



**CITY COUNCIL
MEETING AGENDA
MAY 28, 2024 AT 5:30 PM
HJEMKOMST CENTER AUDITORIUM**

City Council Meeting

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

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Agenda Amendments
4. Consent Agenda

*All items listed with an asterisk (*) are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member so requests, in accordance with the "Council Rules of Procedure". In such event, the item will be removed from the General Order of Business and considered in its normal sequence on the agenda.*
5. Recognitions - Presentations
 - A. Proclamation: National Emergency Medical Services Week
6. Approve Minutes
 - A. May 13, 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.
10. Engineering Department
 - A. *Resolution to Enter into a Memorandum of Understanding to Study a Regional Traffic Management Center
11. Parks and Recreation Department
 - A. Resolution to Approve Grant Submission to the Minnesota Historical Society for a Camera Surveillance System at the Hjemkomst Center

- B. *Resolution to Approve Agreement with Gast Construction Company, Inc. for Construction Manager At Risk Services on the Reimagine Romkey Park – Pool Replacement and Park Renovations Project

12. Community Development Department

- A. Resolution to Approve Agreements Relating to Community Garden Grants

13. Mayor and Council Reports

14. City Manager Reports

15. Executive Session

16. New Business

17. Adjourn

**OFFICIAL
PROCLAMATION
OF THE CLAY COUNTY INTERGOVERNMENTAL COMMITTEE**

WHEREAS, on May 22, 2024, Clay County citizens will unite in support of Firefighters and Emergency Medical Personnel nationwide to promote National Emergency Medical Services Week; and

WHEREAS, citizens are urged to support Firefighters and Emergency Medical Technicians in a myriad of ways across Clay County, from sending a card of support to their local fire department or EMS agency, sharing a positive story on social media about emergency personnel, to thanking emergency personnel they come in contact with; and

WHEREAS, emergency personnel play an integral part in Clay County by protecting and serving the community, and they deserve our support; and

WHEREAS, the Clay County Intergovernmental Committee, which includes the Moorhead Area Public Schools, Dilworth-Glyndon-Felton Public Schools, City of Moorhead, City of Dilworth, and Clay County, is recognizing those in emergency services and the public service they provide to our communities.

NOW, THEREFORE, the Clay County Intergovernmental Committee, do hereby proclaim Friday, May 24, 2024 as Fire and Emergency Medical Services Appreciation Day.

FURTHER, LET IT BE RESOLVED, that May 19, 2024 – May 25, 2024 be proclaimed National Emergency Medical Services Week, and all citizens of Clay County are encouraged to “Wear Red” on May 24, 2024 in support of Fire and Emergency Medical Personnel.

IN WITNESS WHEREOF, we have hereunto set our hands and jointly signed as the representative of each agency of the Clay County Intergovernmental Committee, this 22nd day of May 2024.

Brandon Lunak, Superintendent
Moorhead Public Schools

Shannon Hunstad, Superintendent
D-G-F Public Schools

Shelly Carlson, Mayor
City of Moorhead

Chad Olson, Mayor
City of Dilworth

David Ebinger, Chairman
Clay County Commission



**CITY COUNCIL
MEETING MINUTES
MAY 13, 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 Recognition: AARP Free Income Tax Assistance Volunteer Preparers

Governmental Affairs Director Lisa Bode presented a MoorHeart Award to AARP's Free Volunteer Income Tax Preparers. The volunteers were recognized for their work to ensure all residents have access, assistance and educational resources necessary to navigate personal income tax filing.

B. Presentation: Class of 2024 Citizens Government Academy

Assistant City Manager Mike Rietz and City Manager Fellow Lauren Taylor shared appreciation for Moorhead residents and staff that participated in the 2024 Citizens Government Academy. The graduation rate was 100% based on attendance of 23 participants. Mayor Carlson presented certificates of graduation.

C. Proclamation: Older American Month 2024

Mayor Shelly Carlson presented a Proclamation for Older American Month in May.

