



**CITY COUNCIL  
MEETING AGENDA  
APRIL 24, 2023 AT 5:30 PM  
HJEMKOMST CENTER AUDITORIUM**

**City Council Meeting**

*Disclaimer: Voting requirements may be subject to changes in the law, parliamentary procedural matters, or other unforeseen issues. The City Attorney provides opinion on questions of voting requirements in accordance with the Moorhead City Code, Minnesota State Statutes, and parliamentary procedure.*

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Agenda Amendments
4. Recognitions - Presentations
  - A. Presentation: Class of 2023 Citizens Government Academy
  - B. Presentation: Dr. William Craft Day Proclamation
  - C. Presentation: 2023 Flood Update
  - D. Recognition: Certificate of Achievement for Excellence in Financial Reporting
5. Consent Agenda

*All items listed with an asterisk ( \* ) are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member so requests, in accordance with the "Council Rules of Procedure". In such event, the item will be removed from the General Order of Business and considered in its normal sequence on the agenda.*
6. Approve Minutes
  - A. April 10, 2023 Meeting Minutes
7. Citizens Addressing the Council (Time Reserved: 15 Minutes)

*During "Citizens Addressing the Council", the Mayor will invite residents to share issues, concerns and opportunities. Individuals must limit their comments to three minutes. The Mayor may limit the number of speakers on the same issue in the interest of time and topic. Individuals should not expect the Mayor or Council to respond to their comments tonight.*
8. \*Mayor and Council Appointments
9. Public Hearings (5:45 pm)

*During "Public Hearings", the Mayor will ask for public testimony after staff and/or applicants make their presentations. The following guidelines are in place to ensure an efficient, fair, and respectful hearing; limit your testimony to three minutes and to the matter under consideration; the Mayor may modify times, as deemed necessary; avoid repeating remarks or points of view made by previous speakers. The use of signs, clapping, cheering or booing or any other form of verbal or nonverbal communication is not allowed.*

  - A. Public Hearing to Consider Actions Related to 2nd Ave N Area Underground Utility & Street Improvements (Eng. No. 23-A2-04A and 14-02-03F)

- B. Resolution to Order Improvements & Declare Intent to Assess for 2nd Ave N Area Underground Utility & Street Improvements (Eng. No. 23-A2-04A and 14-02-03F)
- 10. Engineering Department
  - A. Resolution to Approve Budget Adjustment #23-020 and Execution of License Agreement for Asset Management Software
  - B. \*Resolution to Authorize Easement Acquisitions and Award Bid for 11 St S Street and Utility Improvements (Eng No. 22-A2-02)
  - C. \*Resolution to Award Bid for 11 St S Street and Utility Improvements (Eng No. 22-A2-02)
  - D. \*Resolution to Consider Actions Related to Completed Public Improvement Projects Funded with Special Assessments
  - E. \*Resolution to Call for an Assessment Hearing for Completed Public Improvement Projects
  - F. \*Resolution to Authorize Grant Submission for Carbon Reduction Program for Street Light Replacement
  - G. \*Resolution to Award the Bid for the 2023 Sanitary Sewer Lining Improvements (Eng. No. 23-06-02).
- 11. Parks and Recreation Department
  - A. \*Resolution to Accept Grant Funds from Age-Friendly Minnesota (AFMN) Community Grants for Pickleball Courts
- 12. Community Development Department
  - A. \*Second Reading of Ordinance 2023-06: An Ordinance to Amend Title 1, Chapter 7, Planning Commission as it relates to Membership
  - B. \*Resolution to Approve Title & Summary of Ordinance 2023-06: An Ordinance to Amend Title 1, Chapter 7, Planning Commission as it relates to Membership
- 13. Police Department
  - A. \*Resolution to Approve Submittal of Pathway to Policing Grant
  - B. \*Resolution to Authorize Towing Contract with Ed's Towing Service Co.
- 14. Administration
  - A. \*Resolution to Approve a Minnesota Lawful Gambling Premise Permit for Moorhead Youth Hockey Association
  - B. \*Resolution to Approve New Liquor License to Onyx Bar & Grill Limited Liability Company DBA Onyx Bar & Grill
- 15. Mayor and Council Reports
- 16. City Manager Reports



17. Executive Session
  - A. Executive Session pursuant to Minn. Stat. § 13D.05, Subdivision 3 (b) and (c)(3) to receive an update regarding potential litigation for land acquisition in Minnesota for the Fargo Moorhead Diversion Project and provide guidance to external counsel and the lands team regarding the development of offers and counteroffers for land acquisition in Minnesota for the Fargo Moorhead Diversion Project.
18. New Business
19. Adjourn



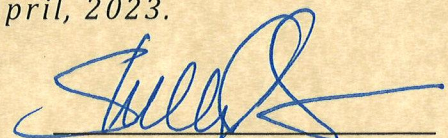
**OFFICIAL PROCLAMATION  
CITY OF MOORHEAD, STATE OF MINNESOTA**

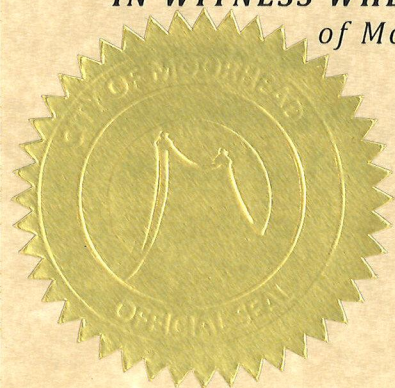
- WHEREAS,** *Dr. William Craft has served Concordia College as President since 2011 and will be retiring on June 30, 2023; and*
- WHEREAS,** *During his presidency, Dr. Craft committed himself to ensuring that students discover how to learn, work and lead during their time at Concordia; and*
- WHEREAS,** *Dr. Craft's accomplishments include lasting improvements to the college's teaching, learning and recreational facilities, including the construction of the Grant Center for the Offutt School of Business, the Integrated Science Center, the Jake Christiansen Athletic Complex; and*
- WHEREAS,** *Dr. Craft led a capital campaign of more than \$157 million, which more than doubled the school's endowment in one decade and will enhance Moorhead's higher education opportunities in perpetuity; and*
- WHEREAS,** *Dr. Craft – recognizing a contribution Concordia College could make to healthcare workforce demands – formed a partnership with Sanford Health leading to Concordia's "Sanford Heimarck School of Health Professions;" and*
- WHEREAS,** *Under Dr. Craft's leadership – and in alignment with the college's Climate Action Plan – Concordia initiated Resilient Moorhead, a network focused on advancing community resilience in Moorhead by facilitating collaborative ecosystem health and social equity initiatives.*
- NOW, THEREFORE,** *be it proclaimed that I, Shelly Carlson, -- in recognition of his commitment to the City of Moorhead, and in alignment with commencement ceremonies at Concordia College, do hereby recognize May 7, 2023 as:*

**Dr. William Craft Day**

*On the occasion of his retirement and in recognition of his talents and contributions to the community.*

**IN WITNESS WHEREOF** *I have set my hand and caused the Official Seal of the City of Moorhead to be affixed this 24<sup>th</sup> Day of April, 2023.*

  
Shelly A. Carlson  
Mayor of Moorhead







**Government Finance Officers Association**  
203 North LaSalle Street, Suite 2700  
Chicago, Illinois 60601-1210  
312.977.9700 fax: 312.977.4806

4/13/2023

Dan Mahli  
Manager  
City of Moorhead, Minnesota

Dear Mr. Mahli:

We are pleased to notify you that your annual comprehensive financial report for the fiscal year ended December 31, 2021 qualifies for GFOA's Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

When a Certificate of Achievement is awarded to a government, an Award of Financial Reporting Achievement (AFRA) is also presented to the individual(s) or department designated by the government as primarily responsible for its having earned the Certificate. This award has been sent to the submitter as designated on the application.

We hope that you will arrange for a formal presentation of the Certificate and Award of Financial Reporting Achievement, and give appropriate publicity to this notable achievement. A sample news release is included to assist with this effort.

We hope that your example will encourage other government officials in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

Sincerely,

A handwritten signature in black ink that reads "Michele Mark Levine". The signature is written in a cursive, flowing style.

Michele Mark Levine  
Director, Technical Services



GOVERNMENT FINANCE OFFICERS ASSOCIATION  
**NEWS RELEASE**

**FOR IMMEDIATE RELEASE**

4/13/2023

**For more information contact:**  
**Michele Mark Levine, Director/TSC**  
**Phone: (312) 977-9700**  
**Fax: (312) 977-4806**  
**Email: [mlevine@gfoa.org](mailto:mlevine@gfoa.org)**

(Chicago, Illinois)—Government Finance Officers Association of the United States and Canada (GFOA) has awarded the Certificate of Achievement for Excellence in Financial Reporting to **City of Moorhead** for its annual comprehensive financial report for the fiscal year ended December 31, 2021. The report has been judged by an impartial panel to meet the high standards of the program, which includes demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the report.

The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

*Government Finance Officers Association (GFOA) advances excellence in government finance by providing best practices, professional development, resources, and practical research for more than 21,000 members and the communities they serve.*



**CITY COUNCIL  
MEETING MINUTES  
APRIL 10, 2023 AT 5:30 PM  
HJEMKOMST CENTER AUDITORIUM**

1. Call to Order and Roll Call

Roll call of the members was made as follows:

Present: Council Member: Ryan Nelson  
Council Member: Matthew Gilbertson  
Council Member: Heather Nesemeier  
Council Member: Laura Caroon  
Council Member: Deb White  
Council Member: Steve Lindaas  
Council Member: Larry Seljevold  
Council Member: Chuck Hendrickson  
Mayor: Shelly Carlson

Absent:

2. Pledge of Allegiance

3. Agenda Amendments

There was a request to remove items 14A and 15C from the Consent Agenda.

4. Recognitions - Presentations

A. MoorHeart Recognition: Dr. Carrie Leopold

Governmental Affairs Director Lisa Bode presented the MoorHeart Recognition to Dr. Carrie Leopold for her work with Inspire Innovation Lab. Ms. Bode shared excerpts from the nomination. Dr. Leopold thanked her Board of Directors, staff and community for the recognition.

B. Presentation: Gate City Bank/City of Moorhead Neighborhood Impact Home Improvement Program

Senior Personal Loan Officer Angie Fogel presented a pretend check in the amount of \$2M to support Moorhead's Neighborhood Impact Program (NIP). The NIP offers low-interest rate housing rehab loans to qualified homeowners to address health safety code, structural issues, energy efficiency and general property improvements. Gate City Bank will host an open house April 13 from 5:00 to 7:00 pm at its Moorhead branch at 305 8 St S. The program deadline to apply for the Neighborhood Impact Program is October 31, 2023.

5. Consent Agenda

**Motion to Approve made by Steve Lindaas and seconded by Heather Nesemeier**

**Motion Passed**

For: 8; Nelson, Gilbertson, Nesemeier, Caroon, White, Lindaas, Seljevold, Hendrickson

Against: 0;

Abstain/Recuse: 0;

Absent: 0



6. Approve Minutes

A. March 27, 2023 Meeting Minutes

**Motion to Approve March 27, 2023 Meeting Minutes made by Larry Seljevold and seconded by Deb White**

Motion Passed

For: 8; Nelson, Gilbertson, Nesemeier, Caroon, White, Lindaas, Seljevold, Hendrickson

Against: 0;

Abstain/Recuse: 0;

Absent: 0

7. Citizens Addressing the Council (Time Reserved: 15 Minutes)

8. \*Mayor and Council Appointments

9. Public Hearings (5:45 pm)

10. Engineering Department

A. Resolution to Declare State of Emergency for a Spring 2023 Flood Event

City Engineer Bob Zimmerman presented a briefing related to spring 2023 river flooding. Mayor Carlson offered an Emergency Declaration for the anticipated 2023 flood event.

**Motion to Approve Resolution to Declare State of Emergency for a Spring 2023 Flood Event made by Heather Nesemeier and seconded by Deb White**

Motion Passed

For: 8; Nelson, Gilbertson, Nesemeier, Caroon, White, Lindaas, Seljevold, Hendrickson

Against: 0

Abstain/Recuse: 0

Absent: 0

B. \*Resolution to Reschedule the Public Hearing for 2nd Ave N Area Underground Utility & Street Improvements (Eng. No. 23-A2-04A and 14-02-03F)

C. \*Resolution to Approve Carbon Reduction Program Grant Award and Budget Adjustment #23-021

D. Community Development Department

E. \*First Reading of Ordinance 2023-06: An Ordinance to Amend Title 1, Chapter 7, Planning Commission as it Relates to Membership

11. Police Department

A. Second Reading of Ordinance 2023-05: An Ordinance to Amend Section 3-7-1 and 3-7-10 of the Moorhead Municipal Code Relating to Animal Control Definitions and Animals Prohibited in City and to Amend the 2023 Fee Schedule

Moorhead resident Noelle Harden addressed the City Council in support of updating the ordinance.

**Motion to Approve Second Reading of Ordinance 2023-05: An Ordinance to Amend Section 3-7-1 and 3-7-10 of the Moorhead Municipal Code Relating to Animal Control Definitions and Animals Prohibited in City and to Amend the 2023 Fee Schedule with the removal of the word “metal” in Section 2.a.viii made by Heather Nesemeier and seconded by Steve Lindaas**

Motion Passed

For: 5; Nesemeier, Caroon, White, Lindaas, Seljevold

Against: 3; Nelson, Gilbertson, Hendrickson

Abstain/Recuse: 0

Absent: 0

B. Resolution to Approve Title & Summary of Ordinance 2023-05

**Motion to Approve Resolution to Approve Title & Summary of Ordinance 2023-05 made by Heather Nesemeier and seconded by Steve Lindaas**

Motion Passed

For: 8; Nelson, Gilbertson, Nesemeier, Caroon, White, Lindaas, Seljevold, Hendrickson

Against: 0

Abstain/Recuse: 0

Absent: 0

12. Moorhead Public Service

- A. \*Resolution to Award Bid for Underground Boring for Electric Line Relocations Related to the 11th Street Underpass Grade Separation Project

13. Public Works

- A. \*Resolution to Approve Weed Control for Invasive Species in City Parks

Public Works Director Steve Iverson shared a recommendation from the Moorhead Park Advisory Board and history of weed control in city parks. There was discussion among Council members.

**Motion to Table Resolution to Approve Weed Control for Invasive Species in City Parks made by Heather Nesemeier and seconded by Deb White**

Motion Failed

For: 3; Nesemeier, White, Lindaas

Against: 5; Nelson, Gilbertson, Caroon, Seljevold, Hendrickson

Abstain/Recuse: 0

Absent: 0

**Motion to Approve Resolution to Approve Weed Control for Invasive Species in City Parks made by Matthew Gilbertson and seconded by Chuck Hendrickson**

Motion Passed

For: 6; Nelson, Gilbertson, Caroon, Lindaas, Seljevold, Hendrickson

Against: 2; Nesemeier, White

Abstain/Recuse: 0

Absent: 0

14. Administration

- A. \*Resolution to Approve Budget Adjustment #23-017 for Moorhead Community Access Media Studio Relocation and Equipment Upgrades that Benefit Coverage of City of Moorhead Meetings
- B. \*Resolution to Accept Quarterly Donations
- C. \*Resolution to Approve New Liquor License to Galaxy Hospitality, LLC DBA Courtyard by Marriott

**Motion to Approve Resolution to Approve New Liquor License to Galaxy Hospitality, LLC DBA Courtyard by Marriott made by Steve Lindaas and seconded by Heather Nesemeier**

Motion Passed

For: 8; Nelson, Gilbertson, Nesemeier, Caroon, White, Lindaas, Seljevold, Hendrickson

Against: 0

Abstain/Recuse: 0

Absent: 0

Council member White asked about requirements listed in the resolution, specifically related to the security plan in the application. City Attorney Shockley stated the application process does include a business plan and security plan for all applications, which are procedural items versus those listed in the resolution, which are required by the State of Minnesota. Council member Seljevold shared interest in dropping the \$200 liquor license fee to serve on Sunday's. He added the fee can be addressed by the City Council as part of the 2024 budget.

15. Mayor and Council Reports

Council Member Chuck Hendrickson informed the City Council that a new Executive Director is hired with the FM Metropolitan Council of Governments. Council member Hendrickson thanked retiring Director Cindy Gray for her great work and years of service.

Mayor Shelly Carlson shared her involvement as a mentor at the Chamber of Commerce's 2<sup>nd</sup> Annual Intentional Collisions Event. Mayor Carlson also spoke of her and City Manager Mahli's attendance at the Home Builders Association's Industry Connect event where there was discussion about home building in Moorhead. The Mayor shared her participation in the Coalition of Greater Minnesota Cities' Board of Directors meeting, her attendance at the United Way of Cass Clay's Community Celebration/Annual Meeting, and a Hope Inc sled hockey game that she and several City Council members participated in. Mayor Carlson attended an advisory meeting for the USA Expo 2027, noting Bloomington, Minnesota is in the running to host the event. Mayor Carlson toured Churches United's Micah's Mission and the extensive remodeling improvements that are underway. Mayor Carlson spoke about Governor Walz' visit to Moorhead with Senator Rob Kupec and Tax Commissioner Paul Marquardt on April 7. There was discussion about childcare, economic development, flood protection, and the 11 Street railroad grade separation project. Mayor Carlson recognized Moorhead Police Detective Seth Saarinen and read a letter from Clay County Social Services thanking Detective Saarinen for his work, partnership, and many extra miles he goes to serve.

16. City Manager Reports

City Manager Dan Mahli stated Earth Week is April 17-23 and encouraged those who would like to get involved to visit [moorheadparks.com/volunteering](http://moorheadparks.com/volunteering). The 2023 theme is Restore Moorhead. The goal is to accomplish great things throughout the spring and summer. City Manager Mahli spoke about the city's workforce development efforts. The City of Moorhead is also receiving and excited about applications for internships.

17. Executive Session

18. New Business

19. Adjourn

Meeting adjourned at 6:50pm

APPROVED BY:

ATTEST:

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Michelle (Shelly) A. Carlson  
Mayor

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Christina Rust  
City Clerk

The proceedings of this meeting are digitally recorded and are available for public review.



## City Council Communication

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April 24, 2023

**SUBJECT:**

Public Hearing to Consider Actions Related to 2nd Ave N Area Underground Utility & Street Improvements (Eng. No. 23-A2-04A and 14-02-03F)

**RECOMMENDATION:**

The Mayor and City Council are asked to conduct a Public Hearing to consider proposed improvements for 2nd Ave N Area Underground Utility & Street Improvements (Eng. No. 23-A2-04A and 14-02-03F) and, following the Hearing, to consider a resolution to order the improvements and declare intent to assess.

**BACKGROUND/KEY POINTS:**

The project area originally proposed and directed for study included the streets of 2nd Ave N from 8th St N to 12th St N, 12th St N from 1st Ave N to 2nd Ave N, and 2nd Ave S from 10th St S to 11th St S (map attached). These streets are included in the City's 2023-2027 Capital Improvement Plan and were scheduled for construction of improvements in 2023. In addition to the proposed street improvements, the project includes the relocation of City sanitary sewer and water mains required in order to complete the proposed 11th Street Underpass (Eng. No. 14-02-03F). The full cost of the utility relocation will be reimbursed by the State of Minnesota because it is a result of the 11th St underpass construction. The City previously executed a task order with WSB to design the relocation of the City utilities. This helps to coordinate the two projects because WSB is also the design engineer working for MnDOT to design the 11th St Underpass project.

As design continued on the 11th Street Underpass project (where MnDOT is the lead agency), it was proposed to separate this proposed street improvement project into two projects to better coordinate with the proposed underpass project. Second Ave N and 12th St N will be let as a City contract (Eng. No. 23-A2-04A) and constructed in 2023, while 2nd Ave S (Eng. No. 23-A2-04B) will be evaluated and completed later in connection with the 11th St Underpass contract, and is therefore not included in tonight's public hearing. Watermain construction on 10th St N from 1st Ave N to 2nd Ave N was added to this project to maintain watermain capacity around the underpass project. A separate report for 2nd Ave S will be completed prior to construction currently projected to be completed in 2024.

On December 12, 2022, the City Council ordered the preparation of the Engineer's Report, which was completed by City staff under the direction of the City Engineer. The report evaluated the existing street conditions of 2nd Ave N, 12th St N and 10th St N, along with the impact of the 11th Street Underpass on existing sanitary sewer, watermain and storm utilities and options for permanently rerouting these utilities to facilitate the underpass project. The report makes recommendations for the following street and utility improvements that will be constructed in advance of the 11th Street Underpass Project:

Install 15" Sanitary sewer on 2nd Ave N from 9th St N to 12th St N  
Install 15" sanitary sewer on 12th St N from 1st Ave N to 2nd Ave N





## City Council Communication

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April 24, 2023

Install 8" Watermain on 2<sup>nd</sup> Ave N from 9<sup>th</sup> St N to 10<sup>th</sup> St N  
Install 10" Watermain on 2<sup>nd</sup> Ave N from 10<sup>th</sup> St N to 12<sup>th</sup> St N  
Install 10" Watermain on 10<sup>th</sup> St N from 1<sup>st</sup> Ave N to 2<sup>nd</sup> Ave N  
Install storm sewer on 2<sup>nd</sup> Ave N from 8<sup>th</sup> St N to 12<sup>th</sup> St N  
Rehabilitation of 2<sup>nd</sup> Ave N from 8<sup>th</sup> St to 9<sup>th</sup> St  
Reconstruct 2<sup>nd</sup> Ave N from 9<sup>th</sup> St to 12<sup>th</sup> St  
Reconstruct 12<sup>th</sup> St N from 1<sup>st</sup> Ave N to 2<sup>nd</sup> Ave N  
Patch 10<sup>th</sup> St N only as needed to complete the watermain improvements

A street rehabilitation involves the full pavement depth being removed and replaced, typically including the gravel base, but preserves most of the existing curb and gutter. A reconstruct includes the full replacement of the pavement and curb & gutter.

