



**CITY COUNCIL  
MEETING AGENDA  
FEBRUARY 24, 2025 AT 5:30 PM  
HJEMKOMST CENTER AUDITORIUM**

**City Council Meeting**

*Disclaimer: Voting requirements may be subject to changes in the law, parliamentary procedural matters, or other unforeseen issues. The City Attorney provides opinion on questions of voting requirements in accordance with the Moorhead City Code, Minnesota State Statutes, and parliamentary procedure.*

1. Call to Order and Roll Call
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.*
5. Recognitions - Presentations
  - A. Recognition: Chad Stangeland – Deputy Chief, Community Risk Reduction
  - B. Presentation: Legislative Update – Lisa Bode, Governmental Affairs Director
6. Approve Minutes
  - A. February 10, 2025 Meeting Minutes
7. Citizens Addressing the Council (Time Reserved: 15 Minutes)

*During "Citizens Addressing the Council", the Mayor will invite residents to share issues, concerns and opportunities. Individuals must limit their comments to three minutes. The Mayor may limit the number of speakers on the same issue in the interest of time and topic. Individuals should not expect the Mayor or Council to respond to their comments tonight.*
8. \*Mayor and Council Appointments
9. Public Hearings (5:45 pm)

*During "Public Hearings", the Mayor will ask for public testimony after staff and/or applicants make their presentations. The following guidelines are in place to ensure an efficient, fair, and respectful hearing; limit your testimony to three minutes and to the matter under consideration; the Mayor may modify times, as deemed necessary; avoid repeating remarks or points of view made by previous speakers. The use of signs, clapping, cheering or booing or any other form of verbal or nonverbal communication is not allowed.*

  - A. Public Hearing on the Abatement of Property Taxes in the Make Moorhead Home Property Tax Rebate Program
  - B. Resolution to Abate Property Taxes for the Make Moorhead Home Property Tax Rebate Program
  - C. Public Hearing for Street & Utility Improvements on 10-1/2 Street North (Eng. No. 24-A2-09)

D. Resolution to Order Improvements and Declare Intent to Assess (Eng. No. 24-A2-09)

E. Resolution to Award Bid (Eng. No. 24-A2-09)

10. Economic Development

- A. \*Resolution to Approve Amendment to the Tax Incentive Agreement for WK Properties LLC to transfer the benefit of their tax incentive to Corwin Brothers Properties LLC for a project located at 2911 11 Street South (58.163.0040)
- B. \*Resolution to Approve Amendment to the Tax Incentive Agreement for Muscatell Properties LLC to transfer the benefit of their tax incentive to Corwin Brothers Properties LLC for a project located at 1120 29th Avenue South (58.163.0030)
- C. \*Resolution to Approve Amendment to the Tax Incentive Agreement for Vanne' Moorhead LLC to transfer the benefit of their tax incentive to Lincoln Crossing LLP for a project located at 1530 1st Ave N (58.721.0060)
- D. \*Resolution to Approve Amendment to the Tax Incentive Agreement for Macpine Stravage LLC to transfer the benefit of their tax incentive to Tolton Real Estate LLC for a project located at 3380 43 St S (58.424.0070)
- E. \*Resolution to Approve Amendment to Tax Incentive Agreement for Fun & Games LLC to transfer the benefit of their tax incentive to FG Properties LLC for a project located at 1625 Main Ave SE (58.752.0020)

11. Engineering Department

- A. \*Resolution to Approve Plans & Specifications and Authorize Advertisement for Bids for 9th Ave S, 10th Ave S and 16th St S Area Street Improvements (Eng. No. 25-A2-01)
- B. \*Resolution to Approve Plans & Specifications and Authorize Advertisement for Bids for Prairie Parkway 2nd Addition Underground Utility Improvements (Eng. No. 25-A6-02)
- C. \*Resolution to Approve Plans & Specifications and Authorize Advertisement for Bids for Moorhead Center Mall Redevelopment – Phase 2 Street & Utility Improvements (Eng. No. 24-A6-02)
- D. \*Resolution to Award Bid for the 2025 Sanitary Sewer Lining Improvements Project (Eng. No. 25-06-02)

12. Community Development Department

- A. \*Second Reading of Ordinance 2025-01: An Ordinance to Amend and Reenact Moorhead City Code, Title 10, Chapter 15, Mixed Use Districts, Title 10, Chapter 13, Commercial Districts, Title 10, Chapter 22, Signs and Repeal Title 10, Chapter 13, Article B, RC: Regional Commercial
- B. \*Resolution to Approve Title & Summary of Ordinance 2025-01

13. Police Department

- A. \*Resolution to Authorize Participation in MN Department of Public Safety Law Enforcement Therapy Dog Program

14. Moorhead Public Service
  - A. \*Resolution to Award Bids for 2025 Water Treatment and Wastewater Treatment Chemicals
15. Administration
  - A. \*Resolution to Approve Amendment to the Employment Agreement between the City of Moorhead and City Manager
16. Mayor and Council Reports
17. City Manager Reports
18. Executive Session
19. New Business
20. Adjourn



**CITY COUNCIL  
MEETING MINUTES  
FEBRUARY 10, 2025 AT 5:30 PM  
HJEMKOMST CENTER AUDITORIUM**

1. Call to Order and Roll Call

Roll call of the members was made as follows:

Present: Council Member: Heather Nesemeier  
Council Member: Deb White  
Council Member: Sebastian McDougall  
Council Member: Chuck Hendrickson  
Mayor: Shelly Carlson  
Council Member: Nicole Mattson  
Council Member: Emily Moore  
Council Member: Lisa Borgen  
Absent: Council Member: Ryan Nelson

2. Pledge of Allegiance

3. Agenda Amendments

4. Consent Agenda

**Motion to Approve made by Heather Nesemeier and seconded by Deb White**

Motion Passed

For: 7; Nesemeier, White, McDougall, Hendrickson, Mattson, Moore, Borgen

Against: 0;

Abstain/Recuse: 0;

Absent: 1; Nelson

5. Recognitions - Presentations

A. MoorHeart Recognition: Jonathan Rutter

City Manager Dan Mahli presented the MoorHeart Award to Jonathan Rutter, Executive Director and Curator at the Rourke Art Gallery and Museum. Jonathan was recognized for his commitment to public art initiatives and work to make the arts accessible to everyone in the region.

B. 2024 Annual Development Report

Community Development Director Kristie Leshovsky presented the City of Moorhead's 2024 Development Report.

6. Approve Minutes

A. January 27, 2025 Meeting Minutes

**Motion to Approve January 27, 2025 Meeting Minutes made by Sebastian McDougall and seconded by Nicole Mattson**

Motion Passed

For: 7; Nesemeier, White, McDougall, Hendrickson, Mattson, Moore, Borgen

Against: 0;

Abstain/Recuse: 0;

Absent: 1; Nelson

7. Citizens Addressing the Council (Time Reserved: 15 Minutes)

8. \*Mayor and Council Appointments

9. Public Hearings (5:45 pm)

10. Economic Development

A. \*Resolution to Approve Publication of the 2025 Notice of Land Availability

11. Engineering Department

A. \*Resolution to Award Bid for Storm Lift Station No. 12 Improvements (Eng. No. 25-05-01)

B. \*Resolution to Award Bid for the Sanitary Lift Station No. 10 & 28 Improvements Project (Eng. No. 25-06-01)

C. \*Resolution to Authorize Temporary Easement Agreements for the 34th Street (4th Ave S to 3rd Ave N) Rehabilitation Project (Eng. No. 23-02-01)

D. \*Resolution to Receive Report, Order Plans & Specifications and Call for Public Hearing for River Dr S, 18th Ave S, 3rd St S, and Elm St S Underground Utility and Street Improvements (Eng. No. 25-A2-03)

E. \*Resolution to Approve Plans & Specifications and Authorize Advertisement for Bids for River Dr S, 18th Ave S, 3rd St S, and Elm St S Underground Utility and Street Improvements (Eng. No. 25-A2-03)

12. Fire Department

A. Resolution to Authorize Agreement with the Center for Public Safety Excellence to Pursue Accreditation of the Fire Department

Fire Chief Jeff Wallin shared information on the Fire Accreditation process the Moorhead Fire Department's interest in engaging in the process with the Center for Public Safety Excellence.

**Motion to Approve Resolution to Authorize Agreement with the Center for Public Safety Excellence to Pursue Accreditation of the Fire Department made by Lisa Borgen and seconded by Heather Nesemeier**

Motion Passed

For: 7; Nesemeier, White, McDougall, Hendrickson, Carlson, Mattson, Moore, Borgen

Against: 0;  
Abstain/Recuse: 0;  
Absent: 1; Nelson

13. Community Development Department

- A. \*Resolution to Approve Agreement Relating to the 2024 Call for Art – Indigenous Sculpture
- B. \*Resolution to Make a Determination that an Environmental Impact Statement (EIS) is not required for the Moorhead Center Mall Redevelopment Project
- C. \*Resolution to Approve Vacation of Right of Way within the proposed Moorhead Downtown Addition
- D. \*First Reading of Ordinance 2025-01: An Ordinance to Amend and Reenact Moorhead City Code, Title 10, Chapter 15, Mixed Use Districts, Title 10, Chapter 13, Commercial Districts, Title 10, Chapter 22, Signs and Repeal Title 10, Chapter 13, Article B, RC: Regional Commercial.
- E. \*Resolution to Approve Amendments to the Final Plat for Moorhead Downtown Addition

14. Administration

- A. \*Resolution to Approve New Liquor License to Courts & Pints, LLC (DBA Courtside)

15. Mayor and Council Reports

Council member White recognized participants in the Clay County Intergovernmental Retreat at the Law Enforcement Center on January 31. The annual meeting of the Greater Fargo Moorhead Economic Development Corporation is scheduled on February 18 at the Armory in Moorhead. Council member White invited the public to attend the Global Market at the Hemkomst Center on February 11.

Council member Nesemeier stated the Moorhead Public Housing Board received a clean independent audit for 2024. Council member Nesemeier stated residents may be impacted by access to Federal housing vouchers.

Council member Mattson attended the Clay County Collaborative meeting. Council member Mattson also thanked all who participated and helped plan the Clay County Intergovernmental Retreat.

Mayor Carlson attended the Metro Flood Diversion Authority meeting. She stated a contract for land management services was approved in January. Mayor Carlson spoke with a Cub Scout group. Mayor Carlson presented during a webinar hosted by the Coalition of Greater Minnesota Cities. The Mayor thanked staff for its work on the 2024 Development Report, which was presented as part of the FM Building and Industry Association's annual meeting and celebration.

Mayor Pro-Tem Chuck Hendrickson attended the Red River Basin Commission Conference. Council member Hendrickson also thanked Artist Duane Goodwin who was selected to complete a work of indigenous art to be located on the open public area on the southeast corner of 4 Street and Center Avenue.

16. City Manager Reports

17. Executive Session

- A. Closed Executive Session pursuant to Minn. Stat. § 13D.05, Subd. 3(a) for the purpose of conducting the City Managers Annual Performance Evaluation\*

\*At the next regular City Council meeting, the Mayor, in accordance with Minn. Stat. § 13D.05, Subd. 3(a) will present a summary of the performance evaluation of the City Manager

**Motion to Enter Closed Executive Session pursuant to Minn. Stat. § 13D.05, Subd. 3(a) for the purpose of conducting the City Managers Annual Performance Evaluation at 6:07pm made by Lisa Borgen and seconded by Heather Nesemeier**

Motion Passed

For: 7; Nesemeier, White, McDougall, Hendrickson, Mattson, Moore, Borgen

Against: 0;

Abstain/Recuse: 0;

Absent: 1; Nelson

Exited closed session at 7:07pm.

18. New Business

19. Adjourn

Meeting adjourned at 7:09pm.

APPROVED BY:

ATTEST:

\_\_\_\_\_  
Michelle (Shelly) A. Carlson  
Mayor

\_\_\_\_\_  
Christina Rust  
City Clerk

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



## City Council Communication

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February 24, 2025

**SUBJECT:**

Public Hearing on the Abatement of Property Taxes in the Make Moorhead Home Property Tax Rebate Program.

**RECOMMENDATION:**

The Mayor and City Council are asked to hold a public hearing and, after closing the public hearing, formally adopt the abatement of certain payable 2025 property taxes under a program previously approved by the City Council for qualifying properties.

**BACKGROUND/KEY POINTS:**

On February 28, 2022 the City Council adopted Resolution 2022-0228-1 renewing a two-year property tax abatement program for new residential construction and improvements to existing residential properties, a program that was initiated in 2012. The program was again renewed in 2024 by Resolution 2024-1015G. The program is authorized by Minnesota State Statutes 469.1813-469.1816. Resolutions were passed by the City, Clay County, and the School District recognizing each would increase annual levies to cover the cost of the Make Moorhead Home Property Tax Rebate Program.

While the program has been approved by the taxing jurisdictions, Minnesota Statute 469.1813 Subd. 5a also stipulates that the governing body of the political subdivision may approve an abatement under sections 469.1812 to 469.1815 only after holding a public hearing on the abatement. The February 24 hearing includes properties for which construction commenced in 2020 and 2021 for which value was accounted for on the 2022 Assessment, affecting taxes payable in 2023, total of 220 properties. Also, properties for which construction commenced in 2021 and 2022 for which value was accounted for on the 2023 Assessment, affecting taxes payable in 2024, total of 184 properties. Finally, properties for which construction commenced in 2022 and 2023, for which value was accounted for on the 2024 Assessment, affecting taxes payable in 2025, total of 142 properties.

The advertisement reflects the properties constructed during both program years 2023 and 2024. In 2022 there was a staff transition in which the step for the public hearing and public notice for the Make Moorhead Home program was missed in the training process. The City Attorney directed staff to advertise the addresses which received the tax rebate during 2023 and 2024.

**FINANCIAL CONSIDERATIONS:**

The total tax amount to be rebated by the city is an estimate of \$273,842 for 2025. The total tax amount rebated for 2023 was \$304,425 and for 2024 was \$304,047. Clay County manages distribution of rebate payments to homeowners.

**Voting Requirements:** 3/4 of Council (6)



## City Council Communication

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February 24, 2025

**Submitted By:**

Dan Mahli, City Manager

Lisa Bode, Governmental Affairs Director

Tanya Kunza, Community Development Program Administrator

**Attachments:** Participating Parcel Listing  
Draft Resolution

## Parcel List

### Make Moorhead Home Taxes Payable 2025

2022 New Construction Residences (92): Year 2 of 2-Year Exemption

Property Addresses 1020 46TH AVE S, 1038 46TH AVE S, 1045 46TH AVE S, 1056 46TH AVE S, 1102 46TH AVE S, 1245 46TH AVE S, 1751 46TH AVE S, 1759 46TH AVE S, 1767 46TH AVE S, 1801 46TH AVE S, 1809 46TH AVE S, 2023 43RD ST S, 2215 43RD ST S, 2305 38TH ST S, 2510 38TH AVE S, 3015 39TH AVE S, 3038 39TH AVE S, 3044 39TH AVE S, 3044 41ST AVE S, 3050 39TH AVE S, 3056 39TH AVE S, 3062 39TH AVE S, 3471 18TH ST S, 3543 18TH ST S, 3555 18TH ST S, 3563 18TH ST S, 3607 32ND ST S, 3613 32ND ST S, 3614 17TH ST S, 3615 17TH ST S, 3616 32ND ST S, 3619 32ND ST S, 3622 32ND ST S, 3625 32ND ST S, 3630 17TH ST S, 3631 17TH ST S, 3631 32ND ST S, 3634 32ND ST S, 3640 32ND ST S, 3712 32ND ST S, 3724 32ND ST S, 3725 18TH ST S, 3735 17TH ST S, 3741 18TH ST S, 3743 17TH ST S, 3750 17TH ST S, 3829 18TH ST S, 413 HAMPTON DR W, 430 33RD ST N, 4313 21ST AVE S, 4318 21ST AVE S, 4401 19TH ST S, 4406 ALLYSON CT, 449 HAMPTON DR W, 4502 17TH ST S, 4506 13TH ST S, 4508 17TH ST S, 4514 17TH ST S, 4517 BLUE STEM WAY, 4520 17TH ST S, 4526 17TH ST S, 4532 17TH ST S, 4537 13TH ST S, 4538 17TH ST S, 454 HAMPTON DR W, 4544 17TH ST S, 4550 17TH ST S, 4552 18TH ST S, 4556 17TH ST S, 4562 13TH ST S, 4565 13TH ST S, 4577 BLUE STEM WAY, 4583 BLUE STEM WAY, 4865 HAMPTON CIR S, 4873 HAMPTON CIR S, 4876 HAMPTON CIR S, 4877 HAMPTON CIR S, 4880 HAMPTON CIR S, 4881 HAMPTON CIR S, 4882 HAMPTON CIR S, 4883 HAMPTON CIR S, 4884 HAMPTON CIR S, 4916 3RD ST SW, 530 HUNTERS DR S, 536 HUNTERS DR S, 548 HUNTERS DR S, 5701 ELM ST N, 6829 2ND ST NW, 6844 2ND ST NW, 6903 2ND ST NW, 909 46TH AVE S, 915 46TH AVE S, 921 4TH AVE S

2023 New Construction Residences (50): Year 1 of 2-Year Exemption

Property Addresses: 1138 46 AVE S, 1749 JOHNSON DR S, 1801 JOHNSON DR S, 1807 JOHNSON DR S, 1813 JOHNSON DR S, 1819 JOHNSON DR S, 1825 JOHNSON DR S, 1831 JOHNSON DR S, 1837 JOHNSON DR S, 1843 JOHNSON DR S, 1849 JOHNSON DR S, 2413 36 AVE S, 2418 37 AVE S, 2505 36 AVE S, 2511 36 AVE S, 3602 33 ST S, 3603 33 ST S, 3608 33 ST S, 3609 33 ST S, 3610 32 ST S, 3628 32 ST S, 3706 32 ST S, 3718 32 ST S, 3740 18 ST S, 3820 18 ST S, 3820 32 ST S, 3826 32 ST S, 3830 33 ST S, 3832 32 ST S, 3836 18 ST S, 3836 33 ST S, 3837 33 ST S, 3843 33 ST S, 402 TESSA DR, 4434 19 ST S, 4442 19 ST S, 4450 19 ST S, 4458 19 ST S, 4543 17 ST S, 4546 18 ST S, 4549 17 ST S, 4558 18 ST S, 4744 HAMPTON LOOP S, 4756 HAMPTON LOOP S, 4843 4 ST S, 554 HUNTERS DR S, 648 HAMPTON DR E, 6911 2 ST NW, 6915 3 ST NW, 6918 2 ST NW, 6931 3 ST NW

### Make Moorhead Home Taxes Payable 2024

2022 New Construction Residences (91): Year 1 of 2 Year Exemption

Property Addresses: 1020 46TH AVE S, 1038 46TH AVE S, 1045 46TH AVE S, 1056 46TH AVE S, 1102 46TH AVE S, 1245 46TH AVE S, 1751 46TH AVE S, 1759 46TH AVE S, 1767 46TH AVE S, 1801 46TH AVE S, 1809 46TH AVE S, 2023 43RD ST S, 2215 43RD ST S, 2305 38TH ST S, 2510 38TH AVE S, 3015 39TH AVE S, 3038 39TH AVE S, 3044 39TH AVE S, 3044 41ST AVE S, 3050 39TH AVE S, 3056 39TH AVE S, 3062 39TH AVE S, 3471 18TH ST S, 3555 18TH ST S, 3563 18TH ST S, 3607 32ND ST S, 3613 32ND ST S, 3614 17TH ST S, 3615 17TH ST S, 3616 32ND ST, 3619 32ND ST S, 3622 32ND ST S, 3625 32ND ST S, 3630 17TH ST S, 3631 17TH ST S, 3631 32ND ST S, 3634 32ND ST S, 3640 32ND ST S, 3712 32ND ST S, 3724 32ND ST S, 3725 18TH ST S, 3735 17TH ST S, 3741 18TH ST S, 3743

17TH ST S, 3750 17TH ST S, 3829 18TH ST S, 413 HAMPTON DR W, 430 33RD ST N, 4313 21ST AVE S, 4318 21ST AVE S, 4401 19TH ST S, 4406 ALLYSON CT, 449 HAMPTON DR W, 4502 17TH ST S, 4506 13TH ST S, 4508 17TH ST S, 4514 17TH ST S, 4517 BLUE STEM WAY, 4520 17TH ST S, 4526 17TH ST S, 4532 17TH ST S, 4537 13TH ST S, 4538 17TH ST S, 454 HAMPTON DR W, 4544 17TH ST S, 4550 17TH ST S, 4552 18TH ST S, 4556 17TH ST S, 4562 13TH ST S, 4565 13TH ST S, 4577 BLUE STEM WAY, 4583 BLUE STEM WAY, 4865 HAMPTON CIR S, 4873 HAMPTON CIR S, 4876 HAMPTON CIR S, 4877 HAMPTON CIR S, 4880 HAMPTON CIR S, 4881 HAMPTON CIR S, 4882 HAMPTON CIR S, 4883 HAMPTON CIR S, 4884 HAMPTON CIR S, 4916 3RD ST SW, 530 HUNTERS DR S, 536 HUNTERS DR S, 548 HUNTERS DR S, 5701 ELM ST N, 6829 2ND ST NW, 6844 2ND ST NW, 6903 2ND ST NW, 909 46TH AVE S, 915 46TH AVE S, 921 4TH AVE S

**2021 New Construction Residences (93): Year 2 of 2 Year Exemption**

Property Addresses: 4437 ALLYSON CT, 442 HAMPTON DR W, 448 HAMPTON DR W, 460 HAMPTON DR W, 466 HAMPTON DR W, 4885 HAMPTON CIR S, 4863 HAMPTON CIR S, 4861 HAMPTON CIR S, 4857 HAMPTON CIR S, 4855 HAMPTON CIR S, 437 HAMPTON DR W, 455 HAMPTON DR W, 4886 HAMPTON CIR S, 4866 HAMPTON CIR S, 2121 43RD ST S, 4351 23RD AVE S, 4305 21ST AVE S, 4336 23RD AVE S, 2014 44TH ST S, 2302 44TH ST S, 3637 18TH ST S, 3613 18TH ST S, 3605 18TH ST S, 3461 18TH ST S, 3823 17TH ST S, 3734 17TH ST S, 3822 17TH ST S, 3512 10TH AVE S, 813 36TH ST S, 4551 18TH ST S, 4545 18TH ST S, 4539 18TH ST S, 4533 18TH ST S, 4527 18TH ST S, 4521 18TH ST S, 4515 18TH ST S, 4509 18TH ST S, 4528 18TH ST S, 4534 18TH ST S, 4540 18TH ST S, 1743 46TH AVE S, 1817 46TH AVE S, 1825 46TH AVE S, 1865 46TH AVE S, 4576 19TH ST S, 4568 19TH ST S, 4560 19TH ST S, 4554 19TH ST S, 211 69TH AVE NW, 6828 2ND ST NW, 6902 2ND ST NW, 3704 OAKPORT ST N, 3034 41ST AVE S, 3010 41ST AVE S, 4408 10TH ST S, 4438 14TH ST S, 4443 14TH ST S, 1108 LILAC LN, 1114 LILAC LN, 1153 45TH AVE S, 4524 12TH ST S, 4536 12TH ST S, 4548 12TH ST S, 4549 13TH ST S, 4501 BLUE STEM WAY, 4513 BLUE STEM WAY, 4529 BLUE STEM WAY, 4565, BLUE STEM WAY, 1132 46TH AVE S, 1026 46TH AVE S, 1033 46TH AVE S, 1203 46TH AVE S, 1239 4TH AVE S, 4840 2ND ST SW, 409 TESSA DR, 422 TESSA DR, 3305 30TH ST S, 3321 30TH ST S, 3637 32ND ST S, 3643 32ND ST S, 3703 32ND ST S, 3226 31ST S, 3033 39TH AVE S, 3027 39TH AVE S, 3021 39TH AVE S, 3014 39TH AVE S, 3068 39TH AVE S, 3813 32ND ST S, 3804 31ST ST S, 3834 31ST ST S, 3908 31ST ST S, 3920 31ST ST S, 1338 3RD AVE S, 4557 18TH ST S

**Make Moorhead Home Taxes Payable 2023**

**2021 New Construction Residences (97): Year 1 of 2 Year Exemption**

Property Addresses: 442 HAMPTON DR W , 3512 10 AVE S , 3321 30 ST S, 4554 19 ST S, 4565 BLUE STEM WAY, 3637 32 ST S, 4521 18 ST S, 4509 18 ST S, 1114 LILAC LN, 4529 BLUE STEM WAY, 3834 31 ST S, 3908 31 ST S, 3920 31 ST S, 3305 30 ST S, 3014 39 AVE S, 4855 HAMPTON CIR S, 422 TESSA DR, 4548 12 ST S, 1026 46 AVE S, 1132 46 AVE , 3813 32 ST S, 4560 19 ST S, 813 36 ST S, 4527 18 ST S, 448 HAMPTON DR W, 4528 18 ST S, 4534 18 ST S, 4506 BLUE STEM WAY, 3734 17 ST S, 2302 44 ST S, 4886 HAMPTON CIR S, 4540 18 ST S, 211 69 AVE NW, 3613 18 ST, 4437 ALLYSON CT, 4857 HAMPTON CIR , 3010 41 AVE , 3010 41 AVE S, 4423 10 ST S, 4524 12 St S, 4305 21 AVE S, 455 HAMPTON DR W, 4336 23 AVE S, 4861 HAMPTON CIR S, 437 HAMPTON DR W, 4524 12 ST S, 6902 2 ST NW, 460 HAMPTON DR W, 1865 46 AVE S, 3705 OAKPORT ST N, 4840 2 ST SW, 409 TESSA DR, 4539 18 ST S, 4545 18 ST S, 4866 HAMPTON CIR S, 4351 23 AVE S, 4557 18 ST S, 4551 18 ST S, 4885 HAMPTON CIR S, 2014 44 ST S, 4501 BLUE STEM WAY, 4863

HAMPTON CIR S, 6828 2 ST NW, 3637 18 ST S, 1239 46 AVE S, 466 HAMPTON DR W, 1153 45 AVE S, 1825 46 AVE S, 1817 46 AVE S, 3034 41 AVE S, 1338 3 AVE S, 3068 39 AVE S, 4536 12 ST S, 3643 32 ST S, 3703 32 ST S, 4515 18 ST S, 1108 LILAC LN, 4408 10 ST S, 4549 13 ST S, 4568 19 ST S, 3804 31 ST S, 3226 31 ST S, 3027 39 AVE S, 3021 39 AVE S, 3033 39 AVE S, 4533 18 ST S, 1033 46 AVE S, 2305 38 ST S, 3823 17 ST S, 3605 18 ST S, 4576 19 ST S, 4513 BLUE STEM WAY, 1203 46 AVE S, 3461 18 ST S, 1743 46 AVE S, 2121 43 ST S, 4443 14 ST S, 4437 14 ST S

2020 New Construction Residence (123): Year 2 of Year 2 Exemption

Property Addresses: 4535 19 ST S, 4541 19 ST S, 1735 46 AVE S, 4511 19 ST S, 4517 19 ST S, 1727 46 AVE S, 4530 19 ST S, 4513 17 ST S, 4552 12 ST S, 4519 17 ST S, 4501 17 ST S, 1833 46 AVE S, 4529 19 ST S, 3624 30 ST S, 3612 30 ST S, 4505 19 ST S, 4507 17 ST S, 1039 46 AVE S, 4547 19 ST S, 3729 34 ST S, 4531 17 ST S, 1208 44 AVE S, 1126 LILAC LN, 802 63 AVE N, 4525 17 ST S, 6908 1st St N, 3029 33 AVE S, 3838 32 ST S, 3048 33 AVE S, 3047 33 AVE S, 3023 33 AVE S, 3819 32 ST S, 3042 33 AVE S, 3211 39 AVE S, 2913 38 AVE S, 4514 13 ST S, 1857 46 AVE S, 3005 38 AVE S, 1057 46 AVE S, 3625 30 ST S, 2901 38 AVE S, 1062 46 AVE S, 2919 38 AVE S, 3011 38 Ave S, 3709 30 ST S, 3030 33 AVE S, 3012 33 AVE S, 436 HAMPTON DR W, 3822 31 ST S, 3009 39 AVE S, 1017 4 AVE N, 555 HUNTERS DR S, 4887 HAMPTON CIR S, 3831 17 ST S, 3205 39 AVE S, 4867 HAMPTON CIR S, 3008 39 AVE S, 3003 39 AVE S, 512 HUNTERS DR S, 903 46 AVE S, 4512 BLUE STEM WAY, 401 HAMPTON DR W, 418 HAMPTON DR W, 3432 23 St S, 542 HUNTERS DR S, 2314 36 ST S, 518 HUNTERS DR S, 2502 RIVER DR N, 472 HAMPTON DR W, 4879 HAMPTON CIR S, 4116 16TH AVE S, 1710 42 ST S, 3623 17 ST S, 449 TESSA DR, 500 HUNTERS DR S, 567 HUNTERS DR S, 2022 44 ST S, 506 HUNTERS DR S, 433 TESSA DR, 465 TESSA DR, 4304 23 AVE S, 434 TESSA DR, 524 HUNTERS DR S, 3618 30 ST S, 3051 39 AVE S, 3041 33 AVE S, 3727 17 ST S, 412 HAMPTON DR W, 430 HAMPTON DR W, 4531 12 ST S, 424 HAMPTON DR W, 3035 33 AVE S, 209 14 ST N, 1737 JOHNSON DR S, 1743 JOHNSON DR S, 1701 JOHNSON DR S, 1707 JOHNSON DR S, 4553 19 ST S, 4548 19 ST S, 1725 JOHNSON DR S, 1731 JOHNSON DR S, 1713 JOHNSON DR S, 1719 JOHNSON DR S, 3709 32 ST S, 3715 32 ST S, 3708 30 ST S, 1841 46 AVE S, 3716 30 ST S, 4523 19 ST S, 1139 46 AVE S, 3112 38 AVE S, 3100 38 AVE S, 3606 30 ST S, 3039 39 AVE S, 3228 36 AVE S, 3006 33 AVE S, 3017 38 AVE S, 406 HAMPTON DR W, 2907 38 AVE S, 3807 32 ST S, 400 HAMPTON DR W, 1849 46 AVE S, 572 HUNTERS DR S, 573 HUNTERS DR S

## RESOLUTION

### Resolution to Abate Property Taxes for the Make Moorhead Home Property Tax Rebate Program

WHEREAS, pursuant to notice duly given as required by law, the Mayor and City Council held a public hearing on February 24, 2025, and heard and passed upon all objections to the proposed property tax abatements granted to multiple properties located within the City of Moorhead.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead, Minnesota:

1. Such proposed abatement, which applies to the properties described in Attachment: Parcel List that were found to qualify as determined by Resolution 2022-0228-1, is hereby accepted and shall constitute the estimated total abated value of \$273,842.40.
2. Abated taxes are to be refunded at the end of the year of which they have been paid.
3. In accordance with Resolution 2022-0228-1, the abatement shall not apply to any special assessments that are levied against the property.

PASSED: February 24, 2025 by the City Council of the City of Moorhead.

APPROVED BY:

ATTEST:

\_\_\_\_\_  
Michelle (Shelly) A. Carlson, Mayor

\_\_\_\_\_  
Christina Rust, City Clerk



## City Council Communication

---

February 24, 2025

**SUBJECT:**

Public Hearing for Street & Utility Improvements on 10-1/2 Street North (Eng. No. 24-A2-09)

**RECOMMENDATION:**

The Mayor and City Council are asked to conduct a Public Hearing to consider proposed improvements for Street & Utility Improvements on 10-1/2 Street North (Eng. No. 24-A2-09) and, following the Hearing, to consider the following resolutions:

- A. Order Improvements and Declare Intent to Assess
- B. Award Bid

**BACKGROUND/KEY POINTS:**

The proposed project includes street improvements on 10-1/2 St N from 15th to 17th Ave N (map attached). This street is included in the City's 2025-2029 Capital Improvement Plan and is scheduled for construction of improvements in 2025.

On June 24, 2024, the City Council ordered the preparation of the Engineer's Report. The report was completed by City staff under the direction of the City Engineer and presented to Council on January 13, 2025. The report evaluated the existing street and utility systems, considering how they were constructed and maintained, their age and current condition, and information obtained from soil borings and sewer televising. The following street and utility improvements were recommended:

10-1/2 St N – Pavement rehabilitation and replace and upsize storm sewer from 15 to 17 Ave N

A mill & overlay involves removing the upper 2" (approximately) of pavement surface by milling it off, and placement of a new layer of bituminous surface. This extends the life of the pavement, typically by another 20 to 30 years. A rehabilitation involves the full pavement depth being removed and replaced, typically including the gravel base. In both of these types of projects, most of the existing curb and gutter and sidewalks will remain in place, and only spot repairs will be made. Based on the age and condition of 10-1/2 St, a mill and overlay would be the recommended pavement preservation strategy. However, due to the need to remove and replace storm sewer, it is necessary to complete a full pavement rehabilitation project. It is proposed to assess the abutting benefiting properties at the mill & overlay rate because that would be the recommended preservation strategy if not for the storm sewer replacement. The additional cost to fully replace the pavement will be covered by the funding for the storm sewer replacement.

The water and sanitary sewer mains in the project area are polyvinyl chloride (PVC) pipe and are in good condition. The report recommends replacement of the existing storm sewer, which ranges from 18-inch to 36-inch, with larger storm sewer ranging from 42-inch to 48-inch. There are no sidewalk gaps that are proposed to be filled in accordance with the City Code.



## City Council Communication

February 24, 2025

The report finds that the proposed improvements are necessary, cost-effective and feasible. The report further finds that the project is of a sufficient size to achieve a desirable economy of scale and may be constructed as a stand-alone project or in connection with some other improvement. A portion of the project cost will be financed using special assessments applied on an adjusted front foot basis at the standard rates in accordance with the current fee schedule (\$42.50 per foot for urban section mill & overlay projects).

On February 10, 2025, a virtual a public informational presentation on the proposed improvements was made available on the City website. The public informational presentation was intended to solicit resident/owner feedback prior to awarding bids. A letter was mailed to the abutting property owners notifying them of the presentation, and how to contact staff to ask questions or submit comments regarding the proposed design.

Since special assessments will be used to finance a portion of the project cost, and the project has been initiated by Council action rather than by petition of the benefiting property owners, it is necessary to hold a Public Hearing prior to ordering the improvements. In accordance with Minnesota Statutes, Chapter 429, 10 days published notice and 10 days mailed notice of tonight's hearing was provided to the 15 parcels that will be assessed for the proposed improvements. An example of the mailed notice is attached to this communication. At the time this communication was prepared, staff had not received any comments on the proposed improvements in response to the mailed notice. Staff will provide an update on comments received through Monday, February 24, at the Public Hearing. Staff recommends that, at the close of the Public Hearing, the Council order the improvements and declare the intent to assess. Since the project was initiated by Council action instead of by petition of at least 35% of the benefiting property owners, the improvements may only be ordered by a 4/5 supermajority of the full Council (7 affirmative votes).

Bids for the project were received on February 5, 2025, and are summarized in the Financial Considerations section of this communication. After ordering the improvements, staff recommends awarding the bid to the apparent lowest responsible bidder. Below is an outline of the proposed project schedule.

<b>PROJECT SCHEDULE</b>	
<b>Activity</b>	<b>Date</b>
Order Preliminary Engineer's Report	June 24, 2024
Receive Engineer's Report, Order Plans & Specs, and Call for a Public Hearing	Jan 13, 2025
Approve Plans & Specs and Authorize Ad for Bids	Jan 13, 2025
Receive Bids	Feb 5, 2025
Hold Public Hearing, Order Improvements, Declare Intent to Assess & Award Bid	Feb 24, 2025
Anticipated Construction Schedule	May-Sept., 2025
Hold Assessment Hearing	Fall, 2025



# City Council Communication

February 24, 2025

## **FINANCIAL CONSIDERATIONS:**

Ten bids for the project were received on February 5, 2025. The bids are detailed in the attached bid tabulation and summarized below:

<b>Bidder</b>	<b>Bid</b>
<b>Sellin Brothers, Inc.</b>	<b>\$922,044.00</b>
Hough, Inc.	\$940,304.73
Border States Paving, Inc.	\$946,782.13
KPH, Inc.	\$972,741.00
Key Contracting, Inc.	\$997,877.00
J. R. Ferche, Inc.	\$1,043,536.10
Dakota Underground Company	\$1,099,161.80
Central Specialties, Inc.	\$1,120,610.69
Northern Improvement Company	\$1,138,591.60
Williams Excavation, LLC	\$1,345,597.30
<b>Engineer's Estimate</b>	<b>\$952,084.00</b>

Based on the low bid, the total cost of the improvements, including contingencies and fees, is estimated to be approximately \$1,099,000. The City has been authorized to receive \$600,000 of Federal funds from a PROTECT (Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation) grant to partially fund the storm sewer improvements. The approved 2025 Stormwater Utility budget includes \$250,000 in matching funds for this grant. It is proposed to finance the remainder of the project cost (\$249,000) through the PIR Fund using a General Obligation Improvement Bond, and to assess approximately \$49,800 of the total project cost to the benefiting properties in accordance with the City's Special Assessment Policy. The balance of the project cost (\$199,200) will be paid as a City share.

**Voting Requirements:** Not Applicable

### **Submitted By:**

Dan Mahli, City Manager  
Tom Trowbridge, City Engineer

**Attachments:** Public Hearing Presentation, Public Notice Mailing, Bid Tabulation



CITY OF MOORHEAD  
ENGINEERING DEPT.  
PO BOX 779  
MOORHEAD, MN 56561-0779

**THIS IS NOT A BILL**

This is a notification of the proposed improvement hearing and estimated special assessment. A final assessment hearing will be held at a later date.

February 13, 2025

[REDACTED]  
MOORHEAD MN 56560

PARCEL NO. [REDACTED]  
PARCEL ADDRESS [REDACTED] MOORHEAD MN 56560

**Project No.** 811955

**Eng#.** 24-A2-9

**Project Description & Location:** 24-A2-9-M&O 10 12/ ST N BETWEEN 15TH & 17TH AVE N

**Assessment/Benefiting Area**

All properties abutting 10 1/2 St N between 15th and 17th Ave N

Notice is hereby given that the City Council of Moorhead, Minnesota will meet at the Hjemkomst Center, 202 1st Ave. N., Moorhead, MN at **5:45 pm on Monday, February 24, 2025** to consider the making of improvements on the above referenced project.

The estimated total cost that would be assessed against your property for this project is \$16,575.00 and would be assessed over a 20 year period at an estimated interest rate of 5.37 %.

Below is an example of your estimated special assessment cost.

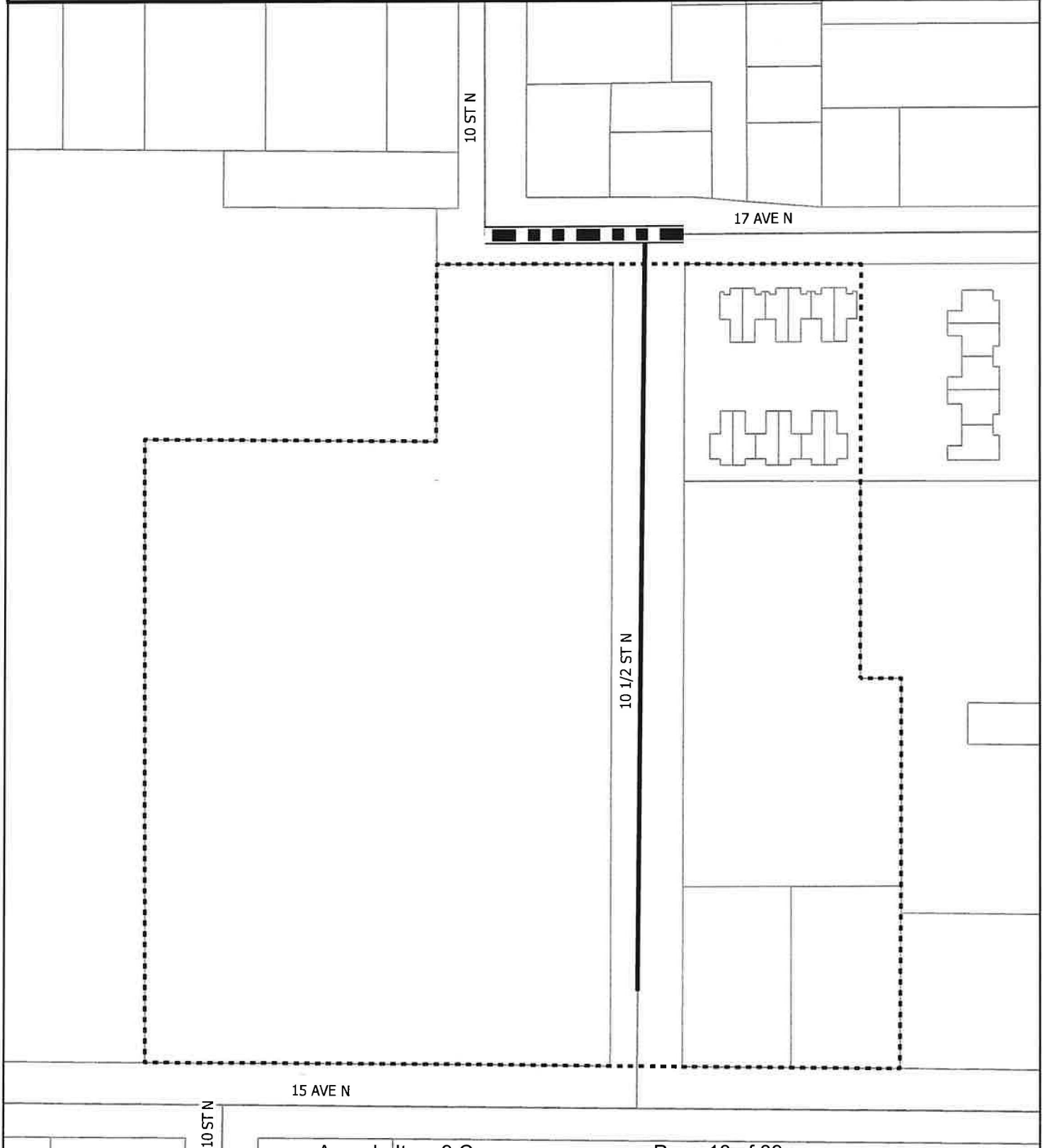
Principal Amount = \$16,575.00 / 20 years =	First year principal	\$828.75
	Plus 5.37% interest	\$890.08
	First Year payment	\$1,718.83
NOTE: Interest is charged each year on the unpaid balance		

Written or oral objections will be heard and considered at said hearing. If you wish to respond yet cannot attend, please respond in writing to the Engineering Office. Responses must be received prior to the hearing on **February 24, 2025**.

Please contact the City Clerk's Office 218-299-5166 if auxiliary aids or services are required (ten hours notice is required). TDD/TTY (for hearing and speech impaired only) dial 711.

Project 24-A2-9 Mill & Overlay on 10 1/2 St N between 15 & 17 Ave N  
Utility Work and Asphalt Patch on 17 Ave N, West of 10 1/2 St N

- Mill & Overlay \$42.50/FF    ▤▤▤▤ Assessment Area  
■ Utility Work & Asphalt Patch



**PROJECT/ASSESSMENT INFORMATION - ENGINEERING NO. 24-A2-9 (811955)**

**PROPOSED WORK:** Mill & Overlay—10 ½ St N between 15<sup>th</sup> and 17<sup>th</sup> Av N and 17<sup>th</sup> Av N between 10<sup>th</sup> St N and 10 ½ St N

**PROJECT ENGINEER:** Michael Aamodt, Engineer **Phone:** 218-299-5389 **Email:** [michael.aamodt@moorheadmn.gov](mailto:michael.aamodt@moorheadmn.gov)

**STREET CLASSIFICATION:** 10 ½ St N and 17<sup>th</sup> Ave N are both classified as “Local” streets.

**Local streets** are the street network within a subdivision that is intended to provide access to the directly abutting properties and primarily serves local traffic. Typically, about 1/3 of the cost for local streets is assessed to the directly abutting lots within the subdivision. The city pays the rest of the cost through the general property tax levy.

**PROJECT DETAILS:** On June 24, 2024, the City Council ordered preparation of an Engineer’s Report, which was completed by City staff under direction of the City Engineer. The report evaluated existing street and utility systems, considering how they were constructed and maintained, their age and current condition, and information obtained from soil borings and sewer televising. The report recommended a Mill & Overlay and replace and upsize storm sewer on 10 ½ St N between 15<sup>th</sup> to 17<sup>th</sup> Ave N.

A mill & overlay involves removing the upper 2” (approximately) of pavement surface (by milling it off), and placement of a new layer of bituminous surface. This extends the life of the pavement, typically by another 20 to 30 years.

Water and sanitary sewer mains in the project area are polyvinyl chloride (PVC) pipe and are in good condition. The report recommends replacement of existing storm sewer, which range from 18 to 36-inch, with larger storm sewer ranging from 42 to 48-inch. There are no proposed sidewalk gaps to be filled.

A map showing the proposed improvements and assessment boundaries is included on the back of your notice.

A virtual public information presentation is available to view on the City Website.

**To view the video presentation you can use the QR Code to the right or:**

1. Go to City’s website at [www.cityofmoorhead.com](http://www.cityofmoorhead.com)
2. Click on the **Departments** tab
3. Under City Departments, click on **Engineering**
4. On the left-hand side of the screen, click on the heading **Current & Future Projects**
5. On the left-hand side of the screen, click on **24-A2-09 – 10 ½ St N and 15<sup>th</sup> Ave N Paving and Drainage**. It will bring you to the project page and you can view the view presentation.

QR Code



**PUBLIC HEARING:** Monday, February 24, 2025, 5:45pm at the Heritage Hjemkomst Center, 202 1<sup>st</sup> Av N., Moorhead, MN.

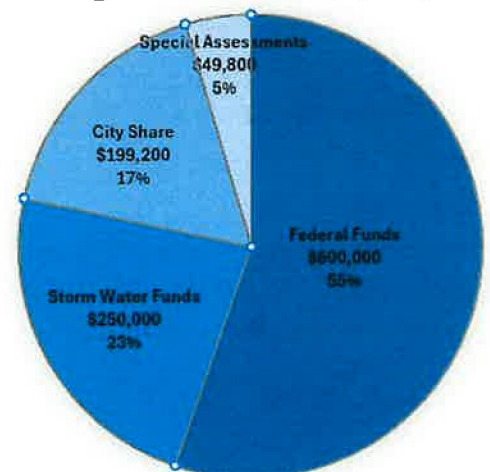
**FINANCIAL:** Estimated project cost, including contingencies and fees is \$1,099,000.

**ASSESSMENT INFO/CALCULATIONS:** City assessment policy establishes a flat rate for street repair projects to keep things equitable among all properties in Moorhead. This policy has been in place since 2005. To account for variability in construction costs from year to year, and for the amount of front footage an assessment is based on (side lot footage is not assessed), the City established flat assessment rates per front foot for the various types of projects. Rates are set by the Council in its fee schedule, and is intended, on average, to generate between 30% and 40% of the total project cost. The remaining cost is paid by the City through general tax levy proceeds. The policy provides certainty to residents that their assessment won’t go higher, regardless of the final project cost. If the project cost goes up, the City pays the additional cost, if it goes down, City share is reduced.

Current rates are as follows: Mill & Overlay is \$42.50/Front Foot

Agenda Item 9.C.

**Total Construction,  
Contingencies & Fees - \$1,099,000**



**ASSESSMENT EXAMPLE:** A property that abuts and Fronts 10 ½ St N, with 70' of frontage, would be assessed a total of \$2,975. (70' x \$42.50).

*\*Alternate assessment calculation methods are used to determine front footage for irregular shaped, cul-de-sacs and lots on curves, and first 150 feet of side lot footage is exempted from corner lots to keep special assessments equitable.*

**ASSESSMENT SCHEDULE:** Final assessment notices are sent out in Sept/Oct and are then certified to the County on November 15. If you choose to do so, after final assessment has been adopted by council, you will have an opportunity to pay off, or buy down, the assessment, without interest, before it's certified to County and added to your 2026 property taxes.

This project will be spread over 20 years at an *estimated* interest rate of 5.37%. Actual interest rate will be determined after the City has bonded for the project. Below are two examples of projected amortization of the assessment, if paid over the 20-year duration. **Note: Assessments can be paid off and paid down at any time without penalty.**

**EXAMPLE 1**

**SPECIAL ASSESSMENT AMORTIZATION SCHEDULE**

Special Assmt	
Principal	\$ 16,575
Rate	5.37%
Principal	\$ 829
Total Interest	\$ 9,346
Years	20

Year	Pymt #	Balance	Principal	Interest	Yearly Total	Monthly Budget
2026	1	16,575.00	828.75	890.08	1,718.83	143.24
2027	2	15,746.25	828.75	845.57	1,674.32	139.53
2028	3	14,917.50	828.75	801.07	1,629.82	135.82
2029	4	14,088.75	828.75	756.57	1,585.32	132.11
2030	5	13,260.00	828.75	712.06	1,540.81	128.40
2031	6	12,431.25	828.75	667.56	1,496.31	124.69
2032	7	11,602.50	828.75	623.05	1,451.80	120.98
2033	8	10,773.75	828.75	578.55	1,407.30	117.28
2034	9	9,945.00	828.75	534.05	1,362.80	113.57
2035	10	9,116.25	828.75	489.54	1,318.29	109.86
2036	11	8,287.50	828.75	445.04	1,273.79	106.15
2037	12	7,458.75	828.75	400.53	1,229.28	102.44
2038	13	6,630.00	828.75	356.03	1,184.78	98.73
2039	14	5,801.25	828.75	311.53	1,140.28	95.02
2040	15	4,972.50	828.75	267.02	1,095.77	91.31
2041	16	4,143.75	828.75	222.52	1,051.27	87.61
2042	17	3,315.00	828.75	178.02	1,006.77	83.90
2043	18	2,486.25	828.75	133.51	962.26	80.19
2044	19	1,657.50	828.75	89.01	917.76	76.48
2045	20	828.75	828.75	44.50	873.25	72.77
			16,575.00	9,345.81	25,920.81	

**EXAMPLE 2**

**SPECIAL ASSESSMENT AMORTIZATION SCHEDULE**

Special Assmt	
Principal	\$ 741
Rate	5.37%
Principal	\$ 37
Total Interest	\$ 418
Years	20

Year	Pymt #	Balance	Principal	Interest	Yearly Total	Monthly Budget
2026	1	741.20	37.06	39.80	76.86	6.41
2027	2	704.14	37.06	37.81	74.87	6.24
2028	3	667.08	37.06	35.82	72.88	6.07
2029	4	630.02	37.06	33.83	70.89	5.91
2030	5	592.96	37.06	31.84	68.90	5.74
2031	6	555.90	37.06	29.85	66.91	5.58
2032	7	518.84	37.06	27.86	64.92	5.41
2033	8	481.78	37.06	25.87	62.93	5.24
2034	9	444.72	37.06	23.88	60.94	5.08
2035	10	407.66	37.06	21.89	58.95	4.91
2036	11	370.60	37.06	19.90	56.96	4.75
2037	12	333.54	37.06	17.91	54.97	4.58
2038	13	296.48	37.06	15.92	52.98	4.42
2039	14	259.42	37.06	13.93	50.99	4.25
2040	15	222.36	37.06	11.94	49.00	4.08
2041	16	185.30	37.06	9.95	47.01	3.92
2042	17	148.24	37.06	7.96	45.02	3.75
2043	18	111.18	37.06	5.97	43.03	3.59
2044	19	74.12	37.06	3.98	41.04	3.42
2045	20	37.06	37.06	1.99	39.05	3.25
			741.20	417.90	1,159.10	

**CONSTRUCTION SCHEDULE:** Anticipated work schedule is between May–Oct. 2025. During construction, City will maintain project info on its website through an interactive map, which you can find by doing the following.



1. Go to [www.cityofmoorhead.com](http://www.cityofmoorhead.com) and click on button.

2. Below the map, click on “click here to enlarge the map”

3. Click on the project on the map you are interested in, and an information box will pop up.

Note: On the left-hand side of the screen, you can also click on the link to your project 24-A2-9 for additional project information.

**E-Notifications:** You can also sign up for electronic notifications to receive periodic updates regarding this specific project.

1. Go to [www.cityofmoorhead.com](http://www.cityofmoorhead.com)

2. Click on the **e-Notifications** at the top of the page then fill in the required information

3. Scroll to the News section of the page and check the project **24-A2-09 – 10 ½ St N**

4. Enter the verification code in the Code box and hit submit.



**Door Hangers:** Occasionally we may distribute printed door hangers to communicate important project information to you such as temporary parking restrictions or driveway access limitations. Please check your front doors periodically once construction begins.



**Mobility Concerns:** If mobility is a concern within your home, an individual is disabled, etc., please contact us ASAP so we can work to accommodate your needs during construction. The road and/or sidewalk will be removed in some areas. Please reach out if this is a concern.

To request this information in a different language, please contact: 218.299.5427

Para solicitar esta información en otro idioma, comuníquese con: 218.299.5427

Ji bo daxwaza vê agahdariyê bi zimanekî din, ji kerema xwe re têkiliyê pêve bikin: 218.299.5427

218.299.5427: اطلب هذه المعلومات بلغة مختلفة ، يرجى الاتصال بـ

Si aad u codsato macluumaadkan oo ku qoran luqad kale, fadlan la xirii: 218.299.5427

## RESOLUTION

### **Resolution to Order Improvements and Declare Intent to Assess Street & Utility Improvements on 10-1/2 Street North (Eng. No. 24-A2-09)**

WHEREAS, pursuant to a resolution of the City Council adopted on June 24, 2024 a Preliminary Engineering Report has been prepared by City staff under the direction of the City Engineer with reference to proposed Street & Utility Improvements on 10-1/2 Street North (Eng. No. 24-A2-09); and

WHEREAS, pursuant to a resolution of the City Council adopted January 13, 2025, the City Council received the report from the City Engineer and fixed a date of February 24, 2025 for a Public Hearing on the proposed improvements; and

WHEREAS, the City Planning Commission reviewed the proposed improvement on December 2, 2024, and found it to be in compliance with the City's Comprehensive Plan; and

WHEREAS, ten days' mailed notice and ten days' published notice of the hearing was given, and the hearing was held thereon on the 24<sup>th</sup> day of February 2025, at which all persons desiring to be heard were given an opportunity to be heard thereon.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead, Minnesota:

1. Such improvements are necessary, cost-effective, and feasible, and should best be combined into a single project for optimal bidding and construction management purposes as detailed in the Preliminary Engineering Report.
2. The City's Planning Commission has reviewed the proposed capital improvement and reported in writing to the Council its findings as to compliance of the proposed improvement with the Comprehensive Municipal Plan.
3. Such improvements are hereby ordered as proposed in the Council resolution adopted January 13, 2025.
4. The City Council declares its official intent to reimburse itself for the costs of the improvement from the proceeds of tax-exempt bonds.

PASSED: February 24, 2025 by the City Council of the City of Moorhead.

APPROVED BY:

ATTEST:

\_\_\_\_\_  
Michelle (Shelly) A. Carlson, Mayor

\_\_\_\_\_  
Christina Rust, City Clerk

## RESOLUTION

### Resolution to Award Bid for Street & Utility Improvements on 10-1/2 Street North (Eng. No. 24-A2-09)

WHEREAS, bids were received, opened and tabulated according to law, and the following bids were received:

<b><u>Bidder</u></b>	<b><u>Bid</u></b>
<b>Sellin Brothers, Inc.</b>	<b>\$922,044.00</b>
Hough, Inc.	\$940,304.73
Border States Paving, Inc.	\$946,782.13
KPH, Inc.	\$972,741.00
Key Contracting, Inc.	\$997,877.00
J. R. Ferche, Inc.	\$1,043,536.10
Dakota Underground Company	\$1,099,161.80
Central Specialties, Inc.	\$1,120,610.69
Northern Improvement Company	\$1,138,591.60
Williams Excavation, LLC	\$1,345,597.30
<b>Engineer's Estimate</b>	<b>\$952,084.00</b>

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead, Minnesota that:

1. It is found, determined and declared that the lowest responsive, responsible bid with respect to the proposed improvement was received from Sellin Brothers, Inc. of Hawley, MN in the amount of \$922,044.00. Said bid is in all respects in accordance with the plans and specifications heretofore approved by the City Council. Thus, said bid is hereby in all things approved and accepted.
2. The project will be financed through the PIR fund with a portion of the cost to be assessed to the benefiting properties in accordance with the City's Special Assessment Policy. The project funding includes Federal funds and funds that were included in the 2025 Stormwater Utility budget for this project. The balance will be paid as a City share with debt service on the City share paid through the general property tax levy.
3. The Mayor and City Manager are hereby authorized and directed to enter into a Contract with Sellin Brothers, Inc. of Hawley, MN, for Street & Utility Improvements on 10-1/2 Street North (Eng. No. 24-A2-09), according to the plans and specifications therefore approved by the City Council and on file in the office of the City Engineer.
4. The City Clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bid, except the deposits of the successful bidder and the next lowest bid shall be retained until a contract has been signed.
5. The City Manager is hereby authorized to approve minor extra work orders and change orders as necessary to satisfactorily complete the work up to a cumulative total not-to-exceed 5% (\$46,102.20) of the total contract amount.

PASSED: February 24, 2025 by the City Council of the City of Moorhead.

APPROVED BY:

ATTEST:

\_\_\_\_\_  
Michelle (Shelly) A. Carlson, Mayor

\_\_\_\_\_  
Christina Rust, City Clerk



## City Council Communication

---

February 24, 2025

**SUBJECT:**

Resolution to Approve Amendment to the Tax Incentive Agreement for WK Properties LLC to transfer the benefit of their tax incentive to Corwin Brothers Properties LLC for a project located at 2911 11 Street South (58.163.0040)

**RECOMMENDATION:**

The Mayor and City Council are asked to approve an Amendment to the Tax Incentive Agreement for Corwin Brothers Properties LLC to receive any remaining tax incentive benefits for the project located at 2911 11 St S (58.163.0040).

**BACKGROUND/KEY POINTS:**

On September 14, 2015, Moorhead City Council held a public hearing and approved an “Urban Progress Zone” property tax exemption for WK Properties LLC to construct 33,000 square foot car dealership and automotive repair center located at 2911 11 Street South. A building permit was issued in March 2016 and construction was substantially complete in 2017.

In December 2024, WK Properties LLC transferred the property to Corwin Brothers Properties LLC and is requesting an Amendment to the approved Tax Incentive Agreement to reflect that ownership change and transfer the remaining property tax exemption

**Remaining Exemption Term:**

The project qualified for a 8-year exemption beginning in tax payable year 2018. There is one year remaining in the exemption term.

***Therefore, if approved, Corwin Brothers Properties LLC would receive the remaining 1 year of a 8-year property tax exemption with an estimated maximum benefit of approximately \$76,366. (\$4,772,900 assessed building value x 1.6% effective tax rate x 1 year)***

**FINANCIAL CONSIDERATIONS:**

A property tax exemption is revenue foregone for a period of time on the Project’s new assessed building value. The land value remains taxable for the duration of the exemption term.

**Voting Requirements:** 3/4 of Council (6)

**Submitted By:**

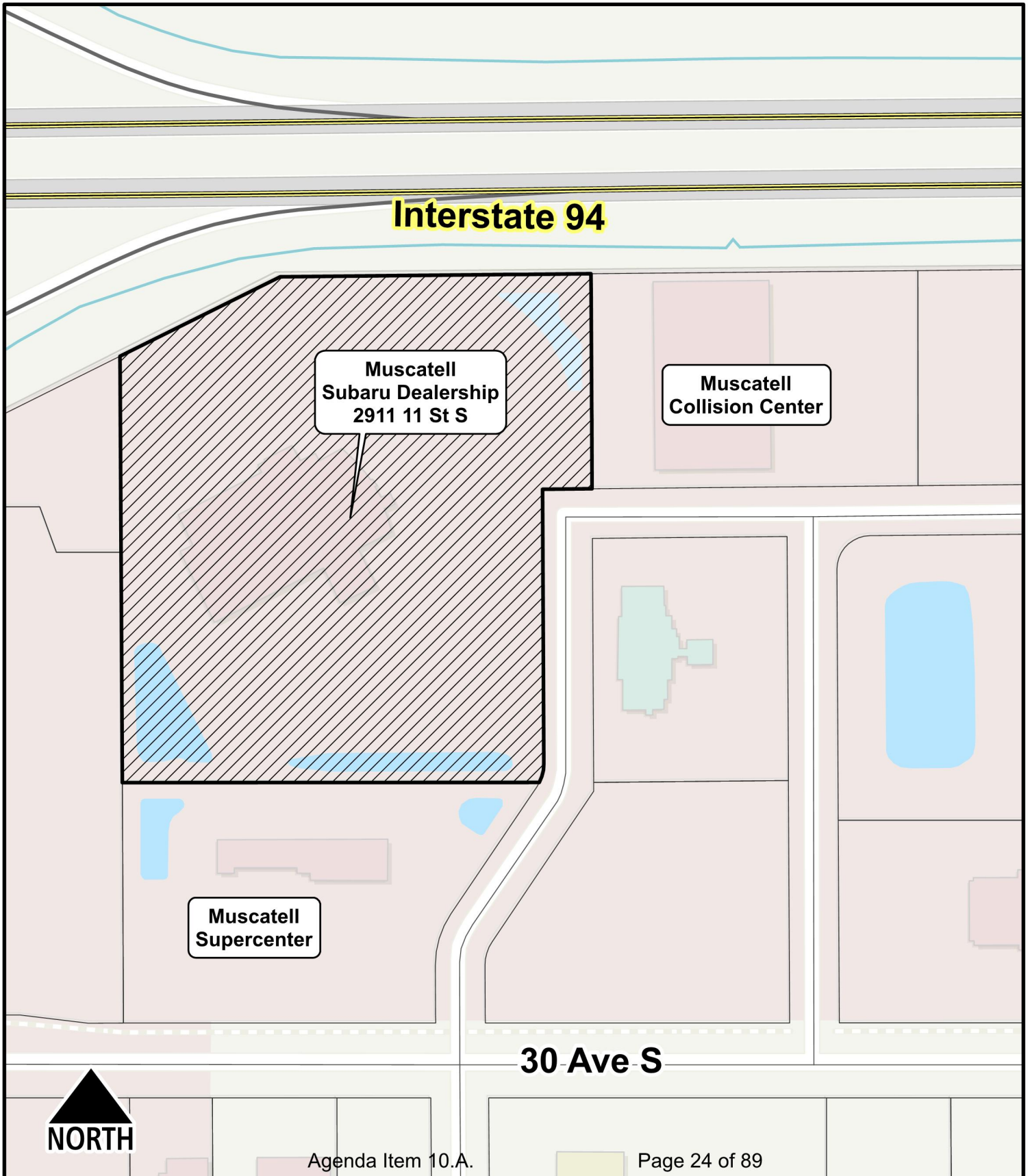
Dan Mahli, City Manager

Amy Thorpe, Economic Development Program Administrator

**Attachments:** General Location Map  
Draft Resolution

# GENERAL LOCATION MAP

Project Operator: WK Properties LLC  
Project: Muscatell Subaru Dealership  
Address: 2911 11 St S  
Parcel ID: 58.163.0040



## RESOLUTION

### **Resolution to Approve Amendment to the Tax Incentive Agreement for WK Properties LLC to transfer benefit to Corwin Brothers Properties LLC**

WHEREAS, the City Council approved a property tax exemption and related Tax Incentive Agreement on September 17, 2015, for WK Properties LLC to expand their business and construct a 33,000 square foot car dealership and automotive repair center (the "Project") located at 2911 11 St S (58.163.0040); and

WHEREAS, WK Properties LLC transferred title of the property to Corwin Brothers Properties LLC and is requesting an Amendment to their Tax Incentive Agreement to transfer any remaining benefit to Corwin Brothers Properties LLC; and

WHEREAS, all other terms of the Tax Incentive Agreement remain the same; and

WHEREAS, granting a tax incentive is in the best interest of the City of Moorhead to enhance the property tax base and create new jobs.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead that:

1. The City Council of the City of Moorhead hereby grants an amendment to the Tax Incentive Agreement to update the name of the Project Operator from WK Properties LLC to Corwin Brothers Properties LLC; and
2. The Mayor and City Manager are hereby authorized and directed to execute an amendment to the Tax Incentive Agreement on file by and between the City of Moorhead and WK Properties LLC, and any other necessary documents to effectuate the transfer of benefit.
3. All other terms and conditions found in the original Tax Incentive Agreement remain in full force and effect.

PASSED: February 24, 2025 by the City Council of the City of Moorhead.

APPROVED BY:

ATTEST:

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Michelle (Shelly) A. Carlson, Mayor

---

Christina Rust, City Clerk



## City Council Communication

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February 24, 2025

**SUBJECT:**

Resolution to Approve Amendment to the Tax Incentive Agreement for Muscatell Properties LLC to transfer the benefit of their tax incentive to Corwin Brothers Properties LLC for a project located at 1120 29<sup>th</sup> Avenue South (58.163.0030)

**RECOMMENDATION:**

The Mayor and City Council are asked to approve an Amendment to the Tax Incentive Agreement for Corwin Brothers Properties LLC to receive any remaining tax incentive benefits for the project located at 1120 29<sup>th</sup> Avenue South (58.163.0030).

**BACKGROUND/KEY POINTS:**

On August 26, 2019, Moorhead City Council held a public hearing and approved a property tax exemption for Muscatell Properties LLC to construct 30,800 square foot car dealership and automotive repair center located at 2911 11 Street South. A building permit was issued in April 2020 and construction was substantially complete in 2020.

In December 2024, Muscatell Properties LLC transferred the property to Corwin Brothers Properties LLC and is requesting an Amendment to the approved Tax Incentive Agreement to reflect that ownership change and transfer the remaining property tax exemption.

**Remaining Exemption Term:**

The project qualified for a 5-year exemption beginning in tax payable year 2022. There are two years remaining in the exemption term.

***Therefore, if approved, Corwin Brothers Properties LLC would receive the remaining 2 years of a 5-year property tax exemption with an estimated maximum benefit of approximately \$129,574. (\$4,049,200 assessed building value x 1.6% effective tax rate x 2 years)***

**FINANCIAL CONSIDERATIONS:**

A property tax exemption is revenue foregone for a period of time on the Project's new assessed building value. The land value remains taxable for the duration of the exemption term.

**Voting Requirements:** 3/4 of Council (6)

**Submitted By:**

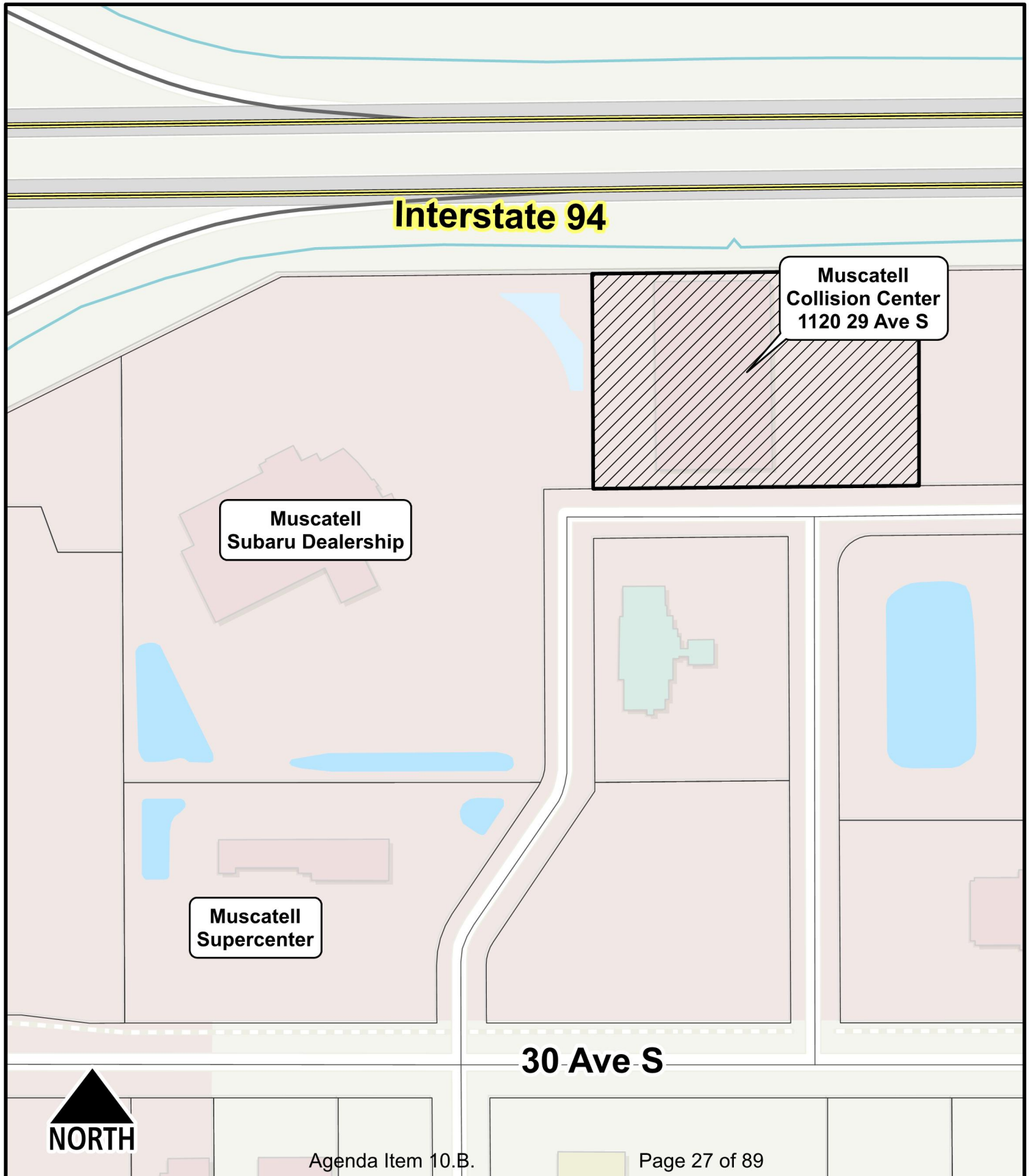
Dan Mahli, City Manager

Amy Thorpe, Economic Development Program Administrator

**Attachments:** General Location Map  
Draft Resolution

# GENERAL LOCATION MAP

Project Operator: Muscatell Properties LLC  
Project: Muscatell Collision Center  
Address: 1120 29 Ave S  
Parcel ID: 58.163.0030



## RESOLUTION

### **Resolution to Approve Amendment to the Tax Incentive Agreement for Muscatell Properties LLC to transfer benefit to Corwin Brothers Properties LLC**

WHEREAS, the City Council approved a property tax exemption and related Tax Incentive Agreement on August 26, 2019, for Muscatell Properties LLC to expand their business and construct a 30,800 square foot, precast concrete building to operate Muscatell Collision Center (the "Project") located at 1120 29 Ave S (58.163.0030); and

WHEREAS, Muscatell Properties LL transferred title of the property to Corwin Brothers Properties LLC and is requesting an Amendment to their Tax Incentive Agreement to transfer any remaining benefit to Corwin Brothers Properties LLC; and

WHEREAS, all other terms of the Tax Incentive Agreement remain the same; and

WHEREAS, granting a tax incentive is in the best interest of the City of Moorhead to enhance the property tax base and create new jobs.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead that:

1. The City Council of the City of Moorhead hereby grants an amendment to the Tax Incentive Agreement to update the name of the Project Operator from Muscatell Properties LLC to Corwin Brothers Properties LLC; and
2. The Mayor and City Manager are hereby authorized and directed to execute an amendment to the Tax Incentive Agreement on file by and between the City of Moorhead and Muscatell Properties LLC, and any other necessary documents to effectuate the transfer of benefit.
3. All other terms and conditions found in the original Tax Incentive Agreement remain in full force and effect.

PASSED: February 24, 2025 by the City Council of the City of Moorhead.

APPROVED BY:

ATTEST:

\_\_\_\_\_  
Michelle (Shelly) A. Carlson, Mayor

\_\_\_\_\_  
Christina Rust, City Clerk



## City Council Communication

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February 24, 2025

### **SUBJECT:**

Resolution to Approve Amendment to the Tax Incentive Agreement for Vanne' Moorhead LLC to transfer the benefit of their tax incentive to Lincoln Crossing LLP for a project located at 1530 1<sup>st</sup> Ave N (58.721.0060)

### **RECOMMENDATION:**

The Mayor and City Council are asked to approve an Amendment to the Tax Incentive Agreement for Lincoln Crossing LLP to receive any remaining tax incentive benefits for the project located at 1530 1<sup>st</sup> Ave N (58.721.0060).

### **BACKGROUND/KEY POINTS:**

On February 10, 2020, Moorhead City Council held a public hearing and approved a "Renaissance Zone" property tax exemption for Vanne' Moorhead LLC to construct a 5-story, mixed-use commercial building located at 1530 1<sup>st</sup> Ave N. A building permit was issued in May 2020, and construction was substantially complete in 2021 with final project completion in 2023.

Contamination Cleanup – It should be noted that the site had a substantial amount of contamination which was a known issue from the beginning of the project but did slow the construction process. In December 2020, the City received a DEED Contamination Cleanup Grant award in the amount of \$139,157 to clean up the site.

In January 2025, Vanne' Moorhead LLC transferred the property to Lincoln Crossing LLP and is requesting an Amendment to the approved Tax Incentive Agreement to reflect that ownership change and transfer the remaining property tax exemption.

### **Remaining Exemption Term:**

The project qualified for a 15-year tiered exemption, as follows:

- 100% exemption from taxes payable in 2023-2027 – 3 years remaining
- 75% exemption from taxes payable in 2028-2032 – 5 years remaining
- 50% exemption from taxes payable in 2033-2037 – 5 years remaining

***Therefore, if approved, Lincoln Crossings LLP would receive the remaining 13 years of a 15-year property tax exemption with an estimated maximum benefit of approximately \$762,550.***

### **FINANCIAL CONSIDERATIONS:**

A property tax exemption is revenue foregone for a period of time on the Project's new assessed building value. The land value remains taxable for the duration of the exemption term.

**Voting Requirements:** 3/4 of Council (6)



## City Council Communication

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February 24, 2025

**Submitted By:**

Dan Mahli, City Manager

Amy Thorpe, Economic Development Program Administrator

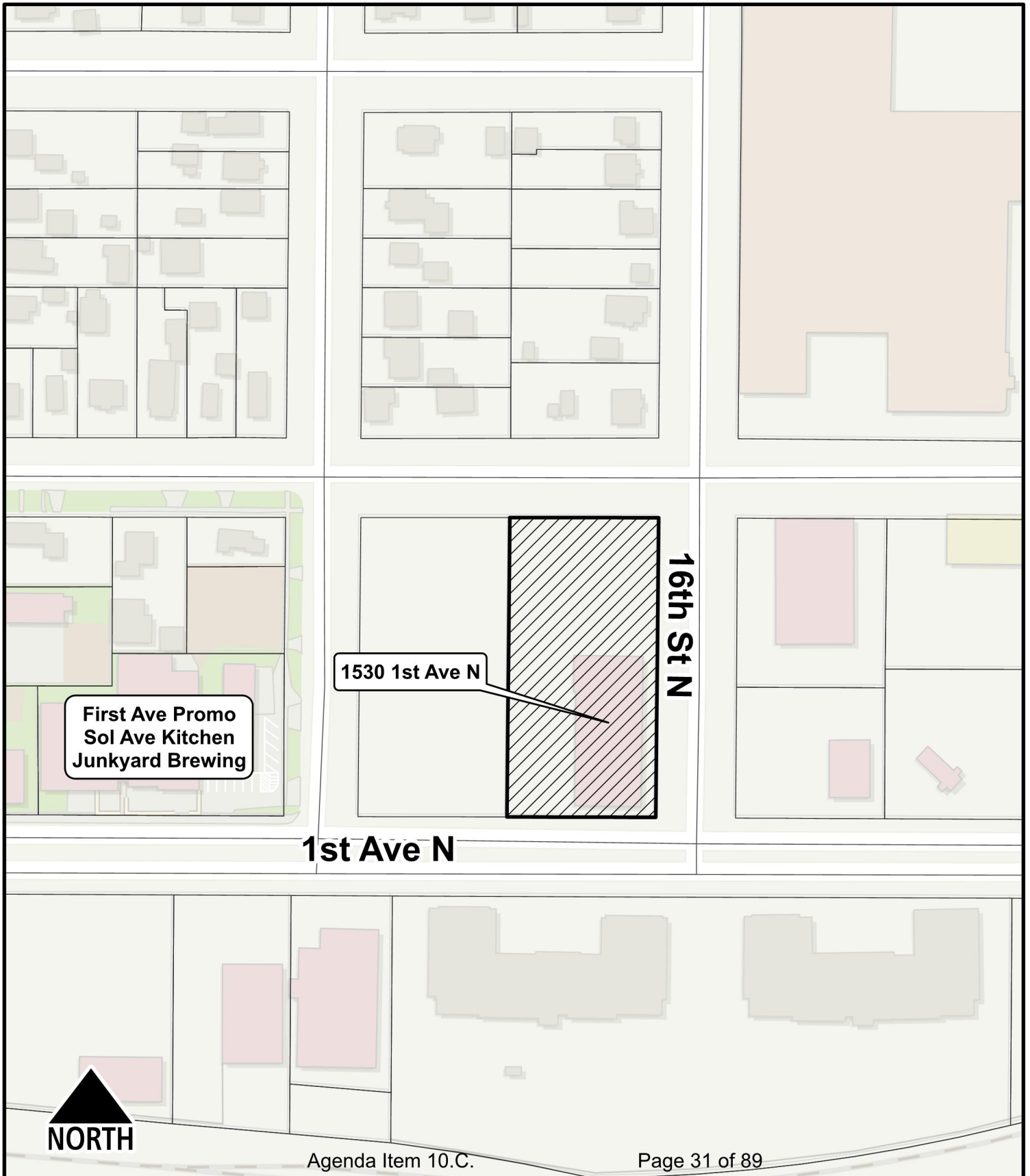
**Attachments:** General Location Map  
Draft Resolution

# GENERAL LOCATION MAP

Project Operator: Vanne' Moorhead LLC

Address: 1530 1st Ave N

Parcel ID: 58.721.0060



## RESOLUTION

### **Resolution to Approve Amendment to the Tax Incentive Agreement for Vanne' Moorhead LLC to transfer benefit to Lincoln Crossing LLP**

WHEREAS, the City Council approved a property tax exemption and related Tax Incentive Agreement on February 11, 2020, for Vanne' Moorhead LLC to expand their business and construct a five-story, commercial mixed-use building with underground parking and a minimum investment threshold of \$175+ per square foot (in accordance with Moorhead's Renaissance Zone Policy) (the "Project") located at 1530 1<sup>st</sup> Ave. N. (58.721.0060); and

WHEREAS, Vanne' Moorhead LLC transferred title of the property to Lincoln Crossing LLP and is requesting an Amendment to their Tax Incentive Agreement to transfer any remaining benefit to Lincoln Crossing LLP; and

WHEREAS, all other terms of the Tax Incentive Agreement remain the same; and

WHEREAS, granting a tax incentive is in the best interest of the City of Moorhead to enhance the property tax base and create new jobs.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead

1. The City Council of the City of Moorhead hereby grants an amendment to the Tax Incentive Agreement to update the name of the Project Operator from Vanne' Moorhead LLC to Lincoln Crossing LLP; and
2. The Mayor and City Manager are hereby authorized and directed to execute an amendment to the Tax Incentive Agreement on file by and between the City of Moorhead and Vanne' Moorhead LLC, and any other necessary documents to effectuate the transfer of benefit.
3. All other terms and conditions found in the original Tax Incentive Agreement remain in full force and effect.

PASSED: February 24, 2025 by the City Council of the City of Moorhead.

APPROVED BY:

ATTEST:

\_\_\_\_\_  
Michelle (Shelly) A. Carlson, Mayor

\_\_\_\_\_  
Christina Rust, City Clerk



## City Council Communication

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February 24, 2025

### **SUBJECT:**

Resolution to Approve Amendment to the Tax Incentive Agreement for Macpine Stravage LLC to transfer the benefit of their tax incentive to Tolton Real Estate LLC for a project located at 3380 43 St S (58.424.0070)

### **RECOMMENDATION:**

The Mayor and City Council are asked to approve an Amendment to the Tax Incentive Agreement for Tolton Real Estate LLC to receive any remaining tax incentive benefits for the project located at 3380 43 St S (58.424.0070).

### **BACKGROUND/KEY POINTS:**

On September 12, 2022, Moorhead City Council held a public hearing and approved a property tax exemption for Macpine Stravage LLC to construct a 13,300 square foot, 3-unit, multi-tenant commercial building located at 3380 43 St S. A building permit was issued on October 27, 2022, and construction continued through 2023.

Today, Macpine Stravage LLC has an open purchase agreement to sell the property to Tolton Real Estate LLC, an Iowa-based company. Tolton Real Estate LLC, doing business as Duke Rentals, will also purchase the adjacent city-owned property (4350 34<sup>th</sup> Ave S) for their equipment rental operation. An amendment to the signed Tax Incentive Agreement is needed to transfer the remaining tax incentives to the new property owner. All other terms and conditions, including job retention or creation goals, will remain the same.

### **Remaining Exemption Term:**

The term of a property tax exemption is based upon the new assessed building value as determined by the City Assessor upon building completion. The assessed building value created by this project was \$1,145,400 in assessment year 2024 (payable year 2025) which qualified the project for a 5-year property tax exemption. The exemption term started in payable year 2025 and continues through payable year 2029.

***Therefore, if approved, Tolton Real Estate would receive a 5-year property tax exemption with an estimated benefit of \$91,632 (\$1,145,400 value x 1.6% effective tax rate x 5 years.)***

### **FINANCIAL CONSIDERATIONS:**

A property tax exemption is revenue foregone for a period of time on the Project's new assessed building value. The land value remains taxable for the duration of the exemption term.

**Voting Requirements:** 3/4 of Council (6)

### **Submitted By:**

Dan Mahli, City Manager

Amy Thorpe, Economic Development Program Administrator

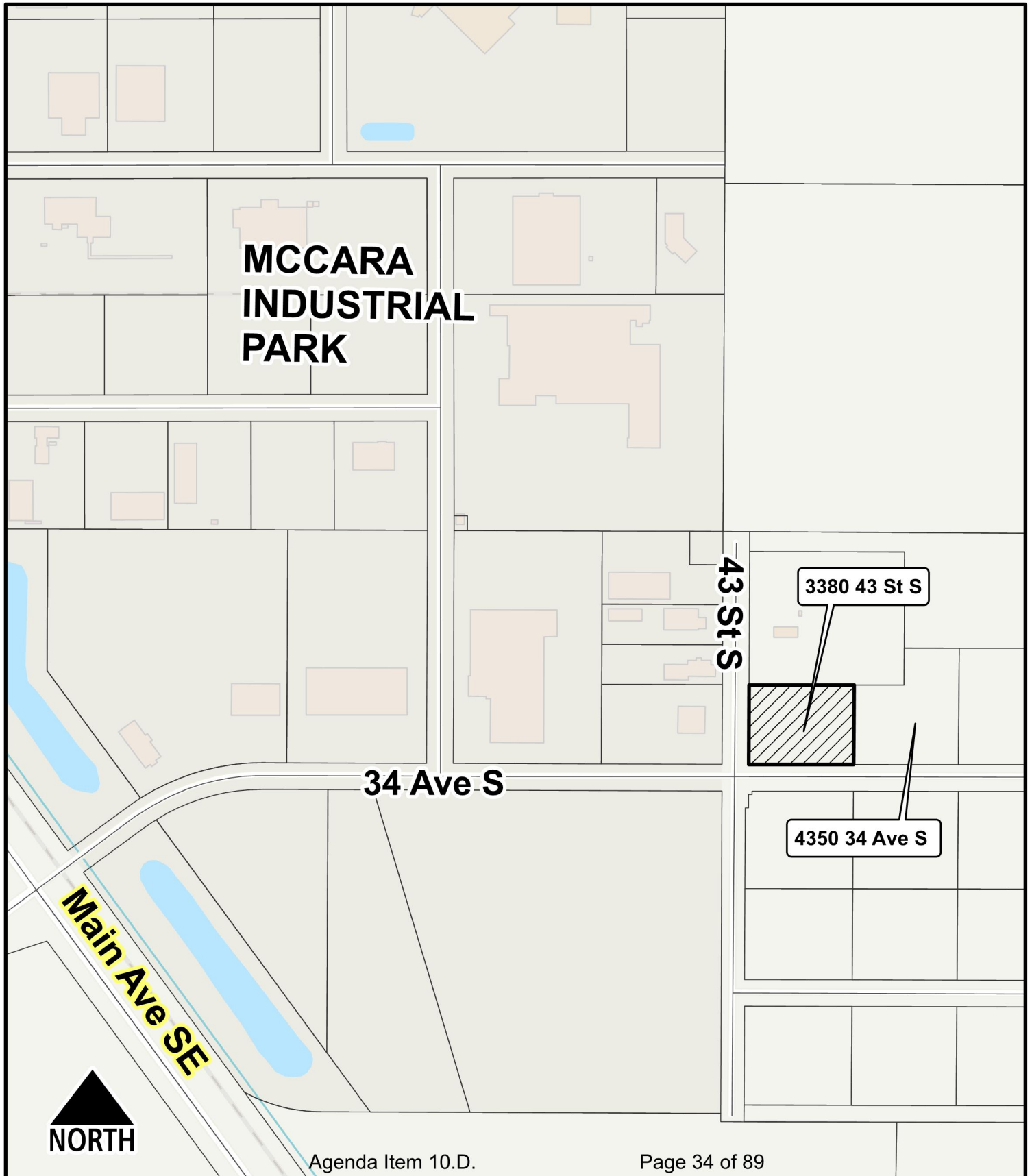
**Attachments:** General Location Map, Draft Resolution

# GENERAL LOCATION MAP

Project Operator: Macpine Stravage LLC

Address: 3380 43 St S

Parcel ID: 58.424.0070



## RESOLUTION

### **Resolution to Approve Amendment to a Tax Incentive Agreement for the Transfer of Benefit from Macpine Stravage LLC to Tolton Real Estate LLC for a Project located at 3380 43 St S (58.424.0070)**

WHEREAS, the City Council approved a property tax exemption and related Tax Incentive Agreement on September 12, 2022, for Macpine Stravage LLC to construct a 13,300 square foot, commercial multi-tenant building (the "Project") located at 3380 43 St. S. (58.424.0070); and

WHEREAS, Macpine Stravage LLC has an open purchase agreement to sell the property to Tolton Real Estate LLC (doing business as Duke Rentals) and desires to transfer the benefit of their Tax Incentive Agreement to the buyer, Tolton Real Estate LLC; and

WHEREAS, all other terms of the Tax Incentive Agreement remain the same; and

WHEREAS, granting a tax incentive is in the best interest of the City of Moorhead to enhance the property tax base and create new jobs.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead that:

1. The City Council of the City of Moorhead hereby grants an amendment to the Tax Incentive Agreement to transfer the benefit of the property tax exemption to a new Project Operator, Tolton Real Estate LLC; and
2. The Mayor and City Manager are hereby authorized and directed to execute an amendment to the Tax Incentive Agreement on file by and between the City of Moorhead and Macpine Stravage LLC.
3. All other terms and conditions found in the original Tax Incentive Agreement remain in full force and effect.

PASSED: February 24, 2025 by the City Council of the City of Moorhead.

APPROVED BY:

ATTEST:

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Michelle (Shelly) A. Carlson, Mayor

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Christina Rust, City Clerk



## City Council Communication

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February 24, 2025

**SUBJECT:**

Resolution to Approve Amendment to the Tax Incentive Agreement for Fun & Games LLC to transfer the benefit of their tax incentive to FG Properties LLC for a project located at 1625 Main Ave SE (58.752.0020)

**RECOMMENDATION:**

The Mayor and City Council are asked to approve an Amendment to the Tax Incentive Agreement for FG Properties LLC to receive any remaining tax incentive benefits for a project located at 1625 Main Ave SE (58.752.0020).

**BACKGROUND/KEY POINTS:**

On November 25, 2024, Moorhead City Council held a public hearing and approved a property tax exemption for Fun & Games LLC to construct a new commercial building located at 1625 Main Ave SE. A building permit has not been issued as of the date of this communication. Construction is expected to begin in spring 2025.

Fun & Games LLC changed the legal name of their real estate holding company from Fun & Games LLC to FG Properties LLC and is requesting an Amendment to the approved Tax Incentive Agreement to reflect that name change.

**Remaining Exemption Term:**

A building permit has not been issued for this project as of the date of this communication. The term of a property tax exemption is based upon the new assessed building value as determined by the City Assessor upon building completion. The assessed building value created by this project was estimated at \$300,000 which qualifies the project for a 3-year property tax exemption.

***Therefore, if approved, FG Properties LLC would receive a 3-year property tax exemption with an estimated benefit of \$14,400 (\$300,000 value x 1.6% effective tax rate x 3 years.)***

**FINANCIAL CONSIDERATIONS:**

A property tax exemption is revenue foregone for a period of time on the Project's new assessed building value. The land value remains taxable for the duration of the exemption term.

**Voting Requirements:** 3/4 of Council (6)

**Submitted By:**

Dan Mahli, City Manager

Amy Thorpe, Economic Development Program Administrator

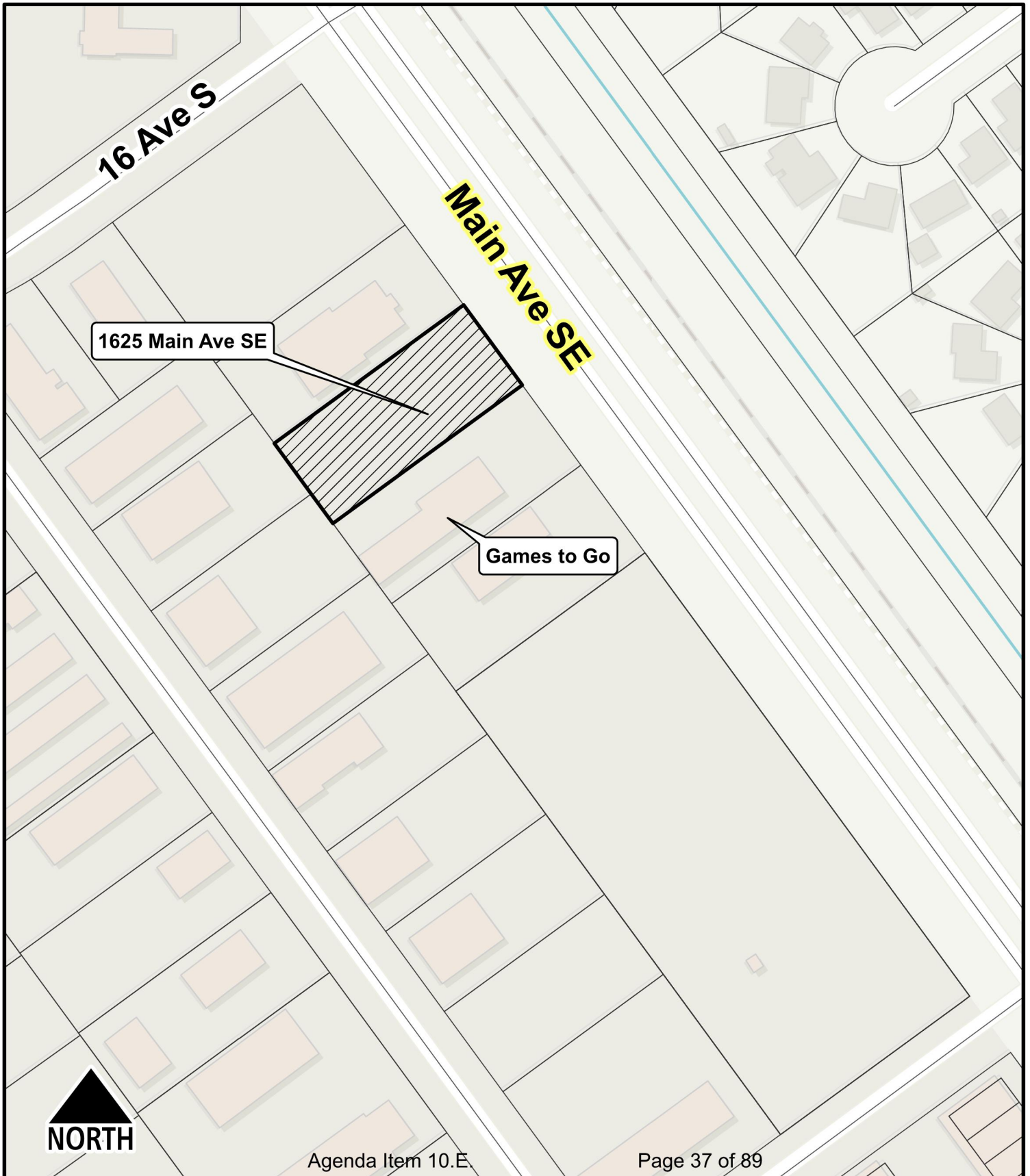
**Attachments:** General Location Map  
Draft Resolution

# GENERAL LOCATION MAP

Project Operator: Fun & Games LLC

Address: 1625 Main Ave SE

Parcel ID: 58.752.0020



## RESOLUTION

### **Resolution to Approve Amendment to the Tax Incentive Agreement for Fun & Games LLC to transfer benefit to FG Properties LLC**

WHEREAS, the City Council approved a property tax exemption and related Tax Incentive Agreement on November 25, 2024, for Fun & Games LLC to expand their business and construct a second (4,200 sf) commercial building to support their business Games to Go (the "Project") located at 1625 Main Ave SE (58.752.0020); and

WHEREAS, Fun & Games LLC changed the legal name of their real estate holding company and transferred their property from Fun & Games LLC to FG Properties LLC and is requesting an Amendment to their Tax Incentive Agreement to reflect that name change; and

WHEREAS, all other terms of the Tax Incentive Agreement remain the same; and

WHEREAS, granting a tax incentive is in the best interest of the City of Moorhead to enhance the property tax base and create new jobs.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead

1. The City Council of the City of Moorhead hereby grants an amendment to the Tax Incentive Agreement to update the name of the Project Operator from Fun & Games LLC to FG Properties LLC; and
2. The Mayor and City Manager are hereby authorized and directed to execute an amendment to the Tax Incentive Agreement on file by and between the City of Moorhead and Fun & Games LLC, and any other necessary documents to effectuate the transfer of benefit.
3. All other terms and conditions found in the original Tax Incentive Agreement remain in full force and effect.

PASSED: February 24, 2025 by the City Council of the City of Moorhead.

APPROVED BY:

ATTEST:

\_\_\_\_\_  
Michelle (Shelly) A. Carlson, Mayor

\_\_\_\_\_  
Christina Rust, City Clerk



## City Council Communication

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February 24, 2025

**SUBJECT:**

Resolution to Approve Plans & Specifications and Authorize Advertisement for Bids for 9th Ave S, 10th Ave S and 16th St S Area Street Improvements (Eng. No. 25-A2-01)

**RECOMMENDATION:**

The Mayor and City Council are asked to consider a resolution to approve plans & specifications and authorize advertisement for bids for 9th Ave S, 10th Ave S and 16th St S Area Street Improvements (Eng. No. 25-A2-01).

**BACKGROUND/KEY POINTS:**

The proposed project area includes 9 Ave S from 14 to 17 St, 10 Ave S from 14 to 16 St, and 16 St S from 9 to 12 Ave S (map attached). These streets are included in the City's 2025-2029 Capital Improvement Plan and are scheduled for construction of improvements in 2025.

On December 9, 2024, the City Council ordered the preparation of the Preliminary Engineer's Report (PER), to consider making improvements to these streets. The report was completed by City staff under the direction of the City Engineer and made recommendations to do full pavement rehabilitation of these streets and to coordinate with Moorhead Public Service who will be replacing cast iron water mains in advance of construction. The report was received by the Council on January 27, 2025. Following receipt of the report, the Council ordered preparation of plans & specifications for the making of the recommended improvements as proposed in the report.

The City Engineering Department has prepared plans & specifications for the proposed improvements under the direction of the City Engineer. The streets within this project area have been combined into one contract to simplify construction administration and maximize the economy of scale, while keeping the total contract size to a scope that is suitable for most local contractors. City staff recommends that the Council approve the plans & specifications and authorize advertisement for bids.

On February 14, 2025 a virtual a public informational presentation was made available on the City website. The public informational presentation was intended to solicit resident/owner feedback prior to receiving bids. A letter was mailed to the abutting property owners notifying them of the presentation, how to contact staff to ask questions or submit comments regarding the proposed design, and requesting feedback by February 28, 2025. If any changes are recommended by the City Engineer in response to resident feedback, they can be incorporated into the plans prior to receiving bids. At the time this report was prepared, staff had not received calls in response to the presentation.



## City Council Communication

February 24, 2025

Below is an outline of the proposed project schedule.

PROJECT SCHEDULE	
Activity	Date
Order Preliminary Engineer's Report	December 9, 2024
Receive Engineer's Report, Order Plans & Specs, and Call for a Public Hearing	January 27, 2025
Approve Plans & Specs and Authorize Ad for Bids	February 24, 2025
Receive Bids	March 19, 2025
Hold Public Hearing, Order Improvements, Declare Intent to Assess & Award Bid	March 24, 2025
Anticipated Construction Schedule	May – Sept., 2025
Hold Assessment Hearing	Fall 2025

### **FINANCIAL CONSIDERATIONS:**

The cost of the above requested actions is negligible at this time, and consists of printing and mailing costs. The total project cost, including contingencies and fees, is preliminarily estimated at \$1,570,000. It is proposed to finance the project through the PIR Fund using a General Obligation Improvement Bond, and to assess approximately \$370,620 of the total project cost to the benefiting properties in accordance with the City's Special Assessment Policy. The balance of the project cost (\$1,199,380) will be paid as a City share.

**Voting Requirements:** Majority of Quorum

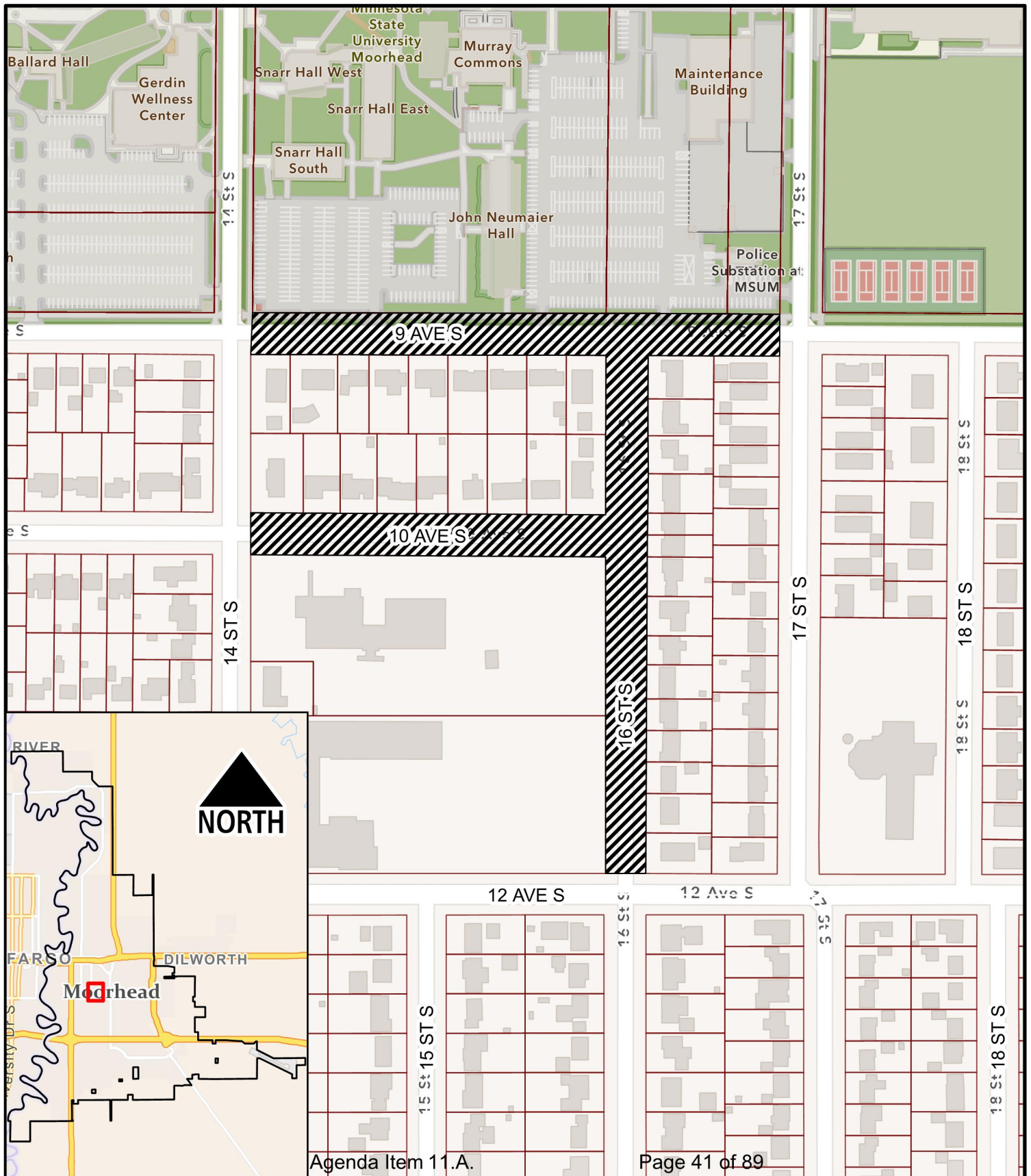
**Submitted By:**

Dan Mahli, City Manager  
Tom Trowbridge, City Engineer

**Attachments:** Location Map

 STREET IMPROVEMENTS

Street Improvements on 9 Ave S,  
10 Ave S, and 16 ST S in Borstad's First Addition.



## RESOLUTION

### **Resolution to Approve Plans & Specifications and Authorize Advertisement for Bids for 9th Ave S, 10th Ave S and 16th St S Area Street Improvements (Eng. No. 25-A2-01)**

WHEREAS, pursuant to a resolution passed by the City Council on January 27, 2025, City staff has prepared plans & specifications for 9<sup>th</sup> Ave S, 10<sup>th</sup> Ave S and 16<sup>th</sup> St S Area Street Improvements (Eng. No. 25-A2-01) under the direction of the City Engineer and such plans are presented to the Council for approval.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead as follows:

1. Such plans & specifications, a copy of which is on file in the office of the City Engineer, are hereby approved.
2. The City Engineer shall prepare and cause to be published on the official websites an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published a minimum of 21 days before the scheduled bid opening. The advertisement shall specify the work to be done, shall state the time and place that the bids will be opened, and shall state that no bids will be considered unless sealed and filed with the City Engineer and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the City of Moorhead for 5 percent of the amount of such bid.

PASSED: February 24, 2025 by the City Council of the City of Moorhead.

APPROVED BY:

ATTEST:

\_\_\_\_\_  
Michelle (Shelly) A. Carlson, Mayor

\_\_\_\_\_  
Christina Rust, City Clerk



## City Council Communication

February 24, 2025

### **SUBJECT:**

Resolution to Approve Plans & Specifications and Authorize Advertisement for Bids for Prairie Parkway 2nd Addition Underground Utility Improvements (Eng. No. 25-A6-02)

### **RECOMMENDATION:**

The Mayor and City Council are asked to consider a resolution to approve the plans & specifications and authorize advertisement for bids for the above-referenced project.

### **BACKGROUND/KEY POINTS:**

On September 23, 2024, the City Council approved the final plat for Prairie Parkway 2nd Addition, a 30 acre, 7-lot mixed-use subdivision. The Developer intends to have the City install the public infrastructure and to assess 100% of the cost to his benefiting property in accordance with Minnesota Statutes Annotated, Chapter 429 (MS §429). On January 13, 2025 the Council ordered the preparation of plans & specifications for the proposed improvements. In accordance with the Developer's schedule, the intent is to construct the underground utilities this summer, and to complete the street improvements and the stormwater pond in 2026 and 2027, respectively. The City Engineering Department has completed the plans and specifications for the proposed underground utility improvements under the direction of the City Engineer. Staff recommends that the Council approve the plans and specifications and authorize the advertisement for bids.

Below is an outline of the proposed project schedule.

PROJECT SCHEDULE	
Activity	Date
Order Preliminary Engineer's Report	12-09-2024
Receive Engineer's Report, Order Plans & Specs	01-13-2025
Approve Plans & Specs and Authorize Ad for Bids for Underground Utilities	02-24-2025
Receive Bids	03-26-2025
Receive Petitions, Order Improvements, Declare Intent to Assess & Award Bid	04-14-2025
Anticipated Construction Schedule for Underground Utilities	May-Oct., 2025
Hold Assessment Hearing	Spring, 2026
Bid and construct street improvements	2026
Bid and construct stormwater pond improvements	2027

### **FINANCIAL CONSIDERATIONS:**

The cost of tonight's actions is minimal (less than \$1,000 for the printing and mailing costs). Ultimately, if the project is ordered and constructed as proposed, the total project cost, including contingencies and fees is preliminarily estimated to be in the range of \$900,000 to \$1,100,000. The project is proposed to be financed through the PIR fund, and 100% of the total project cost will be assessed to the benefiting property.

**Voting Requirements:** Majority of Quorum



## City Council Communication

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February 24, 2025

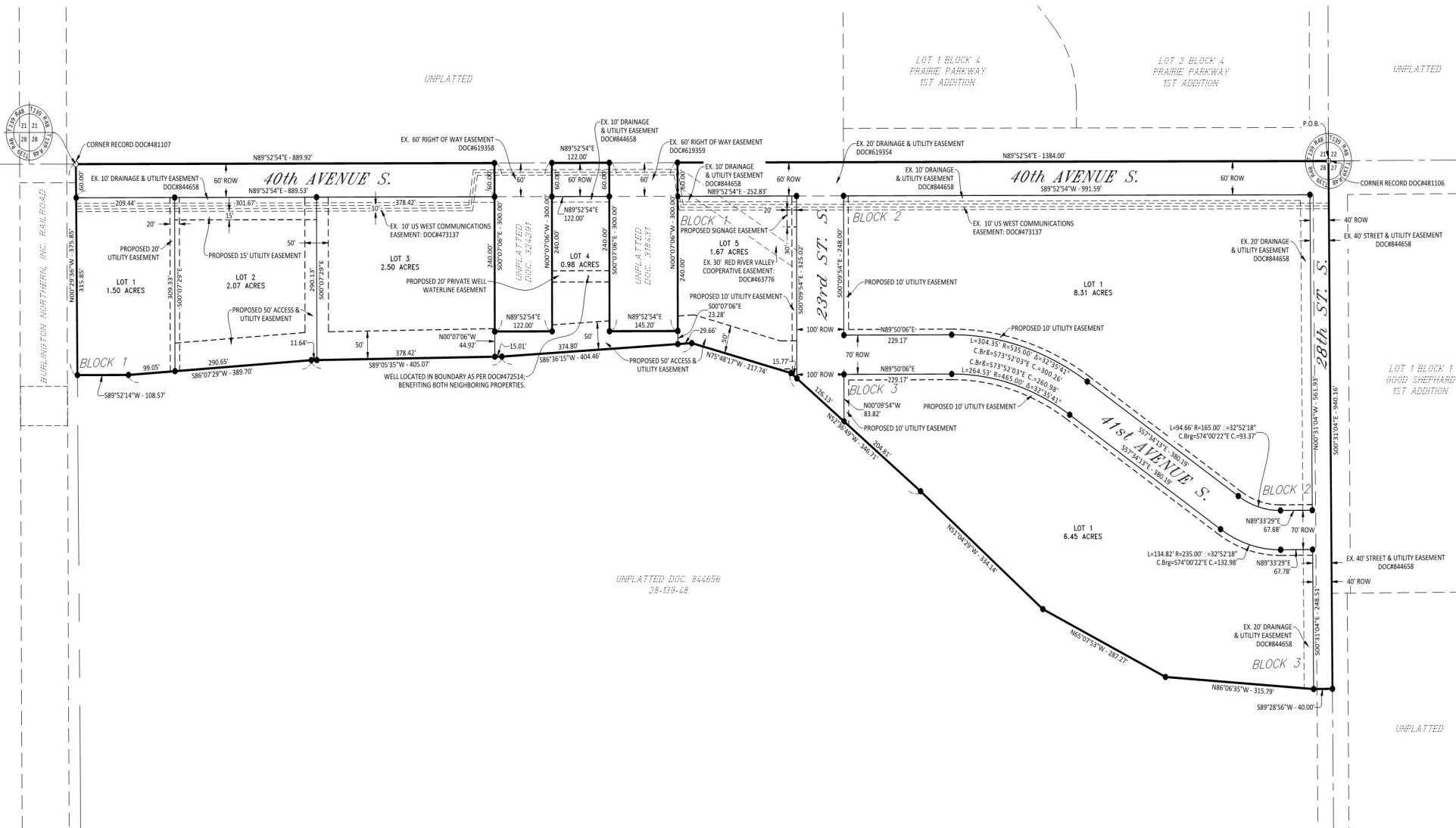
**Submitted By:**

Dan Mahli, City Manager  
Tom Trowbridge, City Engineer

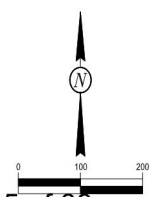
**Attachments:** Location Map

# PRAIRIE PARKWAY 2ND ADDITION

PART OF THE NORTH HALF OF THE NORTHEAST QUARTER OF SECTION 28, TOWNSHIP 139 NORTH, RANGE 48 WEST  
TO THE CITY OF MOORHEAD, CLAY COUNTY, MINNESOTA



UNPLATTED DOC. 844656  
28-139-48



LEGEND		SURVEY INFORMATION	
●	MONUMENT SET	DATE OF SURVEY: 03-25-2024	
○	MONUMENT FOUND	BASIS OF BEARING: CITY OF MOORHEAD COORDINATE SYSTEM -	
P.O.C.	POINT OF COMMENCEMENT	[NAD83(1986) MNDOT CLAY COUNTY COORDINATES].	
P.O.B.	POINT OF BEGINNING		
---	EX. EASEMENT		
---	EX. PROPERTY LINE		
---	EX. SECTION LINE		
---	PROPERTY BOUNDARY LINE		
---	NEW ROW/PROPERTY LINE		
---	NEW EASEMENT LINE		
		NOTES	
		1. TOTAL PLAT ACREAGE = 26.19	
		2. 50' ACCESS & UTILITY EASEMENT, SIGNAGE EASEMENT AND 20' PRIVATE WELL WATERLINE EASEMENT SHOWN ON PLAT SHALL HAVE ADDITIONAL SEPARATE EASEMENT AGREEMENTS RECORDED IN CONJUNCTION WITH THIS PLAT.	

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## RESOLUTION

### **Resolution to Approve Plans & Specifications and Authorize Advertisement for Bids for Prairie Parkway 2nd Addition Underground Utility Improvements (Eng. No. 25-A6-02)**

WHEREAS, pursuant to a resolution passed by the City Council on January 13, 2025, City staff has prepared plans and specifications for the proposed Prairie Parkway 2<sup>nd</sup> Addition Underground Utility Improvements (Eng. No. 25-A6-02) under the direction of the City Engineer and such plans are presented to the Council for approval.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead, Minnesota that:

1. Such plans and specifications, a copy of which is on file in the office of the City Engineer, are hereby approved.
2. The City Engineer shall prepare and cause to be published on the official websites an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published a minimum of 21 days before the scheduled bid opening. The advertisement shall specify the work to be done, shall state the time and place that the bids will be opened, and shall state that no bids will be considered unless sealed and filed with the City Engineer and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the City of Moorhead for 5 percent of the amount of such bid.

PASSED: February 24, 2025 by the City Council of the City of Moorhead.

APPROVED BY:

ATTEST:

\_\_\_\_\_  
Michelle (Shelly) A. Carlson, Mayor

\_\_\_\_\_  
Christina Rust, City Clerk



## City Council Communication

February 24, 2025

**SUBJECT:**

Resolution to Approve Plans & Specifications and Authorize Advertisement for Bids for Moorhead Center Mall Redevelopment – Phase 2 Street & Utility Improvements (Eng. No. 24-A6-02)

**RECOMMENDATION:**

The Mayor and City Council are asked to consider a resolution to Approve Plans & Specifications and Authorize Advertisement for Bids for the above-referenced project.

**BACKGROUND/KEY POINTS:**

It is proposed to construct a new grid system of public streets in the Center Mall Redevelopment project area that will serve City Hall, the MCCPL, and numerous private developments. The improvements will include new pavement, curb & gutter, sidewalk, sanitary sewer, storm sewer and water, lighting, utility accommodations and landscaping. It is further proposed to finance the improvements using Special Assessments to the benefitting property in accordance with Minnesota Statutes Annotated, Chapter 429 (MS § 429).

In June and July of 2024, the Council ordered the improvements and the preparation of plans and specifications for the entire Center Mall Redevelopment. Due to the extensive scope of the work, the Council ordered the improvements to be completed in multiple phases over a 3-year period. Phase 1 of the project began construction in August, 2024 and is expected to be completed in early summer, 2025.

Houston Engineering, Inc. has prepared plans and specifications for Phase 2 of the proposed improvements under the direction of the City Engineer. The street and utility improvements within this project area have been combined into one contract to simplify construction administration and maximize the economy of scale, while keeping the total contract size to a scope that is suitable for most local contractors. City staff recommends that the Council approve the plans and specifications and authorize advertisement for bids.

Below is an outline of the proposed project schedule.

PROJECT SCHEDULE	
Activity	Date
Order Preliminary Engineer's Report	April 22, 2024
Receive Engineer's Report, Order Plans & Specs, and Call for a Public Hearing	June 10, 2024
Hold Public Hearing, Order Improvements, Declare Intent to Assess	July 22, 2024
Approve Plans & Specs and Authorize Ad for Bids for Phase 2	February 24, 2025
Receive Bids for Phase 2	March 2025
Construction Phase 2 Improvements	2025
Design and construct Phase 3 Improvements	2026
Hold Assessment Hearing	Fall 2026



## City Council Communication

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February 24, 2025

### **FINANCIAL CONSIDERATIONS:**

The cost of the above requested actions is negligible at this time and consists of printing and mailing costs. The total project cost for all phases, including contingencies and fees, is preliminarily estimated to be in the range of \$17,000,000 to \$20,000,000. This includes approximately \$15,000,000 to \$18,000,000 for street & utility improvements and approximately \$2,000,000 for the sanitary lift station relocation improvements. The sanitary lift station relocation will be funded with Flood Damage Reduction Funds (\$2,000,000). It is proposed to finance the remainder of the project through the PIR Fund using a General Obligation Improvement Bond, and to assess the remaining cost of the street & utility project (\$15,000,000 to \$18,000,000) to the benefiting properties in accordance with the City's Special Assessment Policy.

**Voting Requirements:** Majority of Quorum

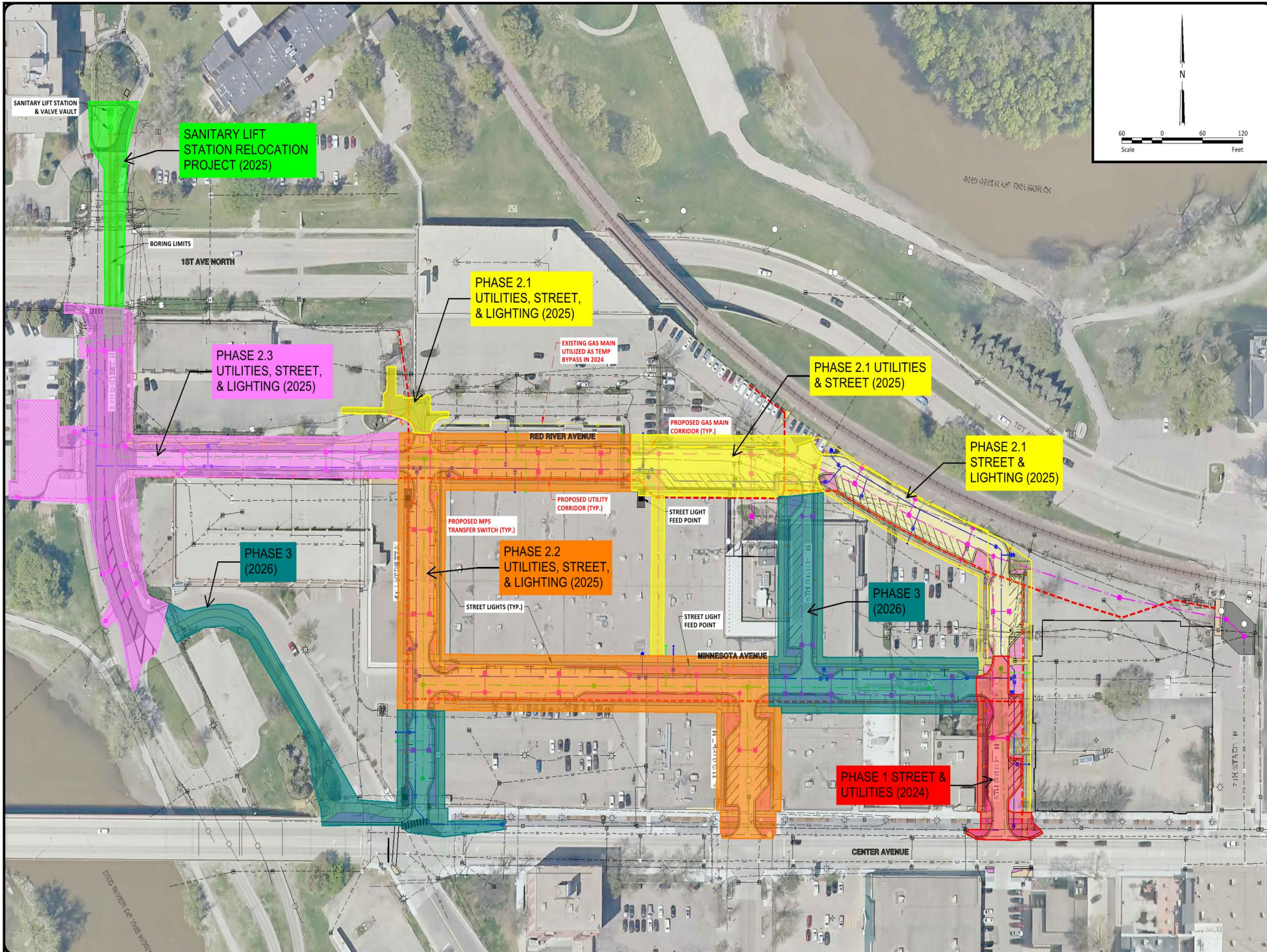
### **Submitted By:**

Dan Mahli, City Manager

Tom Trowbridge, City Engineer

Bob Zimmerman, Engineering Director

**Attachments:** Phasing Plan



H:\JAN\600196019\60019\_01\5\CAD\Plan\Overall Project Plan.dwg Utilities 1/16/2025 3:11 PM (tswall)

				Agenda		<b>PRELIMINARY</b> Not for Construction		 Houston engineering, inc.	Drawn by B189	Date 1/16/25	MOORHEAD CENTER MALL REDEVELOPMENT STREET & UTILITY IMPROVEMENTS, SANITARY LIFT STATION NO. 2 RELOCATION PROJECT CITY OF MOORHEAD, MINNESOTA	OVERALL PLAN UTILITIES  PROJECT NO. 24-A6-02 18-13-8C	SHEET  4
No.	Revision		Date	By			Checked by MPL		Scale AS SHOWN				

## RESOLUTION

### **Resolution to Approve Plans & Specifications and Authorize Advertisement for Bids for Moorhead Center Mall Redevelopment – Phase 2 Street & Utility Improvements (Eng. No. 24-A6-02)**

WHEREAS, pursuant to a resolution passed by the City Council on June 10, 2024, Houston Engineering has prepared plans and specifications under the direction of the City Engineer for the Moorhead Center Mall Redevelopment – Phase 2 Street & Utility Improvements (Eng. No. 24-A6-02) and such plans are presented to the Council for approval.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead as follows:

1. Such plans and specifications, a copy of which is on file in the office of the City Engineer, are hereby approved.
2. The City Engineer shall prepare and cause to be published on the official websites an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published a minimum of 21 days before the scheduled bid opening. The advertisement shall specify the work to be done, shall state the time and place that the bids will be opened, and shall state that no bids will be considered unless sealed and filed with the City Engineer and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the City of Moorhead for 5 percent of the amount of such bid.

PASSED: February 24, 2025 by the City Council of the City of Moorhead.

APPROVED BY:

ATTEST:

\_\_\_\_\_  
Michelle (Shelly) A. Carlson, Mayor

\_\_\_\_\_  
Christina Rust, City Clerk



## City Council Communication

February 24, 2025

**SUBJECT:**

Resolution to Award Bid for the 2025 Sanitary Sewer Lining Improvements Project (Eng. No. 25-06-02)

**RECOMMENDATION:**

The Mayor and City Council are asked to consider a resolution to award the bid for the 2025 Sanitary Sewer Lining Improvements Project (Eng. No. 25-06-02) to Hydro-Klean in the amount of \$115,485.09.

**BACKGROUND/KEY POINTS:**

The proposed project is part of the City's asset management program covering approximately 163 miles of gravity sanitary sewer. The program includes a condition assessment (to define the probability of a failure) combined with a consequence assessment (to define the severity of a failure) to establish a risk assessment ranking for each segment of sanitary sewer. Each year, a portion of the system is inspected via televising. The televising schedule is generally informed by risk assessment rankings. Based on the inspection results, gravity sewers in need of rehabilitation are identified. Whenever possible, trenchless lining is the preferred, most common, and most cost-effective method of rehabilitation. The proposed project includes trenchless lining of five (5) gravity sewer segments (see attached map). The asset management program is a tool that allows staff to prioritize projects and maintain the system in a fiscally responsible manner. Projects are programmed into the Wastewater Treatment budget annually.

**FINANCIAL CONSIDERATIONS:**

Four (4) bids were received on February 12, 2025, and are summarized below:

<b>Bidder</b>	<b>Bid</b>
Hydro-Klean	\$115,485.09
CC Steel, LLC.	\$178,904.00
Visu-Sewer	\$200,779.00
Insituform Technologies USA, LLC	\$200,823.08
<b>Engineer's Estimate</b>	<b>\$257,224.00</b>

The total construction cost of the project, including contingencies, is estimated to be approximately \$121,259.34 and will be financed through the approved 2025 Wastewater Treatment budget.

**Voting Requirements:** 3/4 of Council (6)

**Submitted By:**

Dan Mahli, City Manager  
Bob Zimmerman, Engineering Director  
Tom Sopp, Assistant Superintendent

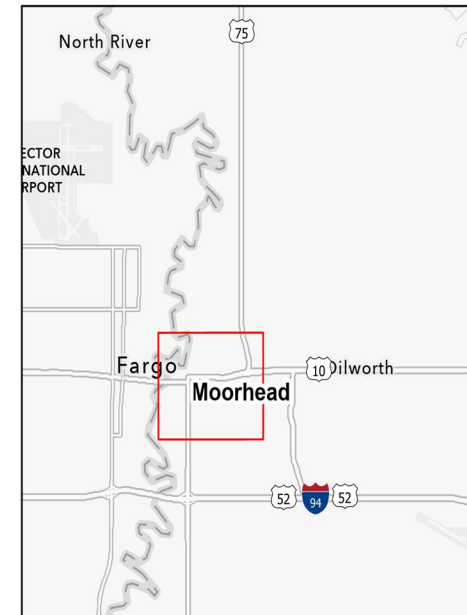
**Attachments:** Location Map, Bid Tabulation

# 2025 Sanitary Sewer 25-06-02 Lining Project

## LEGEND

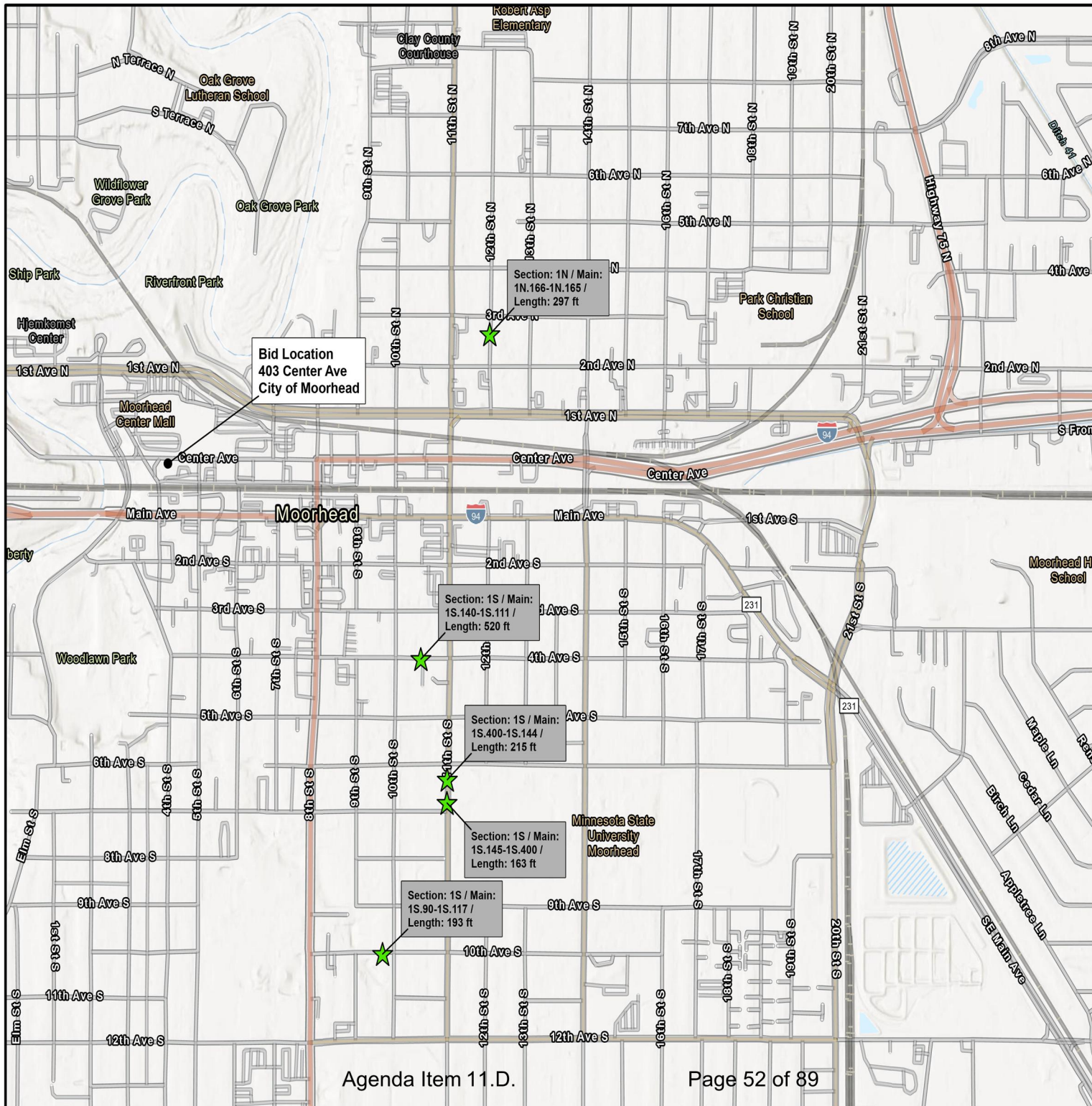
★ LINE PROJECT LOCATIONS

## VICINITY MAP



0 500 1,000 1,500  
FEET

PLOTTED: 2/19/2025





Project Name: **2025 Sanitary Sewer Lining Improvements**


I hereby certify that this is an exact reproduction of bids received.

City Project No.: Engineering No. 25-06-02, Legal No. 06-2-2025

Stantec Project No.: 173420211

Bid Opening: Wednesday, February 12, 2025 at 10:00 AM CDT

Owner: **Moorhead, Minnesota**

  
Russell Landphere, P.E.  
License No. PE-10609

**Bidder No. 1**

**Bidder No. 2**

**Bidder No. 3**

**Bidder No. 4**

**Hydro-Klean**

**CC Steel LLC**

**Visu-Sewer**

**Insituform Technologies USA, LLC**

**BID TABULATION**

Item Num	Item	Units	Qty	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
<b>BASE BID:</b>											
1	MOBILIZATION	LS	1	\$5,557.89	\$5,557.89	\$3,000.00	\$3,000.00	\$11,500.00	\$11,500.00	\$9,995.08	\$9,995.08
2	TEMPORARY BYPASS PUMPING	LS	1	\$1,500.00	\$1,500.00	\$10,000.00	\$10,000.00	\$14,000.00	\$14,000.00	\$5,555.56	\$5,555.56
3	TRAFFIC CONTROL	LS	1	\$1,500.00	\$1,500.00	\$3,500.00	\$3,500.00	\$5,600.00	\$5,600.00	\$3,333.33	\$3,333.33
4	LINING VCP 8" SANITARY SEWER	LF	193	\$32.30	\$6,233.90	\$50.00	\$9,650.00	\$62.00	\$11,966.00	\$78.20	\$15,092.60
5	LINING VCP 10" SANITARY SEWER	LF	297	\$37.50	\$11,137.50	\$60.00	\$17,820.00	\$65.00	\$19,305.00	\$90.02	\$26,735.94
6	LINING VCP 20" SANITARY SEWER	LF	378	\$86.10	\$32,545.80	\$135.00	\$51,030.00	\$140.00	\$52,920.00	\$135.56	\$51,241.68
7	LINING VCP 24" SANITARY SEWER	LF	520	\$103.60	\$53,872.00	\$155.00	\$80,600.00	\$155.00	\$80,600.00	\$156.42	\$81,338.40
8	OPEN SEWER WYES	EA	35	\$50.00	\$1,750.00	\$25.00	\$875.00	\$100.00	\$3,500.00	\$104.91	\$3,671.85
9	TELEWISE SANITARY SEWER - POSM FORMAT	LF	1388	\$1.00	\$1,388.00	\$1.75	\$2,429.00	\$1.00	\$1,388.00	\$2.78	\$3,858.64
<b>TOTAL BASE BID</b>					\$115,485.09		\$178,904.00		\$200,779.00		\$200,823.08
SUBSTITUTE ITEMS											
ITEM _____											
MANUFACTURER _____											
ADD OR DEDUCT _____											
ITEM _____											
MANUFACTURER _____											
ADD OR DEDUCT _____											
ITEM _____											
MANUFACTURER _____											
ADD OR DEDUCT _____											
Contractor Name and Address:				Hydro-Klean		CC Steel LLC		Visu-Sewer		Insituform Technologies USA, LLC	
				333 NW 49th Place		5303 Creekview Green		W230 N4855 Betker Drive		580 Goddard Avenue	
				Des Moines, IA 50313		Maple Plain, MN 55359		Pewaukee, WI 53072		Chesterfield, MO 63005	
Phone:				515-283-0500		612-558-0792		262-695-2340		636-530-2863	
Email:				<a href="mailto:jlomp@hksolutionsgroup.com">jlomp@hksolutionsgroup.com</a>		<a href="mailto:kevin@ccsteel.com">kevin@ccsteel.com</a>		<a href="mailto:visu-info@visu-sewer.com">visu-info@visu-sewer.com</a>		<a href="mailto:psordilla@azuria.com">psordilla@azuria.com</a>	
Signed By:				Jill Lomp		Michael N. Cebulla		Keith M. Alexander		Patrizia H. Sordillo	
Title:				Contracts Manager		President		President/CEO		Contracting & Attesting Officer	
Bid Security:				Bid Bond		Bid Bond		Bid Bond		Bid Bond	
Addenda Acknowledged:				0		0		0		0	

## RESOLUTION

### Resolution to Award Bid for the 2025 Sanitary Sewer Lining Improvements Project (Eng. No. 25-06-02)

WHEREAS, bids were received, opened, and tabulated according to law, and the following bids were received:

<b>Bidder</b>	<b>Bid</b>
Hydro-Klean	\$115,485.09
CC Steel, LLC.	\$178,904.00
Visu-Sewer	\$200,779.00
Insituform Technologies USA, LLC	\$200,823.08
<b>Engineer's Estimate</b>	<b>\$257,224.00</b>

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead, Minnesota that:

1. It is found, determined and declared that the lowest responsive, responsible bid with respect to the proposed project was received from Hydro-Klean in the amount of \$115,485.09. Said bid is in all respects in accordance with the approved plans and specifications.
2. The project will be financed through the approved 2025 Wastewater Treatment Fund budget.
3. The Mayor and City Manager are hereby authorized and directed to enter into a Contract with Hydro-Klean for 2025 Sanitary Sewer Lining Improvements (Eng. No. 25-06-02), according to the plans and specifications on file in the office of the City Engineer.
4. The City Clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bid, except the deposits of the successful bidder and the next lowest bid shall be retained until a contract has been signed.
5. The City Manager is hereby authorized to approve minor extra work orders and change orders as necessary to satisfactorily complete the work up to a cumulative total not-to-exceed 5% (\$5,774.25) of the total contract amount.

PASSED: February 24, 2025 by the City Council of the City of Moorhead.

APPROVED BY:

ATTEST:

\_\_\_\_\_  
Michelle (Shelly) A. Carlson, Mayor

\_\_\_\_\_  
Christina Rust, City Clerk



## City Council Communication

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February 24, 2025

### **SUBJECT:**

Second Reading of Ordinance 2025-01: An Ordinance to Amend and Reenact Moorhead City Code, Title 10, Chapter 15, Mixed Use Districts, Title 10, Chapter 13, Commercial Districts, Title 10, Chapter 22, Signs and Repeal Title 10, Chapter 13, Article B, RC: Regional Commercial

### **RECOMMENDATION:**

The Mayor and City Council are asked to consider a Second Reading of an Ordinance to Amend and Reenact Moorhead City Code, Title 10, Chapter 15, Mixed Use Districts, Title 10, Chapter 13, Commercial Districts, Title 10, Chapter 22, Signs and Repeal Title 10, Chapter 13, Article B, RC: Regional Commercial.

### **BACKGROUND/KEY POINTS:**

As with the recent changes made to Residential, Mixed Use (primarily MU-1 & MU-2) and Neighborhood Commercial Zoning Districts, the next step in the Onward Moorhead! Comprehensive Plan implementation process is to make additional complimentary zoning code updates to Signs, Mixed Use, Community Commercial and Regional Commercial Districts. The main purposes of the changes will be to modernize, simplify and clarify code language and make corresponding changes with other recent zoning changes.

Highlighted proposed changes to these chapters are as follows:

1. Rewrote MU-3: Commercial Mixed Use to coordinate with other mixed use changes and to acknowledge this district's adjacency to MU-1: Downtown Center Mixed Use.

2. Creation of MU-4: Gateway Mixed Use for commercial areas along Gateway Overlay District corridors (8th St S/Hwy 75 S, 34th St, Main Ave SE, I-94, Hwy 75 N), which will replace RC: Regional Commercial, once meant for big box stores with massive parking lots:

- reduces setbacks by 50%
- increased design standards
- limits outdoor storage in Gateway areas

3. Clarified that our existing breweries will continue to be able to "produce" cannabis or low potency edibles on site. This type of production involves adding 3rd party THC emulsion to their existing beer batches and does not involve the additional smell or noise of other cannabis or hemp production, which is only permitted in the industrial zones.

4. Modernize and clarify problem areas in the sign code as they relate to dynamic display (aka electronic motion) on premise signs and dynamic display and static off premise signs (or billboards) adjacent to residential uses:

-changed setback language from "residential zoning districts" to "residential uses" to protect existing residential from large commercial signage.



## City Council Communication

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February 24, 2025

-reduced sign area permitted along Highway 10 and Main Ave SE. Previous code permitted billboards up to 750 sf.; this size will now only be permitted along I-94.

5. Removed “cold storage” warehouse uses from CC: Community Commercial and Gateway Corridors. Self-storage remains permitted by Conditional Use Permit.

The Planning Commission reviewed the proposed amendments at their February 3, 2025 meeting and unanimously recommend approval of the proposed zoning changes with no public comment. The complete Planning Commission packet is available at: [City of Moorhead : Planning Commission.](#)

The Council approved a first reading of the Ordinance on February 10, 2025.

### **FINANCIAL CONSIDERATIONS:**

Not Applicable

### **Voting Requirements:**

Majority of Council – Text Amendment

Four-Fifths of Council (7) – Title & Summary Resolution

### **Submitted By:**

Dan Mahli, City Manager

Robin Huston, City Planner / Zoning Administrator

**Attachments:** Draft Ordinance 2025-01

## ORDINANCE 2025-01

### AN ORDINANCE TO AMEND AND REENACT TITLE 10, CHAPTER 15, MIXED USE DISTRICTS, TITLE 10, CHAPTER 13, COMMERCIAL DISTRICTS, TITLE 10, CHAPTER 22, SIGNS AND REPEAL TITLE 10, CHAPTER 13, ARTICLE B, RC: REGIONAL COMMERCIAL OF THE MOORHEAD CITY CODE

BE IT ORDAINED by the City Council of the City of Moorhead as follows:

NEW

DELETE

SECTION 1. Title 10, Chapter 15, **Mixed Use Zones** of the Moorhead Municipal Code is hereby amended and reenacted to read as follows (unchanged portions of this chapter have been omitted from the text below):

...

#### TITLE 10, CHAPTER 15, ARTICLE C. MU-3 COMMERCIAL MIXED USE DISTRICT

##### **10-15C-1: PURPOSE:**

The purpose of the MU-3 district is to create a flexible approach to land use that enhances residential and commercial development by encouraging a balance of mixed land uses that provide unique places for people to live, work and shop. The MU-3 district encourages a variety of uses aimed at providing a diversity of jobs, residential opportunities, entertainment venues, and concentrated commercial services and shopping facilities. The district encourages a scale of development and mixture of uses that promotes safe and efficient movements for pedestrians, bicyclists, transit users and motor vehicles while maintaining the character and integrity of adjacent residential neighborhoods. (Ord. 2012-2, 2-27-2012)

##### **10-15C-2: PERMITTED USES:**

See the use table in section [10-18-1](#) of this title for a comprehensive listing of permitted uses. (Ord. 2012-2, 2-27-2012)

##### **10-15C-3: ACCESSORY USES:**

The following are permitted accessory uses in an MU-3 district:

All accessory uses as permitted in the MU-1 downtown mixed use district.

Buildings, structures or uses accessory to the principal use and limited to not more than thirty percent (30%) of the gross floor space of the principal use. (Ord. 2012-2, 2-27-2012)

##### **10-15C-4: PROVISIONAL USES:**

See the use table in section [10-18-1](#) of this title for a comprehensive listing of provisional uses. Provisional uses are permitted as long as they meet the provisions outlined in section [10-18-2](#) of this title. (Ord. 2012-2, 2-27-2012)

##### **10-15C-5: CONDITIONAL USES:**

See the use table in section [10-18-1](#) of this title for a comprehensive listing of conditional uses. Conditional uses are allowed as long as they meet the criteria outlined in chapter 4 and section [10-18-2](#) of this title. (Ord. 2012-2, 2-27-2012)

##### **10-15C-6: PROHIBITED USES:**

The following uses are expressly prohibited uses in the MU-3 commercial mixed use district:

Adult uses.

New single-family detached homes and two-family or twin homes.

Any use not specifically identified in the use table in section [10-18-1](#) of this title as permitted (P), provisional (PU) or conditional (CU) or that are not deemed consistent with the intent of the comprehensive plan or the purpose of this title as determined by the city planning and zoning administrator. (Ord. 2013-11, 7-22-2013)

##### **10-15C-7: LOT REQUIREMENTS, SETBACKS AND BULK STANDARDS:**

There are no restrictions on lot area or lot width in the MU-3 district. Setback requirements and bulk standards are as follows:

—A. Building setbacks:

—1. Front yard: Five feet (5').

—a. "Front yard" in the MU-3 district shall be defined as that side of the lot adjacent to First Avenue, Main Avenue, or Center Avenue. If the lot is not adjacent to First Avenue, Main Avenue or Center Avenue, "front yard" shall be defined as the boundary abutting a public right of way having the least width.

—2. Interior side yard:

- a. When abutting a low density zoning district: Five feet (5').
- b. When not abutting a low density zoning district: Zero feet (0').
- 3. Common wall of attached buildings: Zero feet (0').
- 4. Street side yard: Five feet (5').
- 5. Rear yard: Ten feet (10').
- a. Exception: Rear yard setback may be reduced to zero feet (0') if the rear yard of the property is:
  - (1) Adjacent to a property zoned commercial or mixed use, or
  - (2) A public street or alley separates the property from an adjacent residential zoning district.
- B. Accessory buildings: As governed by section [10-18-3](#) of this title. (Ord. 2013-11, 7-22-2013)

#### **10-15C-8: BUILDING HEIGHT:**

The following regulations shall be enforced relative to building heights in the MU-3 district:

- A. If located less than one hundred fifty feet (150') from a principal residential structure in a residential low density – 1, residential low density – 2 or residential low density – 3 zoning district, building height shall be limited to thirty five feet (35').
- B. If located one hundred fifty feet (150') or more from a principal residential structure in a residential low density – 1, residential low density – 2 or residential low density – 3 zoning district, the maximum building height is forty five feet (45') if the following elements are met:
  - 1. All exterior walls must have equal design consideration to include materials, color, articulation and general aesthetics.
  - 2. Building elevations that face a public street shall have either fifteen percent (15%) of the wall facing the street consist of windows and/or entrance areas or include other design elements, as approved by the zoning administrator. Building height may be increased with a conditional use permit, except where adjacent to existing residential zoning districts. (Ord. 2013-11, 7-22-2013)

#### **10-15C-9: SPECIAL PROVISIONS:**

The following special provisions apply to the MU-3 district:

- A. Architectural Design:
  - 1. The exterior front entrance wall of the building facing the public right of way shall be comprised of at least thirty percent (30%) building materials other than steel, vinyl and fiberglass. In lieu of this requirement, the planning commission may approve plans for buildings that utilize materials and design elements in unique ways and that do not incorporate the thirty percent (30%) building materials requirement. Building elevations shall be submitted for planning commission review. To appeal the decision of the planning commission to the city council, a written notice of appeal must be filed with the city within fifteen (15) days of the decision of the planning commission.
  - 2. The following architectural standards are encouraged to be incorporated into the building design:
    - a. Vertical architectural features may be incorporated so that the maximum uninterrupted building wall is fifty feet (50') measured horizontally. Vertical features may include, but are not limited to, protruding columns, recessed reveals, building massing setbacks, or changes in color, material, or texture.
    - b. Horizontal architectural features may be incorporated so that the maximum uninterrupted building wall is thirty feet (30') (or 3 stories) measured vertically. Horizontal features may include, but are not limited to, building massing setbacks, awnings, canopies, balconies, moldings, or changes in color, material, or texture.
- B. Pedestrian Connectivity: Developments should establish a sidewalk connection to adjacent blocks. Where parking lots are located to serve several development projects, sidewalk connections should be made to provide connections between parking areas and shared uses.
- C. Parking: The off street parking regulation in chapter 20 of this title may be reduced by submitting a plan to the city planner documenting the estimated parking demand for the proposed use, parking reduction request, alternative parking options that will be integrated (such as shared parking facilities, bicycle parking spaces, or other parking options) and consistency with the purpose of this article.
- D. Landscaping:
  - 1. Minimum plant units: One tree per twenty five feet (25') of street frontage or a hedge, railing or wall with a maximum height of two feet six inches (2'6") or combination thereof is encouraged to be used to screen parking lots from adjacent sidewalks or streets. If utilized, such hedge, railing or wall shall provide a break so as to facilitate pedestrian access to adjacent sidewalks/uses at least every twenty five feet (25').
  - 2. For front, side, or rear yard parking lots which directly abut the property line of a residentially zoned lot, there shall be a minimum ten foot (10') impervious surface setback between the parking lot and property line to accommodate landscaping, berming, a hedge, railing or wall, alternative buffer or combination thereof to provide a sufficient buffer between the parking lots which abut the property line of the residentially zoned lot. (Ord. 2012-2, 2-27-2012)

**10-15C-1: PURPOSE:**

The purpose of the MU-3 district is to create a flexible approach to land use for mixed residential and commercial development. The MU-3 district encourages a scale of development that maintains the character and integrity of adjacent residential neighborhoods and the Downtown Center.

**10-15C-2: PERMITTED USES:**

See use table in 10-18-1.

**10-15C-3: ACCESSORY USES:**

The following are permitted accessory uses in the MU-3 district:

Buildings, structures or uses accessory to the principal use and limited to not more than thirty percent (30%) of the gross floor space of the principal use.

Private garages, parking spaces and carports. Private garages, parking spaces and carports are to be used for storing of private passenger vehicles belonging to residents and/or employees on the premises, and shall not be used to conduct commercial business, service or industry.

**10-15C-4: PROVISIONAL USES:**

See use table in 10-18-1. Provisional uses are permitted as long as they meet the provisions outlined in chapter 6 and 10-18-2.

**10-15C-5: CONDITIONAL USES:**

See use table in 10-18-1. Conditional uses are permitted as long as they meet the criteria outlined in chapter 4 and 10-18-2, and any additional conditions required by the city council.

**10-15C-6: PROHIBITED USES:**

The following are prohibited uses in the MU-3 district:

Adult use.

Outdoor storage (does not include sales displays).

Also see use table in 10-18-1. Any use not specifically identified in the use table in 10-18-1 as permitted (P), provisional (PU) or conditional (CU) or that are not deemed consistent with the intent of the comprehensive plan or the purpose of this title, are not permitted, as determined by the zoning administrator.

**10-15C-7: SITE REQUIREMENTS:**

The following minimum requirements shall be observed in the MU-3 district subject to additional requirements, exceptions and modifications set forth in this title:

- A. Lot Area: None.
- B. Lot Width: None.
- C. Building Setbacks:
  - 1. Front yard: Ten feet (10').
  - 2. Interior side yard: Ten feet (10').
  - 3. Common wall: Zero feet (0').
  - 4. Street side yard: Ten feet (10')
  - 5. Rear yard: Ten feet (10').

6. Outdoor sales displays: None.

7. Accessory buildings: See 10-18-3.

D. Maximum Building Height:

a. Principal building:

i. If structure is within one hundred fifty feet (150') of a single or two-family residential structure: Forty-five feet (45') (measured by a straight line structure to structure).

ii. If structure is more than one hundred fifty feet (150') of a single or two-family residential structure: Fifty-five feet (55') (measured by a straight line structure to structure).

b. Accessory buildings: See 10-18-3.

E. Parking and Loading Spaces: See chapters 20 and 21. The off-street parking regulations in chapter 20 may be reduced by submitting a plan to the zoning administrator documenting the estimated parking demand for the proposed use, parking reduction request, alternative parking options that will be integrated (e.g., shared parking facilities, bicycle parking, or other parking options) and consistency with the purpose of this chapter.

F. Landscaping, screening and buffering: See chapter 19.

G. Lighting: Shall be directed downward, inward and away from public right of way and adjoining uses, consistent with 10-19-19.

H. Pedestrian Access: Identifiable and safe pedestrian walkways within the site recommended to interconnect front doors of establishments to transit stops and/or public sidewalks.

Developments should also establish a sidewalk connection to adjacent blocks and between parking areas and adjacent uses.

I. Refuse and recycling storage: See chapter 19.

**10-15C-8: DESIGN AND CONSTRUCTION:**

Buildings and sites in the MU-3 district shall address the following:

A. Architectural Design:

1. Main entrances and corner uses shall be emphasized by lighting or architectural enhancements.

2. Street level transparency: Building fronts abutting public sidewalks or streets shall contain a minimum of twenty five percent (25%) nonopaque surfaces such as windows, doors, and other transparent elements to allow sight lines into store fronts. Calculations shall be based on the linear footage of the ground floor.

a. Existing buildings to which interior renovations or structural improvements are proposed shall be excluded from this requirement only if they do not already meet the twenty five percent (25%) transparency requirement. In those cases, the transparency requirement shall meet or exceed the percentage of ground floor transparency provided by the existing structure.

3. All exterior walls must have equal design consideration to include materials, color, articulation and general aesthetics.

4. Walls of the building facing or abutting public sidewalks or streets shall be comprised of at least thirty percent (30%) building materials other than steel, vinyl and fiberglass.
5. Vertical architectural features may be incorporated so that the maximum uninterrupted building wall is fifty feet (50') measured horizontally. Vertical features may include, but are not limited to:
  - a. Projections or recesses, windows, public art, building massing setbacks, or changes in color, material, or texture.
6. Horizontal architectural features may be incorporated so that the maximum uninterrupted building wall is thirty feet (30') (or 3 stories) measured vertically. Horizontal features may include, but are not limited to:
  - a. Roof line and roof overhang variations, building massing setbacks, awnings, canopies, balconies, porticoes, moldings, or changes in color, material, or texture.
7. Ground-mounted and rooftop mechanical equipment shall be screened in a manner that is incorporated in the architectural form of the building to not be visible from public streets or sidewalks.
8. Overhead doors and loading docks:
  - a. Shall not face streets unless screened from view;
  - b. Shall not face required front yards; and
  - c. Shall meet the requirements of chapter 21.
9. The zoning administrator shall have the authority to make exceptions if the design and construction meet the intent of the MU-3 district.

...

## **TITLE 10, CHAPTER 15, ARTICLE D. MU-4 GATEWAY MIXED USE DISTRICT**

### **10-15D-1: PURPOSE:**

It is the purpose of the MU-4 district is to create a flexible approach to land use for mixed residential and commercial development and to provide a higher standard of appearance along the Gateway Corridors. The MU-4 district encourages a variety of uses aimed at providing a diversity of jobs, residential opportunities, and concentrated commercial services and shopping facilities.

### **10-15D-2: PERMITTED USES:**

See use table in 10-18-1.

### **10-15D-3: ACCESSORY USES:**

The following are permitted accessory uses in the MU-4 district:

Buildings, structures or uses accessory to the principal use and limited to not more than thirty percent (30%) of the gross floor space of the principal use.

Private garages, parking spaces and carports. Private garages, parking spaces and carports are to be used for storing of private passenger vehicles belonging to residents and/or employees on the premises, and shall not be used to conduct commercial business, service or industry.

### **10-15D-4: PROVISIONAL USES:**

See use table in 10-18-1. Provisional uses are permitted as long as they meet the provisions outlined in chapter 6 and 10-18-2.

**10-15D-5: CONDITIONAL USES:**

See use table in 10-18-1. Conditional uses are permitted as long as they meet the criteria outlined in chapter 4 and 10-18-2, and any additional conditions required by the city council.

**10-15D-6: PROHIBITED USES:**

The following are prohibited uses in the MU-4 district:

Adult use.

Outdoor storage in Gateway Overlay District area property (does not include sales displays).

Also see use table in 10-18-1. Any use not specifically identified in the use table in 10-18-1 as permitted (P), provisional (PU) or conditional (CU) or that are not deemed consistent with the intent of the comprehensive plan or the purpose of this title, are not permitted, as determined by the zoning administrator.

**10-15D-7: SITE REQUIREMENTS:**

The following minimum requirements shall be observed in the MU-4 district subject to additional requirements, exceptions and modifications set forth in this title:

- A. Lot Area: None.
- B. Lot Width: None.
- C. Building Setbacks:
  - 1. Front yard: Ten feet (10').
  - 2. Interior side yard: Ten feet (10').
  - 3. Common wall: Zero feet (0').
  - 4. Street side yard: Ten feet (10').
  - 5. Rear yard: Ten feet (10').
  - 6. Outdoor sales displays: None.
  - 7. Accessory buildings: See 10-18-3.
- D. Maximum Building Height:
  - 1. Principal building: None.
  - 2. Accessory buildings: See 10-18-3.
- E. Parking and Loading Spaces: See chapters 20 and 21. The off-street parking regulations in chapter 20 may be reduced by submitting a plan to the zoning administrator documenting the estimated parking demand for the proposed use, parking reduction request, alternative parking options that will be integrated (e.g., shared parking facilities, bicycle parking, or other parking options) and consistency with the purpose of this chapter.
- F. Landscaping, screening and buffering: See chapter 19.
- G. Maximum Impervious Surface Coverage: Eighty five percent (85%).

- a. The zoning administrator has the authority to authorize an additional one percent (1%) of maximum impervious surface in each of the following circumstances:
  - i. Use of onsite stormwater retention pond.
  - ii. Other methods employed by the developer that will reduce significantly the impact of the impervious surface coverage of the lot.

H. Lighting: Shall be directed downward, inward and away from public right of way and adjoining uses, consistent with 10-19-19.

I. Pedestrian Access: Identifiable and safe pedestrian walkways within the site recommended to interconnect front doors of establishments to transit stops and/or public sidewalks.

Developments should also establish a sidewalk connection to adjacent blocks and between parking areas and adjacent uses.

J. Refuse and recycling storage: See chapter 19.

#### **10-15D-8: DESIGN AND CONSTRUCTION:**

Buildings and sites in the MU-4 district shall meet Gateway Overlay District standards (see 10-17E).

The zoning administrator shall have the authority to make exceptions if the design and construction meet the intent of the MU-4 and Gateway Overlay Districts.

SECTION 2. Title 10, Chapter 18, **Use Regulations** of the Moorhead Municipal Code is hereby amended and reenacted to read as follows (unchanged portions of the use table have been omitted from the text below):

...

See attached table

...

SECTION 3. Title 10, Chapter 22, **Signs** of the Moorhead Municipal Code is hereby amended and reenacted to read as follows (unchanged portions of the chapter have been omitted from the text below):

...

#### **10-22-2: DEFINITIONS:**

**DYNAMIC DISPLAY SIGN:** Any characteristics of a sign that appear to have movement or that appear to change, caused by any method other than physically removing and replacing the sign or its components, whether the apparent movement or change is in the display, the sign structure, or any other component of the sign. This includes a display that incorporates a technology or method allowing the sign face to change the image without having to physically or mechanically replace the sign face or its components. This also includes any rotating, revolving, moving, flashing, blinking, or animated display and any display that incorporates rotating panels, LED lights manipulated through digital input, "digital ink" or any other method or technology that allows the sign face to present a series of images or displays. ~~This definition does not include signs that change less frequently than once per hour.~~

...

## 10-22-7: ON PREMISES SIGNS:

...

The following on On premises signs require a permit s-and are regulated according to by this chapter and as follows: the zoning district in which they are located:

<u>P</u>	<u>Permitted use</u>
<u>CU</u>	<u>Conditional use permit</u>
<u>Blank</u>	<u>Prohibited</u>

### ON PREMISE SIGNS AND TEMPORARY SIGNS (MAXIMUMS)

	<b>Zoning Districts</b>					
	<u>CC: Community Commercial</u> <u>MU-3: Commercial Mixed Use</u> <u>MU-4: Gateway Mixed Use</u>  Commercial MU-3//NC/CC/RC	<u>LI: Light Industrial</u> <u>HI: Heavy Industrial</u>  Industrial LI/HI	<u>P: Public Open Space</u>  <u>INS: Institutional</u>  Public/Institutional P/INS	<u>MU-1: Downtown Center Mixed Use</u> MU-4	<u>MU-2: Corridor Neighborhood Mixed Use</u> MU-2	<u>RMD: Residential Medium Density</u>  <u>RHD: Residential High Density</u>  Residential RMD-1/  RMD-2/RHD-4
...						
Conditional use permit (see chapter 4 of this title)	YES	YES	YES	YES	YES	YES
Dynamic Display Signs (DDS)	<u>CU</u> <sup>2</sup>	<u>CU</u> <sup>2</sup>	<u>CU</u> <sup>2</sup>	<u>CU</u> <sup>2</sup>	<u>CU</u> <sup>2</sup>	
Allowed:	YES	YES	YES	YES	YES	NO
Location	No dynamic display sign may be placed within 150' feet of an area zoned for a residential use.					
Visibility	Dynamic display signs must meet the visibility standards in section 10-22-3 of this chapter.					
Design elements	A. Only 1 dynamic display sign frame is allowed on a sign structure, and only 1 dynamic display is allowed per display surface. B. Audio speakers and any form of pyrotechnics are prohibited in association with a dynamic display sign.					
Brightness	A. No sign illumination may be brighter than is necessary for clear and adequate visibility. B. No sign may be of such intensity or brilliance as to impair the vision of a motor vehicle driver with average eyesight or to otherwise interfere with the driver's operation of a motor vehicle. C. No sign may be of such intensity or brilliance that it interferes with the effectiveness of an official traffic sign, device or signal.					

	D. Any new sign from the date of this section shall be equipped with a properly functioning dimming mechanism.					
...						

...  
Note: 2. See 10-22-13

## 10-22-8: OFF PREMISES SIGNS:

Off premises signs require permits, and are regulated as follows:

—A. Off premises signs are allowed only in the Public Facilities District (P), Community Commercial and Regional Commercial Districts (CC or RC), and Industrial Zoning Districts (LI or HI), and are subject to the following:

—1. Off premises signs shall be set back a minimum of three hundred feet (300') from residential zoning district boundaries.

—2. The size of off premises signs shall be no more than seven hundred fifty (750) square feet in area, inclusive of the border and trim, but exclusive of the base or apron, supports, or other structural members.

—3. The height of any off premises sign, including support structure, measured from the average finish grade below the sign to the highest point of the sign, may not exceed the following limits:

—a. Thirty five feet (35') where closer than one hundred feet (100') from a property line.

—b. Fifty feet (50') where one hundred feet (100') or more from a property line.

—c. Sixty feet (60') if on property adjacent to and within one hundred fifty feet (150') of the right-of-way of Interstate 94. If set back one hundred fifty feet (150') or more from the I-94 right-of-way, subsections A3a and A3b of this section shall apply.

—4. No two (2) off premises signs may be located closer than two hundred fifty feet (250') apart, unless separated by an interstate highway or principal arterial, as measured by a straight line from the centerline of the sign standards.

—5. It is the obligation of the installer to check for any or all underground utilities or services before excavating for sign foundations.

—6. All sign installations shall conform to Minnesota Department of Transportation and Federal aviation regulations wherever applicable and receive written permission as required.

—7. All sources of artificial light other than streetlights shall be fixed, directed, or designed so that the source of light is directed away from adjoining residences, streets, or sidewalks. (Ord. 2007-25, 10-1-2007)

Off premises signs require permits, and are regulated as follows: a sign permit regulated by this chapter and as follows:

	<b>Zoning Districts</b>			
	<u>CC: Community Commercial</u>	<u>MU-4: Gateway Mixed Use</u>	<u>LI: Light Industrial</u> <u>HI: Heavy Industrial</u>	<u>MU-1: Downtown Center Mixed Use</u> <u>MU-2: Neighborhood Mixed Use</u> <u>MU-3: Commercial Mixed Use</u> <u>P: Public Open Space</u> <u>INS: Institutional</u>
<u>Static or Dynamic Display Signs (DDS)</u>	<u>CU<sup>1</sup></u>		<u>CU<sup>1</sup></u>	

Note: 1. See 10-22-13

## 10-22-13: CONDITIONAL USE REQUIREMENTS:

The following are approval criteria established for conditional uses identified within this chapter. These criteria shall be met in order to be approved within their respective district.

The criteria listed below are applicable where uses are identified in a particular district as "conditional use". The provisions also shall be applicable in guiding conditional use permit applications as defined in chapter 4 of this title.

<u>On Premise Dynamic Display Signs (DDS)</u>	
<u>Base sign code</u>	<u>First see 10-22-7 for wall and freestanding sign requirements for quantity, height, area</u>
<u>Location</u>	<ol style="list-style-type: none"> <li><u>1. No sign may be placed within two hundred feet (200') of a residential use unless sign is completely blocked by an adjacent structure (measured by a straight line from base of sign to closest residential use property line).</u></li> <li><u>2. If sign permitted, sign may not face a residential use (i.e., if sign can be oriented otherwise, sign may be permitted).</u></li> </ol>
<u>Visibility</u>	<u>1. Signs must meet sign and visibility standards in 10-22-3 and 10-19-16.</u>
<u>Design elements</u>	<ol style="list-style-type: none"> <li><u>1. DDS: One (1) double-sided frame is permitted per freestanding sign structure.</u></li> <li><u>2. Static: In conjunction with multi-tenant static freestanding signs, only one (1) double-sided DDS frame is permitted.</u></li> <li><u>3. Sound from signs prohibited.</u></li> <li><u>4. Signs may not change lighted display to create a visual nuisance by having rapid rotating, revolving, scrolling, flashing, blinking, strobing, etc.</u></li> </ol>
<u>Brightness</u>	<ol style="list-style-type: none"> <li><u>1. Sign illumination may not be brighter than reasonably necessary for clear and adequate visibility.</u></li> <li><u>2. All sources of artificial light other than streetlights shall be fixed, directed, or designed so that the source of light is directed away from adjoining residences, streets, or sidewalks</u></li> <li><u>3. Sign may not be of such intensity or brilliance as to impair the vision of a motor vehicle driver with average eyesight or to otherwise interfere with a driver's operation of a motor vehicle.</u></li> <li><u>4. Sign may not be of such intensity or brilliance that it interferes with the effectiveness of an official traffic sign, device or signal.</u></li> <li><u>5. New signs from the date of this section shall be equipped with a functioning dimming mechanism.</u></li> <li><u>6. Signs in MU-1 and MU-3 zones must either be turned off at 10 pm each night and turned on no sooner than 8 am or have a set a static message during that time</u></li> </ol>
<u>Other</u>	<u>It is the obligation of the installer to check for any or all underground utilities or services before excavating for sign foundations.</u>  <u>All sign installations shall conform to Minnesota Department of Transportation and Federal aviation regulations wherever applicable and receive written permission as required.</u>

Off Premises Static and Dynamic Display Signs (DDS)	
Location/Sign Area	<ol style="list-style-type: none"> <li>1. <u>Not permitted within four hundred feet (400') of a residential use (measured by a straight line from base of sign to closest residential use property line) unless sign is completely blocked by an adjacent structure.</u></li> <li>2. <u>If permitted, sign may not change lighted display to create a visual nuisance by having rapid rotating, revolving, scrolling, flashing, blinking, strobing, etc.</u></li> <li>3. <u>Inclusive of the border and trim, but exclusive of the base or apron, supports, or other structural members, the size of off premises signs shall be limited as follows:</u> <ol style="list-style-type: none"> <li>a. <u>Signs in CC: Community Commercial or LI: Light Industrial along Main Ave SE: One hundred fifty square feet (150').</u></li> <li>b. <u>Signs in CC: Community Commercial, LI: Light Industrial, HI: Heavy Industrial and MU-4 along Interstate 94 (I-94): Seven hundred fifty square feet (750').</u></li> <li>c. <u>Signs in MU-4 along Highway 10: Three hundred square feet (300').</u></li> <li>d. <u>Signs along Highway 75, King of Trails Scenic Byway: Not permitted.</u></li> </ol> </li> <li>4. <u>No two (2) off premises signs may be located closer than two hundred fifty feet (250') apart, unless separated by an interstate highway or principal arterial (measured by a straight line from base of sign to closest residential use property line).</u></li> </ol>
Height	<ol style="list-style-type: none"> <li>1. <u>Including support structure, measured from the average finish grade below the sign to the highest point of the sign, may not exceed the following limits:</u> <ol style="list-style-type: none"> <li>a. <u>Thirty five feet (35') where closer than one hundred feet (100') from a property line.</u></li> <li>b. <u>Fifty feet (50') where one hundred feet (100') or more from a property line.</u></li> <li>c. <u>Sixty feet (60') if on property adjacent to or within one hundred fifty feet (150') of the right-of-way of Interstate 94.</u></li> <li>d. <u>If set back one hundred fifty feet (150') or more from the I-94 right-of-way, subsections 1a and 1b of this section shall apply.</u></li> </ol> </li> </ol>
Visibility	<ol style="list-style-type: none"> <li>1. <u>Signs must meet sign and visibility standards in 10-22-3 and 10-19-16.</u></li> </ol>
Design elements	<ol style="list-style-type: none"> <li>5. <u>DDS: One (1) double-sided frame is permitted per freestanding sign structure.</u></li> <li>6. <u>Static: In conjunction with multi-tenant static freestanding signs, only one (1) double-sided DDS frame is permitted.</u></li> <li>7. <u>Sound from signs prohibited.</u></li> </ol>
Brightness	<ol style="list-style-type: none"> <li>1. <u>Sign illumination may not be brighter than reasonably necessary for clear and adequate visibility.</u></li> <li>2. <u>All sources of artificial light other than streetlights shall be fixed, directed, or designed so that the source of light is directed away from adjoining residences, streets, or sidewalks.</u></li> </ol>

	<p>3. <u>Sign may not be of such intensity or brilliance as to impair the vision of a motor vehicle driver with average eyesight or to otherwise interfere with a driver's operation of a motor vehicle.</u></p> <p>4. <u>Sign may not be of such intensity or brilliance that it interferes with the effectiveness of an official traffic sign, device or signal.</u></p> <p>5. <u>New signs from the date of this section shall be equipped with a functioning dimming mechanism.</u></p>
<u>Other</u>	<p>It is the obligation of the installer to check for any or all underground utilities or services before excavating for sign foundations.</p> <p>All sign installations shall conform to Minnesota Department of Transportation and Federal aviation regulations wherever applicable and receive written permission as required.</p>

SECTION 4. Title 10, Chapter 13, Article B. **RC: Regional Commercial District** is hereby repealed and struck in its entirety.

This Ordinance shall take effect after publication in accordance with the Moorhead City Charter.

PASSED: February 24, 2025 by the City Council of the City of Moorhead.

APPROVED BY:

ATTEST:

\_\_\_\_\_  
Michelle (Shelly) A. Carlson, Mayor

\_\_\_\_\_  
Christina Rust, City Clerk

First Reading: 02/10/2025  
E-Post: 02/14/2025  
Second Reading: 02/24/2025  
Publication:

**10-18-1: USE TABLES AND UNLISTED USES:**

The following tables specify permitted, provisional and conditional land uses in the city of Moorhead:

- P = Permitted use                      PU = Provisional use  
 CU = Conditional use permit              Blank = Prohibited  
 () = Letters in round brackets refer to the corresponding subsection of section 10-18-2 of this chapter

GREEN = RC & MU-4 Changes

PINK = Other changes

Use Category (General)	Use Type (Detailed)	Residential Districts					Mixed Use Districts				Commercial Districts		Industrial Districts	
		RLD-1	RLD-2	RLD-3	RMD	RHD	MU-1	MU-2	MU-3	MU-4	CC	RC	LI	HI
Adult establishments	All types												P <sup>1</sup>	P <sup>1</sup>
Agricultural related	Farm cooperatives												CU	CU
	Farm supply store								P	P	P	P	P	
	Feed mixing												CU	CU
	Fertilizer manufacturing													CU
	Grain elevator or produce collection/distribution												CU	CU
	Implement dealer/services								PU (P)	PU (P)	PU (P)	PU (P)	P	P
	Manufacturing/processing, general												CU	CU
Animal services	Animal shelter								PU (Q)	PU (Q)	PU (Q)	PU (Q)	P	P
	Groomer (no kennel)						P		P	P	P	P	P	
	Groomer/kennel/daycare								PU (Q)	PU (Q)	PU (Q)	PU (Q)	P	P
	Pet store (live animals)						PU (Q)		PU (Q)	P	PU (Q)	P	P	
	Veterinary clinic or hospital						PU (Q)		PU (Q)	P	PU (Q)	P	P	
Auto/transportation related	Auto/recreational vehicles/boats/trailers/motorcycles sales, rental, service and repair								PU (R)	CU (R)	PU (R)	PU (R)	PU (R)	PU (R)
	Automotive service station (gasoline/repair/service facility)								PU (R)	CU (R)	PU (R)	PU (R)	PU (R)	PU (R)
	Car wash and auto detailing								PU (R)	PU (R)	PU (R)	PU (R)	P	P

	Impound lot												CU (Y)	CU (Y)
	Parking lot (as a principal use)	CU (I)	CU (I)	CU (I)	CU (I)	CU (I)	PU (S & M)	CU (I, S) & (M)	PU (M)	<u>PU (S)</u>	PU (S)	<u>PU (S)</u>	P	P
	Parking structure, standalone (deck or ramp)						P		P	<u>P</u>	P	<u>P</u>	P	P
	Salvage yard													CU
	Tire shredding/recapping or retreading												CU	CU
	Transportation/freight/cargo terminals												P	P
	Truck repair shops								PU (R)	<u>PU (R)</u>	PU (R)	<u>PU (R)</u>	PU (R)	PU (R)
	Truck stops/truck parking												P	P
Cannabis and hemp related	Cannabis or tobacco paraphernalia or tobacco/vape shop						P	P	P	<u>P</u>	P	<u>P</u>	P	P
	Home/personal cultivation of hemp or cannabis flower	P	P	P	P	P	P	P	P	<u>P</u>				
	Home/personal extraction or sale of hemp or cannabis flower and products													
	State-licensed lower-potency hemp edible retailer-only and the following cannabis-related uses: delivery service, event organizer business and retailer-only						P	P	P	<u>P</u>	P	<u>P</u>	P	P
	State-licensed medical cannabis retailer-only						P	P	P	<u>P</u>	P	<u>P</u>	P	P
	State-licensed medical cannabis combination business						PU (FF)	PU (FF)	PU (FF)	<u>PU (FF)</u>	PU (FF)	<u>PU (FF)</u>	P	P
	State-licensed medical cannabis cultivator or processor												P	P
	State-licensed lower potency hemp edible, cannabis edible or medical cannabis edible production (breweries and small-batch						P		P	<u>P</u>	P	<u>P</u>	P	P

	baking/cooking with associated packaging only)													
	State-licensed lower-potency hemp concentrate manufacturing and the following cannabis-related uses: cultivator, manufacturer, mezzobusiness, microbusiness, testing facility, transporter and wholesaler												P	P
Dependent care	Home care, day care and assisted living facilities (state licensed programs)	PU (D)	PU (D)	PU (D)	PU (D)	PU (D)	PU (D)	PU (D)	PU (D)	PU (D)	PU (D)	PU (D)	PU (D)	
	Home care, day care and assisted living facilities (non-state licensed programs)								P	P	P	P		
Dwellings	Dwelling, multi-family - apartments			P	P	P	P	P	P					
	Dwelling, multi-family - townhouse/rowhouse or triplex		P	P	P	P	P	P	P					
	Dwelling, single-family	P	P	P	P			P						
	Dwelling, two-family twin home or duplex		P	P	P			P						
	Dwelling, temporary family healthcare*													
	Dwelling unit, accessory													
	Dwelling/home occupations	PU (H)	PU (H)	PU (H)	PU (H)	PU (H)	PU (H)	PU (H)	PU (H)					
	Dwellings, Manufactured Home Park				CU	CU								
Gas/chemicals	Gas/chemical bulk storage plants/distribution													CU
	Gas/chemical manufacturing													CU
	Oil filtering/mixing												CU (CC)	CU (CC)
	Other injurious hazardous or offensive chemical use not listed													CU
Lodging/temporary overnight stay	Bed and breakfast	CU (A)	CU (A)	CU (A)	CU (A)	CU (A)	CU	CU	CU	CU (A)	CU	CU		

							(A)	(A)	(A)		(A)	(A)		
	Campgrounds													
	Hotel (with or without conference center)						P		P	<u>P</u>	P	<u>P</u>		
	Housing shelters/temporary housing						CU (O)		CU (O)	<u>CU (O)</u>	CU (O)	<u>CU (O)</u>		
	Motel/motor hotel								CU	<u>CU</u>	CU	<u>CU</u>		
Manufacturing/production/assembly/processing	Advertising products (signs/billboards)										CU		P	P
	Asphalt and concrete batching or ready-mix plants													CU
	Bottling								P	<u>P</u>	P	<u>P</u>	P	P
	Concrete or cement products												P	P
	Dairy products												P	P
	Equipment repair (non-auto)								PU (R)	<u>PU (R)</u>	PU (R)	<u>PU (R)</u>	P	P
	Packing and crating								P	<u>P</u>	P	<u>P</u>	P	P
	Slaughterhouse (not stockyards)													CU
	Wholesale								P	<u>P</u>	P	<u>P</u>	P	P
	Wood shops/cabinetry/carpentry products (with limited manufacturing)								PU (X)	<u>PU (X)</u>	PU (X)	<u>PU (X)</u>	P	P
	Wood shops/cabinetry/carpentry products (with manufacturing)												P	P
Personal services	Barber/hair salon/massage/nail salon/spa/tattoo/body piercing						PU (C)	PU (C)	PU (C)	<u>PU (C)</u>	PU (C)	<u>PU (C)</u>	PU (C)	
	Mortuary/funeral services (cremation)												P	P
	Mortuary/funeral services (no cremation)						P	P	P	<u>P</u>	P	<u>P</u>	P	
Public/institutional	Campus organizations		CU (B)	CU (B)	CU (B)	CU (B)	CU (B)	CU (B)	CU (B)	<u>CU (B)</u>	CU (B)	<u>CU (B)</u>		

	Community theater/arts center/museums						P	P	P	<u>P</u>	P	<u>P</u>		
	Government offices or other non-public works facilities						P		P	<u>P</u>	P	<u>P</u>	P	
	Hospital/Ambulance						P		P	<u>P</u>	P	<u>P</u>	P	
	Library						P	P	P	<u>P</u>	P	<u>P</u>		
	Parks/playgrounds/open space	P	P	P	P	P	P	P	P	<u>P</u>	P	<u>P</u>		
	Public and semipublic recreation uses	P	P	P	P	P	P	P	P	<u>P</u>	P	<u>P</u>		
	Public regulated utility structures (non-substation)	P	P	P	P	P	P	P	P	<u>P</u>	P	<u>P</u>	P	P
	Public regulated utility structures (substation)												P	P
	Public works facilities												P	P
	Religious institutions/group assembly/membership organizations	CU (L)	CU (L)	CU (L)	CU (L)	CU (L)	CU (L)	CU (L)	CU (L)	<u>CU (L)</u>	CU (L)	<u>CU (L)</u>	<u>CU (L)</u>	
	Religious institution micro-dwelling unit sacred community	CU (EE)	CU (EE)	CU (EE)	CU (EE)	CU (EE)	CU (EE)	CU (EE)	CU (EE)	<u>CU (EE)</u>	CU (EE)	<u>CU (EE)</u>	<u>CU (L)</u>	
	Schools, Primary, Secondary, Collegiate (public or private)	CU (L)	CU (L)	CU (L)	CU (L)	CU (L)	CU (L)	CU (L)	CU (L)	<u>CU (L)</u>	CU (L)	<u>CU (L)</u>		
	Transit center						P		P	<u>P</u>	P	<u>P</u>	P	P
Recreation/entertainment	Amphitheater/amusement park/putt putt golf/ax throwing/batting cages/driving ranges/cornhole/pickleball/paintball/skate park								PU (T)	<u>PU (T)</u>	PU (T)	<u>PU (T)</u>	PU (T)	PU (T)
	Bars, taverns, nightclub, brewery, distillery with or without live music/DJ or patio						PU (U)		PU (U)	<u>PU (U)</u>	PU (U)	<u>PU (U)</u>		
	Bar/restaurant or cocktail/wine bar with live music/DJ or patio						PU (U)		PU (U)	<u>PU (U)</u>	PU (U)	<u>PU (U)</u>		
	Bar/restaurant or cocktail/wine bar without live music/DJ or patio						P	P	P	<u>P</u>	P	<u>P</u>		
	Bowling or movie theater						P		P	<u>P</u>	P	<u>P</u>		

	Cafes/coffeehouses (without live performance)						P	P	P	<u>P</u>	P	<u>P</u>		
	Cafes/coffeehouses (with live performance)						PU (U)		PU (U)	<u>PU (U)</u>	PU (U)	<u>PU (U)</u>		
	Community center/recreation center/physical fitness center						P	P	P	<u>P</u>	P	<u>P</u>	P	
	Radio and television offices/stations						PU (Z)		PU (Z)	<u>PU (Z)</u>	PU (Z)	<u>PU (Z)</u>	P	P
	Recording studios for audio, video, film						PU (Z)		PU (Z)	<u>PU (Z)</u>	PU (Z)	<u>PU (Z)</u>	P	P
	Restaurants (no drive-through)						P	P	P	<u>P</u>	P	<u>P</u>	P	
	Restaurants (with drive-through)						P		P	<u>P</u>	P	<u>P</u>	P	
	Shooting range (indoor)									<u>PU (T)</u>		<u>PU (T)</u>	PU (T)	PU (T)
	Shooting range (outdoor)													
Retail and office	Banks (with drive-through)						P		P	<u>P</u>	P	<u>P</u>	P	
	Banks (without drive-through)						P	P	P	<u>P</u>	P	<u>P</u>	P	
	Baking, candy and other food products (on site production and retail)						P	P	P	<u>P</u>	P	<u>P</u>	P	
	Catering						P	P	P	<u>P</u>	P	<u>P</u>	P	
	Contractor offices/sales rooms/supplies (no outdoor display or storage)						PU (V)		PU (V)	<u>PU (V)</u>	PU (V)	<u>PU (V)</u>	P	P
	Contractor offices/sales rooms/supplies (with outdoor display and/or storage)								P		<u>PU (V)</u>	<u>P</u>	P	P
	Contractor offices/sales rooms/supplies (with outdoor display only)								<u>PU</u>	<u>PU</u>	<u>PU</u>		P	P
	Contractor yard												P	P
	Convenience grocery stores (with gas)								PU (R)	<u>P</u>	<u>PU (R)</u>	<u>PU (R)</u>	<u>PU (R)</u>	<u>PU (R)</u>

	Convenience-grocery stores (without gas)						P	P	P		P	P	P	
	Grocery/convenience store (no gas)						P	P	P	P	P	P	P	
	Hardware-general store						P	P	P		P	P		
	Home improvement / Hardware retailers with outdoor sales display/lumberyards								PU (W)	PU (W)	PU (W)	PU (W)	PU (W)	PU (W)
	Home improvement / Hardware retailers without outdoor sales display/lumberyards						P	P	P	P	P	P	P	P
	Laundromat						P	P	P	P	P	P		
	Liquor store						P	P	P	P	P	P		
	Lumberyards									PU (W)	PU (W)	PU (W)	PU (W)	PU (W)
	Meat market including processing									P	P	P	P	P
	Meat market not including processing						P	P	P	P	P	P	P	P
	Medical/dental offices/clinics						P	P	P	P	P	P	P	
	Nursery/lawn and garden						P		P	P	P	P	P	P
	Offices, professional						P	P	P	P	P	P	P	
	Retail (with drive-through)						P		P	P	P		P	
	Textiles, spinning, weaving, dyeing, printing, knit goods, yarn, thread and cordage duty with retail component						P	P	P	P	P	P	P	
	Textiles, spinning, weaving, dyeing, printing, knit goods, yarn, thread and cordage duty without retail component												P	P
	Thrift store/consignment						P	P	P	P	P	P	P	
Warehousing/storage	Cold storage/self-storage/outdoor storage facilities Self-storage and/or outdoor storage facilities									CU (BB)	CU (BB)		P	P

	Self-storage facilities without outdoor storage								CU (BB)	CU (BB)	CU (BB)		P	P
	Cold storage, warehouse and distribution centers for nonexplosive material												P	P
	Notes: 1. Adult establishments are prohibited in that portion of the district that is within the Gateway Overlay District. 2. Pursuant to the authority granted by Minnesota Statutes section 462.3593, subdivision 9, the City of Moorhead opts out of the requirements of Minnesota Statutes section 462.3593.													

## RESOLUTION

### Resolution to Approve Title & Summary of Ordinance 2025-01

WHEREAS, the City Council of the City of Moorhead did pass Ordinance 2025-01: An Ordinance to Amend and Reenact Moorhead City Code, Title 10, Chapter 15, Mixed Use Districts, Title 10, Chapter 13, Commercial Districts, Title 10, Chapter 22, Signs and Repeal Title 10, Chapter 13, Article B, RC: Regional Commercial; and

WHEREAS, a title and summary for publication of the above Ordinance was submitted to the City Council for its review in accordance with Section 3.07 of the Moorhead City Charter; and

WHEREAS, the City Council has reviewed the Title and Summary for said Ordinance for approval and has determined that the Title and Summary informs the public of the intent and effect of the Ordinance.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead, Minnesota that the Title and Summary for Ordinance 2025-01: An Ordinance to Amend and Reenact Moorhead City Code, Title 10, Chapter 15, Mixed Use Districts, Title 10, Chapter 13, Commercial Districts, Title 10, Chapter 22, Signs and Repeal Title 10, Chapter 13, Article B, RC: Regional Commercial is hereby approved. A copy of said Title and Summary was before the City Council and is now of record and on file in the Office of the City Clerk.

BE IT FURTHER RESOLVED by the City Council of the City of Moorhead, Minnesota that the City Clerk is hereby authorized and directed to publish said Title and Summary in accordance with Section 3.08 of the Moorhead City Charter.

PASSED: February 24, 2025 by the City Council of the City of Moorhead.

APPROVED BY:

ATTEST:

\_\_\_\_\_  
Michelle (Shelly) A. Carlson, Mayor

\_\_\_\_\_  
Christina Rust, City Clerk

## **TITLE AND SUMMARY OF ORDINANCE 2025-01**

The following Ordinance is hereby published by Title and Summary:

1. Title of Ordinance

An Ordinance to Amend and Reenact Moorhead City Code, Title 10, Chapter 15, Mixed Use Districts, Title 10, Chapter 13, Commercial Districts, Title 10, Chapter 22, Signs and Repeal Title 10, Chapter 13, Article B, RC: Regional Commercial.

2. Summary of Ordinance

An Ordinance which Amends and Reenacts Moorhead City Code, Title 10, Chapter 15, Mixed Use Districts, Title 10, Chapter 13, Commercial Districts, Title 10, Chapter 22, Signs and Repeal Title 10, Chapter 13, Article B, RC: Regional Commercial.

3. Availability of Ordinance

A complete, printed copy of this Ordinance is available for inspection by any person during regular business hours in the Office of the City Clerk, Third Floor, City Hall, 500 Center Avenue, Moorhead, MN.

The Ordinance was passed by the City Council of the City of Moorhead this 24th day of February, 2025.

First Reading: 02/10/2024

E-Post: 02/14/2024

Second Reading: 02/24/2024

Publication:



## City Council Communication

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February 24, 2025

**SUBJECT:**

Resolution to Authorize Participation in MN Department of Public Safety Law Enforcement Therapy Dog Program

**RECOMMENDATION:**

The Mayor and City Council are asked to consider a resolution formally supporting the Moorhead Police Department's involvement in the MN Department of Public Safety, MN Office of Justice Programs, 2024-2025 Law Enforcement Therapy Dog Program.

**BACKGROUND/KEY POINTS:**

The purpose of this request is to accept grant funds to support law enforcement agencies to acquire, train, and maintain therapy dogs to aid in treating peace officers and firefighters suffering from job-related trauma and post-traumatic stress disorder and to assist in responding to calls involving persons in crisis.

Dog therapy programs for first-responders are gaining recognition as vital tools for enhancing mental health, resilience, and community relations. The integration of therapy dogs into law enforcement agencies and fire departments provide comfort and resilience to first-responders, emotional support for law enforcement, community and victim support, and positive public perception.

Megan Lundburg, our Community Resource Navigator, currently owns a Golden Retriever that has completed Therapy Dog training and has participated in several other training. Megan will utilize her dog in an official capacity within the department through funding from the grant. The dog will attend daily briefings with patrol officers at 8 am and 4 pm, monthly staff meetings, and be present in the office to visit with department employees throughout the day. The dog will also be available to community members in crisis, victims of crimes when requested, and during community engagement opportunities.

The Therapy Dog Grant will provide our department with \$10,000 to support the animal and handlers ongoing costs. The dog will reside with the handler, who will facilitate transportation, veterinary care, grooming, and basic needs. The grant program is ideal to reduce the costs of the continued training of the dog being used for this program and the initial implementation of a therapy dog program. The dog is presently 6 years old and will be utilized until it is deemed her time to retire, or significant illness impacts her ability to be successful. At that time, purchasing a replacement dog will be explored.

**FINANCIAL CONSIDERATIONS:**

The total amount awarded for the MN Department of Public Safety Therapy Dog grant would be \$10,000 which would be used to support the dog and handler.

The Moorhead Police Department would be the fiscal agent for the grant. The Minnesota Department of Public Safety coordinates the funds.

**Voting Requirements:** Majority of Quorum



# City Council Communication

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February 24, 2025

**Submitted By:**

Dan Mahli, City Manager  
Shannon Monroe, Chief of Police  
Deric Swenson, Police Captain

**Attachments:**

## **RESOLUTION**

### **Resolution to Authorize Participation in MN Department of Public Safety Law Enforcement Therapy Dog Program**

WHEREAS, The Moorhead Police Department request to act as the fiscal agent and coordinate the grant For the MN Department of Public Safety, MN Office of Justice Programs, 2024-2025 Law Enforcement Therapy Dog Program; and

WHEREAS, The Therapy Dog Grant will provide our department with \$10,000 to support the animal and handlers ongoing costs.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead approves the Moorhead Police Department's involvement in the grant for the MN Department of Public Safety, MN Office of Justice Programs, 2024-2025 Law Enforcement Therapy Dog Program.

PASSED: February 24, 2025 by the City Council of the City of Moorhead.

APPROVED BY:

ATTEST:

\_\_\_\_\_  
Michelle (Shelly) A. Carlson, Mayor

\_\_\_\_\_  
Christina Rust, City Clerk



## City Council Communication

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February 24, 2025

**SUBJECT:**

Resolution to Award Bids for 2025 Water Treatment and Wastewater Treatment Chemicals

**RECOMMENDATION:**

The Moorhead Public Service Commission respectfully requests the Mayor and City Council award bids for 2025 Water Treatment and Wastewater Treatment Chemicals to the lowest, qualified bidders meeting the specifications, as shown on the attached Bid Tabulation Sheet, as awarded by the Moorhead Public Service Commission on February 18, 2025.

**BACKGROUND/KEY POINTS:**

On an annual basis, Moorhead Public Service (MPS) requests bids for water treatment and wastewater treatment chemicals. MPS collaborates with the City of Moorhead's Wastewater department to purchase chemicals for the treatment of wastewater. For the purpose of drinking water treatment, MPS utilizes a significant amount of chemicals on an annual basis.

To ensure the availability of water treatment chemicals for MPS from April 1, 2025, to December 31, 2025, the Commission authorized MPS staff on December 17, 2024, to advertise for chemical bids with a bid opening date of January 23, 2025. The bid cycle was shortened to align future bids with the calendar year, facilitating more accurate budget setting and the potential for more competitive pricing.

The bids received indicate a 2.4 percent increase in per-unit costs for 2025 chemicals. If the recommended bids are approved and chemical usage remains consistent, MPS' chemical costs, per unit, are projected to rise by \$40,263 per unit costs. This increase is largely due to the inclusion of a new additional chemical, orthophosphate, in the bid.

As part of the bid process, MPS staff requested bids for both dry and liquid ferric sulfate, as pricing conditions for Bid Item #3, dry ferric sulfate continues to be uncertain. MPS staff recommends the award of Bid Item #15, liquid ferric sulfate. Notably, 8 out of the 14 chemicals have pricing equal to, or lower than, 2024 levels, with lime, soda ash, and liquid ferric sulfate accounting for over 80 percent of the estimated total cost for the contract year.

The estimated cost for water treatment chemicals for the 9-month period, based on 2024 usage, is \$1,324,545. The 2025 budget for water treatment chemicals is \$1,940,085, with total estimated costs for the calendar year of \$1,733,948. A 5 percent increase in chemical costs was anticipated based on market trends, but the inclusion of orthophosphate is the primary factor driving the higher costs compared to 2024. To address potential chemical use fluctuations, staff recommends utilizing cash reserves to cover any budget variance. Any required replenishment of reserves will be incorporated into the 2026 budget and water rate calculations.

**FINANCIAL CONSIDERATIONS:**

Both the City and MPS order chemicals (through a contract) for their respective treatment processes and are invoiced separately—as the chemicals are ordered on an as-needed basis. The City's 2025 budget for wastewater treatment chemicals is \$400,000. MPS' estimated cost for water treatment chemicals for the 9-month period, based on 2024 usage, is \$1,324,545. The



## City Council Communication

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February 24, 2025

2025 budget for water treatment chemicals is \$1,940,085, with total estimated costs for the calendar year of \$1,733,948. To address potential chemical use fluctuations, staff recommends utilizing cash reserves to cover any budget variance. Any required replenishment of reserves will be incorporated into the 2026 budget and water rate calculations.

**Voting Requirements:** Majority of Council

**Submitted By:**

Dan Mahli, City Manager

Travis Schmidt, General Manager

Marc Pritchard, Water Plant Manager

**Attachments:** Bid Tabulation Sheet

# **Bid Tabulation Sheet** **2025 Water Treatment and Wastewater Treatment Chemicals**

Bid Opening: January 23, 2025, at 2:00 PM

Bidder	Addendum #1	Check	Bid Bond	<u>Bid Item #1:</u>	<u>Bid Item #2:</u>	<u>Bid Item #3:</u>	<u>Bid Item #4:</u>	<u>Bid Item #5:</u>	<u>Bid Item #6:</u>
				Lime Price/Ton Qty. 1,500, more or less	Soda Ash Price/Ton Qty. 750, more or less	Dry Ferric Sulf. Price/Ton Qty. 200, more or less	Sodium Hexa. Price/Ton Qty. 3, more or less	Liquid Chlorine Price/Ton Qty. 30, more or less	Liquid CO <sub>2</sub> Price/Ton Qty. 180, more or less
AWG – American Welding & Gas	✓	✓							\$239.95
Carus	✓		✓				\$3,360.00		
DuBois Chemicals, Inc.	✓		✓		\$480.00				
Graymont (WI) LLC	✓		✓	\$346.50					
Hawkins, Inc.	✓		✓				\$4,250.00	\$2,609.00	
Linde, Inc.	✓		✓						\$248.00
Mississippi Lime Company	✓		✓	\$668.70					
Oxygen Service Company	✓	✓							\$290.00
Polydyne, Inc.	✓		✓						
PVS Technologies, Inc.	✓		✓						
Shannon Chemical Corporation	✓		✓				\$3,533.27		
Thatcher Company, Inc.	✓		✓		\$542.00				



# **Bid Tabulation Sheet** **2025 Water Treatment and Wastewater Treatment Chemicals**

Bid Opening: January 23, 2025, at 2:00 PM

Bidder	Addendum #1	Check	Bid Bond	<u>Bid Item #7:</u>	<u>Bid Item #8:</u>	<u>Bid Item #9:</u>	<u>Bid Item #10:</u>	<u>Bid Item #11:</u>	<u>Bid Item #12:</u>
				Sodium Hypo. Price/Gallon Qty. 250, more or less	Sulfur Dioxide Price/Ton Qty. 3, more or less	Liquid Oxygen Price/Gallon* Qty. 30,000, more or less	Fluoro. Acid Price/Gallon Qty. 4,000, more or less	Ammonia Price/Gallon Qty. 4,500, more or less	Anionic Poly. Price/Pound Qty. 3,000, more or less
AWG – American Welding & Gas	✓	✓				\$0.95			
Carus	✓		✓						
DuBois Chemicals, Inc.	✓		✓						
Graymont (WI) LLC	✓		✓						
Hawkins, Inc	✓		✓	\$4.50	\$1,890.00		\$6.35	\$5.07	
Linde, Inc.	✓		✓			\$1.0699			
Mississippi Lime Company	✓		✓						
Oxygen Service Company	✓	✓				\$0.978			
Polydyne, Inc.	✓		✓						\$1.63
PVS Technologies, Inc.	✓		✓						
Shannon Chemical Corporation	✓		✓						
Thatcher Company, Inc.	✓		✓						

\*Note: One (1) gallon is equivalent to 115.1 standard cubic feet.



**Bid Tabulation Sheet**  
**2025 Water Treatment and Wastewater Treatment Chemicals**

Bid Opening: January 23, 2025, at 2:00 PM

Bidder	Addendum #1	Check	Bid Bond	<u>Bid Item #13:</u>	<u>Bid Item #14:</u>	<u>Bid Item #15:</u>	<u>Bid Item #16:</u>
				Orthophosphate Price/Gallon Qty. 3000, more or less	Ferrous Chloride Price/Pound Qty. 200,000, more or less	Ferric Sulfate Price/Gallon Qty. 45,000, more or less	Hydrogen Peroxide (34% Solution) Price/Gallon Qty. 1500, more or less
AWG – American Welding & Gas	✓	✓					
Carus LLC	✓		✓				
DuBois Chemicals, Inc.	✓		✓				
Graymont (WI) LLC	✓		✓				
Hawkins, Inc.	✓		✓	\$11.286		\$4.47	\$5.70
Linde, Inc.	✓		✓				
Mississippi Lime Company	✓		✓				
Oxygen Service Company	✓	✓					
Polydyne, Inc.	✓		✓				
PVS Technologies, Inc.	✓		✓		\$1.75		
Shannon Chemical Corporation	✓		✓				
Thatcher Company, Inc.	✓		✓				



## **RESOLUTION**

### **Resolution to Award Bids for 2025 Water Treatment and Wastewater Treatment Chemicals**

WHEREAS, on January 23, 2025, bids were opened for 2025 Water Treatment and Wastewater Treatment Chemicals; and,

WHEREAS, Moorhead Public Service staff has evaluated the bids and submitted a Bid Tabulation Sheet with its recommendations.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead to award the bids for 2025 Water Treatment and Wastewater Treatment Chemicals to the lowest, qualified bidders meeting the specifications, as shown on the attached Bid Tabulation Sheet, as awarded by the Moorhead Public Service Commission on February 18, 2025. MPS' estimated 9-month cost for water treatment chemicals, based upon 2024 usage, is \$1,324,545.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead, Minnesota, that the City Council does hereby authorize and direct the Mayor and City Manager to execute the contracts for 2025 Water Treatment and Wastewater Treatment Chemicals.

PASSED: February 24, 2025, by the City Council of the City of Moorhead.

APPROVED BY:

ATTEST:

\_\_\_\_\_  
Michelle (Shelly) A. Carlson, Mayor

\_\_\_\_\_  
Christina Rust, City Clerk



## City Council Communication

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February 24, 2025

**SUBJECT:**

Resolution to Approve Amendment to the Employment Agreement between the City of Moorhead and City Manager

**RECOMMENDATION:**

The Mayor and City Council are asked to consider approving the amendment to the employment agreement for City Manager, Dan Mahli

**BACKGROUND/KEY POINTS:**

The City of Moorhead (City) entered into an employment agreement with Dan Mahli initially on December 21, 2020. Per the employment agreement between the City and Dan Mahli it states, "Performance evaluations utilizing written performance standards will be conducted annually, in January of each year, and the City agrees to consider an increase in compensation to Employee at the same level or greater than those given to other nonunion employees, dependent upon the results of the annual performance evaluation."

The Mayor and City Council met on February 10, 2025, and had a performance conversation with City Manager, Dan Mahli. During this performance conversation, the Mayor and City Council evaluated Mr. Mahli and determined that his performance ranged from "meets expectations" to "exceptional," and that his overall performance as City Manager is currently exceeding expectations.

**FINANCIAL CONSIDERATIONS:**

The City will fund the City Manager's salary within the City Manager budget.

**Voting Requirements:** 3/4 of Council (6)

**Submitted By:**

Dan Mahli, City Manager  
Amy Settergren, HR Director

**Attachments:**

## **RESOLUTION**

### **Resolution to Approve Amendment to the Employment Agreement between the City of Moorhead and City Manager**

WHEREAS, the City and Employee entered into an Employment Agreement dated as of December 21, 2020 (the "Agreement") in which the City and Employee agreed to terms and conditions of Employee's employment as City Manager; and

WHEREAS, following the Employee's performance review, the parties negotiated over the terms of the Agreement between the parties; and

WHEREAS, the parties reached a tentative agreement to amend the terms of the Agreement.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead, Minnesota that the City Council does approve the amendment to the Agreement between the City of Moorhead and Dan Mahli.

PASSED: February 24, 2025 by the City Council of the City of Moorhead.

APPROVED BY:

ATTEST:

\_\_\_\_\_  
Michelle (Shelly) A. Carlson, Mayor

\_\_\_\_\_  
Christina Rust, City Clerk