

Minutes of the regular meeting of the City Council of Dilworth, Clay County, Minnesota, held May 24, 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, in person meetings are open to the public but participation via electronic means is encouraged. 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, Police Chief Ty Sharpe, Deputy Clerk Becky Tighe, Jerry Griggs, Jennifer Olson, David Steichen, Sandy Payne, Ken Parke, Shelly Eldridge, Derek Flanagan, Courtney Richman, and Administrative Assistant Angela Miller.

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. ROLL CALL

3. AGENDA APPROVAL

MOTION: by Nash, seconded by Jesme, to approve the May 24, 2021 agenda. Motion carried by all members present voting aye.

4. CONSENT AGENDA APPROVAL

MOTION: by Aasness, seconded by Peterson, to approve all items on the consent agenda including eleven additional addendum items. Motion carried by all members present voting aye.

CONSENT AGENDA ITEMS

MOTION: by Aasness, seconded by Peterson, to approve minutes from the May 10, 2021 City Council meeting.

MOTION: by Aasness, seconded by Peterson, to receive and file minutes from the May 5, 2021 Planning Commission meeting.

MOTION: by Aasness, seconded by Peterson, to receive and file the agenda from the May 17, 2021 Fire Department business meeting.

- MOTION: by Aasness, seconded by Peterson, to receive and file the minutes from the May 17, 2021 Fire Department business meeting.
- MOTION: by Aasness, seconded by Peterson, to approve the temporary liquor license application of the Dilworth Lions Club for an event at the Community Center on July 24-25, 2021.
- MOTION: by Aasness, seconded by Peterson, to authorize the hire of Sierra Jensen as a lifeguard at the rate of \$11.00/hour (\$12.00/hour for lessons).
- MOTION: by Aasness, seconded by Peterson, to authorize the hire of Braeden Baker as a lifeguard at the rate of \$11.00/hour (\$12.00/hour for lessons).
- MOTION: by Aasness, seconded by Peterson, to approve contract with Penny & Pals for an event at the Community Center on July 24, 2021.
- MOTION: by Aasness, seconded by Peterson, to receive and file the resignation of Beth Prigelmeier from the Dilworth Planning Commission.
- MOTION: by Aasness, seconded by Peterson, to receive and file the resignation of Eileen Johnson from the Dilworth Planning Commission.

END OF CONSENT AGENDA

#### 5. CITIZEN'S CONCERNS

None received.

#### 6. RECOGNIZE, DEPUTY CLERK BECKY TIGUE ON 15 YEARS OF SERVICE

Mayor Olson thanked Becky Tigue for her 15 years of service and dedication to the city.

#### 7. PRESENTATION, DILWORTH EMERGENCY OPERATIONS PLAN (JENNIFER OLSON WITH THE NORTHWEST REGIONAL DEVELOPMENT COMMISSION PRESENTING)

Jennifer Olson from the Northwest Regional Development Commission presented the completed Emergency Operation Plan for Dilworth. The EOP would be used to ensure the protection of the public during an emergency or disaster. The plan is a living document that can be edited and added to. The EOP includes the basic plan and 19 annexes that describes the operations for specific city functions. A reference manual and resource list will be added.

#### 8. RESOLUTION 21-20, ADOPTION OF EMERGENCY OPERATIONS PLAN

- MOTION: by Nash, seconded by Aasness, to approve Resolution 21-20, adoption of Emergency Operations Plan. Motion carried by all members present voting aye.

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9. RESOLUTION 21-21, ADOPTION OF THE FIVE YEAR TAX ABATEMENT POLICY FOR COMMERCIAL AND INDUSTRIAL PROPERTY

The proposed five year tax abatement policy would promote commercial and industrial growth. The tax abatement would run for five years with a descending percentage being abated each year (Year 1: 100%, Year 2: 100%, Year 3: 75%, Year 4: 50%, and Year 5: 25%). The percent abated would be based on the value of the property in the first year and would only apply for city taxes. A public hearing would be required before abatements are granted. The City would be administering this program and issuing the abatement checks.

MOTION: by Peterson, seconded by Jesme, to approve Resolution 21-21, adoption of the Five Year Tax Abatement Policy for Commercial and Industrial Property. Motion carried by all members present voting aye.

10. CONSIDERATION, AUTHORIZE THE HIRE OF JERRY GRIGGS FOR THE FINANCE OFFICER

The hiring committee is recommending hiring Jerry Griggs for the position of Finance Officer at Step 1 starting on June 1, 2021.

MOTION: by Nash, seconded by Aasness, to hire Jerry Griggs as the new Finance Officer at Step 1, contingent upon Mr. Griggs passing all backgrounds and satisfying city requirements. Motion carried by all members present voting aye.

11. RESOLUTION 21-22, RESCINDING RESOLUTION 20-12 (LOCAL EMERGENCY ORDER)

Due to recent changes in COVID-19 guidelines, the emergency order put in place in March of 2020 can be rescinded.

MOTION: by Aasness, seconded by Nash, to approve Resolution 21-22, rescinding Resolution 20-12 (Local Emergency Order). Motion carried by all members present voting aye.

12. UPDATE, COVID-19

Dilworth will receive the next round of COVID funding from the State in July or August.

Individual cities and businesses can still regulate mask usage as needed.

Encourage residents who were vaccinated at the VA or at a North Dakota pharmacy to notify Clay County Public Health so they can get an accurate count of residents vaccinated.

13. COUNCIL MEMBER'S CONCERNS AND COMMITTEE UPDATES

Aasness A Heartland Trail meeting is scheduled.

Jesme Would like to have a discussion about getting updated trucks and equipment for the Fire Department.

Nash At the Metro COG meeting the dues were set for the coming year and there was discussion about the upcoming Highway 10 corridor study scheduled for 2022.

Mastera A meeting is scheduled with the executive director at Metro COG, Cindy Gray, to talk about the corridor study and what we would want to add to the plan. Olson asked to consider the pedestrian crossing at 34<sup>th</sup> Street and removing abandoned approaches along Hwy 10.

The Safe Routes to School study was scheduled this year in Dilworth and Glyndon; but, because of the construction delays at the schools it needs to be postponed a year.

Applied for federal funding for a new fire station through the Congressional earmark program.

Six lifeguards and one pool house attendant have been hired for the pool. We will not be able to provide swimming lessons but the pool will be open this summer.

Olson Met with Shannon Full and Katie Mastel from the Chamber. They offered to partner with the City of Dilworth to work with business leaders to find out what their needs are and to help with educational resources within the school districts.

We had a meeting with the BKV group for a city facilities update. As a City we need to be mindful of our facilities improvements and get input from city management and our residents.

Council members and other meeting attendees congratulated Sherri Farwell on her upcoming retirement from the City as Finance Officer.

#### 14. PAYMENT OF THE BILLS

MOTION: by Aasness, seconded by Jesme, to pay the claims and bills dated May 24, 2021. Motion carried by all members present voting aye.

#### 15. CLOSED SESSION, PURSUANT TO MINNESOTA STATUTES § 13D.05, SUBD. 3(C) TO DISCUSS THE POTENTIAL ACQUISITION OF REAL PROPERTY IN THE CITY OF DILWORTH (PARCEL ID 52.900.0550) – 22 4TH STREET SOUTHWEST

Started at 7:40 p.m.

Ended at 8:02 p.m.

16. ADJOURNMENT

The meeting was adjourned at 8:03 p.m.

Mayor:   
Chad Olson

ATTEST:   
L. Peyton Mastera, City Administrator

Approved by the Dilworth City Council on May 24, 2021

