



DILWORTH CITY COUNCIL REGULAR MEETING
MONDAY, AUGUST 24, 2026, 6:00 PM

Budget Workshop - 5:10 p.m. and Following the Regular Agenda, if Necessary

- 1. Call to Order**
- 2. Roll Call**
- 3. Agenda Approval**
- 4. Consent Agenda**
 - 4.A** [Approve minutes from the August 10, 2026 City Council Meeting](#)
 - 4.B** [Approve minutes from the August 19, 2026 Special City Council Meeting](#)
 - 4.C** [Receive and file the minutes for the Dilworth Fire Department Business Meeting from August 17, 2026](#)
 - 4.D** Approve date change for Transient Business License requested by the Rail District, from September 26, 2026 to October 3, 2026
 - 4.E** [Receive and file resignation notice \(City Hall\)](#)
- 5. Public Comment Period (by Appointment Only)**
- 6. Police Department**
 - 6.A** [Authorize Hire of Police Officer](#)
 - 6.B** [Consideration, Contract with Digital Plains, LLC for IT Services at the Dilworth Police Department](#)
- 7. City Hall**
 - 7.A** [Consideration, Employment Agreement for New City Administrator Hire](#)
- 8. Council Member's Concerns and Committee Updates**
- 9. Payment of Bills**
 - 9.A** [Bills to be approved for August 24, 2026](#)
- 10. Adjournment**

Approve minutes from the August 10, 2026 City Council Meeting

DESCRIPTION:	N/A
SUGGESTED ACTION:	Consent agenda approval
VOTING REQUIREMENT:	Simple Majority of the Voting Quorum
SUBMITTED BY:	Erin Hook, Administrative Assistant
DEPARTMENT:	City Hall
ATTACHMENTS:	08_10_2026_city-council_minutes_summary.docx

Minutes of the Dilworth City Council Regular Meeting, Clay County, Minnesota, held August 10, 2026, at 6:00 PM, at Dilworth City Hall 2 First Avenue SE Dilworth, MN 56529.

PRESENT: Chad Olson, Julie Nash, Kevin Peterson

ABSENT: Amber Borah, David Steichen

OTHERS: Deputy Clerk Jessica Malvin, Finance Officer Perry Baatz, Police Chief Hunter Rawson, Fire Chief Scott Payne, Assistant Fire Chief Chris Kohler, Dan Kleist, and Administrative Assistant Erin Halverson-Hook

Budget Workshop - 5:10 p.m. and Following the Regular Agenda, if Necessary

1. **Call to Order**

2. **Roll Call**

3. **Agenda Approval**

MOTION: by Julie Nash, seconded by Kevin Peterson, to approve August 10, 2026 City Council agenda. Motion passed by 3 ayes, 0 nays.

4. **Consent Agenda**

MOTION: by Kevin Peterson, seconded by Julie Nash, to approve all items on the consent agenda. Motion passed by 3 ayes, 0 nays.

4.A. Approve minutes from the July 27, 2026 City Council Meeting

4.B. Approve Lawful Gambling application from St. Elizabeth's Catholic Church for a bingo event on October 25, 2026

4.C. Authorize Summit Fire Protection to install cell dialer for City Hall security System

4.D. Authorize hire of 2026 Primary and General election judges

4.E. Approve the Tobacco License application of Three Store, LLC dba Snak Atak, to expire April 15, 2027

4.F. Authorize temporary construction easement payment for the 34th Street Water Main Extension project

4.G. Receive and file July Incident Analysis Report

4.H. Approve Change Orders for the Dilworth Community Center Project

5. Public Comment Period (by Appointment Only)

Deputy Clerk Malvin confirmed that no public comment requests had been received.

6. Community Center

6.A. Consideration, Pay Request #4 - Dilworth Community Center Project

Dan Kleist provided the monthly project update. Site work is substantially complete, concrete work is approximately 75% done, precast floor plank has been installed, and permanent power has been established on site. Masonry is progressing, with CMU work expected to be completed by end of the month, after which structural steel work will begin. Dan Kleist estimated the building would be enclosed within six to eight weeks. The landscape plans are being prepared for bid, with a bid opening anticipated on September 9th.

The Council discussed making progress documentation available to the public. Dan Kleist agreed to work with the city's IT vendor to compile a time-lapse or photo collage of construction progress for posting to the city website.

Pay Request #4 totaled \$583,567.44

MOTION: by Julie Nash, seconded by Kevin Peterson, to approve Pay Request #4 - Dilworth Community Center Project. Motion passed by 3 ayes, 0 nays.

