



**CITY COUNCIL
MEETING AGENDA
JANUARY 12, 2026 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

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. The Loop Donor Recognition: Moorhead Vikingland Kiwanis

6. Approve Minutes

A. December 8, 2025 Meeting Minutes

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

B. *Resolution to Approve Council Member Appointments to Committees, Boards, and Commissions

C. *Resolution for Appointments to Boards and Committees

9. Public Hearings (5:45 pm)

10. Community Development Department

A. *Second Reading of Ordinance 2025-10: An Ordinance to Amend and Reenact various chapters within Title 9: Building Regulations of the Moorhead Municipal Code

B. *Resolution to Approve Title and Summary for Ordinance 2025-10

C. *Resolution to Approve Budget Adjustment #26-003 and Related Agreement with the State of MN - Department of Labor and Industry

- D. *Resolution to Approve Various Easements with Moorhead Public Service

11. Economic Development

- A. *Resolution to Approve Independent Contractor Agreement with Downtown Moorhead Inc. for Economic Development Services

12. Engineering Department

- A. Resolution to Approve an Agreement with the City of Fargo for the 12th / 15th Ave N Bridge Replacement Project
- B. *Resolution to Receive Report, Order Plans, and Call for a Public Hearing Related to Partridge Creek Addition Street & Utility Improvements, Stormwater Pond and 28th St S Improvements (Eng. No. 25-A6-03)

13. Fire Department

- A. *Resolution to Accept Grant Award for 2024-2025 Hazardous Materials Emergency Preparedness (HMEP) Grant Program (Budget Adjustment #25-039)

14. Moorhead Public Service

15. Parks and Recreation Department

16. Police Department

17. Public Works

18. Administration

- A. *Resolution to Approve Master Services Agreement for Asset Management Services with Novotx LLC
- B. *Resolution to Approve Agreement for Federal Governmental Relations Services
- C. *Resolution to Approve Amendment to the Employment Agreement between the City of Moorhead and City Manager
- D. *Resolution to Designate Official Depositories, Signers and Authority to make Electronic Funds Transfers
- E. *Resolution to Designate the Official Newspaper and Website of the City of Moorhead
- F. *Resolution to Affirm 2026 City Council Meeting Dates

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

January 12, 2026

SUBJECT:

The Loop Sponsorship: Kiwanis Club of Moorhead Vikingland Foundation

RECOMMENDATION:

N/A

BACKGROUND/KEY POINTS:

Members of the Kiwanis Club of Moorhead Vikingland Foundation will be in attendance at the January 12 City Council meeting so that the Mayor and Council can recognize and thank them for the generous pledge to The Loop | Moorhead Public Library & Community Center.

FINANCIAL CONSIDERATIONS:

Kiwanis Club of Moorhead Vikingland Foundation has pledged \$2,500 to The Loop | Moorhead Public Library & Community Center over five years.

Voting Requirements: N/A

Submitted By:

Dan Mahli, City Manager

Lisa Bode, Government Affairs Director

Attachments: N/A



**MINUTES OF THE CITY COUNCIL
HJEMKOMST CENTER AUDITORIUM - 202 1ST AVE N.
December 8, 2025 - 5:30 PM**

1. Call to Order/Roll Call

Roll call of the members was made as follows:

Present (8): Ryan Nelson, Nicole Mattson, Heather Nesemeier, Emily Moore, Deb White, Lisa Borgen, Sebastian McDougall, Chuck Hendrickson - 5:40pm

Absent (0):

2. Pledge of Allegiance

3. Agenda Amendments

4. Consent Agenda

Motion to Approve made by Lisa Borgen and seconded by Sebastian McDougall.
For 7: Ryan Nelson, Nicole Mattson, Heather Nesemeier, Emily Moore, Deb White, Lisa Borgen, Sebastian McDougall

Against 0: None

Abstain/Recuse 0: None

Motion Passed

5. Recognitions/Presentations

A. Moorhead Human Rights Awards

Representatives from the Human Rights Commission presented the 2025 Human Rights Awards to the following individuals:

Non-Profit Category:

Kavitha Gundala - Assistant Director of Housing and Operations at Jeremiah Program Campuses.

Michelle Webber - Pastor at First Congregational United Church of Christ in Moorhead.

Education Category:

Erienne Fawcett - Coordinator of Gender and Sexuality at Minnesota State University Moorhead's Office of Diversity and Inclusion.

Tyler Strand - Social Worker at Minnesota State Community and Technical College (MState) Moorhead.

B. Swearing-In and Badge Pinning for Moorhead Police Officers

Moorhead Police Chief Chris Helmick presented new police officers in the department. Family members and friends pinned badges and Mayor Carlson conducted the swearing-in ceremony.

C. 6:00pm - Truth-In-Taxation Public Comment Opportunity after Presentation of the Proposed 2026 Budget and Tax Levy

Finance Director Jenica Flanagan presented the City of Moorhead and Moorhead Economic Development Authority's proposed 2026 budget and tax levy. Two Moorhead residents addressed the City Council regarding the proposed budget.

6. Approve Minutes

A. November 24, 2025 Meeting Minutes

Motion to Approve made by Chuck Hendrickson and seconded by Sebastian McDougall.
For 8: Ryan Nelson, Nicole Mattson, Heather Nesemeier, Emily Moore, Deb White,
Lisa Borgen, Sebastian McDougall, Chuck Hendrickson
Against 0: None
Abstain/Recuse 0: None
Motion Passed

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

8. *Mayor and Council Appointments

A. Resolution to Approve Mayoral Appointments to Committees, Boards, and Commissions

Motion to Approve made by Lisa Borgen and seconded by Emily Moore.
For 8: Ryan Nelson, Nicole Mattson, Heather Nesemeier, Emily Moore, Deb White,
Lisa Borgen, Sebastian McDougall, Chuck Hendrickson
Against 0: None
Abstain/Recuse 0: None
Motion Passed

B. *Resolution to Approve Council Member Appointments to Committees, Boards, and Commissions

9. Public Hearings (5:45 pm)

10. Community Development Department

A. *Resolution to Approve Agreement with MnDOT Office of Aeronautics - Fuel tank/pumps replacement project design at Moorhead Municipal Airport Florence Klingensmith Field

B. *Resolution to Approve Preliminary & Final Plat relating to Prairie Parkway 3rd Addition

C. *Resolution to Approve Developer's Agreement for Prairie Parkway 3rd Addition

11. Economic Development

A. *Resolution to Approve Independent Contractor Agreement with The Luminarie for Entrepreneurial Support Services related to the Spark Center for Entrepreneurship

12. Engineering Department

A. *Resolution to Award Bid for the 1 Ave N Floodwall Project (Eng. No. 18-13-08D)

B. *Resolution to Order Reports for 2026 Street Improvement Projects (Eng. No. 26-A2-01, 26-A2-02, 26-A2-03, 26-A2-04, 26-A2-05)

C. *Resolution to Approve a Wetland Credit Purchase Agreement for the Bluestem Pedestrian Bridge Project (Eng. No. 22-13-04)

13. Fire Department

14. Moorhead Public Service

15. Parks and Recreation Department

- A. *Resolution to Accept Funding for Matson Field Grandstand Project and Enter into Agreement for Naming Rights of the Monument Stadium Sign

16. Police Department

17. Public Works

- A. *Resolution to Approve Wading Pool Rehabilitation Proposal and Budget Adjustment #25-040

18. Administration

- A. Resolution to Approve the City of Moorhead 2026 Tax Levy, Budget and Capital Improvement Plan

Motion to Approve made by Lisa Borgen and seconded by Chuck Hendrickson.
For 8: Ryan Nelson, Nicole Mattson, Heather Nesemeier, Emily Moore, Deb White,
Lisa Borgen, Sebastian McDougall, Chuck Hendrickson

Against 0: None

Abstain/Recuse 0: None

Motion Passed

- B. Resolution to Approve the Moorhead Economic Development Authority 2026 Tax Levy and Budget

Motion to Approve made by Chuck Hendrickson and seconded by Nicole Mattson.
For 8: Ryan Nelson, Nicole Mattson, Heather Nesemeier, Emily Moore, Deb White,
Lisa Borgen, Sebastian McDougall, Chuck Hendrickson

Against 0: None

Abstain/Recuse 0: None

Motion Passed

- C. *Second Reading of Ordinance 2025-12: An Ordinance Adopting the 2026 Fee Schedule

- D. *Resolution to Approve Title & Summary for Ordinance 2025-12

- E. *Resolution to Solicit Bids and Approve Award of Contract Bulk Fuel

- F. *Resolution to Authorize Execution of League of Minnesota Cities Insurance Trust (LMCIT) Liability Coverage Waiver Form (Statutory Tort Liability Limits)

- G. *Resolution to Approve Pledge and Naming Rights Agreements for Donors to The Loop | Moorhead Public Library & Community Center

- H. *Resolution to Designate 2026 Election Polling Locations

- I. *Resolution to Approve Intergovernmental Agreement for Metro Senior Ride - Fargo Park Board, Valley Senior Services – 2026

- J. *Resolution to Approve a Contract with the City of Dilworth for 2026 Transit Service

K. Request from Council members White and Mattson to Approve a Resolution in Support of Moorhead Immigrant and Refugee Communities

Council members White and Mattson requested the City Council pass a resolution in support of immigrant and refugee communities in Moorhead. Residents addressed the City Council in support of the resolution.

Motion to Approve made by Deb White and seconded by Nicole Mattson.

