



Meeting Items

- A. Call to Order
- B. Pledge of Allegiance
- C. Approve Order of Agenda
- D. Approval of Minutes – November 21, 2022 (Pages 3-5)
- E. Building Permits (Pages 6-8)

Consent Agenda - Approve the Following:

- a. Bills (Pages 9-17)
- b. City owned Right-of-Way within City Limits of West Fargo (Pages 18-19)
 - Authorize staff to initiate a season shutdown for all non-emergent permitting and utility work, and direct staff to send a "Season Shutdown Notice" to all registered contractors.
- c. Games of Chance Packer Backers (West Fargo High School Post Prom/Grad Committee). Games to be conducted: Raffle on January 20, 2023 at Silver Dollar at 221 Sheyenne St (Page 20)
- d. Games of Chance for STOMP. Games to be conducted: Raffle on January 3, 2023 at Brewtus Brickhouse at 635 32nd Ave E #108 (Page 21)

Regular Agenda

- 1. 90-minute Parking and No Parking Signs Downtown -- Matt Andvik, Public Works Director (Pages 22-26)
- 2. Project 9027 – Public Works Asphalt Paving (Citywide) -- Matt Andvik, Public Works Director (Page 27)
- 3. Resolution of support for the FM Metropolitan Bicycle & Pedestrian Plan (Dan Farnsworth of MetroCOG presenting) (Pages 28-85)
- 4. Discussion on Proposed Downtown Master Plan & Grant Award -- Aaron Nelson, Planning and Zoning Director (Pages 86-88)
- 5. Second Reading of the Proposed Parking Ordinance 1214 -- Denis Otterness, Police Chief (Pages 89-94)
- 6. City of West Fargo Logo -- Mark Simmons, Commissioner (Pages 95-96)
- 7. Second Reading of Ordinance 1216 -- John Shockley, City Attorney (Pages 97-99)
- 8. Second Reading of Ordinance No. 1210 regarding the Sales and Use Tax -- John Shockley, City Attorney (Pages 100-103)
- 9. City Administrator's Report
 - Meeting on January 2, 2023 is an observed holiday, so City offices are closed
- 10. Correspondence

11. Non-Agenda Items

12. Adjourn



**West Fargo City Commission Meeting
Monday, November 21, 2022
Commission Chambers 5:30 PM**

The West Fargo City Commission met on Monday, November 21, 2022, at 5:30 p.m. Those present were Commissioners Bernie Dardis, Brad Olson, Mark Simmons, Mandy George, and Roben Anderson. President of the Board Bernie Dardis called the meeting to order at 5:30 p.m.

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

Commissioner Olson moved and Commissioner Anderson seconded to approve the minutes from November 7, 2022 as presented. Commissioners George, Anderson, Olson, Simmons, and Dardis voted aye. No Commissioners present voted nay, the motion was declared carried.

Commissioner Olson moved and Commissioner Anderson seconded to approve the Building Permit Reports as presented. Commissioners George, Anderson, Olson, Simmons, and Dardis voted aye. No Commissioners present voted nay, the motion was declared carried.

Commissioner Olson moved and Commissioner George seconded to approve the consent agenda as presented.

- a. Bills (Pages 8-20)
- b. Project No. 1342 (SA 40 – Sanitary Lift Station System Rehabilitation) (Pages 21-25)
 - Adopt Resolution Approving Contract and Contractor's Bond, and Authorize Notice to Proceed
- c. Donation Agreement (City of Minot) (Pages 26-28)
 - Authorize signature for Donation Agreement with the City of Minot
- d. Reappointment of Brad Olson, Commissioner to the Cass County Planning Commission
- e. Reappoint of Bernie Dardis to the Greater Fargo Moorhead Economic Development Committee Board of Directors
- f. Gaming Site Authorization for Prairie Public Broadcasting. Games to be conducted: Raffles, Pull Tab Jar, Seal Board, Prize Board, Twenty-One, and Poker from November 23 through November 27, 2022 at DoubleTree at 825 E Beaton Dr (Pages 29-31)
- g. Games of Chance for Tech Team Wrestling Club. Games to be conducted: Raffle on January 12, 2023 at 524 7th Ave NE (Page 32)

Commissioners George, Anderson, Olson, Simmons, and Dardis voted aye. No Commissioners present voted nay, the motion was declared carried.

Robert Wilson, Cass County Administrator appeared before the Commission for approval of the Red River Regional Dispatch Center Joint Powers Agreement. Following discussion, Commissioner Simmons moved and Commissioner Olson seconded to approve the Red River Regional Dispatch Center Joint Powers Agreement. Commissioners George, Anderson, Olson, Simmons, and Dardis voted aye. No Commissioners present voted nay, the motion was declared carried.



**West Fargo City Commission Meeting
Monday, November 21, 2022
Commission Chambers 5:30 PM**

John Shockley, City Attorney appeared before the Commission for approval of the first reading of Ordinance 1216, related to the feeding of the geese. Following discussion, Commissioner Olson moved and Commissioner Simmons seconded to approve the first reading of Ordinance 1216 related to the feeding of the geese. Commissioners George, Anderson, Olson, Simmons, and Dardis voted aye. No Commissioners present voted nay, the motion was declared carried.

Dan Hanson, City Engineer appeared before the Commission for approval of Storm Sewer Lift Station (SM 54) and Forcemain Rehabilitation – Phase 2; create Project No. 4068, approve Engineer's Report, and authorize Engineer to prepare a Task Order for basic services. Following discussion Commissioner Anderson moved and Commissioner Olson seconded to approve Storm Sewer Lift Station (SM 54) and Forcemain Rehabilitation – Phase 2; create Project No. 4068, approve Engineer's Report, and authorize Engineer to prepare a Task Order for basic services. Commissioners George, Anderson, Olson, Simmons, and Dardis voted aye. No Commissioners present voted nay, the motion was declared carried.

Dan Hanson, City Engineer appeared before the Commission in regards to SheyWest Improvements (225 40th Ave W, West Fargo); accept Petition for Improvements and Direct Engineer to prepare an Improvement Agreement. Following discussion Commissioner George moved and Commissioner Anderson seconded to approve SheyWest Improvements (225 40th Ave W, West Fargo); accept Petition for Improvements and Direct Engineer to prepare an Improvement Agreement. Commissioners Anderson, aye. Commissioners Olson, Simmons, and Dardis voted nay, the motion was declared failed 2:3.

Dan Hanson, City Engineer appeared before the Commission for approval of Traffic Signal at 9th Street W and 32nd Ave W; create Improvement District No. 2270, Approve Engineer's Report; and authorize Resolution of Necessity. Following discussion Commissioner Simmons moved and Commissioner Olson seconded to approve Traffic Signal at 9th Street W and 32nd Ave W; create Improvement District No. 2270, Approve Engineer's Report; and authorize Resolution of Necessity. Commissioners Anderson, Olson, Simmons, and Dardis voted aye. Commissioner George voted nay, the motion was declared carried 4:1.

John Shockley, City Attorney appeared before the Commission for approval of the first reading of Ordinance No. 1210 regarding the Sales and Use Tax. Following discussion, Commissioner Olson moved and Commissioner Simmons seconded to approve the first reading of Ordinance No. 1210 regarding the Sales and Use Tax. Commissioners George, Anderson, Olson, Simmons, and Dardis voted aye. No Commissioners present voted nay, the motion was declared carried.

Denis Otterness, Police Chief and Lauren Commack, GIS Specialist appeared before the Commission to show the West Fargo Police Department Community Transparency Dashboard. This item was informational only, no action was taken.

Dan Fuller, Fire Chief appeared before the Commission to give a West Fargo Fire Department Headquarters update. This item was informational only, no action was taken.

In regards to the Administrator's Report, there was nothing to report.



**West Fargo City Commission Meeting
Monday, November 21, 2022
Commission Chambers 5:30 PM**

There was no correspondence.

In regards to non-agenda items, Commissioner Olson brought forth an article from the Saturday, November 12th Forum in regards to tremendous growth in downtown Fargo, hoping to someday see that in West Fargo. Commissioner Simmons thanked all the staff and all involved that worked to get the Sales Tax passed.

Commissioner Simmons moved and Commissioner Olson seconded to adjourn the meeting. Commissioners George, Anderson, Olson, Simmons, and Dardis voted aye. No Commissioners present voted nay, the meeting adjourned at 6:52 p.m.

Bernie Dardis, Commission President

Tina Fisk, City Administrator

**WEST FARGO CITY COMMISSION MEETING
BUILDING DEPARTMENT ACTIVITY REPORT
12/05/2022**

	AS OF 11/30/2022			YEAR TO DATE		
	# PERMITS	# UNITS	VALUATION	# PERMITS	# UNITS	VALUATION
<u>BUILDING NEW</u>						
COMMERCIAL				14		\$ 26,940,790.00
RESIDENTIAL DWELLING				194	194	\$ 76,547,527.00
RESIDENTIAL TWINHOME						
RESIDENTIAL TOWNHOME						
RESIDENTIAL MULTIPLE				1	52	\$ 14,000,000.00
PUBLIC				3		\$ 17,867,265.00
CHURCH						
ACCESSORY				220		\$ 5,176,565.00
FOUNDATION ONLY				2		\$ 35,000.00
<u>BUILDING REMODEL</u>						
COMMERCIAL	2		\$ 180,000.00	53		\$ 18,805,817.00
RESIDENTIAL	1		\$ 6,500.00	127		\$ 4,380,695.00
PUBLIC				4		\$ 3,515,330.00
CHURCH						
ACCESSORY				2		\$ 65,975.00
<u>BUILDING OTHER</u>						
DEMOLITION				6		\$ 227,500.00
MOVE				1		\$ 20,000.00
PERMIT CANCELLATION				1		\$ (530,000.00)
TOTALS	3	0	\$ 186,500.00	626	246	\$ 167,052,464.00

WEST FARGO CITY COMMISSION MEETING

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Building Department Report - Summary

NO.	CONTRACTOR	ADDRESS	OWNER	VALUATION	PERMIT FOR
220983	True North Steel	420 Main Avenue East	TNS Industrial West Fargo, LLC	\$ 20,000.00	Remodel - Commercial - Install 3 Blast Booths
221388	Hector Lopez	2158 Dock Drive West	Hector Lopez	\$ 6,500.00	Remodel - Residential - Lower Level Finish
221393	Valley Services Mechanical	528 16 Street NE	Four Corners Holdings LLC	\$ 160,000.00	Commercial - Storage Building

**WEST FARGO CITY COMMISSION MEETING
BUILDING DEPARTMENT MONTHLY COMPARISON REPORT
12/05/2022**

	November 2021			November 2022		
	# PERMITS	# UNITS	VALUATION	# PERMITS	# UNITS	VALUATION
<u>BUILDING NEW</u>						
COMMERCIAL	46		\$ 62,976,119.00	14		\$ 26,940,790.00
RESIDENTIAL DWELLING	275	275	\$ 91,196,019.00	194	194	\$ 76,547,527.00
RESIDENTIAL TWINHOME	4	4	\$ 837,500.00			
RESIDENTIAL TOWNHOME	5	38	\$ 7,883,537.00			
RESIDENTIAL MULTIPLE	1	54	\$ 6,500,000.00	1	52	\$ 14,000,000.00
PUBLIC	1		\$ 3,150,550.00	3		\$ 17,867,265.00
CHURCH						
ACCESSORY	169		\$ 1,627,274.00	220		\$ 5,176,565.00
FOUNDATION ONLY	25		\$ 6,705,500.00	2		\$ 35,000.00
<u>BUILDING REMODEL</u>						
COMMERCIAL	66		\$ 13,647,303.00	53		\$ 18,805,817.00
RESIDENTIAL	172		\$ 5,271,816.00	127		\$ 4,380,695.00
PUBLIC	4		\$ 4,950,400.00	4		\$ 3,515,330.00
CHURCH	1		\$ 458,900.00			
ACCESSORY	2		\$ 22,000.00	2		\$ 65,975.00
<u>BUILDING OTHER</u>						
DEMOLITION	4		\$ 40,800.00	6		\$ 227,500.00
MOVE	1		\$ 20,000.00	1		\$ 20,000.00
PERMIT CANCELLATION	2		\$ 286,640.00	1		\$ (530,000.00)
TOTALS	774	371	\$ 205,574,358.00	628	246	\$ 167,582,463.00

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Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
105125	S	4206 SANFORD HEALTH FOUNDATON	1290.00	11/15/22			
105126	S	1741 LIBERTY BUSINESS SYSTEMS, INC	1128.57	11/17/22		CL 107118	1290.00
105127	S	4601 COMMUNITY CO-OP	4.23	11/18/22		CL 107181	1128.57
105128	S	3549 WEX	2533.04	11/21/22		CL 107011	4.23
105129	S	3547 EQUITABLE UNIT ANNUITY COLLECTIONS	200.00	11/22/22		CL 107287	2533.04
105130	S	3542 MAINSTAY FUNDS	860.00	11/22/22		CL 107291	200.00
105131	S	3630 MATRIX TRUST COMPANY	4281.00	11/22/22		CL 107296	860.00
105132	S	3541 ND FRATERNAL ORDER OF POLICE	1600.00	11/22/22		CL 107295	4281.00
105133	S	3543 NEW YORK LIFE INSURANCE & ANNUITY CORP	8222.04	11/22/22		CL 107294	1600.00
105134	S	3548 PERSHING	400.00	11/22/22		CL 107297	8222.04
105135	S	1464 RED RIVER VALLEY FOP LODGE #1	704.00	11/22/22		CL 107290	400.00
105136	S	3544 VICKI PETERS TEAMSTERS LOCAL NO 120	25.00	11/22/22		CL 107293	704.00
105137	S	3827 WF IAFF	520.00	11/22/22		CL 107298	25.00
105138	S	93 GATEWAY CHEVROLET	52500.00	11/22/22		CL 107292	520.00
105139	S	4320 AARON NELSON	231.25	11/22/22		CL 107300	52500.00
105140	S	289 ACME TOOLS	1671.64	11/22/22		CL 107193	231.25
105141	S	2399 ADVANCED AUTO BODY & GLASS	400.00	11/22/22		CL 107127	1671.64
105142	S	3179 ADVANCED ENGINEERING & ENVIRONMENTAL SER	12324.07	11/22/22		CL 107255	400.00
105143	S	779 AGASSIZ SEED COMPANY	930.00	11/22/22		CL 107165	12324.07
105144	S	3869 ALISHA REIS	27.44	11/22/22		CL 107212	930.00
105145	S	865 AMERICAN ENTERPRISES, INC.	7000.00	11/22/22		CL 107094	27.44
105146	S	317 AMERICAN WELDING & GAS, INC.	313.25	11/22/22		CL 107214	7000.00
105147	S	2965 APTAC TRAINING LLC	6000.00	11/22/22		CL 107126	73.51
						CL 107156	239.74
						CL 107253	6000.00

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Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
105148	S	2931 AUTO VALUE PARTS STORES	982.71	11/22/22		CL 107152	171.70
						CL 107225	308.94
						CL 107230	502.07
105149	S	1695 BAKER & TAYLOR	1093.61	11/22/22		CL 107093	1093.61
105150	S	3149 BEE SEEN GEAR	298.00	11/22/22		CL 107271	298.00
105151	S	36 BERT'S TRUCK EQUIPMENT	139.22	11/22/22		CL 107157	139.22
105152	S	26 BORDER STATES INDUSTRIES INC	343.54	11/22/22		CL 107213	343.54
105153	S	3512 BOUND TREE MEDICAL, LLC	337.04	11/22/22		CL 107273	337.04
105154	S	73 BRAUN INTERTEC	5171.50	11/22/22		CL 107043	5171.50
105155	S	652 BRENCO CORPORATION	195.05	11/22/22		CL 107220	195.05
105156	S	999999 BROOKWOOD ESTATES LLC	1860.25	11/22/22		CL 107039	1860.25
105157	S	351 BUSINESS ESSENTIALS	2388.56	11/22/22		CL 107058	291.32
						CL 107141	699.38
						CL 107174	1120.00
						CL 107289	277.86
105158	S	39 BUTLER MACHINERY	36786.41	11/22/22		CL 107159	358.82
						CL 107216	4027.06
						CL 107219	558.53
						CL 107251	31842.00
105159	S	1764 CALIBRE PRESS	219.00	11/22/22		CL 107055	219.00
105160	S	1788 CANAD INN DESTINATION CENTER GRAND FORKS	176.40	11/22/22		CL 107139	176.40
105161	S	1403 CAPITAL ONE TRADE CREDIT	68.76	11/22/22		CL 107231	68.76
105162	S	51 CASS COUNTY ELECTRIC COOP	45316.68	11/22/22		CL 107257	1482.24
						CL 107282	21077.00
						CL 107283	19950.00
						CL 107284	354.92
						CL 107285	1393.39
						CL 107286	1059.13
105163	S	4548 CC HOLDINGS, INC	19.00	11/22/22		CL 107275	19.00
105164	S	1512 CDW GOVERNMENT, INC	500.16	11/22/22		CL 107148	500.16

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105165	S	4108 CED	564.00	11/22/22		CL 107210	564.00
105166	S	1777 CENTURY LINK	297.62	11/22/22		CL 107136	230.18
						CL 107188	67.44
105167	S	928 CHRISTIANSON'S BUSINESS FURNITURE	627.56	11/22/22		CL 107196	313.78
						CL 107299	313.78
105168	S	111 CITY OF FARGO	79370.30	11/22/22		CL 107091	36270.94
						CL 107177	23567.96
						CL 107232	19531.40
105169	S	2880 CITY OF FARGO	568534.05	11/22/22		CL 107114	323716.25
						CL 107115	244797.00
						CL 107116	20.80
105170	S	229 CONSOLIDATED COMMUNICATIONS	2840.81	11/22/22		CL 107180	2690.08
						CL 107256	150.73
105171	S	4616 CONVERDIA HEALTH STAFFING LLC	44073.64	11/22/22		CL 107254	44073.64
105172	S	1675 DAKOTA FLUID POWER, INC	462.23	11/22/22		CL 107160	1.49
						CL 107202	4.00
						CL 107218	456.74
105173	S	87 DAKOTA TIRE	53.86	11/22/22		CL 107264	53.86
105174	S	912 DAKOTA WHOLESALE TIRE	2569.92	11/22/22		CL 107051	2569.92
105175	S	856 DAVE'S WEST FARGO TIRE	296.77	11/22/22		CL 107054	80.99
						CL 107144	215.78
105176	S	3808 DAWSON ROGSTAD	280.00	11/22/22		CL 107057	280.00
105177	S	2948 DELTA 54 AVIATION LLC	3329.18	11/22/22		CL 107073	3329.18
105178	S	2070 DORA ROLL	274.83	11/22/22		CL 107048	274.83
105179	S	2225 DTN, LLC	421.70	11/22/22		CL 107167	421.70
105180	S	4615 DYLAN HERSCH	52.50	11/22/22		CL 107211	52.50
105181	S	2100 EAGLE RUN CROSSING LLC	2503.13	11/22/22		CL 107101	51.43
						CL 107243	2451.70
105182	S	4049 EAPC ARCHITECTS ENGINEERS	14175.00	11/22/22		CL 107267	14175.00

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105183	S	545 ELECTRIC PUMP, INC	71.29	11/22/22		CL 107125	71.29
105184	S	1841 EMERGENCY AUTOMOTIVE TECHNOLOGIES, INC	1118.80	11/22/22		CL 107234	1118.80
105185	S	2862 ESSENTIA HEALTH	2506.00	11/22/22		CL 107197	487.00
						CL 107252	2019.00
105186	S	1851 F/S MANUFACTURING INC	49.42	11/22/22		CL 107207	49.42
105187	S	660 FARGO FREIGHTLINER	50.69	11/22/22		CL 107155	50.69
105188	S	979 FARGO LINE-X	880.00	11/22/22		CL 107208	880.00
105189	S	1648 FARSTAD OIL, INC	375.75	11/22/22		CL 107209	375.75
105190	S	151 FEDERAL EXPRESS	4.68	11/22/22		CL 107061	4.68
105191	S	155 GALLS, LLC	9289.50	11/22/22		CL 107047	437.90
						CL 107149	5240.36
						CL 107171	70.24
						CL 107265	3541.00
105192	S	2558 GOODYEAR COMMERCIAL TIRE	765.49	11/22/22		CL 107204	765.49
105193	S	556 GRAINGER, INC.	1357.67	11/22/22		CL 107235	1357.67
105194	S	3534 GRAND FORKS FIRE EQUIPMENT LLC	300.57	11/22/22		CL 107268	300.57
105195	S	3535 GREAT PLAINS FIRE	52045.00	11/22/22		CL 107263	52045.00
105196	S	1963 GREATER FARGO MOORHEAD EDC	25000.00	11/22/22		CL 107041	25000.00
105197	S	550 GREG WARREN	207.30	11/22/22		CL 107143	207.30
105198	S	2318 HABERDASHERY	192.98	11/22/22		CL 107063	192.98
105199	S	1339 HANCOCK CONCRETE PRODUCTS CO, INC	440.00	11/22/22		CL 107168	440.00
105200	S	769 HARBOR FREIGHT TOOLS	14.90	11/22/22		CL 107228	14.90
105201	S	135 HAWKINS WTR TREATMENT	5034.25	11/22/22		CL 107172	5034.25
105202	S	1226 HP INC.	1234.00	11/22/22		CL 107183	1234.00
105203	S	3087 IBM CORPORATION	103.20	11/22/22		CL 107182	103.20
105204	S	687 INFORMATION TECHNOLOGY DEPT	672.55	11/22/22		CL 107056	672.55