6. Approve Minutes

A. April 22, 2024 Meeting Minutes

Motion to Approve April 22, 2024 Meeting Minutes made by Sebastian McDougall and seconded by Deb White

Motion Passed

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

Against: 0;

Abstain/Recuse: 0;

Absent: 0;

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

8. *Mayor and Council Appointments

9. Public Hearings (5:45 pm)

A. Public Hearing to Consider Reduction in Public Transit Service Hours on MATBUS and MAT Paratransit to Become Effective July 1, 2024

Motion to Open Public Hearing Public Hearing to Consider Reduction in Public Transit Service Hours on MATBUS and MAT Paratransit to Become Effective July 1, 2024 made by Heather Nesemeier and seconded by Ryan Nelson

Motion Passed

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

Against: 0;

Abstain/Recuse: 0;

Absent: 0;

Moorhead Transit Manager Lori VanBeek presented changes to MATBUS and MAT Paratransit service hours.

Motion to Close Public Hearing Public Hearing to Consider Reduction in Public Transit Service Hours on MATBUS and MAT Paratransit to Become Effective July 1, 2024 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;

B. Resolution to Approve Changes in Public Transit Service Hours for MATBUS and MAT Paratransit Effective July 1, 2024

Motion to Approve Resolution to Approve Changes in Public Transit Service Hours for MATBUS and MAT Paratransit Effective July 1, 2024 made by Heather Nesemeier and seconded by Deb White

Motion Passed

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

Against: 0;

Abstain/Recuse: 0;

Absent: 0;

- C. Public Hearing Relating to Proposals to Adopt the Redevelopment Plan for the Downtown Moorhead Development Project and to Establish the Tax Increment Financing Plan for Tax Increment Financing (Redevelopment) District No. 31 (Downtown Moorhead Redevelopment Project)

Motion to Open Public Hearing Public made by Heather Nesemeier and seconded by Laura Caroon

Motion Passed

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

Against: 0;

Abstain/Recuse: 0;

Absent: 0;

Downtown Moorhead Inc President/CEO Derrick LaPoint presented information on a Tax Increment Financing District in downtown Moorhead for the Center Mall redevelopment area.

Motion to Close Public Hearing made by Laura Caroon and seconded by Heather Nesemeier

Motion Passed

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

Against: 0;

Abstain/Recuse: 0;

Absent: 0;

- D. Resolution Establishing the Downtown Moorhead Development Project TIF

Motion to Approve Resolution Establishing the Downtown Moorhead Development Project TIF 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;

10. Economic Development

- A. *Resolution Finding that Construction of a New Office/Shop Building Located at 4111 34 Ave S is Consistent with the Protective Covenants of MCCARA Third Addition with Variance

11. Engineering Department

- A. *Resolution to Award Bid for the 2024 Final Wearing Course and Meadows Golf Course Parking Lot Improvements (Eng. No. 24-A2-02)

12. Community Development Department

- A. *Resolution to Approve Minor Subdivision – 406 Horn Avenue - Parcel 58.102.1810
- B. *Resolution to Approve Conditional Use Permit for Excavation and Development in Floodway and Flood Fringe at Clay County Ditch No 41 (Snakey Creek)
- C. *Resolution to Approve Vacation of a portion of 1st Avenue S Right-of-Way in Schreiber's Addition

- D. *Resolution to Approve Preliminary and Final Plat relating to Moorhead Downtown Addition

13. Administration

- A. *Resolution to Approve Budget Adjustment #24-014 Related to the Cost of Updating the Transit Development Plan
- B. *Resolution to Approve Legal Services Agreement with Ohnstad Twichell, PC

14. Mayor and Council Reports

Council member Caroon spoke with Concordia students and attended a community breakfast to learn more about Sanford Health and the Childrens Hospital.

Council member Nesemeier congratulated Citizens Government Academy graduates and shared information about applying for the Citizens Police Academy. Council member Nesemeier also participated in a How to Run for Office workshop hosted by West Central Initiative and the League of Women Voters. The United Prairie Foundation is hosting prairie garden planting workshops in Moorhead. The Cass Clay Food Partners are developing a strategic plan and the 2024 Longest Table event is scheduled on June 27 at MState.