For 8: Ryan Nelson, Nicole Mattson, Heather Nesemeier, Emily Moore, Deb White, Lisa Borgen, Sebastian McDougall, Chuck Hendrickson

Against 0: None

Abstain/Recuse 0: None

Motion Passed

19. Mayor and Council Reports

Council Member Nesemeier invited members of the public to attend upcoming Moorhead Public Housing, Clay County Solid Waste, and Clay County Extension Committee meetings. Council Member Nesemeier encouraged Giving Tree donations at Riverview Heights and Moorhead Public Library locations. Council Member Nesemeier also expressed appreciation to newly sworn officers and their family members and friends.

Mayor Carlson attended the Holiday Tree Lighting and thanked all who helped set up and manage the event and Global Market at the Hjemkomst Center. Mayor Carlson thanked MATBUS and employees for decorating the bus used in the Holiday Lights Parade. Mayor Carlson shared appreciation to Slumberland for donating mattresses to families in need in the FM area as well as everyone who makes the annual event possible.

20. City Manager Reports

City Manager Mahli stated City Hall is closed Christmas Eve, Christmas Day, and New Year's Day and expressed appreciation to essential and shift employees who work every day of the year and on holidays.

21. Executive Session

- A. Closed Executive Session pursuant to Minn. Stat. § 13D.05, subd. 3 (a) for the purpose of performing the City Managers annual performance evaluation

22. New Business

23. Adjourn

Meeting adjourned at 8:51pm.

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.

RESOLUTION

Resolution to Approve Appointment of Mayor Pro Tem and mayoral Appointments to Committees, Boards and Commissions

WHEREAS, the City Council of the City of Moorhead, does hereby accept Mayor Carlson's appointment of Council Member Lisa Borgen to the position of Mayor Pro-Tem; and

WHEREAS, the City Council of the City of Moorhead, does hereby accept that the Mayor may appoint City Council committees. In addition, per City Charter, the Mayor may not serve on a Council committee unless such service is approved by a unanimous vote of all City Council members (Moorhead City Charter, Chapter 2. Section 2.07. The Mayor).

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Moorhead, does hereby appoint Mayor Carlson to various committees, boards, and commissions as noted below.

- Metro Flood Diversion Authority Board
- Metro Flood Diversion Authority Finance Committee
- Metro Flood Diversion Authority Planning Committee
- Moorhead Clay County Joint Powers Authority (MCCJPA)
- Red River Regional Dispatch Center Authority Board (RRRDC)
- Board of Appeals & Equalization
- Beyond the Yellow Ribbon Committee
- Legislative Workgroup
- Alternate – Red River Basin Commission

PASSED: January 12, 2026 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 Council Member Appointments to Committees, Boards, and Commissions

BE IT RESOLVED by the City Council of the City of Moorhead, does hereby accept Mayor Carlson's 2026 appointment of Council Members to various committees, boards, and commissions as noted below.

Ryan Nelson:

- Regional Red River Dispatch Center (RRRDC)
- NW Regional Emergency Communications Board
- Historical Cultural Society of Clay County (HCSCC)
- Legislative Workgroup
- Oakport Joint Powers Committee

Nicole Mattson:

- Clay Co. Collaborative Board
- Metro Cog – Planning
- Community Access Television
- Clay County Joint Powers Committee
- Community Facilities Task Force
- Oakport Joint Powers Committee
- Alternate: Planning Committee
- Alternate: Clay County Planning Committee

Heather Nesemeier:

- Public Housing Agency Board
- Clay County Extension
- Cass/Clay Food Commission
- Clay County Solid Waste Advisory Committee
- Resource Recovery Advisory Committee
- Airport Committee

Emily Moore:

- Library Board
- Lake Agassiz Regional Library Board
- Economic Development Authority
- Board of Appeals & Equalization
- West Central Initiative Economic Development
- Park Advisory Board
- Community Fund Advisory Committee

Lisa Borgen:

- Metro Flood Diversion Authority Board of Directors
- Moorhead Clay County Joint Powers Authority
- Metro Flood Diversion Authority Public Outreach Board
- FM Area on Homelessness Coalition
- Moorhead Public Service
- Legislative Workgroup
- Alternate: NW Regional Emergency Communications Boards

Deb White:

- Transit Coordination Committee (MAT Bus)
- Metro Flood Diversion Authority Land Management Board
- Clay County Joint Powers Committee
- Community Facilities Task Force
- Lakes & Prairie Community Action Partnership
- Economic Development Authority
- Greater Fargo Moorhead Economic Development Corporation

Sebastion McDougall:

- Human Rights Commission
- Metro Cog Policy Board
- Transit Coordination Committee (MAT Bus)
- Board of Appeals & Equalization
- Planning Committee
- Clay County Planning Committee
- Alternate: Park Advisory Board

Chuck Hendrickson:

- Metro Flood Diversion Authority Board of Directors
- Moorhead Clay County Joint Powers Authority
- Art & Culture Committee
- Clay County Solid Waste Advisory Committee
- Metro Cog Policy Board
- Red River Basin Commission

PASSED: January 12, 2026 by the City Council of the City of Moorhead.

APPROVED BY:

ATTEST:

Michelle (Shelly) A. Carlson, Mayor

Christina Rust, City Clerk

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

- Evan Balko, Moorhead resident, is appointed to a term commencing February 1, 2026 and ending January 31, 2029. (At-Large)

Board of Appeals & Equalization

- Nancy Gunderson, Moorhead resident, is appointed to a term commencing February 1, 2026 and ending January 31, 2029. (At-Large)

Charter Commission

- Hilary Ray, Moorhead resident, is appointed to a term commencing February 1, 2026 and ending January 31, 2027. (Ward 1)

Economic Development Authority

- Amy Anderson, Moorhead resident, is appointed to a term commencing February 1, 2026 and ending January 31, 2029. (Ward 3)

Human Rights Commission

- AnnaPoorna Rajesh, Moorhead resident, is appointed to a term commencing February 1, 2026 and ending January 31, 2029. (At-Large)

Library Board

- Linda Schell, Moorhead resident, is appointed to a term commencing February 1, 2026 and ending January 31, 2029. (At-Large)
- Karin Olson Held, Moorhead resident, is appointed to a term commencing February 1, 2026 and ending January 31, 2029. (Ward 2)
- Charley Johnson, Moorhead resident, is appointed to a term commencing February 1, 2026 and ending January 31, 2029. (Ward 4)

Park Advisory Board

- Alexander Aldrich, Moorhead resident, is appointed to a term commencing February 1, 2026 and ending January 31, 2029. (At-Large)

Planning Commission

- Jana Kasper, Moorhead resident, is appointed to a term commencing February 1, 2026 and ending January 31, 2029. (At-Large)
- Mark Tangquist, Moorhead resident, is appointed to a term commencing February 1, 2026 and ending January 31, 2029. (Ward 3)

Public Service Commission

- Amy Lammers, Moorhead resident, is appointed to a term commencing February 1, 2026 and ending January 31, 2029. (Ward 3)

PASSED: January 12, 2026 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 12, 2026

SUBJECT:

Second Reading of Ordinance 2025-10: An Ordinance to Amend and Reenact various chapters within Title 9: Building Regulations of the Moorhead Municipal Code

RECOMMENDATION:

The Mayor and City Council are asked to consider Second Reading of Ordinance 2025-10: An Ordinance to Amend and Reenact Title 9: Building Regulations of the Moorhead Municipal Code

BACKGROUND/KEY POINTS:

Title 9 of the Moorhead City Code includes various standards relating to building regulations and codes. Various chapters within Title 9 were updated earlier this year (Rental Registration and Inspections and Property Maintenance). The proposed Ordinance 2025-10 includes the following:

- Section 1: update to clarify building projects shall meet all applicable city codes
- Section 2: update allowing inspections to be in a form other than written
- Section 3: clarifies that inspections are needed for newly licensed rental properties. Existing buildings remain on their inspection schedule.
- Sections 4 & 5: Revisions to the Appeals for decisions of the Moorhead building official. The current language requires the city to establish a Board to hear appeals. MN Statutes allows cities to establish a Board or for individuals to appeal directly to the State of MN Department of Labor and Industry. As there have been no appeals to a building official in Moorhead or related Board established in recent history, the code update directs appeals directly to the State.
- Section 6: removes the definition of rooming house (code requirements for rental unit, hotel, dormitory, etc. remain)
- Section 7: clarifies that insect and rodent infestation is required to be addressed on the exterior of structure and within multi-dwelling building units.
- Section 8: removes reference to standard incandescent light bulbs (ie: can be LED)
- Section 9: revises section to meet current residential building code
- Section 10: removes reference to rooming house
- Section 11: relating to moving permits for buildings, adds permit exemptions for foundation repair and licensed manufactured home park homes.
- Section 12: corrects State reference
- Section 13: revises investigation fee to correlate to approved Fee Schedule

The City Council approved First Reading of Ordinance 2025-10 at their November 24, 2025 meeting. Following that meeting, it was found that there were also out-of-date code references and mention of the previously deleted Board of Appeals in other areas of the Fire Code chapters within Title 9. Second reading also includes:

- Section 14: updates outdated Fire Code references.
- Section 15: removes the Board of Appeals language and replaces with current Fire Department procedure for appeals.
- Section 16: removes the Board of Appeals language and references appropriate appeals procedure.
- Section 17: updates outdated Fire Code references.
- Section 18: updates outdated Fire Code references.



