



CITY COUNCIL MEETING

March 07, 2022 at 6:00 PM

City Hall – Heritage Room – 213 2ND ST NE

AGENDA

- 1. 6:00 CALL TO ORDER OF REGULAR MEETING**
- 2. PLEDGE OF ALLEGIANCE**
- 3. APPROVE AGENDA**
- 4. APPROVE MINUTES**
- 5. PUBLIC INPUT - DEER POPULATION**
- 6. AIRPORT - LUKE TAYLOR**
- 7. ROUGH RIDER CENTER UPDATE**
- 8. GOLF COURSE UPDATE**
- 9. POLICE DEPARTMENT REPORT - CHIEF JESSE WELLEN**
 - A. Monthly Report**
- 10. PLANNING COMMISSION**
 - A. 2022-02-28 Agenda**
 - B. 2022-02-28 Minutes**
 - C. Land Use Application - Conditional User Permit - Michels Pipeline, Inc**
 - D. Land Use Application - Conditional Use Permit - Jon Girard (Forest Service)**
 - E. Land Use Application - Zone Change - Jon Girard (Forest Service)**
 - F. Land Use Application - Zone Change - Paul Dries (The Crossings)**
 - G. February Permit Records**

COMMITTEE REPORTS / MINUTES

11. CHAIRMAN SANFORD COMMITTEE REPORTS

CEMETERY

[A.](#) 2022-02-28 Minutes

BUILDING COMMITTEE

[A.](#) 2022-02-28 Minutes

AMBULANCE/FIRE DEPT

ADDITIONS TO AGENDA

12. CHAIRMAN VEEDER COMMITTEE REPORTS

BOARD OF HEALTH

MACHINERY AND EQUIPMENT

FRANCHISE COMMITTEE

PEST/FORESTRY/VECTOR

ADDITIONS TO AGENDA

13. CHAIRMAN BEARD COMMITTEE REPORTS

ORDINANCE

[A.](#) Second Reading on Ordinance #589 Amending Section 1-503 of Article V of Chapter I - Relating to Municipal Golf Course Management

[B.](#) 2022-02-16 Minutes

[C.](#) Commercial Application Fees

STREET, WALKS, LIGHTS

[A.](#) 2022-02-28 Minutes

JDA REPORT

COUNTY PLANNING AND ZONING BOARD

ROUGH RIDER FUND

[A.](#) 2022-03-01 Minutes

ADDITIONS TO AGENDA

14. CHAIRMAN LIEBEL COMMITTEE REPORTS

AIRPORT

PUBLIC TECHNOLOGY

ADDITIONS TO AGENDA

15. CHAIRMAN DEVLIN COMMITTEE REPORTS

PERSONNEL

[A.](#) Workforce Development Director Job Description

[B.](#) Golf Shop Customer Service Assistant/Cashier Job Description

[C.](#) 2022-03-07 Minutes

D. Step Increases: Megan Bradford - J-1; Laura Dokken - C-1; Justin Smith - A-6; Jason Faller - C-10; Andrew Schatz - G-5.

WAYS, MEANS, FINANCE

[A.](#) 2022-03-07 Minutes

[B.](#) 2022 Amended Golf Course Food & Beverage Agreement - Six Shooters, LLC

LODGING TAX COMMITTEE

[A.](#) 2022-03-01 Minutes

LEC JOINT POWERS BOARD

HOME RULE CHARTER

WOLF PUP BOARD

ADDITIONS TO AGENDA

16. CHAIRMAN BRENNAN COMMITTEE REPORTS

WATER, SEWER, GARBAGE

CTE/CAREER ACADEMY

ADDITIONS TO AGENDA

STAFF REPORTS

17. MAYOR

[A.](#) Resolution 2022-04 - City Government Week

18. CITY FINANCE DIRECTOR

[A.](#) February GPT Transfers

GC Deck Project Quote

2020 Final Audit

19. CITY ENGINEER REPORT

[A.](#) 2nd Ave Shared Use Path Project - Task Order with Brosz Engineering

[B.](#) Theodore Roosevelt Expressway Freight Expansion Project - Letter of Support

[C.](#) Stenehjem Commons - Warranty Bond Release

20. CITY PLANNER REPORT

[A.](#) Zoning for Parks - Park Requirements

21. SUPERINTENDENT OF PUBLIC WORKS REPORT

[A.](#) Monthly Report

22. CITY ASSESSOR REPORT

[A.](#) Monthly Report

23. ATTORNEY REPORT

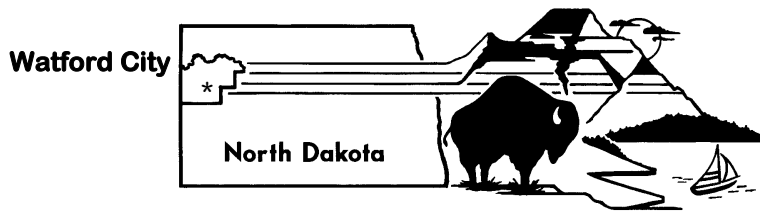
24. NEW BUSINESS

25. APPROVAL OF BILLS

[A.](#) Bill List

26. INFORMATION

27. ADJOURNMENT



Chief Jesse A. Wellen
Watford City Police Department
1201 12th Street SE Ste. A
Watford City, ND 58854
Telephone: (701) 842-2280
Fax: (701) 842-2495

Police Department Update

February 2022

Monthly statistics

Calls for Service: 940 compared to 1398 (2020)

Cases: 78 compared to 84 (2020)

Top incidents/arrests

- 15 DUI
- 2 Sex offenses
- 12 Drugs & paraphernalia
- 16 Disorderly Conduct (5) / Disturbances (12) / Fights (3)
- 14 Traffic crashes – Hit and Run (5), Injury (1), Fatal (0), Property (8)
- 15 Theft (5), Burglary (1), Fraud (6), Stolen vehicle (3)
- 18 DUS/R
- 17 Medical assists
- 10 Warrants (5) / Warrant service attempts (5)
- 5 Domestic violence (2) Assaults (1) Domestic Non-Violent (2)

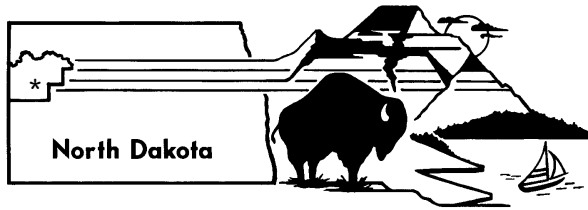
Department updates

- SIRM 20/20
 - No new updates since radio purchased
 - Programming radios, planning future installs into fleet.
- DARE Graduation – 2/22/2022
- SRO Sitting Bear family benefit

Alarm tracking and false alarm fee update

- Alarms: 15 total / 7 false
 - Burglary – 5 alarm calls / 2 false
 - Fire – 5 alarm calls / 1 false
 - Panic – 2 alarm calls / 2 false
 - Medical 0 alarm calls / 0 false
 - Robbery – 0 alarm calls / 0 false
 - Unknown alarms – 3 alarm calls / 3 false

Watford City



Chief Jesse A. Wellen
Watford City Police Department
1201 12th Street SE Ste. A
Watford City, ND 58854
Telephone: (701) 842-2280
Fax: (701) 842-2495

K-9 Program update

- Deployments

Personnel update

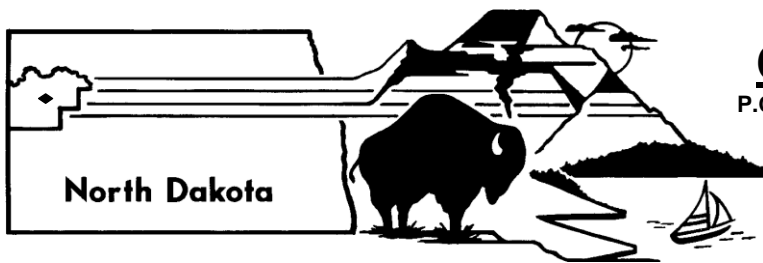
- 1 officer / 1 sergeant vacancies – currently for 2022 to reach (27 sworn)
- Future Administrative Assistant Opening with Jayden attending LETA
- Sergeant Promotional Process opened internally & externally
- School Resource Officer – opened internally & externally
- 2 pending tentative job offers
- 2 currently attending Law Enforcement Training Academy
- 2 currently in the Field Training Process
 - Zachary Weldon – Tentative Offer – May 23, 2022
 - Jayden Uhlich – Tentative Offer – May 23, 2022

Fleet update

- Fleet operating at moderate levels
 - Ordered 2021 Chevy Tahoe – Guardian (waiting on in-car camera)
 - Placed order for 2022 Ford Interceptor – Guardian
 - On waiting list for (2) Tahoes this fall.

Training Update

- Preparation for our next annual in-service training
- Fundamentals of Emergency Management
- Advanced BCI Investigation
- Records Management



PLANNING AND ZONING COMMISSION
MEETING AGENDA
Monday February 28th, 2021
6:00 PM City Hall, Heritage Room

• **CALL TO ORDER PUBLIC HEARING**

1. Conditional Use Permit submitted by Michel's Pipeline Inc. on property located, at PID: 20-00-14950, Section 21, T150N, R98. In consideration of a Conditional Use Permit to terminate originally approved Temporary Laydown Yard for WBI pipeline Construction.
2. Land Use Application, Conditional Use Permit – Annual Review for Conditional Use Permit Application originally submitted by U.S. Forest Services for property located at 1901 Main St. S. Section 25, Township 150N Range 99, Watford City, McKenzie County, ND. Public Hearing will be held for the consideration of the Conditional Use Permit to allow for employee housing on C1- General Commercial Zoned property. (trailers)
3. Land Use Application for Zone Change Application submitted by Jon Girard for property located at 1905 Main St. S. Section 25, Township 150N Range 99, Watford City, McKenzie County, ND. Public Hearing will be held for the consideration to change the current Zoning from C1- General Commercial to R3- Medium Density Residential. (Apartment)
4. Division of Land Application for Simple Lot Split submitted by The Crossings at Watford City LLC. for property located at PID: 82-23-03900 & 82-23-04100, Lots 12 and 14 of Block 1 of The Crossings, Section 22, Township 150 N, Range 98W, Watford City, McKenzie County, ND. Public Hearing will be held for the consideration to of splitting a 5-acre parcel for purchase for commercial development.
5. Land Use Application for Zone Change submitted by The Crossings at Watford City LLC. for property located at PID: 82-23-03900 & 82-23-04100, Lots 12 and 14 of Block 1 of The Crossings, Section 22, Township 150 N, Range 98W, Watford City, McKenzie County, ND. Public Hearing will be held for the consideration to of Rezoning the previously slit 5-acre parcel for purchase from R3- Medium Density Residential to C1- General Commercial for commercial development.

• **CLOSE PUBLIC HEARING**

• **CALL TO ORDER REGULAR MEETING**

• **MINUTES**

- **PERMIT RECORDS**

January- February Permits

- **OLD BUSINESS**

- **NEW BUSINESS**

- **ADJOURNMENT**



PLANNING AND ZONING COMMISSION MEETING MINUTES Monday February 28th, 2022

The regularly scheduled August meeting of the Watford City Planning & Zoning Commission was held on Monday February 28th, 2022, at City Hall in the Heritage Room. In attendance: Chairman Jacob Walters, Vice Chairman Gregg Schuetze, and Commission Members Eva Bertagnolli, Warren Hovland, Troy Knutson, Jesse Lawrence, Marco Pelton and Ross Sundeen. Also in attendance: Assistant City Planner LaRissa Bertram, City Engineer Grace Demars, City Building Inspector Steven Williams, and City Attorney Wyatt Voll.

With the above-mentioned present, the public hearing was called to order at 6:00 P.M. by Chairman Jacob Walters.

Under consideration was the following agenda:

1. Land Use Application for Conditional Use Permit submitted by Michels Pipeline, Inc. for the property located at PID 20-00-14950 for consideration of a temporary laydown yard for storing equipment and materials for a pipeline project.

Assistant City Planner LaRissa Bertram explained the reason for the original Conditional Use Permit (CUP) Application based off the discussion portion of the Staff Report, highlighted that if the CUP is granted it would only be valid for six months or they would need to reapply. At this time there was no longer a need for the pipeline to continue the use of the property for a lay down yard and it was recommended for termination. There were no further comments.

MOTION: G. Schuetz, SECOND: E. Bertagnolli to recommend Termination to City Council of the Land Use Application for Conditional Use Permit for consideration of a temporary laydown yard for storing equipment and materials for a pipeline project. Approval is contingent upon the following conditions as set forth within the Planning Department Staff Report:

ROLL CALL VOTE:

AYES: Bertagnolli, Hovland, Knutson, Lawrence, Pelton, Schuetze, Sundeen, Walters

NAYS: none

MOTION: CARRIED

2. Land Use Application, Conditional Use Permit – for Conditional Use Permit Application originally submitted by U.S. Forest Services for property located at 1901 Main St. S. Section 25, Township 150N Range 99, Watford City, McKenzie County, ND. Public Hearing will be held for the consideration of the Conditional Use Permit to allow for employee housing on C1- General Commercial Zoned property. (trailers)

Assistant City Planner LaRissa Bertram stated that this property was originally denied in July of 2021 with the motion of giving the property owner and the Forest Service 12 months to work with the City to bring this property into compliance and have it be a permitted use. After many extensive back and forth conversations between the property owner and the Representative of the Property Owner Steven Rude it was made very clear that there would only be one way to allow this property to be a permitted use and that would be by obtaining an additional 4 acres to create a 5 acre parcel then allowing them to rezone to MH- Mobile Home Park and continue on their use.

Steven Rude (property owner representative) was in attendance and he asked the commission to look at the site as a whole. With our ordinance requirements this site was missing the bar by one item or another. For instance, this would not be allowed to be an apartment because of the structure type. Where in reality this is exactly what these trailers are used for are apartment type uses. Steven also noted that the purchase of more real state was not an option for the Girard's at this time. Commission member

Marco Pelton then enquired on why the Forest Service originally needed to have employee housing. Lucas Head Forest Ranger was also in attendance and stated that this was prior to his time but, from what he understood this was in the county when they had originally moved to Watford City, and they have always been allowed to have some sort of employee housing be it Rv's or trailers.

City Attorney Wyatt Voll explained that prior to enough housing the CUP for Temporary workforce housing was used as a "Stop Gap" for the entities that needed places for their employees to go. Now that we have seen an increase in apartment type housing throughout the community there is no longer a need for employee type housing.

Chairman Jake Walters also asked why there was not a special CUP for government entities. Wyatt noted that is a slippery slope and it wouldn't be in the best interest of the city to move in that type of direction.

Steven Rude had asked the commission why this type of use wouldn't be allowed within the Community Facility Zoning. Assistant City Planner noted that this was once discussed but, having ownership of the property being private and Zones Stay with the property forever until applied for a change it wouldn't be something to consider since this building would not be owned by a public entity. There were no further comments.

MOTION: R. Sundeen, SECOND: J. Lawrence to recommend Deny to City Council of the Land Use Application, Conditional Use Permit – for Conditional Use Permit Application originally submitted by U.S. Forest Services for property located at 1901 Main St. S. Section 25, Township 150N Range 99, Watford City, McKenzie County, ND. Public Hearing will be held for the consideration of the Conditional Use Permit to allow for employee housing on C1- General

Commercial Zoned property. (trailers)

ROLL CALL VOTE:

AYES: Bertagnolli, Hovland, Knutson, Lawrence, Pelton, Schuetze, Sundeen, Walters

NAYS: none

MOTION: CARRIED

3. Land Use Application for Zone Change Application submitted by Jon Girard for property located at 1905 Main St. S. Section 25, Township 150N Range 99, Watford City, McKenzie County, ND. Public Hearing will be held for the consideration to change the current Zoning from C1- General Commercial to R3- Medium Density Residential. (Apartment)

Assistant City Planner LaRissa Bertram stated that after many recent discussions of phasing out temporary workforce housing, the continuation of the use of a Conditional Use Permit for Temporary Workforce Housing by City Council was denied in July 2021. The recommendation was made based on removing temporary housing Conditional Use Permits from City jurisdiction. No negative changes to the specific properties were noted in issuing the denial of the continuation of the Conditional Use Permit. City Staff has been working with the Forest Service as well as the property owners of the land on bringing their property into compliance. Originally, the parties submitted an application to rezone all 3 parcels (IT 827, 1168, 1136) to C2- Commercial Service District. City Staff stated that the Zone requested would not be recommended for approval because the use of that (C2) zone was not intended for what the parties were intending. At this time, the property owner has applied only for the apartments parcel (IT 827) to be rezoned from C1- General Business District to R3- Medium Density Residential. The property owner has also applied for the other two ITs (1168, and 1136) to be rezoned to C2- Commercial Service District.

Commission member Ross Sundeen asked what would make this so that it wasn't "spot zoning" and City Attorney Wyatt Voll noted that it was because to the North of the property the zoning is R2- two dwelling home residential and that was what made it not allowable to do so. There were no further comments.

MOTION: E. Bertagnolli, SECOND: G. Schuetze to recommend Approval to City Council of the Land Use Application for Zone Change Application submitted by Jon Girard for property located at 1905 Main St. S. Section 25, Township 150N Range 99, Watford City, McKenzie County, ND. Public Hearing will be held for the consideration to change the current Zoning from C1- General Commercial to R3- Medium Density Residential. (Apartment)

ROLL CALL VOTE:**AYES:** Bertagnolli, Hovland, Knutson, Lawrence, Pelton, Schuetze, Sundeen, Walters**NAYS:** none**MOTION: CARRIED**

4. Division of Land Application for Simple Lot Split submitted by The Crossings at Watford City LLC. for property located at PID: 82-23-03900 & 82-23-04100, Lots 12 and 14 of Block 1 of The Crossings, Section 22, Township 150 N, Range 98W, Watford City, McKenzie County, ND. Public Hearing will be held for the consideration to of splitting a 5-acre parcel for purchase for commercial development.

Assistant City Planner LaRissa Bertram stated this application was submitted in the intent that a 5acre parcel was divided off for future commercial development. City Engineer Grace Demars had a few items that she wanted addressed prior to the map being recorded. It was stated by City Attorney Wyatt Voll that due to the timeline the comments Grace needed addressed would not meet our thirty-day timeline for tabling and they would ultimately have to resubmit at that time. Or the property owner could request and extension. Once that extension is requested the comments could be addresses at and the Map could move forward with recording. It was then discussed amongst commissioners that they would move forward with approval with the intent that the property owner would request and extension if the property owner did not request an extension by March 8th the map would be denied. There were no further comments.

MOTION: R. Sundeen, SECOND: J. Lawrence to recommend Deny do to lack of information unless an extension letter is submitted by the property owner to City in which case the Division of Land Application for Simple Lot Split submitted by The Crossings at Watford City LLC will be reconsidered once more information is gathered.

ROLL CALL VOTE:**AYES:** Bertagnolli, Hovland, Knutson, Lawrence, Pelton, Schuetze, Sundeen, Walters**NAYS:** none**MOTION: CARRIED**

5. Land Use Application for Zone Change submitted by The Crossings at Watford City LLC. for property located at PID: 82-23-03900 & 82-23-04100, Lots 12 and 14 of Block 1 of The Crossings, Section 22, Township 150 N, Range 98W, Watford City, McKenzie County, ND. Public Hearing will be held for the consideration to of Rezoning the previously slit 5-acre parcel for purchase from R3- Medium Density Residential to C1- General Commercial for commercial development.

Assistant City Planner LaRissa Bertram stated this application was submitted in association with the previous plat. The intent for this zone change is to develop a commercial property. It was discussed among commission members for approval if the plat follows through. There were no further comments

MOTION: J. Lawrence, SECOND: M. Pelton to recommend Approval to City Council of the Land Use Application for Zone Change submitted by The Crossings at Watford City LLC. for property located at PID: 82-23-03900 & 82-23-04100, Lots 12 and 14 of Block 1 of The Crossings, Section 22, Township 150 N, Range 98W, Watford City, McKenzie County, ND. Public Hearing will be held for the consideration to of Rezoning the previously slit 5-acre parcel for purchase from R3- Medium Density Residential to C1- General Commercial for commercial development.

Approval shall be contingent upon the following conditions:

- If no action is taken indicating C1- General Business District within one (1) year of approval of the zone change, the change shall be nullified, and the land will revert to its original R4- High Density Residential District Zoning.
- If the plat does not move forward with approval this Zone Change will be denied.

ROLL CALL VOTE:

AYES: Bertagnolli, Hovland, Knutson, Lawrence, Pelton, Schuetze, Sundeen, Walters

NAYS: none

MOTION: CARRIED

CLOSE PUBLIC HEARING: 07:29 PM

CALL TO ORDER REGULAR MEETING: 07:29 PM

MINUTES: January 30th, 2022

Minutes were reviewed as presented. No additional comments.

MOTION: J. Lawrence, SECOND: G. Schuetze to Approve the meeting minutes as presented.

VOICE VOTE:

AYES: all in favor

NAYS: none

PERMIT RECORDS:

Reviewed permit records as presented. No additional comments.

NEW BUSINESS:

No new business presented.

OLD BUSINESS:

ADJOURNMENT: 07:33 PM

MOTION by J. Lawrence

The next regularly scheduled Planning and Zoning Commission Meeting will be held on
Monday March 28th, 2022 at 06:00 pm.

Jacob Walters, Chairman

LaRissa Bertram, Assistant City Planner

1.

Land Use Application

Conditional Use Permit

Michels Pipeline Inc.
Temporary Laydown Yard



THE CITY OF WATFORD CITY
213 2ND ST NE / PO BOX 494
WATFORD CITY, NORTH DAKOTA

LAND USE APPLICATION CONDITIONAL USE PERMIT

REQUIREMENTS

APPLICATION FEE: \$525.00

All applications must be legible, printed in ink or typed, and suitable for reproduction. Applications may be submitted electronically, however, the original application with original signatures must also be submitted. A Conditional Use Permit Application may be submitted in order to consider a particular use of property not permitted as a use by right within the property's current zoning district. A Conditional Use Permit may be granted for the property and not to a particular person or firm. Along with this application, please submit the following: N.D. Professionally Engineered/ Surveyed Site Development Plan of the property in both .PDF format and 11"x17" size paper for review, and a brief justification letter explaining the request for Conditional Use Permit. For specific details, please refer to the City of Watford City Municipal Code of Ordinances: **CHAPTER XV ARTICLE XXV: CONDITIONAL USES, SECTION 1-6.**

PROPERTY OWNER INFORMATION

OWNER NAME(S): Arlen Franz
PHONE NUMBER: 406-489-4585
EMAIL: awfranz@midrivers.com

MAILING ADDRESS: PO Box 406, Sidney, MT 59270

APPLICANT INFORMATION

☐ Same as Owner

APPLICANT NAME: Ryan Dehn for Michels Pipeline, Inc.
PHONE NUMBER: 920-583-3132/920-904-6148
EMAIL: rdehn@michels.us

MAILING ADDRESS: PO Box 128, 817 Main St, Brownsville, WI 53006

DEVELOPER INFORMATION

DEVELOPER NAME: n/a
PHONE NUMBER:
EMAIL:

MAILING ADDRESS:

PROPERTY INFORMATION

PROPERTY ADDRESS: TBD
ZONING DISTRICT: Industrial

PARCEL NUMBER(s): 20-00-14950
LEGAL DESCRIPTION: (SECTION, TOWNSHIP, RANGE)
21, 150, 98

CURRENT USE OF PROPERTY: aggregate storage
PROPOSED USE OF PROPERTY: Laydown yard for construction project

DESCRIPTION


Please give a brief description of the proposed Conditional Use.

temporary laydown yard for WBI pipeline construction project. Property will be used for material storage, equipment storage,

office trailers and employee parking.

APPLICANT SIGNATURE: (IF DIFFERENT THAN OWNER)

As the applicant, I certify that all City Ordinances will be complied with and that the information given within this application as well as the plans submitted are in all respects true and correct to the best of my knowledge and belief.

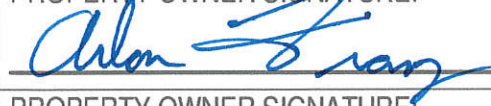
APPLICANT SIGNATURE: 
DATE: 8 / 11 / 2021

APPLICANT PRINT NAME: Ryan Dehn
APPLICANT TITLE: Project Manager

PROPERTY OWNER(S) AFFIDAVIT

I/We, the undersigned, swear that I am / we are, the owner(s) and/or Mortgage holders of the property described within this application. I/We will make provisions to ensure compliance with the disclosure and recording requirements of McKenzie County and the City of Watford City. I/We certify that all information contained within this application are in all respects true and correct to the best of my/our knowledge and belief. I/We also hereby authorize City of Watford City Staff and/or its designee to access my property or premise for the purpose of gathering and verifying information in relation to this application and submitted plans.

PROPERTY OWNER SIGNATURE:



DATE:

08 / 12 / 21

PROPERTY OWNER SIGNATURE:



DATE:


PROPERTY OWNER NOTARY

On this 12th day of August, 2001 before me, the undersigned, a notary public for the state of North Dakota, personally appeared, Arlon Franz

known to me to be the person(s) who executed the certificate in witness whereof, I have hereunto set my hand and affixed my official seal the day and year in the certificate first written above.



Notary Public

Notary Public for the state of _____

Residing at _____

My Commission Expires _____

(NOTARIAL SEAL)

ANDREA WARNKE
Notary Public
State of North Dakota
My Commission Expires Feb. 26, 2022

▼ OFFICE USE ONLY ▼

- ☐ .PDF & LEDGER SIZE REVIEW COPY OF SITE PLAN
☐ VICINITY MAP
☐ LEGAL DESCRIPTION
☐ JUSTIFICATION LETTER
☐ ORIGINAL SURVEYOR STAMP & SIGNATURE ON PLAN

LEGAL NOTICE DATES:

____/____/____

____/____/____

☐ MAILED ADJACENT PROPERTY OWNER NOTICES**MEETING DATES:**

PLANNING COMMISSION: ____/____/____

CITY COUNCIL: ____/____/____

INVOICE:

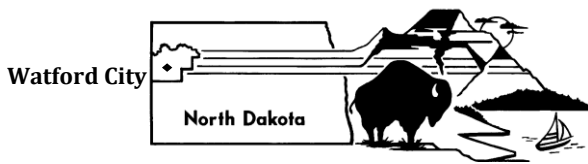
INVOICE NUMBER: _____

DATE CREATED: ____/____/____ BY: _____

PAYMENT: \$525.00

DATE RECEIVED: ____/____/____ AMOUNT: \$ _____

☐ CARD ☐ CASH ☐ CHECK # _____



February 2022

STAFF REPORT LAND USE APPLICATION: Conditional Use Permit

PROPERTY OWNER/APPLICANT:

Arlon Franz
P.O. Box 406
Sidney, MT 59270

Michels Pipeline, Inc.
P.O. Box 128
Brownsville, WI 53006

PROPERTY LOCATION:

Section 21, Township 150 North, Range 98 West, PID: 20-00-14950, County Road 37, Watford City, McKenzie County, North Dakota.

REQUEST:

A Land Use Application for a Conditional Use Permit has been submitted by property owner, Arlon Franz and Michels Pipeline Inc. for the consideration of operating a temporary laydown yard for a pipeline project.

ZONING:

The property is currently zoned HI- Heavy Industrial

CURRENT USE:

The property is currently developed as a lay-down yard.

REFERENCES:

Watford City Municipal Code of Ordinances Chapter XV Zoning Ordinances, Article XXV, Conditional Uses; Article XXII- General Commercial District.

The commission should carefully consider all of the possible implications associated with this Conditional Use. Chapter XV, Article XX of the City of Watford City ordinances require that "All required off-street parking areas, including access drives, shall be improved with asphalt, concrete or similar dust-free surface and all parking spaces shall be clearly marked."

"A Conditional Use Permit may be granted following compliance with the procedure set forth in this section if the conditional use is one set forth in the District Regulations, provided that no application for a conditional use shall be granted unless all of the following conditions are found to be present:

- 1. The conditional use will not be detrimental to or endanger the public health, safety or general welfare of community.*
- 2. The existing permitted uses in the neighborhood will not in any manner be substantially impaired or diminished by the establishment of the conditional use;*
- 3. The conditional use will not impede the normal and orderly development of the surrounding property for uses permitted in the district;*
- 4. Adequate utilities, access roads, drainage and other necessary site improvements have been or are being provided;*
- 5. Adequate measures have or will be taken to provide access and exit so designed as to minimize traffic congestion in the public streets; and*
- 6. The conditional use shall conform to all special provisions of the district in which it is located.*

The Conditional Use Permit may be issued for a specified period of time, with automatic cancellation at the end of that time unless it is renewed, or conditions may be applied to the issuance of the Permit and periodic review may be required to determine if the conditional use has any detrimental effects on neighboring uses or districts. The Permit shall be granted for a particular use and not for a particular person or firm."

SITE DEVELOPMENT:

Access: The property is accessible from Hwy 23, 14th Ave SE/38th St SE, 5th Ave SE

Sewer: The property not yet have City sanitary sewer.

Water: The property has access to City water.

SURROUNDING LAND USE:

North: Zoning – AG-Agricultural Zoning District

Use - Vacant, undeveloped

East: Zoning – ID- Industrial Zoning District

Use - Industrial shop building/yard, *Franz Construction*

South: Zoning – C1- General Commercial Zoning District

Use - Vacant, undeveloped

West: Zoning – R4- High Density Residential Zoning District

Use - Vacant, undeveloped

DISCUSSION:

A Land Use Application for Conditional Use Permit has been submitted by Michels Pipeline, Inc property owned, Arlon Franz for the consideration of a Conditional Use Permit for a Temporary Lay Down Yard for a pipeline project in McKenzie County. The property is currently developed for the use of a laydown yard. The Conditional Use Permit is no longer needed and City Staff is recommending termination of the CUP.

The City of Watford City mailed the property owner, as well as the adjacent property owners, a notice regarding the public hearing being held for this Land Use Application for Conditional Use Application. At the time of this report, there have been no inquiries regarding this application or public hearing.

RECOMMENDATION:

It is the recommendation of City Planning Department Staff to **TERMINATE** the Land Use Application for Conditional Use Permit for Temporary Lay Down Yard in HI- Heavy Industrial District.

PLANNING DEPARTMENT STAFF CONTACTS:

LaRissa Bertram
lbertram@nd.gov
(701)444-8406



Legend

- City
- County
- Private
- State
- Parcels
- ETA
- City Limits

Section 10, Item C.

FOR INFORMATION
PURPOSES OF

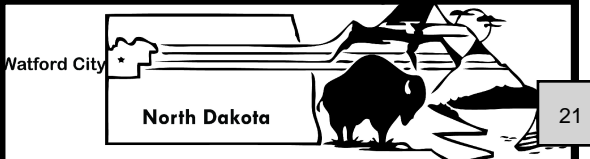
CITY OF WATFORD CITY
Watford City, North Dakota

CONDITIONAL USE PERMIT
Arlon Franz and
Michels Pipeline, Inc.
PID 20-00-14950

DRAFTED
GAD
DATE
8/27/2021



0 0.0375 0.075 Miles



Note: Any reliance upon this map is at user's own risk. Watford City does not warrant the map or its features are either spatially or temporally accurate or fit for a particular use.

2.

Land Use Application

Conditional Use Permit

Jon Girard

Temporary Workforce Housing

(U.S. Forest Service)



THE CITY OF WATFORD CITY
213 2ND ST NE / PO BOX 494
WATFORD CITY, NORTH DAKOTA

LAND USE APPLICATION CONDITIONAL USE PERMIT

APPLICATION FEE: \$525.00
+ PUBLISHING COSTS

REQUIREMENTS

All applications must be legible, printed in ink or typed, and suitable for reproduction. Applications may be submitted electronically, however, the original application with original signatures must also be submitted. A Conditional Use Permit Application may be submitted in order to consider a particular use of property not permitted as a use by right within the property's current zoning district. A Conditional Use Permit may be granted for the property and not to a particular person or firm. Along with this application, please submit the following: N.D. Professionally Engineered/ Surveyed Site Development Plan of the property in both .PDF format and 11"x17" size paper for review, and a brief justification letter explaining the request for Conditional Use Permit. For specific details, please refer to the City of Watford City Municipal Code of Ordinances: **CHAPTER XV ARTICLE XXV: CONDITIONAL USES, SECTION 1-6.**

PROPERTY OWNER INFORMATION

OWNER NAME(S):
Joseph M. Girard, Trustee

PHONE NUMBER:
603-659-1190

EMAIL:
joegirard@thewhalehouse.com

MAILING ADDRESS:
P.O. Box 308, Newmarket, NH 03857

APPLICANT INFORMATION

☐ Same as Owner

APPLICANT NAME:
Jonathan M. Girard

PHONE NUMBER:
310-890-1999

EMAIL:
jon.girard@live.com

MAILING ADDRESS:
16911 Avenida de Santa Ynez, Pacific Palisades, CA 90272

DEVELOPER INFORMATION

DEVELOPER NAME:

PHONE NUMBER:

EMAIL:

MAILING ADDRESS:

PROPERTY INFORMATION

PROPERTY ADDRESS:
1901 S Main St, Watford City, ND 58854

ZONING DISTRICT:
C-1

PARCEL NUMBER(s):
82-73-16100, -16110, -16120

LEGAL DESCRIPTION: (SECTION, TOWNSHIP, RANGE)
ITs 827, 1136, 1688

CURRENT USE OF PROPERTY:
McKenzie Ranger District (Ranger Station)

PROPOSED USE OF PROPERTY:
McKenzie Ranger District (Ranger Station)

DESCRIPTION

Please give a brief description of the proposed Conditional Use.

To use the 5-acre assemblage of three parcels as a Forest Service Ranger Station Community Facility which includes an office building, 9-unit apartment house and 6 mobile homes for USFS personnel and their families.

APPLICANT SIGNATURE: (IF DIFFERENT THAN OWNER)

As the applicant, I certify that all City Ordinances will be complied with and that the information given within this application as well as the plans submitted are in all respects true and correct to the best of my knowledge and belief.

APPLICANT SIGNATURE:

DATE:
2 / 8 / 2022

APPLICANT PRINT NAME:
Jonathan M. Girard

APPLICANT TITLE:
Property Manager, Son of Owner

PROPERTY OWNER(S) AFFIDAVIT

I/We, the undersigned, swear that I am / we are, the owner(s) and/or Mortgage holders of the property described within this application. I/We will make provisions to ensure compliance with the disclosure and recording requirements of McKenzie County and the City of Watford City. I/We certify that all information contained within this application are in all respects true and correct to the best of my/our knowledge and belief. I/We also hereby authorize City of Watford City Staff and/or its designee to access my property or premise for the purpose of gathering and verifying information in relation to this application and submitted plans.

PROPERTY OWNER SIGNATURE:

DATE:

2 / 22 / 2022

PROPERTY OWNER SIGNATURE:

DATE:

/ /

PROPERTY OWNER NOTARY

On this 22nd day of February, 2022 before me, the undersigned, a notary public for the state of New Hampshire, personally appeared, Joseph M. Girard known to me to be the person(s) who executed the certificate in witness whereof, I have hereunto set my hand and affixed my official seal the day and year in the certificate first written above.

Notary Public

(NOTARIAL SEAL)

Notary Public for the state of New HampshireResiding at Raymond, N.H.My Commission Expires 9/13/2022

PATRICIA J BERGER
Notary Public - New Hampshire
My Commission Expires Sep 13, 2022

▼ OFFICE USE ONLY ▼

- ☐ .PDF & LEDGER SIZE REVIEW COPY OF SITE PLAN
☐ VICINITY MAP
☐ LEGAL DESCRIPTION
☐ JUSTIFICATION LETTER
☐ ORIGINAL SURVEYOR STAMP & SIGNATURE ON PLAN

LEGAL NOTICE DATES:

____/____/____
 ____/____/____

☐ MAILED ADJACENT PROPERTY OWNER NOTICES**MEETING DATES:**

PLANNING COMMISSION: ____/____/____

CITY COUNCIL: ____/____/____

INVOICE:

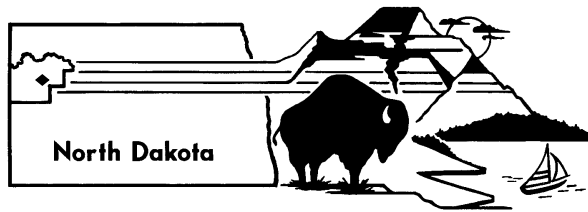
INVOICE NUMBER: _____

DATE CREATED: ____/____/____ BY: _____

PAYMENT: \$525.00 + Publishing Costs

DATE RECEIVED: ____/____/____ AMOUNT: \$ _____

☐ CARD ☐ CASH ☐ CHECK # _____



February 2022

STAFF REPORT ANNUAL REVIEW for Conditional Use Permit

APPLICANT:

Joseph & Margaret Ann Girard Family Trust
132 Cushing Road
Newmarket, NH 03857

PROPERTY OWNERS:

Joseph & Margaret Ann Girard Family Trust
132 Cushing Road
Newmarket, NH 03857

PROPERTY LOCATION:

Parcel ID: 82-73-16120, 82-73-16100, Section 25, Township 150, Range 99, 4.9 acres, 1901 Main St. S., Watford City, McKenzie County, North Dakota.

REQUEST:

Land Use Application for Conditional Use Permit allowing temporary employee housing on C1 General Commercial Zoned Property.

ZONING:

Current zoning is C-1, General Commercial.

CURRENT USE:

U.S. Forest Service Ranger Station Offices and Employee Housing

REFERENCES:

Watford City Municipal Code of Ordinances Chapter XV Zoning Ordinances, Article XXV, Conditional Uses; Article XXII- General Commercial District.

The commission should carefully consider all of the possible implications associated with ap this Conditional Use. Chapter XV, Article XX of the City of Watford City ordinances require required off-street parking areas, including access drives, shall be improved with asphalt, concrete or similar dust-free surface and all parking spaces shall be clearly marked.”

Section 10, ItemD.

A Conditional Use Permit may be granted following compliance with the procedure set forth in this section if the conditional use is one set forth in the District Regulations, provided that no application for a conditional use shall be granted unless all of the following conditions are found to be present:

- 1. The conditional use will not be detrimental to or endanger the public health, safety or general welfare of community.*
- 2. The existing permitted uses in the neighborhood will not in any manner be substantially impaired or diminished by the establishment of the conditional use;*
- 3. The conditional use will not impede the normal and orderly development of the surrounding property for uses permitted in the district;*
- 4. Adequate utilities, access roads, drainage and other necessary site improvements have been or
i. are being provided;*
- 5. Adequate measures have or will be taken to provide access and exit so designed as to minimize traffic congestion in the public streets; and*
- 6. The conditional use shall conform to all special provisions of the district in which it is located.*
- 7. The Property Owner will have 1 year (12 Months) to come into compliance with current City Jurisdiction or will be asked to remove units from the property.*

The Conditional Use Permit may be issued for a specified period of time, with automatic cancellation at the end of that time unless it is renewed, or conditions may be applied to the issuance of the Permit and periodic review may be required to determine if the conditional use has any detrimental effects on neighboring uses or districts. The Permit shall be granted for a particular use and not for a particular person or firm.

SITE DEVELOPMENT:

Access: The property is accessible from Main St S..

Sewer: The property has City sanitary sewer service.

Water: The property has City water service.

SURROUNDING LAND USE:

North: Zoning – R4- High Density Residential
Use - One Single Family Home

East: Zoning – AG, Agriculture and C-1 General Commercial
Use – Restaurant and Lounge

South: Zoning – R4, High Density Residential
Use - One Single Family Home

West: Zoning – R4- High Density Residential
Use - One Single Family Home

DISCUSSION:

A Land Use Application for Conditional Use Permit to allow temporary employee housing within this C1 General Commercial zoned property was first submitted in November 2012. The application was approved by City Council and mobile home units were placed on the western parcel to accommodate for employee housing. Each mobile home unit has City water and sewer access.

In 2014, the Forest Service began construction of a new Ranger Station office building. Upon completion of the new building, the old office building was planned to be renovated into additional temporary housing apartment units. A Site Development Plan and Permit applications were submitted, and the renovation project was approved for construction in 2015. The renovation of the old office building created 9 new apartment units which were to be used in addition to the existing 6 mobile home units for temporary employee housing. The staff report from the Conditional Use Permit annual review in 2015 acknowledges the additional housing units and was approved by City Council.

Currently, the property utilizes the 9 apartment units within the renovated office building as well as the 6 mobile home units on the western parcel for temporary employee housing. The mobile home units are completely enclosed within a secured fenced area separate from the front office building. The site has fully paved drive aisles and paved designated parking areas. The property appears to be overall well-kept and in full compliance with City Ordinances as well as the original conditions of the Conditional Use Permit approval.

In July of 2021 this CUP was approved for an additional twelve months to come into compliance with City ordinance. At this time there have been many discussions with City Staff and property owners to determine the best options for this property. It has been determined that the only way to meet City Ordinance requirements would be to obtain the appropriate amount of acreage (minimum 5 acres) to rezone the property to MH- Mobile Home Park. This would allow them to continue the use of the trailers and be in compliance with City Ordinance. The property owner has chosen to forgo that option and re-apply for a Conditional Use Permit. It would be City Staff Recommendation to Deny this application for the reasons of the efforts to clean these areas up and not carry long term Conditional Use Permits.

The City of Watford City mailed the property owners that hold an interest in the subject property and the adjacent property owners a notice regarding the property's Conditional Use Permit renewal. At the time of this report, none of the noticed property owners contacted the city regarding the application.

RECOMMENDATION:

It is the recommendation of City Planning Department Staff to **DENY** the Land Use Application for Conditional Use Permit to allow Temporary Employee Housing within C1 General Commercial Zoned Property.

PLANNING DEPARTMENT STAFF CONTACT:

LaRissa Bertram
lbertram@nd.gov
 (701)444-8406

Justification Attachment for Conditional Use Permit Application

Applicant's Request

Conditional Use Permit to use the 5-acre assemblage of 3 parcels as a Forest Service Ranger Station which includes an office building, multi-family dwelling and 6 mobile homes for USFS personnel and their families.

Justification of Request

- The essence of this site is that it is 5-acre, 3-parcel assemblage developed to the specifications of the USFS for use as a compound for the McKenzie Ranger District.
- Ranger Stations like this one customarily provide on-site housing for their personnel and families which is an integral part of their operations.
- The compound is very much a “Community Facility” which provides a valuable public service to the community. While the City has a C-F zone which should be considered, a CUP would have the benefit of automatically terminating when the Forest Service tenancy terminates.
- This is not a request for a temporary workforce housing CUP. Rather, this is a request for a CUP to allow a typical Ranger Station to operate which inherently includes residential housing in the form of a multi-family dwelling and 6 mobile homes. What differentiates this site from the others where the City is terminating temporary workforce housing CUPs is that this site is for a Community Facility which provides a valuable public service to the community.
- The McKenzie Ranger District compound is arguably a beneficial and essential component of the governmental services for the community including fire suppression, public safety, emergency response, wildlife management, public land management, tourism, and recreation.
- If needed, the USFS is permitted under federal law to use the residential dwellings to temporarily house Fire Fighters, Sheriffs, Police, Teachers and other government employees.
- As noted in the minutes from the June 28th, 2021 Planning and Zoning Commission Meeting: “The mobile home units are completely enclosed within a secured fenced area separate from the front office building. The site has fully paved drive aisles and paved designated parking areas. The property appears to be well-kept and in full compliance with City Ordinance as well as the original Conditional Use Permit approval.”
- The merits and benefits to the community of having the Ranger Station justify granting of the CUP so that it can continue to operate as-is through the end of its tenancy.

Background in Support of Request

- The subject site is a 5-acre assemblage of 3 parcels, all zoned C-1, which was developed several years ago to specifications of a long-term lease to the U.S. Forest Service for use as the McKenzie Ranger District compound.
- The compound has the following three types of uses:
 1. McKenzie Ranger District office building, warehouse, storage and wareyard space on Parcel #82-73-16100;
 2. Multi-family dwelling for USFS personnel and their families on Parcel #82-73-16110; and
 3. 6 mobile home trailers for USFS personnel and their families on Parcel #82-73-16120.
- The current use of the compound under a Site Development Plan and Permit application was approved by the City Council in 2015 which included a Conditional Use Permit for the residential use.
- The annual review of the Conditional Use Permit was denied at the Planning and Zoning Commission Meeting on June 28, 2021. The denial was not made because of any non-compliance with City Ordinances or conditions of the CUP, but because the City Staff and the Commission would like to see the employee living units become a permanent use on the property.
- The City Staff told the Planning and Zoning Commission at its June 28, 2021 meeting that that they will work with the Forest Service and the Owner to bring the property into compliance with a goal of the residential use becoming a permanently allowed use so that the CUP is no longer needed. The Committee agreed with this.
- The Applicant has had discussions with the City Staff, and they recommend and support a zoning change from C-1 to R-3 for Parcel #82-73-16110 which is improved with the multi-family dwelling for USFS personnel and their families. This change is being requested by the Applicant in a separate zone change application.
- Parcel #82-73-16100 which is improved with the office building is permitted under its current C-1 zoning.
- Parcel #82-73-16120 with its 6 mobile homes for USFS personnel and their families does not seem to meet every condition for any of the City's zoning districts. In particular, the M-H district, which would seem to be the most applicable zone, has a minimum tract size requirement of 5 acres. While all three Parcels combined are 5 acres, Parcel #82-73-16120 alone is 2 acres, so the City would have to consider the three Parcels combined as satisfying this requirement.



Legend

- Private
- State
- ETA
- City Limits
- Parcels

Section 10, Item D.

FOR INFORMATIONAL PURPOSES ONLY

CITY OF WATFORD CITY
Watford City, North Dakota

**CONDITIONAL USE PERMIT
ANNUAL REVIEW:**
U.S. Forest Service
1901 & 1905 Main St S.

DRAFTED
basmith
DATE
6/25/2021



0 0.01250.025 0.05
Miles



Note: Any reliance upon this map is at user's own risk. Watford City does not warrant the map or its features are either spatially or temporally accurate or fit for a particular use.

