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Minutes of the regular meeting of the City Council of Dilworth, Clay County, Minnesota, held January 8, 2018, at 6:00 o'clock p.m., at City Hall Council Chambers.

PRESENT: Mayor Olson, Councilmembers Nash, Spaulding, Aasness, and Jesme

OTHERS: City Administrator Peyton Mastera, Fire Chief Mark Empting, Maintenance Supervisor Don Vogel, Finance Officer Sherri Farwell, City Planner Stan Thurlow, City Engineer Dan Hanson, Richard Anderson, Denise Tollefson, Brent Tollefson, Tim Anderson, Elaine Anderson, Judge Steven Cahill, and Administrative Assistant Jessica Malvin.

1. CALL TO ORDER

Mayor Olson called the meeting to order at 6:00 p.m. and everyone took part in the Pledge of Allegiance.

2. SWEARING-IN, MAYOR CHAD OLSON AND COUNCILMEMBERS JIM AASNESS AND STEVEN JESME (JUDGE STEVEN CAHILL ADMINISTERING OATHS)

3. AGENDA APPROVAL

MOTION: by Nash, seconded by Spaulding, to approve the January 8, 2018 meeting amended agenda. Motion carried by all members present voting aye.

4. CONSENT AGENDA APPROVAL

MOTION: by Aasness, seconded by Jesme, to approve all items on the consent agenda and addendum. Motion carried by all members present voting aye.

CONSENT AGENDA ITEMS

MOTION: by Aasness, seconded by Jesme, to approve minutes from December 20, 2017 City Council meeting.

MOTION: by Aasness, seconded by Jesme, to approve minutes from the December 18, 2017 Special City Council meeting.

MOTION: by Aasness, seconded by Jesme, to reappoint Shelly Highness to the Dilworth Park Board. Term to expire December 31, 2021.

MOTION: by Aasness, seconded by Jesme, to reappoint Steve Astrup to Dilworth Planning Commission. Term to expire December 31, 2021.

MOTION: by Aasness, seconded by Jesme, to appoint Beth Prigelmeir to the Dilworth Planning Commission to fill the unexpired term of Steve Jesme. Term to expire December 31, 2020.

- MOTION: by Aasness, seconded by Jesme, to approve Jessica Malvin to attend Worksite Wellness Meeting in Fergus Falls, MN on January 31, 2018.
- MOTION: by Aasness, seconded by Jesme, to approve Planning Commission by-laws for 2018.
- MOTION: by Aasness, seconded by Jesme, to approve Coin Operated Machine License for Wal-Mart, to expire January 7, 2019.
- MOTION: by Aasness, seconded by Jesme, to receive and file 2017 sick/vacation leave report.
- MOTION: by Aasness, seconded by Jesme, to approve Tobacco License for Petro Serve, to expire January 7, 2019.
- MOTION: by Aasness, seconded by Jesme, to approve Coin Operated Machine License for the VFW, to expire January 7, 2019.
- MOTION: by Aasness, seconded by Jesme, to approve Mechanical/Heating License for Custom HVAC, to expire January 7, 2019.
- MOTION: by Aasness, seconded by Jesme, to receive and file Ehler's Municipal Advisor Client Disclosure document.
- MOTION: by Aasness, seconded by Jesme, to receive and file City Wide Water usage report for 2017.
- MOTION: by Aasness, seconded by Jesme, to certify elected officials for the County Auditor's office.
- MOTION: by Aasness, seconded by Jesme, to approve fire service contract with Morken Township, to expire December 31, 2020.

END OF CONSENT AGENDA

5. CITIZEN'S CONCERNS

None received.

6. RECOGNIZE, STAR CITY BUSINESS OF THE YEAR: SERENITY ASSISTED LIVING

The Star City Commission voted in December to award the 2017 Star Business to Serenity Assisted Living.

