



**CITY COUNCIL  
MEETING AGENDA  
OCTOBER 15, 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: Domestic Violence Awareness Month
  - B. Presentation: United Way of Cass Clay
6. Approve Minutes
  - A. September 23, 2024 Meeting Minutes
7. Citizens Addressing the Council (Time Reserved: 15 Minutes)

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

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

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

- C. Public Hearing to Consider Adoption of Special Assessments for Public Improvements for Various Construction Projects
- D. Resolution to Adopt Special Assessments for Public Improvements for Various Construction Projects
- E. Close Public Hearing on the Amendment to the Community Development Block Grant (CDBG) and take associated actions on the 2024 Annual Plan and modification to the CDBG program year
- F. Resolution to Authorize Amendment for Community Development Block Grant 2024 Action Plan
- G. Resolution to Authorize Community Development Block Grant Program Year Timing Change
- 10. Fire Department
  - A. \*Resolution to Enter into Purchase Agreements for Fire Engines and Aerial Apparatus
- 11. Community Development Department
  - A. Second Reading of Ordinance 2024-10: An Ordinance Rezoning 2107 40th Avenue S
  - B. Resolution to Approve Title and Summary of Ordinance 2024-10
- 12. Moorhead Public Service
  - A. \*Resolution to Award Bid for 2024/2025 Tree Trimming
  - B. \*Resolution to Award Bids for 2025 Electrical Materials
- 13. Administration
  - A. \*Resolution to Approve Transfer of Liquor License from Olive Back, LLC dba Mick's Office to RST dba Mick's office
  - B. \*Resolution for Appointment of Election Judges for the November 5, 2024 General Election
  - C. \*Resolution to extend Make Moorhead Home Property Tax Rebate Program through 2026
- 14. Mayor and Council Reports
- 15. City Manager Reports
- 16. Executive Session
- 17. New Business
- 18. Adjourn



**OFFICIAL PROCLAMATION  
CITY OF MOORHEAD, STATE OF MINNESOTA**

**WHEREAS**, domestic violence is a pervasive, life-threatening crime that affects people of all genders, races, ages, and socio-economic backgrounds, significantly impacting individuals and families in every community, including Moorhead, Minnesota; and

**WHEREAS**, the Rape and Abuse Crisis Center of Fargo-Moorhead has been a critical lifeline for victims of domestic violence, sexual assault, and human trafficking, providing support, advocacy, safety planning, and essential services to survivors and their families for over 47 years; and

**WHEREAS**, between October 1, 2023, and September 30, 2024, 2,586 out of 3,039 clients (85.1%) served by the Rape and Abuse Crisis Center experienced domestic violence, and the Center responded to this alarming need with immediate, compassionate, and comprehensive care to support victim survivors in their healing journey; and

**WHEREAS**, Domestic Violence Awareness Month provides an opportunity to honor the courage of victim survivors, amplify the voices of those affected, and raise awareness of the impact domestic violence has on our community, with the goal of fostering a culture of safety, respect, and accountability; and

**WHEREAS**, prevention efforts, education, and community involvement are essential in reducing the incidence of domestic violence, and we, as a community, must remain committed to promoting programs and policies that prioritize the safety and well-being of victims and survivors; and

**WHEREAS**, the City of Moorhead joins the Rape and Abuse Crisis Center in their efforts to provide prevention education, advocacy, counseling, and outreach, ensuring that every victim survivor of domestic violence knows they are not alone, and help is available; and

**WHEREAS**, during Domestic Violence Awareness Month, we encourage all residents of Moorhead to stand together to support victim survivors, hold abusers accountable, and work towards creating a future free from violence and abuse.

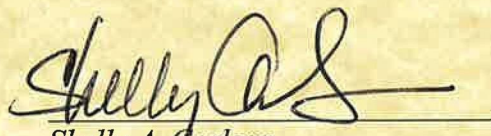
**NOW, THEREFORE**, I, Shelly Carlson, Mayor of the City of Moorhead, Minnesota, do hereby proclaim October 2024 as:

**DOMESTIC VIOLENCE AWARENESS MONTH**

in the City of Moorhead and urge all residents to actively participate in efforts to prevent domestic violence and support the ongoing work of the Rape and Abuse Crisis Center in our community.

**IN WITNESS WHEREOF**, I have set my hand and caused the Official Seal of the City of Moorhead to be affixed this 9th day of October, 2024.



