Dilworth City Hall
2 First Avenue SE
Dilworth, MN 56529

Office 218-287-2313
cityhall@ci.dilworth.mn.us
www.cityofdilworth.com

DILWORTH CITY COUNCIL REGULAR MEETING
MONDAY, MARCH 9, 2026, 6:00 PM

1. **Call to Order**

2. **Roll Call**

3. **Agenda Approval**

4. **Consent Agenda**

   4.A Approve minutes from the February 23, 2026 City Council Meeting

   4.B Approve Used Car Sells License application of Ten 11 Auto, LLC, to expire March 8, 2027

   4.C Approve Mechanical/Heating License application of MS Plumbing, dba Jeff's Plumbing, to expire March 8, 2027

   4.D Approve Mechanical/Heating License application of Precision Plumbing Electric Heating & Cooling, to expire March 8, 2027

   4.E Approve contract with Olson's Pedal Tractor Pulls for Loco Daze

   4.F Approve training request (Police Department)

   4.G Approve training request (City Hall)

   4.H Receive and file February Incident Analysis Report

   4.I Approve revised Deputy City Clerk job description

   4.J Receive and file February 2026 Utility Report

   4.K Approve Letter of Agreement for Rental Inspections (Fire Department)

5. **Public Comment Period (by Appointment Only)**

6. **Planning & Engineering**

   6.A Ordinance 26-04: Amending the Dilworth Zoning Map by Rezoning Parcel ID 52.325.0010 (Block 4, Houges 6th Addition) from R1 Residential (Single-Family & Limited Two Family) to R3 Residential (Limited Multiple-Family)

   6.B Consideration, Medium Density Residential Planned Unit Development: Three (3) Twin Homes Planned Unit Development Along 7th Street NE, Between Clay County Ditch 50 and 4th Avenue NE; Parcel ID 52.325.0010 (Block 4, Houges 6th Addition) | Property owners:

Steve Opatril and Rick Halvorson | Applicant: Ziebarth Construction, LLC d/b/a ZCON

6.C Resolution 26-17, Awarding Bid for the 34th Street North Water Main Extension Project

6.D Consideration, Pay Application #1 - Summerwood and Woodbridge Ponds Dredging Project

6.E Ordinance 26-05, Amending the Dilworth Zoning Map by Setting the Zoning of Property Located in the Southeast Quarter of Section 1-149-48, Clay County, Minnesota â€“ Parcel ID 52.900.0001 (Lots 1 and 2, Block 1 - Community Center Addition) to MU-2 Rail Mixed-Use

7. City Hall

7.A Resolution 26-18, Supporting Legislative Authority to Establish a Social District in the City of Dilworth

8. Council Member's Concerns and Committee Updates

9. Payment of Bills

9.A Bills to be approved for March 9, 2026

10. Adjournment

AGENDA ITEM NO. 4.A

Approve minutes from the February 23, 2026 City Council Meeting

DESCRIPTION: N/A

SUGGESTED ACTION: Consent agenda approval

VOTING REQUIREMENT: Simple Majority of the Voting Quorum

SUBMITTED BY: Jessica Malvin, Administrative Assistant

DEPARTMENT: City Hall

ATTACHMENTS: 02_23_2026_Minutes.pdf

Minutes of the Dilworth City Council Regular Meeting, Clay County, Minnesota, held February 23, 2026, at 6:00 PM, at Dilworth City Hall 2 First Avenue SE Dilworth, MN 56529.

PRESENT: Chad Olson, Julie Nash, Kevin Peterson, David Steichen

ABSENT: Amber Borah

OTHERS: City Administrator Peyton Mastera, Police Chief Hunter Rawson, Maintenance Supervisor Mike Denis, Fire Chief Scott Payne, Finance Officer Perry Baatz, Investigator Elias Hoversten, Sergeant Ross Dannhoff, Officer Joel Brault, Cassie Hoversten, Zach Ogdahl, Canden Kangas, Shirley Hughes, and Administrative Assistant Jessica Malvin

1. **Call to Order**

The meeting was called to order at 6:00 p.m.

2. **Roll Call**

3. **Agenda Approval**

MOTION: by Julie Nash, seconded by David Steichen, to approve February 23, 2026 city council agenda with the removal item 8.A. Motion passed by 4 ayes, 0 nays.

4. **Consent Agenda**

MOTION: by Julie Nash, seconded by Kevin Peterson, to approve all items on the consent agenda. Motion passed by 4 ayes, 0 nays.

4.A. Approve minutes from the February 9, 2026 City Council Meeting

4.B. Approve minutes from the January 26, 2026 City Council Meeting

4.C. Receive and file minutes from the February 4, 2026 Planning Commission Meeting

4.D. Receive and file minutes from the February 11, 2026 Park Board Meeting

4.E. Receive and file the minutes for the Dilworth Fire Department Business Meeting from February 17, 2026

4.F. Approve Lawful Gambling application from St. Elizabeth's Catholic Church for a Bingo event on March 21, 2026

4.G. Approve Women In Construction Week Proclamation

4.H. Approve Government Communicators Day Proclamation

4.I. Approve contract with Eide Bailly for 2025 Audit

4.J. Approve training request (City Hall)

4.K. Approve temporary gambling permit for the Moorhead Crush Fast Pitch Association for an event at TAK Music Venue on March 28, 2026.

5. **Public Comment Period (by Appointment Only)**

6. **Recognition**

6.A. Ten Year Service Award: Investigator Elias Hoversten, Dilworth Police Department

Investigator Elias Hoversten was recognized for his ten years of service.

7. **Presentation**

7.A. Visit Fargo-Moorhead (Shirley Hughes, President/CEO, Presenting)

Shirley Hughes, President/CEO of Visit Fargo-Moorhead presented on how the not for profit is funded by a 3% lodging tax from Fargo, Moorhead, and West Fargo. The organization will also be receiving an additional 3% lodging tax from Fargo to go towards building a convention center.

Highlighted events that will be happening in the summer of 2026 are Banana Ball, King Kat fishing tournament, and the Fargo Street Fair.

Ways that the Visitors Center can help Dilworth; adding events, like Loco Daze, to the event calendar, including Dilworth businesses on their website, and assisting with possible grant opportunities.

9. **General**

9.A. Ordinance 26-03, Amending Title XV: Land Usage, Chapter 153.068: General Yard; Lot Area, and Building Regulations, Removing Permitting Requirements for Swimming Pools

Proposed amendments to Chapter 153.068 include:

- Removing language about requiring a permit and inspection, the City has not required these for several years.
- Updating language on fencing, screening, or other enclosures to read the use of a certified protective covering meeting American Society for Testing and Materials (ASTM F1346-91) standards.
- Removing references to the International Residential Code, as swimming pools are no longer regulated under it.

MOTION: by Julie Nash, seconded by David Steichen, to approve Ordinance 26-03, Amending Title XV: Land Usage, Chapter 153.068: General Yard; Lot Area, and Building Regulations, Removing Permitting Regulations for Swimming Pools. Motion passed by 4 ayes, 0 nays.

10. **City Hall**

10.A. Public Hearing: Resolution 26-15, Miscellaneous Assessment Hearing for returned water, sewer, and garbage payment and non-sufficient funds fee at 205 1st Street NE - Estate of Delane Christensen

Public hearing was opened at 6:35 p.m.

The property owner had non-sufficient funds on a utility payment.

There was no one to speak in favor or against.

Public hearing was closed at 6:36 p.m.

MOTION: by David Steichen, seconded by Julie Nash, to approve Resolution 26-15, Miscellaneous Assessment Hearing for returned water, sewer, and garbage payment and non-sufficient funds fee at 205 1st Street NE - Estate of Delane Christensen. Motion passed by 4 ayes, 0 nays.

10. B. Public Hearing: Resolution 26-16, Miscellaneous Assessment for Replacement Water Meter Charges at 304 1st Avenue SW- Christian Ben

Public hearing was opened at 6:36 p.m.

The property owner has not paid for a replacement water meter.

There was no one to speak in favor or against.

Public hearing was closed at 6:37 p.m.

MOTION: by Kevin Peterson, seconded by Julie Nash, to approve Resolution 26-16, Miscellaneous Assessment for Replacement Water Meter Charges at 304 1st Avenue SW - Christian Ben. Motion passed by 4 ayes, 0 nays.

11. **Council Member's Concerns and Committee Updates**

Peterson: A text message was sent out on my behalf from goodparty.org. Good Party reached out and asked if I would be interested in a survey for Dilworth voters. I will let you know what comes of it.

Steichen: Thank you Chief Rawson for recognizing your officers. The Fire department had an increase in calls over the past few weeks.

Nash: The new Durango is finally here for the Police department. March 14 the Police department will be hosting a health fair, all are welcome to attend.

Mastera: City Hall staff are working on the new utility payment program, this will be available in March. The bid opening for the new community rec center will be on Thursday, February 26, at the Fire Hall. February 26 will be the first Loco Daze meeting at 5:30 p.m. Dilworth and Moorhead have been awarded grant funding for the 34th street roundabout, project will be in 2028.

Olson: Please, if you can not attend your designated/appointed meetings, reach out to your alternate to attend. Chamber event at the Capital is coming up, we may not have a bonding bill request in for this legislative session but it is important that we stay involved and know what changes could impact our community.

12. **Payment of Bills**

12.A. Bills to be approved for February 23, 2026

MOTION: by Julie Nash, seconded by David Steichen, to approve payment of the claims and bills dated February 23, 2026. Motion passed by 4 ayes, 0 nays.

13. **Adjournment**

The meeting was adjourned at 6:45 p.m.

Vice Mayor: _____ ATTEST: _____
Julie Nash L. Peyton Mastera, City Administrator

Approved by the Dilworth City Council on: March 9, 2026

AGENDA ITEM NO. 4.E

Approve contract with Olson's Pedal Tractor Pulls for Loco Daze

DESCRIPTION: N/A

SUGGESTED ACTION: Consent agenda approval

VOTING REQUIREMENT: Simple Majority of the Voting Quorum

SUBMITTED BY: Peyton Mastera, City Administrator

DEPARTMENT: City Hall

ATTACHMENTS: 7-24-2026 Dilworth, MN invoice.pdf

2026 Kid's Pedal Tractor Pull information.pdf

Invoice

Ethan Olson
Olson's Pedal Tractor Pulls
19805 County Highway 24
Erhard, MN 56534
(701) 866-1576
olsonspedaltractorpulls@gmail.com

Date: 2/27/26

Bill to:

Dilworth Locodaze
Dilworth, MN
contact: Jim McLaughlin
email: jim@mclaughlinauctions.com

Quantity	Description	Unit Price	Total
1	Ages 4-11 Pedal Tractor Pull for date: Friday, July 24th, 2026 registration: 6:30 pm pull begins: 7:00 pm location: Dilworth	$450.00	$450.00
1	Medals for Ages 4-11 (1st, 2nd, & 3rd place for a total of 24 medals)	$125.00	$125.00
1	mileage (94 miles)	$94.00	$94.00
1	We bring 2 FFA members (event assistants) with us who are helping to raise money for their National FFA Convention trip.	$100.00	$100.00
		Total	$769.00



OLSON'S PEDAL PULL
701-866-1576 • OlsonsPedalTractorPulls@gmail.com

Thank you for contacting us about hosting a Kid's Pedal Tractor Pull for you! We are so excited you want to have a Kid's Pedal Tractor Pull at your event. Below you will find additional information about having us put on a Kid's Pedal Tractor Pull for you, however, if you have any questions please do not hesitate to ask and get clarification, we do this for the kids and want to do it well!

Attached to the email, you will find an invoice, please review for any updates, unconfirmed items are in 'red', once all information on it has been confirmed and you or your group has decided you want to officially book us for your event, we can send you an updated invoice pdf if needed. If we have not done a pedal pull for you, we would prefer either a partial payment or the full payment in advance, and any remaining balance (if full payment isn't made) the day of the event.

You need to provide:

- Concrete or paved surface for the pedal tractors and the weighted skid to be pulled on (minimum of 40 ft. long and 4 ft. wide)
- Room for spectators
- Alternate location or plan in case of inclement weather (we pull rain or shine)
- Admission ticket(s) &/or parking pass if necessary for us to get into the event

Registration starts a minimum of ½ hour before the pull

- example: if you advertise the Kid's Pedal Tractor Pull begins at 10 am, we start registration at 9:30 am so that we can start the kids pulling at 10 am

We provide:

- Registration paperwork and tables
- PA system
- Pedal tractors, weighted skid, & weights
- Cones for marking pull area
- medals for the top 3 in each age bracket of 4-11 (24 medals total) - this is part of your invoice
- Crew to put on the event
- Take pictures of each age brackets' winners and post them on our Olson's Pedal Tractor Pulls Facebook page for parents
- Our pedal tractor pulls are state sanctioned pulls, so kids ages 4-11 that place in the top 3 receive the registration information to advance onto the State Kid's Pedal Tractor Pull - this fee is automatically included as part of your invoice

AGENDA ITEM NO. 4.F

Approve training request (Police Department)

DESCRIPTION: Authorize Sergeant Dannhoff to attend pepper ball training in Cass County, ND, May 7-8, 2026. Total cost: $650.

SUGGESTED ACTION: Consent agenda approval

VOTING REQUIREMENT: Simple Majority of the Voting Quorum

SUBMITTED BY: Peyton Mastera, City Administrator

DEPARTMENT: Police Department

ATTACHMENTS: N/A

AGENDA ITEM NO. 4.G

Approve training request (City Hall)

DESCRIPTION: Approve Mayor Chad Olson to attend The Chamber Moorhead Area Day at the Capitol ($300) and the LMC Day on the Hill ($125) in St. Paul, MN, on March 11-12, 2026. Will include conference fees + hotel + travel.

SUGGESTED ACTION: Consent agenda approval

VOTING REQUIREMENT: Simple Majority of the Voting Quorum

SUBMITTED BY: Angela Miller, Administrative Assistant

DEPARTMENT: City Hall

ATTACHMENTS: N/A

AGENDA ITEM NO. 4.H

Receive and file February Incident Analysis Report

DESCRIPTION: N/A

SUGGESTED ACTION: Consent agenda approval

VOTING REQUIREMENT: Simple Majority of the Voting Quorum

SUBMITTED BY: Peyton Mastera, City Administrator

DEPARTMENT: Police Department

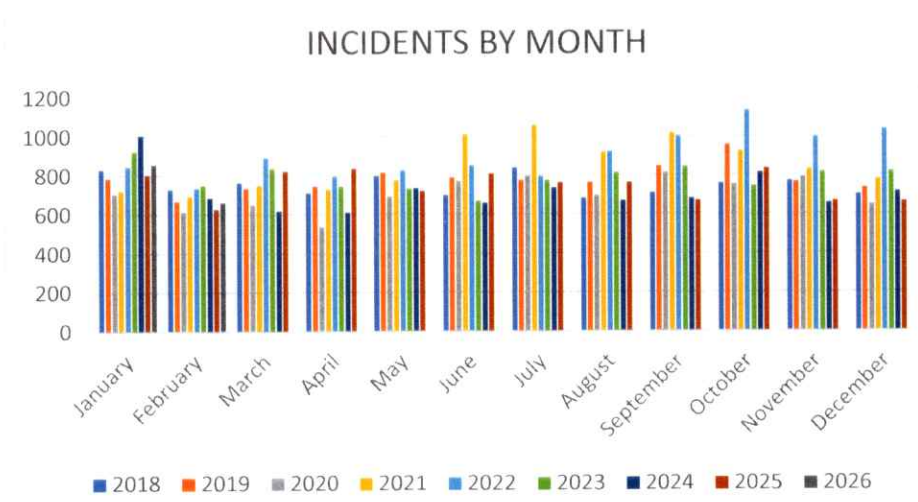
ATTACHMENTS: February 2026 Crime Stats.pdf

DILWORTH POLICE DEPARTMENT

OFFICER ACTIVITY BREAKDOWN
01/01/2018 - 12/31/2026

Total Incidents Per Month

	2018	2019	2020	2021	2022	2023	2024	2025	2026
January	835	790	708	727	850	928	1008	807	858
February	733	671	615	699	740	755	688	629	662
March	768	738	651	755	896	840	619	825	
April	714	749	539	733	799	748	612	839	
May	801	818	696	779	829	735	736	724	
June	700	793	773	1012	854	670	659	812	
July	842	779	796	1060	798	778	738	766	
August	686	767	698	923	924	817	670	766	
September	711	850	816	1020	1002	845	683	673	
October	760	958	755	926	1133	747	815	836	
November	773	767	790	833	997	818	657	671	
December	703	738	650	783	1035	820	716	666	
Total	9026	9418	8487	10250	10857	9501	8601	9014	1520





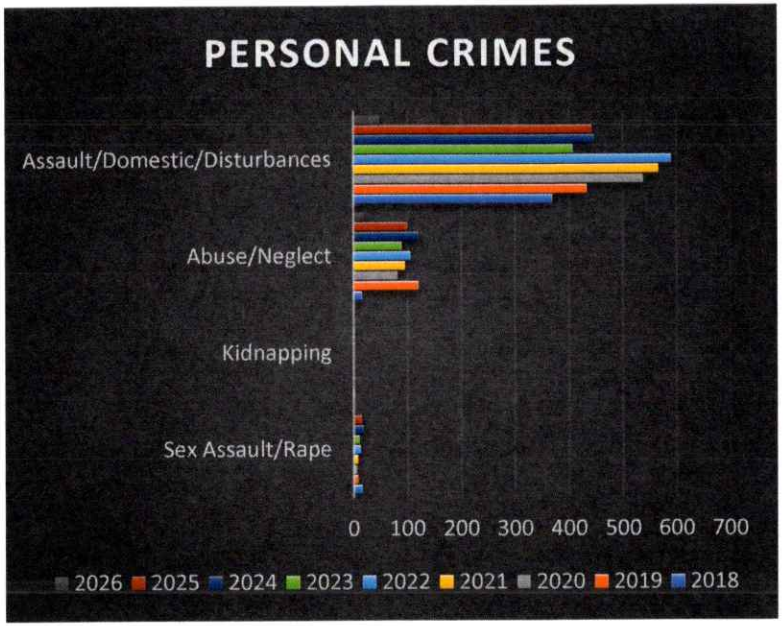
DILWORTH POLICE DEPARTMENT

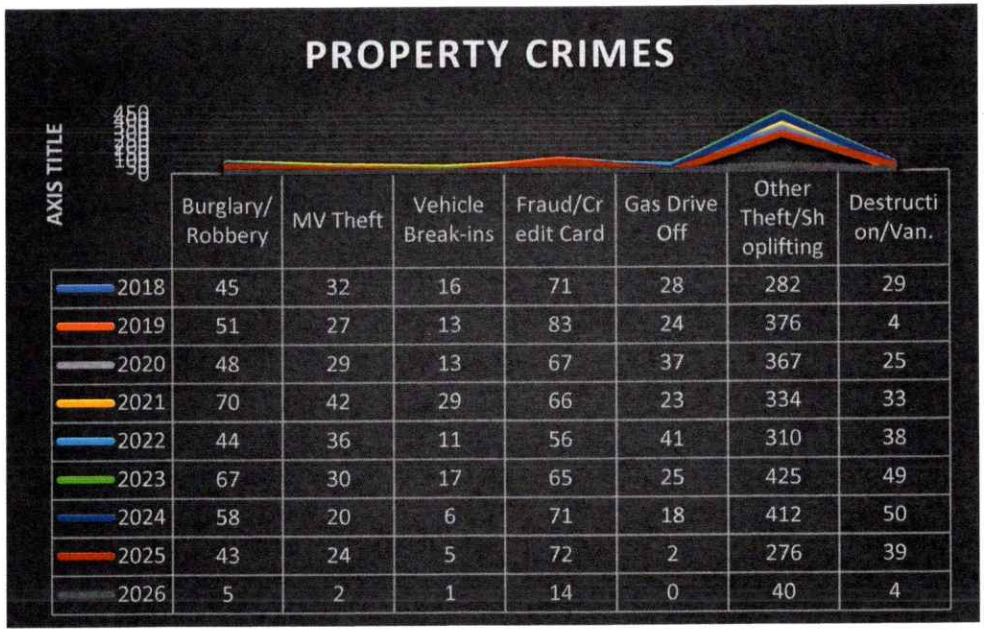
Personal Crimes

	2018	2019	2020	2021	2022	2023	2024	2025	2026
Sex Assault/Rape	16	8	6	8	13	11	18	15	2
Kidnapping	1	0	0	0	0	0	1	0	0
Abuse/Neglect	16	121	82	96	106	90	121	100	19
Assault/Domestic/Disturbances	369	433	538	566	590	407	446	442	49
Total	402	562	626	670	709	508	586	557	70

Property Crimes

	2018	2019	2020	2021	2022	2023	2024	2025	2026
Burglary/Robbery	45	51	48	70	44	67	58	43	5
MV Theft	32	27	29	42	36	30	20	24	2
Vehicle Break-ins	16	13	13	29	11	17	6	5	1
Fraud/Credit Card	71	83	67	66	56	65	71	72	14
Gas Drive Off	28	24	37	23	41	25	18	2	0
Other Theft/Shoplifting	282	376	367	334	310	425	412	276	40
Destruction/Van.	29	4	25	33	38	49	50	39	4
Total	503	578	586	597	536	678	635	461	66





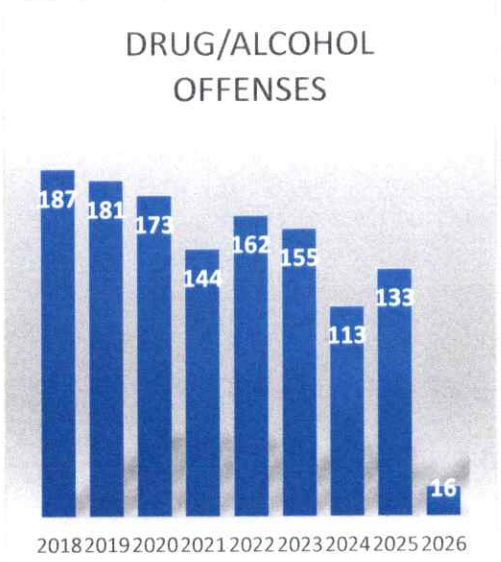
DILWORTH POLICE DEPARTMENT

Drug/Alcohol Crimes

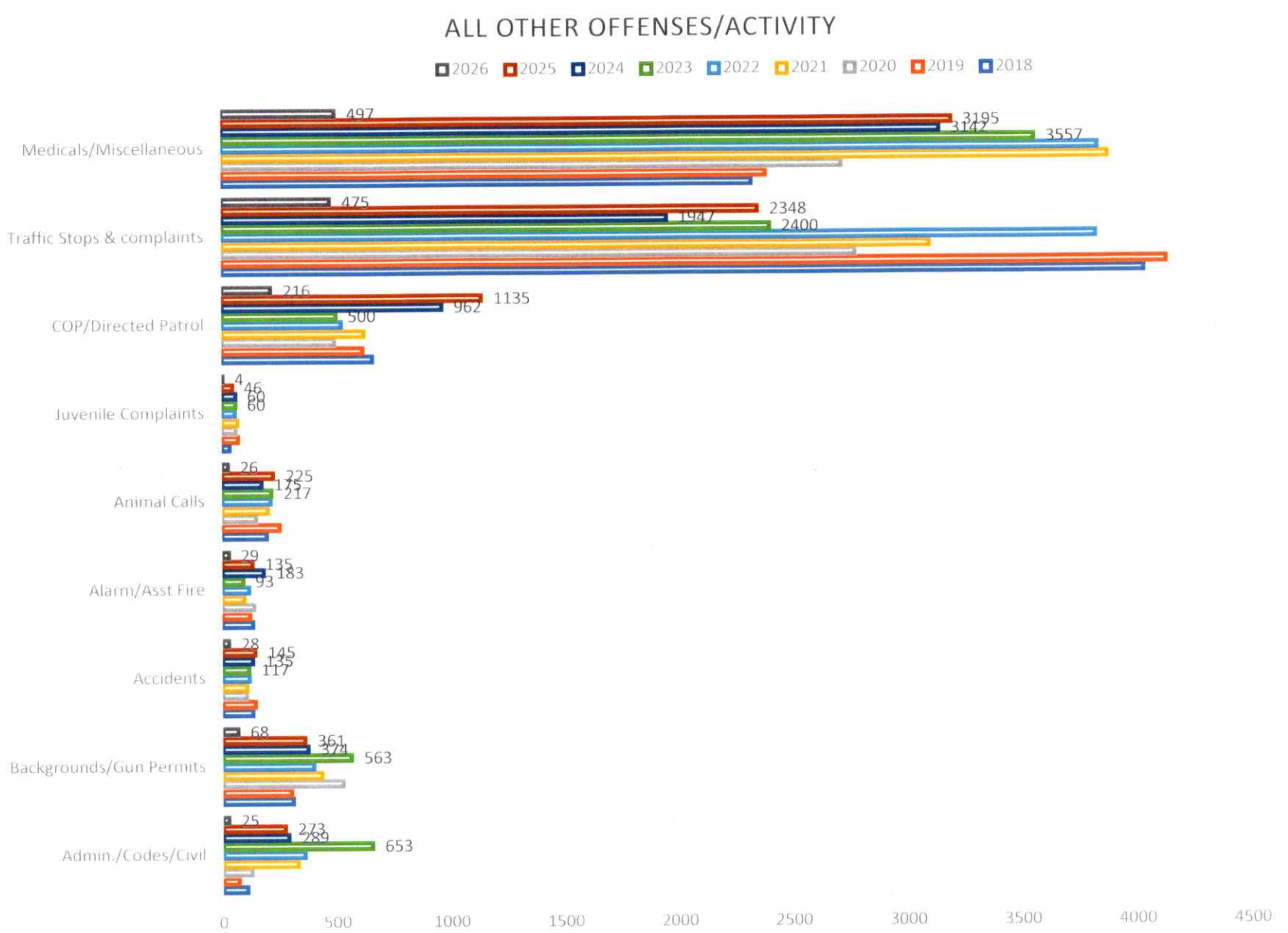
		2018	2019	2020	2021	2022	2023	2024	2025	2026
All Drug/Alcohol Offenses		187	181	173	144	162	155	113	133	16
	Total	187	181	173	144	162	155	113	133	16

All Other Offenses/Activity

	2018	2019	2020	2021	2022	2023	2024	2025	2026
Admin./Codes/Civil	109	70	128	329	360	653	289	273	25
Backgrounds/Gun Permits	309	301	527	435	399	563	374	361	68
Accidents	135	147	108	109	120	117	135	145	28
Alarm/Asst Fire	136	123	142	98	118	93	183	135	29
Animal Calls	197	253	152	202	214	217	175	225	26
Juvenile Complaints	34	71	61	69	57	60	60	46	4
COP/Directed Patrol	659	617	495	622	524	500	962	1135	216
Traffic Stops & complaints	4034	4132	2774	3098	3825	2400	1947	2348	475
Medicals/Miscellaneous	2321	2383	2715	3877	3833	3557	3142	3195	497
Total	7934	8097	7102	8839	9450	8160	7267	7863	1368



DILWORTH POLICE DEPARTMENT



Group A & B Arrests reported to NIBRS

Agency Name	Agency ORI	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	2023 Total
Clay SO	MN0140000	42	31	31	30	35	35	50	42	38	35	39	46	454
Barnesville PD	MN0140100	1	1	4	5	1	3	2	0	4	1	2	3	27
Dilworth PD	MN0140200	79	56	45	49	49	64	77	75	89	90	63	72	808
Hawley PD	MN0140300	3	2	2	4	4	4	4	2	4	3	6	4	42
Moorhead PD	MN0140400	178	164	185	201	207	211	226	277	242	213	194	219	2517
Glyndon PD	MN0140600	2	3	2	1	3	4	2	2	5	2	3	5	34

Agency Name	Agency ORI	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	2024 Total
Clay SO	MN0140000	27	46	52	50	42	40	41	48	36	38	24	23	467
Barnesville PD	MN0140100	2	2	6	5	1	0	1	0	4	4	1	1	27
Dilworth PD	MN0140200	75	61	52	84	52	62	59	90	63	53	43	54	748
Hawley PD	MN0140300	3	1	1	3	2	4	0	1	1	6	0	6	28
Moorhead PD	MN0140400	179	154	182	188	214	209	216	212	177	201	233	164	2329
Glyndon PD	MN0140600	2	2	1	2	4	10	6	0	7	6	2	0	42

Agency Name	Agency ORI	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025	Oct 2025	Nov 2025	Dec 2025	2025 Total
Clay SO	MN0140000	31	37	48	45	46	31	31	35	52	29	18	27	430
Barnesville PD	MN0140100	2	0	2	0	4	0	2	3	1	0	3	1	18
Dilworth PD	MN0140200	51	62	46	60	83	48	36	52	46	41	35	24	584
Hawley PD	MN0140300	0	1	1	0	2	1	0	1	2	1	0	0	9
Moorhead PD	MN0140400	157	131	194	131	192	186	192	188	216	181	152	146	2066
Glyndon PD	MN0140600	0	1	0	4	4	2	3	1	1	0	0	0	16

Agency Name	Agency ORI	Jan 2026	Feb 2026	Mar 2026	Apr 2026	May 2026	Jun 2026	Jul 2026	Aug 2026	Sep 2026	Oct 2026	Nov 2026	Dec 2026	2026 Total
Clay SO	MN0140000	20	30											50
Barnesville PD	MN0140100	0	0											0
Dilworth PD	MN0140200	23	28											51
Hawley PD	MN0140300	2	*											2
Moorhead PD	MN0140400	115	*											115
Glyndon PD	MN0140600	*	*											0

Incident Analysis Report

Summary By Incident Type

Print Date/Time: 03/02/2026 10:15
Login ID: clay\stacypritchard
Incident Type: All
From Date: 02/01/2026 00:00
To Date: 02/28/2026 23:59
Call Source: All

DILWORTH POLICE DEPARTMENT
ORI Number: MN0140200
Officer ID: All
Location: All

Incident Type	Number of Incidents
911 Hangup	2
Abuse	8
Accident - Injury	1
Accident - Property	11
Agency Assist	4
Alarm	9
Animal Calls	11
Assault	2
Assist Fire	4
Background Check	12
Bicycle - Found	1
Burglary	5
COP	27
Directed Patrol	72
Disturbance	21
Domestic	2
Field Contact	18
Fingerprints	10
Firearms Permit	6
Found Property	6
Fraud	8
Graffiti	1
Harassment	3
Health - Safety	2
Impaired Driver	2
Impaired Person	2
Lost Property	1
Loud Noise	5
Medical Assist	34
Missing Person	3
Narcotics	1
Offender Check	4
Open Door/Gate	2
Parking Complaint	60
Property Removal	2
Public Assist	40
Reckless Driving	8

Recovered NCIC	1
Registered Offender	2
Residence/Building Check	55
Shoplifting	15
Subpoena	1
Suicidal Person	3
Suspicious	26
Suspicious Activity - Person	1
Theft	2
Traffic Complaint	14
Traffic Stop	105
Vandalism	1
Vehicle Break-in	1
Vehicle Unlock	10
Violation of Court Orders	1
Warrant - Wanted	9
Welfare Check	5
Total:	662

AGENDA ITEM NO. 4.I

Approve revised Deputy City Clerk job description

DESCRIPTION:

With the pending retirement of Deputy Clerk Becky Tigue, I have revised the job description to better align with duties and functions this position currently undertakes. Notable adjustments:

- Supervision of City Hall administrative assistants.
- Limited supervision of seasonal employees (pool + warming house).
- Transitioning the position to FLSA exempt status.
- Updated preferred skills to BA and municipal clerk certification (certification this position should have).
- Inclusion of work environment and physical requirements section.

