



**CITY COUNCIL  
MEETING AGENDA  
OCTOBER 28, 2024 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. 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.*
5. Recognitions - Presentations
  - A. MoorHeart Recognition: Curt Cannon
  - B. Presentation: 4-H
6. Approve Minutes
  - A. October 15, 2024 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 Adoption for Special Assessments - 2023 Unpaid Administrative Penalties and Abatements
  - B. Resolution to Consider Adoption for Special Assessments - 2023 Unpaid Administrative Penalties and Abatements
10. Community Development Department

- A. \*Resolution to Approve Agreements for Moorhead Community Center and Public Library - Center for Entrepreneurship
- 11. Police Department
  - A. \*Resolution to Authorize Participation in the Intensive Comprehensive Peace Officer Education and Training (ICPOET) Grant through the State of Minnesota
- 12. Administration
  - A. \*Resolution to Authorize Submission of Transit Capital Grant Applications for 2025-2029 to the State of Minnesota and Provide Local Match for Selected Projects
- 13. Mayor and Council Reports
- 14. City Manager Reports
- 15. Executive Session
  - A. Closed Executive Session pursuant to MN Statute 13D.05, Subdivision 3b(3), for the purpose of discussing the sale of real property described as Parcel Number 58.900.1505 (554 acres) owned by the City of Moorhead
- 16. New Business
- 17. Adjourn



## City Council Communication

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October 28, 2024

**SUBJECT:**

MoorHeart Recognition: Curt Cannon

**RECOMMENDATION:**

The Mayor and City Council are asked to recognize and honor Curt Cannon with the MoorHeart award.

**BACKGROUND/KEY POINTS:**

The MoorHeart award recognizes individuals and organizations that go above and beyond to demonstrate community within our City by their actions and service. A team of volunteers from City boards and commissions selects award recipients who are recognized at City Council meetings. The MoorHeart selection committee chose to recognize Curt for going above and beyond to help veterans in the Moorhead area.

Curt Cannon is the Veteran Service Officer in Clay County and has been doing so for 8 years. He goes above and beyond to get veterans the support they need, including housing, healthcare, mental health resources, and so much more.

Christopher Deery wrote in the nomination: "Curt's leadership has allowed his office to flourish in helping all veterans get the benefits they need following their service to America. With newly enacted legislation called the PACT Act, Curt is giving more back to his community while creating many outreach events within his community which in turn provides more access to VA healthcare for veterans that have a complexity of issues. Curt actively helps the VA's goal of adding over 1 million new veterans to their healthcare system to get the support they need. On a local level, Curt was extremely instrumental in getting the DMV benefits bill passed for MN veterans. He has gone out of his way and gives extra to help community veterans outside of his role. Curt has helped many veterans in crisis through the years with events to include rental assistance, deposits and keeping their lights on. With Curt's support and his networking with the Fargo VA, landlords and housing navigators to interested veteran renters, homeless veterans in Clay County will soon have even more support than ever. As a previous medic and a leader of servicemembers, Curt knows and understands how to properly care for veterans once they leave service. Curt's drive and passion for helping veterans has allowed his office to push out numerous claims within the last year, VA healthcare and brought in thousands of funds to help veterans and their families stay afloat in this time of economic uncertainty. And, to top it off, he is a big proponent of mental health awareness and self-care."

Thank you, Curt Cannon for your leadership towards finding healthcare, mental health resources, and so much for our veterans.

The MoorHeart award is commemorated with a piece of art commissioned from local artist, Dennis Krull especially for this purpose.

As you learn of others in our community doing great things, large and small, please consider submitting a nomination. Information on nominating others for MoorHeart consideration is found at [cityofmoorhead.com](http://cityofmoorhead.com).



## City Council Communication

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October 28, 2024

**FINANCIAL CONSIDERATIONS:**

Not Applicable

**Voting Requirements:** Not Applicable

**Submitted By:**

Dan Mahli, City Manager

Lisa Bode, Governmental Affairs Director

Kelly Kuntz, Communications Coordinator

**Attachments:**





**CITY COUNCIL  
MEETING MINUTES  
OCTOBER 15, 2024 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: Deb White

Council Member: Larry Seljevold

Council Member: Sebastian McDougall

Council Member: Chuck Hendrickson

Mayor: Shelly Carlson

Absent: Council Member: Laura Caroon

2. Pledge of Allegiance

3. Agenda Amendments

4. Consent Agenda

**Motion to Approve Consent Agenda made by Heather Nesemeier and seconded by Larry Seljevold**

Motion Passed

For: 7; Nelson, Gilbertson, Nesemeier, White, Seljevold, McDougall, Hendrickson

Against: 0;

Abstain/Recuse: 0;

Absent: 1; Caroon

5. Recognitions - Presentations

A. Proclamation: Domestic Violence Awareness Month

Mayor Shelly Carlson presented the proclamation for Domestic Violence Awareness Month.

B. Presentation: United Way of Cass Clay

Senior Corporate Relations Manager, United Way of Cass and Clay Valerie Meis shared information on the upcoming United Way Campaign. City Manager Mahli shared how the different departments are contributing to the United Way Fundraising.

