



**CITY COUNCIL
MEETING AGENDA
AUGUST 28, 2023 AT 5:30 PM
HJEMKOMST CENTER AUDITORIUM**

City Council Meeting

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

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Agenda Amendments
4. 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. Presentation: West Central Initiative, Rebecca Petersen, Director of Development
 - B. Presentation: Moorhead Baseball Stadium – Matson Field
 - C. Presentation: Next Steps on Sustainability & Resiliency Goals, Crystal Rayamajhi
6. Approve Minutes
 - A. August 14, 2023 Meeting Minutes
7. Citizens Addressing the Council (Time Reserved: 15 Minutes)

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

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

 - A. Public Hearing Regarding the Request of Terry Lagerquist on behalf of 4101 32 Ave LLC for a Property Tax Exemption for a Project located at 4101 32 Ave S (58.417.0050)
 - B. Resolution to Approve Property Tax Exemption for 4101 32 Ave LLC for a Project located at 4101 32 Ave S (58.417.0050)

10. Fire Department
 - A. *Resolution to Accept Grant Award for 2022 Hazardous Materials Emergency Preparedness (HMEP) Grant Program (Budget Adjustment #23-037)
11. Parks and Recreation Department
 - A. *Resolution to Approve Grant from PartnerSHIP 4 Health and related Agreement for Benches in Southside Regional Park (Budget Adjustment #23-041)
12. Public Works
 - A. *Resolution to Approve Submission of Grants for Minnesota Department of Natural Resources Funds for Support of EAB Efforts
13. Administration
 - A. Resolution to Approve Consent to the Clay County Housing and Redevelopment Authority 2024 Special Benefit Tax
 - B. *Resolution to Authorize Budget and Expenditures for Maple Court Townhomes Homeownership Initiative
 - C. *Resolution to Approve Contract with Houston Engineering for Professional Services Associated with Land Transfer
 - D. *Resolution to Approve Budget Adjustment #23-042 for State of Minnesota One-Time Public Safety Aid Funding
14. Mayor and Council Reports
15. City Manager Reports
16. Executive Session
17. New Business
18. Adjourn



**CITY COUNCIL
MEETING MINUTES
AUGUST 14, 2023 AT 5:30 PM
HJEMKOMST CENTER AUDITORIUM**

1. Call to Order and Roll Call

Roll call of the members was made as follows:

Present: Council Member: Ryan Nelson
Council Member: Matthew Gilbertson
Council Member: Heather Nesemeier
Council Member: Laura Caroon
Council Member: Deb White
Council Member: Larry Seljevold
Council Member: Steve Lindaas
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 Steve Lindaas

Motion Passed

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

Against: 0;

Abstain/Recuse: 0;

Absent: 0;

5. Recognitions - Presentations

A. MoorHeart Recognition: Bill Bartholomay

Governmental Affairs Director Lisa Bode presented the MoorHeart award to Bill Bartholomay.

B. Recognitions: City of Moorhead Police Department

Police Chief Shannon Monroe highlighted City of Moorhead Police Department personnel with promotions and awards for outstanding service and commitment. Chief Monroe also recognized newly sworn officers in the Department.

C. Presentation: 2023 Bond Sale Issuance - Baker Tilly Municipal Advisors

Paul Steinman, Director with the City's financial advisor Baker Tilly, shared information on a proposed City of Moorhead sale of General Obligation Bonds.

6. Approve Minutes

A. July 24, 2023 Meeting Minutes

Motion to Approve July 24, 2023 Meeting Minutes made by Steve Lindaas and seconded by Laura Caroon

Motion Passed

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

Against: 0;

Abstain/Recuse: 0;

Absent: 0;

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

8. Mayor and Council Appointments

A. Resolution to Appoint Ward 4 Council Member

Discussion took place regarding candidates who applied and interviewed for the open Ward 4 City Council position.

Motion to Approve Resolution to Appoint Trent Gerads Ward 4 Council Member made by Heather Nesemeier and seconded by Deb White

Motion Failed

For: 3; Nesemeier, Caroon, White

Against: 4; Nelson, Gilbertson, Seljevold, Hendrickson

Abstain/Recuse: 1; Lindaas

Absent: 0;

Motion to Approve Resolution to Appoint Sebastian McDougall Ward 4 Council Member made by Chuck Hendrickson and seconded by Larry Seljevold

Motion Passed

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

Against: 1; White

Abstain/Recuse: 1; Lindaas

Absent: 0;

9. Public Hearings (5:45 pm)

10. Engineering Department

A. *Resolution to Approve Change Order No. 1 for the Brick Sewer Rehabilitation Project, Phase 2 & 3. Eng. No. 18-06-04C

B. *Resolution to Authorize PROTECT Grant Application

C. *Resolution to Waive Municipal Consent for the Downtown Underpass Project (Eng. No. 14-02-03)

11. Public Works

A. *Resolution Accepting Grant awarded by the Minnesota Department of Natural Resources for Emerald Ash Borer (EAB) Response

12. Administration

- A. Resolution Providing for the Competitive Sale of General Obligation Improvement Bonds Series 2023A

Motion to Approve Resolution Providing for the Competitive Sale of General Obligation Improvement Bonds Series 2023A made by Heather Nesemeier and seconded by Chuck Hendrickson

Motion Passed

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

Against: 0

Abstain/Recuse: 0

Absent: 0;

- B. Resolution to Approve Agreement with McGough Construction Co., LLC for Construction Manager At Risk Services for the Moorhead Community Center and Public Library

Community Development Director Kristie Leshovsky thanked Council member Steve Lindaas for his work on the City Council and with various local boards and commissions. Ms. Leshovsky shared information on the recommendation of McGough Construction to serve as the Construction Manager At Risk for the Community Center Regional Library project. Members of McGough Construction Spencer Hilde, General Manager, Oliver Finneman, Pre-Construction Manager and Rich Slagle, Business Development Director were available for questions.

Motion to Approve Resolution to Approve Agreement with McGough Construction Co., LLC for Construction Manager At Risk Services for the Moorhead Community Center and Public Library made by Chuck Hendrickson and seconded by Laura Caroon

Motion Passed

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

Against: 0

Abstain/Recuse: 0

Absent: 0;

- C. *Resolution to Approve Amendment to the Employment Agreement between the City of Moorhead and City Manager
- D. *Resolution to Approve Amendments to the 2020-2024 Consolidated Plan and to the Annual Action Plans of 2022 & 2023 - Community Development Block Grant (CDBG)

13. Mayor and Council Reports

Council Member Heather Nesemeier reported on the Moorhead Public Housing Board meeting and other board updates. Council Member Nesemeier shared an update on the Solid Waste Advisory Committee and encouraged those who are interested in staying up to date to subscribe to e-notifications. Ms. Nesemeier congratulated Mayor Carlson and Lisa Bode for their roles as Vice President and Treasurer respectively on the Coalition of Greater Minnesota Cities' Board of Directors.

Council Member Deb White congratulated organizers and participants of FM Pride Week and thanked Council Member Lindaas for his involvement in the Pride Parade. Ms. White reminded the City Council the Indigenous Community Picnic is taking place at MB Johnson Park on Saturday, August 19 and encouraged all to attend.

Mayor Shelly Carlson shared with the City Council her appearance on the Tony Gehrig radio show and

how she was able to showcase the many great things in Moorhead. The Mayor also shared and updated the Council on the several meetings she attended for the Diversion project. Mayor Carlson spoke of her attendance at the ribbon cutting for Hamptons Place 4 Addition and a visit from the State of MN's Immigrant and Refugee Office. Mayor Carlson thanked all City Council members for their participation in Night to Unite and reported on her attendance at the 2023 Women's Leadership Summit. Mayor Carlson mentioned the recent Red River Valley Dispatch Authority meeting and stated it currently has 31 of 41 job positions filled. Mayor Carlson thanked Council Member Lindaas for his service on the City Council and stated his contributions throughout the City and region is appreciated by many.

14. City Manager Reports

15. Executive Session

- A. Closed executive session pursuant to Minn. Stat. § 13D.05, subdivision 3 (b), for attorney-client consultation with external litigation counsel in the matter of Ames Construction Inc. vs. City of Moorhead.

Motion to Enter Closed Session pursuant to Minn. Stat. § 13D.05, subdivision 3 (b), for attorney-client consultation with external litigation counsel in the matter of Ames Construction Inc. vs. City of Moorhead at 6:26 pm made by Deb White and seconded by Heather Nesemeier

Motion Passed

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

Against: 0

Abstain/Recuse: 0

Absent: 0;

The City Council exited the Executive Session at 7:32 p.m.