The intent is to list this position through March 27th. Interviews the week of April 6. Council hire on April 13th.

SUGGESTED ACTION: Consent agenda approval

VOTING REQUIREMENT: Simple Majority of the Voting Quorum

SUBMITTED BY: Peyton Mastera, City Administrator

DEPARTMENT: City Hall

ATTACHMENTS: Deputy Clerk Job Description (redline 3.6.26).pdf

Deputy Clerk Job Description (clean copy).pdf

Deputy Clerk

Job Title:	Deputy Clerk	**Job Category:**	Clerical
Department:	City Hall	**Location:**	2 First Avenue SE
Position Type:	Full Time (FLSA – Exempt)	**Salary:**	$~~44,572~~51,860 - $~~60,913~~69,621
Supervisor:	City Administrator	**Supervises:**	City Hall Admin Staff + Partial ~~s~~Supervision of Seasonal Employees ~~some part time positions~~

Job Description: Under general supervision, this is a ~~top level~~top-level clerical ~~non-~~management position that provides technical and support work for assisting with the everyday city government administrative operations. This position is ~~also~~ responsible for supervising City Hall Admin staff and seasonal employees, overseeing the city's ~~utility~~ utility billing and licensing, ~~billing~~ and head election judge of the community. ~~provides partial supervisor duties with winter and summer time part-time employees.~~

Role and Responsibilities

- Responsible for monthly utility billing operation and correspondence with users.
- Assist with audit reports, budgeting, and setting of utility rates.
- Assist City Administrator when requested.
- Oversees the issuance of city permits (e.g., building, plumbing, and heating) and ~~Issue building, plumbing and heating permits/maintain~~maintains a general knowledge of building codes.
- Works closely with the Building Official on development/~~construction related~~construction-related issues.
- Maintains knowledge of the election process, election laws, and ~~coordinate~~coordinates/oversees elections alongside the City Administrator.
- Supervises City Hall administrative staff and directs the work of all administrative support.
- Oversees annual municipal pool operations. Provides partial supervisory oversight to the pool alongside the City Administrator.
- Working knowledge of Planning and Zoning rules and regulations. Provides support to residents and businesses on ~~zoning related~~zoning-related issues.
- Assist clerical staff when necessary, including customer service on phones and at the counter.
- Provides technical support to the Finance Officer, as needed.
- Coordinates and Processes all alcohol and gaming licenses, applications, renewals, temporary licenses, etc~~. for businesses and the Community Center~~. Responsible for coordinating efforts with the state on said licenses~~, et al.~~ and ~~maintain~~ maintaining knowledge ~~on~~ of up-to-date regulations/requirements.
- ~~Month end building, plumbing and heating permit reports.~~
- Serve as a ~~Notary~~ notary ~~Public~~public.
- Handle ACH Transfers.

- ~~Coordinate efforts with Clay County GIS in establish street and home addresses for new subdivisions.~~
- Oversees annual skating rink / warming house operations. Provides partial supervisory oversight to the skating rink / warming house alongside the City Administrator.
- ~~Storm water~~Stormwater and floodplain management reporting. ~~/requirements for new construction.~~
-
- ~~Assist with floodplain management for new construction/development.~~
- Maintain/submit current data for updating city maps for US Census, FM Metro CO~~M CO~~G, ~~&~~ and Clay County GIS
- May be requested to attend various meetings before the City Council, Planning Commission, or Park Board.
- Effective oral and written communication skills.
- General administrative duties as assigned.

Qualifications and Education Requirements

- ~~High school diploma/GED required~~Associates/Technical degree in a related field. Two years post high school education in a business/~~accounting related~~accounting-related field preferred; strong communication skills; extensive ~~word processing and~~ computer experience and capacity to learn new programs; public relations experience, and two or more years of experience working in an office setting. Innovative thinker who can work in a ~~fast passed~~fast-paced, dynamic setting. Must pass a background check.

Preferred Skills

- Experience working for the government. Familiarity ~~of~~ with governmental regulations and procedures.
- Bachelor's degree in Business Administration, Public Administration, or related field.
- Certified Municipal Clerk Certification.
- ~~High level~~High-level public relations behavior.
- Effective oral and written communication skills.
- ~~Distinguished Microsoft Office capabilities and capacity to learn new programs.~~
- ~~Knowledge~~Knowledge of bookkeeping principles and practices.
- Fundamental understanding of budgeting and ~~simple~~ accounting principles.
- Prior experience dealing with confidential information.

Work Environment and Physical Requirements

- Work is performed in a typical office environment with extended periods of sitting and prolonged use of a computer and related equipment. Work requires occasional lifting, reaching, and handling of files and reports. Frequent keyboard use involves repetitive motions of arms, wrists, and fingers. A moderate amount of time is spent moving within the building to communicate with staff and the public. Vision must be sufficient to read instructions, words, and numbers on paper and computer screens. Work is very light,

Deputy Clerk

	requiring exertion of up to 25 pounds of force occasionally to move printed materials or equipment.		
Last Updated By:	L. Peyton Mastera, City Administrator	Date:	~~February 12~~March 6, ~~2024~~2026

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Deputy Clerk

Job Title:	Deputy Clerk	**Job Category:**	Clerical
Department:	City Hall	**Location:**	2 First Avenue SE
Position Type:	Full Time (FLSA – Exempt)	**Salary:**	$51,860 - $69,621
Supervisor:	City Administrator	**Supervises:**	City Hall Admin Staff + Partial Supervision of Seasonal Employees

Job Description: Under general supervision, this is a top-level clerical management position that provides technical and support work for assisting with the everyday city government administrative operations. This position is responsible for supervising City Hall Admin staff and seasonal employees, overseeing the city's utility billing and licensing, and head election judge of the community.

Role and Responsibilities

- Responsible for monthly utility billing operation and correspondence with users.
- Assist with audit reports, budgeting, and setting of utility rates.
- Assist City Administrator when requested.
- Oversees the issuance of city permits (e.g., building, plumbing, and heating) and maintains a general knowledge of building codes.
- Works closely with the Building Official on development/construction-related issues.
- Maintains knowledge of the election process, election laws, and coordinates/oversees elections alongside the City Administrator.
- Supervises City Hall administrative staff and directs the work of all administrative support.
- Oversees annual municipal pool operations. Provides partial supervisory oversight to the pool alongside the City Administrator.
- Working knowledge of Planning and Zoning rules and regulations. Provides support to residents and businesses on zoning-related issues.
- Assist clerical staff when necessary, including customer service on phones and at the counter.
- Provides technical support to the Finance Officer, as needed.
- Coordinates and Processes all alcohol and gaming licenses, applications, renewals, temporary licenses, etc. Responsible for coordinating efforts with the state on said licenses and maintaining knowledge of up-to-date regulations/requirements.
- Serve as a notary public.
- Handle ACH Transfers.
- Oversees annual skating rink / warming house operations. Provides partial supervisory oversight to the skating rink / warming house alongside the City Administrator.
- Stormwater and floodplain management reporting.
- Maintain/submit current data for updating city maps for US Census, FM Metro COG, and Clay County GIS
- May be requested to attend various meetings before the City Council, Planning Commission, or Park Board.
- Effective oral and written communication skills.

- General administrative duties as assigned.

Qualifications and Education Requirements

- Associates/Technical degree in a related field. Two years post high school education in a business/accounting-related field preferred; strong communication skills; extensive computer experience and capacity to learn new programs; public relations experience, and two or more years of experience working in an office setting. Innovative thinker who can work in a fast-paced, dynamic setting. Must pass a background check.

Preferred Skills

- Experience working for the government. Familiarity with governmental regulations and procedures.
- Bachelor's degree in Business Administration, Public Administration, or related field.
- Certified Municipal Clerk Certification.
- High-level public relations behavior.
- Effective oral and written communication skills.
- Knowledge of bookkeeping principles and practices.
- Fundamental understanding of budgeting and accounting principles.
- Prior experience dealing with confidential information.

Work Environment and Physical Requirements

- Work is performed in a typical office environment with extended periods of sitting and prolonged use of a computer and related equipment. Work requires occasional lifting, reaching, and handling of files and reports. Frequent keyboard use involves repetitive motions of arms, wrists, and fingers. A moderate amount of time is spent moving within the building to communicate with staff and the public. Vision must be sufficient to read instructions, words, and numbers on paper and computer screens. Work is very light, requiring exertion of up to 25 pounds of force occasionally to move printed materials or equipment.

Last Updated By:	L. Peyton Mastera, City Administrator	Date:	March 6, 2026

AGENDA ITEM NO. 4.J

Receive and file February 2026 Utility Report

DESCRIPTION: N/A

SUGGESTED ACTION: Consent agenda approval

VOTING REQUIREMENT: Simple Majority of the Voting Quorum

SUBMITTED BY: Becky Tigue, Deputy Clerk

DEPARTMENT: City Hall

ATTACHMENTS: WSG Breakdown February 2026.pdf

WATER, SEWER AND GARBAGE BILLING

February 2026

Water	$ 74,627.78
Sewer-Waste Water	$ 88,281.27
Solid Waste	$ 57,248.26
Forestry	$ 4,174.06
Pest Control	$ 4,591.48
Forcemain to Moorhead	$ 12,504.20
Storm Water Fee	$ 12,834.70
Miscellaneous	$
Penalty	$ 2,069.72
New Account Fee	$ 45.00
Recycling	$ 10,668.24
Overpayment	$
Clean Water Act	$ 1,850.43
TOTAL	$ 268,895.14

Account Status at Billing Time

Current	$ 243,486.07
30 days	$ 16,617.64
60 days	$ 1,769.35
90 days	$ 358.76
120 days	$ 193.33

AGENDA ITEM NO. 4.K

Approve Letter of Agreement for Rental Inspections (Fire Department)

DESCRIPTION:

Firefighter Jeff True has agreed to conduct inspections of multi-family residential rental properties as part of Dilworth's rental registration program. Because these duties exceed the scope of normal firefighter responsibilities, the City Attorney recommended a simple contract outlining the expectations of the role and establishing an adjusted wage of $22.50 per hour when Mr. True is performing inspection-related duties.

Rental registration program update:

- The Community Services Officer is conducting inspections of single-family rental properties.

- Administrative Assistant Angela Miller, who serves as the primary contact at City Hall for the program, has been authorized to subscribe to an inspection management program. This platform will allow property owners to pay their annual licensing fee online and schedule inspections. It will also provide inspectors with a standardized checklist to complete during each inspection.

SUGGESTED ACTION: Consent agenda approval

VOTING REQUIREMENT: Simple Majority of the Voting Quorum

SUBMITTED BY: Peyton Mastera, City Administrator

DEPARTMENT: City Hall

ATTACHMENTS: MOU for Rental Inspections - Jeff True.docx

MEMORANDUM OF UNDERSTANDING

WHEREAS, Jeff True (hereinafter "Employee") is an on-call firefighter employee for the City of Dilworth (hereinafter "the City"); and

WHEREAS, the City has a rental registration inspection program to protect the public health, safety, and welfare of the community at-large and the residents of rental dwellings in the City; and

WHEREAS, rental inspections of multi-family dwellings are to be completed by a designated compliance officer (hereinafter "Compliance Officer"); and

WHEREAS, the duties of a Compliance Officer shall include coordination of inspections with City Hall staff, coordination/communication with landlords, working through an inspection checklist at each location, and inventorying all inspections with City Hall; and

WHEREAS, the Employee has agreed to serve as a Compliance Officer; and

WHEREAS, serving as a Compliance Officer will go beyond the job duties of being an on-call firefighter; and

WHEREAS, the City has agreed to compensate the Employee at the rate of $22.50 per hour to perform the duties of a Compliance Officer; and

BE IT HEREBY RESOLVED, the parties agree to compensate the Employee $22.50 per hour for all hours worked while assigned to perform the duties of a Compliance Officer.

The parties agree that this MOU cannot be considered evidence in any future issues pertaining to the parties, cannot be used as evidence in any court of arbitration proceeding, is not evidence of past practice, and is based on the special circumstances in this unique situation.

EMPLOYEE

BY: _____ Dated: _____
Jeff True

CITY OF DILWORTH

BY: _____ Dated: _____
Chad Olson, Mayor

CITY OF DILWORTH

BY: _____ Dated: _____
L. Peyton Mastera, City Administrator

AGENDA ITEM NO. 6.A

Ordinance 26-04: Amending the Dilworth Zoning Map by Rezoning Parcel ID 52.325.0010 (Block 4, Houges 6th Addition) from R1 Residential (Single-Family & Limited Two Family) to R3 Residential (Limited Multiple-Family)

DESCRIPTION:

Staff was recently approached by the landowners of a 0.88-acre parcel regarding the potential development of three twin home units. The property is located on the west side of 7th Street NE, between Clay County Ditch 50 and 4th Avenue NE. Clay County Ditch 50 abuts the property to the south, while the northern boundary abuts the rear yards of existing single-family residential homes. The site is currently used informally as a community garden, though there is no formal oversight or agreement in place with the landowners.

The property was reviewed as part of the Comprehensive Planning process and is designated as Medium-Density Residential on the Future Land Use Map. As such, the request to rezone the property to R-3 (Limited Multiple-Family Residential) is consistent with the City's adopted land use guidance.

Upon reviewing this with the Planning Commission in February, a public hearing was called for to review the rezoning request.

The public hearing was held on March 6, 2026. There were no public comments received on the rezoning request and a recommendation was forwarded to the Dilworth City Council to rezone the land, as presented, to R3.

SUGGESTED ACTION: Motion to approve Ordinance 26-04: Amending the Dilworth Zoning Map by Rezoning Parcel ID 52.325.0010 (Block 4, Houges 6th Addition) from R1 Residential (Single-Family & Limited Two Family) to R3 Residential (Limited Multiple-Family).

VOTING REQUIREMENT: Simple Majority of the Voting Quorum

SUBMITTED BY: Peyton Mastera, City Administrator

DEPARTMENT: City Hall

ATTACHMENTS: Ordinance 26-04, Amending the Dilworth Zoning Map by Rezoning

Parcel ID 52.325.0010 (Block 4, Houges 6th Addition) from R1 to R3.pdf

Future Land Use Map (Adopted - January 2025).pdf

ORDINANCE 26-04

AMENDING THE DILWORTH ZONING MAP BY REZONING PARCEL ID 52.325.0010 (BLOCK 4, HOUGES 6TH ADDITION) FROM R1 RESIDENTIAL (SINGLE-FAMILY & LIMITED TWO-FAMILY) TO R3 RESIDENTIAL (LIMITED MULTIPLE-FAMILY)

THE CITY COUNCIL OF THE CITY OF DILWORTH HEREBY ORDAINS:

WHEREAS, the Dilworth Planning Commission, on March 4, 2026, held a public hearing and considered the rezoning parcel ID 52.325.0010 from R1 (Single-Family and Limited Two-Family Residential) to R3 (Limited Multiple-Family); and

WHEREAS, following the public hearing, the Dilworth Planning Commission forwarded a recommendation to the Dilworth City Council to amend the zoning map, rezoning the subject property to R3 (Limited Multiple-Family) as it is in line with the Dilworth Comprehensive Plan.

NOW, THEREFORE, BE IT RESOLVED BY THE DILWORTH CITY COUNCIL, the property, shown herein below (52.325.0010), shall be rezoned to R3 (Limited Multiple-Family).



This ordinance shall take effect and be in force from and after its passage and publication, and all other ordinances, resolutions, and acts and proceedings of the City and of the Council which are inconsistent with the terms of this ordinance are hereby amended or repealed to the extent necessary to give full force and effect to this ordinance.

APPROVED AND ADOPTED this 9th day of March 2026 in the City of Dilworth, Minnesota.

MAYOR: _____
Julie Nash, Vice-Mayor

ATTEST: _____
L. Peyton Mastera, City Administrator

Future Land Use Plan

The Future Land Use Plan provides a generalized vision for how land should be used in the years ahead. It is not a zoning map, but a guide to help inform rezoning, subdivision, infrastructure, and policy decisions.

Initial land use discussions focused on the 8th Avenue Corridor scenarios outlined in the 8th Avenue Corridor Study. Alignment B was ultimately selected as the preferred alignment for the future corridor.

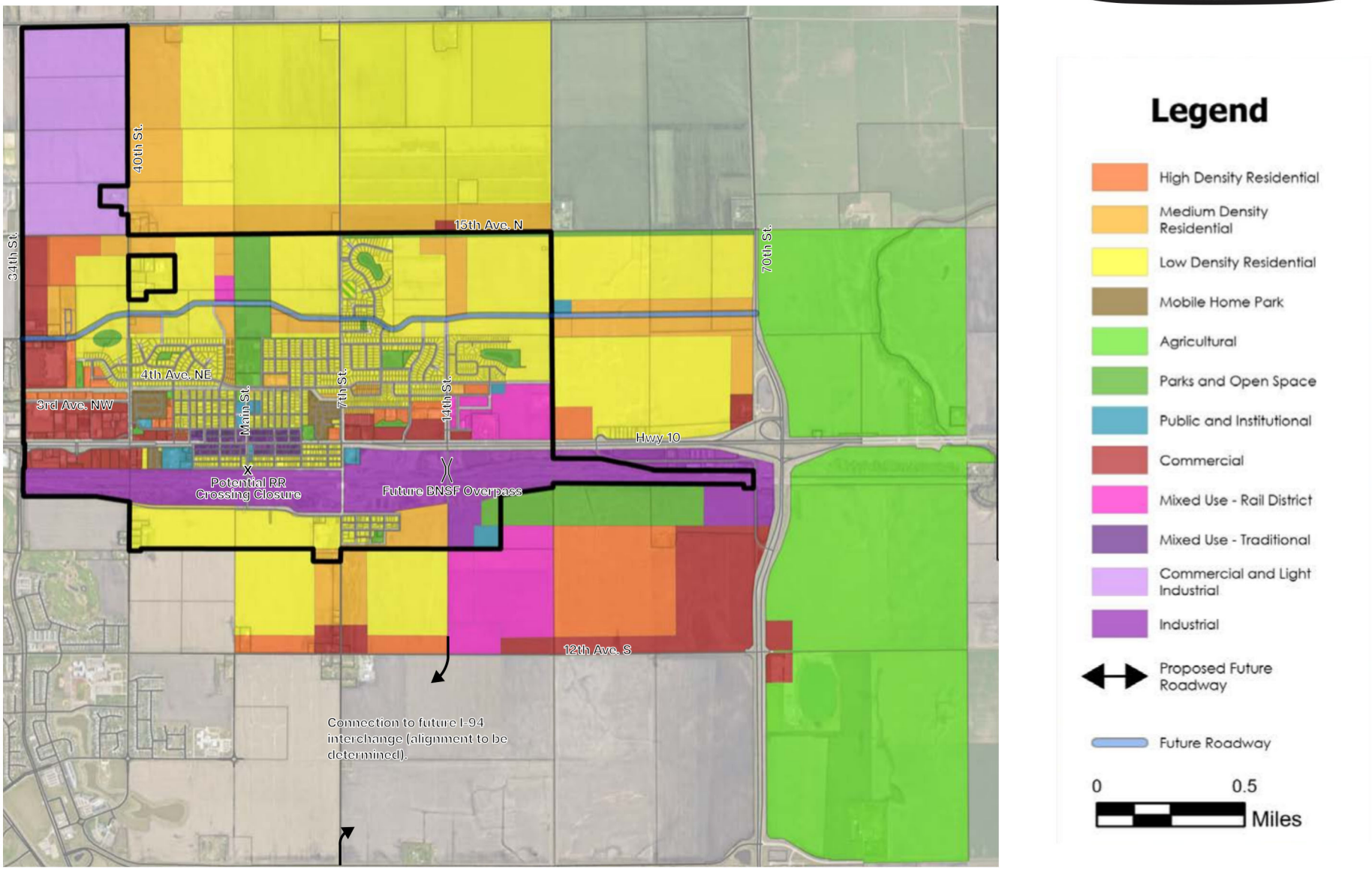


Figure 07: Future Land Use

AGENDA ITEM NO. 6.B

Consideration, Medium Density Residential Planned Unit Development: Three (3) Twin Homes Planned Unit Development Along 7th Street NE, Between Clay County Ditch 50 and 4th Avenue NE; Parcel ID 52.325.0010 (Block 4, Houges 6th Addition) | Property owners: Steve Opatril and Rick Halvorson | Applicant: Ziebarth Construction, LLC d/b/a ZCON

DESCRIPTION:

Staff was recently approached by the landowners of a 0.88-acre parcel regarding the potential development of three twin home units. The property is located on the west side of 7th Street NE, between Clay County Ditch 50 and 4th Avenue NE. Clay County Ditch 50 abuts the property to the south, while the northern boundary abuts the rear yards of existing single-family residential homes. The site is currently used informally as a community garden, though there is no formal oversight or agreement in place with the landowners.

In working with the applicant and landowners, various site and design details have been addressed as part of the plan being presented.

Project Specifics

- Three twin home structures, approximately 1,400 square feet in size

- The Fire Department expressed a preference for a roundabout or other turnaround feature at the west end of the development; however, site constraints do not allow for this configuration. As an alternative, the developer has agreed to install a fire hydrant near the midpoint of the development along the north side of the property.

- The site will serve as a transitional area between R-1 Residential (Single-Family and Limited Two-Family) to the north and R-3 (Limited Multiple-Family Residential). A privacy fence will be installed along the north property line to buffer adjacent single-family homes. The southern boundary abuts Clay County Ditch 50, with property south of the ditch zoned R-5 Residential (Manufactured Housing). Given the 100-foot-wide ditch right-of-way, staff does not believe additional screening is necessary along the south boundary.

- Fuchs Sanitation has indicated it can provide tote service to the development. A separate agreement between the property owner and the hauler will address liability and service considerations.

- Staff recommends installation of “No Parking” signage to ensure the internal drive aisle remains clear for emergency access and sanitation services.

- The site will be fully surfaced. The high point of the site is approximately one-third of the way across the property from the east. Drainage has been reviewed by the City Engineer and the Buffalo-Red River Watershed District, which oversees Ditch 50.

A public hearing on the Planned Unit Development was held concurrently with the rezoning application for this parcel on 3/4. No public comments at the public hearing were received. However, an email from a resident the day following the public hearing was submitted to me. I have enclosed it for your review.

The developers intend to begin construction this upcoming construction season.

SUGGESTED ACTION: Motion to approve the Medium Density Residential Planned Unit Development: Three (3) Twin Homes Planned Unit Development Along 7th Street NE, Between Clay County Ditch 50 and 4th Avenue NE; Parcel ID 52.325.0010 (Block 4, Houges 6th Addition) | Property owners: Steve Opatril and Rick Halvorson | Applicant: Ziebarth Construction, LLC d/b/a ZCON with the conditions that a privacy fence along the north property boundary be installed; a fire hydrant is installed on the north side of the development, pending approval by the Dilworth Fire Chief; all drainage for this development is done in accordance with the City of Dilworth stormwater ordinance; "No Parking" signs are installed to keep the drive aisle free of vehicles; and, all other city requirements are met.

Additionally, it is found that:

1) The plan conforms to the City's Comprehensive Plan and Future Land Use Plan.

2) The PUD is designed to form a desirable and unified development within its boundaries.

3) The proposed use will not be detrimental to present or future land uses in the surrounding area.

4) Any exceptions to the standard requirements of the Zoning and Subdivision Ordinances are justified by the design of the development.

5) 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.

6) The PUD will not have a unique or adverse impact on the reasonable enjoyment of the neighboring property.

