

CITY COMMISSION MEETING VALLEY CITY, NORTH DAKOTA

Tuesday, December 16, 2025
5:00 PM

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

The meeting is also available to view online <https://us06web.zoom.us/j/84405075743> or listen by calling (1 346 248 7799) Webinar ID: 844 0507 5743.

Board of City Commissioners	Role	Department Supervisor	Role
Dave Carlsrud	President	Gwen Crawford	City Administrator
Michael Bishop	Commissioner	Carl Martineck	City Attorney
Duane Magnuson	Commissioner	Brenda Klein	Finance Director
Jeffrey Erickson	Commissioner	Brandy Johnson	Deputy Auditor
Dick Gulmon	Commissioner	Tina Drabus	City Assessor
		Scott Magnuson	Fire Chief
		Nick Horner	Police Chief
		KLJ/Moore	City Engineers

NEXT RESOLUTION NO. 2509

NEXT ORDINANCE NO. 1186

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE (PLEASE STAND)

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

APPROVAL OF CONSENT AGENDA

- | | |
|--|-------------------|
| A. Approve Minutes from the 12.02.2025 Commission Meeting | Page 3-4 |
| B. Appoint Gwen Crawford as Valley City delegate to Missouri River Energy Services and recommend for MRES Board of Directors upon resignation of President Carlsrud | |
| C. Approve Tree Trimming and Removal Licenses: | |
| a. Tate and Johns Enterprises | Page 5-6 |
| b. Johnny B's Trees and Service | Page 7-8 |
| D. Approve Mobile Home Park Licenses: | |
| a. Frog Town Trailer Court – contingent upon approved state license | Page 9-12 |
| b. Sunrise Trailer Park – contingent upon receiving updated application | Page 13-18 |
| c. RNR Development "Plecity Park" – contingent upon approved state license | Page 19-21 |
| d. Viking Drive Estates | Page 22-25 |
| E. Approve Permits to Sell L.P. Gas: | |
| a. Kotaco Fuels Inc. | Page 26-27 |
| b. Petro Serve USA #071 | |
| c. Petro Serve USA #072 | Page 28-31 |
| d. Love's Travel Stop #849 | Page 32-35 |
| F. Approve Vehicle for Hire Licenses: | |
| a. South Central Adult Services | Page 36-37 |
| b. Bumpa's Ice Cream Truck – contingent upon approval of state license | Page 38-45 |
| G. Approve Local Event Permits: | |
| a. ND Catholic Daughters Raffle | Page 46-48 |
| b. VCHS Junior Class Raffle | Page 49 |

Roll Call: Erickson Gulmon Bishop Magnuson Carlsrud

PUBLIC COMMENTS

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

The following rules apply to Public Comments:

- Limited to five minutes per speaker.
- Must not interfere with the orderly conduct of the meeting.
- Must not be defamatory, abusive, harassing, or unlawful.

- May be prohibited if an alternative procedure exists to bring that particular type of public comment before the City, the public comment includes confidential or exempt information, or the public comment is otherwise prohibited by law.

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

ORDINANCE

ORD1. Second and Final Reading of Ordinance 1183 To Amend and Reenact Sections 7-01-01 and 7-01-06 of the Valley City Municipal Code Related to Building Permits. *(City Attorney Martineck)* **Page 50**

Roll Call: Gulmon Bishop Magnuson Erickson Carlsrud

ORD2. Second and Final Reading of Ordinance 1184 to Amend and Reenact Sections 10-01-03 and Subsection 2 of Section 10-05-02 of the Valley City Municipal Code related to stormwater permits. *(City Attorney Martineck)* **Page 51-52**

Roll Call: Bishop Magnuson Erickson Gulmon Carlsrud

ORD3. First Reading of Ordinance 1185, An Ordinance to Amend and Reenact Sections 7.1-01-05, 8-06-08, and 12-05-03 of the Valley City Municipal Code Related to Administrative Fees for Noncompliance with City Orders. *(City Attorney Martineck)* **Page 53-55**

Roll Call: Magnuson Erickson Gulmon Bishop Carlsrud

RESOLUTION

RES1. Approve Resolution 2507, A Resolution to Amend City Master Fee Schedule. *(City Attorney Martineck)* **Page 56**

Roll Call: Erickson Gulmon Bishop Magnuson Carlsrud

RES2. Approve Resolution 2508, A Resolution to Create Paving Improvement District No. 133. *(City Engineer)* **Page 57**

Roll Call: Gulmon Bishop Magnuson Erickson Carlsrud

NEW BUSINESS

NB1. Approve Monthly Bills for the City and Public Works in the Amount of \$2,295,824. *(Finance Director Klein)* **Page 58**

Roll Call: Bishop Magnuson Erickson Gulmon Carlsrud

NB2. Approve 2025 Zoning Districts Map. *(City Attorney, Martineck)* **Page 59**

Roll Call: Magnuson Erickson Gulmon Bishop Carlsrud

NB3. Approve 2025 Extraterritorial Jurisdiction Area Map. *(City Attorney, Martineck)* **Page 60**

Roll Call: Erickson Gulmon Bishop Magnuson Carlsrud

NB4. Approve Designating Municipal Infrastructure Funds for Sanitary Sewer Reline No. 72 Project. *(Finance Director Klein)* **Page 61-62**

Roll Call: Gulmon Bishop Magnuson Erickson Carlsrud

NB5. Approve NDDOT Project No. UGP-2-990(067), 2nd Ave NW, 3rd St NW and 4th St N – Paving Improvement District No. 128, Watermain 105 and Sanitary 69. *(City Engineer)*

Roll Call: Bishop Magnuson Erickson Gulmon Carlsrud

NB6. Approve 2026 Employee Policy and Procedure Manual. *(City Attorney Martineck)* **Page 63**

Roll Call: Magnuson Erickson Gulmon Bishop Carlsrud

CITY ADMINISTRATOR’S REPORT

CITY UPDATES & COMMISSION REPORTS

ADJOURN

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

Tuesday, December 02, 2025

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

Members present: President Carlsrud, Commissioner Gulmon, Commissioner Bishop, Commissioner Erickson, Commissioner Magnuson, Finance Director Klein, City Administrator Crawford, City Attorney Martineck

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

No Changes

APPROVAL OF CONSENT AGENDA

A. Approve Minutes from the November 18, 2025 Finance Meeting and Commission Meeting

B. Approve Contractors License

a. Precision Concrete Cutters INC

C. Approve Tree Trimming and Removal License

a. Ross' Tree Service

b. Ground to Sky

D. Approve Local Permit

a. Raffle - VCSU Trap Club

b. Raffle Board – Laine Schwehr Road to Recovery Benefit

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

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

ORDINANCE

Second and Final Reading of Ordinance 1181 to Rezone and Amend Zoning Map Lots 1-16, Block 22, Root's Addition, City of Valley City (City Attorney Martineck)

Lots 1-16, Block 22, Root's Addition to Valley City are re-zoned to R-4 Multi-Family Residential District.

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

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

Second and Final Reading of Ordinance 1182 to Rezone and Amend Zoning Map Auditor's Lot 1 and the S360' of the E820' of Auditor's Lot 2 Both of the NW ¼ of Section 32-140N-58W, Barnes County (City Attorney Martineck)

Auditors Lot 1 and the S360' of the E820' of Auditor's Lot 2 both of the NW¼ of Section 32-140N-58W in Barnes County, North Dakota, are re-zoned to AG Agricultural District.

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

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

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

A building permit shall be required for the addition or enlargement of non-structural concrete, including but not limited to sidewalks, driveways, patios, parking pads, and equipment pads; however, a permit is not required if there is no change to the original footprint of an existing area of concrete.

Motion to approve with no fee by Commissioner Gulmon, seconded by Commissioner Erickson.

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

First Reading of Ordinance 1184 to amend and reenact sections 10-01-03 and subsection 2 of section 10-05-02 of the Valley City Municipal Code related to stormwater permits (City Attorney Martineck)

A stormwater permits for land disturbing activities on properties or activities exempt from submission of a storm water management plan is still required, in accordance with chapter 10-05.

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

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

NEW BUSINESS

NB1. Set 2026 Commission Meeting Dates, Planning and Zoning Meetings, and Tax Equalization Meeting (City Administrator Crawford)

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

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

NB2. Approve Amendment No. 1 to Firm Electric Service Contract (No. 14-UGPR-1004) with Western Area Power Administration (City Attorney Martineck)

Motion to approve by Commissioner Bishop, seconded by Commissioner Gulmon

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

NB3. Approve Renewable Energy Certificate (REC) Designated Entity Contract (No. 25-UGPR-95) with Missouri River Energy Services and Western Area Power Administration (City Attorney Martineck)

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

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

NB4. Approve Public Assistance Grant Program Subgrant Agreement for FEMA-4888-DR and Designate Finance Director Klein as the Primary Agent and City Administrator Crawford as the Alternate Agent (Finance Director Klein)

Motion to approve by Commissioner Magnuson, seconded by Commissioner Gulmon

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

NB5. Approve Task Order for Preliminary & Design Engineering for 2026 Pavement Improvement Project (Various Locations) (City Engineer)

Engineer Petersen discussed the 2026 mill and overlay and seal coat construction project. This agreement is for preliminary and design engineering at a maximum compensation of \$92,500.00.

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

Roll Call: Bishop-Yes; Magnuson-Yes; Erickson-No; Gulmon-Yes; Carlsrud-Yes Motion Passed

NB6. Approve IIJA Grid Resilience Grant Contract (City Administrator Crawford)

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

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

CITY ADMINISTRATOR’S REPORT

City Administrator Crawford updated on progress of the Public Works Service Center, still on track with budget and timing.

CITY UPDATES & COMMISSION REPORTS

Commissioner Gulmon reviewed Food and Beverage, Sales, and Occupancy Tax

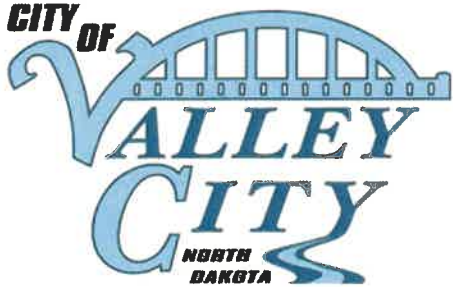
ADJOURN

Meeting was adjourned at 5:35pm

Attested to by:

Brenda Klein, Finance Director
City of Valley City

Dave Carlsrud, President of the
City of Valley City Commission



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

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

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

Name of Business: Tate + Johns Enterprises
Owner: John Halverson, Tate Halverson
Mailing Address: 3733 117th Ave SE
City, State Zip Code: Valley City, ND 58072
Phone Number: 701-490-0001, 701-490-0528
Email Address: john@nowrealtynod.com
Today's Date: 12/5/2025

All applicants shall file with the City Auditor by December 10th as part of this application:

Certificate of Liability Insurance

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

RETURN TO: Valley City Auditor
220 3rd St. NE
Valley City, ND 58072
Phone: (701) 845 - 1700

Pd
12-09-2025
ck # 1167



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/5/2025

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

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must 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 CODY A WALTON (27611) 3275 OAK RIDGE LOOP E WEST FARGO, ND 58078-0000	CONTACT NAME: CODY A WALTON PHONE (A/C No, Ext): 701-353-6069 FAX (A/C, No): 701-353-6172 E-MAIL ADDRESS: CODY.WALTON@COUNTRYFINANCIAL.COM																				
	<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A :</td> <td>COUNTRY Mutual Insurance Company</td> <td>20990</td> </tr> <tr> <td>INSURER B :</td> <td></td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A :	COUNTRY Mutual Insurance Company	20990	INSURER B :			INSURER C :			INSURER D :			INSURER E :			INSURER F :	
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INSURER F :																					
INSURED 4794460 JOHN HALVERSON DBA TATE AND JOHNS ENTERPRISES 3733 117TH AVE SE VALLEY CITY, ND 58072																					

COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:
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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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> BUSINESSOWNERS GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			AM9387260	3/14/2025	3/14/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			AM9387260 Covered on Businessowners	3/14/2025	3/14/2026	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> Y <input checked="" type="checkbox"/> N N/A WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

POLICY INFORMATION:
HIRED AUTOS LIMIT AND NON-OWNED AUTOS LIMIT ARE \$100,000 EACH OCCURRENCE SUBJECT TO A \$100,000 AGGREGATE LIMIT

CERTIFICATE HOLDER	CANCELLATION
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CITY OF VALLEY CITY 254 2ND AVE NE VALLEY CITY, ND 58072	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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**City of Valley City, North Dakota
Application for
Tree Trimming and Removal Service
License**

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

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

Name of Business: Johnny B's Trees and Service
Owner: John Borg
Mailing Address: Po Box 211
City, State Zip Code: Valley city ND 58072
Phone Number: 701-490-2042
Email Address: bobcatman61@gmail.com
Today's Date: 12/5/25

All applicants shall file with the City Auditor by December 10th as part of this application:

Certificate of Liability Insurance (should be on file)
LICENSE FEE: \$100 if **initial application**, make checks payable to City of Valley City
 \$50 if **renewal application**
RETURN TO: Valley City Auditor
220 3rd St. NE
Valley City, ND 58072
Phone: (701) 845 - 1700

*Pd 12-09-2025
CK # 13715*



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/04/2025

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


PRODUCER INSURE FORWARD 430 West Main Street Valley City ND 58072	CONTACT NAME: Melissa Schroeder	
	PHONE (A/C No. Ext): (701) 845-1185 FAX (A/C No): (701) 845-1749 E-MAIL ADDRESS: melissa.schroeder@insureforward.com	
INSURED Johnny B's Trees and Service P O Box 211 Valley City ND 58072	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: EMC - Employers Mutual Casualty Co.	21415
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES CERTIFICATE NUMBER: CL2512424815 REVISION NUMBER:

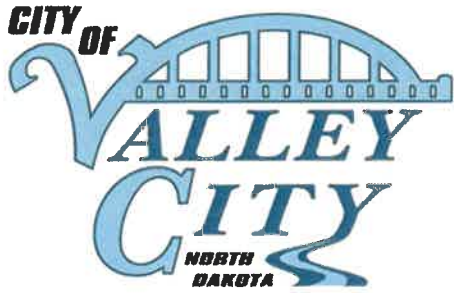
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		5D02343	11/07/2025	11/07/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			5E02343	11/07/2025	11/07/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

CERTIFICATE HOLDER City of Valley City PO Box 390 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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**City of Valley City, North Dakota
Application to
Operate Mobile Home Park**

FOR PERIOD: January 1, 2026 – December 31, 2026

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

Name of Business: Frog Town Trailer Court
Address of Mobile Home Park: 248 8th Ave NE
Owner: Karen Anderson
Mailing Street Address: 11651 25th St SE
City, State Zip Code: Valley City ND 58072
Phone Number: 701-490-1142
Email Address: askema@msn.com
Today's Date: 12-2-2025

Validation/Signatures

I promise and agree to abide by all laws and regulations of the City of Valley City and the State of North Dakota including but not limited to V.C.M.C. ch. 8-07 (Mobile Homes, Recreational Vehicles, and Campgrounds) and V.C.M.C. § 11-05-11 (Mobile Home Park Requirements). KA (initial)

Pursuant to V.C.M.C. § 8-07-10(2), I understand and agree that all mobile home lots must be abut upon a street or roadway which has unobstructed access to a public street, highway, or access road. All mobile home parks roadways must be weather surfaced, well-marked in the day time and lighted at night. Roadways and streets must be kept in serviceable condition in compliance with city engineering standards. KA (initial)

I, Karen Anderson (full name), Owner (role)
HEREBY request a license to operate and maintain a mobile home park for the period of January 1, 2026 to December 31, 2026.

I certify that all information and authorizations contained in application filed with the City Auditor's office for said licenses are affirmed and remain correct and true.

Dated this 2nd day of December, 2025

Karen Anderson
Owner/Corporate Office

*pd 12.03.2025
ck. 2221*

Number of Spaces	Permit Fee	Total Fee Enclosed
5	\$10 per trailer space (\$10 minimum)	50 ⁰⁰

New applicants or applicants with changes to the following shall file the following with the City Auditor:

- _____ Legal description of Mobile Home Park
- _____ Complete plan of park showing compliance with Section 13-02-01
- _____ Plans and specifications of all building and other improvements constructed or to be constructed within the mobile home park

All applicants shall file the following with the City Auditor by December 10th, as part of this application:

- _____ Certificate of Liability Insurance
- _____ Copy of Mobile Home Park State License
- _____ If roads are not in compliance with city requirements and standards, submit a plan & timeline to bring them into compliance.

LICENSE FEE:

- \$50 See above table for license fee total
- Make checks payable to City of Valley City

RETURN TO:

Valley City Auditor
220 3rd St. NE
Valley City, ND 58072
Phone: (701) 845-1700

For City Use Only

Reviewed by City Administrator _____ Approved _____ Denied

Signature _____ Date _____

Reviewed by Building Official _____ Approved _____ Denied

Signature AA Date 12/12/25

Reviewed by Police Department 0 Approved _____ Denied

Signature _____ Date _____

Reviewed by Commission _____ Approved _____ Denied

Date _____



Be Legendary.

**ND HEALTH & HUMAN SERVICES
FOOD AND LODGING**

2025 MOBILE HOME PARK LICENSE

This license must be posted in a location which is conspicuous to customers within in your establishment.

The permit holder shall cease operations and contact the Department if an imminent health hazard is created by way of fire, flood, interruption of water or electrical services, sewer backup, apparent foodborne illness outbreak, gross insanitary occurrence or condition, or other circumstance that may endanger public health.

Also contact our department if you have any questions or if any of the following actions are planned:

- Changing the products or services provided to customers
- Any remodeling of the facility or changes in equipment
- A change in ownership of the establishment

The most recent establishment inspection report is available here:



**ND HEALTH & HUMAN SERVICES
1720 BURLINGTON DR STE A BISMARCK, ND 58504-7736**

DATE: 12-05-2024
LICENSE NO: 1282

THE BELOW NAMED IS LICENSED UNDER THE PROVISIONS OF CHAPTER 33-33-01 OF THE NORTH DAKOTA ADMINISTRATIVE CODE TO OPERATE A MOBILE HOME PARK IN NORTH DAKOTA. FAILURE TO COMPLY WITH THESE REGULATIONS MAY RESULT IN THE CANCELLATION OF THIS LICENSE.

MOBILE HOME PARK LICENSE

FROG TOWN TRAILER COURT
KAREN ANDERSON
11651 25TH ST SE
VALLEY CITY, ND 58072

Accommodations: 5.00

NOTICE: THIS LICENSE IS NOT TRANSFERABLE / POST IN A CONSPICUOUS PLACE

EXPIRES: 12-31-2025



CENTER MUTUAL INSURANCE COMPANY

A STOCK SUBSIDIARY OF A DOMESTIC
MUTUAL INSURANCE HOLDING COMPANY

Dwelling Fire Policy Declaration
Renewal

Policy Number: DFND0102270 Policy Effective Date: 09/26/2025 Policy Expiration Date: 09/26/2026 12:01 A.M.
Process Date: 09/08/2025 at property address

Named Insured & Mailing Address:
KAREN ANDERSON
11651 25TH ST SE
VALLEY CITY, ND 58072

Agency: 568
INSURE FORWARD
PO BOX 635
VALLEY CITY, ND 58072

Phone Number: (701)490-1142

Phone Number: (701)845-1185
Email: melissa.schroeder@insureforward.com

In return for the payment of premium, coverage is provided where premium and limit of liability are shown.

Policy Deductible: \$1,000 IN CASE OF LOSS WE COVER ONLY THAT PART OF THE LOSS OVER THE DEDUCTIBLE AMOUNT.

*** LOCATION/PROPERTY COVERAGE ***

Location 1/ Property 1

Location of Property: 244 8TH AVE NE
VALLEY CITY, ND 58072

Property Characteristics

Form: FL-2	Description: STORAGE SHOP	Occupancy: TENANT
Territory: TERRITORY 1	Year Built: 2006	Primary Location: YES
Protection Class: 04	Structure Type: SHOP BUILDING	Number of Families:
State: NORTH DAKOTA	Construction Type: FRAME	Fire District: 4980
County: 00002-BARNES	Dimensions or Square Footage: 2472	
Roof type/year: ASPHALT - OTHER THAN 3-TAB OR T-LOCKS/2017		

Property Coverages

Coverage B - Related Private Structures	Limit \$130,000	Premium \$514.28
	Total Basic Premium:	\$514.28

Location 2

Location: 238 8TH AVE NE
VALLEY CITY, ND 58072

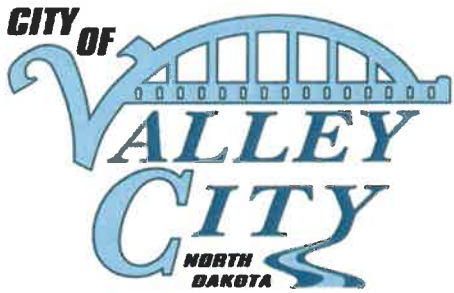
*** LIABILITY ONLY COVERAGE ***

*** LIABILITY COVERAGE ***

Liability Coverages

Liability Coverage	Limit \$500,000	Premium Included
Medical Payments	\$1,000	Included
*OLT-Owner, Landlord or Tenants		
Initial Residence	2 Families Location: 1	\$69.00
Additional Dwelling	0-1 Family Location: 2	\$58.00

(section continued on page 2)



pd 12.05.25
CL # 1637

City of Valley City, North Dakota Application to Operate Mobile Home Park

FOR PERIOD: January 1, 2026 – December 31, 2026

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

Name of Business: Eastside Estates LLC Sunrise
Address of Mobile Home Park: 1304 E Main St
Owner: Eastside Estates LLC
Mailing Street Address: PO Box 118
City, State Zip Code: Bowdle, SD 57428
Phone Number: 605-377-8645
Email Address: dfeldhaus02@icloud.com
Today's Date: 12/1/25

Validation/Signatures

I promise and agree to abide by all laws and regulations of the City of Valley City and the State of North Dakota including but not limited to V.C.M.C. ch. 8-07 (Mobile Homes, Recreational Vehicles, and Campgrounds) and V.C.M.C. § 11-05-11 (Mobile Home Park Requirements). DF (initial)

Pursuant to V.C.M.C. § 8-07-10(2), I understand and agree that all mobile home lots must be abut upon a street or roadway which has unobstructed access to a public street, highway, or access road. All mobile home parks roadways must be weather surfaced, well-marked in the day time and lighted at night. Roadways and streets must be kept in serviceable condition in compliance with city engineering standards. DF (initial)

I, Dane Feldhaus (full name), Owner / President (role)
HEREBY request a license to operate and maintain a mobile home park for the period of January 1, 2026 to December 31, 2026.

I certify that all information and authorizations contained in application filed with the City Auditor's office for said licenses are affirmed and remain correct and true.

Dated this 1st day of December, 2025.

Dane Feldhaus

Owner/Corporate Office

Number of Spaces	Permit Fee	Total Fee Enclosed
13	\$10 per trailer space (\$10 minimum)	\$130

New applicants or applicants with changes to the following shall file the following with the City Auditor:

- _____ Legal description of Mobile Home Park
- _____ Complete plan of park showing compliance with Section 13-02-01
- _____ Plans and specifications of all building and other improvements constructed or to be constructed within the mobile home park

All applicants shall file the following with the City Auditor by December 10th, as part of this application:

- _____ Certificate of Liability Insurance
- _____ Copy of Mobile Home Park State License
- _____ If roads are not in compliance with city requirements and standards, submit a plan & timeline to bring them into compliance.

