



**CITY COUNCIL
MEETING AGENDA
JULY 14, 2025 AT 5:30 PM
HJEMKOMST CENTER AUDITORIUM - 202 1ST AVE N.**

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 by the Moorhead City Code, Minnesota State Statutes, and parliamentary procedure.

1. Call to Order/Roll Call
2. Pledge of Allegiance
3. Agenda Amendments
4. Consent Agenda
5. Recognitions/Presentations
 - A. MoorHeart Recognition: Sarah Opitz
 - B. Presentation: First Community Credit Union
6. Approve Minutes
 - A. June 23, 2025 Meeting Minutes
7. Citizens Addressing the Council (Time Reserved: 15 Minutes)
8. *Mayor and Council Appointments
9. Public Hearings (5:45 pm)
 - A. Public Hearing to Consider Actions Relating to Declaration of a Hazardous Building – 1407 4th Avenue North, Parcel No. 58.218.0630
 - B. Resolution to Declare 1407 4th Avenue North structure a hazardous building under Minnesota Statute 463 and order the owner of the hazardous building to correct or remove the hazardous conditions of the building
 - C. Resolution to Authorize Agreement(s) necessary to abate the hazardous conditions of 1407 4th Avenue North by demolition if the owner fails to address hazardous conditions
10. Community Development Department
 - A. *Resolution to Approve 2025 Request for Art – Sidewalk Stamps
 - B. Resolution to Deny Boulevard Parking Request from FM Auto Sales, LLC at 1702 Main Ave

11. Economic Development
12. Engineering Department
 - A. *Resolution to Approve Local Road Improvement Program Grant Agreement for the Reconstruction of 34th St N from 4th Ave S to 3rd Ave N. Eng. No. 23-02-01
13. Fire Department
14. Moorhead Public Service
 - A. *Resolution to Approve Exhibits to the Firm Electric Service Contract with WAPA and Updated Interconnection Contract and Updated Exhibits with WAPA and SPP
 - B. *Resolution to Award Bid for Construction Phase of Ozone Generator and Equipment Replacement Project at MPS' Water Treatment Plant
15. Parks and Recreation Department
 - A. *Resolution to Accept Funds for the Matson Field Grandstand Project and Enter into Agreement for Naming Rights of the Hall of Fame Wall
16. Police Department
17. Public Works
18. Administration
 - A. *Resolution to Approve Representation Consent Agreement related to Negotiation and Drafting of a Mutual Aid Agreement Between the Cities of West Fargo, North Dakota, and Moorhead, Minnesota
19. Mayor and Council Reports
20. City Manager Reports
21. Executive Session
22. New Business
23. Adjourn

Upon request, accommodations for individuals with disabilities, language barriers, or other needs to allow participation in city meetings will be provided. To arrange assistance, call the City Clerk office at 218.299.5166 (voice) or 711 (TDD/TTY). Visit our website at www.moorheadmn.gov



City Council Communication

July 14, 2025

SUBJECT:

MoorHeart Recognition: Sarah Opitz

RECOMMENDATION:

The Mayor and City Council are asked to recognize and honor Sarah Opitz with the MoorHeart award.

BACKGROUND/KEY POINTS:

The MoorHeart award recognizes individuals and organizations that go above and beyond demonstrating community within our City by their actions and service. A team of volunteers from City boards and commissions selects award recipients who are recognized at City Council meetings. The MoorHeart selection committee chose to recognize Sarah Opitz for her dedication to supporting individuals in recovery, advocating for programs that provide invaluable resources and support, and fostering a stronger and safer Moorhead community.

Sarah is an outstanding member of our community, whose work at the Lotus Center and Recovery Engaged Community (REC) has undoubtedly impacted countless lives. Through her unrelenting and selfless efforts, Sarah provides those in recovery with access to life-saving resources and meaningful support. She fosters a welcoming, inclusive, and understanding environment in which those struggling with addiction can find community without stigma or judgement. Her compassion and encouragement speak to her incomparable character and empowers individuals to seek the help they need.

Kim Schlotfeldt wrote in the nomination: *Sarah is an advocate for all. She has a way of gently but successfully leading others to advocate for themselves first, for their peers, for their community and including everyone along the way. She has the wind at her back as she continues to push forward for our community and especially for the marginalized and forgotten. There is not a barrier I have seen that Sarah has not overcome. I have just barely scratched the surface of Sarah's accomplishments in both her personal and professional life. If I had to have someone in "my corner," I would definitely want it to be Sarah Opitz with all her resilience, her vision, her compassion, her empowerment and encouragement along with her inclusiveness.*

The City of Moorhead extends its gratitude to Sarah for her incredible work. Her continued efforts and unwavering kindness make our community a healthier and safer place. We thank her for her positive impact on Moorhead. Congratulations, Sarah!

The MoorHeart award is commemorated with a piece of art commissioned from local artist, Dennis Krull especially for this purpose.

As you learn of others in our community doing great things, large and small, please consider submitting a nomination. Information on nominating others for MoorHeart consideration is found at cityofmoorhead.com.

FINANCIAL CONSIDERATIONS:

Not Applicable

Voting Requirements: No Applicable



City Council Communication

July 14, 2025

Submitted By:

Dan Mahli, City Manager
Lisa J. Bode, Governmental Affairs Director
Grace Phan, Governmental Affairs Intern

Attachments: N/A



**MINUTES OF THE CITY COUNCIL
HJEMKOMST CENTER AUDITORIUM - 202 1ST AVE N.
June 23, 2025 - 5:30 PM**

1. Call to Order/Roll Call
2. Pledge of Allegiance
3. Agenda Amendments
4. Consent Agenda

Motion to Approve made by Lisa Borgen and seconded by Heather Nesemeier.
For: Nicole Mattson, Heather Nesemeier, Emily Moore, Deb White, Lisa Borgen,
Sebastian McDougall, Chuck Hendrickson
Against: None
Motion Passed

5. Recognitions/Presentations

- A. Recognition: 2024 U.S. Attorney's Office Law Enforcement Award, Detective Adam Torgerson

Moorhead Police Department Lieutenant Mike Detloff shared that Detective Adam Torgerson was presented with the 2024 U.S. Attorney's Office Law Enforcement Award in Minneapolis. Detective Torgerson credited relationships between departments and agencies and thanked everyone involved.

- B. Presentation: 2024 Annual Comprehensive Financial Report and Audit, Eide Bailly LLP

Finance Manager Megan Zahradka introduced Jamie Fay, CPA with Eide Bailly, who presented the City of Moorhead's 2024 Comprehensive Annual Financial Report and Audit

6. Approve Minutes

- A. June 9, 2025 Meeting Minutes

Motion to Approve made by Deb White and seconded by Nicole Mattson.
For: Nicole Mattson, Heather Nesemeier, Emily Moore, Deb White, Lisa Borgen,
Sebastian McDougall, Chuck Hendrickson
Against: None
Motion Passed

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

A Moorhead resident addressed the City Council concerning a 2009 shooting investigation.

8. *Mayor and Council Appointments

9. Public Hearings (5:45 pm)

- A. Public Hearing Regarding the Request of Stenerson Holdings LLC, leasing to Remodeling by Foss, Inc., for a Property Tax Exemption for a Project located at 2304 29th St S (58.637.0070)

Motion to Open Public Hearing made by Heather Nesemeier and seconded by Sebastian McDougall.

For: Nicole Mattson, Heather Nesemeier, Emily Moore, Deb White, Lisa Borgen, Sebastian McDougall, Chuck Hendrickson

Against: None

Motion Passed

Derrick LaPoint presented a property tax exemption request from Stenerson Holdings LLC for a new construction commercial project at 2304 29 St S. Construction is planned to begin August 2025 with completion scheduled November 2025.

Motion to Close Public Hearing made by Heather Nesemeier and seconded by Sebastian McDougall.

For: Nicole Mattson, Heather Nesemeier, Emily Moore, Deb White, Lisa Borgen, Sebastian McDougall, Chuck Hendrickson

Against: None

Motion Passed

- B. Resolution to Approve a Property Tax Exemption for Stenerson Holdings LLC, leasing to Remodeling by Foss, Inc., for a Project located at 2304 29th St S (58.637.0070)

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

For: Nicole Mattson, Heather Nesemeier, Emily Moore, Deb White, Lisa Borgen, Sebastian McDougall, Chuck Hendrickson

Against: None

Motion Passed

- C. Public Hearing Regarding Wastewater Dewatering, Phosphorus, Facility, and Lift Station Facility Plan

Motion to Open Public Hearing made by Deb White and seconded by Sebastian McDougall.