VOTING REQUIREMENT: Simple Majority of the Voting Quorum

SUBMITTED BY: Peyton Mastera, City Administrator

DEPARTMENT: City Hall

ATTACHMENTS: ZCON Twin Home Development (2.26.26).pdf

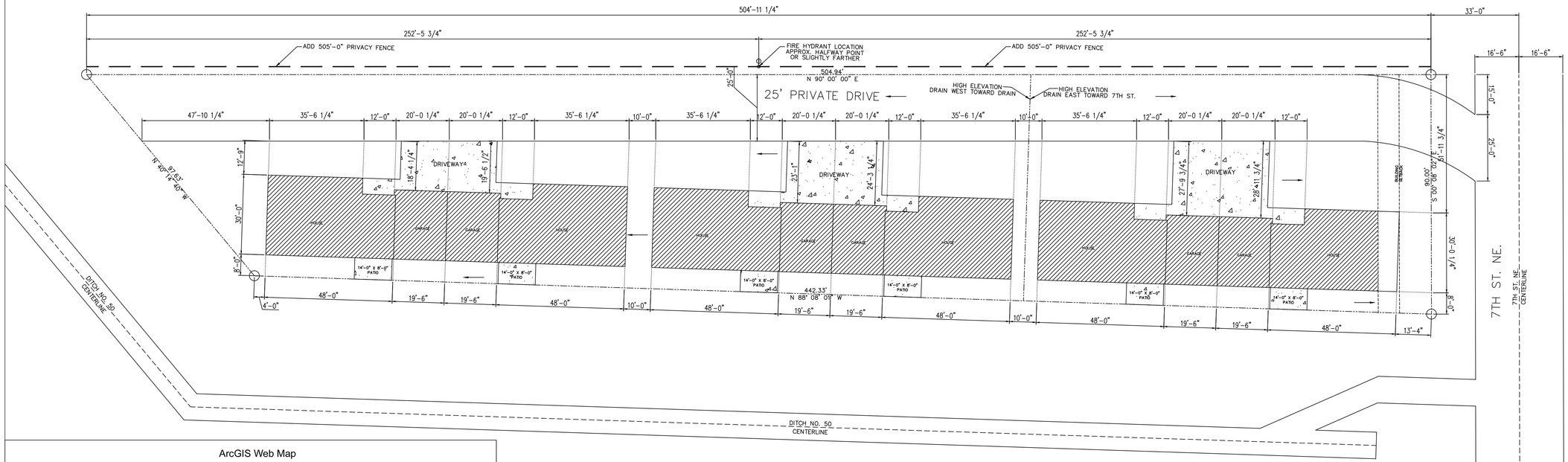
Martinson Email Correspondence.pdf

PARCEL NUMBER: 52.325.0010
ADDRESS
BLOCK #4
CITY OF DILWORTH, MN 56529
HOUGES 6TH ADD

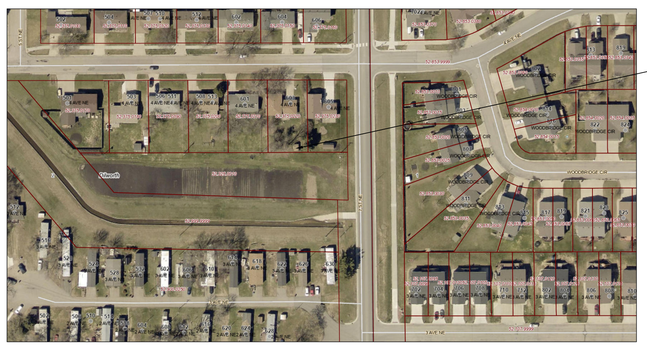
LEGEND	
○	PROPERTY CORNERS
-----------	PROPERTY LINES
— — —	PRIVACY FENCE
⊕	FIRE HYDRANT
←——→	DRAINAGE ARROWS

SITE STATISTICS		
ITEM	AREA (SF)	COVERAGE (%)
BUILDINGS	11,014 SF	28%
DRIVEWAYS & PATIOS	3,709 SF	10%
TOTAL IMPERVIOUS	14,723 SF	38%
GRASS/ LANDSCAPING	24,255 SF	62%
TOTAL LOT	38,978 SF	100%

NOTES:
1.) EROSION CONTROL BMP'S (SILT FENCE OR BIO-ROLLS) WILL BE INSTALLED ON THE DOWN GRADIENT PERIMETER OF THE SITE TO THE EXTENT OF LAND DISTURBING ACTIVITIES.
2.) INLET PROTECTION BMP'S WILL BE PLACED ON DOWN GRADIENT STORM WATER INLETS.
3.) SITE INSPECTION OF ALL TEMPORARY EROSION CONTROL BMP'S SHALL BE COMPLETED AT LEAST ONCE EVERY 7 DAYS AND WITHIN 24HOURS OF A RAIN EVENT GREATER THAN 0.5 INCHES IN A 24HR PERIOD.
4.) OWNER WILL PROVIDE THE NAME AND CONTACT INFORMATION OF THE EROSION CONTROL INSTALLER AND INSPECTOR ONCE ONE IS KNOWN.
5.) TEMPORARY EROSION CONTROL BMP'S WILL BE MAINTAINED UNTIL SITE HAS 70% PERMANENT VEGETATION COVERAGE.
6.) LANDSCAPING PLAN TBD.



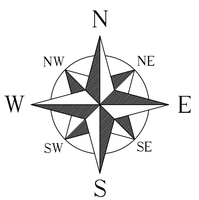
ArcGIS Web Map



LOCATION

SITE PLAN LAYOUT

SCALE: 1"=20'-0"



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SHEET DESCRIPTION
SITE PLAN

HOUSE TYPE OF DESCRIPTION
TWINHOME - 2 STALL

FINAL DRAWINGS FOR CONSTRUCTION

CUSTOMER APPROVAL:

DATE:

CONTRACTOR APPROVAL:

DATE:

EYE
FOR DESIGN,LLC

EYE FOR DESIGN,LLC
30860 CARE FREE LANE
FRAZEE, MN 56544
Phone : 701 - 388 - 9225
eyefordesignfm@gmail.com

DRAWN BY: JOSH S.
CHECKED BY:
DATE: DEC. 8, 2025

REVISION #1: DEC. 12, 2025
REVISION #2: JAN. 5, 2025
REVISION #3: JAN. 19, 2025
REVISION #4: JAN. 30, 2025
REVISION #5: FEB. 25, 2026
REVISION #6: -

PARCEL NUMBER: 52.325.0010

STREET ADDRESS
CITY OF DILWORTH, MN 56529
BLOCK #4
HOUGES 6TH ADD

C-1

L. Peyton Mastera

From: L. Peyton Mastera
Sent: Thursday, March 5, 2026 12:26 PM
To: 'Amanda Martinson'
Cc: Julie Nash
Subject: RE: Public Hearing Notice

Thank you for your message, Amanda.

As you may be aware, the public hearing for this potential development and rezoning was held last evening, at which time public comments and written correspondence would have been received. I am copying Vice Mayor Nash on this email, as she will be chairing next Monday's meeting when the City Council will consider the matter for final approval. Your email will also be included as part of the staff report for the Council's review.

A few general points for clarification:

- The property is designated as medium-density residential on the City's Future Land Use Map, which generally supports this type of development.

- While some residents have utilized the area as a "community garden," the property is privately owned and has been made available for that purpose by the property owners as a courtesy for several years. The City cannot dictate how a property owner utilizes their land, provided the use complies with the zoning ordinance.

- With respect to traffic, the property abuts seven residential homes to the north. In a typical block layout, those homes would back up to seven additional homes in a traditional grid pattern. The proposed development includes three twin homes (six units), which is fewer units than would typically be present in a conventional residential block configuration.

Thank you,

L. Peyton Mastera | City Administrator
City of Dilworth
2 First Avenue SE
Dilworth, MN 56529
218-287-2313
Social: @cityofdilworth

-----Original Message-----
From: Amanda Martinson <amanda1740@gmail.com>
Sent: Thursday, March 5, 2026 8:57 AM
To: L. Peyton Mastera <peyton.mastera@ci.dilworth.mn.us>
Subject: Public Hearing Notice

Hello,
I am writing in response to the Public Hearing Notice regarding the proposed twin home development between Clay County Ditch 50 and 4th Ave NE.

I would like to express my opposition to this proposal. The homes on this side of the neighborhood are primarily older, single-family homes, and the character of the area has remained consistent for many years. Introducing twin homes in this location would not align with the existing style and layout of that side of the neighborhood.

In addition, the area currently serves as a space for planted gardens during the summer months, which many residents enjoy and value. I am concerned that this development would eliminate that space and change the character of the neighborhood.

I am also concerned about the potential for increased traffic on this side of the community.

For these reasons, I respectfully ask that the city reconsider allowing twin home development in this location and instead preserve the existing single-family character of the neighborhood.

Thank you for your time and consideration.

Sincerely,
Amanda Martinson

AGENDA ITEM NO. 6.C

Resolution 26-17, Awarding Bid for the 34th Street North Water Main Extension Project

DESCRIPTION: At the February 9th City Council meeting, Council adopted a resolution (26-14) authorizing the bidding of the 34th Street North Water Main Extension Project. Bids will be opened at 10 AM on March 9th, with the final results being tabulated (along with an updated award resolution) being presented to the City Council at the meeting.

SUGGESTED ACTION: Motion to approve Resolution 26-17, Approving Awarding Bid for the 34th Street North Water Main Extension Project

VOTING REQUIREMENT: Simple Majority of the Voting Quorum

SUBMITTED BY: Peyton Mastera, City Administrator

DEPARTMENT: City Hall

ATTACHMENTS: Resolution 26-17, Awarding Bid for the 34th Street North Water Main Extension Project.pdf

34th Street North Water Main Extension Project Plans.pdf

Resolution 26-14, Approving Plans and Specifications and Ordering Advertisement for Bids for the 34th Street North Water Main Extension Project.pdf

Resolution 25-70, Ordering Improvement and Preparation of Plans and Specs - 34th Street North Water Main Extension Project.pdf

RESOLUTION 26-17

AWARDING BID FOR THE 34TH STREET NORTH WATER MAIN EXTENSION PROJECT

WHEREAS, pursuant to an advertisement for bids for the 34th Street North Water Main Extension Project, bids were received, opened, and tabulated according to the law at 10:00 AM on March 9th, 2026; and

WHEREAS, below is a tabulation of the responsible bidders:

WHEREAS, _____ appears to be the lowest responsible bidder; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF DILWORTH, MINNESOTA, that the 34th Street North Water Main Extension Project be awarded to _____, in the amount of $_____, and the Mayor and City Administrator are hereby authorized to execute any necessary contract documents related to this project.

ADOPTED by the City of Dilworth on the 9th day of March, 2026.

MAYOR: _____
Julie Nash, Vice-Mayor

ATTEST: _____
L. Peyton Mastera, City Administrator

FILE LOCATION: Q:\Projects\30000\30800\30847 34thStreetIndustrialParkUtilityExtension\CADiC3D\Production\30847_Cover.dwg

WATER SYSTEM IMPROVEMENT DISTRICT NO. 2026-1

34TH STREET N WATER MAIN EXTENSION

City of Dilworth

moore engineering, inc.
a Vistal company

DILWORTH, MN
CLAY COUNTY

VICINITY MAP

PROJECT LOCATION

N
W
E
S

PROJECT No. 30847

CIVIL LEGEND

EXISTING

- BENCHMARK
- IRON MONUMENT FOUND
- EXISTING PROPERTY LINE
- EXISTING PLAT LOT LINE
- EXISTING RIGHT OF WAY LINE
- EXISTING EASEMENT LINE
- EXISTING PLAT EASEMENT LINE
- EXISTING GAS LINE MARKER
- EXISTING GAS GATE VALVE
- EXISTING POWER POLE
- EXISTING LIGHT POLE
- EXISTING LIGHT POLE W/SIGN
- EXISTING GUY WIRE
- EXISTING TRAFFIC SIGNAL ARM
- EXISTING SIGN
- EXISTING CULVERT W/FLARED END SECTION (FES)
- EXISTING FLARED END SECTION (FES)
- EXISTING CURB STOP
- EXISTING HYDRANT W/GATE VALVE
- EXISTING GATE VALVE
- EXISTING PROPANE TANK
- EXISTING SANITARY SEWER MANHOLE
- EXISTING SANITARY SEWER CLEANOUT
- EXISTING STORM SEWER CATCH BASIN
- EXISTING STORM SEWER MANHOLE
- EXISTING WATER MAIN
- EXISTING WATER SERVICE W/CURB STOP
- EXISTING SANITARY SEWER
- EXISTING SANITARY SEWER (RELINE W/ CIPP)
- EXISTING SANITARY FORCEMAIN
- EXISTING SANITARY SEWER SERVICE
- EXISTING STORM SEWER
- EXISTING STORM SEWER FORCEMAIN
- EXISTING STEAM PIPE
- EXISTING AIR CONDITIONER
- EXISTING UTILITY PEDESTAL
- EXISTING UTILITY MANHOLE
- EXISTING UTILITY VAULT
- EXISTING UNDERGROUND COMMUNICATIONS
- EXISTING UNDERGROUND FIBER
- EXISTING UNDERGROUND TELEPHONE
- EXISTING OVERHEAD TELEPHONE
- EXISTING UNDERGROUND TELEVISION
- EXISTING OVERHEAD TELEVISION
- EXISTING UNDERGROUND GAS
- EXISTING UNDERGROUND ELECTRIC
- EXISTING OVERHEAD POWER
- EXISTING BARBED WIRE FENCE
- EXISTING CHAIN LINK OR STEEL FENCE
- EXISTING PVC OR WOOD FENCE
- EXISTING RAILROAD
- EXISTING SHRUB
- EXISTING STUMP
- EXISTING BOULDER
- EXISTING TREE / TREE CLUSTER
- EXISTING SPRINKLER HEAD
- EXISTING CLUSTER BOX UNIT (CBU)
- EXISTING MAILBOX
- EXISTING CURB AND GUTTER
- EXISTING CURB AND GUTTER LEVELING

PROPOSED

- NEW PROPERTY LINE
- NEW PLAT LOT LINE
- NEW RIGHT OF WAY LINE
- NEW EASEMENT LINE
- NEW PLAT EASEMENT LINE
- CONSTRUCTION EASEMENT
- CONSTRUCTION LIMITS
- NEW LIGHT POLE
- NEW LIGHT POLE W/ SIGN
- NEW GUY WIRE
- NEW SIGN
- TRAFFIC CONTROL - DRUM
- TRAFFIC CONTROL - TUBULAR MARKER
- NEW CULVERT W/FLARED END SECTION (FES)
- NEW FLARED END SECTION (FES)
- NEW CURB STOP
- NEW HYDRANT W/GATE VALVE
- NEW GATE VALVE
- NEW TAPPING SLEEVE
- NEW FITTINGS
- NEW PLUG
- NEW SANITARY SEWER MANHOLE
- NEW SANITARY SEWER CLEANOUT
- NEW STORM SEWER CATCH BASIN
- NEW STORM SEWER MANHOLE
- NEW WATER MAIN
- NEW WATER MAIN (DIRECTIONAL DRILLED, CASED OR BURST)
- NEW WATER SERVICE W/CURB STOP (S.B. ELEV.)
- NEW SANITARY SEWER
- NEW SANITARY SEWER (DIRECTIONAL DRILLED OR CASED)
- NEW SANITARY FORCEMAIN
- NEW SANITARY SEWER SERVICE (S.S. ELEV.)
- NEW STORM SEWER
- NEW STORM SEWER (DIRECTIONAL DRILLED OR CASED)
- NEW STORM SEWER FORCEMAIN
- NEW STEAM PIPE
- INSULATION PER DETAIL
- NEW BARBED WIRE FENCE
- NEW CHAIN LINK OR STEEL FENCE
- NEW PVC OR WOOD FENCE
- NEW CLUSTER BOX UNIT (CBU)
- NEW MAILBOX
- NEW LARGE DECIDUOUS TREE
- NEW SMALL DECIDUOUS TREE
- NEW SHRUB
- NEW LARGE EVERGREEN TREE
- NEW SMALL EVERGREEN TREE

REMOVALS

- INDICATES REMOVAL
- REMOVE CURB AND GUTTER
- REMOVE ASPHALT PAVEMENT
- REMOVE CONCRETE PAVEMENT
- REMOVE AGGREGATE SURFACE

PAVEMENT REHAB

- UNIFORM MILL & OVERLAY
- TAPERED MILL & OVERLAY
- LEVELING COURSE
- RECLAIM
- ASPHALT PATCH
- CHIP SEAL

PAVEMENT

- NEW INFLOW CURB AND GUTTER
- NEW OUTFLOW CURB AND GUTTER
- NEW ASPHALT SURFACE
- NEW CONCRETE SURFACE
- NEW GRANULAR SURFACE
- NEW CRUSHED CONCRETE SURFACE
- NEW DECORATIVE COLORED CONCRETE
- NEW ASPHALT SIDEWALK OR MULTI-USE PATH
- NEW CONCRETE SIDEWALK OR /MULTI-USE PATH
- NEW CONCRETE APPROACH OR DRIVEWAY
- NEW DETECTABLE WARNING PANEL
- NEW GRAVEL APPROACH OR DRIVEWAY
- NEW CONCRETE VALLEY GUTTER
- NEW MEDIAN NOSE APRON
- NEW ADA RAMP W/ WARNING PANEL

SOIL DISTURBANCE

- DISTURBANCE AREA / TOPSOIL REMOVAL
- REMOVE STOCKPILE
- EXISTING STOCKPILE
- TEMPORARY STOCKPILE
- PERMANENT STOCKPILE
- REAR YARD GRADING
- GRASS BUFFER STRIP

SOIL STABILIZATION

- DISTURBED SOIL STABILIZATION
- STRAW MULCH
- SEEDING & STRAW MULCH
- SEEDING & HYDRO MULCH
- TOPSOIL, SEEDING & STRAW MULCH
- TOPSOIL, SEEDING & HYDRO MULCH
- TOPSOIL, SEEDING & BLANKET

MISCELLANEOUS

- EXISTING RIPRAP
- NEW RIPRAP
- EXISTING LANDSCAPING AREA
- NEW LANDSCAPING AREA
- EXISTING WATER SURFACE
- NEW WATER SURFACE
- EXISTING WETLAND

EROSION CONTROL

- DRAINAGE BREAK LINE
- EXISTING DRAINAGE DIRECTION
- FINISHED DRAINAGE DIRECTION & SLOPE (2.0%)
- FINISHED GRADE (4:1)
- EXISTING CONTOUR ELEVATION (895)
- FINISHED CONTOUR ELEVATION (895)
- GRADE ELEVATIONS (FL:900.07)
- SEDIMENTATION CONTROL WATTLE
- SEDIMENTATION CONTROL FENCE
- ROCK CHECK
- STABILIZED CONSTRUCTION ENTRANCE (S.C.E.)
- CONCRETE WASHOUT
- INLET PROTECTION DEVICE

ABBREVIATIONS:

BOC = BACK OF CURB
BOW = BACK OF WALK
C = COMMUNICATION
CB# = STORM SEWER CATCH BASIN
CIPP = CURED IN PLACE PIPE
CL = CENTERLINE
CSP = CORRUGATED STEEL PIPE
CO# = SANITARY SEWER CLEANOUT
CS# = CONTROL STRUCTURE
DIA = DIAMETER
DIP = DUCTILE IRON PIPE
E = ELECTRICAL
ECC = EDGE OF CRUSHED CONCRETE
EG = EXISTING GRADE
EOC = EDGE OF CONCRETE
EOG = EDGE OF GRAVEL
EOP = EDGE OF PAVEMENT
EOW = EDGE OF WALK
EX = EXISTING
F = FIBER OPTIC
FES = FLARED END SECTION
FG = FINISHED GRADE
FL = FLOWLINE
FM = FORCEMAIN
G = GAS LINE
HP = HIGH POINT
INV = INVERT
LP = LOW POINT
MA = MATCH
M# = STORM SEWER MANHOLE
MT# = STORM SEWER TEE MANHOLE
MM# = STORM SEWER MULTI-MANHOLE
MC = MIDPOINT OF CURVE
OHP = OVERHEAD POWER
OHT = OVERHEAD TELEPHONE
OHTV = OVERHEAD TELEVISION
PC = POINT OF CURVATURE
PRC = POINT OF REVERSE CURVE
PVC = POLYVINYL CHLORIDE PIPE
PT = POINT OF TANGENCY
RIM = RIM OF STRUCTURE
S# = SANITARY SEWER MANHOLE
S.B. ELEV = STOP BOX ELEVATION
S.S. ELEV = SANITARY SEWER SERVICE INVERT
SS = SANITARY SEWER
ST = STORM SEWER
STA = ALIGNMENT STATION
T = TELEPHONE
TOC = TOP OF CONCRETE
TOP = TOP OF PAVEMENT
TOP = TOP OF PIPE
TOW = TOP OF WALK
TR# = SANITARY TELEVISING RISER
TRANS = TRANSFORMER
TV = TELEVISION
U = UTILITY (UNKNOWN UTILITY)

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CIVIL
WATER SYSTEM IMPROVEMENT DISTRICT NO. 2026-1
34TH STREET N WATER MAIN EXTENSION
DILWORTH, MN
CIVIL LEGEND

DATE:	02.03.26
REV DATE:	----
REV NUM:	----
RECORD:	----
PROJECT No.	30847
MANAGER:	AA
DESIGNER:	CPB
DRAFTER:	MTC
REVIEWER:	JCR

C-001

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FILE LOCATION: Q:\Projects\30000\30800\30847 34thStreetIndustrialParkUtilityExtension\CADiC3D\Production\30847_Cover.dwg

THE FOLLOWING PLAN NOTES SUPPLEMENT AND AMEND THE PLAN SHEETS, SPECIFICATIONS AND MNDOT REFERENCES AS FOLLOWS:

GENERAL NOTES:

1. Take necessary precautions required to protect adjacent properties during the construction operations.
2. Notify Engineer where section, subsection or property monuments are encountered, before such monuments are removed. Protect and carefully preserve all property markers and monuments until the engineer and authorized surveyor has witnessed or otherwise referenced the location.
3. Coordinate a staging area location with the city for construction. There is no guarantee the city has an area suitable for staging.
4. The drawings designate those existing items for removal, replacement, or improvement. If not designated for removal, replacement, or improvement, all other existing items within the site are to be protected.
5. Testing requirements for MNDOT bid item numbers to be in accordance with the SALT Schedule of Materials Controls unless otherwise noted.
6. Use published truck routes. Any construction traffic damage to roads outside the construction area to be repaired by the contractor.

UNDERGROUND NOTES:

1. Coordinate any utility relocations.
2. Unless otherwise noted, any removal, relocation, replacement, or bracing of power poles or any other utilities is the responsibility of the Contractor.
3. Existing utilities (both public and private) shown on the plans are approximate and may not be complete. It will be the contractor's responsibility to verify and locate any utilities prior to excavation. There will be no additional payment for exploratory time.
4. Contractor will be required to perform and meet all testing requirements while against some existing gate valves.
5. There is a potential for water on the project. It shall be the contractor's responsibility to dewater for constructability.
6. All connections to existing water main to utilize hymax dresser couplings.
7. Top of water main shall be installed with a minimum depth of 8.5 feet below final grade.
8. No extra payment will be made for bedding material for pipe, structures or fittings.
9. The subsurface utility information in this plan is utility quality level D. This utility quality level was determined according to the guidelines of CI/ASCE 38-22, entitled, "Standard Guidelines for Investigating and Documenting Existing Utilities".
10. Not all water main fittings required for a complete installation may be shown on the plans. Provide all required fittings.
11. Notify the Engineer and City at least 48 hours prior to disruption of water service. Contact the City to locate necessary gate valves and to have the city shut appropriate valves after discussion with the engineer. Notifying any house/business in writing 24 hours prior to disruption of their water service. The maximum amount of time a house/business service may be disconnected from service is 4 hours, otherwise provide temporary water service to any affected house/business. No house/business service may be disconnected from service overnight and limit the time any service is out of water.
12. Contractor shall expose existing 16" City of Moorhead water transmission line prior to installing proposed water main that crosses the transmission line. Contractor shall coordinate the excavation of the Moorhead water transmission line with Moorhead Public Service ("MPS"), and contact Jake Long at 218-477-8074 at a minimum of two days prior to excavating near the pipe so that MPS may be on site during excavation and collect data from the exposing of the pipe.

REMOVAL NOTES

1. All ends of abandon pipe shown shall be plugged with an approved method so that no soil will enter the system. Sanitary sewer may be plugged with a PVC cap if outside manhole.
2. All miscellaneous debris, fittings, pipe material, appurtenances etc. Resulting from construction operations shall be the first right of refusal to the owner. Otherwise, it will become the property of the contractor and shall be properly disposed of off-site.
3. All removals shall be saw cut. Saw cuts must be full depth.

EROSION CONTROL:

1. Concrete washout area shall be located within project limits and appropriately signed/delineated. Washout material shall be removed and area backfilled, seeded, and mulched. No additional payment shall be made for the concrete washout area.
2. The erosion control plan is not comprehensive, and the contractor shall be responsible to perform additional work as necessary to comply with the NPDES Construction Stormwater permit and the SWPPP.
3. The contractor is responsible for keeping all dirt and debris out of the storm sewer, culverts or ditches that are on or are adjacent to the project. Cleaning or restoring these items shall be incidental to the construction contract.

TRAFFIC CONTROL NOTES:

1. The contractor will be responsible for maintaining access to all businesses/residences/public facilities at all times. This would include building & maintaining any required temporary access roadways.
2. The contractor must follow the current Minnesota M.U.T.C.D. for traffic control for all construction operations that interfere with traffic.
3. Contractor to give no less than 48-hour notice prior to any work being done on the project. No parking signs and any traffic control shall be posted at least 48 hours prior to work commencing.

BASIS OF ESTIMATED QUANTITY	
ITEM:	**APPLICATION RATE**
SEED MIX (MnDOT Type SSR)	26 POUNDS/ACRE
FERTILIZER TYPE 3 (BROADCAST)	(22-5-10) 350 POUNDS/ACRE
HYDRAULIC MULCH MATRIX	2,500 POUNDS/ACRE

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CIVIL
WATER SYSTEM IMPROVEMENT DISTRICT NO. 2026-1
34TH STREET N WATER MAIN EXTENSION
DILWORTH, MN
GENERAL NOTES

DATE:	02.03.26
REV DATE:	----
REV NUM:	----
RECORD:	----
PROJECT No.	30847
MANAGER:	AA
DESIGNER:	CPB
DRAFTER:	MTC
REVIEWER:	JCR

C-002

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STATEMENT OF ESTIMATED QUANTITY

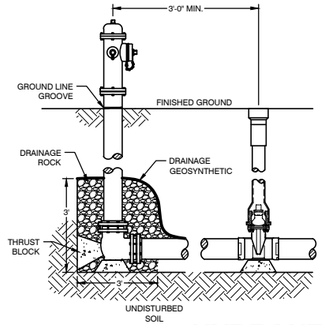
KEYNOTES		BID ITEM NO. & DESCRIPTION		UNIT	Participating	Project Total
1		2021.501	Mobilization	LS	1.00	1
2		2563.618	Traffic Control	LS	1	1
3		2573.501	Erosion Control	LS	1	1
4		2574.501	Turf Establishment	LS	1	1
5		331413	6" PVC Watermain - C900	LF	80	80
6		331413	12" PVC Watermain - C900	LF	5,860	5,860
7		331413	Connect to Existing Water Main	EA	1	1
8		331419	Hydrant	EA	2	2
9		331419	6" Gate Valve and Box	EA	2	2
10		331419	12" Gate Valve and Box	EA	3	3

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CIVIL
WATER SYSTEM IMPROVEMENT DISTRICT NO. 2026-1
34TH STREET N WATER MAIN EXTENSION
DILWORTH, MN
STATEMENT OF ESTIMATED QUANTITIES

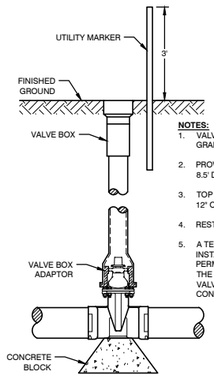
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REV DATE:	----
REV NUM:	----
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PROJECT No.	30847
MANAGER:	AA
DESIGNER:	CPB
DRAFTER:	MTC
REVIEWER:	JCR

C-003



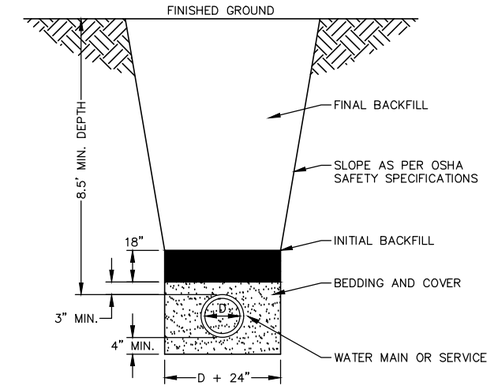
NOTES:
1. DO NOT BLOCK WEEP HOLE ON HYDRANT.
2. DO NOT COVER ANY JOINT WITH CONCRETE.
3. ALL UNDERGROUND METAL ITEMS TO BE WRAPPED WITH POLYETHYLENE.
4. NOZZLE HEIGHT SHALL BE AS SHOWN ON PLANS.
5. RESTRAIN ALL JOINTS.
6. DRAINAGE ROCK SHALL BE 1"-2" WASHED ROCK.