Other recommended improvements include replacing existing pedestrian ramps in order to comply with current Americans with Disabilities Act (ADA) standards and a small section of new sidewalk on the south side of 2<sup>nd</sup> Ave S between 9<sup>th</sup> St N and 10<sup>th</sup> St N that is proposed to fill a gap in accordance with the City Code. The report finds that the proposed improvements are necessary, cost-effective and feasible. The report further finds that the project is of a sufficient size to achieve a desirable economy of scale and may be constructed as a stand-alone project or in connection with some other improvement. A portion of the project cost will be financed using special assessments applied on an adjusted front foot basis at the standard rates in accordance with the current fee schedule (\$125.00 for reconstruction, \$75.00 per foot for rehabilitation projects).

On April 18, 2023, a virtual a public information presentation on the proposed improvements was made available on the City website. The public information presentation was intended to solicit resident/owner feedback prior to receiving bids. A letter was mailed to the abutting property owners notifying them of the presentation, and how to contact staff to ask questions or submit comments regarding the proposed design. At the time this report was prepared, staff had not received calls in response to the presentation.

Since special assessments will be used to finance a portion of the project cost, and the project has been initiated by Council action rather than by petition of the benefiting property owners, it is necessary to hold a Public Hearing prior to ordering the improvements. In accordance with Minnesota Statutes, Chapter 429, 10 days published notice and 10 days mailed notice of tonight's Hearing was provided to the 25 parcels that will be assessed for the proposed improvements. An example of the mailed notice is attached to this communication. At the time this communication was prepared, staff had not received any comments on the proposed improvements in response to the mailed notice. Staff will provide an update on comments received through Monday, April 24 at the Public Hearing. Staff recommends that at the close of the Public Hearing the Council order the improvements and declare the intent to assess. Since the project was initiated by Council action rather than petition of at least 35% of the benefiting property owners, the improvements may only be ordered by a 4/5 supermajority of the full Council (7 affirmative votes).



## City Council Communication

April 24, 2023

| PROJECT SCHEDULE  |                   |
|---|-------------------|
| Activity  | Date              |
| Order Preliminary Engineer's Report   | December 12, 2022 |
| Receive Engineer's Report, Order Plans & Specs, and Call for a Public Hearing | February 27, 2023 |
| Approve Plans & Specs and Authorize Ad for Bids                               | March 13, 2023    |
| Hold Public Hearing, Declare Intent to Assess & Order Improvements            | April 24, 2023    |
| Receive Bids  | May 3, 2023       |
| Award Bid   | May 8, 2023       |
| Anticipated Construction Schedule   | May – Nov, 2023   |
| Hold Assessment Hearing   | Fall, 2023        |

### **FINANCIAL CONSIDERATIONS:**

The current estimated total project cost is \$3,090,000. An estimated \$231,800 of the costs are proposed to be assessed. A portion of the cost associated with the MnDOT 11<sup>th</sup> Street Grade Separation Project, estimated to be \$1,950,000 will be reimbursed by MnDOT. The remaining portion, estimated to be \$908,200, will be the City cost.

**Voting Requirements:** Four-Fifths of Council

### **Submitted By:**

Dan Mahli, City Manager  
Tom Trowbridge, Assistant City Engineer  
Bob Zimmerman, Engineering Director  
Ruth Sierra, Office Specialist

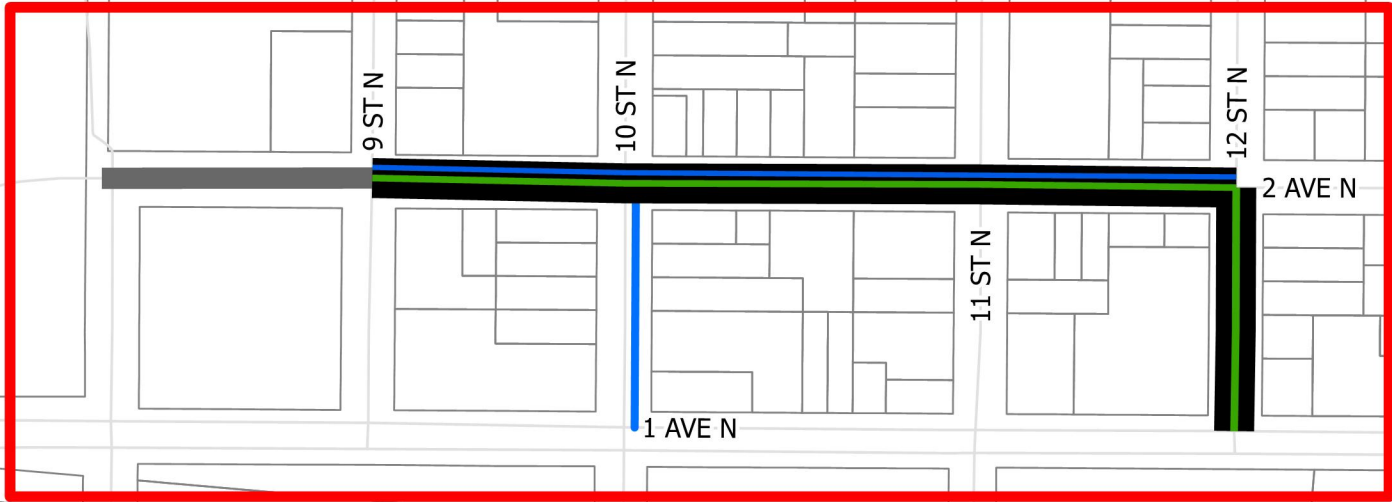
**Attachments:** Project Location Map, Public Hearing Presentation, Public Notice Mailing

Project 23-A2-04, Phases A and B  
Road and Underground Utility Improvements

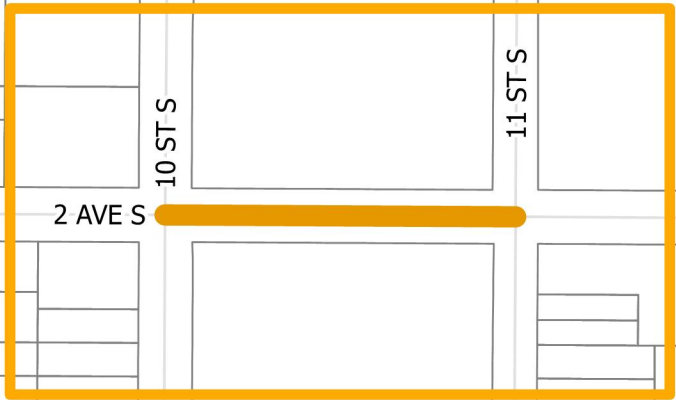
- Road Reconstruction, Water and San Sewer
- Road Reconstruction and San Sewer
- Road Rehab
- Water Main Replacement
- Scope of work to be Determined

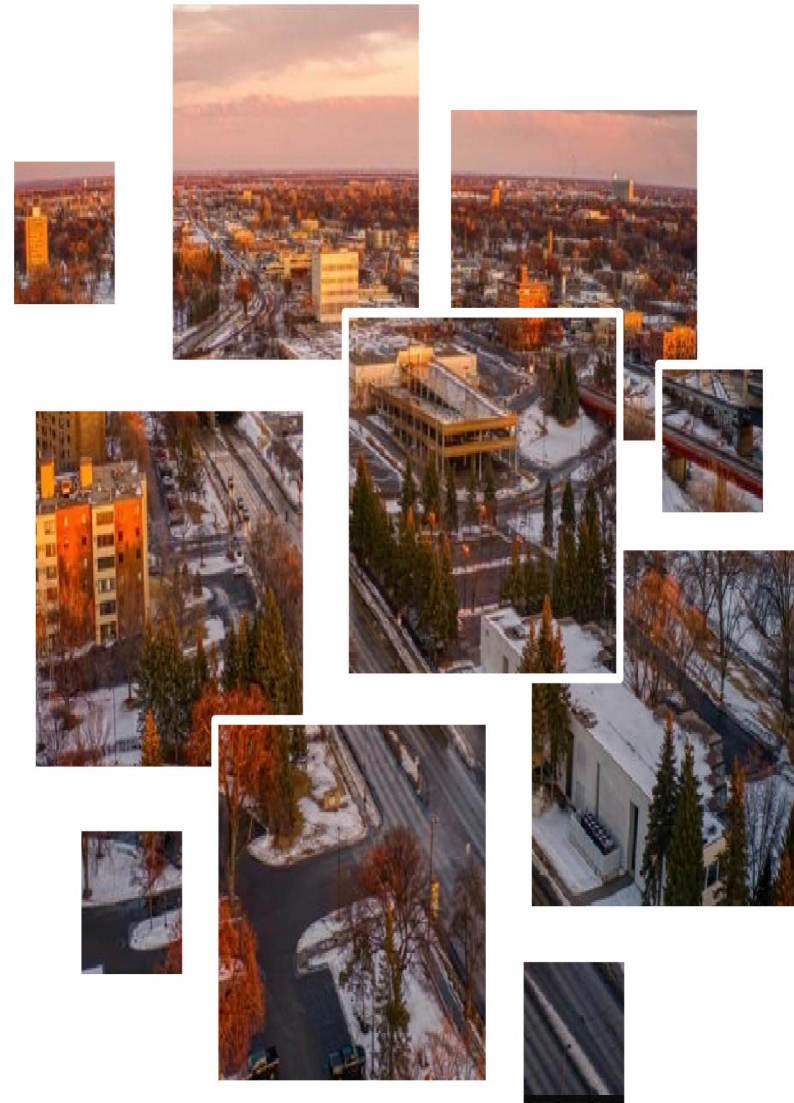


**23-A2-04 A**  
**2023 Construction Project**



**23-A2-04 B**  
**2024 Construction Project**  
**Scope to be Determined**









## PROJECT INFO

### STREET

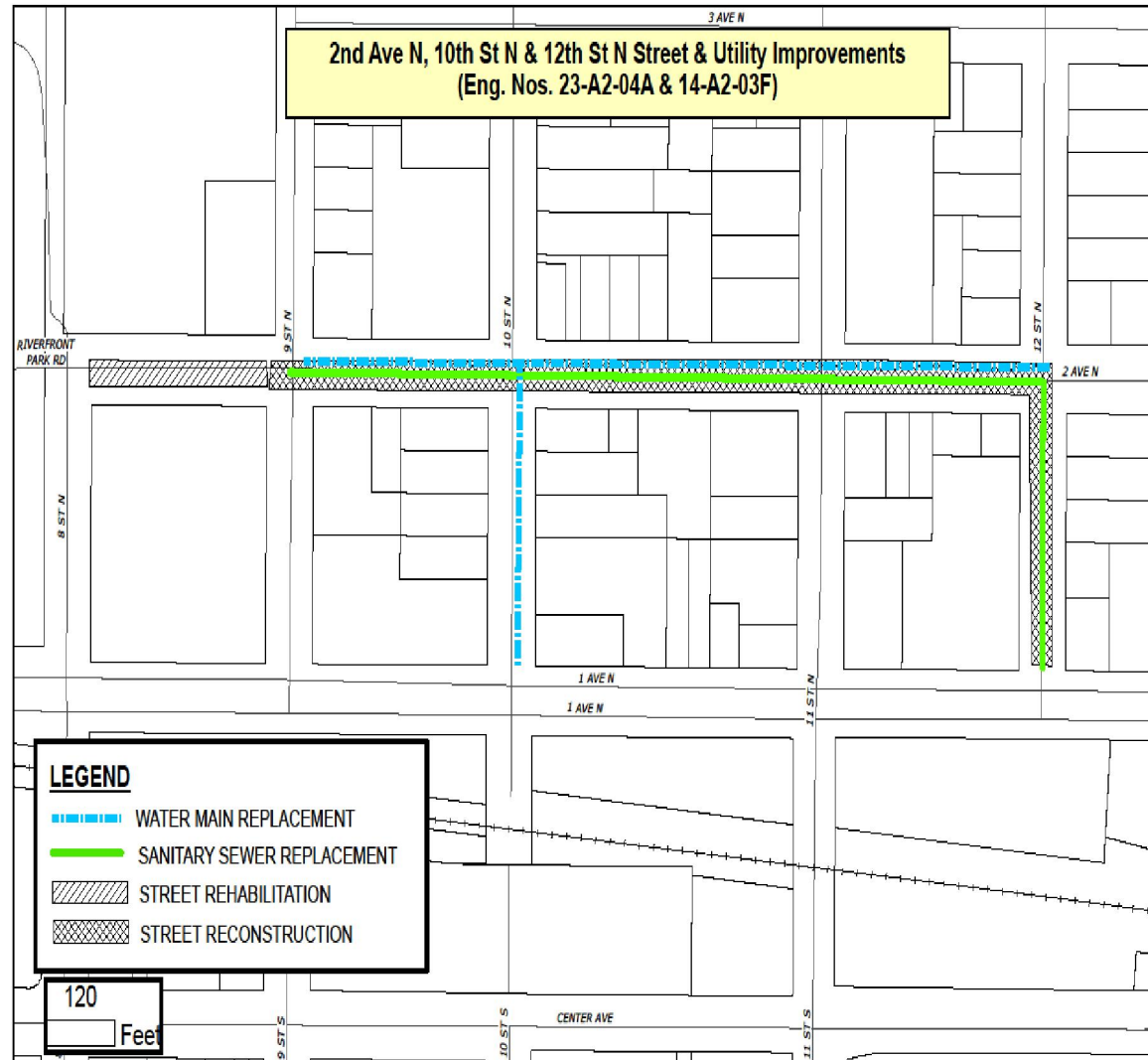
- 2<sup>ND</sup> AVE N – 8<sup>TH</sup> TO 9<sup>TH</sup> ST N: REHAB
- 2<sup>ND</sup> AVE N – 9<sup>TH</sup> TO 12<sup>TH</sup> ST N: RECON
- 12<sup>TH</sup> ST N – 1<sup>ST</sup> TO 2<sup>ND</sup> AVE N: RECON

### SANITARY & STORM SEWER

- RE-ROUTE SANITARY SEWER FROM 11<sup>TH</sup> ST UNDERPASS ON 12<sup>TH</sup> ST N AND 2<sup>ND</sup> AVE N
- REPLACE STORM SEWER FOR REQUIRED LOCAL DRAINAGE

### WATERMAIN

- REPLACE WATER MAIN ON 2<sup>ND</sup> AVE N & 10<sup>TH</sup> ST N







## ***EXISTING CONDITIONS***

| CORRIDOR HISTORY      |                       |      |                                    |               |             |
|-----------------------|-----------------------|------|------------------------------------|---------------|-------------|
| SEGMENT               | ORIGINAL CONSTRUCTION |      | MAINTENANCE HISTORY <sup>(1)</sup> |               | CURRENT PCI |
| 2 <sup>ND</sup> AVE N | GRAVEL & OIL          | 1956 | SEAL COAT/TEMP M&O                 | 1992/<br>2018 | 62-73       |
| 12 <sup>TH</sup> ST N | GRAVEL & OIL          | 1956 | SEAL COAT                          | 2000          | 51          |
| 10 <sup>TH</sup> ST N | RECONSTRUCTED         | 2005 | SEAL COAT                          | 2008          | 94          |

(1) LIKELY THAT PUBLIC WORKS HAS COMPLETED SOME PATCHING AND NUMEROUS SEAL COATS



## ***EXISTING CONDITIONS***

### **SIDEWALKS**

- CONTINUOUS ON NORTH SIDE OF 2<sup>ND</sup> AVE FROM 8<sup>TH</sup> TO 9<sup>TH</sup> ST & 10<sup>TH</sup> TO 11<sup>TH</sup> ST
- CONTINUOUS ON BOTH SIDES OF OTHER STREETS
  - EXCEPT FOR A 100-FT GAP ON SOUTH SIDE OF 2<sup>ND</sup> AVE JUST EAST OF 9<sup>TH</sup> ST
- SOME ADA-COMPLIANT PEDESTRIAN RAMPS

### **PUBLIC UTILITIES: SANITARY, STORM SEWER**

- EXISTING SANITARY IS 8" AND 10" VCP ON 2<sup>ND</sup> AVE N AND 8" VCP ON 12<sup>TH</sup> ST N
- ACCEPTABLE CONDITION BUT NEEDS TO BE REPLACED DUE TO UNDERPASS PROJECT

### **WATER MAINS**

- WATER MAINS ON 2<sup>ND</sup> AVE N AND 10<sup>TH</sup> ST N ARE 4" TO 6" CAST IRON AND IS IN POOR CONDITION AND NEEDS TO BE REPLACED DUE TO UNDERPASS PROJECT
- WATER MAIN ON 12<sup>TH</sup> ST N IS 10" PVC



# PROPOSED IMPROVEMENTS

## REHAB:

- ONLY REPLACING PAVEMENT
- CURB AND GUTTER WILL REMAIN

## RECONSTRUCT:

- REPLACE PAVEMENT
- NEW CURB AND GUTTER

## SANITARY SEWER:

- NEW 15" SANITARY SEWER ON 12<sup>TH</sup> ST N AND 2<sup>ND</sup> AVE N FROM 9<sup>TH</sup> ST N TO 12<sup>TH</sup> ST N

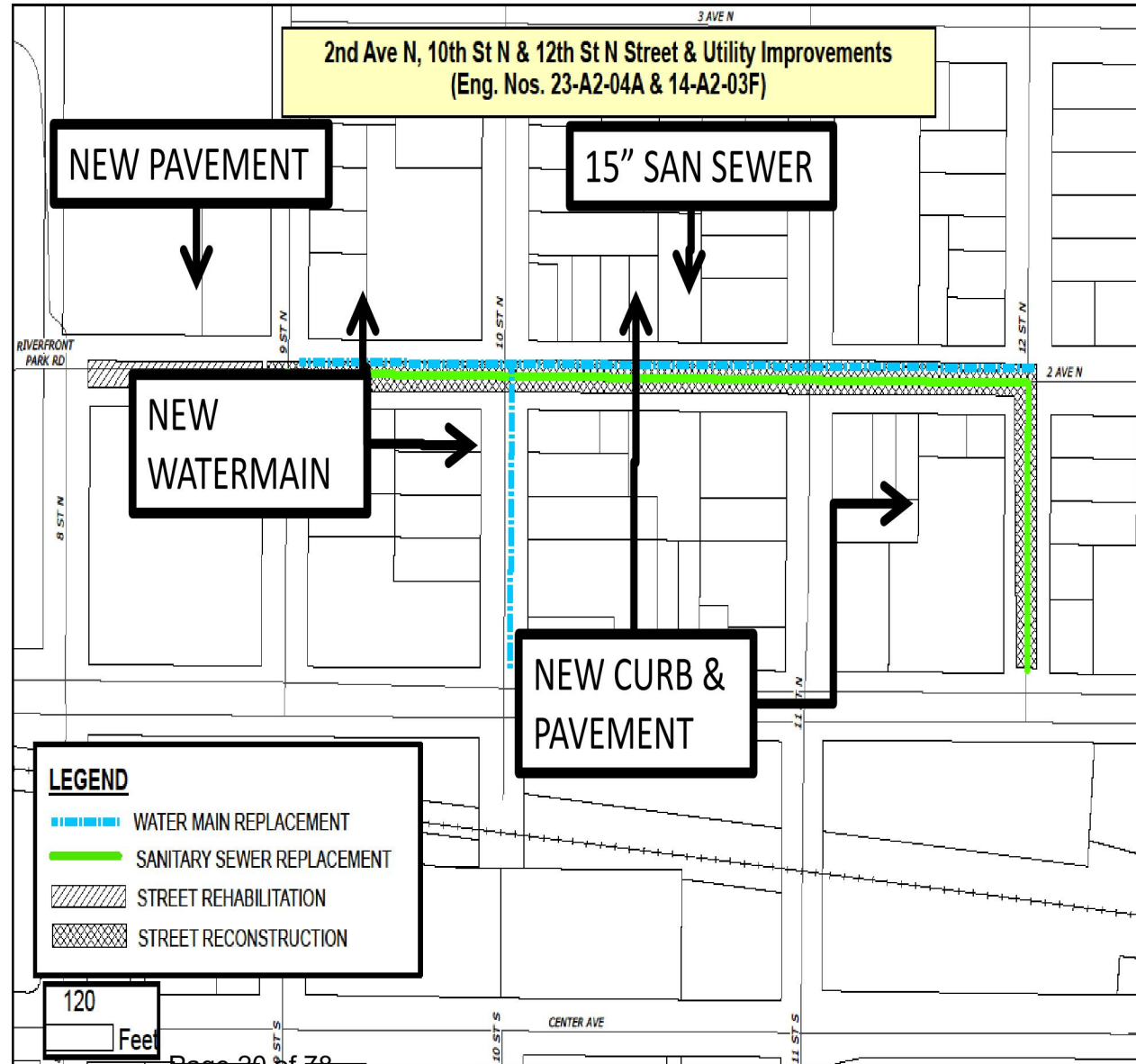
## WATERMAIN:

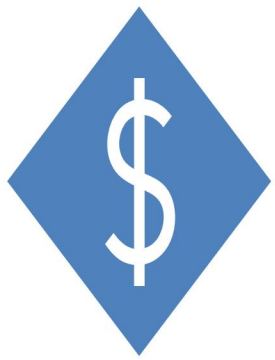
- 10" WM ON 10<sup>TH</sup> ST N; 8" TO 12" WM ON 2<sup>ND</sup> AVE FROM 9<sup>TH</sup> ST N TO 12<sup>TH</sup> ST N

## SERVICES:

- WATER AND SEWER SERVICES WILL BE REPLACED TO THE BOULEVARD

Agenda Item 9.A.