6. Approve Minutes

A. September 23, 2024 Meeting Minutes

**Motion to Approve September 23, 2024 Meeting Minutes made by Sebastian McDougall and seconded by Ryan Nelson**

Motion Passed

For: 7; Nelson, Gilbertson, Nesemeier, White, Seljevold, McDougall, Hendrickson  
Against: 0;  
Abstain/Recuse: 0;  
Absent: 1; Caroon

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

8. \*Mayor and Council Appointments

A. \*Resolution for Appointments to Boards and Committees

9. Public Hearings (5:45 pm)

A. Public Hearing Regarding the Request of Jon Norberg on behalf of Norcaster LLC for a Property Tax Exemption for a Project located at 2605 8 St. S. (58.100.0660)

**Motion to Open Public Hearing Public Hearing Regarding the Request of Jon Norberg on behalf of Norcaster LLC for a Property Tax Exemption for a Project located at 2605 8 St. S. (58.100.0660) made by Ryan Nelson and seconded by Heather Nesemeier**

Motion Passed

For: 7; Nelson, Gilbertson, Nesemeier, White, Seljevold, McDougall, Hendrickson

Against: 0;

Abstain/Recuse: 0;

Absent: 1; Caroon

Downtown Moorhead Inc. President/CEO Derrick LaPoint presented the request a property tax exemption for the project located at 2605 8<sup>th</sup> St. S. The event and restaurant space will be covered in the tax exemption. Pickle ball courts will be one portion of the space with the event space as an additional space. Jon Norberg and Kelly Lancaster were present to answer questions.

**Motion to Close Public Hearing Public Hearing Regarding the Request of Jon Norberg on behalf of Norcaster LLC for a Property Tax Exemption for a Project located at 2605 8 St. S. (58.100.0660) made by Ryan Nelson and seconded by Chuck Hendrickson**

Motion Passed

For: 7; Nelson, Gilbertson, Nesemeier, White, Seljevold, McDougall, Hendrickson

Against: 0;

Abstain/Recuse: 0;

Absent: 1; Caroon

B. Resolution to Approve a Property Tax Exemption for Norcaster LLC to construct a Project located at 2605 8 St. S. (58.100.0660)

**Motion to Approve Resolution to Approve a Property Tax Exemption for Norcaster LLC to construct a Project located at 2605 8 St. S. (58.100.0660) made by Heather Nesemeier and seconded by Deb White**

Motion Passed

For: 7; Nelson, Gilbertson, Nesemeier, White, Seljevold, McDougall, Hendrickson

Against: 0;

Abstain/Recuse: 0;

Absent: 1; Caroon

- C. Public Hearing to Consider Adoption of Special Assessments for Public Improvements for Various Construction Projects

**Motion to Open Public Hearing Public Hearing to Consider Adoption of Special Assessments for Public Improvements for Various Construction Projects made by Larry Seljevold and seconded by Sebastian McDougall**

Motion Passed

For: 7; Nelson, Gilbertson, Nesemeier, White, Seljevold, McDougall, Hendrickson

Against: 0;

Abstain/Recuse: 0;

Absent: 1; Caroon

City Engineer Tom Trowbridge shared the plan for special assessments for public improvements for various construction projects. All projects are expected to be completed within the next few weeks and include street rehab, water main replacement and gas mains. Two Moorhead residents addressed the council and was seeking a status check on the project along with a question regarding work completed in the area.

**Motion to Close Public Hearing Public Hearing to Consider Adoption of Special Assessments for Public Improvements for Various Construction Projects made by Deb White and seconded by Heather Nesemeier**

Motion Passed

For: 7; Nelson, Gilbertson, Nesemeier, White, Seljevold, McDougall, Hendrickson

Against: 0;

Abstain/Recuse: 0;

Absent: 1; Caroon

- D. Resolution to Adopt Special Assessments for Public Improvements for Various Construction Projects

**Motion to Approve Resolution to Adopt Special Assessments for Public Improvements for Various Construction Projects made by Larry Seljevold and seconded by Ryan Nelson**

Motion Passed

For: 7; Nelson, Gilbertson, Nesemeier, White, Seljevold, McDougall, Hendrickson

Against: 0;

Abstain/Recuse: 0;

Absent: 1; Caroon

- E. Close Public Hearing on the Amendment to the Community Development Block Grant (CDBG) and take associated actions on the 2024 Annual Plan and modification to the CDBG program year

**Motion to Close Public Hearing Close Public Hearing on the Amendment to the Community Development Block Grant (CDBG) and take associated actions on the 2024 Annual Plan and modification to the CDBG program year made by Heather Nesemeier and seconded by Deb White**

Motion Passed

For: 7; Nelson, Gilbertson, Nesemeier, White, Seljevold, McDougall, Hendrickson

Against: 0;

Abstain/Recuse: 0;

Absent: 1; Caroon

- F. Resolution to Authorize Amendment for Community Development Block Grant 2024 Action Plan

**Motion to Approve Resolution to Authorize Amendment for Community Development Block Grant 2024 Action Plan made by Deb White and seconded by Heather Nesemeier**

Motion Passed

For: 7; Nelson, Gilbertson, Nesemeier, White, Seljevoll, McDougall, Hendrickson

Against: 0;

Abstain/Recuse: 0;

Absent: 1; Caroon

- G. Resolution to Authorize Community Development Block Grant Program Year Timing Change

**Motion to Approve Resolution to Authorize Amendment for Community Development Block Grant 2024 Action Plan made by Deb White and seconded by Heather Nesemeier**

Motion Passed

For: 7; Nelson, Gilbertson, Nesemeier, White, Seljevoll, McDougall, Hendrickson

Against: 0;

Abstain/Recuse: 0;

Absent: 1; Caroon

10. Fire Department

- A. \*Resolution to Enter into Purchase Agreements for Fire Engines and Aerial Apparatus

11. Community Development Department

- A. Second Reading of Ordinance 2024-10: An Ordinance Rezoning 2107 40th Avenue S

Moorhead resident addressed the council regarding the proposed rezoning. City Planner Robin Huston shared the history of the proposed rezone of this property. Council members White, Seljevoll and Hendrickson expressed concerns with moving forward. Ms. Huston shared that if action is not taken tonight the application will be automatically approved. Justin Berg, applicant and developer shared the work that they have put into the planning of this proposed development. Jon Lowry, Lowry Engineering addressed concerns with the traffic on 40<sup>th</sup> St. Discussion took place regarding this growth area in our metro area.

