



**CITY COUNCIL  
MEETING AGENDA  
JANUARY 13, 2025 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.*

**Swearing In Ceremony for Newly Elected Officials**

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: Kevin Hanson
  - B. Presentation: Moorhead Safe Routes to School, Daniel Farnsworth (MetroCOG)
6. Approve Minutes
  - A. December 9, 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
  - A. Resolution to Approve Appointment of Mayor Pro Tem and Mayoral Appointments to Committees, Boards, and Commissions
  - B. \*Resolution to Approve Mayoral Appointments of Council Members to Committees, Boards, and Commissions
  - C. \*Resolution for Appointments to Boards and Committees
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.*

10. Economic Development

- A. \*Resolution to Approve the Sale of City-owned Land located at 4350 34 Ave S (58.424.0060)
- B. \*Resolution to Approve Application to the Department of Employment and Economic Development for a Redevelopment Grant in Support of Downtown Redevelopment, Committing Local Match, and Authorizing Signatures

11. Engineering Department

- A. Resolution to Receive Report, Order Plans & Specifications, and Call for a Public Hearing for Street & Utility Improvements on 10-1/2 Street North (Eng. No. 24-A2-09)
- B. Resolution to Approve Plans & Specifications and Authorize Advertisement for Bids for Street & Utility Improvements on 10-1/2 St N (Eng. No. 24-A2-09)
- C. \*Resolution to Receive Report and Order Plans & Specifications for Prairie Parkway 2nd Addition Underground Utility & Street Improvements (Eng. No. 25-A6-02)

12. Parks and Recreation Department

- A. \*Resolution to Accept Grant Funding from Lake Region Arts Council for the 2025 Celtic Festival

13. Public Works

- A. Resolution to Approve Guaranteed Maximum Price Amendment #2 to the Agreement with Gast Construction Company, Inc. for Construction Manager At Risk Services on the Reimagine Romkey Park – Pool Replacement and Park Renovations Project

14. Administration

- A. \*Resolution to Approve New Liquor License to Mangos II LLC
- B. \*Resolution to Affirm 2025 City Council Meeting Dates
- C. \*Resolution to Designate the Official Newspaper and Website of the City of Moorhead
- D. \*Resolution to Designate Official Depositories, Signers and Authority to make Electronic Funds Transfers
- E. \*Resolution to Approve 2025 Tax Increment Interfund Loan
- F. \*Resolution to Approve Labor Agreement and Memorandums of Understanding Between the City of Moorhead and American Federation of State, County and Municipal Employees (AFSCME)
- G. \*Resolution to Accept 2024 Donations

15. Mayor and Council Reports

16. City Manager Reports

17. Executive Session
18. New Business
19. Adjourn



## City Council Communication

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January 13, 2025

**SUBJECT:**

MoorHeart Recognition: Kevin Hanson

**RECOMMENDATION:**

The Mayor and City Council are asked to recognize and honor Kevin Hanson 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 Kevin for his work on the Metro Area Transit Coordinating Board.

Kevin Hanson is the President and CEO of Gate City Bank and served on the MAT Coordinating Board as an at-large member and the Chair for 17 years. His leadership and dedication towards public transportation make Moorhead a better place to live. He constantly advocates for accessible and reliable public transit in Moorhead.

Lori Van Beek wrote in the nomination: "Kevin has helped to guide MATBUS through many changes over the years. The MAT Board was originally formed to oversee the development of a joint maintenance and storage facility, as well as the transition of each city's transit department into what is now a unified entity. In 2007, the service (then known as Metro Area Transit) moved into the jointly-owned Metro Transit Garage in Fargo. This allowed staff to manage the system together, providing a seamless and reliable experience for passengers. Many milestones progressed after that, including the allocation of millions of federal dollars for capital improvements through the American Recovery and Reinvestment Act; rebranding the system to MATBUS; expanding service into southeast Moorhead and increasing evening and Saturday frequencies; and guiding the Transit Reorganization Study that would ultimately dissolve the MAT Board."

Thank you, Kevin Hanson, for your longtime dedication to public transportation for the City of Moorhead. You have made a significant difference in the lives of many. This is also an opportunity to thank Kevin and the Gate City Bank organization for the many other contributions the Bank makes to our residents, businesses, and the City of Moorhead, including our partnership on the Neighborhood Impact Program, community-oriented business and residential lending. Moorhead is very fortunate for Kevin's leadership!

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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January 13, 2025

**FINANCIAL CONSIDERATIONS:**

Not Applicable

**Voting Requirements:** Not Applicable

**Submitted By:**

Dan Mahli, City Manager

Lisa Bode, Governmental Affairs Director

Addison Carlsrud, Governmental Affairs Assistant

**Attachments:** N/A

**To:** Moorhead City Council  
**From:** Dan Farnsworth, Metro COG  
**Date:** January 3, 2025  
**Re:** **Moorhead Safe Routes to School Plan**

Per the request of the City of Moorhead, Metro COG developed the Moorhead Safe Routes to School Plan, which began in early 2024. This planning study was conducted in cooperation with the Moorhead School District, City of Moorhead, and PartnerSHIP 4 Health. This plan also included public and parent engagement as well as student surveys to help inform and guide the plan.