HYDRANT
NO SCALE 06.26.25

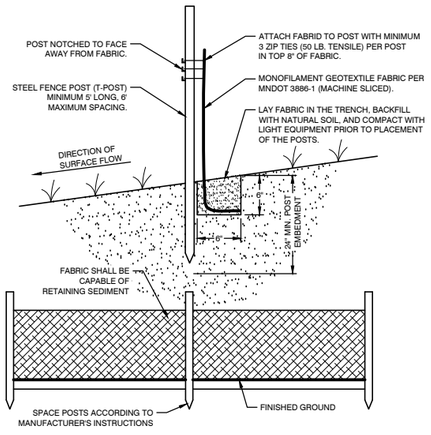


NOTES:
1. VALVE AND BOX SHALL BE BACKFILLED WITH GRANULAR MATERIAL.
2. PROVIDE RISER FOR NUT ON ANY VALVE OVER 8.5' DEEP.
3. TOP OF VALVE BOX SHALL BE SET TO PROVIDE 12" OF UPWARD ADJUSTMENT.
4. RESTRAIN ALL JOINTS.
5. A TEMPORARY UTILITY MARKER SHALL BE INSTALLED NEXT TO THE VALVE BOX. A PERMANENT UTILITY MARKER SHALL REPLACE THE TEMPORARY UTILITY MARKER ONLY AT VALVES IN OPEN FIELDS AFTER ALL CONSTRUCTION WORK IS COMPLETED.

VALVE AND BOX
NO SCALE 06.26.25

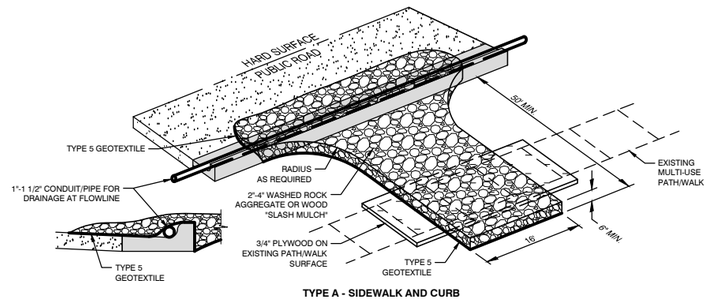


WATER MAIN OR SERVICE TRENCH
NO SCALE MUNI-312316.13-7 05.08.19

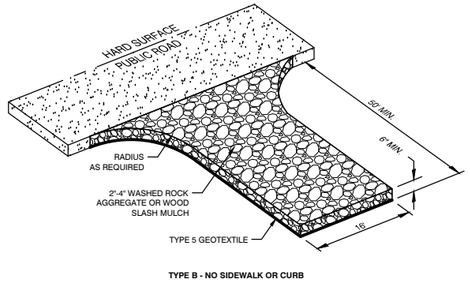


NOTES:
1. INSPECT AND REPAIR AFTER EACH STORM EVENT, AND REMOVE SEDIMENT WHEN NECESSARY.
2. REMOVED SEDIMENTS SHALL BE DEPOSITED IN AN AREA THAT WILL NOT CONTRIBUTE SEDIMENT OFF-SITE AND CAN BE PERMANENTLY STABILIZED.
3. MACHINED SLICED SILT FENCE TO HAVE EMBEDMENT DEPTH OF 8" TO 12".

STANDARD SILT FENCE
NO SCALE 06.26.25



TYPE A - SIDEWALK AND CURB



TYPE B - NO SIDEWALK OR CURB

CONSTRUCTION ENTRANCE
NO SCALE 06.26.25

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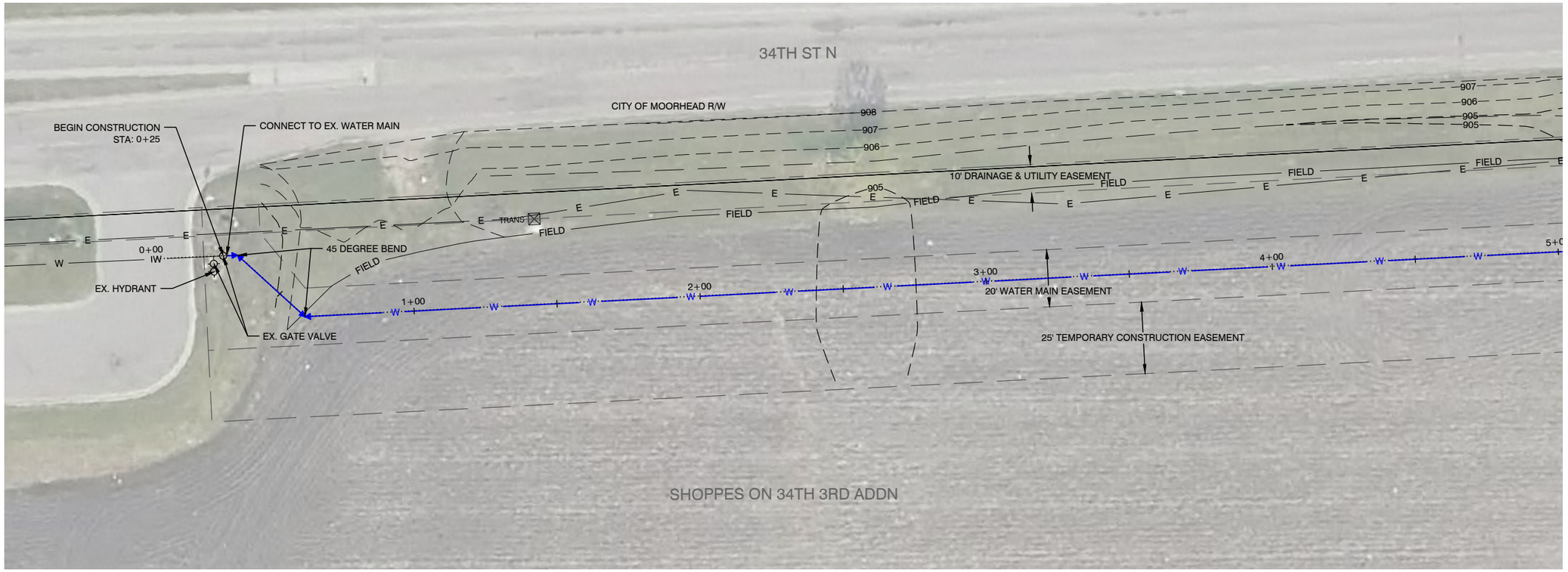
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WATER SYSTEM IMPROVEMENT DISTRICT NO. 2026-1
34TH STREET N WATER MAIN EXTENSION
DILWORTH, MN
TYPICAL SECTIONS

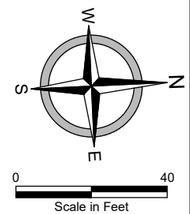
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PROJECT No.	30847
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DESIGNER:	CPB
DRAFTER:	MTC
REVIEWER:	JCR

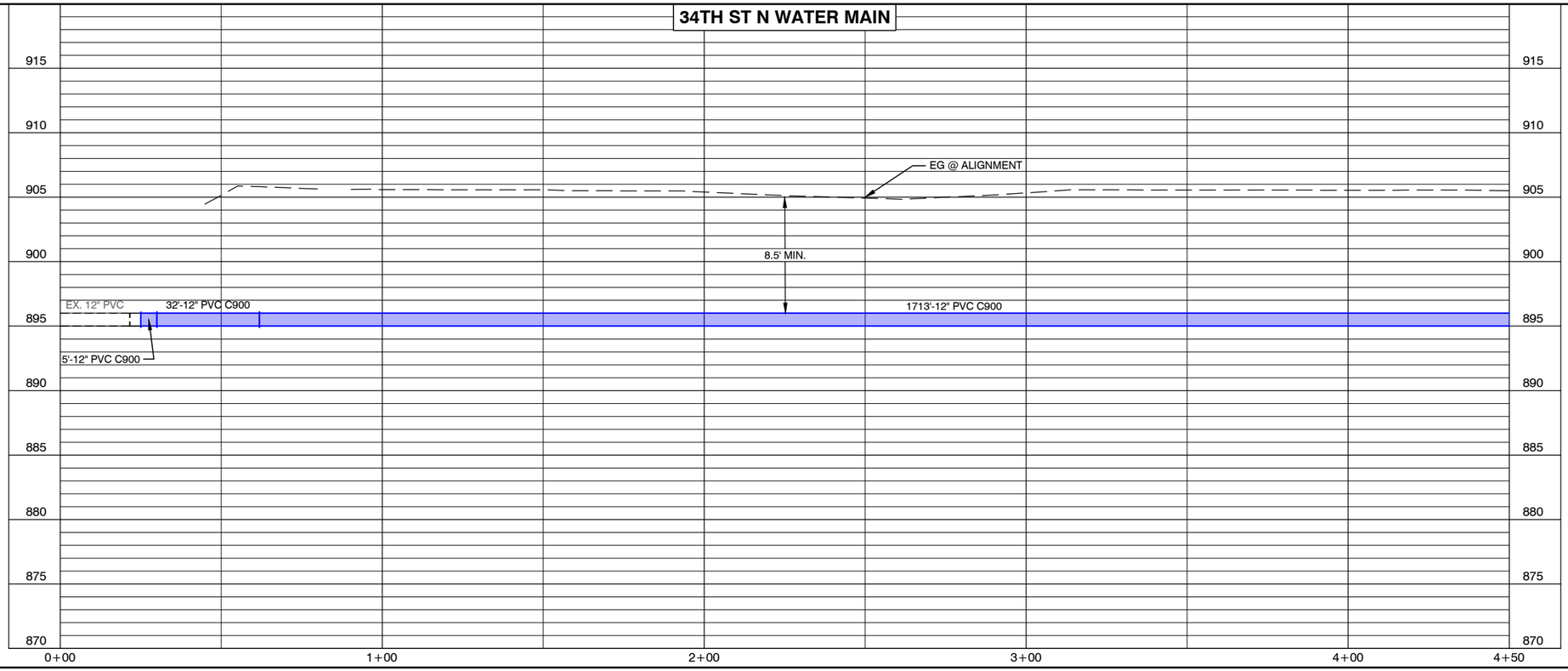
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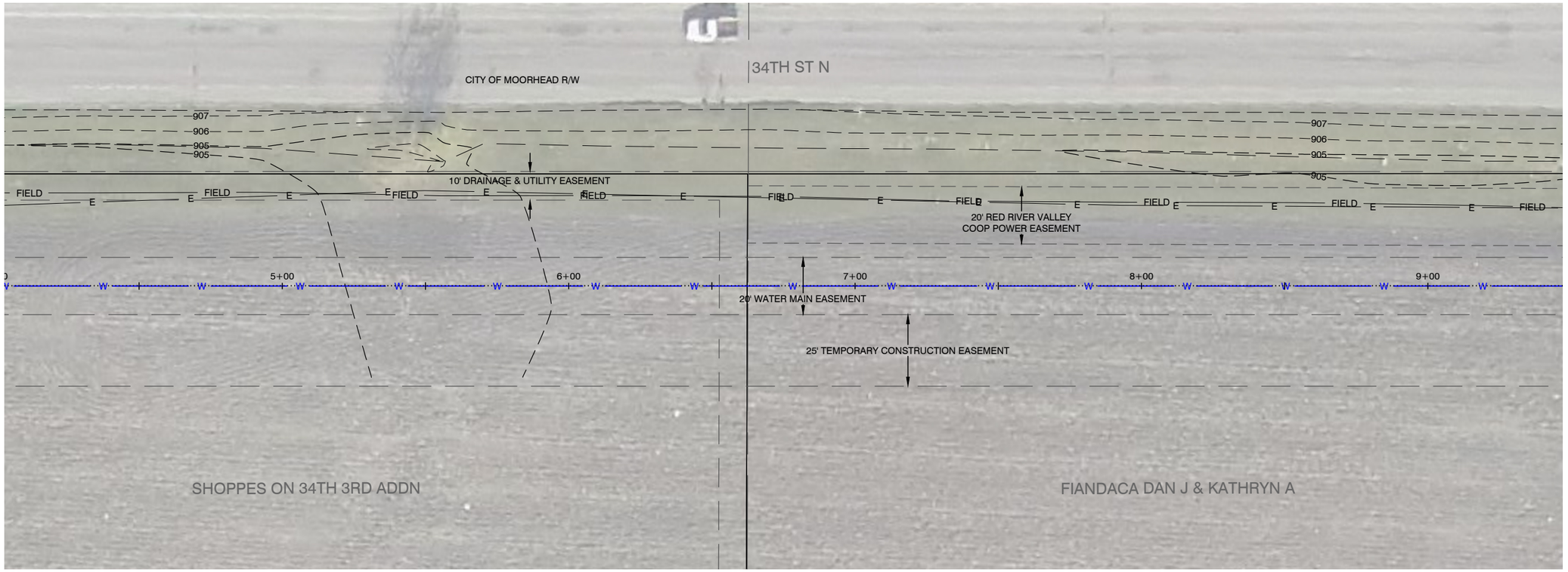
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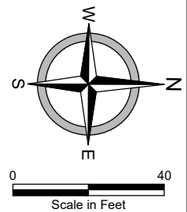
UNDERGROUND
WATER SYSTEM IMPROVEMENT DISTRICT NO. 2026-1
34TH STREET N WATER MAIN EXTENSION
DILWORTH, MN
WATERMAIN EXTENSION - STA 0+00 - 4+50

DATE:	02.03.26
REV DATE:	----
REV NUM:	----
RECORD:	----
PROJECT No.	30847
MANAGER:	AA
DESIGNER:	CPB
DRAFTER:	MTC
REVIEWER:	JCR

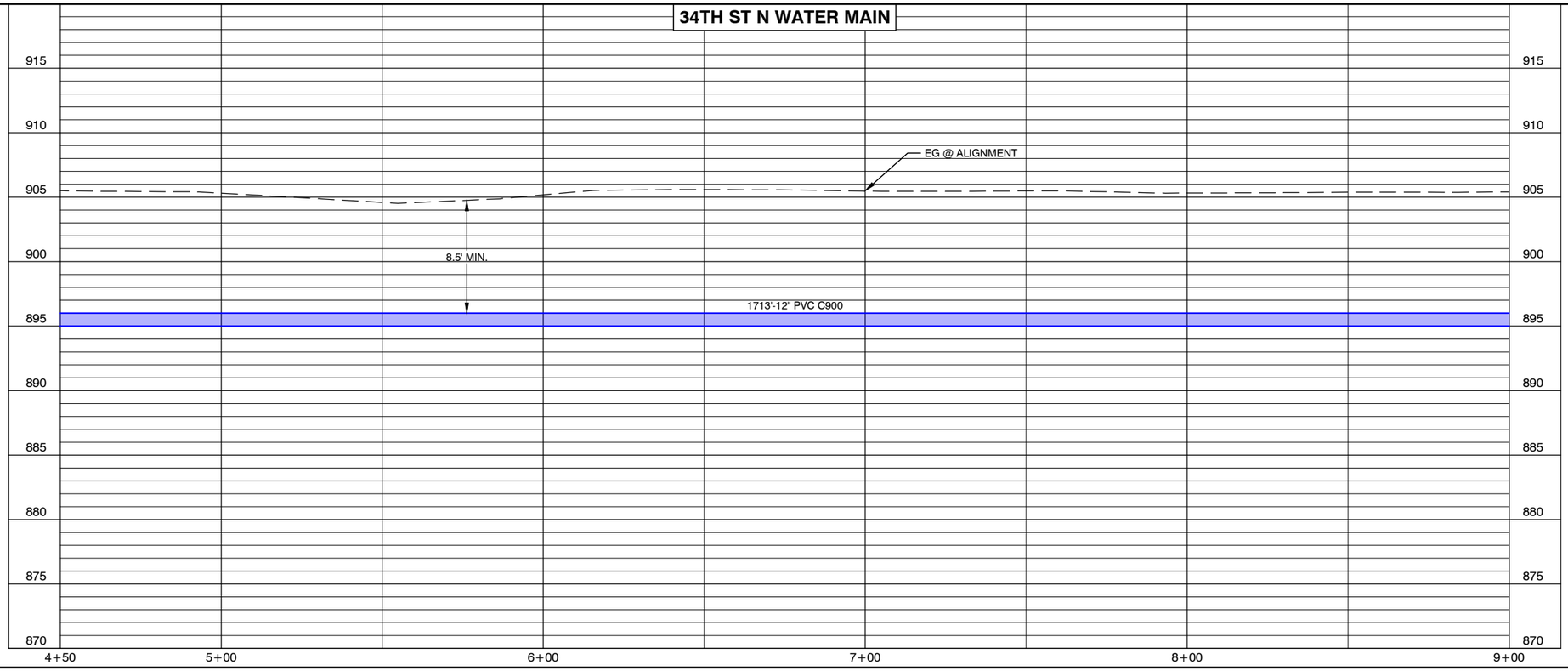
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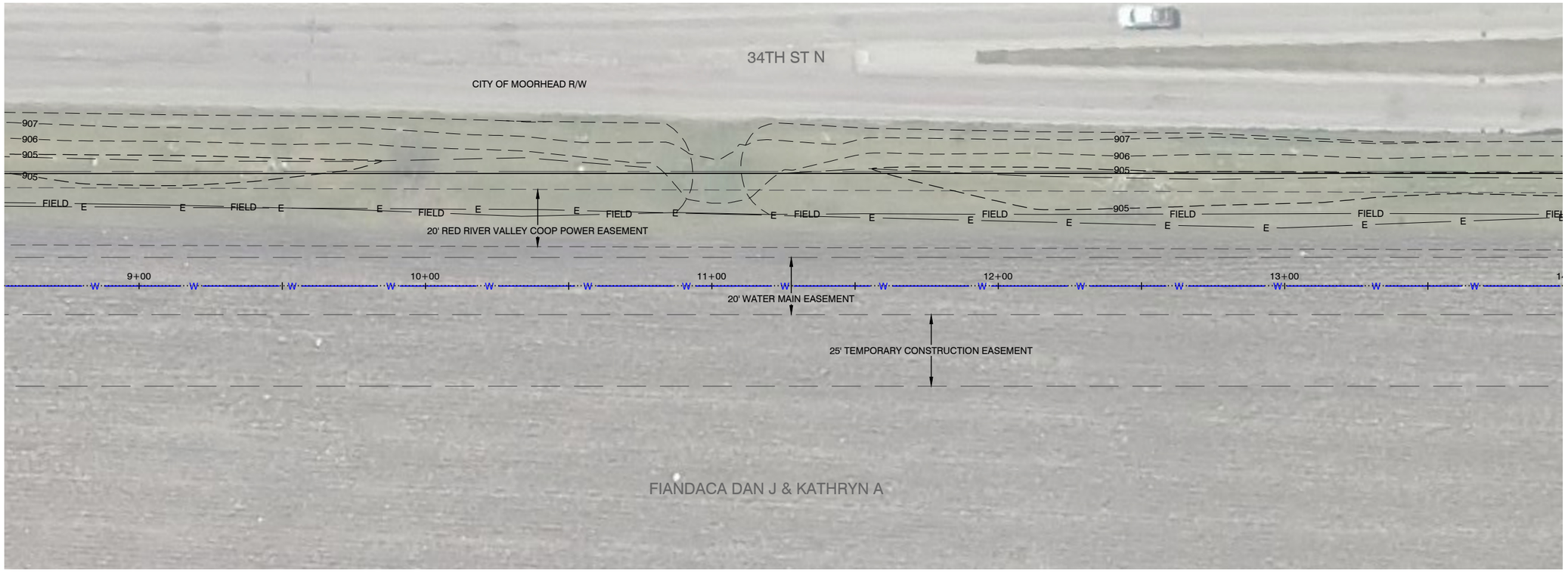


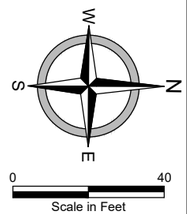
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34TH STREET N WATER MAIN EXTENSION
DILWORTH, MN
WATERMAIN EXTENSION - STA 4+50 - 9+00

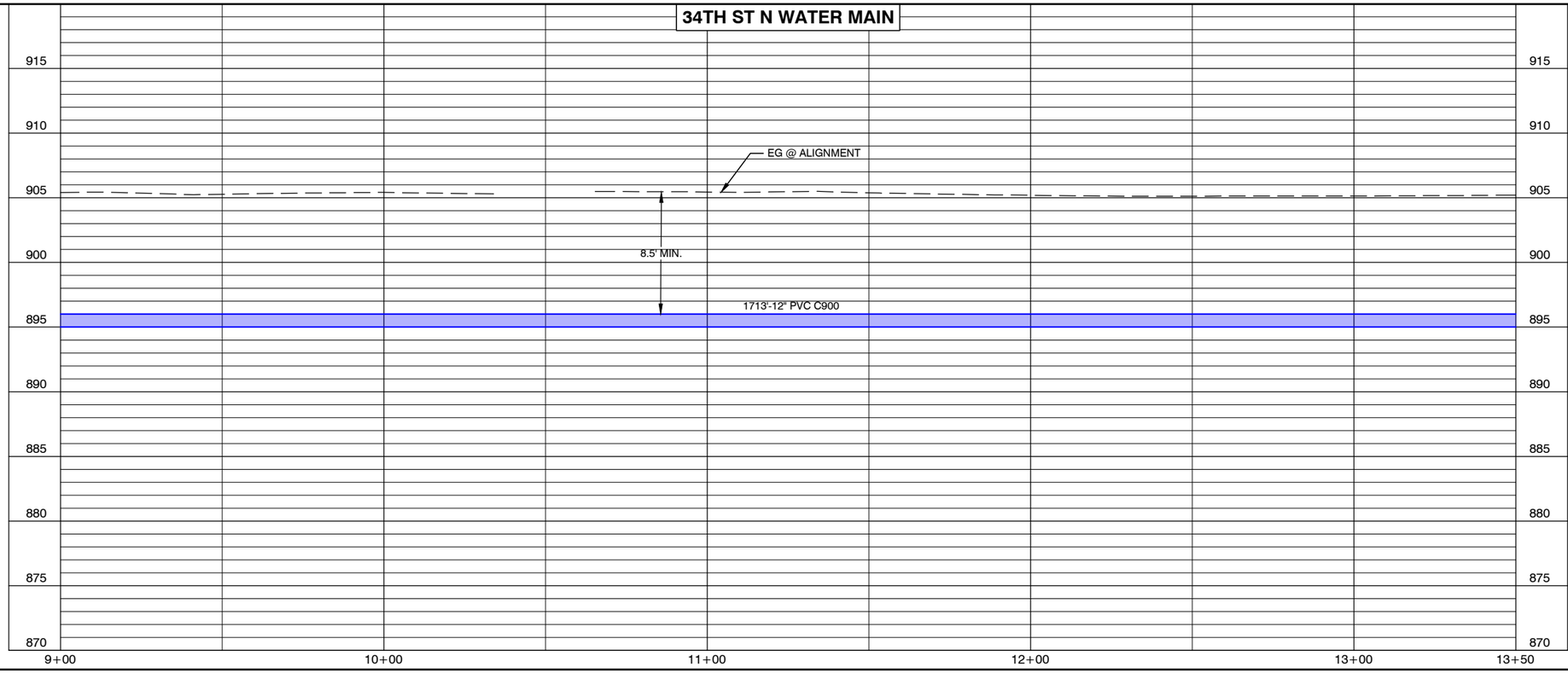
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PROJECT No.	30847
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DESIGNER:	CPB
DRAFTER:	MTC
REVIEWER:	JCR

C-401

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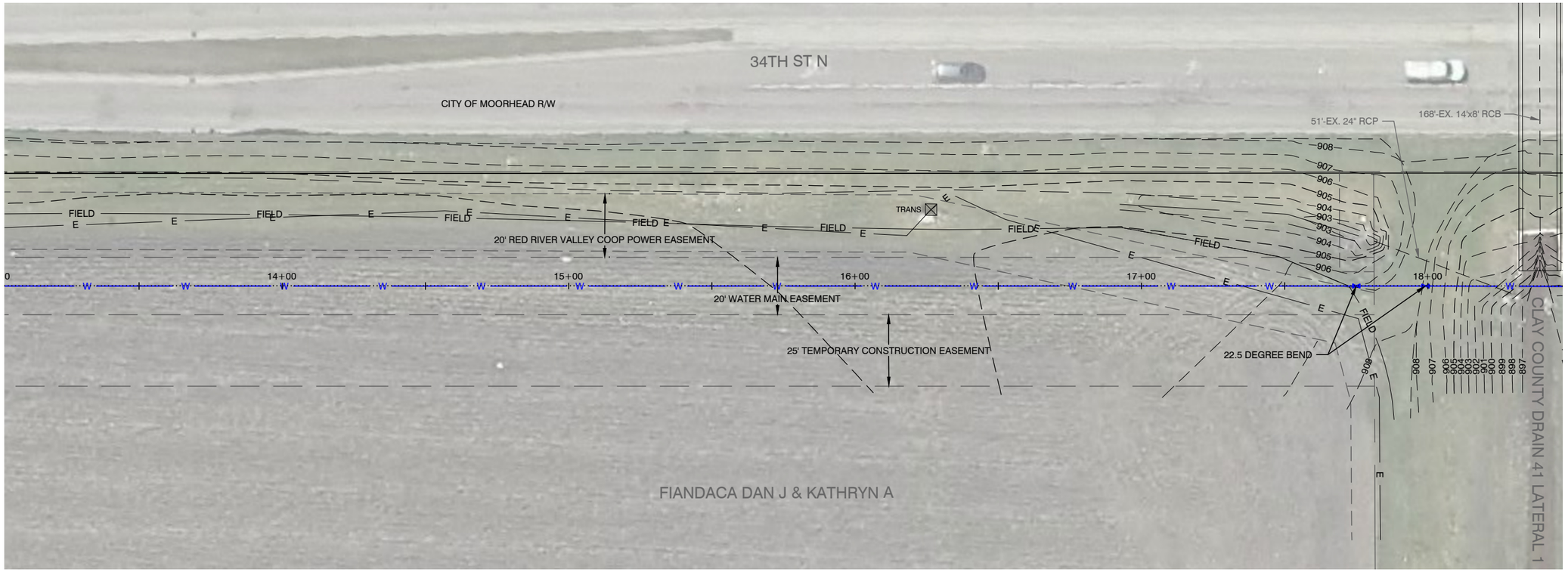
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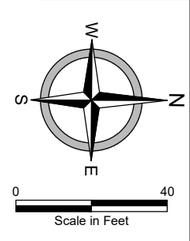
UNDERGROUND
WATER SYSTEM IMPROVEMENT DISTRICT NO. 2026-1
34TH STREET N WATER MAIN EXTENSION
DILWORTH, MN
WATERMAIN EXTENSION - STA 9+00 - 13+50

