
Minutes of the regular meeting of the City Council of Dilworth, Clay County, Minnesota, held September 27, 2021, at 6:00 o'clock p.m., at City Hall.

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

OTHERS: City Administrator Peyton Mastera, Finance Officer Jerry Griggs, Maintenance Supervisor Jeff Berg, Police Chief Ty Sharpe, City Engineer Dan Hanson, Dave Steichen, Rick Schara, Brandi Lebahn, Joe Kapper, Michael Maddox, Shane Zahrt, and Administrative Assistant Angela Miller.

1. CALL TO ORDER

Mayor Olson called the meeting to order at 6:07 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 September 27, 2021. 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. Motion carried by all members present voting aye.

CONSENT AGENDA ITEMS

MOTION: by Aasness, seconded by Peterson, to approve minutes from the September 13, 2021 City Council meeting.

MOTION: by Aasness, seconded by Peterson, to re-appoint Andrew Randall to the Dilworth Park Board, term to expire December 31, 2024.

MOTION: by Aasness, seconded by Peterson, to re-appoint Amber Borah to the Dilworth Park Board, term to expire December 31, 2024.

MOTION: by Aasness, seconded by Peterson, to re-appoint Dave Steichen to the Dilworth Planning Commission, term to expire December 31, 2025.

MOTION: by Aasness, seconded by Peterson, to receive and file minutes of the September 7, 2021 Special Planning Commission meeting.

MOTION: by Aasness, seconded by Peterson, to receive and file the agenda for the September 20, 2021 Fire Department business meeting.

- MOTION: by Aasness, seconded by Peterson, to receive and file minutes from the September 20, 2021 Fire Department business meeting.
- MOTION: by Aasness, seconded by Peterson, to receive and file memorandum from Investigator Hunter Rawson regarding liquor license regarding new licensee for the Red Hen Taphouse.
- MOTION: by Aasness, seconded by Peterson, to approve liquor license application of Crimson Capital, LLC d/b/a Red Hen Taphouse.
- MOTION: by Aasness, seconded by Peterson, to receive and file August lawful gambling monthly tax return statement for the Dilworth Lion's Club.
- MOTION: by Aasness, seconded by Peterson, to receive and file June lawful gambling monthly tax return statement for the Dilworth Lion's Club.
- MOTION: by Aasness, seconded by Peterson, to authorize Finance Officer Jerry Griggs to attend the Minnesota GFOA conference in Alexandria, MN from September 29, 2021 to October 1, 2021.
- MOTION: by Aasness, seconded by Peterson, to authorize Finance Officer Jerry Griggs to attend "Beginning Governmental Accounting" training in St. Joseph, MN on October 7, 2021.
- MOTION: by Aasness, seconded by Peterson, to authorize Finance Officer Jerry Griggs to attend "Intermediate Governmental Accounting" training in St. Joseph, MN on October 28, 2021.
- MOTION: by Aasness, seconded by Peterson, to approve employment contract extension with part-time Finance Officer Sherri Farwell.
- MOTION: by Aasness, seconded by Peterson, to re-appoint Steve Astrup to the Dilworth Planning Commission, term to expire December 31, 2025.

END OF CONSENT AGENDA

5. CITIZEN'S CONCERNS

Brandi Lebahn expressed her concerns about the parking ordinance that does not allow parking on streets and avenues in Dilworth on Tuesdays and Wednesdays from 5:00 a.m. to 3:00 p.m. The majority of the people in her household have vehicles and it is difficult to avoid parking on the street on these days. They recently received a parking warning for having a vehicle parked over the sidewalk of their driveway. She said they park this way to avoid parking on the street due to the parking ordinance. She would like exceptions or accommodations be available for certain situations or have the parking ordinance modified to be more accommodating to residents.

6. UPDATE, WEST CENTRAL INITIATIVE (RICK SCHARA WITH WEST CENTRAL INITIATIVE PRESENTING)

Rick Schara presented on programs West Central Initiative is offering in Clay County and Dilworth. There is currently a pandemic revolving loan fund available and programs to assist child care programs so they can continue to serve our community.

7. UPDATE, MATBUS 2021-2025 TRANSIT DEVELOPMENT PLAN (JOE KAPPER WITH SRF CONSULTING PRESENTING)

Metro COG is developing a five year Transit Development Plan for MATBUS. The plan is being created to help guide MATBUS grow and meet the community needs. Metro COG engaged the community to find out what improvements users are most interested in. Some of the improvements Metro COG is looking to implement are more frequent routes over a larger area and adding Sunday service.

Route 6 in Dilworth would be modified to be bi-directional and extended to connect to the Ground Transportation Center. The route will operate more frequently on weekdays and Sunday service would be added.