The purpose of this plan is to lay out a framework to make walking and biking to school safer and more inviting for students. This plan identifies existing challenges, safety concerns, and policies and recommends improvements which can improve the walkability and bikeability to/from Moorhead's public schools.

The plan can be viewed at the following link:  
[www.fmmetrocog.org/MoorheadSRTS/FinalPlan](http://www.fmmetrocog.org/MoorheadSRTS/FinalPlan). Metro COG will be presenting this plan to the Moorhead City Council and Moorhead School board both on January 13<sup>th</sup> prior to adoption of this plan by Metro COG's Policy Board.



**CITY COUNCIL  
MEETING MINUTES  
DECEMBER 09, 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: Laura Caroon  
Council Member: Deb White  
Council Member: Larry Seljevoll  
Council Member: Sebastian McDougall  
Council Member: Chuck Hendrickson  
Mayor: Shelly Carlson

Absent:

2. Pledge of Allegiance

3. Agenda Amendments

4. Consent Agenda

**Motion to Approve made by Heather Nesemeier and seconded by Laura Caroon**

Motion Passed

For: 8; Nelson, Gilbertson, Nesemeier, Caroon, White, Seljevoll, McDougall, Hendrickson

Against: 0;

Abstain/Recuse: 0;

Absent: 0

5. Recognitions - Presentations

A. Donation to the Inclusive Playground from Lake Agassiz Pacers

Lake Agassiz Pacers Board President Charles Elhard presented a donation to the Inclusive Playground at Southside Regional Park. Mr. Elhard thanked Holly Heitkamp and staff for their work to maintain great trails in Moorhead throughout the year.

B. Moorhead Human Rights Awards

Moorhead Human Rights Commission Chair Siham Amedy and HRC member Anna Rajesh presented 2024 Moorhead Human Rights Awards to the following:

**Martha Castanon** (Civic/Community category): Legal Assistant at the Immigrant Law Center of Minnesota

**Tammy Schatz** (Education category): Moorhead Adult Basic Education Program Manager

**Sara Stompro** (Nonprofit category): Director of Program Services Rape and Abuse Crisis Center

**Nia Dyer** (Civic/Community category): Community Board Co-Chair, Foster Advocates

- C. 6:00pm - Truth-in-taxation Public Comment Opportunity after Presentation of Proposed 2025 Budget and Tax Levy

Finance Director Jenica Flanagan presented the City of Moorhead and Moorhead Economic Development Authority's proposed 2025 budget and tax levy.

6. Approve Minutes

- A. November 25, 2024 Meeting Minutes

**Motion to Approve November 25, 2024 Meeting Minutes made by Laura Caroon and seconded by Ryan Nelson**

Motion Passed

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

Against: 0;

Abstain/Recuse: 0;

Absent: 0

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 for the Sale of City-owned Land used for Municipal Purposes

**Motion to Open Public Hearing for the Sale of City-owned Land used for Municipal Purposes made by Heather Nesemeier and seconded by Laura Caroon**

Motion Passed

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

Against: 0;

Abstain/Recuse: 0;

Absent: 0

City Engineer Tom Trowbridge shared information on the proposed sale of City owned land to BNSF.

**Motion to Close Public Hearing for the Sale of City-owned Land used for Municipal Purposes made by Sebastian McDougall and seconded by Larry Seljevold**

Motion Passed

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

Against: 0;

Abstain/Recuse: 0;

Absent: 0

- B. Resolution to Approve the Sale of City-owned Land used for Municipal Purposes to BNSF Railway Company

**Motion to Approve the Sale of City-owned Land used for Municipal Purposes to BNSF Railway Company made by Heather Nesemeier and seconded by Laura Caroon**

Motion Passed

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

Against: 0;

Abstain/Recuse: 0;

Absent: 0

10. Engineering Department

- A. \*Resolution to Approve Actions Relating to Country Heritage Area Street Improvements (Eng. No. 24-A2-03)
- B. \*Resolution to Order Reports for 2025 Street Improvement Projects
- C. \*Resolution to Order Report for Prairie Parkway 2nd Addition Street and Underground Utility Improvements
- D. \*Resolution to Approve Change Order #1 and Budget Adjustment #24-037 for the Citywide Striping Project (Eng. No. 24-13-01)

11. Parks and Recreation Department

- A. \*Resolution to Enter into an Agreement for the Naming Rights for the Main Play Tower at the Rotary Nature Play Hill and Bike Park

Representing Rotary International Clubs in the FM area, Heather Ranck shared information on a donation from the Kvalvog family who would like to name the Play Tower at the Rotary Natural Play Hill and Bike Park in memory of their sons Zach and Connor.

