



**CITY COUNCIL  
MEETING AGENDA  
APRIL 22, 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
6. Approve Minutes
  - A. April 8, 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 Actions Relating to 2024 Final Wearing Course and Meadows Golf Course Parking Lot Improvements (Eng. No. 24-A2-02)
  - B. Resolution to Order Improvements and Declare Intent to Assess the Final Wearing Course and Meadows Parking Lot Improvements (Eng. No. 24-A2-02)
10. Engineering Department
  - A. \*Resolution to Award Bid for the 2024 Wastewater Treatment Facility Roof Replacement Project (Eng. No. 24-06-03)

- B. \*Resolution to Order the Engineer's Report for Moorhead Center Mall Redevelopment – Street & Utility Improvements (Eng. No. 24-A6-02)
- 11. Community Development Department
  - A. Resolution to Approve Minor Subdivision - 650 Center Avenue - Parcel 58.520.4101
  - B. \*Approve Resolutions related to the future site of the Moorhead Community Center Library (MCCL)
  - C. \*Resolution to Approve Minor Subdivision - 450 Center Avenue – Parcels 58.520.4100, 58.575.1270, 58.575.1280, 58.999.0013
  - D. \*Resolution to Approve Land Transfer from MCM Development, LLC to City of Moorhead – 420 Center Avenue 27 and 29 - Parcels 58.575.1270 and 58.575.1280
- 12. Police Department
  - A. \*Resolution to Enter Into a Grant Agreement with the Minnesota Department of Public Safety, Office of Justice Programs for Receipt of Youth Intervention Program Funds
- 13. Moorhead Public Service
  - A. Resolution to Approve Electric Fund Transfer Agreement for 2024-2026 with Moorhead Public Service
- 14. Public Works
  - A. \*Resolution to Approve the 2024 Cass County Vector Control Larval Mosquito Control Agreement
- 15. Administration
  - A. Resolution to Authorize Agreement with JLG Architects for Architectural and Engineering Services for the City Hall Renovation/City Plaza Project and Approve Budget Adjustment #24-013
  - B. \*Resolution to Approve Off-Site Gambling Permit to Moorhead Youth Hockey Association on October 03, 2024
  - C. \*Resolution to Enter into Cooperative City Prosecution Services Agreement
  - D. \*Resolution to Approve Budget Adjustment #24-012 and Authorize Amendment #1 to Contract with KLJ Inc. for Transit Reorganization Study
- 16. Mayor and Council Reports
- 17. City Manager Reports
- 18. Executive Session
- 19. New Business
- 20. Adjourn





**CITY COUNCIL  
MEETING MINUTES  
APRIL 08, 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 Seljevold  
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 Consent Agenda 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;

5. Recognitions - Presentations

A. MoorHeart Award: DeAnn Syverson – The Retrievers

Governmental Affairs Director Lisa Bode presented a MoorHeart Award to DeAnn Syverson for her work rescuing dogs with an organization called The Retrievers. Ms. Syverson thanked the community for helping fulfill the work and passion.

B. Presentation: MSUM President Dr. Tim Downs

Minnesota State University Moorhead President Dr. Tim Downs shared an update on his first eight months at MSUM.

C. Proclamation: Fair Housing Month

Council Member Sebastian McDougall read Moorhead's Fair Housing Month proclamation.



6. Approve Minutes

A. March 25, 2024 Meeting Minutes

**Motion to Approve March 25, 2024 Meeting Minutes made by Laura Caroon and seconded by Sebastian McDougall**

Motion Passed

For: 8; Nelson, Gilbertson, Nesemeier, Caroon, White, Seljevoll, 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)

10. Economic Development

A. Resolution to Accept MN DEED Redevelopment Grant for the Downtown Center Project and Approve Budget Adjustment #24-011

Downtown Moorhead Inc President/CEO Derrick LaPoint shared information about a \$1M grant award from the Minnesota Department of Employment and Economic Development (DEED) to be utilized for the Moorhead Center redevelopment project.

**Motion to Approve Resolution to Accept MN DEED Redevelopment Grant for the Downtown Center Project and Approve Budget Adjustment #24-011 made by Ryan Nelson and seconded by Heather Nesemeier**

Motion Passed

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

Against: 0;

Abstain/Recuse: 0;

Absent: 0;

11. Engineering Department

A. \*Resolution to Award Bid for the 14th St N, 16th St N, and 6th Ave N Underground Utility and Street Improvements (Eng. No. 24-A2-04)

12. Parks and Recreation Department

A. Resolution to Authorize Actions Related to the Reimagine Romkey Park and Pool Project and Approve Budget Adjustment #24-007

Parks and Recreation Director Holly Heitkamp presented an update on the Reimagine Romkey Park and Pool project.

**Motion to Approve Resolution to Authorize Actions Related to the Reimagine Romkey Park and Pool Project and Approve Budget Adjustment #24-007 made by Deb White and seconded by Heather Nesemeier**

Motion Passed

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

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

- B. Resolution to Authorize Agreement with YHR Partners for Architectural and Engineering Services for the Reimagine Romkey Park and Pool Project

**Motion to Approve Resolution to Authorize Actions Related to the Reimagine Romkey Park and Pool Project and Approve Budget Adjustment #24-007 made by Deb White and seconded by Heather Nesemeier**

Motion Passed

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

Against: 0

Abstain/Recuse: 0

Absent: 0;

- C. Resolution to Authorize Advertisement for Construction Manager at Risk Services for the Reimagine Romkey Park and Pool Project

**Motion to Approve Resolution to Authorize Actions Related to the Reimagine Romkey Park and Pool Project and Approve Budget Adjustment #24-007 made by Deb White and seconded by Heather Nesemeier**

Motion Passed

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

Against: 0

Abstain/Recuse: 0

Absent: 0;

- D. \*Resolution to Accept Community Grant from Age-Friendly Minnesota for Pickleball Courts at Riverview Estates Park and Approve Budget Adjustment #24-010

13. Community Development Department

- A. \*Resolution to Approve Grant Agreement with State of MN - Airport Taxiway Project
- B. \*Second Reading of Ordinance 2024-01: An Ordinance to Amend and Reenact Title 10, Chapter 12, Residential Districts, Title 10, Chapter 2, Definitions, Title 10, Chapter 18, Use Regulations and to Amend and Reenact the Official Zoning Map of the City of Moorhead
- C. \*Resolution to Approve Title & Summary of Ordinance 2024-01

14. Police Department

- A. \*Resolution to Authorize Continued Participation in the Pathway to Policing (P2P) Grant through the State of Minnesota 2024-2025 and Approve Budget Adjustment #24-009
- B. \*Resolution to Authorize Participation in the Intensive Comprehensive Peace Officer Education and Training (ICPOET) Grant and Approve Budget Adjustment #24-008

15. Administration

- A. \*Resolution to Approve and Submit the 2024 Transit Title VI Civil Rights Program to the Federal Transit Administration
- B. Resolution to Approve a Minnesota Lawful Gambling Premise Permit for VFW Post 1223

City Clerk Christina Rust presented a request from VFW Post 1223 to host legal gambling at The Clubhouse located at 805 30 Ave S in Moorhead.

**Motion to Approve Resolution to Approve a Minnesota Lawful Gambling Premise Permit for VFW Post 1223 made by Heather Nesemeier and seconded by Larry Seljevold**

Motion Passed

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

Against: 0

Abstain/Recuse: 1; Gilbertson

Absent: 0;

16. Mayor and Council Reports

Council Member Heather Nesemeier spoke about an event taking place on April 22 from 6:00-7:30 at the Moorhead Library about Emerald Ash Borer and tree choices.

Council Member Laura Caroon stated the demolition contractors on the Center Mall project are working diligently to clean up debris that was blown around the downtown construction area.

Mayor Shelly Carlson talked about participating the Chamber of Commerce's Women Connect Intentional event. She attended the Chamber's Eggs and Issues discussion about community and public safety with area police chiefs and sheriffs. Mayor Carlson spoke about two events at Concordia College – Admitted Student Day and an event called With Malice Toward None – which was also attended by Council members Caroon, White and McDougall.

17. City Manager Reports

City Manager Dan Mahli gave a mid-session review of the Coalition of Greater MN Cities' 2024 legislative priorities. City Manager Mahli also shared an article from the League of Minnesota Cities magazine that highlights Moorhead City Forester Trent Wise, the citywide tree inventory, and work to mitigate harmful effects of Emerald Ash Borer. Mr. Mahli also mentioned potholes on 8 Street South which is a segment of State Highway 75. He shared the MN Department of Transportation is repairing areas now and plans a full reconstruct in coming years.

18. Executive Session

19. New Business

20. Adjourn

Meeting adjourned at 6:12pm

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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April 22, 2024

**SUBJECT:**

Public Hearing to Consider Actions Relating to 2024 Final Wearing Course and Meadows Golf Course Parking Lot Improvements (Eng. No. 24-A2-02)

**RECOMMENDATION:**

The Mayor and City Council are asked to hold a Public Hearing on the 2024 Final Wearing Course and Meadows Golf Course Parking Lot Improvements and, following the hearing, to consider a resolution to Order Improvements and Declare Intent to Assess.

**BACKGROUND/KEY POINTS:**

The proposed project represents the last lift of paving in Village Green 6th Addition, Johnson Farms 1st Addition, Johnson Farms 5th Addition and Preserve on Broadway Addition subdivisions. These improvements were previously petitioned by the Developers of the subdivisions and are included in the City Capital Improvement Plan for construction in 2024. The Developer's Agreements for each subdivision states that "the City will establish a date" for the final bituminous overlay construction that is "anticipated to occur within five years of the original street construction". Delaying the placement of the final bituminous surface is a common design practice in the Red River Valley to allow for pavement settlement over excavation trenches associated with utility installation for the subdivision. Due to the relatively high-water table and the properties of the clay soils common throughout the valley, it is generally not cost-effective to compact the utility trenches to sufficiently minimize settlement over time or to replace the soils with granular materials. Since most of the settlement will occur within two to three years of the original utility installation, the scheduled delay of the final bituminous surfacing allows differential pavement settlement to be corrected with the placement of the final overlay. However, delaying the placement of the final overlay can shorten the expected life of the street because the full design structural capacity will not be achieved and the street will not drain properly until the overlay is complete, leaving the street more vulnerable to damage from construction traffic, excess water, and ice buildup. Past experience indicates that construction of the final overlay within two to five years of the original street construction provides the appropriate balance between correction of short-term pavement settlement and risk of long-term cumulative damage. All of these streets were originally paved in 2019 and 2020.

In addition to the final bituminous overlays in the subdivisions, for economy of scale, this project will include rehabilitation of the easterly parking lot of the Meadows Golf Course, mill & overlay of the entrance road, and minor drainage improvements. 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. A rehabilitation involves the full pavement depth being removed and replaced, typically including the gravel base, but preserves most of the existing curb and gutter.

The City Council ordered the preparation of a preliminary engineering report for the proposed improvements on December 11, 2023. The report was prepared by City staff under the direction





## City Council Communication

April 22, 2024

of the City Engineer and received by the City Council on February 12, 2024. The report finds that the proposed improvements are necessary, cost-effective, and feasible; that the various subdivisions would best be combined into a single contract (and may be combined with other, similar improvements such as the Meadows Golf Course Parking Lot) to provide a suitable economy of scale to attract good bids and simplify construction contract administration; and that the proposed assessments for the final overlay would be consistent with other recent final overlay projects.