For: Nicole Mattson, Heather Nesemeier, Emily Moore, Deb White, Lisa Borgen, Sebastian McDougall, Chuck Hendrickson

Against: None

Motion Passed

Wastewater Utility Operations Manager Andy Bradshaw presented information on facility needs and planned improvements at Moorhead's wastewater treatment and sanitary sewer plant.

Motion to Close Public Hearing made by Deb White and seconded by Sebastian McDougall.

For: Nicole Mattson, Heather Nesemeier, Emily Moore, Deb White, Lisa Borgen, Sebastian McDougall, Chuck Hendrickson

Against: None

Motion Passed

D. Resolution to Approve Facility Plan

Motion to Approve made by Heather Nesemeier and seconded by Lisa Borgen.

For: Nicole Mattson, Heather Nesemeier, Emily Moore, Deb White, Lisa Borgen, Sebastian McDougall, Chuck Hendrickson

Against: None

Motion Passed

E. Resolution to Authorize Point Source Implementation Grant Application

Motion to Approve made by Chuck Hendrickson and seconded by Sebastian McDougall.

For: Nicole Mattson, Heather Nesemeier, Emily Moore, Deb White, Lisa Borgen, Sebastian McDougall, Chuck Hendrickson

Against: None

Motion Passed

F. Resolution to Approve Budget Adjustment #25-012 & Task Orders for Final Design

Motion to Approve made by Deb White and seconded by Emily Moore.

For: Nicole Mattson, Heather Nesemeier, Emily Moore, Deb White, Lisa Borgen, Sebastian McDougall, Chuck Hendrickson

Against: None

Motion Passed

10. Community Development Department

11. Economic Development

12. Engineering Department

- A. *Resolution to Approve Biennial Routine Maintenance Agreement No. 1060230 with MnDOT

13. Fire Department

- A. *Resolution to Enter into a Joint Cooperative Agreement for use of Emergency Operations personnel and equipment

14. Moorhead Public Service

- A. *Resolution to Award Bid for 2025 Lead Service Line Replacement Project
- B. *Resolution to Award Bid for Construction of MPS' Redundant Network Operations Center

15. Parks and Recreation Department

16. Police Department

17. Public Works

18. Administration

- A. Resolution to Authorize and Prioritize Minnesota Capital Investment Funding Applications

Governmental Affairs Director Lisa Bode presented Moorhead's legislative priorities for bonding from the State of Minnesota. Projects include flood mitigation and wastewater treatment as highest priority.

- B. *Resolution to Receive the 2024 Annual Comprehensive Financial Report (ACFR)
- C. *Resolution to Authorize Letter of Intent for Statewide Affordable Housing Aid to Moorhead Public Housing Agency
- D. *Resolution to Authorize Letter of Intent for Statewide Affordable Housing Aid to Lake Agassiz Habitat for Humanity
- E. *Resolution to Authorize Letter of Intent for Statewide Affordable Housing Aid to Beyond Shelter Inc.
- F. *Resolution to Approve Submission of 2025-2029 Consolidated Plan and 2025 Annual Action Plan
- G. *Resolution to Approve an Amendment to the CDBG Program Citizen Participation Plan
- H. *Resolution to Authorize Contracts with MnDOT for 2026 Public Transportation Services
- I. *Resolution to Authorize Contract with MnDOT for 2026 Special Transportation Services for Persons with Disabilities and Senior Citizens
- J. *Resolution to Authorize Contract with MnDOT for 2026 Capital Grant

19. Mayor and Council Reports

Council member Nesemeier shared an update from the Solid Waste Advisory Committee. CM Nesemeier thanked staff and local organizations that are helping to bring more events and activities to Moorhead.

Council member Moore attended a Jeremiah Program public policy event with Mayor Carlson, CM Borgen, and City Manager Mahli. CM Moore attended Churches United's community picnic with several Council members. Council members Moore and Mattson attended Flutter Fest. CM Moore also provided an update from the Lake Agassiz Regional Library Board meeting.

Council member White attended Churches United's community picnic and Juneteenth events. CM White recognized and thanked Moorhead resident Yvonne Condell, recipient of the 2025 Destiny Holiday Community Champion Award, for her visionary service and leadership. CM White stated Moorhead's next Global Market is June 24 at the Hjemkomst Center in conjunction with Moorhead's Farmers Market.

Council Member Borgen attended several meetings of the Moorhead Public Service Commission, including MPS' Budget Committee meetings. CM Borgen presented information to the Chamber of Commerce's Public Policy Committee about Minnesota's 2025 legislative session. CM Borgen noted the Jeremiah Program's public policy event was excellent. Mayor Carlson and Council member Borgen attended a Youthworks leadership and award event. CM Borgen attended the Agriculture Summit and participated in selecting a location for the Coalition of Greater Minnesota Cities' 2026 summer conference.

Mayor Carlson, Mayor Mahoney, and Mayor Dardis met with Canada's Council General Beth Richardson. Mayor Carlson participated in a video recognizing the FM Area Foundation's 65th Anniversary. Mayor Carlson signed a proclamation and read it at the Juneteenth event. Mayor Carlson added June 23 is World Elder Abuse Awareness Day.

20. City Manager Reports

City Manager Mahli shared details on RiverArts and information about the success of Safe City Night events. Manager Mahli thanked Detective Adam Torgerson and everyone that assisted in the notable public safety case. Mr. Mahli shared that the Matson Grandstand Groundbreaking is scheduled on June 30 at 6:30 pm at Matson Field. All are welcome.

21. Executive Session

22. New Business

23. Adjourn

6:59pm



City Council Communication

July 14, 2025

SUBJECT:

Public Hearing to Consider Actions Relating to Declaration of a Hazardous Building – 1407 4th Avenue North, Parcel No. 58.218.0630

RECOMMENDATION:

The Mayor and Council are asked to consider the following actions relating to property at 1407 4th Avenue North, Parcel No. 58.218.0630 and legally described as the East 70 feet of Lots 23 and 24 Block 36 Elders 1st Addition:

- A. Resolution to Declare 1407 4th Avenue North structure a hazardous building under Minnesota Statute 463 and order the owner of the hazardous building to correct or remove the hazardous conditions of the building
- B. Authorize Agreement(s) necessary to abate the hazardous conditions of 1407 4th Avenue North by demolition if the owner fails to address hazardous conditions

BACKGROUND/KEY POINTS:

1407 4th Avenue North includes a single-family home with a detached garage. The detached garage was extensively damaged by a fire on August 6, 2024 and was deemed a total loss.

- Because the damaged garage was a non-conforming structure (ie: does not meet building setbacks), a letter was sent to the owner on August 19, 2024 that outlined timelines to rebuild the garage in the current location.
- There were no permits or communications regarding rebuilding or demolition of the structure.
- According to the MN Department of Health, the owner passed away on December 12, 2024.
- A notice of the damage, timeline for repairs and public hearing if the repairs/demolition were not complete was sent to the owners estate and other interested parties on May 6, 2025.
- There has been no communication from an estate or other party associated with the property.

It is recommended that the two resolutions relating to the hazardous conditions of the building be approved to address the hazardous conditions of the building. If approved by the Mayor and City Council, the Hazardous Building Removal Order will be served to the property owners estate, filed with the District Court Administrator, and published in the official newspaper of the City. Once the compliance period has ended, the City will request the Court's approval to enforce the Order.

Estimated Timeline:

- May 7, 2025: Notice sent to property owner and all lien holders of record of the City Council consideration to declare the property as hazardous on July 14, 2025.
- July 14, 2025: Consideration of hazardous building actions by the City Council.



City Council Communication

July 14, 2025

FINANCIAL CONSIDERATIONS:

Cost proposals will be solicited based on City Purchasing Policy to find a contractor/s for the demolition and any hazardous materials abatement, if required. The demolition and abatement costs will be funded through the Special Assessment Debt Service fund and assessed to the property.

