

**REGULAR MEETING OF THE DASSEL CITY COUNCIL
APRIL 17, 2017, 7:00 P.M.
DASSEL CITY HALL**

The regular meeting of the Dassel City council was called to order by Mayor Hungerford at 7:00 p.m. on April 17, 2017 at the Dassel City Hall.

Mayor Hungerford led the opening Pledge of Allegiance.

Present: Council members Bemenderfer, Bjork, Carlson, Hallquist and Mayor Hungerford (5)

Absent: (0)

APPROVAL OF MINUTES

Motion by Bemenderfer, seconded by Hallquist to approve the March 20, 2017 Special and Regular Meetings and April 10, 2017 Special Meeting minutes with two corrections. Motion carried unanimously.

OPEN FORUM

Sheriff Brian Cruze presented the 2016-year end Sheriff's report. He expressed concern of the increase in sexual conduct and sex trafficking cases. He reported there was a decrease in assaults, burglaries and criminal damages. He also explained that 3 deputies had been terminated due to illegal activities they had been involved in. He elaborated on the leadership training classes members of the department had attended.

ADDITIONS OR OMISSIONS TO THE AGENDA

Addition to the agenda, item Council & Committee Reports 7C. Wendroth resignation and appointment of replacement on EDA Board.

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

CONSENT AGENDA

- A. Approve Casey's General Store Off-Sale 3.2 Liquor License, annual renewal application pending the receipt of all required paperwork.
- B. Approve Cokato-Dassel Lions Club On-Sale 3.2 Liquor License application for the Saints ballfield for May 1- Sep 1, 2017 pending the receipt of all required paperwork.

Motion by Carlson, seconded by Bemenderfer to approve Consent Agenda items A & B as listed above. Motion carried unanimously.

Council & Committee Reports

The council reviewed the November 3, 2016 Red Rooster Committee Meeting minutes and the draft April 10, 2017 Planning & Zoning Commission Meeting minutes.

Motion by Hungerford, seconded by Carlson to accept Justin Wendroth's resignation from the EDA Board and expressed their thanks for his service on the Board and to the City; and to appoint Sundee Kuechle to the EDA Board to fill Wendroth's term ending 10/19/17. Motion carried unanimously.

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DEPARTMENT REPORTS

Clerk/Treasurer

Clerk Boese reported on the following upcoming meetings:

- A. City Council Public Hearing, Summit Hills easement vacation request, Monday, April 24, 2017 at 6:00 p.m., Dassel City Hall.
- B. Summit Hills Association meeting, Monday, April 24, 2017 at 7:00 p.m. at the Dassel History Center.
- C. EDA regular meeting, Thursday, May 4, 2017 at 5:00 p.m. at City Hall. (Note time change)
- D. Personnel Committee meeting, Monday, May 8, 2017 at 6:00 p.m. at City Hall.
- E. Monthly Department Head meeting, Wednesday, May 10, 2017 at 7:00 am, Liquor Store.
- F. Planning Commission Public Hearing, Monday, May 15, 2017 at 6:00 pm, Dassel City Hall, Summit Hills PUD.

Boese also reported on the following upcoming events:

- A. School District Election, Tuesday, April 18, 2017. Polls open 7am-8pm. Dassel City Hall is the voting site for all Meeker County residents in Dassel-Cokato District 466. All Wright County residents in the Dassel-Cokato District 466 will vote at the Cokato City Hall. The public testing of the equipment was completed on April 13th.
- B. City Wide Garage Sale April 28th-29th.
- C. City wide cleanup will be held Saturday, May 20th.

Boese provided the following updates:

- A. Deputy Clerk Bergum will be attending Year 3 of the Institute, Minnesota Clerks and Finance Officer Association.
- B. The auditor has completed on-site work and is preparing the 2016 annual audit report for council and staff review.
- C. Met with a representative from MN Rural Water and we are slightly behind on the time table for the Wellhead Protection Plan but once the report is received back from the Department of Health we will be able to get back on track. The council will need to schedule a public hearing with the Local Units of Government and then we will proceed with Part 2 of the plan, which is a scoping meeting led by the Department of Health.
- D. Completed the online Grant Finder training for the EDA and now have access to grant information for multiple types of grants.
- E. The Waste Management recycling report showed 6.4 tons recycled year to date.
- F. The council reviewed 4 quotes for the purchase/lease of a new copier for City Hall.

Motion by Bemenderfer, seconded by Bjork to approve the purchase of a Richo MP3004 copier from Metro Sales for City Hall at a cost of \$7,400. The Toshiba copier is to be moved the History Center to replace an older copier which no longer works. The council recommended any data on the Toshiba's hard drive be wiped. Motion carried unanimously.

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Motion by Carlson, seconded by Bjork to amend the 2017 Annual Fee Schedule-Water & Sewer Rates as follows and to table the proposed increase to 5% for late penalty fees until January, 2018.

