
Minutes of the regular meeting of the City Council of Dilworth, Clay County, Minnesota, held June 11, 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, Finance Officer Sherri Farwell, City Engineer Dan Hanson, Jeremiah Christenson, Steve Opatril, Rick Halvorson, 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 Spaulding, to approve the June 11, 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: by Aasness, seconded by Jesme, to approve minutes from May 29, 2018 City Council meeting.

MOTION: by Aasness, seconded by Jesme, to receive and file May 2018 utility report.

MOTION: by Aasness, seconded by Jesme, to receive and file Incident Analysis report for May 2018.

MOTION: by Aasness, seconded by Jesme, to approve James Eggert to teach swim lessons at the Dilworth Pool from July 9, 2018 to August 3, 2018 at the rate of \$14.00/hour.

MOTION: by Aasness, seconded by Jesme, to approve Katelin Winter to teach swim lessons at the Dilworth Pool from July 9, 2018 to August 3, 2018 at the rate of \$12.50/hour.

MOTION: by Aasness, seconded by Jesme, to approve Sarah Dahl to teach swim lessons at the Dilworth Pool from July 9, 2018 to August 3, 2018 at the rate of \$11.75/hour.

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- MOTION: by Aasness, seconded by Jesme, to approve Holden Tweeten to teach swim lessons at the Dilworth Pool from July 9, 2018 to August 3, 2018 at the rate of \$11.50/hour.
- MOTION: by Aasness, seconded by Jesme, to approve Jacob Ewen to teach swim lessons at the Dilworth Pool from July 9, 2018 to August 3, 2018 at the rate of \$11.50/hour.
- MOTION: by Aasness, seconded by Jesme, to approve Austin Neels to teach swim lessons at the Dilworth Pool from July 9, 2018 to August 3, 2018 at the rate of \$11.50/hour.
- MOTION: by Aasness, seconded by Jesme, to approve Taylor Beynon to teach swim lessons at the Dilworth Pool from July 9, 2018 to August 3, 2018 at the rate of \$11.50/hour.
- MOTION: by Aasness, seconded by Jesme, to approve Marissa Herdt to teach swim lessons at the Dilworth Pool from July 9, 2018 to August 3, 2018 at the rate of \$11.50/hour.
- MOTION: by Aasness, seconded by Jesme, to approve Annie Waale to teach swim lessons at the Dilworth Pool from July 9, 2018 to August 3, 2018 at the rate of \$11.50/hour.
- MOTION: by Aasness, seconded by Jesme, to approve Jasmine Ghauri to teach swim lessons at the Dilworth Pool from July 9, 2018 to August 3, 2018 at the rate of \$11.50/hour.
- MOTION: by Aasness, seconded by Jesme, to receive and file Dilworth Planning Commission minutes from May 2, 2018.
- MOTION: by Aasness, seconded by Jesme, to receive and file Dilworth Special Meeting Planning Commission minutes from May 21, 2018.
- MOTION: by Aasness, seconded by Jesme, to approve United Against Hunger Day proclamation.
- MOTION: by Aasness, seconded by Jesme, to approve National Gun Violence Awareness Day proclamation.
- MOTION: by Aasness, seconded by Jesme, to authorize Sherri Farwell to attend Governmental A&A Update 2018 training on July 10, 2018 in Fargo, North Dakota.
- MOTION: by Aasness, seconded by Jesme, to receive and file State Demographer population estimate as of April 1, 2017.
- MOTION: by Aasness, seconded by Jesme, to approve Plumbing License application of Kevin's Plumbing, Inc., to expire June 10, 2019.

- MOTION: by Aasness, seconded by Jesme, to approve Plumbing License application of Elite Plumbing and Drain Cleaning, LLC, to expire June 10, 2019.
- MOTION: by Aasness, seconded by Jesme, to approve Plumbing License application of Laney's, Inc., to expire June 10, 2019.
- MOTION: by Aasness, seconded by Jesme, to approve Mechanical/Heating License application of Laney's, Inc., to expire June 10, 2019.
- MOTION: by Aasness, seconded by Jesme, to approve Plumbing License application of Moorhead Plumbing & Heating, Inc., to expire June 10, 2019.
- MOTION: by Aasness, seconded by Jesme, to approve Mechanical/Heating License application of Moorhead Plumbing & Heating, Inc., to expire June 10, 2019.
- MOTION: by Aasness, seconded by Jesme, to authorize Jessica Malvin to attend Worksite Wellness training in Detroit Lakes, MN on June 14, 2018.

END OF CONSENT AGENDA

4. CITIZEN'S CONCERNS

None received.

5. PUBLIC HEARING, MS4 ANNUAL REPORT

Hearing opened at 6:02 p.m.

City Engineer Dan Hanson presented the annual MS4 report. Dilworth is a mandatory MS4 city due to the proximity of Moorhead. An annual MS4 permit report is required to be submitted on an annual basis.