City Council Communication

January 12, 2026

FINANCIAL CONSIDERATIONS:

Not Applicable

Voting Requirements: Majority of Council

Submitted By:

Dan Mahli, City Manager

Kristie Leshovsky, Community Development Director

Mike Moss, Building Official

Alan Cooper, Lead Code Compliance Technician

Chad Stangeland, Deputy Chief of Community Risk Reduction

Jamie Garvey, Deputy Fire Chief Apprentice

Attachments: Ordinance 2025-10
Title and Summary

ORDINANCE NO. 2025-10

**AN ORDINANCE TO AMEND AND REENACT VARIOUS CHAPTERS WITHIN TITLE 9:
BUILDING REGULATIONS OF THE MOORHEAD MUNICIPAL CODE**

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

NEW ~~DELETE~~

SECTION 1: SECTION 9-2-1-B3 of the Moorhead Municipal Code is hereby amended and reenacted as follows:

3. Application Of Other Codes: Repairs, additions or alterations to a structure, or changes of occupancy, shall be done in accordance with the procedures and provisions of the city building code. Nothing in this chapter shall be construed to cancel, modify or set aside any provision of the ~~Moorhead zoning~~ city code.

SECTION 2: SECTION 9-2-1-D3 of the Moorhead Municipal Code is hereby amended and reenacted as follows:

3. Inspections: The code official shall make all of the required inspections, or shall accept reports of inspection by approved agencies or individuals. All reports of such inspections shall be ~~in writing and be~~ certified by a responsible officer of such approved agency or by the responsible individual. The code official is authorized to engage such expert opinion as deemed necessary to report upon unusual technical issues that arise, subject to the approval of the appointing authority.

SECTION 3: SECTION 9-2-1-G5 of the Moorhead Municipal Code is hereby amended and reenacted as follows:

5. Transfer Of Ownership: It shall be unlawful for the owner of any dwelling unit or structure who has received a compliance order or upon whom a notice of violation has been served to sell, transfer, mortgage, lease or otherwise dispose of such dwelling unit or structure to another until the provisions of the compliance order or notice of violation have been complied with, or until such owner shall first furnish the grantee, transferee, mortgagee or lessee a true copy of any compliance order or notice of violation issued by the code official and shall furnish to the code official a signed and notarized statement from the grantee, transferee, mortgagee or lessee, acknowledging the receipt of such compliance order or notice of violation and fully accepting the responsibility without condition for making the corrections or repairs required by such compliance order or notice of violation.

Upon transfer of ownership, an inspection of the property is required before a rental registration certificate will be issued for newly licensed rental properties.

SECTION 4: SECTION 9-2-1-I6 of the Moorhead Municipal Code is hereby amended and reenacted as follows:

6. Hearing: Any person ordered to take emergency measures shall comply with such order forthwith. Any affected person shall have the right to appeal to the appeals board assembled by the State of Minnesota, Department of Labor and Industry's Construction Codes and Licensing Division provided that a written application for appeal is filed within twenty (20) days after the day of the decision, notice, or order was served. thereafter, upon petition directed to the appeals board, be afforded a hearing as described in this chapter.

SECTION 5: SECTION 9-2-1-K of the Moorhead Municipal Code is hereby amended and reenacted as follows:

K. Means Of Appeal:

1. Application For Appeal: Any person directly affected by a decision of the code official or a notice or order issued under this chapter shall have the right to appeal to the appeals board assembled by the State of Minnesota, Department of Labor and Industry's Construction Codes and Licensing Division ~~board of appeals~~, provided that a written application for appeal is filed within twenty (20) days after the day the decision, notice or order was served. An application for appeal shall be based on a claim that the true intent of this chapter or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this chapter do not fully apply, or the requirements of this chapter are adequately satisfied by other means.

~~2. Membership Of Board: The board of appeals shall consist of a minimum of three (3) members who are qualified by experience and training to pass on matters pertaining to property maintenance and who are not employees of the jurisdiction. The code official shall be an ex officio member but shall have no vote on any matter before the board. The board shall be appointed by the city manager and shall serve staggered and overlapping terms.~~

~~a. Alternate Members: The city manager may appoint two (2) or more alternate members who shall be called by the board chairman to hear appeals during the absence or disqualification of a member. Alternate members shall possess the qualifications required for board membership.~~

~~b. Chairman: The board shall annually select one of its members to serve as chairman.~~

~~c. Disqualification Of A Member: A member shall not hear an appeal in which that member has a personal, professional or financial interest.~~

~~d. Secretary: The chief administrative officer shall designate a qualified person to serve as secretary to the board. The secretary shall file a detailed record of all proceedings in the office of the chief administrative officer.~~

~~e. Compensation Of Members: The members shall receive no compensation.~~

~~3. Notice Of Meeting: The board shall meet upon notice from the chairman, within twenty (20) days of the filing of an appeal, or at a stated periodic meeting.~~

~~4. Open Hearing: All hearings before the board shall be open to the public. The appellant, the appellant's representative, the code official and any person whose interests are affected shall be given an opportunity to be heard. A quorum shall consist of not less than two-thirds ($\frac{2}{3}$) of the board membership.~~

~~— a. Procedure: The board shall adopt and make available to the public through the secretary procedures under which a hearing will be conducted. The procedures shall not require compliance with strict rules of evidence, but shall mandate that only relevant information be received.~~

~~— 5. Postponed Hearing: When the full board is not present to hear an appeal, either the appellant or the appellant's representative shall have the right to request a postponement of the hearing.~~

~~— 6. Board Decision: The board shall modify or reverse the decision of the code official only by a concurring vote of a majority of the total number of appointed board members.~~

~~— a. Records And Copies: The decision of the board shall be recorded. Copies shall be furnished to the appellant and to the code official.~~

~~— b. Administration: The code official shall take immediate action in accordance with the decision of the board.~~

~~— 7. Court Review: Any person, whether or not a previous party of the appeal, shall have the right to apply to the appropriate court for a writ of certiorari to correct errors of law. Application for review shall be made in the manner and time required by law following the filing of the decision in the office of the chief administrative officer.~~

~~— 8. Stays Of Enforcement: Appeals of notice and orders (other than imminent danger notices) shall stay the enforcement of the notice and order until the appeal is heard by the board of appeals. (Ord. 2004-28, 10-18-2004)~~

SECTION 6: SECTION 9-2-2-B of the Moorhead Municipal Code is hereby amended and reenacted as follows:

~~ROOMING HOUSE: A building arranged or occupied for lodging, with or without meals, for compensation and not occupied as a one- or two-family dwelling.~~

SECTION 7: SECTION 9-2-3-F of the Moorhead Municipal Code is hereby amended and reenacted as follows:

F. Extermination:

1. Infestation: All structures shall be kept free from insect and rodent infestation. All structures in which insects or rodents are found shall be promptly exterminated by approved processes that will not be injurious to human health. After extermination, proper precautions shall be taken to prevent reinfestation.

2. Owner: The owner of any structure shall be responsible for extermination within the structure and the exterior of the structure, as applicable. ~~prior to renting or leasing the structure.~~

3. Multiple Occupancy: The owner of a structure containing two (2) or more dwelling units, a multiple occupancy, ~~a rooming house~~ or a nonresidential structure shall be responsible for extermination in all impacted interior areas of the property and exterior areas, as applicable. ~~the public or shared areas of the structure and exterior property.~~ (Ord. 2014-18, 9-8-2014)

SECTION 8: SECTION 9-2-4-B2 of the Moorhead Municipal Code is hereby amended and reenacted as follows:

2. Common Halls And Stairways: Every common hall and stairway in residential occupancies, other than in one- and two-family dwellings, shall be lighted at all times with at least a sixty (60) watt standard incandescent light bulb for each two hundred (200) square feet (19 m²) of floor area or equivalent illumination, provided that the spacing between lights shall not be greater than thirty feet (30') (9144 mm). In other than residential occupancies, means of egress, including exterior means of egress, stairways shall be illuminated at all times the building space served by the means of egress is occupied with a minimum of one foot-candle (11 lux) at floors, landings and treads.

SECTION 9: SECTION 9-2-4-D3 of the Moorhead Municipal Code is hereby amended and reenacted as follows:

D. Occupancy Limitations:

3. New Structure Minimum Ceiling Heights: Habitable spaces, hallways, corridors, laundry areas, bathrooms, toilet rooms and habitable basement areas shall have a clear ceiling height of not less than seven feet (7').

Exceptions:

~~a. In one- and two-family dwellings, beams or girders spaced not less than four feet (4') (1219 mm) on center and projecting not more than six inches (6") (152 mm) below the required ceiling height.~~

b. Existing Residential Structures: ~~Basement r~~Rooms in one- and two-family dwellings ~~occupied exclusively for laundry, study or recreation purposes~~, having a ceiling height of not less than ~~six feet eight inches (6'8") (2033 mm) with not less than six feet four inches (6'4") (1932 mm) of clear height under beams, girders, ducts and similar obstructions.~~

c. Rooms occupied exclusively for sleeping, study or similar purposes and having a sloped ceiling over all or part of the room, with a clear ceiling height of at least seven feet (7') over not less than ~~one-third (1/3)~~ fifty percent (50%) of the required minimum floor area. In calculating the floor area of such rooms, only those portions of the floor area with a clear ceiling height of five feet (5') (1524 mm) or more shall be included.

SECTION 10: SECTION 9-2-5-B of the Moorhead Municipal Code is hereby amended and reenacted as follows:

B. Required Facilities:

1. Dwelling Units: Every dwelling unit shall contain its own bathtub or shower, lavatory, water closet and kitchen sink which shall be maintained in a sanitary, safe working condition. The lavatory shall be placed in the same room as the water closet or located in close proximity to the door leading directly into the room in which such water closet is located. A kitchen sink shall not be used as a substitute for the required lavatory.

~~2. Rooming Houses: At least one water closet, lavatory and bathtub or shower shall be supplied for each four (4) rooming units.~~

SECTION 11: SECTION 9-3-2-A of the Moorhead Municipal Code is hereby amended and reenacted as follows:

9-3-2: PERMIT REQUIREMENTS:

A. Permit Required: Any person must, before raising, moving, or supporting free from its foundation any building or structure, obtain a permit from the city.

