

FARGO CITY COMMISSION AGENDA  
Monday, January 9, 2023 - 5:00 p.m.

City Commission meetings are broadcast live on TV Fargo Channel 56 and online at [www.FargoND.gov/streaming](http://www.FargoND.gov/streaming). They are rebroadcast Mondays at 5:00 p.m., Thursdays at 7:00 p.m. and Saturdays at 8:00 a.m. They are also included in the video archive at [www.FargoND.gov/citycommission](http://www.FargoND.gov/citycommission).

- A. Pledge of Allegiance.
- B. Roll Call.
- C. Approve Order of Agenda.
- D. Minutes (Regular Meeting, December 27, 2022).

**CONSENT AGENDA – APPROVE THE FOLLOWING:**

- 1. Letter of Support for the LADs, LLC project to the ND Opportunity Fund.
- 2. Amendment to the Findings of Fact, Conclusions and Order for the property located at 509 21st Street North.
- 3. Access Easements (Street, Flood Protection Levee, Storm Sewer and Access Road) with Southeast Cass Water Resource District.
- 4. 2022 CIP revisions.
- 5. Awarding of the Master Services Agreements for Electrical Services (RFP23014).
- 6. Awarding of E-Procurement Software (RFQ23031).
- 7. Awarding of the construction contract for Fire Station No. 2 Addition (AFB22182).
- 8. Purchase of Service Agreement with the ND Department of Health and Human Services, Behavioral Health Division for opioid or stimulant misuse prevention activities.
- 9. Amendment to Purchase of Service Agreement with the ND Department of Health and Human Services for substance abuse prevention activities and strategies.
- 10. Agreement for Provision of Health Services for Cass County.
- 11. Eide Bailly End-User Agreement.
- 12. Change Order No. 1 in the amount of \$10,920.00 for the Dangerous Building located at 437 23rd Street South (QF22113).
- 13. Agreement with Fargo Moorhead Towing for junk vehicle removal.
- 14. Resolution Approving Plat of Westrac Fourth Addition.
- 15. Consulting Agreement with czb, LLC for the Growth Plan (RFP22106).
- 16. Agreements with the following for 2023 contracted Forestry Services:

- a. Cougar Tree Care, Inc. for Tree and Stump Removal Services - 2023
- b. All-Terrain Ground Maintenance for Landscape Maintenance Services – 2023.
- c. Paul Bunyan Nurseries for Tree Injection Services – 2023.

- 17. Mass Transit Agreements with the City of West Fargo for 2022 and 2023.
- 18. Bills.
- 19. Memorandum of Offer to Landowner for Permanent Easements (Sanitary Sewer, and Street and Utility) with Lisa M. Madsen (Improvement District No. SN-22-A1).

**REGULAR AGENDA:**

- 20. **RESIDENT COMMENTS (Fargo residents will be offered 2.5 minutes for comment with a maximum of 30 minutes total for all resident comments. Residents who would like to address the Commission, whether virtually or in person, must sign-up at FargoND.gov/VirtualCommission).**
- 21. **\*Public Input Opportunity\* - PUBLIC HEARINGS - 5:15 pm:**
  - a. Application for a Class “CWM” Alcoholic Beverage License for ZaChase LLC d/b/a Crafty Taps to be located at 3902 13th Avenue South; continued from the 12/27/22 Regular Meeting.
    - 1. Class CW Liquor License Agreement.
- 22. Public Health Update.
- 23. Presentation of the City of Fargo hiring practices.
- 24. Overview of the 2022 Downtown Fargo Business Improvement District.
- 25. Recommendation for Federal Aid Transportation Project Applications for the Years 2026 and 2027.
- 26. Recommendation for appointments to the Board of Health.
- 27. Liaison Commissioner Assignment Updates.

People with disabilities who plan to attend the meeting and need special accommodations should contact the Commission Office at 701.241.1310 at least 48 hours before the meeting to give our staff adequate time to make arrangements.

Minutes are available on the City of Fargo website at [www.FargoND.gov/citycommission](http://www.FargoND.gov/citycommission).

**NOTICE OF HEARING**

2/a

COPY

**Application for Alcoholic Beverage License**

Notice is hereby given that the Board of City Commissioners of the City of Fargo, North Dakota, will conduct a Public Hearing in the City Commission Room at City Hall, on Tuesday, December 27, 2022, at 5:15 o'clock p.m. to consider an application for a Class "CWM" Alcoholic Beverage License for ZaChase LLC d/b/a: Crafty Taps to be located at 3902 13 Ave S.

Any interested person may appear and will be heard.

City Auditor's Office  
(December 7, 2022)

## MEMORANDUM

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TO: Board of City Commissioners

FROM: Steven Sprague, City Auditor

SUBJECT: Liquor License Application – Crafty Taps

DATE: December 21, 2022

The following application for a liquor license issuance was received by the Auditor's office and reviewed by the Liquor Control Board:

License Class: CWM – beer and wine with growlers, no food requirement, bar is allowed  
Business Name: ZaChase LLC d/b/a Crafty Taps  
Location: 3902 13<sup>th</sup> Ave South (West Acres food court)  
Applicants: Zachary Schnitzler and Chase Raymond

Being no significant concerns, the Liquor Control Board voted to approve the issuance of a Class CWM alcoholic beverage license to ZaChase LLC d/b/a Crafty Taps. The complete application is available for review in the Auditor's Office.

