



**City of Moorhead
City Council Meeting
Meeting Minutes
November 13, 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 November 13, 2018, at 5:30 PM.

City Council Meeting

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

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

Minutes: Resolution to Approve Budget Adjustment 18-039 to Fund Stonemill Pond Hockey/Leisure Rink was removed from consent agenda.

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 Sara Watson Curry and seconded by Mari Dailey
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 October 22, 2018](#)

Minutes: A resident noted that the opinion of the attorney regarding polling places was not included in the October 22 minutes. City Attorney John Shockley reviewed the requirements of the minutes. There was discussion about the web site video availability.

Motion to Approve made by Steve Gehrtz and seconded by Heidi Durand
Motion to Approve the Minutes of October 22, 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. Mayor and Council Appointments

A. [Ward 2 City Council Appointment](#)

Minutes: It was noted that the Council has left this vacant Council position open until after the November 6 election, and that the Council decided to appoint the person elected to the Ward 2 Council position to fill the remainder of the 2018 term. Resumes were received from two of the three candidates, and that Shelly Carlson received the highest number of votes in the November 6 Ward 2 Council election. Mayor Williams administered the oath of office to Ms. Carlson, and she then took her seat as a Ward 2 City Council member.

Motion to Approve made by Mari Dailey and seconded by Heidi Durand
Motion to Approve the Ward 2 City Council Appointment

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)

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

Minutes: A resident addressed the Council regarding the assessment on their property.
A resident addressed the Council regarding polling locations for 2019, and web site video availability.

Public Hearings

8. [Public Hearing Regarding the sale of the Sports Center located at 324 24 Street South to the Moorhead Area Public Schools ISD 152](#)

Motion to Open Public Hearing at 5:49pm made by Sara Watson Curry and seconded by Heidi Durand.

Motion Passed

For: 8 - Mari Dailey, Sara Watson Curry, Heidi Durand, Shelly Carlson, Joel Paulsen, Brenda Elmer, Steve Gehrtz, Chuck Hendrickson

Against: 0 - (None)

Abstain: 0 - (None)

Absent: 0 - (None)

Recused: 0 - (None)

Minutes: Public Works Director Steve Moore reviewed past Council action, the lease agreement and operations agreement with the school district as a result of the proposed sale, and noted that this transfer would increase school security and decrease City cost of operations. It was noted that City staff will continue their employment at the Sports Center. Currently the Sports Center operates at a financial deficit with City reserves being transferred annually to supplement funding. Further, there are there are large, long term repair and maintenance needs that are not in the City budget. There was discussion about the timeline of the agreement. Mayor Williams gave a call for public comments and none were received.

Motion to Close Public Hearing at 5:56pm made by Mari Dailey and seconded by Joel Paulsen.

Motion Passed

For: 8 - Mari Dailey, Sara Watson Curry, Heidi Durand, Shelly Carlson, Joel Paulsen, Brenda Elmer, Steve Gehrtz, Chuck Hendrickson

Against: 0 - (None)

Abstain: 0 - (None)

Absent: 0 - (None)

Recused: 0 - (None)

9. [Public Hearing Regarding the Request of Nathan Pierson on behalf of Four Seasons Carwash Moorhead LLC for Commercial-Industrial Property Tax Exemption for a Project Located at 3410 28 Ave S](#)

Motion to Open Public Hearing at 5:56pm made by Chuck Hendrickson and seconded by Heidi Durand

Motion Passed

For: 8 - Mari Dailey, Sara Watson Curry, Heidi Durand, Shelly Carlson, Joel Paulsen, Brenda Elmer, Steve Gehrtz, Chuck Hendrickson

Against: 0 - (None)

Abstain: 0 - (None)

Absent: 0 - (None)

Recused: 0 - (None)

Minutes: Assistant City Manager Dan Mahli reviewed this proposal for property tax exemption for Four Seasons Carwash at 3410 28th Ave S. It was noted that property taxes will continued to be paid on the existing value of the property, and the exemption is for the new assessed value of the property. A resident addressed government and private business relations, and nearby competitive businesses

Motion to Close Public Hearing at 6:03pm made by Mari Dailey and seconded by Sara Watson Curry.