Exceptions: In cases where a building is ultimately being moved outside the city limits, is being raised from the foundation to repair or replace an existing foundation, is a building within a licensed manufactured home park, or in the case of the moving of an accessory building or single-story garage, the application and application fee shall be filed with the building official of the city, but no hearing or approval of the planning commission or city council is required. Instead, the building official may approve the permit and attach any conditions permitted in subsection G of this section after providing notice and having consultation with the applicable city departments. Any applicant whose moving permit is denied by the building official under this section may appeal such decision to the city council within fourteen (14) days of the denial of the permit.

SECTION 12: SECTION 9-4-1-2 of the Moorhead Municipal Code is hereby amended and reenacted as follows:

9-4-1-2: PLUMBING LICENSE REQUIRED:

No person shall engage in or work at the business of a master plumber or journeyman plumber unless licensed to do so by the State Department of Labor and Industry ~~Commissioner of Health~~ as required by State law or regulation. (Ord. 91-13, 8-26-1991)

SECTION 13: SECTION 9-4-1-4-A9 of the Moorhead Municipal Code is hereby amended and reenacted as follows:

9. Investigation Fees; Work Without A Permit:

a. Whenever any work for which a permit is required by this subsection A has been commenced without first obtaining said permit, a special investigation shall be made before a permit may be issued for such work.

b. An investigation fee, in addition to the permit fee, shall be collected whether or not a permit is then or subsequently issued. The investigation fee shall be established in the city's fee schedule. ~~equal to the amount of the permit fee that would be required by this subsection A if a permit were to be issued.~~ The payment of such investigation fee shall not exempt any person from compliance with all other provisions of the plumbing code, nor from any penalty prescribed by law.

SECTION 14: SECTION 9-5-1 of the Moorhead Municipal Code is hereby amended and reenacted as follows:

~~A. Code Adopted: The 2007 Minnesota state fire code, marked as the official copy and which is on file in the office of the Moorhead city clerk and has been filed with the secretary of state and the commissioner of administration of the state of Minnesota on July 10, 2007, is hereby adopted as the fire code for the city for the purposes of prescribing regulations governing conditions hazardous to life and property from fire or explosion. Every provision contained in said 2007 Minnesota state fire code and appendix B, attached to the ordinance codified herein, is hereby adopted and made a part of this chapter as if fully set forth herein, except as the same is modified or amended by this chapter.~~

A. Code Adopted: The Minnesota State Fire Code, as adopted and enforced as outlined within Minnesota Statute 299F.011 or as amended in the future, is hereby adopted as the fire code for the city for the purposes of prescribing regulations governing conditions hazardous to life and property from fire or explosion. Every provision contained in said Minnesota state fire code and appendix B is hereby adopted, except as the same is modified or amended by this chapter.

SECTION 15: SECTION 9-5-4 of the Moorhead Municipal Code is hereby amended and reenacted as follows:

Whenever the fire chief disapproves an application or refuses to grant a permit applied for, or when it is claimed that the provisions of the code do not apply or that the true intent and meaning of the code has been misconstrued or wrongly interpreted, the applicant may appeal the decision by filing a written appeal stating the factual and legal basis for your appeal with the City Clerk within ten (10) days of the compliance order. ~~to the board of appeals within thirty (30) days from the date of the decision appealed.~~

SECTION 16: SECTION 9-5-9-A of the Moorhead Municipal Code is hereby amended and reenacted as follows:

A. Any person violating any provisions of the code hereby adopted or failing to comply therewith, or violating or failing to comply with any order made thereunder, or building in violation of any detailed statement of specifications or plans submitted and approved thereunder, or any certificate or permit issued thereunder, and from which no appeal has been taken, or failing to comply with such an order as affirmed or modified ~~by the board of appeals as outlined within 9-5-4 of this Chapter~~ or by a court of competent jurisdiction, within the time affixed herein, shall severally for each and every such violation and noncompliance, respectively, upon conviction, be penalized in accordance with the provisions of section 1-4-2 of this code.

SECTION 17: SECTION 9-5-3-A of the Moorhead Municipal Code is hereby amended and reenacted as follows:

A. Storage Of Flammable Or Combustible Liquids In Outside Aboveground Tanks:

1. The limits referred to in chapter ~~3404.2.9.5.1~~ 5704.2.9.6.1 of the Minnesota state fire code, in which storage of flammable or combustible liquids in outside aboveground tanks is prohibited, are hereby established as follows: Any zone district other than the heavy industrial (HI) zone, except as set out below:

a. Exception: Storage not to exceed ~~ten~~ fifteen thousand (150,000) gallons may occur in light industrial (LI) zone when meeting the following requirements:

- (1) Double wall listed tanks.
- (2) Located in secured area.
- (3) Class II liquid only.
- (4) Approval of the fire chief or his/her designee.
- (5) Meeting all requirements of the Minnesota state fire code.
- (6) Minimum of three hundred feet (300') from a nonindustrial zone.

2. The limits referred to in chapter ~~3404.2.9.5.1~~ 5704.2.9.6.1 of the Minnesota state fire code in which new bulk plants for flammable or combustible liquids are prohibited are hereby established as follows: Any zone district other than the heavy industrial (HI) zone, by approval of the fire chief or his/her designee in the light industrial (LI) zone for the city.

3. The rules and regulations in the storage of flammable/combustible liquids shall be regulated by the Minnesota state fire code chapter 34. Any storage over two thousand (2,000) gallons' capacity shall not be allowed in any other zone other than the heavy industrial zone of the city, and shall be subject to the approval of the fire chief or his/her designee.

B. Bulk Storage Of Liquefied Petroleum Gases: The rules and regulations in the storage of liquefied petroleum gases shall be regulated by NFPA 58, 2004 2017 edition. Any storage over two thousand (2,000) gallons' water capacity shall not be allowed in any other zone other than the heavy industrial zone, or by approval of authority having jurisdiction in light industrial zone of the city, and shall be subject to the approval of the fire chief or his/her designee.

SECTION 18: SECTION 9-5-8-E of the Moorhead Municipal Code is hereby amended and reenacted as follows:

E. Requirements Concerning Abandoned Tanks:

1. Any tanks temporarily out of service shall have the fill line, gauge opening and pump connection secured against tampering. Vent lines shall remain open and be maintained in accordance with the requirements of the Minnesota state fire code chapter ~~3404.2.13.1.1 or 3404.2.13.2.1~~ 5704.2.14 or 5704.2.13.1 through 5704.2.13.2.3 and API 1604.

2. Any tanks, above or below ground level not used for a period of ninety (90) days shall be properly safeguarded in a manner approved by the fire department. Tanks which are to be placed back in service shall be inspected and tested in a manner approved by the fire department as required by Minnesota state fire code, chapter ~~3404.2.13.1.2 or 3404.2.13.2.2~~ 5704.2.13.2 or 5704.2.13.2.

3. Any aboveground tank which has been abandoned for a period of one year shall be removed from the property in a manner approved by the fire department as required by the Minnesota state fire code chapter ~~3404.2.13.2.3~~ 5704.2.13.2.3.

4. Any underground tank which has been abandoned for a period of one year shall be removed from the ground and the hole properly filled as required pursuant to the Minnesota state fire code chapter ~~3404.2.13.1.3~~ 5704.2.13.1.3.

F. Tanks Reinstalled For Use: Any tanks which are to be reinstalled for flammable or combustible liquid service shall comply with the provisions of this section and any other ordinance, regulation or statute pertaining to the reinstallation of such tanks, including the requirements for an application for permit for the work and inspections and tests by the fire department as required by Minnesota state fire code chapter ~~3404.2.13.1.5~~ 5704.2.13.5.

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

PASSED: January 12, 2026 by the City Council of the City of Moorhead.

APPROVED BY:

ATTEST:

Michelle (Shelly) A. Carlson
Mayor

Christina Rust
City Clerk

First Reading: 11/24/2025
E-Post: 12/30/2025
Second Reading: 01/12/26
Date of Publication:

RESOLUTION

Resolution to Approve Title & Summary of Ordinance 2025-10

WHEREAS, the City Council of the City of Moorhead did pass Ordinance 2025-10: An Ordinance to Amend and Reenact Various Chapters Within Title 9: Building Regulations of the Moorhead Municipal Code; and

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

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

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead, Minnesota that the Title and Summary for Ordinance 2025-10: An Ordinance to Amend and Reenact Various Chapters Within Title 9: Building Regulations of the Moorhead Municipal Code is hereby approved. A copy of said Title and Summary was before the City Council and is now of record and on file in the Office of the City Clerk.

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

PASSED: January 12, 2026 by the City Council of the City of Moorhead.

APPROVED BY:

ATTEST:

Michelle (Shelly) A. Carlson, Mayor

Christina Rust, City Clerk

TITLE AND SUMMARY OF ORDINANCE 2025-10

The following Ordinance is hereby published by Title and Summary:

1. Title of Ordinance

Ordinance 2025-10: An Ordinance to Amend and Reenact Various Chapters Within Title 9: Building Regulations of the Moorhead Municipal Code

2. Summary of Ordinance

An Ordinance which updates and revises multiple chapters within Title 9: Building Regulations from the Moorhead City Code

3. Availability of Ordinance

A complete, printed copy of this Ordinance is available for inspection by any person during regular business hours in the Office of the City Clerk, 403 Center Ave., Moorhead, MN.

The Ordinance was passed by the City Council of the City of Moorhead this 12th day of, January, 2026.

