

**REGULAR MEETING OF THE DASSEL CITY COUNCIL
JANUARY 20, 2015 7:00 P.M.
DASSEL CITY HALL**

The regular meeting of the Dassel City council was called to order by Mayor Putnam at 7:00p.m. on January 20, 2015 at the Dassel City Hall.

Mayor Putnam led the opening Pledge of Allegiance.

Present: Council members Asplin, Bjork, Nelson and Mayor Putnam (4)

OPEN FORUM

Joyce Trotter, resident of Dassel addressed the council requesting that citizens of Dassel be allowed to raise chickens. She suggested there be limits as to the number of chickens allowed and specific requirements as to how they are housed. Also that there be no roosters due to the noise issues and that the City required a license. Trotter agreed to sit on a committee to help draft an ordinance.

ADDITIONS OR OMISSIONS TO THE AGENDA

Add items: 8A2-Recommendation to hire a full time Deputy Clerk

Motion by Nelson, seconded by Bjork to approve the agenda as presented with the 1 addition listed above. Motion carried unanimously.

CONSENT AGENDA

A. Motion to adopt Resolution #2015-001 Designating the Official Newspaper and Official Depositories of the City of Dassel

WHEREAS, the City of Dassel is required under M.S. 412.831 to annually designate the Official City Newspaper; and

WHEREAS, the City of Dassel is required under M.S. 427.01 to annually designate the official depositories of the City.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Dassel that the Dassel – Cokato Enterprise Dispatch is designated as the official newspaper of the city for 2015; and

BE IT FURTHER RESOLVED by the City Council of the City of Dassel that the following financial institutions are hereby designated as depositories to the extent they are collateralized per the requirements of M.S. 118A.03 of accepted standards:

Wells Fargo
State Bank of Cokato
Northland Securities
4-M Fund

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Farmers State Bank of Darwin/Dassel

BE IT FURTHER RESOLVED by the City Council of the City of Dassel that the City Clerk/ Treasurer is authorized to make purchases and transfers as required to manage funds with the depositories.

- B. Motion to adopt Resolution #2015-002 Ratifying Mayoral Committee Appointments for 2015

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Dassel the following Mayoral Appointments are accepted and adopted by the Council as a whole:

Acting Mayor	Sara Nelson
Planning Commission Liaison	Sherrie Bjork
Fire Department Relief Assoc.	Mayor Putnam Clerk/Treasurer Boese
Historical Society Liaison	Sherrie Bjork Clerk/Treasurer Boese
Red Rooster Festival Committee	Sharon Asplin Clerk/Treasurer Boese
Negotiations Committee	Sara Nelson Jeff Putnam
DC Baseball Association	
Community Education Board	Sara Nelson
Chamber of Commerce	Clerk/Treasurer Boese
Cable Commission	Clerk/Treasurer Boese
Best of Highway 12	Clerk/Treasurer Boese
Meeker County Hazard Mitigation Committee	Clerk/Treasurer Boese Fire Chief Johnson

- C. Motion to adopt Resolution #2015-003 Assigning Citizen and Staff Committee Appointments for 2015

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WHEREAS, A community is strongest when it is supported by a broad base of citizens active in its growth and working toward ever increasing betterment of the community; and

WHEREAS, the City of Dassel is fortunate to have Citizens and Staff willing to serve the community to the best of their abilities on committees and advisory boards to provide the City with a united voice to guide its actions;

NOW, THEREFORE, BE IT RESOLVED that the following staff and citizen appointments are hereby approved by the Dassel City Council:

National Incident Management Board

Chairman – Dave Johnson, City of Dassel – Staff (Fire Chief)
Mike Enerson, City of Dassel – Staff (Assistant Fire Chief)
Debbie Morris, Dassel Elementary School – Principal
Brienne Wolters, Lakeside Health Care Center – Executive Director
Jeffrey Putnam, City of Dassel – Mayor
Terri Boese, City of Dassel – Staff (Clerk/Treasurer)
Brian Cruze, Meeker County Sheriff – Public Safety
David Scepaniak, City of Dassel – Staff (Public Works Director)

Dassel Safety Committee

Jeffrey Putnam, City Council Representative
Kurt Mortenson, Fire Department Representative
Terri Boese, Administrative Representative
Walter Hansen, Public Works Representative
Marvin Vetsch, Liquor Store Representative
Jerry Bollman, Dassel History Center Representative

Planning Commission

Jonathan Haapala (Term ending 12/31/15)
Ron Hungerford (Term ending 12/31/15)
Sherrie Bjork (Ex-officio, City Council – Term ending 12/31/14)

- D. Motion to adopt Resolution #2015-004 Appointing the City Assessor and Building Official of the City of Dassel for 2015

WHEREAS, the City of Dassel is required under State Statute to designate a qualified Assessor to perform the function of appraising all real property within the City for purposes of utilizing those appraised values to calculate tax capacity from which property taxes are derived; and

WHEREAS, the City of Dassel furthermore also must appoint a Building Official to administer state building code provisions.

