



**CITY COUNCIL  
MEETING AGENDA  
FEBRUARY 13, 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. Recognitions - Presentations
  - A. Presentation: Donation to the Inclusive Playground from Lake Agassiz Pacers
  - B. Presentation: 2022 Metro Profile and 2050 Baseline Demographic Forecast from the Metropolitan Council of Governments (MetroCOG)
5. 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.*
6. Approve Minutes
  - A. January 23, 2022 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.*
10. Economic Development

- A. \*Resolution to Approve Publication of the 2023 Notice of Land Availability
- 11. Engineering Department
  - A. \*Resolution to Approve Actions for Hampton Place 3rd Addition Final Wearing Course (Eng. No. 23-A2-08).
  - B. \*Resolution to Approve Plans & Specifications and Authorize Advertisement for Bids for Hampton Place 3rd Addition Final Wearing Course (Eng. No. 23-A2-08)
  - C. \*Resolution to Approve Actions for Elm Street and River Drive Area Street and Underground Utility Improvements (Eng. No. 22-A2-04)
  - D. \*Resolution to Approve Plans & Specifications and Authorize Advertisement for Bids for Elm Street and River Drive Area Street and Underground Utility Improvements (Eng. No. 22-A2-04)
  - E. \*Resolution to Approve and Authorize the Mayor and City Manager to Execute Master Services Agreements for Engineering Consultation Services
  - F. \*Resolution to Receive Report, Order Plans & Specifications, and Call for a Public Hearing for 19-1/2 St and 14th Ave S Area Street Improvements (Eng. No. 23-A2-01)
  - G. \*Resolution to Receive Report, Order Plans & Specifications, and Call for a Public Hearing for 14th, 16th, 17th & 18th St S Area Street Improvements (Eng. No. 23-A2-03)
  - H. \*Resolution to Receive Report, Order Plans & Specifications, and Call for a Public Hearing for 6th St S and 18th & 20th Ave S Street Improvements (Eng. No. 23-A2-07)
- 12. Community Development Department
  - A. 2022 Development Report
- 13. Police Department
  - A. \*Resolution to Authorize Budget Adjustment #23-006 the Funding Contribution of \$2,500.00 from the DUI Forfeiture Account to the 7th Judicial District Office for the Clay/Becker Drug Court.
  - B. \*Resolution to Authorize Budget Adjustment #23-007 to Transfer Funds from State Drug Seizures to Support a Service Agreement with CordicoShield Mobile Application.
- 14. Moorhead Public Service
  - A. \*Resolution to Award Bids for 2023 Water Treatment and Wastewater Treatment Chemicals
- 15. Public Works
  - A. \*Second Reading of Ordinance 2023-01: An Ordinance to Amend the 2023 Fee Schedule for Sanitation Demolition Materials Roll-off Disposal Costs
  - B. \*Resolution to Approve Title & Summary of Ordinance 2023-01
- 16. Administration
  - A. \*Resolution to Amend Resolution 2022-1212-O, Adopt 2023 City of Moorhead Legislative



Priorities, to include additional bonding request for 11 St Underpass Construction

B. Used Car Dealership Permit Denial Appeal - Amedy Auto

C. \*Resolution to Approve Pay Equity Implementation Report

17. Mayor and Council Reports

18. City Manager Reports

19. Executive Session

20. New Business

21. Adjourn

**To:** Moorhead City Council  
**From:** Adam Altenburg and Ari Del Rosario, Metro COG  
**Date:** February 6, 2023  
**Re:** **2050 Baseline Demographic Forecast and Annual Metro Profile**

The Fargo-Moorhead Metropolitan Council of Governments has recently completed two studies related to regional demographic trends and future projections: the 2050 Baseline Demographic Forecast and the annual Metro Profile. The Metro Profile includes a snapshot of recent trends and changes in demographics and regional multimodal transportation activities while the demographic forecast study includes recent population, household, and employment forecasts for the area.

Metro COG develops baseline demographic forecasts for the Fargo-Moorhead metropolitan area every five years as part of its long-range transportation planning process. These forecast projections are vital to local area jurisdictions and other entities and help to support different planning efforts throughout the region.

Population, household, and employment forecasts developed by Metro COG are provided in five-year increments for jurisdictions in Cass and Clay counties through the year 2050. These forecasts are used to revise and update the region's Travel Demand Model (TDM). This model is the primary tool for assessing future conditions of the regional surface transportation system, particularly the roadway system, as well as freight and transit planning needs in the five-year Metropolitan Transportation Plan (MTP).

The Metro Profile is a critical component of Metro COG's metropolitan planning program and has been updated on an annual basis since 1981. The Metro Profile reports upon conditions associated with the region's transportation system and analyzes trends and changes in socioeconomic conditions influencing the Fargo-Moorhead metropolitan area. Additionally, the profile serves as a tool to evaluate metrics, projections, and assumptions set forth in various elements of Metro COG's MTP, Transportation Improvement Program (TIP), and other plans and programs.

The 2050 Baseline Demographic Forecast and annual Metro Profile can be viewed on Metro COG's website at the following links:

<https://fmmetrocog.org/projects-rfps/metro-cog-baseline-2050-demographic-forecast>

<http://fmmetrocog.org/resources/metro-profile>

# 2050 BASELINE DEMOGRAPHIC FORECAST AND 2022 METRO PROFILE

February 13, 2023

Moorhead City Council

# 2050 Baseline Demographic Forecast

# Purpose

- Population, household, and employment forecasts developed every five years as part of Metro COG's required transportation planning process
- Forecasts are used to revise and update the region's Travel Demand Model (TDM), which assesses future roadway, transit, freight, and other multimodal planning needs
- Forecasts also help support other community planning efforts and studies throughout the region



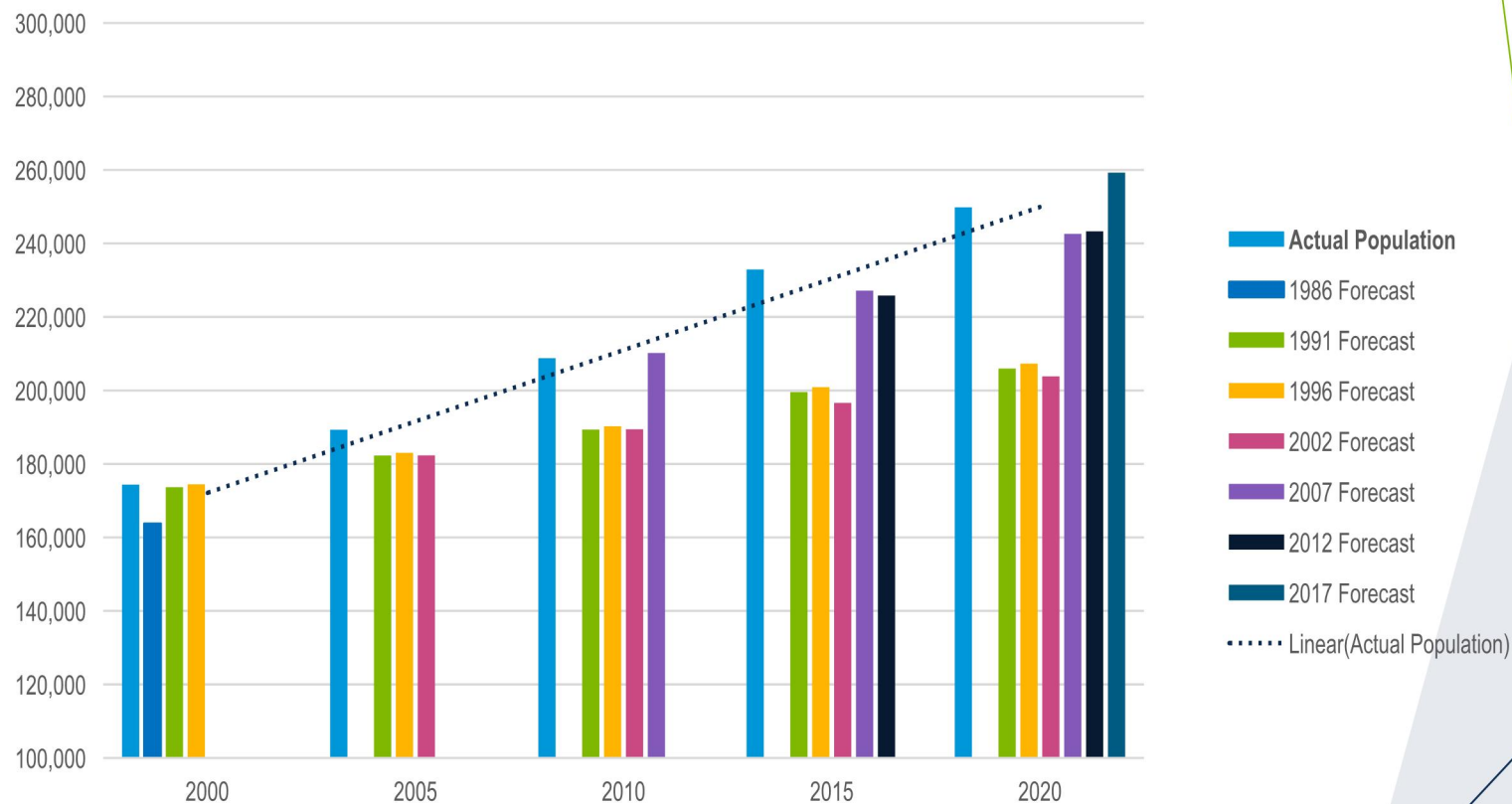
# Stakeholders and Engagement

- Virtual & Email Input
- K-12 Education: Kindred Public School District, Moorhead Area Public Schools, West Fargo Public Schools
- Social Services: Clay County Social Services, Lutheran Immigration & Refugee Services
- Housing: Clay County HRA, Fargo Housing & Redevelopment Authority
- Development: Home Builders Association of Fargo-Moorhead
- Economic Development: GFMEDC, West Fargo, Moorhead, Downtown Moorhead Inc., Downtown Fargo Community Partnership, FMWF Chamber



Check out informational video and factsheet on  
Metro COG's website

# Comparison of Population Forecasts and Census/Census Estimates of Fargo-Moorhead MSA



# 2017 Population Estimates vs. Actual U.S. Census Bureau Numbers

	2020 Estimate	Actual Census	Percent Difference
Fargo	129,690	125,990	-2.9%
Moorhead	47,120	44,505	-5.9%
West Fargo	37,370	38,626	3.3%
Dilworth	4,760	4,612	-3.2%
Horace	5,070	3,085	-64.3%
Cass County	189,900	184,525	-2.9%
Clay County	69,360	65,318	-6.2%
MSA	259,260	249,843	-3.8%

# Model Estimation Overview

## Trend Variables

- Cohort age structures
- Industry labor distribution

## Dynamic Variables

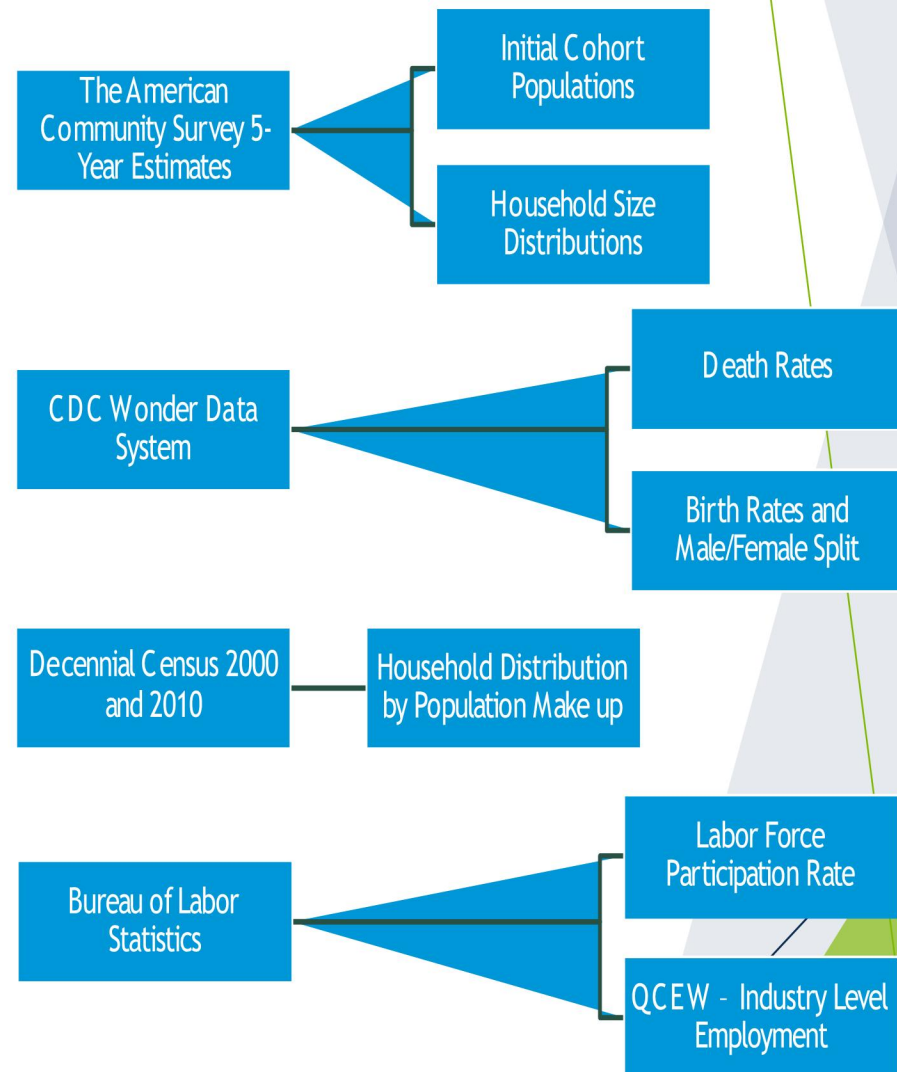
- Birth rates
- Death rates
- Migration

## Constants

- Household and demographic relationship
- Labor force participation
- Gender ratio

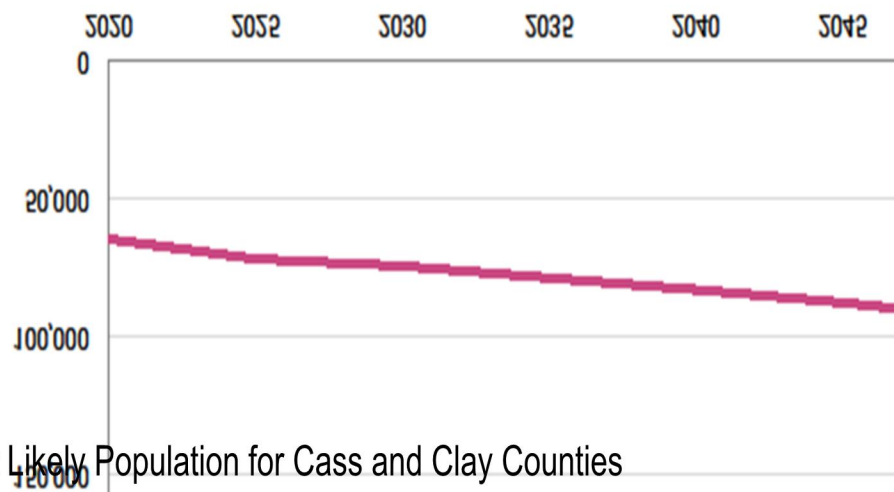
# Model Inputs

- 5-Year Age Cohorts Populations By County By Gender
- Age and Area Specific Birth Rates
- Death Rates by Age Group by County
- Occupied Housing Stock
- Migration Rates
- Employment By Industry
- Labor Force Participation Rates





# Population Growth for FM MSA



Most Likely Population for Cass and Clay Counties

# Most Likely Population Forecasts

	2020	2025	2030	2035	2040	2045	2050	Average Growth Rate
<b>MSA</b>	249,873	273,216	284,619	301,327	317,850	335,540	357,322	<b>1.43%</b>
<b>Cass County</b>	184,525	201,292	210,140	222,569	234,743	247,753	263,766	<b>1.43%</b>
<b>Clay County</b>	65,318	71,923	74,479	78,758	83,107	87,787	93,556	<b>1.44%</b>
<b>Fargo</b>	125,990	135,147	140,312	145,195	150,063	155,681	164,507	<b>1.02%</b>
<b>West Fargo</b>	38,626	41,617	42,512	47,688	52,122	57,627	62,789	<b>2.09%</b>
<b>Horace</b>	3,085	6,263	8,316	9,409	11,297	12,356	13,615	<b>11.38%</b>
<b>Casselton</b>	2,479	2,631	3,138	3,629	3,782	3,934	4,023	<b>2.08%</b>
<b>Mapleton</b>	1,320	1,892	2,283	2,821	3,208	3,662	4,111	<b>7.05%</b>
<b>Kindred</b>	889	1,122	1,209	1,244	1,272	1,352	1,432	<b>2.04%</b>
<b>Moorhead</b>	<b>44,505</b>	<b>49,997</b>	<b>51,367</b>	<b>54,638</b>	<b>57,989</b>	<b>61,863</b>	<b>66,766</b>	<b>1.67%</b>
<b>Dilworth</b>	4,612	4,973	5,326	5,644	5,958	6,272	6,586	<b>1.43%</b>
<b>Barnesville</b>	2,759	2,875	3,086	3,201	3,292	3,376	3,459	<b>0.85%</b>
<b>Glyndon</b>	1,306	1,385	1,469	1,483	1,493	1,499	1,501	<b>0.50%</b>
<b>Hawley</b>	2,219	2,314	2,404	2,495	2,585	2,676	2,766	<b>0.82%</b>

**Net +107,449 people  
over next 25-30 years**

# Most Likely Household Forecasts

	2020	2025	2030	2035	2040	2045	2050
MSA	101,722	111,219	115,878	122,684	129,410	136,611	145,476
Cass County	77,027	84,026	87,720	92,908	97,990	103,421	110,105
Clay County	24,695	27,192	28,158	29,776	31,421	33,190	35,371
Fargo	55,478	59,993	62,391	64,517	67,217	70,115	74,149
West Fargo	14,059	15,148	15,473	17,705	19,163	21,080	23,083
Horace	983	1,996	2,650	2,999	3,600	3,937	4,338
Casselton	1,241	1,318	1,571	1,816	1,893	1,969	2,014
Mapleton	384	550	665	821	933	1,066	1,196
Kindred	307	387	417	430	439	467	495
<b>Moorhead</b>	<b>16,798</b>	<b>18,929</b>	<b>19,448</b>	<b>20,687</b>	<b>21,957</b>	<b>23,424</b>	<b>25,267</b>
Dilworth	1,874	2,021	2,164	2,293	2,421	2,548	2,676
Barnesville	957	997	1,071	1,110	1,142	1,171	1,200
Glyndon	459	487	516	521	525	527	527
Hawley	841	877	911	945	980	1,014	1,048

**Net +43,754 households  
over next 25-30 years**

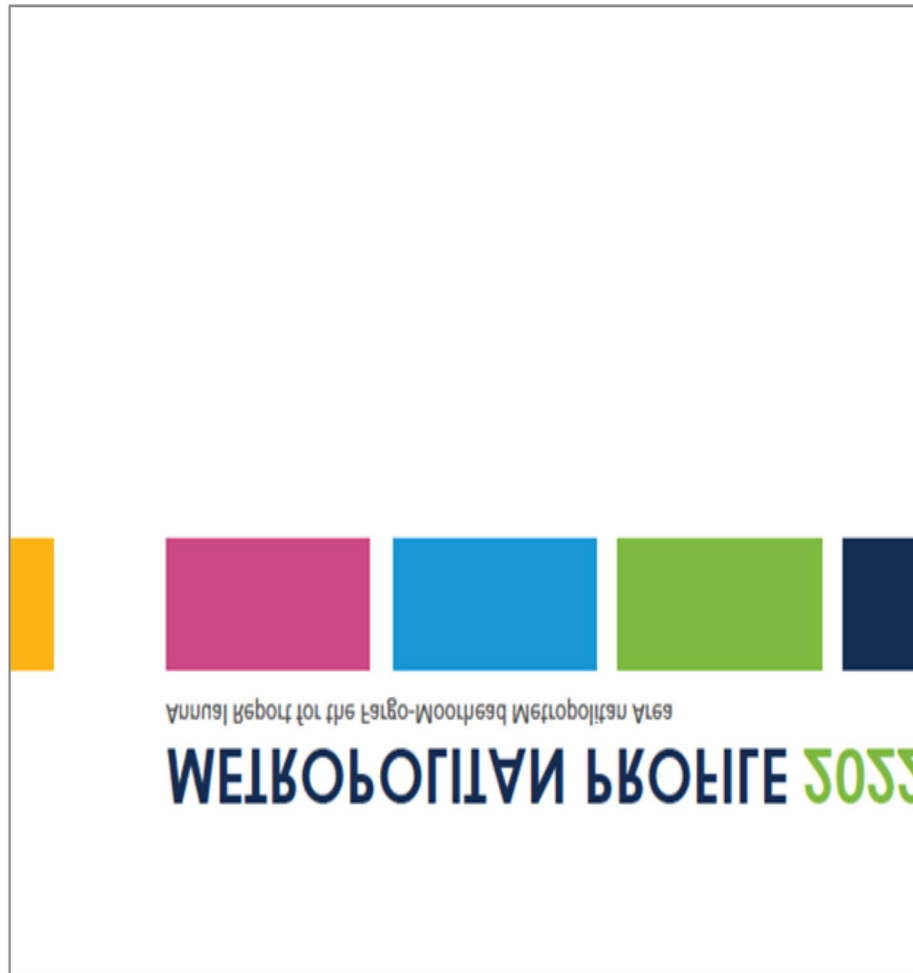
# Most Likely Employment Forecast for FM MSA

	2020	2025	2030	2035	2040	2045	2050	Percent Change
Construction	13,673	14,807	15,580	16,477	17,351	18,275	19,404	1.40%
Education and health services	35,743	39,433	42,225	45,410	48,585	51,951	55,963	1.89%
Financial activities	17,701	19,060	19,941	20,974	21,970	23,019	24,319	1.25%
Information	4,991	4,991	4,830	4,678	4,488	4,280	4,085	-0.61%
Leisure and hospitality	21,393	22,700	23,408	24,271	25,063	25,892	26,973	0.87%
Manufacturing	15,537	16,261	16,535	16,901	17,201	17,507	17,963	0.52%
Natural resources and mining	674	722	751	786	819	854	897	1.10%
Other services	6,099	6,279	6,275	6,298	6,287	6,270	6,297	0.11%
Professional and business services	23,417	24,445	24,791	25,269	25,642	26,020	26,614	0.46%
Trade, transportation, and utilities	44,128	46,434	47,477	48,803	49,958	51,154	52,811	0.66%
<b>TOTAL</b>	<b>183,356</b>	<b>195,132</b>	<b>201,813</b>	<b>209,867</b>	<b>217,364</b>	<b>225,222</b>	<b>235,326</b>	<b>0.94%</b>

**Net +51,970 jobs  
over next 25-30  
years**

# 2022 Metro Profile





- ◆ Snapshot of the metro area based on data from the previous year
- ◆ Metrics to be tracked annually
- ◆ Available at: [fmmetrocog.org/resources/metro-profile](https://fmmetrocog.org/resources/metro-profile)

Housing	13
Employment	15
Demographics	11
Overview	10
<b>Community Profile</b>	

Executive Summary: COVID-19	3
Vision and Mission	8
Organizational Chart	1
Jurisdictions	6
Introduction	2

# CONTENTS

County	
Network Map	
Projects	
Overview	
<b>Bike &amp; Pedestrian</b>	

Rail and Air Map	
Rail and Air	
Truck	
Overview	
<b>Freight</b>	

Functional Classification	
Safety and Pavement Condition	
Projects	
Overview	
<b>Roadways</b>	

