

Minutes of the regular meeting of the City Council of Dilworth, Clay County, Minnesota, held February 22, 2021, at 6:00 o'clock p.m., at City Hall.

Pursuant to the Emergency Declaration signed by Mayor Olson on March 18, 2020 and Resolution 20-12, this meeting was closed to the public due to COVID-19. Councilmembers met at City Hall in the Council Chambers. Members of the public and attendees participated via Zoom (telephonically and/or virtually) in accordance with Minnesota Statutes 13D.021.

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

OTHERS: City Administrator Peyton Mastera, Finance Officer Sherri Farwell, Maintenance Supervisor Jeff Berg, City Engineer Dan Hanson, Police Chief Ty Sharpe, Lisa Bode, Lynn Park, David Steichen, Kendra Ferencak, and Administrative Assistant Angela Miller.

1. CALL TO ORDER

Mayor Olson called the meeting to order at [6:02] p.m. and everyone took part in the Pledge of Allegiance.

2. ROLL CALL

3. AGENDA APPROVAL

MOTION: by Jesme, seconded by Nash, to approve the February 22, 2021 meeting agenda. Motion carried by all members present voting aye.

4. CONSENT AGENDA APPROVAL

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

CONSENT AGENDA ITEMS

MOTION: by Aasness, seconded by Nash, to approve minutes from the February 8, 2021 City Council meeting.

MOTION: by Aasness, seconded by Nash, to receive and file minutes from the February 3, 2021 Planning Commission meeting.

MOTION: by Aasness, seconded by Nash, to receive and file minutes from the February 10, 2021 Park Board meeting.

MOTION: by Aasness, seconded by Nash, to receive and file January 2021 utility report.

MOTION: by Aasness, seconded by Nash, to receive and file resignation of Jessica Schnell from the Dilworth Police Department.

MOTION: by Aasness, seconded by Nash, to receive and file the agenda from the February 12, 2021 Fire Department Business meeting.

MOTION: by Aasness, seconded by Nash, to receive and file minutes from the February 12, 2021 Fire Department Business meeting.

MOTION: by Aasness, seconded by Nash, to update Personnel Policy Manual Clothing Allowance to \$150 and to Include Non-Union Employees.

MOTION: by Aasness, seconded by Nash, to approve engagement letter with Eide Bailly for the 2020 Audit.

END OF CONSENT AGENDA

5. CITIZEN'S CONCERNS

None received.

6. PUBLIC HEARING: CITY OF DILWORTH APPLICATION FOR SMALL CITIES DEVELOPMENT PROGRAM FUNDS (KENDRA FERENCAK WITH CLAY COUNTY HRA PRESENTING)

Public hearing opened at 6:05 p.m.

The City of Dilworth is applying for Small Cities Development Program funds with assistance from Clay County HRA in administrating the grant process. The application process requires a public hearing to get community input, a resolution authorizing city staff to complete grant paperwork, and a resolution declaring a slum and blight area.

Clay County HRA sent out letters of interest to business and owner-occupied property owners in the target area and received interest from eight businesses and 65 owner-occupied property owners.

Commercial funds would be a five year forgivable loan at a maximum of \$40,000 and can cover 80% of eligible rehabilitation costs with the owner being responsible for the other 20%. The property would need to be located in the designated slum and blight zone.

Owner-occupied funds would be a 0% interest loan forgivable after 10 years with a maximum of \$24,850. The property would need to be located in the target area and the owner would have to have live at the property for 10 years.

The application will be for seven commercial properties and 21 owner-occupied properties with a total funds being requested \$922,000. Applications are due in March and awards granted in June.

If the City of Dilworth is selected, funding will be determined in June 2021 and we will have 30 months to complete the application process and rehab projects.

Public hearing closed at [6:12] p.m.

7. RESOLUTION 21-06, LOCAL GOVERNMENT RESOLUTION AUTHORIZING THE EXECUTION OF ALL DOCUMENTS RELATED TO THE APPLICATION OF THE SMALL CITIES DEVELOPMENT PROGRAM GRANTS FOR COMMERCIAL AND RESIDENTIAL REHABILITATION

Resolution 21-06 is a required step in the Small Cities Development Program Grant application process and authorizes City staff to complete grant documents.

MOTION: by Nash, seconded by Aasness, to approve Resolution 20-06, Local Government Resolution authorizing the execution of all documents related to the application of the Small Cities Development Program Grants for commercial and residential rehabilitation. Motion carried by all members present voting aye.

8. RESOLUTION 21-07, DECLARING SLUM AND BLIGHTED AREAS FOR THE SMALL CITIES DEVELOPMENT PROGRAM GRANT APPLICATION FOR COMMERCIAL REHABILITATION

Resolution 21-07 is a required step in the Small Cities Development Program Grant application process and designates a slum and blight area.

MOTION: by Aasness, seconded by Jesme, to approve Resolution 21-07, declaring slum and blighted areas for the Small Cities Development Program Grant Application for commercial rehabilitation. Motion carried by all members present voting aye.

9. UPDATE, 2021 PARK BOARD GOALS AND OBJECTIVES (LYNN PARK WITH THE DILWORTH PARK BOARD PRESENTING)

Park Board Chairperson, Lynn Park, reviewed goals and objectives for 2021.

- Woodbridge Park will be getting 2 new playground equipment systems installed this spring.
- The work on the baseball field at Cottonwood Park will be finished up this spring.
- Park Board recently recommended the purchase of new play equipment for Pine Tree Park and hope to have it installed this spring.
- Birch Tree Park will have a community medicinal garden and there are plans to put in a new basketball court and walking path.
- The Farmers Market will be back this summer but with fewer dates.
- Seven shade trees and 550 Dogwood Bushes will be planted throughout the parks and the City.
- Grand opening events will be organized when new playground equipment is added to a park.

