
Minutes of the regular meeting of the City Council of Dilworth, Clay County, Minnesota, held August 13, 2018, at 6:00 o'clock p.m., at City Hall Council Chambers.

PRESENT: Mayor Olson, Councilmembers Nash, Aasness, Spaulding, and Jesme

OTHERS: City Administrator Peyton Mastera, Police Chief Ty Sharpe, Fire Chief Mark Empting, Finance Officer Sherri Farwell, City Planner Stan Thurlow, City Engineer Dan Hanson, Shelly Eldridge, Paul Marquart, Kent Eken, Jeremiah Christenson, 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 Spaulding, seconded by Nash, to approve the August 13, 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 July 23, 2018 City Council meeting.

MOTION: by Aasness, seconded by Jesme, to resolution 18-53, Donating \$300 to the Moorhead Police Explorers for Assistance at Loco Daze

MOTION: by Aasness, seconded by Jesme, to accept resignation of Officer Andrew McFarlane (final day of work: August 9, 2018).

MOTION: by Aasness, seconded by Jesme, to approve Mechanical/Heating License Application of Valley Heating & Air Conditioning, to expire August 12, 2018.

MOTION: by Aasness, seconded by Jesme, to approve Mechanical/Heating License Application of J.L. Heating & Air Conditioning, to expire August 12, 2018.

MOTION: by Aasness, seconded by Jesme, to promote Katelin Winter to Director at the rate of \$13/hour, effective August 6, 2018.

MOTION: by Aasness, seconded by Jesme, to receive and file July incident analysis report.

- MOTION: by Aasness, seconded by Jesme, to receive and file July utility report.
- MOTION: by Aasness, seconded by Jesme, to approve July 23, 2018 Special City Council meeting.
- MOTION: by Aasness, seconded by Jesme, to receive and file Dilworth Lion's lawful gambling report.
- MOTION: by Aasness, seconded by Jesme, to approve temporary alcohol license for the Moorhead Fireman Relief Association for an event at the Community Center on September 21, 2018.
- MOTION: by Aasness, seconded by Jesme, to approve temporary gambling license for the Moorhead Fireman Relief Association for an event at the Community Center on September 21, 2018.
- MOTION: by Aasness, seconded by Jesme, to approve Infants Remembered in Silence, Inc. Day proclamation for October 15, 2018.
- MOTION: by Aasness, seconded by Jesme, to authorize Sherri Farwell to attend MNGFOA conference in Alexandria, MN from September 26, 2018 – September 28, 2018.
- MOTION: by Aasness, seconded by Jesme, to authorize L. Peyton Mastera to attend MCMA Conference Planning Committee meeting in St. Paul, MN on September 14, 2018.
- MOTION: by Aasness, seconded by Jesme, to approve Mechanical/Heating License Application of Esser Plb & Htg, Inc. dba Aire Serv Heating & Air Conditioning, to expire August 12, 2018.

END OF CONSENT AGENDA

4. CITIZEN'S CONCERNS

None received.

5. REPORT, LEGISLATIVE UPDATE FROM SENATOR KENT EKEN AND REPRESENTATIVE PAUL MARQUART

Senator Kent Eken and Representative Paul Marquart gave updates on the tax bill, bonding bill, and projected budgets.

6. RESOLUTION 18-50, SALE OF \$1,890,000 GENERAL OBLIGATION TAXABLE IMPROVEMENT BONDS, SERIES 2018C FOR THE EAST VIEW 4TH ADDITION COMMERCIAL PROJECT

Shelly Eldridge with Ehlers presented the sale report for \$1,865,000 General Obligation Taxable Improvement Bonds, Series 2018C, for the financing of East view 4th Addition commercial project. Bond Series 2018C has been awarded to Northland Securities, Inc. The project is to be 100% specially assessed to the property owners over 15 years. S&P reaffirmed the city's rating of AA-.

MOTION: by Aasness, seconded by Nash, to approve Resolution 18-50, Sale of \$1,865,000 General Obligation Taxable Improvement Bonds, Series 2018C for the East View 4th Addition Commercial Project. Motion carried by all members present voting aye.

7. CONSIDERATION, LILAC HOMES MEMORY CARE PLANNED UNIT DEVELOPMENT – 1501 SOUTHWOOD DRIVE – KEYSTONE INVESTMENTS

On August 1, 2018, the Planning Commission held a public hearing to review the Planned Unit Development request for Lilac Homes Memory Care. The Planning Commission had no objections to the PUD and unanimously forwarded a recommendation to the City Council to approve.

MOTION: by Nash, seconded by Spaulding, to approve Lilac Homes Memory Care Planned Unit Development at 1501 Southwood Drive as the plan conforms to the City's Comprehensive Plan and Future Land Use Plan; the plan is designed to form a desirable and unified development within its boundaries; the proposed use will not be detrimental to present or future land uses in the surrounding area; any exceptions to the standard requirements of the Zoning and Subdivision Ordinances are justified by the design of the development; the plan will not create an excessive burden on parks, schools, streets, and other public facilities and utilities which serve or are proposed to serve the PUD; and the PUD will not have a unique or adverse impact on the reasonable enjoyment of the neighboring property. Motion carried by all members present voting aye.