16. New Business

17. Adjourn

Meeting adjourned at 7:32pm

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.



City Council Communication

August 28, 2023

SUBJECT:

Public Hearing Regarding the Request of Terry Lagerquist on behalf of 4101 32 Ave LLC for a Property Tax Exemption for a Project located at 4101 32 Ave S (58.417.0050)

RECOMMENDATION:

The Mayor and City Council are asked to conduct a Public Hearing and consider approval of a property tax exemption for 4101 32 Ave LLC for an expansion of their commercial-industrial building located at 4101 32 Ave S (58.417.0050).

BACKGROUND/KEY POINTS:

The Moorhead City Council and Moorhead Economic Development Authority find that granting property tax exemptions pursuant to program requirements set forth in policies approved on September 12, 2011, increases the community's long-term economic vitality through the creation of additional housing choice, new jobs, increasing employment opportunities for Moorhead residents and expanding Moorhead's property tax base. Further, that existing business will benefit by increasing total number of businesses in Moorhead, thereby positioning Moorhead as a destination to more customers.

Project: Terry Lagerquist, on behalf of 4101 32 Ave LLC, doing business as TL Industries LLC, has planned a 40-foot by 60-foot expansion to their industrial building which includes 22 foot building height, two large overhead doors, two smaller overhead doors accommodating drive through shop access, and walk in doors.

TL Industries LLC is a reliable and efficient transportation company that specializes in comprehensive dirt hauling services for residential, commercial, and industrial clients during the summer months and snow removal services during the winter months.

Employees: TL Industries will retain their current fulltime employees (currently staffed at 5 fulltime employees) which exceeds the minimum threshold for employees with wages above the minimum wage floor.

Property Valuation: The parcel has an assessed land value of \$161,300 and building value of \$641,200. Existing land and building/improvement value, and any future value, remains taxable during the duration of property tax exemption. Only the new assessed building/improvement value receives the exemption.

Based on the preliminary plans submitted with the application, the City Assessor has estimated that the new assessed building value for the project will be approximately \$300,000.

Exemption Term: The term of the exemption is based upon the *new assessed building value* as determined by the City Assessor following building completion. The estimate found in this communication provides an indication of the scope of the project. The new building value and



City Council Communication

August 28, 2023

jobs retained and/or created post construction should meet the minimum requirements for a 3-year property tax exemption.

Timeline: Construction of the project, if approved, will begin in September 2023 with an estimated completion of January 2024. Whatever construction is completed in 2023 will be assessed January 2, 2024, and become payable in 2025. Therefore, the first year of the proposed exemption would be 2025. In the event that construction is only partially complete on January 2, 2024, the project operator may choose to pay taxes for the partial year and begin the full exemption in 2026.

Zoning: The parcel is located within the "Light Industrial" zoning district. The proposed use is permitted with the zoning district. The final building plans will meet all the requirements of the existing zoning district.

FINANCIAL CONSIDERATIONS:

The maximum total benefit to the applicant for this expansion project is estimated at approximately \$14,400 in property tax exemptions using projected new assessed building value (\$300,000) and current tax rate (1.6%) for a period of three (3) years.

Voting Requirements: 3/4 of Council (6)

Submitted By:

Dan Mahli, City Manager

Derrick LaPoint, DMI/Economic Development

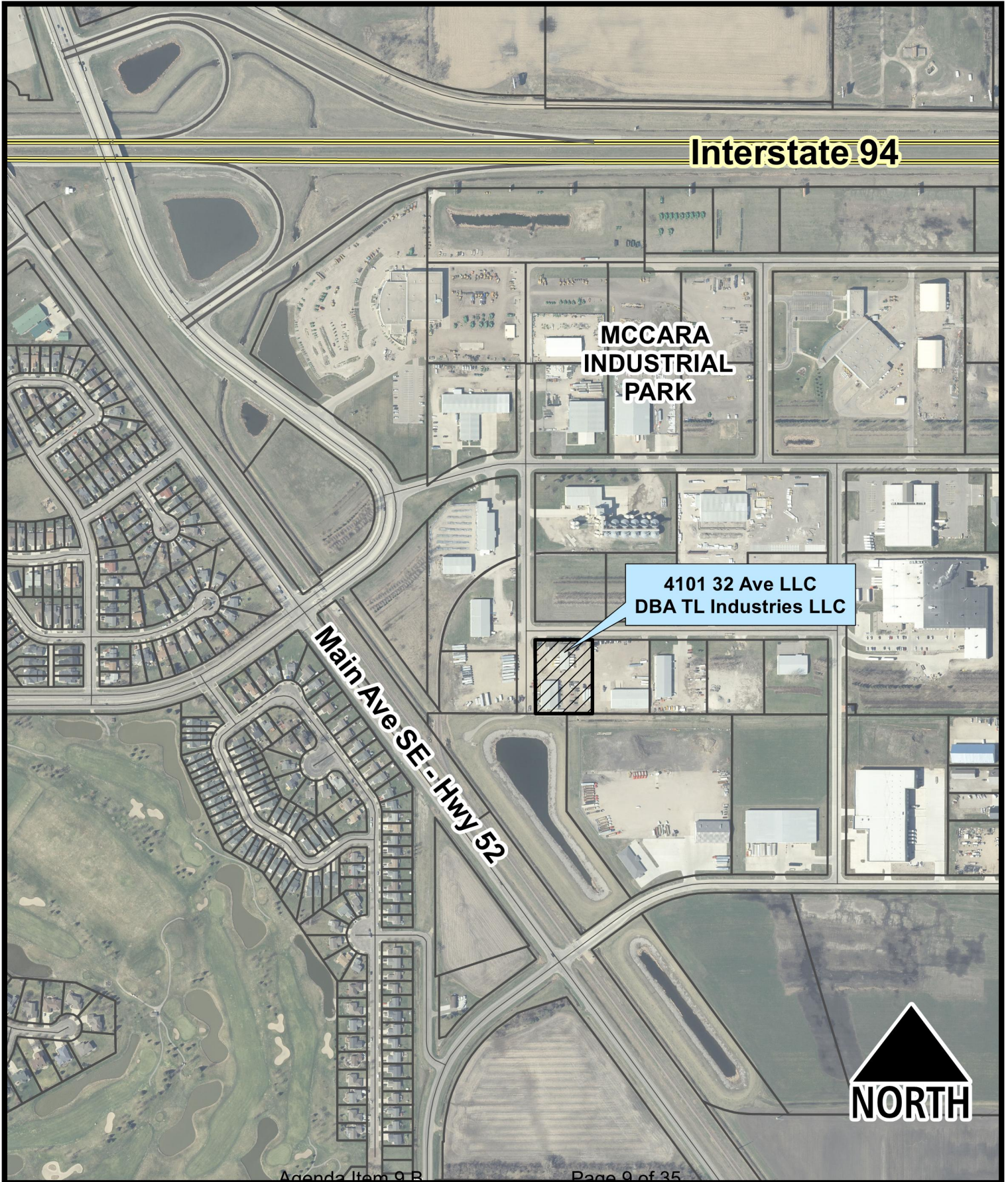
Amy Thorpe, Economic Development Program Administrator

Attachments:

General Location Map

Site Plan, Building Floor Plan, and Building Elevation

Draft Resolution



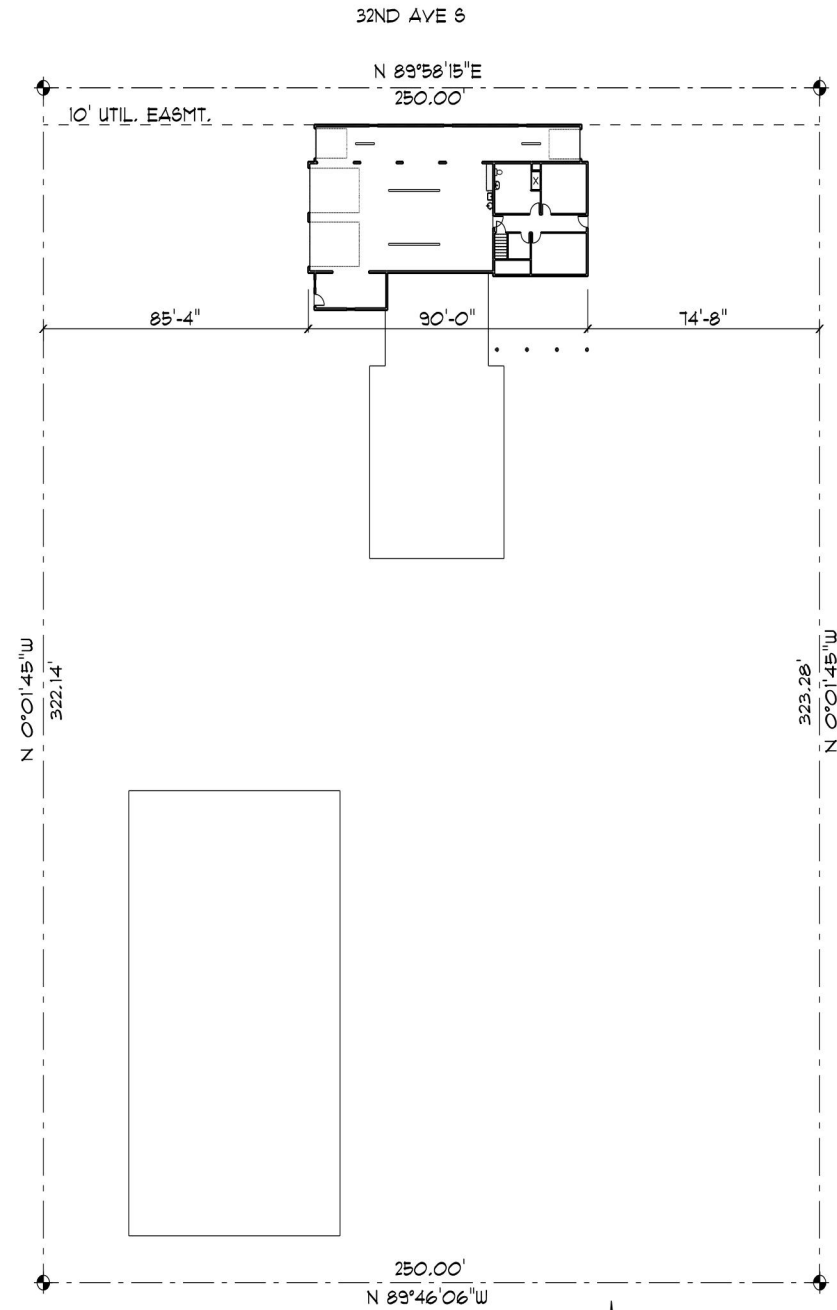
Interstate 94

**MCCARA
INDUSTRIAL
PARK**

**4101 32 Ave LLC
DBA TL Industries LLC**

Main Ave SE - Hwy 52





PRELIMINARY DRAWINGS
(NOT FOR CONSTRUCTION USE)

DISCLAIMER OF WARRANTIES

PLANS FURNISHED BY LAMPERT LUMBER WERE PREPARED BY DRAFTSPERSONS WHO ARE NOT LICENSED AS PROFESSIONAL ARCHITECTS OR ENGINEERS. LAMPERT LUMBER EXPRESSLY DISCLAIMS ANY LIABILITY FOR ERRORS ON THESE PLANS. USE OF SUCH PLANS ARE THE SOLE RISK OF THE USER AND ARE FURNISHED WITHOUT ANY WARRANTY. RESPONSIBILITY FOR THE USAGE OF CORRECT STRUCTURAL MATERIALS, SPANS, LOAD BEARING, AND CONSTRUCTION METHODS ARE THE RESPONSIBILITY OF THE BUILDER, OWNER, OR USER OF THESE PLANS.

PRELIMINARY DRAWINGS

UNLESS SIGNED BY CONTRACTOR OR OWNER
I ACCEPT THIS PLAN AS DRAWN

Name _____
Date _____



DRAWN BY: MRS
4115 32nd Ave S.W.
Fargo, ND 58103
(Bus): 701-492-0292
(Fax): 701-492-0591
www.lampertlumber.com

REVISIONS

REV	DATE	DESCRIPTION
1	11.6.23	

LAGEREQUIST GARAGE

4101 32 AVE S
MOORHEAD, MN

Sheet	Date	Job	Prepared By
4	23-217	JAYME P	

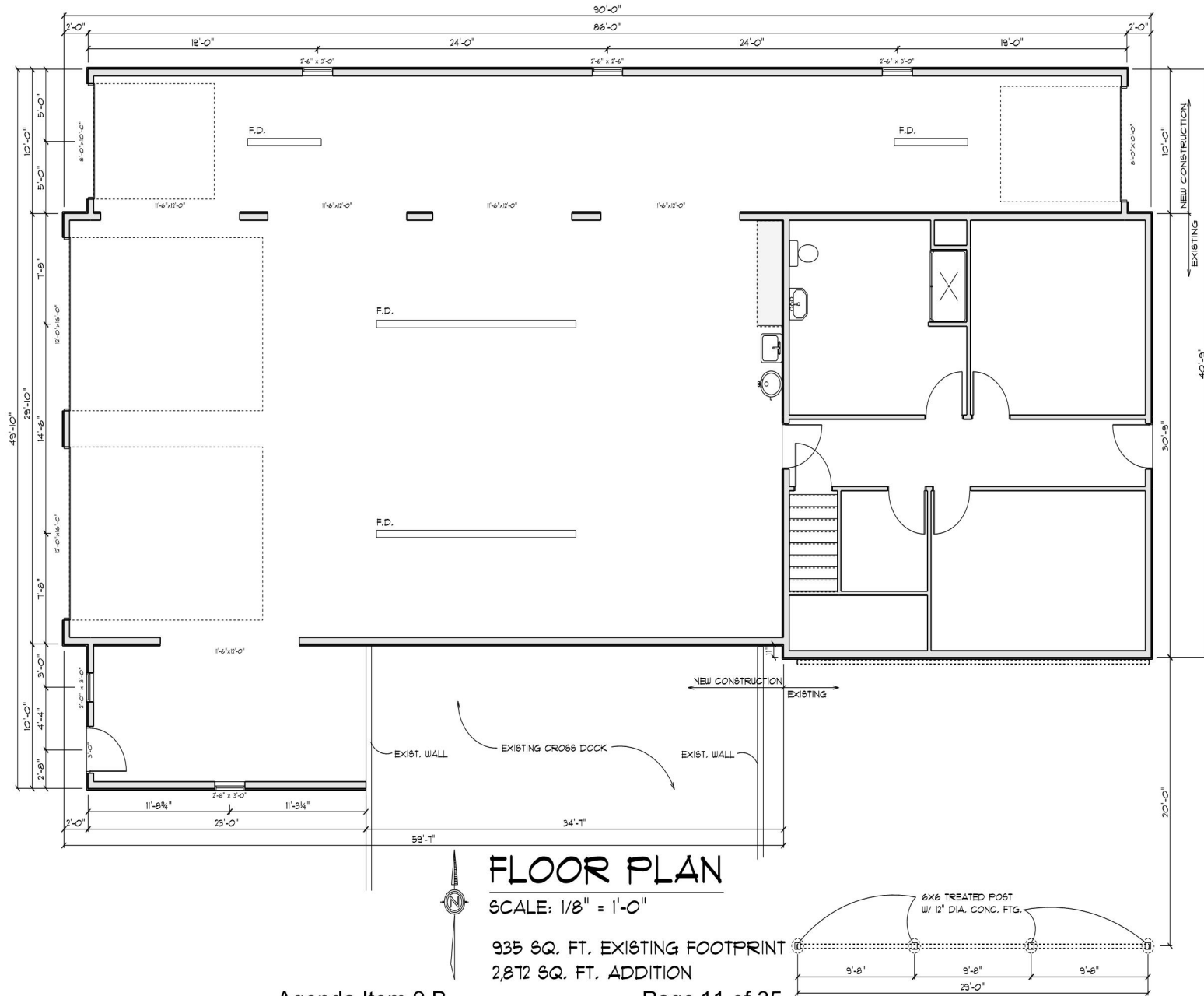
SITE PLAN

SCALE: 1" = 40'-0"



McCARA FIRST ADDITION
BLOCK 2
LOT 1

PRELIMINARY DRAWINGS
(NOT FOR CONSTRUCTION USE)



DISCLAIMER OF WARRANTIES

PLANS FURNISHED BY LAMPERT LUMBER WERE PREPARED BY DRAFTSPERSONS WHO ARE NOT LICENSED AS PROFESSIONAL ARCHITECTS OR ENGINEERS. LAMPERT LUMBER EXPRESSLY DISCLAIMS ANY LIABILITY FOR ERRORS ON THESE PLANS. USE OF SUCH PLANS ARE THE SOLE RISK OF THE USER AND ARE FURNISHED WITHOUT ANY WARRANTY. RESPONSIBILITY FOR THE USAGE OF CORRECT STRUCTURAL MATERIALS, SPANS, LOAD BEARING, AND CONSTRUCTION METHODS ARE THE RESPONSIBILITY OF THE BUILDER, OWNER, OR USER OF THESE PLANS.