7. Police Department

7. A. Consideration, Contract with Digital Plains, LLC for IT Services at the Dilworth Police Department

Police Chief Hunter Rawson presented the proposed contract with Digital Plains, LLC for IT services at the Dilworth Police Department. He noted that the cities of Glyndon and Hawley have moved forward with Digital Plains, while the City of Barnesville has tabled the matter until September. Chief Rawson outlined a cost analysis based on an anticipated 25% reduction in Clay County dispatch fees, projecting an approximate net savings of \$ 4,200 in the first year, growing substantially in subsequent years as the dispatch fee reduction phases to 50% and then 75%.

The Council discussed the need to first obtain clarity from Clay County regarding the scope and intent of its dispatch fee reduction and the status of county-provided IT services, as no formal written confirmation had been received beyond a post-Christmas email indicating IT services would be discontinued. Councilmember Peterson and Vice Mayor Nash both expressed confidence in Digital Plains as the preferred vendor but agreed that a definitive response from the county was needed before executing a contract. The Mayor indicated he would raise the matter directly with Clay County's representative.

The Council reached consensus to table the item and return it to the next regular meeting agenda, with Chief Rawson directed to inquire of Digital Plains the lead time required to be fully operational by January 1st.

8. Council Member's Concerns and Committee Updates

Councilmember Peterson recognized Deputy Clerk Malvin and city hall staff for their work at Loco Daze.

Chief Rawson recognized Councilmember Steichen for his extended volunteer assistance at the Night to Unite cupcake walk event and reported an estimated attendance of 375–400 residents.

Deputy Clerk Malvin announced that the primary election would be held the following day, August 11th, from 7:00 AM to 8:00 PM at Dilworth Lutheran Church; that the city pool's last day of operation would be Friday, August 14th; and that staff interviews were scheduled for August 19th.

Mayor Olson noted that three additional budget workshops remain before the preliminary budget is set.

9. Payment of Bills

9.A. Bills to be approved for August 10, 2026

MOTION: by Julie Nash, seconded by Kevin Peterson, to approve payment of the claims and bills dated August 10, 2026. Motion passed by 3 ayes, 0 nays.

10. Adjournment

There being no further business, the Mayor declared the meeting adjourned.

Mayor: _____ ATTEST: _____
Chad Olson Jessica Malvin, Deputy Clerk

Approved by the Dilworth City Council on: August 24, 2026

Approve minutes from the August 19, 2026 Special City Council Meeting

DESCRIPTION:	N/A
SUGGESTED ACTION:	Consent agenda approval
VOTING REQUIREMENT:	Simple Majority of the Voting Quorum
SUBMITTED BY:	Jessica Malvin, Deputy Clerk
DEPARTMENT:	City Hall
ATTACHMENTS:	08_19_2026_Minutes.pdf

Minutes of the Dilworth City Council Special Meeting, Clay County, Minnesota, held August 19, 2026, at 1:30 PM, at Dilworth City Hall 2 First Avenue SE Dilworth, MN 56529.

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

OTHERS: Liza Donabauer with DDA Human Resources and Administrative Assistant Angela Miller

1. **Call to Order**

The meeting was called to order at 1:30 p.m.

2. **Roll Call**

3. **Agenda Approval**

MOTION: by Julie Nash, seconded by David Steichen, to approve August 19, 2026 city council agenda. Motion passed by 5 ayes, 0 nays.

4. **City Administrator Candidate Interviews, Deliberation, and Selection**

Liza Donabauer with DDA Human Resources assisted with the interviews with the three candidates.

5. **Adjournment**

The meeting was adjourned at 6:26 p.m.

Mayor: _____
Chad Olson

ATTEST: _____
Jessica Malvin, Deputy Clerk

Approved by the Dilworth City Council on: August 19, 2026

Receive and file the minutes for the Dilworth Fire Department Business Meeting from August 17, 2026

DESCRIPTION: N/A

SUGGESTED ACTION: Consent agenda approval

VOTING REQUIREMENT: Simple Majority of the Voting Quorum

SUBMITTED BY: Jessica Malvin, Deputy Clerk

DEPARTMENT: Fire Department

ATTACHMENTS: [08-17-2026 Fire Minutes.pdf](#)

Dilworth Fire Department
Business Meeting Agenda
Monday, August 17th, 2026
7:00 PM
Dilworth Fire Hall

01: ROLL CALL

02: APPROVE BUSINESS MEETING AGENDA.