## ***PROJECT FUNDING***

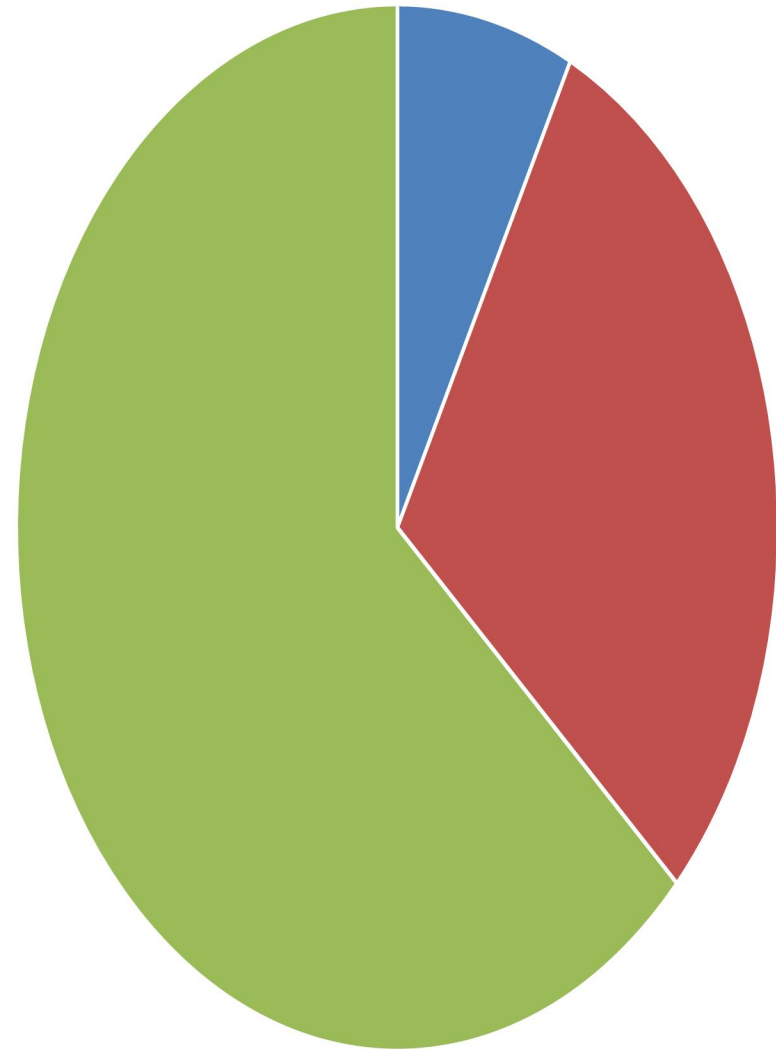
### ESTIMATED TOTAL PROJECT COST:

- \$3,090,000

### PROJECT FUNDING :

- FRONT FOOTAGE ASSESSMENTS
  - \$231,800
- CITY FUNDS
  - \$908,200
- MnDOT FUNDS
  - \$1,950,000

Total Project Cost: \$3,090,000





## ***PROJECT FUNDING***

### Pavement Management of Existing Roads

| Type of Project      | Urban Road           |
|----------------------|----------------------|
| Local Rehabilitation | \$75.00 per adj. FF  |
| Local Reconstruction | \$125.00 per adj. FF |





## ***ASSESSMENT SUMMARY: 23-A2-04***

| Proposed assessment                     |           |
|---|-----------|
| Number of Properties In Assessment Area | 25        |
| Number of Properties With No Assessment | 0         |
| Total Amount Assessed                   | \$231,800 |
| Average Assessment                      | \$9,272   |
| Minimum Assessment                      | \$12      |
| Median Assessment                       | \$6,250   |
| Maximum Assessment                      | \$31,250  |
| City Owned Property Assessments         | \$47,875  |
| Deferred / Postponed Assessments        | \$0       |



## ***SCHEDULE***

| <b>Action or Activity</b>                       | <b>Date</b>         |
|---|---------------------|
| Order Preliminary Engineering Report            | Dec 12, 2022        |
| Receive Report, Order Plans & Call for Hearing  | Feb 27, 2023        |
| Approve Plans & Authorize Ad for Bids           | March 13, 2023      |
| Hold Public Hearing                             | April 24, 2023      |
| Receive Bids                                    | May 3, 2023         |
| Order Improvements and Award Bids               | May 8, 2023         |
| Construct Project                               | May 2023 – Oct 2023 |
| Call for Assessment Hearing                     | Fall 2023           |
| Hold Assessment Hearing & Adopt Assessment Roll | Fall 2023           |



## ***REQUESTED ACTIONS: 23-A2-04***

- HOLD PUBLIC HEARING
- CONSIDER RESOLUTION TO ORDER IMPROVEMENTS



**CITY OF MOORHEAD  
ENGINEERING DEPT.  
PO BOX 779  
MOORHEAD, MN 56561-0779**

**THIS IS NOT A BILL**

This is a notification of the proposed improvement hearing and estimated special assessment.  
A final assessment hearing will be held at a later date.

April 13, 2023

MOORHEAD CITY  
PO BOX 779  
MOORHEAD MN 56561-0779

PARCEL NO. 581070460

PARCEL 121 12TH ST N  
ADDRESS MOORHEAD MN 56560

**Project No. 811906**

**Eng#. 23-A2-4A**

**Project Description & Location: 23-A2-4A-ST RECON 2 AV N BT 8 AND 12 ST, 12 ST BT 1 AND 2 AV**

**Assessment/Benefiting Area**

2nd Ave N between 8th and 12th St N and 12th St N between 1st and 2nd Ave N

Notice is hereby given that the City Council of Moorhead, Minnesota will meet at the Hjemkomst Center, 202 1st Ave. N., Moorhead, MN at **5:45 pm on Monday, April 24, 2023** to consider the making of improvements on the above referenced project.

The estimated total cost that would be assessed against your property for this project is \$6,250.00 and would be assessed over a 20 year period at an estimated interest rate of 5.50 %.

Below is an example of your estimated special assessment cost.

|   |                      |          |
|---|----------------------|----------|
| Principal Amount = \$6,250.00 / 20 years =                | First year principal | \$312.50 |
|   | Plus 5.50% interest  | \$343.75 |
|   | First Year payment   | \$656.25 |
| NOTE: Interest is charged each year on the unpaid balance |                      |          |

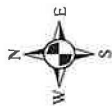
You are invited to review the Engineer's presentation of this project to the City Council. This information will be available online April 13, 2023. To view the information go to [www.cityofmoorhead.com](http://www.cityofmoorhead.com). Under **Departments** go to **Engineering**, and click on **Current & Future Projects**, then click on **23-A2-4A Street Improvement Project**.

Written or oral objections will be heard and considered at said hearing. *Written responses must be received prior to 4:30 pm on the hearing date.*

If you have any questions regarding this letter, please call the Engineering Office at 218-299-5427 or email [assessments@cityofmoorhead.com](mailto:assessments@cityofmoorhead.com).

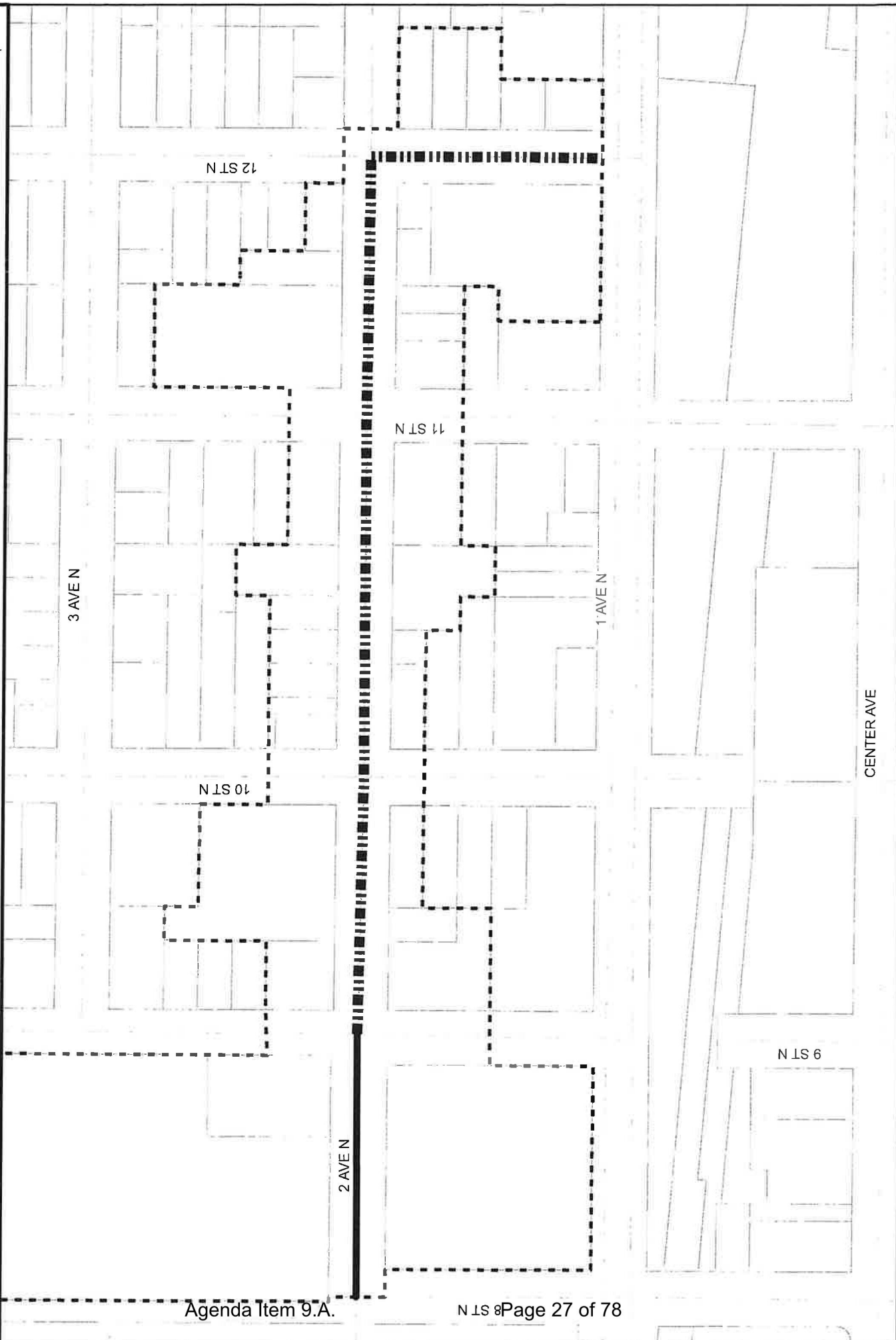
Please contact the City Clerk's Office 218-299-5166 if auxiliary aids or services are required (ten hours notice is required). TDD/TTY (for hearing and speech impaired only) dial 711.

Project 23-A2-4A, Road Reconstruction on 2nd Ave N Between 8th and 12th St N,  
and 12th St N between 1st and 2nd Ave N



GIS Department

-  Rehab \$75/FF
-  Assessment Area
-  Reconstruction \$125/FF



Agenda Item 9.A.



**PROJECT/ASSESSMENT INFORMATION - ENGINEERING NO. 23-A2-4A (811906)**

**PROPOSED WORK:** Rehabilitation—2<sup>nd</sup> Ave N between 8<sup>th</sup> and 9<sup>th</sup> St N and  
Reconstruction – 2<sup>nd</sup> Ave N between 9<sup>th</sup> and 12<sup>th</sup> St N and 12<sup>th</sup> St N between 1<sup>st</sup> and 2<sup>nd</sup> Ave N

**PROJECT ENGINEER:** Jim Schulz, Sr. Engineer      **Phone:** 218-299-5379      **Email:** [Jim.schulz@moorheadmn.gov](mailto:Jim.schulz@moorheadmn.gov)

**STREET CLASSIFICATION:** All streets in this project area are classified as “Local” streets.

*Local streets* are the street network within a subdivision that is intended to provide access to the directly abutting properties and primarily serves local traffic. Typically, about 1/3 of the cost for local streets is assessed to the directly abutting lots within the subdivision. The city pays the rest of the cost through the general property tax levy.

**PROJECT DETAILS:** On Dec. 12, 2022 the City Council ordered preparation of an Engineer’s Report, which was completed by City staff under direction of the City Engineer. The report evaluated the existing street conditions of 2nd Ave N, 12th St N and 10th St N, along with the impact of the 11th Street Underpass on existing sanitary sewer, watermain and storm utilities and options for permanently rerouting these utilities to facilitate the underpass project. The report makes recommendations for the following street and utility improvements that will be constructed in advance of the 11th Street Underpass Project:

Install 15” Sanitary sewer on 2nd Ave N from 9th St N to 12th St N  
Install 15” sanitary sewer on 12th St N from 1st Ave N to 2nd Ave N  
Install 8” Watermain on 2nd Ave N from 9th St N to 10th St N  
Install 10” Watermain on 2nd Ave N from 10th St N to 12th St N  
Install 10” Watermain on 10th St N from 1st Ave N to 2nd Ave N  
Install storm sewer on 2nd Ave N from 8th St N to 12th St N  
Rehabilitation of 2nd Ave N from 8th St to 9th St  
Reconstruct 2nd Ave N from 9th St N to 12th St N  
Reconstruct 12th St N from 1st Ave N to 2nd Ave N.  
Patch 10th St N only as needed to complete the watermain improvements

A street rehabilitation involves the full pavement depth being removed and replaced, typically including the gravel base, but preserves most of the existing curb and gutter. A reconstruct includes the full replacement of the pavement and curb & gutter.

Pedestrian ramp improvements necessary to comply with ADA requirements and sidewalk gaps will be filled in accordance with the City Code.

A map showing the proposed improvements and assessment boundaries is included on the back of your notice.

**To view an informational video presentation of this project:**

1. Go to City’s website at [www.cityofmoorhead.com](http://www.cityofmoorhead.com)
2. Click on the **Departments** tab
3. Under City Departments, click on **Engineering**
4. On the left-hand side of the screen, click on the heading **Current & Future Projects**
5. Click on the **23-A2-04A Street Improvement Project**. You will then be able to view the video presentation.

**FINANCIAL:** Total estimated project cost, including contingencies and fees, is \$4,870,000.

\$3,291,400 – State Funds (67%) (Reimbursement of cost to relocate city utilities in advance of 11<sup>th</sup> St Underpass project)  
\$1,359,600 - PIR Funds - City Share (28%)  
\$ 219,000 – Special Assessments (5%)  
\$4,870,000 – TOTAL

**PUBLIC HEARING:** Monday, April 24, 2023, 5:45pm at the Heritage Hjemkomst Center, 202 1<sup>st</sup> Av N., Moorhead, MN.

**ASSESSMENT INFO/CALCULATIONS:** City assessment policy establishes a flat rate for street repair projects to keep things equitable among all properties in Moorhead. This policy has been in place since 2005. To account for variability in construction costs from year to year, and for the amount of front footage an assessment is based on (side lot footage is not assessed), the City established flat assessment rates per front foot for the various types of projects. Rates are set by the Council in its fee schedule.



and is intended, on average, to generate between 30% and 40% of the total project cost. The remaining cost is paid by the City through general tax levy proceeds. The policy provides certainty to residents that their assessment won't go higher, regardless of the final project cost. If the project cost goes up, the City pays the additional cost, if it goes down, City share is reduced.

Current rates are as follows:      Rehabilitation is \$75/Front Foot  
    Reconstruction is \$125/Front Foot

**ASSESSMENT EXAMPLES:** A property abutting 2<sup>nd</sup> Ave N between 9<sup>th</sup> and 12<sup>th</sup> St or 12<sup>th</sup> St between 1<sup>st</sup> and 2<sup>nd</sup> Ave N with 75' of frontage, would be assessed a total of \$9,375. (75' x \$125). A property abutting 2<sup>nd</sup> Ave N between 8<sup>th</sup> and 9<sup>th</sup> St with 75' of frontage, would be assessed a total of \$5,625. (75' x \$75).

**\*\*Alternate assessment calculation methods are used to determine front footage for irregular shaped, cul-de-sacs and lots on curves, and first 150 feet of side lot footage is exempted from corner lots to keep special assessments equitable.**

**ASSESSMENT SCHEDULE:** Final assessment notices are sent out in Sept/Oct and are then certified to the County on November 15. If you choose to do so, after final assessment has been adopted by council, you will have an opportunity to pay off, or buy down, the assessment, without interest, before it's certified to County and added to your 2024 property taxes.

This project will be spread over 20 years at an *estimated* interest rate of 5.5%. Actual interest rate will be determined after the City has bonded for the project. Below are two examples of projected amortization of the assessment, if paid over the 20-year duration. **Note: Assessments can be paid off and paid down at any time without penalty.**

**EXAMPLE 1**  
**SPECIAL ASSESSMENT AMORTIZATION SCHEDULE**

| Special Assmt  |        |          |           |          |              |                |
|----------------|--------|----------|-----------|----------|--------------|----------------|
| Principal      |        | \$ 6,250 |           |          |              |                |
| Rate           |        | 5.50%    |           |          |              |                |
| Principal      |        | \$ 313   |           |          |              |                |
| Total Interest |        | \$ 3,609 |           |          |              |                |
| Years          |        | 20       |           |          |              |                |
| Year           | Pymt # | Balance  | Principal | Interest | Yearly Total | Monthly Budget |
| 2024           | 1      | 6,250.00 | 312.50    | 343.75   | 656.25       | 54.69          |
| 2025           | 2      | 5,937.50 | 312.50    | 326.56   | 639.06       | 53.26          |
| 2026           | 3      | 5,625.00 | 312.50    | 309.38   | 621.88       | 51.82          |
| 2027           | 4      | 5,312.50 | 312.50    | 292.19   | 604.69       | 50.39          |
| 2028           | 5      | 5,000.00 | 312.50    | 275.00   | 587.50       | 48.96          |
| 2029           | 6      | 4,687.50 | 312.50    | 257.81   | 570.31       | 47.53          |
| 2030           | 7      | 4,375.00 | 312.50    | 240.63   | 553.13       | 46.09          |
| 2031           | 8      | 4,062.50 | 312.50    | 223.44   | 535.94       | 44.66          |
| 2032           | 9      | 3,750.00 | 312.50    | 206.25   | 518.75       | 43.23          |
| 2033           | 10     | 3,437.50 | 312.50    | 189.06   | 501.56       | 41.80          |
| 2034           | 11     | 3,125.00 | 312.50    | 171.88   | 484.38       | 40.37          |
| 2035           | 12     | 2,812.50 | 312.50    | 154.69   | 467.19       | 38.93          |
| 2036           | 13     | 2,500.00 | 312.50    | 137.50   | 450.00       | 37.50          |
| 2037           | 14     | 2,187.50 | 312.50    | 120.31   | 432.81       | 36.07          |
| 2038           | 15     | 1,875.00 | 312.50    | 103.13   | 415.63       | 34.64          |
| 2039           | 16     | 1,562.50 | 312.50    | 85.94    | 398.44       | 33.20          |
| 2040           | 17     | 1,250.00 | 312.50    | 68.75    | 381.25       | 31.77          |
| 2041           | 18     | 937.50   | 312.50    | 51.56    | 364.06       | 30.34          |
| 2042           | 19     | 625.00   | 312.50    | 34.38    | 346.88       | 28.91          |
| 2043           | 20     | 312.50   | 312.50    | 17.19    | 329.69       | 27.47          |
|                |        | 6,250.00 | 3,609.40  | 9,859.40 |              |                |

**EXAMPLE 2**  
**SPECIAL ASSESSMENT AMORTIZATION SCHEDULE**

| Special Assmt  |        |           |           |           |              |                |
|----------------|--------|-----------|-----------|-----------|--------------|----------------|
| Principal      |        | \$ 10,000 |           |           |              |                |
| Rate           |        | 5.50%     |           |           |              |                |
| Principal      |        | \$ 500    |           |           |              |                |
| Total Interest |        | \$ 5,775  |           |           |              |                |
| Years          |        | 20        |           |           |              |                |
| Year           | Pymt # | Balance   | Principal | Interest  | Yearly Total | Monthly Budget |
| 2024           | 1      | 10,000.00 | 500.00    | 550.00    | 1,050.00     | 87.50          |
| 2025           | 2      | 9,500.00  | 500.00    | 522.50    | 1,022.50     | 85.21          |
| 2026           | 3      | 9,000.00  | 500.00    | 495.00    | 995.00       | 82.92          |
| 2027           | 4      | 8,500.00  | 500.00    | 467.50    | 967.50       | 80.63          |
| 2028           | 5      | 8,000.00  | 500.00    | 440.00    | 940.00       | 78.33          |
| 2029           | 6      | 7,500.00  | 500.00    | 412.50    | 912.50       | 76.04          |
| 2030           | 7      | 7,000.00  | 500.00    | 385.00    | 885.00       | 73.75          |
| 2031           | 8      | 6,500.00  | 500.00    | 357.50    | 857.50       | 71.46          |
| 2032           | 9      | 6,000.00  | 500.00    | 330.00    | 830.00       | 69.17          |
| 2033           | 10     | 5,500.00  | 500.00    | 302.50    | 802.50       | 66.88          |
| 2034           | 11     | 5,000.00  | 500.00    | 275.00    | 775.00       | 64.58          |
| 2035           | 12     | 4,500.00  | 500.00    | 247.50    | 747.50       | 62.29          |
| 2036           | 13     | 4,000.00  | 500.00    | 220.00    | 720.00       | 60.00          |
| 2037           | 14     | 3,500.00  | 500.00    | 192.50    | 692.50       | 57.71          |
| 2038           | 15     | 3,000.00  | 500.00    | 165.00    | 665.00       | 55.42          |
| 2039           | 16     | 2,500.00  | 500.00    | 137.50    | 637.50       | 53.13          |
| 2040           | 17     | 2,000.00  | 500.00    | 110.00    | 610.00       | 50.83          |
| 2041           | 18     | 1,500.00  | 500.00    | 82.50     | 582.50       | 48.54          |
| 2042           | 19     | 1,000.00  | 500.00    | 55.00     | 555.00       | 46.25          |
| 2043           | 20     | 500.00    | 500.00    | 27.50     | 527.50       | 43.96          |
|                |        | 10,000.00 | 5,775.00  | 15,775.00 |              |                |

**CONSTRUCTION SCHEDULE:** Anticipated work schedule is between May–Oct., 2023. During construction, City will maintain project info on its website through an interactive map, which you can find by doing the following.

