



**City of Moorhead
City Council Meeting
Meeting Minutes
April 13, 2020 at 5:30 PM
City Hall Council Chambers**

Pursuant to due call and notice thereof, a regular meeting of the City Council Meeting was held in the City Hall Council Chambers, on April 13, 2020, at 5:30 PM.

Roll call of the members was made as follows:

1st Ward Council Member	Shelly Dahlquist	Present - video
1st Ward Council Member	Sara Watson Curry	Present - video
2nd Ward Council Member	Shelly Carlson	Present - video
2nd Ward Council Member	Heidi Durand	Present - video
Mayor	Johnathan Judd	Present – in chambers
3rd Ward Council Member	Deb White	Present - audio
3rd Ward Council Member	Larry Seljevoid	Present - video
4th Ward Council Member	Chuck Hendrickson	Present - video
4th Ward Council Member	Steve Lindaas	Present – video

Also in Attendance:

City Manager	Chris Volkers	Present - video
City Attorney	John Shockley	Present – in chambers
City Clerk	Christina Rust	Present – in chambers

City Council Meeting

1. [Call to Order and Roll Call](#)
2. Pledge of Allegiance
3. [Agenda Amendments](#)
Motion to Approve Agenda with Amendment made by Steve Lindaas and seconded by Deb White

Minutes: Item #14 was removed from consent agenda

Motion Passed

For: 8 - Shelly Dahlquist, Sara Watson Curry, Shelly Carlson, Heidi Durand, Deb White, Larry Seljevoid, Chuck Hendrickson, Steve Lindaas

4. [Consent Agenda](#)
Motion to Approve Consent Agenda made by Chuck Hendrickson and seconded by Sara Watson Curry

Motion Passed

For: 8 - Shelly Dahlquist, Sara Watson Curry, Shelly Carlson, Heidi Durand, Deb White, Larry Seljevoid, Chuck Hendrickson, Steve Lindaas

5. [Approve Minutes](#)

A. [Meeting Minutes - March 23, 2020](#)

B. [Special Council Meeting Minutes - March 27, 2020](#)

Motion to Approve Minutes made by Heidi Durand and seconded by Larry Seljevold

Motion Passed

For: 8 - Shelly Dahlquist, Sara Watson Curry, Shelly Carlson, Heidi Durand, Deb White, Larry Seljevold, Chuck Hendrickson, Steve Lindaas

6. [Citizens Addressing the Council \(Time Reserved: 15 Minutes\)](#)

7. *Mayor and Council Appointments

Public Hearings (5:45 p.m.)

8. [Public Hearing Regarding the Request of Kathi Mayer on behalf of Enclave Solutions LLC for Property Tax Exemption for a Project Located at 1547 30 Ave S](#)

Motion to Open Public Hearing made by Chuck Hendrickson and seconded by Deb White.

Motion Passed

For: 8 - Shelly Dahlquist, Sara Watson Curry, Shelly Carlson, Heidi Durand, Deb White, Larry Seljevold, Chuck Hendrickson, Steve Lindaas

Minutes: Derrick LaPoint, DMI President & CEO presented a project that is planned to construct almost 25,000 sq. ft., 2-story commercial office building. Solutions Behavioral Network will be the only tenant at this time. Mr. Gleason was on the line to answer any questions.

Motion to Close Public Hearing made by Steve Lindaas and seconded by Deb White

Motion Passed

For: 8 - Shelly Dahlquist, Sara Watson Curry, Shelly Carlson, Heidi Durand, Deb White, Larry Seljevold, Chuck Hendrickson, Steve Lindaas

A. [Resolution to Approve a Property Tax Exemption for an Office Building located at 1547 30 Ave S](#)

Motion to Approve Resolution to Approve a Property Tax Exemption for an Office Building located at 1547 30 Ave S made by Deb White and seconded by Steve Lindaas

Motion Passed

For: 8 - Shelly Dahlquist, Sara Watson Curry, Shelly Carlson, Heidi Durand, Deb White, Larry Seljevold, Chuck Hendrickson, Steve Lindaas