## TRANSPORTATION





**0'6J%** | **0'13%**  
EW W2A | unilob zlatos  
**բերքի բոնիտաժի սրահը (5050-5051)**

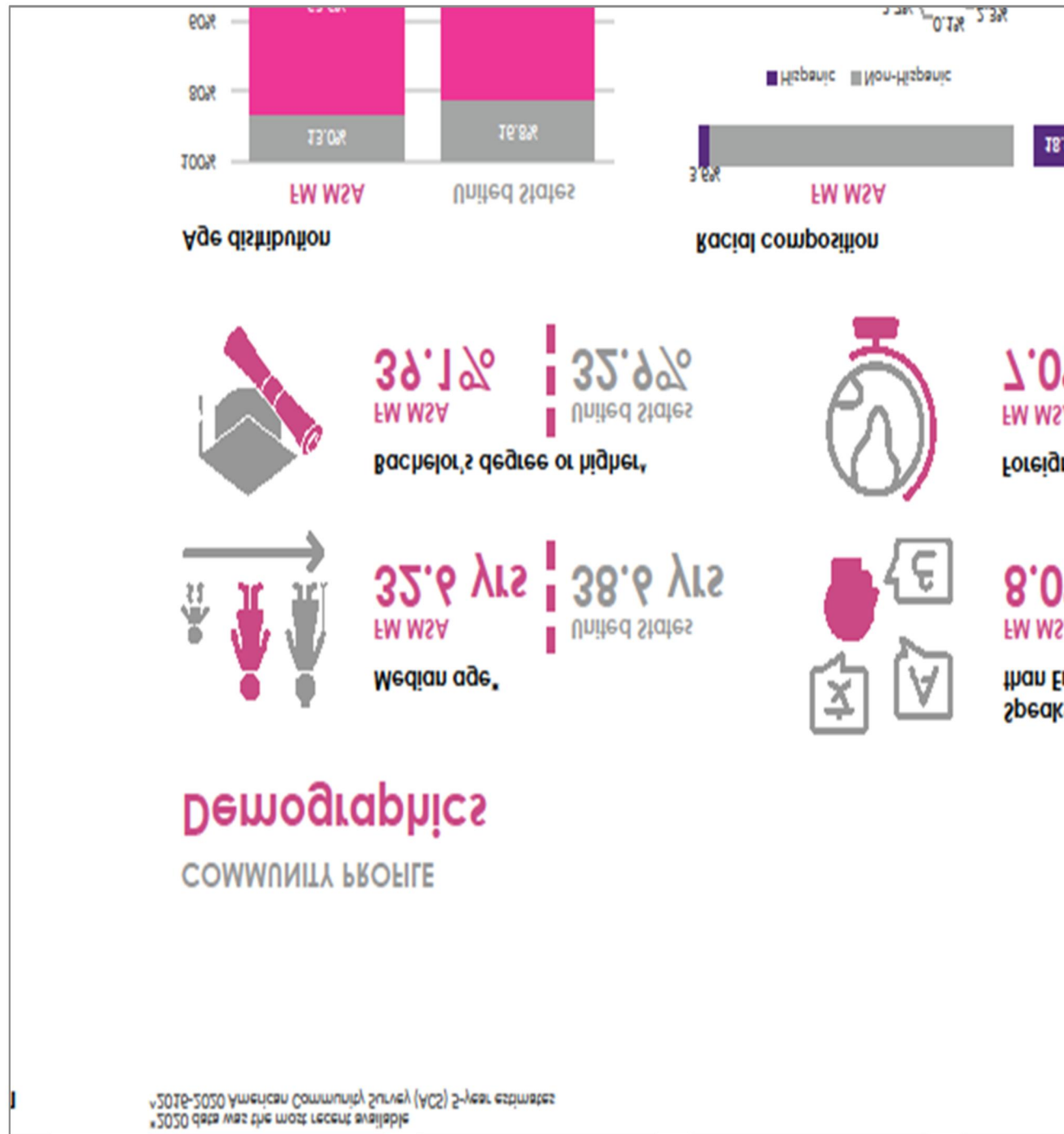
OLG!EM  
COMMUNITY BROKER

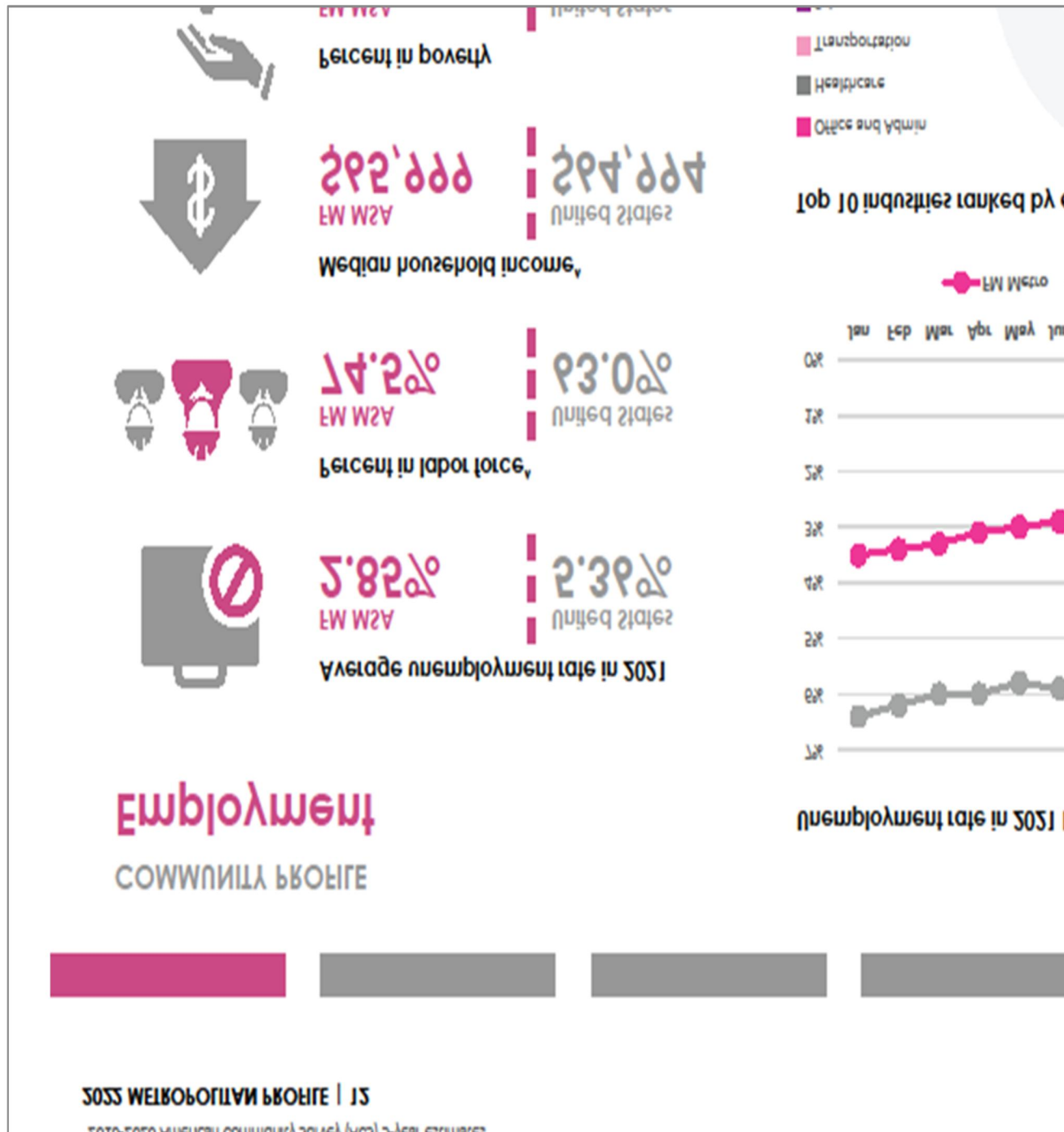
Annual population growth (%)

525'139  
in 5051  
Population of FW W2A

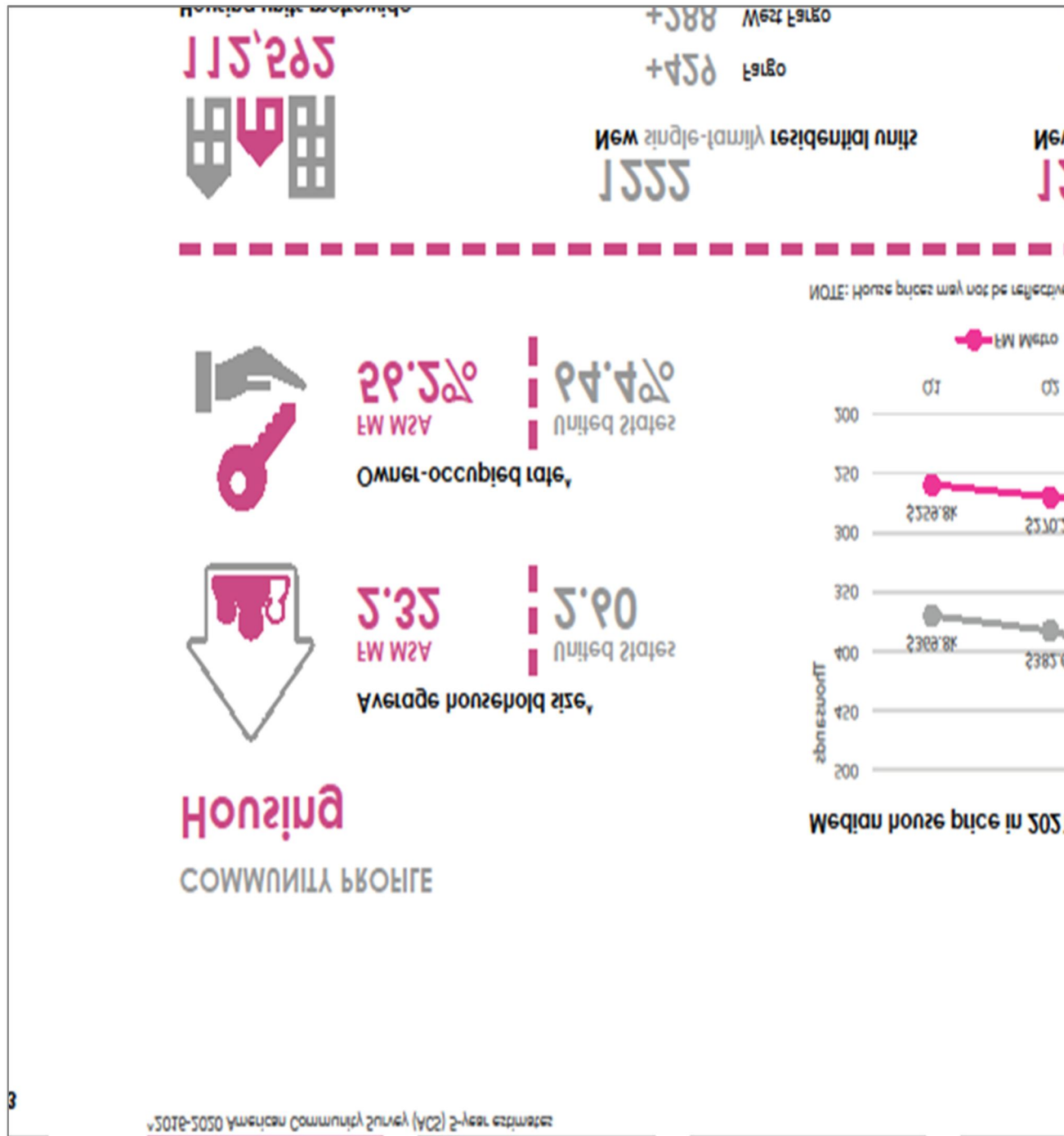
3055 WEIWOOGTAM YKONGE | 10

τοποθετῶ ἐν τῇ ἀκροπόλει· ἡμεῖς οὐκ ἐπιδεικνύμεθα τοιαυτὰ σημεῖα καὶ τέρατα ὅτι οἱ λαοὶ φοβηθῶσιν ἡμᾶς·









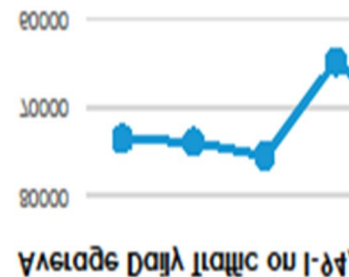
100%

of the MPA  
MD Portion

100%

of the MPA  
MI Portion

Auto Travel Time Reliability (Interstate)



2.4 billion+

(VMT) in 2020  
Vehicle miles traveled

+4.83%

previous  
Change from year



11.9  
EW MPA

Average co



8,100  
EW MPA

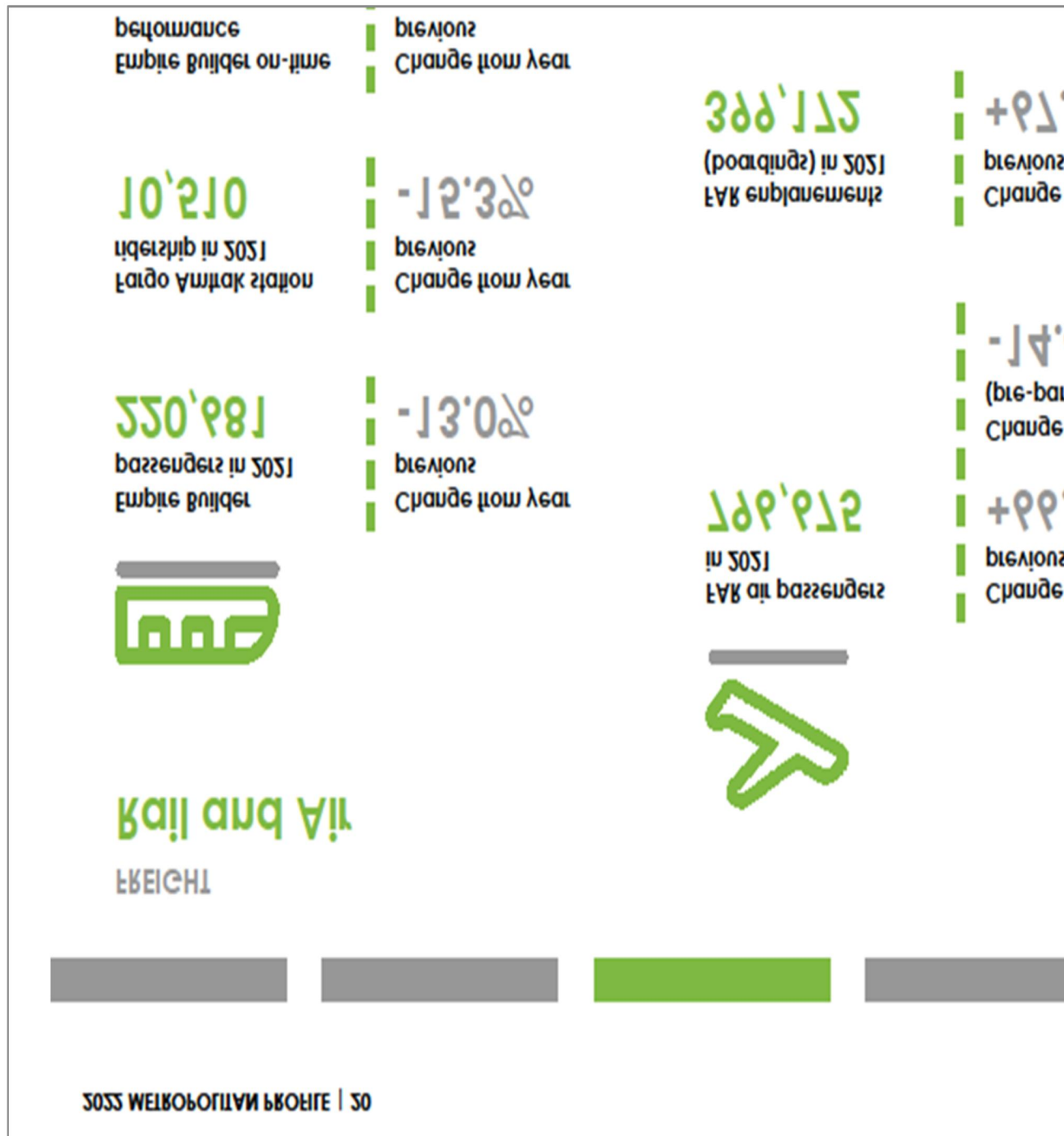
VMT per car

OVERVIEW

ROADWAYS

- Roadway projects
- Safety and pavement condition
- Functional classification





✕ Rail and air map





# OVERVIEW TRANSIT

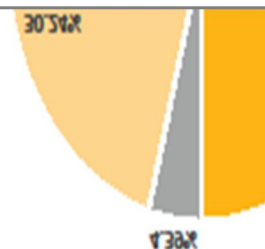


189,125  
passengers in 2021  
Fargo\West Fargo

-8.1%  
previous  
Change from year

1,505,980  
passengers in 2021  
Total MATBUS

-8.8%  
previous  
Change from year



• Other  
• College  
• Disabled  
• Elderly  
• College  
• Youth



- ✘ Transit projects – route changes, fares, marketing and studies
- ✘ Route map
- ✘ Fleet inventory, purchases and facility improvements

# Questions?



**CITY COUNCIL  
MEETING MINUTES  
JANUARY 23, 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

2. Pledge of Allegiance

3. Agenda Amendments

Request to remove Item #14B from the consent agenda.

4. Recognitions - Presentations

A. MoorHeart Recognition: Pastor Sue Koesterman

Governmental Affairs Director Lisa Bode shared the MoorHeart recognition of Pastor Sue Koesterman, CEO of Churches United for the Homeless for her ministry, leadership, and living a life of faith in action in the community.

B. Presentation: Upstream Mitigation Area – Joel Paulsen, Executive Director Metro Flood Diversion Authority

Joel Paulsen, Executive Director of FM Metro Flood Diversion Authority, presented information on Upstream Mitigation Area programs and the Supplemental Crop Insurance Program.

5. 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.*

**Motion to Approve made by Steve Lindaas and seconded by Heather Nesemeier**

Motion Passed

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

Against: 0;

Abstain/Recuse: 0;

Absent: 0;

6. Approve Minutes
  - A. January 9, 2023 Meeting Minutes

**Motion to Approve January 9, 2023 Meeting Minutes made by Laura Caroon and seconded by Deb White**  
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)

*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.*

Moorhead resident Hilary Ray shared her support of the Human Rights Commission Awards.
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.*
10. Engineering Department
  - A. \*Resolution to Award Bid for 2023 Sanitary Lift Station No.3, No.32, and No.36 Improvements (Eng. No. 23-06-01).
  - B. \*Resolutions to Approve Actions for Johnson Farms 5th and 7th Addition Underground Utility & Street Improvements (Eng. No. 23-A6-01).
  - C. \*Resolution to Receive Report and Order Plans and Specifications for Johnson Farms 5th & 7th Addition Underground Utility and Street Improvements (Eng. No. 23-A6-01)
  - D. \*Resolution to Approve Plans & Specifications and Authorize Advertisement for Bids for Johnson Farms 5th and 7th Addition Underground Utility and Street Improvements (Eng. No. 23-A6-01).
11. Community Development Department
  - A. \*Resolution to Approve Budget Adjustment and Related Agreement for a Building Codes Apprenticeship with State of MN - Department of Labor and Industry
12. Moorhead Public Service
  - A. \*Resolution to Approve Settlement Agreement and Release Between the City of Moorhead, Moorhead Public Service, and BNSF Railway Company
  - B. \*Resolution to Award Bid for Furnishing Control Panels at Moorhead DOE Tap Substation

13. Public Works

- A. \*Resolution to Renew Contract with MinnKota Recycling
- B. \*First Reading of Ordinance 2023-01: An Ordinance to Amend the 2023 Fee Schedule for Sanitation Demolition Materials Roll-off Disposal Costs

14. Administration

- A. \*Resolution to Award Contract to KLJ for Architecture and Engineering Services for the Dilworth Walmart Transit Hub
- B. \*Resolution to Approve New Liquor License to Classic Touch Lounge, LLC DBA Classic Touch Lounge

Council Member Seljevold stated he supports the liquor license request and is opposed to requiring the applicant to pay the \$200 liquor license fee for operating on Sundays.

**Motion to Approve Resolution to Approve New Liquor License to Classic Touch Lounge, LLC DBA Classic Touch Lounge made by Larry Seljevold and seconded by Deb White**

Motion Passed

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

Against: 0

Abstain/Recuse: 0

Absent: 0:

- C. Resolution to Approve the Appointment of Fire Chief

City Manager Dan Mahli shared background on Interim Fire Chief Jeff Wallin's career with the City of Moorhead Fire Department and in the field of Fire and Emergency Medical Service prior to working in Moorhead. Mr Mahli added Mr. Wallin has positive and long-standing relationships with people in Moorhead, the metro area, across the State of Minnesota. He has shown the commitment, perseverance, knowledge and technical skill to be a great chief. Pursuant to Chapter 6, Section 6.02, Subd. 3, of the Moorhead City Charter in which the City Manager is to select department heads on the basis of merit and fitness and subject to approval by the City Council, City Manager Mahli recommended the appointment of Jeff Wallin to serve as Moorhead's Fire Chief effective January 24, 2023.

**Motion to Approve Resolution to Approve the Appointment of Fire Chief made by Heather Nesemeier and seconded by Steve Lindaas**

Motion Passed

For: 7; Nelson, Gilbertson, Nesemeier, Caroon, Seljevold, Lindaas, Hendrickson

Against: 0

Abstain/Recuse: 1; White

Absent: 0:

- D. Resolution to Amend Resolutions 2021-0308-19 and 2022-0425-3, requests to the Legislature for Local Option Sales Tax Authorization

Governmental Affairs Director Lisa Bode shared in 2022 the City had requested increasing the authorized local option sales tax collection period from 22 to 30 years. However, the Legislature did not pass an Omnibus Tax Bill in 2022. The City of Moorhead's 2023 legislative priorities include seeking opportunities to address construction and financing inflation. Ms. Bode reported



the Senate Tax Committee has initiated discussions on sales tax adjustments that were requested by local governments in 2022 and not acted on by the Legislature. The guidance provided by the Senate Tax Committee is that a City Council resolution requesting Legislative modification to local option sales tax terms in 2023 (similar to the initial request for a sales tax) must be submitted by January 31, 2023. Upon learning this, staff worked with the City's financial advisors to update the revenue forecast, financing projections, and construction inflation. The City Council reviewed the information and a motion was made to request the Legislature increase the authorized project cost to the maximum projected collection amount within the voter approved 22 years.

**Motion to Approve Resolution to Amend Resolutions 2021-0308-19 and 2022-0425-3, requests to the Legislature for Local Option Sales Tax Authorization made by Chuck Hendrickson and seconded by Steve Lindaas**

Motion Failed

For: 5; Nesemeier, Caroon, White, Lindaas, Hendrickson

Against: 3; Nelson, Gilbertson, Seljevold

Abstain/Recuse: 0

Absent: 0:

15. Mayor and Council Reports

Council member Heather Nesemeier spoke of her attendance at the Cass Clay Food Commission and three new videos that are released: 1) The Impact of Pollinators on our Food System, 2) Eating Fresh and Local on a Budget, and 3) Backyard Chicken Keeping. Council member Nesemeier encouraged residents to find additional information on its website and social media. Ms. Nesemeier also invited the community to a ribbon cutting for the new Resource Recover Center on January 31.

Council member Steve Lindaas stated Frostival events can be found online. He added Inclusive Moorhead is hosting a gathering at First Congregational United Church of Christ on January 29 with food and activities. Council member Lindaas encouraged all to participate.

Mayor Carlson stated she was part of a news conference with Senator Amy Klobuchar on January 10 in which the 11 Street Underpass project was awarded Federal grant funding. Mayor Carlson spoke of the honor she was given to be an ambassador for Missouri River Energy Services. Mayor Carlson also shared her meeting with Pastor Steve Krier from Ignite Church has a sister church in the Ukraine. Mayor Carlson connected Pastor Krier with Executive Director of the Chamber of Commerce Shannon Full to work with an existing program to sponsor Ukrainian families in relocating to the Fargo Moorhead area. Mayor Carlson mentioned the Red River Regional Dispatch Center held its first governance board meeting under the new Joint Powers Agreement where she was appointed Vice Chair along with Council Member Ryan Nelson as Finance Chair. She added discussion about a new facility is underway. Mayor Carlson shared that City Manager Mahli and she visited with Provost Tim Flakoll of Tri-College University who provided a survey on student recruitment and retention during academic years and after graduation.

16. City Manager Reports

City Manager Dan Mahli spoke about parking concerns around the High School and stated alternatives are being explored. Mr. Mahli thanked Chief Wallin and his family for their public service and shared that a recognition event for all recent promotions and achievements in the Fire Department is being planned.

Mayor Carlson shared her presentation at the State of Cities event on January 19 was a great opportunity to discuss the work that was completed in 2022 and coming in 2023. Mayor Carlson also

spoke about the Clay County Intergovernmental Retreat on January 20 that she and others attended and enjoyed.

17. Executive Session

18. New Business

19. Adjourn

Meeting adjourned 6:51pm

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:

#### Charter Commission

- Mark Voxland, Moorhead resident, is appointed to a term commencing February 1, 2023 and ending January 31, 2027. (Ward 3)

#### Economic Development Authority

- Nate Anderson, Moorhead resident, is appointed to a term commencing February 1, 2023 and ending January 31, 2026. (Ward 2)

#### Public Service Commission

- Joel Paulson, Moorhead resident, is appointed to a term commencing February 1, 2023 and ending January 31, 2026. (Ward 3)

#### Planning Commission

- Brent Behm, Moorhead resident, is appointed to a term commencing February 1, 2023 and ending January 31, 2026. (Ward 3)

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

PASSED: February 13, 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

---

February 13, 2023

**SUBJECT:**

Resolution to Approve Publication of the 2023 Notice of Land Availability

**RECOMMENDATION:**

The Mayor and City Council are asked to consider a resolution to publish the 2023 Notice of Land Availability in the City's official newspaper, The Extra.

**BACKGROUND/KEY POINTS:**

According to the City Charter, Chapter 13, Section 13.05, *"The city shall advertise all real property available for disposal at least once per year. If a property has not been advertised for sale within the prior twelve months, the city may not dispose of the property without first publishing an advertisement for sale of that property once in the official newspaper of the city at least 14 days prior to its disposal. If real property has been used for municipal purposes, the city may not dispose of that property without first holding a public hearing on the disposal following once published notice of the hearing at least ten days prior to the disposal. In all cases the disposal of the real property must be approved by a resolution passed by City Council."*

The Notice of Land Availability for this year includes parcels in locations throughout the city identified below and shown on the attached General Location Maps:

- North Moorhead:
  - Remnant Lots - There are two remnant parcels remaining from the construction of 8<sup>th</sup> Ave. N. The portion of the parcels north of 8<sup>th</sup> Ave. N. will be platted and made available for sale in 2023.
  - Maple Court Townhomes – There are 17 units at 1080 17 Ave N to be sold for the conversion of rental townhomes to homeownership.
- South Moorhead: 1003 19<sup>th</sup> St S was purchased in 2001 with Community Development Block Grant (CDBG) funds. This lot near Romkey Park held a fire-damaged structure and the City purchased it from the estate of the owner. The density of the neighborhood is such that to construct a replacement multifamily property on the land was not desired at the time. The Cass Clay Community Land Trust has now expressed interest in this land. Further discussion with the Land Trust will be held to determine the highest and best use of land and associated neighborhood planning activities underway. The possible disposition of the land will be subject to the CDBG citizen participation and City Council action.
- MCCARA Industrial Park: The lots available for sale are (or will be) serviced with city utilities, ready for development, and not currently under contract.