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105205	S	1765 J.J. KELLER & ASSOC, INC	842.00	11/22/22			
105206	S	3801 JAMES ELLEFSON	280.97	11/22/22		CL 107166	842.00
105207	S	4503 JARED JOHNSON	450.00	11/22/22		CL 107146	280.97
105208	S	2378 JASON CARRIVEAU	45.15	11/22/22		CL 107060	450.00
105209	S	344 KARL'S AT THE NODAK CENTER	490.06	11/22/22		CL 107250	45.15
105210	S	2325 KUSTOM KONCEPTS	583.57	11/22/22		CL 107198	490.06
105211	S	277 LARSONS WELDING/MACHINE	120.00	11/22/22		CL 107050	583.57
105212	S	4123 LEAGUE OF MINNESOTA CITIES	258.50	11/22/22		CL 107205	120.00
105213	S	3858 LEGAL & LIABILITY RISK MANAGEMENT INSTIT	150.00	11/22/22		CL 107037	258.50
105214	S	4432 LIBERTY BUSINESS SYSTEMS INC	606.40	11/22/22		CL 107142	150.00
105215	S	3304 MAC'S - FARGO	206.71	11/22/22		CL 107185	606.40
105216	S	3119 MATT RETKA	50.00	11/22/22		CL 107128	206.71
105217	S	299 MENARDS	2203.52	11/22/22		CL 107074	50.00
						CL 107124	1819.15
						CL 107150	144.91
						CL 107163	26.13
						CL 107223	200.85
						CL 107260	12.48
105218	S	999999 MERIDIAN PROPERTY MANAGEMENT	630.52	11/22/22			
105219	S	102 MIDSTATES WIRELESS	204.00	11/22/22		CL 107241	630.52
105220	S	772 MINNKOTA	42.00	11/22/22		CL 107215	204.00
105221	S	3085 MRA-THE MANAGEMENT ASSOCIATION, INC	925.00	11/22/22		CL 107140	42.00
105222	S	999999 NANCY GUSTAFSON LUTHI	300.00	11/22/22		CL 107179	925.00
105223	S	728 NAPA CENTRAL	47.92	11/22/22		CL 107110	300.00
						CL 107153	15.84
						CL 107224	32.08
105224	S	999999 ND DHS EMERGENCY RENT BRIDGE	2672.18	11/22/22		CL 107077	2672.18
105225	S	333 ND MOTOR VEHICLE DEPT.	87.00	11/22/22		CL 107137	87.00

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105226	S	363 ND PERS	1143.50	11/22/22		CL 107178	1143.50
105227	S	571 ND WORKFORCE SAFETY & INSURANCE	11.73	11/22/22		CL 107044	11.73
105228	S	2201 NDIRF	44.59	11/22/22		CL 107117	44.59
105229	S	364 NELSON INTERNATIONAL	783.95	11/22/22		CL 107158	783.95
105230	S	271 NETCENTER TECHNOLOGIES	300.00	11/22/22		CL 107184	300.00
105231	S	2035 NORTH CENTRAL RENTAL & LEASING, LLC	41700.00	11/22/22		CL 107238	41700.00
105232	S	3111 NORTHERN SALT INCORPORATED	37182.16	11/22/22		CL 107175	35932.16
						CL 107200	1250.00
105233	S	331 NORTHERN STATES SUPPLY	11.27	11/22/22		CL 107154	11.27
105234	S	141 NORTHSTAR SAFETY, INC	107355.96	11/22/22		CL 107062	107213.46
						CL 107249	142.50
105235	S	322 NOVA FIRE PROTECTION	1340.00	11/22/22		CL 107123	370.00
						CL 107162	970.00
105236	S	1774 O'REILLY AUTOMOTIVE STORES, INC	1248.41	11/22/22		CL 107151	1248.41
105237	S	353 OHNSTAD TWICHELL	83649.86	11/22/22		CL 107064	33583.97
						CL 107066	18406.75
						CL 107067	31659.14
105238	S	352 OK TIRE STORE - COM CTR	3937.93	11/22/22		CL 107233	3937.93
105239	S	276 OSTROMS ACE HARDWARE	516.21	11/22/22		CL 107130	389.40
						CL 107262	126.81
105240	S	3788 PENGUIN MANAGEMENT INC	400.00	11/22/22		CL 107259	400.00
105241	S	563 PETRO SERVE USA	3660.87	11/22/22		CL 107245	2578.35
						CL 107247	1082.52
105242	S	4034 PETRO SERVE USA #63	3924.03	11/22/22		CL 107246	3924.03
105243	C S	3831 PLACEMAKERS, LLC	0.00	11/22/22		CL 107194	
105244	* S	3391 PPI CONSULTING LLC	475.00	11/22/22		CL 107135	475.00
105245	S	3276 PREMIUM WATERS INC	109.38	11/22/22		CL 107092	109.38

12/02/22
08:11:13

CITY OF WEST FARGO, ND
Check Register
For the Accounting Period: 11/22

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Report ID: AP300

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
105246	S	1166 PRODUCTIVITY PLUS ACCOUNT	565.50	11/22/22		CL 107206	565.50
105247	S	3183 RDO EXCH 80-5800/6130	175000.00	11/22/22		CL 107237	175000.00
105248	S	3944 RDO TRUCK CENTERS	119439.00	11/22/22		CL 107272	119439.00
105249	S	1016 RED WING BUSINESS ADVANTAGE	237.99	11/22/22		CL 107131	237.99
105250	S	3522 RJ'S TESORO	2675.52	11/22/22		CL 107103	199.80
						CL 107248	2475.72
105251	S	2526 RYAN BIRNEY	224.98	11/22/22		CL 107147	224.98
105252	S	3353 SAM'S CLUB MC/SYNCB	192.18	11/22/22		CL 107075	192.18
105253	S	437 SANDY'S DONUTS & COFFEE SHOP	216.05	11/22/22		CL 107052	137.70
						CL 107170	78.35
105254	S	140 SANFORD AMBULANCE	133.50	11/22/22		CL 107269	133.50
105255	S	454 SANITATION PRODUCTS	244.54	11/22/22		CL 107161	120.58
						CL 107229	123.96
105256	S	450 SCHEELS	185.00	11/22/22		CL 107226	185.00
105257	S	459 SHERWIN WILLIAMS	442.84	11/22/22		CL 107199	71.39
						CL 107222	371.45
105258	S	1702 SHEYENNE RIVER KENNELS	163.88	11/22/22		CL 107133	163.88
105259	S	2885 SHORTPRINTER	565.58	11/22/22		CL 107059	461.98
						CL 107071	16.90
						CL 107138	86.70
105260	S	3150 SKYHAWK TELEMATICS	200.50	11/22/22		CL 107201	200.50
105261	S	440 SRF CONSULTING GROUP, INC	26.75	11/22/22		CL 107288	26.75
105262	S	2859 STOPSTICK LTD	4000.00	11/22/22		CL 107145	4000.00
105263	S	38 STRATA CORPORATION	1574.67	11/22/22		CL 107173	1574.67
105264	S	88 STREICHER'S INC	298.89	11/22/22		CL 107053	298.89
105265	S	999999 SUNCOURSE	89.00	11/22/22		CL 107242	89.00
105266	S	733 SWANSTON EQUIPMENT CORP.	19518.00	11/22/22		CL 107236	19518.00

12/02/22
08:11:13

CITY OF WEST FARGO, ND
Check Register
For the Accounting Period: 11/22

Page: 8 of 9
Report ID: AP300

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
105267	S	2485 SYLVIE SCHWEYEN	204.00	11/22/22		CL 107049	204.00
105268	S	3733 TIMECLOCK PLUS	600.00	11/22/22		CL 107280	600.00
105269	S	1285 TRAFFIC CONTROL CORPORATION	2400.00	11/22/22		CL 107195	2400.00
105270	S	665 TWIN CITY GARAGE DOOR	360.00	11/22/22		CL 107176	360.00
105271	S	784 UNITED POWER EQUIPMENT	219.69	11/22/22		CL 107270	219.69
105272	S	3833 VALLEY GREEN	2445.00	11/22/22		CL 107164	2445.00
105273	S	2478 VALLI	11410.59	11/22/22		CL 107112	10151.82
						CL 107113	1258.77
105274	S	3668 VERIZON WIRELESS	11726.86	11/22/22		CL 107076	11726.86
105275	S	544 WALLWORK TRUCK CENTER	106.78	11/22/22		CL 107203	106.78
105276	S	576 WALMART COMMUNITY CARD	143.13	11/22/22		CL 107102	88.22
						CL 107134	54.91
105277	S	3306 WEST FARGO EVENTS, INC	33336.58	11/22/22		CL 107042	33336.58
105278	S	566 WEST FARGO PARK DISTRICT	211.00	11/22/22		CL 107120	211.00
105279	S	807 WEX HEALTH, INC	653.10	11/22/22		CL 107045	653.10
105280	S	569 WF ANIMAL HOSPITAL	2762.54	11/22/22		CL 107046	2749.00
						CL 107274	13.54
105281	S	4003 WM CORPORATE SERVICES INC	93504.46	11/22/22		CL 107169	93504.46
105282	S	4127 X-TREME DETAILING	150.00	11/22/22		CL 107227	150.00
105283	S	338 XCEL ENERGY	24869.10	11/22/22		CL 107068	11487.90
						CL 107069	181.93
						CL 107070	114.34
						CL 107119	11916.00
						CL 107266	1168.93
105284	S	2499 FM CONVENTION & VISITORS BUREAU	11761.07	11/23/22		CL 107301	11761.07
105285	S	2499 FM CONVENTION & VISITORS BUREAU	23522.13	11/23/22		CL 107302	23522.13
105286	S	338 XCEL ENERGY	75.31	11/28/22		CL 107318	75.31

Total for Claim Checks
Count for Claim Checks

1866948.62
162

* denotes missing check number(s)

of Checks: 162

Total: 1866948.62



"Consent" or "Regular" Agenda Item?

[Consent]

Commission President

Bernie Dardis

Primary Portfolio:

Administration/Finance

Secondary Portfolio:

Street, Water and Sewer

Commission

Vice President

Brad Olson

Primary Portfolio:

Street, Water and Sewer

Secondary Portfolio:

Sanitation

Commissioner

Roben Anderson

Primary Portfolio:

Planning, Zoning and

Engineering

Secondary Portfolio:

Administration/Finance

Commissioner

Mark Simmons

Primary Portfolio:

Police and Fire

Secondary Portfolio:

Planning, Zoning and

Engineering

Commissioner

Mandy George

Primary Portfolio:

Sanitation

Secondary Portfolio:

Police and Fire

City Administrator

Tina Fisk

Assistant City Administrator

Dustin T. Scott

To: West Fargo City Commission

From: Benji Schwartz / Right-of-Way Manager

Date: December 5, 2022

Subject: City Owned Right-of-Way within City Limits of West Fargo

Action: Authorize staff to initiate a season shutdown for all non-emergent permitting and utility work, and direct staff to send a "Season Shutdown Notice" to all registered contractors.

New Information and Recommendation:

Each year once the ground has frozen the City implements a "Season Shutdown" for all non-emergent Right-of-Way activities for established residential and commercial areas within City owned Right-of-Way. The City does continue to allow the installation of service drops to buildings within their property as well at utilities in non-established new developments. Initiating a "Season Shutdown" provides safety and integrity to City Infrastructure.

Staff Recommendation: Authorize staff to initiate a season shutdown for all non-emergent permitting and utility work, and direct staff to send a "Season Shutdown Notice" to all registered contractors.

Previously Presented Information and Commission Actions:

November 7, 2022 -

- Staff Recommendation: Authorize staff to initiate a Soft Shutdown for all non-emergent hard surface work within the Right-of-Way.
- Commission Action: Commissioner __ moved and Commissioner __ seconded to approve. No opposition, motion carried.

April 18, 2022 -

- Staff Recommendation: Approve draft letter and Authorize Engineering to lift Right-of-Way Season Shutdown
- Commission Action: Commissioner Gjerdevig moved and Commissioner Simmons seconded to approve. Commissioner George was absent and not voting. No opposition, motion carried.

April 4, 2022 -

- Staff Recommendation: Approve draft Contractor letter with attached locations list to be sent to permittees with open 2021 permits for unfinished site restorations.
- Commission Action: Commissioner Simmons moved, and Commissioner Olson seconded to approve. Commissioner Gjerdevig was absent and not voting. No opposition, motion carried.

December 14, 2021-

- Season Shutdown for all non-emergent ROW work took effect.

December 7, 2021 -

- Letter sent to Contractors regarding Season Shutdown

December 6, 2021-

- Staff Recommendation: Authorize staff to initiate a complete season shutdown for all non-emergent right-of-way permitting and utility work, and Direct staff to prepare a notice to be sent to contractor's one (1) week prior to the Season Shutdown
- Commission Action: Commissioner Gjerdevig moved and Commissioner Simmons seconded to approve. No opposition, motion carried.

Date: December 5, 2022

To: Utility Provider/Contractor

From City of West Fargo Engineering Department

RE: Season Shutdown Notice

This notice is to inform you that on Friday, December 9, 2022 a “Season Shut-Down” will go into effect for all non- emergent right-of-way activities for established residential and commercial areas. The City will no longer accept and/or approve any right-of-way permits for ROW work unless otherwise deemed a necessary emergency and approved by the Engineering Department. The City will continue to allow the installation of service drops to buildings within their property as well as utilities in any new undeveloped areas. All work within the right-of-way shall cease when the frost depth compromises the integrity of city infrastructure.

Finally, there are several locations where work has been performed without completed site restorations. These permits are considered open and active and are receiving a daily fee. All permits awaiting restoration will stop receiving a daily fee once the December 9, 2022 shut-down goes into effect. In the coming spring when this shut-down is lifted these permits will at that time start to received a daily fee again until restoration has been completed at those sites. No permit(s) will be accepted or approved in the Spring for any utility provider or contractor that has sites still needing restoration.

If you have not done so please sign up on our website for notifications related to excavation. Once signed up you will receive notifications to any need to know information related to Excavation and/or permitting. If you have questions regarding this notice, please contact Kayla Volness or Benji Schwartz with the Engineering Department at 701-515-5100.

Find the sign up notify me portion on our website here:

[Notify Me • West Fargo, ND • CivicEngage \(westfargond.gov\)](http://www.westfargond.gov/notify-me)

Thank you!

****Please forward to anybody within your organization that needs to know or have this information****



APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT

NORTH DAKOTA OFFICE OF ATTORNEY GENERAL

LICENSING SECTION

SFN 9338 (09-2021)

Applying for (check one)	
☒ Local Permit	☐ Restricted Event Permit*
Games to be Conducted	
☐ Bingo	☒ Raffle
☐ Raffle Board	☐ Calendar Raffle
☐ Sports Pool	☐ Poker*
☐ Twenty-One*	☐ Paddlewheels*

Poker, Twenty-One, and Paddlewheels may be conducted **Only** with a Restricted Event Permit. Only one permit allowed per year.

LOCAL PERMIT RAFFLES MAY NOT BE CONDUCTED ONLINE AND CREDIT CARDS MAY NOT BE USED FOR WAGERS.

Name of Organization or Group of People permit is issued to	Dates of Activity	If raffle, provide drawing date	
Packer Backers (West Fargo High Post Prom/Grad Committee)	1/20/23		
Organization or Group Contact Person	Title or Position	Telephone Number	
Angie Scoville	co-chair	701-866-9258	
Business Address	City	State	ZIP Code
801 9th St E. (PO Box 863)	West Fargo	ND	58078
Mailing Address (if different)	City	State	ZIP Code
1838 1st St	West Fargo	ND	58078
Site Name (where gaming will be conducted)			
Silver Dollar			
Site Address	City	ZIP Code	County
221 Shyenne St	West Fargo	58078	Cass

Description and Retail Value of Prizes to be Awarded

Game Type	Description of Prize	Retail Value of Prize
Meat Raffle	various cuts of meat	\$500
Add Row	Delete Row	
Total (limit \$40,000 per year)		\$500

Intended Uses of Gaming Proceeds

Does the organization presently have a state gaming license? (If yes, the organization is not eligible for a local permit or restricted event permit and should call the Office of Attorney General at 1-800-326-9240)

☐ Yes ☒ No

Has the organization or group received a restricted event permit from any city or county for the fiscal year July 1-June 30? (If yes, the organization or group does not qualify for a local permit or restricted event permit)

☐ Yes ☒ No

Has the organization or group received a local permit from any city or county for the fiscal year July 1-June 30? (If yes, indicate the total retail value of all prizes previously awarded)

☒ No ☐ Yes - Total Retail Value: (This amount is part of the total prize limit of \$40,000 per year)

Is the organization or group a state political party or legislative district party? (If yes, the organization or group may only conduct a raffle and must complete SEN 52880 "Report on a Restricted Event Permit" within 30 days of the event. Net proceeds may be used for political purposes.)

☐ Yes ☒ No

Organization or Group Contact Person

Name	Title	Telephone Number	E-mail Address
Angie Scoville	co-chair	701-866-9258	Angie.Scoville@westernbunks.com
Signature of Organization or Group's Top Official	Title	Date	
Angie Scoville	co-chair WFTS Post Prom/Grad		



APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT

NORTH DAKOTA OFFICE OF ATTORNEY GENERAL

LICENSING SECTION

SFN 9338 (09-2021)

Applying for (check one)	
☒ Local Permit	☐ Restricted Event Permit*
Games to be Conducted ☐ Raffle by a Political or Legislative District Party	
☐ Bingo	☒ Raffle
☐ Raffle Board	☐ Calendar Raffle
☐ Sports Pool	☐ Poker*
☐ Twenty-One*	☐ Paddlewheels*

Poker, Twenty-One, and Paddlewheels may be conducted **Only** with a Restricted Event Permit. Only one permit allowed per year.

LOCAL PERMIT RAFFLES MAY NOT BE CONDUCTED ONLINE AND CREDIT CARDS MAY NOT BE USED FOR WAGERS.

Name of Organization or Group of People permit is issued to STOMP	Dates of Activity	If raffle, provide drawing date 11/3/2023	
Organization or Group Contact Person Stephanie Dorman	Title or Position Treasurer	Telephone Number 701-412-7378	
Business Address PO Box 257	City West Fargo	State ND	ZIP Code 58078
Mailing Address (if different)	City	State	ZIP Code
Site Name (where gaming will be conducted) Brewtus Brickhouse			
Site Address 635 32nd Ave E #108	City West Fargo	ZIP Code ND	County Cass

Description and Retail Value of Prizes to be Awarded

Game Type	Description of Prize	Retail Value of Prize
Raffle	8 Cash Prizes (50, 50, 50, 50, 100, 150, 200, 250)	1000.00
Add Row	Delete Row	
Total (limit \$40,000 per year)		1000.00 <i>Total</i>

Intended Uses of Gaming Proceeds	
Does the organization presently have a state gaming license? (If yes, the organization is not eligible for a local permit or restricted event permit and should call the Office of Attorney General at 1-800-326-9240)	
☐ Yes ☒ No	
Has the organization or group received a restricted event permit from any city or county for the fiscal year July 1-June 30? (If yes, the organization or group does not qualify for a local permit or restricted event permit)	
☐ Yes ☒ No	
Has the organization or group received a local permit from any city or county for the fiscal year July 1-June 30? (If yes, indicate the total retail value of all prizes previously awarded)	
☐ No ☒ Yes - Total Retail Value: (This amount is part of the total prize limit of \$40,000 per year)	
Is the organization or group a state political party or legislative district party? (If yes, the organization or group may only conduct a raffle and must complete SFN 52880 "Report on a Restricted Event Permit" within 30 days of the event. Net proceeds may be used for political purposes.)	
☐ Yes ☒ No	

Organization or Group Contact Person			
Name STOMP	Title Treasurer	Telephone Number 701-412-7378	E-mail Address StephanieD@gnms.com
Signature of Organization or Group's Top Official Stephanie Dorman		Title Treasurer	Date 11/18/22



To: West Fargo City Commission
From: Public Works Director, Matthew Andvik
Date: December 5, 2022
Subject: 90-minute Parking and No Parking Signs Downtown
Action: Approval of the purchase installation of 90-minute parking and No Parking Signs Downtown

Commission President

Bernie Dardis

Primary Portfolio:
Administration/Finance

Secondary Portfolio:
Street, Water and Sewer

Commission Vice President

Brad Olson

Primary Portfolio:
Street, Water and Sewer

Secondary Portfolio:
Administration/Finance

Commissioner

Roben Anderson

Primary Portfolio:
Planning, Zoning and Engineering

Secondary Portfolio:
Sanitation

Commissioner

Mark Simmons

Primary Portfolio:
Police and Fire

Secondary Portfolio:
Planning, Zoning and Engineering

Commissioner

Mandy George

Primary Portfolio:
Sanitation

Secondary Portfolio:
Police and Fire

Administration

Tina Fisk, Administrator

Dustin Scott, Assistant City Administrator

Summary and Recommendation:

Since Pioneer Place and the Firm have been built on Sheyenne Street, we have had an issue with cars parked in front of the building for long periods of time. These cars have created an issue for snow removal and access to the business there. Public Works has recently been contacted by business along Sheyenne Street and a Commissioner, inquiring about signing 90-minute parking in front of these buildings. There is currently 90-minute parking in front of the VFW building, from 7:30am -5:00pm, Monday thru Friday. As you can see from the attached photos, the positive effect of the 90-minute Parking has on snow removal operations. In order to assist Public Works in snow removal and parking for the downtown business, we propose installing 90-minute parking signs on the diagonal parking in front of the Firm and Pioneer Place (see attached map).