12. Community Development Department

- A. \*Resolution to Approve 5-year Renewal of non-profit lease at Bluestem between the City of Moorhead and Fargo Public School District
- B. \*Resolution to Approve Agricultural Leases
- C. \*Resolution to Approve Draft Moorhead Center Mall Redevelopment Project Environmental Assessment Worksheet (EAW)
- D. \*Resolutions to Approve Agreements Relating to Close Out of Pre-Development Agreement/Lien Agreement and Purchase Agreement with Roers Development
- E. \*Resolution to Approve entering into a Purchase Agreement with Roers Development
- F. \*Resolution to Approve Minor Subdivision - 1903 1st Ave S - Parcel 58.721.0640

13. Moorhead Public Service

- A. \*Resolution to Award Bid for Contract Hauling and Beneficial Use Services for Lime Residuals from Water Treatment Plant



14. Public Works
- A. \*Resolution to Solicit Bids and Approve Award of Contract Bulk Fuel
15. Administration
- A. Resolution to Approve the City of Moorhead 2025 Tax Levy, Budget and Capital Improvement Plan and Economic Development Authority Tax Levy and Budget
- Motion to Approve the City of Moorhead 2025 Tax Levy, Budget and Capital Improvement Plan and Economic Development Authority Tax Levy and Budget made by Ryan Nelson and seconded by Sebastian McDougall**
- Motion Passed  
For: 8; Nelson, Gilbertson, Nesemeier, Caroon, White, Seljevold, McDougall, Hendrickson  
Against: 0;  
Abstain/Recuse: 0;  
Absent: 0
- B. Resolution to Approve the Moorhead Economic Development Authority 2025 Tax Levy and Budget
- Motion to Approve the Moorhead Economic Development Authority 2025 Tax Levy and Budget made by Heather Nesemeier and seconded by Deb White**
- Motion Passed  
For: 8; Nelson, Gilbertson, Nesemeier, Caroon, White, Seljevold, McDougall, Hendrickson  
Against: 0;  
Abstain/Recuse: 0;  
Absent: 0
- C. \*Second Reading of Ordinance 2024-12: An Ordinance Adopting the 2025 Fee Schedule
- D. \*Resolution to Approve Title & Summary of Ordinance 2024-12
- E. \*Resolution to Authorize Execution of League of Minnesota Cities Insurance Trust (LMCIT) Liability Coverage Waiver Form (Statutory Tort Liability Limits)
- F. \*Resolution of Support - Psychiatric Residential Treatment Facility
- G. \*Second Reading for Ordinance 2024-13: An Ordinance Granting a Fiber Optic Franchise to Ubiquity LLC
- H. \*Resolution to Approve Title & Summary of Ordinance 2024-13
- I. \*Resolution to Approve a Franchise Agreement for the Use of Public Right-Of-Way with Ubiquity LLC
- J. \*Resolution to Approve Labor Agreement and Memorandums of Understanding Between the City of Moorhead and Law Enforcement Labor Services (LELS) Local 69 Police Officers
- K. \*Resolution to Designate 2025 Election Polling Locations
- L. \*Resolution to Approve Amendment 1 to the Lease Agreement with Lake Agassiz Regional Library

M. \*Resolution of Support for Metro COG Metropolitan Transportation Plan (MTP)

16. Mayor and Council Reports

Council member Nesemeier stated there is a holiday light recycling initiative underway with drop-off sites at Ace Hardware on Main in Moorhead and the Clay County Resource Recovery Center.

Council member Caroon shared her appreciation and experience serving on the Moorhead City Council.

Mayor Carlson attended a community conversation about homelessness with area faith, public, private, and nonprofit leaders at Church of the Good Shepherd in Moorhead. Mayor Carlson also lit the Holiday Tree and enjoyed Moorhead's first Global Market at the Hjemkomst Center on December 3. Mayor Carlson attended the 98th Annual Concordia Christmas Concert, a retirement ceremony for Jeff Larson from the Moorhead Police Department, and the Salvation Army's Beds for Kids event. Mayor Carlson shared appreciation for outgoing City Council members Laura Caroon, Larry Seljevold and Matt Gilbertson.

17. City Manager Reports

City Manager Mahli thanked outgoing Council members for their commitment and public service in Moorhead over the years.

18. Executive Session

19. New Business

20. Adjourn

Meeting adjourned at 6:32pm

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.

## RESOLUTION

### **Resolution to Approve Appointment of Mayor Pro Tem and Mayoral Appointments to Committees, Boards, and Commissions**

WHEREAS, the City Council of the City of Moorhead, does hereby accept Mayor Carlson's appointment of Council Member Chuck Hendrickson to the position of Mayor Pro-Tem; and

WHEREAS, the City Council of the City of Moorhead, does hereby accept that the Mayor may appoint City Council committees. In addition, per City Charter, the Mayor may not serve on a Council committee unless such service is approved by a unanimous vote of all City Council members (Moorhead City Charter, Chapter 2. Section 2.07. The Mayor).