File Code: 6440**Date:** March 4, 2022**TO:** Watford City City Council and Watford City Planning and Zoning Commission**ATTENTION TO:** Watford City Mayor Philip Riely, Planning and Zoning Commission
Chairman Jacob Walters, and City Administrator Curtis Moen**SUBJECT:** U.S. Forest Service employee housing in Watford City, ND

Dear Councilors and Commission Members:

The U.S. Forest Service (USFS) holds leases on the facilities located at 1901 and 1905 Main St. S. that are valid through 2036. We use the facilities to house employees, store equipment and vehicles and to administer more than 500,000 acres of National Forest Service lands within McKenzie County, including all work related to oil and gas (leasing, permitting, enforcement and compliance, etc.), rangelands (grazing, water wells, water pipelines, etc.), recreation (campgrounds, trails and special events), infrastructure (rural water, broadband, electric, roads, bridges, dams), firefighting, and law enforcement, as well as the management of historical, cultural, wildlife, botanical, hydrological and paleontological resources. We have a strict set of housing policies that tenant-employees are bound by and keep the facilities that we are responsible for under the terms of the leases in excellent condition. The two leases cover:

1. 1901 Main St. S. – A nine-unit apartment building used for employee housing, and
2. 1905 Main St. S. – A six-unit mobile home lot with city water and sewage, an office building, warehouse yard, cold storage space, and wareyard space used for employee housing and regular business functions.

These properties were zoned for commercial use (C1), so the facilities owners, the Joseph M. and Margaret Anna Girard Family Trust (the Trust), attained Conditional Use Permits (CUP) from Watford City to allow for residential uses beginning in 2014. On June 28, 2021, the Watford City Planning and Zoning Commission (the Commission) denied the Trust's request for Conditional Use Permit renewals and provided a one-year grace period to bring the properties into compliance with city zoning ordinances. The Watford City Planning Staff and the Trust engaged in a months-long dialogue on potential solutions. On February 28, 2022, the Commission approved the Trust's request to rezone the 1901 Main St. S. property from C1 to R3 and denied the Trust's request for a new CUP to allow for residential uses (mobile home lot) at 1905 Main St. S. It does not appear that the Trust has any other avenues to bring the mobile home lot into zoning compliance and that USFS will subsequently be required to vacate employees from the mobile homes by July 1, 2022.



USFS has relied heavily on our ability to provide quality, affordable housing to attract a seasonal workforce that in turn allows us to provide services to the community. Up to three permanent employees and their families and nine seasonal employees occupy the mobile homes.

Since the initial CUP denial in June 2021 and in parallel to the Trusts efforts to find a zoning solution, we have explored numerous short-term housing alternatives, including:

1. Leasing new housing and sub-leasing to employees.
2. Leasing a new mobile home lot and relocating the USFS owned mobile homes to that lot.
3. Negotiating with the Trust to provide a separate in-kind mobile home lot and relocating the USFS owned mobile homes to that lot.
4. Not providing housing to employees.

We could not execute any of these options prior to the onboarding of our seasonal employees in April/May so the best-case scenario would require placing employees in the USFS mobile homes and subsequently relocating them on June 31 to the selected alternative. However, we have concerns as to the viability of these alternatives based primarily on local costs and lease terms coupled with USFS seasonal wages and typical periods of employment.

We have also considered long-term alternatives, including:

1. Purchasing the properties and facilities from the Trust.
2. Purchasing a different property in Watford City.
3. Building a new site on National Forest Service lands in McKenzie County.
4. Replacing the mobile homes with camping trailers and relocating to a local lot.
5. Building a joint facility or expanding existing facilities located on National Park Service lands in McKenzie County.
6. Relocating to and consolidating with the USFS office in Dickinson, ND.

Due to financial, administrative, and legal requirements that we are subject to as a federal agency, we estimate that exploring these options further and executing the selected alternative will take approximately 3-5 years.

It is in this context and based on these developments that we would like to ask for your support in finding a stopgap solution that would allow us an opportunity to pursue long-term housing and/or commercial facilities without suffering a short-term lapse in employee housing.

Please reach me at 701-260-4082 or Lucas.Graf@usda.gov for follow up. We love living and working with you all in Watford City and thank you for your continued support.

Sincerely,

LUCAS GRAF
 Digitally signed by LUCAS
 GRAF
 Date: 2022.03.04 16:23:00
 -06'00'

LUCAS GRAF
 McKenzie District Ranger

3.

Land Use Application

Zone Change

Jon Girard

Workforce Housing
(U.S. Forest Service)



THE CITY OF WATFORD CITY
213 2ND ST NE / PO BOX 494
WATFORD CITY, NORTH DAKOTA

LAND USE APPLICATION

ZONE CHANGE

REQUIREMENTS

APPLICATION FEE:
\$300.00

All applications must be legible, printed in ink or typed, and suitable for reproduction. *Original application with original signature is required.* A *Zone Change Application* may be submitted in order to consider a changing the zoning district of property. Zoning Districts are set as specific areas within the City and/or ETA in order to govern the use of the property as well as such regulations pertaining to the height, area, size, and intensity of buildings, land, and open spaces. Along with this application, please submit the following: N.D. Professional survey of the property in both .PDF format and 11"x17" size paper for review, a brief justification letter explaining the request for *Zone Change* and a current copy of a title report/title commitment for the property. For specific details regarding this process, please refer to the *City of Watford City Municipal Code of Ordinances: CHAPTER XV, ARTICLE XXVI: AMENDMENTS.*

PROPERTY OWNER INFORMATION

OWNER NAME(S):
Joseph M. Girard, Trustee

PHONE NUMBER:
603-659-1190

EMAIL:
joegirard@thewhalehouse.com

MAILING ADDRESS:
P.O. Box 308, Newmarket, NH 03857

APPLICANT INFORMATION

☒ Same as Owner

APPLICANT NAME:
Same as Owner

PHONE NUMBER:

EMAIL:

MAILING ADDRESS:

DEVELOPER INFORMATION

DEVELOPER NAME:

PHONE NUMBER:

EMAIL:

MAILING ADDRESS:

PROPERTY INFORMATION

PROPERTY ADDRESS:
1901 S Main St, Watford City, ND 58854

CURRENT ZONING:
C1

PROPOSED ZONING:
C2

PARCEL NUMBER(s):
82-73-16100, -16110, -16120

LEGAL DESCRIPTION: (SECTION, TOWNSHIP, RANGE)
ITs 827, 1136, 1688

DESCRIPTION Please give a brief description of the proposed variance.

See attached cover letter.

APPLICANT SIGNATURE: (IF DIFFERENT THAN OWNER)

As the applicant, I certify that all City Ordinances will be complied with and that the information given within this application as well as the plans submitted are in all respects true and correct to the best of my knowledge and belief.

APPLICANT SIGNATURE:

DATE:

____/____/____

APPLICANT PRINT NAME:

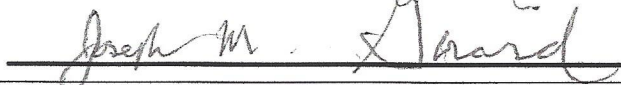
APPLICANT TITLE:

PROPERTY OWNER(S) AFFIDAVIT

I/We, the undersigned, swear that I am / we are, the owner(s) and/or Mortgage holders of the property described within this application. I/We will make provisions to ensure compliance with the disclosure and recording requirements of McKenzie County and the City of Watford City. I/We certify that all information contained within this application are in all respects true and correct to the best of my/our knowledge and belief. I/We also hereby authorize City of Watford City Staff and/or its designee to access my property or premise for the purpose of gathering and verifying information in relation to this application and submitted plans.

PROPERTY OWNER SIGNATURE:

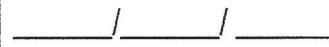
DATE:



12 / 2 / 2021

PROPERTY OWNER SIGNATURE:

DATE:

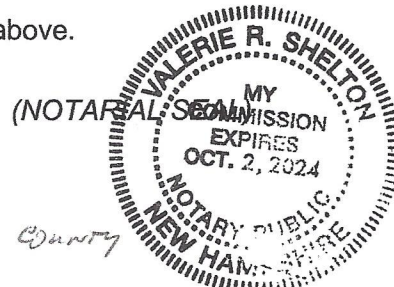


PROPERTY OWNER NOTARY

On this 2 day of DECEMBER, 2021 before me, the undersigned, a notary public for the state of NEW HAMPSHIRE, personally appeared, JOSEPH M. GIRARD

known to me to be the person(s) who executed the certificate in witness whereof, I have hereunto set my hand and affixed my official seal the day and year in the certificate first written above.

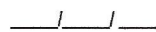


Notary Public

Notary Public for the state of NEW HAMPSHIREResiding at 124 Cushing Rd. Newmarket NH Rockingham CountyMy Commission Expires 10/2/2024**▼ OFFICE USE ONLY ▼**


- ☐ .PDF & LEDGER SIZE REVIEW COPY OF SITE PLAN
☐ VICINITY MAP
☐ LEGAL DESCRIPTION
☐ JUSTIFICATION LETTER
☐

LEGAL NOTICE DATES:



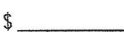


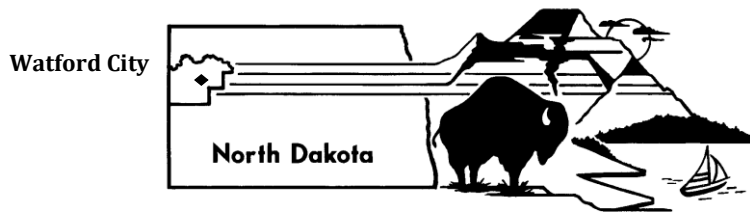
☐ MAILED ADJACENT PROPERTY OWNER NOTICES

MEETING DATES:

PLANNING COMMISSION: CITY COUNCIL: 

INVOICE:

INVOICE NUMBER: DATE CREATED:  BY: PAYMENT: **\$300.00**DATE RECEIVED:  AMOUNT: \$ ☐ CARD☐ CASH☐ CHECK # 



February 2022

STAFF REPORT ANNUAL REVIEW for Conditional Use Permit

APPLICANT:

Joseph & Margaret Ann Girard Family Trust
132 Cushing Road
Newmarket, NH 03857

PROPERTY OWNERS:

Joseph & Margaret Ann Girard Family Trust
132 Cushing Road
Newmarket, NH 03857

PROPERTY LOCATION:

Parcel ID: 82-73-16120, 82-73-16100, Section 25, Township 150, Range 99, 4.9 acres, 1901 and 1905 Main St. S., Watford City, McKenzie County, North Dakota.

REQUEST:

Land Use Application for Zone Change from C1- General business District to R3- Medium Density Residential allowing employee housing.

ZONING:

Current zoning is C-1, General Commercial.

CURRENT USE:

U.S. Forest Service Ranger Station Offices and Employee Housing

REFERENCES:

Watford City Municipal Code of Ordinances Chapter XV Zoning Ordinances, Article XXV, Conditional Uses; Article XXII- General Commercial District.

The commission should carefully consider all of the possible implications associated with approving this Conditional Use. Chapter XV, Article XX of the City of Watford City ordinances require that "All

required off-street parking areas, including access drives, shall be improved with asphalt, or similar dust-free surface and all parking spaces shall be clearly marked."

A Conditional Use Permit may be granted following compliance with the procedure set forth in this section if the conditional use is one set forth in the District Regulations, provided that no application for a conditional use shall be granted unless all of the following conditions are found to be present:

- 1. The conditional use will not be detrimental to or endanger the public health, safety or general welfare of community.*
- 2. The existing permitted uses in the neighborhood will not in any manner be substantially impaired or diminished by the establishment of the conditional use;*
- 3. The conditional use will not impede the normal and orderly development of the surrounding property for uses permitted in the district;*
- 4. Adequate utilities, access roads, drainage and other necessary site improvements have been or*
 - i. are being provided;*
- 5. Adequate measures have or will be taken to provide access and exit so designed as to minimize traffic congestion in the public streets; and*
- 6. The conditional use shall conform to all special provisions of the district in which it is located.*
- 7. The Property Owner will have 1 year (12 Months) to come into compliance with current City Jurisdiction or will be asked to remove units from the property.*

The Conditional Use Permit may be issued for a specified period of time, with automatic cancellation at the end of that time unless it is renewed, or conditions may be applied to the issuance of the Permit and periodic review may be required to determine if the conditional use has any detrimental effects on neighboring uses or districts. The Permit shall be granted for a particular use and not for a particular person or firm.

SITE DEVELOPMENT:

Access: The property is accessible from Main St S..

Sewer: The property has City sanitary sewer service.

Water: The property has City water service.

SURROUNDING LAND USE:

North: Zoning – R2- Two Family Home Dwelling District
Use - Single Family Home

East: Zoning – AG, Agriculture and C-1 General Commercial
Use – Restaurant and Lounge

South: Zoning- R2- Two Family Home Dwelling District
Use - Single Family Home

West: Zoning – R2- Two Family Home Dwelling District
Use - One Single Family Home

DISCUSSION:

A Land Use Application for Conditional Use Permit to allow temporary employee housing within this C1 General Commercial zoned property was first submitted in November 2012. The application was approved by City Council and mobile home units were placed on the western parcel to accommodate for employee housing. Each mobile home unit has individually metered City water and sewer access.

In 2014, the Forest Service began construction of a new Ranger Station office building. Upon completion of the new building, the old office building was renovated into additional housing apartment units. A Site Development Plan and Permit applications were submitted, and the renovation project was approved for construction in 2015. The renovation of the old office building created 9 new apartment units which were to be used in addition to the existing 6 mobile home units for temporary employee housing. The staff report from the Conditional Use Permit annual review in 2015 acknowledges the additional housing units and was approved by City Council.

Currently, the property utilizes the 9 apartment units within the renovated office building as. The site has fully paved drive aisles and paved designated parking areas. The property appears to be overall well-kept and in full compliance with City Ordinances as well as the original conditions of the Conditional Use Permit approval.

After many recent discussions of phasing out temporary workforce housing, it was further Denied to continue on the use of a Conditional Use Permit for Temporary Workforce Housing by City Council in July 2021 that the recommendation of Denial for the renewal of this Conditional Use Permit has come to fruition. This recommendation is not being made on terms that the Forest Service has come out of compliance on any City Ordinances or conditions of the existing Conditional Use Permits but solely on terms that we would like to see these employee living units become a permanent use on this property. City Staff has been working with the Forest Service as well as the property owners of the land on bringing their property into compliance with a goal of becoming a permanent use so that the CUP is no longer needed. At this time the property owner has applied for the apartments to be rezoned from C1- General Business District to R3- Medium Density Residential. This was the recommendation from City Staff.

The City of Watford City mailed the property owners that hold an interest in the subject property and the adjacent property owners a notice regarding the property's Conditional Use Permit renewal. At the time of this report, none of the noticed property owners contacted the city regarding the application.

RECOMMENDATION:

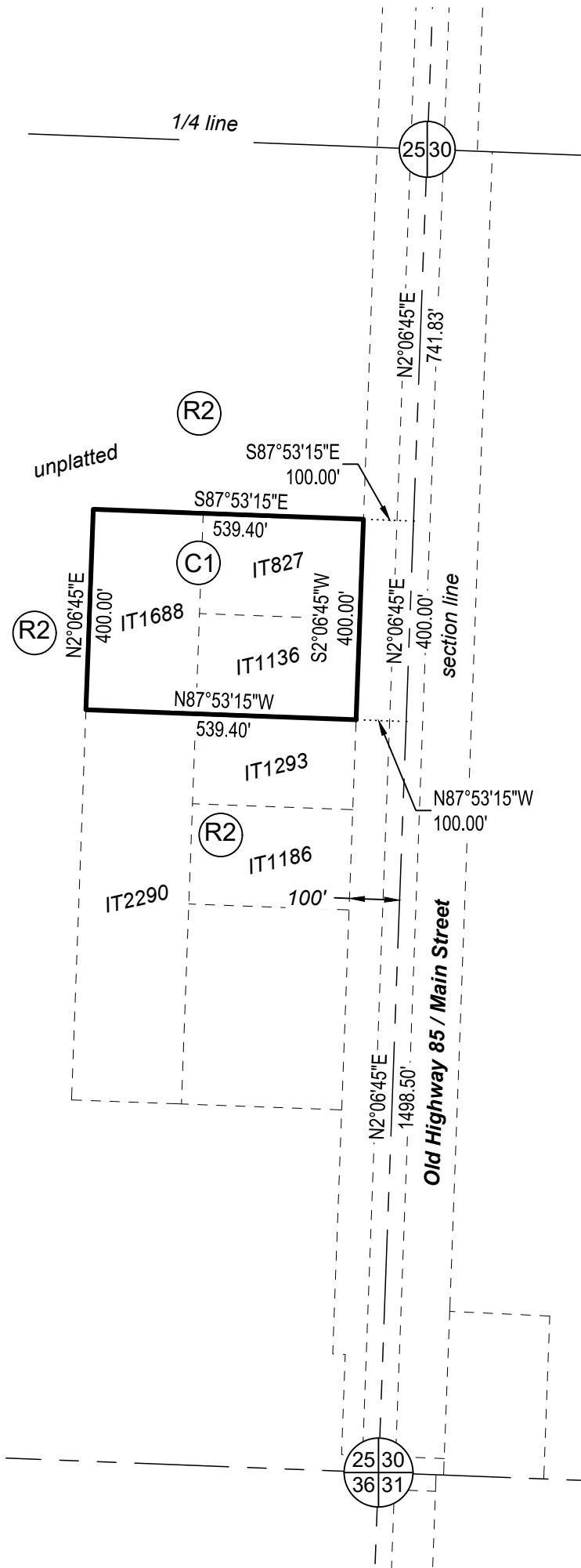
It is the recommendation of City Planning Department Staff to **Approve** the Land Use Application for Zone Change from C1- General Business District to R3- Medium Density Residential.

PLANNING DEPARTMENT STAFF CONTACT:

LaRissa Bertram
lbertram@nd.gov
 (701)444-8406

ZONE MAP AMENDMENT

IRREGULAR TRACTS 827, 1136, & 1688 IN THE SE1/4 SECTION 25, T15N,
R99W, 5th PM, WATFORD CITY, MCKENZIE COUNTY, NORTH DAKOTA



LEGEND

(C2) PROPOSED ZONING

(C1) EXISTING ZONING

CERTIFICATE OF SURVEYOR

I, Steve Rude, a Professional Land Surveyor in the State of North Dakota, hereby certify that this map was prepared by me based on information obtained from public records and proprietary survey data.

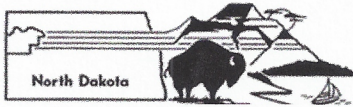


5.

Land Use Application

Zone Change

Paul Dries The Crossings at Watford City



THE CITY OF WATFORD CITY
213 2ND ST NE / PO BOX 494
WATFORD CITY, NORTH DAKOTA

LAND USE APPLICATION

ZONE CHANGE

REQUIREMENTS

APPLICATION FEE:
\$300.00

All applications must be legible, printed in ink or typed, and suitable for reproduction. *Original application with original signature is required. A Zone Change Application* may be submitted in order to consider a changing the zoning district of property. Zoning Districts are set as specific areas within the City and/or ETA in order to govern the use of the property as well as such regulations pertaining to the height, area, size, and intensity of buildings, land, and open spaces. Along with this application, please submit the following: N.D. Professional survey of the property in both .PDF format and 11"x17" size paper for review, a brief justification letter explaining the request for *Zone Change* and a current copy of a title report/title commitment for the property. For specific details regarding this process, please refer to the *City of Watford City Municipal Code of Ordinances: CHAPTER XV, ARTICLE XXVI: AMENDMENTS*.

PROPERTY OWNER INFORMATION

OWNER NAME(S):
The Crossings at Watford City, LLC

PHONE NUMBER:
502-439-3040

EMAIL:
pdries@bdsland.com

MAILING ADDRESS:
PO Box 2009, Watford City, ND 58854

APPLICANT INFORMATION

☒ Same as Owner

APPLICANT NAME:

PHONE NUMBER:

EMAIL:

MAILING ADDRESS:

DEVELOPER INFORMATION

DEVELOPER NAME:
Same as owner

PHONE NUMBER:

EMAIL:

MAILING ADDRESS:

PROPERTY INFORMATION

PROPERTY ADDRESS:
Frontier Ave & White Butte Ave

CURRENT ZONING:
R4

PROPOSED ZONING:
C1

PARCEL NUMBER(s):
82-23-03900 & -04100

LEGAL DESCRIPTION: (SECTION, TOWNSHIP, RANGE)
Lots 12&14, Block 1, The Crossings, Section 22, T150N, R98W

DESCRIPTION

Please give a brief description of the proposed variance.

Applicant wishes to rezone a portion of existing Lot 12 to accommodate development of an office building and associated uses. See enclosed zone map amendment.

APPLICANT SIGNATURE: (IF DIFFERENT THAN OWNER)

As the applicant, I certify that all City Ordinances will be complied with and that the information given within this application as well as the plans submitted are in all respects true and correct to the best of my knowledge and belief.

APPLICANT SIGNATURE:

Paul F Dries

DATE:

02/07/22

APPLICANT PRINT NAME:

PAUL F DRIES

APPLICANT TITLE:

COO

PROPERTY OWNER(S) AFFIDAVIT

I/We, the undersigned, swear that I am / we are, the owner(s) and/or Mortgage holders of the property described within this application. I/We will make provisions to ensure compliance with the disclosure and recording requirements of McKenzie County and the City of Watford City. I/We certify that all information contained within this application are in all respects true and correct to the best of my/our knowledge and belief. I/We also hereby authorize City of Watford City Staff and/or its designee to access my property or premise for the purpose of gathering and verifying information in relation to this application and submitted plans.

PROPERTY OWNER SIGNATURE:

DATE:

Paul F Dries, COO02 / 07 / 22

PROPERTY OWNER SIGNATURE:

DATE:

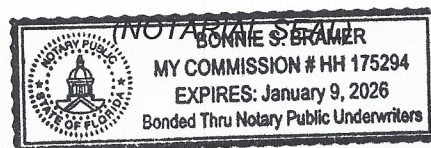
Paul F Dries, COO02 / 07 / 22**PROPERTY OWNER NOTARY**

On this 7 day of February, 2022 before me, the undersigned, a notary public for the state of Florida, personally appeared, Paul F. Dries

known to me to be the person(s) who executed the certificate in witness whereof, I have hereunto set my hand and affixed my official seal the day and year in the certificate first written above.

Bonnie S. Bramer

Notary Public

Notary Public for the state of FloridaResiding at Flagler CountyMy Commission Expires 1-9-26**▼ OFFICE USE ONLY ▼**

- ☐ .PDF & LEDGER SIZE REVIEW COPY OF SITE PLAN
☐ VICINITY MAP
☐ LEGAL DESCRIPTION
☐ JUSTIFICATION LETTER
☐

LEGAL NOTICE DATES:

____/____/____

____/____/____

☐ MAILED ADJACENT PROPERTY OWNER NOTICES**MEETING DATES:**

PLANNING COMMISSION: ____/____/____

CITY COUNCIL: ____/____/____

INVOICE:

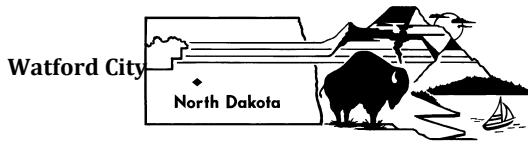
INVOICE NUMBER: _____

DATE CREATED: ____/____/____ BY: _____

PAYMENT: \$300.00

DATE RECEIVED: ____/____/____ AMOUNT: \$ _____

☐ CARD☐ CASH☐ CHECK # _____



February 24, 2022

STAFF REPORT

Land Use Application: Zone Change

APPLICANT:

The Crossings at Watford City LLC
P.O. Box 2009
Watford City ND, 58854

PROPERTY OWNERS:

The Crossings at Watford City LLC
P.O. Box 2009
Watford City ND, 58854

PROPERTY LOCATION:

Section 22, Township 150 North N, Range 98 West, Parcel # 82-23-03900 & 82-23-04100,
Watford City, McKenzie County, North Dakota.

REQUEST:

A Land Use Application for a Zone Change has been submitted for the consideration of rezoning to C1- General Commercial Zoning District from R4- High Density Residential.

ZONING:

R4- High Density Residential

CURRENT USE:

Undeveloped

REFERENCES:

- City of Watford City Municipal Code of Ordinances, Chapter XV Zoning Ordinance, Article XXVI, Amendments
- City of Watford City Municipal Code of Ordinances, Chapter XV Zoning Ordinance, Article IX(A): A-2 Agricultural District
- City of Watford City Municipal Code of Ordinances, Chapter XV Zoning Ordinance, Article XVII: C-1 General Commercial District

SITE DEVELOPMENT:

Access: *The property is accessible from Frontier Ave.*

Sewer: *The property does have access to City sanitary sewer.*

Water: *The property does have access to City water.*

SURROUNDING LAND USE:

North: Zoning – C1- General Commercial
Use - undeveloped

East: Zoning – CB- General Business District
Use - undeveloped

South: Zoning – R4- High Density Residential
Use - undeveloped

West: Zoning – CB- Central Business District
Use - undeveloped

DISCUSSION:

This Land Use Application for Zone Change has been submitted by Paul Dries representing The Crossings at Watford City LLC for an interested party in the property for consideration of rezoning this parcel from current R4- High Density Residential District to C1- General Business District. This Land Use Application has been reviewed by City Staff and in the surrounding areas specifically to the north of this property there is C1- General Commercial Zoning. Therefore City Staff will be recommending approval of this Zone Change Application.

This lot currently is a vacant lot that the interested party's intent is to construct and develop on the property. The building will be used for the office space.

In granting a zone change, the Planning Commission must satisfy itself, from the evidence heard before it that the granting of the zone change is in the best long-term interests of the City of Watford City and the other affected properties. The Planning Commission shall also find that the zone change, if granted, is in harmony with the intended spirit and purpose of the zoning ordinance and does not constitute "spot zoning" so as to allow a use that would otherwise not be permitted. Under no circumstances shall the Planning Commission recommend a zone change not permissible under the terms of this ordinance.

The City of Watford City mailed the adjacent property owners as well as the property owners whom hold an interest in the property, a notice regarding the Land Use Application which was received for Zone Change. At the time of this report, none of the noticed property owners have contacted The City regarding this Application.

RECOMMENDATION:

It is the recommendation of the Planning Department Staff to **Approve** the Zone Change from R4- High Density Residential District Zoning to C1- General Commercial zoning.

Approval shall be contingent upon the following conditions:

If no action is taken indicating C1- General Business District within one (1) year of approval of the zone change, the change shall be nullified, and the land will revert to its original R4- High Density Residential District Zoning.

PLANNING DEPARTMENT STAFF CONTACT:

LaRissa Bertram
lbertram@nd.gov
(701) 444-8406

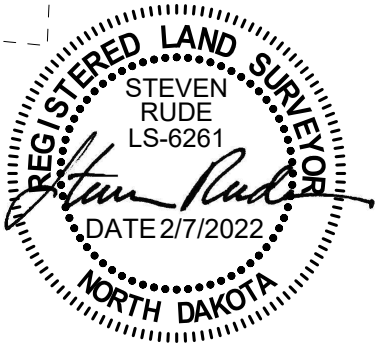
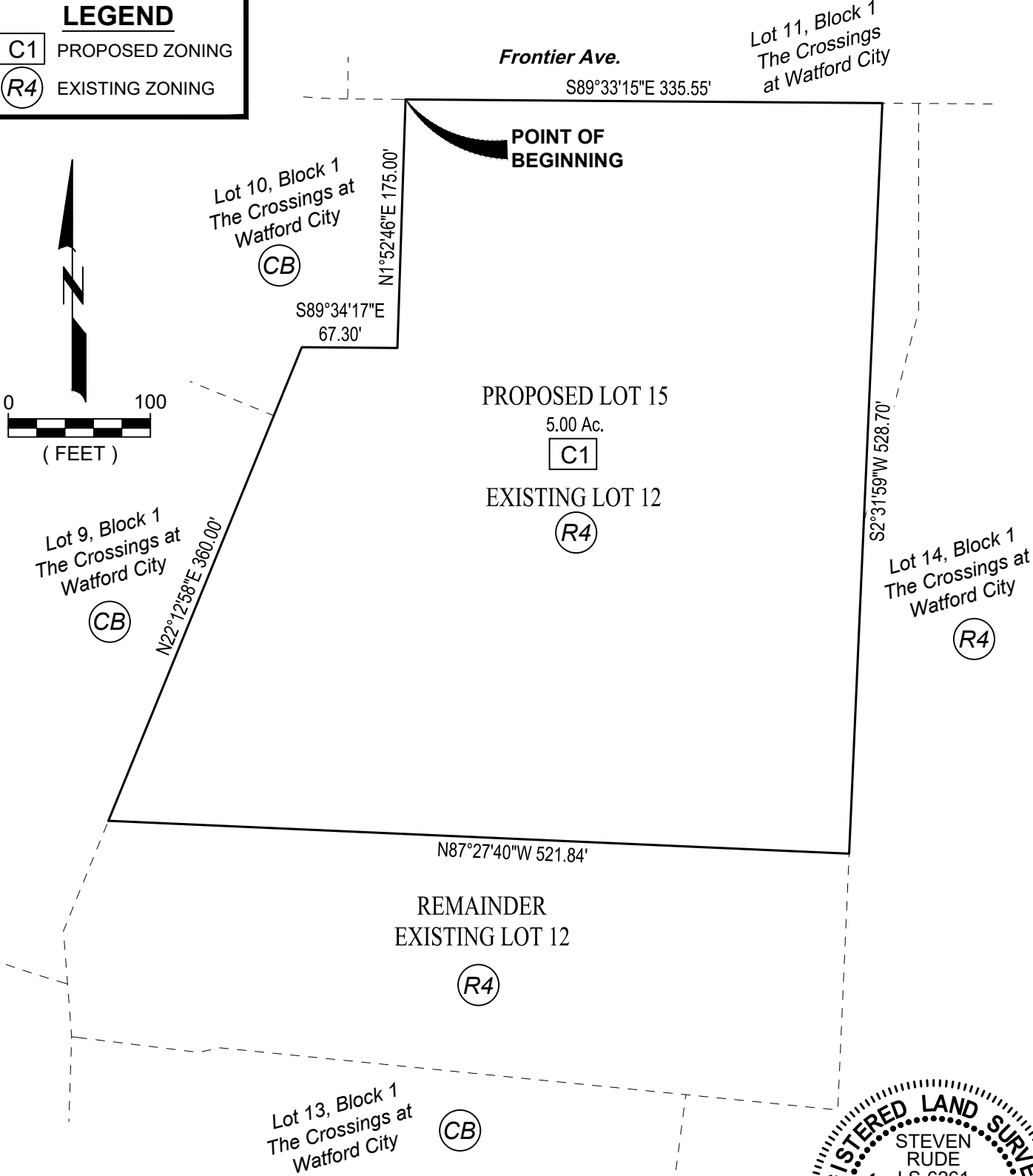
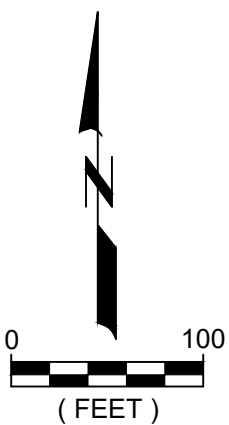
ZONE MAP AMENDMENT

Section 10, Item F.

A PORTION OF LOT 12 IN BLOCK 1 OF THE CROSSINGS AT WATFORD CITY IN THE NW1/4 SECTION 22, T150N, R98W, 5th PM, WATFORD CITY, MCKENZIE COUNTY, NORTH DAKOTA

LEGEND

- C1 PROPOSED ZONING
- R4 EXISTING ZONING




DESCRIPTION

A portion of Lot 12 in Block 1 of The Crossings at Watford City in the NW1/4 Section 22, T150N, R98W, 5th PM, Watford City, McKenzie County, North Dakota, and being further described as follows:

Beginning at the northwest corner of Lot 12; thence on the north line of Lot 12, said line also being the south line of Lot 11 in Block 1 and Frontier Avenue, $S89^{\circ}33'15"E$ a distance of 335.55 feet; thence across Lot 12 and on a portion of the east line of Lot 12 $S02^{\circ}31'59"W$ a distance of 528.70 feet; thence across Lot 12 $N87^{\circ}27'40"W$ a distance of 521.84 feet to the west line of Lot 12; thence on said west line $N22^{\circ}12'58"E$ a distance of 360.00 feet, $S89^{\circ}34'17"E$ a distance of 67.30 feet, and $N01^{\circ}52'46"E$ a distance of 175.00 feet to the Point of Beginning.

CERTIFICATE OF SURVEYOR

I, Steve Rude, a Professional Land Surveyor in the State of North Dakota, hereby certify that this map was prepared by me based on information obtained from public records and proprietary survey data.



Advanced Engineering and Environmental Services, LLC
103 1st Ave. West, Dickinson, ND
Ph: 701-225-9636 Web: www.AE2S.com
\\10.11.0.1\projects\Bakken Solutions\Survey\Replat B1-12-14\PLAT-12&14-Plot.d
Page 1 of 1

46

February 9, 2022

City of Watford City
Planning Department
Attn: Larissa Bertram
213 2nd Street NE
Watford City, ND 86545

**RE: Zone Change Application
Lots 12 & 14 in Block 1, The Crossings at Watford City**

Dear Larissa:

Please find enclosed the following items for a proposed simple lot split and zone change for Lots 12 and 14 in Block 1 of the Crossings at Watford City.

- Signed application forms
- A 8.5x14 zone map amendment.
- A copy of the current deed, in lieu of a title report or commitment, showing ownership in The Crossings at Watford City, LLC.
- A copy of the proposed plat.
- A copy of the existing plat.

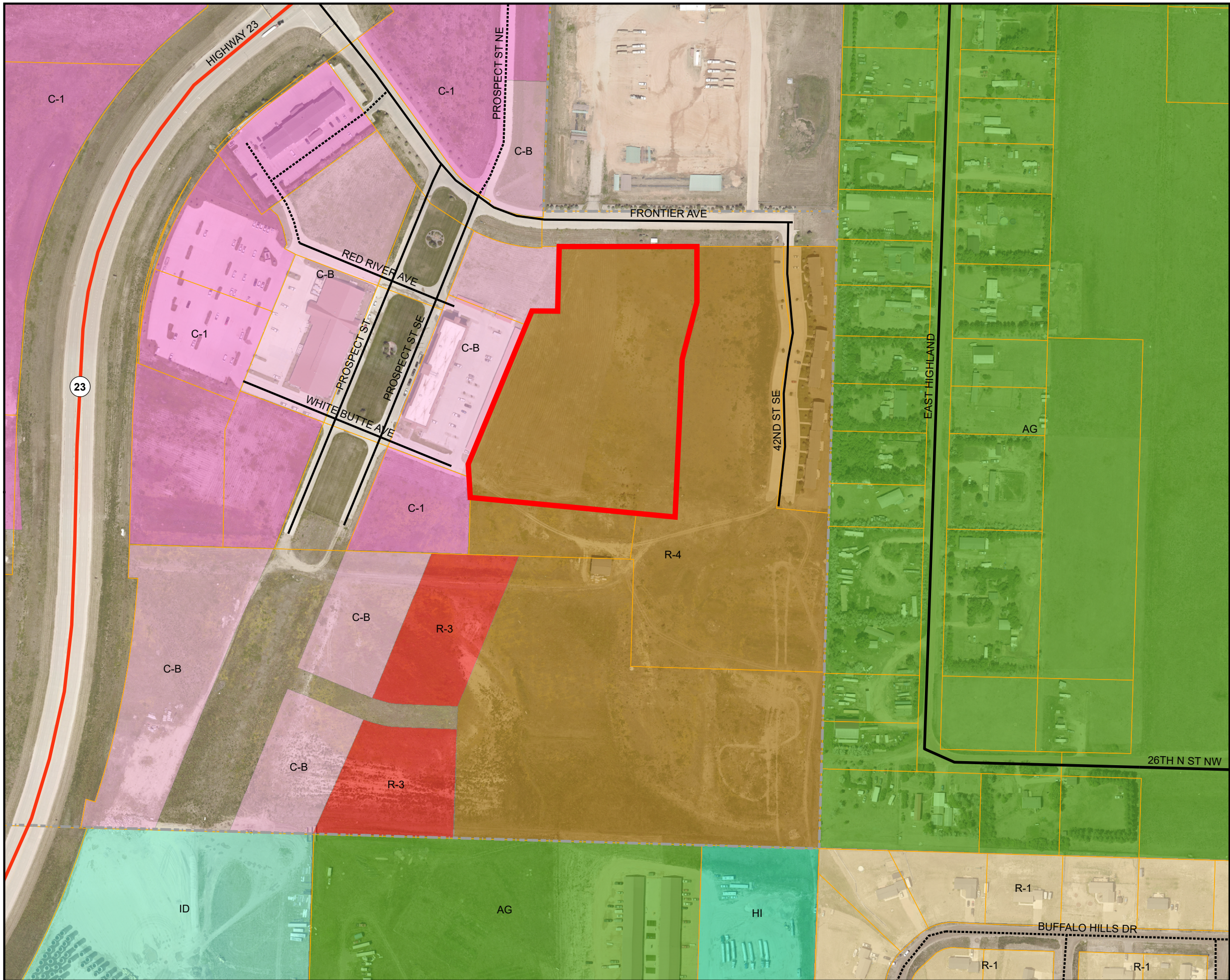
A review fee check in the amount of \$975 consisting of \$675 for the simple lot split and \$300 for the zone change, will be delivered via mail.

Applicant reacquired the subject property in late 2021. A potential purchaser has since expressed interest in a 5-acre parcel in the location shown on the plat as Lot 15. Because the potential purchaser intends to eventually build an office, a zone change request from R4 to C1 is also being requested for proposed Lot 12.

Sincerely,



Steve Rude, PLS, CFedS
Survey Manager



Legend

- City
- County
- Private
- State
- ETA
- City Limits
- Layer
- AG
- C-1
- C-B
- HI
- ID
- R-1
- R-3
- R-4
- Parcels



0 0.01750.035 0.07 Miles

Watford City

48

Section 10, Item F.

FOR INFORMATIONAL
PURPOSES ONLY

CITY OF WATFORD CITY
Watford City, North Dakota

The Crossings
Zone Change
Simple Lot Split

DRAFTED
LB
DATE
2/25/2022

Note: Any reliance upon this map is at user's own risk. Watford City does not warrant the map or its features are either spatially or temporally accurate or fit for a particular use.

Permit Records

January - February

PERMIT #	PERMIT TYPE	MONTH	ISSUE DATE	PROPERTY OWNER	CONTRACTOR	ADDRESS	LOT/BLOCK	SUBDIVISION	PARCEL #	DESCRIPTION OF WORK	VALUE	PERMIT FEE	INVOICE #	PROJECT COMPLETION
5180	Excavation	Jan	1/11/2022	Jordan and Riley Hanson	Woodrock inc.	911 13th Ave. SW	Lot 4 Block 3	Tara Estates	82-64-04030	Sewer Repair w/in 15ft of back of curb 8' deep; remove blockage and patch hole	\$ 10,000.00	\$ 177.00		
5181	COMMERCIAL BUILDING	Jan	1/24/2022	SUSO3 Watford Management	Darr Construction	113 6th Ave Se St.		South Park 1st Add	82-74-00500	Build out for Chiropractic Clinic	\$ 60,000.00	\$ 790.00	5234	
5182	RESIDENTIAL BUILDING	Jan	1/26/2022	LT Development Group	Mark Campbell	1221 9th St SE	Lot 15 of Block 3	Tara Estates	82-64-02150	1750 Sq ft home with 576 sq ft attached garage	\$ 152,000.00	\$ 3,478.00	5238	
5183	WATER/SEWER ACCESS	Jan	1/26/2022	LT Development Group	Mark Campbell	1221 9th St SE	Lot 15 of Block 3	Tara Estates	82-64-02150	1' water line 3/4' meter with SFH sewer connection	\$ -	\$ 3,132.53	5238	
5184	RESIDENTIAL BUILDING	Jan	1/26/2022	LT Development Group	Mark Campbell	1217 9th St SE	Lot 16 of Block 3	Tara Estates	82-64-02160	1750 Sq ft home with 576 sq ft attached garage	\$ 152,000.00	\$ 3,478.00	5239	
5185	WATER/SEWER ACCESS	Jan	1/26/2022	LT Development Group	Mark Campbell	1217 9th St SE	Lot 16 of Block 3	Tara Estates	82-64-02160	1' water line 3/4' meter with SFH sewer connection	\$ -	\$ 3,132.53	5239	
5186	EXCAVATION	Jan	1/27/2022	City of Watford City	BEK Consulting LLC	141 3rd ST. SW				WATER MAIN BREAK	\$ 5,000.00	\$ 107.00	5241	
5187	RESIDENTIAL BUILDING	February	2/9/2022	Marshall and Hannah Krebs	Self	117 7th Ave NE	Lot 4 Block 6	Veeder estates	82-75-05800	Finish Basement	\$ 12,000.00	\$ 205.00		
5188	RESIDENTIAL BUILDING	February	2/14/2022	Paramount Builders Inc	Paramount Builders Inc	1504 Eagleview Ct.	Lot 19 Block 1	Fox Hills	83-25-11900	Insulate & sheet rock garage walls	\$ 1,500.00			
5189	EXCAVATION	February	2/14/2022	City of Watford City	BEK Consulting LLC	N Golf Course	NA	NA	NA	8" Gate Vaulve on Forcemain	\$ 24,000.00	\$ 373.00	5249	
5190	EXCAVATION	February	2/14/2022	City of Watford City	BEK Consulting LLC	300 E Park Ave	NA	NA	NA	Emergency Repair of Water Leak on East Park Ave Just South of Middle School	\$ 5,000.00	\$ 107.00	5250	
4911	RENEWAL	February	2/18/2022	KLT Enterprises LLC	Branch Construction Services LLC	1116 Tara Lane SW	Lot 49	Tara Estates		touch ups and final inspections	\$ -	\$ 20.00	5251	
4953	RENEWAL	February	2/18/2022	KLT Enterprises LLC	Branch Construction Services LLC	1124 Tara Lane SW	Lot 48	Tara Estates		touch ups and final inspections	\$ -	\$ 20.00	5251	
5019	RENEWAL	February	2/18/2022	KLT Enterprises LLC	Branch Construction Services LLC	1232 Tara Lane SW	Lot 41	Tara Estates		touch ups and final inspections	\$ -	\$ 20.00	5251	
5191	DEMOLITION	February	2/18/2022	James T Brooks	Self	418 6th St NE				tear down house & attached middle building on lot.	\$ -	\$ 25.00		

**Cemetery Committee Meeting
February 28, 2022
2:00 p.m.**

Committee Members Attending: Steve Sanford, Lindsay Veeder, and Kenny Liebel
Also Attending: Justin Smith, Grace Demars, Laura Dokken, Brianna Chaffee, John with DOT over zoom, Lindsey with DOT over zoom

NDDOT Project

Grace presented to the committee that the DOT is requesting that they reanalyze the project. When the DOT was analyzing the project, it became more of a project then they thought it would be. It turned in to a \$2.5 million dollar project on the high end compared the \$770,000 project they had originally thought. The Committee's concern is the frozen ground issues that arise in the Spring.

Justin would like to add that the DOT look at the snow melt and rain situations when they are reanalyzing this project. The DOT will be looking at a few different models with the information the committee gave them. The committee is leaning towards the 25-year flood plan option that the DOT presented with a permanent lift station. The committee will wait to make an official decision on what to do until they see the reanalyzed information that the DOT is doing.

Irrigation & Landscaping

Justin informed the committee that some of the lots aren't the same width as the others, so it is becoming more of a process then we thought to get the irrigation going. Once all of the graves are laid out and we have more information on where we could lay the irrigation Grace will map everything out in the CAD program to make sure that the piping doesn't go through any graves. Justin let the committee know that Billy Carlson does not want to do anything with the project anymore.

Lindsay Veeder left the meeting at 3:00 PM.

Cemetery Lot Rent

The current fee for one cemetery lot is \$175.

The Committee recommends increasing the fee to \$250 per lot.

Meeting adjourned at 3:10 PM

BUILDING COMMITTEE

Sanford, Beard, Brenna

February 28, 2022 Time 3:30 p.m.

City Hall

Minutes

Present: Committee Members Steve Sanford, Heidi Brenna, and Matt Beard

City Staff: Grace Demars, Laura Dokken, Wyatt Voll, Justin Smith, and Brianna Chaffee

City Shop Project Update

Grace gave an update on the City Shop Project. The plan is to start construction this summer on the area. Discussion about PEMB building versus precast. A precast building would take a lot longer. During staff meetings it was decided that they would like the PEMB building.

Fire Hall Master Plan RFP

Grace gave an update on the planning process for the Fire Dept and Ambulance. The Fire Dept and Ambulance would like to both stay in the current locations they are in. Discussion about acquiring 2 different lots to expand the Fire Hall and have housing for Ambulance. Grace mentioned that there are some grants out there for new buildings like this when we get to that point.

Proposed Longhorn Steer at the Visitor's Center

The NDDOT let the City know that we have some jurisdiction for the corner, we would need to vacate some of the right of way. If we vacate the ROW half of the right of way would go back to the DOT and half would go to the City. The Committee recommends the City vacate the entire ROW so we own all of it. The Committee recommends that the City try to own the steer since it will be on City property.

Grace mentioned that the Fox Hills Golf Course shop project is in discussion. Storm shelters and bathrooms are in the CIP. Steve mentioned that to maybe have the fire dept spray the greens at the Golf Course before the season starts to help saturate them.

Meeting adjourned 4:50 p.m.

ORDINANCE NO. 589

AN ORDINANCE AMENDING SECTION 1-503 OF ARTICLE V OF CHAPTER I OF THE CITY OF WATFORD CITY ORDINANCES RELATING TO WATFORD CITY MUNICIPAL GOLF COURSE MANAGEMENT

Be it ordained by the City Council of the City of Watford City, North Dakota:

Section 1: Authority. Article 3 of the Home Rule Charter of the City of Watford City provides that the City may acquire, hold, operate, and dispose of property within or without the corporate limits and exercise the right of eminent domain for such purposes. Article 11 provides that the City may engage in any utility or enterprise permitted by the Constitution or not prohibited by statute or to grant and regulate franchise therefore to a private person, firm or corporation as well as to exercise in the conduct of its affairs, all powers usually exercised by a corporation. A Home Rule City may authorize, through its Home Rule Charter, to engage in such activities. The implementation of this activity shall be through this ordinance.

Section 2: Purpose. The City of Watford City owns a Municipal Golf Course. The Municipal Golf Course is called the Watford City Golf Course which consists of an nineeighteen-hole golf course, as well as a clubhouse and parking area. There are also other attachments, all of which are owned by the City. The City finds that it is to the public benefit that the Golf Course be maintained and operated such that it promotes economic benefit and recreation. The Golf Course grounds and buildings need to be operated in a business-like manner by a person or entity that is found to be responsible and capable of operating a golf course. The City finds there is a need for promotion and protection of the golf course to ensure that certain activities and sources are available to enhance the overall quality of living in the community.

