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Minutes of the regular meeting of the City Council of Dilworth, Clay County, Minnesota, held February 12, 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, Police Chief Ty Sharpe, Maintenance Supervisor Don Vogel, Finance Officer Sherri Farwell, City Engineer Dan Hanson, Erin Kerr, 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. AGENDA APPROVAL

MOTION: by Spaulding, seconded by Jesme, to approve the February 12, 2018 meeting amended agenda. Motion carried by all members present voting aye.

### 3. CONSENT AGENDA APPROVAL

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

### CONSENT AGENDA ITEMS

Approve minutes from January 22, 2018 City Council meeting.

MOTION: by Aasness, seconded by Nash, to approve City of Dilworth / City of Georgetown Fire Service contract, to expire December 31, 2020.

MOTION: by Aasness, seconded by Nash, to approve Plumbing License application for Complete Plumbing Services, Inc., to expire February 11, 2019.

MOTION: by Aasness, seconded by Nash, to approve Plumbing License application for Best Plumbing and Heating Co., to expire February 11, 2019.

MOTION: by Aasness, seconded by Nash, to approve Mechanical/Heating License application for Sheyenne Mechanical, to expire February 11, 2019.

MOTION: by Aasness, seconded by Nash, to approve Coin Operate Machines application for Redbox Automate Retail, LLC, to expire February 11, 2019.

MOTION: by Aasness, seconded by Nash, to approve Mechanical/Heating License application for Hebron Brick Supply Co., to expire February 11, 2019

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- MOTION: by Aasness, seconded by Nash, to receive and file January utility report.
- MOTION: by Aasness, seconded by Nash, to receive and file resignation letter of Administrative Assistant Elizabeth Mars.
- MOTION: by Aasness, seconded by Nash, to authorize Finance Officer Sherri Farwell to attend LMC Loss Control workshop in Fergus Falls, MN on March 28, 2018.
- MOTION: by Aasness, seconded by Nash, to authorize Finance Maintenance Supervisor Don Vogel to attend LMC Loss Control workshop in Fergus Falls, MN on March 28, 2018.
- MOTION: by Aasness, seconded by Nash, to authorize Police Chief Ty Sharpe to attend LMC Loss Control workshop in Fergus Falls, MN on March 28, 2018.
- MOTION: by Aasness, seconded by Nash, to authorize Lonny Miller to attend LMC Loss Control workshop in Fergus Falls, MN on March 28, 2018.
- MOTION: by Aasness, seconded by Nash, to authorize L. Peyton Mastera to attend LMC Loss Control workshop in Fergus Falls, MN on March 28, 2018.
- MOTION: by Aasness, seconded by Nash, to authorize Mayor Chad Olson to attend Legislative Conference in St. Paul, MN, February March 21-22, 2018.
- MOTION: by Aasness, seconded by Nash, to authorize Councilmember Kevin Spaulding to attend Legislative Conference in St. Paul, MN, February March 21-22, 2018.
- MOTION: by Aasness, seconded by Nash, to authorize L. Peyton Mastera to attend Legislative Conference in St. Paul, MN, February March 21-22, 2018.
- MOTION: by Aasness, seconded by Nash, to authorize L. Peyton Mastera to attend MCMA meeting in St. Paul, MN on February 16, 2018.
- MOTION: by Aasness, seconded by Nash, to approve Coin Operated Machine License application for J.C.'s Corral Bar, to expire February 11, 2019.
- MOTION: by Aasness, seconded by Nash, to approve License to Sell Use Car application to Ten 11 Auto, to expire February 12, 2019.
- MOTION: by Aasness, seconded by Nash, to receive and file incident analysis report for January 2018.
- MOTION: by Aasness, seconded by Nash, to authorize Honor Flight to utilize the Dilworth Community Center prior to contract terms (5:00 a.m.) for event on February 24, 2018.

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END OF CONSENT AGENDA

4. CITIZEN'S CONCERNS

None received.

5. CONSIDERATION, APPROVAL OF FINAL SUBDIVISION PLAT – KEYSTONE ADDITION

On February 7 2018, the Planning Commission held a public hearing for the Final Plat approval. The Final Plat was unanimously approved and is now before the City Council for approval. Minor changes to the Final Plat include adding 5 additional lots, the renaming of streets, and utility easement adjustment.

MOTION: by Aasness, seconded by Nash, to approve of Final Subdivision Plat – Keystone Addition, to be developed by Prairie Hill Development. Motion carried by all members present voting aye.

