



Jim Brownlee, CPA, City Administrator
Sharon Schacher, City Finance Director
Dorinda Anderson, Business Development Director

The West Fargo City Commission met on Monday, December 17, 2007, at 5:30 P.M. Those present were Rich Mattern, Brenda Warren, Bryan Schulz, Lou Bennett and Mark Simmons. The meeting was called to order by Rich Mattern, Chairman of the Board.

The Pledge of Allegiance was recited.

Commissioner Mattern advised that Mass Transit Agreement and a Five Year Remodeling Exemption for Zane Anderson of 1079 Sheyenne Street are to be added to Non-Agenda. Commissioner Schulz moved and Commissioner Simmons seconded to approve the Order of Agenda with the additions as noted. No opposition. Motion carried.

Commissioner Bennett moved to approve the Minutes of December 3, 2007. Commissioner Warren questioned the check for \$6,500.00 to HVS Golf Services for the Golf Course Feasibility Study when only \$2,500 City share had been approved at the meeting of November 19, 2007. A discussion was held. City Auditor Jim Brownlee advised that the City paid \$6,500 and the developers will reimburse the City \$4,000 of this amount. Commissioner Schulz seconded the motion to approve the Minutes. No opposition. Motion carried.

The Commission reviewed Building Permits #754 - 764 along with the Building Department Activity Report dated December 17, 2007.

There were no Commissioner Committee Reports.

The Auditor's Reports for November 2007 were received by the Commission.

The Sanitation Department Report for November 2007 was received by the Commission.

Commissioner Schulz moved and Commissioner Bennett seconded to approve the following items on the Consent Agenda:

Bills

Pledging of Assets

Change Orders: Sewer & Water Improvement District No. 1185, Sheyenne-Maple River Flood Control – West Fargo Diversion

Games of Chance: Joint Dakota State Council of Machinist for raffle to be held February 6, 2008, at 114 1st Avenue West.

Games of Chance: Cooties Pup Tent #8 West Fargo VFW for raffle to be held February 8, 2008 at West Fargo VFW Post #7564

Games of Chance: Sandhills Archery Club for raffle to be held January 11, 2008 at Sandhills Archery Park in West Fargo

Sewer & Water Improvement District No. 1204 (Butler's 4th Addition – Phase IV): Approve Engineer's Report and Authorize preparation of Plans and Specifications

Street Improvement District No. 2199 (Hayden Heights Addition/40th Avenue): Approve Engineer's Report and Authorize preparation of Plans and Specifications

Request from Glenn Vetter of Sunset Motel to withdraw 2006 Abatement & Application for Settlement of Taxes

Public Hearing January 7, 2008 at 5:45 PM on the proposed amendment to the West Fargo Zoning Ordinance regarding Sign Regulations

No opposition. Motion carried.

City Assessor Wanda Wilcox appeared before the Commission on the request from Stars & Strikes Bowling Alley at 434 Sheyenne Street for a five year remodeling exemption to Stars & Strikes. After discussion, Commissioner Schulz moved and Commissioner Bennett seconded to grant the five year remodeling exemption to Stars & Strikes. No opposition. Motion carried.

City Assessor Wanda Wilcox appeared before the Commission on the request from State Bank & Trust for a five year remodeling exemption on their property at 409 Sheyenne Street. After discussion, Commissioner Bennett moved and Commissioner Schulz seconded to grant the five year remodeling exemption to State Bank & Trust. No opposition. Motion carried.

Property Appraiser Shane Marcuson appeared before the Commission on the request from Nathan Opgrande of 114 2nd Avenue West for a five year remodeling exemption. After discussion, Commissioner Warren moved and Commissioner Simmons seconded to grant the five year remodeling exemption to Nathan Opgrande. No opposition. Motion carried.

The City Commission was adjourned at this time and convened as the Board of Adjustments to hold a public hearing on a request from Vicki Scott for a variance to decrease the side yard setback for an accessory building (detached garage) from three feet to two feet at 720 Elm Street, West Fargo, ND. Senior Planner Steve Zimmer appeared before the Commission and advised that the Planning & Zoning Commission denied the request because it did not meet the criteria for a variance. City Engineer Kevin Bucholz and Planning Director Larry Weil also appeared before the Commission. A public hearing was held. Jason Gustafson and Frank Lenzmeier of the Planning & Zoning Commission and Calvin Scherling of 726 Elm Street appeared before the Commission. The hearing was closed. After discussion, Commissioner Simmons moved and Commissioner Warren seconded to approve the variance. After further discussion, Commissioner Simmons moved to amend the motion to approve the variance because the present owner did not cause the problem and should not have undue cost in moving the concrete and because it is the right thing to do. Commissioner Warren seconded the amended motion. No opposition to the motion with the amendment. Motion carried.