Although a Public Hearing is not required for the final bituminous overlay improvements under MSA Chapter 429 (since they were previously petitioned by the owners of 100% of the benefiting property at the time the petitions were submitted), standard practice has included a Public Hearing on the basis that it has been several years since the initial improvements were constructed and ownership of many of the benefiting parcels has changed. On February 12, 2024, the Council called for a Public Hearing to be held at tonight's meeting.

Ten days mailed notice was provided to the 88 benefiting properties. Staff will provide an update at the Public Hearing regarding phone calls and any additional comments received prior to the 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 petition of at least 35% of the benefiting property owners, the improvements may be ordered by a majority vote of the full Council (5 affirmative votes).

The plans and specifications were approved by the City Council on February 13, 2023, and bids will be received on May 8, 2024.

<b>PROJECT SCHEDULE</b>	
<b>Activity</b>	
Order Preliminary Engineer's Report	December 11, 2023
Receive Engineer's Report, Order Plans & Specs, and Call for a Public Hearing	February 12, 2024
Approve Plans & Specs and Authorize Ad for Bids	February 26, 2024
Hold Public Hearing, Order Improvements and Declare Intent to Assess	April 22, 2024
Receive Bids	May 8, 2024
Award Bids	May 13, 2024
Anticipated Construction Schedule	May – Sept., 2024
Hold Assessment Hearing	Fall 2024

### **FINANCIAL CONSIDERATIONS:**

The cost of the above requested actions is negligible at this time, as City staff will handle the bidding of the project. The total project cost, including contingencies and fees, is preliminary estimated at approximately \$690,370. This includes approximately \$390,370 for the final wearing course projects, and approximately \$300,000 for the Meadows Golf Course Parking Lot



## City Council Communication

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April 22, 2024

improvements. It is proposed to finance the project through the PIR Fund using a General Obligation Improvement Bond, and to assess the entire cost of the final wear course projects (\$390,370) in the new subdivisions to the benefiting properties in accordance with the City's Special Assessment Policy and respective Developer's Agreements. The remaining \$300,000 for the parking lot improvements will be paid as a City share of the project cost.

**Voting Requirements:** Not Applicable

**Submitted By:**

Dan Mahli, City Manager  
Tom Trowbridge, City Engineer  
Bob Zimmerman, Engineering Director  
Sylvia Lizotte, Office Specialist

**Attachments:** Location Map



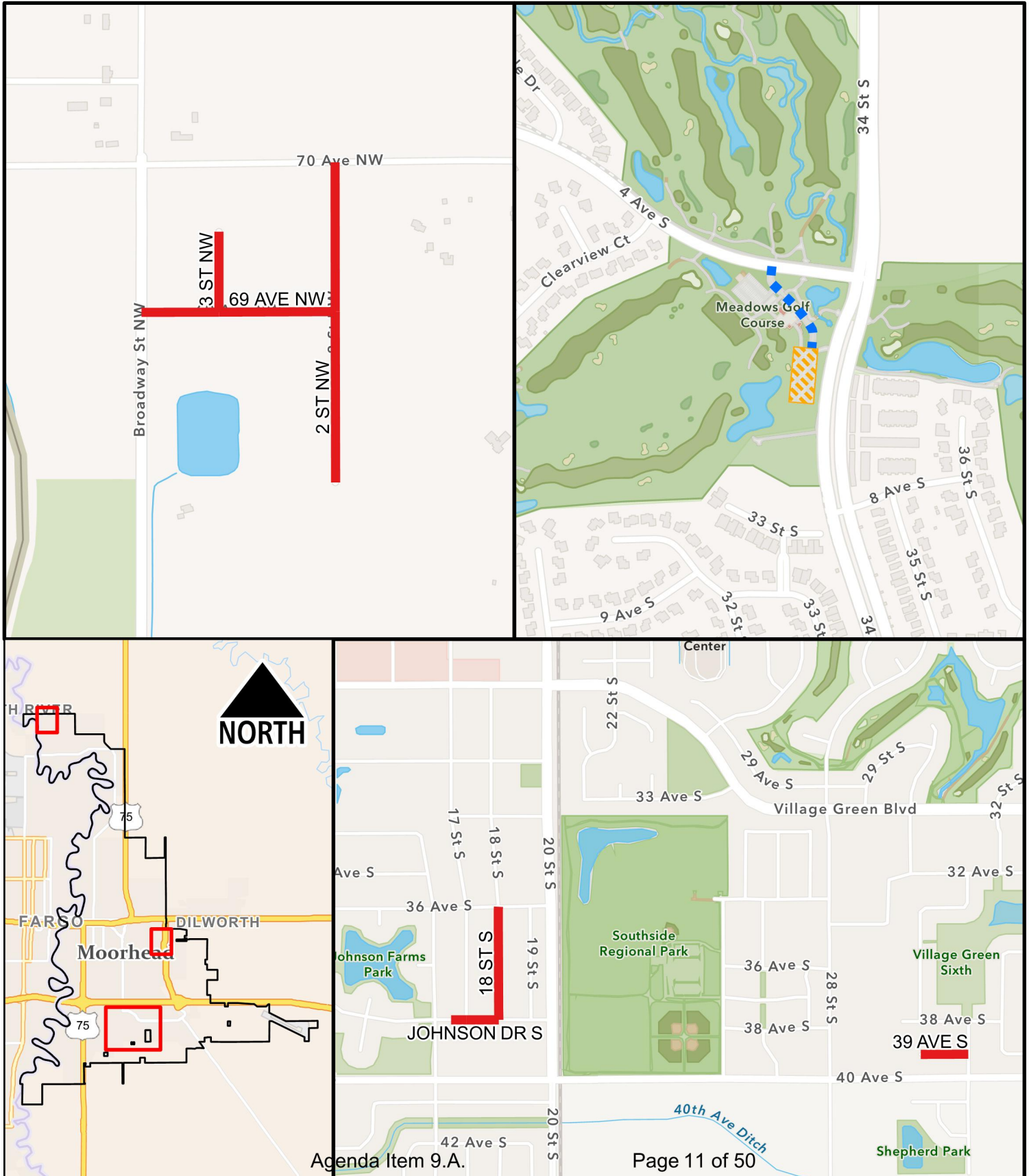


# LEGEND

- FINAL OVERLAY
- MILL & OVERLAY
- REHABILITATION

## Project 24-A2-02

Final Bituminous Overlay for streets in Preserve on Broadway Addition, 18 St S & Johnson Dr S in Johnson Farms Addn., and 39 Ave S in Village Green 6th Addn., as well as road improvements at the Meadows Golf Course Clubhouse.



## RESOLUTION

### **Resolution to Order Improvements and Declare Intent to Assess the Final Wearing Course and Meadows Parking Lot Improvements (Eng. No. 24-A2-02)**

WHEREAS, pursuant to a resolution of the City Council adopted on December 11, 2023, a Preliminary Engineering Report has been prepared by City staff under the direction of the City Engineer with reference to 2024 Final Wearing Course and Meadows Golf Course Parking Lot Improvements (Eng. No. 24-A2-02), and this report was received by the Council on February 12, 2024; and

WHEREAS, the City Planning Commission reviewed the proposed improvement on December 4, 2023, and found it to be in compliance with the City's Comprehensive Plan.

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 completed as a stand-alone project as detailed in the Preliminary Engineering Report.
2. Such improvements are hereby ordered as proposed in the Council resolution adopted February 12, 2024.
3. 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.
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 22, 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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April 22, 2024

**SUBJECT:**

Resolution to Award Bid for the 2024 Wastewater Treatment Facility Roof Replacement Project (Eng. No. 24-06-03).

**RECOMMENDATION:**

The Mayor and City Council are asked to consider a resolution to award the bid for the 2024 Wastewater Treatment Facility Roof Replacement Project to M.J. Dalsin Co. of ND, Inc. in the amount of \$284,977.42.

**BACKGROUND/KEY POINTS:**

The proposed project will replace the aging roof on a portion of the Wastewater Treatment Facility. The building is 41 years old and the current roof membrane is about twenty years old and has reached its end of life. There are multiple areas of the facility in need of replacement. This work is being phased over a number of years. Costs are programmed into the Wastewater Treatment budget annually.

**FINANCIAL CONSIDERATIONS:**

Three bids were received on April 10, 2024 and are summarized below:

<b><u>Bidder</u></b>	<b><u>Bid</u></b>
M.J. Dalsin Co of ND, Inc.	\$284,977.42
A&R Roofing Co., Inc.	\$323,520.00
Herzog Roofing, inc.	\$381,491.00
<b>Engineer's Estimate</b>	<b>\$287,280.00</b>

The total cost of the project, including contingencies, is estimated to be approximately \$299,226.29 and will be financed through the approved 2024 Wastewater Treatment budget.

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

**Submitted By:**

Dan Mahli, City Manager  
Tom Sopp, Assistant Superintendent  
Sylvia Lizotte, Office Specialist

**Attachments:** Bid Tabulation



Project Name: **2024 Phase 3 Moorhead Wastewater Treatment Facility Oxygen Activated Sludge Building - South Roof Replacement**