Section 3: Implementation. The City shallmay, in order to achieve its purpose, lease the Watford City Golf Course to a responsible and qualified person or entity pursuant to Section 1-502, as amended, of the Watford City Ordinances. In the alternative, the City may contract with a responsible and qualified independent contractor for purposes of operating and maintaining the Watford City Golf Course. Any contract entered into will be such that it creates an independent contractor status and shall address issues of indemnification and liability as well as set out the responsibilities and rights of each party. Said contract shall also be for fair consideration, that which will be determined between the parties at an arm's length transaction. Any contract for operation of the Watford City Golf Course shall be for a period of no more than 20 years.

_____ moved the adoption of the foregoing Ordinance. The motion was seconded by _____. On roll call vote of the Council members, the following Council members voted "AYE": _____, and the following Council members voted "NAY": _____. Absent and not voting: _____.

WHEREUPON, the motion was passed and the Ordinance declared adopted this
day of _____, 2022.

Mayor Philip K. Riely
City of Watford City

ATTEST:

Peni Peterson, City Auditor

First Reading:
Second Reading:
Published:



**WATFORD CITY
ORDINANCE COMMITTEE MEETING
HERITAGE ROOM
February 16, 2022 - 10:00 AM**

Committee Members Present – Bethany Devlin, Heidi Brenna, and Matt Beard

City Staff Present – LaRissa Bertram, Curt Moen, Grace Demars, Wyatt Voll, and Peni Peterson

Committee met to review the building and site plan procedures. There is currently an interested party in purchasing a property (601 Main Street South) within in the city limits that has been found to be nonconforming and would require substantial enhancements to bring the property into compliance with city ordinances.

The property once was in the county limits and a shop was built on the property possibly between 2006 & 2009. The county at the time did not require zoning or building permits at the time. In 2014 the property was annexed into the city and the use of the property did not change. The property was never rezoned and is currently zoned Ag.

Existing Conditions

- City Limits: Yes, annexed into the City in 2014.
- Floodplain: Yes, Zone AE, BFE is 2070'
- Zoning: AG
- Water Source: Unknown
- Sanitary Sewer: Unknown
- Year Constructed: sometime between 2006 and 2009?
- Previous Use: Trucking Facility and Water Depot. Stopped use in 2020?

Future Use of Property

- The property may be utilized as it currently sits for a trucking company/water depot without any improvements being required.
- Should a proposed buyer want to utilize the property for something other than a trucking company/water depot the following would be required:
 - Property would be required to rezone to something more appropriate for its actual use. The applicant would need to apply for a zone change via the Planning & Zoning Commission.
 - The property would be required to come into compliance with the City's ordinances. This includes, but is not limited to, compliance with the following:
 - Site Development Plan Procedures (engineered plans)
 - Building Permit and Code Requirements
 - Recommend a walk through with the City Building Inspector.

- Applicable Zoning District Regulations
 - Parking and Loading Regulations (paved parking and drive aisles)
 - Sign Regulations
 - Flood Damage Ordinance
 - Corridor Overlay District Regulations (building and site design requirements)?
 - Landscaping Requirements
- o The proposed buyer shall be aware that if the existing structures are substantially improved the structure would need to be elevated on fill at least one foot above the BFE or together with attendant utility and sanitary facilities shall be floodproofed so that two (2) feet above the base flood elevation, so that below this elevation the structure is watertight with walls substantially impermeable to the passage of water.
- o City water and sanitary sewer facilities are located within 200 ft of the property. Due to this, proposed buyer would be required to hook into City water and sanitary sewer facilities should the existing facilities fail. The existing facilities are not able to be repaired.
- Connection to City sanitary sewer may require the installation of a grease, oil, and sand interceptor.
- o Permits that potentially need to be acquired include:
- Land Use Application: Zone Change
 - Site Development Plan Application and Checklist
 - Floodplain Development Permit Application (required for all development in the floodplain)
 - Commercial Building Permit Application
 - Water and Sewer Access Permit Application

Property discussions:

- Property is 3 feet below the base flood elevation.
- Upstairs there are kitchen, living space, 2 restrooms, 4 bedrooms. Use as Office space – fire separation may need to be met because it is on a second floor, there are 2 exits – one through the shop and exterior on the east side of building.
- No sprinklers

Funding discussion for potential buyers of nonconforming property within the city limit that may need funding assistance to bring the property into compliance:

- Tax Increment Financing –Still requires the landowner to fix the property upfront then get reimbursed so is potentially helpful but not the complete answer.
- Rough Rider Fund is in a better position to assist with projects again to assist small businesses with economic support when they have upfront costs.
- Possibly JDA could start a program now for commercial since they offered the shovel ready residential program for new homes.

Committee will recommend Staff work through ordinances to identify:

- What justifies as being Grandfathered when does it sunset?

- Extending time for buyers by allowing extra time for improvements. May be difficult for pavement because of track out, burden on staff for follow up with the improvements, difficult for property buyer to get bonding or put up the cash.
- Look at landscaping ordinance due to our climate and going “zero scape”
- Parking requirements.

Committee also recommends that Ryan work with Grace and go through site plan to assign costs and what will be required if he purchases and move in. Go through the list step by step to look at all requirements. Have Steve Williams inspect the property.

City Staff feels that troubled properties will go away as they get purchased and taken care of. We have better ordinances in place. Easy quick turnaround should be on the owners to bring the property into compliance before they sell the property.

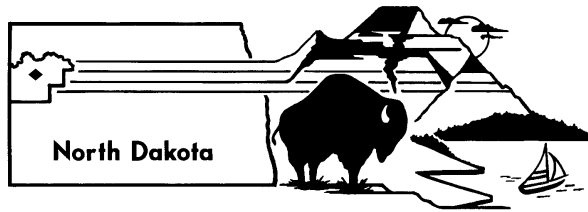
Application Fees for Commercial Building Permit Fee Schedule and Site Development Plan Fees:

Staff provided a report with the current commercial building permit and site development fees along with the current application fee schedule and recommends the following reduction:

The current Commercial Building Permit Fee Schedule be reduced by 30% and Site Development Plan Fees be determined by the following:

1. If a Commercial Building Permit is not required for the project and a Site Development Plan is required, the Commercial Building Permit Application Fee Schedule shall be utilized to calculate the Site Development Plan permit fee.
2. If a Commercial Building Permit and a Site Development Plan are required for the project, the Site Development Plan Application shall not have a fee.
3. Approve the updated Application Fee Schedule.

Committee with recommend the 30% reduction along with updating the Application Fee Schedule.



City of Watford City

213 2nd St., NE | PO Box 494

Watford City, ND 58854

Ph 701-444-2533

Fax 701-444-3004

www.cityofwatfordcity.com

601 Main Street South Property Synopsis:

February 3rd, 2022

Existing Conditions

- City Limits: Yes, annexed into the City in 2014.
- Floodplain: Yes, Zone AE, BFE is 2070'
- Zoning: AG
- Water Source: Unknown
- Sanitary Sewer: Unknown
- Year Constructed: sometime between 2006 and 2009?
- Previous Use: Trucking Facility and Water Depot. Stopped use in 2020?

Future Use of Property

- The property may be utilized as it currently sits for a trucking company/water depot without any improvements being required.
- Should a proposed buyer want to utilize the property for something other than a trucking company/water depot the following would be required:
 - o Property would be required to rezone to something more appropriate for its actual use. The applicant would need to apply for a zone change via the Planning & Zoning Commission.
 - o The property would be required to come into compliance with the City's ordinances. This includes, but is not limited to, compliance with the following:
 - Site Development Plan Procedures (engineered plans)
 - Building Permit and Code Requirements
 - Recommend a walk through with the City Building Inspector.
 - Applicable Zoning District Regulations
 - Parking and Loading Regulations (paved parking and drive aisles)
 - Sign Regulations
 - Flood Damage Ordinance
 - Corridor Overlay District Regulations (building and site design requirements)?
 - Landscaping Requirements
 - o The proposed buyer shall be aware that if the existing structures are substantially improved the structure would need to be elevated on fill at least one foot above the BFE or together

with attendant utility and sanitary facilities shall be floodproofed so that two (2) feet above the base flood elevation, so that below this elevation the structure is watertight with walls substantially impermeable to the passage of water.

- https://library.municode.com/nd/watford_city/codes/code_of_ordinances?nodeId=CHXIVFLDAOR_S2.0DE
- City water and sanitary sewer facilities are located within 200 ft of the property. Due to this, proposed buyer would be required to hook into City water and sanitary sewer facilities should the existing facilities fail. The existing facilities are not able to be repaired.
 - Connection to City sanitary sewer may require the installation of a grease, oil, and sand interceptor.
- Permits that potentially need to be acquired include:
 - Land Use Application: Zone Change
 - https://www.cityofwatfordcity.com/usrfiles/2022_Zone_Change.pdf
 - Site Development Plan Application and Checklist
 - https://www.cityofwatfordcity.com/usrfiles/2022_SDP_Application.pdf
 - https://www.cityofwatfordcity.com/usrfiles/2022_EC_Checklist.pdf
 - https://www.cityofwatfordcity.com/usrfiles/2022_SW_Checklist.pdf
 - Floodplain Development Permit Application (required for all development in the floodplain)
 - https://www.cityofwatfordcity.com/usrfiles/2022_Floodplain_Application.pdf
 - Commercial Building Permit Application
 - https://www.cityofwatfordcity.com/usrfiles/2022_Commercial_Building_Application.pdf
 - Water and Sewer Access Permit Application
 - https://www.cityofwatfordcity.com/usrfiles/2022_Water_-_Sewer_Access_Application.pdf



Note: Any reliance upon this map is at user's own risk. Watford City does not warrant the map or its features are either spatially or temporally accurate or fit for a particular use.

Legend

State

Parcels

Existing Zoning

AG

C-1

Section , ItemB.

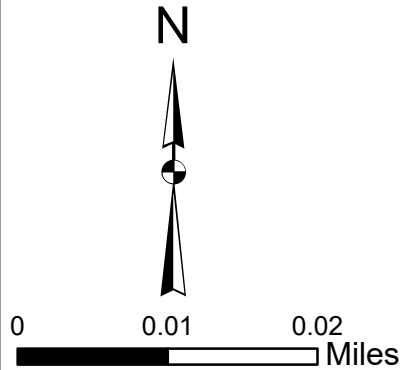
FOR INFORMATIONAL
PURPOSES ONLY

CITY OF WATFORD CITY
Watford City, North Dakota

601 Main Street South

DRAFTED
GAD

DATE
02/14/2022





Legend

— State

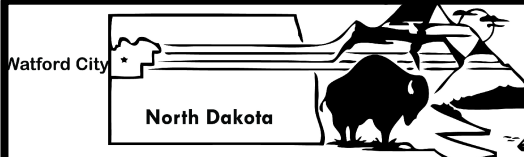
▭ Parcels

Future Land Use

▭ C

N

0 0.01 0.02 Miles



Section , ItemB.

FOR INFORMATIONAL
PURPOSES ONLY

CITY OF WATFORD CITY
Watford City, North Dakota

601 Main Street South

DRAFTED
GAD

DATE
02/14/2022

Note: Any reliance upon this map is at user's own risk. Watford City does not warrant the map or its features are either spatially or temporally accurate or fit for a particular use.



Note: Any reliance upon this map is at user's own risk. Watford City does not warrant the map or its features are either spatially or temporally accurate or fit for a particular use.

Legend

State

Parcels

BFE

Flood Zones

AE

X

Stream Centerline

00.010.02Miles

N

Watford City

North Dakota

FOR INFORMATIONAL PURPOSES ONLY

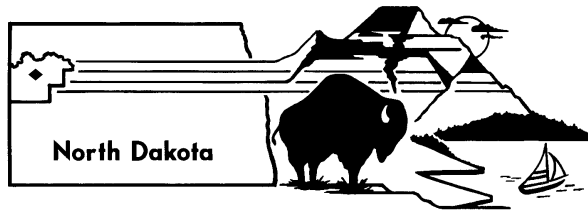
CITY OF WATFORD CITY
Watford City, North Dakota

601 Main Street South

DRAFTED
GAD

DATE
02/14/2022

63



City of Watford City

213 2nd St., NE | PO Box 494

Watford City, ND 58854

Ph 701-444-2533

Fax 701-444-3004

www.cityofwatfordcity.com

Site Development Requirements:

Ordinance Committee Meeting

February 16th, 2022

The following is a list of items that may be reviewed to determine if updates to current Site Development practices may create a more economical environment for developers and ensure consistent implementation of City Ordinances:

- Zoning Districts ordinance
- Parking and Loading Regulations ordinance
- Supplementary Regulations ordinance
 - o Site Development Plan Procedures
- Corridor Overlay District ordinance
- Nonconforming Uses ordinance
- Landscaping Requirements ordinance
- Reviewing ordinances to allow for different standards based on general commercial districts versus downtown or CB commercial districts.
- Review NDCC 40-58-20 section regarding tax increment financing.
- Develop an internal site development plan policy and road improvement policy.
- Update the City's standard drawings and specifications.



Application Fee Schedule Review:
Ordinance Committee Meeting
 February 16th, 2022

Commercial Building Permit Fee Schedule and Site Development Plan Fees:

Before the February 2022 City Council meeting, the last time the Building Permit Fee Schedule was updated was in 2013. At the February meeting, the City Council opted to reduce the Residential Building Permit Fee Schedule by 50%. City Staff was then tasked with reviewing the Commercial Building Permit Fee Schedule.

A commercial building project is typically required to submit a Site Development Plan Application and a Commercial Building Permit Application. The Commercial Building Permit Fee schedule may be found below. The Site Development Plan Review Fees are equal to the Gross Square Footage of the Structure x \$0.30. Prior to 2022, Site Development Plans had Unit Fees which were equal to the Gross Square Footage of the Structure x \$0.15. \$0.03 is to be allocated to Police, Fire, Ambulance, Public Parks, and the School District. Beginning in 2022, Unit Fees were removed from the fee structure for Site Development Plans. Current practice is that if there is no structure associated with the submitted Site Development Plan, the Applicant does not pay any fee.

Current Building Permit Fee Schedule and Site Development Plan Fees:

<u>APPLICATION FEE SCHEDULE</u>	
TOTAL VALUATION	PERMIT FEE SCHEDULE
\$1.00 to \$500.00	\$25.00
\$501.00 to \$2,000.00	\$25.00 for the first \$500 plus \$3.00 for each additional \$100, or fraction thereof, to and including \$2,000.
\$2,001.00 to \$25,000.00	\$65.00 for the first \$2,000 plus \$14.00 for each additional \$1,000, or fraction thereof, to and including \$25,000.
\$25,001.00 to \$50,000.00	\$390.00 for the first \$25,000 plus \$10.00 for each additional \$1,000, or fraction thereof, to and including \$50,000.
\$50,001.00 to \$100,000.00	\$640.00 for the first \$50,000 plus \$7.50 for each additional \$1,000, or fraction thereof, to and including \$100,000.
\$100,001.00 to \$500,000.00	\$1,015.00 for the first \$100,000 plus \$6.50 for each additional \$1,000, or fraction thereof, to and including \$500,000.
\$500,001.00 to 1,000,000.00	\$3,615.00 for the first \$500,000 plus \$5.50 for each additional \$1,000, or fraction thereof, to and including \$1,000,000.
\$1,000,000.00 and up	\$6,365.00 for the first \$1,000,000 plus \$4.00 for each additional \$1,000, or fraction thereof.
Site Development Plan Fee	\$0.30 x Gross Square Footage of Structure



Current Commercial Building Permit Fee Schedule									
<i>For \$2,500,000 Project</i>	Watford City	Horace	Fargo	Bismarck	Williston	Mandan	Wahpeton	Dickinson	Devils Lake
Commercial Building Permit	\$ 12,365.00	\$ 13,500.00	\$ 10,576.50	\$ 8,050.14	\$ 6,539.50	\$ 8,742.71	\$ 6,540.00	\$ 12,710.00	\$ 2,500.00
% Above Others	100%	92%	117%	154%	189%	141%	189%	97%	495%
% Others Are Below	100%	109%	86%	65%	53%	71%	53%	103%	20%
Current Site Development Plan Fee Schedule									
<i>For \$2,500,000 Project</i>	Watford City	Horace	Fargo	Bismarck	Williston	Mandan	Wahpeton	Dickinson	Devils Lake
Commercial Building Permit	\$ 2,100.00	\$ 8,790.00	\$ 2,135.30	\$ 1,100.00	\$ 3,269.75	\$ 4,371.36	\$ 3,270.00	UNK	\$ 1,250.00
% Above Others	100%	24%	98%	191%	64%	48%	64%		168%
% Others Are Below	100%	419%	102%	52%	156%	208%	156%		60%
Current Commercial Building Permit and Site Development Plan Fee Schedule									
<i>For \$2,500,000 Project</i>	Watford City	Horace	Fargo	Bismarck	Williston	Mandan	Wahpeton	Dickinson	Devils Lake
Commercial Building Permit	\$ 14,465.00	\$ 22,290.00	\$ 12,711.80	\$ 9,150.14	\$ 9,809.25	\$ 13,114.07	\$ 9,810.00	UNK	\$ 3,750.00
% Above Others	100%	65%	114%	158%	147%	110%	147%		386%
% Others Are Below	100%	154%	88%	63%	68%	91%	68%		26%

Current Fee Schedule – 10%:

APPLICATION FEE SCHEDULE	
TOTAL VALUATION	PERMIT FEE SCHEDULE
\$1.00 to \$500.00	\$22.50
\$501.00 to \$2,000.00	\$22.50 for the first \$500 plus \$2.70 for each additional \$100, or fraction thereof, to and including \$2,000.
\$2,001.00 to \$25,000.00	\$58.50 for the first \$2,000 plus \$12.60 for each additional \$1,000, or fraction thereof, to and including \$25,000.
\$25,001.00 to \$50,000.00	\$351.00 for the first \$25,000 plus \$9.00 for each additional \$1,000, or fraction thereof, to and including \$50,000.
\$50,001.00 to \$100,000.00	\$576.00 for the first \$50,000 plus \$6.75 for each additional \$1,000, or fraction thereof, to and including \$100,000.
\$100,001.00 to \$500,000.00	\$913.50 for the first \$100,000 plus \$5.85 for each additional \$1,000, or fraction thereof, to and including \$500,000.
\$500,001.00 to 1,000,000.00	\$3,253.50 for the first \$500,000 plus \$4.95 for each additional \$1,000, or fraction thereof, to and including \$1,000,000.
\$1,000,000.00 and up	\$5,728.50 for the first \$1,000,000 plus \$3.60 for each additional \$1,000, or fraction thereof.



10% Under Current Commercial Building Permit Fee Schedule									
For \$2,500,000 Project	Watford City	Horace	Fargo	Bismarck	Williston	Mandan	Wahpeton	Dickinson	Devils Lake
Commercial Building Permit	\$ 11,128.50	\$ 13,500.00	\$ 10,576.50	\$ 8,050.14	\$ 6,539.50	\$ 8,742.71	\$ 6,540.00	\$ 12,710.00	\$ 2,500.00
% Above Others	100%	82%	105%	138%	170%	127%	170%	88%	445%
% Others Are Below	100%	121%	95%	72%	59%	79%	59%	114%	22%
10% Under Current Site Development Plan Fee Schedule									
For \$2,500,000 Project	Watford City	Horace	Fargo	Bismarck	Williston	Mandan	Wahpeton	Dickinson	Devils Lake
Commercial Building Permit	\$ 1,890.00	\$ 8,790.00	\$ 2,135.30	\$ 1,100.00	\$ 3,269.75	\$ 4,371.36	\$ 3,270.00	UNK	\$ 1,250.00
% Above Others	111%	22%	89%	172%	58%	43%	58%		151%
% Others Are Below	90%	465%	113%	58%	173%	231%	173%		66%
10% Under Current Commercial Building Permit and Site Development Plan Fee Schedule									
For \$2,500,000 Project	Watford City	Horace	Fargo	Bismarck	Williston	Mandan	Wahpeton	Dickinson	Devils Lake
Commercial Building Permit	\$ 13,018.50	\$ 22,290.00	\$ 12,711.80	\$ 9,150.14	\$ 9,809.25	\$ 13,114.07	\$ 9,810.00	UNK	\$ 3,750.00
% Above Others	111%	58%	102%	142%	133%	99%	133%		347%
% Others Are Below	90%	171%	98%	70%	75%	101%	75%		29%

Current Fee Schedule – 20%:

APPLICATION FEE SCHEDULE	
TOTAL VALUATION	PERMIT FEE SCHEDULE
\$1.00 to \$500.00	\$20.00
\$501.00 to \$2,000.00	\$20.00 for the first \$500 plus \$2.40 for each additional \$100, or fraction thereof, to and including \$2,000.
\$2,001.00 to \$25,000.00	\$52.00 for the first \$2,000 plus \$11.20 for each additional \$1,000, or fraction thereof, to and including \$25,000.
\$25,001.00 to \$50,000.00	\$312.00 for the first \$25,000 plus \$8.00 for each additional \$1,000, or fraction thereof, to and including \$50,000.
\$50,001.00 to \$100,000.00	\$512.00 for the first \$50,000 plus \$6.00 for each additional \$1,000, or fraction thereof, to and including \$100,000.
\$100,001.00 to \$500,000.00	\$812.00 for the first \$100,000 plus \$5.20 for each additional \$1,000, or fraction thereof, to and including \$500,000.
\$500,001.00 to 1,000,000.00	\$2,892.00 for the first \$500,000 plus \$4.40 for each additional \$1,000, or fraction thereof, to and including \$1,000,000.
\$1,000,000.00 and up	\$5,092.00 for the first \$1,000,000 plus \$3.20 for each additional \$1,000, or fraction thereof.



20% Under Current Commercial Building Permit Fee Schedule									
For \$2,500,000 Project	Watford City	Horace	Fargo	Bismarck	Williston	Mandan	Wahpeton	Dickinson	Devils Lake
Commercial Building Permit	\$ 9,892.00	\$ 13,500.00	\$ 10,576.50	\$ 8,050.14	\$ 6,539.50	\$ 8,742.71	\$ 6,540.00	\$ 12,710.00	\$ 2,500.00
% Above Others	100%	73%	94%	123%	151%	113%	151%	78%	396%
% Others Are Below	100%	136%	107%	81%	66%	88%	66%	128%	25%
20% Under Current Site Development Plan Fee Schedule									
For \$2,500,000 Project	Watford City	Horace	Fargo	Bismarck	Williston	Mandan	Wahpeton	Dickinson	Devils Lake
Commercial Building Permit	\$ 1,680.00	\$ 8,790.00	\$ 2,135.30	\$ 1,100.00	\$ 3,269.75	\$ 4,371.36	\$ 3,270.00	UNK	\$ 1,250.00
% Above Others	125%	19%	79%	153%	51%	38%	51%		134%
% Others Are Below	80%	523%	127%	65%	195%	260%	195%		74%
20% Under Current Commercial Building Permit and Site Development Plan Fee Schedule									
For \$2,500,000 Project	Watford City	Horace	Fargo	Bismarck	Williston	Mandan	Wahpeton	Dickinson	Devils Lake
Commercial Building Permit	\$ 11,572.00	\$ 22,290.00	\$ 12,711.80	\$ 9,150.14	\$ 9,809.25	\$ 13,114.07	\$ 9,810.00	UNK	\$ 3,750.00
% Above Others	125%	52%	91%	126%	118%	88%	118%		309%
% Others Are Below	80%	193%	110%	79%	85%	113%	85%		32%

Current Fee Schedule – 30%:

APPLICATION FEE SCHEDULE	
TOTAL VALUATION	PERMIT FEE SCHEDULE
\$1.00 to \$500.00	\$17.50
\$501.00 to \$2,000.00	\$17.50 for the first \$500 plus \$2.10 for each additional \$100, or fraction thereof, to and including \$2,000.
\$2,001.00 to \$25,000.00	\$45.50 for the first \$2,000 plus \$9.80 for each additional \$1,000, or fraction thereof, to and including \$25,000.
\$25,001.00 to \$50,000.00	\$273.00 for the first \$25,000 plus \$7.00 for each additional \$1,000, or fraction thereof, to and including \$50,000.
\$50,001.00 to \$100,000.00	\$448.00 for the first \$50,000 plus \$5.25 for each additional \$1,000, or fraction thereof, to and including \$100,000.
\$100,001.00 to \$500,000.00	\$710.50 for the first \$100,000 plus \$4.55 for each additional \$1,000, or fraction thereof, to and including \$500,000.
\$500,001.00 to 1,000,000.00	\$2,530.50 for the first \$500,000 plus \$3.85 for each additional \$1,000, or fraction thereof, to and including \$1,000,000.
\$1,000,000.00 and up	\$4,455.50 for the first \$1,000,000 plus \$2.80 for each additional \$1,000, or fraction thereof.



30% Under Current Commercial Building Permit Fee Schedule									
<i>For \$2,500,000 Project</i>	Watford City	Horace	Fargo	Bismarck	Williston	Mandan	Wahpeton	Dickinson	Devils Lake
Commercial Building Permit	\$ 8,655.50	\$ 13,500.00	\$ 10,576.50	\$ 8,050.14	\$ 6,539.50	\$ 8,742.71	\$ 6,540.00	\$ 12,710.00	\$ 2,500.00
% Above Others	100%	64%	82%	108%	132%	99%	132%	68%	346%
% Others Are Below	100%	156%	122%	93%	76%	101%	76%	147%	29%
30% Under Current Site Development Plan Fee Schedule									
<i>For \$2,500,000 Project</i>	Watford City	Horace	Fargo	Bismarck	Williston	Mandan	Wahpeton	Dickinson	Devils Lake
Commercial Building Permit	\$ 1,470.00	\$ 8,790.00	\$ 2,135.30	\$ 1,100.00	\$ 3,269.75	\$ 4,371.36	\$ 3,270.00	UNK	\$ 1,250.00
% Above Others	143%	17%	69%	134%	45%	34%	45%		118%
% Others Are Below	70%	598%	145%	75%	222%	297%	222%		85%
30% Under Current Commercial Building Permit and Site Development Plan Fee Schedule									
<i>For \$2,500,000 Project</i>	Watford City	Horace	Fargo	Bismarck	Williston	Mandan	Wahpeton	Dickinson	Devils Lake
Commercial Building Permit	\$ 10,125.50	\$ 22,290.00	\$ 12,711.80	\$ 9,150.14	\$ 9,809.25	\$ 13,114.07	\$ 9,810.00	UNK	\$ 3,750.00
% Above Others	143%	45%	80%	111%	103%	77%	103%		270%
% Others Are Below	70%	220%	126%	90%	97%	130%	97%		37%

Current Fee Schedule – 50%:

APPLICATION FEE SCHEDULE	
TOTAL VALUATION	PERMIT FEE SCHEDULE
\$1.00 to \$500.00	\$12.50
\$501.00 to \$2,000.00	\$12.50 for the first \$500 plus \$1.50 for each additional \$100, or fraction thereof, to and including \$2,000.
\$2,001.00 to \$25,000.00	\$32.50 for the first \$2,000 plus \$7.00 for each additional \$1,000, or fraction thereof, to and including \$25,000.
\$25,001.00 to \$50,000.00	\$195.00 for the first \$25,000 plus \$5.00 for each additional \$1,000, or fraction thereof, to and including \$50,000.
\$50,001.00 to \$100,000.00	\$320.00 for the first \$50,000 plus \$3.75 for each additional \$1,000, or fraction thereof, to and including \$100,000.
\$100,001.00 to \$500,000.00	\$507.50 for the first \$100,000 plus \$3.25 for each additional \$1,000, or fraction thereof, to and including \$500,000.
\$500,001.00 to 1,000,000.00	\$1,807.50 for the first \$500,000 plus \$2.75 for each additional \$1,000, or fraction thereof, to and including \$1,000,000.
\$1,000,000.00 and up	\$3,128.50 for the first \$1,000,000 plus \$2.00 for each additional \$1,000, or fraction thereof.



50% Under Current Commercial Building Permit Fee Schedule									
For \$2,500,000 Project	Watford City	Horace	Fargo	Bismarck	Williston	Mandan	Wahpeton	Dickinson	Devils Lake
Commercial Building Permit	\$ 6,182.50	\$ 13,500.00	\$ 10,576.50	\$ 8,050.14	\$ 6,539.50	\$ 8,742.71	\$ 6,540.00	\$ 12,710.00	\$ 2,500.00
% Above Others	100%	46%	58%	77%	95%	71%	95%	49%	247%
% Others Are Below	100%	218%	171%	130%	106%	141%	106%	206%	40%
50% Under Current Site Development Plan Fee Schedule									
For \$2,500,000 Project	Watford City	Horace	Fargo	Bismarck	Williston	Mandan	Wahpeton	Dickinson	Devils Lake
Commercial Building Permit	\$ 1,050.00	\$ 8,790.00	\$ 2,135.30	\$ 1,100.00	\$ 3,269.75	\$ 4,371.36	\$ 3,270.00	UNK	\$ 1,250.00
% Above Others	200%	12%	49%	95%	32%	24%	32%		84%
% Others Are Below	50%	837%	203%	105%	311%	416%	311%		119%
50% Under Current Commercial Building Permit and Site Development Plan Fee Schedule									
For \$2,500,000 Project	Watford City	Horace	Fargo	Bismarck	Williston	Mandan	Wahpeton	Dickinson	Devils Lake
Commercial Building Permit	\$ 7,232.50	\$ 22,290.00	\$ 12,711.80	\$ 9,150.14	\$ 9,809.25	\$ 13,114.07	\$ 9,810.00	UNK	\$ 3,750.00
% Above Others	200%	32%	57%	79%	74%	55%	74%		193%
% Others Are Below	50%	308%	176%	127%	136%	181%	136%		52%

Recommend:

The current Commercial Building Permit Fee Schedule be reduced by 30% and Site Development Plan Fees be determined by the following:

1. If a Commercial Building Permit is not required for the project and a Site Development Plan is required, the Commercial Building Permit Application Fee Schedule shall be utilized to calculate the Site Development Plan permit fee.
2. If a Commercial Building Permit and a Site Development Plan are required for the project, the Site Development Plan Application shall not have a fee.

Attachment:

Commercial Building Permit Process

Application Fee Schedule Review:

City Staff worked on reviewing and updating the entire Application Fee Schedule. The following are items that have been reviewed, updated, changed, and/or added:

- Items Removed from Application Fee Schedule:
 - o Address Street Numbers for New Lots
 - o Administrative Extension of Time: Map
 - o Administrative Extension of Time: Zone Change



- Administrative Minor Deviation
- Certificates of Amendment
- Conditional Use Permits for Liquor Services and Highly Hazardous Materials
- All Fees Associated with:
 - Development Agreements
 - Improvement Agreements
 - Maintenance and Operation Agreements
- Reconsideration of Waiver of Conditions of Approval
- Street Name Change (Public or Private Street)
- Temporary Use Permit
- Unit Fee for Fire/Park/Ambulance/Police/School District
- Items Updated on Application Fee Schedule:
 - Building Permit and Excavation Permit Fees: Updated to reflect Residential vs Commercial fees.
 - Contractor's Business License was update from \$10.00 to \$50.00 to reflect current practices.
 - Conditional Use Permit fee was updated to not include publishing costs to reflect current practices.
 - Sign Review Permit fee was updated from \$150.00 to \$100.00 to reflect current practices.
 - Subdivision Final Plats previously had the application fee of \$15.00/lot and was updated to the "Final Map Technical Review" fee on the original schedule of \$450.00 + \$15.00/lot.
- Items Added to the Application Fee Schedule:
 - Demolition Permit
 - Fence Permit
 - General Permit
 - Septic Permit
 - Storage Permit
 - Permit Renewal Form
 - Water and Sewer Access Permit
 - Construct and Repair Permit
 - Utility Account Move In
 - Grass, Weeds, and Lawn
 - Waste Hauler Permit
 - Utility Occupancy Permit

The Planning and Zoning Department fees were reviewed and compared to other cities' fees. Based on the findings, limited updates have been made to the Planning and Zoning Department fees.



Planning and Zoning Fee Review						
Description	Watford City	Horace	Fargo	Bismarck	Williston	Mandan
Minor Plat	\$ 675.00	\$350 + \$20/lot * Up to 4 Lots	\$350.00	\$1,550.00	\$ 200.00	\$ 300.00
Subd. Prelim Plat	\$1,125.00 + \$15.00/Lot			\$ 900.00		\$400 - \$450
10 Lots	\$ 1,275.00	\$ -	\$ -	\$ 900.00		\$ 450.00
Subd. Final Plat	\$450.00+ \$15.00/Lot	\$600 + \$20/lot	\$600.00	\$1,450.00	\$850 + \$20/acre	\$400 - \$700
10 Lots	\$ 600.00	\$ 800.00	\$600.00	\$1,450.00	\$ 900.00	\$ 700.00
Total	\$ 1,875.00	\$ 800.00	\$600.00	\$2,350.00	\$ 900.00	\$ 1,150.00
Amended Final Plat	\$ 525.00					
CUP	\$525 + publishing	\$ 325.00	\$185.00	\$ 700.00	\$ 250.00	\$ 450.00
Variance	\$ 300.00	\$ 325.00	\$185.00	\$ 550.00	\$ 500.00	\$ 400.00
Height Variance	\$300 + \$2,500/ft					
Zone Change	\$ 300.00	\$ 325.00	\$300.00	\$1,300.00	\$ 650.00	\$ 600.00
Annexation	\$ 750.00		\$ -	\$ 750.00		\$ 450.00
Petition to Vacate	\$750 - \$3,000		\$600.00	\$ 550.00	\$ 540.00	\$ 500.00

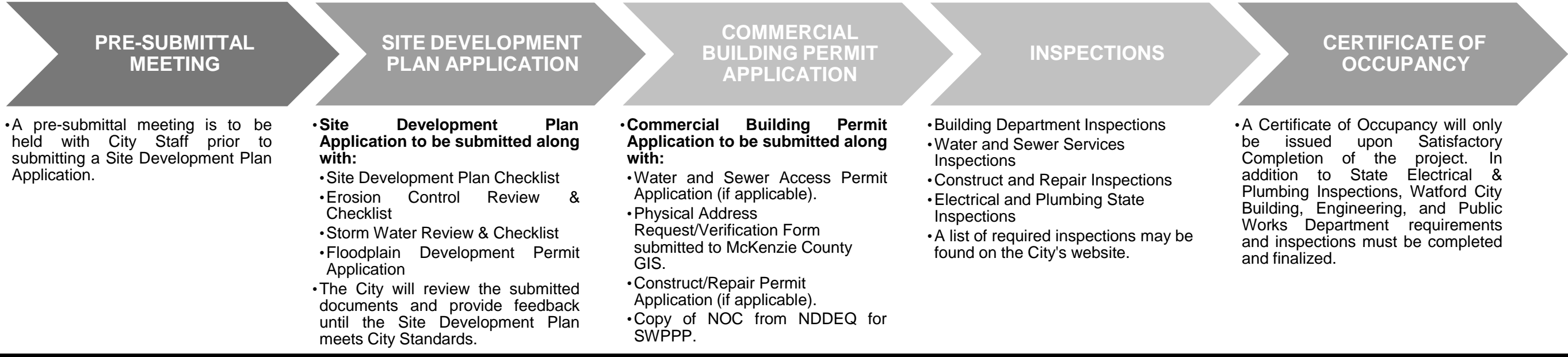
Recommend:

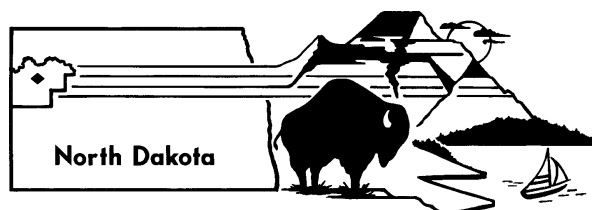
The Application Fee Schedule be updated per Staff recommendations.

Attachment:

Application Fee Schedule

COMMERCIAL BUILDING PERMIT PROCESS





City of Watford City

213 2nd St., NE | PO Box 494

Watford City, ND 58854

Ph 701-444-2533

Fax 701-444-3004

www.cityofwatfordcity.com

Application Fee Schedule

Adopted: 02/06/2012

Amended: 12/16/2021

Resolution: 2021-02

Department	Application Type		Fee
Planning and Zoning	Annexation		
	Application		\$750.00
	Appeal – Non-Public		\$100.00
	Appeal – Public		\$200.00
	Division of Land		
	Minor Plat		\$675.00
	Subdivision Preliminary Plat		\$1,125.00 + \$15.00/Lot
	Subdivision Final Plat		\$450.00 + \$15.00/Lot
	Amended Final Plat		\$525.00
	Land Use		
	Conditional Use Permit (CUP)		\$525.00
	CUP Continuance & Rehearing (Applicant Request)		\$375.00
	Variance		\$300.00
	Height Variance		\$2,500/ft
	Zone Change		\$300.00
	Zone Ordinance Text Amendment		\$1,125.00
	Petition to Vacate		
	In place more than one year.		\$750.00
	In place less than one year.		\$3,000.00
	Site Development Plan		
	Commercial, Industrial, Institutional, 4+ Unit Multi Family		See Exhibit B.
	Community Unity Plan District		
	Preliminary Map		\$825.00 + \$40/acre
	Final Map		\$225.00
Building	Building Permit		
	Residential		See Exhibit A
	Commercial		See Exhibit B
	Miscellaneous Permits		
	Demolition		\$25.00
	Fence		\$25.00
	General		\$20.00
	Moving		\$150.00
	Septic		\$25.00
	Sign		\$100.00
	Storage		\$100.00
	Contractor's Business License		\$50.00
	Permit Renewal Form		\$20.00
Public Works	Excavation Permit	Residential	See Exhibit A
		Commercial	See Exhibit B

Department	Application Type		Fee
Public Works	Water and Sewer Access Permit		Utility Rate Resolution
	Construct/Repair Permit	Residential	See Exhibit A
		Commercial	See Exhibit B
	Utility Account Move In		\$35.00
	Snow and Ice Removal from Sidewalks		\$250.00 min + \$50.00/hour beyond first hour
	Grass, Weeds, and Lawn	Occupied	\$150.00 min + \$50.00/hour beyond first hour
		Unoccupied	\$250.00 min + \$50.00/hour beyond first hour
	Commercial Tree and Compost Dump Fee		\$18.00/yard
Engineering	Waste Hauler Permit		\$25.00
	Erosion Control Checklist & Review		No Fee
	Storm Water Checklist & Review		No Fee
	Floodplain Development Permit		No Fee
Auditor	Utility Occupancy Permit		See Exhibit B
	Taxi Cab Application (Annual)		
	Application Fee		\$250.00
	Per Driver Fee		\$30.00/driver
	Miscellaneous Fees		
Police	NSF Return Item Fee		\$30.00/item
	Special Police Security		\$50.00/hour

Application Fee Schedule: Exhibit A
Residential Application Fee Schedule

Adopted: 02/06/2012

Amended: 12/16/2021

Resolution: 2021-02

Residential Application Fee Schedule	
Total Valuation*	Permit Fee Schedule
\$1.00 to \$500.00	\$12.50
\$501.00 to \$2,000.00	\$12.50 for the first \$500 plus \$1.50 for each additional \$100, or fraction thereof, to and including \$2,000.
\$2,001.00 to \$25,000.00	\$32.50 for the first \$2,000 plus \$7.00 for each additional \$1,000, or fraction thereof, to and including \$25,000.
\$25,001.00 to \$50,000.00	\$195.00 for the first \$25,000 plus \$5.00 for each additional \$1,000, or fraction thereof, to and including \$50,000.
\$50,001.00 to \$100,000.00	\$320.00 for the first \$50,000 plus \$3.75 for each additional \$1,000, or fraction thereof, to and including \$100,000.
\$100,001.00 to \$500,000.00	\$507.50 for the first \$100,000 plus \$3.25 for each additional \$1,000, or fraction thereof, to and including \$500,000.
\$500,001.00 to 1,000,000.00	\$1,807.50 for the first \$500,000 plus \$2.75 for each additional \$1,000, or fraction thereof, to and including \$1,000,000.
\$1,000,000.00 and up	\$3,128.50 for the first \$1,000,000 plus \$2.00 for each additional \$1,000, or fraction thereof.

Potential Additional Fees**	Fee Amount
Building Inspections (outside of normal business hours)	\$100.00 per inspection ^{1 2}
Re-Inspection Fee	\$100.00 per inspection ^{1 2}
Outside Consultant Inspections	\$100.00 per hour ^{1 2}
Outside Consultant Plan Review	Actual Costs Incurred
Outside Consultant Testing	Actual Costs Incurred
Sprinkler/ Fire Alarm System Inspection	\$100.00 per hour ^{1 2}
Witness Gas Line Pressure Test	\$30.00 per inspection

* Total Valuation shall be calculated according to the total value of Labor + Materials of the project. For new building projects, Applicant provided valuations shall be compared by City Staff to the current Building Valuation Data (BVD) provided by the current version of the International Building Code (IBC) and Section 109.3. If the Applicant's provided valuation is more than 10% less than the calculated BVD value, the Permit Fee will be based on the BVD value.

¹ Or the total hourly cost to the jurisdiction, whichever is greater. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

² Minimum Charge = One (1) Hour.

Application Fee Schedule: Exhibit B
Commercial Application Fee Schedule

Adopted: 02/06/2012

Amended: 12/16/2021

Resolution: 2021-02

Commercial Application Fee Schedule	
Total Valuation*	Permit Fee Schedule
\$1.00 to \$500.00	\$17.50
\$501.00 to \$2,000.00	\$17.50 for the first \$500 plus \$2.10 for each additional \$100, or fraction thereof, to and including \$2,000.
\$2,001.00 to \$25,000.00	\$45.50 for the first \$2,000 plus \$9.80 for each additional \$1,000, or fraction thereof, to and including \$25,000.
\$25,001.00 to \$50,000.00	\$273.00 for the first \$25,000 plus \$7.00 for each additional \$1,000, or fraction thereof, to and including \$50,000.
\$50,001.00 to \$100,000.00	\$448.00 for the first \$50,000 plus \$5.25 for each additional \$1,000, or fraction thereof, to and including \$100,000.
\$100,001.00 to \$500,000.00	\$710.50 for the first \$100,000 plus \$4.55 for each additional \$1,000, or fraction thereof, to and including \$500,000.
\$500,001.00 to 1,000,000.00	\$2,530.50 for the first \$500,000 plus \$3.85 for each additional \$1,000, or fraction thereof, to and including \$1,000,000.
\$1,000,000.00 and up	\$4,455.50 for the first \$1,000,000 plus \$2.80 for each additional \$1,000, or fraction thereof.

Potential Additional Fees**	Fee Amount
Building Inspections (outside of normal business hours)	\$100.00 per inspection ^{1 2}
Re-Inspection Fee	\$100.00 per inspection ^{1 2}
Outside Consultant Inspections	\$100.00 per hour ^{1 2}
Outside Consultant Plan Review	Actual Costs Incurred
Outside Consultant Testing	Actual Costs Incurred
Sprinkler/ Fire Alarm System Inspection	\$100.00 per hour ^{1 2}
Witness Gas Line Pressure Test	\$30.00 per inspection

* Total Valuation shall be calculated according to the total value of Labor + Materials of the project. For new building projects, Applicant provided valuations shall be compared by City Staff to the current Building Valuation Data (BVD) provided by the current version of the International Building Code (IBC) and Section 109.3. If the Applicant's provided valuation is more than 10% less than the calculated BVD value, the Permit Fee may be based on the BVD value. A detailed list/bid/estimate showing labor + materials may be required to be submitted.

¹ Or the total hourly cost to the jurisdiction, whichever is greater. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

² Minimum Charge = One (1) Hour.

Regarding projects requiring Site Development Plan Applications:

1. If a Commercial Building Permit is not required for the project, the Commercial Application Fee Schedule shall be utilized to calculate the Site Development Plan permit fee.
2. If a Commercial Building Permit is required for the project, the Site Development Plan Application shall not have a fee.

The above resolution was amended at a regular meeting of the City Council of Watford City on the____day of_____, 2022. Council Member_____moved to approve amending the Application Fee Schedule. Motion seconded by Council Member_____and carried by the following roll call vote: ayes:_____; nays: none. Absent and not voting none.

CITY OF WATFORD CITY

ATTEST:

Philip K. Riely, Mayor

Peni Peterson, City Auditor

Street, Walks, Lights
Beard, Veeder, Sanford
February 28, 2022 – 3:00 PM
City Hall – Heritage Room

Present: Steve Sanford, Matt Beard

City Staff Present: Grace Demars, Laura Dokken, LaRissa Bertram, Brianna Chaffee

Long Range Transportation Plan

Grace gave an update on the Long-Range Transportation plan. She informed the committee that the Long-Range Transportation Plan may be in our 2040 infrastructure plan we just completed. NDDOT is currently looking at the 2040 plan to see if the information they need is in the plan. The City may not need to use the federal funding that was granted to us to do this project if it is in our 2040 plan.

The committee discussed installing ADA curb ramps throughout the City in the future as an ADA transition plan.

Roughrider Fund Committee meeting

March 1, 2022

Members present: Mary Gumke, Chelsea Bulzomi, and Carissa Suter Liebel

Members not present: Matt Beard, Sheldon Wahlstrom

Others present: Brianna Chaffee, Laura Dokken, Heather Wisness, Sandi Rieker

Meeting called to order at 2:00pm by Committee Member Mary Gumke.

The January 25, 2022 meeting minutes were reviewed. Motion by Carissa Suter Liebel to approve the minutes. Second by Chelsea Bulzomi. Motion carried unanimously.

The financials were reviewed with Laura Dokken. Motion by Chelsea Bulzomi to approve the financials. Second by Carissa Suter Liebel. Motion carried unanimously.

The committee discussed and reviewed the 2022 Community Enhancement grants that were submitted. The applicants that were present answered some questions from the committee. Discussion about the Watford City Downtown Association application to give them \$1,000 instead of the full \$2,500 that they asked for due to having matching funds of only \$1,000.

Motion by Chelsea Bulzomi to approve the following Enhancement Grant awards. Second by Carissa Suter Liebel. Motion carried unanimously: **see attached page for amounts approved**

Laura Dokken presented the investment options to the Committee for the \$2.5 million that the committee has set aside. The interest rates are not the most exciting for the committee. Some of the committee members were not too fond of tying up the money incase they wanted to spend it on an application that came in. They are going to continue to look at options for this money.

It was brought up to the committee that they may want to look at helping the companies in the area to bring sales tax back to the City.

The committee is going to review the policies and procedures to see if they would like to amend some of the current programs to better suit the community's needs.

Next meeting will be March 31st at 2pm in the Heritage Room.

Meeting adjourned at 11:15 am.