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NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Dassel that the City does hereby appoint Judy Barka as the Dassel City Assessor; and

BE IT FURTHER RESOLVED that the City Council of the City of Dassel does hereby appoint Kevin Piepenburg, Certified Building Official, as the Dassel Building Inspector.

E. Motion to adopt Resolution #2015-005 Making Council Assignments for 2015

WHEREAS, It is desirable to assign first line contacts to departments to be available to discuss with staff, projects and issues within the specific departments, and then to provide input to the council as a whole to add in the decision making process;

NOW, THEREFORE, BE IT RESOLVED by the Dassel City Council the following Assignments are accepted and adopted by the Council as a whole:

Administrative, Liquor, Museum Utilities & Public Works Departments	Mayor Putnam
Fire Department	Council member Asplin
Technology	Council member Nelson

F. Motion to adopt Resolution #2015-006 Adopting Fee Schedule

Exhibit A

2015 City of Dassel Fee Schedule

Updated 1/1/2015

Building Usage Rates

City Hall - Community Room

Rental (Resident)	\$50.00
Rental (Non-resident)	\$75.00
Hourly (during normal business hours)	\$10.00/hour
Damage & Cleaning Deposit	\$200.00

History Center

Non - Profit

Meeting - Event Center (Business Hours)	\$40.00
Meeting - Event Center (Non-Business Hours)	\$50.00
Fund raising events	10% of funds raised up to \$200.00
Meeting - Museum (business hours)	\$40.00

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Meeting - Conference Room (business hours) \$10.00/hour
Meeting (non-business hours) \$40.00 and
\$25.00/hour security

All Other Activities (2 Day Maximum)

Dassel Residents & DAHS Members

Event Center \$200.00/day
Museum \$100.00/day
Museum (non-business hours) \$100.00/day +
\$25.00/hour

Non-City of Dassel Residents

Event Center \$250.00/day
Event Center (business hours) \$150.00/day
Museum (non-business hours) \$150.00/day +
\$25.00/hour

Meetings

Conference Room (business hours) \$10.00/hour
Event Center (business hours) \$20.00/hour
Event Center (non-business hours) \$50.00/hour + \$200.00 deposit

Security Deposit (Any Event)

\$300.00

City Meetings

Special City Council Meeting \$200.00
Special Planning Commission Meeting \$150.00

Administrative Fees

DVD Copies of Meetings, Events, etc. \$5.00 per dvd
Fax (per page) \$1.00
Copies (per side) \$0.20
Notary service \$1.00
Assessment Searches \$20.00
Copy of Zoning Ordinance \$50.00
Copy of Subdivision Ordinance \$25.00
Copy of City Code (paper) \$200.00

Project Deposits

TIF Project \$3,000.00
JOBZ Project \$3,000.00

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Preliminary Plat \$3000.00 & \$100.00 per Lot

Planning & Zoning Fees

Conditional Use Permit	\$175.00
Variance	\$175.00
Rezoning Request	\$175.00
Annexation Request	Actual Cost to City
Plat Filing Fee	\$200.00 \$ \$10.00 per Lot
Building Permit Fees	Meeker County Fee Schedule
Plan Review Fee (Commercial Only)	25% of permit fee
Mechanical Permits	\$44.33
Reroof, Siding, Window/Door, Misc. Repair	\$44.33
Residential Demolition	\$44.33
Signs	\$44.33/minimum
Commercial Demolition	\$64.25
State Surcharge	per statute
Zoning Review Fee (New Construction)	\$50.00
Administrative Fee (All Permits)	10% of permit fee

Development Fees

Water Accessibility Charge	\$1,500.00
Sewer Accessibility Charge	\$1,500.00
Trunk Access Fee - Water per Acre	\$1,000.00
Trunk Access Fee - Sewer per Acre	\$1,750.00
Water Inspection Fee	\$50.00
Water Connection Fee	\$50.00
Water Disconnection Fee	\$50.00
Water Disconnect/Connect for Same Day Repair	\$50.00
Water Meter	Actual Cost to City
Meter Frost Plate	\$50.00

