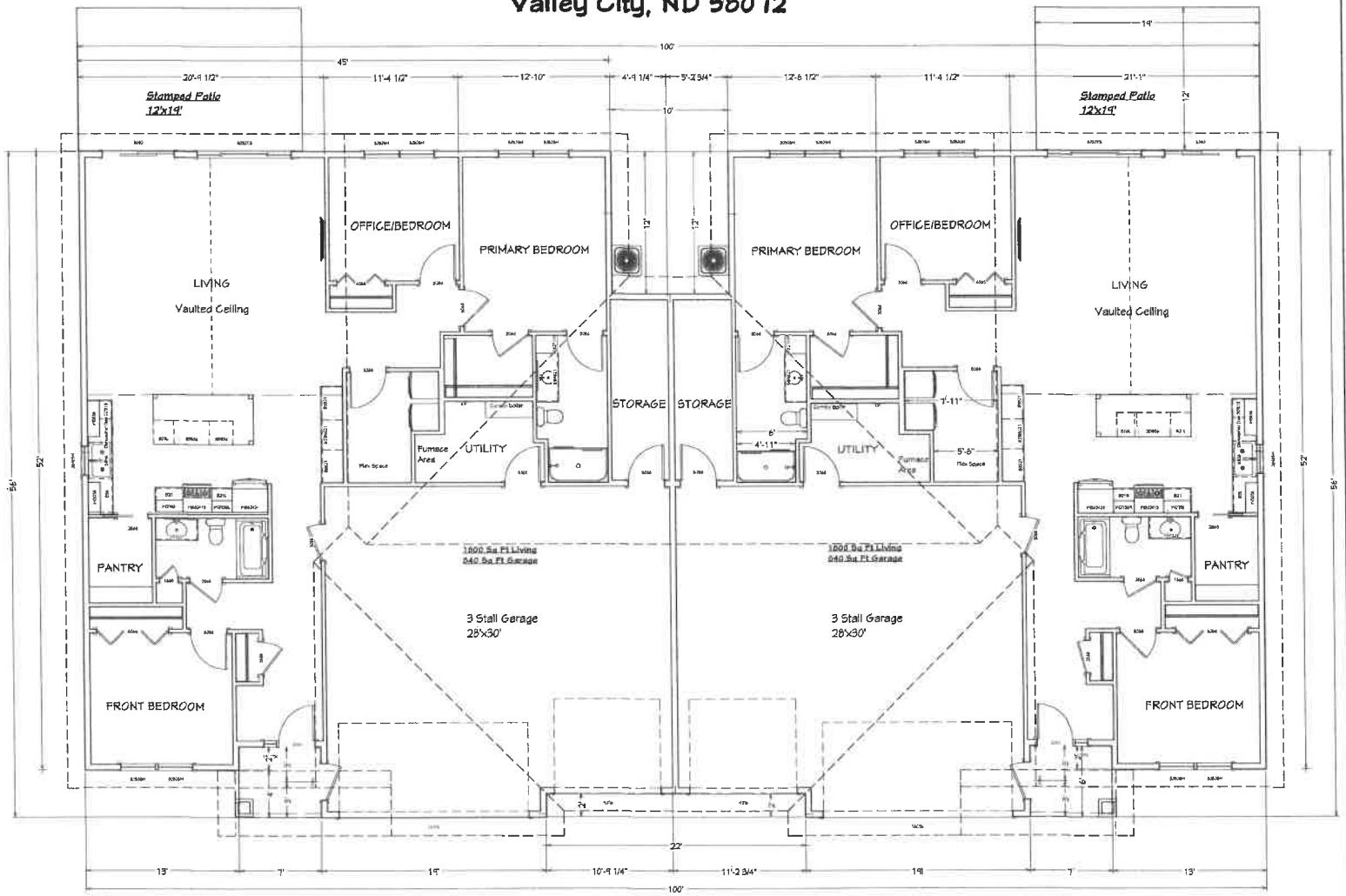


CAMERA 1

SHEET:	SCALE:	DATE:	DRAWINGS PROVIDED BY:	PROJECT DESCRIPTION:	SHEET TITLE:	NO.	DESCRIPTION	BY	DATE
A-1		8/31/26	Bridgetown Builders Inc. Valley City, ND 58072 701-840-2712	949-953 12th St SE Valley City, ND 58072	Side2 Elevation				