03: APPROVE LAST MONTH'S BUSINESS MEETING MINUTES

04: RUN REPORTS:

- 26079 – 14th St Center Ave E Dilworth – Unknown Fire – 7/20/2026 at 0630 hours
- 26080 – 140th Ave N 18th St N Kragens – Ditch Fire – 7/22/2026 at 1426 hours
- 26081 – 10 5th St NW 101 Dilworth – Lift Assist – 7/22/2026 at 2321 hours
- 26082 – 303 5th St NW Dilworth – Hover Board Fire – 7/26/2026 at 1836 hours
- 26083 – 34th St and Hwy 10 Dilworth – Semi/Vehicle Accident – 7/28/2026 at 2122 hours
- 26084 – 838 40th St N Moorhead – Quonset Structure Fire – 7/30/2026 at 0055 hours
- 26085 – Hwy 75 N 155th Ave NW Georgetown- Automatic Crash Notification – 8/2/2026 at 2210 hours
- 26086 – 10 5th St NW 101 Dilworth – Lift Assist – 8/3/2026 at 0108 hours
- 26087- 108 Main St N Dilworth – Fire Alarm Activation – 8/3/2026 at 0910 hours
- 26088 – 1125 Oakview Dr Dilworth – Fire Alarm Activation – 8/3/2026 at 1903 hours
- 26089 – 3845 79th Ave N Oakport township – Fire Alarm Activation – 8/4/2026 at 1531 hours
- 26090 – 100 22nd Ave S Moorhead – Brush Fire – 8/7/2026 at 0836 hours
- 26091 – 1100 Southwood Dr Dilworth – Person Burning Grass – 8/7/2026 at 1035 hours
- 26092 – 28th Ave S & 100th St S Glyndon – Tractor/Field Fire – 8/8/2026 at 1636 hours
- 26093 – 1609 3rd Ave NW Dilworth – Fire Alarm Activation – 8/12/2026 at 1252 hours
- 26094 – 9000 15th St NW Kragens – Automatic Crash Notification – 8/13/2026 at 0051 hours
- 26095 – 15th Ave N & 34th St Dilworth – Bon Fire – 8/13/2026 at 2113 hours
- 26096 – 221 12th St NE Dilworth – Odor Investigation – 8/16/2026 at 1133 hours

05: CHIEF MEETING:

06: MEMBERSHIP COMMENTS AND CONCERNS:

07: EQUIPMENT REPORT:

08: CITY COUNCIL LIASON REPORT:

09: COMMITTEE REPORTS:

10: SCHOOLS/TRAINING:

11: OTHER:

12: ADJOURNMENT

Business Meeting Minutes
Monday, August 17th, 2026
7:00 PM
Dilworth Fire Hall

01: ROLL CALL: Edeen, Empting, Gordon, M. Grimley, T. Grimley, Johnk, Kohler, Kollitz, I. Nash, T. Nash, J. Nash, Nelson, Ochoa, Prigelmeier, Stuart, Wang, Wohlwend, Worm

02: APPROVE BUSINESS MEETING AGENDA: I. Nash, T. Nash. Unanimous Motion Carried

03: APPROVE LAST MONTH'S BUSINESS MEETING MINUTES: I. Nash, T. Nash Unanimous Motion Carried

04: RUN REPORTS:

- 26079 – 14th St Center Ave E Dilworth – Unknown Fire – 7/20/2026 at 0630 hours
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- 26096 – 221 12th St NE Dilworth – Odor Investigation – 8/16/2026 at 1133 hours

Nelson: When on calls like the Quonset fire try to use hose and tools off one truck in case there is another call. Harder to do during a call, but especially during cleanup, make sure one Engine is ready to go in case another call comes in. Empting: Auto Crash Notifications can be when persons phone falls off their vehicle when they start driving or drop it while driving. Still need to investigate. Worm: Could also be a kid riding bike and crashing with their phone. T. Grimley: Generator at DGF school is in middle of school if need to locate it during a call.

05: CHIEF MEETING: Discussed Morken township, interviews.

06: MEMBERSHIP COMMENTS AND CONCERNS: None

07: EQUIPMENT REPORT: T. Nash fixed lights on truck. Nelson: With cascade compressor need to manually turn on and when done need to open all banks to fill. Typing up notes for this. Emptying: Check fuel gauges after calls, Eng 41 was half full. Worm: Asked to get jug of dish soap to be used on Wildland for foam.