**Motion to Approve Second Reading of Ordinance 2024-10: An Ordinance Rezoning 2107 40th Avenue S made by Heather Nesemeier and seconded by Ryan Nelson**

Motion Passed

For: 7; Nelson, Gilbertson, Nesemeier, White, Seljevoll, McDougall, Hendrickson

Against: 0

Abstain/Recuse: 0

Absent: 1; Caroon

- B. Resolution to Approve Title and Summary of Ordinance 2024-10

**Motion to Approve Resolution to Approve Title and Summary of Ordinance 2024- 10 made by Heather Nesemeier and seconded by Ryan Nelson**

Motion Passed

For: 7; Nelson, Gilbertson, Nesemeier, White, Seljevoll, McDougall, Hendrickson

Against: 0  
Abstain/Recuse: 0  
Absent: 1; Caroon

12. Moorhead Public Service

- A. \*Resolution to Award Bid for 2024/2025 Tree Trimming
- B. \*Resolution to Award Bids for 2025 Electrical Materials

13. Administration

- A. \*Resolution to Approve Transfer of Liquor License from Olive Back, LLC dba Mick's Office to RST dba Mick's office
- B. \*Resolution for Appointment of Election Judges for the November 5, 2024 General Election
- C. \*Resolution to extend Make Moorhead Home Property Tax Rebate Program through 2026

14. Mayor and Council Reports

Council member Nesemeier thanked all of those that participated in the celebrations for Indigenous Peoples Day. Moorhead Community Access Media (MCAM) proposed budget has been approved. Solid Waste Advisory Committee will have a minimal fee increase for Clay County residents. A presentation at Clay County Extension Committee by SNAP-Ed Health & Wellness Coordinator Kamaludiin Mohamed shared information on a Let's Goal Fitness Food Fun & Friends program that they will extend to young men and women next summer.

Council member White thanked all those that participated in the Indigenous Peoples Day primarily Moorhead Indian Education Liaison Delores Gabbard and the Indigenous Association that partnered with the Human Rights Commission. Ms. White attended the Moorhead expungement clinic hosted by the Attorney General's Office. Visit their website [helpsealmyrecord.org](http://helpsealmyrecord.org). There are plans for another visit in the spring 2025. Council members White, Caroon, Nesemeier will participate on a panel at MSUM called "Women in Local Government, Why Your Voice Matters" held on October 23 6:30pm in room 109 of the Center for Business.

Council member McDougall attended the Heritage of India event along with Indigenous Peoples Day events.

Council member Gilbertson shared that the MPS Commission approved a 4% water rate and 2% electric rate increase. League of Women Voters Minnesota will host a city council candidate forum will take place at the library beginning at 6pm.

Council member Nelson attended the last MATBUS Coordinating Board meeting, the last meeting under the old structure. Moving forward it will change to the new format discussed at prior meetings. Mr. Nelson attended the open House for the National Guard Armory Center.

Mayor Carlson Coalition of Greater MN Cities board of directors meeting discussion upcoming legislative session, Metro Flood Diversion Authority Planning Committee held interviews, and three individuals were selected for final interviews. Ms. Carlson shared gratitude to the Executive leadership team and City Manager Dan Mahli for holding a council candidate forum for those seeking election seats. West Central Initiative invited Mayor Carlson to sit on a panel presentation with Marlene Johnson, the first female lieutenant governor. The Honor Guard of North Dakota and



Minnesota was selected as the entity that will help develop the Veteran Cemetery that will serve ND and parts of MN and SD. City Manager Mahli and Mayor Carlson spoke to the Retired Teachers Association to share what is happening in the city.

15. City Manager Reports

City Manager Dan Mahli thanked all the election judges that assist in making the elections in Moorhead fair and accessible.

16. Executive Session

17. New Business

18. Adjourn

Meeting adjourned at 7:16pm.

APPROVED BY:

ATTEST:

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

\_\_\_\_\_  
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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October 28, 2024

**SUBJECT:**

Public Hearing to Consider Adoption for Special Assessments - 2023 Unpaid Administrative Penalties and Abatements

**RECOMMENDATION:**

The Mayor and City Council are asked to hold a public hearing and, after closing the public hearing, consider adoption of the special assessments for 2023 unpaid charges related to property maintenance enforcement abatement, penalties, rental registration and inspection services and public works services

**BACKGROUND/KEY POINTS:**

Notices were mailed to 64 affected property owners on October 28, 2024 and advertisement of the public hearing was published in The Extra on October 10, 2024.

**Property Maintenance and Code Enforcement:**

The administrative citation and civil penalty system was approved by the Clay County District Court in 2004 and has been utilized by the City since 2005. It has been the City's position to exhaust administrative remedies before pursuing these matters through the court system, which is time consuming and varies in effectiveness. The administrative citation system has proven a very effective tool to streamline code enforcement for most properties.

Every effort is made to ensure fairness and consistency in enforcement. Most property code enforcement is conducted on a complaint basis. Complaints are verified by a code compliance technician and when a code violation exists, property owners receive notice. When not prescribed by the City Code, compliance periods are established recognizing the complexity of the repair and weather conditions. Extensions are often granted for extenuating circumstances.

