

**REGULAR MEETING OF THE DASSEL CITY COUNCIL
SEPTEMBER 19, 2016, 7:00 P.M.
DASSEL CITY HALL**

The regular meeting of the Dassel City council was called to order by Mayor Putnam at 7:00 p.m. on September 19, 2016 at the Dassel City Hall.

Mayor Putnam led the opening Pledge of Allegiance.

Present: Council members Asplin, Bjork, Hungerford, Nelson and Putnam (5)

Absent: (0)

APPROVAL OF MINUTES

Motion by Hungerford, seconded by Bjork to approve the August 11, 2016 Special Meeting; August 15, 2016 Public Hearing and Regular Meeting; and the September 12, 2016 Special Meeting minutes with one correction to the August 15, 2016 Regular Meeting. Motion carried unanimously.

ADDITIONS OR OMISSIONS TO THE AGENDA

Move item 8G1. Miller Manufacturing Vacation request to follow Consent Agenda.

Motion by Nelson, seconded by Bjork to approve the agenda with the one change listed above. Motion carried unanimously.

CONSENT AGENDA

- A. Appoint Melissa Barker as election judge for the 2016 General Election.
- B. Approve the 2017 preliminary Tax Levy of \$683,058 and schedule the Truth in Taxation hearing on December 19th at 6:30 p.m.

Motion by Nelson, seconded by Hungerford to approve consent agenda items A-B as listed above. Motion carried unanimously.

City Engineer, Chuck DeWolf reviewed the proposed vacation request presented by Miller Manufacturing earlier this year. The city vacated 6' of Atlantic Avenue in 1987 and 1990 to accommodate the structures at that time. They are requesting an additional 6.5' of Atlantic Avenue be vacated as the structure is further into the right of way than what was requested in 1987 and 1990. DeWolf explained the encroachment agreement, which had been drafted by City Attorney Greenley, and was presented to Miller Manufacturing for approval as an alternative to vacating additional right of way on Atlantic Avenue.

Todd Kuechle, owner of Golden Angle Properties (former Miller Manufacturing property) informed the council that he felt the original vacations were done incorrectly by the city and it should be the city's responsibility to fix the error. They would rather not have an encroachment agreement and prefer not to work through an attorney due to costs.

Attorney Greenley, stated he had not received a redraft of the easement agreement from Golden Angle's attorney yet. He explained the difference between vacating the street and an encroachment agreement. The encroachment agreement he prepared would require the building to be relocated within the property lines if it were damaged and rebuilt, and would require

**REGULAR MEETING OF THE DASSEL CITY COUNCIL
SEPTEMBER 19, 7:00 P.M. CONTINUED
DASSEL CITY HALL**

owners to provide liability insurance to cover the city. Greenley explained that he could not work directly with the owners unless he received written approval from their attorney.

Engineer DeWolf explained that the water line runs very close to the building footings and could possibly be an issue if there were a water main break in this area.

Greenley recommended the council amend the encroachment agreement instead of vacating more of Atlantic Avenue.

Kuechle stated he did not want his attorney involved at this point. Greenley requested that Golden Angle's attorney provide written approval to him which would allow Greenley to work directly with them.

Jim Ertz, Miller Manufacturing stated that they had hired a surveyor and the issue was discovered when they applied for the vacation. He stated that there was no indication that the city wouldn't vacate the street until they received the encroachment agreement.

Mayor Putnam requested the parties get together with the city attorney and come to an agreement to bring back to the council for approval.

COUNCIL & COMMITTEE REPORTS

Mayor Putnam read his Monarch Pledge Day Proclamation, proclaiming September 19, 2016 as Monarch Pledge Day. He invited every citizen to join him in helping make a difference by providing habitat for the monarchs throughout the City of Dassel.

Council member Nelson reported on the Community Ed meeting she attended and the Personnel Committee's rollout of accountability timesheets for all employees city-wide.

DEPARTMENT REPORTS

Clerk/Treasurer

Boese reported on the upcoming tax forfeited land auction which will be held on September 28, 2016 and includes Summit Hills.

She expounded on the notice sent out by Meeker County calling a meeting of the property owners for Summit Hills on October 22, 2016 at the History Center.

Boese met with representatives from Bolton & Menk to review the proposed draft of the Summit Hills PUD and a meeting will be held by the Architectural Committee in the near future to include the property owners, Planning & Zoning Commission and City Council members.

The Public Works Director position has been advertised and applications are due by noon on October 7th. Bolton & Menk will be assisting with the interviews.