Engineering No.: 24-06-03; Legal No. 06-03-2024

Stantec Project No.: 193806848

Bid Opening: Wednesday, April 10, 2024 at 10:00 AM CDT

Owner: **Moorhead, Minnesota**

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

  
Bruce Paulson, RA  
License No. 20910

BID TABULATION				Bidder No. 1		Bidder No. 2		Bidder No. 3	
				M. J. Dalsin Co. of N.D., Inc.		A&R Roofing Co., Inc.		Herzog Roofing, Inc.	
Item Num	Item	Units	Qty	Unit Price	Total	Unit Price	Total	Unit Price	Total
<b>PART 1 - BASE BID:</b>									
1-1.	MATERIALS, LABOR AND EQUIPMENT NECESSARY TO COMPLETE THE WORK AS DEFINED ON THE DRAWINGS AND IN THE PROJECT MANUAL	LS	1	\$189,825.00	\$189,825.00	\$204,840.00	\$204,840.00	\$283,000.00	\$283,000.00
<b>TOTAL BASE BID</b>					\$189,825.00		\$204,840.00		\$283,000.00
<b>PART 2 - ALTERNATES:</b>									
2-1.	ALTERNATE NO. 1: MATERIALS, LABOR AND EQUIPMENT NECESSARY TO REMOVE THE EXISTING BALLASTED SINGLE-PLY MEMBRANE ROOFING SYSTEM TO THE ROOF SUBSTRATE ON THE OXYGEN GENERATION BUILDING AND INSTALL NEW SINGLE-PLY MEMBRANE ROOFING SYSTEM AS INDICATED ON THE DRAWINGS AND IN THE PROJECT MANUAL	LS	1	\$94,374.00	\$94,374.00	\$116,380.00	\$116,380.00	\$98,000.00	\$98,000.00
<b>TOTAL ALTERNATES</b>					\$94,374.00		\$116,380.00		\$98,000.00
<b>PART 3 - UNIT PRICES:</b>									
3-1.	MATERIALS, LABOR, AND EQUIPMENT NECESSARY TO REMOVE AND REPLACE WATER OR DRY-ROT DAMAGED DIMENSIONAL WOOD BLOCKING	BF	50	\$9.45	\$472.50	\$30.00	\$1,500.00	\$5.50	\$275.00
3-2.	MATERIALS, LABOR, AND EQUIPMENT NECESSARY TO REMOVE AND REPLACE WATER OR DRY-ROT DAMAGED PLYWOOD SHEATHING AT PARAPETS	SF	32	\$9.56	\$305.92	\$25.00	\$800.00	\$6.75	\$216.00
<b>TOTAL UNIT PRICES</b>					\$778.42		\$2,300.00		\$491.00
<b>TOTAL BASE BID</b>					\$189,825.00		\$204,840.00		\$283,000.00
<b>TOTAL ALTERNATES</b>					\$94,374.00		\$116,380.00		\$98,000.00
<b>TOTAL UNIT PRICES</b>					\$778.42		\$2,300.00		\$491.00
<b>TOTAL BID</b>					\$284,977.42		\$323,520.00		\$381,491.00
Contractor Name and Address:				M. J. Dalsin Co. of N.D., Inc. 635 Armour St. West Fargo, ND 58078		A&R Roofing Co., Inc. 975 Armour St. NW West Fargo, ND 58078 (701) 282-4739 <a href="mailto:scott@arroofing.us">scott@arroofing.us</a>		Herzog Roofing, Inc. 30183 MN-34 Detroit Lakes, MN 56501 (218) 847-1121 <a href="mailto:austin@herzogroofing.com">austin@herzogroofing.com</a>	
Phone:				(701) 282-0509		(701) 282-4739		(218) 847-1121	
Email:				<a href="mailto:marks@dalsinroofing.com">marks@dalsinroofing.com</a>		<a href="mailto:scott@arroofing.us">scott@arroofing.us</a>		<a href="mailto:austin@herzogroofing.com">austin@herzogroofing.com</a>	
Signed By:				Mark Stahl		Scott Peterson		Austin Askelson	
Title:				Vice President		President		Project Manager	
Bid Security:				Bid Bond		Bid Bond		Bid Bond	
Addenda Acknowledged:				NONE		NONE		NONE	

## RESOLUTION

### Resolution to Award Bid for the 2024 Wastewater Treatment Facility Roof Replacement Project (Eng. No. 24-06-03)

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

<b>Bidder</b>	<b>Bid</b>
M.J. Dalsin Co of ND, Inc.	\$284,977.42
A&R Roofing Co., Inc.	\$323,520.00
Herzog Roofing, inc.	\$381,491.00
<b>Engineer's Estimate</b>	<b>\$287,280.00</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 M.J. Dalsin Co. of ND, Inc. in the amount of \$284,977.42. Said bid is in all respects in accordance with the plans and specifications for the project. Thus, said bid is hereby approved and accepted.
2. The project will be financed through the approved 2024 Wastewater Treatment Budget.
3. The Mayor and City Manager are hereby authorized and directed to enter into a Contract with M.J. Dalsin Co. of ND, Inc. for the 2024 Wastewater Treatment Facility Roof Replacement Project (Eng. No. 24-06-03), 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% (\$14,248.87) of the total contract amount.

PASSED: April 22, 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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April 22, 2024

**SUBJECT:**

Resolution to Order the Engineer's Report for Moorhead Center Mall Redevelopment – Street & Utility Improvements (Eng. No. 24-A6-02)

**RECOMMENDATION:**

The Mayor and City Council are asked to consider a resolution to order the Engineer's Report for the making of improvements for the Moorhead Center Mall Redevelopment Project (Eng. No. 24-A6-02).

**BACKGROUND/KEY POINTS:**

A new public street grid system is proposed in the Moorhead Center project area that will serve City Hall, the Community Center Library, and numerous private developments. The improvements will include new pavement, curb & gutter, sidewalk, sanitary sewer, storm sewer, water, lighting, and landscaping.

The proposed project benefits properties whose owners have not petitioned for the improvements. Therefore, in accordance with Minnesota Statutes Annotated, Chapter 429 governing the use of special assessments to finance public improvement projects, a Public Hearing is required prior to Council action to order the improvements. The Public Hearing will be scheduled in a future City Council action.

**FINANCIAL CONSIDERATIONS:**

The cost of tonight's action is minimal because City staff will prepare the report. One of the primary purposes of the Preliminary Engineering Report is to estimate the total project cost and consider how the improvements will be funded.

**Voting Requirements:** Majority of Quorum

**Submitted By:**

Dan Mahli, City Manager  
Tom Trowbridge, City Engineer  
Bob Zimmerman, Engineering Director  
Sylvia Lizotte, Office Specialist

**Attachments:** Draft Plat



# MOORHEAD DOWNTOWN ADDITION

BEING A REPLAT OF .....

TO THE CITY OF MOORHEAD,  
CLAY COUNTY, MINNESOTA

**HOUSTON**  
ENGINEERING, INC.  
Sheet 1 of 2  
Project No. 6019-0152

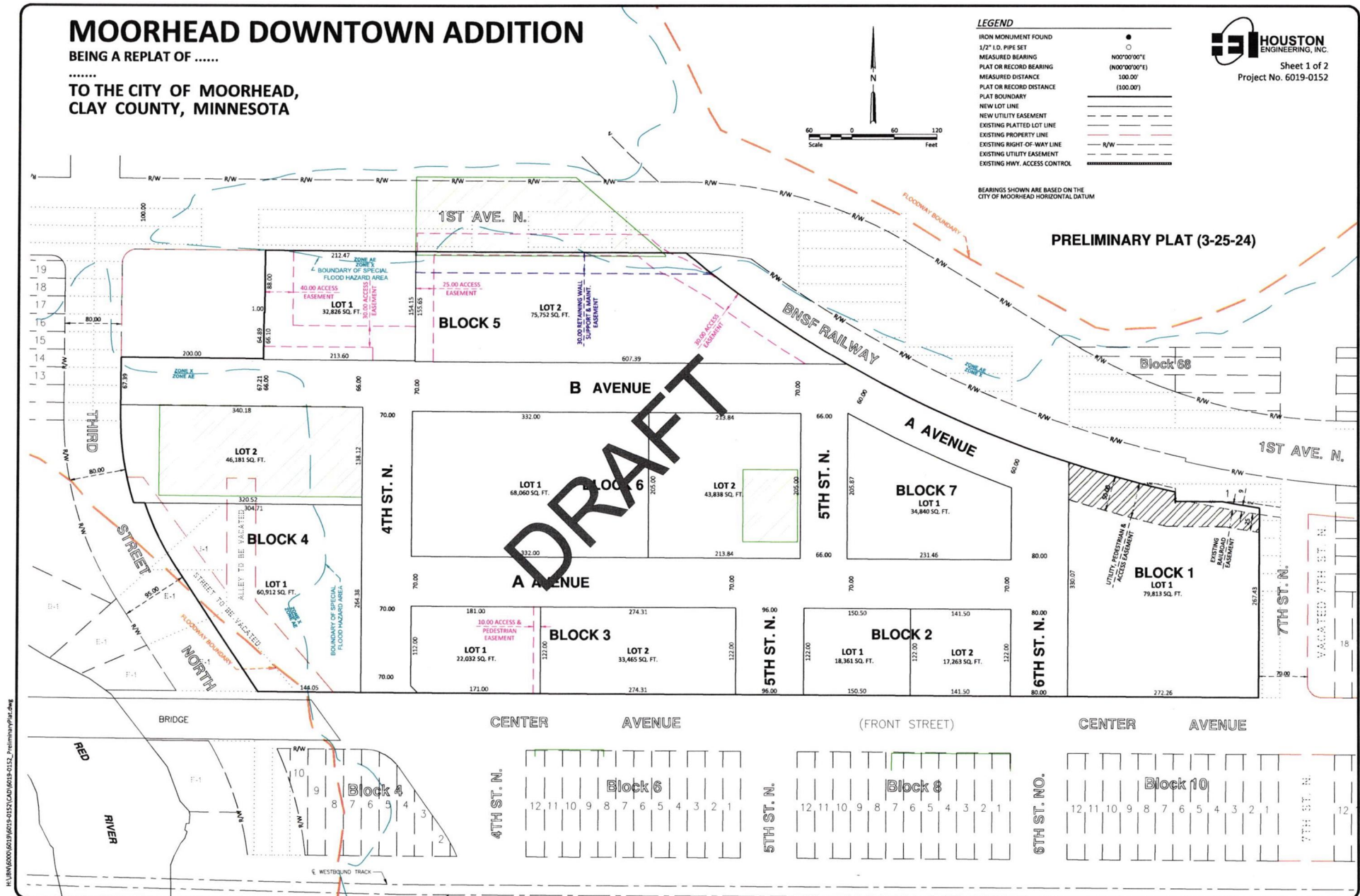
## LEGEND

IRON MONUMENT FOUND  
1/2" I.D. PIPE SET  
MEASURED BEARING  
PLAT OR RECORD BEARING  
MEASURED DISTANCE  
PLAT OR RECORD DISTANCE  
PLAT BOUNDARY  
NEW LOT LINE  
NEW UTILITY EASEMENT  
EXISTING PLATTED LOT LINE  
EXISTING PROPERTY LINE  
EXISTING RIGHT-OF-WAY LINE  
EXISTING UTILITY EASEMENT  
EXISTING HWY. ACCESS CONTROL

•  
N00°00'00"E  
(N00°00'00"E)  
100.00'  
(100.00')

BEARINGS SHOWN ARE BASED ON THE  
CITY OF MOORHEAD HORIZONTAL DATUM

PRELIMINARY PLAT (3-25-24)



## RESOLUTION

### **Resolution to Order the Engineer's Report for Moorhead Center Mall Redevelopment – Street & Utility Improvements (Eng. No. 24-A6-02)**

WHEREAS, it is proposed to construct Street & Utility Improvements for the Moorhead Center Mall Redevelopment (Eng. No. 24-A6-04) and to assess the benefited property for all or a portion of the cost of the improvements, pursuant to Minnesota Statutes, Chapter 429 and the City's Special Assessment Policy.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead Minnesota as follows: That the above-referenced improvements be referred to the City Engineer for study and that he is instructed to report to the Council with all convenient speed advising the Council in a preliminary way as to whether the proposed improvements are necessary, cost-effective and feasible; whether they should best be made as proposed or in connection with some other improvements; the estimated cost of the improvements as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

PASSED: April 22, 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

---

April 22, 2024

**SUBJECT:**

Resolution to Approve Minor Subdivision - 650 Center Avenue - Parcel 58.520.4101

**RECOMMENDATION:**

The Mayor and Council are asked to consider a resolution to approve a minor subdivision of 650 Center Avenue, Parcel 58.520.4101.

**BACKGROUND/KEY POINTS:**

Lau-Gilbertson Properties, LLC, on behalf of Sterling Development Group Four, LLC, has requested to subdivide an approximately 50-foot area from the parcel created by the combination of Tract 2 and Tract 1B, shown on the attached minor subdivision plan, approved at the February 26th City Council meeting. The 50-foot area includes a recorded easement.