Animal Licenses

Regular	\$10.00
Spayed Neutered	\$5.00

Animal Fines

1st Pickup (Licensed)	\$25.00
1st Pickup (Unlicensed)	\$50.00
2nd Pickup	\$75.00
3rd Pickup and subsequent pickups	Impoundment Actual Cost to City

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Liquor Licenses

3.2 On-Sale (Annually, Commencing July 1st)	\$350.00
3.2 Off-Sale (Annually, Commencing July 1st)	\$100.00
Investigation (One-Time Fee)	\$300.00
Temporary Non-Intoxicating On-Sale	\$50.00
Consumption & Display Permit (City Fee Only)	\$50.00

Special Permits

Dance Permit	\$35.00
Charitable Gambling	10% of Net Profits
Sexually & Adult Use Oriented Business (Annually, on July 1st)	\$2,500.00
Investigation (One-Time Fee)	\$1,500.00

Fertilizer Application License

1st Vehicle	\$100.00
Each Additional Vehicle	\$25.00

Peddlers License Fee

\$10.00/day

Utility Charges

Water Base Rate (Monthly)	\$13.42
Water Usage Rate (per 1000 gallons)	\$8.12
Sewer Base Rate (Upto to 1000 gallons)	\$21.00
Sewer Usage Rate (per 1000 gallons)	\$6.10
Surcharge for Sump Pump Discharge into Sanitary Sewer (monthly)	\$25.00
Surface Water Management Fee - Residential	\$1.50
Surface Water Management Fee - Commercial	\$2.50
Surface Water Management Fee - Industrial	\$3.75
Garbage & Recycling	per contract with hauler
Commercial Hauler's Permit (Annual, Commencing January 1st)	\$50.00
Irrigation Meter	\$70.00/annually

Public Works

Parking Lot Sanding	\$30.00/sanding
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WHEREAS, The Dassel City council is charged with setting fees for various services and permits at its organizational meeting in January each year pursuant to City Code 36.01;

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NOW, THEREFORE, BE IT RESOLVED that the Dassel City Council hereby approves the following fee schedule referred to as “Exhibit A” in the City Code 36.01B for 2015:

G. Motion to adopt Resolution #2015-007 Council Appointments to the EDA

WHEREAS, two council members have volunteered to serve as City representatives on the Economic Development Authority Board (EDA);

NOW, THEREFORE, BE IT RESOLVED by the Dassel City Council to appoint Members Putnam and Asplin to the serve on the EDA Board effective immediately.

H. Motion to adopt Resolution #2015-008 Ratifying Slate for Fire Department Officers

WHEREAS, the Dassel Volunteer Fire Department holds election of officers annually to serve for the coming year; and

AND WHEREAS, the officers chosen are subject to ratification by the Dassel City Council to declare the offices as being filled; and

AND WHEREAS, the Dassel Fire Department provides services beyond the commonly stated fire and rescue emergency services.

NOW THEREFORE, BE IT HEREBY RESOLVED, the Dassel City Council approves the following slate of officers for 2016 to serve the Dassel Volunteer Fire Department:

Chief – Dave Johnson
Captain – Dale Grochow
Lieutenant – Andy Nelson
Safety Officer – Kurt Mortenson
Treasurer – Brian Gillman

Assistant Chief – Mike Enerson
Assistant Captain – Brian Massingham
Training Officer – Jeff Putnam
Secretary – Ben Aho

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AND BE IT FURTHER RESOLVED, that the Dassel Fire Department is hereby authorized to provide services related to Emergency Activities and Community Outreach which include but are not limited to:

Services as assigned or apparent in emergency response to the needs of the Dassel area community and contracted areas; Santa Days; Water Hauling; Fire Prevention Activities; Blood Mobile; Fire Safety Classes; Outside Training/Meetings; Relief Association Fund Raisers; Labor Day/Red Rooster Activities; Station use for Community Support (ie. Gun Training); Inspections; Award & Appreciation Banquets; Department Auxiliary's; Structure Controlled Burns; and Emergency Activities a Chief Officer Deems Appropriate.

- H. Approve the Temporary Liquor License for the Dassel Cokato Lions Club event to be held on February 20,2015 at the Dassel Event Center.
- I. Approve the closure of Atlantic Avenue between 2nd & 3rd Streets for the Red Rooster Days Tractor Pull Event.

**Motion by Bjork, seconded by Asplin to approve consent agenda items A-J as listed above.
Motion carried unanimously.**

COUNCIL & COMMITTEE REPORTS

Council member Asplin attended the Fire Advisory Board special meeting in preparation or the annual meeting.

