

**CIVIC NOTES**  
**Civic West, West Fargo, ND**

**1. Name of West Fargo meeting**

City Commission

**2. Location of meeting**

City Hall

**3. Date of meeting                      Start time                      End Time**

February 3, 2025	5:30 pm	6:36 pm
------------------	---------	---------

**4. Quorum? Yes                      Quorum? No**

Yes	
-----	--

**5. Est. # of public members in attendance (excluding staff and officials)**

30

**6. Could the public speak? Yes, explain                      Could the public speak? No, explain**

Yes, during Public Comment Period	
-----------------------------------	--

**7. Explain any issues with how the meeting was conducted or proceeded**

The meeting was well run. The Mayor properly stopped discussion of a topic for which prior notice had not been given to the public.

**8. Provide a brief summary of the meeting**

- Minutes of January 20 meeting were approved.
- Consent agenda was approved. Nothing significant.
- Public Comment period: None.
- Public Hearings: None.
- Approved (5-0) final plat approval for A24-31 12<sup>th</sup> Avenue Industrial Addition.
- Approved (5-0) Improvement District No. 2290 – 2025 Public Works Mill and Overlay. No protests were received but there were several inquiries confirming the special assessment was only a one-time fee of approximately \$1,600 (Funding from the state, the city capital improvements sales tax fund, and internal Streets Dept. support will cover approximately 90% of the total cost, lowering special assessments dramatically.)
- Approved (5-0) Task Order No. 5 with Bolton & Menk, Inc., for approximately \$89,000 for the 2025 West Fargo Signal Re-Timing and Operations. This is needed a year early 1) because many new signals have been installed, and 2) to support an upcoming extensive turn lane project.
- Approved (4-1, Anderson) creation of Improvement District No. 2288 and task order for Intersection Improvements – 52<sup>nd</sup> Avenue & 9<sup>th</sup> Street W. The current four-way stop does not meet ND-DOT safety requirements, halting all future requests for state funding support of local projects. Funding has been found to cover 90% of the cost to convert to a roundabout system. Continued extensive growth in the area might – or might not – justify a stoplight. Tonight’s approval is only the first step in a multi-year project and further approvals will be required, providing opportunities for further discussion.
- Approved (4-1, Jorgenson) placing the City Administrator into the City pay scale system, at step 26F. There was extensive discussion, including the fact the city has

never provided the Administrator with a contract. No vote was allowed regarding a contract due to the lack of prior public notice on this subject.

- The agenda item, previously tabled at the January 20 meeting, regarding who should pay for the relocation of water fountains at the city-owned commercial building The Firm, as needed to install a door for a new tenant, was removed from the agenda at the request of the tenant.
- City Administrator's report: 1) Recognized the completion of the new Commission Chambers. 2) The Commission approved (5-0) to move the February 17 meeting (President's Day) to February 24 and 3) a virtual meeting for February 14 to approve bills for payment. 4) An open house for the new City Hall location will be March 17.

**9. Explain any agenda items of particular significance**

None)

**10. Other comments or observations**

None

**11. Name of observer**

**Date submitted**

David Withee

February 4, 2025

LFR 1/12/2025

Protection: CivicNotes