



West Fargo City Commission Meeting  
Monday August 15, 2016  
Commission Chambers 5:30 PM

The West Fargo City Commission met on Monday August 15, 2016, at 5:30 pm. Those present were Rich Mattern, Duane Hanson, Mark Simmons, Mark Wentz and Mike Thorstad. President of the Board Rich Mattern called the meeting to order.

The Pledge of Allegiance was recited.

Commissioner Mattern advised that a proposed Resolution Approving Contract and Contractor's Bond in Street Improvement District No. 2240 has been added to the Consent Agenda. Commissioner Hanson moved and Commissioner Simmons seconded to approve the Order of Agenda, with the added Resolution to the Consent Agenda. No opposition. Motion carried.

Commissioner Wentz moved and Commissioner Simmons seconded to approve the minutes of August 1, 2016, and the Budget Meeting Minutes of August 1, 2016. No opposition. Motion carried.

The Commission reviewed Building Permits #650-681 and the Building Activity Report dated August 15, 2016.

There were no Commission Committee Reports.

The Commission reviewed the Auditor's Reports.

Commissioner Thorstad moved and Commissioner Hanson seconded to approve the following items from the Consent Agenda:

- Bills
- Payroll Checklist
- Games of Chance for Faith Lutheran Piecemakers. Games Conducted: Raffle on 9/1/16 to 11/2/16, at Faith Lutheran Church, 127 2<sup>nd</sup> Avenue E.
- Games of Chance for Dakota SE Chapter of Pheasants Forever. Games Conducted: Raffle on 9/22/16, at Speedway Event Center, 10 Roberts Street.
- Games of Chance for Holy Cross Catholic Church. Games Conducted: Raffle on 10/8/16 to 10/9/16, at Holy Cross Catholic Church, 2711 7<sup>th</sup> Street E.
- Proposed Resolution Approving Contract and Contractor's Bond in Street Improvement District No. 2240

No opposition. Motion carried.

The City Commission was adjourned at this time and convened as the Board of Adjustments. Senior Planner Tim Solberg appeared before the Board of Adjustments to review and approve

the inclusion of part of a public alley within a proposed development plan, and the vacation of a portion of said alley. The proposed development will result in reducing the overall alley width from 20 feet to 17 feet for Proposed Sheyenne Plaza 1<sup>st</sup> Addition. Replat and Rezoning from C: Light Commercial to PUD: Planned Unit Development. A public hearing was held. There was no public comment. Commissioner Simmons moved and Commissioner Hanson seconded to approve the variance. No opposition. Motion carried.

The Board of Adjustments was adjourned and the City Commission reconvened.

Senior Planner Tim Solberg appeared before the Commission regarding the Second Reading on the Rezoning from C: Light Commercial to PUD: Planned Unit Development and Final Plat Approval. Commissioner Thorstad moved and Commissioner Wentz seconded to approve the Second Reading on the Rezoning from C: Light Commercial to PUD: Planned Unit Development and Final Plat Approval. No opposition. Motion carried.

Director of Economic Development and Community Services Matt Marshall appeared before the Commission on the Sheyenne Plaza proposed Renaissance Zone Lease Hold Only Project, and advised that the Economic Development Advisory Committee recommended approval of the Renaissance Zone project. Commissioner Simmons moved and Commissioner Hanson seconded to approve the Sheyenne Plaza proposed Renaissance Zone Lease Hold Only Project. No opposition. Motion carried.

Public Works Director Chris Brungardt appeared before the Commission for review of the qualification submittal for design and construction services of a fabric membrane salt storage facility. Commissioner Wentz moved and Commissioner Thorstad seconded to award the contract to Greystone Construction with their estimated cost of \$194,750.00. No opposition. Motion carried.

City Engineer Dustin Scott appeared before the Commission to review the bid tab for Sewer, Water, Storm and Street Improvement District No 1298, Eagle Run Plaza 5<sup>th</sup> Addition. After discussion, Commissioner Hanson moved and Commissioner Wentz seconded to award the contract for Sewer, Water, Storm and Street Improvement District No 1298 to KPH, Inc. with an estimated cost of \$855,000.00. No opposition. Motion carried.