DEPARTMENT REPORTS

Clerk/Treasurer

The annual Fire Advisory Board meeting will be held at 7:00 p.m. on February 10, 2015 at the Dassel Fire Hall. Standing committee will meet prior to the meeting at 6:00 p.m., these meeting are open to the public and everyone is welcome.

Waste Management has notified the city that their rates will increase 3% as of January 1, 2015 per their contract. New rates will be \$8.64 per 32 gallon can, \$9.46 per 64 gallon can, \$9.87 per 96 gallon can and \$3.07 for recycling.

Request a committee to review City Code, Chapter 94 Trees and Shrubs. Code needs to be updated in relating to diseased trees, this is a requirement of the 2012 Tree Grant application. In addition to having a committee the city will need an Arborist to help identify any issues. Clerk Boese, Council members Nelson and Bjork will to form the committee along with PW Director Scepaniak.

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Review of the 2015-2019 long range capital improvements plan.

The Council approved supporting Clerk Boese in her application for President to the Minnesota Clerk's and Finance Officers Association.

Motion by Nelson, seconded by Bjork to authorize Mayor Putnam to send a letter of support for Clerk Boese to the MCFOA. Motion carried unanimously.

Motion by Asplin, seconded by Nelson to hire Tracey Bergum as the full time Deputy Clerk at \$17.50 per hour with a 6 month probation period. Motion carried unanimously.

Liquor Store Manager

The council reviewed the 2014 liquor store report which showed a gross sales of \$1,034,642.40 which is about \$3,000.00 lower than 2013 YTD.

Inventory counts for the year went exceptionally well with there just being one item missed. Considering the switch over to the POS system and transferring of data. He complimented Heather and the staff on their hard work.

Public Works Director

Director Scepaniak reported on the following items:

The annual report for the Land Application of waste water has been completed and submitted to the Minnesota Pollution Control Agency. The effluent valve on water filter #1 at the water plant has been repaired. Holiday decorations have been taken down and stored with additional lights on the bandshell that need to be removed. The skating rinks are now open despite the unseasonal temperatures we experienced around the holidays. The smoke alarms are due to be installed at the History Center this week. I will continue working with Terri on the Emerald Ash Borer preparedness plan and to update the ordinance. We completed 157 call for utility located in 2014. The MN Dept. of Health conducted their annual sanitary survey of the water treatment and distribution system on December 19, 2014 with no deficiencies to report.

Fire Chief

Chief Johnson reported that there were 252 calls in 2014 with a total of 3,656 total hours, 98 within the city limits with a total hours of 1,391. Chief Johnson thanked the 2 firefighters who left the department in 2014, Jim Hughes with 20 yrs. of service and Pat Lorentz with 8 yrs. of service.

Museum Director

Director Holje reported that the Dazzel is Dassel held on December 5, 2014 was a great success. In 2013 we had 8 people in attendance and in 2014 we had more than 200.

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Museum Director report continued

People have been stopping to see the rock brought in by Pat Isaacson. Upcoming events to the History Center include the play The Romancer taking place February 27 & 28 and March 6,7 &8th. The play will be entered into the MACFest. Dassel-Cokato's Community theatre will be hosting the state amateur competition this year at the DC Performing Arts Center on March19-21 with the possibility of 12 theatre groups competing to move on to higher competition levels.

We will be opening 2 new exhibits-one being Bob Wilde's photography and the other Local Impressions artwork of Dassel area artists. Opening for these exhibits is February 8, 2015.

Director Holje thanked the volunteers for all the hours they've donated. There are 66 volunteers listed with 47 of them being regular. A total of 2513.45 hours were recorded for the year.

Sheriff's Office

Sheriff Brian Cruze new Meeker County Sheriff came to introduce himself. Sheriff Cruze reported a total number of 63 calls for the month of December. In talking to the residents of Dassel it appears the working relationship with the Sheriffs Dept. and the community are progressing well.

CLAIMS FOR PAYMENT

Motion by Nelson, seconded by Aplin to approve payment of claims in the amount of \$116,447.00 as presented. Motion carried unanimously.

Motion by Nelson, seconded by Bjork to approve payment of Pay Estimate #6 to Ebert Construction for the public works facility in the amount of \$23,804.45, pending the required paperwork by the City Engineer. Motion carried unanimously.

NEW BUSINESS

Sharon Aplin will work with Joyce Trotter to organize the chicken committee.

Motion by Nelson, seconded by Asplin to adjourn the meeting at 7:35 p.m. Motion carried unanimously.

ATTEST:

Jeff Putnam
Mayor

Terri Boese
Clerk/Treasurer