



**West Fargo City Commission Meeting  
Monday, May 18, 2020  
Virtual Meeting via Zoom 5:30 PM**

The West Fargo City Commission met on Monday, May 18, 2020, at 5:30 pm. Those present via Zoom were Bernie Dardis, Brad Olson, Mark Simmons, Eric Gjerdevig, and Mike Thorstad. The President of the Board Bernie Dardis called the meeting to order.

The Pledge of Allegiance was recited.

Commissioner Dardis requested changes to the Regular Agenda, item number 6 regarding the Wilds 20<sup>th</sup> Final Plat be moved to Regular Agenda item 1 and item 8 regarding District No. 1331 be moved to Regular Agenda item 2. Commissioner Gjerdevig moved and Commissioner Olson seconded to approve the Order of Agenda with proposed changes. No opposition. Motion carried.

Commissioner Olson moved and Commissioner Gjerdevig seconded to approve the minutes of May 4, 2020 as presented. No opposition. Motion carried.

The Commission reviewed the Building Department Activity and Monthly Comparison Reports dated May 18, 2020 and Building Permits #171-215. Commissioner Gjerdevig moved and Commissioner Olson seconded to approve the Building Permits as presented. No opposition. Motion carried.

Commissioner Olson moved and Commissioner Simmons seconded to approve the following items from the Consent Agenda:

- a. Bills
- b. Gaming Site Authorization for Arthur W. Jones Post 7564 VFW of the US Inc. Games to be conducted: Bingo, Raffles, Pull Tab Jar, Pull Tab Dispensing Device, Electronic Pull Tab Device, Seal Board, Prize Board, Sports Pool, Twenty-One, and Paddlewheels with Tickets at Arthur W. Jones Post 7564 VFW of the US Inc., 444 Sheyenne St # 1.
- c. Reappoint Joe Kolb to the Planning and Zoning Commission for a second term, through April 2025.
- d. Final Plat Approval, Maple River Subdivision, subdivision.

No opposition. Motion carried.

Tim Solberg, Director of Planning and Zoning, appeared before the Commission to hold a Second Reading on the rezoning and Final Plat Approval of the Wilds 20<sup>th</sup> Addition. First brought to the Commission in December of 2019. Concerns were raised regarding City of West Fargo's role in City of Horace matters. After much discussion, two motions are before the Commission. Commissioner Gjerdevig moved and Commissioner Simmons seconded to have the developer put \$50,000 in escrow to be held at Ohnstad Twichell, with the developer and the City of Horace putting an agreement in place regarding the escrow account. No opposition. Motion carried. Second motion, Commissioner Olson moved and Commissioner Gjerdevig seconded to approve the final plat with the requirements as outlined in the staff report. No opposition. Motion carried.



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Dustin Scott, City Engineer, appeared before the Commission to discuss creating a new Sewer, Water, Storm and Street Improvement District No. 1331. This district is located in the Wilds 20<sup>th</sup> Addition. Preliminary assessed cost is approximately \$4.4 million and Cass Rural Water cost is approximately \$580,000 for a total project cost of \$5 million. After much discussion, Commissioner Gjerdevig moved and Commissioner Olson seconded to approve the City Engineer to create the Sewer, Water, Storm and Street Improvement District No. 1331 and to prepare the Engineer's Report for Sewer, Water, Storm and Street Improvement District No. 1331. No opposition. Motion carried.

John Shockley, City Attorney, appeared before the Commission to hold a first reading of City Ordinance No. 1158, Snow Emergency Route. Slight language modification in references of who can declare a snow emergency. The language will be changed to the President of the Board of City Commissioners, and the Public Works Director. Commissioner Olson moved and Commissioner Thorstad seconded to approve the language modifications as presented. No opposition. Motion carried.

John Shockley, City Attorney, appeared before the Commission to discuss the Resolution Terminating Emergency Flood Declaration. Since an emergency flood situation no longer exists in the City of West Fargo, a resolution to terminate the declaration must be approved. Commissioner Olson moved and Commissioner Gjerdevig seconded to approve the resolution. No opposition. Motion carried.

Jerry Boyer, Interim Chief of Police, presented to the Commission the 2019 West Fargo Police Department Annual Report. No action was requested of the Commission.

Jim Larson, Finance Director, provided a recap of the water and sewer rate study to the Commission. After much discussion, Commissioner Olson moved and Commissioner Thorstad seconded to approve the water/sewer rate increased as recommended, with a Communication Plan in place to educate and inform the public. No opposition. Motion carried.

Malachi Petersen, City Planner, appeared before the Commission to discuss seeking opportunities throughout the City for public art both in form and in programming. Staff is recommending that the City Commission direct staff to work with interested residents and agencies on developing a recurring meeting and bylaws to form a Public Art Advisory Committee. After discussion, Commissioner Gjerdevig moved and Commissioner Thorstad seconded to approve staff to work on developing bylaws and forming a Public Art Advisory Committee, with prior approval of bylaws and process by the Commission. No opposition. Motion carried.

Tim Solberg, Director of Planning and Zoning, appeared before the Commission to seek approval for an applicant's request for a reduction in parking and to provide additional setback beyond the required zero foot setback at 344 Sheyenne Street. After much discussion, two motions are before the Commission. Commissioner Olson moved and Commissioner Simmons seconded to accept the reduction in parking spaces as requested. Commissioner Dardis opposed. Motion carried. Second motion, Commissioner Simmons moved and Commissioner Gjerdevig seconded to approve the additional setback beyond the required zero foot setback at 344 Sheyenne Street. No opposition. Motion carried.

City Engineer Dustin Scott appeared before the Commission to provide construction updates. No action was requested.



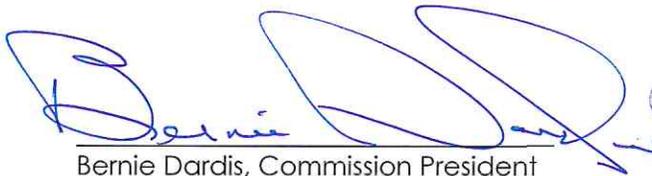
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City Administrator Tina Fisk appeared before the Commission and presented the following items for the City Administrator's Report:

1. Tomorrow and Wednesday, virtual police chief interviews will happen. A very good selection and we will narrow down to 2-3 candidates. An outline will be shared for the meet and greet sessions with the final candidates.
2. There were 90 applicants for the executive assistant position. A meeting is scheduled on Friday to discuss the interview process.
3. Next Monday, city offices are closed due to the Memorial Day holiday.
4. Melissa is seeking two Commissioners to be a part of the Street Fair selection process. Mark Simmons and Bernie Dardis will be the two.
5. CIP continues, a review process will occur and it will be presented at the June meeting.
6. Special Assessment Policy is almost complete.

Tina Fisk shared two pieces of correspondence with the Commission. One from a resident regarding raising chickens and another was a thank you note.

Commissioner Simmons moved and Commissioner Olson seconded to adjourn the meeting. No opposition. Meeting adjourned.



Bernie Dardis, Commission President



Tina Fisk, City Administrator