  
Shelly A. Carlson  
Mayor of Moorhead





**CITY COUNCIL  
MEETING MINUTES  
SEPTEMBER 23, 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

Items 11A-11E related to the Prairie Parkway development were requested to be removed from the Consent Agenda.

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. Proclamation: Truth and Reconciliation Day

Council member McDougall presented the Truth and Reconciliation Day proclamation.

B. Proclamation: Hispanic Heritage Month

Mayor Carlson presented the Hispanic Heritage Month proclamation. The Mayor recognized Martha Castanon for her service in the community as well her family's work and commitment in the region for generations.



C. Presentation: 2025 Preliminary Budget and Tax Levy

Moorhead Finance Manager Jenica Flanagan presented the 2024 Preliminary Budget and Tax Levy.

6. Approve Minutes

A. September 9, 2024 Meeting Minutes

**Motion to Approve September 9, 2024 Meeting Minutes made by Chuck Hendrickson and seconded by Laura Caroon**

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)

Two Moorhead Township residents addressed the City Council regarding the proposed zoning and land use plan amendment for property located at 2107 40 Avenue South.

8. \*Mayor and Council Appointments

A. \*Resolution for Appointments to Boards and Committees

9. Public Hearings (5:45 pm)

A. Public Hearing on the Amendment to the Community Development Block Grant (CDBG) 2024 Annual Plan and the proposed modification to the CDBG program year

**Motion to Open Public Hearing Public Hearing on the Amendment to the Community Development Block Grant (CDBG) 2024 Annual Plan and the proposed modification to the CDBG program year made by Heather Nesemeier and seconded by Larry Seljevold**

Motion Passed

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

Against: 0;

Abstain/Recuse: 0;

Absent: 0

Community Development Program Administrator Tanya Kunza shared information on the public comment hearing period that is open September 23 to October 12, 2024. No City Council action is required at this time as action will take place at the October 15 City Council meeting. No comments have been received at the time of the public hearing.

10. Engineering Department

A. \*Resolution to Declare Costs for Completed Improvement Projects Funded with Special Assessments

B. \*Resolution to Call for Assessment Hearing for Completed Public Improvement Projects Funded with Special Assessments

11. Community Development Department

A. \*Consider Actions Relating to Prairie Parkway 2nd Addition

City Planner Robin Huston presented the request by a local developer to approve plan amendments for property located at 2107 40 Avenue South. The City Council discussed the proposed request.

B. \*Resolution to Approve Comprehensive Plan Amendment for 2107 40th Ave S (Parcel 58.900.1758)

**Motion to Approve Resolution to Approve Comprehensive Plan Amendment for 2107 40th Ave S (Parcel 58.900.1758) made by Heather Nesemeier and seconded by Laura Caroon**

Motion Passed

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

Against: 1; Hendrickson

Abstain/Recuse: 0

Absent: 0

C. \*First Reading of Ordinance 2024-10: An Ordinance Rezoning 2107 40th Avenue S

**Motion to Approve Resolution to Approve Comprehensive Plan Amendment for 2107 40th Ave S (Parcel 58.900.1758) made by Heather Nesemeier and seconded by Laura Caroon**

Motion Passed

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

Against: 1; Hendrickson

Abstain/Recuse: 0

Absent: 0

D. \*Resolution to Approve Preliminary and Final Plat relating to Prairie Parkway 2nd Addition

**Motion to Approve Resolution to Approve Comprehensive Plan Amendment for 2107 40th Ave S (Parcel 58.900.1758) made by Heather Nesemeier and seconded by Laura Caroon**

Motion Passed

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

Against: 1; Hendrickson

Abstain/Recuse: 0

Absent: 0

E. \*Resolution to Approve Developer's Agreement for Prairie Parkway 2nd Addition

**Motion to Approve Resolution to Approve Comprehensive Plan Amendment for 2107 40th Ave S (Parcel 58.900.1758) made by Heather Nesemeier and seconded by Laura Caroon**

Motion Passed

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

Against: 1; Hendrickson

Abstain/Recuse: 0

Absent: 0



- D. \*Second Reading of Ordinance 2024-08 to Amend and Reenact Title 3, Chapter 9: Pools of the City of Moorhead City Code
- E. \*Resolution to Approve Title and Summary of Ordinance 2024-08
- F. \*Resolution to Approve Minor Subdivision for 3515 18th St S (Parcel 58.361.0060)

12. Police Department

- A. \*Resolution to Authorize Continued Participation in the Clay County Toward's Zero Death (TZD) Enforcement for 2024-2025
- B. \*Resolution to Approve Budget Adjustment #2024-036 for Additional Funding for the Intensive Comprehensive Peace Officer Education and Training (ICPOET) Grant

13. Public Works

- A. \*Resolution to Award Bid for Construction of Village Green Golf Cart Shed

14. Administration

- A. Actions Related to the 2024C Bond Sale Issuance - Baker Tilly Municipal Advisors

Chris Hogan, Director with Baker Tilly Municipal Advisors, presented information on the 2024C Bond Sale Issuance for downtown projects.

