

**City of Moorhead
Committee of the Whole
Meeting Minutes
October 29, 2012 at 4:30 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 29, 2012, at 5:23 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:	Heidi Durand	Present
2nd Ward Council Member:	Mark Altenburg	Present
Mayor:	Mark Voxland	Present
3rd Ward Council Member:	Mike Hulett	Present
3rd Ward Council Member:	Brenda Elmer	Present
4th Ward Council Member:	Mark Hintermeyer	Present
4th Ward Council Member:	Steve Gehrtz	Present

Committee of the Whole Meeting

1. [Economic Development Outreach Options Presentation](#)

Minutes: Michael Redlinger, City Manager, provided an overview of previous City Council Retreats, strategic planning sessions, and other special meetings in 2012.

The Mayor and Council Members stated the following:

- Concern was noted regarding the City Code definitions for who is responsible for performing economic development and business development functions.
- The Moorhead EDA recently met and desires to hire an Executive Director.
- An EDA subcommittee has been established to assist with working on EDA position details.

Council Member Otto inquired about the Building/Rehab Inspector. Michael Redlinger stated that currently a retiree is able to assist on a part-time basis.

Council Member Stueland suggested focusing on obstacles in the development process within the City.

City staff will look at the job descriptions and contact Springsted, Inc. to perform a classification and compensation analysis. An update will be provided to the City Council at the November 13th City Council meeting.

2. [Departmental Presentations - Session #2](#)

A. [Engineering](#)

Minutes: Bob Zimmerman, City Engineer, discussed the following:

- The Department has 32 full-time equivalent employees with 4 vacancies. (3 -Senior Engineers and 1-Wastewater Maintenance Mechanic)
- The western North Dakota Oil Patch, FM Diversion Project, and other public and private employers present competition for the Engineering staff.
- Bob Zimmerman briefly explained the current partnerships and special initiatives.
- Proposed Fee Increases: Wastewater 4% service charge revenue increase.
- 2013 preliminary budget shows an increase of \$308,436.
- Recommended capital projects include: Replace & Upgrade Survey-Grade GPS Receiver; GIS application development; Storm Lift Station #2 rehabilitation; Rear mower for slope mowing tractor; Skid loader & trailer; and WWTF pump replacement.

Discussion occurred regarding the storm water permit, ongoing GIS updates on flood information data, street maintenance, and staffing.

Council Member Stueland inquired about wastewater fees. Bob Zimmerman stated that Moorhead has shifted more towards the customer charge than volume charge.

B. [Fire](#)

Minutes: Rich Duysen, Fire Chief, discussed the following:

- The Department has 36 full-time equivalent employees with 1 vacancy.
- Total call volume in 2011 was 3,339 calls for service.
- Rich Duysen briefly explained the current partnerships and special initiatives of the Fire Department.
- The 2013 preliminary budget shows a decrease of \$63,774.
- Recommended capital projects include: Resurface headquarters parking lot; Southside Hazmat Apparatus Bay Addition; Equip AFM/EM Vehicle; and Technical Rescue Equipment Replacement.

The Mayor and Council Members stated the following:

- Discussion occurred regarding rental housing inspections.
- Dedicating space in a future *City Insights* newsletter to discuss emergency shelters, hazardous chemicals, sirens, etc.

- Having a full-time Fire Department lowers the ISO Town Class rating.

3. [Town Hall Meeting](#)

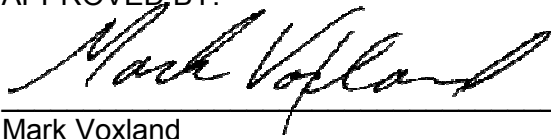
4. Departmental Presentations - Session #3

A. [Administration](#)

Minutes: Wanda Wagner, Finance Director, discussed the following:

- Highlighted proposed fee changes for 2013.

APPROVED BY:



Mark Voxland
Mayor

ATTEST:



Michelle French
City Clerk

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

Respectfully submitted by:
Michelle French, City Clerk