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Moorhead, does hereby appoint Mayor Carlson to various committees, boards, and commissions as noted below.

- Metro Flood Diversion Authority Board
- Metro Flood Diversion Authority Finance Committee
- Metro Flood Diversion Authority Planning Committee
- Moorhead Clay County Joint Powers Authority (MCCJPA)
- Red River Regional Dispatch Center Authority Board (RRRDC)
- Board of Appeals & Equalization
- Legislative Workgroup
- Alternate – Red River Basin Commission

PASSED: January 13, 2025 by the City Council of the City of Moorhead.

APPROVED BY:

ATTEST:

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

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

## **RESOLUTION**

### **Resolution to Approve Mayoral Appointments of Council Members to Committees, Boards, and Commissions**

BE IT RESOLVED by the City Council of the City of Moorhead, does hereby accept Mayor Carlson's 2025 appointment of Council Members to various committees, boards, and commissions as noted below.

#### **Ryan Nelson:**

- Regional Red River Dispatch Center (RRRDC)
- NW Regional Emergency Communications Board
- Historical Cultural Society of Clay County (HCSCC)
- Legislative Workgroup
- Oakport Joint Powers Committee

#### **Nicole Mattson:**

- Clay Co. Collaborative Board
- Metro Cog – Planning
- Community Access Television
- Clay County Joint Powers Committee
- Community Facilities Task Force
- Oakport Joint Powers Committee
- Alternate: Planning Committee
- Alternate: Clay County Planning Committee

#### **Heather Nesemeier:**

- Public Housing Agency Board
- Clay County Extension
- Cass/Clay Food Commission
- Clay County Solid Waste Advisory Committee
- Resource Recovery Center Advisory Committee
- Airport Committee

#### **Emily Moore:**

- Library Board
- Lake Agassiz Regional Library Board
- Economic Development Authority
- Board of Appeals & Equalization
- Park Advisory Board
- Community Fund Advisory Committee

#### **Lisa Borgen:**

- Metro Flood Diversion Authority Board of Directors
- Moorhead Clay County Joint Powers Authority
- Moorhead Public Service
- Legislative Workgroup
- Alternate: NW Regional Emergency Communications Boards

**Deb White:**

- Transit Coordination Committee (MAT Bus)
- Metro Flood Diversion Authority Land Management Board
- Clay County Joint Powers Committee
- Community Facilities Task Force
- Lakes & Prairie Community Action Partnership (as requested)
- West Central Initiative – Economic Development
- Economic Development Authority
- Greater Fargo Moorhead Economic Development Corporation

**Sebastion McDougall:**

- Human Rights Commission
- Metro Cog – Planning
- Transit Coordination Committee (MAT Bus)
- Board of Appeals & Equalization
- Planning Committee
- Clay County Planning Committee
- Alternate – Park Board

**Chuck Hendrickson:**

- Metro Flood Diversion Authority Board of Directors
- Moorhead Clay County Joint Powers Authority
- Art & Culture Committee
- Clay County Solid Waste Advisory Committee
- Metro Cog – Planning
- Red River Basin Commission

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

PASSED: January 13, 2025 by the City Council of the City of Moorhead.

APPROVED BY:

ATTEST:

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

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



## **RESOLUTION**

### **Resolution for Appointments to Boards and Committees**

BE IT RESOLVED by the City Council of the City of Moorhead, Minnesota that the City council does hereby approve the following committee appointments:

#### **Airport Committee**

- Marisa Bengtson-Loerzel, Moorhead resident, is appointed to a term commencing February 1, 2025 and ending January 31, 2028. (At-Large)

#### **Art & Culture Commission**

- Paula Krogen, Moorhead resident, is appointed to a term commencing February 1, 2025 and ending January 31, 2028. (Ward 4)

#### **Charter Commission**

- Laura Caroon, Moorhead resident, is appointed to a term commencing February 1, 2025 and ending January 31, 2029. (At-Large)
- Laura Christensen, Moorhead resident, is appointed to a term commencing February 1, 2025 and ending January 31, 2029. (Ward 1)
- Moshe Peterson, Moorhead resident, is appointed to a term commencing February 1, 2025 and ending January 31, 2029. (Ward 3)

#### **Economic Development Authority**

- Chris Howell, Moorhead resident, is appointed to a term commencing February 1, 2025 and ending January 31, 2028. (At-Large)
- Evan Balko, Moorhead resident, is appointed to a term commencing February 1, 2025 and ending January 31, 2028. (At-Large)
- Rob Sobolik, Moorhead resident, is appointed to a term commencing February 1, 2025 and ending January 31, 2028. (Ward 4)