When the compliance period has concluded, the code correction is verified by the inspector. If the violation is not corrected, the property owner receives a civil penalty, as well as instructions on appeal procedures as applicable. The maximum civil penalty per violation is \$2,000. Initial penalties are issued in the amount of \$100 for most violations or \$200 for life-safety violations; additional penalties may be charged for ongoing violations as often as daily, although it is the City's practice to charge less frequently unless the violation is a life-safety matter or the problems at the property have been chronic. Costs for abatements completed by contractors are also invoiced to the property owner.

The City makes extensive efforts to collect fees and charges prior to bringing these items forward for assessment.

- The City has previously mailed to property owners an invoice and at least two reminder notices of all abatement costs and other delinquent charges. The second notice also includes a statement that the fees will be assessed with interest if not paid.
- Property owners who have received administrative citations and civil penalties for violations of Moorhead City Code were provided forms and instructions for the opportunity to appeal the citations within the invoice/s.
- The appeal period has expired on each of the items brought forward for assessment.



Additionally, staff has had direct communications/discussions with most, if not all, of the property owners that have incurred significant penalties in order to work through obstacles to compliance. Once an invoice is delinquent, unpaid charges are included on the City's website in the special assessments summary as proposed special assessments to alert title companies and potential buyers that there are outstanding charges that should be reviewed prior to purchase.

## City Council Communication

October 28, 2024

The majority of administrative penalties are attributable to a very small number of property owners, including bank owners of foreclosed properties. In the case of foreclosed properties, a single point of contact can be difficult to establish. Some of the very small charges are underpayments of rental registration fees or missed appointment fees. The property owners were notified of the underpayments prior to processing the assessments.

**Assessment Objections:** No formal written objections have been received. It is recommended that action regarding any contested assessments be deferred to a future meeting so Mayor and Council can receive a background report regarding the issue.

**Assessment Modifications:** Since publication and mailed notice, the following assessments were paid/adjusted. All payments/adjustments made will be receipted prior to finalizing the assessments.

- o **222 4<sup>th</sup> St S / 58.575.1640 – Rental Re-inspections & Other Fees (-\$100)**
  - Reason: the owner requested removal of the rental re-inspection fee. Review and waiving of the fee was completed and approved by the Moorhead Fire Department.
- o **3713 4<sup>th</sup> St S / 58.656.1120 – Grass and Weed Removal (-\$100)**
  - Reason: a relative of the owner requested removal of the grass abatement costs. Following review by Neighborhood Services, the administrative fee of \$100 was waived.

### **FINANCIAL CONSIDERATIONS:**

Unlike special assessments for public improvements and infrastructure that are amortized over time, these special charges for delinquent fees, penalties, and abatement costs are intended for a one-year repayment. The exception is for petitioned tree removals, which are a five-year repayment.

The costs to be assessed are as follows:

• Rental Registration and Inspection Penalties and Fees	\$4,025.00
• Nuisance/Property Maintenance Abatements/Penalties	\$12,577.35
• Snow Removal	\$1,152.50
• Grass/Weed Removal	\$2,660.00
• Tree Removal and Branch Pick Up/Disposal	\$36,769.44
• <u>Sanitation/Environmental Health Abatements</u>	<u>\$4,784.61</u>
<b>TOTAL</b>	<b>\$62,168.90</b>



## City Council Communication

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October 28, 2024

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

**Submitted By:**

Dan Mahli, City Manager

Kristie Leshovsky, Community Development Director

**Attachments:** Mailed Notice – Example  
Draft Resolution





CITY OF MOORHEAD  
PO BOX 779  
MOORHEAD, MN 56561

**FINAL ASSESSMENT NOTICE**

**THIS NOTICE IS YOUR BILL**

Payable after City Council  
adoption of assessments  
on October 28, 2024

October 10, 2024

PARCEL NO.:

PARCEL ADDRESS:

ASSESS PROJ NO:

811945

**TOTAL TO BE ASSESSED:** \$100.00

**PROJECT DESCRIPTION:** 2023 RENTAL RE-INSPECTION & OTHER FEES

Notice is hereby given that the Moorhead City Council will meet **Monday, October 28, 2024 at 5:45 pm, at the Hjerkomst Center, 202 1st Ave. N., Moorhead, MN**, to conduct a hearing on the above listed assessment improvement. Adoption of the proposed assessment may occur at the hearing. Notice of adoption will be posted on our website at [www.cityofmoorhead.com](http://www.cityofmoorhead.com) under the NEWS tab or call 218-299-5434 to obtain this information. **No additional notices or billings will be sent.**

After adoption by the Council, payments can be made as follows:

**Pay without Interest:** After Council adoption of assessments, assessments can be paid in full, without interest, **until 4:30 pm, on November 15, 2024. Payments received after this date and time, for any reason, even if it is postmarked November 15, 2024, will be mailed back and one year's interest will be added.**

**Make Payments Payable To:** City of Moorhead

**Mail To:** City of Moorhead, Attn: Finance Dept., PO Box 779, Moorhead, MN 56561

**Drop Off:** City Hall, Finance Dept., 403 Center Avenue, Moorhead, MN 56560

**Credit Card:** Call 218-299-5320 for credit card payments (no additional service fees are charged for credit card payments)

**Partial Payments:** Partial prepayments (minimum \$100) of the uncertified balance are allowed.

**Unable To Pay In Full:** If you are unable to pay the assessment, or any portion of the assessment by 4:30 pm on November 15, 2024, the full assessment or any unpaid balance, will be certified to the county and included for payment with your real estate taxes, beginning the payable year **2025**. Principal shall be paid in equal annual installments over a **1-year** period along with interest at the rate of **6.00%** per year applied to the remaining balance each year. The proposed assessment roll is on file with the City Clerk.

