

Minutes of the regular meeting of the City Council of Dilworth, Clay County, Minnesota, held February 26, 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 Engineer Dan Hanson, Janie Hogan, and Administrative Assistant Elizabeth Mars.

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. AGENDA APPROVAL

MOTION: by Nash, seconded by Spaulding, to approve the February 26, 2018 meeting agenda. Motion carried by all members present voting aye.

3. CONSENT AGENDA APPROVAL

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

CONSENT AGENDA ITEMS

MOTION: by Aasness, seconded by Jesme, to approve minutes from February 12, 2018 City Council meeting.

MOTION: by Aasness, seconded by Jesme, to receive and file the Dilworth Planning Commission minutes from January 3, 2018.

MOTION: by Aasness, seconded by Jesme, to receive and file the Dilworth Fire Department business meeting agenda from February 19, 2018.

MOTION: by Aasness, seconded by Jesme, to receive and file Dilworth Fire Department business meeting minutes from February 19, 2018.

MOTION: by Aasness, seconded by Jesme, to approve contract for Tim Eggebraten to perform at Dilworth Loco Daze on July 28, 2018.

MOTION: by Aasness, seconded by Jesme, to authorize Investigator Hunter Rawson to attend Red River Child Advocacy Conference in Fargo, ND on May 9-10, 2018.

MOTION: by Aasness, seconded by Jesme, to approve temporary liquor license for the Moorhead Firefighters Local #1323 for an event at the Community Center on April 20, 2018.

MOTION: by Aasness, seconded by Jesme, to approve gambling permit for the Moorhead Firefighters Local #1323 for an event at the Community Center on April 20, 2018.

END OF CONSENT AGENDA

4. CITIZEN'S CONCERNS

None received.

5. ORDINANCE 18-02, GRANTING TO NORTHERN STATES (XCEL ENERGY) AN ELECTRIC FRANCHISE IN THE CITY OF DILWORTH

MOTION: by Spaulding, seconded by Nash, to approve Ordinance 18-02 as presented. Motion carried by all members present voting aye.

6. ORDINANCE 18-03, GRANTING TO NORTHERN STATES (XCEL ENERGY) A GAS FRANCHISE IN THE CITY OF DILWORTH

MOTION: by Aasness, seconded by Jesme, to approve Ordinance 18-03 as presented. Motion carried by all members present voting aye.

7. ORDINANCE 18-04, IMPLEMENTING AN ELECTRIC SERVICE FRANCHISE FEE ON NORTHERN STATES (XCEL ENERGY)

MOTION: by Jesme, seconded by Nash, to approve Ordinance 18-04 as presented. Motion carried by all members present voting aye.

8. ORDINANCES 18-02, 18-03, AND 18-04 SUMMARY FOR PUBLICATION

ORDINANCE 18-02

AN ORDINANCE GRANTING TO NORTHERN STATES POWER COMPANY, A MINNESOTA CORPORATION, ITS SUCCESSORS AND ASSIGNS, PERMISSION TO CONSTRUCT, OPERATE, REPAIR AND MAINTAIN IN THE CITY OF DILWORTH, MINNESOTA, AN ELECTRIC DISTRIBUTION SYSTEM AND TRANSMISSION LINES, INCLUDING NECESSARY POLES, LINES, FIXTURES AND APPURTENANCES, FOR THE FURNISHING OF ELECTRIC ENERGY TO THE CITY, ITS INHABITANTS, AND OTHERS, AND TO USE THE PUBLIC GROUNDS AND PUBLIC WAYS OF THE CITY FOR SUCH PURPOSES.

ORDINANCE 18-03

AN ORDINANCE GRANTING TO NORTHERN STATES POWER COMPANY, A MINNESOTA CORPORATION, ITS SUCCESSORS AND ASSIGNS, PERMISSION TO ERECT A GAS DISTRIBUTION SYSTEM FOR THE PURPOSES OF CONSTRUCTING, OPERATING, REPAIRING AND MAINTAINING IN THE CITY OF DILWORTH, MINNESOTA, THE NECESSARY GAS PIPES, MAINS AND APPURTENANCES FOR THE TRANSMISSION OR DISTRIBUTION OF GAS TO THE CITY AND ITS INHABITANTS AND OTHERS AND TRANSMITTING GAS INTO AND THROUGH THE CITY AND TO USE THE PUBLIC GROUNDS AND PUBLIC WAYS OF THE CITY FOR SUCH PURPOSES.

ORDINANCE 18-04

AN ORDINANCE IMPLEMENTING AN ELECTRIC SERVICE FRANCHISE FEE ON NORTHERN STATES POWER COMPANY, A MINNESOTA CORPORATION, ITS SUCCESSORS AND ASSIGNS, FOR PROVIDING ELECTRIC SERVICE WITHIN THE CITY OF DILWORTH

These ordinances can be viewed at the office of the City Clerk at 2 First Avenue SE, Dilworth, MN 56529. Adopted the 26th day of February, 2017.

MOTION: by Nash, seconded by Aasness, to approve Ordinance Summary publications for Ordinances 18-02, 18-03, and 18-04 as presented. Motion carried by all members present voting aye.

9. PUBLIC HEARING: RESOLUTION 18-11, EASEMENT VACATION ON LOTS 2 AND 3, BLOCK 1, SUMMERWOOD 3RD ADDITION

Public hearing opened at 6:08 p.m.

On January 22, 2018, the Dilworth City Council adopted Resolution 18-04 which called for a public hearing on the vacation of an easement on Lots 2 and 3, Block 1, Summerwood 3<sup>rd</sup> Addition.