8. RESOLUTION 18-51, AUTHORIZING THE CITY OF DILWORTH TO GIFT PARCEL NUMBER 52.025.0020 (FORMERLY 3 ADAMS AVENUE) TO LAKE AGGASIZ HABITAT FOR HUMANITY, INC.

12 Marion Street, formerly 3 Adams Avenue, is presently owned by the City of Dilworth via tax forfeiture, but slated to house a new Habitat for Humanity home this fall.

MOTION: by Jesme, seconded by Aasness, to approve Resolution 18-51, Authorizing the City of Dilworth to Gift Parcel Number 52.025.0020 (Formerly 3 Adams Avenue) to Lake Aggasiz Habitat for Humanity, Inc. Motion carried by all members present voting aye.

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

Pay request #4 for the work completed on the Keystone 1st Addition project in the amount of \$827,331.92.

MOTION: by Spaulding, seconded by Nash, to approve Pay Request #4 for the Keystone 1st Addition project in the amount of \$827,331.92. Motion carried by all members present voting aye.

10. CONSIDERATION, PAY REQUEST #1 FOR THE KEYSTONE AND ORCHARD LIFT STATION AND FORCEMAIN TO MOORHEAD PROJECT

Pay request #1 for the Keystone and Orchard Lift Station and Forcemain to Moorhead Project in the amount of \$495,059.25.

MOTION: by Jesme, seconded by Aasness, to approve pay request #1 for the Keystone and Orchard Lift Station and Forcemain to Moorhead Project in the amount of \$495,059.25. Motion carried by all members present voting aye.

11. CONSIDERATION, PAY REQUEST #3 FOR THE SUMMERWOOD 3RD ADDITION PROJECT

Pay request #3 for the work completed on the Summerwood 3rd Addition project in the amount of \$144,129.62.

MOTION: by Nash, seconded by Spaulding, to approve Pay Request #3 for the Summerwood 3rd Addition project in the amount of \$144,129.62. Motion carried by all members present voting aye.

12. CONSIDERATION, CHANGE ORDER #4 FOR THE SUMMERWOOD 3RD ADDITION PROJECT

Change order #4 is to cover additional topsoil on the City owned lots south of the pond and add additional curb at 1429 W. Summerwood Trail. In addition, the contractors have requested a two week time extension for substantial completion.

MOTION: by Nash, seconded by Spaulding, to approve Change Order #4 for the Summerwood 3rd Addition Project. Motion carried by all members present voting aye.

13. DISCUSSION, 12TH STREET AND HIGHWAY 10 IMPROVEMENT PROJECT SOLICITATION FOR ADDITIONAL STATE AID FUNDS

Recently MNDOT notified staff that an additional \$26,000 was awarded to Dilworth to use for the 12th Street and Highway 10 improvement project, Dilworth was originally awarded \$100,000 to put towards the project.

Once the project is bid, it should take three weeks to complete. If the project is not finished during this construction season, temporary control measures will be installed at the intersection of 12th and HWY 10.

14. CONSIDERATION, HIRING OF PART-TIME POLICE OFFICER JESSICA SCHNELL

Seven candidates were interviewed, two were selected, Jessica Schnell along with another Part Time officer (Andrew Johnson) was hired in June. The Police Department is recommending the City Council approve the hire of Part-Time Police Officer Jessica Schnell to start September 1, 2018.

This hire is contingent upon meeting all other city requirements.

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

15. RESOLUTION 18-52, ACCEPTING A DONATION FROM WAL-MART FOR THE DILWORTH POLICE DEPARTMENT

The Dilworth Police Department received a \$1,000 donation from Wal-Mart to be used to purchase new tasers.

MOTION: by Spaulding, seconded by Nash, to approve Resolution 18-52, Resolution Accepting a Donation from Wal-Mart for the Dilworth Police Department. Motion carried by all members present voting aye.

16. COUNCIL MEMBER'S CONCERNS AND COMMITTEE UPDATES

Nash Loco Daze will want to look into having a better cleaning schedule. More than once dispensers were empty.

Spaulding Adopt-A-Park is going great! Most of the parks have been adopted.

The park expedition went greater than expected, 30 participants.

Mastera Primary Election is August 14, 2018.

Olson Thank you to city staff for hosting two weeks of great events!

17. PAYMENT OF THE BILLS

MOTION: by Aasness, seconded by Nash, to pay the claims and bills including the addendum dated August 13, 2018. Motion carried by all members present voting aye.

18. 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 52.900.0530) – CORNER OF 2ND AVENUE SOUTHWEST AND 4TH STREET SOUTHWEST – MORKEN PROPERTY

Council came out of closed session at 7:59 p.m.

19. ADJOURNMENT

The meeting was adjourned at 7:59 p.m.

Mayor:  ATTEST: 
Chad Olson L. Peyton Mastera, City Administrator

Approved by the Dilworth City Council on August 27, 2018