9. [Public Hearing Regarding the Request of DeAnne Kading Powell on behalf of Rich & De Properties LLC for Property Tax Exemption for a Project Located at 1601 Main Ave SE](#)

Motion to Open Public Hearing made by Steve Lindaas and seconded by Shelly Carlson

Motion Passed

For: 8 - Shelly Dahlquist, Sara Watson Curry, Shelly Carlson, Heidi Durand, Deb White, Larry Seljevold, Chuck Hendrickson, Steve Lindaas

Minutes: Derrick LaPoint, DMI President & CEO presented and DeAnne Kading Powell was on the phone to answer any questions. Project is an approximately 8,400 sf building which will house Wags n Whiskers and Wags Stay N Play. Council member White asked for clarity regarding a mortin style building, which is an industrial wood frame building.

Motion to Close Public Hearing made by Steve Lindaas and seconded by Sara Watson Curry

Motion Passed

For: 8 - Shelly Dahlquist, Sara Watson Curry, Shelly Carlson, Heidi Durand, Deb White, Larry Seljevold, Chuck Hendrickson, Steve Lindaas

A. [Resolution to Approve a Property Tax Exemption for an Office Building Located at 1601 Main Ave SE](#)

Motion to Approve made by Heidi Durand and seconded by Chuck Hendrickson

Motion to Approve Resolution to Approve a Property Tax Exemption for an Office Building Located at 1601 Main Ave SE

Motion Passed

For: 8 - Shelly Dahlquist, Sara Watson Curry, Shelly Carlson, Heidi Durand, Deb White, Larry Seljevold, Chuck Hendrickson, Steve Lindaas

10. [Public Hearing for 12th Ave S \(Eng. No. 20-A2-01A\) and 6th & 7th Ave N and 18th & 20th St N \(Eng. No. 20-A2-01B\) Street Improvements](#)

Motion to Open Public Hearing made by Heidi Durand and seconded by Deb White.

Motion Passed

For: 8 - Shelly Dahlquist, Sara Watson Curry, Shelly Carlson, Heidi Durand, Deb White, Larry Seljevold, Chuck Hendrickson, Steve Lindaas

Minutes: Tom Trowbridge, Assistant City Engineer presented two street projects that have been merged. Public hearing will be held open until the next council meeting on April 27th due to a clerical mistake in the mailing and to give residents additional time for public comment.

Council member Watson Curry inquired if data was collected on the one-way streets. Trowbridge said that it has been looked at with the 11th street underpass and was not looked at with this project. Council member Carlson asked about delaying this project and how it affects the future plans. MPS and the City have been coordinating and making a change at this time would interfere with other projects moving forward and due to the federal funding to be spent and if it was not, that would be a significant risk if we don't move forward with the 12th Ave. project. If we pass on this funding now it would probably be 5 years before it would be available again.

Trowbridge explained the notice that was sent to residents included an estimate on the higher side for the interest but will not be adopted until the bond is structured. A number of council members commented that they are thankful for the ability to hold off until 2021 for assessments. Council Member Seljevold verified that letters were sent to the blocks where sidewalks were going to be constructed, while still looking into feedback from surrounding areas. Depending on when the neighborhoods were built, the developer's plans sometimes do not have specific plans for sidewalks.

In regards to concerns with continuing "business as usual" during the current pandemic, Bob Zimmerman, City Engineer commented the construction companies are asking for the work during this time. There is good economic reason to proceed with these projects.

An email from a citizen was received and will be held until the close of the public hearing on April 27, 2020.

11. [Public Hearing for 14th St S \(Eng. No. 20-A2-03\) and 18th & 18-1/2 St S \(Eng. No. 20-A2-04\) Street Improvements](#)

Motion to Open Public Hearing made by Deb White and seconded by Chuck Hendrickson.