Voting Requirements: 3/4 of Council (6)

Submitted By:

Dan Mahli, City Manager
Kristie Leshovsky, Community Development Director
Alan Cooper, Code Compliance Lead
Betty Kannas, Technical Office Specialist

Attachments: Draft Resolution – Declaration of Hazardous Building
Draft Resolution – Authorizing Agreement(s) to abate hazardous conditions



RESOLUTION

Resolution Declaring Building at 1407 4th Avenue North as a Hazardous Building under Minnesota Statute 463 and Ordering the Owner to Correct or Remove the Hazardous Conditions of the Building

ORDER

(Pursuant to Minn. Stat. §§ 463.16 through 463.17)

TO:

Estate of Wilkie, Raymond J
1407 4th Ave N
Moorhead, MN 56560

WHEREAS, pursuant to Sections 463.15 through 463.261 of the Minnesota Statutes, the City Council of the City of Moorhead, Minnesota (the “City Council”), having considered the matter on July 14, 2025, finds the hereinafter described property to be a hazardous building:

FINDINGS OF FACT

I.

The Estate of Raymond J. Wilkie is the owner of property located at 1407 4th Avenue North, Moorhead, Minnesota 56560 (the “Property”), identified as parcel number 58.218.0630 and legally described as:

**The East 70 feet of Lots 23 and 24 Block 36 Elders 1st Addition
to the City of Moorhead, Clay County, Minnesota.**

II.

The Property contains a detached garage (the “Structure”) and a single family home. See photos included in **Exhibit A**.

III.

After a thorough search of the Clay County Recorder’s and court records, it has been determined that Raymond J. Wilkie passed away on December 12, 2024. The Estate of Raymond J. Wilkie (the “Owner”), as well as Clay County Social Services by and through the Minnesota Department of Human Services; and Valley Premier Bank may claim an interest in the Property. See Clay County court search, Demand for Notice, Notice of Potential Claim, and a search of the Clay County Recorder’s records via Laredo attached hereto as **Exhibit B**.

IV.

On or about August 6, 2024, the Structure was significantly damaged by a fire.

V.

On August 9, 2025, the City Assessor inspected the Structure. The results of the inspection are summarized as follows:

The detached garage/shop structure on the east half of the parcel is likely a total loss, as that was where the fire was.

VI.

The City Assessor, relying upon his knowledge, education, training, and experience, has determined that the Structure had a value of less than \$5,000. Further, he found that components of the Structure that would need to be repaired or replaced represent one hundred percent (100%) of the replacement cost new or \$13,977.

\$13,977	replacement cost
\$13,977	100% of components damaged
<u>\$5,000</u>	cleanup and demolition
\$18,977	total damage estimate
<u>\$2,700</u>	2024 Assessed EMV of Garage
702.85%	Total damage estimate

Accordingly, the City Assessor concluded that the Structure has been damaged in excess of one hundred percent (100%) of the replacement cost of the Structure and estimated that the damage was likely a total loss.

VII.

On or about May 7, 2025, a letter was sent to the Owners Estate of the Property regarding the code requirements relating to the condition of the Structure on the Property in an effort to have the Owner voluntarily remove the hazardous conditions of the Structure on the Property. The letter included a May 31, 2025 deadline for the Owner to hire a contractor to demolish the hazardous conditions of the Structure and set a June 30, 2025, deadline for the Owner to remove to renovate the hazardous conditions of the Structure.

VIII.

On or about May 7, 2025, a letter was sent and served to the Owners Estate regarding a removal notice and anticipated action by the City Council at their July 14, 2025, meeting to declare the Structure a dangerous building.

IX.

To date, the Owners Estate has neither repaired nor removed the hazardous conditions of the Structure.

X.

The City Council concludes that a reasonable deadline for the Owners Estate to correct, repair, or remove the hazardous condition of the Structure or to raze or move the Structure is on or before June 30, 2025.

XI.

From the foregoing Findings of Fact, the City Council now makes the following:

CONCLUSIONS OF LAW AND ORDER

1. The City Council adopts, as factual findings, all of the above recitals.
2. The City Council concludes that the Structure is unsafe and a hazard to public health under the Moorhead City Code and that the Structure is a hazardous building as that term is defined by Minn. Stat. § 463.15.
3. Pursuant to the foregoing findings and in accordance with Minn. Stat. § 463.15, the City Council orders the Owners Estate to remedy the deficiencies of the Structure set forth in **Exhibit A** on or before June 30, 2025. The repairs must be completed in compliance with all applicable codes and regulations and pursuant to proper permits from the City.
4. If the Owner does not repair the above-described deficiencies of the Structure, the City Council orders that the Structure be razed, the foundations filled, and the Property left free of debris, in compliance with all applicable codes and regulations and pursuant to proper permits from the City, on or before June 30, 2025.

5. If the Owners Estate does not repair the above-provided deficiencies of the Structure or raze the Structure in accordance with the preceding section on or before June 30, 2025 or if the Owners Estate does not serve an answer upon the City of Moorhead in response to this Order within twenty (20) calendar days from the service of this Order, the City will file a motion for summary enforcement of this Order with the District Court of Clay County, Minnesota.
6. The City Council further orders that the Owners Estate immediately secures the Property and that the Owners Estate completely secures all openings to the buildings and other hazards located upon said Property, so no access is available.
7. The City Council further orders that if the City of Moorhead is compelled to raze, remove, repair, or correct the Structure, all necessary costs expended by the City of Moorhead will be specially assessed against the real estate on which said Structure is located and collected as are other taxes.
8. The City Council further orders that the Owners Estate remove all personal property and/or fixtures that will reasonably interfere with the work on or before June 30, 2025. If the personal property and/or fixtures are not removed and the City enforces this Order, the City may sell personal property, fixtures, and/or salvage materials at a public auction after three (3) calendar days posted notice.
9. The City Attorney is authorized to take all necessary legal steps to effectuate service of this Order in the manner required by state and/or local law.
10. The City Attorney and City Staff are further authorized to take all necessary legal steps to secure compliance with the Order and to obtain authority to remove and abate the hazardous conditions on the Property by court order and assess the costs thereof, including all administrative costs, against the Property.

PASSED: July 14, 2025 by the City Council of the City of Moorhead.

APPROVED BY:

ATTEST:

Michelle (Shelly) A. Carlson, Mayor

Christina Rust, City Clerk

EXHIBIT A



EXHIBIT B

7/1/25, 10:40 AM

Case Search - Minnesota Court Records Online (MCRO)

EXHIBIT B



**MINNESOTA
JUDICIAL BRANCH**

MINNESOTA COURT RECORDS ONLINE (MCRO)

Case Search Results

Your Search Criteria: Person Name

Last Name: wilkie

First Name: ray

Additional Search Options

Case Categories: All

Case Status: All

Location: Clay

Your search returned one result

Search executed on 07/01/2025 10:39 AM

Showing 1 of total 1 result.

Result 1 of 1

Case Number: 14-25-10

Date Filed: 01/15/2025

Case Title: Ray Wilkie, Probate Document

Case Type: Probate Document

Case Location: Clay County

Case Status: Closed

Search executed on 07/01/2025 10:39 AM

EXHIBIT B

STATE OF MINNESOTA

PROBATE COURT

COUNTY OF CLAY

COUNTY COURT - PROBATE DIVISION

Court File No. _____

DEMAND FOR NOTICE

In Re: Estate Of Ray Wilkie
 Date of Birth: 01/26/1945
 Date of Death: 12/12/2024

TO THE CLERK OF THE ABOVE-NAMED COURT:

Demandant, Clay County Social Services, by and through its agent, respectfully states:

1. The Demandant's address is 715 North 11th Street, Suite 102, Moorhead, Minnesota 56560-2084.
2. The Demandant has financial or property interest in the estate of the above-named decedent, and is, therefore, an interested person as defined by the laws of this state by reason of the following facts:

Decedent was a Recipient of Medical Assistance
 and the Demandant is filing a claim for charges pursuant to Minnesota Statute Section (s) 256 B 15.

WHEREFORE, the undersigned hereby demands notice of all orders and filings pertaining to decedent's estate pursuant to Minnesota Statute(s) 256 B 15. Notice may be served upon the undersigned at the above stated address.

FURTHER, under penalties for perjury for deliberate falsification therein, I declare or affirm that I have read the foregoing demand and to the best of my knowledge or information, its representations are true, correct and complete.