1. Go to [www.cityofmoorhead.com](http://www.cityofmoorhead.com) and click on **Departments**
2. Go to **Engineering** and click on the link for **Current & Future Projects**
3. Click on the **Current Project Map**
4. Click on the project on the map you are interested in and an information box will pop up.

Occasionally we may distribute printed door hangers to communicate important project information to you such as temporary parking restrictions or driveway access limitations. **You can also sign up for electronic notifications to receive periodic updates regarding this specific project. Please see the enclosed instructions on how to sign up for electronic notifications.**

To request this information in a different language, please contact: 218.299.5427

Para solicitar esta información en otro idioma, comuníquese con: 218.299.5427

Ji bo daxwaza vê agahdariyê bi zimanekî din, ji kerema xwe re têkiliyê pêve bikin: 218.299.5427

218.299.5427: اطلب هذه المعلومات بلغة مختلفة ، يرجى الاتصال بـ

Si aad u codsato macluumaadkan oo ku qoran luqad kale, fadlan la xiriir: 218.299.5427

## E-NOTIFICATIONS

### SIGN UP INSTRUCTIONS

To receive periodic updates on the project being performed on your street or in your area, you can sign up for e-notifications and we will send out notices of work schedules, road closures, access changes, delays, or any items of concern that residents need to be aware of.

To sign up do the following:

1. Go to [www.cityofmoorhead.com/ProjectNotifications](http://www.cityofmoorhead.com/ProjectNotifications)
2. Complete the required information.

Email Address \*

Retype Email Address \*

First Name \*

Last Name \*

3. Select the project(s) you want to receive notifications for under the News Category.

News

|   |  |  |
|---|--|--|
| <input type="checkbox"/> 19-A2-02 - Center Aven...    | <input type="checkbox"/> 20/21 St Underpass Con...   | <input type="checkbox"/> 21-13-1 - Midtown Trail     |
| <input type="checkbox"/> 21-A7-01 - Hjemkomst S...    | <input type="checkbox"/> 22-13-1 - 28th Ave. Sout... | <input type="checkbox"/> 22-A2-02 - 11th St. Sout... |
| <input type="checkbox"/> 22-A2-04 - Oak Grove a...    | <input type="checkbox"/> 22-A2-06 - 7th & 8th Str... | <input type="checkbox"/> 23-A2-01 - 14th Ave S a...  |
| <input type="checkbox"/> 23-A2-03 - 14th St S Mill... | <input type="checkbox"/> 23-A2-07 - 6th St S Reh...  | <input type="checkbox"/> 23-A2-08 - Hampton Pla...   |

***\*The project number is the Engineering number for the project. You can find the specific engineering number at the top of the project information sheet or in the project hearing notice.***

***Example: Engineering Number 23-A2-03***

4. Fill in the verification code on your application and hit submit.

To prevent spam we utilize a verification code system. Please enter the code as it is shown in the box below:



Code:

5. If you have signed up correctly you'll receive a confirmation email. The email includes links to update your preferences or to unsubscribe from notifications.



April 13, 2023

**Re: 2<sup>nd</sup> Ave N Underground Utility & Street Improvements**  
**Eng No: 23-A2-04**

Dear Property Owner:

A street & utility construction project is proposed to take place in your neighborhood during the summer of 2023. This project will consist of sanitary sewer, watermain, sewer services, water services, pavement, curb and gutter, ADA, sidewalk and drainage improvements. A copy of the map showing the location of proposed work area has been enclosed.

Instead of a traditional public information meeting, a video presentation will be posted on the City's Engineering Website. This presentation will discuss the project and the potential impacts it may have to your property. Instructions to view the video are shown on the back side of this letter.

In addition to providing information on the nature of the project in your neighborhood, the presentation provides information on a few important points:

- Overview of City's project scope of work and process
- Project funding and assessments
- Overlapping work areas with third parties:

If you have any questions about this project, please do not hesitate to contact me.

Sincerely,  
Jim Schulz  
Senior Engineer  
Office: 218-299-5379  
Email: [jim.schulz@moorheadmn.gov](mailto:jim.schulz@moorheadmn.gov)





### 23-A2-04 Video Presentation Instructions:

1. You can also skip steps 2-6 by entering the url all at once into your internet browser search bar: <http://www.ci.moorhead.mn.us/departments/engineering/current-projects>

Or

2. Go to City's website at [www.cityofmoorhead.com](http://www.cityofmoorhead.com)
3. Click on the **Departments** tab
4. Under City Departments, click on **Engineering**
5. On the left-hand side of the screen, click on the heading **Current & Future Projects**
6. Click on the **23-A2-04 22<sup>nd</sup> Ave N Underground Utility & Street Improvements Project**. You will **then be able to view** the video presentation.



## RESOLUTION

### **Resolution to Order Improvements & Declare Intent to Assess for 2nd Ave N Area Underground Utility & Street Improvements (Eng. No. 23-A2-04A and 14-02-03F)**

WHEREAS, pursuant to a resolution of the City Council adopted on December 12, 2022 a Preliminary Engineering Report has been prepared by City staff under the direction of the City Engineer with reference to proposed improvements in 2<sup>nd</sup> Ave N Area Underground Utility & Street Improvements (Eng. No. 23-A2-04A and 14-02-03F); and

WHEREAS, pursuant to a resolution of the City Council adopted February 27, 2023, the City Council received the report from the City Engineer and fixed a date of April 10, 2023 for a Public Hearing on the proposed improvements; and

WHEREAS, pursuant to a resolution of the City Council adopted February 27, 2023, the Public Hearing date was rescheduled to April 24, 2023; and

WHEREAS, the City Planning Commission reviewed the proposed improvement on December 5, 2022, and found it to be in compliance with the City's Comprehensive Plan; and

WHEREAS, ten days' mailed notice and ten days' published notice of the hearing was given, and the hearing was held thereon on the 24<sup>th</sup> day of April, 2023, at which all persons desiring to be heard were given an opportunity to be heard thereon.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead, Minnesota:

1. Such improvements are necessary, cost-effective, and feasible, and should best be combined into a single project for optimal bidding and construction management purposes as detailed in the Preliminary Engineering Report.
2. The City's Planning Commission has reviewed the proposed capital improvement and reported in writing to the Council its findings as to compliance of the proposed improvement with the Comprehensive Municipal Plan.
3. Such improvements are hereby ordered as proposed in the Council resolution adopted February 27, 2023.
4. The City Council declares its official intent to reimburse itself for the costs of the improvement from the proceeds of tax-exempt bonds.

PASSED: April 24, 2023 by the City Council of the City of Moorhead.

APPROVED BY:

ATTEST:

\_\_\_\_\_  
Michelle (Shelly) A. Carlson, Mayor

\_\_\_\_\_  
Christina Rust, City Clerk



## City Council Communication

---

April 24, 2023

**SUBJECT:**

Resolution to Approve Budget Adjustment #23-020 and Execution of License Agreement for Asset Management Software

**RECOMMENDATION:**

The Mayor and City Council are asked to consider a resolution to approve a budget adjustment and authorize execution of a license agreement with Novotx LLC for the acquisition of a new asset management software (Elements XS).

**BACKGROUND/KEY POINTS:**

The Engineering Department, Public Works Department, and Moorhead Public Service currently manage infrastructure, facilities, and other assets independently using a variety of systems; some of which are decades old and no longer supported. There is limited to no consistency between assets and limited to no capacity to share data between systems. Staff is proposing to implement a single asset management solution that includes centralized and consistent data management across and between assets and departments. The asset management system will include GIS-integration and provide the ability to manage multiple asset attributes including, but not limited to, asset inventory, location (via GIS), field inspection data, condition assessment data, preventive/corrective maintenance history, expected life, asset criticality, etc. The system will provide tools to facilitate risk-based analyses to inform planning for infrastructure renewal and repair costs. The system will also provide the ability to track and manage infrastructure service requests and customer-reported concerns and will be accessible by staff working in the field. Utilizing a uniform platform across asset categories will provide numerous opportunities to improve coordination, fiscal management, long range planning, and service to the public.

Elements XS, a state-of-the-art asset management software, has been selected through an exhaustive Request for Proposals (RFP) process. The staff review committee, consisting of members from Engineering, Public Works, IT, and MPS, evaluated 11 vendor proposals against a set of criteria such as the ability to track asset data, generate reports, and provide real-time access to asset information.

Elements XS has been identified as the preferred application and will provide numerous benefits to infrastructure management efforts by providing a structured environment to implement preventive maintenance plans, equate costs to asset conditions, and develop long-term maintenance and asset renewal plans. Elements XS was found to be user-friendly and easy to customize, providing a seamless experience for City employees. The vendor also offers comprehensive support and training services, ensuring staff are well-equipped to use the software effectively. Elements XS will replace several current systems that operate in departmental siloes.

The City Attorney has reviewed and approved the proposed license agreement for execution.



## City Council Communication

---

April 24, 2023

### **FINANCIAL CONSIDERATIONS:**

On October 24, 2022, the City Council authorized an allocation of \$150,000 in American Rescue Plan Act (ARPA) funds for asset management software. The cost for the negotiated scope of work with Novotx LLC, including an allowance for implementation for all city assets including those managed by MPS and technical assistance to get the system up and running is \$250,000. Staff requests budget adjustment #23-020 be approved to allocate an additional \$100,000 of federal American Rescue Plan Act funds to enable this effort.

**Voting Requirements:** 3/4 of Council (6)

### **Submitted By:**

Dan Mahli, City Manager  
Tom Trowbridge, Assistant City Engineer  
Bob Zimmerman, Engineering Director  
Ruth Sierra, Office Specialist

**Attachments:**

## RESOLUTION

### **Resolution to Approve Budget Adjustment #23-020 and Execution of License Agreement for Asset Management Software**

WHEREAS, the Engineering Department, Public Works Department, and MPS currently manage infrastructure, facilities, and other assets independently using a variety of systems; some of which are decades old and no longer supported; and

WHEREAS, staff proposes to implement a single asset management solution that includes centralized and consistent data management across and between assets and departments; and

WHEREAS, Elements XS, a state-of-the-art asset management software, has been selected through an exhaustive Request for Proposals process; and

WHEREAS, on October 24, 2022, the City Council authorized an allocation of \$150,000 in American Rescue Plan Act (ARPA) funds for the acquisition of this software; and

WHEREAS, the cost to acquire and implement the software, including an allowance for implementation for MPS assets and additional technical assistance during implementation, is \$250,000; and

WHEREAS, staff requests that Budget Adjustment #23-020 be approved to allocate an additional \$100,000 of ARPA funds to enable this effort; and

WHEREAS, the City Attorney has reviewed and approved the proposed license agreement for execution.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead, Minnesota as follows:

1. Budget Adjustment #23-020 is hereby approved.
2. The Mayor and City Manager are hereby authorized and directed to execute a license agreement, and any amendments as may be required, with Novotx LLC for the acquisition of Elements XS asset management software.

PASSED: April 10, 2023 by the City Council of the City of Moorhead.

APPROVED BY:

ATTEST:

\_\_\_\_\_  
Michelle (Shelly) A. Carlson, Mayor

\_\_\_\_\_  
Christina Rust, City Clerk



## City Council Communication

April 24, 2023

### **SUBJECT:**

Resolutions to Authorize Easement Acquisitions and Award Bid for 11 St S Street and Utility Improvements (Eng No. 22-A2-02)

### **RECOMMENDATION:**

The Mayor and City Council are asked to consider resolutions to Authorize the Acquisition of Easements and to Award the Bid to All Finish Concrete of West Fargo, ND in the amount of \$2,286,505.00 for 11 St S Street and Utility Improvements (Eng No. 22-A2-02).

### **BACKGROUND/KEY POINTS:**

The proposed project is for the reconstruction of 11<sup>th</sup> St S from 2<sup>nd</sup> Ave S to 6<sup>th</sup> Ave S. This project was included in the City's 2023-2027 Capital Improvement Plan for construction in 2023. The project includes widening an existing sidewalk to make it a shared-use path for bikes and pedestrians. In order to minimize impacts of the shared-use path to existing trees, several easements were proposed. Five property owners have agreed to provide the easements, which would reduce the tree impacts from 12 trees down to 6 trees. The table below includes the property owners who have accepted the City's acquisition offer:

| Project Parcel        | Owner                                | Amount     |
|-----------------------|--------------------------------------|------------|
| 303 11th Street South | St. Joseph's Catholic Church         | \$816.60   |
| 307 11th Street South | Spencer & Danielle Salmon            | \$816.60   |
| 407 11th Street South | Barbara & David Pederson (Estimated) | \$1,221.00 |
| 423 11th Street South | Kenneth C & Nancy C Hanson           | \$1,221.00 |
| 429 11th Street South | MRL Properties                       | \$1,737.50 |

\*\* Costs will be paid from local funds committed to the project.

The City Engineering Department, through a licensed appraiser, is providing all easement acquisition services for the project. The cost for the easements is based on an appraisal, improvements acquired (e.g. trees), and damages (if appropriate).

Bids for the project were received on April 12, 2023, and are summarized in the Financial Considerations section of this communication. Staff recommends awarding the bid to the apparent lowest responsible bidder. Below is an outline of the proposed project schedule.

| PROJECT SCHEDULE  |                   |
|---|-------------------|
| Activity  | Date              |
| Order Preliminary Engineer's Report   | December 12, 2022 |
| Receive Engineer's Report, Order Plans & Specs, Call for a Public Hearing, Approve Plans & Specs, and Authorize Ad for Bids | February 27, 2023 |
| Hold Public Hearing, Order Improvements, Declare Intent to Assess   | March 27, 2023    |





## City Council Communication

April 24, 2023

|                                   |                  |
|-----------------------------------|------------------|
| Receive Bids                      | April 12, 2023   |
| Award Bid, Approve Easements      | April 24, 2023   |
| Anticipated Construction Schedule | May – Oct., 2023 |
| Hold Assessment Hearing           | Fall 2023        |

### **FINANCIAL CONSIDERATIONS:**

Three bids for the project were received on April 12, 2023. The bids are detailed in the attached bid tabulation and summarized below.

| <b><u>Bidder</u></b>             | <b><u>Bid</u></b>     |
|----------------------------------|-----------------------|
| <b>All Finish Concrete, Inc.</b> | <b>\$2,286,505.00</b> |
| Northern Improvement Co.         | \$2,317,551.45        |
| Opp Construction/ Fargo          | \$2,503,280.90        |
| <b>Engineer's Estimate</b>       | <b>\$2,288,955.50</b> |

Based on the low bid, the total cost of the improvements, including contingencies and fees is estimated to be approximately \$2,401,000. The project will be financed through the PIR fund. Moorhead Public Service (MPS) will reimburse the City approximately \$392,000 for the associated watermain costs, and the City will use approximately \$122,000 in Municipal State Aid Maintenance funds. The remainder of the project cost (\$1,887,000) will be financed through the issuance of a General Obligation (G.O.) Bond. Of that amount, \$377,000 will be special assessed to the benefiting properties in accordance with the City's Special Assessment Policy while the remaining balance will be paid as a City share with debt service on the City share paid through the general property tax levy.

**Voting Requirements:**  $\frac{3}{4}$  of Council for Easement Acquisition and  $\frac{3}{4}$  of Council to Award Bid

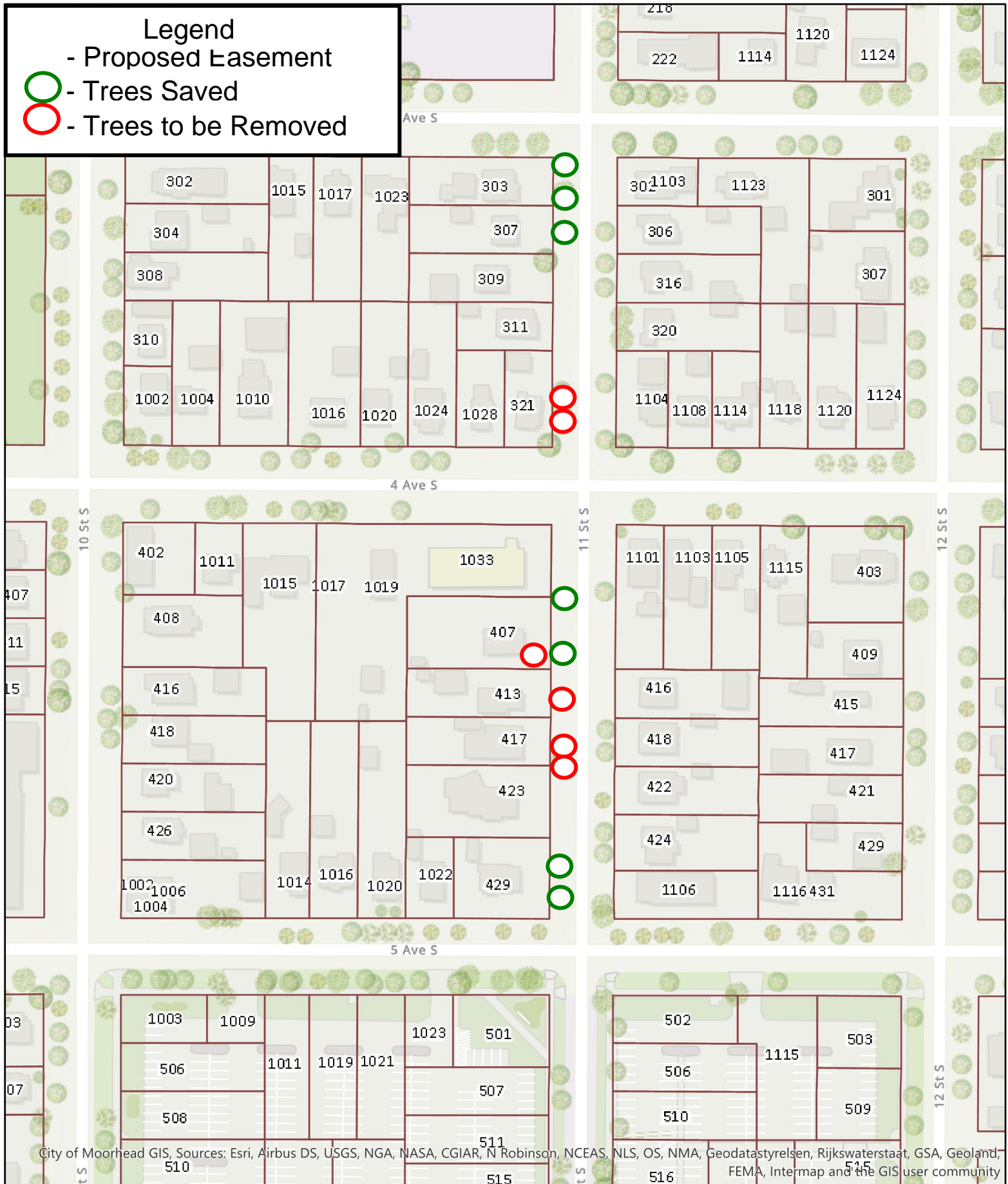
### **Submitted By:**

Dan Mahli, City Manager  
 Tom Trowbridge, Assistant City Engineer  
 Bob Zimmerman, Engineering Director  
 Ruth Sierra, Office Specialist

**Attachments:** Location Map, Bid Tabulation

# Legend

- Proposed Easement
- Trees Saved
- Trees to be Removed



City of Moorhead GIS, Sources: Esri, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatastyrelsen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap and the GIS user community