Publication of this Notice of Land Availability fulfills the advertisement requirement per City Charter. A request for an executive session of the City Council will be scheduled upon request of the prospective buyer or at the direction of the City Manager.



## City Council Communication

---

February 13, 2023

**FINANCIAL CONSIDERATIONS:**

Not Applicable

**Voting Requirements:** Majority of Council

**Submitted By:**

Dan Mahli, City Manager

Amy Thorpe, Economic Development Program Administrator

**Attachments:** Notice of Land Availability  
General Location Map (4)  
Draft Resolution



## NOTICE OF LAND AVAILABILITY

Notice is hereby given that the City Council of the City of Moorhead, Minnesota, may be interested in the sale of certain real property which is serviced with City utilities and ready for development. Guided by the City's Land Sale Policy adopted on January 13, 2014, various requirements and/or restrictions may apply to a particular property depending upon the funding source used for the original acquisition, zoning and land use regulations, covenants, or the City's guiding principles for the sale of land. The City retains the right to issue Requests for Proposals (RFP) for any City property. Offers may be considered at any time until the lots are sold.

### North Moorhead

810 Hwy 75 N – 58.900.0251 – N1/2 of that Part of SE ¼ Lying E of Hwy #75 Section 04 Township 139 Range 048

800 Hwy 75 N – 58.900.0250 – S1/2 of that Part of SE ¼ Lying E of Hwy #75 Section 04 Township 139 Range 048

1080 17 Ave N – 58.601.0100 – Lots 1 & 2, 14 & 15, and N 9.81' of Lot 13, Block 2, Henry R Peterson Addition

### South Moorhead

1003 19 St S – 58.689.0820 - N50' OF LOT 22 & S25' OF LOT 23 BLK 10 ROMKEY PARK ADD Lot 022 Block 010

### MCCARA Industrial Park

4218 29 Ave S – 58.418.0030 – MCCARA 2<sup>ND</sup> ADD, LOT 3 BLOCK 1

4110 32 Ave S - 58.417.0160 - MCCARA 1<sup>ST</sup> ADD, LOT 7 BLOCK 3

4102 32 Ave S - 58.417.0170 - MCCARA 1<sup>ST</sup> ADD, LOT 8 BLOCK 3

4111 34 Ave S - 58.420.0040 - MCCARA 3<sup>RD</sup> ADD, LOT 1 BLOCK 2

4201 34 Ave S - 58.420.0050 - MCCARA 3<sup>RD</sup> ADD, LOT 2 BLOCK 2

4350 34 Ave S – 58.424.0060 – MCCARA 5<sup>TH</sup> ADD, LOT 6 BLOCK 1

4408 34 Ave S – 58.424.0050 – MCCARA 5<sup>TH</sup> ADD, LOT 5 BLOCK 1

4510 34 Ave S – 58.424.0040 – MCCARA 5<sup>TH</sup> ADD, LOT 4 BLOCK 1

4309 34 Ave S – 58.424.0080 – MCCARA 5<sup>TH</sup> ADD, LOT 1 BLOCK 1

4355 34 Ave S – 58.424.0090 – MCCARA 5<sup>TH</sup> ADD, LOT 2 BLOCK 1

4411 34 Ave S – 58.424.0100 – MCCARA 5<sup>TH</sup> ADD, LOT 3 BLOCK 1

4513 34 Ave S – 58.424.0110 – MCCARA 5<sup>TH</sup> ADD, LOT 4 BLOCK 1

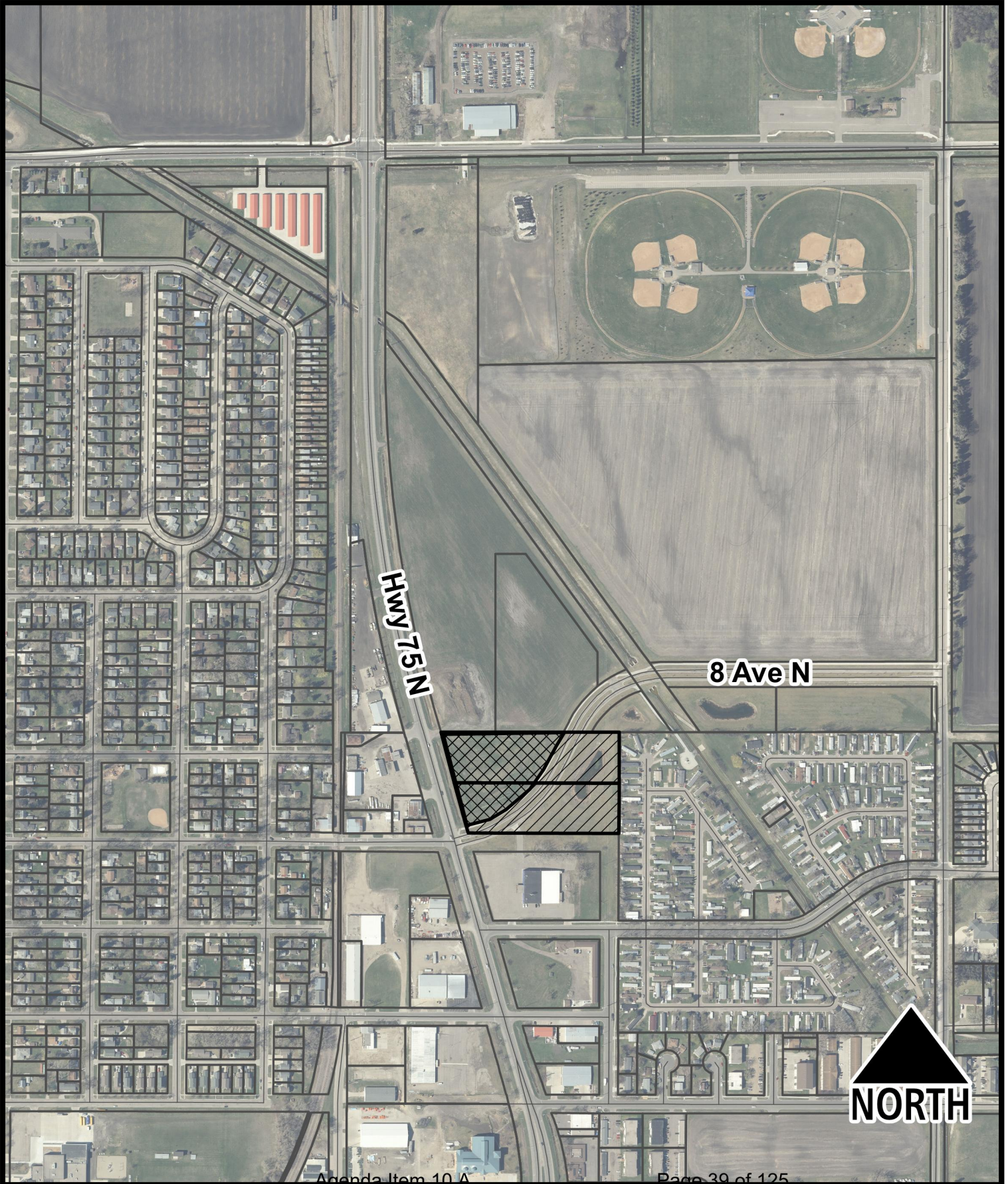
3410 46 St S – 58.424.0160 – MCCARA 5<sup>TH</sup> ADD, LOT 1 BLOCK 3

Interested persons are encouraged to visit the City's website <http://www.cityofmoorhead.com/LandSales> or contact, Economic Development (economicdevelopment@moorheadmn.gov), 500 Center Avenue, Box 779, Moorhead, MN 56561, (218) 299-5441. Published this \_\_\_\_ day of February, 2023.





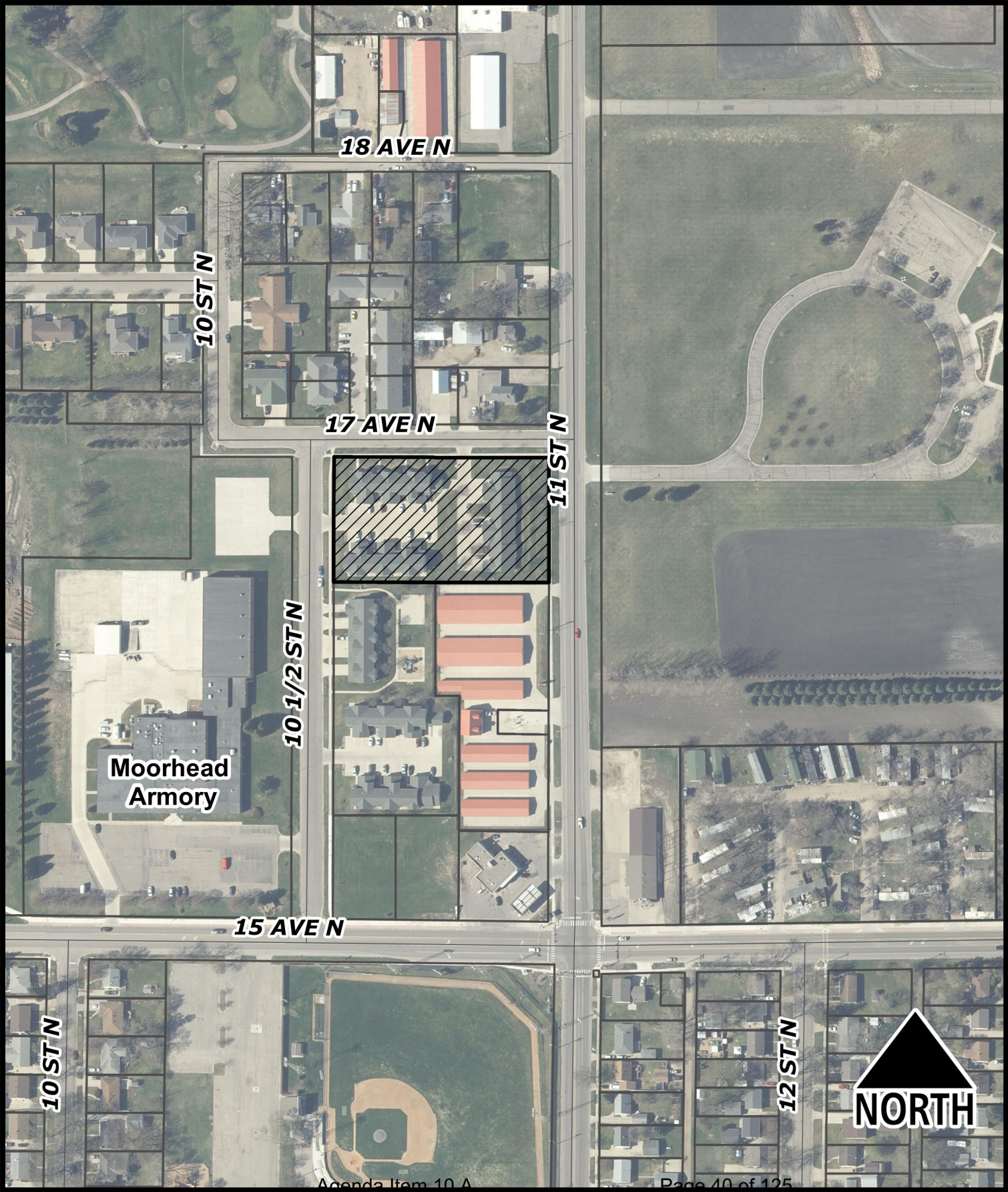
General Location Map  
Notice of Land Availability  
North Moorhead - Double Hatch Only







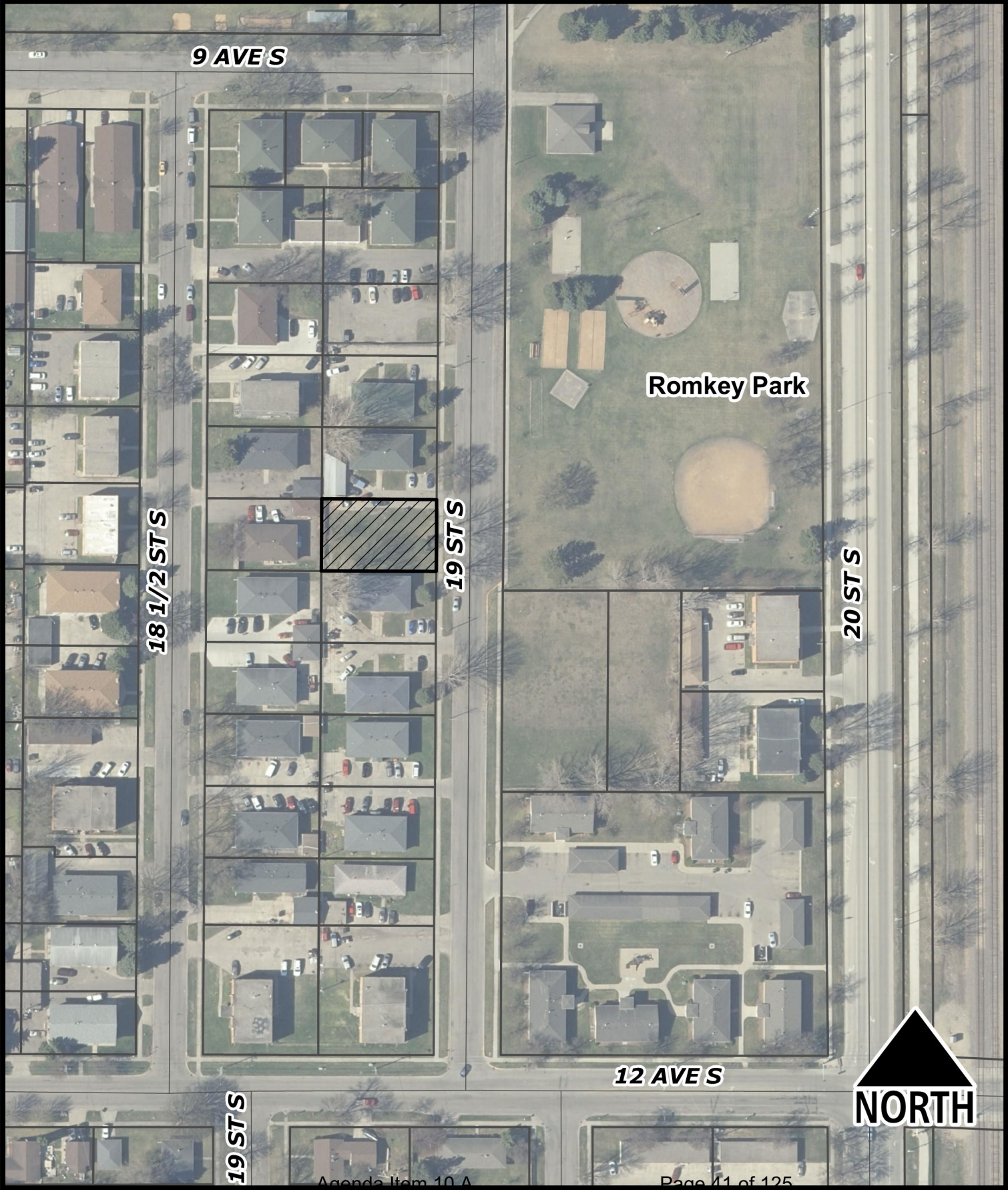
General Location Map  
Notice of Land Availability  
North Moorhead - 1080 17 Ave N







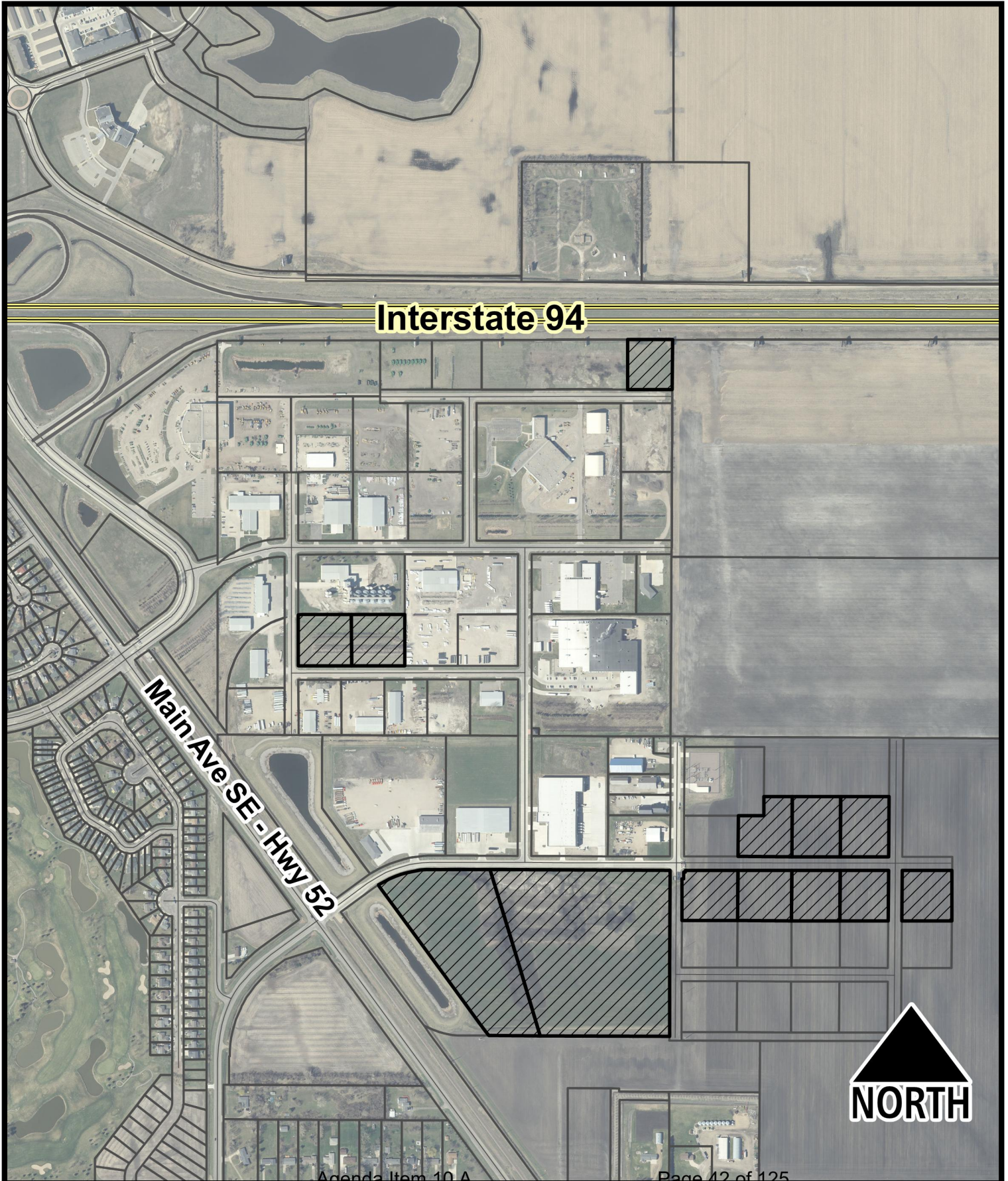
General Location Map  
Notice of Land Availability  
South Moorhead - 1003 19 St S







General Location Map  
Notice of Land Availability  
MCCARA Industrial Park - Moorhead MN





## **RESOLUTION**

### **Resolution to Approve Publication of the 2023 Notice of Land Availability**

WHEREAS, Chapter 13, Section 13.05, of the City Charter requires the City to advertise all real property available for disposal at least once per year; and

WHEREAS, the 2023 Notice of Land Availability includes City-owned property which is serviced with city utilities and ready for development; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead, Minnesota, authorizes the City Manager, or his designee, to publish the 2023 Notice of Land Availability in substantially the same form as included in packet materials in the City's official newspaper, The Extra.

PASSED: February 13, 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

---

February 13, 2023

**SUBJECT:**

Resolution to Approve Actions for Hampton Place 3<sup>rd</sup> Addition Final Wearing Course (Eng. No. 23-A2-08).

**RECOMMENDATION:**

The Mayor and City Council are asked to consider the following resolutions for the above referenced project:

- Resolution to Receive Report, Order Plans & Specifications, and Call for a Public Hearing
- Resolution to Approve Plans & Specifications and Authorize Advertisement for Bids

**BACKGROUND/KEY POINTS:**

The proposed project represents the last lift of paving in Hampton Place 3<sup>rd</sup> Addition subdivision. These improvements were previously petitioned by the Developer of the subdivision and are included in the City Capital Improvement Plan for construction in 2023. The Developer's Agreement for the subdivision states that "the City will establish a date" for the final bituminous overlay construction that is "anticipated to occur within five years of the original street construction". Delaying the placement of the final bituminous surface is a common design practice in the Red River Valley to allow for pavement settlement over excavation trenches associated with utility installation for the subdivision. Due to the relatively high-water table and the properties of the clay soils common throughout the valley, it is generally not cost-effective to compact the utility trenches to sufficiently minimize settlement over time or to replace the soils with granular materials. Since most of the settlement will occur within two to three years of the original utility installation, the scheduled delay of the final bituminous surfacing allows differential pavement settlement to be corrected with the placement of the final overlay. However, delaying the placement of the final overlay can shorten the expected life of the street because the full design structural capacity will not be achieved and the street will not drain properly until the overlay is complete, leaving the street more vulnerable to damage from construction traffic, excess water, and ice buildup. Past experience indicates that construction of the final overlay within two to five years of the original street construction provides the appropriate balance between correction of short-term pavement settlement and risk of long-term cumulative damage. The streets were originally paved in 2018.

The City Council ordered the preparation of a preliminary engineering report for the proposed improvements on December 12, 2022. City staff has prepared the report, which finds that the proposed improvements are necessary, cost-effective, and feasible; that the work would best be completed as a single contract to provide a suitable economy of scale to attract good bids and simplify construction contract administration; and that the proposed assessments for the final overlay would be consistent with other recent final overlay projects. Staff recommends that the Council receive the Preliminary Engineering Report (PER), and order preparation of plans and specifications.

Although a Public Hearing is not required for the final bituminous overlay improvements under MSA Chapter 429 (since they were previously petitioned by the owners of 100% of the benefiting



# City Council Communication

February 13, 2023

property at the time the petitions were submitted), standard practice has included a public information meeting and a Public Hearing on the basis that it has been several years since the initial improvements were constructed and ownership of many of the benefiting parcels has changed. Staff recommends that the Council call for a Public Hearing to be held on March 27, 2023. Receiving bids prior to the Public Hearing will provide the Council with the best available information regarding the actual project cost prior to ordering the improvements.

In order to expedite the project, the City Engineering Department has prepared plans and specifications for the proposed improvements under the direction of the City Engineer. City staff recommends that the Council approve the plans and specifications and authorize advertisement for bids.

Below is an outline of the proposed project schedule.

PROJECT SCHEDULE	
Activity	Date
Order Preliminary Engineer's Report	December 12, 2022
Receive Engineer's Report, Order Plans & Specs, and Call for a Public Hearing	February 13, 2023
Approve Plans & Specs and Authorize Ad for Bids	February 13, 2023
Receive Bids	March 15, 2023
Hold Public Hearing, Order Improvements, Declare Intent to Assess & Award Bid	March 27, 2023
Anticipated Construction Schedule	May – Sept., 2023
Hold Assessment Hearing	Fall 2023

## **FINANCIAL CONSIDERATIONS:**

The cost of the above requested actions is negligible at this time, as City staff will complete the design of the project. The total project cost, including contingencies and fees, is preliminarily estimated at approximately \$140,000. It is proposed to finance the project through the PIR Fund using a General Obligation Improvement Bond, and to assess the entire project cost to the benefiting properties in accordance with the City's Special Assessment Policy and respective Developer's Agreements.