To further help snow removal downtown we propose installing No Parking signs on Sheyenne Street from 7th Ave to Main Ave. (see attached map). The signs would say No Parking from 2am to 6am on Tuesday and Thursday (Nov 1 to April 1). This would have minimal impact on business and would give snow removal crews the ability to clean the streets adequately.

We recommend the Commission approve the purchase and installation of 90- minute and No parking signs, along the areas described above, along Sheyenne Street.

Financial Analysis:

The cost for the signs and posts would be around \$1,500. The signs could be paid for out of the Street Department budget or Economic Development Sales tax. Public Works crews will order and install the signs.

Process/Timeline:

Once approved, we would order the signs and install them. The signs are currently 3 to 4 weeks out and would be installed after that.



The View in front of the VFW with 90 Minute Parking



In front of the Firm



The view in front of Thunder Coffee and Pioneer Place



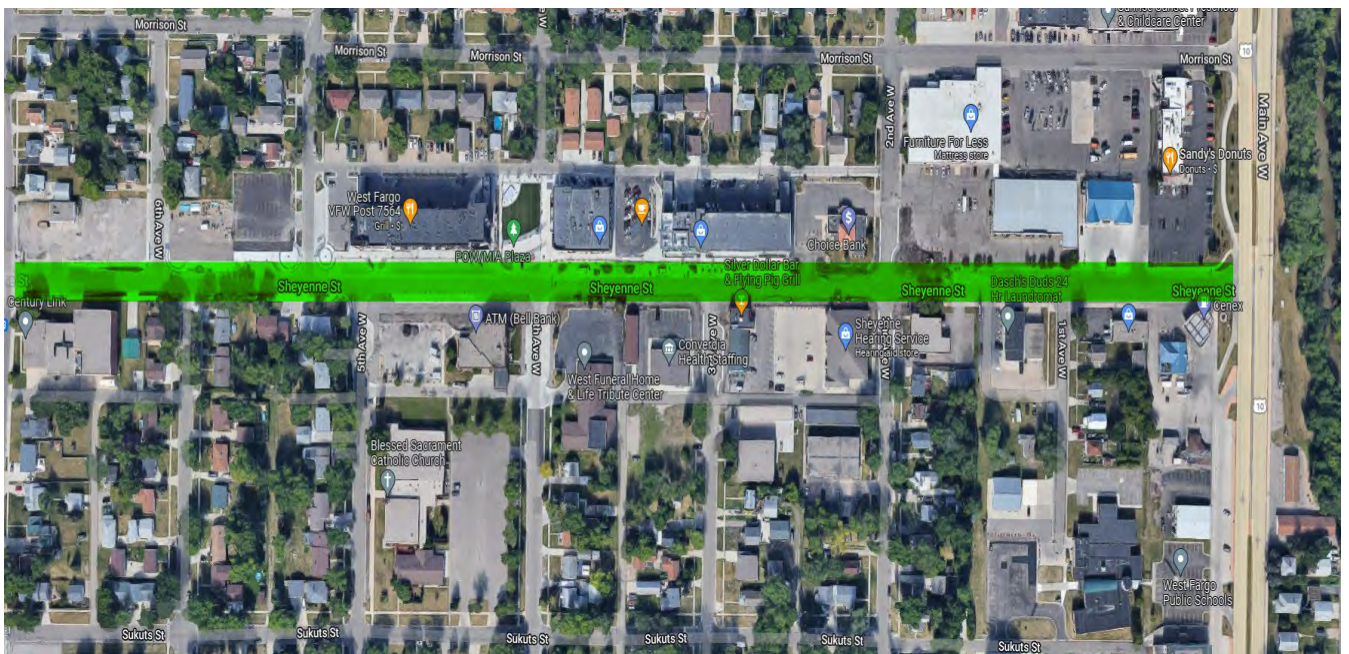
90-minute parking.

Orange line: current 90-minute parking

Green line: proposed 90-minute parking



Proposed No Parking 2am to 6am on Tuesday and Thursday





"Consent" or "Regular" Agenda Item?

[Regular]

Commission President

Bernie Dardis

Primary Portfolio:

Administration/Finance

Secondary Portfolio:

Street, Water and Sewer

Commission

Vice President

Brad Olson

Primary Portfolio:

Street, Water and Sewer

Secondary Portfolio:

Sanitation

Commissioner

Roben Anderson

Primary Portfolio:

Planning, Zoning and

Engineering

Secondary Portfolio:

Administration/Finance

Commissioner

Mark Simmons

Primary Portfolio:

Police and Fire

Secondary Portfolio:

Planning, Zoning and

Engineering

Commissioner

Mandy George

Primary Portfolio:

Sanitation

Secondary Portfolio:

Police and Fire

City Administrator

Tina Fisk

Assistant City Administrator

Dustin T. Scott

To: West Fargo City Commission

From: Matt Andvik, Public Works Director

Date: December 5, 2022

Subject: Project 9027 – Public Works Asphalt Paving (Citywide)

Action: Approve Equipment Purchase

New Information and Recommendation:

Public Works is requesting additional equipment for paving operations. Two rollers and an equipment trailer are requested to improve future project efficiency. Last summer, two rollers were rented to complete the project. These rollers were difficult to obtain and were on a very limited schedule. Having the rollers in-house would allow Public Works to complete the project when staffing schedules allow. The additional trailer requested would help with hauling the new equipment, as currently there is only a single trailer available to haul the paving equipment. All three pieces of equipment would be available to purchase from a single vendor for a total of \$206,000. This purchase will allow the public works paving crew to complete work without renting additional equipment.

The following is the price quotes

<u>Vendor</u>	<u>Make</u>	<u>Double Drum</u>	<u>Combination</u>	<u>Total</u>
Butler	Cat	\$ 63,390.00	\$ 78,650.00	\$ 142,040.00
Swanston	Volvo	\$ 69,200.00	\$ 75,400.00	\$ 144,600.00
RDO	Hamm	\$ 69,000.00	\$ 76,000.00	\$ 145,000.00
General Equipmen	Dynapack	\$ 65,127.00	\$ 67,623.00	\$ 132,750.00

Staff Recommendation: Approve Equipment and trailer Purchase from General Equipment.

Background and Project Summary:

Last summer Public Works had a project on 9th Street NW and 7th Ave NE. The project used the new paver equipment, but rented most of the compaction equipment.

Policy Analysis:

Four quotes were gathered from local vendors. The quotes for the two rollers ranged from \$132,000 to \$145,000. An additional quote for a trailer to haul the rollers was solicited from the low quote. The quote for the trailer was \$73,300.

Financial Analysis:

This equipment purchase will be funded through Capital Improvement Sales Tax. This is included in the project 9027 work for 2023.

Previously Presented Information and Commission Actions:

None

To: West Fargo City Commission
From: Dan Farnsworth, Metro COG
Date: November 1, 2022
Re: **Fargo-Moorhead Metropolitan Bicycle & Pedestrian Plan**

In June of 2021 Metro COG began the Fargo-Moorhead Metropolitan Bicycle & Pedestrian Plan. Every five years Metro COG, in cooperation with the local jurisdictions, updates the Bicycle & Pedestrian Plan.

This plan was guided by a 23-member study review committee with representation from local jurisdictions, parks departments, local health agencies, citizens, and more. Public engagement was also held twice throughout Plan's development.

Attached is the final draft of the Plan. Please note that additional information can be found in the Plan's appendices, which can be found on Metro COG's website at the following link: <https://www.fmmetrocog.org/projects-rfps/BikePedPlan21/project-materials>. This link also displays a higher resolution version of the Plan along with landscape-oriented maps.

At the December 5th City Commission meeting Metro COG will provide a presentation overviewing the Plan. Metro COG is seeking approval of the Plan by the West Fargo City Commission via the **attached** resolution of support.



FARGO-MOORHEAD METROPOLITAN BICYCLE AND PEDESTRIAN PLAN

October 2022

METROCOG

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Acknowledgments

We thank the following individuals and organizations, as well as additional staff at member jurisdictions and organizations including BikeMN and Folkways, for their participation.

STUDY REVIEW COMMITTEE

City of Dilworth

Peyton Mastera

City of Fargo

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Maegin Elshaug

Aaron Nelson

City of Horace

Brenton Holper

Barrett Voigt

City of Moorhead

Jonathan Atkins

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City of West Fargo

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Malachi Petersen

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Clay County

Matt Jacobson

NDDOT

Bob Walton

Wayne Zacher

MnDOT

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FHWA - ND

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Tyler Kirchner

Citizen Representatives

Chris Garty

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Metro COG

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Federal Disclaimer

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The contents of this document reflect the views of the authors, who are responsible for the facts and the accuracy of the data presented herein. The contents do not necessarily reflect the policies of the state and federal Departments of Transportation.

Executive Summary

This plan updates the 2016 Fargo-Moorhead Metropolitan Bicycle and Pedestrian Plan.

It provides new and updated information about the people and communities within the region, including how transportation systems support and inhibit people from walking and biking to their desired destinations.

This plan also provides recommendations for ways in which Metro COG; local, county, and state governments; non-profit organizations; and community members can work to create better bicycle and pedestrian transportation systems, policies, and programs. These recommendations include: a bicycle network for all ages and abilities of people on bicycles; improvements to pedestrian crossings; design guidelines; policy and program recommendations; and process improvements.

Implementation is critical to realizing the vision and guiding principles of the Plan. Implementation includes identifying bicycle and pedestrian network priorities, determining their possible configuration and estimating their costs.

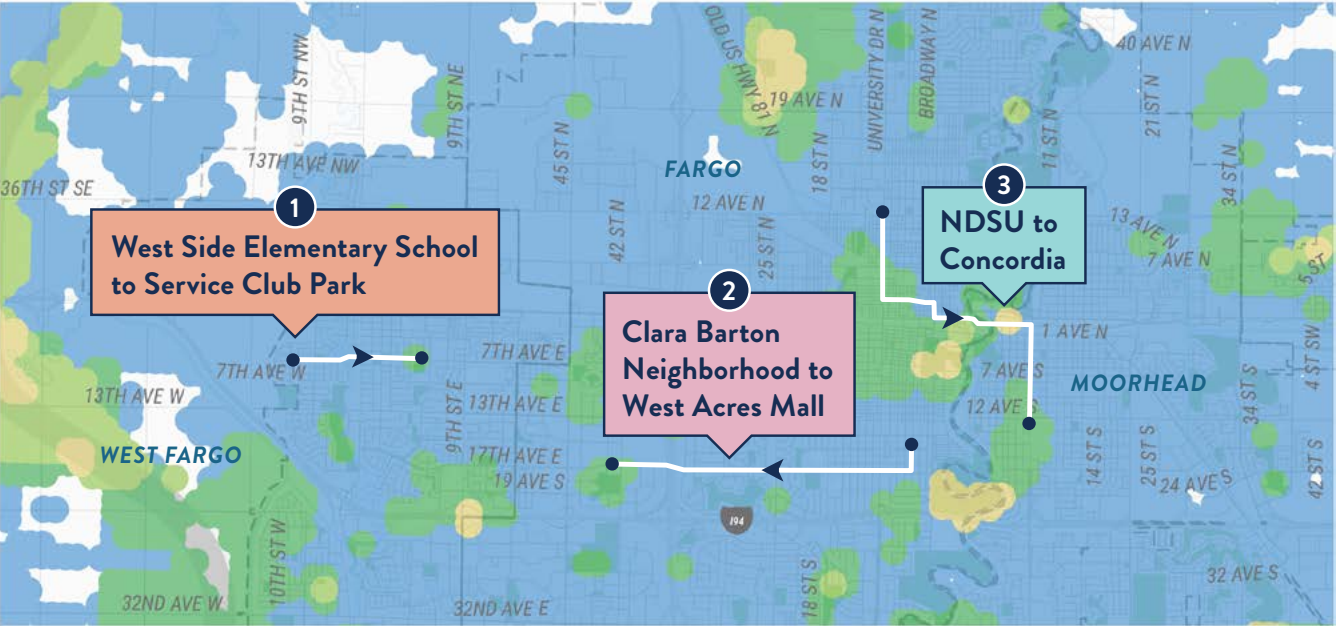
At each phase of the planning process, input from the public, key stakeholders, and agency staff shaped the focus of the Plan, including how recommendations were identified and prioritized. Public input also informed development of the Plan's Vision statement, which reflects a shared regional philosophy about walking and biking and will be used to guide future bicycle- and pedestrian-related policy, infrastructure, and programming decision-making.

The Vision reads:

“Walking and bicycling are primary, year-round modes of transportation that equitably connect all people and places in Metro COG’s planning area.”

We invite you to explore the Plan below, and then to turn to the critical work of building better bicycle and pedestrian systems throughout the community.

Bicycle Network Improvements for a More Connected Fargo-Moorhead Community



NEARLY 50% OF TRIPS IN THE FARGO-MOORHEAD REGION ARE THREE MILES OR LESS.

INCREASE IN AREA ACCESSIBLE BY BIKING WITH THE IMPLEMENTATION OF LOW STRESS BIKEWAYS

- 0%
- 0-10%
- 10-50%
- 50-200%
- >200%

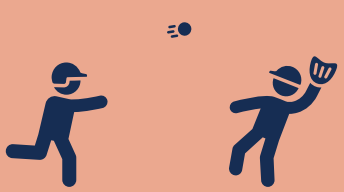
Every day, people in the Fargo-Moorhead area take nearly half a million trips that are three miles or shorter. While a 3-mile trip takes only takes about 15 minutes by bicycle, people drive cars for most of these short trips. As part of engagement for this plan, most people said that they would bicycle more if there were more and better-connected bikeways separated and protected from vehicle traffic.

Building out an all ages and abilities bicycle network across the Fargo-Moorhead area would make it easier for everyone—older adults, families, college students, workers, and more—to get where they need to go by bicycling. In areas of the community with few existing comfortable bicycle routes, building out the network would more than triple the area accessible by biking!

WHEN THE NETWORK IS BUILT, PEOPLE WILL BE ABLE TO MAKE MANY TRIPS IN UNDER 3 MILES ON LOW-STRESS BICYCLING FACILITIES. FOR EXAMPLE:

1

5th graders going to baseball practice at Service Club Park after school.



2

Clara Barton neighborhood resident traveling to their job near West Acres Mall.



3

NDSU student visiting a friend at Concordia College.





Introduction

Every five years, Metro COG updates the Fargo-Moorhead Metropolitan Bicycle & Pedestrian Plan. Since the last Plan was completed in 2016, Metro COG and member jurisdictions have completed many Plan recommendations, including installing 39 bicycle and pedestrian infrastructure projects, maintaining the bikefm.org education website, being awarded a Bronze-level Bicycle Friendly Community, launching a mobile bikeways map application, and more.

The Plan describes a **Vision, Guiding Principles, Objectives, and Performance Measures** that will help to inform, design, and evaluate transportation investments by Metro COG and its constituent jurisdictions until the next plan update. This plan examines the existing bicycle and pedestrian networks, considers input from the public and local jurisdictions, and provides recommendations and guidance to meet the needs of the community and improve transportation systems for all users. A robust active transportation network can attract workforce and contribute to economic development.

The Plan goals include:

- Expand on the work done for the 2016 Plan through **extensive public engagement**;
- Prepare **existing conditions analysis** of spatial and quantitative data to describe the physical and social environments of the region;
- **Prioritize bicycle and pedestrian infrastructure project recommendations**, including planning-level cost estimates and suggested typical sections visualizing possible layouts for these projects; and
- **Assessments of local and state policy, processes, and programming** to identify opportunities to eliminate barriers to walking and biking and to incentivize more active transportation.

Metro COG staff, in collaboration with a consultant team and a study review committee which included local government and community representatives, undertook this process during 2021 and 2022.

The resulting Plan, presented here, provides an actionable set of recommendations for improving the physical and policy environments that shape walking, biking, and rolling throughout the region.

This report is organized sequentially, building from the philosophy underlying the planning process (Plan Vision) to information gathering and analysis (community engagement and existing conditions analyses) into development of recommendations (for policy, infrastructure, processes, and programs) and finally implementation considerations. The body of this report provides high-level summaries and key takeaways; the appendices provide more detailed information about each phase of the planning process.



An existing trail underpass in West Fargo

Annual cost of transportation modes



\$6,312 / year (MN)

Per Move.org (2021)



\$5,988 / year (ND)

Per Move.org (2021)



\$504 / year

Per 2022 MATBUS monthly adult fare



\$350 / year

Assumes a \$1,000 bike purchased every seven years
with \$200 maintenance & equipment per year



Negligible



Plan Vision

Walking and bicycling are primary, year-round modes of transportation that equitably connect all people and places in Metro COG's planning area.

Context

This plan aims to chart a clear, consistent, and actionable course toward policy and bicycle and pedestrian improvements. The vision, guiding principles, objectives, and performance measures presented here, which were developed in collaboration with the Study Review Committee and based on community input, provide a framework for future policy-making and transportation system investments.

By establishing a desired future for walking and biking throughout the Fargo-Moorhead metro area (the Vision), and by relating fundamental values around active transportation (Guiding Principles) to more specific desired outcomes (Objectives) and metrics by which to evaluate progress toward those outcomes (Performance Measures), this chapter provides a comprehensive framework for change.

In order to support prioritization of future investments and policy changes, the following guiding principles are ranked in order of importance. In the short-term, this ranking can inform the weighting assigned to the different analysis results described in the Existing Conditions section.

Guiding Principles and Objectives

1 - HEALTH AND SAFETY

Transportation systems proactively promote the comprehensive health and wellbeing of all community members through active transportation facilities that equitably connect users to key destinations.

- Eliminate all fatal and serious injury crashes involving people walking and bicycling
- Center active transportation safety by focusing on reducing vehicle speeds, reducing the right-of-way allocated to vehicles, and prioritizing safety in design and maintenance investments and policies
- Include individual and community health effects when evaluating and prioritizing transportation investments and policy changes

2 - MAINTENANCE

The maintenance and upkeep of transportation systems are imperative to reducing long-term costs, providing quality and safe facilities, and ensuring they are usable year-round for all users.

- Maintain and upkeep existing facilities to maximize the value of investments

- Ensure facilities are kept clear of debris, snow, and ice by means of policies, necessary funding, encouragement, and enforcement so that facilities can be used year-round

3 - CONNECTIVITY

People walking and bicycling can quickly access everyday destinations via low stress, accessible, and inviting facilities.

- Close missing links in sidewalk and bicycle networks, especially along key corridors in neighborhoods with high equity need
- Implement high priority pedestrian and bicycle connections to create continuous, protected facilities
- Prioritize infill development in areas that are centrally located and already are or easily can be served by comprehensive active transportation facilities; discourage future low-density, auto-centric development

4 - EQUITY

Transportation systems are designed to benefit all people, especially those who have been excluded from equitable access in the past on the basis of characteristics such as income, race, gender, ability, and age. Transportation funding will be targeted to areas experiencing disparities and

underinvestment. All people region-wide are able to access and benefit from active transportation facilities and opportunities.

- Engage with communities impacted by transportation inequities and underrepresented communities and use residents' stated needs and priorities to shape active transportation investments and policy changes
- Prioritize active transportation policy changes and infrastructure investments in identified environmental justice area

5 - COLLABORATION

Active transportation systems are a shared asset, created and maintained through coordinated efforts across jurisdictions, agencies, and communities, that work synergistically with related systems, including employment, education, housing, and health.

- All jurisdictions in the region work together, through coordinated investments and policy changes, to create a cohesive regional active transportation system
- Active transportation infrastructure and policy are produced with input from relevant agencies and organizations to maximize the benefits of walking and biking systems

- Implement education and encouragement initiatives that support a culture of walking and biking as primary modes of transportation throughout the area

6 - SUSTAINABILITY / ENVIRONMENT

Transportation policy and infrastructure decision-making accounts for the environmental benefits of active transportation and the environmental costs of motorized transportation.

- Emphasize projects that integrate shade trees, minimize and mitigate stormwater runoff, and integrate other environmentally-friendly features
- Focus on projects and policies that encourage non-motorized travel and remove incentives for motorized travel, thereby reducing air, water, and noise pollution

Performance Measures

Performance measures are divided into two categories: outcomes and investments. Outcome performance measures track indirect results, while investment performance measures track the direct results of government actions. These measures should be tracked both region-wide and for equity priority areas.

Results in equity priority areas should meet or exceed citywide results. Results should be reported in the next update to the Bicycle and Pedestrian Plan in 2027.