6. ORDINANCE 18-01, SETTING THE ZONING TO R2 (SINGLE TWO FAMILY DISTRICT) OF SECTION 01, TOWNSHIP 139 RANGE 048; EAST OF WOODBRIDGE 4TH ADDITION (EAST VIEW LAND DEVELOPMENT)

On February 7, 2018, the Planning Commission held a public hearing to set the zoning of Section 01, Township 139 Range 048; East of Woodbridge 4th Addition (East View Land Development). The Planning Commission has recommending to the Dilworth City Council to pass an ordinance rezoning the approximate 80 acres, encompassing Keystone 1st and 2nd Additions, from TZ to R2.

MOTION: by Nash, seconded by Jesme, to approve Ordinance 18-01, Setting the Zoning to R2 (Single Two Family District) of Section 01, Township 139 Range 048; East of Woodbridge 4th Addition (East View Land Development) as presented. Motion carried by all members present voting aye.

7. RESOLUTION 18-08, APPROVAL OF PLANS/SPECS AND AUTHORIZE ADVERTISEMENT FOR BID FOR THE IMPROVEMENT PROJECT LOCATED AT SECTION 01, TOWNSHIP 139 RANGE 048; EAST OF WOODBRIDGE 4TH ADDITION (EAST VIEW LAND DEVELOPMENT) – KEYSTONE ADDITION

Advertisement for bids will be published February 13, 2018. Bids will be opened on March 12, 2018, with the intention of awarding a bid that evening at the Council meeting.

City Administrator L. Peyton Mastera noted that the state will require 12<sup>th</sup> street to be converted to a right-in, right-out (on both the north and south side of HWY 10). The median is to be closed off, in accordance with their corridor study.

MOTION: by Aasness, seconded by Spaulding, to approve Resolution 18-08, Approval of Plans/Specs and Authorize Advertisement for Bid for the Improvement Project Located at Section 01, Township 139 Range 048; East of Woodbridge 4th Addition (East View Land Development) – Keystone Addition. Motion carried by all members present voting aye.

8. RESOLUTION 18-09, RESOLUTION FOR FUNDING FOR THE HEARTLAND TRAIL THROUGH THE MINNESOTA STATE LEGISLATURE

MOTION: by Spaulding, seconded by Jesme, to approve Resolution 18-09, Resolution for Funding for the Heartland Trail through the Minnesota State Legislature. Motion carried by all members present voting aye.

9. CONSIDERATION, AUTHORIZE PURCHASE OF POLICE DEPARTMENT DODGE CHARGERS

Staff is requesting authorization to purchase two AWD Dodge Chargers at \$23,505 each. One vehicle would be partially fitted for patrol, being used primarily for Investigator Rawson. The second would be fully fitted for patrol use.

The Police Department is budgeted for \$45,000 for vehicle purchases, which is \$1,610 less than what is being requested. The remaining balance as well as the amount to outfit these vehicles will be covered by seizure fund monies.

MOTION: by Nash, seconded by Aasness, to authorize the purchase of two All-Wheel Drive Dodge Chargers for the Police Department in the amount of \$46,610. Motion carried by all members present voting aye.

10. RESOLUTION 18-10, DECERTIFICATION OF TAX INCREMENT FINANCING DISTRICT 1-3

TIF District 1-3 (East Park development) is set for a decertification date of December 31, 2018. The final city payment came in January 2018.

MOTION: by Nash, seconded by Spaulding, to approve Resolution 18-10, Decertification of Tax Increment Financing District 1-3. Motion carried by all members present voting aye.

11. COUNCIL MEMBER'S CONCERNS AND COMMITTEE UPDATES

Spaulding Looking to the future for Dilworth, the Fire Department will need to more EMR training, as our department is often first on the scene. Dilworth should continue to have a relationship with the City of Moorhead for Water and Sewer services.

Mastera March 21-22, Mr. Mastera, Mayor Olson, and Councilmember Spaulding will be attending training in St. Paul.

February 27, Community input meeting at the Community Center.

Olson Thank you to staff for working with Churches United to turn the Community Center into an emergency shelter.

Chief Sharpe thank you for putting on a wonderful winter fun day.



Mayor Olson requested that staff look into how a Renaissance Zone works and is developed.

12. PAYMENT OF THE BILLS

MOTION: by Aasness, seconded by Nash, to pay the claims and bills including the addendum items dated February 12, 2018. Motion carried by all members present voting aye.

13. ADJOURNMENT

The meeting was adjourned at 7:16 p.m.

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

Approved by the Dilworth City Council on February 26, 2018