PRELIMINARY DRAWINGS

UNLESS SIGNED BY CONTRACTOR OR OWNER
I ACCEPT THIS PLAN AS DRAWN

Name _____
Date _____

Lampert Lumber
Your Project Partner

DRAWN BY: MRS
4115 32nd Ave S.W.
Fargo, ND 58103

(Bus): 701-492-0292
(Fax): 701-492-0591
www.lampertlumber.com

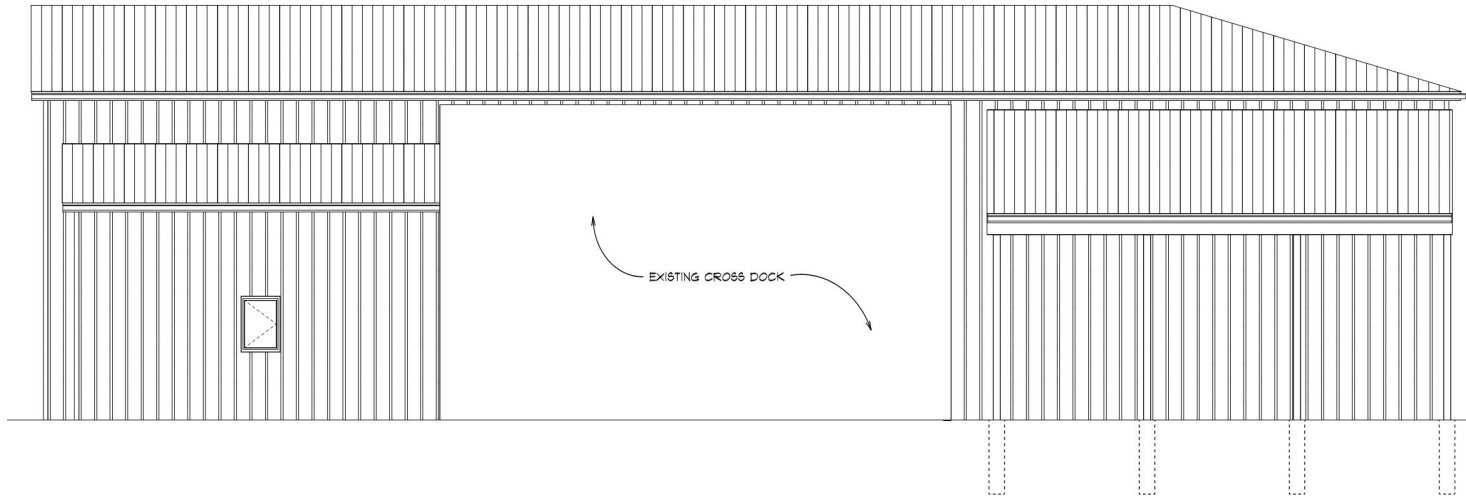
REVISIONS
1, 6, 23

LAGERQUIST GARAGE

4101 32 AVE S
MOORHEAD, MN

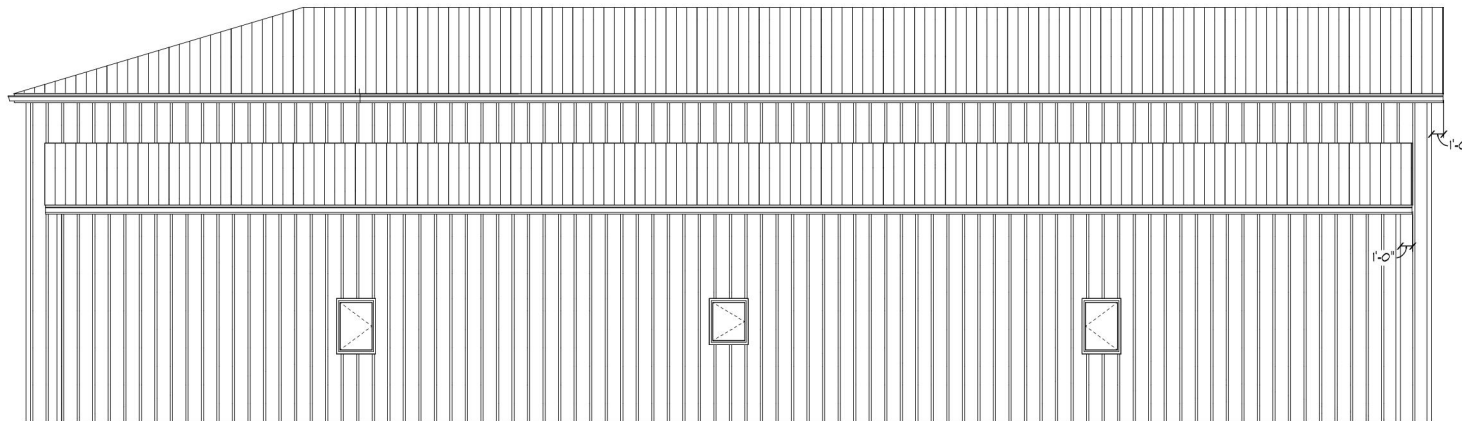
Sheet/Date
3 23-217
Salesperson
JAYME P

PRELIMINARY DRAWINGS
(NOT FOR CONSTRUCTION USE)



SOUTH ELEVATION

SCALE: 1/8" = 1'-0"



NORTH ELEVATION

SCALE: 1/8" = 1'-0"

DISCLAIMER OF WARRANTIES

PLANS FURNISHED BY LAMPERT LUMBER WERE PREPARED BY DRAFTSPERSONS WHO ARE NOT LICENSED AS PROFESSIONAL ARCHITECTS OR ENGINEERS. LAMPERT LUMBER EXPRESSLY DISCLAIMS ANY LIABILITY FOR ERRORS ON THESE PLANS. USE OF SUCH PLANS ARE THE SOLE RISK OF THE USER AND ARE FURNISHED WITHOUT ANY WARRANTY. RESPONSIBILITY FOR THE USAGE OF CORRECT STRUCTURAL MATERIALS, SPANS, LOAD BEARING, AND CONSTRUCTION METHODS ARE THE RESPONSIBILITY OF THE BUILDER, OWNER, OR USER OF THESE PLANS.

PRELIMINARY DRAWINGS

UNLESS SIGNED BY CONTRACTOR OR OWNER

I ACCEPT THIS PLAN AS DRAWN

Name _____
Date _____



(Bus): 701-492-0292
(Fax): 701-492-0591
4115 32nd Ave S.W.
Fargo, ND 58103 www.lampertlumber.com