Motion Passed

For: 8 - Shelly Dahlquist, Sara Watson Curry, Shelly Carlson, Heidi Durand, Deb White, Larry Seljevold, Chuck Hendrickson, Steve Lindaas

Minutes: Tom Trowbridge, Assistant City Engineer presented the combined projects 14th St. & 18th and 18 ½ street due to their close proximity and similar type of work. The project will consist of a mill and overlay.

Mayor Judd stated that in advance of this public hearing, the council did receive two emails regarding this project. Trowbridge read the emails from the residents and addressed what the engineering department's response was. Email will be available verbatim if requested through the engineering department.

Motion to Close Public Hearing made by Deb White and seconded by Steve Lindaas

Motion Passed

For: 8 - Shelly Dahlquist, Sara Watson Curry, Shelly Carlson, Heidi Durand, Deb White, Larry Seljevold, Chuck Hendrickson, Steve Lindaas

A. [Resolution to Order Improvements & Declare Intent to Assess](#)

B. [Resolution to Award Bid](#)

Motion to Order Improvements & Declare Intent to Assess and Award Bid made by Deb White and seconded by Sara Watson Curry

Motion Passed

For: 8 - Shelly Dahlquist, Sara Watson Curry, Shelly Carlson, Heidi Durand, Deb White, Larry Seljevold, Chuck Hendrickson, Steve Lindaas

Community Development Department

12. [*Consider First Reading of Ordinance 2020-03: An Ordinance to Amend Title 9 Relating to Adoption of the Building Code](#)

Moorhead Public Service

13. [*Award Bid for 20th Avenue Watermain Replacement Project](#)

Public Works Department

14. [Resolution to Approve Budget Adjustment 20-016 to Purchase an Air Burner for Wood Waste](#)

Minutes: Steve Moore, Public Works Director presented three financing options for the purchase an air burner for wood waste. Clay County will be contributing \$86,000 and thus have access for use of this new piece of equipment.

Option #1 - use forestry reserves, which will deplete reserves to 27% of the operating budget and cause an even larger projected fee increase next year

Option #2 - take out local loan from a bank which may have a beneficial interest rate

Option #3 - borrow \$120,000 from an internal service fund and pay back with 2% interest over the next 5 years and budget accordingly.

The Finance Director will be accepting more proposals from local banks, and if those net less than the 2% then that would be the smartest course of action. There is a requirement that if trees are collected and infected with the emerald ash borer they must be burned or chipped for proper disposal thus increasing the cost of disposal for infected trees. Current wood waste storage is running out of room. We do charge fees on basis of where wood waste from such as City of Moorhead, Clay County and/or out-of-state (Fargo).

Moore stated the City Manager and Finance Director recommend option # 3 as noted above.

Motion to Approve Resolution to Approve Budget Adjustment 20-016 to Purchase an Air Burner for Wood Waste made by Steve Lindaas and seconded by Shelly Carlson

Motion Passed

For: 8 - Shelly Dahlquist, Sara Watson Curry, Shelly Carlson, Heidi Durand, Deb White, Larry Seljevold, Chuck Hendrickson, Steve Lindaas

Administration

15. [*Resolution Approving Amendment #1 to the Creative Outdoor Advertising Contract for Transit Benches](#)
16. [*Consider First Reading of Ordinance 2020-04: An Ordinance to Amend Section 2-5C-1 of City Code Relating to Regulation of Pawnbrokers](#)
17. [*Consider Actions Relating to Emergency Ordinance No. 2020-05: An Ordinance Relating to Dwelling Unit Occupancy for Groups of Unrelated Adults](#)
 - A. *Adoption of Preamble, Purpose and Intent for Emergency Ordinance No 2020-02
 - B. *First Reading and Enactment of Emergency Ordinance 2020-05
18. [*Extension of Agreement with Digiener for Information Technology Services](#)

Other

19. [Mayor and Council Reports](#)

Minutes: Council member White – Thank you to City Clerk Christina Rust for her work on the board and commission appointment procedure revisions.