Bridgetown Builders

949-953 12th St SE
Lots 15&16, Block 1
Waterfront Meadows Subdivision
Valley City, ND 58072



1ST FLOOR

Bridgetown Builders

NO.	DESCRIPTION	BY	DATE

SHEET TITLE: Floorplan

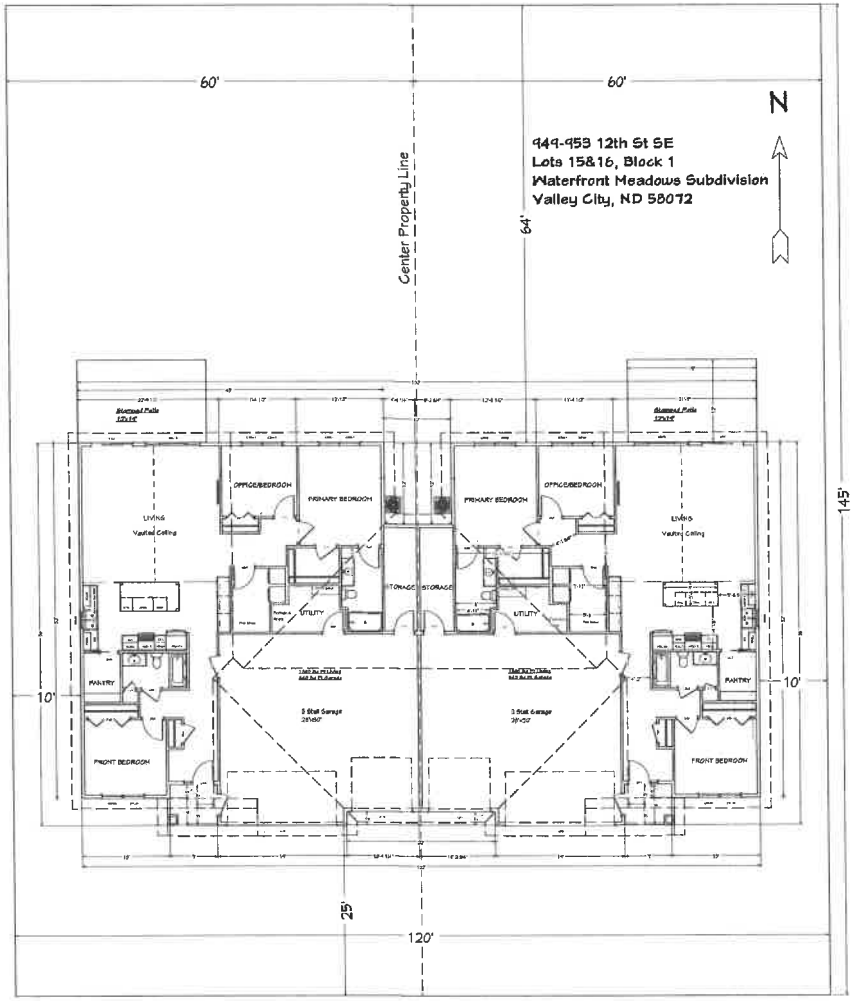
PROJECT DESCRIPTION: 949-953 12th St SE Valley City, ND 58072

DRAWINGS PROVIDED BY: Bridgetown Builders Inc. Valley City, ND 58072 701-840-2712

DATE: 8/31/26

SCALE:

SHEET: A-1



1ST FLOOR

Bridgetown Builders

NO.	DESCRIPTION	BY	DATE

SHEET TITLE: Final Plat

PROJECT DESCRIPTION: 949-953 12th St SE Valley City, ND 58072

DRAWINGS PROVIDED BY: Bridgetown Builders Inc. Valley City, ND 58072 701-840-2712

DATE: 8/31/26

SCALE:

SHEET: A-1

STATE OF NORTH DAKOTA
OFFICE OF STATE TAX COMMISSIONER
BRIAN KROSHUS, COMMISSIONER

August 3, 2026

Ref: L0811960960

BRIDGE TOWN DEVELOPMENT LLP
1342 E MAIN ST
VALLEY CITY ND 58072-3504

RE: Renaissance Zone Certificate Of Good Standing, State Income And Sales Taxes Only

This letter is evidence of good standing as required by the North Dakota Division of Community Services for purposes of obtaining final approval of a renaissance zone project.

