



**City of Moorhead
City Council Meeting
Meeting Minutes
September 24, 2018 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 September 24, 2018, at 5:30 PM.

City Council Meeting

1. [Call to Order and Roll Call](#)

Mayor Williams called the meeting to order at 5:00pm

Roll call of the members was made as follows:

| | | |
|--------------------------|-------------------|---------|
| 1st Ward Council Member: | Mari Dailey | Present |
| 1st Ward Council Member: | Sara Watson Curry | Present |
| 2nd Ward Council Member: | Heidi Durand | Present |
| Mayor: | Del Rae Williams | Present |
| 3rd Ward Council Member: | Joel Paulsen | Present |
| 3rd Ward Council Member: | Brenda Elmer | Present |
| 4th Ward Council Member: | Steve Gehrtz | Present |
| 4th Ward Council Member: | Chuck Hendrickson | Present |

2. Pledge of Allegiance

3. Agenda Amendments

4. [Consent Agenda](#)

All items listed with an asterisk (*) are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member so requests, in accordance with the "Council Rules of Procedure". In such event, the item will be removed from the General Order of Business and considered in its normal sequence on the agenda.

Motion to Approve made by Heidi Durand and seconded by Brenda Elmer

Motion to Approve the Consent Agenda

Motion Passed

For: 7 - Mari Dailey, Sara Watson Curry, Heidi Durand, Joel Paulsen, Brenda Elmer, Steve Gehrtz, Chuck Hendrickson

Against: 0 - (None)

Abstain: 0 - (None)

Absent: 0 - (None)

Recused: 0 - (None)

5. Approve Minutes

A. [Minutes of September 17, 2018](#)

Motion to Approve made by Chuck Hendrickson and seconded by Joel Paulsen
Motion to Approve the Minutes of September 17, 2018

Motion Passed

For: 7 - Mari Dailey, Sara Watson Curry, Heidi Durand, Joel Paulsen, Brenda Elmer, Steve Gehrtz, Chuck Hendrickson

Against: 0 - (None)

Abstain: 0 - (None)

Absent: 0 - (None)

Recused: 0 - (None)

6. [Citizens Addressing the Council](#). No Citizens addressed the Council.

7. Mayor and Council Appointments

A. [*Resolution to Approve Board/Commission Appointment](#)

Engineering Department

9. [Actions Related to the Downtown Railroad Grade Separation Project. Eng. No. 14-02-03B](#)

Minutes: City Engineer Bob Zimmerman presented information about the downtown railroad grade separation project, which proposes underpasses at 11th Street, and noted that preliminary engineering and environmental assessment are the next steps in this project. It was noted that the City and MnDOT have worked with the project consultant (KLJ) to develop a scope of work for preliminary engineering and environmental assessment, that this work will be completed in three phases from 2018 until 2020 as funding allows, the total estimated cost for preliminary engineering and environmental assessment is approximately \$900,000, that \$100,000 for the first phase is in the City's 2018 capital budget, and that MnDOT will pay for 50% of all phases of preliminary engineering and environmental assessment. Scope and budget would be reviewed for future phases of this work and would be authorized only if funds are available. Preliminary engineering and environmental assessment will provide opportunities to work with potentially affected property owners to better define impacts. It was noted that there is \$200,000 in the proposed 2019 City budget for Phase 2 of this work. There was discussion about the timeline of the project as it relates to the 20/21 Street underpass project, funding for the project and special assessments for this project.

A. [Resolution to Approve Agreement No.1030809with MnDOT](#)

B. [Resolution to Approve Budget Adjustment #18-032 and Task Orders with KLJ](#)

Motion to Approve made by Joel Paulsen and seconded by Brenda Elmer
Motion to Approve Resolution to Approve Agreement No.1030809with MnDOT and Resolution to Approve Budget Adjustment #18-032 and Task Orders with KLJ

Motion Passed

For: 7 - Mari Dailey, Sara Watson Curry, Heidi Durand, Joel Paulsen, Brenda Elmer, Steve Gehrtz, Chuck Hendrickson

Against: 0 - (None)

Abstain: 0 - (None)

Absent: 0 - (None)

Recused: 0 - (None)

Public Hearings (5:45 p.m.)