Water Base Rate (Monthly per unit)	\$16.25
Water Usage Rate (per 1000 gallons)	\$8.50
Sewer Base Rate (Monthly per unit)	\$21.00
Sewer Usage Rate (per 1000 gallons)	\$6.60
Wellhead Protection Fee (Monthly)	\$0.50
State Water Testing Fee (Annually in June)	Rates set by State of MN
Surface Water Management Fee - Residential	\$2.00
Surface Water Management Fee - Commercial	\$3.00
Surface Water Management Fee - Industrial	\$4.25
Commercial Hauler's Permit (Annual, Commencing January 1st)	\$50.00
Irrigation Meter	\$70.00/annually
Water Turn Off/On	\$50.00
Meter Frost Plate	Actual Cost to City + Applicable Tax

Motion carried unanimously.

Motion by Bemenderfer, seconded by Carlson to approve the following Committee appointment changes:

Fire Department Liaison	Council member Hallquist (replacing Bemenderfer)
Red Rooster Festival Committee	Council member Hungerford (replacing Bemenderfer)
Additional Committee appointments:	
Meeker County Broadband Panel	Council member Bemenderfer & Clerk Boese
Website Committee	Council members Bemenderfer & Carlson
DC Trail Committee	Council member Hallquist & Citizen representative Jeff Putnam
Discover Dassel Committee	Council member Hallquist

Motion carried unanimously.

Motion by Bemenderfer, seconded by Carlson to authorize the City Clerk/Treasurer to approve any city purchases or contracts at the request of Department Heads up to \$1,000 without Council approval, providing the items/contracts are within the approved department's budget, there are sufficient funds to cover the purchase and the purchases are recorded in the claims lists to be approved by the Council following the purchase.

Motion carried unanimously.

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The council reviewed the Non-Exclusive Water Tower Lease Agreement with Xtratyme Technologies, Inc. which was provided by Attorney Greenley. Due to Greenley not being in attendance at the meeting, the council requested he be invited to the Special Meeting on the 24th to addresses their concerns about equipment replacement and other questions with the lease.

Fire Chief

Chief Grochow reported that the total year to date calls were 69 of which 9 have been in the city of Dassel. He also stated the Relief Association, with funds from calendar donations, had purchased all new computers for the Fire Hall at a cost of \$5,000 and new equipment in the amount of \$4,500. He reminded residents to follow the city's open burning regulations.

Liquor Store Manager

Mayor Hungerford reviewed the March, 2017 liquor store report which showed gross sales of \$82,660.36, an increase of 4% from the previous year. March sales finished strong and the store is even with the 1 quarter sales for 2016.

Motion by Bemenderfer, seconded by Hallquist to approve new hire liquor store clerks, Jane Neal and Dalton Orr. Motion carried unanimously.

Motion by Bjork, seconded by Bemenderfer to accept Marvin Strachota's resignation from the Dassel Liquor Store effective March 15, 2017 and send a letter of thanks for his 13 years of service to the city.

Museum Director

Director Holje provided updates on Discover Dassel, the Fungus Amongus Players and the following:

- A. Rooster Ruckus Artist Event
- B. Purple Martin Program
- C. Window repairs and HVAC improvements needed in the National Register Building
- D. Need for additional storage

Public Works Director

Director Zwilling reported that the Consumer Confidence Report had been received and the results were published in the newspaper.

He requested authorization to purchase a new utility line locator as the old one no longer works accurately. He recommended purchasing the locator from Copperhead Industries at a cost of \$3,905. The council requested he research and come back with additional quotes for locators.

Zwilling received a quote from C & C Contracting to restripe parking downtown, repaint crosswalks parallel with state Hwy 12, cross walks around the school and repainting curbs downtown in the amount of \$5,410. The council requested he get additional quotes for striping and painting curbs.

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Deputy Bondhus presented the March, 2017 Sheriff's report which showed a total of 91 calls. He reminded residents that the city has an ordinance against blowing grass and yard debris into the city streets. He also reported that residents had been receiving numerous phone scams and warned people not to give out personal info over the phone. He informed the council that he had received numerous complaints about RV's being parked on city streets for long periods of time and requested the council revise the parking ordinance in regard to this issue.

CLAIMS FOR PAYMENT

Motion by Bjork, seconded by Hallquist to approve payment of claims in the amount of \$240,497.28 as presented. Motion carried unanimously.

New Business

Property owner Jason Benzing presented a bag of broken chunks of sidewalk from Guy Street. He requested the city repair/replace the sidewalk so these chunks don't get thrown into the street by the snow blower.

The council agreed to have the City Engineer and the Public Works Director review the sidewalk and include it in the capital improvements plan. The council directed Zwilling to get bids on repairing the sidewalk.

The ad for city wide cleanup should provide notice to homeowners that items for pickup should not be placed curbside before Friday morning, May 19th.

Council member Hallquist reported on Discover Dassel's planter project and they will repaint the city sign. Hallquist recommended Public Works repair the swing in Breeds Park along Hwy 12.

Motion by Bjork, seconded by Bemenderfer to adjourn the meeting at 8:18 p.m. Motion carried unanimously.

ATTEST:

Ronald Hungerford
Mayor

Terri Boese
Clerk/Treasurer