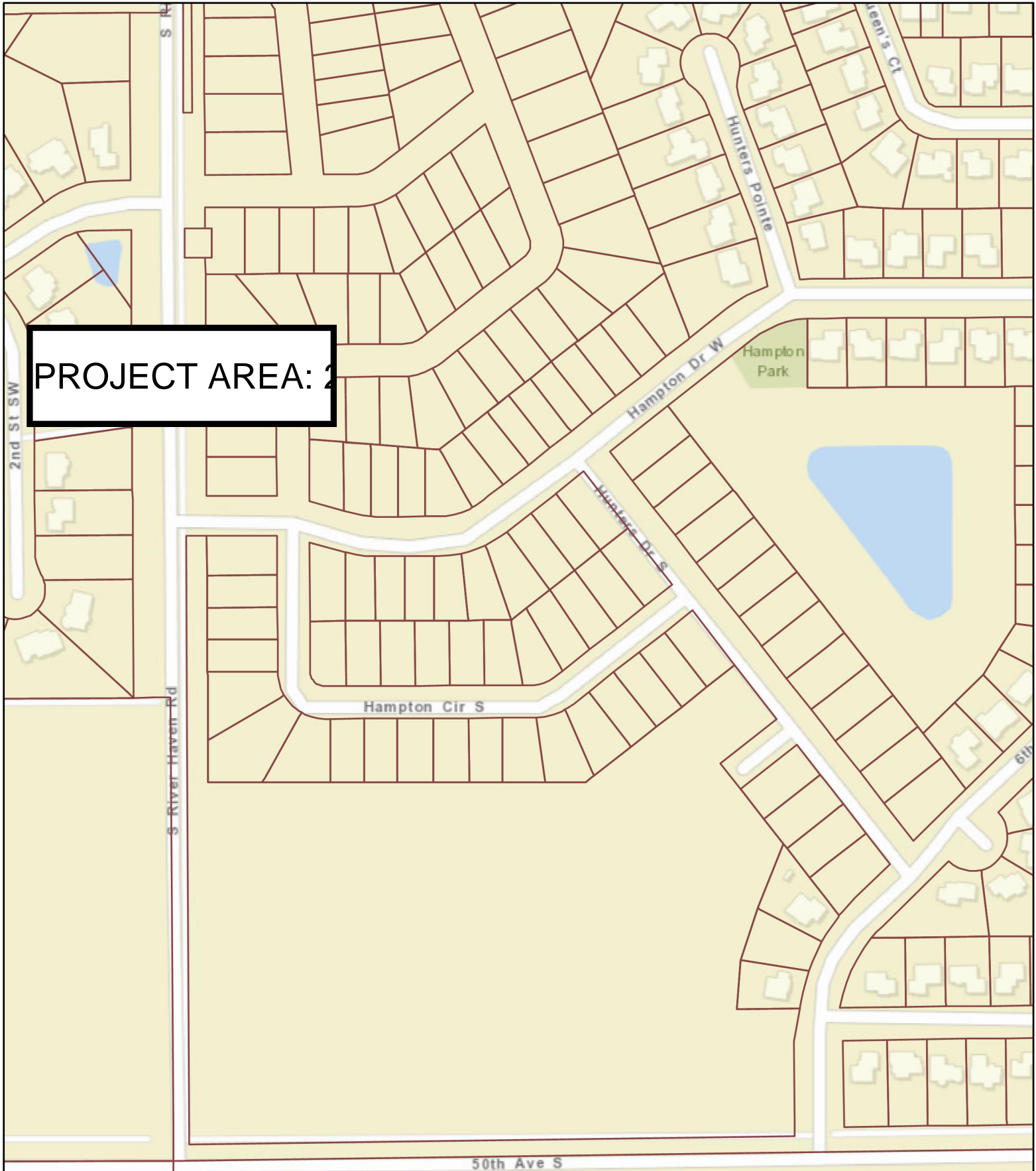
**Voting Requirements:** Majority of Quorum

## **Submitted By:**

Dan Mahli, City Manager  
 Tom Trowbridge, Assistant City Engineer  
 Bob Zimmerman, Engineering Director  
 Ruth Sierra, Office Specialist

**Attachments:** Location Map





City of Moorhead GIS, Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community

## RESOLUTION

### **Resolution to Receive Report, Order Plans & Specifications, and Call for a Public Hearing for Hampton Place 3rd Addn Final Wearing Course (Eng. No. 23-A2-08)**

WHEREAS, pursuant to a resolution passed by the City Council on December 12<sup>th</sup>, 2022, staff has prepared a preliminary engineering report to consider the making of the Hampton Place 3<sup>rd</sup> Addition Final Wearing Course (Eng. No. 23-A2-08); and

WHEREAS, the report finds that the proposed improvements are necessary, cost-effective and feasible, that they may be completed as a stand-alone project or in connection with some other improvements, and includes information on the estimated cost of the improvement as recommended, and a description of the methodology used to calculate individual assessments for affected parcels; and

WHEREAS, it has been determined that the proposed infrastructure improvements benefit the abutting properties and that some of the owners of these properties have changed since the original petition for the proposed improvements, and therefore a Public Hearing is recommended to be held before ordering the improvements; and

WHEREAS, the Council hereby determines that the preparation of plans and specifications and the receipt of bids will provide helpful information in determining the desirability and feasibility of the improvement in advance of the required Public Hearing.

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

1. The Council hereby receives the Preliminary Engineering Report for Hampton Place 3<sup>rd</sup> Addition Final Wearing Course (Eng. No. 23-A2-08). Such improvements are necessary, cost-effective, and feasible as detailed in the Preliminary Engineering Report, and may be completed either as a stand-alone project or in connection with some other improvements.
2. The City Engineer is hereby designated as the engineer for this improvement, and plans and specifications for the making of such improvements shall be made under the supervision of the City Engineer.
3. A public hearing shall be held on such proposed improvement on the 27<sup>th</sup> day of March, 2023, during the regularly scheduled Council Meeting in the auditorium of the Hjemkomst at 5:45 p.m., and the City Clerk shall give mailed and published notice of such hearing and improvement as required by law.

PASSED: February 13, 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 Plans & Specifications and Authorize Advertisement for Bids for Hampton Place 3rd Addition Final Wearing Course (Eng. No. 23-A2-08)**

WHEREAS, pursuant to a resolution passed by the City Council on February 13<sup>th</sup>, 2023 City staff has prepared plans and specifications for Hampton Place 3<sup>rd</sup> Addition Final Wearing Course (Eng. No. 23-A2-08) under the direction of the City Engineer and such plans are presented to the Council for approval.

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

1. Such plans and specifications, a copy of which is on file in the office of the City Engineer, are hereby approved.
2. The City Engineer shall prepare and cause to be published on the official websites an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published a minimum of 21 days before the scheduled bid opening. The advertisement shall specify the work to be done, shall state the time and place that the bids will be opened, and shall state that no bids will be considered unless sealed and filed with the City Engineer and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the City of Moorhead for 5 percent of the amount of such bid.

PASSED: February 13, 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

---

February 13, 2023

**SUBJECT:**

Resolutions to Approve Actions for Elm Street and River Drive Area Street and Underground Utility Improvements (Eng. No. 22-A2-04)

**RECOMMENDATION:**

The Mayor and City Council are asked to consider the following resolutions for the above referenced project:

- Resolution to Receive Report, Order Plans & Specifications and Call for a Public Hearing
- Resolution to Approve Plans & Specifications and Authorize Advertisement for Bids

**BACKGROUND/KEY POINTS:**

The proposed project area includes the streets of River Dr S, Elm St S, 6th Ave S, 8th Ave S, 9th Ave S, 11th Ave S, and 1st St S (map attached). These streets are included in the City's 2023-2027 Capital Improvement Plan and are scheduled for construction of improvements in 2023. Since special assessments will be used to finance a portion of the project cost, and the project has been initiated by Council action rather than by petition of the benefiting property owners, in accordance with Minnesota Statutes, Chapter 429, it is necessary to prepare an engineering report and hold a Public Hearing prior to ordering the improvements.

On December 12, 2022 the City Council ordered the preparation of the Engineer's Report, which has been completed by City staff under the direction of the City Engineer. The report evaluated the existing street and utility systems, considering how they were constructed and maintained, their age and current condition, and information obtained from soil borings and sewer televising. The report makes recommendations for the following street and utility improvements:

River Drive S – Rehabilitation from 9th to 12th Avenue S  
Elm Street S – Rehabilitation from 6th to 12th Avenue S  
6th Avenue S – Rehabilitation from Elm Street S West to Elm Street S East  
8th Avenue S – Rehabilitation from Elm Street S to 1st Street S  
9th Avenue S – Rehabilitation from River Drive S to 1st Street S  
11th Avenue S – Rehabilitation from River Drive S to 1st Street S  
1st Street S – Rehabilitation from 7th to 12th Avenue S

A rehabilitation involves the full pavement depth being removed and replaced, typically including the gravel base, but preserves most of the existing curb & gutter.

The report notes that MPS will be replacing about 2,600 feet of cast iron pipe (CIP) water mains on 1<sup>st</sup> Street S between 7<sup>th</sup> and 12<sup>th</sup> Ave S, 7<sup>th</sup> Avenue S between Elm and 1<sup>st</sup> Street S, Elm Street S between 6<sup>th</sup> and 7<sup>th</sup> Avenue S, and 6<sup>th</sup> Avenue S between Elm Street South (west) and Elm Street South (East). In order to better coordinate the construction, the water main replacement will be included in the City street contract. The other water mains in the project area are all



## City Council Communication

---

February 13, 2023

polyvinyl chloride (PVC) pipe and in good condition and were replaced in the summer of 2022. All of the sanitary sewer mains are vitrified clay pipe (VCP) and are in good condition. The Wastewater Division will plan to line the VCP with a cured-in-place pipe ("CIPP") at some future date, as that is the most cost-effective means of maintaining the mains. Also, as part of this project, it is proposed to install a new 30" trunk storm main on 11th Ave S from River Dr S to 1st St S to improve drainage during heavier rainfall events (this is a recommendation from the early analysis of the grant-funded Climate Change Resiliency Study). The report recommends pedestrian ramp improvements necessary to comply with ADA requirements. There are 3 sidewalk gaps that are proposed to be filled in accordance with the City Code.

Staff is preparing a virtual public information presentation that will be available on or about February 15<sup>th</sup> on the City website for the proposed street improvements. The public information presentation is intended to share project information with the property owners and to solicit property owner feedback prior to receiving bids. A letter will be mailed to the abutting property owners notifying them of the presentation, and how to contact staff to ask questions or submit comments regarding the proposed design, and requesting feedback by March 8, 2023 which will allow staff time to incorporate changes (if any).

Since existing sidewalk dead-ends in front of 1004 River Drive S, it is proposed to add an ADA ramp and direct pedestrians across River Drive S to connect with the future Midtown Trail (proposed construction 2023). There are also two sidewalk gaps north of 909 Elm Street S in City right-of-way. It is proposed to add new sidewalk and ADA ramps in order to make connections north of 9<sup>th</sup> Avenue S to the existing sidewalk system and west of River Drive S to make connections with the proposed Midtown Trail. No other sidewalk is proposed other than replacement of pedestrian ramps and random areas of existing sidewalk in need of replacement as needed to comply with current ADA standards.

The report finds that the proposed rehabilitation improvements are necessary, cost-effective and feasible. The report further finds that the project is of a sufficient size to achieve a desirable economy of scale and may be constructed as a stand-alone project or in connection with some other improvement. In this case, it is recommended to coordinate the improvements with the proposed MPS water main replacement work as it will be the most cost-effective way to complete both projects.

A portion of the project cost will be financed using special assessments applied on an adjusted front foot basis at the standard rates included in the current City Fee Schedule (\$75.00 per foot for rehabilitation projects). Staff recommends that the Council receive the Engineer's report, and order the preparation of plans and specifications. Staff further recommends that the City prepare plans and specifications and receive bids for the proposed project prior to holding the Public Hearing in order to have the best information available regarding the actual project costs prior to ordering the improvements. Staff recommends scheduling the Public Hearing to be held on March 27, 2023.





## City Council Communication

February 13, 2023

In order to expedite the project, the City Engineering Department has already prepared plans and specifications for the proposed improvements under the direction of the City Engineer. The project areas have been combined into one contract to simplify construction administration and maximize the economy of scale, while keeping the total contract size to a scope that is suitable for most local contractors. City staff recommends that the Council approve the plans and specifications and authorize advertisement for bids

Below is an outline of the proposed project schedule.

PROJECT SCHEDULE	
Activity	Date
Order Preliminary Engineer's Report	December 12, 2022
Receive Engineer's Report, Order Plans & Specs, and Call for a Public Hearing	February 13, 2023
Approve Plans & Specs and Authorize Ad for Bids	February 13, 2023
Receive Bids	March 15, 2023
Hold Public Hearing, Order Improvements, Declare Intent to Assess & Award Bid	March 27, 2023
Anticipated Construction Schedule	May – Sept., 2023
Hold Assessment Hearing	Fall 2023

### **FINANCIAL CONSIDERATIONS:**

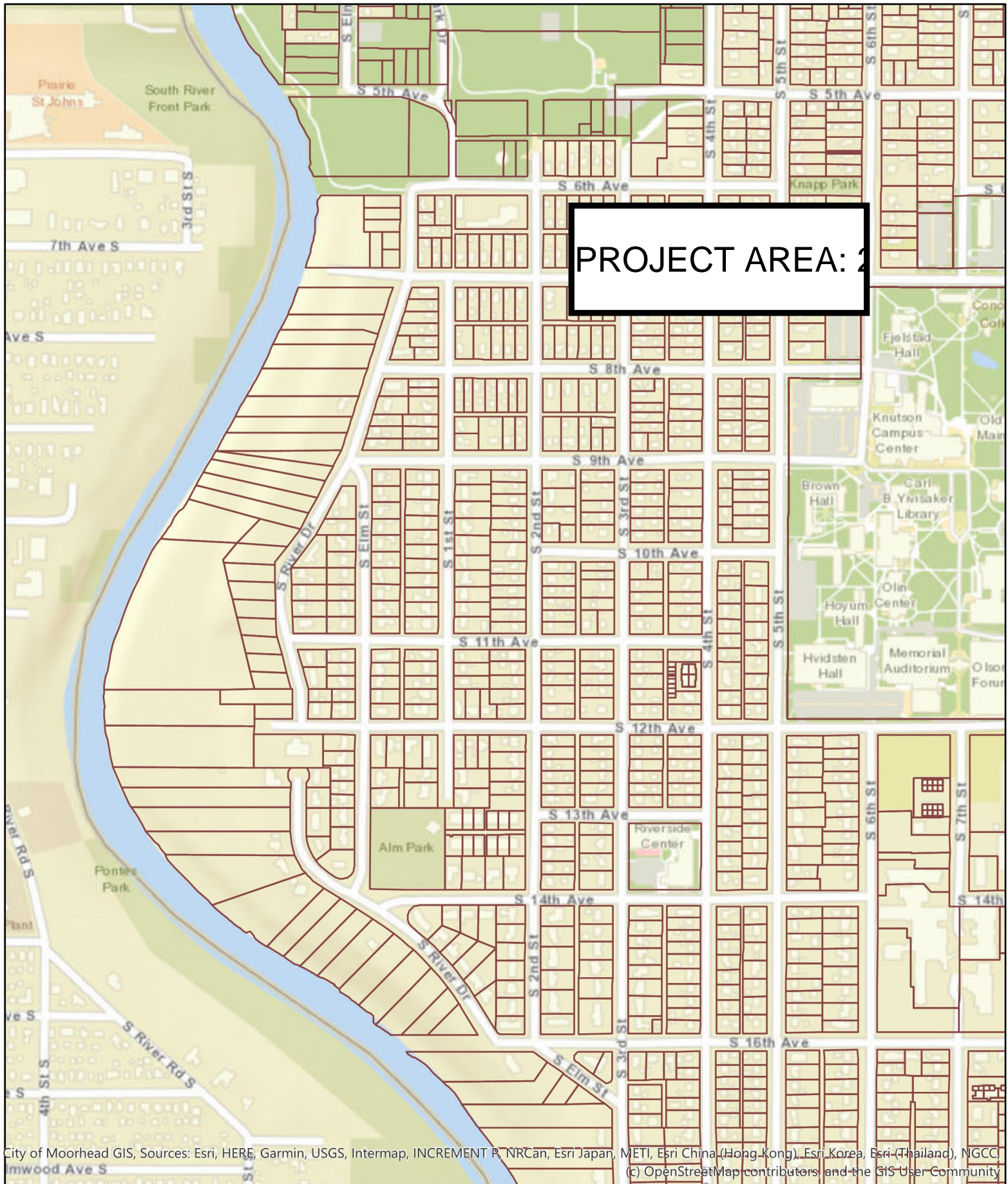
The cost of the above requested actions is negligible at this time, as City staff is leading the design of the project. The total project cost including contingencies and fees (but excluding the water main replacement costs which will be paid by MPS), is preliminarily estimated at \$3,860,000. The trunk storm sewer improvement will be financed using \$250,000 in Stormwater Utility funds that has been budgeted for this purpose. It is proposed to finance the remainder of the project cost through the PIR Fund using a General Obligation Improvement Bond, and to assess approximately \$729,000 of the total project cost to the benefiting properties in accordance with the City's Special Assessment Policy. The balance of the project cost (\$2,881,000) will be paid as a City share.

**Voting Requirements:** Majority of Quorum

### **Submitted By:**

Dan Mahli, City Manager  
 Tom Trowbridge, Assistant City Engineer  
 Bob Zimmerman, Engineering Director  
 Ruth Sierra, Office Specialist

**Attachments:** Location Map



PROJECT AREA: 2

City of Moorhead GIS, Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong-Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community



This map is for reference purposes only. It is not a substitute for an accurate field survey. Moorhead, MN is not responsible for any inaccuracies herein contained. This map is in the public domain and may be copied without permission. Citation of the source will be appreciated.

City of Moorhead GIS Map

Agenda Item 11.C.

Date: 2/8/2023 Time: 6:03 AM

Page 52 of 125

1:9,028

0 0.04 0.09 0.17 mi





## RESOLUTION

### **Resolution to Receive Report, Order Plans & Specifications, and Call for a Public Hearing for Elm Street and River Drive Area Street and Underground Utility Improvements (Eng. No. 22-A2-04)**

WHEREAS, pursuant to a resolution of the City Council dated December 12, 2022, staff has prepared a preliminary engineering report to consider the making of the Elm Street and River Drive Area Street and Underground Utility Improvements (Eng. No. 22-A2-04); and

WHEREAS, the preliminary engineering report finds that the proposed improvements are necessary, cost-effective and feasible, that they would best be completed as a stand-alone project, and includes information on the estimated cost of the improvement as recommended, and a description of the methodology used to calculate individual assessments for affected parcels; and

WHEREAS, it has been determined that the proposed infrastructure improvements benefit the abutting properties whose owners have not petitioned for the proposed improvements, therefore a Public Hearing must be held before ordering the improvements; and

WHEREAS, the Council hereby determines that the preparation of plans and specifications and the receipt of bids will provide helpful information in determining the desirability and feasibility of the improvement in advance of the required Public Hearing.

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

1. The Council hereby receives the Preliminary Engineering Report for Elm Street and River Drive Area Street and Underground Utility Improvements (Eng. No. 22-A2-04). Such improvements are necessary, cost-effective, and feasible as detailed in the Preliminary Engineering Report, and would best be completed as a stand-alone project.
2. The City Engineer is hereby designated as the engineer for this improvement, and plans and specifications for the making of such improvements shall be made under the supervision of the City Engineer.
3. A public hearing shall be held on such proposed improvement on the 27<sup>th</sup> day of March, 2023, during the regularly scheduled Council Meeting in the auditorium of the Hjemkomst at 5:45 p.m., and the City Clerk shall give mailed and published notice of such hearing and improvement as required by law.

PASSED: February 13, 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 Plans & Specifications and Authorize Advertisement for Bids for Elm Street and River Drive Area Street and Underground Utility Improvements (Eng. No. 22-A2-04)**

WHEREAS, pursuant to a resolution passed by the City Council on February 13<sup>th</sup>, 2023 City staff has prepared plans and specifications for Elm Street and River Drive Area Street and Underground Utility Improvements (Eng. No. 22-A2-04) under the direction of the City Engineer and such plans are presented to the Council for approval.

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

1. Such plans and specifications, a copy of which is on file in the office of the City Engineer, are hereby approved.
2. The City Engineer shall prepare and cause to be published on the official websites an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published a minimum of 21 days before the scheduled bid opening. The advertisement shall specify the work to be done, shall state the time and place that the bids will be opened, and shall state that no bids will be considered unless sealed and filed with the City Engineer and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the City of Moorhead for 5 percent of the amount of such bid.

PASSED: February 13, 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

---

February 13, 2023

**SUBJECT:**

Resolution to Approve and Authorize the Mayor and City Manager to Execute Master Services Agreements for Engineering Consultation Services

**RECOMMENDATION:**

The Mayor and City Council are asked to consider a resolution to approve, and authorize the Mayor and City Manager to execute, Master Services Agreements for Engineering Consultation Services.

**BACKGROUND/KEY POINTS:**

Each year, the Engineering Department designs, bids, and manages the construction of multiple capital improvement projects and participates in or leads various plans or studies. On occasion, City staff requires support from consultants with specialized technical expertise or to manage workload in excess of staff capacity. Prior to 2018, proposals for consultant engineering support were solicited on an as-needed basis and executed through project-specific engineering services agreements.

In conjunction with City staff, the City Attorney developed a Master Services Agreement (MSA) for professional engineering and land surveying services that was approved by the Council on February 26, 2018 and was effective through December 31, 2022. On December 9, 2022, staff issued a general Request for Qualifications (RFQ) for engineering services to develop an updated pool of pre-qualified consultants for each type of service and/or project. The RFQ added several new work categories to the Master Services Agreement – Land Use Planning, Environmental Services (to include hazardous materials, noise and construction vibration monitoring, property assessments, and potential environmental impacts), and Property Acquisition Services (which had previously been a subcategory under Federal & State Funded Projects). Statements of Qualifications (SOQ) were received from various consultants in January, 2023. Staff has evaluated each SOQ based on the criteria published in the RFQ.

Staff recommends that the City execute an MSA, to be effective through December 31, 2027, with the various consultants for the specified types of services and/or projects as shown in the attached table.

Execution of the MSA will provide uniformity to the City's relationship with outside consultants and conserve staff and City Attorney resources previously used to develop and/or review project-specific engineering services agreements. Execution of the MSA does not guarantee any particular volume, level, or amount of work either in terms of the number of projects or dollar value of work to any consultant.

Under the MSA, as project-specific needs for consultant assistance are identified, staff will solicit and negotiate a scope of work and cost proposal from a pre-qualified consultant or consultants. The scope of work and cost will be incorporated into a Task Order issued pursuant to the MSA.



## City Council Communication

---

February 13, 2023

There is no limit to the number or scope of Task Orders which may be issued by the City under any MSA.

### **FINANCIAL CONSIDERATIONS:**

There is no cost associated with execution of the MSA. Any future costs will be identified in Task Orders executed under the MSA and will be specific to the project and scope of work identified in the Task Order.

The draft resolution would authorize the Engineering Director/City Engineer to issue Task Orders, not to exceed \$200,000 per Task Order, under the Master Services Agreement for services and/or projects utilizing funds available within the approved City budget, for services and/or projects in the approved Capital Improvement Plan, and for petitioned improvement projects.

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

### **Submitted By:**

Dan Mahli, City Manager  
Tom Trowbridge, Assistant City Engineer  
Bob Zimmerman, Engineering Director  
Ruth Sierra, Office Specialist

**Attachments:** Pre-Qualified Consultants Table

# CITY OF MOORHEAD ENGINEERING MASTER SERVICE AGREEMENT QUALIFIED CONSULTANTS

2023-2027

Category	1	2	3	4	5	6	7	8	9	10	11	12	13	14
	New Subdivisions	Rehabilitation & Reconstruction	Federal & State Aid	Trunk Storm Sewer	Trunk Sanitary Sewer	Flood Mitigation	Bridges	Traffic Operations	Geotechnical	Materials Testing	Land Use Planning	Land Surveying	Environmental Services Struct/Prop Assessments AUAR	Property Acquisition Services
AE2S	●	●		●	●	●	●					●		
Apex	●	●	●	●	●	●		●						
Bolton & Menk	●	●	●	●	●	●	●	●			●	●		
Braun Intertec									●	●			●	
Burian	●	●		●		●					●			
HDR		●	●	●	●	●	●	●			●		●	●
Houston	●	●	●	●	●	●	●	●			●	●		
KLJ	●	●	●	●	●	●	●	●	●		●	●	●	●
Lowry	●	●												
Moore	●	●	●	●	●	●		●				●		
SRF	●	●	●	●	●		●	●			●	●		●
Stantec	●	●	●	●	●	●	●	●	●		●	●	●	●
Terracon									●	●			●	
Ulteig	●	●	●			●	●	●				●	●	
Widseth			●	●			●						●	
WSB	●	●	●	●	●	●	●	●	●	●	●	●	●	●



## RESOLUTION

### **Resolution to Approve and Authorize the Mayor and City Manager to Execute Master Services Agreements for Engineering Consultation Services**

WHEREAS, each year, the Engineering Department designs, bids, and manages the construction of multiple capital improvement projects and participates in or leads various planning studies; and

WHEREAS, on occasion, City staff requires support from consultants with specialized technical expertise or to manage workload in excess of staff capacity; and

WHEREAS, on February 26, 2018, the City Council approved Master Service Agreements with a pool of pre-qualified consultants for various types of engineering services that would remain effective through December 31, 2022; and

WHEREAS, an updated Request for Qualifications (RFQ) was issued in December of 2022, and Statements of Qualifications (SOQ) were received from various consultants in January, 2023; and

WHEREAS, staff has evaluated each Statement of Qualifications based on the criteria published in the Request for Qualifications and recommends that the City execute a Master Services Agreement, to be effective through 2027, with each consultant determined to be qualified for each type of service and/or project; and

WHEREAS, as project-specific needs for consultant assistance are identified, staff will solicit and negotiate a scope of work and cost proposal from a pre-qualified consultant or consultants to be incorporated in a Task Order issued by the City under the Master Services Agreement.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead, Minnesota that the proposed Master Services Agreement for Engineering Consultation Services is approved.

BE IT FURTHER RESOLVED that the Mayor and City Manager are authorized to execute the Master Services Agreement with each consultant determined to be qualified for each type of service and/or project.

BE IT FURTHER RESOLVED that the Engineering Director/City Engineer is authorized to issue Task Orders, not to exceed \$200,000 per Task Order, under the Master Services Agreement for services and/or projects utilizing funds available within the approved City budget, for services and/or projects in the approved Capital Improvement Plan, and for petitioned improvement projects.

PASSED: February 13, 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

---

February 13, 2023

**SUBJECT:**

Resolution to Receive Report, Order Plans & Specifications, and Call for a Public Hearing for 19-1/2 St and 14th Ave S Area Street Improvements (Eng. No. 23-A2-01)

**RECOMMENDATION:**

The Mayor and City Council are asked to consider a resolution to receive the report, order the preparation of plans & specifications, and call for a Public Hearing for the above-referenced project.