DRAWN BY:
MRS

REVISIONS

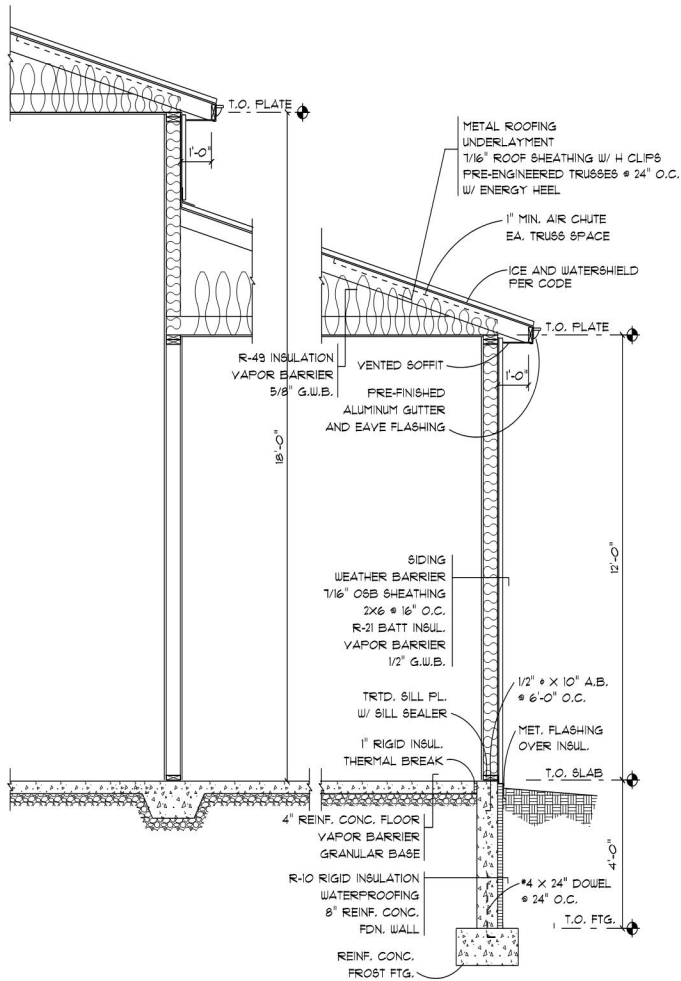
NO.	DATE	DESCRIPTION
1	11.6.23	

LAGEREQUIST GARAGE

4101 32 AVE S
MOORHEAD, MN

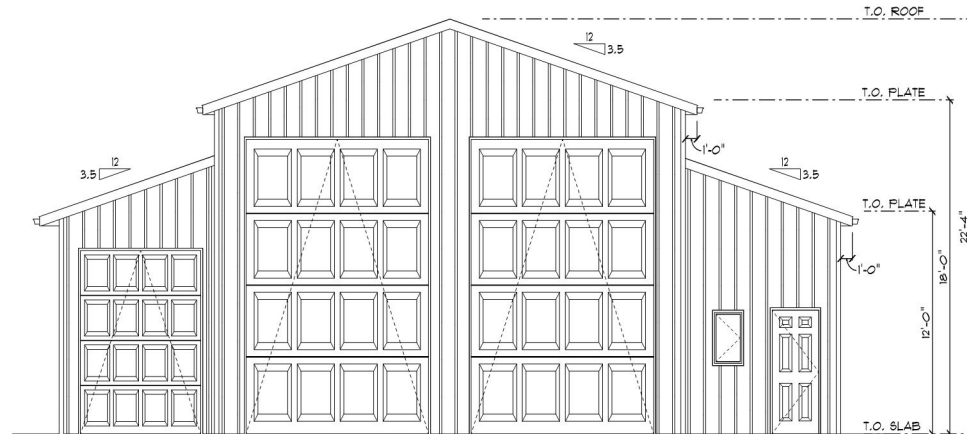
Sheet	Date	Job	Preparation
1	23-217	JAYME P	

PRELIMINARY DRAWINGS
(NOT FOR CONSTRUCTION USE)



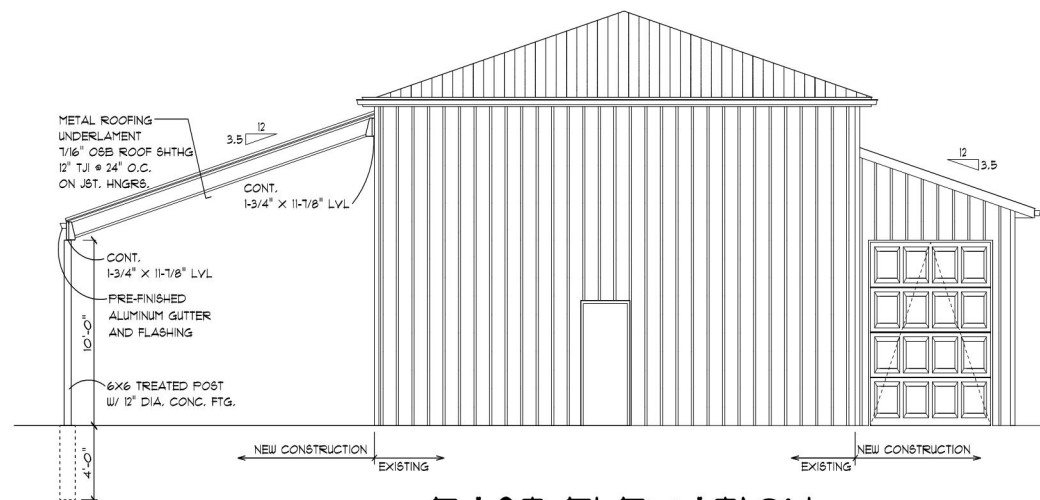
WALL SECTION

SCALE: 1/4" = 1'-0"



WEST ELEVATION

SCALE: 1/8" = 1'-0"



EAST ELEVATION

SCALE: 1/8" = 1'-0"

DISCLAIMER OF WARRANTIES

PLANS FURNISHED BY LAMPERT LUMBER WERE PREPARED BY DRAFTSPERSONS WHO ARE NOT LICENSED AS PROFESSIONAL ARCHITECTS OR ENGINEERS. LAMPERT LUMBER EXPRESSLY DISCLAIMS ANY LIABILITY FOR ERRORS ON THESE PLANS. USE OF SUCH PLANS ARE THE SOLE RISK OF THE USER AND ARE FURNISHED WITHOUT ANY WARRANTY. RESPONSIBILITY FOR THE USAGE OF CORRECT STRUCTURAL MATERIALS, SPANS, LOAD BEARING, AND CONSTRUCTION METHODS ARE THE RESPONSIBILITY OF THE BUILDER, OWNER, OR USER OF THESE PLANS.

PRELIMINARY DRAWINGS

UNLESS SIGNED BY CONTRACTOR OR OWNER
I ACCEPT THIS PLAN AS DRAWN
Name _____
Date _____

Lampert Lumber
Your Protect Partner

DRAWN BY: MRS
4115 32nd Ave S.W.
Fargo, ND 58103
(Bus): 701-492-0292
(Fax): 701-492-0591
www.lampertlumber.com

REVISIONS

1.6.23

LAGEREQUIST GARAGE

4101 32 AVE S
MOORHEAD, MN

Job No
23-217

Selection
JATME P

2

RESOLUTION

Resolution to Approve a Property Tax Exemption for 4101 32 Ave LLC for Expansion of Commercial Building located at 4101 32 Ave S (58.417.0050)

WHEREAS, 4101 32 Ave LLC desires to construct an expansion of their commercial building located at 4101 32 Ave S (58.417.0050); and

WHEREAS, the City of Moorhead, pursuant to Minnesota Statute Chapter 469.1732, Subdivision 1, has authority to grant a partial or complete exemption from property taxation of all buildings, structures, fixtures, and improvements used in or necessary to a qualifying business; and

WHEREAS, the City of Moorhead has received a completed application form filed in accordance with applicable City procedures, policy, and guidelines from Terry Lagerquist on behalf of 4101 32 Ave LLC requesting the following tax incentives: exemption from property taxation; and

WHEREAS, the application form filed with the City and all associated documentation are complete and have been reviewed and evaluated by City staff; and

WHEREAS, proper notice to competitors pursuant to Minnesota Statute Chapter 469.1734, Subdivision 7, was published twice in the City's official newspaper on August 3, 2023, and August 10, 2023, respectively; and

WHEREAS, 4101 32 Ave LLC is a qualifying business as defined in Minnesota Statute 469.1734; and

WHEREAS, granting the requested tax incentive is in the best interest of the City of Moorhead to enhance the property tax base and create new jobs.

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

1. The City Council of the City of Moorhead hereby finds that granting an exemption from property taxation to 4101 32 Ave LLC is necessary to enable 4101 32 Ave LLC to expand services in the City of Moorhead and is in the best interest of the City of Moorhead.
2. The City Council of the City of Moorhead hereby grants the tax incentives contained here subject to the terms and conditions in this resolution, the corresponding Tax Incentive Agreement, and the Laws of Minnesota.
3. The City of Moorhead hereby approves the application and grants 4101 32 Ave LLC an exemption from property taxation of new building value according to the following schedule:

New Building Taxable Value	Full Time Equivalent (FTE) Jobs Minimum Created or Retained	Term of Exemption
\$250,000-1,249,999	1-2	3 years
\$1,250,000+	3+	5 years

The new building value will fall within the above chart and the exemption is approved for the category in which it falls. Based on an estimated \$300,000 new assessed building value, the exemption would be for a period of 3 years.

4. The Mayor and City Manager are hereby authorized and directed to execute the Tax Incentive Agreement on file by and between the City of Moorhead and 4101 32 Ave LLC.
5. The City Clerk is hereby authorized and directed to certify this grant of exemption from property taxation to the City Assessor and County Assessor contingent upon 4101 32 Ave LLC and the City executing the Tax Incentive Agreement.