DATE:	02.03.26
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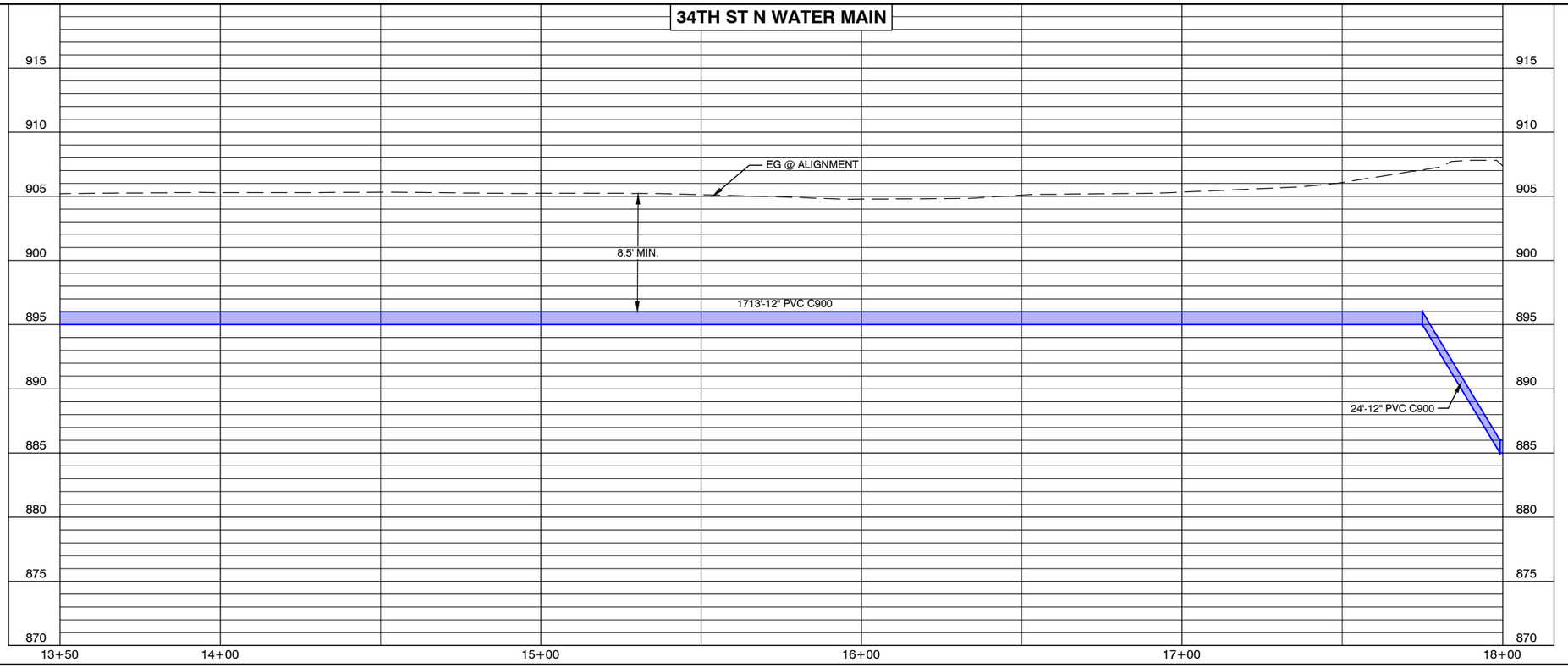
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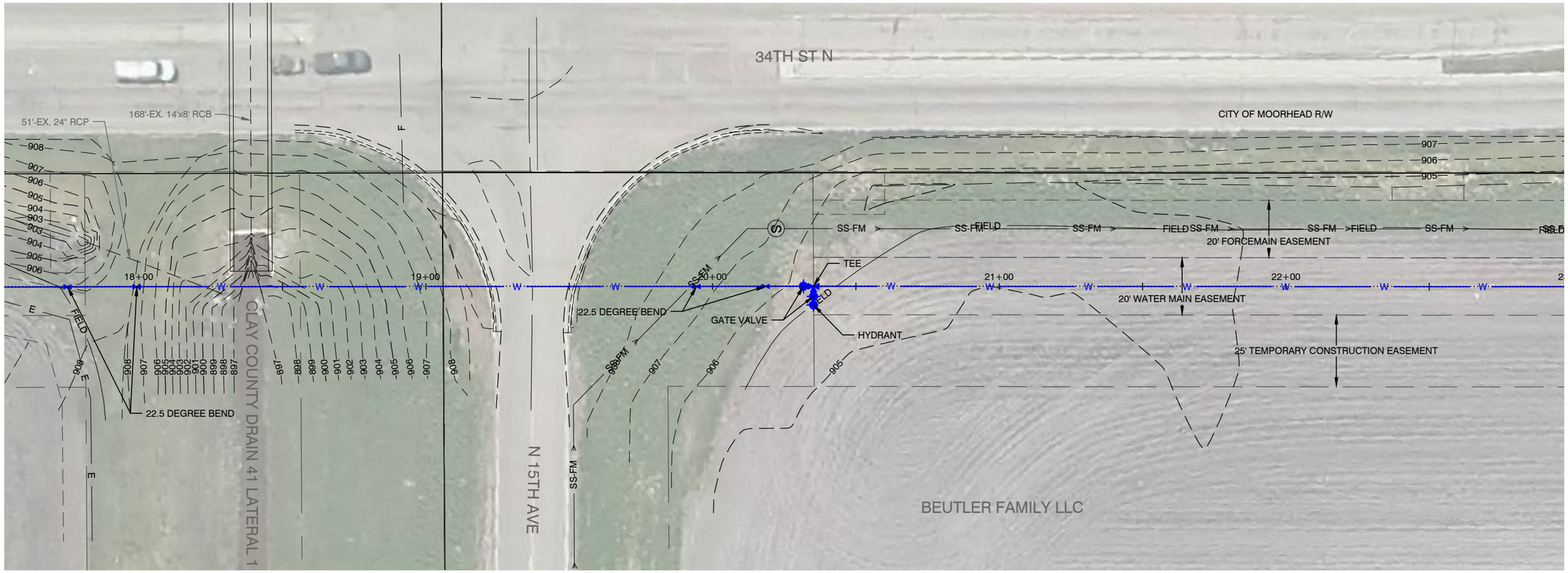


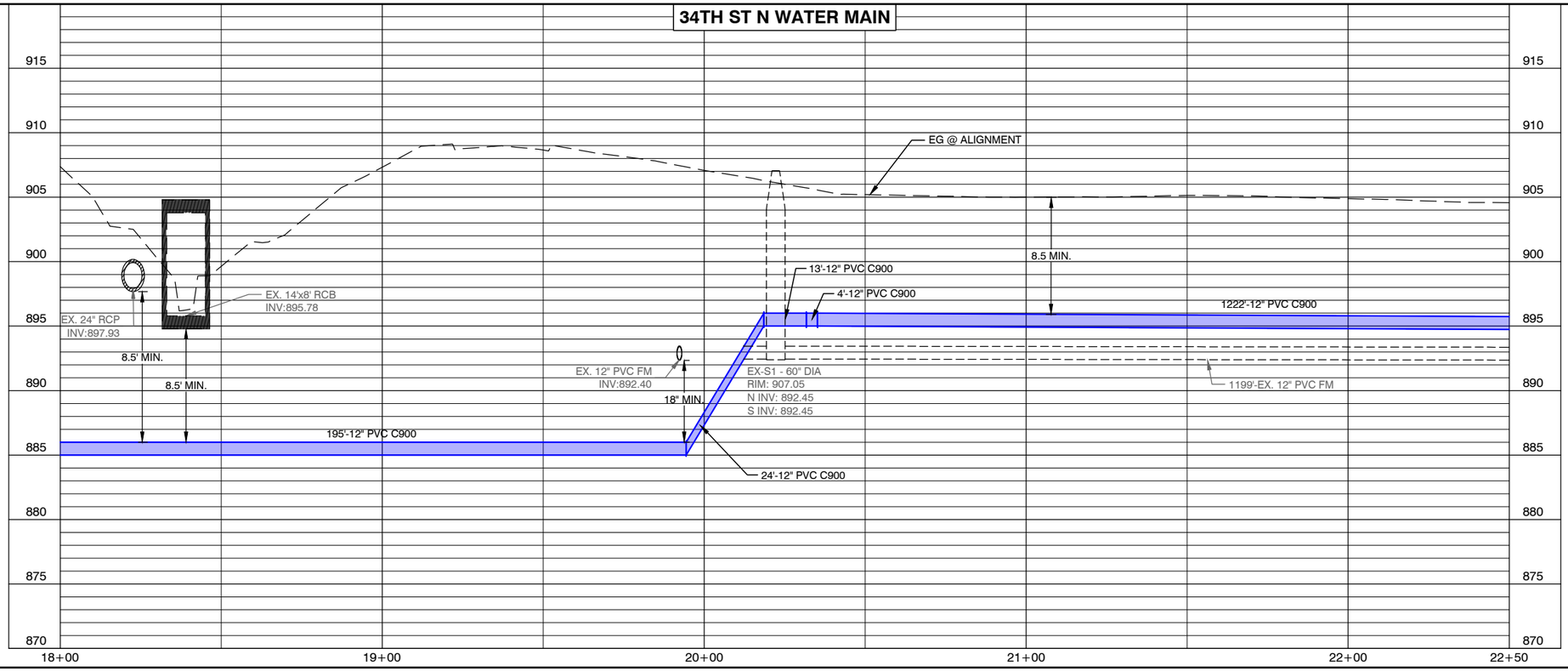
UNDERGROUND
WATER SYSTEM IMPROVEMENT DISTRICT NO. 2026-1
34TH STREET N WATER MAIN EXTENSION
DILWORTH, MN
WATERMAIN EXTENSION - STA 13+50 - 18+00

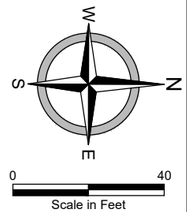
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REV DATE:	----
REV NUM:	----
RECORD:	----
PROJECT No.	30847
MANAGER:	AA
DESIGNER:	CPB
DRAFTER:	MTC
REVIEWER:	JCR

C-403

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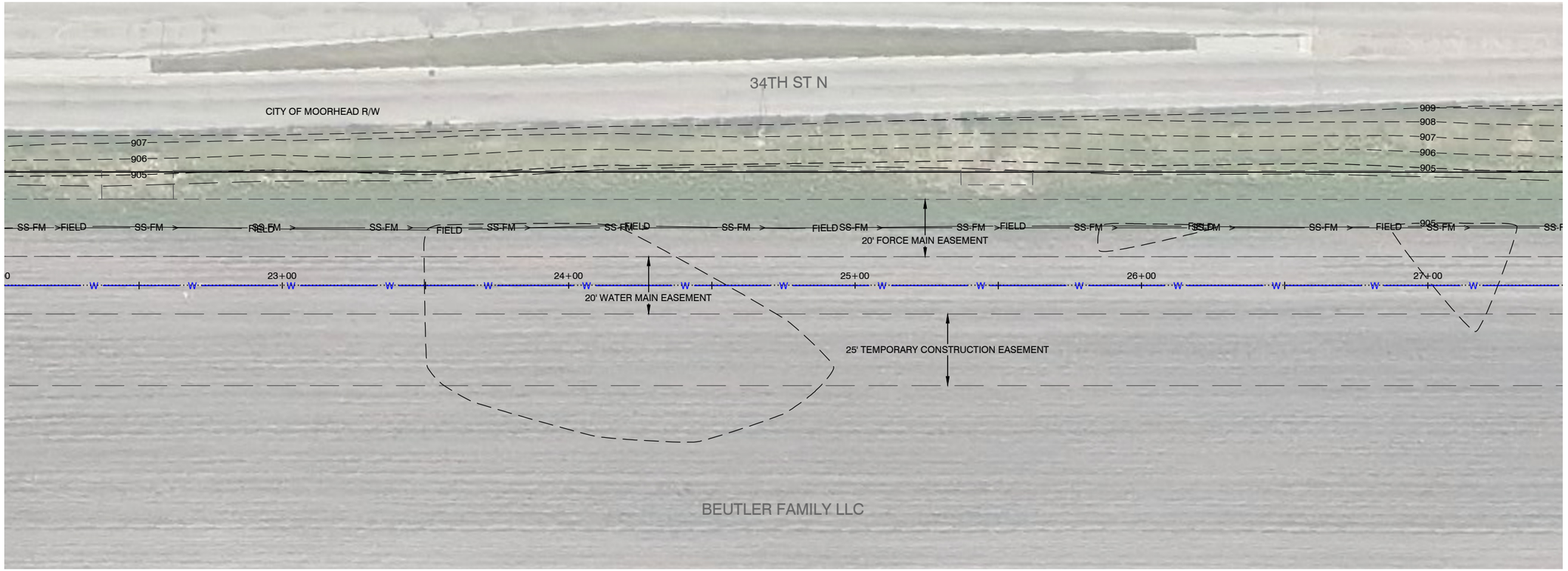
moore engineering, inc.
a Vistal company

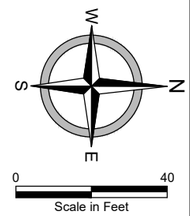
UNDERGROUND
WATER SYSTEM IMPROVEMENT DISTRICT NO. 2026-1
34TH STREET N WATER MAIN EXTENSION
DILWORTH, MN
WATERMAIN EXTENSION - STA 18+00 - 22+50

DATE:	02.03.26
REV DATE:	----
REV NUM:	----
RECORD:	----
PROJECT No.	30847
MANAGER:	AA
DESIGNER:	CPB
DRAFTER:	MTC
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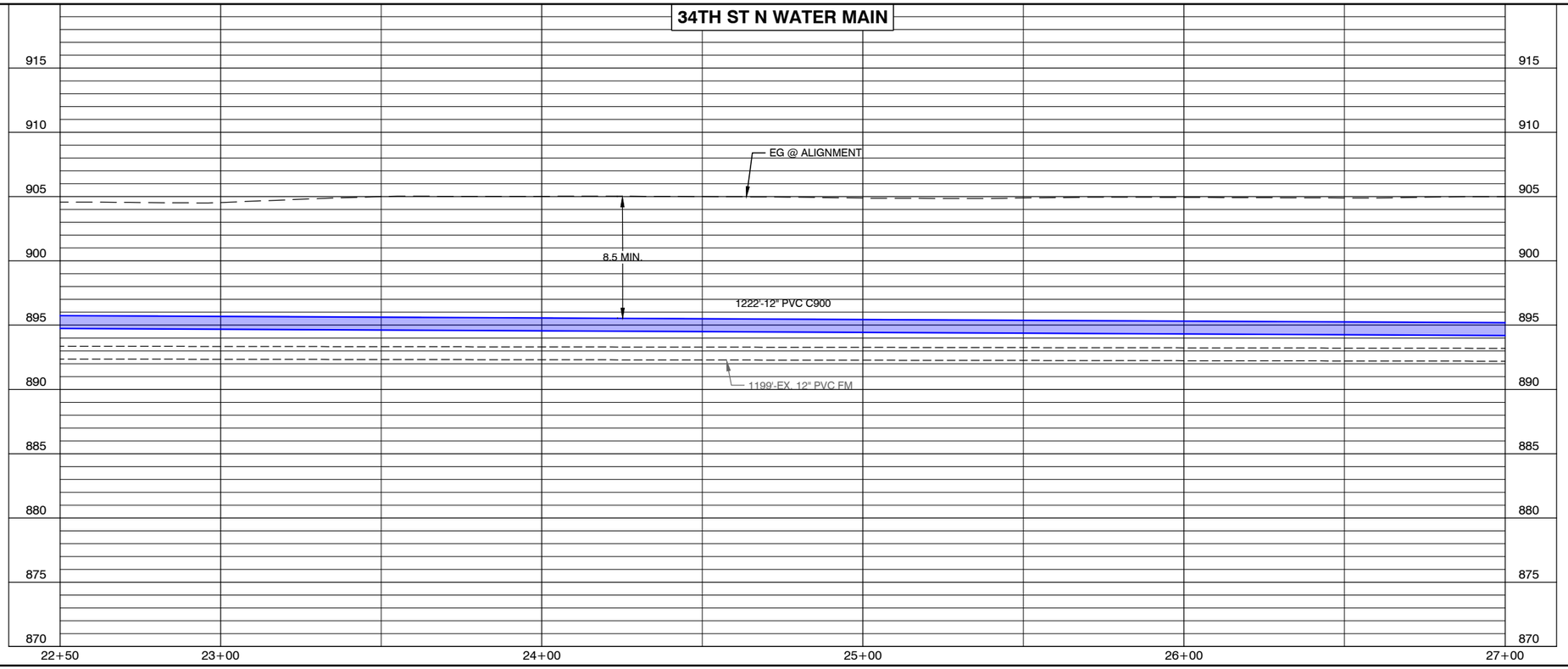
C-404

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moore engineering, inc.
a Vistal company

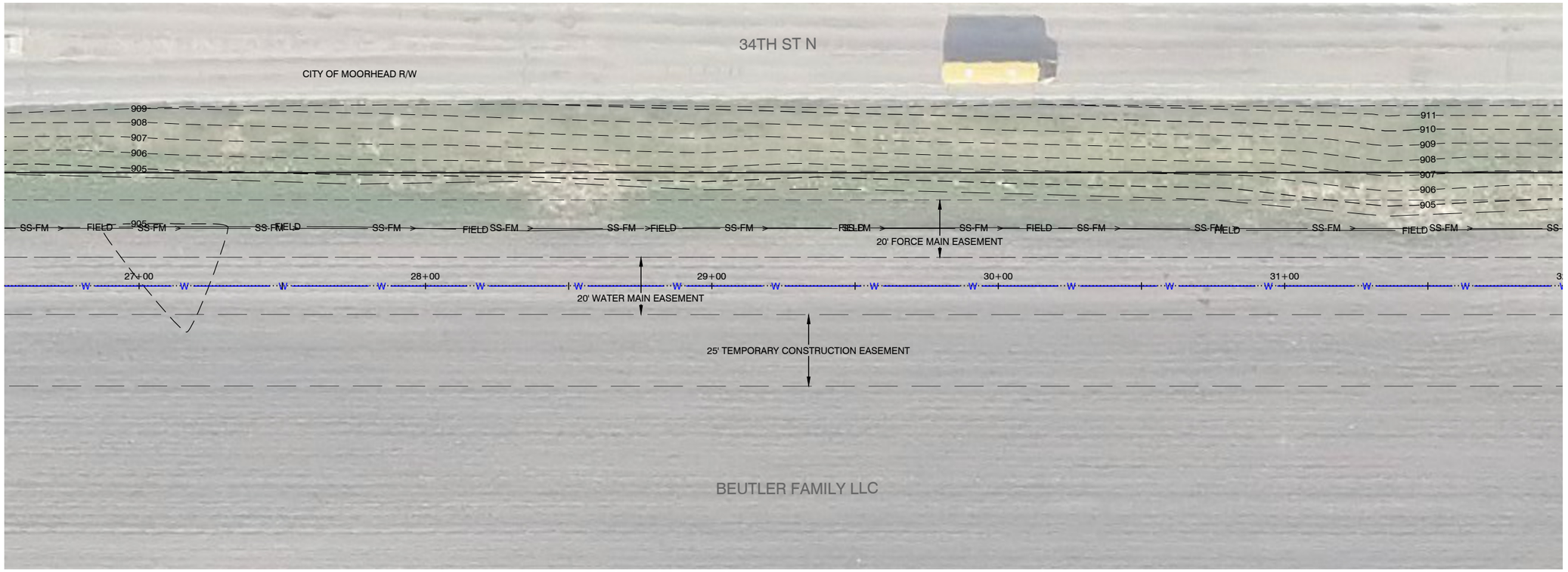


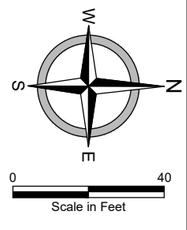
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34TH STREET N WATER MAIN EXTENSION
DILWORTH, MN
WATERMAIN EXTENSION - STA 22+50 - 27+00

DATE:	02.03.26
REV DATE:	----
REV NUM:	----
RECORD:	----
PROJECT No.	30847
MANAGER:	AA
DESIGNER:	CPB
DRAFTER:	MTC
REVIEWER:	JCR

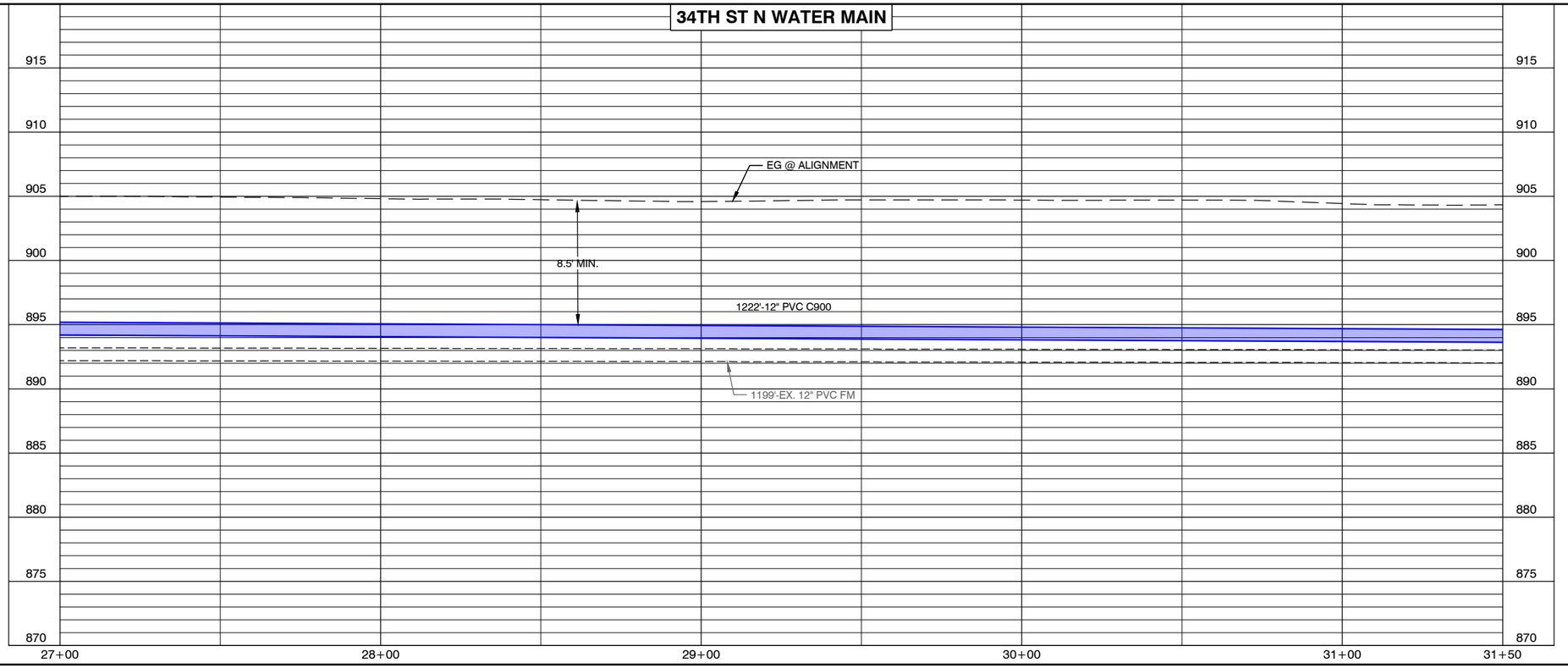
C-405

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moore engineering, inc.
a Vistal company

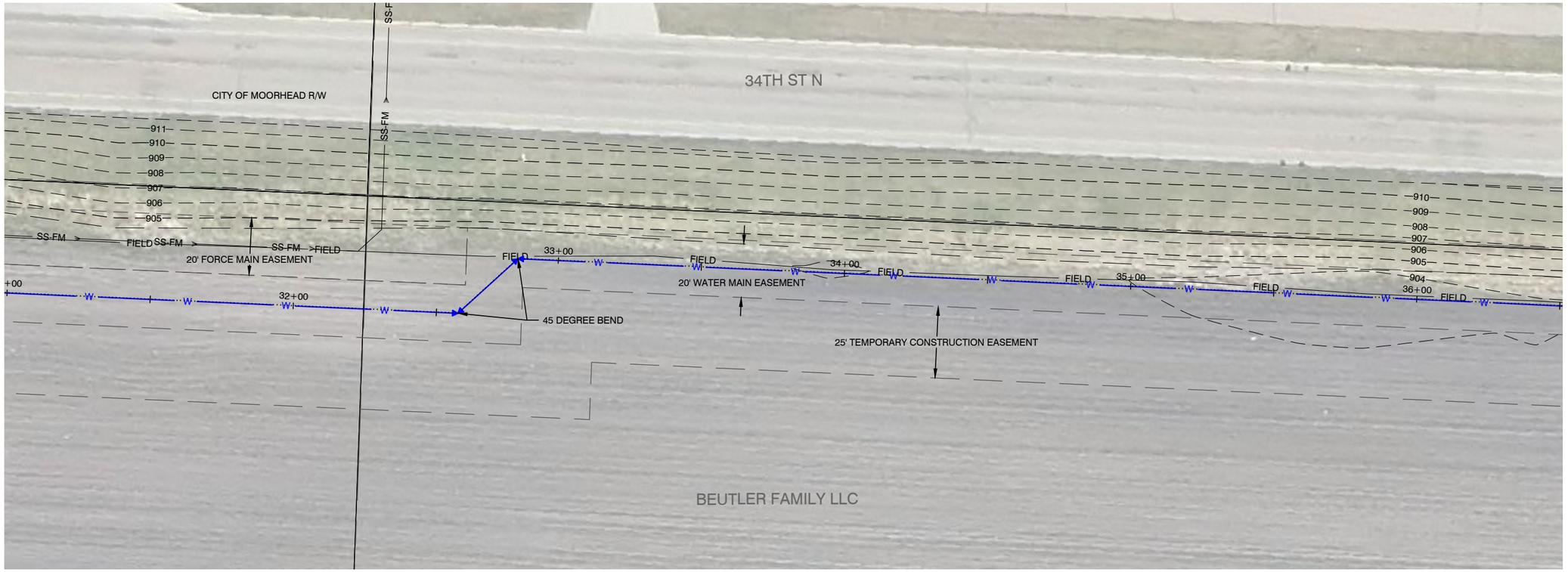


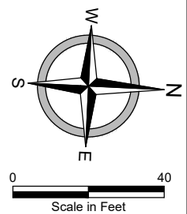
UNDERGROUND
WATER SYSTEM IMPROVEMENT DISTRICT NO. 2026-1
34TH STREET N WATER MAIN EXTENSION
DILWORTH, MN
WATERMAIN EXTENSION - STA 27+00 - 31+50

DATE:	02.03.26
REV DATE:	----
REV NUM:	----
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PROJECT No.	30847
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REVIEWER:	JCR

