

Minutes of the regular meeting of the City Council of Dilworth, Clay County, Minnesota, held May 29, 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, Corey Boyer, Brett Steele, Todd Carlson, Dara A. Lee, Lynn Park, Scott Geston, 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. AGENDA APPROVAL

MOTION: by Spaulding, seconded by Jesme, to approve the May 29, 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 and addendums. Motion carried by all members present voting aye.

CONSENT AGENDA ITEMS

MOTION: Approve minutes from May 14, 2018 City Council meeting.

MOTION: Authorize hire of John David DuMarce for the seasonal Maintenance Worker position at the rate of \$10.50/hour, contingent upon meeting all city requirements.

MOTION: Approve closing 4th Street NW from 1st and 2nd Avenue for a block party from 5:00 pm to 9:00 pm on Saturday, June 23, 2017.

MOTION: Receive and file April 2018 Lawful Gambling Tax return for the Dilworth Lion's Club.

MOTION: Receive and file Ehler's statement on periodic review of bond issuances.

MOTION: Approve 2018 Clay County Collaborative agreement.

MOTION: Receive and file Dilworth Fire Department business meeting agenda from May 21, 2018.

MOTION: Receive and file Dilworth Fire Department business meeting minutes from May 21, 2018.

MOTION: Approve the renewal of an On Sale and Off Sale liquor license for John A. Carlson dba J.C.'s Corral Bar for the period of June 1, 2018 to May 31, 2019,

MOTION: Approve the renewal of a Wine and Strong Beer liquor license for Cariveau Inc. dba Hi Ho Tavern for the period of June 1, 2018 to May 31, 2019.

MOTION: Approve the renewal of an On Sale, Sunday and Off Sale liquor license for Cariveau Inc. dba Mills Lounge for the period of June 1, 2018 to May 31, 2019.

MOTION: Receive and file bond counsel engagement letter from Dorsey and Whitney.

MOTION: Approve proclamation for Dakota Medical Foundation Recognition Day.

MOTION: Receive and file Dilworth Park Board meeting agenda from May 9, 2018.

END OF CONSENT AGENDA

#### 4. CITIZEN'S CONCERNS

None received.

#### 5. DISCUSSION, DILWORTH PARK BOARD'S ADOPT-A-PARK PROGRAM (LYNNE PARK PRESENTING)

Park Board would like to reinstate an "Adopt-A-Park" program that would allow citizens and groups to maintain city parks above and beyond regular city maintenance.

Guidelines for adopting a park include 2 year commitment by the group and a minimum of 1 hour of work a month from April to October. Suggested activities include keeping the park clean of litter, cleaning park equipment, and taking care of plants and trees.

Incentives for adopting a park are a free t-shirt and an invitation to the annual barbeque picnic.

The program will be promoted through the city website, facebook, and contacting non-profit organizations in the area.

MOTION: by Spaulding, seconded by Aasness, to support the present Adopt-A-Park program.

#### 6. RESOLUTION 18-37, AUTHORIZING THE CITY OF DILWORTH TO SUBMIT A LETTER OF SUPPORT TO THE HOUSING & REDEVELOPMENT AUTHORITY OF CLAY COUNTY, MINNESOTA TO ENTER INTO A PURCHASE AGREEMENT WITH CLAY

COUNTY AFFORDABLE HOUSING, LLC (DARA LEE WITH CLAY COUNTY HOUSING & REDEVELOPMENT AUTHORITY OF CLAY COUNTY, MINNESOTA PRESENTING)

Dara A. Lee with Clay County Housing & Redevelopment Authority explained the benefits of entering into a purchase agreement with Clay County Affordable Housing, LLC.

There are currently eight units in four duplexes in Dilworth in the Federal Public Housing Program. The HRA is interested in transferring these units to an LLC so they can operate the units in a more efficient way with fewer regulations and reduce administrative time commitments by 75%. The administrative cost savings would allow more money to be invested back into the properties. Tenants will still pay no more than 30% of their income towards rent and none of the current tenants would be forced out. The current tenants have been notified of the change.

MOTION: by Jesme, seconded by Aasness, to approve Resolution 18-37 authorizing the City of Dilworth to Submit a Letter of Support to the Housing & Redevelopment Authority of Clay County, Minnesota to Enter into a Purchase Agreement with Clay County Affordable Housing, LLC. Motion carried by all members present voting aye.

7. CONSIDERATION, WINE AND MALT LIQUOR LICENSE APPLICATION OF TAK MUSIC VENUE, INC. TO OPERATE A LIVE PERFORMANCE THEATER, BANQUET HALL, AND MUSIC VENUE AT 1710 CENTER AVENUE WEST (TODD CARLSON WITH TAK MUSIC VENUE, INC. PRESENTING)

Todd Carlson is interested in opening a music venue at Gateway Crossings. The venue would be used as a space for musicians to practice and will host small concerts and other events. Tickets to events would be sold online or at the door. Plans include practice rooms, event hall, and a catering kitchen. Mr. Carlson would like to serve alcohol and is requesting a Wine and Malt Liquor License. Security would be handled by TAK Music Venue.

The venue could hold up to 500 people but the average event would be about 300 people. Parking is a concern with approximately 140 parking spaces available and may be an issue during max capacity events. Staff will continue to monitor the parking.

MOTION: by Assness, seconded by Nash, to approve the Wine and Malt Liquor License Application of TAK Music Venue, Inc. to Operate a Live Performance Theater, Banquet Hall, and Music Venue at 1710 Center Avenue West. Motion carried by all members present voting aye.

8. RESOLUTION 18-38, AUTHORIZING MEMBERSHIP IN THE MINNESOTA MUNICIPAL MONEY MARKET FUND (COREY BOYER WITH PMA FINANCIAL NETWORK, INC. PRESENTING).