08: CITY COUNCIL LIASON REPORT: Not present. Jill passed away. Visitation is Friday from 5-7pm and funeral Saturday at 11am. Wednesday the 19th will have interviews for new City Administrator. 3 DFD members will be present for them.

09: COMMITTEE REPORTS: None

10: SCHOOLS/TRAINING: No schools. Next Monday will be at city pool since it will be drained and will use to practice water rescue using water rescue suits. Next month planning to do auto extrication. Working with Ed's Towing to plan this.

11: OTHER: In October kindergartener's will be coming to the station. Oct 12th is fire prevention week. Doing open house. Hot dogs, chips and drinks. Planning to do tours of fire station for kids. On August 18th Ghertz will be at station to fix bay 2 flooring. Need to move trucks tonight to make room. Plan to have dried by Thursday or Friday. 3rd Monday in October will be business and maintenance.

12: ADJOURNMENT: I. Nash, T. Nash. Unanimous Motion Carried

Receive and file resignation notice (City Hall)

DESCRIPTION:	Administrative Assistant Erin Halverson-Hook has submitted her resignation.
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

Authorize Hire of Police Officer

DESCRIPTION:

Police Chief Rawson is requesting a conditional offer of employment to police candidate Jacek Hummel, contingent upon successful completion of all required pre-employment conditions.

Candidate Hummel holds a Bachelor of Science degree in Criminal Justice from North Dakota State University, a Minnesota POST license (currently valid, though inactive, with no disciplinary actions on record), and an Emergency First Responder license. He brings prior law enforcement and public safety experience, having served as a Loss Prevention Officer with Scheels, a Correctional Officer with the Cass County Jail in North Dakota, and a Police Officer with the Eden Prairie Police Department.

Strengths Identified in the Background Investigation

- Work ethic: Consistently described by supervisors as dependable, punctual, and willing to take on additional duties
- Communication skills: Identified as a strong verbal and written communicator
- Ties to the community: Candidate Hummel has family ties to the Fargo-Moorhead area, including family currently residing in Fargo, and has expressed his intent to remain in the area long-term
- No criminal history

Based on his training, certifications, work history, and demonstrated interest in serving the City of Dilworth, it is recommend that the City Council extend a conditional offer of employment to Candidate Jacek Hummel.

Candidate Hummel's completed background investigation is on file with the Dilworth Police Department and is available for Council review upon request.

Candidate Hummel will begin at Step 1.

SUGGESTED ACTION:

Motion to approve the hire of Jacek Hummel as a Dilworth Police Officer.

VOTING REQUIREMENT:

Simple Majority of the Voting Quorum

SUBMITTED BY: Angela Miller, Administrative Assistant

DEPARTMENT: Police Department

ATTACHMENTS: N/A

Consideration, Contract with Digital Plains, LLC for IT Services at the Dilworth Police Department

DESCRIPTION:

Chief Rawson is seeking Dilworth City Council approval of a three-year service contract with Digital Plains LLC to provide comprehensive IT support for the Dilworth Police Department, beginning January 1, 2027.

Here is an overview of the three agencies that currently provide IT support to the DPD:

Organization	Service(s)
Clay County IT	1. Installation and support of New World Mobile (squad/office computer program) 2. New World Records (desktop computers) 3. VPN connection to dispatch (RRRDC) 4. Multi-factor authentication (MFA). Collectively, we say Clay County IT provides "CAD/RMS" service for Dilworth, which is effectively all IT dispatch related work.
Haider Howitzer	Handles "day-today" IT support.
Lakes Country Service Co-Op	LCSC manages our Microsoft 365 licensing. They provide this citywide and who we work through them for email (cityofdilworth.gov domain). No adjustments are being made with LCSC.

Background

Effective January 1, 2027, Clay County will no longer provide Computer-Aided Dispatch/Records Management System (CAD/RMS) IT support services, which are essential to the daily operation of the Police Department. Additionally, the City's current

IT consultant, Mr. Howitzer, has indicated he will no longer be available to provide routine day-to-day IT support after 2026.

Collectively, these two services currently represent approximately \$20,000 in annual expenditures and require the City to identify a replacement provider.

Regional Evaluation

Recognizing that several neighboring communities were facing the same transition, the cities of Dilworth, Glyndon, Hawley, and Barnesville jointly evaluated proposals from qualified IT providers. While each community has different technology needs, there is value in utilizing a common vendor given the regional coordination that regularly occurs among police departments and public safety agencies.

Following the evaluation process, each city is being asked to consider entering into an agreement with Digital Plains, LLC. While Dilworth is in a comparatively strong position from an IT infrastructure standpoint, staff believes the proposed solution provides the best long-term support for the Police Department.

