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Minutes of the regular meeting of the City Council of Dilworth, Clay County, Minnesota, held June 25, 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, Don Vogel, Diane Brock, Frank Goss 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 Nash, to approve the June 25, 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 June 11, 2018 City Council meeting.

MOTION: by Aasness, seconded by Jesme, to approve minutes from June 18, 2018 Special City Council meeting.

MOTION: by Aasness, seconded by Jesme, to receive and file bill of sale from Clay County to acquire the "communications" building at Whistle Stop Park.

MOTION: by Aasness, seconded by Jesme, to appoint Jason Kakac to the Dilworth Park Board, term to expire December 31, 2019

MOTION: by Aasness, seconded by Jesme, to approve new section of Personnel and Policy manual as it pertains to Lactation/Quiet Room guidelines.

MOTION: by Aasness, seconded by Jesme, to approve Mill's Lounge for outdoor seating for Loco Daze event on July 27, 2018.

MOTION: by Aasness, seconded by Jesme, to approve temporary liquor license for the Dilworth Lion's Club for an event at the Community Center on July 28, 2018.

- MOTION: by Aasness, seconded by Jesme, to approve Message Therapy license for Madison D. Hemstra d/b/a/ Peaceful Existence at 1675 Center Avenue West, Suite C, contingent upon supplying the City of Dilworth with a certificate of insurance.
- MOTION: by Aasness, seconded by Jesme, to approve temporary liquor license for the Red Hen to cater an event at the Community Center on July 21, 2018.
- MOTION: by Aasness, seconded by Jesme, to receive and file Dilworth Park Board agenda for meeting on June 13, 2018.
- MOTION: by Aasness, seconded by Jesme, to receive and file Dilworth Park Board meeting notes from meeting on May 9, 2018.
- MOTION: by Aasness, seconded by Jesme, to receive and file Dilworth Loco Daze meeting agenda from June 12, 2018
- MOTION: by Aasness, seconded by Jesme, to receive and file Dilworth Loco Daze meeting minutes from May 15, 2018.
- MOTION: by Aasness, seconded by Jesme, to receive and file Dilworth Loco Daze meeting minutes from April 24, 2018.
- MOTION: by Aasness, seconded by Jesme, to receive and file Dilworth Loco Daze meeting agenda from May 15, 2018.
- MOTION: by Aasness, seconded by Jesme, to approve Romaine Andel to be an election judge for the 2018 elections at the rate of \$10.00/hour.
- MOTION: by Aasness, seconded by Jesme, to approve Avis Cowden to be an election judge for the 2018 elections at the rate of \$10.00/hour.
- MOTION: by Aasness, seconded by Jesme, to approve Frank Gross to be an election judge for the 2018 elections at the rate of \$10.00/hour.
- MOTION: by Aasness, seconded by Jesme, to approve LaVonne Gross to be an election judge for the 2018 elections at the rate of \$10.00/hour.
- MOTION: by Aasness, seconded by Jesme, to approve Kathleen Nelson to be an election judge for the 2018 elections at the rate of \$10.00/hour.
- MOTION: by Aasness, seconded by Jesme, to approve Lynn Park to be an election judge for the 2018 elections at the rate of \$10.00/hour.
- MOTION: by Aasness, seconded by Jesme, to approve Barb Pohl to be an election judge for the 2018 elections at the rate of \$10.00/hour.

MOTION: by Aasness, seconded by Jesme, to approve Joann Relling to be an election judge for the 2018 elections at the rate of \$10.00/hour.

MOTION: by Aasness, seconded by Jesme, to approve Carol Skabo to be an election judge for the 2018 elections at the rate of \$10.00/hour.

MOTION: by Aasness, seconded by Jesme, to approve Korella Selzer to be an election judge for the 2018 elections at the rate of \$10.00/hour.

MOTION: by Aasness, seconded by Jesme, to approve Jan Usgaard to be an election judge for the 2018 elections at the rate of \$10.00/hour.

END OF CONSENT AGENDA

#### 4. CITIZEN'S CONCERNS

None received.

#### 5. REPORT, CLAY COUNTY GOVERNMENT (COMMISSIONER FRANK GROSS PRESENTING)

Clay County Commissioner Frank Gross updated council on the progress of the new jail and other projects in the county.

The jail project has been going on for two years. They anticipated raising about 1.4 million a year from sales tax but have been getting closer to 1.8 million a year. The jail will open in September and there will be a ribbon cutting ceremony on July 24<sup>th</sup>. The jail holds 208 prisoners and each cell is about seven feet by twelve feet in size. The jail will include a mental health ward.

The juvenile center services eleven counties and currently can house forty seven juveniles but that will be increasing to ninety eight. The new juvenile center will include a full school. Each county will pay for the number of beds they want for their use. Each beds costs \$18,500.

There were 170 kids in foster care last year at this time. This number has gone down to 110 this year.

Clay County is the fourth fastest growing county in Minnesota. Social Services are the largest expense for the county and the costs are increasing with growth.

The Clay County Administrator is retiring and they have started interviewing for this position.

The new law enforcement center will open in July. It will be combined with the Moorhead police department and they will lease out their portion from the county.

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6. CONSIDERATION, REQUEST FROM DFL TO UTILIZE THE DEPOT FACILITY FOR FREE FOR AN EVENT ON AUGUST 9, 2018

Diane Brock, the director of the DFL fundraising and outreach committee, explained what the Depot would be used for and why they are requesting the rental fee to be waived. She said the DFL would like to use the Depot for their annual steak fry fundraising dinner which is their largest event of the year with an admission fee of \$20-\$25. They have always held this event in Dilworth and have been able to rent the facility for free in past years. The \$110 rental fee would be approximately 10% of their profits. She also clarified that the DFL does not fund candidates.