OUTCOME PERFORMANCE MEASURES

PERFORMANCE MEASURE	METRO COG BASELINE	2027 TARGET	RATIONALE
Percent of commuters who bike	0.7% (2018 -BFC Application)	3.5% (By 2027)	3.5% is the benchmark for Bicycle Friendly Community Silver status.
Percent of commuters who walk	2.8% (2019 ACS 5-year estimate)	5% (By 2027)	Comparable metro areas in cold climates have achieved 4-7%.
Percent of trips between 1 and 3 miles made by walking or biking	12% (2019 - Replica analysis tool)	20% (By 2027)	Converting trips between 1 and 3 miles from car trips to active trips reduces vehicle trips,pollution and improves health outcomes.
Percent of trips under 1 mile made by walking or biking	40% (2019 - Replica analysis tool)	50% (By 2027)	Converting trips under 1 mile from car trips to active trips reduces vehicle trips, pollution and improves health outcomes.
Number of pedestrian and bicycle-involved crashes resulting in severe injury or fatality	30 (2016-2020)	0 (2022-2027)	Aligns with NDDOT and MnDOT commitment to end traffic fatalities and serious injuries.

INVESTMENT PERFORMANCE MEASURES

PERFORMANCE MEASURE	METRO COG BASELINE	2027 TARGET	RATIONALE
Total bicycle network mileage to total road network mileage	29% (2018 -BFC Application)	30% (By 2027)	30% is the benchmark for Bicycle Friendly Community Silver status.
Percent of arterial streets with bicycle facilities	6% (2018 -BFC Application)	45% (By 2027)	45% is the benchmark for Bicycle Friendly Community Silver status. All facilities should be separated from traffic and designed to serve riders of all ages and abilities.
Density of low stress crossings of key barriers	Unknown	Arterials: Four per mile Interstates: Two per mile Rivers: Every two miles (By 2027)	More frequent crossings of barriers reduce out of direction travel time and encourage use of active modes.
Number of trees adjacent to sidewalks and bikeways within new or reconstructed corridors	Unknown	135 trees per mile (2022-2027)	Trees make bicycle and pedestrian travel more feasible & comfortable by providing shade and blocking wind. Trees also provide many environmental benefits and contribute to community beautification. 135 trees per mile produces full tree canopy cover when trees mature.
Percent of short-term bicycle and pedestrian projects completed	55% of 2016 Plan short-term projects were complete as of 2021	60% of short-term projects identified in 2022 plan completed by 2027	Implementation of short-term projects is a measure of the degree to which the Bicycle and Pedestrian Plan results in change.
Miles of sidewalk gaps closed	Unknown	75% of existing gaps closed in developed urbanized areas	Sidewalk gaps deter people walking and impact accessibility for people with disabilities.
Year-round accessibility of active transportation network	Unknown	Bikeways and sidewalks cleared of snow/ice within 24 hours of snowfall	Poor and inconsistent winter maintenance prevents walking and biking from being reliable year-round modes of transportation.



Engagement

The development of this Plan featured two phases of engagement. Phase I started in July 2021 and concluded in November 2021 to align with the existing conditions analyses; Phase II began in March 2022 to align with the development of recommendations and concluded in April 2022 to allow time for comments to be incorporated into the final recommendations.

Both phases employed a combination of strategies, including passive online activities and active in-person and hybrid virtual meetings.

A Study Review Committee (SRC), which comprised stakeholders from local and state government agencies as well as two citizen representatives, also guided the planning process and provided feedback.

Key findings and themes from engagement and SRC meetings are highlighted below. Full engagement summaries are provided in Appendices A and B.

PUBLIC ENGAGEMENT

During Phase I, more than three-hundred (347) responses were received through the survey. However, engagement participants were less demographically representative of the study area. People of color and people living in households earning less than the study area median income were underrepresented compared to the study area. Phase II gathered over 950 interactions with the interactive map, and 32 responses to the voluntary demographic survey. Phase II engagement was generally more representative of regional demographics.

Respondents identified a number of priorities and concerns, including:

- Bicycle and pedestrian facilities that are physically separated from, and, ideally, set back from the roadway are preferred. Of particular interest is a continuous river trail on both sides of the Red River, as well as more continuous east-west connections from Moorhead to West Fargo.

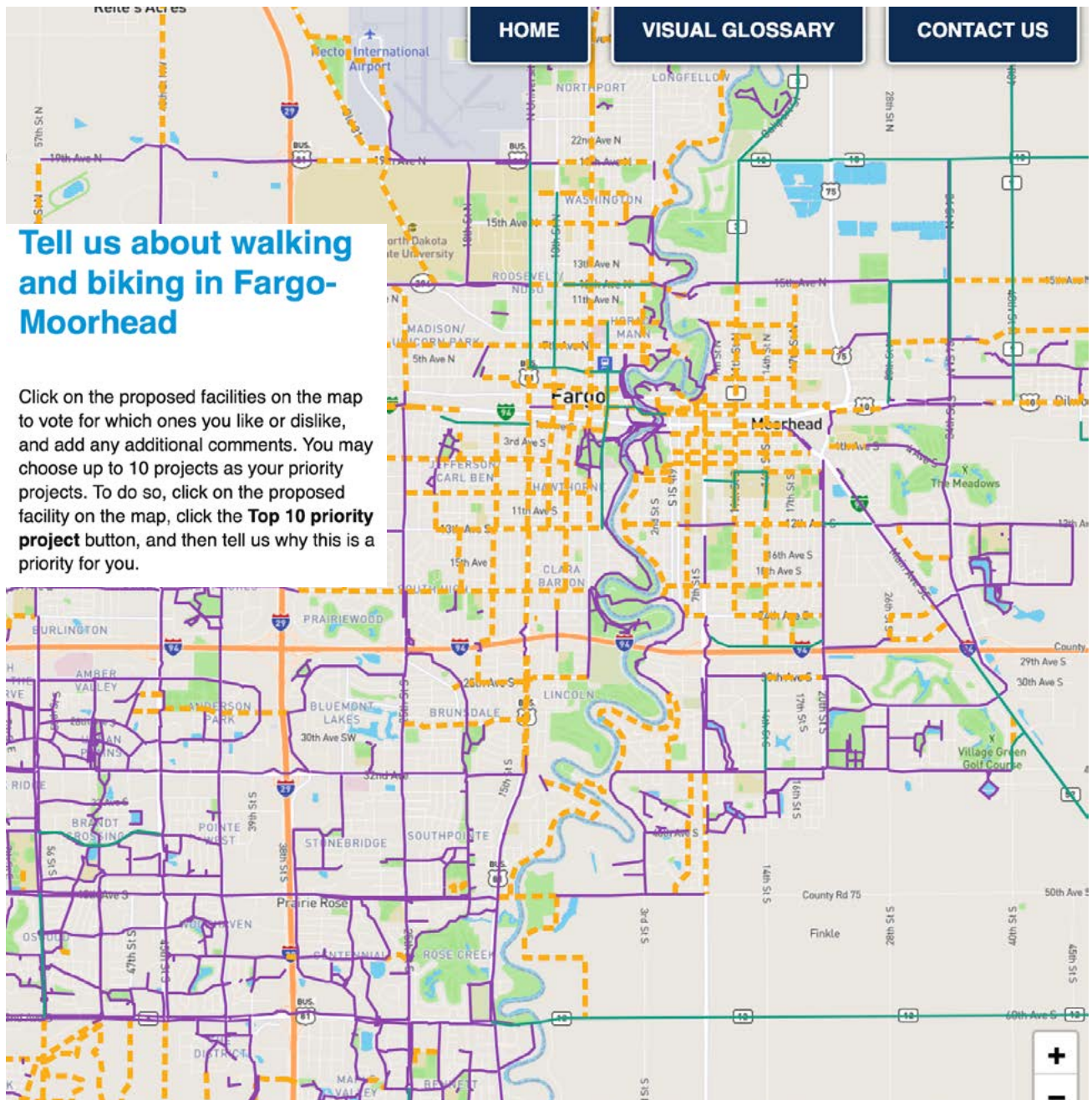
- Regular upkeep and winter maintenance of facilities remain a challenge from the perception of engaged participants, although there is potential for streamlining snow removal policies and treatments coordinated at the regional level to reduce confusion of users traveling between municipalities and neighborhoods.
- Flooding, winter weather, lack of lighting and signage, and poor trail conditions all negatively impact recreational walking and biking, yet people engaged most often cited parks and river-adjacent areas as being desired destinations and routes for improvement with immense potential to provide a regionally significant amenity.
- River crossings remain challenging, especially where existing bridges and facilities do not provide enough passing room for bicyclists and pedestrians either on-street or behind the curb.
- More education is needed around the rules of the road, especially for people driving aggressively around people walking and biking and/or parking in such a way to block sidewalks, accessibility ramps and curb cuts, and trailhead access points. Educational campaigns for cyclists, particularly e-bike users,

and pedestrians, particularly people walking dogs, may be needed to ease relations between active transportation users sharing paths.

- Reviving resources such as Community Bike Workshop and coordinated partnerships with university students groups and/or Black, Indigenous, and People of Color (BIPOC) organizations are desired to increase education and encourage more people to walk and bike.
- The Fargo-Moorhead area has pent up demand for walking and biking as suggested by survey responses and open-ended comments supplied by participants across all passive and active engagement platforms.

STUDY REVIEW COMMITTEE

The Study Review Committee (SRC) provided input on planning processes and findings. SRC members included staff from local jurisdictions, Metro COG, Minnesota and North Dakota Departments of Transportation, Cass and Clay Counties, and local nonprofits, as well as community members. The SRC met four times over the course of the planning process and directly shaped the Plan's vision and guiding principles; approach to community engagement; and bicycle and pedestrian improvement recommendations and prioritization.



An interactive online mapping application allowed users to provide feedback on proposed bicycle network improvement projects.



Existing Conditions

A quantitative analysis of existing conditions helped to inform subsequent stages in the planning process, including community engagement efforts, development of proposed bicycle and pedestrian network improvements, and the project prioritization process.

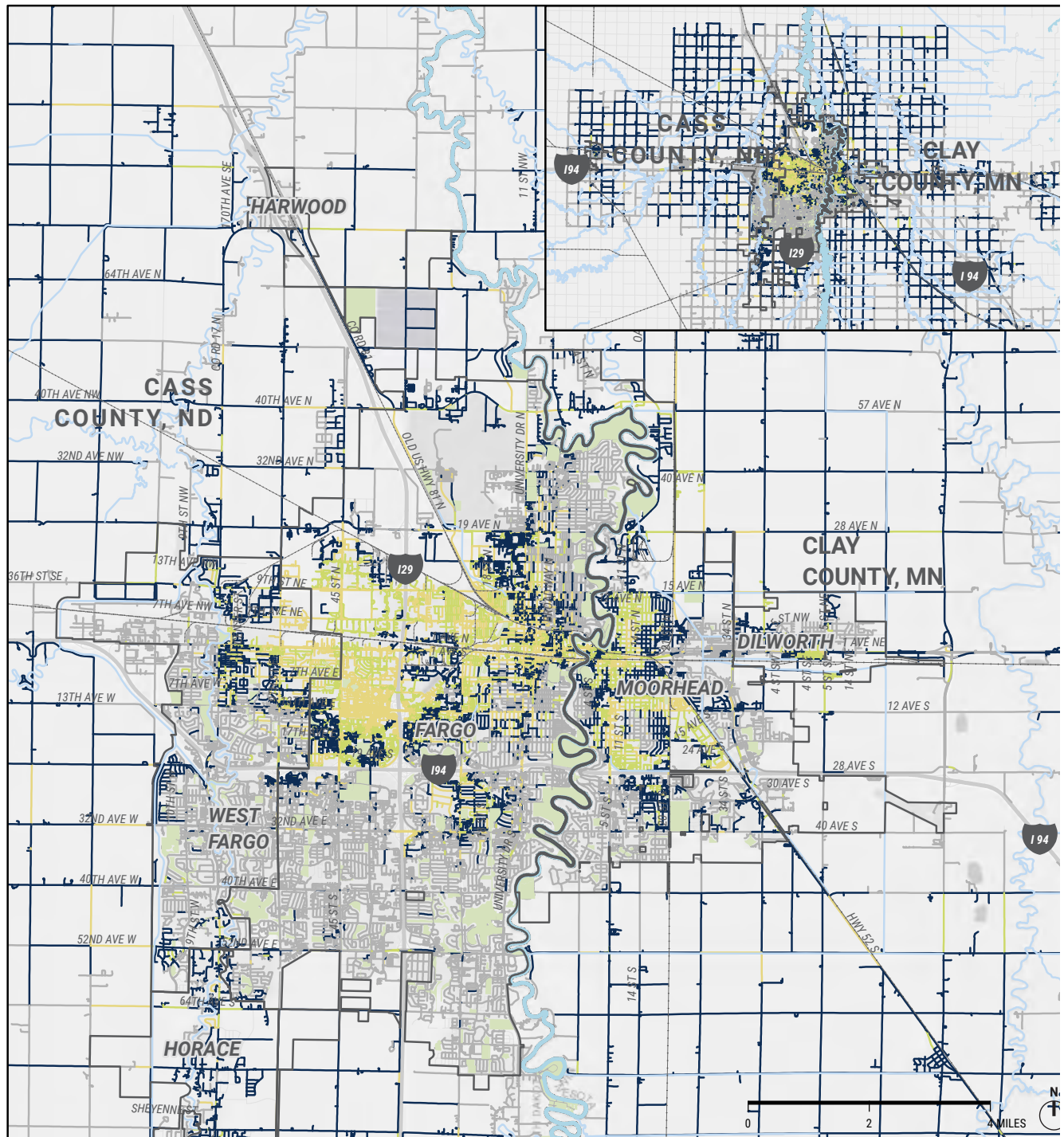
The final priority investment areas scores that resulted from the existing conditions process combined, weighted and normalized scores across equity, active trip potential, connectivity, level of traffic stress, and crash analyses for each network segment in the Metro COG planning area. To align this process with the Plan's Guiding Principles, analyses were weighted to reflect the relative priority of the principle to which they corresponded. Crashes and level of traffic stress were weighted by a factor of two, reflecting the importance of the Safety Principle; Connectivity and Equity were weighted at 1.5, and active trip potential was weighted at 1, corresponding to the "Sustainability/Environment" Guiding Principle.

Separate priority investment areas maps were produced for both the pedestrian and bicycle networks.

For the bicycle priority investment areas analysis, the largest clusters of highly ranked network links are located in the core of Moorhead, downtown Fargo, the area around NDSU, and a large area between downtown Fargo and downtown West Fargo, including the industrial park and the West Acres Mall area.

For the pedestrian priority investment areas analysis, clusters of highly ranked links are located around Downtown Moorhead and Downtown Fargo, the West Acres mall and Brundale neighborhood in Fargo, and North Dakota State University.

A full description of the existing conditions analyses and methods is available in Appendix C, and maps corresponding to the analyses are available in Appendix D.



PRIORITY INVESTMENT AREAS ANALYSIS

FARGO-MOORHEAD
METROPOLITAN BICYCLE & PEDESTRIAN PLAN

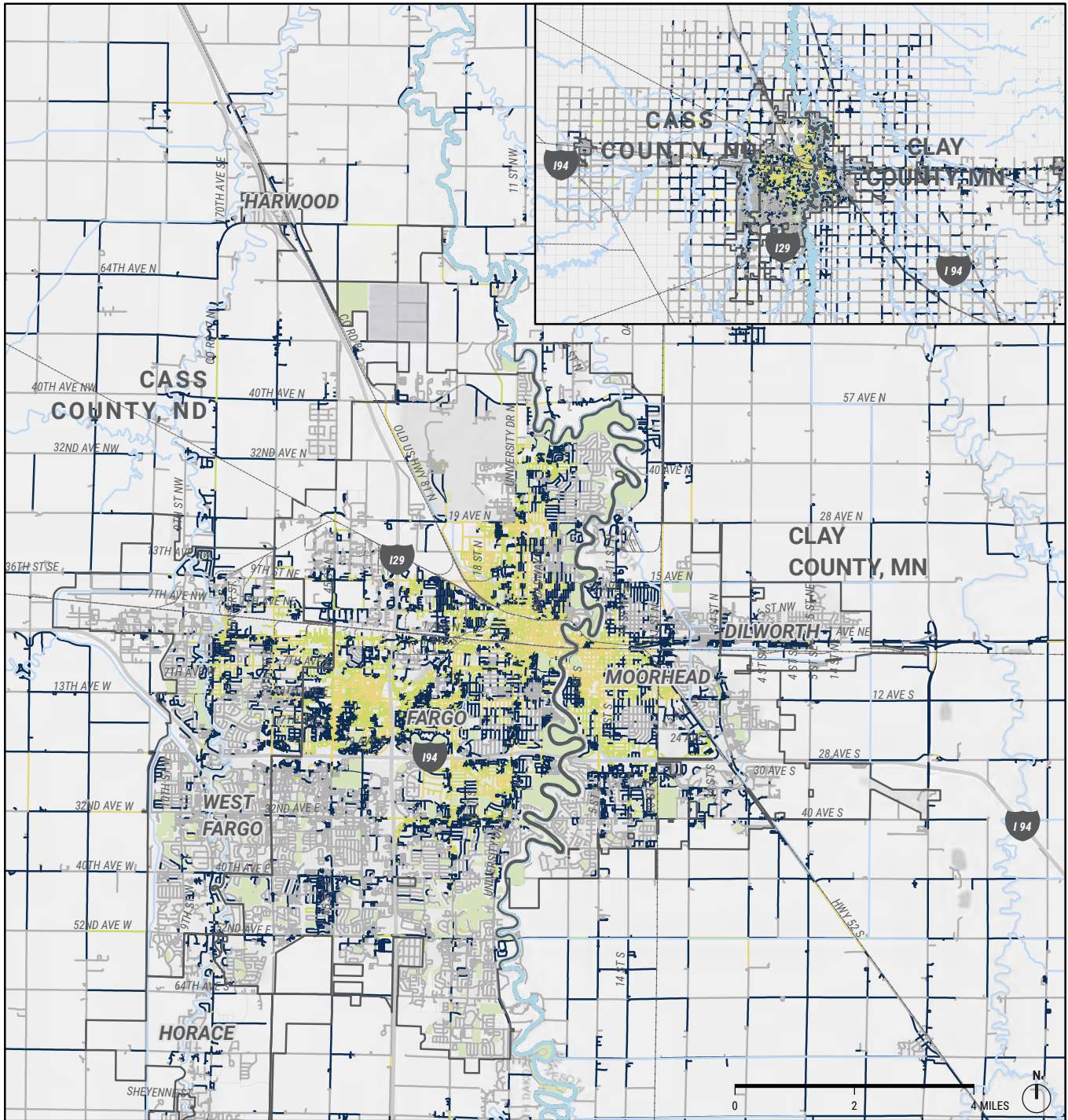
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BASEMAP

- Railroad
- River
- Park
- Cities
- Counties
- Fargo-Moorhead COG

BICYCLE PRIORITY INVESTMENT AREAS

- Bottom 50%
- Top 50-20%
- Top 10-20%
- Top 0-10%



PRIORITY INVESTMENT AREAS ANALYSIS

FARGO-MOORHEAD
METROPOLITAN BICYCLE & PEDESTRIAN PLAN

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BASEMAP

- Railroad
- River
- Park
- Cities
- Counties
- Fargo-Moorhead COG

PEDESTRIAN PRIORITY INVESTMENT AREAS

- Bottom 50%
- Top 50-20%
- Top 10-20%
- Top 0-10%

EXISTING CONDITIONS

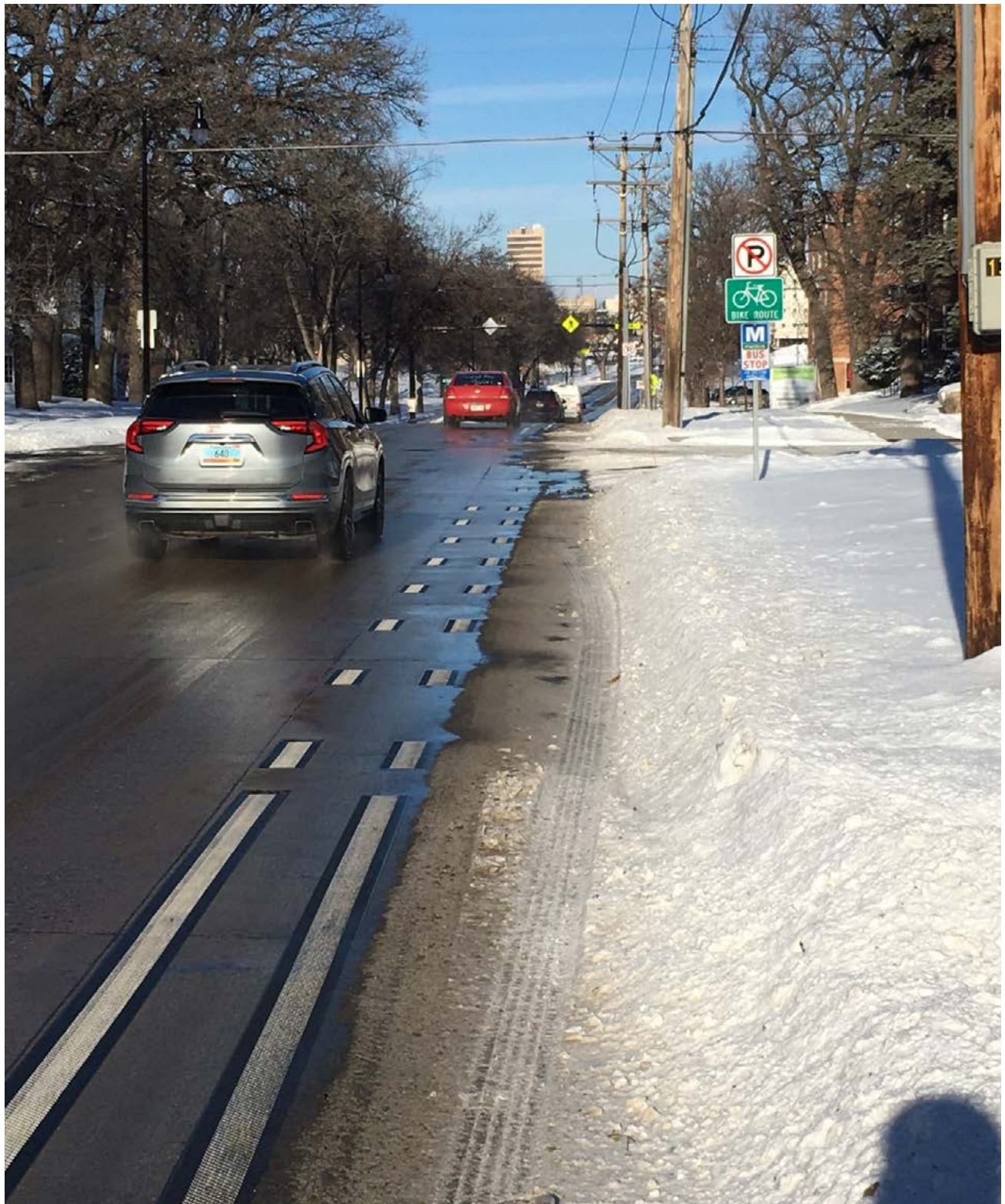
POLICY AND PROGRAMS

To better understand how existing policies at the local and state levels influence walking and biking in the Fargo-Moorhead area, the planning process included an analysis of the following policy domains: municipal vehicle parking requirements, municipal bicycle parking requirements, and municipal and state regulations regarding pedestrian and bicyclist rights, duties, and behaviors on public roads and paths.