DATED: 1/10/2025


Financial Assistance Supervisor,
 Clay County Social Service Center

EXHIBIT B

852419

Certified, Filed and/or Recorded on:

02/11/2025 09:32:38 AM

RECORDING FEE 46.00

**Kimberly S. Savageau, Recorder
Office Of County Recorder
Clay County, MN**

58.218.0630

NOTICE OF POTENTIAL CLAIM

Minnesota Statutes Section 256B.15, Subd. 1c

NPC# 15122

RECIPIENT

Name: RAYMOND WILKIE

Last 4 SSN: 5526

Date of Death: 12/12/2024

Living: ☐

PREDECEASED SPOUSE

Name:

Last 4 SSN:

Date of Death:

The Legal Description of the real property subject to this Notice is:

COUNTY: CLAY ABSTRACT: ☒ TORRENS: ☐ Ctf. No.

All of your right, title and interest in and to:

East 70 feet of Lots 23 and 24, Block 36, Elder's First Addition to the City of Moorhead.

In accordance with Minnesota Statutes, Section 256B.15, this is to give notice the Minnesota Department of Human Services (DHS) has a claim or a potential claim for recovery of Medical Assistance against the above named Recipient and/or their Predeceased Spouse.

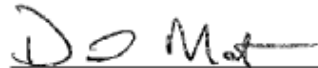
This Notice takes effect on the Recipient's death or the date of filing or recording, whichever is later. Under Minnesota Statutes, Section 256B.15, (The Statute) when this Notice takes effect the Recipient's life estate, joint tenancy, or other interests in the real estate described above:

- (1) Shall, in the case of life estates and joint tenancies, continue to exist for purposes of The Statute and be subject to liens and claims as provided for under the Statute;
- (2) Shall be subject to a lien in favor of DHS upon the Recipient's death and dealt with as provided for under The Statute;
- (3) May be included in their estate, as defined under The Statute;
- (4) May be subject to administration and all other provisions of Minnesota Statutes, Chapter 524, and may be sold, assigned, transferred, or encumbered free and clear of the interests or encumbrances of certain others to satisfy claims arising under The Statute.

APPEAL RIGHTS: If you do not agree with this notice of potential claim, you may appeal. To initiate an appeal, send a very short letter to the Appeals Office stating your disagreement with the state filing a lien on your real property. If you decide to appeal, send your letter to this address:

Appeals Office
Minnesota Department of Human Services
444 Lafayette Road
St. Paul, MN 55155-3813
Dated: February 11, 2025

BY: Daniel Mata



AN AUTHORIZED REPRESENTATIVE OF THE MINNESOTA DEPARTMENT OF HUMAN SERVICES

THIS FORM DRAFTED BY:

Daniel Mata
Special Recovery Unit
Minnesota Department of Human Services
PO Box 64995
St. Paul, Minnesota 55164-0995
651-431-6857
Daniel.r.mata@state.mn.us

RECORDER/REGISTRAR: AFTER FILING OR RECORDING RETURN THIS INSTRUMENT TO DRAFTER AT ABOVE ADDRESS

LAREDO

Criteria: Parcels: 58,218,0630

	Parcel Number	Parcel Notes	Doc Type	Doc Number	Img	EXHIBIT B	Type	Recorded	Legal Sum	DocStatus	Part
PRINTS											
SEARCH RESULTS											
Print											
Setup Colors											
Templates											
Save Search											
Reset Display											
Hide Line											
Hide Document											
Restore											
Reset Printer											
IRIS											
SAVED SEARCHES											
USER NEWS											
SUPPORT/LINKS											
1	58,218,0630		POTENTIAL CLAIM	852419		WILKIE, RAYMOND	RECIPIENT	2/11/2025 9:32:38 AM	Sub: ELDERS 1ST ADD - MOORHEAD Multiple Lots/Blocks	VERIFIED	MINN
2	58,218,0630		POTENTIAL CLAIM	852419		MINNESOTA DEPARTMENT OF HUMAN SERVICES	MNHS	2/11/2025 9:32:38 AM	Sub: ELDERS 1ST ADD - MOORHEAD Multiple Lots/Blocks	VERIFIED	WILKI
3	58,218,0630		SATISFACTION	780189		VALLEY PREMIER BANK	MORTGAGEE	6/4/2018 12:40:00 PM	Sub: ELDERS 1ST ADD - MOORHEAD Multiple Lots/Blocks	VERIFIED	WILKI
4	58,218,0630		SATISFACTION	780189		WILKIE, RAYMOND J	MORTGAGOR	6/4/2018 12:40:00 PM	Sub: ELDERS 1ST ADD - MOORHEAD Multiple Lots/Blocks	VERIFIED	VALLE
5	58,218,0630		MORTGAGE	767905		WILKIE, RAYMOND J	MORTGAGOR	4/27/2017 10:49:00 AM	Sub: ELDERS 1ST ADD - MOORHEAD Multiple Lots/Blocks	VERIFIED	VALLE
6	58,218,0630		MORTGAGE	767905		VALLEY PREMIER BANK	MORTGAGEE	4/27/2017 10:49:00 AM	Sub: ELDERS 1ST ADD - MOORHEAD Multiple Lots/Blocks	VERIFIED	WILKI
7	58,218,0630		SATISFACTION	654660		STATE BANK OF HAWLEY	MORTGAGEE	4/22/2008 12:03:00 PM	Sub: ELDERS 1ST ADD - MOORHEAD Multiple Lots/Blocks	VERIFIED	WILKI
8	58,218,0630		SATISFACTION	654660		WILKIE, RAYMOND J	MORTGAGOR	4/22/2008 12:03:00 PM	Sub: ELDERS 1ST ADD - MOORHEAD Multiple Lots/Blocks	VERIFIED	STATI
9	58,218,0630		MORTGAGE	654003		WILKIE, RAYMOND J	MORTGAGOR	4/7/2008 2:56:00 PM	Sub: ELDERS 1ST ADD - MOORHEAD Multiple Lots/Blocks	VERIFIED	STATI
10	58,218,0630		MORTGAGE	654003		STATE BANK OF HAWLEY	MORTGAGEE	4/7/2008 2:56:00 PM	Sub: ELDERS 1ST ADD - MOORHEAD Multiple Lots/Blocks	VERIFIED	WILKI
11	58,218,0630		SATISFACTION	624917		STATE BANK OF HAWLEY	MORTGAGEE	3/15/2006 8:44:00 AM	Sub: ELDERS 1ST ADD - MOORHEAD Multiple Lots/Blocks	VERIFIED	WILKI
12	58,218,0630		SATISFACTION	624917		WILKIE, RAYMOND J	MORTGAGOR	3/15/2006 8:44:00 AM	Sub: ELDERS 1ST ADD - MOORHEAD Multiple Lots/Blocks	VERIFIED	STATI

RESOLUTION

Resolution to Authorize Agreement(s) Necessary to Abate the Hazardous Conditions of 1407 4th Avenue North by Demolition if the Owners Estate Fails to Address the Hazardous Conditions

WHEREAS, the City Council of the City of Moorhead declared 1407 4th Avenue North a hazardous building on July 14, 2025; and

WHEREAS, the City Council has ordered the City take actions to raze and abate all hazardous conditions at the property if not addressed by the owner by June 30, 2025.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead, Minnesota, that the Mayor and City Manager are directed and authorized to advertise, award, and execute any agreements necessary and approved by the City Attorney to facilitate the removal of the hazardous building and conditions at 1407 4th Avenue North.

PASSED: July 14, 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

July 14, 2025

SUBJECT:

Resolution to Approve 2025 Request for Art – Sidewalk Stamps

RECOMMENDATION:

The Mayor and City Council are asked to approve the 2025 Request for Art – Sidewalk Stamps.

BACKGROUND/KEY POINTS:

A Request for Art was issued to expand the existing sidewalk stamp inventory. This project is supported by the Onward Moorhead! Comprehensive Plan Goal 6.1 – Enhance Moorhead's visual appeal through public realm improvements, public art, and cultural activities, the Downtown Plan and the Arts and Cultural Framework Plan.

