

CITY COMMISSION MEETING VALLEY CITY, NORTH DAKOTA

Tuesday, April 07, 2026
5:00 PM

The City Commission Meeting will begin on Tuesday, April 07, 2026 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/85785163977> or listen by calling (1 346 248 7799) Webinar ID: 857 8516 3977.

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. 2524

NEXT ORDINANCE NO. 1187

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE (PLEASE STAND)

MAYOR FOR THE DAY – Elsie Jorissen

Congratulations to Ms. Elsie Jorissen on her winning essay for Mayor for a Day Contest. Elsie is a 3rd Grade Student in Mrs. Breckheimer's Class at Jefferson Elementary.

GOVERNMENT WEEK PROCLAMATION

Proclaim April 6 – 10, 2026 as City Government Week in Valley City

Department of Water Resources Presentation (Director of DWR, Reice Haase)

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

Roll Call: Bishop Magnuson Erickson Gulmon Carlsrud

APPROVAL OF CONSENT AGENDA

- A. Approve Minutes from the 03.16.2026 Finance and Commission Meetings.
- B. Approve Contractors License
 - a. Valley Lawn & Landscaping LLC
 - b. All States Flooring INC
 - c. TMI Corporation
 - d. Carpco INC/Carpenter Homes
- C. Approve Local Raffle Permit
 - a. Kiwanis Valley City
 - b. St Kates Knights of Columbus #6438
 - c. Valley City Lions Club Raffle
 - d. VCSU Foundation – Track & Cross-Country Raffle
 - e. VCSU Foundation – Scholarship Auction Raffle
 - f. VCPS Music Boosters

Roll Call: Magnuson Erickson Gulmon Bishop 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

RESOLUTION

RES 2523. Approve amendment to Resolution 2523, A resolution establishing rates and fees for solid waste services. (City Administrator Crawford)

Roll Call: Erickson Gulmon Bishop Magnuson Carlsrud

NEW BUSINESS

NB1. Approve Valley City Tourism Grant for City of Valley City for \$93,000 for shared use walking path to be paid \$46,500 in 2026 and \$46,500 in 2027. (Visitors Committee Chair, Mary Lee Nielson)

Roll Call: Gulmon Bishop Magnuson Erickson Carlsrud

NB2. Approve Valley City Image Enhancement Grant for \$5,800.00 for Mobility Plus Rehab LTD for signage (\$2,000) and fencing (\$3,800). (Visitors Committee Chair, Mary Lee Nielson)

Roll Call: Bishop Magnuson Erickson Gulmon Carlsrud

NB3. Approve Request for Funds for the Single-Family Home Buyer Assistance Program by the VCBC Development Corporation in the amount of \$60,000 from City Sales Tax dedicated to Economic Development. (Jennifer Feist)

Roll Call: Magnuson Erickson Gulmon Bishop Carlsrud

NB4. Approve Request for Funds for Single Family Home Buyer Assistance Program by the VCBC Development Corporation in the amount of \$20,000 from the City’s Enterprise Fund. (Jennifer Feist)

Roll Call: Erickson Gulmon Bishop Magnuson Carlsrud

NB5. Approve Changes to Employee Policy and Procedure Manual Regarding Overtime and Holiday Pay (City Attorney Martineck)

Roll Call: Gulmon Bishop Magnuson Erickson Carlsrud

CITY ADMINISTRATOR’S REPORT

CITY UPDATES & COMMISSION REPORTS

NW Water Tower Construction Schedule (City Engineer)

ADJOURN

**Department of Water Resources
Recommended Decision**

To: Reice Haase, Director, Department of Water Resources
John A. Paczkowski, P.E., State Engineer
Approved by: Andrew Nygren, Director, Water Appropriation Division
From: Joe Nett, Hydrologist Manager
Subject: Perfected Water Permit No. 1096 – Split and Renumber
Date: January 8, 2026

Perfected Water Permit No. 1096

Perfected Water Permit (PWP) No. 1096 was issued to the City of Valley City on March 4, 1968, as follows:

PWP No.	Priority Date	Requested Source	Use Type	Authorized Use (acre-feet)	Requested Rate (gallons per minute)	Point of Diversion	Period of Use
1096	07/01/1963	Sheyenne River	Municipal	6,686.0	13,464	14005822BC 14005832A	Jan 1 – Dec 31

The PWP No. 1096 source is the Sheyenne River. However, a footnote on the conditional water permit application states it “is for storage of 6,686 Acre feet of water in Lake Ashtabula. The water will be released through Baldhill Dam and diverted out of Sheyenne River for Municipal use as needed.” Conditional Water Permit Application No. 1096 approval recorded in the August 20, 1963, State Water Conservation Commission meeting minutes state the “request is in accordance with the Acker-Thompson (sic) formula devised for determining the amount of water to be distributed from the Baldhill Dam waters.” Therefore, there is ambiguity related to Valley City’s authorization for Sheyenne River flows or only stored water behind Baldhill Dam.

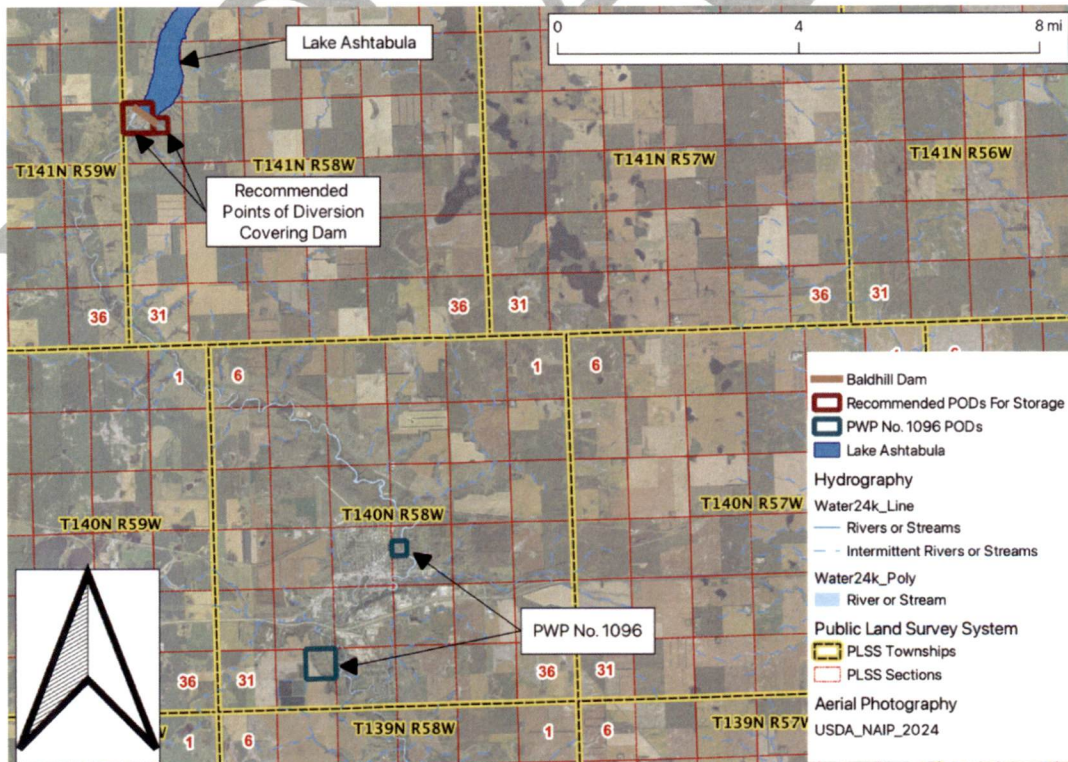


Figure 1. PWP No. 1096 existing points of diversion and location of Baldhill Dam and Lake Ashtabula.

Discussion

In a May 30, 1989, letter from the State Water Commission to Leroy Neubauer, Superintendent of Municipal Utilities for the City of Valley City, the City was notified it was not submitting requests for stored water from Baldhill Dam. Mr. Neubauer responded that the City’s permit and their files contained no reference to such a request process and expressed concern that Valley City was being singled out compared to other eastern North Dakota cities. While this was not the case, no formal process existed at the time for requesting stored water from Baldhill Dam. Since then, the permit has operated without formal requests, with usage debited from stored water. However, Valley City holds a junior priority for storage and refill behind Baldhill Dam and could face shortages if the reservoir fails to refill in a given year. Note this is unique to Valley City, since other permitholders of stored water behind Baldhill Dam also have permits authorizing use from other sources (e.g., Sheyenne and Red Rivers).

To remove any ambiguity to the authorized source under PWP No. 1096, while not changing the authorized annual use, it is recommended the permit be split to clearly identify Sheyenne River use and also use from stored water behind Baldhill Dam. Valley City’s maximum reported use was 1,225 acre-feet in 1988 (Figure 2). Splitting 1,500 acre-feet from PWP No. 1096 to authorize withdrawals from the Sheyenne River would authorize and allow about 25% growth compared to maximum use. The remaining 5,186 acre-feet would remain in storage behind Baldhill Dam and be able to be requested from the US Army Corps of Engineers through the Department of Water Resources.

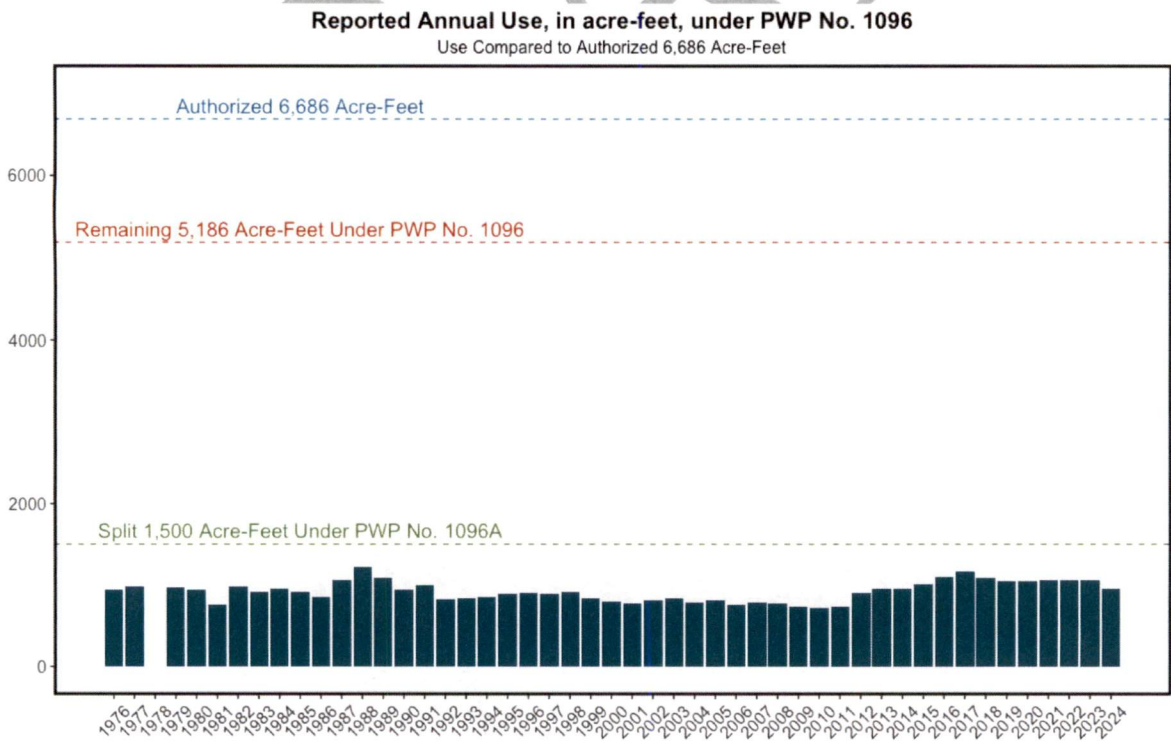


Figure 2. Reported annual use under PWP No. 1096 since 1976, with horizontal lines representing a proposed split for PWP No. 1096A and the remaining portion under PWP No. 1096.

Water Permit Correction

North Dakota Century Code (N.D.C.C.) § 61-04-28 states:

61-04-28. Correction of application or water right by department of water resources.

Upon proof satisfactory to the department of water resources that a water permit application or water permit contains a nonmaterial error, the department, by written notice to the holder of the affected water permit or application, may correct the error without publication of notice.

Baldhill Dam is in the NW1/4 and SW1/4NE1/4 of Section 18, T141N, R58W and therefore is the PWP No. 1096 POD. The POD for the split portions authorizing use from the Sheyenne River will be associated with PODs in Sections 22 and 32, T140N, R58W. Additionally, the rate will be 13,464 gallons per minute for each permit since withdrawals occur under Valley City's established works.

N.D.C.C. § 61-01-05 states:

61-01-05. Reclaiming waters turned into natural or artificial watercourse.

Water turned into any natural or artificial watercourse by any party entitled to the use of the water may be reclaimed below and diverted from the watercourse by the party, subject to existing rights, due allowance for losses being made, as determined by the department of water resources.

Therefore, authorized PODs in Sections 22 and 32, T140N, R58W under PWP No. 1096 are not needed.

