



West Fargo City Commission Meeting
West Fargo City Hall Commission Chambers
2515 6th St E, West Fargo 58078
Monday, June 16, 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, June 16, 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 Zundel 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 -- June 2, 2025

Commissioner Olson moved and Commissioner Anderson seconded to approve the minutes of June 2, 2025. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve the minutes of June 2, 2025, was declared carried.

F. Building Permits

Commissioner Olson moved and Commissioner Zundel seconded to approve the building permits. Commissioners Jorgensen recused himself; Commissioners Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve the building permits, was declared carried by a 4:0:1 vote.



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Consent Agenda - Approve the Following:

- a. **Bills**
- b. **Memorandum of Agreement with North Dakota National Guard**
- c. **Annual Memorandum of Understanding with Casselton Airport**
- d. **Project No. 6060 – River's Bend Multi-Use Path and Pedestrian Bridge**
 - **Approve Agreement between the City of West Fargo and the West Fargo Park District**
- e. **Contract Renewal – North Dakota Insurance Department Contract No. 23-005**
- f. **A25-9, Halverson's Industrial Park 6th Addition, request for subdivision approval**
- g. **A25-14, DMF 2nd Addition, request for subdivision approval**
- h. **Appointment of Tyler Erickson and Sara Westall to the West Fargo Public Library Board**

Commissioner Anderson moved and Commissioner Jorgensen seconded to approve the consent agenda. Commissioner Zundel recused herself; Jorgensen, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve the consent agenda, was declared carried, by a 4:0:1 vote.

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)

Four members of the public were signed up to speak during this time.

- 2. Public Hearings (each item will adjourn out of regular meeting into a public hearing)**
- **None**

3. MATBUS presentation and discussion on proposed West Fargo transit route

-- Aaron Nelson, Director of Planning and Zoning

No action was taken, this was informational only.

4. A24-28, Second reading of 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 and Commissioner Jorgensen seconded to table A24-28, Second reading of ordinance Amendment to Title IV and Title X regarding the establishment of regulations and licensing standards for short-term rentals, with the request that a committee gets put together. Commissioners Jorgensen, Dardis, Olson and Anderson voted aye. Commissioner Zundel voted nay, the motion to table A24-28, Second reading of ordinance Amendment to Title IV and Title X regarding the establishment of regulations and licensing standards for short-term rentals, with the request that a committee gets put together, was declared carried by 4:1 vote.

Bernie Dardis, Commission President recommended, Aaron Nelson, Director of Planning and Zoning, Commissioners Rory Jorgensen and Roben Anderson, and a member of West Fargo Police Department and Fire Department.

5. A25-11, Second reading of ordinance Amendment to Title IV regarding the building control line of the CO-SR zoning district -- Aaron Nelson, Director of Planning and Zoning

Commissioner Anderson moved and Commissioner Olson seconded to approve A25-11, second reading of ordinance Amendment to Title IV regarding the building control line of the CO-SR zoning district. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve A25-11, second reading of ordinance Amendment to Title IV regarding the building control line of the CO-SR zoning district, was declared carried.



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6. Contract for Incarceration of Inmates at Cass County Jail Action -- Dustin Scott, City Administrator

- **Approve contract with effective date of July 1, 2025**

Commissioner Zundel moved and Commissioner Olson seconded to approve Contract for Incarceration of Inmates at Cass County Jail Action; approve contract with effective date of January 1, 2026. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve Contract for Incarceration of Inmates at Cass County Jail Action; approve contract with effective date of January 1, 2026, was declared carried.

7. Brief Overview of the 2026 Draft Budget -- Dustin Scott, City Administrator

- **Presentation during meeting**

No action was taken, this was informational only.

8. Planning & Building Inspection Fee updates -- Aaron Nelson, Director of Planning and Zoning

Commissioner Olson moved and Commissioner Jorgensen seconded to approve the Planning & Building Inspection fee updates, with the edits addressed by Commissioners. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve the Planning & Building Inspection fee updates, with the edits addressed by Commissioners, was declared carried.

9. Proposed 2026 Utility Rates (informational only) -- Matt Andvik, Director of Public Works

No action was taken, this was informational only.



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10. Project 9061 Public Works & Sanitation Expansion -- Matt Andvik, Director of Public Works

- **Award contract for Phase 1**

Commissioner Olson moved and Commissioner Zundel seconded to approve Project 9061 Public Works & Sanitation Expansion; Award contract for Phase 1.

Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No

Commissioners present voted nay, the motion to approve Project 9061 Public Works & Sanitation Expansion; Award contract for Phase 1, was declared carried.

11. Parking lot support in Downtown Mixed Use -- Casey Sanders-Berglund, Director of Economic Development

- **Review request for parking lot support for Converdia Health Staffing business located in DMU**

Commissioner Zundel moved and Commissioner Olson seconded to approve Parking lot support in Downtown Mixed Use; request for parking lot support for Converdia Health Staffing business located in DMU. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve Parking lot support in Downtown Mixed Use; request for parking lot support for Converdia Health Staffing business located in DMU, was declared carried.

12. Review Restad Properties Renaissance Zone application -- Casey Sanders-Berglund, Director of Economic Development

Commissioner Zundel moved and Commissioner Anderson seconded to approve Restad Properties Renaissance Zone application. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve Restad Properties Renaissance Zone application, was declared carried.

13. Improvement District No. 1353 – Dakota Medical Foundation Development – Dan Hanson, Senior Director of Community & Development Services

- **Accept Bid and Award Contract**

Commissioner Jorgensen moved and Commissioner Olson seconded to approve Improvement District No. 1353 – Dakota Medical Foundation Development; accept Bid and Award Contract. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve Improvement District No. 1353 – Dakota Medical Foundation Development; accept Bid and Award Contract, was declared carried.

14. Project No. 9063 - Core Area Stormwater Study – Dan Hanson, Sr. Director of Community & Development Services

- **Award Study to Consultant**

Commissioner Olson moved and Commissioner Anderson seconded to approve Project No. 9063 - Core Area Stormwater Study; Award Study to Consultant. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve Project No. 9063 - Core Area Stormwater Study; Award Study to Consultant, was declared carried.

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

- Utility Billing software conversion update

16. Correspondence

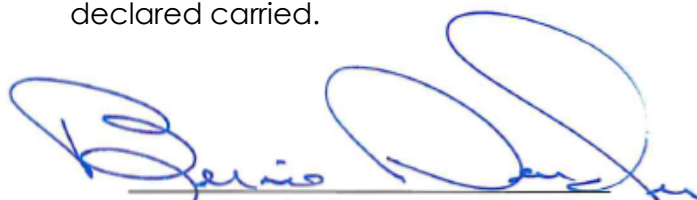
There was no correspondence.

17. Non-Agenda Items

- Commissioner Jorgensen - recruitment and retention with longevity pay;
Commission recommended HR and City Administrator to look into it

18. Adjourn

Commissioner Zundel moved and Commissioner Jorgensen seconded to adjourn at 7:28 pm. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to adjourn at 7:28 pm, was declared carried.



Bernie Dardis, Commission President



Dustin T. Scott, City Administrator