As of the date of this letter, the records in the North Dakota Office of State Tax Commissioner do not show probable cause to believe that any income taxes (including income tax withheld from wages) or sales and use taxes are due and owing to the State of North Dakota by the following taxpayer:

Taxpayer's Name: BRIDGE TOWN DEVELOPMENT LLP
SSN or FEIN: 46-1380584

This letter must be submitted (as part of the zone project application) to the local zone authority for the renaissance zone in which the proposed zone project will be located. Please keep a copy of this letter for your records.

Ashlee Schwark

Ashlee Schwark
Supervisor, Individual Income Tax and Passthrough Entities
Phone: 701-328-1296
Email: aschwark@nd.gov

This is Task Order No. 2604-11611-1, consisting of 3 pages.

Task Order: 2027 Valley City Highway Safety Improvement Project (HSIP)

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:	September 15, 2026
b.	Owner:	City of Valley City
c.	Engineer:	KLJ Engineering LLC
d.	Specific Project (title):	Valley City 2027 HSIP Project
e.	Specific Project (description):	HEU-2-990(072), PCN 24627 Vehicle Speed Feedback Signs 8th Ave SW & Central Ave N/12th St NE

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.

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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 March 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 Engineering		Hourly
i. Project Management, Environmental Documentation	$4500.00	
ii. Preliminary Engineering and Survey	$4,250.00	
b. Design Engineering		Hourly
i. Final Specifications	$5,000.00	
ii. Bidding/Procurement	$1,750.00	
TOTAL COMPENSATION (lines 1.a-b)	$15,500.00	
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: None

8. Other Modifications to Agreement and Exhibits: None

9. Attachments:

Exhibit A – Engineer's Services – Environmental Documentation & Design Engineering

10. Other Documents Incorporated by Reference:

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

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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

By: _____

Print Name: Michael Bishop

Title: Mayor

Witness:

By: _____

Print Name: Brenda Klein

Title: Finance Director

ENGINEER: KLJ Engineering LLC

By: _____

Print Name: _____

Title: _____

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

State of: North Dakota

Witness:

By: _____

Print Name: _____

Title: _____

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Gwen Crawford

Title: City Administrator

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

E-Mail: gcrawford@valleycity.us

Phone: (701)845-8120

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Chad Petersen

Title: Senior Project Manager

Address: 1010 4th Ave SW
Valley City, ND 58072

E-Mail: chad.petersen@kljeng.com

Phone: (701)845-9446

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EXHIBIT A
SCOPE OF SERVICES
ENVIRONMENTAL DOCUMENTATION & DESIGN ENGINEERING

September 10, 2026

KLJ Engineering, LLC

HEU-2-990(072), PCN 24627

2027 Highway Safety Improvement Project (HSIP)
Vehicle Speed Feedback Signs & Incidentals
8th Ave SW and Central Ave N/12th St NE

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 proposed project. KLJ Engineering, LLC (KLJ) will provide Project Management, Survey, Environmental Documentation and Design Engineering for the proposed project.

OBJECTIVE

The general objective of this phase is to provide documented information necessary to obtain environmental clearance and to prepare specifications. KLJ will prepare a Categorical Exclusion by Definition (CED), complete survey, design engineering and final submittals.

1.1. PROJECT MANAGEMENT & COORDINATION

Management & Coordination

KLJ will manage the project and provide overall coordination of the work completed by the project teams. This work will consist of managing work assignments, internal team meetings, client coordination, project budget and schedule. KLJ will assist the City with the request to use city forces to install Vehicle Speed Feedback Signs (VSFS) and to request the NDDOT to procure the equipment.

Progress Reports (Bi-weekly updates)(Est. 6 Updates)

KLJ will submit a biweekly status report via email to the City and NDDOT which will summarizes the work performed in the current period, upcoming activities in the next period, summary of project decisions and potential out of scope work activities. The reports will include percent complete for key project activities. The status report will also identify any milestone activity that is not completed or anticipated not to be completed on time. The report will include the reasons why any milestone date was missed and what actions will be taken to get the project back on schedule.