- B. Resolution to Approve and Accept Offer of Sale of General Obligation Temporary Tax Increment Financing Bonds, Series 2024C

**Motion to Approve Resolution to Approve and Accept Offer of Sale of General Obligation Temporary Tax Increment Financing Bonds, Series 2024C 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. Resolution to Approve the Preliminary 2025 City Tax Levy

**Motion to Approve Resolution to Approve the Preliminary 2025 City Tax Levy made by Deb White and seconded by Sebastian McDougall**

Motion Passed

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

Against: 0

Abstain/Recuse: 0

Absent: 0

- D. Resolution to Approve the Preliminary 2025 Economic Development Authority Tax Levy

**Motion to Approve Resolution to Approve the Preliminary 2025 City Tax Levy made by Deb White and seconded by Sebastian McDougall**

Motion Passed

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

Against: 0

Abstain/Recuse: 0

Absent: 0

15. Mayor and Council Reports

Mayor Carlson attended the United Way Campaign Kick-Off. Mayor Carlson stated Executive Director interviews for the FM Diversion Authority are taking place on October 3. Mayor Carlson also attended the Chamber of Commerce's Big Iron social event.

16. City Manager Reports

City Manager Dan Mahli shared that the Fargo Moorhead Metropolitan Council of Governments, in conjunction with local jurisdictions, is studying future and current transportation needs in the Metropolitan Transportation Plan. MetroCOG is hosting public input meetings on September 25 from 11:00-1:00 pm and 5:00-7:00 pm in the Oak Room at the Hjemkomst Center.

17. Executive Session

18. New Business

19. Adjourn

Meeting adjourned at 6:53pm.

APPROVED BY:

ATTEST:

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

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

The proceedings of this meeting are digitally recorded and are available for public review.



## **RESOLUTION**

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

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

#### **Economic Development Authority**

- Evan Balko, Moorhead resident, is appointed to a term commencing October 16, 2024 and ending January 31, 2025. (At-Large)

#### **Human Rights Commission**

- AnnaPoorna Rajesh, Moorhead resident, is appointed to a term commencing October 16, 2024 and ending January 31, 2025. (Student)

PASSED: October 15, 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

---

October 15, 2024

**SUBJECT:**

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

**RECOMMENDATION:**

The Mayor and City Council are asked to conduct a Public Hearing and consider approval of a property tax exemption for Norcaster LLC, doing business as Courtside, to construct a new full-service restaurant and event space located at 2605 8 St. S. (58.100.0660).

**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: Jon Norberg, on behalf of Norcaster LLC, doing business as Courtside, has planned to fully repurpose and remodel the former Family Fare grocery store building which has been vacant since 2019. The plan is to construct a new full-service restaurant and event space (community/party rooms) co-located in the building will be pickleball and bag toss courts managed by the same entity.

According to the application, "Courtside restaurant and tap wall will offer an "elevated simple" dining experience for appetizers, lunch, and dinner with self-service tap wall and full bar service. There will be space for special events and gatherings that can be reserved for business or personal get-togethers."

Employees: Jon Norberg estimates that Courtside will create twelve new fulltime employees and eighteen parttime employees. To meet the minimum job creation requirements of this program, the jobs created must meet the standard of 150% of the federal poverty level, including benefits not mandated by law, for a family of 4, which is currently \$22.50 per hour.

**Property Valuation:** The portion of the parcel attributed to this project has an assessed land value of \$1,066,300 and existing building/improvement value of \$2,471,400. Existing land and building/improvement value, and any future changes to that value, remains taxable during the duration of property tax exemption. Only the new assessed building/improvement value attributed to this project 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 (restaurant and event space only – recreation activity areas are excluded from this valuation due to restrictions by state statute) will be approximately \$1,490,000.





## City Council Communication

---

October 15, 2024

**FINANCIAL CONSIDERATIONS:**

The maximum total benefit to the applicant for this expansion project is estimated at approximately \$119,200 in property tax exemptions using projected new assessed building value (\$1,490,000) and current tax rate (1.6%) for a period of five (5) years.