#### **Human Rights Commission**

- Evett Ellis, Moorhead resident, is appointed to a term commencing February 1, 2025 and ending January 31, 2028. (At-Large)
- Trenton Gerads, Moorhead resident, is appointed to a term commencing February 1, 2025 and ending January 31, 2028. (Ward 4)

#### **Library Board**

- Cady Rutter, Moorhead resident, is appointed to a term commencing February 1, 2025 and ending January 31, 2028. (At-Large)

#### **Park Advisory Board**

- David Marquardt, Moorhead resident, is appointed to a term commencing February 1, 2025 and ending January 31, 2028. (At-Large)
- Robert Ross, Moorhead resident, is appointed to a term commencing February 1, 2025 and ending January 31, 2028. (Ward 2)
- Brian Haugen, Moorhead resident, is appointed to a term commencing February 1, 2025 and ending January 31, 2028. (Ward 4)

**Planning Commission**

- Robert Seigel, Moorhead resident, is appointed to a term commencing February 1, 2025 and ending January 31, 2028. (Ward 4)

**Public Service Commission**

- Matthew Leiseth, Moorhead resident, is appointed to a term commencing February 1, 2025 and ending January 31, 2028. (At-Large)

PASSED: January 13, 2025 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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January 13, 2025

**SUBJECT:**

Resolution to Approve the Sale of City-owned Land located at 4350 34 Ave S (58.424.0060)

**RECOMMENDATION:**

The Mayor and City Council are asked to consider a resolution to approve the sale of City-owned land located at 4350 34 Ave S (58.424.0060) to Tolton Investments Ltd.

**BACKGROUND/KEY POINTS:**

Tolton Investments Ltd. (a real estate holding company) submitted a “full price” offer on December 9, 2024, to purchase a two-acre parcel in the MCCARA Industrial Park. The entity will also be purchasing the adjacent parcel which includes a multi-tenant industrial building located at 3380 43 St S. The two parcels will be combined at the time of closing and Duke Rentals, a company new to Moorhead and the region, will utilize the 4-acre site for their business. This city-owned parcel will be improved with gravel and perimeter fence to be used for equipment storage.

Duke Rentals is an Iowa-based equipment rental company which offers rentals and/or sales of scissor lifts, boom lifts, telehandlers, industrial forklifts, light and general dirt equipment to contractors or homeowners.

A real estate closing is expected to occur on or about March 15, 2025, and is contingent upon closing of the adjacent property at 3380 43 St S.

**Zoning and Development Standards.** The parcel is zoned “Light Industrial” and will meet all standard zoning requirements of the Light Industrial Zoning district, as well as all state and local building code requirements.

**Proceeds.** It is recommended that 75% of the proceeds from this sale be placed in a Building Improvement Fund for projects to correct “red rate” facility deficiencies identified in the Facilities Condition Assessment or to replace or repair neighborhood park recreation centers, or to address other capital facility needs. The remaining 25% shall be placed in an account for future development expenses or opportunities for items including but not limited to appraisals, closing costs, surveys, building/site reports, downtown improvements, etc.

**FINANCIAL CONSIDERATIONS:**

The terms of the final Purchase Agreement shall be to the satisfaction of the City Manager and City Attorney.

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

**Submitted By:**

Dan Mahli, City Manager

Derrick LaPoint, President/CEO, Downtown Moorhead Inc.