A 40 foot wide Utility/Storm easement exists between Lots 2 and 3, Block 1 in the new Summerwood 3<sup>rd</sup> Addition. In order to build on both of these lots, the easement needs to be reduced by 10 feet on each lot. The reduction of this easement does not impact any utilities as 20 feet is ample room.

No written or verbal objections were made.

Public hearing closed at 6:09 p.m.

City Engineer Dan Hanson reported City Staff will need to show Red River Valley Coop the easement reduction to make sure that they don't have power running in the outside 10' that is being abandoned. Red River Valley Coop will need to move/replace that line and charge for it. That cost would be assessed to Summerwood 3<sup>rd</sup> Addition.

MOTION: by Aasness, seconded by Nash, to approve Resolution 18-11, Easement Vacation on Lots 2 and 3, Block 1, Summerwood 3rd Addition. Motion carried by all members present voting aye.

10. CONSIDERATION, REQUEST FROM THE DGF DOLLARS FOR SCHOLARS TO CLOSE OFF 1ST AVENUE NORTH AND SEGMENTS OF OTHER ROADWAYS FOR A 5K RACE ON MAY 4, 2018 FROM 5:45 P.M. UNTIL 7:00 P.M.

On Friday, May 4, 2018, DGF Dollars for Scholars is requesting to close down 1<sup>st</sup> Avenue North and limit traffic on other segments of the community for a 5K Color Run beginning at 6:00 p.m. They are requesting to use the same route as they did last year.

DGF Dollars for Scholars has been notified that a law enforcement presence will be needed at the most dangerous areas of the route. The City of Dilworth will provide barricades and coordinate efforts with MATBUS.

MOTION: by Nash, seconded by Spaulding, to close 1st Avenue North and other segments indicated on the DGF Dollars for Scholars 5K route, to be coordinated with staff. Failure to meet all city requirements or providing the necessary public safety presence will result in this approval being revoked. Motion carried by all members present voting aye.

11. AUTHORIZE, SUBMISSION OF OUTDOOR RECREATION GRANT FOR CONSTRUCTION OF NEW WARMING HOUSE

The Buildings and Grounds Committee and Park Board have discussed the possibility of revamping the existing warming house to make it a more functional facility year round while also providing a more suitable location for patrons to utilize during winter months.

Minnesota Department of Natural Resources (DNR) has a grant program entitled the "Outdoor Recreation Grant Program" that would be an ideal opportunity for Dilworth to apply for a new warming house as a recreational facility. The grant can cover costs up to 50% (up to \$150,000) of the project total. Payment for the remaining 50% would be covered by a BNSF grant and/or Park Fund capital outlay monies.

Maintenance Supervisor Vogel has been discussing building designs and overall cost with an outside party. Mr. Vogel reports that there is a possibility that the telemetry system could potentially be housed in the building as well, cleaning up the overall space in Whistle Stop Park. Finance Officer Farwell stated that water funds could also be used if the telemetry system was incorporated into the proposed warming house.

MOTION: by Jesme, seconded by Nash, for the City of Dilworth to apply for the Outdoor Recreation Grant through the Department of Natural Resources for a new warming house. Motion carried by all members present voting aye.

12. CONSIDERATION, SUBMIT REQUEST FOR PROPOSALS FOR CLASSIFICATION AND COMPENSATION STUDY

The PLRM committee and City Administrator Mastera met to discuss the possibility of doing a wage and classification evaluation of all full-time employees. There have been comparisons done via the LMC salary portal, comparisons to our metro neighbors, and to other contemporaries, but the group felt it might be worthwhile to consider getting an outside perspective to ensure Dilworth is remaining competitive and in-line with other entities.

Requesting RFPs does not obligate the City of Dilworth to participate in a study, nor does it obligate the Council to adopt recommendations of a proposed study.

The intent is to receive proposals through the end of March, and upon recommendation from the PLRM committee will decide thereafter to proceed forward (or not) with a study.

MOTION: by Nash, seconded by Jesme, for the City of Dilworth to solicit proposals for a classification and compensation study of all full-time employees (and part-time police officer position). Motion carried by all members present voting aye.

13. COUNCIL MEMBER'S CONCERNS AND COMMITTEE UPDATES

Jesme Verified status on the Developers Agreement for the Keystone Addition.

Aasness Would like to thank Mayor Olson for renting the Community Center on behalf of the Fargo-Moorhead Honor Flight for a waffle feed.

Spaulding Park Board would like to pursue a citizen adopt-a-park program.

Gave an update on Metro COG's Executive Director position.

Reminded everyone that there will be a Comprehensive Plan meeting at the Community Center on February 27<sup>th</sup> at 6 p.m.

Thank you to Liz for services while working for the City of Dilworth.

Farwell Audit will begin the week of March 12<sup>th</sup>.

Empting During the last Fire Department meeting, Craig Kleindl resigned due to relocation. A new firefighter was hired that same night.

Mastera Interviews for the Administrative Assistant position ended today. The offer will be extended to the qualifying applicant.

An informational meeting was held tonight regarding the 15<sup>th</sup> Avenue North force main project.

Thank you Liz .

Olson Thank you Liz.

14. PAYMENT OF THE BILLS

MOTION: by Aasness, seconded by Nash, to pay the claims and bills including the 12 addendum items dated February 26, 2018. Motion carried by all members present voting aye.

15. ADJOURNMENT

The meeting was adjourned at 6:37 p.m.

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

Approved by the Dilworth City Council on March 12, 2018