



The West Fargo City Commission met on Monday, May 16, 2016, at 5:30 P.M. Those present were Rich Mattern, Mark Simmons, Mike Thorstad and Duane Hanson. Absent was Mark Wentz. The meeting was called to order by Rich Mattern, President of the Board.

The Pledge of Allegiance was recited.

Commissioner Mattern stated that the following items are to be added to the Regular Agenda

- Request to begin early Phase II of 32<sup>nd</sup> Avenue East Construction
- Request for approval of Change Order for 12<sup>th</sup> Avenue Sheet Piling
- Request from Eddie Buell on behalf of Verizon Wireless for approval of Signage at Flame of Faith United Methodist Church

the following items are to be added to the Consent Agenda:

- Signing of Proclamation for Police Week May 16-20, 2016
- Appointment of Jana Reinke to the Planning & Zoning Commission to replace Connie Carlsrud (Term April 2016 to April 2021)
- Appointment of Sarah Volk and reappointment of Karla Knutson to the Library Board for three year terms ending July 2019

and the removal of Item No. 6 on the Regular Agenda (Final Plat Approval of Brooks Harbor 8<sup>th</sup> Addition):

Commissioner Hanson moved and Commissioner Thorstad seconded to approve the Order of Agenda with the changes as noted. No opposition. Motion carried.

Commissioner Simmons moved and Commissioner Thorstad seconded to approve the Minutes of May 2, 2016. No opposition. Motion carried.

The Commission reviewed 2016 Building Permits #265 – 329 along with the Building Department Activity Report dated May 16, 2016.

There were no Commissioner Committee Reports.

The Auditor's Reports for April 2016 were received by the Commission.

There were no Department Reports.

Commissioner Hanson moved and Commissioner Simmons seconded to approve the following items on the Consent Agenda:

Bills

Gaming Site Authorization: Prairie Public Broadcasting, Inc. at Three Lyons

Games of Chance: Jeff Parks Medical Benefit for Raffle at Bar 9 on May 22, 2016

Special Meeting of the City Commission on May 26, 2016 at 5:30 PM

Resolution Approving Contract and Contractor's Bond in Sidewalk District No. 6052

Public Hearing June 6, 2016 at 5:30 PM for rezoning of Highland Meadows First Addition from Agricultural to Planned Unit Development

Public Hearing June 6, 2016 at 5:30 PM for rezoning of River's Bend at the Preserve 3<sup>rd</sup> Addition from Agricultural to Single Family Dwellings

Public Hearing June 6, 2016 at 5:30 PM for rezoning of Eaglewood 5<sup>th</sup> Addition from Agricultural to Mixed One & Two Family Dwellings

Street Improvement Project No. 2242 (Emergency Vehicle Preemption (2016 T.I.P.): Authorize Engineer to prepare Engineer's Report

Signing of Proclamation for Police Week May 16-20, 2016

Appointment of Jana Reinke to the Planning & Zoning Commission to replace Connie Carlsrud (Term April 2016 to April 2021)

Appointment of Sarah Volk and reappointment of Karla Knutson to the Library Board for three year terms ending July 2019

No opposition. Motion carried.

City Auditor Tina Fisk appeared before the Commission on the request from Dakota Underground to begin Phase II of the 32<sup>nd</sup> Avenue East Construction early since they are ahead of schedule. Jeff Johnson of Dakota Underground, Assistant City Engineer Dustin Scott and Police Chief Michael Reitan also appeared before the Commission. Mary Jo Peterson who lives in Eagle Run appeared to ask that more signage and public information meetings be held so that residents are aware of the traffic flow. After discussion, Commissioner Simmons moved and Commissioner Hanson seconded to allow Dakota Underground to begin Phase II on Friday, May 27, 2016 and that temporary signal lights are in place and notification is provided to the residents. No opposition. Motion carried.

Dan Farnsworth of Fargo-Moorhead Metropolitan Council of Governments appeared before the Commission to present the Sheyenne Street Corridor Study – Phase I. Assistant City Engineer Dustin Scott and Planning and Community Development Director Larry Weil also appeared before the Commission. After discussion, Commissioner Hanson moved and Commissioner Thorstad seconded to adopt the Resolution to Adopt the Sheyenne Street Corridor Study Phase I. No opposition. Motion carried.

Senior Planner Tim Solberg appeared before the Commission on the rezoning of Lot 1, Block 1 of Shiloh 2<sup>nd</sup> Addition located at 2200 Shiloh Street, West Fargo, ND from Rural Estate District to Single Family Dwellings and the approval of a Conditional Use Permit for a Child Care Center within a church. After discussion, Commissioner Hanson moved and Commissioner Thorstad seconded to place on Second Reading Ordinance No. 1061 on the rezoning from Rural Estate District to Single Family Dwellings and to approve the Conditional Use Permit for a Child Care Center. No opposition. Motion carried.

Senior Planner Tim Solberg appeared before the Commission on the request for access onto a minor arterial street at 524 7<sup>th</sup> Avenue NE, West Fargo, ND. Assistant City Engineer Dustin Scott also appeared before the Commission. After discussion, Commissioner Thorstad moved and Commissioner Simmons seconded to approve the access onto a minor arterial street subject to the two recommendations in the Staff Report. No opposition. Motion carried.