**Objections:** Written or oral objections will be considered at said hearing. No appeal may be taken to the amount of assessment unless a written objection, signed by the affected property owner, is filed with the City Clerk prior to assessment hearing or presented to presiding officer during the hearing. This assessment may be appealed to District Court pursuant to MN Statute 429.081 by serving notice of appeal upon the Mayor or City Clerk within 30-days after adoption of assessment and filing such notice with the District Court within 10-days after service upon the Mayor or City Clerk.

**For questions regarding this notice:**

Email - [Neighborhood.services@moorheadmn.gov](mailto:Neighborhood.services@moorheadmn.gov)

Call - Neighborhood Services at 218-299-5434 (TDD 711)

Visit - Neighborhood Services, City Hall, 403 Center Ave., Moorhead, MN

If auxiliary aids or services are required for the meeting, call the City Clerk at 218-299-5166 10-hours prior to the meeting.



## RESOLUTION

### Resolution to Consider Adoption for Special Assessments - 2023 Unpaid Administrative Penalties and Abatements

WHEREAS, pursuant to proper notice duly given as required by law, the Mayor and City Council met on October 28, 2024 and heard any and passed upon all objections to the proposed assessment for unpaid special charges incurred on multiple properties located within the City of Moorhead; and

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

1. Such proposed assessments, as outlined below, are hereby accepted and shall constitute the special assessment against the lands named therein and each tract of land therein is hereby found to have incurred the special charges in the amount of the assessment levied against it.
2. The following assessment shall be certified to the County on November 15, 2024, and included for payment with the property taxes payable in a one-year period at an interest rate of 6%:

2023 Rental Registration and Inspection Penalties and Fees -- Project # 811945		
Parcel #	Address	Total Assessed Cost
580607520	3220 12 St S	\$200.00
580720310	917 16 St S	\$300.00
581070410	203 12 St N	\$300.00
583191050	617 19 St N	\$300.00
583191080	609 19 St N	\$250.00
583240420	1008 2 Ave N	\$100.00
583580340	810 17 St N	\$300.00
584570450	439 Clearview Ct	\$250.00
585750720	824 2 Ave S	\$380.00
585750950	114 6 St S	\$340.00
586890390	908 18 St S	\$340.00
586890400	912 18 St S	\$340.00
588480410	408 Elm St S	\$300.00
588720120	1123 16 St N	\$325.00
	<b>Total</b>	<b>\$4,025.00</b>

2023 Nuisance/Property Maintenance Abatements/Penalties -- Project #811946		
Parcel #	Address	Total Assessed Cost
581580140	2018 8 St S	\$700.00
581580560	934 22 Ave S	\$200.00
582180320	1522 4 Ave N	\$3,000.00
582180540	317 15 St N	\$100.00

582180600	316 14 St N	\$100.00
582400150	1215 7 Ave N	\$700.00
583192140	516 18 St N	\$2,000.00
583240420	1008 2 Ave N	\$400.00
583500020	1411 41 St S	\$300.00
583572960	3613 18 St S	\$200.00
583580390	912 17 St N	\$100.00
583740110	1914 6 St S	\$100.00
585510110	1216 14 St N	\$400.00
585650340	9 6 Ave S	\$100.00
585650600	615 4 St S	\$400.00
585750475	10 9 St S	\$577.35
585750540	114 9 St S	\$600.00
586465040	1317 32 Street Cir S	\$200.00
586465140	1336 32 Street Cir S	\$200.00
587000020	315 16 Ave S	\$100.00
587540860	901 5 St S	\$200.00
588160440	2917 29 Avenue Cir S	\$100.00
588360040	1721 8 St S	\$400.00
588470580	203 13 St S	\$100.00
589000720	115 11 Ave S	\$1,300.00
	<b>Total</b>	<b>\$12,577.35</b>

<b>2023 Snow Removal -- Project #811948</b>		
<b>Parcel #</b>	<b>Address</b>	<b>Total Assessed Cost</b>
581070820	1324 1 Ave N	\$380.00
581580560	934 22 Ave S	\$190.00
583500020	1411 41 St S	\$270.00
589000720	115 11 Ave S	\$312.50
	<b>Total</b>	<b>\$1,152.50</b>

<b>2023 Grass and Weed Removal -- Project #811947</b>		
<b>Parcel #</b>	<b>Address</b>	<b>Total Assessed Cost</b>
581000310	2506 Rivershore Dr S	\$380.00
581580560	934 22 Ave S	\$260.00
581780050	1102 14 St N	\$180.00
582180600	316 14 St N	\$220.00
585311950	646 Birch Ln	\$140.00
585510110	1216 14 St N	\$520.00
586561120	3713 4 St S	\$120.00
587370110	1314 11 St S	\$220.00
588082830	3020 39 Ave S	\$220.00
589000720	115 11 Ave S	\$400.00
	<b>Total</b>	<b>\$2,660.00</b>

<b>2023 Tree Removal and Branch Pickup -- Project # 811932</b>		
<b>Parcel #</b>	<b>Address</b>	<b>Total Assessed Cost</b>
582960380	804 6 Ave S	\$2,718.45
587211060	311 15 St S	\$3,284.80
587370110	1314 11 St S	\$2,718.45
	<b>Total</b>	<b>\$8,721.70</b>