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

**Submitted By:**

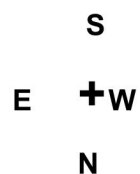
Dan Mahli, City Manager

Derrick LaPoint, DMI/Economic Development

Amy Thorpe, Economic Development Program Administrator

**Attachments:** Site Plan, Building Floor Plan, Building Elevation  
General Location Map  
Draft Resolution

## Building Floor Plan



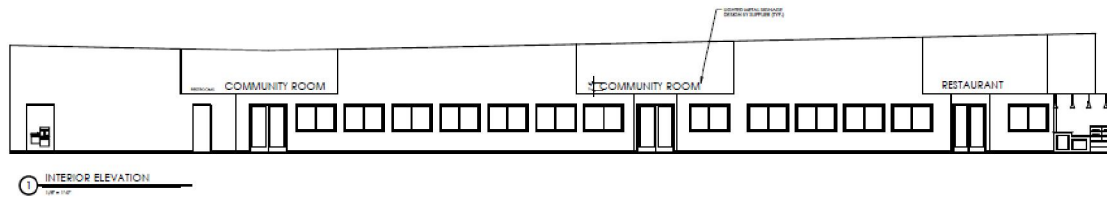


## Interior Building Elevation

**Facing North** (from center of building)



**Facing West** (from center of building)





# GENERAL LOCATION MAP

Norcaster LLC - d/b/a Courtside  
Address: 2605 8 St. S.  
Property ID: 58.100.0660





## RESOLUTION

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

WHEREAS, Norcaster LLC, doing business as Courtside, desires to construct full-service restaurant and event space located at 2605 8 St. S. (58.100.0660) in the former Family Fair grocery store building which has been vacant since 2019; 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 Jon Norberg on behalf of Norcaster 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 September 19, 2024, and September 26, 2024, respectively; and

WHEREAS, Norcaster LLC, doing business as Courtside, 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 Norcaster LLC is necessary to enable the business 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 Norcaster LLC an exemption from property taxation of new building value according to the following schedule:

| New Building Taxable Value | Full Time Equivalent (FTE) Jobs<br>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 (restaurant and event center only – pickleball courts excluded by state statute) will fall within the above chart and the exemption is approved for the category in which it falls. Based on an estimated \$1,490,000 new assessed building value, the exemption would be for a period of 5 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 Norcaster 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 Norcaster LLC and the City executing the Tax Incentive Agreement.

PASSED: October 15, 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

---

October 15, 2024

**SUBJECT:**

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

**RECOMMENDATION:**

The Mayor and City Council are asked to conduct an Assessment Hearing to receive public comment and, after closing the Hearing, consider the adoption of special assessments for various public improvements.

**BACKGROUND/KEY POINTS:**

On September 23, 2024, the Council approved a resolution calling for an Assessment Hearing to be held on October 15, 2024. The Council also adopted a resolution declaring costs to be assessed for various infrastructure construction projects and ordering the preparation of proposed assessments.

On September 26, 2024, 599 Assessment Hearing notices were mailed to affected property owners to inform them of the date for the Hearing on the proposed assessments. Two weeks published notice of the Hearing was also provided.

At the time this report was prepared, the Engineering Department had received approximately 15 telephone calls and 2 emails from concerned property owners. Generally, inquiries were about clarification of the hardship deferral, options for paying assessments, when assessments can be paid, when payments are due, how assessments were calculated, status of the completion of work and exemptions from assessment status.

An adjustment was made to project 811941/24-A2-4 subsequent to the September 23, 2024 resolution declaring the cost to be assessed. Multiple parcels requested, through petition, additional work be completed with the project which resulted in an overall increase to the project amount to be assessed from \$863,397.49 to \$872,456.79.

**FINANCIAL CONSIDERATIONS:**

Assessment costs are applied to all benefited property owners as outlined in the attached resolution. The proposed assessments are consistent with the City's Special Assessment Policy and with the method of financing that was planned at the time the improvements were ordered. The City financed the improvements through the PIR fund and has issued, or will issue, General Obligation Improvement Bonds to cover the project cost. The revenue from the special assessments will be used to pay debt service on the bonds.

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

**Submitted By:**

Dan Mahli, City Manager

Bob Zimmerman, Engineering Director

Tom Trowbridge, City Engineer

**Attachments:** Assessment Rolls, Example Letters