Recommendation

It is recommended Perfected Water Permit No. 1096 be split as follows:

Perfected Water Permit No. 1096

Annual Use: 5,186.0 acre-feet
Rate: 13,464 gallons per minute
Source Name: Stored Water in Lake Ashtabula
Nature of Use: Municipal
Point of Diversion: SW1/4NE1/4 of Section 18, Township 141 North, Range 58 West
NW1/4 of Section 18, Township 141 North, Range 58 West
Period of Use: from January 1 to December 31 inclusive

Previous conditions will be waived, and the following conditions should be added in Attachment A:

- 1) Releases from stored water in Lake Ashtabula must be requested, in writing, to the U.S. Army Corps of Engineers through the North Dakota Department of Water Resources.
- 2) An in-line, continuous recording, totalizing water flowmeter must be installed on the pump discharge line to measure the water quantity pumped from the water source. The water flowmeter must:
 - a. Be certified by the manufacturer to record between 98 to 102 percent of the actual water volume passing the water flowmeter when installed according to the manufacturer's instructions.

- b. Have a display that is readable at all times, whether the system is operating or not.
 - c. Have a totalizer that meets the following criteria:
 - i. Is continuously updated to read directly only in acre-feet, acre-inches, gallons, cubic feet, or barrels (42 U.S. gallons),
 - ii. Has sufficient capacity, without cycling past zero more than once each year, to record the water quantity diverted in any one calendar year,
 - iii. Has a dial or counter that can be timed with a stopwatch over not more than a 10-minute period to accurately determine the flow rate under normal operating conditions, and
 - iv. Has a nonvolatile memory if the meter is equipped with an electronic totalizer.
 - d. Be installed according to manufacturer's specifications and must be properly maintained according to manufacturer's recommendations including proper winterization such as removal during the winter.
 - e. Be available for inspection by the Department of Water Resources.
- 3) Failure to comply with any order of the Department of Water Resources may result in water permit forfeiture.

Perfected Water Permit No. 1096A

Annual Use: 1,500.0 acre-feet
Rate: 13,464 gallons per minute
Source Name: Sheyenne River
Nature of Use: Municipal
Point of Diversion: SW1/4NW1/4 of Section 22, Township 140 North, Range 58 West
 NE1/4 of Section 32, Township 140 North, Range 58 West
Period of Use: from January 1 to December 31 inclusive

The following conditions, limitations, and restrictions will be attached to Perfected Water Permit No. 1096A:

- 1) The permitholder must not cause streamflow to cease.
- 2) Sufficient water for downstream superior water rights must flow past the point of diversion while water is being withdrawn under this water permit.
- 3) An in-line, continuous recording, totalizing water flowmeter must be installed on the pump discharge line to measure the water quantity pumped from the water source. The water flowmeter must:
 - a. Be certified by the manufacturer to record between 98 to 102 percent of the actual water volume passing the water flowmeter when installed according to the manufacturer's instructions.

- b. Have a display that is readable at all times, whether the system is operating or not.
 - c. Have a totalizer that meets the following criteria:
 - i. Is continuously updated to read directly only in acre-feet, acre-inches, gallons, cubic feet, or barrels (42 U.S. gallons),
 - ii. Has sufficient capacity, without cycling past zero more than once each year, to record the water quantity diverted in any one calendar year,
 - iii. Has a dial or counter that can be timed with a stopwatch over not more than a 10-minute period to accurately determine the flow rate under normal operating conditions, and
 - iv. Has a nonvolatile memory if the meter is equipped with an electronic totalizer.
 - d. Be installed according to manufacturer's specifications and must be properly maintained according to manufacturer's recommendations including proper winterization such as removal during the winter.
 - e. Be available for inspection by the Department of Water Resources.
- 4) Failure to comply with any order of the Department of Water Resources may result in water permit forfeiture.

Joe Nett

City Commission Finance Meeting
Valley City, North Dakota
Monday March 16, 2026

Called to Order

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

Roll Call

Members present: President Carlsrud, Commissioner Bishop, Commissioner Magnuson (called out from 2:54 – 3:11pm), Commissioner Gulmon. Commissioner Erickson

Others present: City Administrator Crawford (via zoom), City Attorney Martineck, Deputy Auditor Johnson

Agenda Items

Review monthly bills/reports totaling \$1,454,710.87

Discuss Assessment Notices

City Assessor Drabus informed the commissioners of a letter being sent out with the 2025 city property value and proposed 2026 city property value. These notices use to be sent by the county and are now being sent by the city.

Discuss Water Tower Logo

City Administrator Crawford reported to commission about water tower designs.

Discuss Request for \$60,000 for two homes funded through the City Sales Tax dedicated to economic development and up to \$20,000 funded through the City's Enterprise Fund.

Department Reports

City Engineer Petersen reported on permanent flood protection phases 4, 5 & 6.

Sanitation Department Supervisor Swart reported the container count and gave update on Electric Clean up prices. This year we did lose a little because prices went up for us to dispose of the electronics.

Water Department Water Superintendent Hesch

Electrical Department Electrical Superintendent Senf advised that there were no outages for February. The guys have been working on tree removal & clearing the lines. Spending a little time with cleaning up the Winter Show line and removing the platform currently used. Removing a 3phase line near the Fish Hatchery as well.

Fire Department Fire Chief Magnuson shared last month's report with only 8 general calls for service however, there were 22 pages of Chief calls. Saturday night is the annual fundraiser for the Fire Department.

Police Department Police Chief Horner reported on calls for service for February. The department recently coordinated with the Highway Patrol to conduct a K-9 drug detection sweep within the school system. Lieutenant Rustebakke and Sergeant Knight have successfully completed the Leadership and Police Organizations (LPO) course. Progress is also being made on the implementation of the new SIREN radio system.

Street Department Operations Supervisor Klemisch reported on a water line repair that was done last week. Pothole filling will begin soon depending on weather. Crew put some sandbags up on Loves Hill to try to help with water going over the road but the sandbags were hit and knocked around within a day or so.

City Administer Crawford gave a reminder to look at water towers and see what they like about designs.

Adjourn

The meeting was adjourned at 3:45PM.

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

Monday, March 16, 2026

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

Members present: President Carlsrud, Commissioner Gulmon, Commissioner Bishop, Commissioner Erickson, Commissioner Magnuson, City Administrator Crawford (via Zoom), City Attorney Martineck, Deputy Auditor Johnson

Pledge of Allegiance

Approval of Agenda

No Changes

Approval of Consent Agenda

Approve Minutes from the 03.03.2026 Commission Meeting.

Approve Monthly Reports from the Fire Chief, Electrical Superintendent, Building Inspector Finance Director and Municipal Judge.

Approve House Movers License

Carrington House Movers LLC

Approve Contractors License

Cash Concrete

Approve Local Permit for Raffle

Valley City Area Chamber of Commerce

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

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

Resolution

Approve Resolution 2522 A Resolution Accepting Bid and Awarding Contract for Paving 133

City Engineer Petersen reported on the bid opening and found Bituminous Paving Inc was the lowest bid at \$1,484,694.00.

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

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

New Business

Approve Monthly Bills for the City and Public Works in the Amount of \$1,454,710.87.

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

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

Approve Quotes for Custodial Maintenance Services and Authorize City Administrator to Negotiate and Enter into Contract According to Terms of RFQ.

Motion to approve by Commissioner Erickson, seconded Commissioner Magnuson.

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

City Updates & Commission Reports

City Assessor Drabus reported on assessment notices being sent to all properties in Valley City, this will include the 2025 assessed value and the proposed 2026 assessed value.

Adjourn

Meeting adjourned at 5:17pm

Attested to by:

Brandy Johnson, Deputy Auditor

City of Valley City

Dave Carlsrud, President of the

City of Valley City Commission

State of North Dakota

SECRETARY OF STATE



CONTRACTOR LICENSE

NO: 000054431

CLASS: D

The undersigned, as Secretary of State of the state of North Dakota and Registrar of Contractors, certifies that **VALLEY LAWN & LANDSCAPING LLC** whose address is in VALLEY CITY, ND, has filed in this office proper documents for a Contractor License valid until March 1, 2027, and has complied with all requirements of North Dakota Century Code, chapter 43-07.

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

Dated: March 19, 2026

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

Michael Howe
Secretary of State

The North Dakota Secretary of State verifies that:

VALLEY LAWN & LANDSCAPING LLC

is the holder of a North Dakota Class D Contractor License which is in force until March 1, 2027 unless sooner suspended or revoked as provided by NDCC 43-07.

License # 000054431

EXCESS LIABILITY DECLARATIONS



Policy Number:	ELND000011926
Client Number:	000000019507
NEW BUSINESS	
Policy Period From:	03/03/2026
To:	03/03/2027
12:01 A. M. Standard Time at the Address of the Named Insured	

Named Insured:
VALLEY LAWN AND LANDSCAPING LLC
746 4TH AVE NW
VALLEY CITY ND 58072

Agent: CHRIS KVILVANG
 Phone # 701-845-2912 Agent # 331 330002 330000211
 Payment Plan: FULL-PAY

Insured Phone# (C)701-840-2287

Commercial Excess Liability

TOTAL ANNUAL POLICY PREMIUM: \$500.00

COVERAGES AND LIMITS OF LIABILITY

Policy Limit - Per Occurrence \$1,000,000
 Annual Aggregate Limit \$1,000,000
 Self-Insured Retention - Per Occurrence \$10,000

The Insured must keep policies described in the Schedule of Underlying Insurance in full effect during the policy period of this policy. Failure of the named insured to comply with the foregoing shall not invalidate this policy but in the event of such failure, the company shall be liable only to the extent that it would have been liable had the named insured complied with these obligations.

SCHEDULE A

UNDERLYING INSURANCE POLICIES

TYPE OF POLICY	INSURER	POLICY NUMBER	POLICY PERIOD From___ To___	LIMITS OF LIABILITY
BUSINESSOWNER	NODAK INSURANCE	BPND-6536	-see company files-	1,000,000 C.S.L.
AUTOMOBILE	NODAK INSURANCE	CAND-3287	-see company files-	500,000 C.S.L.

ADDITIONAL FORMS AND ENDORSEMENTS ATTACHED

- EL C 01 COMMERCIAL EXCESS LIABILITY
- CEL 8A ANNUAL AGGREGATE LIMIT ENDORSE
- CEL 13 AUTOMOBILE LIA FOLLOWING FORM
- CEL 21 EXCLUSION OF TERRORISM
- CEL 31 EMPLOYER'S LIABILITY EXCLUSION
- CEL 104 NON-STACKING
- CEL 200 APPLICATOR'S EXCLUSION
- CEL 301 PROFESSIONAL LIAB EXCLUSION
- CEL 302 EMPLOYMENT REL PRACTICES EXCL
- CEL 43 LIQUOR LAW LIABILITY EXCLUSION

Total Annual Policy Premium: \$ 500.00

Nodak Insurance Company

VALLEY LAWN AND LANDSCAPING LLC

EFF. DATE: 03/03/2026 EXP. DATE: 03/03/2027

POLICY NUMBER: ELND000011926

CLIENT NUMBER: 000000019507

(Continued)

Forms Applicable:

EL C 01 22	CEL 8A	CEL 13	CEL 21 46 10	CEL 31	CEL 104	CEL 200
CEL 301	CEL 302	CEL 43				



To report a claim call 1-800-42-NODAK (1-800-426-6325) available 24 hours.

Named Insured:

VALLEY LAWN AND LANDSCAPING, LLC
746 4TH AVE NW
VALLEY CITY ND 58072

Insured Phone# 701-845-0402

Business Description
LAWN CARE

Policy Number: **BPND000006536**

Client Number: 000000019507

NEW BUSINESS

Policy Period From: 03/03/2026

To: 03/03/2027

12:01 A. M. Standard Time at the Address of the Named Insured

Agent: CHRIS KVILVANG

Phone # 701-845-2912 Agent # 331 330002 330000211

Payment Plan: FULL-PAY

If there is an amount due a bill will be enclosed.

Designated Premise:

Loc # 001 1010 7TH ST SE VALLEY CITY ND 58072

In return for the payment of the premium, and subject to all terms of this policy, we agree with you to provide the insurance as stated in this policy. This policy consists of the following coverage parts for which a premium is indicated. This premium may be subject to adjustment.

COVERAGE PART DESCRIPTION

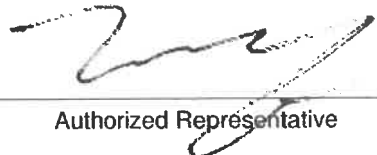
ADVANCED PREMIUM

Businessowners

\$516.00

These Declarations together with the common policy conditions, coverage declarations, coverage form(s), and form(s) and endorsements, if any, issued, complete the above numbered policy.