First Reading: 11/24/2025
E-Post: 12/30/2025
Second Reading: 01/12/2026
Publication:



City Council Communication

January 12, 2026

SUBJECT:

Resolution to Approve Budget Adjustment #26-003 and Related Agreement with the State of Minnesota – Department of Labor and Industry

RECOMMENDATION:

The Mayor and City Council are asked to consider a resolution to approve a budget adjustment and an Agreement with the MN Department of Labor and Industry for a Building Official Training grant

BACKGROUND/KEY POINTS:

The MN Department of Labor and Industry recognizes the importance of training and supporting new building inspectors and building officials. Moorhead has received a Building Official Training grant award in the amount of \$75,000 to support a one-year grant for the Moorhead Building Codes team. The goal of the grant is to provide knowledge and enhance career preparedness in the building inspection and building official field by providing mentorship, training and classes.

FINANCIAL CONSIDERATIONS:

The grant would help fund an existing full-time position in the amount of \$75,000.

Budget Adjustment # 26-003

Fund Name	Account Description	Expenditure	Funding Source
General Fund	State Grant		\$75,000
General Fund	Wages and Benefits	\$71,000	
General Fund	Education, support services	\$4,000	

Voting Requirements: 2/3 of Council (6)

Submitted By:

Dan Mahli, City Manager
Kristie Leshovsky, Community Development Director
Mike Moss, Building Official

Attachments: Draft Resolution

RESOLUTION

Resolution to Approve Budget Adjustment #26-003 and Related Agreement with the State of Minnesota - Department of Labor and Industry

WHEREAS, the MN Department of Labor and Industry Construction Codes and Licensing Division supports efforts to recruit and train future building officials; and

WHEREAS, the City of Moorhead Building Codes division permits and inspects hundreds of projects each year; and

WHEREAS, MN Department of Labor and Industry Codes and Licensing Division has approved a \$75,000 grant to provide funding for various expenses relating to training an existing staff member towards becoming a Minnesota building official.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead that Budget Adjustment #26-003 is hereby approved and that the City Manager is directed and authorized to enter into Agreement/s and Amendments required to receive the related MN Department of Labor and Industry grant funds.

PASSED: January 12, 2026 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 12, 2026

SUBJECT:

Resolution to Approve Various Easements with Moorhead Public Service

RECOMMENDATION:

The Mayor and City Council are asked to consider a resolution to approve Easements for MPS Utility access on various parcels in and around the MCCARA Industrial Park and Moorhead Airport – Florence Klingensmith Field

BACKGROUND/KEY POINTS:

Moorhead Public Service has or plans to install various infrastructure in and around the MCCARA industrial park and Moorhead Airport – Florence Klingensmith Field. To secure future access to these areas, easements are required. The proposed resolution authorizes the Mayor and City Manager to execute the easements requested by Moorhead Public Service on land currently owned by the City of Moorhead.

FINANCIAL CONSIDERATIONS:

None

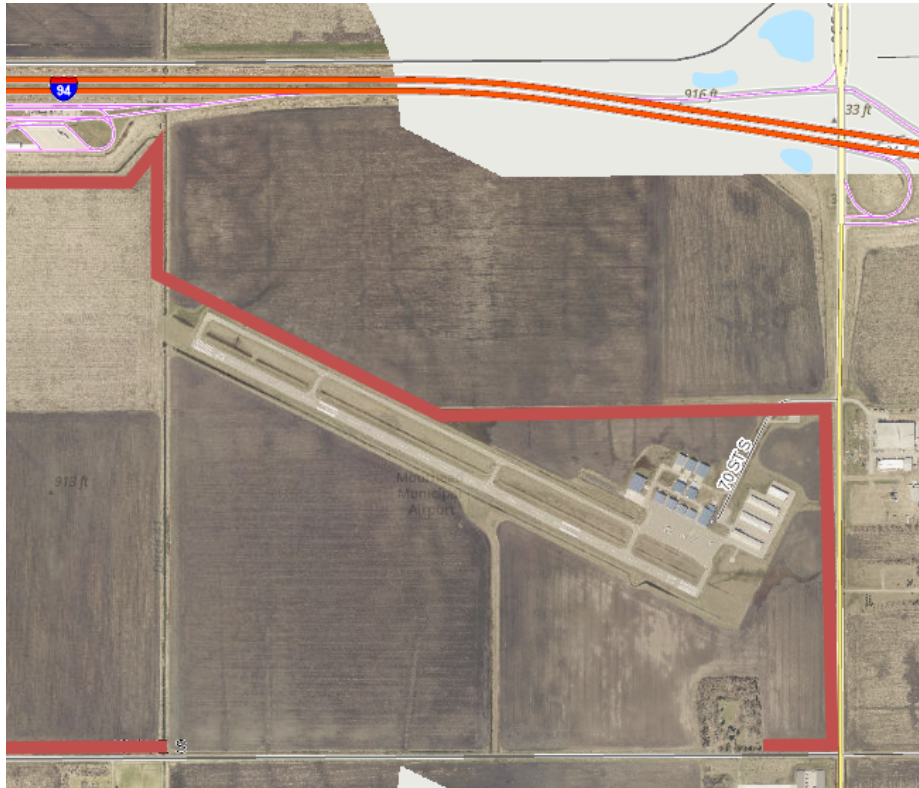
Voting Requirements: Majority of Council

Submitted By:

Dan Mahli, City Manager
Kristie Leshovsky, Community Development Director

Attachments: Easement map
Draft Resolution

Easement area - Moorhead Airport:



Easement area – MCCARA Industrial Park area



 Easement Areas

RESOLUTION

Resolution to Approve Various Easements with Moorhead Public Service

WHEREAS, the City of Moorhead supports development within and around the MCCARA Industrial Park and Moorhead Airport – Florence Klingensmith Field; and

WHEREAS, Moorhead Public Service installs infrastructure to support development and utility services.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead that the Mayor and City Manager are herein directed to execute and record easements for expansion of utility services with Moorhead Public Service in areas in and around the MCCARA industrial park and Moorhead Airport – Florence Klingensmith Field.

PASSED: January 12, 2026 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 12, 2026

SUBJECT:

Resolution to Approve Independent Contractor Agreement with Downtown Moorhead Inc. for Economic Development Services

RECOMMENDATION:

The Mayor and City Council are asked to approve the Independent Contractor Agreement between the City of Moorhead and Downtown Moorhead Inc. (DMI) for citywide economic development services.

BACKGROUND/KEY POINTS:

Downtown Moorhead Inc. (DMI) has served as an economic development partner to the City of Moorhead under an Independent Contractor Agreement since September 2018. The most recent agreement expired on December 31, 2025.

The City and DMI now propose entering into a one-year agreement with the following key terms:

1. Term - January 1, 2026 – December 31, 2026.
2. Scope of Services – DMI's President/CEO, Matt Leiseth, will lead citywide economic development efforts focused on business retention and attraction through direct outreach and recruitment.
3. Compensation – The agreement provides a 3% increase over the 2025 baseline compensation.

FINANCIAL CONSIDERATIONS:

The Economic Development Authority (EDA) Board has incorporated the proposed increase into its 2026 budget under the professional services line item, the cost the of agreement is fully accounted for within that budget.

Voting Requirements: 2/3 of Council (6)

Submitted By:

Dan Mahli, City Manager

Amy Thorpe, Economic Development Program Administrator

Attachments: Draft Resolution

RESOLUTION

Resolution to Approve Independent Contractor Agreement with Downtown Moorhead Inc. for Economic Development Services

WHEREAS, per City Code, Chapter 6, Subd. 3. the City Manager appoints department heads and such appointment is final on approval of the City Council; and

WHEREAS, the City of Moorhead and Downtown Moorhead Inc. (DMI) entered into an Independent Contractor Agreement (the "Agreement") dated September 17, 2018, in which DMI agreed to provide citywide economic development services for a three-year term (Resolution 2018-0917-2); and

WHEREAS, two amendments to the original agreement were subsequently approved, extending the term, identifying additional services, and adjusting compensation (Resolution 2021-0823-B and Resolution 2021-1213-A); and

WHEREAS, a second agreement was approved for a three-year term from January 1, 2023, through December 31, 2025, continuing DMI's provision of citywide economic development services (Resolution 2022-1114-B); and

WHEREAS, the City and DMI now desire to enter into a new one-year agreement, effective January 1, 2026, through December 31, 2026, which outlines the scope of services to be provided by DMI, includes annual compensation adjustments, and continues the City's partnership with DMI in support of citywide economic development efforts.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead, Minnesota that upon recommendation by the City Manager, the Independent Contractor Agreement between City of Moorhead and Downtown Moorhead Inc. is hereby approved for the term beginning January 1, 2026, and ending December 31, 2026.

BE IT FURTHER RESOLVED, the Mayor and City Manager are authorized to execute the agreement in substantially the form presented to the City Council, with any modifications deemed necessary by the City Manager and as approved by the City Attorney.

PASSED: January 12, 2026 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 12, 2026

SUBJECT:

Resolution to Approve a Cost Sharing Agreement with the City of Fargo for the 12th / 15th Ave N Bridge Replacement Project

RECOMMENDATION:

The Mayor and City Council are asked to consider a resolution to approve a cost sharing agreement with the City of Fargo for professional services for the proposed replacement of the existing bridge over the Red River that connects 12th Ave N in Fargo with 15th Ave N in Moorhead.

BACKGROUND/KEY POINTS:

On September 26, 2024, the City of Fargo was authorized to receive \$1.5 million of Federal RAISE Grant funds to complete the design of a proposed replacement of the 12th / 15th Ave N bridge over the Red River. The intent of the project is to elevate the bridge above the post-diversion 100-year flood stage. The City of Fargo entered into an engineering services agreement with Houston Engineering, Inc. (HEI) to complete the design at an estimated cost of \$1.5 million.