8. [Public Hearing to Consider Adoption of Special Assessments for Public Improvements for Various Construction Projects](#)

Motion to Open Public Hearing made by Mari Dailey and seconded by Sara Watson Curry
Motion to Open Public Hearing

Motion Passed

For: 7 - Mari Dailey, Sara Watson Curry, Heidi Durand, Joel Paulsen, Brenda Elmer, Steve Gehrtz, Chuck Hendrickson

Against: 0 - (None)

Abstain: 0 - (None)

Absent: 0 - (None)

Recused: 0 - (None)

Mayor Williams opened the Public Hearing at 5:49pm

Minutes: It was noted that on August 23 the Council approved a resolution calling for an assessment hearing, that on September 10 the Council adopted a resolution declaring costs to be assessed for various infrastructure construction projects, and ordered the preparation of proposed assessments, that assessment hearing notices were mailed to affected property owners. Assistant City Engineer Tom Trowbridge reviewed the assessments for capital improvements for street reconstruction, and deferred special assessments for new development, including the Hampton third addition development. Trowbridge noted that two adjustments are needed in project 18-a2-1 because there are two properties that have fronts on two separate streets, and so parcels 58-787-0060 and 58-787-0170 are changed to a \$0 assessment. Mayor Williams made three calls for public comments and none were received.

Motion to Close Public Hearing made by Mari Dailey and seconded by Sara Watson Curry
Motion to Close Public Hearing

Motion Passed

For: 7 - Mari Dailey, Sara Watson Curry, Heidi Durand, Joel Paulsen, Brenda Elmer, Steve Gehrtz, Chuck Hendrickson

Against: 0 - (None)

Abstain: 0 - (None)

Absent: 0 - (None)

Recused: 0 - (None)

Mayor Williams closed the Public Hearing at 5:54pm

A. [Resolution to Approve Adoption Special Assessments for Public Improvements for Various Construction Projects](#)

Motion to Approve made by Heidi Durand and seconded by Joel Paulsen
Motion to Approve a Resolution to Approve Adoption Special Assessments for Public Improvements for Various Construction Projects

Motion Passed

For: 7 - Mari Dailey, Sara Watson Curry, Heidi Durand, Joel Paulsen, Brenda Elmer, Steve Gehrtz, Chuck Hendrickson

Against: 0 - (None)

Abstain: 0 - (None)
Absent: 0 - (None)
Recused: 0 - (None)

Engineering Department continued

10. [*Resolution to Approve Change Order #1 for 2619 Miller Drive Demolition. Eng. No. 17-13-6](#)

Fire Department

11. [*Resolution to Accept 2017 Assistance to Firefighters Grant Award for SCBAs](#)

Planning and Neighborhood Services Department

12. [*Second Reading of Ordinance 2018-12: An Ordinance to Rezone Horizon Shores Car Wash Addition from TZ: Transitional to RC: Regional Commercial](#)
13. [*Resolution to Approve Minor Subdivision - Parcel 589000903](#)

Police Department

14. [*Resolution to Authorize the Moorhead Police Department's Continued Participation as the Fiscal Agent for the Clay County Toward Zero Death \(TZD\) Enforcement.](#)

Administration

15. [Resolution](#) to Approve 46th Ave S Access and Annexation Agreement with Storemoor, LLP

Minutes: City attorney John Shockley presented information regarding annexing property along the southern half of 46th Avenue South into the City, and allowing them access to 46 Ave. S, and access to the City water, sewer, storm water and electric service. The Council reviewed the past action of the City and Clay County taken for development of this site. It was noted that Storemoor LLP has recently purchased this property from the previous owners who started the access and annexation process.

Motion to Approve made by Sara Watson Curry and seconded by Mari Dailey
Motion to Approve a Resolution to Approve 46th Ave S Access and Annexation Agreement with Storemoor, LLP

Motion Passed

For: 7 - Mari Dailey, Sara Watson Curry, Heidi Durand, Joel Paulsen, Brenda Elmer, Steve Gehrtz, Chuck Hendrickson

Against: 0 - (None)

Abstain: 0 - (None)

Absent: 0 - (None)

Recused: 0 - (None)

16. *Resolution Authorizing Advertising Trade Agreement for MATBUS Vehicle with Forum Communications Company (WDAY)

17. [*Appointment of Election Judges](#)
18. [*Consider Actions Related to Ordinance 2018-11: An Ordinance to Amend Moorhead City Code Title 1, Chapter 6, Subsection 1: City Departments and Other Officers](#)

- A. [*Second Reading](#)
- B. [*Title and Summary](#)

19. [Resolution to Approve Proposed 2018 EDA Tax Levy Payable 2019](#)

Minutes: Finance Director Wanda Wagner presented the preliminary EDA tax levy, and noted that the EDA recommends approval of a tax levy of \$438,000, an increase of \$38,000 over the previous year and noted that the increase will be used to pay for the economic development program administrator position, which had been partially paid previously from the City general fund.

