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Minutes of the regular meeting of the City Council of Dilworth, Clay County, Minnesota, held October 11, 2021, at 6:00 o'clock p.m., at the Community Center.

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

OTHERS: City Administrator Peyton Mastera, Finance Officer Jerry Griggs, Fire Chief Mark Empting, Police Chief Ty Sharpe, City Engineer Dan Hanson, Lori Irwin, Dennis Tahrán, Neil Braasch, David Steichen, Sande Kochis, Kathleen Johnson, Tom Barth, JuLienne Rosenfeldt, Virginia Olson, Roxanne Dahl, Shawnda Prigelmeier, Lynnette Seaburg, Avis Cowden, Jane Anderson, Gerald Anderson, Katherine Tahrán, Christine Kochis, Josh Shulstad, 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. ROLL CALL

### 3. AGENDA APPROVAL

MOTION: by Nash, seconded by Jesme, to approve the October 11, 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 including two addition items. Motion carried by all members present voting aye.

### CONSENT AGENDA ITEMS

MOTION: by Aasness, seconded by Peterson, to approve minutes from the September 27, 2021 City Council meeting.

MOTION: by Aasness, seconded by Peterson, to receive and file minutes from the September 28, 2021 joint Planning Commission and Park Board meeting.

MOTION: by Aasness, seconded by Peterson, to approve temporary liquor license application of Mills Lounge for an event at the Community Center on October 16, 2021.

MOTION: by Aasness, seconded by Peterson, to approve Water Supply Agreement for Moorhead Township Residents on County Road 9.

MOTION: by Aasness, seconded by Peterson, to receive and file September incident analysis report

MOTION: by Aasness, seconded by Peterson, to receive and file September utility report.

MOTION: by Aasness, seconded by Peterson, to authorize L. Peyton Mastera to attend MCMA Board meeting in St. Paul, MN on October 15, 2021.

END OF CONSENT AGENDA

## 5. CITIZEN'S CONCERNS

None received.

## 6. IMPROVEMENT HEARING, NORTHSIDE IMPROVEMENT PROJECT

Public hearing opened at 6:02 p.m.

The Northside Improvement Project will mill/overlay all streets from 5<sup>th</sup> Street NW to 4<sup>th</sup> Street NE and between HWY 10 and 4<sup>th</sup> Avenue. The project will also include an alley reconstruct behind commercial businesses on HWY10 (between Main and 2<sup>nd</sup> Street NE) and the alley behind the Catholic Church, between Main and 1<sup>st</sup> Street NE. The construction of this project is anticipated to take place from May 2022 to August 2022.

The total estimated cost of the project is \$4,338,000 with the City paying \$2,169,000 and the remaining \$2,169,000 to be assessed, per Dilworth's assessment policy.

The projected assessment per linear foot is \$88.57. The first special assessment payment will be due no earlier than May 2023 and will be spread over 10 years.

Jerry Anderson questioned if the roadways would be assessable during Loco Daze for the parade. He also asked if CARES funds could be used for this project.

Neil Braasch asked if all alleyways and approaches would be getting paved. City Engineer Dan Hanson replied that they would only be reconstructing the alley behind the Catholic Church and the alley behind Mills.

Julienne Rosenfeldt asked how corner lots will be assessed. Mr. Hanson stated that it would be the shortest side of the property.

Christine Kochis questioned what her front footage would be and if the number would be rounded up the nearest 100. Mr. Hanson explained that the cost is based on actual front footage and not rounded. Mrs. Kochis also asked if no parking signs would be placed out for homeowners to know when to avoid the streets. Mr. Hanson stated yes, that would be a part of the contract.

Josh Shulstad requested the names of the contractors that will be used for this project. Mr. Hanson replied that the project has not been bid. Mr. Shulstad stated that the roads were ok but the sidewalks could use some repairs.

Christine Kochis asked for clarification on the total price and if it has taken into account the shortages the area has seen. Mr. Hanson noted that the project value was based off of recent projects in other cities and was then inflated.