Mayor Carlson congratulated Michael Burns Architects for its 40 years in business in Moorhead. Mayor Carlson also recognized Moorhead Plumbing & Heating for its 100 years of service in Moorhead. The Mayor attended a number of Chamber of Commerce events including Women Connect and Eggs & Issues with Military personnel including Major Zachary Hendrickson with the National Guard unit based in Moorhead. Mayor Carlson participated in the How to Run for Office workshop at the Moorhead Public Library. Mayor Carlson met with English Language Learning adult students at the Moorhead Vista Center. Mayor Carlson thanked Moorhead Governmental Affairs Director Lisa Bode and Magnify Financial Mortgage Lender Michael Edenberg for presenting to area real estate professionals on opportunities to purchase and/or build a home in Moorhead.

15. City Manager Reports

City Manager Dan Mahli thanked attendees and staff that participated in Moorhead's Citizens Government Academy. City Manager Mahli shared that the municipal pool and neighborhood wading pools open May 31. In addition, a ribbon cutting for the Inclusive Playground is scheduled at Southside Regional Park on May 30 at 1:30.

16. Executive Session

- A. Closed Executive Session pursuant to Minn. Stat. § 13D.05 subd. (a) for the purpose of conducting the City Managers Annual Performance Evaluation*

Motion to Enter Closed Session at 6:48pm pursuant to Minn. Stat. § 13D.05 subd. (a) for the purpose of conducting the City Managers Annual Performance Evaluation made by Sebastian McDougall and seconded by Larry Seljevoid

Motion Passed

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

Against: 0

Abstain/Recuse: 0

Absent: 0;

Motion to Exit Closed Session at 7:36pm pursuant to Minn. Stat. § 13D.05 subd. (a) for

the purpose of conducting the City Managers Annual Performance Evaluation made by Matthew Gilbertson and seconded by Ryan Nelson

Motion Passed

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

Against: 0

Abstain/Recuse: 0

Absent: 0;

17. New Business

18. Adjourn

Meeting adjourned at 7:39pm

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

May 28, 2024

SUBJECT:

Resolution to Enter into a Memorandum of Understanding to Study a Regional Traffic Management Center

RECOMMENDATION:

The Mayor and City Council are asked to consider a resolution to enter into a Memorandum of Understanding with the Cities of Fargo and West Fargo to complete a study for a Regional Traffic Management Center.

BACKGROUND/KEY POINTS:

The cities of Moorhead, Fargo, and West Fargo have participated in a Traffic Operations Working Group curated by FM Metro COG since the early 2000s. During these coordination meetings, the concept of a region-wide Traffic Management Center (TMC) has repeatedly been discussed. The purpose of the proposed study is to evaluate the feasibility and formalize a needs statement for a TMC. A TMC would be beneficial to the Metro in managing traffic across all jurisdictions and can assist first responders during incidents.

The study will also include preparation of application documentation needed for a Federal Strengthening Mobility and Revolutionizing Transportation (SMART) Grant opportunity. The SMART Grant is a no-local match grant that, if successful, would be used for planning and prototyping the regional TMC.

The City Attorney has reviewed the proposed Memorandum of Understanding and finds it acceptable pending City Council approval.

FINANCIAL CONSIDERATIONS:

The City of West Fargo will act as lead agency, and the City of Moorhead will reimburse the City of West Fargo for the City of Moorhead's share of the cost. The City's cost (\$15,000) will be funded through the approved 2024 Engineering budget.

Voting Requirements: 2/3 of Council (6)

Submitted By:

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

Attachments: None

RESOLUTION

Resolution to Enter into a Memorandum of Understanding to Study a Regional Traffic Management Center

WHEREAS, the cities of Moorhead, Fargo, and West Fargo have an interest in the creation of a Traffic Management Center (TMC) for the metropolitan area; and

WHEREAS, the cities of Moorhead, Fargo, and West Fargo agree that coordination of the entities' planning efforts will foster efficiency and will likely result in cost savings for all cities; and

WHEREAS, the proposed Memorandum of Understanding supports the development of a regional TMC to improve traffic operations in the Fargo Moorhead Metropolitan Area.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead, Minnesota that the City Council does hereby authorize and direct the Mayor and City Manager to enter into said Memorandum of Understanding.