**BACKGROUND/KEY POINTS:**

The proposed project area includes the streets of 14th Ave South and 19 ½ Street South. (map attached). These streets are included in the City's 2023-2027 Capital Improvement Plan and are scheduled for construction of improvements in 2023. Since special assessments will be used to finance a portion of the project cost, and the project has been initiated by Council action rather than by petition of the benefiting property owners, in accordance with Minnesota Statutes, Chapter 429, it is necessary to prepare an engineering report and hold a Public Hearing prior to ordering the improvements.

On December 12, 2022, the City Council ordered the preparation of the Engineer's Report, which has been completed by City staff under the direction of the City Engineer. The report evaluated the existing street and utility systems, considering how they were constructed and maintained, their age and current condition, and information obtained from soil borings and sewer televising. The report makes recommendations for the following street and utility improvements:

14th Ave South – Mill & Overlay from 18th St S to 20th St S

19th ½ Street – Mill & Overlay from 12th Ave South to 16th Ave South

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

The report notes that MPS will be replacing about 650 feet of cast iron pipe (CIP) water mains (on 19th ½ Street South between 14th and 16th Aves S) in advance of the street construction. The other water mains in the project area are all polyvinyl chloride (PVC) pipe and in good condition. All of the sanitary sewer mains are vitrified clay pipe (VCP) and are in good condition. The report recommends pedestrian ramp improvements necessary to comply with ADA requirements. There is one sidewalk gap that is proposed to be filled in accordance with the City Code.

Staff is preparing a virtual a public information presentation that will be available on or about February 13, 2023 on the City website for the proposed street improvements. The public information presentation is intended to share project information with the property owners and to



## City Council Communication

February 13, 2023

solicit property owner feedback prior to receiving bids. A letter will be mailed to the abutting property owners notifying them of the presentation, and how to contact staff to ask questions or submit comments regarding the proposed design, and requesting feedback by February 24, 2023 which will allow staff time to incorporate changes (if any) into the plans prior to bidding. There is a 120-foot long gap in the existing sidewalk so it is proposed to install sidewalk to fill the gap. In addition, it is proposed to update pedestrian ramps as needed to comply with current ADA standards. The report finds that the proposed mill & overlay improvements are necessary, cost-effective and feasible. The report further finds that the project is of a sufficient size to achieve a desirable economy of scale and may be constructed as a stand-alone project or in connection with some other improvement. In this case, it is recommended to coordinate the improvements with the proposed MPS water main replacement work as it will be the most cost-effective way to complete both projects.

A portion of the project cost will be financed using special assessments applied on an adjusted front foot basis at the standard rates included in the current City Fee Schedule (\$35.00 per foot for urban section mill & overlay projects). Staff recommends that the Council receive the Engineer's report, and order the preparation of plans and specifications. Staff further recommends that the City prepare plans and specifications and receive bids for the proposed project prior to holding the Public Hearing in order to have the best information available regarding the actual project costs prior to ordering the improvements. Staff recommends scheduling the Public Hearing to be held on March 27, 2023.

Below is an outline of the proposed project schedule.

<b>PROJECT SCHEDULE</b>	
<b>Activity</b>	<b>Date</b>
Order Preliminary Engineer's Report	December 12, 2022
Receive Engineer's Report, Order Plans & Specs, and Call for a Public Hearing	February 13, 2023
Approve Plans & Specs and Authorize Ad for Bids	February 27 <sup>th</sup> , 2023
Receive Bids	March 22, 2023
Hold Public Hearing, Order Improvements, Declare Intent to Assess & Award Bid	March 27, 2023
Anticipated Construction Schedule	May – Sept., 2023
Hold Assessment Hearing	Fall 2023

### **FINANCIAL CONSIDERATIONS:**

The cost of the above requested actions is negligible at this time, as City staff will complete the design of the project. The total project cost, including contingencies and fees, is preliminarily estimated at \$300,000.00. It is proposed to finance the project through the PIR Fund using a General Obligation Improvement Bond, and to assess approximately \$84,000 of the total project cost to the benefiting properties in accordance with the City's Special Assessment Policy. The balance of the project cost (\$216,000) will be paid as a City share.



## City Council Communication

---

February 13, 2023

**Voting Requirements:** Majority of Quorum

**Submitted By:**

Dan Mahli, City Manager  
Tom Trowbridge, Assistant City Engineer  
Bob Zimmerman, Engineering Director  
Ruth Sierra, Office Specialist

**Attachments:** Location Map





City of Moorhead GIS, Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community



This map is for reference purposes only. It is not a substitute for an accurate field survey. Moorhead, MN is not responsible for any inaccuracies herein contained. This map is in the public domain and may be copied without permission. Citation of the source will be appreciated.

## City of Moorhead GIS Map

Agenda Item 11.F.

Date: 2/7/2023 Time: 3:07 PM

Page 62 of 125

1:3,000

0 0.01 0.03 0.05 mi



## RESOLUTION

### **Resolution to Receive the Report, Order Plans & Specifications, and Call for a Public Hearing for 19-1/2 St and 14th Ave S Area Street Improvements (Eng. No. 23-A2-01)**

WHEREAS, pursuant to a resolution of the City Council dated December 12, 2022, staff has prepared a preliminary engineering report to consider the making of the 19-1/2 St and 14th Ave S Area Street Improvements (Eng. No. 23-A2-01); and

WHEREAS, the preliminary engineering report finds that the proposed improvements are necessary, cost-effective and feasible, that they would best be completed as a stand-alone project, and includes information on the estimated cost of the improvement as recommended, and a description of the methodology used to calculate individual assessments for affected parcels; and

WHEREAS, it has been determined that the proposed infrastructure improvements benefit the abutting properties whose owners have not petitioned for the proposed improvements, therefore a Public Hearing must be held before ordering the improvements; and

WHEREAS, the Council hereby determines that the preparation of plans and specifications and the receipt of bids will provide helpful information in determining the desirability and feasibility of the improvement in advance of the required Public Hearing.

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

1. The Council hereby receives the Preliminary Engineering Report for 19-1/2 St and 14th Ave S Area Street Improvements (Eng. No. 23-A2-01). Such improvements are necessary, cost-effective, and feasible as detailed in the Preliminary Engineering Report, and would best be completed as a stand-alone project.
2. The City Engineer is hereby designated as the engineer for this improvement, and plans and specifications for the making of such improvements shall be made under the supervision of the City Engineer.
3. A public hearing shall be held on such proposed improvement on the 27<sup>th</sup> day of March, 2023, during the regularly scheduled Council Meeting in the auditorium of the Hjemkomst at 5:45 p.m., and the City Clerk shall give mailed and published notice of such hearing and improvement as required by law.

PASSED: February 13, 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

---

February 13, 2023

**SUBJECT:**

Resolution to Receive Report, Order Plans & Specifications, and Call for a Public Hearing for 14th, 16th, 17th & 18th St S Area Street Improvements (Eng. No. 23-A2-03)

**RECOMMENDATION:**

The Mayor and City Council are asked to consider a resolution to receive the report, order the preparation of plans & specifications, and call for a Public Hearing for the above-referenced project.

**BACKGROUND/KEY POINTS:**

The proposed project area includes the streets of 14th, 16th, 17th & 18th Street South and 27th Avenue South (map attached). These streets are included in the City's 2023-2027 Capital Improvement Plan and are scheduled for construction of improvements in 2023. Since special assessments will be used to finance a portion of the project cost, and the project has been initiated by Council action rather than by petition of the benefiting property owners, in accordance with Minnesota Statutes, Chapter 429, it is necessary to prepare an engineering report and hold a Public Hearing prior to ordering the improvements.

On December 12th, 2022 the City Council ordered the preparation of the Engineer's Report, which has been completed by City staff under the direction of the City Engineer. The report evaluated the existing street and utility systems, considering how they were constructed and maintained, their age and current condition, and information obtained from soil borings and sewer televising. The report makes recommendations for the following street improvements:

- 27th Avenue S – Mill & Overlay 16th to 18th Street South
- 14th Street South – Mill & Overlay 20th to 24th Ave South
- 16th Street South – Mill & Overlay 27th to 28th Ave South
- 17th Street South – Mill & Overlay 27th to 28th Ave South
- 18th Street South – Mill & Overlay 27th to 28th Ave South

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

The water mains are PVC pipe and in good condition. The sanitary sewer mains on 14th Street South are vitrified clay pipe (VCP) and are in good condition. All other sanitary mains are PVC and are in good condition as well. The report recommends pedestrian ramp improvements necessary to comply with ADA requirements. There are sidewalk gaps that are proposed to be filled in accordance with the City Code.

Staff is preparing a virtual public information presentation that will be available on or about February 13, 2023 on the City website for the proposed street improvements. The public





## City Council Communication

February 13, 2023

informational presentation is intended to share project information with the property owners and to solicit property owner feedback prior to receiving bids. A letter will be mailed to the abutting property owners notifying them of the presentation, and how to contact staff to ask questions or submit comments regarding the proposed design, and requesting feedback by February 24, 2023 which will allow staff time to incorporate changes (if any) into the plans prior to bidding. There are no existing sidewalks along 16th, 17th, 18th Streets and 27th Ave S so currently, it is proposed to install sidewalks on both sides of those streets. Per the City Code, the neighborhood will be asked to comment on the sidewalk plan, and if at least 75% of the property owners petition against installation of the sidewalks, the sidewalks will be removed from the project. In addition, it is proposed to update pedestrian ramps along 14th St as needed to comply with current ADA standards. The report finds that the proposed mill & overlay improvements are necessary, cost-effective and feasible. The report further finds that the project is of a sufficient size to achieve a desirable economy of scale and may be constructed as a stand-alone project or in connection with some other improvement.

A portion of the project cost will be financed using special assessments applied on an adjusted front foot basis at the standard rates included in the current City Fee Schedule (\$35.00 per foot for urban section mill & overlay projects). Since 14<sup>th</sup> St S is the north-south collector street in this neighborhood, there will also be an area-wide assessment of \$550 per equivalent lot for all lots from 12<sup>th</sup> to 17<sup>th</sup> St S that are roughly parallel to 14<sup>th</sup> St S between 20<sup>th</sup> and 24<sup>th</sup> Ave S. Staff recommends that the Council receive the Engineer's report, and order the preparation of plans and specifications. Staff further recommends that the City prepare plans and specifications and receive bids for the proposed project prior to holding the Public Hearing in order to have the best information available regarding the actual project costs prior to ordering the improvements. Staff recommends scheduling the Public Hearing to be held on March 27th, 2023.

Below is an outline of the proposed project schedule.

PROJECT SCHEDULE	
Activity	Date
Order Preliminary Engineer's Report	December 12, 2022
Receive Engineer's Report, Order Plans & Specs, and Call for a Public Hearing	February 13, 2023
Approve Plans & Specs and Authorize Ad for Bids	February 27, 2023
Receive Bids	March 22, 2023
Hold Public Hearing, Order Improvements, Declare Intent to Assess & Award Bid	March 27, 2023
Anticipated Construction Schedule	May – Sept., 2023
Hold Assessment Hearing	Fall 2023

### **FINANCIAL CONSIDERATIONS:**

The cost of the above requested actions is negligible at this time, as City staff will complete the design of the project. The total project cost, including contingencies and fees, is preliminarily estimated at \$1,040,000. It is proposed to finance the project through the PIR Fund using a General Obligation Improvement Bond, and to assess approximately \$280,000 of the total





## City Council Communication

---

February 13, 2023

project cost to the benefiting properties in accordance with the City's Special Assessment Policy. The balance of the project cost (\$760,000) will be paid as a City share.

**Voting Requirements:** Majority of Quorum

**Submitted By:**

Dan Mahli, City Manager  
Tom Trowbridge, Assistant City Engineer  
Bob Zimmerman, Engineering Director  
Ruth Sierra, Office Specialist

**Attachments:** Location Map



City of Moorhead GIS, Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community



This map is for reference purposes only. It is not a substitute for an accurate field survey. Moorhead, MN is not responsible for any inaccuracies herein contained. This map is in the public domain and may be copied without permission. Citation of the source will be appreciated.

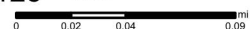
## City of Moorhead GIS Map

### Agenda Item 11.G.

Date: 2/7/2023 Time: 3:09 PM

Page 67 of 125

1:5,000



## RESOLUTION

### **Resolution to Receive Report, Order Plans & Specifications, and Call for a Public Hearing for 14th, 16th, 17th & 18th St S Area Street Improvements (Eng. No. 23-A2-03)**

WHEREAS, pursuant to a resolution of the City Council dated December 12, 2022, staff has prepared a preliminary engineering report to consider the making of the 14th, 16th, 17th & 18th St S Area Street Improvements (Eng. No. 23-A2-03); and

WHEREAS, the preliminary engineering report finds that the proposed improvements are necessary, cost-effective and feasible, that they would best be completed as a stand-alone project, and includes information on the estimated cost of the improvement as recommended, and a description of the methodology used to calculate individual assessments for affected parcels; and

WHEREAS, it has been determined that the proposed infrastructure improvements benefit the abutting properties whose owners have not petitioned for the proposed improvements, therefore a Public Hearing must be held before ordering the improvements; and

WHEREAS, the Council hereby determines that the preparation of plans and specifications and the receipt of bids will provide helpful information in determining the desirability and feasibility of the improvement in advance of the required Public Hearing.

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

1. The Council hereby receives the Preliminary Engineering Report for 14th, 16th, 17th & 18th St S Area Street Improvements (Eng. No. 23-A2-03). Such improvements are necessary, cost-effective, and feasible as detailed in the Preliminary Engineering Report, and would best be completed as a stand-alone project.
2. The City Engineer is hereby designated as the engineer for this improvement, and plans and specifications for the making of such improvements shall be made under the supervision of the City Engineer.
3. A public hearing shall be held on such proposed improvement on the 27<sup>th</sup> day of March, 2023, during the regularly scheduled Council Meeting in the auditorium of the Hjemkomst at 5:45 p.m., and the City Clerk shall give mailed and published notice of such hearing and improvement as required by law.

PASSED: February 13, 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

---

February 13, 2023

**SUBJECT:**

Resolution to Receive Report, Order Plans & Specifications, and Call for a Public Hearing for 6th St S and 18th & 20th Ave S Street Improvements (Eng. No. 23-A2-07)

**RECOMMENDATION:**

The Mayor and City Council are asked to consider a resolution to receive the report, order the preparation of plans & specifications, and call for a Public Hearing for the above-referenced project.

**BACKGROUND/KEY POINTS:**

The proposed project area includes the streets of 18th Avenue South, 20th Avenue South, and 6th Street South (map attached). These streets are included in the City's 2023-2027 Capital Improvement Plan and are scheduled for construction of improvements in 2023. Since special assessments will be used to finance a portion of the project cost, and the project has been initiated by Council action rather than by petition of the benefiting property owners, in accordance with Minnesota Statutes, Chapter 429, it is necessary to prepare an engineering report and hold a Public Hearing prior to ordering the improvements.

On December 12, 2022, the City Council ordered the preparation of the Engineer's Report, which has been completed by City staff under the direction of the City Engineer. The report evaluated the existing street and utility systems, considering how they were constructed and maintained, their age and current condition, and information obtained from soil borings and sewer televising. The report makes recommendations for the following street and utility improvements:

- 18th Avenue S – Rehabilitation from 6th to 8th Street South
- 20th Avenue S – Rehabilitation from 5th to 6th Street South
- 6th Street South – Rehabilitation from 18th to 24th Ave South

A rehabilitation involves the full pavement depth being removed and replaced, typically including the gravel base, but preserves most of the existing curb & gutter.

The water main on 20th Avenue South is polyvinyl chloride (PVC) and is in good condition. The water main on 6th Street South is cast iron pipe (CIP) and will be replaced by MPS in advance of construction. There is no water main located on 18th Avenue South except for crossings at the intersections with 6th and 7th Street South. All of the sanitary sewer mains are vitrified clay pipe (VCP) and are in good condition. The report recommends pedestrian ramp improvements necessary to comply with ADA requirements. There are no sidewalk gaps that are proposed to be filled in accordance with the City Code.

Staff is preparing a virtual public information presentation that will be available on or about February 13, 2023 on the City website for the proposed street improvements. The public





## City Council Communication

February 13, 2023

information presentation is intended to share project information with the property owners and to solicit property owner feedback prior to receiving bids. A letter will be mailed to the abutting property owners notifying them of the presentation, and how to contact staff to ask questions or submit comments regarding the proposed design, and requesting feedback by February 24, 2023 which will allow staff time to incorporate changes (if any) into the plans prior to bidding. Since there are no gaps in the existing sidewalk system in this area, no sidewalk is proposed other than replacement of pedestrian ramps as needed to comply with current ADA standards. The report finds that the proposed rehabilitation improvements are necessary, cost-effective and feasible. The report further finds that the project is of a sufficient size to achieve a desirable economy of scale and may be constructed as a stand-alone project or in connection with some other improvement. In this case, it is recommended to coordinate the improvements with the proposed MPS water main replacement work as it will be the most cost-effective way to complete both projects.

A portion of the project cost will be financed using special assessments applied on an adjusted front foot basis at the standard rates included in the current City Fee Schedule (\$75.00 per foot for rehabilitation projects). Since 20<sup>th</sup> Ave S is the east-west collector street in this neighborhood, there will also be an area-wide assessment of \$550 per equivalent lot for all lots from 16<sup>th</sup> Ave S to 22<sup>nd</sup> Ave S that are parallel to 20<sup>th</sup> Ave S between 5<sup>th</sup> St and 6<sup>th</sup> St S. Staff recommends that the Council receive the Engineer's report, and order the preparation of plans and specifications. Staff further recommends that the City prepare plans and specifications and receive bids for the proposed project prior to holding the Public Hearing in order to have the best information available regarding the actual project costs prior to ordering the improvements. Staff recommends scheduling the Public Hearing to be held on March 27<sup>th</sup>, 2023.

Below is an outline of the proposed project schedule.

<b>PROJECT SCHEDULE</b>	
<b>Activity</b>	<b>Date</b>
Order Preliminary Engineer's Report	December 12, 2022
Receive Engineer's Report, Order Plans & Specs, and Call for a Public Hearing	February 13, 2023
Approve Plans & Specs and Authorize Ad for Bids	February 27 <sup>th</sup> , 2023
Receive Bids	March 22, 2023
Hold Public Hearing, Order Improvements, Declare Intent to Assess & Award Bid	March 27, 2023
Anticipated Construction Schedule	May – Sept., 2023
Hold Assessment Hearing	Fall 2023

### **FINANCIAL CONSIDERATIONS:**

The cost of the above requested actions is negligible at this time, as City staff will complete the design of the project. The total project cost, including contingencies and fees, is preliminarily estimated at \$1,268,000. It is proposed to finance the project through the PIR Fund using a General Obligation Improvement Bond, and to assess approximately \$253,600 of the total project cost to the benefiting properties in accordance with the City's Special Assessment Policy. The balance of the project cost (\$1,014,400) will be paid as a City share.



## City Council Communication

---

February 13, 2023

**Voting Requirements:** Majority of Quorum

**Submitted By:**

Dan Mahli, City Manager

Tom Trowbridge, Assistant City Engineer

Bob Zimmerman, Engineering Director

Ruth Sierra, Office Specialist

**Attachments:** Location Map



City of Moorhead GIS, Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community



This map is for reference purposes only. It is not a substitute for an accurate field survey. Moorhead, MN is not responsible for any inaccuracies herein contained. This map is in the public domain and may be copied without permission. Citation of the source will be appreciated.

City of Moorhead GIS Map

Agenda Item 11.H.

Date: 2/7/2023 Time: 3:10 PM

Page 72 of 125

1:4,000

0 0.02 0.04 0.07 mi



## RESOLUTION

### **Resolution to Receive Report, Order Plans & Specifications, and Call for a Public Hearing for 6th St S and 18th & 20th Ave S Street Improvements (Eng. No. 23-A2-07)**

WHEREAS, pursuant to a resolution of the City Council dated December 22, 2022, staff has prepared a preliminary engineering report to consider the making of the 6th St S and 18th & 20th Ave S Street Improvements (Eng. No. 23-A2-07); and

WHEREAS, the preliminary engineering report finds that the proposed improvements are necessary, cost-effective and feasible, that they would best be completed as a stand-alone project, and includes information on the estimated cost of the improvement as recommended, and a description of the methodology used to calculate individual assessments for affected parcels; and

WHEREAS, it has been determined that the proposed infrastructure improvements benefit the abutting properties whose owners have not petitioned for the proposed improvements, therefore a Public Hearing must be held before ordering the improvements; and

WHEREAS, the Council hereby determines that the preparation of plans and specifications and the receipt of bids will provide helpful information in determining the desirability and feasibility of the improvement in advance of the required Public Hearing.

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

1. The Council hereby receives the Preliminary Engineering Report for 6th St S and 18th & 20th Ave S Street Improvements (Eng. No. 23-A2-07). Such improvements are necessary, cost-effective, and feasible as detailed in the Preliminary Engineering Report, and would best be completed as a stand-alone project.
2. The City Engineer is hereby designated as the engineer for this improvement, and plans and specifications for the making of such improvements shall be made under the supervision of the City Engineer.
3. A public hearing shall be held on such proposed improvement on the 27<sup>th</sup> day of March, 2023, during the regularly scheduled Council Meeting in the auditorium of the Hjemkomst at 5:45 p.m., and the City Clerk shall give mailed and published notice of such hearing and improvement as required by law.

PASSED: February 13, 2023 by the City Council of the City of Moorhead.

APPROVED BY:

ATTEST:

---

Michelle (Shelly) A. Carlson, Mayor

---

Christina Rust, City Clerk





PHOTO: Mary's Light Tunnel at Viking Ship Park  
PHOTO CREDIT: Folkways and MSchliel Photography

# 2022 ANNUAL DEVELOPMENT REPORT



# New in 2022

Plans emerge and interest swirls for Downtown Moorhead as the urban landscape is ready for change. Moorhead continues to grow and saw comprehensive progress over the past year:

- The 2022 Onward Moorhead! Comprehensive Plan, which will help guide development in years to come, was approved by City Council.
- Downtown Moorhead Redevelopment plans were unveiled.
- A new Community Center and Public Library will be funded by a 0.5% local option sales tax that was approved by voters.
- Overall, building investments were similar to past years. However, with rising interest rates, there was a decrease in single-family residential permits.



PHOTO: Downtown Moorhead Concept – JLG Architects  
SOURCE: [www.moretomoorhead.com](http://www.moretomoorhead.com)

© 2022 JLG ARCHITECTS



# DOWNTOWN NEIGHBORHOOD



PHOTO: Forest Friends  
PHOTO CREDIT: Ron DeGroot

## PLACEMAKING & EXPERIENCES

Placemaking can transform downtown locations into fun and inviting community gathering places and experiences. Current community events include Greater Moorhead Days, Frostival, River Arts, and Farmers Market, to name a few.

In 2022, a Call of Activation was issued to community members to submit their ideas to create a more inviting downtown or generate riverfront activity.

Look for these fun experiences in 2023:

- Mary's Light Tunnel
- Forest Friends
- Music at the Market
- Rourke's Sculpture Walk
- Downtown Mural
- Welcome to Moorhead Selfie Station
- Monster Mural
- Blue Building Blocks
- Riverkeepers Storm Drain Art

Agenda Item 12.A  
Utility/Traffic box wraps

## 500 IN 5 GOAL

In May 2018, Moorhead's City Council established a goal to support development of 500 new and/or renovated housing units within 5 years in downtown Moorhead. Since then, 259 housing units have been constructed or are under construction in downtown.

## RENAISSANCE ZONE

Moorhead Renaissance Zone (RZ) is intended to encourage economic development and investment opportunities within the defined Moorhead RZ boundary by offering property tax exemptions for qualified projects that meet the minimum investment threshold and goals/objectives.

On the horizon:

- 801 2 Ave N – Fairmont Flats by Sterling Development Group 4, LLC – 105 units multi-family housing
- 1 4 St S – Bolig Square by Epic Companies – multi-story mixed use building



PHOTO: Fairmont Flats



# 2022 NEIGHBORHOODS

## AVAILABLE LOTS IN MOORHEAD

- An estimated 320 fully-serviced, buildable lots will be available in various Moorhead subdivisions entering the 2023 construction season.
- The 10-year average construction rate for single-family attached and detached homes is approximately 132 building permits per year. Based on this 10-year average and 2022 inventory, Moorhead has an approximate 2-year supply of fully-serviced, buildable lots.
- The City adopted the Onward Moorhead! Comprehensive Plan in 2022 that will guide growth and development for the next decade.



Agenda Item 12.A.