PASSED: August 28, 2023 by the City Council of the City of Moorhead.

APPROVED BY:

ATTEST:

Michelle (Shelly) A. Carlson, Mayor

Christina Rust, City Clerk



City Council Communication

August 28, 2023

SUBJECT:

Resolution to Accept Grant Award for 2022 Hazardous Materials Emergency Preparedness (HMEP) Grant Program (Budget Adjustment #23-037)

RECOMMENDATION:

The Mayor and City Council are asked to consider the resolution to authorize the City Manager to accept the 2022 Hazardous Materials Emergency Preparedness (HMEP) Grant Program award from the Minnesota Department of Public Safety, State Fire Marshal Division.

BACKGROUND/KEY POINTS:

The Homeland Security and Emergency Management (HSEM) Division administers several preparedness grant programs that are available to jurisdictions, agencies and organizations throughout Minnesota. HMEP grants are used to develop, improve, and implement emergency plans; train hazardous materials (hazmat) emergency responders to respond to accidents and incidents involving hazardous materials, and assist local responders to prepare for hazardous materials emergencies, particularly those involving transportation. The City of Moorhead's Hazardous Materials Team has received funding from this grant program in the past several years. An application was submitted under the 2022 HMEP Grant Program to receive funding for training and planning, and an award notification was recently received. This grant award would assist in funding for hazmat training and planning as follows:

The training and planning will benefit the City of Moorhead Fire Department's Hazmat Team and ultimately our citizens and surrounding communities.

The request for authorization to accept this grant through resolution is consistent with City Policy, and the Mayor and Council possess the legal authority to accept grant awards through resolution under City policy and Minnesota Statutes.

FINANCIAL CONSIDERATIONS:

Previous and following notations provide a breakdown of the grant award for the planning and training:

The Federal share of the grant award (80%) would be \$28,755.00 and the required City match (20%) for a total of \$7,188.75 would come from the City of Moorhead Hazmat Team Budget. The Grant Award was greater than our Grant Request, however, we are not going to request surplus funds.

The proposed budget adjustment #23-037 would establish the appropriate expenditure and revenue accounts for the 2022 HMEP Grant Program award.



City Council Communication

August 28, 2023

Budget Adjustment #23-037

Fund Name	Acct. Description	Expenditure	Funding Source
General (HMEP)	Munic State Aid Fed Pass thru		\$23,004.00
General (HMEP)	From Reserves (Hazmat)		\$5,751.00
General (HMEP)	Professional Services	\$21,055.00	
General (HMEP)	Travel, Training, Conferences	\$7,700.00	
Total		\$28,755.00	\$28,755.00

Voting Requirements: Majority of Council

Submitted By:

Dan Mahli, City Manager
Chad Stangeland, Fire Marshal
Emily Roen, Program Assistant

Attachments:

RESOLUTION

Resolution to Accept Grant Award for 2022 Hazardous Materials Emergency Preparedness (HMEP) Grant Program (Budget Adjustment #23-037)

WHEREAS, grant funds were made available for distribution by the Minnesota State Fire Marshal Division through the U.S. Department of Transportation Hazardous Materials Emergency Preparedness (HMEP) Grant Program to assist local responders to prepare for hazardous materials emergencies, particularly those involving transportation; and

WHEREAS, the City of Moorhead Fire Department's Hazardous Materials Team submitted a grant application under this grant program to receive funding for Hazmat training and planning opportunities; and

WHEREAS, this funding would assist in the costs associated with our team members to attend the Hazmat Technician Class, as well as travel and registration for 5 members to attend the Cold Zone Hazmat Conference; and

WHEREAS, this funding would also assist with the costs associated with receiving 'Propane Response – 101 to Advanced Tactics' Responder Training; and

WHEREAS, recent notification was received that the City of Moorhead Hazardous Materials Team has been awarded a 2022 Hazardous Materials Emergency Preparedness Grant to assist with the aforementioned costs; the Federal share of this grant award is \$28,755.00 (80 percent) and the remaining 20 percent of \$7,188.75 would come from the City of Moorhead Hazardous Materials Team budget;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead, Minnesota, that they do hereby authorize the acceptance of said grant award and authorize the Mayor and City Manager to enter into said grant agreement and expend these funds within the grant guidelines.

BE IT FURTHER RESOLVED that budget adjustment #23-037 is approved to allocate these award funds to the correct revenue and expenditure accounts.

PASSED: August 28, 2023 by the City Council of the City of Moorhead.

APPROVED BY:

ATTEST:

Michelle (Shelly) A. Carlson, Mayor

Christina Rust, City Clerk



City Council Communication

August 28, 2023

SUBJECT:

Resolution to Approve Grant from PartnerSHIP 4 Health and Related Agreement for Benches in Southside Regional Park (Budget Adjustment #23-041)

RECOMMENDATION:

The Mayor and City Council are asked to consider a resolution to approve a grant and related Agreement from PartnerSHIP 4 Health for benches in Southside Regional Park.

BACKGROUND/KEY POINTS:

The City of Moorhead has been awarded a PartnerSHIP 4 Health Community Partnership Award for \$5,453.75 to purchase and install five benches in Southside Regional Park.

Bench locations have been identified in strategic locations along the multi-use trail in the park near the stormwater pond, athletic fields, and the future Inclusive Playground. These benches will help enhance Southside Regional Park and will help make the park and neighborhood more accessible for people of all ages and abilities by providing locations to rest.

FINANCIAL CONSIDERATIONS:

The City of Moorhead is required to provide a local match of \$545.38 and shipping costs of \$395.00. The local match will include cost of staff-time and the concrete pads for the benches. The concrete pads and shipping will be funded through the 2023 Park Amenities budget.

Grant: \$5,453.75

Shipping: \$395.00

Match: \$545.38

Budget Adjustment #23-041 is included within the resolution to accept the \$5,453.75 grant. The shipping and local match expenses will be accommodated within the 2023 Parks Amenities Budget.

Budget Adjustment #23-041

Fund Name	Acct. Description	Expenditure	Funding Source
Parks	Grants and Aids		\$5,454.00
Parks	Transfer – Capital Improv		\$940.00
Parks	Small Tool/Minor Equip	\$6,394.00	
Total		\$6,394.00	\$6,394.00

Voting Requirements: Majority of Council



City Council Communication

August 28, 2023

Submitted By:

Dan Mahli, City Manager

Forrest Steinhoff, Assistant City Planner

Attachments: Draft Resolution

RESOLUTION

Resolution to Approve Grant from PartnerSHIP 4 Health and Related Agreement for Benches in Southside Regional Park (Budget Adjustment #23-041)

WHEREAS, PartnerSHIP 4 Health has awarded the City of Moorhead \$5,435.75 to purchase and install five benches in Southside Regional Park; and

WHEREAS, Goal 4.6 of the Parks and Open Space chapter of the Onward Moorhead Comprehensive Plan encourages the City to “Explore all potential sources of funding that support current and new parks and open space opportunities”; and

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

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead, Minnesota does hereby accept the grant in accordance with the terms of the grant agreement and authorizes the Mayor and City Manager to execute the grant agreement and related amendments and submittals to obtain the funding related to the benches in Southside Regional Park.

BE IT FURTHER RESOLVED by the City Council of the City of Moorhead, that budget adjustment #23-041 is hereby approved and the City Council does hereby express their sincere gratitude to PartnerSHIP 4 Health for the grant.

PASSED: August 28, 2023 by the City Council of the City of Moorhead.

APPROVED BY:

ATTEST:

Michelle (Shelly) A. Carlson, Mayor

Christina Rust, City Clerk



City Council Communication

August 28, 2023

SUBJECT:

Resolution to Approve Submission of Grants for Minnesota Department of Natural Resources Funds for Support of EAB Efforts

RECOMMENDATION:

The Mayor and City Council are asked to approve staff submitting grants for Minnesota Department of Natural Resources funds.

BACKGROUND/KEY POINTS:

The Moorhead Forestry Division has identified two upcoming grants that would be beneficial for the control of Emerald Ash Borer within city limits. The Minnesota Department of Natural Resources is offering ReLeaf Community Forestry Grants and Shade Tree Program Bonding Grants.

The grant funding does support local units of government. The ReLeaf Community Forestry Grants aim to enhance community forest ecosystem health and sustainability. The Shade Tree Program Bonding Grants aims to replace trees lost to forest pests and establish a more diverse community forest.

If grant funding is received, it will support the Forestry Division operations to complete the City of Moorhead EAB Management Plan. The funds would be used to chemically treat existing ash trees and plant new trees for the urban forest.