Brianna Chaffee, Assistant City Auditor/Finance

Roughrider Committee
Community Enhancement Grant - 2022

	Entity/Project Name	Requested Amount	Recommendation by RR (03/01/22)
	Watford City Community		
3	Badlands Gymnastics - Blast in the Badlands meet	\$ 2,500.00	\$ 2,500.00
4	Badlands Gymnastics - Night of Stars event	\$ 1,000.00	\$ 1,000.00
5	L.A.N.D./Save the Maah Daah Hey	\$ 2,500.00	\$ 2,500.00
6	Long X Arts Foundation	\$ 2,500.00	\$ 2,500.00
7	Bakken Oil Rush - Watford City Outreach	\$ 2,500.00	\$ 2,500.00
8	Trap, Neuter and Rescue Foundation	\$ 2,500.00	\$ 2,500.00
9	Watford City After Prom	\$ 500.00	\$ 500.00
10	Watford City Homefest	\$ 2,500.00	\$ 2,500.00
11	Light Up Watford City - Parade of Lights	\$ 2,500.00	\$ 2,500.00
12	Best of the West Ribfest	\$ 2,500.00	\$ 2,500.00
13	Watford City Downtown Association	\$ 2,500.00	\$ 1,000.00
14	McKenzie County Heritage Park	\$ 2,500.00	\$ 2,500.00
	At Large in County		
15	Farm Rescue	\$ 2,500.00	\$ 2,500.00
	Alexander		
16	Alexander After Prom Committee	\$ 2,000.00	\$ 2,000.00
17	Alexander Comets Youth Wrestling Club	\$ 2,500.00	\$ 2,500.00
	Arnegard		
18	Arnegard Rural Fire District	\$ 2,500.00	\$ 2,500.00
16 Total requests			
Totals:		\$ 36,000.00	\$ 34,500.00

Job Title: Workforce Development Director	Reports to: City Administrator
Department: Administration	Job Grade: Exempt?
Date Approved:	Fair Labor Standards Act (FLSA)

Position Summary

The primary function of this position is to champion workforce development initiatives, promoting them and executing necessary tasks to ensure successful implementation and effectiveness. Serve as an integral part of the City team and will work collaboratively to advance the region's workforce recruitment and retention efforts; and to stimulate an environment for innovation and entrepreneurship. This will include directing development programs and projects, working with community leaders to attract new business and support local businesses with retention and/or expansion projects. The Workforce Development Director builds and maintains relationships with public and private partners, stakeholders, and industry representatives to effectively advance the City strategy, goals, and objectives to recruit, grow, and retain primary sector business that align with City priorities.

Essential Job Functions

- Evaluate and track success of workforce programs demographic measurements and metrics.
- Establishes a comprehensive business retention and expansion visitation program; meets with businesses to discuss needs, challenges, and to identify opportunities; address company needs and promotes opportunities for expansion, new job growth and capital investment; works with resource provider partners to address needs.
- Plan and coordinate workforce-related committee meetings and manage related documents, correspondence, and activities.
- Organize, promote, and execute events that highlight career opportunities in the region and educate employers on addressing workforce challenges.
- Serve as a primary point of contact, providing guidance and resources to key partners and stakeholders to advance workforce initiatives.
- Identify financial resources for recruitment of workforce establishment in the City of Watford City.
- Coordinates public relations, workforce programs, and community outreach activities that directly contribute to community engagement and directly support marketing efforts associated with the City of Watford City.
- Assist with business retention and recruitment efforts by compiling information necessary for project proposals and applications; assessing and maintain up-to-date information on regional properties available for leasing and development; monitoring target industries to identify recruitment opportunities/leads; and assisting with client relations as needed.
- Facilitates collaboration of schools, industry, neighborhood organizations, and other community and/or interest/stakeholder groups to promote destination marketing.

- Provide video and written content to enhance City and County marketing outreach efforts to be used for press releases, website content, social media posts, or print materials.
- Prepares monthly written report to City Council pertaining to development activities, various initiatives, and activities.

Requirements/Knowledge/Abilities

- Excellent interpersonal, influencing, written and oral communication skills – comfortable with public speaking.
- Demonstrate ability to build and maintain effective working relationships with all contacted in the course of work.
- Demonstrate knowledge of business development factors impacting business and community vitality.
- Work collaboratively with others in a diverse and inclusive environment.
- Represent and promote the City by serving on task forces, committees and events.
- Highly self-motivated with the ability to multi-task effectively.

Education/Experience

- Requires a bachelor's degree in business or related field, and prior experience in business development is preferred.
- Knowledge of principles, practices, and methods of economic & workforce development.
- Competent user of standard business computer software and client management system.
- Ability to organize and prioritize responsibilities.
- Ability to work within timelines to define and execute steps necessary to bring projects to successful conclusions.
- Must possess a valid State Driver's License.

Working Conditions/Physical Demands

- This position requires mostly day shifts but has occasional requirements to work some evenings and weekends for special events and activities that will take place indoors and or outdoors.
- Occasional overnight travel may be required.
- Mandatory attendance at board and committee meetings as well as required events and conferences.
- Physical demands include moderate physical activity that includes prolonged standing and/or walking.
- Work may require routine travel.
- Must be able to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Personnel Committee retains the discretion to add duties or change the duties of this position at any time.



Job Title: Golf Shop Customer Service Assistant / Cashier	Reports to: Golf Course General Manager
Department: Administration	Job Grade: Non-Exempt
Date Approved:	Fair Labor Standards Act (FLSA)

Position Summary

The Golf Shop Customer Service Assistant will have daily duties inside and outside the golf shop. This person needs to be very outgoing, positive and have a willingness to learn. To oversee work done and assist in duties being performed by the outside staff when closing. Expected to help in the Merchandising the golf shop, Assisting the Assistant manager with tournament prep when need be and a strong ability to use the POS System. All duties of the position shall be performed with a commitment to the highest level of customer service and total satisfaction of all customers.

Essential Job Functions

- Assist with customer check-in and fee collection; control and manage play
- Assist with all opening and closing procedures
- Knowledge and ability to perform tournament prep using Golf Genius Software
- Assist with men, women, and junior golf events and programs
- Assist with coordination of outside service staff to ensure the highest quality of customer service is achieved
- Complying with golf car operations, cart storage programs, and daily management of practice facility
- Assist in the inventory control of hard goods, soft goods, and ability to take special purchase orders.
- Conduct oneself in a professional manner and always maintain a professional image

Requirements/Knowledge/Abilities

- Fundamental knowledge of the game of golf, rules of golf, golf facility operations and tournament operations are a plus.
- Act as a role model for all employees by demonstrating the behavior and work ethic expected of all employees
- Strong organizational, planning and prioritization skills
- Self-motivated with desire to promote and market
- Service and customer focused attitude
- Experienced in written and oral business communications
- Experienced computer user including Microsoft Word, Canva, and Excel. Proficient in other applications, i.e., email, internet, tournament software Golf Genius and database
- Maintain and promote a positive professional image within the community



Relation to Others

- Maintain and promote a positive professional image within the community.
- Act as a role model for all employees by demonstrating the behavior and work ethic expected of all employees.
- Interact with members daily, actively soliciting member opinions and input on the facilities and services to promote the golf course. Visibility and accessibility to members is paramount.

Education/Experience

- Customer service is preferred
- Experienced computer user including MS Office suite, POS (Point of Sale Systems). Activity Management Systems and Inventory Software an added advantage.
- Good working knowledge of commonly used social media platforms.

Working Conditions/Physical Demands

- The work is performed outdoors occasionally and must be able to work in outdoor elements.
- The employee may be exposed to dirt, dust, grease, chemicals, and machinery with moving parts. The work requires using of protective devices such as gloves, masks, or goggles.
- Must be able to work flexible hours to include nights, weekends and holidays is required.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The City Administrator retains the discretion to add duties or change the duties of this position at any time.

PERSONNEL COMMITTEE
Minutes

Devlin, Liebel, Sanford

March 7, 2022 – 2:30 p.m.

City Hall

Committee Members Attending: Bethany Devlin, Kenny Liebel, and Steve Sanford

Also Present: Grace Demars, Curt Moen, Jesse Wellen, and Peni Peterson

Committee reviewed new job descriptions for Workforce Development Director and Golf Course Customer Service Assistant. – Committee will recommend approval and begin advertising

Curt would like to begin advertising to fill the open City Planner Assistant position. This position was not filled when Becky Smith terminated her employment. Personnel Committee will recommend the City Administrator advertising and hiring for the position, but personnel and finance will need to approve the pay.

Kenny has requested that City Administrator Moen submit a brief monthly report for city council to review at council meetings that has information as to what is going on in planning and as city administrator.

Andy Schatz-

Chief Wellen is recommending Andy Schatz, School Resource Officer, receive a step increase from G4 to G5 but also eligible for his normal annual step increase in July. Andy has taken on the role as sole SRO at the schools and has obtained his masters.

Committee will recommend approval.

Ways, Means, Finance
March 7, 2022
2:00 p.m.
Liebel, Devlin, Brenna

Attendance: Liebel, Devlin, Brenna
Also: Moen, Dokken, Voll, and Peterson

Committee reviewed monthly financials and will recommend the proposed GPT transfers. GPT was a little less this month so with the shortfall funds were not allocated to the capital improvement facility fund.

Committee reviewed and will recommend approval of the amended golf course food and beverage agreement between the city and Six Shooter's, LLC.

Committee reviewed and will recommend approval of a quote from M Squared Contracting, LLC to restrain the deck at the golf course deck – \$11,149.75.

Committee approved adding irrigation and landscaping at the Cemetery not to exceed \$125,000. Money has been held in the cemetery cash fund since 2018 but not used, will not need a budget amendment.

The 2020 audit has been received and Finance Director Dokken will present the final audit at the city council meeting.

AMENDED LEASE AGREEMENT

This Amended Lease Agreement shall be effective as of January 1, 2022 (the "Effective Date") by and between CITY OF WATFORD CITY, ("Landlord"), and SIX SHOOTER, LLC, a North Dakota limited liability company ("Tenant") and replace the current Lease Agreement between the parties that-is was made and entered into effective as of January 1, 2021-(the "Effective Date"), by and between CITY OF WATFORD CITY, ("Landlord"), and SIX SHOOTER, LLC, a North Dakota limited liability company ("Tenant").

For and in consideration of good and valuable consideration, receipt, and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

1. **Premises.** In consideration of the mutual covenants this Lease describes, and subject to the terms, covenants and conditions set forth in this Lease, Landlord leases to Tenant, and Tenant leases from Landlord, the restaurant, bar, kitchen, and dining areas (the "Premises") on the main floor of the building and a portion of the storage area in the basement located at 3104 4th Avenue NE, Watford City, North Dakota (the "Building"). The Building, and the parcel(s) of land on which the Building is located, shall be referred to in this Lease as the "Property." The Property is part of the Fox Hills Golf Course (the "Golf Course").

2. **Term.** The term of this Lease shall commence on January 1, 2021-2022 (the "Commencement Date") and shall end on December 31, 2022 (the "Term"), subject to the terms and conditions of this Lease. The parties acknowledge that Landlord gave possession of the Premises to Tenant on the Commencement Date.

3. Permitted Use.

(a) Liquor License. Tenant may use the Premises to operate a restaurant and bar, to provide catering services, to rent banquet rooms, to host events, to provide on-course food and beverages for the Golf Course, and for all ancillary purposes (collectively, the "Restaurant Operations"). Tenant is responsible for obtaining and maintaining a liquor license to provide the Restaurant Operations. Prior to expiration of the liquor license, Tenant will apply to renew the license in Tenant's name; Landlord shall provide all cooperation reasonably requested by Tenant to renew the liquor license. Tenant shall have a staff member who is able to sell alcohol at the Premises by 10:00 am on all days which the Golf Course is open for golf.

(b) Gaming. Tenant shall be allowed to have games of chance on-site as long as it meets the requirements of Chapter 53-06.1 of the North Dakota Century Code. Tenant shall have a staff member who is able to pay out winners at the Premises at all times the gaming is active.

4. Rent.

(a) **Base Rent.** Tenant shall pay to Landlord \$2,000.00 as base rent for the Premises ("Base Rent").

Tenant will pay the Base Rent ~~in monthly installments~~annually to Landlord, ~~in advance, commencing on the Commencement Date, and continuing on the first day of each and every calendar month after the Commencement Date during the Term or before December 31, 2022. Landlord and Tenant will prorate, on a per diem basis, Base Rent for any partial month within the Term.~~

(b) Percentage Rent. In addition to Base Rent, Tenant shall also pay to Landlord as rent for the Premises a percentage of Gross Sales that is generated from the Restaurant Operations at the Premises ("Percentage Rent"). Said percentage shall be 21.5% of gross sales. Tenant will pay Percentage Rent in monthly installments and in arrears. Tenant shall pay Percentage Rent for each partial and full month in the Term within 60 days following the end of each calendar month.

(c) For purposes of this Lease, "Gross Sales" means the total dollar aggregate of (a) the entire amount of the price charged by Tenant for all food and beverages sold at or in connection with the Premises, (b) of the price charged by Tenant for all services sold or performed at or in connection with the Premises, and (c) all other things of value received by Tenant from Tenant's operations at or in connection with the Premises, including without limitation gift certificates and all deposits not refunded to customers. For the purpose of ascertaining Gross Sales, the following may be deducted: (i) uncollectible credit accounts, bad debts, or other losses; (ii) cash or credit refunds made upon transactions included within Gross Sales; (iii) tips; and (iv) the amount of any sales or other tax on such sales, provided such tax is both added to the selling price and is actually paid to the taxing authority.

(d) At the time Percentage Rent for a month is paid, Tenant shall submit to Landlord a written statement showing the amount of Gross Sales during that month, and an itemization of all permissible deductions from Gross Sales. Upon reasonable advance written notice of at least 30 days, Landlord shall have the right to inspect and examine Tenant's books and records as they relate to Gross Sales. Tenant shall cause all such books and records to be made available for such examination at the Premises. Landlord shall pay the cost of any such examination. If any such examination conclusively discloses that the actual amount of Gross Sales exceeds the amount reported, then Tenant shall promptly pay Landlord all additional Percentage Rent due to Landlord.

(e) Base Rent and Percentage Rent are sometimes collectively referred to as "Rent" in this Lease. Tenant will make all Rent payments to Landlord at the address of Landlord set forth below in the Notice section of this Lease, or at such other place or in such other manner as Landlord may from time to time designate in writing.

5. Equipment. Landlord agrees that this Lease includes (and Tenant may use) all furnishings, fixtures, and equipment that is owned or legally controlled by Landlord and was located in the Premises on the Commencement Date (the "**Existing Equipment**"). The Existing Equipment shall include without limitation all camera systems that are required as a condition

of holding and maintaining the liquor license. Tenant shall be responsible for the repair and maintenance of the Existing Equipment during the term of this Lease. If Tenant determines that any Existing Equipment needs to be replaced, or if Tenant wishes to have any additional furnishings, fixtures, and equipment, then Tenant may purchase such items at Tenants sole cost. Any furnishings, fixtures, and equipment purchased by Tenant shall be referred to herein as the **"New Equipment."** All New Equipment shall belong to Tenant and may be removed by Tenant at the expiration or earlier termination of this Lease, or at any other time.

6. Utilities; Janitorial Service. At Landlord's sole cost and expense, Landlord shall furnish all heat, electricity, water/sewer, and natural gas for the Premises. Tenant shall provide janitorial services for the Building, including all common areas. Landlord will provide janitorial services for the pro shop and monthly cleaning of the Building for non-day-to-day things (carpet shampooing, etc.).

7. Property Expenses.

(a) Landlord acknowledges and agrees that this is a "gross lease", and Tenant is not obligated to pay a proportionate share of any of Landlord's expenses associated with the maintenance, repair, or operation of the Property.

(b) Landlord shall at its sole cost and expense be responsible for maintaining, repairing, and operating the Property, including without limitation: (i) maintaining, repairing and replacing the roof, structural walls, and foundation of the Building; (ii) maintaining, repairing and replacing the parking areas of the Property; (iii) maintaining, repairing and replacing all common areas; (iv) maintaining, repairing and replacing all landscaping and all outdoor lighting; (v) maintaining, repairing and replacing the electrical, mechanical, plumbing, heating and air conditioning systems, facilities and components located on the Property; (vi) providing janitorial service for all areas except the Premises; (vii) removing snow and ice from the exterior common areas; (viii) complying with federal, state, or local laws; (ix) paying insurance premiums and deductibles; (x) paying utility charges; and (xi) paying such other expenses as may ordinarily be incurred in connection with maintaining, repairing and operating a property similar to the Property.

8. Care of Premises. Subject to Section 7(b) above, Tenant shall at its sole cost and expense be responsible for operating, maintaining, repairing, and managing the Premises. Tenant shall keep the Premises in a clean and sanitary condition. Tenant shall be solely responsible for the security and safeguarding of the Premises, and of all property of Tenant that is kept or stored in the Premises.

9. Restaurant Operations.

(a) Landlord agrees that Tenant has full and sole responsibility and control to provide Restaurant Operations at the Property. In providing the Restaurant Operations, Tenant shall not be subject to the oversight or control of Landlord, any board, or any other governing body.

Tenant has the exclusive right to provide the Restaurant Operations at the Property and at the Golf Course. Landlord shall not allow any third party to use any portion of the Building, the Property, or the Golf Course in any manner that would directly or indirectly compete with Tenant's Restaurant Operations.

(b) Notwithstanding the foregoing, Tenant agrees to comply with all North Dakota High School Activities Association (NDHSAA) rules related to alcohol and gambling during NDHSAA events at the Golf Course. Landlord will work with Tenant to pick the dates for the events to the extent reasonable. There will be no more than ~~five (5)~~six (6) NDHSAA events at the Golf Course per year.

(c) Tenant will offer food and beverage service to all patrons of the premises and on the Golf Course during all reasonable hours.

(d) Tenant shall receive all revenue from food and beverage sales in the restaurant, on the course and in the Pro Shop. For tournaments, scrambles, and other golf events that include a package of golf and food and/or beverage, Landlord shall be entitled to golf revenue and Tenant shall be entitled to food and beverage revenue. The Parties shall determine those shares prior to the event.

10. Pro Shop and Golf Course Operations.

(a) ~~Tenant-Landlord~~ is solely responsible for managing, staffing, and operating the Pro Shop. ~~Landlord will reimburse Tenant for all costs associated with staff at the Pro Shop including wages, taxes, WSI, and employee insurance cost. Tenant will provide Landlord with a staffing list and all costs associated on a weekly basis. Landlord will reimburse Tenant monthly for Pro Shop employee costs. Pro Shop employees are defined as personnel working in the Pro Shop and spending a majority of their time selling Pro Shop inventory and assisting guests with their use of the Golf Course.~~

(b) ~~Landlord will pay Tenant a yearly Management Fee in the amount of \$78,000.00 (pro-rated and paid monthly) for managing the day-to-day operations of the Pro Shop, club house, fee collection, course promotion, and bookkeeping for the Golf Course. Operations shall include, but are not limited to, scheduling, cleaning the Pro Shop, equipment maintenance, and overseeing customer satisfaction and inventory. Tenant shall provide Landlord with a list of inventory as well as recommended retail items for the Pro Shop. Landlord will order and pay for all items to be purchased for the Pro Shop. Additional management duties include accounting functions for the Golf Course for accounts receivable, accounts payable, and membership payments. All Pro Shop accounts receivable and accounts payable, including golf course membership dues shall be in the name of the Landlord. Tenant shall create the invoices for receivables and forward them to Landlord who will mail out checks for payables. Landlord will receive all monies for daily greens fees, membership fees, golf cart fees, range fees, fees for tournaments and scrambles, and retail sales (non-food and beverage) from the Pro Shop. Tenant shall follow Landlord's policies and procedures for allowing individuals on the golf course~~

~~and in issuing carts or other Landlord provided equipment. Landlord and Tenant shall jointly work to maintain and update the website for the Golf Course, Pro Shop, Club House, and Restaurant.~~

~~(c) The Pro Shop shall be open each day for standard hours that are reasonably acceptable to both Landlord and Tenant. The Golf Course shall be open each day for standard hours that are reasonably acceptable to both Landlord and Tenant. Any decision to close the Golf Course by Landlord due to bad weather shall be made in good faith. Landlord and Tenant shall work together in good faith to make suitable arrangements for the use of a drop box for golf cart keys after a mutually agreed upon time. Tenant shall collaborate in good faith with Landlord on plans and marketing for tournaments and other events, including events required by Landlord to be scheduled and hosted by the Watford City Golf Club, at the Golf Course.~~

11. **Alterations.** Tenant may make cosmetic and non-structural Alterations to the interior of the Premises without Landlord's prior written the consent. of Landlord or the City. Tenant shall not make any structural alterations to the Premises without prior written consent of Landlord which consent shall not be unreasonably withheld.

12. **Tenant's Default.** The following shall be events of default by Tenant under this Lease (a "Tenant Default"): (i) Tenant fails to pay in full when due any Rent; or (ii) Tenant fails to comply with any provision or covenant of this Lease (other than the payment of a monetary sum), and the failure is not cured within 30 days after written notice to Tenant. Upon the occurrence of a Tenant Default, Landlord shall have the right to pursue any remedy at law or in equity available to Landlord, including without limitation the termination of this Lease, but Landlord shall have an obligation to mitigate its damages.

13. **Landlord's Default.** The following shall be events of default by Landlord under this Lease (a "Landlord Default"): ~~(i) Landlord fails to pay in full when due any sum owed to Tenant under this Lease; or (ii)~~ Landlord fails to comply with any provision or covenant of this Lease ~~(other than the payment of a monetary sum)~~, and the failure is not cured within 30 days after written notice to Landlord. Upon the occurrence of a Landlord Default, Tenant shall have the right to pursue any remedy at law or in equity available to Tenant, including without limitation the termination of this Lease, but Tenant shall have an obligation to mitigate its damages.

14. **Surrender.** On the last day of the Term or on the sooner termination thereof in accordance with this Lease, Tenant shall peaceably surrender the Premises in the condition required by this Lease. On or before the surrender date, Tenant may at its expense remove all of its property from the Premises (including without limitation any New Equipment), and any improvements installed by Tenant at Tenant's expense, and shall repair any damage caused by the removal.

15. **Holding Over.** If Tenant fails to surrender immediate possession of the Premises to Landlord by the expiration of sooner termination of this Lease, Landlord may at its

option serve notice to Tenant that Tenant's holdover constitutes: (i) renewal of this Lease for one month, and from month to month thereafter; or (ii) creation of a tenancy at sufferance. Until Landlord gives said notice, and if Landlord does not give said notice, then Tenant's holdover shall be deemed a tenancy at sufferance. ~~Holding over shall not obligate the Landlord to continue with the Operations Fee and Tenant will no longer have the rights and responsibilities stated in Section 10 above.~~

16. Landlord's Insurance. Landlord, at its sole cost and expense, shall obtain and maintain during the Term of this Lease casualty insurance on the Building, in form and amounts deemed necessary by Landlord in its sole but reasonable discretion. Such insurance shall cover the replacement cost of the Building and shall cover all of the Existing Equipment. Landlord, at its sole cost and expense, shall also obtain and maintain for its own benefit commercial general liability insurance against claims for personal injury, death or property damage occurring upon, in or about the Property. Landlord shall cause to be inserted in each insurance policy required by this Section a so-called "Waiver of Subrogation Clause" as to Tenant. Landlord hereby waives, releases and discharges Tenant, its agents and employees from all claims whatsoever arising out of loss, claim, expense, or damage to or destruction covered or covetable by insurance required under this Section, unless such loss, claim, expense, or damage was caused by Tenant, its agents, or employees' willful misconduct.

17. Tenant's Insurance. Tenant, at its sole cost and expense, shall obtain and maintain during the Term of this Lease commercial general liability insurance (in form and amounts deemed necessary by Tenant in its sole but reasonable discretion) with respect to the Premises and Tenant's activities upon and about the Property including dram shop coverage available to it. Tenant may keep in force, at its sole expense, casualty insurance against loss or damage by fire and other risks for the furniture, trade fixtures, equipment, merchandise, and all other property owned by Tenant at the Premises. Tenant shall cause to be inserted in each insurance policy required by this Section a so-called "Waiver of Subrogation Clause" as to Landlord. Tenant hereby waives, releases and discharges Landlord, its agents and employees from all claims whatsoever arising out of loss, claim, expense, or damage to or destruction covered or covetable by insurance required under this Section, notwithstanding that such loss, claim, expense, or damage may have been caused by Landlord, its agents, or employees.

18. Casualty. If a material portion of the Building is damaged or destroyed by fire or other casualty, either party shall have the right to terminate this Lease upon written notice given to the other party within 60 days after the damage or destruction. If neither party terminates this Lease, then Landlord shall restore the Building and the Premises to its pre-casualty condition, and Tenant's obligation to pay Rent under this Lease shall be abated during such period of time until the Premises and Building are restored. Tenant acknowledges and agrees that Landlord's property insurance will not cover any furniture, equipment, fixtures, merchandise, inventory, and personal property that is owned by Tenant and is located at the Property.

19. **Condemnation.** If the entire Building is taken by condemnation, this Lease shall automatically terminate as of the date of taking. If only a portion of the Building is taken, either party shall have the right to terminate this Lease upon written notice given to the other party within 60 days after the date of taking. If only a portion of the Premises is taken, and this Lease is not terminated, then Landlord shall restore the Premises to a tenantable condition, and Tenant’s obligations to pay Rent under this Lease shall abate during such period of time as the Premises are untenable, in the proportion that the untenable portion of the Premises bears to the entire Premises.

20. **Assignment and Subletting.** Tenant shall not assign or sublet this Lease or the Premises (or any part thereof) without the written consent of Landlord.

21. **Signs.** Tenant shall have the right to modify the existing signage at the Property, and to install new signage at the Property with consent of Landlord. Landlord shall not withhold consent for reasonable requests.

22. **Notices.** All notices required or permitted by any provisions of this Lease shall be directed to the other party, postage prepaid, by certified or registered mail, at the following address, or at such other address as the either party may designate in writing:

IF TO LANDLORD:
City of Watford City
PO Box 494
213 2nd St. NE
Watford City, ND 58854

IF TO TENANT:
Six Shooter, LLC
Attn: Angela Pelton
PO Box 526
120 North Main Street
Watford City, ND 58854

23. **Miscellaneous.** Time is of the essence with respect to the performance of every provision of this Lease in which time of performance is a factor. This Lease is governed by, and must be interpreted under, the internal laws of the state in which the Property is located. Any suit arising from or relating to this Lease must be brought in state court in the County in which the Property is located; Landlord and Tenant each waive the right to bring suit elsewhere. This Lease contains the entire agreement between the parties with respect to the leasing of the Premises. All preliminary and contemporaneous negotiations, including, without limitation, any letters of intent or other proposals and any drafts and related correspondence, are merged into and superseded by this Lease. No subsequent alteration, amendment, change or addition to this Lease is binding on Landlord or Tenant unless it is in writing and signed by both parties. If any covenant, condition, provision, term, or agreement of this Lease is, to any extent, held invalid or unenforceable, the remaining portion thereof and all other covenants, conditions, provisions, terms, and agreements of this Lease, will not be affected by such holding, and will remain valid and in force to the fullest extent permitted by law. Landlord and Tenant each represent and warrant that this Lease is a duly authorized obligation of said party. The individuals signing this Lease on behalf of Landlord and Tenant represent and warrant that they are duly authorized to sign on behalf of and to bind said party.

24. **Counterparts.** This Lease may be executed in any number of counterparts and all such counterparts shall, for all purposes, constitute one agreement binding on all the parties hereto notwithstanding that all parties are not signatories to the same counterpart, provided that each party has signed at least one counterpart. This Lease may be executed and delivered by facsimile transmission or electronic transmission in .pdf or similar universally readable format and the parties hereto may rely upon all such facsimile or electronic signatures as though such facsimile or electronic signatures were original signatures.

Landlord and Tenant each caused this Lease to be executed and delivered by its duly authorized representative to be effective as of the Effective Date.

LANDLORD:

CITY OF WATFORD CITY

By: _____
Print Name: _____
Print Title: _____

TENANT:

SIX SHOOTER, LLC, A North Dakota limited liability company

By: _____
Print Name: _____
Print Title: _____

AMENDED LEASE AGREEMENT

This Amended Lease Agreement shall be effective as of January 1, 2022 (the "Effective Date") by and between CITY OF WATFORD CITY, ("Landlord"), and SIX SHOOTER, LLC, a North Dakota limited liability company ("Tenant") and replace the current Lease Agreement between the parties that was made and entered into effective as of January 1, 2021, by and between Landlord and Tenant.

For and in consideration of good and valuable consideration, receipt, and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

1. **Premises.** In consideration of the mutual covenants this Lease describes, and subject to the terms, covenants and conditions set forth in this Lease, Landlord leases to Tenant, and Tenant leases from Landlord, the restaurant, bar, kitchen, and dining areas (the "Premises") on the main floor of the building and a portion of the storage area in the basement located at 3104 4th Avenue NE, Watford City, North Dakota (the "Building"). The Building, and the parcel(s) of land on which the Building is located, shall be referred to in this Lease as the "Property." The Property is part of the Fox Hills Golf Course (the "Golf Course").

2. **Term.** The term of this Lease shall commence on January 1, 2022 (the "Commencement Date") and shall end on December 31, 2022 (the "Term"), subject to the terms and conditions of this Lease. The parties acknowledge that Landlord gave possession of the Premises to Tenant on the Commencement Date.

3. Permitted Use.

(a) Liquor License. Tenant may use the Premises to operate a restaurant and bar, to provide catering services, to rent banquet rooms, to host events, to provide on-course food and beverages for the Golf Course, and for all ancillary purposes (collectively, the "Restaurant Operations"). Tenant is responsible for obtaining and maintaining a liquor license to provide the Restaurant Operations. Prior to expiration of the liquor license, Tenant will apply to renew the license in Tenant's name; Landlord shall provide all cooperation reasonably requested by Tenant to renew the liquor license. Tenant shall have a staff member who is able to sell alcohol at the Premises by 10:00 am on all days which the Golf Course is open for golf.

(b) Gaming. Tenant shall be allowed to have games of chance on-site as long as it meets the requirements of Chapter 53-06.1 of the North Dakota Century Code. Tenant shall have a staff member who is able to pay out winners at the Premises at all times the gaming is active.

4. Rent.

(a) **Base Rent.** Tenant shall pay to Landlord \$2,000.00 as base rent for the Premises ("Base Rent").

Tenant will pay the Base Rent annually to Landlord, on or before December 31, 2022.

(b) Percentage Rent. In addition to Base Rent, Tenant shall also pay to Landlord as rent for the Premises a percentage of Gross Sales that is generated from the Restaurant Operations at the Premises ("Percentage Rent"). Said percentage shall be 1.5% of gross sales. Tenant will pay Percentage Rent in monthly installments and in arrears. Tenant shall pay Percentage Rent for each partial and full month in the Term within 60 days following the end of each calendar month.

(c) For purposes of this Lease, "Gross Sales" means the total dollar aggregate of (a) the entire amount of the price charged by Tenant for all food and beverages sold at or in connection with the Premises, (b) of the price charged by Tenant for all services sold or performed at or in connection with the Premises, and (c) all other things of value received by Tenant from Tenant's operations at or in connection with the Premises, including without limitation gift certificates and all deposits not refunded to customers. For the purpose of ascertaining Gross Sales, the following may be deducted: (i) uncollectible credit accounts, bad debts, or other losses; (ii) cash or credit refunds made upon transactions included within Gross Sales; (iii) tips; and (iv) the amount of any sales or other tax on such sales, provided such tax is both added to the selling price and is actually paid to the taxing authority.

(d) At the time Percentage Rent for a month is paid, Tenant shall submit to Landlord a written statement showing the amount of Gross Sales during that month, and an itemization of all permissible deductions from Gross Sales. Upon reasonable advance written notice of at least 30 days, Landlord shall have the right to inspect and examine Tenant's books and records as they relate to Gross Sales. Tenant shall cause all such books and records to be made available for such examination at the Premises. Landlord shall pay the cost of any such examination. If any such examination conclusively discloses that the actual amount of Gross Sales exceeds the amount reported, then Tenant shall promptly pay Landlord all additional Percentage Rent due to Landlord.

(e) Base Rent and Percentage Rent are sometimes collectively referred to as "Rent" in this Lease. Tenant will make all Rent payments to Landlord at the address of Landlord set forth below in the Notice section of this Lease, or at such other place or in such other manner as Landlord may from time to time designate in writing.

5. Equipment. Landlord agrees that this Lease includes (and Tenant may use) all furnishings, fixtures, and equipment that is owned or legally controlled by Landlord and was located in the Premises on the Commencement Date (the "**Existing Equipment**"). The Existing Equipment shall include without limitation all camera systems that are required as a condition of holding and maintaining the liquor license. Tenant shall be responsible for the repair and maintenance of the Existing Equipment during the term of this Lease. If Tenant determines that any Existing Equipment needs to be replaced, or if Tenant wishes to have any additional furnishings, fixtures, and equipment, then Tenant may purchase such items at Tenant's sole cost. Any furnishings, fixtures, and equipment purchased by Tenant shall be referred to herein

as the “**New Equipment.**” All New Equipment shall belong to Tenant and may be removed by Tenant at the expiration or earlier termination of this Lease, or at any other time.

6. **Utilities; Janitorial Service.** At Landlord’s sole cost and expense, Landlord shall furnish all heat, electricity, water/sewer, and natural gas for the Premises. Tenant shall provide janitorial services for the Building, including all common areas. Landlord will provide janitorial services for the pro shop and monthly cleaning of the Building for non-day-to-day things (carpet shampooing, etc.).

7. **Property Expenses.**

(a) Landlord acknowledges and agrees that this is a “gross lease”, and Tenant is not obligated to pay a proportionate share of any of Landlord’s expenses associated with the maintenance, repair, or operation of the Property.

(b) Landlord shall at its sole cost and expense be responsible for maintaining, repairing, and operating the Property, including without limitation: (i) maintaining, repairing and replacing the roof, structural walls, and foundation of the Building; (ii) maintaining, repairing and replacing the parking areas of the Property; (iii) maintaining, repairing and replacing all common areas; (iv) maintaining, repairing and replacing all landscaping and all outdoor lighting; (v) maintaining, repairing and replacing the electrical, mechanical, plumbing, heating and air conditioning systems, facilities and components located on the Property; (vi) providing janitorial service for all areas except the Premises; (vii) removing snow and ice from the exterior common areas; (viii) complying with federal, state, or local laws; (ix) paying insurance premiums and deductibles; (x) paying utility charges; and (xi) paying such other expenses as may ordinarily be incurred in connection with maintaining, repairing and operating a property similar to the Property.

8. **Care of Premises.** Subject to Section 7(b) above, Tenant shall at its sole cost and expense be responsible for operating, maintaining, repairing, and managing the Premises. Tenant shall keep the Premises in a clean and sanitary condition. Tenant shall be solely responsible for the security and safeguarding of the Premises, and of all property of Tenant that is kept or stored in the Premises.

9. **Restaurant Operations.**

(a) Landlord agrees that Tenant has full and sole responsibility and control to provide Restaurant Operations at the Property. In providing the Restaurant Operations, Tenant shall not be subject to the oversight or control of Landlord, any board, or any other governing body. Tenant has the exclusive right to provide the Restaurant Operations at the Property and at the Golf Course. Landlord shall not allow any third party to use any portion of the Building, the Property, or the Golf Course in any manner that would directly or indirectly compete with Tenant’s Restaurant Operations.

(b) Notwithstanding the foregoing, Tenant agrees to comply with all North Dakota High School Activities Association (NDHSAA) rules related to alcohol and gambling during NDHSAA events at the Golf Course. Landlord will work with Tenant to pick the dates for the events to the extent reasonable. There will be no more than six (6) NDHSAA events at the Golf Course per year.

(c) Tenant will offer food and beverage service to all patrons of the premises and on the Golf Course during all reasonable hours.

(d) Tenant shall receive all revenue from food and beverage sales in the restaurant, on the course and in the Pro Shop. For tournaments, scrambles, and other golf events that include a package of golf and food and/or beverage, Landlord shall be entitled to golf revenue and Tenant shall be entitled to food and beverage revenue. The Parties shall determine those shares prior to the event.

10. Pro Shop and Golf Course Operations.

(a) Landlord is solely responsible for managing, staffing, and operating the Pro Shop.

(b) The Pro Shop shall be open each day for standard hours. The Golf Course shall be open each day for standard hours. Any decision to close the Golf Course by Landlord due to bad weather shall be made in good faith.

11. Alterations. Tenant may make cosmetic and non-structural Alterations to the interior of the Premises without Landlord's prior written the consent. of Landlord or the City. Tenant shall not make any structural alterations to the Premises without prior written consent of Landlord which consent shall not be unreasonably withheld.

12. Tenant's Default. The following shall be events of default by Tenant under this Lease (a "Tenant Default"): (i) Tenant fails to pay in full when due any Rent; or (ii) Tenant fails to comply with any provision or covenant of this Lease (other than the payment of a monetary sum), and the failure is not cured within 30 days after written notice to Tenant. Upon the occurrence of a Tenant Default, Landlord shall have the right to pursue any remedy at law or in equity available to Landlord, including without limitation the termination of this Lease, but Landlord shall have an obligation to mitigate its damages.

13. Landlord's Default. The following shall be events of default by Landlord under this Lease (a "Landlord Default"): Landlord fails to comply with any provision or covenant of this Lease, and the failure is not cured within 30 days after written notice to Landlord. Upon the occurrence of a Landlord Default, Tenant shall have the right to pursue any remedy at law or in equity available to Tenant, including without limitation the termination of this Lease, but Tenant shall have an obligation to mitigate its damages.

14. **Surrender.** On the last day of the Term or on the sooner termination thereof in accordance with this Lease, Tenant shall peaceably surrender the Premises in the condition required by this Lease. On or before the surrender date, Tenant may at its expense remove all of its property from the Premises (including without limitation any New Equipment), and any improvements installed by Tenant at Tenant's expense, and shall repair any damage caused by the removal.

15. **Holding Over.** If Tenant fails to surrender immediate possession of the Premises to Landlord by the expiration of sooner termination of this Lease, Landlord may at its option serve notice to Tenant that Tenant's holdover constitutes: (i) renewal of this Lease for one month, and from month to month thereafter; or (ii) creation of a tenancy at sufferance. Until Landlord gives said notice, and if Landlord does not give said notice, then Tenant's holdover shall be deemed a tenancy at sufferance.

16. **Landlord's Insurance.** Landlord, at its sole cost and expense, shall obtain and maintain during the Term of this Lease casualty insurance on the Building, in form and amounts deemed necessary by Landlord in its sole but reasonable discretion. Such insurance shall cover the replacement cost of the Building and shall cover all of the Existing Equipment. Landlord, at its sole cost and expense, shall also obtain and maintain for its own benefit commercial general liability insurance against claims for personal injury, death or property damage occurring upon, in or about the Property. Landlord shall cause to be inserted in each insurance policy required by this Section a so-called "Waiver of Subrogation Clause" as to Tenant. Landlord hereby waives, releases and discharges Tenant, its agents and employees from all claims whatsoever arising out of loss, claim, expense, or damage to or destruction covered or covetable by insurance required under this Section, unless such loss, claim, expense, or damage was caused by Tenant, its agents, or employees' willful misconduct.

17. **Tenant's Insurance.** Tenant, at its sole cost and expense, shall obtain and maintain during the Term of this Lease commercial general liability insurance (in form and amounts deemed necessary by Tenant in its sole but reasonable discretion) with respect to the Premises and Tenant's activities upon and about the Property including dram shop coverage available to it. Tenant may keep in force, at its sole expense, casualty insurance against loss or damage by fire and other risks for the furniture, trade fixtures, equipment, merchandise, and all other property owned by Tenant at the Premises. Tenant shall cause to be inserted in each insurance policy required by this Section a so-called "Waiver of Subrogation Clause" as to Landlord. Tenant hereby waives, releases and discharges Landlord, its agents and employees from all claims whatsoever arising out of loss, claim, expense, or damage to or destruction covered or covetable by insurance required under this Section, notwithstanding that such loss, claim, expense, or damage may have been caused by Landlord, its agents, or employees.

18. **Casualty.** If a material portion of the Building is damaged or destroyed by fire or other casualty, either party shall have the right to terminate this Lease upon written notice given to the other party within 60 days after the damage or destruction. If neither party terminates this Lease, then Landlord shall restore the Building and the Premises to its pre-

casualty condition, and Tenant’s obligation to pay Rent under this Lease shall be abated during such period of time until the Premises and Building are restored. Tenant acknowledges and agrees that Landlord’s property insurance will not cover any furniture, equipment, fixtures, merchandise, inventory, and personal property that is owned by Tenant and is located at the Property.

19. **Condemnation.** If the entire Building is taken by condemnation, this Lease shall automatically terminate as of the date of taking. If only a portion of the Building is taken, either party shall have the right to terminate this Lease upon written notice given to the other party within 60 days after the date of taking. If only a portion of the Premises is taken, and this Lease is not terminated, then Landlord shall restore the Premises to a tenantable condition, and Tenant’s obligations to pay Rent under this Lease shall abate during such period of time as the Premises are untenable, in the proportion that the untenable portion of the Premises bears to the entire Premises.

20. **Assignment and Subletting.** Tenant shall not assign or sublet this Lease or the Premises (or any part thereof) without the written consent of Landlord.

21. **Signs.** Tenant shall have the right to modify the existing signage at the Property, and to install new signage at the Property with consent of Landlord. Landlord shall not withhold consent for reasonable requests.

22. **Notices.** All notices required or permitted by any provisions of this Lease shall be directed to the other party, postage prepaid, by certified or registered mail, at the following address, or at such other address as the either party may designate in writing:

IF TO LANDLORD:
City of Watford City
PO Box 494
213 2nd St. NE
Watford City, ND 58854

IF TO TENANT:
Six Shooter, LLC
Attn: Angela Pelton
PO Box 526
120 North Main Street
Watford City, ND 58854

23. **Miscellaneous.** Time is of the essence with respect to the performance of every provision of this Lease in which time of performance is a factor. This Lease is governed by, and must be interpreted under, the internal laws of the state in which the Property is located. Any suit arising from or relating to this Lease must be brought in state court in the County in which the Property is located; Landlord and Tenant each waive the right to bring suit elsewhere. This Lease contains the entire agreement between the parties with respect to the leasing of the Premises. All preliminary and contemporaneous negotiations, including, without limitation, any letters of intent or other proposals and any drafts and related correspondence, are merged into and superseded by this Lease. No subsequent alteration, amendment, change or addition to this Lease is binding on Landlord or Tenant unless it is in writing and signed by both parties. If any covenant, condition, provision, term, or agreement of this Lease is, to any extent, held

invalid or unenforceable, the remaining portion thereof and all other covenants, conditions, provisions, terms, and agreements of this Lease, will not be affected by such holding, and will remain valid and in force to the fullest extent permitted by law. Landlord and Tenant each represent and warrant that this Lease is a duly authorized obligation of said party. The individuals signing this Lease on behalf of Landlord and Tenant represent and warrant that they are duly authorized to sign on behalf of and to bind said party.

24. **Counterparts.** This Lease may be executed in any number of counterparts and all such counterparts shall, for all purposes, constitute one agreement binding on all the parties hereto notwithstanding that all parties are not signatories to the same counterpart, provided that each party has signed at least one counterpart. This Lease may be executed and delivered by facsimile transmission or electronic transmission in .pdf or similar universally readable format and the parties hereto may rely upon all such facsimile or electronic signatures as though such facsimile or electronic signatures were original signatures.

Landlord and Tenant each caused this Lease to be executed and delivered by its duly authorized representative to be effective as of the Effective Date.

LANDLORD:

CITY OF WATFORD CITY

By: _____
Print Name: _____
Print Title: _____

TENANT:

SIX SHOOTER, LLC, A North Dakota limited liability company

By: _____
Print Name: _____
Print Title: _____

Watford City Visitor's Committee

Meeting Minutes

March 1, 2022

9:00 a.m.

Members Present: Bethany Devlin, Ryan Seigfreid, Neal Shipman

Members Not Present: Brady Lund, Roger Maki

Other people present: Brianna Chaffee, Laura Dokken, Melanie Smith with Bakken Oil Rush, Dan Kelly with Vision West.

Meeting called to order at 9:00 a.m. by Committee Chair, Bethany Devlin.

Motion made by committee member Neal Shipman to approve minutes from December 1, 2021 meeting. Second by Ryan Seigfreid. Motion carried unanimously.

Discussion about the finances and that the committee is on pace to only have \$160,000 in the budget for 2023.

The committee discussed the McKenzie County Tourism request for \$4,000.00 to add 2 more carousel ads to the 2022 year. The committee is encouraging Doug to find the monies in his budget for the 2 extra ads. Motion by Ryan Seigfreid to deny the application. Second by Neal Shipman. Motion carried unanimously.

Melanie Smith with the Bakken Oil Rush presented a request for \$4,500 for their annual Comedy Café event. The funds would be used to promote and advertise the event. Melanie explained that she would like to send out mailers this year as well. The committee discussed the request and was wondering if the Bakken Oil Rush could come back at a later date, since the event isn't until this fall, with this application if funds improve for the committee. Motion by Ryan Seigfreid to deny the application. Second by Neal Shipman. Motion carried unanimously.

Dan Kelly with Vision West presented a request for \$1,000 for the committee to sponsor the event. The committee discussed with Dan that they would like to see the funds go towards advertising the event instead of a sponsorship. Dan was in agreeance with the updated request and will be submitting receipts for advertising. The City will get one registration for a participant through this request for the event. Motion by Ryan Seigfreid to approve the \$1,000 request. Second by Neal Shipman. Motion carried unanimously.

Next meeting will be in June 2022 if no requests come in.

Meeting adjourned 9:30 AM

Secretary Brianna Chaffee

Watford City Visitor's Committee Meeting

Agenda

March 1, 2022

9:00 am

Members: Neal Shipman, Roger Maki, Bethany Devlin, Brady Lund, Ryan Seigfreid

1. December 1, 2021 meeting minutes.
2. McKenzie County Tourism - \$4,000
3. Bakken Oil Rush - \$4,500
4. Vision West - \$1,000

02/24/22
16:00:08WATFORD CITY, ND
Cash Report by Fund/Account
For the Accounting Period: 2/22Page: 1 of 1
Report ID: L160

Funds 2280-2280

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
2280 OCCUPANCY TAX						
101000 Cash - Operating	47,912.16	12,150.80	0.00	0.00	0.00	60,062.96
101010 Cash - Committed	209,953.57	0.00	0.00	0.00	4,809.32	205,144.25
Total Fund	257,865.73	12,150.80	0.00	0.00	4,809.32	265,207.21
Totals	257,865.73	12,150.80	0.00	0.00	4,809.32	265,207.21

*** Transfers In and Transfers Out columns should match, with the following exceptions:
 1) Cancelled electronic checks increase the Transfers In column. Disbursed column will be overstated by the same amount and will not balance to the Redeemed Checks List.
 2) Payroll Journal Vouchers including local deductions with receipt accounting will reduce the Transfers Out column by the total amount of these checks.