The entire area will be platted and this 50-foot area would become its own parcel and could either remain a separate parcel or be combined with the larger parcel to the south in the future. The proposal is consistent with Title 11, Chapter 3 of the Moorhead City Code.

**FINANCIAL CONSIDERATIONS:**

Not Applicable

**Voting Requirements:** Majority of Council

**Submitted By:**

Dan Mahli, City Manager

Robin Huston, City Planner / Zoning Administrator

**Attachments:** General Location Map  
Minor Subdivision Plan  
Draft Resolution



**General Location Map**  
**Minor Subdivision - 650 Center Ave**  
**58.520.4101**

Request for Minor Subdivision

1 AVE N

RIVERFRONT  
PARK RD

1 AVE N

CENTER MALL AVE

7 ST N

CENTER AVE

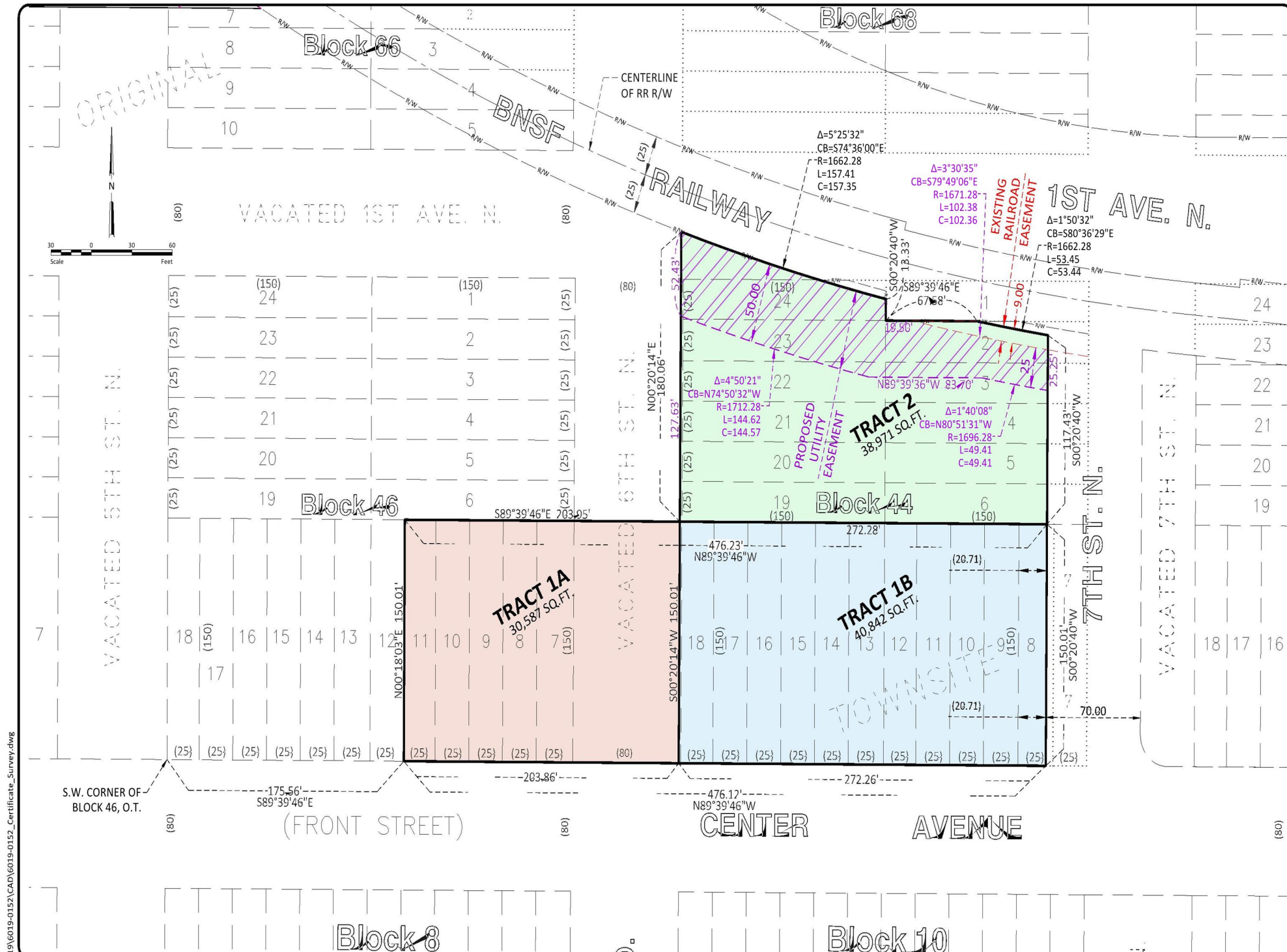
6 ST S


Agenda Item 11.A.

**Legend**

 Easement Area





				I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision, and that I am a duly licensed professional engineer in the State of Minnesota. <i>Curtis A. Skarphol</i> 2-26-2024		 Page 21 of 50 HOUSTON ENGINEERING INC.		Drawn by Date 2-26-24		CITY OF MOORHEAD PART OF BLOCKS 44 & 46 & VACATED R/W, ORIGINAL TOWNSITE CITY OF MOORHEAD, CLAY COUNTY, MINNESOTA		CERTIFICATE OF SURVEY PROJECT NO. 6019-0152		SHEET 1 OF 2	
No.	Revision	Date	By					Checked by Date CAS AS SHOWN							

DESCRIPTION - TRACT 1A:

All of Lots 7, 8, 9, 10 and 11, Block 46, and that part of vacated 6<sup>th</sup> Street North, all in the Original Townsite to the City of Moorhead, and all being more particularly described as follows:

COMMENCING at the southwest corner of said Block 46; thence South 89°39'46" East, along the southerly line of said Block 46, for a distance of 175.56 feet to the southwest corner of said Lot 11 and the TRUE POINT OF BEGINNING; thence North 00°18'03" East, along the westerly line of said Lot 11, for a distance of 150.01 feet to the northwest corner of said Lot 11; thence South 89°39'46" East, along the northerly line and the northerly line as extended east of said Lots 11, 10, 9, 8 and 7, for a distance of 203.95 feet; thence South 00°20'14" West for a distance of 150.01 feet to a point of intersection with the southerly line of vacated 6<sup>th</sup> Street North, said southerly line being a line drawn between the southwest corner of Lot 18, Block 44, said Original Townsite, and the southeast corner of said Lot 7; thence North 89°39'46" West, along the southerly line of said vacated 6<sup>th</sup> Street, and along the southerly line of said Block 46, for a distance of 203.86 feet to the TRUE POINT OF BEGINNING.

Said tract contains 30,587 square feet, more or less, and is subject to easements as may be of record.

DESCRIPTION - TRACT 1B:

The westerly 20.71 feet of Lot 8 and all of Lots 9, 10, 11, 12, 13, 14, 15, 16, 17, and 18, Block 44, and that part of vacated 6<sup>th</sup> Street North, all in the Original Townsite to the City of Moorhead, and all being more particularly described as follows:

COMMENCING at the southwest corner of Block 46, said Original Townsite; thence South 89°39'46" East, along the southerly line of said Block 46, for a distance of 175.56 feet to the southwest corner of Lot 11, said Block 46; thence continue South 89°39'46" East, along the southerly line and the southerly line as extended east of said Block 46, for a distance of 203.86 feet to the TRUE POINT OF BEGINNING; thence North 00°20'14" East for a distance of 150.01 feet to a point of intersection with the northerly line as extended west of said Lot 18; thence South 89°39'46" East, along the northerly line of said Lots 18, 17, 16, 15, 14, 13, 12, 11, 10, 9 and 8, said Block 44, for a distance of 272.28 feet to the northeast corner of a tract of land described in Document No. 815279, on file at the Clay County Recorder's Office; thence South 00°20'40" West, along the easterly line of a tract of land described in said Document No. 815279, for a distance of 150.01 feet to a point of intersection with the southerly line of said Block 44; thence North 89°39'46" West, along the southerly line and the southerly line as extended west of said Block 44, for a distance of 272.26 feet to the TRUE POINT OF BEGINNING.

Said tract contains 40,842 square feet, more or less, and is subject to easements as may be of record.

LEGEND

IRON MONUMENT FOUND	●
1/2" I.D. PIPE SET	○
MEASURED BEARING	N00°00'00"E
MEASURED DISTANCE	100.00'

BEARINGS SHOWN ARE BASED ON THE  
CITY OF MOORHEAD COORDINATE SYSTEM  
(MNDOT NAD83(1986) CLAY COUNTY COORDINATES)

MEASURED DISTANCES SHOWN ARE GROUND  
DISTANCES IN TERMS OF U.S. SURVEY FEET.

DESCRIPTION - TRACT 2:

All of Lots 19, 20, 21, 22, and 23, and part of Lots 2, 3, 4, 5, 6 and 24, all in Block 44, and that part of vacated 6<sup>th</sup> Street North and vacated 1<sup>st</sup> Avenue North, all in the Original Townsite to the City of Moorhead, and all being more particularly described as follows:

COMMENCING at the southwest corner of Block 46, said Original Townsite; thence South 89°39'46" East, along the southerly line of said Block 46, for a distance of 175.56 feet to the southwest corner of Lot 11, said Block 46; thence continue South 89°39'46" East, along the southerly line and the southerly line as extended east of said Block 46, for a distance of 203.86 feet; thence North 00°20'14" East for a distance of 150.01 feet to a point of intersection with the southerly line as extended west of said Lot 19 and the TRUE POINT OF BEGINNING; thence continue North 00°20'14" East for a distance of 180.06 feet to a point of intersection with the southerly line of the BNSF Railway Company 50.00-foot wide right-of-way, said southerly line being a curve, concave northeasterly, radius 1662.28 feet; thence southeasterly, along said southerly right-of-way line, for a distance of 157.41 feet, central angle 05°25'32", chord bearing South 74°36'00" East, to a point of intersection with the westerly line of Lot 1, said Block 44; thence South 00°20'40" West, along the westerly line of said Lot 1, for a distance of 13.33 feet to the southwest corner of said Lot 1; thence South 89°39'46" East, along the southerly line of said Lot 1, for a distance of 67.58 feet to a point of curve, concave northeasterly, radius 1662.28 feet; thence southeasterly, along said curve, for a distance of 53.45 feet, central angle 01°50'32", chord bearing South 80°36'29" East; thence South 00°20'40" West for a distance of 117.43 feet to a point of intersection with the southerly line of said Lot 6; thence North 89°39'46" West, along the southerly line of said Lots 6 and 19, for a distance of 272.28 feet to the TRUE POINT OF BEGINNING.

Said tract contains 38,971 square feet, more or less, and is subject to easements as may be of record.