Key findings from these analyses included: vehicle parking requirements are prevalent, substantial, and inequitably applied, contributing to the massive amount of urban and suburban space dedicated to parking lots; bicycle parking requirements are non-existent, meaning that much development lacks adequate facilities to ensure bicyclists can securely and accessibly store their bicycles; and existing regulations can create barriers to walking and biking. The full policy and program review is included in Appendix E.

AGENCY PROCESSES

Through interviews with local government staff, the planning team identified challenges and opportunities to expanding and improving walking and biking in the Fargo-Moorhead area. Staff emphasized the importance of land use planning to promote compact, infill development in existing urban cores and to limit new, low-density development. Staff experienced challenges with communicating the full benefits of active transportation projects, including their economic benefits. Staff noted that there is limited external funding available to support pedestrian and bicycle projects. The full agency processes evaluation is included in Appendix F.



The painted bike lane along 4th St S in Fargo is inaccessible to users because snow has not been adequately plowed.



Recommendations

The recommendations produced as part of this planning process cover five interconnected but distinct domains:

- **Design Guidelines** describe best practices in bicycle and pedestrian facility selection and design, and are intended to support local staff when they are developing designs for street projects.
- **Bicycle Network** recommendations identify opportunities for new or upgraded bicycle facilities that will support a safer, more accessible, and more convenient bicycling experience.
- **Pedestrian Improvements** reflect some of the highest-priority intersections in the region where facility upgrades and reconstruction can address pressing safety, accessibility, and convenience considerations.
- **Policy and Program** recommendations identify opportunities to revise government policies, such as parking minimums and bicycling regulations, and to improve or expand programming options, such as in-school educational curricula, to support active transportation outcomes.
- **Process Improvements** reflect opportunities identified during interviews with local and county government staff to facilitate bicycle and pedestrian planning, construction, and maintenance processes.

Design Guidelines

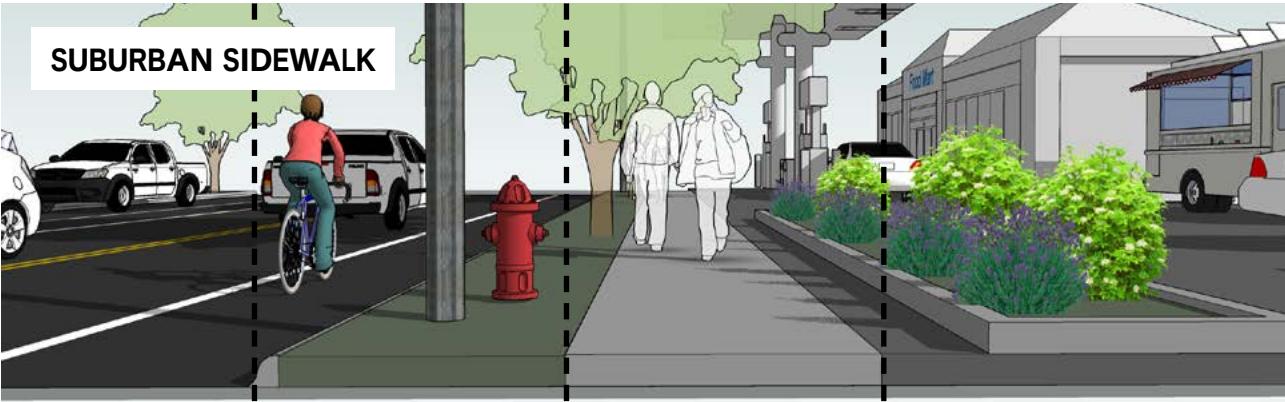
The design guidelines (full document in Appendix G) presents guidance for local planners, engineers, and advocates to improve the walkability and bikability of the Fargo-Moorhead area and create safer, more comfortable streets for pedestrians and bicyclists of all ages and abilities. Planners and project designers should refer to these guidelines in developing the infrastructure projects recommended by this plan, but they are not a substitute for thorough project-by-project evaluation by a landscape architect or engineer upon implementation.

Future roadway planning, engineering, design and construction will continue to strive for a balanced transportation system that includes a seamless, accessible bicycle and pedestrian network and encourages bicycle and pedestrian travel wherever possible. There are many reasons to integrate bicycle and pedestrian facilities into typical roadway development policy. The goal of a transportation system is to better meet the needs of people — whether in vehicles, riding a bicycle or walking — and to provide access to goods, services, and activities.

Supporting active modes gives users important transportation choices, whether it is to make trips entirely by walking or bicycling, or to access public transit. In urban areas, walking and bicycling are often the fastest, cheapest, and most efficient ways to complete trips. Convenient non-motorized travel provides many benefits, including reduced traffic congestion, user savings, road and parking facility savings, economic development, and a better environment by helping reduce air pollution.

The design guidelines in this document are for use on roadways in the Fargo-Moorhead area. Projects must not only be planned for their physical aspects as facilities serving specific transportation objectives; they must also consider effects on the aesthetic, social, economic and environmental values, needs, constraints and opportunities in the larger community setting. This is commonly known as Context Sensitive Design, and should be employed when determining which standard is applicable in each scenario. All walkway and bikeway design guidelines in this document meet or exceed the minimums set by the Americans with Disabilities Act Accessible Design Guidelines (ADAAG) and the Public Right of Way Accessibility Guidelines (PROWAG).

EXAMPLE FROM DESIGN GUIDELINES: SIDEWALK ZONES & WIDTHS (pg. 16)



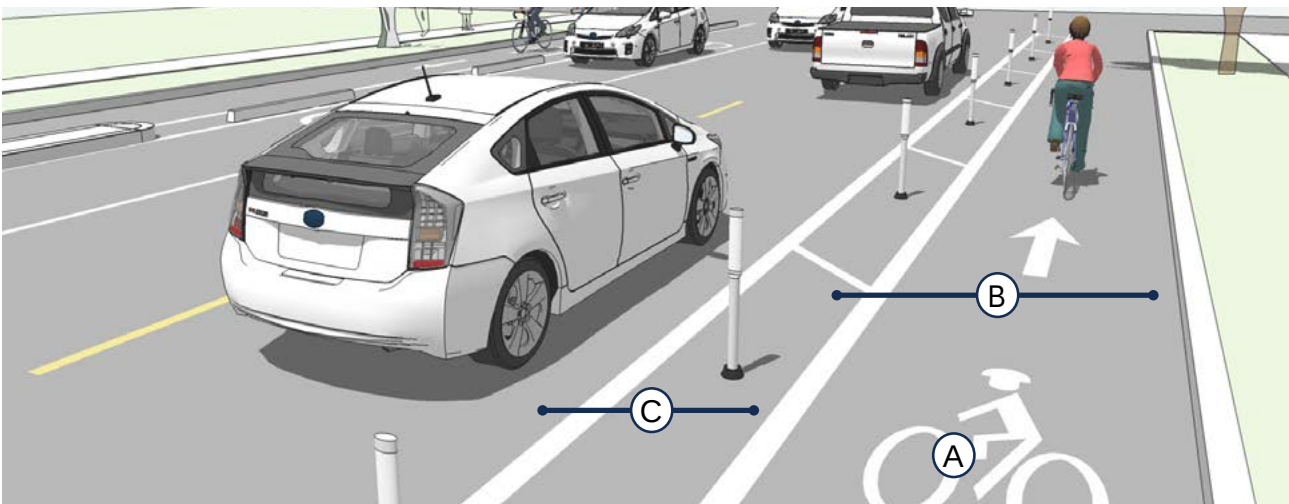
Enhancement Zone	Amenity Zone	Pedestrian Through Zone	Frontage Zone
The curbside lane can act as a flexible space to further buffer the sidewalk from moving traffic, and may be used for a bike facility. Curb extensions and bike corrals may occupy this space where appropriate.	The amenity zone, also called the furnishing or landscaping zone, buffers pedestrians from the adjacent roadway, and is also the area where elements such as street trees, signal poles, signs, and other street furniture are properly located. When context and space allows, this is the ideal zone to include stormwater infrastructure and plantings such as bioswales and infiltration basins, as well as shade trees.	The pedestrian through zone is the area intended for pedestrian travel. This zone should be entirely free of permanent and temporary objects. Wide pedestrian zones are needed in areas or where pedestrian flows are high.	The frontage zone allows pedestrians a comfortable “shy” distance from the building fronts, fencing, walls and vertical landscaping. It provides opportunities for window shopping, to place signs, planters, or chairs.

Bicycle Network

Metro COG's vision for the area's bicycle network is that users of All Ages and Abilities are able to safely and comfortably bike to and from their destinations. For purposes of identifying recommended improvements, the consultant team identified network density targets to make bicycling comfortable and convenient for all users: facilities every half-mile in suburban areas, and facilities as dense as every quarter mile in denser urban areas and adjacent to major educational and residential centers.

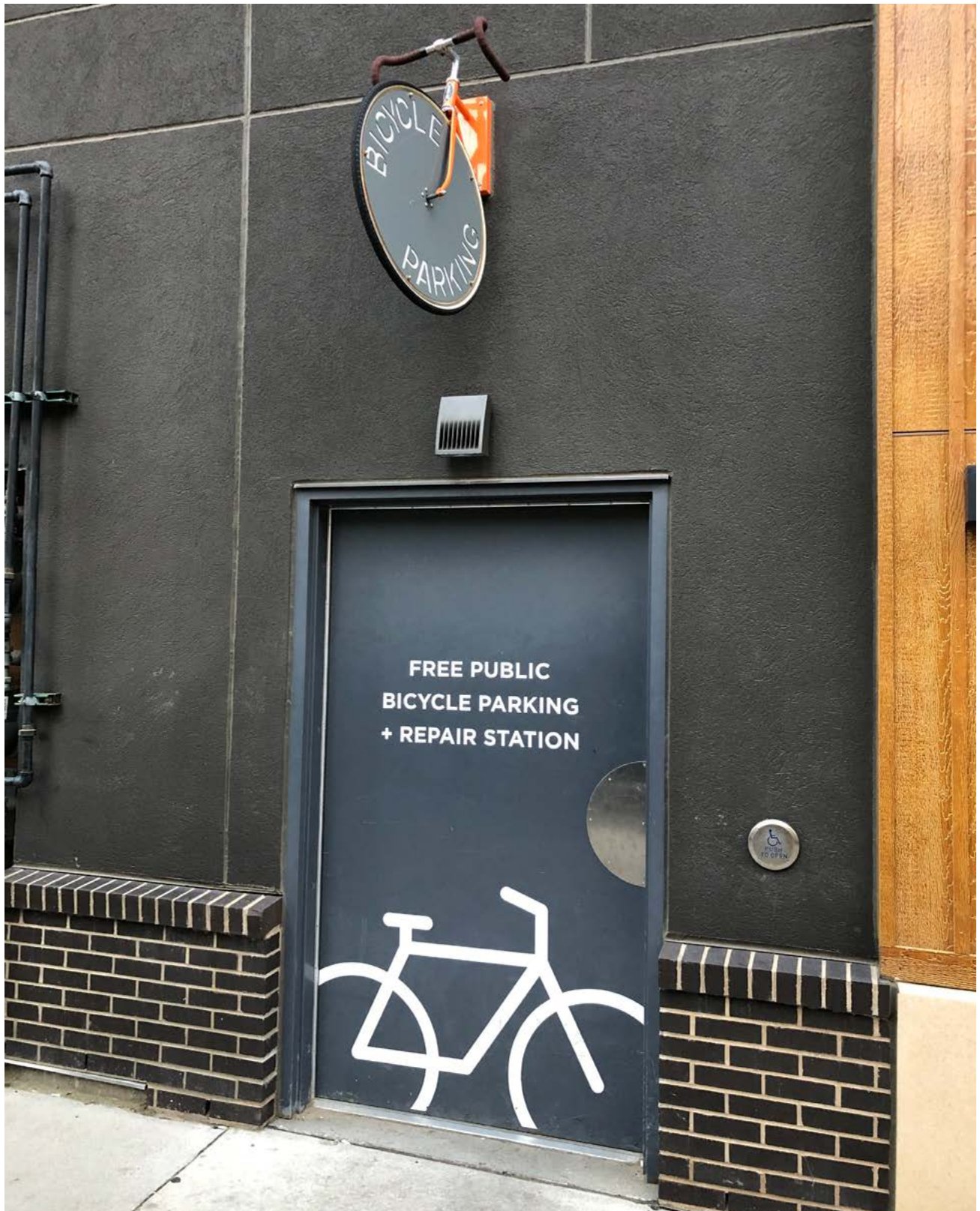
Specific recommended improvements to the bicycle network were identified by evaluating prior planning efforts, community engagement results, Study Review Committee input, and existing conditions. Road segments with existing bicycle facilities that did not meet the facility standards outlined in the design guidelines were also added as recommendations to ensure that the recommended network meets this Plan's vision for accessibility to All Ages and Abilities. A map of this proposed bicycle network can be seen on page 34.

EXAMPLE FROM DESIGN GUIDELINES: SEPARATED BIKE LANES (pg. 30)



Design Features

- (A)** Pavement markings, symbols and/or arrow markings must be placed at the beginning of the separated bikeway and at intervals along the facility based on engineering judgment to define the bike direction. (MN MUTCD 9C.04)
- (B)** 6'-7' foot width preferred in areas with high bicycle volumes or uphill sections to facilitate safe passing behavior.
- (C)** When placed adjacent to parking, the parking buffer should be 3 ft wide to allow for passenger loading and to prevent door collisions. When no buffer is present, buffers as narrow as 18 inches may still provide value.



Publicly accessible bicycle parking and repair station

ALL AGES AND ABILITIES BICYCLE FACILITIES

FARGO-MOORHEAD
METROPOLITAN BICYCLE
AND PEDESTRIAN PLAN

RECOMMENDATIONS AND EXISTING FACILITIES

Existing Facilities

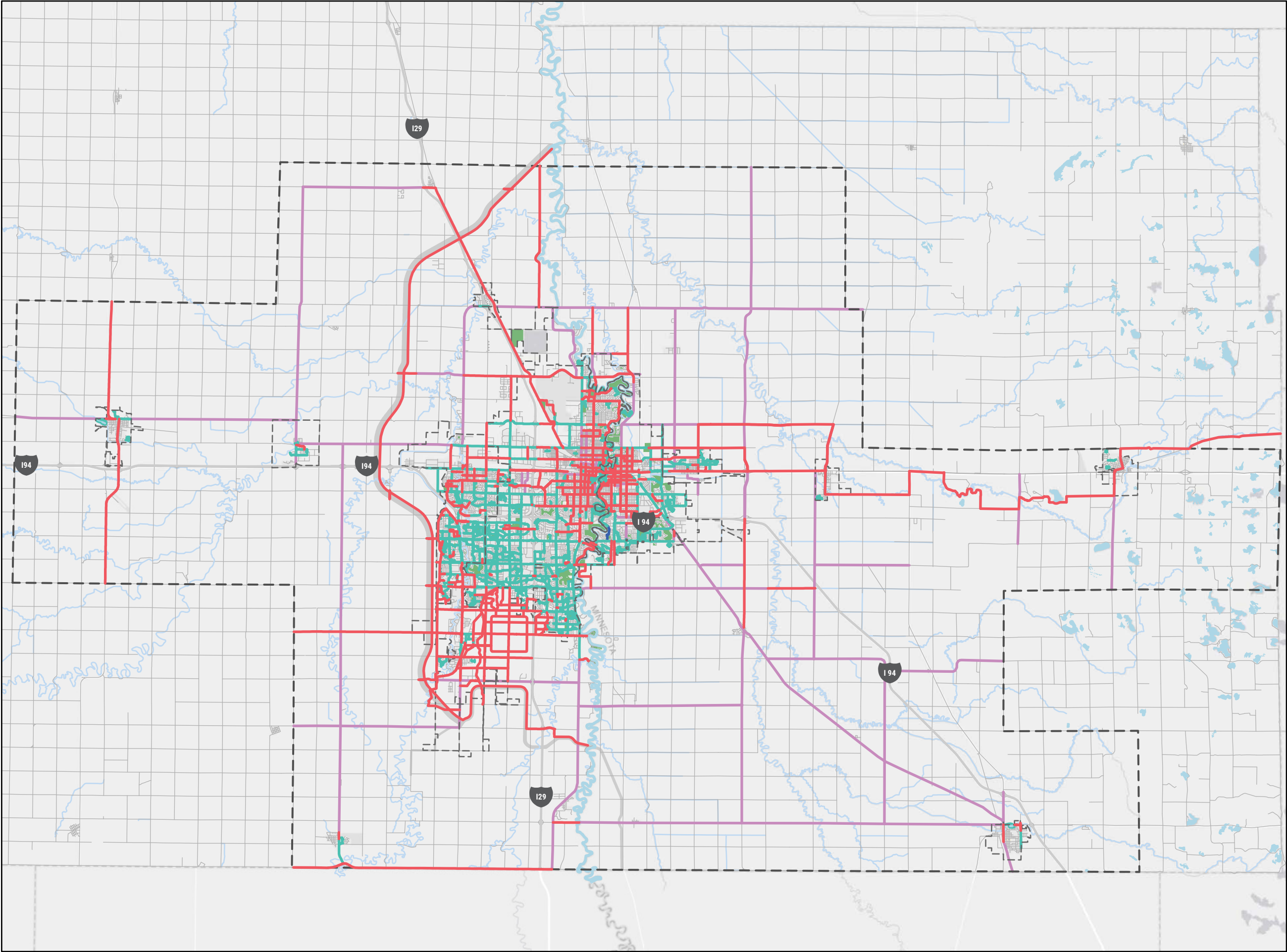
- Physically Separated Facilities
- Visually Separated Facilities
- Shared Facilities

Recommendations

- Bike Facility Recommendations (New/Upgraded Facilities)

