



West Fargo City Commission Meeting
West Fargo City Hall Commission Chambers
2515 6th St E, West Fargo 58078
Monday, December 15, 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, December 15, 2025.

B. Pledge of Allegiance

The Pledge of Allegiance was recited.

C. Roll Call

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

D. Approve Order of Agenda

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

E. Approval of Minutes -- December 1, 2025

Commissioner Olson moved and Commissioner Anderson seconded to approve the minutes of December 1, 2025. Commissioners Anderson, Olson, Dardis, Zundel and Jorgensen voted aye. No Commissioners present voted nay, the motion to approve the minutes of December 1, 2025, was declared carried.

F. Building Permits

Commissioner Olson moved and Commissioner Anderson seconded to approve the building permits. Commissioner Jorgensen recused himself; Commissioners Anderson, Olson, Dardis and Zundel voted aye. 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. 2290 – 2025 Public Works Mill & Overlay
 - Dustin Scott, City Administrator
 - Cost Analysis Update – Informational Only / No Action Required
- c. Financial Report as of November 30, 2025
- d. Addendum to 2026 Sanitation Fees
- e. 2026 Youthworks Agreement (approved within the 2026 budget)
- f. Games of Chance for St. Paul II Catholic Schools at Trinity Elementary School
- g. Games of Chance for VOLT Volleyball

Commissioner Anderson moved and Commissioner Jorgensen seconded to approve the consent agenda. Commissioner Anderson, Olson, Dardis, Zundel and Jorgensen voted aye. No Commissioners present voted nay, the motion to approve the consent agenda, 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 to attend. City Commission Meeting Public Comment | West Fargo, ND (westfargond.gov)

There was no one from the public signed up to speak during this time.

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

a. Public Hearing and First Reading of Floodplain Management Ordinance Amendment -- Jerry Wallace, City Engineer

- **Approve 1st Reading of Amended Floodplain Management Ordinance**

Commissioner Anderson moved and Commissioner Jorgensen seconded to approve the First Reading of Floodplain Management Ordinance. Commissioners Anderson, Olson, Dardis, Zundel and Jorgensen voted aye. No Commissioners present voted nay, the motion to approve the First Reading of Floodplain Management Ordinance, was declared carried.



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b. Ordinance No. 1266 – Municipal Judge -- Dustin Scott, City Administrator

• Public Hearing and Consideration of the First Reading

Commissioner Anderson moved and Commissioner Jorgensen seconded to approve the First Reading of Ordinance 1266 – Municipal Judge. Commissioners Anderson, Olson, Dardis, Zundel and Jorgensen voted aye. No Commissioners present voted nay, the motion to approve First Reading of ordinance 1266 – Municipal Judge, was declared carried.

3. Contract with City of Fargo (MATBUS) for 2026 transit service

• Request for contract approval -- Aaron Nelson, Director of Planning and Zoning

Commissioner Olson moved and Commissioner Anderson seconded to approve the Contract with City of Fargo (MATBUS) for 2026 transit service. Commissioners Anderson, Olson, Dardis, Zundel and Jorgensen voted aye. No Commissioners present voted nay, the motion to approve the Contract with City of Fargo (MATBUS) for 2026 transit service, was declared carried.

4. Court Room Remodel -- Captain Derek Cruff, West Fargo Police Department

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

5. IT CIP Request -- Haider Howitzer, Director of IT

Commissioner Olson moved and Commissioner Anderson seconded to approve the IT CIP request to proceed with security camera and door access improvements. Commissioners Anderson, Olson, Dardis, Zundel and Jorgensen voted aye. No Commissioners present voted nay, the motion to approve the IT CIP request to proceed with security camera and door access improvements, was declared carried.

6. Improvement District No. 2297 – South Pond Neighborhood Pavement Rehabilitation -- Jerry Wallace, City Engineer

• Conduct the Determination of Protest Sufficiency and Approve Associated Resolution

Commissioner Olson moved and Commissioner Jorgensen seconded to approve Improvement District No. 2297 – South Pond Neighborhood Pavement Rehabilitation; Conduct the Determination of Protest Sufficiency and Approve Associated Resolution. Commissioners Anderson, Olson, Dardis, Zundel and Jorgensen voted aye. No Commissioners present voted nay, the motion to approve Improvement District No. 2297 – South Pond Neighborhood Pavement Rehabilitation; Conduct the Determination of Protest Sufficiency and Approve Associated Resolution, was declared carried.