DESCRIPTION - PROPOSED UTILITY EASEMENT:

That part of Lots 2, 3, 22, 23, and 24, all in Block 44, and that part of vacated 6<sup>th</sup> Street North and vacated 1<sup>st</sup> Avenue North, all in the Original Townsite to the City of Moorhead, and all being more particularly described as follows:

COMMENCING at the southwest corner of Block 46, said Original Townsite; thence South 89°39'46" East, along the southerly line of said Block 46, for a distance of 175.56 feet to the southwest corner of Lot 11, said Block 46; thence continue South 89°39'46" East, along the southerly line and the southerly line as extended east of said Block 46, for a distance of 203.86 feet; thence North 00°20'14" East for a distance of 150.01 feet to a point of intersection with the southerly line as extended west of Lot 19, said Block 44; thence continue North 00°20'14" East for a distance of 52.43 feet to a point of intersection with the southerly line of the BNSF Railway Company 50.00-foot wide right-of-way, said southerly line being a curve, concave northeasterly, radius 1662.28 feet; thence southeasterly, along said southerly right-of-way line, for a distance of 157.41 feet, central angle 05°25'32", chord bearing South 74°36'00" East, to a point of intersection with the westerly line of Lot 1, said Block 44; thence South 00°20'40" West, along the westerly line of said Lot 1, for a distance of 13.33 feet to the southwest corner of said Lot 1; thence South 89°39'46" East, along the southerly line of said Lot 1, for a distance of 19.50 feet to a point of curve, concave northeasterly, radius 1671.28 feet; thence southeasterly, along said curve, for a distance of 102.38 feet, central angle 03°30'35", chord bearing South 79°49'06" East; thence South 00°20'40" West for a distance of 25.25 feet to a point of curve, concave northeasterly, radius 1696.28 feet; thence northwesterly, along said curve, for a distance of 49.41 feet, central angle 01°40'08", chord bearing North 80°51'31" West; thence North 89°39'36" West for a distance of 83.70 feet to a point of curve, radius 1712.28 feet; thence northwesterly, along said curve, for a distance of 144.62 feet, central angle 04°50'21", chord bearing North 74°50'32" West, to the TRUE POINT OF BEGINNING.

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		I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision, and that I am a duly licensed Professional Engineer in the State of Minnesota.			Drawn by ofc50	Date 2-26-24	CITY OF MOORHEAD PART OF BLOCKS 44 & 46 & VACATED R/W, ORIGINAL TOWNSITE CITY OF MOORHEAD, CLAY COUNTY, MINNESOTA	CERTIFICATE OF SURVEY PROJECT NO. 6019-0152	SHEET 2 OF 2
No.	Revision	Date	By		Checked by CAS	Scale -			

Agenda Item 11A:

2-26-2024



## RESOLUTION

### Resolution to Approve Minor Subdivision - 650 Center Avenue - Parcel 58.520.4101

WHEREAS, the City of Moorhead has requested a minor subdivision of property at 650 Center Avenue, Parcel 58.520.4101, legally described as:

**Easement Area** (Permanent Utility, Multi-Use Path and Landscape Easement – Document No 844513 recorded Clay County Recorder 3/22/2024)

That part of Lots 2, 3, 22, 23, and 24, all in Block 44, and that part of vacated 6th Street North and vacated 1st Avenue North, all in the Original Townsite to the City of Moorhead, and all being more particularly described as follows:

COMMENCING at the southwest corner of Block 46, said Original Townsite; thence South 89°39'46" East, along the southerly line of said Block 46, for a distance of 175.56 feet to the southwest corner of Lot 11, said Block 46; thence continue South 89°39'46" East, along the southerly line and the southerly line as extended east of said Block 46, for a distance of 203.86 feet; thence North 00°20'14" East for a distance of 150.01 feet to a point of intersection with the southerly line as extended west of Lot 19, said Block 44; thence continue North 00°20'14" East for a distance of 127.63 feet to the TRUE POINT OF BEGINNING; thence continue North 00°20'14" East for a distance of 52.43 feet to a point of intersection with the southerly line of the BNSF Railway Company 50.00-foot wide right-of-way, said southerly line being a curve, concave northeasterly, radius 1662.28 feet; thence southeasterly, along said southerly right-of-way line, for a distance of 157.41 feet, central angle 05°25'32", chord bearing South 74°36'00" East, to a point of intersection with the westerly line of Lot 1, said Block 44; thence South 00°20'40" West, along the westerly line of said Lot 1, for a distance of 13.33 feet to the southwest corner of said Lot 1; thence South 89°39'46" East, along the southerly line of said Lot 1, for a distance of 19.50 feet to a point of curve, concave northeasterly, radius 1671.28 feet; thence southeasterly, along said curve, for a distance of 102.38 feet, central angle 03°30'35", chord bearing South 79°49'06" East; thence South 00°20'40" West for a distance of 25.25 feet to a point of curve, concave northeasterly, radius 1696.28 feet; thence northwesterly, along said curve, for a distance of 49.41 feet, central angle 01°40'08", chord bearing North 80°51'31" West; thence North 89°39'36" West for a distance of 83.70 feet to a point of curve, radius 1712.28 feet; thence northwesterly, along said curve, for a distance of 144.62 feet, central angle 04°50'21", chord bearing North 74°50'32" West, to the TRUE POINT OF BEGINNING; and

WHEREAS, the City Council of the City of Moorhead finds the minor subdivision consistent with Title 11, Chapter 3 of the Moorhead City Code.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead, Minnesota that the minor subdivision described above is hereby approved contingent upon the following conditions:

1. Applicant and its successors shall be party to future platting of the above-described Easement Area.
2. Applicant and its successors to receive all federal, state and local permits.

PASSED: April 22, 2024 by the City Council of the City of Moorhead.

APPROVED BY:

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Michelle (Shelly) A. Carlson, Mayor

ATTEST:

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Christina Rust, City Clerk



## City Council Communication

---

April 22, 2024

**SUBJECT:**

Approve Resolutions Related to the future site of the Moorhead Community Center Library (MCCL)

**RECOMMENDATION:**

The Mayor and City Council are asked to consider the following resolutions relating to the future Moorhead Community Center Library site:

1. Minor Subdivision - 450 Center Avenue – Parcels 58.520.4100, 58.575.1270, 58.575.1280, 58.999.0013
2. Land transfer from MCM Development, LLC to City of Moorhead – 420 Center Avenue 27 and 29 - Parcels 58.575.1270 and 58.575.1280

**BACKGROUND/KEY POINTS:**

A site has been selected for the future MCCL and demolition of the southwest portion of the Moorhead Center Mall has begun. The City and MCM Development, LLC (i.e., Roers Development) have agreed to transfer land and subdivide the parcels. In order to do so, the following actions must be approved:

**Minor Subdivision - 450 Center Avenue - Parcels 58.520.4100, 58.575.1270, 58.575.1280, 58.999.0013**

The City and MCM Development have requested to subdivide the above parcels to create a buildable lot for the future MCCL. The proposal is consistent with Title 11, Chapter 3 of the Moorhead City Code.

**Land Transfer of 420 Center Avenue 27 and 29 (58.575.1270 and 58.575.1280) from MCM Development, LLC to City of Moorhead**

This action is to authorize the Mayor and City Manager to execute a land transfer for 420 Center Avenue units 27 and 29.

The lot will be included on a future plat for the entire area. Site mobilization is anticipated to start in May and the MCCL construction project is anticipated to break ground in June 2024.

**FINANCIAL CONSIDERATIONS:**

Not Applicable

**Voting Requirements:** Not Applicable



## City Council Communication

---

April 22, 2024

**Submitted By:**

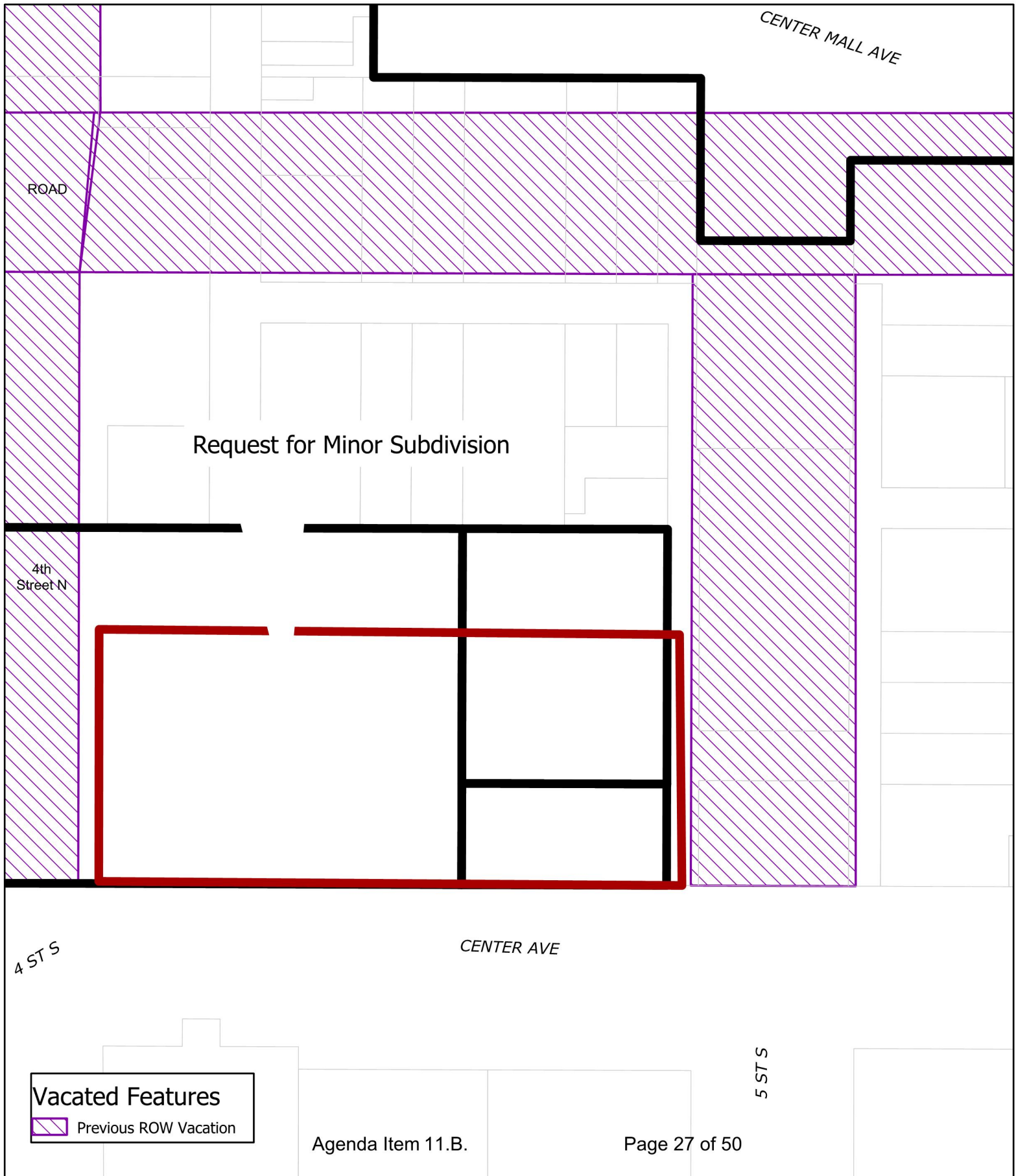
Dan Mahli, City Manager

Kristie Leshovsky, Community Development Director

**Attachments:** General Location Map  
Minor Subdivision Plan  
Draft Resolution – Minor Subdivision  
Draft Resolution – Land Transfer