Serenity Assisted Living was selected for its positive economic opportunities that the company has offered to the City of Dilworth. Serenity is in the process of their second expansion and third investment in Dilworth.

Denise Tollefson, Richard Anderson, Tim Anderson, and Elaine Anderson with Serenity Assisted Living accepted the award.

#### 7. CONSIDERATION, APPROVAL OF PRELIMINARY PLAT FOR KEYSTONE FIRST ADDITION

On January 3, 2018, the Dilworth Planning Commission unanimously approved the Preliminary Plat of Keystone First Addition.

The plat for review for Keystone 1st Addition is the subdivision of 96 lots (2nd Addition will be approximately 70 lots) creation of what will become 14th Street NE and multi-use trails.

**MOTION:** by Nash, seconded by Aasness, to approve the preliminary subdivision plat for Keystone First Addition, to be developed by Prairie Hill Development. Motion carried by all members present voting aye.

#### 8. DISCUSSION, SEWER INFRASTRUCTURE IMPROVEMENT PROJECT

Dan Hanson with Moore Engineering reviewed the current sewer infrastructure and has forwarded on the following recommendations:

Replace the Orchard lift station; the current lift station is at the maximum capacity

Install a force main from the new Orchard lift to 15th Avenue North

Install a force main from the new Keystone lift to 15th Avenue North (with a stub out for a future lift station on the Oberg property)

Install a force main across 15th Avenue North to Moorhead's 34th Street lift station

#### 9. CONSIDERATION/DISCUSSION, 2018 CITY COUNCIL APPOINTMENTS

2018 City Council Appointments are:

Appointment	2017 Designee	2018 Designee
<b>City Hall, Accountability, Efficiency and New Ideas</b>	Mayor Chad Olson	Mayor Chad Olson
<b>Fire Department</b>	Kevin Spalding	Kevin Spalding
<b>Maintenance Department (Health, Welfare, Recycling)</b>	Jim Aasness	Jim Aasness
<b>Personnel, Labor Relations, and Management</b>	Jason Kakac and Julie Nash, Alternate - Mayor Chad Olson	Steve Jesme and Julie Nash, Alternate - Mayor Chad Olson
<b>Police Department</b>	Julie Nash	Julie Nash
<b>Utilities (Water, Sewer, Refuse, Electrical, Cable TV)</b>	Jason Kakac Alternate - Mayor Chad Olson	Steve Jesme Alternate - Mayor Chad Olson
<b>Buildings and Grounds</b>	Chad Olson	Chad Olson

<b>Loco Daze Committee</b>	Kevin Spaulding, Alternate - Mayor Chad Olson	Steve Jesme, Alternate – Kevin Spaulding
<b>Park Board</b>	Jason Kakac	Kevin Spaulding
<b>Planning Commission</b>	Julie Nash, Alternate Kevin Spaulding	Julie Nash, Alternate Steve Jesme
<b>Star City Commission</b>	Mayor Chad Olson	Mayor Chad Olson
<b>City Council/School Board (Community Services)</b>	Mayor Chad Olson	Mayor Chad Olson
<b>Clay County Collaborative</b>	Jason Kakac	Steve Jesme
<b>Clay County Joint Powers Committee</b>	Chad Olson, Alternate - Kevin Spaulding	Chad Olson, Alternate - Kevin Spaulding
<b>Clay County Planning Commission</b>	William Davis	William Davis
<b>Clay County Revolving Loan Fund Committee</b>	Mayor Chad Olson	Steve Jesme
<b>F-M Metropolitan Council of Governments</b>	Kevin Spaulding, Alternate - Mayor Chad Olson	Kevin Spaulding, Alternate - Mayor Chad Olson
<b>Metropolitan Area Transit (MAT) Committee</b>	Jim Aasness	Jim Aasness
<b>Heartland Trail Association</b>	Jim Aasness	Jim Aasness
<b>F-M Ambulance Community Advisory Board</b>	Jason Kakac	Steve Jesme
<b>Cass-Clay Food Systems Advisory Committee</b>	Jim Aasness	Jim Aasness
<b>Safety Committee</b>	Jason Kakac	Steve Jesme

**MOTION:** by Nash, seconded by Aasness, to approve the 2018 council appointments, as presented. Motion carried by all members present voting aye.