Public hearing closed at 6:44 p.m.

7. RESOLUTION 21-56, ORDERING IMPROVEMENT AND PREPARATION OF PLANS FOR THE NORTHSIDE IMPROVEMENT PROJECT

MOTION: by Peterson, seconded by Aasness, to motion to approve Resolution 21-56, Ordering Improvement and Preparation of Plans for the Northside Improvement Project. Motion carried by all members present voting aye.

8. RESOLUTION 21-58, DECLARING ADEQUACY OF PETITION AND ORDERING A PRELIMINARY ENGINEERING REPORT FOR THE EXTENSION OF WATER AND SANITARY SEWER SERVICE TO 541 50TH STREET SOUTH

Todd Nelson the property owner of 541 50th Street South, is requesting City water and sewer service be extended to this property and for associated costs to be assessed to him. This property is located outside Dilworth's municipal boundary, an annexation will be required for services to be provided.

MOTION: by Aasness, seconded by Peterson, to approve Resolution 21-58, Declaring Adequacy of Petition and Ordering a Preliminary Engineering Report for the Extension of Water and Sanitary Sewer Service to 541 50th Street South. Motion carried by all members present voting aye.

9. RESOLUTION 21-57, DONATION RESOLUTION TO FIRE DEPARTMENT FROM UC HOPE

UC Hope has made a donation of \$1,000 for the Fire Department to use for equipment purchases.

MOTION: by Nash, seconded by Jesme, to approve Resolution 21-57, Accepting a Donation from UC Hope for Fire Department equipment purchases. Motion carried by all members present voting aye.

10. DISCUSSION/CONSIDERATION, MULTI-FAMILY TAX ABATEMENT POLICY

The Multi-Family Tax Abatement Policy has been reviewed and updated by the City Attorney. Council asked for more time to review the minimum number of units required to receive the five year abatement. Council requested staff present some examples at an upcoming meeting.

No formal motion was made.

## 11. CONSIDERATION, PART-TIME COMMUNITY DEVELOPMENT DIRECTOR POSITION AND JOB DESCRIPTION

As the community continues to develop, this individual would be responsible for working with businesses and developers on the economic/residential enhancement of Dilworth. In addition, the Community Development Director could serve as Dilworth liaison on other committee obligations (Metro COG, Chamber, etc.), as assigned. A wage of \$35 per hour at 10 hours per week is recommended, is already programmed into the budget.

MOTION: by Nash, seconded by Jesme, to create the part-time Community Development Director position and approve the job description for the same job. Motion carried by all members present voting aye.

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

Aasness The Heartland Trail is looking for more grants to finish the project.

Jesme The Fire Department will be hosting a stag this month.

The Moorhead Business Association had a great presentation on doing virtual tours of the City. The cost would be about \$8,000, staff should look to see if we have money in the budget for this.

Nash As mentioned at this meeting residents do want to see sidewalks repaired. How do we address this problem?

Peterson Park Board meeting on October 13<sup>th</sup>.

Loco Daze will have a meeting on October 19<sup>th</sup>, to discuss the band options.

The joint vision meeting was very successful.

Mastera Code enforcement policy will be ready in another month.

Metro COG will be over seeing the housing study. It is recommended that Dilworth participate in the study.

The City received half a million in ARPA funds, the next step is to decide how best to utilize the funds.

Olson Thank you to all the residents that came to tonight's meeting.

The joint vision meeting was very successful and it is clear that both Planning and Park Board see value in a regional large park.



Once our meetings end, we are still city representatives. We are the subject experts on the City and what is happening, we represent the City. If we don't know the information, then we need to find the correct information and get back to the person we were talking with. Weather this is in person or on social media.

13. PAYMENT OF THE BILLS

MOTION: by Aasness, seconded by Jesme, to pay the claims and bills dated October 11, 2021.  
Motion carried by all members present voting aye.

14. ADJOURNMENT

The meeting was adjourned at 7:37 p.m.

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

Approved by the Dilworth City Council on October 25, 2021