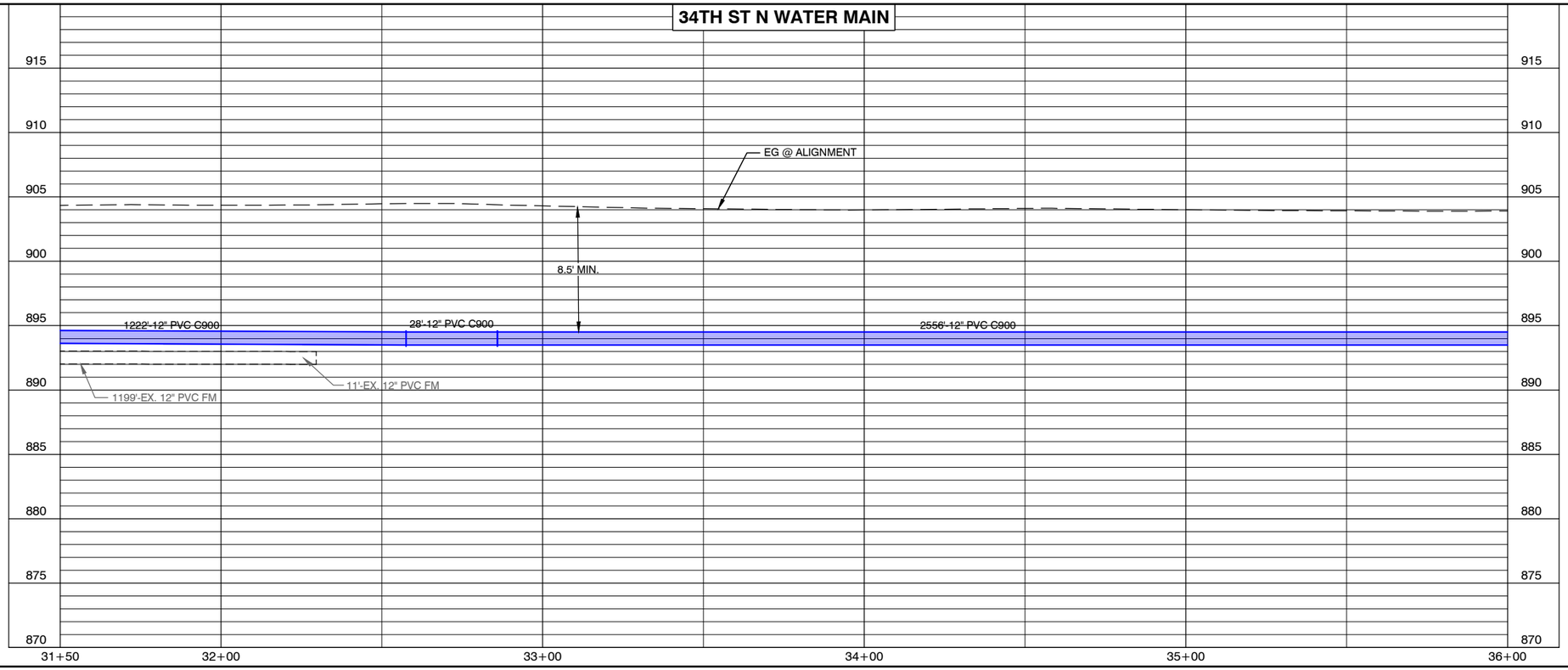
C-406

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moore engineering, inc.
a Vistal company

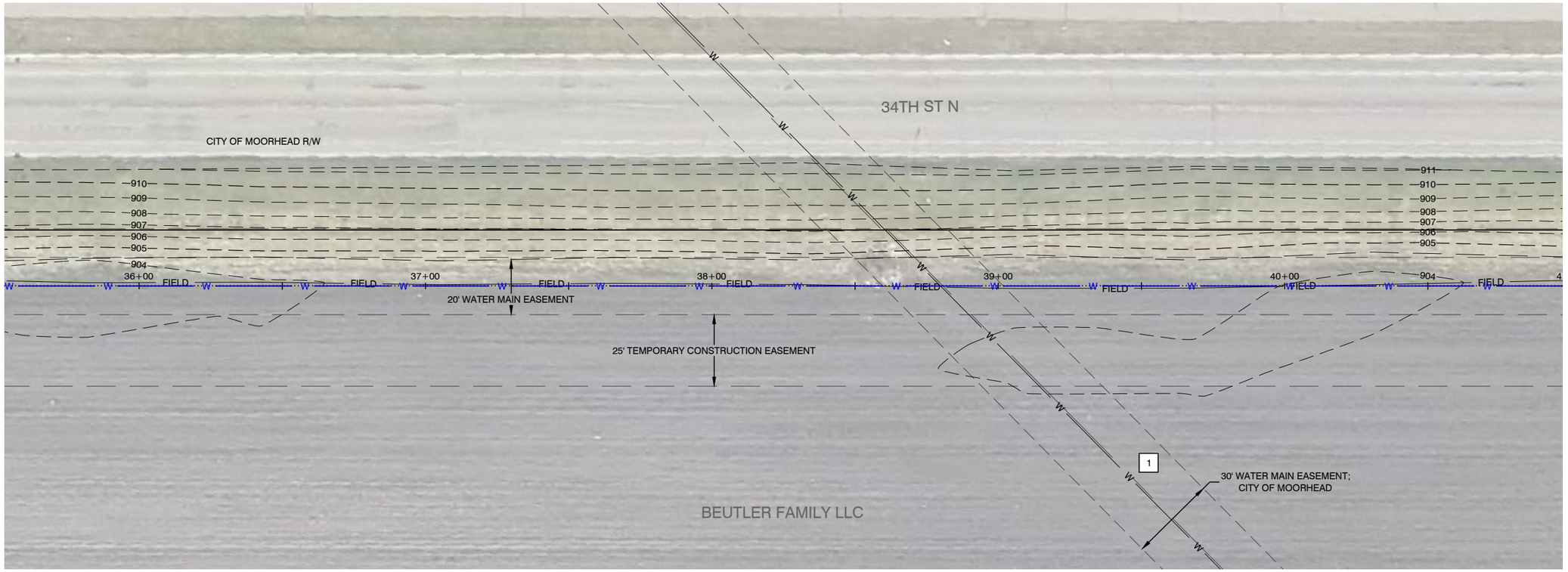


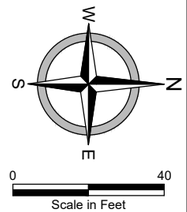
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WATER SYSTEM IMPROVEMENT DISTRICT NO. 2026-1
34TH STREET N WATER MAIN EXTENSION
DILWORTH, MN
WATERMAIN EXTENSION - STA 31+50 - 36+00

DATE:	02.03.26
REV DATE:	----
REV NUM:	----
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PROJECT No.	30847
MANAGER:	AA
DESIGNER:	CPB
DRAFTER:	MTC
REVIEWER:	JCR

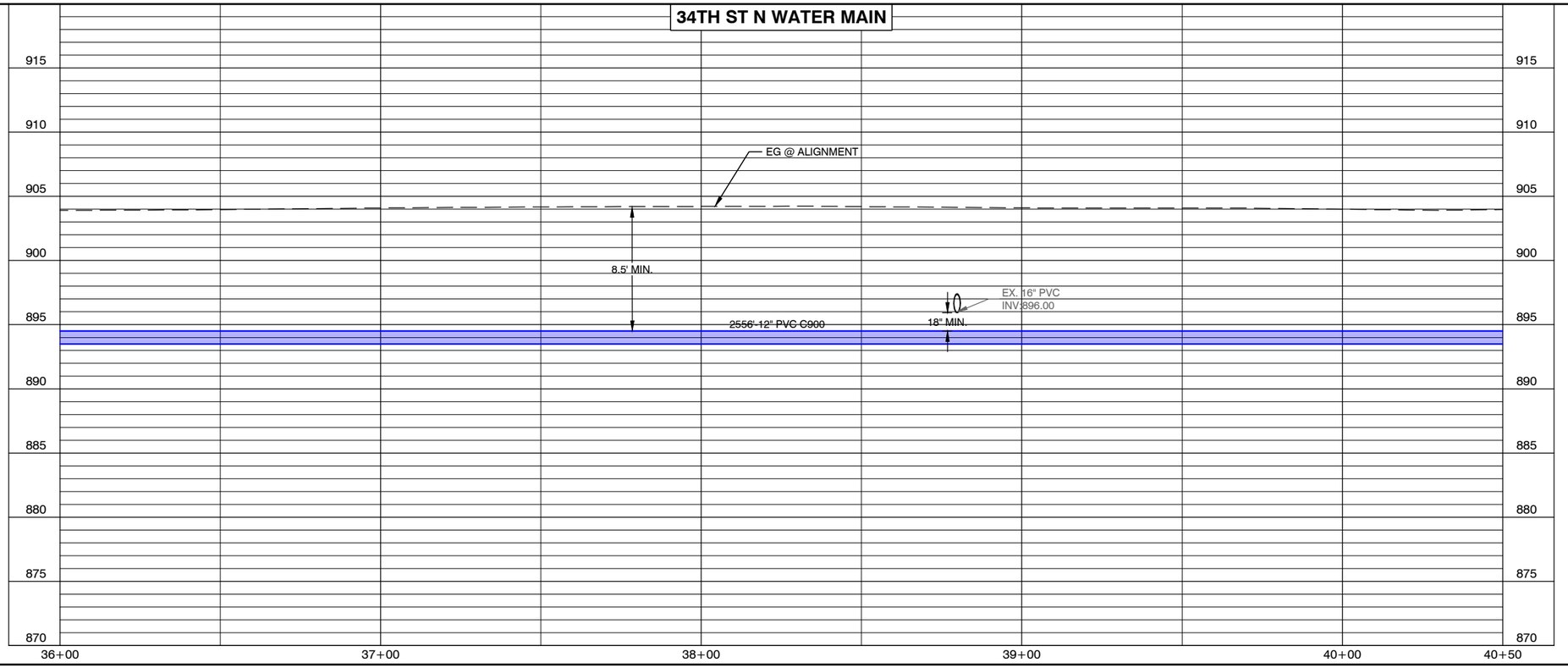
C-407

FILE LOCATION: Q:\Projects\30000\30800\30847 34thStreetIndustrialParkUtilityExtension\CADIC3D\Production\30847_Underground.dwg





moore engineering, inc.
a Vistal company



NOTE:

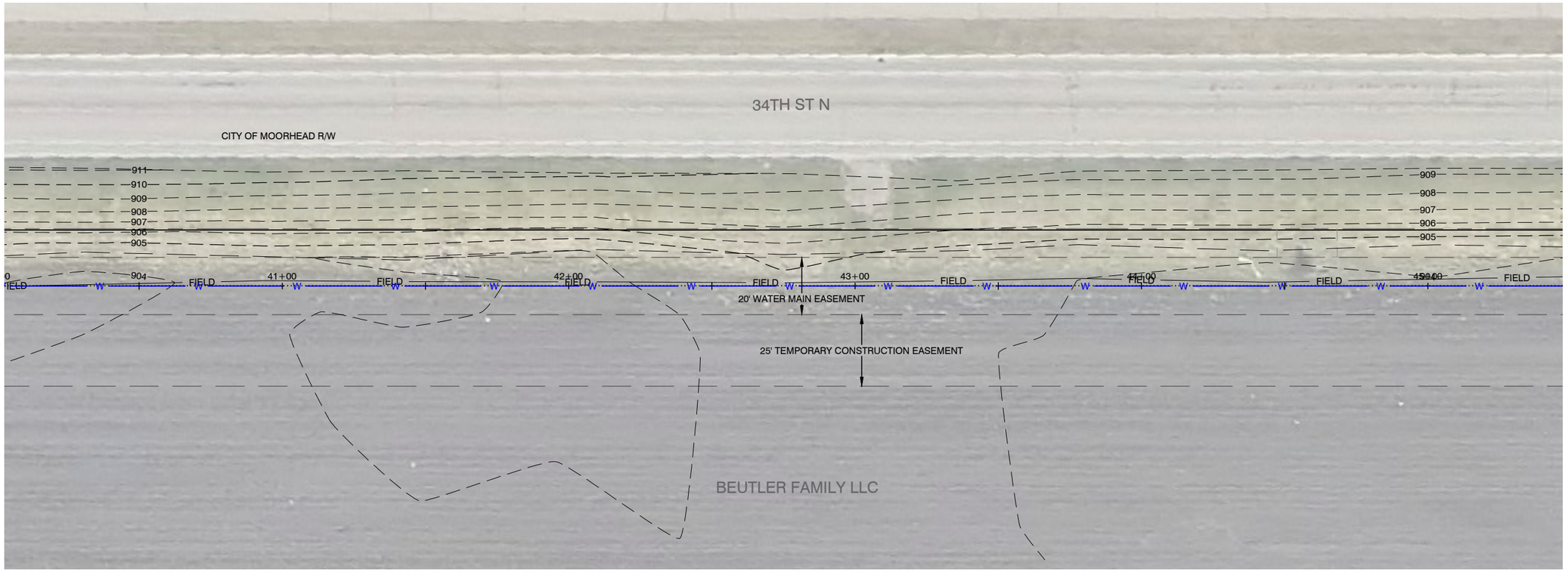
1 CONTRACTOR TO COORDINATE EXISTING 16" MOORHEAD WATER MAIN WITH THE CITY, MOORHEAD PUBLIC SERVICES, AND MOORE ENGINEERING AS NOTED IN THE PLAN NOTES.

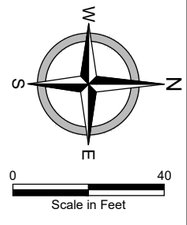
UNDERGROUND
WATER SYSTEM IMPROVEMENT DISTRICT NO. 2026-1
34TH STREET N WATER MAIN EXTENSION
DILWORTH, MN
WATERMAIN EXTENSION - STA 36+00 - 40+50

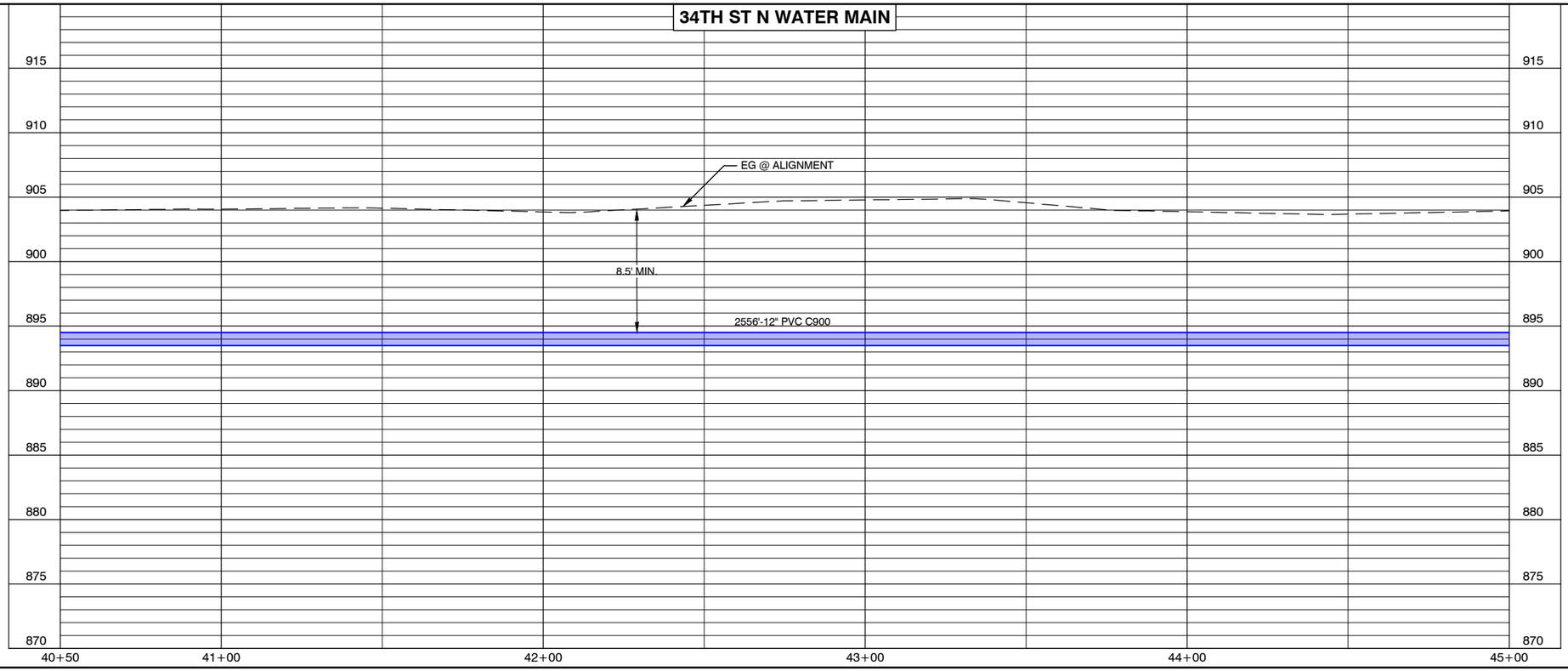
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REV DATE:	----
REV NUM:	----
RECORD:	----
PROJECT No.	30847
MANAGER:	AA
DESIGNER:	CPB
DRAFTER:	MTC
REVIEWER:	JCR

C-408

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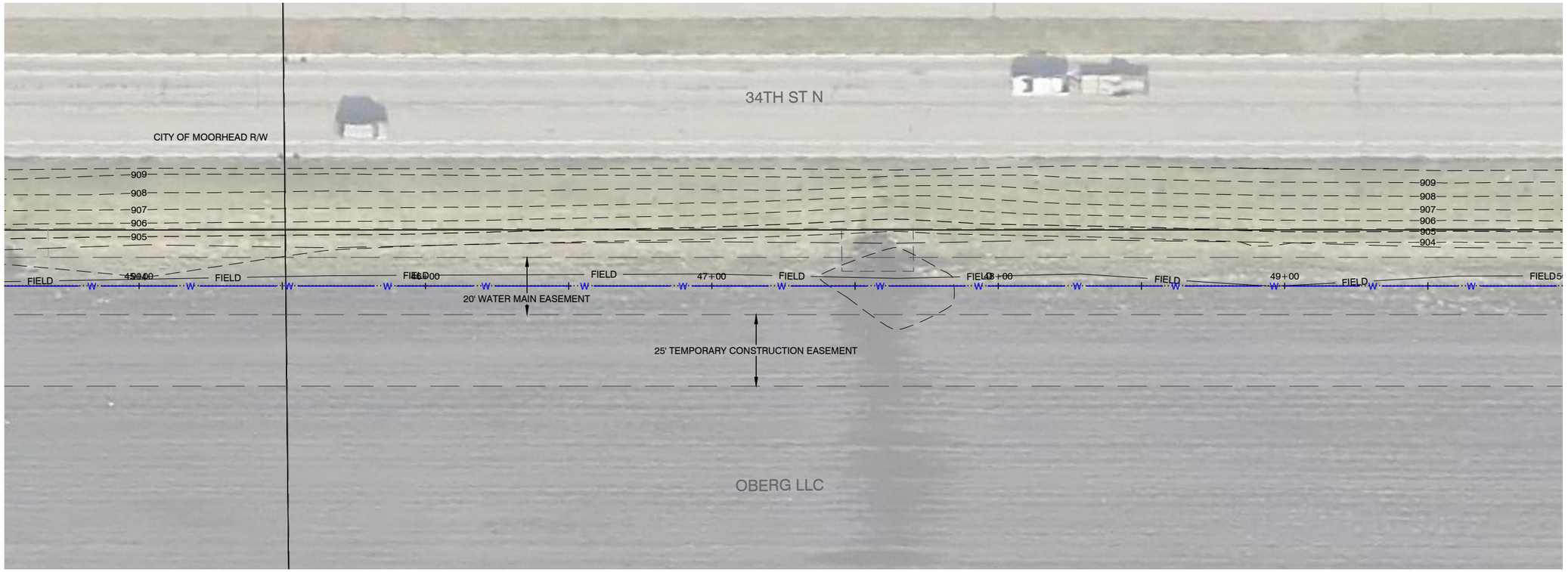
moore engineering, inc.
a Vistal company

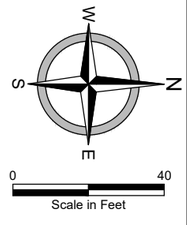
UNDERGROUND
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34TH STREET N WATER MAIN EXTENSION
DILWORTH, MN
WATERMAIN EXTENSION - STA 40+50 - 45+00

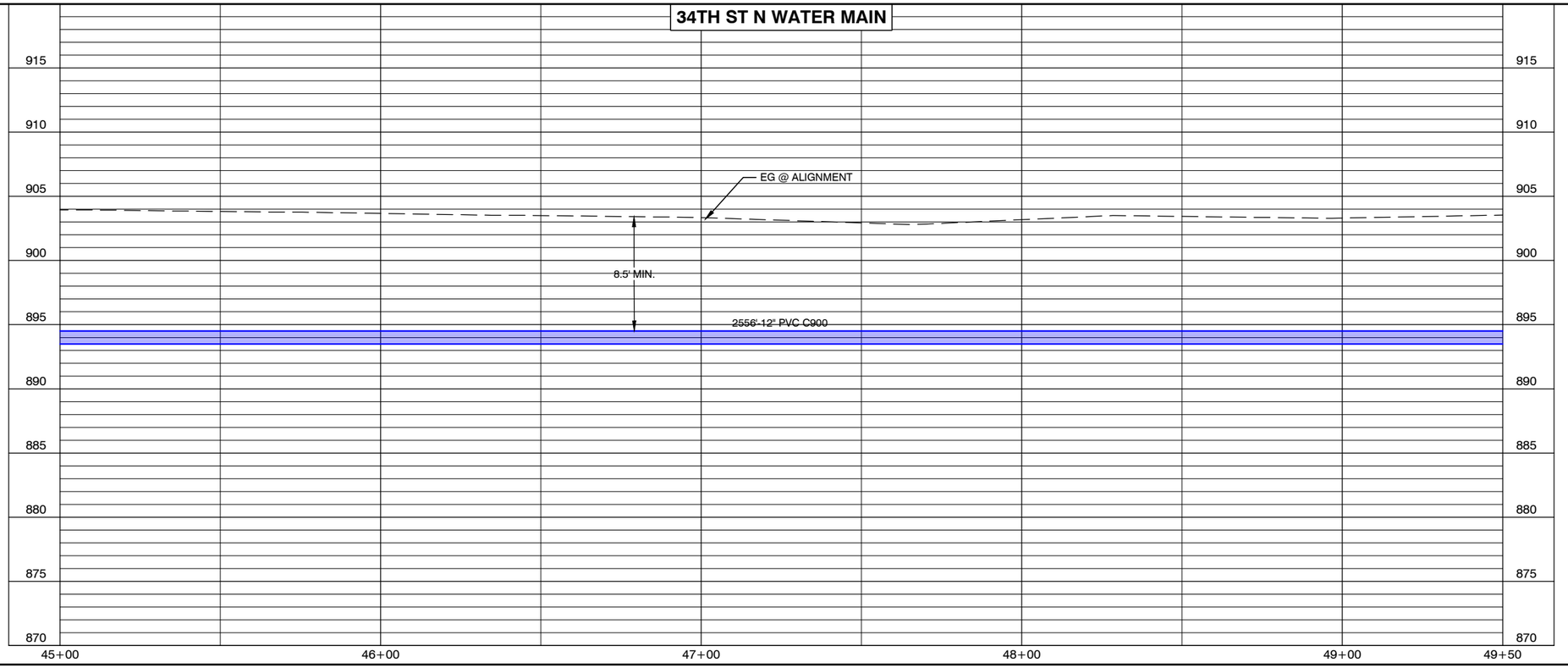
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REV DATE:	----
REV NUM:	----
RECORD:	----
PROJECT No.	30847
MANAGER:	AA
DESIGNER:	CPB
DRAFTER:	MTC
REVIEWER:	JCR

C-409

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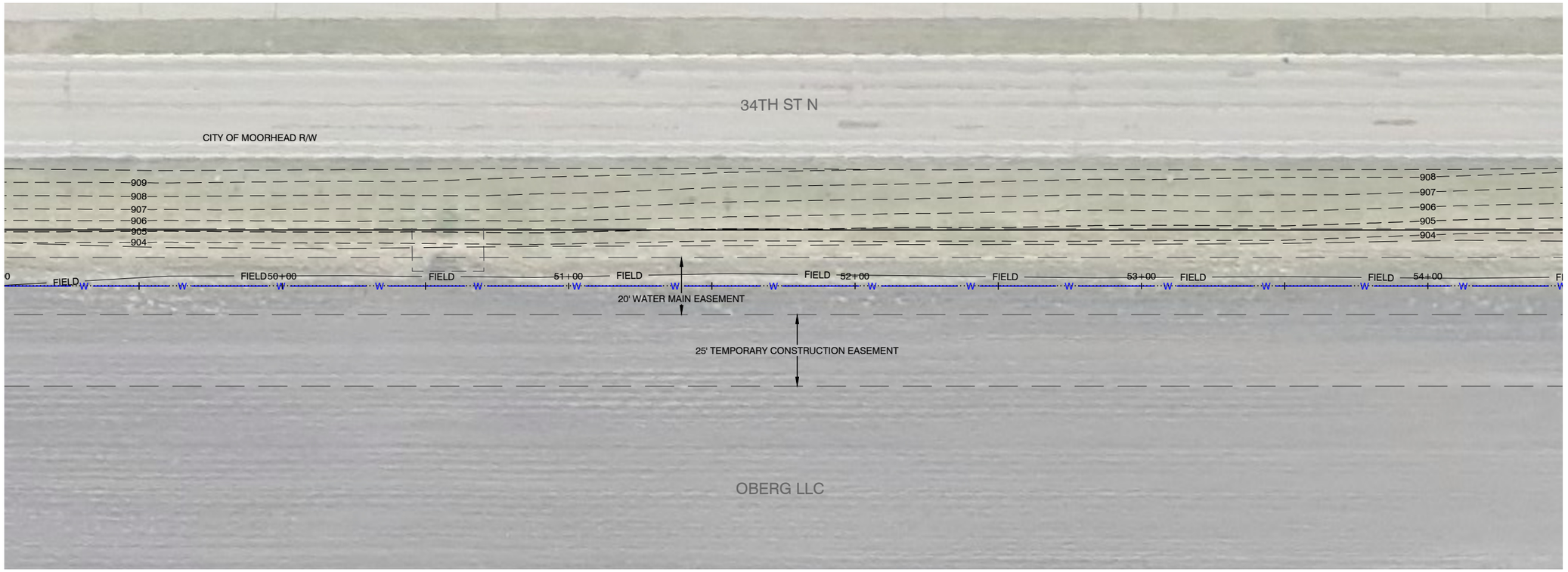
moore engineering, inc.
a Vistal company

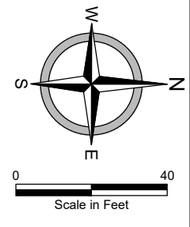
UNDERGROUND
WATER SYSTEM IMPROVEMENT DISTRICT NO. 2026-1
34TH STREET N WATER MAIN EXTENSION
DILWORTH, MN
WATERMAIN EXTENSION - STA 45+00 - 49+50