<b>2023 Sanitation Abatements -- Project #811949</b>		
<b>Parcel #</b>	<b>Address</b>	<b>Total Assessed Cost</b>
587211750	429 18 St S	\$2,196.70
587810010	1609 20 St S	\$2,587.91
	<b>Total</b>	<b>\$4,784.61</b>

3. The following assessment shall be certified to the County on November 15, 2024 and included for payment with property taxes payable in a five year period at an interest rate of 6% (petitioned tree removals):

<b>2023 Tree Removal and Branch Pickup -- Project #811931</b>		
<b>Parcel #</b>	<b>Address</b>	<b>Total Assessed Cost</b>
582960260	911 4 Ave S	\$7,737.19
582960380	804 6 Ave S	\$3,382.31
584250080	809 18 Ave S	\$4,417.49
586950040	1404 4 Ave S	\$3,780.00
587540248	508 5 St S	\$8,730.75
	<b>Total</b>	<b>\$28,047.74</b>

4. The owner of any of the described property so assessed may, at any time prior to the certificate of assessment at the County Auditor, pay the whole assessment or partial payments of a minimum of \$100.00 towards a specified project.
5. The Clerk shall forthwith transmit a certified duplicate of this assessment to the County Auditor to be extended to the property tax lists of the County. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

PASSED: October 28, 2024 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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October 28, 2024

**SUBJECT:**

Resolution to Approve Agreements for Moorhead Community Center and Public Library - Center for Entrepreneurship

**RECOMMENDATION:**

The Mayor and City Council are asked to approve Agreements for the Center for Entrepreneurship

**BACKGROUND/KEY POINTS:**

On November 8, 2022, Moorhead voters approved a 0.5% local options sales tax that will be used to fund a new Community Center/Public Library. The Moorhead Community Center/Public Library project is currently under construction. This resolution is in relation to the Center for Entrepreneurship and contingency budget.

The Center for Entrepreneurship includes dedicated spaces within the MCCPL that are funded through a \$1M grant from the U.S. Small Business Administration. Expenses for the Center for Entrepreneurship are being tracked separately from the remainder of the project for grant reporting purposes.

Most recent project updates include:

- Completed precast columns, beams, and hollow core planks
- Completed drain tile around the building
- Beginning underground mechanical piping and electric conduits

**FINANCIAL CONSIDERATIONS:**

On December 11, 2023, the City Council approved a resolution for the project budget in the amount of \$41.5 million which included construction and soft costs. The attached resolution includes approval of the Center for Entrepreneurship agreements which are tracked separately for grant reporting. It includes the following fees for service which have been incorporated in the Center for Entrepreneurship and building overall budget (estimated at \$1.1 million):

- JLG – architectural and engineering services: not to exceed \$105,000
- McGough Construction: percentage fee based on the overall construction-related budget for the space: CMAR Fee (2.5% of GMP); Staffing (based on GMP and timeline); Job Site Costs, Subcontractor Costs, Project Safety, Onsite Equipment, Clean Up/Trash Removal, etc. (based on GMP and timeline); General Liability Insurance (0.95% of GMP); and Bond (0.65% of GMP), Builders Risk Insurance (1.11% of GMP), Permit, Certified payroll tracking.

Construction, furniture, signage and other expenses for the Center for Entrepreneurship will be acquired based on City purchasing policy requirements.



## City Council Communication

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October 28, 2024

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

**Submitted By:**

Dan Mahli, City Manager

Kristie Leshovsky, Community Development Director

**Attachments:** Draft Resolution



## RESOLUTION

### **Resolution to Approve Agreements for Moorhead Community Center and Public Library - Center for Entrepreneurship**

WHEREAS, Moorhead voters approved a 0.5% local option sales tax for a new Community Center/Public Library on November 8, 2022 and the City Council subsequently adopted and the MN Department of Revenue approved such tax to begin April 1, 2023; and

WHEREAS, the City of Moorhead hired design and construction management firms for the Community Center/Public Library project; and

WHEREAS, the City Council has previously approved an Agreement and related Amendments for the construction of the Community Center/Public Library; and

WHEREAS, through a U.S. Congressional appropriation, the U.S. Small Business Administration awarded the City a \$1 million grant for a Center for Entrepreneurship within the Community Center/Public Library.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead, Minnesota that the Mayor and City Manager are herein authorized and directed to execute agreements and related amendments with JLG Architects and McGough Construction, Inc. relating to the design and construction management of the Center for Entrepreneurship within the Community Center/Public Library.

PASSED: October 28, 2024 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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October 28, 2024

**SUBJECT:**

Resolution to Authorize Participation in the Intensive Comprehensive Peace Officer Education and Training (ICPOET) Grant, through the State of Minnesota.

**RECOMMENDATION:**

The Mayor and City Council are asked to consider a resolution formally supporting the Moorhead Police Department's continued involvement in the Intensive Comprehensive Peace Officer Education and Training Grant.

**BACKGROUND/KEY POINTS:**

The Intensive Comprehensive Peace Officer Education and Training program was approved and funded by the Minnesota Legislature to the Minnesota Office of Justice Programs (OJP). The (ICPOET) Program is designed to benefit two-and-four-year college graduates or individuals who are looking to pursue a career transition into law enforcement, at a time when vacancies are high across the state. OJP will reimburse law enforcement agencies for the costs of a candidate (\$50,000 maximum) who already holds a two or four-year degree from a regionally accredited college or university while they obtain the required Professional Peace Officer Education (PPOE) from Alexandria Technical College. This includes the candidate's salary while they are attending schooling in a cohort-style offering. This is the second grant funded ICPOET cycle the City of Moorhead will be participating in. The grant requires each candidate to hold employment status with the organization while attending their training and education.

