

MEETING MINUTES

City of West Fargo Short-Term Rental Committee

Monday, July 28, 2025

4:30 PM

West Fargo Room, West Fargo City Hall – 2515 6th St E

1. Call to Order

Chair Nelson called the meeting to order at 4:30pm.

2. Roll Call

Committee members present: Chair Nelson, Commissioner Anderson, Deputy Fire Chief Sprecher, Captain Burkhartsmeier, Vice-Chair Jorgensen

Committee members absent: None

3. Approval of Order of Agenda

Commissioner Anderson moved to approve the order of agenda. Vice-Chair Jorgensen seconded. No opposition. Motion passed.

4. Approval of Minutes – June 30, 2025

Vice-Chair Jorgensen motioned and Deputy Fire Chief Sprecher seconded to approve the meeting minutes from June 30, 2025. No opposition. Motion passed.

5. Public Comment Period *(Members of the public will be allowed 2 minutes and 30 seconds to address the Committee)*

Kelcey Burgstahler: Lives directly behind an STR. States that property boundaries are not respected by guests at the STR. Police have been involved. She proposes that STR properties have fencing and that a primary contact should be elected to call for complaints that would be responded to in one hour. Since there are no background checks on renters- she would like to require any booking systems or platforms track all people staying at the STR. She supports a 3-strikes rule to suspend a license after incidents.

Letty Tieman: Shares backyard property line with STR. She has contacted the owner via finding the contact information on Air BnB. She has provided videos to the owner of renters letting dogs off leash and not cleaning up after they make messes in her yard. She is requesting that fences should be required at STRs.

Monica & Glenn Ulmer: lives in same neighborhood as Letty Some guests are quiet/respectable, but others cause problems. They've had lots of litter, cigarette butts,

blocking parking to residence, renters throwing up in their yard. They've installed a privacy fence and installed signs regarding property lines. Many renters stay over-occupancy. There are parking problems (4 spots in the driveway at the rental). They will block the driveway at times. They have submitted a letter to the STR owner regarding the problem and possible safety hazard.

Erik Stewart: He is here as a resource to the City as a STR property owner. He said that his properties are operated through AirBnB. Some of the complaints mentioned may be about long-term renters or property owners- complaints are not only regarding STRs.

6. Committee Updates

a. Updates to the Committee Overview document

Chair Nelson summarized the purpose of the document. The main update has been the addition of a Key Policy Questions section with 3 main questions. Chair Nelson asked if there were any policy questions committee members would like to add or discuss. Commissioner Anderson suggested evaluating the scope based on comments received from the public.

b. Ordinance examples from other cities in the region. (Link to resources: [☐ Short-Term Rentals 2025](#))

Chair Nelson shared the resource information that the city used to research STRs in other cities. It is a OneDrive site available to the public. It contains example STR ordinances from cities in ND, MN, & SD, as well as a comparison summary table. International property maintenance code occupancy limits were provided to the OneDrive by Deputy Fire Chief Sprecher.

c. General committee discussion

Chair Nelson asked if the committee had any comments regarding the documents in the OneDrive file. No comments were made by the committee members.

7. Public Survey

a. Presentation and discussion of draft survey questions

Commissioner Anderson provided some draft survey questions to the committee for review and discussion. Manager of Public Affairs Rachel Richter-Lordemann from the City's Communications Department attended the meeting to discuss the creation of the survey. Chair Nelson invited Communications to speak about the survey. Manager of Public Affairs Richter-Lordemann said the creation of the survey has already been completed in Survey Monkey with minimal staff time. Some of the questions were modified to use more neutral language or for clarity. Manager of Public Affairs Richter-Lordemann pulled up the survey for the committee to review.

b. Approval of survey questions and related details

Commissioner Anderson suggested going through the survey draft to review the flow and language changes that were made by Communications. Edits were suggested by committee members. There will be a limit of one response to the survey per household. Manager of Public Affairs Richter-Lordemann asked if the public members had an issue with sharing their address on the survey. Erik Stewart said no and questioned the efficacy of the survey since questions are based on opinions. Mr. Stewart suggested a registration for all the short-term rental properties that could be used as a cross-reference for complaints/concerns. The questions for the STR owners include details about the properties (parking spaces, garbage, what types of interactions with the neighbors, etc).

Commissioner Anderson motioned to approve the survey with changes mentioned at this meeting and for the duration of August 1-22. Vice-Chair Jorgensen seconded. Roll call vote 5-0 to approve. Motion passed.

8. Next Steps

- a. Discuss and approve the next steps of the Committee, including research/informational needs, member assignments, and/or agenda items for the next meeting.**

Staff will be working to get the survey link sent out across the City's social media platforms and posted to the City website, and will consider a webpage for the survey link and additional background information of the topic. Captain Burkhartsmeier said that the police department would like the licensing and registration as a tool. He is hopeful for a strong survey response. Captain Burkhartsmeier referenced the table: Mankato, Maple Grove, and New Brighton would be like what we may want to do. Captain Burkhartsmeier would like more consideration the cities identified as having a more "middle" ground on the comparison table discussed earlier. Chair Nelson asked for committee members to review the example ordinances provided on the OneDrive so that they can be discussed at the next meeting.

A member of the public said link to OneDrive was not working. Manager of Public Affairs Richter-Lordemann requested his email address and will provide the information to him and anyone else not able to access the link.

- b. Approve date, time, and location of next meeting**

Vice-Chair Jorgensen motioned, and Commissioner Anderson seconded to hold the next meeting at the Commission Chambers. Roll call vote of 5-0 to hold the next meeting in the Commission Chambers. Motion passed.

Vice-Chair Jorgensen motioned to hold the next committee meeting on Tuesday, August 26th at 4:30pm. Commissioner Anderson seconded. The motion passed with a roll call vote of 5-0.

9. Adjournment

Commissioner Anderson motioned to adjourn the meeting. Vice-Chair Jorgensen seconded.
Meeting adjourned at 5:30pm.