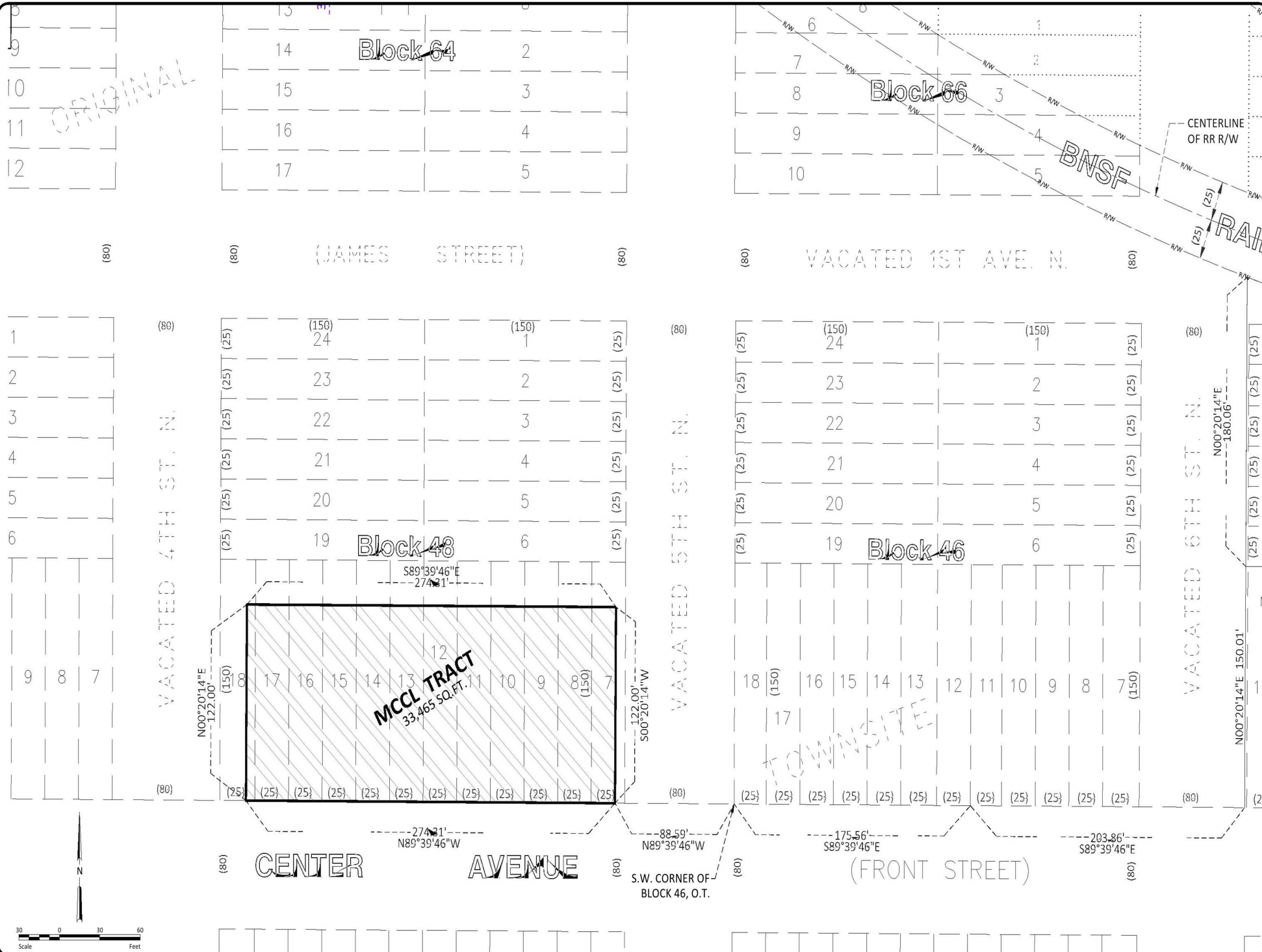


**General Location Map**  
**Minor Subdivision - 450 Center Ave**  
**58.520.4100, 58.575.1270, 58.575.1280, 58.999.0013**





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Agenda Item 11-B

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision, and that I am a duly licensed professional engineer in the State of Minnesota.  
*Curtis A. Skorpohl*  
Curtis A. Skorpohl  
3-22-2024  
Date

Page 28 of 50  
HOUSTON ENGINEERING INC.

Drawn by  
3-22-24  
Date  
Checked by  
CAS  
Scale  
AS SHOWN

CITY OF MOORHEAD  
PART OF BLOCK 48, ORIGINAL TOWNSITE  
CITY OF MOORHEAD, CLAY COUNTY, MINNESOTA

CERTIFICATE OF SURVEY  
PROJECT NO. 6019-0152

SHEET  
1 OF 2



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DESCRIPTION - MCCL TRACT:

That part of Lots 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17 and 18, Block 48, in the Original Townsite to the City of Moorhead, described as follows:

COMMENCING at the southwest corner of Block 46, said Original Townsite; thence North 89°39'46" West, along the southerly line as extended west of said Block 46, through the southeast corner of said Block 48, and along the southerly line of said Block 48, for a distance of 88.59 feet to TRUE POINT OF BEGINNING; thence continue North 89°39'46" West, along the southerly line of said Block 48, for a distance of 274.31 feet; thence North 00°20'14" East for a distance of 122.00 feet; thence South 89°39'46" East for a distance of 274.31 feet; thence South 00°20'14" East for a distance of 122.00 feet to the TRUE POINT OF BEGINNING.

Said tract contains 33,465 square feet, more or less, and is subject to easements as may be of record.

LEGEND

IRON MONUMENT FOUND	●
1/2" I.D. PIPE SET	○
MEASURED BEARING	N00°00'00"E
MEASURED DISTANCE	100.00'

BEARINGS SHOWN ARE BASED ON THE  
CITY OF MOORHEAD COORDINATE SYSTEM  
(MNDOT NAD83(1986) CLAY COUNTY COORDINATES)

MEASURED DISTANCES SHOWN ARE GROUND  
DISTANCES IN TERMS OF U.S. SURVEY FEET.

Agenda Item 11.B

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer in the State of Minnesota.			
		<i>Curtis A. Skarphol</i>	3-22-2024
No.	Revision	Date	By
			Curtis A. Skarphol MN LS No. 42303



Drawn by	Date
of 50	3-22-24
Checked by	Scale
CAS	-

CITY OF MOORHEAD  
PART OF BLOCK 48, ORIGINAL TOWNSITE  
CITY OF MOORHEAD, CLAY COUNTY, MINNESOTA

CERTIFICATE OF SURVEY  
PROJECT NO. 6019-0152

SHEET  
2 OF 2

## RESOLUTION

### **Resolution to Approve Minor Subdivision - 450 Center Avenue – Parcels 58.520.4100, 58.575.1270, 58.575.1280, 58.999.0013**

WHEREAS, the City of Moorhead has requested a minor subdivision of property at 450 Center Avenue (proposed MCCL), Parcels 58.520.4100, 58.575.1270, 58.575.1280, and 58.999.0013, legally described as:

#### **MCCL Tract**

That part of Lots 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17 and 18, Block 48, in the Original Townsite to the City of Moorhead, described as follows:

COMMENCING at the southwest corner of Block 46, said Original Townsite; thence North 89°39'46" West, along the southerly line as extended west of said Block 46, through the southeast corner of said Block 48, and along the southerly line of said Block 48, for a distance of 88.59 feet to TRUE POINT OF BEGINNING; thence continue North 89°39'46" West, along the southerly line of said Block 48, for a distance of 274.31 feet; thence North 00°20'14" East for a distance of 122.00 feet; thence South 89°39'46" East for a distance of 274.31 feet; thence South 00°20'14" East for a distance of 122.00 feet to the TRUE POINT OF BEGINNING. Said tract contains 33,465 square feet, more or less, and is subject to easements as may be of record; and

WHEREAS, the City Council of the City of Moorhead finds the minor subdivision consistent with Title 11, Chapter 3 of the Moorhead City Code.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead, Minnesota that the minor subdivision described above is hereby approved contingent upon the following conditions:

1. Applicant and its successors shall be party to future platting of the above-described MCCL Tract.
2. Applicant and its successors to receive all federal, state and local permits.

PASSED: April 22, 2024 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 Land Transfer from MCM Development, LLC to City of Moorhead – 420 Center Avenue 27 and 29 - Parcels 58.575.1270 and 58.575.1280**

WHEREAS, a site has been selected for the future Moorhead Community Center Library (MCCL) and demolition of the southwest portion of the Moorhead Center Mall has begun; and

WHEREAS, the City and MCM Development, LLC (Roers) have agreed to transfer the MCCL land and subdivide the parcels in order to start construction; and.

WHEREAS, the City has previously approved agreements with Roers Companies relating to the redevelopment and financing for potential project(s) around City Hall that would be further outlined within a Master Development Agreement and Tax Increment Financing Agreement; and

WHEREAS, the proposed site is within the redevelopment area outlined within the above referenced agreements.

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 transfer of 420 Center Avenue 27 and 29 (Parcels 58.575.1270 and 58.575.1280) from MCM Development, LLC to the City of Moorhead, 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: April 22, 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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April 22, 2024

**SUBJECT:**

Resolution to Enter Into a Grant Agreement with the Minnesota Department of Public Safety, Office of Justice Programs for Receipt of Youth Intervention Program Funds

**RECOMMENDATION:**

The Mayor and City Council are asked to consider authorizing the Mayor and City Manager to execute such agreements and amendments as are necessary to enter into a grant agreement with the Minnesota Department of Public Safety, Office of Justice Programs for receipt of Youth Intervention Program funds.

**BACKGROUND/KEY POINTS:**

Moorhead has received funding from this source for 39 years. The funds are used to support the Summer Youth Program, Change Starts with YOUTH at-risk camp, Note A Number and the Community Service Program. Moorhead has received funding in the amount of \$100,974 to support these programs for years 2024 and 2025. A 1:1 match is required which is fulfilled through the salaries and benefits of existing personnel as well as in-kind donated hours of volunteer mentors from the community.

Youth Intervention Program funds have allowed the Moorhead Police Department to conduct these activities with the majority of the funding used for actual program expenses. Participation is consistent with the mission of the Police Department and allows the department to interact with the over 350 youth per year who are a part of these programs.

**FINANCIAL CONSIDERATIONS:**

Acceptance of this grant requires a 1:1 match from the grantee. The Police Department is able to use salaries and benefits from existing employees as well as in-kind donations to fulfill the 1:1 match requirement. The \$100,974 received under this grant would be spent across a 2-year time period at a rate of \$50,487 per year.

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

**Submitted By:**

Dan Mahli, City Manager  
Shannon Monroe, Chief of Police  
Leann Wallin, Community Policing Coordinator

**Attachments:**

## RESOLUTION

### **Resolution to Enter Into a Grant Agreement with the Minnesota Department of Public Safety, Office of Justice Programs for Receipt of Youth Intervention Program Funds**

WHEREAS, the Moorhead Police Department request to enter into a grant agreement with the Minnesota Department of Public Safety, Office of Justice Programs for receipt of Youth Intervention Program funds; and

WHEREAS, the funds are used to support the Summer Youth Program; Change Starts with YOUth at-risk camp, Not A Number and the Community Service Program.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead that the Moorhead Police Department is hereby authorized to enter into an agreement with the Minnesota Department of Public Safety Office of Justice Programs during the period from January 1, 2024 through December 31, 2025.

