



The West Fargo City Commission met on Monday, December 17, 2012, at 5:30 P.M. Those present were Rich Mattern, Mike Thorstad, Duane Hanson and Mark Wentz. Absent was Mark Simmons. The meeting was called to order by Rich Mattern, President of the Board.

The Pledge of Allegiance was recited.

Commissioner Mattern advised that Bruce Clapham will be heard under Non Agenda. Commissioner Hanson moved and Commissioner Thorstad seconded to approve the Order of Agenda with the addition to Non-Agenda. No opposition. Motion carried.

Commissioner Thorstad moved and Commissioner Wentz seconded to approve the Minutes of December 3, 2012. No opposition. Motion carried.

The Commission reviewed Building Permits #877 - 892 along with the Building Department Activity Report dated December 17, 2012.

There were no Commissioner Committee Reports.

The Auditor's Reports for November 2012 were received by the Commission.

There were no Department Reports.

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

Bills

Amendment to Airport Authority 2012 Budget

Games of Chance: Dakota Medical for Brad Lundblad Fundraiser – Raffle January 19, 2013 at VFW

Resolution for Support of Adjusted Fargo-Moorhead Urbanized Area Boundary

Resolution Approving Contract and Contractor's Bond in Street Improvement District No. 2222

Appointment of Michelle Killoran, CFO at Scheels, to replace Justin Pearson on EDAC board

Public Hearing January 7, 2013, for rezoning of Strawberry Fields 1st Addition from Agricultural to One and Two Family Dwellings, Limited Multiple Dwellings and Light Commercial

Public Hearing January 7, 2013, for rezoning of Eaglewood 2nd Addition from Agricultural to One and Two Family Dwellings, Limited Multiple Dwellings and Commercial Office Park

No opposition. Motion carried.

Director of Economic Development and Community Services Mark Vaux introduced Jim Gartin, President of Greater Fargo Moorhead Economic Development Corporation, who presented and reviewed the Greater Fargo Moorhead Economic Development Corporation 2013 Plan of Work.

City Attorney Brian Neugebauer appeared before the Commission on Ordinance No. 943 relating to Penalty for Unpaid Parking Ticket which is amending the wording from 5 to 10 days for a late penalty. Assistant Police Chief Michael Reitan also appeared before the Commission. After discussion, Commissioner Hanson moved and Commissioner Thorstad seconded to place Ordinance No. 943 on First Reading. No opposition. Motion carried.

City Attorney Brian Neugebauer appeared before the Commission on Ordinance No. 941 relating to Smoking in Public Indoor Workplaces Prohibited which is repealing City Ordinance since State Law is being followed. After discussion, Commissioner Hanson moved and Commissioner Wentz seconded to place Ordinance No. 941 on First Reading. No opposition. Motion carried.

City Auditor James Brownlee appeared before the Commission on the application for Retail Liquor/Beer License for Blarney Stone Pub at 1910 9th Street East. A public hearing was held. There was no public comment and the hearing was closed. After discussion, Commissioner Thorstad moved and Commissioner Hanson seconded to approve the Liquor/Beer License for Blarney Stone Pub. No opposition. Motion carried.

Senior Planner Steven Zimmer appeared before the Commission on Oak Ridge 3rd Addition. Commissioner Wentz moved and Commissioner Hanson seconded to place on Second Reading Ordinance No. 940 on the rezoning of Oak Ridge 3rd Addition from Agricultural to Light Commercial and to approve the Final Plat as recommended by Staff. No opposition. Motion carried.

Senior Planner Steven Zimmer appeared before the Commission on the request from CIG Investments for a Planned Unit Development Amendment for proposed restaurant at 1910 9th Street East, West Fargo, ND. James Poolman also appeared before the Commission. After discussion, Commissioner Hanson moved and Commissioner Wentz seconded to approve the Planned Unit Development Amendment subject to the one recommendation in the Staff Report that a landscape plan is submitted that meets all city requirements. No opposition. Motion carried.

At this time, Developer Bruce Clapham, President of Charleswood Inc., addressed the Commission to thank them for the pleasurable experience working with them over the past several years and stated they were a part of his success in this community along with all the help from Administration and Staff. Mayor Mattern thanked Mr. Clapham for his vision and perseverance that changed the face of West Fargo and presented him with a clock as a token of the City's appreciation.

Senior Planner Steven Zimmer appeared before the Commission on the request from Kris Peterson for a Conditional Use Permit for in-home hair salon at 1438 Elmwood Court, West Fargo, ND. After discussion and since Kris Peterson was not present at the meeting, Commissioner Hanson moved and Commissioner Thorstad seconded to table this request for a Conditional Use Permit until she is able to come before the Commission. No opposition. Motion carried.

Assistant Public Works Director Chris Brungardt appeared before the Commission on the Brooks Harbor 1st Addition Traffic Operations and reviewed his three recommendations as outlined in his December 10, 2012 memo to Planning Director Larry Weil. Senior Planner Steven Zimmer also appeared before the Commission.

Human Resources Director Carmen Schroeder appeared before the Commission requesting approval to award the contract for the Compensation Plan/Salary Survey to Public Sector Personnel Consultants in the amount of \$29,500 and advised that \$20,000 was budgeted for this survey and the balance of \$9,500 would be paid from the Contingency Fund as recommended by City Auditor James Brownlee. City Auditor James Brownlee and City Attorney Brian Neugebauer also appeared before the Commission. After discussion, Commissioner Hanson moved and Commissioner Wentz seconded to award the contract to Public Sector Personnel Consultants for \$29,500. No opposition. Motion carried.

City Auditor James Brownlee appeared before the Commission to also thank Bruce Clapham for his vision and professionalism.

City Auditor James Brownlee appeared before the Commission to review the State Audit Report for the City of West Fargo as of December 31, 2011 and to review the Communication Report from the audit. A discussion was held regarding the transfer of funds to the Future Building Fund. After discussion, Commissioner Hanson moved and Commissioner Thorstad seconded to transfer \$1,000,000 from the General Fund and \$1,000,000 from the Sales Tax Fund to the Future Building Fund. No opposition. Motion carried.

Finance Director Tina Gustafson reviewed procedures for capital assets. After review of the Audit and Communication Report, Commissioner Wentz moved and Commissioner Hanson seconded to accept the State Audit Report as of December 31, 2011. No opposition. Motion carried.

City Auditor James Brownlee gave the following report:

The Governor, Attorney General and State Representative Kim Koppelman will be at City Hall at 10:00 AM on December 18, 2012 to discuss law enforcement issues.

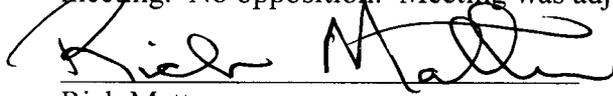
City Hall will be closed December 24 and December 25. Sanitation Department will be working on December 24th.

RFP for Architect Services is due January 4, 2013. Committee will review and bring recommendation to the City Commission.

January 23, 2013 is the Joint Meeting with City/School/Park Boards. Draft report of the Feasibility Study for the Aquatics Center will be reviewed at that meeting

There was no correspondence.

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



Rich Mattern
President of the Board



James Brownlee
City Auditor