LICENSE FEE: _____ See above table for license fee total
Make checks payable to City of Valley City

RETURN TO: Valley City Auditor
220 3rd St. NE
Valley City, ND 58072
Phone: (701) 845-1700

For City Use Only

Reviewed by City Administrator _____ Approved _____ Denied

Signature _____ Date _____

Reviewed by Building Official _____ Approved _____ Denied

Signature _____ Date _____

Reviewed by Police Department _____ Approved _____ Denied

Signature _____ Date _____

Reviewed by Commission _____ Approved _____ Denied

Date _____



Be Legendary.

ND HEALTH & HUMAN SERVICES FOOD AND LODGING

2026 MOBILE HOME PARK LICENSE

This license must be posted in a location which is conspicuous to customers within your establishment.



The permit holder shall cease operations and contact the Department if an imminent health hazard is created by way of fire, flood, interruption of water or electrical services, sewer backup, apparent foodborne illness outbreak, gross insanitary occurrence or condition, or other circumstance that may endanger public health.

Also contact our department if you have any questions or if any of the following actions are planned:

- Changing the products or services provided to customers
- Any remodeling of the facility or changes in equipment
- A change in ownership of the establishment

The most recent establishment inspection report is available here:



ND HEALTH & HUMAN SERVICES
1720 BURLINGTON DR STE A BISMARCK, ND 58504-7736

DATE: 12-12-2025
LICENSE NO: 5851

THE BELOW NAMED IS LICENSED UNDER THE PROVISIONS OF CHAPTER 33-33-01 OF THE NORTH DAKOTA ADMINISTRATIVE CODE TO OPERATE A MOBILE HOME PARK IN NORTH DAKOTA. FAILURE TO COMPLY WITH THESE REGULATIONS MAY RESULT IN THE CANCELLATION OF THIS LICENSE.

MOBILE HOME PARK LICENSE

SUNRISE TRAILER COURT
EASTSIDE ESTATES LLC
PO BOX 118
BOWDLE, SD 57428

Accommodations: 13.00



NOTICE: THIS LICENSE IS NOT TRANSFERABLE / POST IN A CONSPICUOUS PLACE

EXPIRES: 12-31-2026

INSURANCE COMPANY
6101 ANACAPRI BLVD., LANSING, MI 48917-3999

TAILORED PROTECTION POLICY DECLARATIONS

AGENCY HERITAGE INSURANCE SERVICES
08-0373-00 MKT TERR 035 701-532-3131

Renewal Effective 07-01-2025

INSURED EASTSIDE ESTATES LLC
C/O:DANE FELDHAUS

POLICY NUMBER 232308-77589626-25
Company Use 77-23-SD-2307

ADDRESS PO BOX 118

BOWDLE SD 57428-0118

Company Bill	Policy Term	
	12:01 a.m. 07-01-2025	12:01 a.m. to 07-01-2026

In consideration of payment of the premium shown below, this policy is renewed. Please attach this Declarations and attachments to your policy. If you have any questions, please consult with your agent.

55039 (11-87)

COMMON POLICY INFORMATION

Business Description: Mobile Home Park

Entity: Limited Liab Corp

THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PART(S):	PREMIUM
COMMERCIAL GENERAL LIABILITY COVERAGE	\$137.00
MINIMUM PREMIUM ADJUSTMENT (GL)	\$170.00
TOTAL	\$307.00
TOTAL POLICY PREMIUM IF ON FULL PAY PLAN BY 07-01-2025	\$305.00
THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.	
The Paid in Full Discount does not apply to fixed fees, statutory charges or minimum premiums.	

Premium shown above for commercial general liability coverage is an advanced premium deposit and may be subject to audit.

Forms that apply to all coverage part(s) shown above (except garage liability, dealer's blanket, commercial automobile, if applicable):
55000 (07-12) 59390 (11-20)

Countersigned By: _____

Auto-Owners Ins. Co.

Issued 05-28-2025

AGENCY HERITAGE INSURANCE SERVICES
08-0373-00 MKT TERR 035

Company POLICY NUMBER 232308-77589626-25
Bill 77-23-SD-2307

INSURED EASTSIDE ESTATES LLC

Term 07-01-2025 to 07-01-2026

55040 (11-87)

COMMERCIAL GENERAL LIABILITY COVERAGE

COVERAGE	LIMITS OF INSURANCE
General Aggregate (Other Than Products-Completed Operations)	\$2,000,000
Products-Completed Operations Aggregate	\$2,000,000
Personal And Advertising Injury Each Occurrence	\$1,000,000 \$1,000,000
COMMERCIAL GENERAL LIABILITY PLUS ENDORSEMENT	
Damage to Premises Rented to You (Fire, Lightning, Explosion, Smoke or Water Damage)	\$300,000 Any One Premises
Medical Payments	\$10,000 Any One Person
Hired Auto & Non-Owned Auto	\$1,000,000 Each Occurrence
Expanded Coverage Details See Form:	
Extended Watercraft	
Personal Injury Extension	
Broadened Supplementary Payments	
Broadened Knowledge Of Occurrence	
Additional Products-Completed Operations Aggregate	
Blanket Additional Insured - Lessor of Leased Equipment	
Blanket Additional Insured - Managers or Lessors of Premises	
Newly Formed or Acquired Organizations Extension	
Blanket Waiver of Subrogation	

Twice the "General Aggregate Limit", shown above, is provided at no additional charge for each 12 month period in accordance with form 55885.

AUDIT TYPE: Annual Audit

Forms that apply to this coverage:

CG2144 (04-17)	59350 (01-15)	55405 (07-08)	55146 (06-04)	CG2106 (05-14)
CG2109 (06-15)	55091 (05-17)	IL0021 (07-02)	59325 (12-19)	CG0001 (04-13)
IL0234 (09-07)	IL0017 (11-85)	55513 (05-17)	55029 (05-17)	CG2196 (03-05)
CG2132 (05-09)	IL0165 (12-90)	CG2147 (12-07)	55885 (05-17)	CG4032 (05-23)
59390 (11-20)				

Auto-Owners Ins. Co.

Issued 05-28-2025

AGENCY HERITAGE INSURANCE SERVICES
08-0373-00 MKT TERR 035

Company POLICY NUMBER 232308-77589626-25
Bill 77-23-SD-2307

INSURED EASTSIDE ESTATES LLC

Term 07-01-2025 to 07-01-2026

LOCATION 0001 - BUILDING 0001

Location: 1306 E Main St, Parcel #63-1150060, Valley City, ND 58072-3504

Territory: 001

County: Barnes

CLASSIFICATION	CODE	SUBLINE	PREMIUM BASIS	RATE	PREMIUM
Commercial General Liability Plus Endorsement Included At 7.5% Of The Premises Operation Premium	00501	Prem/Op	Prem/Op Prem Included	Included	Included
Mobile Home Parks Or Courts	46202	Prem/Op Prod/Comp Op	Gross Sales \$31,200 \$31,200	Each 1000 3.763 .607	\$117.00 \$19.00

COMMERCIAL GENERAL LIABILITY COVERAGE - LOCATION 0001 SUMMARY

	PREMIUM
TERRORISM - CERTIFIED ACTS SEE FORM: 59350, 55405, 59390	\$1.00
LOCATION 0001	\$137.00



City of Valley City, North Dakota
Application to
Operate Mobile Home Park

FOR PERIOD: January 1, 2026 – December 31, 2026

Pd
12-09-2025
CHK # 10478

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: RNR Development "Plesity Park"
Address of Mobile Home Park: Plesity Park
Owner: RNR Development
Mailing Street Address: 9302 25th St S
City, State Zip Code: Fargo ND, 58104
Phone Number: 701-799-7292
Email Address: reneerohl@rnh.com
Today's Date: 12.2.25

Validation/Signatures

I promise and agree to abide by all laws and regulations of the City of Valley City and the State of North Dakota including but not limited to V.C.M.C. ch. 8-07 (Mobile Homes, Recreational Vehicles, and Campgrounds) and V.C.M.C. § 11-05-11 (Mobile Home Park Requirements). RA (initial)

Pursuant to V.C.M.C. § 8-07-10(2), I understand and agree that all mobile home lots must be abut upon a street or roadway which has unobstructed access to a public street, highway, or access road. All mobile home parks roadways must be weather surfaced, well-marked in the day time and lighted at night. Roadways and streets must be kept in serviceable condition in compliance with city engineering standards. RA (initial)

I, Renae Rohl (full name), owner (role)
HEREBY request a license to operate and maintain a mobile home park for the period of January 1, 2026 to December 31, 2026.

I certify that all information and authorizations contained in application filed with the City Auditor's office for said licenses are affirmed and remain correct and true.

Dated this 2 day of Dec, 2025.

Owner/Corporate Office

Number of Spaces	Permit Fee	Total Fee Enclosed
50	\$10 per trailer space (\$10 minimum)	\$ 500

New applicants or applicants with changes to the following shall file the following with the City Auditor:

- _____ Legal description of Mobile Home Park
- _____ Complete plan of park showing compliance with Section 13-02-01
- _____ Plans and specifications of all building and other improvements constructed or to be constructed within the mobile home park

All applicants shall file the following with the City Auditor by December 10th, as part of this application:

- Certificate of Liability Insurance
- _____ Copy of Mobile Home Park State License
- _____ If roads are not in compliance with city requirements and standards, submit a plan & timeline to bring them into compliance.

LICENSE FEE:

- pd See above table for license fee total
- Make checks payable to City of Valley City

RETURN TO:

Valley City Auditor
220 3rd St. NE
Valley City, ND 58072
Phone: (701) 845-1700

For City Use Only

Reviewed by City Administrator _____ Approved _____ Denied

Signature _____ Date _____

Reviewed by Building Official _____ Approved _____ Denied

Signature Date 12/12/21

Reviewed by Police Department Approved _____ Denied

Signature _____ Date _____

Reviewed by Commission _____ Approved _____ Denied

Date _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/01/2025

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

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

PRODUCER North Risk Partners - McKinneyOlson Insurance 7001 S Lyncrest Pl Suite 102 Sioux Falls SD 57108	CONTACT NAME: CL Select Service -ACQ PHONE (A/C, No, Ext): (605) 335-7777 E-MAIL ADDRESS: cl.select.acq@northriskpartners.com	FAX (A/C, No):
	INSURER(S) AFFORDING COVERAGE	
INSURED RNR Development Inc 9302 25th St S Fargo ND 58104-8307	INSURER A: Lloyd's of London Underwriters	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES **CERTIFICATE NUMBER:** 25-26 Master **REVISION NUMBER:**

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

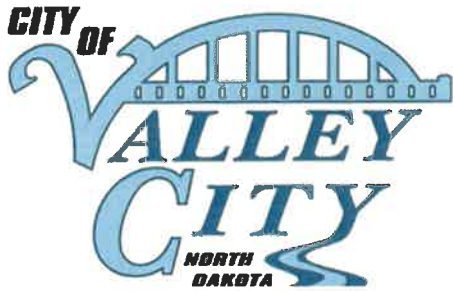
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			RS100/200PA0125-4	11/21/2025	11/21/2026	EACH OCCURRENCE \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: Included						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						MED EXP (Any one person) \$ 5,000
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						PERSONAL & ADV INJURY \$ 1,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N	N/A			GENERAL AGGREGATE \$ 2,000,000
A	Property			RS100/200PA0125-4	11/21/2025	11/21/2026	PRODUCTS - COMP/OPAGG \$ 2,000,000 COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$

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

RE: Block 1-2, 4-5, Plecticity Mobile Home Park Addition, Valley City ND 58072

CERTIFICATE HOLDER City of Valley City P O Box 390 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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City of Valley City, North Dakota
Application to
Operate Mobile Home Park
FOR PERIOD: January 1, 2026 – December 31, 2026

PJ
12-09-2025
ck # 1785

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: VIKING DRIVE ESTATES
Address of Mobile Home Park: 1135 VIKING DRIVE VALLEY CITY
Owner: WICK FAMILY TRUST
Mailing Street Address: 1759 COTA AVE
City, State Zip Code: LONG BEACH CA 90813 - 1140
Phone Number: (562) 305 - 1353
Email Address: DAVID.WICK@ICLOUD.COM
Today's Date: 12 - 2 - 25

Validation/Signatures

I promise and agree to abide by all laws and regulations of the City of Valley City and the State of North Dakota including but not limited to V.C.M.C. ch. 8-07 (Mobile Homes, Recreational Vehicles, and Campgrounds) and V.C.M.C. § 11-05-11 (Mobile Home Park Requirements). D (initial)

Pursuant to V.C.M.C. § 8-07-10(2), I understand and agree that all mobile home lots must be abut upon a street or roadway which has unobstructed access to a public street, highway, or access road. All mobile home parks roadways must be weather surfaced, well-marked in the day time and lighted at night. Roadways and streets must be kept in serviceable condition in compliance with city engineering standards. D (initial)

I, DAVID WICK (full name), TRUSTEE (role)
HEREBY request a license to operate and maintain a mobile home park for the period of January 1, 2026 to December 31, 2026.