PHOTO CREDIT: Jeremy Albright

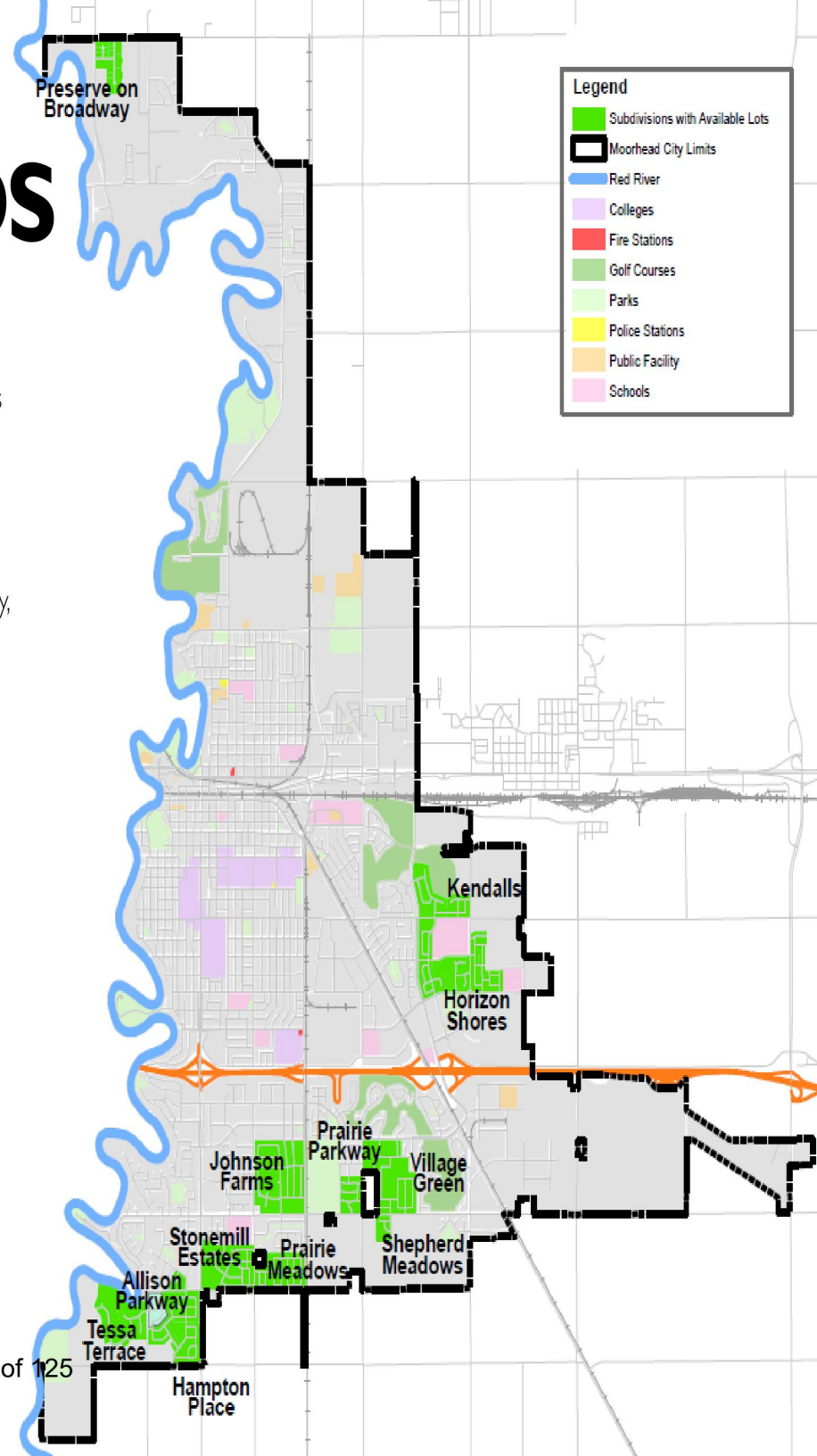






PHOTO CREDIT: Jeremy Albright

Agenda Item 12.A.

Page 78 of 125

# RESIDENTIAL

A look at housing development  
within the city of Moorhead

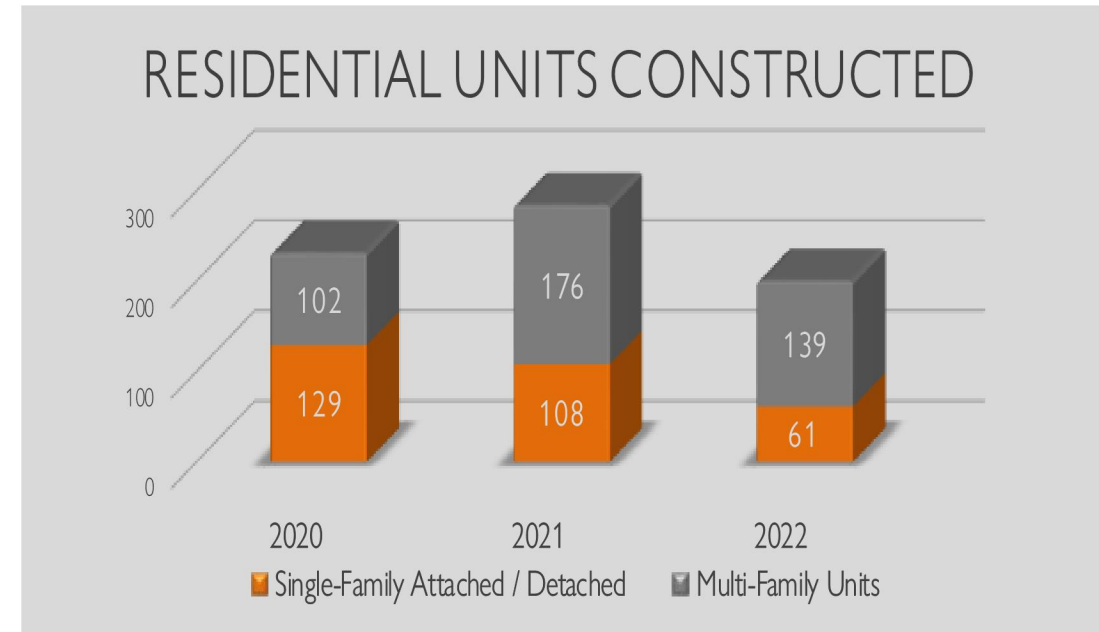


PHOTO: The Emery at Southmoor

# RESIDENTIAL DEVELOPMENT

Agenda Item 12.A

## BUILDING PERMITS



- Interest rates rose in 2022
- Single-family home permits were down in Moorhead and throughout many areas of the country
- Permits for multi-family homes were consistent with past years in Moorhead

## HOUSING MARKET

	2020		2021		2022	
	Closed Sales*	Median Sales Price	Closed Sales*	Median Sales Price	Closed Sales*	Median Sales Price
Fargo	1,850	\$231,630	1,990	\$250,000	1,590	\$275,125
<b>Moorhead</b>	<b>770</b>	<b>\$218,000</b>	<b>799</b>	<b>\$229,000</b>	<b>671</b>	<b>\$240,000</b>
West Fargo	872	\$253,988	854	\$291,458	665	\$318,515
Dilworth	89	\$211,000	91	\$216,000	69	\$231,000
<b>TOTAL</b>	<b>3,581</b>		<b>3,734</b>		<b>2,995</b>	

\*Source: FM Area Association of Realtors – Data for 2022 gathered 1/09/2023 Closed Sales Represents Single Family, Twinhomes, Townhomes and Condos

\*Full Year 2022 Data January 1 to December 31st Note: not all closed home sales may be represented as realtors may input sales data at a later date



## SINGLE-FAMILY

- ADAMS DEVELOPMENT (1)
- BARRIER HOMES INC (1)
- BENJAMIN ANDERSON CUSTOM HOMES (1)
- CLASSIC CONSTRUCTION (1)
- DABBERT CUSTOM HOMES (9)
- EID-CO BUILDINGS (2)
- HERITAGE HOMES (1)
- HOHENSTEIN HOMES LLC (1)
- ISR HOMES (7)
- J V HOUGH (14)
- JMW CONSTRUCTION LLC (2)
- JORDAHL CUSTOM HOMES (12)
- K & S CONSTRUCTION (1)
- SELF (2)
- SPIRE CUSTOM HOMES (1)
- T & S CUSTOM HOMES INC (1)
- THOMSEN HOMES LLC (4)

## MULTI-FAMILY

- COMMAND AND CONTROL CONSTRUCTION LLC - SANDERS FLATS - 1610 7<sup>TH</sup> ST S (46 UNITS)
- ENCLAVE CONSTRUCTION LLC - COMPASS APARTMENTS - 600 30<sup>TH</sup> AVE S (93 UNITS)



# 2022 RESIDENTIAL CONTRACTORS



# AFFORDABLE HOUSING



## NEW AND IMPROVED AFFORDABLE AND SUPPORTIVE HOUSING

- Emery Apartments 900 30 Ave S - 130 units - 52 affordable units by Enclave Companies
- North Moorhead Village 2751 8 Ave N nearing completion - 46 affordable units by Commonwealth Development
- Micah's Mission improvements 1901 1 Ave N are under way – improvements will expand services and spaces in response to growing need

### ON THE HORIZON:

- Fieldcrest Townhomes - 3301 18 St S - updates and addition of a new community center
- Silver Lining Apartments - 3305 3 Ave N - 36 units of permanent supportive housing for individuals age 55+

# INCENTIVES



Agenda Item 12.A.

PHOTO: Hampton Place

## SINGLE-FAMILY

**Make Moorhead Home Property Tax Rebates:** All newly constructed homes qualify for a 2-year property tax rebate upon completion (without an application process). In 2022, 258 homeowners received the tax incentive. The program was extended through December 31, 2024.

**First & New Home Program:** This citywide incentive is a loan that defers \$5,000 at 0% interest toward special assessments for first-time homebuyers buying newly constructed homes. One new homebuyer utilized this program in 2022.

**Affordable Mortgages and Downpayment Assistance:** Programs available for income-eligible buyers in partnership with Minnesota Housing. 54 loans were provided in Clay County in 2022, representing over \$10 million in financing assistance.

**Gate City Bank's Neighborhood Impact Program:** This program is designed to keep mature neighborhoods strong and help local homeowners reinvest in their homes with low-interest loans. In 2022, Moorhead processed 9 applications.

## MULTI-FAMILY

**Multi-Family Residential Development** projects with four units or more may be eligible for a property tax exemption for new construction, expansion or rehabilitation of existing facilities, excluding land and existing improvements.

In 2022, Silver Linings Apartments was approved for this incentive.

**Housing with Health-Related Services:** Property tax exemption and employee credits may be available for multi-family projects that meet criteria for health-related and supportive services facilities licensed by the state of Minnesota.

Farmstead Care, Arbor Park Living Center, Lilac Homes, and Beehive Homes all received this incentive.





# COMMERCIAL & INDUSTRIAL

Agenda Item 12.A.

Page 83 of 125

PHOTO: Vanné by Epic

A look at commercial and industrial development within the city of Moorhead



## COMMERCIAL & INDUSTRIAL

The Commercial-Industrial Property Tax Exemption Program encourages economic development and investment opportunities for new or expanding businesses located in areas outside of the Moorhead Renaissance Zone.

Construction that increases the assessed building value by \$250,000 to \$1,249,999 and meets minimum job goals may qualify for a 3-year property tax exemption. Projects adding over \$1.25 M in new building value may qualify for a 5-year property tax exemption.



# 2022 PROJECTS



PHOTO: Southmoor Square

## COMMERCIAL & INDUSTRIAL

- American Crystal Sugar Office Bldg – 2500 11 St N\*
- American Crystal Sugar Addn – 2500 11 St N
- A-P Concrete Office /Warehouse – 4125 32 Ave S\*
- Rise Fitness (fit up) – 685 Appletree Ln
- Diamond Rock Storage - 2724 12 Ave S
- Glass Doctor – 2221 14 Ave S
- 1<sup>st</sup> International Bank & Trust - 865 37 Ave S
- 4 Seasons Handyman Services – 3380 43 St S\*
- Lakeland Mental Health Addn – 1010 32 Ave S
- Lemke Warehouse – 2224 26 St S
- MegaStorage USA – 4126 29 Ave S
- Midtown Tavern (Duane's Pizza) – 2223 Hwy 10 E\*
- Sandman Structural Engineers – 1587 30 Ave S\*
- Self Storage Solutions – 2726 20 Ave S
- Southmoor Square - 828 30 Ave S\*
- Starbucks – 3250 Hwy 10 E

Agenda Item 12.A.

Page 85 of 125

\* Project received a property tax incentive

## DOWNTOWN

- Domino's (fit up) - 1530 1 Ave N
- Edward Jones (fit up) – 1530 1 Ave N
- More Than Words Bookstore – 34 4 St N
- The UPS Store – 619 Main Ave
- Downtown Moorhead Development – A partnership has been established with Roers for redevelopment of nine city blocks in downtown encompassing the Moorhead Center Mall site. The vision is to create a place where people come together. Visit [www.moretomoorhead.com/](http://www.moretomoorhead.com/) for details.



# INDUSTRIAL DEVELOPMENT

## MCCARA 5<sup>TH</sup> ADDITION

The MCCARA Industrial Park has been expanded to include 21 additional light industrial lots plus an outlot for future rail expansion within a 57.75-acre development area to the southwest of existing industrial park.

To follow strategic initiatives for infrastructure and economy, this project was set to meet goals of providing comprehensive and effective City facilities and land management, and develop sustainable and economic methods for retention or sale of City properties.

The expansion would not be possible without the \$2 million grant from the State of Minnesota's Business Development Public Infrastructure (BDPI) Grant Program, which is available to cities in Greater Minnesota. The grant provides up to 50% of the capital costs of the public infrastructure (i.e. utility extensions, stormwater, and streets) necessary to expand or retain jobs, increase tax base or expand and create new economic development.

One of the new lots has been already been sold and 4 Seasons Handyman Services will be completing construction of a new building in 2023.

Agenda Item 12.A.



Page 86 of 125

PHOTO: View of MCCARA looking North



# INSTITUTIONAL

A look at institutional development  
within the city of Moorhead

PHOTO: Park Christian School





# 2022 PROJECTS



## EDUCATION

- Moorhead Area Public Schools Career Academy (renovation of former Sam's Club site) are complete. The academic wing is anticipated to open in January 2023.
- Moorhead Area Public Schools' \$110 million new high school project kicked off in 2020 and is in progress.
- Park Christian School's gymnasium and media center addition is under way.
- Concordia College Heimark Center renovation and addition is under construction.
- Concordia College Buck Burgau Field, Grandstand & Dugouts is under way.

## LOCAL GOVERNMENT

- Clay County, in partnership with the City of Moorhead, is constructing a \$21 million facility at 1701 34 St N that includes a waste transfer station, recycling center and offices to streamline recycling and trash operations. They anticipate opening in February 2023.
- Clay County Warehouse – 2951 41 1/2 St S is under way.

## AIRPORT

- City Council approved renaming the airport to Moorhead Municipal Airport – Florence Klingensmith Field in March 2022.
- A mural created by Alison Monke, owner of Creative Monke, is proudly displayed at the airport to showcase Florence's legacy.

## INSTITUTIONAL

- First Hindu Temple in Moorhead - 16 4 St N.
- Ignite Church has renovated the former First Lutheran Church at 125 Ave S.

PHOTO: mural at Moorhead Municipal Airport - Florence Klingensmith Field







Agenda Item 12.A

PHOTO: Center Avenue looking east

# STRATEGIC PRIORITIES

## Economy | Border City Disparities

### 2022 Legislative Outcomes

- The City had a capital bonding request for the continuation of flood mitigation projects and a request to modify the City's local option sales tax authorization, however the Legislature did not pass either a bonding bill or a tax bill in 2022.

## Infrastructure | Environmental Sustainability

New to the Team – City welcomed first Sustainability Coordinator in 2022.

Main Ave SE | 20 St | 21 St Railroad Separation – The underpass is complete and open for use. This project began in 2018 and improves safety and congestion for vehicles, bicycles, pedestrians and emergency services.

Center Avenue – This revitalized downtown transportation corridor saw a new lane configuration, new bike path and sidewalks with decorative stamps. New planters and bus shelters to be installed in 2023.

Minnesota GreenStep City - Moorhead moved to Step 5 status, the highest level in Minnesota's GreenStep Cities, which is a program that helps cities achieve sustainability and quality-of-life goals.

Resilient Moorhead - Created in 2019, this community taskforce is comprised of educational, local government, private and nonprofit organizations collaborating to develop and implement a community resiliency plan to respond, withstand, and recover from adverse situations. They have bolstered their social equity working group and website creation is under way.



# PLANS & STUDIES

## 2022 Onward Moorhead! Comprehensive Plan

The plan was completed with more than a year of public input and approved by City Council on March 28, 2022. The top priorities are encompassed in the Five Big Ideas:

- Transform Downtown Moorhead into the 'heart of the community'
- Integrate a mix of mutually supportive land uses and experiences
- Connect neighborhoods to parks and trails, and provide multimodal access
- Embrace resilient environmental and equitable solutions
- Build and nurture local businesses as key partners

## 2022 Fargo-Moorhead Bicycle & Pedestrian Plan

The plan is updated by FM Metro COG every 5 years to outline bike and pedestrian gaps and suggested enhancements.

## 2050 Demographic Forecast

The forecast is prepared every 5 years by FM Metro COG as a part of long-range planning to prioritize efforts that best suit our future community.

## 2023 Plans In Progress

- Metro Housing Study by FM Metro COG
- Alternative Urban Areawide Review for the North, East, and South Growth Areas by Stantec



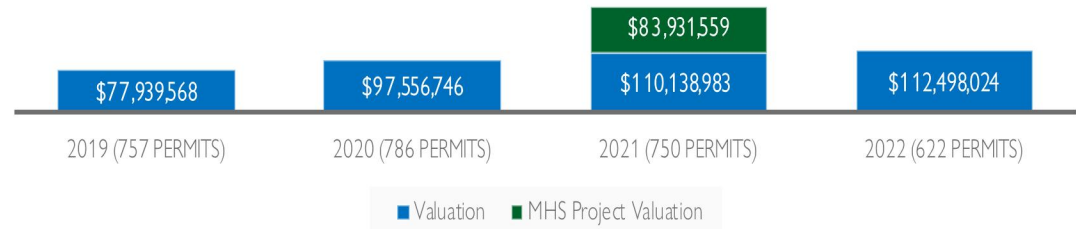


# PERMITS & INVESTMENT

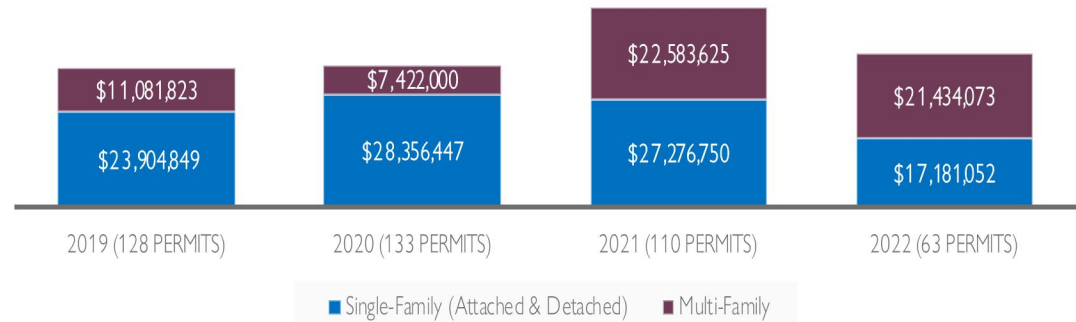
Agenda Item 12.A.

PHOTO: Hearnick Center at Concordia College

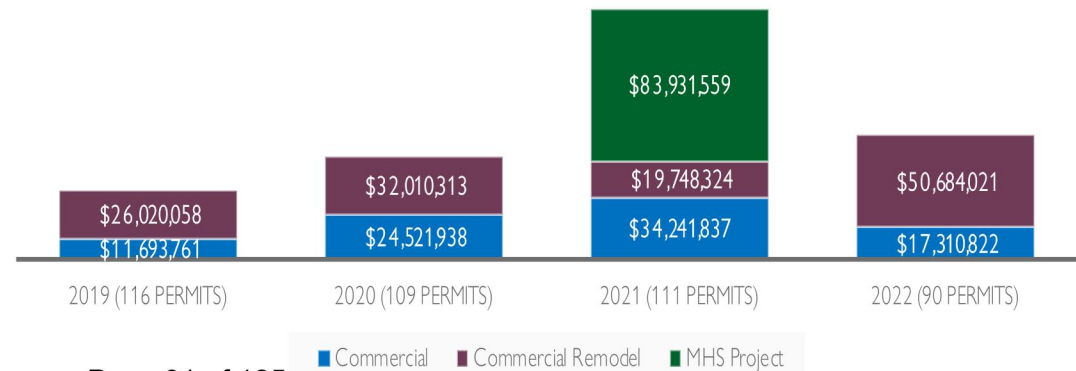
## Annual Building Investment



## Residential Permit Values



## Commercial Permit Values



Page 91 of 125

Note: 2021 Permits/Values include the Moorhead High School Project (\$83,931,559)





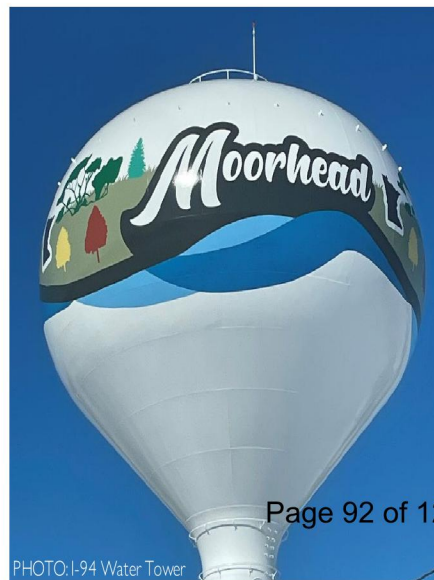
## Breaking the Surface

Moorhead welcomed the first large public art sculpture installation at Davy-Memorial Park, the “Breaking the Surface” beavers were created by local artists Catie Miller and Emily Williams-Wheeler to answer a Call for Public Art in 2021. The beavers bring a uniqueness and playful identity to the city and park while providing access to art for all!

“Breaking the Surface” has two distinct meanings. It refers to the ecosystem of the Red River Valley and character traits of the community. Beavers can be seen throughout the Red River Valley and are symbols of persistence and hard work. They are also team-orientated, working together to create a strong colony. For more information, please visit [Art In Moorhead](#).

# ART AND CULTURE

Agenda Item 12.A.



## I-94 Water Tower

The [I-94 Water Tower](#) was a runner up for Tnemac's “Tank of the Year” Award in 2022. The legacy tower displays the Red River of the North, parallel River Corridor Trail and Minnesota native trees including Concordia's “Crazy Tree.”

Page 92 of 125



# FORECAST 2023

- Community Center and Regional Library Design
- Downtown Redevelopment Opportunities
- Phase I Compass Apartments – 600 30 Ave S
- Adaptive Re-use of Historic Fairmont Creamery Building – 801 2 Ave N
- Natural Playground – Riverfront Park

## Legislative Priorities:

- Capital Investment | Flood Mitigation
- Downtown Moorhead Revitalization
  - Community Center and Public Library Project
  - Fargo-Moorhead Science Museum
  - Tax Increment Finance/Redevelopment
- Public Safety | Workforce and Partnerships
- Border Cities | Business Competitiveness
- Recreational Amenities



# COMMUNITY AMENITIES

## River Corridor Trail Expansion

Moorhead was awarded a Legacy Grant from the Greater Minnesota Regional Parks and Trails Commission to install the Midtown Trail segment between Woodlawn Park and Gooseberry Mound Park. Installation anticipated for 2023.

## U.S. Bicycle Route 20

The Prairie Lakes Route combines existing roads and trails to bring bicyclists from St. Cloud to Moorhead. The trail was officially named in 2022.

## Community Fund

The Moorhead Community Fund provides a way for the City to accept private, community support (cash donations) for a variety of community, park, and art projects.

Future community funding opportunities include:

- Inclusive Playground
- Natural Playground
- Public Art
- Reimagine Romkey
- River Corridor and Trails
- Youth Scholarship Fund

**Agenda Item 12.A.**







## City Council Communication

February 13, 2023

**SUBJECT:**

Resolution to Authorize Budget Adjustment #23-006 the Funding Contribution of \$2,500.00 from the DUI Forfeiture Account to the 7th Judicial District Office for the Clay/Becker Drug Court.

**RECOMMENDATION:**

The Mayor and City Council are asked to consider resolution to authorize the funding contribution of \$2,500.00 from the DUI Forfeiture Account to the 7th Judicial District Office for the Clay/Becker Drug Court.

**BACKGROUND/KEY POINTS:**

The Police Department, along with other area law enforcement agencies, has been requested to contribute funding to the Drug Court.

Drug Court is intended as a highly structured program that combines intensive supervision, chemical dependency treatment and regular communication between the participants and the Court.

Participants are non-violent first-time offenders who are chemically dependent.

The requested funding will be used for a surveillance agent to assist in the supervision of the participants, who will support the probation agent in drug testing and drop-in visits to insure participants are following the guidelines as set out in the program.

Funding contributions will also be used for evaluation of the program by North Dakota State University, acquiring stats on recidivism and cost savings to the city, county, state.

This is a funding contribution request.

There is a cost savings to the City by the continuation of this program in the Drug Court.

**FINANCIAL CONSIDERATIONS:**

The DUI Forfeiture Account is funded from the sale of vehicles seized during UI arrests. There are adequate funds in the DUI Forfeiture Account for this funding contribution.

Budget Adjustment #23-006

Fund Name	Account Description	Expenditure	Funding Source
100-421-10-39999	DUI Seizure Reserves		2,500
100-421-10-44390	Misc. Expense – Drug Court	2,500	
Total		\$2,500	\$2,500





## City Council Communication

---

February 13, 2023

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

**Submitted By:**

Dan Mahli, City Manager  
Shannon Monroe, Chief of Police

**Attachments:**

## RESOLUTION

### **Resolution to Approve Budget Adjustment #23-006 the Funding Contribution of \$2,500.00 from the DUI Forfeiture Account to the 7th Judicial District Office for the Clay/Becker Drug Court**

WHEREAS, the Police Department, along with other area law enforcement agencies, have been requested to contribute funding to the Drug Court.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead, Minnesota authorizes Budget Adjustment #23-006 funding the contribution of \$2,500 to the 7th Judicial District office for the Clay/Becker Drug Court.