**Recommended Motion:**

**Move to approve the issuance of a Class CWM alcoholic beverage license to ZaChase LLC d/b/a Crafty Taps.**



# FARGO POLICE DEPARTMENT

A SAFE AND UNIFIED COMMUNITY BUILT ON TRUST, ACCOUNTABILITY AND INCLUSION

## CRIMINAL INVESTIGATIONS DIVISION

### MEMORANDUM

To: Chief David Zibolski

From: Sergeant Tom Morris *TJM*

Date: 11.03.2022

RE: Alcoholic Beverage License Application, Class "CWM", Crafty Taps

RECEIVED  
FARGO POLICE DEPARTMENT  
NOV 03 2022  
MICHAEL BERNIER  
LIEUTENANT *MB*  
REF: *Capt. Vinson*

RECEIVED  
FARGO POLICE DEPARTMENT  
NOV 07 2022  
GEORGE VINSON  
CAPTAIN *GV*  
REF: *AC*

**Application for a Class "CWM" Alcoholic Beverage License from  
ZaChase LLC d/b/a Crafty Taps to be located at 3902 13<sup>th</sup> Ave S, Fargo**

In accordance with Section 25-1505 of the Fargo Municipal Code, I have conducted an investigation into the character, reputation and fitness of the applicant(s) listed on the supplied application.

During this investigation, I examined the applicants' credit reports and public record criminal backgrounds.

The following information was discovered through this investigation:

**Schnitzler, Zachary – Owner/Manager**

**Criminal History-**

A search of Fargo Police Department criminal records, North Dakota public records ([publicsearch.ndcourts.gov](http://publicsearch.ndcourts.gov)) and Minnesota public records (<https://chs.state.mn.us/>) showed no criminal activity.

**Credit History-**

Zachary Schnitzler's credit report was reviewed. There are no prior bankruptcies, recent past due accounts or debts turned over to collections.

RECEIVED  
FARGO POLICE DEPARTMENT  
NOV 08 2022  
TRAVIS STEFONOWICZ  
ASSISTANT CHIEF OF POLICE  
REF: *Chief Zibolski*

**Raymond, Chase – Owner/Manager**

**Criminal History-**

A search of Fargo Police Department criminal records, North Dakota public records (publicsearch.ndcourts.gov), Minnesota public records (https://chs.state.mn.us/) and Montana public records (montana.staterecords.org) showed one arrest for DUI in 2006 by Moorhead PD, no other criminal activity was found. Chase did disclose the 2006 DUI and a 2005 Marijuana Possession in Montana, which did not show up in the above-mentioned databases.

**Credit History-**

Chase Raymond's credit report was reviewed. There are no prior bankruptcies, recent past due accounts or debts turned over to collections.

**Investigation Notes**

This application is for a class "CWM" alcoholic beverage license (Authorizes the licensee to sell beer and wine "on-sale" and Growlers "on-sale" and "off-sale", bar area allowed.) for ZaChase LLC d/b/a Crafty Taps located at 3902 13<sup>th</sup> Ave S Fargo, ND.

I spoke with Chase regarding the DUI and Marijuana charges. He said he was arrested on the DUI, totally complied with officers and accepted the mistake he made. He said the marijuana charge was during his first year in college. I asked how much MJ he had. He said a very small amount; in fact, he said it might just even have been para. He said he learned his lesson and accepted his mistake. Chase was polite and respectful to me.

The investigation into the criminal and credit history of the applicants did not find any areas of concern.

**Business Location**

Crafty Taps is to be located at 3902 13<sup>th</sup> Ave S Fargo, ND. The location is in the West Acres Mall. Other businesses in West Acres Mall with alcoholic beverage licenses include Crave American Kitchen & Sushi Bar and Chili's Grill & Bar. Crafty Taps will be a managed self-pour tap kiosk in the West Acres food court.

**Conclusion**

This background investigation is being forwarded for your review and recommendation to the City of Fargo Liquor Control Board.





2/a-1

**AUDITOR'S OFFICE**

Fargo City Hall  
225 4th Street North  
PO Box 2471  
Fargo, ND 58108  
Phone: 701.241.8108 | Fax: 701.241.8184  
www.FargoND.gov

**MEMORANDUM**

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**TO:** Board of City Commissioners  
**FROM:** Steven Sprague, City Auditor  
**SUBJECT:** Liquor License Application – Crafty Taps  
**DATE:** January 4, 2023

The Liquor Control Board required an operational agreement until ordinances could be updated to address the new technology of self-serving taps. Please approve the operations agreement with Crafty Taps.

**License Class:** CW – beer and wine, no food requirement, bar is allowed  
**Business Name:** ZaChase LLC d/b/a Crafty Taps  
**Location:** 3902 13<sup>th</sup> Ave South (West Acres food court)  
**Applicants:** Zachary Schnitzler and Chase Raymond

**Recommended Motion:**

**Move to approve the operations agreement with ZaChase LLC d/b/a Crafty Taps.**





# Safety Protocols

12/22/2022

Updated 1/3/2023

—

Zach Schnitzler  
Crafty Taps  
3902 13th Ave S  
Fargo, ND 58103

### Premise Rules

1. Maximum capacity is 45 patrons
2. Every patron must have ID scanned into our POS system prior to entry
3. Patron must be 21 years or older, no minors allowed
4. All alcohol must be consumed inside the Crafty Taps premise
5. Sign on exit stating "NO ALCOHOL ALLOWED PAST THIS POINT"
6. Employee(s) reserve the right to refuse entrance into premise and reserve the right to remove patron(s) from premise