Countersigned this 10th day of March, 2026

By 
Authorized Representative

VALLEY LAWN AND LANDSCAPING, LLC

EFF. DATE: 03/03/2026

EXP. DATE: 03/03/2027

POLICY NUMBER: BPND000006536

CLIENT NUMBER: 000000019507

(Continued)

PRO-PAK BUSINESSOWNERS POLICY FORMS AND ENDORSEMENT SCHEDULE

FORM #	ED. DATE	DESCRIPTION
BP 00 03	01 09	Businessowners Coverage Form
BP 01 17	11 15	NORTH DAKOTA CHANGES
BP 04 17	07 02	Employment Related Practices Exclusion
BP 04 39	07 02	Abuse or Molestation Exclusion
BP 04 40	07 02	Coverage for Injury to Leased Workers
BP 04 92	07 02	Total Pollution Exclusion
BP 05 17	01 06	Exclusion - Silica or Silica - Related Dust
BP 05 77	01 06	Fungi or Bacteria Exclusion (Liability)
BP 06 01	01 07	Exclusion of Loss Due to Virus or Bacteria
BP 05 01	07 02	Calculation of Premium
BP 05 26	01 08	Nuclear, Biological or Chemical Terrorism Exclusion
BP 05 15	01 08	Disclosure Pursuant to Terrorism Risk Insurance Act
BP ND 04	06 17	Equipment Breakdown Enhancement Endorsement
BP 07 01	09 19	Contractors' Installation, Tools and Equipment Coverage
BP 04 83	07 02	Removal of Insurance-To-Value Provision
BP 07 04	01 06	Business Liab Cov - Property Damage Liab Deductible
BP 14 19	01 10	Exclusion Damage To Work Performed By Subcontractors
BP ND 25	04 17	Data Breach Coverage
BP 14 86	07 13	Communicable Disease Exclusion
BP 15 05	05 14	EXCLUSION-ACCESS OR DISCLOSURE OF CONFIDENTIAL INFO
BP 15 30	09 19	CANNABIS PROPERTY EXCLUSION
BP 15 32	09 19	CANNABIS LIABILITY EXCLUSION

Nodak Insurance Company

VALLEY LAWN AND LANDSCAPING, LLC

EFF. DATE: 03/03/2026

EXP. DATE: 03/03/2027

POLICY NUMBER: BPND000006536

CLIENT NUMBER: 00000019507

(Continued)

DESCRIPTION OF COVERAGES PROVIDED AND LIMITS OF LIABILITY

Policy Section I Coverage

DEDUCTIBLE: \$1000

Limit of Liability

Policy Coverage, Coverage Extensions or Additional Coverages

BUSINESS INCOME AND EXTRA EXPENSE

Actual Loss Sustained

EMPLOYEE DISHONESTY

\$10,000

FORGERY OR ALTERATION

\$10,000

MONEY AND SECURITIES INSIDE PREMISES

\$10,000

MONEY AND SECURITIES OUTSIDE PREMISES

\$10,000

FIRE DEPARTMENT SERVICE CHARGE

\$5,000

Policy Property Endorsements

CONTRACTORS COVERAGE

BLANKET TOOLS & EQUIPMENT

\$8,000

SCHEDULED TOOLS & EQUIPMENT

SNOW BLOWER: 2023 BERCOMAC 96043034000 S#23R011831

\$2,500

LAWN MOWER: 2023 HUSQVARNA TS 354XD S#A004186

\$4,500

LAWN MOWER: 2024 HUSQVARNA MZ54 S#B004851

\$5,000

MINI SKID STEER: 2025 LAND HONOR LDHT460 S#6060YM

\$3,800

Policy Section II Coverage

LIABILITY COVERAGE

\$1,000,000

PRODUCTS / COMPLETED OPERATIONS AGGREGATE LIMIT

\$2,000,000

OTHER THAN PRODUCTS / COMPLETED OPERATIONS AGGREGATE LIMIT

\$2,000,000

MEDICAL EXPENSES LIMIT

\$5,000

DATA BREACH EXPENSE COVERAGE

\$10,000

PROPERTY DAMAGE LIABILITY DEDUCTIBLE(PER OCCURANCE BASIS)

\$500 Deductible

LOC 1 BLDG 1 1010 7TH ST SE VALLEY CITY ND 58072

DEDUCTIBLE: \$1000

CONSTRUCTION: Non-combustible

PROTECTION CLASS: 04

CLASS DESCRIPTION: Landscape Gardening - No Tree Removal or Excavation - Office

COVERAGE FORM: Special

LOC 1 BLDG 1 Section I Coverage

BUSINESS PERSONAL PROPERTY-BUSINESS PERSONAL PROPERTY

\$5,000

LOC 1 BLDG 1 Section I Coverage, Coverage Extensions or Additional Coverages

OUTDOOR SIGNS

\$10,000

WATER BACKUP AND SUMP OVERFLOW

\$5,000

ACCOUNTS RECEIVABLE - At Described Premises

\$25,000

VALUABLE PAPERS AND RECORDS - At Described Premises

\$10,000

BUSINESS INCOME FOR DEPENDENT PROPERTIES

\$5,000

ELECTRONIC DATA

\$10,000

INTERRUPTION OF COMPUTER OPERATIONS

\$10,000

LOC 1 BLDG 1 Property Endorsements

EQUIPMENT BREAKDOWN

Limit of Insurance

SPOILAGE

\$250,000

REFRIGERANT CONTAMINATION

\$250,000

POLLUTANT CLEAN-UP AND REMOVAL

\$250,000

Nodak Insurance Company

VALLEY LAWN AND LANDSCAPING, LLC

EFF. DATE: 03/03/2026

EXP. DATE: 03/03/2027

POLICY NUMBER: BPND000006536

CLIENT NUMBER: 000000019507

(Continued)

DESCRIPTION OF COVERAGES PROVIDED AND LIMITS OF LIABILITY

LOC 1 BLDG 1 Section II Coverage, Coverage Extensions or Additional Coverages

DAMAGE TO PREMISES RENTED TO YOU

\$300,000

State of North Dakota SECRETARY OF STATE



Certificate of Organization of VALLEY LAWN & LANDSCAPING LLC

SOS Control ID#: 0007397837

The undersigned, as Secretary of State of the state of North Dakota, hereby certifies that Articles of Organization for

VALLEY LAWN & LANDSCAPING LLC

duly signed and executed pursuant to the provisions governing a North Dakota limited liability company, have been received in this office and are found to conform to law.

ACCORDINGLY, the undersigned, as such Secretary of State, and by virtue of the authority vested in him by law, hereby issues this Certificate of Organization to

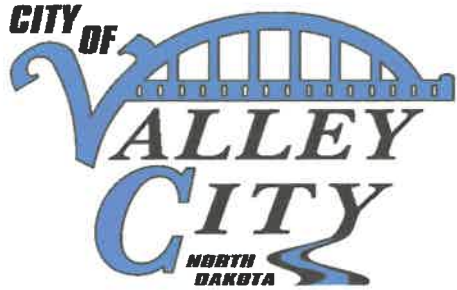
VALLEY LAWN & LANDSCAPING LLC

Effective date: February 9, 2026

Filed date: February 9, 2026

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

Michael Howe
Secretary of State



City of Valley City, North Dakota
Application for
Contractor, Electrician, Plumber and/or
Mechanical Contractor License(s)
FOR PERIOD: June 1, 2025 – May 31, 2026

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

Name of Business: All States Flooring, Inc.
Owner: Steve Collins
Mailing Address: 1700 Main Ave West - Suite E
City, State Zip Code: West Fargo, ND 58078
Phone Number: 701-371-2345
Email Address: allstates.sc@gmail.com
Today's Date: 3/11/2026

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

Contractor Electrician Plumber Mechanical

State License Numbers (provide all that apply):

Electrician Plumber 44908 - Class A Contractor

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

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

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

Current copy of State Electrician and/or Plumber License

Current copy of State Contractor License,

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

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

_____.

LICENSE FEE: \$100 if initial application, make checks payable to City of Valley City
 \$50 if renewal application Pd 03.16.2026

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

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

State of North Dakota

SECRETARY OF STATE



CONTRACTOR LICENSE

NO: 44908

CLASS: A

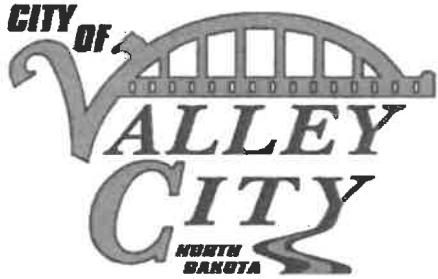
The undersigned, as Secretary of State of the state of North Dakota and Registrar of Contractors, certifies that **ALL STATES FLOORING, INC.** whose address is in WEST FARGO, ND, has filed in this office proper documents for a Contractor License valid until March 1, 2027, and has complied with all requirements of North Dakota Century Code, chapter 43-07.

ALL STATES FLOORING, INC. is entitled to bid on and accept contracts as authorized by law under this license without limit as to the value of any single contract project.

Dated: January 20, 2026

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

Michael Howe
Secretary of State



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

FOR PERIOD: June 1, 2025 – May 31, 2026

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

Name of Business: TMI Corporation
Owner: _____
Mailing Address: 50 South 3rd Avenue West
City, State Zip Code: Dickinson, ND 58601
Phone Number: 701-404-1998
Email Address: kim.weiler@tmisystems.com
Today's Date: 03/12/2026

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

Contractor Electrician Plumber Mechanical

State License Numbers (provide all that apply):

_____ Electrician _____ Plumber _____ Contractor

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

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

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

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

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

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

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

LICENSE FEE: \$100 if initial application, make checks payable to City of Valley City pd
03.24
2026
 \$50 if renewal application

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

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

State of North Dakota

SECRETARY OF STATE



CONTRACTOR LICENSE

NO: 54832

CLASS: A

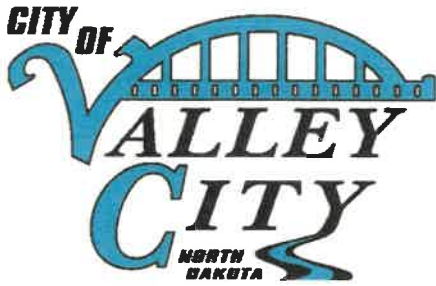
The undersigned, as Secretary of State of the state of North Dakota and Registrar of Contractors, certifies that **TMI CORPORATION** whose address is in DICKINSON, ND, has filed in this office proper documents for a Contractor License valid until March 1, 2027, and has complied with all requirements of North Dakota Century Code, chapter 43-07.

TMI CORPORATION is entitled to bid on and accept contracts as authorized by law under this license without limit as to the value of any single contract project.

Dated: February 6, 2026

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

Michael Howe
Secretary of State



City of Valley City, North Dakota
Application for
Contractor, Electrician, Plumber and/or
Mechanical Contractor License(s)
FOR PERIOD: June 1, 2025 – May 31, 2026

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

Name of Business: Carpco Inc / Carpenter Homes
Owner: Jason Carpenter
Mailing Address: 8200 Memory Lane
City, State Zip Code: Horace, ND 58047
Phone Number: 701-371-8170
Email Address: Jasoncarpco@yahoo.com
Today's Date: 4-1-26

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

Contractor Electrician Plumber Mechanical

State License Numbers (provide all that apply):

Electrician Plumber 39007 Contractor

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

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

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

Current copy of State Electrician and/or Plumber License

Current copy of State Contractor License,

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

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

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

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

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

State of North Dakota SECRETARY OF STATE



CONTRACTOR LICENSE

NO: 38007

CLASS: A

The undersigned, as Secretary of State of the state of North Dakota and Registrar of Contractors, certifies that **CARPCO INC** whose address is in HORACE, ND, has filed in this office proper documents for a Contractor License valid until March 1, 2027, and has complied with all requirements of North Dakota Century Code, chapter 43-07.

CARPCO INC is entitled to bid on and accept contracts as authorized by law under this license without limit as to the value of any single contract project.

Dated: January 23, 2026

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

Michael Howe
Secretary of State



APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT

NORTH DAKOTA OFFICE OF ATTORNEY GENERAL

GAMING DIVISION

SFN 9338 (8-2025)

Pl 03,30,2026

*10- CASH

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 Kiwanis Valley City		Dates of Activity (Does not include dates for the sales of tickets) May 4th, 2026	
Organization or Group Contact Person Allison Swenson		E-mail aswenson2013@gmail.com	Telephone Number 701-367-5117
Business Address PO Box 623		City Valley City	State ND
Mailing Address (if different)		City	ZIP Code 58072

SITE INFO

Site Name Eagles Aerie 2192		County Barnes	
Site Physical Address 345 12th 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.) May 4th, 2026: 5:00, 5:15, 5:30, 5:45, 6:00, 6:15, 6:30, 6:45, 7:00 PM			

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

Game Type	Description of Prize	Exact Retail Value of Prize
Meat Raffle	Bacon 1 lb packages	\$ 325⁰⁰
Total (limit \$50,000 per year)		\$ 325⁰⁰

ADDITIONAL REQUIRED INFORMATION

Intended Uses of Gaming Proceeds
Support Youth Clubs, Activities, and Community Events

Does the organization presently have a state gaming license? (If yes, the organization is not eligible for a local permit or restricted event permit and should call the Office of Attorney General at 1-800-326-9240)
 Yes No

Has the organization or group received a restricted event permit from any city or county for the fiscal year July 1 - June 30 (If yes, the organization or group does not qualify for a local permit or restricted event permit)
 Yes No

Has the organization or group received a local permit from an city or county for the fiscal year July 1 - June 30 (If yes, indicate the total retail value of all prizes previously awarded)
 No Yes - Total Retail Value: _____ (This amount is part of the total prize limit for \$50,000 per fiscal year)

Is the organization or group a state political party or legislative district party? (If yes, the organization or group may only conduct a raffle and must complete SFN 52880 "Report on a Restricted Event Permit" within 30 days of the event. Net proceeds may be for political purposes.)
 Yes No

Printed Name of Organization Group's Permit Organizer Allison Swenson	Telephone Number 701-367-5117	E-mail Address aswenson2013@gmail.com
Signature of Organization Group's Permit Organizer 	Title Kiwanis Member	Date 3/24/24

Meat Raffle Ticket Prizes

Kiwanis Valley City

May 4th, 2026

5:00 pm, 5:15 pm, 5:30 pm, 5:45 pm, 6:00 pm, 6:15 pm, 6:30 pm, 6:45 pm, 7:00 pm

1. Bacon, bacon, bacon, bacon, bacon
2. Bacon, bacon, bacon, bacon, bacon
3. Bacon, bacon, bacon, bacon, bacon
4. Bacon, bacon, bacon, bacon, bacon
5. Bacon, bacon, bacon, bacon, bacon
6. Bacon, bacon, bacon, bacon, bacon
7. Bacon, bacon, bacon, bacon, bacon
8. Bacon, bacon, bacon, bacon, bacon
9. Bacon, bacon, bacon, bacon, bacon



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

pd 03.31.2026
\$10 CASH

Applying for (check one)

Local Permit Restricted Event Permit*

Games to be conducted

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 <i>Valley City Lions Club</i>		Dates of Activity (Does not include dates for the sales of tickets) <i>Tues., April 14, 2026</i>	
Organization or Group Contact Person <i>Judy Karch, Secretary</i>	E-mail <i>judykarch1@gmail.com</i>	Telephone Number <i>701-490-0170</i>	
Business Address	City	State	ZIP Code
Mailing Address (if different) <i>PO Box 127</i>	City <i>Valley City</i>	State <i>ND</i>	ZIP Code <i>58072</i>

SITE INFO

Site Name <i>Valley City Eagles Club</i>	County <i>Sarver</i>
Site Physical Address	City <i>Valley City</i>
	State <i>ND</i>
	ZIP Code <i>58072</i>

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.)