In alignment with Moorhead's Public Art Policy, the Art(ist) Review Team (A.R.T.) reviewed submissions anonymously and made recommendations to the Art and Culture Commission. A.R.T. consists of:

- Britta Trygstad, Art and Culture Commission
- Jonathan Rutter, Art and Culture Commission
- Chuck Hendrickson, City Council
- Ethan Johnk, Art and Culture Commission Staff Liaison
- Robin Huston, City Planner
- Sean Brandenburg, Parks and Recreation Director
- Paul Fiechtner, Public Works Director

A total of 17 submissions were received and the following 10 submissions are recommended for selection:

- Brekin Denis – Adventure Awaits (Dragon)
- Bailey White – Bird
- Brekin Denis – Adventure Awaits (Castle)
- Chloe Cowen – 11th Street Underpass
- Ashley Nelson – Love Where You Live
- Lliam Brewster – Bird
- Lliam Brewster – Train Crossing
- Bailey White – Uff Da
- Liz Fox-Cameron – Haiku
- Katrina Gordon – Turkey Crossing

The Art and Culture Commission reviewed the recommended submissions at their June 16, 2025 meeting and unanimously recommended approval. The Art and Culture Commission report is available at: www.cityofmoorhead.com/government/boards-commissions/art-culture-commission

FINANCIAL CONSIDERATIONS:

The total cost for implementation of the project will not exceed \$5,318.48 which will be funded by the 2015 Sidewalk Art and Poetry Donation Fund.



City Council Communication

July 14, 2025

Voting Requirements: Majority of Council (5)

Submitted By:

Dan Mahli, City Manager

Robin Huston, City Planner / Zoning Administrator

Ethan Johnk, Assistant City Planner

Attachments: Draft Resolution
Sidewalk Art

RESOLUTION

Resolution to Approve 2025 Request for Art – Sidewalk Stamps

WHEREAS, a 2025 Request for Art was submitted for sidewalk stamps; and

WHEREAS, the Onward Moorhead! Comprehensive Plan encourages enhancing Moorhead's visual appeal through public realm improvements, public art and cultural activities; and

WHEREAS, funding for sidewalk stamp production is maintained through the 2015 Sidewalk Art and Poetry Donation Fund; and

WHEREAS, the Art(ist) Review Team (A.R.T.) made recommendations to the Art and Culture Commission. and the following submissions were unanimously recommended for approval by the Art and Culture Commission:

- Brekin Denis - Adventure Awaits (Dragon)
- Bailey White – Bird
- Brekin Denis – Adventure Awaits (Castle)
- Chloe Cowen – 11th Street Underpass
- Ashley Nelson – Love Where You Live
- Lliam Brewster – Bird
- Lliam Brewster – Train Crossing
- Bailey White – Uff Da
- Liz Fox-Cameron – Haiku
- Katrina Gordon – Turkey Crossing

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead that these 10 pieces of artwork submitted through the 2025 Request for Art – Sidewalk Stamps are approved to be converted into sidewalk stamps for future sidewalk projects.

PASSED: July 14, 2025 by the City Council of the City of Moorhead.

APPROVED BY:

ATTEST:

Michelle (Shelly) A. Carlson, Mayor

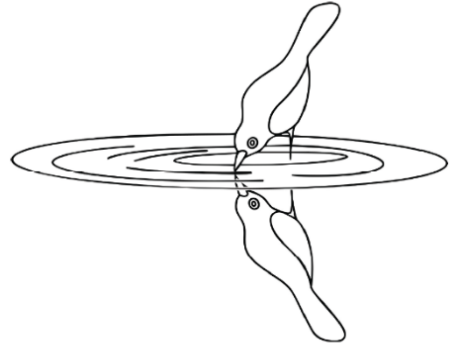
Christina Rust, City Clerk

Sidewalk Art Selections

Brekin Dennis, 24



Bailey White, 28



Brekin Dennis, 24



Chloe Cowen, 24

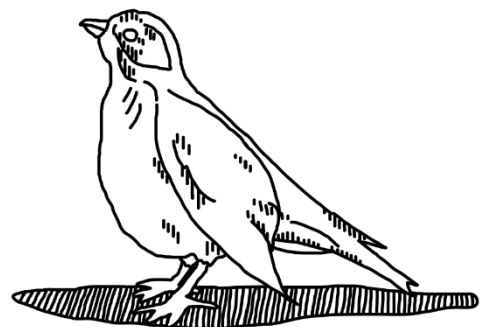


Moorhead
11TH STREET
UNDERPASS

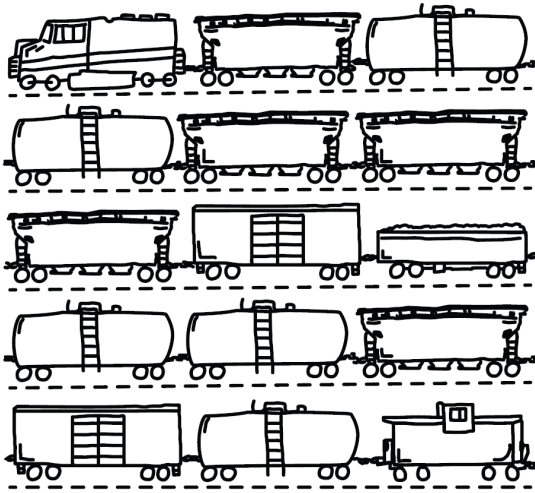
Ashley Nelson, 26



Liam Brewster, 22



Liam Brewster, 22



Liz Fox-Cameron, 66

I wake restless.
A steady rhythm calms me.
The train passes by.

Bailey White, 28



Katrina Gordon, 36

Turkey
Crossing





City Council Communication

July 14, 2025

SUBJECT:

Resolution to Deny Boulevard Parking Request from FM Auto Sales, LLC at 1702 Main Avenue (Parcel 58.721.0620)

RECOMMENDATION:

The Mayor and City Council are asked to consider a request from FM Auto Sales, LLC to park vehicles for sale on the boulevard at 1702 Main Avenue.

BACKGROUND/KEY POINTS:

Earlier this year, FM Auto Sales at 1702 Main Ave was parking vehicles on the boulevard which was creating ruts, mud, possible damage to boulevard trees and blocking access to a utility box. The business was notified that parking was required to remain on-site on paved surface and vehicles were removed from the grass boulevard. In 2018, a previous owner of this property was cited for doing the same. Built in 2004, this 16,039 square foot site was originally approved for an auto repair business with a 4,416 square foot building.



1702 Main Avenue
Source: Nearmap

In 2013, the City Council approved a boulevard parking request for *Sam Adams Cars* at this location, but the approval was limited to only that owner and any future owners would need to request approval from City Council before parking in the boulevard.



City Council Communication

July 14, 2025

The 2013 boulevard parking request was permitted based on the following 1967 code:

8-1-3: BOULEVARDS:

B. Prohibited Acts Or Encroachments:

1. Parking: No person shall stop, stand or park a motor vehicle, whether attended or unattended, except when necessary to avoid conflict with other traffic or in compliance with the directions of a police officer or traffic control device, upon a sidewalk or boulevard.

2. Signs: Any sign or signs or billboard, except official or quasi-official signs, standing or erected upon a boulevard is a public nuisance, and may be abated by removing the sign.

3. Buildings: No person shall erect or cause to be erected or permit any building or structure to stand upon the boulevard.

C. Permits Nothing herein shall prohibit the parking of motor vehicles upon the sidewalk or boulevard or the erection of signs or billboards upon the boulevard or the maintaining of a building or structure upon the boulevard if written application is made to the council requesting the privilege of parking motor vehicles upon the sidewalk or boulevard, or the erection of signs or billboards upon the boulevard, or the maintaining of a building or structure upon the boulevard, and the council, by vote of three-fourths (3/4) of the entire council, grants such permission. (Ord. 222; amd. 1967 Code §25.08)

However, this code section contradicts several other code sections that were approved following the 1967 code:

- Display standards for auto-related businesses – vehicles are required to be displayed on a concrete/asphalt surface and on private property ([10-18-2R](#))
- Surfacing required for off-street parking includes concrete or asphalt ([10-20-4F](#))
- Parking location required on the same lot as principal use ([10-20-6](#))
- 2007 administrative Encroachment in the Right of Way permit process for exceptions to encroach into boulevard/right of way ([8-2-3](#)).

REQUEST:

FM Auto Sales, LLC has submitted a request for permanent parking of for-sale vehicles on the boulevard. The applicant stated they are making the request to support additional inventory, promote business growth and improve circulation at this site. The applicant was asked to provide a site plan that demonstrated existing parking and that demonstrated the need for the boulevard parking, but never provided the requested site plan.