FINANCIAL CONSIDERATIONS:

The grants do not require matching funds from the City of Moorhead.

Voting Requirements: 3/4 of Council (6)

Submitted By:

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

Attachments:

RESOLUTION

Resolution to Approve Submission of Grants for Minnesota Department of Natural Resources Funds for Support of EAB Efforts

WHEREAS, the City has detected Emerald Ash Borer (EAB) within city limits in February of 2023; and

WHEREAS, the Forestry Division of Public Works has implemented their Emerald Ash Borer Management Plan to contain and slow the spread of the disease; and

WHEREAS, the Minnesota Department of Natural Resources grant funding opportunity would support a portion of the tasks associated with fighting emerald ash borer.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead, Minnesota, that the Mayor and City Manager along with staff from Forestry are herein authorized to submit an application for the 2023 Minnesota Department of Natural Resources ReLeaf Community Forestry Grants and Shade Tree Program Bonding Grants.

PASSED: August 28, 2023 by the City Council of the City of Moorhead.

APPROVED BY:

ATTEST:

Michelle (Shelly) A. Carlson, Mayor

Christina Rust, City Clerk



City Council Communication

August 28, 2023

SUBJECT:

Resolution to Approve Consent to the Clay County Housing and Redevelopment Authority 2024 Special Benefit Tax

RECOMMENDATION:

The Mayor and City Council are asked to consider consent to a Special Benefit Tax for 2024 that was levied by the Clay County HRA Board of Commissioners. The Clay County HRA Board of Commissioners approved the attached Resolution 06-20-23-1 on June 6, 2023. The tax would be levied in all of Clay County, including the Cities of Moorhead and Barnesville, contingent upon consent of each government entity. The City of Barnesville consented to the tax levy at its city council meeting held on August 14, 2023. The Clay County Commission is reviewing this request and will vote by September.

Levy funding would support programs aimed at ending child homelessness, provide funding for rehabilitation work for low to moderate income homeowners and renters, and enable efforts to compete for state and federal affordable housing resources.

BACKGROUND/KEY POINTS:

The Clay County Housing and Redevelopment Authority (HRA) has provided the following background:

HRA Authority to Levy

The HRA Tax Levy is not subject to the overall levy limits of the county or any city. Minnesota Statute §469.033, subd. 6 permits HRAs to levy and collect a Special Benefit Tax of up to 0.0185% of taxable market value in its area of operation.

History of Use of HRA Levy in Clay County

Levy funds can be used for any allowable housing authority activity. The HRA has proven to be careful steward of levy funds. Since its creation in 1975, Clay County HRA has exercised their levy five times in Clay County and twice within the City of Moorhead.

Housing studies have found that our region lags behind other areas in the need for affordable housing. The State of Minnesota recently made historic appropriations of over \$2 billion in housing resources. Local funding will support the HRA in competing for these needed resources as most other housing agencies pass local levies on a regular basis. For each \$1 raised in property taxes and local funds, the HRA has been able to generate an additional \$13.65 in funding from outside sources. From the total of \$1,210,000 the HRA has received in local funding, it has leveraged over \$16,515,000 in federal, state and foundation investments. This has included \$4,515,000 for rehabilitation of single-family homes and businesses, over \$7 million for the rehabilitation of rental housing and over \$5,000,000 in additional rental assistance and supports.



City Council Communication

August 28, 2023

Clay County HRA and Moorhead Public Housing Agency (MPHA) Collaboration

MPHA and Clay County HRA recently merged their staffing and operations to streamline and improve service delivery to low-income households. The collaboration began in March and has been going very well. The Moorhead PHA and Clay HRA operate extensively within Moorhead. The agencies manage or own a combined 295 subsidized housing units and administer over one thousand rental assistance vouchers within the City of Moorhead. The agencies continue to have separate boards, with the MPHA board appointed by the Moorhead Mayor and Council. The MPHA does not have the same ability to impose a levy due to its enabling resolution and the session law that created the agency.

FINANCIAL CONSIDERATIONS:

This proposal has no impact on the City of Moorhead levy limit. The Clay County HRA Board of Commissioners has imposed the levy and is only seeking consent from the City. For the Clay County HRA, the maximum levy available for 2024 is \$1,435,700. The \$500,000 levy request is 35% of the maximum levy available and is equivalent to an estimated tax rate of 0.0647%.

The average amount per household is less than \$20 per year. The impact based on taxable market value is listed as follows:

TMV	Levy Amount
\$100,000	\$ 6.47
\$200,000	\$ 12.94
\$300,000	\$ 19.41
\$1,000,000	\$ 64.70

Funding generated from Moorhead properties would be directed to programs within the City of Moorhead. A breakdown of the total proposed use of funds across Clay County is as follows:

\$75,000 – Ending Child Homelessness:

Continue to work towards the goal of ending child homelessness by supporting programs targeted at this population such as Homework Starts with Home and Homeless to Housed. The Moorhead School District is a partner in this grant. In the 10-county region the Moorhead School District had the highest number of children enrolled who identified as homeless during the 2022-2023 school year. 66% of the children enrolled who identified as homeless were enrolled in Moorhead Schools.

\$100,000 – Security Improvements:

Post-pandemic we have seen an increase in acute mental health issues. The increase in behavioral issues is concerning. The safety of our tenants and staff is our top agency priority.

\$75,000 – Capacity to leverage additional resources:

Leverage and support accessing a portion of over \$2 billion in new state housing resources to benefit Clay County residents. Since Moorhead is a CDBG entitlement community, it operates



City Council Communication

August 28, 2023

its own owner-occupied rehabilitation program. The HRA does operate the Minnesota Housing Rehabilitation Loan Program in Moorhead and has partnered with the city rehabilitation program.

\$150,000 – Other Rehabilitation Activities:

Other rehab activities include collaborating with local communities (Hawley, Barnesville, etc.) to submit applications to MN DEED to obtain funds to rehabilitate homes and businesses.

\$100,000 – Re-roof Agassiz Apartment in Ulen, MN:

This is a subsidized Rural Development apartment building for seniors and those with disabling conditions. Its roof has needed replacement since 2015, but there have been insufficient funds to make this repair.

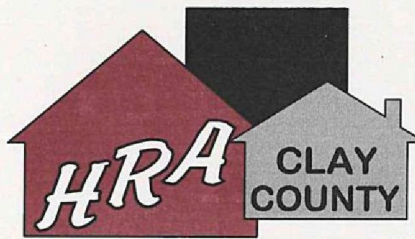
Voting Requirements: 3/4 of Council (6)

Submitted By:

Dan Mahli, City Manager

Dawn Bacon, Executive Director

Attachments: Clay HRA Resolution 06-20-23-1



Resolution 06-20-23-1

Whereas, Minnesota Statutes §469.033 subd. 6 permits the Housing and Redevelopment Authority of Clay County to levy and collect a Special Benefit Tax of up to 0.0185% of the taxable market value upon all taxable property, both real and personal, within the Authority's area of operation which includes Clay County, and in the cities of Barnesville and Moorhead; and

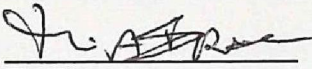
Whereas, §469.033 subd. 6 requires the consent of Board of Commissioners of Clay County, and any political subdivision not explicitly in the HRA area of operation to approve such a levy; and

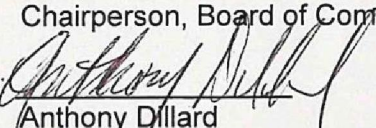
Whereas, Minnesota Statutes require Local Governments to certify to the County Auditor their Tax Levies.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AND REDEVELOPMENT AUTHORITY OF CLAY COUNTY AS FOLLOWS:

1. That a Special Benefit Tax, pursuant to Minnesota Statute §469.033 subd. 6, of \$500,000 be levied upon all taxable market value of taxable property within the Authority's area of operation which is all of Clay County and in the cities of Barnesville and Moorhead, upon their consent.
2. The levy is approximately 0.006% and does not exceed 0.0185% of taxable market value of the taxable property as defined above.
3. That this special levy is for the tax year 2024.
4. That this special levy will be used for costs associated with administering and performing rehabilitation work on homes occupied by low and moderate-income owners located in Clay County, Minnesota; administering rental assistance, including the Homework Starts with Home Program and subsidized housing developments in Clay County; and developing new affordable housing opportunities within Clay County.
5. That a copy of this resolution along with a formal letter requesting approval of this tax be forwarded to the Board of Commissioners of Clay County and the Moorhead and Barnesville City Councils forthwith for approval.