The Board of Adjustments was adjourned and the City Commission reconvened.

Senior Planner Steve Zimmer appeared before the Commission on the rezoning of part of Lot 2, Block 1 of Knutson's 2nd Addition (proposed Lot 2, Block 1 of Gateway 2nd Addition) from Planned Unit Development to Heavy Commercial/Light Industrial. Commissioner Bennett moved and Commissioner Warren seconded to place Ordinance No. 812 on the rezoning on Second Reading. No opposition. Motion carried.

Planning Director Larry Weil appeared before the Commission on the adoption of the West Fargo Comprehensive Plan. Commissioner Schulz moved and Commissioner Simmons seconded to place Ordinance No. 813 relating to the adoption of the West Fargo Comprehensive Plan on Second Reading subject to recommendations of Staff. No opposition. Motion carried.

Planning Director Larry Weil appeared before the Commission on West Fargo 3rd Addition. Frank Lenzmeier, Developer Mike Staber and Public Works Director Barry Johnson also appeared before the Commission. After discussion, Commissioner Bennett moved and Commissioner Schulz seconded to place Ordinance No. 787 relating to the rezoning of West Fargo 3rd Addition from Agricultural to Heavy Industrial on Second Reading and to approve the Final Plat of West Fargo 3rd Addition subject to any recommendations of Staff. No opposition. Motion carried.

City Auditor Jim Brownlee appeared before the Commission on the contract with Southeast Cass Water Resource District regarding maintenance of the Diversion. Public Works Director Barry Johnson also appeared before the Commission. After discussion, Commissioner Schulz moved and Commissioner Simmons seconded to authorize the Mayor and City Auditor to enter into the agreement with Southeast Cass Water Resource District. No opposition. Motion carried.

City Auditor Jim Brownlee appeared before the Commission to review the State Audit Report for the City of West Fargo as of December 31, 2006. Commissioner Bennett moved and Commissioner Warren seconded to accept the 2006 State Audit Report. No opposition. Motion carried.

Public Works Director Barry Johnson appeared before the Commission to review the Organizational Chart and Job Descriptions for Public Works. After discussion, Commissioner Simmons moved and Commissioner Bennett seconded to approve the Organizational Chart and Job Descriptions as presented by Public Works Director Barry Johnson. No opposition. Motion carried.

Police Chief Arland Rasmussen appeared before the Commission to review the Job Description for Police Clerk. Commissioner Warren stated that on Page 3 the last four bullet items before Qualifications are not specific tasks and should be moved to knowledge, skills, etc. After discussion, Commissioner Bennett moved and Commissioner Schulz seconded to approve the Job Description with the suggested change. No opposition. Motion carried.

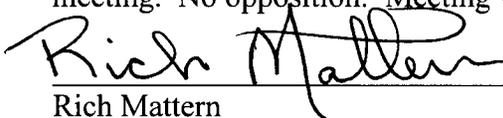
Commissioner Schulz moved and Commissioner Warren seconded to reappoint Mark Simmons to the Fargo-Moorhead Metropolitan Council of Governments Board and to reappoint Lou Bennett as the Alternate on the Board. No opposition. Motion carried.

Planning Director Larry Weil appeared before the Commission on the Mass Transit Agreement between the City of West Fargo and the City of Fargo. After review, Commissioner Warren moved and Commissioner Bennett seconded to authorize the Mayor and City Auditor to enter into the agreement. No opposition. Motion carried.

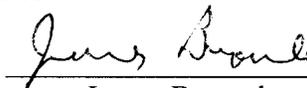
City Assessor Wanda Wilcox appeared before the Commission on the request from Zane Anderson at 1079 Sheyenne Street for a 5 year remodeling exemption. Commissioner Schulz moved and Commissioner Warren seconded to grant the five year remodeling exemption. No opposition. Motion carried.

There was no correspondence.

Commissioner Warren moved and Commissioner Schulz seconded to adjourn the meeting. No opposition. Meeting was adjourned.



Rich Mattern
Chairman of the Board



James Brownlee
City Auditor