Council asked for clarification as to why this is before council since this situation has never been presented to them before. Mastera explained that the rental policy had been revised to require council to approve waived rentals.

Spaulding was concerned the precedent this would be setting if it was approved and Mayor Olson agreed.

Jesme stated that the policy is in place for a reason and that should be considered when making a decision.

MOTION: by Aasness, seconded by Spaulding, to deny DFL use of the Depot facility for free for an event on August 9, 2018. Motion carried by all members present voting aye.

7. CONSIDERATION, CHANGE ORDER #1 FOR THE KEYSTONE AND ORCHARD LIFT STATIONS AND FORCEMAIN TO MOORHEAD PROJECT

Dan Hanson explained that there are two parts to this change order. The first is RL Larson is requesting to move the completion deadline of the sewer main installation from July 13, 2018 to August 10, 2018. The RL Larson crew is spread out over multiple projects in the City and changing this deadline would allow them to focus on higher priority projects right now. This will not affect the completion date.

The second part is relocating two manholes along 15<sup>th</sup> Avenue NE. They would be moved away from farmland and closer to the roadway in an easement area.

MOTION: by Aasness, seconded by Nash, to approve Change Order #1 for the Keystone and Orchard lift stations and forcemain to Moorhead project. Motion carried by all members present voting aye.

8. CONSIDERATION, CHANGE ORDER #3 FOR THE SUMMERWOOD 3RD ADDITION PROJECT

Dan Hanson explained that this change order is to offset the cost of asphalt from the time the project was originally bid in 2017 and the cost today. The additional cost is \$2,446.80.

MOTION: by Aasness, seconded by Nash, to approve Change Order #3 for the Summerwood 3<sup>rd</sup> addition project. Motion carried by all members present voting aye.

9. RESOLUTION 18-40, AWARDING OF BID FOR THE 14TH STREET NORTHEAST AND HIGHWAY 10 PROJECT

Bids were taken at City Hall on June 20, 2018 for the 14<sup>th</sup> Street NE and Highway 10 project. JL Larson was the lowest bidder at \$168,392.35.

MOTION: by Aasness, seconded by Nash, to approve Resolution 18-40, awarding of bid for the 14<sup>th</sup> Street Northeast and Highway 10 project. Motion carried by all members present voting aye.

10. CONSIDERATION, EXECUTE AGREEMENT WITH PARTNERSHIP4HEALTH RECEIVING A \$2,500 COMMUNITY WELLNESS

The City received a grant through Partnership4Health to be used for programs that promote walkability. The City would use the funds to purchase walking signs and updated walking maps.

MOTION: by Spaulding, seconded by Nash, to authorize city staff to execute the agreement with Partnership4Health to receive a \$2,500 community wellness grant for walking signs and walking maps. Motion carried by all members present voting aye.

11. PUBLIC HEARING: RESOLUTION 18-41, MISCELLANEOUS ASSESSMENT HEARING FOR AN UNPAID UTILITY BILL AT 14 DALE STREET – DUSTIN WROLSTAD

Public hearing opened at 6:53 p.m.

No one spoke in favor or against the assessment.

Public hearing was closed at 6:53 p.m.

MOTION: by Jesme, seconded by Nash, to approve Resolution 18-41, miscellaneous assessment for unpaid utility bill at 14 Dale Street- Dustin Wrolstad. Motion carried by all members present voting aye.

12. UPDATE, INSTALLATION OF A FOUNTAIN IN THE SUMMERWOOD POND

Mastera gave an update regarding the concern Mr. Okenson brought to council at a previous meeting about the Summerwood pond. One of the improvements mentioned was putting in a fountain. This pond will be expanded to the east and two fountains would be needed. The cost per fountain is \$10,286.80. Mr. Okenson will be speaking to his neighbors on the possibility of raising money for a fountain.

Council concerns were the cost, maintenance, and long term commitment that come with installing fountains. It was suggested the city may need a "pond policy".

### 13. COUNCIL MEMBER'S CONCERNS AND COMMITTEE UPDATES

Jesme The LMC conference was interesting and it was refreshing to talk to representatives from other communities.

Nash The LMC conference was a great opportunity to get new ideas for different community projects.

She inquired to the status of the street light on 4<sup>th</sup> Avenue that was taken down and Don Vogel replied that Xcel was working on it and that the light post is on back order.

Spaulding The Park Board is implementing the Adopt-A-Park and Park Expedition programs.

The Metro COG dues are going up. The dues will be \$2,594.69 for 2019 and \$2,720.36 for 2020. Cindy Gray started with Metro COG on Monday.

Mastera We did not receive the warming house grant.

We did not get the full asbestos grant but did get part of it for the amount of \$3,500.

3 Adams Avenue has been burned down and is being cleared out. We are now working with attorneys to get the property switched over.

Olson The LMC conference was a great opportunity for learning and career growth and encourages employees to take part in activities that would give them the opportunity to grow.

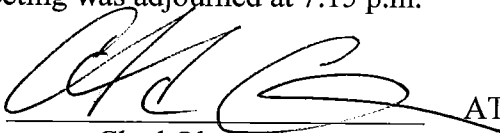
### 14. PAYMENT OF THE BILLS

MOTION: by Aasness, seconded by Nash, to pay the claims dated June 25, 2018. Motion carried by all members present voting aye.

### 15. ADJOURNMENT

The meeting was adjourned at 7:15 p.m.

Mayor:

  
Chad Olson

ATTEST:

  
L. Peyton Mastera, City Administrator

Approved by the Dilworth City Council on July 9, 2018