Approved and Adopted on this 20th day of June, 2023

By: 
Tia Braseth
Chairperson, Board of Commissioners

Attest: 
Anthony Dillard
Secretary, Board of Commissions

RESOLUTION

Resolution to Approve Consent to the Clay County Housing and Redevelopment Authority 2024 Special Benefit Tax

WHEREAS, on June 20, 2023, the Board of Commissioners of the Housing & Redevelopment Authority of Clay County (Clay County HRA) adopted attached Resolution 06-20-23-1 pursuant to Minn. Stat. Section 469.033, Subd. 6 which allows the HRA to levy and collect a Special Benefit Tax of up to 0.0185% of taxable market value in its area of operation;

WHEREAS, the Clay County HRA has and continues to operate in the City of Moorhead and there a continuing need for it to operate in the City of Moorhead;

WHEREAS, the tax levy is not to exceed 0.0185% of the taxable market value of property in Clay County;

WHEREAS, the HRA Tax Levy is in the amount of \$500,000, approximately 0.006% of the taxable market value of property in Clay County; and

WHEREAS, in order for the HRA Special Benefit Tax to be levied within the City of Moorhead, the Clay County HRA requests the consent of the Moorhead City Council.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead, Minnesota, that upon recommendation by the City Manager, that the City Council does hereby consent to the proposed 2024 HRA Tax Levy in the amount of \$500,000 approximately 0.006% of the taxable market value of the property in Clay County, Minnesota.

PASSED: August 28, 2023 by the City Council of the City of Moorhead.

APPROVED BY:

ATTEST:

Michelle (Shelly) A. Carlson, Mayor

Christina Rust, City Clerk



City Council Communication

August 28, 2023

SUBJECT:

Resolution to Authorize Budget and Expenditures for Maple Court Townhomes Homeownership Initiative

RECOMMENDATION:

The Mayor and City Council are asked to approve the following Maple Court Townhomes Homeownership initiative actions:

- Budget for Maple Court to include the professional services required for future property transfer.
- Approve contract with Houston Engineering for professional services associated with future land transfer.

BACKGROUND/KEY POINTS:

The City of Moorhead, by and through Maple Court Ownership Development LLC (the "LLC"), a single-member limited liability company created by the City of Moorhead wherein the City of Moorhead is the sole member, acquired 17 units of the Maple Court Townhomes development (1080 17 Ave N, 1618 10 ½ St N, 1622 10 ½ St N) for the purpose of preserving affordable housing and providing homeownership opportunities to eligible tenants. The City of Moorhead contracts with Moorhead Public Housing Agency to manage the units and property and to date the City has received monthly rent net of expenses. Because the acquisition of the property occurred outside the City budget cycle, a formal budget was not established. A 2023 budget that includes expenses to initiate the sale of the properties is included for Council authorization. As the City prepares to sell the City will incur expenses.

The City's 17 units are existing on one land parcel. In order to prepare these units for homeownership, each needs its own individual parcel. A replat is required to accomplish this, which is a professional service that needs to be contracted out. The City of Moorhead entered into a Master Agreement for Professional Services with Houston Engineering, Inc. on February 13, 2023. Houston Engineering submitted a proposal for the professional service of a plat for Maple Court Townhomes.

FINANCIAL CONSIDERATIONS:

Revenues projected for 2023 total \$170,772. Expenses are projected at \$124,110. The remainder will be held in Reserve for unanticipated expenses. Eventual sales proceeds will also be placed in reserve for future budget considerations.

Voting Requirements: 3/4 of Council (6)

Submitted By:



City Council Communication

August 28, 2023

Dan Mahli, City Manager

Lisa Bode, Governmental Affairs Director

Tanya Kunza, Community Development Program Administrator

Attachments:

RESOLUTION

Resolution to Authorize Budget and Expenditures for Maple Court Townhomes Homeownership Initiative

WHEREAS, the City of Moorhead exercised its Right of First Refusal and purchased 17 units at the Maple Court Townhomes development in order to sell the units to eligible tenants; and

WHEREAS, the City of Moorhead is collecting rent and interest revenue on Maple Court Townhomes and will incur future expenses required for property transfer; and

WHEREAS, the budget for 2023 is a balanced budget in the amount of \$170,772.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead, Minnesota that the City Council does hereby adopt the 2023 Budget for Maple Court Townhomes.

PASSED: August 28, 2023 by the City Council of the City of Moorhead.

APPROVED BY:

ATTEST:

Michelle (Shelly) A. Carlson, Mayor

Christina Rust, City Clerk

RESOLUTION

Resolution to Approve Contract with Houston Engineering for Professional Services Associated with Land Transfer for Maple Court Townhomes

WHEREAS, the City of Moorhead entered into a Master Agreement For Professional Services with Houston Engineering Inc. to provide Professional Services for the City of Moorhead on February 13, 2023; and

WHEREAS, the City of Moorhead purchased and owns 17 housing units located within Maple Court Townhomes location for the purpose of preserving affordable housing through the sale of these units to current tenants to provide homeownership opportunities; and

WHEREAS, the process of preparing and executing the sale and future property transfer of these 17 units requires the City of Moorhead to contract for Professional 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 a contract with Houston Engineering for platting services in the amount of \$17,000.

BE IT FURTHER RESOLVED by the City Council of the City of Moorhead that the Mayor and City Manager are authorized and directed to enter into additional professional service agreements associated with the transfer of property, including, but not limited to, surveys, plats, title work, and customizing closing costs in accordance with the approved budget.

PASSED: August 28, 2023 by the City Council of the City of Moorhead.

APPROVED BY:

ATTEST:

Michelle (Shelly) A. Carlson, Mayor

Christina Rust, City Clerk



City Council Communication

August 28, 2023

SUBJECT:

Resolution to Approve Budget Adjustment #23-042 for State of Minnesota One-Time Public Safety Aid Funding

RECOMMENDATION:

The Mayor and City Council are asked to consider the resolution to approve budget adjustment #23-042 for State of Minnesota One-time Public Safety Aid Funding.

BACKGROUND/KEY POINTS:

The 2023 omnibus tax bill included \$210 million in one-time public safety aid that will be distributed to cities across the state. The City of Moorhead's allocation of this aid is \$1,950,913. The City will receive the funds on December 26, 2023. The aid must be used to "provide public safety." The authorizing language in the law provides categories of eligible spending, but the list is not exhaustive. The allowable uses named in the new law include Community violence prevention, community intervention programs, community engagement, mental health crisis responses, victim services, training programs, first responder wellness, equipment related to fires, rescue, and emergency services and other personnel or equipment costs.

In response to the increasingly competitive market for Police Officer candidates, and in conjunction with the State of Minnesota One-Time Public Safety Aid, the City of Moorhead will be implementing the Police Officer Referral Incentive and Police Officer Recruitment Incentive programs. The proposed budget adjustment will utilize a portion of the public safety aid for these programs in 2023. The remaining amount of public safety aid will be incorporated into future year budgets.

FINANCIAL CONSIDERATIONS:

The proposed budget adjustment will establish the appropriate revenue and expenditure accounts for the One-Time Public Safety Aid funding.

Budget Adjustment #23-042

Fund Name	Acct. Description	Expenditure	Funding Source
Public Safety Aid	State of Minnesota		\$1,950,913
Public Safety Aid	Wages & Benefits	\$10,000	
Public Safety Aid	To Reserves	1,940,913	
	Total	\$1,950,913	\$1,950,913

Voting Requirements: 3/4 of Council (6)



City Council Communication

August 28, 2023

Submitted By:

Dan Mahli, City Manager
Jenica Flanagan, Finance Director

Attachments:

RESOLUTION

Resolution to Approve Budget Adjustment #23-042 for State of Minnesota One-Time Public Safety Aid Funding

WHEREAS, the State of Minnesota has allocated and will disburse \$1,950,913 in one-time public safety aid funding to the City of Moorhead on December 26, 2023; and

WHEREAS, the City desires to utilize a portion of the one-time public safety aid funding in 2023 to implement the Police Officer Referral Incentive and Police Officer Recruitment Incentive programs; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead allocates \$10,000 of one-time public safety aid funding by approving Budget Adjustment #23-042.

PASSED: August 28, 2023 by the City Council of the City of Moorhead.

APPROVED BY:

ATTEST:

Michelle (Shelly) A. Carlson, Mayor

Christina Rust, City Clerk