Watford City Visitor's Committee

Meeting Minutes

December 1, 2021

9:00 a.m.

Members Present: Neal Shipman, Bethany Devlin, Brady Lund, Ryan Seigfreid

Members Not Present: Roger Maki

Also Present: Doug Bolken via phone, Nick Ybarra, Jessie Scofield, Heather Wisness, Terry Moe, Sara Fitzpatrick, Mary Gumke, Sally Fish, Laura Dokken, Brianna Chaffee

Meeting called to order at 9:00 a.m. by Committee Chair, Bethany Devlin.

Committee Chair Bethany Devlin opened the meeting up for public comment. The committee heard presentations from each person that was at the meeting about their 2022 budget requests.

Motion made by committee member Neal Shipman to approve minutes from September 28, 2021 meeting. Second by Ryan Seigfreid. Motion carried unanimously.

Terry Moe with Rough Rider Center presented a 2022 budget request in the amount of \$60,000. Terry explained that the funds would be used for events, advertising and marketing the Rough Rider Center for people to come and use the facility. The committee asked about the billboard dollars that were in the budget. Terry explained that he talked with Doug Bolken about it, and we can eliminate that from the RRC budget since Tourism already has a billboard.

Nick Ybarra with L.A.N.D. presented a 2022 budget request in the amount of \$15,000. Nick explained that the funds would be used for advertising and marketing all of his events that he has. He told the committee that he will probably change a few events and possibly add some.

Laura Dokken presented a 2022 budget request for the Fox Hills Golf Course in the amount of \$4,500. Laura explained that the funds would be used for advertising/marketing the 18-hole golf course.

The McKenzie County Cowboy Association submitted a 2022 budget request of \$8,000.

Mary Gumke with Watford City Chamber of Commerce presented a 2022 budget request in the amount of \$18,500. Mary explained that they will be switching up some advertising for Ribfest and Homefest and doing a few different things. She also mentioned that there will most likely be a dedication ceremony during Homefest for the Veterans Memorial Park.

McKenzie County Heritage Association submitted a 2022 budget request of \$2,000.

The Long X Visitor Center/Pioneer Museum submitted a 2022 budget request of \$5,000.

Jessie Scofield with Long X Arts Foundation presented a 2022 budget request in the amount of \$14,650. Jessie explained that the funds would be used for the concert series, brochure prints, and other marketing items.

2.

McKenzie County Tourism

Due to available Lodging Tax Funds and lack of co-op dollars from ND Tourism, McKenzie County Tourism reduced their campaign to Miles Partnership (similar to what we did in 2021) and Facebook Ads & Google Search management. This was approved in our December Lodging Tax Funding Meeting.

\$4,000

Facebook: \$1,500 (\$500/ad)

3 carousel/instant experience ads

Google Search: \$2,500

To run the full five months, budget would be roughly \$15/day

Estimated 10-18 clicks/day

With the success generated from the 2021 campaign, I would like to increase our presence in the North Dakota marketplace to \$8,000 or doubling what we initially planned.

\$8,000

Facebook: \$2,500 (\$500/ad)

(5 carousel/instant experience ads)

Google Search: \$5,500

To run the full five months, budget would be roughly \$35/day

Estimated 30-38 clicks/day

We will work off of the success of 2021 and add new carousel ads that will include Meeting Spaces in Watford City in addition why Watford City is the premier sports venue.

Please consider an additional \$4,000 for McKenzie County Tourism.

I am asking for this amount now as I am planning our complete 2022 Marketing plan.

Thank you for your time.

Doug

Attn: Lodging Tax Committee
From : Doug Bolken, McKenzie County Tourism
RE: Additional Funding Request

McKenzie County Tourism worked with MABU to launch a "Get Some Distance" Facebook campaign on May 24, 2021. The campaign ran through September 2, 2021 and included three (3) carousel ads highlighting the fun activities and events this summer in McKenzie County.

Facebook

MCT worked with MABU to launch a "Get Some Distance" Facebook campaign on May 24, 2021. The campaign ran through September 2, 2021 and included three (3) carousel ads. The "Get Festive" and "Family Fun" ads began on May 24 and ran through July 18 featuring various photos that highlighted the fun activities and events available this summer in McKenzie County. The third ad, "Outdoor Adventure," ran August 1-September 2 highlighting outdoor activities in the area. All ads performed very well with engagement, clicks and click-through rates trending above-average throughout.

Get Festive

Link clicks: 701

Impressions: 45,224

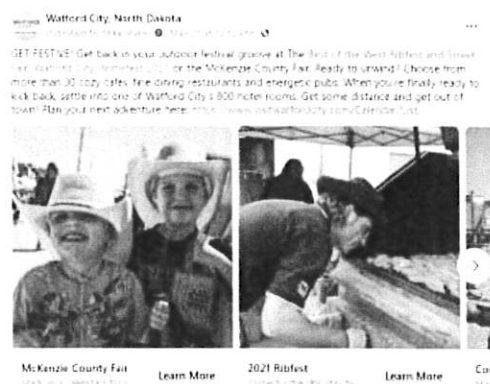
Link click-through rate: 1.55% (above industry average of 0.90%)

Post comments: 2

Post shares: 1

Post reactions: 52

Post saves: 2



Family Fun

Link clicks: 381

Impressions: 36,861

Link click-through rate: 1.03% (above industry average of 0.90%)

Post comments: 1

Post shares: 0

Post reactions: 22

Post saves: 0



Outdoor Adventure

Link clicks: 1,305

Impressions: 106,610

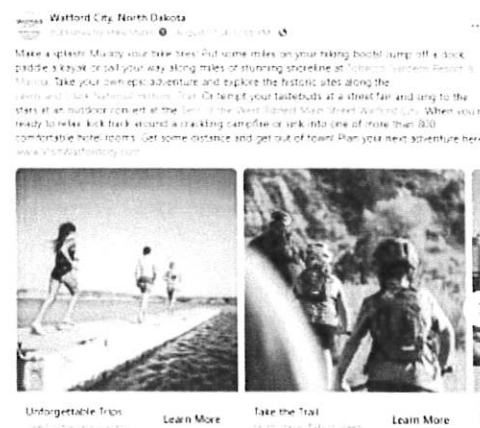
Link click-through rate: 1.22% (above industry average of 0.90%)

Post comments: 1

Post shares: 4

Post reactions: 106

Post saves: 3

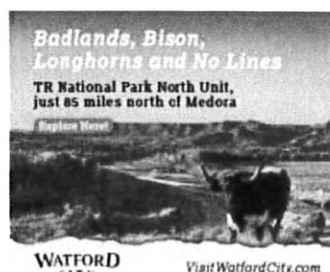


The "Get Festive" ad set out-performed better than the other two ad sets and received the highest engagement numbers and click-through rate. Overall, the entire campaign served 382,879 impressions, received 5,522 link clicks through to the website and achieved an above average CTR of 1.44% (travel industry average is 0.90%). Facebook continues to be an excellent platform for McKenzie County Tourism to have a presence on.

Programmatic display ads also ran from July 16-August 16 targeting visitors within a 10-mile radius of Medora, promoting the TRNP North Unit.

Programmatic Display

This summer, Theodore Roosevelt National Park in Medora had lines to get into the park. McKenzie County is home to the much less traveled TRNP North Unit. Therefore, we launched a display ad campaign targeting visitors within a 10-mile radius of Medora, encouraging them to check out the North Unit. The campaign launched on July 16 and ran through August 16. The following information includes the data achieved for the full duration of the flight. While the CTR was below the industry average, this is common with a smaller radius target. The ads still received a nice number of clicks and generated awareness with over 88,000 impressions served.



Clicks: 89

Impressions: 88,198

Click-through rate: 0.10% (below the industry average CTR of 0.39%)

We were also able to take advantage of several co-op opportunities available through ND Tourism. Initially, ND Tourism provided matching funds toward digital co-op placements which were on a first-come, first served basis. Through COVID related federal funding, ND Tourism and ND Commerce provided an additional 90% - so what originally costed \$5,000 now was \$500. This allowed McKenzie County Tourism to take advantage of many co-op opportunities. Through this program, McKenzie County Tourism partnered with AAA Living Magazine, Forum Communications, Odney, Sojern and Miles Partnership.

Odney

MCT purchased retargeting display ad placements through Odney. The display ads behaviorally targeting users who have shown interest in traveling to ND. MCT was also able to leverage the active user audience built off the ND Tourism website. The retargeting campaign ran from June 15-August 15 and targeted adults 24-54 in ND, Minneapolis and Chicago. It achieved over 1,000 clicks and an above industry average CTR of 0.42%.



Odney Retargeting

- Clicks: 1,015
- Impressions: 243,913
- CTR: 0.42% (above industry average of 0.39%)



Sojern

MCT booked a three-month display ad campaign through Sojern which ran from May 1-July 31. The ads targeted adults 24-65 throughout the United States and Canada (Saskatchewan and Manitoba). The ads garnered impressive reach and awareness with over one million impressions.

- Clicks: 1,035
- Impressions: 1,004,870
- CTR: 0.10% (below industry average of 0.39%)



Miles Partnership

MCT signed on with Miles Partnership for a six-month campaign as part of ND Tourism's 2021 Co-op Program. During the months of May, July, August, September, October and December, MCT receives ad placements in six ND Tourism e-newsletters which are sent to 40,000 opt-in subscribers. Below is the data achieved during the first three months. September's data will be available in late October. MCT's ads continue to see a high number of clicks and click-through rates, and the emails achieve very high open rates, making this a worthwhile partnership with ND Tourism.

July's feature:

Summertime email stats from ND Tourism's e-newsletter:

- May: 35,758 delivered, 15,874 opens, 173 clicks
- July: 35,031 delivered, 15,316 opens, 95 clicks
- August: 34,818 delivered, 14,754 opens, 159 clicks

Summertime email totals:

- 105,607 emails delivered
- 45,944 emails opened
- 427 clicks on the ads
- 0.40% ctr (below the travel industry avg. benchmark of 2.17%)
- 43.5% open rate (above the travel industry avg. benchmark of 10.49%)

FEATURED PARTNERS

 <p>Where the Buffalo Room</p> <p>Discover the American Bison at the National Buffalo Museum with a short film, interactive exhibits and children's play area. Be sure to shop our store and see the herd!</p> <p>Visit the Museum</p>	 <p>Make a Splash in Lake Sakakawea!</p> <p>Get some distance on the shores of Lake Sakakawea! Jump off a dock, paddle a kayak or sail your way along miles of stunning shoreline. Then camp under the stars or relax in style in a plush hotel room.</p> <p>Plan Your Trip!</p>	 <p>Sheneyne RiverFest August 5-8!</p> <p>Get on the beautiful Sheneyne River in Valley City or Fort Ransom State Park at the 3rd annual RiverFest. Help beat the record for non-motorized crafts launch. We added a Friday night car cruise!</p> <p>Paddle Sheneyne!</p>
---	--	---

AAA Living Magazine

MCT purchased ad space in AAA Living Magazine (circulation: 34,133) which included a half-page ad in the September issue and a full-page ad in their December issue in the Road Trip section. The September ad also included a full-page advertorial, reader's service, and listing on AAA's lead generation page.

September
Full-page ad


Get Some Distance!

Put some miles on your hiking boots in the pristine Theodore Roosevelt National Park's North Unit. Make a splash, kayaking on Lake Sakakawea's historic waters. Muddy your bike tires on the Mash Dosh Hwy Trail.

Ready to unwind? Kick back with fine dining, casual eatery and cocktail bars, and stay at one of our stunning hotels.

30 Restaurants
700 Hotel Rooms

WATFORD CITY
VisitWatfordCity.com



Advertorial

Along with abundant culture and outdoor adventures, Watford City offers guests more than 700 hotel rooms and dozens of restaurants featuring everything from steak to sushi, and bustling cocktail bars and pubs.

Watford City

<p>Theodore Roosevelt National Park North Unit</p> <p>You'll find bison and other abundant, watchable wildlife in the national park. But Texas Longhorns in the Badlands? You bet, but only in the park's North Unit!</p> <p>Fort Union Trading Post National Historic Site</p> <p>At Fort Union, many Texans gathered to trade goods like buffalo robes and beads from around the world.</p> <p>Mash Dosh Hwy Trail</p> <p>This world-renowned 81-mile trail system is perfect for hiking, biking or horseback riding.</p>	<p>MHA Native Earthlodge Village and Museum</p> <p>Be captivated by a colorful fall preview, an Earthlodge Village. Three Affiliated Tribes Museum and the new Interpretive Center.</p> <p>Long X Trading Post and Pioneer Museum</p> <p>This stop features a two-story Pioneer Museum, geological exhibits, pride of Dakota products and an ice cream shop with hand-scooped cones.</p> <p>Tribesmen Outdoor Resort & Marina</p> <p>Only 25 miles north of Watford City, outdoor enthusiasts enjoy camping, kayaking, fishing, hiking and hunting along the breathtaking south shores of Lake Sakakawea.</p>
--	--

December
Half-page ad

Endless Adventure Awaits!

Put some miles on your hiking boots in the pristine Theodore Roosevelt National Park's North Unit. Make a splash, kayaking on Lake Sakakawea's historic waters. Muddy your bike tires on the Mash Dosh Hwy Trail. Ready to unwind? Kick back with fine dining, casual eatery and cocktail bars, and stay at one of our stunning hotels.

Plan your next adventure here!

WATFORD CITY
VisitWatfordCity.com



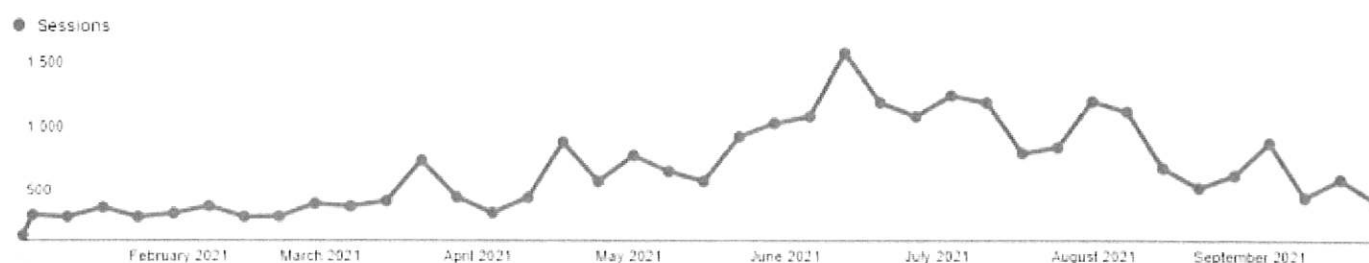
Forum Communications

MCT also partnered with Forum Communications to leverage their online Forum Network and programmatic display inventory. The package included standard display ads, connected TV, as well as native display ads.

The campaign ran July 21-September 30 targeting North Dakota, eastern Montana and northern South Dakota residents. Overall, the ads performed well across all three platforms serving 675K impressions and receiving 448 clicks through to the website. While the CTR's were below industry average, the video completion rates well-exceeded the industry benchmark.

What does all this mean?

The following data and charts represent web traffic information from the launch of most of the digital ad campaigns on May 1, 2021 through September 30, 2021 when most of the campaigns ended. In the graph below, you can start to see the lift in traffic beginning in May and seeing peak visitation in mid-June.



The website saw over 17,000 sessions from 15,432 unique users. Of the users, 15,122 of them (93%) were new users! This is very exciting to see and a clear indicator that people in North Dakota and outside of the state were interested in learning more about the various activities and outdoor opportunities available in and near McKenzie County. Visitors navigated through an average of 1.7 pages and spent a minute on average on your site before leaving. **The campaign strategy of targeting mainly ND residents for a second year proved to be a success.**

Users

15,432

Pages / Session

1.67

New Users

15,122

Avg Session Duration

00:01:00

Sessions

17,427

Bounce Rate

73.25%

Number of Session per User

1.13

New Visitors

93.3%

Previews

29,157

Returning Visitors

6.7%

The slight majority of visitors to the website were women (51.5%) and a slight majority of them were ages 55-64. Visits were also high from those ages 25-54.

Throughout the campaign, most website traffic came from North Dakota (4,014 users), with Minnesota coming in second at 1,808 users. Focusing on ND, the cities driving the most traffic were: Bismarck, Williston, Minot, Fargo, Dickinson, Grand Forks, Tioga and Jamestown.

3. Bakken Oil Rush

FUNDING REQUEST
Watford City Visitors' Committee

Date: 23 Feb 2022 Funding Request Number: _____
Responsible Party: (Signature) Melanie Smith
Funds Payable to: (Organization) Bakken Oil Rush Watford City Outreach
Mailing Address: PO Box 2901 Watford City, ND 58854

Changes in details for an event, such as location, length of event, etc. that were presented to the Visitors' Committee at the time the request was submitted and accepted **must be cleared with the committee before** any bills will be paid. Failure to do this will also affect funding for future projects.

Total cost of project: \$10,000/11,500
Amount requested: \$4,500

☐ Budgeted ☒ New Request

Describe briefly how funds will be used then attach detailed information to this form as requested in the guidelines on the back.
The funds would be used to promote and advertise our annual Comedy Cafe event.

THIS PART OF FORM TO BE COMPLETED BY LOCAL OFFICIALS

Tax Source (circle one): **Occupancy Tax** **Restaurant/Lodging Tax**

The Watford City Visitors' Committee requests approval from the City Council in the amount of \$_____ for the activity outlined in this request with the understanding that the funds will be used as described.

Visitors' Committee Chair Endorsement: _____ Date: _____
Visitors' Committee Secretary Endorsement _____ Date: _____
Watford City City Council approve the amount of \$ _____
Watford City Mayor's Endorsement _____ Date: _____

Reimbursement forms must be obtained from the finance department at City Hall. For reimbursement, return completed forms and receipts within 90 days of completion of the event.



Bakken Oil Rush
care-connect-collaborate

PO Box 2901
Watford City, ND 58854
701-444-2288

Dear Watford City Visitors' Committee,

Feb. 23, 2022

Bakken Oil Rush Watford City Outreach helps those in need in our community by offering services and programs which center around three core values of its mission: care, connect and collaborate. Because Bakken Oil Rush is locally owned and funded, it relies on contributions from businesses, organizations and individuals in and outside of Watford City. Comedy Café is our primary fundraising event to encourage ongoing awareness and financial support of the organization.

The 6th Annual Comedy Café is tentatively scheduled for the first Friday of October every year and has a budget of \$10,000. The current advertising budget has been limited to \$3000 and has included costs for printed posters and flyers as well as radio, newspaper, billboard, and social media advertising. However, we would like to increase this amount to \$4500 so that we can send "Every Door Direct" mailers to local and surrounding communities. Receiving funding to offset our promotional costs would allow us to increase our advertising reach geographically and would also free up more money in our budget to use toward hiring more established entertainers. Reaching out to other communities in North Dakota and eastern Montana potentially brings extra tourism to our city while promoting awareness of the top quality events being held in Watford City.

The local board of directors for Bakken Oil Rush and I are proud to host Comedy Café, which has become a celebrated and anticipated evening of community and laughter! We hope you will help us in our promotional efforts so that we can reach an even greater audience.

With much appreciation,

Melanie Smith
Executive Director
701-339-6188

Comedy Café 2022 Budget

Section , ItemA.

Artists	\$5,000
Production	1550
Operations	450
Advertising	<u>3000/4500</u>
Total	\$10,000/11,500

4.

Vision West

FUNDING REQUEST

Watford City Visitors' Committee

Date: 2/24/2022 Funding Request Number: _____

Responsible Party: (Signature) Don Kelly

Funds Payable to: (Organization) Vision West

Mailing Address: 2493 4th Ave West, Suite G, Dickinson, North Dakota 58601

Changes in details for an event, such as location, length of event, etc. that were presented to the Visitors' Committee at the time the request was submitted and accepted **must be cleared with the committee before** any bills will be paid. Failure to do this will also affect funding for future projects.

Total cost of project: \$50,450.00

Amount requested: \$1,000.00

☐ Budgeted

☒ New Request

Describe briefly how funds will be used then attach detailed information to this form as requested in the guidelines on the back.

Please see the Sponsorship Invitation Form I have attached. On April 26 and 27 approximately 200 professionals will be attending a workshop at the Roughrider Center. They will be staying in Watford city hotels and eating at local restaurants.

THIS PART OF FORM TO BE COMPLETED BY LOCAL OFFICIALS

Tax Source (circle one): Occupancy Tax **Restaurant/Lodging Tax**

The Watford City Visitors' Committee requests approval from the City Council in the amount of \$_____ for the activity outlined in this request with the understanding that the funds will be used as described.

Visitors' Committee Chair Endorsement: _____ Date: _____

Visitors' Committee Secretary Endorsement _____ Date: _____

Watford City City Council approve the amount of \$ _____

Watford City Mayor's Endorsement _____ Date: _____

Reimbursement forms must be obtained from the finance department at City Hall. For reimbursement, return **completed forms and receipts** within 90 days of completion of the event.



February 2022

SPONSORSHIP INVITATION

We are inviting you to become a sponsor for our upcoming **Summit on Behavioral Health in Energy Country**. This important educational summit is sponsored by Vision West ND. The date is April 26-27, 2022 at the Rough Rider Center in Watford City.

This Summit is designed to help companies, agencies, communities, and counties identify potential steps to positively address this local, state, and national issue of Behavioral Health issues. The Summit will invite social workers, HR officers, hospital and clinic personnel, schools, licensed addiction counselors, safety officers, and local officials, and many others to learn from experts in a variety of topics. The Summit is open to the public and is not restricted to just western North Dakota.

Please consult the accompanying opportunities attached to this invitation. The package details each type of sponsorship. Please consider sponsoring at the same level or a level that best suits your budget and organization.

Beyond your sponsorship, we welcome you to join us by participating as a registrant for the event. For more information, please go to www.visionwestnd.com and click on the Behavioral Health tab at the top of the site.

On behalf of Vision West ND, we thank you for your consideration to support this important event.

Most sincerely,

A handwritten signature in black ink, appearing to read "Dan Kelly".

Dan Kelly
Vision West ND Behavioral Health Committee Chair
McKenzie County Healthcare Systems Benefits Director and former CEO

2022 SPONSOR BENEFITS



- 5K Champion Sponsor: \$5,000
- 2.5K Benefactor Sponsor: \$2,500
- 2.5K Keynote Sponsor: \$2,500
- 1.5K Reception Sponsor: \$1,500
- 1K Supporter Sponsor: \$1,000
- 1K Meal Sponsor: \$1,000
- \$850 Break Sponsor: \$850
- \$600 Friendship Sponsor: \$600

	Friend Sponsor \$600	Break Sponsor \$850	Meal Sponsor \$1,000	Supporter \$1,000	Reception Sponsor \$1,500	Keynote Sponsor \$2,500	Benefactor Sponsor \$2,500	Champion Sponsor \$5,000
All benefits plus stage naming.								X
All benefits plus breakout session sponsor recognition.							X	X
All benefits below plus recognition in Summit social media marketing.						X	X	X
All benefits below plus banner advertisements on selected presentation and customized report.				X	X	X	X	X
All benefits below plus sponsorship video played during breaks.	X	X	X	X	X	X	X	X
Logo placement on the website, visual and verbal recognition during event.	X	X	X	X	X	X	X	X
Complimentary admission for # of attendees	1	1	1	1	2	2	2	3

RESOLUTION #2022-04
NORTH DAKOTA MUNICIPAL GOVERNMENT WEEK

A RESOLUTION OF THE CITY OF WATFORD CITY RECOGNIZING CITY GOVERNMENT WEEK, APRIL 4-8, 2022 AND ENCOURAGING ALL CITIZENS TO SUPPORT THE CELEBRATION AND CORRESPONDING ACTIVITIES.

WHEREAS, city government is the government closest to most citizens and the one with the most direct daily impact upon its residents; and

WHEREAS, city government is administered for and by its citizens and is dependent upon public commitment to and understanding of its many responsibilities; and

WHEREAS, city government officials and employees share the responsibility to pass along their understanding of public services and their benefits; and

WHEREAS, North Dakota City Government Week is a very important time to recognize the important role played by city government in our lives; and

WHEREAS, the North Dakota League of Cities and its member cities have joined together to teach students and other citizens about municipal government through a variety of different projects and information; and

WHEREAS, North Dakota City Government Week offers an important opportunity to convey to all the citizens of North Dakota that they can shape and influence government through their civic involvement.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF WATFORD CITY AS FOLLOWS:

Section 1. That the City of Watford City does encourage all citizens, city government officials and employees to do everything possible to ensure that this week is recognized and celebrated accordingly.

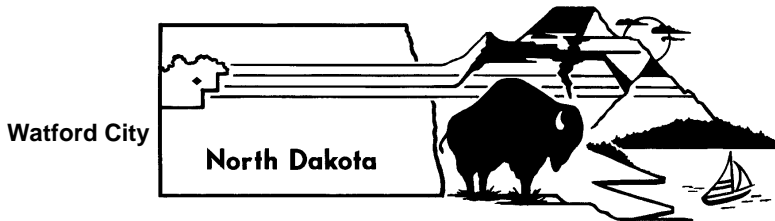
Section 2. That the City of Watford City does encourage educational partnerships between city government and schools.

Section 3. That the City of Watford City does support and encourage all city governments to actively promote and sponsor "North Dakota City Government Week."

PASSED AND ADOPTED BY THE CITY OF WATFORD CITY

Philip K Riely, Mayor

Date



City of Watford City
Laura Dokken, Finance Director
 213 2nd St. NE / PO Box 494
 Watford City, ND 58854
 Ph. 701-444-8418
 Fax 701-444-3004
www.cityofwatfordcity.com

Report to City Council March 2022

2022 Revenue v. Expenses to Date

All Funds

Revenue through 02.28.2022 \$15,814,282.80

Expenses through 02.28.2022 \$12,723,457.59

General Fund

Revenue through 02.28.2022 \$1,816,567.25

Expenses through 02.28.2022 \$2,269,736.10

Road Fund

Revenue through 02.28.2022 \$241,033.19

Expenses through 02.28.2022 \$162,865.10

Fox Hills Golf Course Fund

Revenue through 02.28.2022 \$72,484.96

Expenses through 02.28.2022 \$53,360.72

Water Fund

Revenue through 02.28.2022 \$156,828.50

Expenses through 02.28.2022 \$287,886.85

Sewer Fund

Revenue through 02.28.2022 \$306,222.18

Expenses through 02.28.2022 \$456,464.73

Garbage Fund

Revenue through 02.28.2022 \$120,912.82

Expenses through 02.28.2022 \$137,793.12

GPT Fund Transfers

RECOMMENDATION:

City Council Approval of the attached GPT fund transfers, posting to February 2022.

2020 Audit

RECOMMENDATION:

Approval of the FY 12.31.2020 Audit as prepared by Schmitz-Holmstrom CPA.

City Improvements Fund 2230

RECOMMENDATION

City Council Approval of the 2022 budget amendment, expense line 2230.450500.680 increase of \$11,150 for the golf course deck pressure wash and staining. No cash transfers are necessary to complete this project.

Cemetery Fund 2080

RECOMMENDATION

City Council Approval of the 2022 budget amendment, expense line 2080.416200.680 increase of \$125,000 for the cemetery irrigation, tree moving, shed staining and turf reclamation. No cash transfers are necessary to complete this project.

MONTHLY JOURNAL ENTRIES
Posted to February 2022
JV 3568

	JANUARY	FEBRUARY	MARCH	TOTALS	Budget/12	2022 Budget Total	Amendment 01.2022	Amended Total
GPT REVENUE	AMOUNT							
Gross Production Tax	\$ 1,800,992.18	\$ 1,439,234.05		\$ 3,240,226.23	\$ 1,750,000	\$ 15,000,000.00	\$ 6,000,000.00	\$ 21,000,000.00
GPT TRANSFERS TO								
General Operating, 1000	\$ 456,250.00	\$ 456,250.00		\$ 912,500.00	\$ 456,250.00	\$ 5,475,000.00		\$ 5,475,000.00
GPT Surplus (Budget Stab), 1002	\$ 8,000.00	\$ 8,000.00		\$ 16,000.00	\$ 8,000.00	\$ 96,000.00		\$ 96,000.00
Road Fund, 2010	\$ 76,250.00	\$ 76,250.00		\$ 152,500.00	\$ 76,250.00	\$ 900,000.00	\$ 15,000.00	\$ 915,000.00
RRC Operating, 2240	\$ 96,375.00	\$ 96,375.00		\$ 192,750.00	\$ 96,375.00	\$ 919,000.00	\$ 237,500.00	\$ 1,156,500.00
Fox Hills Golf Course, 2245	\$ 32,791.67	\$ 32,791.67		\$ 65,583.34	\$ 32,791.67	\$ 386,000.00	\$ 7,500.00	\$ 393,500.00
Vehicle Replacement Fund, 2290	\$ 44,166.67	\$ 44,166.67		\$ 88,333.34	\$ 44,166.67	\$ 370,000.00	\$ 160,000.00	\$ 530,000.00
Vector & Weed, 2310	\$ 6,250.00	\$ 6,250.00		\$ 12,500.00	\$ 6,250.00	\$ 75,000.00		\$ 75,000.00
G.O. Hwy Bonds, 3010	\$ 4,500.00	\$ 4,500.00		\$ 9,000.00	\$ 4,500.00	\$ 54,000.00		\$ 54,000.00
Oil & Gas Bonds, 3050	\$ 10,625.00	\$ 10,625.00		\$ 21,250.00	\$ 10,625.00	\$ 127,500.00		\$ 127,500.00
RRC Bond, 3075	\$ 373,125.00	\$ 373,125.00		\$ 746,250.00	\$ 373,125.00	\$ 4,477,500.00		\$ 4,477,500.00
Capital Improvement, 4005	\$ 80,833.33	\$ -		\$ 80,833.33	\$ 80,833.33	\$ 970,000.00		\$ 970,000.00
Public Works Facility, 4040	\$ 458,333.33	\$ 228,400.71		\$ 686,734.04	\$ 458,333.33		\$ 5,500,000.00	\$ 5,500,000.00
Golf Course Expansion, 4039	\$ 5,416.67	\$ 5,416.67		\$ 10,833.34	\$ 5,416.67		\$ 65,000.00	\$ 65,000.00
Sewer Bonds, 5020	\$ 97,083.33	\$ 97,083.33		\$ 194,166.66	\$ 97,083.33	\$ 1,150,000.00	\$ 15,000.00	\$ 1,165,000.00
TOTAL	\$ 1,750,000.00	\$ 1,439,234.05	\$ -	\$ 3,189,234.05	\$ 1,750,000.00	\$ 15,000,000.00	\$ 6,000,000.00	\$ 21,000,000.00
Prior month GPT Fund 1001 Balance	\$ 4,901,328.27	\$ 4,952,320.45						
Plus GPT received	\$ 1,800,992.18	\$ 1,439,234.05	\$ -					
Less transfers out	\$ (1,750,000.00)	\$ (1,439,234.05)	\$ -					
Ending GPT Fund 1001 balance	\$ 4,952,320.45	\$ 4,952,320.45	\$ -					

OTHER MONTHLY CASH TRANSFERS		
MOVE FROM:	MOVE TO:	AMOUNT
		\$ -

BUDGET AMENDMENT RECOMMENDATIONS	
INCREASE/DECREASE	AMOUNT
	\$ -

M Squared Contracting, LLC
 14968 49th St NW
 Williston, ND 58801
 +1 7015771397
 hhall@mmcontractingllc.com
 www.mmcontractingllc.com



Estimate

ADDRESS

Mike Moran
 Fox Hills Golf Course
 PO Box 494
 Watford City, North Dakota
 58854

ESTIMATE # 202455

DATE 02/10/2022

DATE	ACTIVITY	DESCRIPTION	AMOUNT
	Exterior Pressure Washing	Pressure washing entire surface area before painting. The entire deck has to be washed and dried properly before stain can begin. Includes chemicals and/or degreaser. Per SF	1,715.50
	Exterior Painting	Labor to prep and apply stain and sealer to exterior deck, stairs, ramps and handrail. SF	6,862.00
	Exterior Paint Additional	Exterior stain/sealer. 5 GAL	1,351.25
		Tape, plastic, mineral spirits and misc protective materials.	186.00
	Additional	Stripper. GAL	185.00
	Drive Time Hourly	Cost for commuting crew members for work related activities. Based on hourly rate not including truck costs. Based on two-hour trips for drive time from Williston. HR	850.00
	City Building Permits	No Permit required.	0.00

M Squared Contracting, LLC and its affiliates retain the rights to adjust all quoted prices in the event of shortages, environmental impacts, freight increases, governmental regulations or based on additional findings upon demolition. Estimate is based on the visual evidence of scope of work and subject to change. Good for 5 days based on market pricing. Upon acceptance of estimate, a signature of the estimate via DocuSign will need to be completed before work can begin. Scheduling is done once estimate is approved and a contractors agreement signed. Payment is due upon completion of the work agreed upon or per each trade completion and any

TOTAL

\$11,149.75

CITY OF WATFORD CITY

FINANCIAL STATEMENTS DECEMBER 31, 2020

WITH INDEPENDENT AUDITOR'S REPORT

City Officials	1
Independent Auditor's Report	2 - 4
Government Wide Financial Statements	
Statement of Net Position	5 - 6
Statement of Activities	7
Fund Financial Statements	
Balance Sheet - Governmental Funds	8
Reconciliation of Governmental Funds Balance Sheet to the Government-Wide Statement of Net Position	9 - 10
Statement of Revenues, Expenditures, and Changes in Fund Balances - Governmental Funds	11
Reconciliation of Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balances with the Government-Wide Statement of Activities	12 - 13
Statement of Net Position - Proprietary Funds	14 - 15
Statement of Revenues, Expenses, and Changes in Net Position - Proprietary Funds	16
Statement of Cash Flows - Proprietary Funds	17
Notes to the Financial Statements	18 - 43
Required Supplementary Information	
Schedule of the Employer's Share of Net OPEB Liability and Employer Contributions	44
Schedule of the Employer's Share of Net Pension Liability and Employer Contributions	45
Statement of Revenues, Expenditures, and Changes in Fund Balances - Comparison of Budget to Actual General Fund	46
Statement of Revenues, Expenditures, and Changes in Fund Balances - Comparison of Budget to Actual Roughrider Sales Tax Fund	47
Notes to the Required Supplementary Information	48 - 49
Additional Reports	
Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Governmental Auditing Standards</i>	50 - 53
Report on Compliance for Each Major Federal Program and Report on Internal Control Over Compliance in Accordance with the Uniform Guidance	54 - 55
Schedule of Expenditures of Federal Awards	56
Notes to the Schedule of Expenditures of Federal Awards	57
Schedule of Findings and Questioned Costs	58 - 59

CITY OF WATFORD CITY

**CITY OFFICIALS
DECEMBER 31, 2020**

City Council
Matt Beard
Heidi Brenna
Bethany Devlin
Ken Liebel
Phil Riely
Steve Sanford
Lindsay Veeder

City Officials
Peni Peterson, City Auditor
Laura Dokken, Finance Director
Curt Moen, City Administrator
Justin Smith, Public Works Superintendent
Jesse Wellen, Chief of Police

Independent Auditor's Report

City Council
City of Watford City

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of City of Watford City, as of and for the year ended December 31, 2020, and the related notes to the financial statements, which collectively comprise City of Watford City's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

City of Watford City's management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of City of Watford City, as of December 31, 2020, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 2 to the financial statements:

- The overstatement of net position balances was discovered during the current year. Accordingly, adjustments have been made to beginning net position as of January 1, 2020 to correct the error.

As discussed in Note 3 to the financial statements:

- The overstatement of various liability balances were discovered during the current year. Accordingly, adjustments have been made to the net position to correct the error.
- The understatement of account receivable balances relating to special assessment revenue and the understatement of special assessment revenue were discovered during the current year. Accordingly, adjustments have been made to the net position to correct the error.

Our opinions are not modified with respect to these matters.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the schedule of the employer's proportionate share of net OPEB liability and employer contributions, schedule of the employer's proportionate share of net pension liability and employer contributions, statement of revenues, expenditures, and changes in fund balances – comparison of budget to actual general fund, statement of revenues, expenditures, and changes in fund balances – comparison of budget to actual Roughrider Sales Tax Fund, and notes to the required supplementary information on pages 45 – 50 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economical, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise City of Watford City's basic financial statements. The Schedule of Expenditures of Federal Awards, as required by the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The Schedule of Expenditures of Federal Awards is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Expenditures of Federal Awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

The city officials listing has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated March 7, 2022 on our consideration of City of Watford City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering City of Watford City's internal control over financial reporting and compliance.

Bismarck, North Dakota
March 10, 2022

CITY OF WATFORD CITY

Section 18, Item A.

**STATEMENT OF NET POSITION
DECEMBER 31, 2020**

	Governmental Activities	Business-Type Activities	Total
ASSETS			
Cash and cash equivalents	\$ 45,069,587	\$ 8,992,515	\$ 54,062,102
Intergovernmental receivable	1,917,867	-	1,917,867
Taxes receivable	274,940	-	274,940
Special assessments receivable	18,298,874	4,639	18,303,513
Accounts receivable	52,828	968,561	1,021,389
Restricted cash	2,741,264	1,060,490	3,801,754
Capital assets			
Nondepreciable	18,575,866	358,335	18,934,201
Depreciable, net	164,518,256	60,682,618	225,200,874
 Total assets	 251,449,482	 72,067,158	 323,516,640
DEFERRED OUTFLOWS OF RESOURCES			
OPEB	41,059	10,047	51,106
Pensions	4,127,328	1,009,999	5,137,327
Deferred charge - debt refunding	730,766	-	730,766
 Total deferred outflows of resources	 4,899,153	 1,020,046	 5,919,199
LIABILITIES			
Accounts payable	2,997,601	833,614	3,831,215
Retainage payable	43,796	-	43,796
Interest payable	247,470	183,382	430,852
Noncurrent liabilities			
Due within one year			
Compensated absences	75,000	15,000	90,000
General obligation bonds	45,000	-	45,000
Certificates of indebtedness	5,568,675	-	5,568,675
Revenue bonds, net of premium	795,000	783,000	1,578,000
Refunding improvement bonds, net of premium	920,000	-	920,000

See Notes to the Financial Statements

CITY OF WATFORD CITY

Section 18, Item A.

**STATEMENT OF NET POSITION - CONTINUED
DECEMBER 31, 2020**

	Governmental Activities	Business-Type Activities	Total
Due in more than one year			
Compensated absences	63,855	64,925	128,780
General obligation bonds	350,000	-	350,000
Certificates of indebtedness	34,837,049	-	34,837,049
Revenue bonds, net of premium	32,565,000	25,566,000	58,131,000
Refunding improvement bonds, net of premium	18,695,000	-	18,695,000
Net OPEB liability	164,538	40,264	204,802
Net pension liability	6,767,873	1,656,166	8,424,039
Total liabilities	<u>104,135,857</u>	<u>29,142,351</u>	<u>133,278,208</u>
DEFERRED INFLOWS OF RESOURCES			
OPEB	37,995	9,298	47,293
Pensions	<u>1,672,756</u>	<u>409,341</u>	<u>2,082,097</u>
Total deferred inflows of resources	<u>1,710,751</u>	<u>418,639</u>	<u>2,129,390</u>
NET POSITION			
Net investment in capital assets	89,849,183	34,691,953	124,541,136
Restricted for debt service	163,000	1,060,490	1,223,490
Restricted for city improvements	5,446,397	-	5,446,397
Restricted for road projects	78,264	-	78,264
Unrestricted	<u>54,965,183</u>	<u>7,773,771</u>	<u>62,738,954</u>
Total net position	<u>\$ 150,502,027</u>	<u>\$ 43,526,214</u>	<u>\$ 194,028,241</u>

See Notes to the Financial Statements

CITY OF WATFORD CITY

Section 18, Item A.

**STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2020**

		Program Revenue			Net (Expense) Revenue and Changes in Net Position		
	Expenses	Charges for Services, Fines, and Forfeitures	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-Type Activities	Total
Primary government							
General government	\$ 13,457,499	\$ 539,139	\$ -	\$ -	\$ (12,918,360)	\$ -	\$ (12,918,360)
Public safety	5,125,428	63,970	24,201	-	(5,037,257)	-	(5,037,257)
Public works	1,432,896	-	-	-	(1,432,896)	-	(1,432,896)
Social and economic services	1,376,214	11,345	-	-	(1,364,869)	-	(1,364,869)
Interest on long-term debt	3,649,159	-	-	-	(3,649,159)	-	(3,649,159)
Total governmental activities	25,041,196	614,454	24,201	-	(24,402,541)	-	(24,402,541)
Business-type activities							
Water	2,373,962	2,265,254	-	-	-	(108,708)	(108,708)
Sewer	3,478,806	1,344,503	-	-	-	(2,134,303)	(2,134,303)
Garbage	977,156	1,441,035	-	-	-	463,879	463,879
Total business-type activities	6,829,924	5,050,792	-	-	-	(1,779,132)	(1,779,132)
Total primary government	\$ 31,871,120	\$ 5,665,246	\$ 24,201	\$ -	(24,402,541)	(1,779,132)	(26,181,673)
General revenue							
Property taxes					2,059,657	-	2,059,657
City sales tax					3,507,088	-	3,507,088
Oil and gas production tax					9,670,674	-	9,670,674
State aid and revenues not restricted to specific programs					11,566,881	-	11,566,881
Unrestricted interest income					83,042	-	83,042
Gain on sale of capital assets					130,500	-	130,500
Miscellaneous					653,677	-	653,677
Transfers					(247,766)	247,766	-
Total general revenues					27,423,753	247,766	27,671,519
Change in net position					3,021,212	(1,531,366)	1,489,846
Net position, beginning of year, as originally stated					147,994,893	45,057,580	193,052,473
Restatement					(514,078)	-	(514,078)
Net position, beginning of year, as restated					147,480,815	45,057,580	192,538,395
Net position, end of year					\$ 150,502,027	\$ 43,526,214	\$ 194,028,241

See Notes to the Financial Statements

CITY OF WATFORD CITY

**BALANCE SHEET – GOVERNMENTAL FUNDS
DECEMBER 31, 2020**

	General Fund	Roughrider Sales Tax Fund	Capital Projects Fund	Debt Service Fund	Nonmajor Governmental Funds	Total Governmental Funds
ASSETS						
Cash and cash equivalents	\$ 14,543,201	\$ 1,359,815	\$ 9,209,102	\$ 12,009,217	\$ 7,948,252	\$ 45,069,587
Restricted cash	163,000	2,500,000	-	-	78,264	2,741,264
Accounts receivable	52,828	-	-	-	-	52,828
Intergovernmental receivable	1,240,429	488,586	-	-	188,852	1,917,867
Taxes receivable	9,407	-	-	-	4,855	14,262
Special assessments receivable	-	-	-	18,298,874	-	18,298,874
Total assets	16,008,865	4,348,401	9,209,102	30,308,091	8,220,223	68,094,682
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES						
LIABILITIES						
Accounts payable	1,177,096	-	212,394	-	1,848,517 [▼]	3,238,007
Retainage payable	32,295	-	11,501	-	-	43,796
Total liabilities	1,209,391	-	223,895	-	1,848,517	3,281,803
DEFERRED INFLOWS OF RESOURCES						
Unavailable property taxes	28,035	-	-	-	1,663	29,698
Unavailable special assessments receivable	260,679	-	-	18,427,898	-	18,688,577
Total deferred inflows of resources	288,714	-	-	18,427,898	1,663	18,718,275
FUND BALANCES						
Restricted	163,000	4,269,401	8,985,207	11,880,193	1,255,260	26,553,061
Committed	235,894	79,000	-	-	80,134	395,028
Assigned	-	-	-	-	5,034,649	5,034,649
Unassigned	14,111,866	-	-	-	-	14,111,866
Total fund balances	14,510,760	4,348,401	8,985,207	11,880,193	6,370,043	46,094,604
Total liabilities, deferred inflows of resources, and fund balances	\$ 16,008,865	\$ 4,348,401	\$ 9,209,102	\$ 30,308,091	\$ 8,220,223	\$ 68,094,682

See Notes to the Financial Statements

**RECONCILIATION OF GOVERNMENTAL FUNDS BALANCE SHEET TO THE
GOVERNMENT-WIDE STATEMENT OF NET POSITION
DECEMBER 31, 2020**

Total fund balance, governmental funds \$ 46,094,603

Amounts reported for governmental activities in the
Statement of Net Position are different because:

Capital assets used in governmental activities
are not current financial resources and
therefore are not reported in the
governmental funds

Cost of capital assets	207,320,057	
Less accumulated depreciation	<u>(24,225,935)</u>	
Net capital assets		183,094,122

Property taxes and special assessments will
be collected after year-end, but are not
available soon enough to pay for the current
period's expenditures and are reported as
deferred inflows in the governmental funds 19,219,360

Net pension liability and pension related deferred
outflows and inflows of resources are not due in
the current period and therefore are not
reported in the governmental funds (4,313,301)

Net OPEB liability and OPEB related deferred
outflows and inflows of resources are not due in
the current period and therefore are not
reported in the governmental funds (161,474)

**RECONCILIATION OF GOVERNMENTAL FUNDS BALANCE SHEET TO THE
GOVERNMENT-WIDE STATEMENT OF NET POSITION - CONTINUED
DECEMBER 31, 2020**

Noncurrent liabilities applicable to the City's governmental activities are not due and payable in the current period and accordingly are not reported as fund liabilities. All liabilities - both current and concurrent, are reported in the Statement of Net Position. Balances at December 31, 2020 are:

Compensated absences	(138,855)	
Interest payable	(247,470)	
Certificates of indebtedness	(39,674,958)	
Bonds payable, net of premium	<u>(53,370,000)</u>	
Total noncurrent liabilities		<u>(93,431,283)</u>

Net position of governmental activities in the Statement of Net Position

\$ 150,502,027

CITY OF WATFORD CITY

Section 18, Item A.

