



**City of Moorhead
City Council Meeting
Meeting Minutes
June 08, 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 June 08, 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 - video
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 – in chambers
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](#)
Minutes: Council member Lindaas requested that we move New Business prior to the Executive Session
4. [Consent Agenda](#)
Motion to Approve Consent Agenda 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 Seljevoid, Chuck Hendrickson, Steve Lindaas
5. Approve Minutes
 - A. [May 26, 2020 - Meeting Minutes](#)
Minutes: Council member Carlson noted a spelling error for John Riewer. Correction to be made
Motion to Approve May 26, 2020 - Meeting Minutes made by Shelly Carlson and seconded by Larry Seljevoid
Motion Passed
For: 8 - Shelly Dahlquist, Sara Watson Curry, Shelly Carlson, Heidi Durand, Deb White, Larry Seljevoid, Chuck Hendrickson, Steve Lindaas
6. [Citizens Addressing the Council \(Time Reserved: 15 Minutes\)](#)
7. *Mayor and Council Appointments
 - A. [*Resolution for Appointments to Boards and Committees](#)

Public Hearings (5:45 p.m.)

8. [Public Hearing Regarding the Request of Dan Parrow on behalf of ISR Homes LLC for Property Tax Exemption for a Project Located at 4218 29 Ave S](#)

Motion to Open Public Hearing made by Sara Watson Curry 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, President/CEO Downtown Inc. presented the proposed request of Dan Parrow on behalf of ISR Homes LLC. The plan is to have ISR Corporate Headquarters located on the property that includes 12,000 sq. ft of office and warehouse. Building will consist of three shop condos for lease with ISR Homes being the primary tenant. Dan Parrow, President & Owner of ISR Homes LLC was on the line to answer any questions. There will be strict rules in regards to what can be done with the leased space due to the site view from the interstate. The new taxable value is estimated to be \$1.1 million and construction is planned to start this summer.

Motion to Close Public Hearing made by Larry Seljevold 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 ISR Homes Inc. Corporate Headquarters Located at 4218 29 Ave S \(58.418.0030\)](#)

Motion to Approve Resolution to Approve a Property Tax Exemption for ISR Homes Inc. Corporate Headquarters Located at 4218 29 Ave S (58.418.0030) 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

Engineering Department

9. [Various Actions Related to the Wastewater Interim Improvements Project \(Eng. No. 18-06-04A,B & 19-06-01\)](#)

Minutes: Bob Zimmerman, City Engineer presented the Wastewater Interim Improvements project that had been out for bid. Projected costs were previously estimated to be \$19 million. Based on the bids received, we are currently estimating \$1 million under budget. A Clean Water Revolving Fund loan is an option for projects that cannot be funded through reserves. The advantage of this financing is that interest rates are approximately 1.5% below the bond rate. The City has been approved for a loan under this program. The City has been working with Regal Estates to acquire a temporary construction easement and with residents on reimbursements for moving homes to facilitate finding the best new location. The previous location for emergency equipment storage was lost during the construction of the Cullen Hockey Center, and we are currently utilizing temporary storage for the equipment. The new facility is much needed in the case of an event where generators or portable pumps would be necessary.

- A. [Resolution to Award Bid for the Wastewater Treatment Facility Interim Improvements Project \(Eng. No. 18-06-04A\)](#)
- B. [Resolution to Award Bid for Sanitary Brick Sewer Rehabilitation \(Eng. No. 18-06-04B\)](#)
- C. [Resolution to Award Bid for Sanitary Lift Station #14 Improvements \(Eng. No. 19-06-01\)](#)
- D. [Resolution to Approve Amendment #2 to Task Order #3 with Apex Engineering \(Eng. No. 18-06-04A\)](#)