Staff is recommending denial of the request based on the following:

- The 1967 boulevard code section that permits parking on the boulevard with Council approval contradicts zoning requirements for car sales lots and parking standards.
- Parking on grass boulevard areas may create the following conditions:
 - o Less area available for snow storage
 - o Increases the possibility of vehicle damage due to airborne debris and rocks from road maintenance equipment

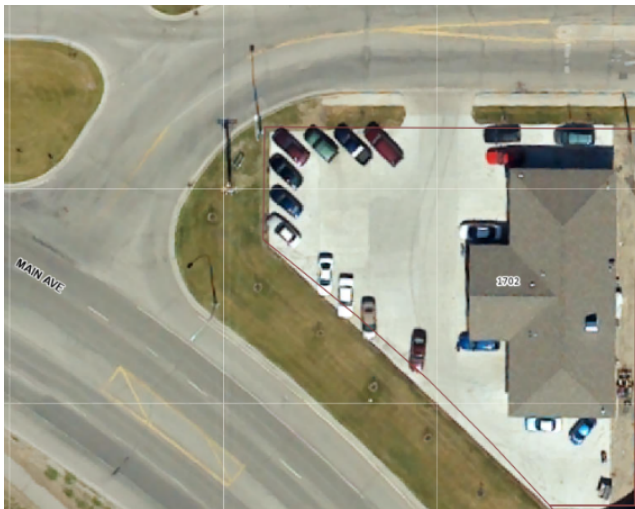


City Council Communication

July 14, 2025

- Concern for utility equipment clearance and access
- Negative impact to boulevard trees. Vehicle weight hinders root growth and if asphalt or concrete were introduced, there is a possibility of further damaging health of trees.
- Destroys grass/reduces the aesthetic of green boulevard, increases erosion and may impact soils with vehicle fluids.

Staff further proposes to present a text amendment ordinance at a later date to revise the 1967 code for consistency with other code sections.



Examples of previous site utilization of no

boulevard/grass parking
Source: Moorhead GIS

FINANCIAL CONSIDERATIONS:

None

Voting Requirements: Three-Fourths of Council (6)

Submitted By:

Dan Mahli, City Manager
Robin Huston, City Planner / Zoning Administrator
Brittany Cameron, Assistant City Planner

Attachments: General Location Map
Draft Resolution



2

General Location Map
1702 Main Ave
58.721.0620



RESOLUTION

Resolution to Deny Boulevard Parking Request from FM Auto Sales, LLC at 1702 Main Avenue (Parcel 58.721.0620)

WHEREAS, FM Auto Sales, LLC, has requested to park vehicles for sale on the Main Avenue boulevard adjacent to 1702 Main Avenue (Parcel 58.721.0620), legally described as:

Lots 19 through 24, both inclusive, Block 26 of Schreiber's First Addition to the City of Moorhead, according to the official plat thereof on file and of record, together with all rights of access from Truck Highway No. 52 to Lot 24 and the North one-half of Lot 23, Block 26 of Schreiber's First Addition; and

WHEREAS, the request is hereby denied based on the following:

1. FM Auto Sales, LLC is a car sales lot. The 1967 boulevard code section that permits parking on the boulevard with Council approval contradicts zoning requirements for car sales lots and related parking standards.
2. Reduction to boulevard areas may create the following conditions:
 - Less area available for snow storage
 - Increases the possibility of vehicle damage due to airborne debris and rocks from road maintenance equipment
 - Concern for utility equipment clearance and access
 - Negative impact to boulevard trees. Vehicle weight hinders root growth and if asphalt or concrete were introduced, there is a possibility of further damaging health of trees.
 - Destroys grass/reduces the aesthetic of green boulevard, increases erosion and may impact soils with vehicle fluids.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead, Minnesota, that the request of FM Auto Sales, LLC to park vehicles for sale on the Main Avenue boulevard adjacent to 1702 Main Avenue (Parcel 58.721.0620) is hereby denied.

PASSED: July 14, 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

July 14, 2025

SUBJECT:

Resolution to Approve Local Road Improvement Program Grant Agreement for the Reconstruction of 34th St N from 4th Ave S to 3rd Ave N. Eng. No. 23-02-01

RECOMMENDATION:

The Mayor and City Council are asked to consider a resolution to approve a grant agreement with the State of Minnesota to use Local Road Improvement Program (LRIP) funds for the reconstruction of 34th St from 4th Ave S to 3rd Ave N (Eng. No. 23-02-01).

BACKGROUND/KEY POINTS:

The Local Road Improvement Program (LRIP), established in MN Statue 174.52, has three types of funding accounts which provide assistance to local agencies (counties, cities, and townships) for transportation projects: Trunk Highway Corridor Projects, Routes of Regional Significance, and Rural Road Safety. Applicants may request up to \$1.5M per project. On November 27, 2023 the City Council authorized staff to make a grant application for LRIP funds for the 34th St reconstruction project. The application was approved in the maximum amount of \$1,500,000. The City Council awarded the bid to Border States Paving on May 27, 2025. The Minnesota Department of Transportation (MnDOT) has prepared an agreement that is necessary for the City to receive the funds. Staff and the City Attorney have reviewed the agreement and recommend that it be approved.

FINANCIAL CONSIDERATIONS:

The total cost of the improvements, including contingencies, engineering, administrative and legal fees, is approximately \$7,292,950. The project is being constructed jointly by the cities of Moorhead and Dilworth with Moorhead acting as the lead agency. The cities have been authorized to receive approximately \$3,767,000 in Federal funds and \$1,500,000 in State funds for this project. In order to access the State funds, it is necessary to enter into the agreement. The City of Dilworth will reimburse Moorhead \$463,420 for its share of the project cost. The remaining City of Moorhead share of \$1,562,530 will be paid using MSA street funds.

Voting Requirements: 3/4 of Council (6)

Submitted By:

Dan Mahli, City Manager
Tom Trowbridge, City Engineer

Attachments: None

RESOLUTION

Resolution to Approve Local Road Improvement Program Grant Agreement for the Reconstruction of 34th St N from 4th Ave S to 3rd Ave N. Eng. No. 23-02-01and SP #144-135-021

WHEREAS, the City of Moorhead has applied to the Commissioner of Transportation for a grant from the Local Road Improvement fund; and

WHEREAS, the Commissioner of Transportation has given notice that funding for this project is available; and

WHEREAS, the amount of the grant has been determined to be \$1,500,000 by reason of the lowest responsible bid.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Moorhead does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.52, and will pay any additional amount by which the cost exceeds the estimate, and will return to the Local Road Improvement Fund any amount appropriated for the project but not required. The proper City officers are authorized to execute a grant agreement and any amendments thereto with the Commissioner of Transportation concerning the above-referenced grant.

PASSED: July 14, 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

July 14, 2025

SUBJECT:

Resolution to Approve Revised Exhibits to the Firm Electric Service Contract with WAPA and the Revised Interconnection Contract and Exhibits with WAPA and SPP

RECOMMENDATION:

The Moorhead Public Service Commission respectfully requests the Mayor and City Council approve the following, contingent upon approval by the Moorhead Public Service Commission on or about July 15, 2025:

- A. Revision 1 to Exhibit B of Firm Electric Service Contract No. 14-UGPR-1008 between Western Area Power Administration and the City of Moorhead;
- B. Revision 1 to Exhibit C of Firm Electric Service Contract No. 14-UGPR-1008 between Western Area Power Administration and the City of Moorhead;
- C. Revision to Interconnection Contract No. 14-UGPR-2008.2 between Western Area Power Administration, the City of Moorhead, and Southwest Power Pool, which supersedes Interconnection Contract No. 14-UGPR-2008.1;
- D. Revision 2 to Exhibit A of Consolidated Facility Arrangements Contract No. 14-UGPR-3008 between Western Area Power Administration and the City of Moorhead;
- E. Revision 1 to Exhibit A of Interconnection Contract No. 14-UGPR-2008.2 between Western Area Power Administration, the City of Moorhead, and Southwest Power Pool; and
- F. Revision 1 to Exhibit B of Interconnection Contract No. 14-UGPR-2008.2 between Western Area Power Administration, the City of Moorhead, and Southwest Power Pool.

BACKGROUND/KEY POINTS:

Western Area Power Administration (WAPA) has proposed revisions to several exhibits of the Firm Electric Service (FES) Contract and the Interconnection Contract.