### TapWall Rules

1. Patrons are given a Pour Pass after the ID scan and credit card with a maximum amount of ounces that can be poured. The maximum is 32oz of beer and/or 10oz of wine. These amounts cannot be added together
2. POS will be notified when a patron's Pour Pass is close to the ounce limit
3. Only an employee can add ounces to a card after the patron gets close to the max if they deem the patron can continue consuming alcohol
4. All cups are clear plastic
5. Maximum cup size of 16oz

### Employee Responsibilities

1. Must complete background check process consistent with city of Fargo
2. Must have active server training certification
3. Ensure every patron is age 21 or older
4. Constantly be interacting with patrons
5. Expert on the current beer and wine offerings
6. Limit overconsumption
  - a. Refusing entrance to patrons appearing overly intoxicated
  - b. Not adding more alcohol availability to patrons appearing intoxicated after consuming alcohol purchased by Crafty Taps
7. Monitoring
  - a. Making sure no alcohol leaves the premise
  - b. Keeping the premise clean and sanitized
  - c. Watching for spills and quickly cleaning up
  - d. Ensuring trash bins are not overly full
8. Making sure the guest experience is top notch

### Staffing

1. If full capacity is expected, 2 employees must be on premise
  - a. Determined by mall quarterly heat map
  - b. High traffic times are lunch and dinner times on Monday-Thursday, Friday noon to close, and all day Saturday/Sunday.
2. Additional staff needed in November and December

### Security

1. West Acres Security are on site to assist with enforcement of Crafty Taps rules and regulations.
2. West Acres Food Court, main entrance, and north mall are the most highly traveled areas of the mall and as such have a regular security presence.
3. Crafty Taps staff members will have a direct phone number to reach security at any time.
4. If security sees a customer outside of the enclosure with a beverage, they will approach that person and either get them back inside the enclosure or confiscate the beverage.
  - a. Crafty Taps cups will be clearly identifiable to West Acres Security
  - b. Clear plastic with no lids and different from other beverages sold in the food court
5. West Acres has a robust camera system throughout the mall, and there is a camera in place today which faces the location.
6. Our operations floor staff will assist by reporting anyone they see with a beverage walking around in the mall.
7. West Acres reserves the right to trespass any customer who knowingly or unknowingly violates the rules and regulations.

### Miscellaneous

1. Employee Restroom Breaks
  - a. Restroom near premise
  - b. If only one employee working, TapWall must be disarmed
  - c. Both enter and exit gates must be closed
  - d. POS locked
2. Special Events
  - a. Will follow special event permit when West Acres has one
  - b. These happen seasonally

Class CW Liquor License Agreement

This Agreement, made by and between ZaChase, LLC, a North Dakota limited liability company, d/b/a Crafty Taps (Crafty Taps), and the city of Fargo, a North Dakota municipal corporation (City) for the purpose of supplementing the terms of the Class CW liquor license as stated in Fargo Municipal Code § 25-1506, such conditional license to be located in the West Acres Mall, located at 3902 13<sup>th</sup> Avenue South, Fargo.

Recitals

- (1) Crafty Taps submitted an application for a Class CWM license, as defined by FMC § 25-1506, on or about October 24, 2022.
- (2) The application was presented to the Liquor Control Board for consideration on December 21, 2022.
- (3) The Liquor Control Board voted to conditionally approve the requested license, subject to approval of additional terms and conditions for the intended business operations.
- (4) On December 22, 2022, Crafty Taps presented a document identified as Safety Protocols, outlining propose Premise Rules, Tap Wall Rules, Employee Responsibilities, Staffing, Security, Crowlers and Miscellaneous terms, including employee restroom breaks and special events.
- (5) Crafty Taps has since withdrawn its request for the M category license.
- (6) The Liquor Control Board met in special session on January 5, 2023, to consider the revised Crafty Taps liquor license application, and the sufficiency of the proposed Safety Protocols as additional terms and conditions of the issuance of the Class CW liquor license to Crafty Taps.

Agreement

**Now, therefore, for good and valuable consideration hereby acknowledged, the parties hereto agree as follows:**

1. The Liquor Control Board recommended approval of the Class CW liquor license to ZaChase, LLC, d/b/a Crafty Taps, provided the following terms and conditions are made a part of said license, and that failure to abide by the terms of the conditionally approved license shall result in a liquor violation in accordance with FMC § 25-1512 (D).

2. The Crafty Taps Safety Protocols, as amended, attached hereto as Attachment 1, and made a part of the license terms, shall be strictly adhered to unless amended in writing, signed by both parties.

3. Crafty Taps may utilize a self-serve draft beer and wine dispenser, provide the following requirements are met:

- a) Only draft beer and wine may be dispensed from the self-serve draught malt liquor dispenser; no spirits or mixed drinks may be dispensed;
- b) All alcohol dispensed must be consumed on the licensed premises;
- c) The self-serve liquor dispenser shall require access controlled by the licensee as to the method and amount of the alcohol accessible to the patron. Controlled access may be by any technology or device so long as the liquor cannot be drawn or obtained by a patron without being first approved for access to the dispenser by the licensee (or its designated employees) and each approved access restricts the amount of liquor that may be dispensed by the patron as required under this section. Each access transaction provided by the licensee to the patron shall be deemed as and constitutes a sale or the service of liquor to the patron as is otherwise regulated by FMC Chapter 25-15;
- d) Each access transaction for a patron to the self-serve liquor dispenser shall limit the patron access to no more than 32 fluid ounces of beer and 10 liquid ounces of wine. No patron shall have or be provided at any one time with access to more than the restricted amount stated herein;
- e) Certified server trained employees shall be required for all self-serve liquor access transactions;
- f) Subsequent access transactions shall be closely monitored, and access provided in lesser amounts as appropriate;
- g) Prior to approving or reapproving any dispenser transaction, the patron's age shall be verified to ensure the patron is age 21 or older;
- h) No persons under the age of 21 shall be permitted in the licensed premises;
- i) All access transaction authorizations shall terminate or be disabled prior to the patron leaving the licensed premises;
- j) No patron shall transfer or share any access transaction device or passcode to another person or remove the access device from the licensed premises.