Digital Plains' proposal includes CAD/RMS support, cybersecurity services, network administration, help desk support, and ongoing technology management tailored to the operational and security requirements of public safety organizations.

The City also received a proposal from LCSC. While competitive in cost, LCSC was unable to provide the full level of service required by the Police Department, particularly with respect to cybersecurity services and experience supporting law enforcement technology platforms.

Financial Information

Digital Plains has proposed a three-year agreement with a monthly fee of \$2,550, or \$30,600 annually, along with a one-time onboarding fee of \$2,000.

2026 (Clay County IT + Haider)	~ \$20,000
2027 (Digital Plains)	\$32,600

2028 (Digital Plains)	\$30,600
2029 (Digital Plains)	\$30,600

While this represents an increase over current expenditures, staff notes there remains significant uncertainty regarding future dispatch-related costs. In November 2025, the rural Clay County cities jointly requested that Clay County phase out operational dispatch fees over a three-year period. The current dispatch agreement expires December 31, 2026, and no direction has yet been provided by the County regarding a successor agreement.

Should the County reduce or eliminate the current dispatch operational fee (approximately \$85,000 in 2026), those savings would more than offset the increased IT costs associated with this agreement.

SUGGESTED ACTION: Motion to approve a contract with Digital Plains, LLC for IT services at the Dilworth Police Department.

VOTING REQUIREMENT: Simple Majority of the Voting Quorum

SUBMITTED BY: Angela Miller, Administrative Assistant

DEPARTMENT: Police Department

ATTACHMENTS: [DIGITAL PLAINS - Dilworth PD- MSP Complete - vLASO 8-6-26.pdf](#)

DIGITAL PLAINS



SECURE, PRACTICAL, EFFECTIVE.

MSP Complete

Partnering in Innovation:
Ensuring Security, Driving Success

Presented To:
Dilworth MN Police Department

Prepared By:
Kelly Mortensen



About Our Company

Cyber Since 2019

Digital Plains LLC is an Information Technology Service and Solutions Provider dedicated to safeguarding the intellectual property, reputations, and futures of high-growth businesses nationwide. As an industry-leading managed service provider (MSP), Digital Plains offers comprehensive cloud first, cybersecurity solutions to protect against both targeted and opportunistic cyber threats.

Founded by Kelly Mortensen, a U.S. Armed Forces veteran and cyber security & AI authority, Digital Plains leverages decades of experience to deliver innovative and practical IT solutions. The company is committed to understanding clients' unique needs and providing secure, practical, effective, and compliant IT services. With a U.S. based support team available 24/7, 365 days a year, Digital Plains ensures that clients can focus on business growth while their technology and data are protected.

We specialize in managed cybersecurity, help desk services, ransomware protection, auditing, and more, all delivered by a U.S.-based team available 24/7/365. Our team is dedicated to ensuring NIST-compliant, NIST and FTC Safeguards-aligned solutions. Relevant experience includes serving small to medium-sized businesses and nonprofits with multi-tenant environments, where we've implemented secure network segmentation, and scalable IT infrastructure.

This hands-on approach ensures direct access to me and our top engineers—you'll always know who you're working with.



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MSP Complete — All-Inclusive Managed IT

- **Microsoft 365** — Full licensing + M365 security stack, identity management, endpoint protection
- **Advanced SPAM Filter** — Color-coded banners, logo analysis, graymail detection
- **Browser Security** — Data masking for CJIS/HIPAA, data leak protection, phishing & malware blocking, app sandboxing
- **Monthly Security Training** — Randomized phishing tests with coaching; engaging SNL-voiced training videos
- **Cyber Warranty** — \$100K annual coverage, 24–48hr fund access, covers wire/ACH scams
- **Unlimited Support** — Help desk, new computer setup, vendor support, project work — no extra invoices

vLASO — Virtual Law Enforcement Agency Security Officer

- **Gap Analysis** — Full review of your environment against all 13 CJIS Security Policy areas
- **Remediation Roadmap** — Prioritized action plan to achieve full CJIS compliance
- **Policy Development** — Information Security Policy, Acceptable Use Policy, CJIS documentation
- **Technical Controls** — MFA, FIPS 140-2 encryption, role-based access, MDM, network security
- **Annual Internal Audit** — Written compliance report + remediation recommendations
- **Pre-Audit Prep *Billed Separately** — We prepare documentation, run a walkthrough, and support your team when auditors call

Pricing — 36-Month Agreement

Service Tier	Standard/mo	36-Mo Rate/mo	Onboarding	First Month Total
MSP Complete + vLASO Ready	\$3,000	\$2,550	\$2000	\$4,550

i All rates are per department, all-inclusive. CJIS audit included.

