

**City of Moorhead  
Committee of the Whole  
Meeting Minutes  
October 04, 2010 at 5:30 PM  
City Hall Council Chambers**

Pursuant to due call and notice thereof, a regular meeting of the Committee of the Whole was held in the City Hall Council Chambers, on October 04, 2010, at 5:30 PM.

**Roll call of the members was made as follows:**

1st Ward Council Member:	Luther Stueland	Present
1st Ward Council Member:	Nancy Otto	Present
2nd Ward Council Member:	Diane Wray Williams	Present
2nd Ward Council Member:	Mark Altenburg	Present
3rd Ward Council Member:	Dan Hunt	Present
3rd Ward Council Member:	Brenda Elmer	Present
4th Ward Council Member:	Mark Hintermeyer	Present
4th Ward Council Member:	Greg Lemke	Present until 7:09 p.m
Mayor:	Mark Voxland	Present

**Committee of the Whole Meeting**

1. [2011 Operating and Capital Budget - Community Partnerships Discussion](#)

Minutes: Michael Redlinger, City Manager, requested that the Mayor and Council provide direction to City staff regarding community partnership funding as part of the 2011 Operating and Capital Budget.

City staff clarified the following in response to Mayor and Council questions:

- Community partnership funding comprises less than one-half of 1% of the 2011 Operating and Capital Budget.

The Mayor and Council Members stated the following:

- Concern was noted on the amount of time the City Council has spent discussing the topic of Community Partnership funding.
- It was noted that funding for youth programming is a good investment and will save City costs in the long term.
- It is preferred that the City Council make a clear decision on Community Partnership funding at the earliest possibility.
- It is preferred that funding of charitable organizations be determined by private citizens, not City government.
- Concern was noted regarding the absence of organizational representatives to answer questions or advocate on behalf of their programs and services.

- Concern was noted regarding the process currently used to determine Community Partnership funding. It was suggested that the City identify needs prior to designating funds to organizations.

The Mayor and City Council members conducted an informal straw poll. Results of the poll showed that there was not consensus for the financial support of five "Community Partners/Outside Agencies" in the 2011 Operating and Capital Budget, including: Cultural Diversity Resources, The Arts Partnership, Rourke Art Gallery Museum, Metro Youth Partnership, and Minn-Kota PAAWS.

Redlinger stated that he would draft a letter to the five aforementioned organizations regarding the results of the straw poll. These organizations will be informed that they can contact Council Members individually or during a City Council Meeting as a citizen to be heard.

## 2. [2011 Operating & Capital Budget - Departmental Presentations](#)

### A. [Fire Department](#)

Minutes: Rich Duysen, Fire Marshal/Acting Fire Chief and Jeff Wallin, Training Officer/Assistant Fire Chief, provided a brief report on the Fire Department.

City staff clarified the following in response to Mayor and Council questions:

- Due to significant residential growth, the City is developing a plan to increase response time to both the northern and southern sides of the City. Data is currently being collected to help direct this plan.
- A service delivery plan will be in place when Oakport Township is annexed.
- There has been a deliberate attempt to keep vacant positions open as long as possible and to limit departmental promotions to preserve limited City funds. Adequate coverage levels are maintained.
- Fire Department staff conducts rental inspections at all professional buildings and multi-family dwellings with at least 12 units or more. Information obtained during these inspections will be loaded into mobile data computers which will allow fire, police, dispatchers, and others to respond in an efficient and expedient way. Current fees are commensurate of the inspection service.
- Current data collection efforts will allow the department to increase efficiencies in its screening process and collaboration with other communities.
- The department will continue to provide occasional newsletters.

The Mayor and Council Members stated the following:

- It was noted that it is important to have increased outdoor warning

siren coverage.

- It was noted that the City of Woodbury provides a best practice model of emergency medical services through a collaborative effort between their police and volunteer fire department. Reproduction of this model or portions of it could be worth considering.
- A professional Fire Department is a necessity in Moorhead and enables better rates for homeowners insurance.
- Concerns were noted regarding adequate ambulance coverage and response time in the City.

Redlinger stated that City staff will:

- Schedule a Committee of the Whole discussion with F/M Ambulance Service in 2011.
- Provide a report to the Mayor and City Council outlining a service delivery plan for the annexation of Oakport Township.

B. [Operations Department](#)

Minutes: Chad Martin, Operations Director, provided a brief report on the Operations Department.

City staff clarified the following in response to Mayor and Council questions:

- The City of Moorhead has grown 6-7 square miles in the last decade. In this same period staffing levels in the Operations Department has decreased by nearly 6 Full Time Equivalent (FTE) staff positions. Current staffing levels are not adequate to maintain current and future anticipated workloads.
- The current capital improvement plan does not include the annexation of Oakport Township.
- The City is considering a new policy for cul-de-sac snow removal. Policies for snow removal are accessible on the City's website.
- The City will be conducting street seal-coating on a more regular basis.
- City staff advocates for preservation of trees wherever possible. There are clear standards for placement of trees near flood protection dikes.
- Lawn care maintenance along the river corridor will pose a new challenge for Operations Department staff. In areas where the City has purchased flood buy-out homes, neighboring property owners are able to utilize vacant green space in exchange for maintaining green spaces.

- Weed control of City right-of-way areas is primarily handled by limited seasonal help.
- The City is evaluating the number of take-home vehicles provided to City staff.

The Mayor and Council Members stated the following:

- It was noted that the City could provide more information regarding recycling drop-off locations to residents in multi-family dwellings.
- The annexation of Oakport Township will require additional resources and equipment in the future.
- It was noted that the Council would like City staff to consider a policy to conduct larviciding on standing water on private property.
- Explicit information on expectations for snow removal and mosquito control should be communicated to residents.
- Plowing frequency should be carefully considered.
- Street preservation should be given primary attention.
- The City should consider a tree preservation policy.

Redlinger stated that City staff will:

- Provide the Mayor and Council with a list of sites where the City currently conducts larviciding.
- Provide a report to the Mayor and City Council outlining a service delivery plan for the annexation of Oakport Township following consultations with staff.

### 3. [City Manager Reports](#)

Minutes: Redlinger stated that City departmental reports will continue at the next Committee of the Whole meeting on October 18, 2010.

Redlinger requested Mayor and Council direction regarding a request to conduct construction between 2:00 a.m. and 5:00 a.m. along 8<sup>th</sup> Street S. at the Taco Bell property. By consensus it was determined that construction should be conducted no earlier than 6:00 a.m. and can be conducted on Sunday mornings to avoid traffic along frequently traveled Moorhead streets.

Meeting adjourned at 8:57 p.m.

APPROVED BY:

ATTEST:

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Mark Voxland  
Mayor

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Jill Wenger  
City Clerk

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

*Respectfully submitted by:*  
*Jill Wenger, City Clerk*