BE IT FURTHER RESOLVED by the City Council of the City of Moorhead, Minnesota approves and authorizes the Mayor and City Manager to enter into and execute agreements and amendments as are necessary to execute the grant in the amount of \$100,974, on behalf of the Moorhead Police Department.

PASSED: April 22, 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

---

April 22, 2024

**SUBJECT:**

Resolution to Approve Electric Fund Transfer Agreement for 2024-2026 with Moorhead Public Service

**RECOMMENDATION:**

The Moorhead Public Service Commission respectfully requests the Mayor and City Council approve the Electric Fund Transfer Agreement for 2024-2026 with Moorhead Public Service.

**BACKGROUND/KEY POINTS:**

In 2014, for the first time, the Moorhead City Council (Council) and the Moorhead Public Service Commission entered into a long-term agreement on the transfer amount from Moorhead Public Service's (MPS') Electric Division to the City of Moorhead's (City's) General Fund. The City of Moorhead and Moorhead Public Service Electric Fund Transfer Agreement (2015-2018 Transfer Agreement), approved by the Council and Commission in 2014, included a four-year term (2015-2018); a 2015 base General Fund transfer of \$6,350,000; an annual \$125,000 floor increase; a Net Revenue Transfer Multiplier of 1.44 cents per kilowatt hour (kWh); and Council-approved exemptions.

The Council and Commission have common goals of enhancing the community and encouraging its growth. Both parties desire to maintain competitive property tax rates, to maintain competitive electric rates for economic development, and to maintain strong financial positions for each entity. The Council and Commission created a reasonable and predictable approach for the determination of MPS' Electric Division transfer payments to the City's General Fund, which assisted in budgeting and financial forecasting for each party.

The initial 2015-2018 Transfer Agreement expired on December 31, 2018. During the term of the 2015-2018 Transfer Agreement, the Commission/Council Working Group (Working Group) met, discussed, and reviewed the provisions of the agreement. The parties also discussed the potential of extending the formula and mechanism used for the transfer in this agreement to the Capital Improvement Fund transfer, as well as the successes and challenges of the agreement. The Commission and Council approved the Electric Fund Transfer Agreement for 2019-2023 (2019-2023 Transfer Agreement), which was extended for an additional five years and included minor modifications and adjustments to the 2015-2018 Transfer Agreement that included a \$125,000 annual increase to the Base General Fund Transfer.

In 2023, MPS and City staffs began discussions to update the Transfer Agreement that was due to expire on December 31, 2023. However, due to leadership changes and both parties wanting to better understand the value, stability, and the necessity for the Transfer Agreement, discussions extended into 2024.

After allowing sufficient time for both parties to agree with the terms and intent of the Transfer Agreement, the attached draft Electric Fund Transfer Agreement for 2024-2026 (2024-2026



## City Council Communication

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April 22, 2024

Transfer Agreement) was finalized. The primary updates to the 2019-2023 Transfer Agreement include:

- Updating the annual adjustment to the Net Revenue Transfer Multiplier from 1.44 cents per kwh to the following:
  - 2024 Transfer – 2022 Net kWh Sales x \$0.01752 per kWh
  - 2025 Transfer – 2023 Net kWh Sales x \$0.01775 per kWh
  - 2026 Transfer – 2024 Net kWh Sales x \$0.01799 per kWh
- \$125,000 annual increase in the Base General Fund Transfer (totaling an increase of \$375,000 over the three-year term).
  - 2024: \$7,475,000
  - 2025: \$7,600,000
  - 2026: \$7,725,000

Pursuant to Section 12.05, Subdivision 8(c) of the Moorhead City Charter, the Council and the Commission have the authority to enter into an agreement for payments by the Commission to the City in lieu of taxes and the transfer of surplus utility funds to the City's General Fund and Capital Improvement Funds. MPS Attorney John Boulger has reviewed the attached 2024-2026 Transfer Agreement.

### **FINANCIAL CONSIDERATIONS:**

This agreement would provide a minimum \$125,000 annual increase in the Electric Fund Transfer to the General Fund and the potential for a greater transfer if kWh sales are greater than projected. This minimum increase provides a certain amount for financial planning purposes.

**Voting Requirements:** Majority of Quorum

**Submitted By:**

Dan Mahli, City Manager  
Travis Schmidt, General Manager

**Attachments:**

## RESOLUTION

### **Resolution to Approve Electric Fund Transfer Agreement for 2024-2026 with Moorhead Public Service**

WHEREAS, the City and Moorhead Public Service share a common goal of enhancing the community and encouraging its growth; and

WHEREAS, both parties also desire to maintain competitive property tax rates, competitive electric rates for economic development, and to maintain strong financial positions for each entity; and

WHEREAS, a model was developed in 2014 to calculate the Electric Fund transfer to the General Fund based on Moorhead Public Service kWh sales which provides stability and predictability to both the City and Moorhead Public Service in budgeting and financial planning; and

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 a new agreement with Moorhead Public Service which defines the same method for determining the Electric Fund transfer to the General Fund for budget years 2024 through 2026.

PASSED: April 22, 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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April 22, 2024

**SUBJECT:**

Resolution to Approve the 2024 Cass County Vector Control Larval Mosquito Control Agreement

**RECOMMENDATION:**

The Mayor and City Council are asked to consider a resolution to approve the Larval Mosquito Control Agreement between the City of Moorhead and Cass County Vector Control (CCVC).

**BACKGROUND/KEY POINTS:**

Cass County Vector Control (CCVC) has provided mosquito control surveillance and operations to the City of Moorhead since 2015. CCVC coordinates the program with other jurisdictions in Fargo-Moorhead metro area. Staff is recommending the City of Moorhead enter into a contract with CCVC to provide the services for 2024. The terms are the same as 2023 and includes the following:

- Mosquito surveillance, trap collection, specimen identification, larvicide applications, mapping, data reporting, operation supplies, education/training, field supervision, data management, product procurement, technical direction, coordination of activities, administration.
- City of Moorhead maintains authority as decision makers and operators as specified by applicable agreements and permits
- Pesticide application by CCVC to include larvicide and does not include aerial spraying.
- Parameters are in place when the risk of West Nile Virus or other vector borne viruses are present (Vector Borne Virus Reduction Plan attached).
- The agreement for aerial application is between the City of Moorhead and Airborne Vector Control
- The decision to spray is solely maintained by the City of Moorhead

**FINANCIAL CONSIDERATIONS:**

The Mosquito Control Fee is budgeted at \$133,000. The resident fee includes the expense of the contract.

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

**Submitted By:**

Dan Mahli, City Manager  
Paul Fiechtner, Public Works Director  
Nichole Parr, Administrative Assistant

**Attachments:** Vector Borne Virus Reduction Plan Matrix



## Vector Borne Risk Reduction Plan

Risk category	Probability of human outbreak	Definition	Activities and responses
0	None	<ul style="list-style-type: none"> <li>No adult mosquito biting activity (vector species).</li> <li>No avian mortality noted.</li> <li>No suspected human cases documented.</li> </ul>	<ul style="list-style-type: none"> <li>Monitor and maintain nuisance mosquito populations.</li> <li>Maintain surveillance activities for both nuisance and known vector species.</li> <li>Monitor national and regional arbovirus case documentation</li> <li>Organize disease surveillance live trapping when climatic conditions warrant (High temps &gt;70 degrees – Low temps &gt; 55)</li> <li>Treat known vector breeding sites with residual materials</li> </ul>
1	Low	<ul style="list-style-type: none"> <li>Biting adult mosquitoes active (vector species).</li> <li>-or-</li> <li>Epizootic activity expected based on onset of transmission in prior years.</li> <li>-or-</li> <li>Limited or sporadic epizootic activity in birds or mosquitoes.</li> </ul>	<ul style="list-style-type: none"> <li>Response as in category 0, plus:</li> <li>Activate systemic program to monitor and reduce vector mosquito abundance.</li> <li>Conduct weekly RAMP test pools to monitor virus activity (mosquitoes and avian hosts) (July- Aug)</li> <li>Initiate community outreach focused on personal protection and residential source reduction.</li> <li>Monitor climatic conditions to evaluate future risk profile.</li> </ul>
2	High	<ul style="list-style-type: none"> <li>Sustained transmission activity in mosquitoes or birds.</li> <li>-or-</li> <li>Veterinary cases reported.</li> <li>-or-</li> <li>Human case or viremic blood donor reported.</li> </ul>	<ul style="list-style-type: none"> <li>Response as in category 1 plus:</li> <li>Intensify and expand adult mosquito control in areas using ground and/or aerial applications where surveillance indicates human risk.</li> <li>Consider 14-21 day ULV intervals</li> <li>Intensify visible activities in community to increase attention to WNV transmission risk and personal protection measures.</li> <li>Work to address high risk populations.</li> <li>Intensify and expand surveillance for human cases.</li> </ul>
3	Outbreak in progress	<ul style="list-style-type: none"> <li>Conditions favor continued transmission to humans (i.e., persistent high infection rate in mosquitoes, continued avian mortality, seasonal mosquito population decreases not anticipated for weeks)</li> <li>-or-</li> <li>Multiple confirmed human cases or viremic blood donors.</li> </ul>	<ul style="list-style-type: none"> <li>Response as in category 2 plus:</li> <li>Intensify emergency adult mosquito control program repeating applications as necessary to achieve adequate control.</li> <li>Monitor effectiveness of vector control efforts</li> <li>Emphasize urgency of personal protection, including use of repellents, through community leaders and media.</li> <li>Engage in 14-21 day interval region wide adult mosquito treatment regimen</li> </ul>



## RESOLUTION

### **Resolution to Approve the 2024 Cass County Vector Control Larval Mosquito Control Agreement**

WHEREAS, the City of Moorhead participates in Cass County Vector Control's larval mosquito control program, and collects fees from residents to provide control of mosquito-borne disease and nuisance conditions caused by excessive mosquito populations; and

WHEREAS, Cass County Vector Control (CCVC) coordinates a mosquito control program that includes larval pesticide application throughout the Fargo-Moorhead Metropolitan area and can perform this service within the City of Moorhead; and

WHEREAS, the City of Moorhead maintains the decision authority of when to use aerial applications prior to all aerial pesticide applications.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead, Minnesota that the Mayor and City Manager are authorized to sign the Vector Control agreement between the City of Moorhead and Cass County.

PASSED: April 22, 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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April 22, 2024

**SUBJECT:**

Resolution to Authorize Agreement with JLG Architects for Architectural and Engineering Services for the City Hall Renovation/City Plaza Project and Approve Budget Adjustment #24-013

**RECOMMENDATION:**

The Mayor and City Council are asked to consider a Resolution to approve an agreement with JLG Architects for architectural/engineering services for the City Hall Renovation/City Plaza Project.