Tuesday, April 14, 2026 one day only

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

Game Type	Description of Prize	Exact Retail Value of Prize
<i>Raffle</i>	<i>Meat Raffle - 35 individual items</i>	<i>1225.00</i>
	<i>each raffle \$35</i>	
Total (limit \$50,000 per year)		\$ <i>1225.00</i>

ADDITIONAL REQUIRED INFORMATION

Intended Uses of Gaming Proceeds
Donations to local groups whoever asks for donations

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 <i>Judy Karch, Secretary</i>	Telephone Number <i>701-490-0170</i>	E-mail Address <i>judykarch1@gmail.com</i>
Signature of Organization Group's Permit Organizer <i>Judy Karch</i>	Title <i>Secretary</i>	Date <i>3/30/26</i>

Vsley City Lions Club Ham Beef Supper Meat Raffles
to be held Tuesday, April 14, 2026 at VC Eagles Club

Raffle #1	Bacon	35 tickets	\$1 per ticket	\$35.00
Raffle #2	Bacon	35 tickets	\$1 per ticket	\$35.00
Raffle #3	Bacon	35 tickets	\$1 per ticket	\$35.00
Raffle #4	Bacon	35 tickets	\$1 per ticket	\$35.00
Raffle #5	Bacon	35 tickets	\$1 per ticket	\$35.00
Raffle #6	Bacon	35 tickets	\$1 per ticket	\$35.00
Raffle #7	Bacon	35 tickets	\$1 per ticket	\$35.00
Raffle #8	Bacon	35 tickets	\$1 per ticket	\$35.00
Raffle #9	Bacon	35 tickets	\$1 per ticket	\$35.00
Raffle #10	Bacon	35 tickets	\$1 per ticket	\$35.00
Raffle #11	Bacon	35 tickets	\$1 per ticket	\$35.00
Raffle #12	Bacon	35 tickets	\$1 per ticket	\$35.00
Raffle #13	Bacon	35 tickets	\$1 per ticket	\$35.00
Raffle #14	Bacon	35 tickets	\$1 per ticket	\$35.00
Raffle #15	Bacon	35 tickets	\$1 per ticket	\$35.00
Raffle #16	Bacon	35 tickets	\$1 per ticket	\$35.00
Raffle #17	Bacon	35 tickets	\$1 per ticket	\$35.00
Raffle #18	Bacon	35 tickets	\$1 per ticket	\$35.00
Raffle #19	Bacon	35 tickets	\$1 per ticket	\$35.00
Raffle #20	Bacon	35 tickets	\$1 per ticket	\$35.00
Raffle #21	Bacon	35 tickets	\$1 per ticket	\$35.00
Raffle #22	Bacon	35 tickets	\$1 per ticket	\$35.00
Raffle #23	Bacon	35 tickets	\$1 per ticket	\$35.00
Raffle #24	Bacon	35 tickets	\$1 per ticket	\$35.00
Raffle #25	Bacon	35 tickets	\$1 per ticket	\$35.00
Raffle #26	Ham	35 tickets	\$1 per ticket	\$35.00
Raffle #27	Ham	35 tickets	\$1 per ticket	\$35.00
Raffle #28	Ham	35 tickets	\$1 per ticket	\$35.00
Raffle #29	Ham	35 tickets	\$1 per ticket	\$35.00
Raffle #30	Ham	35 tickets	\$1 per ticket	\$35.00
Raffle #31	Ham	35 tickets	\$1 per ticket	\$35.00
Raffle #32	Ham	35 tickets	\$1 per ticket	\$35.00
Raffle #33	Ham	35 tickets	\$1 per ticket	\$35.00
Raffle #34	Ham	35 tickets	\$1 per ticket	\$35.00
Raffle #35	Ham	35 tickets	\$1 per ticket	\$35.00



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

Pd 03.31.2026
 \$10 CASH

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 <i>Valley City Lions Club</i>		Dates of Activity (Does not include dates for the sales of tickets) <i>Tues., April 14, 2026</i>	
Organization or Group Contact Person <i>Judy Karch, Secretary</i>	E-mail <i>judykarch1@gmail.com</i>	Telephone Number <i>701-490-0170</i>	
Business Address	City	State	ZIP Code
Mailing Address (if different) <i>PO Box 127</i>	City <i>Valley City</i>	State <i>ND</i>	ZIP Code <i>58072</i>

SITE INFO

Site Name <i>Valley City Eagles Club</i>	County <i>Sarver</i>
Site Physical Address	City <i>Valley City</i>
	State <i>ND</i>
	ZIP Code <i>58072</i>

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.)

Tuesday, April 14, 2026 one day only

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

Game Type	Description of Prize	Exact Retail Value of Prize
<i>Raffle</i>	<i>Meat Raffle - 35 individual items each raffle \$35</i>	<i>1225.00</i>
Total (limit \$50,000 per year)		\$ <i>1225.00</i>

ADDITIONAL REQUIRED INFORMATION

Intended Uses of Gaming Proceeds
Donations to local groups whoever asks for donations

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 <i>Judy Karch, Secretary</i>	Telephone Number <i>701-490-0170</i>	E-mail Address <i>judykarch1@gmail.com</i>
Signature of Organization Group's Permit Organizer <i>Judy Karch</i>	Title <i>Secretary</i>	Date <i>3/30/26</i>

Vsley City Lions Club Ham Beef Supper Meat Raffles
to be held Tuesday, April 14, 2026 at VC Eagles Club

Raffle #1	Bacon	35 tickets	\$1 per ticket	\$35.00
Raffle #2	Bacon	35 tickets	\$1 per ticket	\$35.00
Raffle #3	Bacon	35 tickets	\$1 per ticket	\$35.00
Raffle #4	Bacon	35 tickets	\$1 per ticket	\$35.00
Raffle #5	Bacon	35 tickets	\$1 per ticket	\$35.00
Raffle #6	Bacon	35 tickets	\$1 per ticket	\$35.00
Raffle #7	Bacon	35 tickets	\$1 per ticket	\$35.00
Raffle #8	Bacon	35 tickets	\$1 per ticket	\$35.00
Raffle #9	Bacon	35 tickets	\$1 per ticket	\$35.00
Raffle #10	Bacon	35 tickets	\$1 per ticket	\$35.00
Raffle #11	Bacon	35 tickets	\$1 per ticket	\$35.00
Raffle #12	Bacon	35 tickets	\$1 per ticket	\$35.00
Raffle #13	Bacon	35 tickets	\$1 per ticket	\$35.00
Raffle #14	Bacon	35 tickets	\$1 per ticket	\$35.00
Raffle #15	Bacon	35 tickets	\$1 per ticket	\$35.00
Raffle #16	Bacon	35 tickets	\$1 per ticket	\$35.00
Raffle #17	Bacon	35 tickets	\$1 per ticket	\$35.00
Raffle #18	Bacon	35 tickets	\$1 per ticket	\$35.00
Raffle #19	Bacon	35 tickets	\$1 per ticket	\$35.00
Raffle #20	Bacon	35 tickets	\$1 per ticket	\$35.00
Raffle #21	Bacon	35 tickets	\$1 per ticket	\$35.00
Raffle #22	Bacon	35 tickets	\$1 per ticket	\$35.00
Raffle #23	Bacon	35 tickets	\$1 per ticket	\$35.00
Raffle #24	Bacon	35 tickets	\$1 per ticket	\$35.00
Raffle #25	Bacon	35 tickets	\$1 per ticket	\$35.00
Raffle #26	Ham	35 tickets	\$1 per ticket	\$35.00
Raffle #27	Ham	35 tickets	\$1 per ticket	\$35.00
Raffle #28	Ham	35 tickets	\$1 per ticket	\$35.00
Raffle #29	Ham	35 tickets	\$1 per ticket	\$35.00
Raffle #30	Ham	35 tickets	\$1 per ticket	\$35.00
Raffle #31	Ham	35 tickets	\$1 per ticket	\$35.00
Raffle #32	Ham	35 tickets	\$1 per ticket	\$35.00
Raffle #33	Ham	35 tickets	\$1 per ticket	\$35.00
Raffle #34	Ham	35 tickets	\$1 per ticket	\$35.00
Raffle #35	Ham	35 tickets	\$1 per ticket	\$35.00

Ad 04.01.2026

ck #10



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

Applying for (check one)

Local Permit Restricted Event Permit*

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

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

*See Instruction 2 (f) on Page 2. Poker, Twenty-One, and Paddlewheels may be conducted Only with a Restricted Event Permit. Only one permit per year.
LOCAL PERMIT RAFFLES MAY NOT BE CONDUCTED ONLINE AND CREDIT CARDS MAY NOT BE USED FOR WAGERS

ORGANIZATION INFO

Name of Organization or Group VCSU Foundation / Track & Cross Country		Dates of Activity (Does not include dates for the sales of tickets) May 1, 2026	
Organization or Group Contact Person Kim Hesch	E-mail kim.hesch@vcsu.edu	Telephone Number 701-845-7403	
Business Address 101 College St SW	City Valley City	State ND	ZIP Code 58072
Mailing Address (if different)	City	State	ZIP Code

SITE INFO

Site Name W.E. Osmon Fieldhouse	County Barnes		
Site Physical Address 730 8th Ave SW	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.) May 1, 2026			

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

Game Type	Description of Prize	Exact Retail Value of Prize
Raffle	Sell tickets for \$5 each	
	Prizes: Lawn Mower - \$700, Custom LED Sign - \$150,	1,000
	Gift Card - Subway \$50, Gift Card Valley Meats - \$25, & VCSU Gear \$75	
	Total (limit \$50,000 per year)	\$ 1,000

ADDITIONAL REQUIRED INFORMATION

Intended Uses of Gaming Proceeds
Scholarships

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: **\$8,000** (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 Kim Hesch	Telephone Number 701-845-7403	E-mail Address kim.hesch@vcsu.edu
Signature of Organization Group's Permit Organizer <i>Kim Swearingen Hesch</i>	Title Assistant Director for Advancement	Date March 31, 2026

Pd 04.01.2026
ck 8/10



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

Applying for (check one)
 Local Permit Restricted Event Permit*
 Games to be conducted Raffle by a Political or Legislative District Party
 Bingo Raffle Raffle Board Calendar Raffle Sports Pool Poker* Twenty-One* Paddlewheels*

*See Instruction 2 (f) on Page 2. Poker, Twenty-One, and Paddlewheels may be conducted Only with a Restricted Event Permit. Only one permit per year.
LOCAL PERMIT RAFFLES MAY NOT BE CONDUCTED ONLINE AND CREDIT CARDS MAY NOT BE USED FOR WAGERS

ORGANIZATION INFO

Name of Organization or Group VCSU Foundation / VCSU Scholarship Auction Fundraiser		Dates of Activity (Does not include dates for the sales of tickets) April 17, 2026	
Organization or Group Contact Person Kim Hesch	E-mail kim.hesch@vcsu.edu	Telephone Number 701-845-7403	
Business Address 101 College St SW	City Valley City	State ND	ZIP Code 58072
Mailing Address (if different)	City	State	ZIP Code

SITE INFO

Site Name Valley City Eagles Club	County Barnes
Site Physical Address 345 12th 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.)
April 17, 2026 / 3 50/50 Raffles, 2 Raffles, Norwegian Raffle, and 5 Raffle Boards

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

Game Type	Description of Prize	Exact Retail Value of Prize
50/50 Raffles (3 times)	Sell 100 tickets @ \$20 each / Winner receives 1/2 (cash prize)	3000.00
Raffle (2 times)	Selling 100 tickets @ \$5 each / Winner receives \$100 Visa Gift Card	200.00
Raffle Boards	Selling 50 chances on 4 boards / Gift card prizes (see backside)	850.00
Norwegian raffle on back side		
Total (limit \$50,000 per year)		\$ 5,085