Amy Thorpe, Economic Development Program Administrator



# City Council Communication

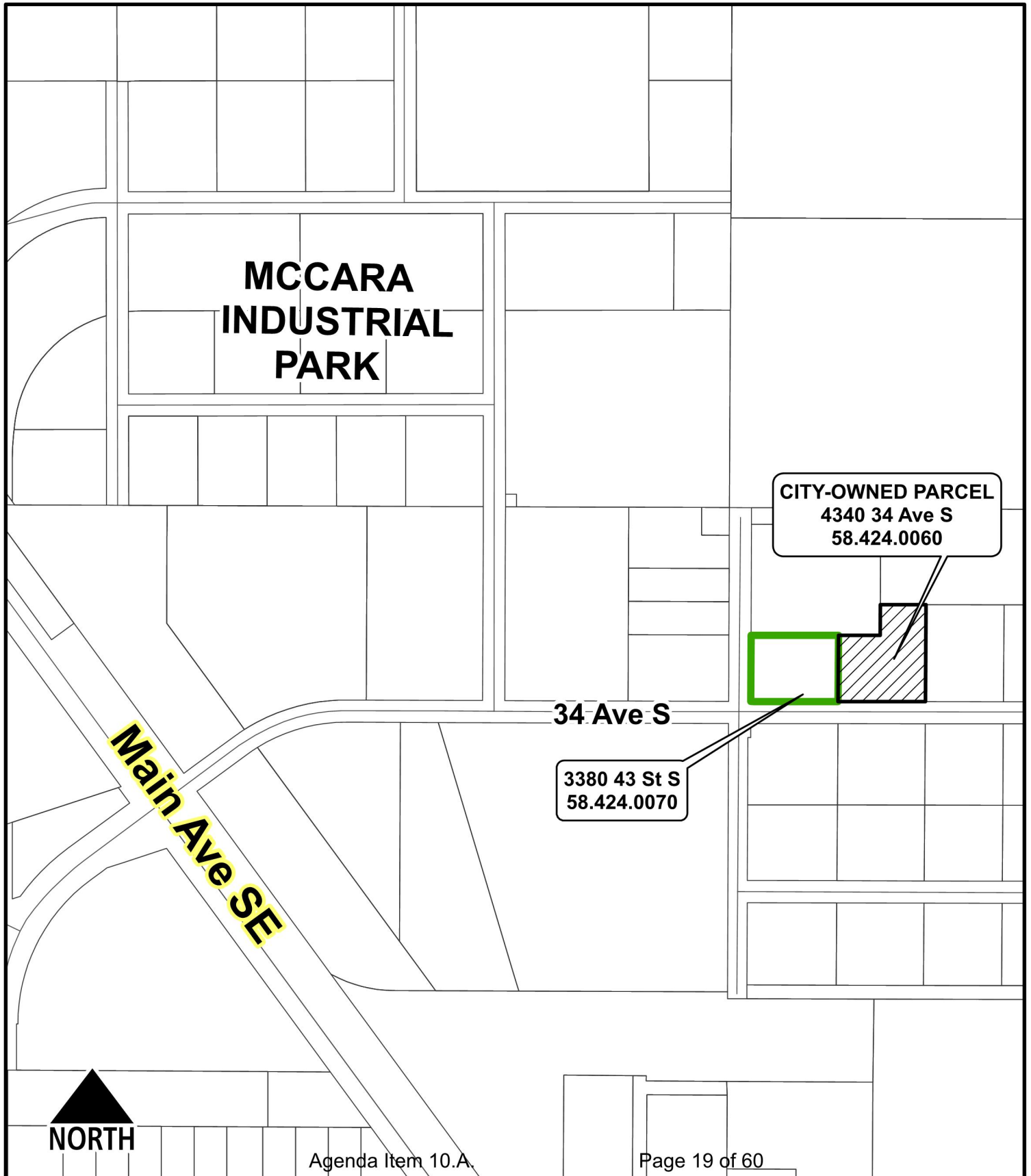
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January 13, 2025

**Attachments:** General Location Map  
Draft Resolution

# GENERAL LOCATION MAP

Buyer: Tolton Investments Ltd.  
Doing Business As: Duke Rentals  
Address: 4350 34 Ave S  
Property ID: 58.424.0060





## RESOLUTION

### **Resolution to approve the sale of City-owned land located at 4350 34 Ave S (58.424.0060) to Tolton Investments, Ltd.**

WHEREAS, the City-owned property located at 4350 34 Ave S (58.424.0060) has been offered for sale and published in the City's legal newspaper on February 22, 2024; and

WHEREAS, a "full price" offer to purchase the property was made on December 9, 2024, by Tolton Investments, Ltd., an Iowa-based company, contingent on the closing of the adjacent parcel 3380 43 St S (58.424.0070) according to the terms and conditions presented to the City Council in the attached communication; and

WHEREAS, Tolton Investments, Ltd., a real estate holding company, will combine this City-owned parcel with an adjacent parcel (3380 43 St S) at the time of closing to operate an equipment rental company, Duke Rentals, a company new to Moorhead and this region; and

WHEREAS, 75% of the proceeds from this sale shall be placed in a Building Improvement Fund for projects to correct "red rated" facility deficiencies identified in the Facilities Condition Assessment or to replace or repair park neighborhood recreation centers, or to address other capital facility needs. The remaining 25% shall be placed in an account for future development expenses or opportunities for items including but not limited to appraisals, closing costs, surveys, building/site reports, downtown improvements, etc.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead, Minnesota, that the Mayor and City Manager are authorized to enter into and execute any documents necessary for the sale of the City-owned located at 4350 34 Ave S (58.424.0060) to Tolton Investments, Ltd., the final terms of which shall be to the satisfaction of the City Manager and City Attorney as to the intent of the Moorhead City Council

PASSED: January 13, 2025 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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January 13, 2025

**SUBJECT:**

Resolution to Approve Application to the Department of Employment and Economic Development for a Redevelopment Grant in Support of Downtown Redevelopment, Committing Local Match, and Authorizing Signatures.

**RECOMMENDATION:**

The Mayor and Council are asked to consider a resolution to authorize submission of an application to the Minnesota Department of Employment and Economic Development (DEED) "Redevelopment Grant Program" for Phase 2 Demolition (East of City Hall) of the Downtown (MCM) Redevelopment Project and authorize the Mayor and City Manager to execute any necessary documents related to this application.