I certify that all information and authorizations contained in application filed with the City Auditor's office for said licenses are affirmed and remain correct and true.

Dated this 2 day of DECEMBER, 2025.

Owner/Corporate Office

Number of Spaces	Permit Fee	Total Fee Enclosed
76	\$10 per trailer space (\$10 minimum)	\$ 760.00

New applicants or applicants with changes to the following shall file the following with the City Auditor:

- _____ Legal description of Mobile Home Park
- _____ Complete plan of park showing compliance with Section 13-02-01
- _____ Plans and specifications of all building and other improvements constructed or to be constructed within the mobile home park

All applicants shall file the following with the City Auditor by December 10th, as part of this application:

- _____ Certificate of Liability Insurance
- _____ Copy of Mobile Home Park State License
- _____ If roads are not in compliance with city requirements and standards, submit a plan & timeline to bring them into compliance.

LICENSE FEE: _____ See above table for license fee total
Make checks payable to City of Valley City

RETURN TO: Valley City Auditor
220 3rd St. NE
Valley City, ND 58072
Phone: (701) 845-1700

For City Use Only

Reviewed by City Administrator _____ Approved _____ Denied

Signature _____ Date _____

Reviewed by Building Official _____ Approved _____ Denied

Signature  _____ Date 12/12/23

Reviewed by Police Department o Approved _____ Denied

Signature _____ Date _____

Reviewed by Commission _____ Approved _____ Denied

Date _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/02/2025

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

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

PRODUCER Brown & Brown Insurance Services, Inc. 2800 N Central Ave. Ste. 1100 Phoenix AZ 85004		CONTACT NAME: Chris Chase PHONE (A/C, No, Ext): (602) 664-7045 E-MAIL ADDRESS: chris.chase@bbrown.com		FAX (A/C, No):
INSURER(S) AFFORDING COVERAGE				NAIC #
INSURER A: Ohio Security Insurance Company				24082
INSURER B:				
INSURER C:				
INSURER D:				
INSURER E:				
INSURER F:				
INSURED David Wick 3250 117th Ave SE Valley City ND 58072				

COVERAGES

CERTIFICATE NUMBER: CL2512169989

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			BLS60706738	12/10/2025	12/10/2026	EACH OCCURRENCE	\$ 500,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER: AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						MED EXP (Any one person)	\$ 15,000
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/>						PERSONAL & ADV INJURY	\$ 500,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) if yes, describe under DESCRIPTION OF OPERATIONS below		N/A				GENERAL AGGREGATE	\$ 1,000,000
							PRODUCTS - COMP/OP AGG	\$ 1,000,000
							COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
							EACH OCCURRENCE	\$
							AGGREGATE	\$
							PER STATUTE	\$
							OTHER	\$
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

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

Liability in regards to 1135 Viking Dr, Valley City, ND 58072

CERTIFICATE HOLDER**CANCELLATION**Valley City Auditor
PO Box 390

Valley City,

ND 58072

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

AUTHORIZED REPRESENTATIVE

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**ND HEALTH & HUMAN SERVICES
1720 BURLINGTON DR STE A BISMARCK, ND 58504-7736**

**DATE: 11-26-2025
LICENSE NO: 1368**

THE BELOW NAMED IS LICENSED UNDER THE PROVISIONS OF CHAPTER 33-33-01 OF THE NORTH DAKOTA ADMINISTRATIVE CODE TO OPERATE A MOBILE HOME PARK IN NORTH DAKOTA. FAILURE TO COMPLY WITH THESE REGULATIONS MAY RESULT IN THE CANCELLATION OF THIS LICENSE.

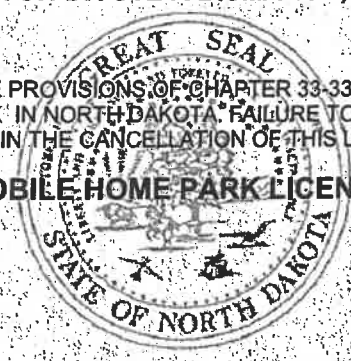
MOBILE HOME PARK LICENSE

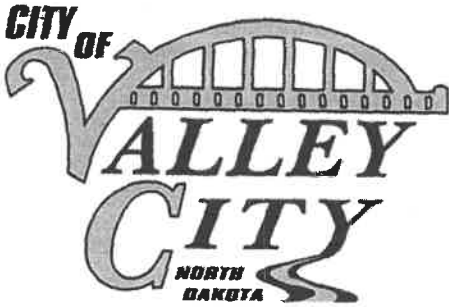
**VIKING DRIVE ESTATES
WICK FAMILY TRUST
1759 COTA AVENUE
LONG BEACH, CA 90813**

Accommodations: 76.00

NOTICE: THIS LICENSE IS NOT TRANSFERABLE / POST IN A CONSPICUOUS PLACE

EXPIRES: 12-31-2026





City of Valley City, North Dakota
Application for
Permit to Sell L.P. Gas

pd 12-09-2025
ck 16264

FOR PERIOD: January 1, 2026 – December 31, 2026

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

Name of Business: Kotaco Fuels, Inc
Owner: Kotaco Fuels, Inc
Business Address: Valley City Office - 526 W. Main St., Vally City, ND 58072
Mailing Address: 1902 7th Ave N
City, State Zip Code: Fargo, ND 58102
Phone Number: 701-232-9215
Email Address: ap@kotacofuels.com
Today's Date: 12/3/2025

New applicants or applicants with changes to the following shall file the following with the City Auditor:

Previous experience
 Trade references

All applicants shall file the following with the City Auditor by December 10th as part of this application:

Certificate of Liability Insurance

LICENSE FEE: \$1000 if initial application
 \$500 if renewal application
Make checks payable to City of Valley City

RETURN TO: Valley City Auditor
220 3rd St. NE
Valley City, ND 58072
Phone: (701) 845-1700

For City Use Only

Reviewed by Fire Department Approved Denied

Signature _____ Date _____

Reviewed by Commission Approved Denied _____ Date _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/13/2025

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

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

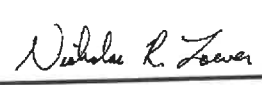
PRODUCER FEDERATED MUTUAL INSURANCE COMPANY HOME OFFICE: P.O. BOX 328 OWATONNA, MN 55060	CONTACT NAME: CLIENT CONTACT CENTER	
	PHONE (A/C, No, Ext): 888-333-4949	FAX (A/C, No): 507-446-4664
INSURED KOTACO FUELS INC 1902 7TH AVE N FARGO, ND 58102-3206	E-MAIL ADDRESS: CLIENTCONTACTCENTER@FEDINS.COM	
	INSURERS AFFORDING COVERAGE	
	INSURER A: FEDERATED RESERVE INSURANCE COMPANY	NAIC # 16024
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

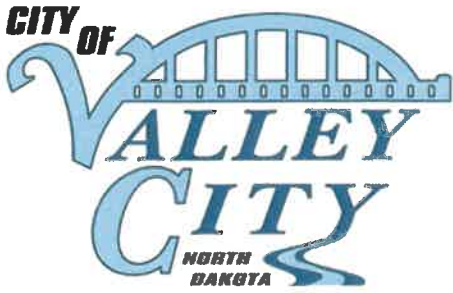
COVERAGES CERTIFICATE NUMBER: 0 REVISION NUMBER: 5

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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	N	N	1881062	01/01/2025	01/01/2026	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) EXCLUDED PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS & COMPIOP ACC \$2,000,000	
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	N	N	1881062	01/01/2025	01/01/2026	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per Person) BODILY INJURY (Per Accident) PROPERTY DAMAGE (Per Accident)	
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION	N	N	1881071	01/01/2025	01/01/2026	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000	
A	WORKERS-COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/ EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	N	1881062	01/01/2025	01/01/2026	PER STATUTE OTHER E.L EACH ACCIDENT \$500,000 E.L DISEASE EA EMPLOYEE \$500,000 E.L DISEASE POLICY LIMIT \$500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 THIS COPY IS NOT TO BE REPRODUCED FOR ISSUANCE OF CERTIFICATES.
 STOP-GAP (EMPLOYER'S LIABILITY) COVERED STATE(S) ND

CERTIFICATE HOLDER A CERTIFICATE HAS BEEN FILED WITH EACH OF YOUR CERTIFICATE HOLDERS.	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 



City of Valley City, North Dakota
Application for
Permit to Sell L.P. Gas
FOR PERIOD: January 1, 2026 – December 31, 2026

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

Name of Business: Petro Serve USA #071
Owner: Farmers Union Oil Company of Moorhead, MN
Business Address: 1020 8th Ave SW Valley City, ND
Mailing Address: 1772 Main Ave West
City, State Zip Code: West Fargo, ND 58078
Phone Number: (corp) 701-282-3201 (store) 701-845-5808
Email Address: (corp) jchaddnck@petroserviceusa.com (store) store071@petroserviceusa.com
Today's Date: 11/18/2025

New applicants or applicants with changes to the following shall file the following with the City Auditor:

Previous experience
 Trade references

All applicants shall file the following with the City Auditor by December 10th as part of this application:

Certificate of Liability Insurance

LICENSE FEE: \$1000 if initial application
 \$500 if renewal application *Pd 12.01.2025*
Make checks payable to City of Valley City

RETURN TO: Valley City Auditor
220 3rd St. NE
Valley City, ND 58072
Phone: (701) 845-1700

For City Use Only

Reviewed by Fire Department Approved Denied

Signature _____ Date _____

Reviewed by Commission Approved Denied _____ Date _____



City of Valley City, North Dakota
Application for
Permit to Sell L.P. Gas
FOR PERIOD: January 1, 2026 – December 31, 2026

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

Name of Business: Petro Serve USA # 072
Owner: Farmers Union Oil Company of Moorhead, MN
Business Address: 151 9th Ave NW Valley City ND
Mailing Address: 1772 West Main Ave
City, State Zip Code: West Fargo, ND 58078
Phone Number: (corp) 701-282-3201 (store) 701-845-0812
Email Address: (corp) jchadduck@petroserviceusa.com (store) store072@petroserviceusa.com
Today's Date: 11/18/2025

New applicants or applicants with changes to the following shall file the following with the City Auditor:

Previous experience
Trade references

All applicants shall file the following with the City Auditor by December 10th as part of this application:

X Certificate of Liability Insurance

LICENSE FEE:

\$1000 if initial application
X \$500 if renewal application
Pd 12.01.2025
Make checks payable to City of Valley City

RETURN TO:

Valley City Auditor
220 3rd St. NE
Valley City, ND 58072
Phone: (701) 845-1700

For City Use Only

Reviewed by Fire Department Approved Denied

Signature Date

Reviewed by Commission Approved Denied Date



AGENCY CUSTOMER ID: _____

LOC #: _____

ADDITIONAL REMARKS SCHEDULE

Page 1 of 1

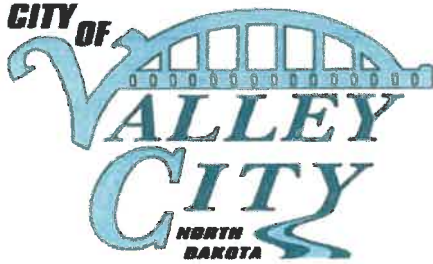
AGENCY FEDERATED MUTUAL INSURANCE COMPANY		NAMED INSURED FARMERS UNION OIL COMPANY OF MOORHEAD MINNESOTA 1772 MAIN AVE W WEST FARGO, ND 58078-1325	
POLICY NUMBER SEE CERTIFICATE # 120.0		EFFECTIVE DATE: SEE CERTIFICATE # 120.0	
CARRIER SEE CERTIFICATE # 120.0	NAIC CODE		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

ADDITIONAL NAMED INSUREDS INCLUDE
CENEX PETRO SERVE, PETRO SERVE USA

STOP-GAP (EMPLOYER'S LIABILITY) COVERED STATE(S) ND



City of Valley City, North Dakota
Application for
Permit to Sell L.P. Gas
FOR PERIOD: January 1, 2026 – December 31, 2026

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

Name of Business: Love's Travel Stop #849

Owner: Love's Travel Stops & Country Stores, Inc.

Business Address: 1385 8th Ave, SW, Valley City, ND 45365

Mailing Address: Attn: Licensing, PO Box 26210

City, State Zip Code: Oklahoma City, OK 73126

Phone Number: 405-463-8891

Email Address: storelicensing@loves.com

Today's Date: 12/3/25

New applicants or applicants with changes to the following shall file the following with the City Auditor:

Previous experience
 Trade references

All applicants shall file the following with the City Auditor by December 10th as part of this application:

Certificate of Liability Insurance

LICENSE FEE: \$1000 if initial application
 \$500 if renewal application
Make checks payable to City of Valley City

RETURN TO: Valley City Auditor
 220 3rd St. NE
 Valley City, ND 58072
Phone: (701) 845-1700

For City Use Only

Reviewed by Fire Department Approved Denied

Signature _____ Date _____

Reviewed by Commission Approved Denied Date _____



10601 North Pennsylvania Avenue, Oklahoma City, OK 73120
www.loves.com

December 5, 2025

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

Enclosed please find the LPG renewal for Love's Travel Stop #849. I have included a check in the amount of \$600.00 for the fees.

*#500 ck # 100 1616 191
12.09.2025*

Thank you.

Please send all correspondence, permits, licenses, and renewals to:

Love's Travel Stops & Country Stores, Inc.
Attn: Licensing Department
PO Box 26210
Oklahoma City, OK 73126

Should you have any questions or require any additional information, please contact me:
I may be reached by telephone at (405) 847-5250 or by email at renee.poteete@loves.com. You may also contact the Licensing Department at (405) 463-8199 or by email at storelicensing@loves.com.

Sincerely,

Renee Poteete

Renee Poteete
Licensing Coordinator



ADDITIONAL REMARKS SCHEDULE

AGENCY Aon Risk Services Southwest, Inc.		NAMED INSURED Loves Travel Stops & Country Stores, Inc	
POLICY NUMBER See Certificate Number: 570111538503			
CARRIER See Certificate Number: 570111538503	NAIC CODE	EFFECTIVE DATE:	

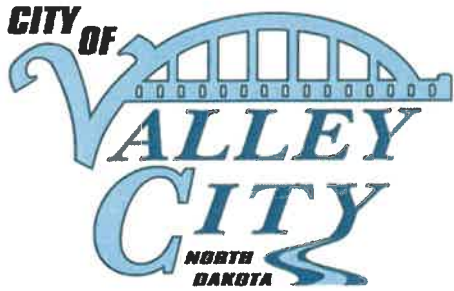
ADDITIONAL REMARKS

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance**

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER	
INSURER	
INSURER	
INSURER	

ADDITIONAL POLICIES If a policy below does not include limit information, refer to the corresponding policy on the ACORD certificate form for policy limits.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS	
	WORKERS COMPENSATION							
C		N/A	Y	SCFC7260524A WI	04/01/2025	04/01/2026		



**City of Valley City, North Dakota
Application for
Vehicles for Hire License**

*Pd 12-09-2025
OK #102927*

FOR PERIOD: January 1 – December 31, 2026

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

Name of Business: South Central Adult Services

Owner: "

Mailing Address: PO Box 298

City, State Zip Code: Valley City, ND 58072

Phone Number: 701-845-4300

Email Address: pat@southcentralseniors.org

Today's Date: 11/25/25

Automobile Year & Make	License Number	Number of Passengers
2024 Chrysler Voyager	680 EER	7
2024 Chrysler Voyager	681 EER	7

File the following with the City Auditor by December 10th as part of this application:

Certificate of Liability Insurance **\$ 60.00**

LICENSE FEE: \$20 per 1 – 5 passenger vehicle
 2 \$30 per 5+ passenger vehicle
 Make checks payable to City of Valley City

RETURN TO: Valley City Auditor
 220 3rd St. NE
 Valley City, ND 58072
Phone: (701) 845 – 1700



**City of Valley City, North Dakota
Application for
Mobile Frozen Dessert Vendor**

FOR PERIOD: January 1 – December 31, 2026

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

Name of Business:

BUMPA'S ICE Cream

Owner:

Bruce Anderson

Mailing Address:

315 14th St NE

City, State Zip Code:

Valley City, N.D. 58072

Phone Number:

701-840-1561

Email Address:

Info @ Hi-Live Electric.com

Insurance Policy Holder:

Insure Forward

Mailing Address:

430 W Main St.

City, State Zip Code:

Valley City N.D. 58072

Applicant Signature:

Bruce Anderson

Date: 12/10/25

Applicant certifies that Applicant will comply with all state and local laws 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 Applicant's knowledge and belief. Applicant will hold City harmless and will indemnify and defend City against any claims and litigation arising from Applicant's acts/omissions arising from the issuance of this permit. Applicant agrees to collect all applicable city and state sales taxes.

File the following with the City Auditor as part of this application:

Copy of Public Liability Insurance

Copy of Sales Tax Permit

Copy of Health Department Permit

LICENSE FEE:

\$25 per vehicle

Make checks payable to City of Valley City

Pd 12. 10. 2025
ck # 1018

RETURN TO:

Valley City Auditor
220 3rd St. NE
Valley City, ND 58072
Phone: (701) 845-1700

GUIDELINES FOR MOBILE FROZEN DESSERT VENDORS

1. The vehicle must be registered in North Dakota.
2. The vehicle must be approved by the health department.
3. The vendor must collect the applicable city sales tax.
4. All sales must take place between 10:00 a.m. and 9:00p.m.
5. Advertising on the vehicle is limited to decals that identify the name of the vendor, the types of frozen desserts for sale, and the price list of said desserts.
6. The driver of the vehicle must obey all applicable traffic and vehicle safety laws, regulations and restrictions.
7. The vehicle may not stop for the purpose of making sales:
 - a. On Central Avenue from Main Street to 5th Street, or on Main Street from Central Avenue to 5th Ave Southeast, or within one block of the foregoing locations.
 - b. Within 30 feet of any intersection.
 - c. Within 30 feet of any stop sign, flashing beacon, yield sign, or other traffic control device located on the side of the roadway.
 - d. On any street where the speed limit exceeds 25 miles per hour.
 - e. In any manner that impedes the flow of vehicle or pedestrian traffic on any public street or sidewalk.
8. The vehicle must be parked as close as practical to the side of the roadway when stopped to make sales.
9. When making sales, the vehicle must not park in one location for more than one hour a day without moving the vehicle at least 500 feet.
10. The vehicle must be equipped with a trash container accessible to the public and any litter associated with the vehicle must be removed from the area before the vehicle leaves a location where sales are made.
11. The vendor must have adequate public liability insurance on the business and/or vehicle to cover injuries to persons and property caused by vendor's use of the vehicle.



DIVISION OF FOOD AND LODGING
ND HEALTH & HUMAN SERVICES
1720 BURLINGTON DR STE A
BISMARCK, ND 58504-7736
701.328.1291/1.800.472.2927

For Office Use:
Date Received
Amount Received
Check or MO #

BUMPA'S ICE CREAM
BRUCE ANDERSON
315 14th ST NE
Valley City, ND 58072

Retail Food License Renewal

Our records indicate your Retail Food License will expire on December 31, 2025. The information printed below represents the information currently on file for your establishment. Please carefully review all the information on this form and make any corrections necessary by crossing out the incorrect information and entering the corrections. If you are no longer operating this establishment, please indicate to whom and date sold.

Return the renewal form and license fee payment to the mailing address. License fees are non-refundable.

Make payment to:

**ND Health & Human Services
Food and Lodging
1720 BURLINGTON DR STE A
BISMARCK, ND 58504-7736**

License Number: 13383

License Type: Retail Food

Business Name: BUMPA'S ICE CREAM
Business Telephone Number: 701-840-1561
Business Email Address: info@hi-lineelectric.com

Owner: BRUCE ANDERSON
Owner Telephone Number: 701-840-1561
Owner Email Address: info@hi-lineelectric.com

Mailing Address: 315 14TH ST NE, VALLEY CITY, ND 58072

Physical Address: 315 14TH ST NE, VALLEY CITY, ND 58072

Square Footage: 60.00

**License Fee: 110.00
Late Fee: 0.00
Amount Due: 110.00**

If your square footage has changed, please contact the Division at foodandlodging@nd.gov or 701-328-1291 to determine any license fee changes.

License Fees must be submitted or postmarked prior to December 31st every year to avoid a late fee.

I acknowledge the state rules and regulations required under this license and hereby attest the information on all pages of this renewal application is true, complete, and accurate.

Bruce Anderson
Printed Name

12-10-2025
Date



DIVISION OF FOOD AND LODGING
ND HEALTH & HUMAN SERVICES
1720 BURLINGTON DR STE A
BISMARCK, ND 58504-7736
701.328.1291/1.800.472.2927

BUMPA'S ICE CREAM
BRUCE ANDERSON
315 14th ST NE
Valley City, ND 58072

License Number: 13383

Business Code: 4HNR-VP4R

To the Owner/Operator:

Our records indicate your Retail Food License will expire on December 31, 2025. To continue operation of this licensed establishment please choose a renewal option. The Division of Food and Lodging license renewals can be completed online using a debit or credit card or by returning a check/money order through the mail. All types of operations, both year-round and seasonal, must renew the license by the expiration date to avoid a late fee.

To renew online visit <https://www.hhs.nd.gov/health/renew-your-license-online>. If online renewal has been used before, use the same username and password to renew again. If online renewal has not been completed in previous years, a "New Account" will need to be created using the instructions. The step-by-step instructions can be found in the **Instructions for Renewing Your License Online** document available on the website listed above. Please keep the business code provided above for your files, as this is necessary for online license renewal. If you have multiple licenses to renew, add each business code to the account and make one payment for all licenses. Upon payment completion, the license(s) will be emailed to the email address on file.

To renew your license by check or money order, see the next page which has the paper renewal form to fill out, sign, and return with your payment.