ADDITIONAL REQUIRED INFORMATION

Intended Uses of Gaming Proceeds
Scholarships

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: **\$8,000** (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 Kim Hesch	Telephone Number 701-845-7403	E-mail Address kim.hesch@vcsu.edu
Signature of Organization Group's Permit Organizer <i>Kim Swenningen-Hesch</i>	Title Assistant Director for Advancement	Date March 31, 2026

Additional Raffle

Norwegian Raffle

Sell tickets for \$2 each

6 prizes to win – you choose which bucket to put your tickets in

Prizes include:

1. SOLO STOVE WITH ETCHED VIKING HEAD \$200
2. BEAUTY / SKIN CARE GIFT BASKET \$125
3. INFLATABLE PADDLE BOARD \$300
4. WAGON FILLED WITH SUMMER FUN \$150
5. HOMEMADE GOODIES \$100
6. ROCKING PISTON LAWN CHAIRS \$260

TOTAL OF NORWEGIAN RAFFLE PRIZES = \$1,035

Prize information for Raffle boards (carried over from front side)

1. \$500 Leavers Gift Card
2. \$100 Valley Meat Gift Card
3. \$100 Scheels Gift Card
4. Liquor Locker Summer Fun Pack – Two cases of Busche Light, pack of Happy Dads and a pack of White Claws \$150

Total of Raffle Board prizes = \$850

Pd 04.02.2026
CASH \$10.-



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

Applying for (check one)
 Local Permit Restricted Event Permit*
 Games to be conducted
 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 VCPS Music Boosters		Dates of Activity (Does not include dates for the sales of tickets) 5/11/26	
Organization or Group Contact Person Josh Kietzman	E-mail josh.kietzman@gmail.com	Telephone Number 218-209-1848	
Business Address 460 Central Ave N	City Valley City	State ND	ZIP Code 58072
Mailing Address (if different)	City	State	ZIP Code

SITE INFO

Site Name VCHS - Hiliner Activity Center	County Barnes
Site Physical Address 460 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.)
 5/11/26 Raffle

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

Game Type	Description of Prize	Exact Retail Value of Prize
Raffle	\$100 Valley Meat Gift Card, \$100 Handy Home Gift Card	\$200
	\$100 Brother's III GC, Bridges GC, American Knight - 1 night stay	\$250
	\$100 Leavers GC, 2 tickets Medora Musical + hotel stay	\$1000
	Total (limit \$50,000 per year)	\$ 1050

ADDITIONAL REQUIRED INFORMATION

Intended Uses of Gaming Proceeds
 Music Boosters

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: \$450 (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 Josh Kietzman -	Telephone Number 218-209-1848	E-mail Address josh.kietzman@gmail.com
Signature of Organization Group's Permit Organizer <i>[Signature]</i>	Title Music Booster President	Date 4/2/2026

RESOLUTION NO. 2523

RESOLUTION ESTABLISHING RATES AND FEES FOR SOLID WASTE SERVICES

WHEREAS, it is deemed necessary to establish new rates and/or fees to provide the receipts to fund necessary operations and expenses of the solid waste services of the Public Works Department of the City of Valley City;

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

1. That the City solid waste service rate schedule is hereby amended as shown in Exhibit A, attached hereto and incorporated by reference, and shall be effective on billings on and after April 1, 2026.

Passed, adopted and approved this 7th day of April, 2026.

Dave Carlsrud, President
Board of City Commissioners

ATTEST:

Brenda Klein, Finance Director

Amended Exhibit A to Resolution 2523 dated 04/01/26

Solid Waste Collection Rates as of April 1, 2026

CONTAINER PICKUP RATES - MONTHLY		
Residential 1st Cont	\$ 16.00	(1) 65 Gallon containers
Residential 2nd+	\$ 26.00	(ea) 65 Gallon containers
Residential OCL* 1st	\$ 18.00	(1) 65 Gallon containers
Residential OCL* 2+	\$ 28.00	(ea) 65 Gallon containers
Commercial 1st	\$ 29.00	(1) 95 Gallon containers
Commercial 2nd+	\$ 39.00	(ea) 95 Gallon containers
* Out of City Limits		

ADD'L CITY-SUPPLIED CONTAINER RENTAL - ONE TIME FEE*		
Residential	\$ 75.00	(ea) 65 gallon container
Commercial	\$ 90.00	(ea) 95 gallon container
*Fee determined by City Administrator in order to recover equipment, supply and administrative costs. Customer also pays monthly container pickup fee.		

PICKUP RATES - MONTHLY - COMMERCIAL HANDPICK*		
Commercial - 3	\$ 29.00	(3) 32 Gallon containers
*Must have prior approval. Rate includes one weekly pickup.		

A fee of \$20 will be assessed if customer misses container pickup and requests the City to return with truck

MONTHLY DUMPSTER RATES - RENTAL FEE INCLUDED					
Dumpster Size	1 PU/Week	2 PU/Week	3 PU/Week	4 PU/Week	5 PU/Week
(1) 2yd	\$ 87.00	\$ 174.00	\$ 261.00	\$ 348.00	\$ 435.00
(2) 2yd	\$ 174.00	\$ 348.00	\$ 522.00	\$ 696.00	\$ 870.00
(3) 2yd	\$ 261.00	\$ 522.00	\$ 783.00	\$ 1044.00	\$ 1,305.00
(1) 4yd	\$ 142.00	\$ 284.00	\$ 426.00	\$ 568.00	\$ 710.00
(2) 4yd	\$ 284.00	\$ 568.00	\$ 852.00	\$ 1,136.00	\$ 1,420.00
(1) 6yd	\$ 218.00	\$ 436.00	\$ 654.00	\$ 872.00	\$ 1,090.00
(2) 6yd	\$ 436.00	\$ 872.00	\$ 1308.00	\$ 1744.00	\$ 2,180.00
(3) 6yd	\$ 654.00	\$ 1308.00	\$ 1962.00	\$ 2616.00	\$ 3,270.00
For accounts out of city limits with approval to be picked up, there will be a surcharge of \$5.00 per 2yd					

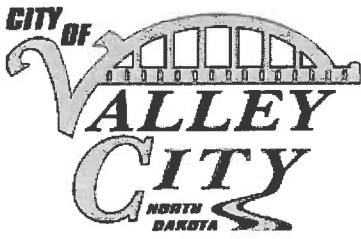
TEMPORARY RESIDENTIAL DUMPSTER RENTAL*		
2 Yard Dumpster	\$ 115.00	*Monthly fee including: delivery, pickup, and once weekly collection
4 Yard Dumpster	\$ 129.00	
6 Yard Dumpster	\$ 146.00	

LANDLORD DUMPSTER RENTAL (MONTHLY)	
2 Yard Dumpster	\$12.00
4 Yard Dumpster	\$18.00
6 Yard Dumpster	\$27.00

CALL-IN ADDITIONAL PICKUP		EXCESS GARBAGE DURING COLLECTION	
2 Yard Dumpster	\$ 75.00	2 Yard Dumpster	\$ 40.00
4 Yard Dumpster	\$ 124.00	4 Yard Dumpster	\$ 60.00
6 Yard Dumpster	\$ 191.00	6 Yard Dumpster	\$ 80.00

FURNITURE PICKUP
One person lift - \$25.00/piece of furniture
Two person lift - \$35.00/piece of furniture
Mattress: Add'l \$15* + Lift Fee
*Passthrough fee assessed by Fargo collection site

TRANSFER STATION FEES				
	Resident	Non-resident	Inert	Non-Res Inert
Minimum fee	\$10.00 -- up to 140 lbs	\$20.00 -- up to 140 lbs	\$10.00 -- up to 260 lbs	\$20.00 -- up to 260 lbs
Price/Ton*	\$ 140.00	\$ 270.00	\$ 75.00	\$150.00
*Price charged for each ton or portion thereof when exceeding minimum				
Indiv. Non-Res Tree Drop	-----	-----	-----	\$5.00 up to 200 lbs, plus \$2.50 add'l for each 500 lbs or portion thereof
Comm'l Non-Res Tree Drop	-----	-----	-----	\$20/ton or portion thereof
Motorcycle Tires	-----	-----	\$ 4.00	\$8.00
Car/Truck Tires	-----	-----	\$ 6.00	\$12.00
Semi Tires	-----	-----	\$ 30.00	\$60.00
Tractor Tires	-----	-----	\$ 50.00	\$100.00



Tourism Development Grant & Loan Application

FUNDED BY THE RESTAURANT (FOOD & BEVERAGE) TAX AND IMPLEMENTED BY VALLEY CITY MUNICIPAL CODE CHAPTER 20-05.1

GRANT MISSION

To create grants/loans for tourism projects that support sustained, long-term visitor attraction and promotion.

GRANT & LOAN DETAILS

- Distributed as grants or 0% interest loans
- Committee can recommend grants as up to a 3:1 match. Documented in-kind services can be included in match
- Grants and loans paid as invoices showing completed work are submitted
- Projects should be self-supporting upon project completion.
- Projects can include developing, purchasing, equipping, improving, constructing, maintaining, repairing or acquiring buildings.

APPROVAL PROCESS

- Application must be submitted to the City* prior to the project starting.
- Checklists prepared for Visitors Committee review and meeting scheduled
- Visitors Committee convenes to review application, supporting documentation and checklists. Applicant shall attend meeting to offer information.
- Application recommended to Valley City Commission for final action.
- Project executed within one year.
- Receipts & photos and final report submitted to City.
- Grant money distributed via reimbursement

* Assistance: Valley City-Barnes County Development Corporation (701) 490-9010 or (701) 490-9012

APPLICATION CONTACT INFORMATION

City of Valley City

Business Name

220 3rd Street NE Valley City ND 58072

Business Address

701-845-8120

Business Phone Number

gcrawford@valleycity.us

Email

Gwen Crawford

Contact Name

220 3rd Street NE Valley City ND 58072

Mailing Address

E-4493

ND Sales & Use Tax Permit Number

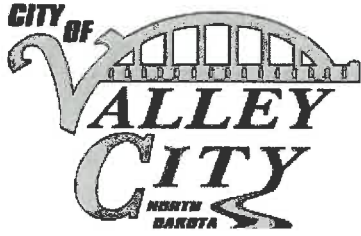
Contact Name

Has this business applied for an Image Enhancement Grant before: Yes No

PROJECT INFORMATION

Project Start Date: 2027 Project Length: _____ Grant or Loan: Grant

Total Project Cost \$561,500 with a local share of \$186,000 Amount Requested \$46,500 per year (2026 & 2027 or 2027 & 2028)



Tourism Development Grant & Loan Application

FUNDED BY THE RESTAURANT (FOOD & BEVERAGE) TAX AND IMPLEMENTED BY VALLEY CITY MUNICIPAL CODE CHAPTER 20-05.1

PROJECT INFORMATION AND HOW FUNDS WILL BE USED

Please describe the project in detail. Additional documents can be submitted with the application including photos, drawings, quotes, sketches and other materials that help describe the project.

The City of Valley City is excited to share the development of a new 10-foot-wide concrete sidewalk/shared-use path along Wintershow Road aimed at promoting outdoor physical activity and fostering a healthier community for residents and visitors alike. A shared-use path is a paved trail designed for both pedestrians and bicyclists, making it safer and easier for everyone to get around. The project is being constructed in two phases. Phase 1 was completed in 2025 and begins at the intersection of 8th Avenue SW/Winter Show Road, extending eastward to the Ag Country parking lot. This section provides safe pedestrian access to popular businesses in the area, including gas stations, hotels, and restaurants-filling a current gap as there are no existing sidewalks or paths. Phase 2 will extend the path further east toward key tourist attractions, such as Medicine Wheel Park and the North Country Trail. This phased approach is part of a larger vision to create a continuous walking path network connecting destinations across Valley City, enhancing both convenience and quality of life for all who spend time here.

Prior to this project, there were no sidewalks or other pedestrian facilities along this section of Wintershow Road. This area is home to destinations that attract both foot and bicycle traffic, including the Winter Show building, Medicine Wheel Park, apartment complexes, hotels, restaurants, businesses, and a church. Once complete, the path will connect southeast Valley City neighborhoods to the existing sidewalk system along 8th Avenue SW. This will provide direct, safe access to gas stations, athletic fields, Washington Elementary School, and the Gaukler Family Wellness Center.

This project is part of a larger vision to create a connected trail network in Valley City that promotes safe routes and encourages healthy, active lifestyles. Phase 2 will complete the shared-use path from 8th Avenue SW to 5th Avenue SE—scheduled for 2027.

Estimated Project Timeline 2027 Start Date. 2027 Completion Date

Is the building owned by the same business requesting the grant? Yes. No** N/A

**Written permission for the project from the building owner must be submitted with application

Have you requested, or will you request for other grant funding? Yes. No***

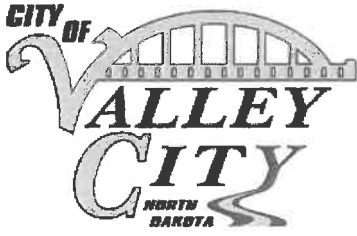
***Applicants are highly encouraged to work with the Valley City EDC to understand all grant or funding programs that may assist to ensure project success.

I acknowledge that it is the responsibility of a grantee to use and report all funds appropriately.

