

Minutes of the regular meeting of the City Council of Dilworth, Clay County, Minnesota, held November 8, 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, Fire Chief Mark Empting, Police Chief Ty Sharpe, Maintenance Supervisor Jeff Berg, Dave Steichen, Matt Chaussee, 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. ROLL CALL

3. AGENDA APPROVAL

MOTION: by Jesme, seconded by Nash, to approve the November 8, 2021 agenda. 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: Approve minutes from the October 25, 2021 City Council meeting.

MOTION: Approve Mechanical/Heating License application of Gabco, LLC, to expire November 7, 2022.

MOTION: Approve Off-Sale Liquor License application for Red Hen Taphouse, to expire May 2022.

MOTION: Approve Mechanical/Heating License application of Red River Mechanical, to expire November 7, 2022.

MOTION: Receive and file October Incident Analysis Report.

END OF CONSENT AGENDA

5. CITIZEN'S CONCERNS

None received.

6. DISCUSSION/CONSIDERATION, MARKETING INITIATIVE (MATT CHAUSSEE, CEO OF BE MORE COLORFUL MARKETING STRATEGY PRESENTING)

Matt Chaussee with Be More Colorful presented their virtual tour technology and how they can help promote the City of Dilworth and local businesses.

This package sets up a series of 360 degree drone shots allowing viewers to zoom into areas, and is customizable to allow for individual businesses to promote themselves with indoor 360 shots.

The total cost for the first year is \$8,700 with an annual cost of \$1,200 after that.

MOTION: by Jesme, seconded by Nash, to motion to approve the contract with Be More Colorful, as entailed in the statement of work. Motion carried by all members present voting aye.

7. CONSIDERATION, MEMORANDUM OF UNDERSTANDING WITH CLAY COUNTY FOR DISPATCH SERVICES

Clay County, Cass County, Fargo, and Moorhead entered into an agreement in 2001 for dispatch services. The Cities of Dilworth, Barnesville, Hawley, and Glyndon contract through Clay County for their dispatch services. Service cost is based on population size and with the 2020 Census results cost adjustments have been made to the contract.

The City of Dilworth's percentage share has gone up from 19% to 22% but since Cass County has had a larger increase in population, the Clay County charge from the dispatch center has slightly decreased. Dilworth's cost will be approximately \$66,000 and the MOU will be effective through 2023.

MOTION: by Aasness, seconded by Peterson, to motion to approve the Memorandum of Understanding with Clay County for dispatch services. Motion carried by all members present voting aye.

8. DISCUSSION/CONSIDERATION, 2022 UTILITY RATES

Mayor Olson and Councilmember Jesme met with staff on October 25th to discuss the 2022 utility rates. The meter rate and water rate will increase for 2022, but the sewer charge will decrease slightly. The garbage rate will increase as requested from Fuchs Sanitation at the previous council meeting.

The anticipated impact for a:

1,000 gallon user: \$1.80/month
2,000 gallon user: \$1.90/month
4,000 gallon user: \$2.10/month
10,000 gallon user: \$2.73/month

The once a year fee for the MN Clean Water Act will be will be spread out over the entire year. All other utility charges will remain the same.

MOTION: by Jesme, seconded by Peterson, to approve the 2022 utility rate structure as presented. Motion carried by all members present voting aye.

9. UPDATE, POSITIVE COMMUNITY NORMS PROGRAM AT DGF SCHOOLS (JASON MCCOY, SUBSTANCE PREVENTION MANAGER PRESENTING)

To be rescheduled.

10. ORDINANCE 21-08, CREATING CHAPTER 35 ADMINISTRATIVE CITATIONS AND CIVIL PENALTIES AND AMENDING CHAPTER 94 NUISANCES OF THE DILWORTH CODE OF ORDINANCES

In August, an ad hoc committee was put together to review code enforcement of nuisance violations such as wrecked/junked vehicles or trailers and overall general property maintenance. The committee determined Chapter 94 Nuisances needed to be re-written to update language and eliminate conflicting language and a new chapter, Chapter 35 Administrative Citations and Civil Penalties, needed to be added to allow for administrative fines to be levied against property owners that fail to maintain their property.