Review the information included on the following page and correct any contact or facility information that may need to be updated. Updates can be made online during the renewal process, on the renewal page that is mailed back with payment, or by contacting the Division of Food and Lodging at foodandlodging@nd.gov or 701-328-1291.

- **License renewals must be received or postmarked by December 31st to avoid a LATE FEE.**
- **NEW LICENSE FEES and LATE FEES will be effective on January 1, 2026 and will apply to any licenses not renewed prior to December 31, 2025 (see enclosed license fee schedule).**
- **Licenses not renewed within 60 days after the expiration date may NOT operate and can no longer be renewed. A new license application is required, and the applicant must meet all requirements for licensure.**
- **Operating without a license may result in disciplinary action.**

Food and Lodging
ND Health & Human Services

Auto Policy Declarations



Effective Date: 12/09/2025
Account Number: A000315219
Policy Number: P000029704

Page 4 of 4

Forms and Endorsements (Continued)

The following forms and endorsements apply per unit as listed below on this Declarations.

PP0315 06-94	Full Safety Glass Coverage
PP0583 08-24	Personal Injury Protection Coverage - North Dakota
PP0307 01-05	Trailer/Camper Body Coverage (Maximum Limit Of Liability)
GMIL5546ND 03-24	Underinsured Motorists Coverage - North Dakota
GMIL5545ND 03-24	Uninsured Motorists Coverage - North Dakota
Unit 1 2016 CHEV	GMIL5545ND 03-24, GMIL5546ND 03-24, PP0315 06-94, PP0583 08-24
Unit 2 2012 GMC	GMIL5545ND 03-24, GMIL5546ND 03-24, PP0583 08-24
Unit 4 2023 ITI CARGO	PP0307 01-05

Auto Policy Declarations



Effective Date: 12/09/2025
Account Number: A000315219
Policy Number: P000029704

Outline of Coverage (Continued)

Other Than Collision	Actual Cash Value	\$500	68.44
Total Premium Unit 4			\$110.69

Discounts

Discount may not apply to all coverages.

Unit 1	2016 CHEV	Advance Quote Discount, Anti-Theft Discount, HomeOwner Discount, Multi-Line Discount, Paid In Full Discount, Passive Restraint Discount, Timely Payer Discount
Unit 2	2012 GMC	Advance Quote Discount, Anti-Theft Discount, HomeOwner Discount, Multi-Line Discount, Paid In Full Discount, Passive Restraint Discount, Timely Payer Discount
Unit 4	2023 ITI CARGO	Paid In Full Discount

Driver Information

BRUCE ANDERSON Rated
AMY ANDERSON Rated

Loss Payee

Forms and Endorsements

The following forms and endorsements apply to all units listed on this Declarations.

PP0188 11-11	Amendment of Policy Provisions - North Dakota
GMIL4791 10-11	Civil Union Endorsement
PP1301 12-99	Coverage For Damage To Your Auto Exclusion Endorsement
PP0301 08-86	Federal Employees Using Autos In Government Business
GMPP5576 10-20	Limit Of Liability Amendment
GMGC5500 06-18	Officer Endorsement
PP0001 01-05	Personal Auto Policy
PP2316 10-13	Personal Vehicle Sharing Program Exclusion Endorsement
GMIL7001 05-18	Privacy Notice
PP2340 10-15	Public Or Livery Conveyance Exclusion Endorsement
GMIL4706 01-03	Punitive Damages Exclusion
GMIL4679 06-18	Variable Forms Schedule

Auto Policy Declarations



Effective Date: 12/09/2025
 Account Number: A000315219
 Policy Number: P000029704

POLICY LEVEL COVERAGES

The following coverages may not apply to all units listed on this Declarations.

Coverage	Limits Of Liability	Premium
Liability - Bodily Injury Coverage	\$250,000 Per person/\$500,000 Each accident	
Liability - Property Damage Coverage	\$250,000 Each accident	
Uninsured Motorist	\$250,000 Per person/\$500,000 Each accident	
Underinsured Motorist	\$250,000 Per person/\$500,000 Each accident	
Personal Injury Protection Coverage	\$30,000	

Unit 1 2016 CHEV TRAVERSE 2LT AWD UTVIN: 1GNKVHKD6GJ323506 ZIP: 58072 Use: Pleasure

Coverage	Limits Of Liability	Deductible	Premium
Liability - Bodily Injury Coverage	(See Policy Level Coverages)		\$61.67
Liability - Property Damage Coverage	(See Policy Level Coverages)		202.36
Uninsured Motorist	(See Policy Level Coverages)		20.63
Underinsured Motorist	(See Policy Level Coverages)		16.70
Personal Injury Protection Coverage	(See Policy Level Coverages)		52.13
Collision	Actual Cash Value	\$1,000	219.50
Other Than Collision	Actual Cash Value	\$500	293.19
Transportation Expense	\$20 Per Day/\$600 Total		Included
Safety Glass			Included
Total Premium Unit 1			\$866.18

Unit 2 2012 GMC SIERRA 1500 CREW CA VIN: 3GTP2VE72CG225578 ZIP: 58072 Use: Pleasure

Coverage	Limits Of Liability	Deductible	Premium
Liability - Bodily Injury Coverage	(See Policy Level Coverages)		\$65.22
Liability - Property Damage Coverage	(See Policy Level Coverages)		209.84
Uninsured Motorist	(See Policy Level Coverages)		20.63
Underinsured Motorist	(See Policy Level Coverages)		16.70
Personal Injury Protection Coverage	(See Policy Level Coverages)		53.50
Total Premium Unit 2			\$365.89

Unit 4 2023 ITI CARGO SINGLE AXLE V-NO VIN: 5RABE1014PM674039 ZIP: 58072 Use: Pleasure

Coverage	Limits Of Liability	Deductible	Premium
Collision	Actual Cash Value	\$1,000	\$42.25

Auto Policy Declarations



This is your Amended Declarations Page

Effective Date: 12/09/2025

Page 1 of 4

Policy Summary

Your Declarations summarizes your coverage and premium. Please read your policy carefully, including your Declarations Page, and any attached forms and endorsements, for a full description of your coverage.

Named Insured and Address

BRUCE ANDERSON
AMY ANDERSON
315 14TH ST NE
VALLEY CITY ND 58072-2229

Policy Period

01/01/2025 to 01/01/2026
At 12:01 A.M. standard time

Policy Number

P000029704

Account Number

A000315219

Issuing Company

GRINNELL COMPASS, INC.
4215 HIGHWAY 146
P.O. BOX 790
GRINNELL IA 50112-0790
800-362-2041

Agent

INSURE FORWARD INC/VALLEY CTY
PO BOX 635
VALLEY CITY ND 58072
701-845-1220

Agent Number

253940602-0801774 F

Premium/Billing Summary

Billing Type	Mode of Payment	Policy Total	Premium Due
Direct Bill	Paid In Full	\$1,342.76	\$8.55

This is not a bill. You will be billed separately.

This policy will be continued, subject to the terms of your policy, if you pay the required premium for each successive premium payment period.

Important Coverage Information Applicable To All Units

For Bodily Injury and Property Damage Liability coverages, a single limit of liability is provided when premium is shown for a coverage. The limit of liability for Bodily Injury or Property Damage Liability may not be multiplied when more than one unit or premium is listed for a coverage.



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

Ad #25-12.11.25
 CK# 8091

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: North Dakota Catholic Daughters Dates of Activity (Does not include dates for the sales of tickets): April 1 - 30, 2026

Organization or Group Contact Person: Sue Judd-Dyrness E-mail: acemomjudd@gmail.com Telephone Number: 701-840-8816

Business Address: 633 Chautauqua Blvd City: Valley City State: ND ZIP Code: 58072

Mailing Address (if different): _____ City: _____ State: _____ ZIP Code: _____

SITE INFO

Site Name: St. Catherine Parish Office County: Barnes

Site Physical Address: 540 3rd Ave NE City: Valley City State: ND ZIP Code: 58072

Provide the exact date(s) & frequency of each event & type (Ex. Bingo every Friday 10/1-12/31, Raffle - 10/30, 11/30, 12/31, etc.):
Raffle drawings on Wednesday 4/1, 4/8, 4/15, 4/22, 4/29 2026 1:00pm

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

Game Type	Description of Prize	Exact Retail Value of Prize
<u>Calendar Raffle</u>	<u>Cash Prizes</u>	<u>\$2300.00</u>
Total (limit \$50,000 per year)		\$

ADDITIONAL REQUIRED INFORMATION

Intended Uses of Gaming Proceeds: Charitable giving and misc. projects

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 <u>Sue Judd-Dyrness</u>	Telephone Number <u>701-840-8816</u>	E-mail Address <u>acemomjudd@gmail.com</u>
Signature of Organization Group's Permit Organizer <u>Sue Judd-Dyrness</u>	Title <u>1st Vice State Regent</u>	Date <u>12/11/2025</u>

Information required to be preprinted on a standard raffle ticket:

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

PRIZE RESTRICTIONS:

A single cash prize cannot exceed \$15,000

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

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

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

LOCAL PERMIT AND RESTRICTED EVENT PERMIT DIFFERENCES:

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

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

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

Daily Winning Amounts for Calendar Raffle (April 2026)

April 1-3 each day \$50	total \$150
April 4-5 each day \$100	total \$200
April 6-10 each day \$50	total \$250
April 11-12 each day \$100	total \$200
April 13-14 each day \$50	total \$100
April 15 each day \$250	total \$250
April 16-17 each day \$50	total \$100
April 18-19 each day \$100	total \$200
April 20-24 each day \$50	total \$250
April 25-26 each day \$100	total \$200
April 27-29 each day \$50	total \$150
April 30 each day \$250	total \$250

Grand total of \$2300



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

Pd #25
 cash 12.11.2025

Applying for (check one)
 Local Permit Restricted Event Permit*
 Games to be conducted, 50/50 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 VCHS Junior Class		Dates of Activity (Does not include dates for the sales of tickets)	
Organization or Group Contact Person Deb Burchill		E-mail burchillfarms@outlook.com	Telephone Number 840-2354
Business Address 493 Central Ave N		City Valley City	State ND ZIP Code 58072
Mailing Address (if different)		City	State ZIP Code

SITE INFO

Site Name Hi-Liner Activity Center		County Barnes	
Site Physical Address 493 Central Ave N		City Valley City	State ND ZIP Code 58072
Provide the exact date(s) & frequency of each event & type (Ex. Bingo every Friday 10/1-12/31, Raffle - 10/30, 11/30, 12/31, etc.) 1-9-26 1-15-26 2-9-26 1-13-26			

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

Game Type	Description of Prize	Exact Retail Value of Prize
50/50 tickets	Half of ticket sales	
Total (limit \$50,000 per year)		\$

ADDITIONAL REQUIRED INFORMATION

Intended Uses of Gaming Proceeds
 Past Prom Party - Food + Prizes

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 Deb Burchill	Telephone Number 701-840-2354	E-mail Address burchillfarms@outlook.com
Signature of Organization Group's Permit Organizer Deb Burchill	Title	Date 12-12-25

ORDINANCE NO. 1183

An ordinance to amend and reenact Sections 7-01-01 and 7-01-06 of the Valley City Municipal Code related to building permits.

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

Section 1. Section 7-01-01 of the Valley City Municipal Code is amended and reenacted as follows:

Section 7-01-01. - Building permits—Required; non-structural concrete.

The owner, or authorized agent, of any lot or tract within the city, or within area adjoining the city over which the city has zoning jurisdiction, must obtain a written permit from the Building Inspector prior to erecting, constructing, enlarging, altering, repairing, moving, demolishing, or changing the occupancy of any building or structure of any description, or prior to causing any such work to be done.

A building permit shall be required for the addition or enlargement of non-structural concrete, including but not limited to sidewalks, driveways, patios, parking pads, and equipment pads; however, a permit is not required if there is no change to the original footprint of an existing area of concrete.