I acknowledge no funds will be used for any purpose that violates federal, state, or local laws.

[Signature]
Signature

5/10/26
Date



Tourism Development Grant & Loan Guidelines & Documentation to Include with Application

FUNDED BY THE RESTAURANT (FOOD & BEVERAGE) TAX AND IMPLEMENTED BY VALLEY CITY MUNICIPAL CODE CHAPTER 20-05.1

PROJECT REQUIREMENTS

1. Projects must include a project that will draw NEW visitors to Valley City indefinitely.
2. Projects must be consistent with any existing city-endorsed tourism plan.
3. The completed project must demonstrate an economic tourism benefit to Valley City.
4. Projects utilizing borrowed funds must have a lead bank.
5. There must be recognized fiscal and legal structure for the requesting applicant or organization.
6. Organizations applying for a project must be current on taxes, utilities and obtain all required City permits.
7. Grant & loan funds must be spent within one year. A maximum six-month extension may be approved by the Visitors Committee. Projects not completed within 18 months must reapply.
8. For-profit entities must have adequate insurance and operate for a minimum of three years from the date final grant & loan funds are distributed or be subject to a pro rata payback.

GENERAL GUIDELINES

1. Grant funds are intended to organizations support adding, expanding or developing tourist-focused projects to increase the number of visitors to Valley City.
2. Projects that preserve the historical integrity and characteristic details of a building are highly encouraged. Please note, projects cannot be used to cause irreversible harm to a historic property. Preservation Design Guidelines are available on the City website.

APPLICATION DOCUMENTATION

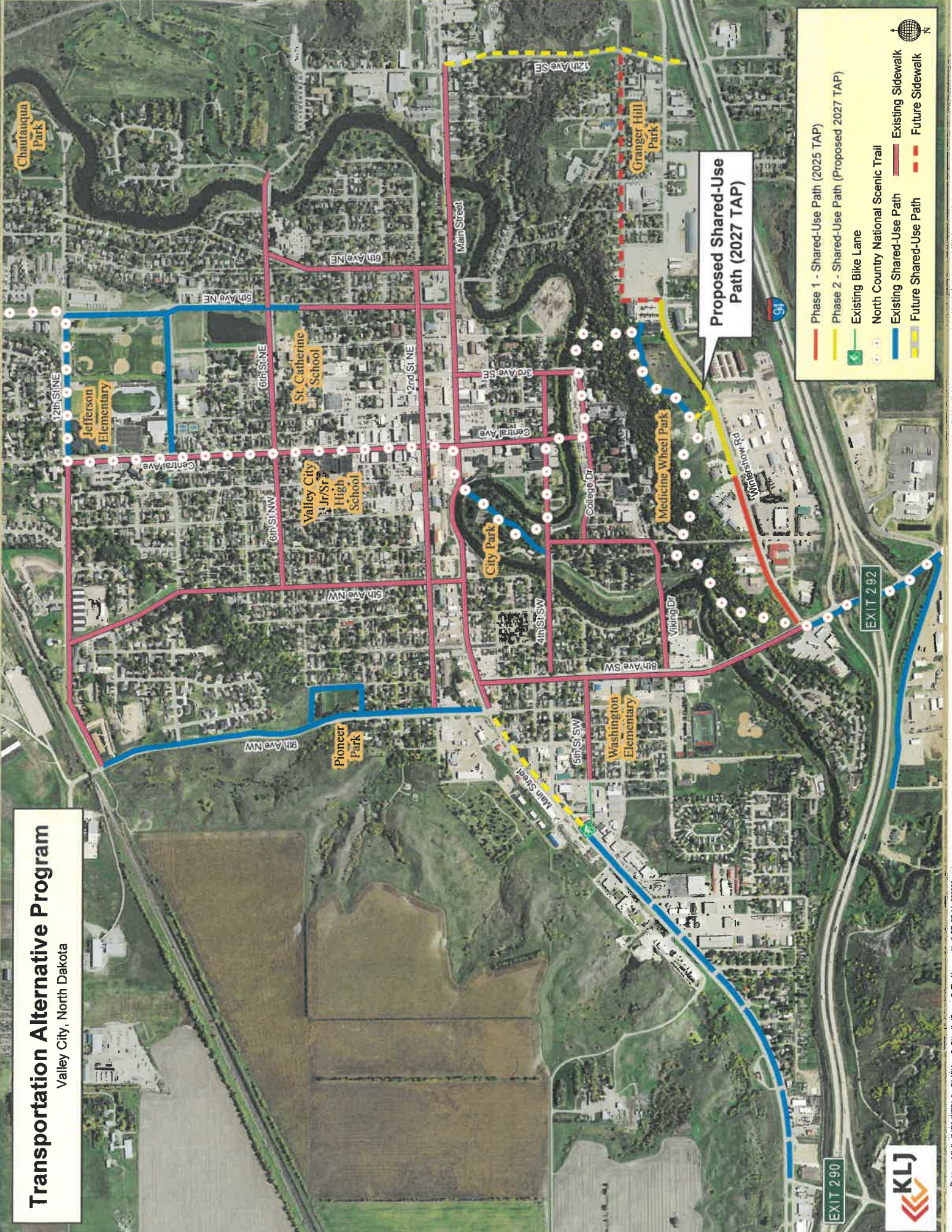
- ___ **Application** submitted via email or hard copy to the City of Valley City prior to the start of the project.
- ___ **Detailed Project Budget**
- ___ **Business Plan and Documentation** that includes details and associated costs of the planned project.
- ___ **Letters of Public Support** include from applicable organizations
- ___ **Articles of Incorporation** or other documentation outlining structure and legal status of requesting organization
- ___ **Drawings, mockup or photos of project**
- ___ **Quotes** and project estimates

New Businesses shall also provide:

- ___ **Market Analysis** provided by the Small Business Administration, SBDC, SCDRC or SCORE

Transportation Alternative Program

Valley City, North Dakota



Proposed Shared-Use Path (2027 TAP)

- Phase 1 - Shared-Use Path (2025 TAP)
- Phase 2 - Shared-Use Path (Proposed 2027 TAP)
- Existing Bike Lane
- North Country National Scenic Trail
- Existing Shared-Use Path
- Future Shared-Use Path
- Existing Sidewalk
- Future Sidewalk



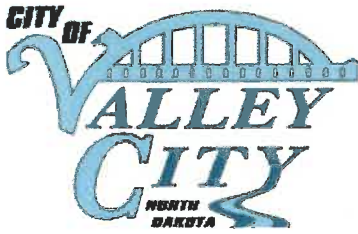


Image Enhancement Grant Review Checklist

FUNDED BY THE IMAGE ENHANCEMENT SALES TAX AND IMPLEMENTED BY VALLEY CITY MUNICIPAL CODE CHAPTER 20-01.1

GRANT PURPOSE

To assist qualified businesses with improvements that enhance the overall image of the community.

APPLICATION TYPES & MAXIMUM GRANT AMOUNTS (Select 1)

- EXISTING BUSINESS
 - Up to 50% of project cost
 - Max of \$7,500 (\$2,000 limit for sign replacement)
- NEW BUSINESS
 - Up to 50% of project cost
 - Max of \$7,500
- HISTORICAL BUILDING
 - Up to 50% of project cost
 - Max of \$30,000

APPROVAL PROCESS

- Application submitted to the City prior to start of project.*
- Checklists prepared for Visitor Committee review.
- Visitor Committee reviews application, supporting documentation and checklists. Applicant is encouraged to attend meeting to offer information.
- Application recommended to Valley City Commission for final action.
- Grant money distributed via reimbursement.

* Valley City-Barnes County Development Corporation may assist applicants, (701)-490-9012.

APPLICATION CONTACT INFORMATION	
<u>Mobility Plus Rehab, LTD</u> Business Name	<u>Ryan Lorenz</u> Contact Name
<u>322-2nd St NW</u> Business Address	<u>1109 W Main St Ste B</u> Mailing Address
<u>701-890-7900</u> Business Phone Number	<u>701-840-0146</u> Contact Phone Number
<u>businessoffice@mobilityplus.biz</u> Email	<u>73-1684053</u> EIN
Has this business applied for an Image Enhancement Grant before: Yes _____ No <input checked="" type="checkbox"/>	
If yes, what was the year? _____	

TYPE AND PROJECT INFORMATION	
Project Type: <input checked="" type="checkbox"/> Existing Business	<input type="checkbox"/> New Business
<input type="checkbox"/> Historical Building	<input type="checkbox"/>
Total Project Cost <u>23,032⁰⁰</u>	Amount Requested <u>\$7500⁰⁰</u>



Image Enhancement Grant Application

FUNDED BY THE IMAGE ENHANCEMENT SALES TAX AND IMPLEMENTED BY VALLEY CITY MUNICIPAL CODE CHAPTER 20-01.1

PROJECT INFORMATION AND HOW FUNDS WILL BE USED

Please describe the project in detail. Additional documents should be submitted with the application including photos, drawings, quotes, sketches and other materials that help describe the project.

Door logo, channel letters, signage, labor, materials for outdoor fenced in training area + labor

Estimated Project Timeline: Start Date 4-25-2026 Completion Date 5-25-2026

Is the building owned by the same business requesting the grant? Yes. No**
***Written permission for the project from the building owner must be submitted with application*

Have you requested, or will you request another grant funding? Yes. No***
****Applicants are highly encouraged to work with the Valley City-Barnes County Development Corporation to understand all grant or funding programs that may assist to ensure project success.*

I acknowledge that it is the responsibility of grantee to use and report all funds appropriately.

I acknowledge no funds will be used for any purpose that violates federal, state, or local laws.

Sarah P. Uker
Signature

3-26-26
Date

Complete Application and Return to:
The City of Valley City
220 3rd Street NE
Valley City, ND 58072

or Email: tplecity@valleycity.us
Subject: Image Enhancement Grant



Image Enhancement Grant Guidelines & Documentation To Include With Application

FUNDED BY THE IMAGE ENHANCEMENT SALES TAX AND IMPLEMENTED BY VALLEY CITY MUNICIPAL CODE CHAPTER 20-01.1

PROJECT REQUIREMENTS

1. Project must be visible from Main Street or Central Avenue in locations outlined on the Image Enhancement Grant Location Map. *(Maps Attached)*
2. Ineligible Applicants: a. Government/Quasi-Government Agencies*, b. Churches, c. Non-Profit Healthcare Organizations, d. Housing Entities, e. VC Public Schools or f. VC Park District.
3. Projects can NOT be for landscaping.

**Exclusion, up to 25% of annual grant fund revenue may be used by the City annually in 2024, 2025 & 2026 for streetscape projects.*

GENERAL GUIDELINES

1. Grant funds are intended to help service or retail businesses improve their store front, interior or exterior, to positively enhance the image of Valley City or bring new services to the Valley City Community.
2. Projects that preserve the historical integrity and characteristic details of a building are highly encouraged. Please note, projects cannot be used to cause irreversible harm to a historic property. Preservation Design Guidelines are available on the City website.
3. Application submitted to the City Hall prior to start of project.

EXISTING BUSINESS APPLICATION DOCUMENTATION

Application submitted via email or hard copy to the City of Valley City

SUGGESTED ADDITIONAL ITEMS

- Drawings, mockup or photos of project
 Quotes and project estimates

NEW BUSINESS APPLICATION DOCUMENTATION

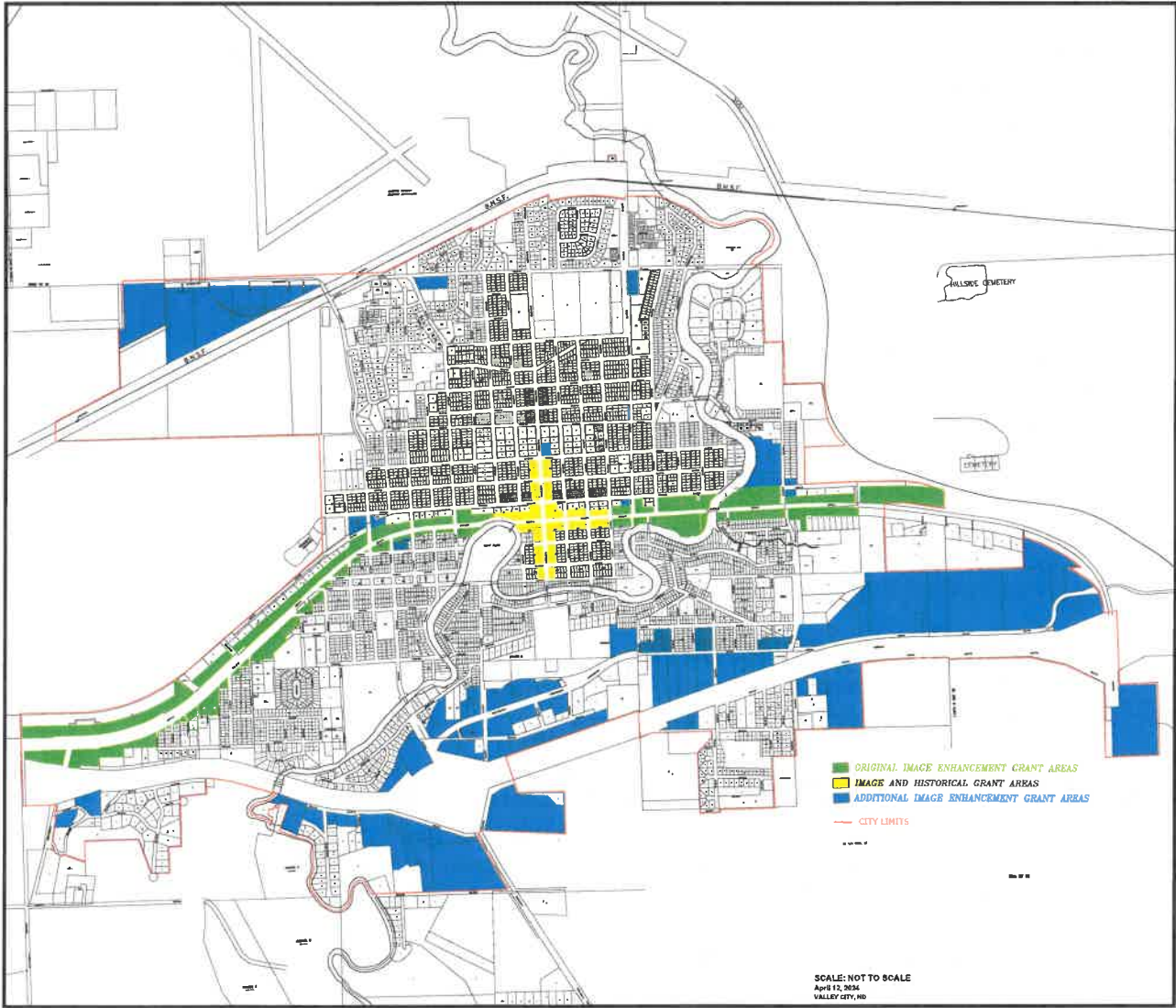
- Application submitted via email or hard copy to the City of Valley City
 Market Analysis provided by the Small Business Administration, SBDC, SCDRC or SCORE