The FES Contract with WAPA was revised in 2015; however, Exhibit B and Exhibit C of the FES Contract were not updated accordingly. The proposed revisions now bring Exhibit B and Exhibit C (available upon request) into alignment with the 2015 version of the FES Contract. Additional minor changes have also been made to ensure consistency with WAPA's contracts for other customers.

WAPA is also proposing revisions to the Interconnection Contract and its associated exhibits (available upon request) for all interconnected customers. The updates include the addition of digital signature provisions, minor wording and phrasing adjustments, and expanded definitions to align with North American Electric Reliability Corporation Standards.

Revisions to Exhibit A of both the Interconnection Contract and the Consolidated Facility Arrangements Contract (available upon request) relate to Moorhead Public Service's (MPS') Moorhead DOE Substation expansion project, which was completed in 2024. Exhibit B of the Interconnection Contract (available upon request), which lists contact information for WAPA, MPS, and SPP, will be updated to reflect staffing changes due to promotions and employee turnover. Additional minor revisions have also been made to contracts with other WAPA customers.



City Council Communication

July 14, 2025

The revised Interconnection Contract and exhibits have been reviewed and approved by MPS' legal counsel and the City of Moorhead's legal counsel.

FINANCIAL CONSIDERATIONS:

Not Applicable

Voting Requirements: Majority of Quorum

Submitted By:

Dan Mahli, City Manager

Travis L. Schmidt, General Manager

Taylor Holte, Electric Project Engineer

Attachments:

RESOLUTION

Resolution to Approve Revised Exhibits to the Firm Electric Service Contract with WAPA and the Revised Interconnection Contract and Exhibits with WAPA and SPP

WHEREAS, Western Area Power Administration (WAPA) has proposed revisions to several exhibits of the Firm Electric Service (FES) Contract and the Interconnection Contract.

WHEREAS, the FES Contract with WAPA was revised in 2015; however, Exhibit B and Exhibit C of the FES Contract were not updated accordingly and;

WHEREAS, the proposed revisions now bring Exhibit B and Exhibit C (available upon request) into alignment with the 2015 version of the FES Contract and;

WHEREAS, the proposed revisions to the Interconnection Contract and its associated exhibits include the addition of digital signature provisions, minor wording and phrasing adjustments, and expanded definitions to align with North American Electric Reliability Corporation Standards.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead to approve the revised exhibits to the FES Contract with WAPA and the revised Interconnection Contract and exhibits with WAPA and Southwest Power Pool, contingent upon approval by the Moorhead Public Service Commission on or about July 15, 2025.

PASSED: July 14, 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

July 14, 2025

SUBJECT:

Award Bid for Construction Phase of Ozone Generator and Equipment Replacement Project at MPS' Water Treatment Plant

RECOMMENDATION:

The Moorhead Public Service Commission respectfully requests the Mayor and City Council award the bid for the construction phase of the Ozone Generator and Equipment Replacement Project at Moorhead Public Service's Water Treatment Plant to CC Steel, LLC, for \$550,000 for the base bid and \$3,000 for Alternate No. 1, for a total bid price of \$553,000, contingent upon approval by the Moorhead Public Service Commission on or about July 15, 2025

BACKGROUND/KEY POINTS:

Moorhead Public Service (MPS) uses ozone as the primary disinfectant in its water treatment process. Ozone is a powerful oxidant that breaks down quickly, leaving minimal by-products in the fully treated drinking water. MPS has utilized ozone since MPS' Water Treatment Plant (WTP) began operations in 1994. The ozone generators and their power supply units, currently in service, are original to MPS' WTP startup.

In February 2024, MPS selected Short Elliott Hendrickson, Inc. (SEH), and HDR Engineering, Inc. (HDR), through a competitive request for proposal process, for the engineering design and selection services for MPS' Ozone Generator and Equipment Replacement Project. On May 21, 2024, the Moorhead Public Service Commission (Commission) approved the direct purchase of ozone generators and support equipment from Veolia Water Technologies, LLC, for \$1,239,970. This pre-purchase strategy was implemented to reduce lead times for acquiring specialized equipment.

With the new equipment in production and the design work completed, careful coordination is now required to align the construction phase with the general contractor and MPS' water treatment needs. To maintain uninterrupted water disinfection during construction, one generator will be replaced at a time, while the other generator remains operational.

Bids for the construction phase and installation of the new ozone generation equipment were opened on July 1, 2025. MPS received two qualified bids. Commission recommends awarding the base bid (\$550,000) and Alternate No. 1 (\$3,000) to CC Steel, LLC, (CC Steel) in the amount of \$553,000, as shown on the attached Bid Tabulation Sheet and recommendation letter from SEH. The engineer's estimate for the construction phase of this project was \$661,900. MPS' WTP staff has reviewed previous work performed by CC Steel and also observed its work at neighboring water treatment facilities. MPS staff is confident of CC Steel's ability to perform this work.

Table 1: Ozone Generator and Equipment Replacement Project Costs

RFP for Engineering Design and Selection Services - SEH	\$171,922
Direct Purchase of Selected Ozone Equipment – Veolia	\$1,239,970
Change Order No. 1 for Modulating Control Valve	\$14,186
Construction Phase – General Contractor*	\$553,000
Construction Phase Engineering Services	\$184,856



City Council Communication

July 14, 2025

Total Project Cost	\$2,163,934
MPS Project Budget	\$2,250,000

* Current phase of project

MPS has been closely monitoring the evolving tariff landscape and its potential impact on delivery of the equipment and services for this project. After discussions with MPS' operations and finance staff, MPS has developed a plan to reallocate capital from other 2025 projects to cover any tariff-related costs, helping to avoid the use of reserve funds if needed.

FINANCIAL CONSIDERATIONS:

Although there is no cost to the City of Moorhead (directly), the total cost to the Moorhead Public Service Commission for the construction phase of the Ozone Generator and Equipment Replacement Project is \$553,000.

Voting Requirements: Majority of Council

Submitted By:

Dan Mahli, City Manager

Travis L. Schmidt, General Manager

Marc Pritchard, Water Plant Manager

Attachments: Bid Tabulation Sheet and Recommendation Letter from SEH

July 7, 2025

RE: Moorhead Public Service
Ozone Generator and Equipment Replacement
SEH No. MOHPS 177125 14.00
MPS No. WT24-13

Mr. Marc Pritchard
Water Plant Manager
Moorhead Public Service
2901 South Frontage Road, Suite 2, PO Box 779
Moorhead, MN 56561-0779

Dear Mr. Pritchard:

Bids for the above referenced project were received and opened on Tuesday, July 1, 2025, at 1:00 p.m. Two (2) bids were received for the proposed Moorhead Public Service Water Treatment Plant improvements. The bids received were from the contractors listed below:

- CC Steel LLC
- Key Contracting, Inc.

The bids received have been outlined in the table below:

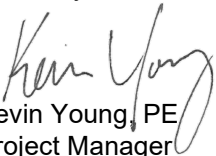
Bidder	Base Bid	Alternate 1	Total Price
CC Steel LLC	\$550,000.00	\$3,000.00	\$553,000.00
Key Contracting, Inc.	\$772,800.00	\$10,000.00	\$782,800.00
<i>Engineer's Estimate</i>	<i>\$651,900.00</i>	<i>\$10,000.00</i>	<i>\$661,900.00</i>

Due to the unique nature of the project, the range of estimated bidding was expected with the variation of the work to be completed.

CC Steel LLC has successfully completed work with Moorhead Public Service in the past and has demonstrated they have the ability to complete this project as specified. The Moorhead Public Service Commission and Moorhead City Council may consider award of this contract pending to CC Steel LLC should they wish to proceed with the proposed work and award to the low bidder.

Please feel free to contact me with any questions.