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7. Improvement District No. 2296 – Shadow Wood Neighborhood Pavement

Rehabilitation -- Jerry Wallace, City Engineer

- **Conduct the Determination of Protest Sufficiency and Approve Associated Resolution**

Commissioner Anderson moved and Commissioner Olson seconded to approve Improvement District No. 2296 – Shadow Wood Neighborhood Pavement Rehabilitation; Conduct the Determination of Protest Sufficiency and Approve Associated Resolution. Commissioners Anderson, Olson, Dardis, Zundel and Jorgensen voted aye. No Commissioners present voted nay, the motion to approve Improvement District No. 2296 – Shadow Wood Neighborhood Pavement Rehabilitation; Conduct the Determination of Protest Sufficiency and Approve Associated Resolution, was declared carried.

8. Improvement District No. 6062 – 2026 Sidewalk Improvements

-- Jerry Wallace, City Engineer

- **Approve Amended Engineer's Report and Direct Engineer to prepare Plans and Specifications**

Commissioner Olson moved and Commissioner Jorgensen seconded to approve Improvement District No. 6062 – 2026 Sidewalk Improvements; Approve Amended Engineer's Report and Direct Engineer to prepare Plans and Specifications. Commissioners Anderson, Olson, Dardis, Zundel and Jorgensen voted aye. No Commissioners present voted nay, the motion to approve Improvement District No. 6062 – 2026 Sidewalk Improvements; Approve Amended Engineer's Report and Direct Engineer to prepare Plans and Specifications, was declared carried.

9. Project No. 2284 – 2026 HSIP Intersections – Turn Lane Realignments 9th St. E./19th Ave. E., 32nd Ave. E./4th St. E., & Sheyenne St./38th Ave. W. -- Jerry Wallace, City Engineer

- **Review bid and concur with NDDOT's recommendation.**

Commissioner Olson moved and Commissioner Jorgensen seconded to approve Project No. 2284 – 2026 HSIP Intersections – Turn Lane Realignments 9th St. E./19th Ave. E., 32nd Ave. E./4th St. E., & Sheyenne St./38th Ave. W., concur with NDDOT's recommendation of Northern Improvement Company. Commissioners Anderson, Olson, Dardis, Zundel and Jorgensen voted aye. No Commissioners present voted nay, the motion to approve Project No. 2284 – 2026 HSIP Intersections – Turn Lane Realignments 9th St. E./19th Ave. E., 32nd Ave. E./4th St. E., & Sheyenne St./38th Ave. W., concur with NDDOT's recommendation of Northern Improvement Company, was declared carried.



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**10. Approve 2026 City Commission Meeting Calendar -- Rachel Richter Lordemann,
Director of Communication**

Commissioner Anderson moved and Commissioner Olson seconded to approve the 2026 City Commission Meeting Calendar. Commissioners Anderson, Olson, Dardis, Zundel and Jorgensen voted aye. No Commissioners present voted nay, the motion to approve 2026 City Commission Meeting Calendar, was declared carried.

**11. Renew contract with Steven Mottinger for Indigent Defense Services -- Dustin Scott,
City Administrator**

Commissioner Jorgensen moved and Commissioner Olson seconded to approve renewing the contract with Steven Mottinger for Indigent Defense Services. Commissioners Anderson, Olson, Dardis, Zundel and Jorgensen voted aye. No Commissioners present voted nay, the motion to approve renewing the contract with Steven Mottinger for Indigent Defense Services, was declared carried.

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

- Update on search for new HR Director, job posting has closed
- End of Year Monthly Financial Reports will be completed in January
- Thank you to Public Works and Emergency Services
- Wished everyone a safe and happy holidays

13. Correspondence

There were no correspondence.

14. Non-Agenda Items

Commissioner Dardis, commended the West Fargo Fire Department for their quick action in helping someone during a fall on Sheyenne.

15. Adjourn

Commissioner Anderson moved and Commissioner Olson seconded to adjourn. Commissioners Anderson, Olson, Dardis, Zundel and Jorgensen voted aye. No Commissioners present voted nay, the motion to adjourn, was declared carried, the meeting adjourned at 6:24 pm.

A handwritten signature in black ink, appearing to read "Bernie Dardis".

Bernie Dardis, Commission President

A handwritten signature in black ink, appearing to read "Dustin T. Scott".

Dustin T. Scott, City Administrator