Context Features

- Fargo-Moorhead COG Boundaries
- FM Flood Diversion Area
- Schools
- Park



ALL AGES AND ABILITIES
BICYCLE FACILITIES

FARGO-MOORHEAD
METROPOLITAN BICYCLE
AND PEDESTRIAN PLAN

RECOMMENDATIONS AND
EXISTING FACILITIES

Existing Facilities

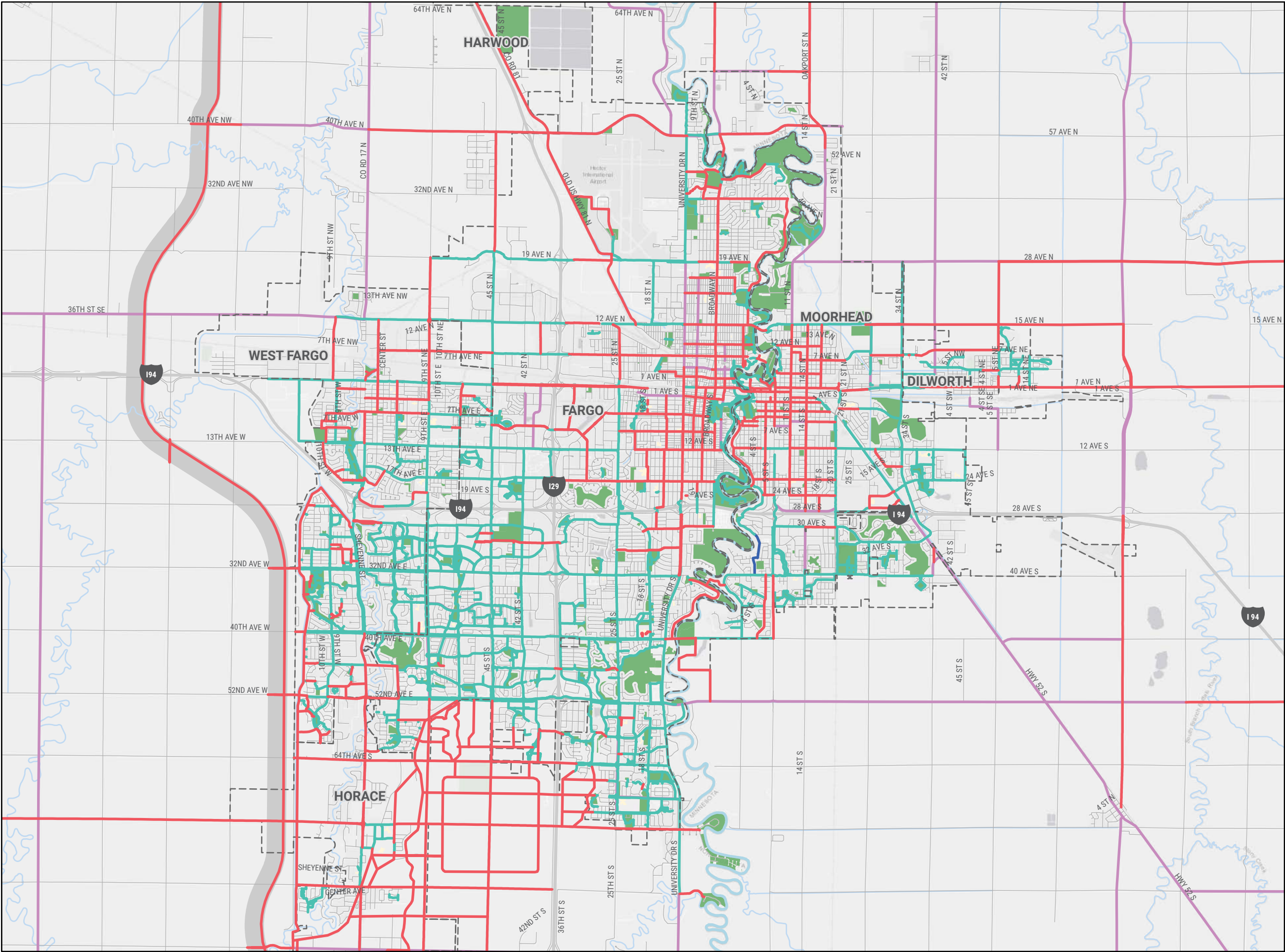
- Physically Separated Facilities
- Visually Separated Facilities
- Shared Facilities

Recommendations

- Bike Facility Recommendations (New/Upgraded Facilities)

Context Features

- Fargo-Moorhead COG Boundaries
- FM Flood Diversion Area
- Schools
- Park



Pedestrian Improvements

The intersections below were identified as high-priority sites for pedestrian crossing improvements throughout the Fargo-Moorhead metropolitan area. Intersections were identified via the existing conditions analyses conducted as part of this planning process—including Pedestrian Level of Traffic Stress (LTS), equity, collision, and connectivity analyses—as well as with input from staff from Metro COG and its member jurisdictions. In some cases, bicycle network recommendations (presented separately) overlap with pedestrian improvement intersections presented here. Bicycle network recommendations will be implemented to create an All Ages and Abilities network, and that in many cases these improvements will also improve conditions for pedestrians.

It is important to note that improvement recommendations are conceptual only, and do not include engineering or funding considerations. Additional evaluation is required to identify the improvements that are most appropriate to each location. Many of the treatment opportunities identified here are additive, not exclusive. Further evaluation of site-specific conditions will help to inform decisions about the suite of improvements to be implemented at a given location, including how pedestrian and bike facility improvements can be designed synergistically.



People walking on a shared-use pathway

PRIORITY PEDESTRIAN IMPROVEMENTS

FARGO-MOORHEAD METROPOLITAN BICYCLE AND PEDESTRIAN PLAN

Recommendations

- Priority Pedestrian Improvements
- Bike Improvements*

Priority Pedestrian Segments

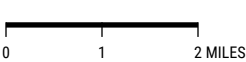
- Top 10th Percentile**

Context Features

- Fargo-Moorhead COG Boundaries
- FM Flood Diversion Area
- Parks
- Schools

*Bike Improvements generated through evaluation of prior planning efforts, public input, Study Review Committee input, and existing conditions. Facility standards from the design guidelines were recommended to ensure accessibility to All Ages and Abilities (see page 30).

**Top 10th Percentile derived from pedestrian priority investment areas analysis map (see page 25). Explanation of the map criteria can be found on page 23 with further details found in Appendices C and D.



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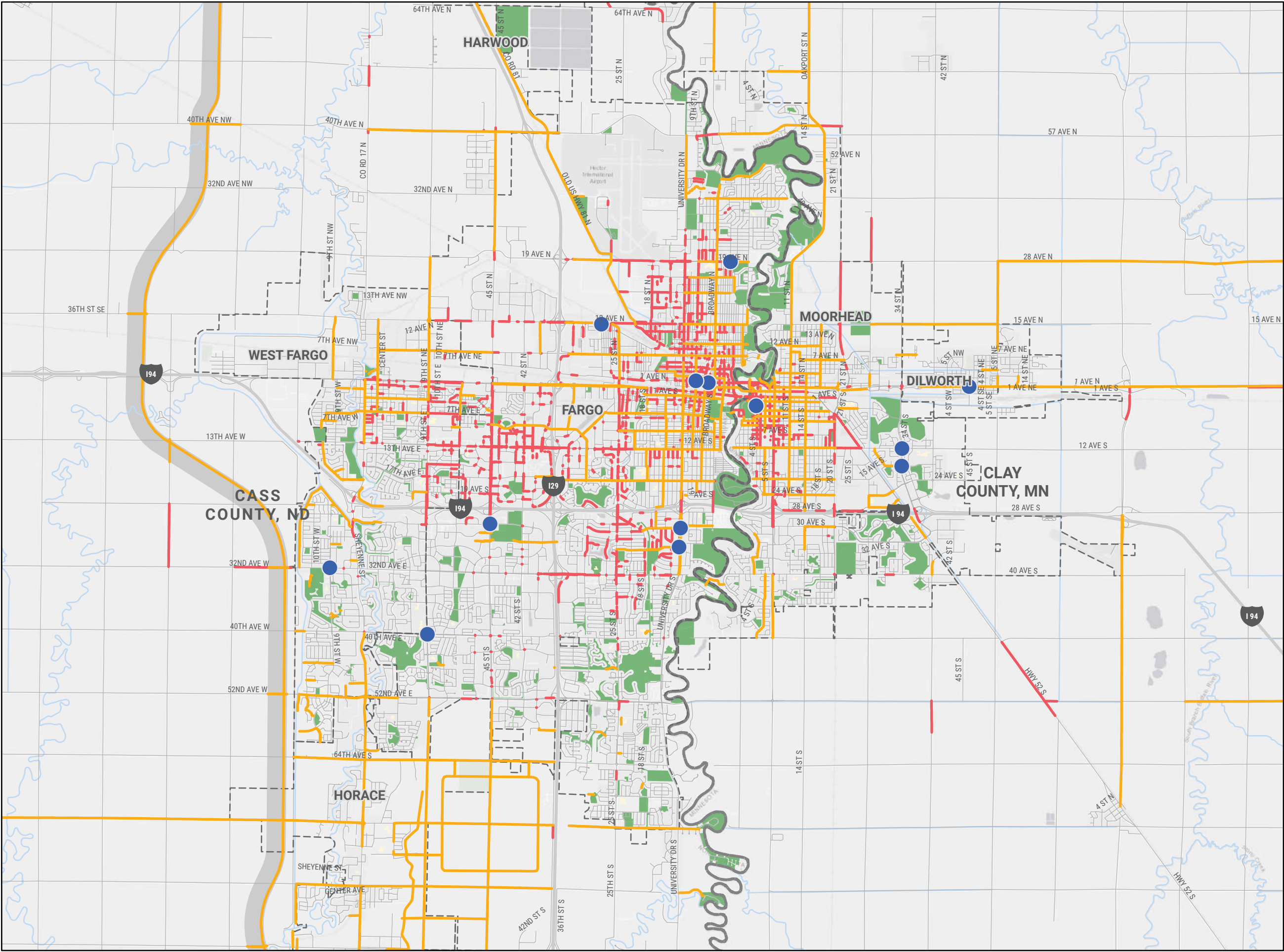


TABLE OF PEDESTRIAN IMPROVEMENTS

Location	Marked Crosswalk	Raised Crosswalk	Curb Extension	Corner Radii Reduction	Raised Intersection	Median Refuge Island	Rectangular Rapid Flashing Beacon (RRFB)	Pedestrian Hybrid Beacon (PHB)	Full Signals	Road Right-sizing*	Accessibility Check / Upgrades**	Notes
3rd St & 19th Ave N (Fargo)	X		X								X	
29th St & 12th Ave N (Fargo)	E	X	X	X		E			E		X	Curb radii reductions can reduce crossing distances to existing median refuge island across 29th St
Roberts St & 1st Ave N (Fargo)	E		X						E		X	Curb extensions can reduce the degree of intersection offset
34rd St and 12th Ave S (Moorhead)	E/X					X			E		X	Install crosswalks on the west, north, and east legs of the intersection. Install pedestrian tunnel under the south leg of the intersection
US Hwy 10 & Main St (Dilworth)	X		X			X			E	X	X	Opportunity for a median refuge island or curb extensions
3rd St, 4th St, & 3rd Ave (Moorhead)	E/X	X	X		X						X	Install ADA-compliant, high-visibility crossing of northern leg of 3rd St S; remove curb ramp leading to Daily Park
34th St & Ridgewood Blvd (Moorhead)	E/X			X		X	X	X		X	X	
45th St & 23rd Ave S (Fargo)	E/X			X		E			E	X	X	
University Dr & 27th Ave S (Fargo)	E/X			X		E			E	X	X	Implement curb radii reductions on curbs between University Dr southbound and the frontage road
Veterans Blvd & 40th Ave (West Fargo)	E			X		E			E	X	X	
10th St & 1st Ave N (Fargo)	E/X			X	X				E	X	X	

Location	Marked Crosswalk	Raised Crosswalk	Curb Extension	Corner Radii Reduction	Raised Intersection	Median Refuge Island	Rectangular Rapid Flashing Beacon (RRFB)	Pedestrian Hybrid Beacon (PHB)	Full Signals	Road Right-sizing*	Accessibility Check / Upgrades**	Notes
S University Dr and 25th Ave S/24th Ave S (Fargo)	E/X	X	X	X							X	Implement curb radii reductions on southeast and northwest corners. Consider raised crossings within turn channels.
9th St W & 32nd Ave W (West Fargo)	E			X		X				X	X	

Key: E = existing; X = recommended / for consideration; E/X = partially existing, but opportunities remain for expansion (e.g., crosswalk markings exist but could be upgraded; curb extension exists on one corner of intersection, but could be implemented on other corners)

* “Road right-sizing” refers to the reduction of lanes (and/or lane widths) to achieve geometries that better align with community needs, including those around multimodal transportation, accessibility, safety, comfort, and sustainability.

** “Accessibility Check / Upgrades” refers to an assessment of a location’s current accessibility, including but not limited to whether all features of the intersection meet ADA standards. Where components of an intersection do not meet ADA standards or do not achieve accessibility for “All Ages and Abilities”, corresponding improvements should be included alongside other intersection treatments.

Policy and Program Recommendations

Policies, including both those that explicitly target walking and biking as well as those that influence walking and biking via their effects on the built environment and use of automobiles, profoundly shape the availability, accessibility, and utility of different transportation modes. Programs, meanwhile, can contribute to individuals' awareness and knowledge of walking and biking, helping to build a culture of walking and biking. The following are recommended policies and programs for the Fargo-Moorhead metro area. Please see Appendix E for a full review and report of these policies and programs.

POLICIES

Local ordinances and state statutes define the legal landscape for pedestrians, bicyclists, and drivers.

- Eliminate or significantly reduce minimum vehicle parking requirements across the area for all land use types. Consider vehicle parking maximums. Ensure that requirements are applied equitably across use-types.
- Consider implementing requirements for bicycle facilities for commercial, office, and multi-family residential developments, including bicycle parking and shower and locker facilities.
- Work with state governments to update statutes to provide the right-of-way to pedestrians at all unsignalized intersections and at all marked mid-block crossings, regardless of the presence of alternate facilities (e.g., pedestrian tunnels and bridges).
- Work with state governments to update statutes to allow pedestrians to cross mid-block, including when abutting intersections are signalized and no marked crosswalk is present.
- Allow bicyclists to use all road facilities including sidewalks, where necessary, while maintaining pedestrian right-of-way on sidewalks.
- Adopt model ordinance language specifying where bicyclists may ride when in the road.

PROGRAMS

Education programs relating to walking and biking in the area were identified by Metro COG staff for this review, including: Walk! Bike! Fun!; the Bicycle Alliance of MN (BikeMN); I Got Caught!; and Bicycle Information, Knowledge, and Education in Fargo-Moorhead (BIKE FM). Each program was evaluated along four topic areas, including the program's (1) audience; (2) coverage; (3) effectiveness; and (4) equity. The results of this review are intended to help Metro COG, other organizations funding and implementing these programs, and members of the public in planning for future bike and pedestrian education efforts within the region. Feedback from community engagement activities has also been included, where relevant.



Bike parking provided for private development

- Coordinate with Walk! Bike! Fun! (WBF) to implement the curriculum in Minnesota- and North Dakota-based schools within the metropolitan area. Provide supplemental funding to schools to support staff training, staff time, and resource needs (e.g., bike fleets). Pursue evaluation opportunities, including process and outcome evaluations that help inform program improvements and quantify the program's effects.
- Coordinate with other local and regional organizations, including local bike shops, local bicycling clubs, and BikeMN, to co-develop bicycling events, resources, and communications for the region. Consider whether BIKE FM could be an effective home for this work, or whether BIKE FM's work could be more effectively incorporated under an umbrella initiative or organization.
- Work with existing education partners to create an equitable program to encourage safe cycling for children. This could involve renaming and adapting the existing "I Got Caught" program to focus on equitably providing cycling safety education.

Process Improvements

Supporting administrative agencies and their staff in their work around active transportation is critical to improving multiple domains of active transportation systems. Agencies and staff also have unique insight into opportunities for and barriers to developing better active transportation infrastructure and related policies. Interviews with public agency staff drove the recommendations below.

- Support land use planning practices that discourage low-density greenfield development on the urban fringe and that prioritize infill development. Metro COG should promote the above land use policy goals when conducting planning studies, allocating transportation funding, and in all other planning efforts.
- Focus on communicating the myriad benefits of investments in bicycle and pedestrian infrastructure, especially communicating the economic benefits, to generate greater support from potential stakeholders. Evaluation to better quantify the benefits of existing and proposed active transportation projects can support these communications goals.
- Continue to support inter-agency and inter-disciplinary coordination and collaboration around bicycle and pedestrian work. This could involve prioritizing these types of meetings and relationships, for example, through a walk audit or bike tour with elected officials and representatives from different disciplines. Because active transportation bridges planning, engineering, and public health, among other spheres, and because relevant infrastructure systems and travel patterns span municipal, state, and regional borders, these types of collaboration are critical.
- Develop strategies, processes, and resources to support member jurisdictions in pursuing and winning competitive funding awards from state and federal sources. This could include, for example, developing regional data products that demonstrate the value of and need for active transportation projects; providing grant writing expertise to member jurisdictions; and hosting technical assistance trainings for member jurisdictions.

Active Transportation and Land Use

How land is developed, including factors such as type of use (residential, commercial, open space), density of development, facades, and setbacks, is directly related to transportation. Compact, mixed-use development patterns facilitate walking, bicycling, and public transit and make driving less appealing. At the same time, transportation investments, such as shared use paths and high-frequency bus routes, can make more compact development feasible, because less space needs to be dedicated to moving and storing vehicles. Additionally, compact mixed-use development can save jurisdictions money due to the need for less infrastructure and services while saving citizens money due to the high cost of driving.

More compact, mixed-use development directly aligns with the vision and goals of this plan because it promotes walking and bicycling and reduces the environmental and safety harms caused by driving. While this plan is not itself a land use plan, it relates to existing land use plans and regulations, including Metro COG jurisdictions' comprehensive plans and zoning and subdivision ordinances, among others.



The painted bike lane along 7th Ave in Moorhead is no longer visible; periodic re-application of paint is required to maintain this facility.



Implementation

Determining near-term priority projects will help staff, stakeholders, and community members better understand and evaluate next steps leading to implementation. This Plan identifies 15 bicycle and 20 pedestrian priority projects for which cost estimates and have been produced. In addition, typical sections have been developed for the bicycle priority projects, which will provide an understanding of the potential for each project. The bicycle network priority projects are shown on the map on page 52, while the priority pedestrian improvements are shown on the map on page 37.

The methodology used for determining pedestrian priorities is described in the Recommendations section (Page 36). Two methods were used to establish bicycle priority projects. This was done using both technical analysis and public feedback.

- The technical analysis priority projects were identified using the median score from the Priority Investment Areas Analysis (described in the Existing Conditions section of this Plan) for each segment of the overall project. The Priority Investment Areas Analysis weighted each of the component analyses

according to the Plan's guiding principles and objectives. These scores were then ranked, with the highest ranked projects being the highest priorities.

- The public priorities included all projects where at least three respondents ranked that project as a priority from the public engagement survey.

Some of the highest scoring technical and public priorities are already moving forward to implementation or are being addressed through separate studies. As such, these projects that are already in progress did not have cost estimates or typical sections produced, but are still shown on the priorities map on page 52 for context. Projects shown with a number on the map have cost estimates and/or typical sections, which can be cross-referenced with the projects listed in the table on page 47 or in Appendix H.

This Plan is a high-level strategy which does not recommend specific facility types for implementation. For the purposes of establishing planning-level cost estimates and typical sections, the Design Guidelines were used to inform the possible facility type for each priority project based on

the traffic speed and volume, and road context. The typical sections represent one possible configuration for one representative segment of the project, and more detailed study of the facility type that is appropriate for each project should occur before implementation. Timing of implementation for each project is subject to funding and discussions between relevant agencies.

The cost estimates are based on general assumptions for the cost to implement each facility type or improvement per mile or intersection, which were then applied to the length of each of the bicycle and pedestrian priority projects. The cost estimates are high level and do not include grading, drainage, utilities, or landscaping. The cost estimates for each bicycle priority project are included in the table on page 47. Cost estimates for each pedestrian priority project can be found in the table on page 49.

The project team developed typical sections of the priority bicycle projects, with the exception of the Heartland Trail and Red River Trail East between 32nd Ave S and 40th Ave S as they have variable or unusual configurations. The typical sections show possible bicycle facilities, vehicular lane widths, sidewalks, and their dimensions within the overall right-of-way. The typical sections are

included in Appendix H.

There are several options for implementing active transportation facilities. Implementation can occur as part of planned capital works projects, including road resurfacing or road reconstruction. A road reconstruction may provide an opportunity to move curbs and alter drainage, utilities, or other elements within the right-of-way, which will impact the design of the proposed facility. A road resurfacing project will not alter existing curbs and drainage, and there will likely be less opportunity to move or alter road elements to accommodate the proposed facility. Demonstration, quick-build, and interim implementation can be used to implement different road and facility designs in a shorter timeframe. Quick-build and interim facilities are designed to be altered or removed, while demonstration projects are intended to test out a design temporarily.

