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Minutes of the regular meeting of the City Council of Dilworth, Clay County, Minnesota, held March 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, Police Chief Ty Sharpe, Maintenance Supervisor Don Vogel, Finance Officer Sherri Farwell, City Engineer Dan Hanson, Investigator Hunter Rawson, 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 Nash, seconded by Jesme, to approve the March 12, 2018 meeting amended agenda. Motion carried by all members present voting aye.

### 3. CONSENT AGENDA APPROVAL

MOTION: by Aasness, seconded by Spaulding, 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 Spaulding, to approve minutes from February 26, 2018 City Council meeting.

MOTION: by Aasness, seconded by Spaulding, to approve Mills Lounge for a temporary liquor license for an event at the Community Center on April 21, 2018.

MOTION: by Aasness, seconded by Spaulding, to approve Dilworth Firemen's Relief Association for a temporary liquor license for an event at the Community Center on April 5, 2018.

MOTION: by Aasness, seconded by Spaulding, to receive and file Thomas Smieja's resignation letter as a part-time police officer.

MOTION: by Aasness, seconded by Spaulding, to approve James Eggert as 2018 Pool Director at the hourly rate of \$13.00/hour.

MOTION: by Aasness, seconded by Spaulding, to approve Katelin Winter as 2018 Assistant Pool Director at the hourly rate of \$11.50/hour.

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- MOTION: by Aasness, seconded by Spaulding, to receive and file incident analysis report for February 2018.
- MOTION: by Aasness, seconded by Spaulding, to approve Coin Operated Machine license for Hi-Ho Tavern, to expire March 11, 2019.
- MOTION: by Aasness, seconded by Spaulding, to approve Coin Operated Machine license for Mills Lounge Inc., to expire March 11, 2019.
- MOTION: by Aasness, seconded by Spaulding, to approve Fargo Firefighters Local 642 temporary liquor license for an event at the Dilworth Community Center on June 7, 2018.
- MOTION: by Aasness, seconded by Spaulding, to approve Red Hen for a temporary liquor license for an event at the Community Center on June 9, 2018.
- MOTION: by Aasness, seconded by Spaulding, to approve Dilworth Firemen's Relief association gambling permit for an event at the Community Center on April 5, 2018.
- MOTION: by Aasness, seconded by Spaulding, to approve Fargo Firefighters Local 642 gambling permit for an event at the Community Center on June 7, 2018.
- MOTION: by Aasness, seconded by Spaulding, to approve Mechanical/Heating License application for G&T Plumbing and Heating, Inc., to expire March 11, 2019.
- MOTION: by Aasness, seconded by Spaulding, to approve Plumbing License application for G&T Plumbing and Heating, Inc., to expire March 11, 2019.
- MOTION: by Aasness, seconded by Spaulding, to approve Mechanical/Heating License application for Dean's Heating Air Conditioning, to expire March 11, 2019.
- MOTION: by Aasness, seconded by Spaulding, to approve Mechanical/Heating License application for Comfort Masters, LLC, to expire March 11, 2019.
- MOTION: by Aasness, seconded by Spaulding, to approve Mechanical/Heating License application for Peterson Mechanical, Inc., to expire March 11, 2019.
- MOTION: by Aasness, seconded by Spaulding, to approve Plumbing License application for Peterson Mechanical, Inc., to expire March 11, 2019.
- MOTION: by Aasness, seconded by Spaulding, to approve Tobacco License application for Trax Liquors, to expire March 11, 2019.
- MOTION: by Aasness, seconded by Spaulding, to approve Coin Operated Machine license for Red Hen, to expire March 11, 2019.

MOTION: by Aasness, seconded by Spaulding, to approve "Letter Carriers' Food Drive Day" Proclamation for collecting food by the Postal Service on May 14, 2018.

END OF CONSENT AGENDA

4. CITIZEN'S CONCERNS

None received.

5. RECOGNIZE, INVESTIGATOR HUNTER RAWSON ON 15 YEARS OF SERVICE

Investigator Hunter Rawson was recognized for his 15 years of service.

6. RESOLUTION 18-12, AWARDING OF BID FOR KEYSTONE ADDITION, 14TH STREET NORTHEAST, AND 4TH AVENUE NORTHEAST IMPROVEMENT PROJECT

Bids were opened at 10:00 a.m. on Monday, March 12, 2018 at City Hall. Nine bids were submitted, the lowest was \$4,572,337.01 coming from RL Larson Excavating. Moore Engineering has recommended awarding the project to RL Larson Excavation.

Final assessment hearing date is yet to be determined.

MOTION: by Aasness, seconded by Nash, to approve Resolution 18-12, Awarding of Bid for Keystone Addition, 14th Street Northeast, and 4th Avenue Northeast Improvement Project. Motion carried by all members present voting aye.

7. CONSIDERATION, KEYSTONE 1ST ADDITION SUBDIVISION DEVELOPER'S AGREEMENT

Developers Agreement has been reviewed by the City's Attorney and they have recommended that the City approve the agreement.

The Developer will be required to have a 30% letter of credit. If the developer fails to pay taxes or specials for 3 years the property will go back to the bank.

MOTION: by Jesme, seconded by Nash, to approve the Keystone 1st Addition Subdivision Developer's Agreement as presented. Motion carried by all members present voting aye.

8. RESOLUTION 18-13, SUBMISSION OF OUTDOOR RECREATION GRANT APPLICATION FOR THE DILWORTH WARMING HOUSE

MOTION: by Nash, seconded by Aasness, to approve Resolution 18-13, Submission of Outdoor Recreation Grant Application for the Dilworth Warming House. Motion carried by all members present voting aye.

9. CONSIDERATION, HIRING OF ANGELA MILLER FOR CITY HALL ADMINISTRATIVE ASSISTANT POSITION

In total, 50 applicants applied for the City Hall Administrative Assistant position. The hiring committee is recommending the job be awarded to Ms. Angela Miller. The committee recommends Ms. Miller be hired at Step 0 and will be under a twelve month probationary review.

MOTION: by Olson, seconded by Jesme, to hire Angela Miller for the City Hall Administrative Assistant Position to begin at Step 0, with a hire date of March 19, 2018. Motion carried by all members present voting aye.

10. COUNCIL MEMBER’S CONCERNS AND COMMITTEE UPDATES

Spaulding Metro COG is still looking for a new director.

Thank you City staff for all that you did with the Public Input meeting.

Olson Public Input meeting was great! Thank you staff for your help.

11. PAYMENT OF THE BILLS

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

12. 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 March 26, 2018