**FINANCIAL CONSIDERATIONS:**

The total amount awarded for the (ICPOET) grant was \$250,000 (5 candidates). This award covers education, travel, and salary for the candidate. There are no City of Moorhead match requirements for this grant. The grant will be a part of the final, approved 2025 budget. The City of Moorhead would be the fiscal agent for the grant, as it is administered through the Office of Justice Programs.

**Voting Requirements:** Majority of Quorum

**Submitted By:**

Dan Mahli, City Manager  
Shannon Monroe, Chief of Police  
Joseph Brannan, Police Sergeant  
Sandy Timian, Office Manager

**Attachments:**

## RESOLUTION

### **Resolution to Authorize Participation in the Intensive Comprehensive Peace Officer Education and Training (ICPOET) Grant, through the State of Minnesota**

WHEREAS, the Moorhead Police Department strives to recruit candidates that poses different life experience and other valuable attributes that show diverse and forward thinking; and

WHEREAS, the Intensive Comprehensive Peace Officer Education and Training grant would provide resources needed to hire, educate, pay, and train candidates; and

WHEREAS, the Intensive Comprehensive Peace Officer Education and Training Grant will allow the City of Moorhead Police Department to intentionally hire eligible candidates and assist them in becoming license eligible through the Minnesota Peace Officer Standards and Training Board.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead that the Mayor and City Manager are herein authorize Participation in the 2025 Intensive Comprehensive Peace Officer Education and Training (ICPOET) Grant, through the State of Minnesota.

PASSED: October 28, 2024 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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October 28, 2024

**SUBJECT:**

Resolution to Authorize Submission of Transit Capital Grant Applications for 2025-2029 to the State of Minnesota and Provide Local Match for Selected Projects

**RECOMMENDATION:**

The Mayor and City Council are asked to consider approval of Grant Applications for 2025-2029, resulting contracts and provision of local match with the State of Minnesota for State-selected vehicles, large capital, and technology projects.

**BACKGROUND/KEY POINTS:**

The State of Minnesota will be selecting 2025 and 2026 projects for Public Transit Grant Applications for capital financial assistance for public transit services throughout the State. For Moorhead, this grant funding opportunity includes only financial assistance administered by the Minnesota Department of Transportation (MnDOT) Office of Transit and Active Transportation through various programs. As a new Large Urban Area (UZA), capital funding from the State of Minnesota may be limited to State funds and exclude pass-through of Federal capital funds. The Fargo-Moorhead UZA receives direct capital funding from Federal Transit sources. The local match to the grant could range from 10% to 20% dependent upon MnDOT's selection of projects and funds available.

The projects that will be included in the grant applications for 2025-2029 are included within the City's 5-year Capital Improvement Plan (CIP) and the State of Minnesota Transportation Improvement Plan. For 2026, the State has preliminarily selected replacement of two senior ride vans at a cost of \$69,000 each with local match of \$6,900 (10%) from the State of Minnesota and \$6,900 (10%) from Moorhead. For 2026, the City has submitted a large capital grant application for a collision avoidance system on 12 fixed route buses at an estimated cost range of \$145,000-\$180,000 with a local match of 20% or \$36,000. This project was recommended by the MATBUS Safety Committee.

**FINANCIAL CONSIDERATIONS:**

Capital projects not selected by the State for 2025 will be submitted for Federal Section 5307, 5310 or 5339 grant funding following a public hearing and Council approval. Preliminary projects submitted for grant consideration for 2025-2029 are contained in the CIP. To eliminate major fluctuations, the CIP includes \$150,000 annually for transit capital needs and will be sufficient to cover the planned expenditures.

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

**Submitted By:**

Dan Mahli, City Manager  
Lisa Bode, Governmental Affairs Director  
Lori Van Beek, Transit Manager