**BACKGROUND/KEY POINTS:**

Minnesota Department of Employment and Economic Development (DEED) Redevelopment Grant Program helps communities with the costs of redeveloping blighted industrial, residential, or commercial sites and putting land back into productive use. Eligible applicants are cities, counties, port authorities, housing and redevelopment authorities, and economic development authorities. The application deadline is February 1 and requires a City Council resolution approving the submission of the grant application and providing the 50% local match.

March 2024, the City of Moorhead was awarded a \$1 million DEED Redevelopment Grant for Phase 1 demolition of the Moorhead Center Mall. This included demolition of the former Herbergers, Thai Orchid, and all areas west and south of City Hall. A significant portion of that demolition phase occurred in 2024 and the remainder will occur in the spring 2025.

This application is for Phase 2 demolition east of City Hall. Demolition may not begin until after DEED has announced an award and the Grant Agreement has been signed by all parties. In the event that an award announcement is made in March, it will likely be April before the grant agreement is executed by all parties and demolition may begin.

One requirement of this grant is that the applicant (City of Moorhead) agree to provide 50% local match. Therefore, if the city were awarded a \$1 million grant, the local match would also \$1 million. Public acquisition is a grant eligible expense which can be used as the local match. Recently, the City acquired the Moorhead Center Mall parcels previously own by MCM Development LLC (Roers Development) and this cost of this acquisition will cover the local match for this grant award.

**FINANCIAL CONSIDERATIONS:**

Staff time to complete the application, submit annual reports, and requests for payment reimbursement is the only financial consideration. Public acquisition is an eligible expense which may be used to fulfill the City's local match obligation.

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



## City Council Communication

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January 13, 2025

**Submitted By:**

Dan Mahli, City Manager

Derrick LaPoint, DMI/Economic Development

Amy Thorpe, Economic Development Program Administrator

**Attachments:** General Location Map  
Draft Resolution

# GENERAL LOCATION MAP

## DOWNTOWN REDEVELOPMENT PROJECT

Phase 1 Demolition (Blue) - West/South of City Hall

Phase 2 Demolition (Yellow) - East of City Hall

1ST AVE N

CITY HALL

CENTER AVENUE



## **RESOLUTION**

### **Resolution to Approve Application to the Department of Employment and Economic Development for a Redevelopment Grant in Support of Downtown Redevelopment, Committing Local Match, and Authorizing Signatures**

WHEREAS, the Minnesota Department of Employment and Economic Development (DEED) helps communities with the costs of redeveloping blighted industrial, residential, or commercial sites and putting land back into productive use; and

WHEREAS, a DEED Redevelopment Grant may pay up to half of the redevelopment costs for a qualifying site with a 50% local match; and

WHEREAS, a DEED Redevelopment Grant can assist with certain redevelopment costs such as site demolition, infrastructure improvements, soil stabilization, ponding or other environmental infrastructure, and costs necessary for the adaptive reuse of buildings; and

WHEREAS, the City desires to submit a Redevelopment Grant application for a site identified as the Downtown (MCM) Redevelopment Project, representing Phase 2 demolition (east of City Hall) of the Moorhead Center Mall; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead, Minnesota, that the City of Moorhead has approved the submission of a Redevelopment Grant application to the Department of Employment and Economic Development (DEED) due on or before February 3, 2025, for the "Downtown (MCM) Redevelopment Project Site."

BE IT FURTHER RESOLVED that the City of Moorhead act as the legal sponsor for project contained in the Redevelopment Grant Program application to be submitted on February 3, 2025, and that the Mayor and City Manager are hereby authorized to apply to the Department of Employment and Economic Development for funding of this project on behalf of the City of Moorhead.

BE IT FURTHER RESOLVED that the City of Moorhead has the legal authority to apply for financial assistance, and the institutional, managerial, and financial capability to ensure adequate project administration.

BE IT FURTHER RESOLVED that the sources and amounts of the local match identified in the application are committed to the project identified.

BE IT FURTHER RESOLVED that if the project identified in the application fails to substantially provide the public benefits listed in the application within five years from the date of the grant award, the City of Moorhead may be required to repay 100 percent of the awarded grant per Minn. Stat. 116J.575, Subd. 4.

BE IT FURTHER RESOLVED that the City of Moorhead has not violated any Federal, State, or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

BE IT FURTHER RESOLVED that upon approval of its application by the state, the City of Moorhead may enter into an agreement with the State of Minnesota for the above-referenced project, and that the City of Moorhead certifies that it will comply with all applicable laws and regulations as stated in all contract agreements.



NOW, THEREFORE, BE IT FINALLY RESOLVED that the Mayor and City Manager are hereby authorized to execute such agreements as are necessary to implement the project on behalf of the applicant.