Senior Planner Tim Solberg appeared before the Commission for a Planned Unit Development Amendment for an office building at 705 13<sup>th</sup> Avenue E. Casey Jackson with BC Contracting also appeared before the Commission. After discussion, Commissioner Wentz moved and Commissioner Hanson seconded the approval of the Planned Unit Development Amendment for an office building at 705 13<sup>th</sup> Avenue E, based on conditions set forth in the staff report, and the applicant sending notification to residents regarding fencing over the lot line. No opposition. Motion carried.

Senior Planner Tim Solberg appeared before the Commission for the Nelson Acres Sixth Addition Replat, and Final Plat Approval. After discussion, Commissioner Simmons moved and Commissioner Hanson seconded the Final Plat Approval, subject to conditions listed in the staff report. No opposition. Motion carried.

Senior Planner Tim Solberg appeared before the Commission for the Oakwood Bend 2<sup>nd</sup> Addition, a retracement plat. After discussion, Commissioner Hanson moved and Commissioner Simmons seconded the Final Plat Approval, subject to conditions listed in the staff report. No opposition. Motion carried.

Planning and Community Development Director Larry Weil appeared before the Commission on the request to accept Town Planning and Urban Design Collaborative, LLC, Professional Services Agreement for the 2017 Comprehensive Plan. After discussion, Commissioner Simmons moved and Commissioner Wentz seconded to approve Town Planning and Urban Design Collaborative, LLC, Professional Services Agreement for the 2017 Comprehensive Plan. No opposition. Motion carried.

Senior Planner Tim Solberg appeared before the Commission to request approval of a Conditional Use Permit for a modified sign development plan at 3139 Bluestem Drive. After discussion, Commissioner Wentz moved and Commissioner Hanson seconded to approve the Conditional Use Permit subject to the conditions listed in the staff report. Commissioner Thorstad abstained. No opposition. Motion carried.

Senior Planner Tim Solberg appeared before the Commission for the First Reading on the Rezoning of Eagle Run Plaza 5<sup>th</sup> Addition from C: Light Commercial to PUD: Planned Unit Development, and approve access at 5<sup>th</sup> Street W in order to correct prior to paving 32<sup>nd</sup> Avenue W. Public Works Director Chris Brungardt and Aaron Watkins of JLG also appeared before the Commission. The west side design of the facility was discussed, and a recommendation that another design of the west side of the building be brought to the table. Commissioner Thorstad moved and Commissioner Simmons seconded to approve the First Reading of the Rezoning of Eagle Run Plaza 5<sup>th</sup> Addition from C: Light Commercial to PUD: Planned Unit Development, and approve access at 5<sup>th</sup> Street W in order to correct prior to paving 32<sup>nd</sup> Avenue W based on conditions listed in the staff report and that more work be done on the design of the west side of the facility. No opposition. Motion carried.

Planning and Community Development Director Larry Weil appeared before the Commission for the above ground fuel tank facility. After discussion, Commissioner Simmons moved and Commissioner Wentz seconded to approve the proposed above ground fuel tank facility based on the seven conditions stated in the staff report. No opposition. Motion carried.

City Administrator Tina Fisk gave the following report:

- Budget Preliminary Hearing will be held on Monday August 29, 2016, at 5:30 pm.
- There is a committee of 4-5 people working on a website upgrade, and reviewing possibilities. More information to come.
- NDLC Conference is scheduled September 15-17, 2016. Need a final list of names of those that would like to attend, before the end of the month.
- Building inspection software issues are being resolved, and project continues to move forward.

There was no correspondence.

Commissioner Hanson moved and Commissioner Hanson seconded to adjourn the meeting. No opposition. Meeting was adjourned.

The Budget Meeting followed.

A handwritten signature in black ink, appearing to read "Rich Mattern", written over a horizontal line.

Rich Mattern  
President of the Board

A handwritten signature in black ink, appearing to read "Tina Fisk", written over a horizontal line.

Tina Fisk  
City Auditor