The permit requires that the City address 6 Minimum Control Measures (MCMs). They are as follows: MCM 1 Public Education and Outreach, MCM 2 Public Involvement and Participation, MCM 3 Illicit Discharge Detection and Elimination, MCM 4 Construction Site Stormwater Runoff Control, MCM 5 Post-construction Stormwater Management in New Development and Redevelopment, and MCM 6 Pollution Prevention/Good Housekeeping for Municipal Operations.

Hearing closed at 6:17 p.m.

6. Consideration, Pay Request #1 for the Summerwood 3rd Addition Project

Pay request #1 for the work completed on the Summerwood 3rd Addition project in the amount of \$343,163.08.

MOTION: by Spaulding, seconded by Aasness, to approve Pay Request #1 for the Summerwood 3rd Addition project in the amount of \$343,163.08. Motion carried by all members present voting aye.

7. CONSIDERATION, PAY REQUEST #2 FOR THE KEYSTONE 1ST ADDITION, 14TH STREET NORTHEAST, AND 4TH AVENUE NORTHEAST PROJECT

Pay request #2 for the work completed on the Keystone 1st Addition, 14th Street Northeast, and 4th Avenue Northeast project in the amount of \$1,086,165.19.

MOTION: by Jesme, seconded by Nash, to approve Pay Request #2 for the Keystone 1st Addition, 14th Street Northeast, and 4th Avenue Northeast Project in the amount of \$1,086,165.19. Motion carried by all members present voting aye.

8. CONSIDERATION, FINAL 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

On June 6, 2018, the Planning Commission unanimously voted to approve the final plat of East View 4th Addition. A request was made to remove the utility easements on the East and West sides of lot 1, block 3, East View 4th Addition.

MOTION: by Nash, seconded by Aasness, to approve the final plat for East View 4th Addition – East View Land Development with the removal of the utility easements on the East and West sides of lot 1, block 3, East View 4th Addition. Motion carried by all members present voting aye.

9. ORDINANCE 18-06 AMENDING THE ZONING MAP OF THE CITY OF DILWORTH: SETTING THE ZONING OF AN APPROXIMATE 6.55 ACRE TRACT OF LAND FROM TZ TRANSITIONAL TO R4 RESIDENTIAL (LIMITED MULTI-FAMILY DISTRICT) – TRACT OF LAND IS LOCATED SOUTH OF 4TH AVENUE NORTHEAST, EAST OF 14TH STREET NORTHEAST AND NORTH OF SOUTHWOOD DRIVE (PARCEL ID 52.900.0001) – EAST VIEW LAND DEVELOPMENT

After reviewing the use of the land staff has recommended that East View 4th addition be rezoned to better suite the use of the land. Lot 1, block 1, & easement East View 4th addition will be rezoned as R4 Residential (Limited Multi-Family District).

MOTION: by Jesme, seconded by Aasness, to approve Ordinance 18-06 Amending the Zoning Map of the City of Dilworth: Setting The Zoning of an Approximate 6.55 Acre Tract of Land From Tz Transitional To R4 Residential (Limited Multi-Family District) – Tract of Land is Located South of 4th Avenue Northeast, East Of 14th Street Northeast And North Of Southwood Drive (Parcel Id 52.900.0001) – East View Land Development. Motion carried by all members present voting aye.

10. CONSIDERATION, HIRING OF PART-TIME POLICE OFFICER ANDREW JOHNSON

Police Chief Ty Sharpe ^{recommended} ~~recommend~~ that City Council approve the hire of Part-Time Police Officer Andrew Johnson. Six candidates were interviewed and the PD is in the process of "backgrounding" a couple other candidates for the other part-time position.

MOTION: by Nash, seconded by Spaulding, to approve the hire of Part-Time Police Officer Andrew Johnson at 80% of the Step 0 salary for a Police Officer. Motion carried by all members present voting aye.

11. CONSIDERATION, SIX MONTH CONTRACT FOR INFORMATION TECHNOLOGY SERVICES THROUGH LAKES COUNTRY SERVICE COOPERATION

Finance Officer Sherri Farwell presented on the recordation for switching over IT services to the Lakes Country Service Cooperation out of Fergus Falls. LCSC will provide 24/7 monitoring, all updates on City Hall computers and server, backup considerations, and needed internal safeguards when converting over to credit card payments. This six month contract will include eight hours of work per month, plus offsite backup of 500 GB.

MOTION: by Spaulding, seconded by Nash, to approve the contract with Lakes Country Service Cooperation for Information Technology services. Motion carried by all members present voting aye.

12. COUNCIL MEMBER'S CONCERNS AND COMMITTEE UPDATES

Spaulding Park Board meeting on June 13, 2018. Park Board will need to decide if they want to keep meeting on Wednesday nights or change the date.

Mastera Final Assessment Hearing will be on Monday, June 18, 2018 at 6 p.m.

13. PAYMENT OF THE BILLS

MOTION: by Aasness, seconded by Jesme, to pay the claims dated June 11, 2018. Motion carried by all members present voting aye.

14. ADJOURNMENT

The meeting was adjourned at 6:52 p.m.

Mayor: 
Chad Olson

ATTEST: 
L. Peyton Mastera, City Administrator

Approved by the Dilworth City Council on June 25, 2018