Scoping Meeting

KLJ will lead a project scoping meeting with representatives from the City. Existing plans, reports, data and materials relevant to the environmental and engineering concerns will be gathered prior to the field review. Preliminary project information will be discussed at the meeting to determine the scope of services and identify potential concerns and alternative solutions that will be addressed in later phases of the project. A written summary will be prepared and distributed following the meeting.

1.2. PRELIMINARY ENGINEERING

Pick-up Survey

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

1.3. ENVIRONMENTAL DOCUMENTATION

Cultural Resources

KLJ will complete the Section 106 Coordination Form and submit it to the NDDOT for review. It is anticipated that the project will be excepted from further cultural review and consultation.

Categorical Exclusion by Definition (CED)

KLJ will complete the environmental documentation required for a CED as outlined in the NDDOT Design Manual. This work includes completing the checklist and any supporting documentation as identified on the checklist, including a preliminary opinion of cost.

1.4. Final Specifications

Final Specifications Submittal

KLJ will assemble and submit final specifications to the NDDOT and the City of Valley City. Final submittal will include:

- Final Specifications and Opinion of Cost
- Date when City would like to procure materials and delivery date
- Location for delivery of materials and name of contact person

Cost Participation and Maintenance Agreement

KLJ will assist and coordinate the execution of the CPM Agreement prior to the procurement of the VSFS by the NDDOT.

Deliverable Provided by KLJ

- Progress reports at two-week intervals
- Categorical Exclusion by Definition
- Opinion of costs and final specification submittals

8th Ave SW Location

Vehicle Speed Feedback Signs (VSFS)

Central Ave N/12th St NE Location

Vehicle Feedback Signs (VSFS)

Inspection Worksheet

Inspection Building: Dry Run LLC

Inspection Address: 816 3rd Str. NW

Company: Dry Run LLC

Company Contact: Drew

Company Address: 9053 103 Ave. SE

City: Oakes

State: ND

Zip Code: 58474

Greeting:

Date: 9/11/2026

Lock Box:

Fire Extinguisher Date: 9/30/2026

ABC Fire Extinguishers: 3

Ansul Fire Extinguishers:

Fire Alarm Status: OK

Sprinkler system inspection date:

Ansul system inspection date:

Infraction 1: Everything was OK

Infraction 2:

Infraction 3:

Infraction 4:

Building code infraction: None

Other comments:

VALLEY CITY FIRE DEPARTMENT

241 3RD AVENUE NE
VALLEY CITY, NORTH DAKOTA 58072

(P) 701-845-3351
(F) 701-845-4588

Date: September 11, 2026

Re: Fire Inspection of Dry Run LLC located at 816 3rd Str. NW.

To: Dry Run LLC
Drew
9053 103 Ave. SE
Oakes, ND 58474

From: Lance Coit
Asst. Fire Chief/Fire Inspector
Valley City, ND 58072

This letter is addressing the fire inspection that I made on 9/11/2026, of Dry Run LLC located at 816 3rd Str. NW, Valley City, ND.

The following items need to be fixed. These items are:

Everything was OK

If there are any infractions listed above, you have thirty days to correct them.

If you have any questions, please contact me at 845-8127.

Sincerely,

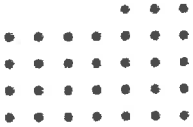
Lance Coit
Asst. Fire Chief/Fire Inspector
Valley City, ND 58072

9:34

← Hi-Line Hideaway

2026

Jan



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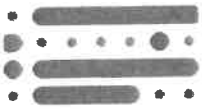

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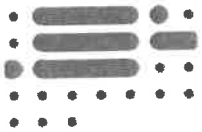

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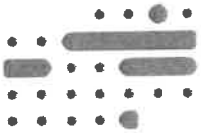

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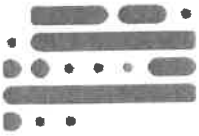

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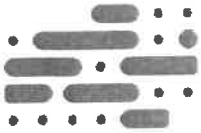

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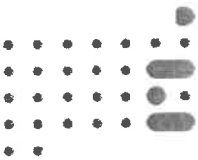

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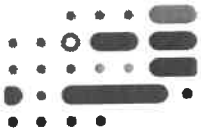

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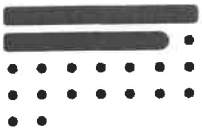

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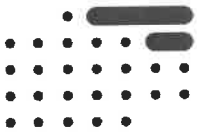

2027

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Jan Feb Mar