4. Crafty Taps agrees and understands that any violation of the CW license terms, as amended by this Agreement, shall result in a liquor license violation, up to and including revocation of the license granted herein.

5. Crafty Taps agrees and understands that any ordinance adoption of revision relating to the use of self-serve dispensing machines, apparatus or technology shall apply to the license granted, whether or not the ordinance terms are more or less restrictive than the terms of this Agreement.

6. Crafty Taps shall be permitted to activate the self-serve taps only during normal mall operating hours, presently 10:00 a.m. to 8:00 p.m. Mon-Sat. and 11 a.m. to 6:00 p.m. on Sun.

7. Crafty Taps agrees and understands that no gaming will be permitted in the licensed premises.

8. Crafty Taps agrees and understands that scanner shall be used to verify age and identification authenticity each time access is permitted to a patron.

9. All other terms of FMC Chapter 25-15 shall apply to the license granted herein, including any amendments made to the Ordinances subsequent to the granting of the license pursuant to this Agreement.

Dated this \_\_\_\_ day of January, 2023.

ZaChase, LLC, a North Dakota limited liability company,

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Dated this \_\_\_\_ day of January, 2023.

City of Fargo, a North Dakota municipal corporation

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Timothy J. Mahoney, Mayor

Attest:

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Steven Sprague, City Auditor

23

**HUMAN RESOURCES DEPARTMENT**

Fargo City Hall  
225 4th Street North  
Fargo, ND 58102  
Phone: 701.241.1321 | Fax: 701.476.6707  
[www.FargoND.gov](http://www.FargoND.gov)

To: Board of City Commissioners  
From: Jill Minette, Director of Human Resources JM  
Re: City of Fargo Hiring Practices Presentation  
Date: January 4, 2023

During the January 9, 2023 City Commission Meeting, the Human Resources Team will present information on hiring practices across the City of Fargo to include information on diversity within the City's workforce.

**RECOMMENDED MOTION:**

No motion is anticipated for the Informational presentation.

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## MEMORANDUM

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TO: Board of City Commissioners

FROM: Steven Sprague, City Auditor <sup>SS</sup>

SUBJECT: Business Improvement District (BID) Year-End Review

DATE: January 4, 2023

As part of the BID contract the DCP is required to update the City Commission on BID activities for the preceding year.

Cindy Graffeo, President, Downtown Community Partnership would like the opportunity to address the City Commission with the 2022 year in review. She will be present to share a Power Point summary of 2022 and a look forward to 2023.



25

January 4, 2023

Honorable Board of City  
Commissioners  
City of Fargo  
Fargo, North Dakota

Re Draft Recommendations for Federal Aid Transportation Project Applications  
Years 2026 and 2027

Engineering staff would like to bring this item forward to begin the discussion on our existing programmed projects and for future projects. At the meeting, I'll discuss where we are at and where we seem to be headed. We brought this item to PWPEC last week as an informational item, we are bringing this to you as an informational item this meeting, and we'll plan to return on January 23<sup>rd</sup> for a decision regarding our projects that we want to submit to Metro COG on the 24<sup>th</sup> of January.

Metro COG is currently soliciting project applications for the Surface Transportation Block Grant Program for federal fiscal years 2026 & 2027. This block grant program replaces what we used to call the Urban Roads Program that we coordinated with through the Local Government Division of the NDDOT.

Metro COG has indicated that there is **\$ 4.318M** available in 2026 and **\$ 10.484M** in 2027.

The current federal aid transportation projects scheduled for the North Dakota portion of the FM metro region for the years 2024 to 2026 are as follows:

**2024**

32<sup>nd</sup> Avenue S – 22<sup>nd</sup> Street to University Drive Construction total \$27M  
9.88M Fed  
13M local

42<sup>nd</sup> Street Bridge over I-94 – Structural Maintenance Project Construction total \$225k  
180k Fed  
45k local

**2025**

36<sup>th</sup> Street Bridge over Drain 27 – Structural Maintenance Project Construction total \$380k  
307k Fed  
73k local

**2026**

Broadway Bridge over Red River Updated Construction total **10.5M (was 7.5M)**  
Project Partner is Clay County 4.2M Fed/1M Fargo/2.25 Clay Co

- SRF Consulting has updated the project cost estimate which includes the rise in prices due to construction inflation in the last 18 months, we will need an estimated \$3M in additional funds for the project.