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES –
GOVERNMENTAL FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2020**

	General Fund	Roughrider Sales Tax Fund	Capital Projects Fund	Debt Service Fund	Nonmajor Governmental Funds	Total Governmental Funds
Revenues						
Taxes	\$ 1,016,385	\$ -	\$ -	\$ -	\$ 534,828	\$ 1,551,213
Licenses and permits	342,058	-	-	-	-	342,058
Special assessments	16,304	-	-	1,858,090	-	1,874,394
Intergovernmental revenues	12,721,782	3,507,087	-	-	721,947	16,950,816
Charges for services	197,081	-	-	-	-	197,081
Fines and forfeitures	63,970	-	-	-	-	63,970
Interest income	82,789	-	-	-	253	83,042
Other income	189,387	-	330,836	-	144,799	665,022
Total revenues	14,629,756	3,507,087	330,836	1,858,090	1,401,827	21,727,596
Expenditures						
Current						
General government	3,538,317	-	-	-	1,055,915	4,594,232
Public safety	3,231,778	1,754,654	-	-	138,994	5,125,426
Public works	5,486	-	142,993	-	1,284,418	1,432,897
Social and economic services	1,171,689	-	151,015	-	53,509	1,376,213
Debt service						
Principal	-	-	-	7,085,000	-	7,085,000
Interest	-	-	-	3,727,835	-	3,727,835
Capital outlay	407,431	-	865,573	-	592,219	1,865,223
Total expenditures	8,354,701	1,754,654	1,159,581	10,812,835	3,125,055	25,206,826
Excess (deficiency) of revenues over expenditures	6,275,055	1,752,433	(828,745)	(8,954,745)	(1,723,228)	(3,479,230)
Other Financing Sources (Uses)						
Transfers in	9,206,344	-	(2,918,772)	9,099,282	2,631,606	18,018,460
Transfers out	(12,706,938)	(1,998,352)	(472,811)	-	(3,088,125)	(18,266,226)
Proceeds from sale of capital assets	130,500	-	-	-	-	130,500
Refunding debt proceeds	-	-	-	-	-	-
Payment to refunded debt escrow agent	-	-	-	-	-	-
Total other financing sources (uses)	(3,370,094)	(1,998,352)	(3,391,583)	9,099,282	(456,519)	(117,266)
Net change in fund balance	2,904,961	(245,919)	(4,220,328)	144,537	(2,179,747)	(3,596,496)
Fund balance, beginning of year, as originally stated	11,541,850	4,594,320	13,057,020	11,928,655	8,546,003	49,667,848
Restatement	63,949	-	148,516	(192,999)	3,785	23,251
Fund balance, beginning of year as restated	11,605,799	4,594,320	13,205,536	11,735,656	8,549,788	49,691,099
Fund balance, end of year	\$ 14,510,760	\$ 4,348,401	\$ 8,985,208	\$ 11,880,193	\$ 6,370,041	\$ 46,094,603

See Notes to the Financial Statements

**RECONCILIATION OF GOVERNMENTAL FUNDS STATEMENT OF REVENUES,
EXPENDITURES, AND CHANGES IN FUND BALANCES WITH THE
GOVERNMENT-WIDE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2020**


Net change in fund balances - total governmental funds \$ (3,596,496)

Amounts reported for governmental activities in the
Statement of Activities are different because:

Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which depreciation exceeded capital outlays in the current year:

Capital asset additions	8,161,907	
Current year depreciation	(5,612,704)	
		2,549,203

The net effect of various transactions involving assets is to increase net position. In the Statement of Activities, no expenditures are reported, whereas in the governmental funds, the expenditures decrease financial resources.

615,901 

Some revenues reported on the Statement of Activities are not reported as revenues in the governmental funds since they do not represent available resources to pay current expenditures. This consists of the change in taxes receivable and special assessments receivable.

1,427,763

Changes to net pension liability and pension related deferred outflows and inflows do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds.

(4,591,373)

See Notes to the Financial Statements

**RECONCILIATION OF GOVERNMENTAL FUNDS STATEMENT OF REVENUES,
EXPENDITURES, AND CHANGES IN FUND BALANCES WITH THE
GOVERNMENT-WIDE STATEMENT OF ACTIVITIES - CONTINUED
FOR THE YEAR ENDED DECEMBER 31, 2020**

Changes to net OPEB liability and OPEB related deferred outflows and inflows do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds.	(221,316)
Accrued interest payable does not use current financial resources and therefore are not reported as expenditures	(247,470)
Repayment of long-term debt principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net position.	<u>7,085,000</u>
Change in Net Position	<u><u>\$ 3,021,212</u></u>

See Notes to the Financial Statements

CITY OF WATFORD CITY

Section 18, Item A.

STATEMENT OF NET POSITION – PROPRIETARY FUNDS
DECEMBER 31, 2020

	Water	Sewer	Nonmajor Enterprise Funds	Total Enterprise Funds
ASSETS				
CURRENT ASSETS				
Cash and cash equivalents	\$ 5,785,681	\$ 1,287,008	\$ 1,919,826	\$ 8,992,515
Accounts receivable	732,069	102,673	133,819	968,561
Special assessments receivable	2,094	579	1,966	4,639
Total current assets	6,519,844	1,390,260	2,055,611	9,965,715
NONCURRENT ASSETS				
Restricted cash	-	1,060,490	-	1,060,490
Amounts to be provided	-	-	-	-
Capital assets				
Nondepreciable	203,135	155,200	-	358,335
Depreciable, net	15,216,460	45,036,704	429,454	60,682,618
Total non-current assets	15,419,595	46,252,394	429,454	62,101,443
Total assets	21,939,439	47,642,654	2,485,065	72,067,158
DEFERRED OUTFLOWS OF RESOURCES				
OPEB	2,100	3,925	4,022	10,047
Pension	211,144	394,547	404,308	1,009,999
Total deferred outflows of resources	213,244	398,472	408,330	1,020,046
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES				
CURRENT LIABILITIES				
Accounts payable	814,350	19,478	(214)	833,614
Interest payable	1,529	181,853	-	183,382
Compensated absences	5,000	5,000	5,000	15,000
Revenue bonds	18,000	765,000	-	783,000
Total current liabilities	838,879	971,331	4,786	1,814,996

See Notes to the Financial Statements

CITY OF WATFORD CITY

Section 18, Item A.

STATEMENT OF NET POSITION – PROPRIETARY FUNDS - CONTINUED
DECEMBER 31, 2020

	Water	Sewer	Nonmajor Enterprise Funds	Total Enterprise Funds
NONCURRENT LIABILITIES				
Compensated absences	8,060	27,877	28,988	64,925
Revenue bonds	146,000	25,420,000	-	25,566,000
Net OPEB liability	8,417	15,729	16,118	40,264
Net pension liability	346,228	646,966	662,972	1,656,166
Total noncurrent liabilities	508,705	26,110,572	708,078	27,327,355
Total liabilities	1,347,584	27,081,903	712,864	29,142,351
DEFERRED INFLOWS OF RESOURCES				
OPEB	1,944	3,632	3,722	9,298
Pension	85,574	159,906	163,861	409,341
Total deferred inflows of resources	87,518	163,538	167,583	418,639
NET POSITION				
Net investment in capital assets	15,255,595	19,006,904	429,454	34,691,953
Restricted for debt service	-	1,060,490	-	1,060,490
Unrestricted	5,461,985	728,292	1,583,494	7,773,771
Total net position	\$ 20,717,580	\$ 20,795,686	\$ 2,012,948	\$ 43,526,214

See Notes to the Financial Statements

CITY OF WATFORD CITY

Section 18, Item A.

**STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION –
PROPRIETARY FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2020**

	<u>Water</u>	<u>Sewer</u>	<u>Nonmajor Enterprise Funds</u>	<u>Total Enterprise Funds</u>
Revenues				
Charges for services	\$ 2,265,254	\$ 1,344,503	\$ 1,441,035	\$ 5,050,792
Expenses				
Cost of services	1,808,164	628,426	812,213	3,248,803
Contractual and professional services	5,195	5,194	5,719	16,108
Materials and maintenance	(7,672)	103,223	61,501	157,052
Utilities	10,680	101,626	7,731	120,037
Supplies	5,117	44,844	2,716	52,677
Administration	5,695	16,834	4,702	27,231
Depreciation	569,485	1,904,822	82,574	2,556,881
Total operating expenses	<u>2,396,664</u>	<u>2,804,969</u>	<u>977,156</u>	<u>6,178,789</u>
Operating income (loss)	<u>(131,410)</u>	<u>(1,460,466)</u>	<u>463,879</u>	<u>(1,127,997)</u>
Nonoperating revenues (expenses)				
Capital contributions	-	-	-	-
Interest expense	(4,550)	(541,050)	-	(545,600)
Miscellaneous income	28,161	1,963	-	30,124
Service charges and administrative fees	(910)	(134,750)	-	(135,660)
Total nonoperating revenues (expenses)	22,701	(673,837)	-	(651,136)
Net income (loss) before transfers	<u>(108,709)</u>	<u>(2,134,303)</u>	<u>463,879</u>	<u>(1,779,133)</u>
Transfers	<u>(111,234)</u>	<u>359,000</u>	<u>-</u>	<u>247,766</u>
Change in net position	<u>(219,943)</u>	<u>(1,775,303)</u>	<u>463,879</u>	<u>(1,531,367)</u>
Total net position, beginning of year, as originally stated	20,765,890	22,570,989	1,720,701	45,057,580
Restatement	<u>171,632</u>	<u>-</u>	<u>(171,632)</u>	<u>-</u>
Total net position, beginning of year, as restated	<u>20,937,522</u>	<u>22,570,989</u>	<u>1,549,069</u>	<u>45,057,580</u>
Total net position, end of year	<u>\$ 20,717,579</u>	<u>\$ 20,795,686</u>	<u>\$ 2,012,948</u>	<u>\$ 43,526,213</u>

See Notes to the Financial Statements

CITY OF WATFORD CITY

Section 18, ItemA.

**STATEMENT OF CASH FLOWS – PROPRIETARY FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2020**

	Water	Sewer	Nonmajor Enterprise Funds	Total Enterprise Funds
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts from customers	\$ 2,282,218	\$ 1,412,435	\$ 1,440,346	\$ 5,134,999
Receipts from other funds	324	310	-	634
Payments to suppliers	(1,651,425)	(436,625)	(404,535)	(2,492,585)
Payments to employees	(229,589)	(434,393)	(454,999)	(1,118,981)
Net cash provided by operating activities	401,528	541,727	580,812	1,524,067
CASH FLOWS FROM INVESTING ACTIVITIES	-	-	-	-
CASH FLOWS FROM NON CAPITAL FINANCING ACTIVITIES				
Receipts from nonoperating activities	28,161	1,963	-	30,124
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES				
Payments on debt	(18,000)	(765,000)	-	(783,000)
Debt issuance costs	(910)	(134,750)	-	(135,660)
Interest paid	(4,550)	(541,050)	-	(545,600)
Intergovernmental transfers related to acquisition of capital assets	(136,897)	359,000	(111,234)	110,869
Receipts from restricted funds for capital asset purchases	-	-	-	-
Capital asset purchases	69,214	-	-	69,214
Net cash used by capital and related financing activities	(91,143)	(1,081,800)	(111,234)	(1,284,177)
NET CHANGE IN CASH AND CASH EQUIVALENTS	338,546	(538,110)	469,578	270,014
CASH AND CASH EQUIVALENTS, beginning of year	5,447,135	2,885,608	1,450,248	9,782,991
CASH AND CASH EQUIVALENTS, end of year	\$ 5,785,681	\$ 2,347,498	\$ 1,919,826	\$ 10,053,005
Reconciliation of cash and cash equivalents				
Cash	\$ 5,785,681	\$ 1,287,008	\$ 1,919,826	\$ 8,992,515
Restricted cash	-	1,060,490	-	1,060,490
Total cash and cash equivalents	\$ 5,785,681	\$ 2,347,498	\$ 1,919,826	\$ 10,053,005
Reconciliation of operating income (loss) to net cash provided by operating activities				
Operating income (loss)	\$ (131,410)	\$ (1,460,466)	\$ 463,879	\$ (1,127,997)
Adjustments to reconcile operating income to net cash provided by operating activities				
Depreciation expense	569,485	1,904,822	82,574	2,556,881
Bad debt expense	(1,533)	-	-	(1,533)
Effects on cash flows due to changes in				
Accounts receivable	15,643	67,137	(1,513)	81,267
Special assessments receivable	112	619	408	1,139
Deferred outflows	(113,036)	(206,744)	(201,688)	(521,468)
Accounts payable	(85,588)	(26,776)	(2,619)	(114,983)
Deferred inflows	(7,169)	(17,628)	(27,676)	(52,473)
Net pension and OPEB liabilities	155,024	280,763	267,447	703,234
Net cash provided by operating activities	\$ 401,528	\$ 541,727	\$ 580,812	\$ 1,524,067

See Notes to the Financial Statements

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2020**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The City of Watford City, North Dakota (the “City”) operates under a City Council form of government. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles.

Financial Reporting Entity

The accompanying financial statements present the activities of the City of Watford City. The City has considered all potential component units for which the City is financially accountable and other organizations for which the nature and significance of their relationships with the City are such that exclusion would cause the City’s financial statements to be misleading or incomplete. The Governmental Accounting Standards Board has set forth criteria to be considered in determining financial accountability. This criterion includes appointing a voting majority of an organization’s governing body and (1) the ability of the City of Watford City to impose its will on that organization or (2) the potential for the organization to provide specific financial benefits to or impose specific financial burdens on the City of Watford City. Based on these criteria, there are no component units to be included within the City of Watford City as a reporting entity.

Related Organizations

McKenzie County Public Library – The City and McKenzie County govern the library by a joint six-member board. The County administers the library fund and levies the necessary mills to pay budget expenses. The County contributes funds, supplies and equipment to the library. No funds, supplies, or equipment was contributed to the library in 2020.

McKenzie County Correctional Facility – The City and McKenzie County have entered into a joint powers agreement for the joint administration of a city-county regional correctional center that provides for the best interests of the citizens of McKenzie County and Watford City and promotes cooperation between them. The correctional facility has a governing board that consists of two County Commissioners, two City Council members and one member at large (citizen). The governing board of the correctional facility supervises the administration of expenditures, operations and management of the facility. Employees hired for the operation of the facility are employees/ of the County. The City is responsible for payment of an agreed upon per diem per inmate held and for payment of medical or health care costs of inmates held on violation of a Watford City ordinance or held at the request of the City. The City expended funds of \$119,369 in relation to the correctional facility in 2020. Financial statements for the McKenzie County Correctional Facility can be obtained through request of the McKenzie County Auditor’s Office.

Measurement Focus and Basis of Accounting

The government-wide and proprietary fund financial statements are reported using the economic resources measurement focus. The government-wide and proprietary fund financial statements are reported using the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place.

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED DECEMBER 31, 2020**

On an accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied. Revenue from grants, entitlements, and donations are recognized in the fiscal year which all eligibility requirements have been satisfied.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers tax revenues to be available within 60 days of the end of the current fiscal year period. Other revenues are considered available if received one year after the fiscal year-end. Major revenues that are determined to be susceptible to the accrual include grant revenues. Expenditures are recorded when a liability is incurred, as under accrual accounting. However, debt expenditures, as well as expenditures related to compensated absences are recorded only when payment is due.

Property taxes, licenses, special assessments, grants, oil and gas production tax, and interest associated with the current fiscal period are all considered to be susceptible to accrual. All other revenue items are considered to be measurable and available only when cash is received by the government.

Proprietary funds report operating revenues and expenses separately from nonoperating items. Operating revenues and expenses generally result from providing services or producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the City's enterprise funds are charges to customers for sales and services. Operating expenses for enterprise funds include the costs of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this identification are reported as nonoperating revenues and expenses.

Government-Wide Financial Statements

The Statement of Net Position and the Statement of Activities display information about the City as a whole. These statements include the financial activities of the reporting entity, except for fiduciary funds. The statements distinguish between governmental activities, which are normally financed through taxes and intergovernmental revenues, and business-type activities, which are normally financed in whole or in part by fees and charges for services.

The Statement of Net Position presents the financial condition of the governmental activities of the City at year-end. The Statement of Activities presents a comparison between direct expenses and program revenues for each program or function of the City's governmental activities and business-type activities. Direct expenses are those that are specifically associated with a service, program or department and therefore clearly identifiable to a particular function. Program revenues include charges paid by the recipient of the goods or services offered by the program, operating grants and contributions, and capital grants and contributions, including special assessments that are restricted to meeting the operational or capital requirements of a particular program. Revenues, which are not classified as program revenues, are presented as general revenues of the City. The comparison of direct expenses with program revenues identifies the extent to which each governmental function is self-financing or draws from the general revenues of the City.

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED DECEMBER 31, 2020**

During the year, the City segregates transactions related to certain City functions or activities in separate funds in order to aid financial management and to demonstrate legal compliance. Fund financial statements are designated to present financial information of the City at this more detailed level. The focus of governmental and enterprise fund financial statements is on major funds. An emphasis is placed on major funds within the governmental and proprietary categories. A fund is considered major if it is the primary operating fund of the City or meets the following criteria:

- 1) Total assets and deferred outflows of resources, liabilities and deferred inflows of resources, revenues, or expenditures/expenses of that individual governmental or enterprise fund are at least 10 percent of the corresponding total for all funds of that category or type, and
- 2) Total assets and deferred outflows of resources, liabilities and deferred inflows of resources, revenues, or expenditures/expenses of the individual governmental fund or enterprise fund are at least 5 percent of the corresponding total for all governmental and enterprise funds combined.

Each major fund is presented in a separate column in the fund financial statements. Non-major funds are aggregated and presented in a single column. The fiduciary fund is reported by type.

Fund Financial Statements

The fund financial statements provide information about the City's funds including its fiduciary funds. Separate statements for each category-governmental, proprietary, and fiduciary are presented. The emphasis of fund financial statements is on major governmental and enterprise funds, each displayed in a separate column. All remaining governmental funds are aggregated and reported as nonmajor funds.

Proprietary fund operating revenues, such as charges for services, result from exchange transactions associated with the principal activity of the fund. Exchange transactions are those in which each party receives and gives up essentially equal values. Nonoperating revenues, such as subsidies and investment earnings, result from nonexchange transactions or ancillary activities.

Financial Statement Presentation

The City reports the following major governmental funds:

General Fund – This is the general operating fund of the City and is always classified as a major fund. It is used to account for all financial resources except those required to be accounted for in another fund.

Roughrider Sales Tax Fund – This special revenue fund accounts for the financial resources generated by City sales taxes and transfers to funds to improve the buildings, facilities, etc. of the City.

Capital Projects Fund – This fund accounts for the financial resources and activity of all the other capital project funds being undertaken throughout the City.

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED DECEMBER 31, 2020**

Debt Service Fund – This fund accounts for the financial resources and activity for debt service requirements in the governmental funds.

The City reports the following major enterprise funds:

Water – This fund is used to account for the operating and non-operating revenues and expenses of the water department. This fund is maintained on the full accrual basis of accounting.

Sewer – This fund is used to account for the operating and non-operating revenues and expenses for the sewer fund. The fund is maintained on the full accrual basis of accounting.

Budgets and Budgetary Accounting

The City Council follows the procedures established by North Dakota law for the budgetary process. The operating budget includes proposed expenditures and the means of financing them for the upcoming year, along with estimates for the current year and actual data for the preceding year. Formal budgetary integration is employed as a management control device during the year.

The governing board reviews the preliminary budget, may make revisions, and approves it on or before September 10. On or before October 7, a public hearing is held for taxpayers to discuss any budgeted items. The governing body reviews the preliminary budget at the hearing and may make revisions that do not increase the total budget and prepares the final budget. The governing board adopts an ordinance approving the tax levy requested in the final budget. The final budget must be filed with the county auditor by October 10. Legal level of control is total expenditures by fund.

The budget may be amended during the year for any revenues and appropriations not anticipated at the time the budget was prepared, except no amendment changing the taxes levied can be made after October 10 except as provided by North Dakota Century Code, the balance of each appropriation becomes a part of the unappropriated fund balance at year-end.

The City prepares its budget and reports its governmental funds on the same basis of accounting.

Cash and Cash Equivalents

The City considers all highly liquid investments purchased with an original maturity of three months or less to be cash equivalents, except for certificates of deposit which are considered cash equivalents regardless of their term since there is no loss of principal for early withdrawal.

Restricted Cash

Certain resources set aside in the general, water and sewer funds are classified as restricted assets because their use is limited by bond and loan covenants.

The City has restricted cash set aside in the road fund because its use is limited by external parties for specific projects. These funds are to be used to pay for the costs incurred on these projects.

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED DECEMBER 31, 2020**

Investments

Investments are recorded at market value. North Dakota state statute authorizes cities to invest their surplus funds in:

- a) Bonds, treasury bills and notes, or other securities that are a direct obligation of, or an obligation insured or guaranteed by, the treasury of the United States, or its agencies, instrumentalities, or organizations created by an act of Congress.
- b) Securities sold under agreements to repurchase written by a financial institution in which the underlying securities for the agreement to repurchase are of the type listed.
- c) Certificates of deposit fully insured by the Federal Deposit Insurance Corporation of the state.
- d) Obligations of the state.

As of December 31, 2020, all of the City's investments consisted of certificates of deposit with a local financial institution that meet the criteria of cash and cash equivalents and these investments are presented as cash and cash equivalents.

Capital Assets

Capital assets, which include property, plant, equipment and infrastructure assets (e.g. roads, bridges, sidewalks, curbs, etc.), are reported in the applicable governmental or business-type activities columns in the governmentwide financial statements. All capital assets are recorded at cost (or estimated historical cost). The assets are updated for additions and retirements during the City's fiscal year. Improvements that significantly extend the useful life of the asset are also capitalized. Donated capital assets are recorded at acquisition value.

The City's capitalization policy is \$5,000 and an estimated useful life in excess of one year or more.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are expensed, not capitalized.

All capital assets are depreciated over their estimated useful lives on a straight-line basis. The City has established the following useful lives:

Buildings and infrastructure	20-50 years
Machinery and equipment	5-15 years
Improvements other than buildings	15-40 years

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED DECEMBER 31, 2020**

The City reviews the carrying values of property and equipment for impairment whenever events or circumstances indicate that the carrying value of an asset may not be recoverable from the estimated future cash flows expected to result from its use and eventual disposition. When considered impaired, an impairment loss is recognized to the extent carrying value exceeds the fair value of the asset. There were no indicators of asset impairment during the year ended December 31, 2020.

Compensated Absences

The City allows employees to accumulate earned but unused Paid Time Off (PTO) leave benefits. Upon termination of employment, employees will be paid for 100% unused PTO that has been earned through the last day of work. Cash payment in lieu of unused PTO is not allowed while employed with the City. Amounts are reported as liabilities in the appropriate governmental or business type activity in the government wide statements. Expenditure for unpaid PTO benefits are recorded when paid in the governmental funds on the modified accrual basis of accounting and expenses for PTO benefits are recorded when accrued in the proprietary funds on the full accrual basis of accounting.

Other Post-Employment Benefits (OPEB)

For purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the North Dakota Public Employees Retirement System (NDPERS) and additions to/deductions from NDPERS' fiduciary net position have been determined on the same basis as they are reported by NDPERS. For this purpose, benefit payments are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Pensions

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the NDPERS and additions to/deductions from NDPERS' fiduciary net position have been determined on the same basis as they are reported by NDPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Deferred Outflows and Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to future period(s) and so will not be recognized as an outflow of resources (expenses/expenditures) until then.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time.

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED DECEMBER 31, 2020**

Long-Term Debt

The accounting treatment of long-term debt depends on whether the assets are used in governmental fund operations or proprietary fund operations and whether they are reported in the government-wide or fund financial statements.

All long-term debt arising from cash basis transactions to be repaid from governmental and business-type resources is reported as a liability in the government-wide statements. The long-term debt consists primarily of bonds payable. Bond premiums and discounts are reported as other financing sources and uses. Issuance costs, whether or not withheld from the actual debt proceeds are reported as debt service expenditures.

Long-term debt arising from cash basis transactions of governmental funds is not reported as a liability in the fund financial statements. The debt proceeds are reported as other financing sources and debt discounts as other financing uses. Payment of principal and interest is reported as expenditures. Issuance costs, whether or not withheld from debt proceeds received, are reported as debt service expenditures. The accounting for proprietary funds is the same in the fund financial statements as the treatment in the government-wide statements. In the fund financial statements, governmental fund types recognize bond discounts, as well as bond issuance costs, during the current period.

Net Position and Fund Balance

The difference between assets and deferred outflows of resources and liabilities and deferred inflows of resources is "net position" on government-wide, proprietary and fiduciary financial statements and "fund balance" on the governmental fund financial statements.

In the fund financial statements, governmental funds report aggregate amounts for five classifications of fund balances based on the constraints imposed on the use of these resources. The non-spendable fund balance classification includes amounts that cannot be spent because they are either (a) not in spendable form – inventories; or (b) legally or contractually required to be maintained intact.

The spendable portion of the fund balance comprises the remaining four classifications: restricted, committed, assigned, and unassigned.

Restricted – This classification reflects the constraints imposed on resources either (a) externally by creditors, grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.

Committed – These amounts can only be used for specific purposes pursuant to constraints imposed by formal resolutions or ordinances of the City Council – the City's highest level of decision-making authority. Those committed amounts cannot be used for any other purpose unless the City Council removes the specified use by taking the same type of action imposing the commitment. This classification also includes contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements.

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED DECEMBER 31, 2020**

Assigned – This classification reflects the amounts constrained by the City’s “intent” to be used for specific purposes but are neither restricted nor committed. The city council has the authority to assign amounts to be used for specific purposes. Assigned fund balances include all remaining amounts (except negative balances) that are reported in governmental funds, other than the General Fund, that are not classified as non-spendable and are neither restricted nor committed.

Unassigned – This fund balance is the residual classification for the General Fund. It is also used to report negative fund balances in other governmental funds.

When expenditures are incurred for purposes for which both restricted and unrestricted fund balance is available, restricted fund balance is considered to have been spent first unless legal requirements disallow it. When committed, assigned, and unassigned funds are available for expenditures, committed amounts are reduced first, followed by assigned amounts and then unassigned amounts unless the governing board has provided otherwise in its commitment or assignment actions.

Internal and Interfund Balances and Activities

In the process of aggregating the financial information for the government-wide statement of net position and statement of activities, some amounts reported as inter-fund activity and balances in the fund financial statements have been eliminated or reclassified.

Property Taxes

All real estate is assessed as of the current value in April of each year. Property taxes are attached as an enforceable lien on the real estate and become due on January 1 of the year following the assessment date.

A 5% reduction of the taxes is allowed if the taxes are paid in full by February 15. Penalty and interest are added on March 1 if the first half of the taxes is not paid. Additional penalty and interest are added on a quarterly basis to those taxes that are not paid. Taxes are collected by the county and remitted monthly to the City.

Abatements

A tax abatement is defined as a reduction in tax revenues that results from an agreement between one or more governments and an individual or entity in which (a) one or more governments promise to forgo tax revenues to which they are otherwise entitled and (b) the individual or entity promises to tax a specific action after the agreement has been entered into that contributes to economic development or otherwise benefits the governments or the citizens of those governments. As of December 31, 2020, the City of Watford City provided tax abatements in the form of property tax exemptions for properties used as affordable housing.

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED DECEMBER 31, 2020*****Use of Estimates***

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

NOTE 2 – PRIOR PERIOD ADJUSTMENT

A prior period adjustment was necessary to properly state the beginning net asset balances. The result of this adjustment decreased net position for governmental activities by \$514,078.

NOTE 3 – CURRENT YEAR RESTATEMENTS

Current year restatements were necessary to close out funds not currently used, to adjust accounts receivable balances relating to special assessments and special assessment revenue as well as to adjust various liability balances. The result of these adjustment increased fund balance for the general fund by \$63,949, capital projects fund by \$148,516 and nonmajor governmental funds by \$3,785. Fund balance decreased for the debt service fund by \$192,999.

NOTE 4 – CASH AND CASH EQUIVALENTS

The City pools cash resources of its various funds in order to facilitate the management of cash. Cash applicable to a particular fund is readily identifiable. The balance in the pooled cash accounts is available to meet current operating requirements. Cash in excess of current requirements is invested in various interest-bearing securities and disclosed as part of the City's cash and cash equivalents. These amounts must be deposited in a financial institution situated and doing business within this State. The City has no formal investment policy.

Custodial Credit Risk

This is the risk that, in the event a financial institution fails, a government is unable to recover the value of its deposits, investments, or collateralized securities in the possession of the institution. The City does not have a formal policy regarding deposits. In accordance with state statutes, the fair value of the collateral pledged must be equal to or greater than 110% of the deposits not covered by insurance or bonds.

At year end December 31, 2020, the City's carrying amount of deposits was \$57,863,858 and the bank balance was \$52,078,758. All of the bank balances were covered by Federal Depository Insurance or coverage substantially the same as that provided by federal deposit insurance or collateralized with securities held by the pledging financial institution's agent in the government's name.

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED DECEMBER 31, 2020**

NOTE 5 – ACCOUNTS RECEIVABLE

Accounts receivable are presented net of allowance for uncollectible accounts. Management determines the allowance for doubtful accounts by identifying troubled accounts and by using historical experience applied to an aging of accounts. Accounts receivable are written off when deemed uncollectible. Recoveries of accounts receivable previously written off are recorded when received. A receivable is considered past due if any portion of the balance is outstanding after the due date. As of December 31, 2020, all accounts were considered collectible and accordingly no allowance was recorded. There were also no discounts applied to balances in the current year. Activity between funds that are representative of lending/borrowing arrangements outstanding at fiscal year-end are referred to as “due to/from other funds.” Advances between funds are not available to appropriation and are not expendable financial resources.

The special assessment receivable balance for the year ended December 31, 2020 was \$18,303,513. The amount of special assessment receivables that were delinquent for the year ended December 31, 2020 was \$118,685.

NOTE 6 – INTERGOVERNMENTAL RECEIVABLE

Intergovernmental receivables consist of reimbursements due from the State Treasurer for city sales tax, hospitality tax, grants and state aid.

NOTE 7 – CAPITAL ASSETS

Capital asset activity for the year ended December 31, 2020 is as follows:

Governmental Activities	Balance 1/1/20	Additions	Transfers	Reductions	Balance 12/31/20
Capital assets not being depreciated					
Land	\$ 6,633,753	\$ -	\$ -	\$ -	\$ 6,633,753
Construction in progress	15,179,556	113,285	(2,968,608)	(382,120)	11,942,113
Total capital assets not being depreciated	21,813,309	113,285	(2,968,608)	(382,120)	18,575,866
Capital assets being depreciated					
Buildings and infrastructure	109,213,515	-	-	-	109,213,515
Machinery and equipment	6,598,087	1,221,584	-	(135,444)	7,684,227
Improvements other than buildings	61,937,518	6,940,323	2,968,608	-	71,846,449
Total capital assets being depreciated	177,749,120	8,161,907	2,968,608	(135,444)	188,744,191

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED DECEMBER 31, 2020

Less accumulated depreciation					
Buildings and infrastructure	6,641,894	2,840,677	-	-	9,482,571
Machinery and equipment	3,005,120	640,732	-	(65,272)	3,580,580
Improvements other than buildings	<u>7,950,179</u>	<u>2,131,295</u>	<u>1,081,310</u>	<u>-</u>	<u>11,162,784</u>
Total accumulated depreciation	<u>17,597,193</u>	<u>5,612,704</u>	<u>1,081,310</u>	<u>(65,272)</u>	<u>24,225,935</u>
Total capital assets being depreciated	<u>160,151,927</u>	<u>2,549,203</u>	<u>1,887,298</u>	<u>(70,172)</u>	<u>164,518,256</u>
Governmental capital assets, net	<u>\$ 181,965,236</u>	<u>\$ 2,662,488</u>	<u>\$ (1,081,310)</u>	<u>\$ (452,292)</u>	<u>\$ 183,094,122</u>

Governmental capital assets depreciation expense was charged to functions of the City as follows:

General government	\$ 2,839,719
Public safety	2,131,294
Public works	640,731
Social and economic services	<u>960</u>
Total depreciation expense	<u>\$ 5,612,704</u>

	Balance 1/1/20	Additions	Transfers	Reductions	Balance 12/31/20
Business-Type Activities					
Capital assets not being depreciated					
Land	\$ 25,143	\$ -	\$ -	\$ -	\$ 25,143
Construction in progress	<u>1,125,377</u>	<u>-</u>	<u>(792,185)</u>	<u>-</u>	<u>333,192</u>
Total capital assets not being depreciated	<u>1,150,520</u>	<u>-</u>	<u>(792,185)</u>	<u>-</u>	<u>358,335</u>
Capital assets being depreciated					
Buildings and infrastructure	68,732,613	69,214	792,185	-	69,594,012
Machinery and equipment	1,361,593	-	-	-	1,361,593
Improvements other than buildings	<u>2,803,159</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,803,159</u>
Total capital assets being depreciated	<u>72,897,365</u>	<u>69,214</u>	<u>792,185</u>	<u>-</u>	<u>73,758,764</u>
Less accumulated depreciation					
Buildings and infrastructure	9,315,166	2,365,960	-	-	11,681,126
Machinery and equipment	469,994	120,467	-	-	590,461
Improvements other than buildings	<u>734,106</u>	<u>70,453</u>	<u>-</u>	<u>-</u>	<u>804,559</u>
Total accumulated depreciation	<u>10,519,266</u>	<u>2,556,880</u>	<u>-</u>	<u>-</u>	<u>13,076,146</u>
Total capital assets being depreciated	<u>62,378,099</u>	<u>(2,487,666)</u>	<u>792,185</u>	<u>-</u>	<u>60,682,618</u>
Business-type capital assets, net	<u>\$ 63,528,619</u>	<u>\$ (2,487,666)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 61,040,953</u>

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED DECEMBER 31, 2020**

Business-type activities depreciation expense by fund is as follows:

Water	\$ 569,485
Sewer	1,904,822
Garbage	<u>82,574</u>
Total depreciation expense	<u>\$ 2,556,881</u>

NOTE 8 – LONG-TERM DEBT

The following is a summary of long-term debt transactions of the City for the year ended December 31, 2020:

Governmental Activities	Balance 1/1/20	Additions	Reductions	Balance 12/31/20	Due Within One Year
Compensated absences	\$ 138,855	\$ -	\$ -	\$ 138,855	\$ 75,000
General obligation bonds	440,000	-	45,000	395,000	45,000
Certificates of indebtedness	45,235,000	-	5,380,000	39,855,000	5,490,000
Plus unamortized premiums	629,399	-	78,675	550,724	78,675
Revenue bonds	34,130,000	-	770,000	33,360,000	795,000
Plus unamortized premiums	-	-	-	-	-
Refunding improvement bonds	20,505,000	-	890,000	19,615,000	920,000
Plus unamortized premiums	-	-	-	-	-
Total	<u>\$ 101,078,254</u>	<u>\$ -</u>	<u>\$ 7,163,675</u>	<u>\$ 93,914,579</u>	<u>\$ 7,403,675</u>
Business-Type Activities	Balance 1/1/20	Additions	Reductions	Balance 12/31/20	Due Within One Year
Compensated absences	\$ 79,925	\$ -	\$ -	\$ 79,925	\$ 15,000
Revenue bonds	27,132,000	-	783,000	26,349,000	783,000
Total	<u>\$ 27,211,925</u>	<u>\$ -</u>	<u>\$ 783,000</u>	<u>\$ 26,428,925</u>	<u>\$ 798,000</u>

Outstanding debt at December 31, 2020 (excluding compensated absences) consisted of the following issues:

Certificates of Indebtedness

\$45,235,000 Certificate of Indebtedness, Series 2019: due in six month installments of \$4,525,000 to \$6,240,000 through December 1, 2027; interest at 2.125% to 3% paid every six months; liquidated out of the debt service funds through transfers in from the general fund

\$ 39,855,000

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED DECEMBER 31, 2020**

Revenue Bonds

\$1,630,000 Oil and Gas Tax Revenue Refunding Bonds, Series 2013; due in annual installments of \$124,605 to \$130,811 through May 1, 2028; interest at .6% to 2.95% paid semi-annually; liquidated out of the debt service funds through transfers in from the general fund \$ 925,000

\$35,550,000 Sales Tax Revenue Bonds, Series 2015; due in annual installments of \$2,268,375 to \$2,273,125 through June 1, 2045; interest at 2% to 5% paid semi-annually; liquidated out of the debt service funds through the Rough Rider Sales Tax Fund 32,435,000

Total Revenue Bonds \$ 33,360,000

Revenue bonds are issued to finance capital improvement projects in which revenue from operations of such improvement projects or revenue pledged from a designated revenue stream is used to pay the debt service. The City has committed its oil and gas tax and public domain revenues to pay the annual principal and interest requirements on the 2013 oil and gas revenue bonds. Proceeds from the bonds were used to pay the remaining maturities of the Oil and Gas Tax Revenue Bonds of 2008. The bonds are payable through 2028. The total principal and interest remaining to be paid on the bonds is \$1,133,915. Principal payments of \$105,000 and interest payments of \$24,289 were made in the current year. The oil and gas tax and public domain revenues in the current year were \$9,670,674 and \$209,414, respectively.

The City committed one-half of the one and one-half percent sales and use tax revenues raised and collected to pay the annual principal and interest requirements on the 2015 sales tax revenue bonds. Proceeds from the bonds provided financing for building construction of the Watford City Rough Rider Center. The sales tax revenues in the current year were \$3,996,703.

Refunding Improvement Bonds

\$23,655,000 Refunding Improvement Bonds, Series 2015; due in annual installments of \$1,811,963 to \$1,880,313 through June 1, 2035; interest at 2% to 5.25% paid semi-annually; liquidated out of the debt service funds \$ 19,615,000

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED DECEMBER 31, 2020**

Business-Type Activities

\$347,464 Water Revenue Bonds, Series 2009; due in annual installments of \$18,061 to \$23,650 through September 1, 2028; interest at 2.5% paid semi-annually; liquidated with revenues generated for services provided out of the water fund \$ 164,000

\$808,588 Sewer Revenue Bonds, Series 2008; due in annual installments of \$49,125 to \$53,750 through September 1, 2028; interest at 2.5% paid semi-annually; liquidated with revenues generated for services provided out of the sewer fund 370,000

\$19,000,000 Sewer Revenue Bonds, Series 2015; due in annual installments of \$769,570 through September 1, 2045; interest at 2% paid semi-annually; liquidated with revenues generated for services provided out of the sewer fund 16,465,000

\$14,000,000 Sewer Revenue Bonds, Series 2015B; due in annual annual installments of \$139,977 through September 1, 2046 interest at 2% paid semi-annually; liquidated with revenues generated for services provided out of the sewer fund 9,350,000

Total business-type activities bonds \$ 26,349,000

Revenue bonds are issued to finance capital improvement projects in which revenue from operations of such improvement projects or revenue pledged from a designated revenue stream is used to pay the debt service. The City has committed net revenues of the water fund to pay the annual principal and interest requirements on the 2009 water revenue bonds. Bonds are also being repaid with oil and gas tax revenues. Proceeds from the bonds provided financing for the project of improving the public water system utilities. The bonds are payable through 2028. The total principal and interest remaining to be paid on the bonds is \$201,075. Principal payments of \$18,000 and interest payments of \$4,550 were made in the current year. The water fund net revenues in the current year were (\$219,943).

The City committed the net revenues of the sewer fund to pay the annual principal and interest requirements on the 2008 sewer revenue bonds. Bonds are also being repaid with oil and gas tax revenues. Proceeds from the bonds provided financing for the project of improving the public sewer system utilities. The bonds are payable through 2028. The total principal and interest remaining to be paid on the bonds is \$453,000. Principal payments of \$40,000 and interest payments of \$10,250 were made in the current year. The oil and gas production taxes revenue in the current year was \$9,670,674 and sewer fund net revenues in the current year were (\$1,460,466).

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED DECEMBER 31, 2020**

The City committed available oil and gas production tax revenue, net revenues of the sewer fund, earnings on any funds or accounts created by this debt, and any additional sources necessary to pay the annual principal and interest requirements on the 2015 sewer revenue bonds. Proceeds from the bonds provided financing for improvements to the City's wastewater facilities. The bonds are payable through 2045 and 2046. The City is authorized to issue up to \$33,000,000 in bonds, but only \$25,815,000 was advanced and outstanding at December 31, 2020. Principal payments of \$725,000 and interest payments of \$530,800 were made in the current year. The oil and gas production taxes revenue in the current year was \$9,670,674 and the sewer fund net revenues in the current year were (\$1,775,303).

The annual maturity of long-term debt of the City, except compensated absences payable, as of December 31, 2020 is as follows:

Year Ended December 31	Governmental Activities			Business-type Activities		
	Principal	Interest	Total	Principal	Interest	Total
2021	7,328,675	3,559,045	10,887,720	798,000	539,500	1,337,500
2022	7,553,675	3,324,524	10,878,199	824,000	513,400	1,337,400
2023	7,803,675	3,073,475	10,877,150	845,000	496,600	1,341,600
2024	8,073,675	2,814,520	10,888,195	865,000	479,375	1,344,375
2025	8,273,675	2,602,134	10,875,809	881,000	461,750	1,342,750
2026-2030	22,572,350	9,889,786	32,462,136	4,631,000	2,030,500	6,661,500
2031-2035	14,300,000	7,672,750	21,972,750	4,990,000	1,555,900	6,545,900
2036-2040	7,825,000	3,525,125	11,350,125	5,645,000	1,031,200	6,676,200
2041-2045	10,045,000	1,305,625	11,350,625	6,385,000	437,900	6,822,900
2046-2047	-	-	-	485,000	9,700	494,700

The City's bond documents include covenants that, in part, impose maintenance of certain reserve requirements, net operating revenues to debt service ratios and continuing disclosure requirements. The City was in compliance with all financial covenants as of December 31, 2020. However, the City was not in compliance with the continuing disclosure requirements. The failure to comply with the continuing disclosure requirements does not constitute an event of default on the bonds, but the bond holders will have any available remedy at law or in equity and the failure to provide the continuing disclosures must be reported and may adversely affect the transferability and liquidity of the Bonds and their market price.

NOTE 9 – TRANSFERS

Quasi-external transactions are accounted for as revenues, expenditures or expenses. Transactions that constitute reimbursements to a fund for expenditures/expenses initially made from it that are properly applicable to another fund, are recorded as expenditures/expenses in the reimbursing fund and as reductions of expenditures/expenses in the fund that is reimbursed.

All other interfund transactions, except quasi-external transactions and reimbursements, are reported as transfers.

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED DECEMBER 31, 2020**

The following is a list of transfers for the year ending December 31, 2020:

Fund	<u>Transfers In</u>	<u>Transfers Out</u>
Governmental funds		
General fund	9,206,344	12,706,938
Roughrider sales tax fund	-	1,998,352
Capital projects fund	(2,918,772)	472,811
Debt service fund	9,099,282	-
Nonmajor governmental funds	2,631,606	3,088,125
Water fund	-	111,234
Sewer fund	359,000	-
Nonmajor enterprise funds	<u>(111,234)</u>	<u>(111,234)</u>
 Total transfers	 <u>\$ 18,266,226</u>	 <u>\$ 18,266,226</u>

The transfers in and out during 2020 were budgeted transfers.

NOTE 10 – FUND BALANCE

At December 31, 2020, the governmental fund balance classifications are as follows:

	<u>General Fund</u>	<u>Roughrider Sales Tax Fund</u>	<u>Capital Projects Fund</u>	<u>Debt Service Fund</u>	<u>Nonmajor Governmental Funds</u>	<u>Total</u>
Restricted for						
City improvements	\$ -	\$ -	\$ -	\$ -	\$ 1,176,996	\$ 1,176,996
Capital projects	-	-	8,985,207	-	-	8,985,207
Debt service	163,000	4,269,401	-	11,880,193	-	16,312,594
Road projects	-	-	-	-	78,264	78,264
Committed for						
Capital projects	235,894	79,000	-	-	-	314,894
Economic development	-	-	-	-	80,134	80,134
Assigned for						
General government	-	-	-	-	1,115,455	1,115,455
Public safety	-	-	-	-	303,359	303,359
Economic development	-	-	-	-	1,749,085	1,749,085
Road projects	-	-	-	-	1,866,750	1,866,750
Unassigned	<u>14,111,866</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>14,111,866</u>
	<u>\$ 14,510,760</u>	<u>\$ 4,348,401</u>	<u>\$ 8,985,207</u>	<u>\$ 11,880,193</u>	<u>\$ 6,370,043</u>	<u>\$ 46,094,604</u>

NOTE 11 – OPEB PLAN

General Information about the OPEB Plan

North Dakota Public Employees Retirement System

The following brief description of NDPERS is provided for general information purposes only. Participants should refer to NDAC Chapter 71-06 for more complete information.

NDPERS OPEB plan is a cost-sharing multiple-employer defined benefit OPEB plan that covers members receiving retirement benefits from the PERS, the HPRS, and Judges retired under Chapter 27-17 of the North Dakota Century Code a credit toward their monthly health insurance premium under the state health plan based upon the member's years of credited service. Effective July 1, 2015, the credit is also available to apply towards monthly premiums under the state dental,

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED DECEMBER 31, 2020**

vision and long-term care plan and any other health insurance plan. Effective August 1, 2019 the benefit may be used for any eligible health, prescription drug plan, dental, vision, or long term care plan premium expense. The Retiree Health Insurance Credit Fund is advance-funded on an actuarially determined basis.

Responsibility for administration of the NDPERS defined benefit OPEB plan is assigned to a Board comprised of nine members. The Board consists of a Chairman, who is appointed by the Governor; one member appointed by the Attorney General; one member appointed by the State Health Officer; three members elected by the active membership of the NDPERS system, one member elected by the retired public employees and two members of the legislative assembly appointed by the chairman of the legislative management.

OPEB Benefits

The employer contribution for the PERS, the HPRS and the Defined Contribution Plan is set by statute at 1.14% of covered compensation. The employer contribution for employees of the state board of career and technical education is 2.99% of covered compensation for a period of eight years ending October 1, 2015. Employees participating in the retirement plan as part-time/temporary members are required to contribute 1.14% of their covered compensation to the Retiree Health Insurance Credit Fund. Employees purchasing previous service credit are also required to make an employee contribution to the Fund. The benefit amount applied each year is shown as "*prefunded credit applied*" on the Statement of Changes in Plan Net Position for the OPEB trust funds. Beginning January 1, 2020, members first enrolled in the NDPERS Main System and the Defined Contribution Plan on or after that date will not be eligible to participate in RHIC. Therefore, RHIC will become for the most part a closed plan. There were no other benefit changes during the year.

Retiree health insurance credit benefits and death and disability benefits are set by statute. There are no provisions or policies with respect to automatic and ad hoc post-retirement benefit increases. Employees who are receiving monthly retirement benefits from the PERS, the HPRS, the Defined Contribution Plan, the Chapter 27-17 judges or an employee receiving disability benefits, or the spouse of a deceased annuitant receiving a surviving spouse benefit or if the member selected a joint and survivor option are eligible to receive a credit toward their monthly health insurance premium under the state health plan.

