



West Fargo City Commission Meeting
West Fargo City Hall Commission Chambers
800 4th Ave E, West Fargo, 58078
Monday, September 16, 2024 5:30 PM

Meeting Items

A. Call to Order

The West Fargo City Commission meeting was held in the City of West Fargo Commission Chambers on Monday, September 16, 2024.

B. Pledge of Allegiance

The Pledge of Allegiance was recited.

C. Roll Call

Commissioner Rory Jorgensen – present; Commissioner Amy Zundel – present; Commissioner Bernie Dardis – present; Commissioner Brad Olson – present; Commissioner Roben Anderson – present; All Commissioners were present, there was no Commissioner absent from the meeting.

D. Approve Order of Agenda

Commissioner Olson moved and Commissioner Anderson seconded to approve the agenda. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve the order of agenda as presented was declared carried.

E. Approval of Minutes -- September 3, 2024

Commissioner Zundel moved and Commissioner Jorgensen seconded to approve the minutes of September 3, 2024. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve the minutes of September 3, 2024 was declared carried.

F. Building Permits

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



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Consent Agenda - Approve the Following:

- a. **Bills**
- b. **Recommendation to appoint Chad Brousseau to Economic Development Advisory Committee**
- c. **A24-21 Charleswood River Estates 13th Addition, request for final plat approval**
- d. **Games of Chance for Blessed Sacrament Church**
- e. **Games of Chance for Freedom Elementary PTA**
- f. **Site Authorization for Horace Lions at Unhynged**

Commissioner Zundel moved and Commissioner Anderson seconded to approve the consent agenda. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve the consent agenda as presented was declared carried.

Regular Agenda

1. Public Comment

Members of the public will be allowed 2 minutes and 30 seconds to address the City Commission. Commissioners will not take any official action during this comment period.

Please sign up no later than 12 p.m. the day of the City Commission Meeting you wish you attend. City Commission Meeting Public Comment | West Fargo, ND (westfargond.gov)

2. Public Hearing on the Preliminary Budget -- Dustin Scott, City Administrator

During the Public Hearing, comments will only be received on budget-specific items.

Residents of West Fargo came forward during this time, no action was taken.

3. Approval of 2025 Utility Rates -- Matt Andvik, Director of Public Works

Commissioner Anderson moved and Commissioner Jorgensen seconded to approve the 2025 Utility Rates. Commissioners Jorgensen, Dardis and Anderson voted aye. Commissioners Zundel and Olson voted nay, the motion to approve the of 2025 Utility Rates as presented was declared carried on a 3:2 vote.

4. Request to consider amending the city ordinances to increase the impervious square footage of residential lots from 30% to 35% of the lot in its entirety -- Daniel Flaten, West Fargo Resident

Commissioner Zundel moved and Commissioner Jorgensen seconded to allow staff to look into an amendment of city ordinances to increase the impervious square footage of residential lots from 30% to 35% of the lot in its entirety.

Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to allow staff to look into an amendment of city ordinances to increase the impervious square footage of residential lots from 30% to 35% of the lot in its entirety as presented was declared carried.

5. A24-23 North Pond at the Preserve 18th Addition, request for final plat approval -- Aaron Nelson, Director of Planning

Commissioner Zundel moved and Commissioner Olson seconded to approve the request for final plat approval for A24-23 North Pond at the Preserve 18th Addition.

Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve the request for final plat approval for A24-23 North Pond at the Preserve 18th Addition as presented was declared carried.

6. Short-Term Rental information & discussion -- Aaron Nelson, Director of Planning

Commissioner Zundel moved and Commissioner Olson seconded to approve option 3 of the short term rental:

Option 3: Comprehensive Ordinance Update with STR Licensing Standards

This option involves a more comprehensive update of city ordinances to establish a broader regulatory framework for STRs, including the establishment of a licensing framework.

Key Elements:

- Drafting of new ordinances specific to STRs to include such things as occupancy limits, quiet hours, enhanced penalties/restrictions for repeat violations, and licensing requirements.

- All STR operators to register and obtain a license, ensuring compliance with ordinances and tax responsibilities.
- Could require annual registration/licensing fee to help off-set additional budget costs to administer new program.
- Creates a process to ensure STR operators pay appropriate lodging tax.
- Additional staffing resources needed to administer.

Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve option 3 of the short term rental was declared carried.

7. Enterprise Grant for Sandy's Donuts -- Casey Sanders-Berglund, Director of Economic Development Director

Commissioner Olson moved and Commissioner Jorgensen seconded to approve the Enterprise Grant for Sandy's Donuts. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve the Enterprise Grant for Sandy's Donuts as presented was declared carried.

5 Minute Break took place

8. Westwood Addition Reconstruction – Dan Hanson, City Engineer

- **Create Improvement District No. 3006, Direct Engineer to prepare an Engineer's Report; and Approve Task Order for Preliminary Engineering Services**

Commissioner Olson moved and Commissioner Zundel seconded to approve the Westwood Addition Reconstruction; create Improvement District No. 3006, direct Engineer to prepare an Engineer's Report; and approve Task Order for Preliminary Engineering Services. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve the Westwood Addition Reconstruction; create Improvement District No. 3006, direct Engineer to prepare an Engineer's Report; and approve Task Order for Preliminary Engineering Services as presented was declared carried.

9. Project No. 1316.3 – Northside Sanitary Sewer Collector Rehabilitation

-- **Dan Hanson, City Engineer**

- **Approve Task Order No. 87-1 for Basic Services**

Commissioner Anderson moved and Commissioner Olson seconded to approve Project No. 1316.3 – Northside Sanitary Sewer Collector Rehabilitation; approve Task Order No. 87-1 for Basic Services. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve Project No. 1316.3 – Northside Sanitary Sewer Collector Rehabilitation; approve Task Order No. 87-1 for Basic Services as presented was declared carried.

10. Project No. 9043 – Sanitary Sewer System Evaluation Study (south of I-94)

-- **Dan Hanson, City Engineer**

- **Approve a Task Order for Sanitary Sewer Evaluation Study**

Commissioner Zundel moved and Commissioner Anderson seconded to approve Project No. 9043 – Sanitary Sewer System Evaluation Study (south of I-94); approve Task Order for Sanitary Sewer Evaluation Study. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve Project No. 9043 – Sanitary Sewer System Evaluation Study (south of I-94); approve Task Order for Sanitary Sewer Evaluation Study as presented was declared carried.

11. City Administrator's Report -- Dustin Scott, City Administrator

Utility Rate Update, create a resolution

Finance Director update, starting on Wednesday

12. Correspondence

There was no correspondence.

13. Non-Agenda Items

Commissioner Jorgensen on clarification of Commissioner voting.

Commission President Dardis gave recognition on engagement from public and staff regarding the budget.

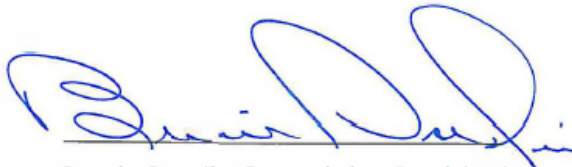
Dan Hanson, City Engineer came forward to bring up future improvements regarding a recent accident within West Fargo at 36th and Veterans.



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14. Adjourn

Commissioner Jorgensen moved and Commissioner Anderson seconded to adjourn. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to adjourn was carried at 8:00 PM.



Bernie Dardis, Commission President



Dustin T. Scott, City Administrator