- Additional funding needed would be split between Fargo and Clay County and would be as follows:
  - + 1.2M Fed
  - + 1.35M Local
  - + 1.5M Clay County

Pedestrian Bridge over Red River at 40 <sup>th</sup> Ave S Project Partner is City of Moorhead	<b>Updated Construction Total 10M (was 4M)</b> 1.76M Fed 440k Fargo 1.8M Moorhead
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- Houston Engineering is completing the environmental document and has provided us an updated cost estimate to include the construction inflation that has been occurring over the course of the last 18 months, and they estimate we'll need \$6M in additional funds for the project.
- Additional funds needed would be split between City of Fargo and City of Moorhead and would be as follows:
  - + 2.4M Fed
  - + 0.6M Local
  - + 3M City of Moorhead

Engineering staff has discussed these programmed projects and discussed future projects, and the following is what we're recommending to move forward:

**For the 2026 federal allotment;**

We'd add 1.2M to the Broadway bridge;

And the balance remaining 3.118M would go to the 32<sup>nd</sup> Avenue S reconstruction project

**For the 2027 federal allotment;**

We'd add the 2.4M to the 40<sup>th</sup> Avenue S Ped Bridge;

And the balance (8.084M) would go to a new project,

17 <sup>th</sup> Avenue S – University Drive to 25 <sup>th</sup> Street – Full Street Reconstruction	Const total 10M 8M Fed 2M local
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**And for a future 2028 federal allotment;**

1 <sup>st</sup> Avenue N – 2 <sup>nd</sup> Street to University Drive – will need to be segmented	Const total TBD
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We will reach out to both Clay County and the City of Moorhead before the City Commission meeting on the 23<sup>rd</sup> to verify their positions on the matching funds for the two bridge projects.

I look forward to a good discussion on these projects and any other ideas that you may have.

Respectfully,



Jeremy M. Gorden, PE, PTOE  
Transportation Division Engineer

## APPLICATION FOR FM METRO COG SURFACE TRANSPORTATION PROGRAM BLOCK GRANT (STBG) PROGRAM FUNDS

### Instructions

The Fargo-Moorhead Metropolitan Council of Government (Metro COG) is soliciting projects for use of its direct suballocation of Surface Transportation Block Grant (STBG) program funds annual for federal fiscal years (FFY) 2024-2027.

**Table 1:** Funding Amounts Available by Year Included in the Solicitation

State	FY 2024	FY 2025	FY 2026	FY 2027
North Dakota	\$0	\$0	\$4,318,064	\$10,484,210
Minnesota				\$1,071,608

Please complete the following form with all applicable information. This information will be used to assess and prioritize the project versus other project applications received by Metro COG. Completing all elements of this form thoroughly will help Metro COG staff to review projects and work with the TTC and Policy Board to prioritize projects.

### Project Eligibility

Projects eligible for STBG funding must be within the Metro COG Urbanized Area Boundary (UZA), be consistent with Metro Grow: 2045 FM Area Metropolitan Transportation Plan (MTP), and meet general eligibility requirements for use of federal aid dollars under Title 23 of the US Code.

### Process

After project applications are submitted to Metro COG, staff will review each application. This review will take eligibility, ability to fund, need, Title VI & EJ impacts, conformance with plans, and priority in the MTP as well as other factors into consideration. Staff will prepare a rough prioritization based upon these and other factors, and will consider various funding scenarios if multiple projects are able to be funded in a single fiscal year. This information will be presented to Metro COG’s Transportation Technical Committee (TTC). The TTC will recommend a prioritized list of projects for funding to Metro COG’s Policy Board. The Policy Board will then determine which projects are funded and how much funding will be allotted to each project in each of the fiscal years during which funding is available.

### Schedule

- |                   |  |
|-------------------|--|
| November 10, 2022 | • Begin project solicitation process   |
| January 12, 2023  | • End application process. Metro COG staff begin reviewing projects.   |
| February 9, 2023  | • The Transportation Technical Committee (TTC) reviews and prioritizes projects. TTC makes a funding recommendation to the Policy Board. |
| February 16, 2023 | • Policy Board reviews projects and awards funding.  |

After funding is awarded, Metro COG will begin working with each local jurisdiction to monitor and track project progress to ensure projects are able to stay on track for the year funded, or to ensure that we know, far enough in advance, about scheduling or cost issues that could affect project programming the timely obligation of federal funds.

## APPLICATION FOR FM METRO COG SURFACE TRANSPORTATION PROGRAM BLOCK GRANT (STBG) PROGRAM FUNDS

### Step 1: Project Information

**Project Summary:**

Project Location:				
Lead Jurisdiction:				
Project Contact:			Contact Phone:	
Contact Email Address:				
Project Limits:		From:		To:
Project Length:		Construction Year:		AC: <input type="checkbox"/> Y <input type="checkbox"/> N
Funding FY:	<input type="checkbox"/> FY2024	<input type="checkbox"/> FY2025	<input type="checkbox"/> FY2026	<input type="checkbox"/> FY2027
Funding Requested:				

**Work Activities:**

Please indicate which project phases will be federally funded (check all that apply).

- Planning
- Right-of-Way Acquisition
- Construction Engineering
- Construction

**Project Narrative:**

Below please describe the work being funded. Please go into detail about each element of the project including: proposed cross section, pavement type, lighting, traffic control, bicycle & pedestrian infrastructure, utility work, etc. Please try to include all relevant information.

**Project Map:**

Please provide a map detailing the limits of the project on aerial imagery. Include all details on the map that are relevant to the overall project.

- A project map has been included as an attachment to the application

## APPLICATION FOR FM METRO COG SURFACE TRANSPORTATION PROGRAM BLOCK GRANT (STBG) PROGRAM FUNDS

**Project Classification:**

Given the project types below, please characterize the extent of the proposed project.