**BACKGROUND/KEY POINTS:**

In conjunction with the redevelopment of the Moorhead Center Mall area and the planned construction of a new Library/Community Center, the City is taking steps to renovate City Hall and develop a Civic Plaza. The Civic Plaza will serve as a central anchor and gathering space at the core of the redevelopment and will provide a natural connection between the new Library/Community Center and City Hall. The City Hall Renovation will re-imagine the space and functionality of the existing building to meet staffing needs and improve customer service into the future.

City staff prepared a Request for Qualifications to gather responses from architectural firms related to design firm background and experience with similar projects. There were four submittals and the review committee was unanimous in selecting JLG Architects.

The scope of work of the engagement includes:

- **Programming and Pre-Design Phase:** Meetings with Design Team; departmental and leadership/stakeholder interviews, development of final City Hall program of spaces. Preliminary layouts of spaces. Preliminary Design of the Plaza.

In conjunction with the architecture/engineering firm, the Design Review Team is also working on a process to hire a Construction Manager at Risk (CMAR; or a Construction Management firm that provides pre-construction and construction services for the project). It is anticipated that this process would be brought to City Council for consideration within the next couple of months and a contractor would then be hired to work in partnership with the design review team and design firm.

**FINANCIAL CONSIDERATIONS:**

The attached resolution provides the Mayor and City Manager to authorize programming and pre-design work at a cost of \$67,000.



## City Council Communication

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April 22, 2024

### Budget Adjustment #24-013

Fund Name	Acct. Description	Expenditure	Funding Source
Capital Improv – Deb Financed	Debt Proceeds		\$67,000
Capital Improv – Deb Financed	Professional Services	\$67,000	
	Total	\$67,000	\$67,000

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

**Submitted By:**

Dan Mahli, City Manager

Mike Rietz, Assistant City Manager

## RESOLUTION

### **Resolution to Authorize Agreement with JLG Architects for Architectural and Engineering Services for the City Hall Renovation/City Plaza Project and Budget Adjustment #24-013**

WHEREAS, the City of Moorhead solicited submittals for qualifications from architectural firms related to the City Hall Renovation and City Hall Plaza Projects.

WHEREAS, staff reviewed and evaluated all of the proposals that were submitted and recommend choosing JLG Architects for this project.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead authorizes entering into a contract with JLG Architects for architectural and engineering services for Programming and Pre-design for the City Hall Renovation/City Plaza Project at a cost of \$67,000.

BE IT FURTHER RESOLVED by the City Council of the City of Moorhead that Budget Adjustment #42-013 is hereby approved.

PASSED: April 22, 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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April 22, 2024

**SUBJECT:**

Resolution to Approve Off-Site Gambling Permit to Moorhead Youth Hockey Association on October 03, 2024

**RECOMMENDATION:**

The Mayor and City Council are asked to consider a resolution to approve an application from the Moorhead Youth Hockey Association for the issuance of an Off-Site Gambling Premises Permit to operate lawful gambling activities.

**BACKGROUND/KEY POINTS:**

Moorhead Youth Hockey Association is requesting authorization to conduct “off-site” gambling activities on October 03, 2024 at the Armory Events Center, 904 Center Ave, Moorhead. The applicant is responsible for the submission of pertinent documentation to the Minnesota Gambling Control Board for consideration subsequent to City of Moorhead approval.

**FINANCIAL CONSIDERATIONS:**

Not Applicable

**Voting Requirements:** Majority of Quorum

**Submitted By:**

Dan Mahli, City Manager  
Christina Rust, City Clerk  
Kelle Jenkins, Deputy City Clerk

**Attachments:**



## RESOLUTION

### Resolution to Approve Off-Site Gambling Permit to Moorhead Youth Hockey Association on October 03, 2024

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 Off-Site Gambling Premises Permit to the applicant listed below for the conduct of lawful gambling activities on October 03, 2024:

**Applicant:**

Moorhead Youth Hockey Association  
707 SE Main Avenue  
Moorhead MN 56560

**Site:**

Armory Events Center  
904 Center Ave  
Moorhead, MN 56560

**Gambling Manager:**

Anne Norris

PASSED: April 22, 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

## RESOLUTION

### **Resolution to Enter into a Cooperative City Prosecution Services Agreement between the City of Moorhead, and the City of Barnesville, and the City of Dilworth, and the City of Glyndon and the City of Hawley**

WHEREAS, Moorhead, Barnesville, Dilworth, Glyndon and Hawley (the “Parties”) are each responsible for the prosecution of “Offenses” occurring within their respective jurisdictions (Offense is further defined in Article I of this Agreement); and

WHEREAS, the Parties desire that Moorhead serve as the prosecuting entity for all Offenses for the Parties, with the Parties having advisory oversight over the operation of the prosecution of Offenses occurring within their respective jurisdictions;

WHEREAS, the Parties have agreed to a flat fee payment to the City of Moorhead to provide city prosecution services.

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 enter into the agreement titled Cooperative City Prosecution Services Agreement by and between the City of Moorhead, and the City of Barnesville, and the City of Dilworth, and the City of Glyndon and the City of Hawley.

PASSED: April 22, 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

April 22, 2024

**SUBJECT:**

Resolution to Approve Budget Adjustment #24-012 and Authorize Amendment #1 to Contract with KLJ Inc. for Transit Reorganization Study

**RECOMMENDATION:**

The Mayor and City Council are asked to approve Budget Adjustment 24-012 and authorize the Mayor and City Manager to execute Amendment #1 to the KLJ Inc. Contract for the Transit Reorganization Study in an amount not to exceed \$10,000, of which 50% will be paid by the City of Moorhead and 50% by the City of Fargo.

**BACKGROUND/KEY POINTS:**

On June 12, 2023, the City Council authorized entering into a contract with KLJ Inc. for a joint project with the City of Fargo to complete a Transit Reorganization Study at a cost not to exceed \$50,000, of which 50% or \$25,000 was Moorhead's share. The original study was expected to be completed in December 2023; however, due to the complexity of the financial and staffing analysis and coordination with State and Federal grantors, is expected to be completed in June 2024. The remaining tasks include four internal coordination meetings, a revised draft, a final study, and presentations to the MAT Board, Moorhead City Council and Fargo City Commission.

**FINANCIAL CONSIDERATIONS:**

Moorhead's 50% share of the Amendment #1 study cost is not to exceed \$5,000, of which 80% will be paid by a Federal Transit Grant and 20% or \$1,000 from local Mass Transit Reserves. Federal grant funds appropriated to Moorhead are available to fund this amendment.

**Budget Adjustment #24-012**

Fund Name	Acct. Description	Expenditure	Funding Source
Mass Transit	FTA Planning Grant		\$4,000.00
Mass Transit	From Reserves		\$1,000.00
Mass Transit	FTA 5307 Planning – Professional Services	\$5,000.00	
	Total	\$5,000.00	\$5,000.00

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



## City Council Communication

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April 22, 2024

**Submitted By:**

Dan Mahli, City Manager

Lisa Bode, Governmental Affairs Director

Lori Van Beek, Transit Manager

**Attachments:** KLJ Proposal for Amendment #1 to MATBUS Transit Reorganization Study

## RESOLUTION

### **Resolution to Approve Budget Adjustment #24-012 and Authorize Amendment #1 to Contract with KLJ Inc. for Transit Reorganization Study**

WHEREAS, in June 20, 2023 the City of Moorhead authorized a contract for consultant services with KLJ Inc. for a joint project with the City of Fargo for a Transit Reorganization Study to be completed by December 31, 2023; and

WHEREAS, the Transit Reorganization Study has been ongoing and is expected to take an additional six months to complete due to the complexity of financial and staffing considerations, as well as coordination with State and Federal grantors; and

WHEREAS, KLJ Inc. has presented an amendment to their cost proposal for an additional \$10,000.00 to be funded 50% by the City of Moorhead and 50% by the City of Fargo, which proposal outlines the remaining tasks to be completed by June 30, 2024.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead, contingent upon approval by the City of Fargo, that they do hereby approve Budget Adjustment #24-012 and authorize the Mayor and City Manager to enter into and executive Amendment #1 to the Contract with KLJ Inc. for an amount not to exceed \$10,000.00 of which Moorhead's 50% share will not exceed \$5,000.00.

PASSED: April 22, 2024 by the City Council of the City of Moorhead.

APPROVED BY:

ATTEST:

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

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



**April 17, 2024**

Julie Bommelman, Fargo Transit Director  
Lori Van Beek, Moorhead Transit Manager  
650 23<sup>rd</sup> Street North  
Fargo, ND 58102

**Re: Amendment # 1 to Contract for MATBUS Transit Reorganization Study**

Dear Lori and Julie,

As we discussed at our progress meeting on April 5<sup>th</sup>, KLJ requires additional resources to complete the MATBUS Transit Reorganization Study (Study). This Study has been a cooperative effort between KLJ and MATBUS. We appreciate the shared approach to handling several more complex and unexpected points of analysis we collectively have had to work through. Even with the cooperative approach we have identified the following efforts which were not accounted for in our original budget:

- When originally contracted (July or 2023) we anticipated the Study to extend only to the end of 2023. Based on our recent discussion, we anticipate the project to require work through at least Mid-June. These additional 6 months of work will require KLJ to incur additional project management cost related to meetings both with MATBUS as well additional ongoing coordination meetings with both Metro COG, MnDOT and NDDOT.
- Given the dynamic nature of the study, specifically changes in the level and scope of financial and staffing analysis, we have reviewed and considered several iterations of both financial analysis and staffing concepts prepared by MATBUS. Considering the evolving financial analysis and staffing concepts several modifications have been made to interim deliverables and reports prepared by KLJ starting in late November, again in December and most recently in January. We are now working on a third and final draft report which will be reviewed by key partners before being submitted for final consideration by the City of Fargo and City of Moorhead.
- Pending the request herein, KLJ is assuming the following remaining items:
  - Project Management time to complete ongoing internal coordination with MATBUS (***assume 3 total meetings***); ***one (1) additional meeting*** with Metro COG, MnDOT and NDDOT to present the draft report.
  - Revise and update a Draft Report (End of April/Early May), revised Final Draft (pending MATBUS and agency review) and Final Study (conclusion of study process).
  - Prepare for and provide presentations to the MAT Board, Moorhead City Council and Fargo City Commission. Prepare PowerPoint presentation to support MATBUS making presentations as needed to the City of Dilworth and City of West Fargo.

We anticipate the following estimate should account for the level of effort to complete the Study in June of 2025.

Task	Wade Kline Project Manager	Stacie Cornett Graphic Designer	
Project Management	12	0	
Report Development	12	16	
Approvals Process	12	4	
<b>Total Hours</b>	<b>36</b>	<b>20</b>	<b>Total</b>
<b>Direct Labor</b>	<b>\$2,376.00</b>	<b>\$700.00</b>	<b>\$3,076.00</b>
		Overhead (189.69)	<b>\$5,834.86</b>
		Fixed Fee (12%)	<b>\$1,069.30</b>
		Cost of Facilities (.28%)	<b>\$8.61</b>
		<b>Total</b>	<b>\$9,988.78</b>

We appreciate the opportunity to support you through this important process. If you have questions regarding this request, please don't hesitate to contact me directly at 701.271.5009 or [wade.kline@kljeng.com](mailto:wade.kline@kljeng.com).

Sincerely,



Wade Kline, Project Manager