TABLE OF BICYCLE PRIORITY COST ESTIMATES

Project Number	Project Location and Extents	Facility Guidance	Project Length (ft/ mi)	Project Costs (2022 dollars)
22	7th Ave NE from Center St to 45th St N (West Fargo / Fargo)	Install shared use path on southern side of roadway	9500/1.80	\$1,839,600
28	1st St from 7th Ave E to Main Ave E (West Fargo)	Separated on-road bicycle facilities on each side of road. Eliminate eastern parking lane	2700/.17	\$71,400
50	Main St N from Park Dr to Wall Ave (Horace)	Eliminate parking on western side of Main St; install painted bike lanes on each side of road	1300/.25	\$35,000
71	New segment from intersection of 63rd St S and 81st Ave S due west (Horace)	Shared use path along existing residential street(s) with a right-of-way of 70 ft. Green buffer between roadway and path	8000/1.52	\$1,489,600
198	New segment from 40th Ave S along river to S 32nd Ave (Moorhead)	Shared use path	7800/1.48	\$1,450,400
440	32nd St S from 17th Ave S to Fiechtner Dr S (Fargo)	Install separated bicycle facility on-road or within boulevard	3900/.74	\$103,600
450	Main Ave from 45th St S to 18th St S (Fargo)	Convert the existing sidewalk on the south side of the roadway to a shared use path, widen existing sidewalk	23500/4.45	\$4,512,200

Project Number	Project Location and Extents	Facility Guidance	Project Length (ft/ mi)	Project Costs (2022 dollars)
480	Broadway from 8th Ave N to 35th Ave N (Fargo)	Separated on-road bicycle facilities on each side of road. Replace existing parking lane and re-allocate lanes and lane widths to accommodate appropriate-width bicycle facilities. This is a long-term project	13834/2.62	\$366,800
521	7th Ave N from 38th St N to Elm St N (Fargo)	Install shared use path on south side of roadway	14700/2.78	\$1,946,000
733	N 21st St from Center Ave to 2nd Ave N (Moorhead)	Expand sidewalk on eastern side of road to create a shared use path	700/.13	\$135,800
906	7th St N from E Center Ave to 3rd Ave N (Dilworth)	Install shared use path, linking to existing facilities	900/.17	\$180,600
950	Heartland Trail (Moorhead and Dilworth)	10' wide paved path, 2 ft shoulders (gravel), 5 ft unpaved treadway	83000/15.72	\$15,405,600
5005	9th Ave S from 36th St S to 38th St S	Separated on-road bicycle facilities on each side of road. Eliminate southern parking lane, widen existing sidewalk	725/.14	\$19,300

General notes:

- 20% design contingency and 25% engineering costs are included in the estimates
- Planning level estimates do not quantify grading, minor storm sewer modification, and removals, but these should be covered by estimate and contingency figures
- Right-of-way costs and major utility modifications are not included in the cost estimates

TABLE OF PRIORITY PEDESTRIAN IMPROVEMENT COST ESTIMATES

Project Location	Existing Conditions	Recommended Improvements	Project Costs (2022 dollars)
3rd St & 19th Ave N (Fargo)		Marked Crosswalk, Curb Extension, Accessibility Check Upgrades	\$36,250
29th St & 12th Ave N (Fargo)	Marked Crosswalk, Full Signals, Median Refuge	Raised Crosswalk, Corner Radii Reduction, Curb Extension, Accessibility Check Upgrades	\$37,700
Roberts St & 1st Ave N (Fargo)	Marked Crosswalk, Full Signals	Curb Extension, Accessibility Check Upgrades	\$13,050
3rd St N and 4th St N (Moorhead)		Marked Crosswalk, Corner Radii Reduction, Median Refuge Island, Road Right-sizing, Accessibility Check Upgrades	\$52,925
US Hwy 10 & Main St (Dilworth)	Full Signals	Marked Crosswalk, Curb Extensions, Median Refuge Island, Road Right-sizing, Accessibility Check Upgrades	\$53,650
3rd St, 4th St, & 3rd Ave (Moorhead)	Partial Marked Crosswalk	Raised Crosswalk, Curb Extensions, Raised Intersection, Accessibility Check Upgrades	\$52,200
34th St & Ridgewood Blvd (Moorhead)	Partial Marked Crosswalk	Marked Crosswalks, Corner Radii Reduction, Median Refuge Island, RRFB, PHB, Road Right-sizing, Accessibility Check Upgrades	\$46,750 to \$271,750 (range depends on signals implementation)

Project Location	Existing Conditions	Recommended Improvements	Project Costs (2022 dollars)
45th St & 23rd Ave S (Fargo)	Partial Marked Crosswalk, Full Signals, Median Refuge	Marked Crosswalk, Corner Radii Reduction, Road Right-sizing, Accessibility Check Upgrades	\$30,450
University Dr & 27th Ave S (Fargo)	Partial Marked Crosswalk, Full Signals, Median Refuge	Marked Crosswalk, Corner Radii Reduction, Road Right-sizing, Accessibility Check Upgrades	\$30,450
Veterans Blvd & 40th Ave (West Fargo)	Marked Crosswalk, Full Signals, Median Refuge	Corner Radii Reduction, Road Right-sizing, Accessibility Check Upgrades	\$18,850
10th St & 1st Ave N (Fargo)	Partial Marked Crosswalk, Full Signals	Marked Crosswalk, Corner Radii Reduction, Road Right-sizing, Accessibility Check Upgrades	\$20,300
S University Dr and 25th Ave S/24th Ave S (Fargo)	Partial Marked Crosswalk, Full Signals	Marked Crosswalk, Raised Crosswalk, Curb Extensions, Corner Radii Reduction, Accessibility Check Upgrades	\$43,500
9th St W & 32nd Ave W (West Fargo)	Marked Crosswalk	Corner Radii Reduction, Median Refuge Island, Road Right-sizing, Accessibility Check Upgrades	\$42,500

General notes:

- 20% design contingency and 25% engineering costs are included in the estimates
- Planning level estimates do not quantify grading, minor storm sewer modification, and removals, but these should be covered by estimate and contingency figures
- Right-of-way costs and major utility modifications are not included in the cost estimates

BIKE NETWORK PRIORITY PROJECTS

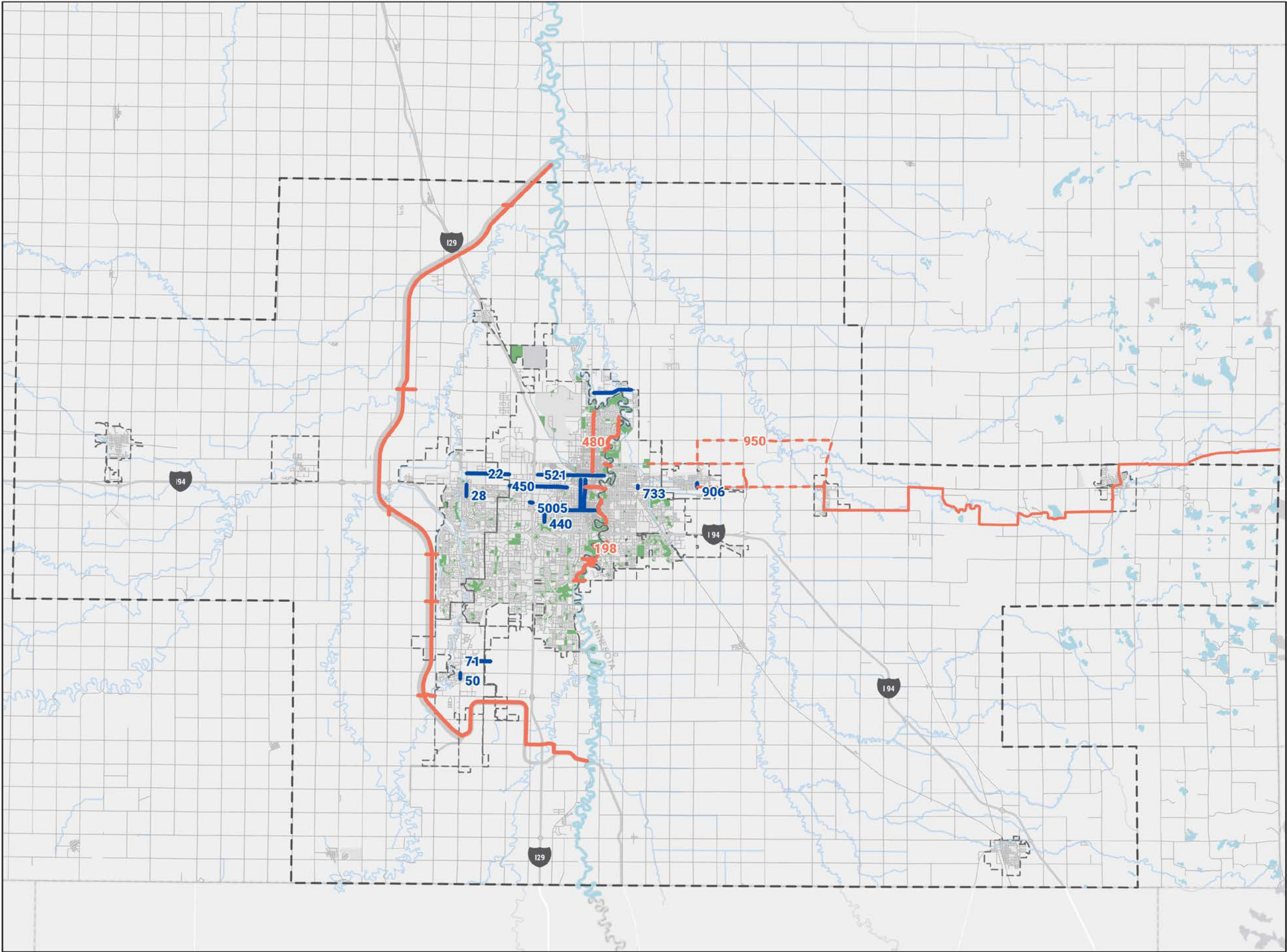
FARGO-MOORHEAD
METROPOLITAN BICYCLE
AND PEDESTRIAN PLAN

Recommendations

- Technical Analysis
- Priority Projects
- Public Priority Projects
- Heartland Trail
- Routing Options

Context Features

- Fargo-Moorhead COG Boundaries
- FM Flood Diversion Area
- Parks
- Schools



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BIKE NETWORK PRIORITY PROJECTS

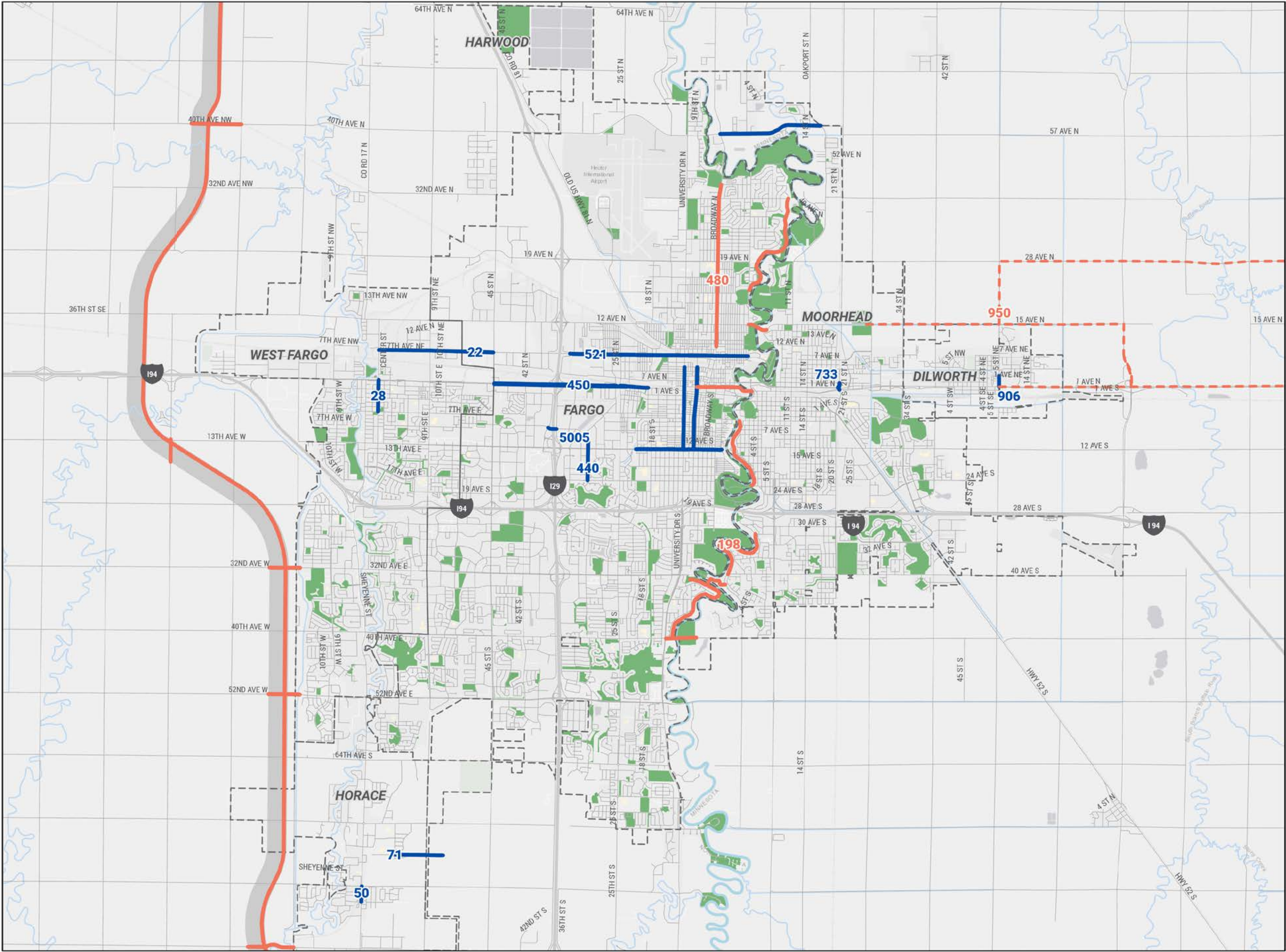
FARGO-MOORHEAD
METROPOLITAN BICYCLE
AND PEDESTRIAN PLAN

Recommendations

- Technical Analysis
- Priority Projects
- Public Priority Projects
- Heartland Trail
- Routing Options

Context Features

- Fargo-Moorhead COG Boundaries
- FM Flood Diversion Area
- Parks
- Schools



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Appendices

Appendices are provided as separate attachments to reduce file size and simplify organization and readability of this report.

APPENDIX A - ENGAGEMENT SUMMARY - PHASE I

APPENDIX B - ENGAGEMENT SUMMARY - PHASE II

APPENDIX C - EXISTING CONDITIONS MEMO

APPENDIX D - EXISTING CONDITIONS MAPS

APPENDIX E - POLICY AND PROGRAM REVIEW MEMO

APPENDIX F - PROCESS EVALUATION MEMO

APPENDIX G - DESIGN GUIDELINES

APPENDIX H - TYPICAL SECTIONS

RESOLUTION DECLARING SUPPORT FOR THE 2022 FARGO-MOORHEAD
BICYCLE AND PEDESTRIAN PLAN

WHEREAS, the City of West Fargo City Commission is the duly elected governing body for West Fargo, North Dakota and is responsible for the planning and development of safe and functional transportation systems including bicycle and pedestrian facilities; and

WHEREAS, the Fargo-Moorhead Metropolitan Council of Governments (Metro COG), is the Metropolitan Planning Organization designated by the Governors of North Dakota and Minnesota to maintain the metropolitan area's transportation planning process in accordance with Federal regulations; and

WHEREAS, Metro COG has undertaken the task of developing the 2022 Fargo-Moorhead Metropolitan Bicycle and Pedestrian Plan which is a vital element of the planning process, and which makes transportation-related bicycle and pedestrian needs eligible for future federal funding; and

WHEREAS, the 2022 Fargo-Moorhead Metropolitan Bicycle and Pedestrian Plan was directed by the Metropolitan Bicycle and Pedestrian Committee comprised of a wide cross section of bicycle and pedestrian interest groups including park district representatives, law enforcement, technical city, county, and state staff, citizens, and other applicable agencies / organizations; and

WHEREAS, the public was invited, encouraged, and involved in this Plan's preparation in full compliance with Metro COG's Public Participation Plan; and

WHEREAS, the 2022 Fargo-Moorhead Metropolitan Bicycle and Pedestrian Plan seeks to enhance the Fargo-Moorhead Metropolitan Area's bicycle and pedestrian

environment so as to increase mobility, health, safety, equity, and the quality of life for all citizens;

NOW, THEREFORE, be it resolved by the City Commission of the City of West Fargo, North Dakota that the City of West Fargo does hereby adopt the 2022 Fargo-Moorhead Metropolitan Bicycle and Pedestrian Plan and agrees to use it as tool to implement area bicycle and pedestrian goals and objectives which complement the overall development of the Area's transportation system.

APPROVED:

BY: _____
President of the Board of City
Commissioners

ATTEST:

Tina Fisk, City Auditor

.



To: West Fargo City Commission

From: Aaron Nelson, Planning Director

Date: December 5, 2022

Subject: Proposed Downtown Master Plan & Grant Award

Action: No Action – Informational Item to Receive and File

Commission President

Bernie Dardis

Primary Portfolio:

Administration/Finance

Secondary Portfolio:

Street, Water and Sewer

Commission Vice President

Brad Olson

Primary Portfolio:

Street, Water and Sewer

Secondary Portfolio:

Administration/Finance

Commissioner

Roben Anderson

Primary Portfolio:

Planning, Zoning and Engineering

Secondary Portfolio:

Sanitation

Commissioner

Mark Simmons

Primary Portfolio:

Police and Fire

Secondary Portfolio:

Planning, Zoning and Engineering

Commissioner

Mandy George

Primary Portfolio:

Sanitation

Secondary Portfolio:

Police and Fire

Administration

Tina Fisk, Administrator

Dustin Scott, Assistant Administrator

The City of West Fargo was awarded a \$100,000 downtown placemaking planning grant at the ND Main Streets Initiative Summit in Bismarck on October 25. The term "placemaking" generally refers to the creation of memorable, quality, desirable, places through a people-centered approach to the planning, design, and management of such places. The purpose of this grant program is to advance "the planning and design necessary to enhance the statewide attraction of businesses, promotion of economic activity, and the retention and attraction of talented workers, thus strengthening the economic resiliency across North Dakota communities as we recover from the economic impacts of Covid-19."

Within the same vein, the need for an updated downtown master plan has been identified as a high priority by the recent Planning Needs Assessment process—the initial findings of which were presented for discussion at the October 17, 2022 City Commission meeting. While the 2011 Sheyenne St & Main Ave framework study was a catalyst for much of the downtown transformation that has take place over the past decade, an updated roadmap is needed to continue to build on past successes.

Given the need to study downtown more broadly, staff's intention is to fold the grant award into a broader downtown master planning effort to take place in 2023. While placemaking will still be an integral part of this effort, the scope of the project would be expanded to include other recommended actions for downtown from the West Fargo 2.0 Comprehensive Plan, such as refinement of downtown development strategy, long-term parking solutions, identification of investment tools for adjacent older neighborhoods, and the cultivation of key partnerships outside of City Hall that are critical for success.

To initiate this process, staff has started to develop a general scope of work and project overview, which is attached. Staff will present the project overview at the December 5 City Commission meeting in order to have discussion and solicit Commissioner feedback and input. Similar information has been discussed with the Planning & Zoning Commission, Economic Development Advisory Committee, and Public Arts Advisory Committee, among others, in recent weeks. This item is for information & discussion purposes and no action is being requested at this time.

Following the December 5 City Commission meeting, staff's intention is to bring this item back for consideration of formal action at a subsequent City Commission meeting, potentially on December 19.