- |   |  |
|---|--|
| <input type="checkbox"/> Rehabilitation (mill & overlay, Concrete Crack Repair, etc)<br><input type="checkbox"/> Bridge Repair<br><input type="checkbox"/> Roadway Capacity Expansion<br><input type="checkbox"/> Transit Capital Purchase<br><input type="checkbox"/> Safety Improvement<br><input type="checkbox"/> Intelligent Transportation Systems Deployment | <input type="checkbox"/> Reconstruction<br><input type="checkbox"/> New Roadway<br><input type="checkbox"/> Bicycle & Pedestrian<br><input type="checkbox"/> Transit Bus Replacement<br><input type="checkbox"/> Congestion Management |
|---|--|

**Project Cost Estimate:**

Please detail the cost of the project based upon its individual elements. Please also indicate the amount of federal funds being requested for each element or amount of local funds that will used. Be as precise as possible in your estimation.

Activity	Federal STBG Requested	Local Funding Provided
ROW Acquisition		
Planning		
Utilities		
Construction Engineering		
Roadway Construction		
Bike/Ped Infrastructure		
Lighting		
Traffic Control		
Transit Capital Purchase		
Other: (Please Specify)		
<b>Total:</b>		

**APPLICATION FOR FM METRO COG SURFACE TRANSPORTATION PROGRAM  
BLOCK GRANT (STBG) PROGRAM FUNDS**

**Step 2: Planning Conformance**

**Plan Inclusion:**

Please indicate plans in which this project is listed (check all that apply).

• Metro COG Plans:

Metro Transportation Plan

Subarea Plan

Corridor Study

TIP

Bike/Ped Plan

Transit Development Plan

• Local Plans:

Comprehensive Plan

Corridor Study

• Other (please specify): \_\_\_\_\_

**Project Need:**

Please describe the need for the project (utilize language from any applicable plan).

**ADA Compliance:**

Will this project incorporate all necessary requirements of the American with Disabilities Act of 1990 as well as your local ADA Transition Plan?

Yes

No

Please describe ADA elements of this project (if applicable).

**APPLICATION FOR FM METRO COG SURFACE TRANSPORTATION PROGRAM  
BLOCK GRANT (STBG) PROGRAM FUNDS**

**Step 3: Signature**

To the best of my knowledge, information in this application is true and correct. I understand that determinations made by state and federal partners may limit the amount of federal eligibility. Based upon eligibility determinations or other factors, federal funding levels may change. Your local unit of government may then have to supplement funding for the project by local means. Furthermore, it is understood that the development and delivery of the project must align with the fiscal year in which funds are requested. If, for whatever reason, the project cannot be constructed according to that timeline, Metro COG reserves the right to revoke project funding authorization at which time it will seek to program those funds onto an alternate project.

I due hereby formally submit the aforementioned project to Metro COG for federal funding on this day \_\_\_ of \_\_\_\_\_(month), \_\_\_\_\_(year).

In Witness Thereof:

\_\_\_\_\_  
(Mayor)


\_\_\_\_\_  
Date

\_\_\_\_\_  
(City Engineer)

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Date

26

MEMORANDUM

TO: BOARD OF CITY COMMISSIONERS  
FROM: MAYOR TIMOTHY J. MAHONEY   
DATE: JANUARY 9, 2023  
SUBJECT: BOARD OF HEALTH APPOINTMENTS

At the October 17, 2022, meeting of the Board of Commissioners, we passed resolutions relating to the qualifications of members and the responsibilities of the Board of Health. The resolution on qualifications set out specific qualifications for membership to the Board of Health and set the maximum membership at seven members. The effect of the resolutions was for all current members to reapply for membership and to allow any other qualifying candidates to apply for membership.

Thereafter, a total of eleven virtual interviews were held – both of current members of the Board of Health and prospective qualifying members. On December 27, 2022, we passed another resolution for the qualifications of the Board of Health which was almost identical to the resolution passed on October 17, 2022, except to raise the maximum amount of members from seven to nine. As we are effectively appointing nine members to the Board of Health at one time, we must do so through staggered terms.

Based on the recently passed resolution setting forth the qualifications for membership on the Board of Health and following the eleven interviews, I recommend to appoint: Dr. Avish Nagpal, Dr. Grant Syverson and Jayme Steig to three-year terms ending December 31, 2025; Lyn Telford, Kayla Nelson, and Nyamal Dei to two-year terms ending December 31, 2024; and Commissioner Arlette Preston, Mayor Bernie Dardis, and Cass County Commissioner Tony Grindberg to one-year terms ending December 31, 2023. Once these initial terms have lapsed, each term will be for three years moving forward.

I have attached copies of applications for your information.

Your favorable consideration of these recommendations is greatly appreciated.