Sincerely,



Kevin Young, PE
Project Manager
(Lic. MN)

mrh
Enclosure

x:\ko\m\mohps\177125\1-gen\14-corr\2025.07.07 | owner installation recommendation letter.docx

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 2351 Connecticut Avenue, Suite 300, Sartell, MN 56377-2485

320.229.4300 | 800.572.0617 | 888.908.8166 fax

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer



TABULATION OF PROPOSALS

1

2

Ozone Generator and Equipment Replacement Moorhead, Minnesota SEH No.: MOHPS 177125 Proposal Date: 1:00 p.m, Tuesday, July 1, 2025				Engineer's Estimate		CC Steel LLC		Key Contracting, Inc.	
Shaded area denotes corrected figure				\$661,900.00		\$553,000.00		\$782,800.00	
Item No.	Item	Unit	Est. Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
	Lump Sum Bid Price for Base Bid	LS	1	\$651,900.00	\$651,900.00	\$550,000.00	\$550,000.00	\$772,800.00	\$772,800.00
	Alternate 1 - Overhead Rolling Door Opening Preparation	LS	1	\$10,000.00	\$10,000.00	\$3,000.00	\$3,000.00	\$10,000.00	\$10,000.00
TOTAL				\$661,900.00		\$553,000.00		\$782,800.00	

RESOLUTION

Resolution to Award Bid Award Bid for Construction Phase of Ozone Generator and Equipment Replacement Project at MPS' Water Treatment Plant

WHEREAS, on July 1, 2025, bids were opened for the Construction Phase of Ozone Generator and Equipment Replacement Project at Moorhead Public Service's (MPS') Water Treatment Plant; and

WHEREAS, Moorhead Public Service staff and Short Elliott Hendrickson Inc. (SEH) staff evaluated the bids and submitted a Bid Tabulation Sheet with their recommendation letter.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead to award the construction phase of the Ozone Generator and Equipment Replacement Project at MPS' Water Treatment Plant to CC Steel, LLC, for \$550,000 for the base bid and \$3,000 for Alternate No. 1, for a total bid price of \$553,000, contingent upon approval by the Moorhead Public Service Commission on or about July 15, 2025.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the City Council of the City of Moorhead, Minnesota, that the City Council does hereby authorize and direct the Mayor and City Manager to execute the contract for the construction phase of the Ozone Generator and Equipment Replacement Project at MPS' Water Treatment Plant.

PASSED: July 14, 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

July 14, 2025

SUBJECT:

Resolution to accept funds from First Community Credit Union for the Matson Field Grandstand Project and enter into an agreement for Naming Rights of the Hall of Fame Wall.

RECOMMENDATION:

The Mayor and Council are asked to consider a resolution accepting a \$50,000 award from First Community Credit Union (FCCU) for the Matson Field Grandstand Project and enter into an Agreement for naming rights on the Hall of Fame Wall.

BACKGROUND/KEY POINTS:

Matson Field is the home ballpark for many youth, legion and amateur teams that host baseball practices and games throughout the spring, summer and fall season in Moorhead. Matson is an aging facility with many improvements needed to make it a place the Moorhead baseball community and its fans can call home and be proud to host league games and tournaments with youth teams locally and from throughout the upper Midwest Region.

Replacing the grandstand is the number one priority for the Park Advisory Board and included in the City of Moorhead Strategic Plan as one of the top 5 amenities in need of replacement in the city. The City of Moorhead identified \$400,000 of American Rescue Act Plan funds hoping to encourage the local community to organize a capital campaign to build a stadium and make improvements to the complex. The Matson Field project began Phase 1 of construction on July 1st, 2025, and hopes to be complete in time for the 2026 baseball season. This follows the City policy for naming rights for amenities within the City. An agreement will be entered into between the City and FCCU for the naming rights and the extended payment schedule. This agreement is available upon request.

FINANCIAL CONSIDERATIONS:

The award from FCCU will be used on the construction of the Grandstand / Hall of Fame Wall at Matson Field. The gift will be paid over five years in installments of \$10,000 per year.

Voting Requirements: Majority of Council

Submitted By:

Dan Mahli, City Manager

Sean Brandenburg, Recreation Director

Attachments: none

RESOLUTION

Resolution to Enter into an Agreement for Naming Rights for the Hall of Fame Wall at Matson Field

WHEREAS, the City, through its Parks and Recreation Department, owns and operates the Matson Memorial Field, a public park containing a baseball complex located in Moorhead, Minnesota; and

WHEREAS, Matson Memorial Field needs improvements, that include, but are not limited to updates to the grandstand, scoreboard, location sign, press box, concession stand, restrooms, sound system; and

WHEREAS, the City desires to accept \$50,000 in donation from First Community Credit Union to be used for the Project in accordance with the guidelines and stipulations set forth in the terms of the agreement; and.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead that the City Council does hereby accept the donation in accordance with the terms prescribed by the donor, and enter into an Agreement with First Community Credit Union for the naming rights on Hall of Fame Wall at Matson Field for the serviceable life of the amenity.

PASSED: July 14, 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

July 14, 2025

SUBJECT:

Resolution to Approve Representation Consent Agreement related to Negotiation and Drafting of a Mutual Aid Agreement Between the Cities of West Fargo, North Dakota, and Moorhead, Minnesota.

RECOMMENDATION:

The Mayor and City Council are asked to consider a resolution to approve, and authorize the Mayor and City Manager to execute, the above-referenced Representation Consent Agreement.

BACKGROUND/KEY POINTS:

On June 7, 2021, the Cities of West Fargo, North Dakota ("West Fargo") and Moorhead, Minnesota ("Moorhead") entered into a Mutual Aid Agreement to more effectively respond and provide public safety services during emergency situations. The entities have expressed desire to amend or enter into a new Mutual Aid Agreement.

Ohnstad Twichell, P.C. provides legal representation for both West Fargo and Moorhead. As part of the negotiation and drafting of an updated Mutual Aid Agreement, coordination between the two cities will be necessary.

Under the North Dakota Rules of Professional Conduct and Minnesota Rules of Professional Conduct for attorneys, Ohnstad Twichell, P.C.'s representation of West Fargo and Moorhead is a technical conflict of interest under Rule 1.7. Rule 1.7 allows Ohnstad Twichell, P.C. to represent both West Fargo and Moorhead following consent by both entities.

Upon consent by both entities, the individual attorneys who represent West Fargo and Moorhead will represent their client's individual interests regarding any negotiations and final agreement. For purposes of receiving legal advice regarding the negotiation of an agreement, both West Fargo and Moorhead must consent in writing to Ohnstad Twichell, P.C.'s representation of both parties. As such, it is requested that the City Council approve and authorize the Mayor and City Manager to execute the Representation Consent Agreement.

FINANCIAL CONSIDERATIONS:

Not Applicable

Voting Requirements: Majority of Council

Submitted By:

Dan Mahli, City Manager
Kathryn McNamara, City Attorney

Attachments: Draft Resolution

RESOLUTION

Resolution to Approve Representation Consent Agreement related to Negotiation and Drafting of a Mutual Aid Agreement Between the Cities of West Fargo, North Dakota, and Moorhead, Minnesota

WHEREAS, on June 7, 2021, the Cities of West Fargo, North Dakota (“West Fargo”) and Moorhead, Minnesota (“Moorhead”) entered into a Mutual Aid Agreement to more effectively respond and provide public safety services during emergency situations; and

WHEREAS, the entities have expressed desire to amend or enter into a new Mutual Aid Agreement; and

WHEREAS, as part of the negotiation and drafting of an updated Mutual Aid Agreement, coordination between the two cities will be necessary; and

WHEREAS, Ohnstad Twichell, P.C. provides legal representation for both West Fargo and Moorhead; and

WHEREAS, under the North Dakota Rules of Professional Conduct and Minnesota Rules of Professional Conduct for attorneys, Ohnstad Twichell, P.C.’s representation of West Fargo and Moorhead is a technical conflict of interest under Rule 1.7; however, Rule 1.7 allows Ohnstad Twichell, P.C. to represent both West Fargo and Moorhead following consent by both entities; and

WHEREAS, upon consent from both entities, the individual attorneys who represent West Fargo and Moorhead will represent their client’s individual interests regarding any negotiations and final agreement; and

WHEREAS, for purposes of receiving legal advice regarding the negotiation of an agreement, both West Fargo and Moorhead must consent in writing to Ohnstad Twichell, P.C.’s representation of both parties; and

WHEREAS, it is requested that the City Council approve such dual representation and authorize the Mayor and City Manager to execute the Representation Consent Agreement.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead, Minnesota that the City Council does approve Ohnstad Twichell, P.C.’s representation of both West Fargo and Moorhead in the negotiation and drafting of an updated Mutual Aid Agreement, and, that the Mayor and City Manager are authorized to execute the Representation Consent Agreement.

PASSED: July 14, 2025 by the City Council of the City of Moorhead.

APPROVED BY:

ATTEST:

Michelle (Shelly) A. Carlson, Mayor

Christina Rust, City Clerk