Council member Carlson - Moorhead public library will begin no-contact curbside service beginning this week. They will sanitize the items and bring them to the parking lot. Over 160 new library cards have been issued since the beginning of the COVID-19 situation. HOOPLA, a Netflix for libraries, will be available to citizens with a library card. The Lake Agassiz library received a grant to purchase \$7,400 in Wi-Fi hot spots for customers to utilize over the next three months. Library has added a hotline service to answer any questions and can be reached at 1.833.522.5275. Thank you to IT director Chris Radi and the IT staff for their work during this difficult time in providing technology for alternative work methods.

Council member Durand - Received a number of emails from citizens concerned with the proper disposal of garbage that would normally be picked up curbside during clean up week ending up in the ditches. A reminder to please dispose of garbage properly.

Council member Lindaas - Reminder that playgrounds are closed due to the COVID-19 pandemic, please stay off of playground equipment and be good citizens during this time.

Mayor Judd - A thank you to Senator Amy Klobuchar's staff, City Manager Chris Volkens and Derrick LaPoint at Downtown Inc. for their help and assistance with the legislation discussions on the phone call with Senator Klobuchar last week. Thank you to the Mayors of surrounding cities that check in with each other to identify any service gaps in our region. A reminder that City and County task force meetings for COVID-19 take place every Monday. Thank you to Sanford and Essentia for keeping us up-to-date with pandemic information and educating our community. Thank you to the residents for continuing to maintain social distancing and a reminder to stay away from the parks.

20. [City Manager Report](#)

Minutes: City Manager Volkens gave the following updates:

Approximately 50% of citizens have responded to the census to-date. Our goal is to reach 100% and we encourage everyone to fill out their census. We have a Census Ward Challenge and there is an additional three free golf course passes for an incentive as the prize.

We are watching our financial condition carefully and want to bring the following to the attention of the City Council:

- The General Fund has maintained a fund balance of approximately 60% with policy allowing a reduction to 40%. The difference from 60% to 40% is approximately \$6M.
- Property tax revenue reduction would require use of reserves to support operations at the current level. A 15% reduction in overall property taxes would amount to approximately \$2.3M.
- Property tax reductions would also require the use of reserves in the debt service funds. Debt payments in 2020 could be covered by reserves, but cash balances would not cover 2021 debt payments without receipt of property tax and special assessment payments.
- Other significant revenue shortfalls are anticipated in utility funds due to non-payment, or major delays in payments, for wastewater, storm water, sanitation, forestry, pest control and street light utilities. Reserve balances in these funds are targeted at 25% and delays in customer payments, or an increase in write off of delinquent balances by MPS, will require use of reserves.
- Fund Balance Policy States, "When the unrestricted General Fund balance is projected to drop below 40% the City shall initiate measures to either generate additional revenue or to reduce expenditures through a budget reduction, or a combination of both.
- Cash flow projections with operating scenarios are being developed to assist with financial planning for 6 month and 18 month intervals.

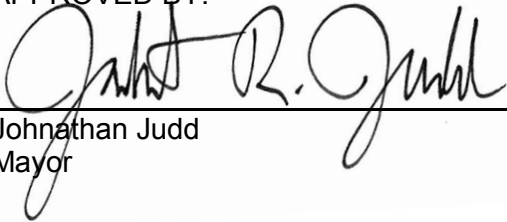
21. Executive Session (If needed)

22. [New Business](#)

23. [Citizens Addressing the Council \(continued, if necessary\)](#)

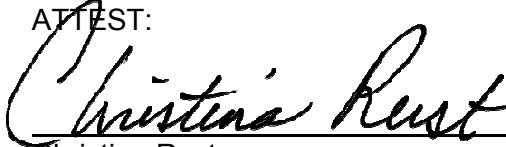
Motion to Adjourn made by Deb White and seconded by Shelly Dahlquist at 7:36p.m.

APPROVED BY:



Johnathan Judd
Mayor

ATTEST:



Christina Rust
City Clerk

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

*Respectfully submitted by:
Christina Rust, City Clerk*