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## City of Moorhead GIS Map

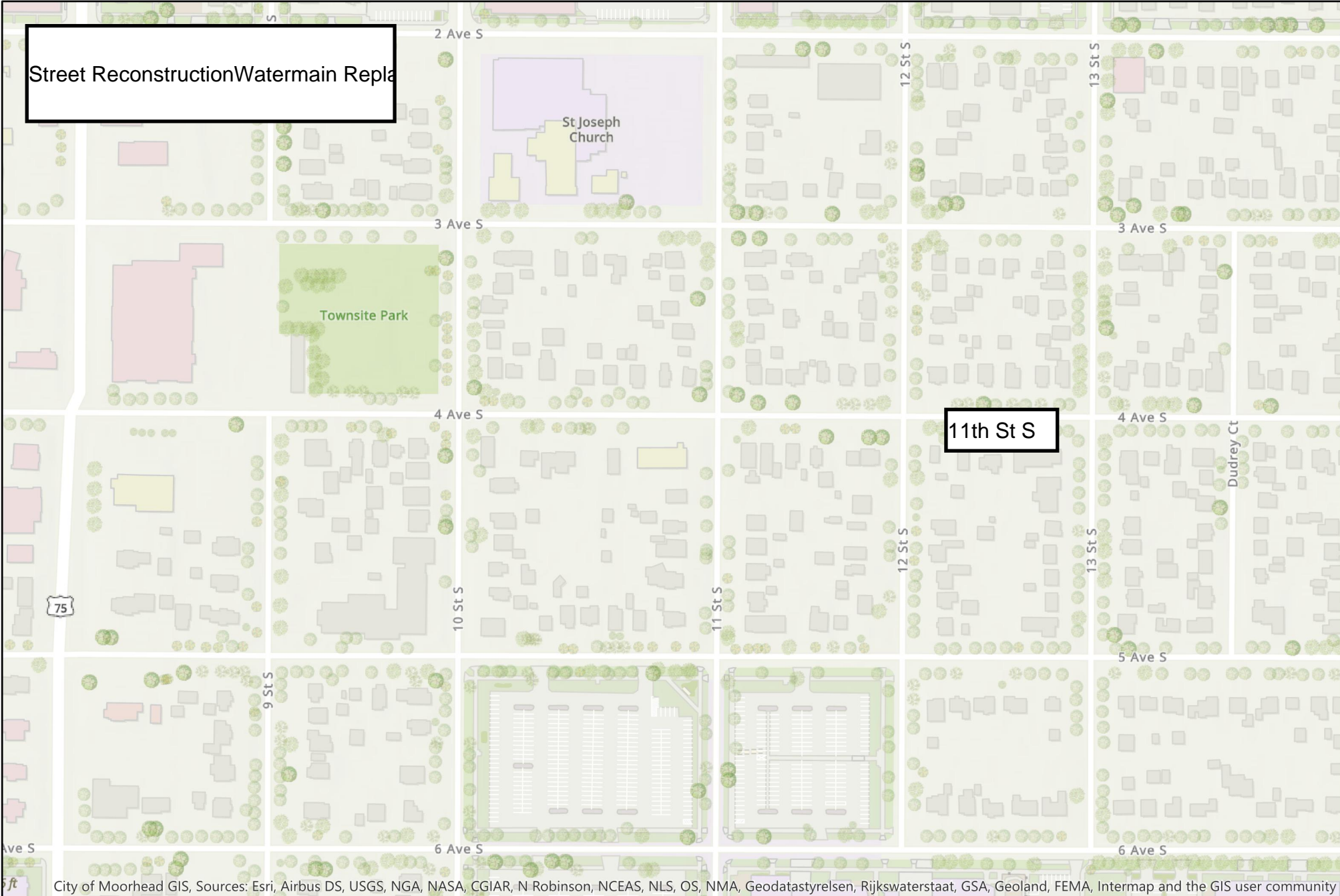
Agenda Item 10.B.

Date: 2/1/2022 Time: 9:20 AM


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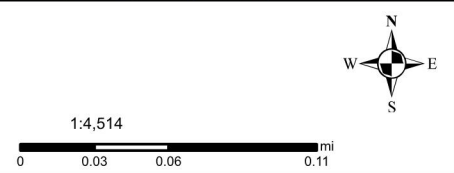
1:2,257  
0 0.01 0.02 0.04 mi



City of Moorhead GIS, Sources: Esri, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatastyrelsen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap and the GIS user community

  
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11th St S  
Agenda Item  
Utility Improvement





BID TABULATION FOR ENG. NO. 22-A2-02  
11 STREET S ROAD AND UNDERGROUND UTILITY IMPROVEMENTS

Bid Opening 04/12/23

| Bid Opening 04/12/23            |           |   |       |          | Engineer Estimate |              | All Finish Concrete, Inc. |              | Northern Improvement Co. |              | Opp Construction/ Fargo |              |
|---------------------------------|-----------|---|-------|----------|-------------------|--------------|---------------------------|--------------|--------------------------|--------------|-------------------------|--------------|
| No.                             | Item Code | Item Description  | Units | Quantity | Unit Price        | Total Price  | Unit Price                | Total Price  | Unit Price               | Total Price  | Unit Price              | Total Price  |
| SECTION I - STREET IMPROVEMENTS |           |   |       |          |                   |              |                           |              |                          |              |                         |              |
| 1                               | 2021.501  | MOBILIZATION  | LS    | 1        | \$50,000.00       | \$50,000.00  | \$150,000.00              | \$150,000.00 | \$165,000.00             | \$165,000.00 | \$235,000.00            | \$235,000.00 |
| 2                               | 2101.502  | CLEARING  | EA    | 8        | \$1,500.00        | \$12,000.00  | \$1,200.00                | \$9,600.00   | \$885.00                 | \$7,080.00   | \$1,250.00              | \$10,000.00  |
| 3                               | 2101.502  | GRUBBING  | EA    | 8        | \$750.00          | \$6,000.00   | \$1,200.00                | \$9,600.00   | \$420.00                 | \$3,360.00   | \$1,250.00              | \$10,000.00  |
| 4                               | 2104.502  | REMOVE SIGN TYPE C  | EA    | 45       | \$16.00           | \$720.00     | \$16.00                   | \$720.00     | \$15.75                  | \$708.75     | \$16.50                 | \$742.50     |
| 5                               | 2104.502  | REMOVE SIGN TYPE D  | EA    | 5        | \$16.00           | \$80.00      | \$16.00                   | \$80.00      | \$15.75                  | \$78.75      | \$16.50                 | \$82.50      |
| 6                               | 2104.502  | SALVAGE SIGN TYPE S                                       | EA    | 11       | \$16.00           | \$176.00     | \$11.00                   | \$121.00     | \$10.50                  | \$115.50     | \$11.00                 | \$121.00     |
| 7                               | 2104.503  | REMOVE CURB AND GUTTER                                    | LF    | 3330     | \$9.00            | \$29,970.00  | \$7.00                    | \$23,310.00  | \$4.00                   | \$13,320.00  | \$7.25                  | \$24,142.50  |
| 8                               | 2104.503  | SAWING CONCRETE PAVEMENT (FULL DEPTH)                     | LF    | 121      | \$10.00           | \$1,210.00   | \$12.00                   | \$1,452.00   | \$6.50                   | \$786.50     | \$12.00                 | \$1,452.00   |
| 9                               | 2104.503  | SAWING BITUMINOUS PAVEMENT (FULL DEPTH)                   | LF    | 173      | \$4.00            | \$692.00     | \$10.00                   | \$1,730.00   | \$4.00                   | \$692.00     | \$10.00                 | \$1,730.00   |
| 10                              | 2104.503  | ABATE ASBESTOS-CONTAINING PIPES                           | LF    | 20       | \$525.00          | \$10,500.00  | \$330.00                  | \$6,600.00   | \$210.00                 | \$4,200.00   | \$330.00                | \$6,600.00   |
| 11                              | 2104.504  | REMOVE BITUMINOUS PAVEMENT                                | SY    | 20       | \$25.00           | \$500.00     | \$7.00                    | \$140.00     | \$15.00                  | \$300.00     | \$7.00                  | \$140.00     |
| 12                              | 2104.504  | REMOVE CONCRETE DRIVEWAY PAVEMENT                         | SY    | 381      | \$21.00           | \$8,001.00   | \$12.00                   | \$4,572.00   | \$17.00                  | \$6,477.00   | \$12.50                 | \$4,762.50   |
| 13                              | 2104.504  | REMOVE CONCRETE PAVEMENT                                  | SY    | 6206     | \$15.00           | \$93,090.00  | \$9.00                    | \$55,854.00  | \$12.00                  | \$74,472.00  | \$8.80                  | \$54,612.80  |
| 14                              | 2104.518  | REMOVE CONCRETE SIDEWALK                                  | SF    | 10414    | \$2.00            | \$20,828.00  | \$1.00                    | \$10,414.00  | \$1.85                   | \$19,265.90  | \$1.00                  | \$10,414.00  |
| 15                              | 2106.507  | EXCAVATION - COMMON (EV) (P)                              | CY    | 2436     | \$19.00           | \$46,284.00  | \$27.00                   | \$65,772.00  | \$21.00                  | \$51,156.00  | \$27.50                 | \$66,990.00  |
| 16                              | 2108.504  | GEOTEXTILE FABRIC TYPE V - MODIFIED                       | SY    | 8388     | \$3.50            | \$29,358.00  | \$4.00                    | \$33,552.00  | \$3.75                   | \$31,455.00  | \$4.00                  | \$33,552.00  |
| 17                              | 2112.604  | SUBGRADE PREPARATION                                      | SY    | 7309     | \$2.50            | \$18,272.50  | \$3.00                    | \$21,927.00  | \$2.50                   | \$18,272.50  | \$2.80                  | \$20,465.20  |
| 18                              | 2123.61   | MACHINE TIME  | HR    | 15       | \$250.00          | \$3,750.00   | \$365.00                  | \$5,475.00   | \$335.00                 | \$5,025.00   | \$385.00                | \$5,775.00   |
| 19                              | 2211.507  | AGGREGATE BASE (CV) CLASS 5 MODIFIED (P)                  | CY    | 2436     | \$67.00           | \$163,212.00 | \$57.00                   | \$138,852.00 | \$71.00                  | \$172,956.00 | \$60.50                 | \$147,378.00 |
| 20                              | 2301.504  | CONCRETE PAVEMENT 8" - FULLY REINFORCED                   | SY    | 6017     | \$115.00          | \$691,955.00 | \$103.00                  | \$619,751.00 | \$108.00                 | \$649,836.00 | \$122.50                | \$737,082.50 |
| 21                              | 2521.518  | 4" CONCRETE WALK  | SF    | 9559     | \$11.00           | \$105,149.00 | \$10.00                   | \$95,590.00  | \$11.15                  | \$106,582.85 | \$9.50                  | \$90,810.50  |
| 22                              | 2521.618  | 4" CONCRETE COLORED WALK - STAMPED                        | SF    | 200      | \$25.00           | \$5,000.00   | \$35.00                   | \$7,000.00   | \$23.00                  | \$4,600.00   | \$18.50                 | \$3,700.00   |
| 23                              | 2531.504  | 7" CONCRETE DRIVEWAY PAVEMENT                             | SY    | 598      | \$108.00          | \$64,584.00  | \$100.00                  | \$59,800.00  | \$107.50                 | \$64,285.00  | \$112.00                | \$66,976.00  |
| 24                              | 2531.602  | PEDESTRIAN CURB RAMP - 5' WIDE                            | EA    | 15       | \$2,100.00        | \$31,500.00  | \$2,300.00                | \$34,500.00  | \$2,100.00               | \$31,500.00  | \$1,950.00              | \$29,250.00  |
| 25                              | 2531.602  | PEDESTRIAN CURB RAMP - 8' WIDE                            | EA    | 5        | \$2,700.00        | \$13,500.00  | \$3,750.00                | \$18,750.00  | \$2,800.00               | \$14,000.00  | \$2,800.00              | \$14,000.00  |
| 26                              | 2531.602  | PEDESTRIAN CURB RAMP COLORED - 8' WIDE                    | EA    | 12       | \$3,000.00        | \$36,000.00  | \$4,800.00                | \$57,600.00  | \$3,250.00               | \$39,000.00  | \$2,600.00              | \$31,200.00  |
| 27                              | 2531.603  | CONCRETE CURB AND GUTTER                                  | LF    | 3328     | \$25.00           | \$83,200.00  | \$30.00                   | \$99,840.00  | \$40.00                  | \$133,120.00 | \$38.30                 | \$127,462.40 |
| 28                              | 2563.601  | TRAFFIC CONTROL   | LS    | 1        | \$15,000.00       | \$15,000.00  | \$6,000.00                | \$6,000.00   | \$5,500.00               | \$5,500.00   | \$7,150.00              | \$7,150.00   |
| 29                              | 2564.602  | FURNISH AND INSTALL SIGN TYPE C                           | SF    | 236      | \$40.00           | \$9,440.00   | \$40.00                   | \$9,440.00   | \$38.00                  | \$8,968.00   | \$39.75                 | \$9,381.00   |
| 30                              | 2564.602  | FURNISH AND INSTALL SIGN TYPE D                           | SF    | 25       | \$100.00          | \$2,500.00   | \$44.00                   | \$1,100.00   | \$42.00                  | \$1,050.00   | \$44.00                 | \$1,100.00   |
| 31                              | 2573.501  | STABILIZED CONSTRUCTION EXIT                              | EA    | 3        | \$2,500.00        | \$7,500.00   | \$1,100.00                | \$3,300.00   | \$950.00                 | \$2,850.00   | \$1,100.00              | \$3,300.00   |
| 32                              | 2573.502  | STORM DRAIN INLET PROTECTION                              | EA    | 21       | \$175.00          | \$3,675.00   | \$200.00                  | \$4,200.00   | \$175.00                 | \$3,675.00   | \$275.00                | \$5,775.00   |
| 33                              | 2574.507  | SELECT TOPSOIL BORROW (LV)                                | CY    | 94       | \$57.00           | \$5,358.00   | \$105.00                  | \$9,870.00   | \$50.00                  | \$4,700.00   | \$110.00                | \$10,340.00  |
| 34                              | 2575.505  | TEMPORARY (WINTER) STABILIZATION - TYPE 5 HYDROMULCH      | SY    | 1694     | \$6.00            | \$10,164.00  | \$0.50                    | \$847.00     | \$0.35                   | \$592.90     | \$2.25                  | \$3,811.50   |
| 35                              | 2575.505  | TURF ESTABLISHMENT - GRASS SEEDING WITH TYPE 5 HYDROMULCH | SY    | 1694     | \$6.00            | \$10,164.00  | \$6.00                    | \$10,164.00  | \$5.75                   | \$9,740.50   | \$6.10                  | \$10,333.40  |
| 36                              | 2575.523  | WATER FOR TURF ESTABLISHMENT                              | MGAL  | 20       | \$69.00           | \$1,380.00   | \$58.00                   | \$1,160.00   | \$58.00                  | \$1,160.00   | \$75.00                 | \$1,500.00   |
| 37                              | 2582.503  | 4" BROKEN LINE WHITE-EPOXY GROUND IN (WR)                 | LF    | 350      | \$3.30            | \$1,155.00   | \$5.00                    | \$1,750.00   | \$8.40                   | \$2,940.00   | \$4.85                  | \$1,697.50   |
| 38                              | 2582.503  | 6" SOLID WHITE-EPOXY GROUND IN (WR)                       | LF    | 549      | \$5.00            | \$2,745.00   | \$17.00                   | \$9,333.00   | \$10.50                  | \$5,764.50   | \$16.50                 | \$9,058.50   |
| 39                              | 2582.503  | 24" SOLID WHITE-EPOXY GROUND IN (WR)                      | LF    | 613      | \$27.50           | \$16,857.50  | \$39.00                   | \$23,907.00  | \$12.60                  | \$7,723.80   | \$38.50                 | \$23,600.50  |
| 40                              | SPEC PROV | CRUSHED CONCRETE BASE (CV)                                | CY    | 300      | \$57.00           | \$17,100.00  | \$65.00                   | \$19,500.00  | \$68.00                  | \$20,400.00  | \$66.00                 | \$19,800.00  |
| 41                              | SPEC PROV | YARD GRADING  | SY    | 1694     | \$5.00            | \$8,470.00   | \$19.00                   | \$32,186.00  | \$5.50                   | \$9,317.00   | \$19.25                 | \$32,609.50  |