Effective July 1, 2015, the credit is also available to apply towards monthly premiums under the state dental, vision and long-term care plan and any other health insurance plan. Effective August 1, 2019 the benefit may be used for any eligible health, prescription drug plan, dental, vision, or long term care plan premium expense. The benefits are equal to \$5.00 for each of the employee's, or deceased employee's years of credited service not to exceed the premium in effect for selected coverage. The retiree health insurance credit is also available for early retirement with reduced benefits.

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED DECEMBER 31, 2020

OPEB Liabilities, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

At December 31, 2020, the Employer reported a liability of \$204,802 for its proportionate share of the net OPEB liability. The net OPEB liability was measured as of June 30, 2020, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of that date. The Employer's proportion of the net OPEB liability was based on the Employer's share of covered payroll in the OPEB plan relative to the covered payroll of all participating OPEB employers. At June 30, 2020, the Employer's proportion was 0.243465 percent, which was a decrease of 0.096155 from its proportion measured as of December 31, 2019.

For the year ended December 31, 2020, the Employer recognized OPEB expense of \$32,605. At December 31, 2020, the Employer reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 4,548	\$ 4,910
Changes of assumptions	27,460	-
Net difference between projected and actual earnings on pension plan investments	7,043	-
Changes in proportion and differences between employer contributions and proportionate share of contributions	12,055	42,383
Employer contributions subsequent to the measurement date (see below)	4,333	-
Total	\$ 55,439	\$ 47,293

\$4,333 reported as deferred outflows of resources related to OPEB resulting from Employer contributions subsequent to the measurement date will be recognized as a reduction of the net OPEB liability in the year ended December 31, 2021.

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEBs will be recognized in OPEB expense as follows:

Year ended December 31:	
2021	\$ (6,087)
2022	(6,807)
2023	(6,807)
2024	(6,610)
2025	(3,720)
Thereafter	423

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED DECEMBER 31, 2020**

Actuarial assumptions. The total OPEB liability in the July 1, 2019 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.50%
Salary increases	Not applicable
Investment rate of return	7.25%, net of investment expenses
Cost-of-living adjustments	None

For active members, inactive members and healthy retirees, mortality rates were based on the RP-2000 Combined Healthy Mortality Table set back two years for males and three years for females, projected generationally using the SSA 2014 Intermediate Cost scale from 2014. For disabled retirees, mortality rates were based on the RP-2000 Disabled Mortality Table set back one year for males (no setback for females) multiplied by 125%.

The long-term expected investment rate of return assumption for the RHIC fund was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of RHIC investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Estimates of arithmetic real rates of return, for each major asset class included in the RHIC's target asset allocation as of July 1, 2019 are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Large Cap Domestic Equities	33%	6.00%
Small Cap Domestic Equities	6%	7.30%
Domestic Fixed Income	40%	2.07%
International Equities	21%	6.95%

Discount rate. The discount rate used to measure the total OPEB liability was 7.25%. The projection of cash flows used to determine the discount rate assumed plan member and statutory/Board approved employer contributions will be made at rates equal to those based on the July 1, 2018, and July 1, 2017, HPRS actuarial valuation reports. For this purpose, only employer contributions that are intended to fund benefits of current RHIC members and their beneficiaries are included. Projected employer contributions that are intended to fund the service costs of future plan members and their beneficiaries are not included. Based on those assumptions, the RHIC fiduciary net position was projected to be sufficient to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on RHIC investments was applied to all periods of projected benefit payments to determine the total OPEB liability.

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED DECEMBER 31, 2020**

Sensitivity of the Employer's proportionate share of the net OPEB liability to changes in the discount rate. The following presents the net OPEB liability of the Plans as of June 30, 2019, calculated using the discount rate of 7.25%, as well as what the RHIC net OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.25 percent) or 1-percentage-point higher (8.25 percent) than the current rate:

	1% Decrease (6.25%)	Current Discount Rate (7.25%)	1% Increase (8.25%)
Employer's proportionate share of the net OPEB liability	\$ 268,603	\$ 204,802	\$ 150,850

NOTE 12 – PENSION PLAN

General Information about the Pension Plan

North Dakota Public Employees Retirement System (Main System)

The following brief description of NDPERS is provided for general information purposes only. Participants should refer to NDCC Chapter 54-52 for more complete information.

NDPERS is a cost-sharing multiple-employer defined benefit pension plan that covers substantially all employees of the State of North Dakota, its agencies and various participating political subdivisions. NDPERS provides for pension, death and disability benefits. The cost to administer the plan is financed through the contributions and investment earnings of the plan.

Responsibility for administration of the NDPERS defined benefit pension plan is assigned to a Board comprised of nine members. The Board consists of a Chairman, who is appointed by the Governor; one member appointed by the Attorney General; one member appointed by the State Health Officer; three members elected by the active membership of the NDPERS system, one member elected by the retired public employees and two members of the legislative assembly appointed by the chairman of the legislative management.

Pension Benefits

Benefits are set by statute. NDPERS has no provisions or policies with respect to automatic and ad hoc post-retirement benefit increases. Member of the Main System are entitled to unreduced monthly pension benefits beginning when the sum of age and years of credited service equal or exceed 85 (Rule of 85), or at normal retirement age (65). For members hired on or after January 1, 2016 the Rule of 85 was replaced with the Rule of 90 with a minimum age of 60. The monthly pension benefit is equal to 2.00% of their average monthly salary, using the highest 36 months out of the last 180 months of service, for each year of service. For members hired on or after January 1, 2020 the 2.00% multiplier was replaced with a 1.75% multiplier. The plan permits early retirement at ages 55-64 with three or more years of service.

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED DECEMBER 31, 2020**

Members may elect to receive the pension benefits in the form of a single life, joint and survivor, term-certain annuity, or partial lump sum with ongoing annuity. Members may elect to receive the value of their accumulated contributions, plus interest, as a lump sum distribution upon retirement or termination, or they may elect to receive their benefits in the form of an annuity. For each member electing an annuity, total payment will not be less than the members' accumulated contributions plus interest.

Death and Disability Benefits

Death and disability benefits are set by statute. If an active member dies with less than three years of service for the Main System, a death benefit equal to the value of the member's accumulated contributions, plus interest, is paid to the member's beneficiary. If the member has earned more than three years of credited service for the Main System, the surviving spouse will be entitled to a single payment refund, life-time monthly payments in an amount equal to 50% of the member's accrued normal retirement benefit, or monthly payments in an amount equal to the member's accrued 100% Joint and Survivor retirement benefit if the member had reached normal retirement age prior to date of death. If the surviving spouse dies before the member's accumulated pension benefits are paid, the balance will be payable to the surviving spouse's designated beneficiary.

Eligible members who become totally disabled after a minimum of 180 days of service, receive monthly disability benefits equal to 25% of their final average salary with a minimum benefit of \$100. To qualify under this section, the member has to become disabled during the period of eligible employment and apply for benefits within one year of termination. The definition for disabled is set by the NDPERS in the North Dakota Administrative Code.

Refunds of Member Account Balance

Upon termination, if a member of the Main System is not vested (is not 65 or does not have three years of service), they will receive the accumulated member contributions and vested employer contributions, plus interest, or may elect to receive this amount at a later date. If the member has vested, they have the option of applying for a refund or can remain as a terminated vested participant. If a member terminated and withdrew their accumulated member contribution and is subsequently reemployed, they have the option of repurchasing their previous service.

Member and Employer Contributions

Member and employer contributions paid to NDPERS are set by statute and are established as a percent of salaries and wages. Member contribution rates are 7% and employer contribution rates are 7.12% of covered compensation. For members hired on or after January 1, 2020 member contribution rates are 7% and employer contribution rates are 8.26% of covered compensation.

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED DECEMBER 31, 2020**

The member's account balance includes the vested employer contributions equal to the member's contributions to an eligible deferred compensation plan. The minimum member contribution is \$25 and the maximum may not exceed the following:

- 1 to 12 months of service – Greater of one percent of monthly salary or \$25
- 13 to 24 months of service – Greater of two percent of monthly salary or \$25
- 25 to 36 months of service – Greater of three percent of monthly salary or \$25
- Longer than 36 months of service – Greater of four percent of monthly salary or \$25

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At December 31, 2020, the Employer reported a liability of \$8,424,039 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2020, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Employer's proportion of the net pension liability was based on the Employer's share of covered payroll in the Main System pension plan relative to the covered payroll of all participating Main System employers. At June 30, 2020, the Employer's proportion was 0.267768 percent, which was an increase of 0.096565 from its proportion measured as of June 30, 2019.

For the year ended December 31, 2020, the Employer recognized pension expense of \$1,504,495. At December 31, 2020, the Employer reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 32,785	\$ 426,855
Changes of assumptions	4,515,816	746,576
Net difference between projected and actual earnings on pension plan investments	271,885	-
Changes in proportion and differences between employer contributions and proportionate share of contributions	316,841	908,666
Employer contributions subsequent to the measurement date (see below)	<u>212,304</u>	<u>-</u>
Total	<u><u>\$ 5,349,631</u></u>	<u><u>\$ 2,082,097</u></u>

\$212,304 reported as deferred outflows of resources related to pensions resulting from Employer contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2021.

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED DECEMBER 31, 2020

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended December 31:

2021	\$ 1,023,450
2022	788,144
2023	580,694
2024	662,942
2025	-

Actuarial assumptions. The total pension liability in the July 1, 2019 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation 2.50%

Salary increases

Service At Beginning Of Year	State Employee	Non-State Employee
0	12.00%	15.00%
1	9.50%	10.00%
2	7.25%	8.00%
3		
4		
Age		
Under 30	7.25%	10.00%
30-39	6.50%	7.50%
40-49	6.25%	6.75%
50-59	5.75%	6.50%
60+	5.00%	5.25%

*Age-based salary increase rates apply for employees with three or more years of service

Investment rate of return 7.50%, net of investment expenses

Cost-of-living adjustments None

For active members, inactive members and healthy retirees, mortality rates were based on the RP-2000 Combined Healthy Mortality Table set back two years for males and three years for females, projected generationally using the SSA 2014 Intermediate Cost scale from 2014. For disabled retirees, mortality rates were based on the RP-2000 Disabled Mortality Table set back one year for males (no setback for females) multiplied by 125%.

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED DECEMBER 31, 2020

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.

Best estimates of arithmetic real rates of return for each major asset class included in the Fund's target asset allocation are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Domestic Equity	30%	6.25%
International Equity	21%	6.95%
Private Equity	7%	10.15%
Domestic Fixed Income	23%	2.11%
International Fixed Income	0%	0.00%
Global Real Assets	19%	5.41%
Cash Equivalents	0%	0.00%

Discount rate. For PERS, GASB Statement No. 67 includes a specific requirement for the discount rate that is used for the purpose of the measurement of the Total Pension Liability. This rate considers the ability of the System to meet benefit obligations in the future. To make this determination, employer contributions, employee contributions, benefit payments, expenses and investment returns are projected into the future. The current employer and employee fixed rate contributions are assumed to be made in each future year. The Plan Net Position (assets) in future years can then be determined and compared to its obligation to make benefit payments in those years. In years where assets are not projected to be sufficient to meet benefit payments, which is the case for the PERS plan, the use of a municipal bond rate is required.

The Single Discount Rate (SDR) is equivalent to applying these two rates to the benefits that are projected to be paid during the different time periods. The SDR reflects (1) the long-term expected rate of return on pension plan investments (during the period in which the fiduciary net position is projected to be sufficient to pay benefits) and (2) a tax-exempt municipal bond rate based on an index of 20-year general obligation bonds with an average AA credit rating as of the measurement date (to the extent that the contributions for use with the long-term expected rate of return are not met).

For the purpose of this valuation, the expected rate of return on pension plan investments is 7.50%; the municipal bond rate is 3.13%; and the resulting Single Discount Rate is 7.50%.

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED DECEMBER 31, 2020**

Sensitivity of the Employer's proportionate share of the net pension liability to changes in the discount rate. The following presents the Employer's proportionate share of the net pension liability calculated using the discount rate of 7.50 percent, as well as what the Employer's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.50 percent) or 1-percentage-point higher (8.50 percent) than the current rate:

	1% Decrease (6.50%)	Current Discount Rate (7.50%)	1% Increase (8.50%)
Employer's proportionate share of the net pension liability	\$ 10,929,558	\$ 8,424,039	\$ 6,373,914

Pension plan fiduciary net position. Detailed information about the pension plan's fiduciary net position is available in the separately issued NDPERS financial report.

NOTE 13 - CONDUIT DEBT

The City has issued Multifamily Housing Revenue Bonds to provide financial assistance to private-sector entities for the construction of facilities deemed to be in the public interest. The bonds are secured by the financed property and are payable solely from the revenues generated from the facilities. Neither the City, State, nor any political subdivision thereof is obligated in any manner for repayment of the bonds. Accordingly, the bonds are not reported as liabilities in the accompanying financial statements.

NOTE 14 – ABATEMENTS

The affordable housing property tax exemption, NDCC Section 57-02-08 Subsection 43, is for all residential rental property, inclusive of land and administrative and auxiliary buildings, used as affordable housing and shall be exempt from taxation for the property's period of availability. The property must be owned by a qualified nonprofit entity, as defined in section 42 of the Internal Revenue Code [26 U.S.C. 42]. In 2020, the city abated a total of \$4,737 for three parcels that provide affordable housing.

NOTE 15 – COMMITMENTS

The City has entered into loan guarantees related to Wolf Run Village, a 501(c)(3) not-for-profit corporation. The City entered into these guarantees to address critical affordable housing needs for City, School and County employees. As of December 31, 2020 outstanding guaranteed loans were approximately \$4,961,947. Related to these guarantees the City has entered into joint powers agreements with McKenzie County Public School District No. 1 and McKenzie County. Under these agreements the School District and the County each agree to reimburse the City for 1/3 of each monthly guaranty obligation paid by the City up to \$15,000. For the year ending December 31, 2020 the City's share for expenditures related to the guaranty was approximately \$104,827.

The City has entered into an agreement with Watford City Golf Club, Inc. to maintain and operate the City owned Fox Hills Golf Course. As part of this agreement the City employs a maintenance and grounds superintendent and golf course manager to oversee the Golf Club's maintenance and operation of the golf course. The City is also committed to pay for the lease of the

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED DECEMBER 31, 2020**

maintenance certain equipment and to maintain adequate insurance. Related expenditures for these commitments were approximately \$133,254 for the current year. The City also loans equipment, machinery and employees to the Golf Club.

NOTE 16 – CONCENTRATIONS

The City had certain tax and revenue which individually represented 10% or more of the City's total revenue. At December 31, 2020, the City received \$2,322,081 from the Federal Government, and tax revenues totaled \$19,624,132 from the State of North Dakota.

The City had certain expenditures which individually represented 10% or more of the City's total expenditures. At December 31, 2020, the City had \$5,249,601 in expenses for the 14th Ave SE paving project to Northern Improvement Company, and \$6,477,431 was spent on bond and interest payments.

NOTE 17 – SUBSEQUENT EVENTS

In December of 2021, the McKenzie County Board of Commissioners approved a \$1 million contribution towards 2022 City infrastructure projects.

As of January 1, 2021, the City was in full financial control of the Fox Hills Golf Course. As of January 1, 2022, the City was in full management control of the Fox Hills Golf Course.

The 2022 budget does not have an Economic Development (FTE) position. The City is currently reviewing the position as part of their 2040 Infrastructure Master Planning process.

In January 2022 the City Council approved paying off the 2009 Water Bonds. As of December 31, 2020 the bonds had a principal balance of \$164,000. The principal amount to satisfy the pay off in January 2022 was \$146,000. Also paid in January 2022 was \$1,825 in interest and \$365 in administration fees.

There is no further debt on the Water Fund 5010.

The City has evaluated subsequent events through March 7, 2022, the date which the financial statements were available to be issued.

CITY OF WATFORD CITY
REQUIRED SUPPLEMENTARY INFORMATION
DECEMBER 31, 2020

CITY OF WATFORD CITY
SCHEDULE OF THE EMPLOYER'S SHARE OF NET OPEB LIABILITY
AND EMPLOYER CONTRIBUTIONS
FOR THE YEAR ENDED DECEMBER 31, 2020

Schedule of Employer's Share of Net OPEB Liability
ND Public Employees Retirement System
LAST 10 FISCAL YEARS*

	2017	2018	2019	2020
Employer's proportion of the net OPEB liability (asset)	0.321221%	0.322317%	0.339620%	0.243465%
Employer's proportionate share of the net OPEB liability (asset)	254,089	253,847	272,778	204,802
Employer's covered-employee payroll	3,475,104	3,526,851	3,789,680	2,775,429
Employer's proportionate share of the net OPEB liability (asset) as a percentage of its covered-employee payroll	7.31%	7.20%	7.20%	7.38%
Plan fiduciary net position as a percentage of the total OPEB liability	59.78%	61.89%	63.13%	63.38%

*Complete data for this schedule is not available prior to 2017.

Schedule of Employer Contributions
ND Public Employees Retirement System
Last 10 Fiscal Years*

	2017	2018	2019	2020
Statutorily required contribution	40,396	41,368	44,074	32,605
Contributions in relation to the statutory required contribution	(38,009)	(44,132)	(45,135)	(50,883)
Contribution deficiency (excess)	2,387	(2,764)	(1,061)	(18,278)
Employer's covered-employee payroll	3,475,104	3,526,851	3,789,680	2,775,429
Contributions as a percentage of covered-employee payroll	1.09%	1.25%	1.19%	1.83%

*Complete data for this schedule is not available prior to 2017.

**SCHEDULE OF THE EMPLOYER'S SHARE OF NET PENSION LIABILITY
AND EMPLOYER CONTRIBUTIONS
FOR THE YEAR ENDED DECEMBER 31, 2020**

**Schedule of Employer's Share of Net Pension Liability
ND Public Employees Retirement System
Last 10 Fiscal Years***

	2015	2016	2017	2018	2019	2020
Employer's proportion of the net pension liability (asset)	0.243845%	0.301585%	0.340415%	0.343307%	0.364333%	0.267768%
Employer's proportionate share of the net pension liability (asset)	1,658,103	2,932,240	5,471,585	5,793,680	4,270,246	8,424,039
Employer's covered-employee payroll	2,172,351	3,039,267	3,475,104	4,058,943	3,789,680	2,953,801
Employer's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	76.33%	96.71%	157.45%	164.27%	112.68%	285.19%
Plan fiduciary net position as a percentage of the total pension liability	77.70%	71.10%	62.70%	89.76%	112.68%	285.19%

*Complete data for this schedule is not available prior to 2015.

**Schedule of Employer Contributions
ND Public Employees Retirement System
Last 10 Fiscal Years***

	2015	2016	2017	2018	2019	2020
Statutorily required contribution	301,756	350,012	370,162	259,768	275,910	209,155
Contributions in relation to the statutory required contribution	(301,756)	(350,012)	(370,162)	(275,630)	(281,898)	(324,360)
Contribution deficiency (excess)	-	-	-	(15,862)	(5,988)	(115,205)
Employer's covered-employee payroll	2,785,187	3,231,792	3,417,942	(3,526,851)	3,789,680	2,953,801
Contributions as a percentage of covered-employee payroll	10.83%	10.83%	10.83%	7.82%	7.44%	10.98%

*Complete data for this schedule is not available prior to 2015.

CITY OF WATFORD CITY

Section 18, Item A.

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES –
COMPARISON OF BUDGET AND ACTUAL – GENERAL FUND
FOR THE YEAR ENDED DECEMBER 31, 2020**

	Original Budget	Final Budget	Actual	Variance with Final Budget
Revenues				
Taxes	\$ 1,084,792	\$ 1,084,792	\$ 1,016,385	\$ (68,407)
Licenses and permits	188,750	188,750	342,058	153,308
Intergovernmental revenues	16,730,525	16,730,525	12,721,782	(4,008,743)
Charges for services	50,050	50,050	197,081	147,031
Fines and forfeitures	87,250	87,250	63,970	(23,280)
Miscellaneous	103,075	103,075	288,480	185,405
Internal services	-	-	-	-
Total revenues	18,244,442	18,244,442	14,629,756	(3,614,686)
Expenditures				
General government	4,224,139	4,224,139	3,945,748	(278,391)
Public safety	3,713,361	3,713,361	3,231,778	(481,583)
Public works	3,700	3,700	5,486	1,786
Social and economic services	1,145,500	1,145,500	1,171,689	26,189
Total expenditures	9,086,700	9,086,700	8,354,701	(731,999)
Excess (deficiency) of revenues over expenditures				
Other financing sources (uses)				
Transfers in	7,836,000	7,836,000	9,206,344	1,370,344
Transfers out	(16,281,530)	(16,281,530)	(12,706,938)	3,574,592
Proceeds from sale of capital assets	-	-	130,500	130,500
Total other financing sources and uses	(8,445,530)	(8,445,530)	(3,370,094)	5,075,436
Net change in fund balance	\$ 712,212	\$ 712,212	2,904,961	\$ 2,192,749
Fund Balance - beginning			11,605,799	
Fund Balance - ending			\$ 14,510,760	

CITY OF WATFORD CITY

Section 18, Item A.

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES –
COMPARISON OF BUDGET AND ACTUAL – ROUGHRIDER SALES TAX FUND
FOR THE YEAR ENDED DECEMBER 31, 2020**

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance with Final Budget</u>
Revenues				
Intergovernmental revenues	\$ 4,000,000	\$ 4,000,000	\$ 3,507,088	\$ (492,912)
Expenditures				
Social and economic services	<u>2,000,000</u>	<u>2,000,000</u>	<u>1,754,655</u>	<u>(245,345)</u>
Excess (deficiency) of revenues over expenditures				
Other financing sources (uses)				
Transfers in	-	-	-	-
Transfers out	<u>(2,000,000)</u>	<u>(2,000,000)</u>	<u>(1,998,352)</u>	<u>1,648</u>
Total other financing sources and uses	<u>(2,000,000)</u>	<u>(2,000,000)</u>	<u>(1,998,352)</u>	<u>1,648</u>
Net change in fund balance	<u>\$ -</u>	<u>\$ -</u>	<u>(245,919)</u>	<u>\$ (245,919)</u>
Fund balance - beginning			<u>4,594,320</u>	
Fund balance - ending			<u>\$ 4,348,401</u>	

**NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION
FOR THE YEAR ENDED DECEMBER 31, 2020**

NOTE 1 – OPEB: CHANGES OF BENEFIT TERMS AND ASSUMPTIONS.

Changes of benefit terms: Beginning January 1, 2020, members first enrolled in the NDPERS Main System and the Defined Contribution Plan on or after that date will not be eligible to participate in RHIC. Therefore, RHIC will become for the most part a closed plan. There have been no other changes in plan provisions since the previous actuarial valuation as of July 1, 2018.

Changes of assumptions: The Board approved the following changes to the actuarial assumptions beginning with the July 1, 2019 valuation:

- The investment return assumption was lowered from 7.50% to 7.25%

All other actuarial assumptions and the actuarial cost method are unchanged from the last actuarial valuation as of July 1, 2018.

NOTE 2 – PENSION: CHANGES OF BENEFIT TERMS AND ASSUMPTIONS.

Changes of benefit terms: The interest rate earned on member contributions will decrease from 7.25 percent to 7.00 percent effective January 1, 2020 (based on the adopted decrease in the investment return assumption). New Main System members who are hired on or after January 1, 2020 will have a benefit multiplier of 1.75 percent (compared to the current benefit multiplier of 2.00 percent). The fixed employer contribution for new members of the Main System will increase from 7.12 percent to 8.26 percent. For members who terminate after December 31, 2019, final average salary is the higher of the final average salary calculated on December 31, 2019 or the average salary earned in the three highest periods of twelve consecutive months employed during the last 180 months of employment. There have been no other changes in plan provisions since the previous actuarial valuation as of July 1, 2018.

Changes of assumptions: The Board approved the following changes to the actuarial assumptions beginning with the July 1, 2019 valuation:

- The investment return assumption was lowered from 7.75% to 7.50%

All other actuarial assumptions and the actuarial cost method are unchanged from the last actuarial valuation as of July 1, 2018.

Note 3 – Budget to Actual: Stewardship, Compliance, and Accountability

Budgetary Information

The City Council adopts an annual budget on a basis consistent with the cash basis of accounting for the general fund, each special revenue fund and each debt service fund of the municipality.

**NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION
FOR THE YEAR ENDED DECEMBER 31, 2020**

The following procedures are followed in establishing the budgetary data reflected in the financial statements:

- On or before September 10 of the preceding fiscal year, the City prepares a preliminary budget for the next succeeding year beginning January 1. The preliminary budget includes a detailed breakdown of the estimated revenues and appropriations.
- The governing board holds a public hearing where any taxpayer may testify in favor or against any proposed disbursements or tax levies requested in the preliminary budget. After the budget hearing and on or before October 7, the board adopts the final budget. The final budget must be filed with the County Auditor by October 10.
- No disbursement shall be made, or liability incurred in excess of the total appropriation by fund. However, the governing board may amend the budget during the year for any revenue and appropriations not anticipated at the time the budget was prepared. The budget amendments must be approved by the board and the approval must be noted in the proceedings of the board. All annual appropriations lapse at year-end.

CITY OF WATFORD CITY
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED DECEMBER 31, 2020

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Federal Financial Assistance Listing/Federal CFDA Number	Pass-Through Entity Identifying Number	Expenditures	Amounts Passed- Through to Subrecipients
Department of the Treasury Passed through the North Dakota Office of Management and Budget COVID-19 - Coronavirus Relief Fund	21.019	Unknown	\$ 2,226,045	\$ 44,834
Total Department of the Treasury			\$ 2,226,045	
United States Department of Homeland Security Passed through North Dakota Department of Emergency Management Disaster Grants - Public Assistance (Presidentially Declared Disasters)	97.036	Unknown	48,618	
United States Department of Justice, Office of Justice Programs Violence Against Women Formula Grants	16.588	N/A	20,647	
Police Officer Overtime	16.999	N/A	6,132	
Bulletproof Vest Partnership Program	16.607	N/A	2,121	
Total Office of Justice Programs			28,900	
United States Department of Transportation Passed through the North Dakota Department of Transportation Impaired Driving (ID) Enforcement	20.616	PHSPID2110-02-17	7,357	
Occupant Protection (OP) Enforcement	20.616	PHSPOP2105-05-19	5,674	
Underage Drinking (UA) Enforcement	20.616	PHSPID2110-12-13	4,131	
Speed (SC) Enforcement	20.600	PHSPSC2107-04-20	1,357	
Total Department of Transportation			18,518	
Total Federal Financial Assistance			\$ 2,322,081	\$ 44,834

See Notes to the Schedule of Expenditures of Federal Awards
56

**NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED DECEMBER 31, 2020****NOTE 1 – BASIS OF PRESENTATION**

The accompanying schedule of expenditures of federal awards includes the federal award activity of the City of Watford City under programs of the federal government for the year ended December 31, 2020. The information is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Because the schedule presents only a selected portion of the operations of the City, it is not intended to and does not present the financial position, changes in net position or fund balance, or cash flows of the City.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported in the schedule are reported on the modified accrual basis of accounting, except for subrecipient expenditures, which are recorded on the cash basis. When applicable, such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

NOTE 3 – INDIRECT COST RATE

The City does not draw for indirect administrative expenses and has not elected to use the 10% de minimus cost rate.

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED DECEMBER 31, 2020**

Section I: Summary of Auditor's Results**Financial Statements**

Type of report the issued on whether the financial statements audited were prepared in accordance with GAAP: Unmodified

Internal control over financial reporting:		
Material weakness(es) identified?	<u>X</u> Yes	<u> </u> No
Significant deficiency(ies) identified?	<u> </u> Yes	<u>X</u> None Reported
Noncompliance material to financial statements noted?	<u> </u> Yes	<u>X</u> No

Federal Awards

Internal control over major federal programs:		
Material weakness(es) identified?	<u> </u> Yes	<u>X</u> No
Significant deficiency(ies) identified?	<u> </u> Yes	<u>X</u> None Reported
Type of auditor's report issued on compliance for major federal programs [<i>unmodified, qualified, adverse, or disclaimer</i>]:	Unmodified	
Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?	<u> </u> Yes	<u>X</u> No
Identification of major federal programs:		
CFDA Number(s) 21.019	Name of Federal Program or Cluster	Coronavirus Relief Fund
Dollar threshold used to distinguish between type A and type B programs:	\$750,000	
Auditee qualified as a low-risk auditee?	<u> </u> Yes	<u>X</u> No

Section II: Financial Statement Findings**2020-001 Preparation of Financial Statements (Prior Audit Finding)****Material Weakness in Internal Control over Financial Reporting**

Criteria – A good system of internal accounting control contemplates an adequate system for the preparation of generally accepted accounting principles (GAAP) financial statements financial statements and accompanying notes to the financial statements.

Condition – The City does not have an internal control system designed to provide for the preparation of GAAP financial statements being audited. Schmitz-Holmstrom was requested to draft the financial statements and accompanying notes to the financial statements.

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS - CONTINUED
FOR THE YEAR ENDED DECEMBER 31, 2020**

Cause – As a relatively small local government the city has determined it is not cost effective to hire the additional employees needed to prepare their GAAP financial statements.

Effect – Inadequate control over financial reporting of the City could result in the more than a remote likelihood that the City would not be able to draft the financial statements and accompanying notes to the financial statements without material errors.

Recommendation – Management and those charged with governance should continue their close oversight of the financial reporting process including the GAAP financial statements.

Views of Responsible Officials – **City Officials are in agreement with the finding noted.**

2020-002 Segregation of Duties (Prior Audit Finding)

Material Weakness in Internal Control over Financial Reporting

Criteria - A good system of internal accounting control contemplates an adequate segregation of duties so that no one individual handles a transaction from its inception to its completion and that there is proper approval of transactions.

Condition – The City has a lack of segregation of duties in certain areas, specifically the cash receipt process and the review and approval process of manual journal entries due to limited staff.

Cause – As a relatively small local government the city has determined it is not cost effective to hire the additional employees needed to properly segregate all internal control related duties.

Effect - Inadequate segregation of duties could adversely affect the City's ability to detect potential material misstatements to the financial statements or fraudulent activity in a timely manner.

Recommendation – The City should continue to review accounting functions to determine if additional segregation of duties is feasible.

Views of Responsible Officials – **City Officials are in agreement with the finding noted.**

Section III: Federal Awards Findings

None reported

**Report on Compliance for Each Major Federal Program and Report on
Internal Control Over Compliance
in Accordance with the Uniform Guidance**

Independent Auditor's Report

The City Council
City of Watford City

Report on Compliance for Each Major Federal Program

We have audited the City of Watford City's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on the City of Watford City's major federal program for the year ended December 31, 2020. The City of Watford City's major federal program is identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for the City of Watford City's major federal program based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the City of Watford City's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for the major federal program. However, our audit does not provide a legal determination the City of Watford City's compliance.

Opinion on Each Major Federal Program

In our opinion, the City of Watford City's complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2020.

Report on Internal Control over Compliance

Management of the City of Watford City is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the City of Watford City's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the City of Watford City's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Bismarck, North Dakota
March 7, 2022

**Report on Internal Control Over Financial Reporting and on Compliance and Other
Matters Based on an Audit of Financial Statements Performed in Accordance with
Government Auditing Standards**

Independent Auditor's Report

The City Council
City of Watford City

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of City of Watford City as of and for the year ended December 31, 2020, and the related notes to the financial statements, which collectively comprise City of Watford City's basic financial statements, and have issued our report thereon dated March 7, 2022.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered City of Watford City's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of City of Watford City's internal control. Accordingly, we do not express an opinion on the effectiveness of City of Watford City's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings and responses, that we consider to be material weaknesses: 2020-001 and 2020-002.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether City of Watford City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests did not disclose an instance of noncompliance or other matter that is required to be reported under *Government Auditing Standards*.

City of Watford City's Response to Findings

City of Watford City's responses to the findings identified in our audit are described in the accompanying schedule of findings and responses. City of Watford City's responses were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Bismarck, North Dakota
March 7, 2022

**SCHEDULE OF FINDINGS AND RESPONSES
FOR THE YEAR ENDED DECEMBER 31, 2020****2020-001 Preparation of Financial Statements (Prior Audit Finding)
Material Weakness in Internal Control over Financial Reporting**

Criteria – A good system of internal accounting control contemplates an adequate system for the preparation of generally accepted accounting principles (GAAP) financial statements financial statements and accompanying notes to the financial statements.

Condition – The City does not have an internal control system designed to provide for the preparation of GAAP financial statements being audited. Schmitz-Holmstrom was requested to draft the financial statements and accompanying notes to the financial statements.

Cause – As a relatively small local government the city has determined it is not cost effective to hire the additional employees needed to prepare their GAAP financial statements.

Effect – Inadequate control over financial reporting of the City could result in the more than a remote likelihood that the City would not be able to draft the financial statements and accompanying notes to the financial statements without material errors.

Recommendation – Management and those charged with governance should continue their close oversight of the financial reporting process including the GAAP financial statements.

Views of Responsible Officials – City Officials are in agreement with the finding noted.

**2020-002 Segregation of Duties (Prior Audit Finding)
Material Weakness in Internal Control over Financial Reporting**

Criteria - A good system of internal accounting control contemplates an adequate segregation of duties so that no one individual handles a transaction from its inception to its completion and that there is proper approval of transactions.

Condition – The City has a lack of segregation of duties in certain areas, specifically the cash receipt process and the review and approval process of manual journal entries due to limited staff.

Cause – As a relatively small local government the city has determined it is not cost effective to hire the additional employees needed to properly segregate all internal control related duties.

Effect - Inadequate segregation of duties could adversely affect the City's ability to detect potential material misstatements to the financial statements or fraudulent activity in a timely manner.

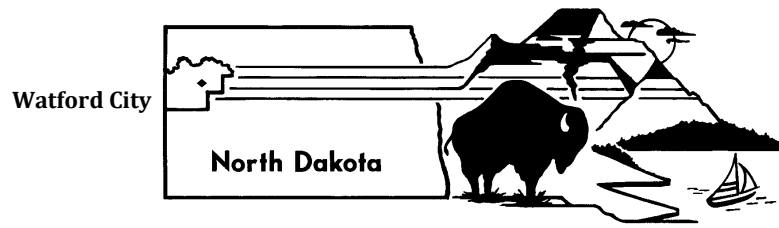
Recommendation – The City should continue to review accounting functions to determine if additional segregation of duties is feasible.

Views of Responsible Officials – City Officials are in agreement with the finding noted.

CITY OF WATFORD CITY
STATUS OF PRIOR AUDIT FINDINGS
FOR THE YEAR ENDED DECEMBER 31, 2020

Findings 2019-001 and 2019-002 relating to financial statement preparation and segregation of duties are addressed in the current year Schedule of Findings and Responses (Findings 2020-001 and 2020-002).

The recommendation included in Finding 2019-003 related to continuing disclosures was implemented so this finding has been addressed by the city.



City of Watford City

213 2nd St. NE / PO Box 494

Watford City, ND 58854

Ph. 701-444-2533

Fax 701-444-3004

www.cityofwatfordcity.com

March 7, 2022

Schmitz-Holmstrom, LLP
1400 W. Century Ave.
Bismarck, ND 58503

This representation letter is provided in connection with your audit of the basic financial statements of City of Watford City as of December 31, 2020 and for the year then ended, and the related notes to the financial statements, for the purpose of expressing opinions on whether the basic financial statements present fairly, in all material respects, the financial position, results of operations, and cash flows, where applicable, of the various opinion units of City of Watford City in accordance with accounting principles generally accepted for governments in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

Except where otherwise stated below, immaterial matters less than \$379,000.00 collectively are not considered to be exceptions that require disclosure for the purpose of the following representations. This amount is not necessarily indicative of amounts that would require adjustment to or disclosure in the financial statements.

We confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves as of March 7, 2022:

Financial Statements

- We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated August 26, 2019, for the preparation and fair presentation of the financial statements of the various opinion units referred to above in accordance with U.S. GAAP.
- The financial statements referred to above have been fairly presented in accordance with U.S. GAAP and include all properly classified funds, required supplementary information, and notes to the basic financial statements.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

- We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- We acknowledge our responsibility for compliance with the laws, regulations, and provisions of contracts and grant agreements.
- We have reviewed, approved, and taken responsibility for the financial statements and related notes.
- We have a process to track the status of audit findings and recommendations.
- We have identified and communicated to you all previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
- Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP. All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.
- The effects of uncorrected misstatements summarized in the attached schedule and aggregated by you during the current engagement are immaterial, both individually and in the aggregate, to the applicable opinion units and to the financial statements as a whole.
- The effects of all known actual or possible litigation and claims have been accounted for and disclosed in accordance with U.S. GAAP.
- With regard to items reported at fair value:
 - The underlying assumptions are reasonable, and they appropriately reflect management's intent and ability to carry out its stated courses of action.
 - The measurement methods and related assumptions used in determining fair value are appropriate in the circumstances and have been consistently applied.
 - The disclosures related to fair values are complete, adequate, and in conformity with U.S. GAAP.
 - There are no subsequent events that require adjustments to the fair value measurements and disclosures included in the financial statements.
- All component units, as well as joint ventures with an equity interest, are included and other joint ventures and related organizations are properly disclosed.
- All funds and activities are properly classified.
- All funds that meet the quantitative criteria in GASB Statement No. 34, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments*, GASB Statement No. 37, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments: Omnibus* as amended, and GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities*, for presentation as major are identified and presented as such and all other funds that are presented as major are considered important to financial statement users.
- All components of net position, nonspendable fund balance, and restricted, committed, assigned, and unassigned fund balance are properly classified and, if applicable, approved.
- Our policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position/fund balance are available is appropriately disclosed and net position/fund balance is properly recognized under the policy.

- All revenues within the statement of activities have been properly classified as program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
- All expenses have been properly classified in or allocated to functions and programs in the statement of activities, and allocations, if any, have been made on a reasonable basis.
- All interfund and intra-entity transactions and balances have been properly classified and reported.
- Special items and extraordinary items have been properly classified and reported.
- Deposit and investment risks have been properly and fully disclosed.
- Capital assets, including infrastructure assets, are properly capitalized, reported, and if applicable, depreciated.
- All required supplementary information is measured and presented within the prescribed guidelines.
- Nonexchange and exchange financial guarantees, either written or oral, under which it is more likely than not that a liability exists have been properly recorded, or if we are obligated in any manner, are disclosed.
- With regard to investments and other instruments reported at fair value:
 - The underlying assumptions are reasonable and they appropriately reflect management's intent and ability to carry out its stated courses of action.
 - The measurement methods and related assumptions used in determining fair value are appropriate in the circumstances and have been consistently applied.
- The disclosures related to fair values are complete, adequate, and in accordance with U.S. GAAP.
- There are no subsequent events that require adjustments to the fair value measurements and disclosures included in the financial statements.
- With respect to the assistance with the preparation of financial statements and the assistance with year-end journal entries, we have performed the following:
 - Made all management decisions and performed all management functions;
 - Assigned a competent individual to oversee the services;
 - Evaluated the adequacy of the services performed;
 - Evaluated and accepted responsibility for the result of the service performed; and
 - Established and maintained internal controls, including monitoring ongoing activities.

Information Provided

- We have provided you with:
 - Access to all information, of which we are aware that is relevant to the preparation and fair presentation of the financial statements of the various opinion units referred to above, such as records, documentation, meeting minutes,⁷ and other matters;
 - Additional information that you have requested from us for the purpose of the audit; and
 - Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
- All transactions have been recorded in the accounting records and are reflected in the financial statements.
- We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.

- We have provided to you our analysis of the entity's ability to continue as a going concern, including significant conditions and events present, and if necessary, our analysis of management's plans, and our ability to achieve those plans.
- We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
 - Management;
 - Employees who have significant roles in internal control; or
 - Others where the fraud could have a material effect on the financial statements.
- We have no knowledge of any allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, vendors, regulators, or others.
- We have no knowledge of any instances that have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that has a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
- We have no knowledge of any instances that have occurred or are likely to have occurred of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.
- We have taken timely and appropriate steps to remedy fraud, noncompliance with provisions of laws, regulations, contracts, and grant agreements, abuse or waste that you have reported to us.
- We have a process to track the status of audit findings and recommendations.
- We have identified for you all previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- We have provided views on your reported audit findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.
- We are not aware of any pending or threatened litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
- We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.
- We have disclosed to you all communications from regulatory agencies concerning noncompliance with or deficiencies in accounting, internal control, or financial reporting practices.
- City of Watford City has no plans or intentions that may materially affect the carrying value or classification of assets and liabilities.
- We have disclosed to you all guarantees, whether written or oral, under which City of Watford City is contingently liable.
- We have disclosed to you all nonexchange financial guarantees, under which we are obligated and have declared liabilities and disclosed properly in accordance with GASB Statement No. 70, *Accounting and Financial Reporting for Nonexchange Financial Guarantees*, for those guarantees where it is more likely than not that the entity will make a payment on any guarantee.
- For nonexchange financial guarantees where we have declared liabilities, the amount of the liability recognized is the discounted present value of the best estimate of the future outflows expected to be incurred as a result of the guarantee. Where there was no best estimate but a range of estimated future outflows has been established, we have recognized the minimum amount within the range.
- We have disclosed to you all significant estimates and material concentrations known to management that are required to be disclosed in accordance with GASB Statement No.

62 (GASB-62), *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*. Significant estimates are estimates at the balance sheet date that could change materially within the next year. Concentrations refer to volumes of business, revenues, available sources of supply, or markets or geographic areas for which events could occur that would significantly disrupt normal finances within the next year.

- We have identified and disclosed to you the laws, regulations, and provisions of contracts and grant agreements that could have a direct and material effect on financial statement amounts, including legal and contractual provisions for reporting specific activities in separate funds.
- There are no:
 - Violations or possible violations of laws or regulations, or provisions of contracts or grant agreements whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency, including applicable budget laws and regulations.
 - Unasserted claims or assessments that our lawyer has advised are probable of assertion and must be disclosed in accordance with GASB-62.
 - Other liabilities or gain or loss contingencies that are required to be accrued or disclosed by GASB-62.
 - Continuing disclosure consent decree agreements or filings with the Securities and Exchange Commission and we have disclosed to you we have not filed updates on a timely basis in accordance with the agreements (Rule 240, 15c2-12).
- City of Watford City has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset or future revenue been pledged as collateral, except as disclosed to you.
- We have complied with all aspects of grant agreements and other contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
- We have disclosed to you all significant estimates and material concentrations known to management that are required to be disclosed in accordance with GASB-62. Significant estimates are estimates at the balance sheet date that could change materially within the next year. Concentrations refer to volumes of business, revenues, available sources of supply, or markets or geographic areas for which events could occur that would significantly disrupt normal finances within the next year.

Single Audit

- With respect to federal awards, we represent the following to you:
 - We are responsible for understanding and complying with, and have complied with, the requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).
 - We are responsible for the preparation and presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance.
 - We believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with the Uniform Guidance.

- We are responsible for including the auditor's report on the schedule of expenditures of federal awards in any document that contains the schedule and that indicates that the auditor has reported on such information.
- We have identified and disclosed all of our government programs and related activities subject to the Uniform Guidance compliance audit.
- When the schedule of expenditures of federal awards is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the schedule of expenditures of federal awards no later than the date of issuance by the entity of the schedule of expenditures of federal awards and the auditor's report thereon.
- We have, in accordance with the Uniform Guidance, identified in the schedule of expenditures of federal awards, expenditures made during the audit period for all awards provided by federal agencies in the form of grants, federal cost-reimbursement contracts, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, food commodities, direct appropriations, and other assistance.
- We have provided to you our interpretations of any compliance requirements that are subject to varying interpretations.
- We have made available to you all federal awards (including amendments, if any) and any other correspondence relevant to federal programs and related activities that have taken place with federal agencies or pass-through entities.
- We have received no requests from a federal agency to audit one or more specific programs as a major program.
- We have identified and disclosed to you all amounts questioned and any known noncompliance with the direct and material compliance requirements of federal awards, including the results of other audits or program reviews, or stated that there was no such noncompliance. We also know of no instances of noncompliance with direct and material compliance requirements occurring subsequent to period covered by the auditor's report.
- We have disclosed to you any communications from federal awarding agencies and pass-through entities concerning possible noncompliance with the direct and material compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditor's report.
- We have made available to you all documentation related to compliance with the direct and material compliance requirements, including information related to federal program financial reports and claims for advances and reimbursements.
- Federal program financial reports and claims for advances and reimbursements are supported by the books and records from which the basic financial statements have been prepared (and are prepared on a basis consistent with the schedule of expenditures of federal awards).
- The copies of federal program financial reports provided to you are true copies of the reports submitted, or electronically transmitted, to the respective federal agency or pass-through entity, as applicable.
- We have monitored subrecipients, as necessary, to determine if they have expended subawards in compliance with federal statutes, regulations, and the

terms and conditions of the subaward and have met the other pass-through entity requirements of the Uniform Guidance.

- We have charged costs to federal awards in accordance with applicable cost principles.
- We are responsible for and have accurately prepared the summary schedule of prior audit findings to include all findings required to be included by the Uniform Guidance, and we have provided you with all information on the status of the follow-up on prior audit findings by federal awarding agencies and pass-through entities, including all management decisions.
- We have disclosed to you the findings received and related corrective actions taken for previous audits, attestation engagements, and internal or external monitoring that directly relate to the objectives of the compliance audit, including findings received and corrective actions taken from the end of the period covered by the compliance audit to the date of the auditor's report.
- The reporting package does not contain personally identifiable information.
- We have disclosed all contracts or other agreements with service organizations and disclosed to you all communications from these service organizations relating to noncompliance at the organizations.
- We have reviewed, approved, and taken responsibility for the financial statements and related notes and an acknowledgment of the auditor's role in the preparation of this information.
- We have reviewed, approved, and taken responsibility for accrual adjustments and an acknowledgment of the auditor's role in the preparation of the adjustments.
- We have disclosed to you the nature of any subsequent events that provide additional evidence with respect to conditions that existed at the end of the reporting period that affect noncompliance during the reporting period.

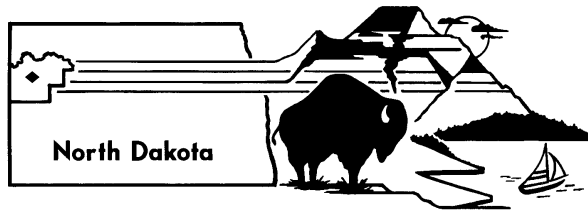
In addition

- We are responsible for understanding and complying with the requirements of federal statutes, regulations, and the terms and conditions of federal awards related to each of our federal programs and have identified and disclosed to you the federal statutes, regulations, and the terms and conditions of federal awards that are considered to have a direct and material effect on each major federal program; and we have complied with these direct and material compliance requirements.
- We are responsible for establishing and maintaining, and have established and maintained, effective internal control over compliance for federal programs that provide reasonable assurance that we are managing our federal awards in compliance with federal statutes, regulations, and the terms and conditions of the federal award that could have a material effect on our federal programs. Also, no changes [or disclose the changes made] have been made in the internal control over compliance or other factors that might significantly affect internal control, including any corrective action taken by management with regard to significant deficiencies and material weaknesses in internal control over compliance, have occurred subsequent to the period covered by the auditor's report.