- E. [Resolution to Approve Amendment #1 to Task Order #7 with Stantec \(Eng. No. 18-06-04B\)](#)
- F. [Resolution to Approve Amendment #1 to Task Order #3 with Stantec \(Eng. No. 19-06-01\)](#)
- G. [Resolution to Authorize Acquisition of Temporary Construction Easement from Regal Estates for Sanitary Lift Station #14 Improvements \(Eng. No 19-06-01\)](#)

Motion to Approve 9. A. - G. Resolutions made by Chuck Hendrickson and seconded by Larry Seljevoid

Motion Passed

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

Community Development Department

- 10. [*Consider Actions Relating to Moorhead Senior High School Third Addition](#)
 - A. [*Resolution to Approve Final Plat](#)
 - B. [*Resolution to Approve Purchase Agreement and Land Transfers - Miscellaneous Property](#)
 - C. [*Resolution to Approve Street Maintenance Agreement](#)
- 11. [*Consider Actions Relating to the Moorhead Municipal Airport Taxiway Project](#)
 - A. [*Resolution to Award Bid - Taxiway Pavement](#)
 - B. [*Resolution to Approve Agreement with Mead and Hunt - Taxiway Pavement Construction and Close Out Services](#)
 - C. [*Resolution to Approve Grant Agreement with the State of MN and U.S. Federal Aviation Administration - Taxiway Pavement](#)
- 12. [*Resolution to Approve Land Lease - Hangar at Moorhead Municipal Airport](#)

Administration

- 13. [Resolution to Approve Purchase Agreement - 2524 40th Ave S](#)

Minutes: Chris Volkers, City Manager and Kristie Leshovsky, Community Development Director presented the property sale terms for property at 2524 40 Ave S previously discussed in executive session. Developer offered the assessed value price for the property along with assuming the special assessments. The draft resolution reflects a small adjustment to the distribution of the sale proceeds from the usual 75/25% to a one-time-only allowance for two initiatives related to the land to be allocated before the usual 75/25% split. This proposed development project will be completed in phases.

Motion to Approve Resolution to Approve Purchase Agreement - 2524 40th Ave S made by Steve Lindaas and seconded by Chuck Hendrickson

Motion Passed

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

- 14. [*Resolution to Delegate Authority to Finance Director for Electronic Funds Transfers](#)
- 15. [Resolution to Authorize Filing of an Application with the Federal Transit Administration for CARES Act Transit Operating and Capital Assistance](#)

Minutes: Lori Van Beek, Moorhead Transit Manager presented the plan to file an application with the Federal CARES Act. The Transit department made the decision to eliminate the fares due to COVID-19 on March 23, 2020, and is planning on continuing this through September 2020 in order to help the community as our workers and businesses return to

work. This application allows the City of Moorhead to replenish money back to the transit budget. Some of the CARES Act money will be utilized to replace the temporary barriers protecting drivers with more permanent solutions. A thank you to the drivers for providing this service at this time.

Motion to Approve Resolution to Authorize Filing of an Application with the Federal Transit Administration for CARES Act Transit Operating and Capital Assistance 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

16. [*Resolution to Approve GIS Software License Agreement with ESRI](#)
17. [Adoption of a Resolution relating to an Engagement Letter with Baker Tilly Virchow Krause, LLP \(“Baker Tilly”\) and Temporarily Appointing the Assistant City Manager as the Acting City Manager until such time as an Interim City Manager is Appointed by the City Council.](#)

Minutes: Much discussion ensued on potential recruitment process for a permanent City Manager.

John Shockley, City Attorney explained that under the Charter the city manager is the Council's only employee. If the council would like to appoint an interim in order to add transparency through the process or continue with an internal candidate, it is up to the council.

