



**City of Moorhead  
City Council Meeting  
Meeting Minutes  
December 10, 2018 at 5:30 PM  
City Hall Council Chambers**

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Pursuant to due call and notice thereof, a regular meeting of the City Council Meeting was held in the City Hall Council Chambers, on December 10, 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:	Shelly Carlson	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	Absent arrived at 6:00pm
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 Sara Watson Curry  
**Motion to Approve the Consent Agenda**

Motion Passed

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

Against: 0 - (None)

Absent: 0 – Steve Gehrtz

5. Recognitions - Presentations

A. [2018 Moorhead Human Rights Awards](#)

Minutes: Willard Yellow Bird presented the 2018 Moorhead Human Rights Awards to Ezzat Alhaidar and Farhia Ali.

Mayor Williams thanked the residents of Moorhead for the opportunity to serve as the Mayor. Mayor Williams recognized Council members Dailey and Elmer for their service to the City. Council member Dailey thanked the residents of Moorhead for entrusting her with the responsibility of serving on the City Council. Council member Elmer expressed thanks for being able to serve the residents of the City, and reviewed the accomplishments of the City in the past 9 years.

6. Approve Minutes

A. [Minutes of November 26, 2018](#)

Motion to Approve made by Chuck Hendrickson and seconded by Brenda Elmer  
**Motion to Approve the Minutes of November 26, 2018**

Motion Passed

For: 7 - Mari Dailey, Sara Watson Curry, Shelly Carlson, Heidi Durand, Joel Paulsen, Brenda Elmer, Chuck Hendrickson  
Against: 0 - (None)  
Absent: 0 – Steve Gehrtz

7. [Citizens Addressing the Council](#)

Minutes: A resident addressed the Council about environmental issues.

8. Mayor and Council Appointments

A. [\\*Resolution for Board/Committee Appointments](#)

**Engineering Department**

9. [Wastewater Facility Plan Update. Eng. No. 18-06-02](#)

Minutes: City Engineer Bob Zimmerman presented the wastewater facility plan update, and reviewed the capacity of system, future wastewater needs, phosphorus removal, treatment process, sewer pipe risk assessment and funding options. There was discussion about the lifespan of equipment and facility, trenchless technology, and inflow and intake issues.

10. [\\*2019-2023 Pavement Management and Transportation Capital Improvement Plan](#)

A. [\\*Resolution to Adopt 2019-2023 Pavement Management & Transportation Capital Improvement Plan](#)

B. [\\*Resolution to Adopt Special Assessment Rates](#)

C. [\\*Resolution to Designate Functional Classification Map](#)

D. [\\*Resolution to Order Reports for Various 2019 Street Improvement Projects](#)

11. [\\*Resolution to Approve Storm water Maintenance Agreement with KLC Holdings, LLC](#)

## Parks and Recreation Department

### 12. [Policies and Procedures for the City of Moorhead:](#)

Minutes: Park and Recreation Director Holly Heitkamp presented recommended changes to the policy/procedure for naming Parks and Facilities, and presented a proposed policy, moving forward with the new foundation and operational issues surrounding. It was noted that the Park Advisory Board recommend these policy changes. There was discussion about naming rights guidelines, and forming an advisory committee for the community fund policy. There was a consensus to amend the naming policy and the policy for the Moorhead Community Fund.

- A. [Resolution to Approve Guidelines for Naming Parks, Amenities and Facilities within the City of Moorhead](#)
- B. [Resolution to Approve Policy for Foundation: Moorhead Community Fund Non-Endowed Fund and Endowed Fund](#)

Motion to Approve made by Heidi Durand and seconded by Mari Dailey  
**Motion to Approve a Resolution to Approve Guidelines for Naming Parks, Amenities and Facilities within the City of Moorhead and to Approve a Resolution to Approve Policy for Foundation: Moorhead Community Fund Non-Endowed Fund and Endowed Fund, as amended.**

Motion Passed

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

Against: 0 - (None)

### 13. [\\*Resolution for Budget Adjustment #18-043 for Golf Course Security System / Point of Sale System](#)

## Planning and Neighborhood Services Department

### 14. [\\*Resolution to Approve Conditional Use Permit - 1812 56th Ave N](#)

## Police Department

### 15. [\\*Resolution to Accept the 2019 Funding for the Lakes to River Drug & Violent Crimes Task Force](#)

### 16. [\\*Resolution to Approve an updated Memorandum of Understanding with the United States Marshals Service \(USMS\) for the Violent Offender Task Force \(VOTF\).](#)

## Public Works Department

### 17. [\\*Budget Adjustment #18-041 to provide funding to the Parks, ROW Maintenance and Central Maintenance Shop Operating Budget](#)

### 18. [Resolution to Approve Award of Contract for Bulk Fuel](#)

Minutes: Public Works Facilities and Fleet Manager Paul Fiechtner presented a proposal to accept bids for the purchase of bulk fuels, diesel and gasoline, for the first two quarters of 2019. It was noted that this will create savings for the City, over the current policy of purchasing fuel at the current market value. There was discussion about combining a contract with the City of Fargo, in the future, use of local vendors, and combining a contract with other nearby Cities.

Motion to Approve made by Heidi Durand and seconded by Shelly Carlson

**Motion to Approve a Resolution to Approve Award of Contract for Bulk Fuel**

Motion Passed

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

Against: 0 - (None)

## Administration

### 19. Presentation of the Trollwood Performing Arts School 2019 Operating Budget

Minutes: Executive Director Kathy Anderson presented the 2018 report from the Trollwood Performing Arts School, the 2019 operating budget, and the collaboration with the City and Fargo Public School District. There was discussion about registration fees, youth programs and concerts.

#### A. [Resolution to Approve the Trollwood Performing Arts School 2019 Operating Budget](#)

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

**Motion to Approve a Resolution to Approve the Trollwood Performing Arts School 2019 Operating Budget**

Motion Passed

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

Against: 0 - (None)

### 20. Approve Licenses - Permits

#### A. [\\*Resolution to Approve New Liquor License](#)

### 21. [Resolution Approving Changes in Service Hours for MATBUS Routes 6 and 9](#)

Minutes: MATBUS transit manager Lori Van Beek reviewed bus routes 6 and 9, and noted that these routes share one bus, that route 9, in southeast Moorhead, has a declined ridership, while route 9, in Dilworth, has an increased ridership, and recommended eliminating a morning and an evening route 6 services, and adding a morning and an evening route 9 services.

Motion to Approve made by Joel Paulsen and seconded by Chuck Hendrickson

**Motion to Approve a Resolution Approving Changes in Service Hours for MATBUS Routes 6 and 9**

Motion Passed

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

22. [\\*Resolution Approving a Joint Powers Agreement with the City of Dilworth and the Fargo Park District for Operation of Metro Senior Ride for 2019](#)
23. [\\*Resolution Approving a Contract with the City of Dilworth for Provision of Transit Service for 2019](#)
24. [Adopt City of Moorhead and Economic Development Authority 2019 Budget, 2018 Tax Levy Payable 2019 and Enterprise Fund Transfers](#)

Minutes: Finance Director Wanda Wagner reviewed the 2018 tax levy payable 2019 for the Economic Development Authority and the City operating and capital budget, including enterprise fund transfers, electric utility transfers, capital expenditures, and lowered expenses for debt services. The tax levy for the Economic Development Authority was increased from \$400,000 to \$438,000 to phase in funding for a 2nd staff person with the total budget increasing from \$400,000 to \$514,035. The City's tax levy reflects an increase of \$1,035,219 to \$14,728,234, which is actually a reduction of \$60,000 from the proposed tax levy approved in September. This tax levy increase is estimated to impact the City's tax rate by 2.98%. The total budget is proposed totaling \$84,143,970, an increase of \$1,535,570 (0.19%) over the 2018 Operating & Capital Budget. New to 2019 is a transfer from the City enterprise funds to the Capital Improvement Fund of 2% of gross revenues which is estimated to provide \$368,500 in additional funding for much needed capital expenditures.

- A. [Resolution to Adopt Economic Development Authority 2019 Budget and 2018 Tax Levy Payable 2019](#)
- B. [Resolution to Adopt City of Moorhead's 2019 Budget, 2018 Tax Levy Payable 2019 and 2019 Enterprise Fund Transfers](#)

Motion to Approve made by Mari Dailey and seconded by Heidi Durand

**Motion to Approve a Resolution to Adopt Economic Development Authority 2019 Budget and 2018 Tax Levy Payable 2019 and a Resolution to Adopt City of Moorhead's 2019 Budget, 2018 Tax Levy Payable 2019 and 2019 Enterprise Fund Transfers**

Motion Passed

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

25. [\\*Resolution to Decertify Moorhead Townhomes Tax Increment District](#)
26. [\\*Resolution to Extend Agreement for Insurance Agent of Record](#)
27. [\\*Resolution to Authorize the City Manager to Enter Into a 1-Year Agreement for the City's Annual Financial Audit](#)
28. [\\*Resolution to Authorize Execution of LMCIT Liability Coverage Waiver Form \(Statutory Tort Liability Limits\)](#)

29. [Actions Related to the 2019 State Legislative Program and Service Agreements](#)

Minutes: Governmental Affairs Director Lisa Bode presented the City's 2019 legislative agenda and priorities, and the budget for legislative lobbying, including a one year extension to the contracts with Flaherty & Hood and Fredrickson & Byron. It was noted that these funds come from the EDA levy and the EDA approves the expenditure. There was discussion about legislative priorities, flood mitigation efforts, and the cost increase of the transfer station project. There was a consensus to keep the transfer station project the top bonding priority, to support the MN DNR in flood mitigation efforts consistent with the FM Diversion Project and to support the MN DOT in the 11th Street underpass project, and to make these the #2 and #3 legislative priorities, respectively.

A. [Resolution to Adopt the City's 2019 Legislative Program](#)

Motion to Approve made by Steve Gehrtz and seconded by Joel Paulsen  
**Motion to Approve a Resolution to Adopt the City's 2019 Legislative Program as amended**

Motion Passed

For: 5 - Sara Watson Curry, Joel Paulsen, Brenda Elmer, Steve Gehrtz, Chuck Hendrickson

Against: 3 - Mari Dailey, Shelly Carlson, Heidi Durand

B. [Resolution to Approve 2019 Legislative Service Agreements](#)

Motion to Approve made by Sara Watson Curry and seconded by Brenda Elmer  
**Motion to Approve a Resolution to Approve 2019 Legislative Service Agreements**

Motion Passed

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

Against: 0 - (None)

30. [\\*Resolution to Approve Agriculture Leases](#)

31. [Agreement with Root+River to provide community branding services](#)

Minutes: Assistant City Manager Dan Mahli stated as part of the Moorhead City Council's 2018 strategic planning effort, there was widespread consensus to uncover Moorhead's unique identity and create a community brand that establishes a foundation for going forward. Central to the City's planning strategy is its desire to clarify the City's role in identifying local assets and leading with Moorhead's core strengths. The goal is to enhance livability and help the community compete for people, resources, and businesses. In order to create a successful strategy that offers authentic messaging and showcases Moorhead's identity, Root+River will partner to develop this new brand campaign. The Mayor and City Council were asked to approve a \$35,000 service agreement with Root+River, paid out of general fund reserves, to develop a community brand strategy based on Moorhead's identity. There was discussion about the timeline of the process.

Motion to Approve made by Heidi Durand and seconded by Shelly Carlson  
**Motion to Approve an Agreement with Root+River to provide community branding services.**

Motion Passed

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

Against: 0 - (None)

32. [City Prosecution Services](#)

Minutes: City Attorney John Shockley noted that the City needs to have criminal prosecution services in place by February 1, 2019, when the contract with Clay County will expire, and presented a proposal to create an administrative services division for City prosecution services, and reviewed the staffing and budget that will be needed for these services. It was noted that the City is working with Ohnstad Twichell and the Cities of Dilworth, Barnesville, Hawley and Glyndon on the transition into providing these services. It was noted that hiring a private law firm to provide this service is not cost effective. There was discussion about this dept. being located in the law enforcement center, the budget for this department, victim advocacy and media coverage of this issue.

Motion to Approve made by Chuck Hendrickson and seconded by Brenda Elmer

**Motion to Approve a Resolution Establishing the City Prosecution Services Division**

Motion Passed

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

Against: 0 - (None)

33. \*Resolution to Designate the Official Newspaper of the City and Website

34. [\\*Resolution to Designate Official Depositories of the City](#)

**Other**

35. [Mayor and Council Reports](#)

Minutes: Mayor Williams reported on the swearing in of 6 new police officers. She also discussed plans for a community 'longest table' event that would discuss community topics and issues.

36. City Manager Report

37. [Executive Closed Session](#)

A. Executive Closed Session pursuant to Minn. Stat. § 13D.05 (a) for an Annual Performance Evaluation of the City Manager

Motion made by Sara Watson Curry and seconded by Brenda Elmer to enter into Executive Closed Session

Motion Passed

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

Against: 0 - (None)

The Council went into Executive Closed Session from 7:55pm until 9:11pm

38. New Business

39. Citizens Addressing the Council

Mayor Williams adjourned the meeting at 9:11pm

APPROVED BY:

ATTEST:



DEL RAE WILLIAMS, Mayor



Lance K Beachem, City Clerk

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

*Respectfully submitted by:*  
*Lance Beachem, City Clerk*