Motion Passed

For: 8 - Mari Dailey, Sara Watson Curry, Heidi Durand, Shelly Carlson, Joel Paulsen, Brenda Elmer, Steve Gehrtz, Chuck Hendrickson

Against: 0 - (None)

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

A. [Resolution to Approve Commercial-Industrial Property Tax Exemption for Four Seasons Carwash Moorhead LLC for a Project Located at 3410 28 Ave S](#)

Motion to Approve made by Heidi Durand and seconded by Chuck Hendrickson
Motion to Approve a Resolution to Approve Commercial-Industrial Property Tax Exemption for Four Seasons Carwash Moorhead LLC for a Project Located at 3410 28 Ave S

Motion Passed

For: 8 - Mari Dailey, Sara Watson Curry, Heidi Durand, Shelly Carlson, Joel Paulsen, Brenda Elmer, Steve Gehrtz, Chuck Hendrickson

Against: 0 - (None)

Abstain: 0 - (None)

Absent: 0 - (None)

Recused: 0 - (None)

10. [Public Hearing to Consider Adoption of Special Assessments for Public Improvements for Hampton Place 3rd Addition](#)

Motion to Open Public Hearing at 6:04pm made by Joel Paulsen and seconded by Shelly Carlson

Motion Passed

For: 8 - Mari Dailey, Sara Watson Curry, Heidi Durand, Shelly Carlson, Joel Paulsen, Brenda Elmer, Steve Gehrtz, Chuck Hendrickson

Against: 0 - (None)

Abstain: 0 - (None)

Absent: 0 - (None)

Recused: 0 - (None)

Minutes: City Engineer Bob Zimmerman reviewed this development and the assessments for public improvements, and it was noted that these assessments are only for this new development. Mayor Williams gave a call for public comments and none were received.

Motion to Close Public Hearing at 6:06pm made by Brenda Elmer and seconded by Joel Paulsen.

Motion Passed

For: 8 - Mari Dailey, Sara Watson Curry, Heidi Durand, Shelly Carlson, Joel Paulsen, Brenda Elmer, Steve Gehrtz, Chuck Hendrickson

Against: 0 - (None)

Abstain: 0 - (None)

Absent: 0 - (None)

Recused: 0 - (None)

A. [Resolution to Adopt Special Assessments for Hampton Place 3rd Addition](#)

Motion to Approve made by Heidi Durand and seconded by Brenda Elmer
Motion to Approve a Resolution to Adopt Special Assessments for Hampton Place 3rd Addition

Motion Passed

For: 8 - Mari Dailey, Sara Watson Curry, Heidi Durand, Shelly Carlson, Joel Paulsen, Brenda Elmer, Steve Gehrtz, Chuck Hendrickson
Against: 0 - (None)
Abstain: 0 - (None)
Absent: 0 - (None)
Recused: 0 - (None)

11. [Public Hearing for Easement Vacations - Twelfth Avenue Business Park Addition](#)

Motion to Open Public Hearing at 6:07pm made by Chuck Hendrickson and seconded by Mari Dailey

Motion Passed

For: 8 - Mari Dailey, Sara Watson Curry, Heidi Durand, Shelly Carlson, Joel Paulsen, Brenda Elmer, Steve Gehrtz, Chuck Hendrickson
Against: 0 - (None)
Abstain: 0 - (None)
Absent: 0 - (None)
Recused: 0 - (None)

Minutes: City Planner Kristie Leshovsky reviewed the 12th Avenue Business Park Addition and noted that two utility easements are no longer necessary for the development. Mayor Williams made a call for public comments and none were received.