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

APPROVED BY:

ATTEST:

Michelle (Shelly) A. Carlson, Mayor

Christina Rust, City Clerk



City Council Communication

May 28, 2024

SUBJECT:

Resolution to Approve Grant Submission to the Minnesota Historical Society for a Camera Surveillance System at the Hjemkomst Center

RECOMMENDATION:

The Mayor and City Council are asked to consider a resolution to approve a grant submission to the Minnesota Historical Society in partnership with the Historical and Cultural Society of Clay County for a camera surveillance system for both inside and outside the Hjemkomst Center.

BACKGROUND/KEY POINTS:

As the number of indigent people in our community has increased the Hjemkomst Center has had a growing number of troubling incidents. Incidents include, theft of museum property, individuals hiding in the building, defacing of Stave Church and Celtic Cross along with increasing interactions with unruly individuals many of whom are aggressive, angry and in an altered state.

After a string of incidents the past few months, Hjemkomst Building Staff along with Captain Deric Swenson did multiple walk-throughs to help identify ways to increase building security. Although the Hjemkomst Center does have card-access on exterior doors and a building security system, including motion sensors, that is monitored 24/7, there are currently no security cameras installed. The hope is visible security cameras will help deter individuals looking to do harm and help law enforcement identify suspects if a crime is committed.

Dr. Maureen Kelly Jonason, Director of the Historical and Cultural Society of Clay County (HCSCC) researched grant options to fund installation of building security cameras. It was determined that the Minnesota Historical Society large-grant round was an option. The grants are administered through the Minnesota Historical Society (MNHS) and funded by the Clean Water, Land, and Legacy Amendment to the Minnesota Constitution. After conversations with MNHS it was determined that the City of Moorhead, as the owner of the Hjemkomst Center, should take the lead applying for the grant as a cooperative project with HCSCC.

With assistance from the City of Moorhead IT Department, a quote was received that included the installation of 27 cameras inside and outside the Hjemkomst Center to cover as much building space as possible. Camera footage will be recorded and stored on a City server with up to 30 days retention.

Dr. Maureen Kelly Jonason has extensive experience documenting grant-funded activities and evaluating projects; she will monitor the project on behalf of all participants. Maureen will work with City staff to collect and submit necessary documentation.

The decision and notification to those awarded the grant will be in November of 2024 with a



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project start date of December 1, 2024 with a final completion expected within 12 months of being approved.

FINANCIAL CONSIDERATIONS:

The grant request is for \$63,579, along with a \$20,000 match from the City of Moorhead for a total of \$83,579. In addition, all staff time from the City and HCSCC are considered in kind.

Vendor quotes were received for hardware, software, and installation for the project. Camera hardware, software, and installation totals \$61,960. \$6,116 is needed for a network video recorder to store the camera footage. Network equipment and cabinet for the server and camera communications equals \$7,003. Finally, a \$7,500 contingency for cost overruns due to the gap between quotes and receiving the grant is also calculated into the project total.

The addition of surveillance cameras is phase II of the Hjemkomst security project. Phase I was the installation of a door access system, which was funded and installed in 2023, with final completion in 2024. Funding for phase II was originally considered for the 2024 budget but removed in favor of critical equipment replacement. Full funding was expected to be requested in the 2025 budget. We would anticipate that the grant match of \$20,000 will come from the 2025 City Capital Improvement Fund through the IT Department.

There will be an annual licensing cost for the camera software of approximately \$1,400 that will be added to the operations budget for the Hjemkomst. The server and network equipment will become part of our internal services fund replacement program.

Voting Requirements: 3/4 of Council (6)

Submitted By:

Dan Mahli, City Manager
Holly Heitkamp, Parks and Recreation Director
Corey Delorme, IT Director
Victoria Baas, Office Specialist

Attachments: Draft Resolution

RESOLUTION

Resolution to Approve Grant Submission to the Minnesota Historical Society for a Camera Surveillance System at the Hjemkomst Center

WHEREAS, Installation of security cameras has been recommended at the Hjemkomst Center in response to a growing number of troubling incidents the past few years.; and

WHEREAS, Dr. Maureen Kelly Jonason, Director of the Historical and Cultural Society of Clay County (HCSCC) identified a grant from the Minnesota Historical Society (MNHS), funded by the Clean Water, Land and Legacy Amendment to the Minnesota Constitution, that could help fund security cameras since the Hjemkomst Center is a museum; and