#### 10. CONSIDERATION, 2018 ACTING/VICE MAYOR

**MOTION:** by Olson, seconded by Aasness, to appoint Councilmember Julie Nash as the 2018 Acting/Vice Mayor. Motion carried by all members present voting aye.

#### 11. CONSIDERATION, DESIGNATION OF FARGO FORUM AS OFFICIAL NEWSPAPER FOR 2018

**MOTION:** by Nash, seconded by Jesme, to designate the Fargo Forum as the official newspaper for the City of Dilworth in 2018. Motion carried by all members present voting aye.

#### 12. CONSIDERATION, DESIGNATION OF NORTHWESTERN BANK, BREMER BANK, BELL STATE BANK, NORTHLAND SECURITIES, CHOICE FINANCIAL GROUP, AMERICAN FEDERAL, AND LMC 4M AS OFFICIAL DEPOSITORIES FOR 2018

**MOTION:** by Aasness, seconded by Nash, to designate Northwestern Bank, Bremer Bank, Bell State Bank, Northland Securities, Choice Financial Group, American

Federal, and LMC 4M as Official Depositories for 2018. Motion carried by all members present voting aye.

13. RESOLUTION 18-01, RESOLUTION ACCEPTING A DONATION FROM JETWAY FOR THE DILWORTH FIRE DEPARTMENT

MOTION: by Spaulding, seconded by Nash, to approve Resolution 18-01, Resolution Accepting a Donation from Jetway for the Dilworth Fire Department. Motion carried by all members present voting aye.

14. RESOLUTION 18-02, RESOLUTION ACCEPTING A DONATION FROM IGNITE CHURCH FOR MISCELLANEOUS USE

MOTION: by Nash, seconded by Spaulding, to approve Resolution 18-02 Accepting a Donation from Ignite Church for Miscellaneous use. Motion carried by all members present voting aye.

15. CONSIDERATION, ADJUSTING DATES FOR THE FOLLOWING CITY COUNCIL MEETINGS (MAY 28, 2018 TO MAY 29, 2018; NOVEMBER 12, 2018 TO NOVEMBER 13, 2018)

MOTION: by Jesme, seconded by Aasness, to reschedule the council meeting on May 28, 2018 to May 29, 2018, and the November 12, 2018 meeting to November 13, 2018. Motion carried by all members present voting aye.

16. COUNCIL MEMBER'S CONCERNS AND COMMITTEE UPDATES

Spaulding Metro Cog has been reviewing applications for a new director.

Fire Department has ordered half of the new radios, they will start training on them soon.

Mastera IGR retreat is January 26, please let staff know if you want to register.

Olson Next meeting all Councilmembers will share their vision for Dilworth.

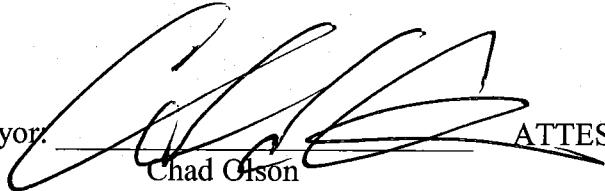

Thank you to all staff for making the Community Center into an emergency homeless shelter.

17. PAYMENT OF THE BILLS

MOTION: by Aasness, seconded by Nash, to pay the claims and bills including the addendum items dated January 8, 2018. Motion carried by all members present voting aye.

18. ADJOURNMENT

The meeting was adjourned at 6:44 p.m.

Mayor:  ATTEST:   
Chad Olson L. Peyton Mastera, City Administrator

Approved by the Dilworth City Council on January 22, 2018