PASSED: February 13, 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

---

February 13, 2023

**SUBJECT:**

Resolution to Authorize Budget Adjustment #23-007 to Transfer Funds from State Drug Seizures to Support a Service Agreement with CordicoShield Mobile Application

**RECOMMENDATION:**

The Mayor and City Council are asked to consider a resolution formally supporting a one-year service agreement, in the amount of \$10,000, using State Drug Seizure Funds, between the Moorhead Police Department and CordicoShield Law Enforcement Wellness Mobile Application.

**BACKGROUND/KEY POINTS:**

Since 2018 the Moorhead Police Department has recognized that our staff can only serve others if they are fit to serve. The Moorhead Police Department launched a staff wellness program called the "Tactical Guardian" program, offering our staff services that keep them physically and mentally healthy. These services provide support, keeping them energized and enthusiastic about serving others.

In 2020, the City Council approved funds to be transferred to support Wellness Program Coordinator, Dr. Aaron Suomala Folkerds. Dr. Folkerds is still one of the few embedded mental health professionals in law enforcement, in a law enforcement department and, continues to lead the wellness program of the Moorhead Police Department. He continues to support officers and civilian staff in maintaining and enhancing their psychological, spiritual, emotional, and physical health. The role of a police officer is psychologically, emotionally, spiritually, and physically demanding. Police officers have a higher risk of suicide, mental health illness, post-traumatic stress disorder, familial discord, and other associated health struggles. The Wellness Program aids in ensuring that Moorhead Police Department staff always has a place to turn when help is needed. The program creates a more vital police department and a stronger community by supporting overall wellness, improving staffing levels through less lost work time, better work performance and community interaction.

Utilizing the CordicoShield Law Enforcement application, officers will have 24/7 access to confidential handheld proactive wellness solutions featuring anonymous self-assessments, peer support access, vetted therapists, one-touch calling for crisis assistance, and on-demand tools targeting alcohol abuse, critical incidents, depression, family support, marriage guidance, physical fitness, post-traumatic stress, resilience, sleep optimization, stress management, suicide risk, trauma, and much more.

The application will be another supplement option in the Wellness Program that includes the City of Moorhead Employee Assistance Program, our Wellness Coordinator, and our Peer Support Team.



## City Council Communication

February 13, 2023

### **FINANCIAL CONSIDERATIONS:**

The monies in the amount of \$10,000 from State Drug Seizure funds would be used to gain access to the mobile application from March 1, 2023, to February 28, 2024. During the contract time the application will be evaluated, to consider extension our the service agreement for future use.

Budget Adjustment #23-007

Fund Name	Account Description	Expenditure	Funding Source
100-421-10-39999	State Drug Seizures		10,000
100-421-23-42190	Patrol Operating Supplies	10,000	
Total		\$10,000	\$10,000

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

### **Submitted By:**

Dan Mahli, City Manager  
Shannon Monroe, Chief of Police  
Deric Swenson, Police Captain

**Attachments:**



## RESOLUTION

### **Resolution to Approve Budget Adjustment #23-007 to Transfer Funds from State Drug Seizures to Support a Service Agreement with CordicoShield Mobile Application**

WHEREAS, State Drug Seizure funds in the amount of \$10,000 would be used to gain access to the CordicoShield Law Enforcement mobile application from March 1, 2023, to February 28, 2024.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead authorizes Budget Adjustment #23-007 funding a one-year service agreement, in the amount of \$10,000, between the Moorhead Police Department and CordicoShield Law Enforcement Wellness Mobile Application.

PASSED: February 13, 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

---

February 13, 2023,

**SUBJECT:**

Resolution to Award Bids for 2023 Water Treatment and Wastewater Treatment Chemicals

**RECOMMENDATION:**

The Moorhead Public Service Commission respectfully requests the Mayor and City Council award the bids for 2023 Water Treatment and Wastewater Treatment Chemicals to the lowest, qualified bidders meeting the specifications, as shown on the attached Bid Tabulation Sheet.

**BACKGROUND/KEY POINTS:**

On an annual basis, Moorhead Public Service (MPS) requests bids for water treatment and wastewater treatment chemicals. MPS staff collaborates with the City of Moorhead's Wastewater Treatment Facility to purchase chemicals for the treatment of wastewater. For the purpose of water treatment, MPS utilizes a significant amount of chemicals on an annual basis.

To ensure adequate chemicals are available to MPS for the period of April 1, 2023, to March 31, 2024, on December 20, 2022, the Commission authorized MPS staff to present specifications for 2023 Water Treatment and Wastewater Treatment Chemicals and advertise to receive bids with a bid opening date of January 18, 2023.

Based on 2022 calendar year market trends, MPS staff anticipated an approximate 10 to 15 percent increase in costs year over year for 2023 contract pricing. Based on the bids received, it was determined that water treatment chemical per-unit costs are expected to increase by approximately 26 percent for 2023. If the recommended bids are awarded and water treatment remains the same as in prior years, MPS' chemical costs are projected to increase by approximately \$357,000 between April 1, 2023, and March 31, 2024.

As part of the bid process, MPS staff requested bids for both dry and liquid ferric sulfate, as the pricing conditions for Bid Item #3, dry ferric sulfate, continues to be uncertain. MPS staff recommends award of Bid Item #15, liquid ferric sulfate. MPS staff recommends to not award Bid Item #11, aqua ammonia, due to market volatility preventing the receipt of a 12-month quoted price, and instead purchasing the material as needed on the open market. In total, 11 of the 12 chemicals used for water treatment had pricing equal to, or higher than, 2022 contract prices, with several chemicals increasing 75 percent year over year. The chemicals used in softening of the raw water—lime, soda ash, and ferric sulfate—accounted for \$334,170, or approximately 94 percent of increased costs from previous contracts.

The estimated 12-month cost for water treatment chemicals, based upon 2022 usage, is \$1,710,000. Chemical bid contracts are in effect from April 1, 2023, to March 31, 2024. The 2023 chemical bids will impact the last three quarters of the 2023 budget year. The 2023 budget for water treatment chemicals is \$1,500,000.





## City Council Communication

---

February 13, 2023,

When setting MPS' 2023 budget, MPS staff reviewed 2022 calendar year market trends and anticipated a 10 to 15 percent potential increase in chemical costs over 2022 projections. However, based on the bids received, it appears that today's chemical materials market continues to be extremely volatile into the new contract year, and the actual increase will be approximately 26 percent if previous year treatment trends and raw water quality continue. To account for the higher-than-anticipated price increases, MPS' finance staff recommends relying upon existing cash reserves to cover the potential budget variance for 2023. If needed, the potential replenishment of reserve funds will be built into the overall budget and water rates determination process for 2024.

### **FINANCIAL CONSIDERATIONS:**

Both the City and MPS order chemicals (through a contract) for their respective treatment processes and are invoiced separately—as the chemicals are ordered on an as-needed basis. The City's 2023 budget for wastewater treatment chemicals is \$400,000. MPS' estimated 12-month cost for water treatment chemicals, based upon 2022 usage, is \$1,710,000.

**Voting Requirements:** Majority of Quorum

**Submitted By:**

Dan Mahli, City Manager

Travis L. Schmidt, General Manager

Marc Pritchard, Water Plant Manager

**Attachments:** Bid Tabulation Sheet

**Bid Tabulation Sheet**  
**2023 Water Treatment and Wastewater Treatment Chemicals**

Bid Opening: January 18, 2023, at 2:00 PM

Bidder	Check	Bid Bond	Bid Item #1:	Bid Item #2:	Bid Item #3:	Bid Item #4:	Bid Item #5:	Bid Item #6:
			Lime Price/Ton Qty. 2,000	Soda Ash Price/Ton Qty. 1,000	Dry Ferric Sulf. Price/Ton Qty. 250	Sodium Hexa. Price/Ton Qty. 4	Liquid Chlorine Price/Ton Qty. 36	Liquid CO <sub>2</sub> Price/Ton Qty. 200
American Welding & Gas	X		--	--	--	--	--	\$250.00 <sup>1</sup>
Carus LLC		X	--	--	--	\$6,660.00	--	--
Dubois Chemicals, Inc.		X	--	\$570.00	--	--	--	--
Graymont Western		X	\$312.50	--	--	--	--	--
Harcros Chemicals, Inc.		X	--	--	--	--	--	--
Hawkins		X	--	--	--	--	\$2,620.00	--
Linde, Inc.		X	--	--	--	--	--	\$265.00
Neo Solutions		X	--	--	--	--	--	--
PVS Technologies, Inc.		X	--	--	--	--	--	--
Shannon Chemical Corporation		X	--	--	--	\$6,224.29	--	--
Thatcher Company, Inc.		X	--	\$614.85	--	--	--	--

<sup>1</sup>Escalation index charge.

**Bid Tabulation Sheet**  
**2023 Water Treatment and Wastewater Treatment Chemicals**

Bid Opening: January 18, 2023, at 2:00 PM

Bidder	Check	Bid Bond	Bid Item #7:	Bid Item #8:	Bid Item #9:	Bid Item #10:	Bid Item #11:	Bid Item #12:
			Sodium Hypo. Price/Gallon Qty. 300	Sulfur Dioxide Price/Ton Qty. 4	Liquid Oxygen Price/Gallon* Qty. 35,000	Fluoro. Acid Price/Gallon Qty. 5,000	Ammonia Price/Gallon Qty. 5,500	Anionic Poly. Price/Pound Qty. 4,000
American Welding & Gas	X		--	--	\$1.15/gal \$1.00/ccf	--	--	--
Carus LLC		X	--	--	--	--	--	--
Dubois Chemicals, Inc.		X	--	--	--	--	--	--
Graymont Western		X	--	--	--	--	--	--
Harcros Chemicals, Inc.		X	--	--	--	--	--	\$2.88 <sup>2</sup>
Hawkins		X	\$4.45	\$1,690.00	--	\$6.10	Contract Not Awarded	--
Linde, Inc.		X	--	--	\$0.8033/gal \$0.6982/ccf	--	--	--
Neo Solutions		X	--	--	--	--	--	\$2.63
PVS Technologies, Inc.		X	--	--	--	--	--	--
Shannon Chemical Corporation		X	--	--	--	--	--	--
Thatcher Company, Inc.		X	--	--	--	--	--	--

\*Note: One (1) gallon is equivalent to 115.1 standard cubic feet.

<sup>2</sup> Item does not meet specifications.



**Bid Tabulation Sheet**  
**2023 Water Treatment and Wastewater Treatment Chemicals**

Bid Opening: January 18, 2023, at 2:00 PM

Bidder	Check	Bid Bond	<u>Bid Item #13:</u>	<u>Bid Item #14:</u>	<u>Bid Item #15:</u>
			Calcium Thio. Price/Gallon Qty. 250	Ferrous Chloride Price/Pound Qty. 250,000	Ferric Sulfate Price/Gallon Qty. 60,000
American Welding & Gas	X		--	--	--
Carus LLC		X	--	--	--
Dubois Chemicals, Inc.		X	--	--	--
Graymont Western		X	--	--	--
Harcros Chemicals, Inc.		X	\$11.00	--	\$4.352 <sup>3</sup>
Hawkins		X	\$12.25	--	\$4.54
Linde, Inc.		X	--	--	--
Neo Solutions		X	--	--	--
PVS Technologies, Inc.		X	--	\$1.52	--
Shannon Chemical Corporation		X	--	--	--
Thatcher Company, Inc.		X	--	--	--

<sup>3</sup> Item does not meet specifications.

## **RESOLUTION**

### **Resolution to Award Bids for 2023 Water Treatment and Wastewater Treatment Chemicals**

WHEREAS, on January 18, 2023, bids were opened for 2023 Water Treatment and Wastewater Treatment Chemicals; and,

WHEREAS, Moorhead Public Service staff has evaluated the bids and submitted a Bid Tabulation Sheet with their recommendation; and,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead to award the bids for 2023 Water Treatment and Wastewater Treatment Chemicals to the lowest, qualified bidders meeting the specifications, as shown on the attached Bid Tabulation Sheet, as awarded by the Moorhead Public Service Commission on February 7, 2023. MPS' estimated 12-month cost for water treatment chemicals, based upon 2022 usage, is \$1,710,000.

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 execute the contracts for 2023 Water Treatment and Wastewater Treatment Chemicals.

PASSED: February 13, 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

---

February 13, 2023

**SUBJECT:**

Second Reading of Ordinance 2023-01: An Ordinance to Amend the 2023 Fee Schedule for Sanitation Demolition Materials Roll-off Disposal Costs

**RECOMMENDATION:**

The Mayor and City Council are asked to consider a second reading of an Ordinance to Amend the 2023 Fee Schedule for Sanitation Demolition Materials Roll-off Disposal costs.

**BACKGROUND/KEY POINTS:**

The Public Works Department was recently made aware by the contractor that disposal rates for 2023 will be increasing as of February 1, 2023. Due to this pass-through fee, the City of Moorhead's 2023 Fee Schedule is being amended. The Sanitation Demolition Materials Roll-off Disposal costs (per yard) will be increased from \$10.00 to \$13.00. First reading of this ordinance was approved at the January 23, 2023 meeting.

**FINANCIAL CONSIDERATIONS:**

The proposed fee schedule amendment will increase the Sanitation Demolition Materials Roll-off Disposal costs (per yard) fee from \$10.00 to \$13.00.

**Voting Requirements:** Majority of Council

**Submitted By:**

Dan Mahli, City Manager  
Steve Iverson, Public Works Director  
Jenica Flanagan, Finance Director

**Attachments:**



**ORDINANCE 2023-01**

**An Ordinance to Amend the 2023 Fee Schedule**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MOORHEAD AS FOLLOWS:

SECTION 1.

The Moorhead 2023 Fee Schedule is amended as follows:

Sanitation – Building Materials – Demolition Materials Roll-off (no trash) – Disposal Costs (per yard):

\$13.00 per yard

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Moorhead, Minnesota that the Moorhead 2023 Fee Schedule is amended as outlined above.

This Ordinance shall take effect upon publication in accordance with the Moorhead City Charter.

PASSED: January 23, 2023 by the City Council of the City of Moorhead.

APPROVED BY:

ATTEST:

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

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

First Reading: 1/23/2023  
E-Post: 01/24/2023  
Second Reading: 02/13/2023  
Publication:

## RESOLUTION

### **Resolution to Approve Title & Summary of Ordinance 2023-01: An Ordinance to Amend the 2023 Fee Schedule**

WHEREAS, the City Council of the City of Moorhead did pass Ordinance 2023-01: An Ordinance to Amend the 2023 Fee Schedule related to Sanitation Demolition Materials Roll-off Disposal Costs; and

WHEREAS, a title and summary for publication of the above Ordinance was submitted to the City Council for its review in accordance with Section 3.07 of the Moorhead City Charter; and

WHEREAS, the City Council has reviewed the Title and Summary for said Ordinance for approval and has determined that the Title and Summary informs the public of the intent and effect of the Ordinance.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead, Minnesota that the Title and Summary for Ordinance 2023-01: An Ordinance to Amend the 2023 Fee Schedule is hereby approved. A copy of said Title and Summary was before the City Council and is now of record and on file in the Office of the City Clerk.

BE IT FURTHER RESOLVED by the City Council of the City of Moorhead, Minnesota that the City Clerk is hereby authorized and directed to publish said Title and Summary in accordance with Section 3.08 of the Moorhead City Charter.

PASSED: February 13, 2023 by the City Council of the City of Moorhead.

APPROVED BY:

ATTEST:

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

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

## **TITLE AND SUMMARY OF ORDINANCE 2023-01**

The following Ordinance is hereby published by Title and Summary:

### **1. Title of Ordinance**

Ordinance 2023-01: An Ordinance to Amend the 2023 Fee Schedule

### **2. Summary of Ordinance**

An Ordinance which Amends the 2023 Fee Schedule related to Sanitation Demolition Materials Roll-off Disposal Costs

### **3. Availability of Ordinance**

A complete, printed copy of this Ordinance is available for inspection by any person during regular business hours in the Office of the City Clerk, Third Floor, City Hall, 500 Center Avenue, Moorhead, MN.

The Ordinance was passed by the City Council of the City of Moorhead this 13<sup>th</sup> day of, February, 2023.

First Reading: 01/23/2023  
E-Post: 01/24/2023  
Second Reading: 02/13/2023  
Publication: xx/xx/xxxx





## City Council Communication

---

February 13, 2023

**SUBJECT:**

Amend Resolution 2022-1212-O, Adopt 2023 City of Moorhead Legislative Priorities, to include additional bonding request for 11 St Underpass Construction

**RECOMMENDATION:**

The Mayor and Council are herein requested to add to the City's 2023 State Legislative Program goals to include an additional capital bonding request for the 11 St Downtown Underpass Construction due to inflationary impacts upon the project budget.

**BACKGROUND/KEY POINTS:**

The Legislature allocated \$65M toward Moorhead's Downtown Underpass/Rail Grade Separation in 2020. In December 2022, the City and MnDOT received \$26.3M through a competitive grant program from US Department of Transportation to match state funds. With the federal award, the project would have been fully funded but is experiencing inflationary impacts. MnDOT and the City are collaborating to fill the funding gap. The City of Moorhead and MnDOT have delayed and reallocated funding from other planned improvements to partially fund the project. A capital bonding request of the Minnesota Legislature is contemplated for \$10M of the remaining project need.

The City remains committed to the bonding priority carried forward from 2022, completion of in-town flood mitigation integral to the FM Diversion Project (2023 bonding request of \$24M), along with a \$1M planning and design request for the FM Science Museum should the Museum choose to locate in Moorhead.

**FINANCIAL CONSIDERATIONS:**

The total inflationary gap on the 11 St underpass project is \$24M. MnDOT has asked the City of Moorhead to raise an additional \$12M of the gap. The City's Engineering staff has determined approximately \$2M of other transportation aid could be directed to the 11 St project, and an additional \$10M in the form of a legislative request would be needed. To address the remaining gap on this important safety, mobility, and livability improvement, MnDOT has agreed to shift other project timelines and identify other sources of funds.

**Voting Requirements:** Majority of Quorum

**Submitted By:**

Dan Mahli, City Manager  
Lisa Bode, Governmental Affairs Director

**Attachments:**

## RESOLUTION

### **Resolution to Amend Resolution 2022-1212-O, Adopt 2023 City of Moorhead Legislative Priorities, to include additional bonding request for 11 St Underpass Construction**

WHEREAS, the City of Moorhead advocates for targeted legislative initiatives to support a high quality of life for Moorhead residents and businesses, to respond to competitive disparities as a Minnesota Border City and to advance capital projects that benefit the City; and

WHEREAS, the City effectively utilizes the skills of the City's elected officials and staff together with contracted services of the City's legislative delegation (Flaherty & Hood; Fredrikson & Byron) to advance the City's legislative goals; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead, Minnesota, adopts the City's 2023 State Legislative Program goals as follows:

- **Flood Mitigation:** Support of DNR's efforts and advocate for larger allocations of capital investment funding to continue and complete flood mitigation and acquisition of flood prone properties to address the North Moorhead Flood Control Project and gaps in citywide protection.
- **Transportation:** Seek allocation of capital investment funding to address inflationary impacts to the 11 St Downtown Moorhead Underpass Project.
- **Downtown Moorhead Revitalization:**
  - **Community Center & Public Library Project:** Seek opportunities to address construction and financing inflation through construction materials sales tax exemption, extended sales tax collection period, or other means.
  - **Fargo-Moorhead Science Museum:** Pursue opportunities for pre-development funding for construction of the Fargo-Moorhead Science Museum in downtown Moorhead.
  - **Tax Increment Finance/Redevelopment:** Seek opportunities for greatest flexibility and return on investment.
- **Public Safety | Workforce and Partnerships:** Address public safety challenges affecting Moorhead and Clay County, specifically workforce availability and preservation of interstate mutual aid.
- **Border Cities | Business Competitiveness:** Preserve and protect the Border City Enterprise Zone and Disparity Reduction Credit Programs essential to business attraction and retention.
- **Recreational Amenities:** Pursue and support local and regional parks and trails that connect Moorhead neighborhoods and surrounding communities.
- **Minnesota Cities Initiatives:** Support legislative activity of Coalition of Greater Minnesota Cities and League of Minnesota Cities consistent with local plans and studies, including Onward Moorhead Comprehensive Plan and Moorhead Strategic Plan.

PASSED: February 13, 2023 by the City Council of the City of Moorhead.

APPROVED BY:

---

Michelle (Shelly) A. Carlson, Mayor

ATTEST:

---

Christina Rust, City Clerk





## City Council Communication

---

February 13, 2023

**SUBJECT:**

Used Car Dealership Permit Denial Appeal - Amedy Auto

**RECOMMENDATION:**

The Mayor and City Council as asked to consider a denial for the 2023 renewal of Amedy Auto's Used Car Dealer License.

**BACKGROUND/KEY POINTS:**

Amedy Auto owner Nashwan Amedy submitted renewal paperwork on December 30, 2022 for renewal of the 2022 Used Car Dealer license. During the course of the background investigation, a number of concerns were found including; misdemeanor conviction for failure to mail/deliver certificate of title to the Department with penalty added for failure to appear or pay fine in lieu of appearing. Upon receiving the completed background check, the City Clerks office forwarded the findings to Attorney John Shockley to review, who agreed with decision to deny the license based upon Moorhead City Code 2-1-10(2), which allows for denial based on a misdemeanor. The conviction is directly related to the type of business, which further supports the decision to deny the permit. City Clerk, Christina Rust contacted owner Nashwan Amedy via phone on January 24, 2022 and informed him of the decision to deny the renewal along with information on how to appeal the decision and followed up by sending a certified mail and email to the owner.

On January 25, 2023 a formal request to appeal the decision for denial was received from Mr. Amedy via email. Attached is a copy of the letter sent to the owner on January 24, 2023.

If the Council votes to uphold the decision to deny the permit, City Attorney Shockley will produce Findings of Fact for the Council to review and approve at the meeting on Feb. 27, 2023.

**FINANCIAL CONSIDERATIONS:**

Not Applicable

**Voting Requirements:** Majority of Council

**Submitted By:**

John Shockley, City Attorney  
Dan Mahli, City Manager  
Christina Rust, City Clerk

**Attachments:** Denial Letter



City Clerk's Office  
218.299.5304 | [cityclerk@cityofmoorhead.com](mailto:cityclerk@cityofmoorhead.com)

January 24, 2023

**VIA CERTIFIED MAIL & EMAIL**

Nashwan Amedy  
2312 29<sup>th</sup> St. S  
Moorhead MN 56560

Mr. Amedy:

The City of Moorhead received your application for renewal for a Used Car Dealership license for Amedy Auto, located at 2312 29<sup>th</sup> St. S, Moorhead. As part of the licensing process, a background investigation was conducted pursuant to Moorhead City Code 2-6C-3.

During the course of this background investigation, a number of concerns were found including; misdemeanor of failure to mail/deliver certificate of title to the Department with penalty added for failure to appear or pay fine in lieu of appearing. Due to these findings,

The City of Moorhead is denying your application based upon the following:

- a. Moorhead City Code 2-1-10(2) states that no person shall be issued a license if the applicant has been convicted of any crime or misdemeanor.
- b. Violation of any regulation or provision of this code applicable to the activity for which the license or permit has been granted, or any regulation or law of the state so applicable

You have the right to a hearing before the City Council for the denial of your license, provided a written request is filed with the City Clerk's Office within ten (10) days after receipt of this notice (Moorhead City Code 2-1-10, Subsection B). This notice can be mailed to my attention at City of Moorhead, City Clerk's Office, 500 Center Avenue, Moorhead, MN 56560 or emailed to [cityclerk@cityofmoorhead.com](mailto:cityclerk@cityofmoorhead.com).

Please contact me with any questions at 218.299.5304 or [cityclerk@cityofmoorhead.com](mailto:cityclerk@cityofmoorhead.com).

Respectfully,



Christina Rust, City Clerk

CC: Dan Mahli, City Manager  
Chief Shannon Monroe, Police Department  
John Shockley, City Attorney



## City Council Communication

---

February 13, 2023

**SUBJECT:**

Resolution to Approve Pay Equity Implementation Report

**RECOMMENDATION:**

The Mayor and City Council are asked to approve the City of Moorhead Pay Equity Implementation Report and authorize the Mayor to sign and submit the report to Minnesota Management & Budget.

**BACKGROUND/KEY POINTS:**

The City of Moorhead is required to submit a Pay Equity Implementation Report to Minnesota Management & Budget every three years as required by the Local Government Pay Equity Act, Minnesota Statutes 471.991 to 471.999 and Minnesota Rules Chapter 3920.

Pay equity is designed to address the problem of a wage structure in which there is one pay pattern for jobs performed mostly by men and another pay pattern for jobs performed mostly by women. Pay equity primarily affects pay structure, not pay level or pay method. An employer can still have a pay level that is different than other employers.

Cities with one or more employees must file a pay equity implementation report every three years. A number of tests are used to analyze the information submitted and determine compliance or noncompliance. The department monitors compliance on an ongoing basis and reports to the legislature annually.