Corey Boyer with PMA Financial explained the Minnesota Municipal Money Market (4M) Fund. 4M was started by the LMC Board in 1987 and hired PMA to administer the fund in

2007. The 4M Fund program is available to any Minnesota public entity and manages funds with better return on investments while still keeping funds liquid. Online access to funds is another benefit of the 4M program.

The City of Dilworth has CDs earning .5% and the 4M Fund would have a return of about 1.5%.

When the City of Dilworth needs funds for payments, the funds would be transferred to our local bank for use.

MOTION: by Assness, seconded by Nash, to approve Resolution 18-38, Authorizing Membership in the Minnesota Municipal Money Market Fund. Motion carried by all members present voting aye.

#### 9. CONSIDERATION, FRANCHISE AGREEMENT WITH CABLE ONE, INCORPORATED

Franchise Ordinance 17-04 was adopted on October 23, 2017 and franchise agreements with Cable One and Midcontinent need to be updated with new verbiage. Cable One and Midcontinent will pay the City of Dilworth an annual amount of 3% of its gross revenues.

MOTION: by Nash, seconded by Aasness, to approve the Franchise Agreement with Cable One, Incorporated. Motion carried by all members present voting aye.

#### 10. CONSIDERATION, FRANCHISE AGREEMENT WITH MIDCONTINENT COMMUNICATIONS

MOTION: by Nash, seconded by Aasness, to approve the Franchise Agreement with Midcontinent Communications. Motion carried by all members present voting aye.

#### 11. CONSIDERATION, PRELIMINARY PLAT TO SUBDIVIDE AN APPROXIMATE 25.55 ACRE TRACT OF LAND LOCATED SOUTH OF 4TH AVENUE NORTHEAST, EAST OF 14TH STREET NORTHEAST AND NORTH OF MINNESOTA HIGHWAY 10 (PARCEL ID 52.900.0001) A/K/A EAST VIEW 4TH ADDITION – EAST VIEW LAND DEVELOPMENT

The preliminary plat was reviewed at the Special Planning Meeting on May 21, 2018 and approved. The only concern discussed was potential disconnects of spread out commercial areas.

This commercial addition is south of Keystone and includes plans for a 32 unit memory care facility in the northern section of the plat.

MOTION: by Nash, seconded by Spaulding, to approve the Preliminary Plat to Subdivide an Approximate 25.55 Acre Tract of Land Located South of 4th Avenue Northeast, East of 14th Street Northeast and North of Minnesota Highway 10 (Parcel ID 52.900.0001) a/k/a East View 4th Addition – East View Land Development. Motion carried by all members present voting aye.

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12. RECEIVE AND FILE, POLICE DEPARTMENT BODY CAMERA BIENNIAL AUDIT PURSUANT TO MINNESOTA STATUTES § 13.825 SUBD. 9.

State law requires a biannual report by a third party be delivered to the City Council. The audit was completed by Computer Wrench and the results are public except for data that is protected by law.

Police Chief Ty Sharpe said the use of the body cameras is going well. The cameras are a great tool with minimal expense. Police Chief Sharpe has noticed a drop in complaints against police officers since implementing body cameras.

MOTION: by Nash, seconded by Jesme, to receive and File, Police Department Body Camera Biennial Audit Pursuant to Minnesota Statutes § 13.825 Subd. 9. Motion carried by all members present voting aye.

13. CONSIDERATION, CONTRACT WITH MOORHEAD TOWNSHIP FOR THE MAINTENANCE OF 15TH AVENUE NORTH AND 60TH STREET NORTH

Moorhead Township is responsible for the maintenance of the ½ mile north/south segment of 60th Street from HWY 10. And, Moorhead Township is responsible for the maintenance of 15th Avenue North, ½ mile each side of 7th Street Northeast (one mile total on 15th Avenue, 1.5 miles total). These are the three ½ mile segments that abut City of Dilworth city limits.

Presently, the City of Dilworth pays for 100% of the maintenance for the ½ mile section on 60th Street and the ½ mile section on 15th Avenue, east of 7th Street Northeast; the City has never been billed for the ½ mile west of 7th Street Northeast. The considered (amended) contract would include 100% coverage of the ½ mile west of 7th Street Northeast.

The initial proposal was to set all areas at 50%, but the Moorhead Township board rejected it. The City Council rejected this amended contract and asked staff to revisit this with Moorhead Township.

14. COUNCIL MEMBER'S CONCERNS AND COMMITTEE UPDATES

Spaulding The reason FM Metro COG dues increased is because they have added a staff member and IT services.

He asked if there was any follow up to the citizen concern from the last meeting.

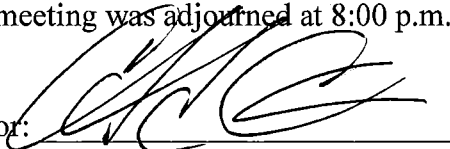
15. PAYMENT OF THE BILLS

MOTION: by Aasness, seconded by Nash, to pay the claims and bills including the addendum items dated May 29, 2018. Motion carried by all members present voting aye.

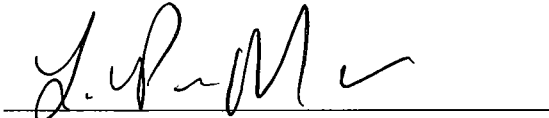
16. ADJOURNMENT

The meeting was adjourned at 8:00 p.m.

Mayor:

  
Chad Olson

ATTEST:

  
L. Peyton Mastera, City Administrator

Approved by the Dilworth City Council on June 11, 2018