**RECOMMENDED MOTION:** To terminate the terms of the current members of the Board of Health, effective January 9, 2023, and to approve the appointments of Dr. Avish Nagpal, Dr. Grant Syverson and Jayme Steig to three-year terms ending December 31, 2025; Lyn Telford, Kayla Nelson, and Nyamal Dei to two-year terms ending on December 31, 2024; and Commissioner Arlette Preston, West Fargo Mayor Bernie Dardis, and Cass County Commissioner Tony Grindberg to one-year terms ending December 31, 2023



**Kember Anderson**

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**From:** noreply@cityoffargo.com  
**Sent:** Tuesday, November 01, 2022 2:31 PM  
**To:** Commissions Applications  
**Subject:** New Form Submission: Getting involved in government  
**Attachments:** Dei Resume.pdf

**Name:**  
[Nyamal Dei ]  
**Mailing Address:**  
[REDACTED]  
**City:**  
[Fargo]  
**State:**  
[ND]  
**Zip:**  
[58104]  
**Work Phone:**  
[REDACTED]  
**Home Phone:**  
[BLANK]  
**E-mail:**  
[REDACTED]

**Which boards or commissions would you like to be considered for?**  
[Board of Health]

**Briefly state why you would like to be on this panel:**  
*[The reason I want to volunteer for the County's Board of Health is because I want to continue represented Fargo Public Schools and I want to devote my efforts to prevent, promote, and protect the health of my community at large. As an individual from the different background, I bring in different views in health prospective. I will support Fargo Cass public health vision, mission, and in addition, I will advocacy, and encourage community involve in setting public health priorities. My willingness to dedicate the time and energy to promote and protect the health of the public in their jurisdiction. ]*

**How many hours per month could you volunteer as a panel member?**  
*[Currently the board health meets every other month, but I am willing to put in more hours when need it. ]*

**Please list any past experience you have with city government here or in other cities:**  
*[Fargo Cass Public Health Board of Health ]*

**Please describe any professional experience you have related to the responsibilities of the panel you are interested in:**  
*[My professional experiences related to the responsibilities of the panel I hold a Master of Public Health from Benedictine University; I am currently on the Fargo Cass Public Health Board appointed by Fargo Public Schools to represent the district, was in a planning committee, governmental affair, Communications, Engagement & Advocacy and of course the Leave Bank. committee. Also, ability to evaluate problems and support resolutions for public health issues and possesses integrity and commitment for best practice.]*

**We will retain your application for three years and consider you for the board you have indicated interest in when a vacancy arises.**

**Kember Anderson**

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**From:** noreply@cityoffargo.com  
**Sent:** Monday, October 31, 2022 10:13 AM  
**To:** Commissions Applications  
**Subject:** New Form Submission: Getting involved in government  
**Attachments:** steig\_curriculumvitae.pdf

**Name:**

[Jayme Steig]

**Mailing Address:**

[REDACTED]

**City:**

[Casselton]

**State:**

[North Dakota]

**Zip:**

[58012]

**Work Phone:**

[REDACTED]

**Home Phone:**

[REDACTED]

**E-mail:**

[REDACTED]

**Which boards or commissions would you like to be considered for?**

[Board of Health]

**Briefly state why you would like to be on this panel:**

[I believe in the value and role public health has in improving population health. Chronic disease prevention and management will be key to having a healthy population. Public health needs to have a strong role within the community in order for this to occur. ]

**How many hours per month could you volunteer as a panel member?**

[4]

**Please list any past experience you have with city government here or in other cities:**

[I do not have past experience with city government, but I am currently in my fifth year on the Central Cass School Board where I have sat on the finance and policy committees. ]

**Please describe any professional experience you have related to the responsibilities of the panel you are interested in:**

[I have 20 years of experience as a health care professional (pharmacist). During that time I have worked in a wide range of diverse practice settings from community pharmacy to managed care to quality improvement to clinical pharmacy. I have served on multiple community and state coalitions/workgroups related to population health issues including opioids, care coordination/transitions, long term care, and medication safety. I have collaborated with multiple public health departments across the state on these efforts. ]

**We will retain your application for three years and consider you for the board you have indicated interest in when a vacancy arises.**

**Kember Anderson**

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**From:** noreply@cityoffargo.com  
**Sent:** Sunday, October 30, 2022 8:59 PM  
**To:** Commissions Applications  
**Subject:** New Form Submission: Getting involved in government  
**Attachments:** Kayla Nelson Resume, PDF.pdf

**Name:**

[Kayla Nelson]

**Mailing Address:**

[REDACTED]

**City:**

[Fargo]

**State:**

[North Dakota]

**Zip:**

[58103]

**Work Phone:**

[REDACTED]

**Home Phone:**

[REDACTED]

**E-mail:**

[REDACTED]

**Which boards or commissions would you like to be considered for?**

[Board of Health]

**Briefly state why you would like to be on this panel:**

[I currently serve on the Board of Health and have loved being involved. I joined the board shortly before COVID-19 hit, so I do feel like I did not get the full experience, as we really had to pivot our efforts towards COVID-19 and had virtual meetings. I would love the opportunity to stay involved and become more actively involved. ]

**How many hours per month could you volunteer as a panel member?**

[2 to 4 ]

**Please list any past experience you have with city government here or in other cities:**

[City of Fargo, Board of Health ]

**Please describe any professional experience you have related to the responsibilities of the panel you are interested in:**

[I currently serve as a medical provider and primarily work with individuals with substance use disorder. I have started a MAT clinic at ShareHouse and am continuing to work through this new program. I also have experience in treating hepatitis C, and am excited to share that I will also be treating hepatitis C at ShareHouse. I have recently been invited to be on the ND Viral Hepatitis Council and am joining others to help come up with a plan to eradicate hepatitis C in our state! I also have significant experience in primary care, and continue work in this role part time. I spent 6 years working at a Federally Qualified Health Center and spent a large majority of my practice focusing on health promotion and disease prevention. ]

**We will retain your application for three years and consider you for the board you have indicated interest in when a vacancy arises.**

**Kember Anderson**

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**From:** noreply@cityoffargo.com  
**Sent:** Tuesday, October 18, 2022 8:59 AM  
**To:** Commissions Applications  
**Subject:** New Form Submission: Getting involved in government  
**Attachments:** LynJ.\_Telford\_Resume\_2022.pdf

**Name:**

[Lyn Telford]

**Mailing Address:**

[REDACTED]

**City:**

[Fargo]

**State:**

[North Dakota]

**Zip:**

[58104]

**Work Phone:**

[REDACTED]

**Home Phone:**

[REDACTED]

**E-mail:**

[REDACTED]

**Which boards or commissions would you like to be considered for?**

[Board of Health]

**Briefly state why you would like to be on this panel:**

[I have served on the Board of Health for four years and as vice-chair for two years. I am passionate about public and population health and have thoroughly enjoyed serving my community in this capacity.]