BID TABULATION FOR ENG. NO. 22-A2-02  
11 STREET S ROAD AND UNDERGROUND UTILITY IMPROVEMENTS

Bid Opening 04/12/23

| Bid Opening 04/12/23        |           |   |    | Engineer Estimate |                | All Finish Concrete, Inc. |                | Northern Improvement Co. |                | Opp Construction/ Fargo |                |              |
|-----------------------------|-----------|---|----|-------------------|----------------|---------------------------|----------------|--------------------------|----------------|-------------------------|----------------|--------------|
| 42                          | SPEC PROV | TOPSOIL STRIP & SPREAD (P)                      | CY | 282               | \$25.00        | \$7,050.00                | \$53.00        | \$14,946.00              | \$12.00        | \$3,384.00              | \$55.00        | \$15,510.00  |
| SECTION I - TOTAL           |           |   |    |                   | \$1,644,090.00 |                           | \$1,680,305.00 |                          | \$1,705,410.45 |                         | \$1,889,408.30 |              |
| SECTION II - SANITARY SEWER |           |   |    |                   |                |                           |                |                          |                |                         |                |              |
| 43                          | 2503.602  | 4" CLEAN-OUT ASSEMBLY                           | EA | 6                 | \$850.00       | \$5,100.00                | \$1,100.00     | \$6,600.00               | \$1,260.00     | \$7,560.00              | \$1,100.00     | \$6,600.00   |
| 44                          | 2503.602  | 4" SEWER RISER                                  | EA | 6                 | \$275.00       | \$1,650.00                | \$680.00       | \$4,080.00               | \$1,890.00     | \$11,340.00             | \$685.00       | \$4,110.00   |
| 45                          | 2503.603  | CLEAN AND VIDEO TAPE PIPE SEWER                 | LF | 1441              | \$6.50         | \$9,366.50                | \$6.00         | \$8,646.00               | \$12.60        | \$18,156.60             | \$5.50         | \$7,925.50   |
| 46                          | 2503.603  | 4" PVC SANITARY SERVICE PIPE                    | LF | 190               | \$65.00        | \$12,350.00               | \$66.00        | \$12,540.00              | \$78.75        | \$14,962.50             | \$66.00        | \$12,540.00  |
| 47                          | 2503.602  | SADDLE WYES                                     | EA | 6                 | \$7,000.00     | \$42,000.00               | \$990.00       | \$5,940.00               | \$2,730.00     | \$16,380.00             | \$990.00       | \$5,940.00   |
| 48                          | SPEC PROV | FURNISH AND INSTALL NEW CASTING                 | EA | 5                 | \$2,300.00     | \$11,500.00               | \$3,100.00     | \$15,500.00              | \$1,800.00     | \$9,000.00              | \$3,080.00     | \$15,400.00  |
| 49                          | SPEC PROV | RECONSTRUCT DRAINAGE<br>STRUCTURE/BRICK MANHOLE | EA | 3                 | \$10,000.00    | \$30,000.00               | \$3,850.00     | \$11,550.00              | \$8,925.00     | \$26,775.00             | \$3,850.00     | \$11,550.00  |
| SECTION II - TOTAL          |           |   |    |                   | \$111,966.50   |                           | \$64,856.00    |                          | \$104,174.10   |                         | \$64,065.50    |              |
| SECTION III- WATERMAIN      |           |   |    |                   |                |                           |                |                          |                |                         |                |              |
| 50                          | 2104.502  | REMOVE HYDRANT                                  | EA | 1                 | \$3,000.00     | \$3,000.00                | \$1,685.00     | \$1,685.00               | \$1,360.00     | \$1,360.00              | \$1,685.00     | \$1,685.00   |
| 51                          | 2104.502  | ABANDON WATERMAIN                               | EA | 1                 | \$1,000.00     | \$1,000.00                | \$990.00       | \$990.00                 | \$5,250.00     | \$5,250.00              | \$990.00       | \$990.00     |
| 52                          | 2503.602  | DUCTILE IRON FITTINGS                           | EA | 9                 | \$1,500.00     | \$13,500.00               | \$770.00       | \$6,930.00               | \$1,575.00     | \$14,175.00             | \$770.00       | \$6,930.00   |
| 53                          | 2504.601  | TEMPORARY WATER SERVICE                         | LS | 1                 | \$80,000.00    | \$80,000.00               | \$48,000.00    | \$48,000.00              | \$31,500.00    | \$31,500.00             | \$49,500.00    | \$49,500.00  |
| 54                          | 2504.602  | HYDRANT   | EA | 1                 | \$10,000.00    | \$10,000.00               | \$9,900.00     | \$9,900.00               | \$9,450.00     | \$9,450.00              | \$9,900.00     | \$9,900.00   |
| 55                          | 2504.602  | ADJUST GATE VALVE AND BOX                       | EA | 1                 | \$1,500.00     | \$1,500.00                | \$750.00       | \$750.00                 | \$750.00       | \$750.00                | \$750.00       | \$750.00     |
| 56                          | 2504.602  | 6" GATE VALVE AND BOX                           | EA | 7                 | \$3,000.00     | \$21,000.00               | \$3,425.00     | \$23,975.00              | \$3,360.00     | \$23,520.00             | \$3,420.00     | \$23,940.00  |
| 57                          | 2504.602  | 8" GATE VALVE AND BOX                           | EA | 2                 | \$4,000.00     | \$8,000.00                | \$4,350.00     | \$8,700.00               | \$3,780.00     | \$7,560.00              | \$4,355.00     | \$8,710.00   |
| 58                          | 2504.602  | WATER SERVICE COUPLING                          | EA | 12                | \$500.00       | \$6,000.00                | \$600.00       | \$7,200.00               | \$1,260.00     | \$15,120.00             | \$605.00       | \$7,260.00   |
| 59                          | 2504.602  | 1" CURB STOP AND BOX                            | EA | 12                | \$1,400.00     | \$16,800.00               | \$1,325.00     | \$15,900.00              | \$1,890.00     | \$22,680.00             | \$1,320.00     | \$15,840.00  |
| 60                          | 2504.602  | CONNECT TO EXISTING WATER SERVICE               | EA | 21                | \$1,500.00     | \$31,500.00               | \$1,900.00     | \$39,900.00              | \$2,100.00     | \$44,100.00             | \$1,947.00     | \$40,887.00  |
| 61                          | 2504.602  | CONNECT NEW WATER SERVICE                       | EA | 12                | \$1,500.00     | \$18,000.00               | \$1,550.00     | \$18,600.00              | \$3,675.00     | \$44,100.00             | \$1,540.00     | \$18,480.00  |
| 62                          | 2504.602  | 1" WATER SERVICE PIPE                           | LF | 242               | \$50.00        | \$12,100.00               | \$33.00        | \$7,986.00               | \$22.00        | \$5,324.00              | \$33.00        | \$7,986.00   |
| 63                          | 2504.602  | 6" PVC WATERMAIN C900                           | LF | 1267              | \$90.00        | \$114,030.00              | \$108.00       | \$136,836.00             | \$81.00        | \$102,627.00            | \$110.00       | \$139,370.00 |
| 64                          | 2504.602  | 8" PVC WATERMAIN C900                           | LF | 60                | \$130.00       | \$7,800.00                | \$150.00       | \$9,000.00               | \$89.25        | \$5,355.00              | \$154.00       | \$9,240.00   |
| 65                          | 2504.603  | WATER SERVICE PIPE INSULATION                   | LF | 125               | \$15.00        | \$1,875.00                | \$18.00        | \$2,250.00               | \$21.00        | \$2,625.00              | \$17.60        | \$2,200.00   |
| 66                          | 2504.604  | 4" POLYSTYRENE INSULATION                       | SY | 70                | \$53.00        | \$3,710.00                | \$55.00        | \$3,850.00               | \$52.50        | \$3,675.00              | \$55.00        | \$3,850.00   |
| SECTION III - TOTAL         |           |   |    |                   | \$349,815.00   |                           | \$342,452.00   |                          | \$339,171.00   |                         | \$347,518.00   |              |
| SECTION IV- STORM SEWER     |           |   |    |                   |                |                           |                |                          |                |                         |                |              |
| 67                          | 2104.502  | REMOVE CATCH BASIN                              | EA | 9                 | \$1,000.00     | \$9,000.00                | \$1,430.00     | \$12,870.00              | \$1,260.00     | \$11,340.00             | \$1,430.00     | \$12,870.00  |
| 68                          | 2104.503  | REMOVE SEWER PIPE (STORM) 12" RCP               | LF | 88                | \$40.00        | \$3,520.00                | \$29.00        | \$2,552.00               | \$21.00        | \$1,848.00              | \$28.60        | \$2,516.80   |
| 69                          | 2502.503  | 4" PERF PVC PIPE DRAIN                          | LF | 3277              | \$14.00        | \$45,878.00               | \$16.00        | \$52,432.00              | \$14.50        | \$47,516.50             | \$16.50        | \$54,070.50  |
| 70                          | 2503.503  | 12" RC PIPE SEWER DESIGN 3006 CL III            | LF | 88                | \$70.00        | \$6,160.00                | \$106.00       | \$9,328.00               | \$73.50        | \$6,468.00              | \$105.60       | \$9,292.80   |
| 71                          | 2503.603  | CLEAN AND VIDEO TAPE PIPE SEWER                 | LF | 684               | \$6.50         | \$4,446.00                | \$7.50         | \$5,130.00               | \$12.60        | \$8,618.40              | \$7.50         | \$5,130.00   |
| 72                          | 2506.502  | CONSTRUCT DRAINAGE STRUCTURE<br>DESIGN G        | EA | 9                 | \$3,600.00     | \$32,400.00               | \$3,300.00     | \$29,700.00              | \$3,675.00     | \$33,075.00             | \$3,366.00     | \$30,294.00  |
| 73                          | 2506.602  | CONNECT INTO EXISTING STORM SEWER               | EA | 11                | \$1,000.00     | \$11,000.00               | \$1,400.00     | \$15,400.00              | \$1,575.00     | \$17,325.00             | \$1,364.00     | \$15,004.00  |
| 74                          | 2506.602  | CONNECT INTO EXISTING DRAINAGE<br>STRUCTURE     | EA | 17                | \$640.00       | \$10,880.00               | \$840.00       | \$14,280.00              | \$625.00       | \$10,625.00             | \$835.00       | \$14,195.00  |
| 75                          | SPEC PROV | FURNISH AND INSTALL NEW CASTING                 | EA | 26                | \$2,300.00     | \$59,800.00               | \$2,200.00     | \$57,200.00              | \$1,230.00     | \$31,980.00             | \$2,266.00     | \$58,916.00  |
| SECTION IV - TOTAL          |           |   |    |                   | \$183,084.00   |                           | \$198,892.00   |                          | \$168,795.90   |                         | \$202,289.10   |              |
| BID TOTAL                   |           |   |    |                   | \$2,288,955.50 |                           | \$2,286,505.00 |                          | \$2,317,551.45 |                         | \$2,503,280.90 |              |

## RESOLUTION

### Authorize Easement Acquisitions 11<sup>th</sup> Street South Underground Utility and Street Improvements (Eng. No. 22-A2-02)

WHEREAS, to construct the 11<sup>th</sup> Street South Underground Utility and Street Improvements (Eng. No. 22-A2-02), an easement is needed from 303, 307, 407, 423, and 429 11<sup>th</sup> Street South; and

WHEREAS, The City Engineering Department, through a licensed appraiser, is providing all easement acquisition services for the project.; and

WHEREAS, the cost for the easement is based on an appraisal, improvements acquired, and damages; and

WHEREAS, the property owners shown in the table below have agreed to provide the required easement at the costs shown below.

| Project Parcel        | Owner                                | Amount     |
|-----------------------|--------------------------------------|------------|
| 303 11th Street South | St. Joseph's Catholic Church         | \$816.60   |
| 307 11th Street South | Spencer & Danielle Salmon            | \$816.60   |
| 407 11th Street South | Barbara & David Pederson (Estimated) | \$1,221.00 |
| 423 11th Street South | Kenneth C & Nancy C Hanson           | \$1,221.00 |
| 429 11th Street South | MRL Properties                       | \$1,737.50 |

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead, Minnesota that the City Council does hereby authorize the acquisition of the easements described herein.

PASSED: April 24, 2023 by the City Council of the City of Moorhead.

APPROVED BY:

ATTEST:

\_\_\_\_\_  
Michelle (Shelly) A. Carlson, Mayor

\_\_\_\_\_  
Christina Rust, City Clerk

## RESOLUTION

### Resolution to Award Bid for 11 St S Street and Utility Improvements (Eng No. 22-A2-02)

WHEREAS, bids were received, opened and tabulated according to law, and the following bids were received:

| <b>Bidder</b>                    | <b>Bid</b>            |
|----------------------------------|-----------------------|
| <b>All Finish Concrete, Inc.</b> | <b>\$2,286,505.00</b> |
| Northern Improvement Co.         | \$2,317,551.45        |
| Opp Construction/ Fargo          | \$2,503,280.90        |
| <b>Engineer's Estimate</b>       | <b>\$2,288,955.50</b> |

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead, Minnesota that:

1. It is found, determined and declared that the lowest responsive, responsible bid with respect to the proposed improvement was received from All Finish Concrete, Inc. of West Fargo, ND in the amount of \$2,286,505.00. Said bid is in all respects in accordance with the plans and specifications heretofore approved by the City Council. Thus, said bid is hereby in all things approved and accepted.
2. The project will be financed through the PIR fund with a portion of the cost to be assessed to the benefiting properties in accordance with the City's Special Assessment Policy. The balance will be paid as a City share with a portion of the City share paid through a G.O. Improvement Bond with debt service paid through the general property tax levy and the remaining City share paid with Municipal State Aid Street maintenance funds.
3. The Mayor and City Manager are hereby authorized and directed to enter into a Contract with All Finish Concrete, Inc. of West Fargo, ND, for 11 St S Street and Utility Improvements (Eng. No. 22-A2-02), according to the plans and specifications therefore approved by the City Council and on file in the office of the City Engineer.
4. The City Clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bid, except the deposits of the successful bidder and the next lowest bid shall be retained until a contract has been signed.
5. The City Manager is hereby authorized to approve minor extra work orders and change orders as necessary to satisfactorily complete the work up to a cumulative total not-to-exceed 5% (\$114,325.25) of the total contract amount.

PASSED: April 24, 2023 by the City Council of the City of Moorhead.

APPROVED BY:

ATTEST:

\_\_\_\_\_  
Michelle (Shelly) A. Carlson, Mayor

\_\_\_\_\_  
Christina Rust, City Clerk



## City Council Communication

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April 24, 2023

**SUBJECT:**

Resolution to Consider Actions Related to Completed Public Improvement Projects Funded with Special Assessments

**RECOMMENDATION:**

The Mayor and City Council are asked to consider a resolution declaring costs to be assessed and ordering the preparation of proposed assessments, and a second resolution scheduling the Assessment Hearing for Monday, May 22, 2023 for completed public improvement projects funded with special assessments.

**BACKGROUND/KEY POINTS:**

The Engineering Department has prepared special assessments for completed public improvement projects. These assessments were deferred indefinitely until the benefiting property was developed. That has now occurred and the City is now formally assessing the costs to the benefiting properties. The types of projects and amounts to be assessed for consideration at the Hearing are included in the attached draft resolution. Minnesota Statutes Annotated, Chapter 429 requires that the Mayor and Council approve resolutions declaring costs to be assessed, ordering the preparation of proposed assessments, and scheduling a Hearing. The time frame for the Assessment Hearing process is as follows:

| <b><u>Council Action</u></b>   | <b><u>Date</u></b> |
|--|--------------------|
| Resolution Declaring Costs to be Assessed and Ordering Preparation of Proposed Assessments | April 24, 2023     |
| Resolution Scheduling Assessment Hearing for Proposed Assessments                          | April 24, 2023     |
| Publish Hearing Notice   | May 4, 2023        |
| Mail Hearing Notices to Property Owners  | May 4, 2023        |
| Assessment Hearing   | May 22, 2023       |
| Resolution Ordering Special Assessments  | May 22, 2023       |

Notices will be mailed to 84 affected property owners on a project basis (some properties will receive multiple notices because they benefit from multiple projects). Staff will be available via telephone and appointments to attempt to resolve questions and concerns prior to the Hearing.





## City Council Communication

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April 24, 2023

**FINANCIAL CONSIDERATIONS:**

Assessment costs are applied to all benefited property owners as outlined in the attached resolution.

**Voting Requirements:** Majority of Quorum

**Submitted By:**

Dan Mahli, City Manager  
Tom Trowbridge, Assistant City Engineer  
Bob Zimmerman, Engineering Director  
Ruth Sierra, Office Specialist

**Attachments:** Location Maps

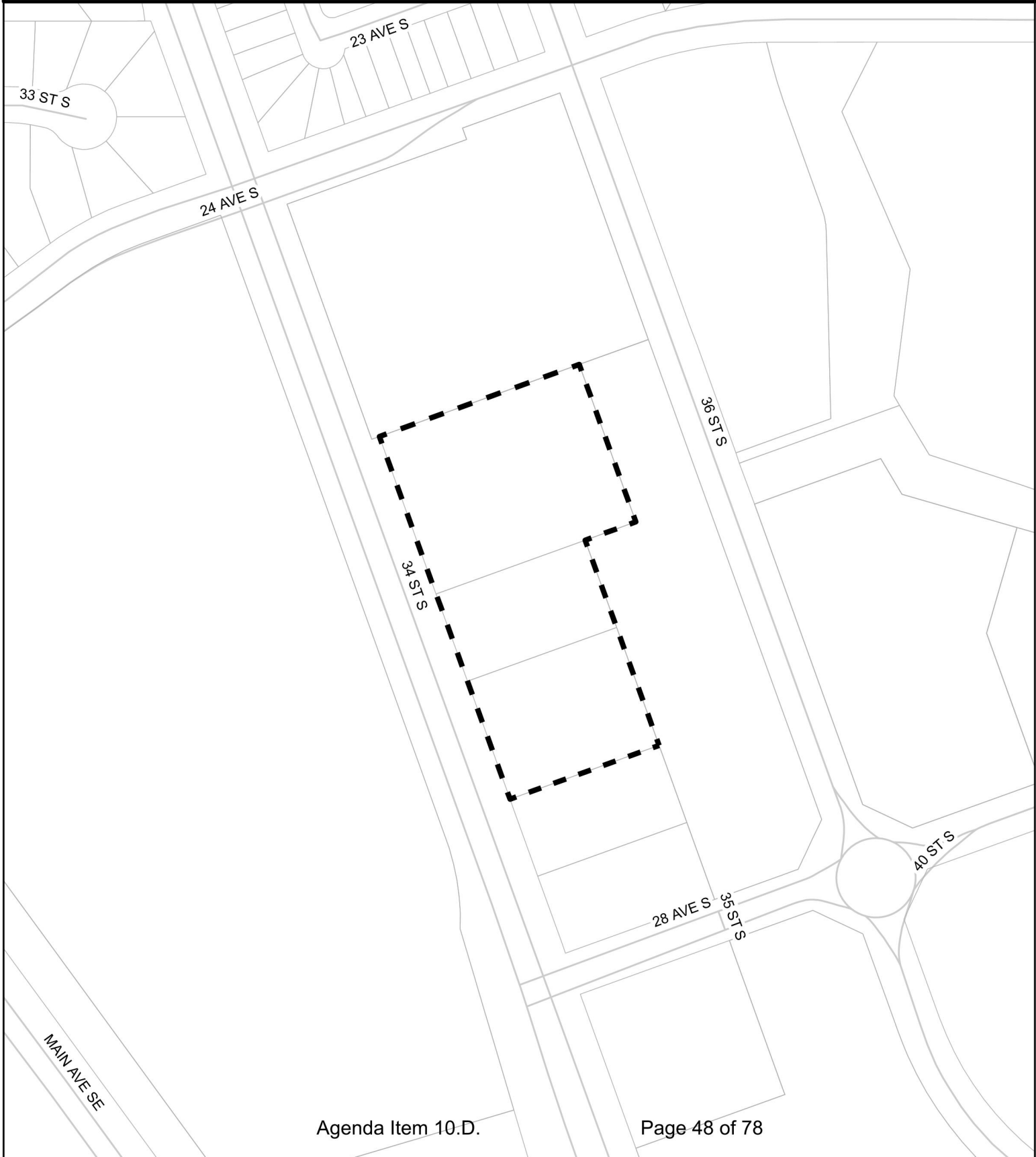
# Hampton Place 4th Addition Deferred Assessment Projects 811909 through 811918

 Assessed Parcels



# Horizon Shores Development Deferred Assessments Projects 811919 through 811925

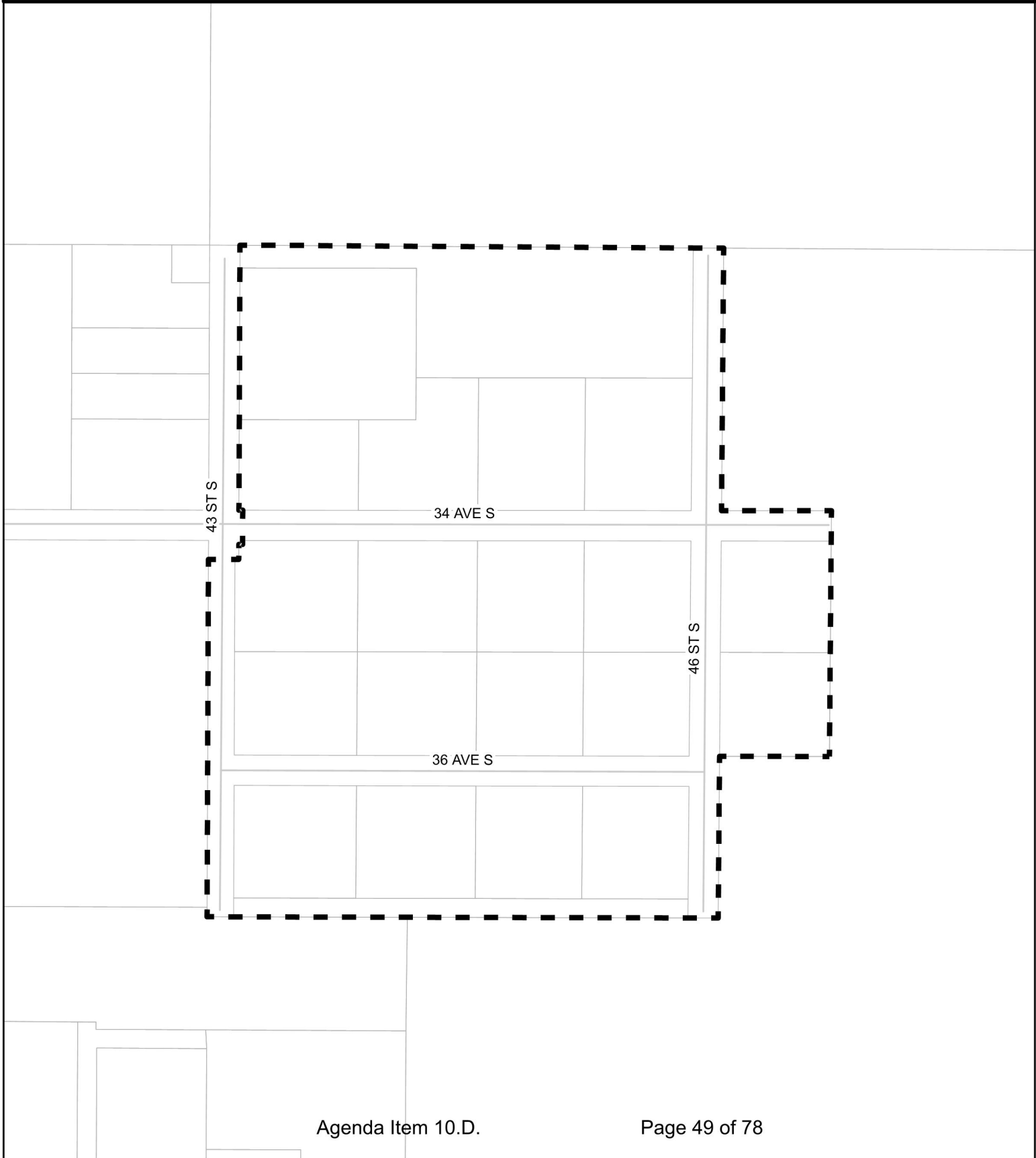
 Assessed Parcels



# MCCARA 5th Addition

## Deferred Assessment Projects 811922 and 811926

 Assessed Parcels





## RESOLUTION

### Resolution to Declare Costs to be Assessed and to Order Preparation of Proposed Assessments for Completed Public Improvement Projects

WHEREAS, the following improvement projects, known by their Engineering project numbers, 99-A5-2, 01-A2-4, 01-A6-5, 03-A6-4, 04-A6-5, 01-A6-11, 05-A2-3, 05-A6-8, 05-A6-14, 05-A6-7, 96-2-2, 02-A2-4, 02-A6-3, 02-A6-9, 03-A5-1, 05-A2-9, 06-A6-19, 06-A2-19 and 03-A6-1 have been completed. The project description, location and amount to be assessed are as follows:

| PROJ. NO.                      | ENG. NO. | DESCRIPTION                         | LOCATION                               | TOTAL ASSESSED COST |
|--------------------------------|----------|-------------------------------------|--|---------------------|
| 811909<br>Deferred from 710762 | 99-A5-2  | Storm Sewer Outfall                 | 46 <sup>th</sup> Ave S                 | \$15,291.17         |
| 811910<br>Deferred from 710804 | 01-A2-4  | Curb, Gutter & Paving               | Tessa Terrace                          | \$1,893.90          |
| 811911<br>Deferred from 710811 | 01-A6-5  | Sewer, Water and Storm Sewer        | Tessa Terrace                          | \$14,115.61         |
| 811912<br>Deferred from 710871 | 03-A6-4  | Sewer & Water                       | Tessa Terrace 2 <sup>nd</sup> Addition | \$4,928.58          |
| 811913<br>Deferred from 710928 | 04-A6-5  | Sewer & Water                       | Hampton Place                          | \$30,054.76         |
| 811914<br>Deferred from 910849 | 01-A6-11 | Westside Sanitary Sewer Interceptor | Hampton Place                          | \$206,087.70        |
| 811915<br>Deferred from 910926 | 05-A2-3  | 46 <sup>th</sup> Ave SW             | 46 <sup>th</sup> Ave S                 | \$74,586.80         |
| 811916<br>Deferred from 910978 | 05-A6-8  | Sewer & Water                       | Tessa Terrace 3 <sup>rd</sup> Addition | \$18,498.31         |

|                                      |                       |  |  |              |
|--------------------------------------|-----------------------|--|--|--------------|
| 811917<br>Deferred<br>from<br>910980 | 05-A6-14              | Sewer & Water, Phase 2                       | Hampton Place 1 <sup>st</sup> Addition | \$14,933.09  |
| 811918<br>Deferred<br>from<br>911004 | 05-A6-7               | Sewer & Water                                | Hampton Place 2 <sup>nd</sup> Addition | \$125,410.97 |
| 811919<br>Deferred<br>from<br>710666 | 96-2-2                | 34 <sup>th</sup> St Construction             | 12 <sup>th</sup> Ave to Ridgewood      | \$2,667.33   |
| 811920<br>Deferred<br>from<br>710840 | 02-A2-4               | Curb, Gutter & Paving                        | Richards Addition                      | \$3,244.49   |
| 811921<br>Deferred<br>from<br>710843 | 02-A6-3               | Sanitary Sewer & Water                       | Richards Addition                      | \$794.87     |
| 811922<br>Deferred<br>from<br>910850 | 02-A6-9               | Eastside Sanitary Sewer Interceptor          | Hampton Place                          | \$274,822.05 |
| 811923<br>Deferred<br>from<br>910860 | 03-A5-1               | Drainage Improvements – Pond System          |  | \$27,173.49  |
| 811924<br>Deferred<br>from<br>910969 | 05-A2-9               | Sanitary Sewer & Streets                     | Horizon Shores                         | \$36,642.01  |
| 811925<br>Deferred<br>from<br>911047 | 06-A6-19/<br>06-A2-19 | Sewer, Water & Streets                       | Horizon Shores 3rd                     | \$21,315.14  |
| 811926<br>Deferred<br>from<br>911037 | 03-A6-1               | Streets. Sewer, Water, Sanitary Lift Station | MCCARA 3rd                             | \$56,537.59  |