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Thank You

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West Fargo 58078



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www.digi plains.com



Consideration, Employment Agreement for New City Administrator Hire

DESCRIPTION:	Following interviews on August 19, 2026, the City Council unanimously agreed to offer the City Administrator position to candidate Mike Brethorst. Soon after, DDA representative Liza Donabauer, along with Vice Mayor Nash and Councilmember Peterson, negotiated the terms of a contract with Mr. Brethorst, which is before the City Council for consideration. Mr. Brethorst will begin as Dilworth's new City Administrator no later than September 28, 2026.
SUGGESTED ACTION:	Motion to approve the employment agreement with Mike Brethorst to serve as City Administrator for the City of Dilworth.
VOTING REQUIREMENT:	Simple Majority of the Voting Quorum
SUBMITTED BY:	Peyton Mastera, City Administrator
DEPARTMENT:	City Hall
ATTACHMENTS:	City of Dilworth City Administrator Employment Agreement with Mike Brethorst.pdf

City of Dilworth, Minnesota Employment Agreement

AGREEMENT made this 24th day of August, 2026, by and between the CITY OF Dilworth, a Minnesota municipal corporation ("Employer"), and Michael Brethorst ("Employee").

The parties agree as follows:

1. **POSITION.** Employer agrees to employ Employee as its City Administrator. Employee agrees to serve as City Administrator in accordance with state statutes, City ordinances and the Code of Ethics of the International and Minnesota City/County Management Associations, and to perform such other legally permissible and proper duties and functions as the City Council shall from time to time assign.

2. **PENSION PLAN.** Employer shall contribute to PERA as required by State law for Employee or an alternate pension plan, if selected by Employee, authorized by State law.

3. **SALARY.** Employee will start no later than September 28, 2026 and shall be paid an annual salary of \$140,000 per year. Employer and Employee agree that an initial performance review will be conducted on Employee after twelve (12) months of employment and annually thereafter. The Employer agrees to consider an increase in compensation to the Employee dependent upon the results of the performance evaluation.

4. **SICK LEAVE.** Employee shall accrue sick leave in accordance with the City's personnel policies.

5. **VACATIONS.** Effective upon Employee's first day of employment, Employee shall be credited with a prorated amount of 200 hours of accrued vacation leave for calendar year 2026. Any unused vacation leave accrued in 2026 may be carried forward into calendar year 2027. Effective January 1, 2027, Employee shall be considered a "15-year" employee for purposes of vacation accrual and shall accrue vacation leave in accordance with the City's personnel policies.

6. **HOLIDAYS.** Employer shall provide Employee the same holidays as enjoyed by other non-union employees.

7. **GENERAL INSURANCE.** Employer shall provide Employee the same group hospital, medical, dental, life and disability insurance benefits as provided to all other non-union employees.

8. **DUES AND SUBSCRIPTIONS.** Employer shall budget and pay the professional dues and subscriptions for Employee which are deemed reasonable and necessary for Employee's continued participation in national, regional, state and local associations necessary and desirable for Employee's continued professional participation, growth and advancement.

9. **PROFESSIONAL DEVELOPMENT.** Employer shall budget and pay necessary and reasonable registration, travel and subsistence expenses of Employee for professional and official travel, meetings and occasions adequate to continue the professional development of Employee and to adequately pursue necessary official and other committees thereof which Employee serves as a member. Employee shall use good judgment in his/her outside activities so he/she will not neglect his primary duties to the Employer.

10. **CIVIC CLUB MEMBERSHIP.** Employer recognizes the desirability of representation in and before local civic and other organizations. Employee is authorized to become a member of such civic clubs or organizations as deemed appropriate by Employee and Employer; and at Employer's expense.

11. **AUTOMOBILE.** Employer shall reimburse Employee for business-related mileage incurred while using Employee's personal vehicle at the applicable federal mileage reimbursement rate. Employer agrees to discuss the potential for a vehicle allowance after Employee has completed one year of employment.

12. **GENERAL EXPENSES.** Employer shall reimburse Employee reasonable miscellaneous job-related expenses which it is anticipated Employee will incur from time to time when provided appropriate documentation.