DATE:	02.03.26
REV DATE:	----
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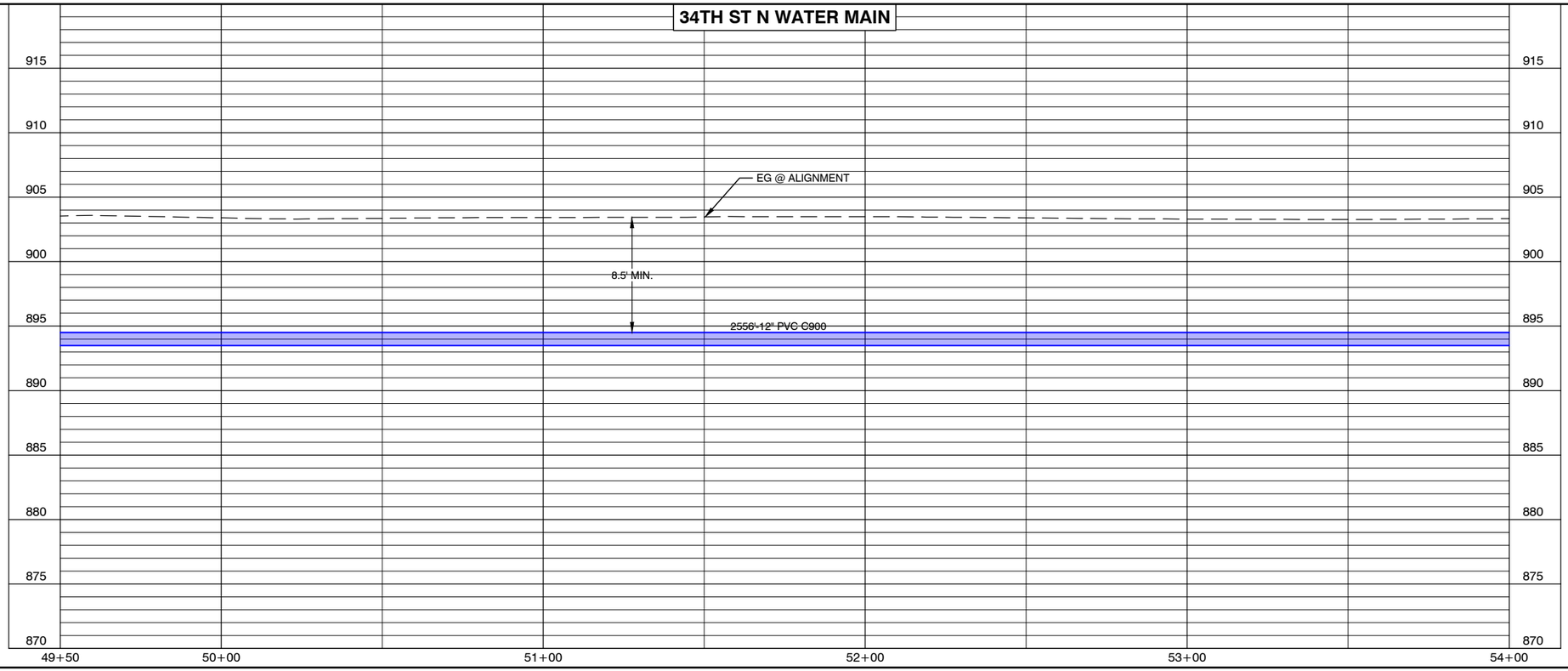
C-410

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moore engineering, inc.
a Vistal company

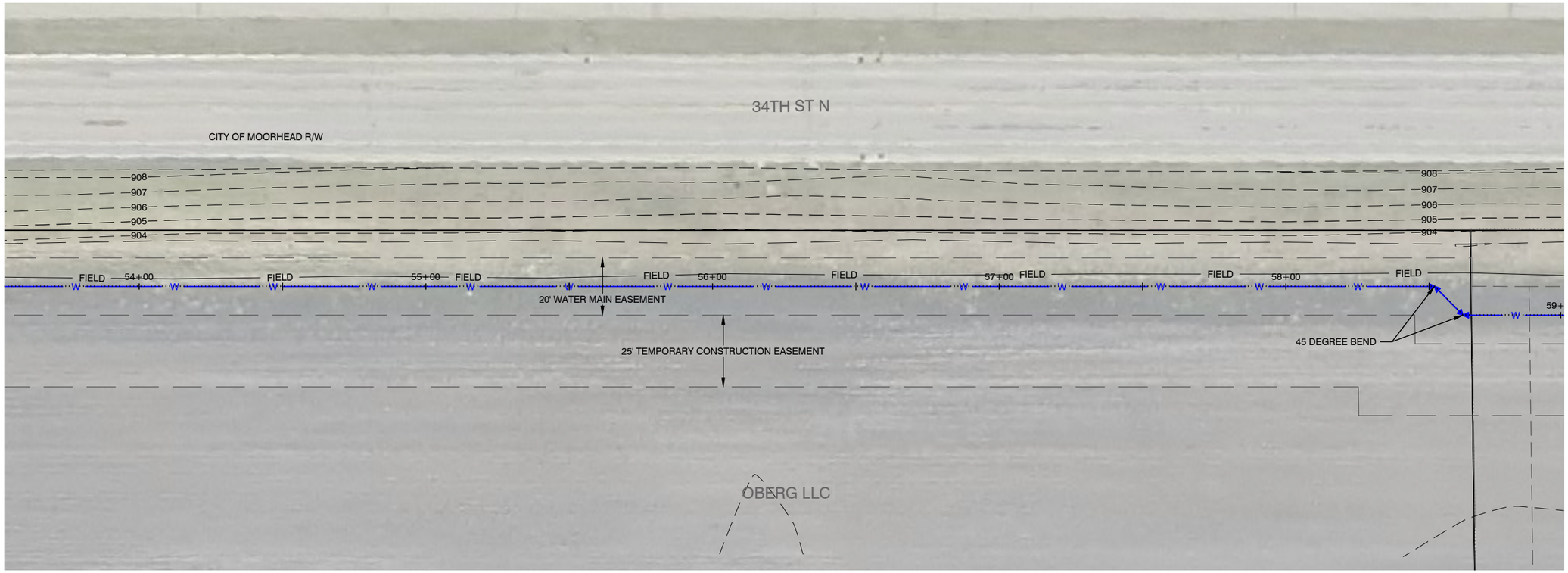


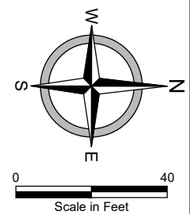
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34TH STREET N WATER MAIN EXTENSION
DILWORTH, MN
WATERMAIN EXTENSION - STA 49+50 - 54+00

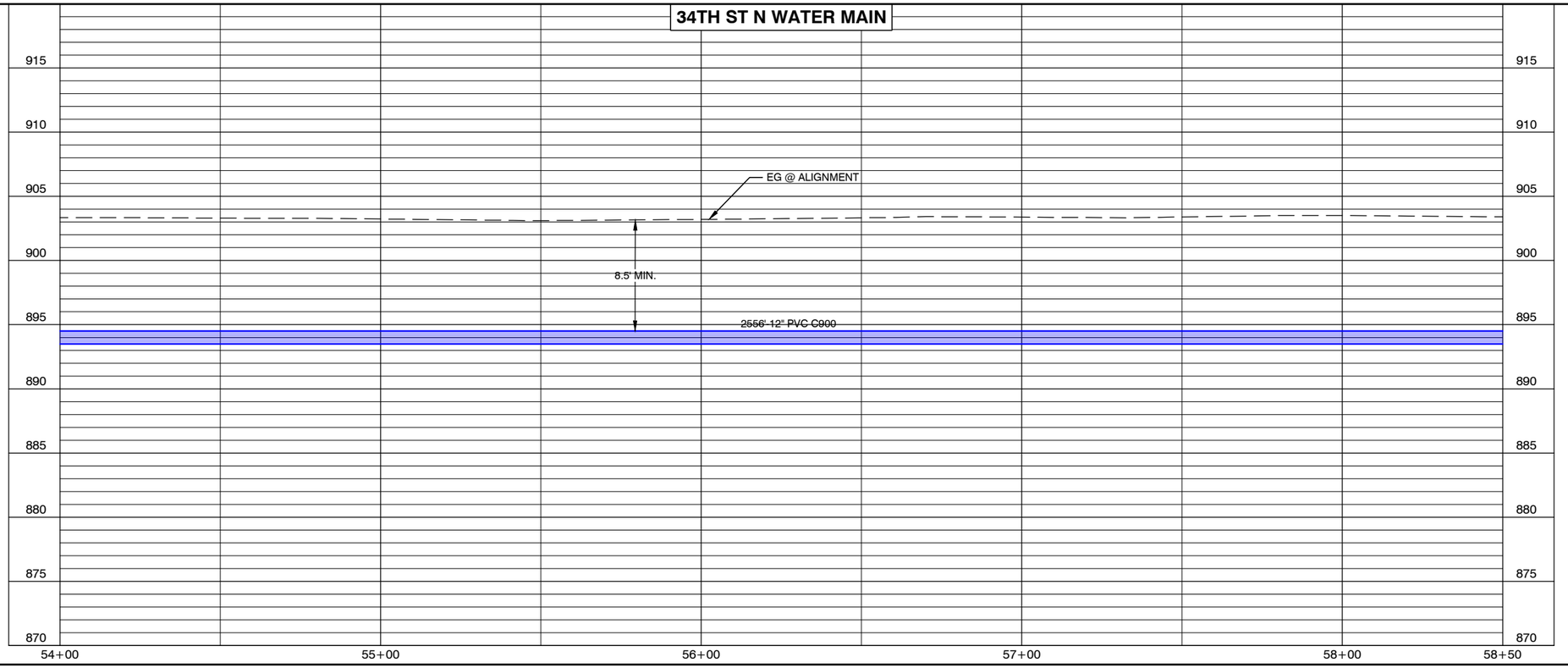
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REVIEWER:	JCR

C-411

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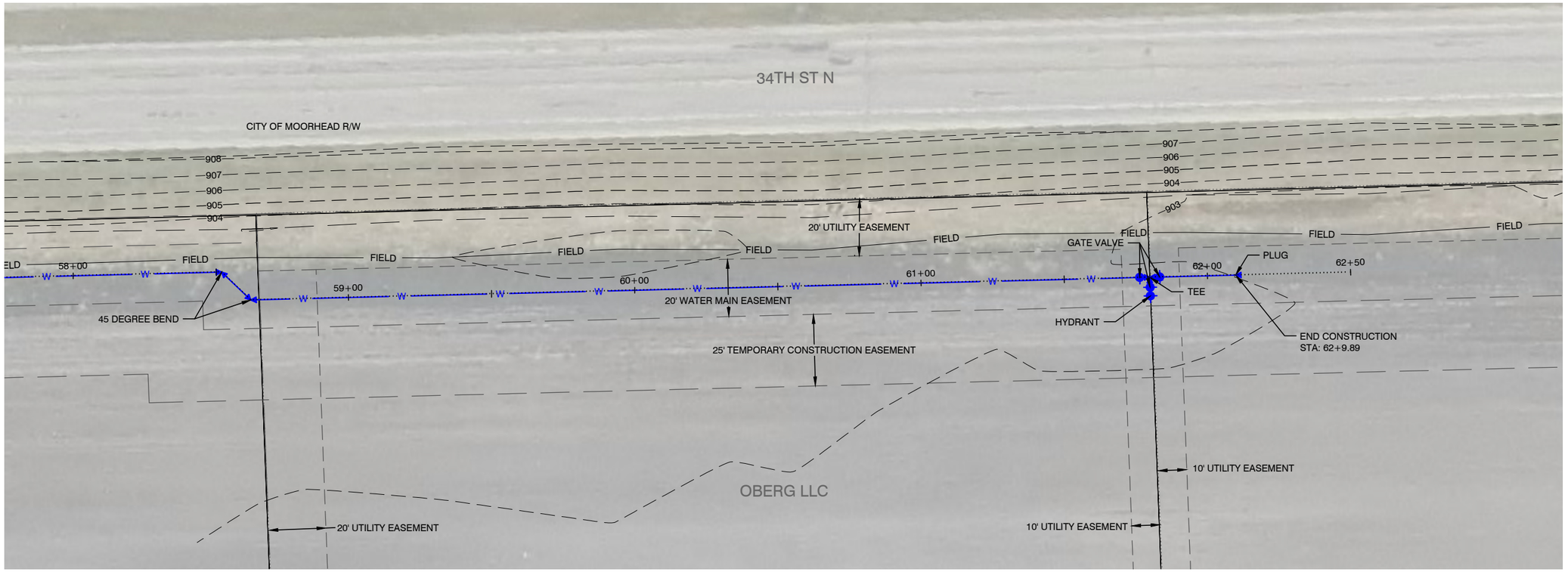
moore engineering, inc.
a Vistal company

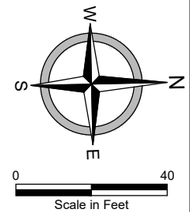
UNDERGROUND
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34TH STREET N WATER MAIN EXTENSION
DILWORTH, MN
WATERMAIN EXTENSION - STA 54+00 - 58+50

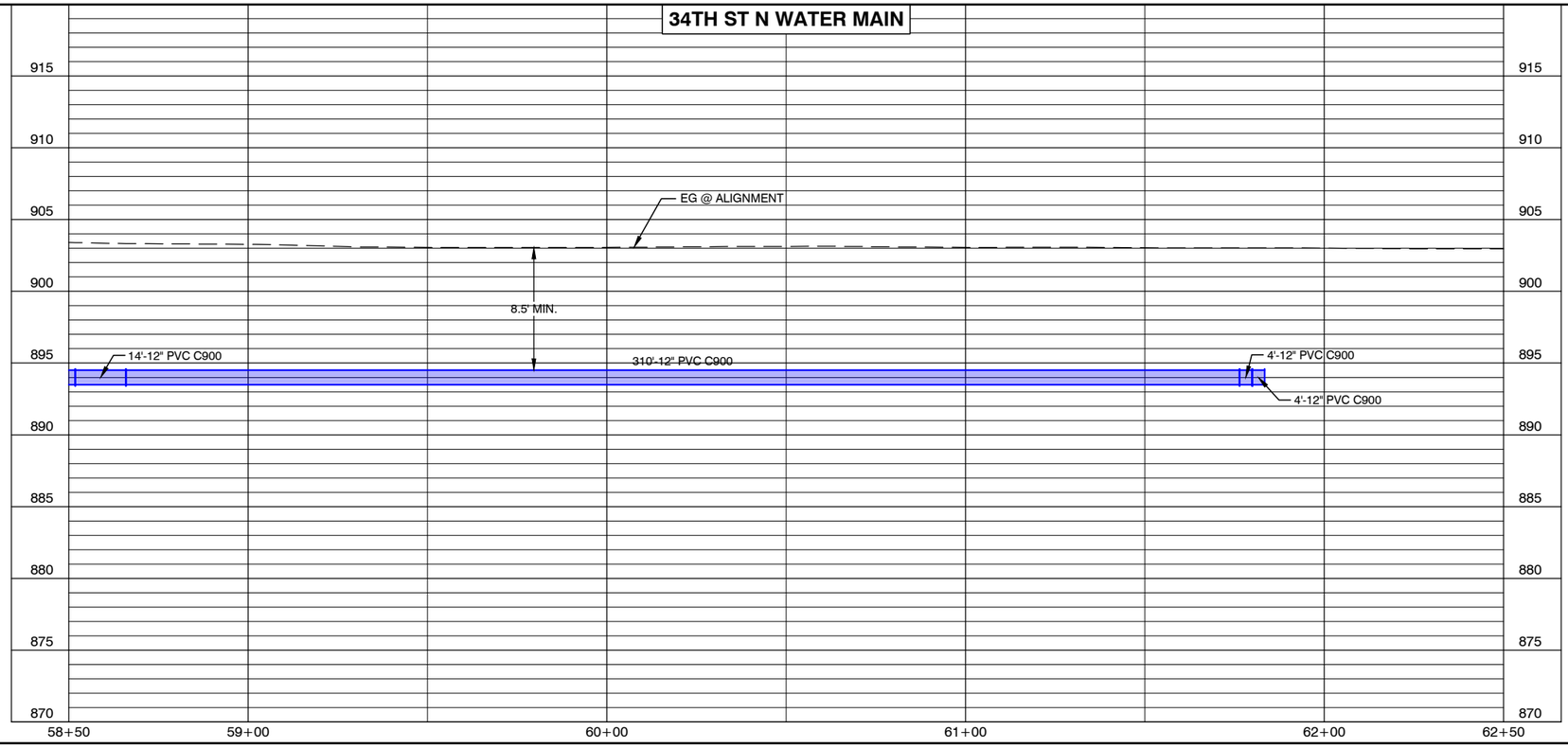
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PROJECT No.	30847
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DESIGNER:	CPB
DRAFTER:	MTC
REVIEWER:	JCR

C-412

FILE LOCATION: Q:\Projects\30000\30800\30847 34thStreetIndustrialParkUtilityExtension\CADIC3D\Production\30847_Underground.dwg







moore engineering, inc.
a Vistal company

UNDERGROUND
WATER SYSTEM IMPROVEMENT DISTRICT NO. 2026-1
34TH STREET N WATER MAIN EXTENSION
DILWORTH, MN
WATERMAIN EXTENSION - STA 58+50 - 62+50

DATE:	02.03.26
REV DATE:	----
REV NUM:	----
RECORD:	----
PROJECT No.	30847
MANAGER:	AA
DESIGNER:	CPB
DRAFTER:	MTC
REVIEWER:	JCR

C-413

RESOLUTION 26-14

APPROVING PLANS AND SPECIFICATIONS AND AUTHORIZING ADVERTISEMENT FOR BIDS FOR THE 34TH NORTH WATER MAIN EXTENSION PROJECT

WHEREAS, pursuant to resolution 25-70 passed by the council on December 8, 2025, the city engineer (consulting engineer retained for the purpose) has prepared plans and specifications for the 34th Street North Water Main Extension Project and has presented such plans and specifications to the council for approval.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF DILWORTH, MINNESOTA:

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.

2. The City Administrator shall prepare and cause to be inserted in the official paper an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for 21 days, shall specify the work to be done, and shall state that bids will be received by the administrator until 10 a.m. March 9, 2026, at which time they will be publicly opened in the council chambers of the city hall, will then be tabulated, and will be considered by the council at the March 9, 2026 City Council meeting. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the council on the issue of responsibility. No bids will be considered unless sealed and filed with the City Administrator and accompanied by the appropriate bonding documentation.

ADOPTED by the City of Dilworth the 9th day of March, 2026.

MAYOR: _____
Chad Olson, Mayor

ATTEST:

_____
L. Peyton Mastera, City Administrator

RESOLUTION 25-70

ORDERING IMPROVEMENT AND PREPARATION OF PLANS AND SPECS – 34TH STREET NORTH WATER MAIN EXTENSION PROJECT

WHEREAS, pursuant to Resolution 25-54, adopted on November 10, 2025, by the Dilworth City Council, an Improvement Hearing was set for December 8, 2025, at Dilworth City Hall for Improvement No. 2025-02, a Watermain Infrastructure Improvement (Approximate 6,100 LF Watermain Extension) located on 34th Street North from 52.757.0010 to 23.046.0010; and

WHEREAS, ten days' mailed notice and two weeks' published notice of the hearing were given, and the hearing was held thereon on the 8th day of December 2025, at which all persons desiring to be heard were given an opportunity to be heard thereon.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF DILWORTH, MINNESOTA

1. Such improvement is necessary, cost-effective, and feasible as detailed in the feasibility report.

2. Such improvement is hereby ordered as proposed.

3. Moore Engineering is hereby designated as the engineer for this improvement. The engineer shall prepare plans and specifications for the making of such improvement.

4. The City Council declares its official intent.

ADOPTED by the City of Dilworth, the 8th day of December, 2025.

MAYOR: _____
Chad Olson, Mayor

ATTEST: _____
L. Peyton Mastera, City Administrator

AGENDA ITEM NO. 6.D

Consideration, Pay Application #1 - Summerwood and Woodbridge Ponds Dredging Project

DESCRIPTION: Attached is pay request #1 in the amount of $133,344 for the Summerwood and Woodbridge Ponds dredging project.

This pay app has been reviewed and being recommended for approval by the City Engineer.

SUGGESTED ACTION: Motion to approve Pay Application #1 - Summerwood and Woodbridge Ponds Dredging Project in the amount of $133,344.

VOTING REQUIREMENT: Simple Majority of the Voting Quorum

SUBMITTED BY: Peyton Mastera, City Administrator

DEPARTMENT: City Hall

ATTACHMENTS: Pay Application 1 - Woodbridge and Summerwood Pond Dredging Project.pdf

Contractor's Application for Payment

Owner:	City of Dilworth	**Owner's Project No.:**	
Engineer:	Moore Engineering, Inc.	**Engineer's Project No.:**	30804
Contractor:	KPH, Inc.	**Contractor's Project No.:**	26-001
Project:	Dilworth Pond Maintenance		
Contract:			
Application No.:	1	**Application Date:**	3/3/2026
Application Period:	**From** 2/1/2026	**to**	2/28/2026

1. Original Contract Price					$ 333,937.00
2. Net change by Change Orders					$ -
3. Current Contract Price (Line 1 + Line 2)					$ 333,937.00
4. Total Work completed and materials stored to date (Sum of Column J Unit Price Total)					$ 148,160.00
5. Retainage					
a.	10%	X	$ 148,160.00	Work Completed	$ 14,816.00
b.	5%	X	$ -	Stored Materials	$ -
c. Total Retainage (Line 5.a + Line 5.b)					$ 14,816.00
6. Amount eligible to date (Line 4 - Line 5.c)					$ 133,344.00
7. Less previous payments (Line 6 from prior application)					
8. Amount due this application					$ 133,344.00
9. Balance to finish, including retainage (Line 3 - Line 6)					$ 200,593.00

Payment Recommended By Engineer $ _____
(Line 8 or other - attach explanation of the other amount)

Payment Approved by Owner $ _____
(Line 8 or other - attach explanation of the other amount)

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:
(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and
(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: KPH, Inc.
Signature: _____ **Date:** 3/3/2026

Recommended by Engineer	**Approved by Owner**
By:	**By:** L. Peyton Mastera
Title: CIty Engineer	**Title:** City Administrator
Date: 3/3/2026	**Date:** 3-3-26
Approved by Funding Agency	
By:	**By:**
Title:	**Title:**
Date:	**Date:**

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Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner: City of Dilworth
Engineer: Moore Engineering, Inc.
Contractor: KPH, Inc.
Project: Dilworth Pond Maintenance
Contract: 0

Owner's Project No.: 0
Engineer's Project No.: 30804
Contractor's Project No.: 26-001

Application No.: 1 **Application Period:** From 2/1/2026 to 2/28/2026 **Application Date:** 3/3/2026

A	B	C	D	E	F		G	H	I	J	K	L
		Contract Information					Work Completed					
Bid Item No.	Description	Current Item Quantity	Units	Unit Price ($)	Value of Bid Item (C X E) ($)	Estimated Quantity Installed This Period	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) ($)	Materials Currently Stored (not in G) ($)	Work Completed and Materials Stored to Date (H + I) ($)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) ($)
Current Contract												
1	MOBILIZATION	1.00	LS	$ 55,000.00	$ 55,000.00	1.00	1.00	$ 55,000.00		$ 55,000.00	100%	$ -
2	TRAFFIC CONTROL	1.00	LS	$ 5,000.00	$ 5,000.00	1.00	1.00	$ 5,000.00		$ 5,000.00	100%	$ -
3	SEDIMENT EXCAVATION AND DISPOSAL - SUMMERWOOD PO	6,084.00	CY	$ 15.00	$ 91,260.00	5,084.00	5,084.00	$ 76,260.00		$ 76,260.00	84%	$ 15,000.00
4	SEDIMENT EXCAVATION AND DISPOSAL - WOODBRIDGE PON	3,820.00	CY	$ 15.00	$ 57,300.00		0.00	$ -		$ -	0%	$ 57,300.00
5	COMMON EXCAVATION - WOODBRIDGE POND (P) (EV)	2,937.00	CY	$ 15.00	$ 44,055.00		0.00	$ -		$ -	0%	$ 44,055.00
6	DEWATERING - CONTROL OF WATER - SUMMERWOOD POND	1.00	LS	$ 10,000.00	$ 10,000.00	1.00	1.00	$ 10,000.00		$ 10,000.00	100%	$ -
7	DEWATERING - CONTROL OF WATER - WOODBRIDGE POND	1.00	LS	$ 10,000.00	$ 10,000.00		0.00	$ -		$ -	0%	$ 10,000.00
8	STABILIZED CONSTRUCTION ENTRANCE	2.00	EA	$ 1,900.00	$ 3,800.00	1.00	1.00	$ 1,900.00		$ 1,900.00	50%	$ 1,900.00
9	SEDIMENT CONTROL LOG, TYPE STRAW	250.00	LF	$ 7.00	$ 1,750.00		0.00	$ -		$ -	0%	$ 1,750.00
10	SILT FENCE	500.00	LF	$ 7.00	$ 3,500.00		0.00	$ -		$ -	0%	$ 3,500.00
11	TOPSOIL - IMPORT	968.00	CY	$ 30.00	$ 29,040.00		0.00	$ -		$ -	0%	$ 29,040.00
12	ROLLED EROSION PREVENTION CATEGORY 15	5,808.00	SY	$ 3.00	$ 17,424.00		0.00	$ -		$ -	0%	$ 17,424.00
13	SEEEDING	5,808.00	SY	$ 1.00	$ 5,808.00		0.00	$ -		$ -	0%	$ 5,808.00
					$ -		0.00	$ -		$ -		$ -
					$ -		0.00	$ -		$ -		$ -
					$ -		0.00	$ -		$ -		$ -
					$ -		0.00	$ -		$ -		$ -
					$ -		0.00	$ -		$ -		$ -
*Bolded "Current Item Quantity" indicates a change due to a Change Order				Original Contract Totals	$ 333,937.00			$ 148,160.00	$ -	$ 148,160.00	44%	$ 185,777.00
Change Order No. [X]												
				$ -	$ -		0.00	$ -		$ -		$ -
				$ -	$ -		0.00	$ -		$ -		$ -
Change Order No. [X]												
				$ -	$ -		0.00	$ -		$ -		$ -
				$ -	$ -		0.00	$ -		$ -		$ -
Change Order No. [X]												
				$ -	$ -		0.00	$ -		$ -		$ -
				$ -	$ -		0.00	$ -		$ -		$ -
				Change Order Totals	$ -			$ -	$ -	$ -		$ -
Current Contract and Change Orders												
				Project Totals	$ 333,937.00			$ 148,160.00	$ -	$ 148,160.00	44%	$ 185,777.00

Change Order Summary

			Additions			Deductions			Net Change
		Change Order No. [X]	$ -			$ -			$ -
		Change Order No. [X]	$ -			$ -			$ -
		Change Order No. [X]	$ -			$ -			$ -
		Change Order Totals	$ -			$ -			$ -

EJCDC C-620 Contractor's Application for Payment
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AGENDA ITEM NO. 6.E

Ordinance 26-05, Amending the Dilworth Zoning Map by Setting the Zoning of Property Located in the Southeast Quarter of Section 1-149-48, Clay County, Minnesota – Parcel ID 52.900.0001 (Lots 1 and 2, Block 1 - Community Center Addition) to MU-2 Rail Mixed-Use

DESCRIPTION:

Last month, the Community Center Addition plat was approved by the Planning Commission. The next step is to set the zoning for this property (currently TZ Transitional).

This land was reviewed as part of the recently completed Comprehensive Plan, and more specifically within the Future Land Use Map. The Future Land Use Map identifies the subject property as "Public & Institutional." While the City does not have a standalone Public & Institutional zoning designation, discussions during the Comprehensive Plan process contemplated that this site would be zoned MU-2. This designation aligns with the surrounding zoning and is the most appropriate and logical classification given the proposed development of a Community Center at this location.

To formally adopt a zoning ordinance amendment (rezoning), the Planning Commission was required to hold a public hearing and forward a recommendation to the City Council for final consideration. Said public hearing was held on March 4th. No public comments on this rezoning were received.

SUGGESTED ACTION:

Motion to approve Ordinance 26-05, Amending the Dilworth Zoning Map by Setting the Zoning of Property Located in the Southeast Quarter of Section 1-149-48, Clay County, Minnesota – Parcel ID 52.900.0001 (Lots 1 and 2, Block 1 - Community Center Addition) to MU-2 Rail Mixed-Use.