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead as follows:

1. The cost of such improvements to be paid by the City and the portion of the costs assessed against the benefited property owners are declared to be:

| Proj. No. | Eng. No.              | Total Project Cost | Total Assessable Costs | City Share of total Project Cost | Deferred, Postponed, Green Acres Cost | 2023 Total Assessable Amount Collectable | 100% Petition | Assessment Period in Years | Interest Rate |
|-----------|-----------------------|--------------------|------------------------|----------------------------------|---------------------------------------|--|---------------|----------------------------|---------------|
| 811909    | 99-A5-2               | \$ 15,291.17       | \$ 15,291.17           | \$ -                             | \$ -                                  | \$ 15,291.17                             | N             | 1                          | 8             |
| 811910    | 01-A2-4               | \$ 1,893.90        | \$ 1,893.90            | \$ -                             | \$ -                                  | \$ 1,893.90                              | N             | 1                          | 8             |
| 811911    | 01-A6-5               | \$ 14,115.61       | \$ 14,115.61           | \$ -                             | \$ -                                  | \$ 14,115.61                             | N             | 1                          | 8             |
| 811912    | 03-A6-4               | \$ 4,928.58        | \$ 4,928.58            | \$ -                             | \$ -                                  | \$ 4,928.58                              | N             | 1                          | 8             |
| 811913    | 04-A6-5               | \$ 30,054.76       | \$ 30,054.76           | \$ -                             | \$ -                                  | \$ 30,054.76                             | N             | 2                          | 6             |
| 811914    | 01-A6-11              | \$ 206,087.70      | \$ 206,087.70          | \$ -                             | \$ -                                  | \$ 206,087.70                            | N             | 3                          | 8             |
| 811915    | 05-A2-3               | \$ 74,586.80       | \$ 74,586.80           | \$ -                             | \$ -                                  | \$ 74,586.80                             | N             | 4                          | 6             |
| 811916    | 05-A6-8               | \$ 18,498.31       | \$ 18,498.31           | \$ -                             | \$ -                                  | \$ 18,498.31                             | N             | 3                          | 6             |
| 811917    | 05-A6-14              | \$ 14,933.09       | \$ 14,933.09           | \$ -                             | \$ -                                  | \$ 14,933.09                             | N             | 3                          | 6             |
| 811918    | 05-A6-7               | \$ 125,410.97      | \$ 125,410.97          | \$ -                             | \$ -                                  | \$ 125,410.97                            | N             | 3                          | 6             |
| 811919    | 96-2-2                | \$ 2,667.33        | \$ 2,667.33            | \$ -                             | \$ -                                  | \$ 2,667.33                              | N             | 1                          | 8             |
| 811920    | 02-A2-4               | \$ 3,244.49        | \$ 3,244.49            | \$ -                             | \$ -                                  | \$ 3,244.49                              | N             | 1                          | 7             |
| 811921    | 02-A6-3               | \$ 794.87          | \$ 794.87              | \$ -                             | \$ -                                  | \$ 794.87                                | N             | 1                          | 7             |
| 811922    | 02-A6-9               | \$ 274,822.05      | \$ 274,822.05          | \$ -                             | \$ -                                  | \$ 274,822.05                            | N             | 3                          | 8             |
| 811923    | 03-A5-1               | \$ 27,173.49       | \$ 27,173.49           | \$ -                             | \$ -                                  | \$ 27,173.49                             | N             | 3                          | 8             |
| 811924    | 05-A2-9               | \$ 36,642.01       | \$ 36,642.01           | \$ -                             | \$ -                                  | \$ 36,642.01                             | N             | 3                          | 8             |
| 811925    | 06-A6-19/<br>06-A2-19 | \$ 21,315.14       | \$ 21,315.14           | \$ -                             | \$ -                                  | \$ 21,315.14                             | N             | 4                          | 6             |
| 811926    | 03-A6-1               | \$ 56,537.59       | \$ 56,537.59           | \$ -                             | \$ -                                  | \$ 56,537.59                             | N             | 3                          | 6             |

2. Assessments shall be payable in equal annual installments extended over the number of years as set forth in this resolution, the first of the installments to be payable on the next tax billing from the County Treasurer, and shall bear present interest as specified in the table above for each project. To the first installment shall be added interest on the entire assessment. To each subsequent installment when due shall be added interest for one year on all unpaid installments; and
3. The City Clerk, with the assistance of the City Engineer shall forthwith calculate the proper amount to be specially assessed for the improvements against every assessable lot, piece or parcel of land within the district affected, without regard to cash valuation, as provided by law, and she shall file a copy of such proposed assessment in her office for public inspection. The City Clerk shall, upon the completion of such proposed assessment, notify the Council thereof.

PASSED: April 24, 2023 by the City Council of the City of Moorhead.

APPROVED BY:

ATTEST:

\_\_\_\_\_  
Michelle (Shelly) A. Carlson, Mayor

\_\_\_\_\_  
Christina Rust, City Clerk

## RESOLUTION

### Resolution to Call for an Assessment Hearing for Completed Public Improvement Projects

WHEREAS, the following improvement projects, known by their Engineering project, 99-A5-2, 01-A2-4, 01-A6-5, 03-A6-4, 04-A6-5, 01-A6-11, 05-A2-3, 05-A6-8, 05-A6-14, 05-A6-7, 96-2-2, 02-A2-4, 02-A6-3, 02-A6-9, 03-A5-1, 05-A2-9, 06-A6-19, 06-A2-19 and 03-A6-1 have been completed; and

WHEREAS, the City Council previously ordered each of these improvements and declared the City's intent to specially assess all or a portion of the project costs to the benefiting properties in accordance with the City's Special Assessment policy; and

WHEREAS, the City Engineer has notified the Council that estimated costs and the proposed special assessments for the various improvement projects will be completed and filed in their office for inspection.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MOORHEAD, MINNESOTA:

1. A hearing shall be held at 5:45 p.m. on May 22, 2023 in the Hjemkomst Center to pass upon such proposed assessments. All persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
2. The City Clerk is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and shall state in the notice the total cost of the improvements and shall also cause mailed notices to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing.
3. The mailed notices to the property owners shall inform them that the owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Finance Office, except that no interest shall be charged in the entire assessment is paid within 30 days from the adoption of the assessment. An owner may at any time thereafter, pay to the City Finance Office the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year.

PASSED: April 24, 2023 by the City Council of the City of Moorhead.

APPROVED BY:

ATTEST:

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Michelle (Shelly) A. Carlson, Mayor

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Christina Rust, City Clerk





## City Council Communication

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April 24, 2023

**SUBJECT:**

Resolution to Authorize Grant Submission for Carbon Reduction Program for Street Light Replacement

**RECOMMENDATION:**

The Mayor and City Council are asked to authorize the submittal of a grant application for the Carbon Reduction Program for replacement of street lights.

**BACKGROUND/KEY POINTS:**

The Carbon Reduction Program (CRP) was established as part of the Infrastructure Investment and Jobs Act (IIJA) passed in 2021. The purpose of the program is to reduce carbon dioxide emissions from on-road highway sources. Among several eligible activities in the CRP program, grant funds may be used to replace street lights and traffic control devices with energy-efficient alternatives. The proposed Street Light Replacement project focuses on replacement of High-Pressure Sodium light bulbs with LED light bulbs which is intended to reduce energy consumption and provide improved lighting for pedestrians, cyclists, vehicles, and transit users. Areas anticipated to be replaced include commercial lighting along Hwy 75 North, areas of 1<sup>st</sup> Ave N, SE Main Ave, 20<sup>th</sup> St S, 30<sup>th</sup> Ave S and 12<sup>th</sup> Ave S around the Horizon Middle School Area. The final locations for lights to be replaced will be based on available budget and approved by the Street Light Committee. A grant award would allow work to be completed in 2024.

Grants will be awarded through Metro COG. For 2024, \$122,000 is available for the Minnesota portion of the urban area. Staff consulted with the City of Dilworth and Clay County (other eligible applicants) to identify eligible projects. The City of Dilworth will be submitting an application. Clay County will not be submitting an application. The City's application has been formulated to allow both applications to be funded.

**FINANCIAL CONSIDERATIONS:**

The proposed budget for the project includes:

- Grant Request: \$76,650
- Local Match: \$19,162
- Total Cost: \$95,812

The grant program requires a 20% local match. If the grant is awarded, the project will be included in the 2024-2028 Capital Improvement Plan with local funds provided from the Street Light Utility Reserve account for this match. The City Finance Director has been consulted and supports this proposed local match source.



## City Council Communication

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April 24, 2023

**Voting Requirements:** 3/4 of Council (6)

**Submitted By:**

Dan Mahli, City Manager  
Forrest Steinhoff, Assistant City Planner  
Street Light Committee

**Attachments:**

## **RESOLUTION**

### **Resolution to Authorize Grant Submission to Carbon Reduction Program for Street Light Replacement**

WHEREAS, the Street Light Committee is proposing to develop a strategy to upgrade streetlights to LED lights along major commercial corridors; and

WHEREAS, the proposed street light upgrade would provide energy efficiency savings and enhanced safety with improved lighting for pedestrians, bicyclists, vehicles, and transit users; and

WHEREAS, if the grant is awarded, the project will be included in the 2024-2028 Capital Improvement Plan with the 20% local match coming from the Street Light Utility Reserves fund.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead, Minnesota that the City Council does hereby authorize and direct submittal for a Carbon Reduction Program grant for street light (light bulb) replacement.

PASSED: April 24, 2023 by the City Council of the City of Moorhead.

APPROVED BY:

ATTEST:

\_\_\_\_\_  
Michelle (Shelly) A. Carlson, Mayor

\_\_\_\_\_  
Christina Rust, City Clerk



## City Council Communication

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April 24, 2023

**SUBJECT:**

Resolution to Award the Bid for the 2023 Sanitary Sewer Lining Improvements (Eng. No. 23-06-02).

**RECOMMENDATION:**

The Mayor and City Council are asked to consider a resolution to award the bid for the 2023 Sanitary Sewer Lining Improvements (Eng. No. 23-06-02) to Insituform Technologies USA, LLC. of Chesterfield, MO in the amount of \$140,519.00.

**BACKGROUND/KEY POINTS:**

The proposed project is part of the City's asset management program covering approximately 163 miles of gravity sanitary sewer. The program includes a condition assessment (to define the probability of a failure) combined with a consequence assessment (to define the severity of a failure) to establish a risk assessment ranking for each segment of sanitary sewer. Each year, a portion of the system is inspected via televising. The televising schedule is generally informed by risk assessment rankings. Based on the inspection results, gravity sewers in need of rehabilitation are identified. Whenever possible, trenchless lining is the preferred, most common, and most cost-effective method of rehabilitation. The proposed project includes trenchless lining of six gravity sewer segments (see attached map). The asset management program is a tool that allows staff to prioritize projects and maintain the system in a fiscally responsible manner. Projects are programmed into the Wastewater Treatment budget annually.

**FINANCIAL CONSIDERATIONS:**

Three Bids were received on April 19, 2023 and are summarized below:

| <b>Bidder</b>                           | <b>Bid</b>          |
|---|---------------------|
| <b>Insituform Technologies USA, LLC</b> | <b>\$140,519.00</b> |
| Visu-Sewer                              | \$180,233.00        |
| S.J. Louis Companies                    | \$182,766.00        |
| <b>Engineer's Estimate</b>              | <b>\$194,852.00</b> |

The total cost of the project, including contingencies and fees, is estimated to be approximately \$160,000 and will be financed through the approved 2023 Wastewater Treatment budget.

**Voting Requirements:** 3/4 of Council (6)

**Submitted By:**

Dan Mahli, City Manager

Tom Trowbridge, Assistant City Engineer





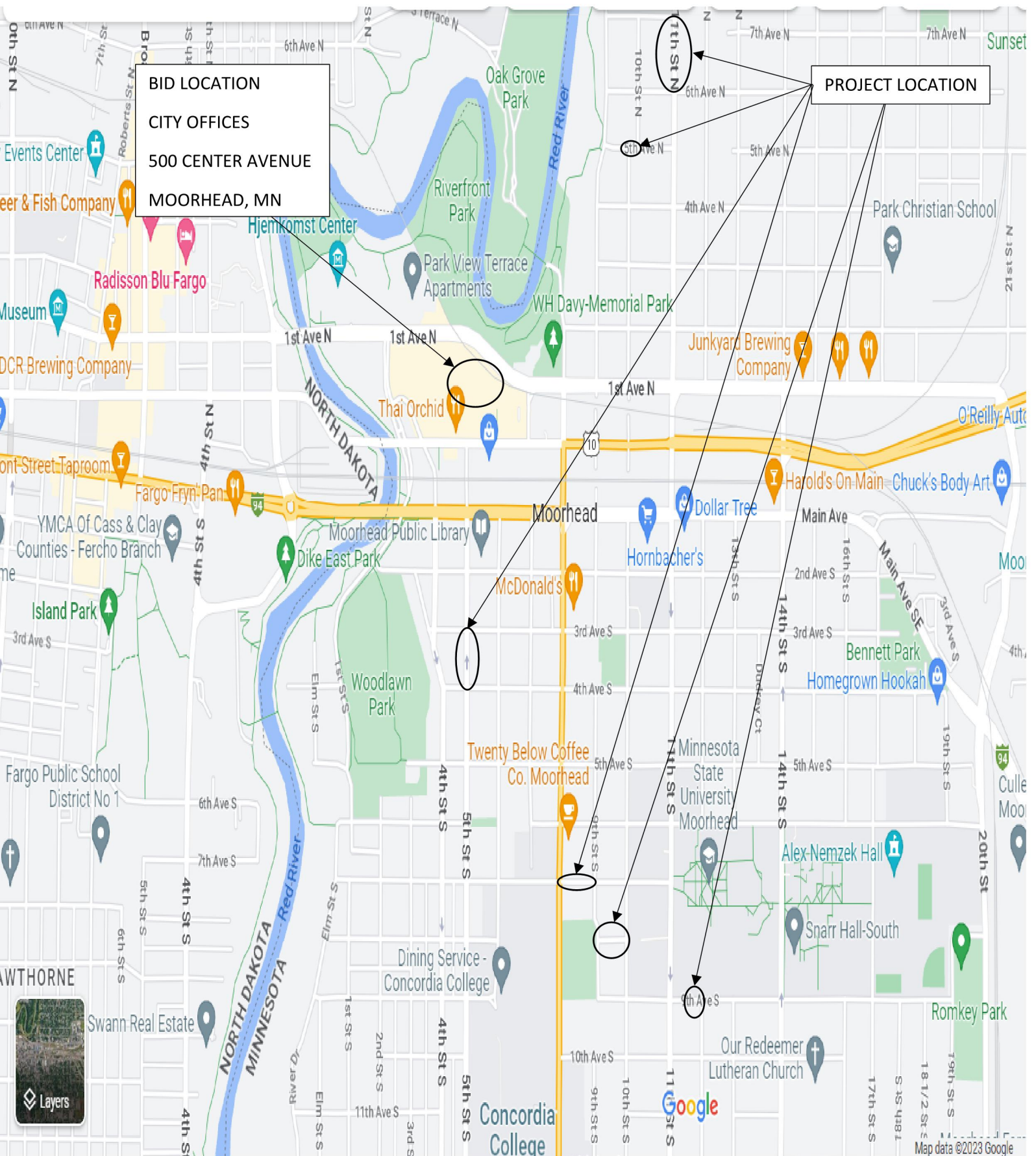
## City Council Communication

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April 24, 2023

Bob Zimmerman, Engineering Director  
Thomas Sopp, Assistant Superintendent  
Ruth Sierra, Office Specialist

**Attachments:** Location Map, Bid Tabulation





Project Name: **2023 Sanitary Sewer Lining Improvement Project**


I hereby certify that this is an exact reproduction of bids received.

City Project No.: Engineering No. 23-06-02, Legal No. 06-2-2023

Stantec Project No.: 173420116

Bid Opening: Wednesday, April 19, 2023 at 10:00 AM CDT

Owner: **Moorhead, Minnesota**

  
Russel Landhere, P.E.  
License No.

**Bidder No. 1**

**Bidder No. 2**

**Bidder No. 3**

**BID TABULATION**

**Insituform Technologies USA, LLC**

**Visu-Sewer, Inc.**

**S.J. Louis Trenchless, LLC**

| Item Num                     | Item                                  | Units | Qty  | Unit Price  | Total               | Unit Price   | Total               | Unit Price   | Total               |
|------------------------------|---------------------------------------|-------|------|---|---------------------|--|---------------------|--|---------------------|
| <b>BASE BID:</b>             |                                       |       |      |   |                     |  |                     |  |                     |
| 1                            | MOBILIZATION                          | LS    | 1    | \$19,844.50   | \$19,844.50         | \$10,000.00  | \$10,000.00         | \$33,688.00  | \$33,688.00         |
| 2                            | TEMPORARY BYPASS PUMPING              | LS    | 1    | \$12,436.70   | \$12,436.70         | \$2,500.00   | \$2,500.00          | \$4,203.00   | \$4,203.00          |
| 3                            | TRAFFIC CONTROL                       | LS    | 1    | \$2,719.80  | \$2,719.80          | \$9,500.00   | \$9,500.00          | \$15,007.00  | \$15,007.00         |
| 4                            | LINING VCP 8" SANITARY SEWER          | LF    | 275  | \$40.00   | \$11,000.00         | \$55.00  | \$15,125.00         | \$48.00  | \$13,200.00         |
| 5                            | LINING VCP 10" SANITARY SEWER         | LF    | 976  | \$46.50   | \$45,384.00         | \$75.00  | \$73,200.00         | \$50.00  | \$48,800.00         |
| 6                            | LINING VCP 12" SANITARY SEWER         | LF    | 130  | \$82.00   | \$10,660.00         | \$100.00   | \$13,000.00         | \$98.00  | \$12,740.00         |
| 7                            | LINING VCP 15" SANITARY SEWER         | LF    | 402  | \$66.40   | \$26,692.80         | \$105.00   | \$42,210.00         | \$72.00  | \$28,944.00         |
| 8                            | OPEN SEWER WYES                       | EA    | 40   | \$98.40   | \$3,936.00          | \$100.00   | \$4,000.00          | \$298.00   | \$11,920.00         |
| 9                            | TELEVIEW SANITARY SEWER - POSM FORMAT | LF    | 1783 | \$4.40  | \$7,845.20          | \$6.00   | \$10,698.00         | \$8.00   | \$14,264.00         |
| TOTAL BASE BID               |                                       |       |      |   | <b>\$140,519.00</b> |  | <b>\$180,233.00</b> |  | <b>\$182,766.00</b> |
| SUBSTITUTE ITEMS:            |                                       |       |      |   |                     |  |                     |  |                     |
| ITEM _____                   |                                       |       |      |   |                     |  |                     |  |                     |
| MANUFACTURER _____           |                                       |       |      |   |                     |  |                     |  |                     |
| ADD OR DEDUCT                |                                       |       |      |   | \$0.00              |  | \$0.00              |  | \$0.00              |
| ITEM _____                   |                                       |       |      |   |                     |  |                     |  |                     |
| MANUFACTURER _____           |                                       |       |      |   |                     |  |                     |  |                     |
| ADD OR DEDUCT                |                                       |       |      |   | \$0.00              |  | \$0.00              |  | \$0.00              |
| ITEM _____                   |                                       |       |      |   |                     |  |                     |  |                     |
| MANUFACTURER _____           |                                       |       |      |   |                     |  |                     |  |                     |
| ADD OR DEDUCT                |                                       |       |      |   | \$0.00              |  | \$0.00              |  | \$0.00              |
| Contractor Name and Address: |                                       |       |      | Insituform Technologies USA, LLC                                      |                     | Visu-Sewer, Inc.   |                     | S.J. Louis Trenchless, LLC   |                     |
|                              |                                       |       |      | 580 Goddard Avenue  |                     | W230 N4855 Betker Drive  |                     | 1351 Broadway Street W.  |                     |
|                              |                                       |       |      | Chester, MO 63005   |                     | Pewaukee, WI 53072   |                     | Rockville, MN 56369  |                     |
|                              |                                       |       |      | Phone: (636) 530-8000   |                     | (262) 695-2340   |                     | (320) 685-4175   |                     |
|                              |                                       |       |      | Email: <a href="mailto:psordillo@aegion.com">psordillo@aegion.com</a> |                     | <a href="mailto:visu-info@visu-sewer.com">visu-info@visu-sewer.com</a> |                     | <a href="mailto:estimate@sjltrenchless.com">estimate@sjltrenchless.com</a> |                     |
|                              |                                       |       |      | Signed By: Patrizia Sordillo  |                     | Keith M. Alexander   |                     | Jaime Woods  |                     |
|                              |                                       |       |      | Title: Contracting and Attesting Officer                              |                     | President/CEO  |                     | Vice President   |                     |
|                              |                                       |       |      | Bid Security: Bid Bond  |                     | Bid Bond   |                     | Bid Bond   |                     |
|                              |                                       |       |      | Addenda Acknowledged: 1   |                     | 1  |                     | 1  |                     |

## RESOLUTION

### Resolution to Award the Bid for the 2023 Sanitary Sewer Lining Improvements (Eng. No. 23-06-02)

WHEREAS, bids were received, opened and tabulated according to law, and the following bids were received:

| <b>Bidder</b>                    | <b>Bid</b>          |
|----------------------------------|---------------------|
| Insituform Technologies USA, LLC | \$140,519.00        |
| Visu-Sewer                       | \$180,233.00        |
| S.J. Louis Companies             | \$182,766.00        |
| <b>Engineer's Estimate</b>       | <b>\$194,852.00</b> |

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead, Minnesota that:

1. It is found, determined and declared that the lowest responsive, responsible bid with respect to the proposed project was received from Insituform Technologies USA, LLC. of Chesterfield, MO in the amount of \$140,519.00. Said bid is in all respects in accordance with the plans and specifications heretofore approved by the City Council.
2. The project will be financed by the 2023 Wastewater Treatment Fund.
3. The Mayor and City Manager are hereby authorized and directed to enter into a Contract with Insituform Technologies USA, LLC. of Chesterfield, MO, for 2023 Sanitary Sewer Lining Improvements (Eng. No. 23-06-02), according to the plans and specifications on file in the office of the City Engineer.
4. The City Clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bid, except the deposits of the successful bidder and the next lowest bid shall be retained until a contract has been signed.
5. The City Manager is hereby authorized to approve minor extra work orders and change orders as necessary to satisfactorily complete the work up to a cumulative total not-to-exceed 5% (\$7,025.95) of the total contract amount.