13. **HOURS OF WORK.** It is understood the position of City Administrator requires attendance at evening meetings and occasionally at weekend meetings. It is understood by Employee that additional compensation and compensatory time shall not be allowed for such additional expenditures of time. It is further understood that Employee may absent himself/herself from the office to a reasonable extent in consideration of extraordinary time expenditures for evening and weekend meetings at other than normal working hours.

14. **TERMINATION BENEFITS.** In the event Employee is terminated by the Employer during such time that Employee is willing and able to perform the duties of City Administrator, then in that event, Employer agrees to pay Employee at the time of receipt of his last paycheck a lump sum cash payment equal to six months aggregate salary and to continue to provide and pay for the benefits set forth in paragraph 7 for a period of six months following termination. However, if Employee is terminated because of malfeasance in office, gross misconduct, conviction for a felony, or conviction for an illegal act involving personal gain to Employee, then Employer shall have no obligation to pay the termination benefits.

If Employer at any time during the employment term reduces the salary or other financial benefits of Employee in a greater percentage than across-the-board reduction for all non-union employees, or if Employer refuses, following written notice, to comply with any other provisions of this Agreement benefiting Employee or Employee resigns following a formal suggestion by Employer that he resign, then Employee may, at his option, be deemed to be "terminated" on the effective date of Employee's resignation and the Employee shall also be entitled to receive the termination benefits set forth above.

If Employee voluntarily resigns his position with Employer, Employee agrees to give the Employer thirty (30) days' advance notice. If Employee voluntarily resigns his/her position with Employer, there shall be no termination pay due to Employee.

15. **GENERAL CONDITIONS OF EMPLOYMENT.** Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employer to terminate the services of Employee at any time, for any reason, subject only to the provisions of this Agreement and statutory requirements. Furthermore, nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employee to resign at any time from his position with Employer, subject only to the provisions of this Agreement.

IN WITNESS WHEREOF, Employer has caused this Agreement to be signed and executed on its behalf by its Mayor and Vice Mayor, and Employee has signed this Agreement, in duplicate, the day and year first written above.

EMPLOYER:
CITY OF DILWORTH

EMPLOYEE:

BY: _____
Its Mayor

AND

Its Vice-Mayor

Bills to be approved for August 24, 2026

DESCRIPTION: N/A

SUGGESTED ACTION: Motion to approve the bills for August 24, 2026

VOTING REQUIREMENT: Simple Majority of the Voting Quorum

SUBMITTED BY: Jessica Malvin, Deputy Clerk

DEPARTMENT: Finance

ATTACHMENTS: [8-24-2026 APAY.pdf](#)

CITY OF DILWORTH

BILLS TO BE APPROVED FOR PAYMENT - AUGUST 24, 2026

#	Description		
<u>GENERAL GOVT.-CITY CLERK EXPENDITURES</u>			
	OFFICE OF THE MINNESOTA SECRETARY OF STATE Notary renewal - Miller	\$	120.00
<u>GENERAL GOVT.-FINANCIAL ADMINISTRATION EXPENDITURES</u>			
	HALVERSON-HOOK, ERIN 3.5 hours overtime @ \$35.03/hr for August 3 - 16, 2026	\$	122.61
	AIRE SERV OF FARGO Service AC unit	\$	86.55
	AMAZON Dilworth art print	\$	195.90
	CANON FINANCIAL SERVICES, INC Monthly copier lease & maintenance agreement	\$	155.52
	INTERSTATE ALL BATTERY CENTER Back up battery	\$	51.15
<u>PLANNING & ZONING EXPENDITURES</u>			
	LORSUNG, DONALD 12.75 hours part-time @ \$41.04/hr for August 3 - 16, 2026	\$	523.26
<u>PUBLIC SAFETY-POLICE EXPENDITURES</u>			
	HOVERSTEN, ELIAS 5 hours overtime @ \$65.30/hr for August 3 - 16, 2026	\$	326.50
	PRITCHARD, STACY 3.5 hours overtime @ \$46.77/hr for August 3 - 16, 2026	\$	163.70
	SORENSEN, IAN 25 hours part time @ \$18.65/hr for August 3 - 16, 2026	\$	466.25
	STETZ, JACOB 20.5 hours overtime @ \$55.91/hr for August 3 - 16, 2026	\$	1,146.16