City staff from Fargo and Moorhead have discussed the need for an agreement between the two cities to cover environmental review and easement acquisition on the Moorhead side of the river, and to share the cost of design that is not covered by the RAISE Grant funds secured by the City of Fargo. As part of the proposed agreement, the two cities agree to work together to request and secure additional funding to complete the design (if necessary) and construction of the project. A future, separate agreement would be prepared to address construction administration if construction funding is secured.

The City Attorney and Engineering staff have reviewed the agreement and recommend that it be approved.

FINANCIAL CONSIDERATIONS:

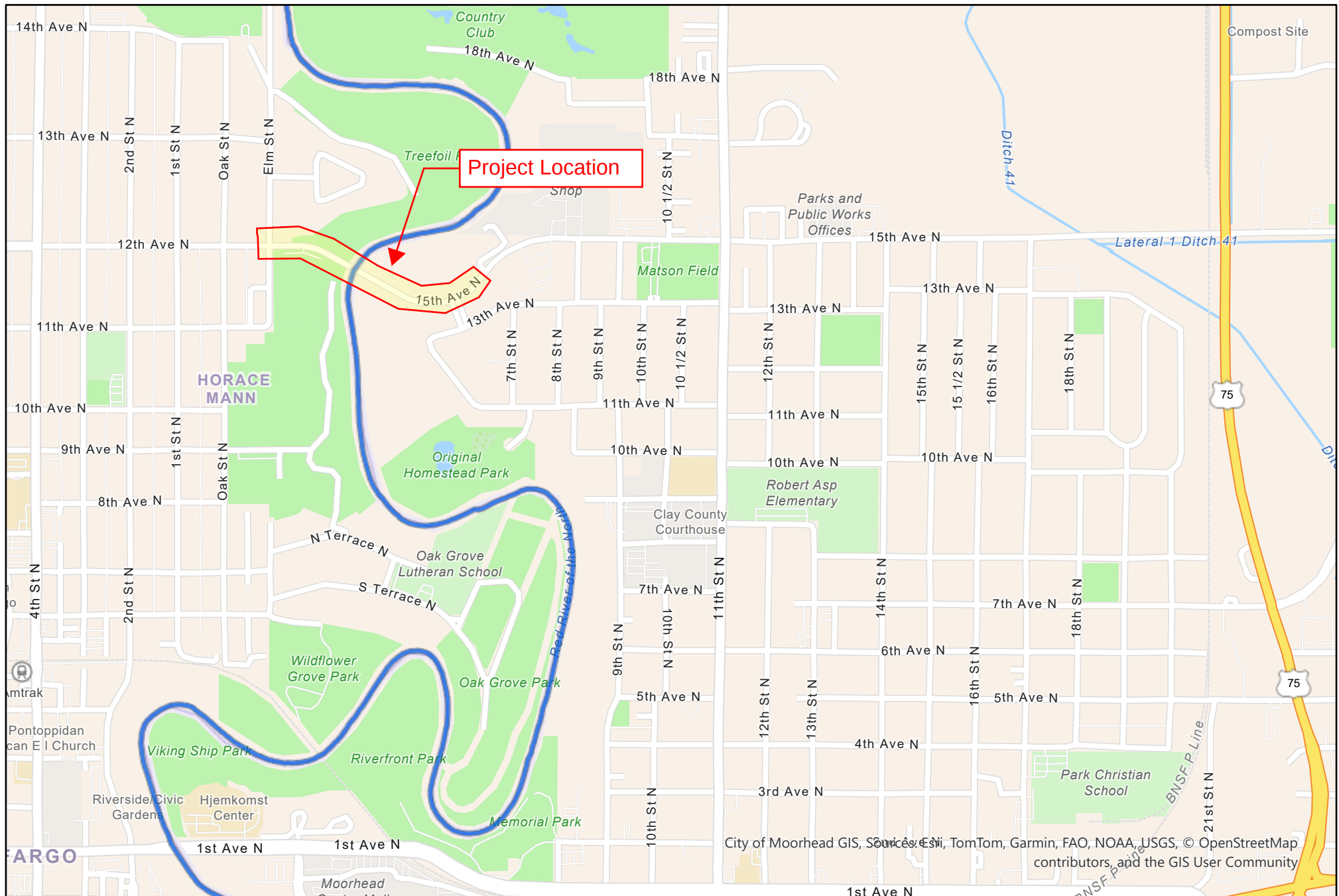
At this time, it is not anticipated that the City would incur any cost related to this agreement. No easements have been identified on the Moorhead side of the river and Fargo has secured sufficient funding to pay for the current scope of engineering services. However, an agreement is recommended to address costs for potential design scope changes exceeding the available funding, and to address potential easement acquisition costs in the City of Moorhead should easements be identified. If funds are requested from the City of Moorhead, staff will bring a budget adjustment to the Council for consideration. Staff anticipates that Municipal State Aid funds would be used, if necessary.

Voting Requirements: 3/4 of Council (6)

Submitted By:

Dan Mahli, City Manager
Tom Trowbridge, City Engineer

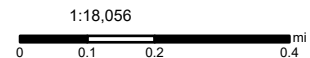
Attachments: Location Map



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.

Proposed 12th / 15th Ave N Bridge Replacement

Date: 12/30/2025 Time: 12:10 PM



RESOLUTION

Resolution to Approve a Cost Sharing Agreement with the City of Fargo for the 12th / 15th Ave N Bridge Replacement Project

WHEREAS, upon completion, the FM Area Diversion Project will lower the future 1% probability (100-year) flood stage within the metropolitan area to 37 feet; and

WHEREAS, Bridge #14523 over the Red River, which connects 12th Ave N in Fargo with 15th Ave N in Moorhead, is at an approximate river stage of 28 feet and will still be prone to frequent closures due to flooding; and

WHEREAS, the City of Fargo has been authorized to receive \$1.5 million of Federal RAISE Grant funds to complete the design of a replacement for Bridge #14523 that would allow it to remain open during the future 1% probability flood event; and

WHEREAS, the City of Fargo has entered into an engineering services agreement with Houston Engineering, Inc. (HEI) with an estimated cost of \$1.5 million to complete the design; and

WHEREAS, although no funding is requested from the City of Moorhead at the present time, a cost sharing agreement is recommended for potential design scope changes exceeding the available funding and/or costs that are not eligible for the Federal funds; and

WHEREAS, if a cost share from the City of Moorhead becomes necessary, staff will propose a budget adjustment at that time; and

WHEREAS, the City Attorney and Engineering staff have reviewed the agreement and recommend approval.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead that the Mayor and City Manager are authorized to enter into the cost sharing agreement with the City of Fargo for the design of the replacement of the 12th Ave N/15th Ave N bridge.

PASSED: January 12, 2026 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 12, 2026

SUBJECT:

Resolution to Receive Report, Order Plans, and Call for a Public Hearing Related to Partridge Creek Addition Street & Utility Improvements, Stormwater Pond and 28th St S Improvements (Eng. No. 25-A6-03)

RECOMMENDATION:

The Mayor and City Council are asked to consider a resolution to receive the report, order plans, and call for a Public Hearing related to Partridge Creek Addition Street & Utility Improvements, Stormwater Pond and 28th St S Improvements (Eng. No. 25-A6-03).

BACKGROUND/KEY POINTS:

On July 28, 2025, the City Council approved the final plat for Partridge Creek Addition, a 17-acre residential subdivision located south of 40th Ave S between 20th St S and 28th St S. The Developer intends to have the City install the public infrastructure and to assess 100% of the cost to the benefiting property in accordance with Minnesota Statutes Annotated, Chapter 429 (MS §429). On July 28, 2025, the Council ordered the preparation of a preliminary engineering report for the public improvements needed to serve the development. The proposed improvements include three distinct project areas:

- Partridge Creek Addition street & utility improvements,
- 28th St S curb, gutter and paving improvements, and
- stormwater treatment pond improvements to serve Partridge Creek Addition and future Partridge Creek developments.

In order to use the MS §429 process, it is necessary to follow several steps. One of these is to prepare a preliminary engineering report to evaluate the proposed improvements and make various technical recommendations, including how to apportion the project costs to the benefiting properties. The report for improvements has been prepared by City staff under the direction of the City Engineer, and finds that the improvements are necessary, cost-effective and feasible to facilitate the development of the lots, that the improvements would best be completed as a stand-alone project, and that 100% of the cost of the improvements should be assessed to the benefiting properties. The report finds that the improvements benefit properties that are outside of the Partridge Creek Addition and/or are owned by other property owners. Staff recommends that the Council receive the preliminary engineering report and order the preparation of plans & specifications for the making of the proposed Improvements in Partridge Creek Addition. Staff recommends that the City receive bids for the proposed project prior to ordering the improvements in order to have the best information available regarding the actual project costs.

The improvements will require a Public Hearing as they benefit property outside of the Partridge Creek Addition. Staff recommends that the Council call for a Public Hearing for the making of the proposed improvements to be held on March 23, 2026.

Below is an outline of the proposed project schedule:



City Council Communication

January 12, 2026

PROJECT SCHEDULE	
Activity	Date
Order Preliminary Engineering Report	Jul, 28, 2025
Receive report, order plans & specs and call for Public Hearing	Jan 12, 2026
Approve plans & specs and authorize ad for bids	Jan-Feb, 2026
Receive Bids	Feb-Mar 2026
Receive Petitions, Hold Public Hearing, Order Improvements/Declare Intent to Assess & Award Bid	Mar 23, 2026
Construct improvements	Summer/Fall, 2026
Hold Assessment Hearing	Fall, 2027

FINANCIAL CONSIDERATIONS:

The cost of tonight's actions is minimal (less than \$1,000 for printing and mailing costs), as the plans & specifications will be completed by City staff.