8. RESOLUTION 21-54, JOINING THE COALITION OF GREATER MINNESOTA CITIES (SHANE ZAHRT WITH FLAHERTY & HOOD PRESENTING)

The Coalition of Greater Minnesota Cities is a nonprofit organization that represents cities outside of the Twin City metro area and advocates on behalf of these cities. The City of Dilworth was previously a member and is interested in rejoining. The dues are calculated based on a \$1,500 base fee plus an amount per capita that would be phased in over four years. The cost for the first year would be \$1,926 and by the fourth year would be \$7,700 per year.

MOTION: by Jesme, seconded by Aasness, to approve resolution 21-54, joining the Coalition of Greater Minnesota Cities. Motion carried by all members present voting aye.

9. CONSIDERATION, TASK ORDER FOR THE 7TH STREET NORTHEAST RECONSTRUCTION PROJECT

The Task Order is for the agreement with Moore Engineering for services on the 7th Street Northeast Reconstruction Project. This is a standard Moore Engineering contract.

MOTION: by Peterson, seconded by Jesme, to approve the task order for the 7th Street Northeast Reconstruction project. Motion carried by all members present voting aye.

10. RESOLUTION 21-55, ACCEPTING A DONATION FROM RESIDENTS OF SUMMERWOOD SUBDIVISION FOR SHOP WITH A COP

Residents of Summerwood Subdivision made a donation of \$320 for the Police Department to use for Shop with a Cop.

MOTION: by Jesme, seconded by Peterson, to approve Resolution 21-55, accepting a donation from residents of Summerwood Subdivision for Shop with a Cop. Motion carried by all members present voting aye.

11. UPDATE, INSURANCE APPRAISED VALUE OF CITY ASSETS

The League of Minnesota Cities completed an appraisal of all city assets. The total value came to \$16,188,130. The last time an appraisal was completed was in 2006 and the value at that time was \$9,975,005. Insurance premiums are based on the value of city assets and will be expected to increase due to the increase in value of city assets.

12. COUNCIL MEMBER'S CONCERNS AND COMMITTEE UPDATES

- Jesme The meeting at the Fire Hall with the Capital Investment Committee went well.
- Asked about the house on 7th Street NE that had the fire and when the City can step in to take action. Mastera replied that there are some ordinances in place that might apply to this situation.
- Peterson Will be participating in the meeting next week to discuss nuisance ordinance and policy.
- Park Board and Planning Commission will be having a joint meeting tomorrow night to discuss the future north side park.
- Nash Concerned about the Clay County Commission voting down the request from Red River Valley Coop and how Moorhead Public Services' interest in conserving the aquifer will affect future growth in that area.
- Mastera Thank you to those who attended the wall raising for the new Habitat home in Dilworth.
- Presented a sample tax abatement policy for multi-family properties that are twelve units or more for council to review and consider.
- There will be a rural cities meeting at the Law Enforcement Center on October 12th.
- We have been discussing with the City of Moorhead about decreasing frost footing depth requirements in the area. Currently Moorhead and Dilworth have a five foot frost footing depth requirement while the requirement in North Dakota is only forty two inches. A technical advisory group is working to decrease the footing requirement to fifty inches. This would reduce the cost of new homes and could potentially attract more buyers.

Received a RFP draft copy for the corridor study along HWY 10 that will be going before Metro COG TTC and policy board in October.

There is a joint visioning meeting tomorrow night with the Park Board and Planning Commission.

Olson Asked if the issue of water and sewer that was brought up at the public hearing has been addressed and Mastera replied that it has been taken care of.

Asked the status of the City funded COVID loans. Mastera replied that everyone is current on their payments and one loan has already been paid off.

Thank you to staff for all the hard work preparing for the Capital Investment Committee meeting at the Fire Hall. The Fire Chief and Assistant Fire Chief did an outstanding job.

13. PAYMENT OF THE BILLS

MOTION: by Aasness, seconded by Nash, to pay the claims and bills dated September 27, 2021. Motion carried by all members present voting aye.

14. CLOSED SESSION, PURSUANT TO MINNESOTA STATUTES §13D.05, SUBD. 3 FOR ANNUAL CITY ADMINISTRATOR PERFORMANCE REVIEW

Started at 7:47 p.m.

Ended at 8:00 p.m.

15. REPORT, MAYOR OLSON REGARDING CITY ADMINISTRATOR PERFORMANCE

Performance review forms were submitted by staff, council members, and contractors in regards to City Administrator Peyton Mastera's performance over the past year. The results of survey received indicated Peyton continues to meet and exceed expectation on all aspects of performance on which he was rated including professional knowledge, leadership, communication, planning and innovation, managing results and resources, problem solving and decision making, community and staff relations, intergovernmental relations, and city council relations. There were no unsatisfactory ratings or areas noted for desired improvement.

Thank you to Peyton for his leadership and direction over the last year and we look forward to our City's continued growth under his direction.

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

October 11, 2021