Motion to Close Public Hearing at 6:09pm made by Heidi Durand and seconded by Shelly Carlson

Motion Passed

For: 8 - Mari Dailey, Sara Watson Curry, Heidi Durand, Shelly Carlson, Joel Paulsen, Brenda Elmer, Steve Gehrtz, Chuck Hendrickson
Against: 0 - (None)
Abstain: 0 - (None)
Absent: 0 - (None)
Recused: 0 - (None)

A. [Resolution to Approve Easement Vacations - Twelfth Avenue Business Park Addition](#)

Motion to Approve made by Joel Paulsen and seconded by Heidi Durand

Motion to Approve a Resolution to Approve Easement Vacations - Twelfth Avenue Business Park Addition

Motion Passed

For: 8 - Mari Dailey, Sara Watson Curry, Heidi Durand, Shelly Carlson, Joel Paulsen, Brenda Elmer, Steve Gehrtz, Chuck Hendrickson
Against: 0 - (None)
Abstain: 0 - (None)
Absent: 0 - (None)
Recused: 0 - (None)

12. [Public Hearing for Proposed Special Assessments - Unpaid Administrative Penalties \(Property Maintenance and Code Enforcement\)](#)

Motion to Open Public Hearing at 6:10pm made by Heidi Durand and seconded by Sara Watson Curry

Motion Passed

For: 8 - Mari Dailey, Sara Watson Curry, Heidi Durand, Shelly Carlson, Joel Paulsen, Brenda Elmer, Steve Gehrtz, Chuck Hendrickson
Against: 0 - (None)
Abstain: 0 - (None)
Absent: 0 - (None)
Recused: 0 - (None)

Minutes: City Planner Kristie Leshovsky reviewed special assessments for unpaid charges related to property maintenance enforcement abatements, penalties, rental registration and inspection services, and public works services. A resident discussed issues with their property, noted that they are in the process of compliance and restoration of the property and asked to have their assessment waived. City Attorney John Shockley suggested entering into an agreement that waives the penalties when the property is in compliance. There was discussion about maintaining the compliance in the agreement. It was noted that another property owner is bringing their property into compliance and requested entering into a similar agreement. There was discussion that the City's goal is for property rehabilitation.

Motion to Close Public Hearing at 6:22pm made by Heidi Durand and seconded by Sara Watson Curry

Motion Passed

For: 8 - Mari Dailey, Sara Watson Curry, Heidi Durand, Shelly Carlson, Joel Paulsen, Brenda Elmer, Steve Gehrtz, Chuck Hendrickson
Against: 0 - (None)
Abstain: 0 - (None)
Absent: 0 - (None)
Recused: 0 - (None)

A. [Resolution to Approve Special Assessments - Unpaid Administrative Penalties \(Property Maintenance and Code Enforcement\)](#)

Motion to Approve made by Heidi Durand and seconded by Sara Watson Curry
Motion to Authorize the City Attorney and City Manager to negotiate an agreement with the owners of parcels 583240870, 583240880 and 583580260 to hold administrative penalties in deferment in exchange for completing the property abatements and keeping the properties in compliance in a timeframe established by the City Manager and Attorney.

Motion Passed

For: 8 - Mari Dailey, Sara Watson Curry, Heidi Durand, Shelly Carlson, Joel Paulsen, Brenda Elmer, Steve Gehrtz, Chuck Hendrickson
Against: 0 - (None)
Abstain: 0 - (None)
Absent: 0 - (None)
Recused: 0 - (None)

Motion to Approve made by Heidi Durand and seconded by Joel Paulsen
Motion to Approve an updated Resolution to Approve Special Assessments - Unpaid Administrative Penalties (Property Maintenance and Code Enforcement)

Motion Passed

For: 8 - Mari Dailey, Sara Watson Curry, Heidi Durand, Shelly Carlson, Joel Paulsen, Brenda Elmer, Steve Gehrtz, Chuck Hendrickson
Against: 0 - (None)
Abstain: 0 - (None)
Absent: 0 - (None)
Recused: 0 - (None)

Economic Development

13. [Resolution to Approve Modification of the Property Tax Exemption Policy for Commercial-Industrial Properties located outside of the Moorhead Renaissance Zone](#)

Minutes: Assistant City Manager Dan Mahli reviewed a modification of the Commercial-Industrial Property Tax Exemption Policy which includes a two-tiered schedule for projects outside of the renaissance zone, and noted that the EDA recommends this modification. It was noted that the last revision took place in 2011 and includes 19 tiers. There was discussion about the percentage of projects that would fall into each tier, how these incentives compare to other neighboring Cities, making incentives simple for businesses to use, and it was noted that new construction and substantial renovation are included in these incentives.