VOTING REQUIREMENT: Simple Majority of the Voting Quorum

SUBMITTED BY: Peyton Mastera, City Administrator

DEPARTMENT: City Hall

ATTACHMENTS: Future Land Use Map (Adopted - January 2025).pdf

Ordinance 26-05, Amending the Dilworth Zoning Map by Setting the

Zoning of Parcel ID 52.900.0001 (Lots 1 and 2, Block 1 - Community Center Addition) to MU-2 Rail Mixed-Use.pdf

Future Land Use Plan

The Future Land Use Plan provides a generalized vision for how land should be used in the years ahead. It is not a zoning map, but a guide to help inform rezoning, subdivision, infrastructure, and policy decisions.

Initial land use discussions focused on the 8th Avenue Corridor scenarios outlined in the 8th Avenue Corridor Study. Alignment B was ultimately selected as the preferred alignment for the future corridor.

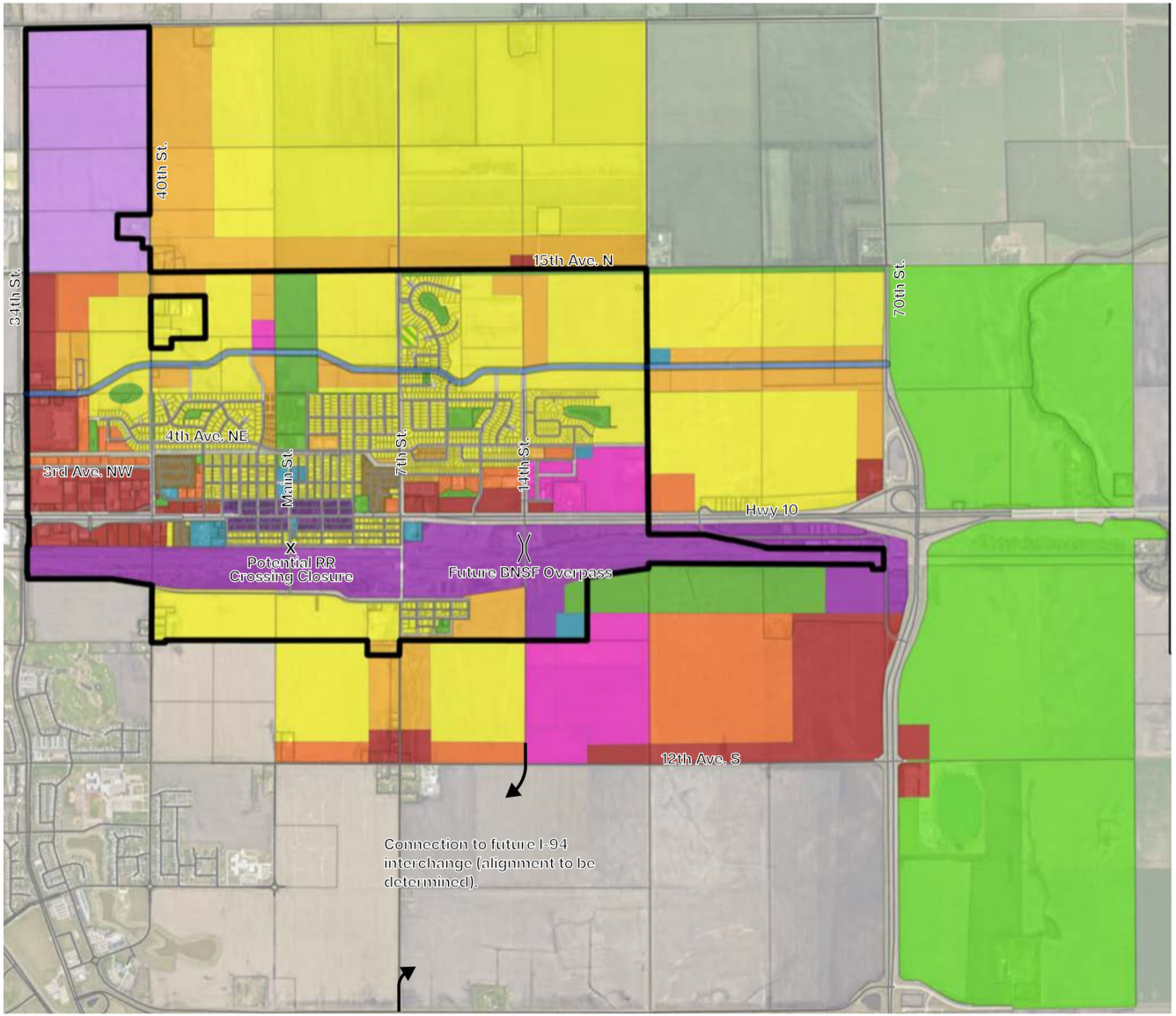




Figure 07: Future Land Use

ORDINANCE 26-05

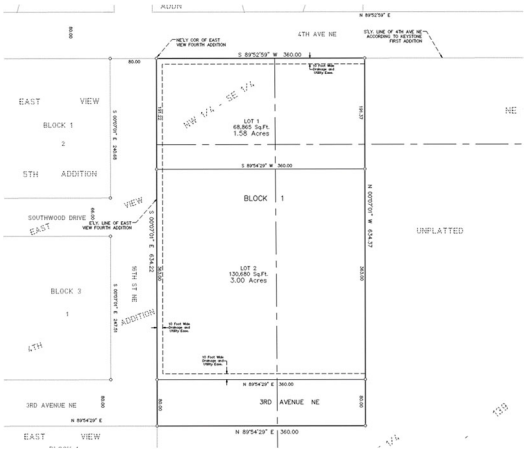
AMENDING THE DILWORTH ZONING MAP BY SETTING THE ZONING OF PROPERTY LOCATED IN THE SOUTHEAST QUARTER OF SECTION 1-149-48, CLAY COUNTY, MINNESOTA – PARCEL ID 52.900.0001 (LOTS 1 AND 2, BLOCK 1 - COMMUNITY CENTER ADDITION) TO MU-2 RAIL MIXED-USE

THE CITY COUNCIL OF THE CITY OF DILWORTH HEREBY ORDAINS:

WHEREAS, the Dilworth Planning Commission, on March 4, 2026, held a public hearing and considered setting the zoning of parcel ID 52.900.0001 (Lots 1 and 2, Block 1 – Community Center Addition) to MU-2 Rail Mixed-Use; and

WHEREAS, following the public hearing, the Dilworth Planning Commission forwarded a recommendation to the Dilworth City Council to amend the zoning map, rezoning the subject property to MU-2 Rail Mixed-Use as it is in line with the Dilworth Comprehensive Plan.

NOW, THEREFORE, BE IT RESOLVED BY THE DILWORTH CITY COUNCIL, the properties, shown herein below (Lots 1 and 2, Block 1 – Community Center Addition), shall be rezoned to MU-2 Rail Mixed-Use.



This ordinance shall take effect and be in force from and after its passage and publication, and all other ordinances, resolutions, and acts and proceedings of the City and of the Council which are inconsistent with the terms of this ordinance are hereby amended or repealed to the extent necessary to give full force and effect to this ordinance.

APPROVED AND ADOPTED this 9th day of March 2026 in the City of Dilworth, Minnesota.

MAYOR: _____
Julie Nash, Vice-Mayor

ATTEST: _____
L. Peyton Mastera, City Administrator

AGENDA ITEM NO. 7.A

Resolution 26-18, Supporting Legislative Authority to Establish a Social District in the City of Dilworth

DESCRIPTION:

As previously discussed with the City Council, one of the City's legislative priorities is to pursue local authority to establish a social district within the City of Dilworth. A social district would allow the City to designate a defined area (for example, the Rail District) where patrons may purchase alcoholic beverages from participating establishments and carry them within the boundaries of that district.

The proposed legislation would authorize the Cities of Dilworth, Moorhead, and Detroit Lakes to issue a social district license to on-sale liquor establishments whose premises are located within or contiguous to a designated social district. Alcoholic beverages would still only be sold and served within the licensed premises, but patrons could leave the establishment and consume the beverage within the clearly defined district boundaries.

Several safeguards are included in the legislation. Social district boundaries must be formally established by ordinance and clearly marked with signage identifying the district and the hours during which consumption is permitted. Beverages must be served in non-glass containers (maximum 16 ounces) that identify the establishment from which the drink was purchased and display a social district logo along with responsible drinking messaging. Alcoholic beverages may only be consumed within the designated district and must be disposed of before leaving the district unless the patron returns to the originating establishment.

Participating cities would also be required to establish management and maintenance plans for the district to ensure public health and safety, including posting district boundaries, hours of operation, and operational policies online.

Benefits of a Social District include:

- Enhance economic vitality
- Supporting local businesses
- Creating vibrant community gathering spaces

The bill also requires the cities to submit a report to the Legislature within 24 months of issuing the first social district license, evaluating community response, operational challenges, public safety impacts, and whether continuation of the district is beneficial. If approved by the Legislature and adopted by the participating city councils, the social district would be established locally through ordinance and implementation planning.

SUGGESTED ACTION: Motion to approve Resolution 26-18, Supporting Legislative Authority to Establish a Social District in the City of Dilworth.

VOTING REQUIREMENT: Simple Majority of the Voting Quorum

SUBMITTED BY: Peyton Mastera, City Administrator

DEPARTMENT: City Hall

ATTACHMENTS: Resolution 26-18, Supporting Legislative Authority to Establish a Social District in the City of Dilworth.pdf

Social District - Sample Bill Language.pdf

Social District 1 Page Flyer.pdf

RESOLUTION 26-18

SUPPORTING LEGISLATIVE AUTHORITY TO ESTABLISH A SOCIAL DISTRICT IN THE CITY OF DILWORTH

WHEREAS, the City of Dilworth continually seeks opportunities to enhance economic vitality, support local businesses, and create vibrant community gathering spaces; and

WHEREAS, the State of Minnesota currently authorizes social districts only through special legislation granted to individual cities; and

WHEREAS, the cities of Shakopee, Stillwater, and Anoka have been granted such authority and have implemented social districts to support local restaurants, breweries, and small businesses; and

WHEREAS, a social district would allow the controlled consumption of alcoholic beverages within a defined geographic area under regulations established by the City, thereby encouraging foot traffic, tourism, and economic development while maintaining public safety standards; and

WHEREAS, the City Council finds that obtaining similar authority would provide flexibility to evaluate and potentially establish a social district tailored to the needs and character of the Dilworth community.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Dilworth, Minnesota, as follows:

1. The City of Dilworth formally supports legislative efforts to authorize municipalities statewide, or the City specifically, to establish and regulate social districts.

2. The City Council directs staff to work with the City's legislative delegation and appropriate state agencies to pursue enabling legislation.

ADOPTED by the City of Dilworth, the 9th day of March, 2026.

MAYOR: _____
Julie Nash, Vice-Mayor

ATTEST: _____
L. Peyton Mastera, City Administrator

A bill for an act

relating to liquor; allowing the cities of Moorhead, Dilworth, and Detroit Lakes to issue a social district license.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

Section 1. **CITIES OF MOORHEAD, DILWORTH, AND DETROIT LAKES; SPECIAL LICENSE.**

Subdivision 1. **Social district; consumption allowed.** The cities of Moorhead, Dilworth, and Detroit Lakes may issue a social district license to any holder of an on-sale license whose on-sale premises is contiguous with the premises of the social district designated in subdivision 2. The license authorizes consumption, but not sales or service, of alcoholic beverages sold by the on-sale licensee within the social district.

Subd. 2. **Designation of social district.** (a) Prior to issuing the license in subdivision 1, the cities of Moorhead, Dilworth, and Detroit Lakes must designate and describe the premises of the social district. The district may not include any area under the ownership or control of a person that objects to the extension of the social district to that area.

(b) The designation must include the specific premises where consumption of alcoholic beverages is allowed and also include the proposed hours and days in which consumption of alcoholic beverages is allowed in the social district. The cities of Moorhead, Dilworth, and Detroit Lakes must adopt the designation by ordinance prior to issuing the license in subdivision 1.

Subd. 3. **Boundaries clearly defined.** The social district must be clearly defined with signs posted in a conspicuous location indicating the area included in the social district and

the days and hours during which alcoholic beverages may be consumed in the district. In addition, signs must include:

(1) the local law enforcement agency with jurisdiction over the area comprising the social district; and

(2) a clear statement that an alcoholic beverage purchased for consumption in the social district shall:

(i) only be consumed in the social district; and

(ii) be disposed of before the person in possession of the alcoholic beverage exits the social district unless the person is reentering the licensed premises where the alcoholic beverage was purchased.

Subd. 4. **Management and maintenance.** The cities of Moorhead, Dilworth, and Detroit Lakes must establish management and maintenance plans for the social district and post these plans, along with a rendering of the boundaries of the social district and days and hours during which alcoholic beverages may be consumed in the district, on the website for the cities of Moorhead, Dilworth, and Detroit Lakes. The social district must be maintained in a manner that protects the health and safety of the general public.

Subd. 5. **Requirements for on-sale licensees.** An on-sale licensee holding a social district license may only sell and serve alcoholic beverages on the premises specified in the licensee's on-sale license. The licensee must not allow a person to enter or reenter its on-sale licensed premises with an alcoholic beverage not sold by the on-sale licensee. Sales for consumption in the social district must meet the following container requirements:

(1) the container clearly identifies the on-sale licensee from which the alcoholic beverage was purchased;

(2) the container clearly displays a logo or some other mark that is unique to the social district in which it will be consumed;

(3) the container is not comprised of glass;

(4) the container displays, in no less than 12-point font, the statement, "Drink Responsibly - Be 21."; and

(5) the container shall not hold more than 16 fluid ounces.

Subd. 6. **Additional social district requirements.** The possession and consumption of an alcoholic beverage in a social district is subject to all of the following requirements:

(1) only alcoholic beverages purchased from an on-sale licensee holding a social district license located in or contiguous to the social district may be possessed and consumed in the district;

(2) alcoholic beverages shall only be in containers meeting the requirements set forth in subdivision 5;

(3) alcoholic beverages shall only be possessed and consumed during the days and hours set by the cities of Moorhead, Dilworth, and Detroit Lakes as specified in subdivision 2; and

(4) a person shall dispose of any alcoholic beverage in the person's possession prior to exiting the social district unless the person is reentering the on-sale licensed premises where the alcoholic beverage was purchased.

Subd. 7. **Report required.** Within 24 months from the first issuance of a social district license, the cities of Moorhead, Dilworth, and Detroit Lakes must provide a report to the chairs and ranking minority members of the legislative committees with jurisdiction over liquor regulation. The report must include a discussion of the following subjects:

(1) the process used by the cities of Moorhead, Dilworth, and Detroit Lakes in designating the social district;

(2) the community response to the social district, with a concentration on residents living and businesses operating within a one-mile radius of the district;

(3) the response to the social district from both on-sale licensees holding a social district license and not holding a social district license;

(4) the problems or challenges encountered in establishing and overseeing the social district and social district licenses;

(5) any public safety concerns that arose due to the operation of the social district;

(6) the benefits and drawbacks to the cities of Moorhead, Dilworth, and Detroit Lakes of continuing the social district; and

(7) recommendations for modifications to the social district special law established in this section.

EFFECTIVE DATE. This section is effective upon approval by the cities of Moorhead, Dilworth, and Detroit Lakes City Councils and compliance with Minnesota Statutes, section 645.021.

SOCIAL DISTRICT

THE SOCIAL SIDE OF DOWNTOWN

HF TBD
SF TBD



A social district enhances community engagement and economic vitality by creating a vibrant, walkable downtown that attracts businesses, residents, and visitors alike. It is a designated area where people are allowed to purchase drinks from a licensed business and walk around and participate in a community event or activity.

BENEFITS OF A SOCIAL DISTRICT

Economic Growth

It increases foot traffic, encourages longer downtown visits, and stimulates economic growth by supporting local businesses.

Sense of Community

It provides a platform for local arts, culture, and live entertainment, making the area a more attractive place to live, work, and visit.

Revitalizes Downtown

It makes downtown more inviting and incentivizes the occupation of vacant or underutilized buildings and fosters business collaboration.

Community Control

Cities control district boundaries, hours, and permitted areas, allowing tailored oversight and safeguards to prevent underage drinking.

Moorhead

Lisa Bode
218.299.5372
lisa.bode@moorheadmn.gov

Dilworth

Peyton Mastera
218.287.2313
peyton.mastera@ci.dilworth.mn.us

Detriot Lakes

Kelcey Klemm
218.846.7123
kklemm@cityofdetroitlakes.com

AGENDA ITEM NO. 9.A

Bills to be approved for March 9, 2026

DESCRIPTION: N/A

SUGGESTED ACTION: Motion to approve the bills for March 9, 2026

VOTING REQUIREMENT: Simple Majority of the Voting Quorum

SUBMITTED BY: Jessica Malvin, Administrative Assistant

DEPARTMENT: Finance

ATTACHMENTS: 03-09-2026 APAY.pdf

CITY OF DILWORTH

BILLS TO BE APPROVED FOR PAYMENT - MARCH 9, 2026

#	Description	Amount
GENERAL GOVT.-EXECUTIVE EXPENDITURES		
	FMWF CHAMBER OF COMMERCE Day at the Capitol - Olson	$ 300.00
	LEAGUE OF MINNESOTA CITIES Day on the Hill - Olson	$ 125.00
	STEICHEN, DAVE Mileage reimbursement - LMC Elected Inst. Plymouth	$ 301.60
GENERAL GOVT.-CITY CLERK EXPENDITURES		
	AMERICAN LEGAL PUBLISHING Website updates	$ 823.29
GENERAL GOVT.-FINANCIAL ADMINISTRATION EXPENDITURES		
	LAKES COUNTRY SERVICE COOPERATIVE Technology services for March	$ 956.30
	LEAGUE OF MINNESOTA CITIES Day on the Hill - Mastera	$ 125.00
	LOFFLER Copier prints	$ 72.12
	MENARDS Recycling bags, ice melt, paper towels, toilet paper, & shovel trays	$ 63.83
GENERAL GOVT.-LEGAL AND AUDIT EXPENDITURES		
	FORUM COMMUNICATIONS COMPANY Legal posting	$ 34.31
PLANNING & ZONING EXPENDITURES		
	FM METRO COG Area wide traffic counts & transportation plan	$ 1,954.80

CITY OF DILWORTH

BILLS TO BE APPROVED FOR PAYMENT - MARCH 9, 2026

#	Description		Amount
PUBLIC SAFETY-POLICE EXPENDITURES			
	BRAULT, JOEL 2 hours overtime @ $50.25/hr for February 16 - March 1, 2026 4 hours training @ $50.25/hr for February 16 - March 1, 2026 6 hours holiday @ $33.50/hr for February 16 - March 1, 2026	$	502.50
	DANNHOFF, ROSS 4 hours training @ $65.30/hr for February 16 - March 1, 2026 16 hours training officer @ $2.18/hr for February 16 - March 1, 2026 6 hours holiday @ $43.53/hr for February 16 - March 1, 2026	$	557.26
	HOVERSTEN, ELIAS 5.5 hours of training @ $65.30/hr for February 16 - March 1, 2026	$	359.15
	MITCHELL, BRIANA 4 hours training @ $51.60/hr for February 16 - March 1, 2026 6 hours holiday @ $34.40/hr for February 16 - March 1, 2026	$	412.80
	MONAGHAN, LANE 25 hours training officer @ $1.77/hr for February 16 - March 1, 2026	$	44.25
	PAGE, JEVON 47 hours part-time @ $18.65/hr for February 16 - March 1, 2026	$	876.55
	SORENSON, IAN 21 hours part-time @ $39.89/hr for February 16 - March 1, 2026	$	391.65
	STETZ, JACOBE 3 hours overtime @ $55.91/hr for February 16 - March 1, 2026 2 hours training @ $55.91/hr for February 16 - March 1, 2026	$	279.55
	TURNEY, KANE 1.5 hours overtime @ $50.25/hr for February 16 - March 1, 2026 4 hours training @ $50.25/hr for February 16 - March 1, 2026	$	276.38
	ALLI CONNECT, INC Annual safety & wellness app fees	$	1,614.00
	AMAZON.COM 2026 Durango floorliners	$	253.90

CITY OF DILWORTH

BILLS TO BE APPROVED FOR PAYMENT - MARCH 9, 2026

#	Description			Amount
	CLAY COUNTY HUMAN RESOURCES			$ 20.00
	ID badges - Hoversten & Turney			
	CODE 4 SERVICES, INC.			$ 4,206.65
	Retrofit 2018 Charger to spare squad	$	2,164.42	
	Upfit 2026 Durango	$	2,042.23	
	CUSTOM GRAPHICS, INC			$ 759.00
	Decals on 2026 Durango			
	DILWORTH POST OFFICE			$ 376.00
	Post office box annual fee			
	FARGOTEK, LLC			$ 5,982.28
	Camera set up			
	GAMES TO GO			$ 544.68
	Table rentals			
	GALLS			$ 1,003.29
	Shirts - Stetz		48.72	
	Pants, polo, belt, handcuffs, shirts, & boots - Turney		954.57	
	HOWITZER IT			$ 1,000.00
	New user set up, Axon set up repairs, windows updates, & GPS repairs			
	LEGACY CHIROPRACTIC			$ 320.00
	Safety fair			
	LOFFLER			$ 93.77
	Copier prints			
	MIDSTATES WIRELESS			$ 162.99
	Remote speaker microphone			
	MOTOROLA SOLUTIONS			$ 481.20
	Remote mount			
	NETWORK CENTER INC			$ 117.50
	Camera system repairs			

CITY OF DILWORTH

BILLS TO BE APPROVED FOR PAYMENT - MARCH 9, 2026

#	Description			Amount
	PETRICH, LYNN			$ 105.00
	Patches on shirts - Truney			
	RUNNINGS			$ 124.96
	Oil & washer fluid		36.98	
	Swivel adaptor & nylon sling		87.98	
	VALVOLINE			$ 110.58
	Oil change on 2021 Durango			
	VERIZON WIRELESS			$ 659.17
	Air cards & cell phones for the month of January			
	WINDOW TINT PROS			$ 540.00
	2026 Durango tint			
BUILDING INSPECTION EXPENDITURES				
	SCHROEDER, STEVE			$ 1,091.50
	Building Inspector retainer for February	$	850.00	
	Permits for February	$	241.50	
MAINTENANCE DEPARTMENT EXPENDITURES				
	BROWN, ANDREW			$ 214.00
	8 hours oncall @ $26.75/hr for February 16 - March 1, 2026			
	FELDT, CORY			$ 114.90
	3 hours overtime snow @ $38.30/hr for February 16 - March 1, 2026			
	MILLER, LONNY			$ 281.84
	8 hours oncall @ $35.23/hr for February 16 - March 1, 2026			
	ACME EQUIPMENT			$ 59.90
	Oil for loader			
	BRENCO			$ 56.74
	Pressure washer repairs			
	ELECTRIC PUMP			$ 17,481.57

CITY OF DILWORTH

BILLS TO BE APPROVED FOR PAYMENT - MARCH 9, 2026

#	Description	Amount
	1005 6th Ave storm water pump repairs	

CITY OF DILWORTH

BILLS TO BE APPROVED FOR PAYMENT - MARCH 9, 2026

#	Description	Amount
	FASTENAL Plow bolts	$ 63.34
	FARNAMS GENUINE PARTS V-belt	$ 9.91
	KPH, INC Pond work completed	$ 133,344.00
	MAC'S INC Packing tape &plow bolts	$ 41.12
	MENARDS Bag-oil dry & TV antenna	$ 119.48
	MOORHEAD TOWNSHIP Road maintenance 7/1/2025 to 12/31/2025	$ 777.16
	M-R SIGN CO. INC. Street signs	$ 3,640.50
	OREILLY AUTO PARTS Alternator, Hyd filter, & oil filter	$ 196.74
	OTTO'S WELDING & MACHINE SHOP, INC. Road grader repairs	$ 625.00
	PERRIN MOBILE MEDICAL Drug testing	$ 180.00
	TRACTOR SUPPLY CO. Towing kit	$ 47.98
	VERIZON WIRELESS Cell phone charges for the month of January	$ 38.41
PARK FUND-SWIMMING POOL EXPENDITURES		
	CLAY COUNTY ENVIROMENTAL HEALTH 2026 License renewal	$ 755.00

CITY OF DILWORTH

BILLS TO BE APPROVED FOR PAYMENT - MARCH 9, 2026

#	Description		Amount
FIRE DEPARTMENT EXPENDITURES			
	EMERGENCY SOLUTIONS Reporting software (December, January, March)	$	495.00
	GALLS Belt - to be reimbursed	$	25.97
	JOHNSON CONTROLS Annual monitoring	$	535.52
	LOFFLER Copier prints	$	3.70
	MAC'S INC Carriage bolts, threadlock get, & fasteners	$	15.52
	MINNESOTA FIRE SERVICE CERTIFICATION BOARD Firefighter I certification E Edeen, J Olson, & J Wang	$	468.00
	MINNESOTA STATE COMMUNITY & TECHNICAL COLLEGE Leadership in supervision - Astrup	$	175.00
	MOTOROLA SOLUTIONS Chargers	$	1,462.50
TRANSIT SERVICE EXPENDITURES			
	CITY OF MOORHEAD Adjusted balance of December local share for transit services	$	34.88
WATER FUND EXPENSES			
	GOPHER STATE ONE-CALL Locates for the month of February	$	2.70
	MENARDS Shoe covers, drywall, and pry bar	$	66.94
	MINNESOTA DEPARTMENT OF HEALTH 1st Qtr service connection fees	$	5,525.00

CITY OF DILWORTH

BILLS TO BE APPROVED FOR PAYMENT - MARCH 9, 2026

#	Description		Amount
	RANDALL'S EXCAVATION, INC Curb stop repairs 202 1ST Ave SE to be reimbursed	$	7,367.00
	UPS STORE Mailing water samples	$	17.97
	VALLI INFORMATION SYSTEMS Web posting	$	17.03
	VERIZON Router	$	44.31
SEWER FUND EXPENSES			
	GOPHER STATE ONE-CALL Locates for the month of February	$	2.70
	SOPP CONTROL SERVICES Lift telemetry repairs	$	217.50
	VERIZON Router	$	44.31
	VALLI INFORMATION SYSTEMS Web posting	$	17.03
REFUSE FUND EXPENSES			
	THOMPSON, DWIGHT 16 hours Recycling Center @ $13.50/hr for February 16 - March 1, 2026	$	216.00
	ADVANCE GARAGE DOOR INC Recycling door repairs	$	334.00
	FUCHS SANITATION, INC. February recycling	$	190.00
	MENARDS TV antenna	$	39.58

CITY OF DILWORTH

BILLS TO BE APPROVED FOR PAYMENT - MARCH 9, 2026

#	Description			Amount
PEST CONTROL FUND EXPENSES				
	FRISCO, JOSEPH			$ 15.00
	Reimbursement pest application			
OTHER COMBINATION OF FUNDS				
	702 COMMUNICATIONS			$ 1,548.39
	Phone service for the month of February			
	KWIK TRIP			$ 108.79
	Fuel for the month of February			
	Police Department		93.33	
	Fire Department - Donuts for training		15.46	
	MOORE ENGINEERING, INC.			$ 5,425.20
	Stormwater pond maintenance		3,375.20	
	Community Center Addition		2,050.00	
	PETRO SERVE USA			$ 4,403.68
	Fuel for the month of February			
	Police Department	$	1,361.42	
	Maintenance Department	$	2,958.23	
	Fire Department	$	84.03	
	Water Department			
	RED RIVER VALLEY COOP POWER ASSOC.			$ 1,763.64
	City power for the month of February			
	SRF CONSULTING GROUP, INC			$ 3,336.54
	34th Street watermain extension			
	XCEL ENERGY			$ 19,288.88
	City power for the month of February			
TOTAL EXPENDITURES				**$ 239,278.68**