**REGULAR MEETING OF THE DASSEL CITY COUNCIL
SEPTEMBER 19, 7:00 P.M. CONTINUED
DASSEL CITY HALL**

Motion by Hungerford, seconded by Asplin to approve renewing the irrigation land lease with Greg Nelson at \$125.00/acre for 3 years. Motion carried with Council member Nelson abstaining.

Boese received notice from AFSCME to open union contract negotiations. A meeting date has not been set yet.

Boese reported on the meeting which was held with a property owner, Mayor Putnam and Council member Hungerford to discuss the possibility of relocating the hockey rink. Another meeting is scheduled in October to continue discussions.

Motion by Nelson, seconded by Hungerford to approve selling additional property to Carl Rokola in Summit Hills. Rokola will provide a legal description and all paperwork required for the purchase. Motion carried with Council member Bjork abstaining.

Boese also reported that the Farmer's Market will continue into October, weather permitting. She encouraged everyone to participate and support the vendors. The council thanked Don Larson, Farmer's Market Manager for his hard work this summer.

Boese informed the council that the city had been experiencing phone system issues, due to a Charter software update. The technician worked on the system and the phones will operate in a new, improved way and the voice mail is working again.

City Attorney

Attorney Greenly reviewed the Opt-out provision the council exercised for Family Healthcare Dwellings legislation.

Fire Chief

Chief Johnson reported the Fire Department has responded to a total of 188 calls for the year of which 68 have been in the City of Dassel. Johnson invited the public to the Fire Department's funding raising pork chop dinner which will be held on October 14th from 5-8 p.m. He also reviewed the departments plans for Fire Prevention Week at the school.

Liquor Store Manager

The council reviewed the August monthly liquor store report which showed gross sales of \$103,850.25 which reflects no increase over last year's sales for August. There may be a potential impact on sales during the Highway 12 construction.

Museum Director

Director Holje presented her monthly report for council review. She noted that Doug Ohman, Public Storyteller and Photographer will host a program on October 16th at 2 pm entitled "Hidding in Plain View". She thanked the city staff for assisting in the landscaping that was recently completed at the History Center

**REGULAR MEETING OF THE DASSEL CITY COUNCIL
SEPTEMBER 19, 7:00 P.M. CONTINUED
DASSEL CITY HALL**

Public Works Director

Clerk Boese reported that the public works department has been diligently working to reduce effluent in the ponds before winter and they got the city spruced up and looking good for Red Rooster Days.

The council reviewed a request from Director Scepaniak to consider offering an early retirement incentive package. No action was taken on this request.

Sheriff's Office

Deputy Bondhus presented the monthly Sheriff's department report which showed a total of 75 calls for August. He also reminded residents to lock their vehicles, garages and homes as there have been a number of thefts recently. Bondhus stated they have been working with property owners who have items being left on the curbside, i.e. furniture, junk, misc., etc. to get those items removed.

CLAIMS FOR PAYMENT

Motion by Nelson, seconded by Hungerford to approve payment of claims in the amount of \$317,001.91 as presented. Motion carried unanimously.

OLD BUSINESS

The council agreed with the current estimated costs presented by the City Engineer for Summit Hills street improvements of \$695,000. The costs per foot are estimated to be \$99.25 for properties abutting Summit Cove and \$96.89 properties abutting Sunrise Circle. Meeker County Commissioners approved waiving up to \$30,000 of costs incurred by the county for management of Summit Hills if the city council determined the repair costs of the roads. The council stated these are current cost estimates and costs could change if the repairs are not made for several years.

NEW BUSINESS

The council reviewed a letter of complaint regarding the security issues during the Red Rooster Day parade. The complaint will be forwarded to the Red Rooster Committee to address.

The meeting was recessed at 8:00 p.m. and reconvened at 8:05 p.m. The meeting was closed at 8:06 p.m. to conduct City Clerk/Treasurer Boese annual review. The meeting was reopened at 8:28 p.m.

Mayor Putnam announced that Boese has successfully completed her annual review.

Motion by Asplin, seconded by Bjork to adjourn the meeting at 8:32 p.m. Motion carried unanimously.

ATTEST:

**REGULAR MEETING OF THE DASSEL CITY COUNCIL
SEPTEMBER 19, 7:00 P.M. CONTINUED
DASSEL CITY HALL**

Jeff Putnam
Mayor

Terri Boese
Clerk/Treasurer