Motion to appoint Assistant City Manager, Dan Mahli as the Acting City Manager effective on the last day of Chris Volkers tenure and until such time as either an interim city manager or city manager is hired. With the understanding that Attorney Shockley to bring back to the next meeting options with interim city manager, full time city managers and internal search versus external search made by Shelly Carlson 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 relating to an Engagement Letter with Baker Tilly Virchow Krause, LLP \(“Baker Tilly”\) and Temporarily Appointing the Assistant City Manager as the Acting City Manager until such time as an Interim City Manager is Appointed by the City Council](#)

Minutes: No action at this time

Other

18. [Mayor and Council Reports](#)

Minutes: Council member Watson Curry - Farmers Market started Tuesdays from 2:30pm - 6:30pm in the Ace hardware parking lot. Solid Waste Advisory met May 28th and discussed clean up week has been postponed until September but waste can be brought to the solid waste transfer station for no cost. Call them at 218.299.5464 with questions. Thank you to all the communities that gathered and supported each other during the recent celebration In Fargo.

Council member Hendrickson reminded the public that you can drop off electronics on Tuesdays from 4:00-6:00 at the Department of Motor Vehicles shed.

Council member Lindaas echoed Council member Watson Curry's remarks regarding the march/celebration. Thank you to the organizers of the community building process that is taking place. A big shout out to our Mayor for stepping up during this time as it makes

Moorhead proud.

Mayor Judd - Thank you for your support. All of the work individually and collectively is much appreciated.

19. [City Manager Report](#)

Minutes: Legislative Special Session will begin June 12th, however the bonding bill may not be discussed but we are hopeful. We are currently under an emergency declaration. We are looking at partial re-opening of City buildings:

Current:

- Emergency declaration – all buildings closed, no non-emergency meetings
- All city personnel working

Phase I Reopening/Partial lifting of declaration (June 22 council action):

- Customers - by appointment only or based on facility plan (like LEC)
- Hjemkomst – based on State Dept of Health recommendations for events
- Meetings – all meetings, including non-emergency, could meet virtually
- Inspections and contractor meetings – allowed in-person with social distancing maintained
- Teleworking may continue and continue to encourage online meetings

Phase II Reopening/Complete lifting of emergency declaration (date TBD):

- Most facilities open (consider some facilities, like WWTP) to remain closed
 - - Hjemkomst – based on State Dept of Health recommendations for events
 - Meetings – all meetings resume in – person, review facilities/spaces that would allow social distancing

20. [New Business](#)

Council member Lindaas moved to amend the emergency ordinance regarding holding virtual meetings, to allow committees and boards of the City of Moorhead to start meeting virtually in two week (or sooner as staff support allows) to take up non-essential business and to direct the City Manager to develop a long term plan to transition back to in-person meetings as the State of Minnesota continues to reopen businesses and governmental services to the public. Second by council member White

Motion Passed

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

21. [Executive Session \(If needed\)](#)

Motion to Enter Closed Session 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

Minutes: Executive Session began at 8:03pm and adjourned at 9:27pm.

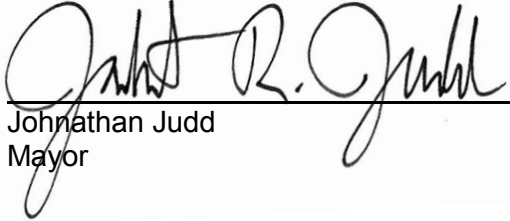
- A. Executive session pursuant to Minn. Stat. § 13D.05, Subd. 3 (b), with the City Attorney to discuss potential litigation relating to construction contracts for the Main Avenue and 21st Street Underpass project.
- B. Executive Session pursuant to Minn. Stat. § 13D.05 subd 3 (c) (3) for the purpose of developing offers or counter offers for the sale of a portion of Woodlawn Pointe - generally described as an area between the Red River and Woodland Park Drive and lying north and south of 5th Avenue South
- C. Executive Session pursuant to MN Stat. § 13D.05, subd.3 (b)b, for the purpose of

attorney-client consultation regarding request modification to the lease agreement for the property described as Lots 3 and 4, Block 1 of the Mighty Ducks Addition.

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

Motion to Adjourn at 9:30 p.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