DRAFT Downtown Master Plan – Project Overview

November 2, 2022

Project Abstract:	The purpose of this project is to partner with a qualified multi-disciplinary consultant team to produce a Downtown Master Plan that will build upon the vision and goals of the City's Comprehensive Plan, define and respond to current conditions and issues, enhance downtown's sense of place, and guide public and private investment over the next 5-10 years. This effort will be funded, in part, through a \$100,000 State placemaking grant award. The project will be action oriented towards the continued transformation of downtown West Fargo into an iconic mixed-use center of urban activity and economic growth.
Purposes and Needs	• To update the City's Vision for the future of Downtown West Fargo • To build upon the recommendations of the West Fargo 2.0 Comprehensive Plan in order to "Establish Downtown as a Cultural Center for West Fargo" • To establish a comprehensive parking and access strategy appropriate for an urban setting • To align and calibrate the City's economic development activities and incentives with the City's vision and goals for downtown. • To help build upon the City's branding efforts by enhancing downtown as a place that is authentically West Fargo's. • To guide the future growth of the downtown as a walkable mixed-use neighborhood that provides opportunities for all. • To activate the public realm through placemaking and public art. • To support and expand the capacity of the downtown business community. • To revitalize aging and blighted properties and to encourage infill investment into downtown. • To manage the growth and change of downtown in a manner compatible with adjacent land-uses and existing conditions. • To explore opportunities for civic facilities and spaces.
Project Outcomes:	Project Outcomes: • An updated community vision for downtown West Fargo • A framework for future decision making, including land-use and incentive decisions • An iconic downtown that is the cultural center of the City • A solution for downtown parking • A framework and process for the creation and support of public art and placemaking • An understanding of market conditions relevant to downtown growth, development, and business activity • Increased business, activity, and private investment in downtown • A sustainable and self-sufficient downtown business association • A clear understanding by all stakeholders of the actions and steps necessary to implement the plan
Plan Focus Areas:	1. Business & Economic Development. In recent years, the City has seen some success in the redevelopment of downtown through investment in a new urban streetscape, construction of several mixed-use buildings, a downtown plaza, and the formation of a downtown business association. However, additional advancement and redevelopment has slowed, with many properties and storefronts remaining vacant. The City is interested in exploring the market

	dynamics at play and working to build upon early success in order to drive additional development investment and business growth. 2. Placemaking (including Urban Design, Activity, & Public Art). A portion of this project is being funded through a Placemaking Planning Grant that the City has received from the State in order to develop a placemaking plan for downtown West Fargo. The City desires to create this downtown placemaking plan as part of this larger downtown master planning effort. 3. Parking & Access. Lack of parking availability is often cited as a deterrent to visitors and potential developers alike. The City is interested in exploring potential short- and long-term parking solutions (including the potential for public parking) which are appropriate for a walkable urban environment. Alternative modes of transportation may also be explored in conjunction with parking. 4. Infill, Redevelopment, & Land Use. As downtown West Fargo redevelops from a low intensity auto-oriented commercial strip to a walkable mixed-use district, it faces unique contextual challenges as new development infills adjacent to core residential neighborhoods, a US Highway, and an assortment of aging commercial/industrial buildings. Additionally, previous planning efforts have identified opportunities for civic buildings and spaces downtown. The City would like to identify likely development scenarios in order to be better positioned to manage the growth of downtown. In addition to the focus areas listed above, the process will incorporate stakeholder and public participation; market & contextual data analysis; visioning/goal setting; identification of issues; development and of solutions; documentation and communication of findings & recommendations, etc.
Anticipated Timeline:	• Nov 2022 – Project scoping and initiation • Dec 2022 – Publication of request for proposals (RFP) • Q1 2023 – Consultant selection & contracting • Q2 2023 – Project kick-off & consultant-lead planning process • Q3 2023 – Planning process continues & substantial completion of placemaking element • Oct 1, 2023 – Deadline for expenditure of placemaking grant funds • Q4 2023 – Project completion
Feedback & Questions:	<u>Please contact the West Fargo Planning Department with any feedback or input you would like to share as staff works to further develop and refine the project details and proposed focus areas.</u> West Fargo Planning Department Attn: Malachi Petersen 800 4th Ave E. Suite 1 West Fargo, ND 58078 Phone: (701) 515-5370 Email: Malachi.Petersen@westfargond.gov



To: West Fargo City Commission

From: Denis Otterness, Chief of Police

Date: December 5, 2022

Subject: Parking Enforcement & Related Ordinance – 2nd Reading

Action: Adoption of Proposed Ordinance Changes and Approval of Police Department Parking Enforcement Proposal

Commission President

Bernie Dardis

Primary Portfolio:
Administration/Finance

Secondary Portfolio:
Street, Water and Sewer

Commission Vice President

Brad Olson

Primary Portfolio:
Street, Water and Sewer

Secondary Portfolio:
Sanitation

Commissioner

Eric Gjerdevig

Primary Portfolio:
Planning, Zoning and Engineering

Secondary Portfolio:
Administration/Finance

Commissioner

Mark Simmons

Primary Portfolio:
Police and Fire

Secondary Portfolio:
Planning, Zoning and Engineering

Commissioner

Mandy George

Primary Portfolio:
Sanitation

Secondary Portfolio:
Police and Fire

Administration

Tina Fisk, Administrator

Tim Solberg, Assistant Administrator

Summary and Recommendation:

The Police Department has been researching ways to improve the overall efficiency, policies and practices of our parking enforcement program with the revamp of our Community Services Officer (CSO) program. With the changes to the CSO program, along with implementation of the City's maintenance zones, there has been more consistent and increased enforcement of parking regulations city-wide.

Currently, CSO's are still handwriting citations in the field which requires support staff to re-enter the citation into our Records Management System, causing errors and wasting of staff time with unnecessary duplication of work. In addition, there is currently nothing in place to address those that chose not to pay parking citations, other than a warning letter and rare, potential impound.

Passport, an outside vendor, has been secured after previous Commission approval. This program upgrade will assist us in collections for non-payment and modernize our process with electronic citation entry and printing. This will eliminate the redundancies and allow us to capture a significant amount of revenue for non-payment of fines, in addition to providing on-scene evidence of the specific violation and warning letters for non-payment of fines.

Financial Analysis:

Currently citations are not only hand-written by our CSO's but re-entered into our Records Management System by support staff. The redundant entering of the 1419 parking citations by support staff has resulted in unintended errors, approximately 118 work hours to date (5 minutes per citation), totaling \$2360.00 (\$20/hr/avg). This total does not include support staff time spent creating and sending letters regarding unpaid tickets; manually locating vehicles with multiple tickets and sending letters making them eligible for impound; searching for paper citations and taking payments over the phone and by mail; issuing handwritten paper receipts; entering

of payment information into the Records Management System and filing paid tickets.

Process/Timeline:

- Electronic Citations will be issued by police department staff for violations
- Violators will have 10 days to pay a \$20.00 fine or file an appeal
- Appeal decisions will be made internally within 10 days.
- If the citation is not voided violators will have 5 days to either pay the citation or post the bond and request a hearing in Municipal Court.
- If the violator is found "not guilty" in Municipal Court the bond will be returned. If the violator is found guilty the sentencing will be in accordance with the fine schedule.
- Delinquent citations will have a \$5.00 penalty assessed if not paid/appealed within 10 days. If paid later than 30 days a penalty of \$45 will be assessed.
- Vehicles with 2 or more associated parking citations that are 30 days or more delinquent will be subject to WID or impound
- All parking citations associated with the vehicle, any additional fines, \$25 impoundment fee, late payment penalty and towing/storage fees must be paid in full prior to impound release.
- A release fee of \$50 is required to be paid prior to release of a WID.

If the 2nd reading is approved by this Commission I will work with Passport to secure a final contract for their services upon review by City Attorney John Shockley.

ORDINANCE NO. 1214

AN ORDINANCE TO REPEAL SECTION 13-1626 AND SECTION 13-2109, TO AMEND AND REENACT SECTION 13-2106, AND TO CREATE AND ENACT SECTION 13-2112 OF THE REVISED ORDINANCES OF 1990 OF THE CITY OF WEST FARGO RELATING TO PARKING CITATIONS.

BE IT ORDAINED BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF WEST FARGO, NORTH DAKOTA:

SECTION 1. Section 13-1626 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby repealed in its entirety and reserved for future use:

13-1626. **RESERVED FOR FUTURE USE.**

SECTION 2. Section 13-2106 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

13-2106. PARKING CITATIONS. Any officer or representative of the police department who finds any motor vehicle located within the City in a place or in a condition which is at the time in violation of this title, may affix a parking citation to any prominent portion of such motor vehicle. The parking citation shall give notice in writing requiring the owner or person in possession of the motor vehicle to pay a parking fine.

1. Contesting the Citation: All persons receiving a parking citation have a right to appeal within ten (10) days of receiving the parking citation by completing the Online Appeal Form within ten (10) days of receiving the parking citation. The administrative review involves no court appearance. The review shall be conducted by the Chief of Police or his/her designee within ten (10) days of the request.
2. Review of Parking Citation: After said review of the parking citation, if the parking citation is not voided, the owner or person in possession of the motor vehicle will have five (5) days from the date of notification to request a hearing in West Fargo Municipal Court or pay the citation without penalties. Failure to pay the fine amount or request a hearing will result in an increase of the fine amount.
 - a. In the event the owner or person in possession of the motor vehicle requests a hearing in West Fargo Municipal Court, s/he may do so by posting bond

with the Clerk of Municipal Court in the amount equal to the dollar amount of the parking citation.

- b. A copy of the parking citation review form, completed at the time a written request is made to the Police Department, must be submitted to West Fargo Municipal Court at the time a hearing is requested.
 - c. The Clerk of West Fargo Municipal Court shall provide notice of the time and place of the hearing.
 - d. If after the hearing, the West Fargo Municipal Court makes a determination of "not guilty", any sums paid to West Fargo Municipal Court will be returned to the person who posted the bond.
 - e. Sentencing upon a determination of guilt will be in accordance with the fine schedule.
3. The parking citation which is issued pursuant to this section will include a notice that the motor vehicle being cited is subject to a Wheel Immobilization Device (WID), impound, and additional penalties if the owner or person in possession of the motor vehicle neither requests a review, nor pays the fine within the time allotted or after the review, if the parking citation is determined to be valid.
4. The procedure set forth in this section is not exclusive, but is in addition to any other remedies or procedures provided by law.

SECTION 3. Section 13-2109 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby repealed in its entirety and reserved for future use:

13-2109. **RESERVED FOR FUTURE USE.**

SECTION 4. Section 13-~~2~~3112 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby created and enacted to read as follows:

13-~~2~~3112. DELINQUENT PARKING CITATIONS. Parking citations must be paid within 10 days. Citations not paid within ten (10) days are subject to the following procedure:

1. Late Payment Penalty: There is a \$5 additional fine for citations paid after ten (10) days of the citation issue date. If paid later than 30 days after the citation issue date, an additional \$45 late payment penalty will be applied.
2. Vehicle subject to a WID or impound:
 - a. Multiple Delinquent Parking Citations: Vehicles with two (2) delinquent citations past 30 days of the issue date are subject to a tire boot (WID) or impound and the additional fees and fines.
 - b. The Community Resource Officer(s), or other designee(s), will determine which vehicle(s) have multiple delinquent citations past 30 days and attempt to locate the vehicle(s) to apply a WID or impound the vehicle(s).
3. Release of Vehicle WID or Impounded Vehicle: A vehicle booted pursuant to this section shall be released to the registered owner upon the occurrence of the following:
 - a. All parking citations associated with the vehicle, any additional fines and fees, and any late payment penalty must be paid in full prior to release.
 - b. A boot release fee of ~~\$100~~\$50 is required to be paid prior to release of a WID.
 - c. An impoundment fee of \$25 is required to be paid to the City of West Fargo prior to release of an impounded vehicle. This fee is separate from any towing or storage fee that may be charged.
 - d. Any towing and/or impound fees must be paid prior to release of an impounded vehicle.
 - e. A vehicle can only be released to the registered owner. If the vehicle is not registered, current registration or proof of pending registration is required before the vehicle will be released.
4. Schedule of Fees: the following fees shall be applicable for the purposes of this section:
 - a. Boot Fees: the fee for the WID removal from a vehicle is ~~\$100~~\$50.
 - b. Impoundment Fee: the fee for the impoundment of a vehicle is \$25 to the City of West Fargo. This fee is separate from any towing or storage fee that may be charged.

- c. Late payment fine of \$5 if paid past 10 days of citation date.
- d. Late payment penalty: additional \$45 after 30 days of citation date.
- e. Towing and/or storage fees as applicable.

SECTION 5. Effective Date. This ordinance shall be in full force and effect from and after the date of its final passage and publication.

President of Board of City
Commissioners of the City of
West Fargo, North Dakota

ATTEST:

City Auditor

Date of First Reading:

Date of Second Reading:

Date of Publication:





ORDINANCE NO. 1216

AN ORDINANCE TO AMEND AND REENACT SECTIONS 11-0101 AND 11-0106 OF THE REVISED ORDINANCES OF 1990 OF THE CITY OF WEST FARGO RELATING TO FEEDING WILDLIFE AND KEEPING OF FOWL AND OTHER NON-DOMESTIC ANIMALS.

BE IT ORDAINED BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF WEST FARGO, NORTH DAKOTA:

SECTION 1. Section 11-0101 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted by adding and/or amending the following definitions and renumbering the existing definitions accordingly:

5. "Feed" means making food, including corn or seeds, available for consumption outdoors, either by spreading on the ground or hanging at a height of less than five feet (5') as measured from the grade at the pole or structure supporting the bird feeder. For purposes of this chapter, a person does not feed wildlife by maintaining live vegetation such as fruit trees, gardens, or flower beds.
56. "Non-Domestic Animal" or "Wildlife" is an animal commonly considered to be naturally wild and not naturally trained or domesticated, ~~or which are commonly considered to be inherently dangerous to the health, safety and welfare of people.~~ Unless otherwise defined, such animals shall include, but are not limited to:
 - a. Any member of the large cat family (family ~~felidae~~ lanidae) including lions, tigers, cougars, bobcats, leopards and jaguars, but excluding commonly accepted domesticated house cats.
 - b. Any naturally wild member of the canine family (family ~~canidae~~ lanidae) including wolves, foxes, coyotes, dingoes, and jackals, but excluding commonly accepted domesticated dogs.

- c. Any crossbreeds such as the crossbreeds between a wolf and a dog, unless the crossbreed is commonly accepted as a domesticated house pet.
- d. Any member of or relative of the rodent family including any skunk (whether or not de-scented), raccoon, squirrel, or ferret, but excluding those members otherwise defined or commonly accepted as domesticated pets.
- e. Any poisonous, venomous, constricting, or inherently dangerous member of the reptile or amphibian families, including rattlesnakes, restricted non-venomous constricting snakes, pit vipers, crocodiles, and alligators.
- f. Any other animal which is not explicitly listed above, but which can be reasonably defined by the terms of this subpart, including but not limited to bears, deer, monkeys and game fish.
- g. Any type, species or breed of turkey, geese, ducks, pheasants, wood ducks, owls, eagles, and any other type of fowl not being kept for agricultural purposes within an agriculturally zoned district.

SECTION 2. Section 11-0106 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

11-0106. KEEPING AND/OR FEEDING OF FOWL AND OTHER NON-DOMESTIC ANIMALS. No person shall keep, Feed, or maintain Wildlife, fowl or other non-domestic animals of any kind within the City, except horses, swine or cattle temporarily held in shipping pens for shipment to market or elsewhere, or as otherwise permitted by the applicable Zoning Ordinances of the City of West Fargo, and/or if that person is doing so in the course of that person's employment as a veterinarian, City employee or State of North Dakota employee. No person shall keep, feed, or maintain restricted non-venomous constricting snakes as defined by Chapter 11-01 of the City of West Fargo Ordinances, except as otherwise permitted by the applicable Ordinances of the City of West Fargo.

1. No person that possesses a restricted non-venomous constricting snake shall fail to post and display any of the following:
 - a. On each container in which a restricted non-venomous constricting snake is confined, signs warning the public that a restricted non-venomous constricting snake is in the container;
 - b. At the main entrance to each structure where a restricted non-venomous constricting snake is confined, a sign warning the public that a restricted non-venomous constricting snake is in the structure.
2. No person shall allow a restricted non-venomous constricting snake to roam off the property where it is confined.

SECTION 3. Effective Date. This ordinance shall be in full force and effect from and after the date of its final passage and publication.

President of Board of City
Commissioners of the City of
West Fargo, North Dakota

ATTEST:

City Auditor

Date of First Reading:

Date of Second Reading:

Date of Publication:

ORDINANCE NO. 1210

AN ORDINANCE TO AMEND AND REENACT CHAPTER 1-09 OF THE REVISED ORDINANCES OF 1990 OF THE CITY OF WEST FARGO RELATING TO SALES AND USE TAX IMPOSED.

BE IT ORDAINED BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF WEST FARGO, NORTH DAKOTA:

SECTION 1. Chapter 1-09 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

CHAPTER 1-09

SALES AND USE TAX.

SECTIONS:

- 1-0901. Definitions.
- 1-0902. Sales Tax Imposed.
- 1-0903. Use Tax Imposed.
- 1-0904. Gross Receipts of Alcoholic Beverages.
- 1-0905. Gross Receipts of New Farm Machinery and New Farm Irrigation Equipment.
- 1-0906. Exemptions.
- 1-0907. Collection and Administration.
- 1-0908. Contract with State Tax Commissioner.
- 1-0909. Corporate Officer Liability.
- 1-0910. Dedication of Tax Proceeds.
- 1-0911. Grandfather Clause.
- 1-0912. Saving Clause.

1-0901. DEFINITIONS. All terms defined in Chapters 40-05.1, 57-39.2, 57-39.4, 57-39.5, 57-39.6, and 57-40.2 of the North Dakota Century Code (N.D.C.C.), including any future amendments, are adopted by reference. All references to the N.D.C.C. include amendments adopted by the North Dakota Legislative Assembly.

1-0902. SALES TAX IMPOSED. Subject to the provisions of N.D.C.C. § 40-05.1-06, and except as otherwise provided by this Ordinance, or the sales and use tax laws of the State of North Dakota, a tax of two and one-half percent (2.5%) is imposed upon the gross receipts of retailers from all sales at retail, including the leasing or renting of tangible personal property, within the corporate limits of the City of West Fargo, North Dakota.

1-0903. USE TAX IMPOSED. Subject to the provisions of N.D.C.C. § 40-05.1-06, and except as otherwise provided in this

Ordinance, or the sales and use tax laws of the State of North Dakota, an excise tax is imposed upon the storage, use, or consumption within the corporate limits of the City of West Fargo, North Dakota, of tangible personal property purchased at retail for storage, use, or consumption in this City, at the rate of two and one-half percent (2.5%) of the purchase price of the property. An excise tax is imposed on the storage, use, or consumption within the corporate limits of the City of West Fargo.

1-0904. GROSS RECEIPTS OF ALCOHOLIC BEVERAGES. Subject to the provisions of N.D.C.C. § 40-05.1-06, and except as otherwise provided in this Ordinance, a gross receipts tax of two and one-half percent (2.5%) is imposed upon all gross receipts from the sale of alcoholic beverages within the City. A person who receives alcoholic beverages for storage, use, or consumption in this city is subject to tax on storage, use, or consumption of those alcoholic beverages at the rate of two and one-half percent (2.5%).

1-0905. GROSS RECEIPTS OF NEW FARM MACHINERY AND NEW FARM IRRIGATION EQUIPMENT. Subject to the provision of N.D.C.C. § 40-05.1-06, and except as otherwise provided in this Ordinance, a gross receipts tax of two and one-half percent (2.5%) is imposed upon all gross receipts from the sale of new farm machinery and new farm irrigation equipment within the City. A person who receives new farm machinery or new farm irrigation equipment for storage, use, or consumption in this city is subject to tax on storage, use, or consumption of that machinery and/or equipment at the rate of two and one-half percent (2.5%).

1-0906. EXEMPTIONS. All sales, storage, use, or consumption of tangible personal property which are exempt from imposition and computation of the sales or use tax of the state of North Dakota are specifically exempt from the provisions of this article.

1-0907. COLLECTION AND ADMINISTRATION. Where not in conflict with the provisions of this Ordinance, the provisions of N.D.C.C. Chapters 40-05.1, 57-39.2, 57-39.4, 57-39.5, 57-39.6, and 57-40.2, and all administrative rules adopted by the Tax Commissioner, pertaining to the collection and administration of the retail sales, use, and gross receipts tax, including provisions for liability, refund, penalty, interest or credit, govern the administration by the North Dakota Office of State Tax Commissioner (hereinafter "Tax Commissioner") of the taxes imposed by this Ordinance.

1-0908. CONTRACT WITH STATE TAX COMMISSIONER. The City Administrator/Auditor for the City of West Fargo is hereby authorized to contract with the Tax Commissioner for the administration and collection of taxes imposed by this chapter. The City Auditor has all powers granted the Commissioner and, in the absence of a valid contract with the Commissioner or failure of

the Commissioner to perform the delegated duties, shall perform these duties in place of the Commissioner.

1-0909. CORPORATE OFFICER LIABILITY. Officers of any corporation required to remit taxes imposed by this article are personally liable for the failure of the corporation to file required returns or remit required payments. The dissolution of a corporation shall not discharge an officer's liability for a prior failure of the corporation to make a return or remit the tax due. The tax, penalty, and interest due may be assessed and collected pursuant to the provisions adopted by this article.

1-0910. DEDICATION OF TAX PROCEEDS. All fees, taxes, penalties and other charges imposed and collected under this chapter, less administrative costs shall be dedicated and utilized with City Commission consent only for (i) infrastructure; (ii) improvements, including publicly-owned utilities and buildings; (iii) police and fire operations, equipment, and buildings; and (iv) job creation, and business retention, expansion and recruitment. Use of sales tax proceeds for job creation, business retention, expansion and recruitment shall include, but not be limited to, payment of special assessments and payment or reimbursement of land acquisition costs. Proceeds collected pursuant to this chapter from such sales and use tax, may be used to make direct payments of costs for the above purposes, or may be pledged to amortize bonds or other debt instruments which may be sold to finance such costs. All revenues raised and collected under this chapter, less administrative expenses, shall be dedicated as follows:

1. One-half of one percent (.50%) of the two and one-half percent(2.5%) City sales and use tax shall be dedicated for economic and job development.
2. One and one half percent (1.5%) of the City's two and one-half percent (2.5%) City sales and use tax shall be dedicated to infrastructure and improvements.
3. One-half of one percent (.50%) of the two and one-half percent (2.5%) City sales and uses tax shall be dedicated for police and fire operations, equipment, and buildings.

1-0911. GRANDFATHER CLAUSE. With respect to the purchase price of tangible personal property used by a contractor or subcontractor to fulfill a contract as defined in N.D.C.C. § 57-40.2-03.3, the tax imposed by this section applies only to bids submitted on or after the effective date of this Ordinance.

1-0912. SAVING CLAUSE. Should any section, paragraph, sentence, clause or phrase of this ordinance be declared

unconstitutional, or invalid for any reason, the remainder of this ordinance shall not be affected thereby.

SECTION 2. Effective Date. This ordinance shall be in full force and effect from and after the date of its final passage and publication.

President of Board of City
Commissioners of the City of
West Fargo, North Dakota

ATTEST:

City Auditor

Date of First Reading:

Date of Second Reading:

Date of Publication: