



**CITY COUNCIL
MEETING AGENDA
JANUARY 27, 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. McKnight Foundation Heart of Community Award Honorees: Yoke-Sim Gunaratne & Eman Yassin
 - B. Employee Milestone Service Recognitions
6. Approve Minutes
 - A. January 13, 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
 - A. *Resolution for Appointments to Boards and Committees
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.
10. Engineering Department
 - A. *Resolution to Approve Plans & Specifications and Authorize Advertisement for Bids for Country Heritage Area Street Improvements (Eng. No. 24-A2-03)

- B. *Resolution to Approve Limited Use Permit (LUP#1401-0020) for Shared-Use Path and Aesthetic Amenities within Trunk Highway Right-of-Way (Eng. No. 14-02-03)
 - C. *Resolution to Award Bid for the 2025 Wastewater Treatment Facility Roof Replacement Project (Eng. No. 25-06-03)
 - D. *Resolution to Receive Report, Order Plans & Specifications, and Call for a Public Hearing for 9th Ave S, 10th Ave S and 16th St S Area Street Improvements (Eng. No. 25-A2-01)
 - E. *Resolution to Receive Report, Order Plans & Specifications, and Call for a Public Hearing for 14th Ave S, 13th St S, and 18th St S Underground Utility and Street Improvements (Eng. No. 25-A2-02)
 - F. *Resolution to Approve Plans & Specifications and Authorize Advertisement for Bids for 14th Ave S, 13th St S, and 18th St S Underground Utility and Street Improvements (Eng. No. 25-A2-02)
11. Police Department
- A. *Resolution to Authorize Budget Adjustment #25-003 to Transfer of Funds to Support the Purchase of a D.A.R.E. Vehicle
12. Administration
- A. Resolution to Approve Appointment of Recreation Director
 - B. *Resolution to Approve Trollwood Performing Arts School 2025 Operating Budget & Annual Report
 - C. *Resolution to Approve and Submit the 2025 Disadvantaged Business Enterprise (DBE) Program to the Federal Transit Administration
 - D. *Resolution to Authorize Agreement with the City of Fargo for the exchange of Federal Transit Administration (FTA) Section 5307 funds for FTA Section 5310 and 5339 funds
 - E. *Resolution to Authorize Agreement with the City of Fargo for the lease of Moorhead owned Fixed Route Buses
13. Mayor and Council Reports
14. City Manager Reports
15. 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
16. New Business
17. Adjourn



**CITY COUNCIL
MEETING MINUTES
JANUARY 13, 2025 AT 5:30 PM
HJEMKOMST CENTER AUDITORIUM**

Council members Nicole Mattson , Emily Moore, Lisa Borgen, and Sebastian McDougall were sworn-in by District Court Judge Johnathan Judd

1. Call to Order and Roll Call

Roll call of the members was made as follows:

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

Absent:

2. Pledge of Allegiance

3. Agenda Amendments

4. Consent Agenda

Motion to Approve made by Heather Nesemeier and seconded by Ryan Nelson

Motion Passed

For: 8; Nelson, Mattson, Nesemeier, Moore, White, Borgen, McDougall, Hendrickson

Against: 0;

Abstain/Recuse: 0;

Absent: 0;

5. Recognitions - Presentations

A. MoorHeart Recognition: Kevin Hanson

Governmental Affairs Director Lisa Bode presented the MoorHeart Award to Kevin Hanson for his work on the Metro Area Transit Coordinating Board over the last 20 years.

B. Presentation: Moorhead Safe Routes to School, Daniel Farnsworth (MetroCOG)

Transportation Planner with the Fargo Moorhead Metropolitan Council of Governments Daniel Farnsworth presented Moorhead's Safe Routes to Schools plan.

6. Approve Minutes
 - A. December 9, 2024 Meeting Minutes

Motion to Approve December 9, 2024 Meeting Minutes made by Deb White and seconded by Sebastian McDougall

Motion Passed

For: 8; Nelson, Mattson, Nesemeier, Moore, White, Borgen, McDougall, Hendrickson

Against: 0;

Abstain/Recuse: 0;

Absent: 0;
7. Citizens Addressing the Council (Time Reserved: 15 Minutes)
8. *Mayor and Council Appointments
 - A. Resolution to Approve Appointment of Mayor Pro Tem and Mayoral Appointments to Committees, Boards, and Commissions

Motion to Approve Resolution to Approve Appointment of Mayor Pro Tem and Mayoral Appointments to Committees, Boards, and Commissions made by Heather Nesemeier and seconded by Ryan Nelson

Motion Passed

For: 8; Nelson, Mattson, Nesemeier, Moore, White, Borgen, McDougall, Hendrickson

Against: 0;

Abstain/Recuse: 0;

Absent: 0;
 - B. *Resolution to Approve Mayoral Appointments of Council Members to Committees, Boards, and Commissions
 - C. *Resolution for Appointments to Boards and Committees
9. Public Hearings (5:45 pm)
10. Economic Development
 - A. *Resolution to Approve the Sale of City-owned Land located at 4350 34 Ave S (58.424.0060)
 - B. *Resolution to Approve Application to the Department of Employment and Economic Development for a Redevelopment Grant in Support of Downtown Redevelopment, Committing Local Match, and Authorizing Signatures
11. Engineering Department
 - A. Resolution to Receive Report, Order Plans & Specifications, and Call for a Public Hearing for Street & Utility Improvements on 10-1/2 Street North (Eng. No. 24-A2-09)

City Engineer Tom Trowbridge shared general practices for improvement projects within the city and discussed proposed street and utility improvement plans at 10-1/2 Street North in Moorhead.

Motion to Approve Resolution to Receive Report, Order Plans & Specifications, and Call for a Public Hearing for Street & Utility Improvements on 10-1/2 Street North (Eng. No. 24-A2-09) made by Heather Nesemeier and seconded by Deb White

Motion Passed

For: 8; Nelson, Mattson, Nesemeier, Moore, White, Borgen, McDougall, Hendrickson

Against: 0;

Abstain/Recuse: 0;

Absent: 0;

- B. Resolution to Approve Plans & Specifications and Authorize Advertisement for Bids for Street & Utility Improvements on 10-1/2 St N (Eng. No. 24-A2-09)

Motion to Approve Resolution to Receive Report, Order Plans & Specifications, and Call for a Public Hearing for Street & Utility Improvements on 10-1/2 Street North (Eng. No. 24-A2-09) made by Heather Nesemeier and seconded by Deb White

Motion Passed

For: 8; Nelson, Mattson, Nesemeier, Moore, White, Borgen, McDougall, Hendrickson

Against: 0;

Abstain/Recuse: 0;

Absent: 0;

- C. *Resolution to Receive Report and Order Plans & Specifications for Prairie Parkway 2nd Addition Underground Utility & Street Improvements (Eng. No. 25-A6-02)

12. Parks and Recreation Department

- A. *Resolution to Accept Grant Funding from Lake Region Arts Council for the 2025 Celtic Festival

13. Public Works

- A. Resolution to Approve Guaranteed Maximum Price Amendment #2 to the Agreement with Gast Construction Company, Inc. for Construction Manager At Risk Services on the Reimagine Romkey Park – Pool Replacement and Park Renovations Project

Public Works Director Paul Fiechtner provided an update for the Reimagine Romkey Park and pool replacement project.

Motion to Approve Resolution to Approve Guaranteed Maximum Price Amendment #2 to the Agreement with Gast Construction Company, Inc. for Construction Manager At Risk Services on the Reimagine Romkey Park – Pool Replacement and Park Renovations Project made by and seconded by

Motion

For: 0;

Against: 0;

Abstain/Recuse: 0;

Absent: 0;

14. Administration

- A. *Resolution to Approve New Liquor License to Mangos II LLC
- B. *Resolution to Affirm 2025 City Council Meeting Dates
- C. *Resolution to Designate the Official Newspaper and Website of the City of Moorhead
- D. *Resolution to Designate Official Depositories, Signers and Authority to make Electronic Funds Transfers
- E. *Resolution to Approve 2025 Tax Increment Interfund Loan
- F. *Resolution to Approve Labor Agreement and Memorandums of Understanding Between the City of Moorhead and American Federation of State, County and Municipal Employees (AFSCME)
- G. *Resolution to Accept 2024 Donations

15. Mayor and Council Reports

Council member Nesemeier highlighted new appointments to boards and commissions and encouraged the public to apply for local and state committees. The Cass Clay Food Commission is celebrating its 10-year anniversary with events in 2025.

Council member White thanked Inclusive Moorhead for hosting event. Council member White shared condolences for the family and friends of former City Council member Nancy Otto and her legacy of commitment and care.

Mayor Carlson recognized retiring staff Lori Vanbeek (42 years), Holly Heitkamp (23 years) and LeAnn Wallin (30 years) for their years of service. The Mayor also attended a reception for former Clay County Commissioner Frank Gross who retired after 12 years of service on the Commission. Mayor Carlson and City Manager Mahli toured A Place for Hope with Executive Director Darrell Vasvick. Mayor Carlson spoke at the MState Healthcare Simulation Center ribbon cutting event. A meeting with the Fargo Forum Editorial Board took place to highlight the events and happenings in Moorhead. Mayor Carlson provided an update on the FM Diversion project. Construction work continues on the Red River Regional Dispatch Center with an anticipated opening in 2025. Mayor Carlson toured the Moorhead Armory and stated the gymnasium and gathering space can be rented by the public. Mayor Carlson mentioned the Chamber's State of the Cities event was a success and enjoyed highlighting Moorhead along with Fargo, West Fargo, Dilworth, Horace. The Mayor also performed Oath of Office ceremonies for two new police officers in Moorhead. Mayor Carlson shared condolences to family and friends of Nancy Otto.

16. City Manager Reports

City Manager Dan Mahli welcomed new City Council members.

17. Executive Session

18. New Business

19. Adjourn

Meeting adjourned at 6:25pm.

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.

DRAFT

RESOLUTION

Resolution for Appointments to Boards and Committees

BE IT RESOLVED by the City Council of the City of Moorhead, Minnesota that the City council does hereby approve the following committee appointments:

Airport Committee

- Paul Jeffries, Moorhead resident, is appointed to a term commencing February 1, 2025 and ending January 31, 2028. (Ward 4)

Charter Commission

- Martha Castanon, Moorhead resident, is appointed to a term commencing February 1, 2025 and ending January 31, 2029. (At-Large)
- Amanda Ghauri, Moorhead resident, is appointed to a term commencing February 1, 2025 and ending January 31, 2029. (Ward 2)

PASSED: January 27, 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

January 27, 2025

SUBJECT:

Resolution to Approve Plans & Specifications and Authorize Advertisement for Bids for Country Heritage Area Street Improvements (Eng. No. 24-A2-03)

RECOMMENDATION:

The Mayor and City Council are asked to consider a resolution to Approve Plans & Specifications and Authorize Advertisement for Bids for Country Heritage Area Street Improvements (Eng. No. 24-A2-03).

BACKGROUND/KEY POINTS:

The proposed project area includes the streets of 65th Ave N, 66th Ave N, 67th Ave N, 3rd St N, and 4th St N. (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 11, 2023, 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 for various street and utility improvements and was received by the Council on December 9, 2024. 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 January 21, 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. 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

January 27, 2025

Below is an outline of the proposed project schedule.

PROJECT SCHEDULE	
Activity	Date
Order Preliminary Engineer's Report	December 11, 2023
Receive Engineer's Report, Order Plans & Specs, and Call for a Public Hearing	December 9, 2024
Approve Plans & Specs and Authorize Ad for Bids	January 27, 2025
Receive Bids	February 19, 2025
Hold Public Hearing, Order Improvements, Declare Intent to Assess & Award Bid	March 10, 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 \$1,550,000. It is proposed to finance the project cost through the PIR Fund using a General Obligation Improvement Bond, and to assess approximately \$491,000 of the total project cost to the benefiting properties in accordance with the City's Special Assessment Policy. The balance of the project cost (\$1,059,000) will be paid as a City share.

Voting Requirements: Majority of Quorum

Submitted By:

Dan Mahli, City Manager


Tom Trowbridge, City Engineer

Attachments:



24-A2-03 Project Area

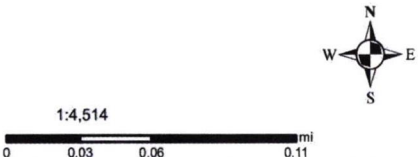
City of Moorhead GIS, Sources: Esri, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatastyrelsen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap and the GIS user community


 This map is for reference purposes only. It is not a substitute for an accurate field survey. Moorhead, MN is not responsible for any inaccuracies herein contained. This map is in the public domain and may be copied without permission. Citation of the source is appreciated.

Agenda Item 10.A.

City of Moorhead GIS Map

Page 11 of 65
 Date: 7/20/2023 Time: 9:46 AM



RESOLUTION

Resolution to Approve Plans & Specifications and Authorize Advertisement for Bids for Country Heritage Area Street Improvements (Eng. No. 24-A2-03)

WHEREAS, pursuant to a resolution passed by the City Council on December 9, 2024, City staff has prepared plans & specifications for Country Heritage Area Street Improvements (Eng. No. 24-A2-03) 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: January 27, 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

January 27, 2025

SUBJECT:

Resolution to Approve Limited Use Permit (LUP#1401-0020) for Shared-Use Path and Aesthetic Amenities within Trunk Highway Right-of-Way (Eng. No. 14-02-03)

RECOMMENDATION:

The Mayor and City Council are asked to consider a resolution to approve a Limited Use Permit for shared-use path and aesthetic improvements within the 11th St/Trunk Highway 10 (TH 10) right-of-way.

BACKGROUND/KEY POINTS:

MnDOT is currently constructing the 11th St/TH 10 underpass project pursuant to Cooperative Construction Agreement #1053983 with the City, which was approved by the City Council on January 24, 2024. As part of that agreement, the City must obtain a Limited Use Permit for the proposed shared-use path and the aesthetic amenities (stamped colored concrete boulevards and decorative brick and railings on the bridges) that will be located within the Trunk Highway right-of-way. This includes work along Main Avenue between 10th St and 11th St, along 11th St between Main Ave and Center Ave, and along Center Ave east from 11th St.

In about 2009, MnDOT began utilizing a permitting process to allow for the installation of shared-use path facilities and other amenities within Trunk Highway right-of-way. The permit establishes the conditions for allowing installation of facilities in the right-of-way, such as design and construction standards, maintenance requirements, and future replacement or removal of the facilities. Staff has reviewed the proposed LUP, finds that it is consistent with the conditions of the previously approved Cooperative Construction Agreement and recommends that it be approved.

FINANCIAL CONSIDERATIONS:

In accordance with the terms of the Cooperative Construction Agreement and Limited Use Permit, the City will be responsible for maintenance and future removal/repair/replacement costs of the shared-use path and aesthetic amenities that are included in the plans for the 11th St underpass project.

Voting Requirements: 3/4 of Council (6)

Submitted By:

Dan Mahli, City Manager
Tom Trowbridge, City Engineer

Attachments: LUP Exhibit

MINNESOTA DEPARTMENT OF TRANSPORTATION

DESIGN DESIGNATION

11TH ST / CSAH 3

Design ESALS = 2,779,000
ADT (Current Year) 2025 = 7,000
ADT (Future Year) 2045 = 11,850
HCADT (Future Year) 2045 = 11,100
Design
R Value = 10 TON
Shoulder Width = 6
Functional Classification = MINOR ARTERIAL
No. of Parking Lanes = 4
No. of Traffic Lanes = 4
Design Speed = 30 MPH
Based on STOPPING Sight Distance
Height of eye 3.5' Height of object 2.0'

CONSTRUCTION PLAN FOR

GRADING, BITUMINOUS AND CONCRETE PAVING, RETAINING WALLS, LIGHTING, SIGNALS, TMS, ADA IMPROVEMENTS, LIFT STATION, CONTROL BUILDING & BRIDGES 14015 AND 14017.

LOCATED ON TH 10/75 (CENTER AVENUE) FROM 73' WEST OF 10TH STREET TO 400' WEST OF 14TH STREET
LOCATED ON 11TH STREET / CSAH 3 FROM 2ND AVENUE S TO 2ND AVENUE N

STATE PROJ. NO.

TH 10/75 (CENTER AVE) SP 1401-177

GROSS LENGTH 1496.05 FEET
BRIDGES LENGTH 0.283 MILES
EXCEPTIONS LENGTH 1496.05 FEET
NET LENGTH 1496.05 FEET
REF. POINT 000+00.620 (TH 10) 000+00.908 (TH 10) 250+00.407 (TH 75) TO REF. POINT 250+00.695 (TH 75)

STATE PROJ. NO.

11TH STREET / CSAH 3

GROSS LENGTH 563.50 FEET
BRIDGES LENGTH 0.107 MILES
EXCEPTIONS LENGTH 563.50 FEET
NET LENGTH 563.50 FEET

STATE PROJ. NO.

SP 144-010-020 / SP 144-090-019

GROSS LENGTH 1647.37 FEET
BRIDGES LENGTH 0.312 MILES
EXCEPTIONS LENGTH 1647.37 FEET
NET LENGTH 1647.37 FEET

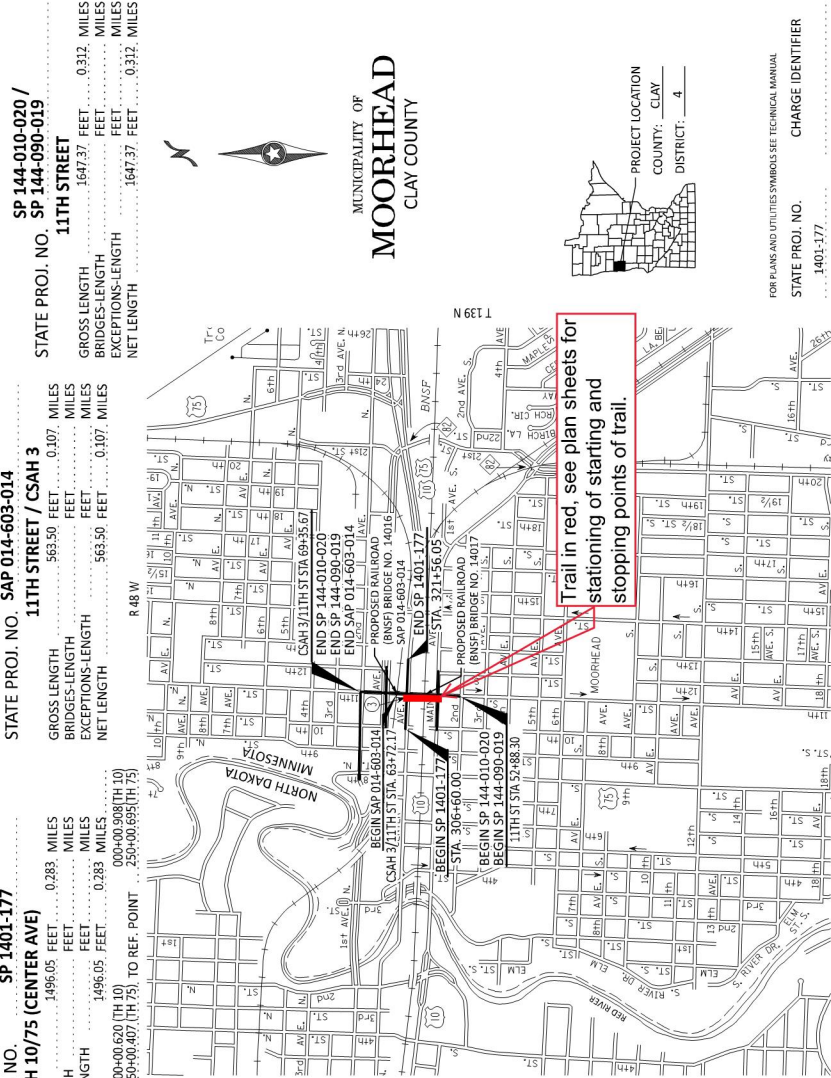
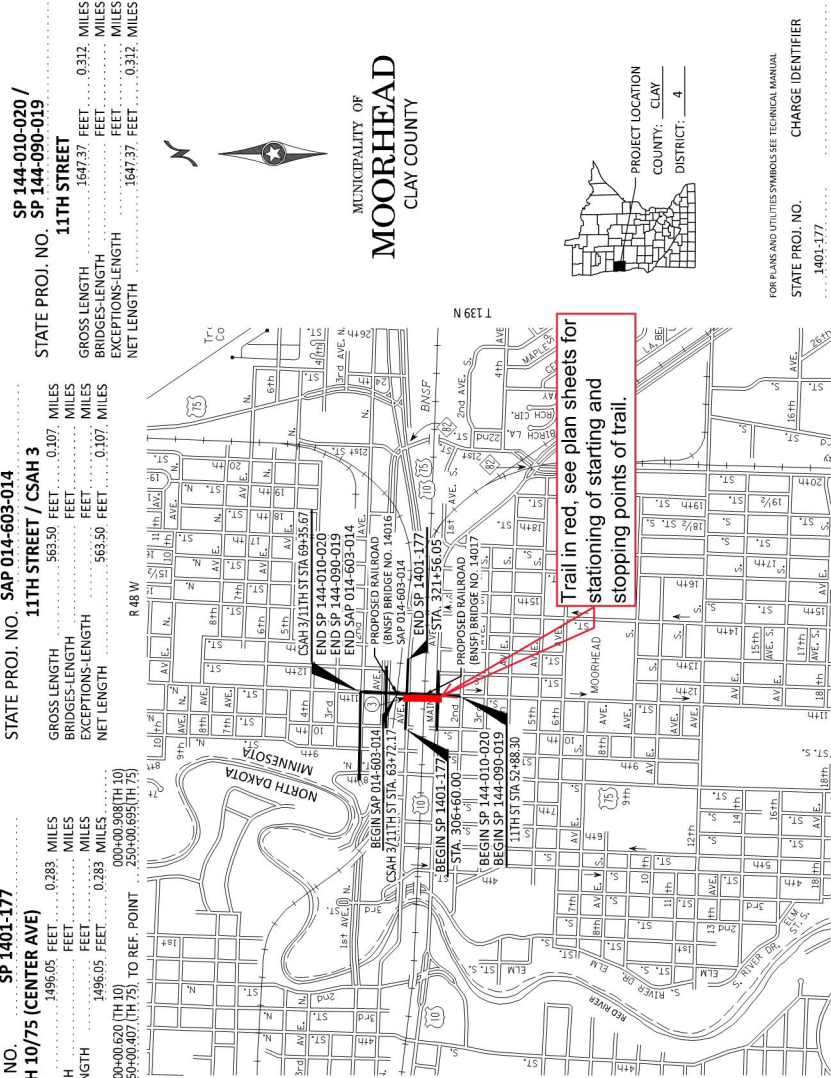
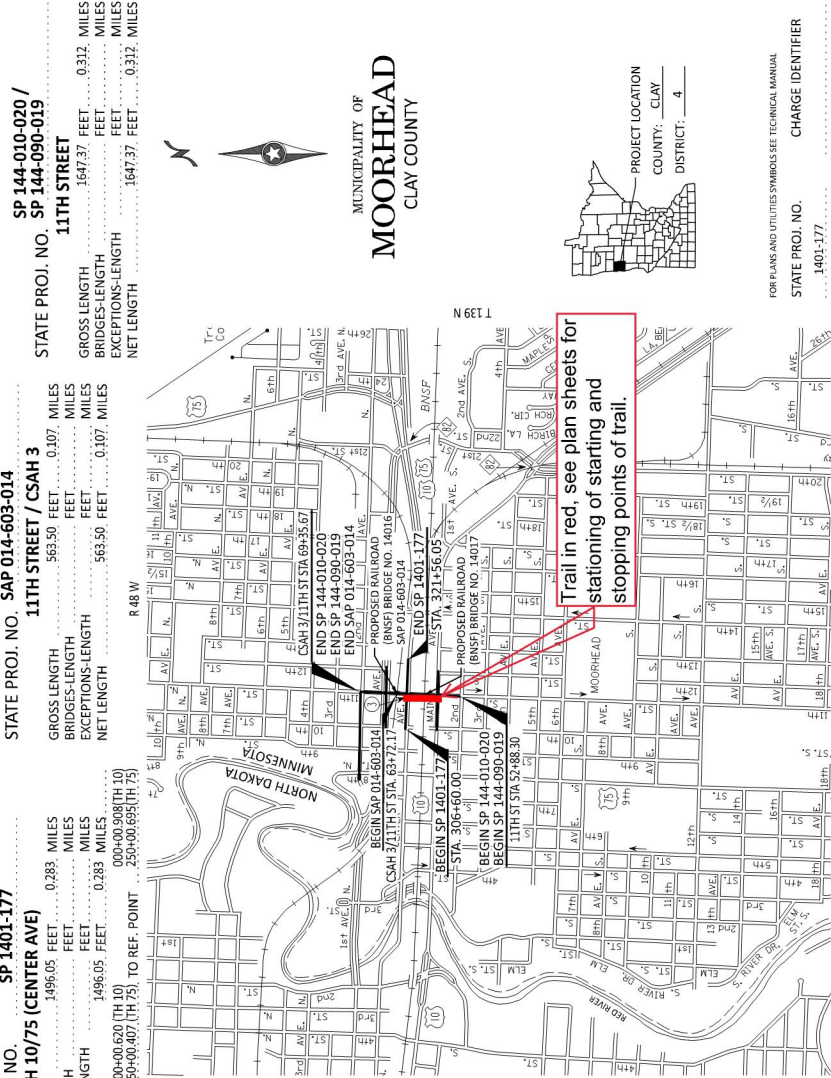
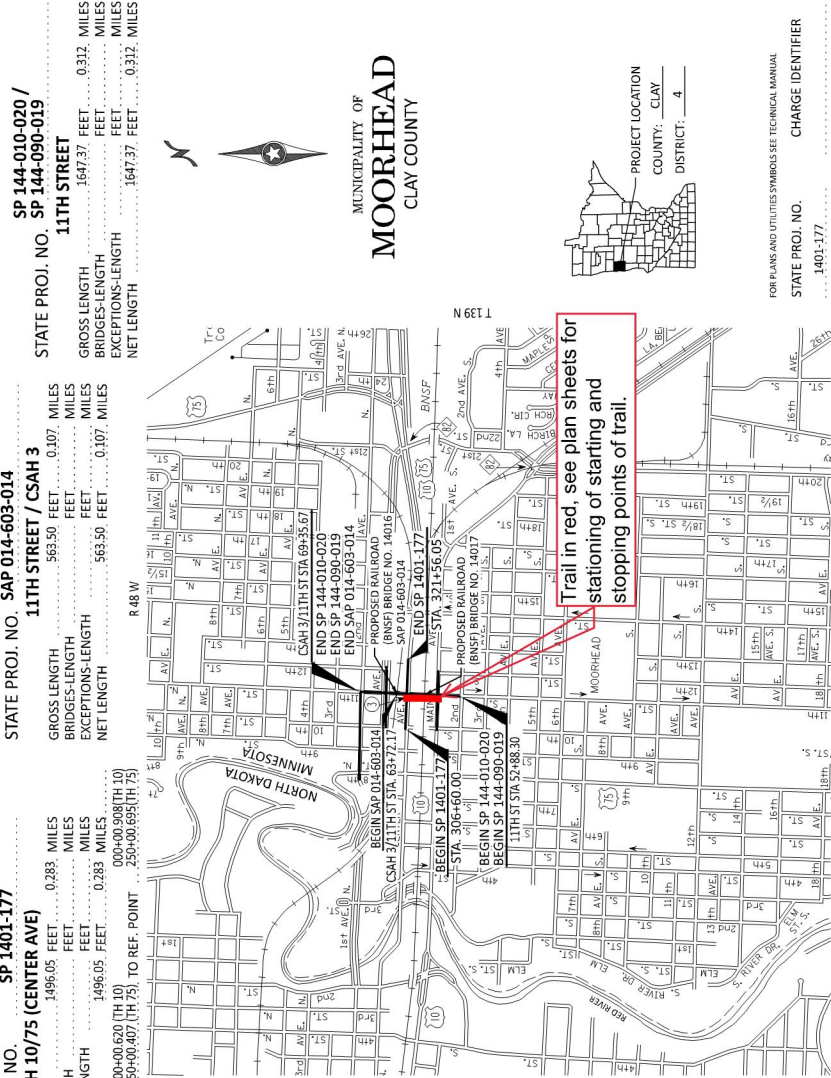
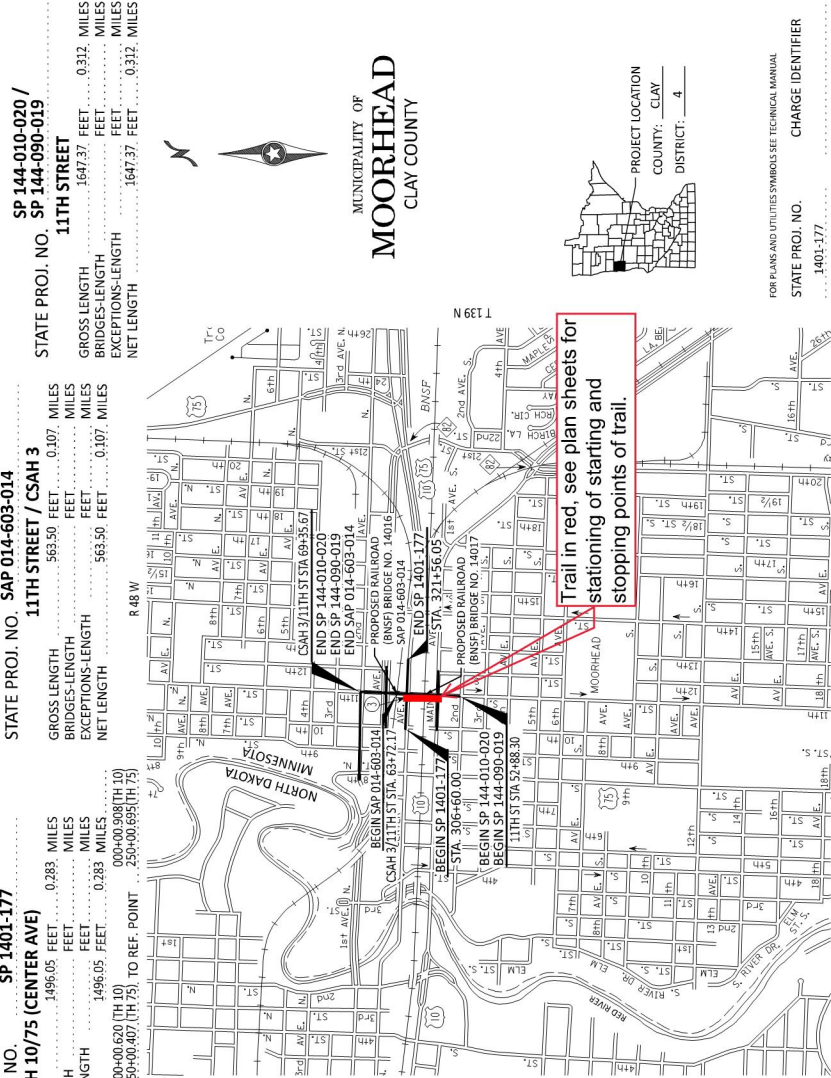
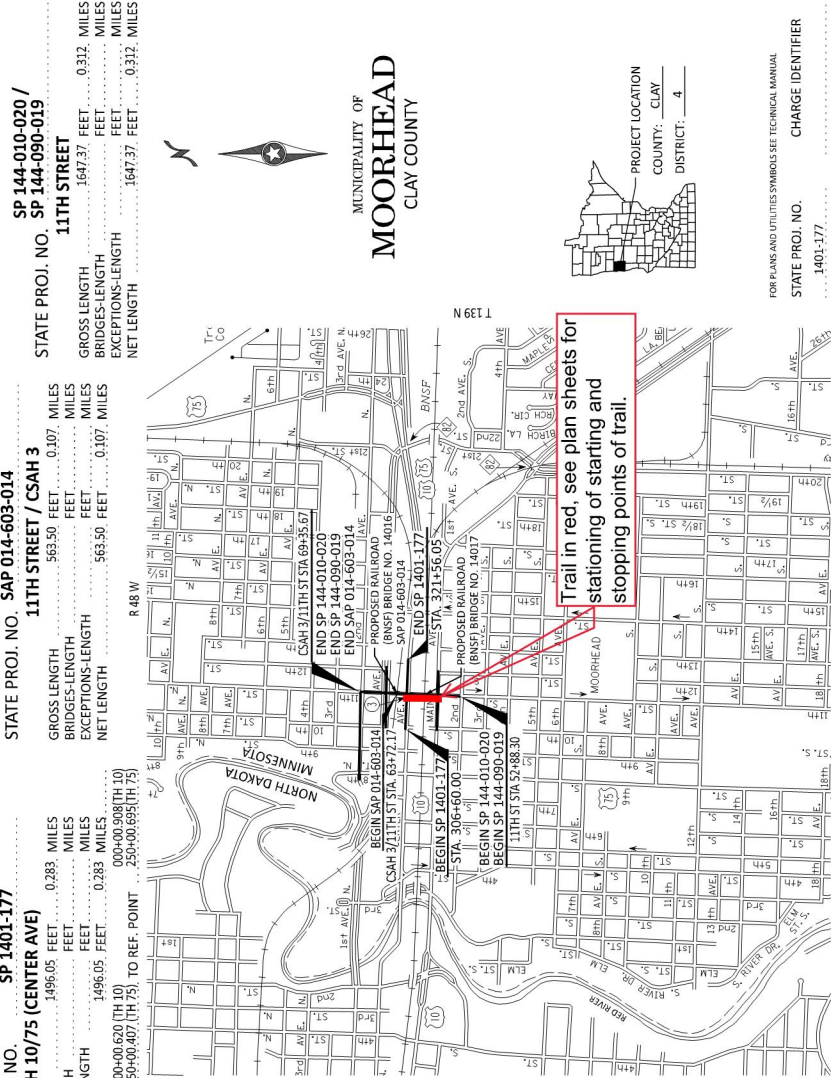
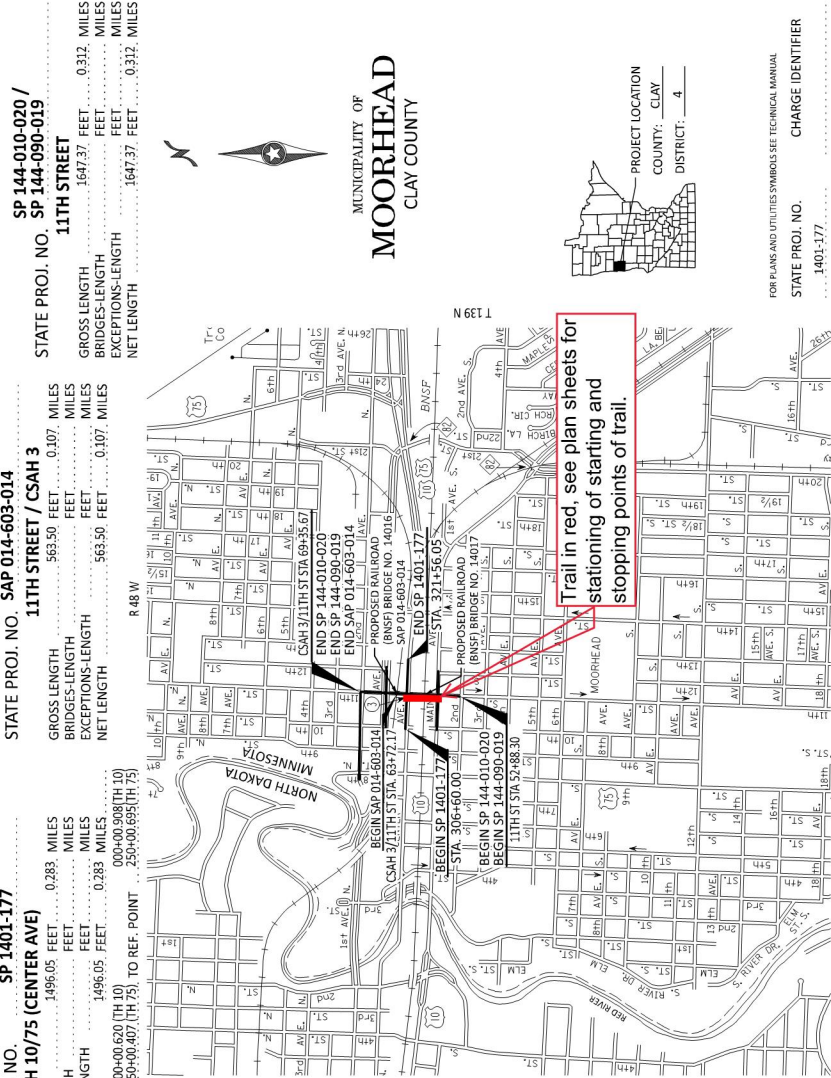
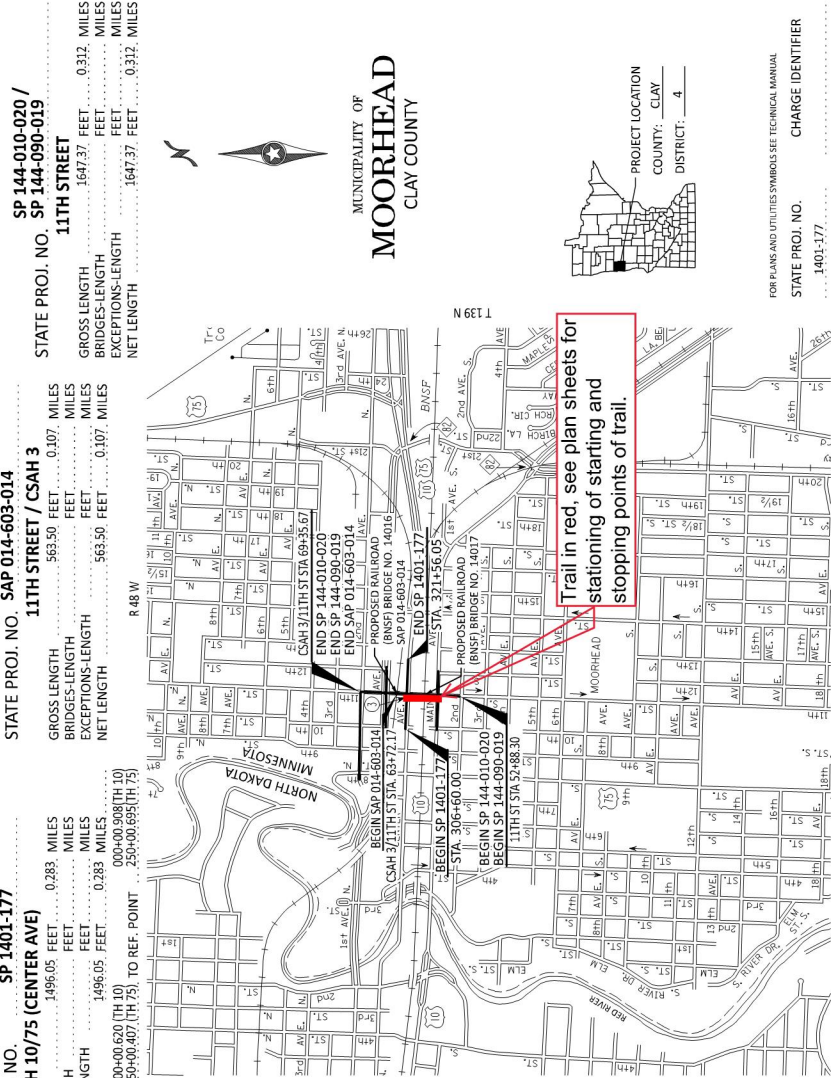
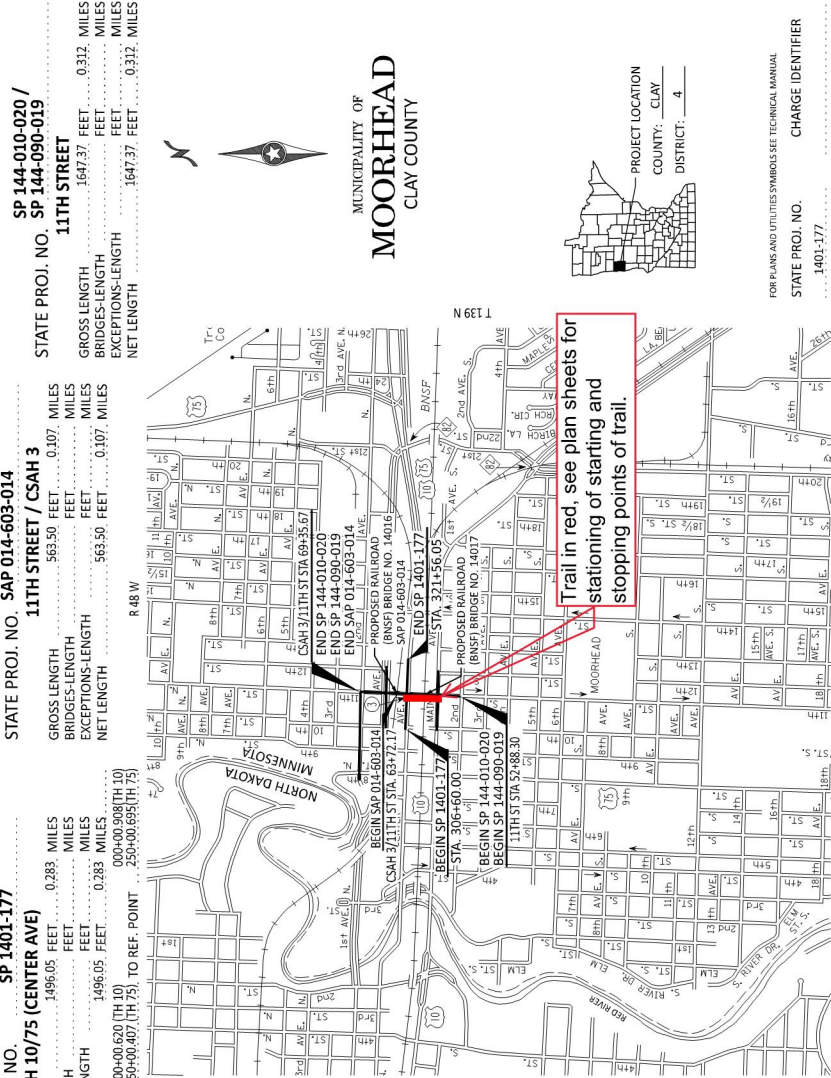
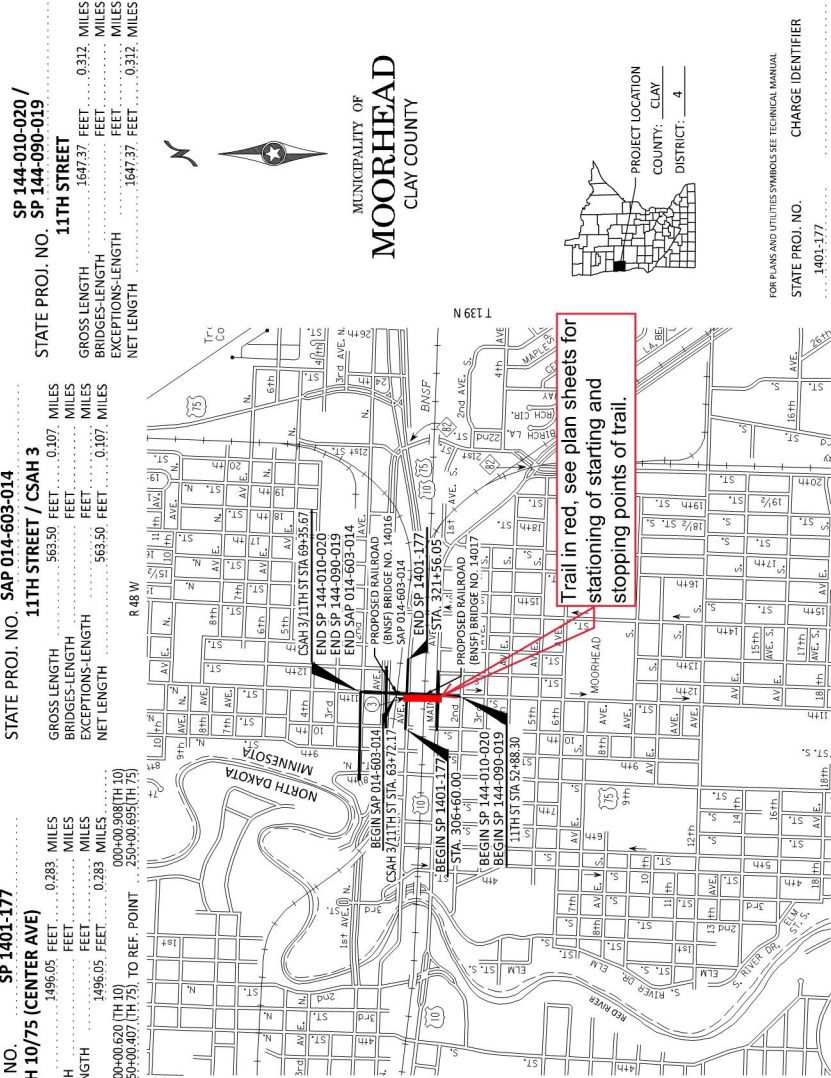
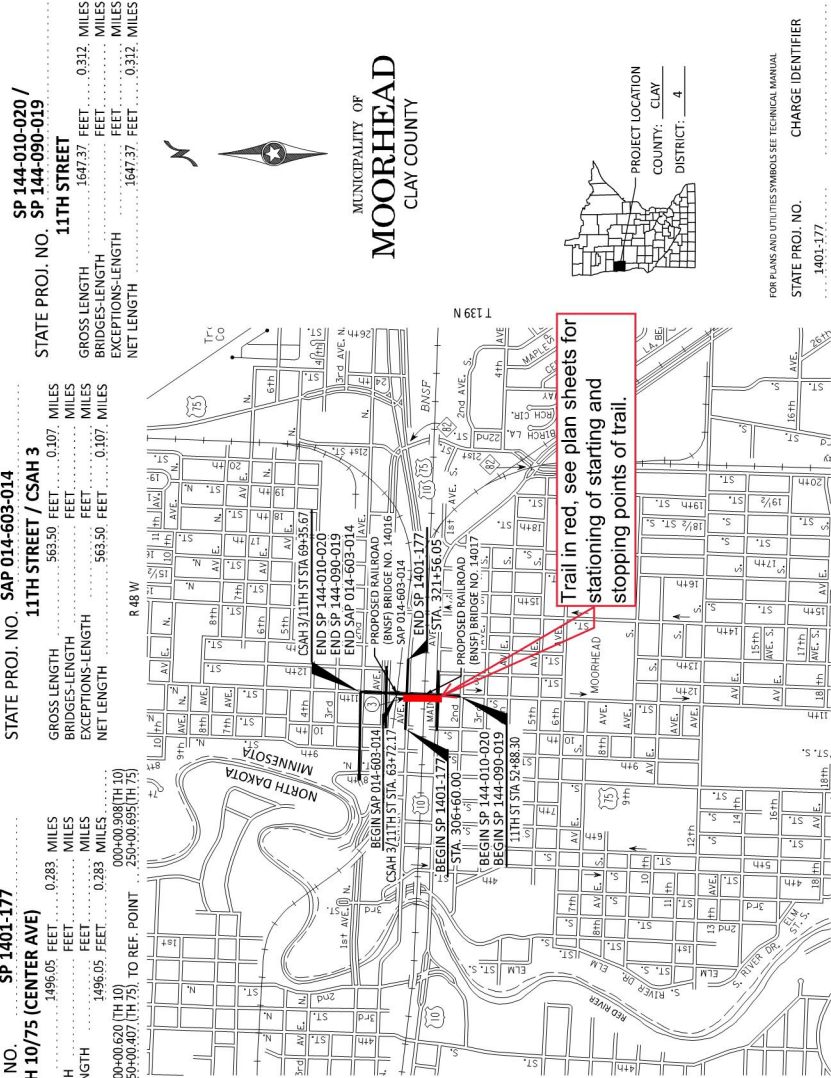
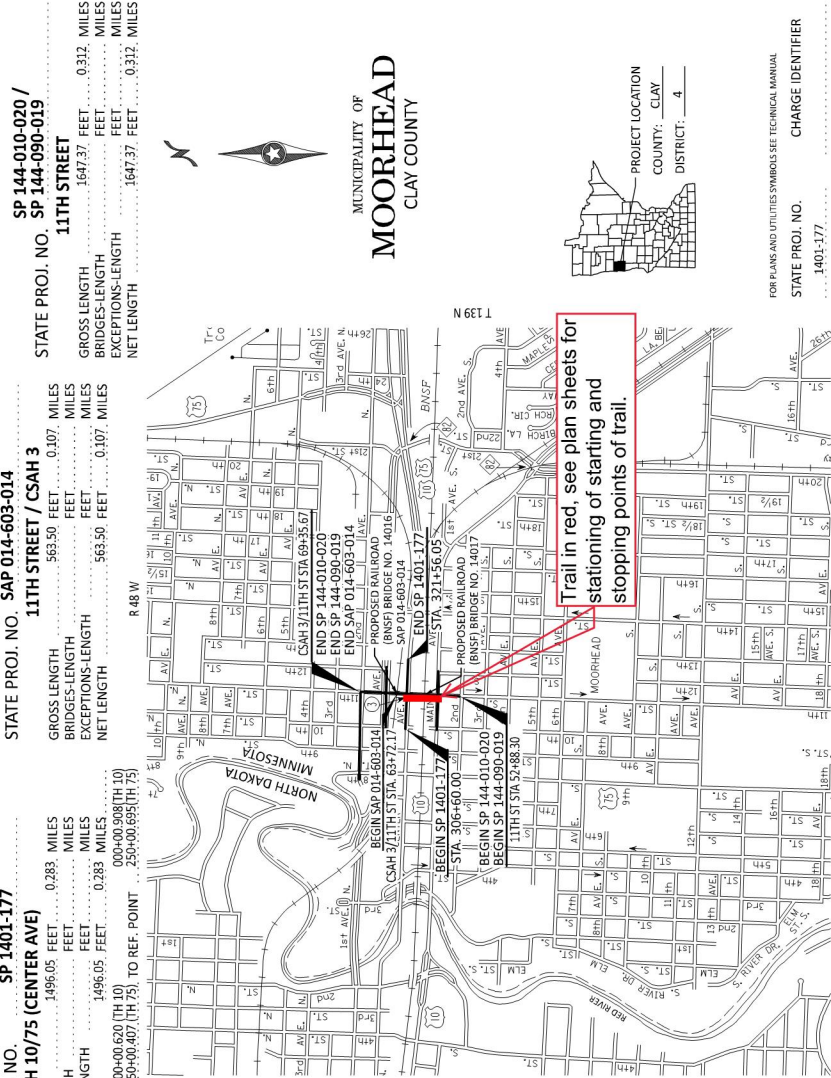
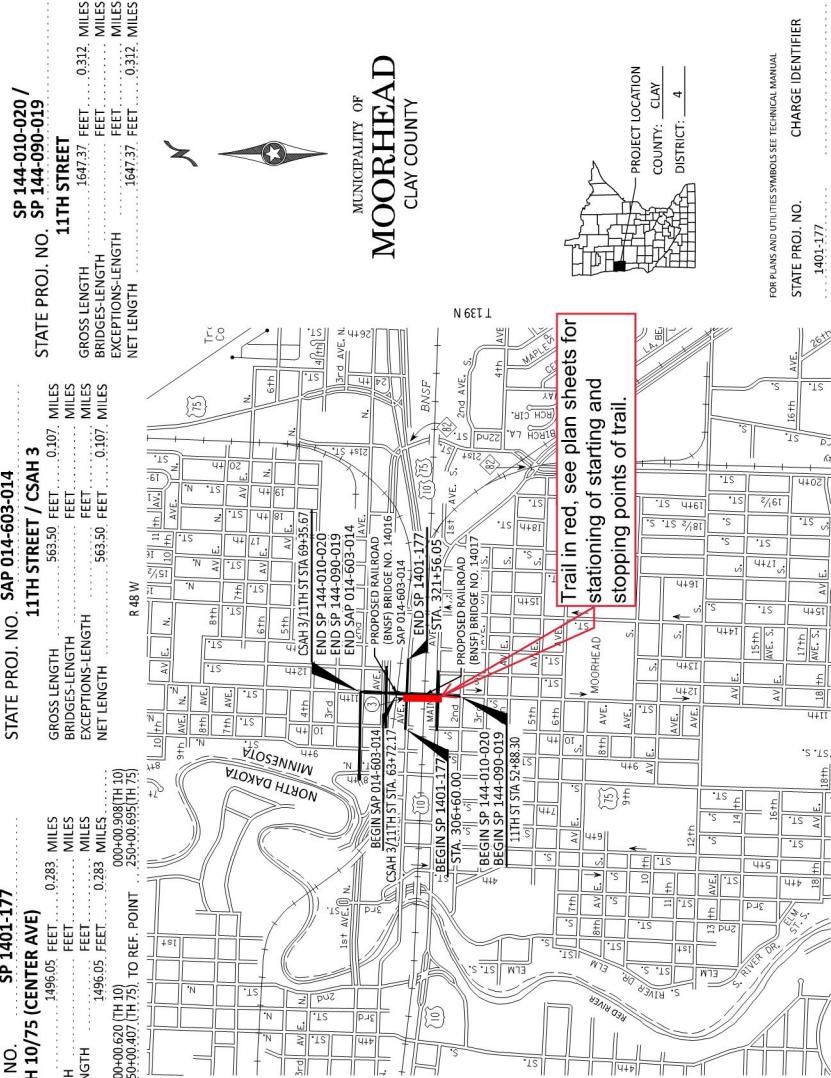
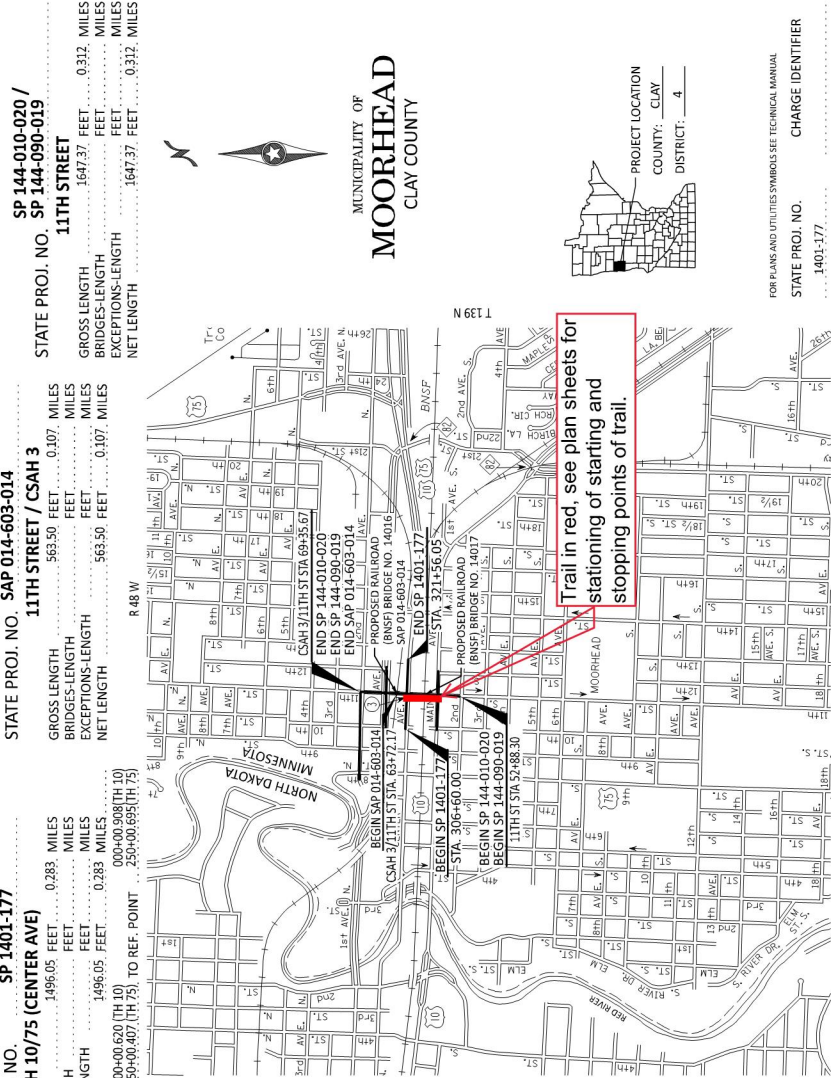
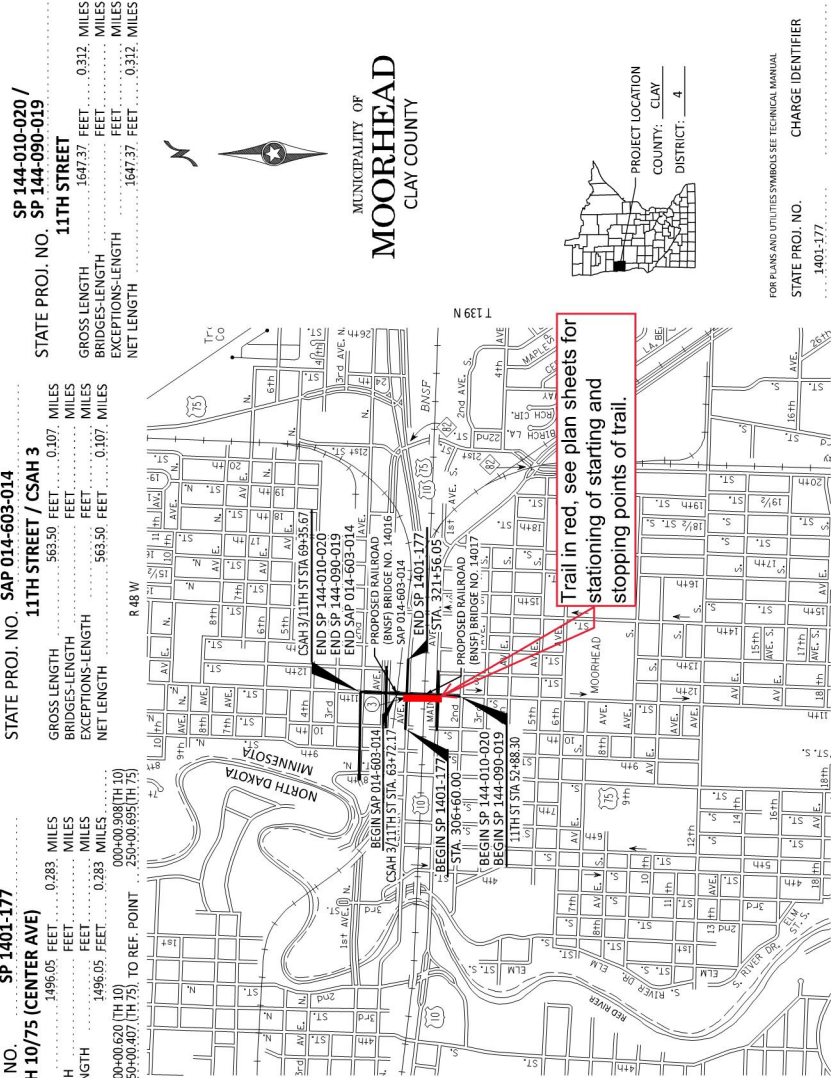
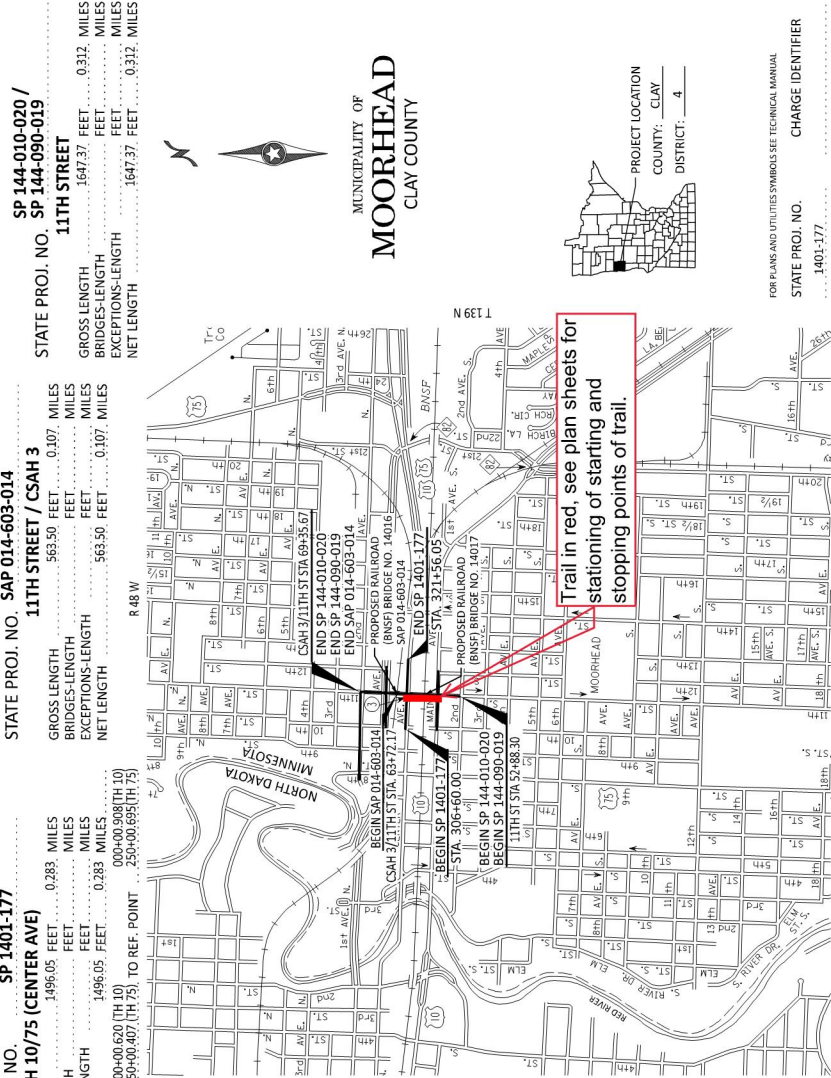
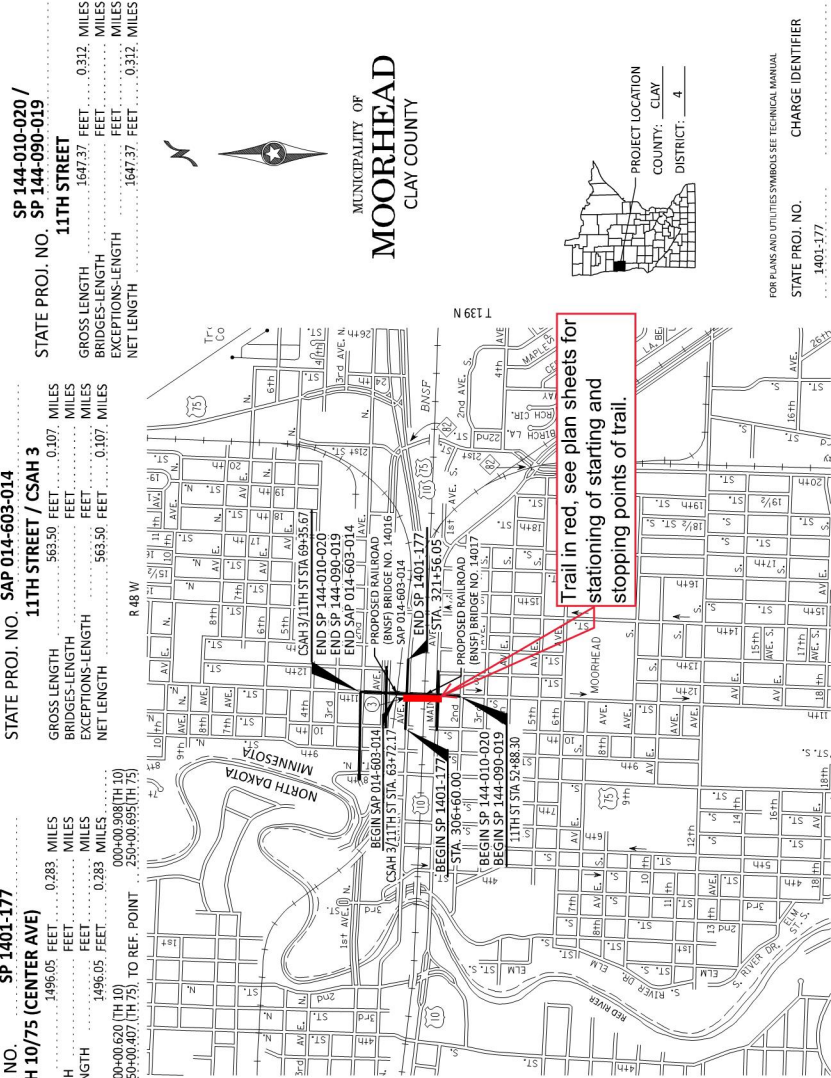
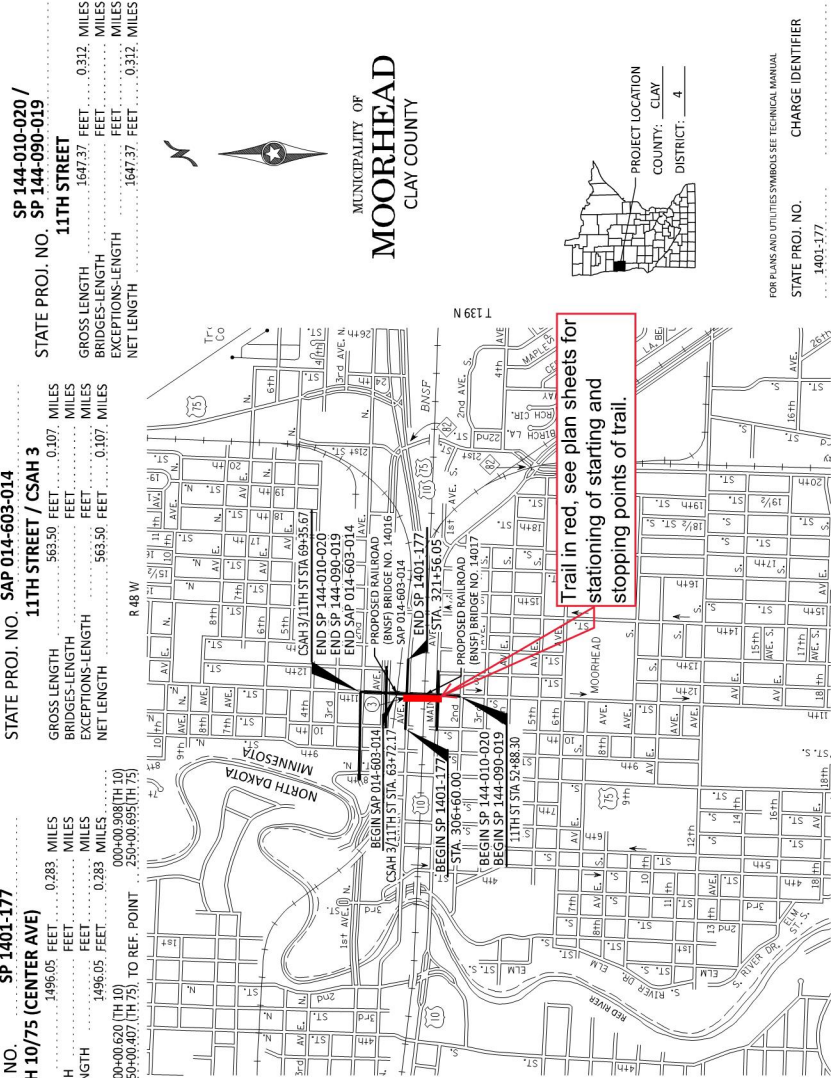
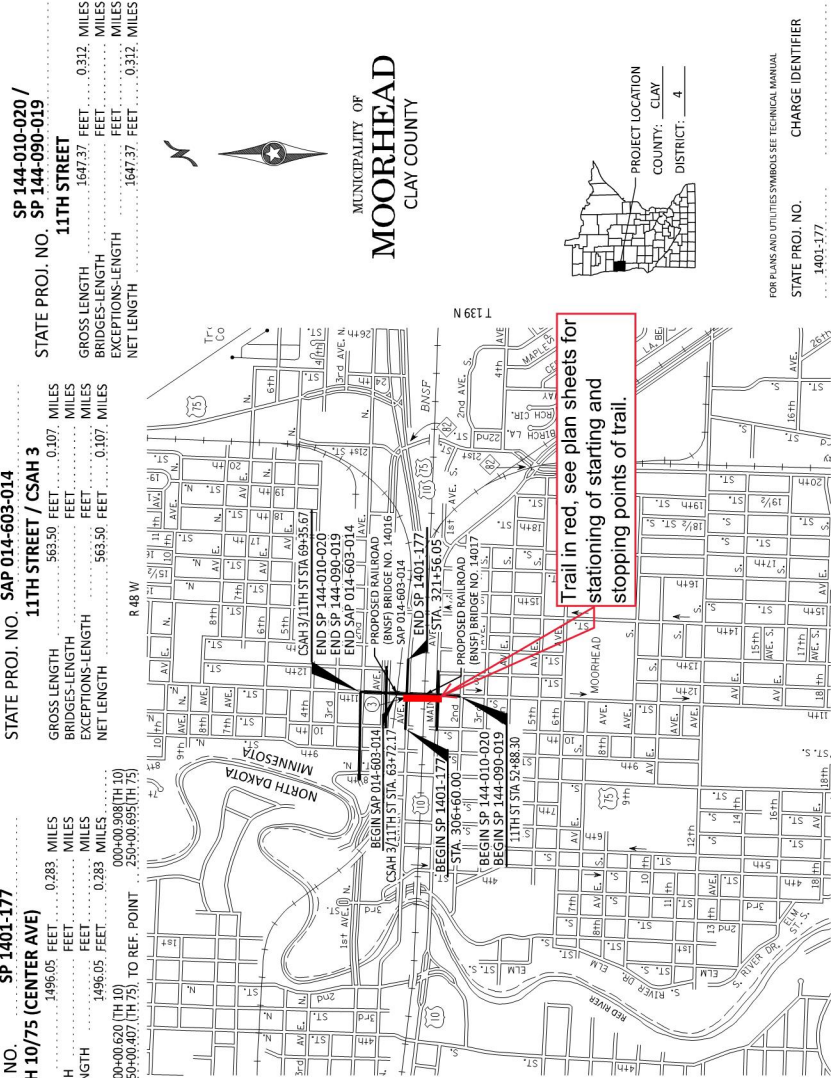
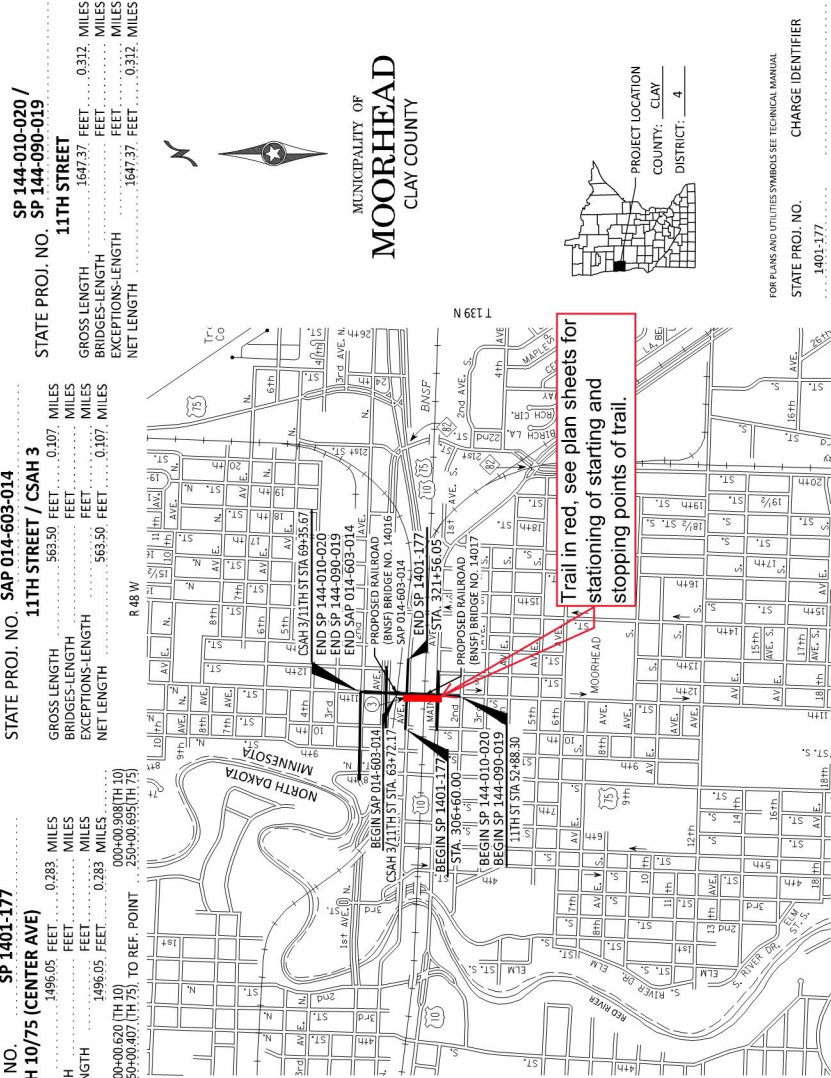
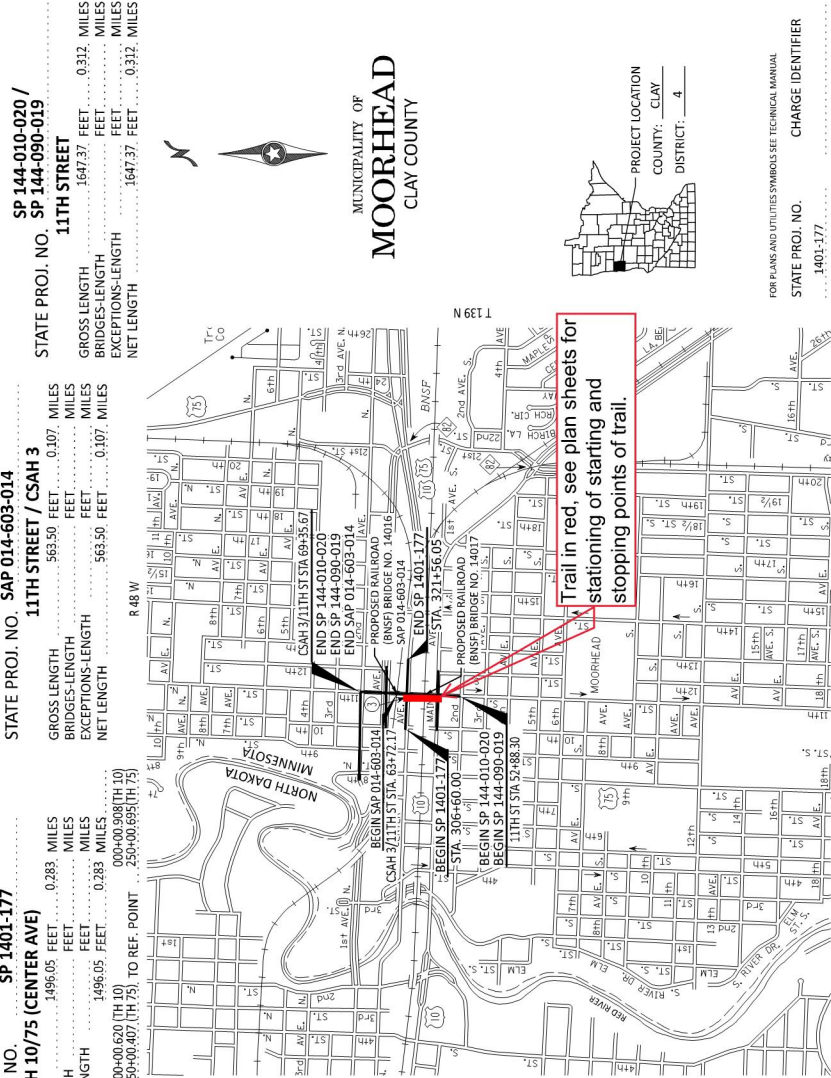
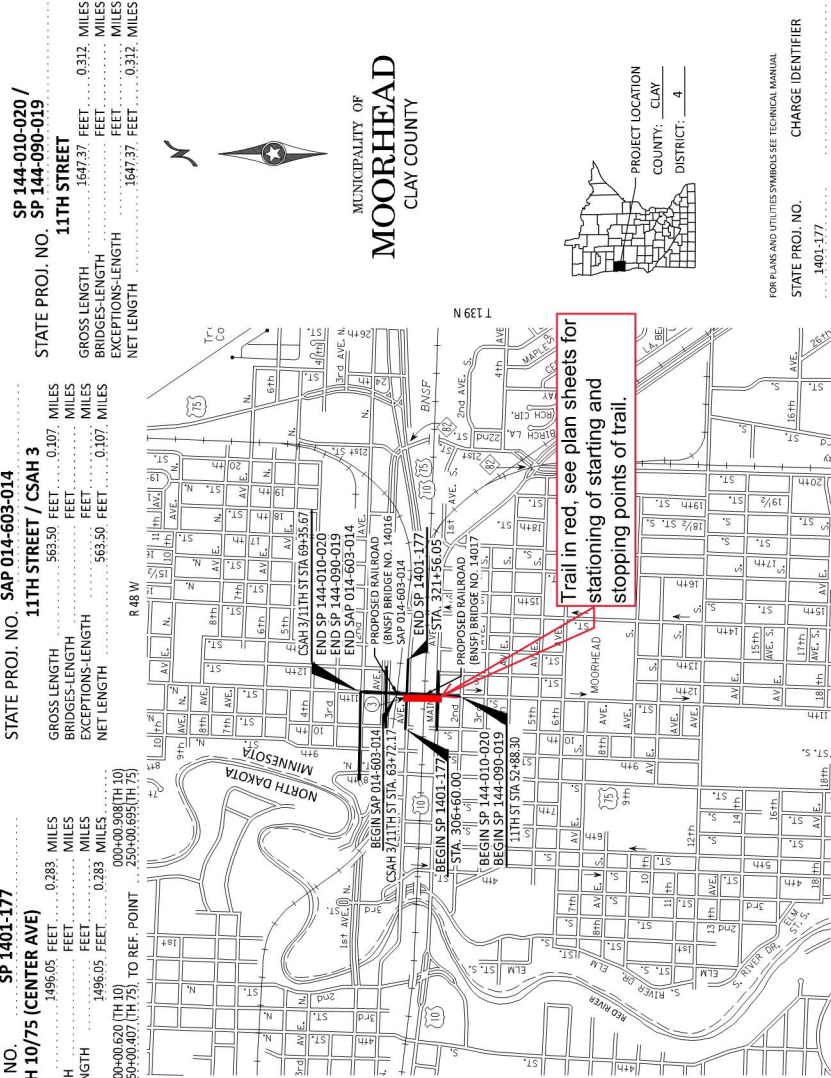
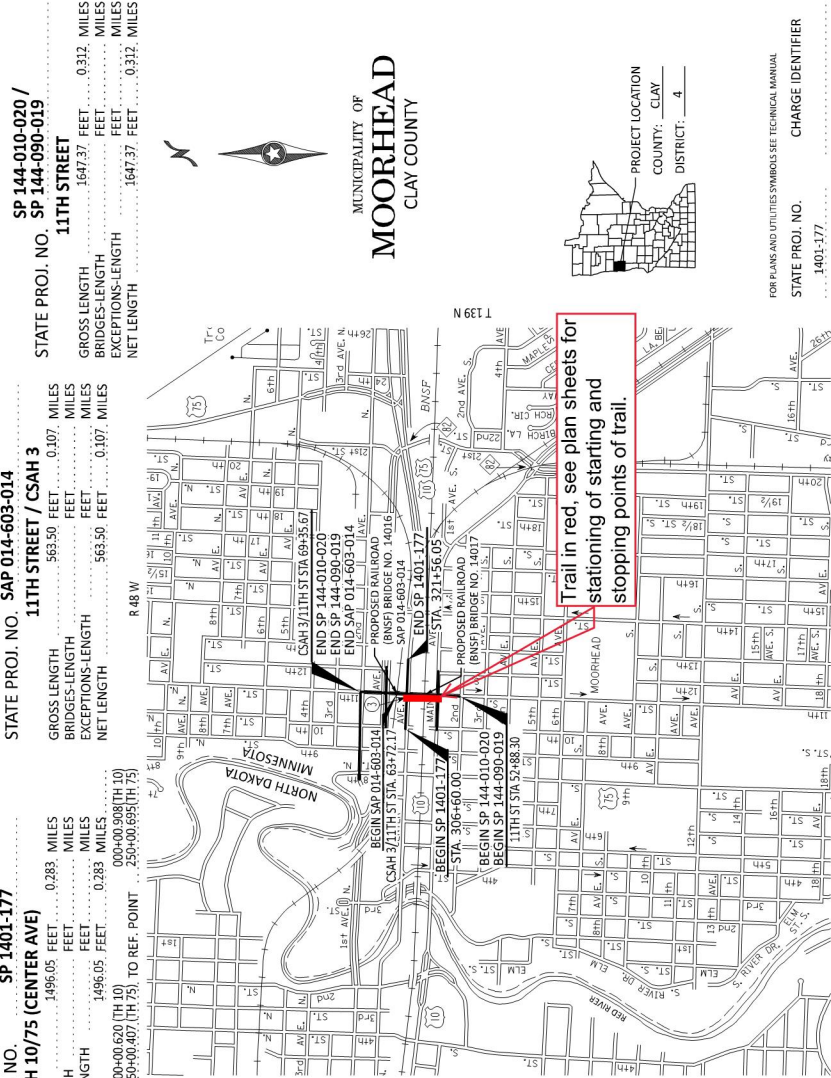
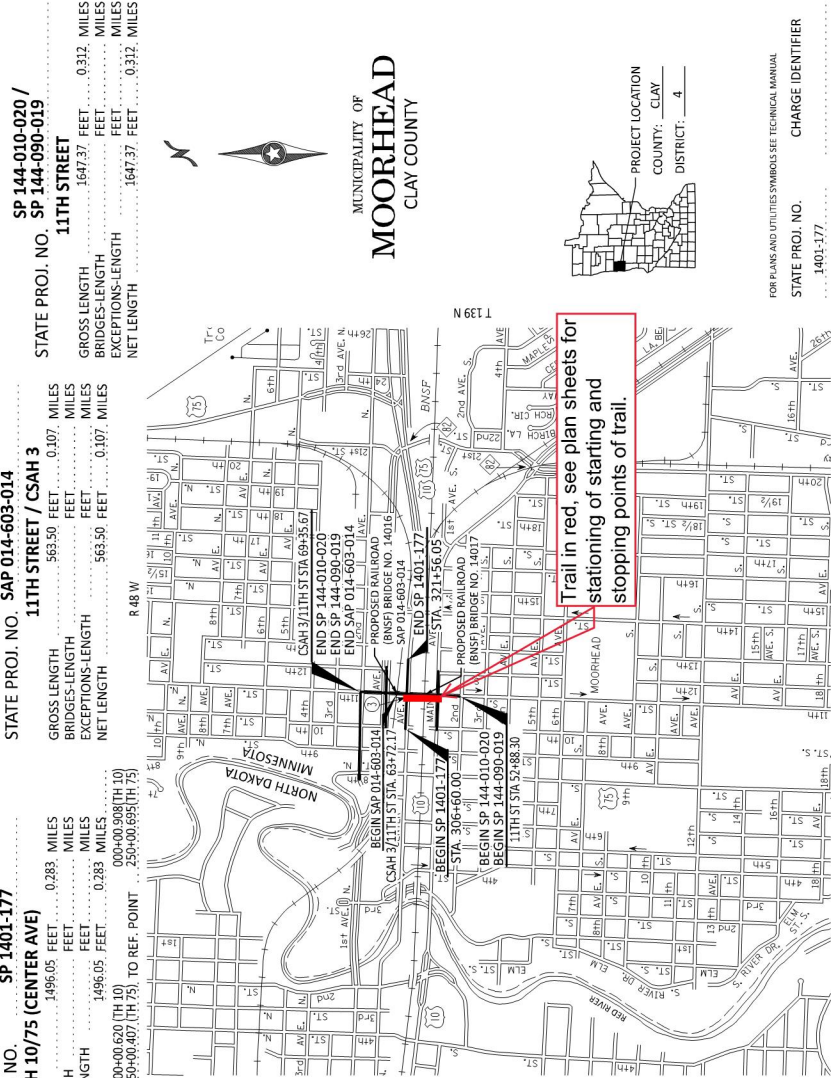
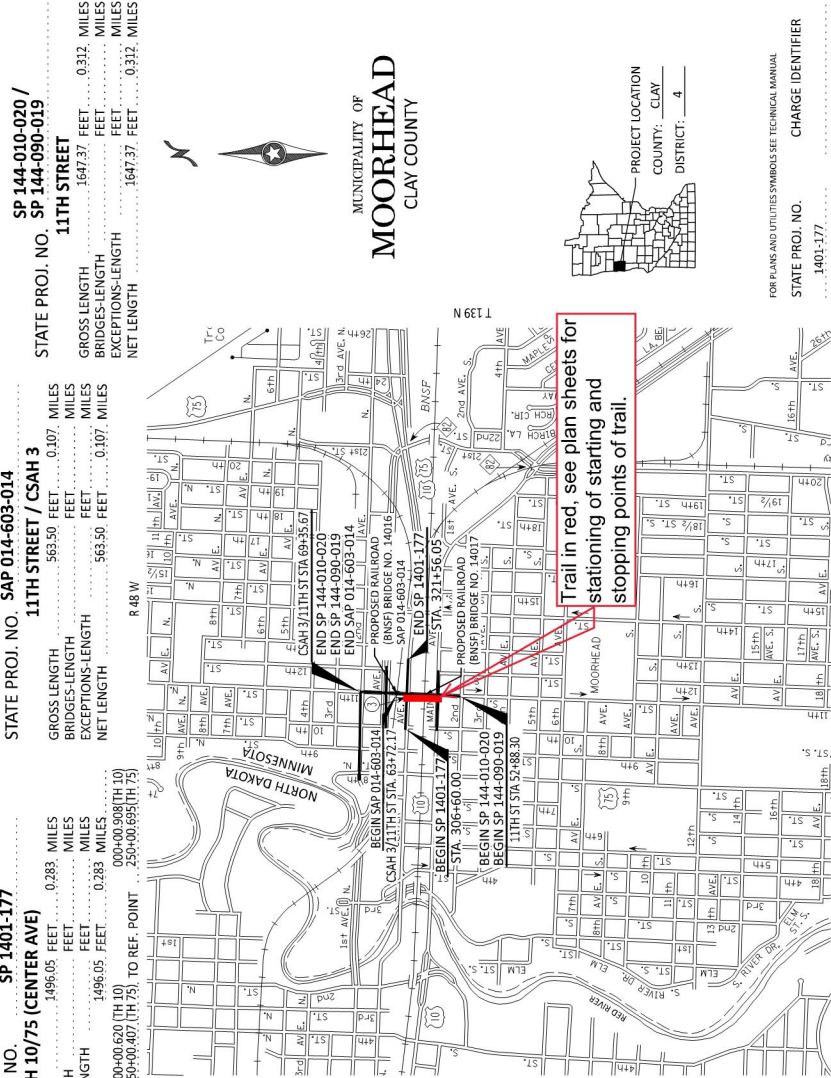
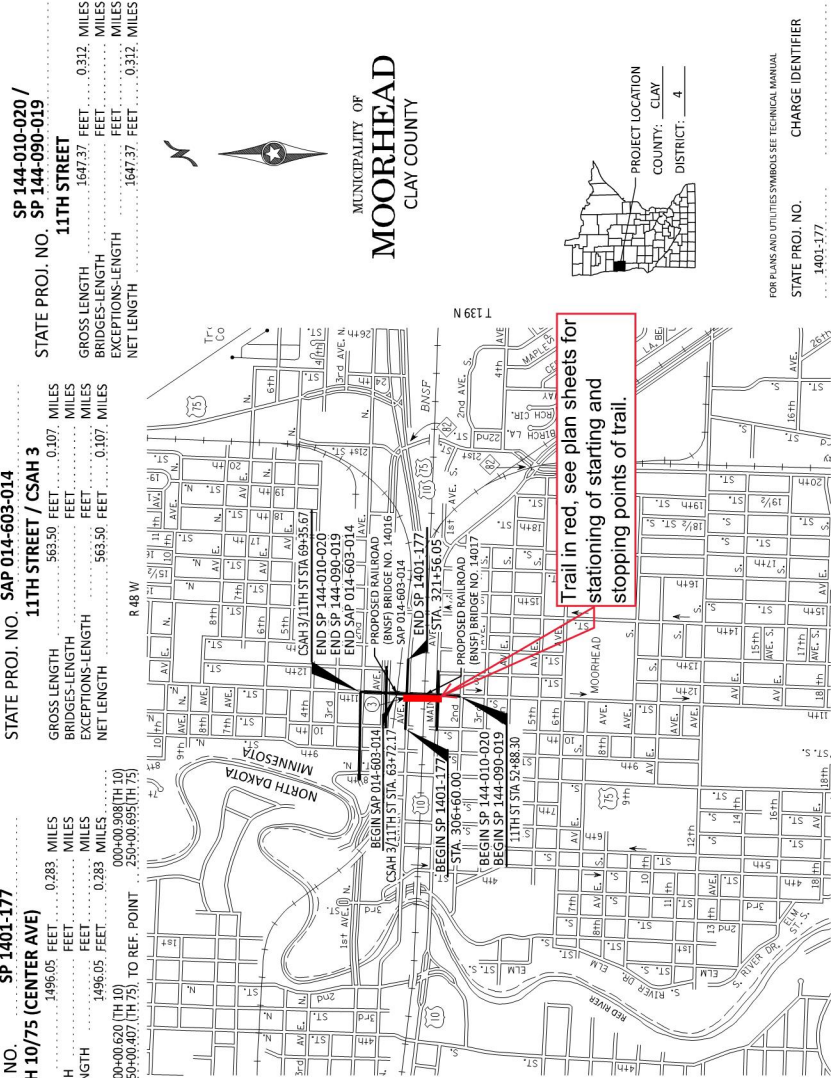
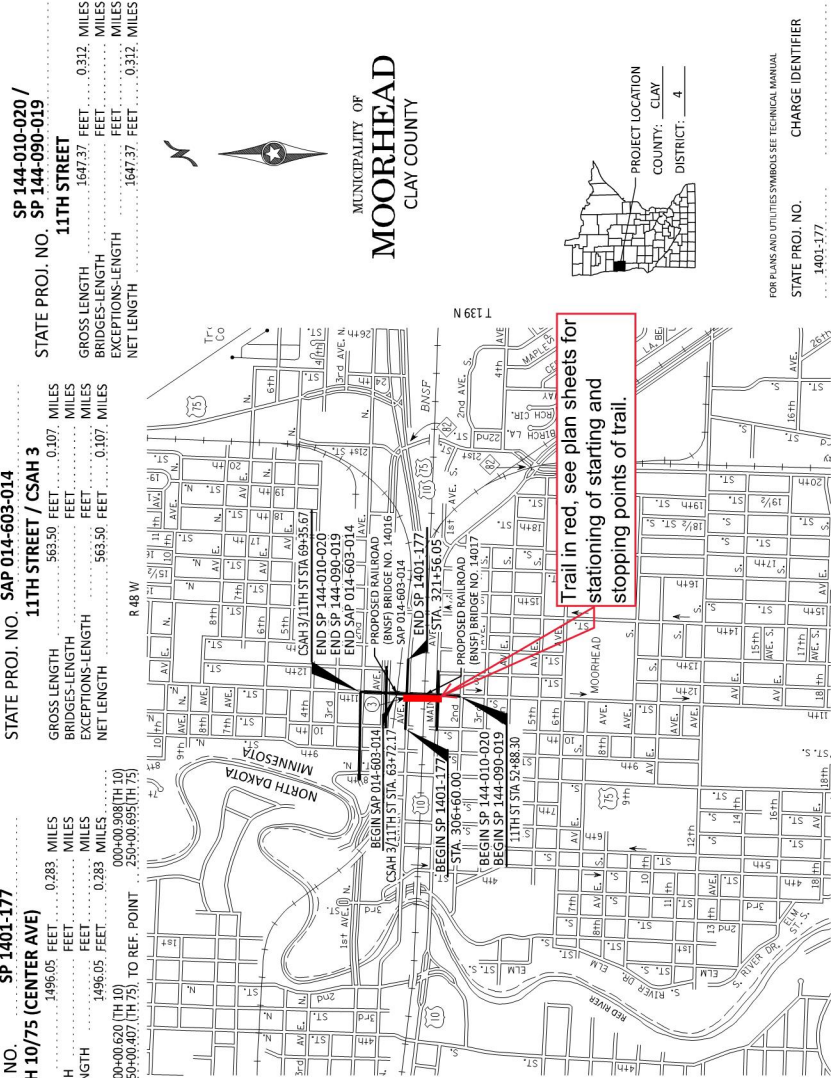
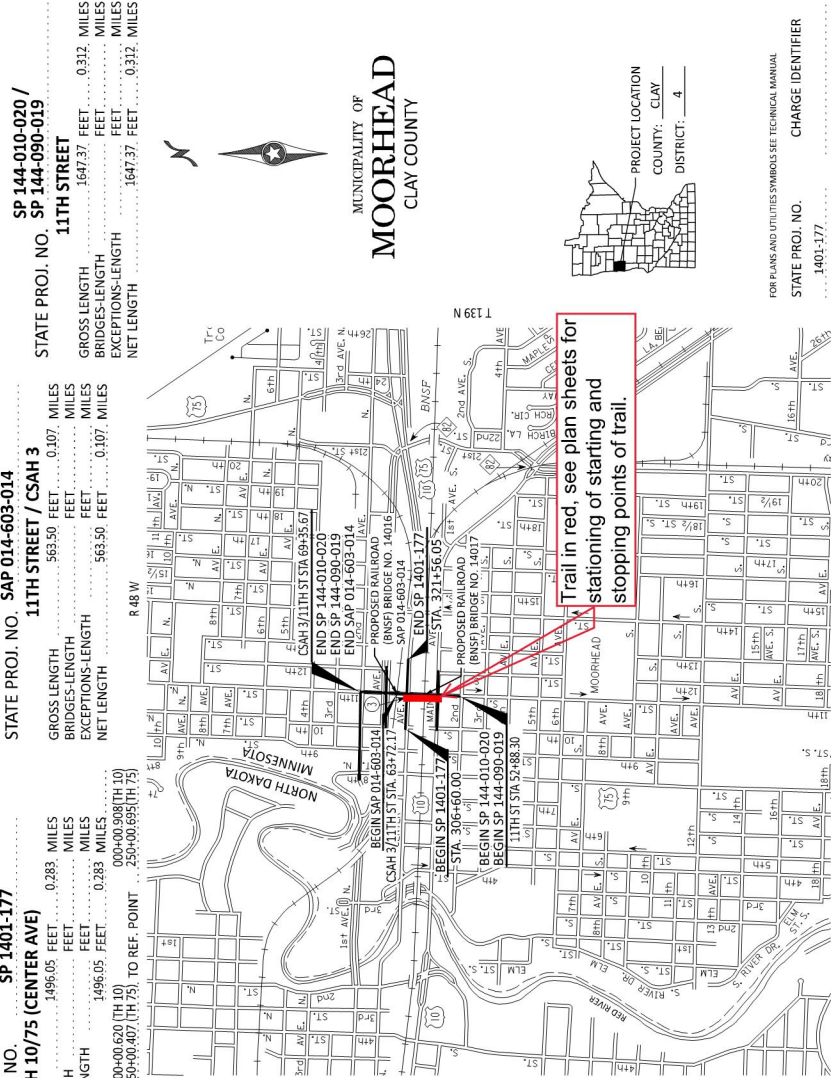
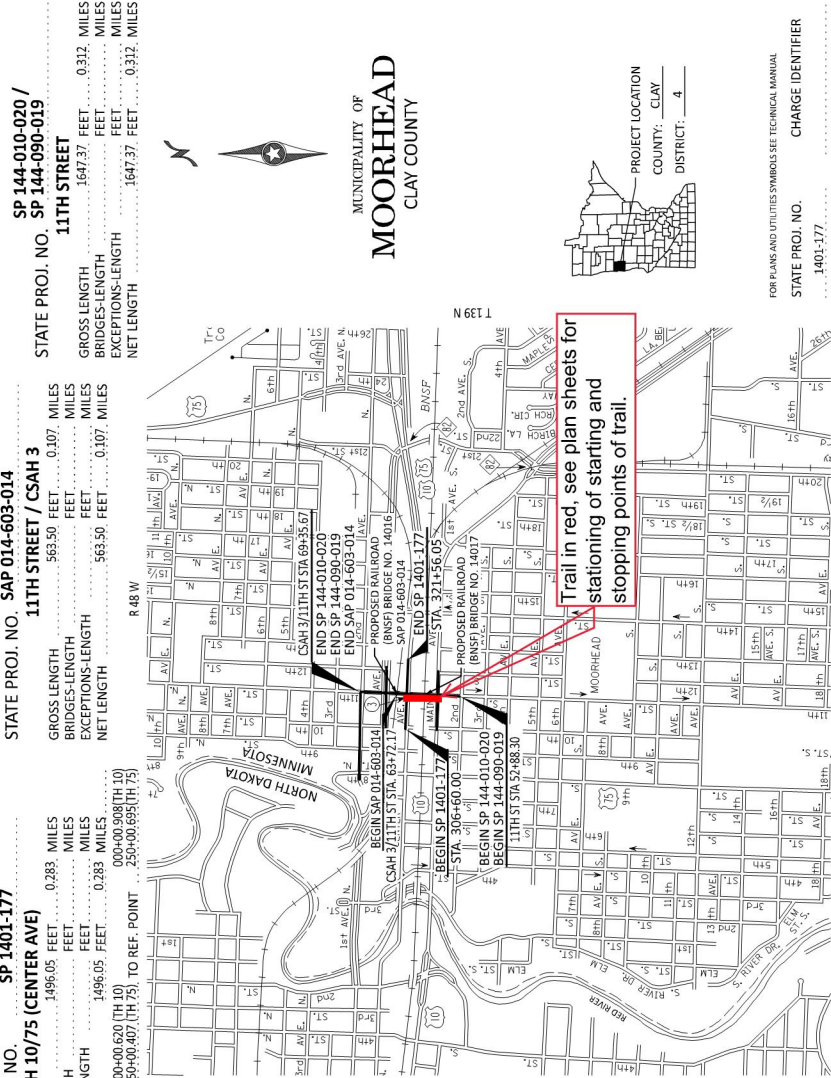
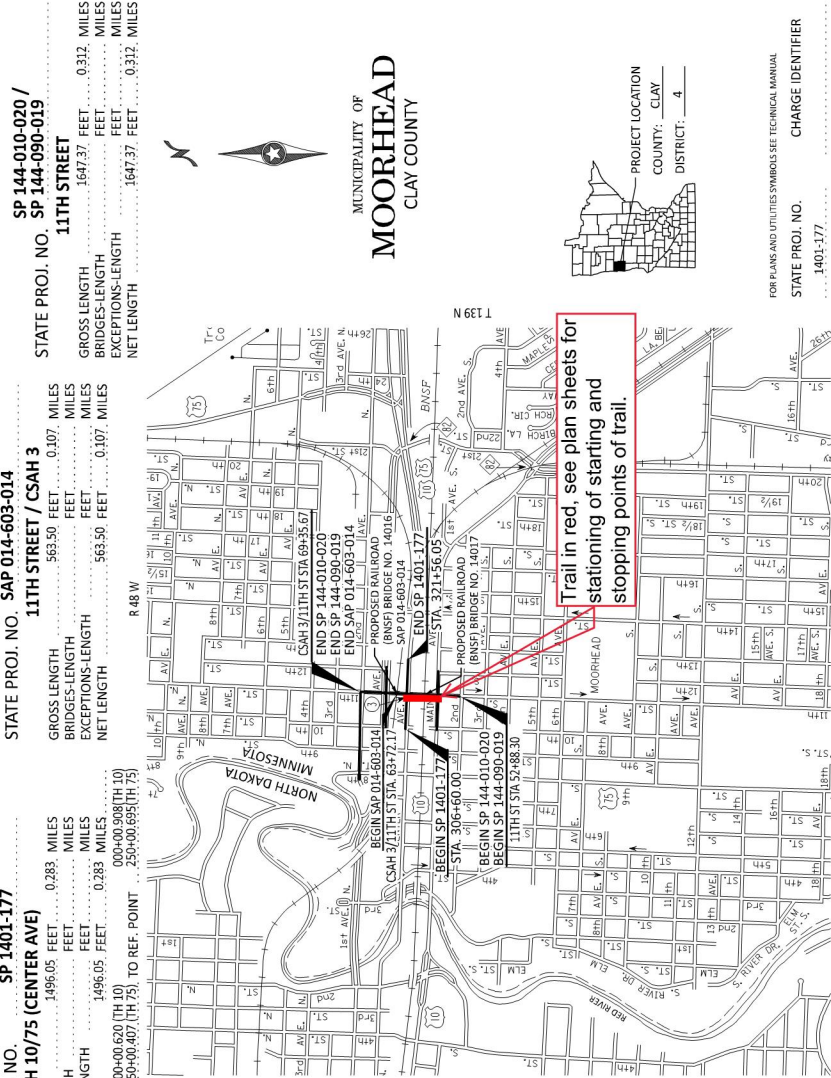
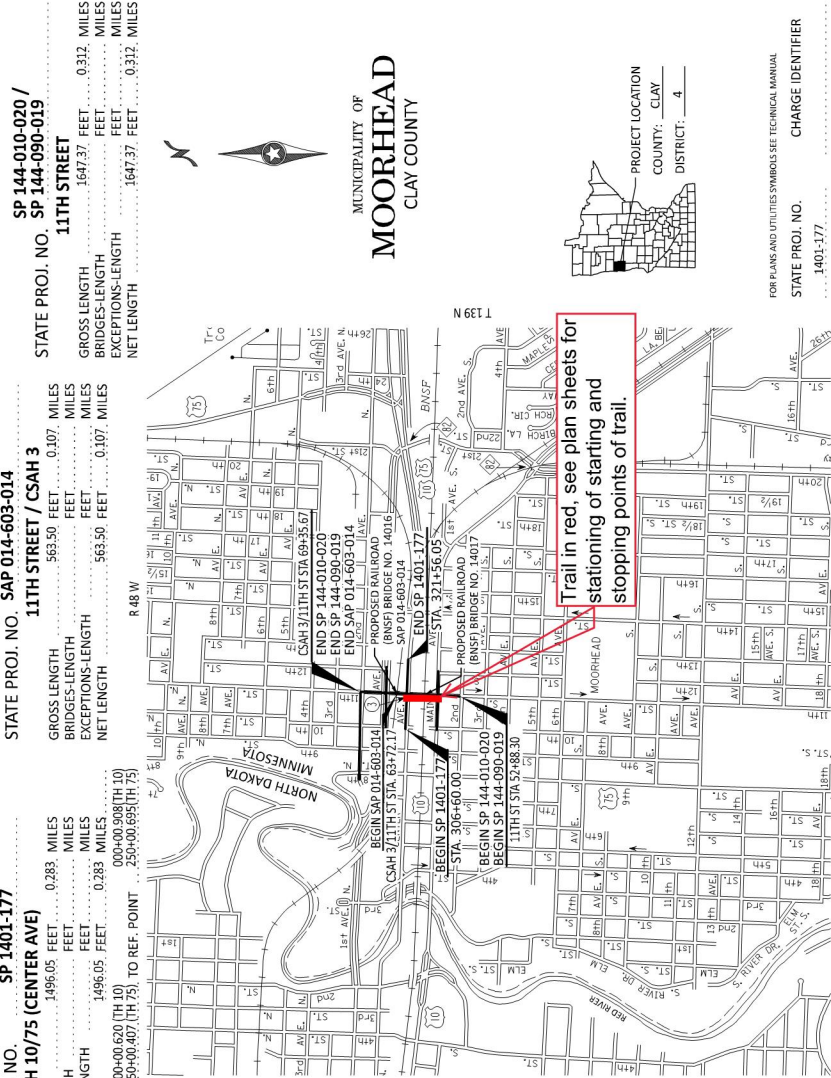
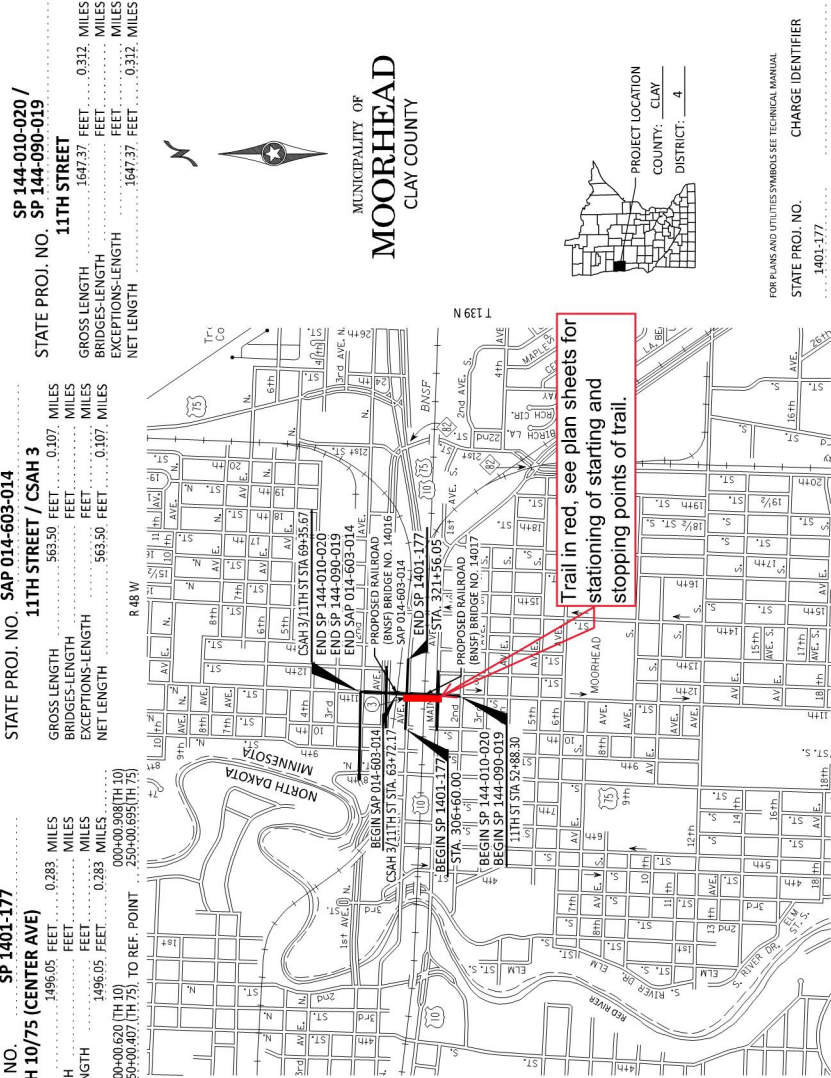
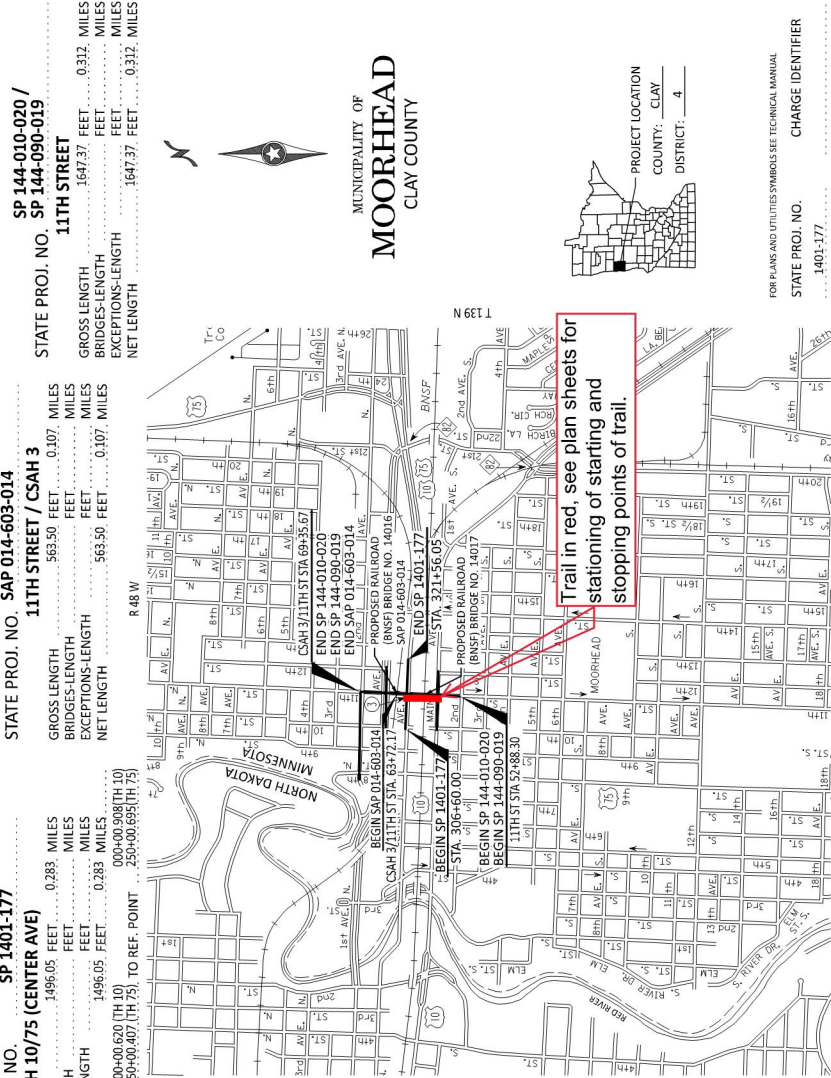
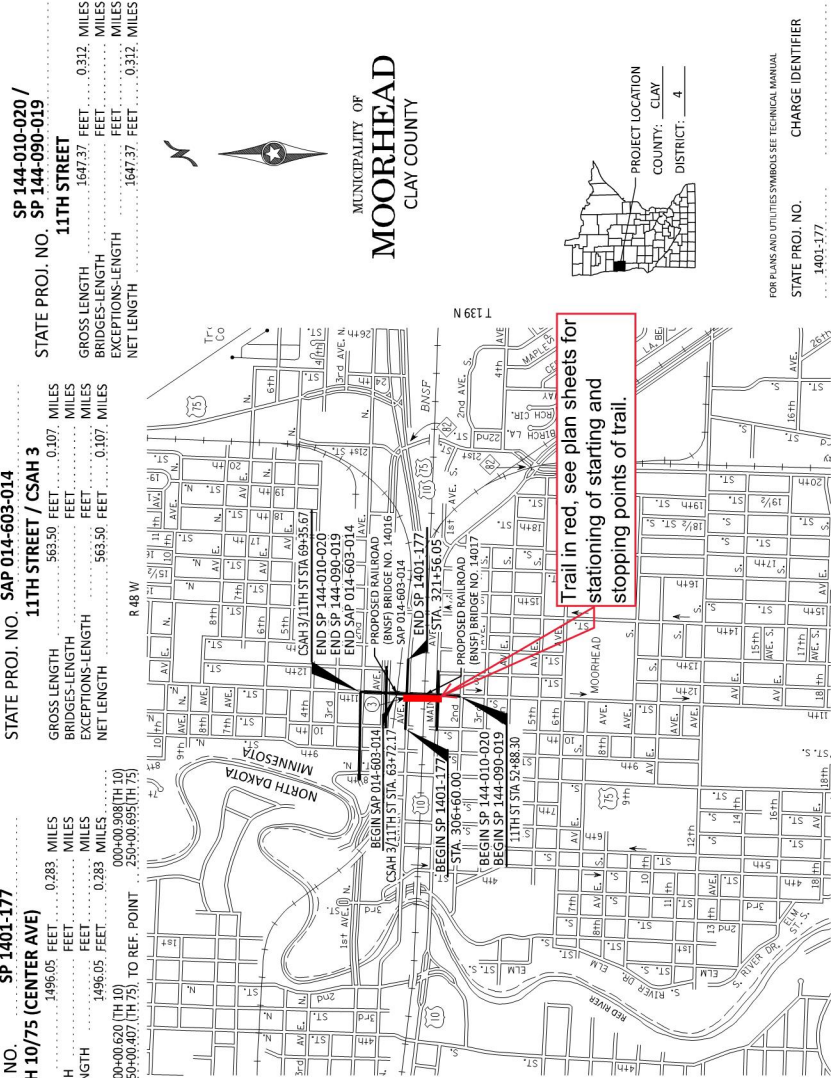
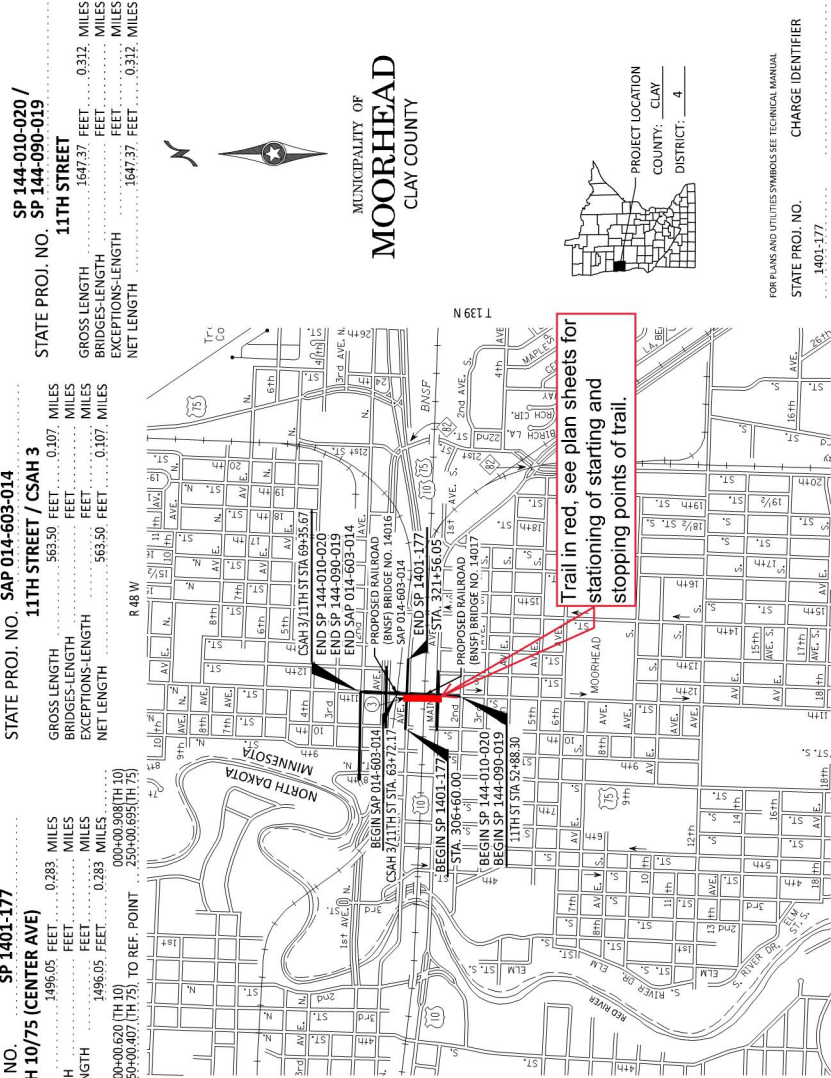
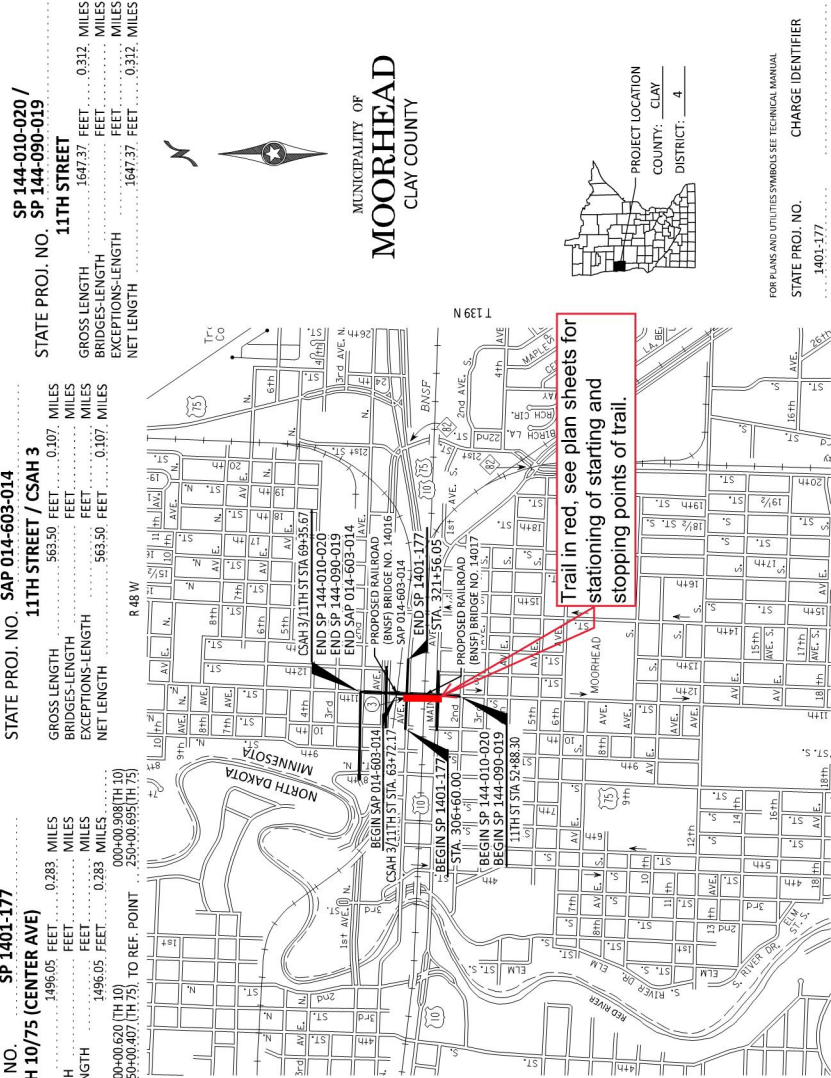
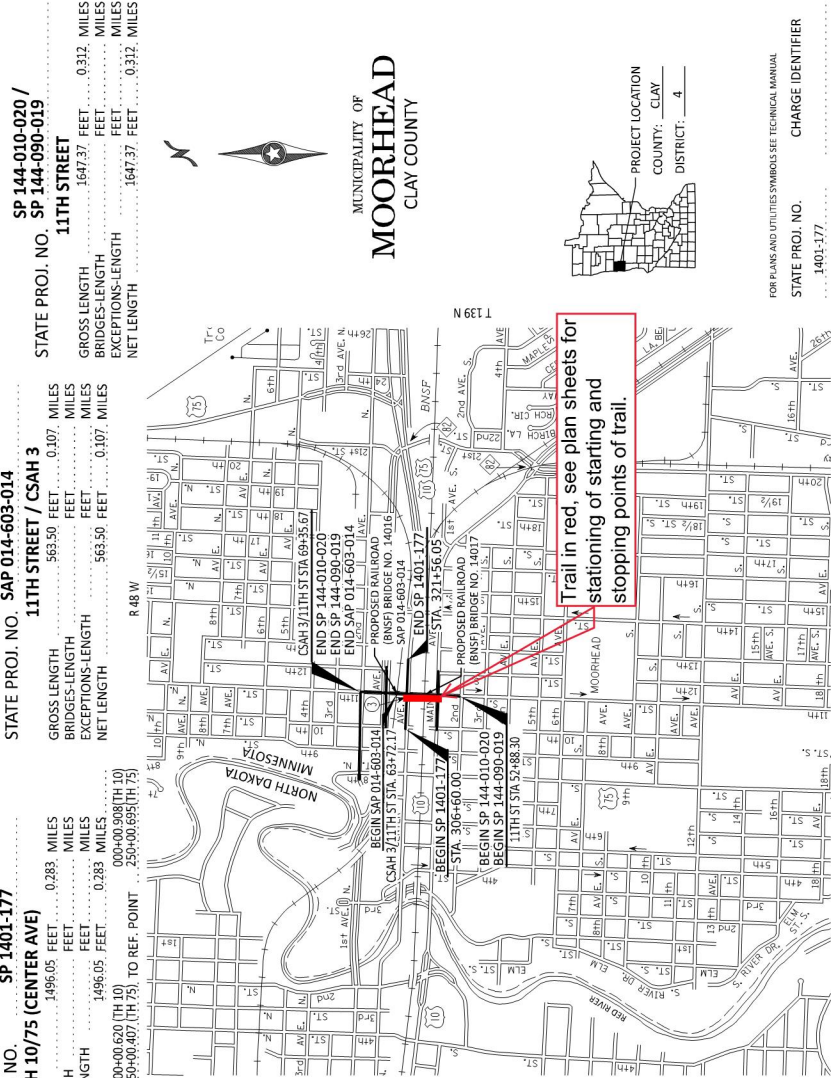
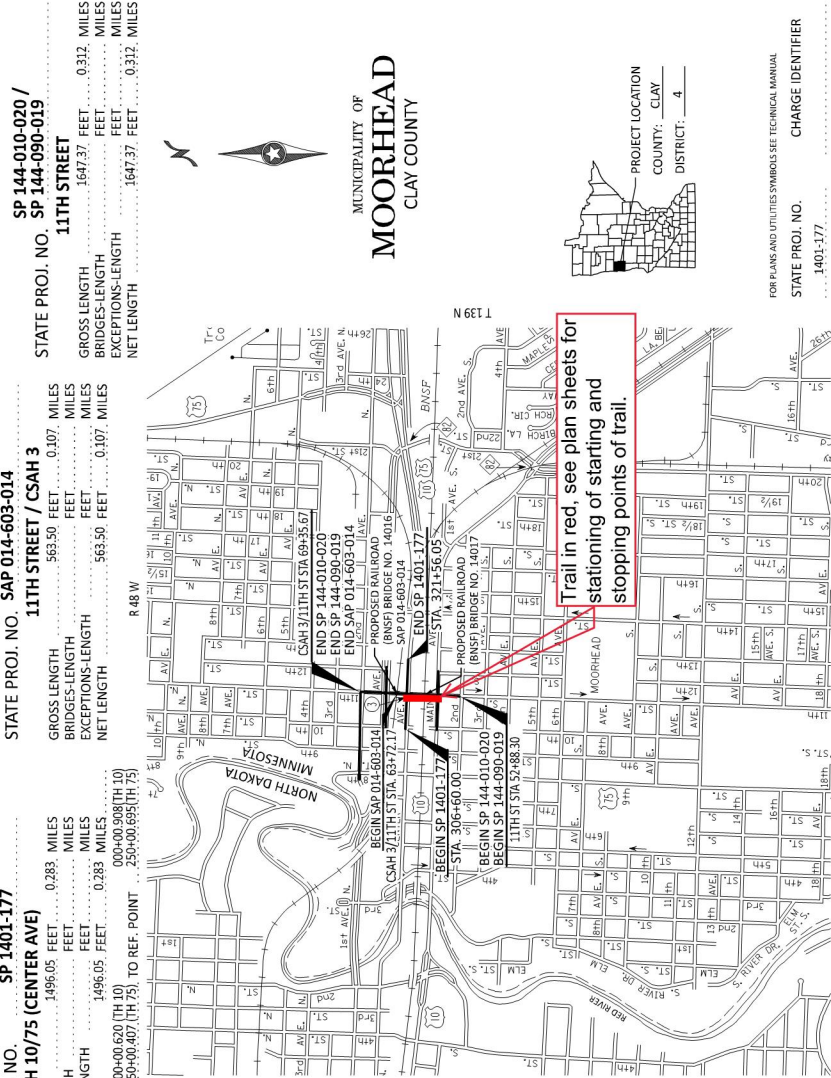
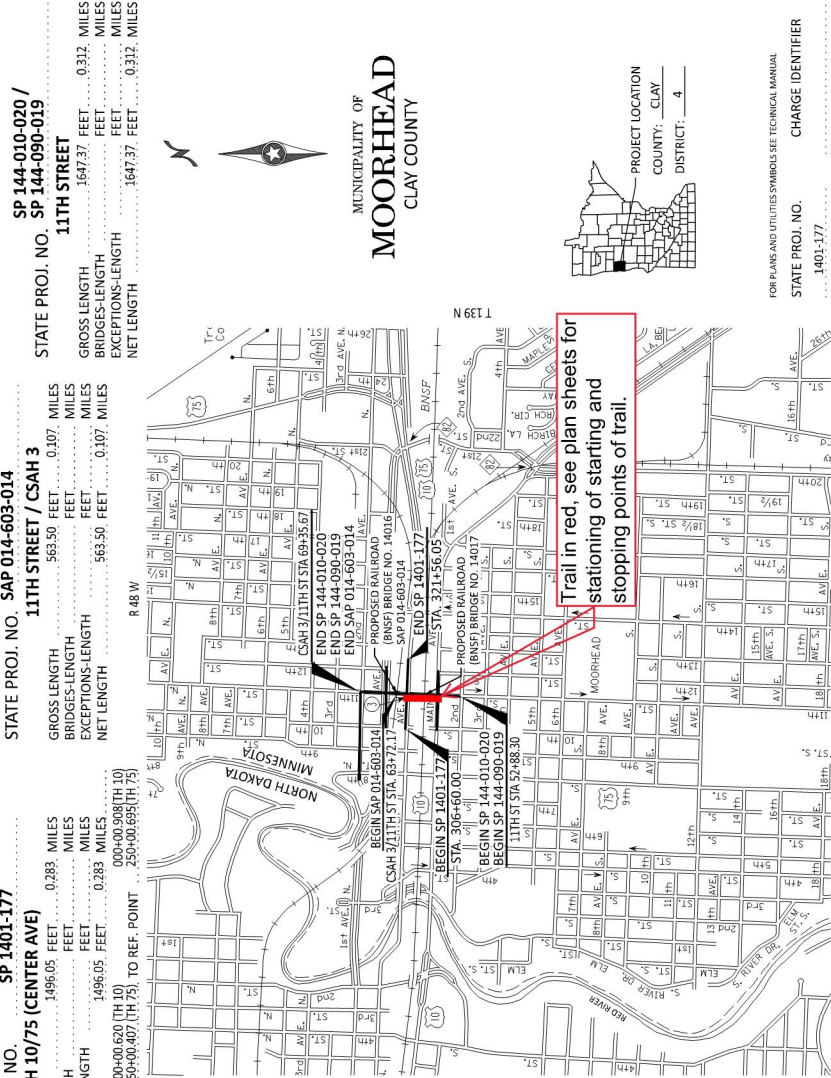
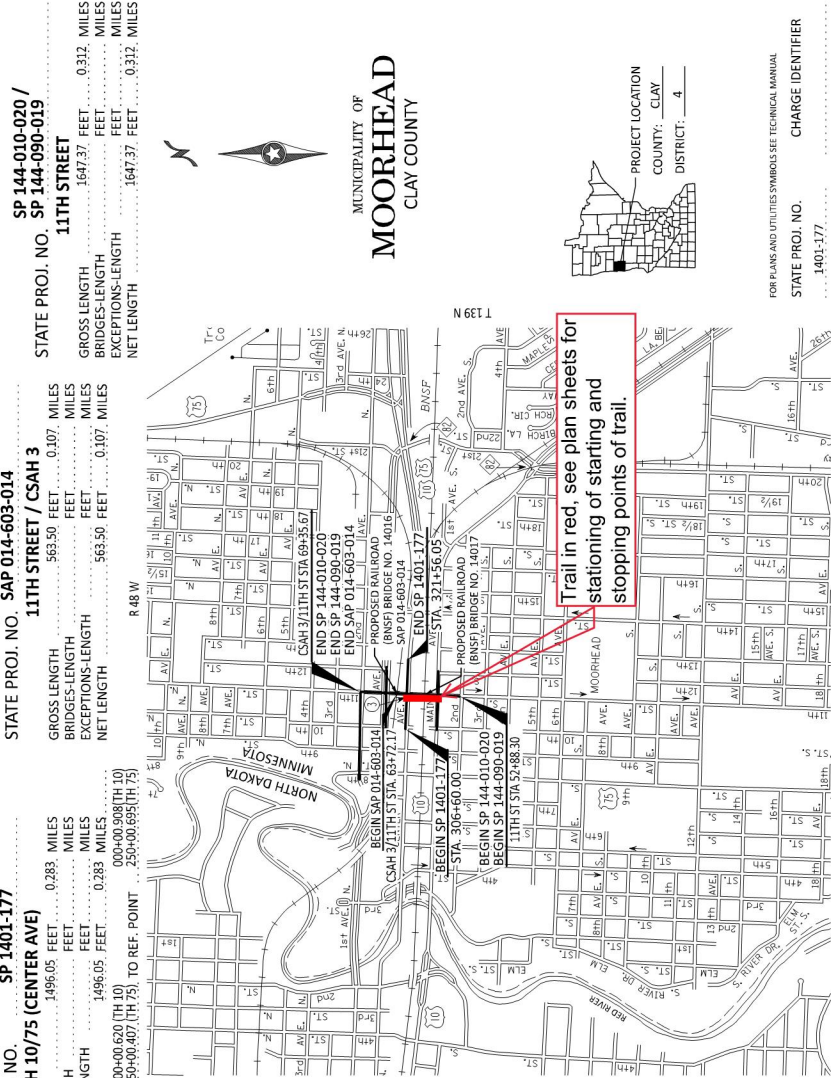
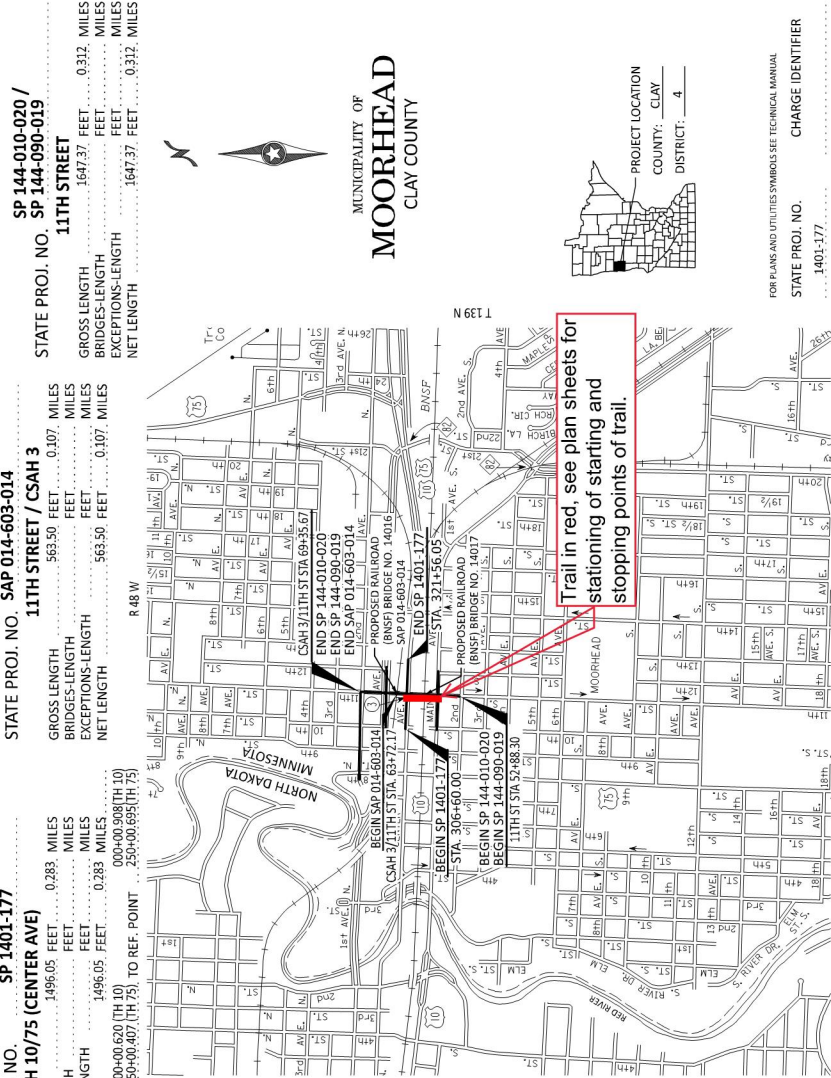
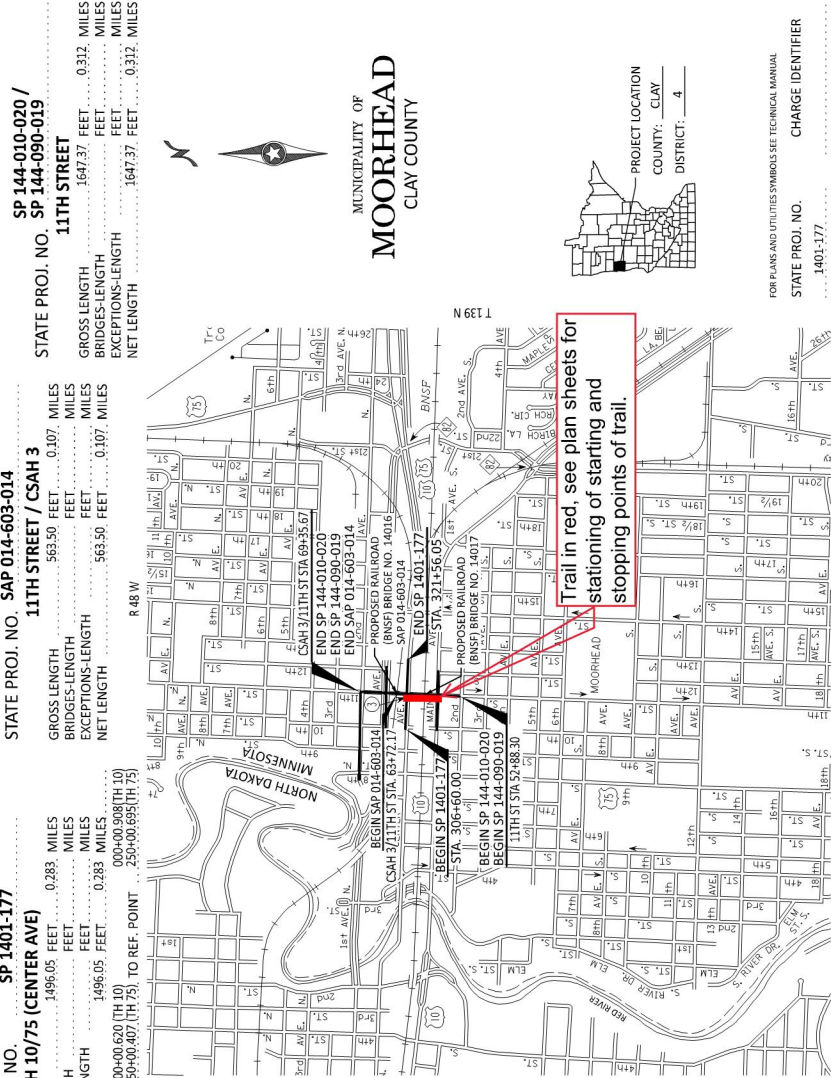
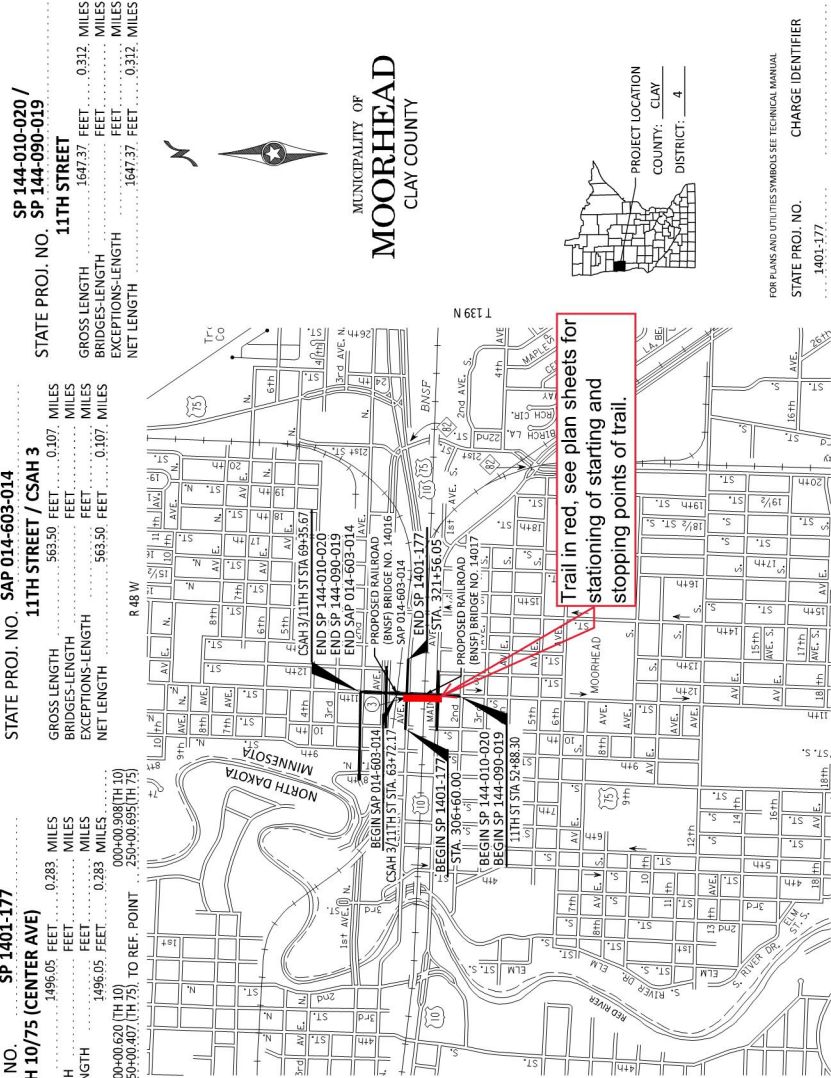
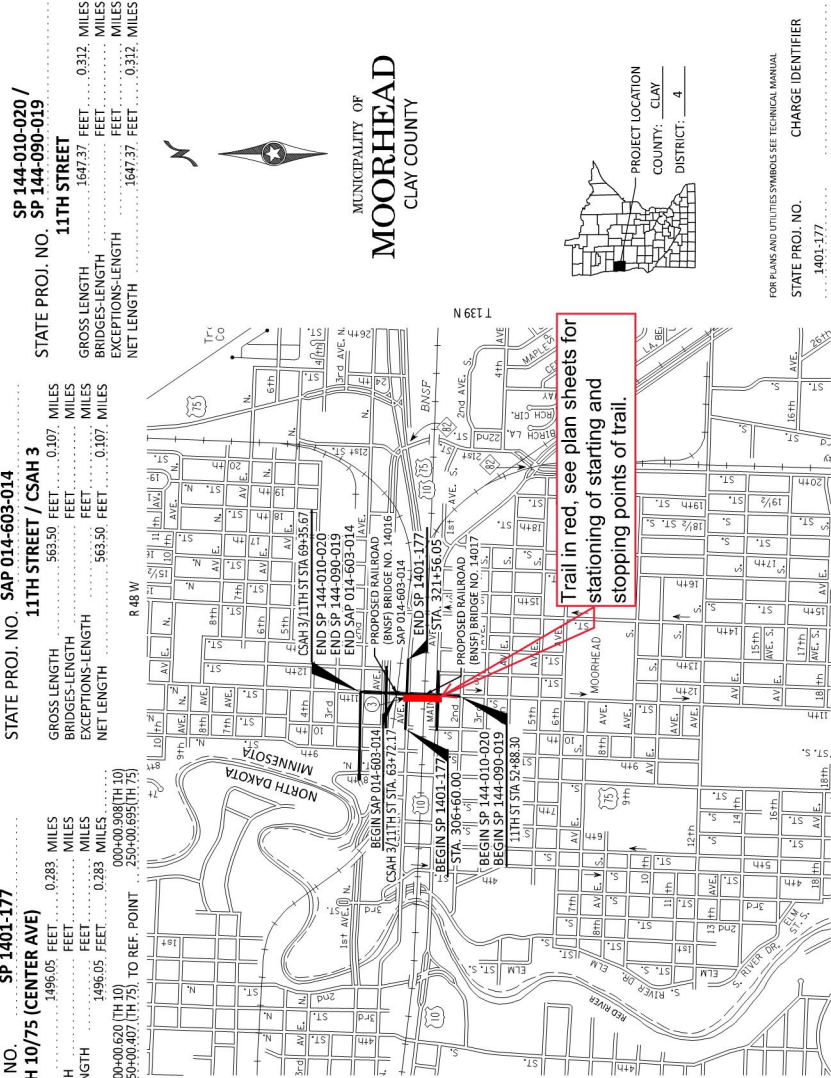
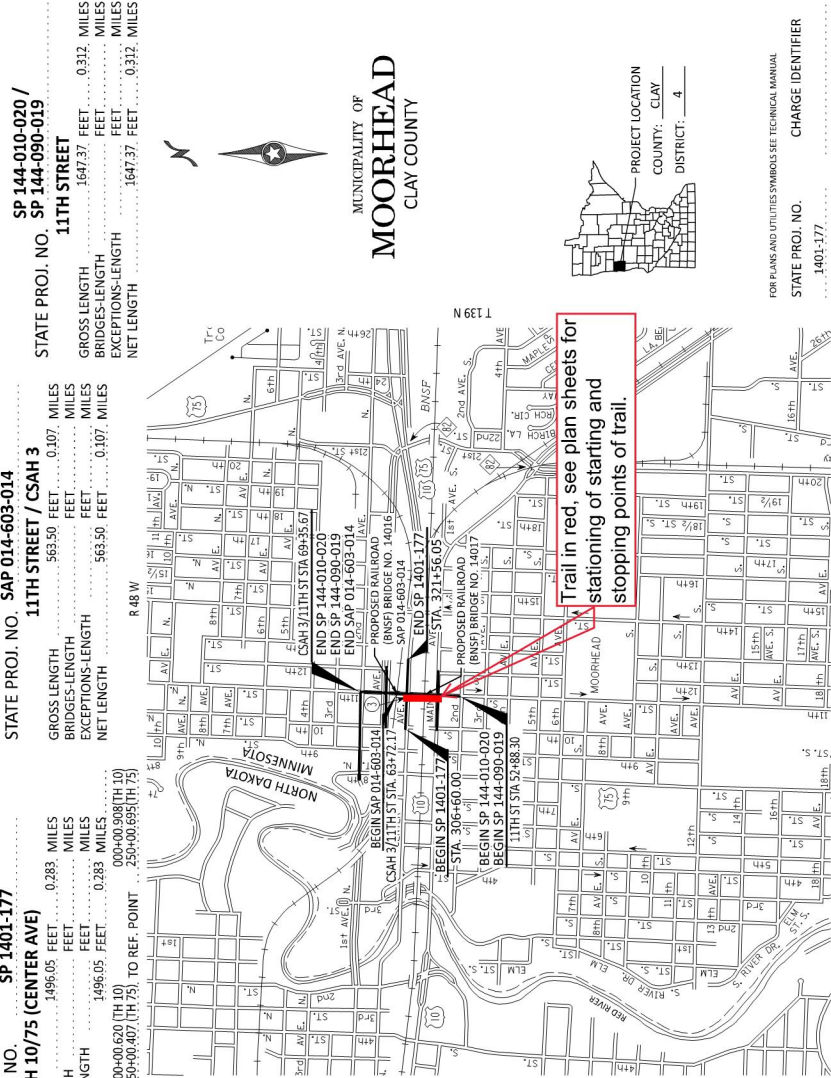
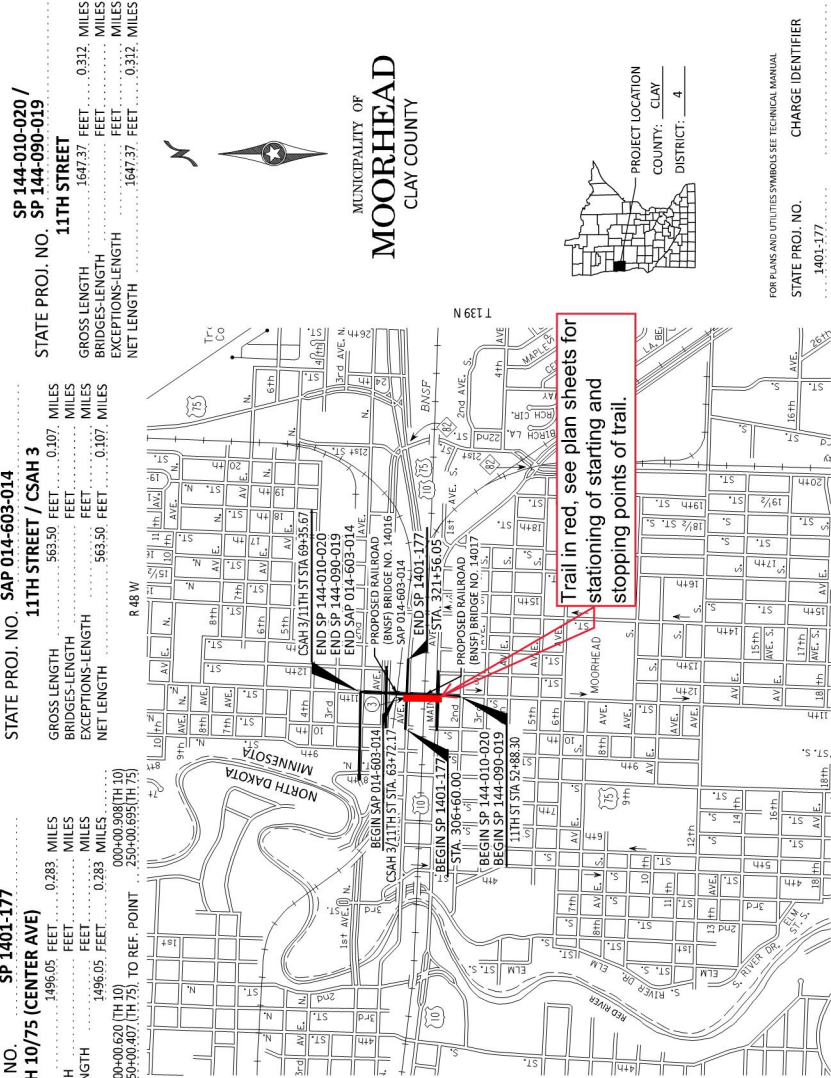
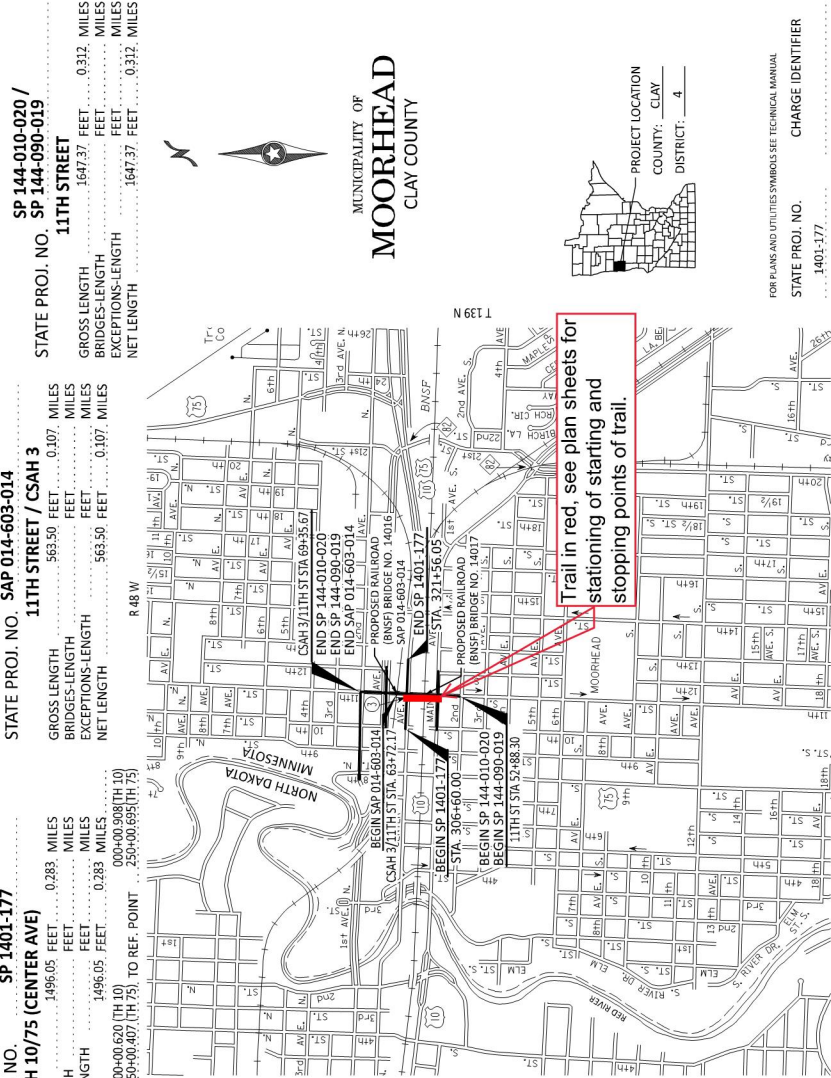
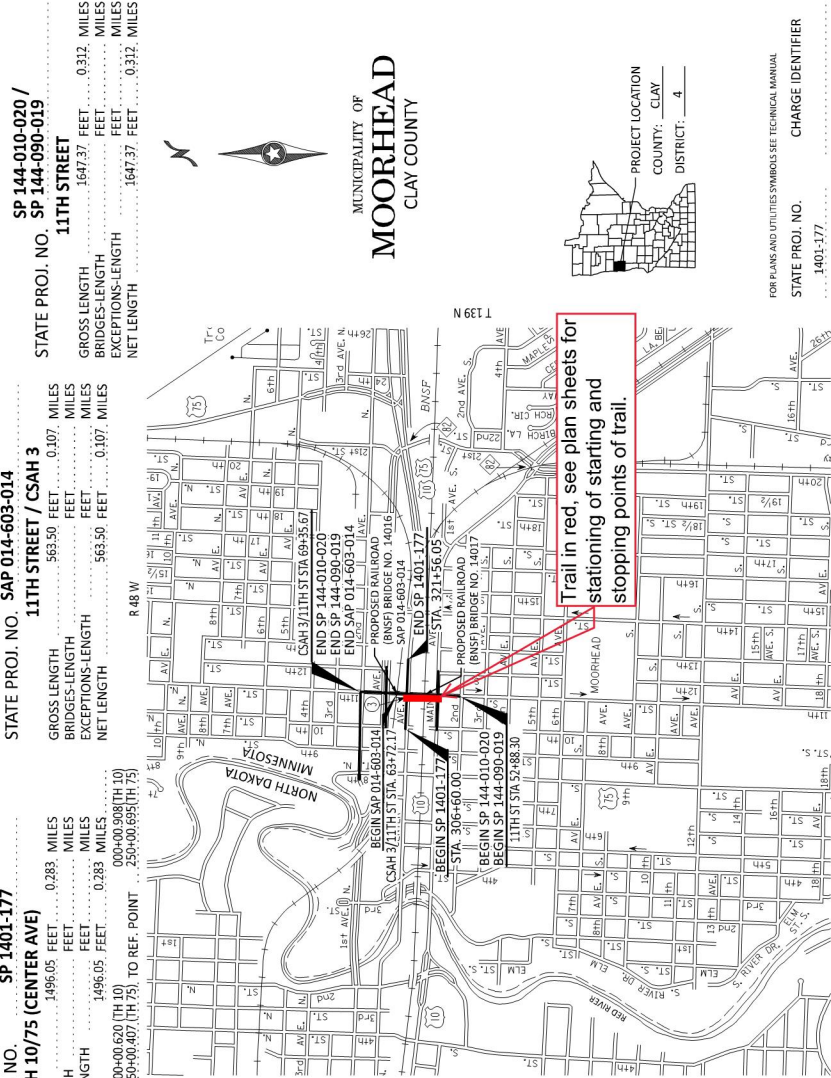
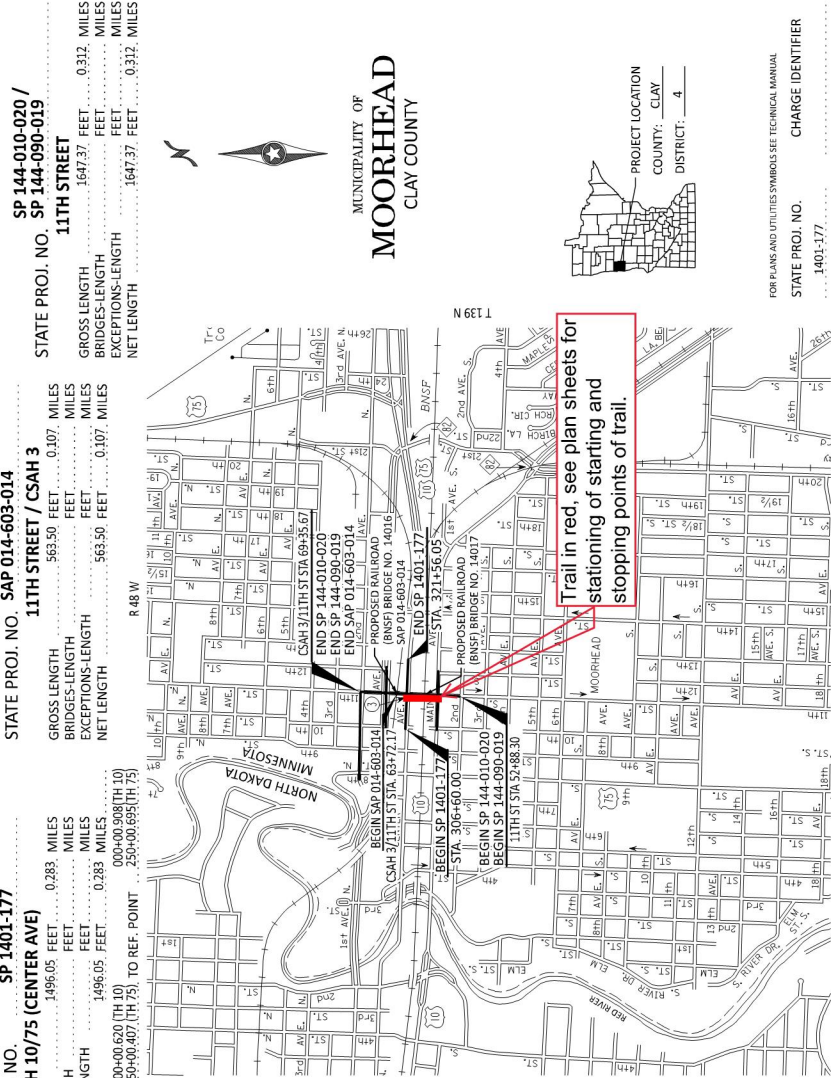
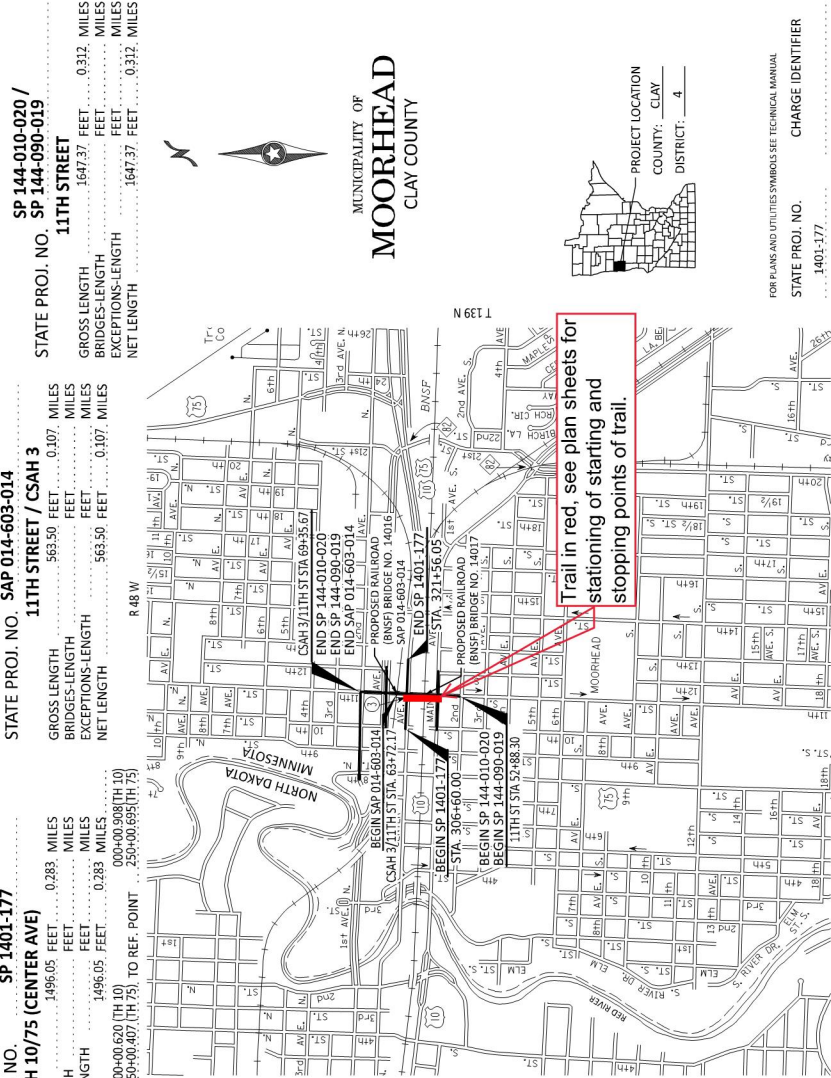
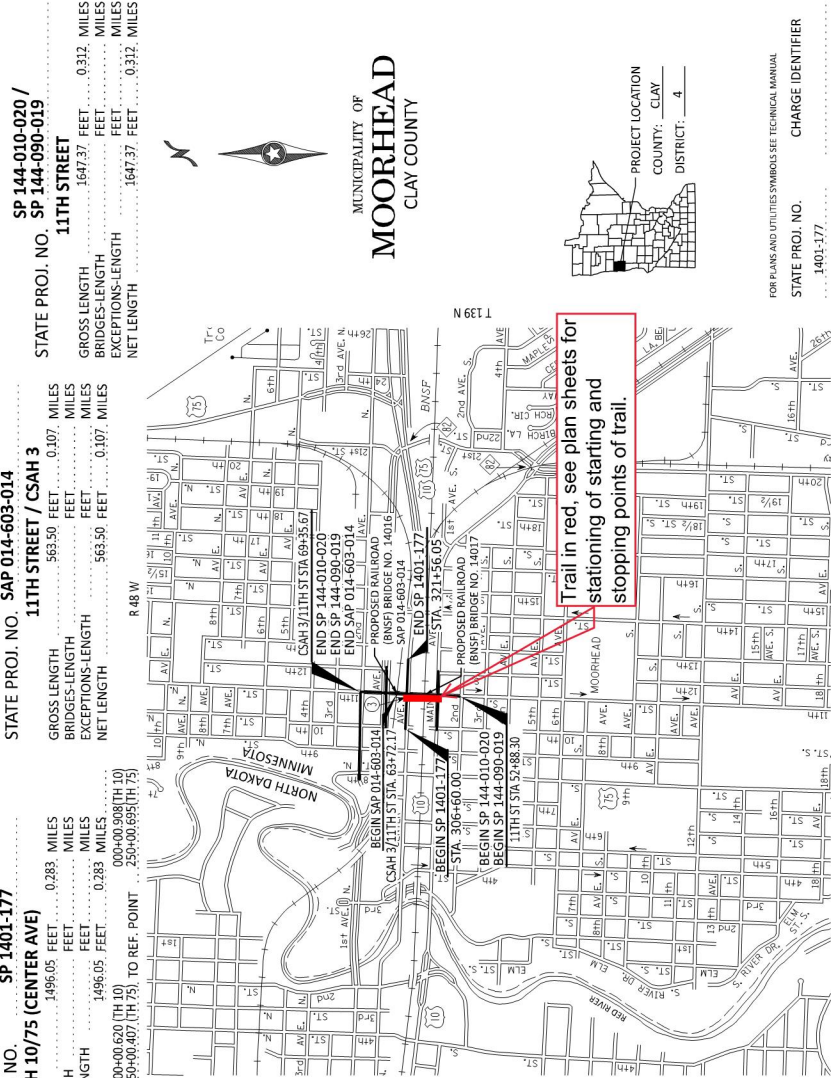
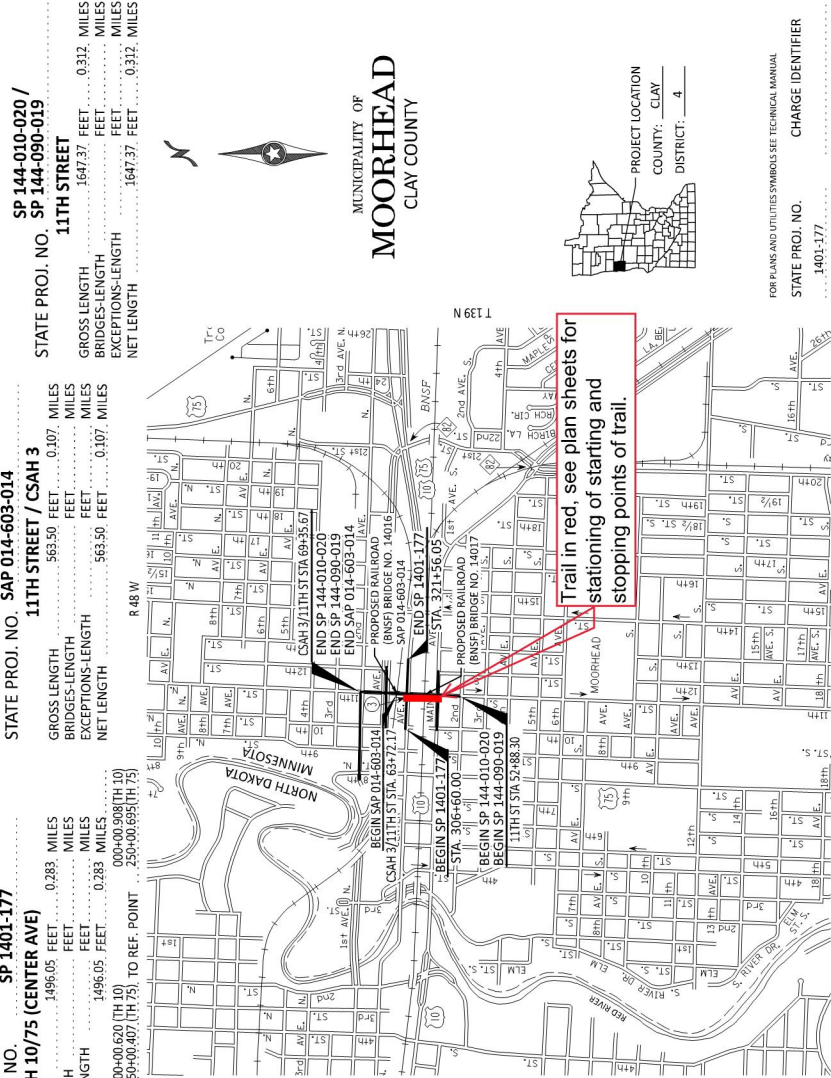
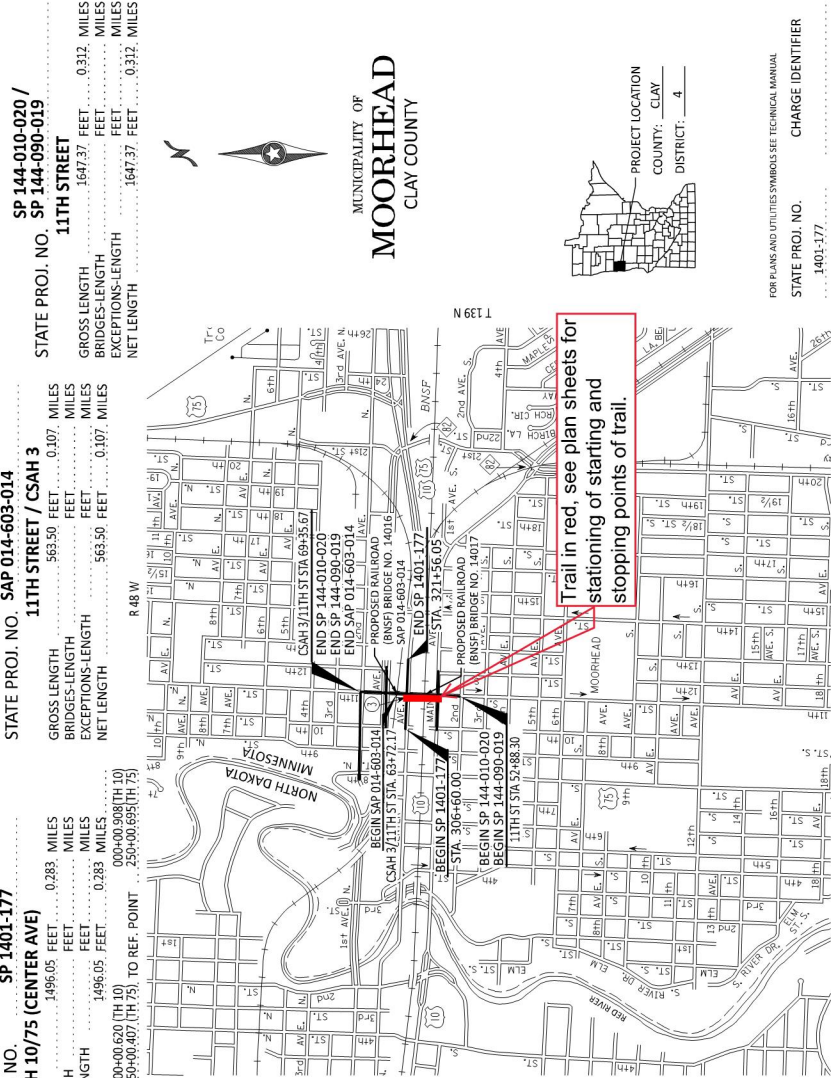
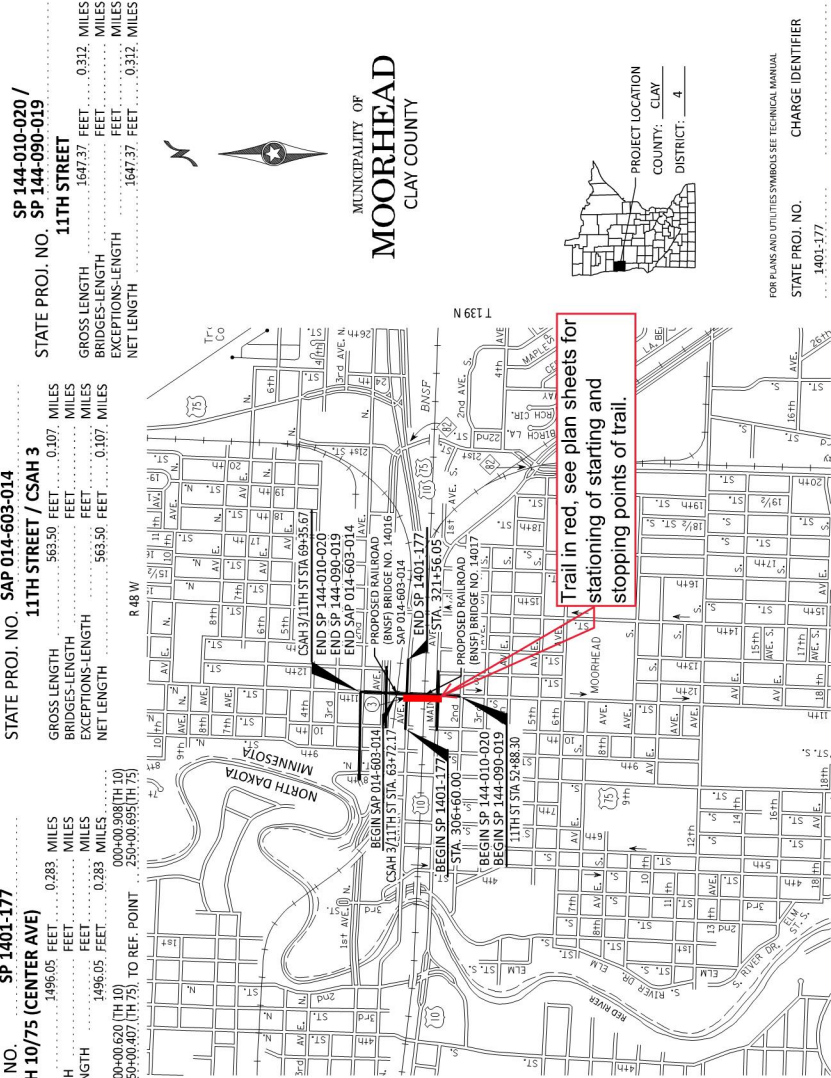
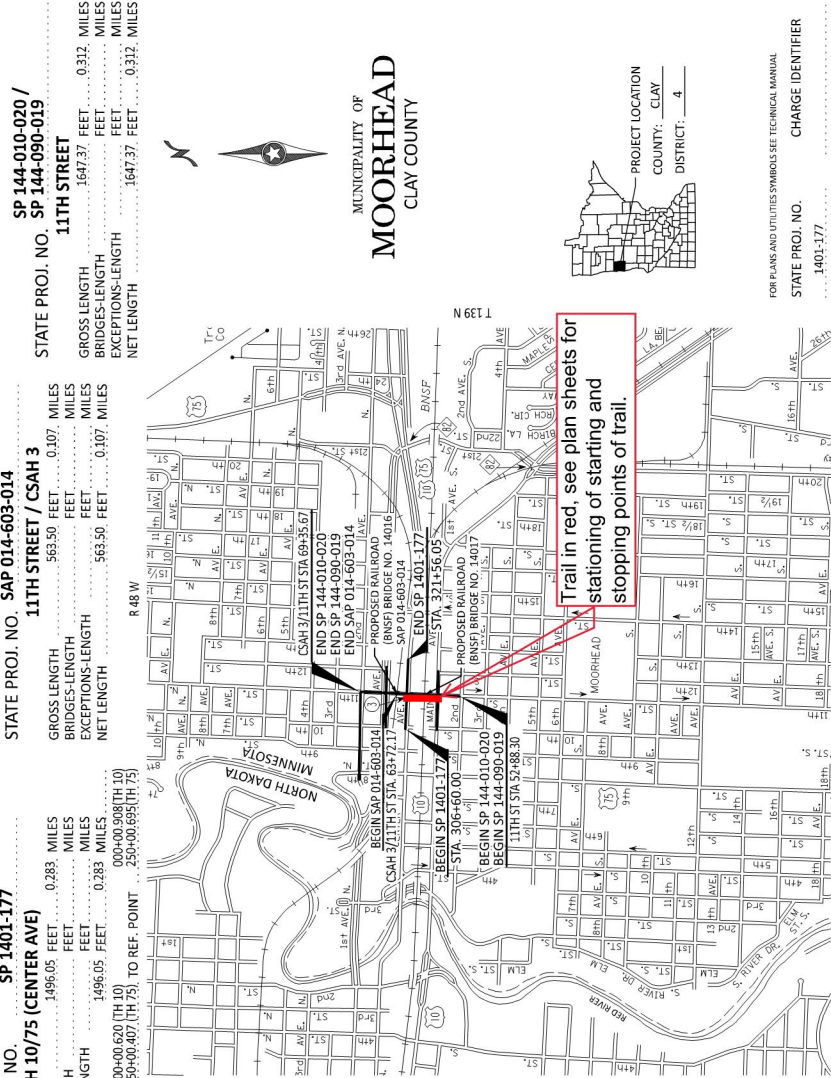
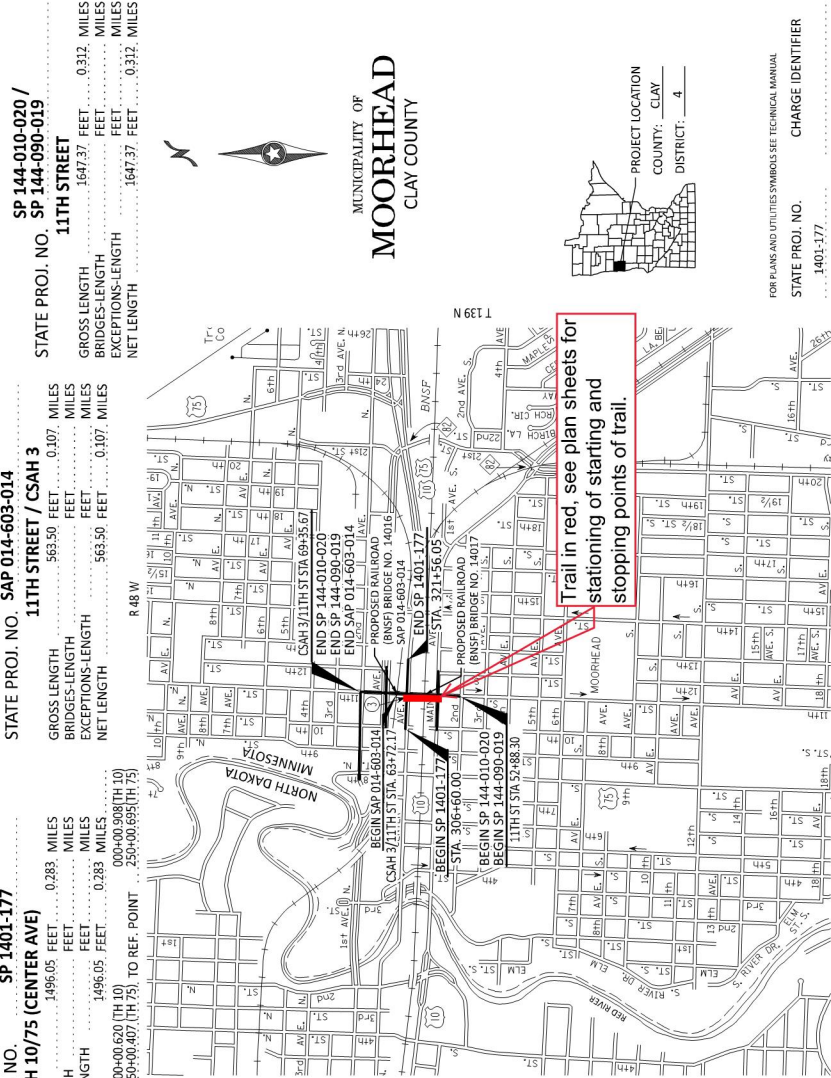
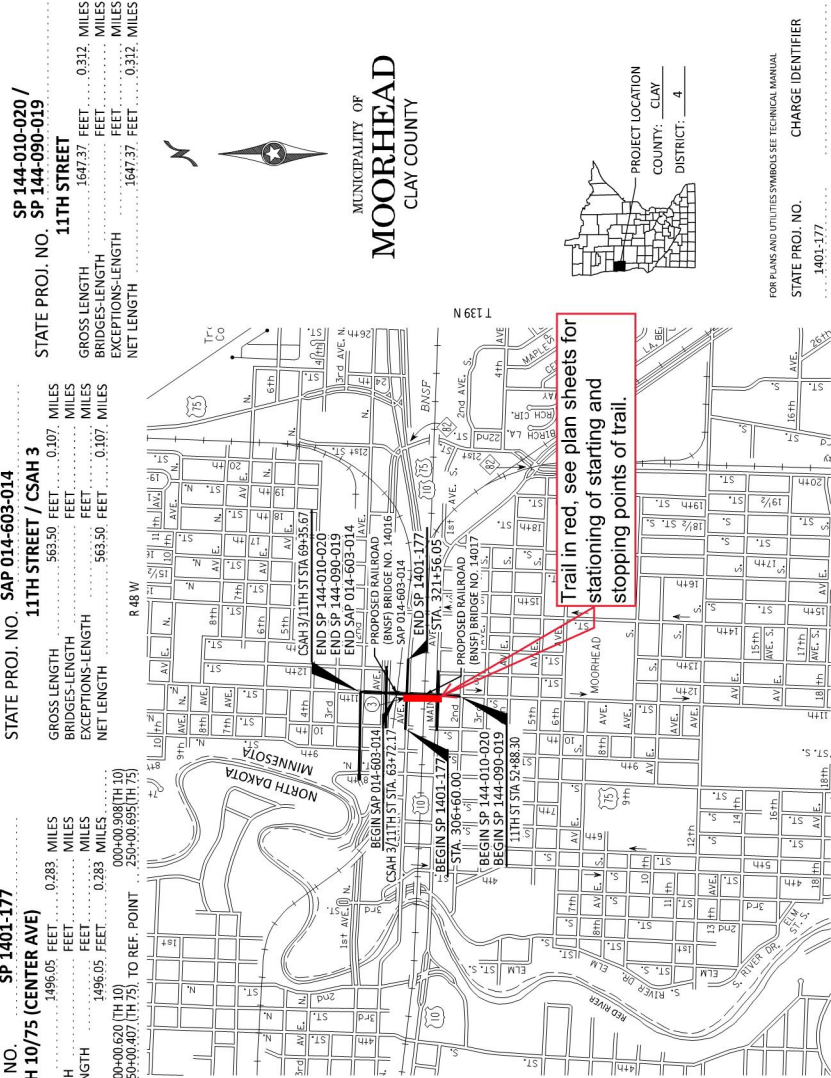
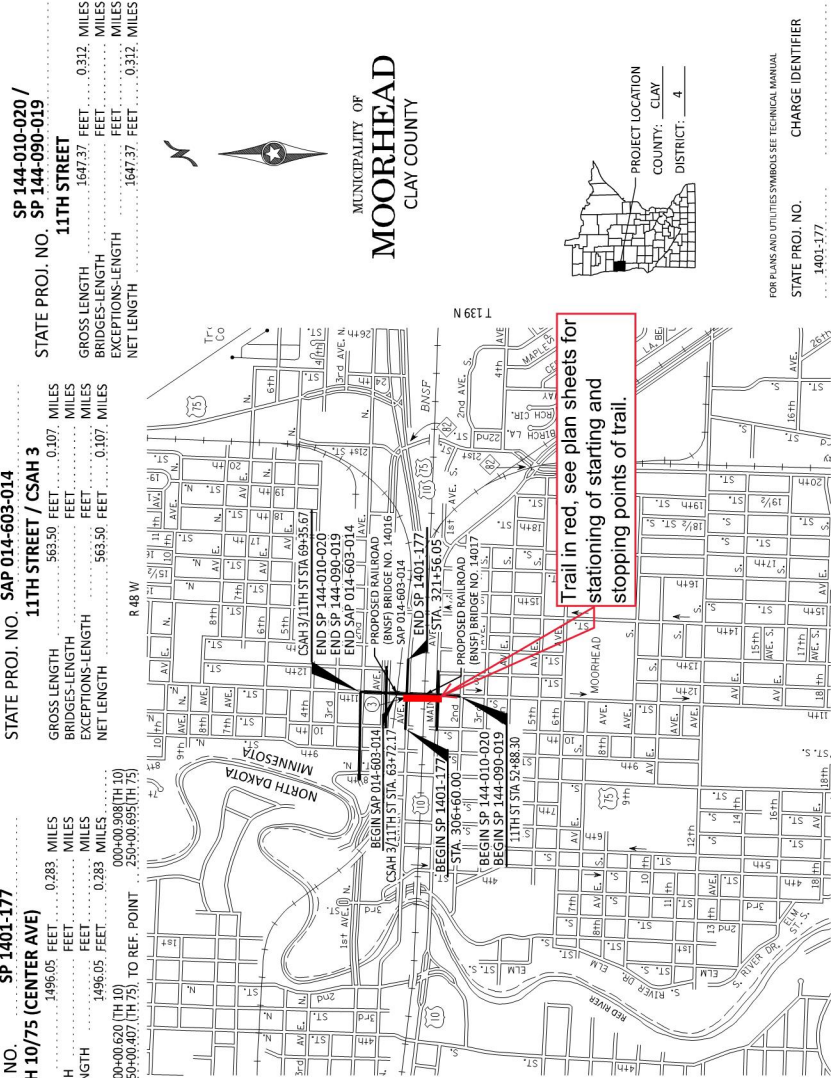
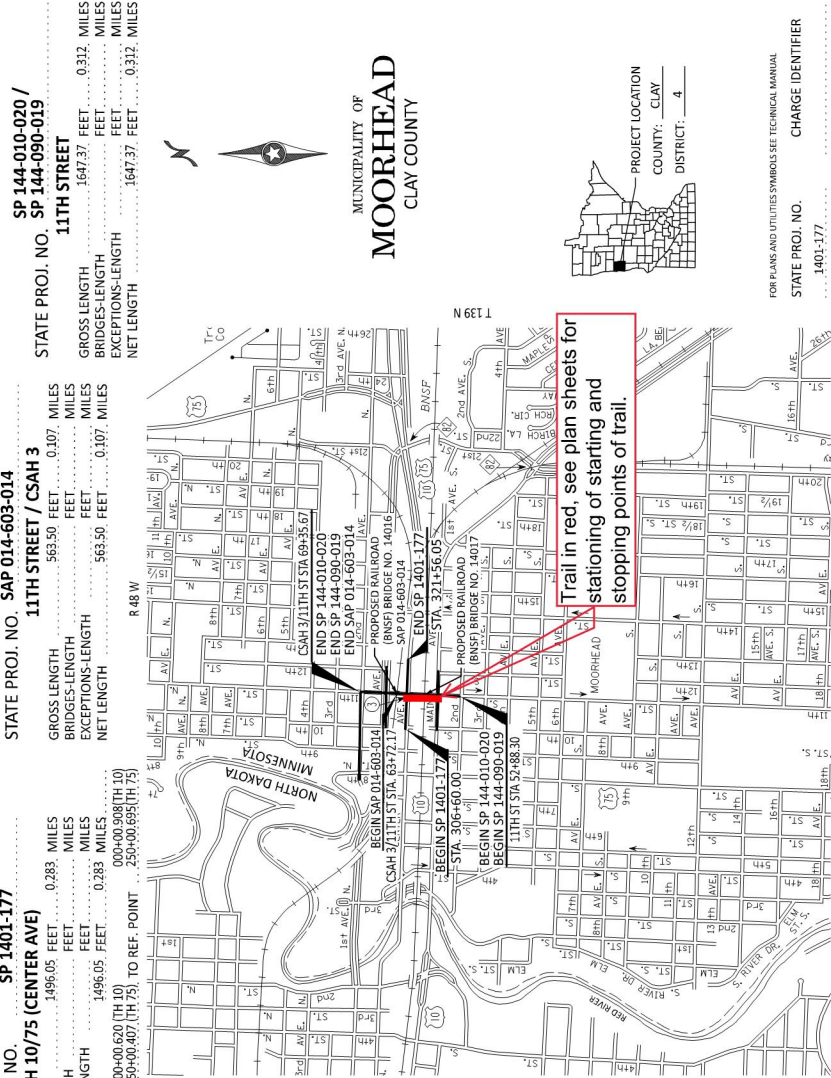
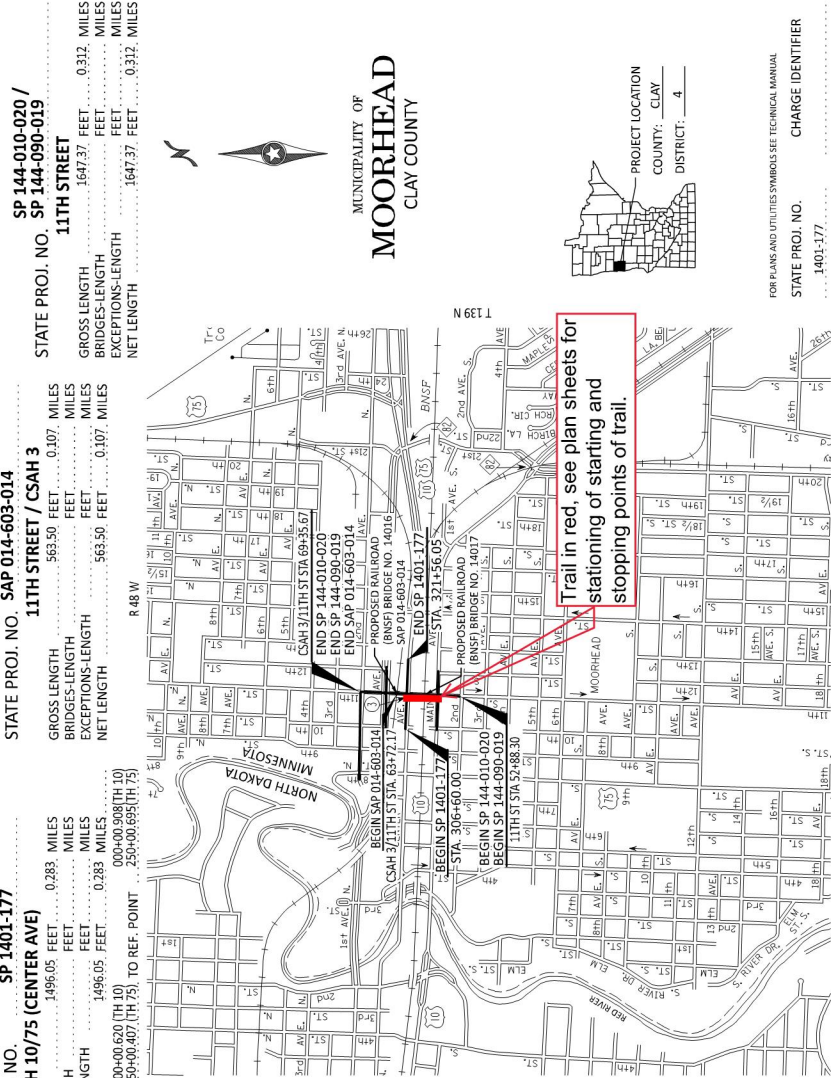
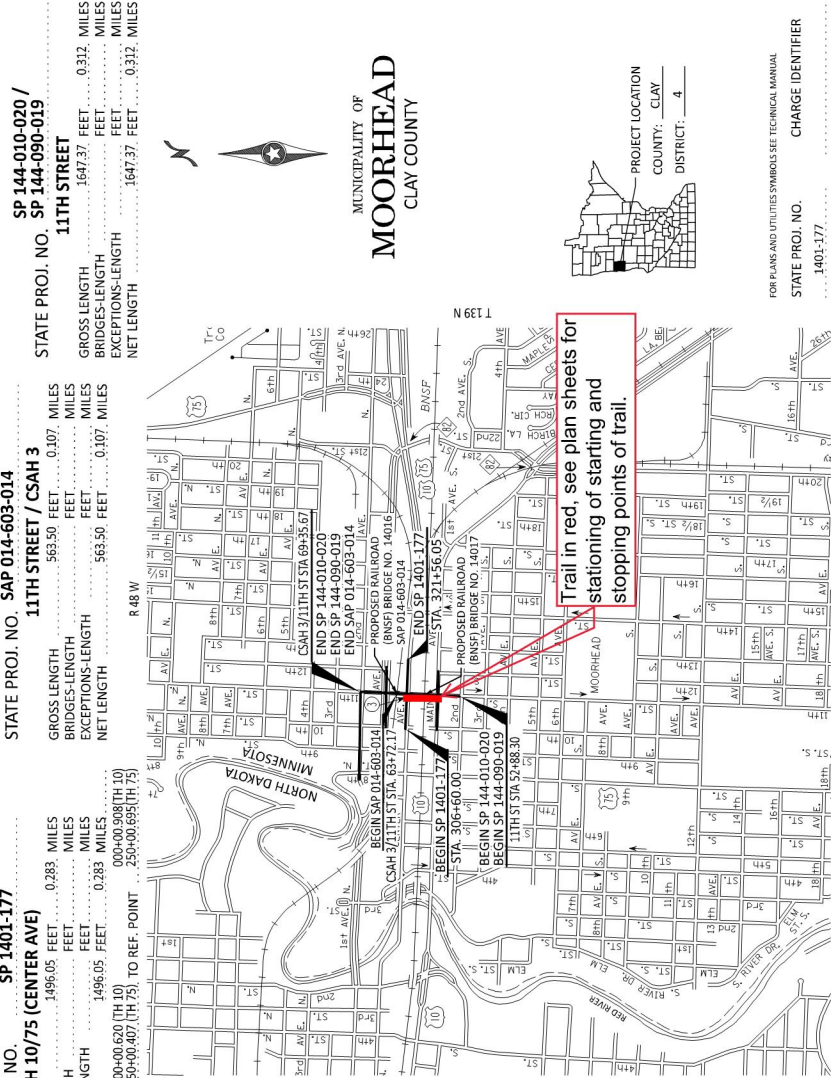
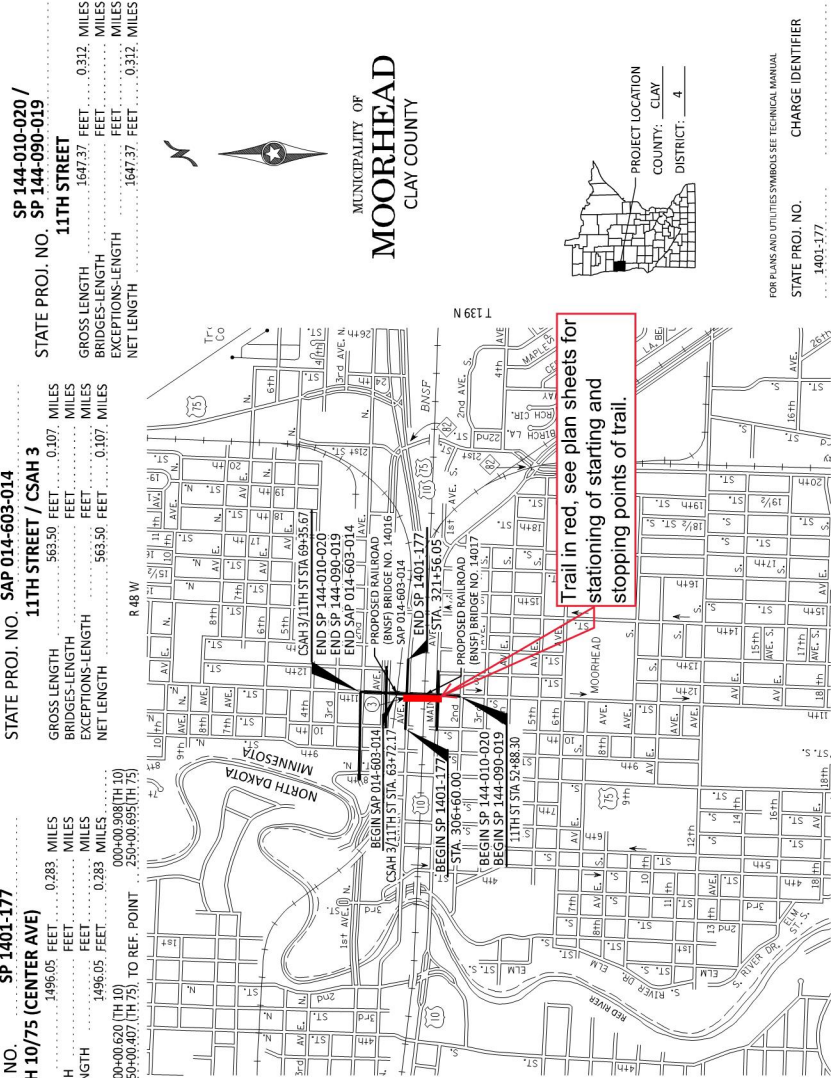
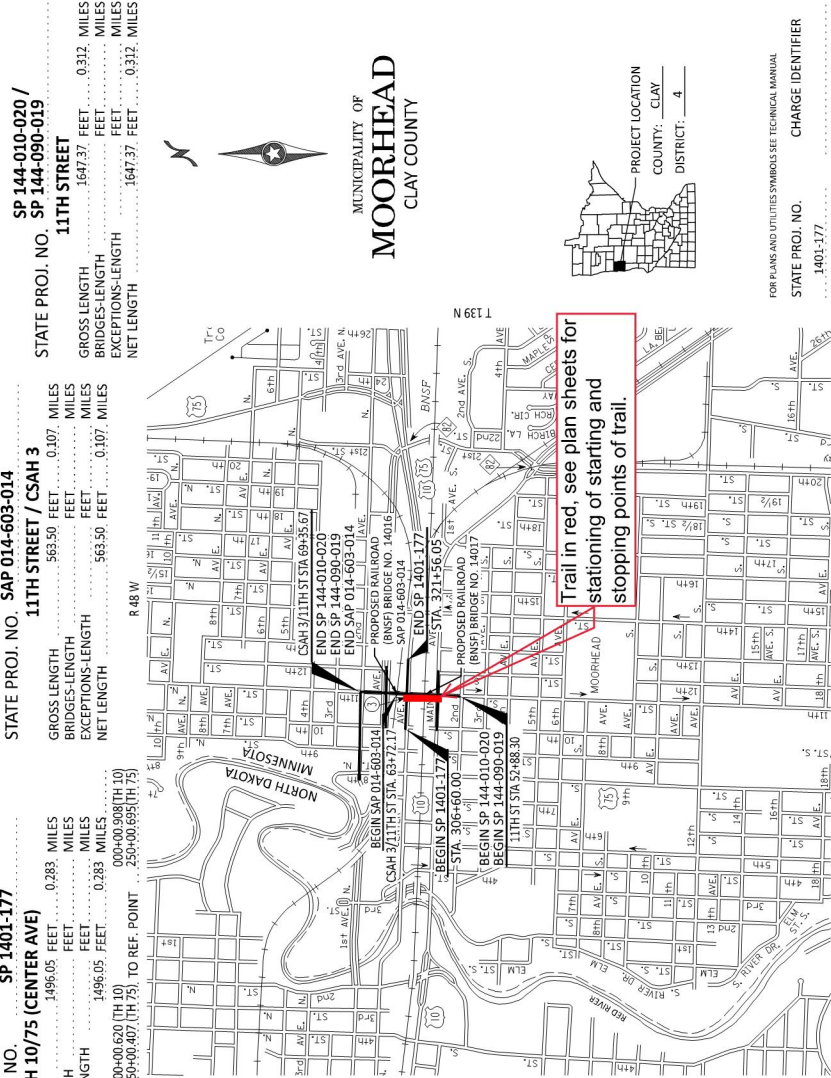
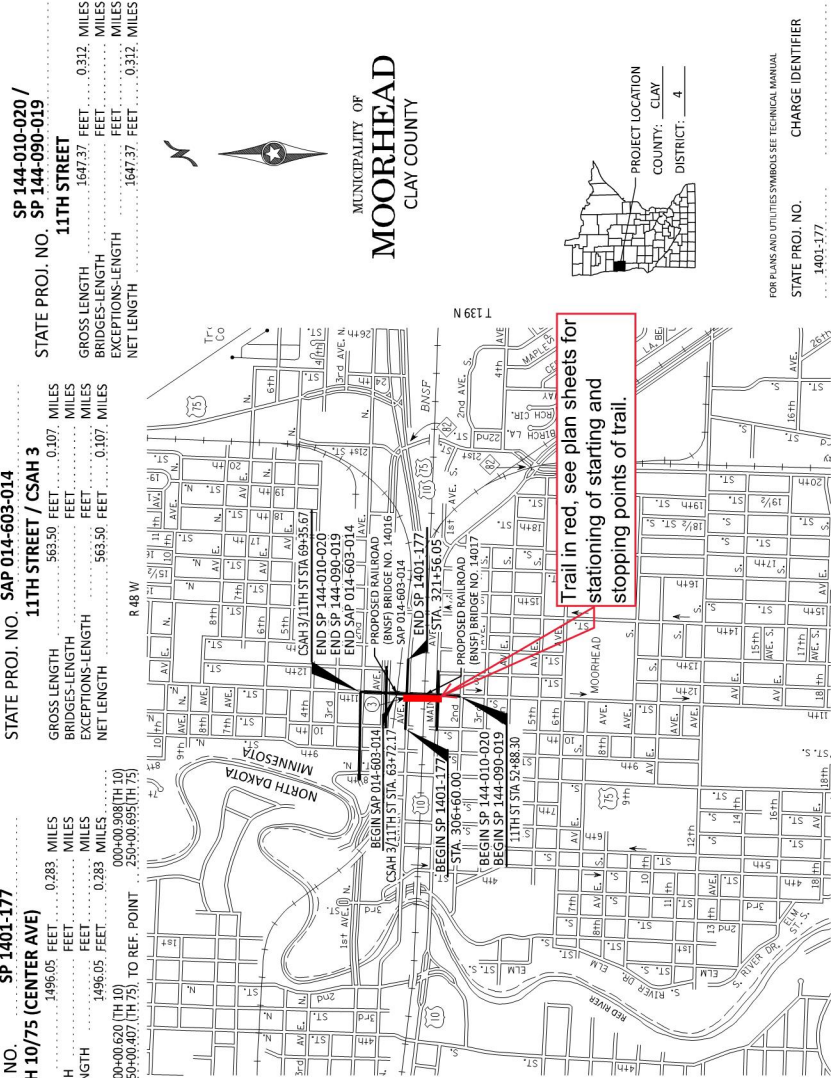
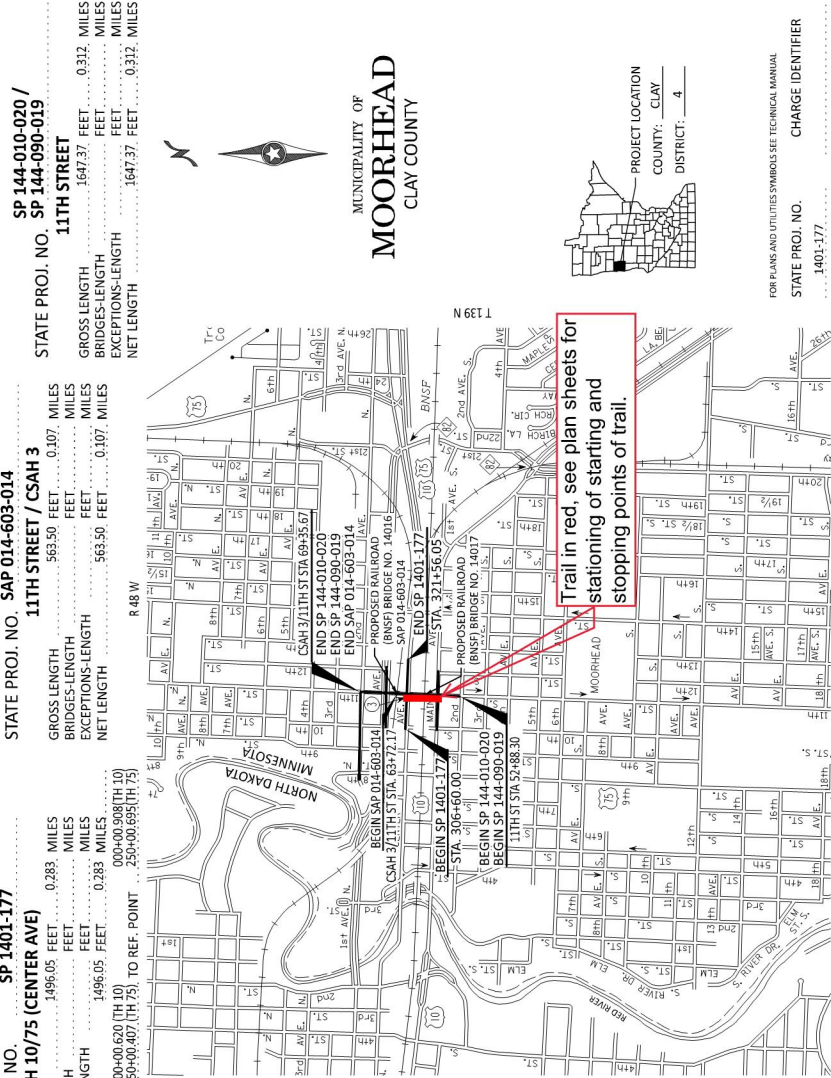
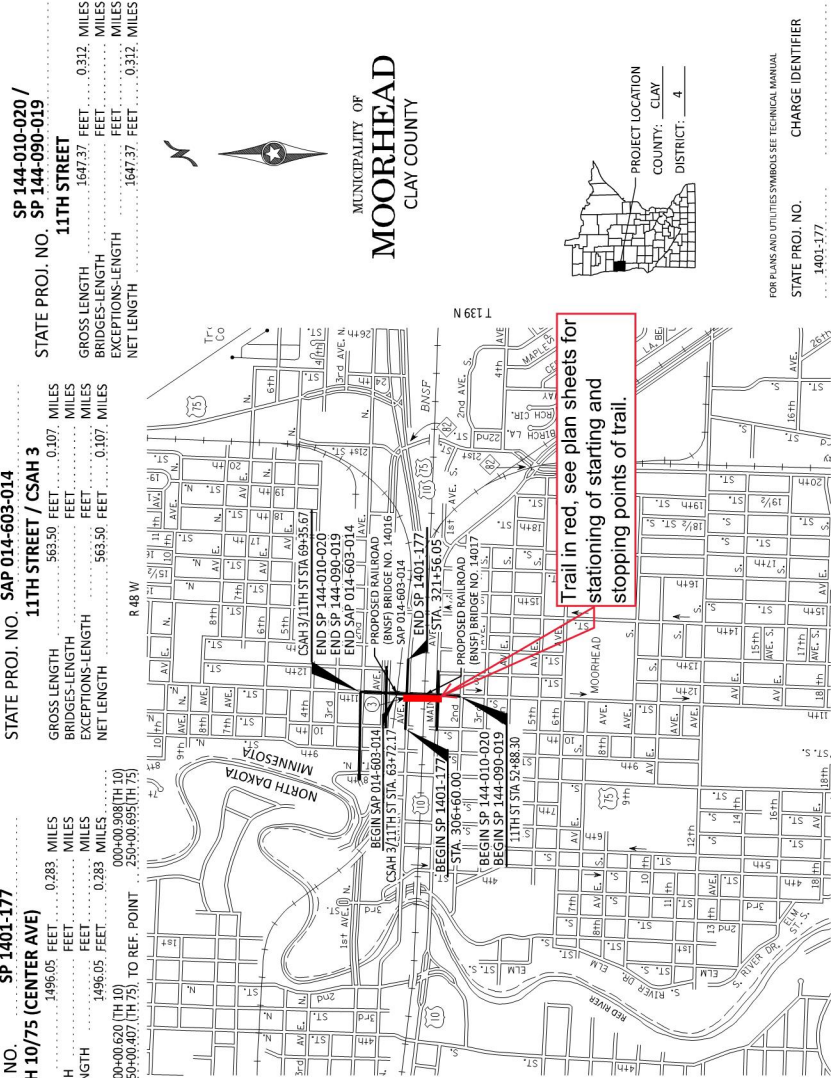
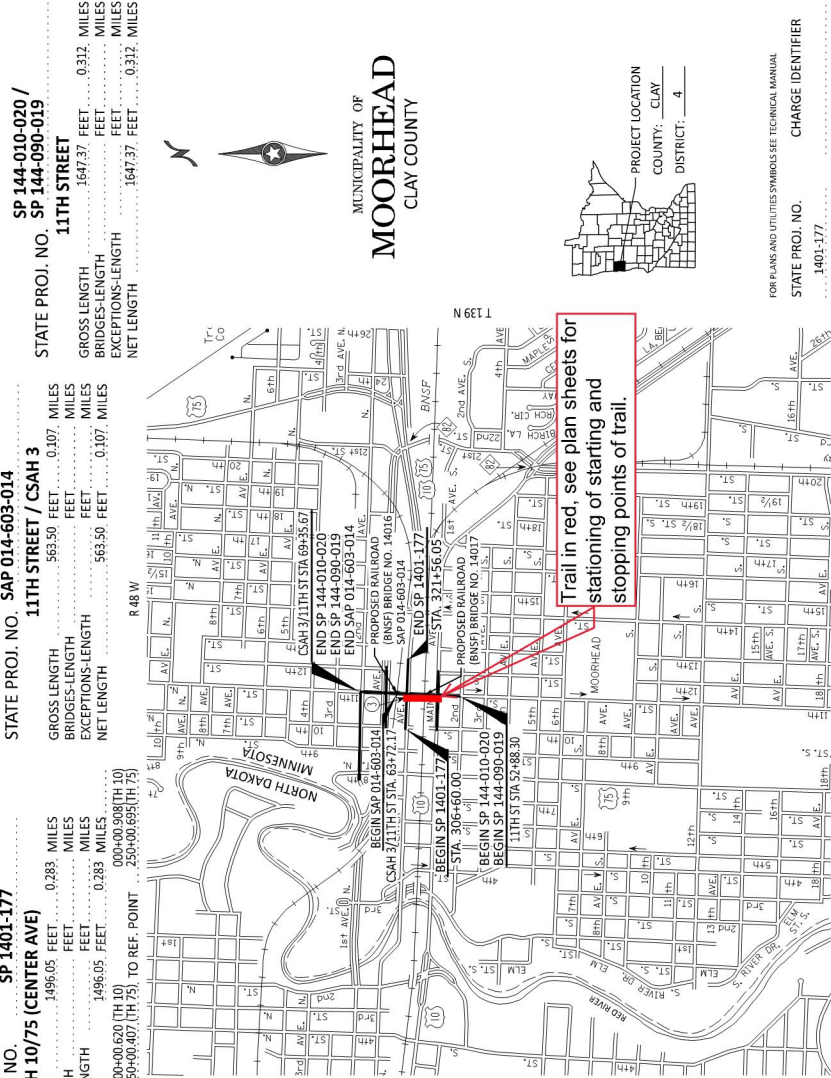
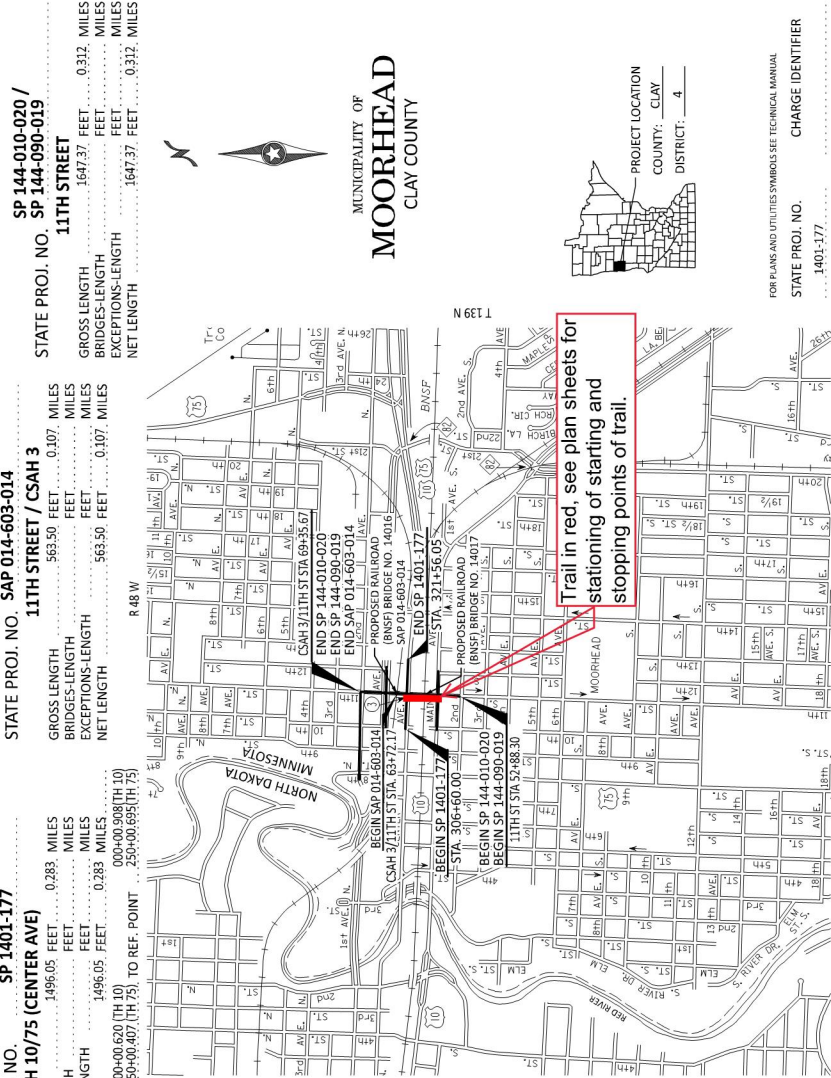
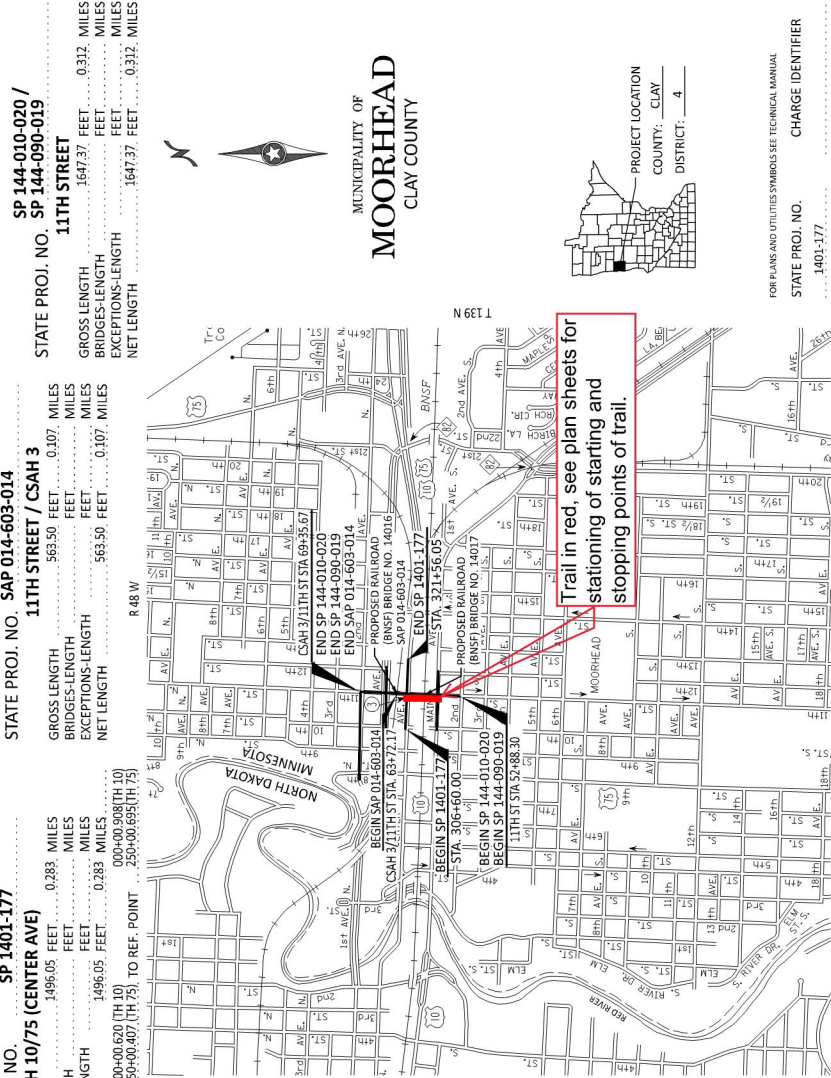
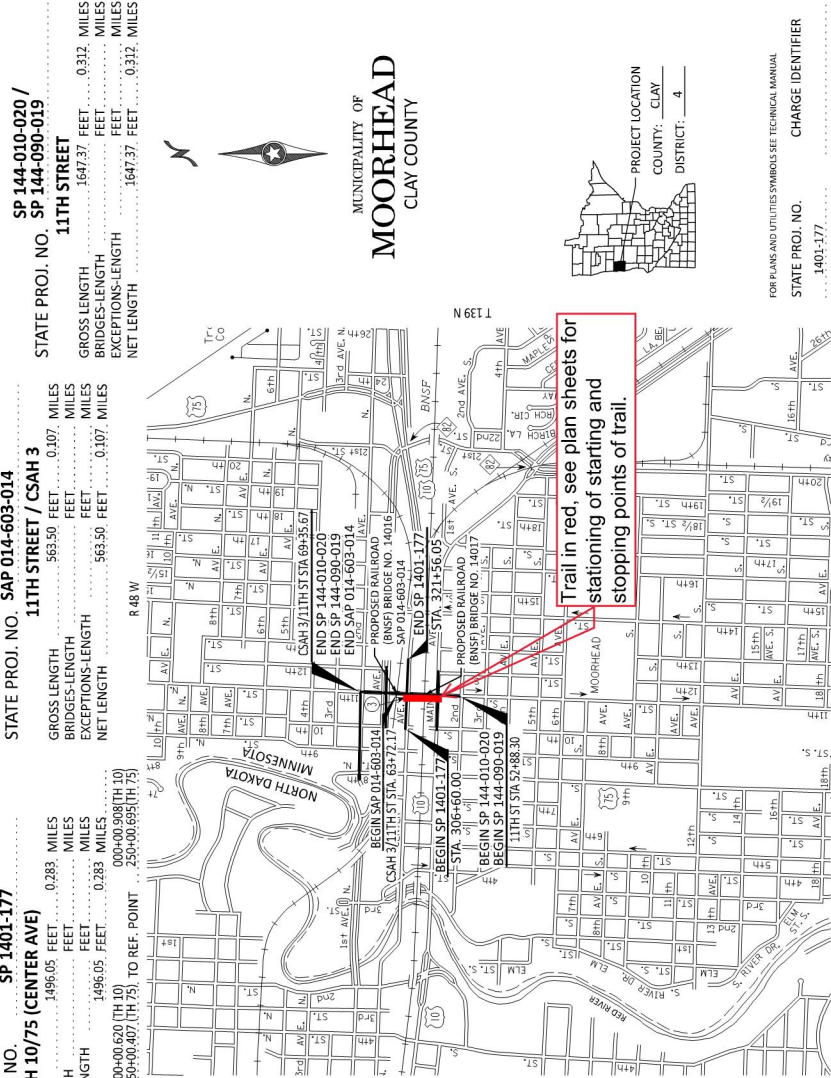
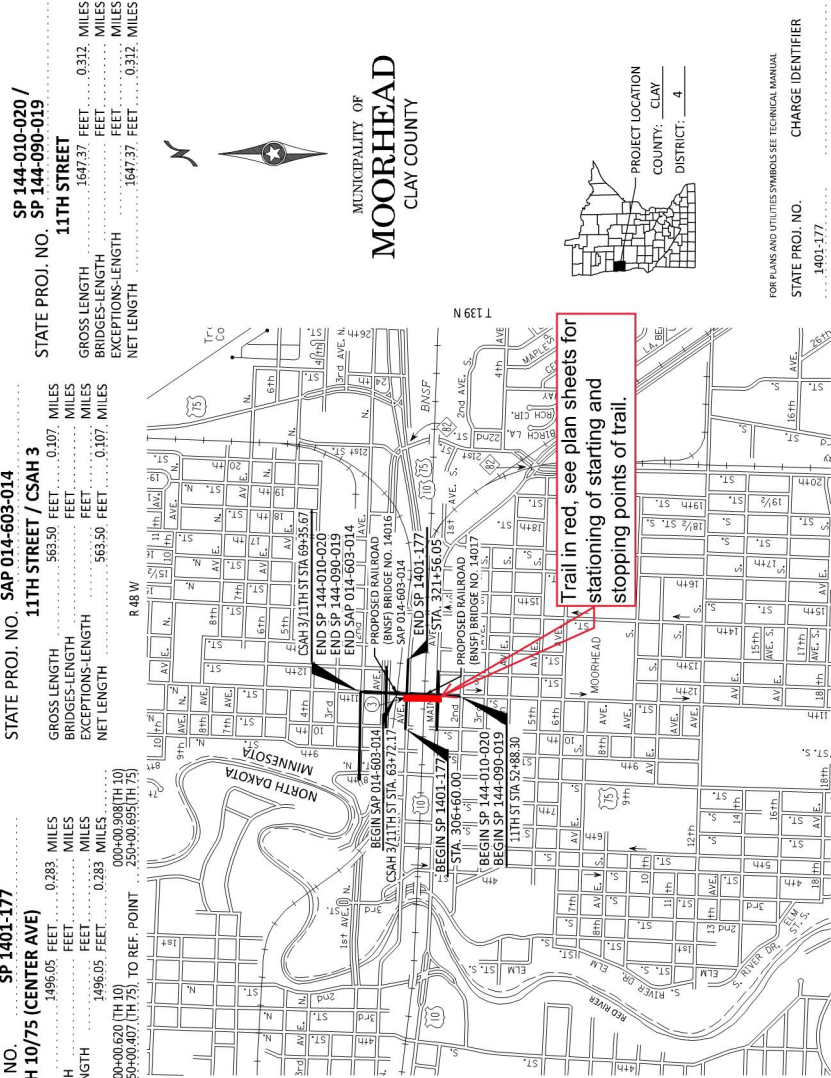
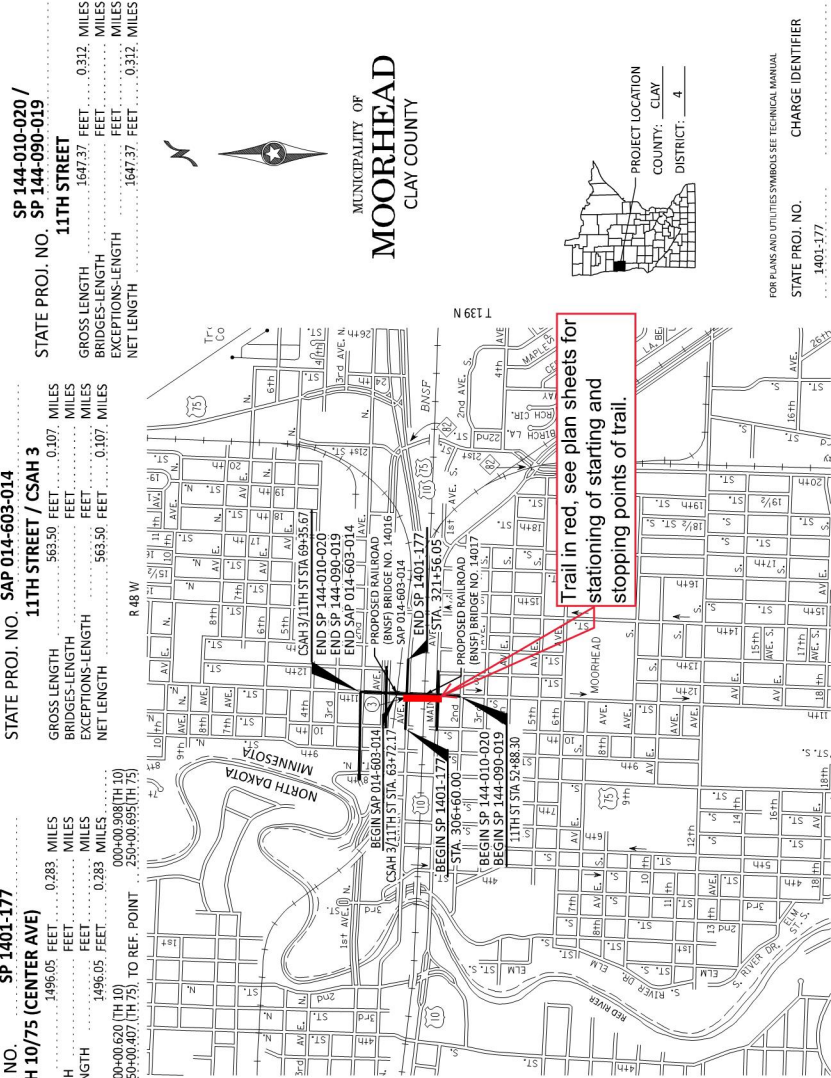
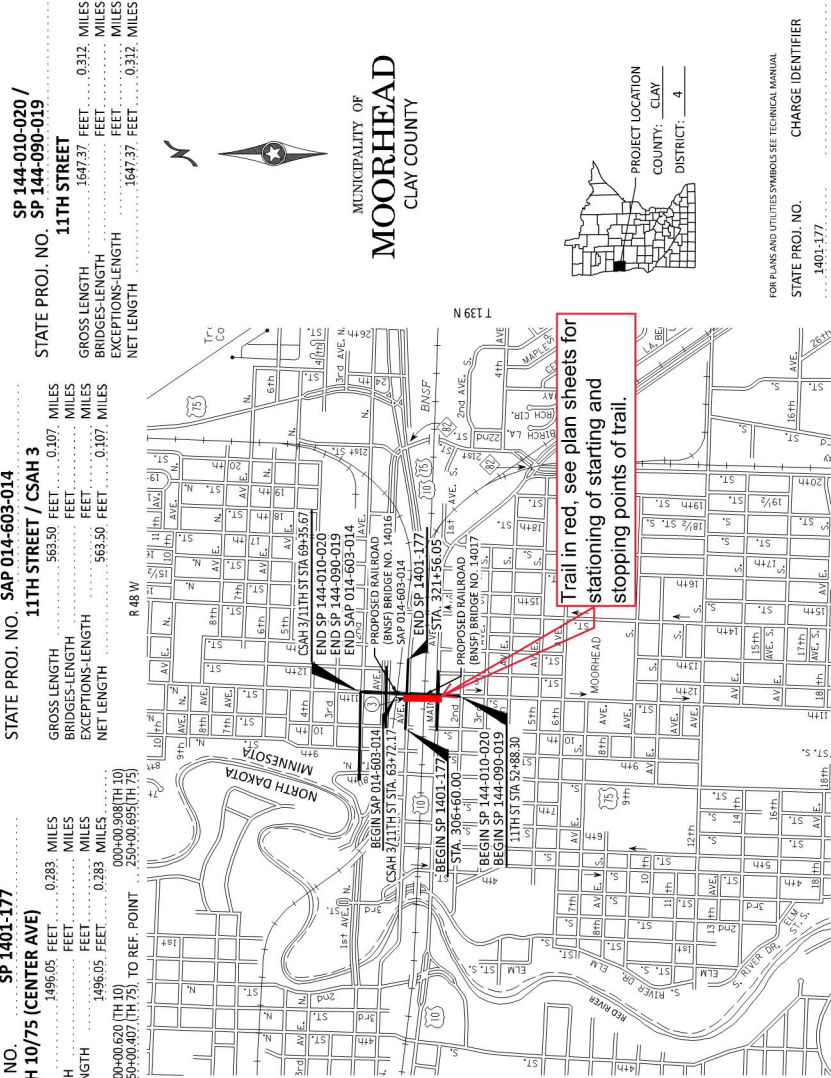
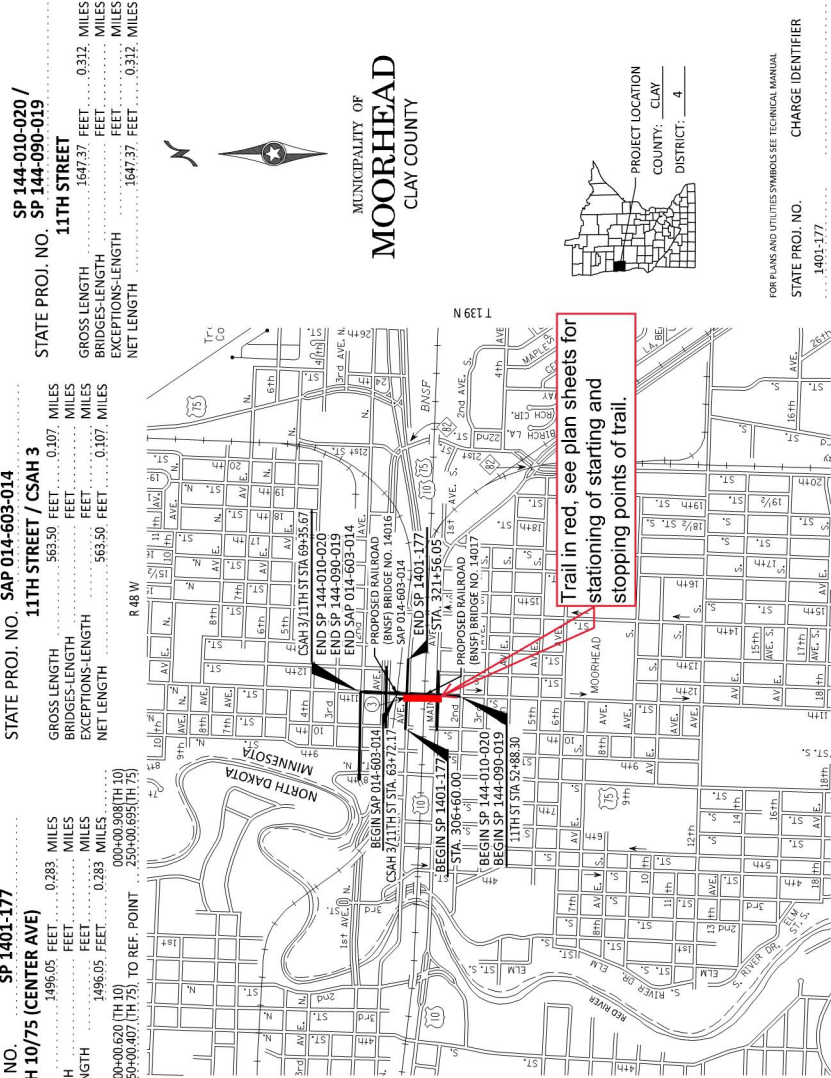
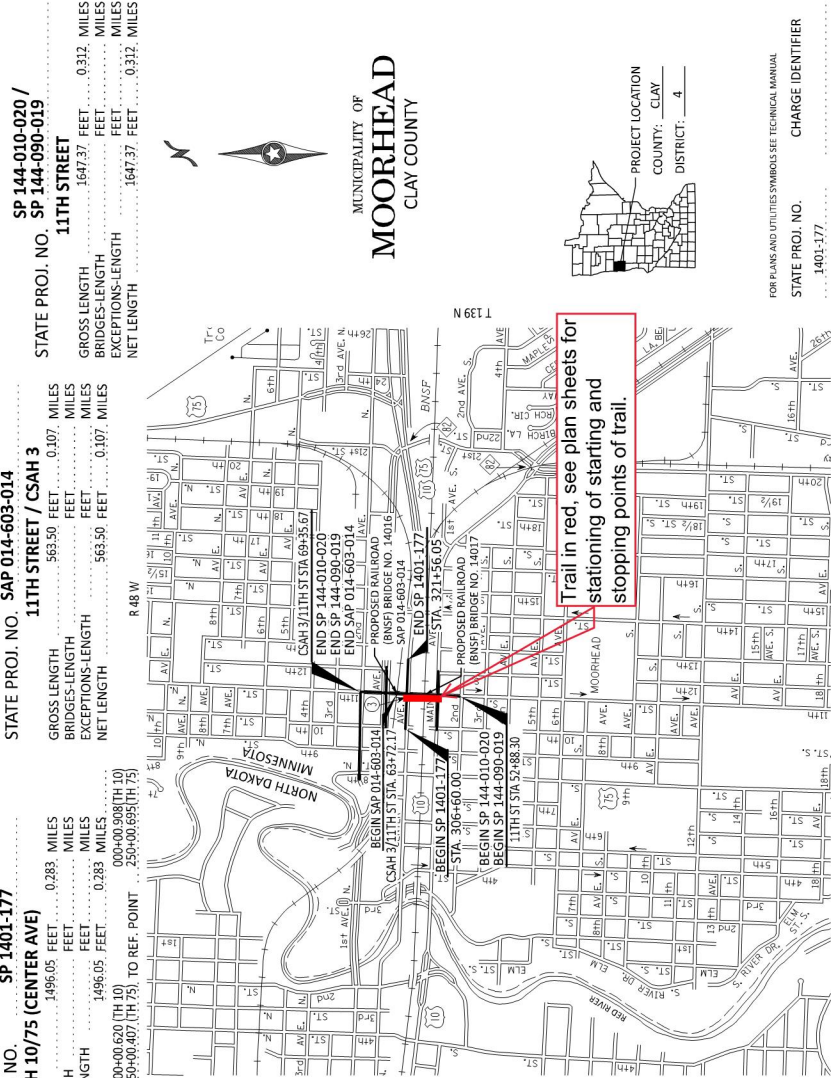
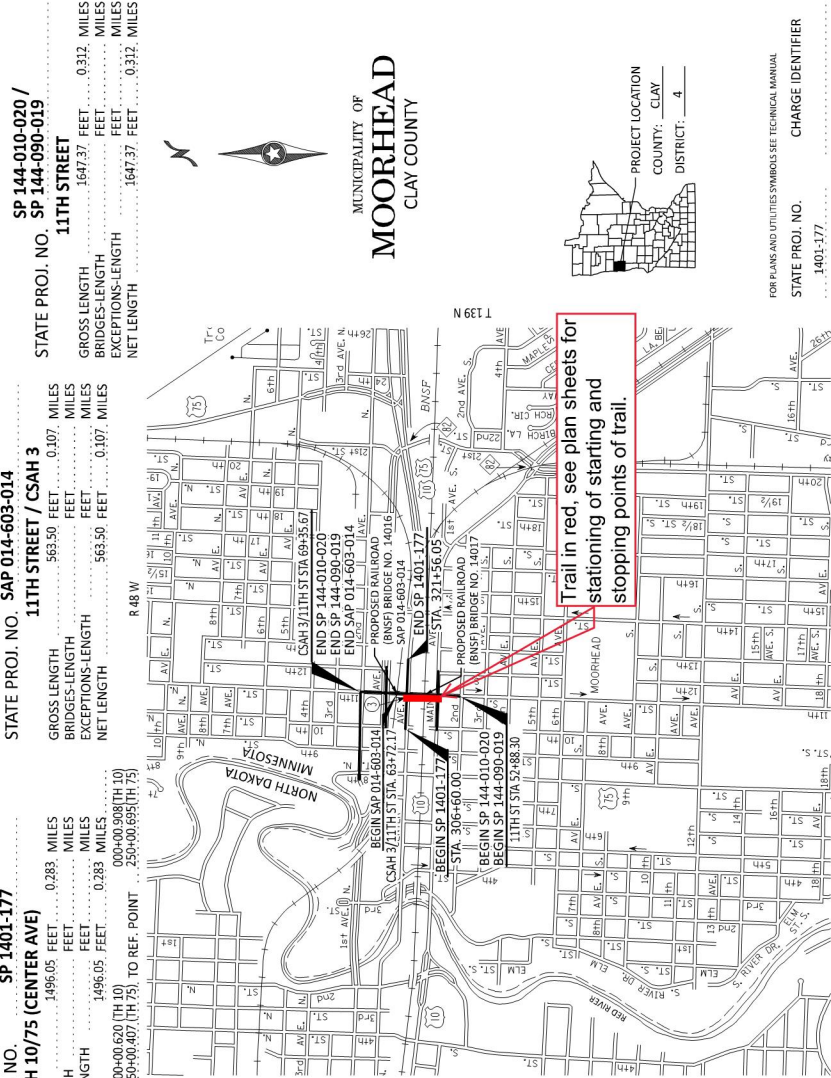
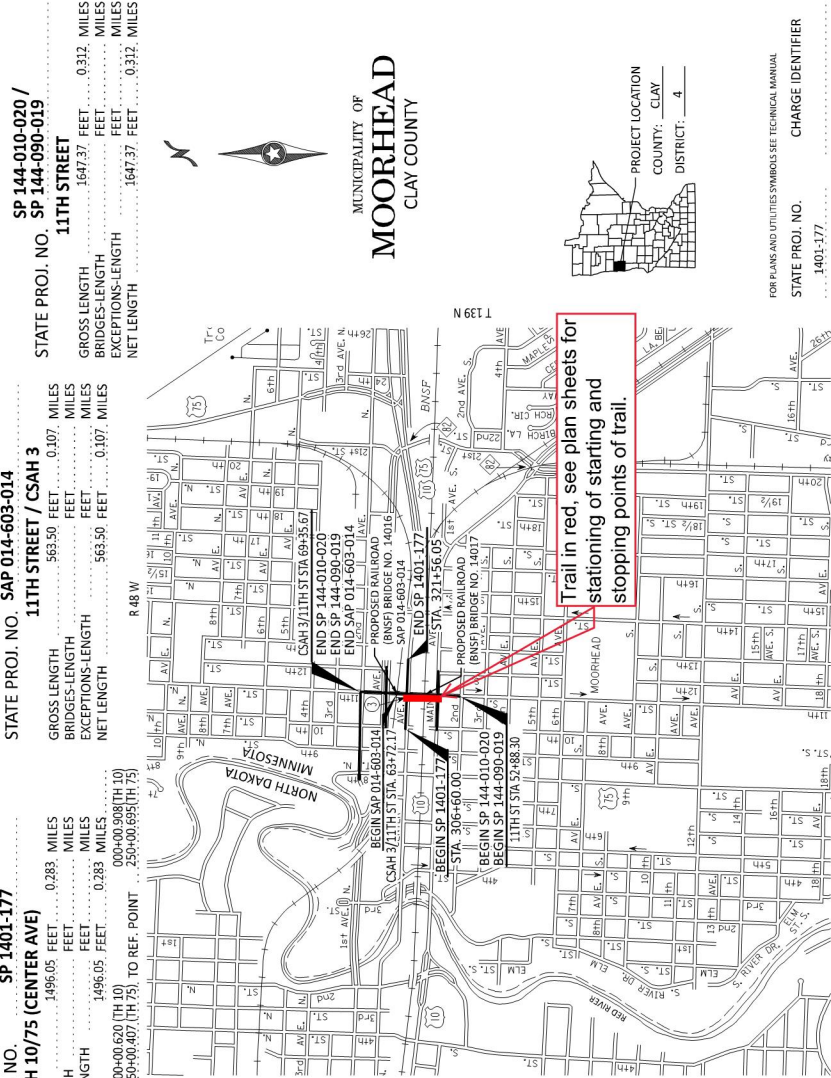
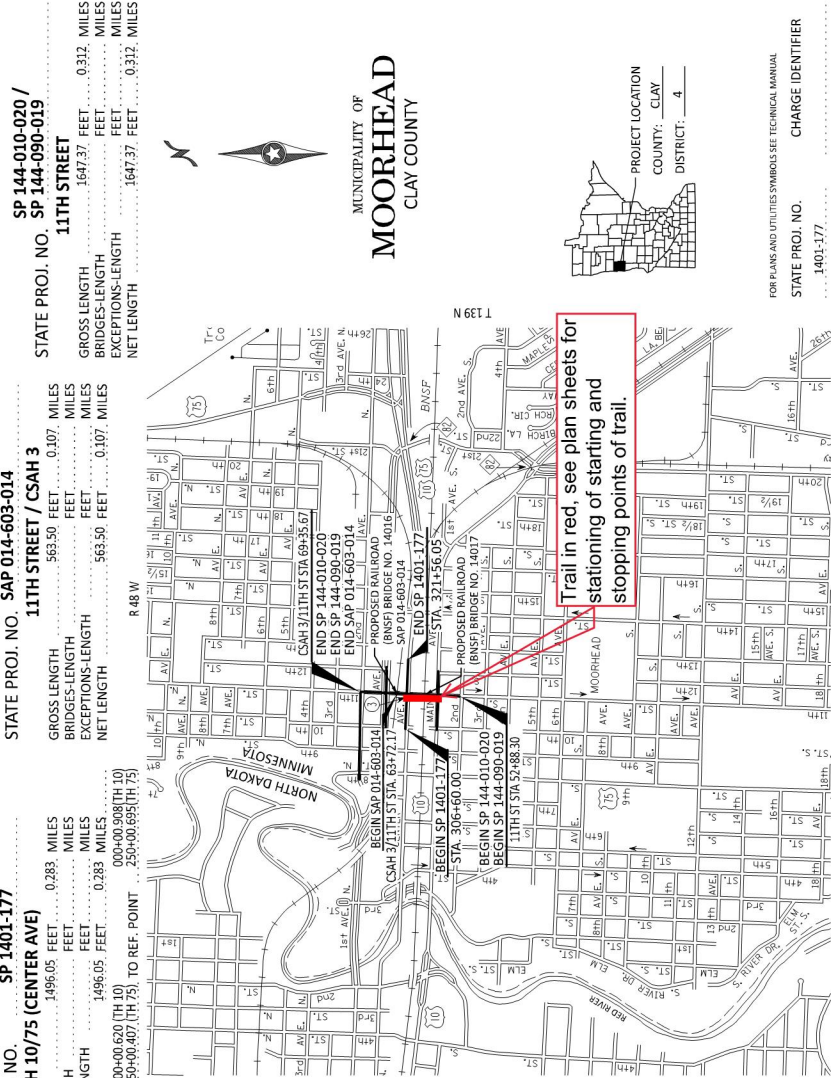
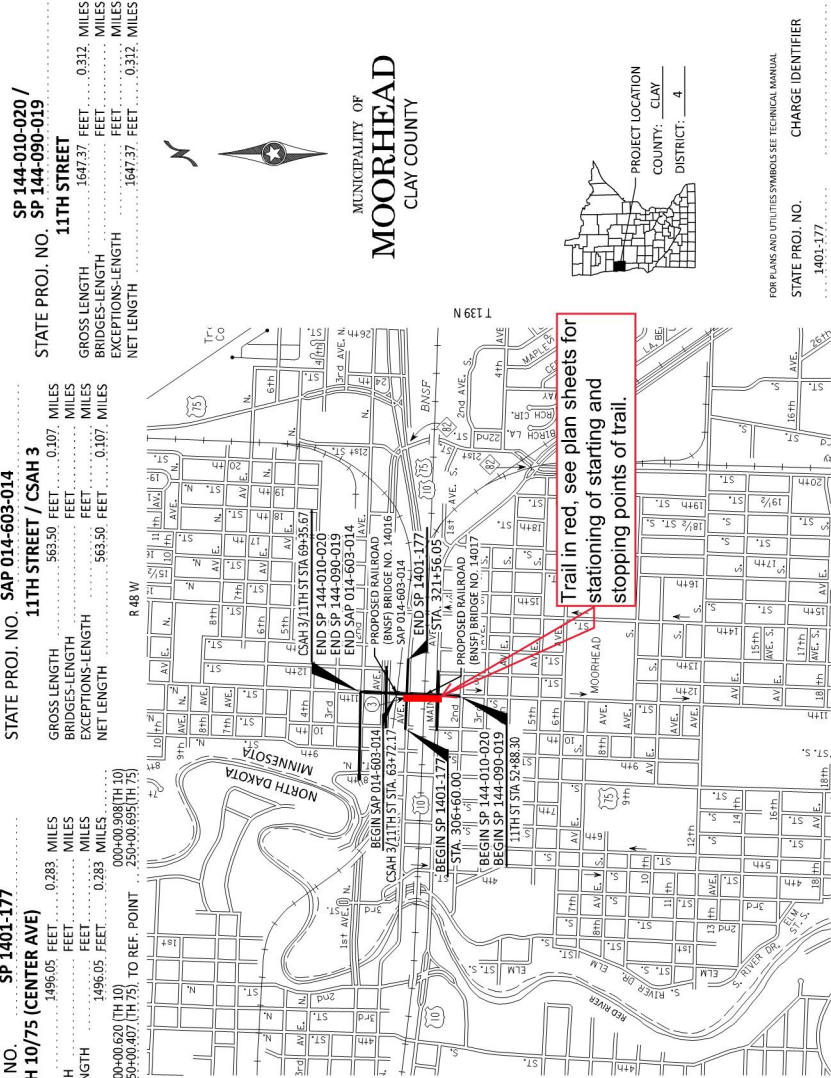
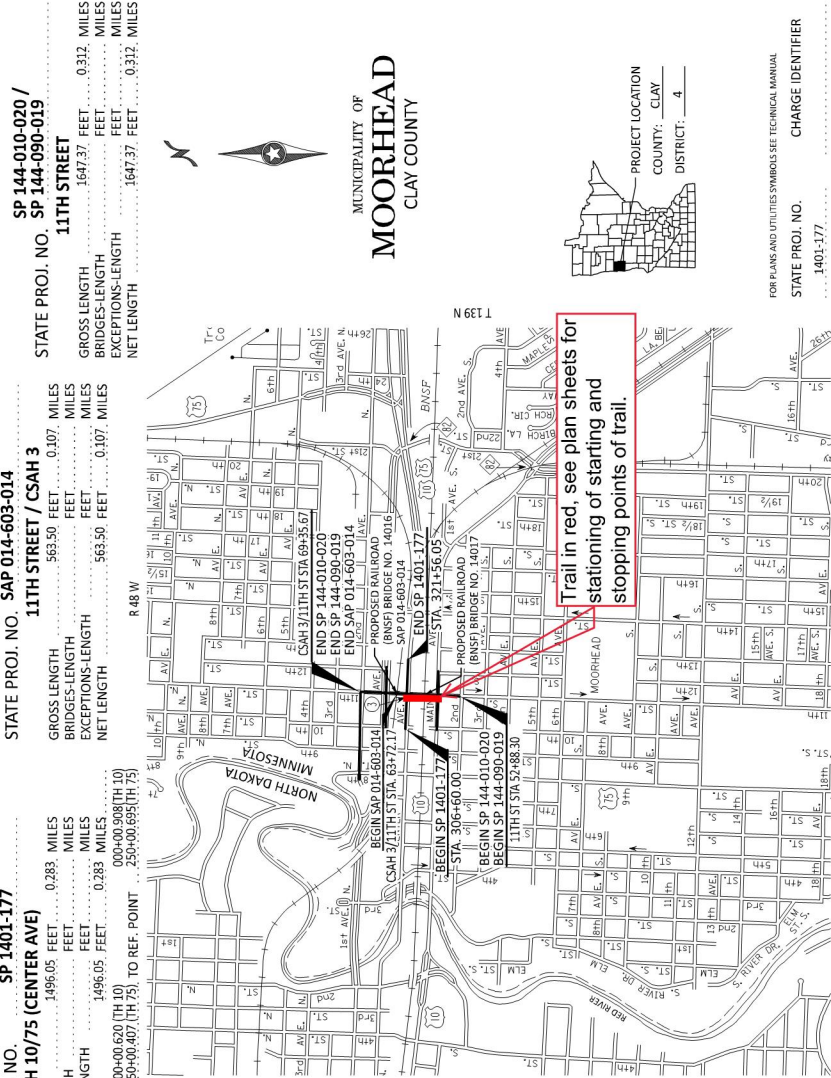
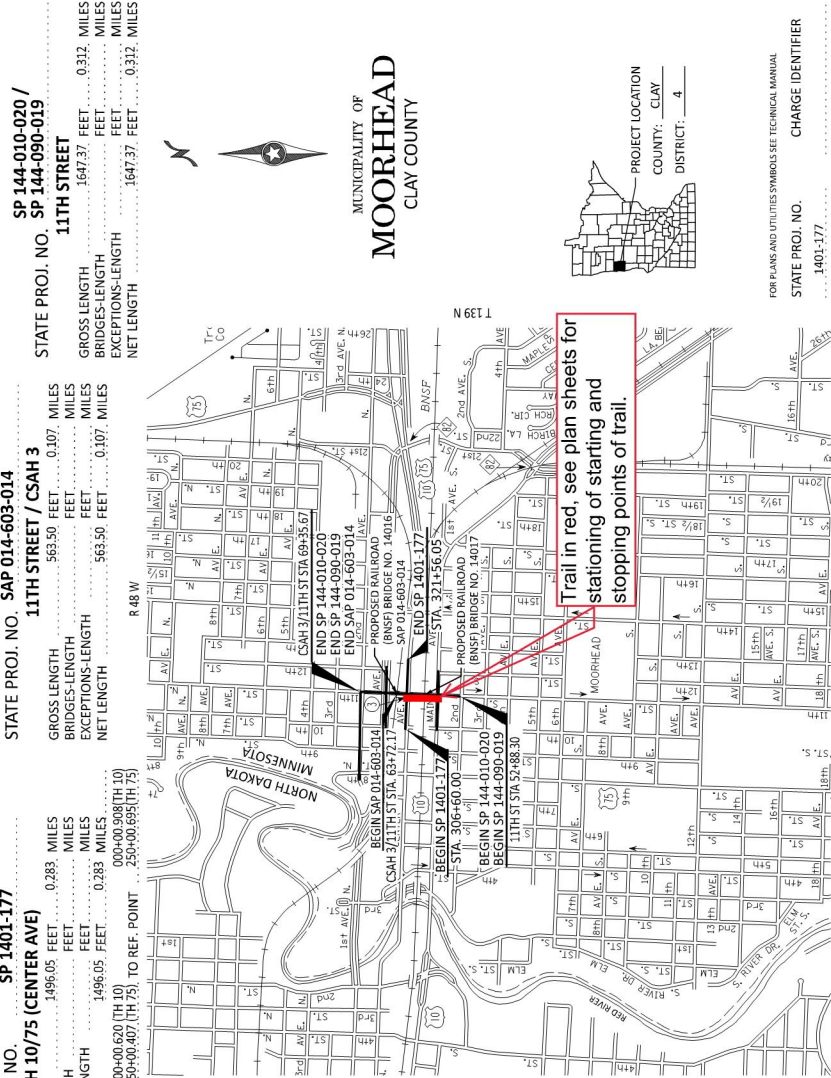
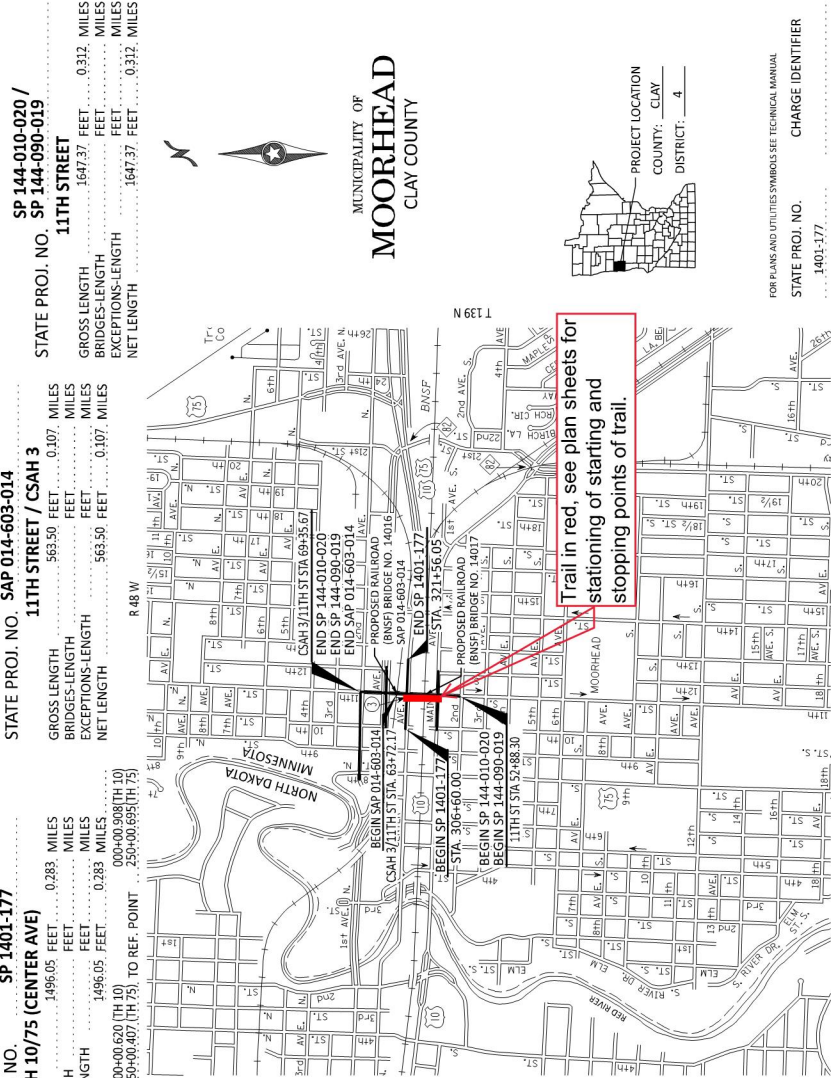
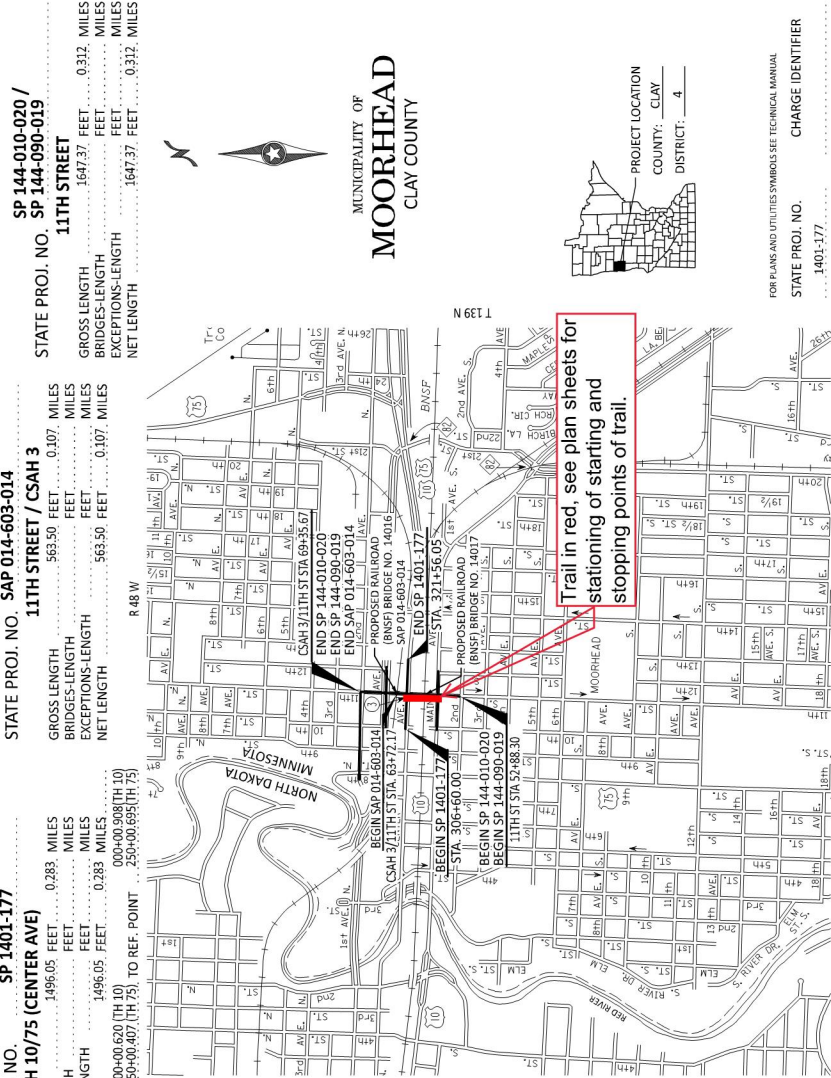
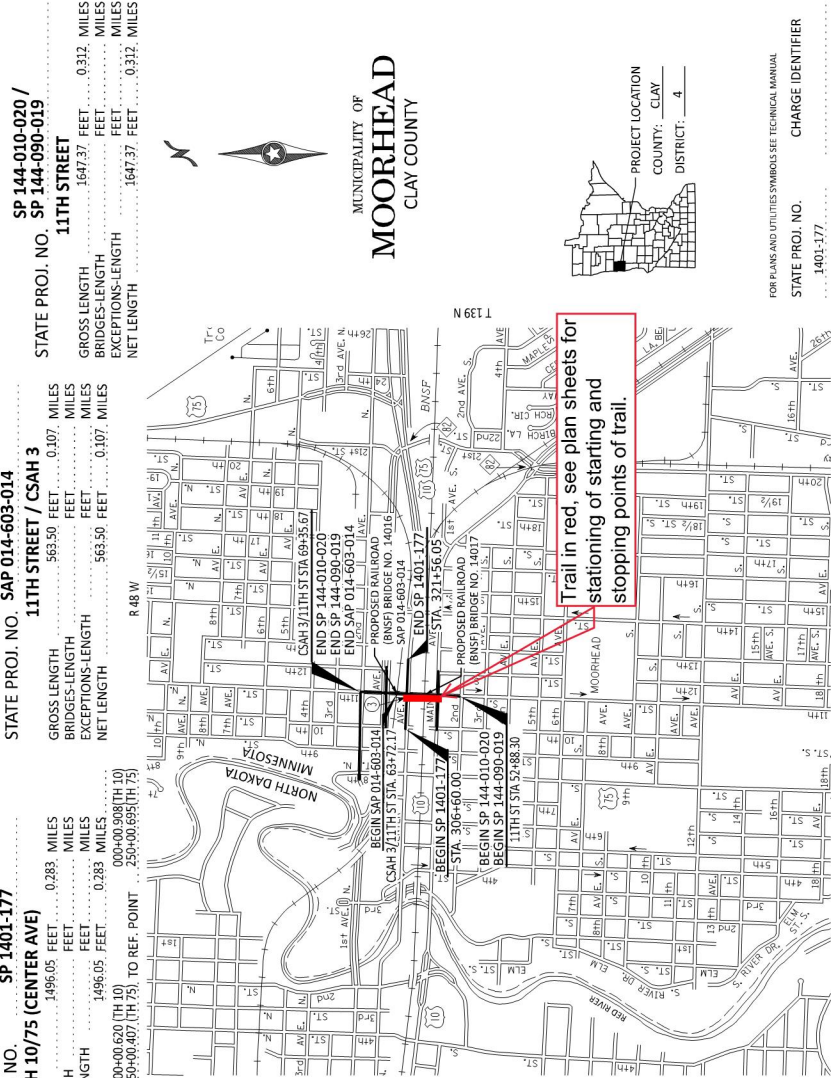
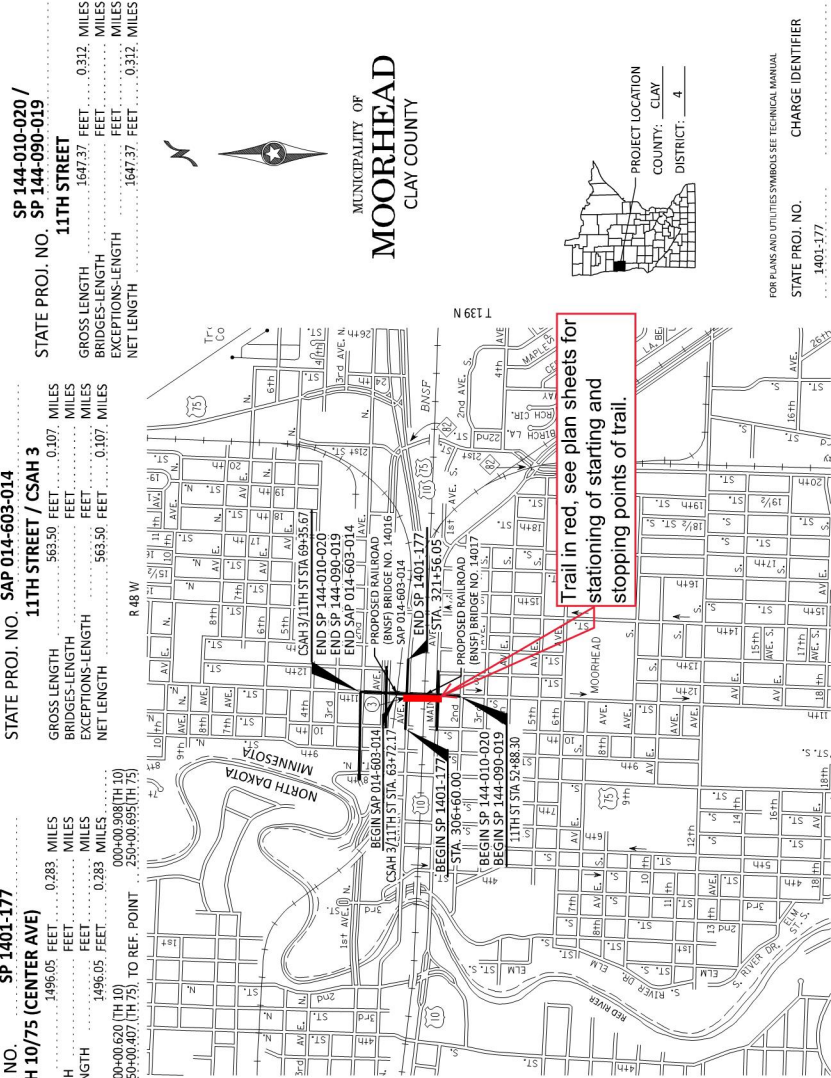
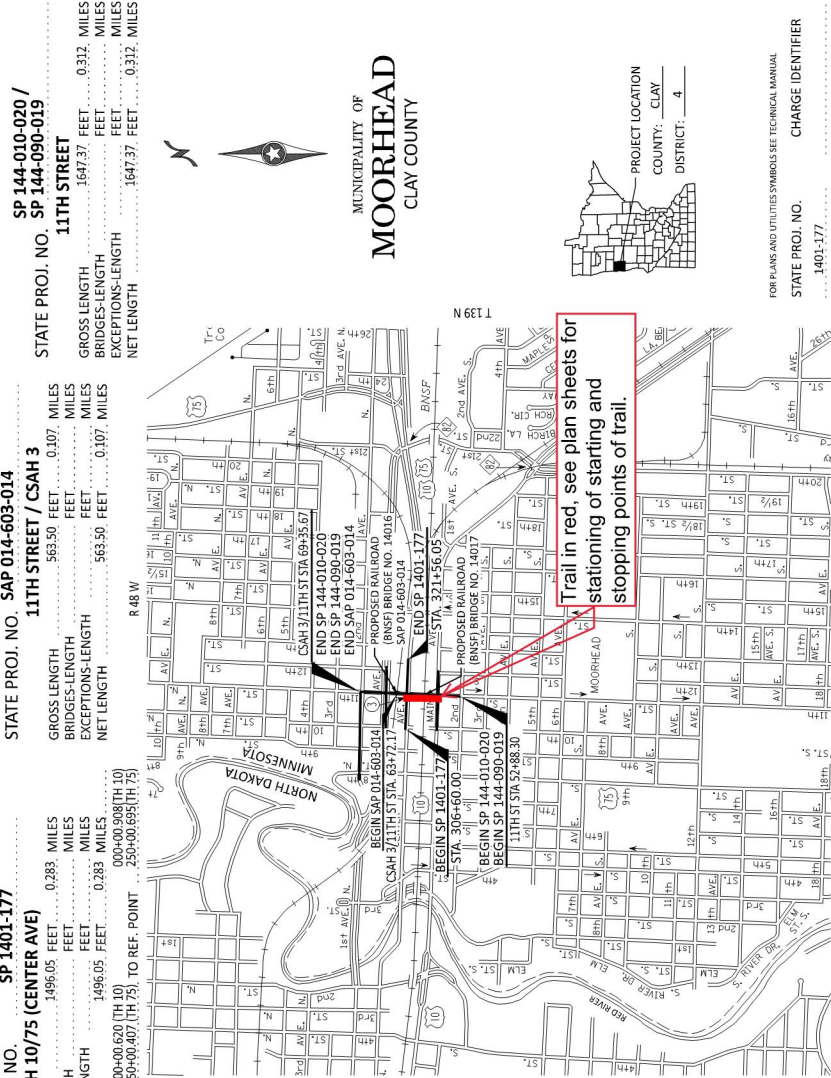
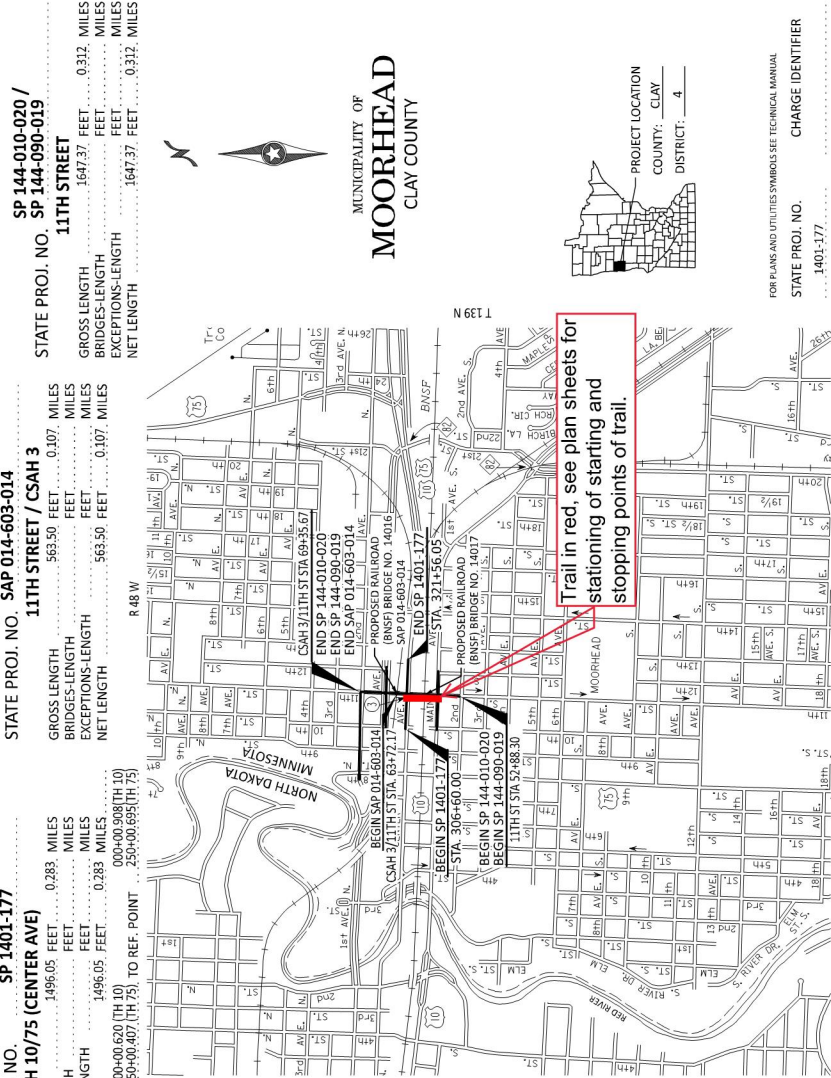
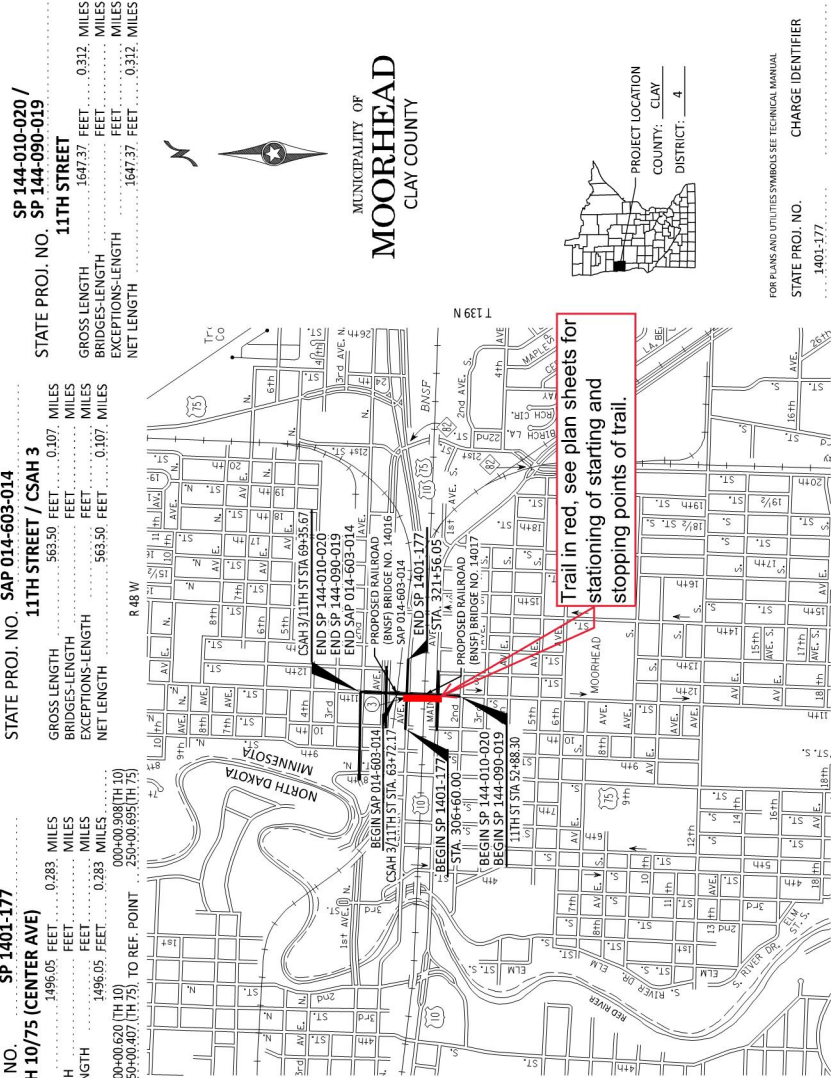
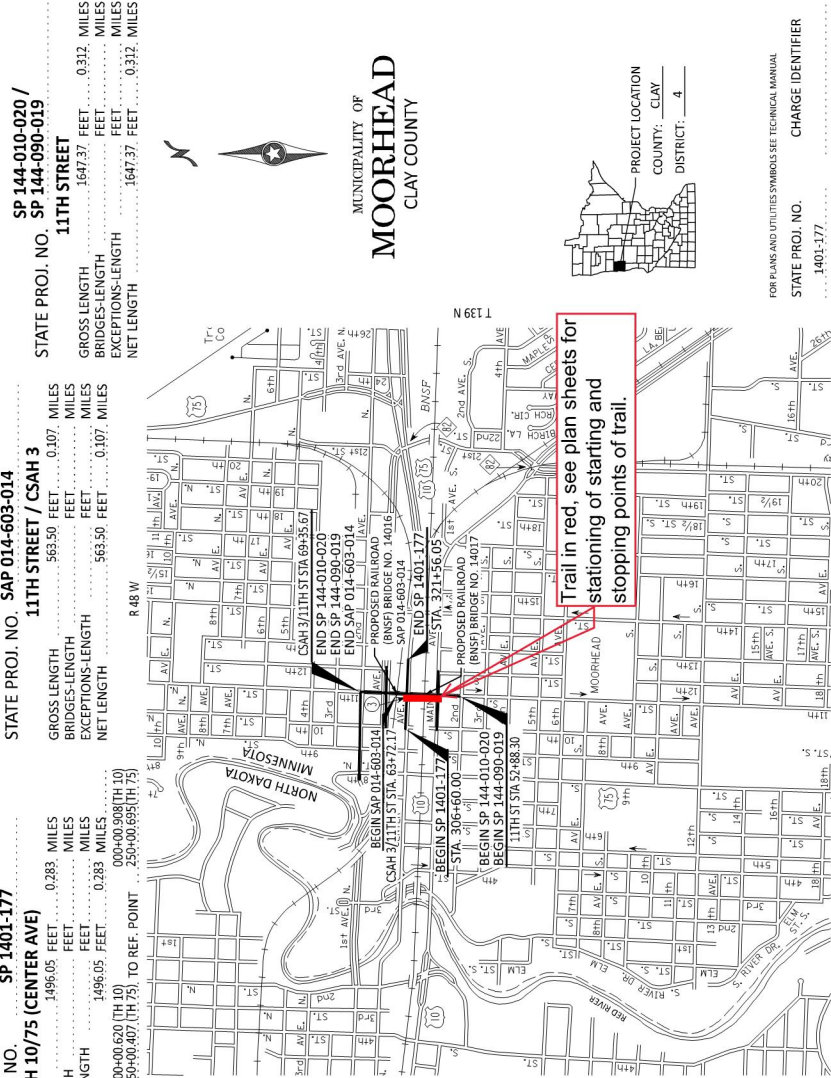
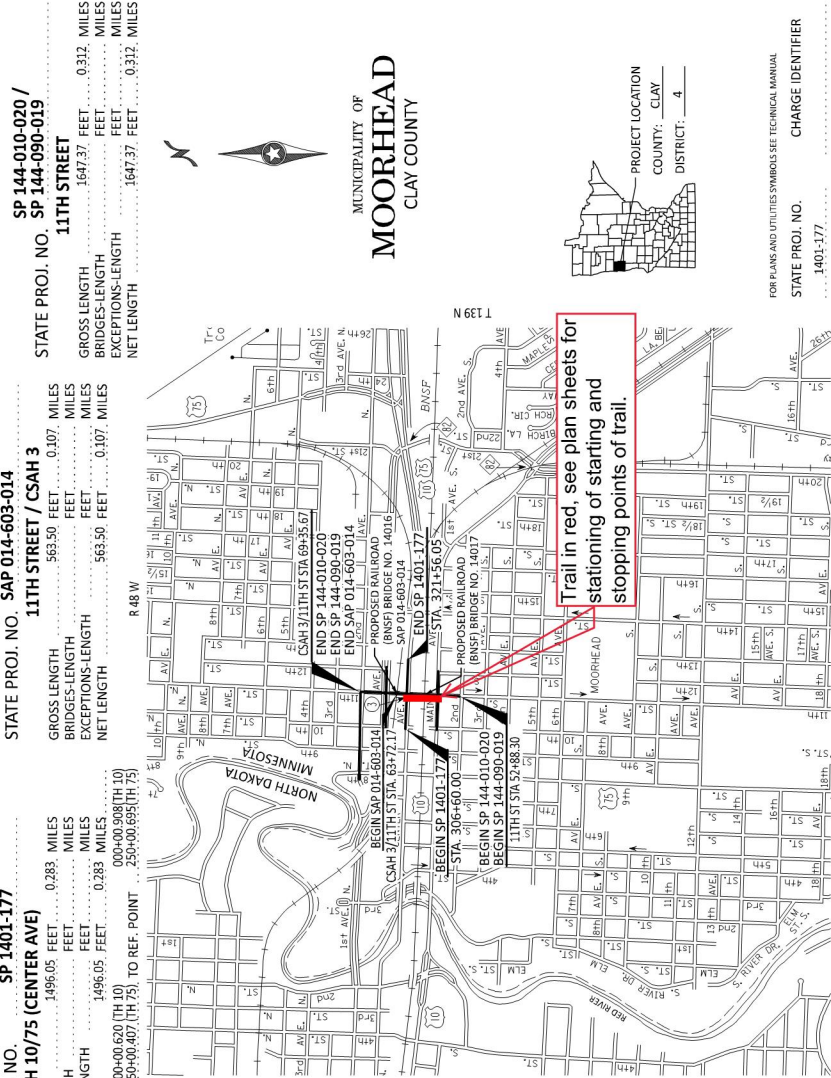
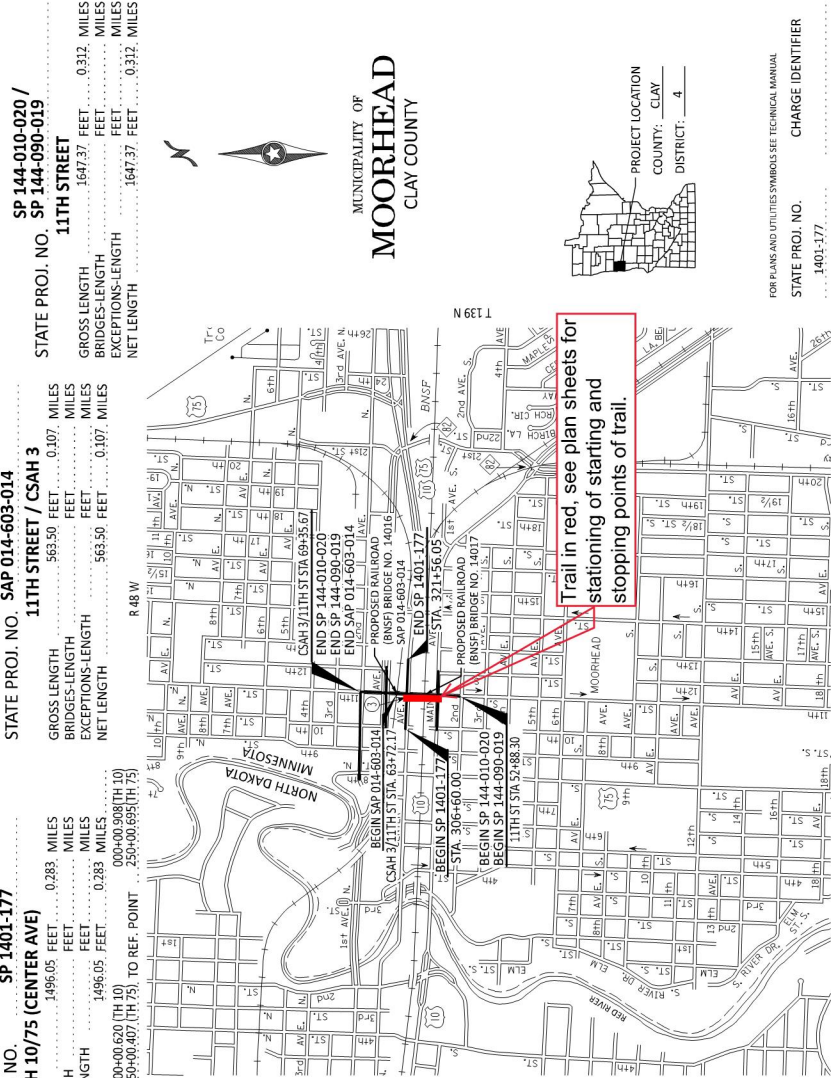
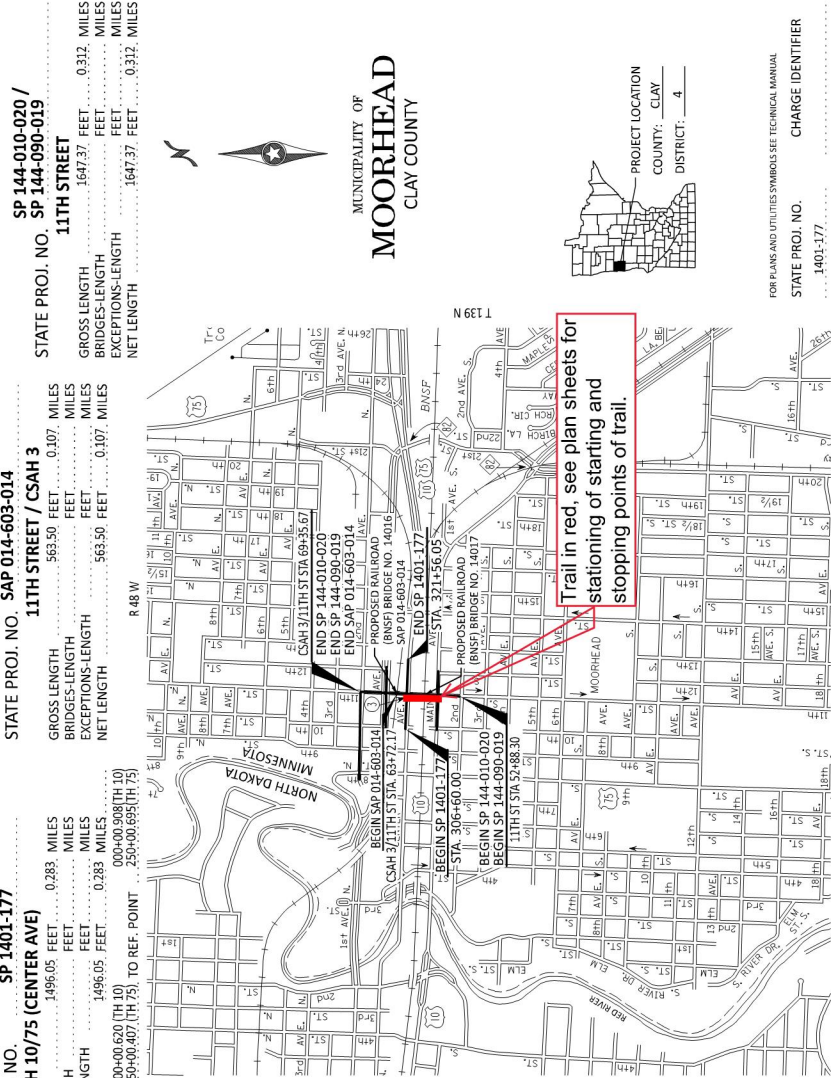
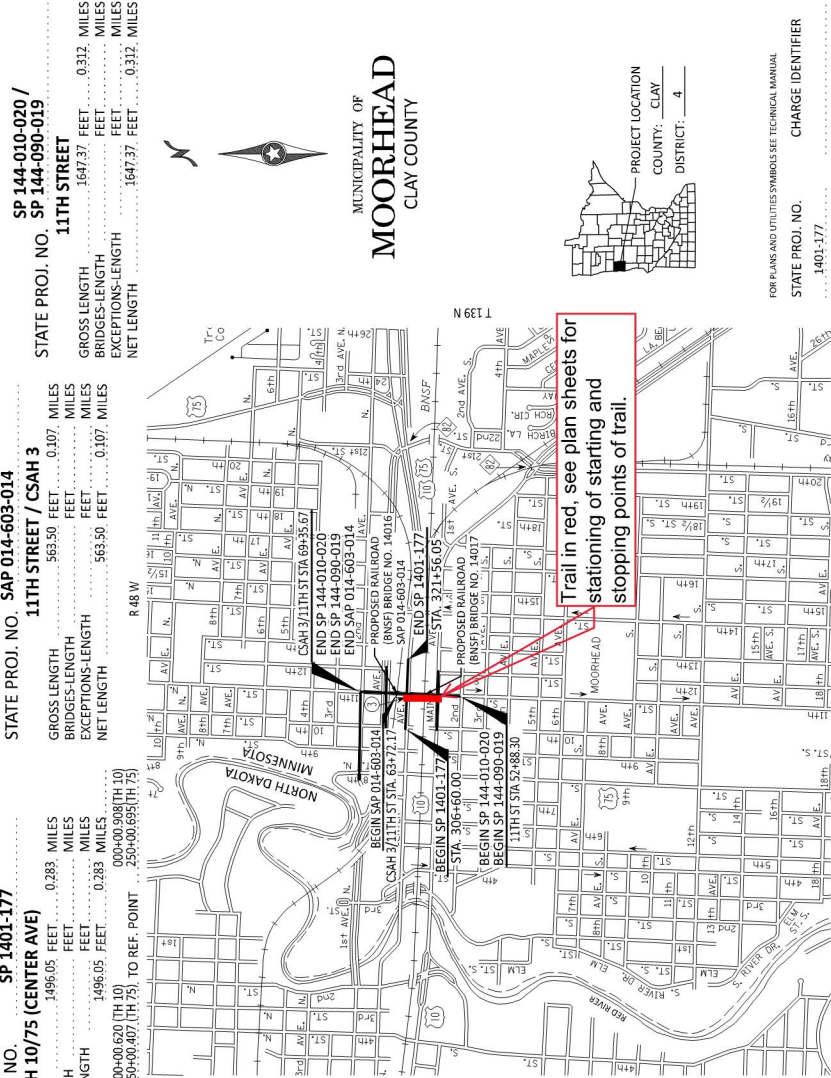
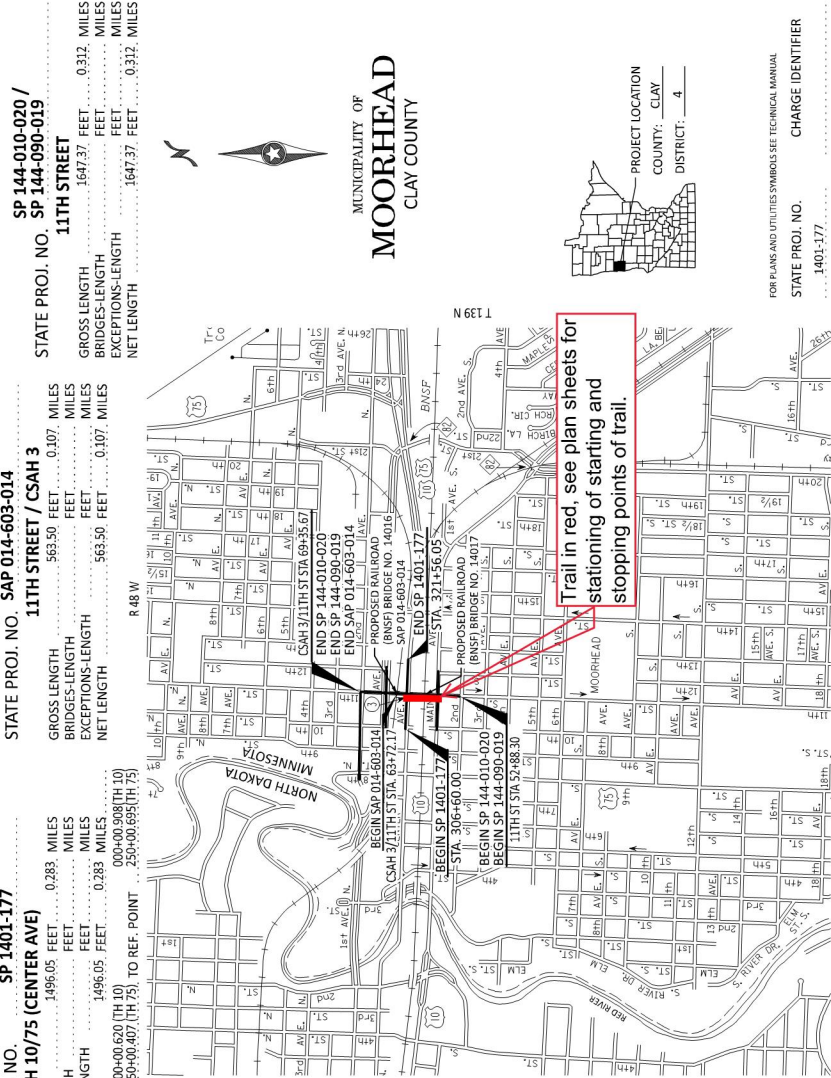
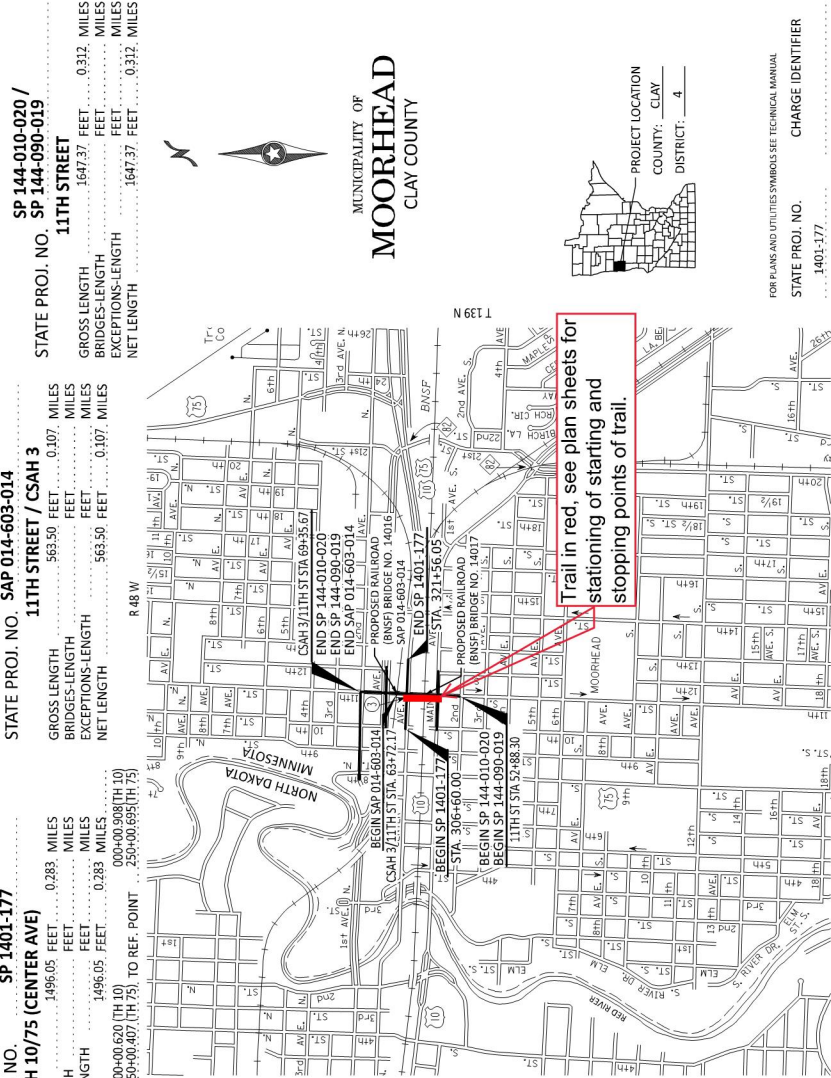
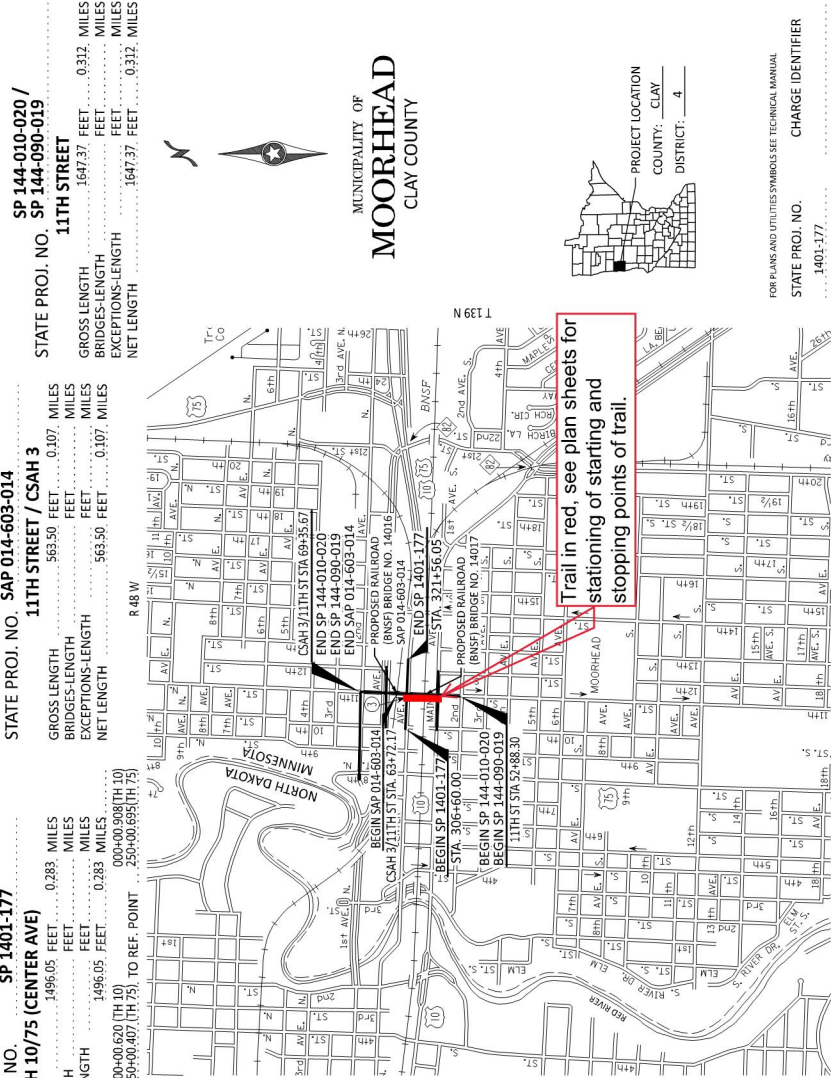
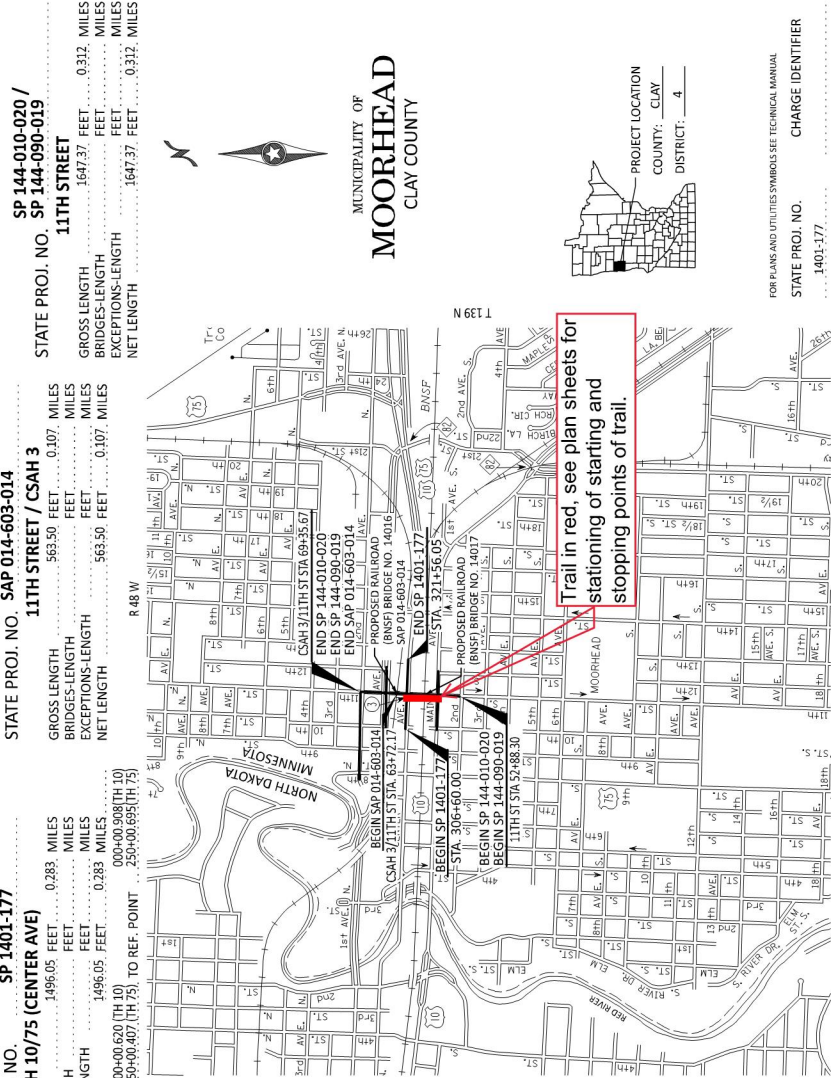
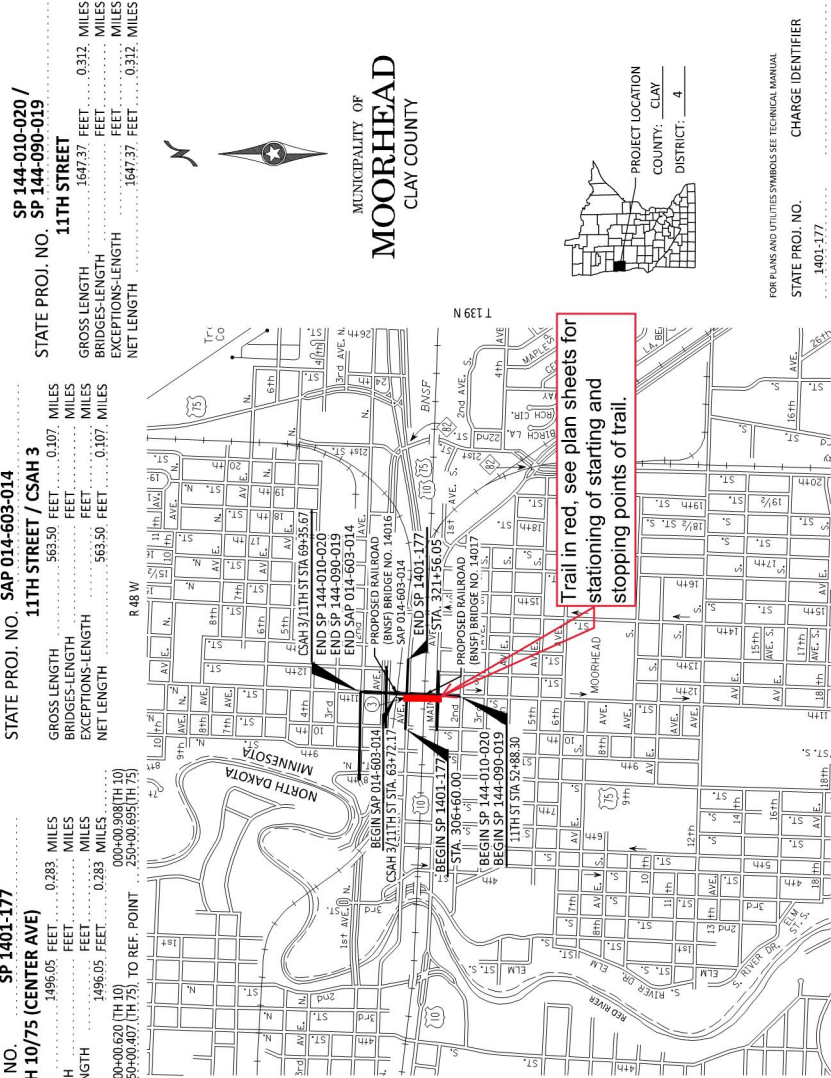
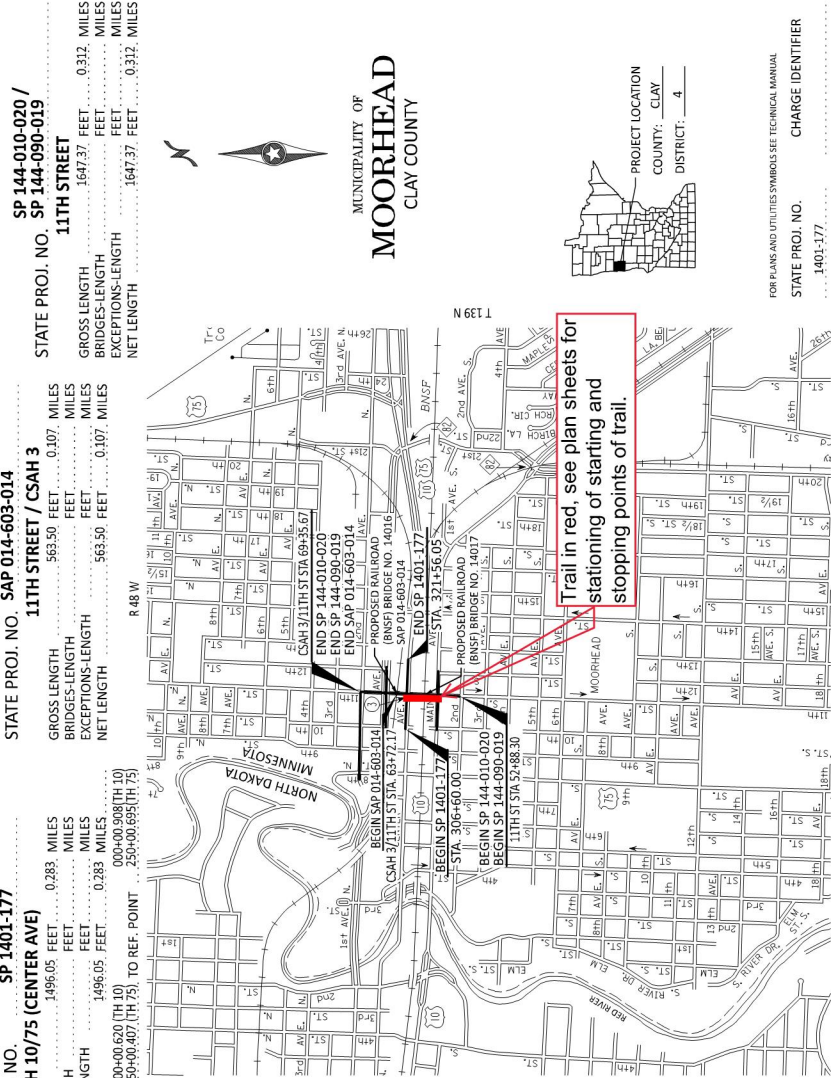
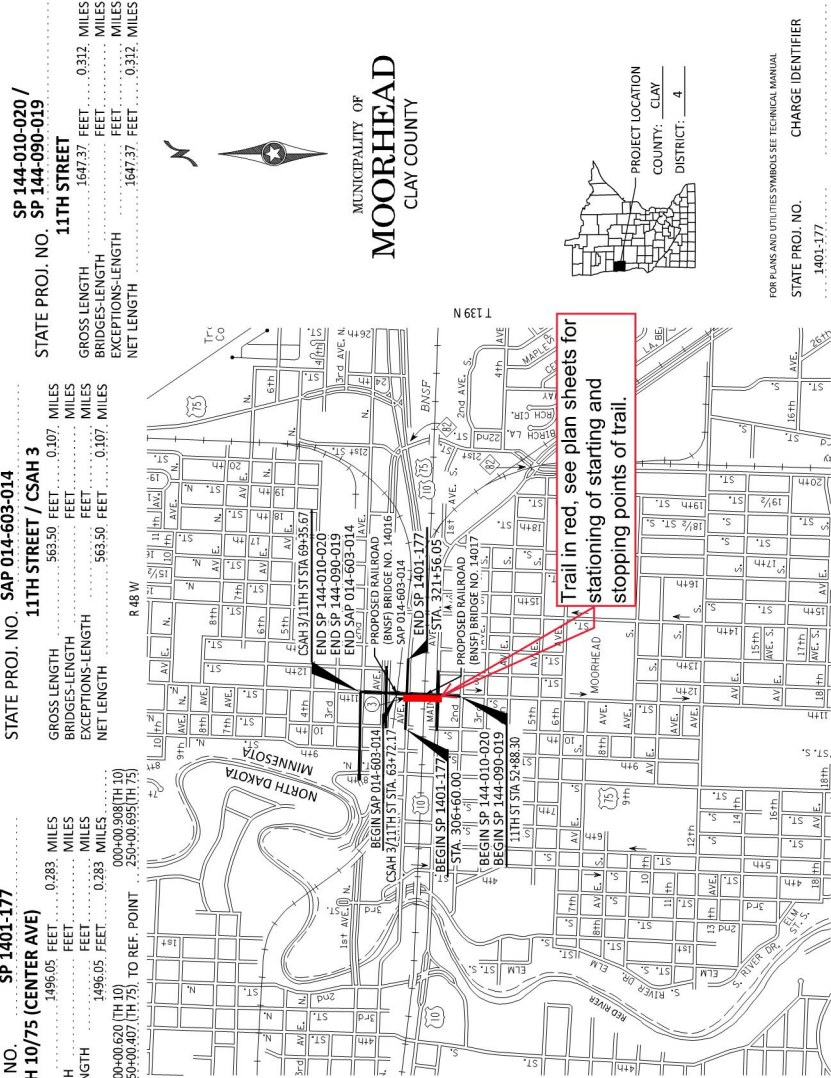
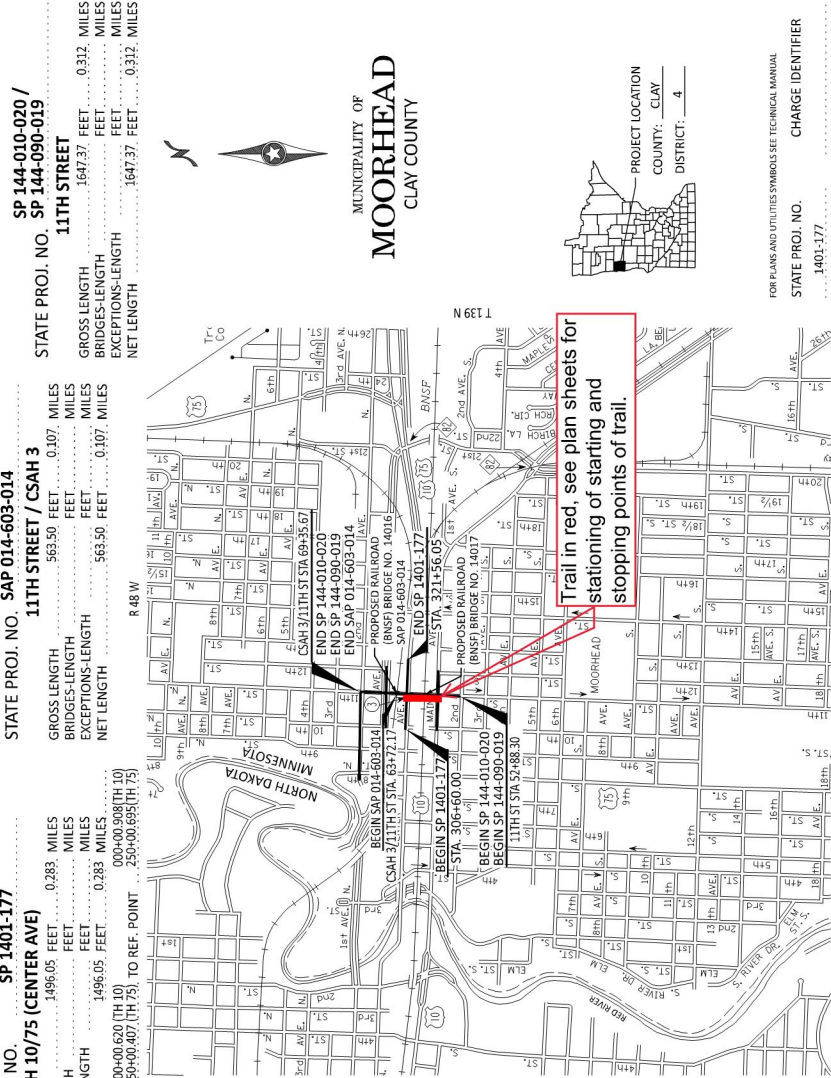
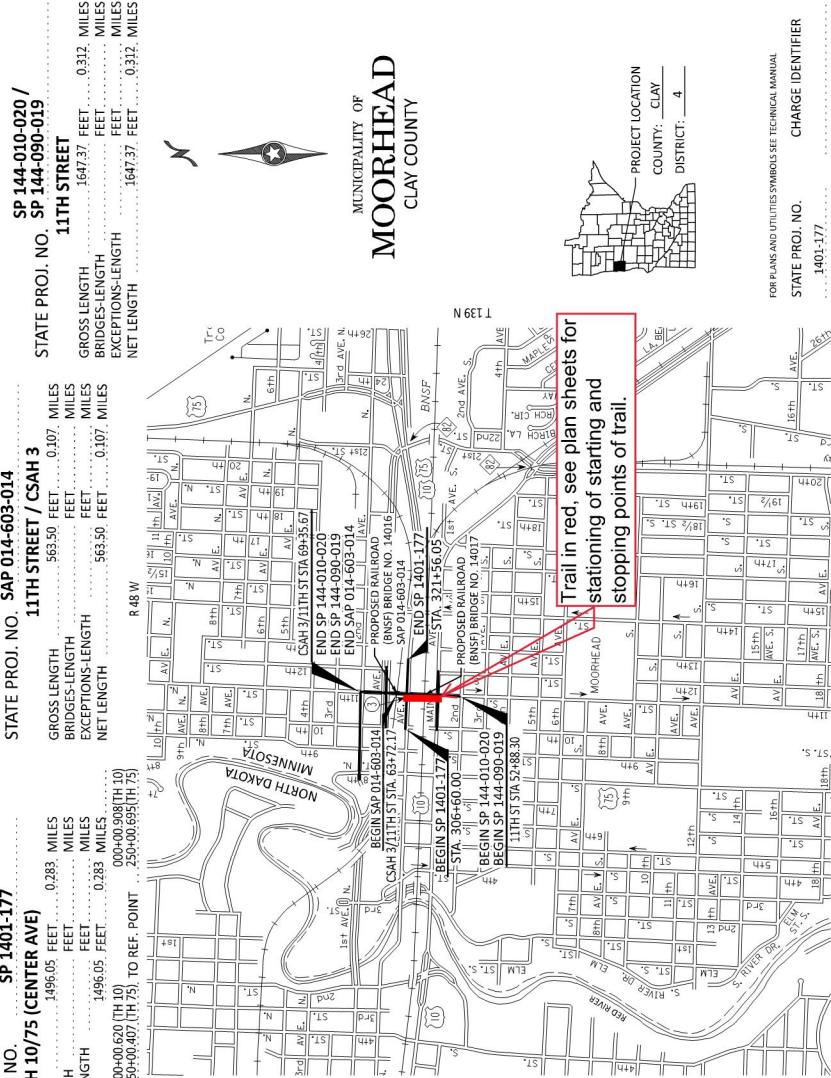
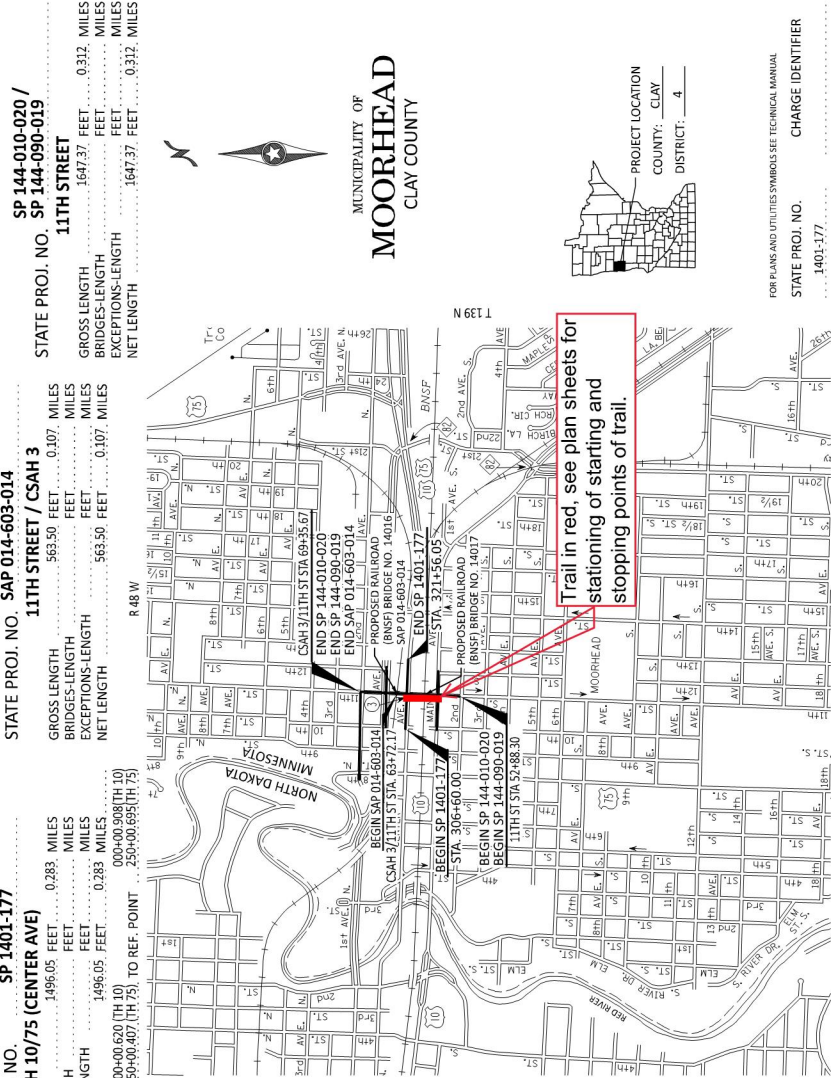
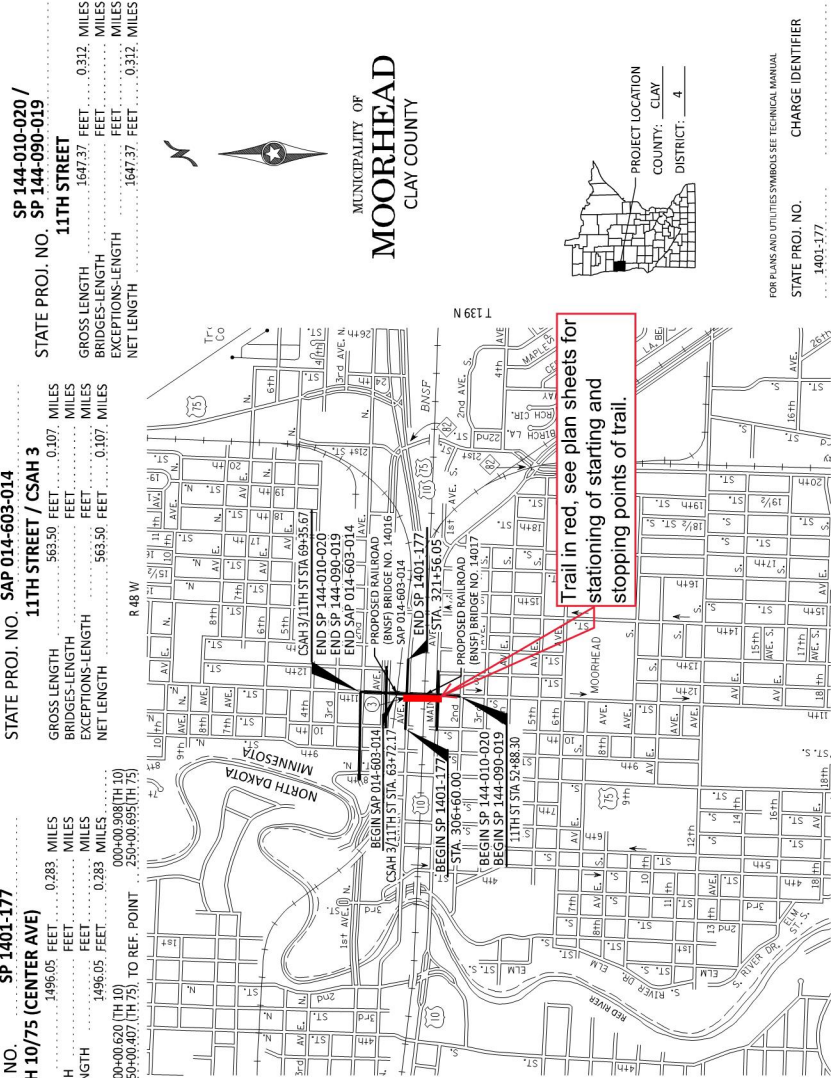
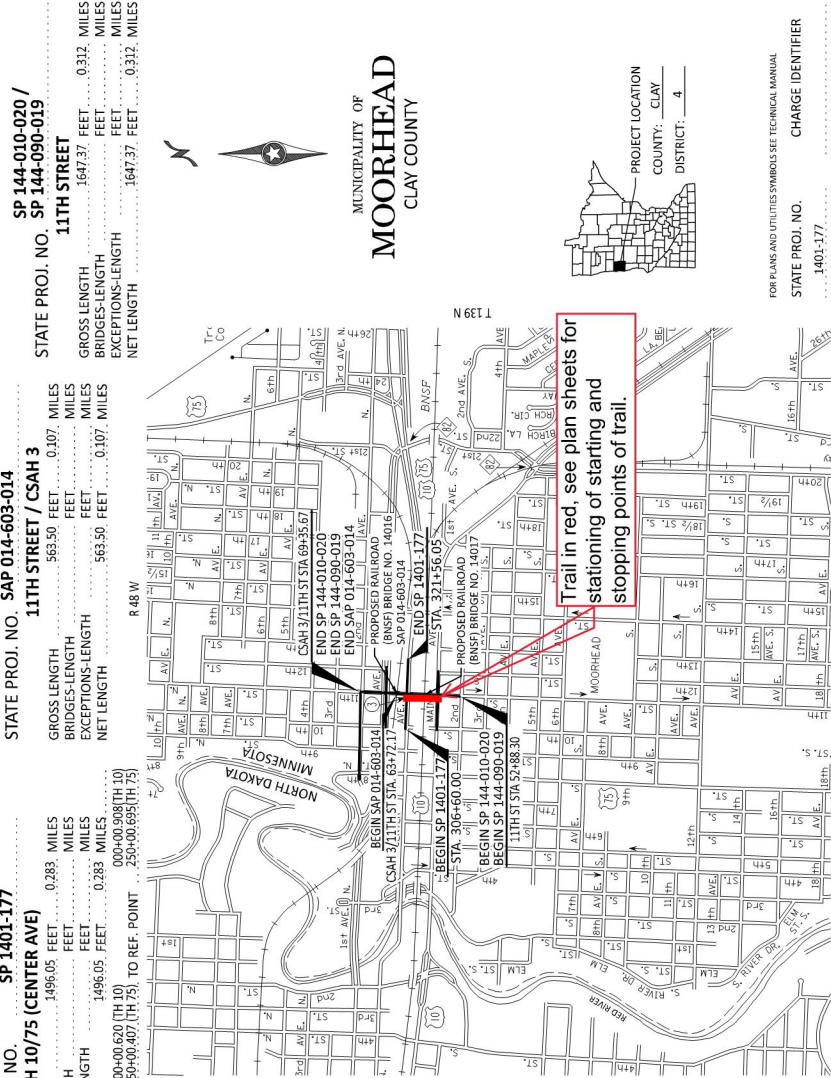
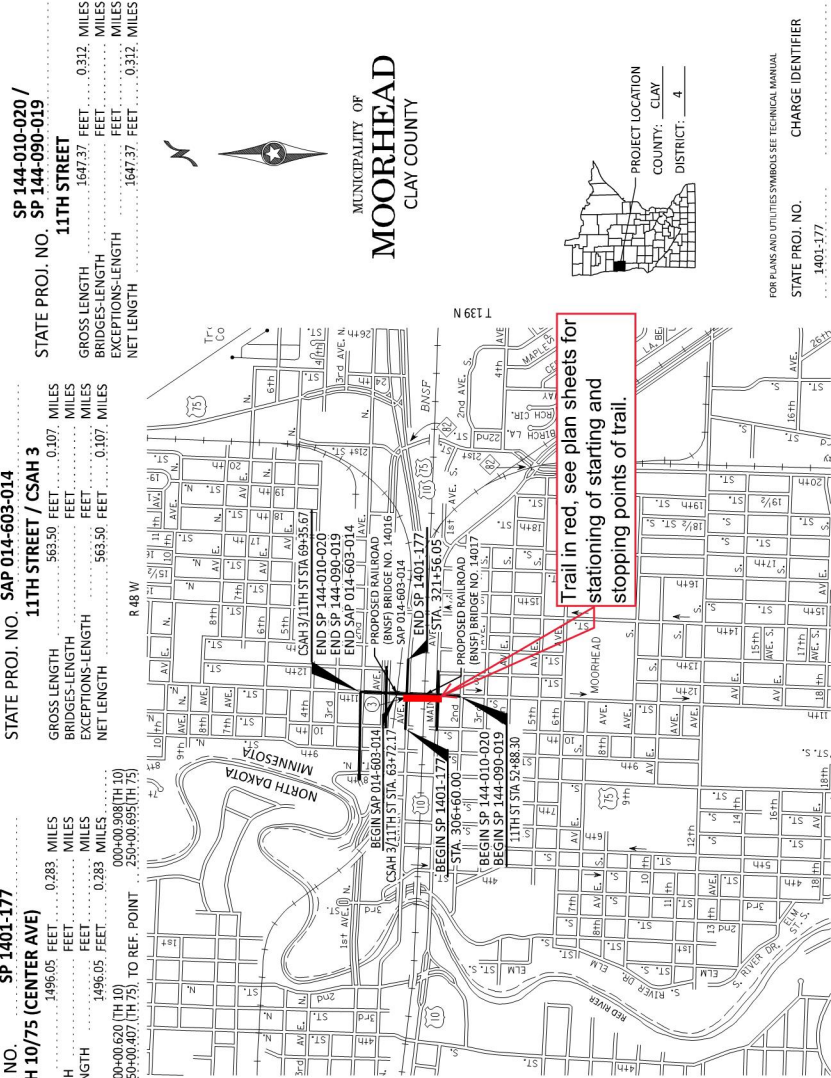
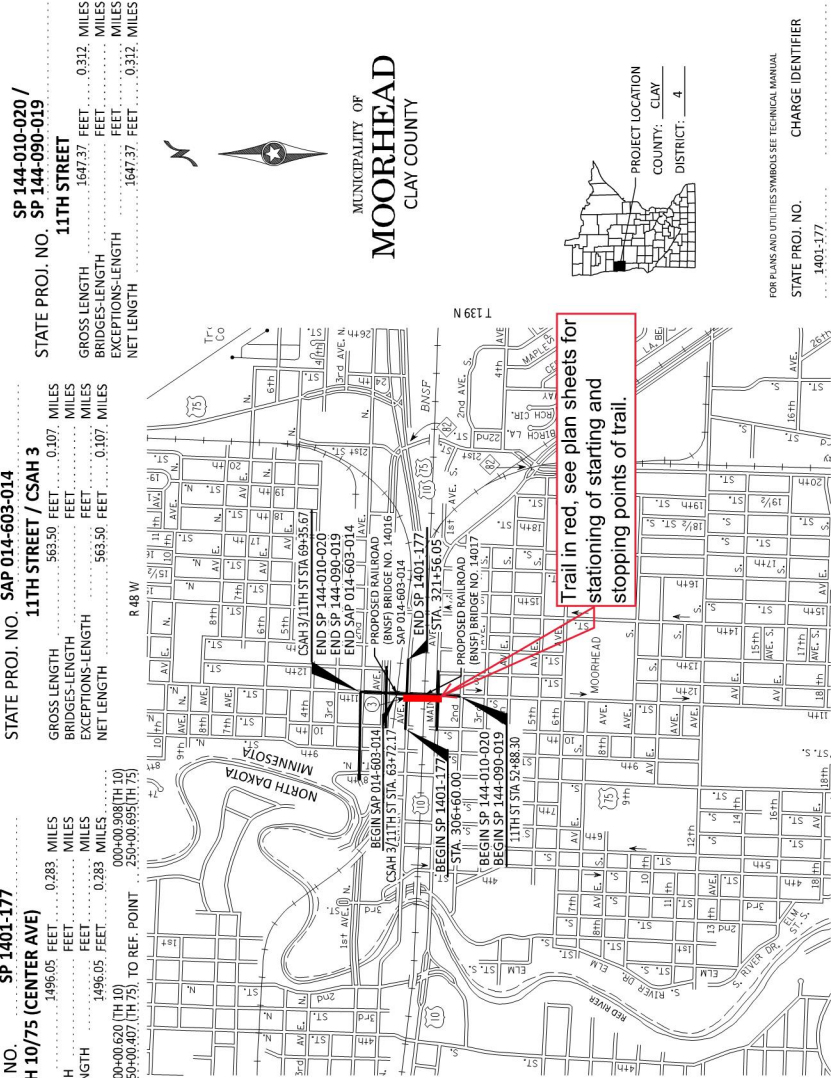
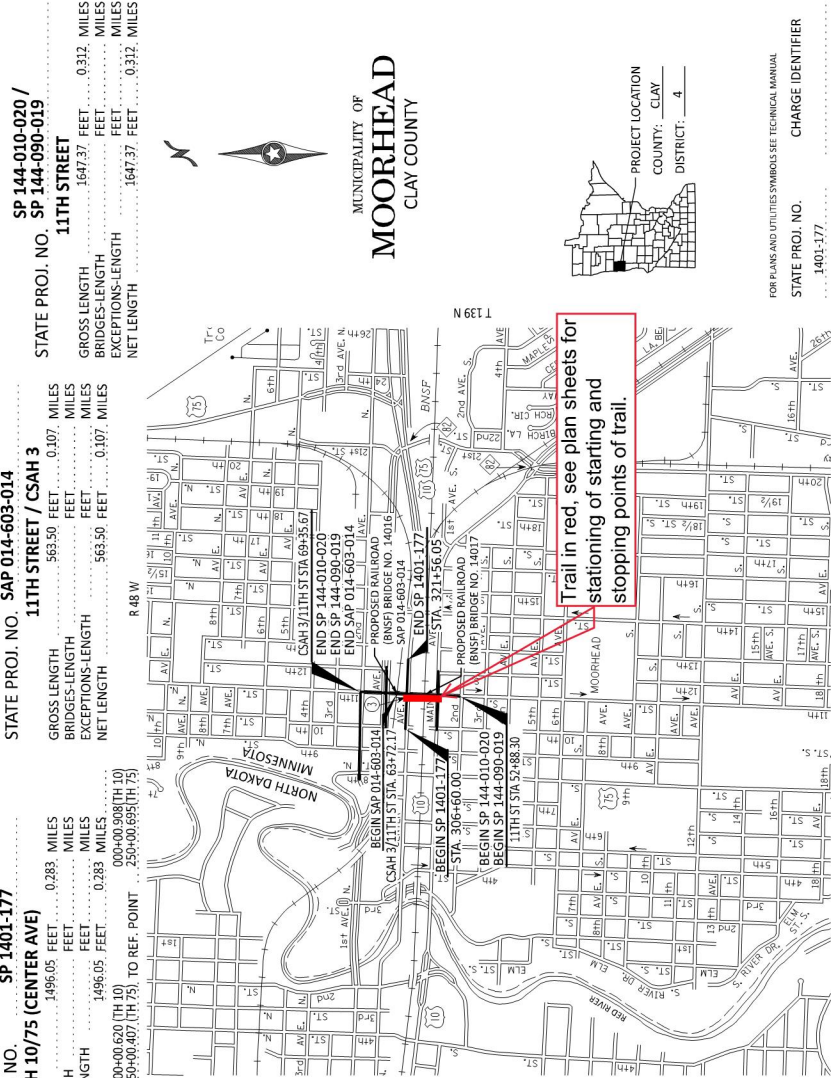
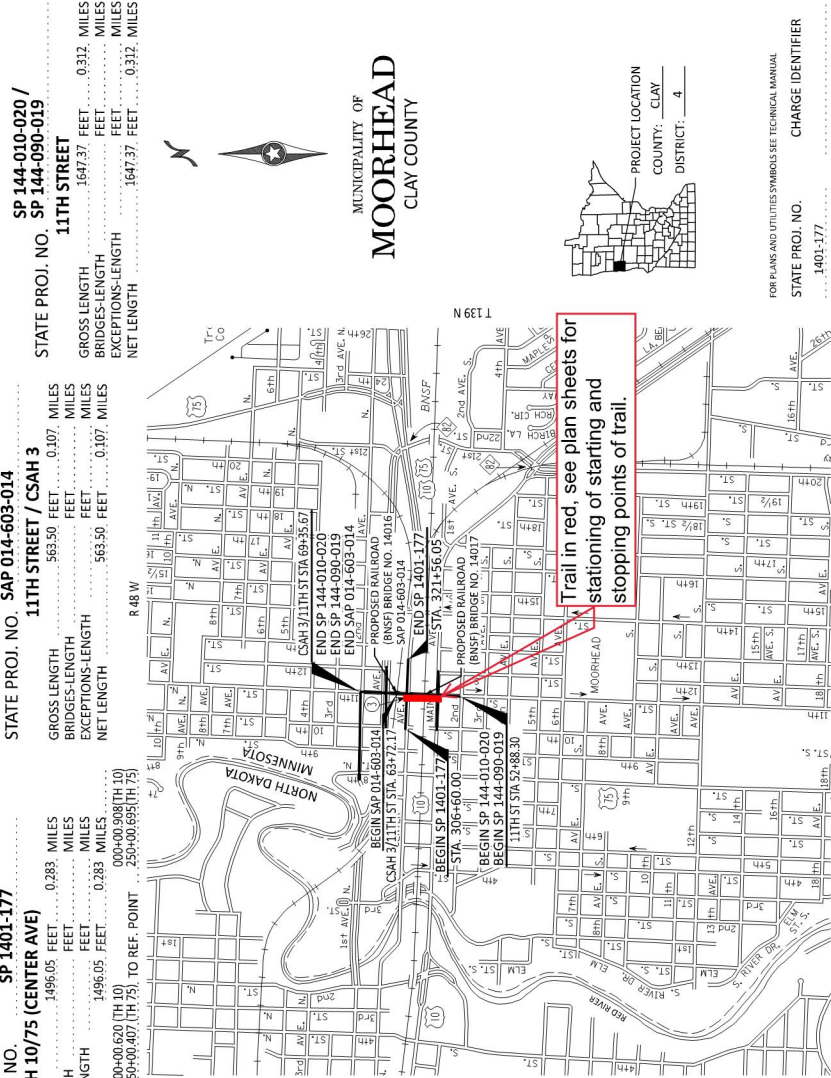
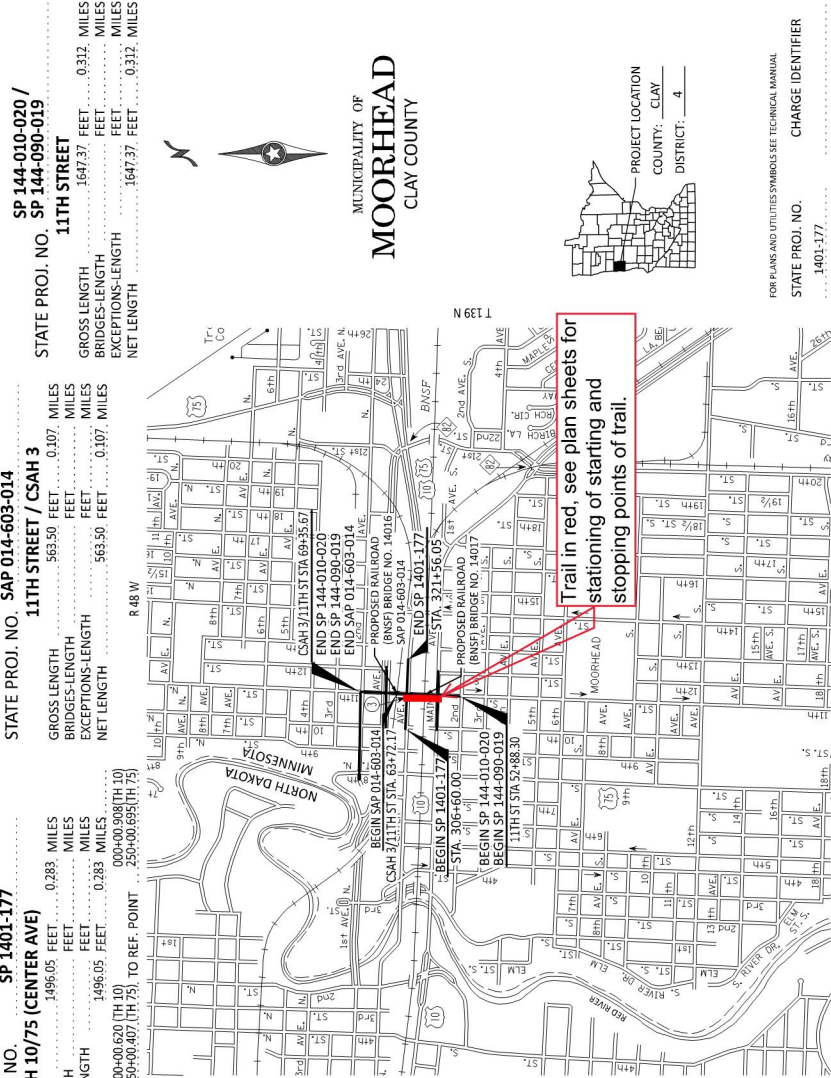
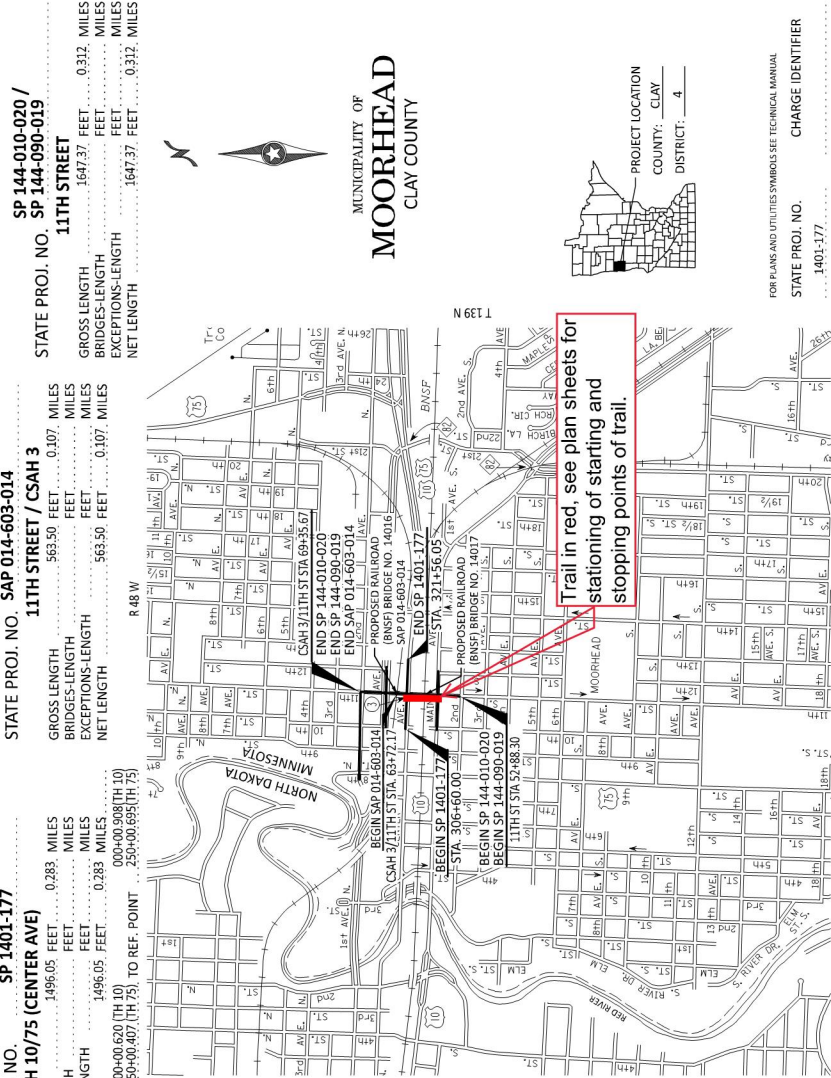
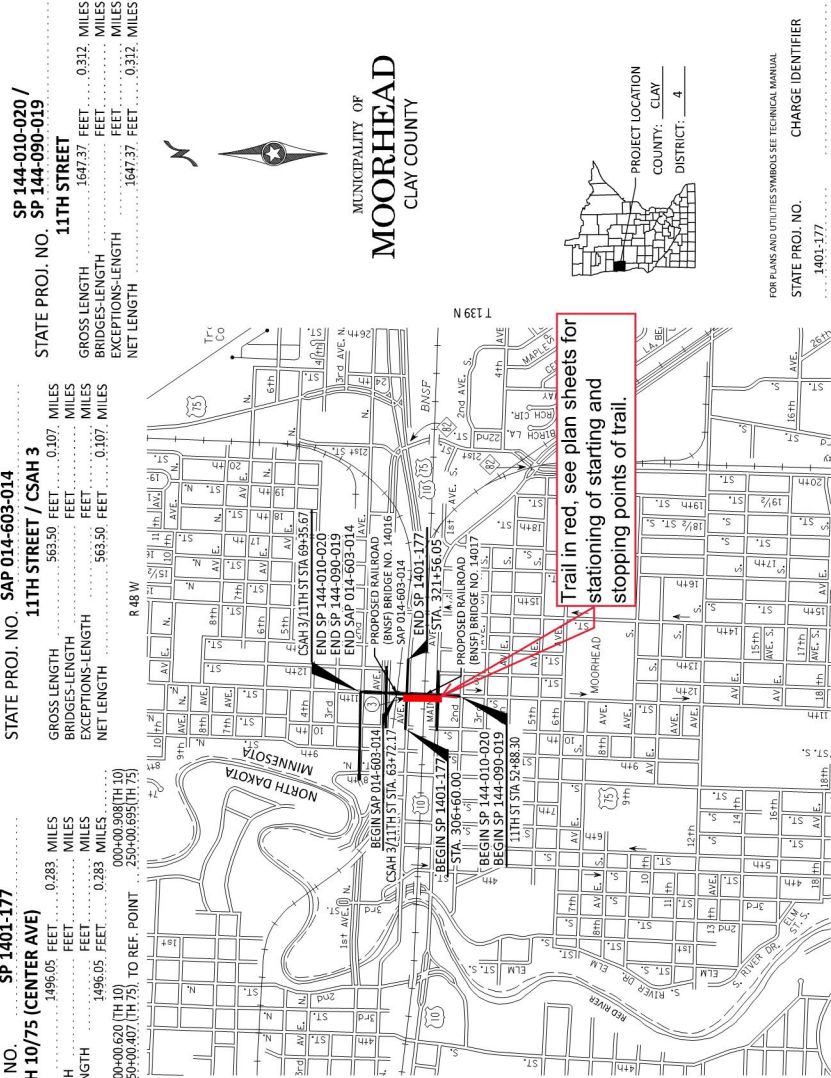
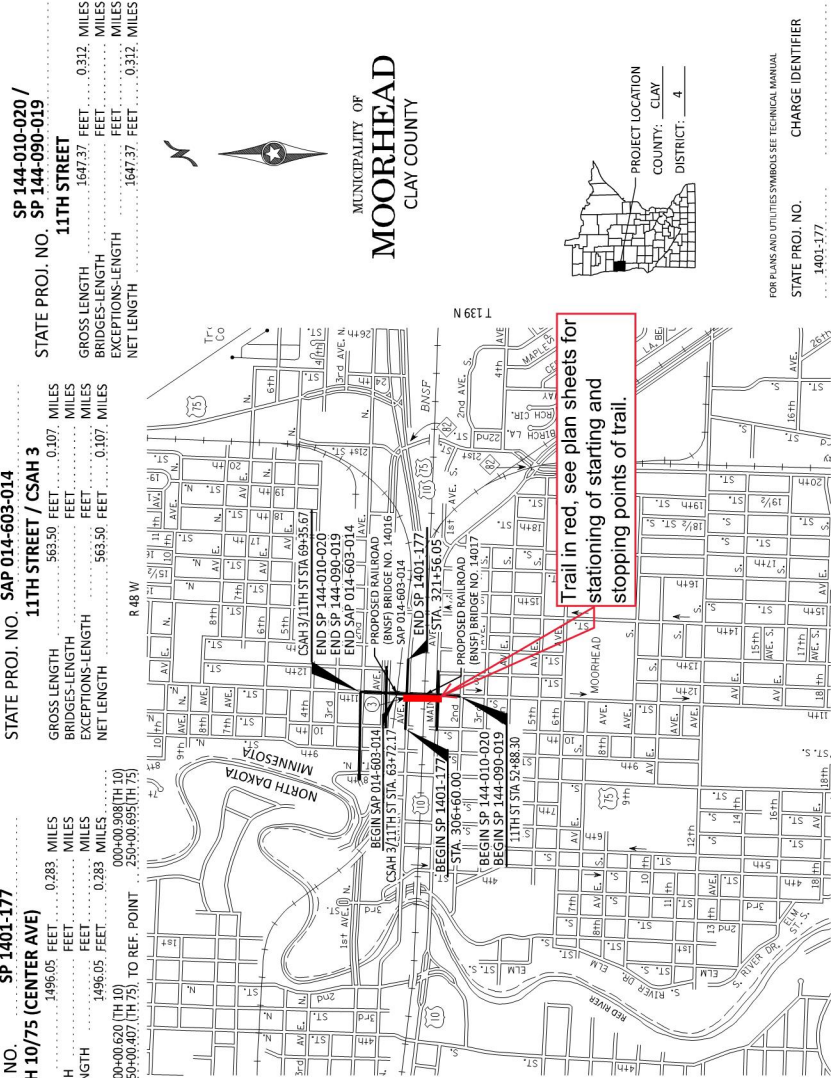
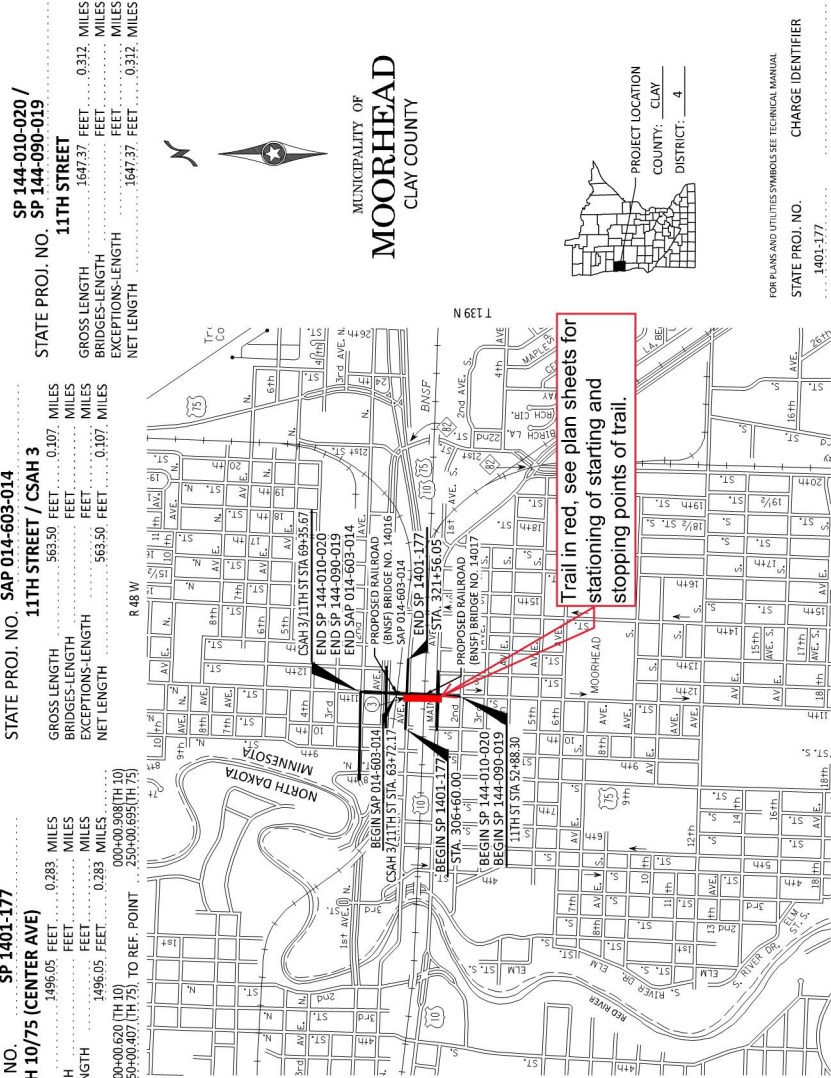
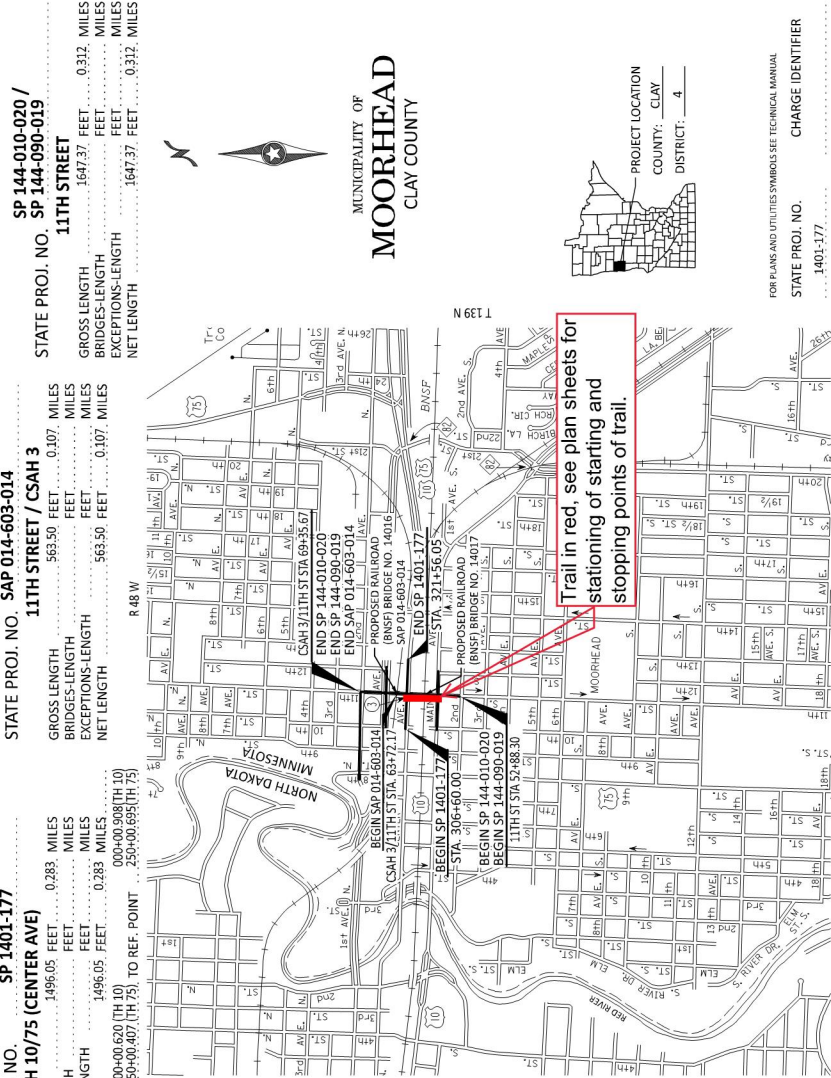
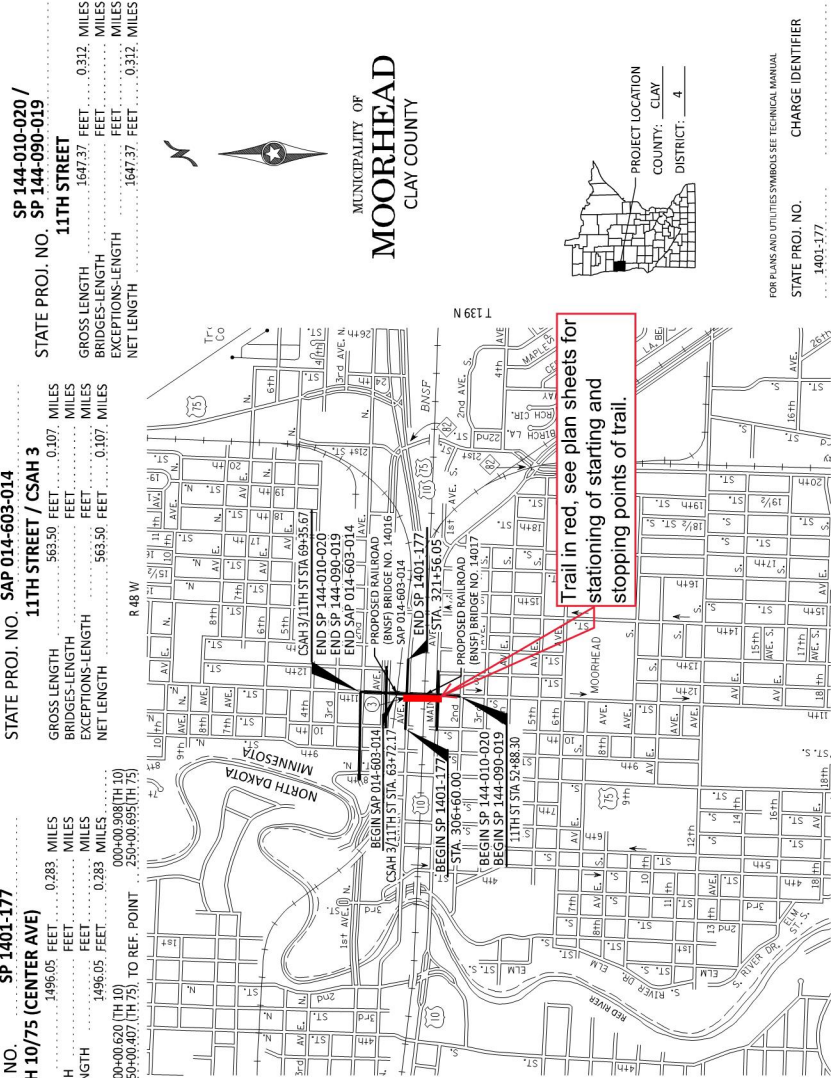
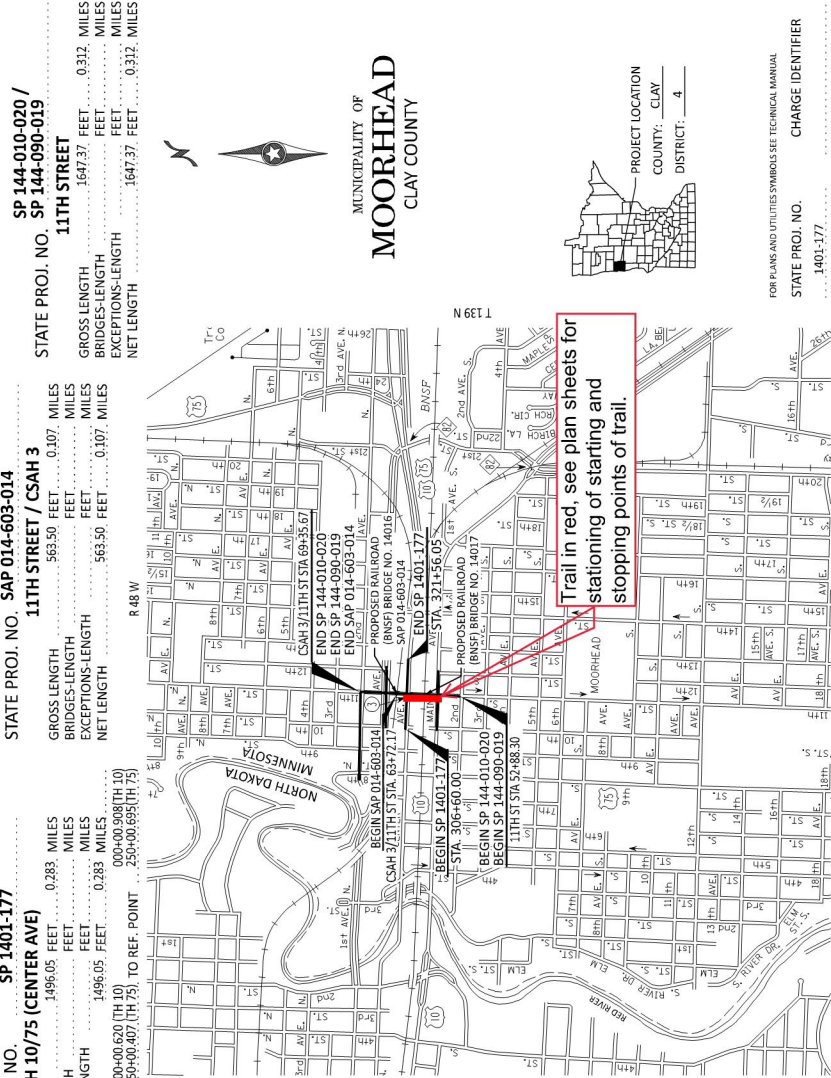
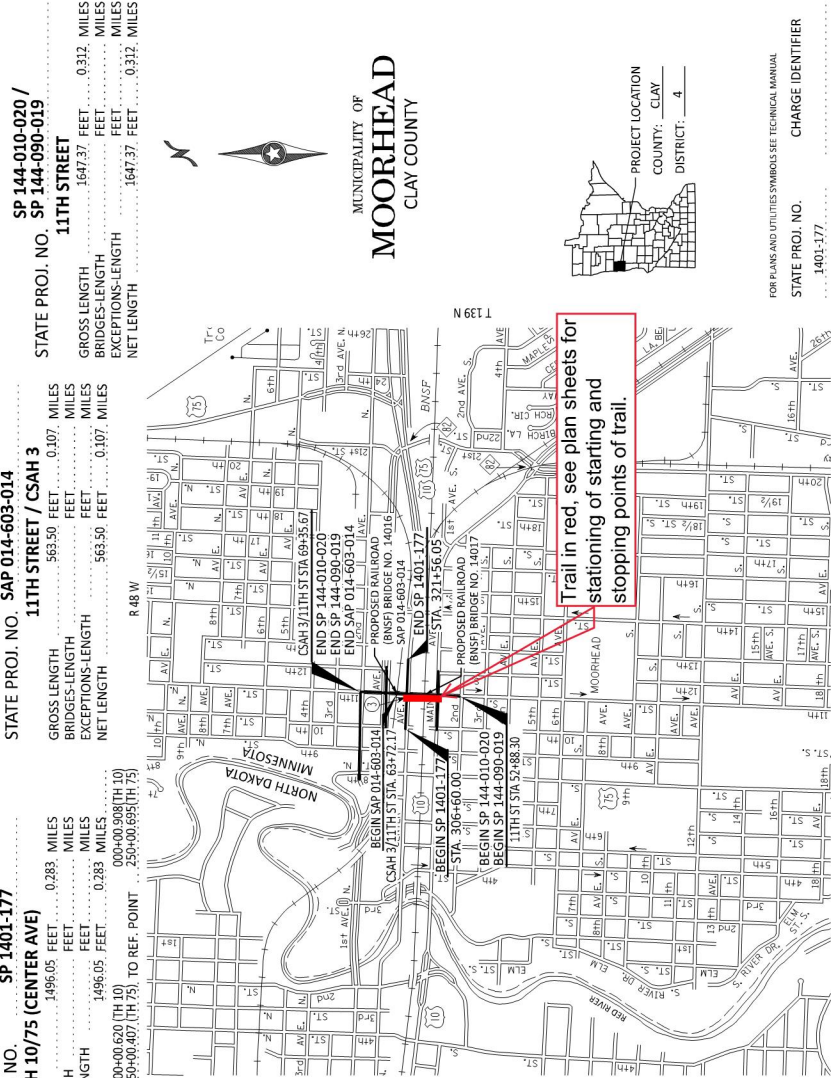
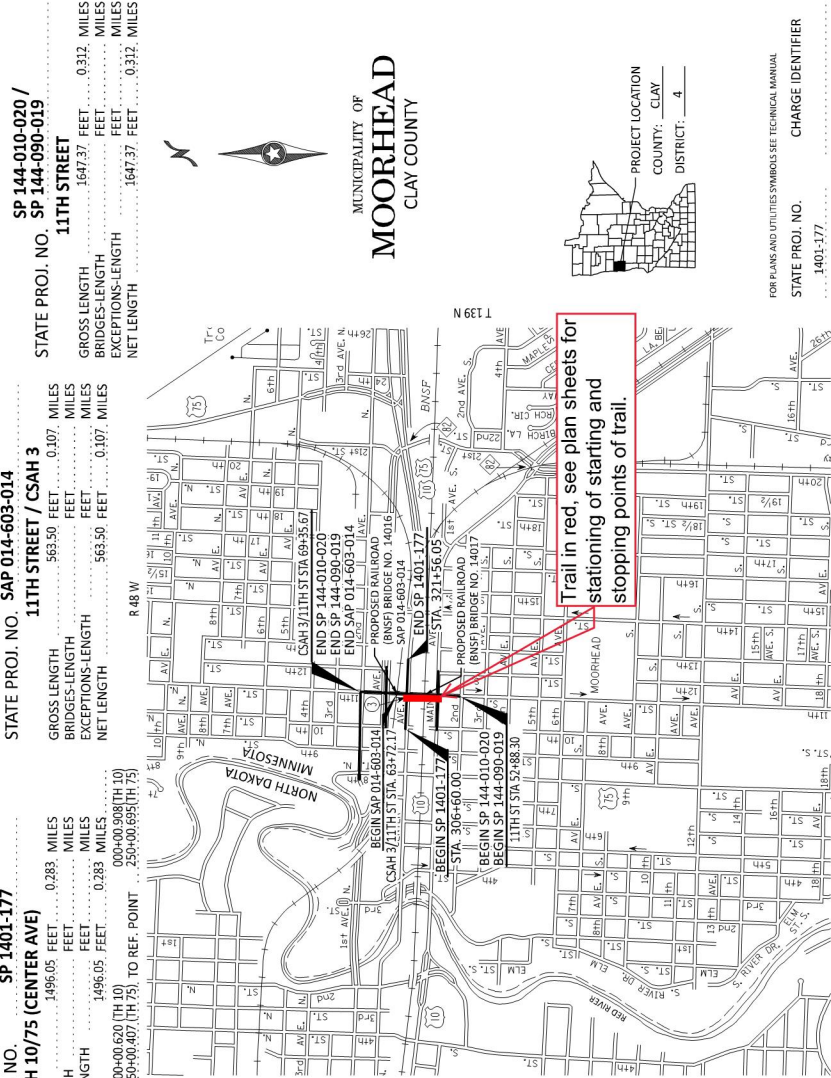
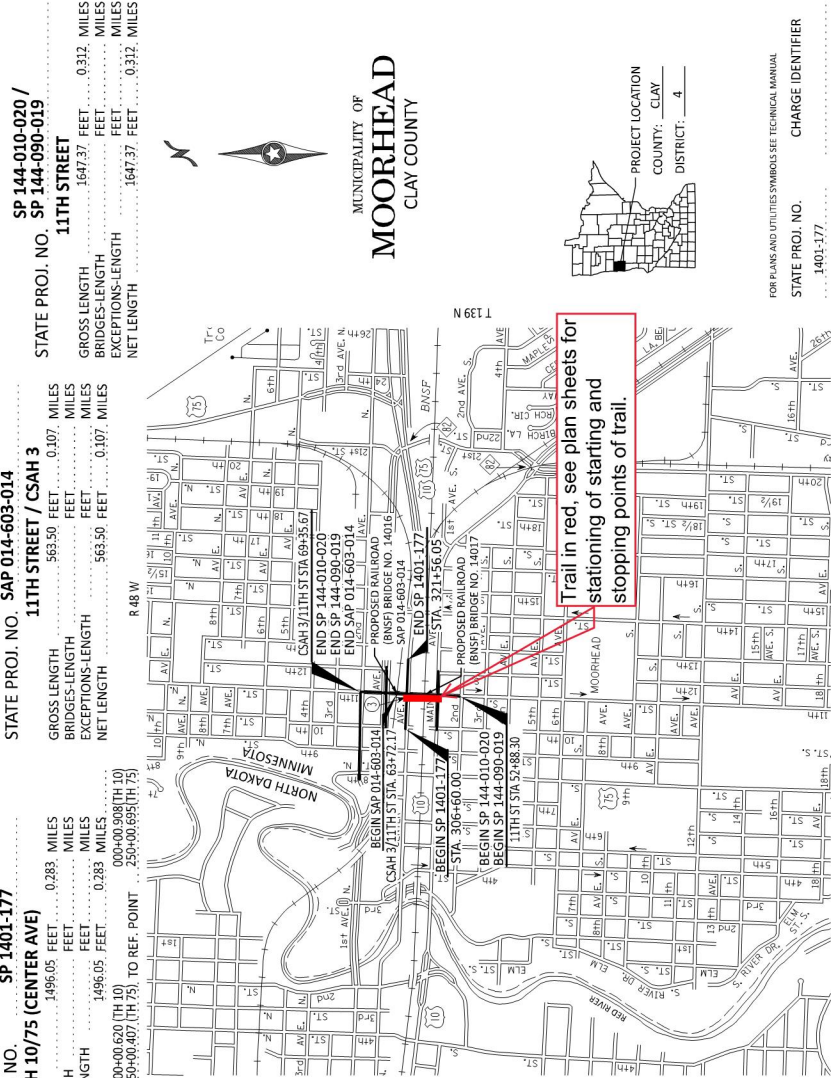
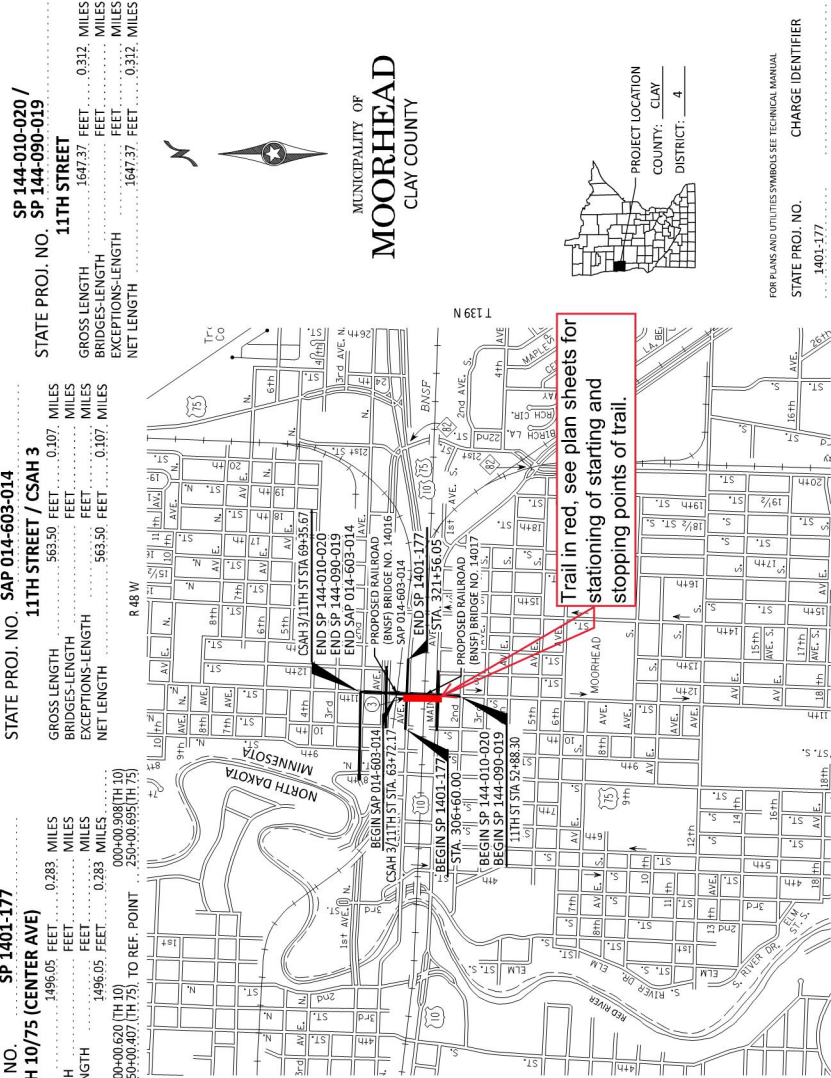
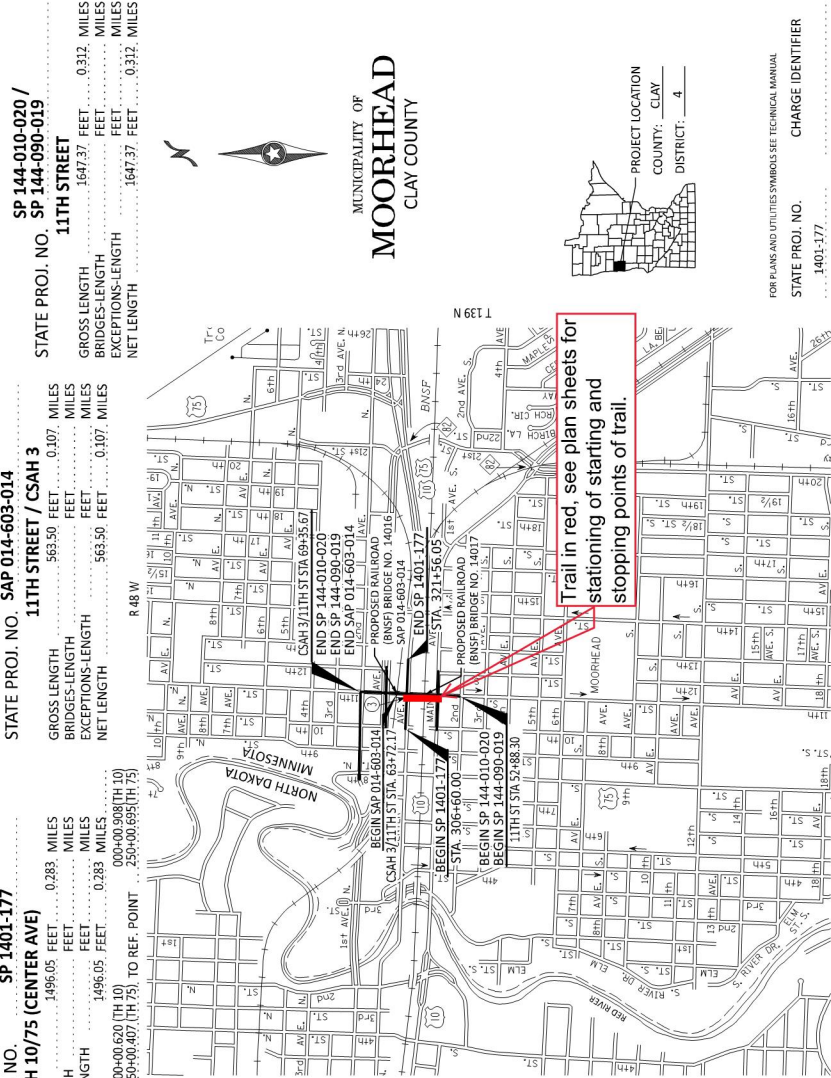
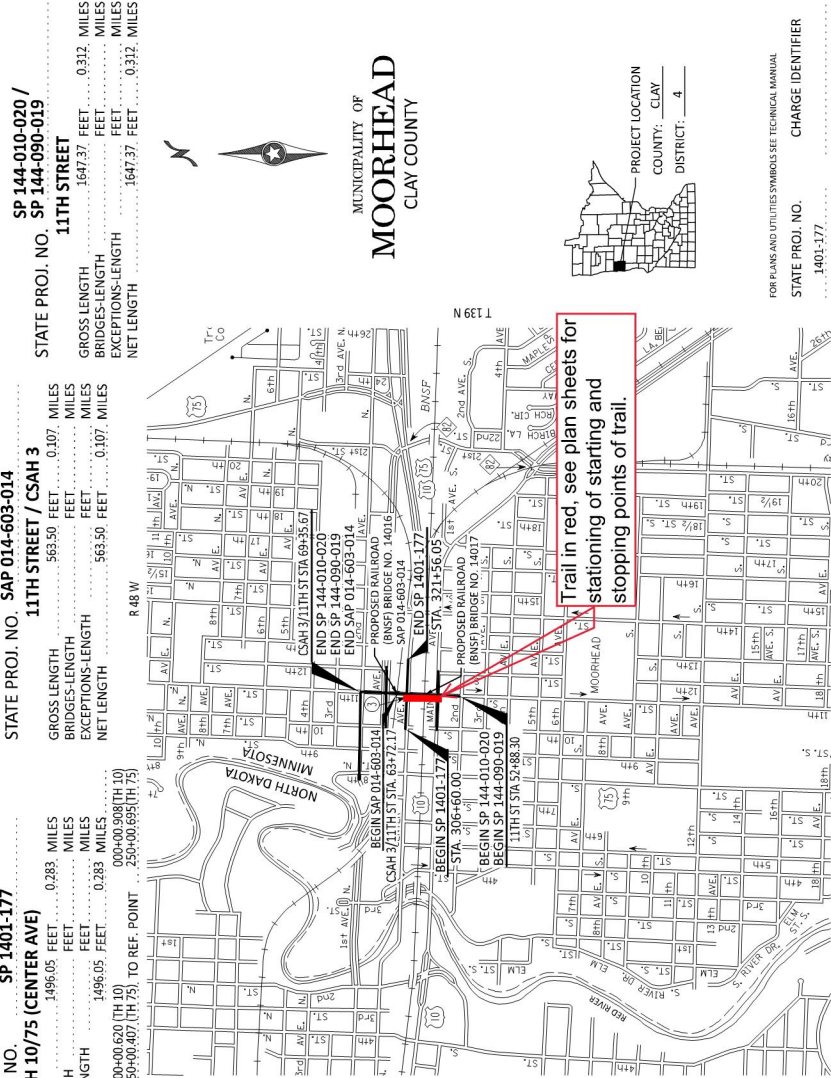
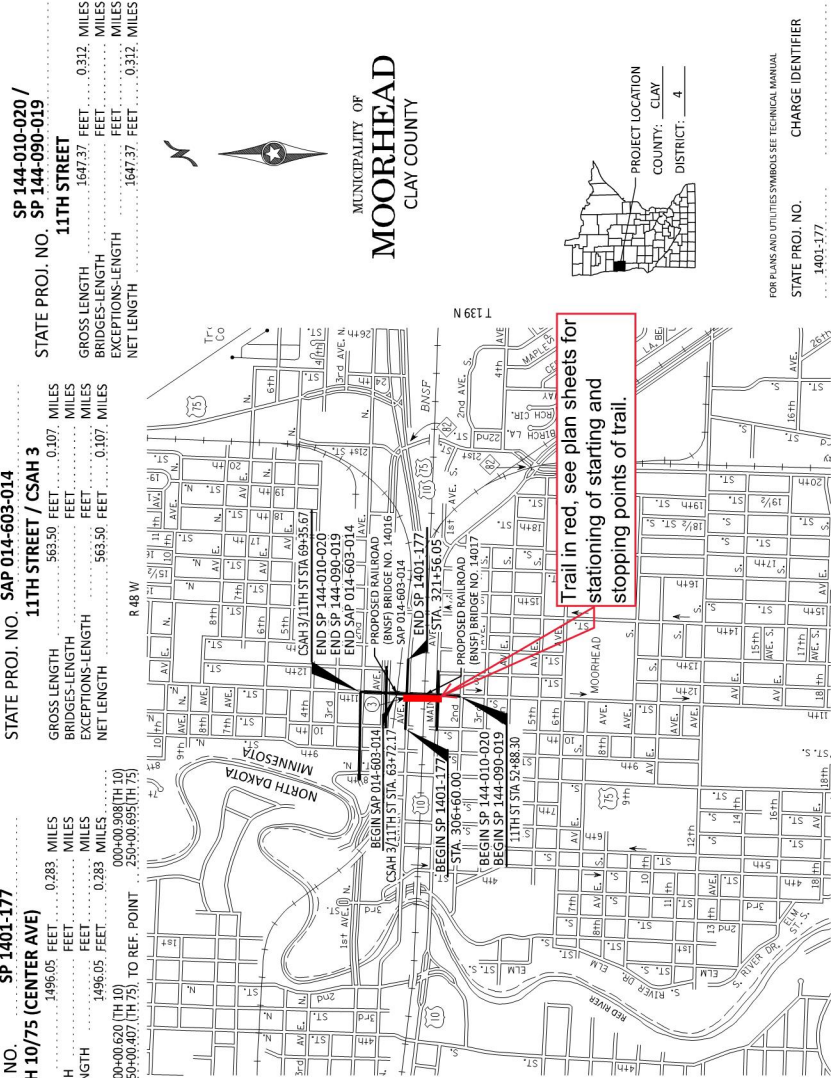
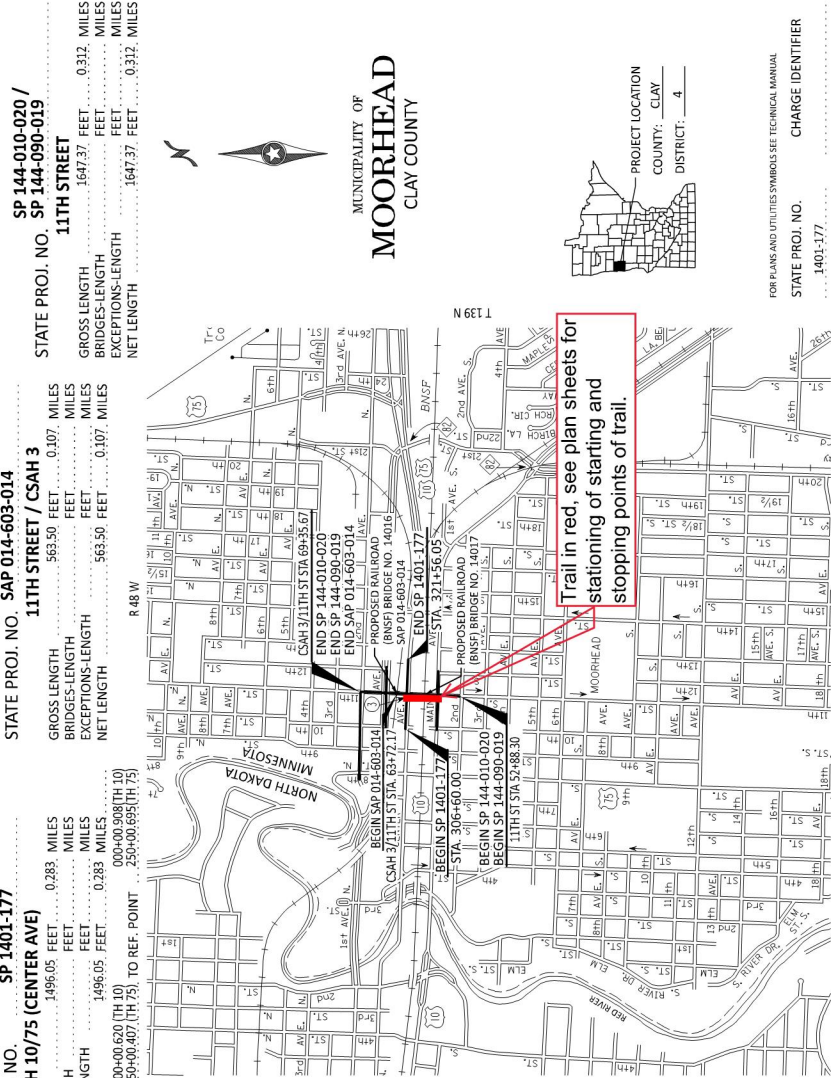
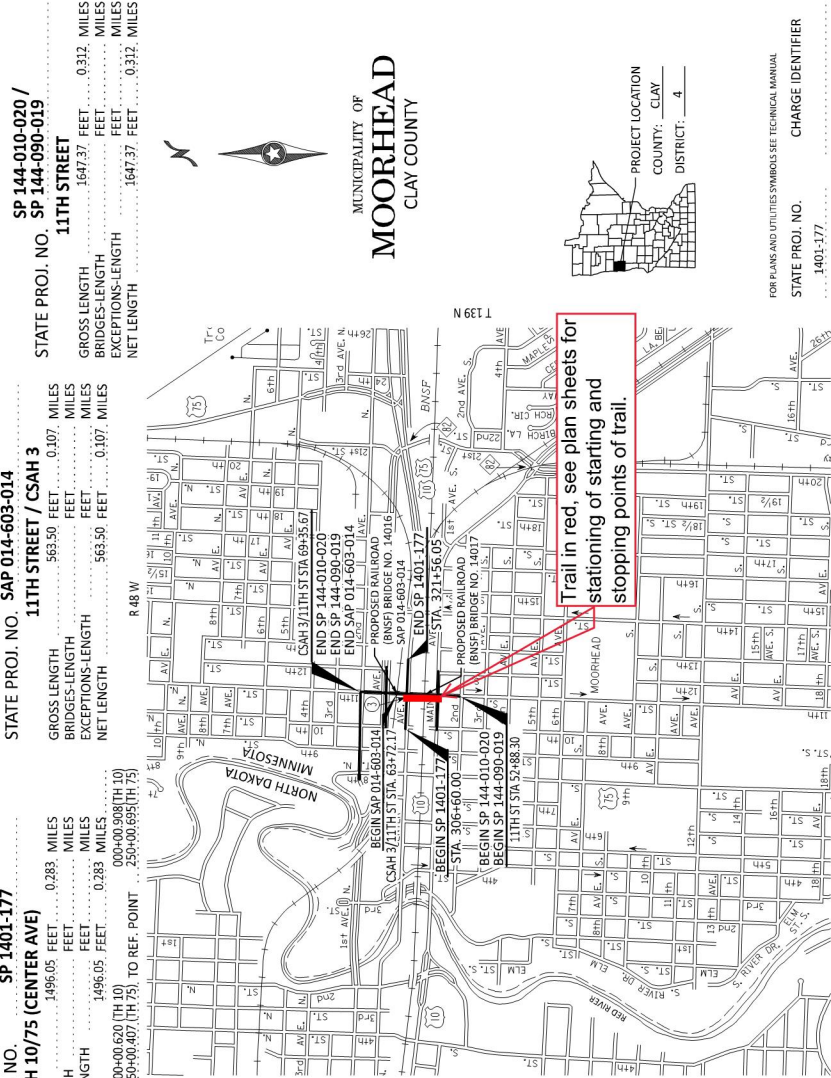
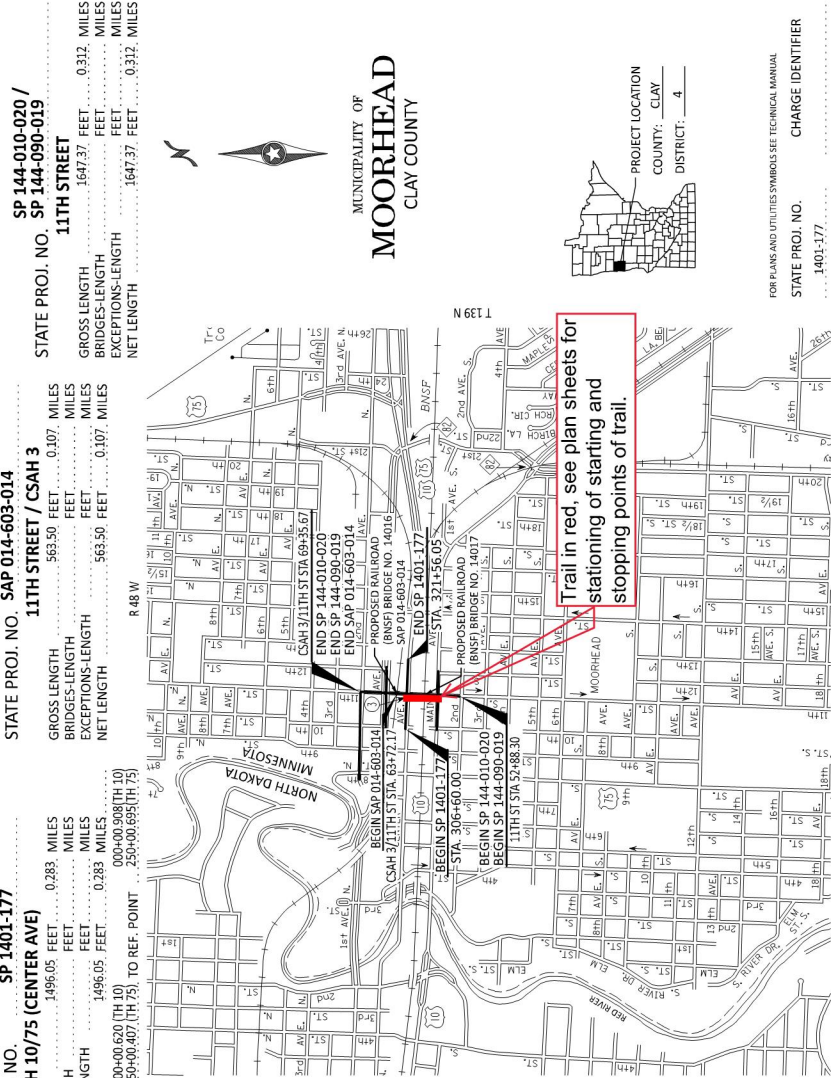
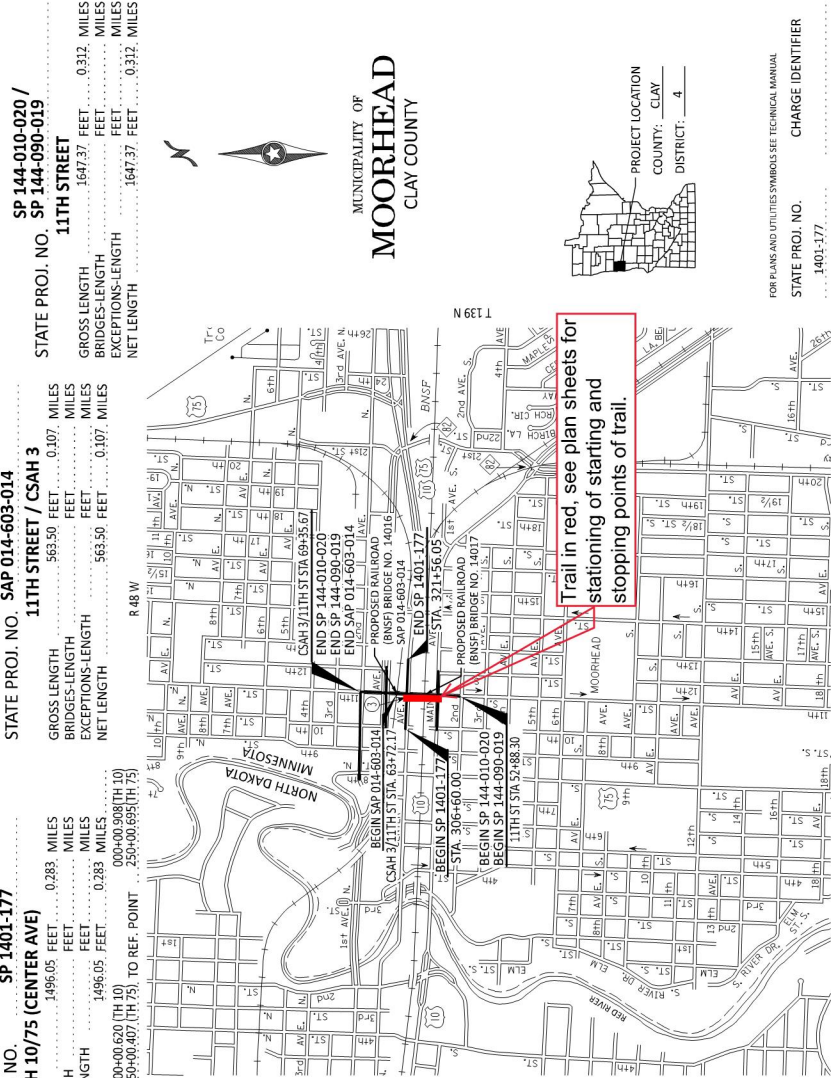
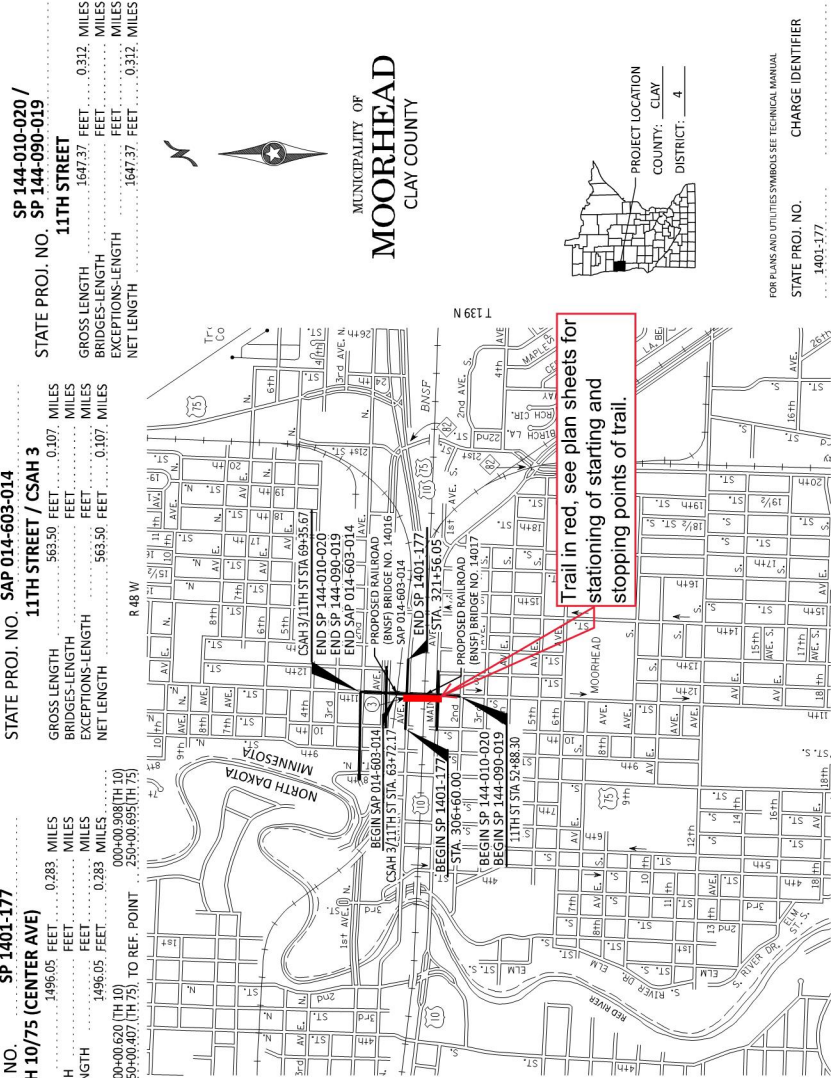
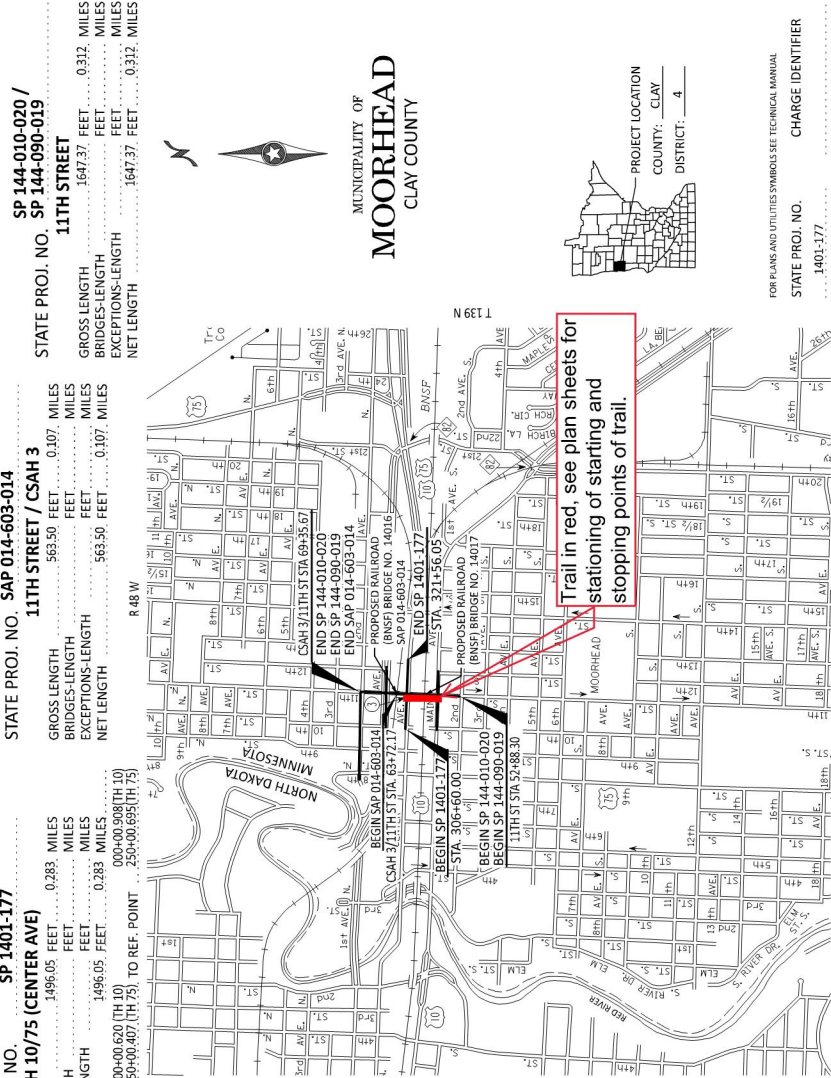
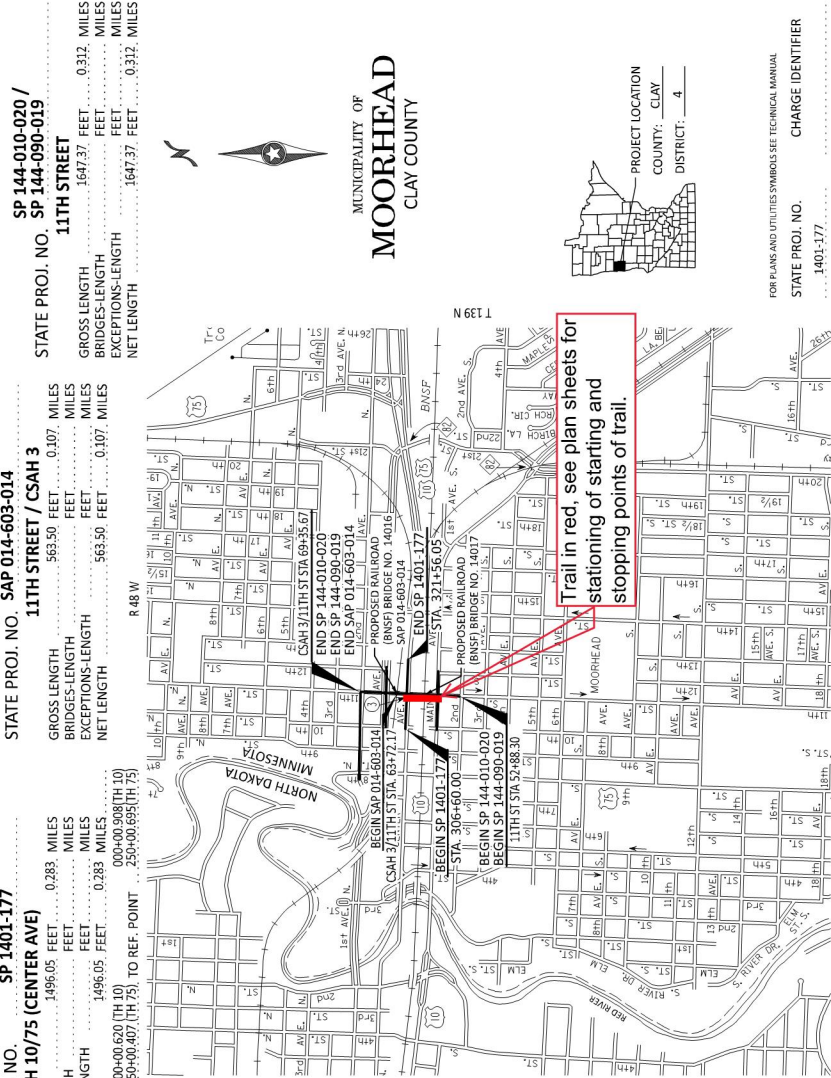
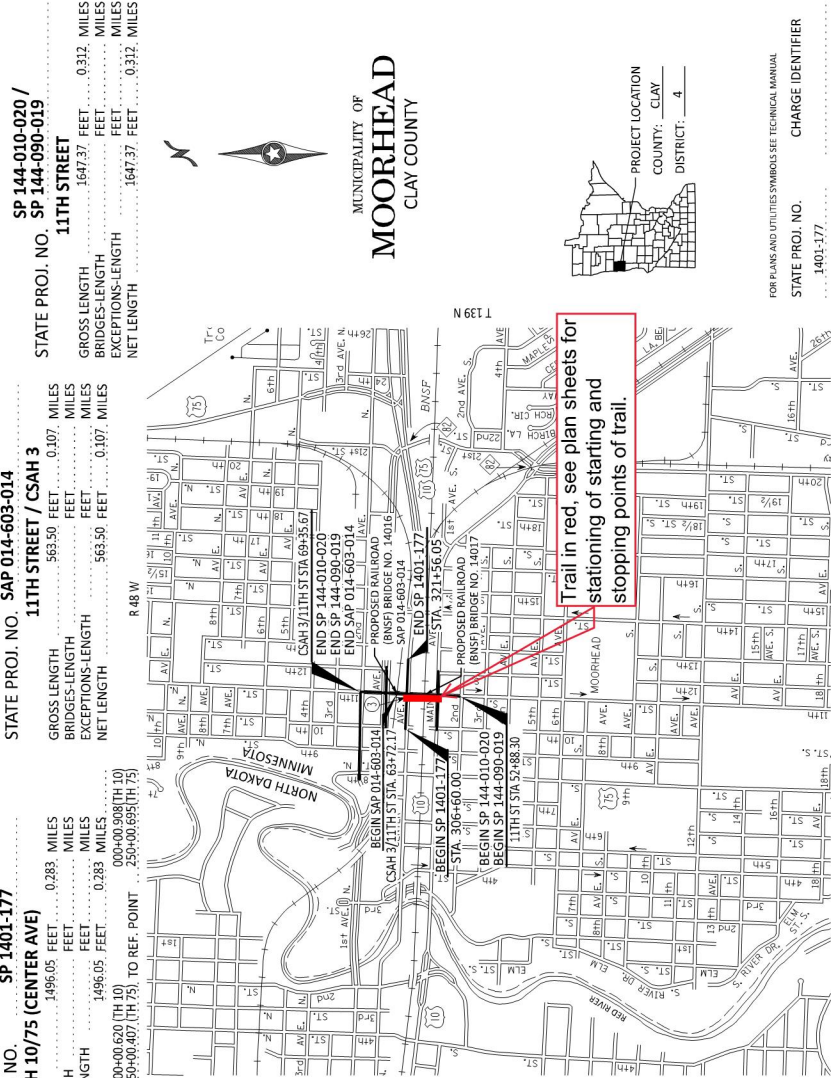
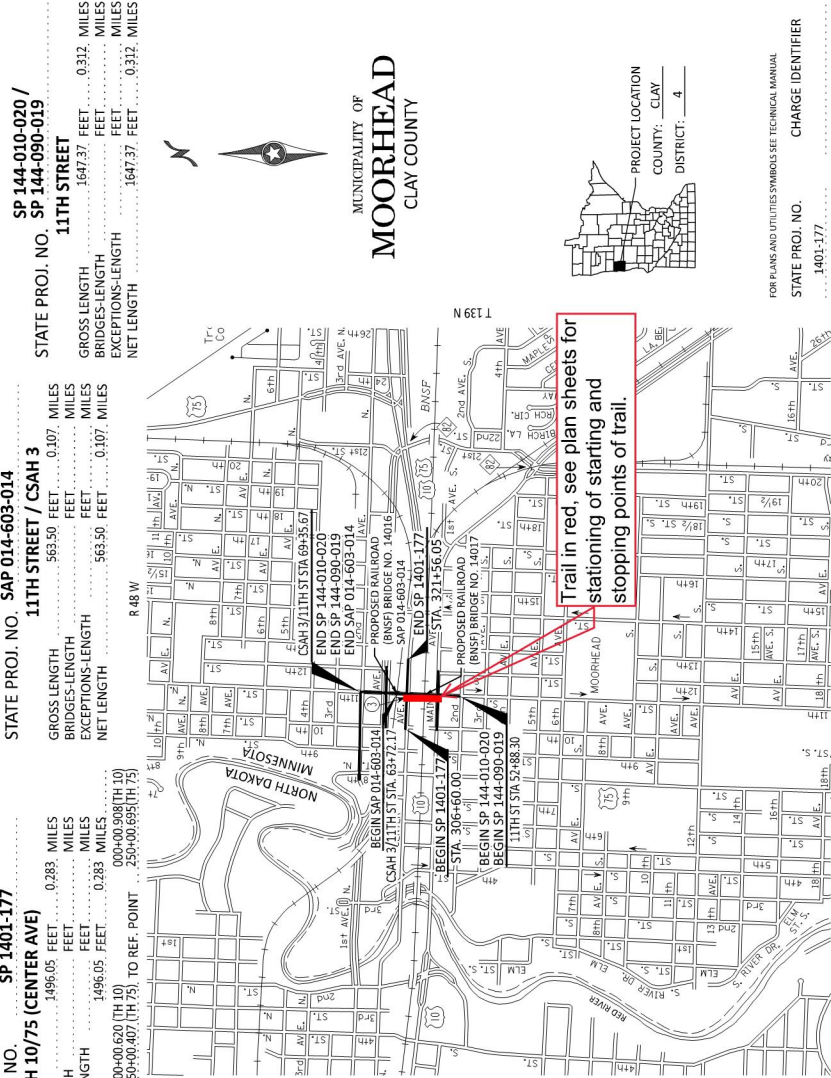
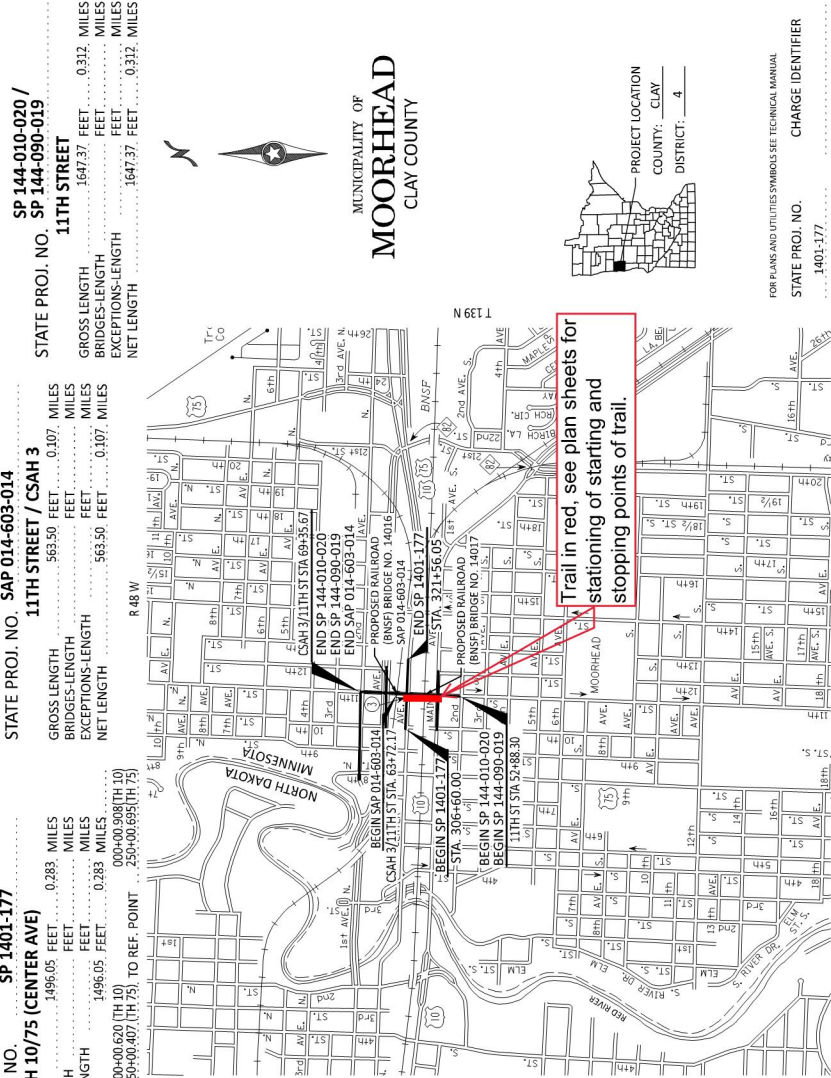
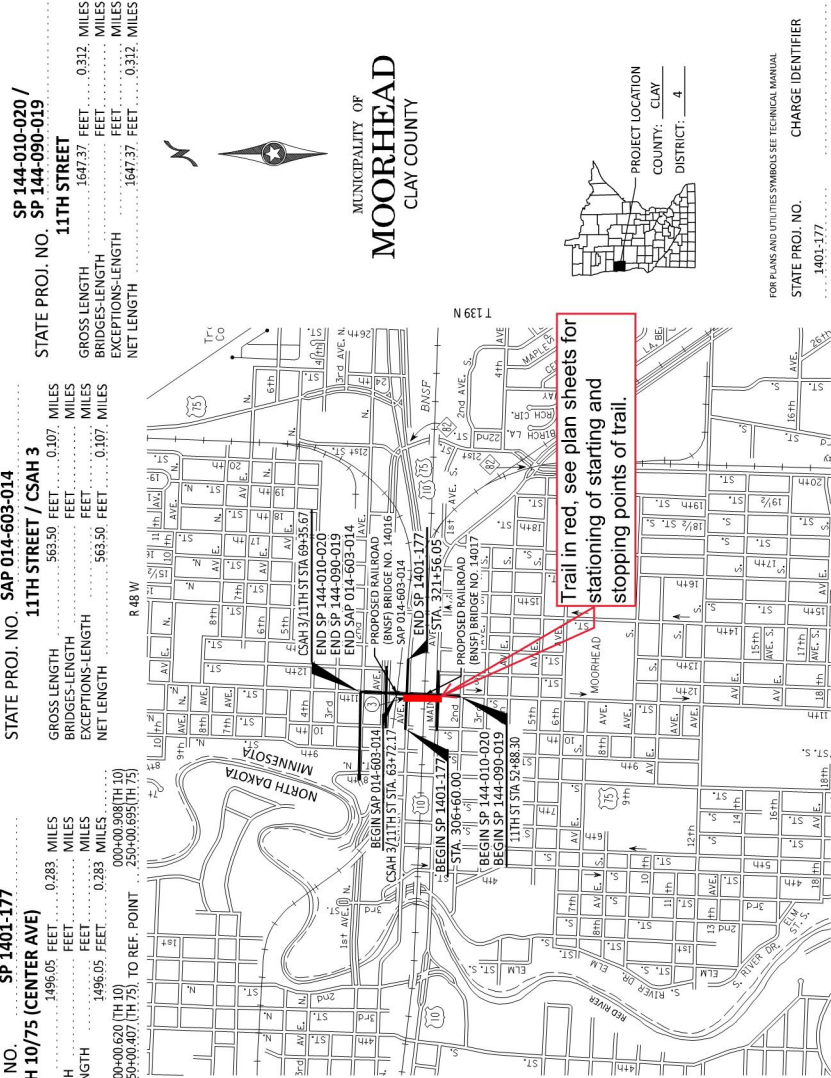
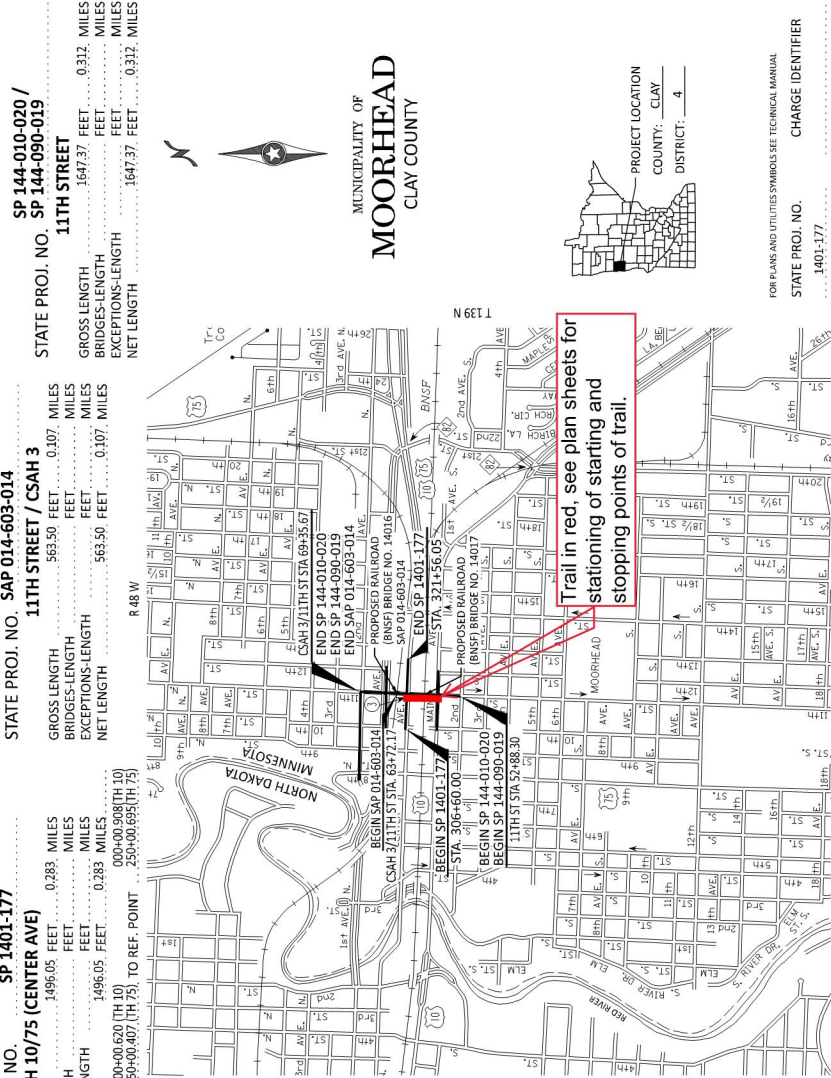
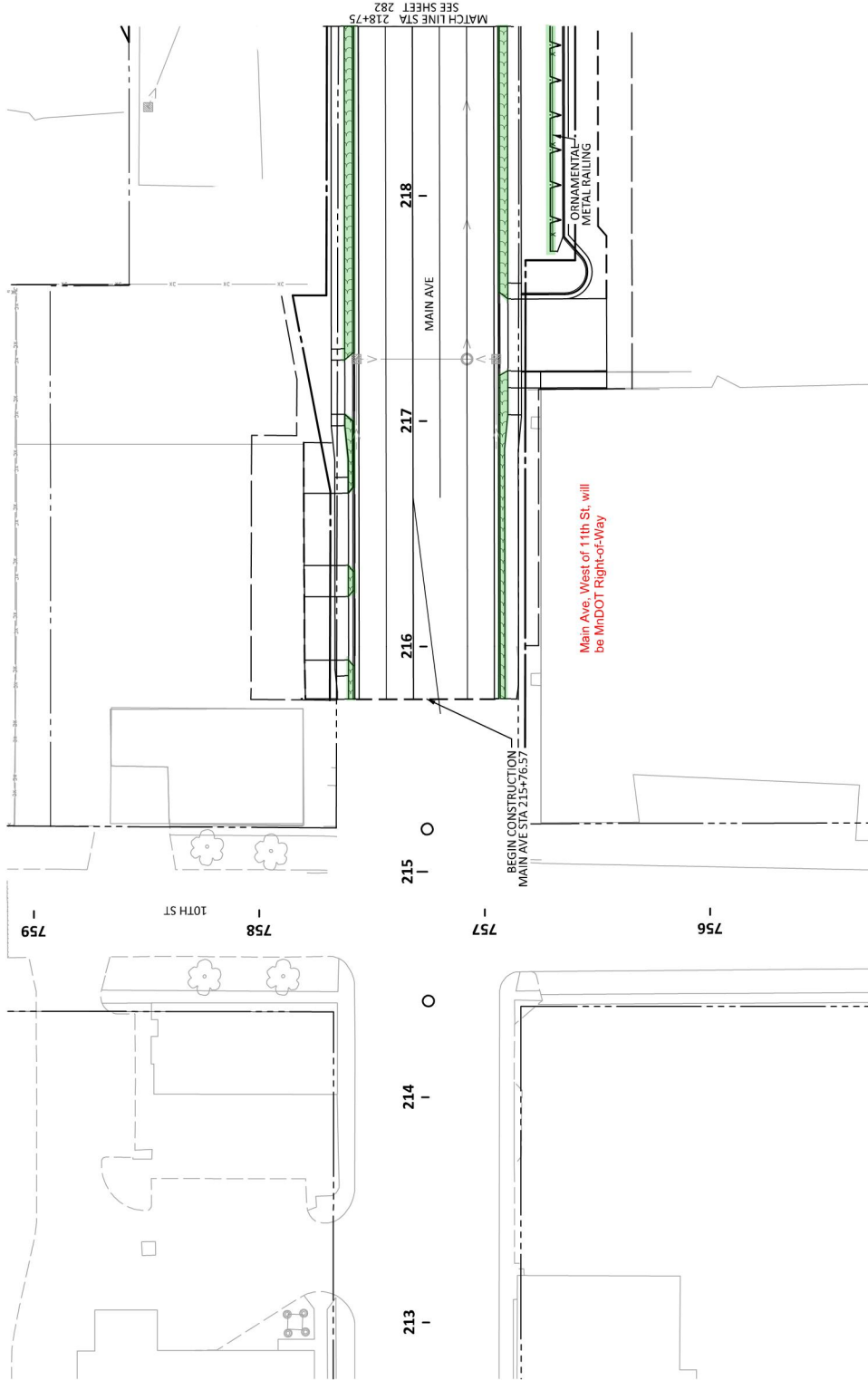


EXHIBIT A SHEET #9 OF 15

Main Avenue



LEGEND

- TYPICAL INSET D-1
- TYPICAL INSET D-2
- EXISTING R/W
- RAILROAD R/W
- PROPOSED R/W
- TEMPORARY EASEMENT
- PERMANENT EASEMENT
- CONSTRUCTION LIMITS

SECTION KEY MAP

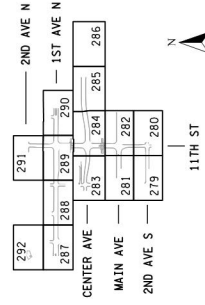
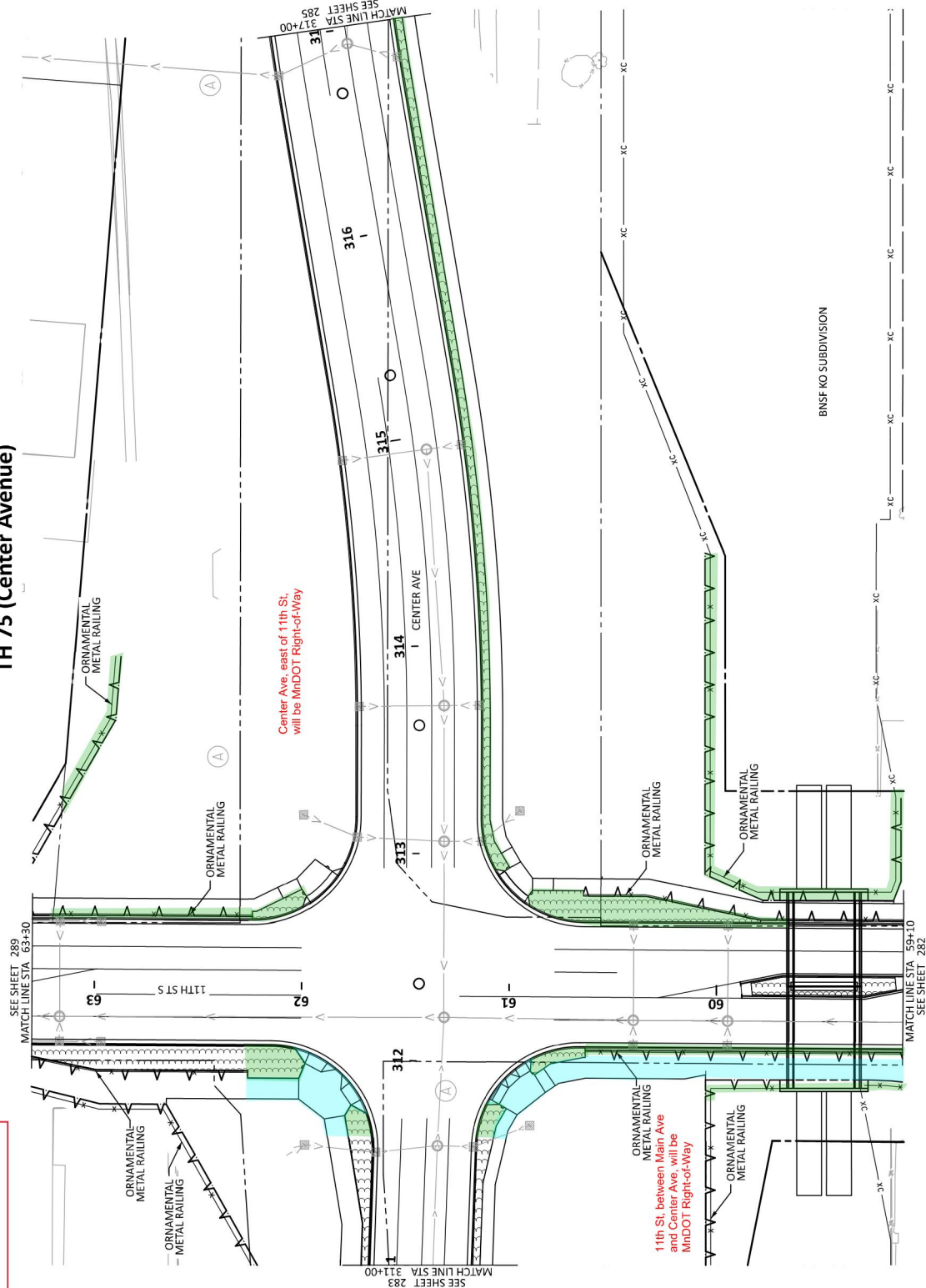


EXHIBIT A SHEET #11 OF 15

TH 75 (Center Avenue)



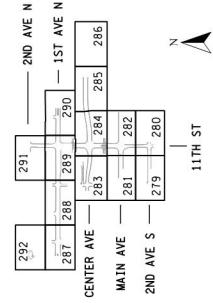
BNSF KO SUBDIVISION



LEGEND

- TYPICAL INSET D-1
- TYPICAL INSET D-2
- EXISTING R/W
- RAILROAD R/W
- PROPOSED R/W
- TEMPORARY EASEMENT
- PERMANENT EASEMENT
- CONSTRUCTION LIMITS

SECTION KEY MAP



DRAWN BY: MWM
DESIGNED BY: INP
CHECKED BY: NEH

NOT FOR CONSTRUCTION

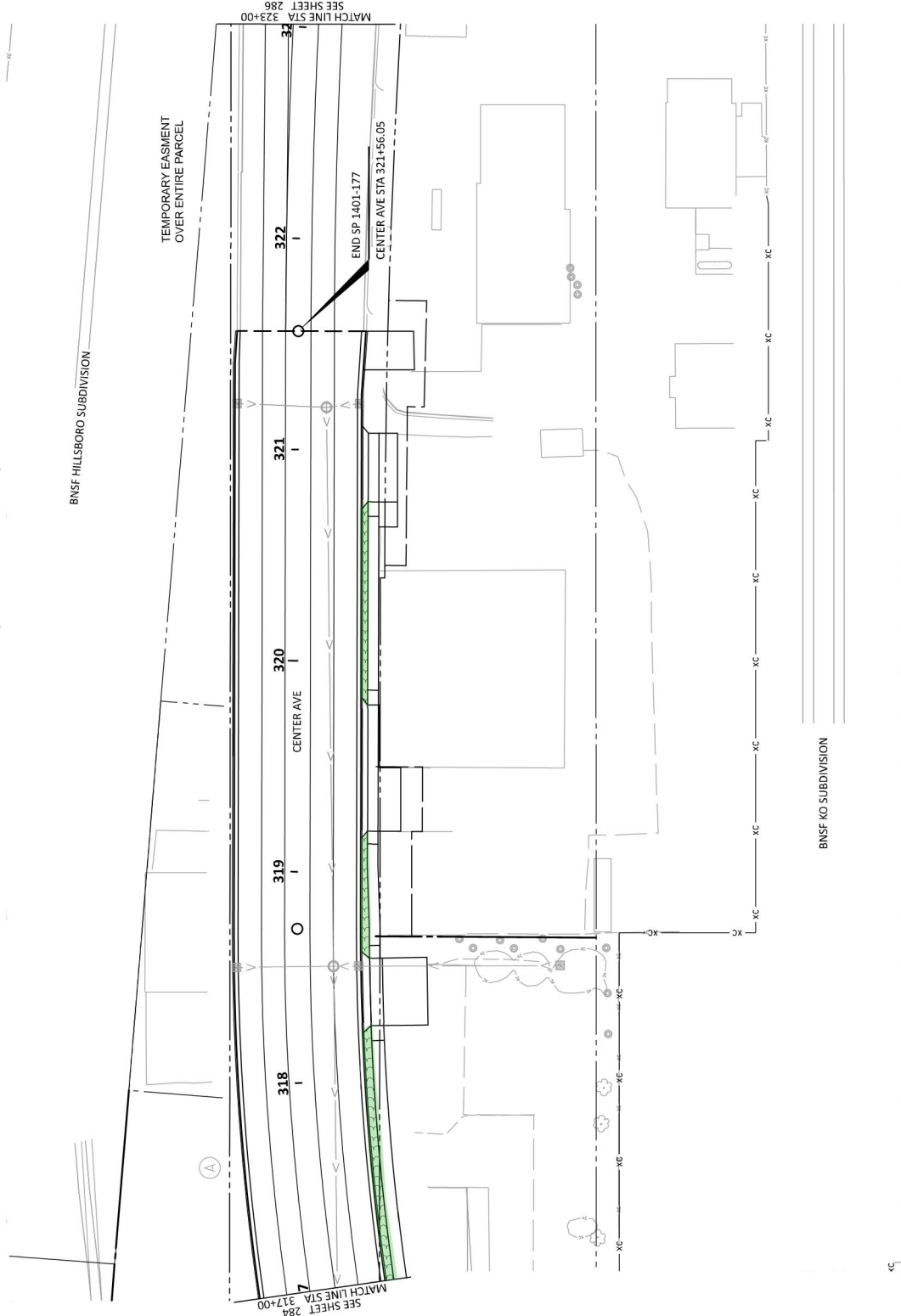
MINNESOTA DEPARTMENT OF TRANSPORTATION
11TH ST UNDERPASS
CITY OF MOORHEAD, MINNESOTA

PAVEMENT PLAN
TH 75 (CENTER AVENUE)

SP: 401-177 (TH 10), SP: 04-605-014, SP: 44-000-020, SP: 44-690-019
Sheet No. 284 of 617 Sheets

EXHIBIT A SHEET #12 OF 15

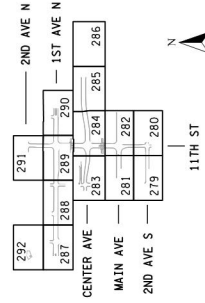
TH 75 (Center Avenue)



LEGEND

- TYPICAL INSET D-1
- TYPICAL INSET D-2
- EXISTING R/W
- RAILROAD R/W
- PROPOSED R/W
- TEMPORARY EASEMENT
- PERMANENT EASEMENT
- CONSTRUCTION LIMITS

SECTION KEY MAP



DRAWN BY: MWM DESIGNED BY: INP CHECKED BY: NEH	NOT FOR CONSTRUCTION	 MINNESOTA DEPARTMENT OF TRANSPORTATION 11TH ST UNDERPASS CITY OF MOORHEAD, MINNESOTA	 wsb	PAVEMENT PLAN TH 75 (CENTER AVENUE)	SP: 1401-177 (TH 100), S&P: 014-605-014, S&P: 144-000-020, S&P: 144-690-019

RESOLUTION

Resolution to Approve Limited Use Permit (LUP#1401-0020) for Shared-Use Path and Aesthetic Amenities within Trunk Highway Right-of-Way (Eng. No. 14-02-03)

WHEREAS, the City of Moorhead has previously entered into Cooperative Construction Agreement #1053983 with the State of Minnesota, Department of Transportation (MnDOT) for the construction of the 11th St/TH 10 underpass of the BNSF Railroad; and

WHEREAS, at the City's request, MnDOT has included shared-use path and aesthetic amenities within the Trunk Highway right-of-way, and therefore Limited Use Permit No. 1401-0020 is required to provide for maintenance and use by the City of Moorhead upon, along and adjacent to Trunk Highway No. 10, the limits of which are defined in said Limited Use Permit.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Moorhead, Minnesota hereby directs the Mayor and the City Manager to execute the Limited Use Permit and any future amendments to the Limited Use Permit.

PASSED: January 27, 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

January 27, 2025

SUBJECT:

Resolution to Award Bid for the 2025 Wastewater Treatment Facility Roof Replacement Project (Eng. No. 25-06-03)

RECOMMENDATION:

The Mayor and City Council are asked to consider a resolution to award the bid for the 2025 Wastewater Treatment Facility Roof Replacement Project to All Weather Roofing & Metal, LLC. in the amount of \$270,345.00.

BACKGROUND/KEY POINTS:

The proposed project will replace the aging roof on a portion of the Wastewater Treatment Facility. The building is 42 years old and the current roof membrane is about twenty years old and has reached its end of life. There are multiple areas of the facility in need of replacement. This work is being phased over a number of years. Costs are programmed into the Wastewater Treatment budget annually.

FINANCIAL CONSIDERATIONS:

Two bids were received on January 15, 2025 and are summarized below:

<u>Bidder</u>	<u>Bid</u>
All Weather Roofing and Metal, LLC.	\$270,345.00
M.J. Dalsin Co of ND, Inc.	\$306,294.00
Engineer's Estimate	\$300,000.00

The total cost of the project, including contingencies, is estimated to be approximately \$283,862.00 and will be financed through the approved 2025 Wastewater Treatment budget.

Voting Requirements: 3/4 of Council (6)

Submitted By:

Dan Mahli, City Manager
Tom Sopp, Assistant Superintendent


Attachments: Bid Tabulation, Map



Project Name: **2025 Phase 4 Moorhead WWTF Primary Clarifiers North Roof Replacement**
Engineering No.: 25-06-03
Legal No.: 06-03-2025
Stantec Project No.: 193807291
Bid Opening: Wednesday, January 15, 2025 at 10:00 AM CST

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

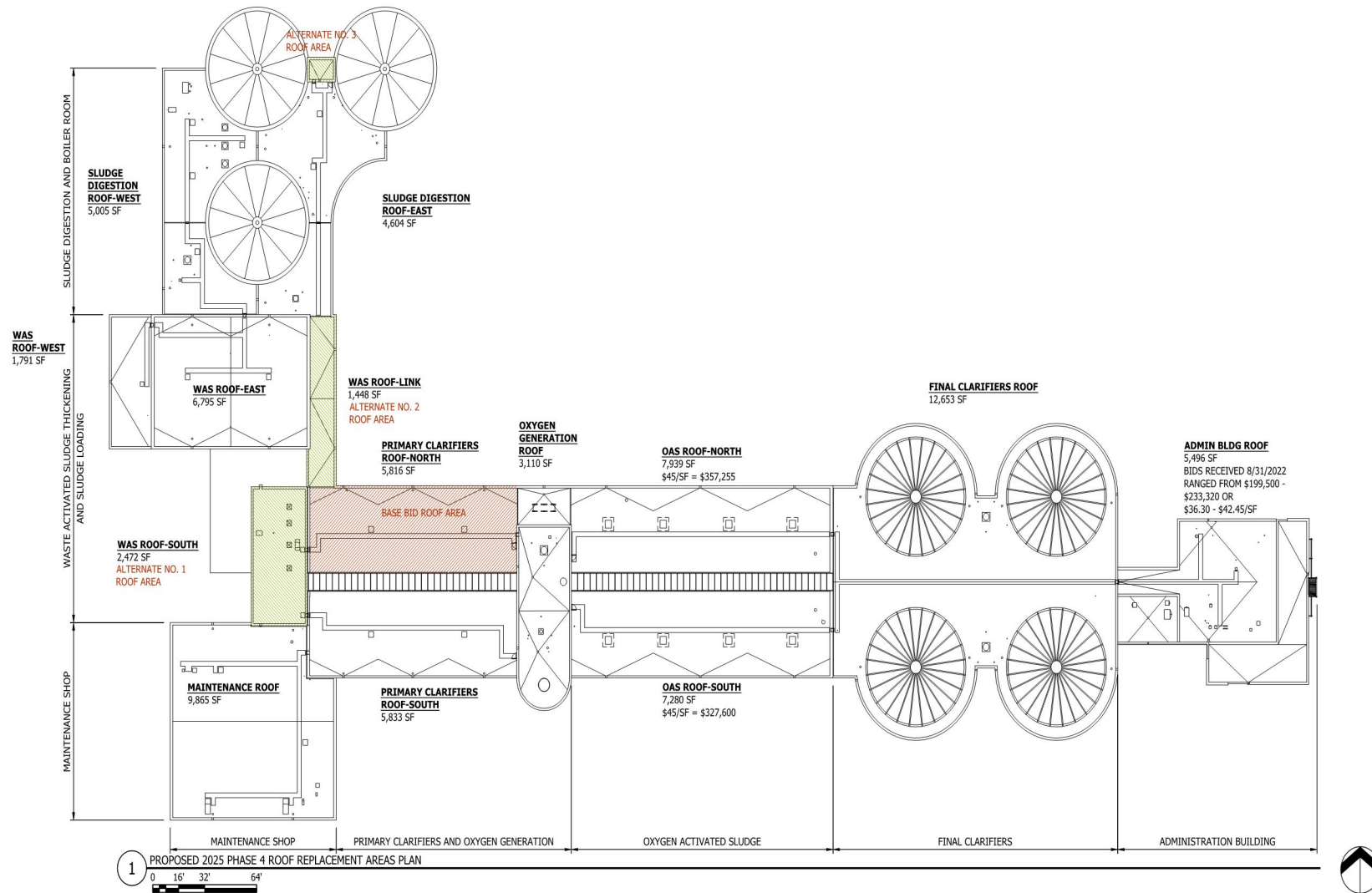
Owner: **Moorhead, Minnesota**


Bruce Paulson, RA
License No. 20910

BID TABULATION				Bidder No. 1		Bidder No. 2	
				All Weather Roofing & Metal, LLC		M. J. Dalsin Co. of N.D., Inc.	
Item No.	Item	Units	Qty	Unit Price	Total	Unit Price	Total
PART 1 - BASE BID:							
1-1.	MATERIALS, LABOR AND EQUIPMENT NECESSARY TO COMPLETE THE WORK AS DEFINED ON	LS	1	\$162,545.00	\$162,545.00	\$175,583.00	\$175,583.00
TOTAL BASE BID					\$162,545.00		\$175,583.00
PART 2 - ALTERNATES:							
2-1.	ALTERNATE NO. 1: MATERIALS, LABOR AND EQUIPMENT NECESSARY TO REMOVE THE EXISTING BALLASTED SINGLE-PLY MEMBRANE ROOFING SYSTEM TO THE ROOF SUBSTRATE ON THE WAS ROOF-SOUTH AND INSTALL NEW SINGLE-PLY MEMBRANE ROOFING SYSTEM AS INDICATED ON THE DRAWINGS AND IN THE PROJECT MANUAL	LS	1	\$67,200.00	\$67,200.00	\$74,310.00	\$74,310.00
2-2.	ALTERNATE NO. 2: MATERIALS, LABOR AND EQUIPMENT NECESSARY TO REMOVE THE EXISTING BALLASTED SINGLE-PLY MEMBRANE ROOFING SYSTEM TO THE ROOF SUBSTRATE ON THE WAS ROOF-LINK AND INSTALL NEW SINGLE-PLY MEMBRANE ROOFING SYSTEM AS INDICATED ON THE DRAWINGS AND IN THE PROJECT MANUAL	LS	1	\$36,400.00	\$36,400.00	\$49,200.00	\$49,200.00
2-3.	ALTERNATE NO. 3: MATERIALS, LABOR AND EQUIPMENT NECESSARY TO REMOVE THE EXISTING BALLASTED SINGLE-PLY MEMBRANE ROOFING SYSTEM TO THE ROOF SUBSTRATE ON THE DIGESTERS STAIR BUILDING AND INSTALL NEW SINGLE-PLY MEMBRANE ROOFING SYSTEM AS INDICATED ON THE DRAWINGS AND IN THE PROJECT MANUAL	LS	1	\$4,200.00	\$4,200.00	\$7,201.00	\$7,201.00
TOTAL PART 2					\$107,800.00		\$130,711.00
PART 3 - UNIT PRICES:							
3-1.	MATERIALS, LABOR, AND EQUIPMENT NECESSARY TO REMOVE AND REPLACE WATER OR DRY-ROT DAMAGED DIMENSIONAL WOOD BLOCKING	BF	50	\$5.85	\$292.50	\$9.45	\$472.50
3-2.	MATERIALS, LABOR, AND EQUIPMENT NECESSARY TO REMOVE AND REPLACE WATER OR DRY-ROT DAMAGED PLYWOOD SHEATHING AT PARAPETS	SF	32	\$4.70	\$150.40	\$9.56	\$305.92
TOTAL PART 3					\$442.90		\$778.42
Contractor Name and Address:				All Weather Roofing & Metal, LLC 26 3rd St. S. Sabin, MN 56580 Phone: (320) 980-1906 Email: allweatherroofingnd@gmail.com Signed By: Kasey Kluver Title: Bid Security: Bid Bond Addenda Acknowledged: 1		M. J. Dalsin Co. of N.D., Inc. 635 Armour St. West Fargo, ND 58078 (701) 282-0509 marks@dalsinroofing.com Mark Stahl Vice President Bid Bond 1	

THIS DOCUMENT IS THE PROPERTY OF STANTEC. IT IS TO BE USED FOR THE PROJECT AND NOT BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, WITHOUT PERMISSION IN WRITING FROM STANTEC. ANY REPRODUCTION OR TRANSMISSION OF THIS DOCUMENT WITHOUT PERMISSION IS STRICTLY PROHIBITED.

Plot Date: 10/01/2024 3:31pm
Drawing Name: U:\193804\A800\CD\DWG\193804 A800_2025_schem_20241001.dwg
User: JEFFREY.BROWN
Title: PROJECT MANAGER



RESOLUTION

Resolution to Award Bid for the 2025 Wastewater Treatment Facility Roof Replacement Project (Eng. No. 25-06-03).

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

<u>Bidder</u>	<u>Bid</u>
All Weather Roofing & Metal, LLC.	\$270,345.00
M.J. Dalsin Co of ND, Inc.	\$306,294.00
Engineer's Estimate	\$300,000.00

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 All Weather Roofing & Metal, LLC. in the amount of \$270,345.00. Said bid is in all respects in accordance with the plans and specifications for the project. Thus, said bid is hereby approved and accepted.
2. The project will be financed through the approved 2025 Wastewater Treatment Budget.
3. The Mayor and City Manager are hereby authorized and directed to enter into a Contract with All Weather Roofing and Metal, LLC., for the 2025 Wastewater Treatment Facility Roof Replacement Project (Eng. No. 25-06-03), 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% (\$13,517.25) of the total contract amount.

PASSED: January 27, 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

January 27, 2025

SUBJECT:

Resolution to Receive Report, Order Plans & Specifications, and Call for a Public Hearing 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 receive the report, order the preparation of plans & specifications, and call for a Public Hearing 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 the streets of 9th Ave S, 10th Ave S and 16th St 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. 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, in accordance with Minnesota Statutes, Chapter 429, it is necessary to prepare an engineering report and hold a Public Hearing prior to ordering the improvements.

On December 9, 2024, the City Council ordered the preparation of the Engineer's Report, which has been completed by City staff under the direction of the City Engineer. 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 report makes recommendations for the following street improvements:

9th Ave S – Rehab from 14th St S to 17th St S
10th Ave S – Rehab from 14th St S to 16th St S
16th Street S – Rehab from 9th Ave S to 12th Ave S

A rehabilitation involves the full pavement depth being removed and replaced, typically including the gravel base, but preserves most of the existing curb and gutter.

The report notes MPS proposes to replace the cast iron pipe (CIP) water mains on 10th Ave S from 14th St S to 16th St S and 16th St S from 9th Ave S to 12th Ave S as well as several lead water services. MPS will complete design and construction of the watermain in advance of the City street improvements. The other water mains in the project area are materials that are not susceptible to corrosion and are assumed to be in good condition. The sanitary sewer mains are vitrified clay pipe (VCP) ranging in size from 8 to 15 inches. Some sections of VCP pipe have been lined and are in good condition. No additional improvements are needed at this time. Any future sanitary sewer improvements would be completed by trenchless cured-in-place pipe lining, and therefore, sanitary sewer improvements are not proposed with this street improvement project. Storm sewer is reinforced concrete pipe (RCP) and ranges in size from 12 to 15 inches. Existing storm sewer is proposed to remain, however selected catch basins and catch basin leads will be replaced to accommodate watermain installation and replace brick structures. The report recommends pedestrian ramp improvements and spot replacement as necessary to comply with ADA requirements. There are no sidewalk gaps that are proposed to be filled in accordance with the City Code.



City Council Communication

January 27, 2025

Staff is preparing a virtual public informational presentation that will be available on or about February 24, 2025 on the City website. The public informational presentation is intended to share project information and to solicit property owner feedback prior to receiving bids. A letter will be 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, and requesting feedback by March 3, 2025 to allow staff time to incorporate changes (if any) into the plans prior to receiving bids. Since there are no gaps in the existing sidewalk system in this area, no sidewalk is proposed other than replacement of pedestrian ramps as needed to comply with current ADA standards. The report finds that the proposed rehabilitation 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. In this case, it is recommended to coordinate the improvements with the proposed MPS water main replacement work as it will be the most cost-effective way to complete both projects.

A portion of the project cost will be financed using special assessments applied on an adjusted front foot basis at the standard rates included in the current City Fee Schedule (\$90.00 per foot for rehabilitation projects). Staff recommends that the Council receive the Engineer's report and order the preparation of plans & specifications. Staff further recommends that the City prepare plans & specifications and receive bids for the proposed project prior to holding the Public Hearing in order to have the best information available regarding the actual project costs prior to ordering the improvements. Staff recommends scheduling the Public Hearing to be held on March 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, as City staff will complete the design of the project. 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 \$350,000 of the total project cost to the benefiting properties in accordance with the City's Special Assessment Policy. The balance of the project cost (\$1,220,000) will be paid as a City share.