- We are responsible for and have accurately completed the appropriate sections of the Data Collection Form and we are responsible for taking corrective action on audit findings of the compliance audit and have developed a corrective action plan that meets the requirements of the Uniform Guidance.

Phil Riely, Mayor

Laura Dokken, Finance Director


City of Watford City

 213 2nd St., NE | PO Box 494

Watford City, ND 58854

Ph 701-444-2533

Fax 701-444-3004

www.cityofwatfordcity.com
Report to City Council

 March 7th, 2022

City Engineer – Grace Demars, PE

2nd Avenue SW Shared Use Path Project – Task Order with Brosz Engineering

The 2nd Avenue SW Shared Use Path project is a collaborative effort between the NDDOT, the Outdoor Heritage Fund, the County, and the City to install a 10-foot-wide shared use path from Main Street South to 10th Street Southwest. This path will connect the Long X Visitor Center, which houses the Pioneer Museum, to the McKenzie County Heritage Park. The project received a Transportation Alternatives grant from the NDDOT and at the time of applying for the grant, the City was required to submit the project through the County. A Joint Powers Agreement for this project was entered into by the County and City in December of 2020.

The bid opening for the 2nd Avenue SW Shared Use Path project was February 11th, 2022. The City Council recommended award of the project to the NDDOT and McKenzie County Board of Commissioners at the February 23rd, 2022 City Council meeting. The McKenzie County Board of Commissioners recommended award of the project to the NDDOT at their March 1st, 2022 meeting.

Brosz Engineering has prepared a Task Order for construction engineering services for the 2nd Avenue SW Shared Use Project in the hourly not to exceed amount of \$101,055.00.

Recommend:

The City Council approve and allow the Mayor to sign the Task Order with Brosz Engineering for the 2nd Avenue SW Shared Use Path Project in the hourly not to exceed amount of \$101,055.00.

Attachments:

 2nd Avenue SW Shared Use Path Task Order

Theodore Roosevelt Expressway Freight Expansion Project – Letter of Support

The NDDOT is pursuing RAISE Grant program funding for the Theodore Roosevelt Expressway Freight Expansion Project (US Highway 85) and has requested the City to provide a letter of support for the project.

Recommend:

The City Council allow the Mayor to sign the letter of support for the NDDOT's Theodore Roosevelt Expressway Freight Expansion Project RAISE Grant Program Application.

Attachments:

Letter of Support

Stenehjem Commons – Warranty Bond Release

The Developer submitted sanitary sewer videos for the City's review, per the Subdivision Improvement, Maintenance, and Warranty Agreement, and the City found no significant findings. The Warranty Bond has been released for the Development.

This is Task Order
No. WC 22-01, consisting of 3
pages.

Task Order

In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated July 6, 2021 ("Agreement"), Owner and Engineer agree as follows:

1. Task Order Information

- A. Owner: City of Watford City.
- B. Engineer: Brosz Engineering.
- C. Task Order Title: 2nd Ave SW Shared Use Path Construction .

2. Scope of Services

- A. The scope of services to be provided or furnished by Engineer under this Task Order are:
 - 1. **Itemized list of Scope of Services.**
 - a. General Administration of Construction Contract following NDDOT guidelines and Construction Records Manual
 - b. Perform Construction Staking
 - c. Conduct Inspection and Testing
 - d. Resident Project Representative on Site
 - e. Prepare Applications for Payment
 - f. Conduct Final Inspection
 - g. Submit Project Records

3. Owner's Responsibilities

The Owner shall be responsible for the follow items:

- A. **None**

4. Schedule

At this time, no schedule has been received by Winn Construction. Verbal communication from Travis Winn has indicated that it is anticipated to take 8 weeks occurring at the beginning of the 2022 construction season.

5. Basis of Compensation

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

1. Owner shall pay Engineer an amount equal to the cumulative hours charged to the Project by each class of Engineer's employees times the Standard Hourly Rates for each applicable billing class as set forth in the attached "Schedule of Labor Rates". The total fee for this Task Order will not exceed \$101,055.00, plus any applicable taxes for services rendered, unless there is a change in the scope of services and we receive an amendment to the Task Order to exceed this amount signed by the Owner.
- ~~2. Engineer's Standard Hourly Rates are attached to this Task Order as an attachment.~~
3. The amounts billed for Engineer's services will be based upon cumulative hours charged to the Project during the billing period but will not exceed the above stated amount.

6. Attachments:

A. Attachment 1 – Fee Schedule

7. Terms and Conditions

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

The Effective Date of this Task Order is _____.

By: _____

Print Name: _____

Title: _____

ENGINEER:

By:  _____

Print Name: Brady Bertram, PE

Title: Area Manager

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: _____

Title: _____

Address: _____

E-Mail
Address: _____

Phone: _____

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Gayle Cox, PE

Title: Project Engineer

Address: PO Box 551, Watford City, ND

E-Mail
Address: gaylec@broszengineering.com

Phone: 701-842-3526

Attachment 1

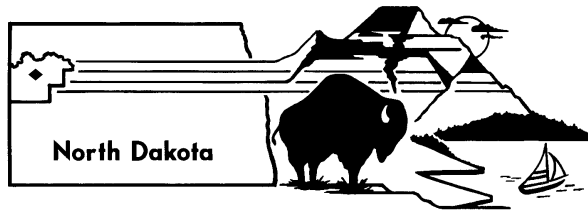
Watford City 2nd Ave SW Shared Use Path

Brosz Project #: 2206109
NDDOT: TAC-7-085(119)952

	Senior Principal	Senior Engineer II	Engineer I	Engineer Tech. I	Engineer Tech. III	Survey Principal (Field)	Survey Principal (Computations)	Surveyor I (Field)	Surveyor I (Computations)
CM 100 Project Management									
Staffing Coordination	8								
Preconstruction Meeting		2	8		2				
Review Submittals		1	8						
Review Shop Drawings		2							
Weekly Progress Meetings			8						
City Council Meetings		2							
CM 200 Construction Staking									
Setting Control								3	
Traffic Control								3	
Removal Limits							4		
Slope Staking						1	8	1	
Sidewalk Staking							24	1	
Seeding/Mulch Area							3	1	
Storm Sewer						1	8	1	
CM 300 Construction Observation									
Construction Observation		8	32	400					
CM 400 Material Testing									
Concrete Testing					60				
Concrete Agg Testing					45				
CL5 Gradations					9				
Proctor (2)				8					
CM 500 Office Computations									
CARS Entries		16	40						
Payroll Requirements		8	16						
CM 600 Project Closeout									
As-Built			2						
NDDOT Forms		4	40	4					

TOTAL HOURS	Senior Principal	8	hrs @	\$185.00	=	\$1,480.00	Total Direct Labor	
	Senior Engineer II	43	hrs @	\$170.00	=	\$7,310.00		\$101,055.00
	Engineer I	154	hrs @	\$155.00	=	\$23,870.00	Additional Costs	
	Engineer Tech. I	412	hrs @	\$120.00	=	\$49,440.00	\$	-
	Engineer Tech. III	116	hrs @	\$100.00	=	\$11,600.00	Total Project	
	Survey Principal (Field)	0	hrs @	\$180.00	=	\$0.00		
	Survey Principal (Computations)	2	hrs @	\$165.00	=	\$330.00		
	Surveyor I (Field)	53	hrs @	\$125.00	=	\$6,625.00		
	Surveyor I (Computations)	4	hrs @	\$100.00	=	\$400.00		
							\$	101,055.00





City of Watford City

213 2nd St., NE | PO Box 494

Watford City, ND 58854

Ph 701-444-2533

Fax 701-444-3004

www.cityofwatfordcity.com

March 7th, 2022

The Honorable Pete Buttigieg
Secretary of Transportation
U.S. Department of Transportation
1200 New Jersey Avenue, SE
Washington, DC 20590

Subject: Theodore Roosevelt Expressway Freight Expansion Project RAISE Grant Program
Application

Dear Secretary Buttigieg,

This letter conveys the City of Watford City's support for the Theodore Roosevelt Expressway Freight Expansion Project for which the North Dakota Department of Transportation (NDDOT) is pursuing RAISE Grant program funding.

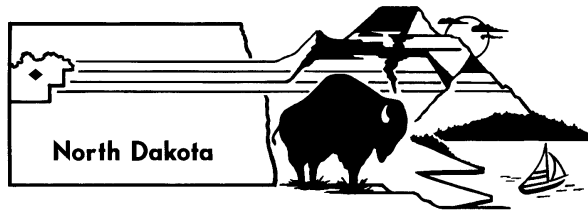
US Highway 85 is the primary commercial truck trade corridor in North Dakota serving the western side of the state and is part of the Theodore Roosevelt Expressway (TRE), which is the northern third of the Ports to Plains Alliance. The TRE is a major transportation corridor and primary trade route serving the Williston Basin. In recent years, Highway 85 has experienced high volumes of oversized and overweight permitted trucks, hauling all manner of equipment and supplies. The current stretch of highway is two-lanes with not many opportunities to pass slower traffic which costs companies and the traveling public money and time in both traffic delays and costly detours when the road is congested.

The Theodore Roosevelt Expressway Freight Expansion Project would convert the two-lane road to a divided four-lane facility and eliminate a key freight impediment to industry, improve safety in the region, and increase the reliable shipment of both goods and services. The Bakken will continue to be a valuable energy resource for the country and projects such as the Theodore Roosevelt Expressway Freight Expansion benefits the entire country by improving energy freight movements in the region and along the corridor.

Sincerely,

Philip Riely
City of Watford City
Mayor

C: William T. Panos, Director, NDDOT



City of Watford City

213 2nd St., NE | PO Box 494

Watford City, ND 58854

Ph 701-444-2533

Fax 701-444-3004

www.cityofwatfordcity.com

March 7th, 2022

The Honorable Pete Buttigieg
Secretary of Transportation
U.S. Department of Transportation
1200 New Jersey Avenue, SE
Washington, DC 20590

Subject: Theodore Roosevelt Expressway Freight Expansion Project RAISE Grant Program
Application

Dear Secretary Buttigieg,

This letter conveys the City of Watford City's support for the Theodore Roosevelt Expressway Freight Expansion Project for which the North Dakota Department of Transportation (NDDOT) is pursuing RAISE Grant program funding.

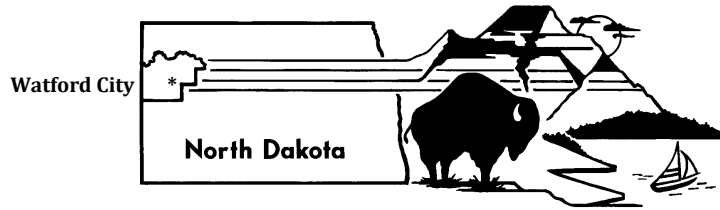
US Highway 85 is the primary commercial truck trade corridor in North Dakota serving the western side of the state and is part of the Theodore Roosevelt Expressway (TRE), which is the northern third of the Ports to Plains Alliance. The TRE is a major transportation corridor and primary trade route serving the Williston Basin. In recent years, Highway 85 has experienced high volumes of oversized and overweight permitted trucks, hauling all manner of equipment and supplies. The current stretch of highway is two-lanes with not many opportunities to pass slower traffic which costs companies and the traveling public money and time in both traffic delays and costly detours when the road is congested.

The Theodore Roosevelt Expressway Freight Expansion Project would convert the two-lane road to a divided four-lane facility and eliminate a key freight impediment to industry, improve safety in the region, and increase the reliable shipment of both goods and services. The Bakken will continue to be a valuable energy resource for the country and projects such as the Theodore Roosevelt Expressway Freight Expansion benefits the entire country by improving energy freight movements in the region and along the corridor.

Sincerely,

Philip Riely
City of Watford City
Mayor

C: William T. Panos, Director, NDDOT



City of Watford City

213 2nd St. NE

PO Box 494

Watford City, ND 58854

Ph. 701- 444- 2533

Fax 701- 444- 3004

<http://cityofwatfordcity.com/>

March 2, 2022

Public Works Superintendent

Report to Council, Activities for the Month of February 2022:

Office

- Street maintenance project planning.
 - Chip seal, crack seal, pavement marking, concrete repair, asphalt repair.
- Lead and copper rule updates.
- Vector and Cemetery project planning.
- Safety program updates.

Water/Wastewater

- One water main break.
- Golf course force main testing and repair.
- WRRF maintenance and planning ongoing.
- Pre-treatment inspections complete.

Sanitation

- Normal operations.
- Container repair ongoing.

Road

- New shop construction prep, moving of equipment/supplies offsite.
- Multiple street lights and cabinets damaged by collisions.
- Misc. facility repairs – visitor center, civic center, golf course.
- Ongoing snow and ice control as needed.
- Sign repair ongoing.
- Equipment maintenance ongoing.

Vector/Forestry

- Pesticide application planning and review.
- Equipment prep started.

Justin Smith

Superintendent

Watford City Public Works



**City of Watford City
Watford City**

213 2nd St. NE

Po Box 494

Watford City, ND 58854

Ph 701-444-2533

Fax 701-444-3004

Celebrating 100 Years - 2014

watford.mckenziecounty.net

Section 22, Item A.

Assessor's Office Update

In February :

- Finished gathering information on any new builds and taking pictures to document what percent of the improvement is complete.
- Worked with Vanguard to load the new pricing manual
 - Once pricing manual was loaded worked with sales ratio study to determine where we needed to set our manual level to bring sales into compliance with the state requirements.
- Studied commercial properties to determine where values need to be for 2022.
- Finalized all changes in the CAMA program from information gathered during 2021 on all projects.
- Worked on entering sales into the state tax department spreadsheet making it ready for upload to their site.
- Worked on Code Enforcement Issues including sidewalks not cleared, barking dogs, trash blowing around and parking violations.

In March :

- Continue working with sales ratio for commercial income-based properties to determine the final values for 2022.
- Finalize all values for 2022.
- Will send out increase notices for the 2022 values. Because of the new Vanguard manual more notices will be generated this year. The increase in building costs were addressed in the new manual therefore increasing the Replacement Cost New of every building.
- Finalized and send out approval/denial letters to Homestead and Disabled Veteran applicants.
- Worked on Code Enforcement Issues including sidewalks not cleared, barking dogs, trash blowing around and parking violations.

March 2021 Bill List

February Expenditures

Check #	Payee	Description	Date Paid	Amount
Dir Dep	Payroll	Net Payroll	February 2022	\$285,977.88
EFT	EFTPS	Payroll taxes	2/14/2022	\$50,972.65
EFT	EFTPS	Payroll taxes	2/28/2022	\$55,926.44
EFT	Nationwide Financial	Nationwide AT	2/14/2022	\$868.93
EFT	Nationwide Financial	Nationwide AT	2/28/2022	\$841.66
EFT	Nationwide Retirement Solutions	Nationwide BT	2/14/2022	\$2,999.01
EFT	Nationwide Retirement Solutions	Nationwide BT	2/28/2022	\$3,020.86
EFT	NDPERS	Payroll-Deferred Compensation	2/14/2022	\$3,217.50
EFT	NDPERS	Payroll-Deferred Compensation	2/28/2022	\$3,297.50
EFT	TASC	Payroll - Flex	2/14/2022	\$2,858.36
EFT	TASC	Payroll - Flex	2/28/2022	\$2,800.67
EFT	Wolf Run Village, Inc.	Wolf Run 3	2/28/2022	\$600.00
47619	Symetra Life Insurance Company	Symetra L AD&D	2/27/2022	\$1,228.87
EFT	ND Child Support Division	ND Child Support	2/14/2022	\$825.00
EFT	ND Child Support Division	ND Child Support	2/28/2022	\$825.00
47605	Agency Mabu	Tourism February	2/14/2022	\$3,752.50
47606	Armor Interactive	CH monthly IT/new computers	2/14/2022	\$41,711.45
47607	CIM Sanitary Tech	monthly cleaning	2/14/2022	\$5,000.00
47608	DMAND	Tourism	2/14/2022	\$250.00
47609	Farmers Union Oil	PW fuel, PD supplies	2/14/2022	\$11,394.47
47610	Hour Media	Tourism	2/14/2022	\$125.00
47611	Information Technology Dept.	Monthly internet fees	2/14/2022	\$4,951.75
47612	Jack and Jill	CH supplies	2/14/2022	\$5.88
47613	Lund Oil Inc.	PD/Bldg Gas	2/14/2022	\$1,986.61
47614	McKenzie County Tourism	ND Tourism rest area program	2/14/2022	\$484.82
47615	McKenzie County Water Resource	February Water Usage & Golf Course water	2/14/2022	\$91,398.51
47601	Montana Dakota Utilities	New service	2/8/2022	\$126.05
47616	Montana Dakota Utilities	Golf Course - 3104 4th Ave NE	2/14/2022	\$195.70
47617	One Call Concepts	February One Call Locates	2/14/2022	\$21.40
47618	The Round-Up	Tourism	2/14/2022	\$197.00
ACH	Amanda Eisenschenk	payroll reimbursement	2/28/2022	\$500.00
EFT	City of Watford City	FD House Utility bill	2/15/2022	\$53.10
EFT	City of Watford City	Golf Course garbage	2/15/2022	\$365.01
EFT	JPMorgan Chase Bank	Purchase cards	2/16/2022	\$3,439.78
EFT	Marco Technologies	Contract: February 2022	2/17/2022	\$1,846.24
EFT	McKenzie Electric	Electric Charges - City & Golf Course	2/25/2022	\$6,690.00
EFT	Montana Dakota Utilities	gas/electric services	2/25/2022	\$21,778.95
EFT	Quadient Finance USA	postage for postage machine	2/14/2022	\$500.00
EFT	Reservation Telephone	phone/internet services	2/17/2022	\$2,913.22
EFT	UPS	WRRF shipping	2/28/2022	\$75.16
EFT	UPS	Water shipping	2/28/2022	\$796.44
EFT	Verizon Wireless	cell phone service	2/16/2022	\$3,234.32
EFT	Visa	credit card statement	2/28/2022	\$1,820.52
EFT	WEX Bank	Gas/fuel	2/10/2022	\$6,665.19
EFT	Wolf Run Village II	Wolf Run deficit amount	2/15/2022	\$40,000.00
TOTAL				\$668,539.40

03/04/22
15:54:28

WATFORD CITY, ND
Claim Approval List
For the Accounting Period: 2/22

Page: 1 of 14
Report ID: AP100V

Section 25, ItemA.

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
27361		748 ADVANCED ELEMENTS, INC	1,717.50					
	77961 12/07/21	Municipal Engineering Services	955.50			5020 433000	351	101000
	78945 02/08/22	Municipal Engineering Services	322.50			5020 433000	351	101000
	77875 12/07/21	SCADA Server replacement 2020	294.00			5020 433000	351	101000
	79064 02/08/22	SCADA Server replacement 2020	145.50			5020 433000	351	101000
		Total for Vendor:	1,717.50					
27365		495 AGRI INDUSTRIES, INC & SAX	188.82					
	CS-006288 02/09/22	8x6 di tee mj	188.82			5010 434000	439	101000
		Total for Vendor:	188.82					
27364		2359 AGTERRA TECHNOLOGIES, INC	35.00					
	22-7259 02/02/22	MapItFast/Strider:February22	35.00*			2310 441100	540	101000
		Total for Vendor:	35.00					
27362		648 AMERICAN WATER WORKS ASSOCIATION	10.00					
	Paying \$10 because I didnt catch that they uped the membership by \$10 when we paid them with check #47518 on 2/3/22.							
	7001982009 11/28/21	2022 membership-rest of it	10.00			5010 434000	370	101000
		Total for Vendor:	10.00					
27366		1987 ARMOR INTERACTIVE	4,141.91					
March 2022								
	21984 02/08/22	PD managed service agreement	4,141.91			1000 421000	351	101000
27367		1987 ARMOR INTERACTIVE	1,132.94					
March 2022								
	22007 02/14/22	RRCmanaged server/backup-Mar	1,132.94			2240 416000	307	101000
		Total for Vendor:	5,274.85					
27363		2110 ASDCO CONSTRUCTION SUPPLY	131.66					
	601717 12/29/21	reinforced raven polu	131.66			5020 433010	420	101000
		Total for Vendor:	131.66					

03/04/22
15:54:28

WATFORD CITY, ND
Claim Approval List
For the Accounting Period: 2/22

Page: 2 of 14
Report ID: AP100V

Section 25, ItemA.

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
27368		557 BADLANDS ENVIRONMENTAL	900.00					
		Limited Asbestos Survey & Mobilization for Vets Building						
		25052 02/22/22 Asbestos Analysis-Vets Bldg	900.00			2230 450500	680	101000
		Total for Vendor:	900.00					
27377		635 BADLANDS HARDWARE, INC.	197.19					
		2202075237 02/01/22 2" refelction numbers	8.90			2010 431300	420	101000
		2202075240 02/01/22 grease trap	48.81			5020 433000	420	101000
		2202075321 02/02/22 batteries for vector	28.48*			2310 441100	420	101000
		2202076910 02/15/22 WRRF hose end/tape	16.88			5020 433010	420	101000
		2202077706 02/23/22 #2 tape rule	14.99			5010 434000	426	101000
		2202077749 02/23/22 WRRF straight cut/scissors	39.48			5020 433010	420	101000
		2202077758 02/23/22 cons adhesive	19.98			5030 432000	420	101000
		2202077780 02/23/22 titanium drill bit	4.49			5030 432000	420	101000
		2202077793 02/23/22 cobalt drill bit	15.18			5030 432000	420	101000
		Total for Vendor:	197.19					
27370		1593 BADLANDS OCCUPATIONAL TESTING	38.00					
		22-1327 01/31/22 PD Pre-employ: M.Fitzwater	38.00			1000 421000	260	101000
		Total for Vendor:	38.00					
27375		1369 BADLANDS POWER FUELS, LLC	45.00					
		1252493 02/08/22 rent filter trailer	45.00*			5010 434000	330	101000
		Total for Vendor:	45.00					
27372		2180 BAKER COMMODITIES INC	35.00					
		8200378291 01/31/22 GC grease trap clean out	35.00*			2245 430500	307	101000
		Total for Vendor:	35.00					
27376		1825 BEK CONSULTING LLC	4,494.70					
		5192 02/08/22 emergency watermain repair	4,494.70			5010 434000	437	101000
		Total for Vendor:	4,494.70					

03/04/22
15:54:28

WATFORD CITY, ND
Claim Approval List
For the Accounting Period: 2/22

Page: 3 of 14
Report ID: AP100V

Section 25, ItemA.

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
27374		1358 BORDER STATES ELECTRIC SUPPLY	1,130.96					
	923666280	02/07/22 street lights	1,130.96			2010 431300	391	101000
		Total for Vendor:	1,130.96					
27371		1856 BRADY'S TOWING & RECOVERY LLC	1,293.75					
	22-11341	02/21/22 PD Tow: 2015 chevy silverado	125.00			1000 421000	433	101000
	22-11388	03/02/22 PD tow: 2002 dodge dakota	125.00			1000 421000	433	101000
	22-11387	03/03/22 PD tow: 2013 Ford F150-crash	1,043.75			1000 421000	433	101000
		Total for Vendor:	1,293.75					
27378		2371 BRIDGESTONE GOLF, INC	359.28					
	1003051137	02/09/22 GC el2 contact matte yell	359.28			2245 151200		101000
		Total for Vendor:	359.28					
27369		2245 BURIAN & ASSOCIATES LLC	7,400.19					
Project # 2020-008								
	20305	01/31/22 2040 infrastructure master pla	7,400.19			4005 431300	680	101010
		Total for Vendor:	7,400.19					
27373		1442 BUTLER MACHINERY	346.82					
	09W0010894	02/17/22 troubleshoot generator set	346.82		3	5010 434000	515	101000
		Total for Vendor:	346.82					
27380		1439 C EMERY NELSON, INC.	1,370.80					
	38569	02/09/22 oil/felt element	1,370.80			5020 433010	446	101000
		Total for Vendor:	1,370.80					
27384		1787 C&D WATER SERVICES	52.50					
	1239307	02/09/22 Water for City Hall	26.25			1000 415000	410	101000
	1239918	02/23/22 Water for City Hall	26.25			1000 415000	410	101000
		Total for Vendor:	52.50					
27383		2435 CAR TUNZ INC	593.00					
	662340	02/07/22 PD K9 squad parts	593.00			1000 421000	454	101000
		Total for Vendor:	593.00					

03/04/22
15:54:28

WATFORD CITY, ND
Claim Approval List
For the Accounting Period: 2/22

Page: 4 of 14
Report ID: AP100V

Section 25, ItemA.

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
27385		1922 CASCADE GLASS & SIGNS	10,699.90					
	Q5802	02/21/22 #28 full reflective kit	1,347.50			1000 421000	419	101000
	Q5783	02/01/22 #23remove/install wrap	3,240.00			1000 421000	419	101000
	Q5531	08/31/21 RRC Pool triple glazed	5,020.00			2240 416000	365	101000
	Q5795	02/14/22 PD #26 silverado kit	1,092.40			1000 421000	419	101000
		Total for Vendor:	10,699.90					
27382		1976 CELLEBRITE, INC.	4,300.00					
	239324	02/22/22 UFED 1 renewal	4,300.00			1000 421000	347	101000
		Total for Vendor:	4,300.00					
27381		1524 CIM SANITARY TECH	2,500.00					
	9142589	02/24/22 contract cleaning 2/14 - 2/18	1,250.00			1000 416000	307	101000
		contract cleaning 2/21 - 2/25	1,250.00			1000 416000	307	101000
		Total for Vendor:	2,500.00					
27379		1577 COLE PAPERS, INC	149.48					
	10098276	02/03/22 black garbage liners/floor c	149.48			1000 416000	421	101000
		Total for Vendor:	149.48					
27386		2006 CORE & MAIN LP	4,057.36					
	Q340178	02/10/22 6" repair sleeve	668.02			5010 434000	439	101000
	Q185678	01/24/22 wall charger command	324.53			5010 434000	518	101000
	Q276077	01/27/22 6" fix/stock	2,957.69			5010 434000	437	101000
	Q287761	02/01/22 #64 curb stop wrench	107.12			2010 431300	426	101000
		Total for Vendor:	4,057.36					
27389		1583 DAKOTA BACK & NECK	120.00					
	01/31/22	PW: J.Pittsley DOT Physical	120.00			1000 415000	260	101000
		Total for Vendor:	120.00					
27388		1306 DARRINGTON SNOW REMOVAL	375.00					
	snow removal:	Dates in January 2022 : 11,23,30						
	2457	02/01/22 snow removal-Long X Visitor ce	375.00			1000 416000	307	101000
		Total for Vendor:	375.00					

03/04/22
15:54:28

WATFORD CITY, ND
Claim Approval List
For the Accounting Period: 2/22

Page: 5 of 14
Report ID: AP100V

Section 25, ItemA.

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
27387		62 DEAN ANDERSON, INC.	125.00					
	175635	01/20/22 Vets Bldg fixed air	125.00			1000 416000	365	101000
		Total for Vendor:	125.00					
27391		1744 ENVIRONMENTAL CONSULTING &	750.00					
	4997	02/14/22 Acute WET	750.00			5020 433010	423	101000
		Total for Vendor:	750.00					
27390		482 EXPRESSWAY SUITES - BISMARCK	259.20					
	14833	03/01/22 P.Johnson hotel room:ENG	259.20			1000 414200	444	101000
		Total for Vendor:	259.20					
27394		2064 FAST INITIAL RESPONSE SYSTEMS &	226.65					
	923102418	02/28/22 WRRF shops supplies	226.65			5020 433000	673	101000
		Total for Vendor:	226.65					
27392		1174 FASTENAL COMPANY	3.51					
	180531	02/18/22 CSI Pump	3.51			5020 433000	446	101000
		Total for Vendor:	3.51					
27393		896 FLEXIBLE PIPE TOOL COMPANY	1,174.20					
	27134	02/09/22 #92 pipetech scan support	1,174.20			5020 433000	426	101000
		Total for Vendor:	1,174.20					
27397		960 GALLS, LLC	1,177.06					
	020426947	02/11/22 PD rotating sidebreak/etc	997.83			1000 421000	422	101000
	020421603	02/10/22 PD flex radio 2.0 pouch	179.23			1000 421000	422	101000
		Total for Vendor:	1,177.06					
27395		2185 GEM CITY MOTORS	8,306.91					
	CTCS210083	02/16/22 PD#15 transmission	8,306.91			1000 421000	419	101000
		Total for Vendor:	8,306.91					

03/04/22
15:54:28

WATFORD CITY, ND
Claim Approval List
For the Accounting Period: 2/22

Page: 6 of 14
Report ID: AP100V

Section 25, ItemA.

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
27396		1130 GRAINGER	19.94					
	9223342651	02/23/22 PW zero oxygen solution	19.94			5020 433010	423	101000
		Total for Vendor:	19.94					
27442		1846 HANSEN DIESEL & AUTOMOTIVE	97.70					
	9689	02/10/22 PD #20 oil change	97.70			1000 421000	424	101000
		Total for Vendor:	97.70					
27405		1180 HAWKEYE OIL FIELD SUPPLY LLC	48.92					
	129878	02/18/22 3/4" SS plug	7.50			5020 433000	446	101000
	129299	02/04/22 thrd ball valve/threaded nippl	41.42			5020 433010	446	101000
		Total for Vendor:	48.92					
27404		2321 HECK BUILT LLC	2,977.00					
	1862	02/04/22 PD #27 rear lighting/siren	1,164.00			1000 421000	419	101000
	1864	02/05/22 PD #19 reworked	1,813.00			1000 421000	419	101000
		Total for Vendor:	2,977.00					
27406		181 HEGGEN EQUIPMENT, INC.	10.96					
	IH27496	02/23/22 garbage:angel iron	10.96			5030 432000	868	101000
		Total for Vendor:	10.96					
27444		2221 HIGH RPM, LLC	6,754.49					
	7662	02/05/22 PD #7 fix up	2,316.08			1000 421000	419	101000
	7711	02/19/22 PD #16 oil change	101.79			1000 421000	424	101000
	7711	02/19/22 PD #16 tire rotation	131.27			1000 421000	419	101000
	7787	02/19/22 PD #2 4WD maintenance	1,398.58			1000 421000	419	101000
	7828	02/19/22 PD #10 oil change	83.90			1000 421000	424	101000
	7828	02/19/22 PD #10 tire rotation	50.00			1000 421000	419	101000
	7848	03/01/22 PD #25 mount 4 tires/alignment	326.51			1000 421000	419	101000
	7852	02/19/22 PD #28 check engine light fix	183.40			1000 421000	419	101000
	7865	03/01/22 PD #19 alignment	268.60			1000 421000	419	101000
	7867	03/01/22 PD #13 oil change	83.70			1000 421000	424	101000
	7867	03/01/22 PD #13 vacuum pump/axle left f	1,073.23			1000 421000	419	101000
	7868	03/01/22 PD #24 oil change	131.42			1000 421000	424	101000
	7868	03/01/22 PD #24 right rear tire repair	36.72			1000 421000	419	101000

03/04/22
15:54:28

WATFORD CITY, ND
Claim Approval List
For the Accounting Period: 2/22

Page: 7 of 14
Report ID: AP100V

Section 25, ItemA.

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	7891	02/19/22 PD #7 oil filter	82.40			1000 421000	424	101000
	7990	03/01/22 PD #21 oil change	85.31			1000 421000	424	101000
	7990	03/01/22 PD #21check engine light	97.04			1000 421000	419	101000
	8000	03/01/22 PD #18 battery replacement	222.14			1000 421000	419	101000
	8040	03/01/22 PD #26 oil change	82.40			1000 421000	424	101000
		Total for Vendor:	6,754.49					
27401		2019 HOLIDAY INN - BISMARCK	360.00					
	92024	02/18/22 PD room-Jesse Wellen	360.00			1000 421000	444	101000
		Total for Vendor:	360.00					
27402		1307 HOSE & RUBBER SUPPLY	966.69					
	01624807	02/03/22 #79 gates spiral	966.69			2010 431300	426	101000
		Total for Vendor:	966.69					
27403		2051 HOVEX INC	8,520.00					
	4071	02/16/22 loaded stumps - new shop area	990.00			2010 431300	435	101000
	4066	02/02/22 loaded stumps - new shop area	7,530.00			2010 431300	435	101000
		Total for Vendor:	8,520.00					
27398		191 INTERSTATE ALL BATTERY CENTER	58.38					
	51023069	02/10/22 PD: batteries:0070/0075	58.38			1000 421000	410	101000
		Total for Vendor:	58.38					
27441	C	2278 JONATHAN DAVIS	53.18					
		fuel in Sterling, ND during training						
		02/25/22 meal reimbursement	53.18			1000 421000	444	101000
		Total for Vendor:	53.18					
27399		2124 KIESLER POLICE SUPPLY	3,763.04					
	183441	02/09/22 ammunition	3,763.04			1000 421000	428	101000
		Total for Vendor:	3,763.04					
27400		1568 KULLY SUPPLY, INC.	532.66					
	569627	02/08/22 RRC: toilet parts	532.66			2240 416000	365	101000
		Total for Vendor:	532.66					

03/04/22
15:54:28

WATFORD CITY, ND
Claim Approval List
For the Accounting Period: 2/22

Page: 8 of 14
Report ID: AP100V

Section 25, ItemA.

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
27408		2243 MATT HOOPER	260.78					
		education for journeymans license						
		02/07/22 meal/mileage reimbursement	260.78			2010 431300	444	101000
		Total for Vendor:	260.78					
27446		235 MCKENNETT FORSBERG & VOLL, P.C.	15,637.50					
		280 02/17/22 Attorney Fees	15,637.50			1000 414300	312	101000
		Total for Vendor:	15,637.50					
27407		252 MCKENZIE COUNTY FARMER, INC.	1,539.62					
		02/28/22 Non-dept publishing	652.34			1000 415000	360	101000
		Planning & Zoning publishing	116.56			1000 414500	360	101000
		Ordinances	364.72			1000 415000	360	101000
		Roughrider Fund enhancement	145.00*			2399 427200	360	101000
		PW Asst job advertising	261.00			5010 434000	360	101000
		Total for Vendor:	1,539.62					
27409		1546 MCKENZIE COUNTY GIS	11,000.00					
		2022021401 02/14/22 ESRI 2022 license	11,000.00			1000 414200	411	101000
		Total for Vendor:	11,000.00					
27410		671 MCKENZIE COUNTY HEALTHCARE	494.00					
		carter 11/17/21 jail clearance	179.00			1000 421000	433	101000
		mott 01/01/22 jail clearance	315.00			1000 421000	433	101000
		Total for Vendor:	494.00					
27411		2428 MSA SAFETY SALES LLC	1,690.97					
		962288001 02/11/22 Calibrator, ultima	473.98			5020 433010	446	101000
		962299059 02/17/22 calibration kit,configured	1,216.99			5020 433010	446	101000
		Total for Vendor:	1,690.97					
27412		218 MTI DISTRIBUTING COMPANY, INC.	9,236.32					
		1333843-01 02/23/22 GC equipment repairs	348.01			2245 430510	418	101000
		1330826-00 02/03/22 GC equipment repairs	8,888.31			2245 430510	380	101000
		Total for Vendor:	9,236.32					

03/04/22
15:54:28

WATFORD CITY, ND
Claim Approval List
For the Accounting Period: 2/22

Page: 9 of 14
Report ID: AP100V

Section 25, ItemA.

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
27413		1175 MVTL LABORATORIES, INC.	1,619.00					
	1131649	02/24/22 WRRF sample testing	103.75			5020 433010	423	101000
	1131645	02/24/22 WRRF sample testing	141.50			5020 433010	423	101000
	1131643	02/24/22 WRRF sample testing	103.75			5020 433010	423	101000
	1130417	02/16/22 WRRF sample testing	172.75			5020 433010	423	101000
	1128966	02/04/22 WRRF sample testing	96.75			5020 433010	423	101000
	1128971	02/04/22 WRRF sample testing	103.75			5020 433010	423	101000
	1128968	02/04/22 WRRF sample testing	148.50			5020 433010	423	101000
	1130411	02/16/22 WRRF sample testing	148.50			5020 433010	423	101000
	1130055	02/14/22 WRRF sample testing	103.75			5020 433010	423	101000
	1131373	02/22/22 WRRF sample testing	103.75			5020 433010	423	101000
	1131367	02/22/22 WRRF sample testing	148.50			5020 433010	423	101000
	1131364	02/22/22 WRRF sample testing	103.75			5020 433010	423	101000
	1131800	02/25/22 coliform colilert	20.00			5010 434000	423	101000
	1130062	02/14/22 coliform colilert	40.00			5010 434000	423	101000
	1128974	02/04/22 coliform colilert	40.00			5010 434000	423	101000
	1131005	02/21/22 coliform colilert	40.00			5010 434000	423	101000
		Total for Vendor:	1,619.00					
27414		1578 NATIONAL SAFETY COUNCIL	495.00					
		membership renewal						
		member id #2090788						
	2090788	02/01/22 2022 Safety Council membershi	495.00			1000 415000	370	101000
		Total for Vendor:	495.00					
27417		288 ND SAFETY COUNCIL, INC.	320.00					
	R-15211	01/10/22 2022 membership - govt	320.00			1000 415000	370	101000
		Total for Vendor:	320.00					
27418		601 ND WORKFORCE SAFETY & INSURANCE	284.33					
		Claim Loss Assessment Billing on						
		Andrew Eisenschenk 10/19/2021						
	2021072344	02/14/22 PD Claim Loss Assessment	284.33			1000 415000	240	101000
		Total for Vendor:	284.33					

03/04/22
15:54:28

WATFORD CITY, ND
Claim Approval List
For the Accounting Period: 2/22

Page: 10 of 14
Report ID: AP100V

Section 25, ItemA.

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
27415		987 NELSON CONTRACTING	2,601.49					
	21688	02/24/22 5 hrs snow removal	550.00			2010 431300	371	101000
	21657	02/10/22 10 ton 1" drain rock	300.00			5010 434000	437	101000
	21669	02/11/22 watermain break -rock	1,751.49			5010 434000	437	101000
		Total for Vendor:	2,601.49					
27416		2128 NORTHERN METAL	658.18					
	1110	01/31/22 street lights	658.18			2010 431300	391	101000
		Total for Vendor:	658.18					
27419		1038 NORTHERN PUMP & COMPRESSION,	142.00					
	220351	02/17/22 foamer w/ tank	142.00			2010 431300	434	101000
		Total for Vendor:	142.00					
27422		307 OK IMPLEMENT, INC.	1,181.32					
	754602	01/25/22 PD #28 battery	222.92			1000 421000	419	101000
	754540	01/24/22 PD#20 pin clip	9.88			1000 421000	388	101000
	755280	01/31/22 PD core deposit credit	-36.00			1000 421000	419	101000
	755500	02/02/22 PD quick coupler	11.29			1000 421000	388	101000
	755682	02/03/22 PD power washer	5.09			1000 421000	388	101000
	757038	02/16/22 PD soap for washing cars	18.58			1000 421000	424	101000
	757152	02/17/22 PD core deposit credit	-18.00			1000 421000	419	101000
	757148	02/17/22 PD #28 core deposit	185.71			1000 421000	419	101000
	757694	02/23/22 PD #15 low beam light	19.44			1000 421000	419	101000
	757822	02/23/22 #55 battery	319.98			5030 432000	426	101000
	757616	02/22/22 #6 battery/core	373.90			5020 433000	426	101000
	757646	02/22/22 cores credit	-54.00			2010 431300	426	101000
	757310	02/18/22 paint markers	10.18			5020 433010	420	101000
	757272	02/18/22 #16 lamp	14.38			2310 441100	426	101000
	757222	02/18/22 #16 taillight lens/circuit	86.98			2310 441100	426	101000
	756698	02/14/22 #96 atf motocraft	10.99			5030 432000	426	101000
		Total for Vendor:	1,181.32					

03/04/22
15:54:28

WATFORD CITY, ND
Claim Approval List
For the Accounting Period: 2/22

Page: 11 of 14
Report ID: AP100V

Section 25, ItemA.

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
27421		1412 OK TIRE STORES	1,213.18					
	18-135594	02/02/22 #29 tire rotation	60.00			5030 432000	426	101000
	18-136018	02/16/22 PD #7 tires	1,153.18			1000 421000	419	101000
		Total for Vendor:	1,213.18					
27420		1467 OLYMPIC SALES, INC.	178.59					
	12750	02/01/22 chain tensioner bolt	178.59			5030 432000	426	101000
		Total for Vendor:	178.59					
27423		2436 PAIGE JOHNSON	299.28					
		Asphalt pavement inspection to get certified.						
		02/15/22 meal/mileage reimbursement	299.28			1000 414200	444	101000
		Total for Vendor:	299.28					
27424		514 POST BOARD	135.00					
	10981	02/15/22 Psych Eval: Z.Weldon	135.00			1000 421000	260	101000
		Total for Vendor:	135.00					
27425		1491 RDO EQUIPMENT	556.82					
	P0382208	02/10/22 #88 hydraulic filter/oil	556.82			2010 431300	426	101000
		Total for Vendor:	556.82					
27426		1902 ROUGH RIDER CENTER	320.97					
		02/23/22 RRC extra sandwich boardsOccup	320.97			2280 419100	363	101010
27427		1902 ROUGH RIDER CENTER	1,171.48					
		01/31/22 Occ: Farmer mini golf ads	448.00			2280 419100	363	101010
		TDS media	299.00			2280 419100	363	101010
		wedding pro	334.95			2280 419100	363	101010
		facebook ads	39.53			2280 419100	363	101010
		facebook ads	50.00			2280 419100	363	101010
27445		1902 ROUGH RIDER CENTER	22,219.31					
	03032022	03/03/22 RRC: February payroll	22,219.31			2240 414120	115	101000

03/04/22
15:54:28

WATFORD CITY, ND
Claim Approval List
For the Accounting Period: 2/22

Page: 12 of 14
Report ID: AP100V

Section 25, ItemA.

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
27447		1902 ROUGH RIDER CENTER	806.54					
	03/02/22	Facebook ads for events	156.54			2280 419100	363	101010
	03/02/22	Cherry Creek Media	650.00			2280 419100	363	101010
		Total for Vendor:	24,518.30					
27429		2204 SCHMITZ-HOLMSTROM	500.00					
2020		audit progress bill						
	354710	01/31/22 Progress on audit 2020	500.00			1000 415000	311	101000
		Total for Vendor:	500.00					
27430		1552 STOP STICK, LTD	74.00					
	23668	02/02/22 cord reel	74.00			1000 421000	388	101000
		Total for Vendor:	74.00					
27443		2241 STREET COP TRAINING	225.00					
		Admission (for ivory tower)						
	7430485611	02/28/22 PD Jensen training March 2	225.00			1000 421000	444	101000
		Total for Vendor:	225.00					
27428		2402 SWANSON & WARCUP LTD.	1,827.47					
		January 2022						
	9070	01/31/21 Attorney fees Hunters Run brea	1,827.47*			4058 450500	312	101010
		Total for Vendor:	1,827.47					
27431		370 SWANSTON EQUIPMENT CORP.	6,912.53					
	P76369	02/03/22 #13 squeege assm	6,912.53			2010 431300	426	101000
		Total for Vendor:	6,912.53					
27433		2126 TIRE-RAMA GLENDIVE	884.64					
	9030015902	01/24/22 #25 tires	884.64			5010 434000	426	101000
		Total for Vendor:	884.64					
27432		2414 TRICORNE AUDIO, INC.	2,440.00					
	12453	02/09/22 RRC crestron programming	2,440.00			2240 416000	365	101000
		Total for Vendor:	2,440.00					

03/04/22
15:54:28

WATFORD CITY, ND
Claim Approval List
For the Accounting Period: 2/22

Page: 13 of 14
Report ID: AP100V

Section 25, ItemA.

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
27440		2209 TRITECH SOFTWARE SYSTEMS	27,405.84					
	346671	02/16/22 PD annual fees	27,405.84			1000 421000	347	101000
		Total for Vendor:	27,405.84					
27439	E	1913 VALLI INFORMATION SYSTEMS INC.	55.00					
	Monthly bills							
	80450	01/31/22 Water: BDS	18.33			5010 434000	307	101000
		Sewer: BDS	18.34			5020 433000	307	101000
		Garbage: BDS	18.33			5030 432000	307	101000
		Total for Vendor:	55.00					
27434		2260 VERIZON CONNECT NWF, INC.	19.19					
	1/1/22-1/31/22							
	2676855	02/01/22 Monthly Service #103 January	19.19*			2310 441100	417	101000
		Total for Vendor:	19.19					
27438		391 WALLWORK TRUCK CENTER, INC.	154.28					
	04P88659	02/16/22 fuel water seperator	43.98			5020 433010	420	101000
	04P88673	02/22/22 fuel water seperator	110.30			5020 433010	420	101000
		Total for Vendor:	154.28					
27437		295 WATFORD CITY VETERINARY CLINIC	250.00					
	162589	relinquishment fee	20.00			1000 421000	455	101000
	162621	relinquishment fee	60.00			1000 421000	455	101000
	162292	relinquishment fee	60.00			1000 421000	455	101000
	163079	relinquishment fee	20.00			1000 421000	455	101000
	163081	relinquishment fee	20.00			1000 421000	455	101000
	163659	relinquishment fee	15.00			1000 421000	455	101000
	163764	relinquishment fee	20.00			1000 421000	455	101000
	163758	relinquishment fee	35.00			1000 421000	455	101000
		Total for Vendor:	250.00					
27436		1352 WINGATE BY WYNDHAM BISMARCK	86.00					
	36554	02/14/22 PD:Wellen emergency management	86.00			1000 421000	444	101000
		Total for Vendor:	86.00					

03/04/22
15:54:28

WATFORD CITY, ND
Claim Approval List
For the Accounting Period: 2/22

Page: 14 of 14
Report ID: AP100V

Section 25, ItemA.

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
27435		1459 WOLF RUN VILLAGE II, INC.	8,000.00					
WRVII		account deficit. 3/1/22						
		03/01/22 WRVII deficit amount	8,000.00			1000 473000	920	101000
		Total for Vendor:	8,000.00					
		# of Claims 87	Total:	206,897.88				
		Total Electronic Claims		108.18				
		Total Non-Electronic Claims		206789.70				