Motion to Approve made by Chuck Hendrickson and seconded by Brenda Elmer
Motion to Approve a Resolution to Approve Modification of the Property Tax Exemption Policy for Commercial-Industrial Properties located outside of the Moorhead Renaissance Zone

Motion Passed

For: 8 - Mari Dailey, Sara Watson Curry, Heidi Durand, Shelly Carlson, Joel Paulsen, Brenda Elmer, Steve Gehrtz, Chuck Hendrickson

Against: 0 - (None)

Abstain: 0 - (None)

Absent: 0 - (None)

Recused: 0 - (None)

Engineering Department

14. [Flood Mitigation Update](#)

Minutes: City Engineer Bob Zimmerman gave an update to the Flood Mitigation plan, and noted that the DNR has awarded \$4 million in grant funds for property acquisition, and it was noted that no new local funding is required. The Council reviewed high priority acquisitions, mostly in North Moorhead. There was discussion about legislative funding, communicating with property owners on the lower priority list, and properties that the City would have an easement upon.

Planning and Neighborhood Services Department

15. [Resolution to Approve the North, South and East Alternative Urban Areawide Reviews](#)

Minutes: City Planner Kristie Leshovsky reviewed the North, South and East Alternative Urban Areawide reviews, and noted that these are an alternative form of environmental review for anticipated residential, commercial, and light industrial development projects and associated infrastructure. There was discussion about trunk line infrastructure issues, and the timeline for annexation.

Motion to Approve made by Chuck Hendrickson and seconded by Joel Paulsen
Motion to Approve a Resolution to Approve the North, South and East Alternative Urban Areawide Reviews

Motion Passed

For: 8 - Mari Dailey, Sara Watson Curry, Heidi Durand, Shelly Carlson, Joel Paulsen, Brenda

Elmer, Steve Gehrtz, Chuck Hendrickson
Against: 0 - (None)
Abstain: 0 - (None)
Absent: 0 - (None)
Recused: 0 - (None)

16. [*Consider Actions Related to Ordinance 2018-13: Sign Code Updates](#)

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

Public Works Department

17. [Resolution to Approve Budget Adjustment 18-039 to Fund Stonemill Pond Hockey/Leisure Rink](#)

Minutes: There was discussion about a warming house for the new ice rink at Stonemill Park, other park neighborhood recreation buildings in need of repair, budget options for park buildings, short and long range planning for park development, partnering with businesses or residents who want to sponsor park projects. Public Works Director Steve Moore reviewed options for park buildings and their funding. City Manager Chris Volkers reviewed the strategic plan and how it relates to options for park development.

Motion to Approve made by Steve Gehrtz and seconded by Sara Watson Curry
Motion to Approve a Resolution to Approve Budget Adjustment 18-039 to Fund Stonemill Pond Hockey/Leisure Rink

Motion Passed
For: 8 - Mari Dailey, Sara Watson Curry, Heidi Durand, Shelly Carlson, Joel Paulsen, Brenda Elmer, Steve Gehrtz, Chuck Hendrickson
Against: 0 - (None)
Abstain: 0 - (None)
Absent: 0 - (None)
Recused: 0 - (None)

18. [*Resolution to Approve Budget Adjustment 18-038 to Fund ASP Security Services](#)

Administration

19. Approve Licenses - Permits

- A. [*Resolution to Approve Gambling Premises Permit to Dilworth-Glyndon-Felton \(DGF\) Legion Baseball Club](#)

20. [Resolution to Authorize Purchase of Two35-Foot Heavy Duty Diesel BRT-style Transit Buses from New Flyer Industries for 2020 Delivery](#)

Minutes: Transit Manager Lori Van Beek reviewed the need for two replacement busses, grant funding for these busses, the local matching funds and the 2019 and 2020 proposed budgets. There was discussion about diesel busses and other fuel options, and it was noted that electric busses are twice the cost of diesel busses.

Motion to Approve made by Sara Watson Curry and seconded by Mari Dailey
Motion to Approve a Resolution to Authorize Purchase of Two35-Foot Heavy Duty Diesel

BRT-style Transit Buses from New Flyer Industries for 2020 Delivery

Motion Passed

For: 8 - Mari Dailey, Sara Watson Curry, Heidi Durand, Shelly Carlson, Joel Paulsen, Brenda Elmer, Steve Gehrtz, Chuck Hendrickson

Against: 0 - (None)

Abstain: 0 - (None)

Absent: 0 - (None)

Recused: 0 - (None)

21. [Canvassing the Results of the November 6, 2018 General Election](#)

Minutes: The Council reviewed the abstract of votes cast in the November 6, 2018 City General Election

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

Motion to Approve Canvassing the Results of the November 6, 2018 General Election

Motion Passed

For: 8 - Mari Dailey, Sara Watson Curry, Heidi Durand, Shelly Carlson, Joel Paulsen, Brenda Elmer, Steve Gehrtz, Chuck Hendrickson

Against: 0 - (None)

Abstain: 0 - (None)

Absent: 0 - (None)

Recused: 0 - (None)

22. [2019 Election Polling Locations Discussion](#)

Minutes: City Clerk Lance Beachem handed out options for 2019 election polling locations and the election equipment available. A resident commented on polling locations and the new electronic polling pads. A resident commented on polling locations and having on-campus polling locations. A resident commented on polling locations, and the timeline of approving the polling locations. City attorney John Shockley reviewed the procedure and timeline for designating polling locations. There was discussion about use of former sites, use of campuses for on-campus and off-campus polling sites, combined polling sites for precincts 5 and 6, voter turnout in on-campus precincts, and whether or not campus precincts need to be located on campus. City staff will take this feedback to revise options, and further discussion and action on this item will be held at the next regular Council meeting.

23. [*Consider Actions Relating to Ordinance 2018-14: An Ordinance Adopting the 2019 Fee Schedule](#)

A. [*Second Reading](#)

B. [*Title and Summary](#)

24. [Resolution to Approve Annual Agreement with Moorhead Community Access Media \(MCAM\)](#)

Minutes: The Council reviewed an agreement for Moorhead Community Access Media (MCAM) to provide broadcasting services in 2019. MCAM General Manager Tony Tilton reviewed the work of MCAM, equipment needs, the annual agreement, and payments in this agreement. A resident spoke about the City web site video availability. IT Director Chris Radi spoke about the web site videos, software requirements to view web site videos, options for video availability and options for

how to resolve this issue. This issue was tabled due to a request by MCAM for an advance of funds on the 2019 Contract. City Manager Chris Volkens will meet with MCAM, review their financial situation and will present a proposal at an upcoming Council meeting.

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

Motion to Table

Motion Passed

For: 8 - Mari Dailey, Sara Watson Curry, Heidi Durand, Shelly Carlson, Joel Paulsen, Brenda Elmer, Steve Gehrtz, Chuck Hendrickson

Against: 0 - (None)

Abstain: 0 - (None)

Absent: 0 - (None)

Recused: 0 - (None)

Other

25. [Mayor and Council Reports](#)

Minutes: Mayor Williams suggested that the Council should enter into discussion with Moorhead Public Service about billing issues, and she noted that 2021 is Moorhead's 150 anniversary. Council member Paulson discussed knowledge gained by talking to civic leaders during a recent trip to Europe.

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

Minutes: City Manager Chris Volkens reported that Clay County wants to increase the fee for their criminal prosecution 80% over next three years, that negotiations for these fees have been unsuccessful after several offers by the City to the County, and that the County will suspend prosecution services on January 31. City attorney John Shockley noted that the city manager's annual review is scheduled in January, and noted that the new mayor and City council members would have no experience with the manager to do this review, which is a discussion and review of performance over the past year, and suggested holding this review before the end of 2018, and including the new mayor and City council members in the 2019 goal setting. There was a consensus to move forward with this proposal.

27. Executive Session

28. New Business

29. Citizens Addressing the Council

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*