Section 2. Section 7-01-06 of the Valley City Municipal Code is amended and reenacted as follows:

Section 7-01-06. - Building Code.

The City ~~of Valley City~~ shall follow the North Dakota Building Code with its amendments to the latest International Code unless superseded by the Valley City Municipal Code.

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

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

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

Dave Carlsrud, President
Board of City Commissioners

ATTEST:

Brenda Klein, Finance Director

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

ORDINANCE NO. 1184

An ordinance to amend and reenact sections 10-01-03 and subsection 2 of section 10-05-02 of the Valley City Municipal Code related to stormwater permits.

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

Section 1. Section 7-01-01 of the Valley City Municipal Code is amended and reenacted as follows:

Section 10-01-03. Scope.

Every applicant for a building permit, subdivision approval, or a permit to allow land disturbing activities must submit a stormwater management plan to the City Engineer. No building permit, subdivision approval or permit to allow land disturbing activities, shall be issued until approval of the stormwater management plan or a waiver of the approval requirement has been obtained in strict conformance with the provisions of this title.

Exemptions to the requirements of this section include:

1. Freestanding commercial buildings or additions thereto of 500 square feet or less shall not require a stormwater management plan.
2. Owners of parcels of land of 7,000 square feet or less, unless otherwise exempt as provided for in this chapter, can provide at the owners expense the City Engineer's review of the proposed development of such site with a determination as to the necessity of a stormwater management plan. If the engineering review concludes that a stormwater management plan is not needed, the City Engineer shall submit such written findings to the Valley City Building Official. Even if this exemption is applicable, a site survey will still need to be prepared and submitted to the Valley City Building Official. This exemption is not applicable to the development of parcels of land exceeding 7,000 square feet.
3. Any part of a subdivision if a plat of the subdivision has been approved by the Board of City Commissioners and recorded with the Register of Deeds on or before the effective date of this title. ~~A stormwater permit for land disturbing activities on such properties may still be required, however, in accordance with this title;~~
4. Any land disturbing activity involving only the construction of a single-family or a two-family dwelling.
5. A parcel for which a building permit has been approved on or before the effective date of this title;
6. Installation of a fence, sign, telephone, and electric poles and other kinds of posts or poles; or
7. Emergency work to protect life, limb, or property.

[A stormwater permit for land disturbing activities on exempt properties or activities is still required, however, in accordance with chapter 10-05.](#)

The City Engineer may waive any requirement of this title upon making a finding that compliance with the requirement will involve an unnecessary hardship, and the waiver of such requirement will not adversely affect the standards and requirements put forth in chapter 10-05. The City Engineer may require as a condition of the waiver, such dedication or construction, or agreement to dedicate or construct, as may be necessary to adequately meet the said standards and requirements. At the City Engineer's discretion, a waiver request may, or at the request of a City

Commissioner a waiver request shall, be brought before the Board of City Commissioners for consideration, approval and/or denial.

Section 2. Subsection 2 of Section 10-05-02 of the Valley City Municipal Code is amended and reenacted as follows:

2. *Permit application.* All persons subject to meeting the requirements for a mandatory stormwater permit shall complete and file with the City Engineer an application in the form prescribed by the City Engineer and adopted by the Board of City Commissioners. Unless exempt under section 10-01-03, ~~the permit application shall be accompanied by a stormwater management plan as prescribed under chapter 10-02 of this title. In all cases, the City Engineer may require the submission of any relevant data or information in order to make a decision under this chapter.The City Engineer will evaluate the data furnished as part of the stormwater management plan and may require additional information.~~ After evaluation and acceptance of the application~~stormwater management plan~~, the City Engineer may issue a stormwater management permit subject to any terms and conditions deemed necessary.

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

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

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

Dave Carlsrud, President
Board of City Commissioners

ATTEST:

Brenda Klein, Finance Director

Introduction and First Reading: December 02, 2025

Second Reading, Final Passage, and Effective Date: December 16, 2025

ORDINANCE NO. 1185

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Dave Carlsrud, President
Board of City Commissioners

ATTEST:

Brenda Klein, Finance Director

Introduction and First Reading:

Second Reading, Final Passage, and Effective Date:

RESOLUTION NO. 2507

RESOLUTION AMENDING THE MASTER FEE SCHEDULE

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

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

WHEREAS, pursuant to V.C.M.C. § 9-02-07(4), the fees to be charged for portable fire extinguisher services must be established by resolution of the Board of City Commissioners; and

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

Schedule E – Building/Fire Inspection, Planning & Zoning

Bulk Fire Extinguisher Inspection & Tag (100+)	\$6/each
--	----------

Schedule F – Public Works

Truck 17	\$30 per hour
----------	---------------

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

1. That the Master Fee Schedule is amended to include the above described fees pursuant to sections 9-02-07 and 15-01-16 of the Valley City Municipal Code.

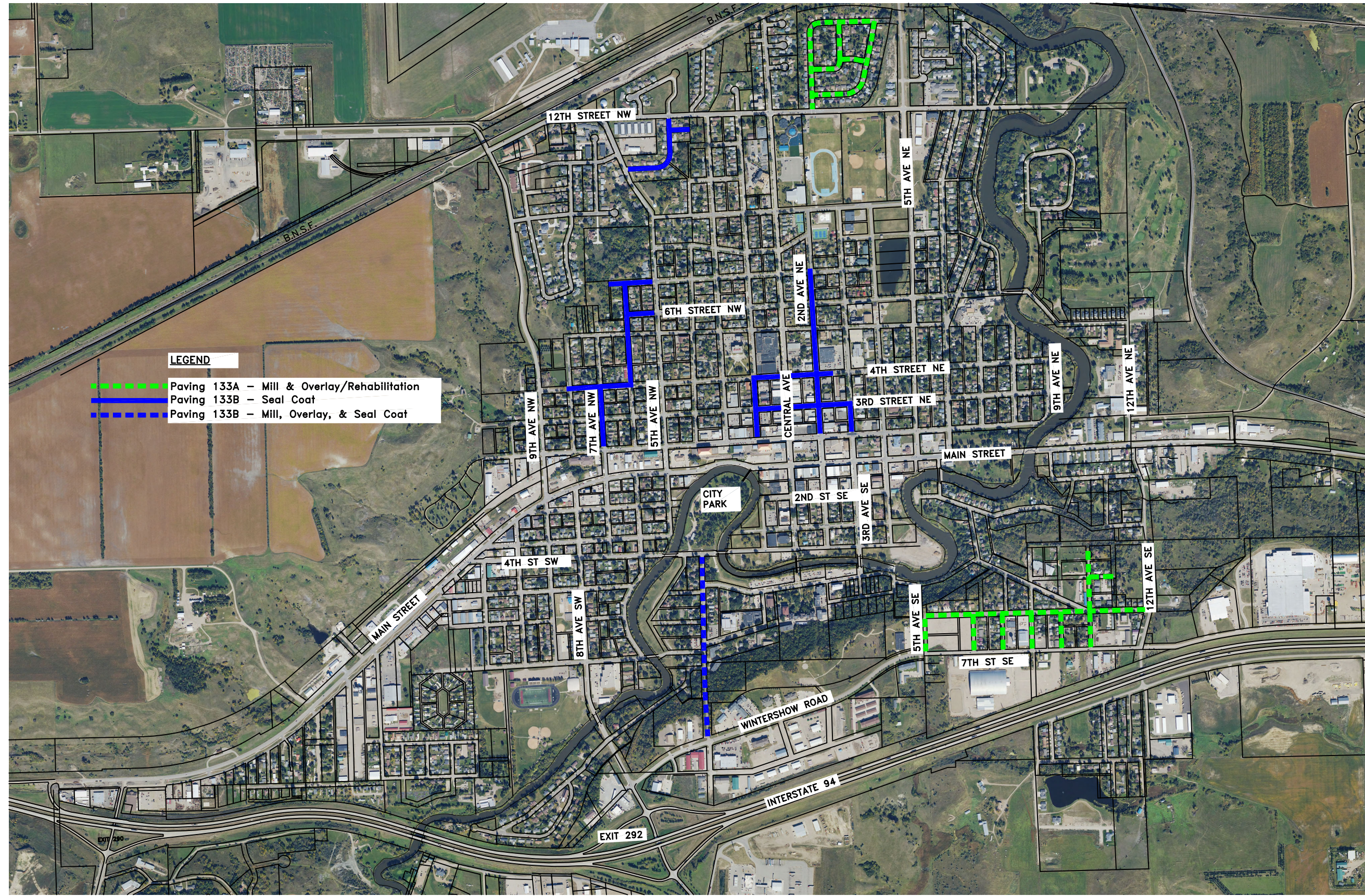
Approved and adopted this 16th day of December, 2025.

Dave Carlsrud, President
Board of City Commissioners

ATTEST:

Brenda Klein, Finance Director

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



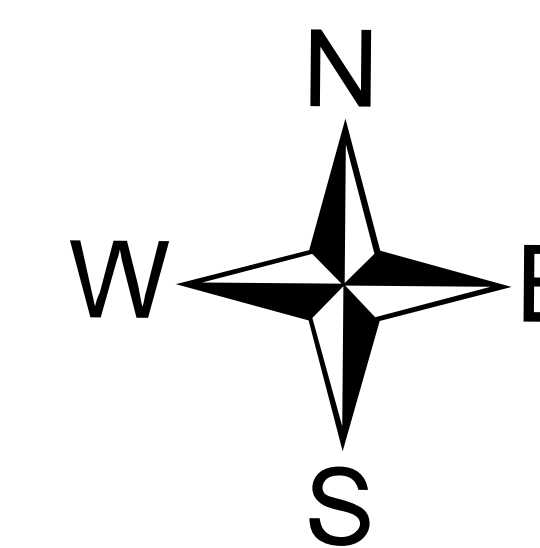
LEGEND

- - - Paving 133A - Mill & Overlay/Rehabilitation
- Paving 133B - Seal Coat
- - - Paving 133B - Mill, Overlay, & Seal Coat



Nov 2025 Expenditures

Monthly Exp	\$2,295,824
<i>Includes:</i>	
PW Debt Service	\$292,215
Construction Projects	\$41,035
PW Capital Projects	\$853,878
Permanent Flood Protection	\$80,479
City Debt Service	\$45,704
MRES-Purchased Power	\$309,468
Payroll & Benefits	\$293,782
VCBC Dev Corp	\$77,500
VC Park District Pass Through	\$15,803
Subtotal:	\$2,009,864
<i>Balance for operations</i>	<i>\$285,960</i>

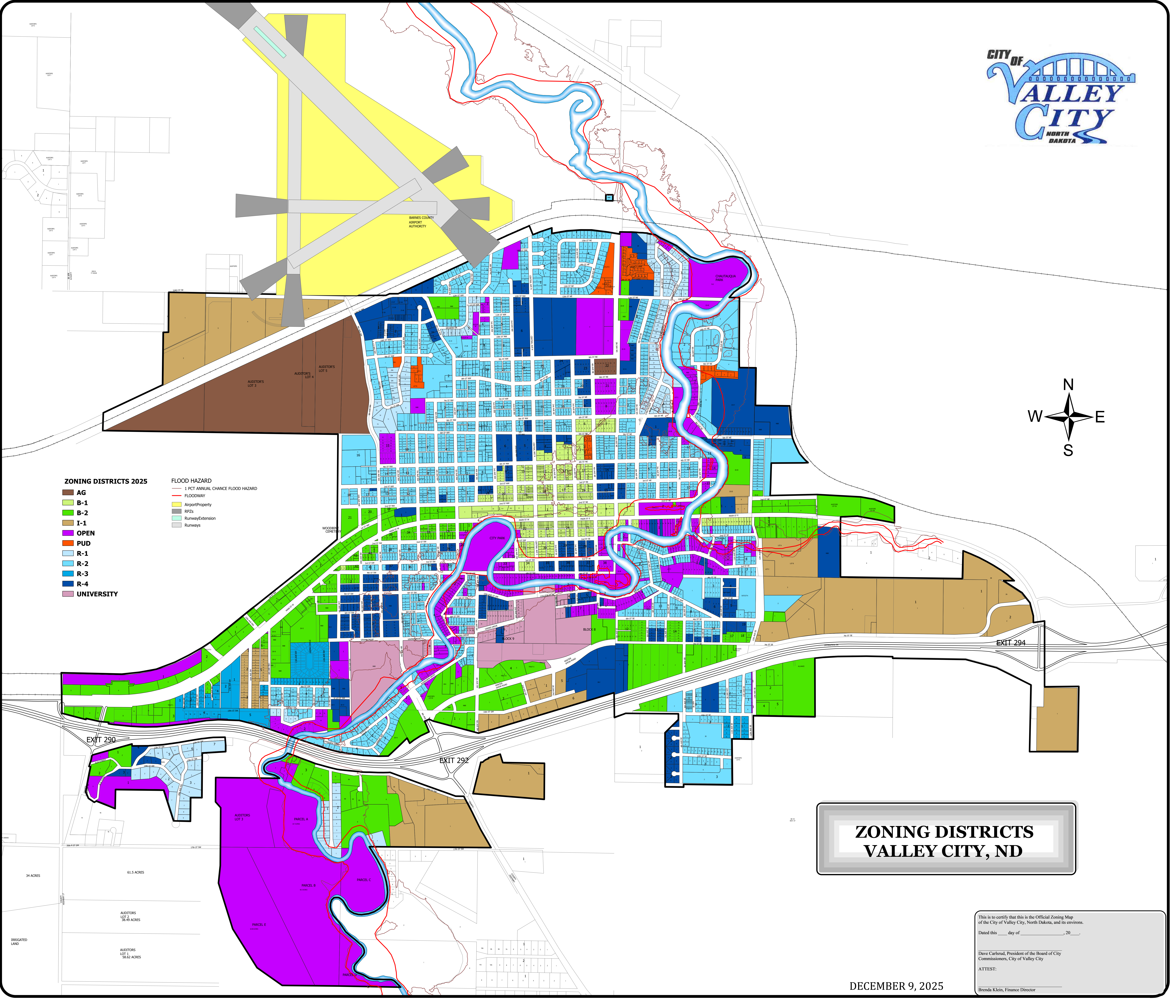


ZONING DISTRICTS 2025

- AG
- B-1
- B-2
- I-1
- OPEN
- PUD
- R-1
- R-2
- R-3
- R-4
- UNIVERSITY

FLOOD HAZARD

- 1 PCT ANNUAL CHANCE FLOOD HAZARD
- FLOODWAY
- Airport/Property
- RPSs
- Runway/Extension
- Runways

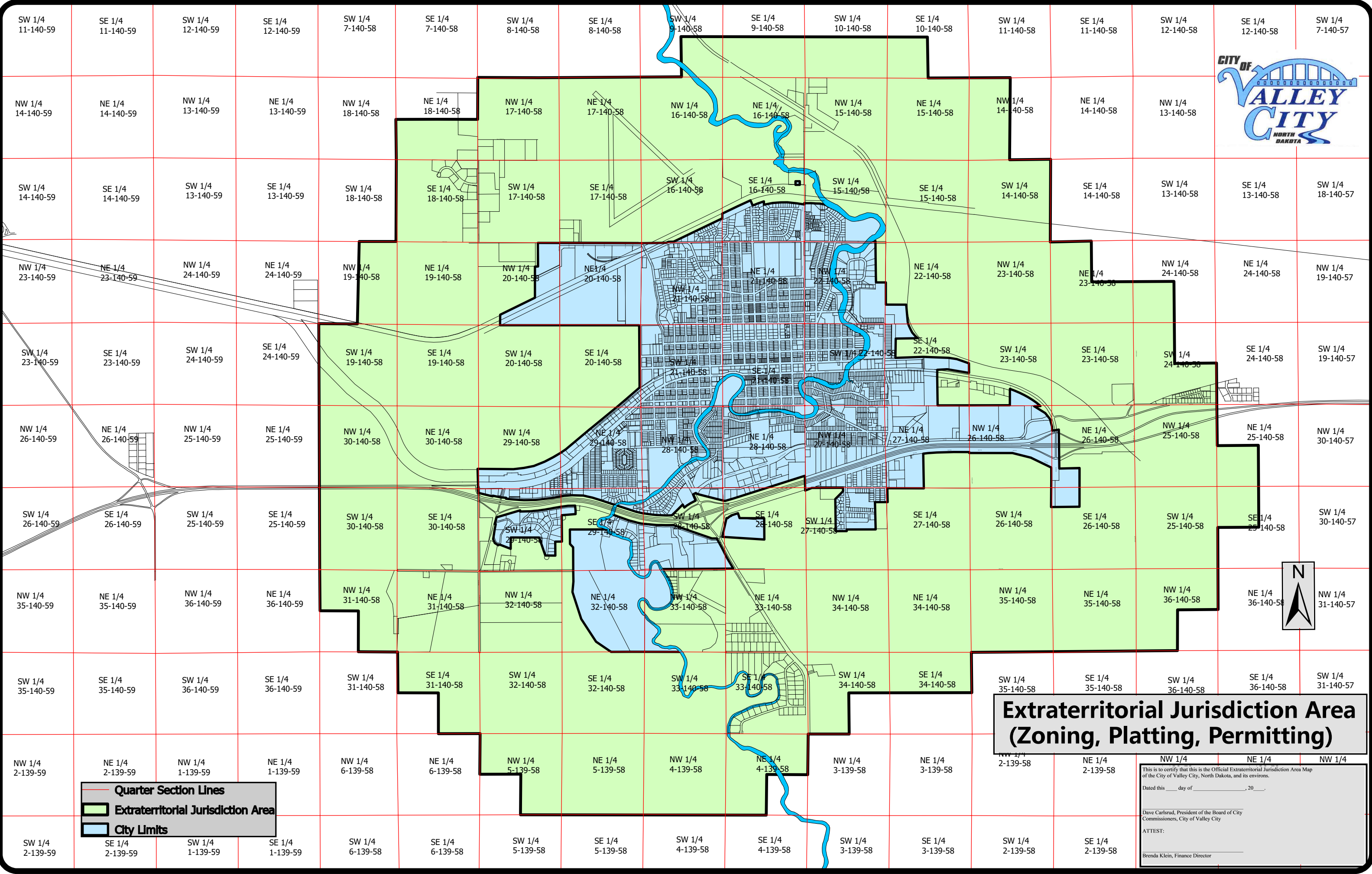
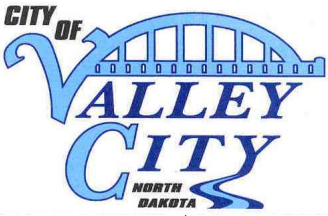


**ZONING DISTRICTS
 VALLEY CITY, ND**

This is to certify that this is the Official Zoning Map of the City of Valley City, North Dakota, and its environs.
 Dated this _____ day of _____, 20____.

Dave Carlson, President of the Board of City Commissioners, City of Valley City
 ATTEST:
 Brenda Klein, Finance Director

DECEMBER 9, 2025



Extraterritorial Jurisdiction Area (Zoning, Platting, Permitting)

- Quarter Section Lines
- Extraterritorial Jurisdiction Area
- City Limits

This is to certify that this is the Official Extraterritorial Jurisdiction Area Map of the City of Valley City, North Dakota, and its environs.

Dated this ____ day of _____, 20____.

Dave Carlsrud, President of the Board of City Commissioners, City of Valley City

ATTEST:

Brenda Klein, Finance Director

Municipal Infrastructure Fund for Valley City Biennium

Projected Funds:

	July 1, 2019 - June 30, 2021		July 1, 2021 - June 30, 2023		July 1, 2023 - June 30, 2025		July 1, 2025 - June 30, 2027	
Fund 295	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8
Revenue Source:	2020	2021	2022	2023	2024	2025	2026	2027
Prairie Dog Bill	\$2,500,000		\$2,500,000	\$1,160,652	\$2,500,000.00	\$934,329.07	\$2,500,000.00	\$86,500.00
Less: Designated for New Dev	-\$250,000		-\$250,000	-\$116,065	-\$250,000.00	-\$93,432.91	-\$250,000.00	-\$8,650.00
Plus: Prior Year Ending Balance:	\$0	\$2,250,000	\$16,032	\$2,266,032	\$3,310,619.00	\$2,250,000.00	\$3,090,896.16	\$4,665,896.16
Less Trfs Out (7th Ave NW)	\$0	-\$2,233,968						
NW Storm Sewer Phase II					-\$2,688,476			
2nd Ave NE/3rd Ave NE Recon- Approved 5.2.23					-\$622,143			
Sanitary Swr Reline 72							-\$675,000.00	
Undesignated Balance:	\$2,250,000	\$16,032	\$2,266,032	\$3,310,619	\$2,250,000.00	\$3,090,896.16	\$4,665,896.16	\$4,743,746.16

	2020	2021	2022	2023	2024	2025	Total
Designated for New Development:	\$250,000	\$0	\$250,000	\$116,065	\$250,000	\$93,433	\$959,498

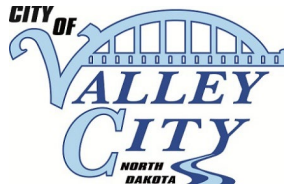
City of Valley City
 Sanitary Sewer Reline #72
 Proj # 190 & 195

San Swr Point Repairs & Sanitary Swr Reline 72

Project Items:	
Contractor - CC Steel, LLC	\$1,088,419
Preliminary & Design Engineering	\$50,500
Construction Engineering	\$75,500
Contingencies	\$54,421
Bonding Fees:	\$5,000
Local Publishing & Misc Admin Costs	\$800
Spec Assess Com	\$300
Total Expenses:	\$1,274,940

Amount Assessed:	\$600,000 (CWSRF Loan Application Amount)
Prairie Dog Funds:	\$674,940
	<hr/>
	\$1,274,940

City Attorney
220 3rd Street NE
Valley City, ND 58072



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

TO: Board of City Commissioners
FROM: City Attorney
DATE: December 12, 2025
RE: 2026 policy amendments recommended by Employee Policy Committee

1.5 VOLUNTARY REASSIGNMENT

An employee who voluntarily accepts a reassignment to a position having a classification in a lower assigned pay grade shall have a salary reduction of five percent (5%) provided that the new salary does not exceed the maximum of the new assigned pay grade. Employees who are subsequently reclassified, or promoted back to the original classification from which they took a voluntary reassignment, may not have their rate of pay adjusted to a level above that prescribed for reclassifications or promotions.

An employee who voluntarily accepts a reassignment to a position within the same classification will not receive any change in pay.

Any employee accepting a voluntary reassignment will receive a performance review after six months, and every 12 months thereafter.

2.1 LIFE INSURANCE & LONG-TERM DISABILITY

The City provides group life insurance after the employee successfully completes a 6-month introductory period. The coverage is equal to two times the employee's base salary rounded up to the nearest \$1,000, to a maximum coverage of ~~\$150,000~~\$300,000 as approved by the City Commission. All regular full-time employees shall be entitled to this life insurance policy. Accidental death and dismemberment (ADD) and long-term disability (LTD) policies are included in the plan. The LTD benefit is equal to 60% of the first \$13,333 of the employee's predisability earnings, reduced by deductible income, up to a maximum of \$8,000. The waiting period to claim LTD is 90 days.

The City Auditor will evaluate these numbers periodically and report findings to the Human Resource Director.

All regular (permanent) part-time and full-time employees are eligible for additional life insurance at the time of hire and during open enrollment, at the employee's cost.