Motion to Approve made by Steve Gehrtz and seconded by Heidi Durand

Motion to Approve a Resolution to Approve Proposed 2018 EDA Tax Levy Payable 2019

Motion Passed

For: 7 - Mari Dailey, Sara Watson Curry, Heidi Durand, Joel Paulsen, Brenda Elmer, Steve Gehrtz, Chuck Hendrickson

Against: 0 - (None)

Abstain: 0 - (None)

Absent: 0 - (None)

Recused: 0 - (None)

20. [Consider Actions related to the Proposed 2018 Tax Levy Payable 2019 and the Proposed 2019 Budget](#)

Minutes: Finance Director Wanda Wagner reviewed the budget presentation given at the September 17 meeting, presented a proposed 2018 tax levy payable 2019 of \$14,788,234 and a proposed 2019 budget of \$83,755,556, and noted that there is a maximum of a 3.4% tax levy increase. There was discussion about the budget preparation process, the tax levy increase, and Local Government Aid. Mayor Williams read the notice for the Truth in Taxation hearing on November 26, 2018 at 6:00pm.

- A. [Resolution to Approve the Proposed 2018 City Tax Levy Payable 2019](#)
- B. [Resolution to Adopt Proposed 2019 Budget](#)

Motion to Approve made by Heidi Durand and seconded by Sara Watson Curry

Motion to Approve a Resolution to Approve the Proposed 2018 City Tax Levy Payable 2019, and to Approve a Resolution to Adopt Proposed 2019 Budget

Motion Passed

For: 7 - Mari Dailey, Sara Watson Curry, Heidi Durand, Joel Paulsen, Brenda Elmer, Steve Gehrtz, Chuck Hendrickson

Against: 0 - (None)

Abstain: 0 - (None)

Absent: 0 - (None)

Recused: 0 - (None)

21. [Consider Actions Relating to Accepting Offers on the Sale of the 2018A & 2018B Bond](#)

Issues

Minutes: City attorney John Shockley presented information regarding parameters resolutions for Bond Series 2018A and 2018B, and it was noted that these resolutions create a pricing committee, consisting of the Mayor, City Manager and Finance Director, sets the parameters of interest rates for these bonds, authorizes the pricing committee to award of sale of these bonds, and he reviewed the pricing committee process and the subsequent Council approval. It was noted that the bond amounts cannot exceed the amount set by the Council.

A. [Parameters Resolution to Accept Offer on the Sale of \\$12,310,000 General Obligation Improvement Bonds, Series 2018A](#)

B. [Parameters Resolution to Accept Offer on the Sale of \\$5,510,000 General Obligation Improvement Refunding Bonds, Series 2018B](#)

Motion to Approve made by Heidi Durand and seconded by Chuck Hendrickson
Motion to Approve a Parameters Resolution to Accept Offer on the Sale of \$12,310,000 General Obligation Improvement Bonds, Series 2018A, and to Approve a Parameters Resolution to Accept Offer on the Sale of \$5,510,000 General Obligation Improvement Refunding Bonds, Series 2018B

Motion Passed

For: 7 - Mari Dailey, Sara Watson Curry, Heidi Durand, Joel Paulsen, Brenda Elmer, Steve Gehrtz, Chuck Hendrickson

Against: 0 - (None)

Abstain: 0 - (None)

Absent: 0 - (None)

Recused: 0 - (None)

Other

22. [Mayor and Council Reports](#)

Minutes: Mayor Williams noted that the League of Woman Voters will hold a Mayor and Council candidate forum at the Library on September 27th at 6:30 pm. Council member Watson Curry commented on the need for election judges for the General Election, thanked the judges who are serving, and noted the election judge training on October 11 and 15.

23. [City Manager Reports - Updates](#)

Minutes: Assistant City Manager Dan Mahli reported that on Friday, September 21, MATBUS offered a "fare free at 3:00" promotion to encourage ridership for NDSU's Homecoming. All fixed route bus rides were free from 3:00 pm to 11:15 pm

24. Executive Session

25. New Business

26. Citizens Addressing the Council

Mayor Williams adjourned the meeting at 6:22 pm

APPROVED BY:

ATTEST:

Del Rae Williams
Mayor

Lance Beachem
City Clerk

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

*Respectfully submitted by:
Lance Beachem, City Clerk*