Senior Planner Tim Solberg appeared before the Commission on the request for a Planned Unit Development Amendment for a 2,800 square foot building at 1265 East Main Avenue. After discussion, Commissioner Thorstad moved and Commissioner Simmons seconded to approve the Planned Unit Development Amendment subject to the conditions listed in the Staff Report. No opposition. Motion carried.

Senior Planner Tim Solberg appeared before the Commission on the request from Clark Erickson for a Conditional Use Permit for oversized accessory building for personal storage at 310 51<sup>st</sup> Avenue East, West Fargo, ND. After discussion, Commissioner Hanson moved and Commissioner Simmons seconded to approve the Conditional Use Permit subject to the conditions listed in the Staff Report. No opposition. Motion carried.

Senior Planner Tim Solberg appeared before the Commission on the request from West Fargo Hospitality, LLC for a Planned Unit Development Amendment to develop a hotel and to expand a conference center at 805 and 815 Beaton Drive East, West Fargo, ND and advised that the Planning & Zoning Commission recommended approval with the conditions listed in the Staff Report and the condition that no additional access to East Beaton Drive be granted. Director of Economic Development and Community Services Matt Marshall appeared before the Commission. After discussion, Commissioner Simmons moved and Commissioner Hanson seconded to approve the Planned Unit Development Amendment subject to the conditions listed in the Staff Report with the addition of Planning and Zoning Commission recommendation that no additional access to East Beaton Drive be granted. No opposition. Motion carried.

Director of Economic Development and Community Services Matt Marshall appeared before the Commission on an amendment to the Charleswood Tax Increment Financing District (Lot 1, Block 1 of Charleswood 30<sup>th</sup> Addition) to allow for Homewood Suites and Conference Center expansion at 805 E Beaton Drive, West Fargo, ND. After discussion, Commissioner Hanson moved and Commissioner Simmons seconded to approve the amendment to the Charleswood Tax Increment Financing District. No opposition. Motion carried.

Director of Economic Development and Community Services Matt Marshall appeared before the Commission on an amendment to the Butler 8<sup>th</sup> Addition (proposed Butler 10<sup>th</sup> Addition) Tax Increment Financing District (Lots 11-16, Block 2 of Butler's 8<sup>th</sup> Addition (proposed Lot 1, Block 1 of Butler's 10<sup>th</sup> Addition), and advised that the Economic Development Advisory Committee recommended approval. After discussion, Commissioner Simmons moved and Commissioner Hanson seconded to approve the amendment to Butler's 8<sup>th</sup> Addition Tax Increment Financing District. No opposition. Motion carried.

Tim Kerr of NAI North Central, representing the developer, appeared before the Commission on a Change Order for Sewer, Water, Storm and Street Improvement District No. 1291 to provide municipal improvements for Brooks Harbor 8<sup>th</sup> Addition. Assistant City Engineer Dustin Scott and City Attorney John Shockley also appeared before the Commission. City Auditor Tina Fisk advised that Staff recommends to approve the Change Order to allow the project to move forward. After discussion, Commissioner Simmons moved and Commissioner Hanson seconded to approve the Change Order for Sewer, Water, Storm and Street Improvement District No. 1291 to have Dakota Underground Company construct this work by October 15, 2016. No opposition. Motion carried.

Assistant City Engineer Dustin Scott appeared before the Commission on Sanitary System Improvements (Regional Lift Station Rehabilitation and Odor Control Facilities). City Attorney John Shockley advised that Staff recommendation is to reject all bids and rebid the project. Commissioner Simmons moved and Commissioner Thorstad seconded to reject all bids and rebid the project. No opposition. Motion carried.

City Auditor Tina Fisk and Assistant City Engineer Dustin Scott appeared before the Commission on the 12<sup>th</sup> Avenue North – 24” Sanitary Sewer Main Bore Under Box Culvert of Sheyenne River and a request for approval of a Change Order for 12<sup>th</sup> Avenue North sheet piling at an estimated cost of \$175,000. After discussion, Commissioner Simmons moved and Commissioner Hanson seconded to approve the Change Order as requested. No opposition. Motion carried.

Eddie Buell of Buell Consulting appeared before the Commission on behalf of Flame of Faith Church request for signage. Planning and Community Development Director Larry Weil also appeared before the Commission and stated that the Planning & Zoning Commission denied the request since the area and height were exceeded. After discussion, Commissioner Hanson moved and Commissioner Simmons seconded to approve the sign with the flame removed and just have the cross. Commissioners Mattern, Hanson and Simmons voting aye. Commissioner Wentz absent and not voting. Commissioner Thorstad abstained from voting. Motion carried.

City Administrator Tina Fisk gave the following report:

Jenna Wilm has been hired as the Human Resource Administrator and will be working with all the departments

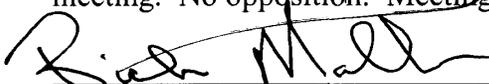
Water project with Fargo is on course

Open House for City Hall/Police Department will be held June 8, 2016 from 4 – 7 PM

Will be holding a Public Meeting on south side of West Fargo for the 32<sup>nd</sup> Avenue project

There was no correspondence.

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



Rich Mattern  
President of the Board



Tina Fisk  
City Auditor