SUGGESTED ADDITIONAL ITEMS

- Drawings, mockup or photos of project
 Quotes and project estimates

HISTORICAL BUILDING APPLICATION DOCUMENTATION

- Application submitted via email or hard copy to the City of Valley City
 Drawings, mockup or photos of project
 Quotes and project estimates
 Documentation that the Barnes County Historical Society has been contacted regarding the project. BC Historical Society (701) 845-0966



Mobility Plus

Valley City, ND

Quote 3-25-2026

1 set of 24" channel letters, "MobilityPLUS", 20' in length, raceway mounted.

- Mobility white faces, black trim, black cans. LED.
- Plus+ Blue dig printed and laminated faces, white trim , black cans. LED.

1 large channel can, 72" x 55" Bird with digital printed art, White trim, Led lighting.

\$10,977.00

Physical & Occupational Therapy letters,

White 3/4 thick plastic, stud mount with pattern.

\$1,280.00

Shipping of channel letters, bird. **TBD**

\$ 875.00

tax \$ 225.00

2 men / Lift, Travel and Install

\$ 1,670.00

- Door logo, address, phone # and hours on door. \$ 65.00
- Interior wall logo, Moved from other store :
Remove, clean add adhesive, new pattern, install \$340.00

Project Total

\$15,432.00

Allow approx 5 weeks for cabinet production time.

Terms, min 50% down, balance within 10days of completion



Thank You,
Michael Baugh



Roughrider
sign & design

2161st ST W
Jamestown, ND 58401

— 701-252-7660 office —
— 701-320-7660 cell —



Ask Us About
DIGITAL SIGNS
Church • School • Business
...Get your messages across...



Estimate

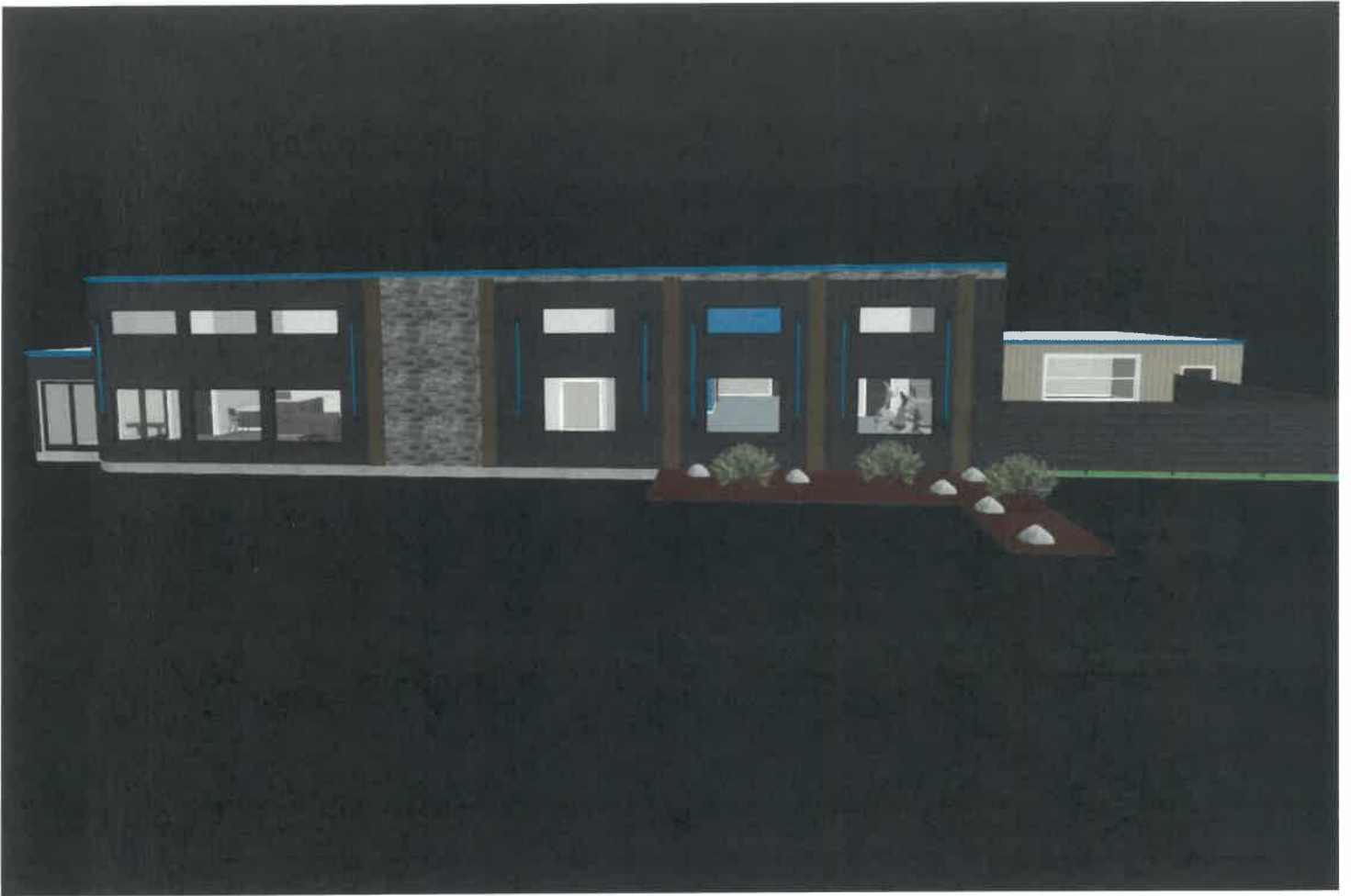
1342 E Main St
Valley City, ND 58072
701-840-2712

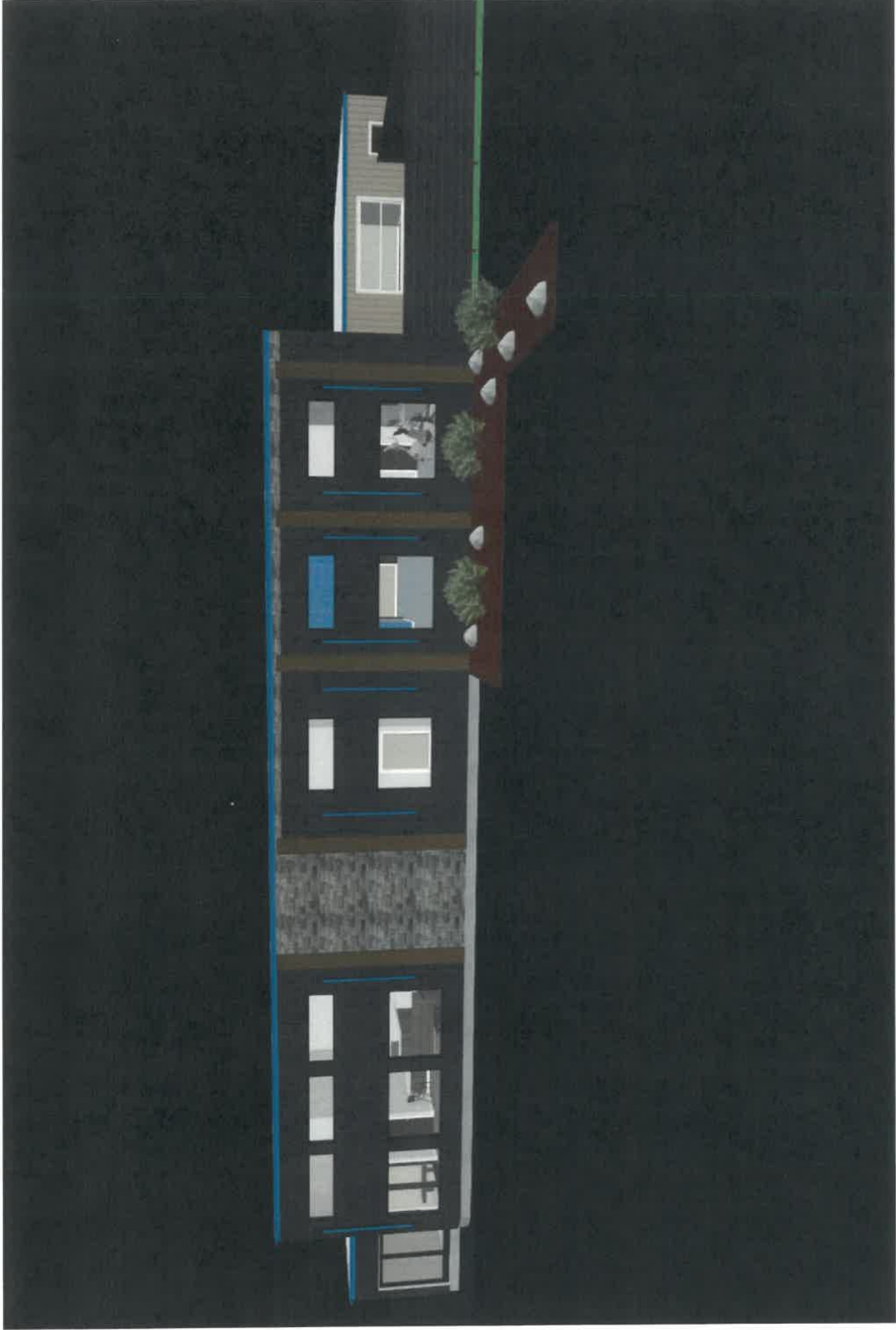
DATE: January 6, 2026

MobilityPlus Rehabilitation
(Future) 322 2nd Ave NW
Valley City, ND 58072

DESCRIPTION	AMOUNT
Materials for MobilityPlus outdoor fenced-in Training area	\$ 2,800.00
Labor	4,800.00
<i>*No turf is included in this price.</i>	
	TOTAL OWED: \$ 7,600.00

We greatly appreciate your business!!







April 1, 2026

Mayor Dave Carlsrud
City of Valley City
254 – 2nd Avenue NE
Valley City, ND 58072

RE: Single Family Home Buyer Assistance Program – Year 2 – Request for Additional Funds

Dear Mayor Carlsrud:

The Valley City-Barnes County Development Corporation is requesting approval of \$60,000 to fund two additional homes under the Single Family Home Buyer Assistance Program for a year two. Funds would be sourced from the City of Valley City Sales Tax Fund dedicated to Economic Development. We would ask that the City also approve \$20,000 through the City's Enterprise Fund for the two additional homes. Upon City Commission approval, we would fund a total of six new homes for year two.

As of this date, funding for all four of the homes previously approved have been committed. Attached is information that summarizes the program and projected Return on Investment.

Please review this information and approve \$60,000 for two additional homes as requested plus \$20,000 funded through the City of Valley City.

We sincerely appreciate the support that we received for the Single Family Home Buyer Assistance Program and hope to continue the program beyond 2026. Thank you.

Respectfully,

A handwritten signature in blue ink that reads 'Jennifer Feist'.