Voting Requirements: Majority of Quorum



City Council Communication

January 27, 2025

Submitted By:

Dan Mahli, City Manager
Tom Trowbridge, City Engineer

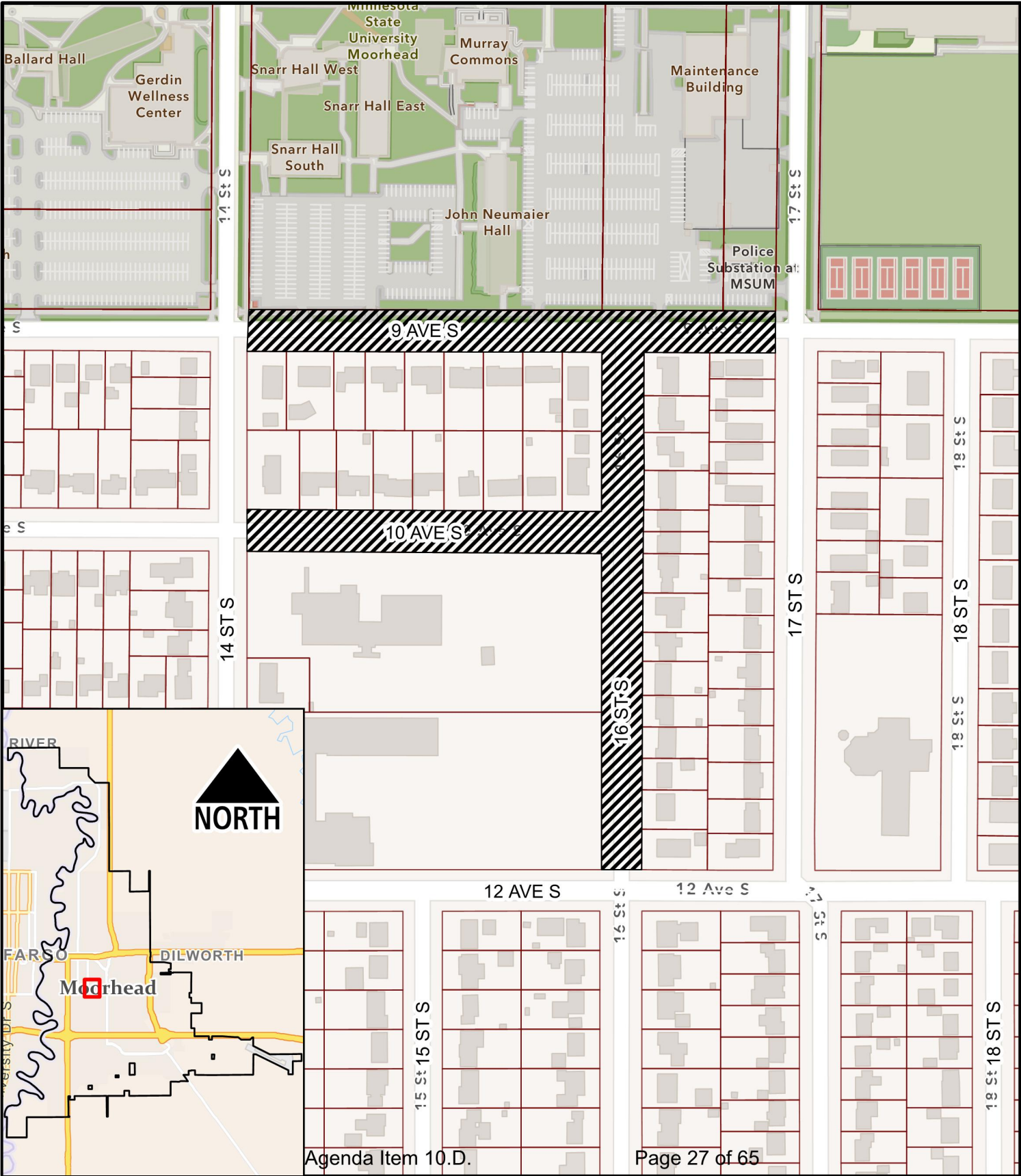
Attachments:

LEGEND

 STREET IMPROVEMENTS

Project 25-A2-1

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



RESOLUTION

Resolution to Receive Report, Order Plans & Specifications, and Call for a Public Hearing for 9th Ave S, 10th Ave S and 16th St S Area Street Improvements (Eng. No. 25-A2-01)

WHEREAS, pursuant to a resolution of the City Council dated December 9, 2024, staff has prepared a preliminary engineering report to consider the making of the 9th Ave S, 10th Ave S and 16th St S Area Street Improvements (Eng. No. 25-A2-01); and

WHEREAS, the preliminary engineering report finds that the proposed improvements are necessary, cost-effective and feasible, that they would best be completed as a stand-alone project, and includes information on the estimated cost of the improvement as recommended, and a description of the methodology used to calculate individual assessments for affected parcels; and

WHEREAS, it has been determined that the proposed infrastructure improvements benefit the abutting properties whose owners have not petitioned for the proposed improvements, therefore a Public Hearing must be held before ordering the improvements; and

WHEREAS, the Council hereby determines that the preparation of plans & specifications and the receipt of bids will provide helpful information in determining the desirability and feasibility of the improvement in advance of the required Public Hearing.

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

1. The Council hereby receives the Preliminary Engineering Report for 9th Ave S, 10th Ave S and 16th St S Area Street Improvements (Eng. No. 25-A2-01). Such improvements are necessary, cost-effective, and feasible as detailed in the Preliminary Engineering Report, and would best be completed as a stand-alone project.
2. The City Engineer is hereby designated as the engineer for this improvement, and plans & specifications for the making of such improvements shall be made under the supervision of the City Engineer.
3. A public hearing shall be held on such proposed improvement on the 24th day of March, 2025, during the regularly scheduled Council Meeting in the auditorium of the Hjemkomst at 5:45 p.m., and the City Clerk shall give mailed and published notice of such hearing and improvement as required by law.

PASSED: January 27, 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

January 27, 2025

SUBJECT:

Resolution to Receive Report, Order Plans & Specifications, and Call for a Public Hearing for 14th Ave S, 13th St S, and 18th St S Underground Utility and Street Improvements (Eng. No. 25-A2-02)

RECOMMENDATION:

The Mayor and City Council are asked to consider a resolution to receive the report, order the preparation of plans & specifications, and call for a Public Hearing for 14th Ave S, 13th St S, and 18th St S Underground Utility and Street Improvements (Eng. No. 25-A2-02).

BACKGROUND/KEY POINTS:

The proposed project area includes the streets of 14th Ave S, 13th St S and 18th St 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. 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, in accordance with Minnesota Statutes, Chapter 429, it is necessary to prepare an engineering report and hold a Public Hearing prior to ordering the improvements.

On December 9, 2024, the City Council ordered the preparation of the Engineer's Report, which has been completed by City staff under the direction of the City Engineer. 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 report makes recommendations for the following street and utility improvements:

14th Ave S – Rehabilitation from 11th to 14th St S

13th St S – Mill & Overlay from 12th to 20th Ave S

18th St S – Rehabilitation and watermain replacement from 12th to 18th Ave S

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, but preserves most of the existing curb and gutter.

The report notes that MPS will be replacing about 2,000 feet of cast iron pipe (CIP) water mains (on 18th St S between 12th and 18th Ave S) in advance of the street construction. The other water mains in the project area are all polyvinyl chloride (PVC) pipe and are in good condition. All of the sanitary sewer mains are vitrified clay pipe (VCP) and are in good condition. The report recommends pedestrian ramp improvements necessary to comply with ADA requirements. There are two sidewalk gaps that are proposed to be filled on 13th St S and 14th Ave S adjacent to Lamb Park. The Public Works Department has requested this installation to provide proper ADA access to the park. Closing the gap on 13th St will require installation of sidewalk on one private property. A letter will be sent to the property owner to solicit their feedback on the proposed sidewalk prior to receiving the bids.



City Council Communication

January 27, 2025

Staff is preparing a virtual public informational presentation that will be available on or about February 3, 2025 on the City website. The public informational presentation is intended to share project information and to solicit property owner feedback prior to receiving bids. A letter will be 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, and requesting feedback by February 19, 2025 to allow staff time to incorporate changes (if any) into the plans prior to receiving bids. In addition to the proposed new sidewalk installation adjacent to Lamb Park, no sidewalk is proposed other than replacement of pedestrian ramps as needed to comply with current ADA standards and spot repairs. The report finds that the proposed mill & overlay and rehabilitation 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. In this case, it is recommended to coordinate the improvements with the proposed MPS water main replacement work as it will be the most cost-effective way to complete both projects.

A portion of the project cost will be financed using special assessments applied on an adjusted front foot basis at the standard rates included in the current City Fee Schedule (\$90.00 per foot for rehabilitation projects and \$42.50 per foot for urban section mill & overlay projects). Staff recommends that the Council receive the Engineer's report and order the preparation of plans & specifications. Staff further recommends that the City prepare plans & specifications and receive bids for the proposed project prior to holding the Public Hearing in order to have the best information available regarding the actual project costs prior to ordering the improvements. Staff recommends scheduling the Public Hearing to be held on March 10, 2025.

In order to expedite the project, the City Engineering Department has prepared plans & specifications for the proposed improvements under the direction of the City Engineer. The project areas 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.

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	January 27, 2025
Receive Bids	February 26, 2025
Hold Public Hearing, Order Improvements, Declare Intent to Assess & Award Bid	March 10, 2025
Anticipated Construction Schedule	May/Sept. 2025
Hold Assessment Hearing	Fall 2025

FINANCIAL CONSIDERATIONS:



City Council Communication

January 27, 2025

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 \$2,489,000. The City will be reimbursed by MPS for \$290,000 for their share. It is proposed to finance the remaining project cost through the PIR Fund using a General Obligation Improvement Bond, and to assess approximately \$527,000 to the benefiting properties in accordance with the City's Special Assessment Policy. The balance of the project cost (\$1,672,000) will be paid as a City share.

Voting Requirements: Majority of Quorum

Submitted By:


Dan Mahli, City Manager

Tom Trowbridge, City Engineer

Attachments:

LEGEND

STREET IMPROVEMENTS

 MILL & OVERLAY

 REHABILITATION

ADDITIONAL WORK

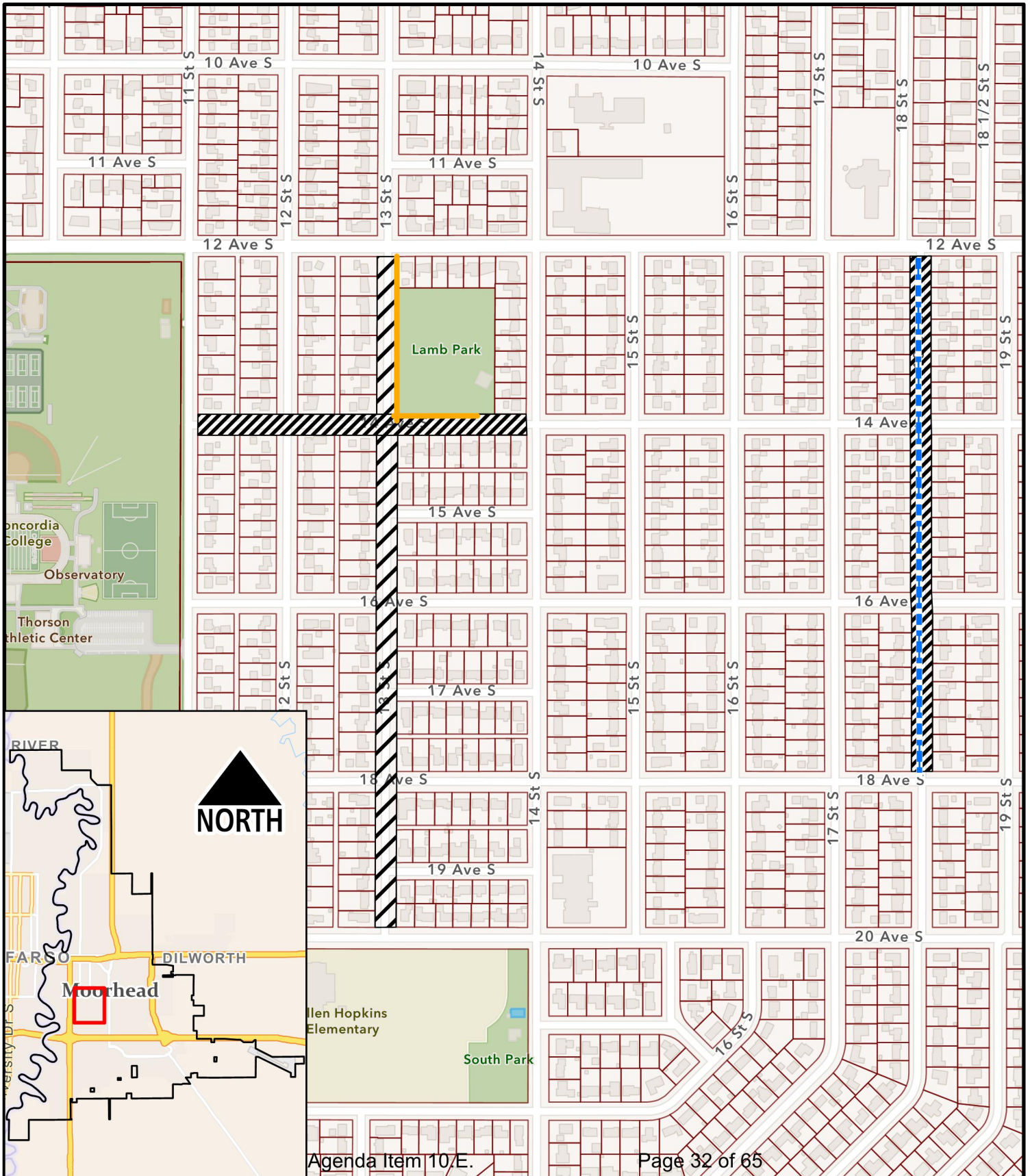
 PROPOSED SIDEWALK

 WATERMAIN REPLACEMENT

Project 25-A2-2

Street Improvements on 13 ST S between 12 Ave and 20 Ave S, 18 ST S between 12 Ave & 18 Ave S, and 14 Ave S between 11 ST and 14 ST S.

Including Watermain Replacement on 18 ST S, and Proposed New Sidewalk to access Lamb Park.



RESOLUTION

Resolution to Receive Report, Order Plans & Specifications, and Call for a Public Hearing for 14th Ave S, 13th St S, and 18th St S Underground Utility and Street Improvements (Eng. No. 25-A2-02)

WHEREAS, pursuant to a resolution of the City Council dated December 9, 2024, staff has prepared a preliminary engineering report to consider the making of the 14th Ave S, 13th St S, and 18th St S Underground Utility and Street Improvements (Eng. No. 25-A2-02); and

WHEREAS, the preliminary engineering report finds that the proposed improvements are necessary, cost-effective and feasible, that they would best be completed as a stand-alone project, and includes information on the estimated cost of the improvement as recommended, and a description of the methodology used to calculate individual assessments for affected parcels; and

WHEREAS, it has been determined that the proposed infrastructure improvements benefit the abutting properties whose owners have not petitioned for the proposed improvements, therefore a Public Hearing must be held before ordering the improvements; and

WHEREAS, the Council hereby determines that the preparation of plans & specifications and the receipt of bids will provide helpful information in determining the desirability and feasibility of the improvement in advance of the required Public Hearing.

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

1. The Council hereby receives the Preliminary Engineering Report for 14th Ave S, 13th St S, and 18th St S Underground Utility and Street Improvements (Eng. No. 25-A2-02). Such improvements are necessary, cost-effective, and feasible as detailed in the Preliminary Engineering Report, and would best be completed as a stand-alone project.
2. The City Engineer is hereby designated as the engineer for this improvement, and plans & specifications for the making of such improvements shall be made under the supervision of the City Engineer.
3. A public hearing shall be held on such proposed improvement on the 10th day of March, 2025, during the regularly scheduled Council Meeting in the auditorium of the Hjemkomst at 5:45 p.m., and the City Clerk shall give mailed and published notice of such hearing and improvement as required by law.

PASSED: January 27, 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 Approve Plans & Specifications and Authorize Advertisement for Bids for 14th Ave S, 13th St S, and 18th St S Underground Utility and Street Improvements (Eng. No. 25-A2-02)

WHEREAS, pursuant to a resolution passed by the City Council on January 27, 2025, City staff has prepared plans & specifications for 14th Ave S, 13th St S, and 18th St S Underground Utility and Street Improvements (Eng. No. 25-A2-02) 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 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 & 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: January 27, 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

January 27, 2025

SUBJECT:

*Resolution to Authorize Budget Adjustment #25-003 to Transfer of Funds to Support the Purchase of a D.A.R.E. (Drug Abuse Resistance Education) Vehicle

RECOMMENDATION:

The Mayor and City Council are asked to consider resolution to authorize transfer of \$36,474 from State Drug Seizure Funds to the D.A.R.E. Machinery and Equipment Account. These funds will be used for the purchase and equipping of a replacement vehicle for the DARE program.

BACKGROUND/KEY POINTS:

D.A.R.E. is a collaborative effort by certified law enforcement officers, educators, students, parents and the community to offer an educational program in the classroom to prevent or reduce drug abuse and violence among children and youth. The emphasis of D.A.R.E. is to help students recognize and resist the many direct and subtle pressures that influence them to experiment with alcohol, tobacco, inhalants and other drugs or to engage in violence.

Moorhead started its D.A.R.E. program in 1990 as part of the 6th grade core curriculum.

Police departments routinely use a custom specialty vehicle to promote the D.A.R.E. Program and create opportunities for positive engagement with the community. This vehicle will be utilized to represent the DARE program, police department and City of Moorhead in community events. The natural attraction to this type of vehicle, especially by children, has proven to increase positive interactions between our police officers and our community.

The current D.A.R.E. vehicle is a 2018 Ford F15 and with over 6 years of being in service. This vehicle was recently damaged in a criminal action and repaired.

Corwin CDJR of Fargo has available to the Police Department a new 2023 Dodge Challenger for the price of \$56,175. They are providing a \$4,000 discount and giving us \$23,500 as trade-in value for the current D.A.R.E. vehicle, bringing the cost of the vehicle to \$28,974. The additional \$7,500 will be used to wrap and equip the vehicle to represent the D.A.R.E. program.

This vehicle will not be included in the City Fleet Replacement Account, as it will be purchased through previously seized state drug funds. There are sufficient funds within the State Drug Seizure account for this acquisition.

FINANCIAL CONSIDERATIONS:

The State Drug Seizure Account is funded from seized assets for drug related arrests. There are adequate funds in this account for this funding contribution. Seizure funds can be used to supplement and not supplant budgets.



City Council Communication

January 27, 2025

Budget Adjustment #25-003

Fund Name	Acct. Description	Expenditure	Funding Source
General	State Drug Seizures		\$36,474.00
General	Machine & Equipment	\$36,474.00	
	Total	\$36,474.00	\$36,474.00

Voting Requirements: 3/4 of Council (6)

Submitted By:

Dan Mahli, City Manager

Shannon Monroe, Chief of Police

Tory Jacobson, Deputy Chief of Police

Attachments:

RESOLUTION

***Resolution to Authorize Budget Adjustment #25-003 to Transfer of Funds to Support the Purchase of a D.A.R.E. Vehicle**

WHEREAS, the Moorhead Police Department transfers of \$36,474 from the State Drug Seizure Fund to the D.A.R.E. Machinery and Equipment Account. These funds will be used for the purchase and equipping of a replacement vehicle for the DARE program.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead, Minnesota authorizes Budget Adjustment #25-003 transferring of \$36,474 from the State Drug Seizure Fund for the purchase of a 2023 Dodge Challenger and costs of equipping this vehicle for the D.A.R.E. program.

PASSED: January 27, 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

January 27, 2025

SUBJECT:

Resolution to Approve Appointment of Recreation Director

RECOMMENDATION:

The Mayor and City Council are asked to consider approval of the appointment of Sean Brandenburg to Recreation Director.

BACKGROUND/KEY POINTS:

On September 9, 2024, former Recreation Director Holly Heitkamp retired from her role effective December 27, 2024. Subsequently, the City underwent a selection process to fill the position.

Pursuant to Chapter 6, Section 6.02, Subd. 3, of the Moorhead City Charter, the City Manager is to select department heads on the basis of merit and fitness, subject to approval by the City Council. I am recommending approval of the appointment of Sean Brandenburg to Recreation Director. This recommendation is made without hesitation and with considerable enthusiasm.

Sean Brandenburg is currently employed as the Youth Outreach Coordinator at Minnesota State University Moorhead. Prior to his current position, Sean was a Recreation Specialist for the City of Billings, Montana, Department of Parks, Recreation and Public Lands.

Sean received his Bachelor of Arts in Exercise Science from Concordia College in Moorhead, a Master of Science in Sports Administration and Facility Management from the University of Northern Colorado in Greeley, Colorado, and is currently pursuing a Graduate Certificate in Nonprofit Management & Leadership from Minnesota State University Mankato.

FINANCIAL CONSIDERATIONS:

Salary and benefits for the Recreation Director position is contained in the 2025 Operating and Capital Budget.

Voting Requirements: 3/4 of Council (6)

Submitted By:

Dan Mahli, City Manager
Amy Settergren, HR Director

Attachments:

RESOLUTION

Resolution to Approve the Appointment of the Recreation Director

WHEREAS, per City Charter, Chapter 6, Section 6.02, Subd. 3, the City Manager selects department heads, subject to approval of the City Council; and

WHEREAS, on September 9, 2024, the City received notice from the former Moorhead Recreation Director that she would retire from her role as Director effective December 27, 2024; and

WHEREAS, the City underwent the selection process to fill the Recreation Director position; and

WHEREAS, as a result of the recruitment process, reference checks, analysis, and interviews, the City Manager recommends Sean Brandenburg as Recreation Director effective on the future mutually agreed upon date with Mr. Brandenburg.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead, Minnesota, that upon recommendation by the City Manager, we do hereby approve the appointment of Sean Brandenburg as Recreation Director.

PASSED: January 27, 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

January 13, 2025

SUBJECT:

Resolution to Approve Trollwood Performing Arts School 2025 Operating Budget & Execute Affidavit to Determine that the Use & Operation of Real Property and Facility meet State of Minnesota Requirements

RECOMMENDATION:

The Mayor and City Council are asked to consider approval of the Fargo Public Schools (FPS) 2025 Trollwood Performing Arts School (TPAS) Operating Budget.

BACKGROUND/KEY POINTS:

Section 2.03 of the Grant Agreement between the City of Moorhead and State of Minnesota requires an annual filing be submitted to the State of Minnesota. This filing is to include a determination that the facilities are being used for the purposes of the grant as well as the City's approval of the upcoming year's budget to operate. Last year's filing was made and accepted by appropriate State agencies.

In the 2024 performance season, Trollwood provided quality arts education through a broad range of arts experiences. A primary goal for the youth arts programming division of Trollwood Performing Arts School is to develop and deliver the highest standard of performing arts education, providing young people with the knowledge and skills needed to be successful in future endeavors. Underlying its performing arts curriculum is a commitment to instill the life skills of confidence, creativity, communication skills, and collaboration skills.

The City Council is requested to approve the 2024-25 Trollwood Performing Arts School Operating Budget as submitted by the Fargo Public Schools Board of Education. The budget reflects forecast program revenue along with other funding available for the operation of the program. The budget is equal to or greater than forecast expenses and will be transmitted to the State as required by the Grant Agreement, once approved by the City Council.

FINANCIAL CONSIDERATIONS:

Not Applicable

Voting Requirements: Majority of Council

Submitted By:

Dan Mahli, City Manager

Amy Thorpe, Economic Development Program Administrator

Addison Carlsrud, Governmental Affairs Assistant

Attachments: 2024 Trollwood Performing Arts School Annual Update
FY 24-25 Budget Report
Draft Resolution

trollwood

PERFORMING ARTS SCHOOL

— *at Bluestem Center for the Arts* —

2024 Annual Report

January 1, 2024 through December 31, 2024



Table of Contents

Mission, Vision, Values.....	3
Quality Arts Education	5
Enrollment.....	7
STAR Program	7
High Quality Entertainment.....	10
Community Events & Exposition Center	11
Organizational Structure	12
Financial/Budget	13
Appendix A—Enrollment by Program Trends Report	14
Appendix B—Program Participation by School District.....	15
Appendix C—2019 Budget Summary Income and 2020 Budget	16
Appendix D—2019 Budget Summary Expense and 2020 Budget.....	17



Mission, Vision, and Values

Mission

The mission of Trollwood Performing Arts School is to inspire those we serve through the arts to realize their full potential and be a positive influence in the global community.

Vision

The vision of Trollwood Performing Arts School is to be a world-class arts organization that celebrates artistic excellence and inspires personal growth.

Values

The mission and vision of Trollwood Performing Arts School are built upon the following values:

- Belief in the power of the arts to transform lives.
- Belief in the unlimited genius within us all.
- Belief in excellence.
- Belief that nature inspires learning.
- Belief that diversity builds strength through understanding.
- Belief that collaboration fosters full potential.

Organizational Background

Trollwood Performing Arts School, located at Bluestem Center for the Arts, is a unique arts organization committed to providing high quality arts education, exceptional community entertainment, and serves as a community events and exposition center.

Bluestem Center for the Arts opened in 2009 and is a testament to our region's commitment to the arts. Bluestem is an exciting collaboration between Fargo Public Schools and the City of Moorhead. It hosts a number of programs to inspire a love for the arts in people of all ages. Bluestem is programmed and managed by Trollwood Performing Arts School, a program of Fargo Public Schools, who leases the facility from the City of Moorhead.



Bluestem is used for school arts curriculum and activities, public performances, exhibitions, community festivals, corporate retreats, conferences, and private rental opportunities. Since opening, thousands of patrons have enjoyed exciting programming including theatre, a variety of arts education opportunities, concerts, dance, music, and special events.

Since 1978, thousands of young people have spent their summers learning, growing, and making friends at Trollwood. Trollwood offers thirteen annual arts education, youth leadership and performance programs.

The school deliberately incorporates the outdoors as part of the learning environment. A connection to the natural environment fosters creativity, self-discovery, and an understanding of a healthy way of living. With nature as a model, students gain a better appreciation of the value of diversity, adaptability, cooperation, and interdependence.

Trollwood Performing Arts School and Bluestem Center for the Arts are alive and well today because thousands of generous and committed people have donated their time, talent, and financial support. Trollwood relies on donations to create important community programs and maintain a remarkable facility.

Organizational and Artistic Priorities

Quality Arts Education. In 2024, Trollwood provided quality arts education through a broad range of arts experiences. A primary goal for the youth arts programming division of Trollwood Performing Arts School is to develop and deliver the highest standard of performing arts education, providing young people with the knowledge and skills needed to be successful in future endeavors. Underlying its performing arts curriculum is a commitment to instill the life skills of confidence, creativity, communication skills, and collaboration skills.

High Quality Entertainment. Trollwood has a reputation for its excellent musical productions featuring talented youth throughout the region. While Trollwood continued its focus on producing high quality youth arts entertainment in 2024, the organization continued its collaboration with regional arts organizations, individual artists, and entertainment businesses to present an expanded range of quality arts entertainment for its growing audience, drawing people from throughout the United States and Canada.

Community Events & Exposition Center. In 2024, Trollwood continued partnerships through active recruiting and collaboration. A network of arts partners, school districts, city entities, and other local profit and non-profit businesses presented a wide range of arts and cultural opportunities at Bluestem Center for the Arts. Trollwood continued to make Bluestem Center for the Arts available to the community as a rental option, as well.



Quality Arts Education

Trollwood Performing Arts School offered thirteen programs for youth ages six through graduated seniors in 2024.

Following is a description of the arts programming offered to area youth by Trollwood Performing Arts School at Bluestem Center for the Arts:

ArtSpark (Grades K-4) ArtSpark kindled kids' confidence, ignited their creativity, and got them fired up about the arts. Students engaged in introductory theatre games, voice instruction, and dance. Each of the 12 week-long sessions concluded with a performance for family and friends.

Trollwood Children's Theatre (Grade 5-6) This four-week long after school program was led by educators and theatre professionals putting upper elementary students on stage in a scripted musical, complete with costumes, set, and public performances. In the summer of 2024, Trollwood Children's Theatre presented *Willy Wonka Kids*.

Totally Trollwood Academy (Grades 5-7) This four week program, consisting of four 90 minute sessions, taught young performing arts enthusiasts the basic skills of acting, vocal performance, and dance/movement with options of specialty classes such as improv, choreography, and stage makeup.

Totally Trollwood Musical (Grades 6-8) This four week performance-based program allowed middle school students to claim their place on stage and in the spotlight by participating in an age-appropriate musical production of *Matilda Jr.* This included full day rehearsals. No auditions were required for participation, but participants auditioned for role assignments.

Mainstage Musical (Grades 8–graduated senior; by audition) This nine-week, performance-based program was led by theatre professionals from across the nation, and included a student cast, a student based technical crew and an orchestra made up of high school students. These students joined forces to present *The Addams Family* to 11,275 audience members in July.

Trollwood Players (Grades 8–graduated senior) This program provided students the chance to perform an original play, written by Trollwood Alumn Scott McClure, titled *Fix It In Post*. Scott McClure also served as the director for the project. Cast member spots were filled on a first come, first served basis and roles were assigned by audition.



Trollwood Academy (Grades 8–graduated senior) During a four-week summer program, 41 classes were provided in the performing and production arts in 2024. Each class was offered for 90-minutes daily. Beginning through advanced levels of dance and movement, technical theatre, theatre arts, vocal music, visual arts, and media arts were offered.

Trollwood Conservatory (Ages 10-graduated senior) This two-week, intensive study program for upper level students, featured experts in specialty areas of the performing arts, focusing on musical theatre audition prep and performance.

Winter Academy (Grades 5–12) Winter Academy allowed middle school and high students to further their interest in the fields of musical theatre through a dance and vocal audition preparation class, focusing on audition technique during the months of January and February.

STAR Program (STudents At Risk) (integrated into all programs) This nationally recognized youth program uses the arts as a tool to empower at-risk youth to take charge of their own lives and inspires them to find success in school, in work, and in life. Through STAR, these students received arts training, transportation, supplies, meals, and adult mentors who offered instruction, motivation and guidance to build life skills that will hopefully help them deal as effectively as possible with future challenges.

Student Leadership (Primarily ages 16–seniors; by application; open to younger students advanced in the area of application.) Advanced students were mentored by professional artists and received leadership training that enabled them to mentor others at Trollwood and beyond. Student Leadership positions provided leadership opportunities to 19 students in 2024 in the following areas: Mainstage Musical, Trollwood Academy, Totally Trollwood Academy, Programming, Operations, Trollwood Players, and Totally Trollwood Musical.

Trollwood Mentorship Program (grades 9-12) Launched in the fall of 2024, the Trollwood Mentorship Program, in partnership with the FPS Virtual Academy, offers a novel, year-round educational opportunity. This program uniquely combines specialized, one-to-one mentorship in performing and production arts with fully accredited academic instruction delivered online. Designed to foster both artistic and academic excellence, the program allows students to pursue their artistic interests intensively. Through tailored training in diverse disciplines—including things such as musical theater, vocal performance, graphic design, songwriting/recording, and commercial keyboard, to name a few—students significantly enhance their skills, preparing them for both collegiate and professional stages.



Venues Utilized for Youth Programs

- ***ArtSpark:*** Bluestem Center for the Arts, Ben Franklin Middle School
- ***Totally Trollwood Musical:*** Bluestem Center for the Arts; North High School
- ***Totally Trollwood Academy:*** Bluestem Center for the Arts
- ***Trollwood Academy & Trollwood Conservatory:*** Bluestem Center for the Arts
- ***Mainstage Musical:*** Bluestem Center for the Arts; Davies High School
- ***Trollwood Children's Theatre:*** Discovery Middle School
- ***The Trollwood Players:*** Bluestem Center for the Arts; South High School

Enrollment

Through its youth arts programming, Trollwood Performing Arts School offered 81 arts learning opportunities serving 1,279 participants broken down per learning opportunity in 2024. Trollwood offered thirteen youth educational programs serving 808 individuals when broken down by program. With many students participating in multiple programs, 515 individual students participated in Trollwood programs.

In 2024, 56,693 hours of instructional time was provided to students through the youth programs of Trollwood Performing Arts School. Trollwood operated at 99% capacity for its 2024 summer programs. *(See Appendix A for Enrollment By Program Trends 2024 report.)*

Trollwood Performing Arts School is a program of Fargo Public Schools, yet allows students from around the region and beyond to participate. In 2024, 41% of the student body were students of the Fargo Public Schools; 28% of the student body was from West Fargo; 14% was from Moorhead Public Schools; 7% attended private schools in the area; 4% were from other ND school districts outside Fargo and West Fargo; 4% was from other MN schools outside Moorhead. *(See Appendix B for 2024 Program Participation By School District report.)*

STAR Program

The STAR Program at Trollwood Performing Arts School is dedicated to supporting students facing financial hardships or challenges related to learning, emotional, behavioral, or physical disabilities. By providing comprehensive support including adult and peer mentorship, academic assistance, tuition waivers, meals, transportation, and necessary class materials like dance shoes, clothing, and makeup kits, STAR ensures that all students have the opportunity



to succeed in Trollwood’s diverse programs. The program’s goal is to remove barriers to participation—whether they be financial, transportation, language, or health-related—allowing at-risk youth to fully engage and excel in an environment that fosters positive personal growth and expression. Students in the STAR program are fully integrated into all classes and performance activities, ensuring they have equal opportunities to develop their talents and confidence.

STAR Program Statistics

- A total of 42 students were supported by financial aid scholarships in 2024. Several students participated in more than one program resulting in 74 opportunities being provided by STAR. This is reflected in the numbers below:
 - 13 scholarships for Trollwood Academy (high school program)
 - 10 scholarships for Mainstage Musical (high school program)
 - 1 scholarships for Trollwood Conservatory (high school program)
 - 19 scholarships for Student Leaders (high school program)
 - 6 scholarships for Totally Trollwood Academy (middle school program)
 - 5 scholarships for Totally Trollwood Musical (middle school program)
 - 17 scholarships for ArtSpark (Elementary program)
 - 1 scholarships for Trollwood Children’s Theatre (Elementary program)
 - 2 scholarships for The Trollwood Players (High School program)
- The STAR program provided 225 meals for 13 students between the dates of June 3rd through June 26th, 2024.
- The STAR program provided 374 rides for 11 students between the dates of June 3rd through June 26th, 2024.
- Overall, Trollwood Performing Arts School programming provided services for 57 students who were challenged with emotional, social and/or behavioral issues, etc.
- The STAR program served 68 Trollwood students who were challenged with medical issues.

2024 STAR Success Stories

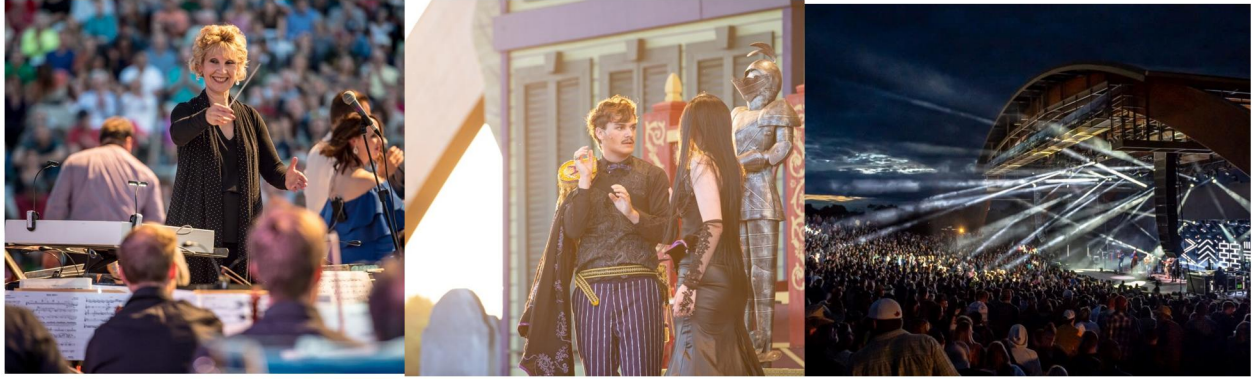
- Trollwood is dedicated to fostering a nurturing environment where students can explore their passions and overcome personal challenges, growing both artistically and personally. A young man battling severe ADHD and anxiety found his passion for songwriting at Trollwood. In the summer of 2023, he enrolled in songwriting classes but needed to step back from other activities to manage his well-being—a tough but



necessary decision. Although he felt defeated by reducing his involvement, his connection to music remained strong. When he returned to Trollwood this year, he experienced a significant transformation; he thrived throughout the summer, participating in a music video that he described as the "best day of his life." By the end of the summer, he had achieved a personal milestone: staying engaged for an entire month without having to drop a single class, a testament to his improved mental health. As he shared with our Executive Director, reflecting on his journey and the stark contrast to previous years, he said with a sense of accomplishment and relief, "That means I'm better."

- One of our students, diagnosed with OCD and ADHD, faced considerable challenges that often left him feeling overwhelmed. Despite these struggles, his time at Trollwood proved transformative. He experienced a serious breakdown early on, a moment that could have easily discouraged him from continuing. However, the quiet spaces provided by our Student Services department offered him not just a place to retreat, but a turning point. These calm moments allowed him to feel a deep sense of support and acceptance, empowering him to return to his activities with newfound comfort and confidence. With ongoing encouragement from our caring staff, he fully engaged in the program, enjoying his interactions with peers and instructors alike. His transformation from initial frustration to active enjoyment is a profound testament to the nurturing environment at Trollwood. Here, we don't just teach arts; we build a community where every student can find their place and thrive, even in the face of personal challenges
- Joining Trollwood shortly after being diagnosed with severe OCD, one student has not only demonstrated tremendous growth throughout her involvement but has also embraced a wide range of opportunities this year. She was a part of our Mainstage Musical program and enrolled in the maximum four classes at our Trollwood Academy, showcasing her commitment to both performance and personal development. Taking on leadership roles and becoming an integral part of our community, her proactive involvement and readiness to assist wherever needed earned her the Stage Manager's Choice Award. This award is given to a student who exemplifies leadership and initiative. Her journey from quiet determination to celebrated leadership is a testament to her resilience and courage. At Trollwood, we strive to foster an environment where such transformations are possible, where uncertainties can become achievements and fears can turn into stepping stones. Her success is a vivid illustration of the significant role that a supportive, creative setting can play in personal and artistic development, emphasizing the powerful impact of the arts.





High Quality Entertainment

In 2024, numerous performance opportunities were presented at Bluestem Center for the Arts, which included a wide variety of options for the entire region to enjoy. Once again, Bluestem Center for the Arts was happy to host multiple concerts featuring national recording artists. Our partner, Jade Presents, brought 12 concerts to Bluestem featuring 30 acts and brought in over 31,000 patrons from 48 states and 2 countries during the 2024 season.

Concerts featured the following:

- Needtobreath
- Willie Nelson and Friends
- The Stray Cats
- Dwight Yoakam w/ The Mavericks
- Lamb of God
- The Head and The Heart w/ Michigander
- Thrive Fest
- Billy Currington w/ Bryan Martin & Drew Green
- Barenaked Ladies w/ Toad The Wet Sprocket
- Sturgill Simpson
- Prairie Home Companion

In addition, the Fargo-Moorhead Symphony performed their annual “Symphony Rocks Bluestem” in August with Post-Traumatic Funk Syndrome. This year's theme was “Iconic Rock”.

In 2024, Trollwood Performing Arts School produced a number of high quality entertainment options for the community to enjoy, including the following:

- Trollwood Children’s Theatre presented *Willy Wonka Kids* in August
- *Fix It In Post*, written and directed by Trollwood Alum Trollwood faculty member, Scott McClure, was performed by The Trollwood Players in August (Rehearsals and performances were held at South High School.)
- *The Addams Family* performed in July bringing 10,475 audience members to Bluestem.
- Totally Trollwood Musical presented *Matilda Jr.* at North High School in July.
- Artspark performances (12 public performances held at Bluestem Center for the Arts and Carl Ben Eielson Middle School.)
- Sun Celebration, featuring a full night of entertainment at Bluestem Center for the Arts highlighting Trollwood students as they showcased their work from the entire month of June.

Community Events and Exposition Center

As a community events and exposition center, Bluestem Center for the Arts hosted arts events, private parties, and community festivals. Trollwood Performing Arts School works with a network of partnerships and clientele to present a host of opportunities. The venue was utilized for weddings, business conferences, graduation parties, corporate retreats, school retreats, community festivals, and business meetings.

The following organizations and individuals were examples of groups that held events at Bluestem:

- Bell Bank
- Catalyst Program
- City of Moorhead
- CMTA, a Legence company
- D.A. Davidson
- Discovery Middle School (Music & Art)
- Excellerate Youth
- Fargo Moorhead Symphony
- Fargo Public Schools Administrators
- FM Sertoma Club
- Forum Communications
- FPS Virtual Academy
- Garrison Keillor - Prairie Home Companion
- GiGi's Playhouse Walk n' Fest
- Healing Touch Chiropractic
- Jade Presents
- MIDCO
- Minnesota Public Radio
- Moorhead Parks District
- Morgan Stanley
- MWC Advertising
- Scheels Corporation
- Shanley High School
- Thoreson Steffes Trust Company



Bluestem Center Utilization

Bluestem Center for the Arts hosted numerous events and served 66,352 individuals during 2024. Bluestem hosted 537 activities/ events in 2024.

For the ninth year, Bluestem Center for the Arts was awarded the Fargo Forum's "Best of the Valley", "Best Live Entertainment Venue". In addition, the High Plains Reader's "Best of the Best" awarded Bluestem Center for the Arts the award for "Best Large Music Venue" in 2019, 2018, 2017, 2016, 2015 and 2014.

Organizational Structure

Trollwood Performing Arts School is a program of Fargo Public Schools (FPS). FPS is governed by a nine member Board of Education. The FPS superintendent reports directly to the Board of Education and oversees all aspects of FPS business. Trollwood is one of the departments within FPS and is managed by an executive director who, in 2024, reported directly to the FPS superintendent. Trollwood encompasses operations related to its programs, management of Bluestem Center for the Arts, and fundraising efforts. Additionally, the executive director oversees the technical management of theaters across the FPS district.

Trollwood's core team includes an executive director, who directly oversees the program coordinator, operations & rentals manager, technical theater coordinator, and three theater technicians, all full-time staff members. Additionally, a lead custodian, fully dedicated to Trollwood, operates under the day-to-day guidance of the executive director, though technically employed by the FPS Operations and Maintenance Department.

The marketing team, consisting of a graphics web designer from the FPS Technology Department and a communications specialist from the FPS Communications Department, reports directly to the executive director for all Trollwood-related activities. The student mentor, involved with the Trollwood Mentorship Program—a collaboration between the FPS Virtual Academy and Trollwood Performing Arts School—officially reports to the Virtual Academy principal but receives operational direction for the artistic nature of the Trollwood Mentorship Program from the Trollwood executive director.

Facility maintenance is managed by the FPS operations director, supported by a team that includes electricians, carpenters, HVAC technicians, and other specialists, ensuring a supportive infrastructure for all Trollwood Performing Arts School programming and the venue of Bluestem Center for the Arts.



In addition to the core team described above, Trollwood employs a number of seasonal employees and artistic staff members who serve as faculty, production team members, technical theatre experts, events team, as well as administrative and facilities assistance.

Trollwood Staffing Detail (including core team)

In summary, the Trollwood staff was composed of the following in 2024:

- Number of paid staffing roles: **149**
 - ⇒ Positions typically range from 20 hours to 15 weeks or more, and include faculty, production team, administrative staff, events staff, and facilities positions.
- Number of individuals filling those roles: **104**
 - ⇒ Many individual staff members fill multiple roles.
 - ⇒ 76% were hired from the local community.
 - ⇒ 24% of the staff were hired from outside the local community. Many individuals from outside the local community have close ties to the area, particularly being Trollwood alumni.
 - ⇒ 29 of 104 individuals in 2024 were Trollwood alumni making up 28% of the Trollwood work force.

Volunteers

Trollwood relies heavily on volunteer assistance for its success. In 2024, Trollwood utilized the assistance of 249 volunteers who provided 2,573 documented hours of volunteer time.

Financial/Budget

Thanks to our donors, students, families, volunteers, and other constituents, 2024 was a financially successful year for Trollwood Performing Arts School. *See appendix F & G for budget details.*



Trollwood Performing Arts School
2024 Programming Details
as of 8/31/2024

Program	2024
ArtSpark (elementary school program for grades K-2 and 3-4)	236
Mainstage Musical (High School performance opportunity - <i>The Addams Family</i>)	65
Totally Trollwood Academy	93
Totally Trollwood Musical (middle school performance opportunity - <i>Matilda Jr.</i>)	57
Trollwood Academy (High School Performing and Production Arts Classes)	84
Trollwood Players (High School performance opportunity - play - <i>Fix it in Post</i>)	22
Conservatory (High School Advanced Performing Arts Training)	16
Trollwood Children's Theatre (Performance Opportunity for 5th & 6th Grade students - <i>Willy Wonka Kids</i>)	41
Trollwood Winter Program (Performing Arts training for middle and high school students)	40
STAR Program	135
Student Leadership Program	19
TOTAL	808
Individual Students Enrolled	505

Appendix B

2024 Program Participation Broken Down by School District

Program	FPS	West Fargo	Moorhead	Private	ND Schools Other	MN Schools Other	Other States	Total	Note for Other/Private
ArtSpark	99	61	38	23	6	8	1	236	Wahpeton, Wyndmere, Walcott, West Fargo, Hickson, Casselton, Milnor, Christine, Breckenridge, Minneapolis, Moorhead, St. Cloud, Dilworth, New York
Totally Trollwood Academy	47	26	8	7	3	2	0	93	Oxbow, West Fargo, Mapleton, Dilworth
Trollwood Academy	44	14	17	2	3	4	0	84	Kindred, Hillsboro, Reile's Acres, West Fargo, Halstad, Dilworth, Glyndon
TT Musical	36	8	1	4	4	3	1	57	Oxbow, Gardner, Mapleton, Kindred, Dilworth, Fergus Falls, McLean, VA
Conservatory	12	0	0	2	1	1	0	16	Kindred, West Fargo, Fergus Falls
Mainstage Musical	36	10	11	3	3	2	0	65	West Fargo, Halstad, Fergus Falls
Trollwood Children's Theatre	18	9	7	4	1	1	1	41	West Fargo, Glyndon
Trollwood Players	13	7	1	0	1	0	0	22	Horace
STAR Participant	64	32	21	9	3	6	0	135	West Fargo, Moorhead, Oxbow, Tower City, Reile's Acres, Christine, Barnesville, Dilworth, St. Cloud, Fergus Falls
Student Leaders	14	2	2	1	0	0	0	19	Park Christian, Northern Cass
Winter Programming	17	8	6	3	4	2	0	40	Park Christian, Barnesville, Halstad, Valley City, Oxbow, Tower City, Wahpeton, Moorhead, West Fargo
Total Per Program	400	177	112	58	29	29	3	808	

Appendix C

Trollwood Performing Arts School & Bluestem Center for the Arts

FY24 Profit & Loss

July 1, 2023—June 30, 2024

FY25 Budget, July 1, 2024—June 30, 2025

INCOME

	Description	Budget 23_24	FY24 Actual	Difference	Budget 24_25
Operational Income:					
	Venue Rentals	\$ 150,000	\$ 137,825	\$ 12,176	\$ 157,500
	FPS Operational Support	\$ 202,202	\$ 224,171	\$ (21,969)	\$ 635,879
	Total Operations Income	\$ 352,202	\$ 361,996		\$ 793,379
Program Income:					
	Student Registration Fees	\$ 182,500	\$ 183,040	\$ (540)	\$ 182,500
	Gate Receipts	\$ 315,870	\$ 247,153	\$ 68,717	\$ 316,000
	Merchandise Sales	\$ 5,500	\$ 5,514	\$ (14)	\$ 5,500
	Concessions	\$ 60,995	\$ 49,193	\$ 11,802	\$ 61,000
	Student Meals	\$ 7,500	\$ 3,310	\$ 4,190	\$ 7,500
	Private Support	\$ 235,000	\$ 135,665	\$ 99,335	\$ 235,000
	Advertising Income	\$ 12,000	\$ 8,477	\$ 3,523	\$ 12,000
	Special Projects	\$ 1,000	\$ 7,969	\$ (6,969)	\$ 1,000
	FPS Annual Program Support	\$ 439,067	\$ 447,058	\$ (7,991)	\$ 506,600
	Total Program Support	\$ 1,259,432	\$ 1,087,379		\$ 1,327,100
	TOTAL INCOME	\$ 1,611,634	\$ 1,449,375		\$ 2,120,479

Appendix D

Trollwood Performing Arts School & Bluestem Center for the Arts

FY24 Profit & Loss

July 1, 2023—June 30, 2024

FY25 Budget, July 1, 2024—June 30, 2025

EXPENSES

	Description	Budget 23_24	FY24 Actual	Difference	Budget 24_25
Operational Expenses					
	Operational Salaries & Wages	\$ 74,620	\$ 87,268	\$ (12,648)	\$ 99,733
	Operational Benefits	\$ 9,452	\$ 13,634	\$ (4,182)	\$ 10,246
	Operational Services	\$ 22,930	\$ 21,308	\$ 1,622	\$ 36,500
	Equipment Repair	\$ 4,650	\$ 2,688	\$ 1,962	\$ 6,000
	Contracted Maintenance	\$ 69,750	\$ 78,404	\$ (8,654)	\$ 178,500
	Event Rental Expense	\$ 100	\$ 73	\$ 27	\$ -
	Equipment Rental	\$ 27,000	\$ 20,676	\$ 6,324	\$ 23,500
	Phone/Fiber/Internet	\$ 13,000	\$ 13,992	\$ (992)	\$ 15,000
	Operational Supplies	\$ 32,700	\$ 38,817	\$ (6,117)	\$ 36,900
	Electricity	\$ 80,000	\$ 84,699	\$ (4,699)	\$ 85,000
	Vehicle Maintenance	\$ 3,000	\$ 437	\$ 2,563	\$ 2,000
	Equipment	\$ 15,000	\$ -	\$ 15,000	\$ 300,000
	Total Operational Expenses	\$ 352,202	\$ 361,995		\$ 793,379
Program Expenses					
	Program Salaries & Wages	\$ 661,233	\$ 633,492	\$ 27,740	\$ 688,962
	Program Benefits	\$ 138,618	\$ 139,311	\$ (692)	\$ 148,705
	Consultants	\$ 105,040	\$ 69,517	\$ 35,523	\$ 77,270
	Equipment Rental	\$ 40,000	\$ 16,435	\$ 23,565	\$ 65,840
	Royalties	\$ 40,800	\$ 12,706	\$ 28,094	\$ 65,300
	Marketing	\$ 35,900	\$ 35,642	\$ 258	\$ 35,000
	Programming Supplies	\$ 117,298	\$ 111,426	\$ 5,872	\$ 115,113
	Merchandise for Resale Exp	\$ 8,000	\$ 421	\$ 7,579	\$ 4,000
	Equipment	\$ 6,000	\$ 3,947	\$ 2,053	\$ 42,188
	Programming Operations	\$ 106,543	\$ 64,483	\$ 42,059	\$ 84,721
	Total Program Expenses	\$ 1,259,432	\$ 1,087,379		\$ 1,327,099
	Total Expenses	\$ 1,611,633	\$ 1,449,374		\$ 2,120,478
	INCOME OVER EXPENSES	\$ -	\$ -		\$ -

RESOLUTION

Resolution to Approve Trollwood Performing Arts School 2025 Operating Budget & Execute Affidavit to Determine that the Use & Operation of Real Property and Facility Meet State of Minnesota Requirements

WHEREAS, pursuant to the Lease Agreement between the City of Moorhead and Fargo Public School District No. 1, the City Council must approve the annual operating budget for Trollwood Performing Arts School by resolution; and

WHEREAS, the Fargo Public School District has provided an operating budget for FY 2024-2025 and annual update for 2024 to the City Manager which includes projected revenues and expenses for the Trollwood Performing Arts School program; and

WHEREAS, the City Manager has reviewed the proposed budget and finds it to be in compliance with the State of Minnesota's bonding legislation and grant to the City of Moorhead; and

WHEREAS, the City Manager has reviewed the Trollwood Performing Arts School 2024 Annual Report and finds that the real property and facility are being used for the operation of the Government Program or for such other uses the Minnesota legislature may from time to time designate, and for no other purpose.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead, Minnesota hereby approves the Trollwood Performing Arts School FY 2024-25 Operating Budget.

BE IT FURTHER RESOLVED by the City Council of the City of Moorhead, Minnesota, that the City Manager is authorized to execute an affidavit "Determining that the Use and Operation of Real Property and Facility Meet State Requirements" and shall submit said affidavit to the appropriate State agency.

PASSED: January 13, 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

January 27, 2025

SUBJECT:

Resolution to Approve and Submit the 2025 Disadvantaged Business Enterprise (DBE) Program to the Federal Transit Administration

RECOMMENDATION:

The Mayor and City Council are asked to consider the following actions:

- Approval in substantial form the 2025 DBE Program; and
- Authorization to submit same to the Federal Transit Administration (FTA).

BACKGROUND/KEY POINTS:

The Federal Transit Administration is moving to a two-tiered system for Disadvantaged Business Enterprise program compliance for recipients that receive planning, capital, or operating assistance. Details on the tiered approach are outlined in the U.S. Department of Transportation's updated DBE Final Rule at 49 CFR § 26.21(a), which went into effect May 9, 2024.

FTA recipients are responsible for assessing their anticipated contracting opportunities and identifying their appropriate Tier designation:

Tier I recipients are those recipients that will award prime contracts exceeding a cumulative total value of \$670,000 in FTA funds in a federal fiscal year, excluding transit vehicle purchases. Tier I recipients must have a DBE program that meets all the requirements outlined in 49 CFR Part 26 (DOT has published a Summary of Rule Changes). FTA Tier I recipients must upload their updated DBE program into TrAMS by March 1, 2025, for FTA review.

The MATBUS Coordination Board reviewed the draft DBE Program at their regularly scheduled meeting of January 15, 2025, and unanimously recommended Council approval and submission to FTA.

FINANCIAL CONSIDERATIONS:

Not Applicable

Voting Requirements: Majority of Council

Submitted By:

Dan Mahli, City Manager
Mike Rietz, Assistant City Manager

Attachments:

RESOLUTION

Resolution to Approve and Submit the 2025 Disadvantaged Business Enterprise (DBE) Program to the Federal Transit Administration

WHEREAS, City of Moorhead is required by the Federal Transit Administration (FTA), to update the Disadvantaged Business Enterprise (DBE) Program due to the Federal Transit Administration moving to a two-tiered system for the DBE Program compliance for recipients that receive planning, capital, or operating assistance. Recipients must have a DBE program that meets all requirements outlined in 49 CFR Part 26 and must upload the updated DBE Program to the FTA by March 1, 2025 for review; and

WHEREAS, the 2025 DBE Program has been updated and will be submitted in draft form to the FTA for review;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead, upon recommendation of the MATBUS Coordination Board, that they do hereby approve the City of Moorhead Transit-related 2025 DBE Program, a copy of which was before the City Council in substantial form and is of record and on file in the Office of the City Clerk; and hereby authorizes submission of said document to the Federal Transit Administration.

PASSED: January 27, 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

January 27, 2025

SUBJECT:

Resolution to Authorize Agreement with the City of Fargo for the exchange of Federal Transit Administration (FTA) Section 5307 funds for FTA Section 5310 and 5339 funds

RECOMMENDATION:

The Mayor and City Council are asked to consider authorizing the Mayor and City Manager to enter into an agreement with the City of Fargo whereby FTA Section 5307 funds will be exchanged for FTA Section 5310 and 5339 funds and used as outlined in the agreement.

BACKGROUND/KEY POINTS:

Fargo and Moorhead staff have come to an agreement on how to utilize the FFY2024 funds from the Federal Transit Administration (FTA). There are three sources of federal funds available for the metro area: Section 5307 (Operating and Capital), Section 5310 (Elderly and Disabled) and Section 5339 (Bus and Bus Facilities). Moorhead has identified capital projects over the next five years that could exchange FFY2024 operating funds for capital funds.

The agreement would be specific to FFY2024 funds, but with the understanding projects can change and prices can change, so the plan must be fluid. Essentially, we would propose adjusting the agreement annually to ensure swapping of funds is fair and equitable for both Cities. In addition, future appropriations would also be considered available for programming under this agreement. Through the budget process and the MATBUS Coordination Committee, the capital improvements would be identified annually.

The Section 5307 funds are allocated between ND and MN for the metro area based on data reported to our federal agency. We would propose the same percentage split be applied to the 5310 and 5339 funds, per the agreement.

FINANCIAL CONSIDERATIONS:

There is no financial impact for the City of Moorhead. Capital projects that would have been funded using Section 5307 funds will now be funded using Section 5310 and Section 5339 funds.

Voting Requirements: 3/4 of Council (6)

Submitted By:

Dan Mahli, City Manager
Mike Rietz, Assistant City Manager

Attachments:

RESOLUTION

Resolution to Authorize Agreement with the City of Fargo for the exchange of Federal Transit Administration (FTA) Section 5307 funds for FTA Section 5310 and 5339 funds

WHEREAS, Fargo and Moorhead are providing public mass transportation services for the citizens and residents of their respective governmental subdivisions; and

WHEREAS, Fargo and Moorhead recognize the need to coordinate resources and service delivery to enhance efficiency and maximize the communities' investment in transportation; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead that they authorize the Mayor and City Manager to approve and sign the agreement with the City of Fargo whereby FTA Section 5307 funds will be exchanged for FTA Section 5310 and 5339 funds and used as outlined in the agreement.

PASSED: January 27, 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

January 27, 2025

SUBJECT:

Resolution to Authorize Agreement with the City of Fargo for the lease of Moorhead owned Fixed Route Buses

RECOMMENDATION:

The Mayor and City Council are asked to consider authorizing the Mayor and City Manager to enter into an agreement with the City of Fargo for the lease of Moorhead-owned Fixed Route Buses.

BACKGROUND/KEY POINTS:

Since 2002, MATBUS Paratransit services have been operated on a coordinated basis. We have 17 Paratransit vehicles, of which 4 are owned by the City of Moorhead. The four Moorhead vehicles are leased to Fargo and operated throughout the entire metro area. Fargo provides insurance for all Paratransit vehicles.

In 2007, Fargo and Moorhead built the Metro Transit Garage and merged fixed route operations to one location. Prior to this, Moorhead was utilizing Red River Trails for fixed route operations and maintenance. Even with this merger, and to this day, the fixed route buses continued to operate in their respective cities. We operate 30 Fargo owned, fixed route buses in North Dakota and 12 Moorhead owned, fixed route buses in Minnesota.

We can gain operational efficiencies and cost savings by also consolidating our fixed route bus fleet, just as we did with the paratransit fleet. Fargo currently operates 22 fixed route vehicles in peak, which leaves 8 spares. Moorhead currently operates 9 fixed route vehicles in peak, which leaves 3 spares. Our bus spare ratio is good, but the issue we run into is that only certain vehicles can be used in specific service areas. Consolidating our fleet would give us flexibility to operate any vehicle throughout the entire service area. With 42 fixed route vehicles available for service each day and a spare ratio of 11 vehicles, there is the potential to decrease our fleet size, therefore reducing operational and capital costs.

Similar to what we did with the paratransit fleet in 2002, we would like to implement a lease agreement with Moorhead for the fixed route fleet. Initially there were concerns about insurance levels and coverage. We have had discussion with the North Dakota Insurance Reserve Fund, and they have no concerns over insuring the Moorhead fixed route vehicles, just as they do with the Moorhead owned paratransit vehicles. Fargo does carry a higher deductible on our insurance plan of \$10,000 whereas Moorhead currently has a \$1,000 deductible. Statutory limits in North Dakota and Minnesota are met with the current insurance policy.

FINANCIAL CONSIDERATIONS:

The lease to the other party would be \$1 per year or part thereof. Operating costs such as fuel, parts, and maintenance, as well as insurance, would be covered by the City leasing the equipment or vehicle. Such operating costs are customary and would have little effect on the Mass Transit budget.

Voting Requirements: 3/4 of Council (6)



City Council Communication

January 27, 2025

Submitted By:

Dan Mahli, City Manager

Mike Rietz, Assistant City Manager

Attachments:

RESOLUTION

Resolution to Authorize Agreement with the City of Fargo for the lease of Moorhead owned Fixed Route Buses

WHEREAS, Fargo and Moorhead are providing public mass transportation services for the citizens and residents of their respective governmental subdivisions; and

WHEREAS, Fargo and Moorhead recognize the need to coordinate resources and service delivery to enhance efficiency and maximize the communities' investment in transportation; and

WHEREAS, Moorhead owns Fixed Route Buses that are available for use by the City of Fargo by transit staff for transit purposes;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead that they authorize the Mayor and City Manager to enter into a contract with the City of Fargo whereby Fixed Route Buses owned by the City of Moorhead may be leased to the other City for customary public transit purposes as needed, with operating costs governed by the Master Operating Agreement.

PASSED: January 27, 2025 by the City Council of the City of Moorhead.

APPROVED BY:

ATTEST:

Michelle (Shelly) A. Carlson, Mayor

Christina Rust, City Clerk