PASSED: April 24, 2023 by the City Council of the City of Moorhead.

APPROVED BY:

ATTEST:

\_\_\_\_\_  
Michelle (Shelly) A. Carlson, Mayor

\_\_\_\_\_  
Christina Rust, City Clerk





## City Council Communication

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April 24, 2023

**SUBJECT:**

Resolution to Accept Grant Funds from Age-Friendly Minnesota (AFMN) Community Grants for Pickleball Courts

**RECOMMENDATION:**

Resolution to accept grant funds from Age-Friendly Minnesota to convert two tennis courts into 3-4 pickleball courts at Hansmann Park.

**BACKGROUND/KEY POINTS:**

Pickleball is the fastest growing sport in America and by far the most requested amenity to the Park Department by Moorhead Citizens. This growth is mainly due to the wide age range of individuals who can participate. To meet this need, the Parks Advisory Board previously reviewed the recommendation to convert underutilized tennis courts in various neighborhood parks into pickleball courts. Depending on the size of the tennis court, two pickleball courts will fit into one tennis court.

To help fund this transition, staff submitted a grant request to Age-Friendly Minnesota (AFMN) Community Grants to convert two courts at Hansmann Park on the north end of town and one court at Riverview Estates on the Southside. Staff were notified that the City received one half of the grant requested at \$27,977 to do one of the two parks submitted. Staff are recommending Hansmann Park due to the availability of parking for what we anticipate to be a very popular amenity. The one court at Riverview Estates will be transitioned using previously approved 2023 Park Amenities funds.

Some of the terms of the grant agreement include:

- Project must be completed in the 2nd or 3rd quarter of 2023.
- Grantees are required to attend approximately 6-8 events (such as webinars, conferences, meetings, etc.) led by the Age-Friendly Minnesota (AFMN) Team. Events will include both virtual and in-person formats, including a regional conference, and will focus on peer-to-peer learning among AFMN Grantees. Staff have determined that they will split up attending these events to meet the requirement.
- Other approved amenities in the grant include 2 benches and a windscreen around the courts.

All grants accepted must be through City Council resolution as per Minnesota Statute.

**FINANCIAL CONSIDERATIONS:**

The \$27,977.00 grant award from Age-Friendly Minnesota will cover the transition of two existing tennis courts into 3 – 4 pickleball courts, 2 benches and a windscreen.



## City Council Communication

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April 24, 2023

**Voting Requirements:** Majority of Council

**Submitted By:**

Dan Mahli, City Manager

Holly Heitkamp, Parks and Recreation Director

**Attachments:** Draft Resolution

## **RESOLUTION**

### **Resolution to Accept Grant Funds from Age-Friendly Minnesota (AFMN) Community Grants for Pickleball Courts**

WHEREAS, Cities may accept grants to be used in accordance with the guidelines and stipulations set forth in the terms of the grant guidelines; and

WHEREAS, under Minnesota Statute, a resolution accepting a grant must be approved by members of the City Council; and

WHEREAS, a city may not, however, accept or use grants for religious or sectarian purposes; and

WHEREAS, the Moorhead City Council finds a grant in the amount of \$27,977 has been offered by Age-Friendly Minnesota Community Grant to be used for the conversion of tennis courts at Hansmann Park into pickleball courts.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead that the City Council does hereby accept the donation in accordance with the terms prescribed by the donor; and

BE IT FURTHER RESOLVED by the City Council of the City of Moorhead that the City Council does hereby express their sincere gratitude to Age-Friendly Minnesota Community Grants, for this grant.

PASSED: April 24, 2023 by the City Council of the City of Moorhead.

APPROVED BY:

ATTEST:

\_\_\_\_\_  
Michelle (Shelly) A. Carlson, Mayor

\_\_\_\_\_  
Christina Rust, City Clerk



## City Council Communication

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April 24, 2023

**SUBJECT:**

Second Reading of Ordinance 2023-06: An Ordinance to Amend Title 1, Chapter 7, Planning Commission as it relates to Membership

**RECOMMENDATION:**

The Mayor and City Council are asked to consider a second reading of Ordinance 2023-06: An ordinance to amend Title 1, Chapter 7, Planning Commission and a Resolution to Approve Title & Summary of Ordinance 2023-06.

**BACKGROUND/KEY POINTS:**

Late last year, the Clay County Board of Commissioners requested that an alternate member from their board be permitted on the Planning Commission. I mentioned that the Planning Commission ordinance and bylaws do not allow for this but that I would look into it.

After discussion with the City Manager, it was recommended that we amend City of Moorhead Code of Ordinances Title 1-7-1, which establishes the Planning Commission, by adding both an alternate for the Clay County Commission and the City Council so there may be additional representation from both boards in the case of regular member absences.

The proposed language adds that the Mayor and Clay County Commission “may appoint” an alternate so that if they do not, it would not hold up meetings.

The Planning Commission reviewed the proposed language and unanimously recommended approval of the ordinance text amendment at their April 3, 2023 meeting. The Planning Commission report is available at:

<https://www.ci.moorhead.mn.us/government/boards-commissions/planning-commission>

The City Council approved a first reading of the Ordinance on April 10, 2023.

**FINANCIAL CONSIDERATIONS:**

Not Applicable

**Voting Requirements:** Majority of Council

**Submitted By:**

Dan Mahli, City Manager

Robin Huston, City Planner / Zoning Administrator

**Attachments:** Ordinance 2023-06 – Text Amendment  
Resolution to Approve Title & Summary of Ordinance 2023-06



**ORDINANCE 2023-06**

**AN ORDINANCE TO AMEND TITLE 1, CHAPTER 7, PLANNING COMMISSION AS IT  
RELATES TO MEMBERSHIP**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MOORHEAD AS  
FOLLOWS:

Section 1. Title 1, Chapter 7 of the Moorhead Municipal Code is hereby enacted to read as  
follows:

**1-7-1: PLANNING COMMISSION ESTABLISHED, MEMBERSHIP:**

A. Establishment: A city planning commission for the city of Moorhead is hereby established.  
(Ord. 283; amd. Ord. 304; 1967 Code §41.01a)

B. Composition, Term, Oath, Fees And Vote:

1. The planning commission shall consist of seven (7) appointed members. The appointed  
members of the commission shall all be residents of the city and shall be selected by  
appointment as hereinafter defined and subject to the confirmation of the council. The two (2)  
council members from each ward shall collectively appoint one member from the ward they  
represent. The mayor shall appoint one member at large. The mayor shall appoint one council  
member and the board of county commissioners shall appoint a member from its own  
membership. (Ord. 94-16, 9-19-1994, eff. 2-1-1995) **The mayor and board of county  
commissioners may also appoint one voting alternate member each from their  
membership to serve in the regular appointee's absence.**

This Ordinance shall take effect upon publication in accordance with the Moorhead City  
Charter.

PASSED: April 24, 2023 by the City Council of the City of Moorhead.

APPROVED BY:

ATTEST:

\_\_\_\_\_  
Michelle (Shelly) A. Carlson, Mayor

\_\_\_\_\_  
Christina Rust, City Clerk

First Reading: 04/10/2023  
E-Post: 04/14/2023  
Second Reading: 04/24/2023  
Publication:

## RESOLUTION

### **Resolution to Approve Title & Summary of Ordinance 2023-06: An Ordinance to Amend Title 1, Chapter 7, Planning Commission as it relates to Membership**

WHEREAS, the City Council of the City of Moorhead did pass Ordinance 2023-06: An Ordinance to Amend Title 1, Chapter 7, Planning Commission as it relates to membership; and

WHEREAS, a title and summary for publication of the above Ordinance was submitted to the City Council for its review in accordance with Section 3.07 of the Moorhead City Charter; and

WHEREAS, the City Council has reviewed the Title and Summary for said Ordinance for approval and has determined that the Title and Summary informs the public of the intent and effect of the Ordinance.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead, Minnesota that the Title and Summary for Ordinance 2023-06: An Ordinance to Amend Title 1, Chapter 7, Planning Commission as it relates to Membership is hereby approved. A copy of said Title and Summary was before the City Council and is now of record and on file in the Office of the City Clerk.

BE IT FURTHER RESOLVED by the City Council of the City of Moorhead, Minnesota that the City Clerk is hereby authorized and directed to publish said Title and Summary in accordance with Section 3.08 of the Moorhead City Charter.

PASSED: April 24, 2023 by the City Council of the City of Moorhead.

APPROVED BY:

ATTEST:

\_\_\_\_\_  
Michelle (Shelly) A. Carlson, Mayor

\_\_\_\_\_  
Christina Rust, City Clerk

## **TITLE AND SUMMARY OF ORDINANCE 2023-06**

The following Ordinance is hereby published by Title and Summary:

### **1. Title of Ordinance**

An Ordinance to Amend Title 1, Chapter 7, Planning Commission as it relates to Membership.

### **2. Summary of Ordinance**

An Ordinance that amends Title 1, Chapter 7, Planning Commission as it relates to Membership.

### **3. Availability of Ordinance**

A complete, printed copy of this Ordinance is available for inspection by any person during regular business hours in the Office of the City Clerk, Third Floor, City Hall, 500 Center Avenue, Moorhead, MN.

The Ordinance was passed by the City Council of the City of Moorhead this 24th day of April, 2023.

First Reading: 04/10/2023  
E-Post: 04/14/2023  
Second Reading: 04/24/2023  
Publication:

## **RESOLUTION**

### **Resolution to Approve Submittal to the Office of Justice Programs for a Pathway to Policing Grant**

WHEREAS, the Moorhead Police Department strives to attract and retain officers from backgrounds that represent the diversity within our community; and

WHEREAS, the Pathway to Policing Program Grant would provide resources needed to expand recruitment and training efforts for nontraditional backgrounds; and

WHEREAS, the Pathway to Policing Program Grant would add more diversity to our Hometown Hero squad and create opportunities for individuals to grow a career in policing in Moorhead.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead that the Mayor and City Manager are herein authorized and directed to submit an application for the 2023 Pathways to Policing Reimbursement Grant.

PASSED: April 24, 2023 by the City Council of the City of Moorhead.

APPROVED BY:

ATTEST:

\_\_\_\_\_  
Michelle (Shelly) A. Carlson, Mayor

\_\_\_\_\_  
Christina Rust, City Clerk





## City Council Communication

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April 24, 2023

**SUBJECT:**

Resolution to Authorize Towing Contract with Ed's Towing Service Co.

**RECOMMENDATION:**

The Mayor and City Council are asked to consider a resolution authorizing the Moorhead Police Department to agree to the terms and conditions of the Police Towing Contract with Ed's Towing Service, Co.

**BACKGROUND/KEY POINTS:**

The current Towing Contract with Ed's Towing Service, CO., will expire on April 30, 2023. They have been providing the tow service since May 1, 2021. Ed's Towing Service, Co., and Aggressive Towing & Recovery, were the only companies to submit bids for the 2023-2025 contract. The City requires a contracted towing service for towing City owned vehicles. The Police Department requires a towing service that has adequate equipment and staff for impounding vehicles and clearing vehicles at accident scenes twenty-four hours per day. Ed's Towing Service, Co. reports to have equipment inventory and staff to meet these requirements of the contract.

**FINANCIAL CONSIDERATIONS:**

Moypa Khan, owner of Ed's Towing Service Co. has requested the awarding of this contract with the noted reduction in several service fee areas. See Schedule A – Fees.

**Voting Requirements:** 3/4 of Council (6)

**Submitted By:**

Dan Mahli, City Manager  
Deric Swenson, Police Captain

**Attachments:** Towing Agreement and Schedule A - Fees



## **Ed's Towing Service, CO.**

**2848 22<sup>nd</sup> Ave S, Moorhead MN 56560**

**Phone: 218-233-7740 Fax: 218-291-3340**

**Email: [EdsDispatch@hotmail.com](mailto:EdsDispatch@hotmail.com)**

**[www.edstowing.com](http://www.edstowing.com)**

3/28/2023

To whom it may concern:

Please accept our bid proposal for the 2023 and 2024 Towing Contract. We look forward to providing the city with excellent service.

Moypa Khan  
President  
Ed's Towing Service, Co.

## SCHEDULE A - FEES

(All fees will have addition of sales tax where applicable)

| TOW ACTIVITY  | CHARGES            |                    |
|---|--------------------|--------------------|
|   | May 1, 2023        | May 1, 2024        |
| Impound fee per vehicle tow   | \$39               | \$44               |
| Accident fee per vehicle tow (owner not specified)  | \$75               | \$75               |
| Service Call – Department Requested Services (Not impound Lot Related)                    | \$15               | \$15               |
| Service Call - (owner show up charge is the responsibility of vehicle owner not the City) | \$25               | \$25               |
| Use of Dolly (Documented Reason)  | \$20               | \$20               |
| Use of Winch (Documented Reason)  | \$25               | \$25               |
| Flat Bed (Documented Reason)  | \$39               | \$44               |
| Towing City of Moorhead Police Dept. vehicles (within 10 mile radius of city)             | Free               | Free               |
| Towing other city vehicles up to 1 ton trucks   | \$39               | \$44               |
| Towing all City vehicles outside the ten (10) mile radius                                 | \$3.50/Loaded Mile | \$3.50/Loaded Mile |
| Towing City 1 ton or greater trucks   | \$39               | \$44               |
| Hourly Fee - (Auction Prep, monthly lot organization, etc)                                | \$30               | \$35               |
| Hourly fee- On site - 2nd hr (First hour included in basic charge.)                       | \$39               | \$44               |

|   |             |             |
|---|-------------|-------------|
| <b>Motorcycles</b>  | <b>\$39</b> | <b>\$44</b> |
| <b>Change flat tires on city police vehicles after normal business hours, holidays, weekends.</b> | <b>Free</b> | <b>Free</b> |
| <b>Daily fee, contracted lot storage</b>  | <b>\$30</b> | <b>\$30</b> |
| <b>Shovel Buried snowbird (per vehicle)</b>   | <b>\$15</b> | <b>\$15</b> |

## RESOLUTION

### **Resolution to Authorize Towing Contract with Ed's Towing Service Co.**

WHEREAS, the current towing contract expires on April 30, 2023, bids were accepted and it is requested Ed's Towing Service Co., be awarded the 2023-2025 contract.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead that the City Council does hereby authorize and direct the Mayor and City Manager to enter into a contract substantially in the form presented with Ed's Towing Service Co. The final version of the Agreement that will be executed may include any additional changes to the form presented that are deemed necessary by the City Attorney and the City Manager.

PASSED: April 24, 2023 by the City Council of the City of Moorhead.

APPROVED BY:

ATTEST:

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Michelle (Shelly) A. Carlson, Mayor

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Christina Rust, City Clerk





## City Council Communication

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April 24, 2023

**SUBJECT:**

Resolution to approve a Minnesota Lawful Gambling Premise Permit for Moorhead Youth Hockey Association

**RECOMMENDATION:**

The Mayor and City Council are asked to consider a resolution to approve issuance of a Gambling Premises Permit to Moorhead Youth Hockey Association.

**BACKGROUND/KEY POINTS:**

The Moorhead Youth Hockey Association is requesting authorization to conduct lawful gambling activities at Boulder Taphouse located at 3333 Highway 10 East, Moorhead. This will allow Moorhead Youth Hockey Association to conduct raffles and other lawful gambling activities throughout the year without further permit approvals by the City of Moorhead. Before the Minnesota Gambling Control Board can issue the premises permit, the local unit of government where the premise is located must give prior approval of the application. The Moorhead Youth Hockey Association assumes full responsibility for the fair and lawful operation of gambling activities to be conducted.

**FINANCIAL CONSIDERATIONS:**

The applicant is responsible for the submission of pertinent documentation to the Minnesota Gambling Control Board for consideration subsequent to the City of Moorhead approval.

**Voting Requirements:** Majority of Quorum

**Submitted By:**

Dan Mahli, City Manager  
Kelle Jenkins, Deputy City Clerk

**Attachments:**

## RESOLUTION

### **Resolution to Approve a Minnesota Lawful Gambling Premise Permit for Moorhead Youth Hockey Association**

BE IT RESOLVED by the City Council of the City of Moorhead that the City Council does hereby approve the issuance of a Minnesota Lawful Gambling Premises Permit to the applicant listed below:

**Applicant:**

Moorhead Youth Hockey Association

**Site:**

Boulder Taphouse  
3333 Highway 10 East  
Moorhead, MN 56560

**Gambling Manager:**

Anne Norris

PASSED: April 24, 2023 by the City Council of the City of Moorhead.

APPROVED BY:

ATTEST:

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Michelle (Shelly) A. Carlson, Mayor

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Christina Rust, City Clerk



## City Council Communication

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April 24, 2023

**SUBJECT:**

Resolution to Approve New Liquor License to Onyx Bar & Grill Limited Liability Company DBA Onyx Bar & Grill

**RECOMMENDATION:**

The Mayor and City Council are asked to consider a resolution to approve the issuance of an On-Sale liquor license to Onyx Bar & Grill Limited Liability Company. (DBA Onyx Bar & Grill).

**BACKGROUND/KEY POINTS:**

Approval is contingent upon the following:

- Favorable Background Investigation\*
- Certificate of Liquor Liability Insurance
- Liquor License Fees
- Liquor License Server Training Roster
- Certificate of Compliance/Minnesota Worker's Compensation Law
- Proof of Paid Real Estate Taxes

\*Due to high case load at the police department, the background investigation may take up to thirty (30) days to complete.

**FINANCIAL CONSIDERATIONS:**

Not Applicable

**Voting Requirements:** Majority of Quorum

**Submitted By:**

Dan Mahli, City Manager  
Kelle Jenkins, Deputy City Clerk

**Attachments:**

**RESOLUTION**

**Resolution to Approve New Liquor License to Onyx Bar & Grill Limited Liability Company  
DBA Onyx Bar & Grill**

WHEREAS, the following business applied for an On-Sale Liquor License in the City of Moorhead under the laws of the State of Minnesota and regulations of the Commissioner of Public Safety:

**On-Sale Liquor** ..... \$1,500  
**Sunday Liquor**..... \$200

Name: Onyx Bar & Grill Limited Liability Company  
DBA: Onyx Bar & Grill  
Location: 1001 30<sup>th</sup> Ave. S  
License Period: April 24, 2023 to June 30, 2023

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead that the City Council does hereby approve the issuance of the liquor licenses noted above, contingent upon the following:

- Favorable Background Investigation
- Certificate of Liquor Liability Insurance
- Liquor License Fees
- Liquor License Server Training Roster
- Certificate of Compliance/Minnesota Worker's Compensation Law
- Proof of Paid Real Estate Taxes

PASSED: April 24, 2023 by the City Council of the City of Moorhead.

APPROVED BY:

ATTEST:

\_\_\_\_\_  
Michelle (Shelly) A. Carlson, Mayor

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Christina Rust, City Clerk