**How many hours per month could you volunteer as a panel member?**

[8]

**Please list any past experience you have with city government here or in other cities:**

[Fargo Board of Health, 2018 to present]

**Please describe any professional experience you have related to the responsibilities of the panel you are interested in:**

[I have over 20 years of experience in healthcare, including 14 as a nurse. My most recent experience as a quality and accreditation nurse have given me a unique skill set including performance improvement and regulatory expertise. I have also served as a government relations chair for multiple professional nursing organizations and therefore have experience with legislative advocacy.]

**We will retain your application for three years and consider you for the board you have indicated interest in when a vacancy arises.**

**Kember Anderson**

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**From:** noreply@cityoffargo.com  
**Sent:** Sunday, October 02, 2022 6:06 PM  
**To:** Commissions Applications  
**Subject:** New Form Submission: Getting involved in government

**Name:**

[Grant Syverson]

**Mailing Address:**

[REDACTED]

**City:**

[Fargo]

**State:**

[North Dakota]

**Zip:**

[58103]

**Work Phone:**

[REDACTED]

**Home Phone:**

[REDACTED]

**E-mail:**

[REDACTED]

**Which boards or commissions would you like to be considered for?**

[Board of Health]

**Briefly state why you would like to be on this panel:**

*[As a local subspecialty pediatrician I have a sincere interest in the health of my community. I have shown this in the past by serving on the Fargo-Cass Public Health Physician Advisory panel during the COVID pandemic. In addition I have presented at board of health meetings and I have experience advocating at a local, state, and national level. I believe the board of health has the ability ]*

**How many hours per month could you volunteer as a panel member?**

[10-15]

**Please list any past experience you have with city government here or in other cities:**

*[I have had experience as a local advocate prior to and during the COVID pandemic. I served on the Fargo-Cass Public Health Physician Advisory panel during the COVID pandemic and I have presented at board of health meetings.]*

**Please describe any professional experience you have related to the responsibilities of the panel you are interested in:**

*[I am a pediatric rheumatologist who has been practicing medicine for over 10 years. I have had board experience for the North Dakota Chapter of the American Academy of Pediatrics, national American Academy of Pediatrics, and the American College of Rheumatology. I have helped craft health policy and guidelines through these organizations as well as at both Sanford Health and at the University of Wisconsin. ]*

**We will retain your application for three years and consider you for the board you have indicated interest in when a vacancy arises.**

**Kember Anderson**

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**From:** noreply@cityoffargo.com  
**Sent:** Friday, September 23, 2022 10:46 AM  
**To:** Commissions Applications  
**Subject:** New Form Submission: Getting involved in government  
**Attachments:** Avish Nagpal CV September 2022.pdf

**Name:**

[Avish Nagpal]

**Mailing Address:**

[REDACTED]

**City:**

[Fargo]

**State:**

[North Dakota]

**Zip:**

[58078]

**Work Phone:**

[REDACTED]

**Home Phone:**

[REDACTED]

**E-mail:**

[REDACTED]

**Which boards or commissions would you like to be considered for?**

[Board of Health]

**Briefly state why you would like to be on this panel:**

[With increasing population and diversity in our Fargo Moorhead region and domestic and international travel rising again, we expect to face a number of health concerns going forward. The ongoing vaccine hesitancy is having a negative effect on routine childhood immunization rates and we are already seeing case of pertussis and polio in the country. Measles and mumps are other vaccine preventable diseases that have re-emerged recently for the same reasons. As we have seen with COVID-19 pandemic, these infectious diseases and health inequities prevalent in our society can have a very significant impact on both our community health as well as our economy. With my background in medicine, infectious diseases and public health, I would like to continue supporting our public health infrastructure as we build and reinforce our next generation of interventions to combat future health threats to our society. ]

**How many hours per month could you volunteer as a panel member?**

[2-5 ]

**Please list any past experience you have with city government here or in other cities:**

1. Served on Fargo Cass Public Health physician advisory panel
2. Participated in public town halls for COVID-19 vaccines
3. Serving on ND medical association physician advisory committee
4. Have been working closely with ND DoH for a number of years on infectious disease outbreaks throughout the state]

**Please describe any professional experience you have related to the responsibilities of the panel you are interested in:**

[Currently working as:

1. Infectious Diseases Physician at Sanford Health
2. Medical Director for Infection Prevention at Sanford Health
3. Member of the Antimicrobial Stewardship Team at Sanford Health
4. Clinical Associate Professor at University of North Dakota with direct supervision and teaching of medical students, residents, advanced practice providers, PharmD students
5. Visiting faculty at local nursing schools
6. Previously served as an Adjunct Faculty at NDSU for their MPH program

Please see the attached CV for further details.]

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**We will retain your application for three years and consider you for the board you have indicated interest in when a vacancy arises.**

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