PASSED: January 13, 2025 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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**SUBJECT:**

Resolution to Receive Report, Order Plans & Specifications, and Call for a Public Hearing for Street & Utility Improvements on 10-1/2 Street North (Eng. No. 24-A2-09)

**RECOMMENDATION:**

The Mayor and City Council are asked to consider the following two resolutions for proposed Street Improvements on 10-1/2 Street North from 15th to 17th Ave N (Eng. No. 24-A2-09):

- A. Receive the report, order the preparation of plans & specifications, and call for a Public Hearing
- B. Approve the plans & specifications and authorize advertisement for bids

**BACKGROUND/KEY POINTS:**

The proposed project includes street improvements on 10-1/2 St N from 15th to 17th Ave N (map attached). This street is included in the City's 2025-2029 Capital Improvement Plan and is scheduled for construction of improvements in 2025. 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, in accordance with Minnesota Statutes, Chapter 429, it is necessary to prepare an engineering report and hold a Public Hearing prior to ordering the improvements.

On June 24, 2024, the City Council ordered the preparation of the Engineer's Report, which has been completed by City staff under the direction of the City Engineer. The report evaluated the existing street and utility systems, considering how they were constructed and maintained, their age and current condition, and information obtained from soil borings and sewer televising. The report makes recommendations for the following street and utility improvements:

- 10-1/2 St N – Mill & Overlay from 15th to 17th Ave N
- 10-1/2 St N – Replace and upsize storm sewer from 15th to 17th Ave N

A mill & overlay involves removing the upper 2" (approximately) of pavement surface (by milling it off), and placement of a new layer of bituminous surface. This extends the life of the pavement, typically by another 20 to 30 years.

The water and sanitary sewer mains in the project area are polyvinyl chloride (PVC) pipe and are in good condition. The report recommends replacement of the existing storm sewer, which ranges from 18-inch to 36-inch, with larger storm sewer ranging from 42-inch to 48-inch. There are no sidewalk gaps that are proposed to be filled in accordance with the City Code.

Staff is preparing a virtual public informational presentation that will be available on or about January 20, 2025 on the City website. The public informational presentation is intended to share project information and to solicit property owner feedback prior to receiving bids. A letter will be mailed to the abutting property owners notifying them of the presentation, how to contact staff to ask questions or submit comments regarding the proposed design, and requesting feedback by January 30, 2025 to allow staff time to incorporate changes (if any) into the plans prior to



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receiving bids. Since there are no gaps in the existing sidewalk system in this area, no sidewalk is proposed other than replacement of pedestrian ramps as needed to comply with current ADA standards. The report finds that the proposed street and utility 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.

A portion of the project cost will be financed using special assessments applied on an adjusted front foot basis at the standard rates included in the current City Fee Schedule (\$42.50 per foot for urban section mill & overlay projects). Staff recommends that the Council receive the Engineer's report, and order the preparation of plans & specifications. Staff further recommends that the City prepare plans & specifications and receive bids for the proposed project prior to holding the Public Hearing in order to have the best information available regarding the actual project costs prior to ordering the improvements. Staff recommends scheduling the Public Hearing to be held on February 24, 2025.

In order to expedite the project, the plans have been prepared under the direction of the City Engineer. City staff recommends that the Council approve the plans & specifications and authorize advertisement for bids.

Below is an outline of the proposed project schedule.

PROJECT SCHEDULE	
Activity	Date
Order Preliminary Engineer's Report	June 24, 2024
Receive Engineer's Report, Order Plans & Specs, and Call for a Public Hearing	Jan. 13, 2025
Approve Plans & Specs and Authorize Ad for Bids	Jan. 13, 2025
Receive Bids	Feb. 5, 2025
Hold Public Hearing, Order Improvements, Declare Intent to Assess & Award Bid	Feb. 24, 2025
Anticipated Construction Schedule	May – Sept., 2025
Hold Assessment Hearing	Fall 2025

## **FINANCIAL CONSIDERATIONS:**

The cost of the above requested actions is negligible at this time, as the plans have already been prepared. The total project cost, including contingencies and fees, is preliminary estimated at \$1,083,750. The City has been authorized to receive \$600,000 of Federal funds from a PROTECT (Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation) grant to partially fund the storm sewer improvements. The approved 2025 Stormwater Utility budget includes \$250,000 in matching funds for this grant. It is proposed to finance the remainder of the project cost (\$233,750) through the PIR Fund using a General Obligation Improvement Bond, and to assess approximately \$46,750 of the total project cost to the benefiting properties in accordance with the City's Special Assessment Policy. The balance of the project cost (\$187,000) will be paid as a City share.

**Voting Requirements:** Majority of Quorum



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**Submitted By:**

Dan Mahli, City Manager  
Tom Trowbridge, City Engineer

**Attachments:** Location Map





# LEGEND

- STREET IMPROVEMENTS
- STORM SEWER IMPROVEMENTS
- NEW 42-48" STORM SEWER
- EXISTING STORM SEWER

## Project 24-A2-09

Street and Storm Sewer Improvements  
on 10 1/2 St N in Henry R Peterson Addition.

