



West Fargo City Commission Meeting
Monday, April 17, 2023
Commission Chambers 5:30 PM

The West Fargo City Commission met on Monday, April 17, 2023, at 5:30 p.m. Those present were Commissioners Bernie Dardis, Brad Olson, Roben Anderson and Mark Simmons. Commissioner Mandy George was absent. President of the Board Bernie Dardis called the meeting to order at 5:30 p.m.

Commissioner Anderson moved and Commissioner Olson seconded to approve the order of the agenda as distributed with the regular agenda item number thirteen being withdrawn from the agenda. Commissioners Anderson, Olson, Simmons, and Dardis voted aye. No Commissioners present voted nay, the motion was declared carried.

Commissioner Olson moved and Commissioner Anderson seconded to approve the minutes from April 3, 2023 as presented. Commissioners Anderson, Olson, Simmons, and Dardis voted aye. No Commissioners present voted nay, the motion was declared carried.

Commissioner Olson moved and Commissioner Simmons seconded to approve the building permits as distributed. Commissioners Anderson, Olson, Simmons, and Dardis voted aye. No Commissioners present voted nay, the motion was declared carried.

Commissioner Olson moved and Commissioner Simmons seconded to approve the consent agenda as presented.

- a. Bills (Pages 9-52)
- b. Project 2272 – (Concrete Pavement Repair)
 - Authorize Notice to Proceed; and Adopt Resolution Approving Contract and Contractor's Bond (Pages 53-56)
- c. Project No. 1342 – Sanitary Lift Station Rehabilitation
 - Approve Change Order No. 1 (Pages 57-61)
- d. MSA with Bolton & Menk
 - Approve a Master Service Agreement with Bolton & Menk (Pages 62-98)
- e. Mosquito Spraying Agreement between Airborne Vector Control, LLC. and the City of West Fargo effective May 1, 2023 through November 1, 2025 (Pages 99-106)
- f. Appointment of Planning & Zoning Commissioner Kathi Schwan (Pages 107-110)
- g. Reappointment of Special Assessment Committee Member, Elliot Steinbrink (previously finished out the term for Commissioner Roben Anderson)

Commissioners Anderson, Olson, Simmons, and Dardis voted aye. No Commissioners present voted nay, the motion was declared carried.

The Local Board of Equalization Agenda:

The West Fargo City Commission reconvened as the Board of Equalization in the West Fargo Commission Chambers on Monday, April 17 at 5:30pm. Those present were Commissioners Bernie Dardis, Brad Olson, Mark Simmons and Roben Anderson. Commissioner Mandy George were absent.



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Commissioner Olson moved and Commissioner Simmons seconded to approve the minutes from April 2022 as presented. Commissioners Anderson, Olson, Simmons, and Dardis voted aye. No Commissioners present voted nay, the motion was declared carried.

Commissioner Simmons moved and Commissioner Olson seconded to approve the values as submitted by the city assessor on the properties that were not appealed, with authorization to review the properties on the appeals list, with the resulting values sent to the County. No opposition. Motion carried.

Commission President Dardis adjourned the Board of Equalization.

Lisa Sankey, Planner appeared before the Commission, where the Commission acts as the Board of Adjustments for Saucke Subdivision; request for variance. Following discussion, Commissioner Olson moved and Commissioner Simmons seconded to deny the request for the variance as presented for the Saucke Subdivision. Commissioners Anderson, Olson, Simmons, and Dardis voted aye. No Commissioners present voted nay, the motion was declared carried.

Lisa Sankey, Planner appeared before the Commission for the Dakota Territory 14th Addition, approval of Detailed Development Plans for PUD Amendment. Following discussion, Commissioner Simmons moved and Commissioner Anderson seconded to approve the Dakota Territory 14th Addition, approval of Detailed Development Plans for PUD Amendment with the recommendations as presented. Commissioners Anderson, Olson, Simmons, and Dardis voted aye. No Commissioners present voted nay, the motion was declared carried.

Denis Otterness, Chief of Police appeared before the Commission for the presentation of the City of West Fargo Police Department 2022 Annual Report. No action was taken.

Denis Otterness, Chief of Police appeared before the Commission for a body-worn camera program update. No action was taken.

Dan Hanson, City Engineer appeared before the Commission to request approval of Improvement District No. 2271 (7th Ave NW and 5th St Ct NW); accept Bids and Award Contract. Following discussion, Commissioner Olson moved and Commissioner Simmons seconded to approve the Improvement District No. 2271 (7th Ave NW and 5th St Ct NW); accept Bids and Award Contract. Commissioners Anderson, Olson, Simmons, and Dardis voted aye. No Commissioners present voted nay, the motion was declared carried.

Dan Hanson, City Engineer appeared before the Commission to request approval of the 23rd Ave S and Bluestem Dr E – Intersection Modifications and Traffic Signal Improvements; create Project No. 2273, direct and approve Engineer's Report; and direct Engineer to prepare both a Task Order for Basic Services and Plans and Specifications. Following discussion, Commissioner Simmons moved and Commissioner Olson seconded to approve the 23rd Ave S and Bluestem Dr E – Intersection



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Modifications and Traffic Signal Improvements; create Project No. 2273, Direct and approve Engineer's Report; and direct Engineer to prepare both a Task Order for Basic Services and Plans and Specifications. Commissioners Anderson, Olson, Simmons, and Dardis voted aye. No Commissioners present voted nay, the motion was declared carried.

Roben Anderson, Commissioner appeared before the Commission to give an update on the backyard chicken keeping for residential properties.

In regards to the Administrator's Report, Dustin Scott, Assistant City Administrator appeared before the Commission:

1. Update on Capital Improvement Plan
2. Working with consultants on Budget Prep with a preliminary Budget in June
3. In regards to the RFP we have published in conjunction with the West Fargo School District, we do have some developers reaching out with interest and will be closing May 12th
4. Infrastructure funding manager is working with John Shockley, City attorney for potential bond sales for current and future projects and Colliers

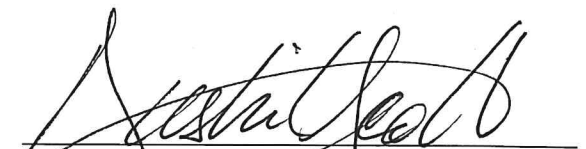
In regards to correspondence, Commissioner Dardis addressed that the Arbor Day Foundation is congratulating the City of West Fargo on earning the 2022 Tree City USA and the Growth Award. There was a combined flood meeting earlier that day with City of West Fargo, Fargo and Cass County in regards to flood preparation. Matt Andvik, Public Works Director was called forward to give an update in regards to this meeting. Civic West Event, was given out to all of the Commissioners.

In regards to non-agenda items, Dan Hanson, City Engineer wanted to clarify that regular agenda 11 was motioned correctly "Create Project No. 6058, Approve Engineer's Report; and Direct Engineer to prepare Plans and Specifications". Commissioners Anderson, Olson, Simmons, and Dardis approved the clarification. No Commissioners present denied the clarification, the motion was declared amended.

Commissioner Simmons moved and Commissioner Olson seconded to adjourn the meeting. Commissioners Anderson, Olson, Simmons, and Dardis voted aye. No Commissioners present voted nay, the meeting adjourned at 6:48 p.m.



Bernie Dardis, Commission President



Dustin T. Scott, Assistant City Administrator