Ultimately, if the improvements are ordered and constructed as proposed, the total project cost, including contingencies and fees, is preliminarily estimated to be \$11,000,000. The project is proposed to be financed through the PIR fund and 100% of the total project cost will be assessed to the benefiting properties.

Voting Requirements: Majority of Quorum

Submitted By:

Dan Mahli, City Manager

Clay Lexen, Assistant City Manager

Attachments: Location Map

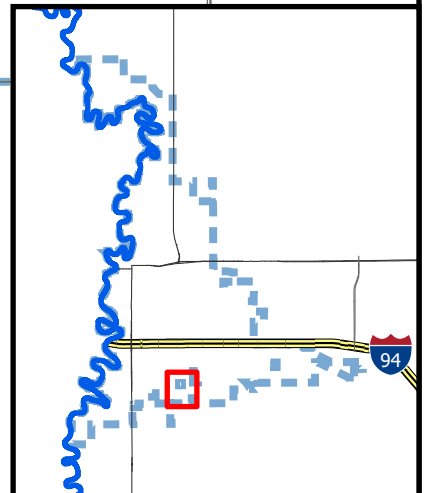
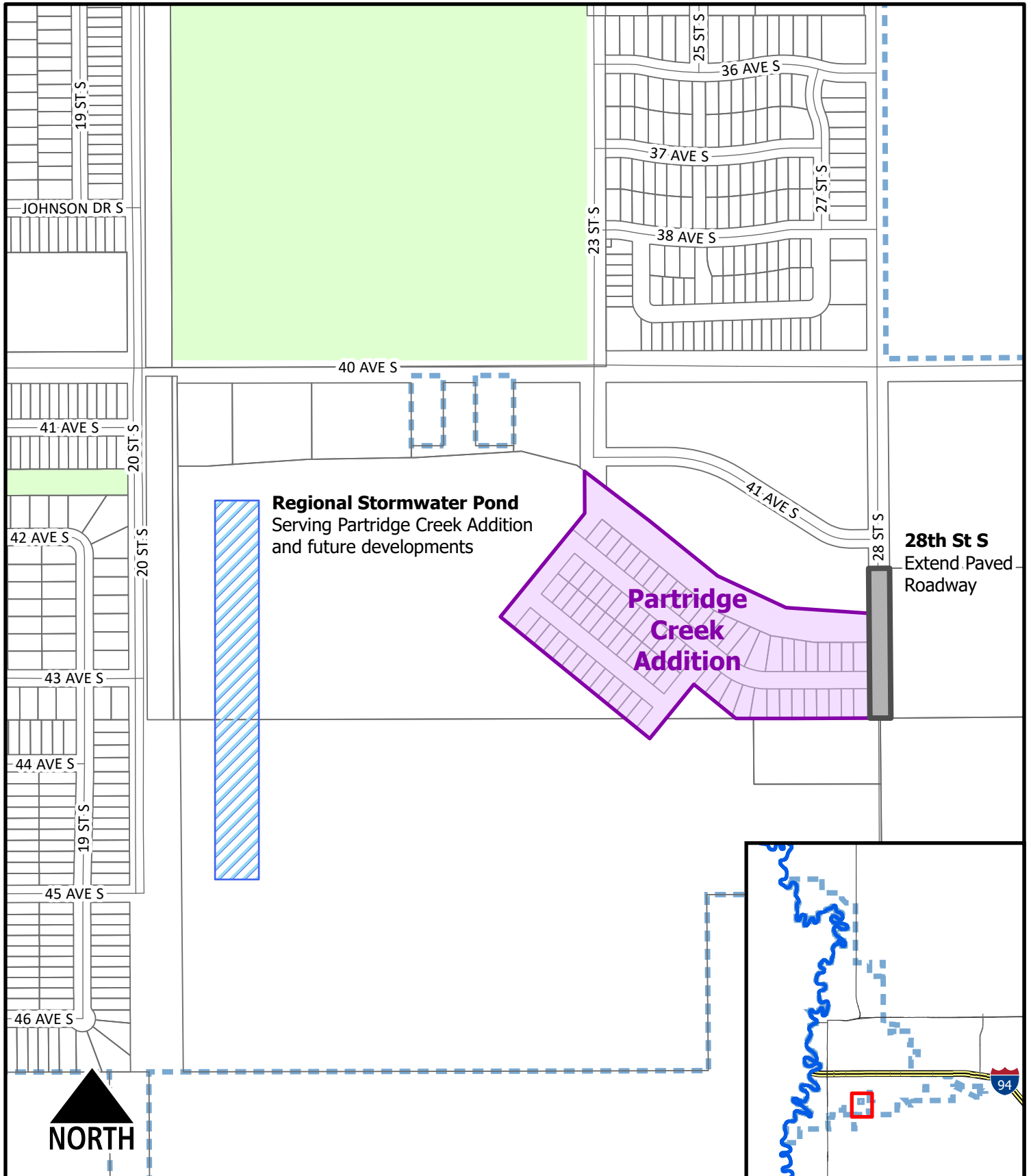


LEGEND

- EXTEND PAVED ROADWAY
- PROPOSED STORM POND
- PARTRIDGE CREEK
- CITY LIMITS

GENERAL LOCATION MAP

Partridge Creek and Proposed Improvements



RESOLUTION

Resolution to Receive Report, Order Plans, and Call for a Public Hearing Related to Partridge Creek Addition Street & Utility Improvements, Stormwater Pond and 28th St S Improvements (Eng. No. 25-A6-03)

WHEREAS, pursuant to a resolution of the City Council dated July 28, 2025, staff has prepared a preliminary engineering report to consider the making of Partridge Creek Addition, Stormwater Pond, and 28th St S Improvements (Eng. No. 25-A6-03); 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 improvements as recommended, and a description of the methodology used to calculate individual assessments for affected parcels.

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 ordering the improvements.

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

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 Partridge Creek Addition, Stormwater Pond, and 28th St S Improvements (Eng. No. 25-A6-03). 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 23rd day of March 2026, during the regularly scheduled Council Meeting in the auditorium of the Hjemkomst Center at 5:30 p.m., and the City Clerk shall give mailed and published notice of such hearing and improvement as required by law.

PASSED: January 12, 2026 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 12, 2026

SUBJECT:

Resolution to Accept Grant Award for 2024-2025 Hazardous Materials Emergency Preparedness (HMEP) Grant Program (Budget Adjustment #25-039).

RECOMMENDATION:

The Mayor and City Council are asked to consider the resolution to authorize the City Manager to accept this 2024-2025 Hazardous Materials Emergency Preparedness (HMEP) Grant Program award from the Minnesota Department of Public Safety, State Fire Marshal Division.

BACKGROUND/KEY POINTS:

The Homeland Security and Emergency Management (HSEM) Division administers several preparedness grant programs that are available to jurisdictions, agencies and organizations throughout Minnesota. HMEP grants are used to develop, improve, and implement emergency plans; train hazardous materials (hazmat) emergency responders to respond to accidents and incidents involving hazardous materials, and assist local responders to prepare for hazardous materials emergencies, particularly those involving transportation. The City of Moorhead's Hazardous Materials Team has received funding from this grant program in the past several years. An application was submitted under the 2024-2025 HMEP Grant Program to receive funding for training and planning, and a partial award notification was recently received.

The training and planning will benefit the City of Moorhead Fire Department's Hazmat Team and ultimately our citizens and surrounding communities. The request for authorization to accept this grant through resolution is consistent with City Policy, and the Mayor and Council possess the legal authority to accept grant awards through resolution under City policy and Minnesota Statutes.

FINANCIAL CONSIDERATIONS:

The proposed budget adjustment #25-039 would establish the appropriate expenditure and revenue accounts for the 2024-2025 HMEP Grant Program award.

Budget Adjustment #25-039

Fund Name	Account Description	Expenditure	Funding Source
General (HMEP)	Munic State Aid Fed Pass thru		\$6,320.00
General (HMEP)	From Reserves (Hazmat)		\$1,580.00
General (HMEP)	Travel, Training, Conferences	\$7,900.00	
	Total	\$7,900.00	\$7,900.00

Voting Requirements: 3/4 of Council (6)

Submitted By:

Dan Mahli, City Manager

Jeff Wallin, Fire Chief

Emily Roen, Program Assistant

Attachments:

RESOLUTION

Resolution to Accept Grant Award for 2024-2025 Hazardous Materials Emergency Preparedness (HMEP) Grant Program (Budget Adjustment #25-039)

WHEREAS, grant funds were made available for distribution by the Minnesota State Fire Marshal Division through the U.S. Department of Transportation Hazardous Materials Emergency Preparedness (HMEP) Grant Program to assist local responders to prepare for hazardous materials emergencies, particularly those involving transportation; and

WHEREAS, the City of Moorhead Fire Department's Hazardous Materials Team submitted a grant application under this grant program to receive funding for Hazmat training and planning opportunities; and

WHEREAS, this funding would assist in the costs associated with travel and registration for 6 members to attend the Cold Zone Hazmat Conference in Brooklyn Park, MN; and

WHEREAS, recent notification was received that the City of Moorhead Hazardous Materials Team has been awarded a 2024-2025 Hazardous Materials Emergency Preparedness Grant to assist with the Cold Zone Conference costs; the Federal share of this grant award is \$6,320.00 (80 percent) and the remaining 20 percent of \$1,580.00 would come from the City of Moorhead Hazardous Materials Team budget; and

WHEREAS, a resolution is needed authorizing the acceptance of said grant.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead, Minnesota, that they do hereby authorize the acceptance of said grant award and authorize the Mayor and City Manager to enter into said grant agreement and expend these funds within the grant guidelines.

BE IT FURTHER RESOLVED that budget adjustment #25-039 is approved to allocate these award funds to the correct revenue and expenditure accounts.