CITY OF DILWORTH

BILLS TO BE APPROVED FOR PAYMENT - AUGUST 24, 2026

#	Description	
	TURNEY, KANE	\$ 1,256.25
	25 hours overtime @ \$50.25/hr for August 3 - 16, 2026	
	CANON FINANCIAL SERVICES, INC	\$ 101.48
	Monthly copier lease & maintenance agreement	
	GLASS DOCTOR - MOORHEAD	\$ 75.00
	2018 Charger window repair	
	MINNKOTA	\$ 44.40
	Document destruction	
	NETWORK CENTER	\$ 54.00
	Veeam host	

MAINTENANCE DEPARTMENT EXPENDITURES

FELDT, CORY	\$ 334.39
3 hours overtime @ \$40.13/hr for August 3 - 16, 2026	
8 hours oncall @ \$26.75/hr for August 3 - 16, 2026	
NESS, CHARLES	\$ 105.70
3 hours overtime @ \$52.85/hr for August 3 - 16, 2026	
FM ASPHALT, LLC	\$ 441.50
Asphalt	
MENARDS	\$ 139.72
Mouse traps, cable ties, beam blade, & seafoam	
M-R SIGN CO	\$ 3,832.83
Street signs	

PARK FUND-SWIMMING POOL EXPENDITURES

CONKLIN, WYATT	\$ 490.00
28 hours life guarding @ \$17.50/h for August 3 - 16, 2026	
DENIS, MIKAYLAH	\$ 470.25
28.5 hours life guarding @ \$16.50/hr for August 3 - 16, 2026	

CITY OF DILWORTH

BILLS TO BE APPROVED FOR PAYMENT - AUGUST 24, 2026

#	Description	
	ERICKSON, GAGE	\$ 425.00
	25 hours life guarding @ \$17.00/h for August 3 - 16, 2026	
	HANSON, ELI	\$ 840.00
	48 hours life guarding @ \$17.50/h for August 3 - 16, 2026	
	LUEBKE, JACOB	\$ 620.50
	36.5 hours life guarding @ \$17.00/h for August 3 - 16, 2026	
	PICKETT, LAILAH	\$ 1,605.50
	3 hours overtime @ \$28.50/h for August 3 - 16, 2026	
	80 hours life guarding @ \$19.00/h for August 3 - 16, 2026	
	PICKETT, KEENA	\$ 1,028.50
	60.5 hours life guarding @ \$17.00/h for August 3 - 16, 2026	
	RENO, THOMAS	\$ 1,071.00
	63 hours life guarding @ \$17.00/h for August 3 - 16, 2026	
	RODGERS, AVA	\$ 1,430.00
	65 hours life guarding @ \$22.00/h for August 3 - 16, 2026	
	OLSON POOLS & SPAS	\$ 6.95
	Lid orings	

LOCO DAZE EXPENDITURES

GAMES TO GO	\$ 299.00
Delivery charge	
ULEN CENTENNIAL BAND	\$ 400.00
Parade	

FIRE DEPARTMENT EXPENDITURES

CANON FINANCIAL SERVICES, INC	\$ 73.34
Monthly copier lease & maintenance agreement	
PAYNE, SCOTT	\$ 164.52
Reimbursement for fuel	

CITY OF DILWORTH

BILLS TO BE APPROVED FOR PAYMENT - AUGUST 24, 2026

#	Description	
<u>WATER FUND EXPENSES</u>		
	CORE & MAIN	\$ 1,616.72
	Replacement meter to be reimbursed	
	MN DEPARTMENT OF HEALTH	\$ 5,524.00
	3rd Qtr service connection fee	
<u>SEWER FUND EXPENSES</u>		
	LAKES AREA JETTING, LLC	\$ 600.00
	Cleaned pizza ranch lift station	
<u>REFUSE FUND EXPENSES</u>		
	THOMPSON, DWIGHT	\$ 216.00
	16 hours Recycling Center @ \$13.50/hr. for August 3 - 16, 2026	
	MINNKOTA RECYCLING	\$ 123.07
	Recycling for the month of July	
<u>PEST CONTROL FUND EXPENSES</u>		
	FRISCO, GARY	\$ 1,480.00
	80 hours PT summer @ \$18.50/hr. for August 3 - 16, 2026	
	MOUSSEAU, CLARENCE	\$ 844.75
	54.5 hours PT summer @ \$15.50/hr. for August 3 - 16, 2026	
	SURERUS, BRADLEY	\$ 936.00
	58.5 hours PT summer @ \$16.00/hr. for August 3 - 16, 2026	
<u>OTHER COMBINATION OF FUNDS</u>		
	SRF CONSULTING GROUP, INC	\$ 3,929.64
	34th Street Watermain Extension Project	
<u>TOTAL EXPENDITURES</u>		\$ 33,937.61