Jennifer Feist
Director of Development

SINGLE FAMILY HOME BUYER ASSISTANCE PROGRAM													
March 31, 2026													
					County	City/Twp.	School	Park & Rec.	State				
SUMMARY			Estimated Cost of Construction	Property Taxes From New Home	34.90%	23%	28.70%	13.10%	0.30%	Home for Sale in BC	Children	School District	\$ Per Home
Barnes County-Year 1	4 Homes	\$ 3,220,890.00	\$ 37,741.28	\$ 13,171.71	\$ 8,680.49	\$ 10,831.75	\$ 4,944.11	\$ 113.22	4	11	VC, BC North, LM	\$ 30,000.00	
Barnes County-Year 2	6 Homes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0		\$ 15,000.00	
City of Valley City-Year 1	6 Homes	\$ 2,456,800.00	\$ 36,200.46	\$ 12,634.31	\$ 8,326.34	\$ 10,389.82	\$ 4,742.39	\$ 108.60	3	1	Valley City	\$ 30,000.00	
City of Valley City-Year 2*	6 Homes	\$ 1,399,800.00	\$ 20,625.77	\$ 7,198.74	\$ 4,744.16	\$ 5,919.88	\$ 2,702.11	\$ 61.88	3	0	Valley City	\$ 30,000.00	
GRAND TOTAL	22 Homes	\$ 7,077,490.00	\$ 94,567.51	\$ 33,004.76	\$ 21,750.99	\$ 27,141.45	\$ 12,388.61	\$ 283.71	10	12			

ADDITIONAL BENEFITS

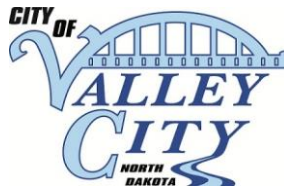
1. One-time construction impact.
2. Revenue generated from utilities provided.
3. Fourteen (14) new homes constructed and seven (10) existing homes sold; one (1) apartment vacated.
4. One family with 2 children moved into Barnes County.
5. Local economic activity through banking, purchasing furniture, goods and services.

*2 Additional Homes Pending City Approval

City of Valley City Single-Family Home Buyer Assistance Program				Year 1											
Program Summary - March 31, 2026															
2025 Valley City Investment															
	\$ 240,000.00	6 Homes				County	City	School	Park & Rec.	State					
Name	Existing Address	New Home Address	Estimated Cost of Construction	2025 Mill Rate	Property Taxes From New Home	34.90%	23%	29%	13.10%	0.30%	Home for Sale in VC or BC	Children	School District	Contractor	Bank
Neil & Charlene McKay	6th Ave. NE	1208 - 10th Avenue SE	\$ 499,500.00	327.44	\$ 7,360.03	\$ 2,568.65	\$ 1,692.81	\$ 2,112.33	\$ 964.16	\$ 22.08	No - Renting	0	Valley City	Bridgetown Builders	Bank Forward
Gwen Van Hal	4th Ave., Sanborn	847 - 12th Street SE	\$ 397,500.00	327.44	\$ 5,857.08	\$ 2,044.12	\$ 1,347.13	\$ 1,680.98	\$ 767.28	\$ 17.57	Yes	0	Valley City	Bridgetown Builders	Leroux Lochow - cash sale
Oscar Suniga & Kaitlyn Kost	315 - 7th Avenue NE	1210 - 5th Avenue NW	\$ 380,000.00	327.44	\$ 5,599.22	\$ 1,954.13	\$ 1,287.82	\$ 1,606.98	\$ 733.50	\$ 16.80	Yes	0	Valley City	Bridgetown Builders	Self Funded - Family Finc.
Mason & Rebecca Nelson	1401 - 10th Street SW	512 - 5th Street NE	\$ 340,000.00	327.44	\$ 5,009.83	\$ 1,748.43	\$ 1,152.26	\$ 1,437.82	\$ 656.29	\$ 15.03	Yes	1	Valley City	H&G / Hi-Line Constr.	Dacotah Bank
Vickie Brown	Ottertail, MN	925 - 12th Street SE	\$ 419,900.00	327.44	\$ 6,187.14	\$ 2,159.31	\$ 1,423.04	\$ 1,775.71	\$ 810.52	\$ 18.56	Yes - in MN	0	Valley City	Bridgetown Builders	Town & Cntry Cr Union
Terry & Deborah Olauson	West Fargo	919 - 12th Street SE	\$ 419,900.00	327.44	\$ 6,187.14	\$ 2,159.31	\$ 1,423.04	\$ 1,775.71	\$ 810.52	\$ 18.56	No - Renting	0	Valley City	Bridgetown Builders	Gate City Bank
TOTALS		6	\$ 2,456,800.00		\$ 36,200.46	\$ 12,634.31	\$ 8,326.34	\$ 10,389.82	\$ 4,742.39	\$ 108.60	3	1			
								\$ 23,458.54	City, VC School District & Park & Rec.						
								\$ 246,314.71	ROI in 10.5 Years (to receive \$240,000 back)						
Homeowner		New Address	City's Cash		Date Paid	DC Cash									
Neil & Charlene McKay		1208 - 10th Avenue SE	\$ 3,200.00		1/28/2026	\$ 30,000.00									
Gwen Van Hal		847 - 12th Street SE	\$ 10,000.00		11/13/2025	\$ 30,000.00									
Oscar Suniga & Kaitlyn Kost		1210 - 5th Avenue NW	\$ 10,000.00			\$ 30,000.00									
Mason & Rebecca Nelson		512 - 5th Street NE	\$ -			\$ 30,000.00									
Vickie Brown		925 - 12th Street SE	\$ 3,200.00			\$ 30,000.00									
Terry & Deborah Olauson		919 - 12th Street SE	\$ 3,200.00			\$ 30,000.00									
Totals			\$ 29,600.00			\$ 180,000.00									
						\$ 209,600.00		\$ 23,458.54	City, VC School District & Park & Rec.						
								\$ 211,126.90	ROI in less than 9 Years; based on less City cash awarded, not all rec'd \$10,000						

City of Valley City Single-Family Home Buyer Assistance Program					Year 2										
Program Summary - March 31, 2026															
2026 Valley City Investment		\$ 160,000.00		4 Homes		County		City		School		Park & Rec.		State	
Name	Existing Address	New Home Address	Estimated Cost of Construction	2025 Mill Rate	Property Taxes From New Home	34.90%	23%	29%	13.10%	0.30%	Home for Sale	Children	School District	Contractor	Bank
Jodi & Michael Ronningen	33rd Y Street SE	931 - 12th Street SE	\$ 419,900.00	327.44	\$ 6,187.14	\$ 2,159.31	\$ 1,423.04	\$ 1,775.71	\$ 810.52	\$ 18.56	Yes	0	Valley City	Bridgetown Builders	Self Funded - Cash Sale
Janet Brown	Riverview Drive	512 - 13th Street NW	\$ 285,000.00	327.44	\$ 4,199.42	\$ 1,465.60	\$ 965.87	\$ 1,205.23	\$ 550.12	\$ 12.60	Yes	0	Valley City	Valley Realty Inc.	Self Funded - Cash Sale
Brian & LeAnn Tenderholt	Fargo	518 - 13th Street NW	\$ 294,900.00	327.44	\$ 4,345.29	\$ 1,516.51	\$ 999.42	\$ 1,247.10	\$ 569.23	\$ 13.04	No - Fargo	0	Valley City	H&G / Hi-Line Constr.	Gate City Bank
Mark & Jody Svenningsen	Laverne, ND	1211 - 4th Avenue NW	\$ 400,000.00	327.44	\$ 5,893.92	\$ 2,056.98	\$ 1,355.60	\$ 1,691.56	\$ 772.10	\$ 17.68	Yes	0	Valley City	H&G / Hi-Line Constr.	Dacotah Bank
Pending			\$ -	327.44	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		0			
Pending			\$ -	327.44	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		0			
TOTALS		6	\$ 1,399,800.00		\$ 20,625.77	\$ 7,198.74	\$ 4,744.16	\$ 5,919.88	\$ 2,702.11	\$ 61.88	3	0			
							\$ 13,366.15	City, VC School District & Park & Rec.							
							\$ 160,393.79	ROI in 12 Years							
Homeowner		New Address	City's Cash		Date Paid	DC Cash									
Jodi & Michael Ronningen		931 - 12th Street SE	\$ 3,200.00			\$ 30,000.00									
Janet Brown		512 - 13th Street NW	\$ 10,000.00			\$ 30,000.00									
Brian & LeAnn Tenderholt		518 - 13th Street NW	\$ 10,000.00		3/31/2026	\$ 30,000.00									
Mark & Jody Svenningsen		1211 - 4th Avenue NW	\$ 10,000.00			\$ 30,000.00	Pending								
			\$ -												
			\$ -												
Totals			\$ 33,200.00			\$ 120,000.00									
							\$ 153,200.00	\$ 13,366.15 City, VC School District & Park & Rec.							
							\$ 153,710.71	ROI in 11.5 Years; based on less City cash awarded, not all rec'd. \$10,000							

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: April 1, 2026
RE: Holiday and overtime policy amendments

City staff request approval of the following updates to the Employee Policy and Procedure Manual:

2.9 HOLIDAYS

1. The following shall be recognized and observed as paid holidays.

New Year's Day (January)	Martin Luther King Day (January)
President's Day (February)	Good Friday (March/April)
Memorial Day (May)	Independence Day (July)
Labor Day (September)	Veterans Day (November)
Thanksgiving Day (November)	Christmas Eve afternoon – 4 hrs (December)
Christmas Day (December)	

Any day declared to be a holiday by the President of the United States, the Governor of the State of North Dakota, or the Board of Commissioners of the City.

2. City Hall and municipal utility and public works operations departments shall be closed and employees do not report to work on observed holidays, except in the event of an emergency (section 8.18) or callback (section 8.17). Licensed peace officers may be scheduled to work on a holiday according to police department policy; however, the department shall be closed and administrative personnel do not report to work.

3. If a holiday falls on a Saturday, the Friday before is designated as the holiday. If a holiday falls on a Sunday, the following Monday is designated as the holiday.

4. Floating holidays. Any recognized, ~~or~~ declared, or designated holiday above may be ~~designated as deemed~~ a floating holiday for any non-law enforcement personnel at the discretion of the City Administrator, pursuant to the following:

- Eligible employees must not be required, coerced, or encouraged to work on a holiday.
- An eligible employee who volunteers to work on a holiday will not be paid overtime or holiday pay.
- An eligible employee who volunteers to work on a holiday will receive one day of paid leave to use on any other work day within 30 days of the holiday, subject to coordination with the employee's Department Head to ensure operational needs can be met.

5. All regular full-time and part-time employees shall ~~be entitled to receive one day of~~ holiday pay for paid holidays observed by the City. Part-time employees will earn holiday pay on a pro-rata basis. Holiday pay means eight hours (or the prorated portion thereof) at the employee's regular rate of pay. This policy applies regardless of whether the employee is required to work on the actual or designated holiday. This provision does not apply to additional days declared to be floating holidays.

~~All uniformed law enforcement personnel will receive 8 hours of annual leave for each holiday observed by the City. Uniformed law enforcement personnel working on the actual day of the holiday (as opposed to the recognized Friday preceding or the Monday following the holiday, when the holiday falls on a weekend) may elect 8 hours of additional pay at the employee's regular rate of pay, in lieu of annual leave.~~

6. Holidays occurring during an approved absence ~~for illness or injury~~ for which the employee is using sick and/or annual leave shall not reduce an employee's sick or annual leave credit. However, if an employee is on FMLA status for the entire week during which a holiday is observed, the holiday (eight hours) shall be included when counting FMLA hours, as allowed by federal law.

8.9 CALCULATING OVERTIME

1. Computation of overtime for nonexempt employees is made by paying employees ~~1.5~~ one and one-half times their regular rate of pay. Regular rate of pay shall be as defined under the FLSA.

2. Overtime computation will be made only on "actual hours worked," meaning all time during which an employee is required or allowed to be on City premises, at a prescribed work site, or otherwise on duty and performing a principal activity as defined by Section 8.10. ~~For the purposes of calculating overtime, sick leave, annual leave, and holidays, will be considered "time worked". Compensatory time, and educational leave, and other time not worked will not be included or considered "time actual hours worked" when calculating overtime.~~

3. The time worked will be reported as follows:

8-22 minutes	0.25
23-37 minutes	0.50
38-52 minutes	0.75
53-67 minutes	1.00

4. Actual hours worked on a holiday or designated Monday or Friday will be calculated as ~~overtime at the 1.5 rate~~ at one and one-half times the employee's regular rate of pay. ~~For the purpose of overtime calculations, the definition of a holiday is the actual day of the holiday. It doesn't include the Friday preceding or the Monday following the holiday, when the holiday~~

~~falls on a weekend~~ However, in the event an employee works both the holiday and the designated Monday or Friday, the employee will be paid time and one-half only for hours worked on the actual holiday. An employee is not entitled to receive more than time and one-half of the employee's regular rate of pay even if working on the holiday results in more than 40 hours of actual time worked during the work week. This provision does not affect an employee's right to receive Holiday Pay pursuant to Section 2.9; nor does this provision apply to additional days declared to be floating holidays.

~~Work hours for the computation of overtime is defined as any hour worked outside of the normal work schedule or regular work day AND results in the employee working overtime hours for the work week as defined by this policy.~~

5. All overtime hours must be approved in advance by the Superintendent or Department Head or their assigned representative. If overtime hours are worked without approval, the employee working overtime ~~can~~ may be subject to ~~corrective~~ disciplinary action up to and including ~~or~~ dismissal.

8.10 PRINCIPAL ACTIVITIES

An employee's principal activities are those which ~~are required to be performed~~ the employee is employed to perform and include any work of consequence performed for the employer, no matter when the work is performed. Activities that are integral and indispensable to principal activities are themselves considered principal activities.

Preliminary and postliminary activities that occur before or after principal activities are not compensable as time worked. This includes traveling to and from work, lunch breaks and changing clothes or washing up as provided in this policy manual.