PASSED: January 12, 2026 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 12, 2026

SUBJECT:

Resolution to Approve and Authorize the Mayor and City Manager to Execute a Master Services Agreement for Asset Management Systems Enhancements

RECOMMENDATION:

The Mayor and City Council are asked to consider a resolution to approve and authorize the Mayor and City Manager to execute a Master Services Agreement for Asset Management Systems Enhancements.

BACKGROUND/KEY POINTS:

The City's asset management system implementation has progressed beyond the initial setup. As the Elements XS and Connect systems are increasingly utilized, the City seeks Novotx's assistance to enhance functionality and achieve the goal of making Elements XS the primary source of truth for asset management within the organization.

City staff, the City Attorney, and Novotx have developed a Master Services Agreement (MSA) for professional services related to Elements XS and Connect systems.

Under the MSA, as needs arise for vendor assistance, staff will solicit and negotiate a scope of work and cost proposal. There is no limit to the number of scopes of work which may be executed by the City under any MSA.

FINANCIAL CONSIDERATIONS:

There is no cost associated with execution of the MSA. Any future costs will be identified in scopes of work. The resolution would authorize the Information Technology Director to accept Scopes of Work, not to exceed \$175,000 per scope, under the Master Services Agreement for services utilizing funds available within the approved City budget.

Voting Requirements: Majority of Council

Submitted By:

Dan Mahli, City Manager
Corey Delorme, Information Technology Director

Attachments: None

RESOLUTION

Resolution to Approve and Authorize the Mayor and City Manager to Execute a Master Services Agreement for Asset Management Services

WHEREAS, the GIS and IT departments, in conjunction with other City departments, implement and operate the City-wide Asset Management software, Elements from vendor Novotx; and

WHEREAS, on occasion, City staff require support from Novotx to enhance our use of the system by adding features including, but not limited to, digitizing permits and public reporting services; and

WHEREAS, staff recommend that the City execute a Master Services Agreement with NOVOTX LLC; and

WHEREAS, as needs for services are identified, staff will solicit and negotiate a Scope of Work and cost proposal under the Master Services Agreement.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead that the proposed Master Services Agreement for Asset Management Services is approved.

BE IT FURTHER RESOLVED that the Mayor and City Manager are authorized to execute the Master Services Agreement with NOVOTX LLC.

BE IT FURTHER RESOLVED that the Information Technology Director is authorized to accept Scopes of Work and cost proposals, not to exceed \$175,000 per Scope of Work and associated cost proposal, under the Master Services Agreement for services and/or projects utilizing funds available within the approved City budget, in the approved Capital Improvement Plan, or other approved funding source.

PASSED: January 12, 2026 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 12, 2026

SUBJECT:

Resolution to Approve Agreement for Federal Governmental Relations Services

RECOMMENDATION:

It is recommended that the City Council authorize the Mayor and City Manager to enter into a governmental relations services contract with Primacy Strategy Group.

BACKGROUND/KEY POINTS:

Since 2019, the City of Moorhead has had a successful relationship with Primacy Strategy Group to serve as our “boots on the ground” as the City communicates with Minnesota’s federal delegation, federal agencies, and others that can assist the City of Moorhead in securing funding and addressing policy matters that affect the City of Moorhead. Our primary contact, Emily Tranter, has Minnesota roots, meets weekly with City staff, and serves as a valuable resource when Moorhead representatives have been in Washington DC for meetings.

PSG has assisted the City of Moorhead as we’ve secured successful federal grants for 11 St Underpass, Center Avenue Reconstruction, the Spark Center for Entrepreneurship, Reimagine Romkey Park, and other important projects. The City has other projects for which this engagement will be helpful, including sustainable aviation fuel production facilities, stormwater lift station replacement, and emerging issues.

FINANCIAL CONSIDERATIONS:

The current contract expired December 31, 2025. It is recommended that the City Council enter into a contract for calendar year 2026 with optional extensions for two additional years. The 2026 cost of \$60,000 is budgeted at a slight increase of \$465 over 2025. The optional extensions for 2027 and 2028 propose a \$2,500 increase each year. The contract may be cancelled upon 60 days’ notice.

Voting Requirements: 3/4 of Council (6)

Submitted By:

Dan Mahli, City Manager

Lisa J. Bode, Governmental Affairs Director

Attachments: Draft Resolution

RESOLUTION

Resolution to Approve Agreement for Federal Governmental Relations Services

WHEREAS, the Moorhead City Council wishes to minimize the burden of property taxes and special assessments for infrastructure, transportation, and other strategic projects and initiatives that benefit the City; and

WHEREAS, the City of Moorhead has an interest in pursuing federal grant opportunities for said projects which are scheduled and/or anticipated to become available; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead by the City Council that the Mayor and City Manager are authorized and directed to enter into a contract with Primacy Strategy Group for a one-year at a rate of 60,000, with optional extensions for two additional years through December 31, 2028, subject to budgetary approval.

PASSED: January 12, 2026 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 Amendment to the Employment Agreement between the City of Moorhead and City Manager

WHEREAS, the City and Employee entered into an Employment Agreement dated as of January 13, 2026 (the "Agreement") in which the City and Employee agreed to terms and conditions of Employee's employment as City Manager; and

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

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

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

PASSED: January 12, 2026 by the City Council of the City of Moorhead.

APPROVED BY:

ATTEST:

Michelle (Shelly) A. Carlson, Mayor

Christina Rust, City Clerk

RESOLUTION

Resolution to Designate Official Depositories, Signers and Authority to make Electronic Funds Transfers

WHEREAS, the City Council must annually designate the official depositories of the City;
and

WHEREAS, the City Council must also delegate authority annually for the signers on bank and investment accounts held by the City; and

WHEREAS, the City Council must also delegate authority for performing electronic funds transfers on behalf of the City.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead hereby directs that all City investments will be in accordance with Minnesota Statutes and the provisions of the City's Investment Policy and that the following be designated as depositories, official signers, and delegation to make electronic funds transfers, for City funds for calendar year 2026:

OFFICIAL DEPOSITORIES	
Old National Bank	Old National Wealth Management
Wells Fargo Securities, LLC	Moreton Capital Markets
Northwestern Bank of Moorhead	American Federal Bank
Valley Premier Bank	Bell Bank
First International Bank & Trust	Gate City Bank
Affinity Plus Federal Credit Union	Magnifi Financial Credit Union
Minnesota Municipal Money Market Fund	Choice Bank
(4-M)/RBC Capital Markets, LLC	PFM Asset Management, LLC
PMA Asset Management, LLC	PMA Securities, LLC
First Community Credit Union	PFM Financial Services, LLC/U.S. Bank
Wells Fargo Bank	

OFFICIAL SIGNERS	
Dan Mahli	City Manager
Jenica Flanagan	Finance Director
Ann Henne	Finance/Payroll Manager

AUTHORITY TO MAKE ELECTRONIC FUNDS TRANSFERS	
Jenica Flanagan	Finance Director
Ann Henne	Finance/Payroll Manager

PASSED: January 12, 2026 by the City Council of the City of Moorhead.

APPROVED BY:

ATTEST:

Michelle (Shelly) A. Carlson, Mayor

Christina Rust, City Clerk

RESOLUTION

Resolution to Designate the Official Newspaper and Website of the City of Moorhead

WHEREAS, by the City Council of the City of Moorhead, that pursuant to Section 13.01 of the Moorhead City Charter, the City Council does hereby designate The Extra as the legal newspaper for the City of Moorhead commencing February 1, 2026 through January 31, 2027.

WHEREAS, by the City Council of the City of Moorhead, that pursuant to Minnesota Statutes 331A.12, designated www.moorheadmn.gov as the City's Official Website, and authorized its use as the official means of publication for the solicitation of bids for transportation projects as necessary to satisfy the requirements of the Uniform Municipal Contracting Law, Minnesota Statutes 471.345.

WHEREAS, by the City Council has also authorized the Official Website for use as an additional means of publication of Requests for Qualifications and Requests for Proposals for transportation projects.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Moorhead, Minnesota, that the Mayor and City Manager are hereby authorized to execute the agreement for advertising with The Extra.

PASSED: January 12, 2026 by the City Council of the City of Moorhead.

APPROVED BY:

ATTEST:

Michelle (Shelly) A. Carlson, Mayor

Christina Rust, City Clerk

RESOLUTION

Resolution to Affirm 2026 City Council Meeting Dates

BE IT RESOLVED by the City Council of the City of Moorhead, that the City Council does hereby set as regular meetings of the City Council for 2026 the second and fourth Monday of each month, with said meetings to commence at 5:30 p.m. at the Hjemkomst Center in the City of Moorhead. If the regularly scheduled meeting of the City Council falls on a designated holiday, the meeting will take place the following day.

Meeting Date	Meeting Type
Monday, January 12	City Council
Monday, January 26	City Council
Monday, February 9	City Council
Monday, February 23	City Council
Monday, March 9	City Council
Monday, March 23	City Council
Monday, April 13	City Council
Monday, April 27	City Council
Monday, May 11	City Council
Tuesday, May 26	City Council
Monday, June 8	City Council
Monday, June 22	City Council
Monday, July 13	City Council
Monday, July 27	City Council
Monday, August 10	City Council
Monday, August 24	City Council
Monday, September 14	City Council
Monday, September 28	City Council
Tuesday, October 13	City Council
Monday, October 26	City Council
Monday, November 9	City Council
Monday, November 23	City Council
Monday, December 14	City Council
Monday, December 28 (<i>cancelled</i>)	City Council

PASSED: January 12, 2026 by the City Council of the City of Moorhead.

APPROVED BY:

ATTEST:

Michelle (Shelly) A. Carlson, Mayor

Christina Rust, City Clerk