- The Park Board is working on two conceptual plans for a future regional park, to be presented to Council by the end of the year.

10. CONSIDERATION, AUTHORIZE PURCHASE OF PARK EQUIPMENT FOR PINE TREE

Pine Tree Park was identified as needing new play equipment and the Park Board is recommending the Burke playground system at a cost of \$34,000, which is within the budget for Park Board capital projects.

MOTION: by Peterson, seconded by Jesme, to purchase the park equipment through St. Croix Recreation, as presented, for Pine Tree Park. Motion carried by all members present voting aye.

11. RESOLUTION 21-08, SUBMISSION OF OUTDOOR RECREATION GRANT APPLICATION FOR BIRCH TREE PARK

The City of Dilworth applied for this grant last year and did not receive it. The Park Board is recommending reapplying. The project includes adding a basketball court, walking path, and sidewalk access.

MOTION: by Peterson, seconded by Aasness, to approve Resolution 21-08, submission of Outdoor Recreation Grant Application for Birch Tree Park. Motion carried by all members present voting aye.

12. RESOLUTION 21-09, SUPPORTING CITY OF MOORHEAD'S LOCAL OPTION SALES TAX (LISA BODE WITH THE CITY OF MOORHEAD PRESENTING)

The City of Moorhead is looking for support from the City of Dilworth for a local option sales tax. The .05% local option sales tax would be used to pay for a regional public library and community center. Dilworth's resolution of approval would be used in the process to get approval from the State. Moorhead residents will vote on the sales tax increase option on the 2022 ballot.

MOTION: by Olson, seconded by Peterson, to approve Resolution 21-09, supporting City of Moorhead's Local Option Sales Tax. Motion carried by all members present voting aye.

13. RESOLUTION 21-10, AUTHORIZE DESIGN OF NORTHSIDE SANITARY SEWER REHABILITATION PROJECT

A total of 33,107 linear feet of pipe was televised and it was determined that 23,000 of it is VCP pipe. 80% of the VCP in the designated area is beginning to crack, break, or sag and will need to be relined. Some areas will need spot repairs that will require excavating through the street. Manholes showing signs of deterioration will be relined and those in poor condition will be replaced. The goal is to complete this project before the mill and overlay project in 2022. The total cost for this project is approximately \$1,500,000.

MOTION: by Aasness, seconded by Peterson, to approve Resolution 21-10, authorize design of Northside Sanitary Sewer Rehabilitation Project. Motion carried by all members present voting aye.

14. CONSIDERATION, TASK ORDER WITH MOORE ENGINEERING FOR THE NORTHSIDE SEWER IMPROVEMENT PROJECT

This task order includes the standard rate of 16% to Moore Engineering with a total of \$219,130.

MOTION: by Peterson, seconded by Nash, to approve the task order for the Northside Sanitary Sewer Rehabilitation Project. Motion carried by all members present voting aye.

15. CONSIDERATION, PROPOSALS FOR 2021 POLICE SQUAD

Chief Sharpe has narrowed down the selection for the 2021 police squad vehicle to the Dodge Durango Pursuit and the Dodge Charger Pursuit and would like Council approval to initiate the purchase before final approval at a future Council meeting.

MOTION: by Nash, seconded by Peterson, to approve the purchase of the 2021 Police Squad, as presented. Motion carried by all members present voting aye.

16. CONSIDERATION, AMENDMENT TO THE PROSECUTION SERVICES AGREEMENT WITH THE CITY OF MOORHEAD

In 2019, the Cities of Dilworth, Glyndon, and Barnesville entered into a contract for prosecution services with the City of Moorhead. The City of Hawley has requested to enter into the agreement and the contract needs to be amended to add Hawley.

Chief Sharpe said that the switch to Moorhead prosecution services has been positive. They are easy to work with and their fee is lower than what the city was paying before.

MOTION: by Nash, seconded by Aasness, to approve the first amendment to the cooperative city prosecution services agreement. Motion carried by all members present voting aye.

17. UPDATE, COVID-19

The Federal COVID-19 Relief bill is still working its way through congress with about \$130 billion set aside for local governments.

The checks from the County Business Relief Program went out last week.

The State released a vaccine connector tool to notify residents that are eligible for the vaccine.

The State will be reimbursing businesses for 2:00 a.m. liquor and catering license fees.

18. COUNCIL MEMBER’S CONCERNS AND COMMITTEE UPDATES

Peterson Excited to see Park Board projects moving forward.

Mastera The annual audit will be taking place in two weeks and council members may be contacted by auditors.

I have been working with Clay County and the City of Moorhead planning department to modify language in their zoning ordinance that relates to the property along County Road 9 that is looking to expand their operations. There will be more discussion on this at the County Planning Commission meeting tomorrow night.

Olson This meeting involved a lot of discussion on topics that might not be considered exciting but are very important for a city to run well. Thank you to staff for balancing what we would like to have in the city with the more important and needed projects.

Thank you to the volunteers on the Park Board and Loco Daze for continuing to look at what amenities we can to bring to our community to encourage growth in Dilworth.

19. PAYMENT OF THE BILLS

MOTION: by Aasness, seconded by Jesme, to pay the claims and bills dated February 22, 2021. Motion carried by all members present voting aye.

20. ADJOURNMENT

The meeting was adjourned at 7:58 p.m.

Mayor: 
Chad Olson

ATTEST: 
L. Peyton Mastera, City Administrator

Approved by the Dilworth City Council on March 8, 2021