WHEREAS, the City (IT Department and Hjemkomst Staff) will take the lead, as the building owner, applying for the grant as a cooperative project with HCSCC; and

WHEREAS, the grant request is \$63,579 along with a \$20,000 match from the City for a total of \$83,579.; and

WHEREAS, Should the grant be successful, the City will need to dedicate \$20,000 of the 2025 Capital Improvement funds for a grant match.; and

WHEREAS, Notification of the grant will be November of 2024, with a project start date of December 1, 2024 and final completion expected within 1 year; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead that the City Council does hereby approve the grant submission to the Minnesota Historical Society for a camera surveillance system at the Hjemkomst Center.; and

BE IT FURTHER RESOLVED that the if the grant is received, \$20,000 will be encumbered from the 2025 Capital Improvement fund.

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

APPROVED BY:

ATTEST:

Michelle (Shelly) A. Carlson, Mayor

Christina Rust, City Clerk



City Council Communication

May 28, 2024

SUBJECT:

Resolution to Approve Agreement with Gast Construction Company, Inc. for Construction Manager At Risk Services on the Reimagine Romkey Park – Pool Replacement and Park Renovations Project

RECOMMENDATION:

The Mayor and City Council are asked to approve an Agreement with Gast Construction Company, Inc. for Manager at Risk Services on the Reimagine Romkey Park – Pool Replacement and Park Renovation Project.

BACKGROUND/KEY POINTS:

Construction Manager At Risk (CMAR) is a project delivery method which includes hiring a construction manager in the design phase of the project. The CMAR performs work as the owner's representative and advocate by providing pre-construction services in the design phase. The CMAR will provide a Guaranteed Maximum Price (GMP) for the project based on the construction documents and specifications provided by the Architect/Engineering team. Upon acceptance of the GMP, the CMAR will provide construction services for the construction phase by overseeing all bidding, subcontractor hiring, job oversight, insurance, and health/safety measures for the project.

On April 8, 2024, City Council authorized advertisement for the Construction Manager at Risk (CMAR) for the Reimagine Romkey Park – Pool Replacement and Park Renovation Project. A Request for Proposals (RFP) was published and a total of six (6) proposals were received. The selection committee of seven (7) team members reviewed the proposals and interviewed the top three (3) rated candidates.

After evaluation, the selection committee recommends the City Council enter a contract with Gast Construction Company for CMAR services. Gast is a local company with an office in Fargo and has 82 years of business experience. Gast has performed CMAR projects in the past and has managed F-M projects including the Rotary Natural Play Hill, Island Park Pool, and West Fargo Hulbert Aquatic Center.

The proposed Agreement with Gast includes two phases.

Phase I: Pre-Construction Services to include cost estimating, value engineering, plan and specification review, scheduling, and procurement planning.

Phase II: An amendment to the above agreement will be completed once the project scope, schedule, and GMP are known. The CMAR will provide Construction Services including construction administration, schedule monitoring, onsite job superintendent, specification review, inspections, and a safety leader.



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The Agreement with Gast Construction Company Inc. will be reviewed by the City Attorney prior to execution by the Mayor and City Manager.

FINANCIAL CONSIDERATIONS:

Phase I – Pre-Construction Services fee of \$25,000. This is the current Resolution before Council.

Phase II – Construction Services. A Guaranteed Maximum Price Amendment will include construction costs as CMAR Fee (5.50% of GMP), Builder's Risk Insurance (0.20%) and Performance Payment Bond (1.00%). The construction services are estimated at \$670,000 based on current project estimates.

Voting Requirements: 3/4 of Council (6)

Submitted By:

Dan Mahli, City Manager
Holly Heitkamp, Parks and Recreation Director
Paul Fiechtner, Public Works Director
Victoria Baas, Office Specialist

Attachments: Draft Resolution

RESOLUTION

Resolution to Approve Agreement with Gast Construction Company, Inc. for Construction Manager At Risk Services on the Reimagine Romkey Park – Pool Replacement and Park Renovations Project

WHEREAS, on February 7, 2024, the City received official notice that a grant was awarded to Moorhead from the United States Department of Interior's Land and Water Conservation Fund - Outdoor Recreation Legacy Partnership program for the Reimagine Romkey Park - Pool Replacement and Park Renovation Project.