Preliminary results show that the City of Moorhead is in compliance with the following pay equity tests as shown on the attached Compliance Report:

- **Statistical Analysis Test** – compares salary data to determine if female classes are paid consistently below male classes of comparable work value (job points)
  - The minimum requirement to pass this test is an underpayment ratio of 80% and above
  - The City of Moorhead received a score of 75.73891
  - **T-Test & Degrees of Freedom:**
    - These numbers show the average dollar amount that males and females are from predicted pay
    - If the underpayment ratio in the Statistical Analysis Test is less than 80%, which it is for the City of Moorhead, a jurisdiction may still pass the statistical analysis test if the T-test results are not statistically significant
    - Based on the City of Moorhead's Degrees of Freedom of 237, if the value of 'T' on the compliance report is less than 1.645, it means that either there is no underpayment of female classes or that the underpayment is not statistically significant.
    - The City of Moorhead received a Value of T = -0.292





## City Council Communication

---

February 13, 2023

- Based on the T-test, preliminary results show the City should pass the Statistical Analysis Test even though the underpayment ratio is less than 80%.
- **Salary Range Test** – compares the average number of years required for female classes to move through a salary range consisting of time-phased step progression to the average number of years required for male classes
  - The test result must be either zero or 80% and above to pass
  - The City of Moorhead received a score of 101.17%
- **Exceptional Service Pay Test** – compares the percentage of female classes receiving longevity pay or performance pay to the percentage of male classes receiving longevity or performance pay
  - The test result must be either zero or 80% and above to pass
  - The City of Moorhead received a score of 0.00%

The Predicted Pay Report attachment calculates the monthly salaries for male classes in the jurisdiction and the dollar amount that maximum monthly salaries fall above or below predicted pay. The graph on this report shows a “predicted pay line” and how male and female classes scatter around that line.

Once approved by Council, preliminary results will be submitted to Minnesota Management and Budget (MMB) for review and final determination of a jurisdictions compliance.

### **FINANCIAL CONSIDERATIONS:**

If a city is found not in compliance with pay equity, the city may be subject to a five percent reduction in the aid that would otherwise be payable to the city, or to a fine of \$100 per day, whichever is greatest. Based on preliminary results, the City of Moorhead is in compliance with pay equity requirements and should not be subject to aid reduction or fines.

**Voting Requirements:** Majority of Quorum

**Submitted By:**

Dan Mahli, City Manager  
Amy Settergren, HR Director

**Attachments:** Compliance Report - Preliminary  
Predicted Pay Report - Preliminary

## Compliance Report

Jurisdiction: Moorhead  
500 Center Avenue  
  
Box 779  
Moorhead, MN 56561

Report Year: 2023  
Case: 7 - 2022DATA5 (Shared (Jur and MMB))

Contact: Amy Settergren

Phone: (218) 299-5371

E-Mail: amy.settergren@ci.moorhead.mn.us

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

### I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	87	45	7	139
# Employees	176	63	44	283
Avg. Max Monthly Pay per employee	6990.88	6393.18		6820.55

### II. STATISTICAL ANALYSIS TEST

#### A. Underpayment Ratio = 75.73891 \*

	Male Classes	Female Classes
a. # At or above Predicted Pay	46	17
b. # Below Predicted Pay	41	28
c. TOTAL	87	45
d. % Below Predicted Pay (b divided by c = d)	47.13	62.22

\*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

#### B. T-test Results

Degrees of Freedom (DF) = 237	Value of T = -0.292
-------------------------------	---------------------

a. Avg. diff. in pay from predicted pay for male jobs = -1

b. Avg. diff. in pay from predicted pay for female jobs = 3

### III. SALARY RANGE TEST = 101.17 (Result is A divided by B)

A. Avg. # of years to max salary for male jobs = 10.72

B. Avg. # of years to max salary for female jobs = 10.60

### IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)

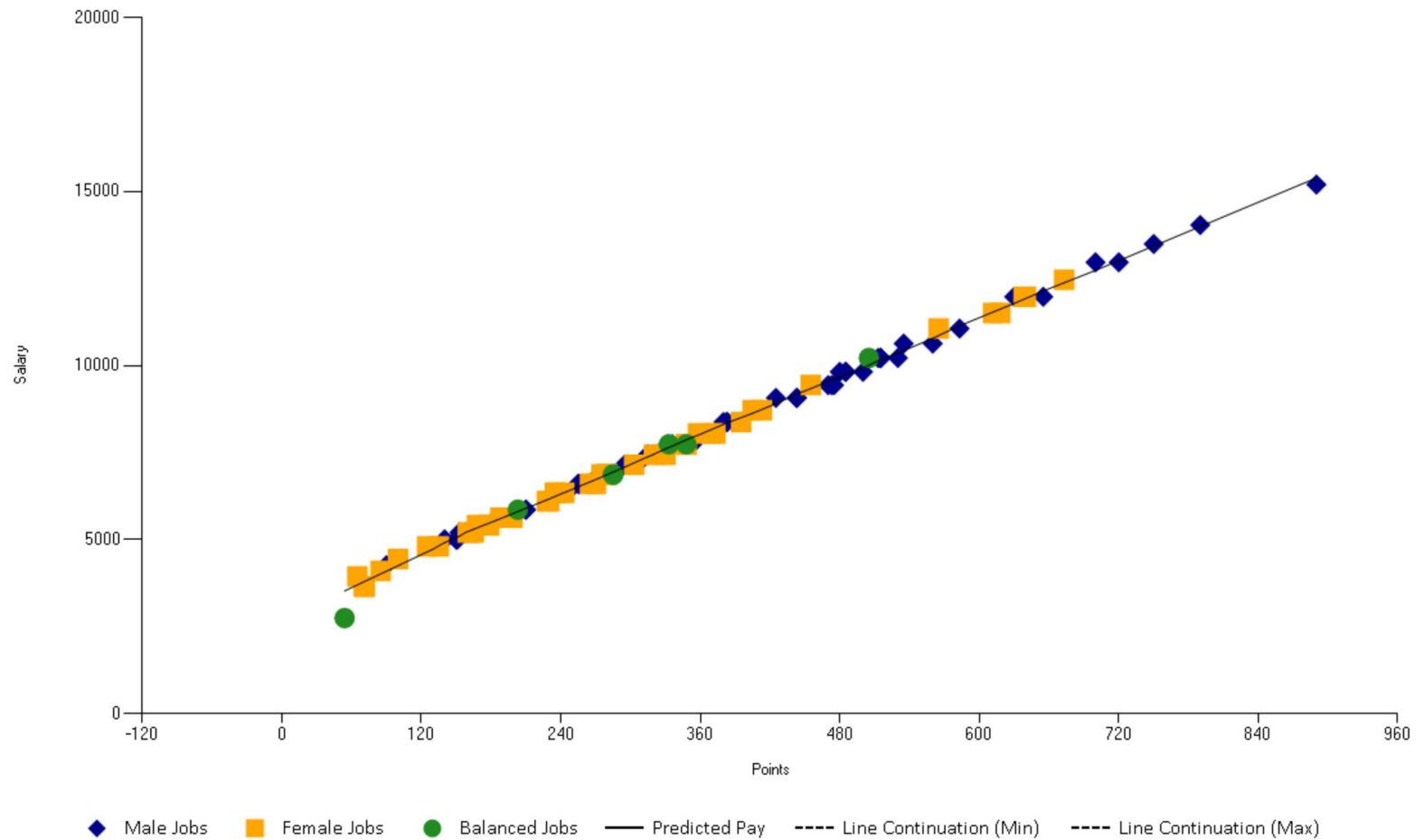
A. % of male classes receiving ESP = 0.00 \*

B. % of female classes receiving ESP = 0.00

\*(If 20% or less, test result will be 0.00)

## Predicted Pay Report for: Moorhead

Case: 2022DATA5





## Predicted Pay Report for: Moorhead

### Case: 2022DATA5

Job Nbr	Job Title	Nbr Males	Nbr Females	Non- Binary	Total Nbr	Job Type	Job Points	Max Mo Salary	Predicted Pay	Pay Difference
1	TEMPORARY BROOM TRACTOR OPERAT	2	1	0	3	Balanced	54	2747.2800	3526.0473	-778.7673
2	TEMPORARY COMMUNITY DEVELOPMEN	1	0	0	1	Male	54	2747.2800	3526.0473	-778.7673
3	JANITOR	0	1	0	1	Female	65	3940.5500	3699.6332	240.9168
4	SEASONAL ENGINEERING TECHNICIA	0	1	0	1	Female	71	3657.0000	3794.0164	-137.0164
5	TEMP CITY MANAGER FELLOWSHIP	0	1	0	1	Female	71	3657.0000	3794.0164	-137.0164
7	TEMPORARY POLICE TRANSCRIPTION	0	1	0	1	Female	71	3657.0000	3794.0164	-137.0164
8	TEMPORARY SANITATION LABORER	2	0	0	2	Male	71	3657.0000	3794.0164	-137.0164
9	TEMPORARY TRUCK DRIVER SANITAT	1	0	0	1	Male	71	3657.0000	3794.0164	-137.0164
6	TEMPORARY HJEMKOMST CENTER LEA	1	0	0	1	Male	71	3657.0000	3794.0164	-137.0164
10	POLICE TRANSCRIPTIONIST	0	4	0	4	Female	85	4100.1400	4015.1239	85.0161
11	CUSTODIAN	1	0	0	1	Male	90	4266.2000	4094.3266	171.8734
13	OFFICE SPECIALIST	0	6	0	6	Female	100	4438.9800	4252.0719	186.9081
12	FORESTRY LABORER	1	0	0	1	Male	100	4438.9800	4252.0719	186.9081
14	FINANCE ASSISTANT	0	1	0	1	Female	125	4805.8200	4646.7653	159.0547
15	COMMUNITY SERVICE OFFICER	2	0	0	2	Male	130	4805.8200	4725.9679	79.8521
16	RECORDS SPECIALIST	0	5	0	5	Female	135	4805.8200	4804.5106	1.3094
17	STREETS TRUCK DRIVER	4	0	0	4	Male	140	5000.4500	4913.8151	86.6349
18	SANITATION TRUCK DRIVER	12	0	0	12	Male	140	5000.4500	4913.8151	86.6349
19	COMPOST ATTENDANT/TRUCK DRIVER	1	0	0	1	Male	150	5000.4500	5057.8233	-57.3733
20	TRUCK DRIVER/MOWER OPERATOR	1	0	0	1	Male	151	5000.4500	5072.3051	-71.8551
21	GOLF COURSE TECHNICIAN	2	0	0	2	Male	153	5202.9700	5101.2686	101.7014
22	FORESTRY MAINTENANCE TECHNICIA	3	0	0	3	Male	153	5202.9700	5101.2686	101.7014
23	PARK TECHNICIAN	6	0	0	6	Male	158	5202.9700	5205.4572	-2.4872
24	DEPUTY CITY CLERK	0	1	0	1	Female	160	5202.9700	5230.8244	-27.8544
25	PROGRAM ASSISTANT	0	1	0	1	Female	165	5202.9700	5297.0879	-94.1179
26	SOLID WASTE EQUIPMENT OPERATOR	2	0	0	2	Male	165	5202.9700	5297.0879	-94.1179
27	LEGAL ASSISTANT/VICTIM WITNESS	0	1	0	1	Female	168	5413.6900	5336.3347	77.3553
28	HEAVY EQUIPMENT OPERATOR	5	0	0	5	Male	175	5413.6900	5430.4202	-16.7302
29	ACCOUNTING TECHNICIAN	0	2	0	2	Female	178	5413.6900	5469.9802	-56.2902
30	TECHNICAL OFFICE SPECIALIST	0	4	0	4	Female	178	5413.6900	5469.9802	-56.2902
31	GOLF COURSE MECHANIC	2	0	0	2	Male	185	5632.9500	5561.6884	71.2616
32	RECREATION/AQUATICS SPECIALIST	0	1	0	1	Female	188	5632.9500	5601.2129	31.7371

## Predicted Pay Report for: Moorhead

### Case: 2022DATA5

Job Nbr	Job Title	Nbr Males	Nbr Females	Non- Binary	Total Nbr	Job Type	Job Points	Max Mo Salary	Predicted Pay	Pay Difference
33	EXECUTIVE ASSISTANT	0	1	0	1	Female	193	5632.9500	5671.0551	-38.1051
34	SIGN MAINTENANCE OPERATOR	1	0	0	1	Male	193	5632.9500	5671.0551	-38.1051
35	ARBORIST	2	0	0	2	Male	195	5632.9500	5698.9274	-65.9774
36	MAINTENANCE MECHANIC	6	0	0	6	Male	195	5632.9500	5698.9274	-65.9774
37	HUMAN RESOURCES/RECRUITMENT SP	0	1	0	1	Female	198	5632.9500	5738.9116	-105.9616
38	SPECIAL ASSESSMENT COORDINATOR	0	1	0	1	Female	198	5632.9500	5738.9116	-105.9616
39	FACILITY OPERATOR	2	1	0	3	Balanced	203	5861.0800	5805.4970	55.5830
40	PROCESS INSTRUMENTATION TECHNI	1	0	0	1	Male	210	5861.0800	5899.2912	-38.2112
41	FLEET MAINTENANCE MECHANIC	3	0	0	3	Male	210	5861.0800	5899.2912	-38.2112
42	ASSESSING COORDINATOR	0	1	0	1	Female	228	6098.4500	6141.3842	-42.9342
44	SUPPORT SERVICES SUPERVISOR	0	2	0	2	Female	230	6098.4500	6169.1471	-70.6971
43	CODE COMPLIANCE TECHNICIAN	2	0	0	2	Male	230	6098.4500	6169.1471	-70.6971
45	ASSISTANT TRANSIT PLANNER & MA	0	1	0	1	Female	235	6345.4400	6248.9255	96.5145
46	PAYROLL TECHNICIAN	0	1	0	1	Female	235	6345.4400	6248.9255	96.5145
47	PARK MAINTENANCE CREW CHIEF	1	0	0	1	Male	241	6345.4400	6325.4114	20.0286
48	SANITATION CREW CHIEF	1	0	0	1	Male	241	6345.4400	6325.4114	20.0286
49	STREETS CREW CHIEF	2	0	0	2	Male	241	6345.4400	6325.4114	20.0286
50	SUSTAINABILITY COORDINATOR	0	1	0	1	Female	243	6345.4400	6348.3652	-2.9252
51	FIREFIGHTER	24	0	0	24	Male	245	6345.4400	6376.1325	-30.6925
52	BUILDING INSPECTOR	1	0	0	1	Male	255	6602.4300	6518.7710	83.6590
53	YOUTH SERVICE COORDINATOR	1	0	0	1	Male	255	6602.4300	6518.7710	83.6590
54	CRIME ANALYST	1	0	0	1	Male	256	6602.4300	6533.1342	69.2958
55	SENIOR PROGRAM COORDINATOR	0	1	0	1	Female	265	6602.4300	6656.6185	-54.1885
56	ENGINEERING TECHNICIAN	2	0	0	2	Male	265	6602.4300	6656.6185	-54.1885
57	APPRAISER	0	2	0	2	Female	270	6602.4300	6723.5777	-121.1477
58	INFORMATION TECHNOLOGY SPECIAL	3	0	0	3	Male	273	6869.8300	6766.7118	103.1182
59	OFFICE MANAGER	0	1	0	1	Female	275	6869.8300	6795.4678	74.3622
60	SURVEY CREW LEAD	1	0	0	1	Male	278	6869.8300	6840.7998	29.0302
61	GIS TECHNICIAN	1	0	0	1	Male	278	6869.8300	6840.7998	29.0302
62	PARALEGAL	0	1	0	1	Female	280	6869.8300	6870.8372	-1.0072
64	CULTURAL CENTER FACILITY COORD	0	1	0	1	Female	280	6869.8300	6870.8372	-1.0072
63	ASSISTANT FIRE MARSHAL	1	0	0	1	Male	280	6869.8300	6870.8372	-1.0072

## Predicted Pay Report for: Moorhead

Case: 2022DATA5

Job Nbr	Job Title	Nbr Males	Nbr Females	Non- Binary	Total Nbr	Job Type	Job Points	Max Mo Salary	Predicted Pay	Pay Difference
65	POLICE OFFICER-SCHOOL RESOURCE	1	1	0	2	Balanced	285	6869.8300	6942.9993	-73.1693
66	POLICE OFFICER	23			0	Balanced	285	6869.8300	6942.9993	-73.1693
67	BRIDGE INSPECTION TEAM LEAD	1	0	0	1	Male	286	6869.8300	6957.4317	-87.6017
68	INFORMATION TECHNOLOGY PROGRAM	2	0	0	2	Male	295	7148.0600	7086.8113	61.2487
69	POLICE OFFICER - 1ST CLASS	3				le	295	7148.0600	7086.8113	61.2487
70	LEAD INFORMATION TECHNOLOGY SP	1	0	0	1	Male	296	7148.0600	7101.2366	46.8234
71	RECREATION COORDINATOR	0	1	0	1	Female	303	7148.0600	7205.2421	-57.1821
72	MAINTENANCE SUPERVISOR	1	0	0	1	Male	305	7148.0600	7234.3007	-86.2407
73	POLICE OFFICER-DETECTIVE	2	0	0	2	Male	305	7148.0600	7234.3007	-86.2407
74	TRANSFER STATION MANAGER	1	0	0	1	Male	315	7437.5500	7379.9209	57.6291
75	ASSISTANT BUILDING OFFICIAL	2	0	0	2	Male	315	7437.5500	7379.9209	57.6291
76	POLICE OFFICER-DETECTIVE - 1ST	5	1	0	6	Male	315	7437.5500	7379.9209	57.6291
77	TRAFFIC ENGINEERING TECHNICIAN	1	0	0	1	Male	318	7437.5500	7422.7892	14.7608
78	CITY CLERK	0	1	0	1	Female	320	7437.5500	7451.7706	-14.2206
79	PARK MAINTENANCE MANAGER	1	0	0	1	Male	320	7437.5500	7451.7706	-14.2206
80	GOLF COURSE MANAGER	2	0	0	2	Male	323	7437.5500	7500.2903	-62.7403
81	FORESTER	1	0	0	1	Male	328	7437.5500	7572.5342	-134.9842
82	COMMUNITY POLICING COORDINATOR	0	1	0	1	Female	330	7437.5500	7606.3435	-168.7935
83	GOLF COURSE MAINTENANCE SUPERI	2	0	0	2	Male	330	7437.5500	7606.3435	-168.7935
84	ASSISTANT SYSTEMS ADMINISTRATO	1	0	0	1	Male	332	7738.7700	7635.0426	103.7274
85	RECREATION PROGRAM SUPERVISOR	1	1	0	2	Balanced	333	7738.7700	7649.3921	89.3779
86	POLICE OFFICER-NARCOTICS TEAM	1	0	0	1	Male	336	7738.7700	7692.4408	46.3292
87	CIVIL ENGINEER	1	0	0	1	Male	345	7738.7700	7822.9117	-84.1417
88	COMMUNICATIONS COORDINATOR	1	0	0	1	Male	345	7738.7700	7822.9117	-84.1417
90	ACCOUNTANT - TRANSIT	0	1	0	1	Female	348	7738.7700	7866.6977	-127.9277
91	COMMUNITY DEVELOPMENT PROGRAM	0	1	0	1	Female	348	7738.7700	7866.6977	-127.9277
92	ASSISTANT CITY PLANNER	1	1	0	2	Balanced	348	7738.7700	7866.6977	-127.9277
89	ACCOUNTANT	1	0	0	1	Male	348	7738.7700	7866.6977	-127.9277
93	BIOSOLIDS PROGRAM MANAGER	1	0	0	1	Male	353	7738.7700	7940.0528	-201.2828
94	HUMAN RESOURCES GENERALIST	0	1	0	1	Female	358	8052.2000	8011.4348	40.7652
95	FIRE CAPTAIN	6	0	0	6	Male	360	8052.2000	8026.5522	25.6478
96	ENVIRONMENTAL ENGINEER	0	1	0	1	Female	370	8052.2000	8169.6174	-117.4174



## Predicted Pay Report for: Moorhead

### Case: 2022DATA5

Job Nbr	Job Title	Nbr Males	Nbr Females	Non- Binary	Total Nbr	Job Type	Job Points	Max Mo Salary	Predicted Pay	Pay Difference
97	LEAD ACCOUNTANT	0	1	0	1	Female	373	8052.2000	8212.4638	-160.2638
98	POLICE SERGEANT	2	0	0	2	Male	380	8378.3100	8312.5960	65.7140
99	CONSTRUCTION/INFRASTRUCTURE MA	1	0	0	1	Male	383	8378.3100	8355.5052	22.8048
100	FACILITIES & FLEET MANAGER	1	0	0	1	Male	383	8378.3100	8355.5052	22.8048
101	TRANSIT MANAGER	0	1	0	1	Female	395	8378.3100	8480.4671	-102.1571
102	ECONOMIC DEVELOPMENT PROGRAM A	0	1	0	1	Female	405	8717.6300	8628.8214	88.8086
103	POLICE SERGEANT - ADMINISTRATI	1	0	0	1	Male	405	8717.6300	8628.8214	88.8086
104	POLICE SERGEANT - 1ST CLASS	4	0	0	4	Male	405	8717.6300	8628.8214	88.8086
105	POLICE SERGEANT-INVESTIGATIVE	1	0	0	1	Male	405	8717.6300	8628.8214	88.8086
106	UTILITIES ENGINEER	0	1	0	1	Female	413	8717.6300	8743.6260	-25.9960
107	BUILDING OFFICIAL	1	0	0	1	Male	425	9070.6900	8905.5105	165.1795
108	GIS MANAGER	1	0	0	1	Male	443	9070.6900	9176.8861	-106.1961
109	SENIOR ENGINEER	1	0	0	1	Male	443	9070.6900	9176.8861	-106.1961
110	CITY PLANNER/ZONING ADMINISTRA	0	1	0	1	Female	455	9438.0600	9344.7229	93.3371
111	SYSTEMS ADMINISTRATOR	1	0	0	1	Male	470	9438.0600	9542.8152	-104.7552
112	ASSISTANT SUPERINTENDENT	1	0	0	1	Male	473	9438.0600	9582.5662	-144.5062
113	BATTALION CHIEF	3	0	0	3	Male	475	9438.0600	9609.4402	-171.3802
114	OPERATIONS MANAGER	1	0	0	1	Male	480	9820.3000	9669.9684	150.3316
115	CITY ASSESSOR	1	0	0	1	Male	485	9820.3000	9736.1805	84.1195
116	SENIOR SUPERVISING ENGINEER	1	0	0	1	Male	485	9820.3000	9736.1805	84.1195
117	DIVISION CHIEF	1	0	0	1	Male	500	9820.3000	9928.2176	-107.9176
118	ASSISTANT PROSECUTING ATTORNEY	1	1	0	2	Balanced	505	10218.0200	9998.3752	219.6448
119	DEPUTY FIRE CHIEF	1	0	0	1	Male	513	10218.0200	10137.9924	80.0276
120	TRAFFIC ENGINEER	1	0	0	1	Male	515	10218.0200	10165.6478	52.3722
121	POLICE LIEUTENANT - 1ST CLASS	1	0	0	1	Male	515	10218.0200	10165.6478	52.3722
122	POLICE LIEUTENANT-INVESTIGATIV	1	0	0	1	Male	515	10218.0200	10165.6478	52.3722
123	OPERATIONS DIVISION MANAGER	1	0	0	1	Male	530	10218.0200	10360.8965	-142.8765
124	POLICE CAPTAIN-SUPPORT SERVICE	1	0	0	1	Male	535	10631.8500	10427.2460	204.6040
125	ASSISTANT CITY ENGINEER	1	0	0	1	Male	560	10631.8500	10784.5318	-152.6818
126	PARKS AND RECREATION DEPARTMEN	0	1	0	1	Female	565	11062.4400	10856.2453	206.1947
127	INFORMATION TECHNOLOGY DIRECTO	1	0	0	1	Male	583	11062.4400	11142.3672	-79.9272
128	GOVERNMENTAL AFFAIRS DIRECTOR	0	1	0	1	Female	612	11510.4700	11533.4524	-22.9824

## Predicted Pay Report for: Moorhead

Case: 2022DATA5

Job Nbr	Job Title	Nbr Males	Nbr Females	Non- Binary	Total Nbr	Job Type	Job Points	Max Mo Salary	Predicted Pay	Pay Difference
129	HUMAN RESOURCES DIRECTOR	0	1	0	1	Female	618	11510.4700	11619.3043	-108.8343
130	DEPUTY CHIEF OF POLICE	1	0	0	1	Male	630	11976.6400	11785.3458	191.2942
131	FINANCE DIRECTOR	0	1	0	1	Female	638	11976.6400	11900.8710	75.7690
132	COMMUNITY DEVELOPMENT DIRECTOR	0	1	0	1	Female	640	11976.6400	11929.5254	47.1146
133	FIRE CHIEF	1	0	0	1	Male	655	11976.6400	12142.9756	-166.3356
134	CITY PROSECUTOR	0	1	0	1	Female	673	12461.7000	12400.7321	60.9679
135	PUBLIC WORKS DIRECTOR	1	0	0	1	Male	700	12966.4000	12735.3739	231.0261
136	CHIEF OF POLICE	1	0	0	1	Male	720	12966.4000	13015.2364	-48.8364
137	ENGINEERING DEPARTMENT DIRECTOR	1	0	0	1	Male	750	13491.5400	13434.1538	57.3862
138	ASSISTANT CITY MANAGER	1	0	0	1	Male	790	14037.9400	13993.2946	44.6454
139	CITY MANAGER	1	0	0	1	Male	890	15198.0400	15391.4386	-193.3986

Job Number Count: 139

## RESOLUTION

### Resolution to Approve Pay Equity Implementation Report

WHEREAS, the City of Moorhead is required to submit a Pay Equity Implementation Report to Minnesota Management & Budget as required by the Local Government Pay Equity Act, Minnesota Statutes 471.991 to 471.999 and Minnesota Rules Chapter 3920; and

WHEREAS, the preliminary results show that the City of Moorhead is in compliance with all pay equity tests.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead, Minnesota that the Moorhead City Council approves the City of Moorhead Pay Equity Implementation Report and authorizes the Mayor to sign and submit the report to Minnesota Management & Budget.

PASSED: February 13, 2023 by the City Council of the City of Moorhead.

APPROVED BY:

ATTEST:

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

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