**Attachments:** 2025-2029 Capital Improvement Plan - Transit

CAPITAL IMPROVEMENT PLAN 2025-2029								
Moorhead Mass Transit	Funding Source		2025	2026	2027	2028	2029	TOTAL
<b>Shelters:</b>								
Shelter - Replace two - Romkey #110 & Regal Estates #106	FTA 5307	80%		72,000				72,000
Shelter - Replace annually	FTA 5307	80%			50,000			50,000
Shelter - Replace annually	FTA 5307	80%				52,000		52,000
Shelter - Marriott Hub - 20 year life (2029)	FTA 5307	80%					150,000	150,000
<b>Paratransit Vehicles:</b>								
Para - 5 year life - Replace Unit 7191 (replace 2025 & 2030)	FTA 5307	85%	225,000					225,000
Para - 5 year life - Replace Unit 7241 (replace 2029, 2034)	FTA 5307	85%					233,000	233,000
Para - 5 year life - Replace Unit 7242 (replace 2029, 2034)	FTA 5307	85%					233,000	233,000
Para - 5 year life - Replace Unit 7243 (replace 2029, 2034)	FTA 5307	85%					233,000	233,000
<b>Senior Vehicles:</b>								
Senior - 4 year life - Replace Unit 5231 - replace in 2027	FTA 5310	85%		-	59,000			59,000
Senior - 4 year life - Replace Unit 5241 - replace in 2028	FTA 5307	85%				61,000		61,000
Senior - 4 year life - Replace Unit 5242 - replace in 2028	FTA 5307	85%				55,000		55,000
Senior - 4 year life - Replace Unit 5192/5251 - replace in 2025/2029	State	90%		69,000			63,000	132,000
Senior - 4 year life - Replace Unit 5193/5252 - replace in 2025/2029	State	90%		69,000			63,000	132,000
<b>Microtransit Vehicles:</b>								
Microtransit - 5 year life - Expansion in 2026	FTA 5307	85%		225,000				225,000
Microtransit - 5 year life - Expansion in 2026	FTA 5307	85%		225,000				225,000
<b>Large Buses:</b>								
Bus - 12 year life - Replace Unit # 2151	FTA 5307	85%			632,000			632,000
Bus - 12 year life - Replace Unit # 2161	FTA 5307	85%				651,000		651,000
Bus - 12 year life - Replace Unit # 2162	FTA 5307	85%				651,000		651,000
Bus - 12 year life - Replace Unit # 2163	FTA 5307	85%					671,000	671,000
Bus - 12 year life - Replace Unit # 2164	FTA 5307	85%					671,000	671,000
<b>100% Local:</b>								
Five-year TDP consultant (local share only) - replace 2030	Local	100%	6,667					6,667
<b>Facility Equipment &amp; Improvements:</b>								
Facility Equipment - Replace scrubber /washer - 10 year life (100% Mhd, Replaced 1/3 Mhd)	FY2024 5339 (Joint)	80%	38,333					38,333
Facility Equipment - Press (10 year life) Press & Pressure Washer (5 year life)	FY2024 5339 (Joint)	80%	10,000					10,000
Facility Equipment - A/C Recovery (1/3 Mhd)	FTA 5307	80%			2,200			2,200
Equipment - 2009 Replace Shop Maintenance Truck - 10-year life (1/3 Mhd) - Replace 2029	FTA 5307	80%					18,333	18,333
<b>Technology:</b>								
Technology - Replace Fare Media Sales Equipment (2017 PEM or 2019 APOS) at MTG - 5 year life (100% Mhd)	FTA 5307	80%					33,000	33,000
Technology - Pedestrian Warning System (12 buses @ \$15,000)	FTA 5307	80%		180,000				180,000
Technology - Electronic Registering Fareboxes - Funded in 2019, completed in 2022 - 10 year life (Mhd share of Joint)	FTA 5307	80%					427,000	427,000
<b>TOTAL</b>			<b>280,000</b>	<b>840,000</b>	<b>743,200</b>	<b>1,470,000</b>	<b>2,795,333</b>	<b>6,128,534</b>
SUBTOTAL Shelters @ 80%			-	72,000	50,000	52,000	150,000	324,000
SUBTOTAL Vehicles @ 80%			-	-	-	-	-	-
SUBTOTAL Vehicles @ 85%			225,000	450,000	691,000	1,418,000	2,041,000	4,825,000
SUBTOTAL Vehicles @ 90% State			-	138,000	-	-	126,000	264,000
SUBTOTAL 100% Local Match			6,667	-	-	-	-	6,667
SUBTOTAL Facility Equipment, Improve. & Technol. @ 80%			48,333	180,000	2,200	-	478,333	708,867
<b>TOTAL</b>			<b>280,000</b>	<b>840,000</b>	<b>743,200</b>	<b>1,470,000</b>	<b>2,795,333</b>	<b>6,128,534</b>
<b>FUNDING:</b>								
CIP			150,000	150,000	150,000	150,000	150,000	750,000
State of Minnesota @ 90% (State)			-	124,200	-	-	113,400	237,600
Federal Grant @ 85% (FTA 5307)			191,250	382,500	587,350	1,205,300	1,734,850	4,101,250
Federal Grant @ 80% (FTA 5307, FTA 5339 & 5310)			38,667	201,600	41,760	41,600	502,667	826,293
Mass Transit Reserves			(99,916)	(18,300)	(35,910)	73,100	294,417	213,390
<b>TOTAL</b>			<b>280,000</b>	<b>840,000</b>	<b>743,200</b>	<b>1,470,000</b>	<b>2,795,333</b>	<b>6,128,534</b>
<b>Local Match</b>			<b>50,084</b>	<b>131,700</b>	<b>114,090</b>	<b>223,100</b>	<b>444,417</b>	<b>963,390</b>



## RESOLUTION

### **Resolution to Authorize Submission of Transit Capital Grant Applications for 2025-2029 to the State of Minnesota and Provide Local Match for Selected Projects**

BE IT RESOLVED by the City Council of the City of Moorhead, Minnesota, that the Mayor and City Manager are hereby authorized and directed to enter into and execute contracts and any amendments thereto with the State of Minnesota, Department of Transportation, related to capital grant applications for 2025-2029 projects contained in the 2025-2029 Capital Improvement Plan for Mass Transit.

BE IT FURTHER RESOLVED by the City Council of the City of Moorhead, Minnesota, that the City Council of the City of Moorhead, Minnesota, agrees to provide up to twenty percent (20%) of the total capital costs from local funds.

BE IT FURTHER RESOLVED by the City Council of the City of Moorhead, Minnesota, that the City Council agrees to provide one hundred percent (100%) of the local share necessary for expenses that exceed funds available from the State.

BE IT FURTHER RESOLVED by the City Council of the City of Moorhead, Minnesota, that the Senior Accountant or Finance Manager is hereby authorized to execute a request for reimbursement from the Minnesota Department of Transportation.

BE IT FURTHER RESOLVED by the City Council of the City of Moorhead, Minnesota, that the Transit Manager, Senior Accountant or Finance Manager is authorized to submit grant applications to the State of Minnesota for proposed 2025-2029 capital grant projects contained in the Capital Improvement Plan for 2025-2029.

PASSED: October 28, 2024 by the City Council of the City of Moorhead.

APPROVED BY:

ATTEST:

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

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