WHEREAS, the City of Moorhead has hired a design firm for Architectural and Engineering services to prepare design, planning and construction cost estimation for the Reimagine Romkey Project as outlined in Resolution 2024-0408-2; and

WHEREAS, the City of Moorhead desires to hire a Construction Manager at Risk for pre-construction and construction services for the project; and

WHEREAS, a Request for Proposal for a Construction Manager At Risk was issued on April 9, 2024 and six proposals were received and evaluated: and

WHEREAS, three out of the six firms were interviewed on May 14, 2024.

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

1. The Mayor and City Manager is hereby authorized and directed to execute an agreement with Gast Construction Company, Inc. for Construction Manager At Risk services beginning with Pre-Construction Services for the Reimagine Romkey Project for a cost not to exceed \$25,000.00.
2. Following completion of Pre-Construction services, the Mayor and City Council will consider an amendment to the above noted Construction Manager At Risk agreement outlining the construction services to be provided during construction of the Reimagine Romkey Project.

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

APPROVED BY:

ATTEST:

Michelle (Shelly) A. Carlson, Mayor

Christina Rust, City Clerk



City Council Communication

May 28, 2024

SUBJECT:

Resolution to Approve Agreements Relating to Community Garden Grants

RECOMMENDATION:

The Mayor and City Council are asked to approve agreements with three organizations for implementation or continuation of Community Gardens.

BACKGROUND/KEY POINTS:

The City of Moorhead issued a Community Garden Grant Application on March 19, 2024. This grant is intended to help support organizations and individuals who would like to start or continue to operate a community garden on private land. Community garden plots were required to be open and available to the public. The garden could either be free or have a minimal cost to join/reserve a plot of land. Grant funds must be used to help directly support the community garden. Potential uses of funding could be for seeds, raised beds, weed control, eliminating/reducing membership fees, soil preparation, etc.

A total of four applications were received and the following three submissions are being recommended for funding:

- **MN State University Moorhead (\$500):** Located at 1300 9th Ave S. They are establishing a new community garden. Grant will be utilized for seeds, produce plants, flowers, and educational signage.

- **PRAIRIE (\$500):** Located at 2635 30th Ave S. They are establishing a new community garden but have operated at a different location in the past. Grant will be utilized for tools.

- **Grateful Community Garden (\$500):** Located at 2900 5th St S. They have an established community garden for approximately 7 years. Grant will be utilized for equipment rental, dirt, and shovels.

These grants were supported by the Onward Moorhead Comprehensive Plan Goal 5.3 c – Development policies that support individual and community projects such as native landscapes, rain gardens, local food production, and pollinators. Grant recipients are required to submit a brief annual report by November 10, 2024.

FINANCIAL CONSIDERATIONS:

The total costs for implementation of the three grants is \$1,500 which is within the existing 2024 budget.



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Voting Requirements: 3/4 of Council (6)

Submitted By:

Dan Mahli, City Manager

Ethan Johnk, Assistant City Planner

Attachments: Draft Resolution

RESOLUTION

Resolution to Approve Agreements Relating to Community Garden Grants

WHEREAS, the City Council approved the 2022 Onward Moorhead Comprehensive Plan which encourages developing policies that support individual and community projects such as local food production; and

WHEREAS, the City of Moorhead issued a grant application to fund community gardens on privately held land using funds from Community Garden Grant; and

WHEREAS, the Applicants submitted proposals for utilizing funds to operate Community Gardens on private land that will be used to support local food production; and

WHEREAS, the three submissions being recommended for funding include:

- MN State University Moorhead – 1300 9th Ave S (\$500)
- PRAIRIE – 2635 30th Ave S (\$500)
- Greatful Community Garden 2900 5th St S (\$500)

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead, Minnesota that the Mayor and City Manager are authorized and directed to execute Agreements and any related Amendments for the three projects.

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

APPROVED BY:

ATTEST:

Michelle (Shelly) A. Carlson, Mayor

Christina Rust, City Clerk