The fee schedule will need to be adjusted as you see below and would take effect starting in 2022.

Permit/Service	Fee
Nuisance violations	
Class I nuisances (not included in § 35.01)	\$500
Class II nuisances (not included in § 35.01)	\$100
§ 35.01 nuisances	
1st offense	\$500
2nd offense	\$1,000
3rd or more offense	\$1,500

MOTION: by Aasness, seconded by Peterson, to approve Ordinance 21-08, Creating Chapter 35 Administrative Citations and Civil Penalties and Amending Chapter 94 Nuisances of the Dilworth Code of Ordinances. Motion carried by all members present voting aye.

11. DISCUSSION, AMERICAN RESCUE PLAN ACT (ARPA) FUNDS USES

The City of Dilworth was awarded \$467,922.88 in ARPA funds. The first fund distribution was received in July, with the other half slated to be received next July.

ARPA funds can be used in one of the following eligible use categories.

- Responding to public health emergency and negative economic impacts
- Revenue loss
- Premium pay

- Water, sewer, and broadband infrastructure

Some examples of how ARPA funds cannot be used are bonuses, hazard pay, pension funds, land acquisitions, and future use savings. More information at a later date will be provided.

12. CONSIDERATION, CHANGE ORDER #3 FOR THE NORTHSIDE SANITARY SEWER IMPROVEMENT PROJECT

The final balancing change order for the Northside Sanitary Sewer Improvement Project is -\$21,465.20. This adjustment is for actual quantities used in the field and is standard practice with all projects.

MOTION: by Jesme, seconded by Peterson, to approve change order #3 for the Northside Sanitary Sewer Improvement Project. Motion carried by all members present voting aye.

13. CONSIDERATION, PAY REQUEST #3 FOR THE NORTHSIDE SANITARY SEWER IMPROVEMENT PROJECT

Pay request #3 for the Northside Sanitary Sewer Improvement Project is in the amount of \$12,513. This has been reviewed and approved by the City Engineer.

MOTION: by Nash, seconded by Aasness, to approve pay request #3 for the Northside Sanitary Sewer Improvement project, in the amount of \$12,513.12. Motion carried by all members present voting aye.

14. UPDATE, ANNEXATION AND UTILITY EXTENSION OF WATER AND SANITARY SEWER SERVICE TO 541 50TH STREET SOUTH

Staff has concerns with extending utility services south to this property because the cost is high with little added value. The suggested course of action is to annex the property into the city limits and then allow them to connect to the existing water main instead of extending the water main south. The property owner would take on all costs and would be required to sign a contract agreeing they will not contest any future special assessments for sewer and water improvements.

15. COUNCIL MEMBER'S CONCERNS AND COMMITTEE UPDATES

Jesme Will not be able to attend the Fire Department meeting on November 15th. Olson agreed to attend in his place.

Nash When planning parks we need to think about diversity in our community and what park features attract people to the community.

The State Parks and Trails Legacy Fund could be a possibility when planning a regional park.

Thank you to those who put in all the work updating Chapter 94 and creating Chapter 35.

Mastera The annual Fire Department and Township meeting is scheduled for Monday, November 29th, 5:30 p.m. at the Community Center.

The federal infrastructure bill passed on Friday and we will continue to monitor what that means for local communities.

Olson IGR is scheduled for the last Friday in January. They plan on having a round table discussions with the LMC and doing a community service project

Would like to see an option added to the fee schedule in 2022 for services to assist residents when filling pools and putting in ice skating rinks.

Sharpe Officer Schlee has resigned, effective December 1, 2021. Please thank him for his (three) years of service on the Dilworth PD.

16. PAYMENT OF THE BILLS

MOTION: by Aasness, seconded by Nash, to pay the claims and bills dated November 8, 2021. Motion carried by all members present voting aye.

17. ADJOURNMENT

The meeting was adjourned at 7:55 p.m.

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

Approved by the Dilworth City Council on November 22, 2021