



West Fargo City Commission Meeting
West Fargo City Hall Commission Chambers
2515 6th St E, West Fargo 58078
Monday, May 5, 2025 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, May 5, 2025.

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

E. Approval of Minutes -- April 21, 2025

Commissioner Olson moved and Commissioner Zundel seconded to approve the minutes of April 21, 2025. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve the minutes of April 21, 2025, was declared carried.

F. Building Permits

Commissioner Anderson moved and Commissioner Jorgensen seconded to approve the building permits. Commissioners Jorgensen, Dardis, Olson and Anderson voted aye. Commissioner Zundel recused herself from voting, no Commissioners present voted nay, the motion to approve the building permits, was declared carried.



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Consent Agenda - Approve the Following:

a. Bills

b. Improvement District No. 3006 – Westwood Addition Reconstruction

- Approve Contract and Contractor's Bond and Authorize Notice to Proceed

c. Project No. 2279 – 9th Street E / Veterans Boulevard Pedestrian Safety Improvements

- Approve Contract and Contractor's Bond and Authorize Notice to Proceed

d. Project No. 2291 – 2025 Concrete Pavement Repairs

- Approve Contract and Contractor's Bond and Authorize Notice to Proceed

e. Project No. 9049 – Regional Transportation Management Center

- Approve Memorandum of Understanding

f. Stump Grinding Contract with Bear's Tree Service

g. Tree Treatment Services Contract with JT Lawn Services LLC

h. A25-7 Section 7, T139N, R49W, request for Conditional Use Permit to allow for light industrial uses (shop condos) in the HC: Heavy Commercial Zoning District

i. Addendum 2 to the Agreement for the Joint Exercise of Peace Officer Duties

j. Gaming Site Authorizations for West Fargo Baseball 07012025-06302026

- Barcode Bar & Grill
- Boston's
- The Local 701
- Wurst Bier Hall

k. Gaming Site Authorizations for Team Makers Club, Inc. 07012025-06302026

- Piggy BBQ of West Fargo
- Town Hall

l. Gaming Site Authorization for Horace Lions at Shy Bar 07012025-06302026

m. Games of Chance for Red River Valley Lacrosse Association

Commissioner Zundel moved and Commissioner Olson seconded to approve the consent agenda. Commissioners Jorgensen, Dardis, Olson and Anderson voted aye. Commissioner Zundel recused herself from voting, no Commissioners present voted nay, the motion to approve the consent agenda, was declared carried.



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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 Hearings (each item will adjourn out of regular meeting into a public hearing)

- A24-28, Ordinance Amendment to Title IV and Title X regarding the establishment of regulations and licensing standards for short-term rentals -- Aaron Nelson, Director of Planning and Zoning**

Commissioner Olson moved to approve the first reading of planning and zoning approved ordinance A24-28, Ordinance Amendment to Title IV and Title X regarding the establishment of regulations and licensing standards for short-term rentals. There was a lack of a second, the motion failed.

Commissioner Zundel moved and Commissioner Anderson seconded to bring back the original document in it's entirety to include the twelve months rolling, for its first reading and request staff notify property owners. Commissioners Zundel, Dardis and Anderson voted aye. Commissioners Jorgensen and Olson voted nay. The motion to bring back the original document in its entirety plus the twelve month and staff notify property owners, was declared carried by a 3 to 2 vote.

3. Abatement Hearing for 1280 Goldenwood Drive (2024 Value) -- Paul Fracassi, City Assessor

Commissioner Zundel moved and Commissioner Olson seconded to retain the 2024 value for 1280 Goldenwood Drive. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve retaining the 2024 value for 1280 Goldenwood Drive, was declared carried.



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4. A24-13 R&R Addition, request for subdivision approval -- Aaron Nelson, Director of Planning and Zoning

Commissioner Olson moved and Commissioner Anderson seconded to approve A24-13 R&R Addition, request for subdivision approval. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve A24-13 R&R Addition, request for subdivision approval, was declared carried.

5. Confirm the Arbor Day Proclamation -- Bernie Dardis, Commission President

This item was informational only.

6. West Fargo Public Library Annual Report -- Jenna Kahly, Director of West Fargo Public Library

This was an informational item only.

7. Finance Dept. budget amendment and contract approval for Lease Accounting Software -- Willy Galindo, Director of Finance

- **Amend the 2025 Finance Department Budget and authorize the Director of Finance to sign the agreement with Debtbook**

Commissioner Zundel moved and Commissioner Olson seconded to approve Finance Dept. budget amendment and contract approval for Lease Accounting Software. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve Finance Dept. budget amendment and contract approval for Lease Accounting Software, was declared carried.

8. Resolution Approving the Termination of West Fargo Office Park (Charleswood) Development Tax Increment District of the City of West Fargo, North Dakota -- Willy Galindo, Director of Finance

Commissioner Olson moved and Commissioner Anderson seconded to approve the Resolution Approving the Termination of West Fargo Office Park (Charleswood) Development Tax Increment District of the City of West Fargo, North Dakota. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve Resolution Approving the



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Termination of West Fargo Office Park (Charleswood) Development Tax Increment District of the City of West Fargo, North Dakota, was declared carried.

9. Charleswood TIF District Resolution Summary of Impact (Informative item - Non actionable)

-- Casey Sanders-Berglund, Director of Economic Development

This item was informational only.

10. Basement Exemption Structural Design Agreement -- Dan Hanson, City Engineer

• Approve Agreement with KLJ

Commissioner Zundel moved and Commissioner Anderson seconded to approve the Basement Exemption Structural Design Agreement with KLJ. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve the Basement Exemption Structural Design Agreement with KLJ, was declared carried.

11. Create and Enact Ordinance Chapter 2-06 -- Katie Schmidt, City Attorney

• Approve Ordinance 2-06

Commissioner Olson moved and Commissioner Jorgensen seconded to approve creating and enacting Ordinance Chapter 2-06. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve creating and enacting Ordinance Chapter 2-06, was declared carried.

12. Review policy titled 'Authorization and Delegation of Policy Approval' -- Dustin Scott, City Administrator

• Approve the policy to be effective immediately

Commissioner Anderson moved and Commissioner Olson seconded to approve the 'Authorization and Delegation of Policy Approval'. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve the 'Authorization and Delegation of Policy Approval', was declared carried.



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

Budget process update

- First public meeting is scheduled for June 16th, during the regular City Commission meeting

Utility Billing software conversion update

14. Correspondence

There was no correspondence.

15. Non-Agenda Items

Bernie Dardis – thank you to the staff that has taken time to review the short-term rental ordinance

16. Adjourn

Commissioner Jorgensen moved and Commissioner Zundel seconded to adjourn. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners voted nay, the motion to adjourn was declared carried. The meeting was adjourned at 6:57 PM.



Bernie Dardis, Commission President



Dustin T. Scott, City Administrator